



## QUALITY IMPROVEMENT AND QUALITY ASSURANCE MEMO

January 28, 2019

No. 19-02

<b>No. 19-02</b>	<b>CANS and PSC-35 Functional Assessment Tool Data Submission Deadlines for CCBHS Contract Providers Treating Medi-Cal Beneficiaries Ages 0 – 20</b>						
<b>For Use By:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td><b>County Behavioral Health</b></td> </tr> <tr> <td style="text-align: center;"><b>X</b></td> <td><b>CBO Providers</b></td> </tr> <tr> <td></td> <td><b>Network Providers</b></td> </tr> </table>		<b>County Behavioral Health</b>	<b>X</b>	<b>CBO Providers</b>		<b>Network Providers</b>
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	<b>Network Providers</b>						

**Background:** In accordance with [DHCS INFORMATION NOTICE NO. 17-052](#), Contra Costa Behavioral Health Services (CCBHS) oversees the administration of the Pediatric Symptom Checklist (PSC-35) and the Child and Adolescents Needs and Strengths (CANS) assessment tools to measure child and youth functioning for those receiving mental health services as of October 1, 2018. CCBHS is administering the CANS for clients ages birth to 20 and the PSC-35 to parents/caregivers of clients ages 3 to 18.<sup>1</sup>

**Data Reporting Timeline:** CCBHS will submit all CANS and PSC-35 data from County and contracted providers on a **monthly basis** via the DHCS secure portal on the last day of the month starting February 2019. In order to meet this DHCS deadline for reporting, all CANS and PSC-35 data are due to CCBHS on the 15<sup>th</sup> of each month (starting December 15, 2018) for data gathered since last submission to give CCBHS sufficient time to prepare the data submission to DHCS.

Date in which CANS and PSC-35 completed	Deadline to submit to CCBHS
October 1 <sup>st</sup> – November 30 <sup>th</sup> 2018	December 15, 2018
December 1 <sup>st</sup> – December 31 <sup>st</sup> 2018	January 15, 2019
January 1 <sup>st</sup> – January 30 <sup>th</sup> 2019	February 15, 2019
February 1 <sup>st</sup> – February 28 <sup>th</sup> 2019	March 15, 2019
March 1 <sup>st</sup> – March 31 <sup>st</sup> 2019	April 15, 2019
April 1 <sup>st</sup> – April 30 <sup>th</sup> 2019	May 15, 2019
May 1 <sup>st</sup> – May 31 <sup>st</sup> 2019	June 14, 2019
June 1 <sup>st</sup> – June 30 <sup>th</sup> 2019	July 15, 2019
July 1 <sup>st</sup> – July 31 <sup>st</sup> 2019	August 15, 2019
August 1 <sup>st</sup> – August 31 <sup>st</sup> 2019	September 13, 2019

<sup>1</sup> For additional CANS and PSC-35 resources and information visit <https://cchealth.org/mentalhealth/outcome-measures.php>  
<https://cchealth.org/bhs/qiqa>

September 1 <sup>st</sup> – September 30 <sup>th</sup> 2019	October 15, 2019
October 1 <sup>st</sup> – October 31 <sup>st</sup> 2019	November 15, 2019
November 1 <sup>st</sup> – November 30 <sup>th</sup> 2019	December 13, 2019

\* Any 2018 data not already submitted to CCBHS must be submitted by 2/15/19.

**Data Submission Process:** CANS and PSC-35 data must be submitted to two separate Contra Costa Behavioral Health departments: 1) CCBHS Utilization Review Unit for authorization and 2) CCBHS Quality Improvement/Assurance Unit for mandated data reporting and analysis.<sup>3</sup> CCBHS is offering contracted providers the following short-term options to submit data to CCBHS Quality Improvement/Assurance Unit during this initial phase of implementation.

Option 1 - Providers submit completed Contra Costa CANS and PSC-35 forms by mail to:  
Quality Improvement & Assurance Unit  
1340 Arnold Dr., Suite 200  
Martinez, CA 94553

- You may request a batch of self-addressed pre-paid envelopes from CCBHS Administration by contacting Lisa Cabral at 925-957-5141.
- Only Contra Costa versions of these forms will be accepted. CCBHS approved CANS and PSC-35 forms are available at <https://cchealth.org/mentalhealth/clinical-documentation>
- Incomplete, illegible, and low-quality copies of the forms will be returned to the provider for correction.

Option 2 - Providers submit encrypted data files formatted using approved CCBHS data dictionaries. This option is most appropriate for contracted providers with an electronic health record (EHR). Providers interested in this option must contact Michelle Nobori for consideration and their EHR forms will be subject to review by the Behavioral Health Forms Committee.

If you should have any questions, contact the relevant staff listed below.

CANS Implementation Liaison

Michelle Nobori  
Contra Costa Health Services  
Behavioral Health Division  
Contracts Unit  
Mental Health Project Manager  
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Data Reporting and Analysis

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Contra Costa Health Services,  
Behavioral Health Division  
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HS Planner/Evaluator  
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[Claire.Battis@cchealth.org](mailto:Claire.Battis@cchealth.org)

<sup>2</sup> See Memo 18-02b for more information at <https://cchealth.org/bhs/qiqa>.