

Strategies to Improve Data Management

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Three Perspectives

- **Community**
 - **Fred Mitchell, Director, Quality Assurance, Colonial Community Services Board**
- **State**
 - **Dave Burhop, CIO, Information Technology Services, Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services**
- **Consultant**
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State Role: Information Technology and Data

Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services

- **DMHMRSAS operates 9 psychiatric hospitals, 5 training centers, and 1 acute care facility**
- **DMHMRSAS funds 40 Community Services Boards (CSB) throughout Virginia to provide MH, MR and SA services either through direct provision or through contract with private, non-profit organizations**

History of Collaboration

For over 20 years, DMHMRSAS has worked collaboratively with the Virginia Association of CSBs on data related issues.

- **Data Management Committee**
- **Individual Client Data Elements and Core Taxonomy**
- **Performance Contract**
- **Survey Reviews**

Recent Issues

- **Proliferation of reporting requirements**
- **Lack of coordination re: data**
- **Discrete databases and applications**
 - **Some developed and maintained by centralized IT Department**
 - **Others developed independently within DMHMRSAS or CSBs**

Three Important Developments

- **Need to Revise Statewide Client Automated Data System (SCADS)**
 - **Use for Substance Abuse federal reporting and for future Mental Health Block Grant reporting**
- **Form Data Task Force**
 - **Comprised of DMHMRSAS and CSB representatives**
 - **To develop strategy to improve data collection and reporting**
- **DMHMRSAS and VACSB jointly fund Data Management Project**

Data Management Project Results

- **Reviewed 18 datasets comprised of over 1,131 data fields**
- **Identified 30 data fields that are specifically required either by the federal government or State Code**
- **Rationalized database so that required data fields number 950, a reduction of 16%**
- **Drafted a Departmental Instruction pertaining to the implementation and maintenance of a comprehensive Data Standards Manual**

Data Management Project Results (cont'd)

- **Plan to implement a Data Standards Manual in database format, with standardized data naming and formatting, to be followed by technical notation**
- **Proposed the creation of a single submission (quarterly) for 12 datasets, in lieu of separately submitting these data**
- **Drafted a Data Management Plan addressing strategies for improvement of data collection as well as report production, quality control, training, updates and a work plan**

Consultant Role: Data Requirements

Data Requirements

- 1. Reporting Requirements Review**
- 2. Information Rationalization**
- 3. Data Standards Manual**
- 4. Policies and Procedures**
- 5. Data Management Plan**

Defining Data Requirements

1. Review ALL current and anticipated reporting requirements:

- **Identify proponents for reports**
- **Determine if report, and especially its data fields, are required; if so, by whom and in which format**
- **Determine if report is time limited**
- **Indicate if report is client-specific or aggregate**
- **Assess proponent's willingness to change or reduce reporting requirements**

Information Rationalization

2. Rationalize information so that only those data that must be reported are submitted to DMHMRSAS

- **Catalog all data fields in a database**
- **Identify data inconsistencies**
- **Resolve data inconsistencies**
- **Reduce reporting requirements, wherever possible**

Information Rationalization

3. Prepare a Data Standards Manual:

- Include components usually found in a data dictionary, e.g., Field Name, Format, etc.**
- Use as reference for all reporting requirements**
 - Direct that all data requests conform to data standards**
 - Create process for systematically handling exceptions**

Policies and Procedures

- **Develop policies and procedures**
 - **Form Data Management and Policy Comm.**
 - **Clarify expectations and roles**
 - **Indicate data flow and reporting frequency**
 - **Specify mechanism for adding, deleting and changing future data requirements**
 - **Specify data management responsibilities**
 - **Identify process for public dissemination of data**

Data Management Plan

5. Create a data management plan

- Indicate why data are collected**
- Specify authority to mandate reporting**
- Define collaboration process between DMHMRSAS, providers and others**
- Assure data quality**
- Specify training needs and opportunities**
- Develop Action Plan with timeline**