

**Children, Youth and Families (CYF) System of Care  
 Full-Service Partnership (FSP) / Data Collection Reporting (DCR)  
 Bi-annual Meeting  
 Agenda**

**May 26, 2023  
 2:00 PM to 3:30 PM**

1	<b>Welcome</b>	<b>Wendy Maramba</b>
2	<a href="https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/Full_Service_Partnership.html">FSP/DCR Public Facing Portal</a> <a href="https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/Full_Service_Partnership.html">https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/Full_Service_Partnership.html</a>	<b>Reigel Javinal</b>
3	<b>DCR Assistance</b> <ul style="list-style-type: none"> <li><b>Roles and Responsibilities Program/County/CASRC/State</b></li> </ul>	<b>CYF DCR Support Team            Caryl Montillano            Eric Camerino            Reigel Javinal</b>
4	<b>FSP Quarterly Report and Data Entry Review Report</b>	<b>Kate McDonald, CASRC            Anh Tran, CASRC</b>
5	<b>Attendance and Grades Outcome Measures</b>	<b>Wendy Maramba            Kate McDonald, CASRC</b>
6	<b>Reminders and Announcements</b>	
7	<b>FSP/DCR Support Staff</b>	
	DCR Team Support Fax/Email	eFax# (858) 999-8921 <a href="mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov">BHS.CYF.DCR.Support@sdcounty.ca.gov</a>
	Caryl Montillano CYF FSP Support Analyst	(619) 548-9393 <a href="mailto:Caryl.Montillano@sdcounty.ca.gov">Caryl.Montillano@sdcounty.ca.gov</a>
	Eric Camerino CYF FSP Support Analyst	(619) 854-0203 <a href="mailto:Eric.Camerino@sdcounty.ca.gov">Eric.Camerino@sdcounty.ca.gov</a>
	Reigel Javinal CYF FSP Support Analyst	(619) 228-4512 <a href="mailto:Reigel.Javinal@sdcounty.ca.gov">Reigel.Javinal@sdcounty.ca.gov</a>
	Wendy Maramba CYF FSP/DCR Lead	(619) 417-0873 <a href="mailto:Wendy.Maramba@sdcounty.ca.gov">Wendy.Maramba@sdcounty.ca.gov</a>
	Kate McDonald CASRC Senior Mental Health Researcher	<a href="mailto:klmcdonald@health.ucsd.edu">klmcdonald@health.ucsd.edu</a>
	Anh Tran CASRC Research Associate	<a href="mailto:alt041@health.ucsd.edu">alt041@health.ucsd.edu</a>
8	<b>Next Meeting – Tentatively December 2023</b>	



# CHILDREN, YOUTH AND FAMILIES (CYF) SYSTEM OF CARE FULL SERVICE PARTNERSHIP (FSP) / DATA COLLECTION REPORTING (DCR)

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## Bi-Annual DCR User Meeting

May 26, 2023

2:00 PM to 3:30 PM



# WELCOME!



## TEAMS GROUND RULES

- All attendees have been muted on entry
- Questions will be collected at the end of the meeting and answers will be sent to all attendees via email and uploaded into the CYF Full Service Partnership Portal.
  - Ask questions by typing them into the chat box



# DCR SUPPORT TEAM'S EMAIL ADDRESS



LIVE WELL  
SAN DIEGO

[BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov)



## Children, Youth and Families DCR Support Team

The CYF DCR Support Team should be the first point of contact for all DCR related issues and requests, and will address issues regarding, but not limited to:



- Approving Users
- Removing Users
- DCR Initial Access
- DHCS Contact Liaison



- Roster Maintenance
- Bi-annual Meeting
- Special Circumstances Client Transfers

## What if I have other questions?

- DCR User Manual and other program staff that utilize DCR are available for user level troubleshooting
- DCR data collection, data entry, technical assistance, or reporting issues are to be submitted in writing to the CYF DCR Support Team for triage (Response times will vary due to complexity of the issue )

# DCR PASSWORDS



LIVE WELL  
SAN DIEGO

- WHO CAN RESET PASSWORDS
- BHS Support Staff and CASRC do not have the capability to reset password.
- State BHIS will assist with password resets.
- In order to reset passwords, send your requests to State BHIS email address listed below:
  - [BHIS@dhcs.ca.gov](mailto:BHIS@dhcs.ca.gov)



# REQUEST FORMS (ADD, TERMINATE USER)



## Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Add Request Form

### Add DCR access and/or be added to the Partnership Service Coordinator (PSC) Assignment List

- Complete the following information:

First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Email the completed form to CYF DCR Support Team: [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov). Click on the 'Submit' button below to initiate the email process. The CYF DCR Support Team will process the request in the State BHIS and inform the State Department of Health Care Services (DHCS).
- DHCS will create username and temporary password and will send an encrypted e-mail to the user's work e-mail address generally within 3-5 business days. User will need to change this temporary password into a permanent password using the link given in the encrypted e-mail. Only after a permanent password is created can the user log onto the BHIS Portal with the username and password.
- Upon receiving DHCS approval, the user will be able to access DCR through BHIS and conduct data submission responsibilities.

CLEAR

SAVE

SUBMIT

## Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Terminate Request Form

### Terminate – DCR access no longer needed; Remove from Partnership Service Coordinator (PSC) Assignment List

- Prior to requesting termination of a DCR User, ensure all **ACTIVE** partners/clients are transferred to other staff within your program. **IMPORTANT: Termination requests will not be completed by the CYF DCR Support Team for any PSC or DCR User who has active partner/client assignments showing in the DCR system at the time of request.**

- Complete the following information:

First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization <input type="checkbox"/> User no longer require access to any of the systems; within BHIS <input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned
First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization <input type="checkbox"/> User no longer require access to any of the systems; within BHIS <input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned
First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization <input type="checkbox"/> User no longer require access to any of the systems; within BHIS <input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned
First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization <input type="checkbox"/> User no longer require access to any of the systems; within BHIS <input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned

- Email the completed form to the CYF DCR Support Team: [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov). Click the 'Submit' button below to initiate the email process.
- Unless notified by the CYF DCR Support Team, the request will be processed and completed action should be verified through review of the DCR system by the requesting program within 3-5 business days.

CLEAR

SAVE

SUBMIT

# REQUEST FORMS (ADD USER)



## Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Add Request Form

### Add DCR access and/or be added to the Partnership Service Coordinator (PSC) Assignment List

1. Complete the following information:

First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write <input type="checkbox"/> Does not need DCR access	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Email the completed form to CYF DCR Support Team: [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov). Click on the "Submit" button below to initiate the email process. The CYF DCR Support Team will process the request in the State BHIS and inform the State Department of Health Care Services (DHCS).
- DHCS will create username and temporary password and will send an encrypted e-mail to the user's work e-mail address generally within 3-5 business days. User will need to change this temporary password into a permanent password using the link given in the encrypted e-mail. Only after a permanent password is created can the user log onto the BHIS Portal with the username and password.
- Upon receiving DHCS approval, the user will be able to access DCR through BHIS and conduct data submission responsibilities.

CLEAR

SAVE

SUBMIT



# REQUEST FORMS (TERMINATE USER)



## Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Terminate Request Form

### Terminate – DCR access no longer needed: Remove from Partnership Service Coordinator (PSC) Assignment List

1. Prior to requesting termination of a DCR User, ensure all **ACTIVE** partners/clients are transferred to other staff within your program. **IMPORTANT:** Termination requests will not be completed by the CYF DCR Support Team for any PSC or DCR User who has active partner/client assignments showing in the DCR system at the time of request.

2. Complete the following information:

First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization
	<input type="checkbox"/> User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned
First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization
	<input type="checkbox"/> User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned
First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization
	<input type="checkbox"/> User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned
First/Last Name	
Job Title	
Program Name	
Effective Date	
Deactivation Reason	<input type="checkbox"/> User no longer employed in the organization
	<input type="checkbox"/> User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/> Other
<b>Check box to confirm</b>	<input type="checkbox"/> DCR User / PSC does not have current partners assigned

3. Email the completed form to the CYF DCR Support Team: [BHS.CYF.DCR.Support@sdcountry.ca.gov](mailto:BHS.CYF.DCR.Support@sdcountry.ca.gov). Click the 'Submit' button below to initiate the email process.

4. Unless notified by the CYF DCR Support Team, the request will be processed and completed action should be verified through review of the DCR system by the requesting program within 3-5 business days.

CLEAR

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SUBMIT

# KEY EVENT TRACKING (KET) FORM



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Clear Form

## Full Service Partnership (FSP) KET Form – Page 1/8

Child KET  
12/05/19

Child/Youth: 0-15 Years

Key Event Tracking (KET)

### Partnership Information

* Date Completed (mm/dd/yyyy):	
* County:	
CSI County Client Number (CCN):	
County Partner ID (optional):	
* Partner's First Name:	
* Partner's Last Name:	
* Partner's Date of Birth (mm/dd/yyyy):	

### Changes in Administrative Information -- Skip this section if there are no changes

Date of Provider Number/ NPI change (mm/dd/yyyy):	
NEW Provider Number/NPI:	
Date of Full Service Partnership (PSP) Program ID change (mm/dd/yyyy):	
NEW Full Service Partnership (PSP) Program ID:	
Date of Partnership Service Coordinator (PSC) change (mm/dd/yyyy):	
NEW Partnership Service Coordinator (PSC) ID:	



Clear Form

## Full Service Partnership (FSP) 3M Form – Page 1/3

Child 3M  
12/05/19

### Child/Youth: 0-15 Years

Quarterly Assessment Form (3M)

#### Partnership Information

* Date Completed (mm/dd/yyyy):	
* County:	
CSI County Client Number (CCN):	
County Partner ID (optional):	
* Partner's First Name:	
* Partner's Last Name:	
* Partner's Date of Birth (mm/dd/yyyy):	

#### Education

##### Special Education/S.E.D.

Yes  No Is the partner **currently** receiving special education due to serious emotional disturbance?

##### Special Education/Other

Yes  No Is the partner **currently** receiving special education due to another reason?

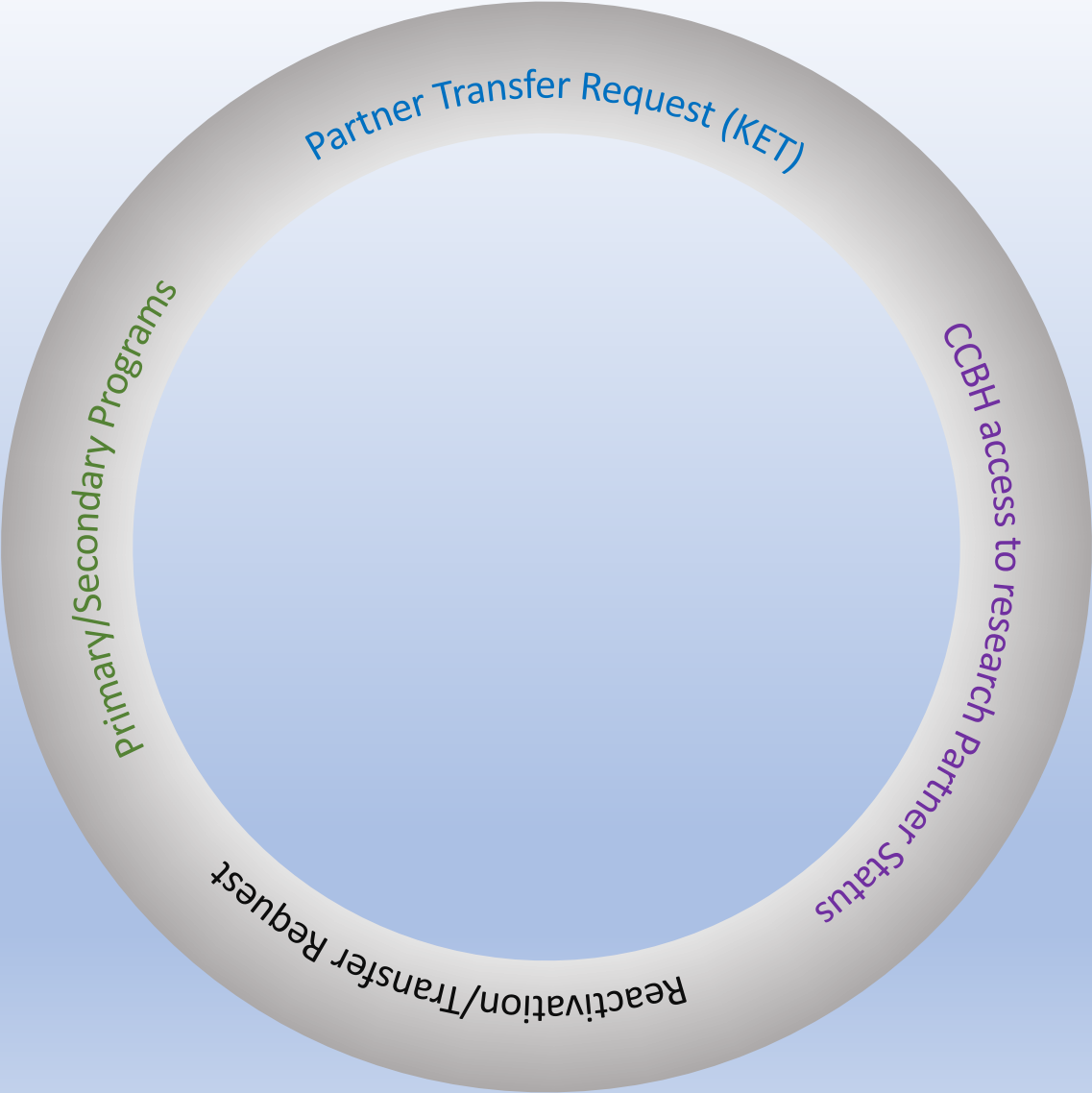
##### Attendance

<b>Currently</b> , estimate the partner's attendance level (excluding scheduled breaks and excused absences)	<input type="radio"/> Always attends school (never truant)	<input type="radio"/> Attends school most of the time	<input type="radio"/> Sometimes attends school	<input type="radio"/> Infrequently attends school	<input type="radio"/> Never attends school
--	--	---	--	---	--

##### Grades

<b>Currently</b> His / her grades are:	<input type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Below Average	<input type="radio"/> Poor
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# Communication Between Programs





# Communication Between Programs

*Documenting multiple attempts to transfer the client helps the DCR Support team determine the next step in resolving the issue*

Partner Transfer Request (KET)



Primary/Secondary Programs

## Communication Between Programs

*When a client/partner has two active programs, the primary program is responsible for entering the partner's information in the DCR*



## Communication Between Programs

*Determine which program is the primary;  
Inactivity within 1 year: Send KET transfer request  
directly to last provider  
Inactivity beyond 1 year: Send request to DCR  
Support Team email*

*Always confirm Client name, CCN#, and DOB is correct  
prior to submitting*

Reactivation/Transfer Request



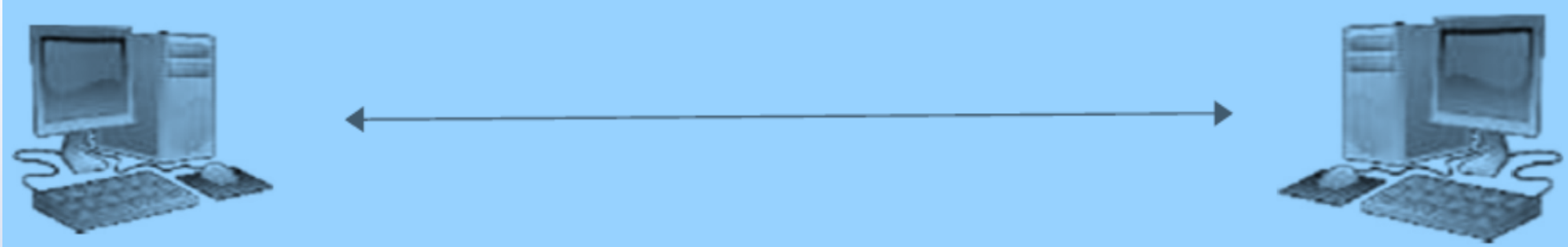
## Communication Between Programs

*It is best practice for a program to check CCBH to research partner status to determine next steps mentioned in the previous slide*

CCBH access to research partner status



# COUNTY TLS EMAIL ENCRYPTION



The County has established a secured email connection called Transport Layer Security (TLS) email encryption between the Business Partner/Legal Entity and the County. This means that all email sent between the County staff and the business partner staff will automatically be encrypted in transit over the Internet.

County TLS email encryption works only between the County and the County approved Business Partner/Legal Entity. If you are sending emails between agencies other than the County the email will not be encrypted. Therefore, if you need to send an email that contains confidential information to another agency, please ensure that your email account is set up with email encryption services (mandatory or optional) to be able to send an encrypted email.

For more information on TLS, please send an email to [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov)



# Data Collection Reporting (DCR) Bi-Annual DCR User Meeting

May 26, 2023

2:00 PM to 3:30 PM

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# THANK YOU!



# FSP-DCR Biannual Meeting Data Entry Review Report & Compliance Trend

Presenter: Anh Tran, M.S.

UCSD-CASRC-SOCE

Date: 05-26-2023



A large orange circle is positioned on the left side of the slide, partially overlapping the text.

Data Entry  
Review  
Report  
Components

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**Clients that have not been entered in the DCR as of MM/DD/YYYY**

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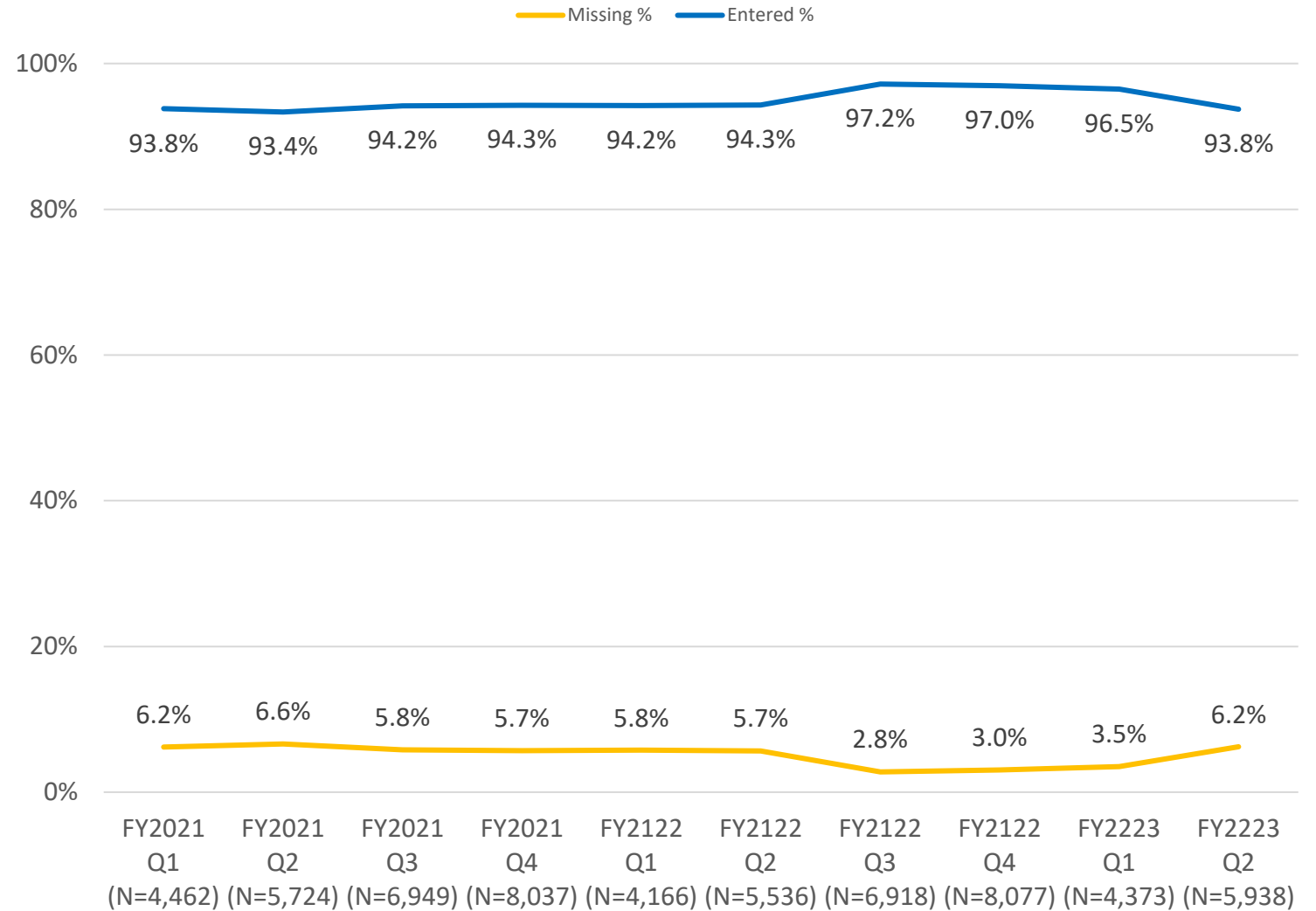
**Clients with missing Quarterly (3M) Reports as of MM/DD/YYYY**

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**Clients with missing PAF data as of MM/DD/YYYY**

**Clients that have not been entered in the DCR:**  
 This section lists clients receiving services during the fiscal year who were entered in the CCBH but are not found in the DCR.

**Service Events Entered in the DCR Trend by Quarter**



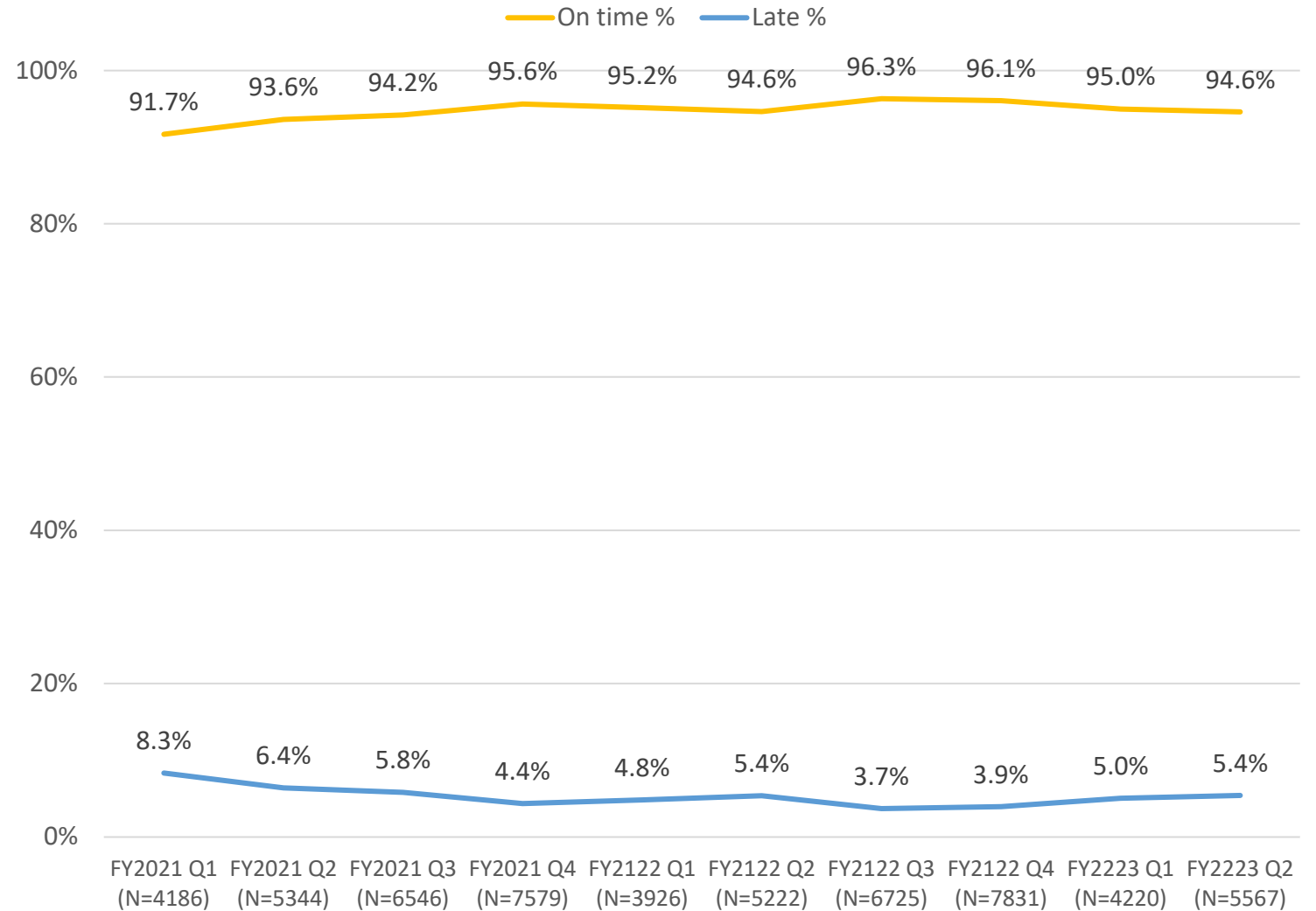
# What do you need to do to correct the missing data?

- Enter all missing clients in the DCR. If entered correctly, these clients should not be counted as missing on the next report.
- If you entered clients in the DCR after the download date listed on the DCR report, you can ignore the warning. These clients will not be counted as missing on the next report.
- If you entered a client in the DCR before the download date and they still appear as missing, there may be some discrepancies between the CCBH and DCR data entries.
  - For example, the client's name, DOB, CSI#, PartnershipDate, or ProviderSiteID may be different between the two systems. Please check and correct any discrepancies. Once corrected, the client should not be counted as missing on the next report.

**Clients with missing Quarterly (3m) Reports:**  
This section lists clients who received services during the fiscal year and have at least one missing quarterly report, which could be in the current or previous FY.

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**3M Entered On-time vs. Late Trend by Quarter**



# What do you need to do to correct the missing quarterly data?

- Collect/enter the quarterly data. If entered correctly, these data should not be counted as missing on the next report.
- If the quarterly report was entered after the download date listed on the FSP report, you can ignore the warning. These data will not be counted as missing on the next report.
- If you are no longer able to collect the quarterly data (e.g., you are no longer in contact with the client), these data will continue to appear as “missing/late” throughout the fiscal year and cannot be corrected.
- If you find any “unusual” cases (e.g. no 3M place holders to enter), please send those lists to the DCR Support Team. They will be excluded from the next missing client data report.





**Clients with Missing PAF data:** This section lists clients who are missing the data elements from their PAFs.

Abbreviations used in the report:

Att = Attendance

Fin = Financial Source,

Gra = Grade,

Phy = Physician Info

Ref = Referral Source,

Res = Residential Status,

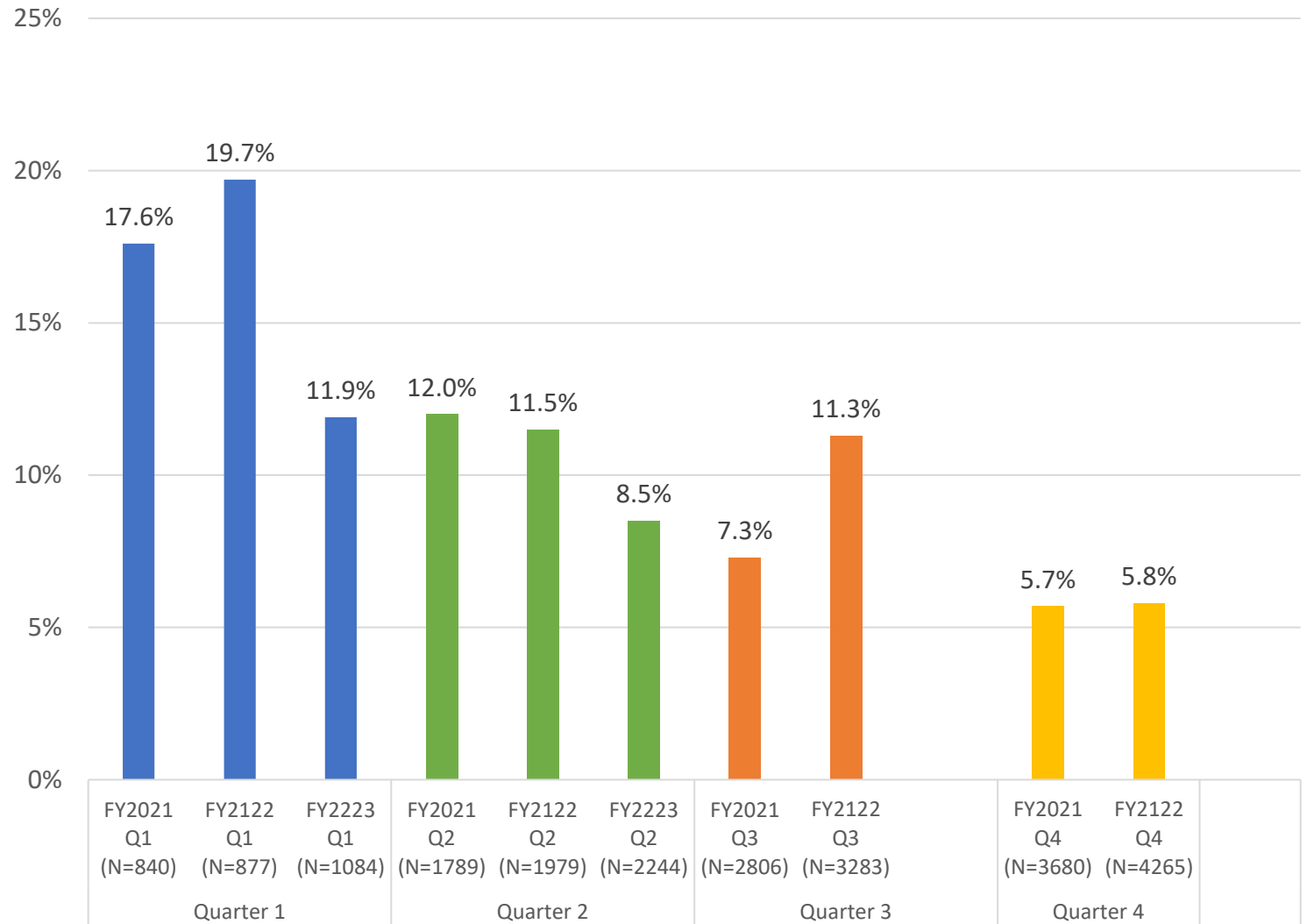
SpeEd\_Emo = Special Ed for Serious Emotional Disturbance,

SpedEd\_Ano = Special Ed for Other Reason,

Sub\_Pro = Substance Abuse Problem,

Sub\_Ser = Substance Abuse Service

**Percent of Clients with Missing PAF Quarterly Trend**



# What do you need to do to correct the missing data?

- Complete/enter the missing PAF data. If entered correctly, these data should not be counted as missing on the next report.
- If the data were entered after the download date listed on the DCR report, you can ignore the warning. These data will not be counted as missing on the next report.
- If you are no longer able to collect the data (e.g., you are no longer in contact with the client), these data will continue to appear as “missing/late” throughout the fiscal year and cannot be corrected.



# How to improve the DCR data compliance

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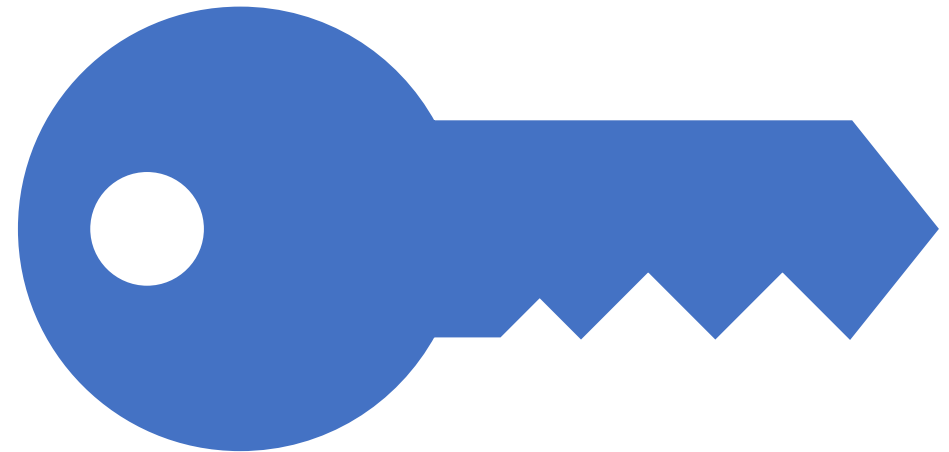


# Make sure key data points entered correctly

When enter PAF data into the DCR system, please make sure these key data points are correct before submitting the PAF form:

- 1) CSI Number – Can modify
- 2) Date of birth – Cannot modify
- 3) Partnership Date – Cannot modify
- 4) ProviderSiteID (Use the correct one from DCR roster list. It usually starts with 37??. If entered correctly, you would see “Provider # Matched”)
- 5) Service Coordinator ID (only update the one belonged to your program)

*Tip: You can cross check with CCBH to make sure the data were entered correctly.*

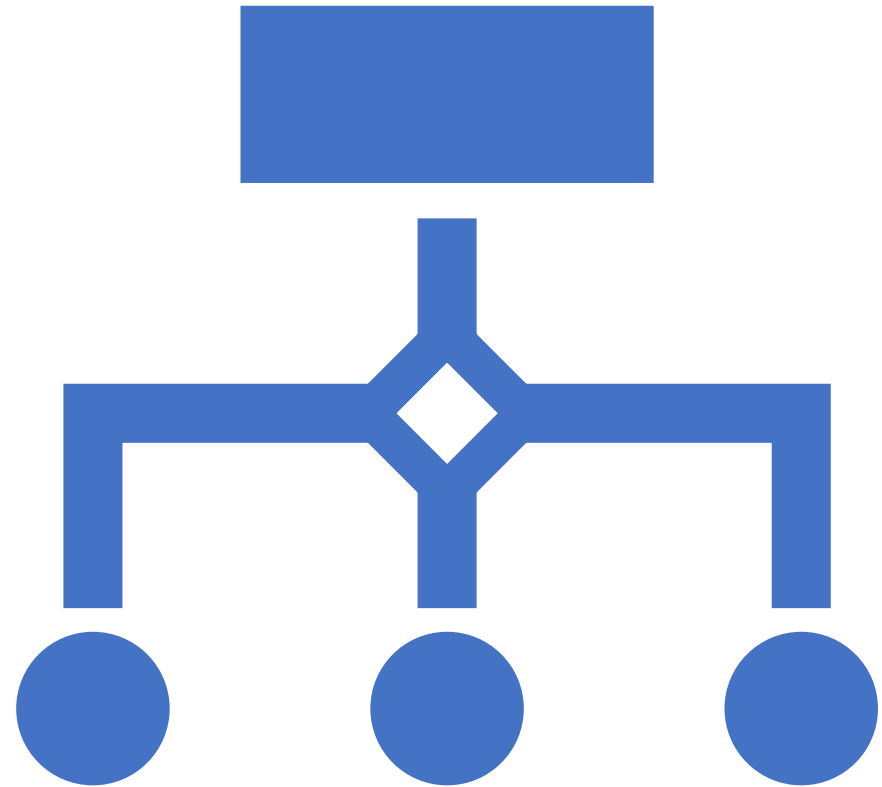


# Pay attention to transferred clients

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Before entering a new client data, check the CCBH to see if there is another program that served this client previously or concurrently. If so, you need to do a client transfer request.

*Tip: Use the “FSP Client Transfer Procedure Tree Diagram”*



# Check KET and 3M before submitting

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Before hitting the “get form” button to open a KET or 3M, make sure that the “Date Completed” is correct.

Before submitting a KET or 3M, make sure that the data is entered correct.

**KET and 3M cannot be deleted when entered.**

PAF can be deleted but it would erase the whole case (including KETs and 3Ms).



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)

# Review Missing Data

Use the data entry review report (send by the County FSP team) and the validation report (in the DCR system) to correct any missing data

Outcomes Assessments for:	
PAF	
03/02/2022	
Pending	
Validation Report	



# Reach out

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Contact the DCR Support Team if you have any questions.

[BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov)





## Behavioral Health Services (BHS) – Information Notice

<b>To:</b>	<b>BHS Children’s Mental Health Contracted Service Providers</b>
<b>From:</b>	<b>Behavioral Health Services</b>
<b>Date:</b>	<b>May 1, 2022</b>
<b>Title</b>	<b>School-Based Outcomes Definitions and Reporting Guidelines: School Attendance and Grades</b>

### Background

In Fiscal Year (FY) 2021-22 many programs that serve students were enhanced, and two new data points collected by Full Service Partnership (FSP) programs via the Data Collection Reporting (DCR) system were pulled forward into a revised Statement of Work and reads as follows:

- Contractor shall ensure children who are receiving treatment service will have increased school attendance with a goal of consistent attendance, as recorded in the Quarterly Status Report (QSR) with FSP programs leveraging the data from the DCR to complete the QSR.
- Contractor shall ensure children who are receiving treatment service will have improved academic performance with a goal of sustaining or improving grades, as recorded in the QSR with FSP programs leveraging the data from the DCR to complete the QSR.

To effectively leverage these existing DCR variables, standardized definitions were established, and a reporting format was developed for school-based outcomes. Input by providers was a critical component of this process and obtained through FSP and Program Manager meetings.

**School-based FSP programs will begin to utilize the DCR to report academic outcomes on the QSR starting in FY 2022-23 (with the first report reflecting FY 2021-22 data).**

Given the delay in DCR data availability, these variables will be reported one quarter (Q) behind:

QSR Period Due Date	Attendance/ Grades Data Period	Obtain data from DCR Support Team
Q1 - Oct. 15	Prior FY DCR data (cumulative data for the entire prior FY)	Sept. 5
Q2 - Jan. 15	Q1 DCR data for the current FY	Nov. 20
Q3 - April 15	Q1 and Q2 DCR data for the current FY (cumulative YTD)	Feb. 20
Q4 - July 15	Q1, Q2 and Q3 DCR data for the current FY (cumulative YTD)	May 20

### Next Steps

- Beginning FY 2022-23, the quarterly DCR reports generated by Child & Adolescent Services Research Center (CASRC) and obtained by the Program Managers through the Behavioral Health Services (BHS) DCR Support Team will include two additional pages that provide program and systemwide level data on these two outcome measures. The first report generated will be for FY 2021-22 data, recognizing that this report will not reflect the new uniform definitions.
- Each provider will populate program-level information into the QSR as done with other data points, such as the Child and Adolescent Needs and Strengths (CANS) and Pediatric Symptom Checklist (PSC).

#### **For More Information:**

- Contact your Contracting Officer’s Representative (COR) or
- DCR Support Team [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov)

## Behavioral Health Services (BHS) – Information Notice

<b>To:</b>	<b>BHS Children’s Mental Health Contracted Service Providers</b>
<b>From:</b>	<b>Behavioral Health Services</b>
<b>Date:</b>	<b>May 1, 2022</b>
<b>Title</b>	<b>School-Based Outcomes Definitions and Reporting Guidelines: School Attendance and Grades</b>

- Non-FSP programs who report school attendance and grades will utilize the system definition, but will track the information independently, as this information is not entered into the DCR.

### School-based Outcome Definitions

#### Attendance:

Attendance question from the DCR					
<b>Currently</b> , estimate the partner’s attendance level (excluding scheduled breaks and excused absence)	Always attends school (never truant)	Attends school most of the time	Sometimes attends school	Infrequently attends school	Never attends school
Clinicians should use these standards to complete the question					
<b>In the past month</b> , the partner had ...	No unexcused absences (never truant)	1 or 2 unexcused absences	3 to 10 unexcused absences	More than 10 unexcused absences	The partner was unexcused (truant) the entire month

**Unexcused Absence (Truancy):** A child is considered truant if they miss school, or are tardy for 30 minutes or more, and the absence is unexcused. Unexcused absences include absences due to transportation issues, going on vacation, oversleeping, skipping/ditching, or other unjustifiable circumstances. Suspensions and expulsions should be categorized with unexcused absences.

**Excused Absence:** A child is excused from school when the absence is due to an illness (including an absence for the benefit of the student’s mental or behavioral health), quarantine, medical or dental appointments, funeral services, court appearances, religious holidays or ceremonies, or other justifiable circumstances.

#### Grades:

Grades question from the DCR					
<b>Currently</b> His/her grades are:	Very Good	Good	Average	Below Average	Poor
Clinicians should use these standards to complete the question					
<b>In the past month</b> , the partner mostly received...	“As” (or equivalent)	“Bs” (or equivalent)	“Cs” (or equivalent)	“Ds” (or equivalent)	“Fs” (or equivalent)

#### For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- DCR Support Team [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov)

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### Frequently Asked Questions

#### **Where are “attendance” and “grades” data collected?**

Attendance and grades outcomes are based on two existing questions in the DCR. The questions are included in the *Partnership Assessment Form (PAF)* and *3M Form* (quarterly assessment). Non-FSP programs collecting this data need to leverage the newly developed definitions and establish program-level tracking to be reported in the QSR.

#### **How often should the data be collected?**

The questions should be administered at new client intake using the *Partnership Assessment Form (PAF)* and updated quarterly (i.e., every three months) using the *3M Form*. Non-FSP programs will have intake and discharge data points.

#### **How should clinicians obtain the information?**

Clinicians may collect this data from parents/caregivers, students, and/or other collateral contacts (e.g., teachers).

#### **How should clinicians complete “attendance” and “grades” questions during a school break (e.g., winter vacation)?**

If the DCR assessment occurs during a scheduled school break, clinicians reference the month of school before the break began. Non-FSP programs would also reference the month of school before the break began.

#### **How should clinicians complete “attendance” and “grades” questions for clients who are not yet attending school?**

If a child is too young to be enrolled in school, clinicians leave the “grades” and “attendance” questions blank. If a child is enrolled in preschool, clinicians complete the “attendance” question, but leave the “grades” question blank.

#### **How should clinicians complete “attendance” and “grades” questions for youth who have already graduated from high school (or received their GED)?**

If a youth has graduated from high school (or received their GED) and is not enrolled in postsecondary education, clinicians leave the “grades” and “attendance” questions blank. If the youth is enrolled in postsecondary education, clinicians complete the “attendance” and “grades” questions.

#### **How should clinicians complete “attendance” and “grades” questions for youth who have “dropped out” of school?**

If a child has “dropped out” of school, clinicians assign the following rankings in the DCR:

- Attendance: “5. Never attends school”
- Grades: “5. Poor”

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**Table 1. Attendance Performance Outcome Objectives for the QSR - FY 2020-21 FSP Systemwide**

Number	OUTCOME OBJECTIVES	YTD Results*		
		%	X	of Y
<b>1</b>	<b>Attendance compliance rates</b>			
<b>a)</b>	At discharge, <b>95%</b> of clients between the ages of 5 and 18, whose episode lasted 120 days or longer have <b>school attendance data available</b> for both the initial and most recent quarterly (3M) assessment	86.2%	2,605	3,022
<b>b)</b>	Please provide explanation below if <b>compliance rate is below 95%</b> :			
<b>2</b>	<p><b>Percent of clients that sustained “high” school attendance or improved school attendance between intake and discharge</b></p> <ul style="list-style-type: none"> <li>○ <b>“High” School Attendance Sustained:</b> Clients who had ratings of “Always attends school (never truant)” or “Attends school most of the time” at both the initial assessment and the last quarterly (3M) assessment.</li> <li>○ <b>“Low” School Attendance Sustained:</b> Clients who had the same ratings of “Sometimes attends school “Infrequently attends school”, or “Never attends school” at both the initial assessment and the last quarterly (3M) assessment.</li> <li>○ <b>School Attendance Improved:</b> Clients who had any improvement in attendance ratings between the initial assessment and the last quarterly (3M) assessment (e.g., moving from a rating of “Infrequently attends school” to “Never attends school”).</li> <li>○ <b>School Attendance Declined:</b> Clients who had any decline in attendance ratings between the initial assessment and the last quarterly (3M) assessment (e.g., moving from a rating of “Infrequently attends school” to “Never attends school”).</li> </ul>			
<b>a)</b>	<b>“High” School Attendance Sustained</b> (2 or fewer unexcused absences a month)	79.4%	2,068	2,605
<b>b)</b>	<b>“Low” School Attendance Sustained</b> (3 or more unexcused absences a month)	4.0%	106	2,605
<b>c)</b>	<b>School Attendance Improved</b> (movement on the 5-point rating scale)	6.5%	169	2,605
<b>d)</b>	<b>School Attendance Declined</b> (movement on the 5-point rating scale)	10.1%	262	2,605
	TOTAL	100%	2,605	2,605

\* Year-to-Date (YTD) Results are calculated using all FSP programs with data submitted to DCR/CCBH in FY 2020-21. Outcomes are calculated for clients who meet the following eligibility criteria: (a) Discharged within the current fiscal year; (b) In services for at least 120 days; (c) Between the ages of 5 and 18; (d) Served by a primary program (i.e., ancillary programs are excluded); (e) Eligible to receive a *Partnership Assessment Form (PAF)* assessment at intake. These data are for demonstration purposes only and do not reflect the new uniform definitions.

**For More Information:**

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*Table 2. Academic Performance Outcome Objectives for the QSR – FY 2020-21 Systemwide*

Number	OUTCOME OBJECTIVES	YTD Results*		
		%	X	Y
<b>1</b>	<b>Academic performance compliance rates</b>			
<b>a)</b>	At discharge, <b>95%</b> of clients between the ages of 5 and 18, whose episode lasted 120 days or longer have <b>academic performance data available</b> for both the initial and most recent quarterly (3M) assessment	86.2%	2,605	3,022
<b>b)</b>	Please provide explanation below if <b>compliance rate is below 95%</b> :			
<b>2</b>	<p><b>Percent of clients that had sustained “high” academic performance or improved academic performance between intake and discharge</b></p> <ul style="list-style-type: none"> <li>○ <b>“High” Academic Performance Sustained:</b> Clients who had academic ratings of “Very Good” or “Good” at both the initial assessment and the last quarterly (3M) assessment.</li> <li>○ <b>“Average” Performance Sustained:</b> Clients who had academic ratings of “Average” at both the initial assessment and the last quarterly (3M) assessment.</li> <li>○ <b>“Low” Performance Sustained:</b> Clients who had the same academic ratings of “Below Average”, or “Poor” at both the initial assessment and the last quarterly (3M) assessment.</li> <li>○ <b>Academic Performance Improved:</b> Clients who had any improvement in academic ratings between the initial assessment and the last quarterly (3M) assessment (e.g., moving from a rating of “Below Average” to “Average”).</li> <li>○ <b>Academic Performance Declined:</b> Clients who had any decline in academic ratings between the initial assessment and the last quarterly (3M) assessment (e.g., moving from a rating of “Average” to “Below Average”).</li> </ul>			
<b>a)</b>	<b>“High” Academic Performance Sustained</b> (grades of “As”, “Bs”, or equivalent)	30.1%	783	2,605
<b>b)</b>	<b>“Average” Academic Performance Sustained</b> (grades of “Cs or equivalent)	15.4%	400	2,605
<b>c)</b>	<b>“Low” Academic Performance Sustained</b> (grades of “Ds”, “Fs” or equivalent)	10.7%	278	2,605
<b>d)</b>	<b>Academic Performance Improved</b> (movement on the 5-point rating scale)	26.4%	687	2,605
<b>e)</b>	<b>Academic Performance Declined</b> (movement on the 5-point rating scale)	17.5%	457	2,605
	<b>TOTAL</b>	<b>100%</b>	<b>2,605</b>	<b>2,605</b>

\* Year-to-Date (YTD) Results are calculated using all FSP programs with data submitted to DCR/CCBH in FY 2020-21. Outcomes are calculated for clients who meet the following eligibility criteria: (a) Discharged within the current fiscal year; (b) In services for at least 120 days; (c) Between the ages of 5 and 18; (d) Served by a primary program (i.e., ancillary programs are excluded); (e) Eligible to receive a *Partnership Assessment Form (PAF)* assessment at intake. These data are for demonstration purposes only and do not reflect the new uniform definitions.

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## Q&A 5/26/23

**Q1: I'm in need of guidance regarding the submission of the Quarterly Assessment Form (3M) which is due 3 months after intake, and every 3 months thereafter. When is the earliest this can be submitted every 3 months; within 30 days of due date? Similarly, are we going off the last date of submission for reference, or, should we always refer to the intake date?**

A: The Quarterly Assessment notification on the DCR Home page indicates who is due for a quarterly assessment. The notification appears 15 days prior to the due date and 30 days after the due date. So the earliest time to submit is 15 days prior to the due date. After the due date, the 3M slot without a submission will have the word "missing"; however, the program can always enter missing 3M into that slot.

The 3M submission schedule on the DCR is based on the intake (PAF) date. However, the program should collect the 3Ms every three months and enter their 3Ms to the available slot with their actual 3M date.

For example, if a client has a PAF in 01/2022, the first program collects and submits 3Ms in 04/2022, 06/2022, ... Then the client is transferred to a new program in 07/2022. The next available 3M slot opens in 09/2022. However, the new program should collect the 3Ms in 10/2022 as their schedule and enter it into the most recent available slot (which is the 09/2022 slot).

**Q2: If a client has a PAF in 01/2022, the first program collects and submits 3Ms in 04/2022 and 07/2022, correct? If so, please clarify how the rest of the scenario would pan out.**

A: If a client has a PAF in 01/2022, the first program collects and submits 3Ms in 04/2022 and 07/2022 and so on every three month until the client is discharged from that program. For the next transferred KET program (less than one gap year), that program will submit 3Ms based on their three-month schedule regardless of the opening slots on DCR. They just need to use the available slots to enter their 3Ms.

## Q&A 5/26/23

**Q3: On the PAF form whose name should be on the Partnership Service Coordinator ID? The Admin or the Therapist that sees the client?**

A: Depends on who entered the data in the system; if it was the therapist, it would be the therapist's name.

**Q4: Do "grades" includes all areas including behavior, or just academic subjects (e.g., english, maths, social studies etc)?**

A: Grades includes academic subjects.

**Q5: When we completed a transfer for a client that was closed with our program in DCR system to another program but client is still showing in our program DCR as active client, how can we fix this?**

A: Once client has been transferred to another program, your program can send an email to DCR Support to assist in removing client from your caseload.

DCR User/Support Team Contact List

COR / AAIL	Program	FSP Subunit	Provider #	Contact Person	Phone #	Email Address	Fax #	TLS?
	County of San Diego			CYF FSP Lead: Wendy Maramba	(619) 417-0873	Wendy.Maramba@sdcounty.ca.gov	(858) 999-8921	YES
				DCR Access User Approver: Noelita Robeniol	(619) 548-9652	Noelita.Robeniol@sdcounty.ca.gov		
				Support Analyst: Caryl Montillano	(619) 548-9393	Caryl.Montillano@sdcounty.ca.gov		
				Support Analyst: Eric Camerino	(619) 854-0203	Eric.Camerino@sdcounty.ca.gov		
				Support Analyst: Reigel Javinal	(619) 228-4512	Reigel.Javinal@sdcounty.ca.gov		
	CASRC			Sr. MH Researcher: Kate McDonald	(858) 966-7703 x241237	klmcdonald@health.ucsd.edu	(858) 966-7704	YES
				MH Researcher: Anh Tran	(858) 966-7703 x243582	alt041@health.ucsd.edu		
Wendy Maramba	CRF - Crossroads	6055	37C7	Program Manager: Madeline Castaneda	(619) 441-1907 Ext. 217	MCastaneda@comresearch.org	(619) 441-1908	YES
				Data Entry: Sara Looney	(619) 441-1907 Ext. 222	slooney@comresearch.org		
Wendy Maramba	CRF - Douglas Young	6079	37H5	Data Entry: Marla Diaz	(619) 441-1907 Ext. 204	mdiaz@comresearch.org	(858) 300-8284	YES
				Program Manager: Elycia Jones	(858) 300-8282	ejones@comresearch.org		
				Main Data Entry: Ruby Lara	(858) 300-8282	rlara@comresearch.org		
Wendy Maramba	CRF - Nueva Vista	6098	37B9	Data Entry: Karen Borquez	(858) 300-8282	KBorquez@comresearch.org	(619) 585-7699	YES
				Office Manager/Data Entry: Amada Gonzalez	(858) 300-8282	agonzalez@comresearch.org		
				Program Manager: Stacy Redmond	(619) 585-7686	sredmond@comresearch.org		
				Office Manager: Xochitl Huitron	(619) 585-7686	xhuitron@comresearch.org		
Wendy Maramba	CRF - MAST	6085	37HH	Administrative Team: Alonso Pastrano	(619) 585-7686	apastrano@comresearch.org	(619) 275-2023	YES
				Administrative Team: Diana Garcia	(619) 585-7686	dgarcia@comresearch.org		
				Program Manager: Alexis Wimer	(619) 398-3261	awimer@comresearch.org		
				Data Entry: Edna Jimenez (On Leave)	(619) 398-3261	ejimenez@comresearch.org		
Rebecca Raymond / Steven Wong	ECS - Para Las Familias	6153	37EL	Data Entry: Bobby Gonzales (Temp)	(619) 398-3261	bgonzalez@comresearch.org	(619) 565-2650	NO
				Data Entry: Ariel Castillo	(619) 398-3261	acastillo@comresearch.org		
				Data Entry: Adriana Miranda	(619) 398-3261	amiranda@comresearch.org		
Wendy Maramba	FHC Community Circle Central	6205	37EJ	Program Manager: Edgar Sierra	(619) 565-2650	esierra@ecscalifornia.org	(619) 565-2656	NO
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Wendy Maramba	FHC Community Circle East	6216	37EK	Data Entry: Bibiana Gomez	(619) 565-2650	bgomez@ecscalifornia.org	(619) 269-0464	NO
				Program Manager: Charles Banzon	(619) 255-5171	charlesb@fhcsd.org		
Wendy Maramba	Mental Health Systems - Community and School Based	6266	37GN	Data Entry: Melissa Santos	(619) 515-2355 x3336	melissas@fhcsd.org	(619) 713-0480	NO
				Program Manager: Yo Ishida	(619) 255-5444	yoi@fhcsd.org		
Wendy Maramba	New Alternatives Inc - North County Outpatient School Based Services	6216	37EK	Data Entry: Paola Meraz-Salas	(619) 255-7520	paolam@fhcsd.org	(619) 713-0480	NO
				Data Entry: Abram Zavala	(619) 255-7520	abramz@fhcsd.org		
Michael Miller / Margarita Hernandez	New Alternatives Inc - TBS	7481	37FN	Program Manager: Joseph Henson	(858) 636-3620	joseph.henson@turbhhs.org	(858) 766-3955	YES
				Data Entry: Araceli Banuelos	(858) 388-9271	araceli.banuelos@turbhhs.org		
Michael Miller / Margarita Hernandez	North County Lifeline - VIVA Counseling	6466, 6486	37K6	Program Manager: Kally Vieira	(760) 798-0299	kally.vieira@newalternatives.org	(760) 798-0399	YES
				Data Entry: Lindsay Fernandez	(760) 798-0299	lindsay.fernandez@newalternatives.org		
Michael Miller / Margarita Hernandez	North County Lifeline - Connections Community Counseling	6121	3749	Program Manager/Data Entry: Christine Boyd	(619) 254-2243	christine.boyd@newalternatives.org	(858) 256-2186	YES
				Program Manager: Megan Hoff	(760) 509-3350	mkissinger@nclifeline.org		
Michael Miller / Margarita Hernandez	PFCS - IY ChildNET FSP MHSA	6553	37H8	Data Entry: Yannette Meza	(760) 726-4900 x6323	ymeza@nclifeline.org	(760) 631-0778	YES
				Program Manager: Giovanni Trimble	(760) 509-3379	gtrimble@nclifeline.org		
Michael Miller / Margarita Hernandez	PFCS - Fallbrook MHSA-FSP	6565	37HB	Data Entry: Veronica Coss	(760) 842-6298	vgarcia@nclifeline.org	(760) 631-0778	YES
				Program Manager: Felicia Conover	(760) 741-2660	fconover@pfcs.agency		
Michael Miller / Margarita Hernandez	PFCS - North Inland North Coastal MHSA-FSP	6553	37H8	Administrative Assistant: Monique Flores	(760) 741-2660 x897	moflores@pfcs.agency	(760) 741-2647	NO
				Program Manager: Jodi Erickson	(760) 470-1436	jerickson@pfcs.agency		
Wendy Maramba	Pathways Cornerstone	6664	37QU	Data Entry: Areli Pereda	(760) 731-3235	apereda@pfcs.agency	(760) 741-2647	NO
				Program Manager: Sharon Kruvi	(760) 741-2660 x120	skruv@pfcs.agency		
Wendy Maramba	Rady Children's Hospital - Central	6757	3711	Data Entry: Jenny Garcia	(760) 741-2660 x109	kgarcia@pfcs.agency	(760) 741-2647	NO
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Wendy Maramba	Rady Children's Hospital - CES	6746	37LV	Data Entry: Irra Jemm Sta Ana	(619) 640-3266	irra.jemmstaana@pathways.com	(619) 640-3269	YES
				Program Manager: Anjelica Ochoa	(858) 966-5832 x245774	aochoa@rchsd.org		
Rebecca Raymond / Steven Wong	Rady Children's Hospital - North Coastal School/Clinic	6777	37HD	Director of BH Operations: Margaret Anello	(858) 966-5832	manello@rchsd.org	(858) 966-6733	YES
				Data Entry: Cassandra Marroquin	(858) 966-5832 x243240	cmarroquin@rchsd.org		
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Michael Miller / Margarita Hernandez	Rady Children's Hospital - North Inland	6799	3721	Program Manager: Katie Miller	(858) 966-5832 x241602	kcmiller@rchsd.org	(858) 966-8470	YES
				Director of BH Operations: Margaret Anello	(858) 966-5832	manello@rchsd.org		
Michael Miller / Margarita Hernandez	Rady Children's Hospital - North Inland	6777	37HD	Data Entry: Anna Perez	(858) 966-5832 x243794	aperez14@rchsd.org	(760) 435-9472	YES
				Program Manager: Emmett 'Tray' Thomason	(760) 758-1480 x256520	Ethomason@rchsd.org		
Michael Miller / Margarita Hernandez	Rady Children's Hospital - North Inland	6799	3721	Data Entry: Ana Perez-Torres	(760) 758-1480 x258881	Aperez-Torres@rchsd.org	(760) 294-9268	YES
				Program Manager: Zulma DiGaudio	(760) 294-9270	zdigaudio@rchsd.org		
				Data Entry: Connie Sanchez	(760) 294-9270 x253369 or 25741	cpsanchez@rchsd.org		



DCR User/Support Team Contact List

COR / AAIL	Program	FSP Subunit	Provider #	Contact Person	Phone #	Email Address	Fax #	TLS?
Rebecca Raymond / Steven Wong	SBCS	6915	37LA	Program Manager: Bobbi Smylie	(619) 420-3620 x4478	bsmylie@csbcs.org	(619) 420-8722	YES
				Data Entry: Maura Moreno	(619) 420-3620	mmoreno@csbcs.org		
				Data Entry: Aylin Ramirez	(619) 213-3773	aylin.ramirez@csbcs.org		
Michael Miller / Margarita Hernandez	SDCC - East Region OP	6955	37G5	Program Manager: Michael "Zach" Stones	(619) 668-6200	zstones@centerforchildren.org	(619) 668-6202	YES
				Office manager: Susana Hanna	(619) 668-6200	shanna@centerforchildren.org		
Seth Williams / Augusto Eduvala	SDCC - FFAST	6985	37OA	Program Manager: Aisha Pope	(858) 633-4115	apope@centerforchildren.org	(858) 737-6972	YES
				Data Entry: Carolina McKee	(858) 633-4115	cmckee@centerforchildren.org		
Seth Williams / Augusto Eduvala	SDCC WrapWorks - North / Central / South	6931, 6941, 6991	37P5	Program Manager: Carrie Kintz	(858) 688-2485	ckintz@centerforchildren.org	(858) 571-4544	YES
	SDCC WrapWorks - Central	6941, 6991		Data Entry: Priscila Rodriguez	(858) 633-4100	prodriguez@centerforchildren.org		
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Rebecca Raymond / Steven Wong	SYHC - YES	7207	37BN	Program Manager: Roberto Suarez	(619) 428-5533 x4751	rsuarez@syhealth.org	(619) 428-5535	NO
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Wendy Maramba	UPAC CMH FSP MHSA	7040, 7048	37AK	Program Manager: Jazmin Wali	(619) 232-6454	jwali@upacsd.com	(619) 235-4607	YES
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				Office Manager: Lily Taing Phan	(619) 578-2211 x202	lphan@upacsd.com		
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				Data Entry: Melissa Calleja	(760) 489-4126	mcalleja@vistahill.org		
Wendy Maramba	Vista Hill - VHLAC North Inland	7367	37GI	Program Manager: Kathryn Block	(760) 788-9724	kblock@vistahill.org	(760) 788-9754	NO
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Wendy Maramba	Vista Hill - Merit Academy	7412	37OS	Program Manager: Naomi Midura	(619) 994-7860	nmidura@vistahill.org	(619) 448-4262	NO
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