



JENNIFER KENT  
DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

DATE: October 17, 2018

MHSUDS INFORMATION NOTICE NO.: 18-048

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS  
COUNTY DRUG & ALCOHOL ADMINISTRATORS  
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA  
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES  
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS  
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.  
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES  
CALIFORNIA OPIOID MAINTENANCE PROVIDERS  
CALIFORNIA STATE ASSOCIATION OF COUNTIES

SUBJECT: EARLY AND PERIODIC SCREENING, DIAGNOSTIC, AND TREATMENT (EPSDT) – SPECIALTY MENTAL HEALTH SERVICES PERFORMANCE OUTCOMES SYSTEM FUNCTIONAL ASSESSMENT TOOLS FOR CHILDREN AND YOUTH

REFERENCE: [MHSUDS INFORMATION NOTICE 17-052](#)

This Information Notice (IN) is to provide guidance on data submission requirements for the **Pediatric Symptom Checklist (PSC-35)** and the **Child and Adolescent Needs and Strengths (CANS)** and to update information provided in MHSUDS Information Notice 17-052 regarding the age ranges covered by each of these functional assessment tools.

### **Data Submission Requirements**

Counties must submit data collected using the PSC-35 and the CANS to the Department of Health Care Services (DHCS) on a monthly basis. Data collected in a given month must be reported by the last day of the following month. For example, counties must submit data collected from beneficiaries between July 1 and July 31 by August 31<sup>st</sup>. With the exception of Los Angeles County, all counties must begin submitting monthly data to DHCS beginning on February 28, 2019, and this first data submission must include data collected from the county's required implementation date (either July 1, 2018, or October 1, 2018) through January 31, 2019. Los Angeles County must begin submitting monthly data to DHCS

beginning on August 31, 2019. Although the assessments are to be administered on new clients entering treatment and every six months thereafter (as stated in Information Notice 17-052), data must be submitted on a monthly basis, as specified above.

The data will be submitted in batch files according to the specifications outlined in the “Batch File Submission Instructions” document that is available in Behavioral Health Information Systems (BHIS). To access all of the documentation available on BHIS, do the following:

- Open the BHIS website (<https://bhis.dhcs.ca.gov>)
- Click [Log In] and enter your credentials.
- On the Menu Bar, select the Applications / CSI Web Application submenu.
- On the Menu Bar, select System Documentation
- Enter your credentials.
- Click [Sign On].
- Once at the /DHCS-BHIS/Production/ CSI/System Documentation view, select the **FAST** folder.

The “Batch File Submission Instructions” document specifies the file format, the text file name, the file size limitations, that the file needs to be pipe delimited, as well as additional requirements for file submission.

Information regarding data formatting and validation is documented in the “Functional Assessment Business Rules,” which is also located on BHIS. County technical staff and vendors may use this document to understand how DHCS will process the data that the counties submit, which will help to ensure data integrity, limit errors, and prevent the need for data resubmission.

Counties must ensure that they are using the most current version of the Data Dictionaries for both the PSC-35 and the CANS. The updated versions are also included on BHIS.

### **Age Ranges**

Information Notice 17-052 communicated that the PSC-35 is to be completed for children/youth aged 4 to 18, and that the CANS is to be completed for children/youth aged 6 to 17. Since the time that Information Notice 17-052 was published, DHCS has received expanded age groupings from the instrument authors. As such, DHCS has revised the age groupings of children/youth from whom data must be captured. Specifically, the PSC-35 is to be completed for all children/youth from age 3 through age 18. The CANS is to be completed for all children/youth from age 6 through age 20. The budget estimate for the POS includes both age ranges.

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DHCS recognizes that MHPs will need time to implement the change to the age range for both tools. As such, DHCS is requiring that the 33 counties required to begin administering the two tools on July 1, 2018, and the 22 counties it required to implement the tool on October 1, 2018, to begin administering both tools to the individuals in the expanded age range by February 1, 2019. Los Angeles County must administer the tool to beneficiaries in the expanded age range upon implementation.

If you have any questions regarding this Information Notice, please contact the DHCS Performance Outcomes System Unit at [cmhpos@dhcs.ca.gov](mailto:cmhpos@dhcs.ca.gov).

Sincerely,

Original signed by

Brenda Grealish, Acting Deputy Director  
Mental Health & Substance Use Disorder Services