

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

**May 18, 2021
 2:00 PM to 4:00 PM**

1	Welcome <ul style="list-style-type: none"> • WebEx Housekeeping • The DCR System • Staffing Updates 	Wendy Maramba, Chief / BHS
2	Roles & Responsibilities	Alfredo Villalba, AA III
3	Updates and Reminders <ul style="list-style-type: none"> • Revised DCR Access Request Form • DCR Support Team’s email address • Communication Between Programs • County Transport Layer Security (TLS) 	CYF DCR Support Team
4	FSP Quarterly Report Data Compliance Trend	Anh Tran, CASRC Research Associate
5	Training Modules	Kate McDonald, DrPH CASRC Senior Mental Health Researcher
6	Questions and Answers	
7	FSP/DCR Support Staff Noelita ‘Noe’ Robeniol Lead CYF FSP Support Analyst (619) 584-5097 Noelita.Robeniol@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@health.ucsd.edu Anh Tran CASRC Research Associate alt041@health.ucsd.edu	
8	Next Meeting Announcement – Tentatively October 2021	



Children, Youth and Families DCR Support Team

The CYF DCR Support Team should be the first point of contact for all DCR related issues and requests, and will address issues regarding, but not limited to:



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



- Roster Maintenance
- Biannual Meeting
- Using DCR System
- User IDs
- Reset Passwords
- Training Modules Assistance

What if I 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)

Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Add Request Form

Add DCR access and/or be added to the Partnership Service Coordinator (PSC) Assignment List

1. Complete the following information:

First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
Type of Access:			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	Add to PSC Assignment List	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
Type of Access:			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	Add to PSC Assignment List	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
Type of Access:			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	Add to PSC Assignment List	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
Type of Access:			
DCR Data Entry	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	Add to PSC Assignment List	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No

2. Email the completed form to CYF DCR Support Team: BHS.CYF.DCR.Support@sdcounty.ca.gov. Click on the 'Submit' button below to initiate the email process. The CYF DCR Support Team will process the request in the State BHIS and inform the State Department of Health Care Services (DHCS).
3. DHCS will create username and temporary password and will send an encrypted e-mail to the user's work e-mail address generally within 3-5 business days. User will need to change this temporary password into a permanent password using the link given in the encrypted e-mail. Only after a permanent password is created can the user log onto the BHIS Portal with the username and password.
4. Upon receiving DHCS approval, the user will be able to access DCR through BHIS and conduct data submission responsibilities.

Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Terminate Request Form

Terminate – DCR access no longer needed; Remove from Partnership Service Coordinator (PSC) Assignment List

1. Prior to requesting termination of a DCR User, ensure all **ACTIVE** partners/clients are transferred to other staff within your program. **IMPORTANT:** *Termination requests will not be completed by the CYF DCR Support Team for any PSC or DCR User who has active partner/client assignments showing in the DCR system at the time of request.*
2. Complete the following information:

First/Last Name		
Job Title		
Program Name		
Effective Date		
Deactivation Reason	<input type="checkbox"/>	User no longer employed in the organization
	<input type="checkbox"/>	User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/>	Other
Check box to confirm	<input type="checkbox"/>	DCR User / PSC does not have current partners assigned
First/Last Name		
Job Title		
Program Name		
Effective Date		
Deactivation Reason	<input type="checkbox"/>	User no longer employed in the organization
	<input type="checkbox"/>	User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/>	Other
Check box to confirm	<input type="checkbox"/>	DCR User / PSC does not have current partners assigned
First/Last Name		
Job Title		
Program Name		
Effective Date		
Deactivation Reason	<input type="checkbox"/>	User no longer employed in the organization
	<input type="checkbox"/>	User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/>	Other
Check box to confirm	<input type="checkbox"/>	DCR User / PSC does not have current partners assigned
First/Last Name		
Job Title		
Program Name		
Effective Date		
Deactivation Reason	<input type="checkbox"/>	User no longer employed in the organization
	<input type="checkbox"/>	User no longer require access to any of the systems; within BHIS
	<input type="checkbox"/>	Other
Check box to confirm	<input type="checkbox"/>	DCR User / PSC does not have current partners assigned

3. Email the completed form to the CYF DCR Support Team: BHS.CYF.DCR.Support@sdcounty.ca.gov. Click the 'Submit' button below to initiate the email process.
4. Unless notified by the CYF DCR Support Team, the request will be processed and completed action should be verified through review of the DCR system by the requesting program within 3-5 business days.

County TLS Email Encryption

The County has established a secured email connection called Transport Layer Security (TLS) email encryption between the Business Partner/Legal Entity and the County. This means that all email sent between the County staff and the business partner staff will automatically be encrypted in transit over the Internet.

County TLS email encryption works only between the County and the County approved Business Partner/Legal Entity. If you are sending emails between agencies other than the County the email will not be encrypted. Therefore, if you need to send an email that contains confidential information to another agency please ensure that your email account is set up with email encryption services (mandatory or optional) to be able to send an encrypted email.

For more information on TLS, please send an email to BHS.CYF.DCR.Support@sdcounty.ca.gov

