



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  
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March 27, 2012

DMH INFORMATION NOTICE NO.: 12-01

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: CLARIFICATION OF PERIODIC RECORD DATA COLLECTION  
AND REPORTING PROCEDURES FOR THE CLIENT AND  
SERVICE INFORMATION (CSI) SYSTEM

REFERENCE: WELFARE AND INSTITUTIONS CODE (W&IC) SECTION 5610 (a)

The purpose of this Information Notice is to clarify the requirements for collecting and reporting Periodic record data to the Department of Mental Health's (DMH) Client and Service Information (CSI) System. This notice contains a description of the Periodic record collection and reporting procedures and also includes an enclosure that provides examples of appropriate and inappropriate Periodic record reporting.

The California Welfare and Institutions Code Section 5610 (a) requires counties and mental health plans to submit data in accordance with the requirements set forth by DMH.

Analyses of previously reported Periodic record data by DMH show that clarification is needed to ensure uniform reporting of this important data. In the past, the reporting procedures for collecting and reporting Periodic record data to CSI have been confusing or not clearly stated for some county Mental Health Plans (MHPs). Thus, some counties have not been properly reporting Periodic record data to CSI.

Periodic record data allows DMH to respond to requests for information about MHP clients and their functioning levels over time. In order to accurately respond to these requests, Periodic record data for each MHP client are to be reported to the Department of Mental Health at these three (3) intervals:

### **1. AT “FIRST CONTACT” WITH THE COUNTY MENTAL HEALTH PLAN**

The collection and reporting of Periodic record data for all MHP clients at “first contact,” or prior to the initial provision of mental health services ensures that baseline functioning level data are collected at the beginning of each client’s contact with the MHP.

### **2. “ANNUALLY THEREAFTER” FOR ALL ACTIVE OR CONTINUING MHP CLIENTS**

The collection and reporting of Periodic record data on an annual basis for all active or continuing MHP clients ensures that current functioning level data are collected for analysis with baseline functioning level data to relate changes in a client’s functioning levels over time.

**MHPs are encouraged to utilize a client’s annual Universal Method to Determine Ability to Pay (UMDAP) appointment to collect Periodic record data for annual reporting.** At a minimum, MHPs should report Periodic record data annually (e.g., within a twelve month period) for all active or continuing clients.

### **3. AT “FORMAL DISCHARGE” FROM THE MHP**

The collection and reporting of Periodic record data at formal discharge (i.e., no further mental health services needed, client has reached treatment goals, client no longer receiving MHP services) from the MHP ensures that functioning level data as of “formal discharge” are collected for analysis with baseline and annual functioning level data to assess treatment efficacy of services delivered by the MHP.

Enclosure 1 provides examples of several common reporting scenarios for reporting Periodic record data to CSI. This includes both appropriate and inappropriate Periodic record reporting examples, and is a revised section of the CSI Data Dictionary, specifically, Technical Supplement F, Tip 5, pages 1-4.

Please add Technical Supplement F, Tip 5, pages 1-4, to your existing CSI Data Dictionary. An electronic version of Enclosure 1 is also available for download from the DMH Information Technology Web Services (ITWS) website at [www.dmh.ca.gov](http://www.dmh.ca.gov).

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If you are unable to download the enclosure or if you have questions regarding your county's Periodic record reporting, please contact Bryan Fisher, CSI analyst, at [bryan.fisher@dmh.ca.gov](mailto:bryan.fisher@dmh.ca.gov) or by phone at (916) 653-5493.

Sincerely,

Original signed by

CLIFF ALLENBY  
Acting Director

Enclosure

cc: California Mental Health Planning Council (CMHPC)  
California Mental Health Directors Association (CMHDA)  
Mental Health Services Oversight and Accountability Commission (MHSOAC)  
David Jones, Acting Deputy Director, Office of Community Services (OCS)