

DRAFT

**RECOMMENDED STANDARDS FOR
MENTAL HEALTH PERSON AND
ENCOUNTER DATA**



**A Collaborative Activity of the Mental Health Statistics
Improvement Program (MHSIP) and the Decision
Support 2000+ (DS2000+) Team**

Draft May 24, 2002

*Funded by the Center for Mental Health Services,
Substance Abuse and Mental Health Services Administration*

DRAFT
May 24, 2002

Overview

The need for reliable information has expanded exponentially in recent years. With the dramatic changes in the organization and financing of mental health services and the changes in types and roles of key stakeholders, the mental health field needs to expand and improve the quality of its information resources and to provide support for decisions made on a daily basis. *The quality of information will determine the quality of care:* without good data, stakeholders cannot make good decisions, and without good decisions, the system cannot continue to operate.

To address this need, the Decision Support 2000+ (DS2000+) initiative is a field-wide collaborative effort that provides an integrated framework for mental health data standards and information technology. Over time, the mental health field has undertaken numerous individual projects to advance the area of mental health information, however, these projects were only loosely coordinated. DS2000+ brings the results of these projects together into a coherent, unified framework based upon the public health model. The public health model encompasses domains ranging from population status, through services, to outcomes of care. Similarly, DS2000+ recommends data standards for recording mental health data in all domains of the public health model; population, person (enrollment), encounter, financial, organizational, and human resources data; performance indicators, report cards, and outcome measures; and fidelity measures for clinical and system guidelines.

For each information domain, DS2000+ is designed to include a recommended *core* set of data elements for use across the entire field and a set of *stakeholder-specific* data elements of interest to particular stakeholder groups. For both the core and stakeholder-specific data sets, DS2000+ will provide uniform definitions, common measures, and consistent procedures for collecting, analyzing, recording, and reporting data.

Brief History

DS2000+ builds on the work of the Mental Health Statistics Improvement Program (MHSIP) in developing standards for mental health. In the late 1980's, MHSIP created a Task Force to consider existing data standards and recommend revisions. In its 1989 report, Data Standards for Mental Health Decision Support Systems (commonly known as FN-10), the Task Force presented minimum data sets for patient/client data; event/encounter data; human resources data; financial data; and organization data (see Leginski et al., 1989). Subsequently, in 1992, the MHSIP community made

recommendations regarding data elements for children. Owing to the quality of MHSIP's work, all States now have voluntarily adopted many of these standards. A 1997 MHSIP workgroup (FN11) began the process of updating and refining FN-10; this work is reflected in the DS2000+ initiative.

As a result of changes in mental health over the past decade, there is an increased need to broaden the audience for and users of mental health information beyond those of principal interest to the developers of FN10 and FN11. Hence, Decision Support 2000+ is designed to be relevant to a wide range of stakeholders in *both* the public and private sectors.

Because of its longstanding work on data standards, the MHSIP community has been central to the DS2000+ development process. Members of the MHSIP Policy Group (MPG) have been involved in the design, development, and implementation of DS2000+ since its inception. In October, 2000 the MHSIP Policy Group formalized its association with the DS 2000+ development team by creating a DS2000+ MHSIP Liaison Group consisting of a chair from the MPG and representatives of the four Regional User Groups (RUGs).

DS2000+ and HIPAA

The DS2000+ team has responded to the requirements of HIPAA in two ways. First, to assist compliance with these requirements, the team has created tools consisting of a Handbook and Master Data Set for each of the eight HIPAA electronic transactions. These draft tools are posted on the MHSIP website for review and comment before their final revision. Once the review has been completed, the team will build an electronic master data set that contains all the data elements.

Second, the team has used the HIPAA data definitions and codes for applicable DS2000+ data elements so that use of DS2000+ ensures compliance with HIPAA. In short, the DS2000+ core data sets incorporate all the data elements in HIPAA.

Since the HIPAA transactions were designed to support the business functions relating to claims and their payment in the area of general health care, many of the critical concerns of behavioral healthcare are not addressed. Therefore, DS2000+ contains core non-HIPAA data sets for items critical to the entire field, and stakeholder-specific data sets for items of interest to particular stakeholder groups. These DS2000+ non-HIPAA data sets comprise the “value added” by mental health services to consumer recovery and community well being.

It is important to note that since all data elements in Decision Support 2000+ conform to HIPAA standards, use of Decision Support 2000+ will ensure that all HIPAA requirements are met. In addition, the Decision Support 2000+ data standards are consistent with FN11, the CMHS Uniform Reporting System (URS) for the Block Grant Program, and the requirements of the major accrediting agencies. Therefore, Decision

Support 2000+ is a single comprehensive system that will satisfy all these mandated reporting requirements.

Guide to this Report

The following data sets are included as part of this report:

- A. DS2000+ Core Non-HIPAA Person Data Set**
- B. DS2000+ Non-Core State Specific Person Data Set**
- C. DS2000+ Core Non-HIPAA Encounter Data Set**
- D. DS2000+ Non-Core State Specific Encounter Data Set**

The DS2000+ Core Person and Encounter HIPAA data sets are not reproduced within this document due to their size. The data sets contained in the current document should be reviewed together with the relevant HIPAA tools, available on the MHSIP website at <http://www.mhsip.org/DS2K+.htm>. (If you have difficulties reaching this website, contact Ray Bottger Rbottger@odmhsas.org.) For the person dataset, reference the *Handbook and Master Data Set for Benefit Enrollment and Maintenance Transaction (834)*; for the encounter dataset, the *Handbook and Master Data Set for Health Care Claim Professional and Institutional Transaction (837)*. Note that whereas the DS2000+ Core Non-HIPAA and the Non-Core State-Specific Person Data Sets contain several data items, the DS2000+ Core Non-HIPAA and Non-Core State-Specific Encounter Data Sets only contain four items, since most of the encounter data elements are included within HIPAA as well.

For those interested in how the DS2000+ State Specific Data Sets compare with the original MHSIP FN11 Task Force data sets, sections B and D of the present document include information about their original location within FN11. In addition, a table is provided that details the items that were omitted from the DS2000+ State-Specific Data Sets and the rationale for deleting them. (See Section E. -- Items Removed from Stakeholder Set Based on Recommendations of DS2000+ MHSIP Liaison Group Meeting August 27-28, 2001.) These decisions were made by a MHSIP workgroup.

Request for Feedback

The DS 2000+ team has drafted the standards for the Core and State-Specific Person and Encounter data sets. It has also created the tools for the HIPAA transactions as noted above. These standards and tools are being circulated for review and will be revised to incorporate feedback. As information becomes available, DS2000+ will also incorporate revisions resultant from work for the CMHS State Data Infrastructure Grants and the MHSIP Consumer-Oriented Report Card – Version II.

The data sets for the remaining components of Decision Support 2000+ are currently under development; drafts of the core data sets, remaining State-Specific data sets, Consumer-Specific data sets and Provider-Specific data sets are planned for 2003.

Please review this draft report and the related materials posted on the MHSIP Web site, so that the MHSIP/DS2000+ team can incorporate your comments and finalize the datasets. Feedback is requested by July 1, 2002 and can be addressed to Marilyn Henderson, CMHS at mhenders@samhsa.gov or Sarah Minden, Abt Associates, Inc. at sarah_minden@abtassoc.com.

Table A. DS2000+ Core Non-HIPAA Person Data Set

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Employment Status</p>	<p><i>At the person level, employment status is an important indicator of level of functioning. When assessed at baseline and subsequent points-in-time it can be used to indicate current level of functioning and show change over time. It can be used as an outcome measure for assessing the impact of treatments and interventions. It can be used to guide treatment, i.e., to indicate the need for vocational rehabilitation and other employment-related interventions, and to indicate need for social service needs assessment, i.e., adequacy of income, housing, etc. and access to entitlement programs. At the program and population levels, employment may be used as a marker for socioeconomic status and income level, access to insurance coverage, and eligibility for services. Use of Current Population Survey data elements permits comparison of rates of employment in clinical populations with general (national- and community-level) populations. (See attachment 3.)</i></p>	<p><i>Current Population Survey (CPS) (see Attachment 3 for detailed definitions of terms) FN11: Client Periodic #2, #3</i></p>	<p><i>Select one from 1-7, one from 1a, 1b, and one from 1c, 1d, 1e. Collect data annually. The CPS asks about employment-related activities during a specified reference week. Activities during this week may differ from a person's normal or usual schedule. DS2000+ data should reflect usual activities over a specified period of time, perhaps the preceding month.</i></p>

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>1. <i>Employed-at Work</i></p> <p>2. <i>Employed-Absent</i></p> <p>3. <i>Unemployed-On Layoff</i></p>	<p><i>Employed includes work for pay/profit, unpaid work in family business/farm, unpaid work.</i></p> <p><i>Reasons for absence includes slack work/business conditions, waiting for anew job to begin, vacation/personal days, own illness/injury/medical problems, child care problems, other family/personal obligation, maternity/paternity leave, labor dispute, weather affected job, school/training, civic/military duty.</i></p>		
<p>4. <i>Unemployed-Looking</i></p> <p>5. <i>Retired - Not in Labor Force</i></p> <p>6. <i>Disabled - Not in Labor Force</i></p> <p>7. <i>Other - Not in Labor Force</i></p>	<p><i>Looking for work includes contacting employer, looking at ads directly/interview, attending job training, contacting public employment agency</i></p>		

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>1a. Employed-at Work full time</p> <p>1b. Employed-at Work part time</p> <p>1c. Competitive</p> <p>1d. Supported</p> <p>1e. Volunteer</p>	<p><i>programs/courses, contacting private employment agency, contacting friends or relatives, contacting school/university employment center, sending out resumes/filling out applications, placing or answering ads.</i></p> <p><i>Specifies categories 1, 2. Full time is 35 or more hours per week.</i></p> <p><i>Specifies categories 1, 2. Part time is less than 35 hours per week.</i></p>		
<p>Race</p>	<p><i>At the program level, unduplicated counts of consumers by race and ethnicity can be used to ensure adequate numbers of culturally competent staff and programs. Counts can also be compared to community-based population rates to evaluate access to and appropriateness of services. See Attachment 2.</i></p>	<p><i>US Census: Q 6 FN11: Client Master #4</i></p>	<p><i>Mark one or more races to indicate what this person considers himself/herself to be.</i></p>

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
White Black, African Am., or Negro American Indian or Alaska Native Asian Indian Chinese Filipino Japanese Korean Vietnamese Other Asian Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander Some Other Race			
E. Ethnicity Not Spanish/Hispanic/Latino Mexican, Mexican		US Census: Q 5, 10 FN11: Client Master:#5.	Mark one.

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
\$XXX,XXX	Total income in past year from all sources for family/household that is accessible to person on record.		Insert total annual income for family.
XX	Number of persons in household/family for computing poverty level.		
Employment	Wages, salary, commissions, bonuses, or tips from all jobs.		Check all that apply.
Self Employment	From own non-farm businesses or farm businesses, including proprietorships and partnerships.		
Interest and other	Interest, dividends, net rental income, royalty income, or income from estates and trusts.		
Social Security	Program which provides monthly benefits to retired and disabled workers, their dependents and survivors.		
Railroad Retirement	The Railroad Retirement System provides retirement, disability and survivor annuities to workers whose employment was connected with the railroad industry		

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Social Security Disability (SSDI)</p> <p>Supplemental Security Income (SSI)</p> <p>Any public assistance or welfare payments</p> <p>Retirement, survivor or disability pensions</p>	<p>for at least 10 years.</p> <p>Disabled individuals are those unable to engage in any substantial gainful activity by reason of medically determined physical or mental impairment expected to result in death or that has lasted, or can be expected to last, for a continuous period of at least 12 months.</p> <p>Means-tested, federally administered, income assistance program authorized by title XVI of the Social Security Act. Provides monthly cash payments in accordance with uniform, nationwide eligibility requirements to needy aged, blind and disabled persons.</p> <p>Payments from state or local welfare office.</p> <p>Do not include social security.</p>		

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Custody Status</p> <p>Parent(s) Other relative(s) Non-relative(s) Independent/emancipated minor State agency Not applicable</p>	<p>This data element indicates the custody/guardianship or conservatorship status of the person. For non-minors and minors whose guardians are not a parent, at the person level the element can be used to flag problems in level or nature of functioning, problems within the family, etc.; at the program level it flags the need to obtain information, permissions, etc. from other persons and/or agencies. For all persons, at the program level, the category state agency can be used to flag the need for linkages with other programs both clinically and for data transfer.</p>	<p>FN11: Client Periodic #9</p>	<p>Select one.</p>
<p>Education Status</p>	<p>At the person level, education status is an important indicator of level of functioning.</p>	<p>US Census: Q 8, 9 FN11: Client</p>	<p>Select the highest grade, degree or level of school</p>

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
	<p>For children and adolescents, when assessed at baseline and subsequent points-in-time it can be used to indicate current level of functioning and show change over time. It can be used as an outcome measure for assessing the impact of treatments and interventions. For young people and for adults with low education status, it can be used to guide treatment, i.e., to indicate the need for education-related interventions. At program and population levels, educational achievement may be used to characterize a program's consumers compared to the general population in the community and to ensure availability of and access to education-related programs.</p>	<p>Periodic #1</p>	<p>completed.</p> <p>To conform to US Census, compute the following: Nursery school to 4th grade, 5th grade or 6th grade, 7th grade or 8th grade.</p> <p>To conform to the US Census, ask: "What is the highest level of school...completed or the highest degree...has received?"</p> <p><i>Educational attainment applies only to "regular" schools which include public, private, and parochial elementary and high schools, colleges, universities, professional, vocational, trade, and business schools.</i></p>

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>No schooling completed Nursery 1st grade 2nd grade 3rd grade 4th grade 5th grade 6th grade 7th grade 8th grade 9th grade 10th grade 11th grade 12 grade, No diploma High School Graduate, high school diploma or the equivalent (for example: GED)</p>			<p align="center">See www.census.gov/hhes/www/housing/ahs/ahs99/appendixa.pdf</p>

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Some college credit, but less than 1 year 1 or more years of college, no degree Associates degree (for example: AA or AS)</p> <p>Bachelor's degree (for example: BA,AB,BS) Master's Degree (for example: MA,MS,Med,MSW,MBA) Professional degree (for example: MD,DDS,DVM,LLB,JD)</p>	<p>Includes people with an associate degree in (1) an occupational program that prepares students for a specific occupation, and the course work may or may not be creditable toward a bachelor's degree or (2) an academic program primarily in the arts and sciences, and the course work is transferable to a bachelor's degree.</p> <p>Includes medicine, dentistry, pharmacy, law.</p>		
Living Situation	This data element addresses two issues: private residence versus institutional residence and, within private residence,	16 State Performance Indicator Study FN11: Client	Select one. Collect annually.

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Private residence without support</p> <p>Private residence receiving support</p>	<p>the need for support. Consequently, at the person level, it can be used as a point-in time indicator of level of functioning in the community, i.e., needs/does not need support, and the need for services, e.g., supported housing, shelter, etc. When measured over time, this data element shows the impact of treatment and specific interventions. At the program level it indicates the extent to which housing and related services and specialized staff are needed and can be used for comparison with community-based rates of persons in different living arrangements.</p> <p>Individual lives in a house, apartment, trailer, hotel, dorm, barrack, Single Room Occupancy (SRO) and does not require routine or planned support to maintain his/her independence in the living situation.</p> <p>Individual lives in a private residence [as above] and receives planned support to</p>	<p>Periodic #4 US Census: Q 33</p>	

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Foster home</p> <p>24-Hour Residential Care</p>	<p>maintain independence in his/her private residence. This may include individualized services to promote recovery, manage crises, perform activities of daily living and/or manage symptoms. Support services are delivered in the person's home environment. The person providing the support services may include a family member or a friend living with the client or a person/organization periodically visiting the home.</p> <p>Individual resides in a Foster Home. A Foster Home is a home licensed by a County Department to provide foster care. This includes Therapeutic Foster Care Facilities.</p> <p>Individual resides in a residential care facility with care provided on a 24 hour, 7 day a week basis. This level of care may include a Group Home, Therapeutic Group Home, Board and Care, Crisis Residential, Residential Home,</p>		

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
Institutional Setting	<p>Therapeutic Group Home, Board and Care, Crisis Residential, Residential Treatment, or Rehabilitation Center, or Residential Care/Treatment Facility.</p> <p>Individual resides in an institutional care facility with care provided on a 24 hour, 7 day a week basis. This level of care may include a Skilled Nursing/Intermediate Care Facility, Institute of Mental Disease (IMD), Inpatient Psychiatric Hospital, Psychiatric Health Facility (PHF), Veterans Affairs Hospital, or State Hospital.</p>		
Jail/Correctional Facility	<p>Individual resides in a Jail and/or Correctional facility with care provided on a 24 hour, 7 day a week basis. This level of care may include a Jail, Correctional Facility, Prison, Youth Authority Facility, Juvenile Hall, Boot Camp, or Boys Ranch.</p>		
Homeless/Shelter	<p>A person has no permanent place of</p>		

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Other</p> <p>Unknown</p>	<p>residence where a lease or mortgage agreement between the individual and the owner exists. A person is considered homeless if he/she lacks a fixed, regular, and adequate nighttime residence and/or his/her primary nighttime residency is: A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations, B) an institution that provides a temporary residence for individuals intended to be institutionalized, or C) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings (e.g., on the street).</p> <p>Information on an individual's residence is not available.</p>		
Functional Status	<p>A functional status measure is under development. The DS2000+/MHSIP. Liaison Group agreed that such a measure was important to include in the</p>	<p>US Census: Q 16, 17</p>	<p>Select yes/no for all items. Collect annually.</p>

A. Decision Support 2000+ Core Non-HIPAA Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
<p>Learning, remembering or concentration</p> <p>Dressing, bathing, or getting around in home If =>16 yrs old: Going outside the home alone to shop or visit Doctor's office If =>16 yrs old: Working at a job or business. (yes/no)</p>	<p>core. Person Data Set. The data element below is a temporary placeholder for the final data element.</p> <p>Because of a physical, mental, or emotional condition lasting 6 months or more does this person have any difficulty in doing any of the listed activities.</p>		

Table B. DS2000+ Non-Core State Specific Person Data Set

B. DS 2000+ Non-Core State-Specific Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES
English Proficiency	<i>The client's reported ability to read, understand, and speak English.</i>	<i>FN11: Client Master #7</i>
<p align="center">Veteran Status</p> <p>Not a veteran Yes, previously on active duty Yes, currently on active duty</p>	<i>The client is/is not a US Veteran.</i>	<i>FN11: Client Master #9</i>
<p>Type of Employment</p> <p>Competitive Supported Volunteer None</p>		<i>FN11: Client Periodic #3</i>

B. DS 2000+ Non-Core State-Specific Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES
<p>mobile home on....?</p> <p>How is this person (number 2, 3, etc.) related to Person 1: husband/wife, natural-born son/daughter, stepson/stepdaughter, brother/sister, father/mother, grandchild, parent-in-law, son-in-law/daughter-in law, other relative (specify).</p> <p>If not related: roomer, boarder, housemate, roommate, unmarried partner, foster child, other non-relative. Client lives alone</p> <p align="center"><i>Client lives with relatives (relationship, plus biological, step, or adoptive).</i></p> <p align="center"><i>Client lives with non-related persons (foster parents and other foster children, professional child care staff and other children in</i></p>		<p align="center"><i>FN11: Client Periodic #5</i></p>

B. DS 2000+ Non-Core State-Specific Person (Enrollment) Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES
<p><i>group care).</i></p> <p><i>Client lives with same age peers (adolescents).</i></p> <p><i>Other</i></p>		
<p>Referring Source</p> <p>Self, family, or friend</p> <p>Police</p> <p>Court or correction agency</p> <p>School system or education agency</p> <p>Social Service agency</p> <p>Inpatient/residential organization (Mental Health Program Identifier)</p> <p>Probation</p> <p>Other referral source (indicate specific type)</p>	<p><i>The provider or other source that referred the client for services.</i></p>	<p>FN11: Client Periodic #20</p>
<p>Disenrollment Disposition</p> <p>Transferred</p> <p>Administratively discontinued (no contact with organization for 90 days)</p>		<p>FN11: Encounter #14</p> <p>FN11: Client Eligibility #5</p>

B. DS 2000+ Non-Core State-Specific Person (Enrollment) Data Set

<i>DATA ELEMENTS AND CATEGORIES</i>	<i>PURPOSES AND DEFINITIONS</i>	<i>SOURCES</i>
Client died Client terminated services against advice Client lost to contact Discharged –treatment completed; no referral Discharged –additional services advised; no referral Discharged –Additional services advised; referral made Not applicable		

Table C. DS2000+ Core Non-HIPAA Encounter Data Set

C. Decision Support 2000+ Core Non-HIPAA Encounter Data Set			
DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
Provider Type	HIPAA requires use of The Health Care Provider Taxonomy to specify type of provider. The taxonomy needs to be further developed to include a wider range of providers in behavioral health such as peer counselors, mental health paraprofessionals, case managers, activity therapists, rehabilitation and vocational counselors, social workers, patients' rights advocates, etc.		
Medication Name or National Drug Code(s) Dose/Frequency	Medications taken at time of visit. Use National Drug Codes (NDC) for drugs and biologics. Include medications for medical conditions.		
Functional Status GAF score (0-100)	Global Assessment of Functioning (GAF) Scale	Client Periodic #7	

C. Decision Support 2000+ Core Non-HIPAA Encounter Data Set

DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
	score		

Table D. DS2000+ Non-Core State Specific Encounter Data Set

D. Decision Support 2000+ Non-Core State-Specific Encounter Data Set			
DATA ELEMENTS AND CATEGORIES	PURPOSES AND DEFINITIONS	SOURCES	INSTRUCTIONS
Legal Status Voluntary Involuntary civil Involuntary criminal Involuntary juvenile	Legal status at time of service.	Client Periodic #10	

E. Items Removed from Stakeholder Set Based on Recommendations of DS2000+ MHSIP Liaison Group Meeting August 27-28, 2001*

<i>DATA ELEMENT</i>	<i>LOCATION IN FN11</i>	<i>REASON FOR REMOVAL</i>
Eligibility Status	Client Eligibility #2	Required by HIPAA
Enrollment Begin Date	Client Eligibility #3	Required by HIPAA
Enrollment Ending Date	Client Eligibility #4	Required by HIPAA
Disenrollment Reasons	Client Eligibility #5, Encounter #14	Required by HIPAA
Citizenship	Client Periodic #14	Required by HIPAA
Primary Care Physician, Clinician, Care manager	Client Periodic #24	Required by HIPAA
Accommodation needed	Client Master #8	Nonessential
Inter-agency participation in assessment and provision of services	Client Periodic #11	Nonessential
Place of Birth	Client Periodic #13	Nonessential
Year of entry to US	Client Periodic #15	Nonessential
Residence 5 years ago	Client Periodic #16	Nonessential
Primary presenting problem at time	Client Periodic #19	Nonessential

E. Items Removed from Stakeholder Set Based on Recommendations of DS2000+ MHSIP Liaison Group Meeting August 27-28, 2001*

<i>DATA ELEMENT</i>	<i>LOCATION IN FN11</i>	<i>REASON FOR REMOVAL</i>
of admission		
Unit of service	Encounter #10	Nonessential
Disposition of Encounter	Encounter #15	Nonessential
Presence of other staff members	Encounter #16	Nonessential
Informed consent for treatment	Client Periodic #17	Under development
Informed consent for data sharing	Client Periodic #18	Under development
Advance directives		Under development

* Items were removed from the stakeholder data set either because they were required by HIPAA and thereby included in the core data set or considered nonessential. Certain items remain under development.

Attachment 1. Estimates of Poverty Level

See **<http://aspe.hhs.gov/poverty/poverty.htm>**

There are two slightly different versions of the U.S. Federal poverty measure: poverty thresholds and poverty guidelines.

The poverty thresholds are the original version of the Federal poverty measure. They are updated each year by the Census Bureau (although they were **originally developed by Mollie Orshansky** of the Social Security Administration). The thresholds are used mainly for statistical purposes — for instance, preparing estimates of the number of Americans in poverty each year. Official poverty population figures are calculated using the poverty thresholds, not the guidelines.

The poverty guidelines are issued each year in the *Federal Register* by the Department of Health and Human Services (HHS). The guidelines are a simplification of the poverty thresholds for use for administrative purposes — for instance, determining financial eligibility for certain federal programs.

The poverty guidelines are sometimes loosely referred to as the "federal poverty level" (FPL), but that phrase is ambiguous and should be avoided, especially in situations (e.g., legislative or administrative) where precision is important.

2002 HHS Poverty Guidelines

Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$ 8,860	\$11,080	\$10,200
2	11,940	14,930	13,740
3	15,020	18,780	17,280
4	18,100	22,630	20,820
5	21,180	26,480	24,360
6	24,260	30,330	27,900
7	27,340	34,180	31,440
8	30,420	38,030	34,980
For each additional person, add	3,080	3,850	3,540

SOURCE: *Federal Register*, Vol. 67, No. 31, February 14, 2002, pp. 6931-6933.

The separate poverty guidelines for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. Note that the poverty thresholds — the original version of the poverty measure — have never had separate figures for Alaska and Hawaii. The poverty guidelines are not defined for Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and Palau. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office which administers the program is responsible for deciding whether to use the contiguous-states-and-D.C. guidelines for those jurisdictions or to follow some other procedure.

The poverty guidelines apply to both aged and non-aged units. The guidelines have never had an aged/non-aged distinction; only the Census Bureau (statistical) poverty thresholds have separate figures for aged and non-aged one-person and two-person units.

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 185 percent of the guidelines) in determining eligibility include Head Start, the Food Stamp Program, the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children's Health Insurance Program. Note that in general, cash public assistance programs (Temporary Assistance for Needy Families and its predecessor Aid to Families with Dependent Children, and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility.

The poverty guidelines (unlike the poverty thresholds) are designated by the year in which they are issued. For instance, the guidelines issued in February 2002 are designated the 2002 poverty guidelines. However, the 2002 HHS poverty guidelines only reflect price changes through calendar year 2001; accordingly, they are approximately equal to the Census Bureau poverty thresholds for calendar year 2001.

With respect of use of poverty status for housing, HUD “very low income limits” for four-person households are 50 percent of median family income for families in each metropolitan area or nonmetropolitan county. See [/www.census.gov/hhes/www/housing/ahs/ahs99/appendixa.pdf](http://www.census.gov/hhes/www/housing/ahs/ahs99/appendixa.pdf)

Attachment 2. Race and Ethnicity

See <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>

The Executive Office of the President, Office of Management and Budget (OMB), Office of Information and Regulatory Affairs, announced its decision concerning the revision of Statistical Policy Directive No. 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting. OMB is accepting the recommendations of the Interagency Committee for the Review of the Racial and Ethnic Standards with the following two modifications: (1) the Asian or Pacific Islander category will be separated into two categories -- "Asian" and "Native Hawaiian or Other Pacific Islander," and (2) the term "Hispanic" will be changed to "Hispanic or Latino."

The revised standards have five minimum categories for data on race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. There are two categories for data on ethnicity: "Hispanic or Latino" and "Not Hispanic or Latino."

The new standards were used by the Bureau of the Census in the 2000 decennial census. Other Federal programs should adopt the standards as soon as possible, but not later than January 1, 2003, for use in household surveys, administrative forms and records, and other data collections.

Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity

This classification provides a minimum standard for maintaining, collecting, and presenting data on race and ethnicity for all Federal reporting purposes. The categories in this classification are social-political constructs and should not be interpreted as being scientific or anthropological in nature. They are not to be used as determinants of eligibility for participation in any Federal program. The standards have been developed to provide a common language for uniformity and comparability in the collection and use of data on race and ethnicity by Federal agencies.

1. Categories and Definitions

The minimum categories for data on race and ethnicity for Federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

-- **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

-- **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

-- **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

-- **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

-- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

-- **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Respondents shall be offered the option of selecting one or more racial designations. Recommended forms for the instruction accompanying the multiple response question are "Mark one or more" and "Select one or more."

2. Data Formats

The standards provide two formats that may be used for data on race and ethnicity. Self-reporting or self-identification using two separate questions is the preferred method for collecting data on race and ethnicity. In situations where self-reporting is not practicable or feasible, the combined format may be used.

In no case shall the provisions of the standards be construed to limit the collection of data to the categories described above. The collection of greater detail is encouraged; however, any collection that uses more detail shall be organized in such a way that the additional categories can be aggregated into these minimum categories for data on race and ethnicity.

With respect to tabulation, the procedures used by Federal agencies shall result in the production of as much detailed information on race and ethnicity as possible. However, Federal agencies shall not present data on detailed categories if doing so would compromise data quality or confidentiality standards.

a. Two-question format

To provide flexibility and ensure data quality, separate questions shall be used wherever feasible for reporting race and ethnicity. When race and ethnicity are collected separately, ethnicity shall be collected first. If race and ethnicity are collected separately, the minimum designations are:

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

When data on race and ethnicity are collected separately, provision shall be made to report the number of respondents in each racial category who are Hispanic or Latino.

When aggregate data are presented, data producers shall provide the number of respondents who marked (or selected) only one category, separately for each of the five racial categories. In addition to these numbers, data producers are strongly encouraged to provide the detailed distributions, including all possible combinations, of multiple responses to the race question. If data on multiple responses are collapsed, at a minimum the total number of respondents reporting "more than one race" shall be made available.

b. Combined format

The combined format may be used, if necessary, for observer-collected data on race and ethnicity. Both race (including multiple responses) and ethnicity shall be collected when appropriate and feasible, although the selection of one category in the combined format is acceptable. If a combined format is used, there are six minimum categories:

- American Indian or Alaska Native

- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White

When aggregate data are presented, data producers shall provide the number of respondents who marked (or selected) only one category, separately for each of the six categories. In addition to these numbers, data producers are strongly encouraged to provide the detailed distributions, including all possible combinations, of multiple responses. In cases where data on multiple responses are collapsed, the total number of respondents reporting "Hispanic or Latino and one or more races" and the total number of respondents reporting "more than one race" (regardless of ethnicity) shall be provided.

3. Use of the Standards for Record Keeping and Reporting

The minimum standard categories shall be used for reporting as follows:

a. Statistical reporting

These standards shall be used at a minimum for all federally sponsored statistical data collections that include data on race and/or ethnicity, except when the collection involves a sample of such size that the data on the smaller categories would be unreliable, or when the collection effort focuses on a specific racial or ethnic group. Any other variation will have to be specifically authorized by the Office of Management and Budget (OMB) through the information collection clearance process. In those cases where the data collection is not subject to the information collection clearance process, a direct request for a variance shall be made to OMB.

b. General program administrative and grant reporting

These standards shall be used for all Federal administrative reporting or record keeping requirements that include data on race and ethnicity. Agencies that cannot follow these standards must request a variance from OMB. Variances will be

considered if the agency can demonstrate that it is not reasonable for the primary reporter to determine racial or ethnic background in terms of the specified categories, that determination of racial or ethnic background is not critical to the administration of the program in question, or that the specific program is directed to only one or a limited number of racial or ethnic groups.

c. Civil rights and other compliance reporting

These standards shall be used by all Federal agencies in either the separate or combined format for civil rights and other compliance reporting from the public and private sectors and all levels of government. Any variation requiring less detailed data or data which cannot be aggregated into the basic categories must be specifically approved by OMB for executive agencies. More detailed reporting which can be aggregated to the basic categories may be used at the agencies' discretion.

4. Presentation of Data on Race and Ethnicity

Displays of statistical, administrative, and compliance data on race and ethnicity shall use the categories listed above. The term "nonwhite" is not acceptable for use in the presentation of Federal Government data. It shall not be used in any publication or in the text of any report.

In cases where the standard categories are considered inappropriate for presentation of data on particular programs or for particular regional areas, the sponsoring agency may use:

- a. The designations "Black or African American and Other Races" or "All Other Races" as collective descriptions of minority races when the most summary distinction between the majority and minority races is appropriate;
- b. The designations "White," "Black or African American," and "All Other Races" when the distinction among the majority race, the principal minority race, and other races is appropriate; or
- c. The designation of a particular minority race or races, and the inclusion of "Whites" with "All Other Races" when such a collective description is appropriate.

In displaying detailed information that represents a combination of race and ethnicity, the description of the data being displayed shall clearly indicate that both bases of classification are being used.

When the primary focus of a report is on two or more specific identifiable groups in the population, one or more of which is racial or ethnic, it is acceptable to display data for each of the particular groups separately and to describe data relating to the remainder of the population by an appropriate collective description.

5. Effective Date

The provisions of these standards are effective immediately for all new and revised record keeping or reporting requirements that include racial and/or ethnic information. All existing record keeping or reporting requirements shall be made consistent with these standards at the time they are submitted for extension, or not later than January 1, 2003.

Attachment 3. Current Population Survey

See ***<http://www.census.gov/population/www/cps/cpsdef.html>***

The definitions of terms currently used in the Current Population Survey are provided below. Since the survey changes periodically, these terms may also change.

Family. A family is a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family. Beginning with the 1980 Current Population Survey, unrelated subfamilies (referred to in the past as secondary families) are no longer included in the count of families, nor are the members of unrelated subfamilies included in the count of family members. The number of families is equal to the number of family households, however, the count of family members differs from the count of family household members because family household members include any non-relatives living in the household.

Family household. A family household is a household maintained by a householder who is in a family (as defined above), and includes any unrelated people (unrelated subfamily members and/or secondary individuals) who may be residing there. The number of family households is equal to the number of families. The count of family household members differs from the count of family members, however, in that the family household members include all people living in the household, whereas family members include only the householder and his/her relatives. See the definition of family.

Household. A household consists of all the people who occupy a housing unit. A house, an apartment or other group of rooms, or a single room, is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other persons in the structure and there is direct access from the outside or through a common hall.

A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household. The count of households excludes group quarters. There are two major categories of households, "family" and "nonfamily".

Household, family, or subfamily, Size of. The term "size of household" includes all the people occupying a housing unit. "Size of family" includes the family householder and all other people in the living quarters who are related to the householder by birth, marriage, or adoption. "Size of related subfamily" includes the husband and wife or the lone parent and their never-married sons and daughters under 18 years of age. "Size of unrelated subfamily" includes the reference person and all other members related to the reference person. If a family has a related subfamily among its members, the size of the family includes the members of the related subfamily.

Household, nonfamily. A nonfamily household consists of a householder living alone (a one-person household) or where the householder shares the home exclusively with people to whom he/she is not related.

Householder. The householder refers to the person (or one of the people) in whose name the housing unit is owned or rented (maintained) or, if there is no such person, any adult member, excluding roomers, boarders, or paid employees. If the house is owned or rented jointly by a married couple, the householder may be either the husband or the wife. The person designated as the householder is the "reference person" to whom the relationship of all other household members, if any, is recorded.

The number of householders is equal to the number of households. Also, the number of family householders is equal to the number of families.

Head versus householder. Beginning with the 1980 CPS, the Bureau of the Census discontinued the use of the terms "head of household" and "head of family." Instead, the terms "householder" and "family householder" are used. Recent social changes have resulted in greater sharing of household responsibilities among the adult members and, therefore, have made the term "head" increasingly inappropriate in the analysis of household and family data. Specifically, beginning in 1980, the Census Bureau discontinued its longtime practice of always classifying the husband as the reference person (head) when he and his wife are living together.

Income, official definition of:

For each person in the sample 15 years old and over, the CPS asks questions on the amount of money income received in the preceding calendar year from each of the following sources:

1. Earnings
2. Unemployment compensation
3. Workers' compensation
4. Social security
5. Supplemental security income
6. Public assistance
7. Veterans' payments
8. Survivor benefits
9. Disability benefits
10. Pension or retirement income
11. Interest
12. Dividends
13. Rents, royalties, and estates and trusts

- 14. Educational assistance
- 15. Alimony
- 16. Child support
- 17. Financial assistance from outside of the household
- 18. Other income

Data on consumer income collected in the CPS by the Census Bureau cover money income received (exclusive of certain money receipts such as capital gains) before payments for personal income taxes, social security, union dues, medicare deductions, etc. Therefore, money income does not reflect the fact that some families receive part of their income in the form of noncash benefits, such as food stamps, health benefits, rent-free housing, and goods produced and consumed on the farm. In addition, money income does not reflect the fact that noncash benefits are also received by some nonfarm residents which often take the form of the use of business transportation and facilities, full or partial payments by business for retirement programs, medical and educational expenses, etc. Data users should consider these elements when comparing income levels. Moreover, readers should be aware that for many different reasons there is a tendency in household surveys for respondents to underreport their income. Based on an analysis of independently derived income estimates, the Census Bureau determined that respondents report income earned from wages or salaries much better than other sources of income and that the reported wage and salary income is nearly equal to independent estimates of aggregate income.

The Census Bureau collects data for the following income sources.

Earnings. The Census Bureau classifies earnings from longest job (or self-employment) and other employment earnings into three types:

1. Money wage or salary income is the total income people receive for work performed as an employee during the income year. This category includes wages, salary, armed forces pay, commissions, tips, piece-rate payments, and cash bonuses earned, before deductions are made for items such as taxes, bonds, pensions, and union dues.

2. Net income from nonfarm self-employment is the net money income (gross receipts minus expenses) from one's own business, professional enterprise, or partnership. Gross receipts include the value of all goods sold and services rendered. Expenses include items such as costs of goods purchased, rent, heat, power, depreciation charges, wages and salaries paid, and business taxes (not personal income taxes). In general, the Census Bureau considers inventory changes in determining net income from nonfarm self-employment; replies based on income tax returns or other official records do reflect inventory changes. However, when respondents do not report values of inventory changes, interviewers will accept net income figures exclusive of inventory changes. The Census Bureau does not include the value of saleable merchandise consumed by the proprietors of retail stores as part of net income.
3. Net income from farm self-employment is the net money income (gross receipts minus operating expenses) from the operation of a farm by a person on their own account, as an owner, renter, or sharecropper. Gross receipts include the value of all products sold, payments from government farm programs, money received from the rental of farm equipment to others, rent received from farm property if payment is made based on a percent of crops produced, and incidental receipts from the sale of items such as wood, sand, and gravel. Operating expenses include items such as cost of feed, fertilizer, seed, and other farming supplies; cash wages paid to farmhands; depreciation charges; cash rent; interest on farm mortgages; farm building repairs; and farm taxes (not state and federal personal income taxes). The Census Bureau does not include the value of fuel, food, or other farm products used for family living as part of net income. In determining farm self-employment income, the Census Bureau considers inventory changes in determining net income only when they are accounted for in replies based on income tax returns or other official records which reflect inventory changes; otherwise, the Census Bureau does not take inventory changes into account.

Unemployment compensation includes payments the respondent received from government unemployment agencies or private companies during periods of unemployment and any strike benefits the respondent received from union funds.

Workers' compensation includes payments people receive periodically from public or private insurance companies for injuries received at work.

Social security includes social security pensions and survivors' benefits and permanent disability insurance payments made by the Social Security Administration prior to deductions for medical insurance. The Census Bureau does not include medicare reimbursements for health services as social security benefits.

Supplemental security income includes federal, state, and local welfare agency payments to low-income people who are 65 years old and over or people of any age who are blind or disabled.

Public assistance or welfare payments include cash public assistance payments low-income people receive, such as aid to families with dependent children (AFDC, ADC), temporary assistance to needy families (TANF), general assistance, and emergency assistance.

Veterans' payments include payments disabled members of the armed forces or survivors of deceased veterans receive periodically from the Department of Veterans Affairs for education and on-the- job training, and means-tested assistance to veterans.

Survivor benefits include payments people receive from survivors' or widows' pensions, estates, trusts, annuities, or any other types of survivor benefits. Respondents can report payments from ten different sources: private companies or unions; federal government (Civil Service); military; state or local governments; railroad retirement; workers' compensation; Black lung payments; estates and trusts; annuities or paid-up insurance policies; and other survivor payments.

Disability benefits include payments people receive as a result of a health problem or disability (other than those from social security). Respondents can report payments from ten sources: workers' compensation; companies or unions; federal government (Civil Service); military; state or local governments; railroad retirement; accident or disability insurance; Black lung payments; state temporary sickness; or other disability payments.

Pension or retirement income includes payments people receive from eight sources: companies or unions; federal government (Civil Service); military; state or local governments; railroad retirement; annuities or paid-up insurance policies; individual retirement accounts (IRAs), Keogh, or 401(k) payments; or other retirement income.

Interest income includes payments people receive (or have credited to accounts) from bonds, treasury notes, IRAs, certificates of deposit, interest-bearing savings and checking accounts, and all other investments that pay interest.

Dividends include income people receive from stock holdings and mutual fund shares. The CPS does not include capital gains from the sale of stock holdings as income.

Rents, royalties, and estates and trusts include net income people receive from the rental of a house, store, or other property, receipts from boarders or lodgers, net royalty income, and periodic payments from estate or trust funds.

Educational assistance includes Pell Grants; other government educational assistance; any scholarships or grants; or financial assistance students receive from employers, friends, or relatives not residing in the student's household.

Child support includes all periodic payments a parent receives from an absent parent for the support of children, even if these payments are made through a state or local government office.

Alimony includes all periodic payments people receive from ex-spouses. Alimony excludes one-time property settlements.

Financial assistance from outside of the household includes periodic payments people receive from nonhousehold members. This type of assistance excludes gifts or sporadic assistance.

Other income includes all other payments people receive regularly that are not included elsewhere on the questionnaire. Some examples are state programs such as foster child payments, military family allotments, and income received from foreign government pensions.

Government transfers include payments people receive from the following sources: (1) unemployment compensation, (2) state workers' compensation, (3) social security, (4) Supplemental Security Income (SSI), (5) public assistance, (6) veterans' benefits, (7) government survivor benefits, (8) government disability benefits, (9) government pensions, and (10) government educational assistance.

The Census Bureau does not count the following receipts as income: (1) capital gains people received (or losses they incur) from the sale of property, including stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property, in which case the CPS counts the net proceeds as income from self-employment); (2) withdrawals of bank deposits; (3) money borrowed; (4) tax refunds; (5) gifts; and (6) lump-sum inheritances or insurance payments.

The Census Bureau combines all sources of income into two major types:

1. *Total money earnings* is the algebraic sum of money wages and salary and net income from farm and nonfarm self-employment.
2. *Income other than earnings* is the algebraic sum of all sources of money income except wages and salaries and income from self-employment.

Labor Force Terminology

See Technical Paper 63RV. Current Population Survey: Design and Methodology, March 2002.
www.bls.census.gov/cps/tp/tp63.htm

The CPS classifies people as employed, unemployed, or not in the labor force. These categories are defined hierarchically and are mutually exclusive. The CPS asks people to report on their activities during a specified reference week.

Employed persons are those who, during the reference week, (a) did any work at all (for at least 1 hour) as paid employees; worked in their own businesses, professions, or on their own farms; or worked 15 hours or more as unpaid workers in an enterprise operated by a family member or (b) were not working, but who had a job or business from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons whether or not they were paid for the time off or were seeking other jobs. The term “employed person” does not include someone whose only activity consisted of work around his/her own house (painting, repairing, cleaning, or other home-related housework) or volunteer work for religious, charitable, or other organizations.

At work part time for economic reasons refers to individuals who gave an economic reason for working 1 to 34 hours during the reference week. Economic reasons include slack work or unfavorable business conditions, inability to find full-time work, and seasonal declines in demand. Those who usually work part time also must indicate that they want and are available to work full time to be classified as being part time for economic reasons.

At work part time for noneconomic reasons refers to individuals who usually work part time for non economic reasons such as illness or other medical limitation, childcare problems or other family or personal obligations, school or training, retirement or social security limits on earnings, and being in a job where full-time work is less than 35 hours. The group

also includes those who gave an economic reason for usually work 1 to 34 hours but said they do not want to work full time or were unavailable for such work.

Full-time labor force includes all employed who usually work full time and unemployed persons who are either looking for full-time work or are on layoff from full-time jobs.

Part-time labor force consists of employed persons who usually work part time and unemployed persons who are seeking or are on layoff from part-time jobs.

Unemployed persons are those who were not employed during the reference week but were available for work (excluding temporary illness) and had made specific efforts to find employment some time during the 4-week period ending with the reference week. Individuals who are waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed (as opposed to being classified as not in the labor force). There are two ways for people to be classified as unemployed: looking for work (job seekers) or temporarily separated from a job (persons on layoff).

Unemployed-Looking for work (job seekers) are persons who were engaged in active job search during the 4-week reference period including going to an employer directly or to a public or private employment agency, seeking assistance from friends or relatives, placing or answering ads, or using some other active method. Passive methods, which do not qualify as job search, include reading (as opposed to answering or placing) "help wanted" ads and taking a job training course.

Unemployed-On layoff are persons who have been separated from a job to which they are waiting to be recalled (i.e., their layoff status temporary).

Not in the labor force are persons who are neither employed nor unemployed. This includes discouraged workers, defined as persons who want and are available for a job and who have looked for work sometime in the past 12 months but are not currently looking because they believe there are no jobs available or there are none for which they would qualify.