



MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

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SUBJECT:

Residential Data System Instruction Manual

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SCOPE: County Mental Health/Mental Retardation Administrators
Base Service Unit Directors
Community Residential Mental Retardation Facility Directors
Non-State Operated Intermediate Care Facility for the Mentally Retarded (ICF/MR) Directors

PURPOSE:

The purpose of this bulletin is to distribute the new Residential Data Input Form (MR 5) and Instruction Manual for the Office of Mental Retardation Residential Data System for persons with mental retardation. The new MR 5 form will be used for reporting to the state all persons residing in community residential facilities for the mentally retarded (ICF/MR), non-state intermediate care facilities for the mentally retarded, and persons receiving services under the home-based waiver. This bulletin will also alert Directors of non-state operated intermediate care facilities for the mentally retarded (ICFs/MR) of their responsibility to report this information to the resident's county of responsibility.

BACKGROUND:

In Fiscal Year 1983/84, the Community Living Arrangement/Patient Client Information System (CLA/PCIS) was enlarged to include all clients funded with mental retardation funds living in community residential mental retardation facilities licensed in accordance with 55 Pa. Code CH. 6400. The new system was referred to as the Community Residential Facility (CRF) data system. In general, the CRF data system has provided the Office of Mental Retardation with information sufficient to meet reporting and operational requirements. In recent years, however, changes in program direction and more stringent federal reporting requirements, specifically, the HCFA 372 report for Home and Community Based Waiver recipients, have severely strained the capacity of the CRF data system. Consequently, enhancements were made to accommodate demands for more detailed reporting.

Most recently, the CRF data base was expanded in order to accommodate approximately 3,000 non-state operated ICF/MR residents. To keep data collection to a minimum, non-state operated ICF/MR resident data were extracted from the Department of Public Welfare Medical Assistance Management Information System (MAMIS). These data were provided by Office

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Appropriate Regional Program Manager for Mental Retardation

of Mental Retardation regional offices to respective counties and verified with the assistance of ICF/MR providers. In July, these data will be added to the residential system.

DISCUSSION:

Beginning July 1, 1990, the Residential Data Input (MR 5) forms should be completed according to the Residential Data Instruction Manual and forwarded by providers to respective county mental retardation programs or as directed by the county mental retardation program administrator. This applies to all persons living in community residential facilities, non-state operated intermediate care facilities for the mentally retarded, and home-based waiver recipients.

The following are the major changes regarding the Residential Data System; please refer to the attached Residential Services Instruction Manual for more specific details.

1. Previously verified data for non-state operated ICF/MR residents will be converted to the CRF system during July 1990.
2. Effective July 1, 1990, all updates, e.g. (admissions, discharges, deaths, corrections, changes) will be made on the new MR 5 reporting form. Updates will be required for non-state operated ICF/MR residents, waiver recipients including home-based and all other community residential clients receiving services through the county mental retardation program.
3. Changes on the new MR 5 effective July 1, 1990 are:
 - Name and Social Security Number - Required for all admissions and readmissions.
 - Primary Funding Source - Required for all admissions and readmissions. Residential placements funded with "non-residential" and "other" funds should be entered into the system using the new MR 5 form starting July 1, 1990. Residents already in service (prior to July 1, 1990) should be entered into the system.
 - Ethnicity - This item has been separated from race for clarity.

Two other data items, program type and post living arrangements, are self-explanatory.

The MR 5 form, with a turnaround time of seven days, is the standard method of submitting residential data to the regional offices; however, other methods may be used. If the county administrator feels that the same information can be provided more efficiently by another method (e.g. computer hardcopy, tape or floppy disk), she/he may use an alternative method if it is approved by both the regional and central offices of the Office of Mental Retardation. It is the intention of OMR to begin working with counties which have the capability to automate their data submission. Data which are automated may be submitted once a month before the tenth of the succeeding month.

The MR 5 form and the MR 33 form in the manual may be duplicated for immediate use. However, an initial supply of both forms will be sent to you in about two weeks. Please feel free to copy the forms as you need them or contact your regional office for an additional supply. If you receive more than you need, please send the excess to your regional office for redistribution.

OBSOLETE BULLETIN(S):

MR Bulletin 99-84-07, titled "Expansion and Enhancement of the CLA/PCIS to include all Community MR Residential Population," issued July 16, 1984.

MR Bulletin 00-89-19, titled "CRF Reporting - Revised Procedures for 2176 Waiver Recipients," issued October 25, 1989.