

## DEMOGRAPHIC ADMISSION/ DISCHARGE REPORTS

As a reminder, DARTS reports are available on Mobius. Your agency should review the reports on a regular basis and submit corrections if errors are identified. The person responsible for submitting DARTS data to DASA through the FTP can also download the Mobius reports.

The reports are posted in Mobius by report ID and name and are as follows:

Report ID	Title	Information
PASDMCR1	Treatment Admission Data Quality	NOMS information for Admitted Treatment Clients
PASDMCR2	Treatment Discharge Data Quality	NOMS information for Discharged Treatment Clients
PASDMCR3	Intervention Admission Data Quality	NOMS information for Admitted Intervention Clients
PASDMCR4	Intervention Discharge Data Quality	NOMS information for Discharged Intervention Clients
PASDMCR5	Treatment Demographic Information Summary	Summary of Characteristics of Treatment Clients that are served by your agency for each month as well as an unduplicated count for the Fiscal Year
PASDMCR6	Intervention Demographic Information Summary	Summary of Characteristics of Intervention Clients that are served by your agency for each month as well as an unduplicated count for the Fiscal Year
PASDMXR1	Demographic Closing	Clients discharged by DASA due to no accepted services for 120 days
PASDMXR2	Demographic Warning	Clients with no accepted services for 90 days

For FY 2012, approximately 10% of the Treatment discharges were discharged by DASA because the clients did not receive a service for over 120 days. Each month a report is created for your agency that lists the patients by ID that have not received a service for 90 days. A report is also created for clients without services for 120 days that have been administrative discharged by DASA. Your organization should be closing these patients and reporting the discharge information.

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DASA currently recommends that outpatient records be closed once 30 days have elapsed with no service and that residential records be closed no more than three (3) days after discharge unless the patient is receiving services in another level of care within the same organization. The goal for the number of DASA discharged patients should be zero. DASA Administrative discharges are counted as "left against staff advice" when reporting the National Outcome Measures (NOMS).

Organizations should review the *DARTS Manual* each year to make sure they have the correct definitions when collecting and reporting data.

Thank you in advance for your prompt review of these reports. If you have any questions, please contact [DHS.DASHELP@illinois.gov](mailto:DHS.DASHELP@illinois.gov).

Attachments: PASDMCR1  
PASDMCR2