

DECISION SUPPORT 2000+

**ORGANIZATIONAL
CORE 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**



Decision Support 2000+
Organizational Core Data Standards
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Introduction

The Decision Support 2000+ (DS2000+) Organizational Data Standards are designed to gather descriptive information about an organizational entity and financial information related to the entity. It allows payers, providers, consumers, and other stakeholders to access a wealth of information related to the mental health service system and to monitor changes over time such as trends in structure, financing, services, functions, and utilization. The standards were developed for users to capture information on a single provider, an agency, and/or several agencies owned by a parent organization. Fiscal information related to the organization includes broad indicators such as revenues, expenses, assets, and liabilities.

The data standards derive from two primary sources: the Center for Mental Health Services' (CMHS) Survey of Mental Health Organizations (SMHO) and X12N's Implementation Guide for Health Care Claim: Professional, documents 004010X098 and 004010X098A1 and Implementation Guide for Health Care Claim: Institutional, documents 004010X096 and 004010X096A1, both as adopted for HIPAA. The SMHO data elements are used to describe the organization, but not individual providers; the HIPAA claims-based data elements describe providers, services provided, and the revenues generated from them. Building a typology of organizations and single providers involved in the delivery, ownership, and financing of the mental health system requires the use of both types of data collection systems.

Because the structure, uses, and primary users of the DS2000+ Organizational and Financial Data Standards are different, we have produced two separate sets of standards; however, linkage between them is crucial. Similarly, linkage with the DS2000+ Human Resources Data Standards will provide information on the demographic and professional characteristics of the organization's providers, the number of consumers receiving direct care by provider type, and the characteristics of persons served in terms of age, gender, race, ethnicity, diagnoses (including serious mental illness and serious emotional disturbance), co-occurring disorders, disability status, and health problems. Linkage with the DS2000+ Person and Encounter Data Standards will provide detailed information on the demographic and clinical characteristics of persons enrolled in and served by the organization.

Key categories of information in these data standards include:

- Organizational identification: name, unique identifiers, and location of the reporting organization, parent organization, and related service sites/agencies;
- Organizational structure: ownership, type of organization, business structure, affiliations, functions, size of workforce by discipline;
- Organizational finances: funding sources, revenues, expenditures, assets, liabilities, debt;
- Types of providers;
- Type of services; and
- Operations and capacity: number of enrollees and consumers, hours of operation, number of beds.

The DS2000+ Organizational Data Standards can be used to categorize the types of agencies involved in the provision, payment or oversight of mental health services. The descriptive information included allows the user to select similar organizations on broad indicators (e.g., financial, types of services, structure) and compare them with respect to a wide range of indicators such as types of providers and services, number of consumers, and finances.



The data standards also allow the examination of the different functions that organizations perform on behalf of consumers of mental health services including the degrees of delegation that have evolved over time for the delivery of services and the models and their implications for cost efficiency and outcomes. They also permit examination of a host of interesting questions, for example: How many organizations manage both physical and behavioral health? What range of services do behavioral health organizations provide? What sources of revenue do behavioral health organizations have and are these adequate to ensure fiscal stability?



Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
Domain: Organization Identification						
Entity providing report						
	Entity Type Qualifier		Code identifying an organizational entity, a physical location, property or an individual.	HIPAA ¹ NM102, 1065	For the entity providing the report, indicate whether it is person or non-person entity.	
		1 Person				
		2 Non-Person Entity				
	Identification Code Qualifier		Code designating the system/method of code structure used for Identification.	HIPAA NM108, 66	For he organization providing the report, indicate code used for identifier.	
		24 Employer's Identification Number				For linking data sets
		34 Social Security Number	Social Security Number			

¹ All HIPAA-related data elements can be found in the Health Care Claim: Institutional (837) and Health Care Claim: Professional (837) Implementation Guides. Newer versions of X12N's Type 3 Technical Report (formerly known as an Implementation Guide) for "Health Care Claim: Professional", and the "Health Care Claim: Institutional" are presently in their final stages of preparation. In addition to routine upgrades and enhancements, these new documents have been specifically modified to support the new National Provider Identifier (NPI), i.e., provider and provider organization ID. Draft copies of each are available via <http://www.wpc-edi.com/content/view/414/160/>. As both of these documents are not at this writing finally published nor officially promulgated for use, necessary changes will be made at an appropriate future date.

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		XX Center for Medicaid and Medicare Services ID Number	Required value until the National Provider ID is mandated for use.			
	Entity Name	Organization Name	Name of organization providing the report	HIPAA NM103, 1035		For linking data sets
	Entity Identifier Code	Organization Identifier	Use national code when available	HIPAA NM 109, 67	Use National Code when available.	For linking data sets
	CMHS Organization ID	XXXXXX	CMHS Organization ID	Survey of Mental Health Organizations (SMHO)	Use CMHS ID Code until HIPAA unique codes are available	For linking data sets
	Entity Location	Address	Number and Street or PO Box	HIPAA N301, 66,		Use information to analyze geographical distribution of services and accessibility of services to eligible populations.
		City		HIPAA N401, 19		
		State		HIPAA N402, 156		
		Zip-code		HIPAA N403, 116		
		Phone Number, Ext		SMHO		
		Fax Number, Ext		SMHO		
Related Service Sites/ Programs			Service sites and programs related through ownership or contract to the organization providing the report.	SMHO	For each service, site, or program, provide its name, address, and HIPAA organization identification code. Include organizations owned or organizations contracted to	Identify and locate service delivery sites to ensure inclusion and prevent duplication of reporting.

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
					perform functions related to delivery of behavioral health services.	
	Entity Type Qualifier		Code identifying an organizational entity, a physical location, property or an individual.	HIPAA NM102, 1065		
		1 Person				
		2 Non-Person Entity				
	Identification Code Qualifier		Code designating the system/method of code structure used for Identification.	HIPAA NM108, 66	For the service site, indicate code used for identifier	
		24 Employer's Identification Number				
		34 Social Security Number	Social Security Number			
		XX Center for Medicaid and Medicare Services ID Number	Required value when the National Provider ID is mandated for use.			
	Entity Identifier Code	Service Site/Program Identifier	Use National Code when available	HIPAA NM 109, 67		
	CMHS Organization ID	XXXXXX	CMHS Organization ID	SMHO	Use CMHS ID Code until HIPAA unique codes are available	

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Service Site/Program Name			HIPAA NM103, 1035		
	Service Site/Program Location	Address	Number and Street or PO Box	HIPAA N301, 66		
		City		HIPAA N401, 19		
		State		HIPAA N402, 156		
		Zip-code		HIPAA N403, 116		
		Phone Number Ext		SMHO		
		Fax Number, Ext		SMHO		
Parent Organization					If organization providing report is owned by another entity, provide information on parent organization.	Identify and locate parent organization to ensure inclusion and prevent duplication of reporting. Allows analysis of the structure of organizations and their ownership across the behavioral health field. Shows models that have developed over time and become increasingly diversified and complex.
	Entity Type Qualifier		Code identifying an organizational entity, a physical location, property	HIPAA NM102, 1065		

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			or an individual.			
		1 Person				
		2 Non-Person Entity				
	Identification Code Qualifier		Code designating the system/method of code structure used for Identification.	HIPAA NM108, 66		
		24 Employer's Identification Number				
		34 Social Security Number	Social Security Number			
		XX Center for Medicaid and Medicare Services ID Number	Required value if the National Provider ID is mandated for use. Otherwise, one of the other listed codes may be used.			
	Entity Identifier Code			HIPAA NM 109, 67		
	CMHS Organization ID	XXXXXX	CMHS Organization ID	SMHO		
	Parent organization Name		Identification of Parent Organization (if applicable)	SMHO		
	Parent organization Location	Address	Number and Street or PO Box	HIPAA N301, 66		
		City	City	HIPAA N401, 19		
		State	State	HIPAA N402, 156		
		Zip-code	Zip-code	HIPAA N403, 116		
		Phone Number Ext	Phone	SMHO		
		Fax Number, Ext	Fax	SMHO		

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
Domain: Reporting Year						
	Reporting Year Start Date	CCYYMMDD	Begin date of data reported.	SMHO Use HIPAA format for date	Provide reporting year start date.	Identify time period of data in order to do trend analyses and match data from other entities during same period of time.
	Reporting Year End Date	CCYYMMDD	End date of data reported.	SMHO Use HIPAA format	Provide reporting year end date.	Identify time period of data in order to do trend analyses and match data from other entities during same period of time.
Domain: Type of Organization: HIPAA Provider Taxonomy ²						
	Organization Type			HIPAA Provider	Check type that best	

² Type of Organization: There are several ways of categorizing facilities including the non-individual categories in the HIPAA Taxonomy; the Facility/Place of Service/Health Care Service Location codes provided by the Center for Medicare and Medicaid Services (CMS) (see below) and listed in the HIPAA 837 Professional Implementation Guide in data element CLMO5-1, 1331; the organizations listed in the Survey of Mental Health Organizations (SMHO); the Human Resources Workgroup codes; and FN10 and FN11. We present some of these different codes in three sections: the HIPAA Provider Taxonomy codes; the Facility/Place of Service/Health Care Service Location codes (CLMO5); and the Survey of Mental Health Organizations (SMHO) codes. In Exhibit 1 we provide a cross-walk between the Provider Taxonomy, CLMO5, and SMHO codes. For completeness we list all the non-individual categories in the HIPAA Provider Taxonomy because some organizations may include them.

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
				Taxonomy. See www.wpc-edi.com/codes/taxonomy and Exhibit 1.	describes the entity that owns your organization	
		Agency	A non-facility provider that renders outpatient outreach services that are not provided at a specific location. The licensure or registration is assigned to the agency rather than to the individual practitioners as would be the case in a group practice.			
		Ambulatory health care facility	A state-licensed facility that is not hospital based where services are provided at a fixed specific location. An ambulatory facility does not provide overnight accommodations.			
		Hospital unit	A distinct part of a general acute care hospital. The distinctness of a unit is determined by characteristics such as the following: the unit has admission and discharge records that are separately identified from those of the hospital; the hospital has policies specifying that necessary clinical information is transferred to			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			<p>the unit when a patient of the hospital is transferred to the unit; the hospital's utilization review plan includes separate standards for the type of care offered in the unit; the beds assigned to the unit are physically separate from beds not included in the unit; the unit is treated as a separate cost center for cost reporting, funding and apportionment purposes.</p>			
		Hospital	<p>A health care organization that has a governing body, an organized medical staff and professional staff and inpatient facilities and provides medical nursing and related services for ill and injured patients 24 hrs per day, seven days per week. For licensing purposes, each state has its own definition of hospital.</p>			
		Laboratory	<p>A room or building equipped for scientific experimentation, research, testing, or clinical studies of materials, fluids, or tissues obtained from patients.</p>			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		Managed care organization	Exclusive Provider Organization, Health Maintenance Organization, or Preferred Provider Organization			
		Nursing and custodial care facility	Broad category identifying a licensed facility with inpatient beds specializing in nursing and custodial care.			
		Residential treatment facility	Live in facility where patients or clients, who because of their physical, mental, or emotional condition, are not able to live independently, and who receive treatment appropriate to their particular needs in a less restrictive environment than an inpatient facility. For example, an RTC may provide educational training and therapy for children with emotional disturbances or continuing care and therapy for people with severe mental handicaps.			
		Respite care facilities	A facility with dorm rooms where individuals who are unable to care for themselves may stay on a short term basis overnight to allow relief to persons			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			normally providing care to them.			
		Supplier	A provider, other than a pharmacy, who supplies healthcare related products. The term supplier also includes pharmacies.			
		Transportation Service	A provider who moves a patient, tissue specimen or equipment from one location to another.			

Domain: Type of Organization: Facility/Place of Service/Healthcare Service Location Codes ³

	Organization Type			Place of Service Codes for Professional Claims (3/29/04) new.cms.hhs.gov/PlaceofServiceCodes/Downloads/POSDataBase.pdf Simple Data Element /Code References 1332/B Electronic Media Claims National Standard Format See also HIPAA CLM05 – 1, 1131 and Exhibit 1	Check type that best describes the entity that owns your organization	
		3 - School	A facility whose primary			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			purpose is education.			
		4 - Homeless Shelter	A facility or location whose primary purpose is to provide temporary housing to homeless persons (e.g. emergency shelter, individual or family shelter).			
		5 - Indian Health Services Free-standing Facility	Outpatient facility owned and operated by the Indian Health Service, that provides diagnostic, therapeutic, and rehabilitation services to American Indians and Alaska Natives.			
		6 - Indian Health Services Provider-based Facility	Facility owned and operated by the Indian Health Service, that provides diagnostic, therapeutic and rehabilitation services to American Indians and Alaska Natives admitted as inpatients or outpatients.			
		7 - Tribal 638 Free-standing Facility	Outpatient facility, owned and operated by a federally recognized American Indian or Alaska Native tribe or tribal organization under a 638 agreement, that provides diagnostic, therapeutic, and rehabilitation services to tribal members.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		8 - Tribal 638 Provider-based Facility	Outpatient facility, owned and operated by a federally recognized American Indian or Alaska Native tribe or tribal organization under a 638 agreement, that provides diagnostic, therapeutic, and rehabilitation services to tribal members admitted as inpatients or outpatients.			
		11 - Office	Location, other than a hospital, skilled nursing facility (SNF), military treatment center, State or local public health clinic, or intermediate care facility (ICF) where the health professional routinely provides health examinations, diagnosis, and treatment of illness or injury on an ambulatory basis.			
		12 - Home	Location, other than a hospital or other facility, where the patient receives care in a private residence.			
		13 - Assisted Living Facility	Congregate residential facility with self-contained living units providing assessment of each resident's needs and on-site support 24 hours a day, 7 days a week, with			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			the capacity to deliver or arrange for services including some health care and other services.			
		14 - Group Home	A residence, with shared living areas, where clients receive supervision and other services such as social and /or behavioral services, custodial service, and minimal services (e.g., medication administration).			
		15 - Mobile Unit	A facility/unit that moves from place-to-place equipped to provide preventive, screening, diagnostic, and /or treatment services.			
		20 - Urgent Care Facility	Location, distinct from a hospital emergency room, an office, or a clinic, whose purpose is to diagnose and treat illness or injury for unscheduled, ambulatory patients seeking immediate medical attention.			
		21 – Inpatient Hospital	A facility, other than psychiatric, that primarily provides diagnostic, therapeutic (both surgical and nonsurgical), and rehabilitation services by, or under, the supervision of physicians to patients admitted for a variety of			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			medical conditions.			
		22 - Outpatient Hospital	A portion of a hospital that provides diagnostic, therapeutic (both surgical and non-surgical), and rehabilitation services to sick or injured persons who do not require hospitalization or institutionalization.			
		23 - Emergency Room - Hospital	A portion of a hospital where emergency diagnosis and treatment of illness or injury is provided.			
		24 - Ambulatory Surgical Center	A freestanding facility, other than a physician's office, where surgical and diagnostic services are provided on an ambulatory basis.			
		25 – Birthing Center	A facility, other than a hospital's maternity facilities or a physician's office, that provides a setting for labor, delivery, and immediate post-partum care as well as immediate care of newborn infants.			
		26 – Military Treatment Facility	A medical facility operated by one or more of the Uniformed Services. Military Treatment Facility (MTF) also refers to certain former U.S. Public Health			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			Service (USPHS) facilities now designated as Uniformed Service Treatment Facilities (USTF).			
		31 – Skilled Nursing Facility	A facility that primarily provides inpatient skilled nursing care and related services to patients who require medical, nursing, or rehabilitative services but does not provide the level of care or treatment available in a hospital.			
		32 – Nursing Facility	A facility that primarily provides to residents skilled nursing care and related services for the rehabilitation of injured, disabled, or sick persons, or, on a regular basis, health-related care services above the level of custodial care to other than mentally retarded individuals.			
		33 – Custodial Care Facility	A facility that provides room, board and other personal assistance services, generally on a long-term basis, and that does not include a medical component.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		34 - Hospice	A facility, other than a patient's home, in that palliative and supportive care for terminally ill patients and their families are provided.			
		41 - Ambulance - Land	A land vehicle specifically designed, equipped and staffed for lifesaving and transporting the sick or injured.			
		42 - Ambulance - Air or Water	An air or water vehicle specifically designed, equipped and staffed for lifesaving and transporting the sick or injured.			
		49 – Independent Clinic	A location, not part of a hospital and not described by any other Place of Service code, that is organized and operated to provide preventive, diagnostic, therapeutic, rehabilitative, or palliative services to outpatients only.			
		50 - Federally Qualified Health Center	A facility located in a medically underserved area that provides Medicare beneficiaries preventive primary medical care under the general direction of a physician.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		51 - Inpatient Psychiatric Facility	A facility that provides inpatient psychiatric services for the diagnosis and treatment of mental illness on a 24-hour basis, by or under the supervision of a physician.			
		52 - Psychiatric Facility Partial Hospitalization	A facility for the diagnosis and treatment of mental illness that provides a planned therapeutic Hospitalization program for patients who do not require full time hospitalization, but who need broader programs than are possible from outpatient visits to a hospital-based or hospital-affiliated facility.			
		53 - Community Mental Health Center	A facility that provides the following services: outpatient services, including specialized outpatient services for children, the elderly, individuals who are chronically ill, and residents of the CMHC's mental health services area who have been discharged from inpatient treatment at a mental health facility; 24 hour a day emergency care services; day treatment,			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			other partial hospitalization services, or psychosocial rehabilitation services; screening for patients being considered for admission to State mental health facilities to determine the appropriateness of such admission; and consultation and education services.			
		54 - Intermediate Care Facility/Mentally Retarded	A facility that primarily provides health-related care and services above the level of custodial care to mentally retarded individuals but does not provide the level of care or treatment available in a hospital or SNF.			
		55 - Residential Substance Abuse Treatment Facility	A facility that provides treatment for substance (alcohol and drug) abuse to live-in residents who do not require acute medical care. Services include individual and group therapy and counseling, family counseling, laboratory tests, drugs and supplies, psychological testing, and room and board.			
		56 - Psychiatric Residential	A facility or distinct part of a facility for psychiatric care			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		Treatment Center	that provides a total 24-hour therapeutically planned and professionally staffed group living and learning environment.			
		57 - Non-residential Substance Abuse Facility	A location that provides treatment for substance (alcohol and drug) abuse on an ambulatory basis. Services include individual and group therapy and counseling, family counseling, laboratory tests, drugs and supplies, and psychological testing.			
		60 - Mass Immunization Center	A location where providers administer pneumococcal pneumonia and influenza virus vaccinations and submit these services as electronic media claims, paper claims, or using the roster billing method. This generally takes place in a mass immunization setting, such as, a public health center, pharmacy, or mall but may include a physician office setting.			
		61 - Comprehensive Inpatient Rehabilitation Facility	A facility that provides comprehensive Inpatient Rehabilitation Facility rehabilitation services under the supervision of a physician to inpatients with			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			physical disabilities. Services include physical therapy, occupational therapy, speech pathology, social or psychological services, and orthotics and prosthetics services.			
		62 - Comprehensive Outpatient Rehabilitation Facility	A facility that provides comprehensive rehabilitation services under the supervision of a physician to outpatients with physical disabilities. Services include physical therapy, occupational therapy, and speech pathology services.			
		65 - End Stage Renal Disease Treatment Facility	A facility other than a hospital, that provides dialysis treatment, maintenance, and/or training to patients or caregivers on an ambulatory or home-care basis.			
		71 - State or Local Public Health Clinic	A facility maintained by either State or local health departments that provide ambulatory primary medical care under the general direction of a physician.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		72 - Rural Health Clinic	A certified facility that is located in a rural medically underserved area that provides ambulatory primary medical care under the general direction of a physician.			
		81 - Independent Laboratory	A facility other than a hospital, that provides dialysis treatment, maintenance, and/or training to patients or caregivers on an ambulatory or home-care basis.			
		99 - Other Place of Service	Other place of service not identified above.			
Domain: Type of Organization: Survey of Mental Health Organizations (SMHO) ³						
		Public Psychiatric Hospital		SMHO. See Exhibit 1.		
		Private Psychiatric Hospital				
		Residential Treatment Center for Emotionally Disturbed Children				
		Residential Treatment Center for Adults				
		General Hospital				

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		with Separate Psychiatric unit(s)				
		General Hospital without Psychiatric Units				
		Department of Veterans Affairs Medical Center (or clinic)				
		Partial Care Mental Health Organization				
		Outpatient Mental Health Clinic				
		Multi-setting Mental Health Organization				
		Substance Abuse Organization				
		Community Residential Organization				
		General Hospital				
		Veterans Administration Medical Center or Clinic				
		Skilled Nursing Facility (SNF)				
		Intermediate Care Home/Facility (ICF)				
		Group Care Home				

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		Apartment Program				
		Single Room Occupancy (SRO)				
		Halfway House				
		Shelter				
		Multi-setting CRO				
		Other CRO			Specify	
		Consumer-run Mental Health Organization	Provides mental health treatment or support services that are provided by current or former mental health consumers. Includes social clubs, peer-support groups, and other peer-organized or consumer run activities.			
		Correctional Facility	State or Federal prison or local jail facility			
		Other			Specify	
Domain: Human Resources/Staff Composition: Survey of Mental Health Organizations (SMHO) Codes ³						
Number of Staff for all Mental Health Services - by Discipline					Include all full-time, part-time, and contracted staff. Do not include volunteers or students, interns, or trainees.	
	Psychiatrists	XXXX		SMHO		
	Other Physicians	XXXX		SMHO		

³ Note on Human Resources/Staff Composition: We present two methods for characterizing the organization's human resources/staff: that used in the SMHO and the codes for individuals or groups in the HIPAA Provider Taxonomy.

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Psychologists (Doctoral level)	XXXX		SMHO		
	Psychologists (Master's level)	XXXX		SMHO		
	Social Workers (Master's level and above)	XXXX		SMHO		
	Other Social Workers	XXXX		SMHO		
	Registered Nurses (Master's level and above)	XXXX		SMHO		
	Registered Nurses (Other)	XXXX		SMHO		
	Rehabilitation Counselors (Bachelor's level and above)	XXXX		SMHO		
	Substance Abuse Counselors (Bachelor's level and above)	XXXX		SMHO		
	Peer Counselors, Case Management Aides, and Assistants	XXXX		SMHO		
	Other Mental Health Workers (Bachelor's level and above)	XXXX	Include psychologists and other counselors; school teachers; activity therapists; consumer advocates, etc.	SMHO		

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Other Mental Health Workers (Below Bachelor's level)	XXXX	Include licensed practical and vocational nurses, aides, orderlies, rehabilitation counselors, consumer advocates, substance abuse counselors, and assistants.	SMHO		
	Other Physical Health Professionals and Assistants	XXXX	Include dentists, dieticians, pharmacists, and assistants.	SMHO		
	Administrative and Support Staff	XXXX	Include medical records administrators and technicians, accountants, business staff, clerical staff, and maintenance staff.	SMHO		
Number of Staff for All Mental Health Services	Total	XXXXXX				
Hours Worked for Reporting Week by all Mental Health Services - by Discipline				SMHO	Report for one (1) full week; include all full-time, part-time, and contracted staff. Do not include volunteers or students, interns, or trainees.	
	Psychiatrists	XXXXX		SMHO		
	Other Physicians	XXXXX		SMHO		
	Psychologists (Doctoral level)	XXXXX		SMHO		
	Psychologists (Master's level)	XXXXX		SMHO		
	Social Workers (Master's level and	XXXXX		SMHO		

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	above)					
	Other Social Workers	XXXXX		SMHO		
	Registered Nurses (Master's level and above)	XXXXX		SMHO		
	Registered Nurses (Other)	XXXXX		SMHO		
	Rehabilitation Counselors (Bachelor's level and above)	XXXXX		SMHO		
	Substance Abuse Counselors (Bachelor's level and above)	XXXXX		SMHO		
	Peer Counselors, Case Management Aides, and Assistants	XXXXX		SMHO		
	Other Mental Health Workers (Bachelor's level and above)	XXXX	Include psychologists and other counselors; school teachers; activity therapists; consumer advocates, etc.	SMHO		
	Other Mental Health Workers (Below Bachelor's level)	XXXX	Include licensed practical and vocational nurses, aides, orderlies, rehabilitation counselors, consumer advocates, substance abuse counselors, and assistants.	SMHO		
	Other Physical Health	XXXX	Include dentists, dieticians, pharmacists, and	SMHO		

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Professionals and Assistants		assistants.			
	Administrative and Support Staff,	XXXX	Include medical records administrators and technicians, accountants, business staff, clerical staff, and maintenance staff.	SMHO		
Hours Worked for Reporting Week by all Mental Health Services	Total	XXXXXX		SMHO		

Domain: Human Resources/Staff Composition: HIPAA Provider Taxonomy Codes

Number of Staff for All Mental Health Services – by Discipline			<p>Category that best reflects the major discipline (s), training, or profession (s) for that staff member has been trained or hired.</p> <p>The categories listed below include all those in the HIPAA Provider Taxonomy for purposes of completeness and because some behavioral health organizations may have these providers in their workforce. The list only includes the main categories; subcategories and codes are listed in</p>	<p>HIPAA Provider Taxonomy, Level I Version 3.0.1 (April 2003) www.wpc-edi.com/taxonomy/Codes.html</p>	<p>Include all full-time, part-time, and contracted staff. Do not include volunteers or students, interns, or trainees.</p>	
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Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			Exhibit 1.			
	Allopathic & Osteopathic Physicians		A broad category grouping state licensed providers in allopathic or osteopathic medicine whose scope of practice is determined by education.			
	Behavioral Health and Social Providers		Broad classification aggregating providers who are trained and educated to perform services related to behavioral health, mental health, and counseling and may be licensed or practice within the scope or licensure or training.			
	Chiropractic Providers		A provider qualified by a Doctor of Chiropractic (D.C.), licensed by the State and who practices chiropractic Medicine, that discipline within the healing arts that deals with the nervous system and its relationship to the spinal column and its interrelationship with other body systems.			
	Dental Providers		Broad category to identify practitioners who render services related to the practice of dentistry. Dentistry is defined as the			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			evaluation, diagnosis, prevention and/or treatment (nonsurgical, surgical or related procedures) of diseases, disorders and/or conditions of the oral cavity, maxillofacial area and/or the adjacent and associated structures and their impact on the human body; provided by a dentist, within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law.			
	Dietary and Nutritional Service Providers		Broad category defining practitioners who help prevent and treat illness by promoting healthy eating habits, scientifically evaluating diets and suggesting modifications. They may also assess the nutritional needs of patients, develop and implement nutritional care plans.			
	Emergency Medical Service Providers		Broad category for individuals who complete additional training and education in the area of pre-hospital emergency			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			services and are licensed and/or practice within the scope of that training.			
	Eye and Vision Service Providers		Broad category grouping individuals who renders services related to the human eye and visual systems, but are not allopathic or osteopathic physicians.			
	Nursing Service Providers		Providers who are trained and educated to perform services in health promotion, disease prevention, acute and chronic care, and restoration of health, and health maintenance across the life span.			
	Nursing Service Related Providers		Providers who are trained and educated to perform and administer services related to health promotion, disease prevention, and acute and chronic care, spiritual guidance and comfort for healing and health, restoration of health and health maintenance across the life span.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Other Service Providers		Providers not otherwise classified, who perform or administer services in or related to the delivery or research of health care services, disease, and restoration of health. An individual provider who is not represented in one of the identified categories but whose data may be needed for clinical, operational or administrative processes.			
	Pharmacy Service Providers		A broad category grouping providers who render services relating to the preparation and dispensing of drugs.			
	Physician Assistants and Advanced Practice Nurse Providers		A broad grouping of providers who are: (1) trained, educated and certified to perform basic medical and minor surgical services or to assist the physician in performance of more complex services; and (2) trained, educated at a post-graduate level, and certified to perform autonomous and specialized roles as nurse practitioners, midwives, nurse anesthetists, or clinical nurse specialists.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Podiatric Medicine & Surgery Service Providers		Broad category grouping licensed providers that render services related to the human foot.			
	Respiratory, Rehabilitative and Restorative Service Providers		Providers who are trained and educated to perform services related to respiratory care, physical therapy, occupational therapy, rehabilitation and restorative services and may be licensed, certified or practice within the scope of training.			
	Speech, Language and Hearing Service Providers		Providers who render services to improve communicative skills of people with language, speech and hearing impairments.			
	Technologists, Technicians, and Other Technical Service Providers		A broad category grouping providers who apply scientific knowledge in solving practical or theoretical problems or applies technical procedures in accordance with their training and experience.			

Domain: Services Provided

Services provided by reporting				Human Resources Workgroup	Check all that apply	
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Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
organization						
	Direct Care		Diagnostic assessment, evaluation, medication prescription and management, rehabilitation and treatment.			
	Clinical supervision of staff and trainees					
	Clinical community consultation and prevention		Does not include direct care			
	Educational activities		Teaching of courses or professional workshops, curriculum development, course evaluation			
	Management and administration		Policy or program development and review, personnel administration, recruiting, budgeting			
	Research		Basic and applied			
	Other		(e.g., scholarly writing)		Specify	
Domain: Unduplicated Counts						
	Number of Enrollees	XXXXXXX	Unduplicated number of persons eligible to receive behavioral health care benefits during the reporting year.	SMHO	Identify the number of persons eligible to receive care or estimated number of eligibles.	Allows examination of coverage for a given population

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Number of Screenings	XXXXXXXX	Total number of screenings performed during the reporting year include persons not subsequently opened for services.	SMHO		
	Number of Clients	XXXXXXXX	Unduplicated count of persons served by any service setting in the organization during reporting year.	SMHO	Include screenings and emergency services	
	Number of Crisis Phone Calls	Calls per year	The number of crisis phone calls received either by a dedicated telephone line, that is used as a crisis hotline or by some other mechanism, for emergency counseling, or referral resources for callers with mental health problems, during the reporting year.	SMHO		Calls are not included in a typical encounter data set although they are an essential component of managing crisis services in a system of care.

Domain: Operation and Capacity Information

Number of Hours of Operation	Hours per week	XXXX		SMHO	Enter the number of hours per week that services are available. Round to nearest whole number. (24 hrs x 7 days per week = 168 hours)	Allows examination of service availability and access issues in an organization.
Number of Beds	Number of residential beds	XXXX		SMHO	Number of beds staffed at end of reporting year. Do not report licensed capacity.	Capacity of agency to provide residential services for population. Comparisons

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
						across organizations allow examination of capacity in geographic areas.
	Number of inpatient beds	XXXX		SMHO	Number of beds staffed at end of reporting year. Do not report licensed capacity.	Capacity of agency to provide inpatient services for population. Comparisons across organizations allow examination of capacity in geographic areas.
Domain: Financial Components						
Current Assets				FN10	Include cash and other assets that will either be transformed into cash or sold or consumed within one year. Report in whole dollar amounts only.	
	Cash and Marketable Securities	\$XXXXXXXXXX	Cash on hand and in the organizations' bank accounts. Marketable securities are holdings of short-term notes, stocks, and bonds held for their return, which can be readily sold.			
	Accounts Receivable	\$XXXXXXXXXX	Amounts owed to the organization.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Allowance for Bad Debts	\$XXXXXXXXXX	An estimate of the accounts receivable that will not be collected.			
	Other Current Assets	\$XXXXXXXXXX	Current assets other than cash and accounts receivable that can be converted into cash within a year.			
	Total Current Assets	\$XXXXXXXXXX				
Non-Current Assets			Assets that cannot be expected to be consumed within the reporting year.	FN10	Report in whole dollar amounts only.	
	Furniture and equipment	\$XXXXXXXXXX	Tangible assets other than buildings and land owned by the organization and used in the course of business, depreciated over time.			
	Buildings	\$XXXXXXXXXX	Owned by the organization and used in the course of business (depreciated over time).			
	Land	\$XXXXXXXXXX	Land such as building sites, used in the course of business, not depreciated.			
	Other Non-Current Assets	\$XXXXXXXXXX	All non-current assets other than those listed above, such as long-term investments, franchises, and other intangible assets.			
	Total Non-Current Assets	\$XXXXXXXXXX				

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
Total Assets	Total	\$XXXXXXXXXX	Total of all current and non-current assets.			
Current Liabilities			All liabilities for the organization expected to be satisfied within one year.	SMHO, Client Patient Sample Survey (CPSS)	General hospitals and VAs should include expenses for separate psychiatric units only. Report in whole dollar amounts only.	
	Salary and contract personnel payables	\$XXXXXXXXXX	Includes salaries and fringe benefits of all personnel even if paid by another agency such as a state department of administration. Also includes contract expenses paid for personnel who directly provide labor for the organization. Excludes value of in-kind services rendered by volunteers.			
	Other contract services payables	\$XXXXXXXXXX	Includes expenditures for services designated in contracts with other organizations related to the provision of mental health services.			
	Interest Payable		Interest payments in reporting year.			
	Taxes Payable		Taxes payable in reporting year			
	Accounts payables	\$XXXXXXXXXX	Includes all maintenance, supplies, ordinary repair costs, contract expenses, and administrative and general expenses.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
			Excludes depreciation.			
Other Liabilities	Non-Current Liabilities	\$XXXXXXXXXX	Includes all other amounts owed but not paid in reporting year.			
	Total Liabilities	\$XXXXXXXXXX	Total of current and non-current liabilities.			
	Capital Expenditures	\$XXXXXXXXXX	Includes cost for construction of building(s), addition(s), and purchases of durable equipment.			
Domain: Financing Arrangements						
Billed Revenue				SMHO	Provide percentage of total revenues received for all of the organization's mental health services by type of financing arrangement. General hospitals and VAs should include expenses for separate psychiatric units only.	
	Standard Fee for Service with Utilization Review	XX%	Percentage of total revenues			
	Standard Fee for Service without Utilization Review	XX%	Percentage of total revenues			
	Managed Fee for Service with Utilization Review	XX%	Percentage of total revenues			
	Managed Fee for Service without Utilization Review	XX%	Percentage of total revenues			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Capitation fee	XX%	Percentage of total revenues			
Unbilled Revenue	Grants for Services	XX%	Percentage of total revenues			
	Other	XX%	Percentage of total revenues		Describe	
	Management of Unbilled Revenue	Yes		SMHO, CPSS	For unbilled revenues, such as grants for services, indicate whether organization engages in explicit management of benefits, such as managed care, when these benefits are distributed.	
		No				
		Not applicable				
Billed and/or Unbilled Revenue	Billing Methods not Known	XX%	Percentage of total revenues			
	Total	XXX%	Sum of percentages			
Other Sources of Revenue	Any State Funds		All state funds except Medicaid and Federal Grants	SMHO, CPSS	Indicate all sources of funds received from the state.	
		Yes				
		No				
		Not applicable				
	State Funds through the SMHA					
		Yes				
		No				

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		Not applicable				
	State Funds through Another State Agency					
		Yes				
		No				
		Not applicable				
Medicaid	Medicaid through the SMHA				Indicate all sources of funds received from Medicaid	
		Yes				
		No				
		Not applicable				
	Medicaid through Another State Agency					
		Yes				
		No				
		Not applicable				
Federal Community Health Services Block Grant Funds	CHSBG through the SMHA				Indicate all sources of funds received from Federal CHSBG	
		Yes				
		No				
		Not applicable				
	CHSBG through Another State					

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Agency					
		Yes				
		No				
		Not applicable				
Federal Community Mental Health Services Block Grant Funds	CMHSBG through the SMHA				Indicate all sources of funds received from Federal CMHSBG.	
		Yes				
		No				
		Not applicable				
	CMHSBG through Another State Agency					
		Yes				
		No				
		Not applicable				
Amount of Funding by Source			Gross funds by original source for reported services.	SMHO, CPSS	If funds are not received from a particular source, enter zero. Report in whole dollar amounts only. General hospitals and VAs should include expenses for separate psychiatric units only.	
	State Mental Health Agency	\$XXXXXXXXX	Excludes Medicaid			
	Other State Government	\$XXXXXXXXX				

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Local Government	\$XXXXXXXXXX	Includes local government fees for services provided to clients/patients, grants, and contracts for operations and indirect funds from the state mental health agency and other local government funds.			
	Medicaid	\$XXXXXXXXXX	Includes Federal, state, and local shares. Excludes Federal block grants.			
	Medicare	\$XXXXXXXXXX				
	CHAMPUS	\$XXXXXXXXXX				
	Indian Health Service	\$XXXXXXXXXX				
	Other Public Third Party	\$XXXXXXXXXX	For example, Department of Veterans Affairs, vocational rehabilitation, etc.			
	Community Mental Health Service Block Grant	\$XXXXXXXXXX				
	Substance Abuse Prevention and Treatment Block Grant	\$XXXXXXXXXX				
	Other Federal Block Grant	\$XXXXXXXXXX				
	Contract Funds	\$XXXXXXXXXX	From other nongovernmental organizations for the provision of mental health services.			

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
	Client/Patient Fees	\$XXXXXXXXXX	Excludes payments from Medicaid, Medicare, and public/private third parties.			
	Private Third Party	\$XXXXXXXXXX	Includes funds from HMOs for services provided to HMO clients/patients, Blue Cross/Blue Shield, and other commercial insurance.			
	Other	\$XXXXXXXXXX	For example, private donations, funds from United Fund and other charitable donations, businesses such as parking lots, one-premise gift shops owned by the organization, etc.			
	Total	\$XXXXXXXXXX				
Domain: Bad Debt						
Bad Debt	Amount	\$XXXXXXXXXX	Amount of bad debts written off.	SMHO, CPSS		
Domain: Method of Compensating Providers						
Method of Compensation			This is different from type of third party payment to the organization above if the clinician does not contract directly with the third party (e.g., is in a group practice).			
	Fee-For-Service					

Decision Support 2000+ Organizational Core Data Standards

SUBDOMAIN	DATA ELEMENT	CATEGORIES	DEFINITION	SOURCE	INSTRUCTIONS	DATA USE
		Yes				
		No				
		Not applicable				
	Salary					
		Yes				
		No				
		Not applicable				
	Capitation					
		Yes				
		No				
		Not applicable				
	Case Rate					
		Yes				
		No				
		Not applicable				
	DRG					
		Yes				
		No				
		Not applicable				
	Per Diem					
		Yes				
		No				
		Not applicable				
	Other			Specify		
		Yes				
		No				
		Not applicable				