



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

# Mental Health

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April 27, 2007

DMH INFORMATION NOTICE NO.: 07-07

TO: LOCAL MENTAL HEALTH DIRECTORS  
LOCAL MENTAL HEALTH PROGRAM CHIEFS  
LOCAL MENTAL HEALTH ADMINISTRATORS  
COUNTY ADMINISTRATIVE OFFICERS  
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS  
CSI DATA AND DATA PROCESSING CONTACTS  
COUNTY COMPLIANCE AND QUALITY IMPROVEMENT CONTACTS  
COUNTY INFORMATION SYSTEMS COORDINATORS

SUBJECT: ADDITION OF NEW SERVICE RECORD FIELD, "S-39.0, DISTRICT OF RESIDENCE" TO THE CLIENT AND SERVICE INFORMATION (CSI) SYSTEM

REFERENCE DMH LETTER 07-02 AND DMH INFORMATION NOTICE 05-02

This is to notify all Client and Service Information (CSI) county contacts that beginning with State Fiscal Year (FY) 2007-08, counties are required to submit an additional Service record field, "S-39.0 District of Residence" to the CSI System. This new field must be reported beginning with each county's CSI submission file for the month of July 2007. This field is a new data reporting requirement referenced in each county mental health department's Memorandum of Understanding (MOU) with their respective county offices of education (COEs). DMH Letter 07-02 provides detailed program information and is available on the Department's website ([dmh.ca.gov](http://dmh.ca.gov)).

"District of Residence" is the California Department of Education issued seven-byte COUNTY-DISTRICT-SCHOOL (CDS) code provided to local education agencies (LEAs). County mental health agencies must obtain this seven-byte District of Residence code from LEAs at the time of an Individualized Education Program (IEP) referral, IEP assessment, IEP update meeting, or IEP annual staffing.

Counties are encouraged to review the enclosed CSI data dictionary page closely, and obtain valid District of Residence codes from their respective LEAs. Counties must also work with their respective reporting system vendors and make the necessary adjustments to accommodate this addition to the CSI System.

### **Impact of New Field on County CSI Reporting Status**

Counties that have been approved to resume submission of CSI Production data, and counties that have resumed submission of CSI Production data after having met the Data Infrastructure Grant (DIG)/Mental Health Services Act (MHSA) reporting requirement changes in CSI, will not have to go through another CSI TEST process. Approved counties will need to either resume or continue submission of CSI Production data through June 2007 and will need to include the new field beginning with their July 2007 CSI submission file. Beginning with counties' July 2007 monthly CSI file submission, the CSI System will begin to edit AB 3632 Service records. A CSI Service record is considered an AB 3632 Service record when the CSI Service record field "S-12.0 Special Population" is marked with a "C". In addition, consistent with the CSI S-12.0 Special Population field, errors for S-39.0 District of Residence will fall under the "Non-Fatal Critical" category. CSI Production Error threshold limits for this field calculated at each fiscal year must not exceed 1%.

Counties that have yet to test, or are actively testing DIG/MHSA reporting requirements in CSI must continue that certification process. Once approved, these counties will need to resume submission of CSI Production data through June 2007 and include the new field beginning with the July 2007 CSI submission file.

Counties are encouraged to continue working with their county's DMH CSI analyst to address and resolve county specific CSI concerns.

### **Timely Submission of CSI Data is Critical for the AB 3632 program**

As stated in DMH Letter 07-02, county mental health departments (CMHDs) must submit cost information and CSI AB 3632 service data to their respective county offices of education (COEs) for each student participating in the Individualized Education Program (IEP) plan. CMHDs must work on timely submission of monthly CSI data and ensure that AB 3632 service records are appropriately marked. Each CMHD's CSI AB 3632 data extracts will be available in the ITWS-CSI area on a biannual basis. As stated in DMH Letter 07-02, beginning with FY 2007-08, July -December 2007 CSI data will be available by February 1, 2008; January - June 2008 CSI data will be available by September 30, 2008. CMHDs must submit CSI data no later than the 60-day reporting timeframe to ensure that a complete six-month CSI AB 3632 data extract will available for their use.

CSI AB 3632 data extracts will be posted in the ITWS-CSI, Functions-Transfer Files 'Data Exchange Area'. The DMH will notify county contacts from the CSI and AB 3632 program each time these data extracts are available. CSI county contacts and AB 3632 program

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coordinators must coordinate efforts to ensure information is accessed by appropriate county staff.

If you have any AB 3632 program-related questions or have questions about DMH Letter 07-02, please contact Robin Ulesich-Foemmel, L.C.S.W via e-mail at [Robin.Ulesich-Foemmel@dmh.ca.gov](mailto:Robin.Ulesich-Foemmel@dmh.ca.gov) or via telephone at (916) 651-0491.

If you have questions about your county's AB 3632 data in CSI, please contact Waling Rosello, DMH CSI Analyst, via e-mail at [Waling.Rosello@dmh.ca.gov](mailto:Waling.Rosello@dmh.ca.gov) or via telephone at (916) 654-2629.

If you have questions about this letter, please contact Tom Wilson, Chief, Statistics and Data Analysis, via email at [Tom.Wilson@dmh.ca.gov](mailto:Tom.Wilson@dmh.ca.gov) or via telephone at (916) 653-4608.

Sincerely,

Original signed by:

STEPHEN W. MAYBERG, Ph.D.

Director

Enclosures

cc: Michael A. Borunda, Deputy Director, Systems of Care  
T. Stephanie Oprendek, Ph.D., Chief, Evaluation Statistics and Support Branch  
Dave Neilsen, Chief, Community Services and Supports  
Zoey Todd, Chief, Children and Family Program Policy  
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Client and Service Information (CSI) Unit Staff  
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