DCR BULLETIN

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

JULY 2011

CALENDAR ITEMS: *meetings, training, events*

Monthly DCR Meeting
DATE:	Friday, September 2, 2011 (No meeting scheduled for August 2011)
TIME:	1:00 – 2:30 p.m.
LOCATION:	1380 Howard Street, 4th floor MAIN conference room (Rm. 424)
CONTACT:	Ann Santos/Diane Prentiss

Monthly ICM-SOC Meeting
DATE:	**Tuesday, October 18, 2011**
TIME:	2:00 – 3:30 p.m.
LOCATION:	1380 Howard Street, 4th Floor Main Conference Room (Rm. 424)
CONTACT:	Sidney Lam, 415-255-3730, sidney.lam@sfdph.org

DCR Training: New Users and as a "Refresher Course"
DATE:	**TO BE DETERMINED**
TIME:	**TO BE DETERMINED**
LOCATION:	1380 Howard Street, 1st Floor Computer Training Room
CONTACT:	Ann Santos

IMPORTANT NEWS: The **DCR System** is ONLY compatible with web browser Internet Explorer. The system is not compatible with other browsers: Google Chrome, Mozilla FireFox, etc .

Everything you ever needed to know about the "KET", Part I

Complete a KET ONLY when a partner/ client changes…

Partnership Status:
- Discontinues/ interrupts enrollment
- Reestablishes with FSP
- Changes in PSC

Residential Setting:
- Moves to a new type of residence

Education:
- Completes grade level (Child/ Youth & TAY)
- Gets suspended or expelled (Child/ Youth & TAY)
- Completes course/ degree
- Starts or stops an educational program

Employment (report ALL new & ongoing statuses):
- Changes employment (starts or ends a position, or changes hours per week)
- Changes non-paid (Volunteer) experience (starts or ends a position, or changes hours per week)

Legal Issues/ Designation:
- Has a legal event: legal changes (arrests, probation, parole status)
- Changes with designees: payee, dependent (W&I Code status), conservatorship

Emergency Intervention:
- Has a physical health-related emergency
- Has a mental health/ substance abuse emergency (PES, crisis, etc.)

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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Everything you ever needed to know about the "KET", Part I

Important Notes about the KET…

1) When a key event occurs, fill out the relevant sections ONLY. Leave the rest blank.

2) You can record multiple events on the same KET if:

    A. They happen in the same month

    B. The events that you are reporting are all different types of events, occurring in different domains of the KET

        I. Example: Key events occurs on:

            1. 4/1/2011: Volunteer: Pet hospital
            2. 4/13/2011: PSC Change
            3. 4/25/2011: Hospital: SA

            —> Three events occurring in the same month BUT in different domains of the KET

    C. When two key events occur in the same domain you have to record the second event on a NEW KET because the KET only allows for one event to be reported in each domain.

        I. Example: Key events occurs on:

            1. 4/12/2011: Arrested
            2. 4/13/2011: Jail
            3. 4/15/2011: Released from jail to shelter/ homeless
            4. 4/16/2011: Probation

            —> Four events occur in the same month BUT two of them-jail and shelter/ homeless– are in the same domain of the KET

            —> You can report three of the events-arrest, jail, and probation– in the SAME KET

            —>However, reporting the release from jail to shelter/ homeless must be reported on a NEW KET because both jail and shelter/ homeless are in the residential domain.
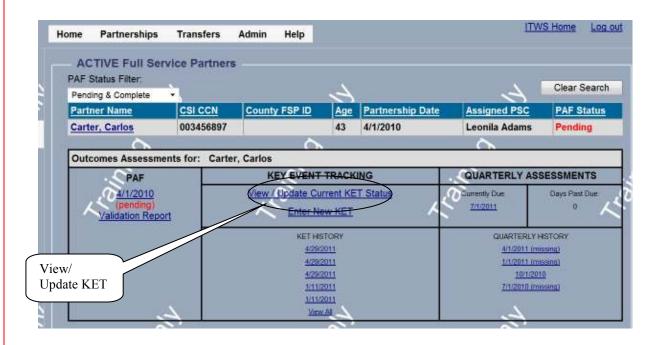
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Useful features in the DCR…

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 page (please see image above).

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

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