

Data Elements for the Human Resources Data Set		
Data Element	Definition	Ready for Prototype
Social Security Number *	Social Security Number	Yes
Unique Provider Identification Number *	Unique Provider Identification Number (UPIN) assigned by the Health Care Financing Agency for use in submitting Medicare and Medicaid bills	No
Staff Unique Identifier +	For all staff. A unique identifier that corresponds to a staff member independent of the organization reporting. May be the same as the Provider ID.	No
Date of Birth * +	Staff member's date of birth (mm/dd/yyyy)	Yes
Sex * +	Staff member's gender (male/female)	Yes
Race and Ethnicity * +	<p>The US Census Definition (all that apply)</p> <ul style="list-style-type: none"> • African-American or Black • American Indian or Alaskan Native • Asian or Pacific Islander • Hispanic • White • Other (specify) <p>If Hispanic:</p> <ul style="list-style-type: none"> • Mexican American • Puerto Rican • Other Hispanic (specify) 	Yes
Primary Professional Identification * +	<p>Self-selected category that best reflects the major discipline, training, or profession for which staff member has been trained or hired (rank all that apply)</p> <ul style="list-style-type: none"> • Activity therapist (e.g., art, music, dance, recreational, or occupational therapist) • Counselor (e.g., clinical mental health, rehabilitation, school, substance abuse, vocational counselor) • Marriage and family therapist 	Partial

	<ul style="list-style-type: none"> • Nurse (other than a psychiatric nurse) • Physician (other than a psychiatrist) • Psychiatric nurse • Psychiatrist • Psychologist (e.g., clinical, counseling) • Psychosocial rehabilitation specialist • School psychologist • Social worker • Sociologist (e.g., applied or clinical) • Other mental health professional (specify) <p>Leginski et al., 1989 include: mental health worker with less than a bachelor degree; schoolteacher; public, hospital, or business management/administration; speech therapist; dietician; pharmacist or assistant; dentist or dental assistant; other physical health professional or assistant; medical records administrator or technician; other worker (support, maintenance, administration).</p>	
Employment Primary Professional Discipline *	Whether staff member is employed in the primary professional discipline ranked #1 in each of primary setting and secondary setting	Yes
Degrees Earned * +	<p>Although question formats may vary, the minimum data elements should include type of degree, field of degree, year of receipt, and the institution awarding the degree.</p> <ul style="list-style-type: none"> • Doctorate (e.g., MD, PhD, ScD, JD, EdD, DO) • Master's Baccalaureate • Less than baccalaureate (e.g., AA or RN) • Other (specify) <p>Pion et al., 1998 include the field of the degree (e.g., clinical psychology, social work or sociology), year degree was degree awarded, and name of the institution awarding the degree (Name, City, State/Province, Country, Name of Dpt)</p> <p>Leginski et al., 1989 include education level: less than high school diploma or GED, high school diploma or GED, some college, associate degree, bachelor degree</p>	Partial
Credentials for	Whether staff member is currently licensed,	Partial

Practice * +	<p>registered, or certified to practice in his/her profession by one or more of the 50 states, the District of Columbia, or US territories.</p> <p>Pion et al., 1998 asks respondents to indicate the specialties of the current licensure, registration, or certification, the states in which they are valid (e.g., clinical psychology, school counseling, or occupational therapy), to be specific, and not to use initials or abbreviations:</p> <ul style="list-style-type: none"> • Licensure (specialty/state(s)) • Board certification (MDs only) (specialty/state(s)) • Other certification (specialty/state(s)) • Other registration (specialty/state(s)) <p>Pion et al., 1998 also asks respondents to indicate any additional practice-related credentials and the full name of the credentialing body (e.g., Diplomate in Clinical Psychology by the American Board of Professional Psychology).</p>	
Employment Status * +	<p>Staff member's current employment status (check one):</p> <ul style="list-style-type: none"> • Employed (by an organization or individual or self-employed) • Student (trainee, intern, resident, postdoctoral fellow, other trainee) • Retired and not employed (if self-employed, do not answer) • Not currently employed • Other (specify) <p>Leginski et al., 1989 suggest, in addition, the following:</p> <ul style="list-style-type: none"> • Salaried, payroll (full- or part-time) • Paid under contractual arrangement • Volunteer • Attending <p>Pion et al., 1998 also ask:</p> <p>If not employed: is respondent currently looking for work? (yes/no)</p> <p>If employed: what are the number of hours per week respondent typically works for pay? [If time</p>	Yes

	<p>period is atypical due to illness, vacation, or other circumstances, typical hours worked per week are reported]</p> <p>If employed: is respondent currently seeking employment in addition to current job or position? (yes/no)</p>	
<p>Number of Separate Paid Positions *</p>	<p>Number of different employment positions currently held (e.g., if respondent works part-time in a drug abuse clinic and also has a part-time independent practice, this should be reported as two positions. If respondent has two different job titles such as Associate Professor and Director of the Student Counseling Center, these are also two separate positions.)</p>	<p>Yes</p>
<p>Employment Setting(s) *</p>	<p>From the list below, the category that best describes the employment setting of the respondent's primary and secondary paid positions:</p> <ul style="list-style-type: none"> • Academic setting (universities, 4- and 2-year colleges, professional schools) • Hospitals, including public, for-profit, and nonprofit (general, psychiatric, rehabilitation, other specialty population hospitals) • Other residential health care settings (nursing homes, residential treatment centers, group homes, half-way houses, rehabilitation settings, other transitional settings) • Clinics, rehabilitation, and other outpatient settings (community mental health centers, freestanding mental health outpatient clinics, health maintenance organizations, specialized health service clinics such as substance abuse or pain clinics, other ambulatory health or mental health settings, freestanding rehabilitation agencies) • Home health agency • Individual independent practice • Group independent practice • Other (business and industry, schools and school systems, criminal justice systems, Federal, State, and local agencies, other social service agencies, other settings not 	<p>Yes</p>

	<p>mentioned above)</p> <ul style="list-style-type: none"> Number of hours worked in last typical work week 	
Work Activities *	<p>Total number of hours that respondent worked in primary paid position, and total number of hours worked in all paid positions combined.</p> <p>For the past week, number of hours spent in specific work activities in primary paid position and in all of positions combined:</p> <ul style="list-style-type: none"> Direct care (diagnostic assessment, evaluation, medication prescription and management, treatment) Clinical supervision of staff and trainees Clinical/community consultation and prevention (not involving direct care) Educational activities (teaching or 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 activity not mentioned above (e.g., scholarly writing) <p>Typical work week? (yes/no)</p> <ul style="list-style-type: none"> If no, number of hours worked in primary position in a typical week 	Yes
Zip Code(s) Service Settings*	First 5 digits of zip code of residence and primary and secondary paid positions as well as for services provided in other settings	Yes
Relationship to Employer(s) *	<p>Financial arrangement to employer(s) for primary and secondary positions:</p> <ul style="list-style-type: none"> An employee of an organization (e.g., responsible through a supervisor for attaining company goals; paid by company resources) Self-employed (including group independent practice association, and private practice, consulting) <p>Percentage from the following payment</p>	

	<p>arrangements:</p> <ul style="list-style-type: none"> • Fee for service (i.e., a bill is submitted for each service provided) • Fee for service with a withholding (i.e., a portion of fee is withheld and paid only at end of year based on some type of performance criteria) • Fixed rate per case (i.e., a set amount of dollars for each consumer treated without regard to intensity or length of treatment; services are not reimbursed separately) • Capitation payment (i.e., a payment based on the population of consumers for whom respondent or organization has agreed to provide services if services are needed) • Consumer self-pay • Salary • Other (specify) 	
<p>Involvement in Managed Care Arrangements *</p>	<p>Number of affiliations respondent has with each of the following types of managed care arrangements (in any setting); whether any income is received from each of these arrangements. Includes both being a salaried provider in a centralized health maintenance organization (HMO) and contracting with a behavioral healthcare firm that supplies referrals under a reduced fee for service arrangement and also carries out utilization review of cases:</p> <ul style="list-style-type: none"> • As a salaried staff member of an HMO which is responsible for both general and behavioral healthcare • As a salaried staff member of an HMO responsible solely for behavioral healthcare • As a member of a group practice that is a contracted network provider to an HMO • As a member of a group practice that is a contracted network provider to a behavioral healthcare firm • As an independent practitioner who is a contracted network provider to an HMO • As an independent practitioner who is a contracted network provider to a behavioral healthcare firm • Other types of managed care arrangements (specify) 	<p>Yes</p>

<p>Source(s) of Payment for Provision of Direct Services *</p>	<p>Funding sources that consumers may use to pay for direct services (all that apply) and percentage of reimbursement from each source:</p> <ul style="list-style-type: none"> • CHAMPUS (Civilian Health and Medical Provider of the United States) • Medicaid • Medicaid which is HMO • Medicaid which is another managed care network (e.g., PPO, POS) • All other Medicaid • Medicare • Medicare which is HMO • Medicare which is PPO • Other Federal funding • State, county, or city funds • Private fee-for-service/individual's insurance plan (e.g., major medical plan such as Blue Cross/Blue Shield or Aetna without a preferred provider arrangement or HMO; may include utilization review) • Preferred provider private insurance plan • HMO, private insurance plan (not Medicare or Medicaid HMO) • Consumer's own funds (out-of-pocket dollars from client or family) <p>Other (specify)</p>	<p>Yes</p>
<p>Provision of Direct Services to Special Populations *</p>	<p>Total number of consumers treated by respondent during most recent typical week of practice.</p> <p>Percentage of consumers with certain characteristics to whom respondent provided direct services during the last typical week:</p> <ul style="list-style-type: none"> • Children (individuals aged 10 years or younger) • Adolescents (individuals aged 11-17 years) • Adults (individuals aged 18-64 years) • Elderly (individuals aged 65 years and older) • Individuals • Couples • Groups • Families (parents, relatives, and/or children as a unit) • Community prevention services • African-American or Black 	<p>Yes</p>

	<ul style="list-style-type: none"> • American Indian or Alaskan Native • Asian-American or Pacific Islander • Hispanic (Cuban, Mexican American, Puerto Rican, or other Hispanic) • White • Other (specify) • Male • Female 	
Provision of Direct Services to Special Populations Continued	<p>Using DSM-IV diagnostic categories, provision of services during the most recent typical week to consumers with any of the following disorders (all that apply):</p> <ul style="list-style-type: none"> • Adjustment problems, family and/or relationship problems, or academic problems • Affective disorders (bipolar disorder, major depression) • Anxiety disorders • Dually diagnosed individuals (i.e., individuals with a mental health and substance abuse diagnosis, a mental health and mental retardation diagnosis, or a mental retardation and substance abuse diagnosis) • Mental retardation and other developmental disorders • Organic brain disorders and syndromes • Personality disorders (borderline disorders, antisocial disorders) • Schizophrenia or other major psychoses • Substance abuse (alcohol abuse or dependency, drug abuse) • Disorders usually first diagnosed in infancy, childhood, or adolescence (other than mental retardation or developmental disabilities) • Other mental health problems not listed above • Other general health problems (specify) • Unable to specify 	
Languages Other than English **	<p>Whether staff member can provide direct services to consumers in any language other than English (yes/no/specify)</p> <p>Pion et al., 1998 includes the percentage of</p>	Yes

	consumers to whom respondent provided direct services that required use of languages other than English in the past time period	
Staff Separation Date ⁺	If applicable, the month during which the relationship or affiliation between the individual and the organization was terminated	Yes
Country of Highest Degree	Name of Country	
Private Practice Maintained	The individual maintains a private practice in this profession (yes/no/not applicable).	
University or college Affiliation	The individual is affiliated with a university or college to teach or conduct research at that institution (yes/no/not applicable).	
Participation in Job-related or Career Development Training	<p>The individual has participated in any of the following types of training intended to improve job performance, acquire additional skills, or satisfy a continuing education expectation:</p> <ul style="list-style-type: none"> • In service training, i.e., sponsored by the organization, usually onsite and during work hours • Extracurricular, i.e., sponsored by another organization, usually offsite, and release time from work may or may not be granted • None 	
Income from Organization	Actual or estimated income for annual salary or reimbursement received from this organization, including overtime and bonuses, and excluding fringe benefits.	
Fringe Benefits Value	Estimated percentage of the person's salary from the organization that the fringe benefits represent. These include contributions to retirement funds, health insurance, or life insurance payments, education benefits, participation in profit sharing, shares of stock, etc.	

Year of Degree	A 4-digit code for year in which the highest degree was granted.
Primary Job Function	<p>The assigned category that best describes the major function the organization expects the person to perform on a day-to-day basis:</p> <ul style="list-style-type: none"> • Direct or adjunctive clinical service • Consultation, education, or prevention • Administration or management • Other job function (all other job functions in organization not covered above)
Experience	Prior to current employment or affiliation with the organization, total number of years worked in mental health. (If 6 months or less, round down; if more than 6 months, round up.)
<i>Sources:</i> Mental Health Statistics Improvement Program, Draft for FN-11	