

# InSyst Table Codes

This document lists InSyst codes for:

- Client Registration
- Episode
- Service entry
- Maintenance Screens

CSI and CSI periodic fields are identified in the field title.

## Client Registration Tables:

### Sex – (\*) CSI

|          |        |           |
|----------|--------|-----------|
| F=Female | M=Male | U=Unknown |
|----------|--------|-----------|

### Marital Status

|   |   |
|---|---|
| 1=Never married<br>2=Now married/remarried/living together<br>3=Widowed | 4=Divorced/dissolved/annulled<br>5=Separated<br>9=Unknown |
|---|---|

### Education – (\*) CSI (\*\*) CSI Periodic

Type in the number indicating the highest grade completed. If the highest grade is greater than 20, type “20”. Enter “12” if the client has completed high school.

Enter “99” for unknown.

### Physical Disability

|  |  |
|--|--|
| 00 = None<br>01 = Severe Visual Impairment<br>02 = Severe Hearing Impairment<br>04 = Speech Impairment | 08 = Physical Impairment Mobility<br>16 = Developmentally Disabled<br>32 = Other Physical Impairment<br>99 = Unknown |
|--|--|

**NOTE:** Select the appropriate code, add the number of codes together for a total, enter the total in this two-digit field.

Examples: A person who is deaf would be coded 02. A person who is deaf with a speech impairment would be coded 06 (02+04=06). A person who is blind, in a wheelchair and has diabetes would be coded 41 (01+08+32=41).

## Primary Language/ Preferred Language – (\*) CSI

|                      |                       |                |               |                               |
|----------------------|-----------------------|----------------|---------------|-------------------------------|
| A = English          | I = Sign ASL          | Q = Hmong      | Y = Arabic    | 1 = Thai                      |
| B = Spanish          | J = Other Non-English | R = Turkish    | Z =<br>Samoan | 2 = Farsi                     |
| C = Chinese Dialect  | K = Korean            | S = Hebrew     |               | 3 = Other Sign                |
| D = Japanese         | L = Russian           | T = French     |               | 4 = Other Chinese<br>Dialects |
| E = Filipino Dialect | M = Polish            | U = Cantonese  |               | 5 = Ilocano                   |
| F = Vietnamese       | N = German            | V = Mandarin   |               | 6 = Hindi                     |
| G = Laotian          | O = Italian           | W = Portuguese |               | 7 = Pashto                    |
| H = Cambodian        | P = Mien              | X = Armenian   |               | 8 = Punjabi                   |

## Ethnicity/Race - (\*) CSI

|                     |                           |                            |
|---------------------|---------------------------|----------------------------|
| A = White           | I = Japanese              | P = Other Pacific Islander |
| B = Black           | J = Filipino              | Q = Korean                 |
| C = Native American | K = Other Asian           | R = Samoan                 |
| E = Chinese         | L = Other Non- White      | S = Asian Indian           |
| F = Vietnamese      | M = Unknown               | T = Hawaiian Native        |
| G = Laotian         | N = Other Southeast Asian | U = Guamanian              |
| H = Cambodian       | O = Hmong                 | W = Mien                   |

## Hispanic Origin – (\*) CSI

|                              |                    |                          |
|------------------------------|--------------------|--------------------------|
| 1 = Not Hispanic             | 5 = Other Latino   | N = Nicaraguan           |
| 2 = Mexican/Mexican American | G = Guatemalan     | S = Salvadoran           |
| 4 = Puerto Rican             | M = South American | U = Unknown/Not Reported |

## Care Giver - (\*) CSI

Enter the number of persons the client cares for, or is responsible for, at least 50% of the time, for the age categories of under the age of 18 and over the age of 18.

00 = None

01 – 98 Number of Persons

99 = Unknown

## Significant Other Relationship

|          |         |            |          |            |            |
|----------|---------|------------|----------|------------|------------|
| Father   | Husband | Relative   | Friend   | Therapist  | Prob Ofr   |
| Mother   | Wife    | Guardian   | Partner  | Physician  | Parole Ofr |
| Son      | Brother | Conservatr | Employer | Board Care | Other      |
| Daughter | Sister  | Attorney   | Minister | Psych      |            |

## COUNTY CODES

|              |    |
|--------------|----|
| Alameda      | 01 |
| Alpine       | 02 |
| Amador       | 03 |
| Butte        | 04 |
| Calaveras    | 05 |
| Colusa       | 06 |
| Contra Costa | 07 |
| Del Norte    | 08 |
| El Dorado    | 09 |
| Fresno       | 10 |
| Glenn        | 11 |
| Humboldt     | 12 |
| Imperial     | 13 |
| Inyo         | 14 |
| Kern         | 15 |
| Kings        | 16 |
| Lake         | 17 |
| Lassen       | 18 |
| Los Angeles  | 19 |
| Madera       | 20 |
| Marin        | 21 |
| Mariposa     | 22 |
| Mendocino    | 23 |
| Merced       | 24 |
| Modoc        | 25 |
| Mono         | 26 |
| Monterey     | 27 |
| Napa         | 28 |
| Nevada       | 29 |
| Orange       | 30 |

|                           |    |
|---------------------------|----|
| Placer                    | 31 |
| Plumas                    | 32 |
| Riverside                 | 33 |
| Sacramento                | 34 |
| San Benito                | 35 |
| San Bernardino            | 36 |
| San Diego                 | 37 |
| San Francisco             | 38 |
| San Joaquin               | 39 |
| San Luis Obispo           | 40 |
| San Mateo                 | 41 |
| Santa Barbara             | 42 |
| Santa Clara               | 43 |
| Santa Cruz                | 44 |
| Shasta                    | 45 |
| Sierra                    | 46 |
| Siskiyou                  | 47 |
| Solano                    | 48 |
| Sonoma                    | 49 |
| Stanislaus                | 50 |
| Sutter                    | 51 |
| Tehama                    | 52 |
| Trinity                   | 53 |
| Tulare                    | 54 |
| Tuolumne                  | 55 |
| Ventura                   | 56 |
| Yolo                      | 57 |
| Yuba                      | 58 |
| Unknown California County | 99 |
| Not California County     | 00 |

## STATE CODES

---

|                      |    |
|----------------------|----|
| Alabama              | AL |
| Alaska               | AK |
| Arizona              | AZ |
| Arkansas             | AR |
| California           | CA |
| Colorado             | CO |
| Connecticut          | CT |
| Delaware             | DE |
| District of Columbia | DC |
| Florida              | FL |
| Georgia              | GA |
| Hawaii               | HI |
| Idaho                | ID |
| Illinois             | IL |
| Indiana              | IN |
| Iowa                 | IA |
| Kansas               | KS |
| Kentucky             | KY |
| Louisiana            | LA |
| Maine                | ME |
| Maryland             | MD |
| Massachusetts        | MA |
| Michigan             | MI |
| Minnesota            | MN |
| Mississippi          | MS |
| Missouri             | MO |
| Montana              | MT |

|                |    |
|----------------|----|
| Nebraska       | NE |
| Nevada         | NV |
| New Hampshire  | NH |
| New Jersey     | NJ |
| New Mexico     | NM |
| New York       | NY |
| North Carolina | NC |
| North Dakota   | ND |
| Ohio           | OH |
| Oklahoma       | OK |
| Oregon         | OR |
| Pennsylvania   | PA |
| Rhode Island   | RI |
| South Carolina | SC |
| South Dakota   | SD |
| Tennessee      | TN |
| Texas          | TX |
| Utah           | UT |
| Vermont        | VT |
| Virginia       | VA |
| Washington     | WA |
| West Virginia  | WV |
| Wisconsin      | WI |
| Wyoming        | WY |
|                |    |
| Unknown State  | UN |
| Not US State   | 00 |

## COUNTRY CODES

|                                |    |
|--------------------------------|----|
| AFGHANISTAN                    | AF |
| ALBANIA                        | AL |
| ALGERIA                        | AG |
| AMERICAN SAMOA                 | AQ |
| ANDORRA                        | AN |
| ANGOLA                         | AO |
| ANGUILLA                       | AV |
| ANTARCTICA                     | AY |
| ANTIGUA AND BARBUDA            | AC |
| ARGENTINA                      | AR |
| ARMENIA                        | AM |
| ARUBA ISLANDS                  | AA |
| ASHMORE/CARTIER ISLANDS        | AT |
| AUSTRALIA                      | AS |
| AUSTRIA                        | AU |
| AZERBAIJAN                     | AJ |
| BAHAMAS                        | BF |
| BAHRAIN                        | BA |
| BAKER ISLAND                   | FQ |
| BANGLADESH                     | BG |
| BARBADOS                       | BB |
| BASSAS DA INDIA                | BS |
| BELARUS                        | BO |
| BELGIUM                        | BE |
| BELIZE                         | BH |
| BENIN                          | BN |
| BERMUDA                        | BD |
| BHUTAN                         | BT |
| BOLIVIA                        | BL |
| BOSNIA/HERZEGOVINA             | BK |
| BOTSWANA                       | BC |
| BOUVET ISLAND                  | BV |
| BRAZIL                         | BR |
| BRITISH INDIAN OCEAN TERRITORY | IO |
| BRITISH VIRGIN ISLANDS         | VI |
| BRUNEI                         | BX |
| BULGARIA                       | BU |
| BURKINA                        | UV |
| BURMA                          | BM |
| BURUNDI                        | BY |

|                                |    |
|--------------------------------|----|
| CAMBODIA                       | CB |
| CAMEROON                       | CM |
| CANADA                         | CA |
| CAPE VERDE                     | CV |
| CAYMAN ISLANDS                 | CJ |
| CENTRAL AFRICAN REPUBLIC       | CT |
| CHAD                           | CD |
| CHILE                          | CI |
| CHINA                          | CH |
| CHRISTMAS ISLAND               | KT |
| CLIPPERTON                     | IP |
| COCOS (KEELING) ISLANDS        | CK |
| COLOMBIA                       | CO |
| COMOROS                        | CN |
| CONGO                          | CF |
| COOK ISLANDS                   | CW |
| CORAL SEA ISLANDS              | CR |
| COSTA RICA                     | CS |
| COTE D'IVOIRE                  | IV |
| COUNTRY NOT LISTED             | 0  |
| CROATIA                        | HR |
| CUBA                           | CU |
| CYPRUS                         | CY |
| CZECH REPUBLIC                 | EZ |
| DENMARK                        | DA |
| DJIBOUTI                       | DJ |
| DOMINICA                       | DO |
| DOMINICAN REPUBLIC             | DR |
| ECUADOR                        | EC |
| EGYPT                          | EG |
| EL SALVADOR                    | ES |
| EQUATORIAL GUINEA              | EK |
| ERITREA                        | ER |
| ESTONIA                        | EN |
| ETHIOPIA                       | ET |
| EUROPA ISLAND                  | EU |
| FALKLAND ISLANDS/MALVINAS      | FK |
| FAROE ISLANDS                  | FO |
| FEDERATED STATES OF MICRONESIA | FM |
| FIJI                           | FJ |

## COUNTRY CODES CONT.

|                               |    |                            |    |
|-------------------------------|----|----------------------------|----|
| FINLAND                       | FI | JARVIS ISLAND              | DQ |
| FRANCE                        | FR | JERSEY                     | JE |
| FRENCH GUIANA                 | FG | JOHNSTON ATOLL             | JQ |
| FRENCH POLYNESIA              | FP | JORDAN                     | JO |
| FRENCH SOUTHERN/ANTARCTIC     | FS | JUAN DE NOVA ISLAND        | JU |
| GABON                         | GB | KAZAKHSTAN                 | KZ |
| GAMBIA                        | GA | KENYA                      | KE |
| GAZA STRIP                    | GZ | KINGMAN REEF               | KQ |
| GEORGIA                       | GG | KIRIBATI                   | KR |
| GERMANY                       | GM | KOREA DEMOCRATIC REPUBLIC  | KN |
| GHANA                         | GH | KOREA, REPUBLIC OF         | KS |
| GIBRALTAR                     | GI | KUWAIT                     | KU |
| GLORIOSO ISLANDS              | GO | KYRGYZSTAN                 | KG |
| GREECE                        | GR | LAOS                       | LA |
| GREENLAND                     | GL | LATVIA                     | LG |
| GRENADA                       | GJ | LEBANON                    | LE |
| GUADELOUPE                    | GP | LESOTHO                    | LT |
| GUAM                          | GQ | LIBERIA                    | LI |
| GUATEMALA                     | GT | LIBYA                      | LY |
| GUERNSEY                      | GK | LIECHTENSTEIN              | LS |
| GUINEA                        | GV | LITHUANIA                  | LH |
| GUINEA-BISSAU                 | PU | LUXEMBOURG                 | LU |
| GUYANA                        | GY | MACAU                      | MC |
| HAITI                         | HA | MACEDONIA                  | MK |
| HEARD ISLAND/MCDONALD ISLANDS | HM | MADAGASCAR                 | MA |
| HONDURAS                      | HO | MALAWI                     | MI |
| HONG KONG                     | HK | MALAYSIA                   | MY |
| HOWLAND ISLAND                | HQ | MALDIVES                   | MV |
| HUNGARY                       | HU | MALI                       | ML |
| ICELAND                       | IC | MALTA                      | MT |
| INDIA                         | IN | MAN, ISLE OF               | IM |
| INDONESIA                     | ID | MARSHALL ISLANDS           | RM |
| IRAN                          | IR | MARTINIQUE                 | MB |
| IRAQ                          | IZ | MAURITANIA                 | MR |
| IRELAND                       | EI | MAURITIUS                  | MP |
| ISRAEL                        | IS | MAYOTTE                    | MF |
| ITALY                         | IT | MEXICO                     | MX |
| JAMAICA                       | JM | MIDWAY ISLANDS             | MQ |
| JAN MAYEN                     | JN | MOLDOVA                    | MD |
| JAPAN                         | JA | MONACO                     | MN |
| MONGOLIA                      | MG | SPAIN                      | SP |
| MONTENEGRO                    | MW | SPRATLY ISLANDS            | PG |
| MONTSERRAT                    | MH | SRI LANKA                  | CE |
| MOROCCO                       | MO | ST. HELENA                 | SH |
| MOZAMBIQUE                    | MZ | ST. KITTS AND NEVIS        | SC |
| NAMIBIA                       | WA | ST. LUCIA                  | ST |
| NAURU                         | NR | ST. PIERRE AND MIQUELON    | SB |
| NAVASSA ISLAND                | BQ | ST. VINCENT/THE GRENADINES | VC |
| NEPAL                         | NP | SUDAN                      | SU |

## COUNTRY CODES CONT.

|                                |    |
|--------------------------------|----|
| NETHERLANDS                    | NT |
| NETHERLANDS                    | NL |
| NEW CALEDONIA                  | NC |
| NEW ZEALAND                    | NZ |
| NICARAGUA                      | NU |
| NIGER                          | NG |
| NIGERIA                        | NI |
| NIUE                           | NE |
| NORFOLK ISLAND                 | NF |
| NORTHERN MARIANA ISLANDS       | CQ |
| NORWAY                         | NO |
| OMAN                           | MU |
| PAKISTAN                       | PK |
| PALAU                          | PS |
| PALMYRA ATOLL                  | LQ |
| PANAMA                         | PM |
| PAPUA NEW GUINEA               | PP |
| PARACEL ISLANDS                | PF |
| PARAGUAY                       | PA |
| PERU                           | PE |
| PHILIPPINES                    | RP |
| PITCAIRN ISLANDS               | PC |
| POLAND                         | PL |
| PORTUGAL                       | PO |
| PUERTO RICO                    | RQ |
| QATAR                          | QA |
| REUNION                        | RE |
| ROMANIA                        | RO |
| RUSSIA                         | RS |
| RWANDA                         | RW |
| SAN MARINO                     | SM |
| SAO TOME AND PRINCIPE          | TP |
| SAUDI ARABIA                   | SA |
| SENEGAL                        | SG |
| SERBIA                         | SR |
| SEYCHELLES                     | SE |
| SIERRA LEONE                   | SL |
| SINGAPORE                      | SN |
| SLOVAKIASI/SLOVENIA            | LO |
| SOLOMAN ISLANDS                | BP |
| SOMALIA                        | SO |
| SOUTH AFRICA                   | SF |
| SOUTH GEORGIA/SANDWICH ISLANDS | SX |

|                          |    |
|--------------------------|----|
| SURINAME                 | NS |
| SVALBARD                 | SV |
| SWAZILAND                | WZ |
| SWEDEN                   | SW |
| SWITZERLAND              | SZ |
| SYRIA                    | SY |
| TAIWAN                   | TW |
| TAJIKISTAN               | TI |
| TANZANIA                 | TZ |
| THAILAND                 | TH |
| TOGO                     | TO |
| TOKELAU                  | TL |
| TONGA                    | TN |
| TRINIDAD AND TOBAGO      | TD |
| TROMELIN ISLAND          | TE |
| TUNISIA                  | TS |
| TURKEY                   | TU |
| TURKMENISTAN             | TX |
| TURKS AND CAICOS ISLANDS | TK |
| TUVALU                   | TV |
| UGANDA                   | UG |
| UKRAINE                  | UP |
| UNITED ARAB EMIRATES     | TC |
| UNITED KINGDOM           | UK |
| UNITED STATES            | US |
| URUGUAY                  | UY |
| UZBEKISTAN               | UZ |
| VANUATU                  | NH |
| VATICAN CITY             | VT |
| VENEZUELA                | VE |
| VIETNAM                  | VM |
| VIRGIN ISLANDS           | VQ |
| WAKE ISLAND              | WQ |
| WALLIS AND FUTUNA        | WF |
| WEST BANK                | WE |
| WESTERN SAHARA           | WI |
| WESTERN SAMOA            | WS |
| YEMEN                    | YM |
| ZAIRE                    | CG |
| ZAMBIA                   | ZA |
| ZIMBABWE                 | ZI |
| Unknown Country          | 99 |
|                          |    |

## **Episode Data**

This document lists Standard InSyst codes for the Episode Opening, Closing, Maintenance, and One Shot Screens.

### **Legal Status – (\*) CSI**

W60000 = Voluntary  
W51500 = 72 Hour Hold  
W55850 = 72 Hour Hold for Minor  
W52500 = First 14 Day Hold  
W52600 = Second 14 Day Hold  
W52700 = Thirty Day Extension for Grave Disability  
W53000 = 180 Day Post Certification  
W53520 = Temporary Conservatorship  
W53521 = Temporary Conservatorship Extension  
W53550 = Permanent Conservatorship  
W53551 = Permanent Conservatorship Extension  
P10260 = Not Guilty by Reason of Insanity  
P13680 = Incompetent To Stand Trial

### **Trauma – (\*) CSI**

Identifies clients that have experienced traumatic events including experiences such as having witnessed violence, having been a victim of crime or violence, having lived through a natural disaster, having been a combatant or civilian in a war zone, having witnessed or having been a victim of a severe accident, or having been a victim of physical, emotional, or sexual abuse.

Y = Yes

N = No

U = Unknown

### **GMC (\*) CSI**

Only use the General Medical Condition Summary Code. You can select up to three per Axis 3 field.

|                                 |                             |                                |  |
|---------------------------------|-----------------------------|--------------------------------|--|
| 01 = Arterial Sclerotic Disease | 11 = Cirrhosis              | 21 = Osteoporosis              | 31 = Physical Disability                       |
| 02 = Heart Disease              | 12 = Diabetes               | 22 = Cancer                    | 32 = Stroke                                    |
| 03 = Hypercholesterolemia       | 13 = Infertility            | 23 = Blind / Visually Impaired | 33 = Tinnitus                                  |
| 04 = Hyperlipidemia             | 14 = Hyperthyroid           | 24 = Chronic Pain              | 34 = Ear Infections                            |
| 05 = Hypertension               | 15 = Obesity                | 25 = Deaf / Hearing Impaired   | 35 = Asthma                                    |
| 06 = Birth Defects              | 16 = Anemia                 | 26 = Epilepsy / Seizures       | 36 = Sexually Transmitted Disease (STD)        |
| 07 = Cystic Fibrosis            | 17 = Allergies              | 27 = Migraines                 | 37 = Other                                     |
| 08 = Psoriasis                  | 18 = Hepatitis              | 28 = Multiple Sclerosis        | 99 = Unknown/Not Reported General Medical Cond |
| 09 = Digestive Disorder         | 19 = Arthritis              | 29 = Muscular Dystrophy        | 00 = No General Medical Condition              |
| 10 = Ulcers                     | 20 = Carpal Tunnel Syndrome | 30 = Parkinson's Disease       |  |



## Substance Abuse / Dependence Issue – (\*) CSI

Identifies whether or not the client has a substance abuse / dependence issue. **If Yes , you must enter a valid ICD10 diagnosis code.**

Y = Yes (Requires Dx)

N = No

## Source of Income

|                            |   |
|----------------------------|---|
| 0 = Not Collected          | 4 = Retirement                                  |
| 1 = None                   | 5 = General or Public Assistance                |
| 2 = Earned thru Employment | 6 = Other (V.A, Rent, Interest, Dividends, etc. |
| 3 = Disability             | 7 = Unknown                                     |

## Living Situation – (\*)CSI (\*\*) Periodic Data

**NOTE: PLEASE see Housing Definitions on following pages (pages 10-12)**

- 05 = Foster family home (for children)
- 06 = Single room (hotel, motel, rooming house)
- 07 = Group quarters (dorm, barracks, migrant camp, long-term shelter)
- 08 = Group home
- 09 = CRTs long-term or transitional housing (Crisis Residential Treatment Services)
- 10 = Satellite housing
- 13 = House or Apartment
- 14 = House or apt. w/support
- 15 = House or apt. w/supervision
- 16 = Supported housing
- 20 = Small Board & Care home (6 beds or less)
- 21 = Large Board & Care home (7 beds or more)
- 22 = Residential Treatment Center
- 23 = Community Treatment Facility
- 24 = Adult Residential/ Social Rehabilitation
- 31 = State Hospital
- 32 = VA Hospital
- 33 = SNF/ICF/IMD, for Psychiatric reasons
- 34 = SNF/ICF/Nursing home, for physical health reasons
- 35 = General hospital
- 36 = Mental Health Rehabilitation Center
- 37 = PHF/Inpatient Psych
- 40 = Drug Abuse facility
- 41 = Alcohol Abuse Facility
- 42 = Justice Related
- 50 = Temporary Arrangement
- 51 = Homeless, no identifiable county residence
- 52 = Homeless, in transit
- 98 = Other
- 99 = Unknown

**NOTE: PLEASE see Housing Definitions on following pages (pages 10-12)**

| Code | Term                                    | Current Definition   |
|------|---|--|
| 05   | Foster family home (children)           | Applies to <b>children</b> only. Living with an approved foster family through child and family services (Social Services Agency).   |
| 06   | Single room (motel, rooming house)      | A facility or residence where the rooms either lack a cooking facility, bathroom, or both. Sometimes the building offers shared bathrooms and cooking facilities. <i>Consumers hold their own lease or rental agreement.</i> There are no on-site service programs or staff members, although external service providers may visit individual tenants.   |
| 07   | Group quarters (dorm, migrant barracks) | Group living situation sponsored by an institution. Housing is linked with participation in a particular program or institution. Bathrooms and kitchens usually shared.  |
| 08   | Group Home                              | Applies to <b>children</b> only. Approved group homes for children licensed by California Department of Community Care licensing. RCL 11 and below.  |
| 09   | CRTs long-term or transitional housing  | Non-institutional residential setting, therapeutic or rehab services, structured program as alternative to hospitalization for someone experiencing an acute psychiatric episode or crisis who do not present medical complications requiring nursing care, 24/7 service. Stays range from 30 days to 24 months. Also applies to individuals living in transitional housing programs specifically designed for serving homeless persons.   |
| 10   | Satellite housing                       | Same as house or apt with supervision except housing is associated with exiting a particular treatment program.  |
| 13   | House/Apartment                         | A house or apartment with its own cooking facilities and bathroom, shared according to terms established by the consumer in collaboration with other members of the household. <i>Consumers either own the house or hold their own lease or rental agreement.</i> The consumer must pay all or a share of the mortgage or rent. The consumer may live alone, with a spouse, partner, minor children, other dependents, and/or roommate(s). Includes independent or emancipated minors. |
| 14   | House or Apt with Support               | A house or apartment where the consumer lives with others (family, friends) and receives some support from those living with the person; someone in the household has a signed lease agreement with the landlord or owns the property but the <i>consumer is not part of the lease, rental agreement, or ownership of the building.</i> This category includes the former “living with family/friends” category. Includes minors living with parents or relatives.                     |
| 15   | House or Apt with Supervision           | Also known as unlicensed but supervised congregate placement, group living homes, sober living homes. Shared housing with limited to no roommate choice. Shared bathrooms and/or kitchens. <i>Often lack formal lease or rental agreements.</i> May include some meals and on-site supervision and support.  |
| 16   | Supported Housing                       | A housing unit located in an apartment complex, an SRO, a single-family residence, or a private building in which <i>consumers hold their own lease or rental agreement or with a not-for-profit organization acting as the master leaser.</i> In some situations, cooking facilities and bathrooms may be shared. Some social/clinical services are formally connected with the building through master leasing arrangement and/or  |

|    |   |  |
|----|---|--|
|    |   | services provided on site in private offices or common areas. Services are VOLUNTARY and not a condition of tenancy.   |
| 20 | Small Board & Care (6 beds or less)       | Licensed adult residential facility (ARF), residential care facility for the elderly (RCFE), or residential care facility for the chronically ill (RCFCI) with 6 beds or less. <i>Admission agreement, no lease, includes meals.</i>   |
| 21 | Large Board & Care (7+ beds)              | Licensed adult residential facility (ARF), residential care facility for the elderly (RCFE), or residential care facility for the chronically ill (RCFCI) with 7 or more beds. <i>Admission agreement, no lease, includes meals.</i>   |
| 22 | Residential Treatment Center              | A residential facility that provides 24/7 services to people with psychiatric disabilities that is NOT a mental health rehabilitation center, SNF, ICF, IMD, CRT, or transitional housing. Includes children & youth in therapeutic RTF that are RCL 12-14.  |
| 23 | Community Treatment Facility              | A residential facility that provides mental health treatment services to <b>children</b> in a group setting and that has the capacity to provide secure containment.   |
| 24 | Adult Residential/Social Rehab            | A Social Rehabilitation Facility is any facility that provides 24-hour-a-day non-medical care and supervision in a group setting to adults recovering from mental illnesses, that temporarily need assistance, guidance, or counseling. Alameda County = casa phoenix, casa de la vida, bonita house, and woodroe place. <i>Admission agreement, no lease, includes meals.</i> |
| 31 | State Hospital                            | NAPA state psychiatric hospital  |
| 32 | VA Hospital                               | General or psychiatric Veterans Administration Hospital  |
| 33 | SNF/ICF/IMD for Psychiatric Reasons       | Licensed residential, short-term treatment facilities focused primarily on psychiatric rehabilitation, 24/7 care. May have medical issues as well but primarily staying at facility for psychiatric reasons. Ex. Garfield Neurobehavioral Center, Morton Bakar Center, etc.  |
| 34 | SNF/ICF/Nursing home for Physical Reasons | Licensed residential, short-term treatment facilities focused on physical rehabilitation, 24/7 care. May have psychiatric issues as well but primarily staying at facility for physical reasons. Ex. Medical Hill Rehabilitation Center, Fairmount, etc.   |
| 35 | General Hospital                          | Hospital for medical illness - Alta Bates, Highland, Kaiser, etc.  |
| 36 | Mental Health Rehabilitation Center       | A hospital, nursing facility, or other institution of more than 16 beds that is primarily engaged in providing diagnosis, treatment, or care of persons with mental diseases, including medical attention, nursing care, and related services. 24/7 staffing, focusing on rehabilitation. Ex. Villa Fairmont, Gladman, etc.  |
| 37 | PHF/Inpatient Psych                       | Inpatient psychiatric unit - John George, Fremont, Herrick, Willow Rock, etc.  |
| 40 | Drug abuse facility                       | Licensed residential drug abuse treatment facility. Note: Select this option if the consumer's primary reason for participating in the program is related to an addictive substance other than alcohol.  |
| 41 | Alcohol abuse facility                    | Licensed residential alcohol abuse treatment facility. Note: Select this option if the consumer's primary reason for participating in the program is related to an addiction to alcohol.   |

|    |  |  |
|----|--|--|
| 42 | Justice Related                            | Prison, jail, community-based justice facility, or temporarily detained in Juvenile Justice Center.  |
| 50 | Temporary Arrangement                      | Consumer is living in a facility that provides short-term housing (e.g., Single Room Occupancy Motel, Safe Haven, living with friends and paying no rent). <i>The consumer does not hold a lease</i> and is staying on a day-to-day, week-to-week, or month-to-month basis. This category includes individuals temporarily housed through a public program, e.g., social services emergency housing voucher. Also refers to a short-term housing arrangement in which the individual is <i>temporarily</i> staying with friends, family, or others with a willingness to house the person for a limited time (less than 30 days). Includes youth “couch surfing” with friends or family due to homelessness. |
| 51 | Homeless, no identifiable county residence | Includes living on the streets, place not meant for human habitation, or an emergency shelter for homeless persons. Also includes persons fleeing a domestic violence situation and individuals with an eviction within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing. Person typically resides in or plans to reside in Alameda County.  |
| 52 | Homeless, in transit                       | Includes living on the streets, place not meant for human habitation, or an emergency shelter for homeless persons. Also includes persons fleeing a domestic violence situation and individuals with an eviction within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing. Generally assumed that person lives outside of Alameda County.   |
| 98 | Other                                      | Type of housing not listed above, should be rarely used.   |
| 99 | Unknown                                    | Current housing status unknown by staff.   |

## Employment Status – (\*) CSI (\*\*) Periodic data

|  |  |
|--|--|
| 01= Competitive job market, 35 hours or more per week    | 10 = Part time school / job training       |
| 02 = Competitive job market, less than 20 hours per week | 11 = Volunteer work                        |
| 03 = Competitive job market, 20 to 35 hours per week     | 12 = Unemployed, actively seeking work     |
| 04 = Full-time home making responsibility                | 13 = Unemployed, not actively seeking work |
| 05 = Rehabilitative work, 35 hours or more per week      | 14 = Retired                               |
| 06 = Rehabilitative work , less than 20 hours per week   | 15 = Not in the labor force                |
| 07 = Rehabilitative work, 20 to 35 hours per week        | 16 = Unknown                               |
| 08 = School, full-time                                   | 17 = Resident / Inmate                     |
| 09 = Job training, full-time                             |  |

## Type of Employment

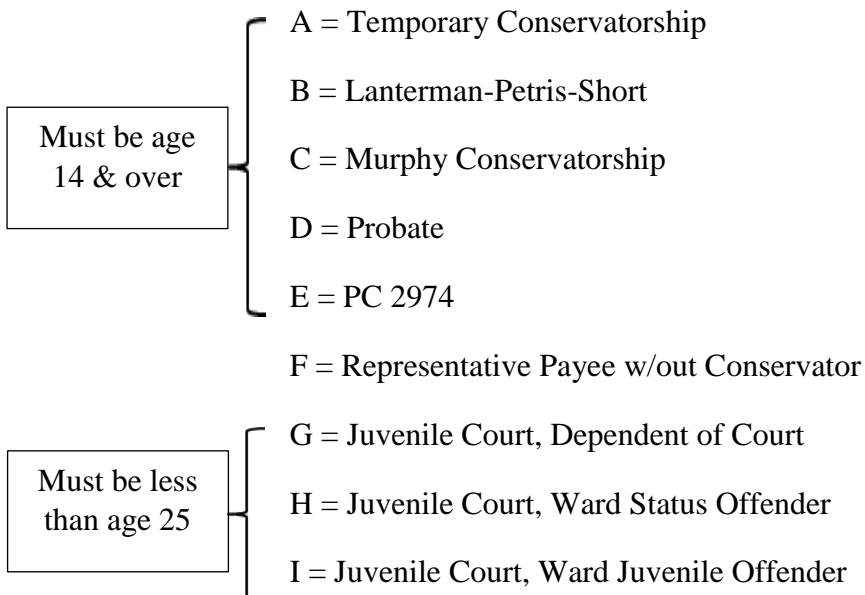
- 0 = Not Collected
- 1 = Executive, Administrative, Managerial
- 2 = Production, Inspection, Repair, Craft, Handlers
- 3 = Sales, Service
- 4 = Farming, Forestry, Fishing
- 5 = Unemployed

## Legal Consent (Conservatorship) – (\*) CSI (\*\*) Periodic data

This field is normally used to indicate the type of authorization given to treat a minor.

0 = Unknown

9 = Not Applicable



**Note: This data element is needed to produce summary or detailed statistics on persons and agencies responsible for clients being treated in local mental health, i.e., conservatorships, LPS, agencies**

responsible for minors, etc. This is particularly important in analyzing the utilization and units of service in 24-hour care.

## Referral Codes (Standard)

Referral Codes—Source and Destination—can be any program Reporting Unit number in your system. In addition there are number of generic codes. These codes are to be used only when there is no specific mental health reporting unit, or when there is no specific local agency code.

### 2 AND UP TO 6 DIGIT PROGRAM/AGENCY REFERAL CODES

|                                     |                                 |                               |
|-------------------------------------|---------------------------------|-------------------------------|
| 01 = Self                           | 17 = Jail                       | 43 = Dept. Social Services    |
| 02 = Family                         | 20 = Acute Day Treatment        | 44 = Criminal Justice         |
| 03 = Friends                        | 21 = Habilitative Day Treatment | 45 = Drug Abuse Program       |
| 04 = Employer                       | 30 = Emergency Psychiatric      | 46 = Alcohol Abuse Program    |
| 05 = Other                          | 31 = Suicide & Crisis           | 47 = School/College           |
| 06 = County Resident                | 32 = Outpatient Clinic          | 48 = Vocational Rehab Program |
| 10 = State Hospital MH              | 33 = Private MH Practice        | 49 = Veterans Administration  |
| 11 = State Hospital DD              | 37 = Case Management            | 50 = Clergy or Religious Org. |
| 12 = Other Psychiatric Hosp         | 38 = Homeless Program           | 51 = Other Human Service Org. |
| 13 = Psychiatric SNF                | 40 = Medical Inpatient          |                               |
| 14 = Alternative to Hospitalization | 41 = Medical Outpatient         |                               |
| 15 = CRTS Program                   | 42 = Convalescent Hosp          |                               |

## Reason for Discharge

- |   |   |
|---|---|
| 1 = Mutual Agreement/Treatment Goals Reached                  | 7 = Client Moved Out of Service Area              |
| 2 = Mutual Agreement/Treatment Goals Partially Reached        | 8 = Client Discharged/Program Unilateral Decision |
| 3 = Mutual Agreement/Treatment Goals Not Reached              | 9 = Client Incarcerated                           |
| 4 = Client Withdrew: AWOL, AMA, Treatment Partially Completed | 10 = Discharge/Administrative Reasons             |
| 5 = Client Withdrew: AWOL, AMA No Improvement                 | 11 = Other  |
| 6 = Client Died   |   |

## Service Location Entry Codes

This document lists Standard InSyst codes for the Direct and Indirect Service Screens.

|               |                                |   |
|---------------|--------------------------------|---|
| 1 = Office    | 9 = Inpatient                  | 16 = Mobile Service                       |
| 2 = Field     | 10 = Homeless Emerg Shelter    | 17 = Non Traditional Serv                 |
| 3 = Phone     | 11 = Faith based/Church/Temple | 18 = Other Community Loc                  |
| 4 = Home      | 12 = Health Care/Primary Care  | 19 = Res Care / Children                  |
| 5 = School    | 13 = Age Specific Comm Ctr     | 20 = Telehealth(only use for specific RU) |
| 6 = Satellite | 14 = Client's Job Site         | 22 = Court                                |
| 8 = Jail      | 15 = Res Care / Adult          |   |

## Recipient (Indirect Services)

A Recipient Code can be a Reporting Unit number in your system or an Agency Code. You can use the generic codes listed here only when there is no mental health reporting unit or local agency code.

|                                     |  |   |
|-------------------------------------|--|---|
| 01 = Self                           | 15 = CRTS Program                      | 41 = Medical Outpatient                   |
| 02 = Family                         | 17 = Jail                              | 42 = Convalescent Hospital                |
| 03 = Friends                        | 20 = Acute Day Treatment               | 43 = Department Social Service            |
| 04 = Employer                       | 21 = Habilitative Day Tx               | 44 = Criminal Justice                     |
| 05 = Other                          | 30 = Emergency Psychiatric             | 45 = Drug Abuse Program                   |
| 06 = County Resident                | 31 = Suicide/Crisis                    | 46 = Alcohol Abuse Program                |
| 10 = State Hospital (MH)            | 32 = Outpatient Clinic                 | 47 = School/College                       |
| 11 = State Hospital (DD)            | 33 = Private Mental Health<br>Practice | 48 = Vocational Rehabilitation<br>Program |
| 12 = Other Psychiatric Hospital     | 37 = Case Management                   | 49 = Veterans Administration              |
| 13 = Psychiatric SNF/IMD            | 38 = Homeless Program                  | 50 = Clergy/Religious Organization        |
| 14 = Alternative to Hospitalization | 40 = Medical Inpatient                 | 51 = Other Human Service                  |