



IDAHO DEPARTMENT OF  
HEALTH & WELFARE

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DATE: DECEMBER 22, 2011

TO: PROVIDER NETWORK; IDJC; IDOC; COURTS; AND DBH REGIONAL OFFICES

FROM: SUBSTANCE USE DISORDERS PROGRAM

SUBJECT: CHESTNUT HEALTH SYSTEMS (CHS) - DATA SERVICES - INTERACTIVE REPORTS

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Chestnut Health Systems (CHS) Data Services will provide interactive reports to the above entities, which are licensed to administer GAIN Assessments on the GAIN ABS website. Beginning January 2012, CHS will provide: Monthly Data Edit Reports and Quarterly Site Profile Reports including aggregate data from all GAIN assessments, administered by that entity, from July 1 through September 30, 2011. John Kirsch of the DHW/SUDS program will be contacting your agency by phone to discuss Monthly Data Editing Reports and entity role in use of these reports.

*NOTE: CHS will not report from those entities which have administered less than 20 GAIN assessments. However, those entities will be recipients of Site Profile reports.*

**Monthly Data Editing Reports – Interactive**

On a monthly basis each agency will receive a report of data editing inconsistencies if there are any discovered. Each Agency has been asked to **Designate a GAIN Agency Data Manager** (a technical, not necessarily clinical or administrative position) to receive and to take action on the monthly editing reports sent by the GAIN Data Management team.

A GAIN Agency Data Manager will possess knowledge, and time allocation consideration per the following:

- Working knowledge of the GAIN instrument and familiarity with GAIN ABS web system
- Working knowledge and comfort with basic Microsoft Windows operations including navigation using windows explorer
- Familiarity with Microsoft Excel and PowerPoint
- Quick to learn new basic software programs
- Ability to work with GAIN Site Interviewers and Local Trainers to properly utilize feedback
- Time requirements varies based on volume of GAIN assessment administered by Agency and the number of inconsistencies revealed in the GAIN Edits reports.

Training for the GAIN Agency Data Manager is available via a self directed webinar and follow up phone call from the CHS GCC Data Management Team.

To receive monthly reports please designate a GAIN Agency Data Manager and send the following contact information to John Kirsch at [kirschj@dhw.idaho.gov](mailto:kirschj@dhw.idaho.gov).

- Agency Name
- GAIN Agency Data Manager Name
- E-mail address
- Phone Number

#### **Quarterly Site Profile Reports**

Quarterly Site Profile Reports will be disseminated as follows:

- Provider Agency Data will be reported by Region and by Agency, and will allow each agency to compare their client Site Profile data with one other agency within their Region.
- IDOC data will be reported, based on assessments conducted within their own Department, by State and District.
- IDJC data will be reported based on assessments conducted within their own Department
- DHW Regional Mental Health data will be included in Regional reports with provider Agencies
- DHW SUD Central Office will receive a copy of all reports and be the repository and source for data requests from IDOC, IDJC and the Courts relative to their interest and needs

A Data Review Webinar and phone call with the CHS GCC Data Management Team will be made available to all entities to assist in making the best use of Site Profile Report Data.

To receive Quarterly Site Profile Reports please designate an administrative level staff member and send the following contact information to John Kirsch at [kirschj@dhw.idaho.gov](mailto:kirschj@dhw.idaho.gov).

- Agency Name
- Administrative Level Staff Member Name
- E-mail address
- Phone Number

If you have questions, please contact John Kirsch at [kirschj@dhw.idaho.gov](mailto:kirschj@dhw.idaho.gov) or 208-334-6680.