



DCR BULLETIN

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



JANUARY 2012

CALENDAR ITEMS: meetings, training, events

Monthly DCR Meeting

DATE: Friday, February 10, 2012
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 31, 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 for SF FIRST ONLY:

DATE: Tuesday, February 21, 2012
TIME: 2:30 – 4:30 p.m.
LOCATION: 1380 Howard Street, 1st Floor Computer Training Room
CONTACT: Ann Santos, 415-255-3546, ann.santos@sfdph.org

IMPORTANT DCR REMINDERS

Technical Issues

What browsers are supported?

The DCR System is ONLY compatible with the Microsoft Internet Explorer web browser version 5.5 and above. The system is not compatible with other browsers such as Google Chrome, Mozilla Firefox, etc. The other browsers will cause errors (and you will have trouble saving your data).

Where can I connect from:

You can connect to the DCR from any internet-connected computer. However, to protect the confidentiality of the information, you should only connect to the DCR using computers and networks on which your organization can guarantee the security. If you use unsecured public or home computers, malicious software can capture your login and password. If you connect over insecure networks, such as at a café, your data could be intercepted by others.

MORS: Milestones of Recovery Scale

Developed by The Village Integrated Service Agency, it measures a client's progress toward recovery on a scale from 1-8. Please contact ANN if your program would like MORS training for New staff or as a Re-fresher course. This training will be 1-2 hours long and can be conducted at your program or at 1380 Howard Street.

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



DCR BULLETIN

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



JANUARY 2012

IMPORTANT DCR REMINDERS

Technical Issues

ESUs: Emergency Stabilization Units

ESUs are a part of MHSA and can be documented in the KET for TAY, ADULT, & Older Adult

-Under administrative Information Domain:

- 1) Check off "Now enrolled in the MHSA Housing Program"
- 2) Under Residential Domain
-Chick off "Shelter/ Homeless"

The screenshot shows a web browser window displaying a form titled "PROGRAM INFORMATION". The form has three columns: "Program Name", "Date of Program Change (mm/dd/yyyy)", and "Currently involved?". There are three rows of data:

Program Name	Date of Program Change (mm/dd/yyyy)	Currently involved?
AB2034	<input type="text"/>	<input type="radio"/> Now enrolled in the AB2034 Program <input type="radio"/> No longer participating in the AB2034 Program
Governor's Homeless Initiative (GHI)	<input type="text"/>	<input type="radio"/> Now enrolled in the GHI Program <input type="radio"/> No longer participating in the GHI Program
MHSA Housing Program	<input type="text"/>	<input type="radio"/> Now enrolled in the MHSA Housing Program <input type="radio"/> No longer participating in the MHSA Housing Program

A black arrow points to the "Now enrolled in the MHSA Housing Program" radio button, which is circled in red.

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



DCR BULLETIN

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



JANUARY 2012

IMPORTANT DCR REMINDERS

Technical Issues

**** INFORMATION FOR HYDE STREET FSP & FSA FSPs ONLY ****

MORS: Milestones of Recovery Scale...

Where and when should I enter the MORS score in the DCR?

- 1) **BASELINE**: In the PAF, enter the MORS score in County Use Field 1 under the fields to be tracked on the Key Event Tracking (KET) form

SUBSTANCE ABUSE

In the opinion of the partnership service coordinator, has the partner ever had a co-occurring mental illness and substance use problem? Yes No

In the opinion of the partnership service coordinator, does the partner CURRENTLY have an active co-occurring mental illness and substance use problem? Yes No

Is the partner CURRENTLY receiving substance abuse services? Yes No

COUNTY USE QUESTIONS

COUNTY USE QUESTIONS	VALUES
To be tracked on the KEY EVENT TRACKING form:	
County Use Field # 1	<input type="text"/>
County Use Field # 2	<input type="text"/>
County Use Field # 3	<input type="text"/>
To be tracked on the QUARTERLY ASSESSMENT form:	
County Use Field # 1	<input type="text"/>
County Use Field # 2	<input type="text"/>
County Use Field # 3	<input type="text"/>

BASELINE in PAF: Place MORS Score here

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



DCR BULLETIN

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



JANUARY 2012

IMPORTANT DCR REMINDERS

Technical Issues

**** INFORMATION FOR HYDE STREET FSP & FSA FSPs ONLY ****

MORS: Milestones of Recovery Scale...

Where and when should I enter the MORS score in the DCR?

- 2) **MONTHLY:** During the first week of every month, create a KET for each partner and enter the MORS score in County Use Field 1

The screenshot shows a web application window titled '08-Adink_KET.pdf - Adobe Reader'. The main content area is divided into several sections:

- Placed on payee status:** A checkbox labeled 'Placed on payee status'.
- EMERGENCY INTERVENTION:** A section with a sub-header '(Skip this section if there are no changes)'. It contains a text input field for 'Date of Emergency Intervention (mm/dd/yyyy)', a label 'Indicate the type of emergency intervention: (e.g., emergency room visit, crisis stabilization unit)', and two radio button options: 'Physical Health Related' and 'Mental Health / Substance Abuse Related'.
- COUNTY USE QUESTIONS:** A section with a sub-header '(Skip this section if there are no changes)'. It contains a table with the following structure:

COUNTY USE QUESTIONS	DATE of CHANGE (mm/dd/yyyy)	NEW VALUE
County Use Field # 1	<input type="text"/>	<input type="text"/>
County Use Field # 2	<input type="text"/>	<input type="text"/>
County Use Field # 3	<input type="text"/>	<input type="text"/>

A callout box with a white background and black border points to the 'DATE of CHANGE' and 'NEW VALUE' columns of the table. The text inside the callout box reads: 'KET: Place MORS here & date'.

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

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