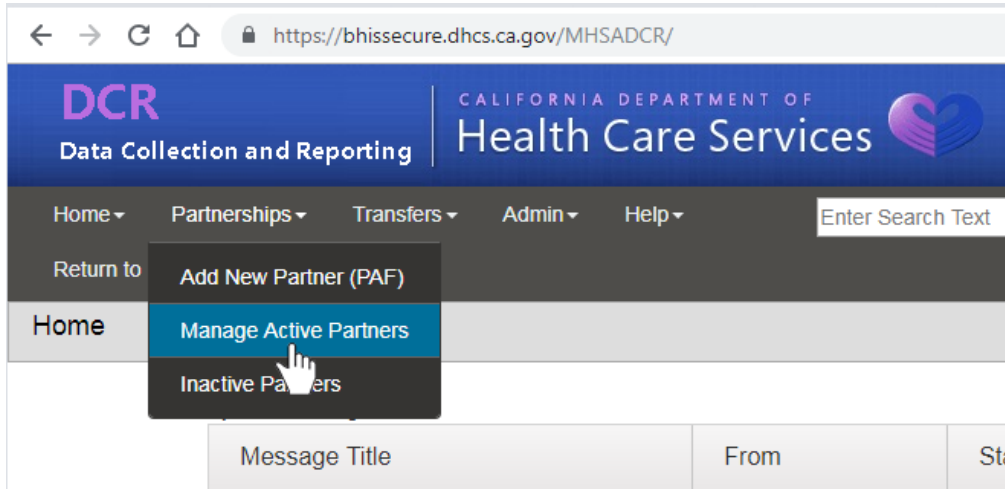# Helpful Functions of the DCR

Manage Active Partners screen and using validation reports to deal with Pending Partnership Assessment forms (PAFs):

a. From the DCR home page click on the drop down menu "Partnerships" at the top of the screen. Then click on "Manage Active Partners."

b. This will give you a list of all the active clients in your program. You can see here whether or not a PAF is *complete* or ***pending***.
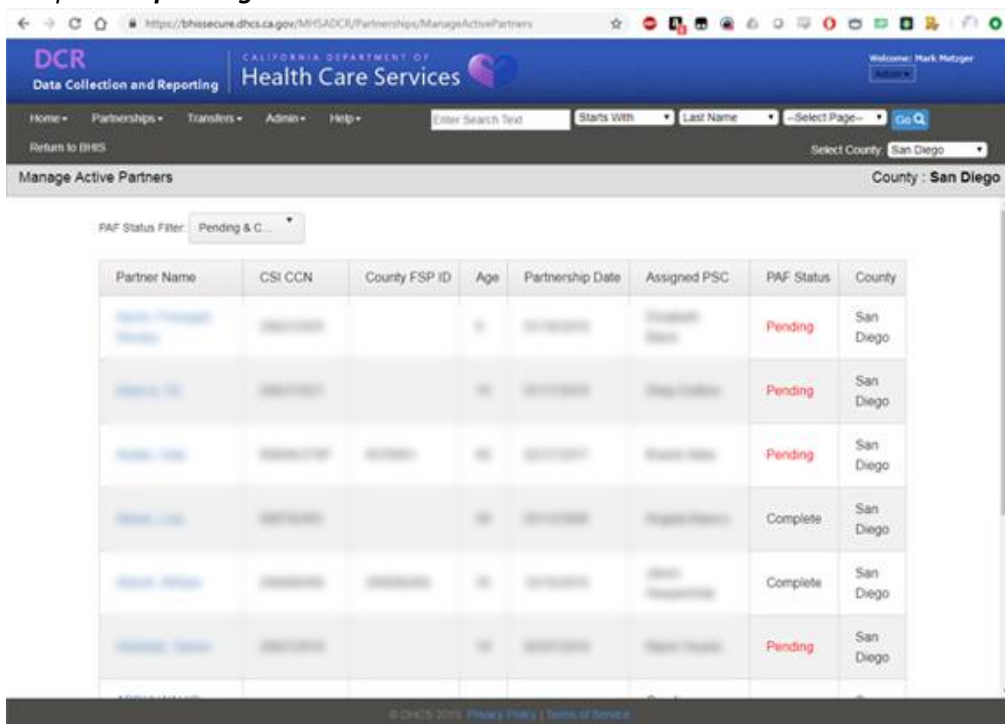
c. Click on a pending partner's name to view his/her assessment history

d. More information will appear below, on PAFs Key Event Tracking and Quarterly Assessments.

e. If you click on "Validation Report" on the far left (only with a file that is PENDING), another window opens up which tells you what data needs entering.

Also, look at the KET history. If a client has been in the program for five years, and there are no Key Events, then there is probably some underreporting! In addition, you can look at quarterly assessments in the right hand box, to see which are coming up and those which are overdue, or "*missing,*" as the DCR calls them.

Run Quarterly Assessment reports:

a. Go to DCR home
b. Scroll to the bottom, where it reads "Quarterly Assessment(s) Due"
c. Click on "View All" on the upper right of table.

Partner Name	CSI CCN	County FSP ID	Age	Due Date	Days Past Due	Assigned PSC
				02/27/2019	0	
				02/28/2019	0	
				01/24/2019	21	
				02/15/2019	0	
				02/21/2019	0	

1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 1818 items

d. Click on the second column from the right, the column heading "Days Past Due."
e. Click on "Days Past Due" a second time to see which quarterly assessments mostly urgently need entering, and by which clinicians.

Notification 3M   County : **San Diego**

Partner Name	CSI CCN	County FSP ID	Age	Due Date	Days Past Due ↓	Assigned PSC
				01/15/2019	30	
				01/15/2019	30	
				01/15/2019	30	
				01/15/2019	30	
				01/15/2019	30	
				01/15/2019	30	
				01/15/2019	30	

f. Print out every page of Assessments due, prioritizing those which are closest to being 30 days past due.
g. Print and distribute to clinicians

Analyze 30 day Key Event Tracking records:

    a. Go to DCR home.

    b. Scroll down to "30 Day Key Event Notification(s)."

          i. Displays all KETs for partners in your group that have been in one of the following residential settings for 30 days or longer:

          ii. Emergency Shelter /Temporary Housing

          iii. Homeless

          iv. Acute Medical Hospital

          v. Acute Psychiatric Hospital / Psychiatric Health Facility

          vi. State Psychiatric Hospital

          vii. Juvenile Hall / Camp / Ranch

          viii. Division of Juvenile Justice

          ix. Jail

    c. Click on "view all," which is above the far right column.

| 30 Day Key Event Notification(s) | | | | | | | View All |
Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Assigned
				12/31/2018	Acute Medical Hospital	45	
				11/05/2018	Acute Medical Hospital	102	
				09/19/2018	Homeless (includes people living in their cars)	148	
				11/06/2018	Acute Psychiatric Hospital / Psychiatric Health	100	

    d. Click on "Total Days," the second to right column.

    e. Click on "Total Days" again to see how many days it has been since the last Key Event.

    f. Print the list and distribute to your clinicians.

    g. The ones at the top of your list are what you should scrutinize.