



Mark Your Calendar

DATA SUBMISSIONS FOR 2005 ARE DUE NOW

If you have not submitted your 2004 data yet, you may attach it with your 2005 submission.



Data Status

DATA SUBMISSION STATUS

Thanks to all who have submitted their data! For 2004, we have received user and encounter data from 31 centers, and provider data from 24 centers; of these, the data are usable* from 23 centers. For 2005, we have received user and encounter data from 20 centers, and provider data from 14 centers; of these the data are usable* from 10 centers.

*To be usable, data must include:

- ☛ Minimum set of demographic data,
- ☛ Minimum set of encounter data.
- ☛ Minimum set of provider data,
- ☛ Basic description of the values of the variables, and
- ☛ Unique identifiers to link the datafiles from each center.

For a complete set of instructions, please see the **Database Extract Specifications** at <http://www.sentinelcenters.org/Instructions%20and%20Data%20Help.htm>.

PROVIDER DATA NEEDED

Centers were recently sent an Excel spreadsheet by email to use as a template for the provider data. If you have not yet submitted your provider data, please send it as soon as possible using the format most convenient for your center.

DATA SUMMARY REMINDER

As reported in last month's newsletter, centers are receiving an Excel file with initial summary profiles of data completeness. Please review the file when you receive it to ensure data were received and interpreted as intended. If a discrepancy is identified, please contact Cheribeth Tan-Shriner.

INVOICES

Please send your invoice if you have submitted all of your 2004 or 2005 data. To ensure timely processing of your invoice, please be sure to reference the SCN Project Number **C-38807-18**. Mail to Lynn Breer; Michigan Public Health Institute; 2440 Woodlake Circle, Suite 100; Okemos, MI 48864.

Announcements

QUALITY INDICATORS

Several centers have expressed an interest in collaborating with others on issues related to quality indicators. SCN is happy to facilitate this process and to provide the opportunity for centers to communicate with each other. If you have suggestions or comments related to developing a quality indicator forum, please send an email to SCN@mphi.org with "Quality Indicators" in the subject line by June 1, 2006.

WEBSITE DEVELOPMENT

The SCN team is in the process of redesigning the website. We are excited to provide a new look to the website that will allow improved communication with the centers. An email announcing the launch of this website is expected in the next few weeks.

SCN STAFF VISITING CENTERS IN MID-ATLANTIC & SOUTH

To learn more about each health center, SCN staff plan on visiting up to six health centers per year until all centers have been visited. These visits provide an opportunity to obtain a greater understanding of SCN health centers, learn more about the diverse data systems within health centers, promote Center-to-Center cohesiveness and build/strengthen partnerships. An announcement to the Centers selected for the 2006 visit plan was distributed via email on April 25th.



Special Recognition

HUDSON RIVER HEALTH CARE (HRHC) - PEEKSKILL, NY

Congratulations to Adam Lipton, Associate Vice President of Information Systems & Communications, for being the first to completely finish sending all data for 2004 and 2005.

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SCN Users Group

The inaugural SCN Users Group teleconference took place on Friday, April 21, 2006. Thanks to everyone who participated. Another teleconference is being scheduled for late May and all participating SCN centers will be invited to participate. An announcement will be emailed to all centers around the middle of May outlining the exact date and time of the call, along with an agenda. Some of the major topics that were discussed during the initial teleconference included:

- ✓ Development of a report template that will be created and disseminated to each center and serve as the basis for the annual report.
- ✓ Use of the annual report and other communication mechanisms to disseminate information and promote awareness of the SCN to a broader audience.
- ✓ Increased communication between SCN participants via the newsletter and future website.
- ✓ Creating a forum for centers to learn about data initiatives being conducted by other participating centers and other topics that are of interest to the health center community.

The next conference call will primarily focus on issues related to the report template. Those who wish to participate in the call will receive a copy of the report template approximately one week before the call. We anticipate having a final report template in mid June.



From the Centers

HILL HEALTH CENTER - NEW HAVEN, CT

Robert Kilpatrick would like to know what billing system other large, multi-specialty CHCs use as they consider the purchase of a new one. They provide medical, specialty, mental health, dental and substance abuse services to 28,000 users a year at 19 sites. Please send your comments to rkilpatrick@hillhealthcenter.com.

Data Submission Tips

In order to process your user, encounter, clinical and provider data in a timely manner, make sure you include the following items with your data submission:

- ☑ A cover letter/information form that discusses:
 - ☐ the actual time spent in preparing the dataset,
 - ☐ technical problems that were encountered,
 - ☐ who we should contact if we have questions about what you provide us,
 - ☐ need for technical assistance, and
 - ☐ specifics about your data extract.

A sample Database Return Form can be found at <http://www.sentinelcenters.org>.

- ☑ File layout documents that describe the files you are providing to us should include:
 - ☐ the field name (e.g., gender, race, etc.),
 - ☐ length (number of characters representing the field), and
 - ☐ location (exact position in the dataset).

Examples of some of the more common types of files that can be submitted include Access data tables, Excel spreadsheets, delimited field files, and report printouts saved electronically as files.

- ☑ Data dictionaries and/or code lists that provide valid codes for your data items should also be provided. We need to know, in conjunction with the file layout documents, the valid codes for your data items. Examples of data for which you may need to provide data dictionaries/code lists are:
 - ☐ race (e.g., 1=white, 2=African American, etc.),
 - ☐ payment source (e.g., 1=Medicaid, 2=Medicare, etc.),
 - ☐ clinical degree (e.g., 1=MD, 2=DO, 3=NP, etc.),
 - ☐ clinical specialty, and
 - ☐ any "local codes" (procedure or diagnostic codes that are not CPT-4 or ICD-9).



Stay In Touch

If your email address or phone number changes, please be sure to send new information to SCN@mphi.org.

TECHNICAL ASSISTANCE CONTACTS

Please contact us if you have **any** questions.

For technical assistance with data submission:

Josh Adams, jadams@mphi.org, 517-324-7325

For questions about your data:

Ray Kalush, rkalush@mphi.org, 517-324-8341

Cheribeth Tan-Schriner, ctanschr@mphi.org, 517-324-7384