

Mental Health Information System (MHIS) Manual

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1. How the MHIS Manual is Organized

About the Manual

This Reporting Manual contains guidelines for reporting the mental health client-level data that conform to the confidentiality and privacy rules of the Health Insurance Portability and Accountability Act (HIPAA). Compliance is observed through the use of non-protected health information (non-PHI) in data submission.

Reported data are used to inform the mental health National Outcome Measures (NOMS) covered under the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services' 2010 Data Infrastructure Grant for Quality Improvement. The client-level data system is the Mental Health Information System (MHIS).

NOTE: The manual must be used in conjunction with federal rules and regulations, with Minnesota statutes and rules, and with the Mental Health Policy Manual -

<http://www.dhs.state.mn.us/MHManual>

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About the Mental Health Information System

MHIS is a secure web-based reporting system that uses MN-ITS security system for web-access. All enrolled MHCP providers and billing agencies have secure access to MN-ITS. Grantees must complete a Data Sharing Agreement form.

MHIS provides two methods of reporting:

1. an individual web-based data entry (real-time) and
2. batch submissions of data (upload).

MHIS Reporting Requirements Contact Information

Adult Mental Health

Email: dhs.amhis@state.mn.us

(651) 431-2239 (P)

(651) 431-7566 (F)

MHIS & MN-ITS Technical Support Contact Information

MHCP Provider Call Center

(651) 431-2700 (P)

(800) 366-5411 (toll free)

Organization and Navigation

The most current version of the manual is the online version. This means it can be updated immediately and can offer links to other important material, whether on this or other government websites. This allows the manual to be comprehensive while remaining easy to navigate. If you choose to print the PDF version, regularly check the online version to check for updates.

The manual is divided into a number of sections, each with multiple subsections. Links to external information, for example, the MHIS Step-by-Step Instructions and MHIS Quick Sheet are included.

Acronyms

A list of terms and acronyms, with definitions, as reference material for those using the manual.

Guidelines

Familiarity with the guidelines contained in this manual is essential to ensure that all reporters use consistent reporting formats and data definitions. Providers are responsible for assuring that all staff and/or contractors involved in data collection, extraction, and submission of the client level data files addressed in this manual, comply with these guidelines.

The general framework for MHIS involves a compilation of the demographic, clinical, and outcomes of persons served by the agency within a 6-month period. Persons served include all clients who received publicly funded mental health services during the reporting period.

Who Should Read and Use this Manual?

It is recommended that this manual be provided to all agency staff and/or contractors involved in the collection, extraction, and submission of the client-level data files. Training in the use of this manual is highly recommended to all agency staff responsible for developing the provider data crosswalk, data extraction, and data file production.

The guidelines included in this manual cover the following important areas in data reporting:

- General Reporting Requirements
- Client Record
- Provider Information
- Reporting
- Client Data Element

Summary of Data Elements in the MHIS Data File

Category	Data Element	Report Status at:	
		New clients or Continuing clients	Discharge or Discontinuance
Required	Placement Information - Client		
	Client ID	√	
	Date of Birth	√	
	Client status	√	√
	Program / Treatment Status	√	√
	Legal Status	√	√
*Required	Team Name *HWS grantees are required to create Team Code and Team Name that matches Development name on the contact form. <u>Optional for all other providers.</u>	√	√
Required	Placement Information - Demographic		
	Gender	√	
	Race	√	
	Ethnicity	√	
	County of Residence	√	
	Reside on Reservation	√	
	Tribal Enrollment	√	
Required	Client Information - Outcome		
	Residential Status	√	√
	Competitive Employment Status	√	√
	School Attendance/Education	√	√
	Criminal Justice Involvement	√	√
	Minor Children Status	√	
	Veteran / Military Status	√	
Required	Diagnostic Assessment – from last diagnostic assessment		
	Axis I	√	√
	Axis II	√	√
	Axis III	√	√
	Axis V - GAF	√	√
	Substance Abuse Screening- Latest	√	√
Category	Data Element	Report Status at:	
		New clients or Continuing clients	Discharge or Discontinuance
Required	LOCUS Assessment – from last LOCUS assessment		
Required for services needing LOCUS scores	LOCUS Composite Score	√	√
	LOCUS Assessment Date	√	√
	Level of Care/Service Match LOCUS	√	√
Required	DBT – from last BSL score		
Required for DBT services	Borderline Symptom Score	√	√
	Suicide / Self-Harm	√	√
	School, Volunteer, & Employment	√	√