

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: <u>Ann Santos</u>, 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

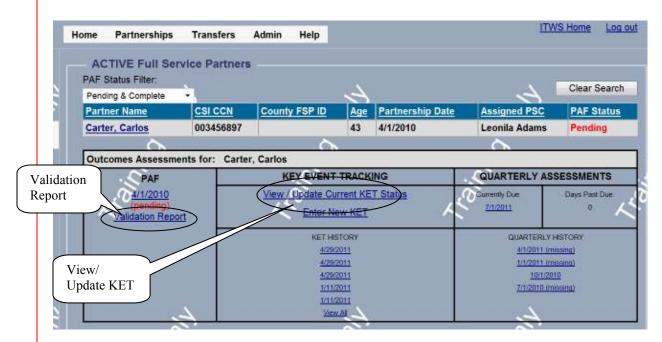
Quarterly Assessment (s) Due...

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).



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.