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| Mental Health Bulletin 80 |
| CMI/ODS Validations & Closing Operational Beds |
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## Purpose and Scope

* To bring mental health data collections into alignment with national and department data reporting requirements.
* To communicate the change to the dates for CMI/ODS data validations and finalisation of financial year data.
* To ensure accurate reporting of operational beds

## Overview

Information about clinical mental health services that is relevant to funding, activity and performance monitoring is collected by the department through a range of channels. The collections underpin accountability for service provision, quality and safety, with the outputs contributing to a range of national datasets, and performance measurement and monitoring for Commonwealth, state and department purposes.

## CMI/ODS Validations

To bring mental health into alignment with reporting requirements to the Commonwealth and other department data collections, the following dates **will apply** for the return of CMI validation workbooks**.**

* July – September 27th October
* October – December 26th January
* January – March 26th April
* April – June 26th July

CMI workbooks are sent out monthly with the expectation that the quarter’s data will be completed by the timeframes above.

Data for 2023-24 financial year should be finalised by **24th August 2024**, bringing mental health into alignment with the acute data collections.

It is anticipated that area mental health services will attend to their CMI/ODS validations monthly to lessen the burden of review on a quarterly basis.

These dates will replace the dates in the *Policy and Funding Guidelines 2023-24* which no longer apply.

## Closing operational beds

Operational bed numbers come through to the ODS, therefore when closing inpatient (including virtual wards) or residential subcentres, before entering the end date for that subcentre, please be sure to change the number of operational beds to zero. To do this follow these steps in CMI:

* Maintenance,
* Bed
* Click Add
* Choose the relevant subcentre from the drop down box
* Enter the date of closure in ‘effective date’
* Enter the number of approved beds, operational beds and purchased beds as zero
* End date is the date closed
* Add the applicable reason for change from the drop down box

## For More Information

# Further information about the correct use of CMI/ODS can be found on the Victorian Government’s website: <https://www.health.vic.gov.au/research-and-reporting/bulletins-and-program-management-circulars-pmc>

# For any queries relating to data reporting or program setup please email: [MHDReporting@health.vic.gov.au](mailto:MHDReporting@health.vic.gov.au)

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