Columns	Code Book for Care Coordination Learning Collaborative Data Collection Tool	
A	Person/Patient Identification Number	
B-H	Lead Care Coordinator	
B	LCC Identified	Enter "0" for No (N); "1" for Yes (Y)
C	LCC Last Name	Last name of the Lead Care Coordinator
D	LCC First Name	First Name of the Lead Care Coordinator
E	LCC Organization	Organization that employs Lead Care Coordinator
F	Shared Care Plan	Is an up-to-date shared care plan included in the person's/patient's record maintained by the Lead Care Coordinator? 1. Shared Care Plan include, at a minimum, the following elements: • Date updated • Patient/family goal(s) • Clinical goal(s) • Action plan for achieving above goals • Overall current progress on reaching goals • Contact/communication information • Name of Lead Care Coordinator • List of members of care team and their organization 2. To be considered up-to-date the Shared Care Plan' 'Date Updated' should no older than the number of days identified in the 'Interval Between Care Conferences'. Response Key: • Enter "0"for No (N) if no Shared Care Plan has been developed for person/patient, or Lead Care Coordinator does not have copy; • Enter "1" for Partial (P) if any element is missing or out-of-date; • Enter "2" for Complete (C) if all elements are present and up-to-date.
G	Date of Most Recent Care Conference	Date of the most recent Care Conference defined as a regularly scheduled evaluation of participant/patient's progress by participating care organizations
H	Interval Between Care Conferences (days)	Maximum number of days between Care Conferences
I-AB	Organizations (Please identify Other Organization in place holders in columns R-Y)	
	Participating In Care Team	No (N) = 0; Yes (Y) = 1

		Does the Lead Care Coordinator have and up-to-date progress note from the listed organization for the identified individual?
		1. Progress Reports include, at a minimum, the following elements:
		• Date of most recent visit
		• Treatment plan
		• Progress
		• Referrals (if applicable)
		• Date or deadline of follow-up (if applicable); Follow-up can be any significant next step in the person/patient's care such as an appointment or phone call with person/patient, or outreach or coordination with another organization on care team. If not follow-up is required, this should also be noted in progress report.
		2. To be up-to-date, there should be a progress report in the LCC's record within 10 business of days of the "date of follow-up" as listed in previous progress report. If the progress report is missing or no progress report has been filed within the 10 business days, the file is considered out-of-date or incomplete. Additionally, if there is no date for follow-up and no note stating that follow-up is unnecessary, the file is considered out-of-date or incomplete.
		Response Key:
		• Enter "0"for No (N) if Lead Care Coordinator does not have an up-to-date progress report;
		• Enter "1" for Partial (P) if some but not all elements of progress update are present and up-to-date;
	Updated Progress Report on File	• Enter "2" for Complete (C) if all elements are present and up-to-date.

Example of Data Collection Tool

	A	B	C	D	E	F	G	H	I	J	K
1	Lead Care Coordinator - Data Collection Tool										
2											
3		Lead Care Coordinator (LCC)‡						Designated Mental Health Agency (DA)		PCMH	
4	Patient	Last Name	First Name	Organization that employs LCC	Shared care plan (N/P/C)	Date of most recent care conference (MM/DD/YYYY)	Interval between care conferences (Days)	Particpating in care team (Y/N)	Updated progress report on file (N/P/C)	Particpating in care team (Y/N)	Updated progress report on file(N/P/C))
5	1	Doe	Jane	SASH	1	6/4/2014	180	0	0	1	1
6	2	Smith	Sarah	HHA	1	10/15/2014	90	1	1	1	2
7	3	Brown	Bob	DA	1	12/5/2014	360	1	0	1	2
8	...	...	...	...	...	...	...	...	...	...	...
9	...	...	...	...	...	...	...	...	...	...	...
10	...	...	...	...	...	...	...	...	...	...	...
11	...	...	...	...	...	...	...	...	...	...	...
12	...	...	...	...	...	...	...	...	...	...	...
13	25	Miller	Mary	SASH	0	0	0	0	0	0	0
14											
15	No (N) = 0										
16	Partial (P) = 1										
17	Complete(C) = 2										