BHS Provider Updates

2014-2



CWS Katie A. Identifier in Anasazi Client Categories Maintenance

Thank you so much for your diligence in identifying youth eligible for enhanced services (subclass) in Anasazi. As you may know, this is one of the primary ways for BHS to collect data in order to report to the state San Diego County's progress with implementation of *Pathways to Well-Being*, so it is extremely important that the data is entered correctly.

Staff may come across youth in Anasazi that have a new identifier in the Client Categories Maintenance section- this new identifier is "CWS Katie A. Subclass". This identifier is used by specific administrative staff for identifying youth that are receiving Pathways services through CWS.

If you come across this identifier, with a current effective date, while attempting to flip the "Katie A Subclass" or "Katie A Class" switch, please do the following:

- In the "CWS Katie A Subclass" line, under the column "End Date", click and enter the date that you identified the youth as subclass in your program -- This will give an end date to the CWS identifier.
- Tab until you are taken to the line below and proceed as you typically would by selecting "Katie A Subclass" or "Katie A Class" and the effective date for your program.
- Then select the "Exit" button at the bottom of the screen

If you come across this identifier, with a current effective date, and the youth is *no longer* "Katie A subclass" or "Katie A Class", please do the following:

- In the "CWS Katie A Subclass" line, under the column "End Date", click and enter the date that you identified that the youth is no longer eligible for enhanced services (subclass) or open to CWS (class).
- Tab until you are taken to the line below. This will save the information that you entered.
- Then select the "Exit" button at the bottom of the screen

Please note: Providers will *not* be using this new CWS identifier other than selecting an end date—please continue to only use the "Katie A Subclass" or "Katie A Class" identifiers for the purposes of flipping the switch in Anasazi.