**Michigan Department of Health and Human Services**
**Community Needs Assessment**
Attachment C: Community Data Sets Form Instructions
2025v.1

## COLUMN INSTRUCTIONS

The columns on the data form are for the years that data will be entered. It is expected that data will be entered and saved into this form from year to year and that the form will be used each time you conduct a community needs assessment. Using this form from year to year will allow CMHSPs to identify changes over time and trends.

There are formulas built into the form that will automatically calculate as you enter data into the form.

## ROW INSTRUCTIONS

1. **Row 1 - Population (Census) – As of September – by County –** Use one of the sources provided below to find and enter the population of your county or counties served by your CMHSP. List each county separately in the rows provided.
   a. Acceptable Sources:
      i. World Population Review: Michigan Counties by Population (2025)
      ii. Source is from the US Census Bureau from State Profiles, Michigan, 2020 Census: Census Bureau Search . You can select the filters on the left hand side of the webpage to narrow your search, under the "Filters".
      iii. For years previous to 2019, please use data from previous reports or use link provided on work sheet.

2. **Row 2 - Medicaid Enrollment – Average Enrollment for September –** Enter the number of Medicaid enrolled individuals for each year 2010-2025. This link will provide monthly totals back to 2016 for each county for those enrolled in Medicaid Health plans but does not include those with General Medicaid. This link is for your reference.
   https://www.michigan.gov/mdhhs/0,5885,7-339-71547_4860-15064--,00.html
   a. Information will be provided per county by MDHHS.
   b. Data sheet will calculate totals for CMHSP.

3. **Row 3** – **Number of Children in Out of Home Care** – Use the source provided to enter the number of "Out of Home Placements" within your CMHSP catchment area for each category. For CMHSP's with multiple counties, enter total number for your CMHSP catchment area for each category.
   a. Source is Kids Count Indicators - http://datacenter.kidscount.org/data/bystate/Default.aspx?state=MI
   b. This link will take you to a main page where you can select the Michigan page via clicking on the map or selecting "Michigan" in the drop down. If you select "Michigan" in the drop down, give the webpage a minute to load. If you click the green box next to the State selection, it will take you to a webpage where "by County" does not populate. This link will take you to the Michigan page. Under "Locations" on the left-hand side of the page, check the "county" box.
   c. Under "Topics" on the left-hand side of the page, check "Safety & Risky Behaviors", then check "Out of Home Placement" in the sub-menu, while unchecking any other boxes that are checked.
   d. Enter data for the following:
      i. "Children Ages Birth-17 in Out of Home Care-Abuse or Neglect (Number),"

ii. "Children Ages Birth-8 in Out of Home Care-Abuse or Neglect (Number)," and
iii. "Children Ages Birth-5 in Out of Home Care – Abuse or Neglect (Number)."

***Note – Data for Children Ages 10-16 in Out of Home Care-Delinquency (DHS Placement) and "Children Ages 0-5 in Foster Care (Number) is not currently available for FY19 and FY20. Data Set sheet indicates N/A for these years. Please provide data for every year that is available.**

4. **Row 4 – Number of Licensed Foster Care Beds in Catchment Area – Adults and Kids** – Use the sources provided to enter the total number of beds available in licensed foster care facilities within your CMHSP's catchment area. Start with the current year so that you can begin to track these numbers over time.
   a. The source information is:
      i. Adults:
      http://www.michigan.gov/dhs/0,1607,7-124-5455_27716_27717-82231--,00.html
      ii. Kids:
      http://www.michigan.gov/dhs/0,1607,7-124-5455_27716_27719-82293--,00.html
         1. For Kids, bed capacity information is not always available. It is a recommendation for CMHSP's to contact these facilities and inquire about the bed capacity as the value of this data set is tracking bed capacity over time.
      iii. Click the links above and each page will provide you the option to download a statewide list. Please follow the "***Instructions for downloading the text file into Microsoft Excel,***" which will give you all of the facilities in the State of Michigan in an Excel Spreadsheet, so you are able to sort the list by counties.

5. **Row 5 - Prevalence Proxy Data** – ***DO NOT COMPLETE.*** This is a title row for informational purposes only. The rows following this will be used to enter prevalence proxy data sets.

6. **Row 5A – Adults with Serious Mental Illness (Kessler Methodology)** – ***DO NOT COMPLETE.*** MDHHS provided updated Kessler Prevalence data in 2012. ***There are no updates to this information.**

7. **Row 5B – Children at risk for Serious Emotional Disturbance 100% below Poverty** – Use the source provided to enter the number of children that are below 100% poverty within your county or counties served by your CMHSP for the years 2010 through 2025. If 2025 data is not yet available at time of reporting, please mark NA.
   a. Source is the United States Census Bureau –
   Census Bureau Search
   Click into the search box, which will show an "Advanced Search" option to click on. This will take you to another page to select filters to narrow your search. Under the "Filters" you will make multiple selections. Follow steps below:
      i. Under "Topics" on the left-hand side, choose "Income and Poverty", then check the "Income and Poverty" box.
      ii. On the left-hand side, you should be able to choose under the topic "Geography" the "State", then choose "Michigan", select your county (You can select multiple counties.)
      iii. On the left side of the page, there is a topic called "Years" and you will select the most current year.

iv. Click "search" on the lower right corner. This should take you to multiple tables and maps. Find the table identified as "Poverty Status the Past 12 Months". As of December 2025, it is table *S1701*. To expand this information, click any of the "Expand More" down arrows/sections at the left of the table. The information can be found in the row labeled "Under 18 years" and the column "Below Poverty Level-Estimate."

b. Note: For CMHSP's with multiple counties, you can select multiple counties for this search. If the data is not populated in the report for that county, it is because it is not available for that year. You will have to complete a new search for that county, using the year previous to gather information.
**NOTE: Some data is not available for every year. Please note with "N/A" for any year the data is not available**. **Feel free to include data that was unavailable previously but is now available to complete the community data sets more comprehensively.**

8. **Row 5C – Persons with Developmental Disabilities –** Use the census data to figure out your CMHSP's catchment area population and multiply that by .005. Formula is populated on worksheet and based on Census data identified in row 20 of the worksheet.

9. **Row 6 – Community Homelessness – Catchment Area –** This is a title row for informational purposes only. The rows following this will be used to enter data about the homeless population within your CMHSP catchment area.

10. **Row 6A – Local Continuum of Care Bi-annual Homeless Count –** Use local source (local agency) and a point in time to enter the number of homeless people within your CMHSP catchment area for the years 2010 through 2025. The count is done every year. The row below this row is formula driven and will automatically calculate the change from the previous period. For an additional resource, use this web link which will take you to the HUD.gov page where several reports are available with homeless counts for some regions (counties) in Michigan. The following page contains reports from 2007-2024. Use this link to get to that report: AHAR Reports | HUD USER .

11. **Row 6B – Number of Homeless Persons Served from CMHSP Data –** Use your CMHSP data to enter the number of homeless persons served for the years 2010 through 2025; the count is done every year. The row below this row is formula driven and will automatically calculate the change from the previous period.

12. **Row 6C – Community Employment** – Use the source provided to enter data about the employment rates within the county or counties that your CMHSP serves.
    a. Source - https://milmi.org/DataSearch/LAUS
    b. Directions:
    Enter the following in the table:
        i. State - Michigan
        ii. Region-Select "All"
        iii. Area Type-Select "County" and "State"
        iv. Area-Select the County you need information for. For those CMHSP with multiple counties, you are able to select multiple counties

v. Year-Select the current year. If you need previous years, you can also select multiple years
vi. Period Type- Select "Monthly"
vii. Period-Select "September" For consistency purposes, always select data for September
viii. Adjustment-Select "(All)"-The seasonal adjusted employment information is for the entire state only and not by county
ix. Use the number identified in "Employed" for the county or counties within your CMHSP

13. **Row 7 – Justice System -** This is a title row for informational purposes only. The rows following this will be used to enter data about jail diversions within your CMHSP catchment area.

14. **Row 7A – Jail Diversions –** Use local source to enter numbers of jail diversions within your CMHSP catchment area for the years 2010 through 2025. Please describe the source utilized.

15. **Row 7B – Prison Discharges – Number of People Expected to meet SMI Criteria -** Use the source provided or a local source to enter number of persons being discharged from prison who you expect to meet SMI criteria for the current fiscal year. If you have the data for the previous fiscal year, enter that under the previous fiscal year column. Please describe the source utilized if it is different from the one provided.
    a. Source - Prisoner Re-Entry, Re-Entry Project for Offenders with Special Needs (RPOSN), RPOSN | pcsjxn Betsy Hardwick 517-768-9200 ext 205. betsy@pcsjxn.com

16. **Row 8 – Education System -** This is a title row for informational purposes only. The row following this will be used to enter data about the number of kids aging out or graduating from special education within your CMHSP catchment area.

17. **Row 8A – Number of Students Aging Out or Graduating Special Education –** Use local source to enter the number of students aging out or graduating from special education for the years 2010 through 2025.

18. **Row 9, 9A and 9B – Graduation and Dropout Rates** - Use the sources provided to enter the number of students that dropped out of school and the dropout and graduation rates.
    a. Source - http://datacenter.kidscount.org/data/bystate/Default.aspx?state=MI
        i. This link will take you to a main page where you can select the Michigan page via clicking on the map or selecting "Michigan" in the drop down. If you select "Michigan" in the drop down, give the webpage a minute to load. If you click the green box next to the State selection, it will take you to a webpage where "by County" does not populate. On the left side, Click "By County", then scroll down to the Education Indicators section, "School Age" subsection and click on "Students who dropped out of high school" scroll to find your county or counties and locate the "High School Dropouts (Percent)".
        Graduation percentage can also be found on this page by clicking "Students graduating high school on time." Currently information only appears to be available for 2010 – 2024.
        ***If information is unavailable, please indicate "N/A".***

19. **Row 10 – Primary Health** - This is a title row for informational purposes only. The rows following this will be used to enter data about the physical health conditions of CMHSP consumers within

your CMHSP catchment area. MDHHS used to provide some of this information. Unfortunately, MDHHS is not able to provide this information at this time. The remaining information should come from your CMHSP database. Please indicate what point in time you are using for your reporting period.

20. **Row 10A - % of Consumers with an Identified Primary Health Care Physician –** Use your CMHSP data to enter the percentage of consumers with an identified primary health care physician.

21. **Row 10B – CMHSP Medicaid Recipients with a Primary Care Service/Encounter –** ***DO NOT COMPLETE.*** Enter the number of CMHSP Medicaid recipients that had a primary care service/encounter for the time period. Data will be provided by MDHHS.
**** MDHHS does not have this information available at this time.***

22. **Row 10C – Number with Primary Care Plus Emergency Room –** ***DO NOT COMPLETE***. Enter the number of CMHSP Medicaid recipients that had a primary care service/encounter plus an emergency room visit for the time period. Data will be provided by MDHHS.
****MDHHS does not have this information available at this time.***

23. **Row 10D – Number with Emergency Room and No Primary Care -** ***DO NOT COMPLETE***. Enter the number of CMHSP Medicaid recipients that had an emergency room visit but no primary care service/encounter for the time period. Data will be provided by MDHHS.
****MDHHS does not have this information available at this time.***

24. **Row 11 – Optional Private Providers and Public Substance Use Disorder Providers –** Collecting and maintaining this data is recognized as valuable but considered optional for the data form.

25. **Row 11A – Optional - Number of Existing Private Providers in Community –** Use CMHSP data to enter the number of existing providers, for physical and substance use, in the community.

26. **Row 11B Optional - Number of providers that utilize a sliding fee scale –** Use CMHSP data to enter the number of private providers utilizing a sliding fee scale (agency offers free or reduced cost services).

27. **Row 11C Optional - Number of providers that are accepting new clients -** Use CMHSP data to enter the number of private providers that are accepting new clients.