



Monthly Mental Health Capacity Monitoring Survey Details and Timeline

Survey Content:

The survey includes monthly questions related to program site capacity, census, and services. All but one of the survey questions are reported separately for children and adults (Total, 0-17 years, and 18 years and older). Programs have the option of either submitting survey data manually per site or using the bulk upload template for all their sites within MHPD. For your reference, we are attaching a copy of the survey so that you can review and prepare your answers in advance for entry into MHPD.

Reporting Details:

August 2026 will be the first month of reporting, and August data will be due by September 15th. In subsequent months, program sites will report data for each month by the 15th of the following month. In the event that the 15th falls on a weekend or state holiday, data submissions will be due the first business day after the 15th.

- **MHOTRS programs** to report survey data monthly for each program site, including school satellites.
- **CCBHC programs** to report survey data monthly for each program site under the CCBHC main site, providing an aggregate count of census data and service delivery for all CCBHC sites.

Designating Primary & Secondary Contacts:

We kindly ask programs to identify primary and secondary contacts who will be responsible for ensuring the accuracy and timeliness of the survey submissions. Programs can designate their primary and secondary contacts by [clicking here](#). We ask that contacts are submitted no later than **Friday, June 12th**.

Review Site Information in MHPD:

Programs will need to verify their site information is accurate and up to date within MHPD.

- **For MHOTRS programs**, each site where this program provides services will be listed, including school satellites. Review site details and if information is missing or inaccurate, please submit a change request to update in MHPD.
- **For CCBHCs** only the main site will be listed within MHPD. If the CCBHC main site information is missing or inaccurate, please submit a change request in MHPD.

If you require assistance with submitting a change request in MHPD, please email mhpd@omh.ny.gov.

Granting MHPD Access to Designated Contacts and Data Submitters:

Programs will need to ensure that designated survey contacts as well as staff responsible for entering survey data have been granted access to MHPD and assigned the “MHPD Provider User” role by the program’s Security Manager(s).

If you require assistance with identifying your Security Manager(s), please email mhpd@omh.ny.gov.

Next Steps/Timeline

- **May – June:**
 - **Review attachments:** Please review attached survey and letter from commissioner for additional details.
 - **Register and attend an information session:** Complete registration by clicking a link provided below:
 - [Tuesday, May 19th 12:00PM - 1:00PM](#)
 - [Wednesday, May 27th 2:00PM – 3:00PM](#)
 - [Friday, June 5th 11:00AM – 12:00PM](#)
- **June – August:**
 - Identify who will serve as primary and secondary contacts for your provider agency/facility by [clicking here](#). We ask that contacts are submitted no later than **Friday, June 12th**.
 - Confirm program site information in MHPD is accurate and up to date.
 - Grant MHPD access to designated contacts and data submitters.
 - Begin to develop reports in EMR to collect survey data.
 - Attend Technical Assistance and Office Hours as needed (to be scheduled.)
- **September 15th:**
 - First submissions of the Capacity Monitoring survey are due for August data by September 15th.
- **October - Ongoing:**
 - Program sites will report data for each month by the 15th of the following month. In the event that the 15th falls on a weekend or state holiday, the monthly capacity data will be due the first business day after the 15th.

For questions or further assistance, please contact us at mhpd@omh.ny.gov. To ensure a timely response, please include “Capacity Monitoring Survey” in the subject line of your email.