

## Quarterly Report Format

### Program Supplement to the Primary and Behavioral Health Care Integration Grants for Health Information Technology (HIT) Adoption in the Context of Integrated Care (Short Title: PBHCI HIT)

SAMHSA requests regular information from each grantee to learn about the innovative and creative approaches you are taking to accomplish program goals within your PBHCI HIT supplement. This information should be attached at the end of your general PBHCI quarterly report that is submitted directly to the RAND Sharepoint site. You can include appendices of press releases or other relevant documents that pertain to the questions in the report. Appendices and materials that are not electronically available can be mailed to your program officer.

Report items can be answered in brief bullet format and the report should be no longer than 1-3 pages. **For each question, identify any technical assistance needed.** Reports are due as follows:

#### Quarterly report due dates are:

- 1<sup>st</sup> Quarter: January 31, 2012 covering the time from beginning of your grant to December 31, 2011
- 2<sup>nd</sup> Quarter: April 30, 2012 covering the period from Jan 1<sup>st</sup> 2012 to March 31, 2012
- 3<sup>rd</sup> Quarter: July 31, 2012 covering the period from April 1, 2012 to June 30, 2012
- 4<sup>th</sup> Quarter: October 31, 2012 covering the period from July 1 2012 to September 30, 2012

Follow the same labeling guidelines required of the general PBHCI quarterly report:

- At the top of the report, put your grant number, the name of your site and program, the name of the Project Director, and the name of the person to contact about the report (if different than the Project Director).
- Label the report for the dates covered and the date submitted.
- Put the quarter number and year.
- Please label your electronic attachments with something that includes the abbreviated site name, Quarter #, and Year. So a filename might look like ANN ARBOR CMHC 1st QTR 1/31/11.

### Outline for Report Content

The PBHCI-HIT supplement has the following requirements:

- Submit at least 40% of prescriptions electronically (as allowable given state-specific laws regarding the use of e-prescriptions for controlled substances);
- Receive structured lab results electronically;
- Share a standard continuity of care record between behavioral health providers and physical health providers; and
- Participate in the regional extension center program.

For each of the requirements outlined above and any **additional deliverables identified in your RFA response**, provide the following information:

- Projected start date
- Projected end date
- Activities and task accomplished this quarter
- Progress to date (as a percentage) for each Activity/Task
- Outline the nature of any barriers or delays encountered.
- Technical assistance needed