

DEPARTMENT OF MENTAL HEALTH

1600-9TH STREET
SACRAMENTO, CA 95814
(916) 654-2309



April 29, 1998

DMH LETTER NO.: 98-03

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, MENTAL HEALTH ADVISORY BOARDS

SUBJECT: CLIENT AND SERVICE INFORMATION (CSI) SYSTEM

REFERENCE: Welfare and Institutions Code Section 5610 and DMH Letter 83-25

EXPIRES: Retain Until Rescinded

The purpose of this letter is to advise you of changes in statistical reporting to the Department of Mental Health (DMH) effective July 1998. The most significant change will be the replacement of the Client Data System (CDS) with the Client and Service Information (CSI) System. All persons served in treatment programs must be reported to the CSI System. This includes both Medi-Cal and non-Medi-Cal clients, and persons served by the private practitioners that were formerly in the Fee-For-Service System.

Changing to the CSI System is the culmination of work done over the past few years by several state and county committees and work groups. These groups included the Decision Support System Project (DSSP) which was funded by a Mental Health Statistics Improvement Program grant from the Center for Mental Health Services, the Ad Hoc Management Information System Committee of the California Mental Health Directors Association, and most recently, the Encounter Data Collection System (EDCS) Work Group. In addition to the preceding groups, other data, fiscal, and administrative committees have addressed the following issues:

- Simplification and consolidation of data systems as required in realignment.
- Standardized minimum data sets to be used for decision support in the DSSP.
- Consistency with Department of Health Services and the Health Care Financing Administration reporting requirements for Medi-Cal managed care.
- Implementation of unique identifiers that will meet Medi-Cal requirements, DMH requirements for cost-effectiveness outcome analyses, and facilitation of the sharing of data for research purposes.
- Confidentiality and security of data.

When the EDCS Work Group was formed in August 1996, the CSI System was expected to replace CDS, Institute for Mental Disease (IMD) reporting, and all Medi-Cal claiming systems since Medi-Cal funding would be moving to capitation or block grants. Since then, it has become apparent that Medi-Cal funding will continue through a claiming system for longer than was expected. Thus, the CSI System will replace CDS and IMD reporting, and provide substantial efficiencies over the CDS System. The improvements include changing from episode-based reporting to client and service reporting, thereby reducing errors by up to 50 percent. The CSI System design will also include electronic file transmission and on-line error correction.

A Client record will be required at first contact with each county and then Service records will be submitted as services occur. Periodic records, which contain data elements that change, such as living arrangement, will be submitted at admission, annually, and at formal discharge. After the initial Periodic data collection at admission, it is expected that subsequent Periodic data will be collected concurrently with outcome measures.

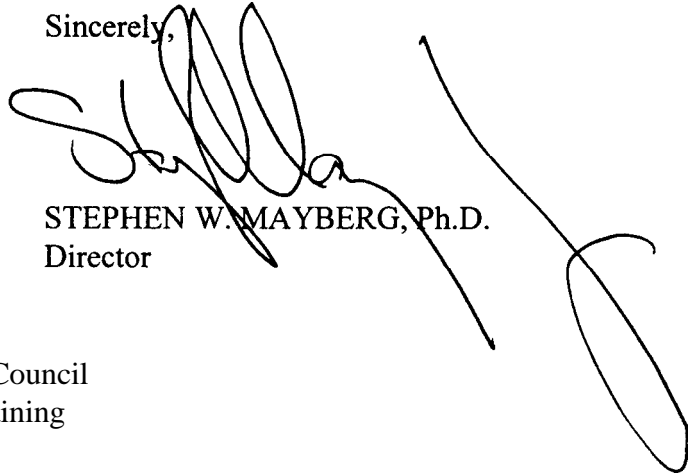
There has been some discussion on adding several data elements to the CSI System in order to use this system for claiming Short-Doyle/Medi-Cal. While that may be possible, substantial changes to programs and county procedures will be necessary. Therefore, the consensus of state and county staff who have explored this possibility is to wait until the CSI System is implemented and counties have implemented Phase II consolidation of services and claiming. At that time, combining the systems will be reconsidered.

These information technology modifications are coming at a time when there are also several other significant program changes. While most counties have been working on the CSI modifications for some time, it is recognized that the full implementation by July 1998 may cause hardships for some counties. Therefore, it is possible to request a waiver to implement the new data elements until the county implements the necessary modifications, but no later than July 1999. Waivers should be submitted in writing to: **Gary Pettigrew, Deputy Director, Systems of Care, 1600 Ninth Street, Sacramento, California 95814.** Please state the reason for the waiver, the new data elements for which the waiver is requested, and the expected date for implementing the new data elements.

A technical work group of county and state staff has met several times and will continue to work on the details of the CSI System. Counties will be informed of changes and the technical details through CSI Letters. The mailing list for CSI Letters includes the director, data contact, data processing contact, and other designated individuals. The documentation for the CSI System will be made available on the Bulletin Board System (BBS), diskette, or hard copy.

If you have any questions about the technical aspects of the CSI System, please contact Mike Anderson of Information Technology at (916) 654-6181. If you need to set up BBS access, please contact Loren Rubenstein of Information Technology - Production Support at (916) 654-6249. If you have any general questions about the CSI System, please contact Sara Gilb of Statistics and Data Analysis at (916) 327-9318.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen W. Mayberg', is written over the typed name. The signature is fluid and cursive, with a long, sweeping underline that extends to the right and loops back down.

STEPHEN W. MAYBERG, Ph.D.
Director

cc: California Mental Health Planning Council
Chief, Technical Assistance and Training