



Ohio Department of Mental Health

30 East Broad Street
Columbus, Ohio 43215-3430

DATE: NUMBER: ORIGINATOR & TITLE:
August 9, 2005 C-08-06-02 Jody Lynch

OFFICE:

APPROVED BY:
Donald Anderson, Deputy Director:

DISTRIBUTION:

BHO's Boards Provider Agencies Shareholder Organizations

SUBJECT:

Allocations Certification Critical Information Licensure
 MACSIS Medicaid MSPA Policy
 Procedure Other (specify):

TITLE OF CORRESPONDENCE: Electronic distribution of Mental Health Consumer Outcomes data files

CONTENT

The purpose of this communication is to inform boards of the process to receive and access electronic mental health Consumer Outcomes data files currently being created by the Office of Information Services in collaboration with the Office of Program, Evaluation and Research. Any board that wants to begin to receive electronic file will need to request access to this file in the manner described in this communication.

Mental Health Consumer Outcomes Cumulative Data Files

Beginning September 7, each board may receive up to eight zipped files based on the instruments submitted. Each zipped file will contain all Outcomes records for that instrument that have been accepted into the production database to date. The data files will be available on the first Wednesday of each month to the specified person or division of the board. They will include information for the clients that are enrolled in the Board's plans as determined by comparing the client UCI and Administration date as submitted in the Outcomes record against the eligibility span found in the MACSIS member record. Pursuant to the Trading Partner and Business Associate Agreement between each Board and ODMH/ODADAS, the board is required to destroy all previous Outcomes extracts upon receipt of the current month's extracts. The file layouts are included as attachments to this communication. Data variables in the files include those fields submitted into the production file and are fully described in the attached excel file named Outcomes_Extract_structure.xls which includes eight (8) sheets, one for each instrument, labeled accordingly. The designated Outcomes individual(s) as compiled in the Consumer Outcomes tracking database will be notified via e-mail when the extract files are ready.

Process to Request Data

Boards should submit a brief letter to authorize ODMH to release electronic data files or granting permission to release this information to another board area on their behalf.

It is recommended you incorporate the following language or language that conveys similar meaning:

- If a board is requesting information for it’s own residents:
 - I authorize ODMH to release client level mental health Consumer Outcomes information, as described in the Board File Information document, in electronic format to my board [**designee/board department, area or position**], for residents of my board .
- If a Board has entered into an agreement with another board to compile information on their behalf (i.e. data on residents of the Board area is being released to another board):
 - I authorize ODMH to release client level mental health Consumer Outcomes information, as described in Information document, in electronic format for residents of my board area to the [**designee/board department, area or position**] of the _____ board, who is acting as our administrative agent/business associate.

It is not necessary to submit your Business Associate Agreements or Memoranda of Understanding with your request.

Access to the File

The MIS person can retrieve the file from the Board’s extract directory on the MHHUB server in the same manner that MACSIS information is retrieved. Files will be maintained in accordance with the MACSIS standards. The file naming convention is included in the attached file named Outcomes_Extract_structure.xls.

Questions/Additional information

This communication and related documentation will be available electronically mid-August by accessing the Consumer Outcomes website available at:

<http://www.mh.state.oh.us/oper/outcomes/outcomes.index.html>.

REQUIRED ACTION: Please submit the letter of request to Geoff Grove or via email to outcome@mh.state.oh.us or mail to:

- Outcomes Support Team
- 30 East Broad Street, Suite 1170
- Columbus, Ohio 43215

DATES FOR REQUIRED ACTION:

NAME, TELEPHONE NO., AND EMAIL OF CONTACT PERSON(S):

outcome@mh.state.oh.us or mail to:

- Outcomes Support Team
- 30 East Broad Street, Suite 1170
- Columbus, Ohio 43215

C:
 Board MIS Directors Area Directors OACMHB Laura Daniele Johnna Fraser
 Geoff Grove Jonpaul Martin Dee Roth Joe Wiant

