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Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
 - The requirements herein apply, verbatim, to GCBH and its network providers².
 - X - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: To specify the process for recommendation, evaluation, and approval or denial for instituting changes to the GCBH Data Dictionary.

DEFINITIONS

- I. None

POLICY

- A. The GCBH IS Committee ensures that all data dictionary elements established for regional or state-wide reporting follow a consistent and rigorous process of review and analysis prior to implementation. The Data Element Evaluation Process (DEEP) to be completed for each proposed change is found in Attachment A.
- B. Anyone may submit a recommendation to the GCBH MIS Committee to add or delete a data dictionary element.
- C. Submissions of a request must be accompanied with a completed DEEP document.
- D. The GCBH MIS Committee meets regularly to review and recommend changes to the GCBH Data Dictionary.

PROCEDURE

1. An interested party submits a performance measure and/or a data element change recommendation and completed DEEP to the MIS Committee.
2. Where a proposed measure or data element change does not “pass” one or more items in the DEEP, the submitting party proposes options for meeting the DEEP standards.
3. The GCBH IS Director or designee organizes the information needed and requests the MIS Committee convenes, or presents at the next regularly scheduled MIS Committee meeting.
4. The MIS Committee reviews the analysis of the proposed measure and makes recommendations, if any, for meeting DEEP standards. If this is driven by a MHD data dictionary update, the contractual change occurs within 120 days from the date of the MHD published changes.

5. The measure is approved/denied by the GCBH MIS Committee, with justification. If approved, the measure is presented to the GCBH Board of Directors for formal adoption, including mandatory date of implementation, if any.

APPROVAL

William Wilson, DrPH
Director

03/13/08

Appendix A

Data Element Evaluation Process (DEEP)

Use the following evaluation criteria for information needs:

1. Identify the source of the requirement, for example, mandated by Federal, State, Local Government or Court Order, Mental Health Authority, GCBH Policy or Standard, etc.
2. Prepare a definition for each new data element or change that is clear, comprehensive, unambiguous and defensible. If you seek to eliminate an existing data element, fully describe the reason why this data is no longer of value to GCBH.
3. If adding or modifying a data element, validate the use and availability of the data element with respect to the definition and collection requirements.
4. Describe the data environment, i.e., how is the measure comparable across GCBH?
5. Estimate the cost impact(s) of acquiring and maintaining the data. This may include applicable costs to collect the information and possible cost savings or other benefit accrued from its use by GCBH.
6. Describe the use of the proposed data by any of the GCBH stakeholders.