BHRR Quarterly Data Report Tip Sheet

This tip sheet is designed to provide guidance on completing the QDR document. Please fill out all questions to the best of your ability based on the data you captured for the quarter of focus.

The Phase B Quarterly Data Report contains questions primarily mandated by the state of California and our data partners at UCLA. Demographic questions are provided by SAMHSA. All questions, unless otherwise specified, are required, including questions about clients served. While this grant focuses on workforce development, DHCS aims to broaden and enhance the behavioral health (BH) workforce across geography, race, ethnicity, language, culture, sexual orientation, gender identification, and other provider characteristics. This endeavor aims to improve access to BH services by ensuring that communities see themselves represented in their care providers. We ask about clients because the goal of expanding the workforce, coupled with recruitment and retention efforts, is to serve more people in need of services.

To determine the BHRR award site

- Please consider the following:
  - When determining which "BHRR awarded site" you are completing the QDR report for it is important to distinguish between multiple locations and those with just one site. The "BHRR awarded site" is the site that applied for the BHRR grant and was subsequently granted funding. For instance, if Grantee X operates 30 locations in California but only sought BHRR funding for one site, we request that Grantee X report exclusively on that specific location.
  - Conversely, if Grantee Y, with 30 locations in California, applied for the grant on behalf of the entire organization, proposing changes in HR, policy, or technology that affect all sites, we require Grantee Y to provide information for all 30 locations. In the latter case, the "awarded site" refers to the entire organization, not just a single department or location.
  - We emphasize the need for comprehensive reporting because most BHRR strategies are designed to impact a broad range of employees, rather than a select group within the funded site. For small organizations with only one location, the funded site is the entire organization.

When to answer "No" or "N/A"

- For completion of questions that do not apply to your organization please Indicate "N/A" in the comment box for questions not applicable to your organization for the quarter of focus, such as the questions related to consultants.
- Choose the option "No, we do not collect this information," if you cannot answer a question.

If you have questions specific to the QDR, contact your Grantee Coach or contact our data team at bhwddata@ahpnet.com

Deliverables

- Please remember to attach all substantiating documentation to your quarterly report in the portal. If you are unable to attach the documents, please email them to your Grantee Coach directly.
- Also, please reference your Implementation Plan "deliverables" column to determine what documentation you selected to turn in as receipt of your work this past quarter.
- If you are unsure about what counts as substantiating documentation, please contact your Grantee Coach (GC) ASAP.
- For suggestions for deliverables to attach to the QDR refer to the deliverable tip sheet for grantees, located here (BHRR Deliverable Tip Sheet).

Helpful Resources

- Phase B Data Collection Tracking Sheet
- Quarterly Data Report PDF
- Administrative Coaching Call Recording

For questions regarding the QDR, please contact the data team at bhwddata@ahpnet.com.
For technical difficulties submit a BHRR Grantee Request Form (smartsheet.com)