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ACTING DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



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GOVERNOR

DATE: December 11, 2019

Behavioral Health Information Notice No: 19-051

TO: California Alliance of Child and Family Services  
California Association for Alcohol/Drug Educators  
California Association of Alcohol & Drug Program Executives, Inc.  
California Association of DUI Treatment Programs  
California Consortium of Addiction Programs and Professionals  
California Council of Community Behavioral Health Agencies  
California Opioid Maintenance Providers  
California State Association of Counties  
Coalition of Alcohol and Drug Associations  
County Behavioral Health Directors  
County Behavioral Health Directors Association of California  
County Drug & Alcohol Administrators

SUBJECT: Client Services Information (CSI) Assessment Record - Submission  
Timelines

This Behavioral Health Information Notice (IN) updates data submission timelines for the Client and Service Information System (CSI) Assessment Record.

### **Updated Data Submission Requirements**

[MHSUDS IN 19-020](#), released on March 22, 2019, instructed counties to submit data on a monthly basis thirty days after the month of service. For example, records completed in June of 2019 would be submitted at the end of July 2019. DHCS received feedback requesting that the data submission timeline for the assessment record align with all other CSI records (e.g., client record, service record, and periodic record), due within 60 days of the month of service. In response, DHCS updated the timeline, so all CSI record types will be due within 60 days of the month of service. For example, records completed in January 2020 need to be submitted by the end of March 2020. DHCS also created a timeline for batch submission, entitled *CSI Assessment Record\_Timelines for batch\_FINAL*, which can be located under the [BHIS-CSI](#) application under 'System Documentation' in the 'Assessment Record' folder.

### **Technical Requirements for Data Submission**

Mental Health Plans have two options for submitting assessment record data to CSI. The first option is to submit assessment records together with all CSI record types (e.g., client, service, periodic, assessment), uploading multiple records into CSI at one time, once per month. Each assessment record submitted within the batch must adhere with specific technical requirements for the BHIS-CSI application, located in the [BHIS-CSI](#) application under 'System Documentation' in the 'Assessment Record' folder.

The second option to submit individual-level assessment record data directly into CSI via the online interface.

If you have any questions regarding this IN, please contact the DHCS Analytics and Research Methods Section at [BHData@dhcs.ca.gov](mailto:BHData@dhcs.ca.gov).

Sincerely,

Original signed by:

Marlies Perez, Chief  
Community Services Division  
Behavioral Health