

DECISION SUPPORT 2000+
HUMAN RESOURCES STATE
STAKEHOLDER DATA STANDARDS

**A Collaborative Activity of the Mental Health Statistics
Improvement Program (MHSIP) and the Decision Support
2000+ (DS2000+) Team**

June 2006

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Substance Abuse and Mental Health Services Administration*



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Introduction

The Human Resources (HR) Data Standards are designed to cover key information on the workforce involved in the provision of mental health services. The standards allow service delivery agencies to describe and analyze data for their single largest cost center and enable accurate assessment of workforce trends in the industry.

The HR Data Standards were developed through a collaborative effort involving the Human Resources Workgroup, the Mental Health Statistics Improvement Program (MHSIP), and the Decision Support 2000+ Initiative (DS2000+) of the Survey and Analysis Branch (SAB) of the Center for Mental Health Services (CMHS). The State Stakeholder HR Data Standards supplement the Core HR Data Standards with additional data elements of particular interest to states. Users may also consult the Human Resources Workgroup Stakeholder Data Standards for additional data elements of particular interest to mental health professional organizations.

The Core HR Data Standards should be used to identify the reporting provider and/or organization and describe the workforce with respect to demographics, professional characteristics, employment status, employment characteristics, types of services provided and case load characteristics. The state-specific data standards reflect the states' interest in collecting uniform data on hours by employment arrangement, percent of clients in various managed care arrangements, types of mental health professionals not listed in the core standards, and number of years of experience.



Decision Support 2000+ Human Resource State Stakeholder Data Standards					
DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	USES OF DATA
Hours by Employment Arrangement	Number of hours by organization	Hours as an employee of an organization (e.g., responsible through a supervisor for attaining organization's goals; paid by organization resources)	Human Resources Workgroup	Report for a typical workweek the number of hours spent as an employee.	Distribution of time in salaried vs. self-employment. Monitor shifts in employment sectors.
	Number of hours self-employed	Hours self-employed (e.g., group independent practice association, private practice, consulting)		Report for a typical work week the number of hours spent in self-employment.	
Clients in Managed Care Arrangements	% clients in carve out arrangements	Carve out arrangements are those in which behavioral health benefits are managed <i>separately</i> as part of a broader health care benefit package (e.g., by a managed behavioral health care organization [MBHO])	Human Resources Workgroup	Report for a typical work week the percent of clients who are covered through a managed behavioral health care organization (MBHCO).	Analyze the distribution of providers/disciplines and characteristics of clients in managed care arrangements. What effect does participation in a managed care arrangement have for access to care by discipline.



Decision Support 2000+ Human Resource State Stakeholder Data Standards					
DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	USES OF DATA
	% clients in full service or carved-in arrangements	Full service or carved-in arrangements are those in which behavioral health benefits are managed as part of a broader health care benefit package (e.g., indemnity insurance or health maintenance organization (HMO)).		<p>This category refers to the type of health plan, not the payment source. For example, while Medicaid may be the payment source, care may be provided through different types of health plans, such as traditional Medicaid or a Medicaid HMO.</p> <p>Report for a typical work week the percent of clients who are covered by a full service or carved-in arrangement.</p>	



Decision Support 2000+ Human Resource State Stakeholder Data Standards					
DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	USES OF DATA
	% clients in unknown managed care arrangements	Insurance coverage classification is unknown.		Report for a typical work week the percentage of clients who insurance coverage classification is unknown	
Primary Professional Identification ¹		Self-selected category that best reflects the major discipline, training, or profession for which staff member has been trained or hired.	Human Resources Workgroup, Survey of mental health organizations (SMHO), FN11	Check all that apply	Examine relationships of provider identification with client characteristics. Provides information when linked with training on field shifting. Allows identification of providers who have trained in multiple fields.
	Vocational Rehabilitation Counselor				
	Sociologist	Applied or clinical			
	Peer Counselor				
	Other mental health workers	Aides, orderlies, consumer advocates, substance abuse counselors, and assistants. Less than B.A. education			

¹ The categories for this data element supplement those listed in the Core Human Resources Data Standards.



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DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	USES OF DATA
	Administrative and support staff	Include medical records administrators and technicians, accountants, business staff, and clerical and maintenance staff.			
	Other			Specify	
Years of Experience		Provider's years of experience in provision of services by specialty area.	FN11		Proxy for quality of care, work force aging, distribution by specialty. Examine distribution of provider characteristics by target population.
	Number of years providing mental health treatment				
	Number of years providing addictions treatment				
	Number of years providing treatment to persons with developmental disabilities				

