



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



EDMUND G. BROWN JR.
GOVERNOR

DATE: December 17, 2014

MHSUDS INFORMATION NOTICE NO.: 14-041

TO: COUNTY BEHAVIORAL HEALTH PROGRAM DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTOR'S ASSOCIATION
CALIFORNIA COUNCIL OF COMMUNITY MENTAL HEALTH AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS

SUBJECT: CLIENT AND SERVICE INFORMATION (CSI) ERROR REPORT
PRODUCTION FOR USE IN DATA CLEANING AND VALIDATION BY
COUNTIES

The purpose of this Information Notice is to notify Counties that, beginning December 24, 2014, and monthly thereafter, the Department of Health Care Services (DHCS) will provide counties with user-friendly CSI Error Reports using the error files that currently are generated from the CSI System. In addition, DHCS will provide counties with technical assistance on how to interpret and use these new CSI Error Reports for data cleaning and validation purposes. Note: These error reports are an additional resource to aid counties in data clean-up and will not replace the flat file error reports that have been produced for counties to date.

Background

The CSI System is used to collect data pertaining to all mental health clients and the services they receive at the county level. The system provides data about non-Medi-Cal mental health services and Medi-Cal specialty mental health services, which DHCS receives monthly. Currently, when counties submit their monthly data, an error file is automatically generated based on error codes that have been pre-coded into the system. The error files are in a flat text file format, provide basic information on the data errors and indicate what needs to be done to correct the identified issue(s).

Although some counties have developed reports using the CSI error files to support their data validation and cleaning, other counties have not. To encourage all counties to use this system DHCS has developed a more user-friendly CSI Error Report, which will be made available to counties beginning in late December 2014, and on the 25th of each month thereafter. DHCS will provide an orientation for counties to accompany the

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release of the CSI Error Reports, at which time technical assistance will be provided regarding its interpretation and use for data correction and validation. Following this initial orientation, ongoing technical assistance will be available to counties via phone or email.

DHCS anticipates that the new CSI Error Report will streamline the data cleaning and validation processes, which will allow for the correction of past data errors and reduction of future data errors. These processes are critical for statewide data reporting efforts. It is the expectation that counties will either use the new CSI Error Reports or the information from the existing error file (or a combination of both) to remedy identified data issues and re-submit "cleaned" data in the month that follows the receipt of the error reports.

To obtain technical assistance regarding data cleaning and validation via phone or if you have questions about this Information Notice, please see the attached CSI Staff Assignments on page 3 and find the Mental Health Analytics Section staff person assigned to your county and call or email them. For general email assistance, please contact: MHSDATA@dhcs.ca.gov.

Sincerely,

Original Signed By

Karen Baylor, Ph.D., LMFT, Deputy Director
Mental Health & Substance Use Disorder Services

Attachment



MENTAL HEALTH ANALYTICS SECTION
CSI SYSTEM STAFF ASSIGNMENTS

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| ALAMEDA | IMPERIAL |
| BERKELEY CITY (Alameda) | KERN |
| CONTRA COSTA | LOS ANGELES |
| MARIN | ORANGE (CSM) |
| MONTEREY | ORANGE (PCBH) |
| NAPA | RIVERSIDE |
| SAN BENITO | SAN BERNARDINO |
| SAN FRANCISCO | SAN DIEGO |
| SAN MATEO | SAN LUIS OBISPO |
| SANTA CLARA | SANTA BARBARA |
| SANTA CRUZ | TRI-CITY (Los Angeles) |
| SOLANO | VENTURA |
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| CENTRAL VALLEY Gerald Zipay Gerald.Zipay@dhcs.ca.gov (916) 323-7237 | SUPERIOR Randy Jose Randy.Jose@dhcs.ca.gov (916) 324-0698 |
| ALPINE | BUTTE |
| AMADOR | COLUSA |
| CALAVERAS | DEL NORTE |
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| FRESNO | HUMBOLDT |
| KINGS | INYO |
| MADERA | LAKE |
| MARIPOSA | LASSEN |
| MERCED | MENDOCINO |
| MONO | MODOC |
| PLACER | NEVADA |
| SACRAMENTO | PLUMAS |
| SAN JOAQUIN | SHASTA |
| STANISLAUS | SIERRA |
| SUTTER-YUBA | SISKIYOU |
| TULARE | TEHAMA |
| TUOLUMNE | TRINITY |
| YOLO | |