

**COMMUNITY MENTAL HEALTH CENTER  
OF EAST CENTRAL GEORGIA  
POLICY**

**SUBJECT:** Standardization of Data and Record Sets  
**POLICY NUMBER:** PIM 2.01  
**EFFECTIVE DATE:**  
**RESCISSION DATE:**

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<b>SUPERSEDES:</b> IM-9, IM-8, IM-10, IM-11, IM-21	<b>REVIEWED DATE:</b> September 1, 2003
	<b>LAST REVISION DATE:</b> August 31, 2004

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**POLICY:**

It is the policy of the Community Mental Health Center of East Central Georgia to implement information systems, which utilize uniform data definitions and standardized code sets.

**DEFINITIONS:**

- I. **Data definition** means the identification of the data to be used in analysis.
- II. **Minimum data sets** means an agreed-on and accepted set of terms and definitions constituting a core of data; a collection of related data items.
- III. **Bias** means an effect tending to produce results that depart systematically from the true value (to be distinguished from random error).

**PROCEDURES:**

- I. Minimum data sets, data definitions, codes, classifications and terminology are standardized whenever possible.
  - A. Diagnostic codes are used in accordance with BH 5.02
    1. Diagnostic codes used for the purpose of billing or authorization requests are standardized according national standards via electronic crosswalks.
  - B. Procedure codes are established and used based upon the MHMRSA service codes promulgated by the Georgia Department of Medical Assistance and the Division of Mental Health, Mental Retardation and Substance Abuse.
    1. Procedure codes used for the purpose of billing or authorization requests are standardized according national standards via electronic crosswalks.
    2. When it is determined by the Leadership Team that a new service code/provider # needs to be established, the Program Managers will initiate a request. Codes will be established and assigned by CMHC's Billing Department.
  - C. Abbreviations are standardized and used in accordance with BH 5.02
  - D. Updated lists of codes, once approved, will be distributed to Leadership Team members, program managers and Unicare data entry clerks.
    1. Program managers, data entry clerks and other staff are informed and/or trained on changes and enhancements. The Director of Information Systems coordinates for training and information releases as necessary.

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- E. All client information is stored and can be accessed by client name, MHID, Social Security or Unicare Number.
- II. The CMHC's Performance Improvement and Information Management Committee plans for and establishes systems to:
  - A. Monitor and insure that data is collected in a timely, economical and efficient manner with the degree of accuracy, completeness and discrimination necessary for the intended use.
  - B. Assess data reliability, validity and accuracy on an ongoing basis to verify that data bias is minimized.
  - C. Report its findings and improvement recommendations to the Leadership Team as appropriate.
- III. It is the policy of the Community Mental Health Center of East Central Georgia to plan for future revenue opportunities. The expansion of the Unicare system will reflect the development of new technological capabilities This planning is documented via the CMHC Management of Information Plan.

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Acting Executive Director

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Date

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CSB Chair

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Date