CMHRS Report
(Community Mental Health Report System)

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CMHRS Report (Community Mental Health Report System) Overview

The CMHRS Report is a semi-annual report that provides detailed client information with the associated mental health services to the Department of Human Services (DHS) Mental Health Division.

The report lists birth date, gender, race, and the severity of a mental illness or emotional disturbance for all child and adult mental health clients. The report also lists mental health services provided to each client and the amount of time that is recorded in SSIS. Proofing reports display data for review to correct questionable data, before finalizing and submitting the report to DHS. The report data is retained for a minimum of two years and can be viewed after the submission date.

Each Minnesota county must submit a CMHRS Report twice each year. The due dates are February 15 and August 15. A county may submit a report as many times as needed. Each submission subsequent to the original contains a revision number.

The report is required by two statutes:

- MN Comprehensive Adult Mental Health Act:
  MN Statutes, sections 245.461 through 245.486
- MN Comprehensive Children's Mental Health Act:
  MN Statutes, sections 245.487 through 245.4887.

The CMHRS Report is used for mental health block grants, policy analysis, planning, and program evaluation by DHS. The information in the report helps counties manage health care delivery. Counties must submit the report even if there is no data.

CMHRS Reports for regions contain records for each county in the region, based on the county of service. The report header is for the region.

For counties that do not include adult workgroups in SSIS, they can submit a CMHRS report for child workgroups through SSIS and submit a CMHRS report for adult workgroups through a custom system.

The counties are responsible for ensuring that clients do not have duplicated services and dates in the SSIS report and in the custom report. If the county receives an error and edit report from the Mental Health Division, the corrections are not to be made and sent back on the paper report unless your agency does not have adult workgroups in SSIS. Rather, counties are to make their corrections in SSIS and then submit a revised report through the SSIS Application.

SSIS allows the creation of multiple CMHRS Reports from a past period without a requirement to submit them.

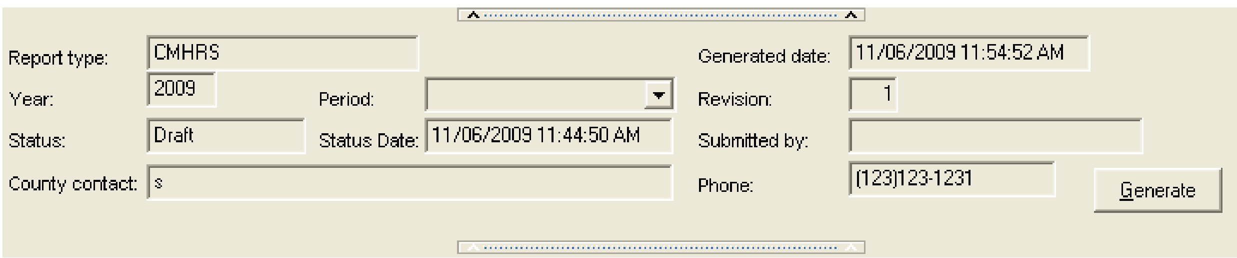
Security

Security functions assigned to Roles in SSIS Admin determine which workers may view, create, edit, run proofing, finalize, submit, and delete CMHRS Reports.
The functions are:

- Fiscal Default Activities – view only
- Create CMHRS Report – create, edit, run proofing and finalize the report
- Submit CMHRS Report – submit the report.

Report Header

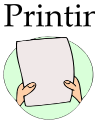
The State Report screen uses the standard tree view and grid layout used throughout SSIS. It allows you to generate and submit these reports, complete proofing from the tabs for the individual reports, and create revised reports if needed/requested after submission.



The State Report Header displays for every state report in SSIS. It is the top part of the report screen and it contains the header information for the report, e.g., type of report, year, period, status. It also displays the Generate button. Once the Generate button is clicked, information displays in the report tabs below the header. The report tabs displayed are specific to the state report and can include detail and summary information created when the Generate button was clicked, data entry screens, and proofing tabs.

Print Report

Printing is enabled on every grid within the CMHRS report.



References:

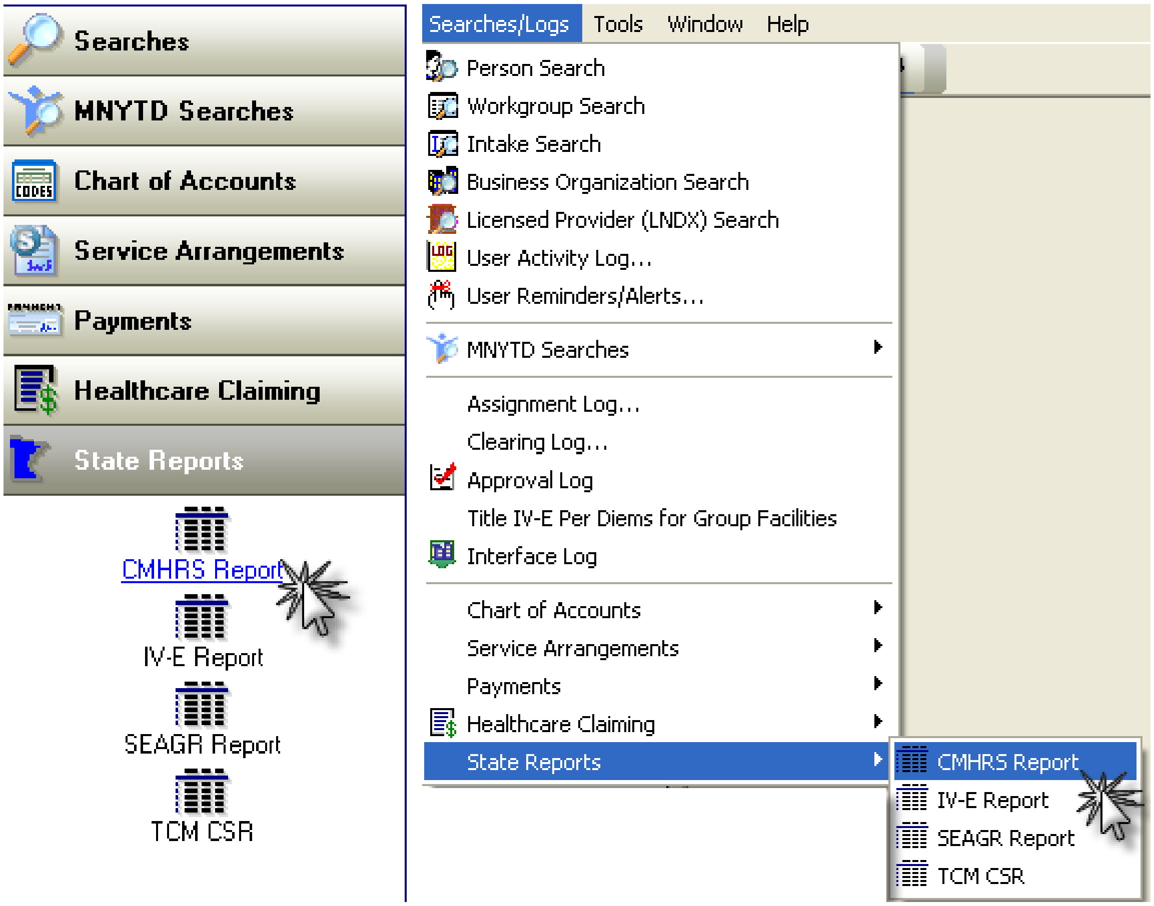
- *Customize Grids in SSIS Module*
- *Print Options for Grids and Grid Reports Job Aid*

CMHRS Report Retention

A finalized or submitted CMHRS Report must be minimally retained for two years. There is no maximum retention period specified.

Step-by-Step Navigation

View CMHRS Reports



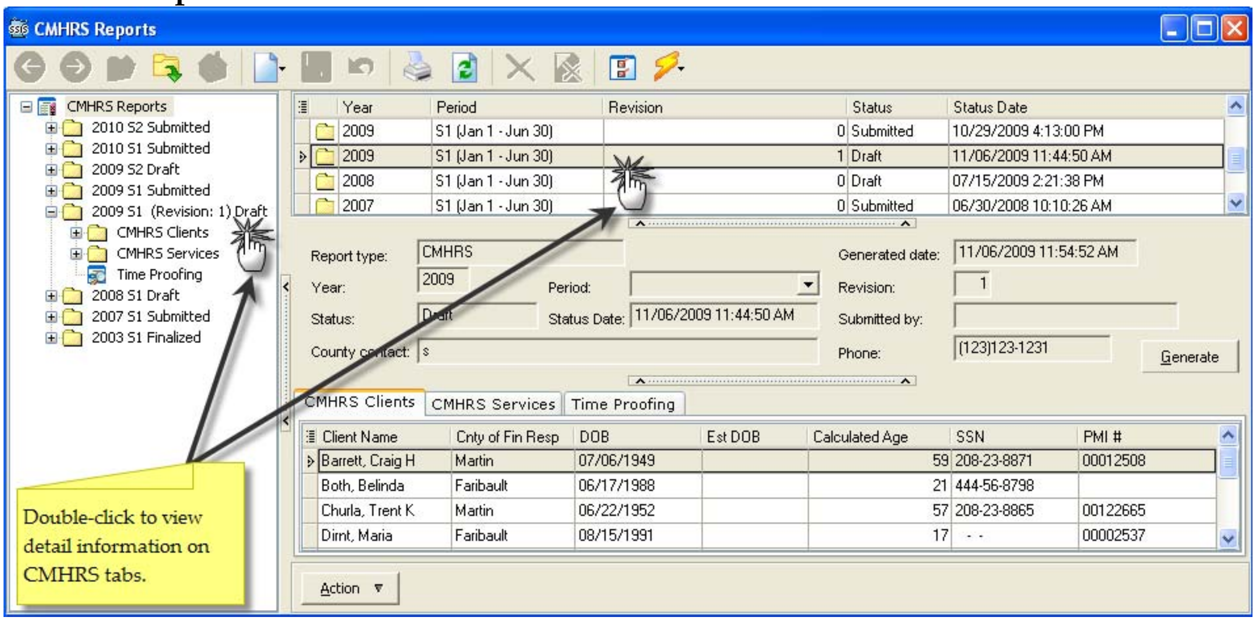
To Access CMHRS Reports:

1. Click on **State Reports** from the Task Panel and select **CMHRS Report**.

OR

2. Click on **Searches/Logs** from the windows toolbar; select **State Reports,** then select **CMHRS Report**.

CMHRS Report



To View CMHRS Report:

Double-click the **Report** in the grid to view the complete semi-annual report.

The CMHRS Report main screen includes:

- Grid
- Detail panel
- CHMRS Clients tab
- CMHRS Services tab
- Time Proofing tab.

Hints:

- *Agencies should regularly generate and proof state reports to correct errors.*
- *SSIS recommends that counties regularly review the proofing tabs substantially before the due date of the report.*
- *Submission to DHS should be done by only one person in each agency.*
- *You can generate a report, if you have the correct security functions assigned to your role, to include all previously generated and corrected records.*

CMHRS Report Process

Step	Description	Alternative Course
Create CMHRS Report	Select "New CMHRS Report" and enter the information on the report header, such as the report dates and contact information.	
Generate CMHRS Report	Select "Generate" to create the CMHRS Client Report and the CMHRS Service Report based on the Reporting Period on the header.	Generate can be repeated multiple time during the report period.
Run Time Proofing	Select the "Time Proofing" tab on the CMHRS Report. Select the checkboxes of the types of errors to display and the date range, and select "Search."	Users can run proofing for one error category at a time or in any combination. Users are not required to run proofing to submit the report. *Hint: It is highly recommended that proofing is run prior to submission.*
Review & Correct Errors	Review records with errors preventing the record from being included in the report and warnings that indicate information about the client or the Time Record may be incorrect. Make changes to incorrect information.	Users can print the proofing report and send the list to the appropriate worker for correction. After changes are made, users can re-run proofing, or regenerate the report. *Hint: The report must be re-generated to include corrections users have made.*

Step	Description	Alternative Course
Review Report	Visually check both the Client Report and Services Report for accuracy and investigate information that appears inaccurate or missing.	If errors are found, the Time Records or client information can be corrected. *Hint: A client may not have proofing messages, yet the CMHRS record could still be incorrect.* *For example:* *A client with all the correct demographics, the disability is correct and has a total of 61 minutes reported for service 467 (Child Day Treatment), but day treatment is only a purchased service in your county.*
Regenerate Report	Regenerate the report after making all changes.	*Hint: The report must be re-generated to include corrections users have made.*
Finalize Report	On the "Action" menu, select "Finalize."	No changes can be made to the report when the status is "Finalized." *Hint: To make changes or regenerate the report after it has been Finalized, select the "Return to Draft" menu action.*
Submit Report	On the "Action" menu, select "Submit CMHRS to State"	
Resubmit Report	If you need to edit a report that has already been submitted to the State (FOD), you must create a revision.	Create a new TCM CSR report with the same report period to create a revision.

Table 3-2: CMHRS Report Process in CMHRS Report Spec.

New CMHRS Report

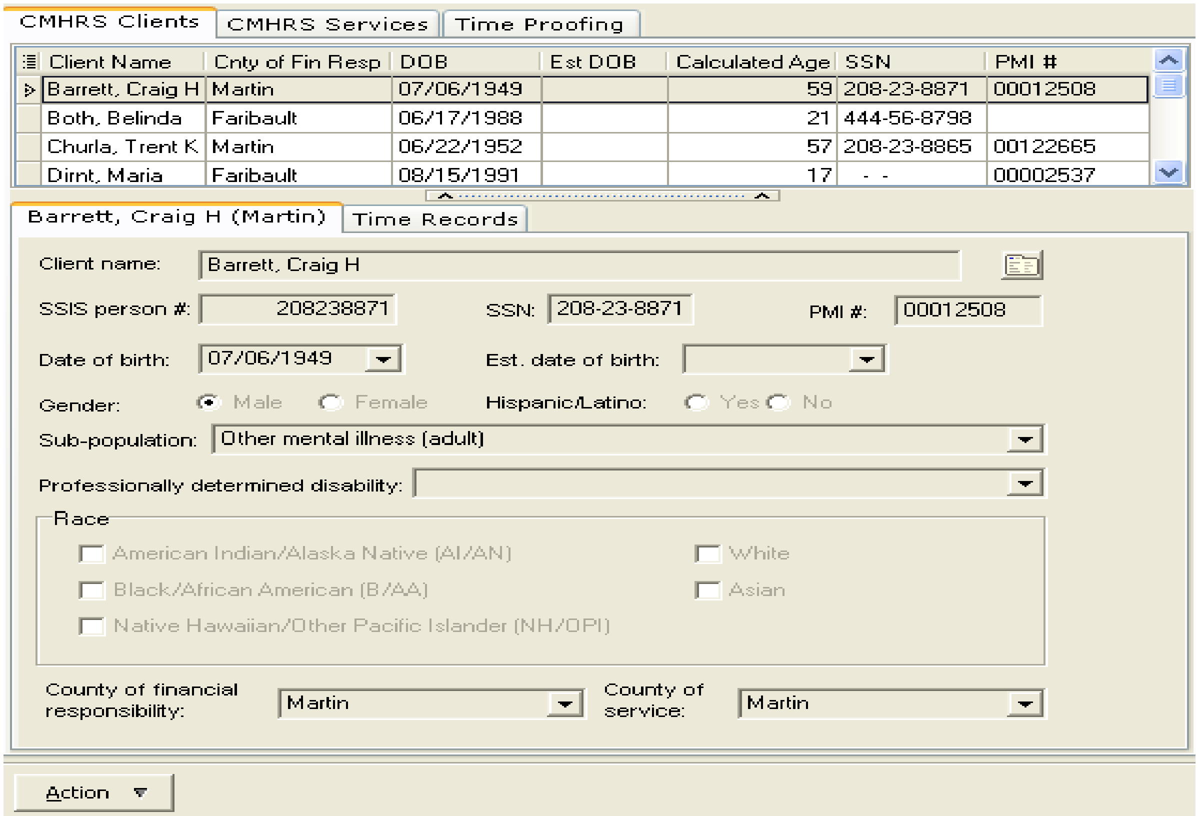
To Create a New CMHRS Report:

1. Access the **Action** menu and select **New CMHRS Report**.
2. **Report type** displays as **CMHRS** and is not editable.
3. **Generated date** is blank but autofills after the Generate button is clicked.
4. Enter applicable **Year**. Current year autofills
5. Select the report period desired for new report, **S1 (Jan 1 – Jun 30)** or **S2 (Jul 1 – Dec 31)**.
6. **Revision** defaults to 0 on an initial report.
    - Positive numbers denote reports made after the initial report.
    - Revised submission data is saved separately from the original submitted data.
7. **Status** displays as **Draft** and is not editable.
8. **Status Date** autofills the current date/time and is not editable.
9. **Submitted by** is blank and autofills after the report is submitted.
10. **County contact**: Enter a staff name. (required when finalizing)
11. **Phone**: Enter the number for the staff name. (required when finalizing)
12. Click the **Generate** button.
13. Click the **OK** button in the dialogue box.
    - Data may or may not be found.
14. The CMHRS Report Detail tabs display.
    - **CMHRS Clients tab** – Grid of all CMHRS clients included in the report with a preview screen showing the selected CMHRS client record.
    - **CMHRS Services tab** – Grid of all CMHRS service records included in the report with a preview screen displaying the selected record selected in grid.
    - **Time Proofing tab** – Proofing screen used to correct errors that prevent records from being included in the report and to correct warnings on information included in the report that may cause DHS/MHD to reject the report.

Hints:

- *SSIS displays three levels of information. To view detail on the CMHRS Clients tab, CMHRS Services tab or Time Proofing tab you need to double-click the report you are working on in the CMHRS Reports grid or select the report in the Tree View.*
- *Look for Index cards*  *to display basic demographic information for that field.*

CMHRS Clients Tab



CMHRS Clients are created when a CMHRS Report is generated. One record is created for each client receiving a Reportable Service during the Reporting Period.

Regions only, a separate CMHRS Client record, is created for each County of Financial Responsibility and County of Service.

For example: Two Time Records exist for Jane Doe during the Reporting Period.

Time Record 1		Workgroup 1 selected on Contact/Activity time record
	Workgroup #1	County of Financial Responsibility selected on workgroup is Lyon.
#1 is closed, Workgroup #2 is opened. Murray is the County of Financial Responsibility.		
Time Record 2		Workgroup 2 selected on Contact/Activity time record
	Workgroup #2	County of Financial Responsibility selected on workgroup is Murray.

Two client records are generated for Jane Doe – 1 for Lyon and 1 for Murray.

The CMHRS Client screen displays the information for a single CMHRS Client record, along with a tab containing all Time Records included on the report for the CMHRS Client record. In other words, only the Time Records for the client, county of financial responsibility and county of service combination are displayed on the Time Records tab.

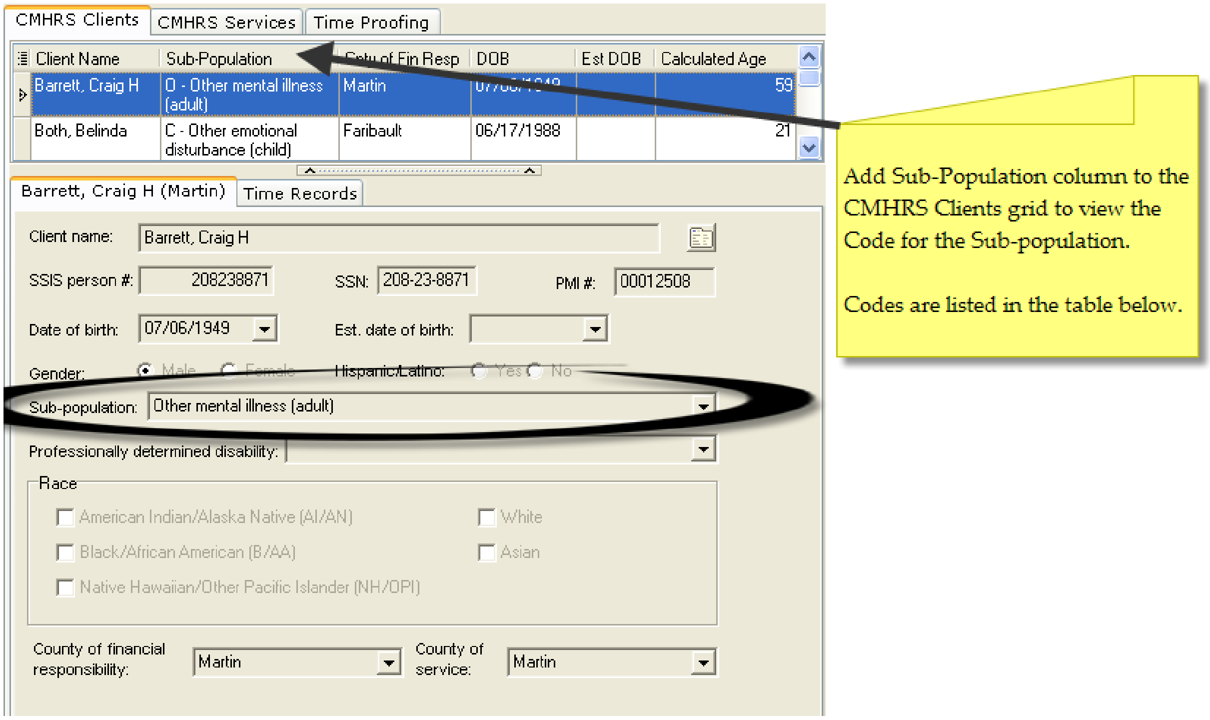
Hint: SSIS displays three levels of information. To view the detail of a Time record, double-click the client name in the CMHRS Clients grid or select the CMHRS Clients folder in the Tree View.

CMHRS Client Field List

Label	Description
Client name	The full name of the Client receiving services
Client index card	Button to display client index card.
SSIS person #	The unique ID for a client within SSIS
SSN	The client's Social Security Number
PMI #	The client's PMI # (from clearing to SWNDX)
Date of birth	The client's actual date of birth
Est. date of birth	The estimated date of the client's birth
Gender	The gender of the client
Hispanic/Latino	A Yes/No field converted from "Hispanic heritage"
Sub-population	The mental health classification used by DHS/MHD. The value is converted from the "Professionally determined disability."
Professionally determined disability	The "Professionally determined disability" entered in SSIS that was used to determine the value of "Sub-population."
Race (column header abbreviation for grid)	Race descriptions for the CMHRS Report differ from those used elsewhere in SSIS. • SSIS race records are used to determine the CMHRS race. • A client can have more than one race.
American Indian/Alaska Native (AI/AN)	SSIS race record with "American Indian/Alaskan Native"
White	SSIS race record with "Caucasian"
Black/African American (B/AA)	SSIS race record with "Black or African American"
Asian	SSIS race record with "Asian"
Native Hawaiian/Other Pacific Islander (NH/OPI)	SSIS race record with "Pacific Islander"
County of financial responsibility	The "County of Financial Responsibility" is based on the selected county of financial responsibility of the workgroup selected on the Time Record (Contact/Activity).
County of service	Only visible for Regions – the "County of Service" is based on the selected county of service of the workgroup selected on the Time Record (Contact/ Activity).

Table 3-6: CMHRS Client Field List from the CMHRS Report Spec.

Sub-Population



The CMHRS Report uses Sub-population to categorize the severity of a client's mental illness or emotional disturbance. There are separate sub-populations for children and adults. Only one Sub-population code per client is allowed in CMHRS. The table below lists the CMHRS sub-populations in the order of precedence.

Age	Code	Description
Child (Age 17 and under)	E	Severe emotional disturbance
	C	Other emotional disturbance
	D	No emotional disturbance
Adult (Age 18 and over)	S	Serious and persistent Mental Illness
	A	Acute Mental Illness
	O	Other Mental Illness

Refer to Spec for conversion details.

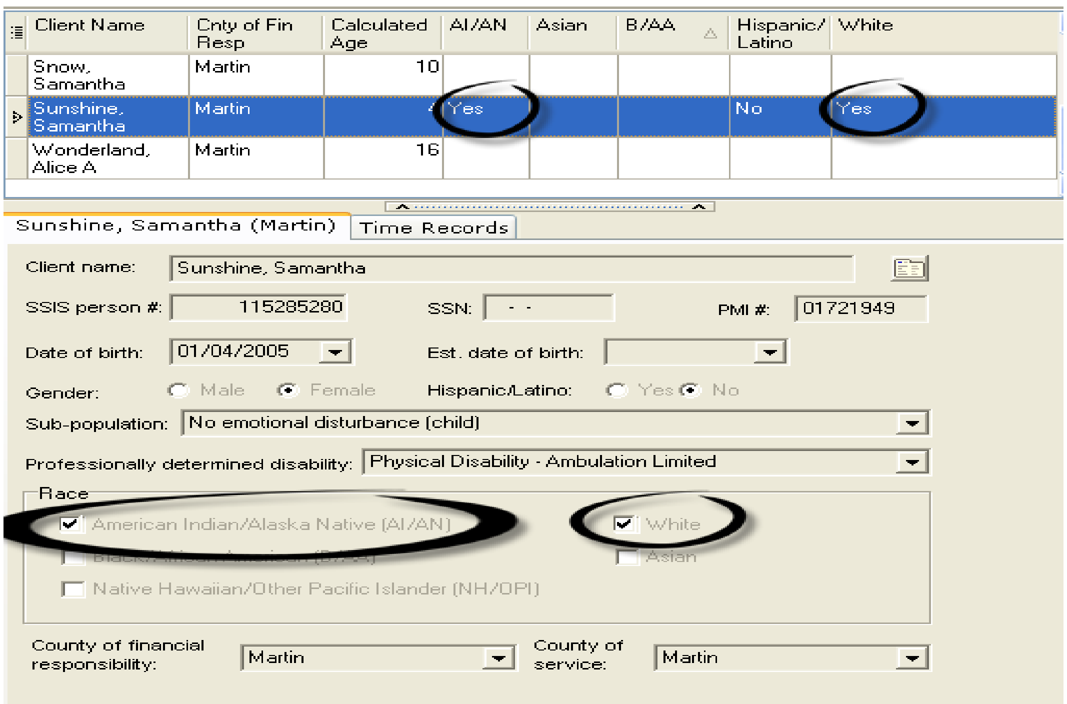
During the transition period of ages 18 to 21, a child may still be in school and children's services are appropriate during that period. You can continue to provide CMH services under the same Professional Determined Disability. If the client has an updated Professional Determined Disability since turning 18, you should enter that disability for ongoing MH services.

SSIS uses the client's " Determined Disability to determine the sub-population. Because a client can have multiple Professionally Determined Disabilities, SSIS converts this information using an order of precedence. The CMHRS Report displays Sub-populations instead of Professionally Determined Disabilities.

For the CMHRS Report, it is valid for a child to have an adult code or an adult to have a child code. For example, if a child has the adult code Adult Mental Illness – Serious and Persistent (SPMI), SSIS may report "S" on the CMHRS Report.

Hint: The conversion for children includes the adult codes S and A, and the adult conversion includes the child codes E and C. These records display on the Proofing Report as warnings, but are still reported to CMHRS.

Race Conversion

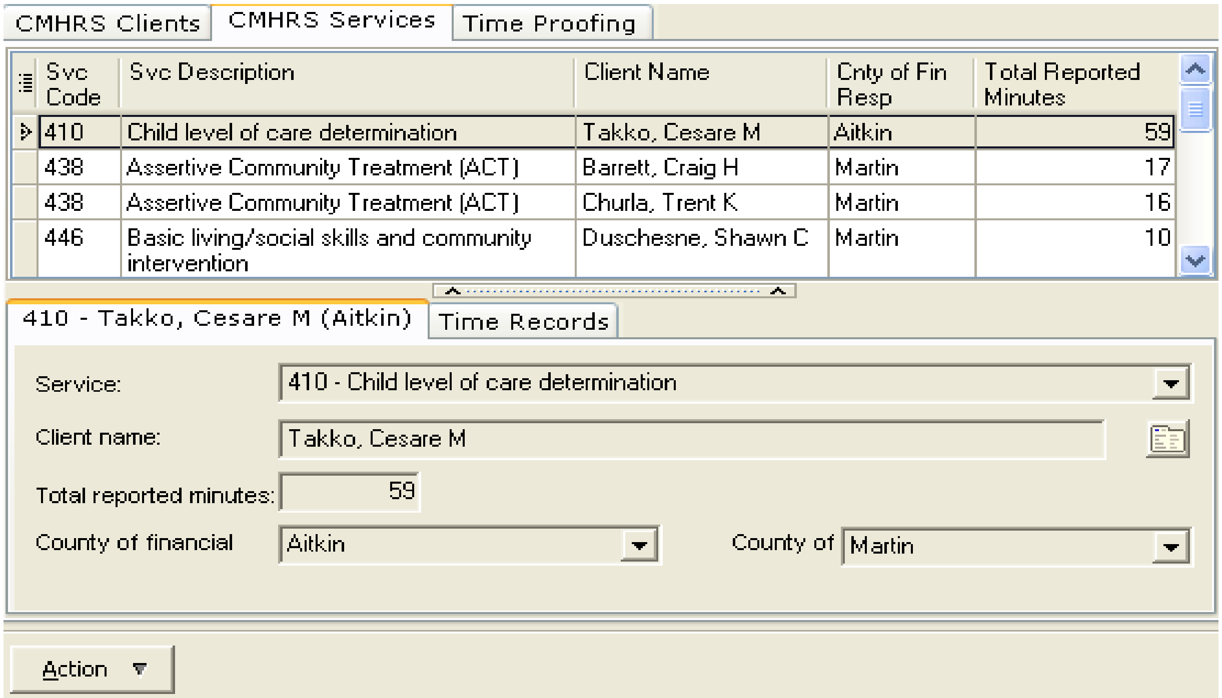


SSIS stores race on individual records and the CMHRS Report requires race to be placed in individual fields on the Client Report. A client may have multiple race records in SSIS.

SSIS Description	CMHRS Description
Caucasian	White
Black or African American	Black/African American (B/AA)
American Indian/Alaskan Native	American Indian/Alaska Native
Asian	Asian
Pacific Islander	Native Hawaiian/Other Pacific Islander
Unable to determine	Unknown
No race record in SSIS	Unknown

Refer to Spec for conversion details.

CMHRS Services Tab



CMHRS Services are created when a CMHRS Report is generated. One record is created for each Reportable Service for each CMHRS Client record.

Hints:

- *Reportable Service (definition) – A Mental Health BRASS Service that DHS/MHD (Department of Human Services/Mental Health Division) has indicated will be included in the CMHRS Report.*
- *SSIS displays 3 levels of information. To view the detail of a Time record you must double-click the service in the CMHRS Services grid or select the CMHRS Services folder in the Tree View.*

The CMHRS Service detail contains the BRASS Service and the total amount of Reported Time for that service for that CMHRS Client and County of Financial Responsibility for regions.

The CMHRS Service detail screen displays the information for a single CMHRS Service record, along with a tab containing all Time Records included on the report for the CMHRS Service record.

CMHRS Service Field List

Label	Description
Service	The BRASS Service provided to the client
Client name	The full name of the Client receiving services
Client index card	Icon to display client index card
Total reported minutes	The total reported minutes on all Time Records for the Service and the CMHRS Client record
County of financial responsibility	The "County of Financial Responsibility" is based on the selected county of financial responsibility of the workgroup selected on the Time Record (Contact/Activity). *Hint: The workgroup selected on the Contact/Activity record the last time you clicked the Generate button.*
County of service	Only visible for Regions – the "County of Service" is based on the selected county of service of the workgroup selected on the Time Record (Contact/ Activity).

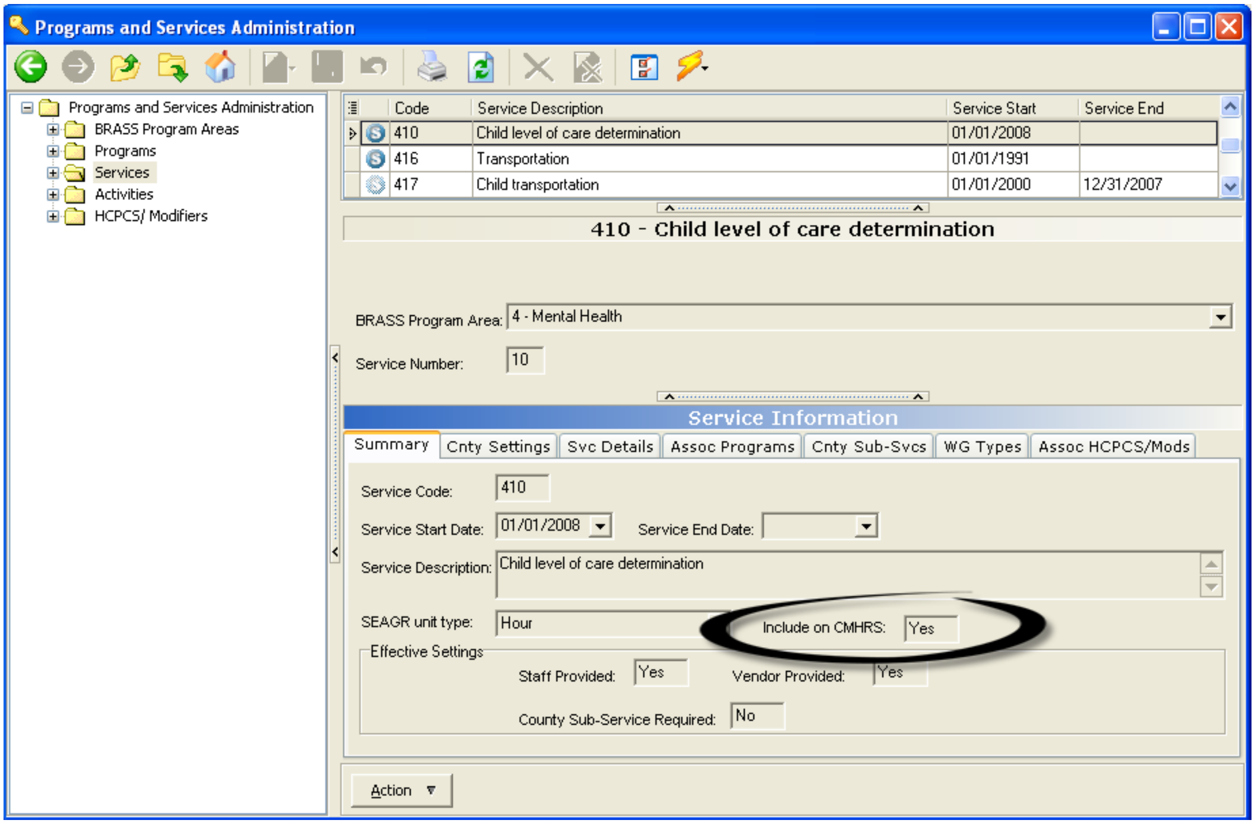
Table 3-7: CMHRS Service Field List from the CMHRS Report Spec.

If a client has more than one CMHRS Client record, then it is possible to have a CMHRS Service record with the same BRASS Service on each for the CMHRS Client records. Only the Reported Time for that Service, Client, County of Financial Responsibility, and County of Service is included on an individual CMHRS Service record.

For example:

- Jane Doe has three Time Records for BRASS Service 490 - Child Rule 79 Case Management.
- The County of Financial Responsibility on the Workgroup record for two of the Time Records is Ramsey. The Reported Time on each record is 30 minutes.
- The County of Financial Responsibility on the Workgroup record for one of the Time Records is Stearns. The Reported Time is 45 minutes.
- Two CMHRS Client records would be generated for Jane, one for Ramsey and one for Stearns.
- Two CMHRS Service records would also be generated for Jane, one for Ramsey and the other for Stearns. Both CMHRS Service records would be for BRASS Service 490.
- Jane's CMHRS Service record for Ramsey would show a Reported Time of 60 minutes and would be linked to the two 30 minute Time Records.
- Jane's CMHRS Service record for Stearns would show a Reported Time of 45 minutes and would be linked to the 45 minute Time Record.

BRASS Services included on CMHRS



The Mental Health Division (MHD) determines which BRASS services to include in the report.

To identify if a BRASS Service is included on the CMHRS Report:

1. From **SSIS Admin**, select **Tools>Programs and Services** and select the **Services** folder in the Tree View.
2. Select that **BRASS Service** in the grid or Tree View and select the **Summary** tab.
3. The **Include on CMHRS** field displays with a **Yes** if it is included on the CMHRS report.
   - If it's blank, the BRASS Service is not included on the CMHRS report.

Group Time

The CMHRS Report records the total amount of time a client received a service. The time is accumulated for all time records for a service either as group time or as individual time.

Group time is calculated if the time record Activity includes one of the five Group Time Activities:

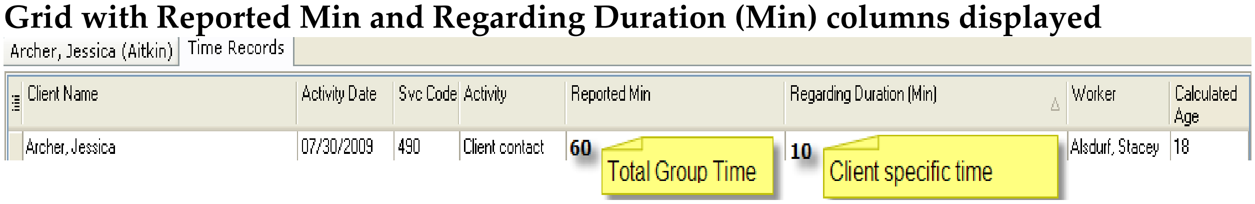
- Group time .5 hours
- Group time 1 hour
- Group time 1.5 hours
- Group time 2 hours
- Group time 4 hours.

Time is accumulated for all time records for a service either as group time or as individual time. Group time is calculated if the Activity on the contact/activity record begins with Group time. For all other Activities, the amount of time is the Duration entered on the contact/activity. If multiple clients are selected in the Regarding section of the contact/activity record then the amount of time is based on the allocated time for each client.

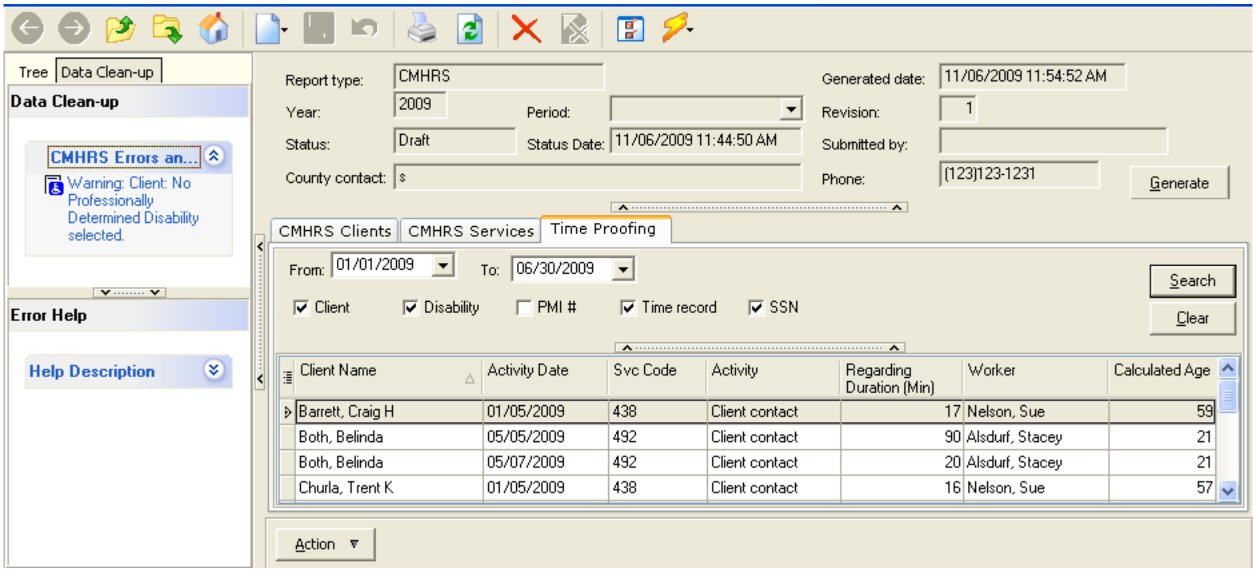
For example:

- Six clients meet as a group for one hour on January 11, 2011.
- Six contact/activity records dated 1/11/11 – one for each client
    - Service on the six contact/activity records must match.
    - Activity "Group Time" is selected on each activity.
    - Duration is 10 minutes to account for the one hour of staff time.
- The CMHRS report displays 60 minutes of service for each of the six clients.
- SEAGR report would still report one hour of service.

Grid with Reported Min and Regarding Duration (Min) columns displayed



CMHRS Time Proofing Tab



The Time Proofing screen is used to correct errors that prevent records from being included in the CMHRS Report along with warnings on information included in the report that may cause DHS/MHD to reject the report. When you generate the CMHRS report SSIS performs several types of edits.

The Time Proofing screen contains check boxes for error categories including Client, Disability, PMI #, Time record and SSN. The user selects one or more error categories, and then selects Search to display records with the type of errors selected. Users can also select a date range to limit the number of Time Records that are displayed.

When the Search button is selected, the system displays a list of Time Records with proofing messages that meet the selected criteria. If more than one client is selected in the Regarding section of the contact activity, the time record displays once for each client.

Hints:

- *Limit the time span to reduce the number of messages that display in subsequent months because you already corrected the errors or warnings in the first month.*
- *To edit a time record you must have the security function of "Enter another person's time" assigned to your role in SSIS Admin.*

To Correct CMHRS Errors and Warnings:

1. Select a **time period** to review proofing messages.
2. Select the type of proofing message to display.
3. Click **Proofing message** on the Data Clean up tab.
    - Correct data as needed.

    OR
    - Contact the worker who may need to correct data.
    - Use the steps on next page to create a report for the worker.
4. Click the **Back**  Tree View button on the Tree View toolbar to return to Time Proofing tab.
5. Repeat for additional proofing messages.
6. Click **Search**.
7. View and correct any additional proofing messages that may display.
8. Once complete click the **Generate** button on the Report Header to pull in any additional clients to the Report based on changes made during proofing.

Hint: After updating client records or changing time records, the CMHRS Report must be regenerated.

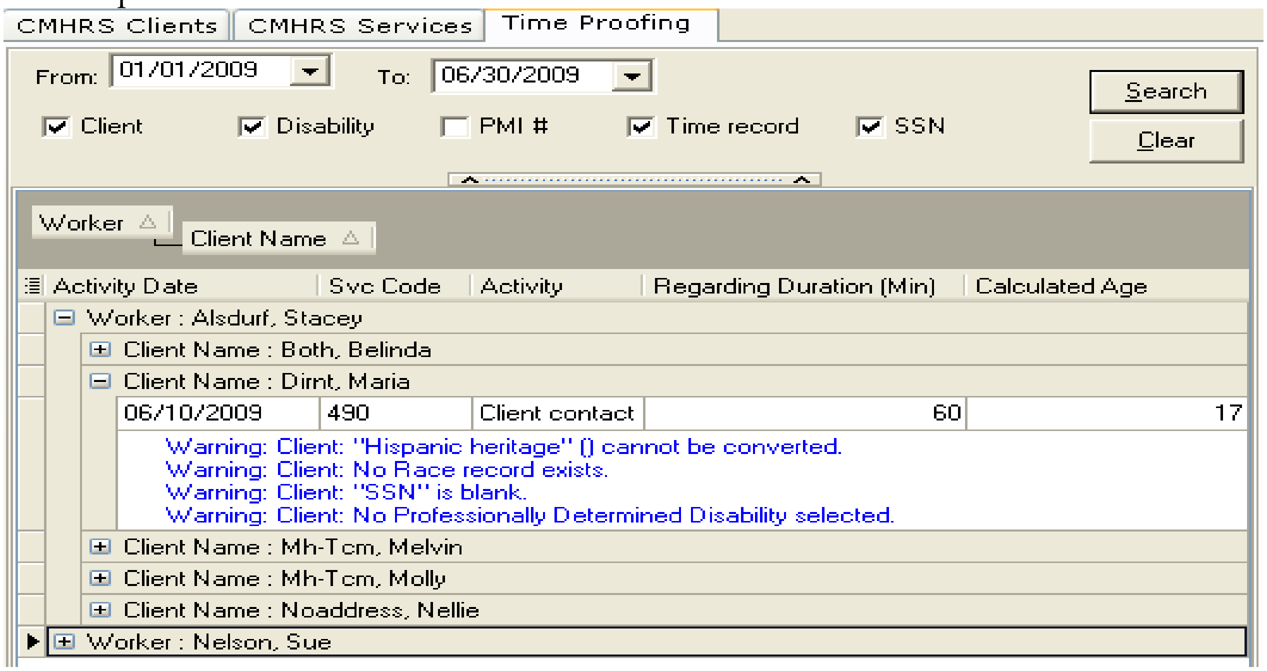
CMHRS Report Proofing Messages

Error Category	Description
Client	Estimated DOB
	No Race Entered
	Hispanic heritage cannot be converted
PMI #	Missing PMI # *Hint: PMI is not required, but the Mental Health Division (MHD) will accept the PMI as a unique identifier if no SSN is available.*
SSN	No SSN
Disability	No Disability Entered
	Disability not specific
	Age conflicts with Sub-population
Time Record	Adult Client with Children's Service
	Child with Adult Service
	Regarding duration is zero
	County of Service not in the region

Table 3-9: CMHRS Report Proofing Messages from CMHRS Report Spec.

How to Create a Proofing Report by Worker and Client:

1. Right-click on a **column header**, select **View** and select **Preview** from the grid options.



2. **Right-click** on column header. Select **Group By Box** from grid options.
3. Drag the **Worker** column into the Group By Box .
4. Drag the **Client Name** column into the Group By Box. **Expand** the rows to display on report for the worker.
5. **Right-click** on a column header and select **Print Grid** to print report for worker displaying all proofing messages for each client.

Finalize CMHRS Report

After proofing is complete a CMHRS Report in Draft status may be Finalized.

Hint: Once a report is finalized the Generate button is disabled.

To Finalize CMHRS Report:

1. Click the **Generate** button if any changes have been made and are not yet reflected in the report.
2. Access the **Action** menu and select **Finalize**.
3. Status field changes to **Finalized.** The Generate button is disabled and the report is no longer editable.

Return Finalized Report to Draft Status

If needed, a finalized CMHRS Report may be returned to draft status. The report can then be generated, replacing the existing results with new results. Proofing can be completed and the report finalized again to enable the Generate button. The Create CMHRS Report security function must be assigned to your role in Admin to complete these steps.

To Return CMHRS Report to Draft Status:

1. Access the **Action** menu from a Finalized report and select **Return to Draft.**
2. Status field changed to **Draft** and the Generate button is enabled.

Submit CMHRS Report to State

Submit CMHRS to State is enabled when the current report status is Finalized.

To Submit CMHRS Report to State:

1. Access the **Action** menu from a finalized Report and select **Submit CMHRS to State**.
2. Click **Yes** in the *"Are you sure you want to submit the CMHRS Report?"* dialogue box.
3. Click the **OK** button in "*The CMHRS Report was successfully submitted"* dialogue box.

Best Practices:

- *All records with warnings are included in the report. These are informational only to make users aware of the areas the MHD will review when the report is submitted.*
- *The Mental Health Division will contact users directly if there are too many records with missing or incomplete data.*
- *After receiving your audit report from MHD, make your corrections and submit a revised report using SSIS.*
- *Every county is required to submit a report. If you have no CMHRS data to report, a blank report, should be submitted.*

Hint: If a report has been created in error or you need to delete a report, follow steps below:

To Delete a CMHRS Report:

1. Select the applicable report in the grid.
2. Access the **Action** menu.
3. Select **Delete**. (Only available on draft reports)
4. Click **Yes** in the *"Delete this CMHRS Report?"* dialog box.
5. CMHRS Report no longer displays in the grid.

Resources:

CMHRS Report Presentation

Fiscal Mentor Meeting -- July 30, 2008

CMHRS Manual

CMHRS Manual

CMHRS Software Specification