



# North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties

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## NSMHA Consumer Information System Committee Charter

### Summary

This Committee's purpose is to coordinate and facilitate the effectiveness and efficiency of the public mental health system's information system for the North Sound Region. This Committee will focus on improving technical and procedural processes that affect the quality of the management information data in the North Sound regional information systems.

### Roles

NSMHA views itself as facilitating and coordinating an effective and efficient information system to assure complete, accurate and valid data. Providers operate and oversee their data system and are responsible to upload complete, accurate and valid data to the NSMHA. NSMHA is responsible to upload data to the Mental Health Division. All levels of this system must understand the needs, issues, and limitations at each level and collaborate to assure the quality of the data.

### Goals

1. Improve and assure the completeness of data in the information system.
2. Improve and assure the accuracy of the data in the information system.
3. Identify and resolve information system procedural issues and problems.
4. Improve the understanding of data going into the system and the data and reports coming out of the system.

### Scope

The Committee will be an ongoing group that will meet monthly initially and may meet less frequently as the quality of the data can be assured. This Committee will focus on improving technical and procedural processes that affect the quality of the management information data in the North Sound regional information systems. The group will identify policy issues; when appropriate develop recommendations on these issues; and forward these to the Regional Management Council, Planning Committee, or other appropriate committees.

### Tasks

1. Develop and review Regional Policies and Procedures regarding the regional Consumer Information System.
2. Review data and reports on a regular basis to improve and assure data quality.
3. Develop and review processes and procedures to monitor data accuracy and validity.
4. Develop and recommend processes and procedures to assure data validity from the source to the Mental Health Division.
5. Develop and review processes to bring information system and processes into compliance with External Quality Review (EQR), Balanced Budget Amendment (BBA), and other Federal and State requirements.
6. Develop recommendations for necessary changes in data sets/dictionary or any other information needs of the client information system and send these reports to the appropriate committees.
7. Review policies, recommendations, and reports from ISDEC and other state committees related to IS issues and develop plans to meet the changes coming from these committees.

**Group Membership**

Membership of the NSMHA Consumer Information Committee would include representatives from each of the following organizations as follows:

**Providers**

APN  
bridgeways  
Catholic Community Services  
Compass Health  
Lake Whatcom Residential Treatment Center  
Sea Mar Community Health  
Snohomish County Human Services ITA  
Volunteers of America  
Whatcom Counseling and Psychiatric Clinic  
Sound Data

**NSMHA Staff**

- Greg Long
- Michael S. White
- Dennis Regan

Additional participants may be added to the workgroup by the group’s consensus.

**Results/Outcomes Expected**

1. Improve quality of data across the Region.
2. Help to improve the understanding of data across the Region.
3. Make data available and accurate to support clinical and management decision making.
4. Improve performance on yearly EQRO evaluations.
5. Meet the data information system requirements of all regulatory authorities.
6. Develop policies and procedures directing the regional consumer information system by June 30, 2005.

**Group Working Agreements**

Consensus Decision Making (1-5 System).

**Review Period**

Review progress of the Committee every six months.

**Reporting Relationship**

Committee reports to the Management Council on policy issues and will report to Utilization Review Committee on changing patterns or trends in clinical care.

**Responsibility for Committee Support**

Staff: Greg Long, Committee Chair  
Michael S. White, Information Systems Specialist  
Dennis Regan, Data Support Analyst  
NSMHA Support Staff

**Group Meetings**

Group meetings will be on a monthly basis.

**Meeting Schedule**

Meet on the third Monday of every month from 1-3PM at the NSMHA offices.