

NOMs SERVICES TOOL COVER SHEET

(8/12, Rev. 1/13, Rev. 5/13, Rev. 8/14)

Services data are collected via clinical interview from all consumers who receive grant-funded services. Twelve (12) sections comprise **Version 12 of the NOMs Services Tool**. Services data that are recorded on the written questionnaire must be entered into the TRAC system within specific timeframes for each data collection point. Specific data are collected at Baseline, Reassessment, and at Clinical Discharge as follows:

Section	Page	Section Title	Baseline	Reassessment	Discharge
Record Management	1	Record Management Questions 1 & 2	X	X	X
A	2-3	Demographic Questions 1-5	X		
B	4-6	Functioning Questions 1-4	X	X	X
B	8-9	Military Family & Deployment Questions 5-6	X		
B	9-10	Violence & Trauma Questions 7-9	X Questions 7-9	X Question 9	X Question 9
C	11	Stability in Housing Questions 1-2	X	X	X
D	12	Education and Employment Questions 1-3	X	X	X
E	13	Crime and Criminal Justice Question 1	X	X	X
F	14-15	Perception of Care Questions 1-2 Q2. RN=Care Coordinator Q2. SW=Clinician Direct Services		X	X
G	16	Social Connectedness Question 1	X	X	X
H	17	PBHCI Questions Collected with Health Indicator Forms Vitals: Baseline & Every 6 Months Blood: Baseline & Every 12 Months	X	X	X If Available
I	18	Reassessment Status Questions 1-2		X	
J	19	Clinical Discharge Status Questions 1-2			X
K	20	Services Received Question 1		X	X

CLINICAL DISCHARGES & REASSESSMENTS

Submit a Clinical Discharge when client has had no contact with grantee for 90 days or has died. A Clinical Discharge must be submitted for each client no longer receiving services. If Administrative Clinical Discharge information is not submitted for clients not receiving services, then Reassessments will continue to become due for them and the Reassessment Interview Rate will continue to decline.

The Clinical Discharge date recorded in Section J, Clinical Discharge Status (Page 21, Question 1) must be either the same or later than the date recorded in Section K, Services Received (Question 1, Page 22).

All questions in Section K (Services Received) must be completed for Reassessments and Discharges, including Cores Services (Questions 1-9) and Support Services (Questions 1-11). Please see NOMs Instruction Guide for specific definitions of Core and Support services and to determine which Core and Support services are not available.

A new Baseline interview will be required if a client is discharged and then reenters the grant-funded program.

Attempt to complete reassessment interviews with all enrolled clients. Reassessment interviews are required every 6 months (180 calendar days) for as long as the client is receiving services. You must supply a date for when the reassessment interview was conducted (Record Management, Page 1, Question 2). If the client has not had contact for 90 days, then submit an Administrative Clinical Discharge.

If you check off “No contact within 90 days of last encounter” when completing Section I (Reassessment Status, p. 20), this removes client from list of future reassessments and serves as an Administrative Clinical Discharge. Checking this option closes the consumer record in TRAC and ends the episode of care. A new Baseline interview will be required if a client is discharged and then reenters the grant-funded program.

If a Reassessment interview is not conducted, then it is necessary to submit an Administrative Reassessment. If you reach the end of the window of eligibility (latest eligibility date), the reassessment becomes overdue/delinquent, and you must submit an Administrative Reassessment before the start of the next window of eligibility. Avoid submitting Administrative Reassessments.

Vital signs are required at Baseline and at every 6 month reassessment interview thereafter, and lab results are required at Baseline and at every 12 month reassessment interview thereafter.