



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

27 FEB 2001

MCHS-I

MEMORANDUM THRU COMMANDERS, REGIONAL MEDICAL COMMANDS

FOR COMMANDERS, MEDICAL TREATMENT FACILITIES

SUBJECT: U.S. Army Medical Command Implementation Plan For Data Quality Management Control (DQMC) Program

1. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) directed the implementation of a DQMC Program as a result of findings by the Department of Defense Inspector General (DoD IG). The DoD IG noted in 1999 that the Military Health System (MHS) had material weaknesses in the reporting of financial and outpatient workload data. The ASD(HA) was directed to provide a plan for the improvement of the data reported (HA Policy 99-010, enclosure 1).

2. Implementation Process:

a. The Medical Treatment Facility (MTF) Commander will appoint in writing a Data Quality (DQ) Manager and notify the MEDCOM DQ Manager of the appointment and subsequent changes. The DQ Manager will work closely with the Executive Committee members.

b. The MTF Commander will create a Data Quality Assurance Team and appoint in writing members of the MTF staff to participate as active members of the team. The DQ Manager will work with members of the Data Quality Assurance Team to share responsibilities in the completion of the DQMC Review List (enclosure 2). The DQMC Review List includes the scope of areas that should be monitored and recommendations for staff members that should be included on the team.

c. The MTF DQ Manager will be responsible for the completion of the DQMC Review List on a monthly basis. The MTF DQ Manager will coordinate with the Data Quality Assurance Team and present the results of the completed monthly DQMC Review List to the Executive Committee and MTF Commander. An executive summary of pertinent findings will be attached to the DQMC

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Review List and will be kept on file at the facility. The DQMC Review List should be completed for each freestanding facility (i.e., Troop Medical Clinic, remote health clinic) and reported to the MEDDAC/MEDCEN DQ Manager. The DQMC Review Lists are required to be on file for a 3-year period so that external agencies (i.e., DODIG and General Accounting Office) may have access to the documents upon request. There is no requirement to submit a separate monthly statement for subordinate facilities. However, the Commander's Monthly Data Quality Statement should include the status of reported data from the subordinate facilities.

d. The MTF Commander will review and sign the Commander's Monthly Data Quality Statement (enclosure 3) for the preceding month attesting to the status of the eight compliance measures listed in the monthly statement. The signed statement will be faxed to the Regional Medical Command (RMC) Commander not later than the last working day of the month. The RMC Commander will attest to the status of the MTFs' data quality by completing a certification statement (enclosure 4). The RMC will fax and mail the certification and the region's MTF Commanders' Statements and Executive Summaries to the MEDCOM DQ Manager NLT the second duty day of the following month.

e. For any data quality issues related to systems operations that cannot be resolved at the local level, the issue must be noted in the DQMC Review List Comments Section with the related trouble ticket submitted to the system's proponent agency. The MTF Commanders are encouraged to submit an executive summary outlining the significant issues that impact the quality of the data for the reported month. The executive summary should be attached to the MTF Commander's Monthly Data Quality Statement and forwarded through the RMC to the MEDCOM DQ Manager for inclusion in the report for the MEDCOM Commanding General.

f. The MEDCOM DQ Manager will consolidate and forward a summary of the completed Commanders' Monthly Data Quality Statements and a listing of medical treatment facilities that have not provided the report through the MEDCOM Chief of Staff to the MEDCOM Commanding General on a monthly basis. The report will subsequently be forwarded through the Tricare Management Activity (TMA) Management Control Program Manager to

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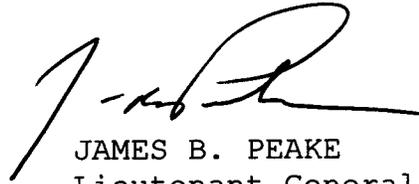
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the DHP Resource Management Steering Committee.

3. Our point of contact is the MEDCOM DQ Manager, MAJ Deborah Wesloh, 1216 Stanley Road, Suite 25, Fort Sam Houston, TX 78234-6025, (210) 295-8936 DSN 421, Fax Number: (210) 295-8567 DSN 421, e-mail: Deborah.wesloh@cen.amedd.army.mil

4 Encls

1. HA Policy 99-010 Policy
2. DQMC Review List
3. Data Quality Statement
4. RMC Commander's Certification Statement



JAMES B. PEAKE
Lieutenant General
Commanding

*My intention is to
replace this paper to
process with a digital reporting
process as early as possible at the
earliest possible time.*

