

Key Message

Program is a key component of the organisational structure in the CMI/ODS and is the service unit for mental health service delivery.

It is important to note:

- at least one program to a subcentre
- program classifications must align across subcentre/program maintenance.

Purpose

To clarify the reporting requirements and improve the consistency and quality of data submitted to the Client Management Interface/Operational Data Store (CMI/ODS) in relation to program maintenance.

Background

CMI/ODS is the Victorian public mental health client information management system and comprises:

- Client Management Interface (CMI) – the CMI is the local client information system used by each public mental health service
- Operational Data Store (ODS) – the ODS manages a set of select data items from each CMI and is used to:
 - allocate a unique (mental health) registration number for each client, known as the statewide unit record (UR) number
 - share select client-level data between Victorian public area mental health services (AMHS) to support continuity of treatment and care
 - ensure the legal basis for providing treatment is evident to all public mental health service providers where a client may be unable or unwilling to consent to treatment
 - meet the various reporting requirements of the Department of Health
 - support the statutory functions of the Chief Psychiatrist and the Mental Health Review Board.

CMI/ODS organisation structure

The hierarchy of a mental health organisational structure in CMI/ODS follows:

- organisation
- establishment
- campus
- subcentre
- **program.**

A program is the component of the CMI/ODS information system. Each campus requires the creation of subcentre(s) and program(s) to record the delivery of services.

Program definition

A program is 'the organisational service unit attached to a subcentre. Each program identifies a clinical function or service intervention performed by a team that relates directly to a funded activity'.

About management circulars

The information provided in this circular is intended as general information and not as legal advice. Mental health service management should ensure that policies and procedures are developed and implemented to enable staff to collect and use health information in accordance with relevant legislation.

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It is important to note the following business rules in relation to a program.

- at least one program will be assigned to a subcentre (subcentre/program maintenance)
- the program classifications must align across linked subcentre/program(s).
- program start date must be less than the subcentre/program start date.

UNREGISTERED CONTACTS - YOUTH PROGRAM

Background:

Consistent with the national mental health agenda, there is a requirement to measure activity for Youth-specific programs on the CMI/ODS. A 'Youth' target group includes two client groups: 'Youth -CAMHS' age between 12 and 18 years
'Youth -Adult' age between 19 and 25 years

The department can derive an age for registered clients only.

It is therefore proposed that from **1 April 2011**, all unregistered contacts for clients aged between 12 and 25 years are recorded to specific programs as outlined below.

Guidelines:

1. 'Youth-CAMHS'. A program requires a set of attributes to be defined, providing a context for the activity and include:
 - Program Description = [instruction - prefix]Youth-CAMHS
 - Program Classification = Community
2. 'Youth-Adult'. program requires a set of attributes to be defined, providing a context for the activity and include:
 - Program Description = [instruction - prefix]Youth-Adult
 - Program Classification = Community

Data elements

Detailed definitions, business rules and code sets relating to program maintenance are available from www.health.vic.gov.au/mentalhealth/pmc/index.htm

These include:

- program classification
- program type