











## Important Definitions

- **PCS Coordinator** is the person at your facility who serves as OMH's contact during PCS
- **Security Manager** is the person at your facility who uses SMS to grant access to Supervisors and Submitters, to add users, and to reset passwords

**NOTE:** If your facility does not have a Security Manager, please contact us at [PCS@omh.ny.gov](mailto:PCS@omh.ny.gov) or call 1-800-430-3586

## PCS Roles

- **PCS Submitter** – A User assigned to enter data and view/print reports in PCS for the Units or Sites with which the User is associated
- **PCS Supervisor** – A User allowed to see and enter data for ALL Unit/Sites at the Facility, and to upload and download Facility data. The Supervisor also certifies that the Facility has completed its data entry by locking Unit/Sites or explains why a particular Unit/Site has not provided data




# Changes since the 2022 Application

**Patient Characteristics Surveys (PCS) Home page**

<https://www.omh.ny.gov/omhweb/pcs/submissions/>

## Survey Resources

### Preparing for the Survey

- [2023 PCS Calendar](#)  – Includes all of the important dates for 2023
- [What's New for 2023](#)  – Summarizes changes to the form and application
- [Survey Training](#)
  - [WebEx Recording](#)
  - [Presentation Slides](#) 

### PCS Reference Materials

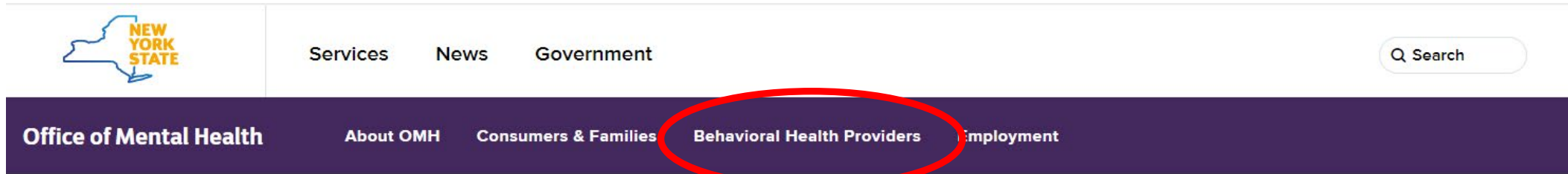
- [2023 PCS Guidelines](#)  – Covers general reporting instructions (PDF)



# Application Changes

- Improved design and layout for survey questions
- Added filters to most of the grids in the application
- Enhanced security, the application now requires multifactor authentication as a second layer of verification
- Updated reports to support the new survey questions and responses

# OMH Website: <http://www.omh.ny.gov>



The OMH Website has a link to Resources & Tools...

# Information for Providers

## Resources & Tools:

### [Mental Health Provider Data Exchange \(MHPD\)](#)

The MHPD supports an accurate and timely master directory of providers in the New York State public mental health system.

### [Patient Characteristics Survey](#)

Information for providers on PCS survey timeframe, requirements, and obtaining access to the PCS application.




### [Security Management System \(SMS\)](#)

Allows state and local facilities the ability to grant their staff access to secure OMH Web-based applications.



- Patient Characteristics Survey (PCS) Home Page, where you will find information about PCS, a user manual, and links to the application itself.

## Survey Resources












### Preparing for the Survey

- [2023 PCS Calendar](#)  – Includes all of the important dates for 2023
- [What's New for 2023](#)  – Summarizes changes to the form and application
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  - [WebEx Recording](#)
  - [Presentation Slides](#) 

### The Data Entry Web Application

- [2023 PCS Application](#) (User Identification and Password Required)  
Available: October 23 – December 6, 2023
- PCS -OKTA Multi-Factor Authentication (MFA) Guidance
  - [User Guide for Internal Users](#) 
  - [User Guide for External Users](#) 

### PCS Reference Materials

- [2022 PCS User Manual](#) 
- [2023 Survey Form](#)  (for informational purposes only – not for data collection)
- [2023 PCS Guidelines](#)  – Covers general reporting instructions (PDF)
- [2023 Using the Electronic Data Upload Feature](#)  - Contains information on:
  - [File Layout](#) 
  - [Sample Upload File](#) 
  - [Validations](#) 
  - [Valid County Zip Code Combinations](#) 
  - [Valid ICD-10 DSM-5 Codes Sorted by Label](#) 
  - [Valid ICD-10 DSM-5 Codes Sorted by Codes](#) 
  - [Data Upload Notification Form](#)
- 2023 Frequently Asked Questions (FAQS) 

# Patient Characteristics Survey (PCS) Homepage

**NOTE:** PCS Practice Platform is available September 21 – October 16

Multifactor Authentication (MFA) Step-by-step instructions available on PCS Homepage

# PCS Application Home Page

Home / Welcome

## Welcome to PCS 2023

Welcome to the Home Page of the 2023 Patient Characteristics Survey (PCS). The survey information is collected for the week of October 23 through October 29, 2023. Choose your task by selecting from the menu at the top of this page.

**Following is a note from PCS Administrators at OMH Central Office:**

Welcome to 2023 PCS.  
OCT 23 2023 is the due date. However, you have until DEC 6 2023 to complete your submissions, locking the unit/site.

**Due Date**

August  
**30**

**Days Left**

**0**

**Percent of Submissions Received (Total Submissions in 2023 / Total Submissions in 2022): 10%**



**Percent of Unit/Sites that are Locked: 5%**



The following table is a list of all the Unit/Sites that are participating in the Patient Characteristics Survey. When each Unit/Site has finished data entry, a PCS Supervisor must go to the [Supervisor Page](#) and **Lock** its data. This signifies to OMH that data entry for that site is complete. When a particular Unit/Site is locked, neither further data entry nor editing will be possible unless a PCS

Show Unit/Site(s) I Have Access to
  Show All Unit/Site(s)

Show 25 entries

Unit-Site Code	Unit Name	Site Name	Program Type Name ^	Submissions 2022	Submissions 2023	Unit/Site Locked?	Reason for No Data (RFND)	Number of Users
188-1000	Southern Tier ACT Team	Southern Tier ACT Team	0800:Assertive Community Treatment (ACT)	49	1	No		32
720-1000	Mid Lakes ACT Team	Mid Lakes ACT Team	0800:Assertive Community Treatment (ACT)	34	1	No		32
714-1000	Finger Lakes ACT Team	Finger Lakes ACT Team	0800:Assertive Community Treatment (ACT)	34	2	No		32



## User Feedback Survey

- When the PCS is completed, the User Feedback Survey helps us make future improvements
- Allows users to identify issues and concerns with the PCS Application
- “Notify Users” link will be made available on the PCS Supervisor Page



# QUESTIONS?

**Patient Characteristics Surveys (PCS) Home page**

<https://www.omh.ny.gov/omhweb/pcs/submissions/>

If you have any questions, please send them to

[pcs@omh.ny.gov](mailto:pcs@omh.ny.gov)