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

**Monthly DCR Meeting**
- **DATE:** Friday, June 17, 2011
- **TIME:** 1:00 – 2:30 p.m.
- **LOCATION:** SENECA Center, 2513 24th Street (24th & Potrero)
- **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:** July 2011, DATE TO BE DETERMINED
- **TIME:** 2:30 – 4:30 p.m.
- **LOCATION:** 1380 Howard Street, 1st Floor Computer Training Room
- **CONTACT:** Ann Santos

**DCR CODING POLICY REMINDERS**

*When creating a PAF for a new partner and the DCR system notifies you that the CSI number you entered is already in the system….*

It usually means that the partner is already in the DCR, so you just have to find the existing record. Follow these steps:

1. Search for the partner by CSI number in the Active Client list
2. If not found, search for the partner by CSI number in the Inactive Client list
3. If still not found, call Ann Santos from DCR Support to see if the client is registered in another FSP program.

*Before discontinuing a partner…*

Complete all KETs and missing quarterlies for the partner. Please note that you will be unable to enter any additional KETs once the partner has been discontinued.

*When choosing a residential setting of “other” in a PAF or KET….*

Please contact Ann Santos, DCR Support. By contacting Ann, you help the MHSA Evaluation Team better understand under what circumstances a residential setting of “other” is chosen. In some cases, an existing setting may work better.

**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

*Produced by the Office of Quality Management for Community Programs, SF DPH*
DCR CODING POLICY REMINDERS

“KETs”:

Complete a KET ONLY when a partner/client ….

**Partnership Status:**
- Discontinues/Interrupts enrollment
- Reestablishes with FSP
- Is assigned a different PSC
- Transfers to a new FSP/ICM

**Residential Settings:**
- Changes to a new type of residence
- Is hospitalized over night
- Is in jail over night

**Education:**
- Completes grade level (Child/Youth & TAY)
- Gets suspended or expelled (Child/Youth & TAY)
- Completes Course/Degree
- Enrolls in school or leaves school

**Employment**
- Starts or ends a paid or volunteer position
- Changes hours/week or hourly wages

**Legal Issues/Designation:**
- Is arrested
- Changes probation or parole status
- Changes payee, Dependent (W&I Code) status, or Conservatorship

**Emergency Intervention:**
- Has a physical health emergency
- Has a mental health/ substance abuse emergency