



CALIFORNIA DEPARTMENT OF

# Mental Health

1600 9th Street, Sacramento, CA 95814  
(916) 654-0471

March 23, 2001

APO MEMO NO: 00-06

TO: COUNTY MENTAL HEALTH DIRECTORS

FROM: JIM HIGGINS, Ed.D.  Chief,  
RESEARCH AND PERFORMANCE OUTCOME DEVELOPMENT

SUBJECT: ADULT PERFORMANCE OUTCOME DATA – JANUARY 2001  
COUNTY REPORTS & NEXT REPORTING DEADLINE

The Department of Mental Health Research and Performance Outcome Development Unit (RPOD) would like to thank all counties that successfully reported data for the Adult Performance Outcome System's (APOS) data reporting deadline on January 16, 2001. Due to the current energy situation, RPOD will not be printing hard copies of the county reports we usually provide to all counties after each data submission deadline. However, RPOD will provide one copy of the latest reports to counties that specifically request them. (Please refer to the end of this letter for information on how to request a copy.)

This first semi-annual reporting deadline was the most successful reporting period for APOS so far. All but four counties successfully reported data. Now that almost all counties have their technologies in place and are able to successfully report data, the reporting deadline FOR ALL COUNTIES will be semi-annual. Counties that failed to report or had to re-send their data multiple times due to errors may wish to refine their reporting process. Counties may perform "test uploads" to DMH. An RPOD staff member will provide feedback as to the formatting of the tables. If counties wish to do so before June 30<sup>th</sup>, please email Rachel Luxemburg at [RLuxembe@dmhhq.state.ca.us](mailto:RLuxembe@dmhhq.state.ca.us)

Due to confusion with the Child and Youth Performance Outcome System (CPOS) reporting deadlines, APOS will change its data reporting deadlines to coincide with the CPOS deadlines. Data will be due to DMH approximately a month and a half following the end of each reporting period. **The next APOS and CPOS reporting deadline is August 15, 2001 and will cover the period from January 1 to June 30, 2001.** In the past, APOS staff have been allowing "grace periods" following the deadline. Due to the extended period of time for reporting, **all data must** comply with the relevant Adult and Child Performance Outcome Data Dictionary and be named accordingly, by the August 15<sup>th</sup> deadline. No

grace periods will be given. Data reported after the August 15<sup>th</sup> deadline will not be included in semi-annual reports. It is suggested that counties attempt to submit data at least a month before the deadline to allow for any mistakes and to allow staff to review the submission and provide timely feedback.

Please direct general questions related to the Adult Performance Outcome System to the attention of Karen Purvis at (916) 653-4941 or e-mail her at [Kpurvis@dmhhq.state.ca.us](mailto:Kpurvis@dmhhq.state.ca.us). Questions related to data format and transmission should be directed to Rachel Luxemburg at (916) 654-0984. If you need assistance with the ITWS, call the DMH "Help Desk" at (916) 654-3117.

**Requesting copies of county reports:**

Counties that wish to review their reports for the CAQOL and MHSIP (which will include data from the January 16<sup>th</sup> reporting period) may request one copy in either PDF format or hard copy. (Specify which report and the format when making your request.) Reports will only be released to County Directors or Adult Performance Outcome Primary or Technology Contacts. Email Traci Fujita at [Rluxembe@dmhhq.state.ca.us](mailto:Rluxembe@dmhhq.state.ca.us) to request a copy. If you do not have access to email, call her at (916) 654-0984. Please, only one request per county.

CC Adult Performance Outcome Primary Contact  
Adult Performance Outcome Technology Contact