

441—25.41(331) Minimum data set. Each region shall maintain data on all clients served.

25.41(1) *Submission of data.* Each region shall submit to the department a copy of the data regarding each individual that the region serves.

a. The state supplementary assistance program, mental health institutes, state resource centers, Medicaid program, and Medicaid managed care contractors shall provide the equivalent data in a compatible format on the same schedule as the required submission from the regions.

b. The department shall maintain the data for research and analysis purposes only. Only summary data shall be reported to policymakers or the public.

25.41(2) *Data required.* The data to be submitted are as follows:

a. Basic individual information including a unique identifier, name, address, and county of residence.

b. The state I.D. number when applicable.

c. Demographic information including date of birth, sex, ethnicity, marital status, education, residential living arrangement, current employment status, monthly income, income sources, type of insurance, insurance carrier, veterans' status, guardianship status, legal status in the system, source of referral, diagnosis code in the current version of the ICD, disability group (i.e., intellectual disability, developmental disability, mental illness, brain injury), and county of residence number.

d. Service information including the decision on services, date of decision, termination date and reason for termination, residence, approved service, service beginning dates, service ending dates, reason for terminating each service, approved units of services, unit rate for service, expenditure data, and provider data.

e. Regions shall submit data according to the file layouts, format, and naming conventions prescribed by the department. Any changes to the data submission requirements will be made in consultation with the regional administrators.

f. Regions must submit their data for each fiscal year by December 1 of the following fiscal year.

(1) When a region's data is incomplete or is not compliant with the prescribed file layouts, format, or naming conventions the region will be notified by email.

(2) The region shall resubmit corrected files or provide an explanation for noncompliant data within 30 days of the date of the email notice.

(3) If the region remains noncompliant after the 30-day time period, the department may take action as allowable under the performance-based contracts established pursuant to rule 441—25.23(331).

This rule is intended to implement Iowa Code chapter 331, subchapter III, parts 1 and 2.

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