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

November 4, 2020
2:00 PM to 4:00 PM

WebEx Meeting

This event requires registration.

After you register, you'll receive a confirmation email message with instructions on how to join the event.

Reminder that this is a mandatory meeting for all FSP providers, and your program must be represented.

1	**Welcome** • **WebEx Housekeeping** • **The DCR System**	**Wendy Maramba, Chief / BHS**
2	**Roles & Responsibilities**	**Alfredo Villalba, AA III** **Wendy Maramba, Chief / BHS**
3	**Communication Between Programs Including the Client Transfer Process**	**Regina Maschka, AA II** **Kelly San Martin, AA II**
4	**Data Integrity**	**Anh Tran, CASRC Research Associate**
5	**FY 20-21 New FSP Quarterly Report Format**	**Kate McDonald, CASRC Senior Mental Health Researcher**
6	**Questions and Answers**	
6	**FSP/DCR Support Staff** Kelly San Martin — CYF FSP Support Analyst — (619) 584-5047 — Kelly.SanMartin@sdcounty.ca.gov Katrina 'Kat' Boada — CYF FSP Support Analyst — (619) 584-5097 — Katrina.Boada@sdcounty.ca.gov Regina Maschka — CYF FSP Support Analyst — (619) 584-5051 — Regina.Maschka@sdcounty.ca.gov Alfredo Villalba — CYF FSP Lead Analyst — (619) 584-3009 — Alfredo.Villalba@sdcounty.ca.gov Kate McDonald — CASRC Senior Mental Health Researcher — klmcdonald@ucsd.edu Anh Tran — CASRC Research Associate — alt041@ucsd.edu	
7	**Next Meeting Announcement – TBD**	

DCR FY 20-21 BI-ANNUAL MEETING

Behavioral Health Services (BHS)
Children, Youth and Families (CYF)
Welcomes you to the
FY 20-21 Bi-Annual
Full-Service Partnership (FSP)

Data Collection and Reporting System (DCR) User Meeting

Wednesday, November 4, 2020

2:00 PM – 4:00PM

Roles and Responsibilities

Children, Youth and Families DCR Support Team
Will resolve questions regarding:

- Approving Users
- Removing Users
- DCR Initial Access
- DHCS Contact Liaison
- Technical Assistance
- Special Circumstances Client Transfers

- Roster Maintenance
- Biannual Meeting
- Using the DCR
- Technical Assistance
- User IDs
- Reset Passwords

What if you 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)

CYF DCR SUPPORT TEAM

❖ Kelly San Martin	Kelly.sanmartin@sdcounty.ca.gov	Lead CYF DCR County Approver
❖ Katrina “Kat” Boada	Katrina.boada@sdcounty.ca.gov	CYF DCR Support Analyst
❖ Regina Maschka	Regina.maschka@sdcounty.ca.gov	CYF DCR Support Analyst
❖ Alfredo Villalba	Alfredo.villalba@sdcounty.ca.gov	Administrative Analyst III

TLS ENCRYPTION

- The County has established a secured email connection called Transport Layer Security (TLS) email encryption with approved business partner/legal entity.
- This means that all email sent between the County staff and the business partner/legal entity staff will automatically be encrypted in transit over the Internet.
- TLS email encryption works only between the County and the County approved business partner/legal entity.
- As a reminder, all emails that contain PHI information needs to be encrypted. If you are a County approved TLS business partner/legal entity and you are only sending the email to the County, the email will automatically be encrypted in transit to the County.
- If you would like to verify that your agency is on the County approved TLS list or if you would like to be added as an approved TLS business partner/legal entity, please send us an email or fax. Our new e-fax number is 858-999-8921.

DCR ADD USER

DCR (BHIS) Access Management Procedures

Add/New Hire DCR access needed

1. Complete the following information:

First/Last Name				
Email				
Job Title				
Program Name				
Program Manager Name				
Type of Access	Read Only	☐	Read/Write	☐

DCR TERMINATE USER

Termination/DCR access no longer needed

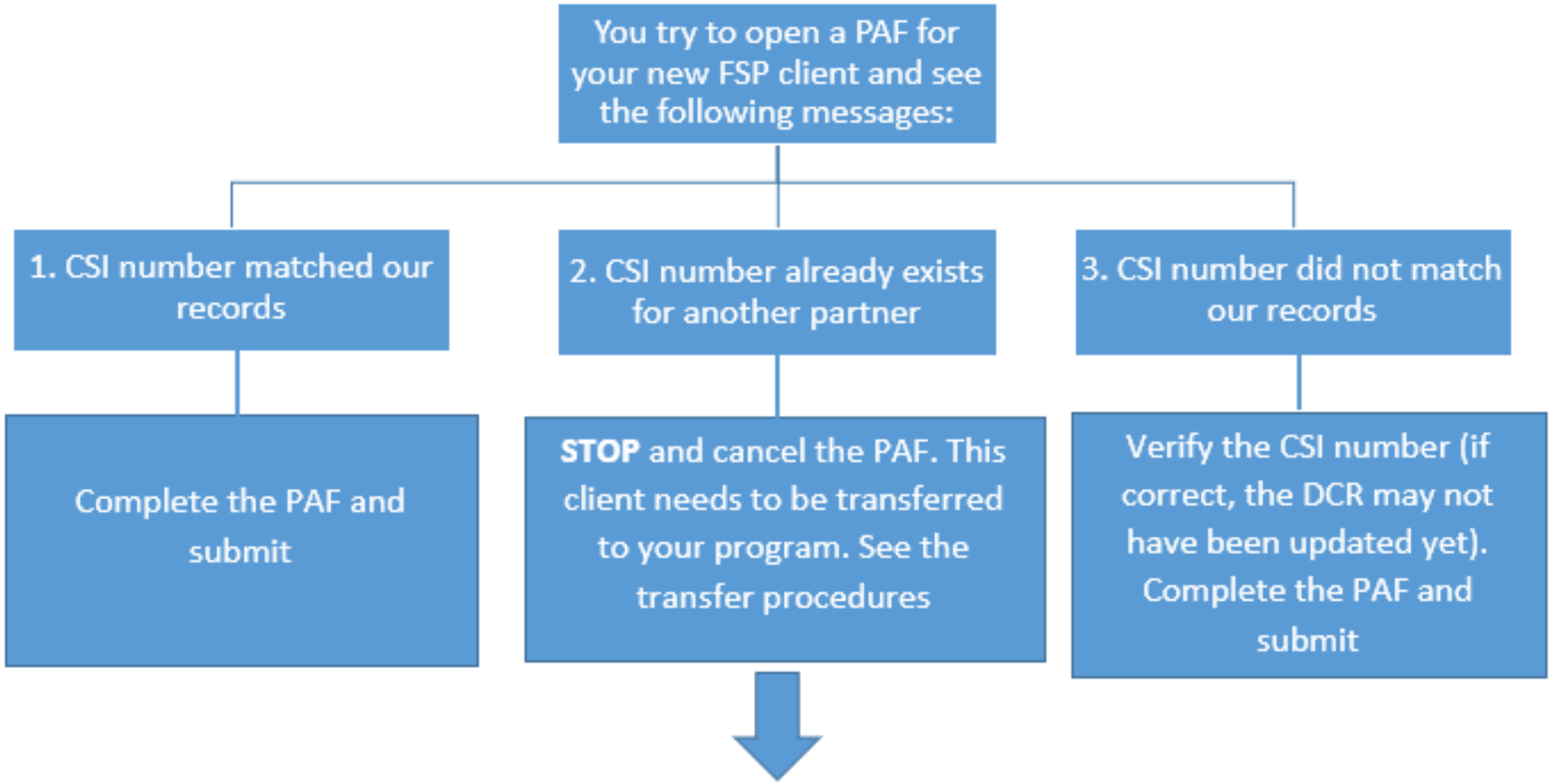
1. Make sure all **ACTIVE** partners or clients are transferred to other staff or new assigned PSC in the system (if not yet closed). **NOTE: *NO assigned ACTIVE partners (for termed and leaving users)***

2. Complete the following information:

First/Last Name	
Job Title	
Program Name	
Effective Date	

DCR TRANSFERS

FSP CLIENT TRANSFER PROCEDURE IN THE DCR



Changes in Administrative Information

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:	

PARTNERSHIP SERVICE COORDINATOR (PSC) TRANSFER

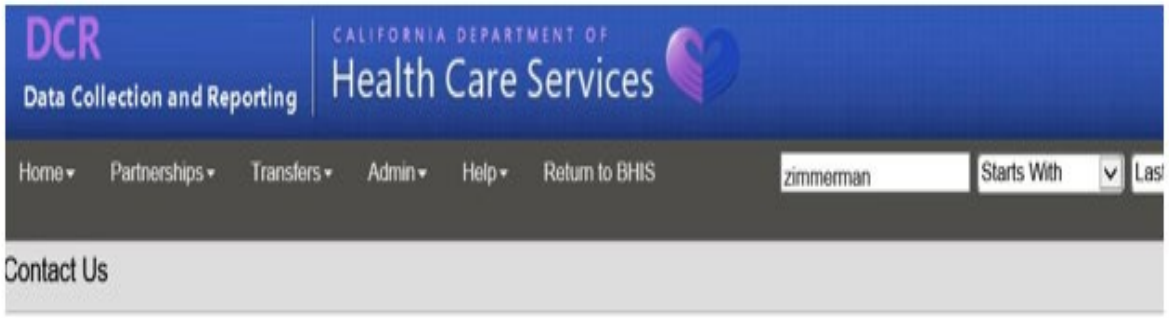
No active partners assigned.

First Name: Kelly

Last Name: San Martin

22 active partners assigned.

RESOURCES – PASSWORD RESET & FORMS



- For any BHIS related questions or password resets please contact: BHIS@dhcs.ca.gov

Children, Youth and Families FSP Dashboard and Report

Program Name: An FSP Program
Provider ID: 37__

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	Grades
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	Reason for discharge

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Pages 6 - 12	**Data Tables**

Notes: - Data are cumulative across the Fiscal Year
- DCR: Data Collection and Reporting System. CCBH: Cerner Community Behavioral Health
- PAF: Partnership Assessment Form. KET: Key Event Tracking. 3M: Quarterly Assessment

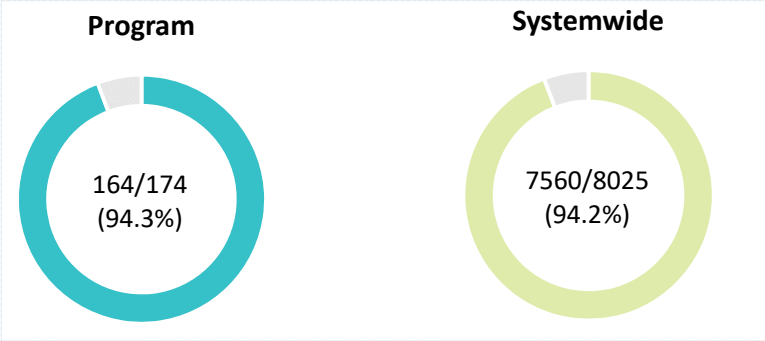
Children, Youth and Families FSP Dashboard and Report

Reporting period: 07/01/2019-03/31/2020

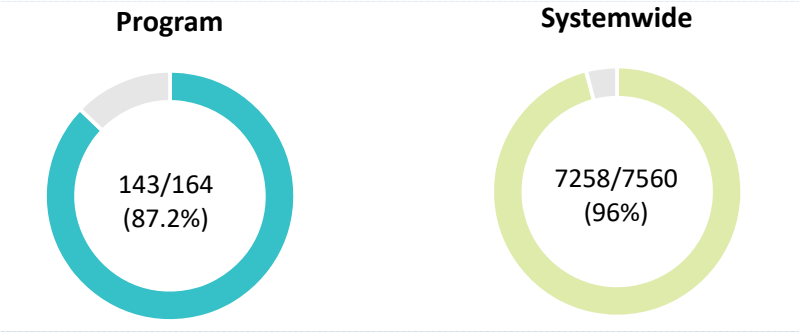
Program Name: An FSP Program
Provider ID: 37__

DATA COMPLIANCE*

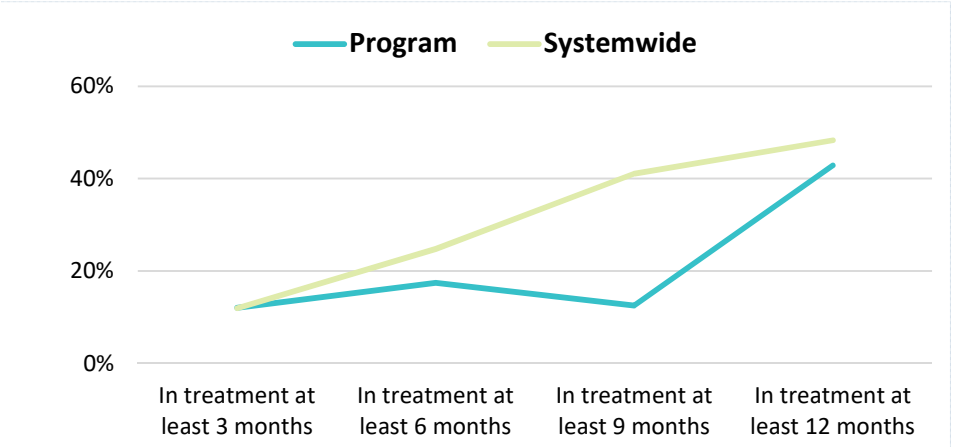
Percent of service events entered in the DCR



Percent of quarterly reports entered on time

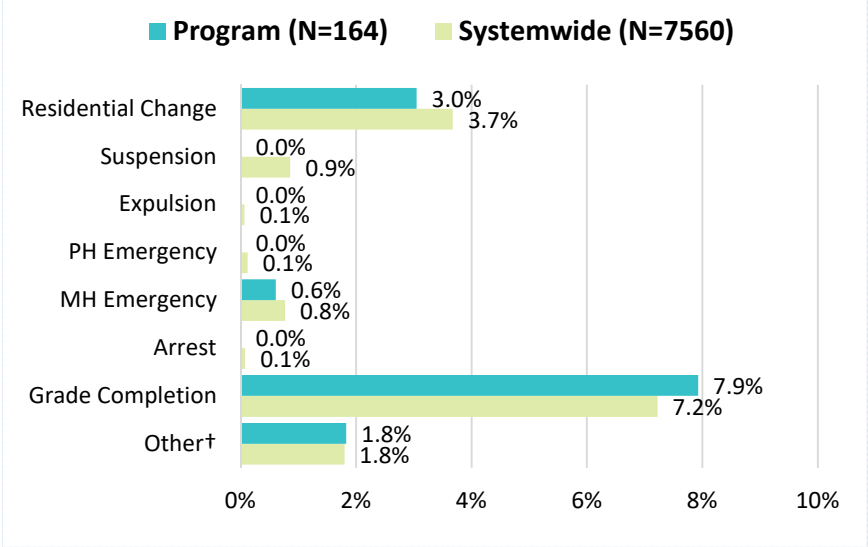


Percent of clients with at least one KET submitted by the amount of time in treatment



	In treatment at least 3 months	In treatment at least 6 months	In treatment at least 9 months	In treatment at least 12 months
Program N	133	63	24	7
Systemwide N	5660	3124	1640	681

Percent of clients with at least one KET submitted within the current FY



* Compliance data sources: CCBH, PAF, 3M and KET
† Other categories are listed in the appendix

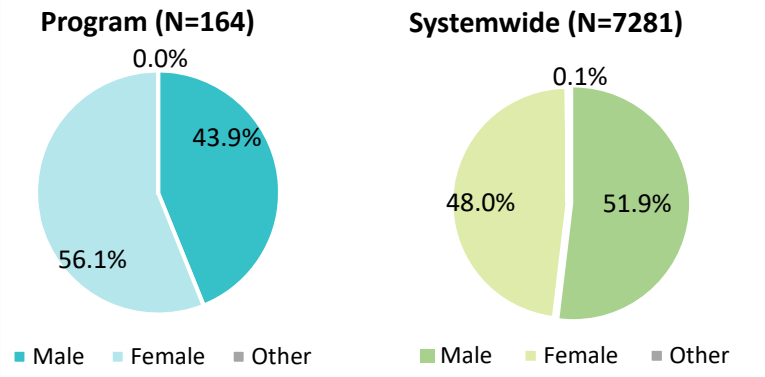
Children, Youth and Families FSP Dashboard and Report

Program Name: An FSP Program
Provider ID: 37__

POPULATION SERVED*

Demographics

Gender



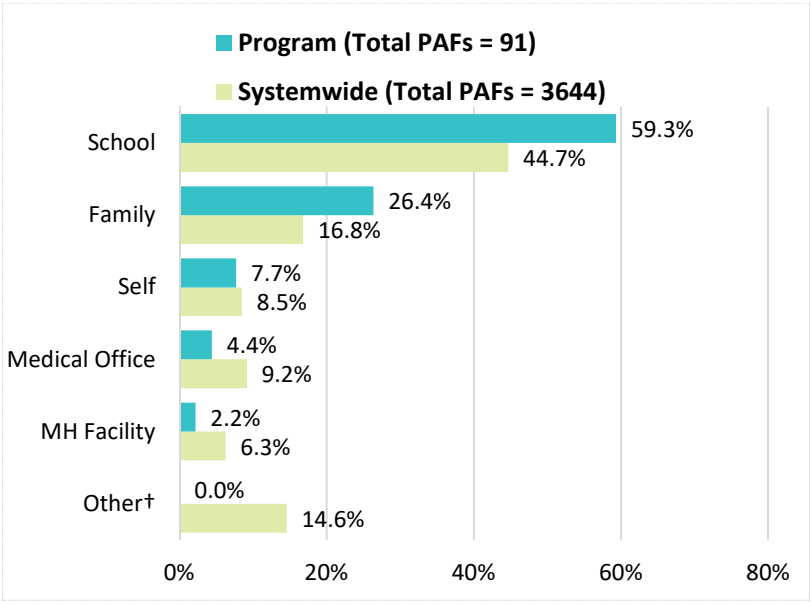
Age

Program			Systemwide		
Min	Mean	Max	Min	Mean	Max
6	14.8	21	1	12.3	21

Partnership status

	Program	Systemwide
Clients active on the first day of the FY (i.e., rollover clients)	64	3512
Clients admitted during the FY	111	4811
Clients discharged during the FY	76	4455
Clients active on the last day of the reporting period	99	3876

Referral sources (%)



* Population served data sources: CCBH and PAF
† Other categories are listed in the appendix

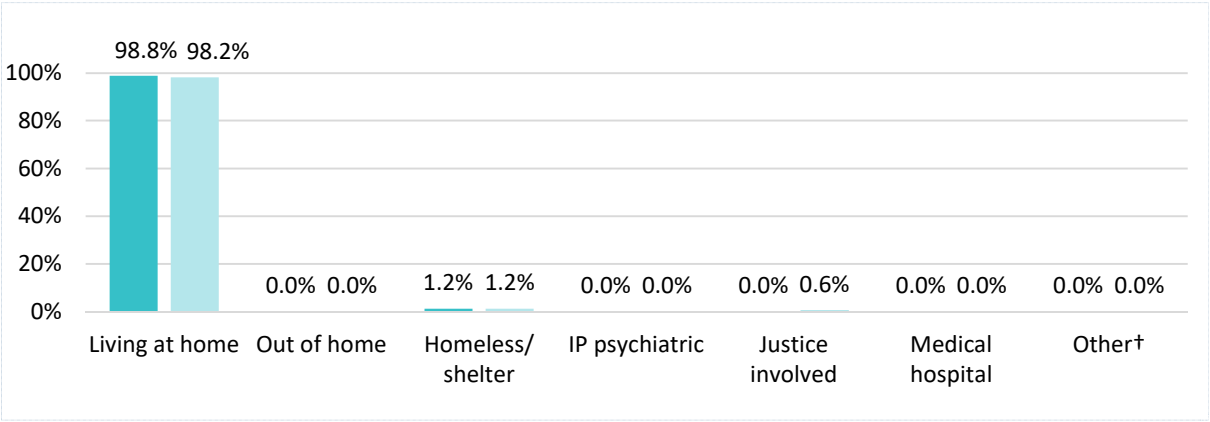
Children, Youth and Families FSP Dashboard and Report

Reporting period: 07/01/2019-03/31/2020

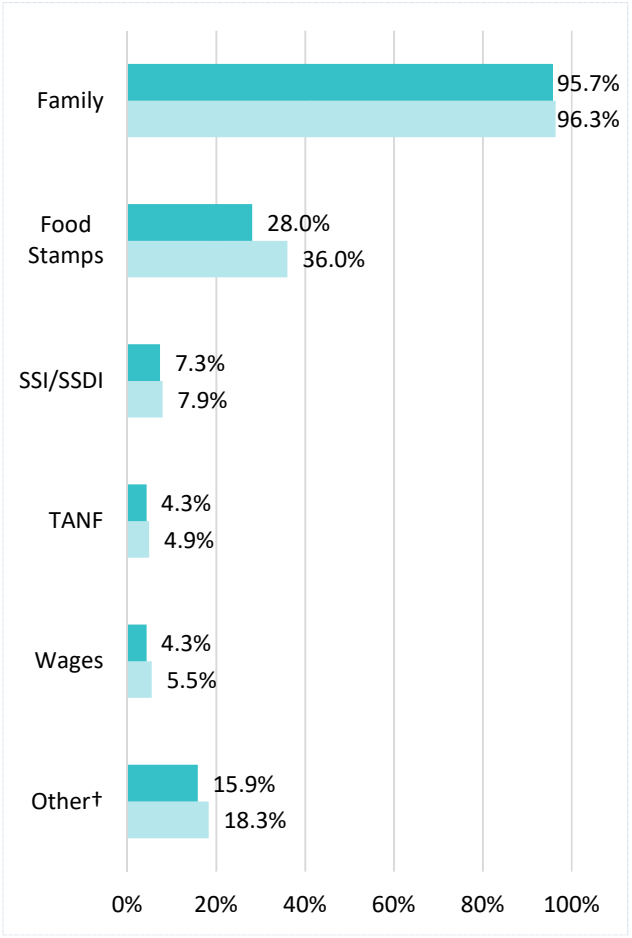
Program Name: An FSP Program
Provider ID: 37__

OUTCOME DATA* - Program level (N= 164 clients)

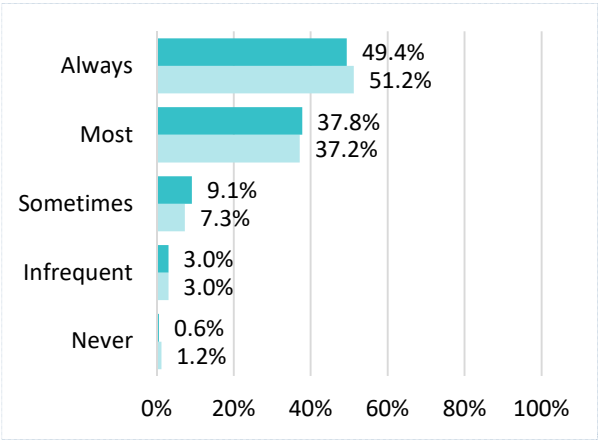
Residential Status at Intake and Latest (%)



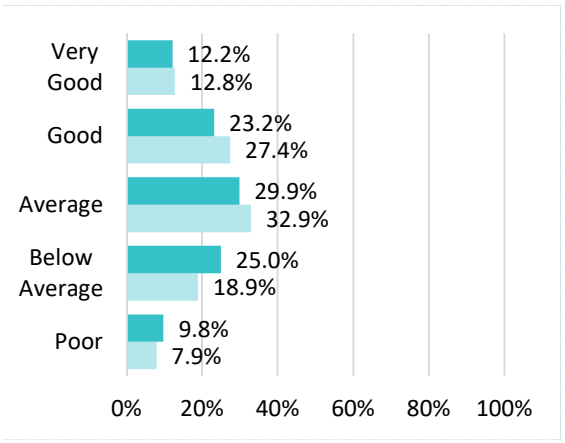
Financial Source at Intake and Latest (%)‡



Attendance at Intake and Latest (%)



Grades at Intake and Latest (%)



* Outcome data sources: PAF, 3M and KET. Changes in outcomes may be misrepresented for clients with missing PAFs, 3Ms or KET data
† Other categories are listed in the appendix
‡ Clients may endorse more than one financial source so the data may sum to more than 100%

SOCE system of care evaluation

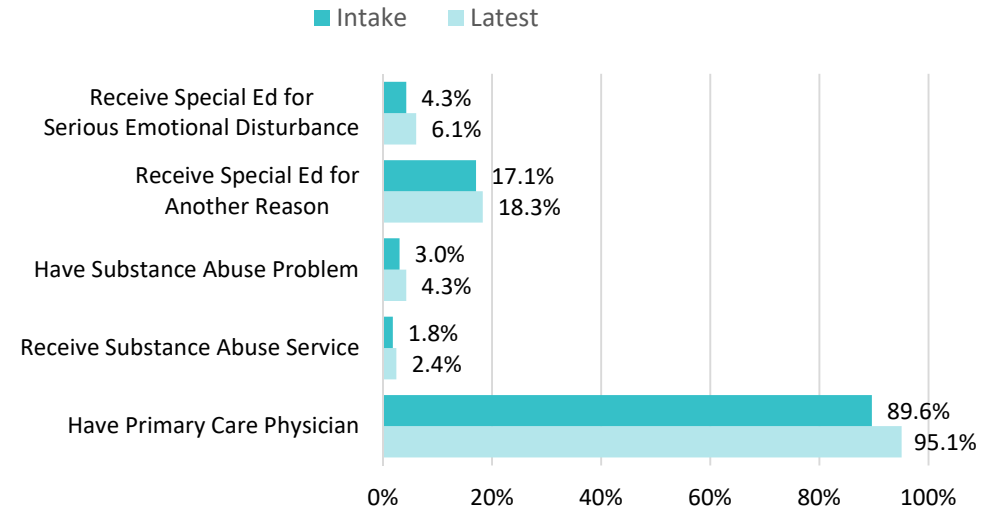
COUNTY OF SAN DIEGO HHSA HEALTH AND HUMAN SERVICES AGENCY | LIVE WELL SAN DIEGO

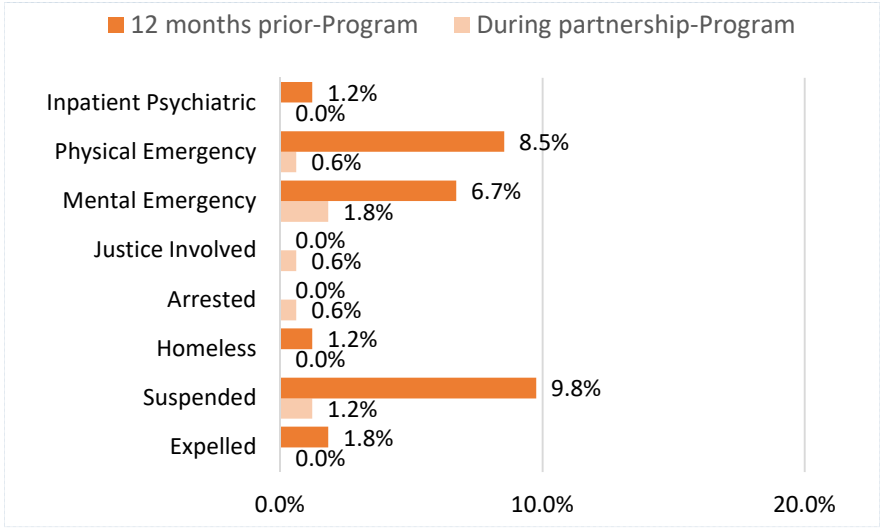
Children, Youth and Families FSP Dashboard and Report

Program Name: An FSP Program
Provider ID: 37__

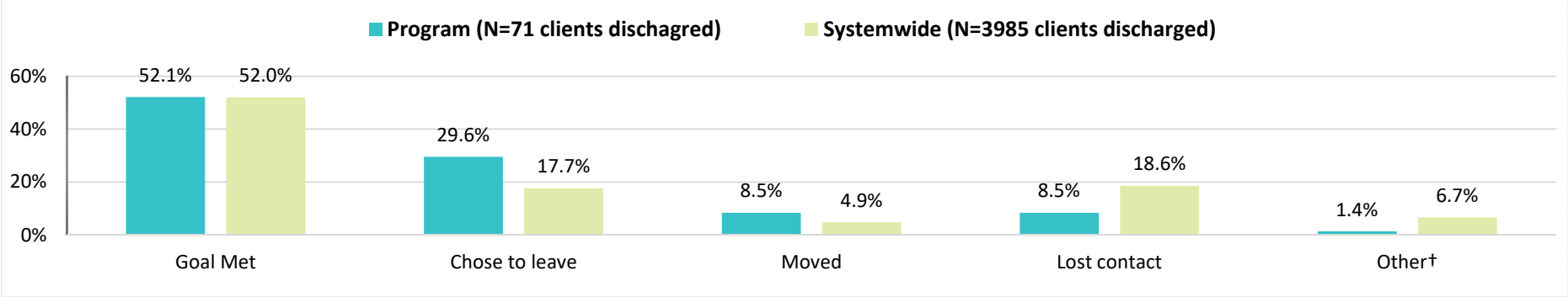
OUTCOME DATA* - Program level (N= 164 clients)

Risk and Protective Factors (%)





Reasons for Discharge (%)



* Outcome data source: PAF, 3M and KET. Change in outcomes may be misrepresented for clients with missing PAFs, 3Ms or KETS data
† Other categories are listed in the appendix

Program Name: An FSP Program
Provider ID: 37__

APPENDIX

Data Compliance

	Program level		Systemwide level	
Service events included in compliance outcomes*	**#**	**%**	**#**	**%**
Service events included in compliance outcomes	174	99.4%	8025	96.4%
Service events not included in compliance outcomes	1	0.6%	298	3.6%
Total Events	175		8323	

* In cases where clients are served by more than one FSP program at the same time, the program where the client first received services is responsible for entering the DCR data. Compliance is only calculated for programs that are responsible for entering data in the DCR.

Compliance - Eligible service events entered in the DCR	**#**	**%**	**#**	**%**
Service event not entered in the DCR (i.e., non-compliant)	10	5.7%	465	5.8%
Service event entered in the DCR (i.e., compliant)	164	94.3%	7560	94.2%
Total service events included in compliance	174		8025	

Quarterly reports (3Ms) submitted on time	**#**	**%**	**#**	**%**
On Time	143	87.2%	7258	96.1%
126-200 days late	16	9.8%	197	2.6%
201-365 days late	5	3.0%	94	1.2%
More than 365 days late	0	0.0%	5	0.1%
Total service events included in compliance	164		7554	

Children, Youth and Families FSP Dashboard and Report

Reporting period: 07/01/2019-03/31/2020

Program Name: An FSP Program
Provider ID: 37__

	Program level			Systemwide level		
KETs submitted by time in treatment	# of KETs submitted	# of clients in treatment	KET Submission %	# of KETs submitted	# of clients in treatment	KET Submission %
At least 3 months in treatment	16	133	12.0%	677	5660	12.0%
At least 6 months in treatment	11	63	17.5%	774	3124	24.8%
At least 9 months in treatment	3	24	12.5%	673	1640	41.0%
At least 12 months in treatment	3	7	42.9%	329	681	48.3%

Clients with KETs submitted in the FY, by type of KET	**#**	**%**	**#**	**%**
Residential Change	5	3.0%	278	3.7%
Dependent of the Court	0	0.0%	7	0.1%
Conservatorship	0	0.0%	1	0.0%
Suspension	0	0.0%	65	0.9%
Expulsion	0	0.0%	5	0.1%
Physical Health Emergency	0	0.0%	9	0.1%
Mental Health Emergency	1	0.6%	58	0.8%
Arrest	0	0.0%	6	0.1%
Probation	0	0.0%	12	0.2%
Parole	0	0.0%	1	0.0%
Employment Change	3	1.8%	106	1.4%
Grade Completion	13	7.9%	546	7.2%
Setting Change	0	0.0%	9	0.1%
Total service events included in compliance outcomes	164		7554	

Children, Youth and Families FSP Dashboard and Report

Program Name: An FSP Program
Provider ID: 37__

Population Served

	Program level		Systemwide level	
Gender	**#**	**%**	**#**	**%**
Female	92	56.1%	3496	48.0%
Male	72	43.9%	3777	51.9%
Other	0	0.0%	8	0.1%
Total unique clients	164		7281	

Age	#	#
Average Age	14.8	12.3
Age Range	6-21	1-21

Partnership Status	**#**	**%**	**#**	**%**
Clients open on the first day of the FY	64	36.6%	3512	42.2%
Clients admitted during the FY	111	63.4%	4811	57.8%
Clients discharged during the FY	76	43.4%	4455	53.5%
Clients open on the last day of the reporting period	99	56.6%	3876	46.6%
Average number of days clients were open in the CCBH	191.8	-	198.6	-
Total Events	175		8323	

Children, Youth and Families FSP Dashboard and Report

Reporting period: 07/01/2019-03/31/2020

Program Name: An FSP Program
Provider ID: 37__

	Program level		Systemwide level	
Referral Sources	**#**	**%**	**#**	**%**
Self	7	7.7%	310	8.5%
Family	24	26.4%	612	16.8%
Friend	0	0.0%	15	0.4%
School	54	59.3%	1628	44.7%
Medical Office	4	4.4%	334	9.2%
Emergency Room	0	0.0%	17	0.5%
Mental Health Facility	2	2.2%	229	6.3%
Social Service Agency	0	0.0%	200	5.5%
Substance Abuse Facility	0	0.0%	2	0.1%
Faith-based Organization	0	0.0%	1	0.0%
Other County Agency	0	0.0%	99	2.7%
Homeless Shelter	0	0.0%	4	0.1%
Juvenile Hall	0	0.0%	87	2.4%
Acute Psychiatric	0	0.0%	39	1.1%
Other	0	0.0%	61	1.7%
Unknown/Missing	0	0.0%	6	0.2%
Total PAFs	91		3644	

Children, Youth and Families FSP Dashboard and Report

Reporting period: 07/01/2019-03/31/2020

Program Name: An FSP Program
Provider ID: 37__

Outcome Data

Residential Status	Program level				Systemwide level			
	Intake		Latest		Intake		Latest	
	#	%	#	%	#	%	#	%
Living at Home	162	98.8%	161	98.2%	6689	91.8%	6641	91.2%
Out of Home	0	0.0%	0	0.0%	340	4.7%	346	4.8%
Homeless/Shelter	2	1.2%	2	1.2%	65	0.9%	68	0.9%
Inpatient Psychiatric	0	0.0%	0	0.0%	6	0.1%	28	0.4%
Justice Involved	0	0.0%	1	0.6%	33	0.5%	41	0.6%
Medical Hospital	0	0.0%	0	0.0%	5	0.1%	8	0.1%
Other Settings	0	0.0%	0	0.0%	54	0.7%	64	0.9%
Unknown/Missing	0	0.0%	0	0.0%	91	1.2%	87	1.2%
Total unique clients	164		164		7284		7284	

Financial Sources*	Intake		Latest		Intake		Latest	
	#	%	#	%	#	%	#	%
Family	157	95.7%	158	96.3%	6514	89.4%	6777	93.0%
Wages	7	4.3%	9	5.5%	242	3.3%	346	4.8%
Savings	1	0.6%	1	0.6%	115	1.6%	161	2.2%
Loans	0	0.0%	0	0.0%	47	0.6%	67	0.9%
Housing	3	1.8%	4	2.4%	158	2.2%	225	3.1%
General Relief	5	3.0%	6	3.7%	256	3.5%	330	4.5%
Food Stamps	46	28.0%	59	36.0%	1478	20.3%	1719	23.6%
TANF	7	4.3%	8	4.9%	389	5.3%	508	7.0%
SSI/SSDI	12	7.3%	13	7.9%	569	7.8%	686	9.4%
Other	16	9.8%	17	10.4%	858	11.8%	1069	14.7%
None	1	0.6%	2	1.2%	236	3.2%	269	3.7%
Total unique clients	164		164		7284		7284	

* Clients may endorse more than one financial source

Children, Youth and Families FSP Dashboard and Report

Reporting period: 07/01/2019-03/31/2020

Program Name: An FSP Program
Provider ID: 37__

Attendance	Program level				Systemwide level			
	Intake		Latest		Intake		Latest	
	#	%	#	%	#	%	#	%
Always	81	49.4%	84	51.2%	4043	55.5%	3929	53.9%
Most	62	37.8%	61	37.2%	2279	31.3%	2462	33.8%
Sometimes	15	9.1%	12	7.3%	462	6.3%	464	6.4%
Infrequent	5	3.0%	5	3.0%	218	3.0%	212	2.9%
Never	1	0.6%	2	1.2%	184	2.5%	159	2.2%
NA/Missing	0	0.0%	0	0.0%	98	1.3%	58	0.8%
Total unique clients	164		164		7284		7284	

Grades	Program level				Systemwide level			
	Intake		Latest		Intake		Latest	
	#	%	#	%	#	%	#	%
Very Good	20	12.2%	21	12.8%	928	12.7%	872	12.0%
Good	38	23.2%	45	27.4%	1902	26.1%	2161	29.7%
Average	49	29.9%	54	32.9%	2253	30.9%	2516	34.5%
Below Average	41	25.0%	31	18.9%	1532	21.0%	1249	17.1%
Poor	16	9.8%	13	7.9%	574	7.9%	433	5.9%
NA/Missing	0	0.0%	0	0.0%	95	1.3%	53	0.7%
Total unique clients	164		164		7284		7284	

Risk and protective factors	Program level				Systemwide level			
	Intake		Latest		Intake		Latest	
	#	%	#	%	#	%	#	%
Receive Special Ed for Serious Emotional Disturbance	7	4.3%	10	6.1%	552	7.6%	609	8.4%
Receive Special Ed for Another Reason	28	17.1%	30	18.3%	1304	17.9%	1306	17.9%
Have Substance Abuse Problem	5	3.0%	7	4.3%	347	4.8%	394	5.4%
Receive Substance Abuse Service	3	1.8%	4	2.4%	151	2.1%	240	3.3%
Have Primary Care Physician	147	89.6%	156	95.1%	6835	93.8%	7008	96.2%
Total unique clients	164		164		7284		7284	

Children, Youth and Families FSP Dashboard and Report

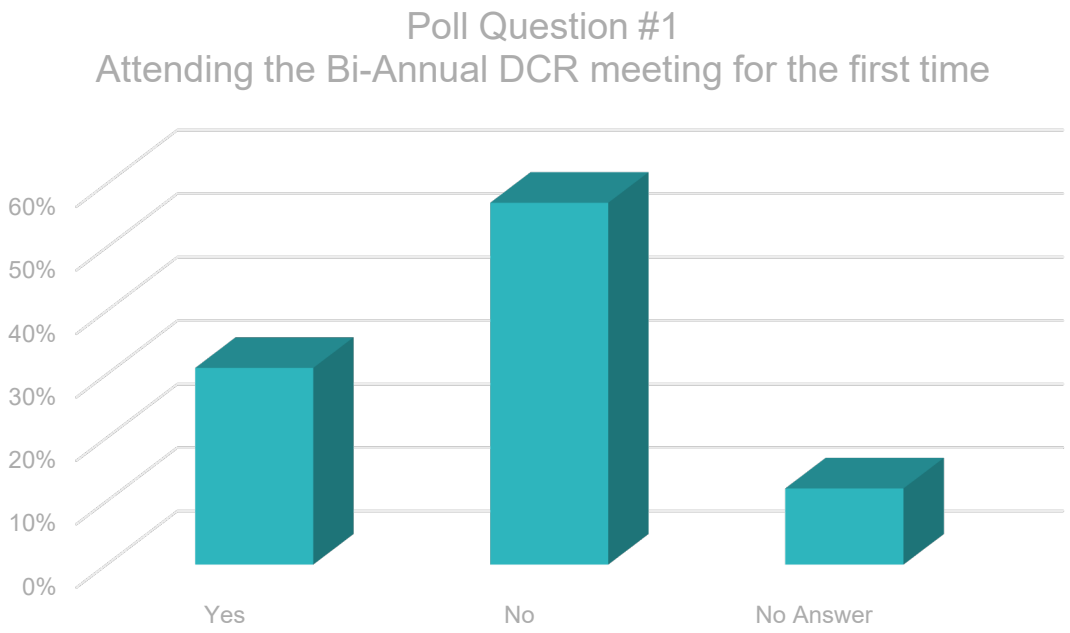
Reporting period: 07/01/2019-03/31/2020

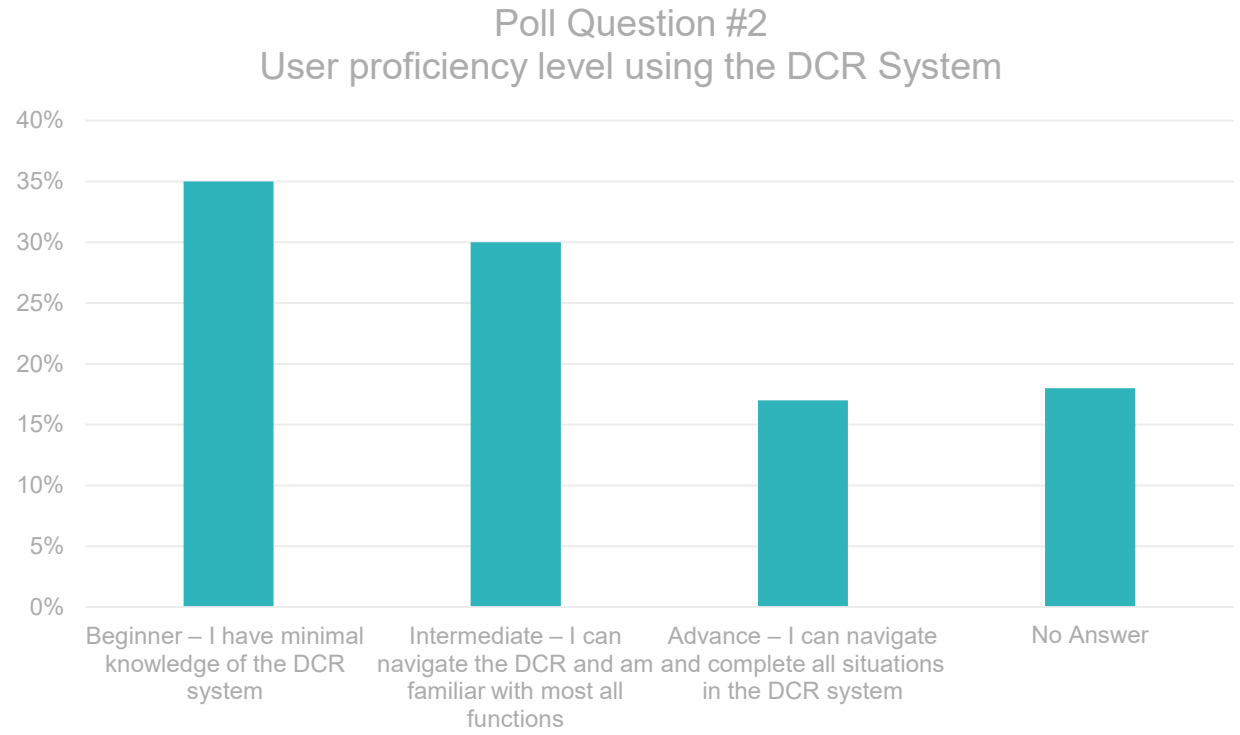
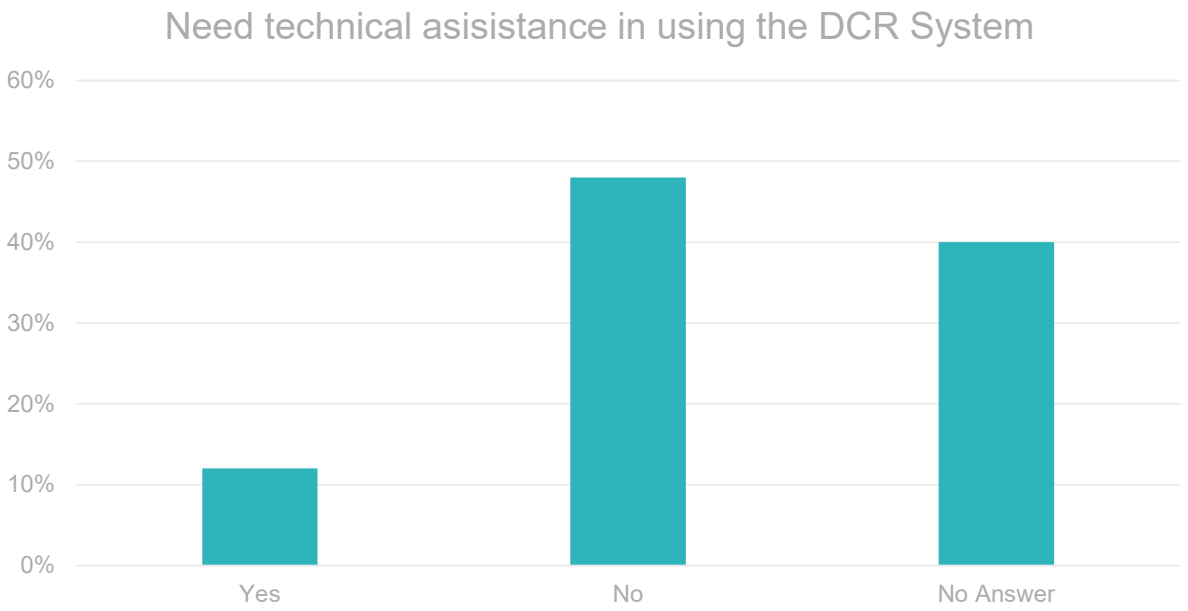
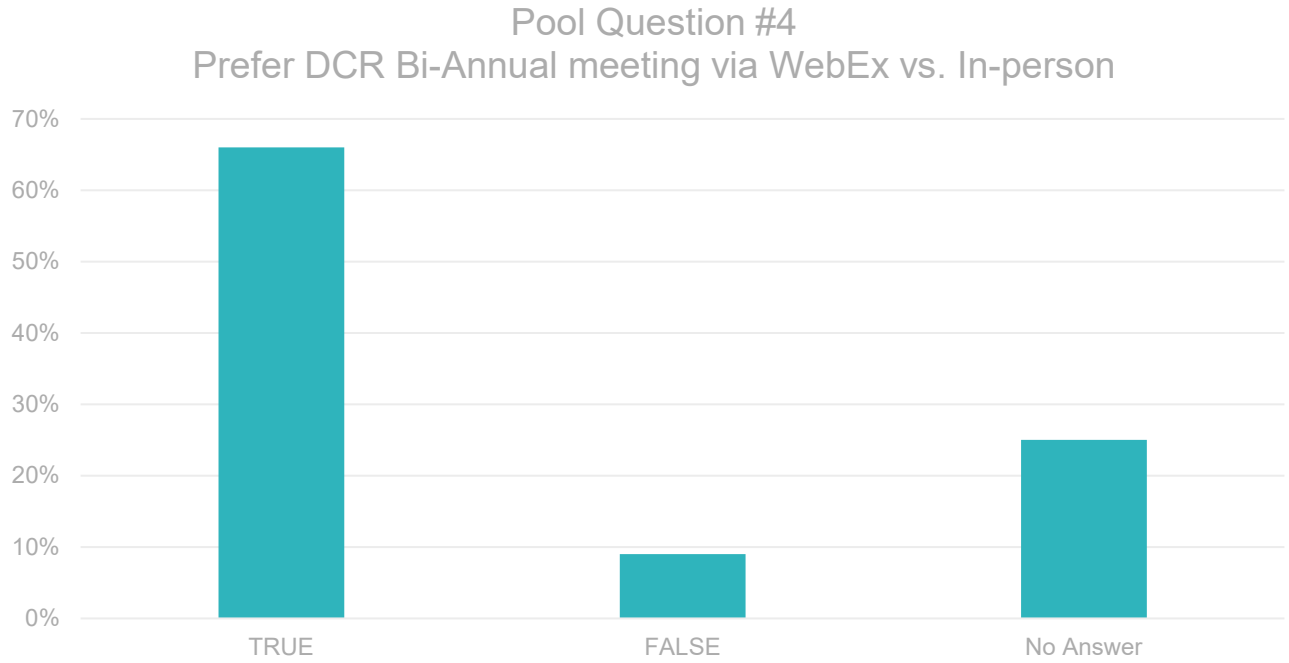
Program Name: An FSP Program
Provider ID: 37__

Risk and protective factors	Program level				Systemwide level			
	12 Months Prior		During Partnership		12 Months Prior		During Partnership	
	#	%	#	%	#	%	#	%
Expelled	3	1.8%	0	0.0%	192	2.6%	8	0.1%
Suspended	16	9.8%	2	1.2%	877	12.0%	106	1.5%
Homeless	2	1.2%	0	0.0%	201	2.8%	26	0.4%
Arrested	0	0.0%	1	0.6%	170	2.3%	8	0.1%
Justice Involved	0	0.0%	1	0.6%	112	1.5%	29	0.4%
Mental Health Emergency	11	6.7%	3	1.8%	674	9.3%	89	1.2%
Physical Health Emergency	14	8.5%	1	0.6%	609	8.4%	20	0.3%
Inpatient Psychiatric	2	1.2%	0	0.0%	227	3.1%	110	1.5%
Total unique clients	164		164		7284		7284	

Reasons for discharge	Program level		Systemwide level	
	#	%	#	%
Goal Met	37	52.1%	2074	52.0%
Target Criteria Not Met	1	1.4%	90	2.3%
Chose to Leave	21	29.6%	706	17.7%
Moved	6	8.5%	195	4.9%
Lost Contact	6	8.5%	742	18.6%
Placed In An Institution	0	0.0%	40	1.0%
Jail/Juvenile Hall/DJJ	0	0.0%	24	0.6%
Deceased	0	0.0%	1	0.0%
Unknown/Missing	0	0.0%	113	2.8%
Total unique discharged clients	71		3985	

POLL QUESTION #1 & #2





POLL QUESTION #3 & #4