

CLIENT AND SERVICE INFORMATION SYSTEM

REPORTING TIPS

***TIP FIVE:* REPORTING PERIODIC RECORD DATA**

Tip Five provides examples for reporting periodic data required by the Client and Service Information (CSI) System in the following data fields within the Periodic record:

P-01.0 Date Completed, P-02.0 Education, P-03.0 Employment Status,
P-08.0 Conservatorship / Court Status, P-09.0 Living Arrangement, and P-10.0 Caregiver.

The following Periodic record data fields have been discontinued and are no longer required to be reported to CSI as of July 1, 2006:

P-04.0 Axis-V / GAF, P-05.0 Other Factors Affecting Mental Health – Substance Abuse,
P-06.0 Other Factors Affecting Mental Health – Developmental Disabilities, and
P-07.0 Other Factors Affecting Mental Health – Physical Health Disorders.

The Periodic record data allow the Department of Mental Health to respond to requests for information about County Mental Health Plan (CMHP) clients and their functioning levels over time.

CSI Periodic record data for each County Mental Health Plan client are to be reported to the Department of Mental Health at these three (3) intervals:

1. AT “FIRST CONTACT” WITH THE COUNTY MENTAL HEALTH PLAN

“First contact” Periodic data collection and reporting: Collection and reporting of Periodic record data for all County Mental Health Plan clients at “first contact,” or prior to the initial provision of mental health services, ensures baseline functioning level data are collected at the beginning of each client’s contact with the County Mental Health Plan.

2. “ANNUALLY THEREAFTER” FOR ALL ACTIVE OR CONTINUING COUNTY MENTAL HEALTH PLAN CLIENTS

“Annual” Periodic data collection and reporting: Collection and reporting of Periodic record data on an annual basis for all active or continuing County Mental Health Plan clients ensures that current functioning level data are collected for analysis with baseline functioning level data to relate changes in a client’s functioning levels over time.

County Mental Health Plans are encouraged to utilize a client’s annual Universal Method to Determine Ability to Pay (UMDAP) appointment to collect Periodic record data for annual reporting. Ideally, CMHPs should report Periodic record data annually (e.g., within a twelve month period) for all active or continuing clients.

3. AT “FORMAL DISCHARGE” FROM THE COUNTY MENTAL HEALTH PLAN

“Formal discharge” Periodic data collection and reporting: Collection and reporting of Periodic record data at formal discharge (i.e., no further mental health services needed, client has reached treatment goals) from the County Mental Health Plan ensures that functioning level data as of “formal discharge” are collected for analysis with baseline and annual functioning level data to assess treatment efficacy of services delivered by the County Mental Health Plan.

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EXAMPLES OF APPROPRIATE PERIODIC DATA REPORTING

First Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
1	000000009	20100526	12	E	J	A	00	00

Periodic data are collected at first contact (or prior to the initial provision of mental health services) for client "000000009" by the County Mental Health Plan (CMHP) on May 26, 2010. Collection at first contact ensures that baseline functioning level data are collected for the client.

Annual Update	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
2	000000009	20110503	12	E	J	P	00	00

The following year annual Periodic data are collected for client "000000009" by the CMHP at the client's annual Universal Method to Determine Ability to Pay (UMDAP) appointment on May 3, 2011. Note that the data in the LIVING ARRANGEMENT data element has been updated to reflect the client's current living arrangement. The annual collection and reporting of Periodic record data ensures that current functioning level data are collected for analysis with baseline functioning level data to identify changes in a client's functioning levels over time.

Formal Discharge	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
3	000000009	20120926	12	E	J	P	00	00

On September 26, 2011 Periodic data are collected again for client "000000009" because the client will be formally discharged or has recently been formally discharged from the CMHP. The collection and reporting of Periodic record data at formal discharge from the CMHP ensures that functioning level data at formal discharge are collected for analysis with baseline and annual functioning level data to identify changes in a client's functioning levels over time and to assess the treatment efficacy of services delivered by the County Mental Health Plan.

First Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
1	000000025	20091021	10	F	J	U	00	00

Periodic data are collected at first contact (or prior to the initial provision of mental health services) for client "000000025" by the CMHP on October 21, 2009. Collection at first contact ensures that baseline functioning level data are collected for the client.

Annual Update	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
2	000000025	20101015	10	F	J	A	01	00

The following year annual Periodic data are collected for client "000000025" by the CMHP at the client's annual UMDAP appointment on October 15, 2010. Note that data in the CAREGIVER data element has been updated to reflect the client's current caregiver responsibilities. The annual collection and reporting of Periodic record data ensure that current functioning level data are collected for analysis with baseline functioning level data to identify changes in a client's functioning levels over time.

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Annual Update	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
3	000000025	20111005	10	A	J	U	01	00

The next year, client "000000025" is still a continuing client with the CMHP and the client's annual Periodic data are collected by the CMHP at the client's annual UMDAP appointment on October 5, 2011. Note that the data in the LIVING ARRANGEMENT and EMPLOYMENT STATUS data elements have been updated to reflect the client's updated employment status and living arrangement.

EXAMPLES OF INAPPROPRIATE PERIODIC DATA REPORTING

- Reporting more than one (1) Periodic record for a client within a twelve (12) month period of time.

First Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
1	000000101	20101015	06	G	U	O	00	00

Periodic data are collected at first contact (or prior to the initial provision of mental health services) for client "000000101" by the CMHP on October 15, 2010. Collection at first contact ensures that baseline functioning level data are collected for the client.

Second Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
2	000000101	20101102	06	G	U	O	00	00

Next, Periodic data are collected again by the CMHP on November 2, 2010 during the second contact for client "000000101". Collection of periodic data during the second contact is not necessary since only one (1) Periodic record per client, per year is required.

Third Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
3	000000101	20110115	06	G	U	O	00	00

Finally, Periodic data are collected for a third time for client "000000101" by the CMHP on January 15, 2011. Collection of periodic data during the third contact is not necessary since only one (1) Periodic record per client, per year is required.

- Reporting a client's "first contact" Periodic record, but not a Periodic record for the client at "formal discharge".

First Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
1	000000202	20101201	10	A	J	U	01	00

Periodic data are collected at first contact (or prior to the initial provision of mental health services) for client "000000202" by the CMHP on January 15, 2010. Collection at first contact ensures that baseline functioning level data are collected for the client. On June 15, 2011 the client is "formally discharged" from the CMHP, however, periodic data were not collected from client at "formal discharge" from the CMHP.

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- Not reporting an annual Periodic record for an active or continuing client.

First Contact	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
1	000000750	20090815	12	A	U	U	00	00

Periodic data are collected at first contact (or prior to the initial provision of mental health services) for client "000000750" by the CMHP on August 15, 2009.

Collection at first contact ensures that baseline functioning level data are collected for the client.

Annual Update	CCN	Date Completed	Education	Employment Status	Conservatorship/Court Status	Living Arrangement	Caregiver	
2	000000750	20101102	06	G	U	O	00	00

The next Periodic record data are collected for client "000000750" by the CMHP on November 2, 2011. Periodic record data were not collected for the client in 2010, even though the client was an active client receiving services during 2010.