

Subcentre maintenance in CMI/ODS

Program management circular

Key message

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

It is important to assign:

- at least one program to a subcentre
- only one PARC bed-based service subcentre
- zero ('0') beds to ECT inpatient subcentre.

For eligible outcome measurement (OM) reporting, the OM setting reflects subcentre age-based and type grouping.

The caseload field identifies whether the subcentre is eligible for caseload monitoring.

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 subcentre 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 Human Services
 - support the statutory functions of the Chief Psychiatrist and the Mental Health Review Board.

CMI/ODS organisation structures

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

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

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

Subcentre definition

A subcentre is *'the organisational setting or location from which programs are delivered. The subcentre provides the setting for inpatient, community residential and community activity for child and adolescent, adult, older persons or generalist client populations'*.

It is important to note the following business rules in relation to subcentre field.

- **At least one program to a subcentre:** At least one program will be assigned to a subcentre and describes the target population and funding source for activity that occurs with the subcentre.
- **A subcentre cannot be closed if it has open episodes:** System functionality ensures a subcentre that has open episodes cannot be closed.
- **PARC subcentre:** *Residential* – there should only be one subcentre created for PARC bed-based services within a campus. The applicable program classification is ‘non-acute general’.
Ambulatory – in-reach contacts can be recorded against this subcentre.
PARC day programs **do not** have a separate subcentre. An existing community team will manage a client of this service type. All PARC day program activity for these clients therefore must be recorded against the community team episode but use the service location of ‘PARC’ (to be released on 01/07/08).

Example of PARC set-up

Subcentre maintenance

Subcentre type	Inpatient subcentre
Program class	Non-acute, general
Ward type	Community residential
OM setting	Adult inpatient
Caseload	Not required

Program maintenance

Program classification	Non-acute, general
Program type	Residential, PARC
Fund source	Prevention and Recovery Care – PARC

- **ECT subcentre:** Defined as ‘inpatient subcentre’ type, it is important to record:
 - approved/operational/purchased beds as zero (‘0’) in bed maintenance
 - program type as ‘same day ECT suite’ in program maintenance
 - program class as ‘acute, general specialist’.

OM setting

For eligible OM reporting, OM setting reflects the subcentre as age-based and type grouping. It is important the subcentre and OM setting are aligned, for example adult continuing care (CCT) aligns to ‘adult community’.

Caseload

A caseload field will identify whether a community subcentre is eligible for caseload monitoring. A subcentre with client grouping subject to case management functions should be flagged as eligible for caseload. Inpatient subcentres should not be flagged for caseload. Caseload data is useful as a management tool and central reporting.

About program 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.

Data elements

Detailed definitions, business rules and code sets relating to subcentre maintenance are available from www.health.vic.gov.au/mentalhealth/pmc/cmi-subcentre

These include:

- bed type
- caseload
- OM setting
- open reason (subcentre)
- program class
- subcentre open date
- subcentre name
- subcentre type
- termination date
- termination reason
- ward type.

Further information

For further information regarding OM settings refer to www.health.vic.gov.au/mentalhealth/pmc/outcome-measurement

Acknowledgements

Published by Mental Health Branch,
Mental Health and Drugs Division

Victorian Government
Department of Human Services

Also published on
www.health.vic.gov.au/mentalhealth/pmc

Document no. PMC080302

Issued: March 2008
Review date: June 2009