

Training for States on the Instruction Guide for Compiling and Reporting Client Level Data for the DIG Mental Health National Outcomes Measures

August 3, 2011

8:30-8:45 AM

Welcome and Introductions

Olinda Gonzalez

8:45-9:00 AM

Training Objectives and Background

Ted Lutterman

- Training Purpose and Objectives
- CLD Reporting Timeline
- Review of DIG Reporting Requirements

9:00-11:45 AM

Bernadette Phelan/Xingling Zhang

Highlights of CLD Reporting Protocol
Review of the 3-Step Process and CLD Data Elements

Step 1: Completing the State Data Crosswalk

- Part 1: Crosswalk of CLD and State Data Elements
- Part 2: Providing Data Notes and Contextual Information

Step 2: Preparing and Submitting Test Files

- What to include and When to Submit
- Reviewing the Test File Edit Report
- Correcting and Resubmitting Test Files

Step 3: Submission of Complete State Data Sets:

- Basic Client Information
 - Review of reporting guidelines for each data element
 - Voluntary reporting of optional data elements

State Hospital Discharges

- Review of reporting guidelines for each data element

Ensuring consistency in reporting: between data sets and across time

11:45-1:15 PM

LUNCH (on your own)

1:15-2:45 PM Continuation

- Review of CLD Data Elements and Reporting Guidelines
- Review of File Acceptance Report
- Group Discussion/Q and A

2:45-3:15 PM

Submission Protocol

Robert Shaw

- Labeling Files for Submission
- Mode of Submission/Encryption Requirements
- What to do with rejected files/Resubmission of files
- Group Discussion

3:15-3:45 PM

**Review of Data Edits and Post-Training
Technical Support**

Xingling Zhang

- Field Edits
- Relational Edits
- Group Discussion

3:45-4:15 PM

General Q and A

Group Discussion

4:15-4:30 PM

Closing Remarks

Ted Lutterman

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