



Lenawee
Livingston
Monroe
Washtenaw

2019 – 2020 MPDS Frequently Asked Questions (FAQs)

Q: How do we know what tasks need to be entered into MPDS?

A: In short, all Direct Service Activities funded in whole or part by the CMHPSM must be reported into MPDS. MPDS is designed to capture staff activity in face-to-face activities. Refer to the *MPDS Manual* for specific instructions and examples on what should be entered.

Q: What is the difference between a *User* and a *Staff*?

A: A *User* is someone who enters data into the system. A *Staff* is someone who delivers the direct services. You may be both a *User* and a *Staff*.

Q: What is the difference between an “On-Going” Group type and a “One-Time” Group type?

A: On-Going groups will occur more than once; a One-Time Group will occur only once. See the *User Guide* for definitions.

Q: How should we label our Groups and Activities? What if we are conducting a Group/Strategy that includes efforts under multiple EBIs?

A: Group and Activity names should be as specific as possible. However, please remember that MPDS is not a confidential record, so specific names of individuals receiving services should not be used in the System (utilize initials or assigned ID numbers instead).

Please note that MDHHS is planning to include an EBI Drop-down Menu in MPDS for Ongoing Groups so that you may select the EBI tied to your direct service entry. One-Time Groups will not likely require you to select an EBI from the Drop-down Menu, so utilize the Notes field to record which EBIs you’re conducting for a One-Time Group/Activity entry (for example, if you’re participating in a health fair and distributing information for two different programs). The implementation date for this update is TBD and instructions are subject to change.

Q: Do we have to enter the ethnicity of attendees?

A: This data helps capture the demographics of the people the funded programs are serving. Demographics are helpful to MDCH in their reporting to the federal government, but also in helping our region and counties choose the best EBI to reach specific populations. Please attempt to make the best estimate you can and enter it into the system.

Q: Do we enter all of the coalition meetings we attend in the community into MPDS?

A: If you are attending a coalition as part of your CMHPSM-funded program role, then yes (use Strategy Code C06). If your coalition meeting attendance is unrelated to the program that the CMHPSM is funding, then do not enter this attendance into MPDS.

Q: Should I include myself within the Attendee Count for Community-Based Strategies?

A: The role of the prevention staff would determine if they count themselves in the C-level Strategy demographics. If their role is to provide a service (C05 -Community coalition building and facilitating) then they would not include themselves (e.g. they chair a coalition). If their role is to be a part of a service, then they could count themselves (e.g. they are a member of the coalition, workgroup, or committee).

Q: Do we need to go in at the end of the Fiscal Year and close out all of our groups?

A: It is now required by the State that you do this as the data is much cleaner this way. Please note that new groups must be created in the next fiscal year; you should not roll over groups from one year to another. School-based ongoing-sequential groups that start in September will need to be closed out by September 30th. You should recreate the group for the new FY by renaming the group and entering activity data October 1 and forward for the remaining fiscal year. Enter a note that the group started in September, but was closed for the end of FY in the Notes section. See the *Group "Close Out" Protocol* document for detailed information on how to close out groups.

Q: Can I run MPDS reports?

A: *Users* may run reports in MPDS. If you are a *User* in the system and cannot run a report, please contact the CMHPSM for assistance.

Q: Should our interns/volunteers/students enter data?

A: It depends on whether or not the intern/volunteer/student is being paid for their services. Services and activities conducted by unpaid volunteers and/or interns *cannot* be entered into MPDS as direct activities. However, the impact of these volunteer services can be captured in the system (refer to Manual for guidance). If a provider agency provides the supplies that a volunteer or intern uses to provide a service, but does not pay the volunteer/intern, then the activity *should not* be entered in MPDS. If a volunteer or intern received a stipend from the provider agency to provide services, then their activities would be entered into MPDS.

Q: Can phone calls that we make be entered into MPDS?

A: The only types of telephone activity that can be entered into MPDS are:

- Attending a standard coalition meeting by phone or video rather than in person;
- Providing training via conference call;
- Coordinating a community planning team (a group which is not a formalized coalition) meeting by video/conference.

Q: Can we enter webinars into MPDS?

A: If you're simply attending a webinar then the answer is no. If you participate in conducting the webinar then the answer is yes. For more information on what types of Activities can be entered into MPDS, please see Page 3 of the User Manual.

Q: Who should I contact at the CMHPSM if I have questions/issues with MPDS?

A: Questions regarding...

- Lenawee and Monroe programming efforts, contact Jane Goerge, CMHPSM SUD Prevention Coordinator
goergej@cmhpsm.org
- Livingston and Washtenaw programming efforts, contact Katie Postmus, CMHPSM SUD Prevention Coordinator
postmusk@cmhpsm.org