



JENNIFER KENT
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: May 7, 2015

MHSUDS INFORMATION NOTICE NO.: 15-016

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: Need for County Mental Health Agencies to Review and Submit
Corrected Individualized Education Plan (IEP) Required Service(s) (AB
3632) Data in the Client and Service Information System

REFERENCE: Title I, Division 7, Chapter 26.5 of the Government Code (AB 3632)

The Department of Health Care Services (DHCS) has been reviewing AB 3632 service data collected in the Client and Service Information (CSI) systems and has found discrepancies between the information submitted to CSI and other county data sources. 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. Data in the CSI System is used to generate reports; therefore, the information in the system must be accurate. The purpose of this information notice is for DHCS to request the assistance of county analysts who are currently resolving CSI data errors to help reconcile the discrepancies found in the AB 3632 service data in the CSI System.

Background

With the passage of Senate Bill (SB) 1895 (Statutes of 2004) the former California Department of Mental Health (DMH) was given the primary responsibility for monitoring county mental health agencies to ensure appropriate utilization of AB 3632 funds and services. County mental health agencies provide AB 3632 information to the Mental Health Services Division (now a division of the DHCS) as part of their monthly data submissions to the CSI system. The Special Population field in each CSI service record allowed counties to report a service a client received as an AB 3632 service. An AB 3632 service is a mental health service required as part of the client's existing Individual Education Plan (IEP). A client must be between 3 and 21 years of age at the time of

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service to qualify for AB 3632 services. However, clients who turn 22 years of age during the school year are also included to allow for client plan completion. The education budget trailer bill, AB 114 (Statutes of 2011), transferred these responsibilities to the State Department of Education, effective July 1, 2011.

Recently, DHCS conducted an extensive review of the AB 3632 data that was submitted to CSI between the years 2009 and 2011 and found that there were discrepancies between CSI and other county data sources. In order to resolve these discrepancies, the client counts will need to be verified for accuracy in reporting of the services being required in the IEP, as well as the completeness of the counts compared to other county data sources. The information should be reviewed and matched with county internal records to ensure that AB 3632 client and service records submitted to CSI are accurate.

In order to correct and validate the data, we will need the name and contact information of the analyst(s) that are currently working on CSI errors to assist with data discrepancy resolution and validation of the IEP data. DHCS is not certain who to contact in each county to perform this review. Please send the analyst(s)' contact information along with any questions, comments, or concerns related to the CSI or content of the information notice to MHSData@dhcs.ca.gov or to your assigned DHCS CSI System Analyst. **It is important that this information be submitted by July 1, 2015.**

Sincerely,

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