

FSP DCR Training for Users

This training was funded by the MHISOAC.

Training Overview

1. FSP Assessment Forms
2. FSP DCR Data Dictionary
3. FSP DCR User Manual for Users

Reference Materials

- FSP DCR Data Dictionary (9/15/2011)

Home	Systems	MHSA Information	Functions	Utilities	Support	Logo
		Information				
Title					Last Updated	
System Requirements		System Messages				
Original DCR SRS		Contact Us				
Online DCR Release		CSI Information				
Personal Computer		Frequently Asked Questions				
Design and Test		IT Meetings				
Internet Browser		Technical Information				
DCR Data Model Options Analysis		User Manuals and Instructions				
MHSA DCR Data Model		Reference Information (Aid Codes)				
FSP DCR Data Dictionary		Related Links				
XML Information		Search				

Reference Materials

- FSP DCR User Manual (1/17/2012)

Department of Mental Health Department of Mental Health Department of Mental Health Home Systems MHSA Information Functions Utilities Support Logout Department of Mental Health Department of Mental Health

MHSA

Instructions

Training for the

Currently, the DMH Performance Outcomes and Quality Improvement Partnership (FSP) Outcomes Assessment data. County staff will not be able to use the system and submit data until they are 'certified' as having received the training for more information.

Outcomes Assessment

for counties who are preparing to collect and submit Full Service Technology Web Services (ITWS) Mental Health Services Act (MHSA) data. For more information on the MHSA Training page at <http://www.dmh.ca.gov/POQI/trainingMHSA.asp>

User Manuals and Instructions

Title	Last Updated
Instructions	
Importing XML into an Access Database	06/18/07
DCR Client Level Report Template	02/16/12
DCR User Manual	02/16/12
CIMH webcast Training: new Reporting Requirements for DIG/MHSA	
March_8th_Webcast_CSI.ppt	03/07/06
March_8th_Webcast_FSP.ppt	03/07/06
March_8th_Webcast_FSP_handouts.pdf	03/07/06

FSP Assessment Forms

This Section Covers:

- FSP Data Collection Forms
- FSP Age Groups
- FSP Outcome Domains
- FSP DCR Data Hierarchy
- Data Collection Example

FSP Data Collection Forms

- FSP data collected on assessment forms:
 - Partnership Assessment Form (PAF)
 - A history of the partner
 - Current status of the partner
 - Quarterly Assessment Form (3M)
 - Collection of current partner status every 3 months
 - Key Event Tracking Form (KET)
 - Tracks the dates of major events (e.g., arrests, graduation)

FULL SERVICE PARTNERSHIP
Child / Youth Partnership Assessment Form
FOR AGES 0-15 YEARS

PARTNERSHIP INFORMATION

County	<input type="text"/>	*
CSI County Client Number (CCN)	<input type="text"/>	
County Partner ID (optional)	<input type="text"/>	
Partner's First Name	<input type="text"/>	*
Partner's Last Name	<input type="text"/>	*
Partnership Date (mm/dd/yyyy)	<input type="text"/>	*
Partner's Date of Birth (mm/dd/yyyy)	<input type="text"/>	*

Who referred the partner? (mark one)

<input type="radio"/> Self	<input type="radio"/> Emergency Room	<input type="radio"/> Homeless Shelter
<input type="radio"/> Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent)	<input type="radio"/> Mental Health Facility / Community Agency	<input type="radio"/> Street Outreach
<input type="radio"/> Significant Other (e.g., boyfriend / girlfriend, spouse)	<input type="radio"/> Social Services Agency	<input type="radio"/> Juvenile Hall / Camp / Ranch / Division of Juvenile Justice
<input type="radio"/> Friend / Neighbor (i.e., unrelated other)	<input type="radio"/> Substance Abuse Treatment Facility / Agency	<input type="radio"/> Acute Psychiatric / State Hospital
<input type="radio"/> School	<input type="radio"/> Faith-based Organization	<input type="radio"/> Other
<input type="radio"/> Primary Care / Medical Office	<input type="radio"/> Other County / Community Agency	

ADMINISTRATIVE INFORMATION

PARTNERSHIP STATUS

Provider Number / NPI (Optional)	<input type="text"/>	
Full Service Partnership Program ID	<input type="text"/>	*
Partnership Service Coordinator ID	<input type="text"/>	*

Age Groups

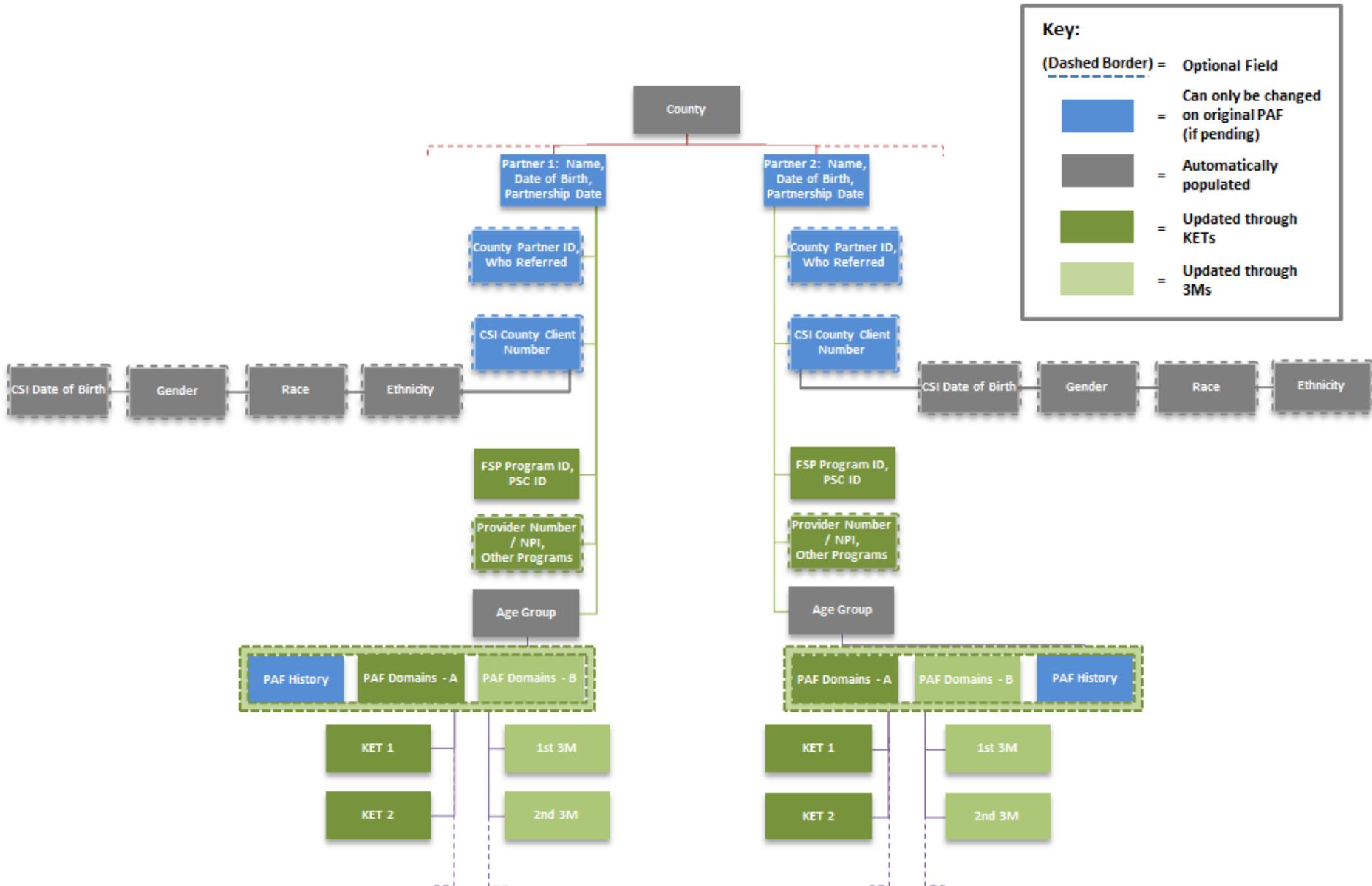
- Separate forms exist for each age group:
 - Child / Youth (Ages 0-15)
 - Transition Age Youth (Ages 16-25)
 - Adults (Ages 26-59)
 - Older Adults (60+)

Outcome Domains

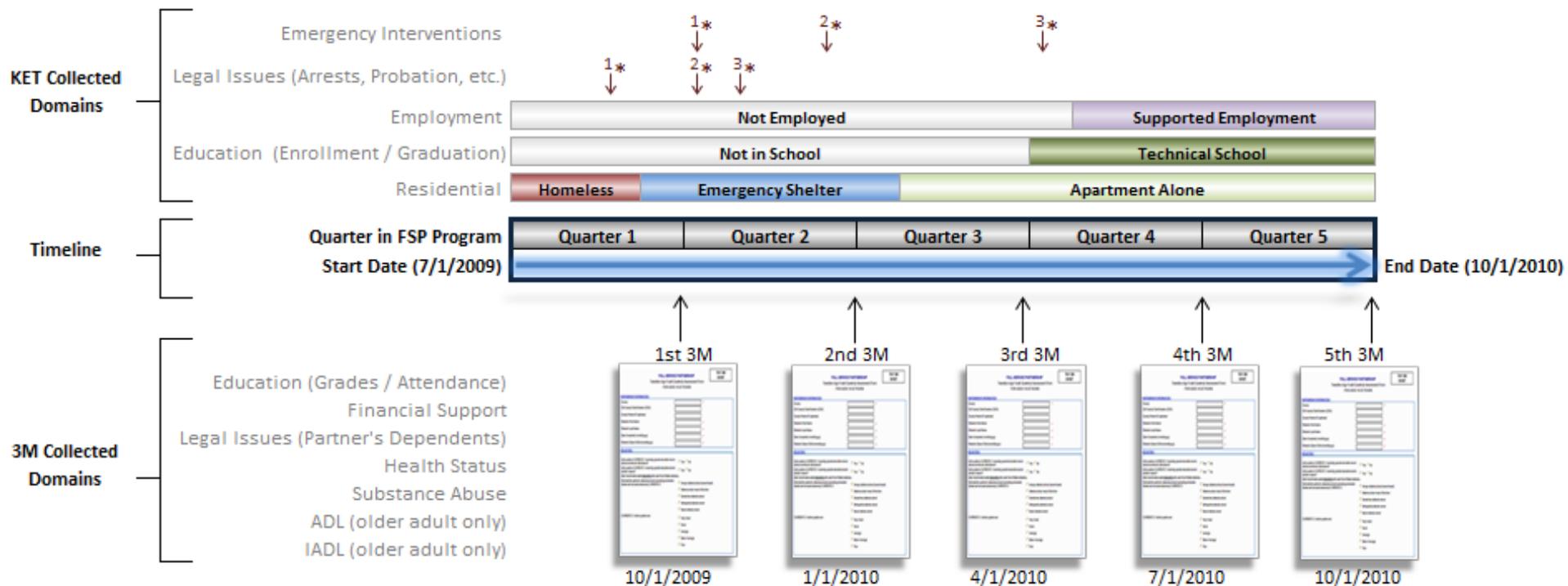
Domain	Type	Is Past History Collected on PAF?	Collected On
Residential	A	Yes	PAF & KET
Education			
○ School Enrollment and Graduation/Completion Dates	A	Yes	PAF & KET
○ Grades, Attendance and Special Education Assistance	B	Yes	PAF & 3M
Employment	A	Yes	PAF & KET
Financial Support	B	Yes	PAF & 3M
Legal Issues / Designations			
○ Partner's Legal Issues	A	Yes	PAF & KET
○ Legal Designation of Partner's Dependents	B	No	PAF & 3M
Emergency Interventions	A	Yes	PAF & KET
Health Status	B	Yes	PAF & 3M
Substance Abuse	B	Yes	PAF & 3M
ADL-older adult only	B	No	PAF & 3M
IADL-older adult only	B	No	PAF & 3M

- Type A – Collected on PAF & KET

FSP DCR Data Hierarchy



Data Collection Example



FSP DCR Data Dictionary

This Section Covers:

- Data Dictionary Overview
- Complete Variable Index
- Assessment Form Crosswalks
- Data Field Definitions

Data Dictionary Overview

- Three main elements:
 1. Complete Variable Index (CVI)
 - Table of all fields, organized by domain
 2. Crosswalk between form fields and variable names
 - Annotated forms with data variable numbers
 3. Variable definitions
 - Field types, sizes and permissible values

Complete Variable Index (CVI)

VARIABLES		Used for:			On form for:			
No.	Variable Name	PAF	KET	3M	CHILD	TAY	ADULT	OLDER ADULT
		Click to hyperlink to page with variable definition			Click to hyperlink to place on forms where variable first appears			
HEALTH STATUS VARIABLES								
11.01	PhysicianCurr	127		228	23	33	41	49
11.02	PhysicianPast12	127			23	33	41	49
SUBSTANCE ABUSE VARIABLES								
12.01	MentallIllness	128			23	33	41	49
12.02	ActiveProblem	128		229	23	33	41	49
12.03	AbuseServices	128		229	23	33	41	49
ADL VARIABLES								
13.01	Bathing	129		230				50
13.02	Dressing	129		230				50
13.03	Toileting	129		230				50
13.04	Transfer	130		231				50
13.05	Continenence	130		231				50
13.06	Feeding	130		231				50
13.07	Walking	130		231				50
13.08	HouseConfinement	131		232				51
IADL VARIABLES								
14.01	Telephone	132		233				51
14.02	WalkingDistance	132		233				51
14.03	Groceries	132		233				51
14.04	Meals	132		233				51
14.05	Housework	133		234				51
14.06	Handyman	133		234				51
14.07	Laundry	133		234				51
14.08	Medication	134		235				51
14.09	Money	134		235				51

Assessment Form Crosswalks

Child/Youth PAF Crosswalk

CHILD PAF
5/1/07

FULL SERVICE PARTNERSHIP Child / Youth Partnership Assessment Form FOR AGES 0-15 YEARS

PARTNERSHIP INFORMATION

County	<input type="text" value="3.01 - p.61"/>	*
CSI County Client Number (CCN)	<input type="text" value="3.02 - p.61"/>	
County Partner ID (optional)	<input type="text" value="3.03 - p.61"/>	
Partner's First Name	<input type="text" value="3.04 - p.62"/>	*
Partner's Last Name	<input type="text" value="3.04 - p.61"/>	*
Partnership Date (mm/dd/yyyy)	<input type="text" value="3.05 - p.62"/>	*
Partner's Date of Birth (mm/dd/yyyy)	<input type="text" value="3.07 - p.63"/>	*

3.06 - p.62
AssessmentDate
automatically generated at
time form is filled out.

Who referred the partner? (mark one) 3.08 - p.63

- | | | |
|---|---|---|
| <input type="radio"/> Self | <input type="radio"/> Emergency Room | <input type="radio"/> Homeless Shelter |
| <input type="radio"/> Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent) | <input type="radio"/> Mental Health Facility / Community Agency | <input type="radio"/> Street Outreach |
| <input type="radio"/> Significant Other (e.g., boyfriend / girlfriend, spouse) | <input type="radio"/> Social Services Agency | <input type="radio"/> Juvenile Hall / Camp / Ranch / Division of Juvenile Justice |
| <input type="radio"/> Friend / Neighbor (i.e., unrelated other) | <input type="radio"/> Substance Abuse Treatment Facility / Agency | <input type="radio"/> Acute Psychiatric / State Hospital |
| <input type="radio"/> School | <input type="radio"/> Faith-based Organization | <input type="radio"/> Other |
| <input type="radio"/> Primary Care / Medical Office | <input type="radio"/> Other County / Community Agency | |

ADMINISTRATIVE INFORMATION

PARTNERSHIP STATUS

Provider Number / NPI (Optional)	<input type="text" value="4.02 - p.64"/>	
Full Service Partnership Program ID	<input type="text" value="4.04 - p.64"/>	*
Partnership Service Coordinator ID	<input type="text" value="4.06 - p.64"/>	*

Data Field/Variable Definitions

- Provides definition of variable name, form question, and permissible values
- Example:

EMPLOYMENT VARIABLES

7.07 Past12_Transitional

EMPLOYMENT: Transitional Employment / Enclave: Paid jobs in the community that are 1) open only to individuals with the disability AND 2) are either time-limited for the purpose of moving to a more permanent job OR are part of a group of disabled individuals who are working as a team in the midst of teams of non-disabled individuals who are performing the same work;

<u>On Form</u>	<u>Age Group</u>	<u>Data Type</u>	<u>Format</u>	<u>Length</u>
PAF	Child, TAY, Adult, Older Adult	Number	XX	2

Comments

Number of weeks the partner was in this employment setting DURING THE PAST 12 MONTHS;

Valid Codes

0-52



FSP DCR User Manual for Users

This Section Covers:

- Introduction to the FSP DCR
- Online System Interface
- Establishing Partners
- Working with KETs
- Working with 3Ms
- Managing Partners
- Data Correction

Introduction to the FSP DCR

- Tracks Partnership Outcomes
- Partners associated with one:
 - Program
 - Partnership Service Coordinator (PSC)
 - Provider (optional)
- Partner Demographics:
 - Name & Date of Birth
 - CSI number links all other demographics from CSI database

Introduction to the FSP DCR

- **Categories of Data:**

1. General Partnership Information & Administrative Data Fields
2. Internally Generated Fields
3. CSI-linked Fields
4. Partner's History Fields (collected only on PAF)
5. Domain Type A Fields (collected on PAF & KET)
6. Domain Type B Fields (collected on PAF & 3M)

Introduction to the FSP DCR

- **General Partnership Info. & Admin. Fields:**
 - County*
 - Partner's FSP Program ID*
 - Partner's Partnership Service Coordinator (PSC) ID*
 - Partner's First Name and Last Name*
 - Partnership Date*
 - Partner's Date of Birth*
 - CSI County Client Number (CCN)
 - County Partner ID
 - Provider Number / NPI
 - Who Referred the Partner
 - Other Programs (FORMER AB2034, GHI, MHSA)

Introduction to the FSP DCR

- Data quality rules designed to prevent incorrect data
- PAF completion status alerts when missing PAF data
 - Validation reports identify missing data pieces
- Notification lists alert users for
 - 3Ms due
 - Partners in temporary residence >30 days

Introduction to the FSP DCR

- Online web interface
- ITWS secure data submission and extraction

The screenshot shows a web browser window titled "DMH Information Technology Web Services - Windows Internet Explorer". The address bar displays "https://mhhitws.cahwnet.gov/". The page header includes a navigation menu with links for Home, Systems, Information, Enroll, Support, and Login. The main content area is titled "California Department of Mental Health Information Technology Web Services (ITWS)".

What's New

UPDATED ITWS Maintenance Schedule
Created: 3/4/2009 5:06:00 PM Last Updated: 9/6/2011 11:24:00 AM
The Department of Mental Health will be performing System Maintenance on the ITWS Production Servers on **Tuesday, September 20, 2011, between 6:00 p.m. and 10:00 p.m.** During this time, ITWS services will be intermittently unavailable.

ITWS Login

Username:
Password:

[Forgot your Username or Password?](#)

Quick Links

- [Pre-Enrollment guide](#)
- [DMH Approver certification forms](#)
- [ADP Approver certification forms](#)
- [System enrollment guides](#)
- [Contact ITWS \(DMH & ADP\)](#)
- [ITWS QA web site](#)
- [Check enrollment status](#)
- [Related links](#)
- [User computer requirements](#)
- [DMH-IT mission](#)

This site is best viewed with Internet Explorer version 5.5 and above.
©2004 California Department of Mental Health, Information Technology
[For Security Information, click on the padlock](#)

The Online System Interface

Topics

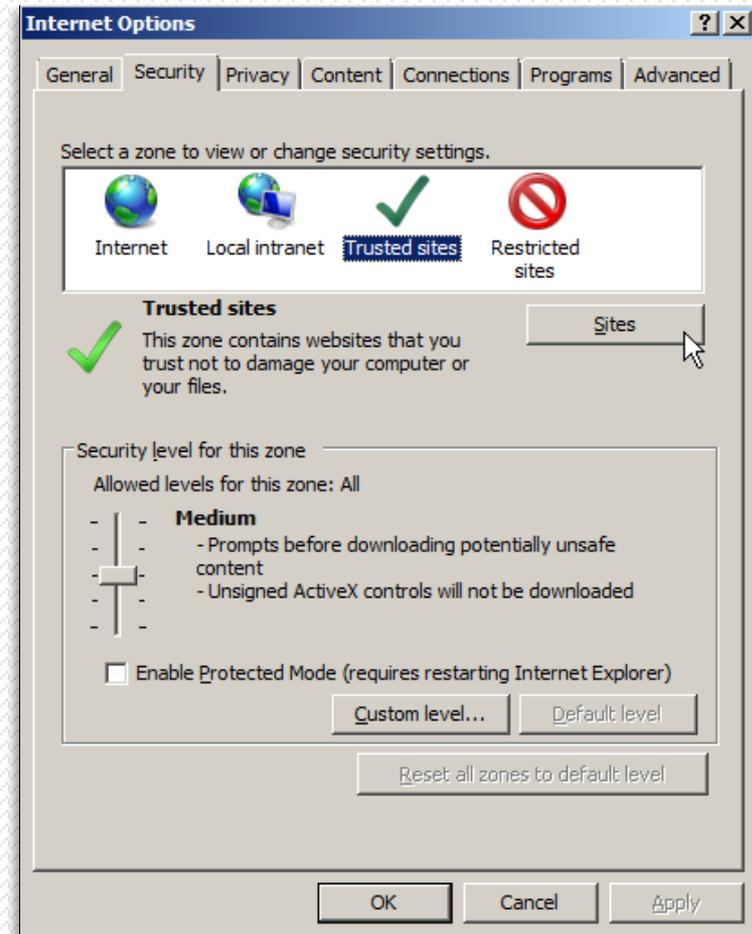
- ITWS System Requirements
- Adding the ITWS website as a Trusted Site
- Configuring Pop-up Blocker
- Enabling Cookies in Internet Explorer
- Navigating to the ITWS website
- ITWS What's New
- ITWS Utilities Menu
- ITWS Support Menu
- MHSA Information Menu
- Accessing the FSP DCR Application
- Using the DCR Interface
- DCR Menu Options

ITWS System Requirements

1. Microsoft Windows Operating System using Internet Explorer version 6 or later
2. Minimum 1024 x 768 recommended resolution
3. The ITWS system should be added as a Trusted Site
4. Pop-ups must be allowed for the ITWS system
5. Cookies must be enable for the ITWS website in Internet Explorer

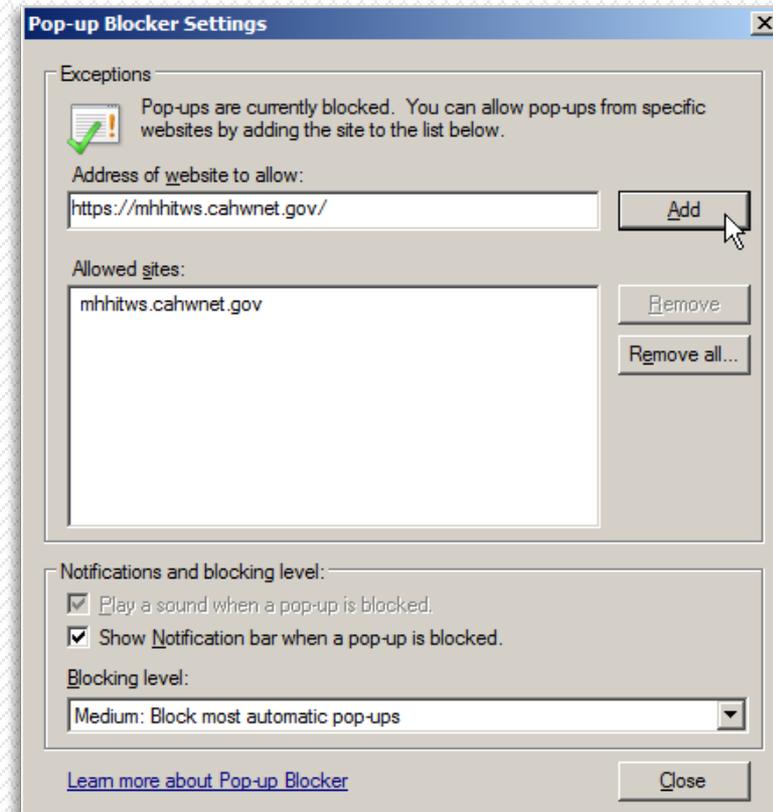
Adding the ITWS website as a Trusted Site

- Enter the ITWS website, <https://mhhitws.cahwnet.gov/> as a Trusted Site in your browser Internet Options menu.



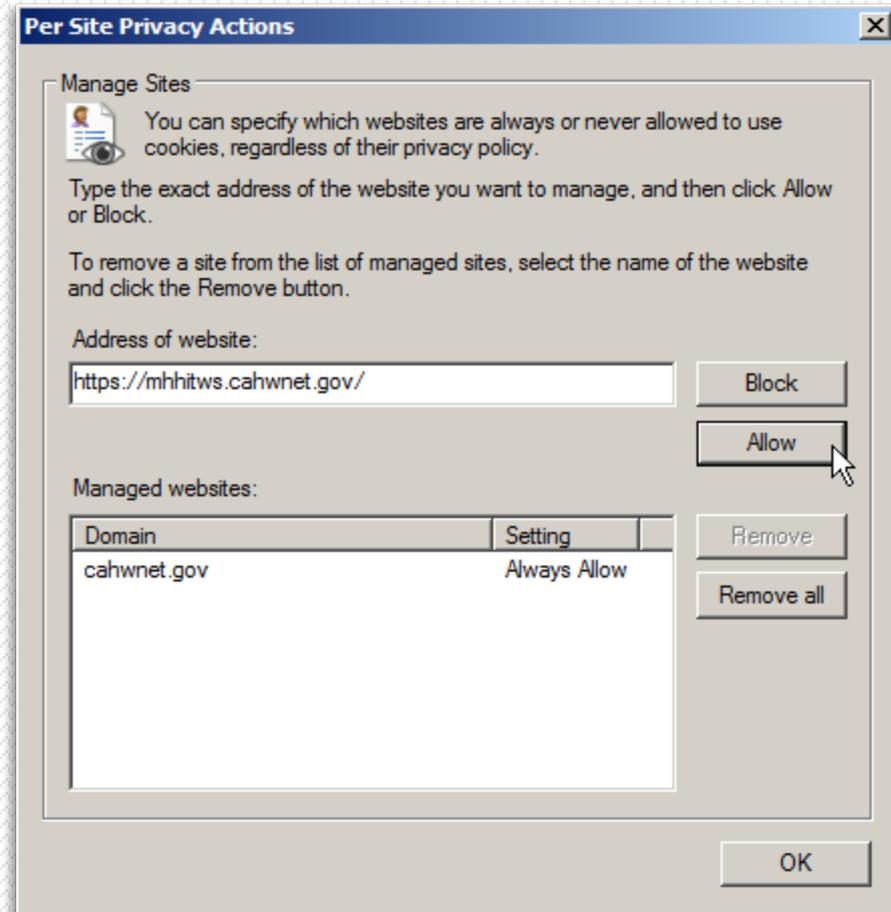
Configuring Pop-up Blocker

- Enter the ITWS website, <https://mhhitws.cahwnet.gov/> as a site to allow pop-ups through your browsers **Internet Options** menu



Enabling Cookies in Internet Explorer

- Error Messages When Cookies Are Disabled:
 - Access to ITWS is denied
 - Cookies must be enabled
 - Please login before trying to enter ITWS
- Go to browser's **Internet Options** and go to the **Privacy** tab and enter ITWS website



Navigating to the ITWS website

1. Navigate directly: <https://mhhitws.cahwnet.gov/>
2. Navigate to www.dmh.ca.gov and select Providers & Partners tab and then the **ITWS** link.



ITWS What's New

DMH Information Technology Web Services - Windows Internet Explorer

https://mhhitws.cahwnet.gov/

Department of Mental Health Department of Mental Health

California Department of Mental Health Information Technology Web Services (ITWS)

What's New

UPDATED ITWS Maintenance Schedule
Created: 3/4/2009 5:06:00 PM Last Updated: 9/6/2011 11:24:00 AM
The Department of Mental Health will be performing System Maintenance on the ITWS Production Servers on **Tuesday, September 20, 2011, between 6:00 p.m. and 10:00 p.m.** During this time, ITWS services will be intermittently unavailable.

ITWS Login

Username:
Password:

[Forgot your Username or Password?](#)

We encourage everyone to read the Pre-Enrollment Guide and get familiar with the ITWS enrollment process, for users and approvers.

Quick Links

- [Pre-Enrollment guide](#)
- [DMH Approver certification forms](#)
- [ADP Approver certification forms](#)
- [System enrollment guides](#)
- [Contact ITWS \(DMH & ADP\)](#)
- [ITWS QA web site](#)
- [Check enrollment status](#)
- [Related links](#)
- [User computer requirements](#)
- [DMH-IT mission](#)

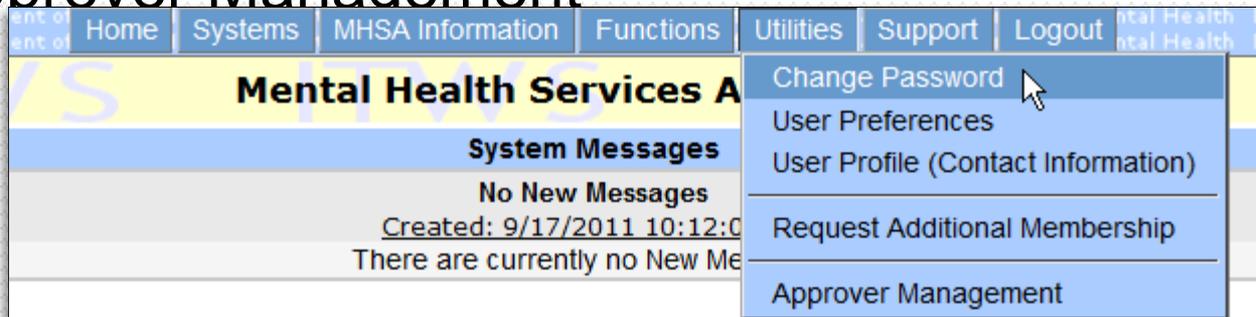
This site is best viewed with Internet Explorer version 5.5 and above.

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[For Security Information, click on the padlock](#)

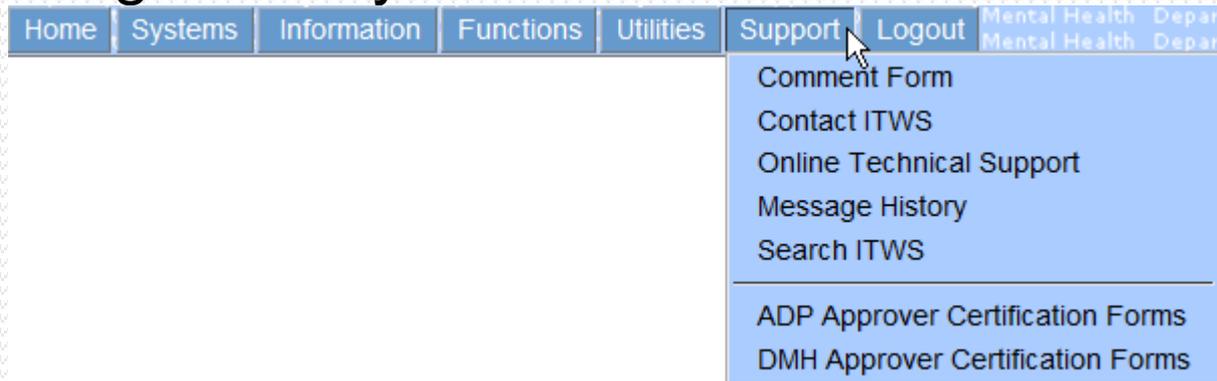
ITWS Utilities Menu

- ITWS Utilities Menu Options:
 - Change Password
 - User Preferences
 - User Profile
 - Request Additional Membership
 - Approver Management



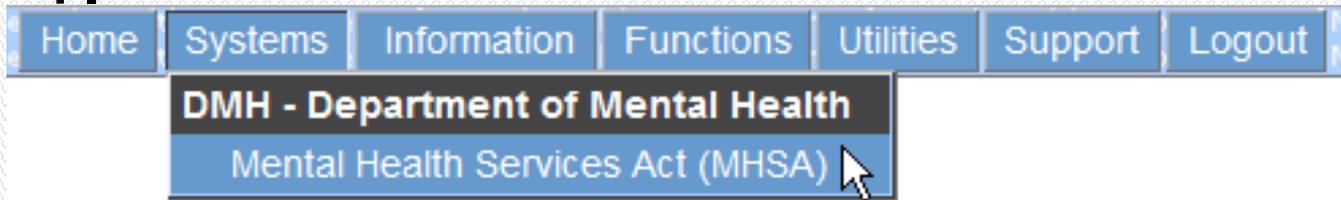
ITWS Support Menu

- ITWS Support Menu Options
 - Comment Form
 - Contact ITWS
 - Online Technical Support
 - Message History

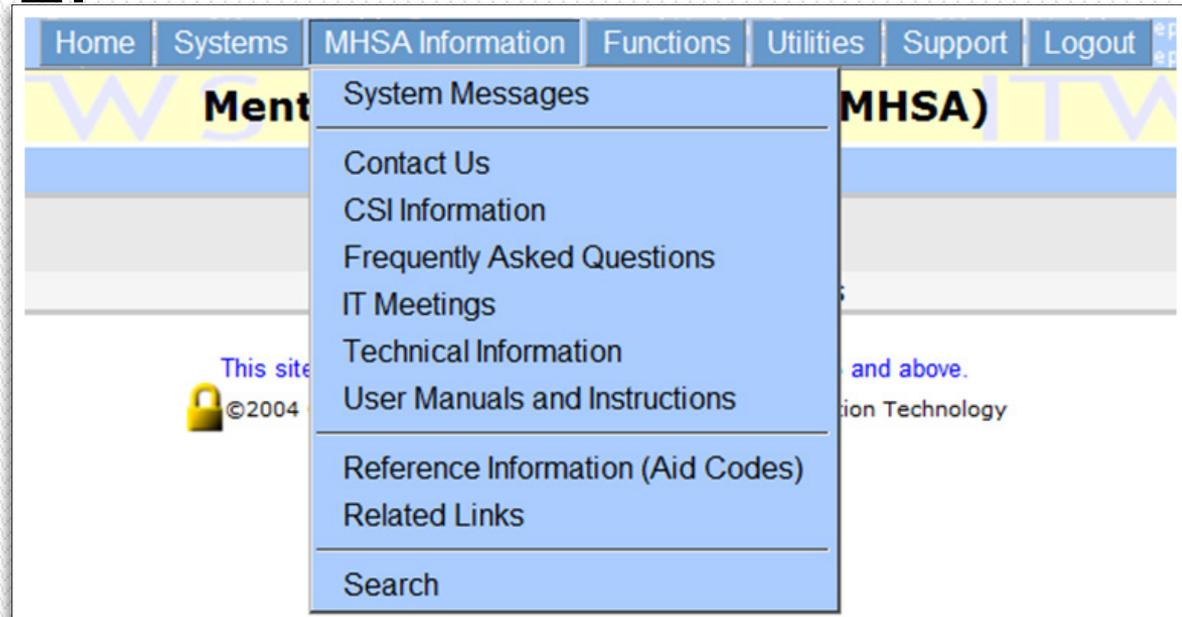


MHSA Information Menu

1.



2.



Accessing the FSP DCR Application

- Click on **Functions** menu and select the **DCR Application**



Using the DCR Interface

Department of Mental Health MHSA Data Collection and Reporting



User Name _____
County: County Name _____

[ITWS Home](#) [Log out](#)

[Home](#) [Partnerships](#) [Transfers](#) [Admin](#) [Help](#)

Search for _____
Last Name

[DCR Home](#)

System Messages _____

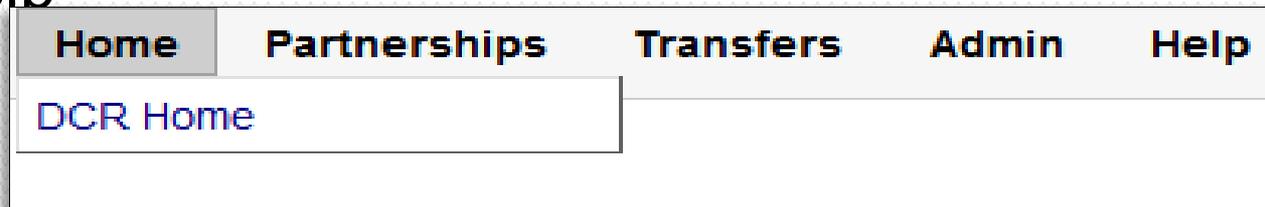
Pending Partnership Assessment Form(s) _____ [View All](#)

30 Day Key Event Notification(s) _____ [View All](#)

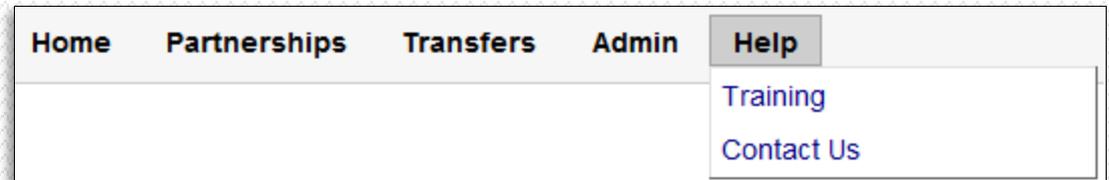
Quarterly Assessment(s) Due _____ [View All](#)

DCR Menu Options

- FSP DCR System Main Menu Options:
 - Home
 - Partnerships
 - Transfers
 - Admin
 - Help



DCR Sub-Menu Options



Support

POQI.Support@dmh.ca.gov.

Establishing Partners

- **Methods to Collect PAF Information from Partner at Intake:**
 1. Print PAF forms and fill out answers with pen/pencil
 2. Fill in PAF form fields through the online FSP DCR application
 3. Enter data into another application to later be uploaded to the FSP DCR via XML batch submission

PAF through Printed Forms

Home	Partnerships	Transfers	Admin	Help
			Forms - Printer Friendly	
			View/Share FSP Groups	
			System Messages	
			Virtual PSCs	

OR

http://www.dmh.ca.gov/POQI/Full_Service_Forms.asp

PAF through the Online FSP DCR

- Partnerships > Add New Partner (PAF)
- Enter date of partnership and select **Get Form**

Department of Mental Health
MHSR Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name [Go]

Add New Partner (PAF)

Enter New Partner

Enter Partner's Date of Birth (mm/dd/yyyy) 3/18/1992

Enter Partnership Date (mm/dd/yyyy) 7/1/2009

Get Form

The Online PAF Form

- Fill in **Partnership Information** domain on form

Department of Mental Health
MHSA Data Collection and Reporting

Kate Cordell
County: County 59

Home Partnerships Transfers Admin Help

[ITWS Home](#) [Log out](#)

Search for
Last Name

Add New Partner (PAF)

FULL SERVICE PARTNERSHIP
Transition Age Youth Partnership Assessment Form
FOR AGES 16-25 YEARS

[Expand all Domains](#)

PARTNERSHIP INFORMATION [Clear Domain](#)

County	County 59	*
CSI County Client Number (CCN)	<input type="text" value="256689875"/>	CSI # did not match our records
County Partner ID (optional)	<input type="text" value="1555"/>	
Partner's First Name	<input type="text" value="Junie"/>	*
Partner's Last Name	<input type="text" value="Jones"/>	*
Partnership Date (mm/dd/yyyy)	<input type="text" value="7/1/2009"/>	*
Partner's Date of Birth (mm/dd/yyyy)	<input type="text" value="3/18/1992"/>	*

Who referred the partner? (mark one)

<input type="radio"/> Self	<input type="radio"/> Emergency Room	<input type="radio"/> Homeless Shelter
<input checked="" type="radio"/> Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent)	<input type="radio"/> Mental Health Facility / Community Agency	<input type="radio"/> Street Outreach
<input type="radio"/> Significant Other (e.g., boyfriend / girlfriend, spouse)	<input type="radio"/> Social Services Agency	<input type="radio"/> Juvenile Hall / Camp / Ranch / Division of Juvenile Justice
<input type="radio"/> Friend / Neighbor (i.e., unrelated other)	<input type="radio"/> Substance Abuse Treatment Facility / Agency	<input type="radio"/> Jail / Prison
<input type="radio"/> School	<input type="radio"/> Faith-based Organization	<input type="radio"/> Acute Psychiatric / State Hospital
<input type="radio"/> Primary Care / Medical Office	<input type="radio"/> Other County / Community Agency	<input type="radio"/> Other

ADMINISTRATIVE INFORMATION

The Online PAF Form

- Some **Administrative Information** fields are required or link to other databases

ADMINISTRATIVE INFORMATION [Clear Domain](#)

PARTNERSHIP STATUS

Provider Number / NPI (Optional) Provider # not found

Full Service Partnership Program ID *

Partnership Service Coordinator ID *

PROGRAM INFORMATION

In which additional program(s) is the partner CURRENTLY involved? (mark all that apply)

AB2034	<input type="checkbox"/>
Governor's Homeless Initiative (GHI)	<input type="checkbox"/>
MHSA Housing Program	<input type="checkbox"/>

[Save and Continue](#)

[RESIDENTIAL INFORMATION - includes hospitalization and incarceration](#)

[EDUCATION](#)

[EMPLOYMENT](#)

[SOURCES OF FINANCIAL SUPPORT](#)

[LEGAL ISSUES / DESIGNATIONS](#)

[EMERGENCY INTERVENTION](#)

[HEALTH STATUS](#)

[SUBSTANCE ABUSE](#)

[COUNTY USE QUESTIONS](#)

[Expand all Domains](#)

[Click here for Validation Report](#)

Message from webpage [X]

 There were some error(s) present with the submission. Please click ok to store the assessment with pending status or click cancel to fix the error(s) and submit again.

Online PAF Validation Report

- The **Validation Report** link only appears after selecting **Submit** and then **Cancel**

The screenshot displays a web interface for the Online PAF Validation Report. On the left, a list of categories is shown as blue underlined text: RESIDENTIAL INFORMATION - includes hospitalization and incarceration, EDUCATION, EMPLOYMENT, SOURCES OF FINANCIAL SUPPORT, LEGAL ISSUES / DESIGNATIONS, EMERGENCY INTERVENTION, HEALTH STATUS, SUBSTANCE ABUSE, and COUNTY USE QUESTIONS. Below this list are three buttons: Submit, Cancel, and Print. A red arrow points from the Cancel button to a link labeled "Click here for Validation Report", which is enclosed in a red rectangular box. To the right of the buttons is a link labeled "Expand all Domains". In the foreground, a "Message from webpage" dialog box is open, containing a question mark icon and the text: "There were some error(s) present with the submission. Please click ok to store the assessment with pending status or click cancel to fix the error(s) and submit again." The dialog box has "OK" and "Cancel" buttons at the bottom, with a red arrow pointing to the "Cancel" button, which is also enclosed in a red rectangular box.

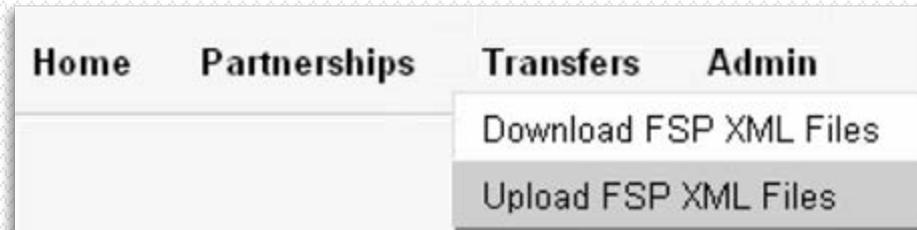
Online PAF Stored

- PAF stored successfully

The screenshot displays the 'Department of Mental Health MHS Data Collection and Reporting' web application. The header includes the title and navigation links for 'ITWS Home' and 'Log out'. A secondary navigation bar contains 'Home', 'Partnerships', 'Transfers', 'Admin', and 'Help'. The main content area shows a 'Success' message: 'Partnership assessment for Jones, Junie has been successfully stored. Thank you for submitting your data.' Below the message are two links: '[Click here to return to Jones, Junie on the Active Full Service Partners screen](#)' and '[Click here to return to the Active Full Service Partners screen](#)'. On the left, there is a search section with a text input, a dropdown menu set to 'Last Name', and a 'Go' button. The page also features a large, diagonal watermark reading 'Training Only'.

PAF through XML Batch

- Use 3rd party application to store FSP data
- Export PAF records as XML and upload to DCR



Working with KETs

- **Methods to Collect KET Information from Partner at Intake:**
 1. Print KET forms and fill out answers with pen/pencil
 2. Fill in KET form fields through the online FSP DCR application
 3. Enter data into another application to later be uploaded to the FSP DCR via XML batch submission

KET through Printed Forms

Home	Partnerships	Transfers	Admin	Help
			Forms - Printer Friendly	
			View/Share FSP Groups	
			System Messages	
			Virtual PSCs	

OR

http://www.dmh.ca.gov/POQI/Full_Service_Forms.asp

KET through Online FSP DCR

- Partnerships > Manage Active Partners

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

Search for
Last Name [] Go

Manage Active Partners

ACTP
Add New Partner (PAF)
Manage Active Partners
Inactive Partners

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Bedelia, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins	Pending
Bobby, Bobby			11	7/15/2011	Gene Mendel	Pending
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel	Pending
Jenny, Jenny	455684456	564581104575664A	12	1/5/2011	Joe Jenkins	Pending
Mulligan, Mike	459293291	AB39493049303	39	10/20/2009	Mary Office	Pending
Paper, Jackie			23	11/5/2009	Mary Office	Pending
Quimby, Ramona			55	10/3/2010	Gene Mendel	Pending

Outcomes Assessments for: Jenny, Jenny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
1/5/2011 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/5/2011	Days Past Due: 0
	KET HISTORY 8/1/2011	QUARTERLY HISTORY 7/5/2011 4/5/2011 (missing)	

The Online KET Form

- Enter **Date Completed** and select **Get Form**

Department of Mental Health
MHPA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

Search for

Last Name

Add New KET

Enter New Key Event Tracking

Select the Partner you want to enter the assessment for

Date Completed (mm/dd/yyyy)

The Online KET Form

- Fill in KET domain information on form

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

[TWS Home](#) [Log out](#)

Search for

Last Name

Add New KET

FULL SERVICE PARTNERSHIP
Child / Youth Key Event Tracking Form
FOR AGES 0-15 YEARS

[Expand all Domains](#)

PARTNERSHIP INFORMATION

County	County 59	*
CSI County Client Number (CCN)	<input type="text" value="455684456"/>	
County Partner ID (optional)	<input type="text" value="564581104575664A"/>	
Partner's First Name	<input type="text" value="Jenny"/>	*
Partner's Last Name	<input type="text" value="Jenny"/>	*
Date Completed (mm/dd/yyyy)	<input type="text" value="7/1/2011"/>	*
Partner's Date of Birth (mm/dd/yyyy)	<input type="text" value="05/05/1999"/>	*

[CHANGE IN ADMINISTRATIVE INFORMATION](#) (Skip this section if there are no changes)

[RESIDENTIAL INFORMATION](#) - includes hospitalization and incarceration (Skip this section if there are no changes)

[EDUCATION](#) (Skip this section if there are no changes)

[EMPLOYMENT](#) (Skip this section if there are no changes)

[LEGAL ISSUES / DESIGNATIONS](#) (Skip this section if there are no changes)

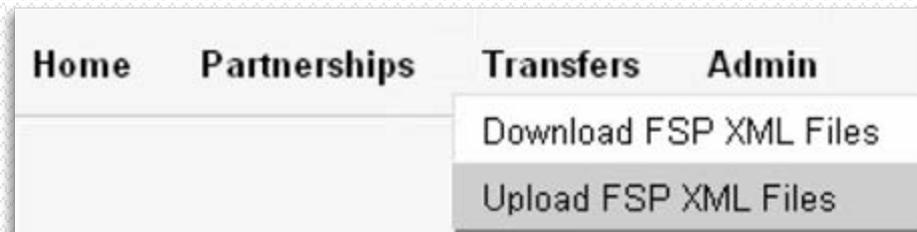
[EMERGENCY INTERVENTION](#) (Skip this section if there are no changes)

[COUNTY USE QUESTIONS](#) (Skip this section if there are no changes)

[Expand all Domains](#)

KET through XML Batch

- Use 3rd party application to store FSP data
- Export KET records as XML and upload to DCR



Working with 3Ms

- **Methods to Collect 3Ms Information from Partner at Intake:**
 1. Print 3M forms and fill out answers with pen/pencil
 2. Fill in 3M form fields through the online FSP DCR application
 3. Enter data into another application to later be uploaded to the FSP DCR via XML batch submission

3M through Printed Forms

Home	Partnerships	Transfers	Admin	Help
			Forms - Printer Friendly	
			View/Share FSP Groups	
			System Messages	
			Virtual PSCs	

OR

http://www.dmh.ca.gov/POQI/Full_Service_Forms.asp

3M through Online FSP DCR

- Performed from Partnerships > Manage Active Partners

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

Search for
Last Name Go

Manage Active Partners

Add New Partner (PAF)
Manage Active Partners
Inactive Partners

Partner Name	CSI.CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Bedelia, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins	Pending
Bobby, Bobby			11	7/15/2011	Gene Mendel	Pending
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel	Pending
Jenny, Jenny	455684456	564581104575664A	12	1/5/2011	Joe Jenkins	Pending
Mulligan, Mike	459293291	AB39493049303	39	10/20/2009	Mary Office	Pending
Paper, Jackie			23	11/5/2009	Mary Office	Pending
Quimby, Ramona			55	10/3/2010	Gene Mendel	Pending

Outcomes Assessments for: Jenny, Jenny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
1/5/2011 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/5/2011	Days Past Due: 0
	KET HISTORY 8/1/2011	QUARTERLY HISTORY 7/5/2011 4/5/2011 (making)	

The Online 3M Form

- Enter **Date Completed** and select **Get Form**

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

[Home](#) [Partnerships](#) [Transfers](#) [Admin](#) [Help](#)

Search for

Last Name

Add New Quarterly

Enter New Quarterly assessment

Select the Partner you want to enter the assessment for

Date Completed (mm/dd/yyyy)

The Online 3M Form

- Fill in domain information on the form

Department of Mental Health
MHA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

Search for

Last Name

Add New Quarterly

FULL SERVICE PARTNERSHIP
Child / Youth Quarterly Assessment Form
FOR AGES 0-15 YEARS

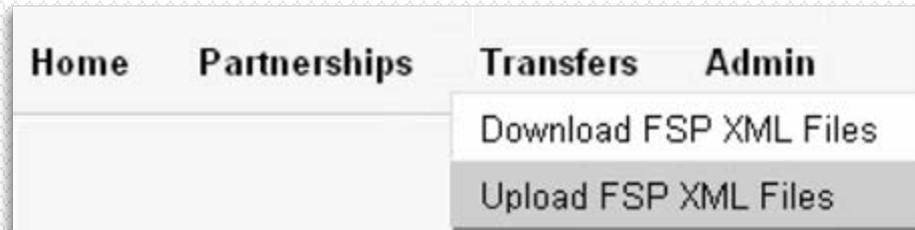
PARTNERSHIP INFORMATION

County	County 59	*
CSI County Client Number (CCN)	<input type="text" value="455684456"/>	
County Partner ID (optional)	<input type="text" value="564581104575664A"/>	
Partner's First Name	<input type="text" value="Jenny"/>	*
Partner's Last Name	<input type="text" value="Jenny"/>	*
Date Completed (mm/dd/yyyy)	<input type="text" value="9/22/2011"/>	*
Partner's Date of Birth (mm/dd/yyyy)	<input type="text" value="05/05/1999"/>	*

EDUCATION
SOURCES OF FINANCIAL SUPPORT
LEGAL ISSUES / DESIGNATIONS
HEALTH STATUS
SUBSTANCE ABUSE
COUNTY USE QUESTIONS

3M through XML Batch

- Use 3rd party application to store FSP data
- Export 3M records as XML and upload to DCR



Managing Partners Online

Areas of the FSP DCR with Links to a Partner's Information:

1. **Home menu and DCR Home submenu webpage**
 - Pending Partnership Assessment Form(s) Table
 - 30 Day Key Event Notification(s) Table
 - Quarterly Assessment(s) Due Table
2. **Search for box results webpage**
 - For Active Partners
 - For Inactive Partner
3. **Partnerships menu and Manage Active Partners submenu webpage**
 - Active Full Service Partners with Pending & Complete Status Table
 - Active Full Service Partners with Deleted Status Table
 - Active Full Service Partners with All Status Table
4. **Partnerships menu and Inactive Partners submenu webpage**

Home Notification Tables

- Pending Partnership Assessment Form(s) Table
- 30 Day Key Event Notification(s) Table
- Quarterly Assessment(s) Due Table

Kate Cordell
County: County 59

Home Partnerships Transfers Admin Help [DWS Home](#) [Log out](#)

DCR Home
System messages

Search for
Last Name Go

DCR Home

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSLCCN	County FSP ID	Age	Partnership Date	Assigned PSC
Avonlea, Anne			80	5/30/2011	Gene Mendel
Redela, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins
Inoals, Laura			69	6/2/2011	Gene Mendel
Jiggs, Jillian			7	5/25/2011	Mary Office
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel

1 2 [Next](#) Page 1 of 2

30 Day Key Event Notification(s) [View All](#)

Partner Name	CSLCCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Assigned PSC
Martin, Jenny	455684456	584581104575884A	12	6/30/2011	State Psychiatric Hospital	85	Gene Mendel

Quarterly Assessment(s) Due [View All](#)

Partner Name	CSLCCN	County FSP ID	Age	Due Date	Days Past Due	Assigned PSC
Avonlea, Anne			80	8/30/2011	24	Gene Mendel
Redela, Amelia	857845744	RT4567861255	46	9/4/2011	19	Joe Jenkins
Inoals, Laura			69	9/2/2011	21	Gene Mendel
Jiggs, Jillian			7	8/25/2011	29	Mary Office
Jones, Junie	256689875	1555	19	10/1/2011	0	Gene Mendel

1 2 [Next](#) Page 1 of 2

Pending Partnership Assessment Form(s)

- Displays partnerships with incomplete PAF information
- “Pending” PAF Status

Department of Mental Health
MHPA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

DCR Home

Search for

Last Name Go

DCR Home

Pending Partnership Assessment Form(s)

Partner Name	C-SI/CCN	County FSP ID	Age	Partnership Date	Assigned P&C
Avonlea, Anne			80	5/30/2011	Gene Mendel
Bedella, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins
Ingalls, Laura			69	6/2/2011	Gene Mendel
Jicos, Jillian			7	5/25/2011	Mary Office
Jones, June	256689875	1555	19	7/1/2009	Gene Mendel

1 2 Next Page 1 of 2

30 Day Key Event Notification(s)

FSP DCR Temporary Residential Settings:

1. Emergency Shelter
2. Homeless
3. Medical Hospital
4. Psychiatric Hospital
5. State Psychiatric
6. Juvenile Hall / Camp
7. Department of Juvenile Justice (DJJ)

The screenshot shows a web application interface with a navigation menu (Home, Partnerships, Transfers, Admin, Help) and a search bar. The main content area is divided into two sections. The top section, titled "Pending Partnership Assessment Form(s)", contains a table with the following data:

Partner Name	CSLCCN	County FSP ID	Age	Partnership Date	Assigned PSC
Avonlea, Anne			80	5/30/2011	Gene Mendel
Redela, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins
Inalls, Laura			69	6/2/2011	Gene Mendel
Jiggs, Jillian			7	5/25/2011	Mary Office
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel

Below this table is a "30 Day Key Event Notification(s)" section. A red box highlights the title, and a red arrow points to a "View All" link. The table below contains the following data:

Partner Name	CSLCCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Assigned PSC
Jenny, Jenny	455684456	564581104575664A	12	6/30/2011	State Psychiatric Hospital	85	Gene Mendel

Red boxes and arrows in the screenshot highlight the "DCR Home" link in the left sidebar, the "30 Day Key Event Notification(s)" title, the "View All" link, and the "Jenny, Jenny" entry in the bottom table.

Quarterly Assessment(s) Due Table

- Displays partnerships 3M due (-15 to +30 days of due date)

The screenshot shows a web application interface with a navigation menu at the top: Home, Partnerships, Transfers, Admin, Help. There are links for 'DCR Home' and 'Log out'. A search bar is present with a 'Last Name' dropdown and a 'Go' button. The main content area is divided into sections:

- Pending Partnership Assessment Form(s)**: A table with columns: Partner Name, C.S.I.CCN, County FSP ID, Age, Partnership Date, Assigned PSC. Data rows include Avonlea, Anne; Bedella, Amelia; Inalls, Laura; Jiggs, Jillian; Jones, June.
- 30 Day Key Event Notification(s)**: A table with columns: Partner Name, C.S.I.CCN, County FSP ID, Age, Key Event Date, Reason, Total Days, Assigned PSC. Data row: Jenny, Jenny.
- Quarterly Assessment(s) Due**: A table with columns: Partner Name, C.S.I.CCN, County FSP ID, Age, Due Date, Days Past Due, Assigned PSC. Data rows include Avonlea, Anne; Bedella, Amelia; Inalls, Laura; Jiggs, Jillian; Jones, June.

Red boxes and arrows highlight the 'DCR Home' link, the 'Quarterly Assessment(s) Due' section, and the 'View All' link. The 'Jiggs, Jillian' row in the 'Quarterly Assessment(s) Due' table is also highlighted with a red box and arrow.

Searching for Active Partners

- Enter Last Name or CCN/FSP ID



Department of Mental Health
MHSR Data Collection and Reporting

County: County 59

[Home](#) [Partnerships](#) [Transfers](#) [Admin](#) [Help](#)

Search for

Last Name

Last Name
CCN / FSP

The screenshot shows a web application interface for the Department of Mental Health. At the top, there is a dark blue header with the text "Department of Mental Health" and "MHSR Data Collection and Reporting" in white. Below the header is a navigation bar with links for "Home", "Partnerships", "Transfers", "Admin", and "Help". On the left side, there is a search section. It starts with "County: County 59". Below that is a "Search for" label, followed by a text input field. Underneath the input field is a dropdown menu currently showing "Last Name" and a "Go" button. A dropdown menu is open below the "Last Name" option, showing "Last Name" and "CCN / FSP".

Searching for Inactive Partners

- Enter Last Name or CCN/FSP ID

The screenshot displays the 'Department of Mental Health MHS Data Collection and Reporting' web application. The page includes a navigation menu with 'Home', 'Partnerships', 'Transfers', 'Admin', and 'Help'. A search bar is located on the left, with a dropdown menu showing 'Last Name' and 'CCN / FSP' options. A red box highlights the search bar and the dropdown menu. A red arrow points to the 'Last Name' option. Below the search bar, a table titled 'Inactive Partners' is displayed. The table has columns for 'Partner', 'County_FSP_ID', 'Partnership_Date', 'Age', 'Date_Inactive', and 'Assigned_PSC'. The table contains three rows of data: 'Huggins, Henny', 'Ingalls, Laura', and 'Paper, Jackie'. A red box highlights the 'Inactive Partners' link in the navigation menu, and a red arrow points to it.

Department of Mental Health
MHS Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name Go

Last Name

CCN / FSP

Inactive Partners

INAC

Add New Partner (PAF)

Manage Active Partners

Inactive Partners

Partner	County_FSP_ID	Partnership_Date	Age	Date_Inactive	Assigned_PSC
Huggins, Henny		1/1/2010	11	9/1/2011	Joe Jenkins
Ingalls, Laura		6/2/2011	69	8/1/2011	Gene Mendel
Paper, Jackie		7/15/2011	11	9/15/2011	Gene Mendel

Clear Search

Managing Active Partners

- Summarizes all PAF, KET and 3Ms for partnership

Department of Mental Health
MHSa Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

Search for: []
Last Name [] Go

Manage Active Partners

ACTIVE Partnerships
[Add New Partner \(PAF\)](#)
[Manage Active Partners](#)
 Inactive Partners

Partner Name	CSL CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Bedelia, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins	Pending
Bobby, Bobby			11	7/15/2011	Gene Mendel	Pending
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel	Pending
Jenny, Jenny	455684456	564581104575664A	12	1/5/2011	Joe Jenkins	Pending
Mulligan, Mike	459293291	AB39493049303	39	10/20/2009	Mary Office	Pending
Paper, Jackie			23	11/5/2009	Mary Office	Pending
Quimby, Ramona			55	10/3/2010	Gene Mendel	Pending

Outcomes Assessments for: Jenny, Jenny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
1/5/2011 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/5/2011	Days Past Due: 0
	KET HISTORY 2/1/2011	QUARTERLY HISTORY 7/5/2011 4/5/2011 (missing)	

Managing Active Partners

Actions Performed from the ACTIVE Full Service Partners Webpage:

1. Print PAF Validation Report
2. Certify a PAF is Complete
3. Review / Correct / Update PAF Information
4. Review / Correct / Update KET Information
5. Review / Correct / Update 3M Information
6. Add a New KET
7. Complete the 3M Currently Due
8. Complete a Missing 3M
9. Discontinue a Partner
10. Delete a Partner

Certifying a PAF as Complete

- Partnerships > Manage Active Partners
- Select “Pending” PAF status link

Department of Mental Health MHSA Data Collection and Reporting



County: Sacramento

[Home](#) [Partnerships](#) [Transfers](#) [Reports](#) [Admin](#) [Help](#)

[ITWS Home](#) [Log out](#)

Search for

Last Name

[Manage Active Partners](#)

ACTIVE Full Service Partners

PAF Status Filter:

Pending & Complete

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Duck, Daisy			42	12/10/2007	Lisa Simpson	Pending
Flintstone, Fred			18	3/3/2008	Lisa Simpson	Pending
Mouse, Minnie			46	2/21/2008	Sac County	Pending
Simpson, Maggie			83	12/10/2007	Lisa Simpson	Pending

Certify Complete Reason:

Decertifying a PAF

- Partnerships > Manage Active Partners menu
- Select partner & select Decertify

Search for
Last Name

Manage Active Partners

ACTIVE Full Service Partners

PAF Status Filter: Pending & Complete

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Duck, Daisy			42	12/10/2007	Lisa Simpson	Complete*
Flintstone, Fred			18	3/3/2008	Lisa Simpson	Pending
Mouse, Minnie			46	2/21/2008	Sac County	Pending
Simpson, Maggie			83	12/10/2007	Lisa Simpson	Pending

Outcomes Assessments for: Daisy Duck

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
12/10/2007 (complete*) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 2/12/2008 2/5/2008 2/4/2008	QUARTERLY HISTORY 3/4/2008	

Certified Complete Reason:
This is all the data that was able to be obtained.

Certified By: Certified On: 03/26/2008 4:49:03 PM

Managing Inactive Partners

- Partnerships > Inactive Partners menu
- Select partner to reveal summary table below

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

Search for: [] [Go] [Last Name] [Clear Search]

INAC

- Add New Partner (PAF)
- Manage Active Partners
- Inactive Partners**

Partner Name	County ESP ID	Partnership Date	Age	Date Inactive	Assigned PSC
Huggins, Henry		1/1/2010	11	9/1/2011	Joe Jenkins
Ingalls, Laura		6/2/2011	69	8/1/2011	Gene Mendel
Paper, Jackie		7/15/2011	11	9/15/2011	Gene Mendel

Inactive Partners

Outcomes Assessments for: **Huggins, Henry**

Date to Reactivate: [] [Reactivate]

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS
PAF HISTORY 1/1/2010	KEY EVENT HISTORY 9/1/2011 View Current KET Status	QUARTERLY HISTORY 7/1/2011 (missing) 4/1/2011 (missing) 1/1/2011 (missing) 10/1/2010 (missing) 7/1/2010 (missing) View All

Managing Inactive Partners

- Actions Performed from the INACTIVE Full Service Partners Webpage:
 1. Print PAF Validation Report
 2. Review / Correct / Update PAF Information
 3. Review all KET Information / Correct some KET information
 4. Review / Correct / Update 3M Information
 5. Complete a Missing 3M
 6. Reactivate a Partner

Deleting, Discontinuing, Reactivating

- Delete Partnership –
 - To remove partnership created in error
 - To replace partnership with false information
- Discontinue Partnership –
 - To record date when partners stop participating in FSP
 - To halt the collection of 3Ms and KETs
- Reactivate Partnership –
 - To record the date when partner begins participating in FSP after a lapse of participation
 - To reinstate collection of future 3Ms and historic/future KETs (if partner lapse < 1 year)
 - To collect new PAF information and future 3Ms and KETs (if partner lapse ≥ 1 year)

Deleting a Partnership

- Performed from original PAF

Training Only

Partner's Last Name: Avonlea

Partnership Date (mm/dd/yyyy): 05/30/2011

Partner's Date of Birth (mm/dd/yyyy): 06/05/1931

Who referred the partner? (mark one)

Self

Family Member (e.g., parent, guardian, sibling, aunt, uncle, child)

Significant Other (e.g., boyfriend / girlfriend, spouse)

Friend / Neighbor (i.e., unrelated other)

School

Primary Care / Medical Office

Emergency Room

Mental Health Facility / Community Agency

Social Services Agency

Substance Abuse Treatment Facility / Agency

Faith-based Organization

Other County / Community Agency

Homeless Shelter

Street Outreach

Jail / Prison

Acute Psychiatric / State Hospital

Other

[ADMINISTRATIVE INFORMATION](#)

[RESIDENTIAL INFORMATION](#) - includes hospitalization and incarceration

[EDUCATION](#)

[EMPLOYMENT](#)

[SOURCES OF FINANCIAL SUPPORT](#)

[LEGAL ISSUES / DESIGNATIONS](#)

[EMERGENCY INTERVENTION](#)

[HEALTH STATUS](#)

[SUBSTANCE ABUSE](#)

[INDEX OF INDEPENDENT ACTIVITIES OF DAILY LIVING \(ADL\)](#)

[INSTRUMENTAL ACTIVITIES OF DAILY LIVING \(IADL\)](#)

[COUNTY USE QUESTIONS](#)

Submit Cancel Print **Delete**

Message from webpage

You are about to delete this PAF and all related partnership KETs and 3Ms.
Are you sure you want to delete this partner?

OK Cancel

Expand all Domains

Delete Reason:
Partner added in duplicate.

Confirm Delete Cancel Delete

Training Only

Discontinuing a Partnership

- Performed in new KET

Date of Partnership Status Change (mm/dd/yyyy):

Indicate NEW partnership status:

Discontinuation / Interruption of Full Service Partnership and / or community services / program (indicate reason below)

Reestablishment of Full Service Partnership and / or community services / program

If there is a DISCONTINUATION / INTERRUPTION of Full Service Partnership and / or community services / program, indicate the reason (mark one):

Target population criteria are not met.

Partner decided to discontinue Full Service Partnership participation after partnership established.

Partner moved to another county / service area.

After repeated attempts to contact partner, s/he cannot be located.

Community services / program interrupted – Partner's circumstances reflect a need for residential / institutional mental health services at this time (such as State Hospital).

Community services / program interrupted – Partner will be placed in JUVENILE HALL / CAMP / RANCH.

Community services / program interrupted – Partner will be placed in DIVISION of JUVENILE JUSTICE.

Partner has successfully met his / her goals such that discontinuation of Full Service Partnership is appropriate.

Partner is deceased.

[RESIDENTIAL INFORMATION - includes hospitalization and incarceration \(Skip this section if there are no changes\)](#)

[EDUCATION \(Skip this section if there are no changes\)](#)

[EMPLOYMENT \(Skip this section if there are no changes\)](#)

[LEGAL ISSUES / DESIGNATIONS \(Skip this section if there are no changes\)](#)

[EMERGENCY INTERVENTION \(Skip this section if there are no changes\)](#)

[COUNTY USE QUESTIONS \(Skip this section if there are no changes\)](#)

[Expand all Domain](#)

Reactivating a Partnership

- Performed from **Inactive Full Service Partners** webpage

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name Go

Inactive Partners

INACTIVE Full Service Partners

Clear Search

Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Date Inactive	Assigned PSC
Huggins, Henry			1/1/2010	11	9/1/2011	Joe Jenkins
Ingalls, Laura			6/2/2011	69	8/1/2011	Gene Mendel
Jiggs, Jillian			5/25/2011	7	7/31/2011	Mary Office
Paper, Jackie			7/15/2011	11	9/15/2011	Gene Mendel

Outcomes Assessments for: [Jiggs, Jillian](#)

Date to Reactivate:

PAF	KEY EVENT TRACKING View Current KET Status	QUARTERLY ASSESSMENTS
PAF HISTORY 5/25/2011	KET HISTORY 7/31/2011	QUARTERLY HISTORY 1/2/11

Sharing Partner Information

- Performed from Admin Menu
- User must have SFG role
- Can share partners with another DCR group
- Sharing is specific to an individual partner



Department of Mental Health
MHSA Data Collection and Reporting

County: County 59 Home Partnerships Transfers Admin Help [ITWS Home](#) [Log out](#)

Search for
Last Name Go Clear Search

View/Share FSP Groups

Note: The Master group and the group the PSC belongs to cannot be edited or deleted.

	Partner Name	CSI CCH	County FSP ID	Partnership Date	Age	Assigned PSC	Assigned Group(s)
Select	Web, Charlotte	No CSI Number	No County FSP ID	1/15/2010	11	Joe Jenkins	County 59 Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Stocking, Pippi	No CSI Number	No County FSP ID	1/5/2011	12	Joe Jenkins	County 59 Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Paper, Jackie	No CSI Number	No County FSP ID	11/5/2009	23	Mary Office	County 59 Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Quimby, Ramona	No CSI Number	No County FSP ID	10/3/2010	55		County 59 Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.

Trainin Only

Data Correction

- Correct, Update and Delete a PAF Online
- Correct, Update and Delete a KET Online
- Correct, Update and Delete a 3M Online
- Correct Data through XML Batch Upload
- Understand Business Rules for Data Correction

Correcting PAF with the Online DCR

- Return to original PAF and make corrections

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

TWS Home Log out

Search for
256689875
CCN / FSP Go

Manage Active Partners

ACTIVE Full Service Partners

PAF Status Filter: Pending & Complete Clear Search

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel	Pending

Outcomes Assessments for: Jones, Junie

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
7/1/2009 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/1/2011	Days Past Due: 0
	KET HISTORY N/A	QUARTERLY HISTORY 7/1/2011 (missing) 4/1/2011 (missing) 1/1/2011 (missing) 10/1/2010 (missing) 7/1/2010 (missing) View All	

Correcting KET with the Online DCR

- Return to existing KET form under **KET History**
- KETs with a discontinuation cannot be altered

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for
Last Name Go

Manage Active Partners

ACTIVE
Add New Partner (PAF)
Manage Active Partners
Inactive Partners

Partner Name	C.S.I.C.C.H	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Bedelia, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins	Pending
Bobby, Bobby			11	7/15/2011	Gene Mendel	Pending
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel	Pending
Jenny, Jenny	455684456	564581104575664A	12	1/5/2011	Joe Jenkins	Pending
Mulligan, Mike	459293291	AB39493049303	39	10/20/2009	Mary Office	Pending
Paper, Jackie			23	11/5/2009	Mary Office	Pending
Quimby, Ramona			55	10/3/2010	Gene Mendel	Pending

Outcomes Assessments for: Jenny, Jenny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
1/5/2011 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/5/2011	Days Past Due: 0
	KET HISTORY 9/1/2011	QUARTERLY HISTORY 7/5/2011 4/5/2011 (missing)	

Correcting 3M with the Online DCR

- Return to 3M form under **Quarterly Assessments**

Department of Mental Health
MHSA Data Collection and Reporting

County: County 59

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for
Last Name Go

Manage Active Partners

Add New Partner (PAF)
Manage Active Partners
Inactive Partners

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Bedelia, Amelia	857845744	RT4567861255	46	3/4/2011	Joe Jenkins	Pending
Bobby, Bobby			11	7/15/2011	Gene Mendel	Pending
Jones, Junie	256689875	1555	19	7/1/2009	Gene Mendel	Pending
Jenny, Jenny	455684456	564581104575664A	12	1/5/2011	Joe Jenkins	Pending
Mulligan, Mike	459293291	AB39493049303	39	10/20/2009	Mary Office	Pending
Paper, Jackie			23	11/5/2009	Mary Office	Pending
Quimby, Ramona			55	10/3/2010	Gene Mendel	Pending

Outcomes Assessments for: Jenny, Jenny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
1/5/2011 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/5/2011	Days Past Due: 0
	KET HISTORY 6/1/2011	QUARTERLY HISTORY 7/5/2011 4/5/2011 (missing)	

Correcting Data by XML Batch

- Update by overwriting existing information on:
 - PAF records
 - KET** records
 - 3M records

- A KET** with a partnership status change cannot be overwritten

Business Rules for Data Correction

- PAFs:
 - Can be updated for active or inactive partners
 - Can be deleted, which will delete the entire partnership
 - Partnership date cannot be updated
 - Changes to most partnership info. & admin fields will perpetuate across KETs & 3Ms
 - Date of birth should be updated with caution

Business Rules for Data Correction

- All KETs:
 - Existing KETs cannot be deleted
 - New KETs can be added for active partners
 - New KETs cannot be added for inactive partners (except for reactivation)
- Existing KETs without deactivation/reactivation:
 - Can be updated for active or inactive partners
- Existing KETs with deactivation/reactivation:
 - Cannot be updated or altered
 - In the case of incorrect deactivation or reactivation, the partnership must be deleted and recreated with the correct information

Business Rules for Data Correction

- 3Ms
 - Cannot be deleted
 - Can be updated for active or inactive partners
- In the case that 3Ms exist outside of allowable range:
 - These cannot be deleted
 - The partnership must be deleted and recreated

User Resources

- **Getting data in** – Users have the following resources:
 - FPS DCR Administrator and User Training Curriculum
 - FSP DCR Forms
 - FSP DCR Data Dictionary (9/15/2011)
 - FSP DCR User Manual (1/17/2012)
- **Getting data out** – Users have the following resources:
 - FPS DCR Data Analysis Training Curriculum
 - FSP DCR User Manual – Data Extraction Instructions
 - FSP DCR Partner-Level Templates
 - FSP DCR Application Notes