

SCOPE OF SERVICES

The Department of Health, Adult Mental Health Division (AMHD) requires the services of personnel to train AMHD staff on the preparation of various data reports and files. These data reports and files include: The Mental Health Statistics Improvement Program (MHSIP) Survey, the Uniform Reporting System (URS) Tables, the Mental Health Client-Level Data (MH-CLD) file, the State Hospital Readmission (SHR) data file, and the Master Database.

The MHSIP survey gathers data on social connectedness, functioning, and other domains required for the URS Tables. The MHSIP survey data involves data collection methodology, database development, data integrity checks, and data analysis based on a random sampling of consumer responses. MHSIP survey responses and sub-scale scores with demographic, clinical, and other characteristics also need to be cross tabulated.

The URS report is a 21-table reporting system that uses Community Mental Health Block Grant performance measures. The MH-CLD report involves demographic, clinical, and outcomes of consumers served, and the SHR data file documents consumers' rates of readmission into Hawaii State Hospital (HSH). The MH-CLD data also needs to be cross walked to the SHR data to indicate how the data fields are acquired. The Master Database includes the cleaning, merging, and validating data integrity of datasets from various data warehouses to create a single comprehensive Master Database for all individuals served by AMHD.

Provided for your reference are the following:

1. 2022 URS Table Instructions
2. 2022 URS Data Definitions
3. 2022 URS Tables
4. MH-CLD State Instruction Manual – Version 2.8

It is estimated that the tasks shown below will take approximately 150 hours to complete.

The Contractor shall have the qualifications, provide the services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. Provide training on defining the Federal URS Tables crosswalk including mapping the methodology to be used for datasets.
2. Provide training on the detailed steps on building MH-CLD and SHR datasets.
3. Provide training on how to transform the MH-CLD to cross-populate the URS Tables and how to score the MHSIP satisfaction survey for inclusion in the URS Tables.
4. Help design and implement data collection and survey methodologies for all data elements and statistically analyze all collected demographic, clinical, consumer outcome, and consumer satisfaction data.
5. Provide training on how to clean medical information system data sets (e.g., Avatar) and how to prepare them for conversion into Statistical Package for Social Sciences (SPSS) or R data formats.

6. Provide training on the methodology to ensure data integrity for all data elements (e.g., data fields or variables) within acquired data sets including identifying outliers, matching data elements, and eliminating duplicate records.
7. Provide guidance to AMHD staff on the preparation of MH-CLD, URS Tables, and HSH SHR; the submission of the MH-CLD and URS on or before each December 1 and the SHR on or before each March 1 that follows the December 1 submission; and correct the data files when requested to do so by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration representatives who manage the MH-CLD, URS Tables, and SHR.
8. Provide and maintain fiscal, statistical, and administrative records pertaining to services as specified by AMHD.
9. Comply with all applicable State and Federal statutes, rules, and regulations regarding confidentiality of information received during the provision of services.
10. Comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards since this contract may be partially funded by the Block Grants for Community Mental Health Services, CFDA Number 93.958.
11. Provide any other information or data relating to the provision of services as requested by AMHD.
12. Maintain regular communication with designated AMHD staff regarding challenges, issues, and concerns that arise throughout the performance period.
13. The services are to be provided at the Department of Health, Adult Mental Health Division, 1250 Punchbowl Street, Room 257, Honolulu, Hawaii, 96813; and through video teleconferencing.

Experience and Qualification Requirements

1. A minimum of five years of experience with preparing and analyzing data sets.
2. A minimum of five years of experience working with URS and MH-CLD data structure and reporting.
3. Professional training in data analysis and reporting. An individual with a Ph.D. in psychology or other related fields is preferred.

Submitting a Quote

1. Submit a quote for an hourly rate to provide the requested services for the period projected to be February 1, 2023, to July 31, 2023.
2. Submit a narrative explaining how the vendor meets all the experience and qualification requirements.

Hawaii Compliance Express

Vendor must demonstrate proof of compliance for all awards of \$2,500 or greater. This includes a Certificate of Good Standing from Department of Commerce and Consumer Affairs, Tax Clearance from the Department of Taxation, and Compliance with HRS Chapter 383, Hawaii Employment Security Law (Unemployment Insurance), 386 (Worker's Compensation Law), 392 (Temporary Disability Insurance), and 393 (Prepaid Healthcare Act), from the Department of Labor and Industrial Relations. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12.00 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registrations, please call the Hawaii Information Consortium at 808-695-4620.