CLIENT AND SERVICE INFORMATION SYSTEM

Following are the edit criteria for Field, Relational and System errors. There are two levels of error: Fatal **(F)** and Non-fatal **(N)**.

- Fatal errors will prevent the updating of the Master database. The transaction record will be used to build an error record that will be written to the error file and returned to the county for correction.
- Non-fatal errors will allow the updating of the Master database with the exception of fields in error, which will be left blank on the Master database. The transaction record will be used to build an error record that will be written to the error file and returned to the county for correction.

Field Edits:

Field Number	F or N	Field Name	Required On	Edit Criteria
H-01.0	F	County/City/Mental Health Plan Submitting Record (Submitting County Code)	All records	Must be a valid code (see this field for valid codes).
H-02.0	F	County Client Number	Control record	Must be blank.
			All other records	If less than nine characters in length, then must be right justified, zero filled, and no embedded blanks.
H-03.0	F	Record Type	All records	Must be a valid code (‘C’, ‘K’, ‘P’, ‘S’, or ‘X’).
H-04.0	F	Transaction Code	All records	Must be a valid code (‘D’, ‘K’, or Blank).
X-01.0	F	Production or Test Indicator	Control record	Must be a valid code (‘P’ or ‘T’).
X-02.0	F	From Report Period	Control record	Must be valid month and year must be greater than June 1998.
X-03.0	F	Through Report Period	Control record	Must be valid month and year must be greater than June 1998.
X-04.0	F	Creation Date	Control record	Must be valid date and year must be greater than June 1998.
X-05.0	F	Key Change Record Count	Control record	If less than seven numbers in length, then must be right justified and zero filled.
X-06.0	F	Client Record Count	Control record	If less than seven numbers in length, then must be right justified and zero filled.
X-07.0	F	Service Record Count	Control record	If less than seven numbers in length, then must be right justified and zero filled.
X-08.0	F	Periodic Record Count	Control record	If less than seven numbers in length, then must be right justified and zero filled.

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

Field Number	F or N	Field Name	Required On	Edit Criteria
C-11.0	F	Data Infrastructure Grant Indicator	All Client records	Must contain a '0' if Client record does not contain DIG data or '1' if Client record does contain DIG data.
C-01.0	N	Birth Name	All Client records	If any part of the name is less than the allowed characters, then must be left justified with trailing blanks.
C-02.0	N	Mother's First Name	All Client records	If less than 15 characters, then must be left justified with trailing blanks.
C-03.0	N	Date of Birth	All Client records	Must be a valid date and year must be greater than 1800.
C-04.0	N	Place of Birth	All Client records	Must be a valid code (see this field for valid codes).
C-05.0	N	Gender	All Client records	Must be a valid code ('F', 'M', 'O', or 'U').
C-06.0	N/A	Filler	All Client records	Formerly C-06.0 Ethnicity / Race. Space-fill this field after July 2006 reporting period and if DIG Indicator is '1'.
C-07.0	N	Primary Language	All Client records	Must be a valid code (see this field for valid codes).
C-08.0	N	Preferred Language	All Client records	Must be a valid code (see this field for valid codes). Do not utilize prior to the July 2006 reporting period or if DIG Indicator is '0'.
C-09.0	N	Ethnicity	All Client records	Must be a valid code ('Y', 'N', or 'U'). Do not utilize prior to the July 2006 reporting period or if DIG Indicator is '0'.
C-10.0	N	Race	All Client records	Must be a valid code (see this field for valid codes). Do not utilize prior to July 1, 2006 or if DIG Indicator is '0'.
S-25.0	N	Evidence-Based Practices / Service Strategies	All Service records	Must be a valid code, left justified, with no embedded blanks and no duplicates if reporting multiple codes. Space-fill this field for services delivered prior to July 1, 2006.
S-26.0	N	Trauma	All Service records	Must be a valid code ('Y', 'N', or 'U'). Space-fill this field for services delivered prior to July 1, 2006.
S-01.0	F	Record Reference Number	All Service records	If less than 23 characters in length, then must be right justified, zero filled, and no embedded blanks.

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

Field Number	F or N	Field Name	Required On	Edit Criteria
S-02.0	N	Current Legal Name / Beneficiary Name	All Service records	If any part of the name is less than the allowed characters, then must be left justified with trailing blanks
S-03.0	F	Social Security Number	All Service records	Must be a real number or pseudo number.
S-04.0	N/A	Filler	All Service records	Formerly S-04.0 Medi-Cal Number. Must be space filled. Space-fill this field for services delivered on or after July 1, 2006.
S-05.0	F	Mode of Service	All Service records	Must be a valid code ('05', '10', or '15') and match the Provider File.
S-06.0	F	Service Function	All Service records	Must be a valid code for that Mode of Service (see this field for valid codes) and match within the service range in the Provider File.
S-07.0	F	Units of Service	All Service records	Must be a valid code (see this field for valid values).
S-08.0	F	Units of Time	All Service records	Must be a valid code (see this field for valid values).
S-09.0	F	Principal Mental Health Diagnosis.	All Service records	Must be a valid code (see this field for valid values).
S-10.0	F	Secondary Mental Health Diagnosis	All Service records	Must be a valid code (see this field for valid values).
S-11.0	F	Additional Mental or Physical Health Diagnosis	All Service records	Must be a valid code (see this field for valid values).
S-12.0	N	Special Population	All Service records	Must be a valid code ('A', 'C', 'G', 'N', or 'W').
S-13.0	F	Provider Number	All Service records	Must match the Provider File.
S-14.0	N	County/City/Mental Health Plan with Fiscal Responsibility for Client	All Service records	Must be a valid code (see this field for valid codes).

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

Field Number	F or N	Field Name	Required On	Edit Criteria
S-15.0	F	Admission Date	All Service records where Mode of Service = '05'	Must be valid date and must be greater than 1980.
S-16.0	F	From/Entry Date	All Service records where Mode of Service = '05'	Must be valid date and must be greater than June 30, 1998.
S-17.0	F	Through/Exit Date	All Service records where Mode of Service = '05'	Must be valid date and must be greater than June 30, 1998.
S-18.0	N	Discharge Date	All Service records where Mode of Service = '05'	Must be valid date and must be greater than June 30, 1998 or zero filled.
S-19.0	N	Patient Status Code	All Service records where Mode of Service = '05' and Service Function = '10-79'	Must be a valid code (see this field for valid codes).
S-20.0	N	Legal Class - Admission	All Service records where Mode of Service = '05' and Service Function = '10-39'	Must be a valid code (see this field for valid codes).
S-21.0	N	Legal Class - Discharge	All Service records where Mode of Service = '05' and Service Function = '10-39'	Must be a valid code (see this field for valid codes).
S-22.0	N	Admission Necessity Code	All Service records where Mode of Service = '05' and Service Function = '10-39'	Must be a valid code ('1', '2', or '9').
S-23.0	F	Date of Service	All Service records where Mode of Service = '10' or '15'	Must be valid date and year must be greater than June 30, 1998.
S-24.0	N	Place of Service	All Service records where Mode of Service = '10' or '15'	Must be a valid code (see this field for valid codes).
S-27.0	F	Client Index Number	All Service records	Must be a valid Client Index Number (CIN) or zero filled. Do not utilize this field for services delivered prior to July 1, 2006.
S-28.0	N/A	Filler	All Service records	Formerly S-28.0 Axis I Diagnosis Space-fill this field for services delivered on or after October 1, 2015
S-29.0	N/A	Filler	All Service records	Formerly S-29.0 Axis I Primary Do not utilize this field for services delivered on or after October 1, 2015
S-30.0	N/A	Filler	All Service records	Formerly S-30.0 Additional Axis I Diagnosis Space-fill this field for services delivered on or after October 1, 2015

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

Field Number	F or N	Field Name	Required On	Edit Criteria
S-31.0	N/A	Filler	All Service records	Formerly S-31.0 Axis II Diagnosis Space-fill this field for services delivered on or after October 1, 2015
S-32.0	N/A	Filler	All Service records	Formerly S-32.0 Axis II Primary Do not utilize this field for services delivered on or after October 1, 2015
S-33.0	N/A	Filler	All Service records	Formerly S-33.0 Additional Axis II Diagnosis Space-fill this field for services delivered on or after October 1, 2015
S-34.0	F	General Medical Condition Summary Code	All Service records	Report up to three separate General Medical Condition (GMC) Summary Codes. Must be a valid code (see this field for valid values).
S-35.0	N/A	Filler	All Service records	Formerly S-35.0 General Medical Condition Diagnosis Space-fill this field for services delivered on or after October 1, 2015
S-36.0	N/A	Filler	All Service records	Formerly S-36.0 Axis-V/GAF Rating Space-fill this field for services delivered on or after October 1, 2015
S-37.0	N	Substance Abuse/Dependence	All Service records	Must be a valid code (‘Y’, ‘N’, ‘U’, ‘Z’) (see this field for valid codes). Do not utilize this field for services delivered prior to July 1, 2006.
S-38.0	N	Substance Abuse/Dependence Diagnosis	All Service records	Must be a valid code (see this field for valid values). Do not utilize this field for services delivered prior to July 1, 2006.
S-39.0	N	District of Residence	All Service records where S-12.0 Special Population = "C" [Individualized Education Program (IEP) plan required service)	Must be seven bytes. No embedded blanks. Must report for IEP plan required services (where Service record S-12.0 Special Population field = "C").

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

Field Number	F or N	Field Name	Required On	Edit Criteria
P-01.0	F	Date Completed	All Periodic records	Must be a valid date and must be greater than June 30, 1998.
P-02.0	N	Education	All Periodic records	Must be a valid code (see this field).
P-03.0	N	Employment Status	All Periodic records	Must be a valid code (see this field for valid codes).
P-04.0	N/A	Filler	All Periodic records	Formerly P-04.0 Axis-V / GAF. Space-fill this field for periodic data collected on or after July 1, 2006.
P-05.0	N/A	Filler	All Periodic records	Formerly P-05.0 Other Factors Affecting Mental Health - Substance Abuse. Space-fill this field for periodic data collected on or after July 1, 2006.
P-06.0	N/A	Filler	All Periodic records	Formerly P-06.0 Other Factors Affecting Mental Health - Developmental Disabilities. Space-fill this field for periodic data collected on or after July 1, 2006.
P-07.0	N/A	Filler	All Periodic records	Formerly P-07.0 Other Factors Affecting Mental Health - Physical Health Disorders. Space-fill this field for periodic data collected on or after July 1, 2006.
P-08.0	N	Conservatorship / Court Status	All Periodic records	Must be a valid code (see this field for valid codes).
P-09.0	N	Living Arrangement	All Periodic records	Must be a valid code (see this field for valid codes).
P-10.0	N	Caregiver	All Periodic records	Must be a valid code: Subfield A: ‘00’ through ‘99’ Subfield B: ‘00’ through ‘99’ Do not utilize this field for periodic data collected prior to July 1, 2006.
K-01.0	F	First Source County Client Number	All Key Change records	If less than nine characters in length, then must be right justified, zero filled, and no embedded blanks. Otherwise, must be blank.
K-02.0	F	Additional Source County Client Number	All Key Change records	If less than nine characters in length, then must be right justified, zero filled, and no embedded blanks. Otherwise, must be blank.

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

Relational and System Edits:

If any of the following edit criteria is not met, either a fatal **(F)** or a non-fatal **(N)** error will occur. Please note that the CLIENT KEY refers to the data elements "Submitting County Code" and "County Client Number".

No.	F or N	Edit Criteria
1.	F	Only one Control record shall be submitted per county file.
2.	F	If there is a field error in the Control record, all records for the county will be rejected.
3.	F	Only one Key Change record per unique Submitting County Code and Target CCN can be submitted per county file.
4.	F	If a Key Change record transaction (Record Type = 'K' and Transaction Code = 'K'), a. There must be a Submitting County Code and Target CCN. b. There must be at least one Source CCN. c. All Source CCN(s) must match the County Client Number(s) on the Master database. d. Source CCN must not be equal to Target CCN.
5.	F	Only one Client record per unique CLIENT KEY can be submitted per county file.
6.	F	If a Client record and Data Infrastructure Grant Indicator is '1', discontinued fields must not contain data.
7.	F	If a Client record and Data Infrastructure Grant (DIG) Indicator is '0', DIG fields must not contain data.
8.	F	If an Add/Replace Client record transaction (Record Type = 'C' and Transaction Code = blank), Client data fields must be filled in.
9.	F	If a Delete Client record transaction (Record Type = 'C' and Transaction Code = 'D'), a. CLIENT KEY must match a CLIENT KEY on the Master database. b. There must be no Service records attached to the Client record on the Master database. c. Client data fields must be blank.
10.	F	Only one Service record per unique CLIENT KEY and Record Reference Number can be submitted per county file.
11.	F	If an Add/Replace Service record transaction (Record Type = 'S' and Transaction Code = blank), a. CLIENT KEY must match the CLIENT KEY on a Master database Client record. b. Service data fields must be filled in.
12.	F	If a Delete Service record transaction (Record Type = 'S' and Transaction Code = 'D'), a. CLIENT KEY and the Record Reference Number must match a CLIENT KEY and Record Reference Number on the Master database. b. Service data fields must be blank.
13.	F	If a Service record, and the Date of Service / Beginning Date of Service is greater than or equal to July 1, 2006, discontinued fields must not contain data.
14.	F	If a Service record, and the Date of Service / Beginning Date of Service is prior to July 1, 2006, Data Infrastructure Grant fields must not contain data.
15.	N	If a Service record, the Principal, Secondary, Third, Fourth and/or Fifth Diagnoses must be different except when coded with zeros or '7999'.

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

No.	F or N	Edit Criteria
16.	N	If a Service record, the Principal Mental Health Diagnosis must not be ‘V7109’ if there is any other mental health diagnosis.
17.	N	If a Service record and there is no mental health diagnosis, the Principal Mental Health Diagnosis may be ‘V7109’, but the Secondary Mental Health Diagnosis must be coded with zeros and the Third, Fourth, and Fifth Diagnoses must not be mental health diagnoses. If there is a mental health diagnosis, see item 16 above.
18.	N	If a Service record, the Principal Mental Health Diagnosis must not be ‘7999’, deferred, if there is any other mental health diagnosis.
19.	N	If a Service record, the Secondary Mental Health Diagnosis must not be ‘7999’, deferred, if there is a mental health diagnosis in the Third, Fourth, and/or Fifth Diagnosis fields.
20.	N	If a Service record and the Axis I Primary is coded ‘Y’, the Axis I Diagnosis must not be coded ‘V7109’.
21.	N	If a Service record, the Axis I Diagnosis and Additional Axis I Diagnosis must not be coded the same, unless both are coded '7999'.
22.	N	If a Service record and the Axis II Primary is coded ‘Y’, the Axis II Diagnosis must not be coded ‘V7109’.
23.	N	If a Service record, both the Axis I Primary and Axis II Primary must not be coded ‘Y’.
24.	N	If a Service record and both the Axis I Primary and Axis II Primary are coded ‘N’, then both the Axis I and Axis II Diagnoses must be coded ‘V7109’.
25.	N	If a Service record, the Axis II Diagnosis and Additional Axis II Diagnosis must not be coded the same, unless both are coded '7999'.
26.	N	If a Service record, both the General Medical Condition Summary Code and the General Medical Condition Diagnosis fields must not be blank.
27.	N	If a Service record, both the General Medical Condition Summary Code and the General Medical Condition Diagnosis fields must not contain data.
28.	N	If a Service record and Substance Abuse / Dependence is coded ‘N’, the Substance Abuse / Dependence Diagnosis must not contain a Substance-Related Disorder diagnosis.
29.	N	If a Service record and Special Population is ‘C’, age must be greater than 2 or less than 22.

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

No.	F or N	Edit Criteria
30.	F	If Mode of Service is '05', a. Admission Date must be prior or equal to the Report Period or the Discharge Date if there is a Discharge Date. b. From/Entry Date must be prior or equal to the Report Period, the Through/Exit Date, or the Discharge Date if there is a Discharge Date and equal to or later than the Admission Date. c. Through/Exit Date must be prior or equal to the Report Period or the Discharge Date if there is a Discharge Date and equal to or later than the From/Entry Date or the Admission Date. d. Discharge Date must be prior or equal to the Report Period and equal to or later than the Admission Date, the From/Entry Date, or the Through/Exit Date. e. Units of service must be less than or equal to the number of days possible between the From/Entry Date and the Through/Exit Date. f. The year and month for the Through/Exit Date must equal the year and month for the From/Entry Date. g. The From/Entry and/or Through/Exit Dates must not overlap on those service records for the same client and same provider but with different Record Reference Numbers. h. Units of Service equal zero ('00') is only acceptable when the From/Entry and Through/Exit Dates are equal and the From/Entry and Through/Exit Dates are less than or equal to the Discharge Date and the Admission Date is prior to the From/Entry Date, Through/Exit Date, and Discharge Date. i. Provider Number begins with '00' and Service Function is in the range of '35' through '39' (IMD service), there must be either a Social Security Number or Medi-Cal Number for services delivered prior to July 1, 2006, or a Social Security Number or Client Index Number (CIN) for services delivered on or after July 1, 2006. j. Age for Special Population is calculated when there is a valid From/Entry Date. k. Through/Exit Date must be prior to or equal to the Discharge Date when there is a Discharge Date. (REMOVED December 2001)
31.	F	If Mode of Service is '10' or '15', a. Date of Service must be equal or prior to the Report Period. b. Age for Special Population is calculated when there is a valid Date of Service.
32.	F	Only one Periodic record per unique CLIENT KEY and Date Completed can be submitted per county file.
33.	F	If an Add/Replace Periodic record transaction (Record Type = 'P' and Transaction Code = blank), a. CLIENT KEY must match the CLIENT KEY on a Master database Client record. b. Periodic data fields must be filled in.
34.	F	If a Delete Periodic record transaction (Record Type = 'P' and Transaction Code = 'D'), a. CLIENT KEY and the Date Completed must match a CLIENT KEY and Date Completed on the Master database. b. Periodic data fields must be blank.
35.	F	If a Periodic record and Date Completed is greater than or equal to July 1, 2006, discontinued fields must not contain data.
36.	F	If a Periodic record and Date Completed is prior to July 1, 2006, Data Infrastructure Grant fields must not contain data.

CLIENT AND SERVICE INFORMATION SYSTEM

EDIT CRITERIA

No.	F or N	Edit Criteria
37.	N	If a Periodic record and Conservatorship / Court Status is 'A', 'B', 'C', 'D', 'E', or 'F', age must be greater than 13.
38.	N	If a Periodic record and Conservatorship / Court Status is 'G', 'H', or 'I', age must be less than 26.
39.	N	If a Service record and Special Population is 'W', age must be greater than 15 or less than 66. (REMOVED - December 2001)
40.	F	If a Periodic record, the Date Completed must be prior or equal to the Report Period.
41.	N	If a Client record, Ethnicity/Race subfield A must not equal subfield B.
42.	N	If a Client record, Place of Birth must be a valid combination.
43.	F	If Mode of Service is '10', a. Units of Service must be equal to one day per record if Service Function is in the range of '81' through '99'. b. Units of Time must be equal to one day per record if Service Function is in the range of '81' through '99'. c. Units of Time must be zero filled if Service Function is in the range of '60' through '69'.
44.	N	If a Service record, Evidence-Based Practices / Service Strategies must not be reported for a service delivered prior to July 1, 2006.
45.	N	If a Service record, Trauma must not be reported for a service delivered prior to July 1, 2006.
46.	F	If a Service record, Date of Service or From/Entry Date must be within the range of the Provider Start Date and End Date in the DMH Provider System.
47.	N	If a Service record and Special Population is 'C', District of Residence must not be blank or must contain data.