

Dept. Health Care Services**COVER SHEET****Subject:****Effective Date:****Revision:****Reference:**

DMH Data Management & Analysis

August 26, 2011

N/A

Data Systems & Reports

Department of Mental Health Data Management and Analysis Section (DMAS) Business Practices and Procedures

As part of DMH's Community Services Division, DMAS collects, analyzes and reports on various data sets. This report contains:

A three page Matrix of systems/databases/files/reports either produced or utilized by DMAS in performing its functions. For each item it describes:

- a. Authority
- b. Type of Data
- c. Frequency
- d. Form Type
- e. Purpose
- f. Uses
- g. Linkages
- h. DMAS Actions

Page four is a Flowchart of Medi-Cal operations portraying:

1. How **Approved Claims Data** from the Short Doyle Medi-Cal system is primary to determine budgeting and forecasting estimations.
2. How non-SD/MC claims that are billed to the Fiscal Intermediary (FI) on fee-for-service basis is utilized. This inpatient data is sent to DMH by the FI in a file called **Inpatient Consolidation File**, AKA File 34.
3. Another major function of this section is to drill into the **Medi-Cal Eligibility Data System (MEDS)** maintained by DHCS to report on penetration and prevalence rates, language thresholds, and to support studies for control agencies.

Lastly, page five provides additional detail for certain systems/databases/files/reports.

These systems are utilized to prepare canned reports monthly, quarterly and annually as well as Ad hoc reports and analysis conducted when requested by various entities within and outside of DMH.

List of Acronyms:

CIN	Client Index Number	S/D	Short Doyle
MHSA	Mental Health Services Act	M/C	Medi-Cal
SSA	Social Services Administration	MOA	Month of Approval
ITWS	Information Tech Web Service	SGF	State General Funds
OMS	Office of Multicultural Services		