

<b>COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEASTERN MICHIGAN</b>		<i>Procedure</i>	
		<b>RUNNING ENCOMPASS MDCH INDICATOR REPORT</b>	
<b>Department:</b> <b>Author: Performance Improvement</b>		<b>Local Policy Number (if used)</b>	
<b>Revision Date</b>	<b>Approval Date</b>	<b>Implementation Date</b>	
<b>Archive Information</b>			
<b>Date:</b>			
<b>Reason:</b>			

**I. PURPOSE**

THE PURPOSE TO INFORM THE NECESSARY STAFF OF THE PROCESS FOR RUNNING THE MDCH INDICATOR REPORT FROM ENCOMPASS.

**II. APPLICATION**

THIS PROCEDURE APPLIES TO ALL CSSN AND OR CSSN LOOK-A-LIKES THAT DELIVER SERVICES TO CONSUMERS WHOM ARE ADULTS OR CHILDREN WITH MENTAL ILLNESS, DEVELOPMENTAL DISABILITIES OR HAVE A SERIOUS EMOTIONAL DISTURBANCE, SUBSTANCE ABUSE AND ARE RESPONSIBLE FOR SUBMITTING MDCH PERFORMANCE INDICATOR DATA.

**III. PROCEDURES: How to run MDCH Indicator Report in Encompass for Mental Health Indicators (MI, DD, and SA for PIHP and CMHSP):**

<b><u>WHO</u></b>	<b><u>DOES WHAT</u></b>
<b>MDCH Indicator Workgroup Members from each county or Designee</b>	<ol style="list-style-type: none"> <li>1. Log on to the Encompass system and once you had entered the system and accepted the terms this will take you in to the Encompass system</li> <li>2. Click on "Reports and Downloads" on the menu on the left side of the page</li> <li>3. Click on "State PI Reports"</li> <li>4. Enter the "Fiscal Year" and "Quarter" you want the report to run for in these boxes and then choose which county you want to run the report for under "Affiliation" from the drop down menu (Washtenaw, Livingston, Lenawee, or Monroe)</li> <li>5. If you want your report to list the case #s for consumers that are in compliance, check the box by "Details" that says "check to list consumers in compliance." If you don't check this you will only get case #s for out of compliance cases</li> </ol>

6. Click on “Generate PDF File”
7. The report will show up under your messages in Encompass (yellow messages icon at the top of Encompass); it will say “processing request” until the report is ready and once it is ready you’ll be able to click on the report and it will open up using Acrobat as a PDF File

**How to run Encompass report to generate consumer IDs to clean MDCH Indicator data for indicators #4 and #12:**

1. Log on to the Encompass system and once you had entered the system and accepted the terms this will take you in to the Encompass system
2. Click on “Affiliate Reporting” on the menu on the left side of the page
3. Click on “Reporting Services”
4. Under Reporting Categories select “MDCH Indicator Reports” and then hit “Search”
5. Select “MDCH Indicator Cleanup - Auths (657)” report OR if you are cleaning **Substance Abuse** data select “MDCH Indicator Cleanup - SARFs (657)”
6. Enter the Auth ID or SARF ID (for SA) for indicator #4 or #12 from the MDCH Indicator Report in Encompass – you can enter up to 5 Auth or SARF IDs at time and then hit “run” to run the report. If you need to clean more than 5, just run the report again, as many times as necessary.

**How to run Encompass report for MDCH Substance Abuse CA Block Grant Indicators (includes Medicaid and General Fund):**

1. Log on to the Encompass system and once you had entered the system and accepted the terms this will take you in to the Encompass system
2. Click on “Reports and Downloads” on the menu on the left side of the page
3. Click on “State PI Reports (OBSOLETE)”
4. Enter the “Fiscal Year” and “Quarter” you want the report to run for in these boxes
5. Click on “Generate PDF File”

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|  | <ol style="list-style-type: none"><li>6. The report will show up under your messages in Encompass (yellow messages icon at the top of Encompass); it will say “processing request” until the report is ready and once it is ready you’ll be able to click on the report and it will open up using Acrobat as a PDF File</li><li>7. For Substance Abuse data look at the last section of the report titled “Substance Abuse”</li></ol> |
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