



TRAC | Transformation Accountability
Center for Mental Health Services

Transformation Accountability (TRAC)
Center for Mental Health Services

NOMs Client-level Measures for
Discretionary Programs Providing
Direct Services

Discharge Report Training Presentation

Version 1
April 2016

This training presents the specifics of the **Discharge Report** for programs collecting the NOMs client-level measures.



Discharge Report

Purpose

- To allow project directors, grantee staff, government project officers (GPOs), and CMHS staff to manage grantees' performance in collecting discharge data

Includes

- Number of Discharge Records Entered
- % of Discharge Records with and without conducted interviews
- Per FFY or Quarter and entire Grant Period to Date

The **Discharge Report** is a tool used to **allow project directors, grantee staff, government project officers (GPOs), and CMHS staff to manage grantees' performance in collecting discharge data.**

This report is useful to both **CMHS staff** and **grantees** in the management of grantee performance regarding consumer discharge interviews.

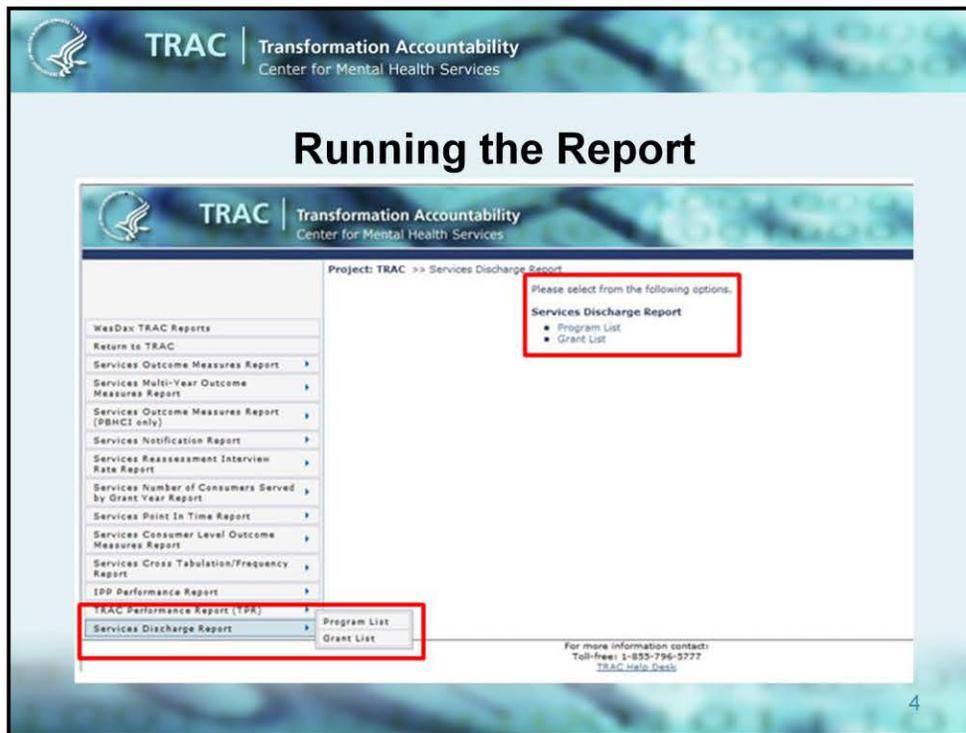
- It provides data regarding:
 - the **number of discharge records entered,**
 - the **percentage of discharge records that do or do not have interviews that were conducted,**
 - the **discharge interview completion rate within a selected Federal Fiscal Year (or Quarter)**
 - and the **cumulative discharge interview completion rate** for all years of the grant to date



To **access this report**, click on Reports on the left menu of the main TRAC screen.

The reports are in another system, called the WesDax TRAC Reports System. **To open it, click the link for the WesDax TRAC Reports System in the middle of the screen.**

The WesDax TRAC Reports system will open in another browser tab as shown on the next slide. While you are using the WesDax TRAC Reports system, your log-in in the TRAC system might expire. If this happens, just log-in again.



The WesDax TRAC Reports system will open in another browser tab as shown here. While you are using the WesDax TRAC Reports system, your log-in in the TRAC system might expire. If this happens, just log-in again.

To run the report, select “Services Discharge Report” on the left menu of the WesDax TRAC Reports page.

A submenu will appear. Choose whether you want to run the program by Program List or Grant List from the pop up.

- The Program List will let you run the report by all Programs or specific Programs.
- The Grant List allows you to run the report for all grants or specific grants (based on your access).

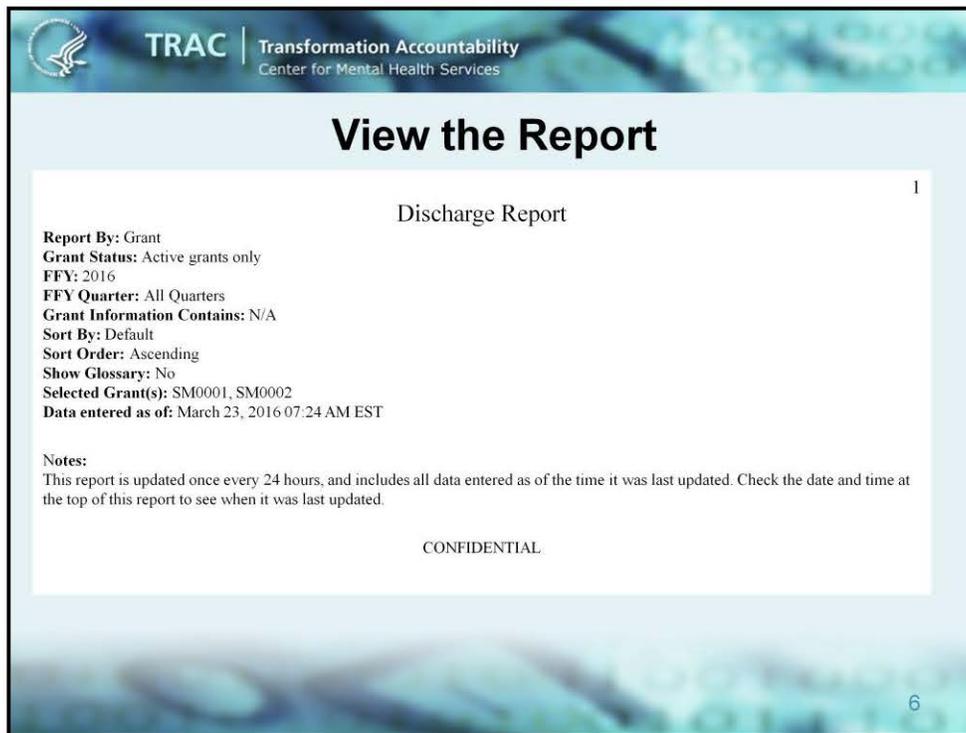
Once you have selected Program List or Grant List, the main report screen for the Discharge Report will appear.



To run a default report, click the View hyperlink next to Services Discharge Report. This will run a report for the current FFY for all quarters reporting by Grant. It will automatically select all the grants or all the programs you have access to.

To customize a report, you can make selections from the menu on the right of the screen. This is an optional step. **For more details on customization refer to the Discharge Report Guide.**

The next few slides will explain the report using the default selections.



To generate a default report where the selection criteria are preset, select “View”. Your report will open in a separate window.

In this example of the cover page, you can see that the report was run for:

- **Report by = Grant**
- **Grant Status = Active Grants only**
- **FFY = 2016**
- **FFY Quarter = All Quarters**
- **Selected Grants: All Available Grants is the default**
- and the **Data entered as of date**

In this example, the user has access to two grants.

As shown at the bottom of the cover page:

1. This report is updated once every 24 hours, and includes all data entered as of the time it was last updated. Check the date and time at the top of this report to see when it was last updated.



Report by Grant, FFY 2016, and All FFY Quarters

2

Discharge Report

Program=ProgA

Grant ID	Grant Information	FFY16 Number of Discharges	FFY16 Discharge Interview Rate	FFY16 Discharge Administrative Record Rate	Cumulative Number of Baselines	Cumulative Number of Discharges	Cumulative Discharge Interview Rate	Cumulative Discharge Administrative Record Rate
SM0002	MH Center Rockville, MD 10/01/2014 – 09/30/2019	27	48.1%	51.9%	187	164	47.7%	52.3%
SM00001	MH Community Group Rockville, MD 10/01/2014 – 9/30/2019	23	47.8%	52.2%	163	142	55.1%	44.9%
Total Grants: 2		50	48.0%	52.0%	456	548	59.6%	40.4%
Program Summary: 59		1037	49.4%	50.6%	15207	13168	83.9%	82.0%

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7

Since this report was run by Grant, which is the default selection, the first two columns show the Grant ID and the Grant Information. Then, reading the report from *left to right*, the report displays three pieces of information for your grant or program (as shown in the first column) for the selected FFY and four pieces of information for all years of your grant.

1. The number of discharge records that were received during the selected FFY (and Quarter if chosen),
2. The rate or percentage of discharge records that are conducted interviews for the selected FFY (and Quarter if chosen),
3. The rate or percentage of discharge records that are non-conducted interviews (administrative records) for the selected FFY (and Quarter if chosen),
4. The cumulative to date number of Baseline records (***includes interviews or administrative records***) across all years of the grant,
5. The cumulative to date number of Discharge records (***includes interviews or administrative records***) across all years of the grant,
6. The cumulative rate or percentage of discharge records that are conducted interviews for all years of the grant,
7. The cumulative rate or percentage of discharge records that are non-conducted interviews (administrative records) for all years of the grant.

Reading the report from *top to bottom*, the report shows the seven pieces of information described above (shown in the first row) for:

- Each of your selected grant(s) or program(s) or cohort(s) individually
- The total for all of your selected grant(s) or programs(s) or cohort(s)
- Program Summary

To print the report output select PRINT from your web browser's File Menu or use the PRINT button in the browser's toolbar.

In the next few slides, we will **go through each of the report column definitions and how to interpret the results of this report.**



Number of Discharges

Number of Discharges includes:

- ✓ All discharge records entered in the selected time period, (both for completed interviews and administrative records).

Please note: Number of Discharges reflects data entered before the “Date entered as of” date shown on the cover page.

Grant ID	Grant Information	FFY16 Number of Discharges	FFY16 Discharge Interview Rate	FFY16 Discharge Administrative Record Rate	Cumulative Number of Baselines	Cumulative Number of Discharges	Cumulative Discharge Interview Rate	Cumulative Discharge Administrative Record Rate
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8

The column **Number of Discharges**—displays the total number of **Discharges (with or without an interview conducted)** received to date for the FFY and/or FFQ specified in the report.

Also, please note that Number of Discharges reflects data entered before the “Date entered as of” date shown on the cover page.



Discharge Interview Rate

- This is the percentage of discharge records that are conducted interviews.
- It is calculated as:
 - The number of discharges submitted within the selected FFY or FFY Quarter period *with Interview Conducted = "Yes"*,
 - Divided by the total number of discharges submitted in that same period,
 - Multiplied by 100 to calculate the percentage.

Grant ID	Grant Information	FFY16 Number of Discharges	FFY16 Discharge Interview Rate	FFY16 Discharge Administrative Record Rate	Cumulative Number of Baselines	Cumulative Number of Discharges	Cumulative Discharge Interview Rate	Cumulative Discharge Administrative Record Rate
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The column **Discharge Interview Rate**—is calculated as the **number of discharges submitted in the selected FFY that are conducted interviews, divided by the total Number of Discharges in the same period, then multiplied by 100 to calculate the percentage.**



Discharge Administrative Record Rate

- This is the percentage of discharge records where an interview was not conducted.
- It is calculated as:
 - The number of discharges submitted within the selected FFY or FFY Quarter period *with Interview Conducted = "No"*,
 - Divided by the total number of discharges submitted in that same period,
 - Multiplied by 100 to calculate the percentage.

Grant ID	Grant Information	FFY16 Number of Discharges	FFY16 Discharge Interview Rate	FFY16 Discharge Administrative Record Rate	Cumulative Number of Baselines	Cumulative Number of Discharges	Cumulative Discharge Interview Rate	Cumulative Discharge Administrative Record Rate
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The column Discharge Administrative Record Rate—is calculated as the # of administrative discharge records (those without an interview conducted) submitted in the FFY and/or FFQ specified in the report, divided by the total # of discharges submitted within the same time period, multiplied by 100.



Cumulative Baselines and Discharges

- **Cumulative Number of Baselines:** The total number of baseline records (conducted or non-conducted) submitted for the entire grant period.
- **Cumulative Number of Discharges:** The total number of discharges (conducted or non-conducted) submitted for the entire grant period.

Grant ID	Grant Information	FFY16 Number of Discharges	FFY16 Discharge Interview Rate	FFY16 Discharge Administrative Record Rate	Cumulative Number of Baselines	Cumulative Number of Discharges	Cumulative Discharge Interview Rate	Cumulative Discharge Administrative Record Rate
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In the columns titled Cumulative Number of Baselines and Cumulative Number of Discharges, the report shows the **total counts** of baseline records and discharge records that were submitted during **the entire grant period to date**, whether an interview was conducted or not. The Cumulative Number of Discharges is the denominator for the Cumulative Discharge Interview Rate and Cumulative Discharge Administrative Record Rate columns.



Cumulative Discharge Rates

- **Cumulative Discharge Interview Rate:** The total number of discharges submitted in the entire grant period *with Interview Conducted = "Yes"*, divided by the total number of discharges submitted in the entire grant period, then x 100 to calculate the percentage.
- **Cumulative Discharge Administrative Record Rate:** The total number of discharges submitted in the entire grant period *with Interview Conducted = "No"*, divided by the total number of discharges submitted in the entire grant period, then x 100 to calculate the percentage.

Grant ID	Grant Information	FFY16 Number of Discharges	FFY16 Discharge Interview Rate	FFY16 Discharge Administrative Record Rate	Cumulative Number of Baselines	Cumulative Number of Discharges	Cumulative Discharge Interview Rate	Cumulative Discharge Administrative Record Rate
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12

The Cumulative Discharge Interview Rate shows the percentage of conducted discharge interviews over the entire period of the grant to date. This is calculated as the total number of discharge interviews divided by the total number of discharge records multiplied by 100.

The Cumulative Discharge Administrative Record Rate, shows the percentage of administrative discharges over the entire period of the grant to date. This is calculated as the total number of administrative discharge records divided by the total number of discharge records multiplied by 100.



Transformation Accountability (TRAC) Resources

- Materials on the TRAC website
 - ✓ <https://www.cmhs-gpra.samhsa.gov/index.htm>
under the General Info & Training tab
- TRAC Help Desk
 - ✓ Phone: 1-855-796-5777
 - ✓ Email: TRACHELP@westat.com

13

This presentation as well as the Discharge Report Guide can be found on the TRAC website under the General Info & Training Tab/ Services/ Report Guides and Presentations.

If you have any other questions please contact the TRAC Help Desk.

Help Desk hours of operation are from 8:30am to 6:30pm ET by telephone or email.