



**MHSIP** online  
mental health statistics improvement program

[what's new](#) [search](#) [site map](#) [contact us](#)

- [Home](#)
- [About MHSIP](#)
- [MHSIP Updates](#)
- [Calendar](#)
- [Projects](#)
- [Library](#)
- [HIPAA](#)
- [Policy Group](#)
- [User Groups](#)
- [Links](#)

## Charge

### Development of MHSIP FN-11

#### Proposed Charge to the Work Group

**Charge:**

To develop an instrument that will augment FN-10 by incorporating elements of FN-10 and other, more recent efforts to define mental health data standards in the environment of managed care.

**Assumptions:**

1. The MHSIP vision of data-based decision making with comparable data across entities and a consumer orientation will be maintained.
2. FN-11 work group members will make use of existing documents and materials, rather than creating a completely new document.
3. Information will be presented in a format which is understandable to a broad audience, from non-professionals to professionals, from consumers to payors, etc.
4. Distribution of FN-11 contents will be accomplished using appropriate technological capabilities, e.g., World Wide Web.
5. FN-11 will be a dynamic document which reflects the changing environment of mental health data and decision support needs.

**Proposed Activities:**

1. Convene a conference call of MHSIP Ad Hoc Group members selected to participate in the FN-11 project to discuss the direction and scope of the project.
2. Compile documents supported by CMHS and other sources that have addressed mental health data issues since the





publication of FN-10.

3. Prepare an outline and initial format for the FN-11 document with content areas agreed on by work group members.
4. Compile written sections for document narrative from work group members and other sources.
5. Distribute the initial information to MHSIP Regional User Groups for review and comment.
6. Present initial information with revisions based on RUG comments to 1997 National Mental Health Statistics Conference and other conference forums and request additional feedback.
7. Compile comments and additional narrative and present to summer 1997 MHSIP Ad Hoc Group for approval of format and content areas.
8. Engage an experienced technical writing consultant to critique style and format of materials for readability among proposed audiences.
9. Arrange for a website, installation of the edited version of the FN-11 document, and site support.

#### **Continuing MHSIP Ad Hoc Group Activities:**

1. Arrange for continuing website support, to include reviewing and compiling comments submitted by users, compiling activity statistics, and preparing monthly reports for the MHSIP Ad Hoc Group Standing Committee on FN-11.
2. Decide whether paper and other media versions of FN-11 will be produced and supported, and arrange for production and distribution.
3. Establish a Standing Committee on FN-11 for one year to (a) review information compiled by site support, (b) review feedback from other-than-website users of FN-11, (c) review and abstract other MHSIP Ad Hoc Group task force reports for MAG approval and website inclusion, (d) review mental health data documents from non-MHSIP sources and abstract for MAG approval and inclusion, (e) and arrange with website support and other media producers to implement changes adopted by MHSIP Ad Hoc Group.
4. Report to 1998 National Mental Health Statistics Conference on FN-11 user comments, level of activity, and changes to the website and other media content.

5. Decide whether level of website and other media utilization warrants continued site support, production of other media versions, and Standing Committee review.

**Proposed Members:**

- Jean Campbell
- [Steve Davis](#)
- Sharon Guidera
- Phyllis Lloyd
- Ted Lutterman
- Tuan Nguyen
- Ruth Ralph

**Specialists in topic areas**

- Nancy Callahan
- Bruce Meltzer
- Les Muse
- Gordon Neligh

**Proposed Products:**

1. Outline of topics for FN-11
2. Draft of FN-11 presented to 1997 National Mental Health Statistics Conference
3. FN-11 edited and approved for initial distribution on selected media, e.g., paper, disk, website
4. Supported website

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