

01/31/07

Dear Providers,

In an effort to improve the quality of both our data collection and follow-up efforts with consumers, we will begin asking for registration data on all new Durham consumers entering the system. Beginning Feb 12, 2007, your agency will receive an email report from TDC entitled "Registration Management Tracking". This report will contain a list of all intake appointments (Diagnostic Assessments or Clinical Intakes) scheduled with your agency for the previous week. The sample report is attached.

Your agency will be responsible for entering either the date that the consumer was first seen for services, or the appointment outcome if the consumer was not seen as scheduled. The report will need to be returned to The Durham Center within 5 business days. The contact person at the LME for these reports is Chelsea Harris cjharris@co.durham.nc.us.

This process was first outlined by the Division in Enhanced Services Implementation Update #14. By compiling the data and sending weekly aggregate reports, we hope that we have created an efficient and easy process for you to report back this needed information.

As always, if you have questions, please contact me.

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