



## DELIVERABLES FOR DATA SYSTEM SUPPORTS FACT SHEET

### Background

As part of its oversight role, the MHSOAC has contracts to provide statewide evaluations, including outcomes from the Full Services Partnership (FSP) programs funded under the MHA Community Services and Supports (CSS) Component. Counties enter client information and outcomes on FSP partners into the Data Collection and Reporting (DCR) system maintained by the Department of Mental Health (DMH). The DCR system collects baseline and key event information over time including changes in residential status, employment, education, criminal justice involvement, legal designations, and emergency interventions for clients across all age groups.

Once data is submitted to the DCR system, due to a lack of resources, regular reported feedback is not available to counties and technical assistance is not provided to determine if there are problems with the reported data. It is essential that overall client outcomes be accurately reported to ensure valid evaluations.

MHSOAC has executed an interagency agreement with California State University, Sacramento to strengthen the use of the DCR.

### Deliverables

- 1) Provide a concise DCR Data Dictionary for data entry on FSP partners that is user friendly and simplified: due October 17, 2011.
- 2) Provide a DCR User Manual for the DCR system that covers information on capabilities of the system, security features, data reporting options and rules, data correction, data extraction, management of the various reporting forms, and online system interface: due February 6, 2012.
- 3) Develop a training curriculum for use of the DCR system and provide written training materials that cover critical elements of the DCR

User Manual and Data Dictionary: due April 2, 2012.

- 4) Conduct training for the DCR system in four regions (Bay Area, Superior, Central, and Southern) using the curriculum developed in Deliverable #3: due June 29, 2012.
- 5) Provide two Application Notes (i.e. Technical Instructions) in order to provide specific instructions for solutions to common county challenges with DCR FSP data, including how to extend the use of the DCR data to other software applications: due May 7, 2012.
- 6) Provide a one-time county-level data quality report with basic client information including client counts and number of completed and missing forms in the system: due January 9, 2012.
- 7) Provide a client-level report template in Microsoft Access and/or Microsoft Excel for use with DCR data extracts in order to assist counties with an organized and concise review of a client's system-wide historical information: due February 20, 2012.
- 8) Develop and provide the written curriculum and materials for training on basic statistical analysis, interpretation and presentation of FSP data, including how to download the data into a database to develop reports unique to county needs: due May 21, 2012.
- 9) Conduct training for basic statistical analysis, interpretation and presentation of FSP data in four regions (Bay Area, Superior, Central, and Southern) using the curriculum developed in Deliverable #8: due June 29, 2012.
- 10) Provide online e-Training materials for use by counties on-demand based on the training curricula in Deliverables #3 and #8: due June 29, 2012.