



DCR BULLETIN

San Francisco Department of Public Health
Mental Health Services Act (MHSA)



JUNE 2011

CALENDAR ITEMS: meetings, training, events

Monthly DCR Meeting

DATE: Friday, July 15, 2011
TIME: 1:00 – 2:30 p.m.
LOCATION: Hyde Street Adult FSP, 134 Golden Gate Ave. (across the street from St. Boniface Church)
CONTACT: Ann Santos/Diane Prentiss

Monthly ICM-SOC Meeting

DATE: **Tuesday, July 19, 2011**
TIME: 2:00 – 3:30 p.m.
LOCATION: 1380 Howard Street, 4th Floor Main Conference Room
CONTACT: Sidney Lam, 415-255-3730, sidney.lam@sfdph.org

DCR Training: New Users and as a “Refresher Course”

DATE: **DATE TO BE DETERMINED**
TIME: 2:30 – 4:30 p.m.
LOCATION: 1380 Howard Street, 1st Floor Computer Training Room
CONTACT: Ann Santos

EXCITING NEWS: The **DCR User Satisfaction Survey** is coming to you! Please complete the survey and give us your input!

EXPLAINING THE DCR HOME PAGE

The DCR HOME PAGE is divided into four sections:

1. System Messages
2. Pending Partnership Assessment Form (s)
3. 30 Day Key Event Notification (s)
4. Quarterly Assessment (s) Due

System Messages...

Displays notices about scheduled downtime, changes to the DCR System and other important technical information.

Pending Partnership Assessment Form (s)...

Lists all PAFs that are in “pending” status for your program. This list can be sorted (ascending or descending) by clicking on any of the column headers.

30 Day Key Event Notification (s)...

Lists all partners who have been in a “transitory” residential setting such as shelter, hospital, homeless, or jail for more than 30 days. It serves as a reminder to do a KET when they are no longer in that setting. For example, a new KET would be needed to indicate that a partner has been released from jail or discharged from a psychiatric hospital. This list can be sorted (ascending or descending) by clicking on any of the column headers.

WHO DO I CONTACT?

Primary DCR Support: Ann Santos, 415-255-3546, Ann.santos@sfdph.org

Backup DCR Support: Steve Solnit, 415-255-3922, steve.solnit@sfdph.org

MHSA Evaluation Questions: Diane Prentiss, 415-255-3696, diane.prentiss@sfdph.org

DMH ITWS, Login & Password Support: 916-654-3117



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EXPLAINING THE DCR HOME PAGE

Quarterly Assessment (s) Due...

Lists Quarterly Assessments for your partners that are coming due, or overdue. This list can be sorted (ascending or descending) by clicking on any of the column headers.

Two Useful Features in the DCR

Validation Report...

This report will list out all information needed to complete a "pending" PAF. This report can be found on the Active Partners page, when displaying the assessments for a partner. It is located in the PAF Section (lower left) when the PAF is in pending status (please see image below).

The screenshot shows the DCR web application interface. At the top, there are navigation tabs: Home, Partnerships, Transfers, Admin, and Help. On the right, there are links for 'TWS Home' and 'Log out'. Below the navigation is a section titled 'ACTIVE Full Service Partners'. It includes a 'PAF Status Filter' dropdown set to 'Pending & Complete' and a 'Clear Search' button. A table lists the following partner:

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Carter, Carlos	003456897		43	4/1/2010	Leonila Adams	Pending

Below the table, there is a section for 'Outcomes Assessments for: Carter, Carlos'. It is divided into three main areas:

- PAF:** Shows '4/1/2010 (pending)' and a link for 'Validation Report'.
- KEY EVENT TRACKING:** Includes links for 'View / Update Current KET Status' and 'Enter New KET'. Below this is a 'KET HISTORY' table with dates: 4/29/2011, 4/29/2011, 4/29/2011, 1/11/2011, 1/11/2011, and a 'View All' link.
- QUARTERLY ASSESSMENTS:** Shows 'Currently Due: 7/1/2011' and 'Days Past Due: 0'. Below this is a 'QUARTERLY HISTORY' table with dates: 4/1/2011 (missing), 1/1/2011 (missing), 10/1/2010, and 7/1/2010 (missing).

Two callout boxes are present: one pointing to the 'Validation Report' link and another pointing to the 'View / Update Current KET Status' link.

View/ Update Current KET Status Screen...

This screen will show you the current status of your partner based on the most recent values entered on the PAF and KET. This screen can be found on the Active Partners page, when displaying the assessments for a partner. It is located in the Key Even Tracking portion of the partner's DCR home page (please see image above).

Please contact Ann if you have a question or an idea for a DCR Bulletin item! Thanks.