CONSUMER SERVICE DATA REPORT
Instructions for Completing
the Provider to KEPRO CSDR Data Elements

> **The Consumer Service Data Report is to be submitted via EDI to KEPRO by those Providers who Contract with the Bureau for Behavioral Health and Health Facilities (BBHHF) requires the Report.**
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> These instructions, as a companion to the KEPRO CSDR Provider to KEPRO File Layout, provide basic, structural information as well as allowed values for each data element. The specific reporting requirements, such as the report due date and provider-specific program code, BBHHF will provide.

1) **csdr_report_date:** The date the consumer was rendered the service reported in this CSDR record with this payer and fund code, and in this program.

2) **csdr_agency_id:** This is your organization's West Virginia Behavioral Health License number with leading zeros filling the field length of ten. This number is on the behavioral health center license and is unique for each Provider Agency.

3) **consumer_id:** Your organization assigns a unique identifier that follows the consumer throughout treatment with your agency. **If** the consumer is discharged and then returns, the same identifier is to be assigned to the consumer. This identifier cannot be reassigned to any other consumer receiving services from your organization.

4) **csdr_payer_source:** The payer source for thie service provided is indicated in this field. The payer codes are:

01 BHHF Charity Care
02 Bureau for Children & Families
03 Medicare
04 Medicaid
05 Workers' Compensation
06 Other Government Payments
07 Self Pay-Non BHHF Charity Care
08 Targeted Funds
10 Private Insurance

5) **csdr_program_code:** The Bureau for Behavioral Health and Health Facilities has assigned a code for each the provider's programs based on the program type and location. The code is the NDATUS, CDRMH or CDRMR/DD number or a modified number in situations where more than one target-funded program is operated within a site. Program codes may be confirmed by BHHF.

6) **csdr_fund_source:** The Fund Code specifies a target-funded service. All non-target funded services are reported with XX in the Fund Code. The fund codes are:

Fund Source	Code
Partnership for Care	AA
Public Inebriate Services	BB
SA Adolescent RYS/MOP (If you cannot identify services for TT and/or QQ fund codes separately, report the services under fund Code CC)	CC
DD Targeted Services	DD
SA Adult Residential Treatment (If the program does not have a specific NDATUS Number)	FF
Family Support	GG
Mental Illness Child Home-Based Care	HH
Mental Illness – Child Parent Education	H1
Mental Illness Child Respite Care	H2
Mental Illness Child School Based Services	H3
Mental Illness Child Treatment	H4
Mental Illness Child Community Collaborative	H5
Mental Illness Child Case Management	JJ
Mental Illness Child Crisis Service	KK
SA - Women	MM
Path-Homeless Grant	PP
SA Adolescent Residential Services	QQ
Mental Illness – CSS Development	RR
Substance Abuse Outpatient Services	SS
SA Adolescent Intensive Outpatient Services	TT
No Targeted Funding Source	XX

9) **csdr_service_code_modifier_2:** Include a second service code modifier when reporting a service code that has two associated modifiers. This field may be blank when the service code does not have a second associated modifier.

10) **BBHHF_service_modifier:** BBHHF will provide guidance regarding the use of a BBHHF service modifier. BBHHF service modifier must be reported in this field, the BHHF service modifier, rather than the CPT service_code_modifier_1 and _2 fields, as their use if dictated by the CPT manual.

11) **csdr_minutes:** Report the minutes of the service rendered for the service, date, fund source, program, payer and individual presented in this CSDR record.

7) **csdr_service:** Specify the service provided referencing the CSDR Service Allowed Values document. This document will indicate those Medicaid CPT/HCPC codes that are to be reported with a modifier or modifiers in the two following fields.

8) **csdr_service_code_modifier_1:** Include the appropriate service code modifier when reporting a service code that has an associated modifier. This field may be blank when the service code does not have an associated modifier.