



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
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January 6, 2014

TO: PEI Providers of MAP, Triple P and TF-CBT

FROM: Debbie Innes-Gomberg, Ph.D.   
District Chief

SUBJECT: **CALIFORNIA INSTITUTE FOR MENTAL HEALTH (CiMH) PEI DATA  
TRANSITION**

Effective June 30, 2014 Los Angeles County Department of Mental Health's (DMH) agreements with CiMH to collect data for three Prevention Early Intervention (PEI) practices will end. Currently DMH partners with CiMH to collect and report on data for Positive Parenting Program (Triple P), Managing and Adapting Practice (MAP), and Trauma Focused-Cognitive Behavior Therapy (TF-CBT) for PEI funded clients. The Mental Health Services Act (MHSA) Implementation and Outcomes Division has been working with CiMH and the Chief Information Office Bureau (CIOB) on the data transition for PEI. We are also making changes to our PEI Outcome Measures Application (OMA) to prepare for PEI Providers to enter data directly into the application for these practices. Contracted and Directly Operated programs will make their final data submissions to CiMH in January (MAP and Triple P) and February (TF-CBT) to allow time to finish up with the integration prior to the contract ending in June.

In the sample data sets that Dr. Cricket Mitchell from CiMH has sent DMH for these three practices, we have noticed missing and erroneous data elements. This data is vital to have in order to successfully transition the data into PEI OMA. We are asking for your assistance in reviewing your data and making corrections prior to your final submission. Attached you will find a list of suggested data for review. Additional data not previously collected by CiMH might be required once we transition these practices to PEI OMA. Once more details are known, further instructions will be made available. In addition, when PEI OMA is ready, specific instructions will be issued to providers in order to validate the data brought in from CiMH, understand error reports, and collect additional required elements in PEI OMA.

Should you have any questions or require additional information, please contact Kara Taguchi, Program Head at (213) 251-6818 or email [peioutcomes@dmh.lacounty.gov](mailto:peioutcomes@dmh.lacounty.gov).

DIG:KT:sl

Attachment

c: Dennis Murata, Deputy Director  
Lead District Chiefs  
Elizabeth Fitzgerald  
Keri Pesanti

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
Program Support Bureau – MHSA Implementation and Outcomes Division

**California Institute for Mental Health (CiMH)  
Final Outcome Submission Checklist**

**Beginning of Treatment Information:**

- Client Information: **For MAP/Triple P/TF-CBT**
  - a. Ensure that Client ID# is a 7 digit numeric entry and has a corresponding correct date of birth (DOB). The client ID and DOB in the CiMH Data shell should match what is in the Integrated System.
  - b. Verify the DSM-IV Primary Axis I diagnostic numerical code (e.g., 309.81) is correct and valid.
  - c. Record your 4 digit state issued Provider # and your 7 digit alphanumeric Therapist ID (staff codes) correctly. Some examples of staff code formats are ENK1234, 01234DH, PC12345, e123456)
- **MAP** Focus of Treatment Information: Focus 1
  - a. Select the first focus in the treatment cycle from the drop down menu (it should be a rare occurrence where there is a MAP treatment cycle without any focus indicated).
  - b. Record a valid date of first session for the focus. (Focus 1 should have an earlier date of first session than Focus 2, etc.)
  - c. Remember to select from the drop down menu if the client completed Focus 1, reason for not completing Focus 1, if MAP was completed, and reason for not completing MAP if applicable.
- Focus 2, 3, and 4 of Treatment for **MAP**: Please follow the same steps as described above. Information for Focus 2, 3, or 4 should be blank if there is no information entered for Focus 1.
- Multiple foci for **MAP** should run sequentially and not concurrently. In other words, clients should not be in more than one focus for MAP at a time.
- Entering Pre/ Post questionnaire scores for all practices
  - a. Ensure that you have administered the proper questionnaires
  - b. Double check scoring.
  - c. Record all scores that were collected after ensuring scores are valid and within acceptable ranges. (If you need additional information about valid ranges of scores or what needs to be reported, review the test manuals, search for the PEI Quick Guides found at [www.dmhoma.pbworks.com](http://www.dmhoma.pbworks.com), or send an email to [PEIOutcomes@dmh.lacounty.gov](mailto:PEIOutcomes@dmh.lacounty.gov).
  - d. Enter all subscales and a total score if applicable.

- e. If you were unable to get scores, leave the entry blank and you will be able to indicate the questionnaire as “unable to collect” in PEI OMA at a later time.

### **End of Treatment Information:**

- Review your list of clients to determine which clients are still receiving the EBP and those that have dropped out or completed.
  - a. If the treatment cycle has ended for a particular EBP, record the date of last session; total # of sessions; and completed practice section for **MAP, Triple P, and TF-CBT**. Remember to select a “Dropout Reason” when the practice (i.e., MAP, Triple P) was not completed.
  - b. If a client is still in process or receiving the EBP, you can leave this section blank.

### **Data Entry Tips**

- Take your time and verify that information being entered is valid (DOB, dates of first and last sessions, provider and client ID #'s).
  - a. Don't enter future dates
  - b. Check for data entry errors
  - c. If you don't have information leave the cell blank.
  - d. If there is a drop down menu available with options to choose from, use it rather than entering text on your own.
- Complete as much data as you have available.
- Ensure that Date of last Session is greater than or equal to Date of First Session.
- Remember that the total number of sessions should be a positive whole number.
- The more valid data you send for your final submission minimizes the amount of direct data entry you will have to do for corrections after the data integration.
- Please refer to the MAP, Triple P, or TF-CBT Data Dictionaries for definitions of data elements. If you have questions about the CiMH excel data shells, please contact Dr. Cricket Mitchell at CiMH.

If you have additional questions, please contact the MHSA Implementation and Outcomes at [PEIOutcomes@dmh.lacounty.gov](mailto:PEIOutcomes@dmh.lacounty.gov).