

CCRI Production Procedures

The objective of the Consolidated Community Reporting Initiative (CCRI) is to build a statewide data infrastructure necessary to report client-level service utilization and outcome information on persons receiving county base-funded mental health services. CCRI provides the only statewide data infrastructure for client-level data (CLD) reporting of county base-funded mental health services.

Data received through CCRI is used for trending and analysis to identify opportunities for increased access to quality services within the Pennsylvania behavioral health system. Through collaboration with counties, CLD data can support additional and targeted state and federal funding opportunities that best meet the needs of Commonwealth citizens. The receipt of CLD ensures compliance with Federal reporting requirements and keeps the Commonwealth in good standing as a grant recipient and a national contributor of data that provides for the direction of future federal funding opportunities.

Since the 2016/2017 Substance Abuse and Mental Health Services Administration (SAMHSA) Community Mental Health Block Grant (CMHBG) application required states to provide an update on the capacity for CLD reporting. The goal is for all CMHBG recipients to implement an efficient and robust data collection and reporting program of mental health services in order to evaluate the impact of the CMHBG program. Specifically, states are expected to provide information that will be used to determine how services purchased under the Block Grant contribute to overall outcomes. In support, the commonwealth has committed to reporting county level encounter data since 2016.

A critical element of developing CCRI to provide CLD that satisfies state and federal reporting requirements is the ability to receive monthly production of encounter data from our county/joinder business partners.

The purpose of the CCRI monthly production procedures is to ensure the quality of data received will meet state and federal reporting requirements of CLD. This includes but is not limited to defining and structuring the process to mitigate any issues with the submission of information, allowance for ongoing validation of CLD received through CCRI, and maintaining a notification system and database of submission issues.

Submission Requirements

Client level data is submitted through encounters. Encounters consist of one or more interactions with the provider.

File/Report Name	Description	Date Format Transfer/Mode	Due Date	Reporting Document
837P Reporting	Reports each time consumer has an encounter with county/provider. Format/data based on HIPAA compliant 837P format	ASCII files via FTP	Due within 90 calendar days of the county/joinder accepting payment responsibility; or within 180 calendar days of the encounter	HIPAA implementation guide and addenda. PROMISe™ Companion guides.

Submission Schedule

Each County/Joinder will submit encounters as needed to satisfy the reporting due date while complying with the PROMISe system requirements below:

- Production submissions are accepted Monday through Friday between 12:00 AM and 12:00 PM (Noon) any days, including state holidays. Incoming 837 files cannot exceed 75,000 records in production.
- Test submissions are accepted Monday through Friday at any time. However, before sending a test file, the Plan should contact ra-pwomhsas837issues@pa.gov and give the name of the test file and date in which it will be sent. We will then notify PROMISe and track and monitor the test results.
- Incoming 837 files cannot exceed 100 records in the Test environment.

The goal is to have 90% of encounters submitted into CCRI within 90 calendar days of the County/Joinder accepting payment responsibility and 100% of submissions entered within 180 calendar days of the encounter.