



C A L I F O R N I A   D E P A R T M E N T   O F

# Mental Health

1600 9th Street, Sacramento, CA 95814  
(916) 654-2309

July 22, 2003

DMH INFORMATION NOTICE NO.: 03-07

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

SUBJECT: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
(HIPAA) READINESS SURVEY

California Mental Health Plans and the California Departments of Alcohol and Drug Programs (ADP) and Mental Health (DMH) established the Collaborative HIPAA Implementation Project (CHIP) Workgroup. The workgroup membership is comprised of various levels of state and county staff (including vendors) with business and technical knowledge about their programs and information systems. The workgroup's primary mission is to coordinate the compliance efforts for the federally mandated HIPAA standards for Transactions and Code Sets (T&CS) by October 16, 2003. As part of the coordinated efforts, DMH is requesting counties complete a HIPAA readiness survey.

As the T&CS due date approaches, critical information is needed for system transition planning, identifying and resolving issues, and coordinating county and state resources to ensure the successful implementation of HIPAA. The readiness survey inventories your HIPAA compliance efforts including identifying project leads, assessment, project planning, outreach, tools, remediation, and testing. The departments will use this information to better determine how to coordinate its HIPAA efforts, create the transition plan, and identify downstream impacts to trading partners and critical systems.

Your county's response is important to ensure the smooth transition to HIPAA compliant claiming for Medi-Cal reimbursements. Please ensure your county's HIPAA project lead submits this survey by July 31, 2003. The survey is located at: [www.dmh.ca.gov/HIPAA](http://www.dmh.ca.gov/HIPAA). Once the survey has been completed, a confirmation email will be sent to your HIPAA project lead and statewide results will be posted to a website with access restricted to your county HIPAA contacts as identified in the survey.



**DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY**  
For energy saving tips, visit the DMH website at  
[www.dmh.cahwnet.gov](http://www.dmh.cahwnet.gov)

For assistance in completing your survey, please contact the survey coordinator, C. J. Caldwell, at (916) 654-2505 or [Ccaldwel@dmhhq.state.ca.us](mailto:Ccaldwel@dmhhq.state.ca.us).

Sincerely,

*(Original Signed By)*

STEPHEN W. MAYBERG, Ph.D.  
Director