Department of Health Care Services (DHCS)

Full Service Partnership (FSP) Data Collection & Reporting (DCR)

User Manual - Version 10.10
March 2020

Application Information and User Instructions

Revision History

Date	Version	Description	Revised By
02/21/2014	2.0	• Modified contact and website information after DCR System was migrated to DHCS from DMH. • Modified Chapter 8, 10 and 11 that are related to KET. • Updated Appendix B, Error Code	Denon Foster Miranda Siew
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March 20, 2020	10.10	Formatting issues fixed	Jill Fay

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1 Acknowledgements

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Special thanks to members of Mental Health Data Alliance, LLC (MHData) for providing valuable input and knowledge throughout the document.

2 Definitions and Abbreviations

Term	Meaning
3M	Quarterly Assessment
ADL	Activities of Daily Living
Adult	Adults of Ages 26 - 59
Child/Youth	Children of Ages 0 - 15
CSI	Client Services Information
CVI	Complete Variable Index
DCR	Data Collection and Reporting
DMH	California Department of Mental Health
DHCS	California Department of Health Care Services
FSP	Full Service Partnership
FY	Fiscal Year
IADL	Instrumental Activities of Daily Living
KET	Key Event Tracking
MH	Mental Health
MHSA	Mental Health Services Act
MHBG	Mental Health Services Block Grant
MHP	Mental Health Plan
MHSIP	Mental Health Statistics Improvement Program
Older Adult	Older Adults of Ages 60+
PAF	Partnership Assessment Form
Partner	A Client of the Full Service Partnership
PC	Penal Code
POQI	Performance Outcomes and Quality Improvement
ro	Read Only (Authority)
RO	Read Only (Role)
rw	Read/Write (Authority)
RW	Read/Write (Role)
SED	Seriously Emotionally Disturbed
TAY	Transitional Age Youth (Ages 16 – 25)
TOC	Table of Contents
WIC	California Welfare and Institution Code
XML	Extensible Markup Language
XSD	XML Schema Definition
YSS-F	Youth Services Survey for Families

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 and 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+).

DCR Tip:
Be sure to memorize these age groups!

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.

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**.

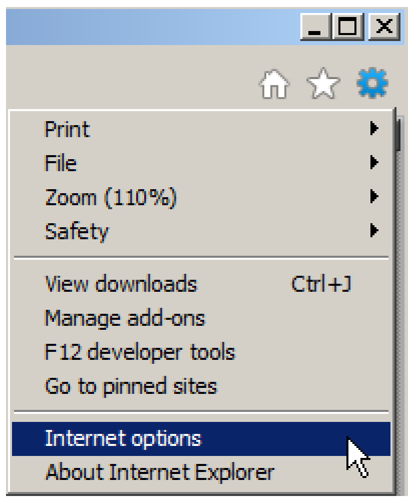


Figure 5: Tools Menu

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

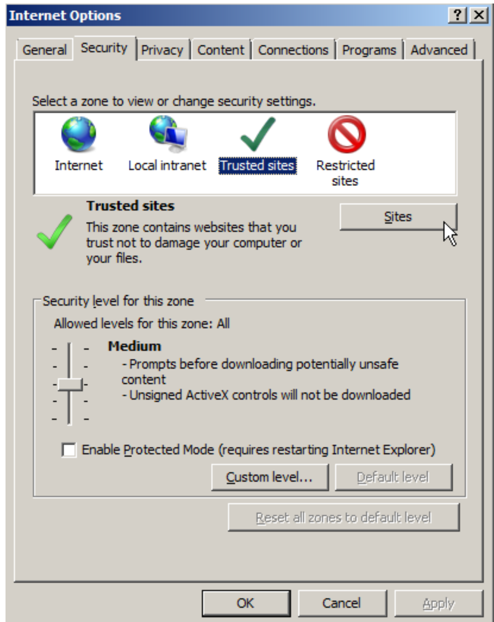


Figure 6: Internet Options

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**].

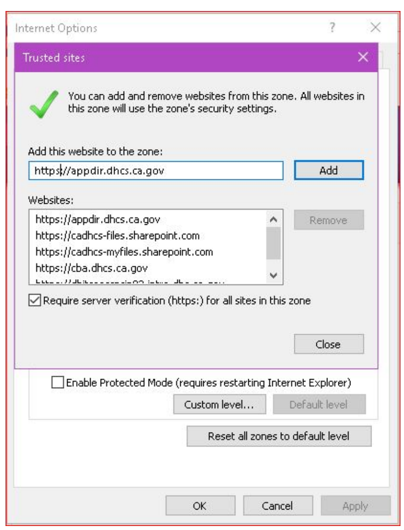


Figure 7: Trusted Sites

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**.

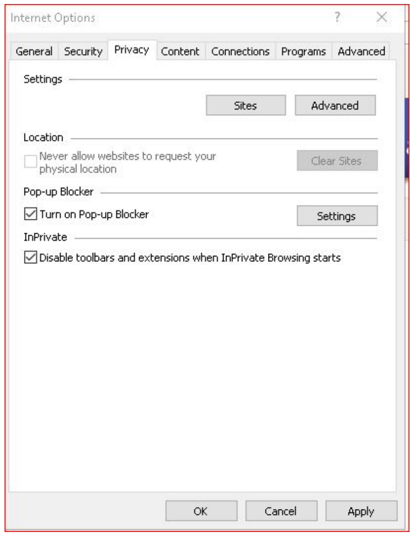


Figure 8: Pop-op Blocker

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**].

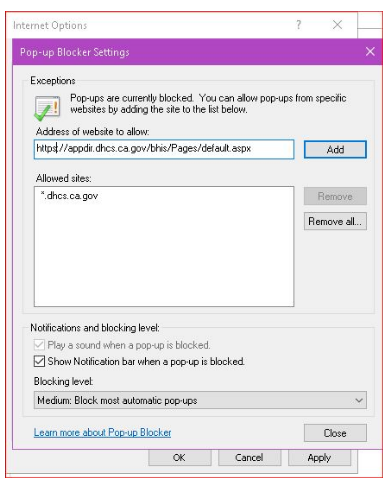


Figure 9: Adding Allowed Sites

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)`**

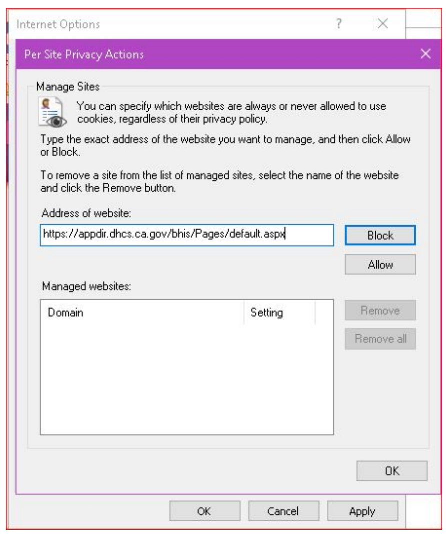


Figure 10: Privacy Action - Manage Sites

5. Click [**Allow**] and [**OK**].

6. Click [**Advanced**].

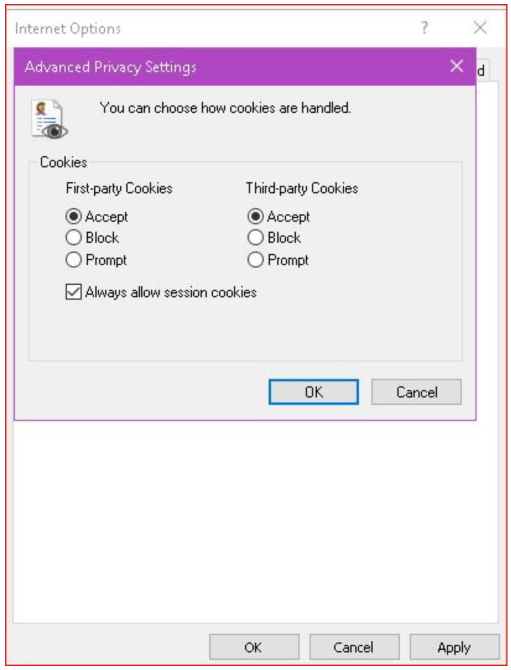


Figure 11: Cookie Settings

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'

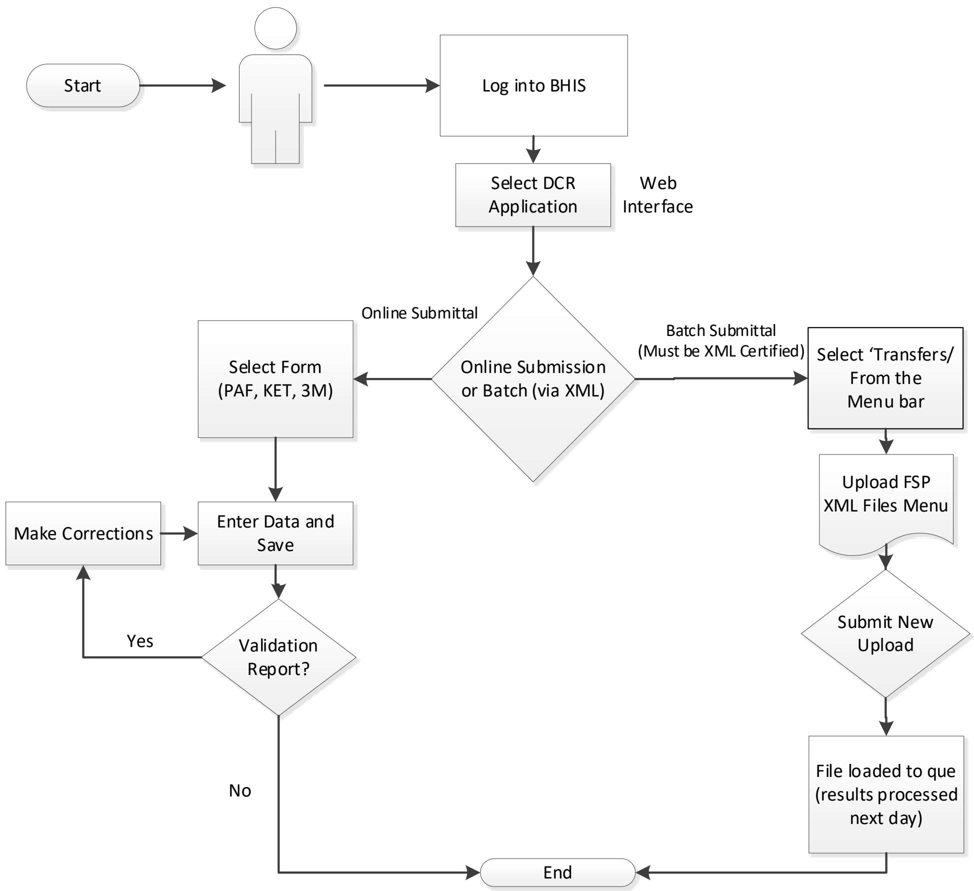


Figure 1: DCR Process Flow

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.

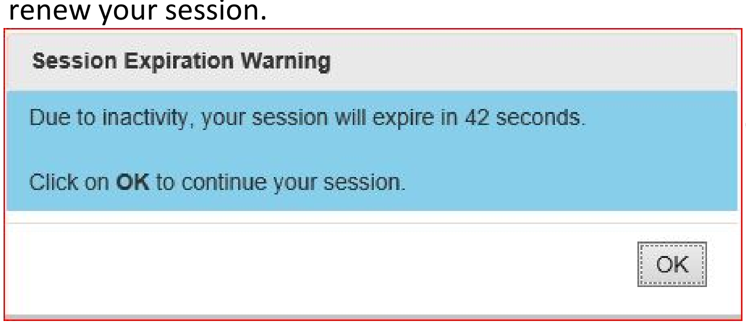


Figure 2: Session Expiration Warning

DCR Tip:
Be sure to select the link: "**Save and Continue**" after each Domain section to avoid losing data if system times out!

- 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.
6. Data Quality.
7. Data Security Features.
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.

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.

DCR Tip:
It is not possible to change "Date of Birth" after partnership is created - so double check you entered it correctly!

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.

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.

DCR Tip:
Data on 3M forms must be collected within their time frames.
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'.

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.

DCR Tip:
Check to see if your County has any "County-Use" fields that need to be updated.

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.

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

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

- 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

1. General Partnership Information & Administrative Data Fields.
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).

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.

DCR Tip:
Please note which six fields are required to start a partnership. Make sure these fields are correct, and then select the link: "Save and Continue" to establish the partnership.

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.

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.

DCR Tip
Take note of which fields are automatically generated to save time!

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)
  - o Gender
  - o CSI Date of Birth
  - o Race
  - o 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 2-1: FSP DCR Field Characteristics

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

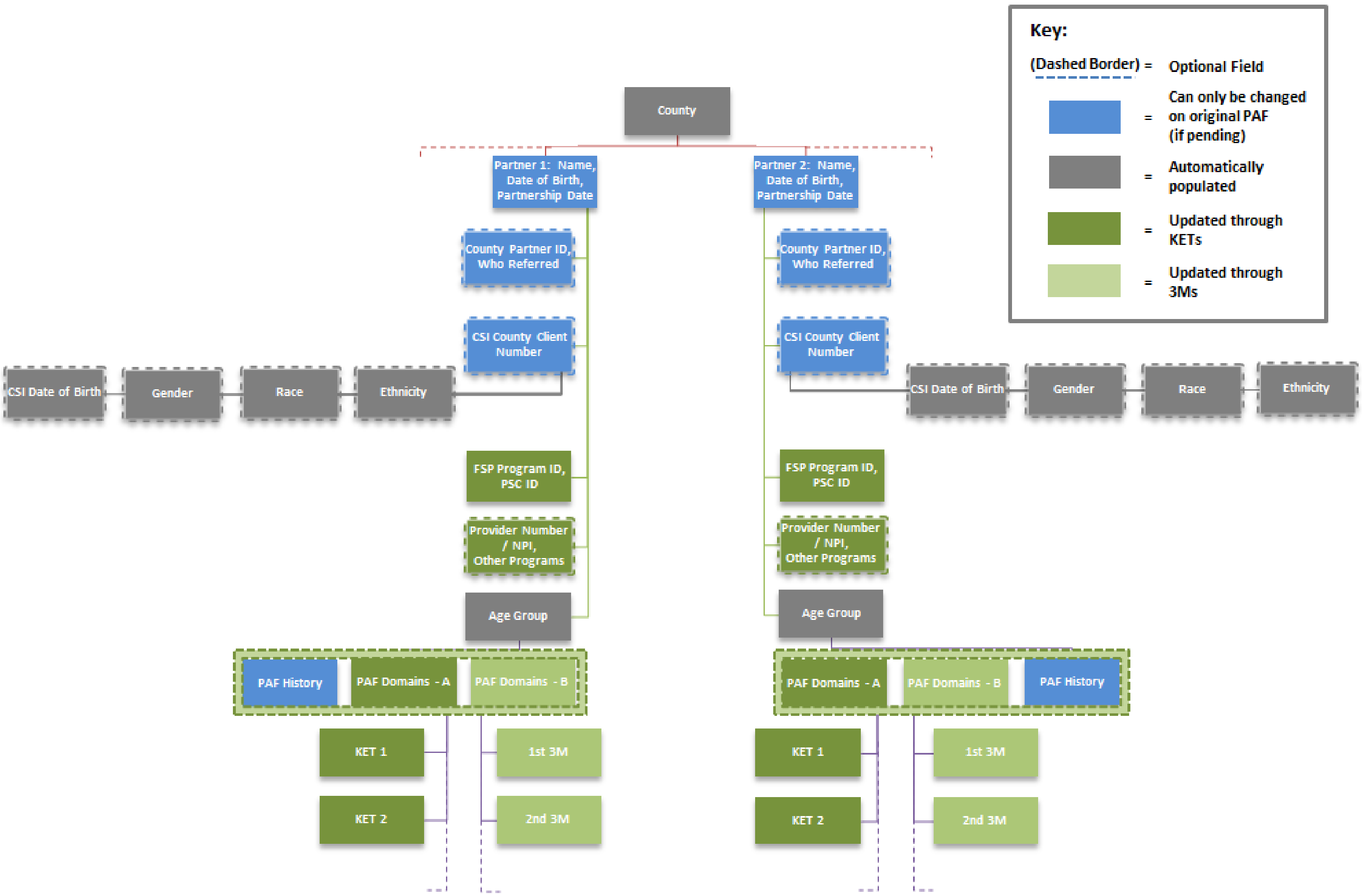


Figure 3: Data Hierarchy

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.

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.

These are the four different age groups:

1. Child / Youth (Ages 0-15).
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:
Take note of which Domain sections appear on PAF and KET versus PAF and 3M so that you know which form to use to capture partnership information.

Table 2: Available Outcome Domains

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

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.

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.

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

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.

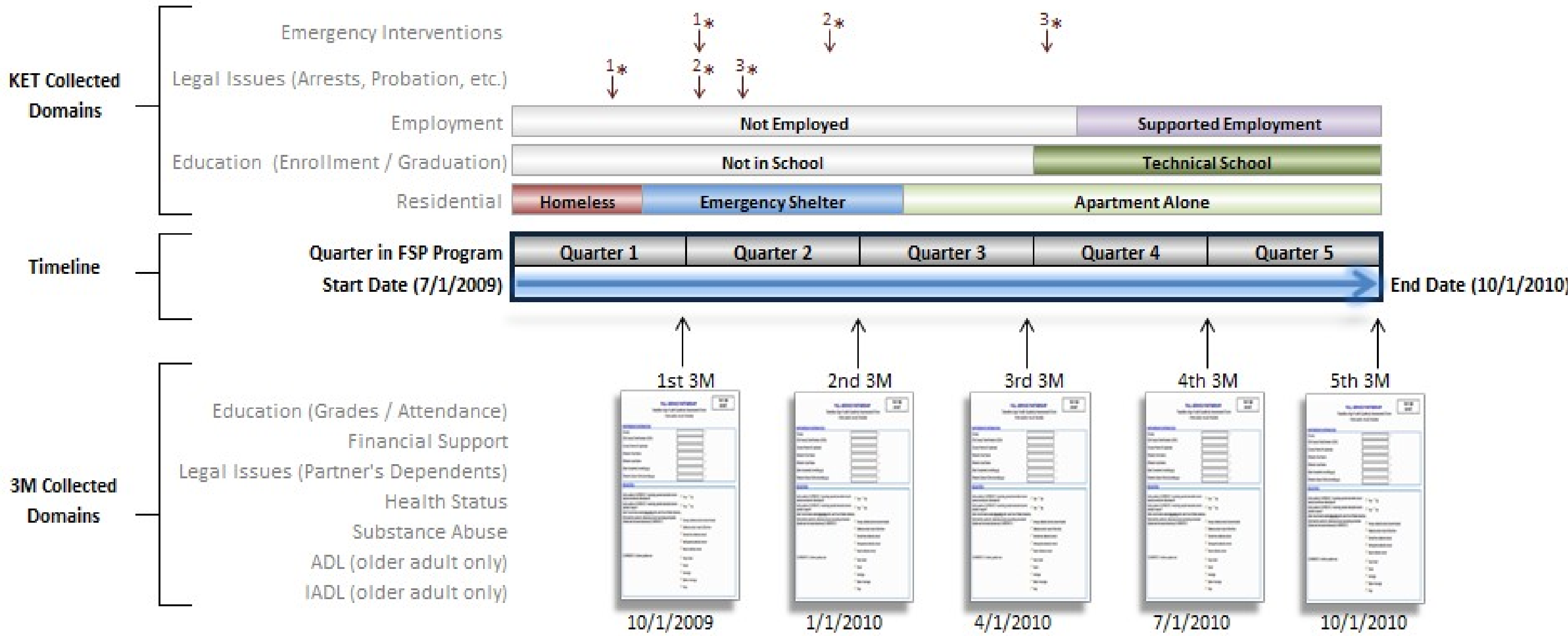


Figure 4: Data Collection Example Timeline:

* An asterisk Goes to the relative point in time when the event occurred.

1,2,3 The number next to the asterisk Goes to the relative order of similar events occurring over time.

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

System	User Role	Type of Access
BHIS	County Approver	County Approver can assign their own type of Access.
FSP DCR	Data Entry	RW
FSP-DCR	Admin	CA-RW

DCR Tip:
Make sure you have correct type of access to DCR for your position.

Note: depending on your role, you will see different option/functionalities 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

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.

6.1.1 DCR Home Page

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

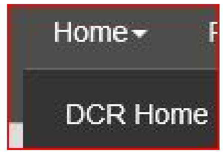


Figure 6: DCR Home Menu

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

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.

DCR Tip:
The table can also be sorted by any heading by simply clicking on the heading one time for ascending and

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.

Pending Partnership Assessment Form(s) View All

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC
apaf2, adtest2	000atest2		27	09/10/2017	TestFN TestLN
Art, Almond	AA0012345		16	10/01/2017	Fname Lname
Bunny, Bugs	BB0012345		25	08/15/2017	TestFN TestLN
cpaf1, cdtest1	000ctest1		10	09/09/2017	01234567897 123456789
Doe, John			18	09/25/2017	TestFN TestLN

1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 225 items

Figure 8: Pending Partnership Assessment Form(s).

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.

6.1.1.4 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.
6. Juvenile Hall / Camp.
7. Department of Juvenile Justice (DJJ).

6.1.1.4.2 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.)

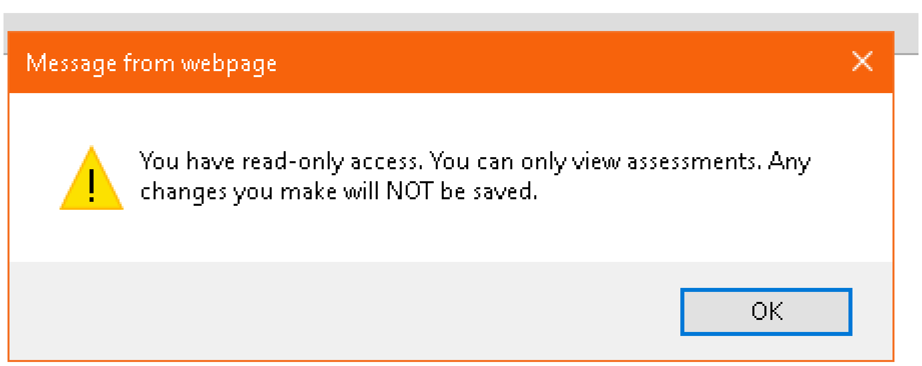
30 Day Key Event Notification(s) View All

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Assigned PSC
paf11, adult11	0aptest11		27	10/20/2017	Emergency Shelter / Temporary Housing (includes people living with friends but paying no rent)	78	First Last
paf11, oa11	0oatest11		61	10/20/2017	Emergency Shelter / Temporary Housing (includes people living with friends but paying no rent)	76	First Last
paf12, adult12	0aptest12		27	10/20/2017	Emergency Shelter / Temporary Housing (includes people living with friends but paying no rent)	78	First Last
paf12, oa12	0oatest12		61	10/20/2017	Emergency Shelter / Temporary Housing (includes people living with friends but paying no rent)	76	First Last
paf121, Child121	0ctest121		10	10/09/2017	Acute Medical Hospital		TestFN TestLN

1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 62 items

Figure 9: Manage Partners with the 30 Day Key Event Notification

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.

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

Partner Name	CSI CCN	County FSP ID	Age	Due Date	Days Past Due	Assigned PSC
Back, Billie	0iiii1234		53	12/18/2017	15	Bermuda Bahama
Matter, Alma	0uuuu1234		61	12/16/2017	17	Bermuda Bahama
Yao, Yo	0tttt1234		25	12/18/2017	15	Bermuda Bahama
Zap, Zip	0yyyy1234		65	12/18/2017	15	Bermuda Bahama

1 - 4 of 4 items

Figure 11: Quarterly Assessment(s) Due Table

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.

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

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.

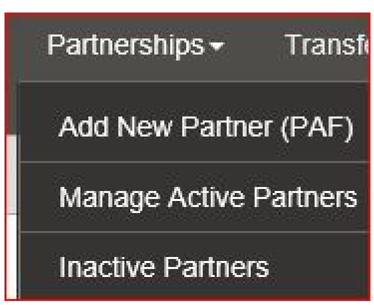


Figure 12: Partnerships Menu

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

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.

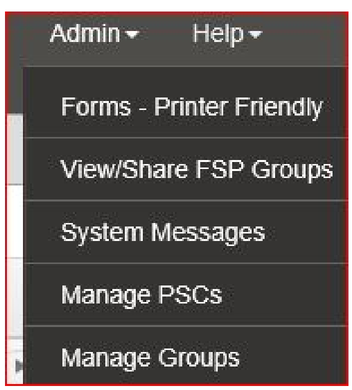


Figure 14: Admin. Menu

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.

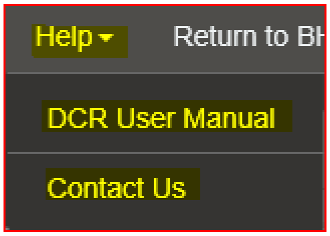


Figure 15: Help Menu

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.

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

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.

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.

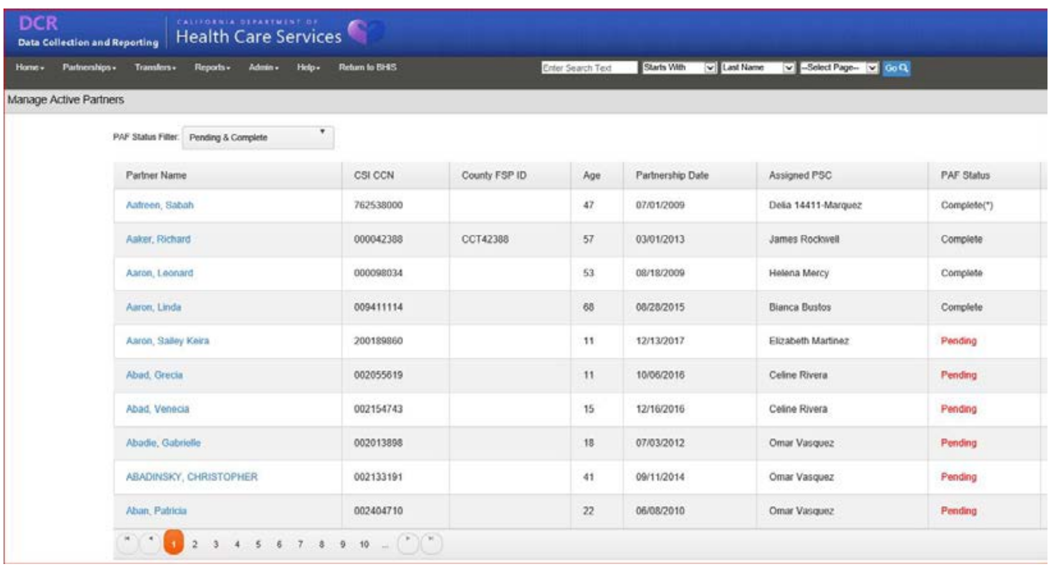


Figure 17: Results for Searching for an Active Partner

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.
3. Select: "Applications / DCR Web Application".
4. Select **Partnerships** menu / **Inactive Partners** submenu to show the **Search for** box on that page.

Figure 18: Search for an Inactive Partner

5. Select a searching option of either **Last Name** <u>OR</u> **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.

Outcomes Assessments for: paf11, adult11		
Date to Reactivate MM/DD/YYYY Reactivate		
PAF	KEY EVENT TRACKING View / Update Current KET Status Enter New KET	QUARTERLY ASSESSMENTS
PAF HISTORY 10/10/2017 (pending)	KET HISTORY 10/20/2017	QUARTERLY HISTORY N/A

Table 4: Outcome Assessment Table for an Inactive Partner

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.

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.

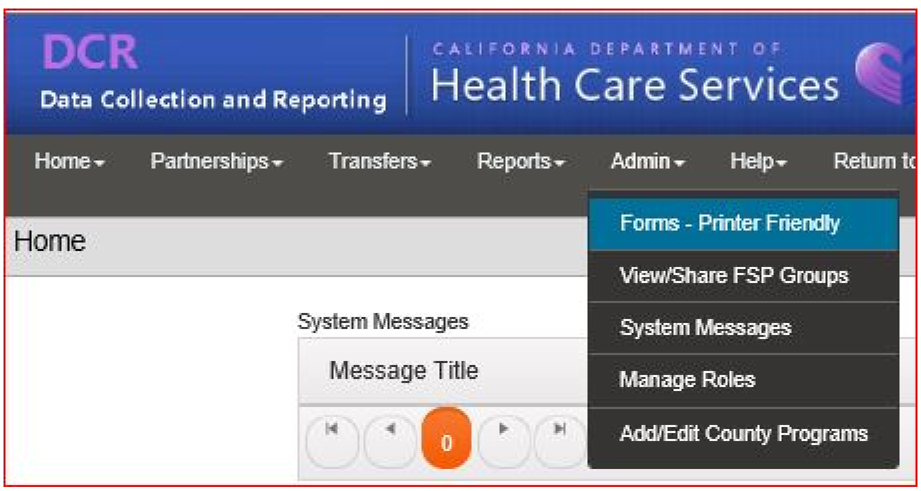


Figure 19: Admin. / Forms - Printer Friendly Menu

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.

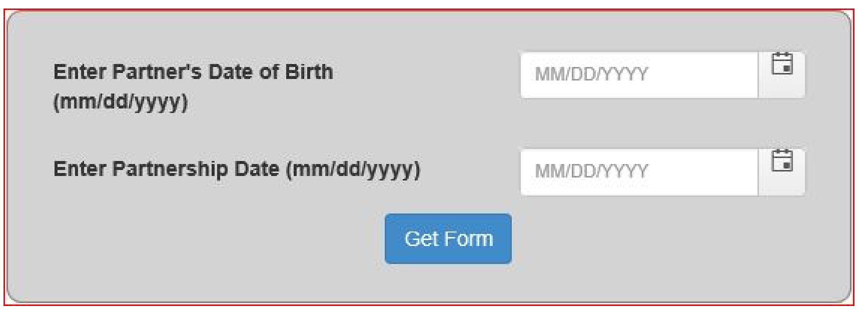


Figure 21: Partner's DOB and Partnership Date dialog box

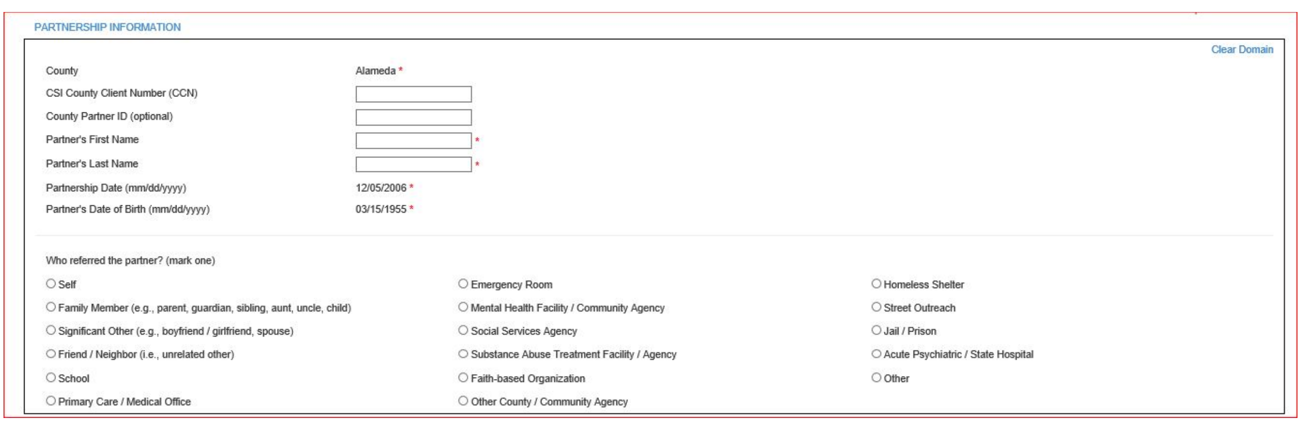
6. Click [**Get Form**].
7. The complete PAF form for the appropriate age group is shown on the next page.
8. Fill in the **Partnership Information**.

DCR Tip:

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

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.**



PARTNERSHIP INFORMATION

Clear Domain

County — Alameda *
CSI County Client Number (CCN)
County Partner ID (optional)
Partner's First Name *
Partner's Last Name *
Partnership Date (mm/dd/yyyy) — 12/05/2006 *
Partner's Date of Birth (mm/dd/yyyy) — 03/15/1955 *

Who referred the partner? (mark one)

Self	Emergency Room	Homeless Shelter
Family Member (e.g., parent, guardian, sibling, aunt, uncle, child)	Mental Health Facility / Community Agency	Street Outreach
Significant Other (e.g., boyfriend / girlfriend, spouse)	Social Services Agency	Jail / Prison
Friend / Neighbor (i.e., unrelated other)	Substance Abuse Treatment Facility / Agency	Acute Psychiatric / State Hospital
School	Faith-based Organization	Other
Primary Care / Medical Office	Other County / Community Agency	

Figure 22: Partnership Information Domain

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:

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.

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.

9. Select the **Administrative Information** link to expand the next section of form fields.

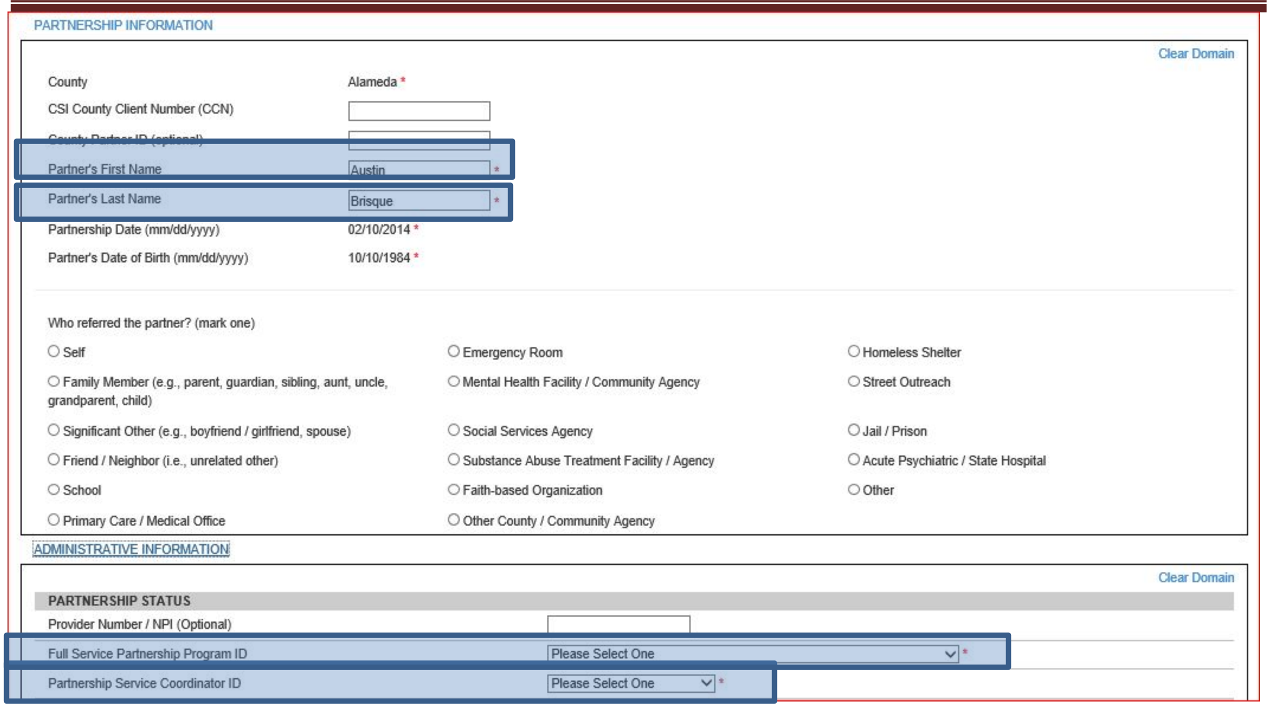


Figure 23: Administrative Information – Highlighted fields are mandatory

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.

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

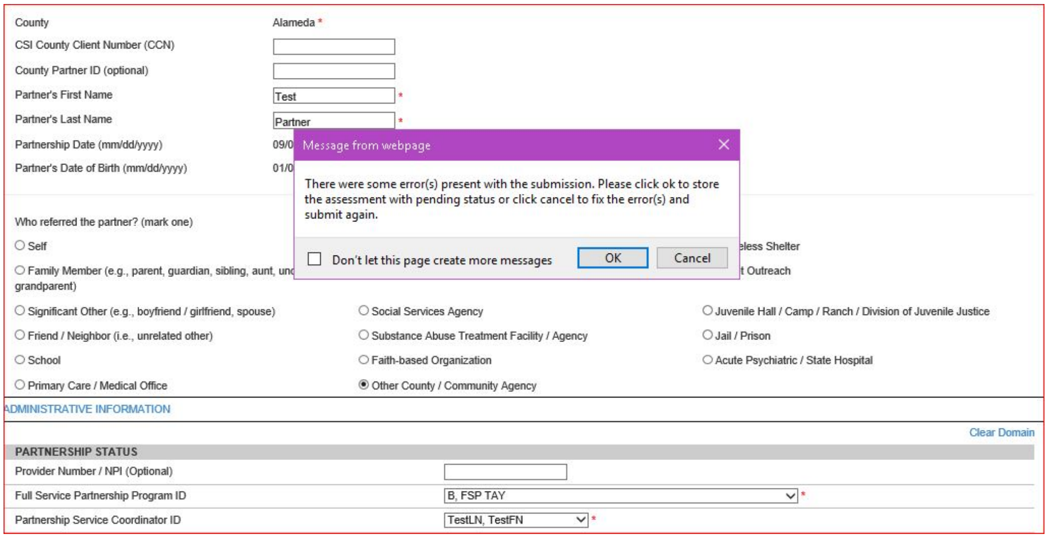


Figure 24: Dialog Box: Store with Pending Status

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.

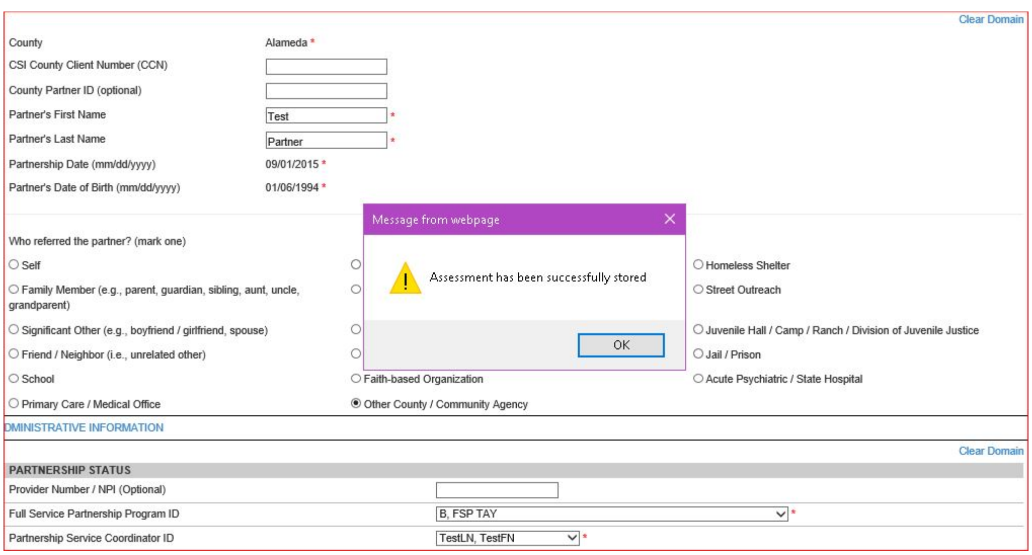


Figure 25: Dialog Box: Assessment Successfully Stored

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*".

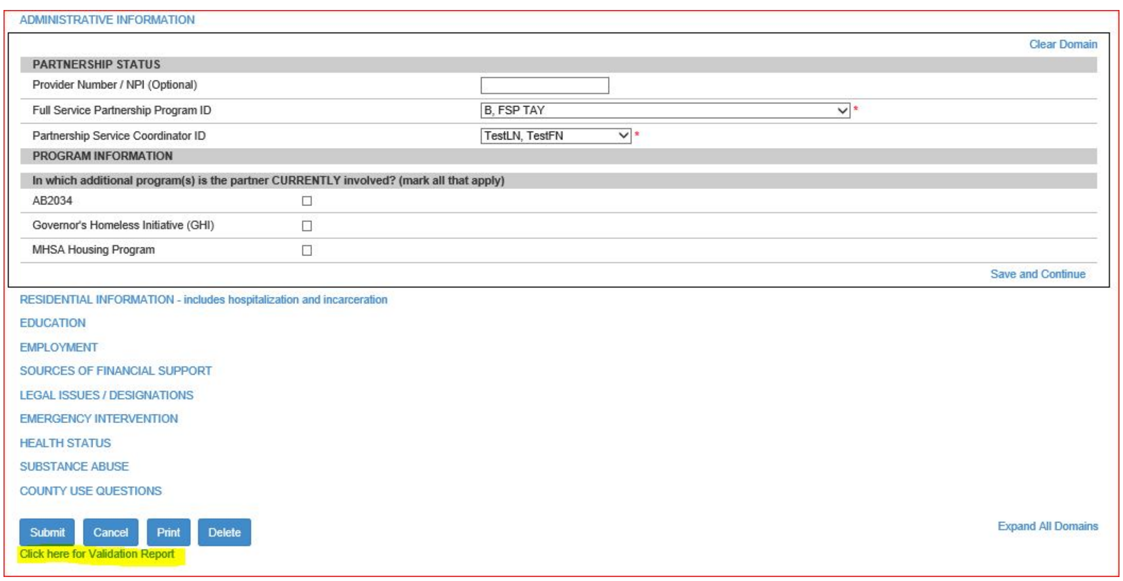


Figure 26: Link to View the Validation Report

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.

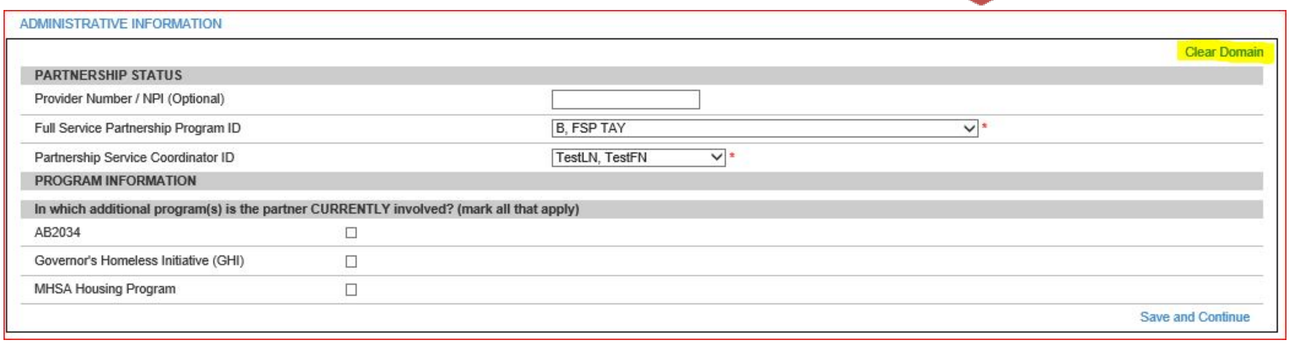


Figure 27: Clear Domain

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.

7.4 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

Baker, Robet	003333337		22	04/22/2016	Bermuda Bahama	Pending	Alameda

Figure 28: Pending status is a Link

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

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).
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 (*)

6. Enter the 'Decertify Reason'.
7. Click [**Decertify**].

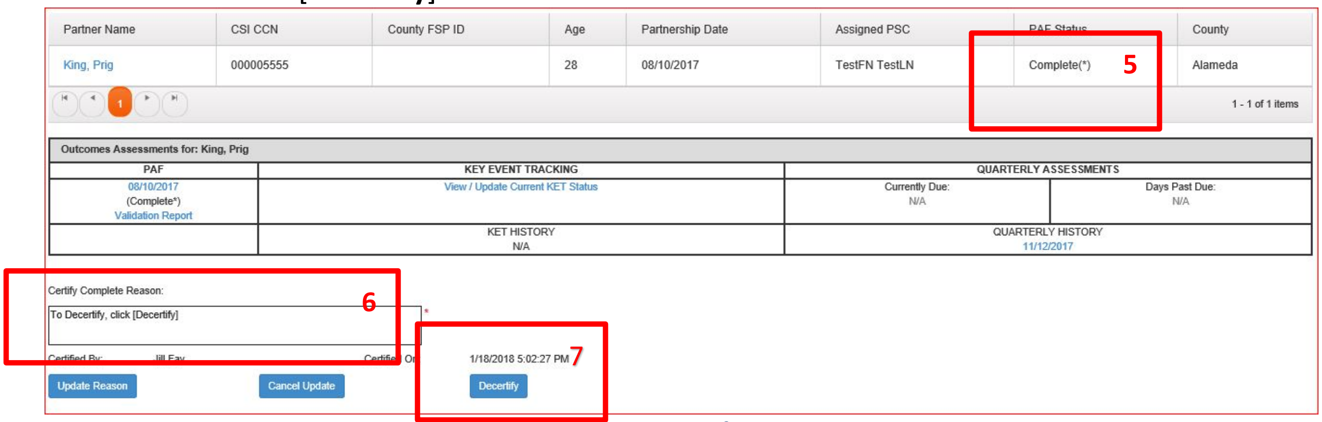


Figure 30: Decertify a PAF

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

Figure 31: Enter the Decertify Reason

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).

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**.

DCR Tip
Be sure to update a KET in the FSP DCR within **90 days** of the event (preferably ASAP). Make sure the event is not entered more than once into

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)
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.

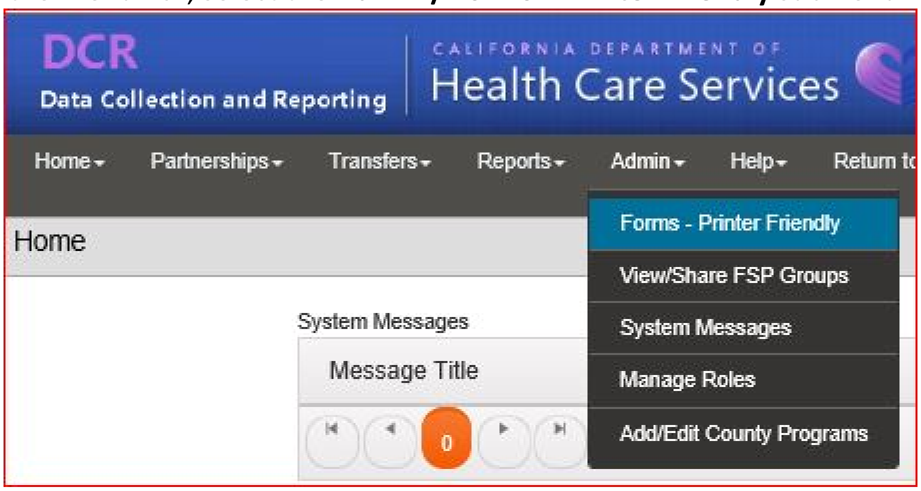


Figure 32: Admin. / Forms - Printer Friendly Menu

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.

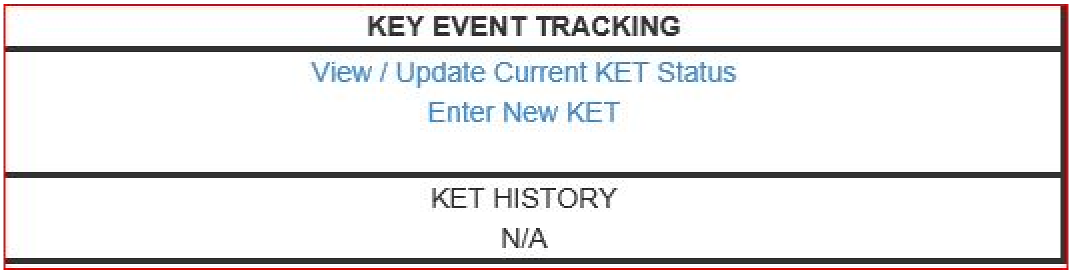


Figure 33: Create a NEW KET

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).
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.

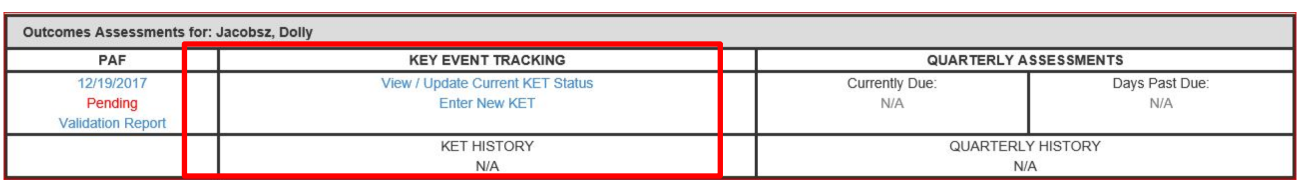


Figure 34: Entering a New KET in the Key Event Tracking

The following dialog box is shown:

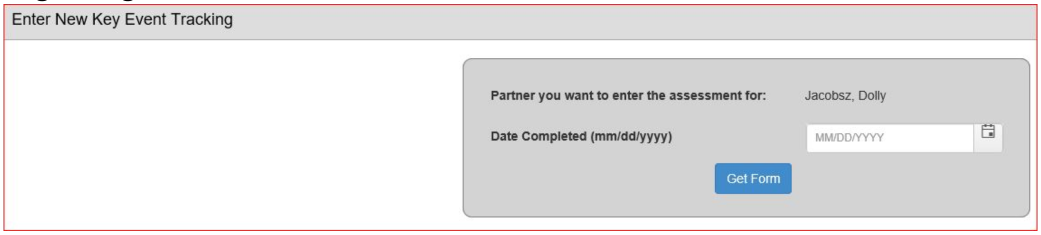


Figure 35: Dialog Box: Enter New KET Date

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:

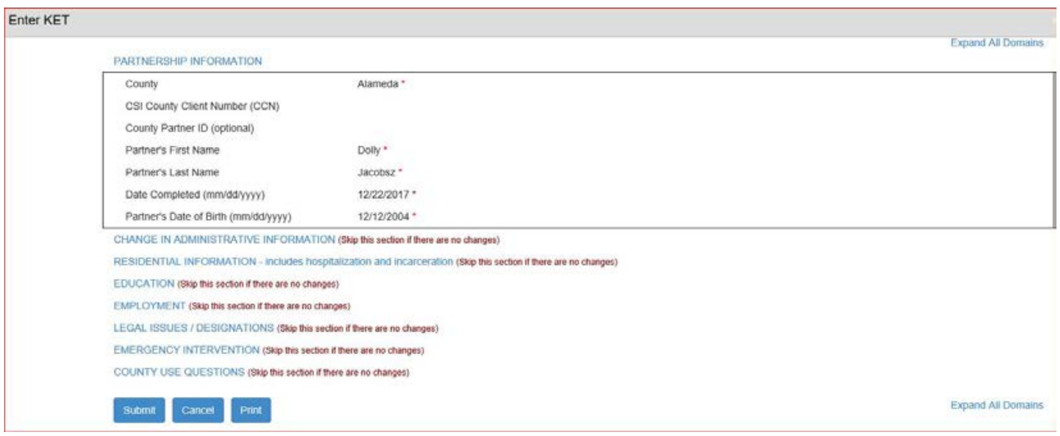


Figure 36: Entering New KET - Get Form

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 <u>should NOT be entered</u> 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

  AND
  - **After** the Partnership Date.

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.

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.

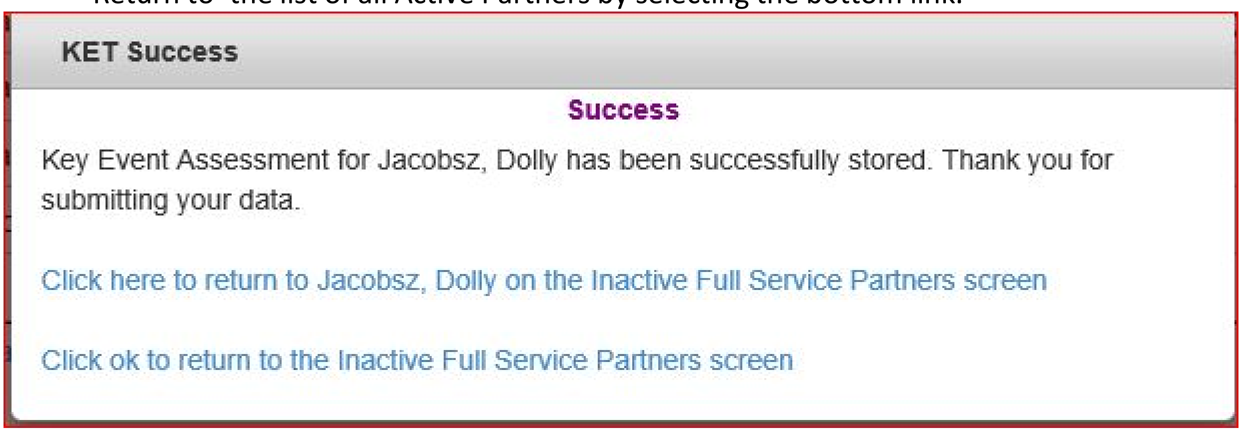


Figure 37: KET has been submitted with Success

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.

> **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

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.

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.

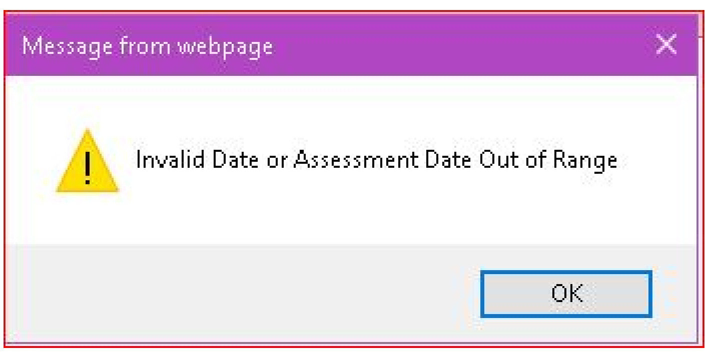


Table 5: Date is out of Range

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.

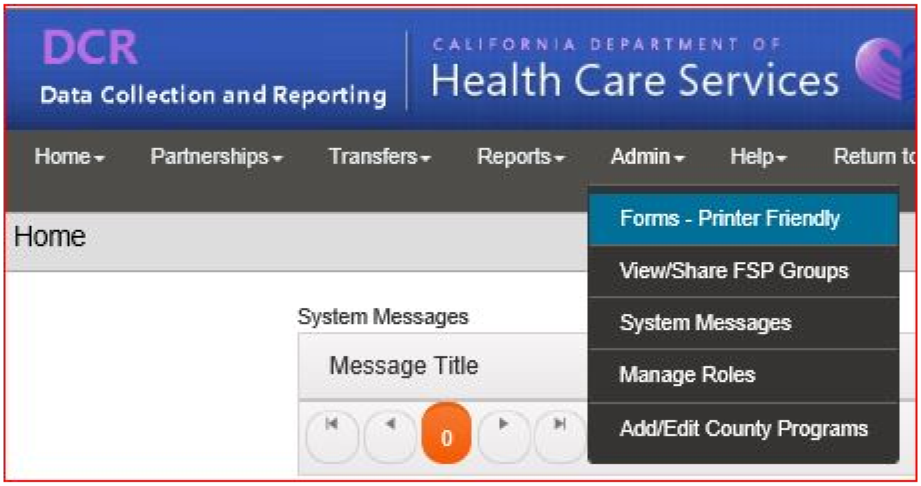


Figure 38: Admin. / Forms - Printer Friendly Menu

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**) .
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.

Outcomes Assessments for: Health, Care			
PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
02/01/2017	View / Update Current KET Status	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 05/26/2017 05/26/2017 05/25/2017 04/03/2017	QUARTERLY HISTORY 08/01/2017 (missing) 05/01/2017 (missing)	

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 <u>every three months on the same day of the month</u> 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 <u>OR</u> 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.

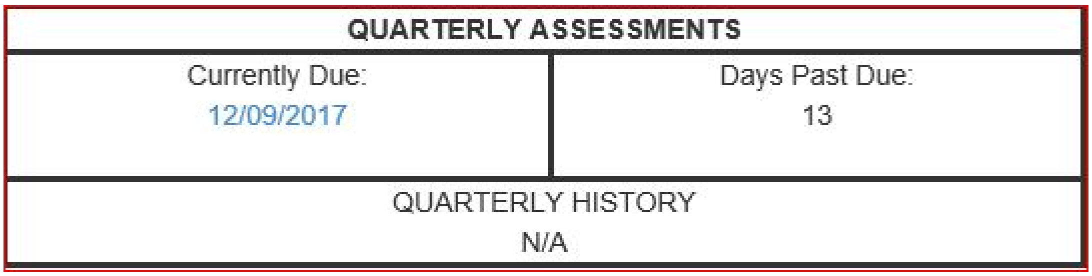


Figure40: 3M Notifications

7. Click on the 'Currently Due' date link.

The 'Add 3M' dialog box is shown:

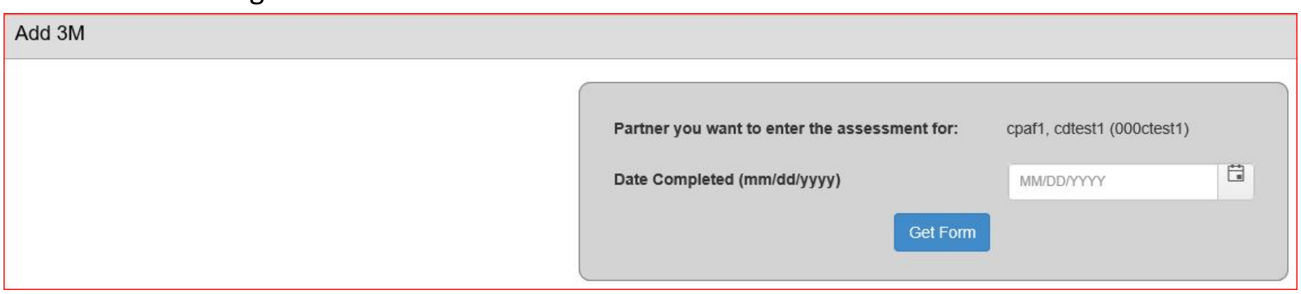


Figure 39: Dialog Box: Get Form

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.

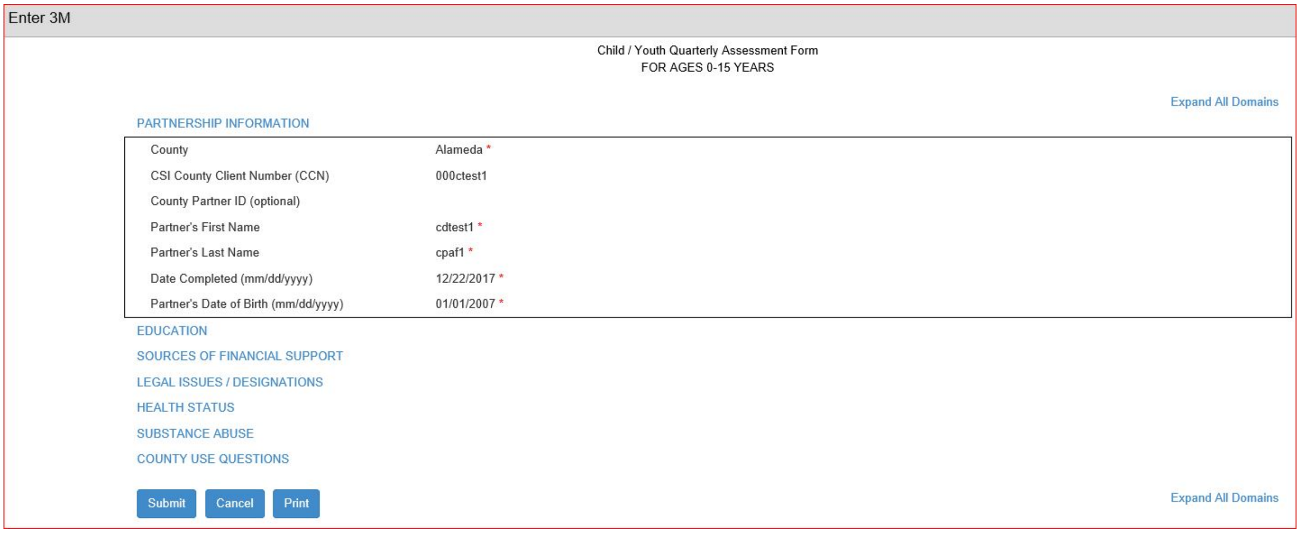


Figure 40: Enter New Quarterly Assessment

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.

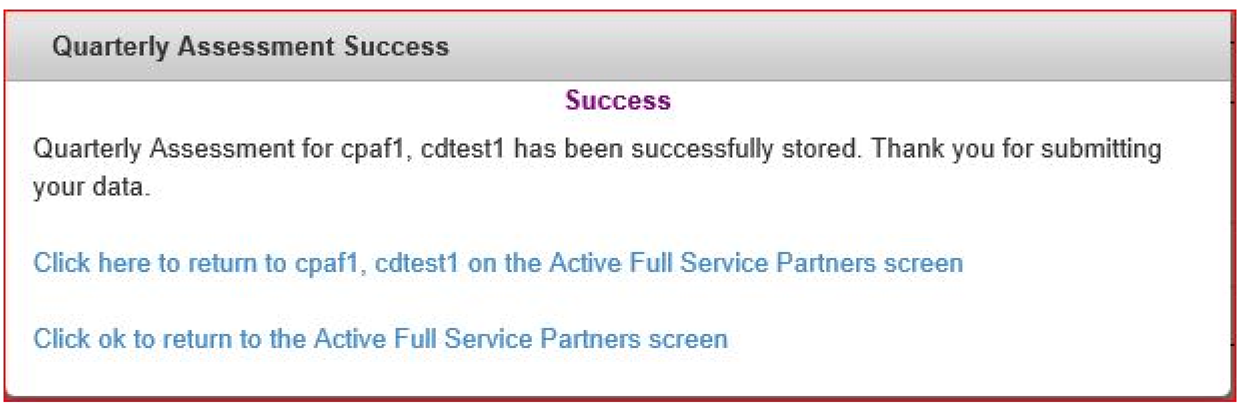


Figure 41: Success Notification for the 3M

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.

DCR Tip:
Fill out the 3M all at once, the system does not flag incomplete

9.2.3 How to Create a 3M Using XML Batch Submission

All fields for the 3M 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 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.

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)
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.

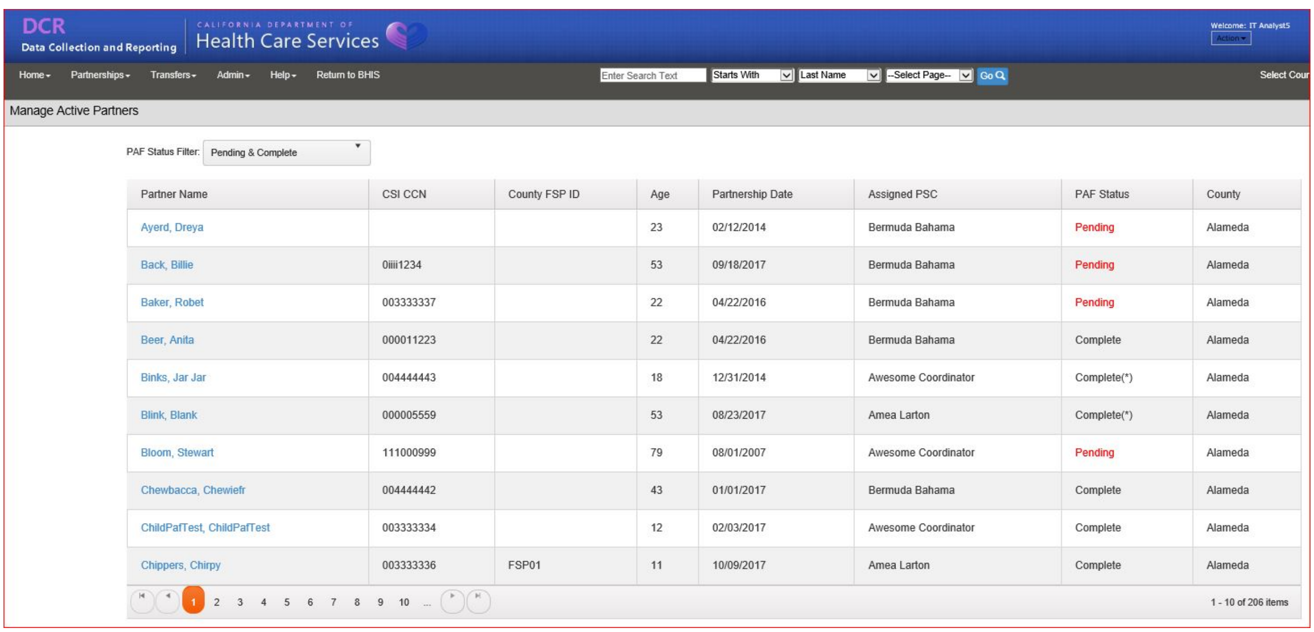


Figure 42: Manage Active Partners View

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:)

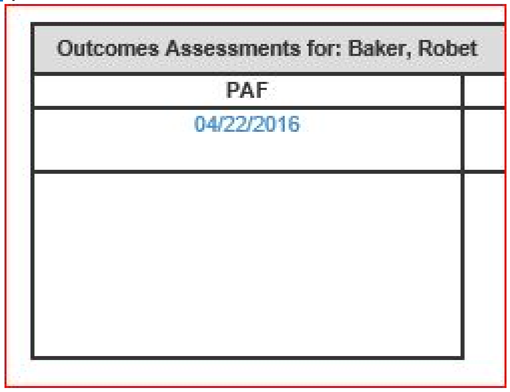
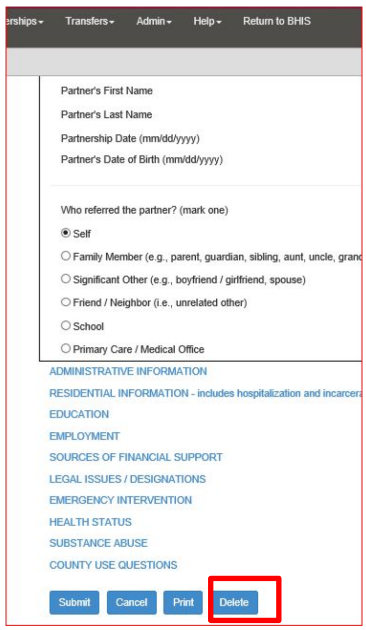


Figure 43: Date Link for a PAF

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



Delete Button on PAF Form

Figure 44: Enter Delete Reason and Click [Confirm Delete]

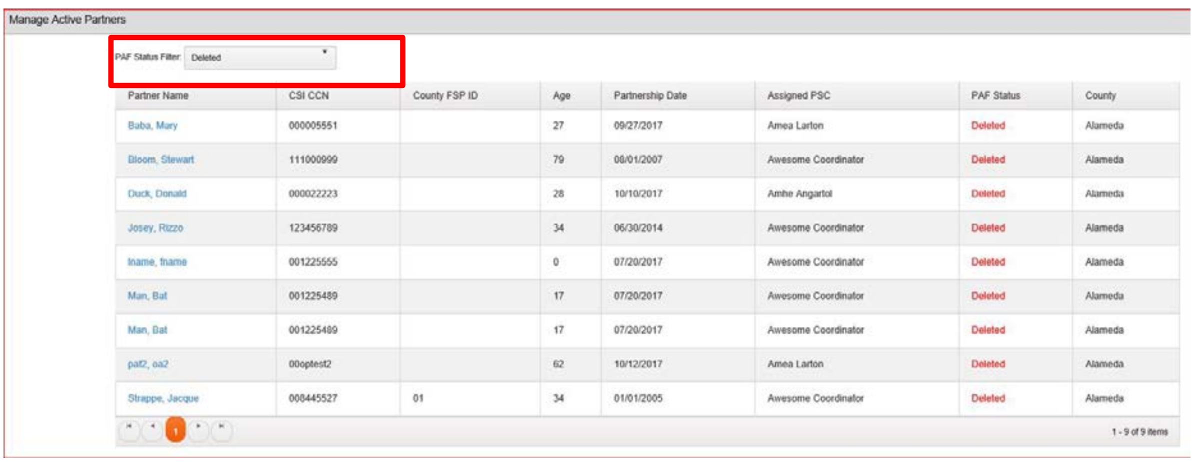
8. Enter a reason for deleting the Partnership in the **Delete Reason** box.

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'**.



Manage Active Partners

PAF Status Filter: Deleted

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status	County
Baba, Mary	000005551		27	09/27/2017	Amea Larton	Deleted	Alameda
Bloom, Stewart	111000999		79	08/01/2007	Awesome Coordinator	Deleted	Alameda
Duck, Donald	000022223		28	10/10/2017	Amhe Angartol	Deleted	Alameda
Josey, Rizzo	123456789		34	06/30/2014	Awesome Coordinator	Deleted	Alameda
lname, fname	001225555		0	07/20/2017	Awesome Coordinator	Deleted	Alameda
Man, Bat	001225489		17	07/20/2017	Awesome Coordinator	Deleted	Alameda
Man, Bat	001225489		17	07/20/2017	Awesome Coordinator	Deleted	Alameda
pat2, oa2	00optest2		62	10/12/2017	Amea Larton	Deleted	Alameda
Strappe, Jacque	008445527	01	34	01/01/2005	Awesome Coordinator	Deleted	Alameda

1 - 9 of 9 items

Figure 45: Deleted Partners View

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)

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).

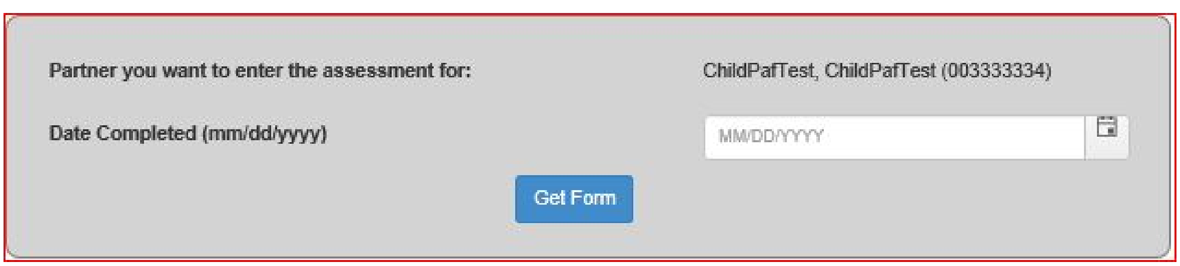


Figure 47: Date Completed Dialog Box

8. Click [**Get Form**].

The 'Partnership Information' view is shown with all Domains listed in links below it.

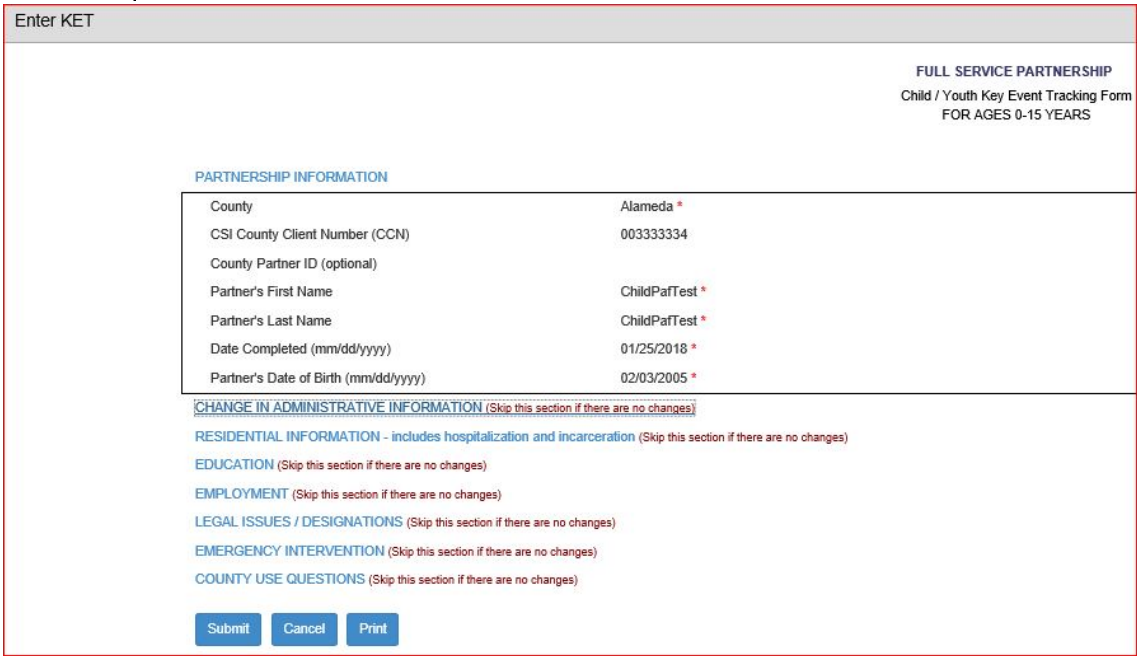


Figure 48: Partnership Information View

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)”

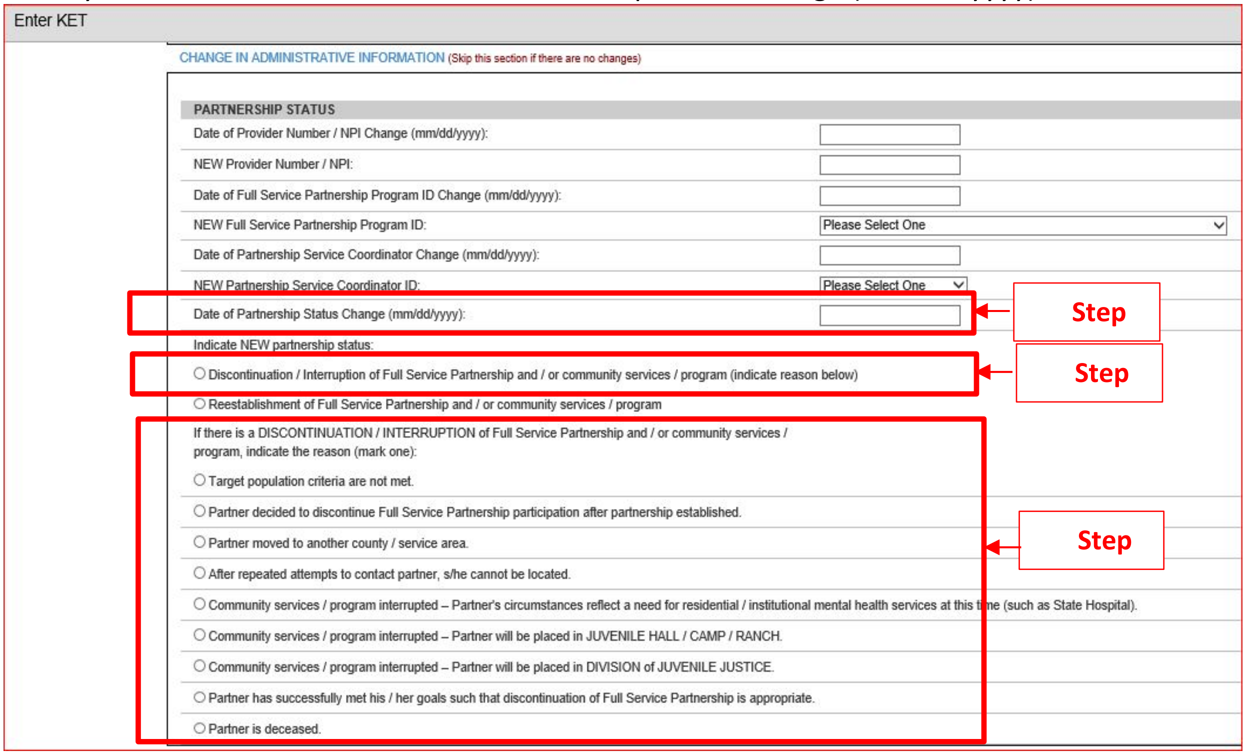


Figure 49: Submitting a Discontinuation

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.)

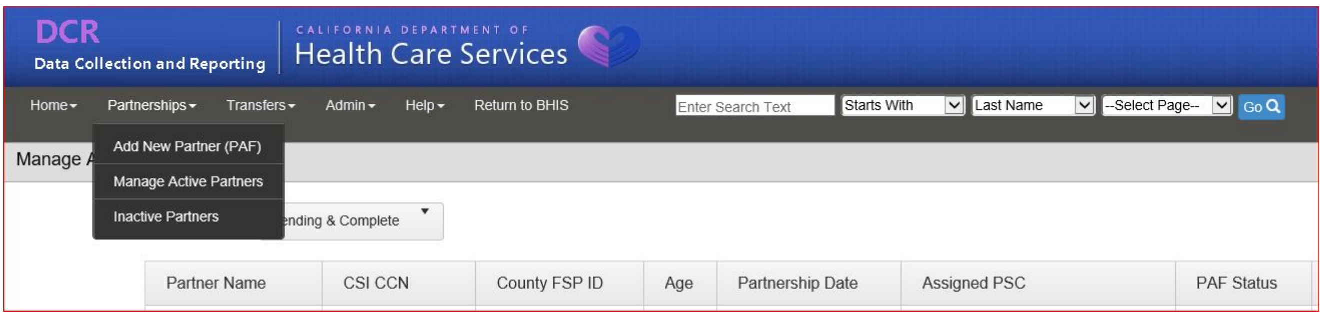


Figure 50: Manage Active Partners - Drop-down menu

10.3.1 Viewing a PAF

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

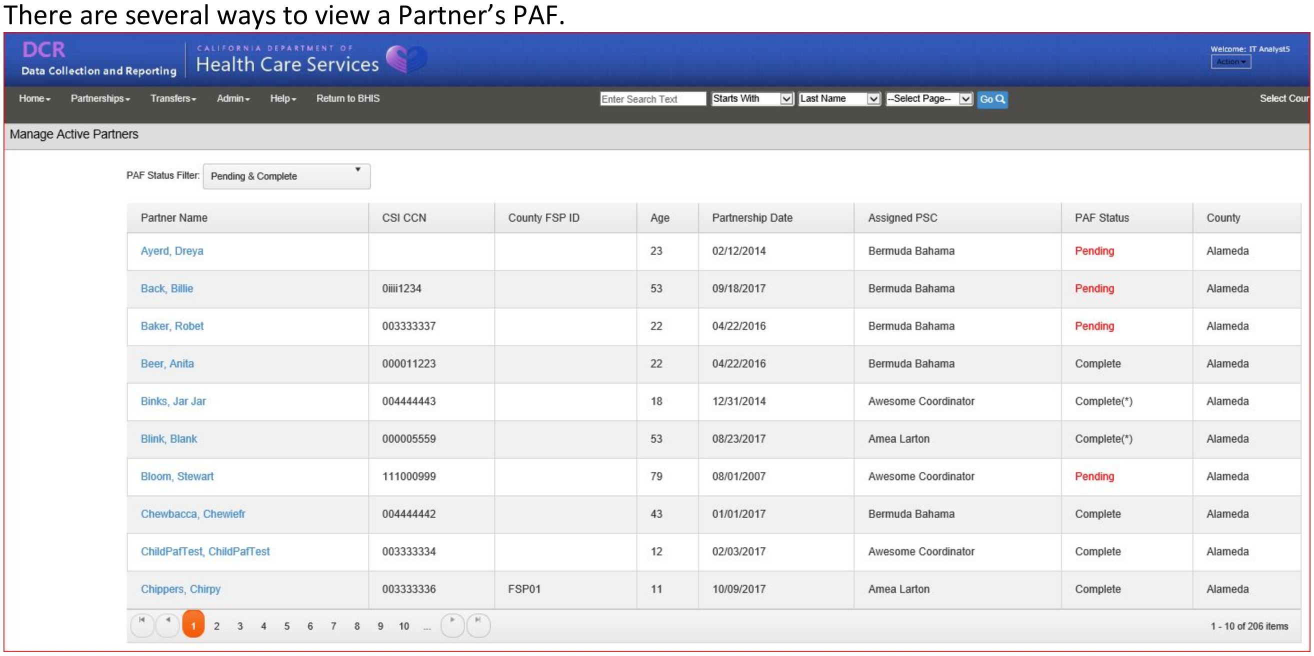


Figure 51: Manage Active Partners View

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.

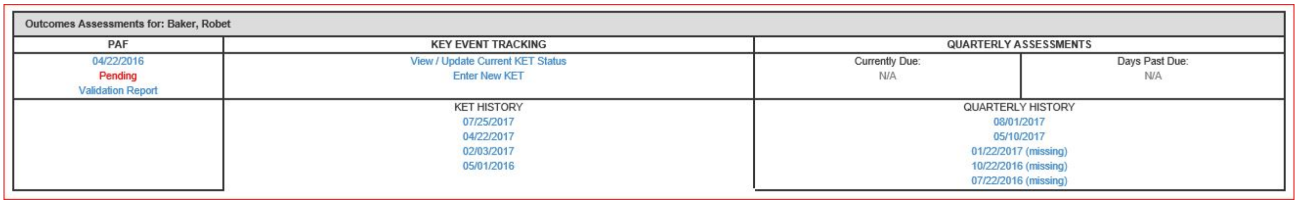


Figure 52: Outcomes Assessments Table

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)

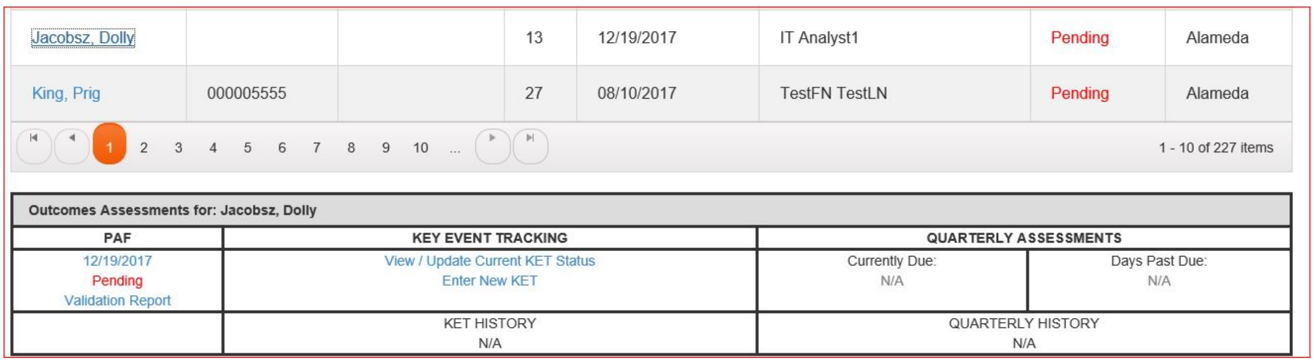
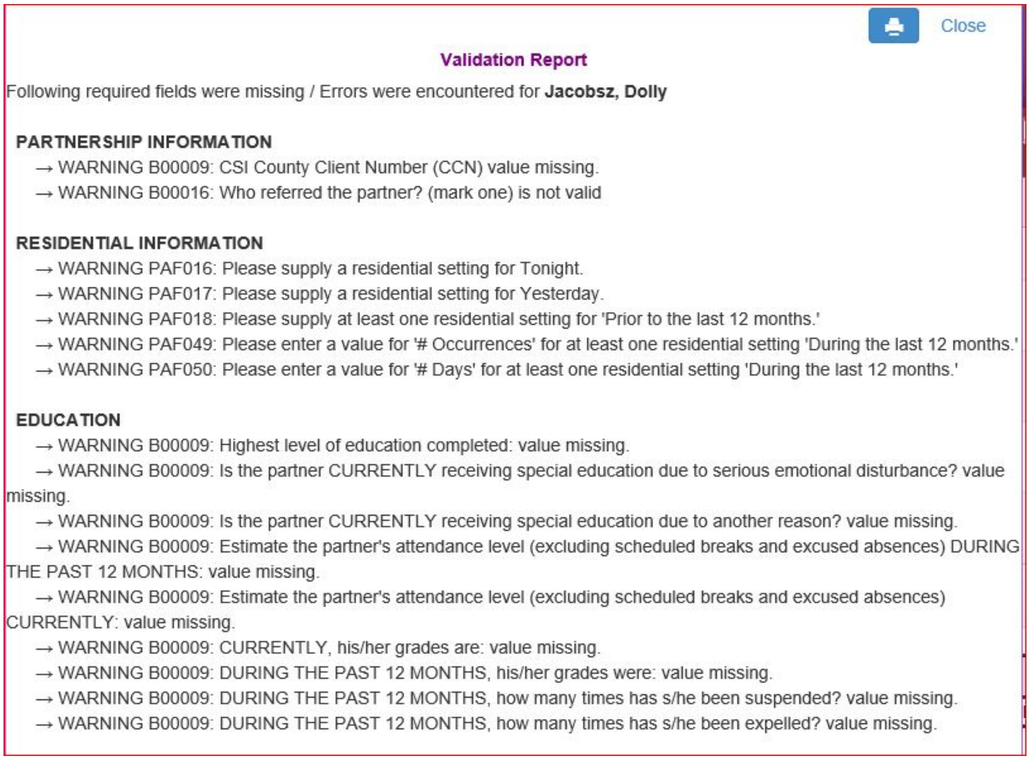


Figure 53: Selecting a Partner's Name Link

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

PAF.


Close

Validation Report

Following required fields were missing / Errors were encountered for **Jacobsz, Dolly**

PARTNERSHIP INFORMATION

→ WARNING B00009: CSI County Client Number (CCN) value missing.
→ WARNING B00016: Who referred the partner? (mark one) is not valid

RESIDENTIAL INFORMATION

→ WARNING PAF016: Please supply a residential setting for Tonight.
→ WARNING PAF017: Please supply a residential setting for Yesterday.
→ WARNING PAF018: Please supply at least one residential setting for 'Prior to the last 12 months.'
→ WARNING PAF049: Please enter a value for '# Occurrences' for at least one residential setting 'During the last 12 months.'
→ WARNING PAF050: Please enter a value for '# Days' for at least one residential setting 'During the last 12 months.'

EDUCATION

→ WARNING B00009: Highest level of education completed: value missing.
→ WARNING B00009: Is the partner CURRENTLY receiving special education due to serious emotional disturbance? value missing.
→ WARNING B00009: Is the partner CURRENTLY receiving special education due to another reason? value missing.
→ WARNING B00009: Estimate the partner's attendance level (excluding scheduled breaks and excused absences) DURING THE PAST 12 MONTHS: value missing.
→ WARNING B00009: Estimate the partner's attendance level (excluding scheduled breaks and excused absences) CURRENTLY: value missing.
→ WARNING B00009: CURRENTLY, his/her grades are: value missing.
→ WARNING B00009: DURING THE PAST 12 MONTHS, his/her grades were: value missing.
→ WARNING B00009: DURING THE PAST 12 MONTHS, how many times has s/he been suspended? value missing.
→ WARNING B00009: DURING THE PAST 12 MONTHS, how many times has s/he been expelled? value missing.

Figure 54: Example of a Validation Report

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.

DCR Tip:
Be sure to save periodically to avoid losing any partnership information!

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'.

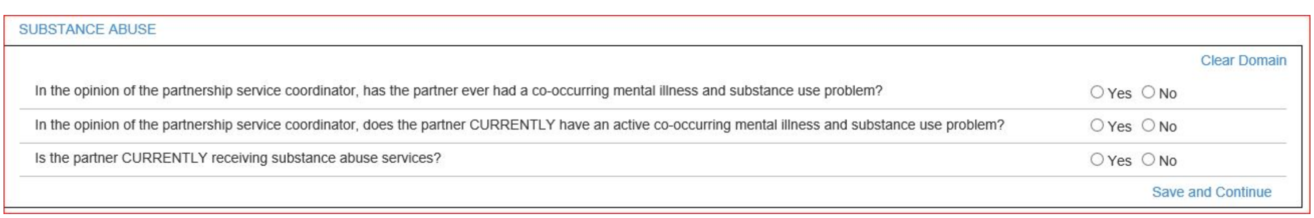


Figure 55: Clicking the Save & Continue Link

10.3.2.3 Optional Selections on the PAF form

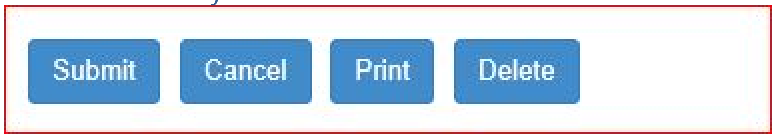


Figure 56: Optional Selections for the PAF Form

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.

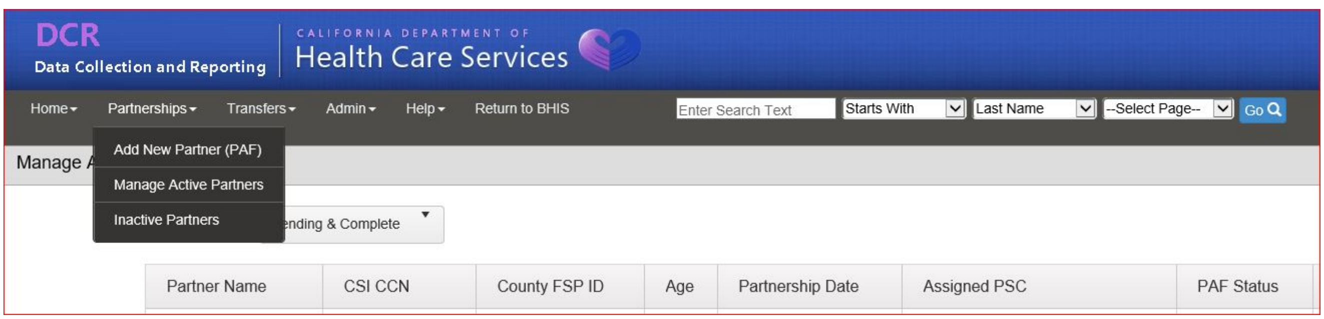


Figure 57: Manage Active Partners - Drop-down menu

5. Locate a Partner in the **Manage Active Partners** table and click on the Partner Name to show the **Outcome Assessments** table.

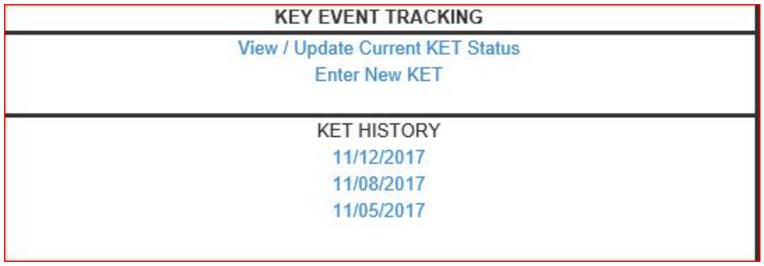


Figure 58: Outcome Assessments table: View/Update KET Status

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.

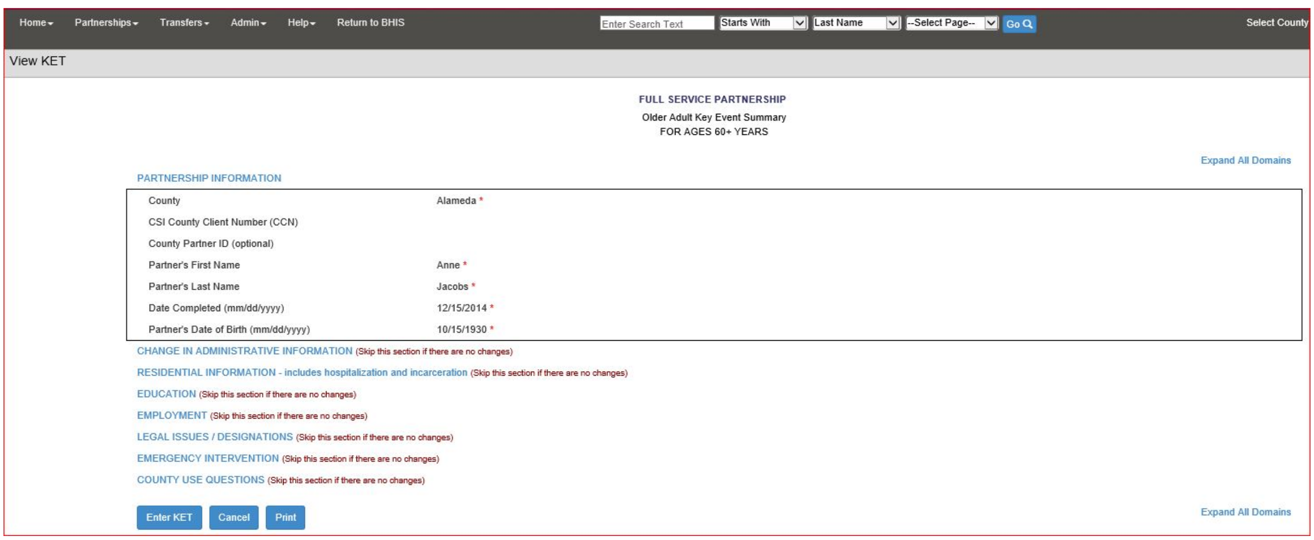


Figure 59: Enter KET Information View

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.

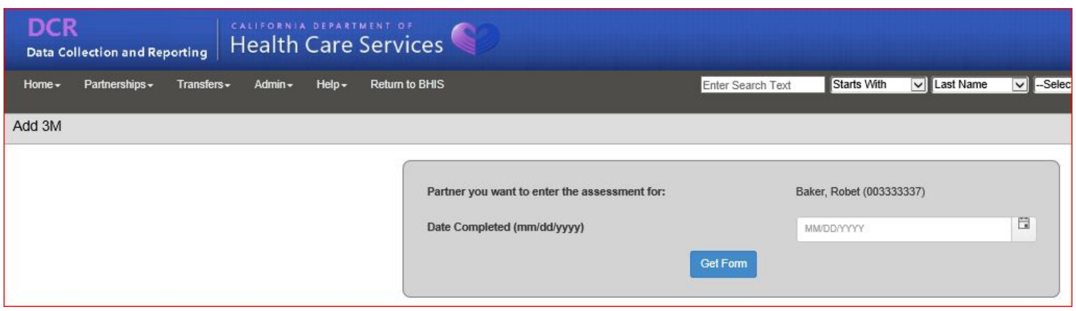
The Outcomes Assessments table is shown

Outcomes Assessments for: Baker, Robet			
PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
04/22/2016 Pending Validation Report	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 07/25/2017 04/22/2017 02/03/2017 05/01/2016	QUARTERLY HISTORY 07/22/2017 (missing) 04/22/2017 (missing) 01/22/2017 (missing) 10/22/2016 (missing) 07/22/2016 (missing)	

Figure 60: Outcomes Assessments Table

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.

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
10/22/2016 Pending Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 01/22/2018	Days Past Due: 9
	KET HISTORY 10/10/2017 10/06/2017 10/06/2017	QUARTERLY HISTORY 10/22/2017 (missing) 07/22/2017 (missing) 04/22/2017 (missing) 01/22/2017 (missing)	

Figure 61: To Manage Partners with the Quarterly Assessment(s) Due

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.

DCR Tip:
Note that the FSP DCR may not take out of order 3Ms or KETs when re-establishing a partner via XML batch submission. All assessments must be submitted in chronological order in

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.

Figure 62: Inactive Partners Menu

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.

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

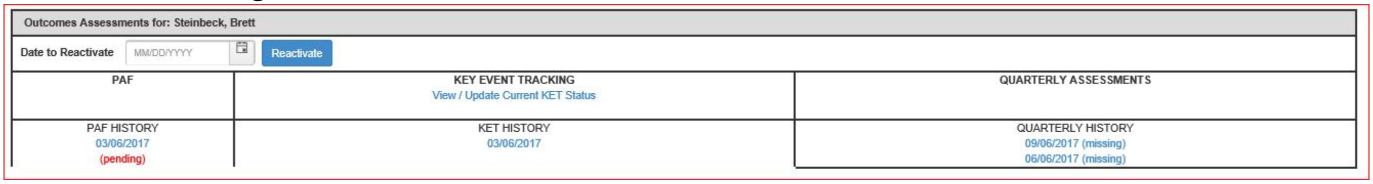


Figure 63: Outcomes Assessment Table

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.
4. Review / Correct / Update 3M 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.

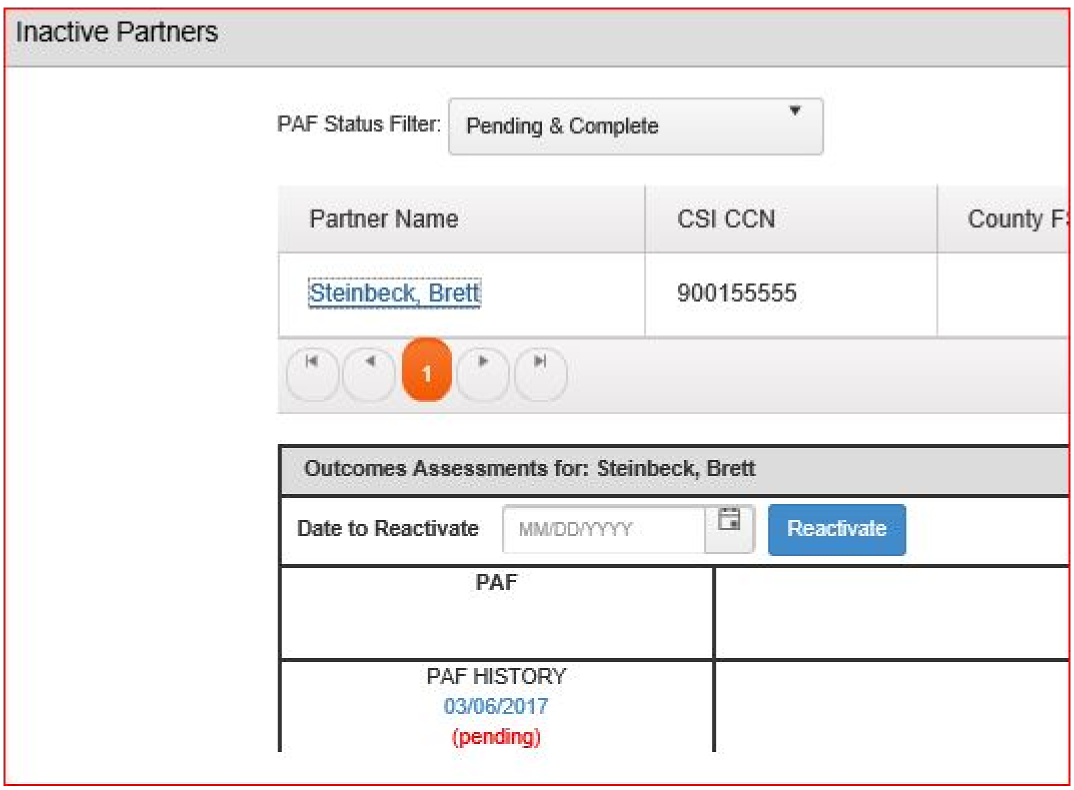


Figure 64: Manage Inactive Partners with the INACTIVE Full Service Partners Webpage

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).

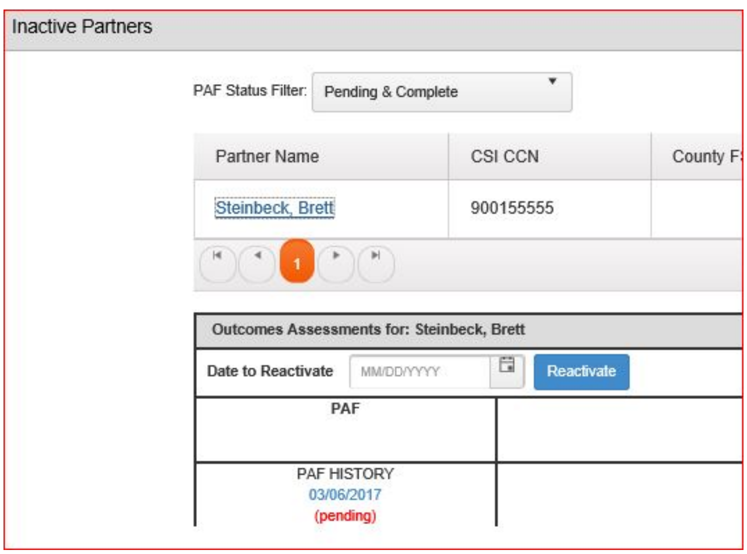


Figure 65:Re-activate a Partnership

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**)
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)
2. Managing Existing Users.

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

13.1.1.1 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

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**].

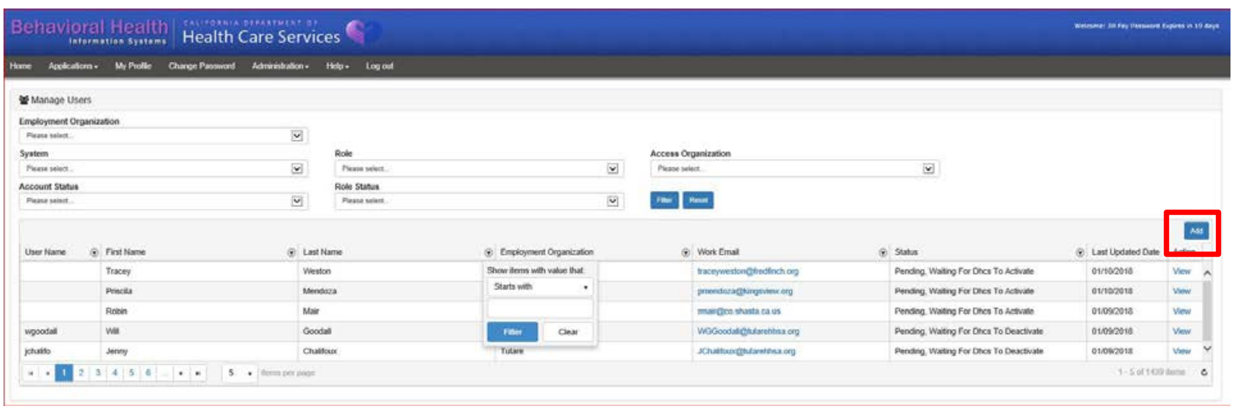


Figure 68: Add User

The "Manage User: Add user Profile" view will be shown:

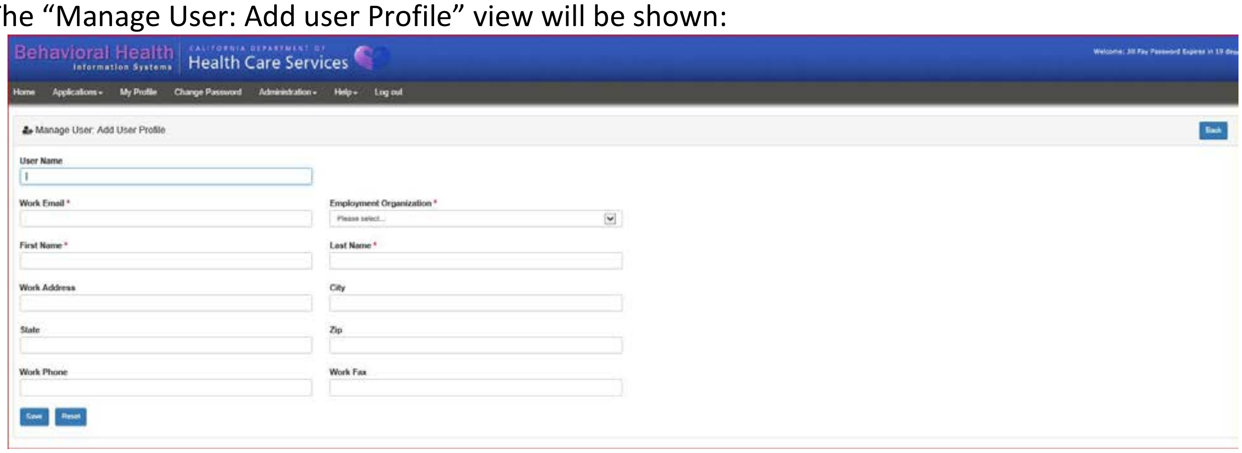


Figure 69: Manage User: Add User Profile view

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.

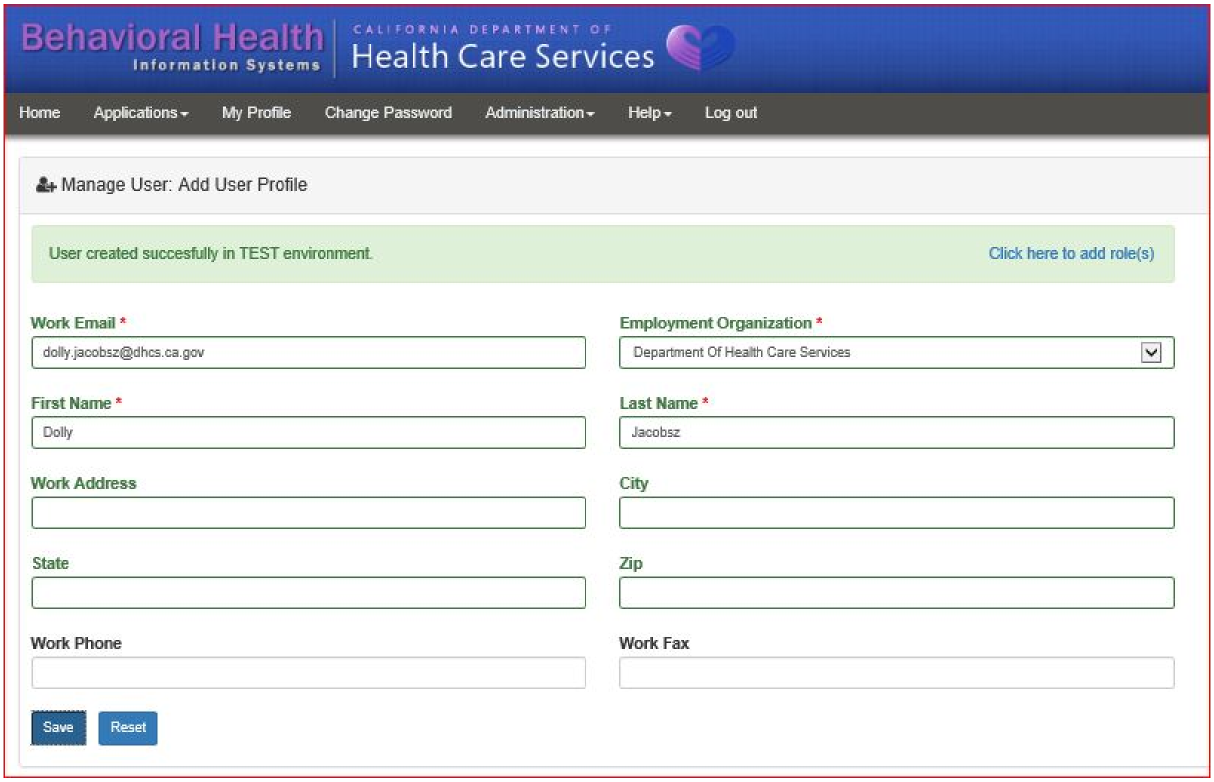


Figure 70: User Created Successfully

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).
6. Share FSP Group (SFG).

- 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

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

- 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:

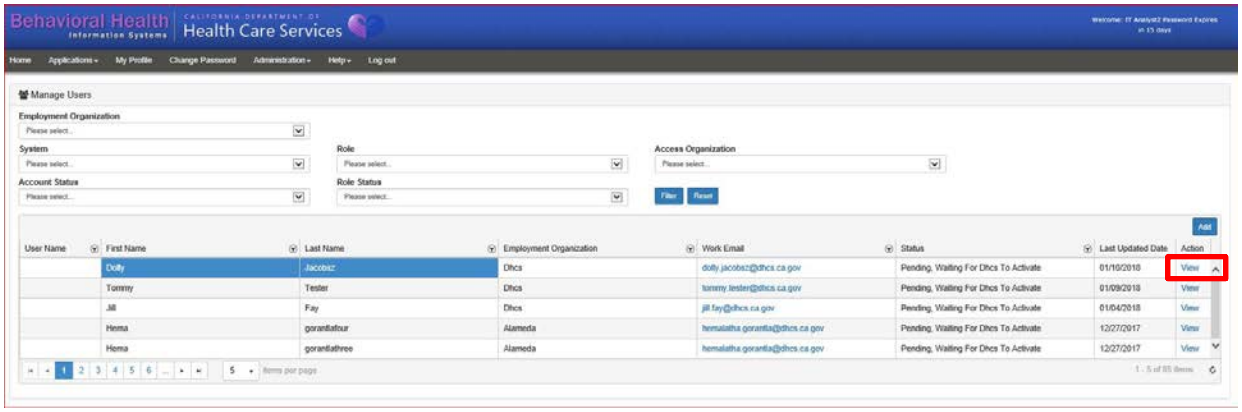


Figure 71: Click "View" to view the User Profile

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:

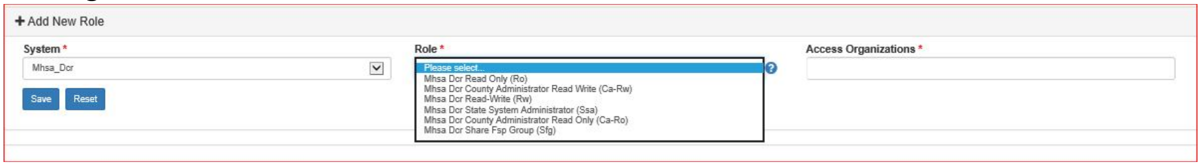


Figure 73: Manage Users View: Add User Role - Add New Role

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:

1. Viewing DCR User Status.
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.

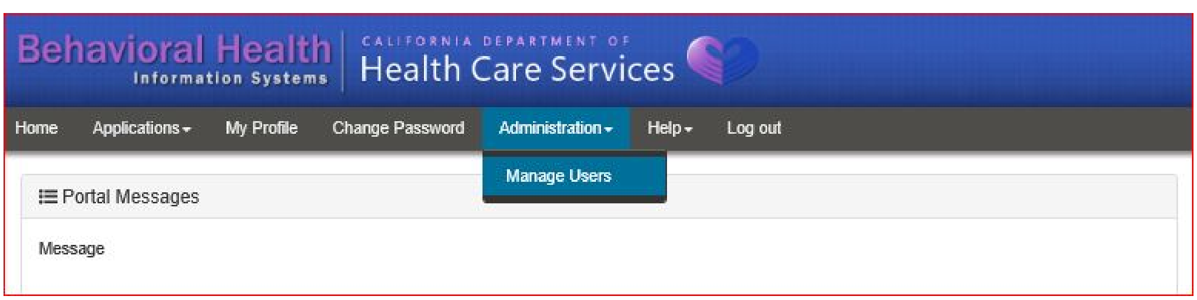


Figure 74: Administration Menu

The following view will be shown:

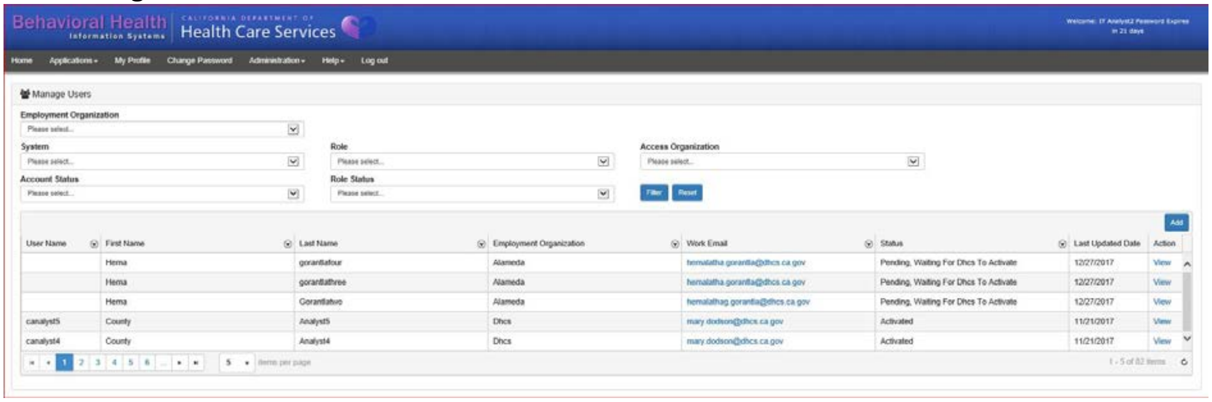


Figure 75: Manage Users View

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).
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.

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 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.
  - A group should be created for each set of users who need to Upload the same data
  - 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.

13.3.1.1 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[.

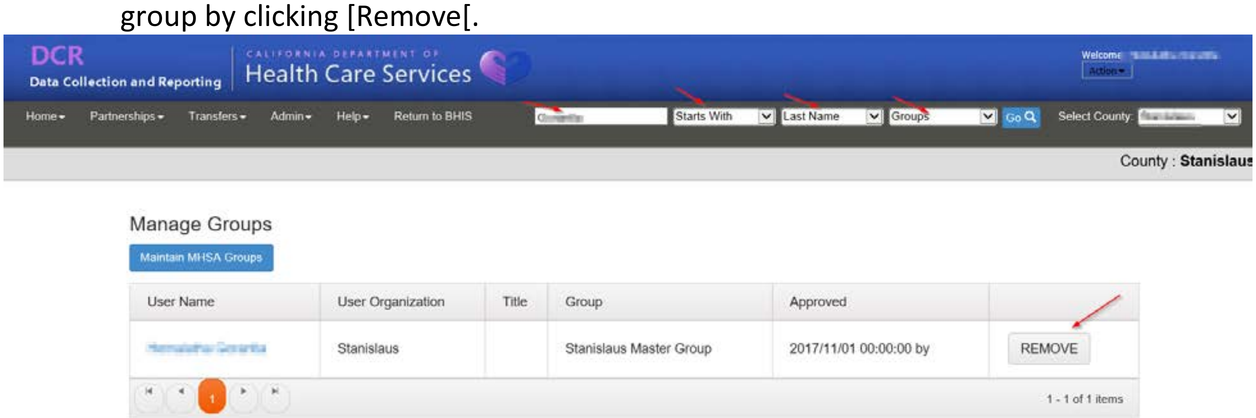


Figure 77: Manage Groups - REMOVE

10. Click Assign and select the group you want to assign from drop down and click assign

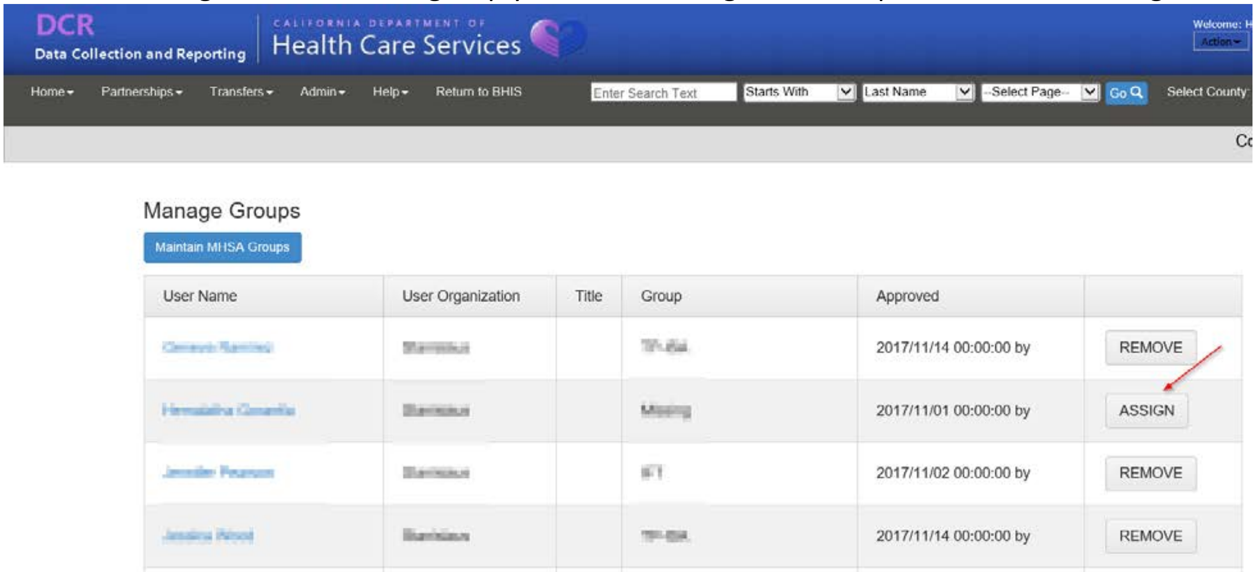


Figure 78: Manage Groups - ASSIGN

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:

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.

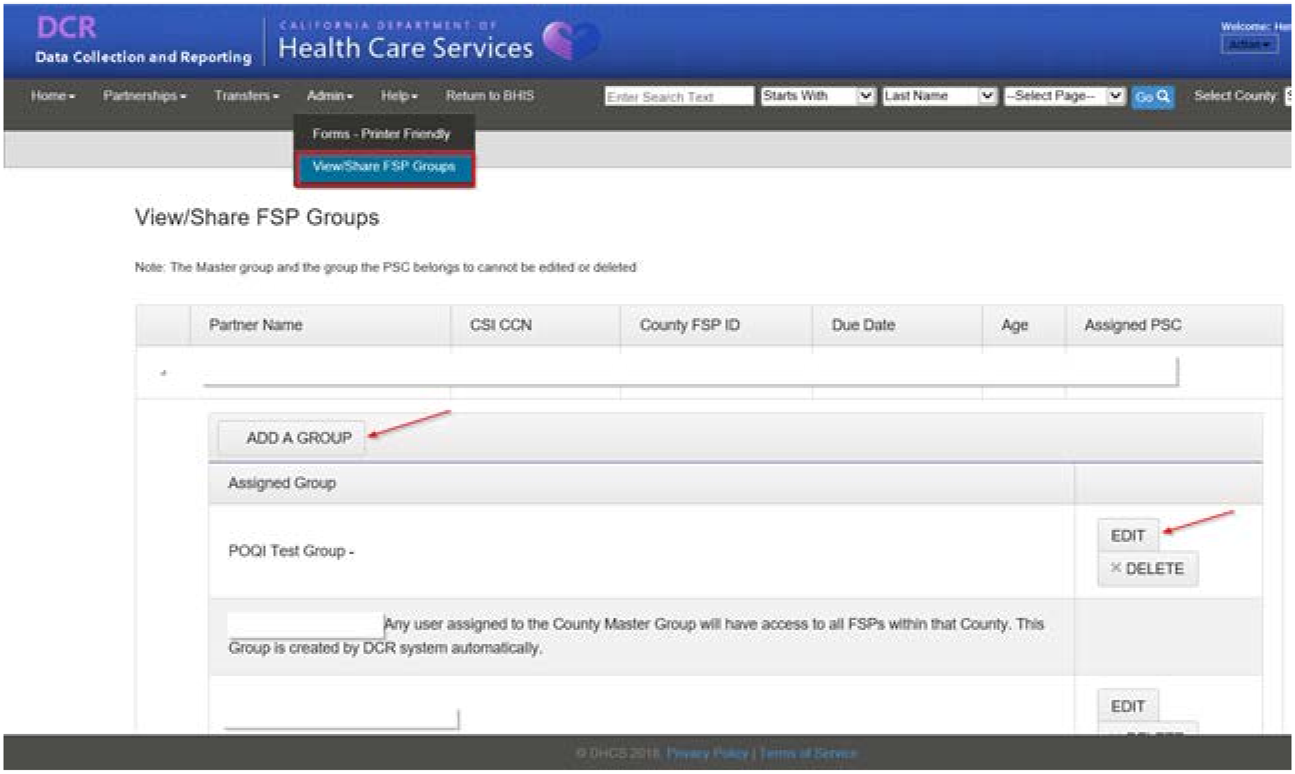


Figure 79: View/Share FSP Groups

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.

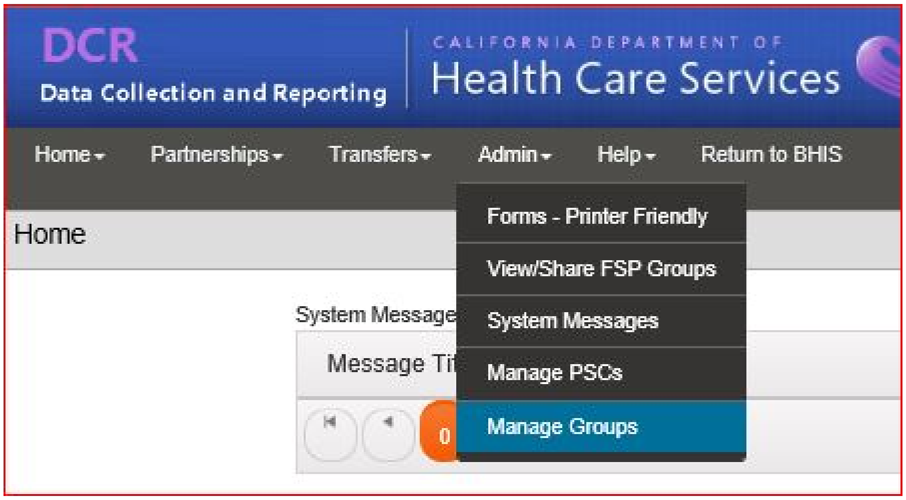


Figure 80: Manage Groups

The following view is shown:

Figure 81: Manage Groups View

5. Click [**Maintain MHSA Groups**].

The following view is shown:

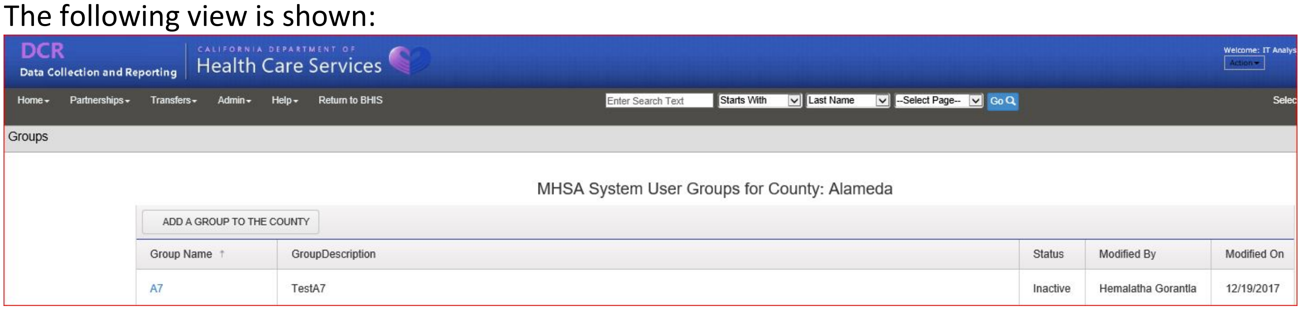


Figure 82: Groups - Add A Group to the County

6. Click [**Add a Group to the County**].

The following dialog box is shown:

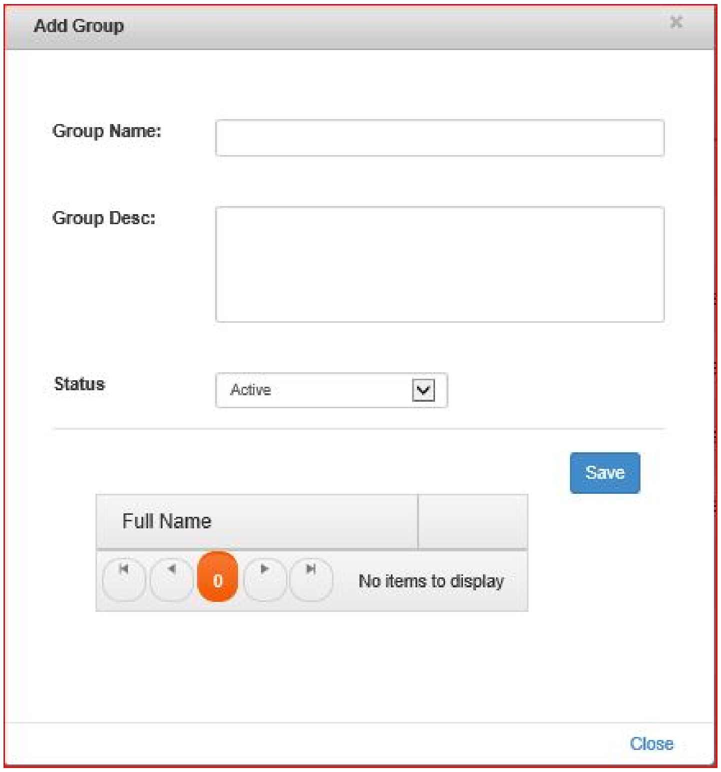


Figure 83: Add Group Dialog Box

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

5. Click [**Maintain MHSA Groups**].

The 'Groups' view is shown:

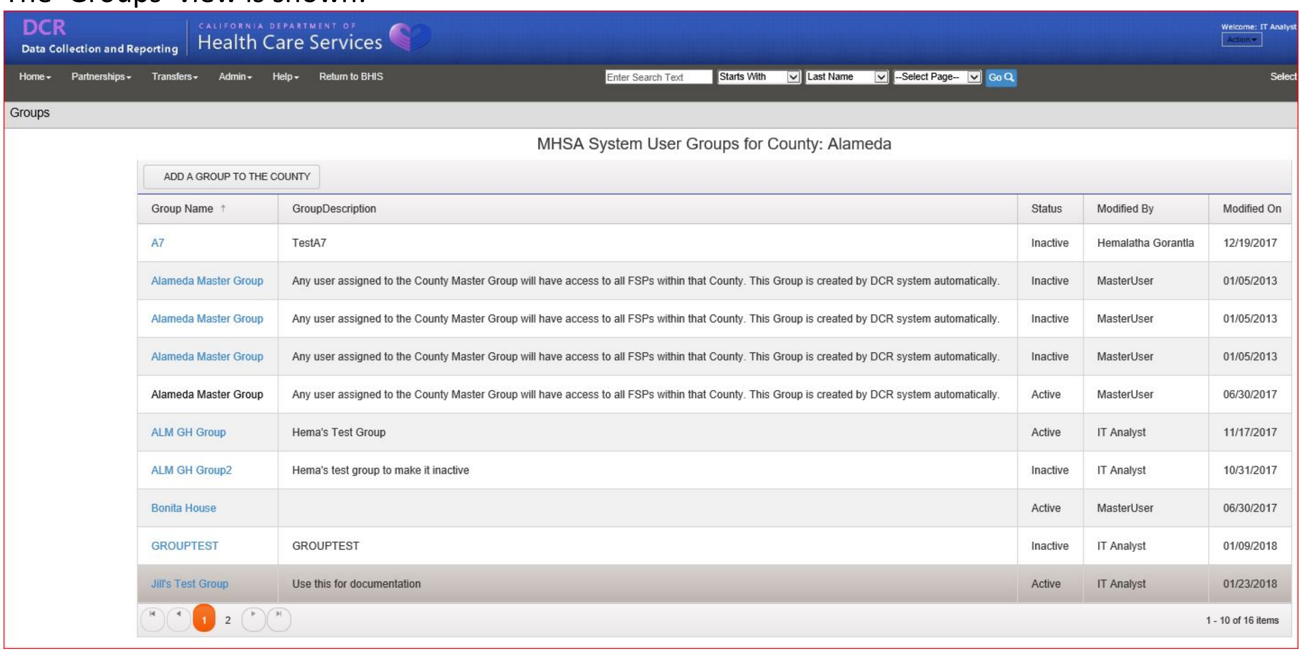


Figure 85: Edit a Group

6. Click on the (blue) 'Group Name' link that you wish to edit.

The Edit Group dialog box is shown.

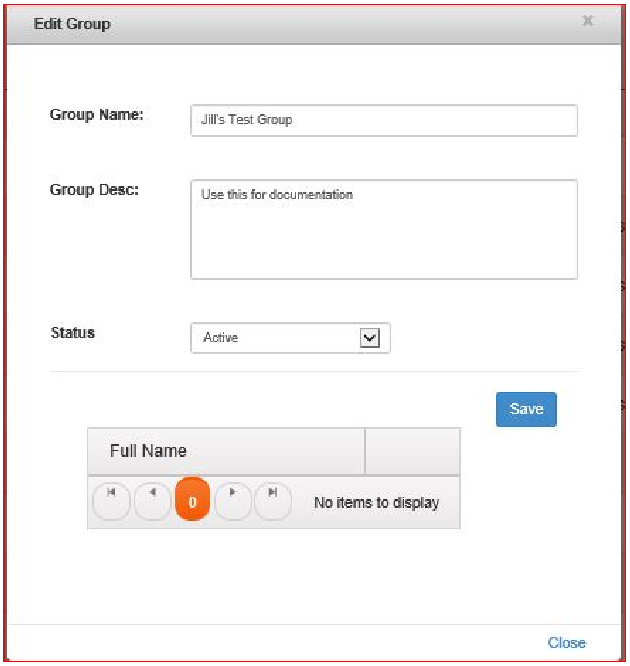


Figure 86: Edit Group Dialog Box

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.

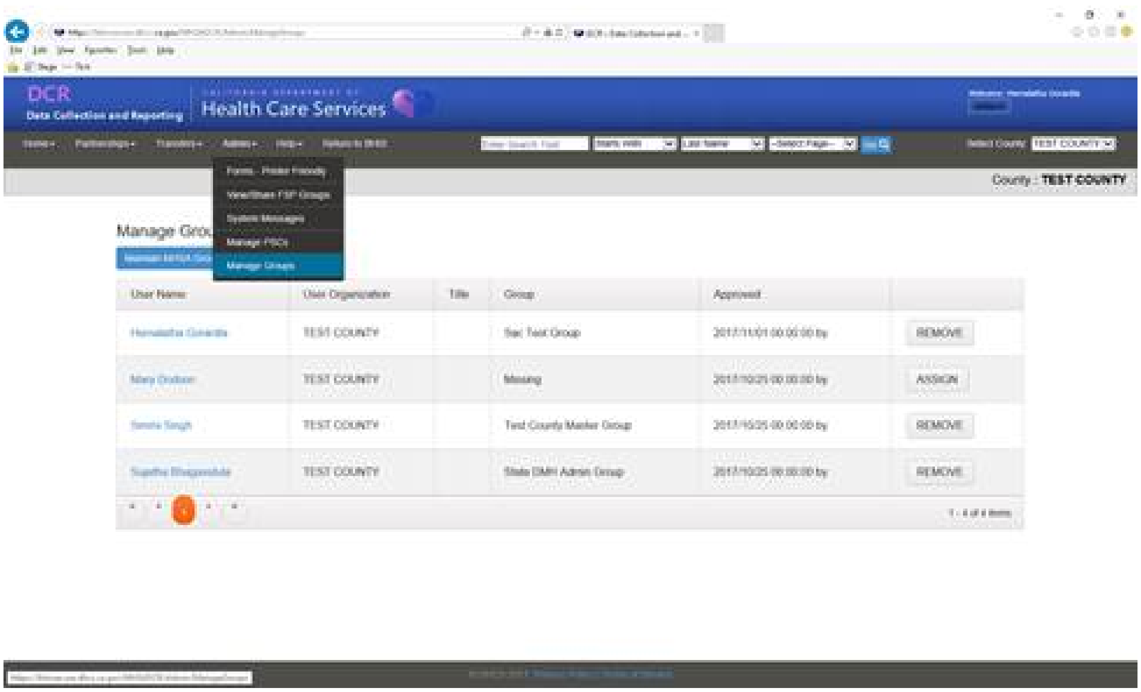


Figure 87: Manage Users

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.

Figure 88: Assign To Group

The Assign Group to the user dialog box is shown:

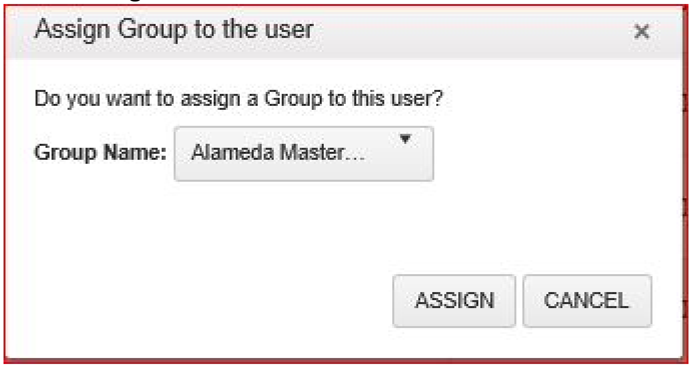


Figure 89: Assign Group to the user Dialog Box

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:

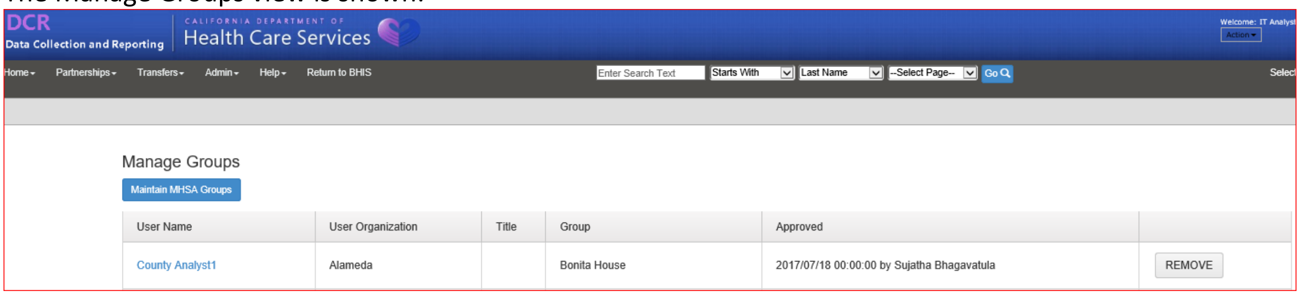


Figure 90: Manage Groups View

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.

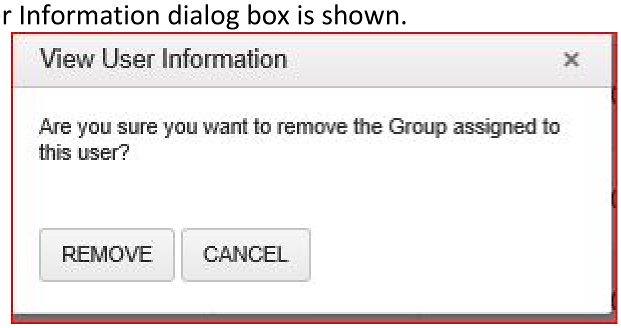


Figure 91: View User Dialog box

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

9. Open the BHIS website (https://bhis.dhcs.ca.gov).
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.

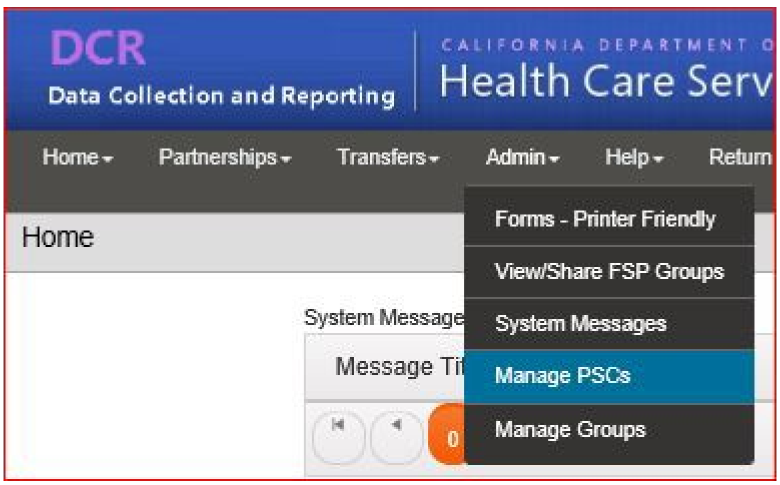


Figure 92: Manage PSCs Submenu

The Manage PSCs view is shown:

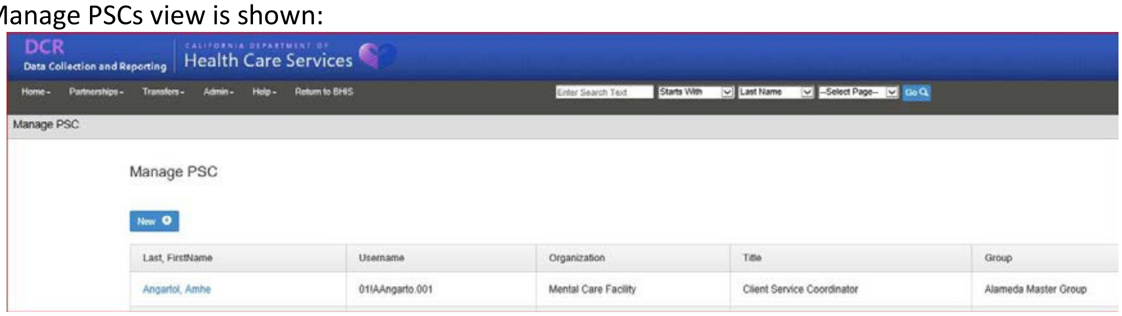


Figure 93: Manage PSC View

13. Click [**New+**].
    The Edit PSC dialog box is shown:

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**).
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:

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.

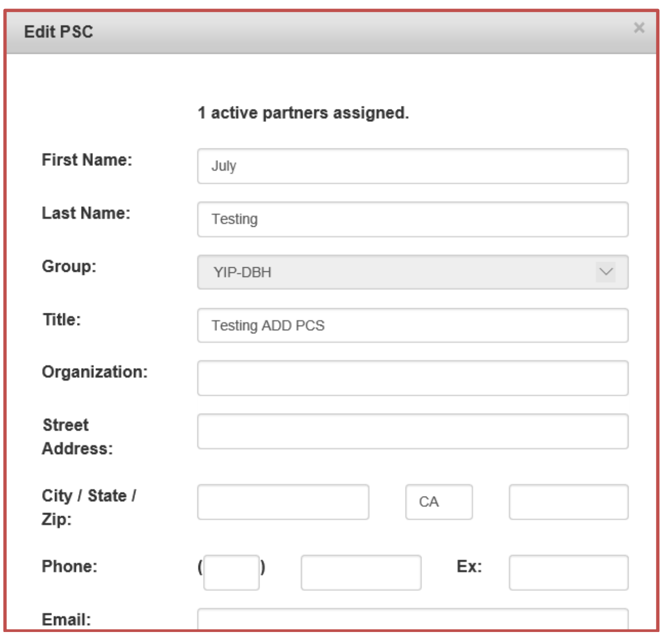


Figure 96: Edit PSC Dialog Box

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

MHSADCR_WithSTRTP_V5.4.xsd

Figure 98: XSD file with STRTP included

DCR 5.3
ProcessedResults_Er

Figure 99: DCR 5.3 Processed Results Errors Final

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.**

DCR Validation
Matrices_Counties_F

Figure 100: 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.

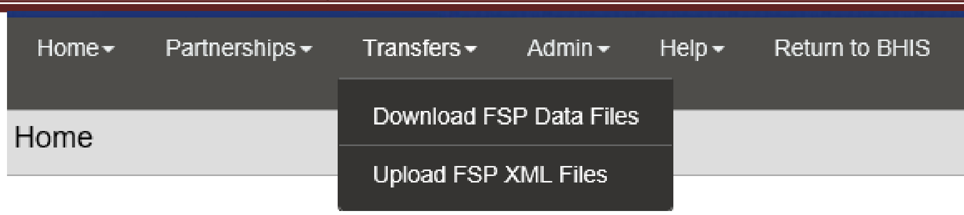


Figure 101: Upload FSP XML Files

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

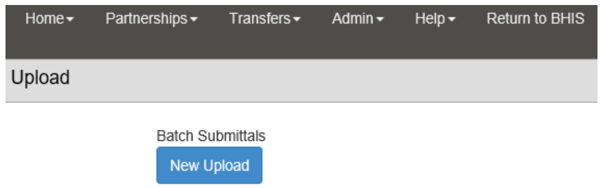


Figure 102: New Upload

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.

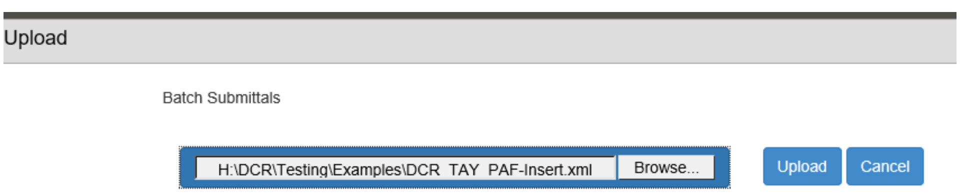


Figure 103: Submitting a Batch File

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

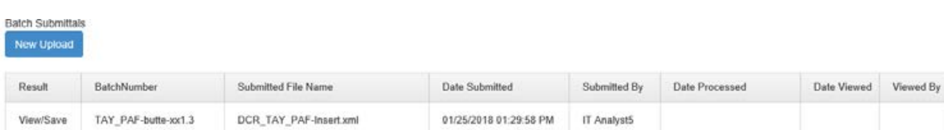


Figure 104: Batch File Submitted Successfully

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).

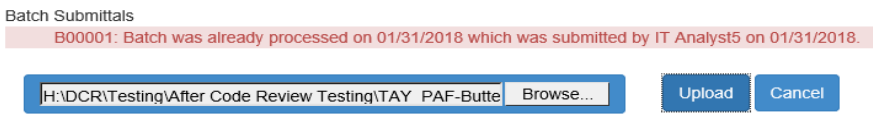
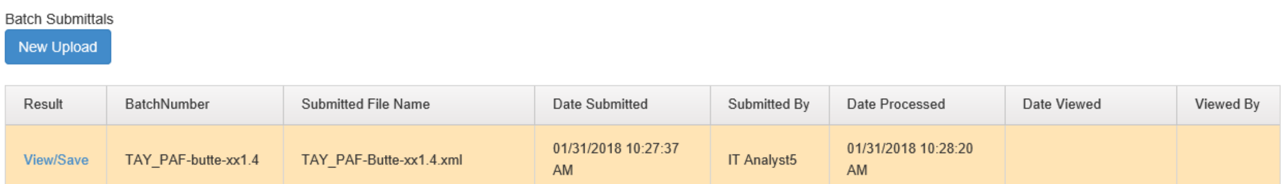


Figure 105: Rejected Batch File

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.



Result	BatchNumber	Submitted File Name	Date Submitted	Submitted By	Date Processed	Date Viewed	Viewed By
View/Save	TAY_PAF-butte-xx1.4	TAY_PAF-Butte-xx1.4.xml	01/31/2018 10:27:37 AM	IT Analyst5	01/31/2018 10:28:20 AM		

Figure 106: View/Save Option is visible

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**)
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)

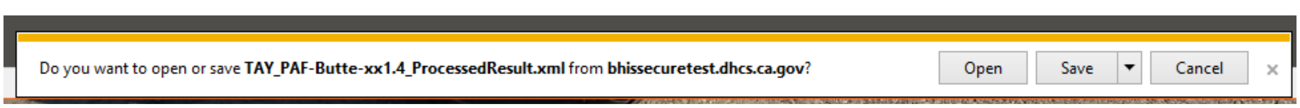


Figure 107: Open or Save the File

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.

DCR Tip:
If you make error correction in DCR, be sure to make changes in your EHR's FSP data as well so that the records will match at the County and

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`

Before submitting XML Batch test files, notify DHCS DCR IT at 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

```
<Batchheader>
  <Usage>P</Usage>
  <BatchDateTime>2017-11-20T00:00:00</BatchDateTime>
  <BatchNumber>DCR_TAY_PAF-Insert</BatchNumber>
  <XSDVersionNumber>5.3</XSDVersionNumber>
</Batchheader>
<TAY_PAF AssessmentGUID="AAAAAAA-AAAA-AAAA-AAAA-AAAAAAAAAAAA" AssessmentType="PAF" Operation="Update">
```

Figure 108: Sample Submission of PAF File with Usage Element Set to 'P'

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://bhissecurestage.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.

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.

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.

DCR Tip:
Fields such as:

- County Partnership Date
- Partner's Date of Birth.

Cannot be corrected via XML or on the online DCR. If these are incorrect, the partnership must be deleted and recreated with the correct information.

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)
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.

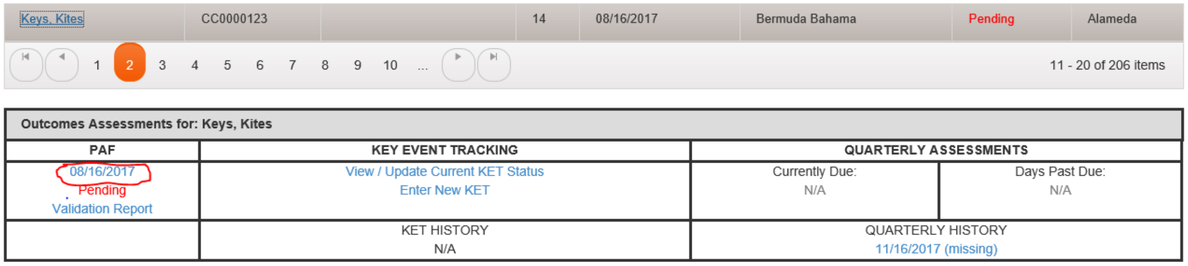


Figure 109: Outcomes Assessments

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**)
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.

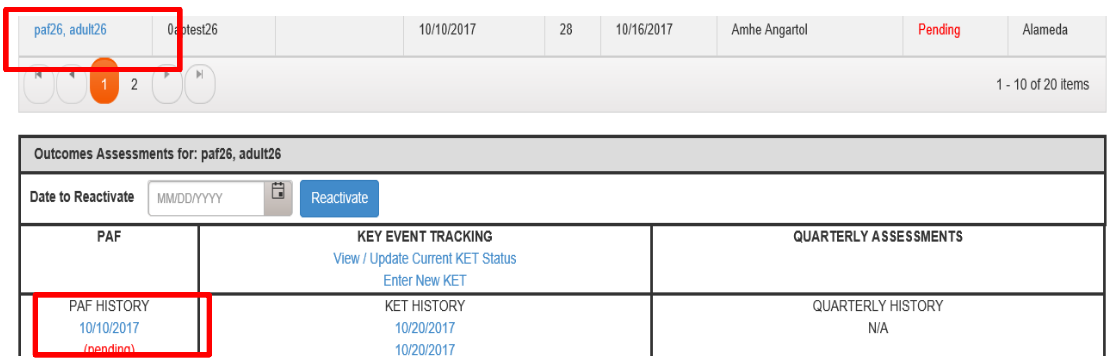


Figure 110: Correct or Update a PAF for an Inactive Partner

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 of 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.

Outcomes Assessments for: Chippers, Chirpy			
PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
10/09/2017	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 10/24/2017 10/23/2017 10/16/2017	QUARTERLY HISTORY N/A	

Figure 111: Correct or Update a KET for an Active Partner

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:

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.

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**].

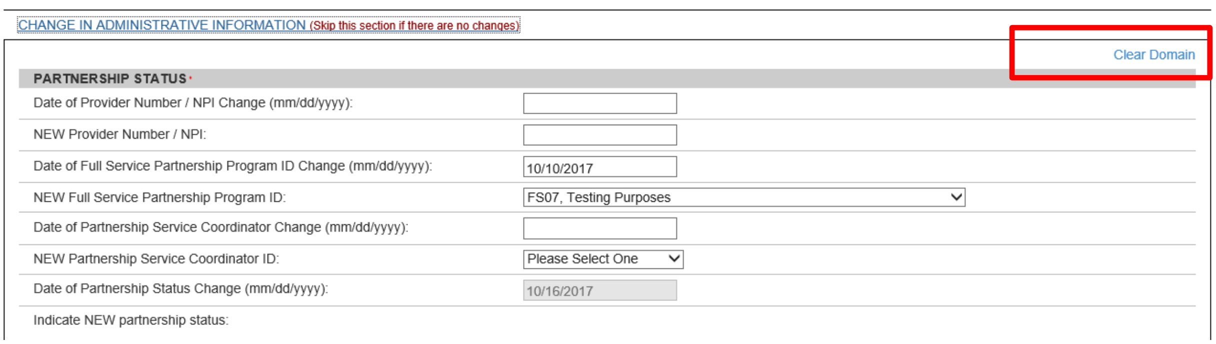


Figure 112: Clear all Incorrect Information in a KET for an Active Partner

5. 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).
6. Click [**Submit**] to resubmit the KET with cleared information to o verwrite the existing KET form.
7. 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.

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.

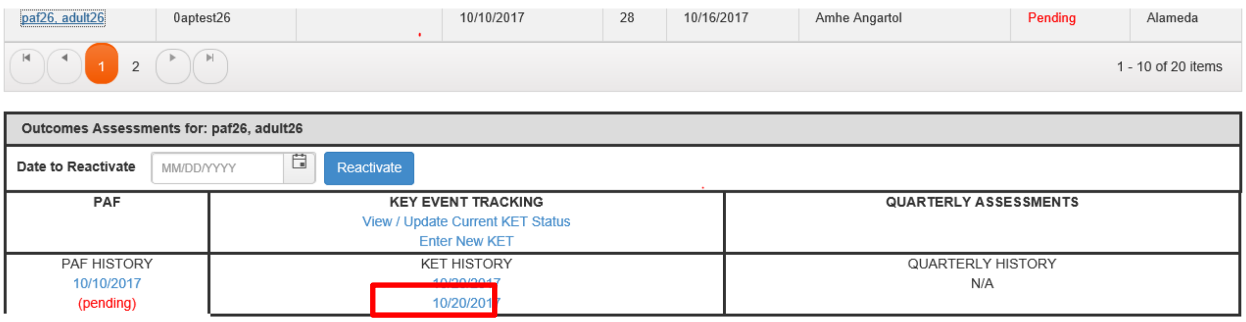


*Figure 113: Correct or Update a KET** for an Inactive Partner*

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:

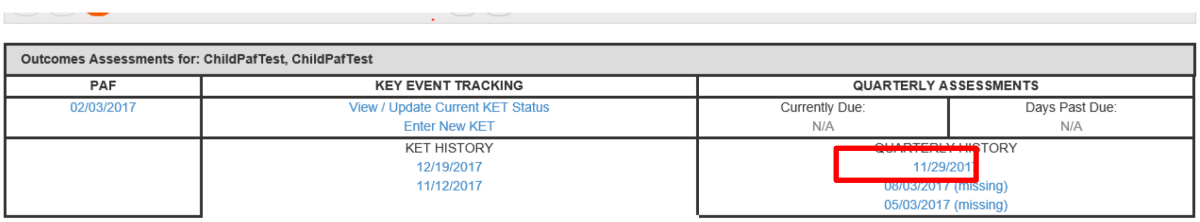
1. Follow steps "To Correct or Update a KET for an Inactive Partner" instructions listed previously in this chapter.
2. Continue with "To Clear all Incorrect Information in a KET for an Active Partner" instructions listed previously in this chapter.

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.



Outcomes Assessments for: ChildPafTest, ChildPafTest			
PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
02/03/2017	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 12/19/2017 11/12/2017	QUARTERLY HISTORY 11/29/201 08/03/2017 (missing) 05/03/2017 (missing)	

Figure 114: Correct or Update a 3M for an Active Partner

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**].

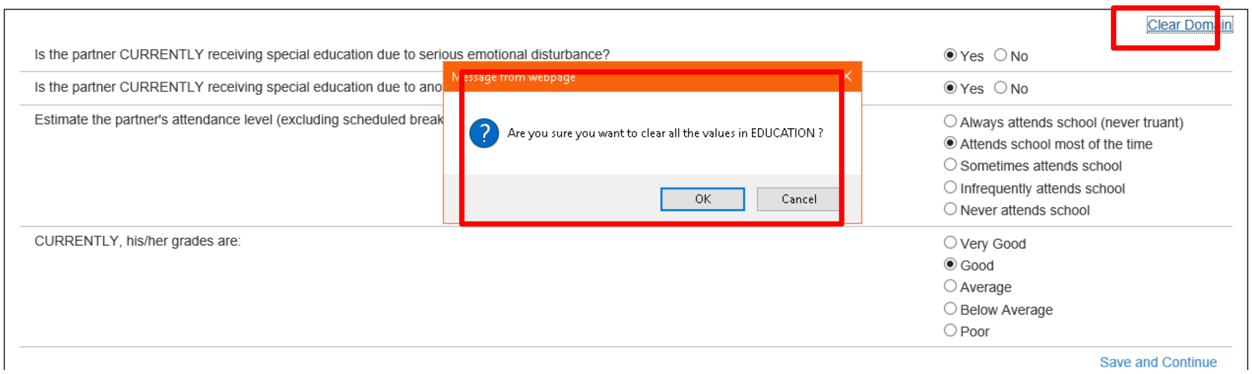


Figure 115: Clear all Incorrect Information in a 3M for an Active Partner

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)
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.

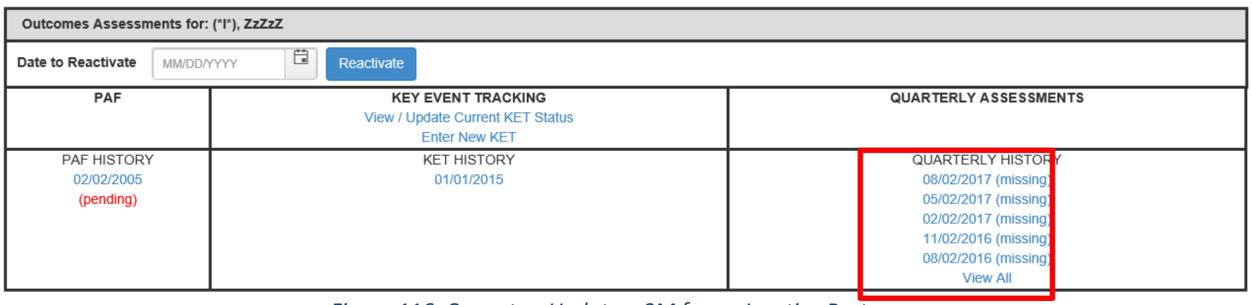


Figure 116: Correct or Update a 3M for an Inactive Partner

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

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)
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]**.

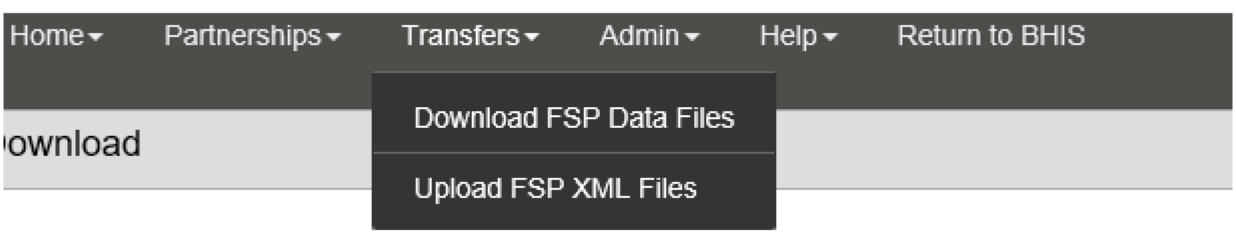


Figure 117: Download Data

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

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.

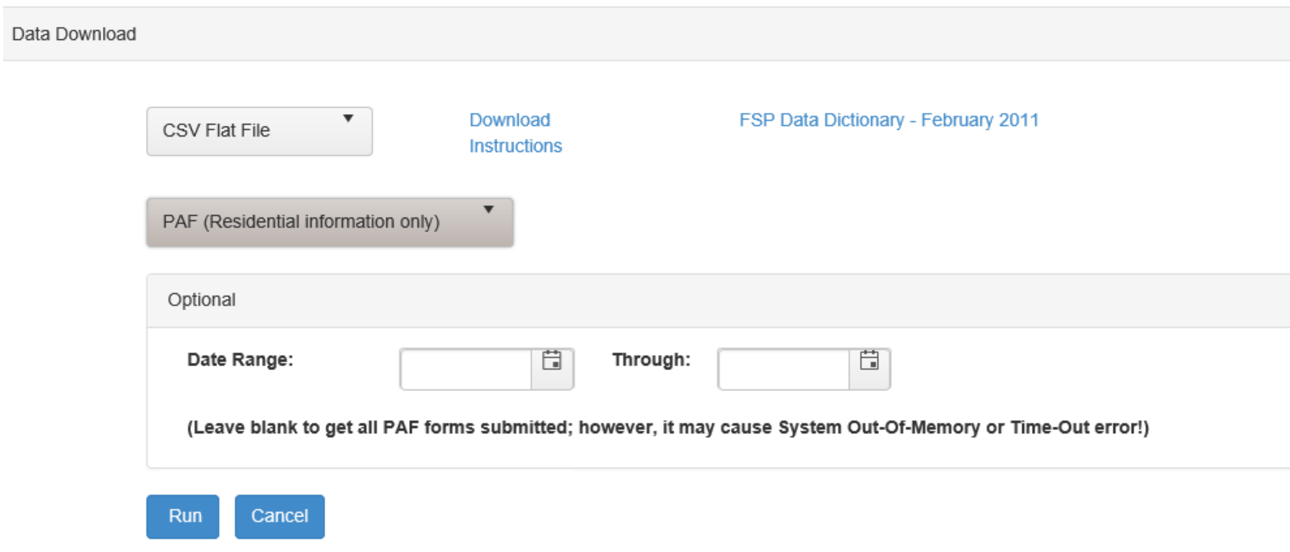


Figure 118: Run a Download Request

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.

18 Appendix A: Data Reporting and Validation Rules

No.	Form	Domain	Age Group	Description
1.	n/a	N/A	All	Data should be reported within 90 days of event occurrences
2.	3M	N/A	All	3Ms must be conducted within 15 days before or 30 days after their due date
3.	All	N/A	All	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 **Clear Domain** link to unselect all toggle buttons for the domain and re-enter the information for the domain
4.	KET, 3M	N/A	All	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
5.	KET	Partner Info & Admin	All	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
6.	PAF	Partner Info & Admin	All	A valid CSI CCN must be submitted for the CSI-linked fields to be populated, without which the PAF Status will remain "Pending"
7.	PAF	Partner Info & Admin	All	Two Partners cannot have the same CSI CCN
8.	PAF	Partner Info & Admin	All	The Partnership date cannot be changed once a PAF is initiated
9.	PAF	Partner Info & Admin	All	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
10.	PAF	Residential	All	There must be a number of past 12 occurrences submitted for every value of past 12 days submitted, and vice versa
11.	PAF	Residential	All	There must be at least one residential setting for Prior to the last 12 months
12.	PAF	Residential	All	There must be at least one residential setting for the last 12 months
13.	PAF	Residential	All	For residential setting during the last 12 months, there must be a value for the number of occurrences for at least one residential setting

No.	Form	Domain	Age Group	Description
14.	PAF	Residential	All	For residential setting during the last 12 months, there must be a value for the number of occurrences for every value for days
15.	PAF	Residential	All	There must be one residential setting selected for where the Partner resided "yesterday"
16.	PAF	Residential	All	There must be one residential setting selected for where the Partner resided "tonight"
17.	KET	Residential	All	One KET can only contain one residential change at a time
18.	PAF	Education	Child	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
19.	PAF	Education	TAY, Adult, Older Adult	The highest level of education must be submitted
20.	PAF	Education	TAY, Adult, Older Adult	The Partner's educational setting during the past 12 months must be submitted
21.	PAF	Education	TAY, Adult, Older Adult	The Partner's current educational setting must be submitted
22.	PAF	Education	TAY	Whether or not the Partner is currently receiving special education due to serious emotional disturbance must be submitted
23.	PAF	Education	TAY	Whether or not the Partner is currently receiving special education due to another reason must be submitted
24.	PAF	Education	TAY	All questions must be completed in either the "Required by law to attend school" or the "Not Required by law to attend school" sections
25.	PAF	Education	TAY	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
26.	PAF	Education	Child, TAY	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
27.	PAF	Education	Child, TAY	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

No.	Form	Domain	Age Group	Description
28.	PAF	Employment	All	There must be at least one employment status for the past 12 months
29.	PAF	Employment	All	There must be at least one employment status for current employment
30.	PAF	Employment	All	There must be a submission for whether or not the Partner's current recovery goals include any kind of employment
31.	PAF	Employment	All	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
32.	PAF	Employment	All	For current employment, there must be a value for Average Hourly wage for every value of Average Hours per Week, and vice versa
33.	PAF, KET	Employment	All	No other employment settings can contain information if the "Partner is not employed at this time"
34.	PAF	Financial	All	There must be at least one source of financial support during the past 12 months
35.	PAF	Financial	All	There must be at least one source of financial support "currently"
36.	PAF	Financial Support	All	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
37.	PAF	Legal	All	There must be a value submitted for the number of times the Partner was arrested during the past 12 months
38.	PAF	Legal	All	Whether or not the Partner was arrested any time prior to the last 12 months must be submitted
39.	PAF	Legal	All	Whether or not the Partner is currently on probation must be submitted
40.	PAF	Legal	All	Whether or not the Partner was on probation during the past 12 months must be submitted
41.	PAF	Legal	All	Whether or not the Partner was on probation prior to the last 12 months must be submitted
42.	PAF, Child	Legal	Child	Whether or not the Partner is currently on parole from the Division of Juvenile Justice must be submitted
43.	PAF	Legal	All	Whether or not the Partner was on any kind of parole during the past 12 months must be submitted
44.	PAF	Legal	All	Whether or not the Partner was on any kind of parole prior to the last 12 months must be submitted

No.	Form	Domain	Age Group	Description
45.	PAF	Legal	All	Whether or not the Partner is currently on conservatorship must be submitted
46.	PAF	Legal	All	Whether or not the Partner was on conservatorship during the past 12 months must be submitted
47.	PAF	Legal	All	Whether or not the Partner was on conservatorship prior to the last 12 months must be submitted
48.	PAF	Legal	All	Whether or not the Partner currently has a payee must be submitted
49.	PAF	Legal	All	Whether or not the Partner has a payee during the past 12 months must be submitted
50.	PAF	Legal	All	Whether not the Partner had a payee prior to the last 12 months must be submitted
51.	PAF	Legal	Child, TAY	Whether or not the Partner is currently a dependent of the court must be submitted
52.	PAF	Legal	Child, TAY	Whether or not the Partner was a dependent of the court during the past 12 months must be submitted
53.	PAF	Legal	Child, TAY	Whether or not the Partner was a dependent of the court prior to the last 12 months must be submitted
54.	PAF	Legal	All	There must be a numeric amount submitted for the total number of children the Partner has who are currently on W & I Code 300 status as a dependent of the court
55.	PAF	Legal	All	There must be a numeric amount submitted for the total number of children the Partner has who are currently in foster care placement
56.	PAF	Legal	All	There must be a numeric amount submitted for the total number of children the Partner has who are currently legally reunified with the Partner
57.	PAF	Legal	All	There must be a numeric amount submitted for the total number of children the Partner has who are currently adopted out
58.	PAF	Emergency Intervention	All	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
59.	PAF	Emergency Intervention	All	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
60.	PAF	Health Status	All	Whether or not the Partner currently has a primary care physician currently must be submitted
61.	PAF	Health Status	All	Whether or not the Partner has had a primary care physician during the past 12 months must be submitted

No.	Form	Domain	Age Group	Description
62.	PAF	Substance Abuse	All	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
63.	PAF	Substance Abuse	All	Whether or not the Partner is currently receiving substance abuse services must be submitted
64.	PAF	ADL	Older Adult	The level of functioning for Bathing must be submitted
65.	PAF	ADL	Older Adult	The level of functioning for Dressing must be submitted
66.	PAF	ADL	Older Adult	The level of functioning for Toileting must be submitted
67.	PAF	ADL	Older Adult	The level of functioning for Transfer must be submitted
68.	PAF	ADL	Older Adult	The level of functioning for Continence must be submitted
69.	PAF	ADL	Older Adult	The level of functioning for Feeding must be submitted
70.	PAF	ADL	Older Adult	The level of functioning for Walking must be submitted
71.	PAF	ADL	Older Adult	The level of functioning for House-Confinement must be submitted
72.	PAF	IADL	Older Adult	The level of functioning for Telephone must be submitted
73.	PAF	IADL	Older Adult	The level of functioning for Walking Distance must be submitted
74.	PAF	IADL	Older Adult	The level of functioning for Groceries must be submitted
75.	PAF	IADL	Older Adult	The level of functioning for Meals must be submitted
76.	PAF	IADL	Older Adult	The level of functioning for Housework must be submitted
77.	PAF	IADL	Older Adult	The level of functioning for Handyman Work must be submitted
78.	PAF	IADL	Older Adult	The level of functioning for Laundry must be submitted
79.	PAF	IADL	Older Adult	The level of functioning for Medication must be submitted
80.	PAF	IADL	Older Adult	The level of functioning for Money must be submitted

19 Appendix B: Batch Submission Errors

Table 7: Batch Submission Errors

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

Appendix B: Batch Submission Errors

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

Appendix B: Batch Submission Errors

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

Appendix B: Batch Submission Errors

Error Code	Is Fatal	Message
PAF020	FALSE	Either 'Weeks,' 'Hours,' or 'Wage' was supplied; all corresponding values are required.
PAF021	FALSE	Please supply at least one employment status for 'During the past 12 months.'
PAF022	FALSE	Please supply at least one employment status for 'Current' employment.
PAF023	FALSE	NOT IN USE ***Note****: This error code is not currently being used.*
PAF024	FALSE	NOT IN USE ***Note****: This error code is not currently being used.*
PAF025	FALSE	Please supply a value for all questions in the 'Required by law to attend school' section.
PAF026	FALSE	Please supply a value for all questions in the 'Not required by law to attend school' section.
PAF027	FALSE	Please supply at least one source of financial support for 'During the past 12 months.'
PAF028	FALSE	Please supply at least one source of financial support for 'Currently.'
PAF029	FALSE	NOT IN USE ***Note****: This error code is not currently being used.*
PAF030	TRUE	The total number of days cannot exceed 365 under the column 'During the past 12 months.'
PAF031	FALSE	'Provider Number/NPI' can be BLANK, 4 character ALPHANUMERIC, or a VALID NPI number.
PAF031f	TRUE	'Provider Number/NPI' can be BLANK, 4 character ALPHANUMERIC, or a VALID 10-digit NPI number.
PAF032	TRUE	Not appropriate age group. Use '*FORM*' form.
PAF033	TRUE	Not authorized to submit assessment for '*COUNTY*' county.
PAF034	TRUE	User is not authorized to use this PSC or PSC does not exist.
PAF035	TRUE	'Assessment date' cannot be earlier than 'date of birth.'
PAF036	TRUE	'Year the Partner was first placed on W & I Code 300 status' cannot be after the current year and cannot be earlier than 150 years from the current year.
PAF037	TRUE	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.
PAF038	TRUE	You have indicated that the Partner is currently employed and also indicated that the Partner is currently unemployed. Please correct the conflicting information.
PAF039	FALSE	Please indicate the year when the Partner was first placed on W & I Code 300 status.
PAF040	TRUE	Previous Partner GUID missing/not available.
PAF041	TRUE	Previous Partner is not inactive.
PAF042	TRUE	PAF Reactivate date of *DATE* is earlier than one year from Discontinuation date of *DATE*.
PAF043	FALSE	The total number of days must equal 365 under the column 'During the past 12 months.'
PAF044	TRUE	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

Error Code	Is Fatal	Message
		correct the conflicting information.
PAF045	FALSE	Please select at least one educational setting for 'Currently.'
PAF046	FALSE	Please select at least one educational setting for 'During the past 12 months.'
PAF047	FALSE	One of the sections 'Required by law to attend school' or 'Not Required by law to attend school' must be completed.
PAF048	TRUE	Cannot submit PreviousPartnerGUID; PAF already exists.
PAF049	FALSE	Please enter a value for '# Occurrences' for at least one residential setting 'During the last 12 months.'
PAF050	FALSE	Please enter a value for '# Days' for at least one residential setting 'During the last 12 months.'
PAF051	TRUE	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.
PAF052	TRUE	Previous Partner's DOB is different from new Partner's DOB.
PAF053	TRUE	Please supply only one residential setting for 'Tonight.'
PAF054	TRUE	Please supply only one residential setting for 'Yesterday.'
PAF055	TRUE	Assessment type (PAF, KET or 3M) cannot be changed.
PAF056	TRUE	Partner is not active. Partner must be active for operation.
PAF057	TRUE	Please supply a reason to Partner.
PAF058	TRUE	This assessment has been deleted and cannot be updated.
PAF059	TRUE	This Partner has been deleted and a new assessment cannot be submitted.
PAF060	TRUE	Partner is not deleted. Partner must be deleted in order to be restored.
PAF061	TRUE	Partner that has been re-established after a year or more, and then deleted, cannot be restored.
PAF062	TRUE	Partner's date of birth is different from what is in the database.
PAF063	TRUE	Assessment date is different from what is in the database.
PAF064	TRUE	PAF status is not pending. PAF status must be pending for *OPERATION*
PAF065	TRUE	PAF status is not certified complete. PAF status must be certified complete for *OPERATION*
PAF066	TRUE	CSI # is blank or did not match our records. PAF cannot be changed to certified complete.
PAF067	TRUE	Partner is not active or inactive. Partner must be active or inactive for @@@1 operation.
PAF068	TRUE	Year the partner was first placed on W&I Code 300 statuses cannot be earlier than the Partner's date of birth.
PAF069	TRUE	Partnership date @@@1 should be greater than or equal to @@@2 for STRTP Residential Program.

Appendix B: Batch Submission Errors

Error Code	Is Fatal	Message
invalid element	FALSE	Invalid element **Note**: Error will show for empty setting elements (<Setting/>) or settings that do not exist on the form (e.g., AvgHrWage for Current Employment).

20 Appendix C: Examples of XML Batch Files

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">
        <!--<PreviousPartnerGUID></PreviousPartnerGUID> -->
        <!-- 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>tcadult1</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>
            <RerredBy>Emergency Room</ReferredBy>
```

```
        <ReferredBy>Homeless Shelter</ReferredBy>
        <ReferredBy>Family Child TAY</ReferredBy>
        <ReferredBy>Significant Other</ReferredBy>
        <ReferredBy>Mental Health Facility</ReferredBy>
        <ReferredBy>Street Outreach</ReferredBy>
        <ReferredBy>Social Services Agency</ReferredBy>
        <ReferredBy>Juvenile Hall</ReferredBy>
        <ReferredBy>Friend</ReferredBy>
        <ReferredBy>Substance Abuse Facility</ReferredBy>
        <ReferredBy>Jail / Prison</ReferredBy>
        <ReferredBy>Acute Psychiatric</ReferredBy>
        <ReferredBy>School</ReferredBy>
        <ReferredBy>Faith-based Organization</ReferredBy>
        <ReferredBy>Other Referred</ReferredBy>
        <ReferredBy>Primary Care</ReferredBy>
        <ReferredBy>Other County</ReferredBy> -->
    </Partner>
    <FSPAdminInfo>
        <ProviderSiteID></ProviderSiteID>
        <CountyProgramID>FS03</CountyProgramID>
        <CoordinatorID>69!SPSC.001</CoordinatorID>
        <Programs QueCode="AB2034">
            <Setting PgmVal="true">
            </Setting>
        </Programs>
        <Programs QueCode="GHI">
            <Setting PgmVal="true">
            </Setting>
        </Programs>
        <Programs QueCode="MHSA">
            <Setting PgmVal="true">
            </Setting>
        </Programs>
        <!--
        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>   -->
        </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>
            <!--  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>
		<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>
				<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>
```

```
		<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">
			</Setting>
		</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>		-->
```

```
		</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> -->
			<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="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">
```

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

```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 mentalillness or substance abuse problem, according to
coordinator? Takes Yes or No values -->
                <MentalIllness>Yes</MentalIllness>
                <!-- Has partner currently suffers from mentalillness 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>
                <CountyUseField QueCode="2">
                    <Setting CntyFieldVal="county ADULT2">
                    </Setting>
```

```
                </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>
```

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>
                <!-- Batch Number is required and need to be unique -->
                <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
AssessementDate) -->
        <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 Attendence 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">
```

```
        </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>
```

```xml
		</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>
```

```
        <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
AssessementDate) -->
    <OA_KET AssessmentGUID="" PartnerGUID="" AssessmentType="KET" Operation="Update"
AssessmentDate="2017-10-20">
        <FSPAdminInfo>
            <DateProviChange>2017-10-11</DateProviChange>
            <ProviderSiteID>123456</ProviderSiteID>
            <DateProgmChange>2017-10-11</DateProgmChange>
            <CountyProgramID>FS02</CountyProgramID>
            <DateCoordChange>2017-10-11</DateCoordChange>
            <CoordinatorID>01!AAngarto.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 Oadult</DiscontReason>
            <DiscontReason>Met Goals</DiscontReason>
            <DiscontReason>Deceased</DiscontReason>
```

```
		<DiscontReason>Target Criteria</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>
```

```
<ResidentialSetting QueCode="Individual Placement">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Assisted Living">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Congregate Placement">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Community Care">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Medical Hospital">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Psychiatric Hospital">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="State Psychiatric">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Residential Treatment">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Nursing Physical">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Nursing Psychiatric">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Long-Term Care">
	<Setting Current="true">
	</Setting>
</ResidentialSetting>
<ResidentialSetting QueCode="Jail">
```

```
                <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>
            </EducationSetting>
            <EducationSetting QueCode="Graduate">
                <Setting Currently="true">
                </Setting>
            </EducationSetting>
            <EducationSetting QueCode="Other Education">
                <Setting Currently="true">
                </Setting>
            </EducationSetting> -->
            <!-- <CompletePgm></CompletePgm>
            <RecoveryGoals></RecoveryGoals> -->
        </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>
```

```
            <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>
```