



**MICHELLE BAASS**  
DIRECTOR

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



**GAVIN NEWSOM**  
GOVERNOR

**DATE:** March 30, 2022

Behavioral Health Information Notice No: 22-010

**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 Association of Social Rehabilitation Agencies  
California Consortium of Addiction Programs and Professionals  
California Council of Community Behavioral Health Agencies  
California Hospital Association  
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:** Mental Health Consumer Perception Survey Data Collection  
May 16-20, 2022

**PURPOSE:** To provide guidance to Counties regarding the submission of data for the Consumer Perception Survey (CPS) Data Collection.

**REFERENCE:** Welfare and Institutions Code Section 5898;  
Section 3530.40 of Title 9 of The California Code of Regulations

**BACKGROUND:**

This Department of Health Care Services (DHCS) Information Notice provides guidance to Counties for the submission of data for the Consumer Perception Survey (CPS) Data Collection requirement. The goal of this survey is to collect data for reporting on the federally determined National Outcome Measures (NOMs). Reporting on these NOMs is required by the Substance Abuse and Mental Health Services Administration, and receipt of federal Community Mental Health Services Block Grant funding is contingent upon the submission of this data.

**POLICY:**

Counties are required to conduct the survey and submit data per §3530.40 of Title 9 of the California Code of Regulations. Section 3530.40 of Title 9 of the California Code of

Regulations requires that annual surveys be conducted. Therefore, counties will be required to administer the CPS each calendar year.

**UPDATE:**

The 2022 survey period will take place from **Monday, May 16 through Friday, May 20, 2022**. DHCS has contracted with the University of California Los Angeles – Integrated Substance Use Programs (UCLA-ISAP) to scan and process the submitted forms and aggregate the data. Counties can collect survey data via paper survey forms or via an online survey link provided by UCLA-ISAP.

Persons at the county/local level responsible for data collection and reporting are asked to do the following:

1. Download the data collection materials, including instructions and each of the CPS forms, from the [UCLA-ISAP website](#). Links to the materials as well as the online surveys are also available in the website. Forms are available for Adults, Older Adults, Youth, and Family/Parents of Youth. Adult and Older Adult forms are available with or without Quality of Life survey items and counties may choose to use either type of form.
2. Administer the surveys during the collection period **May 16–20, 2022**.
3. Mail the completed forms no later than **Monday, June 13, 2022**, to the following address:

Integrated Substance Abuse Programs -UCLA  
10911 Weyburn Ave, Suite 200,  
Los Angeles, CA 90024  
Attention: Vandana Joshi

Counties must take necessary steps to safeguard the integrity of personal identifiable information at all times including secure packaging and shipping of survey forms. For more information on secure packaging and shipping, see Instructions for CPS Data Collection at the [UCLA-ISAP website](#).

Please note the forms must be printed directly from the PDF documents on the UCLA website. Please mail original survey forms to UCLA. Photocopied forms will not be accepted as they are not compatible with the scanning process. Other survey types or forms that have been modified in any way by the counties to collect this data will also not be accepted, as they cannot be aggregated with the standard forms.

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For counties who have Teleform software and wish to print forms locally from their Teleform Designer software, Teleform form definition files (Version 16.5) will also be available on the UCLA website. Lower versions of Teleform definition files in Version 11 and 12 will also be available upon request.

Counties who choose to scan/enter data locally must aggregate their data according to the data dictionaries available on the [UCLA-ISAP website](#). Resulting data files should be uploaded to the UCLA Box folder for each no later than **5:00 pm on Thursday, June 30, 2022**.

Data files received after that time cannot be utilized in statewide reporting. Please notify UCLA staff below by June 6, 2022 if your county plans to upload data files to UCLA Box folder. Counties will be able to retrieve electronic data files of their survey submissions by logging onto the DHCS website. The data will be posted in county-specific folders for download by November 2022.

If you have any questions regarding the CPS Data Collection process, contact the following staff at UCLA:

Vandana Joshi  
Program Manager  
[vjoshi@mednet.ucla.edu](mailto:vjoshi@mednet.ucla.edu)  
(310) 267-5503

Sincerely,

Original signed by

Shaina Zurlin, PsyD, LCSW, Chief  
Medi-Cal Behavioral Health Division