

SFY 2014 - 2015 Performance Contract Reports/Data Requirements

Requirement	DMH/DD/SAS Report Contact	LME Actions	Reporting Schedule	Guidelines & Reports	Legislative citation for the requirement to collect the information or Allocation letter.	Description of how DMH staff uses the information.	Who uses the summary information/report.
Monthly Financial Report	Jay Dixon Budget and Finance Team 3013 Mail Service Center Raleigh, NC 27699-3013 (919) 733-7013 Jay.Dixon@dhhs.nc.gov	LME submits a Monthly Financial Report on a monthly basis by the 20th of the following month or next day of business on a weekend or holiday.	Monthly	Audits for all LME's are required to go to the Local Government Commission for Review and Approval.	Financial Status Report required by APSM 75-1, T10:14C.1102, report requested by the DHHS Controller's Office.	The data is monitored to determine County funding provided to the LME/MCO. The data is monitored to determine if revenues are exceeding expenditures. It also assists the budget office in determining whether an LME needs some level of financial monitoring.	Budget Office
Substance Abuse/Juvenile Justice Initiative Monthly Report	Rachel Johnson Justice Systems Innovations Team 3008 Mail Service Center Raleigh, NC 27699-3008 (919) 715-2771 Rachel.Johnson@dhhs.nc.gov	LME submits a monthly Substance Abuse/ Juvenile Justice Initiative Report. Reports are accurate and complete and are received monthly by the 20th of the following month or next day of business on a weekend or holiday.	Monthly	Monthly Reports are submitted electronically at: https://uncg.qualtrics.com/SE/?SID=SV_6yy4tPsJGBzN57e Reports available on DMH/DD/SAS website: http://turninglivesaround.org/publications.html	NC General Statute 122C-115.4	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office
Work First Initiative Quarterly Reports	Starleen Scott Robbins Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Starleen.Scott-Robbins@dhhs.nc.gov	LME submits a quarterly Work First Initiative Report by the 20th of the month following the end of the quarter. The reports are due to DMH/DD/SAS on October 15th (for July - September), January 15th (for October - December), April 15th (for January - March) , and July 15th (for April - June). Reports are accurate and complete and are received by the due date.	Quarterly	Work First Initiative information is on the DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/women_child_SA/NC_Work_First/index.htm	NC General Statute 108A-25.2; G.S. 108A-29.1; NC DSSFNS 290	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office
System of Care Report	Heather McAllister Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Heather.McAllister@dhhs.nc.gov	LME/MCO's submit semi-annual System of Care Reports. The first reporting period (July-December)/ reports are due by January 15th. The second reporting period (January-June) reports are due by July 15th.	Semi-annually	SOC information: http://www.ncdhhs.gov/mhddsas/services/serviceschildfamily/index.htm	NC General Statute 122C-115.4.	Data is used in the System of Care Year end Activity report. In addition the data is reported as a part of the MH Block Grant	DMH Leadership; Internal staff.
Client Data Warehouse (CDW) Screening Record	Judy Boone Information Systems Team 3019 Mail Service Center Raleigh, NC 27699-3019 (919) 733-4460 Judy.Boone@dhhs.nc.gov	LME collects and submits required CDW record types by the 15th of each month, must cross reference the clients in CND5.	Quarterly	CDW Reporting Requirements Manual website: http://www.ncdhhs.gov/mhddsas/statpublications/Publications/CDW/cdwtechspecs1.12.pdf Reports available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/CDW/index.htm	NC General Statute 122C-115.4. APSM 70-1, CDW Reporting Requirements Manual	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office; NC Legislature; Federal Reporting
Client Data Warehouse (CDW) Admissions	LME collects and submits required CDW record types by the 15th of each month.						
Client Data Warehouse (CDW) ICD-9 Diagnosis	LME collects and submits required CDW record types by the 15th of each month. Data has been entered in all required fields.						
Client Data Warehouse (CDW) Unknown Data (admissions)	LME collects and submits required CDW record types by the 15th of each month. Required fields contain a value other than "unknown."						
Client Data Warehouse (CDW) Unknown Data (discharges)	LME collects and submits required CDW record types by the 15th of each month. Required fields contain a value other than "unknown."						
Client Data Warehouse (CDW) Identifying & Demographic Records	LME collects and submits required CDW record types by the 15th of each month. Open clients who are enrolled in a target population and receive a billable service will have a completed identifying record (record type 10) and a completed demographic record (record type 11) in CDW within 30 days of the beginning date of service on the paid claims record.						
Client Data Warehouse (CDW) Drug of Choice	LME collects and submits required CDW record types by the 15th of each month. A drug of choice record (record type 17) is completed within 60 days of the beginning date of services for clients enrolled in any of the following target populations: ASDHH, ASCDR, ASCJO, ASDSS, ASDWI, ASHMT, ASWOM, CSSAD, CSWOM, CSCJO, CSDWI, CSMAJ.						
Client Data Warehouse (CDW) - Episode Completion Record	LME collects and submits required Client Data Warehouse (CDW) record types by the 15th of each month (1 quarter lag time). LME must submit discharge record (12) for clients that does not show any activity in 60 days or must follow CDW flow chart.						
NC-TOPPS Initial & Update Interviews	Jennifer Bowman, Quality Management Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Jennifer.Bowman@dhhs.nc.gov	LMEs are responsible for assuring that service providers conduct Initial and Update Interviews at appropriate intervals with consumers who qualify for NC-TOPPS.	Quarterly	NC-TOPPS Guidelines and Dashboard is available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/NCTOPPS/index.htm	NC General Statute 122C-115.4.	Report is submitted to federal office as part of block grant reporting	DMH Office; DMA Office; Secretary's Office; NC Legislature; Federal Reporting
NC Support Needs Assessment Profile (NC-SNAP)	Rachel Noel Best Practice Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 715-2774 Rachel.Noel@dhhs.nc.gov	LME, through providers, collects and enters annual NC-SNAP assessments into the NC-SNAP web base application for all consumers receiving DD services and initial contact NC-SNAP assessments for all consumers waiting for DD service.	Quarterly	NC-SNAP information is available of the DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/NCsnap/index.htm	NC General Statute 122C-115.4.	The NC-SNAP measures an individual's level of intensity of need for developmental disabilities (DD) supports and services.	DMH Office; Secretary's Office; NC Legislature; Federal Reporting
SAPTBG Compliance Report	DeDe Severino Quality Management Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Dede.Severino@dhhs.nc.gov	Each LME submits a semi-annual SAPTBG Compliance Report by the 20th of the month following the end of the semi-annual (6 month) period (usual due dates are January 20th and July 20th). Reports are accurate and complete, show at least 48 hours of Synar activity for the reporting period, and are received by the due date.	Semi-annually	The SAPTBG Compliance Report template available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/statpublications/Forms/index.htm#formsime SAMHSA Synar report includes NC data: SAMHSA Synar report includes NC data: http://www.samhsa.gov/prevention/2011-Annual-Synar-Report.pdf	NC General Statute 122C-115.4	Aggregate data from the report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office
National Core Indicators (NCI) Consents and Pre-Surveys	Karen Feasel, Quality Management Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Karen.Feasel@dhhs.nc.gov	LME annually submits within the specified timeframes the required numbers of completed consent, background, and pre-survey forms for selected individuals who consent to participate in the adult consumer survey, and family/guardian addresses for individuals selected for the mailed family surveys. All submissions are complete and submitted by the due date.	Annually - Fourth Quarter	DM/DD/SAS-Community Policy Management Section annually sends correspondence to LMEs explaining the NCI process and what is required (e.g. database, consent forms, pre-surveys, refusal forms, and names and addresses of legal guardians/family members). For reports go to the National Core Indicator website: http://www.nationalcoreindicators.org/	NC General Statute 122C-115.4.	Data is sent to HSR1 as a part of the NCI national project. Measures are generated as a part of the CAP-MR/DD Waiver project from data.	DMH Office; DMA Office; Secretary's Office; Office of Disability and Health; NC Council of Community Programs; NC Legislature; Federal Reporting.

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Call Center Access to Care Report	Lee Lewis Best Practice Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 715-2774 Contactdmhquality@dhhs.nc.gov	LME maintains a log for each request for service and submits a quarterly report by the 30th of the month following the end of the quarter on access to care provided within the target time standard.	Quarterly	Reports can be found at: http://www.ncdhhs.gov/mhddsas/statpublications/Reports/DivisionInitiativeReports/communitysystems/index.htm	NC General Statute 122C-115.4.	Data provides performance information on LME/MCO behavioral health system.	DMHDDSAS
Mobile Crisis Services	Art Eccleston Office of Clinical Policy DMH/DD/SAS (919) 733-7011 Contactdmhquality@dhhs.nc.gov	LMEs are responsible for submitting to DMH/DD/SAS service and expenditure/staffing reports from their Mobile Crisis Management providers.	Semi-Annually	Recent reports are not available on the web but are available upon request.	Original allocation reporting requirements & N	Captures number of service events, level of intensity, where referrals come from. DMH/DD/SAS's Office of Clinical Policy incorporates these reports into databases, which are analyzed and reviewed by the Crisis Services Coordinating Group.	DMH Leadership.
Geriatric Adult Mental Health Specialty Team Quarterly Report	Debbie Webster Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Debbie.Webster@dhhs.nc.gov	All funded LMEs submit quarterly reports from GAST programs.	Quarterly	Recent reports are not available on the web but are available upon request.	Senate Bill 1148.	Tracking program expenditures per LME, number of facilities served, and the number of trainings and consultations provider per facility	DMH Leadership & Internal staff.
PATH Quarterly Report	Debbie Webster Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Debbie.Webster@dhhs.nc.gov	All funded LME's submit the PATH Quarterly Reports from the PATH Provider.	Quarterly	Recent reports are not available on the web but are available upon request. SAMHSA PATH Reports: http://pathprogram.samhsa.gov/Path/ProgramInformation.aspx	NC General Statute 122C-115.4. PATH Grant reporting requirements. SAMHSA requirement.	Tracking program expenditures, number of persons served, housed and transitioned to community mental health services for each team	DMH Leadership & Internal staff.
LME Complaint Report	Stacie Forrest Advocacy and Customer Services 3009 Mail Service Center Raleigh, NC 27699-3009 (919) 715-3197 Stacie.Forrest@dhhs.nc.gov	The LME submits the complaint reports 45 days after the Quarter in which data is collected. The reports are due to DMH/DD/SAS on February 15 (for October - December), May 15 (for January - March), August 15 (for April - June) and November 15 (for July - September).	Quarterly	Reports can be found at: http://www.ncdhhs.gov/mhddsas/statpublications/Forms/index.htm#forms/lme	NC General Statute 122C-115.4. 10A NCAC 27G .0609	Looks at LME performance trends. Summary of LME activities reported concerning complaints and consumer rights.	DMH Office and DMA
TBI Quarterly Reports	Jan White Prevention and Early Intervention Team 2021 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Jan.White@dhhs.nc.gov	LMEs report on TBI dollars spent and categories of how it was spent.	Quarterly	Recent reports are not available on the web but are available upon request.	NC Senate Bill 704 and TBI specific allocation letters.	Information is used to report data to the Brain Injury Advisory Council and to monitor performance of the use of services.	DMH Leadership. Brain Injury Advisory Council
Consumer Perception of Care Survey (POC)	Judy Boone, Information Systems - Systems Operations 3019 Mail Service Center Raleigh, NC 27699-3019 (919) 733-4460	The LME shall ensure that its providers collect and submit complete information of consumers as required by the DHHS policy, on a timely manner. The LME shall provide information and support to its providers to encourage use of data collected by LME and DHHS for improvement of service quality.	Annually - Third Quarter	DMH/DD/SAS-Community Policy Management Section annually sends correspondence to LMEs providing instructions for submitting the surveys. Reports available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/CDW/consumerperceptionrpts/index.htm	NC General Statute 122C-115.4.	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office; NC Legislature; Federal Reporting
LME/MCO Monitoring Report	Patsy Coleman, Patsy.Coleman@dhhs.nc.gov	LME/MCOs report monthly on measures including call center activities, persons served, community psychiatric hospitalizations, authorization requests, claims, and complaints for both the uninsured and persons receiving Medicaid.	Monthly	Reports are sent out via the NC-Council	NC General Statute 122C-115.4.	Data provides performance information on LME/MCO behavioral health system.	DMHDDSAS, DMA and Secretary's Office.
LME/MCO Performance Measurement & Reporting	Michael Schwartz Quality Management Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Michael.Schwartz@dhhs.nc.gov	LME/MCOs report on measures including prevention and early intervention, timely access to care, penetration rates, initiation and engagement in services, crisis and inpatient services, and continuity of care.	Quarterly	Reports can be found at: http://www.ncdhhs.gov/mhddsas/statpublications/Reports/DivisionInitiativeReports/communitysystems/index.htm	NC General Statute 122C-115.4.	The data submitted will be used by DMA and DMH/DD/SAS to monitor the quality, access, timeliness and care management operations. Once encounter and shadow claim information is successfully transmitting through NC-TRACKS, DHHS will re-evaluate performance measure reporting requirements.	DMHDDSAS and DMA
NC-START & Crisis Respite	Vivian Leon Developmental Center Team Division of State Operated Healthcare Facilities (919) 855-4700 Vivian.Leon@dhhs.nc.gov	NC-START Teams collect data and submit to the regional host MCO, DMH/DD/SAS and Vivian Leon; DSOHF; data entered into the NC START database which provides a quarterly and annual summary.	Quarterly	Legislature provides only general information on data required for report. Reporting requirements are outlined in the original host LME allocation letter. Website: www.ncdhhs.gov/mhddsas/services/crisservices/ncstart.htm	Allocation letters are sent out on an annual basis from the Budget Office. NC START data is submitted to LME through Provider agencies.	Captures number of service events, level of intensity, where referrals come from, etc.	State Operated Healthcare Facility Staff. DMH Staff. Trend analysis is sent to the LME/Host Program.
LME Crisis and Inpatient Quarterly Report	Art Eccleston art.eccleston@dhhs.nc.gov	Report is no longer required as of 1/1/14, data collected in Monthly Monitoring Report.					
DD Wait List	Sandy Ellsworth sandy.ellsworth@dhhs.nc.gov	Report is no longer required as of 10/16/13, data collected in Monthly Monitoring Report.					
Incident Response Improvement System (IRIS)	Glenda Stokes Glenda.Stokes@dhhs.nc.gov	Report is no longer required, DMH/DD/SAS access data through IRIS. LME is responsible for monitoring the provider's response to the incident to ensure that necessary steps have been taken to protect health and safety and to minimize the occurrence of future incidents.					
Three Way Contract	Patsy Coleman, Patsy.Coleman@dhhs.nc.gov	Report is currently not required					
Hospital Bed Day Census Report	Kent Woodson Kent.Woodson@dhhs.nc.gov	Report sent by Hospital to DMH/DD/SAS					
Walk in Report	Art Eccleston art.eccleston@dhhs.nc.gov	Report is currently not required					
		Community Systems Progress Report		Reports No Longer Required			