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| Bulletin |
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# Revision of Contacts Program Management Circular

### Purpose

To provide a summary of changes to the 2017 revision of the contacts Program Management Circular.

The contacts Program Management Circular (PMC) and data definitions has been revised to provide greater clarity to mental health services about their community mental health contact activity reporting requirements to the Department of Health and Human Services (the Department), as well as to improve coherence for reportable contact criteria across community mental health services.

### Codeset changes

This release of the Contact PMC introduces new inclusion criteria for contact activity reporting for both client service contacts, as well as community service contacts.

New codeset updates to support these changes are:-

* Two new service recipient code: “InterAMHS planning” and “DMHS Service development”
* One new type of Community service contact type: “Specialty MH service development”
* Two new service mediums codes: “Other synchronous” and “Other asynchronous”

Definitions for the above new codes, which explains how they impact inclusion criteria are available within the contacts PMC and data definitions. Note - The service medium of “other” will be ended by 30/06/2018.

### Reporting

The new inclusion criteria will take effect within the CMI/ODS from 01/01/2018. There has been no adjustment to services target service hours as a result of these changes, so for the period of 01/01/2018 – 30/06/2018 these new inclusion criteria are optional for services to report, however where this activity is reported, it will still count towards service target hours for 2017/2018 financial year.

Commencing in 2018/2019 financial year, this activity will form part of usual scope of reportable community mental health contact activity reporting requirements.

### Other Changes

In addition to contact reporting criteria changes, the Contact PMC guidelines provided has been consolidated into two documents, and the structure of those documents have been aligned to provide a consistent layout that will be used going forward for Mental Health Data program management circulars. Updates to the flowchart within the contacts PMC have also been made.

### Contact us

Victorian Public Specialist Mental Health Services may contact the Department with questions, comments or feedback relating to data reporting or program setup using the following email: [MHDReporting@dhhs.vic.gov.au](mailto:MHDReporting@dhhs.vic.gov.au)