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Chapter 1: Acknowledgements

1 Acknowledgements

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## 2 Definitions and Abbreviations

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<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>IADL</td>
<td>Instrumental Activities of Daily Living</td>
</tr>
<tr>
<td>KET</td>
<td>Key Event Tracking</td>
</tr>
<tr>
<td>MH</td>
<td>Mental Health</td>
</tr>
<tr>
<td>MHSA</td>
<td>Mental Health Services Act</td>
</tr>
<tr>
<td>MHBG</td>
<td>Mental Health Services Block Grant</td>
</tr>
<tr>
<td>MHP</td>
<td>Mental Health Plan</td>
</tr>
<tr>
<td>MHSIP</td>
<td>Mental Health Statistics Improvement Program</td>
</tr>
<tr>
<td>Older Adult</td>
<td>Older Adults of Ages 60+</td>
</tr>
<tr>
<td>PAF</td>
<td>Partnership Assessment Form</td>
</tr>
<tr>
<td>Partner</td>
<td>A Client of the Full Service Partnership</td>
</tr>
<tr>
<td>PC</td>
<td>Penal Code</td>
</tr>
<tr>
<td>POQI</td>
<td>Performance Outcomes and Quality Improvement</td>
</tr>
<tr>
<td>ro</td>
<td>Read Only (Authority)</td>
</tr>
<tr>
<td>RO</td>
<td>Read Only (Role)</td>
</tr>
<tr>
<td>rw</td>
<td>Read/Write (Authority)</td>
</tr>
<tr>
<td>RW</td>
<td>Read/Write (Role)</td>
</tr>
<tr>
<td>SED</td>
<td>Seriously Emotionally Disturbed</td>
</tr>
<tr>
<td>TAY</td>
<td>Transitional Age Youth (Ages 16 – 25)</td>
</tr>
<tr>
<td>TOC</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>WIC</td>
<td>California Welfare and Institution Code</td>
</tr>
<tr>
<td>XML</td>
<td>Extensible Markup Language</td>
</tr>
<tr>
<td>XSD</td>
<td>XML Schema Definition</td>
</tr>
<tr>
<td>YSS-F</td>
<td>Youth Services Survey for Families</td>
</tr>
</tbody>
</table>
Chapter 3: FSP DCR - Background Information

3 FSP DCR - Background Information

3.1 Overview of FSP Program
County Mental Health Plans (Counties) receive State-based funding for Mental Health services as a result of California Proposition 63 (now known as the Mental Health Services Act or MHSA), passed in November of 2004. MHSA provides increased funding to support California’s County Mental Health programs.

The MHSA imposes a one percent income tax on personal income in excess of $1 million to address a broad continuum of prevention, early intervention and service needs and the necessary infrastructure, technology and training elements that will effectively support this system, with the purpose of promoting recovery for individuals with serious mental illness.

Counties develop customized plans for Mental Health Partner service in accordance with State requirements, including that it must provide for significant local stakeholder input and involvement.

MHSA also funds a special program called the Full Service Partnership (FSP). FSP programs provide a full spectrum of Mental Health services to:
1. Children/youth (ages 0 – 15).
2. Transition age youth (TAY) (ages 16 – 25) who are seriously emotionally disturbed.
3. Adults (ages 26 – 60).
4. Older Adults (ages 60+) who have a serious mental disorder; all of which are referred to as Partners in the program.

Note: Additional criteria, described in Welfare and Institution Code (WIC) §5600.3, must also be met.

A basic principle of the program is its flexible funding, which assures that counties may provide whatever services are necessary to help the individual access needed resources.

Services offered by local programs include:
- Assessing the individual’s needs
- Providing shelter/housing
- Establishing identification and legal assistance needs
- Providing food, clothing, showers, medical, psychiatric, dental care, alcohol/drug treatment, and social rehabilitation.
3.2 History of the FSP DCR

The MHSA Section 5892(d) allowed investing some portion of the MHSA funds on administrative (technological) needs to ensure adequate research and evaluation regarding the effectiveness of services being provided and the achievement of the outcome measures.

In 2005, the Department of Mental Health (DMH) was permitted funding to develop the FSP Data Collection and Reporting (DCR) system.

By January 1, 2006, the interim FSP DCR was available for county use, and 10 counties used the interim FSP DCR.

In June 2007, an enhanced version of the FSP DCR was made available, which allowed counties to key-enter data or upload data via XML batch upload. DMH worked with counties to develop data validation rules, fixes and enhancements to the FSP DCR as reflected by the updated versions of the FSP DCR released in:

- July 2007
- October 2007
- February 2008
- March 2008
- May 2008
- July 2008
- September 2008
- October 2008
- March 2009
- April 2009
- July 2009
- October 2009
- January 2010
- March 2010
- June 2010
- October 2010

This user manual for the FSP DCR currently reflects capabilities in the FSP DCR for Version 3.5.5 released October 2017.

The FSP DCR system was migrated to the Department of Health Care (DHCS) from DMH. Because of this, the acronym DMH has been replaced with DHCS. However, there are still areas of the organization that are still referred to as DMH for purposes of clarification. DHCS is currently maintaining and supporting the system.
3.3 Data Collection and Reporting Forms for FSP

Counties report Partner information and outcomes of the FSP program directly to the FSP DCR system. Current regulations require:

- Counties to collect Partner outcome FSP data (CCR Title 9 § 3620.10) and submit it to DHCS within 90 days (CCR Title 9 § 3530.30).
- Counties submit data for three different types of Partner assessments into the FSP DCR through an online interface or by XML file submission. Through the FSP DCR system:
  1. The Partnership Assessment Form (PAF) gathers baseline information about the Partner
  2. The Key Event Tracking (KET)
  3. The Quarterly Assessment (3M) gather follow up information.

The questions on the each of the PAF, KET and 3M forms may differ slightly depending on the four age groups:

1. Child/Youth (ages 0 – 15).
2. TAY (ages 16 – 25).
3. Adult (ages 26 – 60).
4. Older Adult (ages 60+).

There are individual forms for each Partner assessment type and age group, resulting in 12 different forms for data collection:

1. PAF for Child/Youth.
2. PAF for TAY.
3. PAF for Adult.
4. PAF for Older Adult.
5. KET for Child/Youth.
6. KET for TAY.
7. KET for Adult.
8. KET for Older Adult.
9. 3M for Child/Youth.
10. 3M for TAY.
11. 3M for Adult.
12. 3M for Older Adult.

Note: Go to the Full Service Partnership (FSP) Data Collection and Reporting (DCR) Data Dictionary document for an example of each form. This document in under Construction.
Chapter 4: System Requirements

4 System Requirements
Workstations must meet system requirements as noted in this chapter.

1. Microsoft Windows Operating System using Internet Explorer version 11 or later.
2. Minimum 1024 x 768 recommended resolution.

4.1 Web Browser Configurations
There are also a number of web browser configurations that must be made:

1. Adding BHIS as a Trusted Site
2. Configuring the Pop-up Blocker
3. Enabling Cookies in Internet Explorer

4.1.1 Adding BHIS as a Trusted Site
Click on the Tools menu by clicking on the Gears Icon

1. Select: Internet options.
Chapter 4: System Requirements

2. Select the Security tab.
3. Select “Trusted sites” from the available security zones.
4. Click [Sites].

1. Enter the BHIS website: https://bhis.dhcs.ca.gov, to Add this website to the zone textbox.
   
   **Note:** Do not forget that the website address should start with: https (you might have to add the’s’!)

2. Click [Add]. This website should now be shown under Websites.
3. Click [Close] and [OK].

![Figure 6: Internet Options](image)

![Figure 7: Trusted Sites](image)
4.1.2 Configuring the Pop-up Blocker
In order for the BHIS system to operate correctly, Pop-up Blocker must be configured for the BHIS website.

1. Click on the Tools menu by clicking on the Gears Icon
2. Select: Internet options.
3. On the Privacy tab, select the check box to “Turn on Pop-up Blocker” under Pop-up Blocker.

4. Click [Settings] on the Pop-up Blocker Settings page, enter the BHIS website: http://appdir.dhcs.ca.gov/bhis/Pages/default.aspx into the “Address of website to allow” field.

   **Note:** Do not forget that the website address should start with: https (you might have to add the’s’!)

5. Click [Add]. The website should now be shown in the Allowed Sites listing.
6. Click [Close] and [OK].
Chapter 4: System Requirements

4.1.3 Enabling Cookies in Internet Explorer

The BHIS website uses cookies. These must be enabled in order for the site to operate properly. If cookies are not enabled, you will not be able to access the system and may receive one of the following messages after entering your username and password.

4.1.3.1 Error Messages When Cookies Are Disabled

- Access to BHIS is denied
- Cookies must be enabled
- Please login before trying to enter BHIS.

4.1.3.2 How to Modify Cookie Settings Within Internet Explorer

1. Click on the Tools menu by clicking on the Gears Icon
2. Select: Internet options.
3. On the Privacy tab, click [Sites].
4. Enter the “address of website:

   (http://appdir.dhcs.ca.gov/bhis/Pages/default.aspx)

   ![Figure 10: Privacy Action - Manage Sites](image)

5. Click [Allow] and [OK].
Chapter 4: System Requirements

6. Click [Advanced].

7. Select ‘Accept’ for First – and Third party Cookies.
8. Select the check box for: “Always allow session cookies”.
9. Click [OK].

Note: For additional issues with cookies, please Go to the browser’s help.

Note: If cookies are not allowed for the BHIS website, Go to the online help from Microsoft.
5 Introduction to the FSP DCR Application

The following chapter provides an introduction to the types of data, the relationship between the data and the requirements of the data collected by the FSP DCR.

5.1 Support

To provide feedback, comments and input regarding the FSP DCR, contact the support group at mhsadcrsupport@dhcs.ca.gov.

5.2 How to Access FSP DCR

There are two ways to get data in to DCR from the Counties:

1. **DCR Online system.** Enter information directly in the application using the BHIS portal to access the FSP DCR Application.

2. **DCR XML Batch Submission Process** (County must be certified and user must have RW role) In BHIS, go to Transfers and select ‘Upload FSP XML Files’
Chapter 5: Introduction to the FSP DCR Application

Figure 1: DCR Process Flow
Chapter 5: Introduction to the FSP DCR Application

5.2.1 Session Time Limit

- The FSP DCR will allow 20 minutes to complete or save the PAF or it will “time out”. A dialog box is shown when you have 5 minutes or less remaining, and you will be able to renew your session.

> Figure 2: Session Expiration Warning

- When the FSP DCR logs you off after running out of time, you will lose all work you have done since you last saved the PAF
- Once you save or submit the incomplete PAF, you will be able to return to the pending PAF for that Partner at any time and continue entering PAF information
- The time limit will still apply, so always save any information you have completed before stepping away from the FSP DCR application.

5.3 Functions of FSP DCR

The following functions have been implemented in the FSP DCR application:

1. Programs
2. Partner Demographics.
3. Partner Outcomes.
4. Data Collection Intervals.
5. Customizable Fields.
8. Data Extraction.

The FSP DCR application is designed so that FSP Partners can be added, tracked and updated in the FSP DCR system.

5.3.1 Programs

The FSP DCR system associates each Partner with one of the county’s FSP programs. There is also an option to associate a Partner with:

1. Standard programs of former AB2034
2. Governor’s Homeless Initiative (GHI)
3. MHSA Housing Program.
Chapter 5: Introduction to the FSP DCR Application

The FSP DCR also provides the option of:

1. Associating a Partner with one provider
2. Assigning a Partner to one Partnership Service Coordinator (PSC)

Note: At any time, a Partner can be switched between county programs, providers and PSCs or enrolled/discontinued from the standard programs.

5.3.2 Partner Demographics

The FSP DCR application collects information about the Partner’s name, and it requires a Date of Birth to calculate the age group of the Partner.

- The age group of the Partner helps the FSP DCR to identify the correct form fields which vary by age groups.
- Minimal other demographic information about the Partner is reported to the FSP DCR directly, and when a Client Services Information (CSI) number is provided in the FSP DCR application, an automated link to the DHCS CSI database populates the gender, race, ethnicity and CSI date of birth fields of the FSP DCR.

5.3.3 Partner Outcomes

1. The FSP DCR application collects information about a Partner at intake through a PAF. The PAF includes information about the Partner’s current status, the status in the 12 months before enrollment, and the status prior to the last 12 months.

   Information is collected in the following domains:
   - Residential Housing
   - Employment
   - Education
   - Financial Support
   - Health Status
   - Emergency Intervention
   - Substance Abuse
   - Legal Issues
   - Activities of Daily Living (ADL) (for older adults only)
   - Instrumental Activities of Daily Living (IADL).

2. Other changes in status are collected on an ongoing basis via the KET form as certain key events occur.
3. The information is updated quarterly via the 3M form.
Chapter 5: Introduction to the FSP DCR Application

5.3.4 Data Collection Intervals
Questions for each domain are collected at various intervals depending on the nature of the information being collected.

- Baseline information in relation to all questions is collected at Partner intake via the PAF.
- Questions in which it is important to know the date the event occurred are collected via the KET forms.
- All other questions are collected only at intake via the PAF or on intake via the PAF and then quarterly via the 3M.

Note: Other than Partnership information variables, no information for a particular question is visible on both the KET and 3M.

5.3.5 Customizable Fields
The FSP DCR also allows data to be collected in six customizable fields called county-use fields.

- There are three county-use text fields which allow information about the Partner to be collected and tracked via the KETs.
- There are also three county-use text fields which allow information about the Partner to be collected and tracked via the 3Ms.

5.3.6 Data Quality
The FSP DCR has many data validation rules which are designed to ensure only correct data is stored in the database. Error messages are generated and data is rejected when a user tries to enter invalid information.

5.3.6.1 The FSP DCR
- Identifies when there is missing data on the PAF through the PAF status notification.
- Provides a notification list when there are missing quarterly assessments.
- Provides a notification list when the data indicates that a Partner is at a temporary residential for more than 30 days, suggesting that this data should be validated.
Chapter 5: Introduction to the FSP DCR Application

5.3.7 Data Security Features

All users of the FSP DCR are assigned a role and a group for data security. The groups determine which data the user can access through the FSP DCR interface, and the roles determine the level of authority a user has to make changes to that data.

Table 1: Level of Access and Authority to DCR Webpages by User Roles

<table>
<thead>
<tr>
<th>Menu</th>
<th>Submenu</th>
<th>RO</th>
<th>RW</th>
<th>CA-RO</th>
<th>CA-RW</th>
<th>SSA</th>
<th>SFG</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCR Home</td>
<td>1. DCR Home</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td>Partnerships</td>
<td>1. Add New Partner</td>
<td>-</td>
<td>RW</td>
<td>-</td>
<td>Ro</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>2. Manage Active Partners</td>
<td>ro</td>
<td>RW</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>3. Inactive Partners</td>
<td>ro</td>
<td>RW</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td>Transfers</td>
<td>1. Download FSP Data Files</td>
<td>ro</td>
<td>ro</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>2. Upload FSP XML Files</td>
<td>-</td>
<td>RW</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reports</td>
<td>1. Assessment Counts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>2. User Roles By County</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td>Admin</td>
<td>1. Forms - Printer Friendly</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>2. View/Share FSP Groups</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>rw*</td>
<td>ro</td>
<td>rw</td>
</tr>
<tr>
<td></td>
<td>3. System Messages</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>rw</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>4. Manage Roles</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>5. Add/Edit County</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>6. Manage Groups</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>rw</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>7. Manage PSCs</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>rw</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Help</td>
<td>1. DCR User’s Manual</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>2. Training</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>3. Contact Us</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
</tbody>
</table>

- A dash (-) symbolizes that a user with only that role cannot see or access the submenu (has no access or authority for the submenu). When a user cannot access or see any submenus for a main menu, then the main menu will also become unavailable to the user.
- A notation of ‘ro’ (read only) defines that the user can access the information on the webpage but cannot make any changes to the information (has access but no authority to make changes).
- A notation of ‘rw’ (read/write) defines that a user has the highest level of access and authority and can view the information and make changes. When a user is assigned multiple roles, the user will assume the highest level of access and authority for each submenu that is available to any of the assigned roles.

Note: rw* for ‘View/Share FSP Groups’ is only if you are also assigned to the correct ‘Group’.
5.3.8 Data Extraction
The DCR application allows the user with an RW role to download all of the data for their assigned group, in .CSV or .XML files. A user with a countywide group can download all of the data for the county. The data can then be used with other software packages for analysis.

5.4 FSP DCR Data Hierarchy
Data is reported to the FSP DCR through the BHIS website.

The BHIS website allows Department of Health Care Services (DHCS) and business Partners (counties, vendors, state departments, etc.) to securely report and access various DHCS systems over the Internet.

5.4.1 Categories of Data
2. Internally Generated Fields.
3. CSI-linked Fields.
4. Partner’s History Fields (collected only on PAF).
5. Domain Type A Fields (collected on PAF & KET).
6. Domain Type B Fields (collected on PAF & 3M).

General Partnership Information & Administrative Data Fields
- County
- Partner’s FSP Program ID
- Partner’s Partnership Service Coordinator (PSC) ID
- Partner’s First Name and Last Name
- Partnership Date
- Partner’s Date of Birth
- CSI County Client Number (CCN)
- County Partner ID
- Provider Number / NPI
- Who referred the Partner
- Other Programs (FORMER AB2034, GHI, MHSA)
- Discontinue Reason (only when a Partner is discontinued).
Chapter 5: Introduction to the FSP DCR Application

Figure 3 illustrates the FSP DCR data hierarchy for relevant fields depicted.

- When a Partnership is initiated in the FSP DCR, information is required on a PAF specific to the Partner’s age group.
- The Partner’s FSP Program ID and PSC ID fields are populated from a drop-down list of values, and the values for these fields must be created in the database before the Partnership can be established in the database.
- There are a total of six fields which are required to start a Partnership in the database, and all other fields are optional and can be added to or updated on the PAF after the Partnership is established and while the PAF is pending.
- When a PAF is incomplete, it has a PAF Status of “Pending”, and fields on the PAF can be changed. After the PAF has been completed, which must include a valid CSI CCN, the PAF Status can be set to “Complete” or “Certified Complete”. This can only be done by a user with the CA-RW role.
- Changes to the all other information about the current status of the Partner are then tracked through the KET or 3M forms.

Table 2-1 summarizes the details of the FSP DCR field characteristics described subsequently.

5.4.2 FSP DCR Database

Before a Partner can be added to the FSP DCR database, the following must exist in the database:

- County
- Partner’s FSP Program ID
- Partner’s PSC ID.

**Note:** Go to Enrolling and Certifying a County for details about creating FSP Programs IDs.

**Note:** Go to Adding and Managing DCR Users for details about creating the PSC IDs.

5.4.2.1 Required Fields

When a Partnership is established, the following fields are required fields:

- County (automatically populated)
- Partner’s First Name and Last Name
- Partnership Date
- Partner’s Date of Birth
- Partner’s FSP Program ID
- Partner’s PSC ID.
Chapter 5: Introduction to the FSP DCR Application

5.4.2.2 Optional Fields
When a Partnership is established, the following administrative fields are optional fields:

- CSI CCN
- County Partner ID
- Provider Number / NPI
- Who referred the Partner
- Other Programs (FORMER AB2034, GHI, MHSA)
- Partner’s History
- PAF Domain Type A and Type B.

5.4.2.3 On Original PAF and Updates
A Partner can be associated with only one of the following at a time, and changes can only be made to these values on the original PAF. All updates to these fields on the PAF will automatically show on all new or existing KETs and 3Ms:

- Partner’s First Name and Last Name
- Partner’s Date of Birth
- CSI County Client Number
- County Partner ID
- Who referred the Partner
- Partner’s History.

**Note:** When correcting a Partner’s birth date on the PAF, the age group for the Partner at the time the Partnership was established could change. If a correction to the birth date results in a change of age group at the time of the Partnership, the PAF form will not update to the appropriate PAF type to accommodate the change. Therefore, in this case, the Partner should be deleted and recreated in the FSP DCR.

**Note:** Go to Data Correction for further information about deleting and recreating Partners and correcting data.

5.4.2.4 Tracking Changes
A Partner can be associated with only one of the following at a time, and dates of changes to these fields can be tracked through the KETs or 3Ms:

- Partner’s FSP Program ID
- Partner’s PSC ID
- Provider Number / NPI
- Other Programs (FORMER AB2034, GHI, MHSA)
- Domain Type A and Type B.
5.4.2.5 Auto Generated Fields

In addition, the following fields are automatically generated in the FSP DCR when the Partnership is established:

- Global ID = FSP DCR Partner Identifier
- Assessment ID = FSP DCR ID for assessment
- PAF Status = Identifies if PAF is fully completed
- Partnership Status = Active
- Created Date = Date the record was entered into the FSP DCR
- Age Group = Automatically generated from Date of Birth (Child/Youth, TAY, Adult, Older Adult)
- Assessment Type = PAF, KET, 3M
- Assessment Source = DCR Online System, XML Batch Update, Legacy/DCR Interim System
- CSI-linked Fields (when valid CSI CCN is provided)
  - Gender
  - CSI Date of Birth
  - Race
  - Ethnicity.

DCR Tip:
The CSI database may be further behind in reporting, and when this happens, DCR may provide a message that the CSI number is not valid as the number does not match anyone in the CSI database. If this message is received, please continue entering information for the partner. Once the CSI data catches up, the partner will automatically be matched and the error will resolve itself.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Value Must Exist in Database</th>
<th>Required Field</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Yes</td>
<td>Yes</td>
<td>Can’t be changed</td>
</tr>
<tr>
<td>Partner’s First and Last Name</td>
<td>No</td>
<td>Yes</td>
<td>Only on original PAF</td>
</tr>
<tr>
<td>Partner’s Date of Birth</td>
<td>No</td>
<td>Yes</td>
<td>Only on original PAF</td>
</tr>
<tr>
<td>Partnership Date</td>
<td>No</td>
<td>Yes</td>
<td>Can’t be changed</td>
</tr>
<tr>
<td>County Partner ID</td>
<td>No</td>
<td>No</td>
<td>Only on original PAF</td>
</tr>
<tr>
<td>Who referred the Partner</td>
<td>No</td>
<td>No</td>
<td>Only on original PAF</td>
</tr>
<tr>
<td>Partner’s History Fields</td>
<td>No</td>
<td>No</td>
<td>Only on original PAF</td>
</tr>
<tr>
<td>CSI County Client Number (CCN) and CSI-linked fields</td>
<td>Yes - Partner must be in CSI</td>
<td>No</td>
<td>Only on original PAF</td>
</tr>
<tr>
<td>Partnership Program ID</td>
<td>Yes</td>
<td>Yes</td>
<td>Tracked on KETs</td>
</tr>
<tr>
<td>Partnership Service Coordinator ID</td>
<td>Yes</td>
<td>Yes</td>
<td>Tracked on KETs</td>
</tr>
<tr>
<td>Provider Number / NPI</td>
<td>No</td>
<td>No</td>
<td>Tracked on KETs</td>
</tr>
<tr>
<td>Other Programs (FORMER AB2034, GHI, MHSA)</td>
<td>No</td>
<td>No</td>
<td>Tracked on KETs</td>
</tr>
<tr>
<td>Internally Generated Fields (e.g., Age Group)</td>
<td>n/a</td>
<td>n/a</td>
<td>Internally Generated</td>
</tr>
<tr>
<td>Domain Type A</td>
<td>No</td>
<td>No</td>
<td>Tracked on KETs</td>
</tr>
<tr>
<td>Domain Type B</td>
<td>No</td>
<td>No</td>
<td>Tracked on 3Ms</td>
</tr>
</tbody>
</table>
Chapter 2: Introduction to the FSP DCR

Figure 3: Data Hierarchy
5.5 Age Groups
When a Partner is first registered in the FSP DCR system, the Partner is automatically assigned to one of the four age groupings specified in the MHSA Three-Year Program and Expenditure Plan Requirements document.

- Information is collected on the Partner through FSP DCR forms specific to each age group.
- If a Partner “ages up” from one age group to another (e.g., has a birthday and turns from 15 to 16, aging out of Child / Youth group to the TAY group), then all KETs and 3Ms collected after the Partner ages up will reflect the new age group for the Partner.

These are the four different age groups:

2. Transition Age Youth (Ages 16-25).
3. Adults (Ages 26-59).
4. Older Adults (60+).

5.6 Outcome Domains
The FSP DCR is designed to collect information on the Partner’s history, the current status and the status during the FSP program.

*The information collected is broken into ten outcome domains described in*

Table 2: Available Outcome Domains.

- Domain Type A are collected on the PAF and KET.
- Domain Type B are collected on the PAF and 3M.
- The Partner’s historical information for a domain is collected only on the PAF.

**DCR Tip:**
Please make sure the partner’s Data of Birth is correct when creating the partnership. The Partner’s Date of Birth **cannot** be corrected because the partner’s type of form is determined by his/her age group, relying on the Date of Birth. If it is found to be incorrect after the partnership is established in DCR, then the entire partnership must be deleted and recreated with the correct birthdate.
Chapter 5: Introduction to the FSP DCR

<table>
<thead>
<tr>
<th>Domain</th>
<th>Type</th>
<th>Is Past History Collected on PAF?</th>
<th>Collected On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>A</td>
<td>Yes</td>
<td>PAF &amp; KET</td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o School Enrollment and Graduation/Completion Dates</td>
<td>A  B</td>
<td>Yes Yes</td>
<td>PAF &amp; KET</td>
</tr>
<tr>
<td>o Grades, Attendance and Special Education Assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td>A</td>
<td>Yes</td>
<td>PAF &amp; KET</td>
</tr>
<tr>
<td>Financial Support</td>
<td>B</td>
<td>Yes</td>
<td>PAF &amp; 3M</td>
</tr>
<tr>
<td>Legal Issues / Designations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Partner’s Legal Issues</td>
<td>A</td>
<td>Yes</td>
<td>PAF &amp; KET</td>
</tr>
<tr>
<td>o Legal Designation of Partner’s Dependents</td>
<td>B</td>
<td>No</td>
<td>PAF &amp; 3M</td>
</tr>
<tr>
<td>Emergency Interventions</td>
<td>A</td>
<td>Yes</td>
<td>PAF &amp; KET</td>
</tr>
<tr>
<td>Health Status</td>
<td>B</td>
<td>Yes</td>
<td>PAF &amp; 3M</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>B</td>
<td>Yes</td>
<td>PAF &amp; 3M</td>
</tr>
<tr>
<td>ADL-older adult only</td>
<td>B</td>
<td>No</td>
<td>PAF &amp; 3M</td>
</tr>
<tr>
<td>IADL-older adult only</td>
<td>B</td>
<td>No</td>
<td>PAF &amp; 3M</td>
</tr>
</tbody>
</table>

Note: Go to the Full Service Partnership (FSP) Data Collection and Reporting (DCR) Data Dictionary document to review the Complete Variable Index (CVI) for each domain. This document in under Construction.

5.7 Partnership Assessment Form (PAF)
- The PAF is completed at the time in which a Partnership is established
- It includes a history for some domains and baseline data for all domains
- The questions on the PAF vary by the age group assigned to the Partner.

5.8 Key Event Tracking (KET)
- The KET is completed every time there is a change in one of the KET domains
- A KET contains information on the change that occurred for a KET domain and the dates the changes occurred.

5.8.1 KET Domains are:
- Administrative Information – All changes
- Residential – All changes
- Education – Dates of school enrollment or graduation dates
- Employment – All changes
- Legal Issues / Designations – Dates of Partner’s legal issues
- Emergency Interventions – All changes.
5.9 **Quarterly Assessment (3M)**

- The Quarterly Assessment (3M) is completed every 3 months to assess changes for the 3M domains.
- A 3M assessment must be completed every 3 months but can be collected for the Partner status up to 15 days before or 30 days after it is due.
- Data collected in this timeframe can be submitted at any time to the FSP DCR system by stating the collection date within the required window.

5.9.1 **3M Domains are:**

- Education – Current status of grades, attendance and special education assistance
- Financial Support – All current status
- Legal Issues / Designations – Current status of legal designations of Partner’s dependents
- Health Status – All current status
- Substance Abuse – All current status
- ADL / IADL – All current status.

5.10 **Data Collection Intervals**

Questions for each domain are collected at various intervals depending on the nature of the information being collected.

1. Baseline information in relation to all questions is collected when the Partnership is established via the PAF history questions.
2. Information in which it is important to know the date of the event occurred are collected initially on the PAF and then updated via the KET forms.
3. Other information is collected via the PAF and then the status is updated quarterly via the 3M.

*Figure 4* illustrates an example data set by the collection intervals, which is described by the example below.

**DCR Tip:**

Be sure to collect the correct Partnership Date because this field cannot be changed after the partnership is established. The only way to correct the partnership date is to delete the entire partnership and recreate it with the correct partnership date.
5.10.1 Example Data Collection Intervals

A Partnership is established on 7/1/2009 with a TAY.
The baseline information for the Partner indicates that the Partner is homeless, not in school and not employed. The Partner currently has a co-occurring substance abuse problem for which he is not receiving treatment services, and the Partner is currently receiving no financial support.
On 8/25/2009, the Partner has his first arrest during the program, and the arrest date is recorded in the FSP DCR via a KET.
On 9/5/2009, the Partner moves into an emergency shelter and the residential change and date are recorded in the FSP DCR via a KET.
On 10/1/2009, the end of the Partner’s first quarter in the FSP program, the Partner receives his first 3M assessment. The Partner’s current status indicates that he still has a co-occurring substance abuse problem for which he is not receiving treatment services, and the Partner is still receiving no financial support.
On 10/6/2009, the Partner has his second arrest during the program and, on the same day, his first mental health emergency intervention. Both events are recorded via the same KET.

On 11/2/2009, the Partner has his third arrest during the FSP program, and the arrest date is recorded via a KET.
On 12/15/2009, the Partner has his second mental health emergency intervention, and the date and type of intervention are recorded via a KET.
On 1/1/2010, the end of the Partner’s second quarter in the FSP program, the Partner receives his second 3M assessment. The Partner’s current status indicates that he still has a co-occurring substance abuse problem for which he is now receiving treatment services, and the Partner is still receiving no financial support.
On 1/23/2010, the Partner moves into an apartment alone, and the residential change and date are recorded via a KET.
On 4/1/2010, the end of the Partner’s third quarter in the FSP program, the Partner receives his third 3M assessment. The Partner’s current status indicates that he still has a co-occurring substance abuse problem for which he is still receiving treatment services, and the Partner is now receiving food stamp and housing support.
On the same day, 4/1/2010, the Partner begins a technical school program, and that information is recorded via a KET.
On 4/9/2010, the Partner has his third mental health emergency intervention, and the date and type of intervention is recorded via a KET.
On 4/25/2010, the Partner begins part-time supported employment, and the average weekly hours and wage are recorded via a KET.
On 7/1/2010, the end of the Partner’s fourth quarter in the FSP program, the Partner receives his
fourth 3M assessment. The Partner’s current status indicates that he no longer has a co-occurring substance abuse problem, but he is still receiving treatment services, and the Partner is still receiving food stamp and housing support. No other events occur in the quarter and no KETs are created for the Partner.

On 10/1/2010, the end of the Partner’s fifth quarter in the FSP program, the Partner receives his fifth 3M assessment. The Partner’s current status indicates that he no longer has a co-occurring substance abuse problem, and he is no longer receiving treatment services. The Partner is still receiving food stamp and housing support. The Partner has met all of his goals, and is discontinued from the FSP Program via a KET with a discontinuation reason and date.
5.11 Data Reporting and Validation Rules

The data reporting rules are shown throughout this FSP DCR Manual. Appendix A: Data Reporting and Validation Rules summarizes the FSP DCR reporting rules in a comprehensive list for references.
6 The DCR User Interface
Several roles have been created to allow different access to the application.

Table 3: Access to the User Interface

<table>
<thead>
<tr>
<th>System</th>
<th>User Role</th>
<th>Type of Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHIS</td>
<td>County Approver</td>
<td>County Approver can assign their own type of Access.</td>
</tr>
<tr>
<td>FSP DCR</td>
<td>Data Entry</td>
<td>RW</td>
</tr>
<tr>
<td>FSP-DCR</td>
<td>Admin</td>
<td>CA-RW</td>
</tr>
</tbody>
</table>

**Note:** depending on your role, you will see different option/functionality in the User Interface. To see what access you have, see: Table 6: Level of Access and Authority to DCR Webpages by User Roles.

Once logged into DCR for the MHSA system, the DCR Home Page will be shown.

![Figure 5: DCR Home Page](image)

6.1 DCR Menu Options
Depending on the user’s role, the FSP DCR system has up to SIX primary menu options.

**Note:** Not all menu options are visible to all users.

**Note:** Go to Adding and Managing DCR Users to see a complete list of roles and associated available menu options.

1. DCR Home Page
2. The Partnerships Menu
3. The Transfers Menu
4. The Admin Menu
5. The Help Menu
6. The Return to BHIS Menu.
Chapter 6: The DCR User Interface

6.1.1 DCR Home Page
Access is granted to: All roles. All users can view the Home page (RO).

![Figure 6: DCR Home Menu](image)

The DCR Home page allows the user to view:

1. **System Messages**.
2. **Pending Partnership Assessment Form(s)**.
3. **The 30 Day Key Event Notification(s) Table**.
4. **Quarterly Assessment(s) Due**.

**Note:** As default, the system will show only five lines in each table. You can view page by page or click on the link ‘View all’ to expand the tables.

6.1.1.1 System Messages
The Home page contains a table for System Messages. This functionality is available for the CA-RW to inform users of any DCR related announcements.

6.1.1.2 To View & Manage System Messages

1. Select **Home** on the menu bar and the **DCR Home** submenu. (This is also the default webpage you will see at login.)
2. Review the list of Partners in the System Messages. Notice that there may be several pages listed.

**Note:** You can navigate to the next page of the table by selecting the page number **OR** the **Next** link **OR** you can select the **View All** link in the upper right corner of the table to view a list of all System Messages.

**Note:** The table can also be sorted by any heading by simply clicking on the heading one time for ascending and twice for descending.

![Figure 7: System Messages Table](image)
6.1.1.3  Pending Partnership Assessment Form(s)
The Home page contains a table for Pending Partnership Assessment Form(s).

6.1.1.3.1  How to View & Manage Pending Partnership Assessment Form(s)

1. On the Menu Bar: select Home / DCR Home submenu. (This is also the default webpage you will see when you log in.)
2. Review the list of Partners in the “Pending Partnership Assessment Form(s)”
3. Notice that there may be several pages of Partners listed.

**Note:** You can navigate to the next page of the table by selecting the page number OR the Next link OR you can select the View All link in the upper right corner of the table to view a list of all Partners with notifications.

**Note:** The table can also be sorted by any heading by simply clicking on the heading one time for ascending and twice for descending.

---

**Figure 8: Pending Partnership Assessment Form(s).**

---

6.1.1.4  The 30 Day Key Event Notification(s) Table
This table shows all the Partners who have been residing in a temporary setting for 30 days or more.

6.1.1.4.1  FSP DCR Temporary Residential Settings
The FSP DCR defines the following settings as temporary:

1. Emergency Shelter.
2. Homeless.
3. Medical Hospital.
4. Psychiatric Hospital.
5. State Psychiatric.
7. Department of Juvenile Justice (DJJ).

**DCR Tip:**
Only one residential change should be made per day. DCR does not capture “time of change” and therefore cannot put multiple changes in, on the same day in the correct order. If multiple changes are entered for the same day, DCR may assume the partner ended up, at the end of the day, in the incorrect setting, which will affect your ability to count days spent in each setting.
6.1.4.2 How to View & Manage 30 Day Key Event Notification(s)

1. On the Menu Bar select: Home / DCR Home submenu. (This is also the default webpage you will see when you log in.)
2. Review the list of Partners in the 30 Day Key Event Notification(s) Table.
3. Notice that there may be several pages of Partners listed.

**Note:** You can navigate to the next page of the table by selecting the page number OR the Next link OR you can select the View All link in the upper right corner of the table to view a list of all Partners with 30 day key event notifications.

**Note:** The table can also be sorted by any heading by simply clicking on the heading one time for ascending and twice for descending.

To manage the Partners who are listed in this table, you need to update their Residential status. Once their Residential status is updated and submitted, their name will NO longer be shown in this table.

4. Select a Partner’s name link to access the KET on which the last residential change was made. (KETs submitted with other information subsequent to the KET with the residential change will not be shown from this table.)

**Note:** A dialog box will notify you that the information in the KET shown is read only from this area of the FSP DCR.
6.1.1.4.3 To review ALL of the information on the KET

If the information in the KET requires correction follow these steps:

1. Note the **Date Completed (mm/dd/yyyy)** field date.
2. Select (on the Menu bar) “Partnerships / Manage Active Partners”.
3. Select the correct Partner Name.
4. Click on the date under KET History.

<table>
<thead>
<tr>
<th>KEY EVENT TRACKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>View / Update Current KET Status</td>
</tr>
<tr>
<td>Enter New KET</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KET HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/20/2017</td>
</tr>
</tbody>
</table>

*Figure 10: The KET requires correction, click on KET History Date link.*

The “View KET” view will be shown, allowing you to:

1. View and change the Partner’s information.
2. Select ‘Residential Information’ domain, make changes and change the Date.
3. Click [Submit] to save changes made.
4. Click [Cancel] to leave this view without saving changes and return to the DCR Home page.
5. Click [Print] to print a copy of the KET form.

**Note:** Go to [Data Correction](#) for details on correcting KET data in the FSP DCR application.
6.1.1.5 Quarterly Assessment(s) Due
The Home page contains a table for Quarterly Assessment(s) Due.

6.1.1.5.1 How to View & Manage Quarterly Assessment(s) Due
1. On the Menu Bar, select Home / DCR Home submenu. (This is also the default webpage you will see when you log in.)
2. Scroll down to review the list of Partners in the Quarterly Assessment(s) Due.
3. Notice that there may be several pages of Partners listed.

![Quarterly Assessment(s) Due Table](image)

**Note:** You can navigate to the next page of the table by selecting the page number OR the Next link OR you can select the View All link in the upper right corner of the table to view a list of all Partners with 30 day key event notifications.

**Note:** The table can also be sorted by any heading by simply clicking on the heading one time for ascending and twice for descending.

6.1.2 The Partnerships Menu
Access is granted to:
1. Data Entry role (RW).
2. Administrator role (RO).

This menu can be used to add new Partners into the FSP DCR system by creating the initial PAF and can manage both Active - and Inactive Partners.

![Partnerships Menu](image)

DCR Tip: Sort the table by using the header to save time and organize partnerships!
6.1.3 The Transfers Menu

Access is granted to: Data Entry role (RW) only.

The Transfers menu allows a user with a RW role to access the portion of the website that allows for:

- Download FSP Data Files
- Upload FSP XML Files.

![Figure 13: Transfers Menu](image)

6.1.4 The Admin Menu

Visibility to the Admin Menu is based on the level of access and authority. See: Table 6: Level of Access and Authority to DCR Webpages by User Roles.

The Admin menu allows users to:

1. Access forms (such as the PAF, KET, and 3M assessment forms) in a printer friendly format.
2. View or share FSP groups.
3. Access the System Messages interface where new system messages can be added and current messages can be viewed.
4. View or add PSCs.
5. Manage Groups.

![Figure 14: Admin. Menu](image)
Chapter 6: The DCR User Interface

6.1.5 The Help Menu
The Help menu offers links to training materials published on the DMH website as well as contact information for DMH Performance Outcomes and Quality Improvement (POQI) group.

![Help Menu Image]

DCR Tip:
Check out the “Training” section for more resources!

6.1.6 The Return to BHIS Menu
Use this link to go to the BHIS system

6.2 Searching for Partners
One way to locate a Partner is to use the searching function.

On most webpages of the FSP DCR, a ‘Search for’ box will be shown on the top of the view.

Note:
- On the Partnerships menu with the Inactive Partners submenu, the Search for box will search inactive Partners only
- On the Admin menu with the PSCs submenu, the Search for box will search for PSCs only.

6.2.1 To Search for an Active Partner:
1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.

Note: Most webpages will show a ‘Search for’ box. Make sure you are on a webpage that shows the search box, but that you are not on
- The Partnerships menu with the Inactive Partners submenu
- The Admin menu with the PSCs submenu.

Note: These will NOT search Active Partners.

There are four fields in the Search area:
1. Enter Search Text entry field.
2. Start with drop-down box.
3. Last Name drop-down box.
4. Select Page drop-down box.

DCR Tip:
You can only search for people within your assigned group.

DCR Tip:
Check out the “Training” section for more resources!
1. Select a searching option of either **Last Name** OR **CCN / FSP** from the drop-down box.
2. Enter the appropriate Partner information for the active Partner you wish to locate.
3. Make sure you make a selection for the –**Select Page**- option.
4. Select [**Go**].

**Figure 16: Search for an Active Partner**

**Note:** The results of the search will provide a list of matching Partners in the **Active Full Service Partners** webpage. Review the list for the Partner of interest. Selecting a Partner’s name will show the **Outcome Assessment** for the selected Partner.

1. Select [**Clear Search**] to return to the full list of active Partners.

**Figure 17: Results for Searching for an Active Partner**

### 6.2.2 To Search for an Inactive Partner

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
4. Select **Partnerships** menu / **Inactive Partners** submenu to show the **Search for** box on that page.
5. Select a searching option of either Last Name OR CCN / FSP from the drop-down box.
6. Enter the appropriate Partner information for the inactive Partner you wish to locate.
7. In the “-Select Page-” drop-down, select: “Inactive Partners”.
8. Click [Go].
The results of the search will provide a list of matching Partners in the Inactive Full Service Partners webpage.
9. Select a Partner Name to show the Outcome Assessment table for the selected Partner.

<table>
<thead>
<tr>
<th>Outcome Assessments for: paf11, s68111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date to Reactivate</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PAF HISTORY</td>
</tr>
<tr>
<td>(pending)</td>
</tr>
</tbody>
</table>

Table 4: Outcome Assessment Table for an Inactive Partner
Chapter 7: Creating PAFs

7 Creating Partnership Assessment Forms (PAFs) - Establishing Partners

A Partnership is established in the FSP DCR through the PAF. The PAF collects information on the Partner’s history and current status for administrative data and ten (10) outcome domains. When a Partnership is established at a provider site, there are three basic methods in which the initial PAF information can be collected from the Partner:

1. How to Create a PAF Using Printed Forms.
2. How to Create a PAF Using the Online FSP DCR.
3. How to Create a PAF Using XML Batch Submission.

7.1 PAF Time Line

However, no matter which method is used, the Partner should be established in the FSP DCR, no later than 90 days after the information is collected at Partner intake.

Note: A Partnership can be established with partial PAF information.

7.2 Mandatory Fields on a PAF form

There are six fields that must be completed on the PAF for the PAF to be saved and the Partnership to be established.

1. Partner’s First Name.
2. Partner’s Last Name.
3. Partnership Date.
4. Partner’s Date of Birth.
5. Full Service Partnership Program ID (FSP Program ID).
6. Partnership Service Coordinator ID (PSC ID).

Once the Partnership is established with a PAF, the Partner becomes “Active” in the FSP DCR. (A KET and 3M data can also be submitted for this Partner.)

• Information on the PAF can later be updated at any time by submitting updated information for the Partner’s PAF while it remains in the “Pending” or “Complete” status
• When the PAF becomes “Certified” complete, the information on the PAF can no longer be updated.

Note: Go to Managing Active Partners for further details on updating PAF information.
Chapter 7: Creating PAFs

7.3 Methods to Collect PAF Information from a Partner at Intake

1. How to Create a PAF Using Printed Forms.
2. How to Create a PAF Using the Online FSP DCR.
3. How to Create a PAF Using XML Batch Submission.

7.3.1 How to Create a PAF Using Printed Forms

For Partners whose information is collected initially on printed forms, there are printer friendly versions of all forms available through the FSP DCR / Menu Bar / Admin. menu.

The forms can be filled in and used for data entry of a PAF with a “Complete” status in the FSP DCR.

Note: Go to Appendix A: Data Reporting and Validation Rules for an overview of the data reporting rules that must be met for valid data on the PAF.

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin / Forms – Printer Friendly submenu.

5. You will be directed to the following DHCS website where all printer friendly FSP DCR forms will be shown.
6. Select the appropriate form from the ‘Full Service Forms” drop-down.
7. Select the Save or Print icon.
7.3.2 How to Create a PAF Using the Online FSP DCR Application

The following instructions apply to DCR counties who enter each Partner’s information through the online FSP DCR.

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Add New Partner (PAF) submenu. (see Figure 20).

![Figure 20: Partnership / Add New Partner (PAF) Menu]

5. Enter the Partner’s date of birth and Partnership date.

![Figure 21: Partner’s DOB and Partnership Date dialog box]
6. Click [Get Form].
7. The complete PAF form for the appropriate age group is shown on the next page.
8. Fill in the Partnership Information.

**DCR Tip:**
Partner Date of Birth cannot be corrected because the partner’s type of form is determined by his/her age group, relying on the date of birth. Please make sure the partner’s data of birth is correct when creating the partnership. If it is found to be incorrect after the partnership is established in DCR, then the entire partnership must be deleted and recreated with the correct birthdate.

**Figure 22: Partnership Information Domain**

<table>
<thead>
<tr>
<th>Partnership Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>County/Client ID (CCM)</td>
<td></td>
</tr>
<tr>
<td>County Partner ID (optional)</td>
<td></td>
</tr>
<tr>
<td>Partner's First Name</td>
<td></td>
</tr>
<tr>
<td>Partner's Last Name</td>
<td></td>
</tr>
<tr>
<td>Partnership Date (mm/dd/yyyy)</td>
<td>02/05/2020</td>
</tr>
<tr>
<td>Partner's Date of Birth (mm/dd/yyyy)</td>
<td>03/15/1965</td>
</tr>
</tbody>
</table>

**Who referred the partner? (mark one)**

- [ ] Self
- [ ] Family member (e.g., parent, guardian, sibling, aunt, uncle, child)
- [ ] Significant Other (e.g., boyfriend / girlfriend, spouse)
- [ ] Friend / Neighbor (i.e., unrelated other)
- [ ] School
- [ ] Primary Care / Medical Office

- [ ] Emergency Room
- [ ] Mental Health Facility / Community Agency
- [ ] Social Services Agency
- [ ] Substance Abuse Treatment Facility / Agency
- [ ] Faith-based Organization
- [ ] Other County / Community Agency

- [ ] Homeless Shelter
- [ ] Street Outreach
- [ ] Jail / Prison
- [ ] Acute Psychiatric / State Hospital
- [ ] Other
Chapter 7: Creating PAFs

Note: The CSI County Client Number (CCN) is automatically checked against the CSI database of IDs, and a notification is shown when the CCN does not match any CSI records.

- All fields with a red asterisk are required fields.
- There are four required fields on this page that must be completed. (see highlights on Figure 23).

Note: Several demographic fields (gender, race, and ethnicity) are populated from the CSI database via the CCN. Although a valid CCN is not required to establish a Partnership, the PAF will remain in the “Pending” status until a valid CCN is provided.

DCR Tip:
The CSI database may be further behind in reporting, and when this happens, DCR may provide this message: “CSI number not found” if it number does not match anyone in the CSI database.
If this message is received, please Continue entering information for the partner.
Once the CSI data catches up, the partner will automatically be matched and the error will resolve itself.

DCR Tip:
If you receive the message that the CSI number is already in use, then STOP. Do not create the partnership for this person as a current partnership already exists in DCR for this person. Check with your County Administrator and CSI database to find the partner in DCR and transfer that partner to you so that you can continue the partnership.

9. Select the Administrative Information link to expand the next section of form fields.
Chapter 7: Creating PAFs

Figure 23: Administrative Information – Highlighted fields are mandatory

Note: The Provider Number / NPI (optional) is automatically checked against the list of providers, and a notification is shown when the Provider Number/NPI does not match any records. It is not required for the Provider Number/NPI to match.

- The county’s registered FSP programs is shown in the Full Service Partnership Program ID drop-down list.
- The county’s PSCs is shown in the Partnership Coordinator ID drop-down list.

Note: Go to Enrolling and Certifying a County for details on creating program ID codes.

Note: Go to Adding and Managing DCR Users for details on registering PSCs in the FSP DCR.

- At this point, all of the six fields required to establish the Partnership should be completed.
- It is recommended that you save the partially complete PAF at this time to establish the Partnership.

10. Select the Save and Continue line at the bottom of the Administrative Information section.
Chapter 7: Creating PAFs

11. A message is shown that some error(s) were present with the submission, and the assessment will be saved with a Pending Status.

![Figure 24: Dialog Box: Store with Pending Status](image)

12. Click [OK]. It may take a few seconds for the FSP DCR to save the PAF.

13. A dialog box is shown that the assessment was successfully saved.

![Figure 25: Dialog Box: Assessment Successfully Stored](image)
14. Continue entering information in the PAF by selecting the links to expand each domain of questions on the form.

15. There are options to **Expand all Domains** at once or to **Clear Domain** if needed.

16. Save your work as you go. Each time an error message is shown that you are about to overwrite and existing assessment.

17. Click [OK] to continue on the first dialog box.

18. Click [OK] again to store the PAF as pending on the second dialog box.

**Introduction** to the FSP DCR section: Appendix A: Data Reporting and Validation Rules for an overview of the data reporting rules which must be met to enter valid data for each domain.

### 7.3.2.1 Validation Report

If you would like to see a Validation Report of the errors that exist on the PAF at its current status while entering data:

1. Click on the **Save and Continue** link.
2. Click [OK] to continue on the first dialog box.
3. Click [Cancel] and do not store the PAF as Pending on the second dialog box.

A link is shown below the [Submit], [Cancel] and [Print] [Delete] buttons: “Click here for Validation Report”.

![Figure 26: Link to View the Validation Report](image)

4. Select the link to see a list of information which must be completed for the PAF to be stored with a “Complete” status.
7.3.2.2 **Clear Domain**

If you receive an error message that you have answered in two competing sections of a domain (e.g., you have answered in sections for both the TAY who are legally required to attend school and for those who are not legally required to attend school), you may be unable to manually clear the answers you selected in one section to clear the error. In that case, use the Clear Domain link to reset all of the option radio buttons for that domain to unselected and then re-enter only the information in the correct section.

**DCR Tip:**
The “Clear Domain” function is an easy way to clear a full section.

1. When you have completed entering information to the PAF, click [Submit] to save and exit the PAF.

**Note:** If all fields have been entered correctly, the PAF will be stored with a status of “Complete”.

If there are any validation errors, which can be viewed on the validation report, the PAF will be stored with a status of “Pending”.

You will then see a “Success” notification that the PAF was stored successfully”.

The following links are shown:

2. “Click here to return to (Partner’s name) on the Active Full Service Partners screen”
3. “Click here to return to the Active Full Service Partners screen”.

### 7.3.3 How to Create a PAF Using XML Batch Submission

All fields for the PAF may be entered into the counties own system and later exported for XML batch submission to the FSP DCR. (see XML Batch File - Submission Introduction)

All data reporting and data validation rules for the FSP DCR still apply for this method.

**Note:** A review of the previous information in this chapter regarding PAF printed forms and online PAF submissions will provide an overview of the organization of the PAF data and associated business rules to which the FSP DCR requires compliance for submission.

**Note:** Go to Appendix A: Data Reporting and Validation Rules for an overview of the data reporting rules which must be met to enter valid data for each domain.

**Note:** Go to Data Reporting Options section: Selecting a Method of Data Submission for further information on submitting FSP DCR data via this method.
Certifying and Decertifying a PAF as Complete

When a PAF is completed in full, the FSP DCR automatically changes the PAF Status from “Pending” to “Complete”.

In some cases, there is information for a Partner which cannot be obtained, and this will prevent the FSP DCR from ever recognizing the PAF as complete.

Example:

One example of this is when an FSP DCR Partnership is established BEFORE the Partner is registered with DHCS as a CSI client.

- In this case, the FSP DCR will not recognize the CSI CCN number as valid, and the PAF will remain in “Pending” status even if the CSI CCN and all other information is complete.
- Once the client is registered in the CSI system, the information will be automatically updated in the FSP DCR.
- However, in cases where information will remain missing for the Partner, the PAF status can be manually changed from “Pending” to “Certified” complete by a user with the RW role.
- When a PAF status is set to “Certified” complete in the FSP DCR it is shown as “Complete*”.
- Any PAFs which have been certified as complete can also be decertified to return to “Pending” status by a user with the RW role.

7.4.1 How to Certify a PAF as Complete

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu.
5. In the list of Active Partners, find the ‘Partner Name’ of interest from the list or through a search.
6. Go to the ‘PAF Status’ column with the value ‘Pending’.
7. You will need to hover over the word “Pending” to see if your cursor changes into a ‘pointer finger’ cursor.

- If it does change to a ‘Pointer Finger’, it is a link.
- If it does NOT change, it’s not a link

| Bailor, Robot | 003333337 | 22 | 04/22/2016 | Bermuda Bahama | Pending | Alamoda |

Figure 28: Pending status is a Link
Chapter 7: Creating PAFs

**Note:** The Pending status will be a link if:

- The User has the RW role.
- The Partner’s has a valid CSI#. To check if the CSI# is valid, click on the Validation Report link in the “Outcomes Assessments” table.

8. Click on the ‘Pending’ link
9. Enter a reason why the incomplete PAF is being certified as complete.

![Figure 29: Certify Complete Reason](image)

10. Click [Certify Complete].

**Note:** The status of the Partner in the ACTIVE Full Service Partners table will now be shown as “Complete*”.

### 7.4.2 To Decertify a PAF

The PAF information has a ‘Complete (*)’ status (with an asterisk).
This means:
- All mandatory information is complete
- There is still missing (noncritical) information.

If in the future, more information becomes available, you can Decertify and update and complete the PAF.
In order to complete the PAF with full information for all the domains, you will need to:
1. Decertify.
2. Enter full information for all Domains.
3. Certify PAF to set the status to ‘Complete’

**Note:** If the full information for all domains is entered, the ‘Complete’ status should NOT have an asterisk.

To Decertify a PAF, follow these steps:
1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov)).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu.
5. Click the ‘Partner Name’ of interest, who has status: “Complete (*)” from the list or through a search.

**Note:** Make sure that the ‘Complete’ has an asterisk (*)
Chapter 7: Creating PAFs

6. Enter the ‘Decertify Reason’.
7. Click [Decertify].

8. Enter the decertify reason, and click [Confirm Decertify].

9. The status of the Partner in the **ACTIVE Full Service Partners** table will now be shown as “Pending”.

10. Enter all missing information for all the domains.
11. Click [Submit].
12. The PAF should now have status “Complete” (with NO asterisk).
Chapter 8: Creating KETs

8 Creating Key Event Tracking Forms (KETs)

After a Partnership is established, information on the status of the Partner for certain domain areas can be tracked through time in the FSP DCR using the KET form.

Note: Go to:

Introduction to the FSP DCR for details of which domain areas are tracked by the KET or 3M.

When a Partner’s status changes for one of the KET tracked domain areas, a KET is submitted to the FSP DCR with the new status date (if applicable) and status information. One KET form can submit one change for every question tracked through key events. If a Partner has several changes in status for the same question (e.g., the Partner changes residential status several nights in a row), then a separate KET will need to be entered for each change.

Like the PAF, there are three basic methods in which the KET information can be collected from the Partner.

8.1 KET Time Line

However, no matter which method is used, the information for the Partner should be updated in the FSP DCR no later than 90 days after the date of the event.

8.2 Methods to Collect KET Information from a Partner

1. How to Create a KET Using Printed Forms.
2. How to Create a KET Using the Online FSP DCR.
3. How to Create a KET Using XML Batch Submission.
8.2.1 How to Create a KET Using Printed Forms

For Partners whose information is collected initially on printed forms, there are printer friendly versions of all forms available through the FSP DCR Admin. menu. The forms can be filled in and used for data entry of a PAF with a “Complete” status in the FSP DCR.

**Note:** Go to Appendix A: Data Reporting and Validation Rules for an overview of the data reporting rules which must be met for valid data on the PAF.

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin / Forms – Printer Friendly submenu.

![Figure 32: Admin. / Forms - Printer Friendly Menu](image)

5. You will be directed to the following DHCS website where all printer friendly FSP DCR forms will be shown.
6. Select the appropriate form from the ‘Full Service Forms” drop-down.
7. Select the ‘Save’ or ‘Print’ icon.
8.2.2 How to Create a KET Using the Online FSP DCR Application

The following instructions apply to DCR counties who enter each Partner’s information through the online FSP DCR.

![Figure 33: Create a NEW KET](image)

8.2.2.1 To Fill in KET Form Fields through the Online FSP DCR Application:

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu.
5. Select the Partner Name of interest.

**Note:** Go to: Searching for Partners for further details on locating a Partner in the FSP DCR.

6. Select the Enter New KET link under the KEY EVENT TRACKING section of the table.

![Figure 34: Entering a New KET in the Key Event Tracking](image)
The following dialog box is shown:

![Figure 35: Dialog Box: Enter New KET Date](image)

7. Enter the date the KET form was completed.

**Note:** If the KET information was collected on a printed form, then enter the date the printed form was completed.

8. Select [Get Form].

The ‘Enter KET’ view is shown:

![Figure 36: Entering New KET - Get Form](image)

9. Select each domain and record all of the current key event information with the date of each event (as applicable). A different date can be entered for each event.

10. Click [Submit].

**Note:** The following note is very important

- **If the KET will include a change in Partnership status** (discontinuation), then other information about the Partnership should NOT be entered on the same KET.
• **If a Partner is about to be discontinued,** it is recommended that all other events and information about the Partner should be entered on separate KET prior to submitting the KET for the discontinuation.

• **Once the Partner is discontinued,** the Partner becomes inactive.

• **When entering a new KET for the inactive Partner,** (see Managing Inactive Partners) the change date (such as Date of Residential Status Change) must be a date that is:
  - Before the Discontinuation Date
  - After the Partnership Date.

You will then see a notification that the KET was stored successfully. You can:

• Navigate to the active Partner view for the Partner just established through selecting the top link

• Return to the list of all Active Partners by selecting the bottom link.

![Figure 37: KET has been submitted with Success](image)

**DCR Tip:**
Once created, a discontinuation KET cannot be deleted. We recommend that a discontinuation be entered on its own form without other information. Enter all other key event changes on a separate form.
8.2.3 How to Create a KET Using XML Batch Submission

All fields for the KET may be entered into the counties own system and later exported for XML batch submission to the FSP DCR. (see XML Batch File - Submission Introduction)

All data reporting and data validation rules for the FSP DCR still apply for this method.

**Note:** A review of the previous information in this chapter regarding KET printed forms and online KET submissions will provide an overview of the organization of the KET data and associated business rules to which the FSP DCR requires compliance for submission.

**Note:** Go to Appendix A: Data Reporting and Validation Rules for an overview of the data reporting rules which must be met to enter valid data for each domain.

**Note:** Go to Data Reporting Options section: Selecting a Method of Data Submission for further information on submitting FSP DCR data via this method.

**DCR Tip:**
At this time, DCR will not take the flow of multiple discontinuation and re-establishment records for one partner. Send only one discontinuation or reestablishment record for
9 Creating Quarterly Assessment Forms (3Ms)

9.1 3M Time Line
Every 3 months after a Partnership is established, information on the status of the Partner for certain domain areas is updated through the FSP DCR using the 3M form.

The 3M assessment must be collected up to **15 days before or 30 days after it is due**.

**Note:** Go to Chapter 2 “Introduction to the FSP DCR” at Table 2-2 for details on which domain areas are tracked by the KET or 3M.

On the 3Ms, the current status of Partnership information for the relevant domains must be entered, even if it is the same status as was entered on the PAF.

9.2 Methods to Collect 3M Information from a Partner
Like the PAF & KET, there are three basic methods in which the 3M information can be collected from the Partner:

- How to Create a 3M Using Printed Forms.
- How to Create a 3M Form Using the Online FSP DCR Application.
- How to Create a 3M Using XML Batch Submission.

**DCR Tip**
Data on 3M forms must be collected within their time frames: **15 days** before and up to **30 days** after the due date. See Table 4 if time frame is not within acceptable time. If you miss a timeframe by a bit – for example by a week – it is okay to ask the partner to report their status as of ‘last week’. The current status of the partners should be submitted, even if there are no changes in status from the last 3M.

9.2.1 How to Create a 3M Using Printed Forms
The following instructions apply to DCR counties who collect each Partner’s information through the printed FSP forms.

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the **Admin / Forms – Printer Friendly** submenu.

5. You will be directed to the following DHCS website where all printer friendly FSP DCR forms will be shown.

6. Select the appropriate form from the “Full Service Forms” drop-down.

7. Select the Save or Print icon.

### 9.2.2 How to Create a 3M Form Using the Online FSP DCR Application

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov)) .
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the **Applications / DCR Web Application** submenu.
4. On the Menu Bar, select the **Partnerships / Manage Active Partners** submenu. (see Figure)
5. Select the Partner from the shown list OR search for the Partner of interest via the **Search for** box.
6. Select the date of the 3M to be completed under the Quarterly Assessments box.

![Figure 38: Admin. / Forms - Printer Friendly Menu](image)

**Figure 39: Outcomes Assessment View 3Ms**

**Note:** Go to [Searching for Partners](#) for further details on locating a Partner in the FSP DCR.
9.2.2.1 When 3Ms Become Due

- The 3Ms become due every three months on the same day of the month as the Partnership was established.
- A link is shown in the FSP DCR Currently Due box for an upcoming 3M assessment 15 days before it becomes due. The link indicates the date the 3M is due. The FSP DCR allows a 3M assessment to be collected from a Partner up to 15 days before OR 30 days after it is due.
- Thirty days after the 3M was due, the link for the 3M moves down to the Quarterly History box, where it shows a (missing) notification if no information has ever been entered in the assessment form.

<table>
<thead>
<tr>
<th>QUARTERLY ASSESSMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently Due:</td>
</tr>
<tr>
<td>12/09/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUARTERLY HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

7. Click on the ‘Currently Due’ date link.

The ‘Add 3M’ dialog box is shown:

8. Enter the date the 3M form was completed.

**Note:** If the 3M information was collected on a printed form, then enter the date the printed form was completed.

9. Select [Get Form].
The ‘Enter 3M’ view is shown.

All of the relevant domains for quarterly assessment are shown.

10. Enter the appropriate information for all questions on the entire form.

11. Click [Submit].

You will then see a notification that the 3M was stored successfully. (see: Figure 41)

Note: If desired, you can navigate to the active Partner view for the Partner just established by clicking the top link; OR you can return to the list of all active Partners by selecting the bottom link.
Chapter 9: Creating 3Ms

There are few validation notifications available for data on the 3M assessments.

**Note:** If a 3M assessment is submitted incomplete, there will be no indicator or status to later alert the user of the missing information.

Therefore, it is recommended that the 3M assessment be completed in full at the time they are started.

**9.2.3 How to Create a 3M Using XML Batch Submission**

All fields for the 3M may be entered into the county’s own system and later exported for XML batch submission to the FSP DCR. (see XML Batch File - Submission Introduction)

All data reporting and data validation rules for the FSP DCR still apply for this method.

**Note:** A review of the previous information in this chapter regarding 3M printed forms and online 3M submissions will provide an overview of the organization of the 3M data and associated business rules to which the FSP DCR requires compliance for submission.

**Note:** Go to Appendix A: Data Reporting and Validation Rules for an overview of the data reporting rules which must be met to enter valid data for each domain.

**Note:** Go to Data Reporting Options section: Selecting a Method of Data Submission for further information on submitting FSP DCR data via this method.

- DCR Tip: Fill out the 3M all at once, the system does not flag incomplete
Chapter 10: Managing Active Partners

10 Managing Active Partners

The FSP DCR provides three tables on the DCR Home webpage designed to assist with managing Partners in the FSP DCR.

1. PAF Pending Partnership Assessment Form(s) Table.
2. 30 Day Key Event Notification(s) Table.
3. Quarterly Assessment(s) Due Table.

**Note:** Also see: DCR Home Page for more information

After a Partnership is established, the **ACTIVE Full Service Partners** view summarizes all of the PAF, KET and 3M assessments that have been created for a Partner.

Use this view to:

1. **View & Manage** PAFs, KETs or 3Ms.
2. **Create new** KETs or 3Ms.

10.1 How to Delete a Partner

After a Partnership is established, a Partnership which was added to the FSP DCR by mistake, in duplicate, or for a Partner who never commenced the FSP program, etc., can be deleted from the FSP DCR.

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu to show the list of active Partners.
5. From the table, select the Partner Name of interest.
6. Select the date link under the PAF heading in the Outcomes Assessment table. (see Figure 43:)

![Figure 43: Date Link for a PAF](image)

7. The PAF form will be shown. Scroll to the bottom of the form, and click [Delete].

![Delete Button on PAF Form](image)
8. Enter a reason for deleting the Partnership in the **Delete Reason** box.  

**Note:** The delete reason is a required field to delete a Partnership.

9. Click **[Confirm Delete]**.
10. Click **ok** to confirm you want to delete the Partnership.

**Note:** After the Partnership is deleted, the Partner’s information will be available for viewing in the **Manage Active Partners** view, Filter: ‘Deleted’.

11. At the top of the page, use the **PAF Status Filter** drop-down box to select ‘Deleted’.

**Note:** The Partnership information cannot be changed, and the Partnership cannot be reactivated at any time.
10.2 How to Discontinue a Partner / Inactivate  
A Partnership in which the Partner participated in the FSP program for some time, but is no longer participating can be discontinued.

After a Partnership is discontinued, the Partner status is set to Discontinued and is considered ‘Inactive’ and the Partner is shown in the section of the FSP DCR for Inactive Partners.

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu to show the list of active Partners.
5. In the Manage Active Partners view, select the Partner of interest.
6. Select the ‘Enter New KET’ under the KEY EVENT TRACKING heading in the Outcomes Assessment for: table. (see Figure 46)

<table>
<thead>
<tr>
<th>KEY EVENT TRACKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>View / Update Current KET Status</td>
</tr>
<tr>
<td>Enter New KET</td>
</tr>
<tr>
<td>KET HISTORY</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

Figure 46: Inserting a New KET

Important: Other relevant key event dates and information should NOT be entered on the same KET as the discontinuation. All other events and information about the Partner, who is about to be discontinued, should be entered on separate KET prior to submitting the KET for the discontinuation.

7. Enter the Date Completed (mm/dd/yyyy) (see Figure 47: Date Completed Dialog Box).

Figure 47: Date Completed Dialog Box

8. Click [Get Form].
The ‘Partnership Information’ view is shown with all Domains listed in links below it.

9. Click on the ‘CHANGE IN ADMINISTRATIVE INFORMATION’ link to open the Administrative Domain.
Half way down the form is the “Date of Partnership Status Change (mm/dd/yyyy)”

10. Enter the date the Partnership ended in the “Date of Partnership Status Change (mm/dd/yyyy)” box. (see Figure 49: Submitting a Discontinuation).

**Note:** When you enter the ‘Change Date’ (such as Date of Residential Status Change) this date MUST be a date that is before the Discontinuation Date and after the Partnership Date.

11. In the “Indicate NEW partnership status’ area, select the “Discontinuation / Interruption of Full Service Partnership and / or community services / program (indicate reason below)” radio option.
12. Select the Discontinuation reason.  

**Caution:** There is NO final confirmation, so be sure that you would like to discontinue the Partner before submitting the KET.

13. Click [Submit].

**DCR Tip:** Double check that you need to discontinue a partner before submitting the KET. A discontinuation KET cannot be deleted.
10.3 Viewing & Managing PAFs

To View & Manage PAFs, you will need to have a Data Entry role (RW).

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu. (see Figure 50.)

10.3.1 Viewing a PAF

There are several ways to view a Partner’s PAF.

Figure 50: Manage Active Partners - Drop-down menu

Figure 51: Manage Active Partners View
10.3.1.1 Sorting the Active Partners by Any Heading
The table can also be sorted by any heading by simply clicking on the heading one time for ascending and twice for descending.

10.3.1.2 Sorting the Active Partners by PAF Status Filter
You can sort the list using the PAF Status Filter drop-down box; the view can show a list of:
1. Active Partners.
2. Deleted Partners.
3. All (deleted and undeleted active) Partners.

Note: The list of all Partners will NOT include inactive Partners.

5. Click on a Partner Name and the Outcome Assessments Table is shown at the bottom of the page.

10.3.1.3 The Outcome Assessment Table
The Outcomes Assessments Table shows all forms for PAF, KET and 3M.

Figure 52: Outcomes Assessments Table

10.3.2 Managing a PAF
To open a Partners PAF, click on the Date link in the PAF column.

10.3.2.1 Set the Active Partners PAF to a Completed Status
Complete the necessary information listed in the validation report to be able to change the status to ‘Completed’.

1. Select a Partner’s name link to access the incomplete PAF form, the Partner’s PAF will be shown. (see Figure 53)

Note: In the above example the name: “Jacobsz, Dolly” was selected, and the ‘Outcomes Assessments for Jacobsz, Dolly is shown.

2. Click on the Validation Report to see the ‘Warnings’ for the missing information for the
3. With the Validation Report open, click on the ‘Date’ link in the PAF column to open the PAF and complete the missing information needed to complete the PAF. (click ‘Expand All Domains’ on the top right corner of the form to expand all).

4. After entering all information, click [Submit]. (Select [Cancel] to NOT store the PAF).

Note: If all information has been entered correctly, the Validation Report should contain no more Warnings and the PAF will be set to “Completed” status.

10.3.2.2 Save and Continue

The Save and Continue link, located below every domain, is used to save your entered information per domain. Use this functionality to make sure you do not lose your work if the application ‘times-out’.

DCR Tip:
Be sure to save periodically to avoid losing any partnership information!
10.3.2.3 Optional Selections on the PAF form

Figure 56: Optional Selections for the PAF Form

1. Click [Submit] to confirm the submission. If all of the information in the PAF is complete and valid (If there are no more validation errors), the PAF Status will change to “Complete”.
2. Select [Cancel] if you want to leave the form without saving the newly entered information.
3. Click [Print] if you would like to print a copy of the Partner’s PAF form.
4. Click [Delete] to delete the Partner’s PAF.

10.4 Viewing and Managing Key Event Tracking (KETs)

1. Open the BHIS website ().
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu, (see Figure 57) to show the list of Active Partners.

Figure 57: Manage Active Partners - Drop-down menu

5. Locate a Partner in the Manage Active Partners table and click on the Partner Name to show the Outcome Assessments table.
The Key Event Tracking section contains the following links:

1. View/Update Current KET Status
2. Enter New KET
3. KET History (Date links)
4. Click the View/Update Current KET Status link under the Key Event Tracking.

**Note:** The user will not be able to make changes in the View/Update Current KET Status form; it is only a snapshot of the most recently updated KET information.

From here, the options are to Enter KET information, [Cancel] or [Print]

1. Click [Enter KET]. This will open the “Enter New Key Event Tracking” form.
2. Click [Cancel]. This will take you back to the Active Full Service Partners screen. (A window is shown asking you if you are sure you want to cancel.)
3. Click [Print]. This will print the form from the view that opens in a printer friendly version.

**Note:** You can see all of the Partner’s information by clicking Expand all Domains while Collapse all Domains will hide the domain information.

**Note:** Under “Legal Issues / Designations” and then “Arrest Information” and then “Date Partner Arrested” only a single arrest will be shown; so if the Partner has been arrested multiple times, only the most recent arrest is shown, not the most recently submitted.
10.4.1 KET History

Only the first five KET history dates is shown; in order to see more or all KETs, click 'View All' at the end of the dates listed under KET History.
10.5 Viewing and Managing 3Ms

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu
5. Select a Partner’s name link.

The Outcomes Assessments table is shown

6. Under Quarterly Assessments, select the ‘Date’ link you want to view.

The ‘Add 3M’ view is shown

Note: You can navigate to the next page of the table by selecting the page Number OR the Next link OR you can select the View All link in the upper right corner of the table to view a list of all Partners with 3Ms currently due.

Note: The table can also be sorted by any heading by simply clicking on the heading one time for ascending and twice for descending.

7. Select a Partner’s name link to enter the 3M information for the 3M which is currently due.

Note: You cannot enter information for a 3M which is overdue by more than 30 days from this table. Go to Creating Quarterly Assessment Forms (3Ms) for instructions on completing a 3M which may be overdue by more than 30 days.
8. The next screen will show the 3M entry form. Complete the information for the 3M currently due.

**Note:** Go to Creating Quarterly Assessment Forms (3Ms) section: How to Create a 3M Form Using the Online FSP DCR Application to complete the 3M form.
11 Managing Inactive Partners

After a Partnership is inactivated, the INACTIVE Full Service Partners webpage summarizes all of the PAF, KET and 3M assessments which were created for a Partner during the last active Partnership. This is also the place to reactivate a Partner. Missing 3Ms can be submitted and information in most existing KETs can be modified if required.

11.1 Re-establish an Inactive Partner Timeline

- If the Partner has been inactive for less than a year, then the Partner can be reactivated in connection with the original PAF submitted.
- If the Partner has been inactive for more than a year, then the FSP DCR will prompt the user to submit a new PAF form in order to reactivate the Partner.

**Note:** Go to Data Correction for further information on correcting and updating PAF, KET and 3M data for inactive Partners.

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Inactive Partners submenu to show the list of inactive Partners.

5. Locate the Partner of interest in the list.

**Note:** You can search for an inactive Partner with the Search for box. You can sort the list by any column heading by selecting it once for an ascending sort or twice for a descending sort.
Chapter 11: Managing Inactive Partners

Selecting a Partner’s name will show the **Outcome Assessment table** where all of the Partner’s assessments are organized.

By selecting the date link in the appropriate sections of the table, you can select the following actions:

1. Print PAF Validation Report.
2. Review / Correct / Update PAF Information.
3. Review all KET Information / Correct some KET information.
5. Complete a Missing 3M.
6. Reactivate a Partner.

**Note:** Go to [Data Correction](#) for further information on correcting and updating PAFs, 3Ms or KETs data for inactive Partners.
11.2 View an Inactive Partner's Current KET Status:

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Inactive Partners submenu to show the list of inactive Partners.
5. Locate a Partner at the Inactive Partners webpage and click on a Partner to show the Outcome Assessments table.
6. Click View Current KET Status link under the Key Event Tracking.
7. The options from here are to either:
   - [Enter KET]
   - [Cancel]
   - [Print].
8. Click [Enter KET] to enter a New KET for this Inactive Partner.
9. Click [Cancel] to go back to the Inactive Partners view.
10. Click [Print] to open a printer friendly version of the form to be printed.
11. You can see all of the Partner’s information by clicking the ‘Expand all Domains’ link while ‘Collapse all Domains’ will hide the domain information.
11.3 How to Reactivate a Partner / Reestablishment

Partners who no longer participate in the FSP, for a variety of reasons, can be discontinued from the Partnership. However, their information will remain in the system as an inactive Partner.

If the Partner returns to the program, the Partner can be reactivated at any point in the future. A KET is used to discontinue a Partner. However, no other information about the Partner should be entered on the same KET which is used for the Partnership status change (i.e., discontinuation or reactivation).

11.3.1 A KET which contains a Partnership status change can be edited

KETs which contain a discontinuation or reactivation can have all of the fields altered EXCEPT for the actual selection of the discontinuation or re-establishment, and the discontinuation of re-establishment date.

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Inactive Partners submenu to show the list of Inactive Partners.
5. From the INACTIVE Partners table, select the Partner of interest.
6. Enter the date the Partner was reactivated in the Date to Reactivate box.
7. Click [Reactivate] (see Figure 65).

Figure 65: Re-activate a Partnership
If the re-activation date was within a year after the discontinuation date, a screen is shown to confirm the Partnership was reactivated. It is required that all key event changes which occurred while the Partnership was inactive be entered into the FSP DCR via the KETs.

**DCR Tip:**
If you need to re-establish a partner who had a partnership with someone else, you may need to contact your County Administrator to reactivate the partner and then transfer that partner to you. You will not be able to see or manage partners who were...
12 How to Become a County Approver

Two County Approvers and one Vendor (if applicable) are assigned for each system, by submitting the County Approver Certification & Vendor designation form, to DHCS. The County Approver certification forms are available on the BHIS portal website:

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. In the “Links” box, click the link: “Approver certification forms”.
3. Select: Mental Health Data Collection and Reporting (MHSA-DCR) / Download.
4. The form: DHCS 5260 (Rev. 07/17) will open.
5. Complete the information and have the County Director sign the form.
6. Send the signed form to: MHSData@dhcs.ca.gov.

**Note:** All forms MUST be signed and sent by the counties Behavioral Health Director’s email domain. If you have any questions, please e-mail these to MHSData@dhcs.ca.gov.

12.1 DHCS processes the received County Approver Certification Forms

**Once the e-mail is received, DHCS will:**

1. Create the User accounts for the designated County Approvers.
2. Assign them County Approver role in the BHIS Portal for both Production and Staging environment.
3. Send the County Approvers an encrypted e-mail with the assigned Username and temporary password.

**Once County Approvers receive the encrypted e-mail, they:**

1. Must change the password using the instructions in the e-mail.
2. Can login to the BHIS portal and manage (Add/Remove/Update) user accounts and user roles, once the temporary password has been changed.

**Note:** County Approvers will use the same Username and password to login to BHIS staging and production portals.

**Note:** All user changes to BHIS take approximately 1 hour to become active and available through BHIS and the FSP DCR application.
13 Adding and Managing DCR Users

The County Approver Designee is responsible for:
1. Adding New Users. (BHIS system)

IMPORTANT – County Approvers Do NOT create accounts for PSCs in BHIS unless they need to access DCR! PSCs are now managed by those with CA-RW roles. Only add users to BHIS who need access to DCR.

13.1 Adding New Users

When adding new users, there are three actions to take:
1. Adding the user to BHIS
2. Adding a User Role
3. Assign the User to a Group.

13.1.1 Adding the user to BHIS

As the County Approver, you can add New Users, using the BHIS website:
1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Administration / Manage Users submenu.

Figure 66: BHIS: Administration / Manage Users
13.1.1 Determine if User already has been entered into BHIS
Before you can add a new User to DCR, you need to determine if the User already exists in the BHIS system.

1. Search by LAST Name and/or Work Email to see if user is already in BHIS for your County.
2. Click the down-arrow to the right of “Last Name”.

![Figure 67: Search for User in BHIS](image)

3. Enter the last name you are looking for and click [Filter].
4. If found, Go to: Managing Existing Users (chapter: 13.2)
5. If not found, click [Add].

![Figure 68: Add User](image)

The “Manage User: Add user Profile” view will be shown:

![Figure 69: Manage User: Add User Profile view](image)

**Note:** When entering the new user’s e-mail, the E-mail Domain must match the e-mail domain that is in the BHIS system.
A. For County DCR users this can only be ONE and the same, approved e-mail domain.

B. If this is a County Contracted Provider/contractor/company (CCP) who enters DCR data on behalf of the County, then DHCS MUST have a list of all e-mail domains to be added, sent to DHCS by the County Approver. Send this list to MHSData@dhcs.ca.gov.

6. Enter the information requested and click [Save].
7. DHCS will receive an e-mail to create a User ID for this person.

Note: if you want to add a User Role now, click on the link: “Click here to add role(s)”, and continue to step 8.

13.1.2 Adding a User Role

- User roles determine the level of access and authority of FSP DCR users.
- All FSP DCR users must be assigned at least one role but may be assigned multiple roles.
- If a user is assigned multiple roles to meet county business needs, and the user will assume the highest level of access and authority that is available to any of the assigned roles.

Note: To view the Level of Access and Authority go to: Table 6: Level of Access and Authority to DCR Webpages by User Roles
There are several user roles to choose from:

1. Read Only (RO).
2. Read/Write (RW).
3. County Administrator, Read Only (CA-RO).
4. County Administrator, Read/Write (CA-RW).
5. State System Administrator (SSA).

- Each user role provides access to a different set of FSP DCR menu items.
- No single user role provides access to ALL FSP DCR submenus.

### Table 6: Level of Access and Authority to DCR Webpages by User Roles

<table>
<thead>
<tr>
<th>Menu</th>
<th>Submenu</th>
<th>RO</th>
<th>RW</th>
<th>CA-RO</th>
<th>CA-RW</th>
<th>SSA State only</th>
<th>SFG</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCR Home</td>
<td>1. DCR Home</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td>Partnerships</td>
<td>1. Add New Partner</td>
<td>-</td>
<td>rw</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>2. Manage Active Partners</td>
<td>ro</td>
<td>rw</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>3. Inactive Partners</td>
<td>ro</td>
<td>rw</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td>Transfers</td>
<td>1. Download FSP Data Files</td>
<td>ro</td>
<td>ro</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>2. Upload FSP XML Files</td>
<td>-</td>
<td>rw</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reports</td>
<td>1. Assessment Counts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>2. User Roles By County</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td>Admin</td>
<td>1. Forms - Printer Friendly</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>2. View/Share FSP Groups</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>rw</td>
<td>ro</td>
<td>rw</td>
</tr>
<tr>
<td></td>
<td>3. System Messages</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>rw</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>4. Manage Roles</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>5. Add/Edit County</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>rw</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>6. Manage Groups</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>rw</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>7. Manage PSCs</td>
<td>-</td>
<td>-</td>
<td>ro</td>
<td>rw</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Help</td>
<td>1. DCR User’s Manual</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>2. Training</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
<tr>
<td></td>
<td>3. Contact Us</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
<td>ro</td>
</tr>
</tbody>
</table>

- A dash (-) symbolizes that a user with only that role cannot see or access the submenu (has no access or authority for the submenu). When a user cannot access or see any submenus for a main menu, then the main menu will also become unavailable to the user.
- A notation of ‘ro’ (read only) defines that the user can access the information on the webpage but cannot make any changes to the information (has access but no authority to make changes).
- A notation of ‘rw’ (read/write) defines that a user has the highest level of access and authority and can view the information and make changes. When a user is assigned multiple roles, the user will assume the highest level of access and authority for each submenu that is available to any of the assigned roles.
13.1.2.1 Two ways to add a User role

1. If you just added the person as a “New User, click on the link: “Click here to add role(s)” (see: Figure 70: User Created Successfully) and continue to step 8

2. If the user is already added to BHIS, go to “Administration / Manage Users” and find the user. Click on the View link.

The Manage Users View User Profile view is shown:

![Figure 71: Click “View” to view the User Profile]

The Manage Users: View User Profile View is shown:

![Figure 72: Manage Users: View User Profile - User Roles]

8. In the User Roles section, Click [Add].
The Manage Users: Add User Role view is shown:

9. Select the following values from the drop-down boxes:
   - System “MHSA_DCR”
   - Role (choose accordingly)
   - Access Organization (County)

10. Click [Save].

13.1.3 Assign the User to a Group
See How to Assign a Group to a DCR User

13.2 Managing Existing Users
This functionality is available for the role of “County Approver”.

After the user has been added to the BHIS system and has been assigned as least one User Role, the County Approver is responsible for:

2. Viewing DCR User Profile.
3. Editing and Requesting Deactivation of DCR Users.
4. Approving requests from County Staff and CCPs.
5. Managing User Roles. (i.e. RO, RW, CA-RW, etc...)

This is done through the BHIS County Approver Management interface.

   1. Open the BHIS website (https://bhis.dhcs.ca.gov).
   2. Click [Log In] and enter your credentials. (see: How to Become a County Approver).
   3. On the Menu Bar, select the Administration / Manage Users submenu.
Chapter 13: Adding and Managing DCR Users

The following view will be shown:

![Manage Users View](image)

This view has a filter area and a table that shows the users who have been added.

**Note:** Every column in this table can be used to sort the information by clicking on the drop-down arrow located in the top right-hand corner of the column.

### 13.2.1 Viewing DCR User Status.

Following is the list of all the available User Account Status’ and their brief descriptions:

- **Pending**, waiting for DHCS to Activate – County Approver has added a new User account in BHIS Portal. DHCS will be notified with the new User details. DHCS will create username and temporary password and will send out an Encrypted e-mail to User’s Work e-mail address. User will have to change this temporary password into a more permanent password using the link given in the encrypted e-mail. Only after a permanent password is created the user can log onto BHIS Portal with the username and password.

- **Activated** - County Approver has added a new User account in BHIS Portal. DHCS has confirmed the username and password has been created for the same User.

- **Pending**, waiting for DHCS to Deactivate – County Approver has sent in a request to remove a User account from BHIS Portal. DHCS will be notified with the User details. DHCS will perform the necessary action to remove the User from the system.

- **Deactivated** - County Approver has requested to remove a User account from BHIS Portal. DHCS has confirmed removal of the account for the same User.

### 13.2.2 Viewing DCR User Profile

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov)).
2. Click [Log In] and enter your credentials. (see: How to Become a County Approver).
3. On the Menu Bar, select the Administration / Manage Users submenu.
4. Click the link “View” at the end of the row, to view the DCR User Profile.
13.2.3 Editing and Removing DCR Users.
1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials. (see: How to Become a County Approver).
3. On the Menu Bar, select the Administration / Manage Users submenu.
4. Click the link “View” at the end of the row, to view the DCR User Profile, who has the status “Activated”.
5. In the “Personal Profile” area, click [Edit]. This opens the: “Manage Users – Edit User Profile” view.
6. Select the ‘Request for deactivation’ radio button. (see: Figure 76: Request for Deactivation of a DCR User)

Figure 76: Request for Deactivation of a DCR User

13.3 Maintaining & Managing Groups
This functionality is available for the role of “County Administrator” (CA-RW).

   Note: You can add a County Administrator RW role to your profile in order to assign groups to users. Once you add the CA-RW role, it might take couple of hours to have new role privileges.

13.3.1 Group Structure
FSP DCR Groups control the ability of users to View or Access data for Partners in the program.

   • The group structure provides security in order to limit the number of users who can access a Partner’s data.
   • A county’s group structure will depend on both their reporting method and business methods.
   • The user who enters or uploads the data may not be the same user who accesses and reviews the data.
     o A group should be created for each set of users who need to Upload the same data
     o A group should be created for each set of users who need to Access the same data.
   • If the users who enter the data are the only users (except the “<County> Master Group”) who need to access the data, then the group structure will be simplified.
   • The least number of users possible should belong to each group.

DCR Tip:
Users may only view partners that are within their group. If a partner you are working with is not in your group, contact your County Administrator to move that partner to your group or to adjust your group.
13.3.1 A “<County> Master Group”
As a default, a “<County> Master Group” exists in the FSP DCR for each county.
1. Any user assigned to the “<County> Master Group” can access, all Partners’ data for the entire county.
2. A user can be assigned to only one group. However, the FSP Partner’s data can belong to several groups.

13.3.2 Who Can View / Share FSP Partner’s Data
This functionality is available for the role of: County Administrator (CA-RW and SFG role).

Assign yourself to same group as the Partner’s PSC by following these steps:
1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin / Manage Groups submenu.
5. Find your name.
6. In the last column behind your name the button can either read:
   - Remove
   - Assign.
7. If you have a [Remove] behind your name and the group is the same group as the Partner’s PSC:
   a. On the Menu Bar, select ‘Admin/ View/Share FSP Groups’ submenu to share from one group to other group’ section
8. If you have [Assign] any group assigned then go to step #
9. If you your group is not the same as Partner’s PSC then Remove yourself from current group by clicking [Remove].
10. Click Assign and select the group you want to assign from drop down and click assign

![Figure 78: Manage Groups - ASSIGN](image)

11. Logout and log back into DCR for the ‘Group Change’ to take affect

   1. On the Menu Bar, select Admin / ‘Share/Delete/Move partners from one group to other group’ section in SFG role and follow the steps
13.3.3 View/Share FSPs between Groups:
Those users with CA-RW or SFG role can share partners amongst groups by DCR users who belong
to same group as Partner’s PSC. This is done using View/Share FSP Groups page.

View/Share FSP Groups page allows users to share individual partners. Users can share partner
by adding a different group, so users in both of the groups can manage the partner.
User can switch the partner from one group to another by editing and selecting a new group.

13.3.3.1 Two FSP Groups can see the Partner’s information – How can I correct this?
There are two settings you need to check:
1. The FSP Group the Partner is assigned to.
2. The Group you are assigned to.

13.3.3.1.1 Find the FSP Group the Partner is assigned to:
1. Go to: Navigation Bar / Admin. / ViewShare FSP Groups
2. In the Search bar, do a search using the Partner’s CCN number.
   Example:

   ![Search Screen](Image)

3. When the results are shown, note which Group the Partner is assigned to.

13.3.3.1.2 Find the Group you are assigned to:
1. Go to: Navigation Bar / Admin. / Manage Groups.
2. Find your User Name and look to see what Group you are assigned to.
   a. If the Group is the same as the Partners group, your good.
   b. If the Group is NOT the same as the Partners group, click [REMOVE], confirm by
      clicking [REMOVE] again. Click [OK].
   c. Click [ASSIGN] and select the Group Name that the Partner belongs to.
3. Log out and log back in.

Note: Now that you are in the same Group as the Partner, you can see which Group(s) it’s being
shared with.

13.3.3.1.3 The ‘Shared’ Group can be (View/Share) ‘deleted’, then the Group will not be able to see this
Partner anymore.
1. Go to: Navigation Bar / Admin. / ViewShare FSP Groups
2. In the Search bar, do a search using the Partner’s CCN number.
3. If the Partner has a ‘Group share’ between two groups, you will see:
   • The Main Group
   • The Shared Group.
4. Find the Shared Group. (you see the Shared Group with the [Edit/Delete] option)
5. Click [Delete].
6. If you have changed the Group you were assigned to (in step 2c), go back in to: Manage Groups and
   remove yourself from the Partner’s Group and then add yourself back to the Group you were in
   when you started.
7. Log out and log back in for the change to take effect.
Figure 79: View/Share FSP Groups
13.3.4 How to Add a Group to the County
This functionality is available for the role of “County Administrator” (CA-RW).

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin/Manage Groups submenu.

The following view is shown:

5. Click [Maintain MHSA Groups].

The following view is shown:
6. Click [Add a Group to the County].

The following dialog box is shown:

![Add Group Dialog Box](image)

7. Enter a Group Name and Description.
8. Select the Status from the drop-down field.
9. Click [Save].
13.3.5 How to Edit a Group

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin/Manage Groups submenu.

The following view is shown:

![Figure 84: Manage Groups View](image)

5. Click [Maintain MHSA Groups].

The ‘Groups’ view is shown:

![Figure 85: Edit a Group](image)
6. Click on the (blue) ‘Group Name’ link that you wish to edit.

The Edit Group dialog box is shown.

![Figure 86: Edit Group Dialog Box](image)
13.3.6 How to Assign a Group to a DCR User

In order to see client data, a group needs to be assigned to your DCR User. As a County Administrator (CA-RW), you should be able to assign groups to DCR Users in your county.

This is done through the DCR website:

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin/Manage Groups submenu.

5. Click [Assign] at the end of the user row to assign a group. (see: Figure 88: Assign To Group)

**Note:** Assigning user to County Master Group would provide access to all partner data.
6. Select the Group Name from the drop-down box.
7. Click [Assign].

**Note:** Assigning a DCR User to the County Master Group will provide access to **ALL** partner data.
13.3.7 How to Remove a Group from a DCR User
This functionality is available for the role of “County Administrator” (CA-RW).

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin/Manage Groups submenu.

The Manage Groups view is shown:

5. Click [REMOVE] at the end of the user row to remove the user from a group.

The ‘View User Information dialog box is shown.

6. Click [Remove] to confirm
13.3.8 How to Edit a User Changing Groups

When a user is changing groups then the following steps should be taken:
1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin/ Manage Groups submenu.
5. Find the user needing to have their group changed.
6. Select Remove then okay.
7. Go back to the user then select Assign and assign user to the new group.
8. If the FSPs needs to change to this newly assigned group, then a KET would need to be submitted for each.

13.3.9 How to Add a PSC

10. Click [Log In] and enter your credentials.
11. On the Menu Bar, select the Applications / DCR Web Application submenu.
12. On the Menu Bar, select the Admin/ Manage PSCs submenu.
13. Click [New+].
   The Edit PSC dialog box is shown:

   ![Add PSC Dialog Box](image)

   Figure 94: Add PSC Dialog Box

14. Enter the PSC information.
15. Click [Save].

13.3.10 How to Edit an Existing PSC and PSC Group without any active partners

16. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov)).
17. Click [Log In] and enter your credentials.
18. On the Menu Bar, select the Applications / DCR Web Application submenu.
19. On the Menu Bar, select the Admin/ Manage PSCs submenu.
20. Select the “Last, FirstName” of the person you wish to edit.
21. In the example below, you can also edit the Group because the PSC does not have any active partners assigned.

The Edit PSC dialog box is shown:

   ![Edit PSC Dialog Box](image)

   Figure 95: Edit PSC Dialog Box

22. Make changes to the PSC
23. Click [Save].
13.3.11  How to Edit an Existing PSC Group with active partners

1. Open the BHIS website (https://bhis.dhcs.ca.gov).
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Admin/ Manage PSCs submenu.
5. Select the “Last, FirstName” of the person you wish to edit.

In the example below, you can edit some information of the PSC but since the PSC has one active partners assigned you will not be able to change the group.

To change the group in this situation do the following:
1. For all active partners, you will need to temporarily change the PSC in the PAF. This will need to be done for all active partners for a PSC.
2. To find the active partners, go to Manage Partners and sort by PSCs.
3. Then identify all the partners needing to be temporarily changed to another PSC (write this down).
4. Go in to each Partner for this PSC and change the PSC in the PAF to another PSC. Do this for all the Partners you wrote down.
5. Once all the Partners are temporarily changed, go back in to Manage PSCs and change the PSCs group.
6. Go back in to each Partner for this PSC where the PSC was change in the PAF and change them back to the PSC with the updated group.

Figure 96: Edit PSC Dialog Box
14 XML Batch File - Submission Introduction

The remainder of this chapter provides an overview of the technical aspects for submitting data via XML batch upload.

Note: submitting data through an XML Batch file does not mean you cannot access and/or submit data through the online DCR application. You will have access to the online DCR application. XML is just a different way to submit data through a Batch file.

- The 3rd party software vendors will need to become familiar with the MHSA DCR XML Schema Definition (XSD) described in the next section.
- Users who submit XML files from already established vendor processes may skip the “XML Batch Uploading” section later in this chapter.

14.1 XML Schema Definition (XSD)

In order to share information via XML, there must be a mutually defined XSD. (A third party software vendor normally performs this function.)

- The XML XSD definition required by the FSP DCR system is referred to as DCR_5.3. (This definition specifies the exact format of DCR FSP XML Files.)
- Accompanying DCR_5.3 is the description of the “processed results with errors.” (This document is referred to as: DCR 5.3 ProcessedResults_Errors_Final.)

Note: The information in this section is provided to assist FSP DCR users who define the structure of the XML files to be transferred to FSP DCR. This function is usually done by a third party software vendor. All other users do not need to read this section, but can reference this information as general guidance.

The FSP XSD Files are posted on the BHIS website and should be provided to the third party software vendor. This will allow the third party software vendor to develop their XML export functionality to allow files to be uploaded to FSP DCR.

14.1.1 To Access XSD Files

For ease, DCR_5.3 and DCR 5.3 ProcessedResults_Errors_Final are included here:

Figure 97: DCR_5.3.xsd
14.1.2 DCR Validation Matrices

The FSP DCR system validates uploaded XML files based on a wide variety of criteria. These criteria are published here as DCR Validation Matrices.

The published DCR Validation Matrices contains all of the validation criteria for the assessment types (PAF, KET, and 3M) as well as an exhaustive list of XML Error Codes that can be encountered during data submission.

14.1.3 XML Batch Uploading

- The user who will be uploading these XML files into DCR must be assigned the role of RW (Read/Write). (This is new with the DCR Rewrite).
- Go to: DCR Application / Transfers menu to Upload FSP XML Files.

14.1.3.1 To Upload XML Batch Files to DCR:

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Transfers / Upload FSP XML Files submenu. (see Figure 101).

DCR Tip:
At this time, DCR will not take the flow of multiple discontinuation and re-establishment records for one partner. Send only one discontinuation or reestablishment record for a partner in each XML file.
Chapter 14: XML Batch File

Once at the **Upload FSP XML Files** view, users have the option to perform a **New Upload**. (see **Figure 102**)

5. Select [New Upload]

Users are then able to browse their local computer for XML files to upload to the FSP DCR system. Once the XML file has been located, highlight the file and select [Open].

**Note:** Please work with your third party application provider for assistance exporting the FSP data in XML format and saving it to a specific file location.

6. Upon returning to the **Upload FSP XML Files** view, the file path of the XML document selected will appear. (see **Figure 103**)

7. Click [Browse] to locate a different file.

8. Click [Upload] to submit the selected file to the FSP DCR system, or [Cancel] without submitting any files.

If the upload is submitted successfully, the Batch Request will be queued for processing.

**Note:** When XML Files are processed by the FSP DCR system, a data validation is done to ensure
that the files are in the correct format and contain the required information as defined in the DCR Validation Matrices.

1. If the submission does not meet all of the validation criteria, the user will receive a rejection message including details about why the batch file was not successful. In this example, the submitted file contains an already used batch number. (see Figure 105).

   ![Figure 105: Rejected Batch File](image)

2. After a successfully submitted batch request is processed, the View/Save link will become active. (see Figure 106)

3. There are three Fatal Error codes that will prevent the file from processing:
   - B00001 - File is already processed.
   - B00003 - Wrong Node and new XML element
   - B00005 - Invalid XSD Version
   - B00006 - If user uploads the same file before it is processed. File is already uploaded but not processed. User can overwrite.

   ![Figure 106: View/Save Option is visible](image)

The previously processed XML files can be viewed or saved to the user’s workstation.

### 14.1.3.2 To View or Save Previously Uploaded XML Batch Files:

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Transfers / Upload FSP XML Files submenu. Previously uploaded files will be shown. (see Figure 106)
5. Find the desired file to view or save, and select the View/Save link.
6. Click [Open] to view the file or click [Save] to save the file in a path on your network. (see Figure 107)
14.1.4 Submission Errors
If the submission files do not meet the validation criteria and contain formatting or data related errors, an error code will be shown after the batch submittal has been processed. The error codes will contain specific information about what error was encountered which helps the user to determine what must be done to resolve the error.

14.1.4.1 Fatal or Non-Fatal Errors.
Errors can be either fatal or non-fatal. Fatal errors will result in the submittal being rejected; these submissions must be corrected and resubmitted before they will be accepted by the FSP DCR system. For non-fatal errors, the FSP DCR system will accept the submission but the user should follow up on the error message and resubmit the batch if necessary. Data related errors can often be corrected by modifying data in the submission error within the third party system and resubmitting the batch with the corrected data.

Note: New with the DCR Rewrite of 2017 is the ability to correct non-fatal and fatal errors.

Important: Any changes made in DCR must also be made in the County’s EHR. Otherwise, the two will not match.

For issues related to XML formatting or XSD version, it may be necessary to work directly with the third party software vendor to correct the export format from their system; this may require software changes by the third party vendor.

It is recommended that users first attempt to resolve the issue themselves within the third party system based on the error message received. If the user is unable to resolve the issue, it is recommended that they contact the third party software vendor for assistance in resolving the issue. Support can be reached at MHSADCRSupport@dhcs.ca.gov.

Note: Appendix B contains an exhaustive list of errors that can be encountered during batch submissions. (Appendix B: Batch Submission Errors)

14.1.5 XML Batch Corrections
Users can correct information within an assessment and resubmit if necessary. Data can be resubmitted to FSP DCR in the event of:
1. Data submission errors
2. To correct data for an assessment submitted in a prior batch.

14.1.5.1 Fatal Errors
If fatal errors are encountered, the data will not be accepted by FSP DCR.
Users should correct the information based on the error message and resubmit with valid data.

### 14.1.5.2 Non-Fatal Errors

If non-fatal errors are encountered, the data will be accepted by FSP DCR. When applicable, users should correct the information based on the error messages and resubmit.

Not all assessments can be corrected by simply resubmitting data. Based on business rules, the system may not allow some assessments to be resubmitted. In these circumstances, users must delete the Partner and resubmit all assessments in order to correct the data.

**Note:** Go to [Data Correction](#) for details about the FSP DCR business rules.

### 14.1.6 XML Batch Submission Testing

DHCS provides a DCR Staging environment to Counties, DCR users and providers to facilitate training of employees and XML Batch Submittal testing. This system can be accessed at: [https://bhissecurestage.dhcs.ca.gov](https://bhissecurestage.dhcs.ca.gov)

Before submitting XML Batch test files, notify DHCS DCR IT at [MHSADCRSupport@dhcs.ca.gov](mailto:MHSADCRSupport@dhcs.ca.gov) when the following conditions have been met:

#### 14.1.6.1 Requirements for Submitting XML Batch Files to FSP DCR Test Application:

1. All users who will submit the test XML Batch files are enrolled in BHIS for DCR Staging and have the RW role.
2. Group structure is in place.
3. Partnership Service Coordinators (PSCs) referenced in the `<CoordinatorID>` element in the STAGING XML Batch file(s) are enrolled or added as PSCs in DCR Staging.
4. County Program IDs are entered into the system by DHCS DCR Support staff.

DHCS DCR support staff will then provide the county access to DCR Staging environment where testing will take place. It is suggested that the county submit test XML Batch files in the order listed subsequently.

**Note:** Before submitting KET and 3M file(s), be sure to submit the corresponding PAF file(s) with the Usage element set to 'P' (see Sample 1 below).

1. Submit an XML file containing one PAF for each age group.
2. Submit an XML file containing multiple PAFs for each age group.
3. Submit an XML file containing one KET for each age group.
4. Submit an XML file containing multiple KETs for each age group.
5. Submit an XML file containing one 3M for each age group.
6. Submit an XML file containing multiple 3Ms for each age group.
7. Submit an XML file containing one PAF, one KET, and one 3M for each age group.
8. Submit an XML file containing multiple PAFs, multiple KETs, and multiple 3Ms for each age group.
9. Submit an XML file containing one discontinuation for any age group
10. Submit an XML file containing one reestablishment for any age group

```xml
<BatchHeader>
  <BatchDateTime>2017-11-20T00:00:00Z</BatchDateTime>
  <BatchNumber>DCR_TAX_PAF_Inset</BatchNumber>
  <VersionNumber>5.3</VersionNumber>
</BatchHeader>
<TAX_PAF AssessmentGUID='AABBCCDDEEFFGGH' AssessmentType='PAF' Operation='Update'>
  Figure 108: Sample Submission of PAF File with Usage Element Set to 'P'
</TAX_PAF>
```

If submission fails or returned processing results are incorrect during any of the steps previously in this chapter, please notify MHSA DCR Support at MHSADCRSupport@dhcs.ca.gov and provide the information listed subsequently.

14.1.6.2 Information Needed When Contacting MHSA DCR Support for a Batch Failure:

1. County name
2. Date submitted
3. Batch number
4. The form, section, or question that was not submitted or processed correctly

14.2 Enrolling and Certifying a County for XML Data Submission

The following chapter outlines the process for new counties to begin reporting data to the FSP DCR.

- Counties already approved to submit data to the FSP DCR should go to this chapter for instructions as their business needs or reporting needs change or require adjustment.
- A County must be certified before submitting Partner outcome data to the FSP DCR production system.

The following six requirements must be completed for a county to become certified:

1. The county has identified its reporting method (DCR or XML County).
2. The county has identified its business method
3. The county has identified its group structure
4. The county has registered and trained an County Approver Designee
5. The county has registered its Program ID Codes with DHCS. (see: 14.2.1)
6. The county has successfully submitted test data in the FSP DCR Staging Environment

14.2.1 Create or Change a Program ID for each FSP program:

1. Send an email to DHCS at MHSData@DHCS.ca.gov.
2. Provide the new 4-character Program ID or ID needing to be changed and the New program ID.
3. Provide the program ID description (up to 250 characters).
14.2.2 Certifying Counties for XML Data Submission

In addition to the criteria, lists the following criteria must also be met for XML counties.
14.2.2.1 Additional Criteria Required for Certifying XML Counties:
1. All users who will submit XML batch files are enrolled in BHIS DCR Production and have RW role.
2. All 12 forms have been successfully submitted in Staging. (see 12.1.6)
3. No high-severity FATAL errors (e.g., errors that impact security).
4. Low failure rate (<5%) for low-security errors.
5. Error messages that consistently occur should be fixed.
6. Review Re-activation process.
7. An understanding that PreviousPartnerGUID can only be used once Counties have spot-checked their data using FSP DCR online system in Staging to ensure that FSP DCR data match what is in their system and sent a confirmation email to MHSADCRSupport@dhcs.ca.gov

14.2.3 Identifying County Reporting Method
There are two options for reporting data to the FSP DCR. Counties can report individual data directly through forms on the online data system. If counties maintain their own system of FSP data, the counties can choose upload batch data to the FSP DCR via XML files. Counties now have the ability to do both methods but to submit via XML, the County MUST be XML Certified.

14.2.3.1 FSP DCR Reporting Options:
1. Online Individual Form Entry = “DCR Online Counties”
2. Batch XML File Submission = “XML Counties”

Note: Go to Data Reporting Options for further details on online individual form entry and batch XML file submission.

14.2.4 Identifying County Business Method
A county will need to set up a structure in the FSP DCR to support the method of data reporting.
- If the county is an XML county, will the providers upload their own XML files or will the county upload all provider XML batch data on behalf of the providers?
- If the county is a DCR Online County, will the providers enter their own data via the FSP DCR or will the county enter all of the data on behalf of the providers?

Note: Counties may also have vendors that submit data on behalf of the providers or the entire county. A vendor is any company or individual who is authorized to act on behalf of other organizations (counties/providers) including, but not limited to, exchanging and processing confidential information and data.

There are four main business structures:
1. XML batch uploaded by the county/vendor on behalf of all providers
2. Online individual form entry by each provider
3. Online individual form entry by each coordinator
4. Online individual form entry by the county/vendor on behalf of all providers
14.2.5 Requesting to Become a Certified County

Once a county has completed the six steps (see 12.2.1.2) required to become a certified county, the county should contact support (MHSADCRSupport@dhcs.ca.gov) to request to be a certified county.

1. Write an e-mail to DHCS at MHSADCRSupport@dhcs.ca.gov. Include the following information in the email:
   - Your County
   - Your Name
   - County Approver Designees for your County
   - A statement that your county has completed the six requirements to become a certified county listed at the beginning of this chapter

2. DHCS will inform you when you become a certified county, and the county’s users can then begin submitting Partner outcome data to the FSP DCR.
15 Data Reporting Options

There are two options available to counties for data collection and reporting; users can enter information directly into the DHCS FSP DCR application or export information from third party applications and upload the data to DHCS.

15.1 Entering FSP Data Directly into the Online FSP DCR Application
DHCS provides the FSP DCR system to counties, which allows for users to log into the web-based system over the Internet and document the results of Partner assessments directly into the FSP DCR system. Once documented, no additional steps must be taken in order to submit the required outcomes assessments to DHCS.

15.2 Using Third Party Applications for FSP Data
DHCS allows counties to use approved third party applications to document Partner assessments. These applications must capture all required information for FSP outcome assessments and be able to export assessments in the standard reporting format to DHCS.

For counties utilizing a third party application, the required data must be exported in a specific format. This format is an Extensible Markup Language (XML). These assessment data must then be uploaded via XML batching into FSP DCR.

15.3 Selecting a Method of Data Submission
Each county must determine their method of submitting FSP outcomes assessment data to DHCS. In the past, counties that used DCR had to use this method exclusively and were not able to submit via XML batch upload data from a 3rd party system. The limitation has been relaxed and now those

- Counties who use third party applications to export and upload FSP data are now also allowed to use FSP DCR.
- Counties who use FSP DCR can submit by XML if the County is XML Certified.

15.4 Accessing the FSP DCR Test Staging Application
DHCS provides a test Staging environment to facilitate employee training and XML batch submittal testing. This system can be accessed at https://bhsecurestage.dhcs.ca.gov.

All data entered into the Staging environment will be maintained separately from data entered into the standard FSP DCR (also called the production FSP DCR). The test Staging’s DCR application can be used for testing XML batch uploads or for training new FSP DCR users on how to enter data directly into the FSP DCR.
Chapter 15: Data Reporting Options

*Important:* For security reasons, DHCS does NOT allow the submission of real personal information (PI) or real personal health information (PHI) in DCR Staging environment.

**All personal information must be de-identified.**

It is recommended that each user test data entry and upload via the Staging FSP DCR application before attempting to submit any data to FSP DCR Production.

15.4.1 To Access the FSP DCR Staging Application:

DHCS is not automatically adding the County Approvers and users to the Staging environment due to the volume of users created in BHIS production.

DHCS requests counties to give MHSADCRSupport Staff at least a week’s notice before the County Approvers start adding the users in the staging. DHCS must add County Approvers to staging and ensure program codes were successfully migrated from production to staging.

Once County Approvers have been added to Staging, please follow these steps:

1. County Approvers need to add County Administrator Read Write (CA-RW) and other DCR users along with their roles (RW, RO, SFA and CA-RO)
2. DHCS will link the username and grant access to roles (Note: Username and password will be same as production).
3. County Administrator needs to create groups and assign users to groups
4. County Administrator needs to create PSCs

*Important:* Partner data will not be copied from production to staging. Only Program codes. Everything else needs to be added manually by users (County Administrators and RWs). As expressed above, real partner data should never be used in staging environment.
Chapter 16: Data Correction

16 Data Correction

Missing data can be added or aberrant data can be corrected in the FSP DCR. Users can overwrite existing information on a Partner’s PAF, KETs or 3Ms through the online FSP DCR or via XML batch upload. KETs and 3Ms cannot be deleted, but all incorrect information for the assessments can be cleared such that no aberrant data remains in the database.

**Note:** While the FSP DCR will allow correcting or clearing aberrant data, DHCS advises against clearing all fields in an assessment as this results in inefficient use of the system. In this case, DHCS recommends that the entire Partnership be deleted and recreated such that all assessments are reentered with correct data in the FSP DCR. Regardless of the method a county chooses to correct its data, the highest priority is for correct and complete data in the FSP DCR.

Some fields cannot be updated on the online forms such as the County, the Partnership Date and the Partner’s Date of Birth on a completed PAF. All other data elements are editable.

16.1 Correcting, Updating and Deleting a PAF with the Online FSP DCR

False information on the PAF can be corrected, and missing information on a PAF can be updated for active or inactive Partners. However, a Partner can only have one PAF at a time for a Partnership, and deleting the PAF will delete the entire Partnership.

16.1.1 To Correct or Update a PAF for an Active Partner:

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu to show the list of active Partners.
5. Locate the Partner of interest through the list or through a search.
6. Select the Partner’s name to show the Outcomes Assessments for: table. (see Figure 109)
7. Select the PAF date link under the PAF heading, and you will be returned to the PAF.
Chapter 16: Data Correction

Figure 109: Outcomes Assessments

1. Find the fields in the PAF with incorrect data and correct the data by selecting the field and deleting the current information and replacing it with new information or by selecting a different radio button.

2. Find the fields missing data and update the fields with new data.

A dialog box is shown:

“You are about to overwrite an existing assessment.
Do you want to continue?”

1. Click [OK]. The updated information will be stored.

Note: False information on the PAF can be corrected, and missing information on a PAF can be updated for inactive Partners as well.

Note: The County, the Partnership Date and the Partner’s Date of Birth cannot be updated on the PAF. However, other Partnership information & administrative data fields can be corrected or updated in the PAF. The corrections and updates on some administrative fields will immediately be present throughout all KETs and 3M assessments as well.

Introduction to the FSP DCR For a complete list of all Partnership information & administrative data, fields that will be automatically update through all KETs and 3Ms when corrected on the PAF.
16.1.2 To Correct or Update a PAF for an Inactive Partner:

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Inactive Partners submenu to show the list of inactive Partners.
5. Locate the Partner of interest through the list or through a search.
6. Select the Partner’s name to show the Outcomes Assessments for: table. (see Figure 110)
7. Select the PAF date link under the PAF History heading, and you will be returned to the PAF.

![Figure 110: Correct or Update a PAF for an Inactive Partner](image-url)
Chapter 16: Data Correction

16.2 Correcting, Updating and Deleting a KET with the Online FSP DCR

False information on KETs can be corrected and missing information on KETs can be updated for active and inactive Partners. KETs cannot be deleted at this time with the FSP DCR, but all incorrect information in a KET can be cleared.

KET** The following instructions apply to all KETs. KETs which contain a discontinuation or reestablishment can have all of the fields altered EXCEPT for the actual selection of the discontinuation or re-establishment, and the discontinuation or re-establishment date.

16.2.1 To Correct or Update a KET for an Active Partner:

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu to show the list of active Partners.
5. Locate the Partner of interest through the list or through a search.
6. Select the Partner’s name to show the Outcomes Assessments for: table. (see Figure 111)
7. Select a KET date link under the KET History heading, and you will be returned to the KET.
8. Find the fields in the KET with incorrect data and correct the data by selecting the field and deleting the current information and replacing it with new information or by selecting a different radio button.
9. Find the fields missing data and update the field with new data.

Note: The Partner information, such as County, Partner name, date completed and date of birth cannot be updated on the KET. Partner information can be corrected or updated in the PAF, and changes in the PAF will then be shown throughout all current or new KETs and 3Ms.

See:
Chapter 16: Data Correction

Introduction to the FSP DCR for a complete list of all Partnership information & administrative data, fields which will be automatically update through all KETs and 3Ms when corrected on the PAF.

Note: The Partnership Status cannot be updated or corrected in an existing KET. In order to discontinue or reestablish a Partner you must begin a new KET.

10. Once all fields have been updated, click [Submit].

A dialog box is shown:

“You are about to overwrite an existing assessment.
Do you want to continue?”

11. Click [OK]. The updated information will be stored.
### Chapter 16: Data Correction

#### 16.2.2 To Clear all Incorrect Information in a KET for an Active Partner:

There are occasions where it might be necessary to clear all incorrect information from a KET. For example:

It is noticed that a KET was entered and applied to the wrong Partner; or one arrest for the same date was submitted on two different KETs for the same Partner.

- KET assessments cannot be deleted in entirety in the FSP DCR at this time.
- However, all of the incorrect information in the KET can be cleared.

1. With the KET form open with incorrect data to be cleared, click the **Expand All Domains** link to show the form in its entirety. (see Figure 112).
2. Scroll through the form, and at the beginning of each domain, click the **Clear Domain** link, as necessary.

**Note:** The fields for the domain will be set to blank and all radio selection buttons will become unselected.

**Note:** Remember, KETs that contain a Partnership status change (discontinuation or reestablishment) can have all fields altered except for the actual selection of the discontinuation or reestablishment, and the discontinuation of reestablishment date.

3. A dialog box is shown asking if you are sure you want to clear all of the values.
4. Select [OK].

- Repeat steps 3 and 4 until all of the incorrect data in KET form is cleared, except for the **Partnership Information** (which can only be changed on the PAF).
5. Click [Submit] to resubmit the KET with cleared information to overwrite the existing KET form.
6. A message box is shown asking if you are sure you would like to overwrite the existing assessment. Click [OK].

Information on KETs** can be updated for inactive Partners as well. Like active Partners, the information for the Partnership status cannot be updated on existing KETs.
Chapter 16: Data Correction

16.2.3 To Correct or Update a KET** for an Inactive Partner:

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Inactive Partners submenu to show the list of inactive Partners.
5. Locate the Partner of interest through the list or through a search.
6. Select the Partner’s name to show the Outcomes Assessments table. (see Figure 113)
7. Select the KET date link under the KET History heading, and you will be returned to the KET.

8. Continue by following the instructions for “To Correct or Update a KET for an Active Partner” listed previously in this chapter.

16.2.4 To Clear all Incorrect Information in a KET for an Inactive Partner:

1. Follow steps “To Correct or Update a KET for an Inactive Partner” instructions listed previously in this chapter.
2. Continue with “To Clear all Incorrect Information in a KET for an Active Partner” instructions listed previously in this chapter.
16.3 Correcting, Updating and Deleting a 3M with the Online FSP DCR
False information on the 3M can be corrected, and missing information on a 3M can be updated for active or inactive Partners. 3Ms cannot be deleted at this time with the FSP DCR, but all incorrect information in a 3M can be cleared. However, clearing all information from a 3M will not restore its original (missing) status as is seen for new empty 3Ms which are also awaiting completion.

16.3.1 To Correct or Update a 3M for an Active Partner:

1. Open the BHIS website (https://bhis.dhcs.ca.gov)
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Partnerships / Manage Active Partners submenu to show the list of Active Partners.
5. Locate the Partner of interest through the list or through a search.
6. Select the Partner’s name to show the Outcomes Assessments for: table. (see Figure 114)
7. Select a 3M date link under the Quarterly History heading, and you will be returned to the 3M.
8. Find the fields in the 3M with incorrect data and correct the data by selecting the field and deleting the current information and replacing it with new information or by selecting a different radio button.
9. Find the fields missing data and update the field with new data.

Note: The Partner information, such as County, Partner name, date completed and date of birth cannot be updated on the 3M. However, Partner information can be corrected or updated in the PAF, and changes in the PAF will then be shown throughout all current or new KETs and 3Ms.

10. Once all fields have been updated, click [Submit]. A menu is shown:
    “You are about to overwrite an existing assessment. Do you want to continue?”
11. Click [OK]. The updated information will be stored.
16.3.2 To Clear all Incorrect Information in a 3M for an Active Partner:

1. Follow steps “To Correct or Update a 3M for an Active Partner” instructions listed previously in this chapter.
2. With the 3M form open with incorrect data to be cleared, click the **Expand All Domains** link to show the form in its entirety. (see **Figure 115**)  
3. Scroll through the form, and at the beginning of each domain, select the **Clear Domain** link, as necessary. The fields for the domain will be set to blank and all radio buttons will be set to unselected.
4. A message is shown asking if you are sure you want to clear all of the values.
5. Click **[OK]**.
6. Repeat until all of the incorrect data is cleared from the 3M form, except for the Partnership Information (which can only be changed on the PAF).
7. Click **[Submit]** to resubmit the new blank 3M form to overwrite the existing 3M form.

**Note:** Although a 3M can be stored without any data, from the Manage Active Partners webpage, the link for that 3M will not show the **(missing)** indicator. Although all of the 3M information is missing, the 3M is shown as if it has been completed. You can later access the cleared form and complete the 3M with the correct information.
8. A message box is shown asking if you are sure you would like to overwrite the existing assessment. Click **[OK]**.
16.3.3 To Correct or Update a 3M for an Inactive Partner

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select Partnerships / Inactive Partners submenu to show the list of inactive Partners. (see Figure 116)
5. Locate the Partner of interest through the list or through a search.
6. Select the Partner’s name to show the Outcomes Assessments table.
7. Select the 3M date link under the 3M History heading.

![Figure 116: Correct or Update a 3M for an Inactive Partner](image)
16.3.4 To Clear all Incorrect Information in a 3M for an Inactive Partner

1. Continue with “To Clear all Incorrect Information in a 3M for an Active Partner” instructions listed previously in this chapter.

16.4 Correcting Data through XML Batch Upload

Data can be corrected and updated through XML batch updates. Updated PAF, KET and 3M records can overwrite existing information in the FSP DCR with similar constraints as apply for the online FSP DCR.

A brief overview of the business rules for data correction is noted in the next section.

Note: Go to all previous sections in this chapter for further information on the capability to correct data via the online FSP DCR as a guidance for capabilities to correct or update data via XML batch upload.

16.5 Overview of Business Rules for Data Correction

16.5.1 PAF Data Correction Rules:

- False information on the PAF can be corrected, and missing information on a PAF can be updated for active or inactive Partners. PAFs can be deleted; however, a Partner can only have one PAF at a time for a Partnership, and deleting the PAF will delete the entire Partnership.
  - The Partnership date cannot be updated on the PAF. However, other Partnership information & administrative data fields can be corrected or updated in the PAF. The corrections and updates on some administrative fields will immediately be viewable throughout all KET and 3M assessments in data extracts and in the online FSP DCR system.
  - When correcting a Partner’s birth date on the PAF, the age group for the Partner at the time the Partnership was established could change. If a correction to the birth date results in a change of age group at the time of the Partnership, the PAF form will not update to the appropriate PAF type to accommodate the change. Therefore, in this case, the Partnership should be deleted and recreated in the FSP DCR. If the change to the birth date does not change the age group for the Partner for any assessments already entered into DCR, then proceed with changing the birth date.

- False information on the PAF can be corrected, and missing information on a PAF can be updated for inactive Partners as well.

16.5.2 KET Data Correction Rules:

- False information on KETs can be corrected and missing information on existing
Chapter 16: Data Correction

KETs can be updated for active Partners. KETs cannot be deleted at this time within the FSP DCR, but all incorrect information in a KET can be overwritten with null/blank values.

- The **Partnership Status** cannot be updated or corrected in an existing KET. In order to discontinue or reestablish a Partner you must begin a new KET.
- KETs which contain a discontinuation or reestablishment can have all of the fields altered EXCEPT for the actual selection of the discontinuation or re-establishment, and the discontinuation of re-establishment date. Information on existing KETs can be updated for inactive Partners as well. Like active Partners, the information for the Partnership status cannot be updated on existing KETs. When entering a new KET for the inactive Partner, the change date (such as Date of Residential Status Change) must be a date that is before the Discontinuation Date and after the Partnership Date.

The following instructions apply to all KETs. KETs which contain a discontinuation or reestablishment can have all of the fields altered EXCEPT for the actual selection of the discontinuation or re-establishment, and the discontinuation of re-establishment date.

### 16.5.3 3M Data Correction Rules:

- False information on the 3M can be corrected, and missing information on a 3M can be updated for active or inactive Partners. 3Ms cannot be deleted at this time with the FSP DCR, but all incorrect data in a 3M can be overwritten with null/blank information. However, clearing all information from a 3M will not restore its original (missing) status as is seen for new empty 3Ms which are also awaiting completion.

**Note:** Go to the Full Service Partnership (FSP) Data Collection and Reporting (DCR) Data Dictionary document at the Complete Variable Index (CVI) section for a list of all variables associated with the PAF, KET and 3M. This document in under Construction.
17 Data Download

The FSP DCR offers a function for users with the RW role to download all of the Partner data to which they have access through their group.

The data can be downloaded as XML or CSV files:

- The **XML data** downloads into three files (a PAF, a KET and a 3M file).
- The **CSV data** downloads into four files:
  1. a PAF Non-Residential with all domains EXCEPT Residential
  2. a PAF - Residential with residential domain information only
  3. a KET and a 3M file).

The XML or CSV files can then be used to perform data analysis and data reporting in other applications such as MS Excel, MS Access, SPSS or SAS.

17.1.1 To Download Data:

1. Open the BHIS website ([https://bhis.dhcs.ca.gov](https://bhis.dhcs.ca.gov))
2. Click [Log In] and enter your credentials.
3. On the Menu Bar, select the Applications / DCR Web Application submenu.
4. On the Menu Bar, select the Transfers menu / Download FSP Data Files submenu. (see Figure 117)
5. Click [New Download].
6. Select the “CSV Flat File” or “XML” file type from the Download Format drop-down box.
7. In the Form Type drop-down box, elect one of the available forms to include in the download.
8. (Optional) Enter a date range of data to be returned. The date range for the PAF records restricts based on Partnership Date. The date range for the KET and 3M records restricts based on the date the form was completed (Date Completed field). If a date range is not entered, all data
Chapter 17: Data Download

will be returned.

9. Click [Run] to return the file. Notice that the web browser will indicate the request is running. It may take several minutes for the data file to download. (see Figure 118)

Note: Larger files may cause the FSP DCR to produce an error after several minutes. Reduce the size of the file by restricting to a smaller date range, and retry the download.

![Figure 118: Run a Download Request](image)

Note: Go to the Full Service Partnership (FSP) Data Collection and Reporting (DCR) Data Dictionary document to view:

- Data Definitions of the fields in the downloaded files
- A crosswalk between the fields in the FSP DCR forms
- Fields in the data extract files.
## Appendix A: Data Reporting and Validation Rules

<table>
<thead>
<tr>
<th>No.</th>
<th>Form</th>
<th>Domain</th>
<th>Age Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>n/a</td>
<td>N/A</td>
<td>All</td>
<td>Data should be reported within 90 days of event occurrences</td>
</tr>
<tr>
<td>2.</td>
<td>3M</td>
<td>N/A</td>
<td>All</td>
<td>3Ms must be conducted within 15 days before or 30 days after their due date</td>
</tr>
<tr>
<td>3.</td>
<td>All</td>
<td>N/A</td>
<td>All</td>
<td>For the online FSP DCR, when selecting a Radio button (e.g., yes or no) user cannot un-click all selections, so as to opt out of answering a question; if users need to opt out after a selection is made, they must select the <strong>Clear Domain</strong> link to unselect all toggle buttons for the domain and re-enter the information for the domain</td>
</tr>
<tr>
<td>4.</td>
<td>KET, 3M</td>
<td>N/A</td>
<td>All</td>
<td>When the Partner exceeds the age group range (ex: turning from 15 to 16) all KETs and 3Ms collected after the Partner ages up must reflect the new age group for the Partner</td>
</tr>
<tr>
<td>5.</td>
<td>KET</td>
<td>Partner Info &amp; Admin</td>
<td>All</td>
<td>If a PSC ID is changed on the same date on two or more different KETs, the Partner is now moved to the latest group based on the record creation time</td>
</tr>
<tr>
<td>6.</td>
<td>PAF</td>
<td>Partner Info &amp; Admin</td>
<td>All</td>
<td>A valid CSI CCN must be submitted for the CSI-linked fields to be populated, without which the PAF Status will remain “Pending”</td>
</tr>
<tr>
<td>7.</td>
<td>PAF</td>
<td>Partner Info &amp; Admin</td>
<td>All</td>
<td>Two Partners cannot have the same CSI CCN</td>
</tr>
<tr>
<td>8.</td>
<td>PAF</td>
<td>Partner Info &amp; Admin</td>
<td>All</td>
<td>The Partnership date cannot be changed once a PAF is initiated</td>
</tr>
<tr>
<td>9.</td>
<td>PAF</td>
<td>Partner Info &amp; Admin</td>
<td>All</td>
<td>If the Partner’s birth date is changed on the PAF resulting in a change of the Partner’s age group at the time of the Partnership date, then PAF will not reflect the change in age group; the Partnership should be deleted and reinitiated with the corrected birth date entered for the Partner</td>
</tr>
<tr>
<td>10.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>There must be a number of past 12 occurrences submitted for every value of past 12 days submitted, and vice versa</td>
</tr>
<tr>
<td>11.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>There must be at least one residential setting for Prior to the last 12 months</td>
</tr>
<tr>
<td>12.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>There must be at least one residential setting for the last 12 months</td>
</tr>
<tr>
<td>13.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>For residential setting during the last 12 months, there must be a value for the number of occurrences for at least one residential setting</td>
</tr>
</tbody>
</table>
## Appendix A: Data Reporting and Validation Rules

<table>
<thead>
<tr>
<th>No.</th>
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</thead>
<tbody>
<tr>
<td>14.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>For residential setting during the last 12 months, there must be a value for the number of occurrences for every value for days</td>
</tr>
<tr>
<td>15.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>There must be one residential setting selected for where the Partner resided “yesterday”</td>
</tr>
<tr>
<td>16.</td>
<td>PAF</td>
<td>Residential</td>
<td>All</td>
<td>There must be one residential setting selected for where the Partner resided “tonight”</td>
</tr>
<tr>
<td>17.</td>
<td>KET</td>
<td>Residential</td>
<td>All</td>
<td>One KET can only contain one residential change at a time</td>
</tr>
<tr>
<td>18.</td>
<td>PAF</td>
<td>Education</td>
<td>Child</td>
<td>Since some children under the age of eight are not required to attend school, the Education Domain questions on the Child PAF are not mandatory</td>
</tr>
<tr>
<td>19.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY, Adult, Older Adult</td>
<td>The highest level of education must be submitted</td>
</tr>
<tr>
<td>20.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY, Adult, Older Adult</td>
<td>The Partner’s educational setting during the past 12 months must be submitted</td>
</tr>
<tr>
<td>21.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY, Adult, Older Adult</td>
<td>The Partner’s current educational setting must be submitted</td>
</tr>
<tr>
<td>22.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY</td>
<td>Whether or not the Partner is currently receiving special education due to serious emotional disturbance must be submitted</td>
</tr>
<tr>
<td>23.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY</td>
<td>Whether or not the Partner is currently receiving special education due to another reason must be submitted</td>
</tr>
<tr>
<td>24.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY</td>
<td>All questions must be completed in either the “Required by law to attend school” or the “Not Required by law to attend school” sections</td>
</tr>
<tr>
<td>25.</td>
<td>PAF</td>
<td>Education</td>
<td>TAY</td>
<td>A TAY PAF cannot be submitted if the two sections in the Education Domain called, “For Youth Who Are Required By Law to Attend School” and, “For Youth Who Are Not Required By Law to Attend School” are both filled out, since they are mutually exclusive</td>
</tr>
<tr>
<td>26.</td>
<td>PAF</td>
<td>Education</td>
<td>Child, TAY</td>
<td>There is nothing to indicate that it is inappropriate to enter a student as having good attendance while also having been suspended/expelled; since these are required fields for TAY, a PAF must be “certified” complete when leaving these fields blank</td>
</tr>
<tr>
<td>27.</td>
<td>PAF</td>
<td>Education</td>
<td>Child, TAY</td>
<td>There is nothing to indicate that it is inappropriate to enter a student’s grades while also having been suspended/expelled; since these are required fields for TAY, a PAF must be “certified” complete when leaving these fields blank</td>
</tr>
</tbody>
</table>
### Appendix A: Data Reporting and Validation Rules

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>PAF</td>
<td>Employment</td>
<td>All</td>
<td>There must be at least one employment status for the past 12 months</td>
</tr>
<tr>
<td>29.</td>
<td>PAF</td>
<td>Employment</td>
<td>All</td>
<td>There must be at least one employment status for current employment</td>
</tr>
<tr>
<td>30.</td>
<td>PAF</td>
<td>Employment</td>
<td>All</td>
<td>There must be a submission for whether or not the Partner’s current recovery goals include any kind of employment</td>
</tr>
<tr>
<td>31.</td>
<td>PAF</td>
<td>Employment</td>
<td>All</td>
<td>For employment during the last 12 months, there must be a value for Average Hours per Week for every value of # of Weeks and/or Average Hourly Wage, and vice versa</td>
</tr>
<tr>
<td>32.</td>
<td>PAF</td>
<td>Employment</td>
<td>All</td>
<td>For current employment, there must be a value for Average Hourly wage for every value of Average Hours per Week, and vice versa</td>
</tr>
<tr>
<td>33.</td>
<td>PAF, KET</td>
<td>Employment</td>
<td>All</td>
<td>No other employment settings can contain information if the “Partner is not employed at this time”</td>
</tr>
<tr>
<td>34.</td>
<td>PAF</td>
<td>Financial</td>
<td>All</td>
<td>There must be at least one source of financial support during the past 12 months</td>
</tr>
<tr>
<td>35.</td>
<td>PAF</td>
<td>Financial</td>
<td>All</td>
<td>There must be at least one source of financial support “currently”</td>
</tr>
<tr>
<td>36.</td>
<td>PAF</td>
<td>Financial Support</td>
<td>All</td>
<td>For sources of financial support in the last 12 months, the “No Financial Support” option can only be submitted if no other sources of financial support are submitted, indicating that the Partner had no source of financial support for the entire 12 month period</td>
</tr>
<tr>
<td>37.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>There must be a value submitted for the number of times the Partner was arrested during the past 12 months</td>
</tr>
<tr>
<td>38.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was arrested any time prior to the last 12 months must be submitted</td>
</tr>
<tr>
<td>39.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner is currently on probation must be submitted</td>
</tr>
<tr>
<td>40.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was on probation during the past 12 months must be submitted</td>
</tr>
<tr>
<td>41.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was on probation prior to the last 12 months must be submitted</td>
</tr>
<tr>
<td>42.</td>
<td>PAF, Child</td>
<td>Legal</td>
<td>Child</td>
<td>Whether or not the Partner is currently on parole from the Division of Juvenile Justice must be submitted</td>
</tr>
<tr>
<td>43.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was on any kind of parole during the past 12 months must be submitted</td>
</tr>
<tr>
<td>44.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was on any kind of parole prior to the last 12 months must be submitted</td>
</tr>
</tbody>
</table>
## Appendix A: Data Reporting and Validation Rules

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner is currently on conservatorship must be submitted</td>
</tr>
<tr>
<td>46.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was on conservatorship during the past 12 months must be submitted</td>
</tr>
<tr>
<td>47.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner was on conservatorship prior to the last 12 months must be submitted</td>
</tr>
<tr>
<td>48.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner currently has a payee must be submitted</td>
</tr>
<tr>
<td>49.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether or not the Partner has a payee during the past 12 months must be submitted</td>
</tr>
<tr>
<td>50.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>Whether not the Partner had a payee prior to the last 12 months must be submitted</td>
</tr>
<tr>
<td>51.</td>
<td>PAF</td>
<td>Legal</td>
<td>Child, TAY</td>
<td>Whether or not the Partner is currently a dependent of the court must be submitted</td>
</tr>
<tr>
<td>52.</td>
<td>PAF</td>
<td>Legal</td>
<td>Child, TAY</td>
<td>Whether or not the Partner was a dependent of the court during the past 12 months must be submitted</td>
</tr>
<tr>
<td>53.</td>
<td>PAF</td>
<td>Legal</td>
<td>Child, TAY</td>
<td>Whether or not the Partner was a dependent of the court prior to the last 12 months must be submitted</td>
</tr>
<tr>
<td>54.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>There must be a numeric amount submitted for the total number of children the Partner has who are currently on W &amp; I Code 300 status as a dependent of the court</td>
</tr>
<tr>
<td>55.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>There must be a numeric amount submitted for the total number of children the Partner has who are currently in foster care placement</td>
</tr>
<tr>
<td>56.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>There must be a numeric amount submitted for the total number of children the Partner has who are currently legally reunified with the Partner</td>
</tr>
<tr>
<td>57.</td>
<td>PAF</td>
<td>Legal</td>
<td>All</td>
<td>There must be a numeric amount submitted for the total number of children the Partner has who are currently adopted out</td>
</tr>
<tr>
<td>58.</td>
<td>PAF</td>
<td>Emergency Intervention</td>
<td>All</td>
<td>There must be a numeric amount submitted for the total number of emergency interventions in the past 12 months that were related to the Partner’s physical health</td>
</tr>
<tr>
<td>59.</td>
<td>PAF</td>
<td>Emergency Intervention</td>
<td>All</td>
<td>There must be a numeric amount submitted for the total number of emergency interventions in the past 12 months that were related to mental health or substance abuse</td>
</tr>
<tr>
<td>60.</td>
<td>PAF</td>
<td>Health Status</td>
<td>All</td>
<td>Whether or not the Partner currently has a primary care physician currently must be submitted</td>
</tr>
<tr>
<td>61.</td>
<td>PAF</td>
<td>Health Status</td>
<td>All</td>
<td>Whether or not the Partner has had a primary care physician during the past 12 months must be submitted</td>
</tr>
</tbody>
</table>
## Appendix A: Data Reporting and Validation Rules

<table>
<thead>
<tr>
<th>No.</th>
<th>Form</th>
<th>Domain</th>
<th>Age Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>62.</td>
<td>PAF</td>
<td>Substance Abuse</td>
<td>All</td>
<td>There must be an answer submitted for the opinion of the Partnership service coordinator on whether or not the Partner has ever had a co-occurring mental illness and substance abuse problem.</td>
</tr>
<tr>
<td>63.</td>
<td>PAF</td>
<td>Substance Abuse</td>
<td>All</td>
<td>Whether or not the Partner is currently receiving substance abuse services must be submitted.</td>
</tr>
<tr>
<td>64.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Bathing must be submitted.</td>
</tr>
<tr>
<td>65.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Dressing must be submitted.</td>
</tr>
<tr>
<td>66.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Toileting must be submitted.</td>
</tr>
<tr>
<td>67.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Transfer must be submitted.</td>
</tr>
<tr>
<td>68.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Continence must be submitted.</td>
</tr>
<tr>
<td>69.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Feeding must be submitted.</td>
</tr>
<tr>
<td>70.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for Walking must be submitted.</td>
</tr>
<tr>
<td>71.</td>
<td>PAF</td>
<td>ADL</td>
<td>Older Adult</td>
<td>The level of functioning for House-Confinement must be submitted.</td>
</tr>
<tr>
<td>72.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Telephone must be submitted.</td>
</tr>
<tr>
<td>73.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Walking Distance must be submitted.</td>
</tr>
<tr>
<td>74.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Groceries must be submitted.</td>
</tr>
<tr>
<td>75.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Meals must be submitted.</td>
</tr>
<tr>
<td>76.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Housework must be submitted.</td>
</tr>
<tr>
<td>77.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Handyman Work must be submitted.</td>
</tr>
<tr>
<td>78.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Laundry must be submitted.</td>
</tr>
<tr>
<td>79.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Medication must be submitted.</td>
</tr>
<tr>
<td>80.</td>
<td>PAF</td>
<td>IADL</td>
<td>Older Adult</td>
<td>The level of functioning for Money must be submitted.</td>
</tr>
</tbody>
</table>
# Appendix B: Batch Submission Errors

## Table 7: Batch Submission Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Is Fatal</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>3M001</td>
<td>FALSE</td>
<td>Please supply both ‘Is this an active problem? ’ and ‘does the youth have a co-occurring mental illness and substance use problem?’</td>
</tr>
<tr>
<td>AST001</td>
<td>TRUE</td>
<td>Not allowed to update the assessment as it was created by online/batch systems. <em>Note: A record that was submitted via batch is not allowed to be updated from the online DCR. Data entered online cannot be updated from a batch transaction.</em></td>
</tr>
<tr>
<td>AST002</td>
<td>TRUE</td>
<td>Not allowed to insert the assessment as the Partner was created by online/batch systems.</td>
</tr>
<tr>
<td>AST003</td>
<td>TRUE</td>
<td>Not allowed to update the assessment as the previous Partner was created by online/batch systems.</td>
</tr>
<tr>
<td>B00001</td>
<td>TRUE</td>
<td>Batch was already processed on DATE which was submitted by USER on DATE. <em>Note: This batch has already been submitted and processed and will not be accepted to be processed a second time.</em></td>
</tr>
<tr>
<td>B00003</td>
<td>TRUE</td>
<td>XML doesn’t conform to XSD VERSION</td>
</tr>
<tr>
<td>B00004</td>
<td>TRUE</td>
<td>Assessment falls outside the date range of XSD version; Acceptable assessment dates are from DATE to DATE.</td>
</tr>
<tr>
<td>B00005</td>
<td>TRUE</td>
<td>Invalid XSD Version. <em>Note: The XSD version in the batch header is not one of the currently supported XSD versions.</em></td>
</tr>
<tr>
<td>B00006</td>
<td>TRUE</td>
<td>Batch was already submitted by USER on DATE. Do you want to overwrite? <em>Note: Do not overwrite the batch if you intend this to be a new submittal. Check your batch number generator to make sure it is incrementing properly.</em></td>
</tr>
<tr>
<td>B00007</td>
<td>TRUE</td>
<td>Assessment was not found for update.</td>
</tr>
<tr>
<td>B00008</td>
<td>TRUE</td>
<td>Unauthorized to update this assessment as it belongs to a different county/group.</td>
</tr>
<tr>
<td>B00009</td>
<td>FALSE</td>
<td>VALUE missing.</td>
</tr>
<tr>
<td>B00010</td>
<td>TRUE</td>
<td>DATE Future date is not allowed.</td>
</tr>
<tr>
<td>B00011</td>
<td>TRUE</td>
<td>Date of Provider Number / NPI Change (mm/dd/yyyy): not a valid date</td>
</tr>
<tr>
<td>B00012</td>
<td>TRUE</td>
<td>@@@1 lower than acceptable value</td>
</tr>
<tr>
<td>B00013</td>
<td>TRUE</td>
<td>Unemployed higher than acceptable value</td>
</tr>
<tr>
<td>B00014</td>
<td>TRUE</td>
<td>NEW Provider Number / NPI: Length of this field can either be 10 digits</td>
</tr>
<tr>
<td>B00015</td>
<td>TRUE</td>
<td>NEW Provider Number / NPI: Length of this field can either be 10 digits or 4 digits or blank</td>
</tr>
<tr>
<td>B00016</td>
<td>FALSE</td>
<td>AB2034 is not valid</td>
</tr>
<tr>
<td>B00017</td>
<td>FALSE</td>
<td>Physical Health Related is not numeric value</td>
</tr>
<tr>
<td>KET001</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Residential Status Change’ and the ‘New Residential Status.’</td>
</tr>
</tbody>
</table>
### Appendix B: Batch Submission Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Is Fatal</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>KET002</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Program Change’ and the corresponding program involvement for AB2034, Governor’s Homeless Initiative and/or the MHSA Housing Program.</td>
</tr>
<tr>
<td>KET003</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Provider/NPI Number Change’ and ‘New Provider/NPI Number.’</td>
</tr>
<tr>
<td>KET004</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Full Service Partnership Program ID Change’ and ‘New Full Service Partnership Program ID.’</td>
</tr>
<tr>
<td>KET005</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Partnership Service Coordinator ID Change’ and ‘New Partnership Service Coordinator ID.’</td>
</tr>
<tr>
<td>KET006</td>
<td>TRUE</td>
<td>Please supply all: Date of Partnership Status Change, New Partnership Status, Reason for Discontinuation / Interruption.</td>
</tr>
<tr>
<td>KET007</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Grade Level Completion’ and ‘Level of education completed.’</td>
</tr>
<tr>
<td>KET008</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Educational Setting Change’ and ‘New Educational Setting.’</td>
</tr>
<tr>
<td>KET009</td>
<td>TRUE</td>
<td>Please supply both ‘Not in school of any kind’ and ‘If stopping school, did the Partner complete a class and/or program?’</td>
</tr>
<tr>
<td>KET010</td>
<td>TRUE</td>
<td>Please indicate the ‘Educational setting’ and ‘Does one of the Partner’s current recovery goals include any kind of education at this time?’</td>
</tr>
<tr>
<td>KET011</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Employment Change’ and any associated employment change(s) that occurred.</td>
</tr>
<tr>
<td>KET012</td>
<td>FALSE</td>
<td>NOT IN USE Note: This error code is not currently being used.</td>
</tr>
<tr>
<td>KET013</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Probation Status Change’ and the ‘New Probation Status.’</td>
</tr>
<tr>
<td>KET014</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Conservatorship Status Change’ and the ‘New Conservatorship Status.’</td>
</tr>
<tr>
<td>KET015</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Payee Status Change’ and the ‘New Payee Status.’</td>
</tr>
<tr>
<td>KET016</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of W &amp; I Code 300 Status Change’ and the ‘New W &amp; I Code 300 Status.’</td>
</tr>
<tr>
<td>KET017</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Emergency Intervention’ and the ‘New Emergency Intervention type.’</td>
</tr>
<tr>
<td>KET018</td>
<td>TRUE</td>
<td>You cannot edit a KET where a discontinuation or re-establishment is already indicated.</td>
</tr>
<tr>
<td>KET019</td>
<td>TRUE</td>
<td>You cannot have a 3M assessment dated after the inactive date.</td>
</tr>
<tr>
<td>KET020</td>
<td>TRUE</td>
<td>[DATE] cannot be earlier than the Partnership date</td>
</tr>
<tr>
<td>KET021</td>
<td>TRUE</td>
<td>Please supply both the ‘Date of Parole Status Change’ and the ‘New Parole Status.’</td>
</tr>
<tr>
<td>KET022</td>
<td>TRUE</td>
<td>Partner to re-activate is not inactive.</td>
</tr>
<tr>
<td>KET023</td>
<td>TRUE</td>
<td>KET Reactivate date of DATE must be earlier than one year from Discontinuation date of DATE.</td>
</tr>
<tr>
<td>KET024</td>
<td>TRUE</td>
<td>Please supply both the Date of Change and the value for the corresponding ‘County Use Field.’</td>
</tr>
<tr>
<td>KET025</td>
<td>TRUE</td>
<td>Please supply both ‘Date of Partnership Status Change’ and ‘New Partnership Status.’</td>
</tr>
<tr>
<td>KET026</td>
<td>TRUE</td>
<td>Either ‘Hours’ or ‘Wage’ was supplied; all corresponding values are required.</td>
</tr>
</tbody>
</table>
## Appendix B: Batch Submission Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Is Fatal</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>KET027</td>
<td>TRUE</td>
<td>Please supply only one residential setting.</td>
</tr>
<tr>
<td>KET028</td>
<td>TRUE</td>
<td>[DATE] cannot be after the date Partner was discontinued: DATE.</td>
</tr>
<tr>
<td>KET029</td>
<td>TRUE</td>
<td>Partner to discontinue is already inactive.</td>
</tr>
<tr>
<td>KET030</td>
<td>TRUE</td>
<td>Not allowed to change the Date of Partnership Status Change from @@@1 to @@@2.</td>
</tr>
<tr>
<td>KET031</td>
<td>TRUE</td>
<td>Not allowed to change the Partnership Status</td>
</tr>
<tr>
<td>KET032</td>
<td>TRUE</td>
<td>KET assessment date: @@@1 cannot be earlier than the partnership date: @@@2.</td>
</tr>
<tr>
<td>KET033</td>
<td>TRUE</td>
<td>Date of Residential Status Change' @@@1 should be greater than or equal to @@@2 for STRTP Residential Program.</td>
</tr>
<tr>
<td>PAF001</td>
<td>TRUE</td>
<td>CSI # already exists for Partner</td>
</tr>
<tr>
<td>PAF002</td>
<td>TRUE</td>
<td>County Partner ID already exists for Partner</td>
</tr>
<tr>
<td>PAF003</td>
<td>FALSE</td>
<td>CSI # did not match our records.</td>
</tr>
<tr>
<td>PAF004</td>
<td>TRUE</td>
<td>Coordinator does not exist in the database.</td>
</tr>
<tr>
<td>PAF005</td>
<td>FALSE</td>
<td>NOT IN USE Note: This error code is not currently being used.</td>
</tr>
<tr>
<td>PAF006</td>
<td>FALSE</td>
<td>Provider # not found.</td>
</tr>
<tr>
<td>PAF007</td>
<td>TRUE</td>
<td>Not allowed to change the assessment date from DATE to DATE.</td>
</tr>
<tr>
<td>PAF008</td>
<td>TRUE</td>
<td>Partner GUID already exists for Partner</td>
</tr>
<tr>
<td>PAF009</td>
<td>TRUE</td>
<td>Partner GUID missing/not available.</td>
</tr>
<tr>
<td>PAF010</td>
<td>TRUE</td>
<td>Assessment GUID already exists for Partner</td>
</tr>
<tr>
<td>PAF011</td>
<td>TRUE</td>
<td>Cannot find a matching Assessment GUID - unable to update the Partner details.</td>
</tr>
<tr>
<td>PAF012</td>
<td>TRUE</td>
<td>Quarterly Assessment date is outside the allowable range (days before to days after the due date) or an assessment for this period already exists.</td>
</tr>
<tr>
<td>PAF013</td>
<td>TRUE</td>
<td>Full Service Partnership Program ID FSP ID not found.</td>
</tr>
<tr>
<td>PAF014</td>
<td>TRUE</td>
<td>Assessment ID/GUID is missing - cannot update Partner information.</td>
</tr>
<tr>
<td>PAF015</td>
<td>FALSE</td>
<td>Residential Information: Either 'Past 12 Months # Occurrences' or 'Past 12 Months # Days' was supplied; both corresponding values are required.</td>
</tr>
<tr>
<td>PAF016</td>
<td>FALSE</td>
<td>Please supply a residential setting for Tonight.</td>
</tr>
<tr>
<td>PAF017</td>
<td>FALSE</td>
<td>Please supply a residential setting for Yesterday.</td>
</tr>
<tr>
<td>PAF018</td>
<td>FALSE</td>
<td>Please supply at least one residential setting for 'Prior to the last 12 months.'</td>
</tr>
<tr>
<td>PAF019</td>
<td>TRUE</td>
<td>You have made entries to both the Education sections 'Required by law to attend school' and 'Not required by law to attend school.' Please answer the questions in one section only.</td>
</tr>
</tbody>
</table>
### Appendix B: Batch Submission Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Is Fatal</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF020</td>
<td>FALSE</td>
<td>Either 'Weeks,' 'Hours,' or 'Wage' was supplied; all corresponding values are required.</td>
</tr>
<tr>
<td>PAF021</td>
<td>FALSE</td>
<td>Please supply at least one employment status for 'During the past 12 months.'</td>
</tr>
<tr>
<td>PAF022</td>
<td>FALSE</td>
<td>Please supply at least one employment status for 'Current' employment.</td>
</tr>
<tr>
<td>PAF023</td>
<td>FALSE</td>
<td>NOT IN USE <em>Note: This error code is not currently being used.</em></td>
</tr>
<tr>
<td>PAF024</td>
<td>FALSE</td>
<td>NOT IN USE <em>Note: This error code is not currently being used.</em></td>
</tr>
<tr>
<td>PAF025</td>
<td>FALSE</td>
<td>Please supply a value for all questions in the 'Required by law to attend school' section.</td>
</tr>
<tr>
<td>PAF026</td>
<td>FALSE</td>
<td>Please supply a value for all questions in the 'Not required by law to attend school' section.</td>
</tr>
<tr>
<td>PAF027</td>
<td>FALSE</td>
<td>Please supply at least one source of financial support for 'During the past 12 months.'</td>
</tr>
<tr>
<td>PAF028</td>
<td>FALSE</td>
<td>Please supply at least one source of financial support for 'Currently.'</td>
</tr>
<tr>
<td>PAF029</td>
<td>FALSE</td>
<td>NOT IN USE <em>Note: This error code is not currently being used.</em></td>
</tr>
<tr>
<td>PAF030</td>
<td>TRUE</td>
<td>The total number of days cannot exceed 365 under the column 'During the past 12 months.'</td>
</tr>
<tr>
<td>PAF031</td>
<td>FALSE</td>
<td>'Provider Number/NPI' can be BLANK, 4 character ALPHANUMERIC, or a VALID NPI number.</td>
</tr>
<tr>
<td>PAF031f</td>
<td>TRUE</td>
<td>'Provider Number/NPI' can be BLANK, 4 character ALPHANUMERIC, or a VALID 10-digit NPI number.</td>
</tr>
<tr>
<td>PAF032</td>
<td>TRUE</td>
<td>Not appropriate age group. Use 'FORM' form.</td>
</tr>
<tr>
<td>PAF033</td>
<td>TRUE</td>
<td>Not authorized to submit assessment for 'COUNTY' county.</td>
</tr>
<tr>
<td>PAF034</td>
<td>TRUE</td>
<td>User is not authorized to use this PSC or PSC does not exist.</td>
</tr>
<tr>
<td>PAF035</td>
<td>TRUE</td>
<td>'Assessment date' cannot be earlier than 'date of birth.'</td>
</tr>
<tr>
<td>PAF036</td>
<td>TRUE</td>
<td>'Year the Partner was first placed on W &amp; I Code 300 status' cannot be after the current year and cannot be earlier than 150 years from the current year.</td>
</tr>
<tr>
<td>PAF037</td>
<td>TRUE</td>
<td>You have indicated that the Partner is currently in school of some kind and also indicated that the Partner is currently not in school of any kind. Please correct the conflicting information.</td>
</tr>
<tr>
<td>PAF038</td>
<td>TRUE</td>
<td>You have indicated that the Partner is currently employed and also indicated that the Partner is currently unemployed. Please correct the conflicting information.</td>
</tr>
<tr>
<td>PAF039</td>
<td>FALSE</td>
<td>Please indicate the year when the Partner was first placed on W &amp; I Code 300 status.</td>
</tr>
<tr>
<td>PAF040</td>
<td>TRUE</td>
<td>Previous Partner GUID missing/not available.</td>
</tr>
<tr>
<td>PAF041</td>
<td>TRUE</td>
<td>Previous Partner is not inactive.</td>
</tr>
<tr>
<td>PAF042</td>
<td>TRUE</td>
<td>PAF Reactivate date of DATE is earlier than one year from Discontinuation date of DATE.</td>
</tr>
<tr>
<td>PAF043</td>
<td>FALSE</td>
<td>The total number of days must equal 365 under the column 'During the past 12 months.'</td>
</tr>
<tr>
<td>PAF044</td>
<td>TRUE</td>
<td>You have indicated that the Partner currently has at least one source of financial support and also indicated that the Partner currently has no financial support. Please</td>
</tr>
</tbody>
</table>
### Appendix B: Batch Submission Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Is Fatal</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF045</td>
<td>FALSE</td>
<td>Please select at least one educational setting for 'Currently.'</td>
</tr>
<tr>
<td>PAF046</td>
<td>FALSE</td>
<td>Please select at least one educational setting for 'During the past 12 months.'</td>
</tr>
<tr>
<td>PAF047</td>
<td>FALSE</td>
<td>One of the sections 'Required by law to attend school' or 'Not Required by law to attend school' must be completed.</td>
</tr>
<tr>
<td>PAF048</td>
<td>TRUE</td>
<td>Cannot submit PreviousPartnerGUID; PAF already exists.</td>
</tr>
<tr>
<td>PAF049</td>
<td>FALSE</td>
<td>Please enter a value for '# Occurrences' for at least one residential setting 'During the last 12 months.'</td>
</tr>
<tr>
<td>PAF050</td>
<td>FALSE</td>
<td>Please enter a value for '# Days' for at least one residential setting 'During the last 12 months.'</td>
</tr>
<tr>
<td>PAF051</td>
<td>TRUE</td>
<td>You have indicated that the Partner had at least one source of financial support during the past 12 months and also indicated that the Partner has had no financial support 'During the past 12 months.' Please correct the conflicting information.</td>
</tr>
<tr>
<td>PAF052</td>
<td>TRUE</td>
<td>Previous Partner’s DOB is different from new Partner’s DOB.</td>
</tr>
<tr>
<td>PAF053</td>
<td>TRUE</td>
<td>Please supply only one residential setting for 'Tonight.'</td>
</tr>
<tr>
<td>PAF054</td>
<td>TRUE</td>
<td>Please supply only one residential setting for 'Yesterday.'</td>
</tr>
<tr>
<td>PAF055</td>
<td>TRUE</td>
<td>Assessment type (PAF, KET or 3M) cannot be changed.</td>
</tr>
<tr>
<td>PAF056</td>
<td>TRUE</td>
<td>Partner is not active. Partner must be active for operation.</td>
</tr>
<tr>
<td>PAF057</td>
<td>TRUE</td>
<td>Please supply a reason to Partner.</td>
</tr>
<tr>
<td>PAF058</td>
<td>TRUE</td>
<td>This assessment has been deleted and cannot be updated.</td>
</tr>
<tr>
<td>PAF059</td>
<td>TRUE</td>
<td>This Partner has been deleted and a new assessment cannot be submitted.</td>
</tr>
<tr>
<td>PAF060</td>
<td>TRUE</td>
<td>Partner is not deleted. Partner must be deleted in order to be restored.</td>
</tr>
<tr>
<td>PAF061</td>
<td>TRUE</td>
<td>Partner that has been re-established after a year or more, and then deleted, cannot be restored.</td>
</tr>
<tr>
<td>PAF062</td>
<td>TRUE</td>
<td>Partner’s date of birth is different from what is in the database.</td>
</tr>
<tr>
<td>PAF063</td>
<td>TRUE</td>
<td>Assessment date is different from what is in the database.</td>
</tr>
<tr>
<td>PAF064</td>
<td>TRUE</td>
<td>PAF status is not pending. PAF status must be pending for OPERATION</td>
</tr>
<tr>
<td>PAF065</td>
<td>TRUE</td>
<td>PAF status is not certified complete. PAF status must be certified complete for OPERATION</td>
</tr>
<tr>
<td>PAF066</td>
<td>TRUE</td>
<td>CSI # is blank or did not match our records. PAF cannot be changed to certified complete.</td>
</tr>
<tr>
<td>PAF067</td>
<td>TRUE</td>
<td>Partner is not active or inactive. Partner must be active or inactive for @@@1 operation.</td>
</tr>
<tr>
<td>PAF068</td>
<td>TRUE</td>
<td>Year the partner was first placed on W&amp;I Code 300 statuses cannot be earlier than the Partner’s date of birth.</td>
</tr>
<tr>
<td>PAF069</td>
<td>TRUE</td>
<td>Partnership date @@@1 should be greater than or equal to @@@2 for STRTP Residential Program.</td>
</tr>
</tbody>
</table>
### Appendix B: Batch Submission Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Is Fatal</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>invalid element</td>
<td>FALSE</td>
<td>Invalid element <strong>Note:</strong> Error will show for empty setting elements (&lt;Setting/&gt; or settings that do not exist on the form (e.g., AvgHrWage for Current Employment).</td>
</tr>
</tbody>
</table>
Appendix C: XML Examples

20 Appendix C: Examples of XML Batch Files

Example of a PAF for an Adult.
Example of a 3M for a TAY.
Examples of a KET for an OA.

20.1 Example of a PAF for an Adult

<DCR_XML_File xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xmlns:xsd="http://www.w3.org/2001/XMLSchema">
    <Batchheader>
        <!-- XML Structure and elements has to be in the order of the form inputs -->
        <!-- Usage T for testing, P for production -->
        <Usage>T</Usage>
        <BatchDateTime>2017-10-11T00:00:00</BatchDateTime>
        <!-- Batch Number is required and need to be unique -->
        <BatchNumber>TC_ADULT_PAF</BatchNumber>
        <XSDVersionNumber>5.3</XSDVersionNumber>
    </Batchheader>
    <ADULT_PAF AssessmentGUID="6ce2f1c2-acf4-42bd-a534-25c1a36cfa48"
        AssessmentType="PAF" Operation="Update">
        <!-- Assessment types can be PAF, KET, 3M, any other values will be rejected -->
        <!-- Option value 'Update', updates the information if assessment already exists in the
        system, else it adds it -->
        <!-- COMMENT: option value 'Delete', deletes the assessment
        COMMENT: option value 'Restore', restores the previously deleted assessment
        COMMENT: Operation value 'CertifyComplete', marks a pending assessment as
        complete by certifying it
        COMMENT: Operation value 'DeCertifyComplete', marks a certified complete
        assessment as decertified and puts it in 'Pending' status -->
        <Partner>
            <CountyID>TEST COUNTY</CountyID>
            <CSINumber>TCAD00001</CSINumber>
            <!-- CountyFSPID is optional -->
            <CountyFSPID></CountyFSPID>
            <FirstName>tcpaf1</FirstName>
            <LastName>tcpaf1</LastName>
            <AssessmentDate>2017-10-10</AssessmentDate>
            <DateOfBirth>1990-01-01</DateOfBirth>
            <ReferredBy>Friend</ReferredBy>
            <!-- Use one of the ReferredBy attributes
            <ReferredBy>Self</ReferredBy>
            <ReferredBy>Emergency Room</ReferredBy> -->
    </Partner>
</DCR_XML_File>
Appendix C: XML Examples

<!-- COMMENT: Program participation is optional, select any programs that partner is currently involved -->
<Programs QueCode="AB2034">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="GHI">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="MHSA">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<!--
<Programs QueCode="AB2034">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="GHI">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="MHSA">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<!--
<Programs QueCode="AB2034">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="GHI">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="MHSA">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<!--
<Programs QueCode="AB2034">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="GHI">
  <Setting PgmVal="true">
  </Setting>
</Programs>
<Programs QueCode="MHSA">
  <Setting PgmVal="true">
  </Setting>
</Programs>
</FSPAdminInfo>
</Partner>
Appendix C: XML Examples

<Setting PgmVal="true">
  </Setting>
</Programs> -->
</FSPAdminInfo>

<Residential>
  <ResidentialSetting QueCode= "Assisted Living">
    <Setting Current="true">
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "Community Care">
    <Setting PastTwelveOccurences="1" PastTwelveDays="180" >
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "Homeless">
    <Setting PastTwelveOccurences="1" PastTwelveDays="180">
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "Long-Term Care">
    <Setting PriorTwelve="true">
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "Unknown Setting">
    <Setting PastTwelveOccurences="0" PastTwelveDays="5" 
    PriorTwelve="true">
    </Setting>
  </ResidentialSetting>
</Residential>

<!-- Use all residential settings that apply for current, past 12 occurrence, day, and prior twelve settings. Past 12 days total should equal to 365
  <ResidentialSetting QueCode= "With Parents">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "With Other Family">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "Apartment Alone">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
  </ResidentialSetting>
  <ResidentialSetting QueCode= "Single Room Occupancy">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
  </ResidentialSetting>

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Appendix C: XML Examples

```xml
<ResidentialSetting QueCode="Emergency Shelter">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Homeless">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Individual Placement">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Assisted Living">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Congregate Placement">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Community Care">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Medical Hospital">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="Psychiatric Hospital">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode="State Psychiatric">
    <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
    </Setting>
</ResidentialSetting>
```

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Appendix C: XML Examples

```xml
<ResidentialSetting QueCode= "Residential Treatment">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Nursing Physical">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Nursing Psychiatric">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Long-Term Care">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Jail">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Prison">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Other Setting">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>

<ResidentialSetting QueCode= "Unknown Setting">
  <Setting Current="true" Yesterday="true" PastTwelveOccurences="1" PastTwelveDays="365" PriorTwelve="true">
  </Setting>
</ResidentialSetting>
</Residential>

<Education>
</Education>
```
Appendix C: XML Examples

```xml
<HighestGrade>Diploma</HighestGrade>
<!-- Use one option for HighestGrade
<HighestGrade>No Diploma</HighestGrade>
<HighestGrade>GED</HighestGrade>
<HighestGrade>Diploma</HighestGrade>
<HighestGrade>Some College</HighestGrade>
<HighestGrade>AA</HighestGrade>
<HighestGrade>Bachelors</HighestGrade>
<HighestGrade>Masters</HighestGrade>
<HighestGrade>Doctoral</HighestGrade> -->
<EducationSetting QueCode="Technical">
    <Setting PastTwelveNbrWeeks="26"/>
</EducationSetting>
<EducationSetting QueCode="Not in school">
    <Setting PastTwelveNbrWeeks="52" Currently="true"/>
</Setting>
</EducationSetting>
<RecoveryGoals>No</RecoveryGoals>
<!--
COMMENT: Use all the options that apply for a particular partner
<EducationSetting QueCode="Not in school">
    <Setting PastTwelveNbrWeeks="52" Currently="false"/>
</Setting>
</EducationSetting>
<EducationSetting QueCode="High School">
    <Setting PastTwelveNbrWeeks="" Currently=""/>
</Setting>
</EducationSetting>
<EducationSetting QueCode="Technical">
    <Setting PastTwelveNbrWeeks="" Currently=""/>
</Setting>
</EducationSetting>
<EducationSetting QueCode="Community College">
    <Setting PastTwelveNbrWeeks="" Currently=""/>
</Setting>
</EducationSetting>
<EducationSetting QueCode="Graduate">
    <Setting PastTwelveNbrWeeks="" Currently=""/>
</Setting>
</EducationSetting>
<EducationSetting QueCode="Other Education">
    <Setting PastTwelveNbrWeeks="" Currently=""/>
</Setting>
</EducationSetting>
<!--
</EducationSetting>
```
Appendix C: XML Examples

</Education>

<Employment>

<Past12Status QueCode="Non-paid">
  <Setting NumWeeks="10" AvgHrsWeek="20">
    </Setting>
  </Past12Status>

<!-- Use all that apply for Past12 months employment details or use unemployed
<Past12Status QueCode="Competitive">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

<Past12Status QueCode="Supported">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

<Past12Status QueCode="Transitional">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

<Past12Status QueCode="In-House">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

<Past12Status QueCode="Non-paid">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

<Past12Status QueCode="Other Employment">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

<Past12Status QueCode="Unemployed">
  <Setting NumWeeks="" AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </Past12Status>

</Past12Status> -->

<Unemployed>true</Unemployed>

<!-- Use all that apply for current employment details or use unemployed
<CurrentStatus QueCode="Competitive">
  <Setting AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </CurrentStatus>

<CurrentStatus QueCode="Supported">
  <Setting AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </CurrentStatus>

<CurrentStatus QueCode="Supported">
  <Setting AvgHrsWeek="" AvgHrWage="">
    </Setting>
  </CurrentStatus>

<CurrentStatus>

</CurrentStatus>
Appendix C: XML Examples

```xml
<CurrentStatus QueCode="Transitional">
  <Setting AvgHrsWeek="" AvgHrWage=""/>
</Setting>
</CurrentStatus>

<CurrentStatus QueCode="In-House">
  <Setting AvgHrsWeek="" AvgHrWage=""/>
</Setting>
</CurrentStatus>

<CurrentStatus QueCode="Non-paid">
  <Setting AvgHrsWeek="" AvgHrWage=""/>
</Setting>
</CurrentStatus>

<CurrentStatus QueCode="Other Employment">
  <Setting AvgHrsWeek="" AvgHrWage=""/>
</Setting>
</CurrentStatus>

<CurrentStatus QueCode="Unemployed">
  <Setting AvgHrsWeek="" AvgHrWage=""/>
</Setting>
</CurrentStatus>

Note: Unemployed uses true/false values
<Unemployed>Yes</Unemployed>
</CurrentStatus> -->

<!-- Recovery Goals use Yes or No values-->
<RecoveryGoals>No</RecoveryGoals>
</Employment>

<FinancialSupport>
  <FinancialSource QueCode="SSI">
    <Setting Curr="true" Past12="true"/>
  </Setting>
</FinancialSource>

<!-- Choose all that apply for FinancialSource settings
<FinancialSource QueCode="Wages">
  <Setting Curr="true" Past12="true"/>
</Setting>
</FinancialSource>

<FinancialSource QueCode="Spouse">
  <Setting Curr="true" Past12="true"/>
</Setting>
</FinancialSource>

<FinancialSource QueCode="Savings">
  <Setting Curr="true" Past12="true"/>
</Setting>
</FinancialSource>

<FinancialSource QueCode="Other Family">
```

Appendix C: XML Examples

<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="Retirement">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="Veterans">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="Loan">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="Housing">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="General">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="Food Stamps">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="TANF">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="SSI">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="SSDI">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="SDI">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>

<FinancialSource QueCode="Tribal Benefits">
<Setting Curr="true" Past12="true">
</Setting>
</FinancialSource>
Appendix C: XML Examples

</Setting>
</FinancialSource>
<FinancialSource QueCode="Other Support">
  <Setting Curr="true" Past12="true">
  </Setting>
</FinancialSource>
<FinancialSource QueCode="No Support">
  <Setting Curr="true" Past12="true">
  </Setting>
</FinancialSource> -->
</FinancialSource>

</FinancialSupport>
</LegalIssue>

<!--Arrested past twelve is integer value -->
<ArrestPast12>0</ArrestPast12>
<!-- Arrested Prior 12 months takes Yes No values -->
<ArrestPrior12>No</ArrestPrior12>
<!-- Currently on Probation takes Yes No values -->
<ProbCurr>No</ProbCurr>
<!-- Past 12 months on Probation takes Yes No values -->
<ProbPast12>No</ProbPast12>
<!-- Past 12 months on Probation takes Yes No values -->
<ProbPrior12>No</ProbPrior12>
<!-- Past 12 months on Parole takes Yes No values -->
<ParolePast12>No</ParolePast12>
<!-- Prior 12 months on Parole takes Yes No values -->
<ParolePrior12>No</ParolePrior12>
<!-- Conservationship currently takes Yes No values -->
<ConservCurr>No</ConservCurr>
<!-- Conservationship Past 12 takes Yes No values -->
<ConservPast12>No</ConservPast12>
<!-- Conservationship Past 12 takes Yes No values -->
<ConservPrior12>No</ConservPrior12>
<!-- Payee Currently takes Yes No values -->
<PayeeCurr>No</PayeeCurr>
<!-- Payee past 12 takes Yes No values -->
<PayeePast12>No</PayeePast12>
<!-- Payee Prior 12 takes Yes No values -->
<PayeePrior12>No</PayeePrior12>
<!-- Enter integer value for children total for each setting -->
<CustodyInformation QueCode="Dependent">
  <Setting ChildrenTotal="1">
  </Setting>
</CustodyInformation>
<CustodyInformation QueCode="Foster">
  <Setting ChildrenTotal="2">
  </Setting>
</CustodyInformation>
Appendix C: XML Examples

```xml
</Setting>
</CustodyInformation>
<CustodyInformation QueCode="Reunified">
  <Setting ChildrenTotal="0">
  </Setting>
</CustodyInformation>
<CustodyInformation QueCode="Adopted">
  <Setting ChildrenTotal="0">
  </Setting>
</CustodyInformation>
</LegalIssue>
<Emergency>
  <!-- Enter integer value of number of physical related health emergencies during past 12 months -->
  <PhyRelated>1</PhyRelated>
  <!-- Enter integer value of number of metal related health emergencies during past 12 months -->
  <MenRelated>3</MenRelated>
</Emergency>
<HealthStatus>
  <!-- Currently has Physician? Takes Yes or No values -->
  <PhysicianCurr>No</PhysicianCurr>
  <!-- past 12 months has physician? Takes Yes or No values -->
  <PhysicianPast12>No</PhysicianPast12>
</HealthStatus>
<SubstanceAbuse>
  <!-- Has partner had mental illness or substance abuse problem, according to coordinator? Takes Yes or No values -->
  <MentalIllness>Yes</MentalIllness>
  <!-- Has partner currently suffers from mental illness or substance abuse problem, according to coordinator? Takes Yes or No values -->
  <ActiveProblem>Yes</ActiveProblem>
  <!-- Is the partner currently receiving substance abuse services? Takes Yes or No values -->
  <AbuseServices>No</AbuseServices>
</SubstanceAbuse>
<CntyUseFields>
  <!-- Use these text fields (length 15 char) to enter any data for county use -->
  <CountyUseField QueCode="1">
    <Setting CntyFieldVal="county ADULT1"/>
  </Setting>
  <CountyUseField QueCode="2">
    <Setting CntyFieldVal="county ADULT2"/>
  </Setting>
</CntyUseFields>
```
Appendix C: XML Examples

```xml
</CountyUseField>
<CountyUseField QueCode="3">
  <Setting CntyFieldVal="county ADULT3">
  </Setting>
</CountyUseField>
<CountyUseField QueCode="4">
  <Setting CntyFieldVal="county ADULT4">
  </Setting>
</CountyUseField>
<CountyUseField QueCode="5">
  <Setting CntyFieldVal="county ADULT5">
  </Setting>
</CountyUseField>
<CountyUseField QueCode="6">
  <Setting CntyFieldVal="county ADULT6">
  </Setting>
</CountyUseField>
</CntyUseFields>
<!-- Reason is needed only when Operation is CerifyComplete or DeCertifyComplete. -->
<Reason>Information cannot be found. Set complete</Reason> -->
</ADULT_PAF>
</DCR_XML_File>
```
Appendix C: XML Examples

20.2 Example of a 3M for a TAY

<DCR_XML_File xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema">
  <Batchheader>
    <!-- XML Structure and elements has to be in the order of the form inputs -->
    <!-- Usage T for testing, P for production -->
    <Usage>T</Usage>
    <BatchDateTime>2017-10-20T00:00:00</BatchDateTime>
    <BatchNumber>ADULT_3M</BatchNumber>
    <XSDVersionNumber>5.3</XSDVersionNumber>
  </Batchheader>
  <!-- Enter PAF AssessmentGUID as PartnerGUID, and use unique GUID for KET's AssessmentGUID -->
  <!-- Operation type 'Update' is only valid operation -->
  <!-- AssessmentDate should be past or same as status change dates -->
  <!-- None of the change dates can be earlier than original partnership date (PAF AssessmentDate) -->
  <TAY_3M AssessmentGUID="" PartnerGUID="" AssessmentType="3M" Operation="Update"
AssessmentDate="2017-10-23">
    <Education>
      <!-- Please provide YES/No values - OPTIONAL -->
      <EmotionalDisturbance>No</EmotionalDisturbance>
      <!-- Please provide YES/No values - OPTIONAL -->
      <AnotherReason>No</AnotherReason>
      <AttendanceCurr>Always Attends</AttendanceCurr>
      <!-- Please select one of the Attendance Currency options
      <AttendanceCurr>Mostly Attends</AttendanceCurr>
      <AttendanceCurr>Sometimes Attends</AttendanceCurr>
      <AttendanceCurr>Infrequently Attends</AttendanceCurr>
      <AttendanceCurr>Never Attends</AttendanceCurr> -->
      <!-- Please select one of the Grades Currently options
      <GradesCurr>Very Good Grades</GradesCurr>
      <GradesCurr>Good Grades</GradesCurr>
      <GradesCurr>Average Grades</GradesCurr>
      <GradesCurr>Below Average Grades</GradesCurr>
      <GradesCurr>Poor Grades</GradesCurr> -->
    </Education>
    <FinancialSupport>
      <!-- Please select all the options that apply
      <FinancialSource QueCode="Wages">
      <Setting Curr="true">
    </FinancialSource>
  </TAY_3M>
</DCR_XML_File>
Appendix C: XML Examples

</Setting></FinancialSource>
<FinancialSource QueCode="Spouse">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Savings">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Child Support">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Other Family">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Retirement">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Veterans">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Loan">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Housing">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="General">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="Food Stamps">
  <Setting Curr="true"></Setting></FinancialSource>
<FinancialSource QueCode="TANF">
  <Setting Curr="true"></Setting></FinancialSource>
Appendix C: XML Examples

</FinancialSource>
<FinancialSource QueCode="SSI">
  <Setting Curr="true">
  </Setting>
</FinancialSource>
<FinancialSource QueCode="SSDI">
  <Setting Curr="true">
  </Setting>
</FinancialSource>
<FinancialSource QueCode="SDI">
  <Setting Curr="true">
  </Setting>
</FinancialSource>
<FinancialSource QueCode="Tribal Benefits">
  <Setting Curr="true">
  </Setting>
</FinancialSource>
<FinancialSource QueCode="Other Support">
  <Setting Curr="true">
  </Setting>
</FinancialSource>
<FinancialSource QueCode="No Support">
  <Setting Curr="true">
  </Setting>
</FinancialSource>
</FinancialSupport>
<LegalIssue>
  <!-- Include any of the custody information options that apply
  <CustodyInformation QueCode="Dependent">
    <Setting ChildrenTotal="1">
    </Setting>
  </CustodyInformation>
  <CustodyInformation QueCode="Foster">
    <Setting ChildrenTotal="1">
    </Setting>
  </CustodyInformation>
  <CustodyInformation QueCode="Reunified">
    <Setting ChildrenTotal="1">
    </Setting>
  </CustodyInformation>
  <CustodyInformation QueCode="Adopted">
    <Setting ChildrenTotal="1">
    </Setting>
  </CustodyInformation> -->
</LegalIssue>
Appendix C: XML Examples

```xml
<HealthStatus>
    <!-- Please provide YES/NO values for Physician currency -->
    <PhysicianCurr>\</PhysicianCurr>
</HealthStatus>

<SubstanceAbuse>
    <!-- Please provide YES/NO values for Active problem -->
    <ActiveProblem>\</ActiveProblem>
    <!-- Please provide YES/NO values for Abuse services -->
    <AbuseServices>\</AbuseServices>
</SubstanceAbuse>

<CntyUseFields>
    <!-- include all the fields that apply -->
    <!----<CountyUseField QueCode="4">
        <Setting CntyFieldVal="found">
            \</Setting>
        </CountyUseField>
        <!----<CountyUseField QueCode="5">
            <Setting CntyFieldVal="help">
                \</Setting>
            </CountyUseField>
            <!----<CountyUseField QueCode="6">
                <Setting CntyFieldVal="in the">
                    \</Setting>
                </CountyUseField> -->
    </CntyUseFields>

</TAY_3M>
</DCR_XML_File>
```
20.3 Examples of a KET for an OA

```xml
<DCR_XML_File xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema">
  <Batchheader>
    <!-- XML Structure and elements has to be in the order of the form inputs -->
    <!-- Usage T for testing, P for production -->
    <Usage>T</Usage>
    <BatchDateTime>2017-10-20T00:00:00</BatchDateTime>
    <!-- Batch Number is required and need to be unique -->
    <BatchNumber>QQ_OA_KET</BatchNumber>
    <XSDVersionNumber>5.3</XSDVersionNumber>
  </Batchheader>
  <!-- Enter PAF AssessmentGUID as PartnerGUID, and use unique GUID for KET's AssessmentGUID -->
  <!-- Operation type 'Update' is only valid operation -->
  <!-- AssessmentDate should be past or same as status change dates -->
  <!-- None of the change dates can be earlier than original partnership date (PAF AssessmentDate) -->
  <OA_KET AssessmentGUID="" PartnerGUID="" AssessmentType="KET" Operation="Update"
AssessmentDate="2017-10-20">
    <FSPAdminInfo>
      <DateProviChange>2017-10-11</DateProviChange>
      <ProviderSiteID>123456</ProviderSiteID>
      <DateProgChange>2017-10-11</DateProgChange>
      <CountyProgramID>FS02</CountyProgramID>
      <DateCoordChange>2017-10-11</DateCoordChange>
      <CoordinatorID>01!AAangarto.001</CoordinatorID>
      <!-- <DateStatusChange>2017-10-16</DateStatusChange>
      <PartnerStatus>Discontinuation</PartnerStatus> -->
      <!-- Use one of the status changes along with DateStatuChange -->
      <PartnerStatus>Discontinuation</PartnerStatus>
      <PartnerStatus>Reestablishment</PartnerStatus>
      <DiscontReason>Target Criteria</DiscontReason> -->
      <!-- use of the DiscontReason when PartnerStatus is Discontinuation -->
      <DiscontReason>Target Criteria</DiscontReason>
      <DiscontReason>Serving Jail</DiscontReason>
      <DiscontReason>Serving Prison</DiscontReason>
      <DiscontReason>Discontinue</DiscontReason>
      <DiscontReason>Moved</DiscontReason>
      <DiscontReason>Not Located</DiscontReason>
      <DiscontReason>Institution TAY Adult</DiscontReason>
      <DiscontReason>Met Goals</DiscontReason>
      <DiscontReason>Deceased</DiscontReason>
  </OA_KET>
</DCR_XML_File>
```
Appendix C: XML Examples

```xml
<DiscontReason>Target Criteria</DiscontReason> -->
</DiscontReason> -->
<Programs QueCode="AB0234">
    <Setting DateProgramChange="2017-10-17" PgmVal="Yes">
        </Setting>
    </Programs> -->
<Programs QueCode="GHI">
    <Setting DateProgramChange="2017-10-17" PgmVal="No">
        </Setting>
    </Programs>
<Programs QueCode="MHSA">
    <Setting DateProgramChange="2017-10-11" PgmVal="Yes">
        </Setting>
    </Programs>
</FSPAdminInfo>
<Residential>
    <DateResiChange>2017-10-11</DateResiChange>
    <ResidentialSetting QueCode="Foster Home Non-relative">
        <Setting Current="true">
            </Setting>
        </ResidentialSetting>
        <!-- Use one option for Residentialsetting
    <ResidentialSetting QueCode="With Parents">
        <Setting Current="true">
            </Setting>
        </ResidentialSetting>
        <ResidentialSetting QueCode="With Other Family">
            <Setting Current="true">
                </Setting>
            </ResidentialSetting>
            <ResidentialSetting QueCode="Apartment Alone">
                <Setting Current="true">
                    </Setting>
                </ResidentialSetting>
                <ResidentialSetting QueCode="Single Room Occupancy">
                    <Setting Current="true">
                        </Setting>
                    </ResidentialSetting>
                    <ResidentialSetting QueCode="Emergency Shelter">
                        <Setting Current="true">
                            </Setting>
                        </ResidentialSetting>
                        <ResidentialSetting QueCode="Homeless">
                            <Setting Current="true">
                                </Setting>
                            </ResidentialSetting>
                        </Residential>
                    </Residential>
                </Residential>
            </Residential>
        </Residential>
    </Residential>
</Residential>
```
Appendix C: XML Examples

<ResidentialSetting QueCode="Individual Placement">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Assisted Living">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Congregate Placement">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Community Care">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Medical Hospital">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Psychiatric Hospital">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="State Psychiatric">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Residential Treatment">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Nursing Physical">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Nursing Psychiatric">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Long-Term Care">
  <Setting Current="true"/>
</ResidentialSetting>

<ResidentialSetting QueCode="Jail"/>
Appendix C: XML Examples

<Setting Current="true">
</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Other Setting">
<Setting Current="true">
</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Unknown Setting">
<Setting Current="true">
</Setting>
</ResidentialSetting>  -->
</Residential>
<Education>
<DateGradeComplete>2017-10-11</DateGradeComplete>
<HighestGrade>12th</HighestGrade>
<!-- Use one option for HighestGrade
<HighestGrade>10th</HighestGrade> -->
<!-- Use one option for HighestGrade
<HighestGrade>GED</HighestGrade>
<HighestGrade>No Diploma</HighestGrade>
<HighestGrade>Diploma</HighestGrade>
<HighestGrade>Some College</HighestGrade>
<HighestGrade>AA</HighestGrade>
<HighestGrade>Bachelors</HighestGrade>
<HighestGrade>Masters</HighestGrade>
<HighestGrade>Doctoral</HighestGrade>  -->
<DateSettingChange>2017-10-11</DateSettingChange>
<EducationSetting QueCode="Technical">
<Setting Currently="true">
</Setting>
</EducationSetting>
<!--<EducationSetting QueCode="Not in school">
<Setting Currently="true">
</Setting>
</EducationSetting>
<EducationSetting QueCode="High School">
<Setting Currently="true">
</Setting>
</EducationSetting>
<EducationSetting QueCode="Technical">
<Setting Currently="true">
</Setting>
</EducationSetting>
<EducationSetting QueCode="Community College">
<Setting Currently="true">
</Setting>
Appendix C: XML Examples

```xml
<Setting>
  </EducationSetting>
<EducationSetting QueCode="Graduate">
  <Setting Currently="true">
    </Setting>
  </EducationSetting>
<EducationSetting QueCode="Other Education">
  <Setting Currently="true">
    </Setting>
  </EducationSetting> -->
</Education>
</Employment>
</Education>
<Employment>
  <DateEmpChange>2017-10-11</DateEmpChange>
  <CurrentStatus QueCode="Non-paid">
    <Setting AvgHrWage="0">
      </Setting>
  </CurrentStatus>
  <!-- Include all changes pertaining to employment, new and on-going - -->
  <CurrentStatus QueCode="Competitive">
    <Setting AvgHrsWeek="" AvgHrWage=""/>
      </Setting>
  </CurrentStatus>
  <CurrentStatus QueCode="Supported">
    <Setting AvgHrsWeek="" AvgHrWage=""/>
      </Setting>
  </CurrentStatus>
  <CurrentStatus QueCode="Transitional">
    <Setting AvgHrsWeek="" AvgHrWage=""/>
      </Setting>
  </CurrentStatus>
  <CurrentStatus QueCode="In-House">
    <Setting AvgHrsWeek="" AvgHrWage=""/>
      </Setting>
  </CurrentStatus>
  <CurrentStatus QueCode="Non-paid">
    <Setting AvgHrsWeek="" AvgHrWage=""/>
      </Setting>
  </CurrentStatus>
  <CurrentStatus QueCode="Other Employment">
    <Setting AvgHrsWeek="" AvgHrWage=""/>
      </Setting>
  </CurrentStatus>
  <Unemployed>true</Unemployed>
```
Appendix C: XML Examples

```xml
<RecoveryGoals>No</RecoveryGoals> -->
<RecoveryGoals>No</RecoveryGoals>
</Employment>
<LegalIssue>
<!-- <DateArrested>2017-10-16</DateArrested>
<DateProbation>2017-10-16</DateProbation>
<!-- Select one of the probation statuses below
<ProbationStatus>Placed Probation</ProbationStatus>
<ProbationStatus>Removed Probation</ProbationStatus> - -->
<DateConserva>2017-10-16</DateConserva>
<!-- Select one of the conservatorship statuses below
<ConservaStatus>Removed Conservatorship</ConservaStatus>
<ConservaStatus>Placed Conservatorship</ConservaStatus> - -->
<DatePayee>2017-10-16</DatePayee>
<!-- Select one of the payee statuses below
<PayeeStatus>Removed Payee</PayeeStatus>
<PayeeStatus>Placed Payee</PayeeStatus> -->
</LegalIssue>
<Emergency>
<!-- <DateEmergencyChange>2017-10-16</DateEmergencyChange>
<!-- Select one of the emergency types below
<EmergencyType>Physical</EmergencyType>
<EmergencyType>Mental</EmergencyType> -->
</Emergency>
<CntyUseFields>
<!-- include all the fields that apply -->
<CountyUseField QueCode="1">
  <Setting DateValueChange="2017-10-11" CntyFieldVal="found">
  </Setting>
</CountyUseField>
<CountyUseField QueCode="2">
  <Setting DateValueChange="2017-10-11" CntyFieldVal="help">
  </Setting>
</CountyUseField>
<CountyUseField QueCode="3">
  <Setting DateValueChange="2017-10-11" CntyFieldVal="in the">
  </Setting>
</CountyUseField>
</CntyUseFields>
</OA_KET>
</DCR_XML_File>
```