



BHS PROVIDER UPDATES

2016-10



PATHWAYS TO WELL-BEING

QUARTERLY SERVICE REPORT (QSR)

WALKTHROUGH INSTRUCTIONS

Please note the attached are **finalized** Walkthrough Instructions to assist in compiling and documenting YTD ICC and IHBS client services.

The walkthroughs will provide detailed instructions on pulling the **Pathways to Well-Being** data that is now included on the QSR template. Within the QSR template, the **Pathways to Well-Being** section can be found in the “Data” tab.

- The attachment, **All ICC and IHBS Services Report Walkthrough**, is a revision of the original walkthrough sent in a previous e-mail dated 10/6/16. This information is used in order to track clients that are both open and not open to Child Welfare Services (CWS), and who are receiving ICC and/or IHBS services. Please enter this data on the line “YTD Total Clients”.
- The attachment, **Subclass Service Report for ICC and IHBS Walkthrough**, will assist in capturing data regarding Pathways to Well-Being Subclass clients. Please enter this data on the line “YTD Total Sub-Class Clients”.
- Line “YTD Total Non-CWS Clients” will then auto populate this sum.

The Walkthrough Instructions can be found at the Pathways to Well-Being webpage, <https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/workforce/pathways.html>, under Tools and Forms. Please contact your COR or **Pathways to Well-Being** Interim Program Manager, Mandy Kaufman, at Amanda.Kaufman@sdcounty.ca.gov with any questions.