

**Western Highlands Network
Communication Bulletin #82**

**Revised CDW Reporting Requirements
and Family Size and Family Income data for Active Consumers**

June 4, 2008

Item 1: Revised CDW Reporting Requirements

In a memo* dated 6/2/2008, the Division of MH/DD/SA has released the following new forms for immediate use:

- a) Standardized Consumer STR Interview and Registration Form
- b) LME Consumer Admission and Discharge Form

Please download these forms from the DMH website, and start using effective immediately:

<http://www.ncdhhs.gov/mhddsas/statspublications/manualsforms>

As of Monday, June 16, 2008 WHN will no longer accept the old version of these forms.

Item 2: Submission of Family Size and Family Income data for all active consumers

The North Carolina Legislature requires the Division of Mental Health to collect family income and family size on all active consumers receiving state-funded services.

As of 6/2/2008, the Division has provided updated forms (see item #1 above) on which providers will report family size and income for future admissions. The Division has also required LMEs to collect and report family size and income for **all May 2008 admissions by June 15, 2008**, and **all other active consumers by June 30, 2008**. To facilitate this process, WHN is providing a Family Size and Income Collection Form for providers to use. The form may be accessed and downloaded from: http://www.westernhighlands.org/pr_commbulletins.htm

Note: It is important that providers use this WHN Family Size and Income Collection Form to “catch up” on all active consumers, and any June admissions not submitted via new state LME Consumer Admission and Discharge Form.

WHN defines family size and income for CDW data collection and fee determination as follows:

Family Size: The family size is the immediate family household, persons related to each other by blood, marriage, or adoption.

Annual Family Income: Annual family income is the adult family combined gross income during the previous 12 month period at the time of admission.

If you have questions about these requirements, please email:
cdwquestions@westernhighlands.org

**Reference: DMH/SA/DD memo entitled “Revised CDW Reporting Forms: LME Consumer Admission and Discharge Form and Standardized Consumer STR Interview and Registration Form”:* <http://www.ncdhhs.gov/mhddsas/statspublications/manualsforms/stradmission-dischargememo6-2-08.pdf>