



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

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

July 6, 2001

«Organization»
Attention: Director
«Mailing_Address»
«City», «State» «Zip_Code»

SUBJECT: DATA SUBMISSION DUE AUGUST 15, 2001 FOR THE CHILD AND YOUTH PERFORMANCE OUTCOME SYSTEM

This letter is a reminder that the next data submission deadline for the Department of Mental Health (DMH) Child and Youth Performance Outcome System is **August 15, 2001**. Data for this reporting deadline will cover the period from January 1, 2001 to June 30, 2001. It is important to recognize that performance outcome data is now being used as one criterion DMH employs to assess potential recipients for grant funds. In order to receive credit for a successful data submission, counties must report timely, accurate data that reflects the total number of clients meeting the target population definition (seriously emotionally disturbed children receiving services for 60 days or longer, excluding children receiving medication-only services). Data accepted after August 15, 2001 will receive credit for the *next* data reporting period, February 15, 2002.

Counties Not Reporting Data

Counties that will not meet the August 15, 2001 deadline are asked to submit a formal status report outlining any problems, concerns, or difficulties that are the cause of the delay. If technical support is an issue, then counties are urged to contact DMH performance outcome staff as soon as possible for potential assistance.

Data Transmission

Counties are required to upload data via the DMH Information Technology Web Services (ITWS). Information provided on the ITWS website include a link to the Child and Youth Performance Outcome System Data Dictionary specifying the required data format and an additional document outlining instructions for naming the data submission file.

Most counties have already designated staffperson(s) for ITWS authorization. Counties that have not authorized staff on this system will need to obtain authorization. To do so,

please visit the DMH ITWS website at <http://www.dmh.ca.gov> and click on the ITWS menu option. At this site, you will find information on the function of the ITWS, as well as how to begin the enrollment process. For questions regarding the enrollment process, please call the DMH help desk at (916) 654-3117.

ITWS County Data Files

The Department of Mental Health Research and Performance Outcome Development Unit automated a process whereby each county can download an “error” file containing errors that occurred during the import process, as well as a “clean” file containing data that has been verified by DMH automated “cleaning” procedures. In each county’s Information Technology Web Services (ITWS) folder, tables labeled “instrument_name>err.dbf” (e.g., cafaserr.dbf) can be found. These error tables can be imported into a database, reviewed and corrected by county staff, and then resubmitted to the Department of Mental Health. These files currently include data that were submitted through February 15, 2001.

For questions regarding the Child and Youth Performance Outcome System, please contact Sherrie Sala-Moore at (916) 651-6777, e-mail ssalamoo@dmhhq.state.ca.us, or Brenda Golladay at (916) 654-3291, e-mail bgollada@dmhhq.state.ca.us.

Sincerely,

JIM HIGGINS, Ed.D
Chief of Research and Performance
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cc: ChildEvaluators
Child Coordinators
Quality Managers
Ken McKinstry, Chief of Information Technology
Loren Rubenstein, Information Technology