

**DECISION SUPPORT 2000+**  
**HUMAN RESOURCES WORKGROUP**  
**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 Human Resources Data Standards have three components: a core set of data elements relevant to all users; a set of state-specific data standards with additional data elements of particular interest to states; and a human resources workgroup-specific set of data elements of particular interest to workgroup members.

The Human Resources Workgroup 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 of the Center for Mental Health Services.

The data elements were derived from the Survey Tool For Mental Health Professionals written by the workgroup in October 2002. The data standards are intended to be used with the Core data standards; definitions and other relevant information are provided in that document.



**Decision Support 2000+ Human Resources Workgroup Stakeholder Data Standards**

SUBDOMAIN	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	USES OF DATA
<b>Degree</b>					
<b>Institution Awarding Degree</b>		Institution awarding highest degree	Human Resources Workgroup Survey Tool for Mental Health Professionals, October 2002 (HRW survey)	Fill in information on highest degree awarded.	To monitor rates of foreign immigration and educational patterns of a discipline. An indicator of quality of training.
	Name				
	City				
	State/Province				
	Country/Province				
	Department				
<b>Field of highest degree</b>			HRW survey	Fill in field of highest degree.	



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<b>Income</b>					
<b>Income Source</b>		Income from professional activities by payment arrangement.	HRW Survey	What percentage of your income from professional activities comes from the following payment arrangements?	To understand whether payment arrangements for providers vary by client characteristics, geography, profession and/or work settings or organizations. Employers and payers can use this information for constructing contracts.
	Fee for service	Percent of income from fee for service (i.e., a bill is submitted for each service provided)			
	Fee for service with withholding	Percent of income from fee for service with a withholding (i.e. a portion of fee is withheld and paid only at end of year based on some type)			
	Case rate	Percent of income from fixed rate per case (i.e., a set amount of dollars for each client you treat without regard to intensity or length of treatment: services are not reimbursed separately)			



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	Capitation	Percent of income from capitation payment (i.e., payment based on the population of clients for whom you have agreed to provide services if services are needed)			
	Self pay	Percent of income from self-pay clients			
	Salary	Percent of income from salary			
	Other	Percent of income from other sources		Please specify	
<b>Client Billings</b>			HRW Survey	Are clients billed for your services?	
	No				
	Yes				



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<b>Main source of payment</b>			HRW Survey	In your last typical work week, please estimate the percent of your CLIENTS for which the following represents the MAIN source of payment for your services. If clients have more than one source of payment, count the one that pays the largest proportion of the costs for your services.	
	Private or commercial insurance	Percent of clients with private/commercial insurance		Includes all private insurance, managed and non-managed, excluding all categories below.	



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	Medicare	Percent of clients with Medicare, including Medicare HMOs			
	Medicaid	Percent of clients with Medicaid, including Medicaid HMOs			
	Other government/public	Percent of clients with other government/public coverage (e.g., state government other than Medicaid, local government, CHAMPUS, Indian Health Service, Dept. of Veterans Affairs)			
	No charge, uncompensated	Percent of clients with no charges or who had uncompensated services			
	Self-pay	Percent of self-paying clients (e.g., client does not have insurance, client's insurance does not cover your services, client chose not to use insurance, etc.)			
	Other	Percent of clients with other sources of coverage, including worker's compensation			
	Don't know	Percent of clients for whom payment source is unknown			



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<b>Primary Professional Identification</b>					
<b>Professional identification</b>		Self-selected category that best reflect the discipline, training, or profession for which staff member has been trained or hired	HR W Survey	What is your primary professional identification? Rank in order of importance.	
	Activity therapist	e.g., art, music, dance, recreational, or occupational therapist			
	Counselor	e.g., clinical mental health, rehabilitation, school, substance abuse, vocational counselor			
	Marriage and family therapist				
	Nurse	other than a psychiatric nurse			
	Physician	other than a psychiatrist			
	Psychiatric nurse				
	Psychiatrist				



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	Psychologist	e.g., clinical, counseling			
	Psychosocial rehabilitation specialist				
	School psychologist				
	Social worker				
	Sociologist	e.g., applied or clinical			
	Other			Specify	
<b>Employment in professional discipline</b>			HRW Survey	Is your primary employment in the professional discipline you ranked #1?	
	yes				
	no			If no, specify discipline of primary employment	



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<b>Licensure, registration, certification for major discipline</b>			HRW Survey	Please indicate the specialties of current licensure(s), registration(s), or certification(s), and in which states they are valid. Be specific and do not use initials or abbreviations. Complete for both major discipline and secondary discipline.	
	State Licensure			Specify	
	Board Certification	MD only		Specify	
	Other Certification			Specify	
	Other Registration			Specify	



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<b>Additional Credentials</b>				Indicate any additional practice-related credentials that you have and the full name of the credentialing body (e.g. Diplomat in Clinical Psychology by the American Board of Professional Psychology).	
<b>Employment Characteristics</b>					
<b>Employment Setting(s)</b>			HRW Survey	In your last typical workweek please indicate percentage of time you spend in the following employment settings?	
	Academic setting: kindergarten to 12 <sup>th</sup> grade				
	Academic setting: post-secondary				
	Hospital				



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	Other residential health care setting				
	Clinic, rehabilitation, and other outpatient setting				
	Home health agency				
	Individual independent practice				
	Group independent practice				
	Other			Specify	
<b>Characteristics of Clients Served</b>					
<b>Adults with serious and persistent mental illness (SMI)</b>		Percent of clients with SMI		In your last typical work week, did you provide direct services to clients who were: (Check all that apply)	
<b>Children/adolescents with serious emotional disorders (SED)</b>		Percent of clients with SED			



