



# Numbered Advisory Memorandum

**Date Issued:** November 1, 2012

**Number:** 11-fy13-1

**Originator(s):**  
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Evaluation (ORE) *KK*

Carol Carstens, Ph.D., LISW-S, Project Manager, Office  
of Research and Evaluation (ORE) *cc*

**Subject:**

- Allocations
- Certification
- Licensure
- Medicaid
- Policy and/or Procedure
- Other Critical Information  
(Request for Applications)

**Approval(s):**  
Tracy Plouck, Director *[Signature]*

**To:** ADAMH/CMH Boards  
Provider Agencies

**Contact(s):**  
Carol Carstens, Ph.D., LISW-S, Project Manager  
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Kraig Knudsen, Ph.D., Chief, ORE  
[Kraig.Knudsen@mh.ohio.gov](mailto:Kraig.Knudsen@mh.ohio.gov)

**Required Action:**  No  Yes, by this date:

**All applications are to be submitted to:**  
Carol Carstens, Project Manager  
E-mail: [carol.carstens@mh.ohio.gov](mailto:carol.carstens@mh.ohio.gov)  
Phone: (614) 752-9705

All ODMH policy memoranda are posted on the ODMH Web site at [mentalhealth.ohio.gov/partner-resources](http://mentalhealth.ohio.gov/partner-resources)

**Title: Request for Applications: Process Improvement Project for Reporting Records in Ohio Behavioral Health Module**

### Content:

The Ohio Departments of Mental Health and Alcohol and Drug Addiction Services (ODMH-ADAS) have developed a set of mental health records in the Ohio Behavioral Health Module (OH BH) to collect information on consumers with serious mental illness (SMI) or serious emotional disturbances (SED) at intake, yearly update and/or discharge as set forth in sections 5119.61(E&F). OH BH reporting capacity for the new SMI/SED mental health records includes batch and web-based data collection capacity.

### Demonstration of the Need

ODMH-ADAS recognizes the important role that client-level information plays in compliance with federal block grant requirements, state and local evaluation of program and treatment outcomes, and quality improvement strategies.

#### Establishing mental health as a cornerstone of overall health

30 East Broad Street  
Columbus, Ohio 43215  
[mentalhealth.ohio.gov](http://mentalhealth.ohio.gov)

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614 | 752-9696 TTY  
614 | 752-9453 Fax

ADM 041  
Rev 7/1/2010

### **Purpose of the Initiative**

ODMH-ADAS is seeking ten or more providers in ten Board areas to participate in a process improvement project involving implementation of SMI/SED records collection and reporting through the OH BH. The goal of the project is to achieve the following outcomes:

1. Identify data collection and reporting problems in the OH BH that can be addressed by ODMH-ADAS through administrative oversight of the system;
2. Develop reports that can be used at the Board and Provider levels for evaluation and quality improvement purposes;
3. Implement a Learning Community to facilitate ongoing development of quality improvement and evaluation strategies;
4. Determine record submission benchmarks for boards and providers in the first year of implementation.

### **Availability of Funds**

Up to \$10,000 will be awarded to each successful applicant to cover costs such as staff time or IT modifications. The federal Block Grant funding for the ODMH-ADAS OH BH process improvement project is available from the time of the award, approximately December 1, 2013, until June 30th, 2013. Applicants should provide a project budget on the attached Budget Table Form.

### **Eligible Applicants**

Community Mental Health or Alcohol Drug Addiction and Mental Health Services Boards and service providers are eligible to apply. Boards and providers must partner and apply jointly (please designate single fiscal agent for the project). Applicant may be either provider or Board.

### **The submission deadline for applications is 5:00 p.m. on Friday, November 16, 2012.**

Applications received after this deadline will not be reviewed. Risk of delay or failure of delivery rests with the Applicant.

### **All applications are to be submitted to:**

Carol Carstens, Project Manager  
E-mail: [carol.carstens@mh.ohio.gov](mailto:carol.carstens@mh.ohio.gov)  
Phone: (614) 752-9705

### **Notification of Award**

Applicants will be notified through written correspondence regarding the success of their proposal for funding. Applicants who provide email addresses will receive an electronic transmittal of the award letter.

### **Questions/Inquiries**

Questions and inquiries may be submitted only electronically. Questions received by 5:00 p.m. on November 9, 2012, with responses, will be posted on the ODMH Website by 4:00 p.m. on November 13, 2012. Please submit questions to:

Carol Carstens, Project Manager, [Carol.carstens@mh.ohio.gov](mailto:Carol.carstens@mh.ohio.gov) or  
Kraig Knudsen, ORE Chief, [Kraig.Knudsen@mh.ohio.gov](mailto:Kraig.Knudsen@mh.ohio.gov)

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