

MHSOAC Teleconference June 23, 2011

Approve Contractual Agreement for Data
Quality Improvements to Support DCR System

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Issue

MHSOAC staff is requesting Commission approval of a one year contract for \$360,232 with University Enterprises, Inc., on behalf of California State University Sacramento (CSUS).

This contract is critical to ensure data quality improvements, and will need to be executed by June 30, 2011 to encumber the funds from Fiscal Year 2010/2011.

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Background

Data Collection and Reporting System (DCR)

- DCR system is maintained by DMH
- DCR collects counties' client information and outcomes on FSP partners
- Provides MHSOAC with data necessary to implement its contracted statewide evaluation as a part of its oversight and accountability role

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Challenges with DCR

- Regular reported feedback is not available to Counties
- Counties are not provided with technical assistance to determine if there are problems with their reported data
 - In order for MHSOAC's Evaluation Committee to ensure valid evaluations and reports, it is imperative that the Counties' overall client data and outcomes are accurate and reliable.

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Data Quality Workgroup

- Established at April 20, 2011 Evaluation Committee Meeting
- Created to develop draft deliverables and provide recommendations for data quality improvements to support the DCR System

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Data Quality Workgroup Recommendations

- Programming changes to the DCR to allow easier submission and data correction (to be completed by DMH Summer, 2011)
- Increased user supports (included in proposed contract with CSUS)

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Proposed Contract

- MHSOAC requested proposals from UCLA and CSUS
- CSUS submitted a proposal that was less costly, with more timely deliverables
- MHSOAC has coordinated with DMH on this proposed contract to improve their DCR system

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Contract Deliverables

The term of the proposed contract with CSUS is from June 2011 to June 2012 for a total of \$360,232 to provide the following ten 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.**

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Contract Deliverables cont.

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 January 9, 2012.*

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Contract Deliverables cont.

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.*

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Contract Deliverables cont.

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.

TOTAL CONTRACT AMOUNT: \$360,232

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Proposed Motion

The MHSOAC approves the proposed one year contract for \$360,232 with the University Enterprises, Inc., on behalf of California State University Sacramento.

The MHSOAC authorizes the Executive Director to execute the above mentioned contract.

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