



DCR BULLETIN

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



MAY 2011

CALENDAR ITEMS: meetings, training, events

Monthly DCR Meeting

DATE: Friday, June 17, 2011
TIME: 1:00 – 2:30 p.m.
LOCATION: SENECA Center, 2513 24th Street (24th & Potrero)
CONTACT: Ann Santos/Diane Prentiss

Monthly ICM-SOC Meeting

DATE: Tuesday, July 19, 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: July 2011, DATE TO BE DETERMINED
TIME: 2:30 – 4:30 p.m.
LOCATION: 1380 Howard Street, 1st Floor Computer Training Room
CONTACT: Ann Santos

DCR CODING POLICY REMINDERS

When creating a PAF for a new partner and the DCR system notifies you that the CSI number you entered is already in the system....

It usually means that the partner is already in the DCR, so you just have to find the existing record. Follow these steps:

1. Search for the partner by CSI number in the Active Client list
2. If not found, search for the partner by CSI number in the Inactive Client list
3. If still not found, call Ann Santos from DCR Support to see if the client is registered in another FSP program.

Before discontinuing a partner...

Complete all KETs and missing quarterlies for the partner. Please note that you will be unable to enter any additional KETs once the partner has been discontinued.

When choosing a residential setting of “other” in a PAF or KET....

Please contact Ann Santos, DCR Support. By contacting Ann, you help the MHSA Evaluation Team better understand under what circumstances a residential setting of “other” is chosen. In some cases, an existing setting may work better.

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



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DCR CODING POLICY REMINDERS

"KETs":

Complete a KET ONLY when a partner/client

Partnership Status:

- Discontinues/Interrupts enrollment
- Reestablishes with FSP
- Is assigned a different PSC
- Transfers to a new FSP/ICM

Residential Settings:

- Changes to a new type of residence
- Is hospitalized over night
- Is in jail over night

Education:

- Completes grade level (Child/Youth & TAY)
- Gets suspended or expelled (Child/Youth & TAY)
- Completes Course/Degree
- Enrolls in school or leaves school

Employment

- Starts or ends a paid or volunteer position
- Changes hours/week or hourly wages

Legal Issues/Designation:

- Is arrested
- Changes probation or parole status
- Changes payee, Dependent (W&I Code) status, or Conservatorship

Emergency Intervention:

- Has a physical health emergency
- Has a mental health/ substance abuse emergency