CSI Reporting User Guide

Consolidated CSI Reporting Workflow

Version 3.0
6/18/2024

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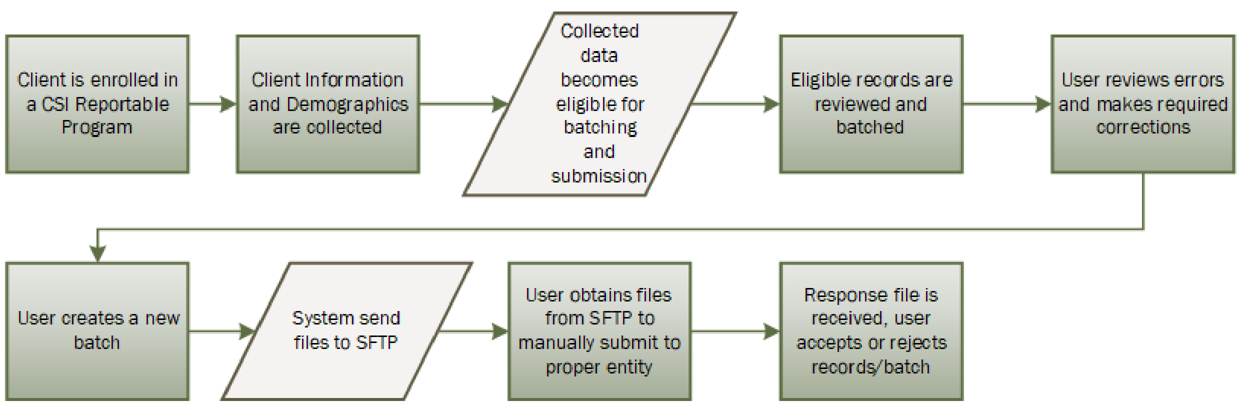
Overview

The CSI data collection process begins at time of program enrollment. A user will create a Program Assignment for a CSI reportable program with a Program Status of enrolled. This may be done using the Program Details Screen or the Program tab in the SC Core Registration. Once the Program Assignment is created a job will run at scheduled intervals that creates a TEDS episode for the reporting episode. The TEDS Episode is a SmartCare construct that allows for the tracking of enrollments to reportable services to be grouped by customer defined Episodes and Service Types. This grouping allows for data specific to the reportable episode to be grouped as such rather than being bound to a particular Program Assignment. The structure and granularity of the episodes is customer configurable, please reference the California TEDS Set Up Guide for additional details. Customers may create a Tracking Protocol based on their workflow needs that assigns a flag to the responsible user to complete the CSI Standalone Collection Document. This document collects the data required for the CSI Client and Periodic Records. Similarly, customers may also create a Tracking Protocols based on their needs for the CSI Annual Update requirements to assign a flag to the user responsible for collecting corresponding data. CSI Service Records contain data collected through SmartCare Service's for CSI reportable programs. Once these documents have been signed as complete the data sets become eligible candidate records for batching and submission.

Reporting Process

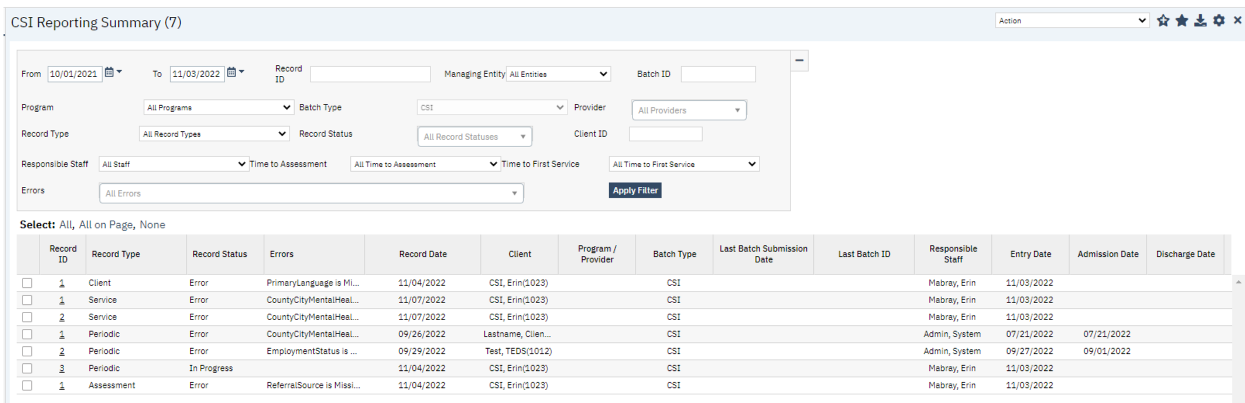


Reporting User Interface

Once the data has been collected through the CSI Standalone Collection Document or SmartCare Services it is eligible for submission and the records are available to be reviewed via the CSI Reporting Summary List Page. There the user can review the available candidate records, errors the records may have and the field level data for each record as it will appear in the file.

Navigating to the CSI Reporting Summary List Page.

1. Search for the CSI Reporting Summary List Page. (My Office) using the Search icon. Click on the CSI Reporting Summary List Page in the typable drop down. This will open the CSI Reporting Summary List Page.
2. Alternatively, locate the CSI Reporting Summary List Page using the Quicklink if this has been configured in your environment.



The CSI Reporting Summary List Page displays all eligible CSI submission records according to the following Status Types:

- In Progress = a record was created and is available to be batched in a Batch Submission.
    - Once a record is moved to a batched or canceled status it can be returned to a status of In Progress for rebatching when needed. See the Resubmitting Rejected/Canceled Records section of this User Guide.
- Cancel = a record was created and batched for submission in error. The record was then later canceled. A record with a status of Cancel is not able to be included in a batch.
- Sent = the record was batched for submission and is awaiting response. A record with a status of Sent is not able to be included in a batch.Accepted = A response file was received for the batch the record was included in and the record was marked as Accepted. A record with a status of Accepted is not able to be included in a batch.Reject = A response file was received for the batch the record was included in and the record

was marked as Rejected. A record with a status of Rejected not able to be included in a batch.

The action dropdown in the toolbar can be used to update the record statuses as follows, additional details on the specifics for each of these workflows can be found later on in this guide.

1. Accept Records
    a. Records can be accepted only if the selected record(s) are in a batch.
    b. If a user tries to accept the record(s) which are not in a batch a system validation will be displayed and read "Please create a batch for all selected records"
    c. Records can be accepted only if the selected record(s) status is Sent
2. Cancel Records
    a. Records can be canceled only if the selected record(s) status is Sent
    b. If the user tries to cancel the record(s) which are accepted then a system validation will display and read "Accepted records cannot be canceled."
    c. If the user tries to reject the records which are canceled a system validation will display and read "Please complete refresh action on the selected record and change the status".
3. Reject Records
    a. Records can be rejected only if the selected record(s) status is Sent.
    b. If the user tries to reject the record(s) which are accepted, a system validation will display and read "Accepted records cannot be rejected."
    c. If the user tries to reject the record(s) which are canceled a system validation will display and read "Please complete refresh action on the selected record and change the status".
4. Refresh Records
    a. Records can be refreshed only if the selected record(s) status is not Accepted.
    b. If the user tries to refresh the record(s) which are accepted a system validation will display and read "Accepted records cannot be refreshed."
5. Create Batch Submission
    a. Batch should be created if all the records selected are in status of in progress, or else a system validation will display and read "PLEASE SELECT NON-ERROR RECORDS FOR BATCH CREATION"
    b. When a batch is created the record status is changed to Sent.
    c. When records selected for a batch are reportable to multiple counties a batch is created for each county in the county specific format.
    d. A batch cannot be created for records already in a batch until the records have been refreshed and are in a status of In Progress, if user try to create otherwise

system validation will display and read "PLEASE SELECT NON-BATCH RECORDS FOR CREATING BATCH WITH OUT ERROR"

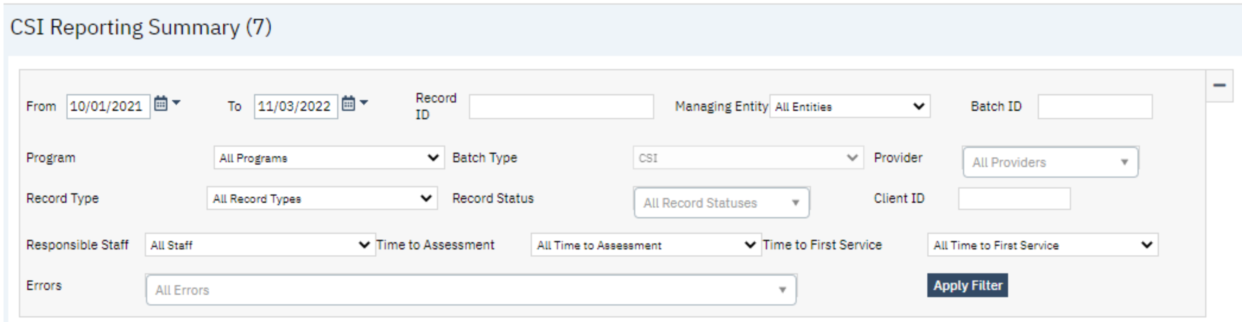
6. Create Batch Submission with errors
    a. Batch can be created only for in progress and error records
    b. Batch cannot be created for records already in the batch until the records have been refreshed and are in a status of Error, if user try to create otherwise it should show validation as "PLEASE SELECT NON-BATCH RECORDS FOR CREATING BATCH WITH ERRORS"

There are filters available in the CSI Reporting Summary List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for.
    - This date range is based on the completion date of the document that was used to collect the data. In most cases this will be the date that the document signed or for Services is when the Service record status is moved to 'complete'.
- Record ID - this is the unique id assigned to the CSI record
- Managing Entity - the county that the CSI records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the CSI record is associated with
- Batch Type - this will default to CSI Batch Type
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the CSI record is associated with
- Record Type - this multiselect dropdown filter allows for differentiating between the different CSI record types; Client, Key Change, Periodic and Service
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the CSI record.
- Responsible Staff - the staff who completed the data collection for the record will display
- Time to Assessment - based on a calculation from date of request to date of assessment appointment, this allows filtering based on time frames of 0-7, 8-14, 15-30, and 30+ days.
- Time to First Service - based on a calculation from date of request to date of service appointment, this allows filtering based on time frames of 0-7, 8-14, 15-30, and 30+ days.
- Errors - this multi select filter will display the applicable errors.

Click Apply Filter to fetch records that meet the parameters. Records will be returned in a list with the following columns. Columns can be sorted Ascending and Descending by clicking on the header. The following columns will be displayed

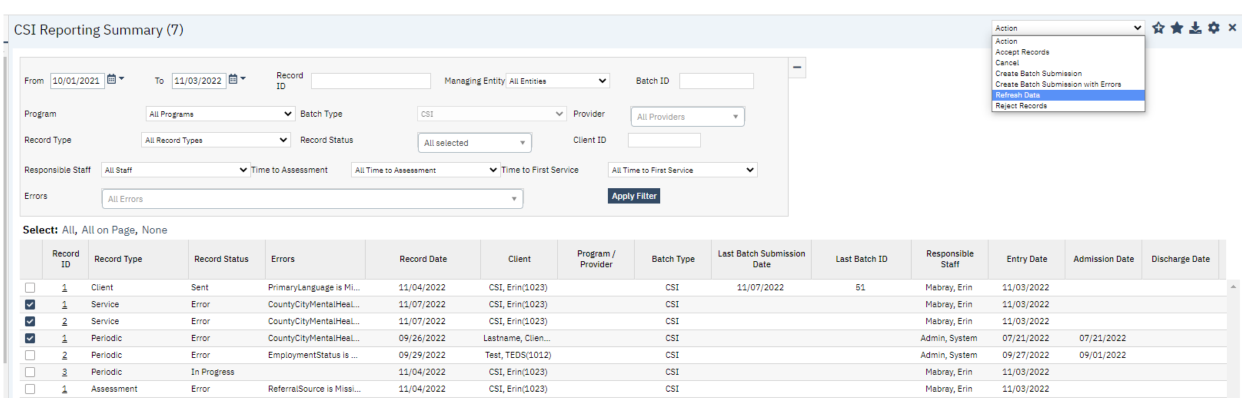
- Record ID - this is the unique id assigned to the CSI record. The hyperlink redirects you to the CSI Record Details
- Record Type - this filter allows for differentiating between the different CSI record types; Admission, Annual Update and Discharge.
- Effective Date - this is the Document Effective Date of the document used to collect the data. The hyperlink redirects you to the Document PDF.
- Record Status - indicates the current status of the record.
- Errors - displays the error messages that present for the record
- Record Date - this is the date that the record was pulled into the reporting tables.
- Client - displays the Client Name and Client ID
- Program/Provider. - displays the Program or Provider associated to the record. This is driven by the Program selected in the Document or the MCO Provider who completed the Event.
- Batch Type - this will always be CSI
- Last Batch Submission Date - indicates the date of the last time the record was included in a batch
- Last Batch Submission ID - indicates the Batch ID for the last batch the record was included in. The hyperlink redirects you to the Batch Details for the specified batch.
- Responsible Staff - this is the SC Staff User who authored the document
- Entry Date - this reflects the date that the document used to collect the data went into a status of Complete.
- Admission Date - this reflects the Program Enrolled Date
- Discharge Date - this reflects the Program Discharge Date
- Medi-Cal - this will display the Medi-Cal ID provided in Client Coverage Plans
- Assessment Appointed Accepted - For Assessment Records the time from Referral to Accepted Assessment Appointment is calculated and categorized into 0-7 days, 8-14 days, 15-30 days, and 30+ days
- Treatment Appointment Accepted -For Assessment Records the time from Referral to Accepted Treatment Appointment is calculated and categorized into 0-7 days, 8-14 days, 15-30 days, and 30+ days
- Time to Assessment - For Assessment Records the time from Referral to Completed Assessment Appointment is calculated and categorized into 0-7 days, 8-14 days, 15-30 days, and 30+ days
- Time to First Service - For Assessment Records the time from Referral to Completed Treatment Appointment is calculated and categorized into 0-7 days, 8-14 days, 15-30 days, and 30+ days



Monitoring Reporting Prior to Submission

To monitor records throughout the reporting period, prior to your submission deadline, you can complete the following steps:

1. Navigate to the CSI Reporting Summary List Page.
2. Review or filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
3. For records with a status of Error, use the Record ID hyperlink to navigate to the CSI Record Detail Page to further review of error messages and record data.
4. Work error messages by navigating to the screen in which the source data resides.
    a. Details regarding the errors and steps for resolution can be found in the Error Message List Page. Reference the Error Message List Page section of this guide for additional information.
5. Once data has been corrected, navigate back to the CSI Reporting Summary List page and use the check box to select the record(s) that have been corrected then select Refresh Data from the Action drop down to pull the corrected data into that record to later be batched for submission.

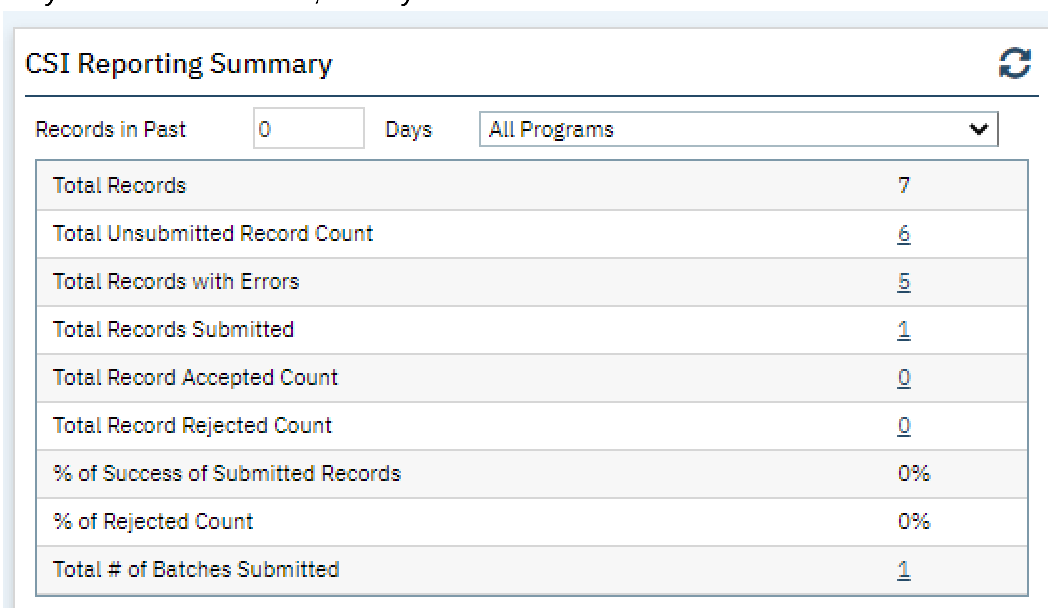


6. Repeat these steps as many times as needed in order to view errors, make corrections and confirm the errors are resolved.

Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the CSI Reporting Summary Widget. From the Dashboard a user can review basic statistics of records within a specific day range and Program(s).

1. Navigate to My Office > Dashboard
2. Locate the CSI Reporting Summary Widget
3. Enter a number of past days for which to filter the records.
4. Select All or a specific Program using the drop down.
5. Click the refresh icon in the right hand corner of the widget if filters were modified.
6. Within the widget are hyperlinks that will direct the user to prefiltered list pages where they can review records, modify statuses or work errors as needed.


CSI Reporting Summary

Records in Past 0 Days All Programs

Total Records	7
Total Unsubmitted Record Count	6
Total Records with Errors	5
Total Records Submitted	1
Total Record Accepted Count	0
Total Record Rejected Count	0
% of Success of Submitted Records	0%
% of Rejected Count	0%
Total # of Batches Submitted	1

The CSI Reporting Summary Widget displays the follow information:

- Total Records - distinct count of all records.
- Total Unsubmitted Record Count - distinct count of all records with a status of In Progress, Error, or Canceled. Clicking the number hyperlink will direct the user to the list page pre-filtered for these values.
- Total Records with Errors - distinct count of all records with a status Error. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.

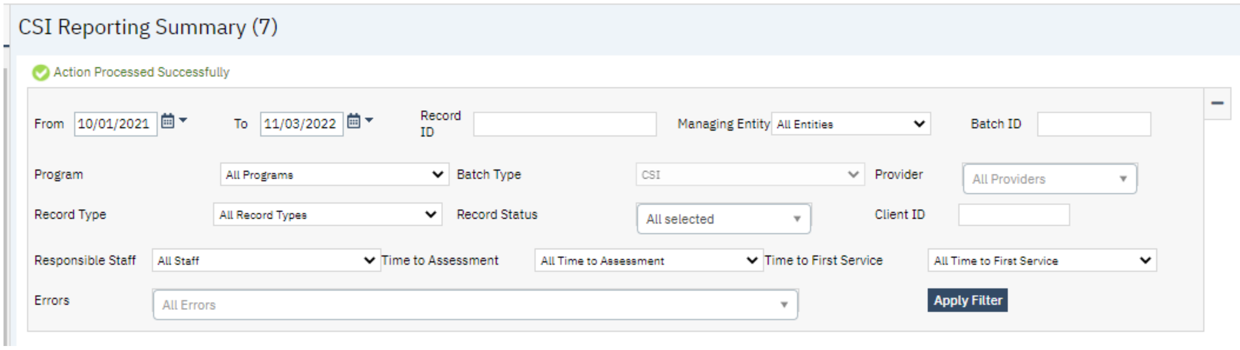
- Total Records Submitted - distinct count of all records with a status Sent. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Accepted Count - distinct count of all records with a status Accepted. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Record Rejected Count - distinct count of all records with a status Rejected. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- % of Success of Submitted Records - displays the percentage of records with a status of Accepted of the records sent during the reporting period.
- % of Rejected Count - displays the percentage of records with a status of Rejected of the records sent during the period.
- Total # of Batches Submitted - this displays the distinct count of batches that were generated during the period. Clicking the number hyperlink will direct the user to the Compliance Batch list page pre-filtered for these values.
- Top 10 Errors - up to 10 errors will display in the last rows of the widget. This will display the top 10 most common errors for the period based on distinct counts. Clicking the number hyperlink will direct the user to the list page pre-filtered for applicable error.

Creating a New Batch and Submitting Files

To create a batch for submission there are two options, creating a batch file without errors or creating a batch file with errors.

To create a batch without errors:

1. Navigate to the CSI Reporting Summary List Page.
2. Filter records as desired based on last batch date or other requirements.
3. For Record Status set filter to In Progress.
4. Apply filter.
5. Review displayed records as needed.
6. Select the appropriate records. This can be done for individual records using the check boxes in the left hand column, clicking Select All or Select All on Page.
7. Once desired records have been selected use the Action drop down in the top right to select Create Batch Submission.
8. A pop up window will appear confirming the action to batch X number of records.
9. Click OK.
10. Once results have processed a green message will display above the filters confirming the action was successful.
11. The batched file is now available for retrieval via the Batch Detail Page or the SFTP.



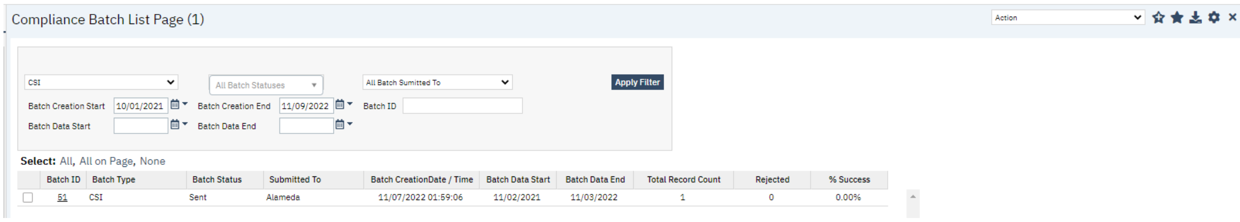
Under certain circumstances it may be necessary to create a batch record with errors. In this situation, follow these steps:

1. Navigate to the CSI Reporting Summary List Page.
2. Filter records as desired based on last batch date or other requirements.
3. For Record Status set filter to In Progress and Error.
4. Apply filter.
5. Review displayed records as needed.
6. Select the appropriate records. This can be done for individual records using the check boxes in the left hand column, clicking Select All or Select All on Page.
7. Once desired records have been selected use the Action drop down in the top right to select Create Batch Submission.
8. A pop up window will appear confirming the action to batch X number of records.
9. Click OK
10. Once results have processed a green message will display above the filters confirming the action was successful.
11. The batched file is now available for retrieval via the Batch Detail Page or the SFTP.

Viewing Batch Details

Once the batch has been generated there are two options for retrieving the file for submission. The first being from the customer's SFTP folder.

1. Navigate to the customer's SFTP folder.
2. Within that folder select the State Reporting folder.
3. Select the CSI folder.
4. Retrieve the file for the desired batch.



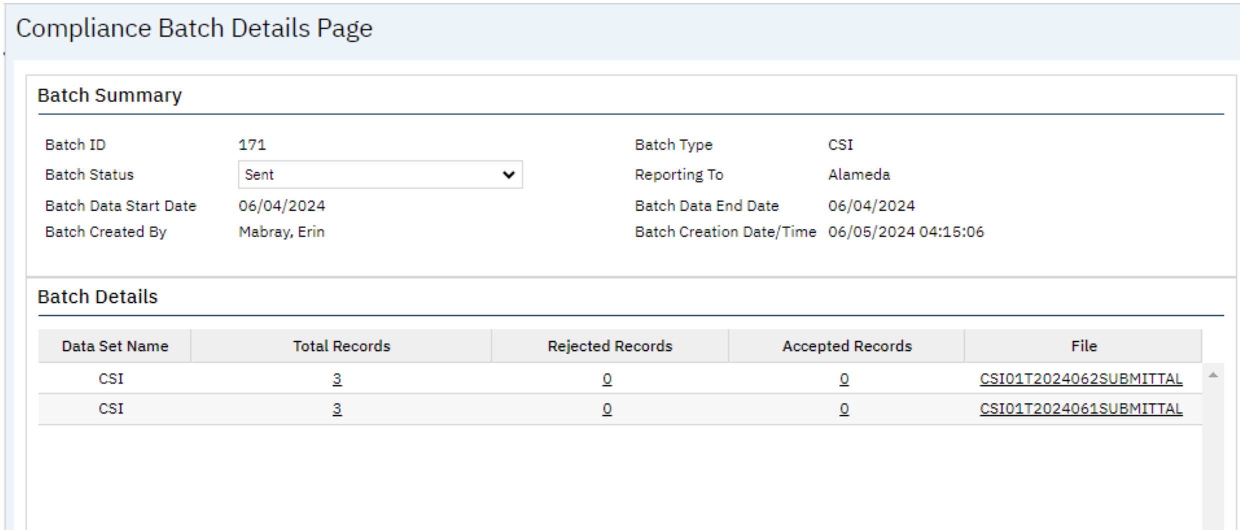
The second option is to utilize the Compliance Batch List Page.

1. Navigate to the Compliance Batch List Page using the search or Quicklinks as applicable.
2. Filter for Batch Type = CSI
3. Select other filters as appropriate.
4. Click Apply to refresh the List Page results.
5. Select the desired batch by clicking the Batch ID hyperlink, this will direct you to the Batch Detail Page.
6. From the Batch Detail Page click the hyperlink to the file in the Batch Details to download the results.

Regenerating a Batch

In situations where a batch has been created and data is updated in those records prior to submission the batch can be regenerated.

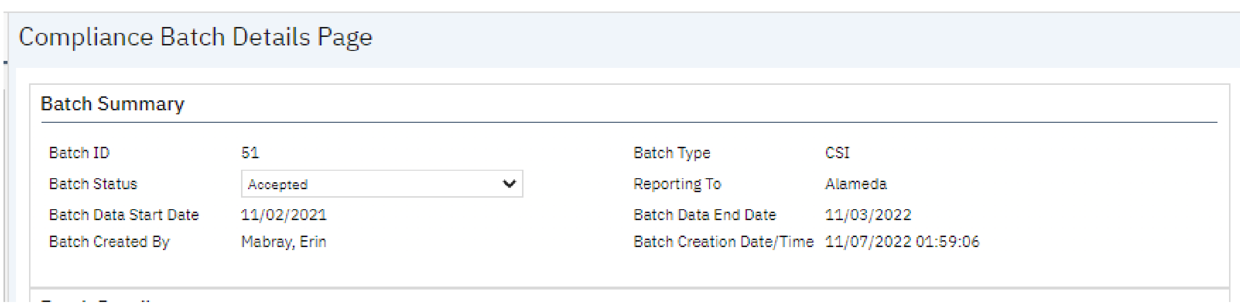
1. Navigate to the CSI Reporting Summary List Page and select all records that were included in the batch.
2. Once the records are selected choose the Refresh Data selection from the dropdown action in the toolbar.
3. Confirm that system displays the ‘Action Processed Successfully’ message
4. Navigate to the Compliance Batch List page
5. Filter for the previously generated batch.
6. Select the batch and choose ‘Regenerate File’ from the dropdown action in the toolbar.
7. Once the action has processed open the Batch Detail by clicking the Batch Id
8. A second version of the file is now available in the batch details for download or by navigating to the customer’s SFTP.



Accepting or Rejecting a Batch

Once the batch file has been sent to the appropriate entity, batches can be marked as accepted or rejected. To mark batches as accepted:

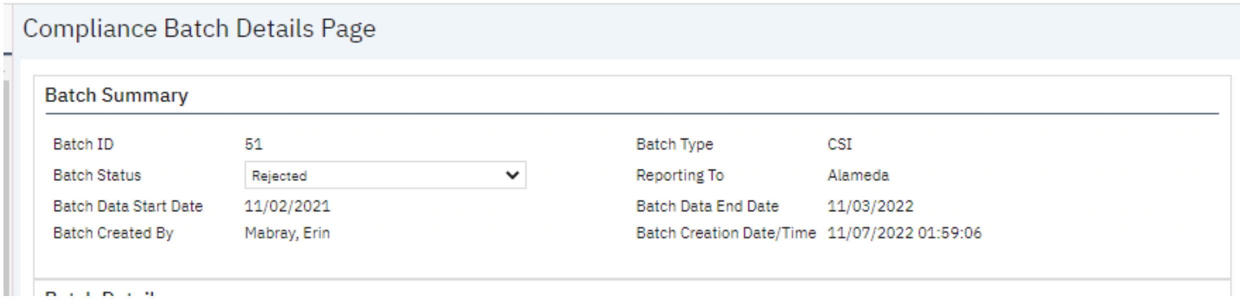
1. Navigate to the Compliance Batch List Page
2. Set Batch Type Filter to CSI, set other filters as appropriate.
3. Click Apply Filter
4. To accept multiple batches select the check boxes on the left, click All or All on Page.
5. Use the action
6. Accepting a batch can also be done individually by clicking the Batch Id hyperlink that directs you to the Compliance Batch Detail Page.
7. In the Batch Summary section select Accept from the Batch Status drop down.



To mark batches as rejected:

1. Navigate to the Compliance Batch List Page
2. Set Batch Type Filter to CSI, set other filters as appropriate.

3. Click Apply Filter
4. To reject multiple batches select the check boxes on the left, click All or All on Page.
5. Accepting a batch can also be done individually by clicking the Batch Id hyperlink that directs you to the Compliance Batch Detail Page.
6. In the Batch Summary section select Accept from the Batch Status drop down.


Compliance Batch Details Page

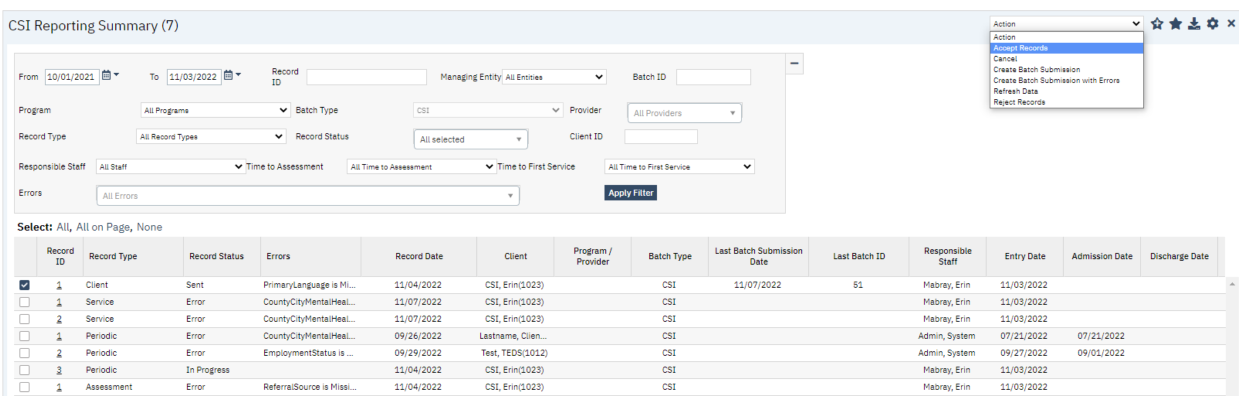
Batch Summary

Batch ID	51	Batch Type	CSI
Batch Status	Rejected	Reporting To	Alameda
Batch Data Start Date	11/02/2021	Batch Data End Date	11/03/2022
Batch Created By	Mabray, Erin	Batch Creation Date/Time	11/07/2022 01:59:06

Accepting or Rejecting an Individual Record

Once the batch file has been sent to the appropriate entity, if a portion of records were accepted these can be marked as such. To mark records as accepted:

1. Navigate to the CSI Reporting Summary List Page.
2. Filter the results to display the records needing to be accepted. This can be done a number of ways including by date, Status, or Batch ID
3. Select the records you wish to accept using the check boxes, clicking All or All or Page.
4. Use the Action drop down to select Accept Records.


CSI Reporting Summary (7)

Action: Action, Accept Records, Cancel, Create Batch Submission, Create Batch Submission with Errors, Refresh Data, Reject Records

From 10/01/2021 To 11/03/2022 Record ID Managing Entity All Entities Batch ID

Program All Programs Batch Type CSI Provider All Providers

Record Type All Record Types Record Status All selected Client ID

Responsible Staff All Staff Time to Assessment All Time to Assessment Time to First Service All Time to First Service

Errors All Errors Apply Filter

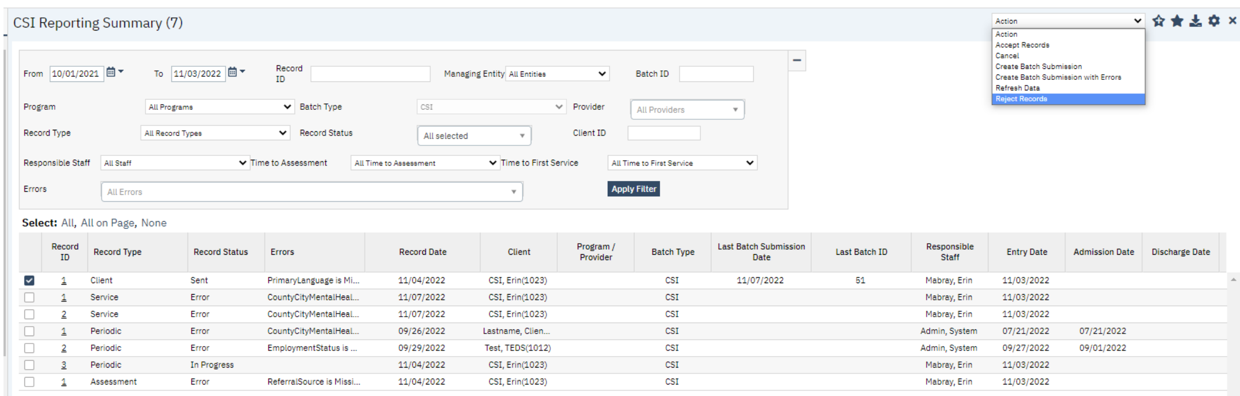
Select: All, All on Page, None

Record ID	Record Type	Record Status	Errors	Record Date	Client	Program / Provider	Batch Type	Last Batch Submission Date	Last Batch ID	Responsible Staff	Entry Date	Admission Date	Discharge Date
1	Client	Sent	PrimaryLanguage is Mi...	11/04/2022	CSI, Erin(1023)		CSI	11/07/2022	51	Mabray, Erin	11/03/2022		
1	Service	Error	CountyCityMentalHeal...	11/07/2022	CSI, Erin(1023)		CSI			Mabray, Erin	11/03/2022		
2	Service	Error	CountyCityMentalHeal...	11/07/2022	CSI, Erin(1023)		CSI			Mabray, Erin	11/03/2022		
1	Periodic	Error	CountyCityMentalHeal...	09/26/2022	Lastname, Clien...		CSI			Admin, System	07/21/2022	07/21/2022	
2	Periodic	Error	EmploymentStatus is ...	09/29/2022	Test, TEDS(1012)		CSI			Admin, System	09/27/2022	09/01/2022	
3	Periodic	In Progress		11/04/2022	CSI, Erin(1023)		CSI			Mabray, Erin	11/03/2022		
1	Assessment	Error	ReferralSource is Missi...	11/04/2022	CSI, Erin(1023)		CSI			Mabray, Erin	11/03/2022		

To mark records as rejected:

5. Navigate to the CSI Reporting Summary List Page.

6. Filter the results to display the records needing to be accepted. This can be done a number of ways including by date, Status, or Batch ID
7. Select the records you wish to reject using the check boxes, clicking All or All or Page.
8. Use the Action drop down to select Reject Records.



Order of Operations for Accepting or Rejecting Batches and Records

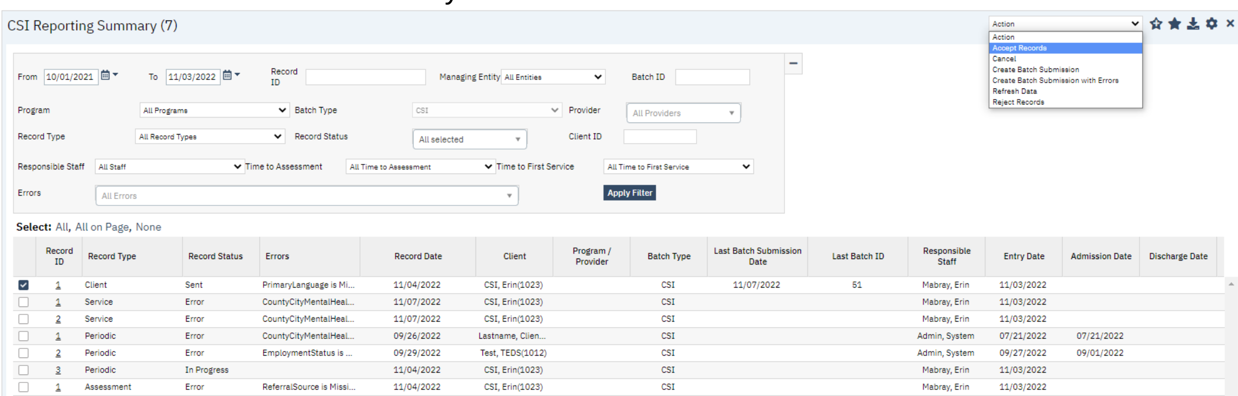
When proceeding to mark Batches as accepted or rejected it is important to first consider the status of the records that were included in the batch. Since the status of Accepted or Rejected records cannot be modified without completing a refresh action on the records, record statuses that are different from the Batch status should be handled first.The following workflows are recommended.

1. When a Batch is accepted and all records within the batch are also accepted, mark the Batch as ‘Accepted’. This will update the status of all records within the batch to ‘Accepted’
2. When a Batch is rejected and all records within the batch are also rejected, mark the Batch as ‘Rejected’. This will update the status of all records within the batch to ‘Rejected’
3. When a Batch is accepted, but one or more individual records are rejected, first mark the individual records as ‘Rejected’ then update the Batch status to ‘Accepted’. This will update the status of any records that were not rejected to ‘Accepted’ and records previously marked as ‘Rejected’ will maintain their status.

Resubmitting Rejected/Canceled records

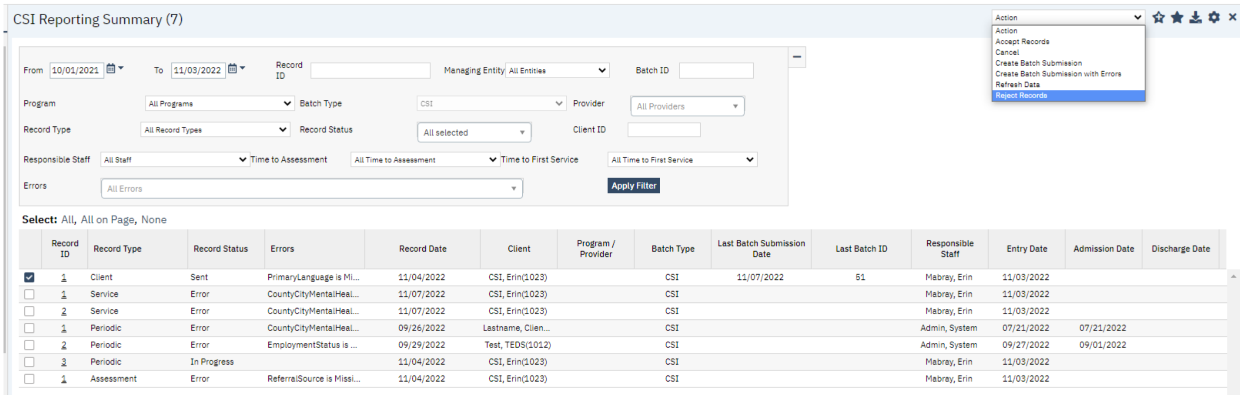
Below are the instructions for scenarios when batched items are canceled or rejected and need to be refreshed and requeued to in progress status for resubmission. This workflow is to be used when the data is allowed to be re-sent with the original record ID when applicable.

1. Filter for the records with status of Rejected/Canceled
2. Work the errors in these records if there are any
3. Once clean, select the checkboxes for the records that need to be refreshed
4. Upon selecting the checkboxes, selecting the Action dropdown as ‘Refresh data’
5. You will receive a confirmation prompt. Click ‘OK’ to proceed
6. You will now see that the Rejected/Canceled records are changed to the status of ‘In Progress’.
7. Your records are now ready to be included in the next submission



To mark records as rejected:

1. Navigate to the CSI Reporting Summary List Page.
2. Filter the results to display the records needing to be accepted. This can be done a number of ways including by date, Status, or Batch ID
3. Select the records you wish to reject using the check boxes, clicking All or All or Page.
4. Use the Action drop down to select Reject Records.



In scenarios where a record has been batched, sent, rejected, and a new record id is required the following workflow is used.

1. Filter for records with a status of Rejected or Canceled
2. Identify the records that are required to be modified and re-sent with a new record id.
3. Click the Effective Date hyperlink to navigate to the document used to collect the data.
4. From the document, use the 'Edit' feature to create a new version of the document
5. Once complete, sign the document as complete.
6. Navigate back to the CSI Reporting Summary List Page and, if needed, adjust filters to include the completed document.
7. This document version 2 or greater will create a new reporting record.
8. If needed, review and resolve errors for the new record.
9. Once the record is in a status of In Progress it can then be included in a new batch for submission.

Error Message List Page

The Error Message List Page provides a location where a user can see all of the possible errors for a given type of California Reporting. The list page is intended to be used as a guide for staff to know where to look to troubleshoot an error on a record.

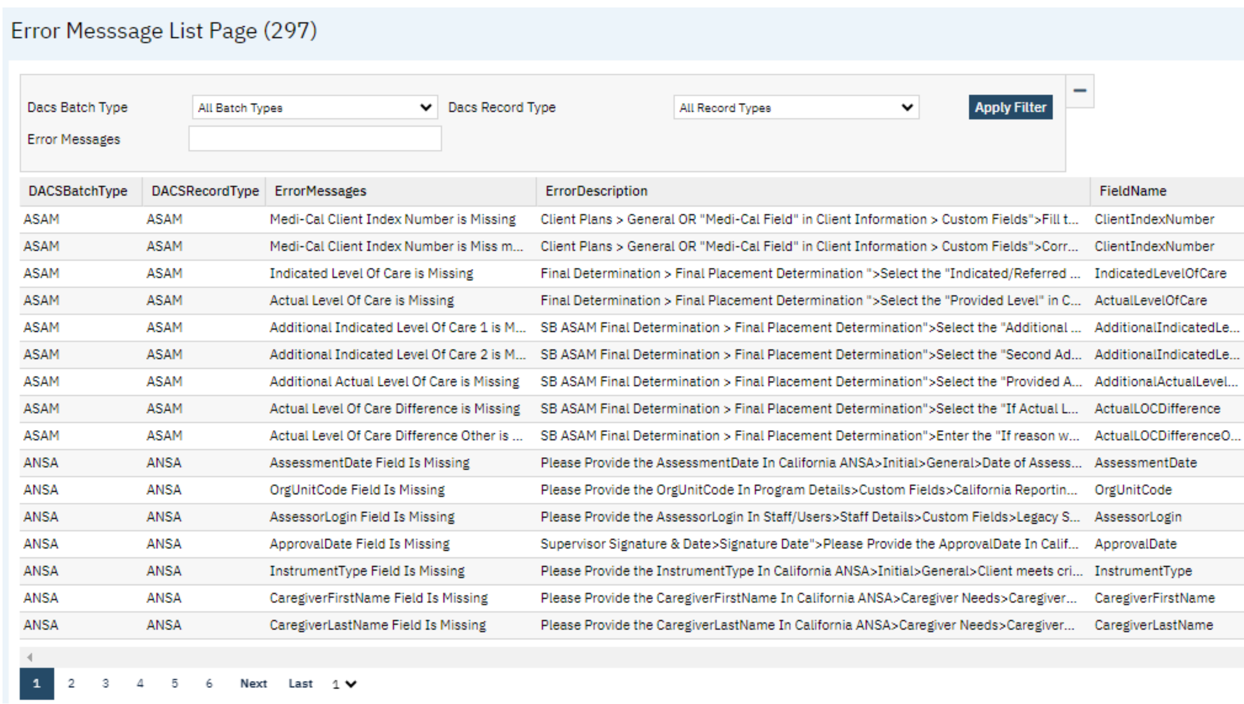
Navigating to the Error Message List Page

1. Search for the Error Message List Page (My Office) using the Search icon. Click on the Error Message List Page in the typable drop down. This will open the Error Message List Page
2. Alternatively, locate the Error Message List Page using the Quicklink if this has been configured in your environment

Filtering the Error Message List Page:

- In the List page, you can filter for the Batch Type and the Record Type for which you wish to see the error messages for
- You can also filter by the Error message by typing in all or some part of the error message

  Once filtered, the list page displays a list of errors with following details:
  - Batch Type - This column displays the type of Batch that the error belongs to
  - Record Type - This column displays the type of Record that the error belongs to
  - Error Messages - This column displays the Error message that would be displayed in the Reporting List page
  - Error Description - This column provides details of the location for where data can be entered/updated to correct the error
  - Field Name - This column displays the File field name that the error belongs to



Error Messsage List Page (297)

Dacs Batch Type: All Batch Types | Dacs Record Type: All Record Types | Apply Filter

Error Messages

DACSBatchType	DACSRecordType	ErrorMessages	ErrorDescription	FieldName
ASAM	ASAM	Medi-Cal Client Index Number is Missing	Client Plans > General OR "Medi-Cal Field" in Client Information > Custom Fields">Fill t...	ClientIndexNumber
ASAM	ASAM	Medi-Cal Client Index Number is Miss m...	Client Plans > General OR "Medi-Cal Field" in Client Information > Custom Fields">Corr...	ClientIndexNumber
ASAM	ASAM	Indicated Level Of Care is Missing	Final Determination > Final Placement Determination ">Select the "Indicated/Referred ...	IndicatedLevelOfCare
ASAM	ASAM	Actual Level Of Care is Missing	Final Determination > Final Placement Determination ">Select the "Provided Level" in C...	ActualLevelOfCare
ASAM	ASAM	Additional Indicated Level Of Care 1 is M...	SB ASAM Final Determination > Final Placement Determination">Select the "Additional ...	AdditionalIndicatedLe...
ASAM	ASAM	Additional Indicated Level Of Care 2 is M...	SB ASAM Final Determination > Final Placement Determination">Select the "Second Ad...	AdditionalIndicatedLe...
ASAM	ASAM	Additional Actual Level Of Care is Missing	SB ASAM Final Determination > Final Placement Determination">Select the "Provided A...	AdditionalActualLevel...
ASAM	ASAM	Actual Level Of Care Difference is Missing	SB ASAM Final Determination > Final Placement Determination">Select the "If Actual L...	ActualLOCDifference
ASAM	ASAM	Actual Level Of Care Difference Other is ...	SB ASAM Final Determination > Final Placement Determination">Enter the "If reason w...	ActualLOCDifferenceO...
ANSA	ANSA	AssessmentDate Field Is Missing	Please Provide the AssessmentDate In California ANSA>Initial>General>Date of Assess...	AssessmentDate
ANSA	ANSA	OrgUnitCode Field Is Missing	Please Provide the OrgUnitCode In Program Details>Custom Fields>California Reportin...	OrgUnitCode
ANSA	ANSA	AssessorLogin Field Is Missing	Please Provide the AssessorLogin In Staff/Users>Staff Details>Custom Fields>Legacy S...	AssessorLogin
ANSA	ANSA	ApprovalDate Field Is Missing	Supervisor Signature & Date>Signature Date">Please Provide the ApprovalDate In Calif...	ApprovalDate
ANSA	ANSA	InstrumentType Field Is Missing	Please Provide the InstrumentType In California ANSA>Initial>General>Client meets cri...	InstrumentType
ANSA	ANSA	CaregiverFirstName Field Is Missing	Please Provide the CaregiverFirstName In California ANSA>Caregiver Needs>Caregiver...	CaregiverFirstName
ANSA	ANSA	CaregiverLastName Field Is Missing	Please Provide the CaregiverLastName In California ANSA>Caregiver Needs>Caregiver...	CaregiverLastName

1 2 3 4 5 6 Next Last 1

Workflows for Collecting Data

The clients that are eligible for reporting have been enrolled in or discharged from a CSI reportable program and have the proper documentation completed which has collected the CSI required data. CSI has age fields that are dependent on age as well as differing requirements for Submissions, Re-Submission and Deletions. Please see the CSI File Mapping for more detailed specifications than the summary provided here.

SmartCare Screen	Description of Data	File Reported To
CSI Collection Document	C-01.0 BIRTH NAME C-02.0 MOTHER'S FIRST NAME C-04.0 PLACE OF BIRTH C-05.0 GENDER C-07.0 PRIMARY LANGUAGE C-08.0 PREFERRED LANGUAGE C-09.0 ETHNICITY C-10.0 RACE S-26.0 TRAUMA S-12.0 SPECIAL POPULATION S-19.0 PATIENT STATUS CODE S-20.0 LEGAL CLASS - ADMISSION S-21.0 LEGAL CLASS - DISCHARGE S-22.0 ADMISSION NECESSITY CODE S-34.0 GENERAL MEDICAL CONDITION SUMMARY CODE S-37.0 SUBSTANCE ABUSE / DEPENDENCE S-38.0 SUBSTANCE ABUSE / DEPENDENCE DIAGNOSIS S-39.0 DISTRICT OF RESIDENCE P-01.0 DATE COMPLETED P-02.0 EDUCATION P-03.0 EMPLOYMENT STATUS P-08.0 CONSERVATORSHIP / COURT STATUS P-09.0 LIVING ARRANGEMENT P-10.0 CAREGIVER	Client Service Periodic
Client Information	H-02.0 COUNTY CLIENT NUMBER (CCN) C-03.0 DATE OF BIRTH S-02.0 CURRENT LEGAL NAME / BENEFICIARY NAME S-03.0 SOCIAL SECURITY NUMBER K-01.0 FIRST SOURCE COUNTY CLIENT NUMBER K-02.0 ADDITIONAL SOURCE COUNTY CLIENT NUMBER	Control/Headers Client Service Key Change
CSI	A-02.0 Date of First Contact to Request Services	Assessment

SmartCare Screen	Description of Data	File Reported To
Assessment	A-03.0 Referral source A-04.0 Assessment Appointment First Offer Date A-05.0 Assessment Appointment Second Offer Date A-06.0 Assessment Appointment Third Offer Date A-07.0 Assessment Appointment Accepted Date A-08.0 Assessment Start Date A-09.0 Assessment End Date A-10.0 Treatment Appointment First Offer Date A-11.0 Treatment Appointment Second Offer Date A-12.0 Treatment Appointment Third Offer Date A-12.0 Treatment Appointment Accepted Date A-14.0 Treatment Start Date A-15.0 Closure Reason A-16.0 Closed Out Date A-17.0 Referred To	
Program Details	S-05.0 MODE OF SERVICE S-13.0 PROVIDER NUMBER	Service
Program Assignment	S-15.0 ADMISSION DATE S-18.0 DISCHARGE DATE	Service
Service Note Details	S-25.0 EVIDENCE-BASED PRACTICES / SERVICE STRATEGIES S-01.0 RECORD REFERENCE NUMBER (RRN) S-07.0 UNITS OF SERVICE S-08.0 UNITS OF TIME S-09.0 PRINCIPAL MENTAL HEALTH DIAGNOSIS S-10.0 SECONDARY MENTAL HEALTH DIAGNOSIS S-11.0 ADDITIONAL MENTAL OR PHYSICAL HEALTH DIAGNOSIS S-11.0 ADDITIONAL MENTAL OR PHYSICAL HEALTH DIAGNOSIS S-11.0 ADDITIONAL MENTAL OR PHYSICAL HEALTH DIAGNOSIS S-16.0 FROM/ENTRY DATE S-17.0 THROUGH/EXIT DATE S-23.0 DATE OF SERVICE S-24.0 PLACE OF SERVICE	Service
Procedure Code Details	S-06.0 SERVICE FUNCTION	Service

SmartCare Screen	Description of Data	File Reported To
Coverage Plan Details	S-14.0 COUNTY/CITY/MENTAL HEALTH PLAN WITH FISCAL RESPONSIBILITY FOR CLIENT	Service
Client Coverage Plans	S-27.0 CLIENT INDEX NUMBER (CIN)	Service
System Generated	H-01.0 COUNTY/CITY/MENTAL HEALTH PLAN SUBMITTING RECORD (SUBMITTING COUNTY CODE) H-03.0 RECORD TYPE H-04.0 TRANSACTION CODE X-0.1.0Test-Prod-Indicator X-02.0 FROM REPORT PERIOD X-03.0 THROUGH REPORT PERIOD X-04.0 CREATION DATE X-05.0 KEY CHANGE RECORD COUNT X-06.0 CLIENT RECORD COUNT X-07.0 SERVICE RECORD COUNT X-08.0 PERIODIC RECORD COUNT X-09.0 Assessment-Record-Count C-11.0 DATA INFRASTRUCTURE GRANT INDICATOR	Control/Headers Client
TEDS Details	A-01.0 Assessment Reference Number	Assessment

File Logic

Record Types

The CSI records are reported as four distinct record types, each with their own logic that drives the extraction of data for the submission file.

Client Record

The Client Record is the first record submitted for any client. This data is collected using the Mental Health Services Registration or CSI Update/Discharge Document

For a record to be included as a Client Record the following must occur:

1. The client must be enrolled in a Program with the proper setup and configuration detailed in the System Setup section of this guide.
    a. This Program Assignment must also be associated to a TEDS Episode which was either migrated or system generated. For details on how Programs are associated with TEDS Episode please reference the California TEDS Setup User Guide.
2. The client must have a completed Mental Health Services Registration or CSI Update/Discharge Document

Periodic Record

The Periodic Record is used to report the periodic data set at time of admission and annually thereafter. This data is collected using the Mental Health Services Registration or CSI Update/Discharge Document.

For a record to be included as a Periodic Record the following must occur:

1. The client must be enrolled in a Program with the proper setup and configuration detailed in the System Setup section of this guide.
    a. This Program Assignment must also be associated to a TEDS Episode which was either migrated or system generated. For details on how Programs are associated with TEDS Episode please reference the California TEDS Setup User Guide.
2. The client must have a completed Mental Health Services Registration or CSI Update/Discharge Document which submitted a Client Record and was accepted
    a. This can be collected using the same Mental Health Services Registration or CSI Update/Discharge Document used to collect the Client data and submitted concurrently.
    b. For legacy client's with migrated episodes, system configuration can be used to specify a reporting go live date which the system if observe and assume all data required to be submitted out of the legacy system was in fact sent and submitted. See the System Setup > Recode section of this guide for details.

Service Record

The Service Record includes the service data for CSI reportable services completed for the client.This data comes from the SmartCare service record along with some data collected using the Mental Health Services Registration or CSI Update/Discharge Document at the episode level.

For a record to be included as an Service Record the following must occur:

1. The client must be enrolled in a Program with the proper setup and configuration detailed in the System Setup section of this guide.
    a. This Program Assignment must also be associated to a TEDS Episode which was either migrated or system generated. For details on how Programs are associated with TEDS Episode please reference the California TEDS Setup User Guide.
2. The client must have a completed Mental Health Services Registration or CSI Update/Discharge Document which submitted a Client Record and was accepted.
    a. This can be collected using the same Mental Health Services Registration or CSI Update/Discharge Document used to collect the Periodic data and submitted concurrently.
    b. For legacy client's with migrated episodes, system configuration can be used to specify a reporting go live date which the system if observe and assume all data required to be submitted out of the legacy system was in fact sent and submitted. See the System Setup > Recode section of this guide for details.
3. The client must have a completed service for a procedure code with the setup and configuration detailed in the System Setup section of this guide

Key Change Record

The Key Change Record is the only record not tied to data collection via documents or other input screens. Rather the system will generate a Key Change Record when a SmartCare Client Id is merged with another Client Id in the system.

For a record to be included as a Key Change Record the following must occur:

1. The client must be enrolled in a Program with the proper setup and configuration detailed in the System Setup section of this guide.
2. The client must have a completed Mental Health Services Registration or CSI Update/Discharge Document which submitted a Client Record and was accepted for the Client ID that was established first.
3. The client must have a completed Mental Health Services Registration or CSI Update/Discharge Document which submitted a Client Record and was accepted for the Client ID that was established second.
4. The two established Client IDs must be merged in SC using Administration > Merge Clients.
    a. A Key Change record will then be created for the extinguished Client ID (Source CCN) and the continuing Client ID (Target CCN) so the state database may delete/update associated Client, Service, Periodic and Assessment records accordingly.

System Setup

In order to properly submit acceptable data the environment needs to be configured with allowable values and configurations.

Global Codes

All of the Global Codes which need to be set up are in the Global Codes tab of the CSI File Mapping spreadsheet. Please reference the File Mapping for details.

External Mapping

The ExternalMapping table is used to map either Core or customer defined Place of Service values to the CSI reportable values. These should be reviewed as part of the File Mapping. Any customer defined mapping should be provided to the DACS PM to be loaded into the customer environment.

Programs

CSI reporting will use a combination of Program setup and TEDS functionality to accurately compile the records . For further information on setting up and configuring the TEDS screens please reference the California TEDS User Guide.

To set the required program information navigate to Administration > Programs, click the Program Name from the list to open the Program Details Navigate to the Custom Fields Tab. Within this tab is the California Reporting section in which 2 fields are required.

1. CSI Mode of Service- this field indicates the Mode of Service and is required for reporting Service Records.
2. MH Provider ID - this is a required 4 digit field for reporting the Provider Number for Service Records.

Procedure Code

To accurately report Service Records, CSI reportable services require configuration of the associated Procedure Code.

To set the required information navigate to Administration > Programs/Rates, click the Procedure Name from the list to open the Procedure Code Details. Navigate to the Custom Fields Tab.

1. CSI Service Function - this value indicates the CSI Service Function Code that is required for Service Record reporting.

System Jobs

Job Name:California DACS Record Refresh

This job will be loaded into your system to refresh any changes made to reportable records on a nightly basis. Any new versions of documents or changes made to system configuration will be pulled into the record by this job each night. Alternatively, the user can manually refresh the record by selecting the records and using the Refresh action explained earlier in this guide. Please also see the next Job outlined in this section for details about refreshing large numbers of records.

Job Name: California DACS Batch Record Actions

When the Reporting List includes more than 10,000 records being manually refreshed the refresh will not occur immediately. Rather the job will be triggered and will run for 15 minutes. Refresh records with less than 10,000 records will be processed in real time.

System Configuration Keys

System Configuration keys are set up in the Configuration Keys banner in SmartCare's Administration tab. The Key name can be filtered on. Then opening to the detail page allows the user to modify the Value field as indicated below. Then Saving the screen will update the information.

Configuration Key Name	**Description**
XSetCountyCodeForCaliforniaStateReporting	This configuration key may be set in order to default and hide the county of submission field on the CSI Documents. If the customer is a county MHP or only reports to one California County this configuration key can be used to set the county for which all data will be reported for/to. If not set, the County field is available and the user will be required to select the county from the available Global Code.

	To set the configuration key find the FIPS County Code in the following table and enter it into the Value field.

FIPS	County	FIPS	County	FIPS	County	FIPS	County
6001	Alameda	6031	Kings	6061	Placer	6091	Sierra
6003	Alpine	6033	Lake	6063	Plumas	6093	Siskiyou
6005	Amador	6035	Lassen	6065	Riverside	6095	Solano
6007	Butte	6037	Los Angeles	6067	Sacramento	6097	Sonoma
6009	Calaveras	6039	Madera	6069	San Benito	6099	Stanislaus
6011	Colusa	6041	Marin	6071	San Bernardino	6101	Sutter
6013	Contra Costa	6043	Mariposa	6073	San Diego	6103	Tehama
6015	Del Norte	6045	Mendocino	6075	San Francisco	6105	Trinity
6017	El Dorado	6047	Merced	6077	San Joaquin	6107	Tulare
6019	Fresno	6049	Modoc	6079	San Luis Obispo	6109	Tuolumne
6021	Glenn	6051	Mono	6081	San Mateo	6111	Ventura
6023	Humboldt	6053	Monterey	6083	Santa Barbara	6113	Yolo
6025	Imperial	6055	Napa	6085	Santa Clara	6115	Yuba
6027	Inyo	6057	Nevada	6087	Santa Cruz		
6029	Kern	6059	Orange	6089	Shasta		

Recode Categories

Recode Categories are set up in the Recodes screen in SmartCare's Administration tab. The Recode Category name can be filtered on. Then opening to the detail page allows the user to modify the Value field as indicated below. Then Saving the screen will update the information.

Configuration Key Name	Description
XCSISubmissionLogicStartDate	This category is used to set the starting date in which the system will recognize Client CSI Episodes that were open prior to go live or another defined date. When the Client CSI TEDS Episode Enrolled Date is prior to the recode value the system will not enforce a validation that a CSI Client Record must be sent prior to sending CSI Periodic or Service Records. If the Client CSI TEDS Episode Enrolled Date is on or after the recode value the system will enforce a validation via an error message in the CSI Reporting Summary List Page that a CSI Client record must be sent prior to or at the same time as the CSI Periodic or Service Record. If no value is provided the logic will not be enforced. Please enter the Character Code Id in the (yyyy-mm-dd) format

Roles and Permissions

Depending on the logged in user's responsibilities they will need access to the following permissions. Navigate to Administration > Role Definition and permission the items below by role as needed.

1. To view CSI Documents
   a. Select Permission Type > Document Codes (View)
   b. Grant Mental Health Services Registration Document
   c. Select Permission Type > Screens
   d. Grant Mental Health Services Registration and CSI Update/Discharge
2. To edit CSI Documents
   a. Select Permission Type > Document Codes (Edit)
   b. Grant Mental Health Services Registration Document
   c. Select Permission Type > Screens
   d. Grant Mental Health Services Registration and CSI Update/Discharge
3. To view the CSI Reporting Summary Widget
   a. Select Permission Type > Widgets
   b. Grant CSI Reporting Summary
4. To view CSI Records

    a. Select Permission Type > Screens
    b. Grant CSI Report Summary and CSI Report Summary Details
5. To view CSI Batch Records
    a. Select Permission Type > Screens
    b. Grant Compliance Batch List Page and Compliance Batch Detail Page

Version Control

Revision Date	Description	Updated By
6/11/24	Updates include: Additional detail and clarity for workflows outlined in the reporting process section Removal of Assessment record type Addition of Recode Category set up	emabray