



# DCR BULLETIN

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



## NOVEMBER 2011

### **CALENDAR ITEMS: meetings, training, events**

#### **Monthly DCR Meeting**

**DATE:** Friday, December 9, 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, January 24, 2012  
**TIME:** 2:00 – 3:30 p.m.  
**LOCATION:** 1380 Howard Street, 4<sup>th</sup> 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 “PAF”, Part II**

**“Which fields on the PAF require you to enter a ZERO even when not applicable?”**

Most questions on the PAF can be left blank when they do not apply. There are several cases when you **must** enter a zero or this data will be considered “missing”:

#### **Education (Child & TAY only)**

- DURING THE PAST 12 MONTHS, how many times has s/he been suspended?
- DURING THE PAST 12 MONTHS, how many times has s/he been expelled?

#### **Legal Issues/ Designations**

- Number of times the partner was arrested DURING THE PAST 12 MONTHS
- Number of children the partner has who are CURRENTLY:
  1. Placed on W & I Code 300 Status (Dependent of the court)
  2. Placed in Foster Care
  3. Legally Reunited with partner
  4. Adopted out

#### **Emergency Intervention**

- Number of emergencies the partner had DURING THE PAST 12 MONTHS that were:
  1. Physical Health Related
  2. Health/ Substance Abuse Related

#### **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 "PAF", Part II**

*De-coding PAF lingo....*

### ***Explanation of TIME questions in Residential Domain of PAF***

Each TIME question must be answered in conjunction with the residential setting indicated in the PAF.

**A. TONIGHT:**

Night in which Partnership is established

**B. YESTERDAY (as of 11:59pm the day BEFORE partnership):**

24 hours BEFORE the partnership is established

**C. DURING THE PAST 12 MONTHS INDICATE THE TOTAL # OCCURENCES:**

Indicate the TOTAL number of times, in the past 12 months, that each setting occurred.

**D. DURING THE PAST 12 MONTHS INDICATE THE TOTAL # DAYS (adding up to 365):**

Indicate the TOTAL number of days, in the past 12 months, that each setting occurred.  
*Please note that the TOTAL number of days for all settings combined must sum to 365.*

**E. PRIOR TO THE LAST 12 MONTHS (mark all that apply):**

Indicate, with a check mark, ALL settings experienced by the partner in their lifetime (at least one year prior to the partnership)

### ***Explanation of TIME questions in Education domain of PAF***

Each TIME question must be answered in conjunction with the educational setting indicated in the PAF:

**A. was DURING THE PAST 12 MONTHS # of weeks**

Indicate the TOTAL number of WEEKS, in the past 12 months, that each setting occurred.

**B. is CURRENTLY (mark all that apply)**

Indicate, with a check mark, ALL settings that is CURRENTLY being experienced by the partner.

***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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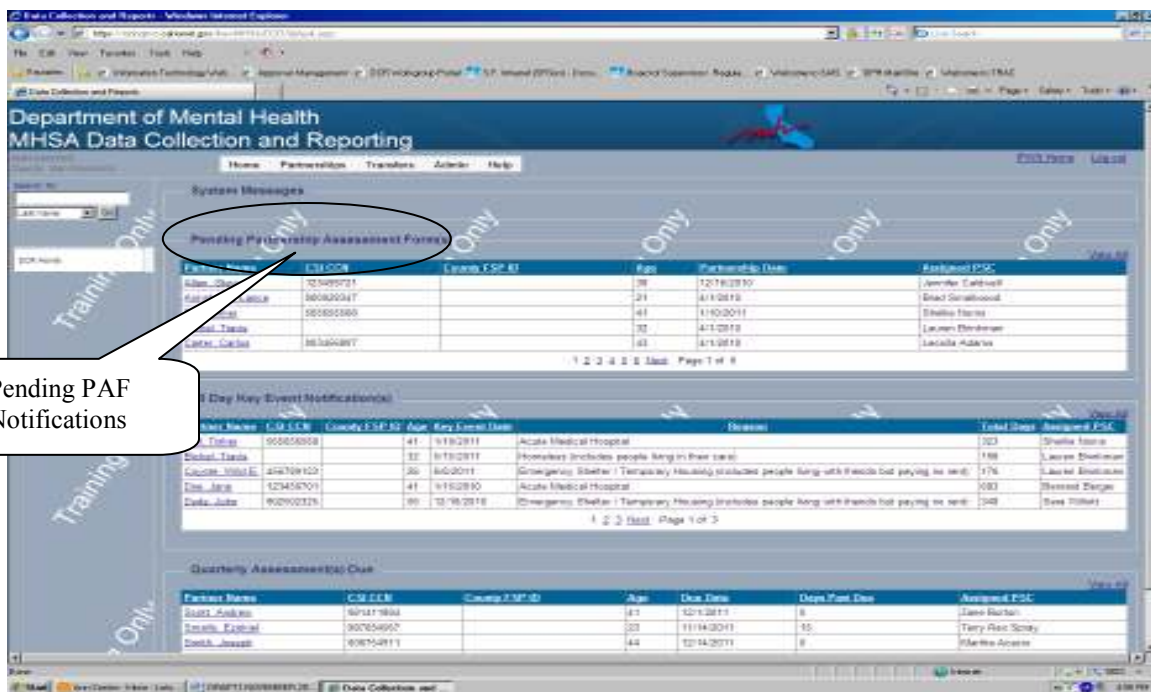


## NOVEMBER 2011

### Everything you ever needed to know about the “PAF”, Part II

#### **PENDING PAF Notifications...**

Find this on the DCR Home Page. This listing shows all partners whose PAF is incomplete and in need of further information for completion. It serves as a reminder that new partner PAFs must be completed within 90 days after opening. This list can be sorted (ascending or descending) by clicking on any of the column headers.



Pending PAF Notifications

**Please be sure to LOG-IN to the DCR at least once a week to check for any:**

- Pending PAFs that need to be completed**
- 30 Day Key Event Notification (s) reminders**
- Quarterly Assessments that are coming due!**

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