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DEPARTMENT OF MENTAL HEALTH

<http://dmh.lacounty.info>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To:
Fax:

June 9, 2005

TO: ALL PROVIDERS

FROM: Robert Greenless, Ph.D.
Chief Information Officer

SUBJECT: **JUNE 2005 and FISCAL YEAR 2004-2005 DATA ENTRY CUTOFF DATES**

The cutoff date for entering data in the Department's MHMIS and IS for the June reporting period is Friday, July 8, 2005. *Data entered after this date will not be included in the June reports for those providers entering data directly into MHMIS.* Providers using the IS are able to run online reports from any date parameter and therefore are not constrained by the June deadline.

All providers will have from July 9th through August 15th at 6:00 p.m. to enter all Fiscal Year 2004-2005 data before the final cutoff date of Friday, August 15th 2005. This includes deletions in MHMIS and voided claims in the IS. Data entered after August 15th may not be included in the FY 2004-2005 Year End Report. Because many providers used both the MHMIS and the IS during this fiscal year, the source of the data for the cost report this year will be derived from the CIO Bureau's Data Reporting Warehouse, which stores data from both MHMIS and the IS. The 2004-2005 Year End Report (similar to the MIS630B report) will be available by August 22, 2005. The report can be printed from the DMH IS Reports Website at <http://dmh.lacounty.info/ISReport/>.

If you have any questions, please call Racheal Nolan in the CIOB at (213) 351-2860. These deadline dates, including any changes, will be posted on the IS Notice Screen beginning June 6, 2005.

Attachment

c: DMH Management Staff
Michael Boyle
IS Administration
John Ortega

"To Enrich Lives Through Effective And Caring Service"