

# **ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE PROCEDURE**

Date Issued **11/23**

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<b>CHAPTER</b> Information Management		<b>CHAPTER</b> 08	<b>SECTION</b> 002	<b>SUBJECT</b> 0015
<b>SECTION</b> Data Management		<b>SUBJECT</b> Demographic Data Collection		
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### **I. APPLICATION:**

- ☐ SCCCMHA Board
- ☒ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☒ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

### **II. PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure to maintain an electronic case record system. This software system (OASIS) must contain demographic and clinical data on each individual prior to submitting any service provision data.

### **III. DEFINITIONS:**

None Available

### **IV. STANDARDS:**

- A. It is the responsibility of the **primary caseholder**/designee to ensure all data is entered and updated when necessary into the software system.
- B. Electronic protected health information may not be altered or destroyed in an unauthorized manner. Changes must indicate who made them (i.e., electronic signature, date/time stamp).
- C. Behavioral Health-Treatment Episode Data Set (BH-TEDS) data is submitted to the PIHP bi-monthly for submission to MDHHS by the PIHP as required.

### **V. PROCEDURES:**

#### **A. New Individual Receiving Services or Updates – Mental Health**

##### **Primary Caseholder/Designee**

- 1. Completes information in the software system (OASIS) and ensures every line item listed has been completed. Updates the demographic data and BH-TEDS as needed when any changes occur, but at least annually. All contract agencies must utilize OASIS for maintaining current demographic information.

### **VI. REFERENCES:**

<b>CHAPTER</b> Information Management		<b>CHAPTER</b> 08	<b>SECTION</b> 002	<b>SUBJECT</b> 0015
<b>SECTION</b> Data Management		<b>SUBJECT</b> Demographic Data Collection		

None Available

VII. EXHIBITS:

None Available

VII. REVISION DATES:

Dates issued 03/88,12/89, 12/91, 08/92, 07/94, 04/95, 07/96, 10/97, 11/97, 11/99, 12/00, 10/01, 01/04, 12/05, 12/07, 12/09, 01/12, 11/13, 11/14, 11/15, 11/16, 11/17, 11/18, 11/19, 11/20, 11/21, 11/22.