



MICHELLE BAASS  
DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: May 12, 2022

Behavioral Health Information Notice No: 22-029  
Supersedes [DMH Information Notice No.: 99-14](#)

TO: California Alliance of Child and Family Services  
California Association for Alcohol/Drug Educators  
California Association of Alcohol & Drug Program Executives, Inc.  
California Association of DUI Treatment Programs  
California Association of Social Rehabilitation Agencies  
California Consortium of Addiction Programs and Professionals  
California Council of Community Behavioral Health Agencies  
California Hospital Association  
California Opioid Maintenance Providers  
California State Association of Counties  
Coalition of Alcohol and Drug Associations  
County Behavioral Health Directors  
County Behavioral Health Directors Association of California  
County Drug & Alcohol Administrators  
California Association of Highway Patrolmen  
California Association of Public Hospitals  
California Children's Hospital Association  
California Peace Officers' Association  
California State Sheriff's Association  
California Statewide Law Enforcement Association  
Disability Rights California  
Hospital Association of Southern California  
Northern California Peace Officer Association  
Private Essential Access Community Hospitals  
State Park Peace Officers Association of California

SUBJECT: Updates to forms relevant to quarterly reporting of involuntary and voluntary treatment, conservatorships, and convulsive treatment and psychosurgery data: DHCS 1008, 1009, 1010 and 1011.

PURPOSE: Provide notice of updated forms related to county data reporting requirements mandated in the Welfare and Institutions (W&I) Code sections 5402 and 5326.15.

REFERENCE: W&I Code sections [5402](#) and [5326.15](#).

## **BACKGROUND**

W&I Code section 5402, subdivision (a) requires DHCS to collect quantitative data concerning the number of persons admitted and treated involuntarily. DHCS is also required to collect data related to the number of persons for whom temporary conservatorships and permanent conservatorships are established.

Furthermore, W&I Code section 5402, subdivision (b) states that each local mental health director shall provide the Department, upon its request, with any information, records, and reports that DHCS deems necessary for the purposes of section 5402.

In addition, W&I Code section 5326.15 requires counties to report quarterly data to DHCS related to the administration of convulsive treatments or psychosurgery.

Counties shall report quarterly data to the Department using the forms listed below. It is the responsibility of the county in which the treatment facility is located to include all of the relevant information about the patients treated in the facility in its report. This includes data from all facilities, public or private, and the persons served in those facilities receiving services reimbursed by private or public funds. DHCS requires that counties collect and report the data, since the counties are responsible for certifying the facilities that serve persons on an involuntary basis.

It is important to note that it is not the responsibility of the county from which the patient originated to report the data related to the patient, it is the responsibility of the county where the patient has been taken for treatment.

## **POLICY**

DHCS has updated the forms enumerated below for reporting data related to persons detained in jail facilities, conservatorship data, involuntary treatment data, and convulsive treatment and psychosurgery data.

Reports are due to the Department by the 30th of the month following the end of each quarter. Please begin using the updated forms effective immediately for the October 1, 2021 – December 31, 2022, Fiscal Year 2021/2022.

- DHCS 1008 – Quarterly Report for Services Provided to Persons Detained in Jail Facilities (Admissions);
- DHCS 1009 – Quarterly Report of Conservatorships established by the Superior Court of the County;

Behavioral Health Information Notice No.: 22-029  
Page 3  
May 12, 2022

- DHCS 1010 – Quarterly Report on Involuntary Treatment; and,
- DHCS 1011 – Quarterly Report for Convulsive Treatments and Psychosurgery Administered.

The aforementioned forms are available at the links below:

<https://www.dhcs.ca.gov/formsandpubs/forms/Documents/DHCS-1008.pdf>

<https://www.dhcs.ca.gov/formsandpubs/forms/Documents/DHCS-1009.pdf>

<https://www.dhcs.ca.gov/formsandpubs/forms/Documents/DHCS-1010.pdf>

<https://www.dhcs.ca.gov/formsandpubs/forms/Documents/DHCS-1011.pdf>

If you have questions regarding this Information Notice, please contact the Mental Health Licensing Section at [MHData@dhcs.ca.gov](mailto:MHData@dhcs.ca.gov) or (916) 323-1864.

Sincerely,

Original signed by

Janelle Ito-Orille, Chief  
Licensing and Certification Division