An Overview of Data Reporting Templates for Certified Community Behavioral Health Clinic Quality Measures

Shweta Palakkode, MPH
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

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Agenda

Intended Audience

Purpose of the Reporting Template

Structure of the Reporting Template

Additional Information Sources
Intended Audience for this Webinar

1. Existing and prospective CCBHC Section 223 Demonstration state and clinic staff

2. CCBHC-Expansion (CCBHC-PDI and CCBHC-IA) grant clinics and SAMHSA GPOs
Purpose of the Reporting Template
Updated in 2024 to reflect quality measure updates

The updated 2024 version of the CCBHC quality measures reporting template is used for states and clinics to report CCBHC quality measures data to SAMHSA.

Users should use the template to report quality measures data starting with measurement year 2025, which starts on January 1, 2025.
Who: For the Section 223 Demonstration Program, CCBHCs report clinic-collected measures, using the reporting template, to their state. States, in turn, report all required measures to SAMHSA, which include the required state-collected measures and the clinic-collected measures.

Timing: For example: for MY 2025, clinics will report the templates with clinic-collected measures data to the state (per direction from the state) by September 30, 2026, and the state will report both the clinic-collected and the state-collected measures, to SAMHSA no later than December 31, 2026.

Method of submission: States will submit the reporting templates to SAMHSA via the CCBHCMeasuresSubmission@samhsa.hhs.gov mailbox. States will use separate templates for each clinic’s quality measure results, including clinic-collected and state-collected measures for that clinic.

Note: MY=Measurement Year
Who: SAMHSA CCBHC-IA and CCBHC-PDI grantees report only required clinic-collected measures, using the template, to SAMHSA.

Timing: For example: for MY 2025, CCBHC-IAs and CCBHC-PDIs will report templates to SAMHSA no later than December 31, 2026. If the CCBHC is also part of the Section 223 Demonstration, the CCBHC should also adhere to the reporting requirements noted on the prior slide.

Method of submission: For grant reporting purposes, CCBHC-IAs and CCBHC-PDIs submit the reporting template via a mechanism currently being developed, which will be shared with clinics by the end of 2024.
Structure of the Reporting Template
### Structure of Reporting Template Workbook

<table>
<thead>
<tr>
<th>Front Matter</th>
<th>Clinic-Collected Measures</th>
<th>State-Collected Measures</th>
<th>Back Matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cover</td>
<td>• Clinic-Collected Required Cover</td>
<td>• State-Collected Required Cover</td>
<td>• Roll-up Report</td>
</tr>
<tr>
<td>• Instructions</td>
<td>• Case Load Characteristics</td>
<td>• Templates for Required State Measures</td>
<td>• Back Cover</td>
</tr>
<tr>
<td></td>
<td>• Templates for Required Clinic Measures</td>
<td>• State-Collected Optional Cover</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Clinic-Collected Optional Cover</td>
<td>• Templates for Optional Clinic Measures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Templates for Optional State Measures</td>
<td>• Templates for Optional State Measures</td>
<td></td>
</tr>
</tbody>
</table>

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Instructions Address:

- Template purpose
- Template organization
- Data issues
- Required measure stratifications
- Optional measure stratifications
- Case Load Characteristics instructions
- Section-by-section instructions for each measure template
Cover Sheets

- Reporting template includes four cover sheets
- Cover sheets are included before each required and optional set of reporting templates
- Requires State Name, CCBHC Name and Identifier
Case Load Characteristics
Case Load Characteristics Worksheet: Basics

Completed by Section 223 Demonstration CCBHCs

Categories:
- Age
- Sex
- Gender Identity (optional)
- Ethnicity
- Race
- Insurance Status
- Veteran or Military Status
- Total Clinic Population

Note: Data entry instructions present on all grey boxes when you click on them.
Case Load Characteristics: Age

Age Categories:
- 0-11 years
- 12-17 years
- 18-64 years
- 65+ years

Total clinic population required at bottom for category percents to calculate

Please use the Age at the time of the first visit during the measurement year.
Case Load Characteristics: Sex

Sex Categories:
- Male
- Female
- Other
- Don’t know
- Prefer not to state

Sex is sex assigned at birth.
Categories for Sex use the Modified National Academies of Science, Engineering, and Medicine (NASEM) Standards.
Case Load Characteristics: Gender Identity

Gender Identity Categories:

- Female
- Male
- Transgender female
- Transgender male
- Don’t know
- Prefer not to state

Collection of Gender Identity is optional, as determined by the state.

Categories for Gender Identity use the Modified National Academies of Science, Engineering, and Medicine (NASEM) Standards.
Case Load Characteristics: Ethnicity

Ethnicity Categories:
- Not Hispanic or Latino
- Hispanic or Latino
- Unknown

If the client or caregiver does not know the ethnicity or chooses not to respond, the client should be included in the Unknown category.
Case Load Characteristics: Race

Race Categories:
- White
- Black or African American
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- More than one Race
- Unknown

If the client or caregiver does not know the race or chooses not to respond, the client should be included in the Unknown category.
Case Load Characteristics: Insurance Status

Insurance Status Categories:
- Medicaid (not Dually-Eligible)
- CHIP
- Medicare (not Dually-Eligible)
- Medicare and Medicaid Dually-Eligible
- VHA/TRICARE
- Commercially insured
- Uninsured
- Other

Please use payer status at the first CCBHC visit of the measurement year.
Case Load Characteristics: Veteran or Military Status

Veteran or Military Status Categories:
- Active-Duty Military
- Prior Military Service/Veteran
- Neither

Note: For the Veteran row, there is no requirement to report on discharge status or eligibility for VA services. All individuals discharged from the military are counted as veterans.

Total Case Load at Bottom of Worksheet

Case Load by Veteran or Military Status
Other Components within CCBHC Reporting Template
Template Components: A-C

Measure Title

Measure Source

A. **Measurement Year**: Enter in grey cell

B. **Data Source**: In this example, the expected source is medical records. Use drop down (shown) to select. If other, specify in row below. If medical records, use drop down in column D to select type (e.g., EHR).

C. **Date Range for Measurement Period**: Enter start and end dates for data used for denominator and numerator in correct row.

**Note**: Data validation constraints will limit what can be entered.
Template Component D: First Four Sections

D. Performance Measure
1. Measure description
2. Rates stratified by payer and total eligible population

3. Rates stratified by ethnicity and total eligible population
4. Rates stratified by race and total eligible population

Note: Please refer to 2024 quality measures technical specifications on how to report data based on stratifications
E. Adherence to Measure Specifications

F. Additional Notes
Rollup Report

- Automatically generates data from quality measures worksheets
- Used for CCBHCs and states to easily view data for quality measure results in one location
Where to Get Information on the Templates

- Reporting template can be found in SAMHSA’s CCBHC website
  - Quality Measures Guidance and Webinar Series | SAMHSA

- Template instructions, which is the second worksheet in the reporting template workbook

- On each measure template, data entry guidance is provided when clicked on grey cells in the templates

- Technical Specifications and Resource Manual > Section II > Reporting and Submission of Measures > Data-reporting templates. Manual also includes detailed measure specifications

Direct questions to CCBHCMeasuresSubmission@samhsa.hhs.gov
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