

MHPD User Manual

New York State Office of Mental Health



Total Unique Individuals Served Survey, July 2014

Introduction

The New York State Office of Mental Health (OMH) is calculating the number of individuals receiving mental health services statewide. In order to achieve this goal, the OMH has built a survey within the MHPD application. The survey is accessible using the “Surveys” menu. The survey requests the total number of unduplicated individuals who received services from your agency at any location during the surveyed quarter. The term 'unduplicated' means that each individual is counted only once by your agency, regardless of the number of services received, programs or locations. The total number of unduplicated individual must be reported only for the programs listed on the survey form.

The Surveys Page

Click the “Surveys” menu to access the list of available surveys.

New York State
om
Office of Mental Health

Mental Health Provider Data Exchange (MHPD)

Wednesday, June 18, 2014
User: Provider 2222

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Directory Search

☐ **Search Criteria**

Search for: Facilities that: begin with the following:

Program Type: -----Any-----

Program County: -----Any-----

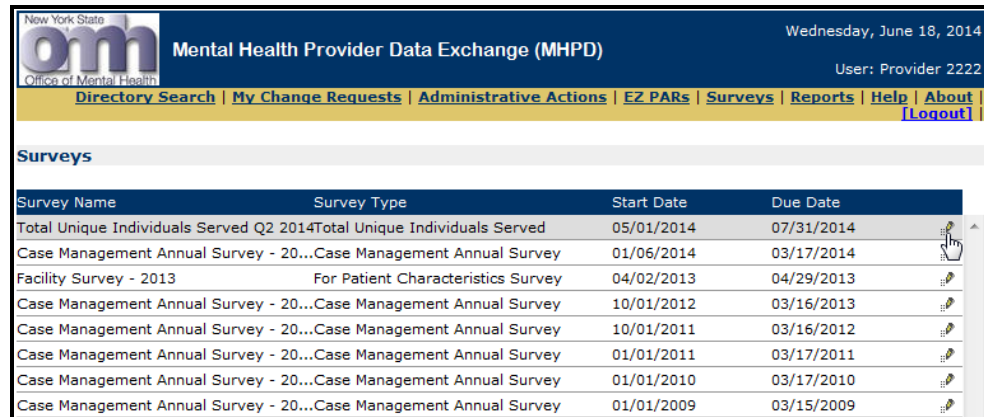
Display: Facilities, Programs and Sites

OMH Licensed Programs and Sites are prefixed with *.

Name	City	Program Type
Facility: [20202/2222] - Test Facility ...		
Program: [008] - * ACME Mohawk Cli... Mohawk	[2100] - Clinic Treatment	
Site: [1000] - * [Main Site] ACM...Mohawk		
Site: [1001] - * ACME Mohawk ... Mohawk		
Site: [1002] - * ACME Mohawk ... Mohawk		

The “Surveys” menu

The “Total Unique Individuals Served Q# YEAR” survey is one of the surveys listed on the surveys page. Click the pencil icon corresponding to the Total Unique Individuals Served survey to access the surveys home page. A new survey will be made available each quarter for the prior quarter. e.g.: “Total Unique Individuals Served Q2 2014” will be available for data entry beginning July 1st 2014. The survey is due by the end of the month following the quarter. i.e.: July 31, 2014.

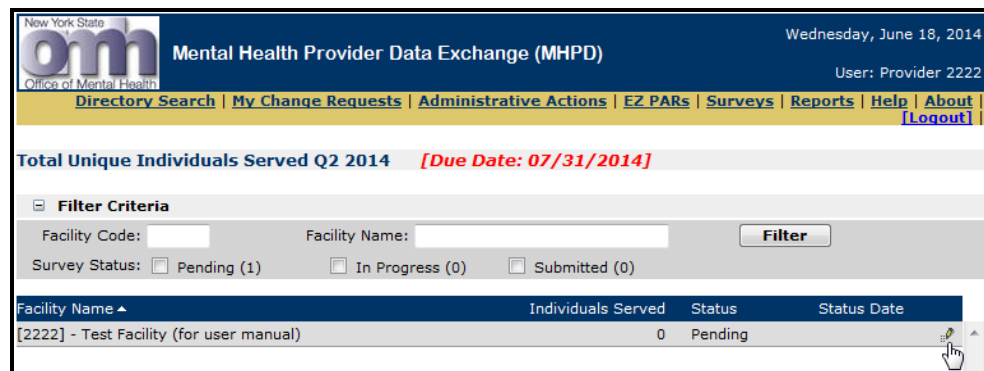


Survey Name	Survey Type	Start Date	Due Date
Total Unique Individuals Served Q2 2014	Total Unique Individuals Served	05/01/2014	07/31/2014
Case Management Annual Survey - 20...	Case Management Annual Survey	01/06/2014	03/17/2014
Facility Survey - 2013	For Patient Characteristics Survey	04/02/2013	04/29/2013
Case Management Annual Survey - 20...	Case Management Annual Survey	10/01/2012	03/16/2013
Case Management Annual Survey - 20...	Case Management Annual Survey	10/01/2011	03/16/2012
Case Management Annual Survey - 20...	Case Management Annual Survey	01/01/2011	03/17/2011
Case Management Annual Survey - 20...	Case Management Annual Survey	01/01/2010	03/17/2010
Case Management Annual Survey - 20...	Case Management Annual Survey	01/01/2009	03/15/2009

The list of available surveys

Total Unique Individuals Served Survey Form

Click the pencil icon for your agency to access the survey form.



Total Unique Individuals Served Q2 2014 [Due Date: 07/31/2014]

Filter Criteria

Facility Code: Facility Name: **Filter**

Survey Status: ☐ Pending (1) ☐ In Progress (0) ☐ Submitted (0)

Facility Name	Individuals Served	Status	Status Date
[2222] - Test Facility (for user manual)	0	Pending	

The “Total Unique Individuals Served Survey” home page

New York State omh Office of Mental Health		Mental Health Provider Data Exchange (MHPD)		Wednesday, June 18, 2014								
				User: Provider 2222								
				Help About								
Total Unique Individuals Served Q2 2014 [Due Date: 07/31/2014]												
Agency:		[20202] - Test Facility (for user manual)		Save Save and Submit Return								
Facility:		[2222] - Test Facility (for user manual)										
Total Unique Individuals Served Information:												
Note:		<p>The New York State Office of Mental Health is calculating the number of individuals receiving mental health services statewide. Only for the programs listed below, please provide the total number of unduplicated individuals who received services from your agency at any location during the surveyed quarter. The term 'unduplicated' means that each individual is counted only once by your agency, regardless of the number of services received, programs or locations.</p>										
Reporting Period:		04/01/2014 thru 06/30/2014										
Programs Included:		<table border="1"> <thead> <tr> <th>Program</th> </tr> </thead> <tbody> <tr><td>[008] - ACME Mohawk Clinic</td></tr> <tr><td>[003] - Blended Case Management</td></tr> <tr><td>[012] - Test Facility - Adult SCM</td></tr> <tr><td>[011] - Test Facility - C&Y SCM</td></tr> <tr><td>[002] - Test Facility - HCBS Waiver</td></tr> <tr><td>[004] - Transportation Program</td></tr> </tbody> </table>				Program	[008] - ACME Mohawk Clinic	[003] - Blended Case Management	[012] - Test Facility - Adult SCM	[011] - Test Facility - C&Y SCM	[002] - Test Facility - HCBS Waiver	[004] - Transportation Program
Program												
[008] - ACME Mohawk Clinic												
[003] - Blended Case Management												
[012] - Test Facility - Adult SCM												
[011] - Test Facility - C&Y SCM												
[002] - Test Facility - HCBS Waiver												
[004] - Transportation Program												
Number of Unique Individuals Served:		<input type="text" value="0"/>										
Status Information:												
Status:		In Progress										
Status Date:		06/18/2014 11:27:31 AM										
Submitter's Information:												
If the information below is incorrect, please contact your OMH Security Manager.												
Name:		Provider 2222										
Title:		Provider - User										
Email Address:		mhpd_p2222@omh.state.ny.us										
Phone #:		(123) 456-7890 x ____										

The "Total Unique Individuals Served Survey" form page

The survey form is split into three sections: the Total Unique Individuals Served Information section, the Status Information section and the Submitter's Information section. The Total Unique Individuals Served Information section describes the purpose of this survey and displays the reporting period and programs. This section also provides a box for entering the number of unique individuals served. The Status Information section displays the current status of the survey. The survey begins with a Pending status, and changes to In Progress when the survey is accessed and finally changes to Submitted when the survey has been submitted. The Submitter's Information section displays the Name, Title, Email Address and Phone number for the user submitting the survey.

You must enter the number of individuals in the Number of Unique Individuals Served box and then click "Save and Submit" to submit the survey. You may also click "Save" to save the information you have entered. You may also click "Return" to navigate to the prior page. Once submitted, information entered cannot be changed.