



DCR BULLETIN

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



OCTOBER 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, 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 “PAF”, Part I

“ENGAGEMENT”: *What starts a Partnership?*

The Partnership Assessment Form should be started at the client’s first service contact. Most programs use the episode opening date as the Partnership Start Date.

The PAF needs to be completed **within 90 days of the Partnership Start Date**. If the client is discharged before the completion of the PAF, the PAF may be left unfinished. Use the Key Events Tracking (KET) form to Discontinue the Partnership.

When entering a “new” partner into the DCR System...

- 1) the DCR system will identify whether or not a partner is already in the DCR when a CSI Number is entered
- 2) When a partner is already identified as being “in” the system, please remember to search for the partner on the:
 - Active Client list
 - Inactive Client list
 - Call Ann Santos, from DCR Support, for more help

Incomplete PAFs

New partner PAFs must be completed within 90 days after opening.

Partners with incomplete PAFs, and who are no longer accessing services, must be closed out of the DCR using the KET form (enter date of Partnership Status Change and indicate NEW partnership status). Special consideration for DELETION of partners completely from the DCR can be requested on a case by case basis.

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 I

DCR ERROR MESSAGE: “CSI # did not match our records”

When registering a new partner in the DCR on the Partnership Assessment Form (PAF), you may get a message on the CSI Client County Number field that reads: “**CSI # did not match our records**” even though you entered the correct number. The reason for the error is likely that DPH has not uploaded CSI data to the state since Avatar went live in July, 2010, so the state does not have the CSI numbers for clients who are new to the system since that time. If you have a PAF that is in pending status because of this error, just ignore it for the time being. DPH expects to resume uploading CSI data to the state very soon. At that time, the DCR support team will fix the error on any pending PAF affected by it.

“RE-ACTIVATING A CLIENT”: What happens when a client who left the FSP is now returning? Does s/he require a new PAF?

First, the client will need to be “re-activated” in the DCR. [Please contact DCR support if you need help with this]. In some cases, the DCR will require a new PAF for the reactivating of the client.

If the time from the last Partnership Discontinuation Date to the new Partnership Status Date is **less than one year**, the original PAF will be retained, along with any KET & Quarterly Assessments. NOTE: KETs and 3Ms should be completed for the intervening time.

Alternatively, if the time from last Partnership Discontinuation Date to the new Partnership Status Date **is greater than one year**, then the system will require a new PAF to be completed. This will create a new baseline data for the client covering the previous 12months.

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.

***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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Everything you ever needed to know about the “PAF”, Part I

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).

Home Partnerships Transfers Admin Help TWSE Home Log out

ACTIVE Full Service Partners

PAF Status Filter: Pending & Complete Clear Search

Partner Name	CSLCCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Carter, Carlos	003458897		43	4/1/2010	Leonila Adams	Pending

Outcomes Assessments for: Carter, Carlos

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
4/1/2010 Validation Report	View / Update Current KET Status Enter New KET	Quarterly Due: 11/30/11	Days Past Due: 6
	KET HISTORY 4/30/2011 4/30/2011 4/30/2011 11/1/2011 11/1/2011 View All	QUARTERLY HISTORY 4/30/11 request 11/30/11 request 10/1/2010 11/1/2010 request	

Validation Report

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.