To:            Executive Directors

From:          Joseph Wiant, Chief
               Office of Information Services

RE:            Electronic distribution of  Patient Care System (PCS) data extract

Date:          March 16, 2004


The purpose of this communication is to inform boards of a new process for receiving    electronic PCS
data extract and to describe the process to access this data.  Any board that wants to continue to receive
or begin to receive an electronic file in addition to the online and hard copy reports will need to request
access to this file in the manner described in this communication.


## PCS Standardized Data Set

Beginning in April 2004,  a  data file will be available by the fifth working day of the month and will
contain inpatient data for the previous month (ex. April 7th dataset will contain March data).    The
dataset will be available, to the specified person or division of the board, only in an ASCII tilde
delimited format and will be  comprised of  variables approved by legal counsel for distribution in
this manner.   It will include information for the same patients as available on the monthly PCS
reports (i.e. it will not contain information  for clients with certain forensic legal statuses,  a.k.a. those
that comprise the delayed   category).   The file layout and two sample records are  included as
attachments to this communication.   In addition to the monthly files,  an  annual file will be available
in early August with  the final  adjusted fiscal year data.   Data variables included in the file are
summarized below and fully described in the attached file named Patient Care System – Board File
Information.

- Age of client, Date of birth,  Net days during the month (a.k.a. billed days), Net days
  during the fiscal year (a.k.a. billed days), Board name, Current county of residence,
  Community length of stay, Case manager name, Case manager agency,   Current
  primary diagnosis, Current secondary diagnosis, Hospital name,  Movement date, Date
  of admission,  Client ID #, Current legal status, Length of Stay, Marital status, Client
  name, Number of prior admissions, Race, Resident days during the month, Resident
  days during the fiscal year, Sex, Client Status, Unique client identifier


## Process to Request Data

Boards should submit a brief letter to authorize ODMH to release  PCS electronic data files or  their
permission to release this information to another board area on their behalf.
 It is recommended you incorporate the following language or language that conveys similar meaning:

- If a board is requesting information for it's own residents:
  - I authorize ODMH to release client level Patient Care System (PCS) information, as described in the Patient Care System – Board File Information document, in electronic format to my board [**designee/board department, area or position**], for residents of my board .

- If a Board has entered into an agreement with another board to compile information on their behalf (i.e. data is being released to a board for residents of another board area):
  - I authorize ODMH to release client level Patient Care System (PCS) information, as described in the Patient Care System – Board File Information document, in electronic format for residents of my board area to the [**designee/board department, area or position**] of the _____ board, who is acting as our administrative agent/business associate.

It is not necessary to submit your Business Associate Agreements or Memoranda of Understanding with your request.


**Access to the File**

The MIS person can retrieve the file from the Board's extract directory on the MHHUB server in the same manner that MACSIS information is retrieved. Files will be maintained in accordance with the MACSIS standards. The file naming convention is included in the attached file named Patient Care System – Board File Information.


**Questions/Additional information**

Questions should be directed to the PCS Help Desk at 614-466-1496. PCS summary level reports, the PCS DataMart are available by accessing the DataReport section from Department section of the ODMH Home Page or by going directly to http://www.mh.state.oh.us/reports/reports.index.html . This communication and attachments will be added to this site for quick reference.

Please submit the letter of request to Jeff Hobbs via email to hobbsj@mhmail.state.oh.us or mail to:
- Jeff Hobbs, PCS Help Desk
- 30 East Broad Street, 10 floor
- Columbus, Ohio 43215




Cc:
Board MIS Directors
Anne Paschall
Karl Donenwirth
Area Directors

OACMHB