

## Preparing for and Getting Access to the Patient Characteristics Survey

Two OMH Web applications assist providers to prepare for the Patient Characteristics Survey (PCS). The two applications are described below. If you need access to these applications, please contact the OMH Helpdesk.

1. **The Mental Health Provider Data Exchange (MHPD)** is a web-based application designed to support an accurate and timely master provider directory of the New York State public mental health system. The MHPD enables local mental health authorities and providers to use the ease of the Internet to verify or request changes to the program information they are required to submit to OMH. Prior to the electronic collection of PCS data, each provider updates its program information in the "Facility Survey" tab of the MHPD application. This updated list of mental health service programs is fed into the subsequent Patient Characteristics Survey.
2. **The Security Management System (SMS)** is a web-based application that permits each facility to control staff access to the MHPD and PCS applications. It allows an agency-appointed "Security Manager" to authorize staff members to access the PCS application and to determine each member's level of access. For example, the Security Manager may grant Mary access to all of the facility's programs in the PCS application, yet may grant John access to only the clinic program. When John logs into the PCS application, he would be allowed to view and enter data only for the clinic program.