LANTERMAN-PETRIS-SHORT (LPS) DATA REPORTING PLATFORM

Instructions

Version 2.02

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DHCS
CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

DOCUMENT REVISION HISTORY

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1. INTRODUCTION

Per Welfare and Institutions Code (WIC) Section 5402, each county behavioral health director shall provide accurate and complete data to the Department in a form and manner, and in accordance with timelines, prescribed by the Department.

County behavioral health directors shall provide the data specified and any other information, records, and reports that the Department deems necessary for the purposes of this section. Data shall be submitted on a quarterly basis, or more frequently, as required by the Department.

Accordingly, each county behavioral health director is required to complete and submit these four (4) Data Reports by the 30th of the month following the end of each quarter. Each Data Report consists of sections to provide summary data counts, including demographic data.

The Department of Health Care Services (DHCS) designed this data reporting platform to facilitate this reporting requirement.

If there are no LPS Designated and Approved Facilities or Other Entities within the county in which at least one person was admitted or detained involuntarily for evaluation and treatment, county behavioral health directors must still submit these three (3) Data Reports on a quarterly basis.

Counties must complete and submit a separate Data Report for each of the following:

(1) LPS Designated and Approved Jail Inpatient Unit,
(2) LPS Designated and Approved Facility
(3) Other Entity, and
(4) Conservatorship data

For example, County A does not have an LPS Designated and Approved Jail Inpatient Unit but does have two (2) LPS Designated and Approved Facilities, and three (3) Other Entities.

It also has no conservatorship data to report. County A is expected to complete and submit a total of seven (7) Data Reports on a quarterly basis:

- One (1) LPS Designated and Approved Jail Inpatient Unit Data Report with "No Facilities",
- Two (2) LPS Designated and Approved Facility Data Reports, one for each LPS Designated and Approved Facility,

- Three (3) Other Entity Data Reports, one for each Other Entity, and
- One (1) Conservatorship Data Report with “No” data.

2. "NEW OR UPDATE" MODULE

Select the appropriate Data Report from the "Data Reports" dropdown.

Data Report: (1) Summary of Persons Admitted or Detained in LPS Designated and Approved Jail Inpatient Units

Counties with a LPS Designated and Approved Jail Inpatient Unit

Select the appropriate facility from the facilities for your county listed on the Entity table.

To proceed to the next module, select the "Next" button at the bottom of the page.

If you do not see the facility listed for your county, please contact DHCS at (916) 323-1864 or email MHData@dhcs.ca.gov.

Counties without a LPS Designated and Approved Jail Inpatient Unit

Counties without an LPS Designated and Approved Jail Inpatient Unit will have no facilities (N/A) listed in the Entity table.

To proceed to the next module, select the N/A row in the Entity table and then select the "Next" button at the bottom of the page.

Data Report: (2) Summary of Persons Admitted or Detained in LPS Designated and Approved Facilities

Counties with a LPS Designated and Approved Facility

Select the appropriate facility from the facilities for your county listed on the Entity table.

To proceed to the next module, select the "Next" button at the bottom of the page.

If you do not see the facility listed for your county, please contact DHCS at (916) 323-1864 or email MHData@dhcs.ca.gov.

Counties without a LPS Designated and Approved Facility

Counties without an LPS Designated and Approved Facility will have no facilities (N/A) listed in the Entity table.

To proceed to the next module, select the N/A row in the Entity table and then select the "Next" button at the bottom of the page.

Data Report: (3) Summary of Persons Detained in Other Entities

Counties with an Other Entity

Select the appropriate type of Other Entity from the "Other Entity" dropdown.

Enter the name in the "Other Entity Name" field.

Enter the address in the "Other Entity Address" field.

Select the "Add Other Entity" button to log the Other Entity in the Entity table.

To proceed to the next module, select the Other Entity row in the Entity table and then select the "Next" button at the bottom of the page.

Counties without an Other Entity

Select "No Other Entity". This will log a N/A row in the Entity table.

To proceed to the next module, select the N/A row in the Entity table and then select the "Next" button at the bottom of the page.

If you have questions about reporting Other Entity data, please contact DHCS at (916) 323-1864 or email MHData@dhcs.ca.gov.

Data Report: (4) Summary of Conservatorships Established

Counties with Conservatorship Data

Select your County listed in the table.

To proceed to the next module, select the "Next" button at the bottom of the page.

Counties without Conservatorship Data

Select your County listed in the table.

To proceed to the next module, select the "Next" button at the bottom of the page.

If you have questions about reporting Conservatorship data, please contact DHCS at (916) 323-1864 or email MHData@dhcs.ca.gov.

3. “RECENT LEGISLATION” MODULE

Review the W&I Code Section 5336 and its related provisions.

Select “Yes” or “No” depending upon whether the county has any data to report for Senate Bill 1184. For conservatorship data reporting, this field is set to “No” by default because Senate Bill 1184 does not apply.

To proceed to the next module, select the “Next” button at the bottom of the page.

4. "DATA REPORT" MODULE

Data Report: (1) Summary of Persons Admitted or Detained in LPS Designated and Approved Jail Inpatient Units, (2) Summary of Persons Admitted or Detained in LPS Designated and Approved Facilities and (3) Summary of Persons Detained in Other Entities

Counties with a LPS Designated and Approved Jail Inpatient Unit, or with a Designated and Approved Facility, or with an Other Entity

For each data category present, choose the appropriate response:

Select "Yes" if the facility has data pertaining to this data category. This will open the appropriate fields for data entry.

Complete each data category section of the Data Report.

Note: Please adhere to the following guidance when reporting demographic data:

- For an individual who was detained and/or admitted for the same hold category (e.g., 72-hour detainment) more than once in the same quarter, only report the most current demographic data.
    - Example: Person A had two 72-hour detainments in Quarter 1. They were reported in the 25-44 age category during the first detainment, then reported in the 45-64 age category during the second detainment. Counties should only report the most current demographic data for this person (45-64 age group).
- If the same person was either detained and/or admitted involuntarily in separate hold categories (e.g., a 72-hour detainment and then a subsequent 14-day admission) during the quarter, count this person once in each hold category and report the most current demographic data available.
    - Example: Person B had a 72-hour detainment and a 14-day treatment admission in Quarter 1. They were reported in the 25-44 age category for both holds. Counties should count this person's demographic data once for each hold category (72-hour and 14-day).

Ensure that the SUMMARY OF COUNTY CONTRACTED BEDS* data category is completed.

Refer to the current version of the LPS Reporting Data Element Dictionary for additional information about data categories and valid values.

Select "No" if the facility does not have data pertaining to this data category.

Select "Facility did not report" if the facility did not report data pertaining to this data category.

Select the "Save and Continue" button to complete the data entry process and to proceed to the next module.

Counties without a LPS Designated and Approved Jail Inpatient Unit, or without a Designated and Approved Facility, or without an Other Entity

For each data category present, ensure that "No Facility" is selected.

Ensure that the SUMMARY OF COUNTY CONTRACTED BEDS* data category is completed.

Refer to the current version of the LPS Reporting Data Element Dictionary for additional information about data categories and valid values.

Select the "Save and Continue" button to complete the data entry process and to proceed to the next module.

Data Report: (4) Summary of Conservatorships Established

Counties with Conservatorship Data

For each data category present, choose the appropriate response:

Ensure that the SUMMARY OF COUNTY CONTRACTED BEDS# data category is completed.

Select "Yes" if the county has data pertaining to this data category. This will open the appropriate fields for data entry for the entire county.

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*Not applicable beginning with the April to June 2026 reporting quarter.
Required beginning with the April to June 2026 reporting quarter.

Select “No” if the county does not have data pertaining to this data category.

Complete each data category section of the Data Report.

Refer to the current version of the LPS Reporting Data Element Dictionary for additional information about data categories and valid values.

Select the “Save and Continue” button to complete the data entry process and to proceed to the next module.

Counties without Conservatorship Data

For each data category present, ensure that “No” is selected.

Ensure that the SUMMARY OF COUNTY CONTRACTED BEDS[#] data category is completed.

Select the “Save and Continue” button to complete the data entry process and to proceed to the next module.

[#]Required beginning with the April to June 2026 reporting quarter.

5. “REVIEW & SUBMIT” MODULE

This module enables users to review all data entered in a formal report format before submission. Summary counts are displayed by data category.

Review the summary counts and select “Print PDF” to save a copy of this Data Report.

Updates or Revisions Prior To Report Submission:

Select the “Data Report” icon at the top of the screen to make any updates or revisions to the data categories before submitting the Data Report.

Report Submission:

Select the “Submit” button at the bottom of the page to submit the Data Report.

Updates or Revisions After Report Submission:

During the allotted reporting period users are allowed to update or revise a previously submitted report.

To ensure users are aware they are attempting to update or revise a previously submitted report, users must select “Yes” when prompted by the Update Submission dialogue box, “Are you sure you want to update already submitted report?”

After selecting “Yes” the user is returned to the “Recent Legislation” module to begin the update or revision process for the previously submitted report.

Note that previously submitted reports can only be updated or revised during the allotted reporting period.

6. ADDITIONAL REPORTING TIPS

Tip: Select the “Save as Draft” button AT ANY TIME TO SAVE YOUR WORK.

Saving as a draft also allows users to end their session and complete the task at a later time. The Entity table will display “In Progress” in the Report Status column of the Entity table.

Data Reports that have not been started are assigned a “Not Reported” status in the Entity table.

To avoid duplicate reporting do not count persons who are referred to another county for services. It is the responsibility of the county in which a treatment facility is located to include all the information about the facility in its Data Report.

A person who initially is admitted to a unit within a facility and is subsequently transferred to another unit within the same facility or to another facility for the same treatment episode while being held under the same WIC section is to be counted only once. This person is to be counted in the unit or facility where each specific detention was initiated to avoid duplicate reporting.

7. ASSISTANCE

A current list of the data elements and valid codes are available in the companion Data Element Dictionary (DED) located on the DHCS LPS Data Reporting Platform Resources Webpage.

If you need assistance preparing these Data Reports or do not see the facility listed for your county, please call DHCS at (916) 323-1864 or email MHData@dhcs.ca.gov.