



DCR BULLETIN

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



SEPTEMBER 2011

CALENDAR ITEMS: meetings, training, events

Monthly DCR Meeting

DATE: Friday, October 7, 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”: TBA

Everything you ever needed to know about the “KET”, Part III

De-coding KET lingo...

1) Explanation: Discontinuation/ Interruption of Full Service Partnership Reasons:

A. Target population criteria are not met.

1) Partner is being inactivated because s/he does not meet program’s inclusion criteria such as partner “ages” out or partner does not have SMI/ SED behaviors

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

1) Partner is being inactivated because s/he has given verbal/ written notification to the program of their desire to not receive services from the FSP

C. Partner moved to another country/ service area.

1) Partner is being inactivated because s/he has given verbal/ written notification of moving from their current residential location

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

1) Partner is being inactivated because s/he cannot be contacted/ located and no verbal/ written notification of moving from their current residential location was ever give to the FSP

E. Community services/ program interrupted-Partner’s circumstances reflect a need for residential/ institutional mental health services at this time (e.g. IMD (Institutions for Mental Disease), MHRC, State Hospital).

1) Partner is being inactivated because s/he is being institutionalized

F. Community services/ program interrupted-Partner will be serving JAIL sentence.

1) Partner is being inactivated because s/he is in JAIL

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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Everything you ever needed to know about the “KET”, Part III

De-coding KET lingo...

Discontinuation/ Interruption of Full Service Partnership Reasons:...(continued)

G. Community services/ program interrupted-Partner will be serving PRISON sentence.

1) Partner is being inactivated because s/he is in PRISON

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

1) Partner is being inactivated because s/he has fulfilled FSP Graduation criteria.

I. Partner is deceased

1) Partner is being inactivated because s/he has passed away

2) “DISCONTINUATION Date” in the DCR:

The discontinuation date should be the last date in which the FSP had “face-to-face” contact with the partner.

3) “MHSA Stabilization Housing”: For partners who use TAY Housing or are at 990 Polk When completing the KET:

1) Under the Residential Information Section choose the option:
Emergency Shelter/ Temporary Housing

-AND-

2) Under the Change in Administrative Information Section choose the option:
MHSA Housing Program—> Now enrolled in the MHSA Housing Program

4) Residential Coding Guidelines:

A) MHSA DCR Workgroup: Residential Coding Guidelines (see attached):

-Describes when:

- 1) MHSA Housing box should be checked
- 2) Minimum requirement for a kitchen & for a bathroom to be part of a unit
- 3) How to code Conard, Baker Places, & Progress Foundation

B) Residential Setting Options for MHSA Clients EXCEL Sheet (see attached)

-Gives information regarding:

- 1) Description of residence as SRO, apartment, shared housing
- 2) Whether or not a site is an MHSA Stabilization Unit
- 3) Correct code for the type of DCR Residential Setting

***Please be sure to LOG-IN to the DCR at least once a week
to check for any Quarterly Reports coming due!***



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SURPRISE QUIZ: TEST YOUR KNOWLEDGE ON THE KET:

- 1) **When should a KET be completed?**
- A) Change in Partnership Status
 - B) Change in Residential Setting
 - C) Change in Education
 - D) Change in Employment
 - E) Change in Legal Issues/ Designation
 - F) Change in Emergency Intervention
 - G) All of the above
 - H) Once every three months
 - I) Choices B and E ONLY

TRUE OR FALSE?

- 2) _____ You can record multiple events on the KET if they happen in the same month.
- 3) _____ When two key events occur in the same domain of the KET you can record both events on the same KET.
- 4) _____ The **View/ Update Current KET Status** screen will show you the current status of your partner based on the most recent values entered on the PAF & KET.
- 5) _____ The **30 Day KET Event Notification (s)** section of the home page lists all partners who have been in a "transitory" residential setting and serves as a reminder to do a KET when they are no longer in that setting.
- 6) _____ A KET is needed when a partner moves from one SRO to another.

MATCHING: Please put all choices in correct sequence per question

- | | |
|--|--|
| <p>7) Partner transferred to a new PSC in my agency.
What should I do: _____, _____, _____</p> | <p>A) Open a new KET
B) Complete the "Date of PSC ID Change" & select new PSC
C) Press submit and you are done
D) Choice H ONLY
E) Find who new PSC will be at the new FSP
F) Complete "Date of FSP Change", select FSP
G) Enter Date Partnership Status Change
H) This quiz is SO unfair!
I) Select "Discontinuation"
J) Select Reason for Discontinuation
K) Partnership Menu, select Inactive Partners
L) Choose partner on inactive list
M) Enter date partner returned to services
N) Press the reactivate button</p> |
| <p>8) Partner transferred to a new FSP.
What should I do: _____, _____, _____, _____</p> | |
| <p>9) Partner left the program.
What should I do:
_____, _____, _____, _____, _____</p> | |
| <p>10) Partner who was discharged from the FSP and came back. What should I do:
_____, _____, _____, _____</p> | |

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



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ANSWERS TO SURPRISE QUIZ: TEST YOUR KNOWLEDGE ON THE KET:

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TRUE OR FALSE?

- 2) T You can record multiple events on the KET if they happen in the same month.
- 3) F When two key events occur in the same domain of the KET you can record both events on the same KET.
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- 5) T The **30 Day KET Event Notification (s)** section of the home page lists all partners who have been in a "transitory" residential setting and serves as a reminder to do a KET when they are no longer in that setting.
- 6) F A KET is needed when a partner moves from one SRO to another.

MATCHING: Please put all choices in correct sequence per question

- | | |
|--|--|
| <p>7) Partner transferred to a new PSC in my agency.
What should I do: <u>A</u>, <u>B</u>, <u>C</u></p> <p>8) Partner transferred to a new FSP.
What should I do: <u>E</u>, <u>A</u>, <u>F</u>, <u>C</u></p> <p>9) Partner left the program.
What should I do:
<u>A</u>, <u>G</u>, <u>I</u>, <u>J</u>, <u>C</u></p> <p>10) Partner who was discharged from the FSP and came back. What should I do:
<u>K</u>, <u>L</u>, <u>M</u>, <u>N</u></p> | <ul style="list-style-type: none"> A) Open a new KET B) Complete the "Date of PSC ID Change" & select new PSC C) Press submit and you are done D) Choice H ONLY E) Find who new PSC will be at the new FSP F) Complete "Date of FSP Change", select FSP G) Enter Date Partnership Status Change H) This quiz is SO unfair! I) Select "Discontinuation" J) Select Reason for Discontinuation K) Partnership Menu, select Inactive Partners L) Choose partner on inactive list M) Enter date partner returned to services N) Press the reactivate button |
|--|--|