



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

1600 9th Street, Sacramento, CA 95814  
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March 6, 2006

CSI LETTER NO.: 05-01

TO: LOCAL MENTAL HEALTH DIRECTORS  
CSI DATA CONTACTS  
CSI DATA PROCESSING CONTACTS  
OTHER CSI CONTACTS

SUBJECT: ARCHIVING CLIENT AND SERVICES INFORMATION (CSI) DATA

The CSI database now contains over 120 million Service records. Increased storage requirements demand that the Department of Mental Health (DMH) implement an archive process for CSI service data, and we are seeking your input on the most fair and equitable way to proceed. This process would deny any additions or corrections to CSI service data that have been archived.

As an initial proposal, beginning July 1<sup>st</sup> 2006, we would like to close off the first two fiscal years of CSI service data, specifically Fiscal Years 1998-1999 and 1999-2000, leaving six fiscal years of CSI service data active and available for additions and corrections.

Then, each July, DMH would archive the next subsequent fiscal year of CSI service data, always leaving six years of CSI service data active and available for additions or corrections. The archived CSI service data would be available to county users via the CSI On-Line System in read-only format and could not be added to or corrected.

A proposed archive schedule would be:

<b>DATE</b>	<b>ARCHIVE FISCAL YEARS</b>	<b>ACTIVE FISCAL YEARS</b>
07/01/2006	1998-1999 and 1999-2000	2000-2001 through 2005-2006
07/01/2007	2000-2001	2001-2002 through 2006-2007
07/01/2008	2001-2002	2002-2003 through 2007-2008
07/01/2009	2002-2003	2003-2004 through 2008-2009

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Counties may request a grace period to complete revisions and corrections to their CSI service data; however, by the end of each calendar year the scheduled year(s) of service data would be archived. Attempts to add or correct archived CSI service data via batch submissions will be rejected and reported back to counties in the county's detailed edit report.

With the implementation of the MHSA, we have noticed many counties bringing their CSI data up to date and we do not want to discourage counties from this effort. Thus, if you anticipate that the CSI archive process would impact this effort, we encourage you to contact your county's CSI analyst at DMH to discuss your county's situation.

If you have any questions about this proposal please contact Tom Wilson, Research Manager, CSI / Data Quality Section, at (916) 653-4608, or via email at [tom.wilson@dmh.ca.gov](mailto:tom.wilson@dmh.ca.gov).

Sincerely,

Original Signed by;

TOM WILSON, Chief  
CSI/Data Quality Section

c: John Lessley  
Rebecca Kirby  
John Glabas  
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Wade Malanchuk  
CSI Unit  
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