



Implementation Tips for Agencies New to Reporting



Who is Required to Report Client Information in OBHIS?

If your agency provides biopsychosocial assessment, psychiatric evaluation or psychological testing to publicly-funded clients, your agency is required to report.

Whose records are reported? Providers certified or licensed by OhioMHAS to provide behavioral health services are required under [ORC 5119.61](#) and [OAC 5122-28-04](#) to report information on all clients treated for a mental health or substance use disorder, when services are covered in whole or part by public funding in whole or part by Medicaid and/or Board and State contract dollars.

What data are reported? Review the data fields in the Admission, Update, Transfer or Discharge forms. Many, if not most, of the data elements required for reporting are collected during assessment and over the course of treatment.



How often are records reported? Records can be submitted daily, weekly, monthly, or quarterly.

How do we implement reporting of these records?

1. Identify an individual in your agency who will have oversight for OBHIS reporting.

This individual will serve as the OBHIS Provider Administrator and is responsible for:



- Maintaining the Provider Set-up in OBHIS. The Provider Set-up is a field that identifies entities with whom the provider has service contracts. These entities are either ADAMH Boards or the Ohio Department of Mental Health & Addiction Services (for Medicaid).

- Authorizing other agency staff to access OBHIS. All staff who register for OBHIS access will be authorized by the Provider Administrator via an email response system.

2. Determine how your agency will collect the data.

- If your agency does *NOT* already collect the information required for OBHIS reporting, you will need to plan for data collection.
 - Data can be compiled manually, using paper forms. A staff should be assigned to oversee this process.
- If your agency already collects most or all the information required for OBHIS reporting, you will need to plan for extracting the data from your information system or EHR.
 - Review data elements in your information system or EHR to determine if any OBHIS-related fields should be added.

- If there is not one already in place, create a discharge indicator for your records system that allows you to collect OBHIS discharge information.
- Determine a way for your records system to collect annual update information for mental health clients.

3. Determine how you will report the data. Data can be reported manually through the User Interface or through the Batch Upload utility in OBHIS.

- Providers with annual caseloads of 500 or less typically chose the manual data entry option.
 - Providers with annual caseloads of 500 or more typically chose the batch upload option. With this option, data extracted from your agency's information system or EHR is formatted into a flat file and subsequently uploaded with the OBHIS batch upload feature. You will need to work with your IT staff or EHR vendor to implement batch reporting.
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- Decide on a month to begin reporting (work with OhioMHAS contact if needed).
 - If your agency has not previously reported admission records in OHBH or your agency has not reported admission records since July 1, 2018:
 - Month 1: Begin by creating admissions records for clients admitted during the month you implement OBHIS reporting.
 - Month 2: Follow up by creating admission records for clients who received services during or after the date you implemented OBHIS reporting but who were admitted prior to the date you implement OBHIS reporting.
 - *If you have the client's date of admission in your record system, use that date.* E.g., client who received services in October 2019 was admitted to treatment on August 28, 2019. Use that date as the admission date on an OBHIS admission record created in November 2019.
 - *If you do not have the client's date of admission in your record system, use the first date of service in the month the client received services after you begin reporting.* E.g., client who was admitted prior to October 1, 2019 (the date you begin reporting) had a first service date on October 3. Use that as the admission date on an OBHIS admission record created in November 2019.



Example: Your agency begins reporting records in OBHIS on October 1, 2019. During October, your agency submits admission records for new clients admitted to treatment during that month. In November, your agency runs a report on all clients who received services in October. (This can also be done in mid-October.) Identify which clients received services during October but were admitted prior to October 1. Create admission records for those clients.