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

JENNIFER KENT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: April 6, 2015

MHSUDS INFORMATION NOTICE NO.: 15-013

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: MENTAL HEALTH CONSUMER PERCEPTION SURVEY DATA COLLECTION – MAY 11–15, 2015

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 5898 AND SECTION 3530.40 OF TITLE 9 OF THE CALIFORNIA CODE OF REGULATIONS

This Department of Health Care Services (DHCS) Information Notice provides guidance to Counties for the submission of data for the Consumer Perception Survey (CPS) Data Collection requirement. The goal of this survey is to collect data for reporting on the federally determined National Outcome Measures (NOMs). Reporting on these NOMs are required by the Substance Abuse and Mental Health Services Administration (SAMHSA), and receipt of federal Community Mental Health Services Block Grant (MHBG) funding is contingent upon the submission of this data. Counties are required to conduct the survey and submit data per §3530.40 of Title 9 of the California Code of Regulations.

Section 3530.40 of Title 9 of the California Code of Regulations requires that semi-annual surveys be conducted. Therefore, counties will be required to administer the CPS in May and November of each calendar year.

The Spring 2015 survey period will take place from **Monday, May 11, through Friday, May 15, 2015**. DHCS has contracted with the California Institute for Behavioral Health Solutions (CIBHS) to scan and process the submitted forms and aggregate the data.

Once the survey forms have been completed and collected, they must be submitted to CIBHS no later than **Monday, June 1, 2015**. Persons at the county/local level responsible for data collection and reporting are asked to do the following:

1. Download the data collection materials, including instructions and each of the CPS forms, from the CIBHS website. A link to the materials will be available at http://www.cibhs.org/consumer-perception-surveys by **Monday, March 16, 2015**. Forms are available for Adults, Older Adults, Youth, and Family/Parents of Youth. Adult and Older Adult forms are available with or without *Quality of Life* survey items and counties may choose to use either type of form.

2. Administer the surveys during the collection period specified above.

3. Please mail the completed forms no later than **Monday, June 1, 2015**, to the following address:

   California Institute for Behavioral Health Solutions
   2125 19th Street, 2nd Floor
   Sacramento, CA 95818
   Attention: Cricket Mitchell, Ph.D.

Please note the forms must be printed directly from the PDF documents on the CIBHS website. Photocopied forms will not be accepted as they will not correctly scan. Other survey types or forms that have been modified in any way by the counties to collect this data will also not be accepted, as they cannot be aggregated with the standard forms.

For counties who have Teleform software and wish to print forms locally from their Teleform Designer software, Teleform form definition files (Version 8.2 and Version 10.6) will also be available on the CIBHS website. Counties who choose to scan/enter data locally must aggregate their data according to the data dictionaries available on the DHCS Information Technology Web Services (ITWS) website at https://itws.dhcs.ca.gov/. Resulting data files should be uploaded to county DHCS ITWS folders no later than **5:00 pm on Friday, June 26, 2015.** Data files received after that time cannot be utilized in statewide reporting. Please notify one of the CIBHS staff below if your county plans to upload data files to the ITWS.

Counties will be able to retrieve electronic data files of their survey submissions by logging onto the DHCS ITWS website. The data will be posted in county-specific folders for download by October 2015.

If you have any questions regarding the CPS Data Collection process, please contact the following staff at CIBHS:

Cricket Mitchell, Ph.D.
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Sincerely,

Original Signed

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