

Technical Guidance for Measure Development



The following is a detailed summary of the supporting information collected for each of the Performance Measure Indicators (PMIs) used for monitoring. The assigned Measure Steward must first draft a PMI using this form prior to a review and consultation with staff from the Office of Epidemiology and Health Analytics (formerly the Office of Data Quality and Visualization (DQV)).

Measure Language

Language for a measurable indicator is described here. This presents what the team wants to see happen at the provider or state-level.

N Numerator is described here (*must be a subset of the same *population* described in the denominator)

D Denominator is described here

Measure Steward

The subject matter expert (SME) assigned to report and enter data for each PMI.

Data Source

The data sources (the origins for both the numerator and the denominator).

Methodology

Methodology for collecting reliable data. This is a complete and thorough description of the specific steps used to supply the numerator and denominator for calculation.

- a. who will collect the data (e.g., office, team, individual),
- b. how the data will be collected (e.g., through a monitoring tool, through review of records, through review of the implementation of individuals' ISPs, etc.) and outline relevant parameters (e.g., inclusion codes), and
- c. when or how often the data will be pulled/aggregated (e.g., monthly, quarterly, end of month, within first five days of month for preceding month, etc.).

Calculation Steps: Outline of the specific steps necessary to calculate results for the PMI, with emphasis on obtaining a numerator and denominator. Whenever the PMI uses a sampling framework, the sample size, confidence interval, and margin of error shall also be reported.

Regional Breakdown

A Yes/No indicator to show whether the PMI can provide regional breakdowns.

Population

A description of the population described in the denominator.

Target & Timeline

The target and date that represents where the results should fall at or above.

Baseline

The baseline or benchmark data, as available.

Business Definitions & Processes

Definition of terms included in the PMI.

Recommendations

Once a Measure Steward completes the PMI form and there is comprehensive information in each section, the Measure Steward seeks a review and consultation with staff from the Office of Epidemiology and Health Analytics to identify any potential issues or concerns with the measure language, or to assess for any potential threats to data quality in the measure methodology and calculation steps. This section will preserve and communicate those concerns back to the Measure Steward, as well as any recommendations to remedy those concerns. The Measure Steward must provide a written response that includes a plan of action to remediate the concern or strategy to mitigate the risk in the future.

Reference

Origin	Language
Settlement Agreement Indicator	The final approved language from the Settlement Agreement compliance indicators that the measure seeks to address.
Current DBHDS Metric	A reference to where the measure currently exists in programmatic reporting (e.g. within an office, committee, or report).