



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) 653-6257

DATE: February 14, 2011

DMH INFORMATION NOTICE NO.: 11-03

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

SUBJECT: ARCHIVING FISCAL YEAR (FY) 2005-06 CLIENT AND SERVICES  
INFORMATION (CSI) DATA

REFERENCE: DMH INFORMATION NOTICE NUMBER 10-22

The purpose of this Department of Mental Health (DMH) Information Notice is to notify Mental Health Plans (MHPs) that the DMH will conduct the FY 2005-06 iteration of the Annual Archive Process in July 2011. This notice also serves as an announcement to MHPs to update or correct before July 2011 any existing CSI service errors pertaining to FY 2005-06.

Once CSI service data have been archived counties are no longer allowed to report or correct these data. Access to archived CSI service data from the DMH will be available to authorized county users upon request.

The Annual Archive Process allows the DMH to maintain and manage an optimal amount of current CSI data, while always leaving six years of historical CSI service data available for additions or corrections.

The next iteration of the archive schedule is:

<b>DATE</b>	<b>ARCHIVE FISCAL YEARS</b>	<b>ACTIVE FISCAL YEARS</b>
7/1/2011	2005-2006	2006-2007 through 2011-2012

Requests for an exception to a scheduled archive process will be reviewed by the DMH on a county-by-county basis, and when the following conditions apply:

- A county has been involved in a recent fiscal audit and needs to resolve specific CSI data reporting issues.

DMH INFORMATION NOTICE NO.: 11-03

Date February 14, 2011

Page 2

- A county is involved in a data improvement project and has identified areas in CSI reporting that need to be resolved to better reflect the county's client and service population.

When requesting an exception from the Annual Archive Process, counties will need to specify areas of concern, a plan for resolution, and timeline for project completion.

Each county is encouraged to continue to work closely with their respective DMH CSI analyst to address county-specific CSI concerns. A list of CSI contacts for each county is included for your records.

If you have questions regarding your county's CSI data reporting, or you would like additional clarification about the CSI Annual Archive Process, please contact your county's CSI Analyst.

Sincerely,

Original signed by

CLIFF ALLENBY  
Acting Director

ENCLOSURE