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:** 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
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 Event 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.