



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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January 31, 2005

DMH INFORMATION NOTICE NO.: 05-02

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

SUBJECT: Need for County Mental Health Agencies to Review and Submit  
AB 3632 Data in the Client and Service Information System

REFERENCE Title I, Division 7, Chapter 26.5 of the Government Code (AB 3632)

With the recent passage of Senate Bill (SB) 1895 (Statutes of 2004) the California Department of Mental Health (DMH) was given the primary responsibility for monitoring county mental health agencies to ensure appropriate utilization of AB 3632 funds and services. Government Code Section 7576.2 requires DMH to send a report to the Legislature by April 1, 2005, including a description of the data currently collected on pupils and services. The report will cover DMH's current monitoring process of and the data collection from county mental health agencies. It will include recommendations to strengthen and improve the process. Recommendations will be made on how to improve collaboration with the Department of Education on monitoring, existing data collection, and on additional data elements that may be needed.

County mental health agencies provide AB 3632 information to DMH as part of their monthly data submissions to the Client and Service Information (CSI) system. The Special Population field in each CSI service record allows counties to report a service a client has received as an AB 3632 service (Attachment A). An AB 3632 service is a mental health service required in the client's existing Individual Education Plan (IEP). A client must be between 3 and 21 years of age at the time of service to qualify for AB 3632 services. However, clients who turn 22 years of age during the school year are also included to allow for client plan completion.

With the additional reporting and oversight requirements brought about by the passage of SB 1895, the Department has had to reevaluate the AB 3632 reporting requirements.

A closer review of current CSI AB 3632 data submitted to DMH has highlighted areas where improvement is needed in timeliness and completeness of reporting.

**CSI submissions from counties will need to be submitted within 60 days.**

More timely information is needed to provide data for the report to the Legislature as well as to monitor programs and respond to data requests throughout the year. This is in lieu of creating a separate reporting system for SB 1895. Table I (Attachment B) presents each county's current reporting status as of December 14, 2004. It shows how counties stand with the requirement to submit CSI data 60 days after the end of each month. For example, the September 2004 CSI data file was due to DMH by December 1, 2004.

**Counties undergoing system changes or other problems that will make it impossible to submit CSI data within the 60 day requirement will need to make arrangements with the DMH.**

The middle third of Table I are counties who are delayed in their CSI reporting. Those counties need to contact DMH immediately to develop some catch up options. Those counties on the lower third of Table I need to work closely with their respective DMH CSI analysts to ensure that the county's AB 3632 information can be included by DMH in the Legislative Report. DMH will work with counties to assist them in providing the required data.

**Counties need to correct their errors in CSI for their AB 3632 clients.**

Attachments C-1 and C-2 present the Unduplicated Number of AB 3632 Clients Served by County and Age for State fiscal years 2002-03 and 2003-2004 as reported in CSI. Columns that are not shaded represent clients whose ages would indicate that they are eligible for AB 3632 services. Shaded columns include those clients who do not appear to be eligible based on their ages. In these cases, there could be an error in the birth date or the indicator that the service was provided in accordance with an IEP. The client counts need to be verified for accuracy in reporting of the birth dates and the service being required in the IEP, as well as the completeness of the counts compared to other county data sources.

Each county may request from DMH a list of their AB 3632 clients by Medi-Cal eligibility status as reflected in CSI. This list should be used to review and match with county internal records to ensure AB 3632 client and service records submitted to CSI are accurate.

All county mental health agencies are encouraged to work closely with their DMH CSI Analyst to resolve any outstanding CSI and AB 3632 concerns. Attachment D provides each county's appropriate CSI analyst's contact information.

If you have any questions, please contact Tom Wilson, CSI Manager at (916) 653-4608 or [Tom.Wilson@dmh.ca.gov](mailto:Tom.Wilson@dmh.ca.gov).

Thank you for your assistance in improving the reporting and allowing us to accurately represent this important program.

Sincerely,

**ORIGINAL SIGNED BY**

STEPHEN W. MAYBERG, Ph.D.  
Director

Enclosures: Attachment A: CSI Data Dictionary – Special Population  
Attachment B: Current CSI Reporting Status  
Attachment C-1: Unduplicated Number of AB 3632 Clients FY 2002-03  
Attachment C-2: Unduplicated Number of AB 3632 Clients FY 2003-04  
Attachment D: CSI System Staff Assignments

c: County AB 3632 Coordinators  
David Neilsen, DMH  
Zoey Todd, DMH  
JoAnn McLevis, DMH  
John Lessley, DMH  
Tom Wilson, DMH  
CSI Analysts, DMH