

-MEMORANDUM-

Date: October 14, 2020

To: Specialty Mental Health Service Providers

From: Karen Capece, LCSW
Quality Management Program Director

Subject: Client Service Information (CSI) Timeliness Data Submissions

As part of the Federal and State Network Adequacy Certification Tool (NACT) requirement, ACBH must submit Client Service Information (CSI) Timeliness data to the Department of Health Care Services (DHCS) by **January 2, 2021**. All providers, county and county-contracted, will be required to submit CSI timeliness data for reporting period September 1, 2020 through November 30, 2020.

ACBH is in the final stages of developing client-level reports, broken down by Reporting Unit (RU), to assist providers with identifying and prioritizing clients' missing timeliness records. These reports will be available by November 1, 2020. Priority should be given to providing missing CSI Assessment Record data from September 1, 2020 through November 30, 2020.

To aid in the data submission process, ACBH Quality Assurance (QA) will provide refresher trainings on "Interim CSI Assessment Record Data e-form for Data Entry". A recorded training will be made available on the ACBH Provider Website for provider access and use. In addition to the training, an ACBH Frequently Asked Questions (FAQ) document will also be available. Should you require additional technical assistance, please email QATA@acgov.org.

For your convenience and reference, you may click on the following ACBH Policy and Procedure link: [**TIMELY ACCESS TO SERVICE STANDARDS AND TRACKING REQUIREMENTS POLICY**](#)

Please note that moving forward, NACT data submission will be a yearly requirement to ensure ACBH state network certification. Your assistance is needed and greatly appreciated.

