

PREVENTION DATA COLLECTION AND BILLING GUIDELINES

Data collection is a contractual and [accreditation](#) requirement of substance use prevention providers. This includes the capture of demographic information to the best of your ability for Direct Services, while limiting the use of the “unknown” options in the MOSAIX IMPACT system. Examples of collection methods for demographic data include:

- Adding demographic questions to your event/activity sign-in sheets.
- In situations where a sign-in sheet is not feasible/accessible, the below may be alternative options:
 - For localized activities, utilizing demographic information for that milieu and proportionally reporting.
 - Obtaining distribution/subscriber information and demographics from radio, newspaper, business, or other entity you are working with.
 - Observational assessment by provider staff.

The information below is from the [MOSAIX IMPACT User Guide](#) and is meant to be a reference for contracted prevention providers. The MOSAIX IMPACT systems has a [Customer Care](#) section with the MOSAIX IMPACT User Guide, FAQs, Quick Guides, and videos.

SINGLE SERVICES VERSUS RECURRING SERVICES

WHAT IS A SINGLE SERVICE?

A Single Service is a one-time activity or event that you plan and implement to conduct a program. These services include a one-time presentation made to an organization.

RECORDING SINGLE SERVICES

You begin the recording of a Single Service by selecting the Program. If any Activities are defined for the Program, then MOSAIX will then provide you with a list of those activities so you can assign the Service to the proper Activity. You can then select one or more Objectives from the list of objectives addressed by the Program selected. If this service has been identified with an Activity, then MOSAIX will display the Service Type Code, otherwise, you will select the proper code from the list provided. You can now add an optional Description, select the Primary IOM Category, Service Population, Location, and Target Zip Codes for this Service.

The following items comprise the data that recognizes the extent of this Service. They include the Service Start and End Dates, Service Duration, Number of Attendees, and a Demographic Breakdown of attendees.

Remember that you **must** enter demographics for your single service. You enter this information as the number of attendees in the service you are recording. Demographic information is broken down as to Age, Gender, Race, and Ethnicity. For example, you would enter the number of males and females that participated in your service. Finally, you can record staff hours for all staff that participated in the Service.

WHAT IS A RECURRING SERVICE?

A Recurring Service is a prevention service provided to a fixed group of people in a planned sequence of events. These services are ongoing and include community coalition meetings, classroom-based lessons, and monthly newsletters.

In addition to being a matter of convenience, recurring services is used to ensure that participants are not over-counted. For example, you may establish a monthly two-hour classroom-based lesson to the same group of twelve students over an eight-month period. If each of these events were entered as a Single Service then each participant would have been counted eight times and reported as 96 attendees. By recording these events as a recurring service, MOSAIX can properly count the participants in this service as twelve and still properly reflect the duration of all these classroom events as sixteen hours.

Resources:

- [IMPACT – Recording Recurring Services](#)
- [IMPACT IMPLEMENT – Recurring Service Setup](#)
- [IMPACT IMPLEMENT – Adding a Recurring Service Event](#)

RECORDING RECURRING SERVICES

The Recurring Services option allows you to establish a Service that you will use more than once. RECORD RECURRING SERVICES is broken down into two pieces. For each Recurring Service, you will first create the service in the SERVICE SETUP section of RECORD RECURRING SERVICE. You will begin the recording of a Recurring Service in the same manner as a Single Service by selecting a Program from your list of previously identified Programs. You will then select a Group from your list of previously identified groups. The combination of your Program and Group information will start a recurring group series. You begin the recording of a Recurring Service by selecting the Program. If any Activities are defined for the Program, then MOSAIX will provide you with a list of those activities so you can assign the Service to the proper Activity. You will then create a unique Recurring Service Title for the overall Recurring Service record. Next you will select the Group that will receive the Service. This dropdown list will be populated with all active Groups that you created with Identify Groups in the planning component.

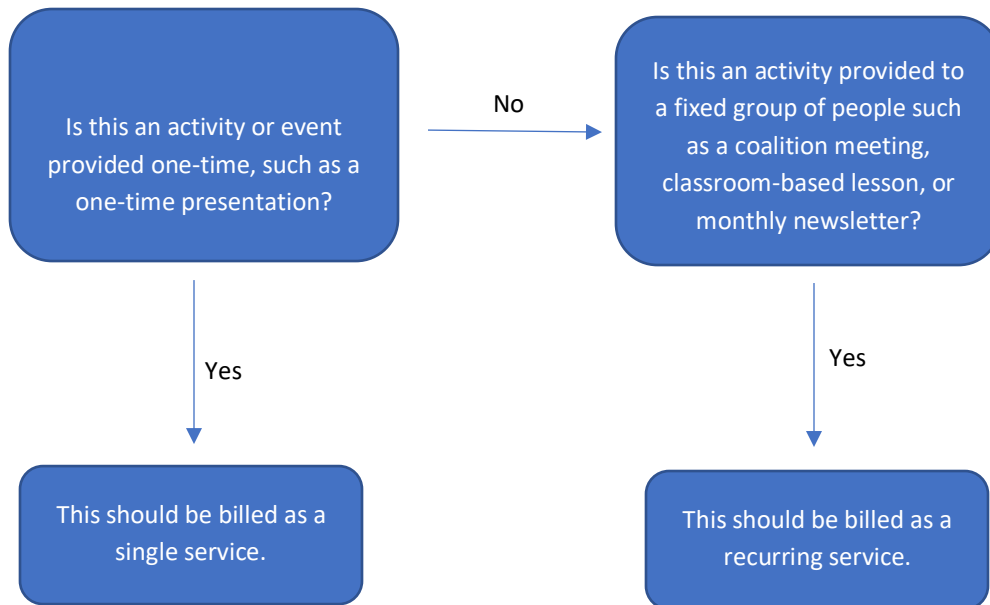
You can now add an optional Description, select the Recurring Service Status. You can then select one or more Objectives from the list of objectives addressed by the Program selected. If this Service has been identified with an Activity then MOSAIX will preselect the Service Type Code, otherwise you will select the proper code from the list provided. Finally, you'll select the Service Population from the list provided in the system.

Once you have set up a Recurring Service, you can now add multiple EVENT records to that service. MOSAIX will count the number of sessions in the order in which the SERVICE EVENTS are added. Each SERVICE EVENT record will start with a Service Date, the Service/Event Duration, Service/Event Location, Numbers Services, an Optional Description, and Notes.

The following items comprise the data that recognizes the extent of this Service. They include the Service Start and End Dates, Service Duration, Number of Participants.

NOTE: WHEN RECORDING RECURRING SERVICES, A NEW RECURRING GROUP(S) SHOULD BE CREATED EACH FISCAL YEAR (JUNE 1 – MAY 31) VERSUS EXTENDING THE DATES ON ANY EXISTING RECURRING GROUP(S).

WHEN DO I BILL A SINGLE SERVICE OR RECURRING SERVICE?



WHAT IF MY ATTENDANCE IN THE FIXED GROUP FLUCTUATES?

This should still be billed as a recurring service. At the beginning of the fiscal year, establish your RECORD RECURRING SERVICE with the average number of attendees each activity. While we know attendance will fluctuate, utilizing the average number of attendees and their demographics will allow the most accurate capture of the data.

MOSAIX IMPACT INFORMATION SYSTEM REPORTS

The MOSAIX IMPACT system allows for reports to be pulled under ASSESSMENT, PLANNING, IMPLEMENTATION, CAPACITY, MY IMPACT, and FUND MANAGEMENT. We have chosen to detail reports under IMPLEMENTATION and FUND MANAGEMENT, as they are the most beneficial and relevant to your programming, in addition to giving you the tools to monitor the fidelity of your data collection.

Resources:

- [IMPACT Quick Guide to Navigating Reports](#)
- [IMPACT – Navigating Reports](#)

IMPLEMENTATION REPORTS

IMPLEMENTATION reports provide the number of people served by demographic including age, gender, and race, in addition to the number of people served by program and month.

SINGLE SERVICES BY PROGRAM

The Single Services by Program pulls your single services billed within a designated timeframe. Multiple programs may be selected, and the report can be narrowed down by Problem Behavior, Service Population, Service Location, IOM Category, Service Type Codes, CSAP Strategy, and Zip Code. This report details your single services including the Service Date, Service ID, Service Title, Service Description, Service Code, CSAP Strategy, Duration, Service Location, Staff Name, and number of Indirect and Direct hours. It is best to download this report via a CSV export versus a PDF.

SINGLE SERVICES BY DEMOGRAPHIC

The Single Services by Demographic pulls your single services billed within a designated timeframe with the breakout of demographics by each activity. Multiple programs may be selected, and the report can be narrowed down by Problem Behavior, Service Population, Service Location, IOM Category, Service Type Codes, CSAP Strategy, and Zip Code. This report details your single services including the Service ID, Service Title, Total Participants, Participants by Age, Ethnicity, Gender, and Race. It is best to download this report via a CSV export versus a PDF.

RECURRING SERVICES BY PROGRAM

The Recurring Services by Program pulls your recurring services billed within a designated timeframe. Multiple programs and groups may be selected, and the report can be narrowed down by Problem Behavior, Service Population, Service Location, IOM Category, Service Type Codes, and CSAP Strategy. This report details your recurring services including the Service Date, Service ID, Service Title, Service Description, Service Code, CSAP Strategy, Duration, Service Location, Staff Name, and number of Indirect and Direct hours. It is best to download this report via a CSV export versus a PDF.

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PEOPLE SERVED BY MONTH

The People Served by Month Report pulls the number of people served within a designated month and year. The report can be narrowed down by Single Services, Recurring Services, and Program. This report details the number of people served including the Type of Services, Program, Participants, Service Dates, Year and Month.

FUND MANAGEMENT

FUND MANGEMENT reports can provide detail on your organization and program budgets. While these reports are a resource for you, we highly recommended you create a system to track your monthly expenditures outside of the MOSAIX IMPACT system.

ORGANIZATION BUDGET

The Organization Budget details your total organization's budget by funding source. The Organization Budget can be narrowed down by Date and Active, Inactive or All statuses.

PROGRAM BUDGET

The Program Budget details your total program's budget by funding source. The Program Budget can be narrowed down by Program, Date and Active, Inactive or All statuses.

PROGRAM BUDGET ROE

The Program Budget ROE details your total program's budget, invoiced and remaining funds. The Program Budget ROE can be narrowed down by Program and Date.