

How to Calculate and Report your Monthly Tier 1 Reporting Measure:

- **Step 1: Identify your denominator**
 - Count all people seen in a given month for any reason (e.g., regular visit, new client intake) within your program who have NOT been screened in the last 12 months. This would include new clients and existing clients who do not have a screening on record in the last year.
- **Step 2: Identify your numerator**
 - Count the total number of people who were screened in that same month.
- **Step 3: Report your data.**
 - Enter your numerator and denominator into the Web Survey ([here](#)) by the 10th day after each month.
- **Step 4: Receive your second payment.**
 - After DSAMH receives three consecutive months of data that demonstrates a 25% screening rate, we will ask you to certify your data. Once data is certified, DSAMH will trigger your second payment.

Questions about your Tier 1 data collection?

Email DSAMH.ORT@delaware.gov or submit a [technical assistance request form](#).