

The AIMS data set is the property of the CMHC system of Kansas. It was created and is used to provide valuable information to SRS and the mental health provider network. Monitoring of reports generated from this data base demonstrates respect for those who invest the resources to provide quality data. It is with this in mind that the following protocol was developed.

**Protocol for External Requests for Reports from AIMS:**

1. A written request containing the information outlined below, is submitted to the Data Integration Specialist, SRS-HCP-Mental Health.
2. Requests are considered based upon existing reports, the strategic plan, and value added potential for the CMHC system.
3. Requests to be honored will be forwarded to the Consortium, Inc. for a cost estimate. External entities are responsible for payment for reports.
4. All reports are reviewed by the mental health services team prior to circulation.

**Written requests should include the following information:**

- Person and agency requesting data
- What data is being requested, for what period(s) of time, with what frequency
- Purpose for requesting the data, audience
- Payment source for reports generated (\$50.00 per hour for program writer)
- How the CMHCs have been informed, educated about what is being done with the data
- What the final product will be and how SRS, the centers, the Consortium will be acknowledged
- Note: A copy of the final product will be provided to SRS-HCP-Mental Health. Projects that are consistent with themes in the 5 year strategic plan will be given priority