

## FSP DCR Application

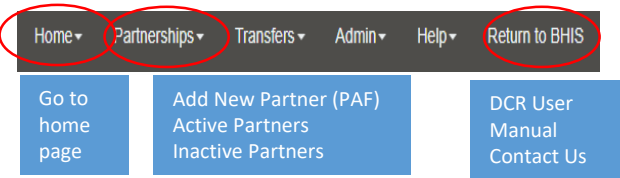
### Log-in information

1. Open the BHIS website (<http://appdir.dhcs.ca.gov/bhis/Pages/default.aspx>)
2. Click [**Log In**] and enter your credentials
3. On the Menu Bar, select the **Applications -> DCR Web Application** submenu

## DCR Home Page

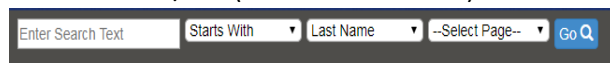
### Menu Options

The useful functions for FSP providers are circled



### Search Bar Options

You can search for active or inactive partner by Last Name or CCN/FSP (also known as CSI#)



### Home Page Tables

- System Messages: shows any message from the DCR system.
- Pending Partnership Assessment Form(s): shows all the Partners with pending PAF status.
- 30 Day Key Event Notification(s) Table: shows all Partners who have been residing in a temporary setting for 30 days or more (see the full list of temporary settings in the KET section).
- Quarterly Assessment(s) Due: shows all the Partners who have 3Ms due.

## PAF

The Partnership Assessment Form (**PAF**) is completed to establish a new FSP partnership, or for partners who return to services after being inactive for more than one year.

### Creating a PAF

1. On the Menu Bar, select the **Partnerships / Add New Partner (PAF)** submenu.
2. Enter the **Partner's date of birth and Partnership date.**  
**Warning: The Partner's DOB and Partnership Date cannot be edited.** If this information is incorrect, the entire Partnership record must be deleted and re-created.
3. **Enter the CSI #:** Take note of the following errors
  - a. **CSI# already exists for another partner: STOP and cancel the PAF.** This error message means the partner is active in another program and must be transferred (See: Transfer Procedures)
  - b. **CSI# did not match our records ->** Verify the CSI# is entered correctly. If correct, then the system still needs to update. When the update occurs, the CSI number should be recognized. You should continue completing the PAF
4. Fill in the **Administrative Information** (You must fill in the **Provider Number**).
5. Fill in the rest of the form and then click Submit.

### Validation Report

- If a PAF is **pending**, you can click on the **validation report** to see which part of information is missing and needs to be entered.
- If the pending status is due to **WARNING PAF003: CSI # did not match our records, you can still continue entering the data as usual.** The pending status does not affect the data entry process and report.

## 3M

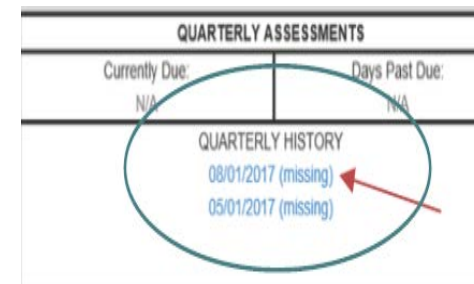
The Quarterly Assessment (3M) needs to be completed every 3 months. A notification appears 15 days prior to the due date and 30 days after the due date.

### Creating a 3M

1. Open the partner who has a 3M due.
2. Click on the missing 3M to update it.
3. Enter the Assessment Date and click on "Get Form".
4. Fill in ALL domains and click "Submit".

### Notes:

- The Quarterly Assessment data must be collected within the 45-day window, but the data can be entered beyond the 45-day window.
- You can also update an inactive partner's 3M.



## KET

Complete a KET when there are changes in any of the following areas:

- Administrative Information – All changes (including discharges/discontinuations, reactivating partners, transferring partners in or out of programs, etc.)
- Education – Dates of school enrollment, graduation dates, suspensions, expulsions, drop-outs, no longer enrolled
- Employment – All changes (hours, wages, type of employment)
- Legal Issues / Designations – Dates of Partner’s legal issues
- Emergency Interventions – All physical or behavioral health interventions.
- Residential Moves – All changes
  - The **30 Day Key Event Notification(s) Table** displays all partners who have been residing in a temporary setting for 30 days or more. This includes: emergency shelters, hospitals, Juvenile Halls, DJJ, or if a partner becomes homeless.

### Creating a KET

1. On the Menu Bar, select the **Partnerships / Manage Active Partners** submenu. Then select the Partner’s Name.
2. Select the **Enter New KET** link under the “key event tracking” section of the table.
3. Enter the date the KET form was completed and click **Get Form**.
4. Fill in the appropriate KET section and click **Submit**.

### Discontinue a Partner/Inactivate

After a Partnership is discontinued (discharged), the Partner status is set to Discontinued and is considered “Inactive.” The Partner is shown in the section of the FSP DCR for Inactive Partners.

1. Follow the steps in “Creating a KET” to open a new KET.
  2. Enter the discharge date on “**Date of Partnership Status Change**”
  3. Select the “**Discontinuation**” button, choose a **reason for discontinuation**, “Submit.”
- A discontinuation KET cannot be deleted**, if entered in error, you should reactivate the partner
- If a KET includes a change in Partnership status (discontinuation), other information about the Partnership should NOT be entered on the same KET. Use a separate KET to enter this information, before discontinuing the partner.
  - You can enter a KET for an inactive Partner, as long as the KET occurred when the partner was active (e.g., after the partner was established and before they became inactive)

### Reactivate an inactive Partner

1. On the Menu Bar, select the **Partnerships / Inactive Partners** submenu to show the list of inactive Partners.
2. Select the Partner of interest.
3. Enter the date the Partner was reactivated (**Date to Reactivate**) ; click “**Reactivate.**”

Notes:

- If the gap in partnership was **less than a year**, a **KET** will be generated. Update all relevant key events that occurred when a partner was inactive on a separate KET.
- If the gap in partnership was **greater than a year**, a **PAF** will be generated.

Complete the PAF with updated information for the partner.

Outcomes Assessments for: <input type="text"/>	
Date to Reactivate	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="Reactivate"/>
PAF	KEY EVENT TRACKING <a href="#">View / Update Current KET Status</a> <a href="#">Enter New KET</a>
PAF HISTORY 12/02/2013	KET HISTORY 02/11/2014