

Data Manual Example

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Data Team Contact Directory

Name	Organization	Role in Data Committee	Email	Phone
John Doe	Public Health	Committee Lead		
Jane Doe	Mental Health Center	Data Manager		
George Doe	Sheriff's Office	Data Contributor		
Sally Doe	Hospital	Data Analyzer		
<i>Add all key contacts</i>				

Community Codebook

Definitions that are understood and collected consistently across all community sectors:

Topic	Local Definition	Measurement Information
Behavioral health crisis	<i>E.g. “non-life-threatening situations in which a person experiences an intensive behavioral, emotional, or psychiatric response triggered by a precipitating event. The person may be at risk of harm to self or others, disoriented or out of touch with reality, functionally compromised, or otherwise agitated and unable to be calmed.”</i>	<p><i>*Include specific data collection information (i.e. collected per individual or in the aggregate, measurement scales, etc.) - you can add to/update this as you research and progress</i></p> <p><i>E.g.:</i></p> <ul style="list-style-type: none"> ● <i>Aggregate numbers of crisis presentations to partner organizations (number of unduplicated individuals)</i> ● <i>Duration of crises (hours and minutes)</i> ● <i>Locations crises stabilized (narrative)</i> ● <i>Average cost of stabilizing response (\$)</i> ● <i>Justice-involvement (% of behavioral-health-identified crises resulting in arrests)</i> ● <i>Commitment (% of behavioral-health-identified crises resulting in involuntary commitment)</i> ● <i>etc.</i>
Behavioral health emergency		
Mental illness		
High-utilizer/ friendly face/ high-need-high-cost		
Recidivism		
Mobile crisis unit		

Crisis line		
Follow-up service		
Homeless		
Housing Instability		
Youth		
<i>Etc. (Add any relevant terms to your community)</i>		

Demographics

Which demographics will all community partners track?

- Gender
- Race
 - List categories (e.g. White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander, Two or More Races, Decline to Answer, etc.)*
- Ethnicity
 - List categories (e.g. Hispanic or Latino, Not Hispanic or Latino)*
- Age
- Tribal affiliation
- Veteran or military family
- Diagnoses
 - How will you collect this? ICD-10-CM medical diagnosis codes?*
- Housing status
 - List categories (e.g. housed/ homeless: chronic, episodic, transitional, and hidden; Literally Homeless, Imminent Risk of Literal Homelessness, Precariously Housed, Stably Housed, etc.)*
- Highest level of education
- Insurance
- Etc. (Add / subtract depending on what your partners agree on collecting)*

Current Available Data

Partner	Relevant Metrics Currently Collected	Who owns and manages the data?	What systems are used to capture, store, and analyze the data?	Do they analyze and report out on this data already? What does that look like?	What are the restrictions on sharing the data? (HIPAA, criminal justice protections, etc.)	<i>Etc.: add any relevant columns</i>
Hospital	<ul style="list-style-type: none"> • Number of inpatient admissions for behavioral health crises • Number of ER presentations related to behavioral health crises • Demographics, services, and high-utilizers for all data points above • etc. 	<p>John Doe, data manager 406-406-4060 John.Doe@hospital.com</p>	<ul style="list-style-type: none"> • EHR "Record" System • Billing • Excel for reports 	<ul style="list-style-type: none"> • State reporting: all opioid-related cases reported to _____ on a ___ basis • Federal reporting... • etc. 		
Sheriff's Office	<p><i>Jail</i></p> <ul style="list-style-type: none"> • Intakes and releases per day • Average daily population • Demographics: age, sex, charge • Recidivism rate <p><i>Patrol Officers</i></p> <ul style="list-style-type: none"> • Number of calls • Response location, date, time, & duration • Incident narrative • etc. 					
<i>Etc.</i>						

Implementation Plan

Use this to outline the first steps of your data efforts.

I. Data Coalition Mission

- *Insert Coalition's mission statement here*
- Priority Objectives:
 - *List here*

II. Coalition Details

- Partners
 - *Organization 1*
 - *Designee name*
 - *Designee name*
 - *Organization 2*
 - *Etc. - work across sectors: local government, healthcare providers, justice system, schools and youth services, emergency services, social service providers, Local Advisory Councils, etc.*
 - *Community members:*
 - *Names*
- Local Data Coalition Coordinator(s)
 - *Name, organization affiliation*
 - *List responsibilities (e.g. scheduling monthly meetings, facilitating meetings)*
 - *Additional names, if relevant*
- Logistics
 - *Meetings:*
 - *Regularity/dates/times (e.g. First Thursday of each month, 2pm)*
 - *In-person location/ virtual platform*
 - *Decision-making process:*
 - *Majority vote, consensus, etc.*
 - *Details - process, updating absent individuals, etc.*
- Resources Committed
 - *Funding:*
 - *List shared funding*
 - *e.g. County government - \$10,000 from County Tribal Matching Grant for group coordinator*
 - *Data systems:*
 - *What systems will data be collected, shared, and analyzed on?*
 - *Staff:*
 - *List data analysts, legal experts, interns, etc. that will contribute to the Coalition's mission*

- *Include names, organization affiliations, areas of expertise, role in Coalition, etc.*
- *Etc.: meeting space, marketing materials, etc.*

III. First Steps

- Convene Coalition
 - Identify partners, garner buy-in, host first meeting
 - Decide upon data goals/mission statement and logistics (see above)
 - Identify coordinator
 - Fill in contact directory
- Standardize data practices
 - Understand starting point
 - All partnering organizations: gather understanding of organization's existing data metrics (including demographics) + processes. Fill out table ("Current Available Data") by (DATE)
 - Coalition --/-- (date) meeting task: Compile partnering organization's data, identify priorities
 - Ensure that demographics are consistently collected
 - Coalition --/-- meeting task: Agree upon list of demographics that all partners will collect, and methods for collecting and analyzing data (e.g. all partners will provide aggregate demographic data reports the last week of every month, a data analyst will compile and compare the results, will be discussed at meetings, etc.)
 - All partnering organizations: Work to inform staff and align data forms/ processes to include demographics - by (DATE)
 - Build local data dictionary
 - Coalition --/-- meeting task: Utilize local definitions and research to agree upon standard terms and priority metrics for crisis services and data collection
 - All partnering organizations: Work to inform staff and align data forms/ processes to align with the dictionary - by (DATE)
- Data comparison
 - All partnering organizations: Compile first report on prioritized crisis metrics - by (DATE)
 - Coalition --/-- meeting task: Utilize initial reports to identify gaps, strengths, and next steps
 - Coalition --/-- meeting task: Plan for research on local data beyond partners along the continuum (community services, dispatch, responders, facilities) - break up team if necessary/ make deadlines for steps (e.g. research, identify services, information gather via survey/interviews)
 - Coalition --/-- meeting task: Utilize information on local data along the crisis continuum (community services, dispatch, responders, facilities) to identify gaps, strengths, and next steps