



DCR BULLETIN

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



APRIL 2011

CALENDAR ITEMS: meetings, training, events

Monthly DCR Meeting

DATE: Friday, April 22, 2011 (PLEASE NOTE: 4th Friday in April)
TIME: 1:00 – 2:30 p.m.
LOCATION: Family Mosaic Project (FMP), 1309 Evans Avenue (2nd floor)
CONTACT: Ann Santos/Diane Prentiss

Monthly ICM-SOC Meeting

DATE: **Tuesday, April 12, 2011**
TIME: 2:00 – 3:30 p.m.
LOCATION: 1380 Howard Street, 4th Floor Main Conference Room
CONTACT: Sidney Lam, 415-255-3730, sidney.lam@sfdph.org

DCR Training: New Users and as a “Refresher Course”

DATE: **Friday, April 29, 2011**
TIME: 2:30 – 4:30 p.m.
LOCATION: 1380 Howard Street, 1st Floor Computer Training Room
CONTACT: Ann Santos

DCR CODING POLICY REMINDERS

“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.

“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.

WHO DO I CONTACT?

Primary DCR Support: **Ann Santos**, 415-255-3546, Ann.santos@sfdph.org
Backup DCR Support: Steve Solnit, 415-255-3696, steve.solnit@sfdph.org
MHSA Evaluation Questions: Diane Prentiss, 415-255-3696, diane.prentiss@sfdph.org
POQI/ITWS, LogIn & Password Support: 916-654-3117



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DCR CODING POLICY REMINDERS

“DISCONTINUATION Date” in the DCR

This date should be the same date used for the Closing Episode Date in AVATAR. The discontinuation date should be the last date in which the program had “face-to-face” contact with the partner.

“MHSA Stabilization Housing”: *For Partners who use Tay Housing or are at 990 Polk or are in Shelter/ Homeless*

When completing the KET:

- 1) Under the *Residential Information Section* choose the option:
Emergency Shelter/ Temporary Housing

-AND-

- 2) Under the *Change in Administrative Information Section* choose the option:
MHSA Housing Program—>Now enrolled in the MHSA Housing Program

Companion Guide for FSP Outcomes Assessments:

This is a companion guide for FSPs who would like more information regarding the DCR data and Outcomes assessment provided by the Department of Mental Health. You can access this guide at this website:

<http://www.dmh.ca.gov/POQI/docs/FSPCompanionGuide02072008.pdf>

Protected Health Information (PHI):

This is just a kind reminder that:

“...email is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect the message from non-authorized disclosure....”

Please speak to Ann Santos via phone first regarding DCR issues for specific partners. Please do not leave any PHI information on her phone message; however, she will contact & speak to you regarding the DCR issue.

MHSA WEBSITE:

The MHSA group (at CBHS) has launched an independent website that is very nicely designed & easy to access. Please check it out!—> <http://www.sfmhsa.org/index.htm>