CALIFORNIA DEPARTMENT OF
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 653-6257

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CSI LETTER NO.: 06-02

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH ADMINISTRATORS
CSI DATA AND DATA PROCESSING CONTACTS
COUNTY COMPLIANCE AND QUALITY IMPROVEMENT CONTACTS
COUNTY INFORMATION SYSTEMS COORDINATORS

SUBJECT: Schedule for the Archiving of Client and Service Information (CSI) System Service Records and A Clarification On The Use of CSI Data In the DMH Fiscal Audits Process

REFERENCE: CSI Letter 05-01

The Department of Mental Health (DMH) Statistics and Data Analysis (SDA) is providing information and clarification on the following: 1) how CSI data are used in a DMH fiscal audit; 2) how the CSI Archive Plan will be impacted by the DMH Fiscal Audits schedule; and, 3) how the DMH SDA plans to archive the CSI Service records from the database.

1. CSI Data Use in a DMH Fiscal Audit

When DMH SDA released CSI Letter 05-01**, Archiving Client and Services Information (CSI) Data,** on March 6th, 2006, several counties sought clarification on the relationship between the proposed archiving of CSI data and the possible need for counties to correct CSI data pursuant to a fiscal audit.

In a DMH fiscal audit, counties are provided options on the calculation of their total Medi-Cal administrative cost. One approach is to utilize the gross costs method, which is based on the percentage of Medi-Cal costs to total costs. Another approach is to utilize the unduplicated total of clients served as reported by the county via the DMH CSI System and as reflected in the Short Doyle/Medi-Cal (SD/MC) Approved Claims File.

Each State Fiscal Year (FY), the DMH Audits Section requests SDA to provide the following summary information by submitting county:

1) the total unduplicated number of clients served as reported via the CSI System;

2) the total unduplicated number of Medi-Cal clients served from the Short Doyle/Medi-Cal (SD/MC) Approved Claims File; and,

3) the total unduplicated number of Non-Medi-Cal clients served is derived by subtracting the Medi-Cal count from the CSI count.

Counties that choose **not** to utilize CSI data, to calculate their Medi-Cal administrative cost must be prepared to present to the DMH Auditors the documentation to support any discrepancies between county data reported to the CSI System and the results of their preferred methodology.

SDA will continue to provide DMH Audits with county summary information in the format as presented above.

2. Impact of the DMH Fiscal Audits schedule to CSI Archive Plan

The CSI Archive Plan will **not** be impacted by the DMH Audits schedule. At this time, Audits have completed their work for State FYs 1998-99, 1999-00 and 2000-01, and have begun the fiscal audits process for FY 2001-02. To further accommodate counties and ensure that the plan for the archiving of CSI Service records data do not impact Audits schedule, SDA will not archive FY 2001-02 CSI Service records until **July 1, 2008.**

3. The Revised DMH SDA CSI Service Records Archive Plan

As proposed in CSI Letter 05-01, the archiving of CSI Service record data was scheduled to begin July 1, 2006. This would have closed off county CSI reporting and error corrections for the first two fiscal years of CSI, specifically for FYs 1998-1999 and 1999-2000. In addition, this would have left six fiscal years of CSI Service record data active and available for counties to update and correct. Now, with the recent CSI reporting system changes at both the State and county level, SDA has revised the Archive Plan. The first phase of the revised Archive Plan will be implemented on **July 1, 2007**.

Archive Process

Beginning July 1, 2007, the DMH SDA will archive CSI Service record data for FYs 1998-99, 1999-00, and 2000-01. Each July thereafter, SDA will archive the next scheduled fiscal year of CSI Service record data, and will leave six years of CSI Service record data active and available for counties to update or correct. Archived CSI Service information will only be available in summary format via the county's fiscal year production reports or through a request to SDA. Each January SDA will send counties a CSI Letter announcing that another year of CSI Service record data is about to be archived.

The Revised CSI Service Record Archive Schedule is as follows:

DATE	ARCHIVE FISCAL YEARS	ACTIVE FISCAL YEARS
7/1/2007	1998-99, 1999-00, 2000-01	2001-02 through 2006-07
7/1/2008	2001-02	2002-03 through 2008-09
7/1/2009	2002-03	2003-04 through 2009-10

Requests for an exception to the archive schedule will be reviewed by SDA on a county by county basis, and when the following conditions apply:

- A county who has been involved on a recent fiscal audit and needs to resolve specific CSI data reporting issues.
- A county is involved in a data improvement project and has identified areas in CSI reporting that need to be resolved to better reflect the county's client and service population.

When requesting an exception from the archive plan, counties need to specify areas of concern, a plan for resolution, and a timeline for project completion.

Each county is encouraged to continue to work closely with their respective DMH CSI analyst to address county-specific CSI concerns. If you have questions regarding your county's CSI data reporting, please contact the DMH CSI analyst assigned to your county. If you need additional clarification with regard to the CSI Service record archive process, you may contact me via email at Tom.Wilson@dmh.ca.gov, or via telephone at (916) 653-4608.

Sincerely,

TOM WILSON, Chief
Statistics and Data Analysis

Enclosure: DMH Staff Assignments

cc: Michael Borunda
Stephanie Oprendek
Wade Malanchuk
Rollin Ives
Jim Hill
CSI staff
Data Quality Staff