



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

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DATE: November 1, 2010

DMH INFORMATION NOTICE NO.: 10-22

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: ARCHIVING CLIENT AND SERVICES INFORMATION (CSI) DATA

REFERENCE: CSI LETTER NUMBER 06-02 AND CSI LETTER NUMBER 05-01

The purpose of this Department of Mental Health (DMH) Information Notice is to clarify for Mental Health Plans (MHPs) the Annual Archive Process for the Client and Services Information (CSI) System.

Due to increasing storage requirements for the large amount of data currently residing in the CSI database, DMH recently archived service data for Fiscal Years (FYs) 2002-03, 2003-04, and 2004-05. Because of this, counties are no longer allowed to report or correct CSI service data for these three fiscal years. The archived CSI service data from DMH will be available to authorized county users upon request.

Each July, DMH will archive another successive fiscal year of CSI service data. Thus, in July 2011, FY 2005-06 CSI service data will be archived. In addition, the Annual Archive Process allows DMH to maintain and manage an optimal amount of current CSI data, while always leaving six years of historical CSI service data available for additions or corrections.

The updated archive schedule is:

DATE	ARCHIVE FISCAL YEARS	ACTIVE FISCAL YEARS
7/1/2010	2002-2003 2003-2004 2004-2005	2005-2006 through 2010-2011
7/1/2011	2005-2006	2006-2007 through 2011-2012
7/1/2012	2006-2007	2007-2008 through 2012-2013
7/1/2013	2007-2008	2008-2009 through 2013-2014

Prior to each iteration of the Annual Archive Process DMH will notify counties in January via a CSI Letter that another year of CSI service data is scheduled to be archived in July. Counties are encouraged to use the time between January and July of each year to address CSI error corrections and to report any CSI data that may not have yet been reported.

Requests for an exception to a scheduled archive process will be reviewed by DMH on a county-by-county basis, and when the following conditions apply:

- A county has been involved in 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 Annual Archive Process, counties will need to specify areas of concern, a plan for resolution, and 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, or you would like additional clarification about the CSI Annual Archive Process, please contact your county's CSI Analyst. A list of CSI contacts for each county is enclosed.

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures: CSI Letter 06-02
CSI Letter 05-01
CSI Staff Assignments

cc: Giang Nguyen, Executive Administrator, Community Services Division
Sean Tracy, Assistant Deputy Director, Community Service Division
Rita McCabe, LCSW, Chief, Program Support Branch
Mark Sticklin, Chief, Performance Outcomes and Data Quality
Yoshie Shih, Performance Outcomes and Data Quality
Bryan Fisher, Performance Outcomes and Data Quality
Janet Aguirre, DMH-IT County Services