QUALITY IMPROVEMENT AND QUALITY ASSURANCE MEMO

January 28, 2019

No. 19-02

<table>
<thead>
<tr>
<th>No. 19-02</th>
<th>CANS and PSC-35 Functional Assessment Tool Data Submission Deadlines for CCBHS Contract Providers Treating Medi-Cal Beneficiaries Ages 0 – 20</th>
</tr>
</thead>
</table>
| For Use By: | County Behavioral Health  
|            | X CBO Providers  
|            | Network Providers |

**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 18.1

**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 15th 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.

<table>
<thead>
<tr>
<th>Date in which CANS and PSC-35 completed</th>
<th>Deadline to submit to CCBHS</th>
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<tbody>
<tr>
<td>October 1st – November 30th 2018</td>
<td>December 15, 2018</td>
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<tr>
<td>December 1st – December 31st 2018</td>
<td>January 15, 2019</td>
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<td>July 1st – July 31st 2019</td>
<td>August 15, 2019</td>
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<td>August 1st – August 31st 2019</td>
<td>September 13, 2019</td>
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</table>

1 For additional CANS and PSC-35 resources and information visit  
[https://cchealth.org/mentalhealth/outcome-measures.php](https://cchealth.org/mentalhealth/outcome-measures.php)  
[https://cchealth.org/bhs/qiqa](https://cchealth.org/bhs/qiqa)
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. 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](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.

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Mental Health Project Manager
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**Data Reporting and Analysis**
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Quality Improvement & Assurance Unit
HS Planner/Evaluator
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*Any 2018 data not already submitted to CCBHS must be submitted by 2/15/19.*

2 See Memo 18-02b for more information at [https://cchealth.org/bhs/qiqa](https://cchealth.org/bhs/qiqa).