CALIFORNIA DEPARTMENT OF
Mental Health

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September 6, 2000

APO MEMO NO: 00-01

TO: ALL COUNTY MENTAL HEALTH DIRECTORS

FROM: JIM HIGGINS, Ed.D., Chief,
RESEARCH AND PERFORMANCE OUTCOME DEVELOPMENT

SUBJECT: ADULT PERFORMANCE OUTCOME SYSTEM - FOURTH QUARTER RESULTS AND SECOND YEAR REPORTING REQUIREMENTS

Fourth quarter Adult Performance Outcome System data (April 1 through June 30, 2000) were due to the Research and Performance Outcome Development section (RPOD) of the Department of Mental Health (DMH) by July 17, 2000. We have begun to analyze these fourth quarter data submissions and have enclosed a cumulative summary sheet with your county's results as well as regional and statewide summary data. Because of the large volume of paper involved, these reports are only being sent to each county's Mental Health Director. *Please distribute these reports to your county's Adult Performance Outcome Primary and/or Technology Contacts as appropriate.* Note: Since some correspondence and reports do go directly to your county's Primary or Technology contact, be sure to keep us informed if this person changes.

Counties Reporting Fourth Quarter Data

For those counties that successfully submitted data, RPOD has prepared instrument reports as well as a one-page summary showing the number of records the county reported both overall and by gender, diagnosis, and ethnicity. (Counties that sent data previously but missed this quarter's deadline will notice that the numbers for their county have not changed since last quarter's reports.) The summary page also includes a summary of county errors indicating the percentage of errors identified for each instrument compared to the statewide average. There are two types of errors – those we could correct and fatal errors which must be corrected by the county. In a few cases the error percentage for an instrument is over 100% since the formula producing this percentage includes records with fatal errors. *Please check this summary page to determine whether the results accurately describe what you submitted*. For those counties that submitted QL-SF data, RPOD is refining this report and it should be available in the near future.

Counties Not Reporting Fourth Quarter Data

Although some counties had initial difficulties implementing the Adult Performance Outcome System, we have now received data from 55 counties (approximately 93% of California's counties). Counties that have not reported any data will receive a letter showing only the statewide number of respondents for each instrument.

Continuing Data Formatting Problems

It is extremely important that data submitted comply with the table, record structure, and field formats specified in the Adult Performance Outcome Data Dictionary. Common problems we continue to encounter are listed in "Attachment A". Some counties are still using old copies of the Adult Performance Outcome data dictionary – which may be the cause of some of the confusion regarding coding issues. To ensure that your county has the most current (revision date of 3/31/00) Adult Performance Outcome data dictionary, please download a copy from the DMH Information Technology Web Services (ITWS) or call Traci Fujita at (916) 653-3300. If you need assistance with ITWS, call the DMH "Help Desk" at (916) 654-3117.

Second Year Reporting Requirements

Quarterly data transmissions were required initially in order to test and refine the system. These refinements have now been completed and most county transmissions are being received in the proper structure and format.

For counties that successfully reported fourth quarter data by the July 17th deadline the schedule for transmission will become semi-annual. A letter (APO MEMO NO 00-02, enclosed) will be sent to the Mental Health Director of these counties confirming that their county has successfully been transmitting performance outcome data in a timely fashion. *Successful* data transmission means there were no major formatting or coding problems, or missing data. Note: some counties were given permission to send data on disks; however, this does not count as a test of their transmission technology. The performance outcome data due date for counties switching to semi-annual reporting is **January 16, 2001** and will cover the period from July 1, 2000 to December 31, 2000.

Counties still experiencing problems with their data coding, data formatting, transmission technology, or that failed to submit data by the 4th quarter deadline must maintain the quarterly reporting schedule. **The next due date for these counties is October 16, 2000** and will cover the period from July 1, 2000 to September 30, 2000. DMH staff will continue to work with these counties to assist in resolving their problems. A letter (APO MEMO NO 00-02, enclosed) will be sent to the Mental Health Director of these counties describing their problems and the need to continue quarterly reporting until the problems are resolved.

Reporting of Supplemental Client Information Face Sheet

As noted on the bottom of the Supplemental Information Face Sheet (CSI_Sup table), information from this form is only required until the statewide Client Services Information (CSI) system is operational and a county is current in their CSI reporting requirements. Since CSI is now close to operational, counties that are up-to-date on their CSI reporting will no longer be

required to report this information as part of their Adult Performance Outcome data requirements. Note: there has been some confusion as to the meaning of "current". Although a large number of counties have been approved for submission of production data, at this point there are only four counties actually current in their reporting. Once a county is up-to-date in their CSI reporting, RPOD will obtain this information directly from the CSI database.

The process to obtain a waiver from reporting Supplemental Information Face Sheet information is for a county to inform Traci Fujita (contact information below) that it is up-to-date in meeting its CSI requirements. Traci will confirm this information with the CSI Unit and then send a "waiver" letter to the county. However, counties that have worked out an efficient system to transmit this data directly to RPOD are encouraged to continue doing so. It will not only speed up our analysis process, but allow us to continue receiving discharge information. We are finding that "type of discharge" is an important piece of information that is not available in the CSI database.

If you have any further general questions related to the Adult Performance Outcome System, please direct them to the attention of Karen Purvis. Questions related to data format and transmission should be directed to Traci Fujita.

Karen Purvis
(916) 653-4941
Kpurvis@dmhhq.state.ca.us

Traci Fujita
(916) 653-3300
Tfujita@dmhhq.state.ca.us

Enclosures

cc Adult Performance Outcome Primary Contact (letter only)
Adult Performance Outcome Technology Contact (letter only)

Attachment A

Continuing Data Coding and Formatting Problems

It is extremely important that data submitted to the Adult Performance Outcome System comply with the table, record structure, and field formats specified in the Adult Performance Outcome Data Dictionary. The following are problems we continue to encounter from many counties:

- **INCORRECT CODING** Counties must pay special attention to confirming that the correct code is used for all variables, since it is difficult to tell when this occurs once the data reach DMH. Coding should exactly match what is specified in the data dictionary. Coding problems are most commonly found in the ADULTID and CSI_SUP tables.

  Some counties continue to use old copies of the Adult Performance Outcome data dictionary – which may be the cause of some of the confusion regarding coding issues. To ensure that your county has the most current Adult Performance Outcome data dictionary (revision date of 3/31/00), please download a copy from the DMH Information Technology Web Services (ITWS) or call Traci Fujita at (916) 653-3300. If you need assistance with ITWS, call the DMH "Help Desk" at (916) 654-3117.

- **MISSING FIELDS** Some counties are not collecting all of the information that is requested for APOS since they are using their own forms or other systems to supplement the data requested. While using your own forms is acceptable, please be sure that your county is collecting all of the information that is requested. Common missing fields are: link date, GAF score, employment status, living arrangement, language of the instrument, and CA-QOL question #18 regarding program involvement.

- **ZEROS USED FOR MISSING VALUES** Please use a blank space instead of a zero for missing values. For some instruments, "0" is a valid response. The adult data dictionary is being updated to reflect specific missing values for all variables.

Additional Problems

- **MISSING MHSIP DATA** We are receiving fewer MHSIP files than expected. Please recall that MHSIP data should be collected for all annual and discharge clients. Clients who have been in your system, but are receiving instruments for the first time, are considered "annual" clients and should receive the MHSIP.

- **BLANK RECORDS** DMH has received a large number of instrument records that are being used as "placeholders" with no data in the records. This appears to be most common with the MHSIP table. Please do not send instrument records with no data. If a client has refused to complete an instrument, you may want to note this in the client's file or your own records. We are not currently collecting information on refusals.