



mHOMS CANS Data Entry and Reports Training



Training Overview

Accessing the system

Logging into the system

Client Data Tab

Report Categories

Individual Reports

Aggregate Reports

Accessing the System

Accessing mHOMS

- Users must have an active account in the system
 - For assistance on registering, email mhoms@ucsd.edu
- Use an updated browser:
 - Firefox, Google Chrome*, Safari, and Internet Explorer
- Go to <https://mhoms.ucsd.edu> to access the mHOMS site
- The mHOMS site is compatible with computers, tablets, and mobile devices

**Note: For optimal performance, we recommend using Google Chrome to run mHOMS.*

Registering in mHOMS

1. Go to <https://mhoms.ucsd.edu> in an updated web browser
2. Click the "Register" button at the top right-hand side of the login page
3. Provide basic information to register into the system
 - Username
 - Password
 - First and last name
 - Email address
 - Access level
 - Administrator
 - County/Counties
 - Program(s)
4. Submit your registration in mHOMS
5. Upon submitting, you will receive an email confirmation that your registration has been submitted. This email includes a link that you must click to verify your email address and confirm the registration request
6. Once you click the verification link, your administrator will receive an email alerting him/her of your pending registration that requires his/her approval
7. Once your administrator approves your registration, your account will be active
8. You will receive an email alerting you that your registration has been approved and your account is active; this email includes a link for you to log into mHOMS

Logging into the System

Logging into mHOMS

Home Register Login

 **Mental Health Outcomes Management System**

The system is for authorized users only
The data is confidential
The system logs user access
The user is not to login if not in agreement

Username

Password

[Forgot your password?](#)



Health Services Research Center | University of California | San Diego | [Terms and Conditions](#) | [FAQ](#) | [Contact Us](#) (email: mhoms@ucsd.edu | phone: 858-622-1771 ex. 7002)

Logging into mHOMS

- After users click on the **Forgot your password?** link, it will take users to this screen

Please enter the information below to reset your password.
If you have questions or need assistance, please email mhoms@ucsd.edu.

Username:

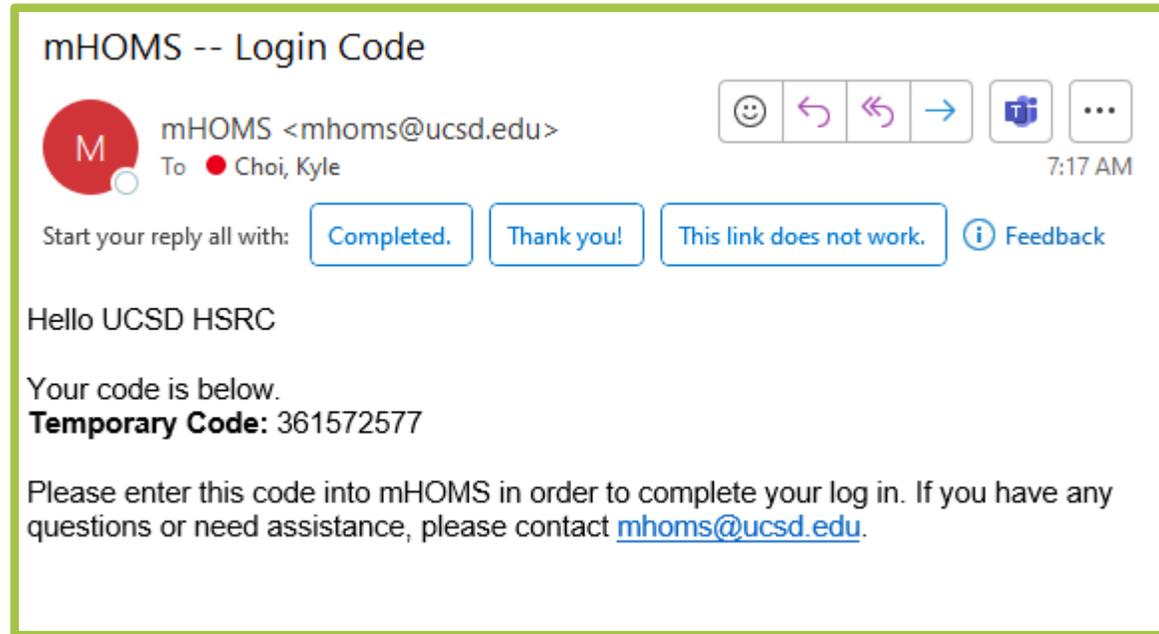
First Name:

Last Name:

Email Address:

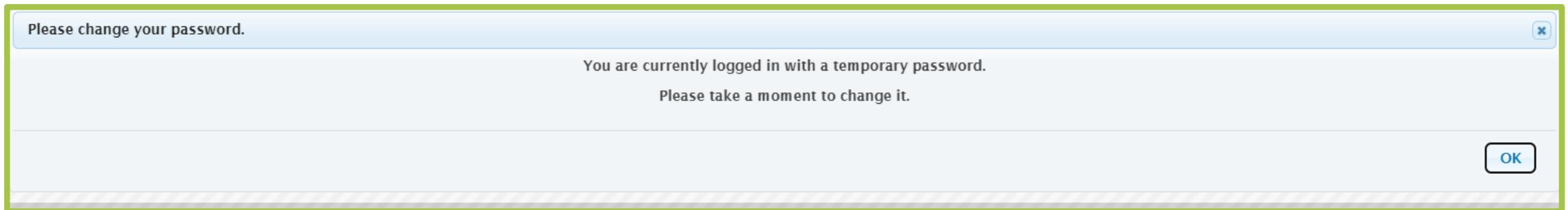
Logging into mHOMS

- Upon submitting, users will receive an email containing a temporary password



Logging into mHOMS

After logging in with the temporary password, users will be prompted to change their password



The requirements for a valid password include at least 8 characters, have at least one upper case letter, have at least one lower case letter, have at least one number, have at least one special character (any symbol).

Client Data Tab

Client Data Tab

- Once logged into the system, users will click on the **Client Data** tab
- Users can then register new clients or look up an existing client
- Users should click on the **System of Care (SOC) Outcomes for Children, Youth, and TAY** link below the more commonly used **Current Assessment** link.

Client Data | Previous Assessments | Aggregate Reports | Reports | User Management | Documents | Data Downloads | Help

[Click Here To Register New Client](#)

Client Lookup

Client Identifier:

Client First Name:

Client Last Name:

[Follow](#)

Client Identifier: 910123002
Enrollment Date: 9/12/2018
Programs: 9900 TRAINING UNIT

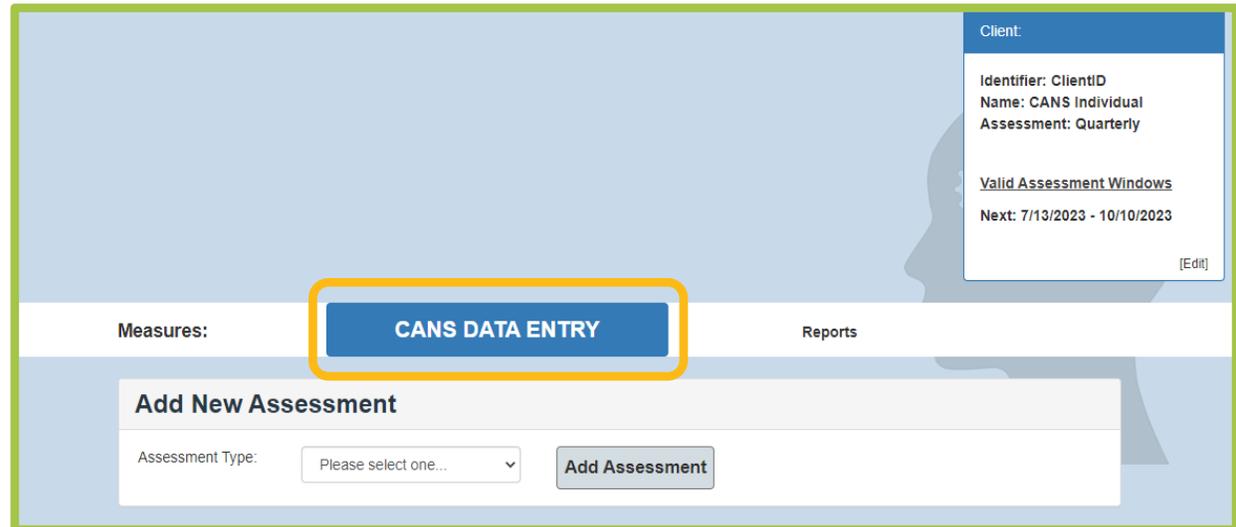
[Current Assessment](#)
[System of Care \(SOC\) Outcomes for Children, Youth, and TAY](#)

Name: CANS Individual Report Sample
Date of Birth: 11/20/2004
Counties: San Diego

[Client Reports](#) | [Add Case Manager](#) | [Discharge](#)

Client Data Tab

- Users will be taken to the data entry page where users must click on the **CANS DATA ENTRY** tab to unlock the assessment type tool



The screenshot displays a web interface for client data management. At the top right, a 'Client' information box shows: Identifier: ClientID, Name: CANS Individual, Assessment: Quarterly, Valid Assessment Windows, and Next: 7/13/2023 - 10/10/2023, with an [Edit] link. Below this, a navigation bar contains 'Measures:', a blue 'CANS DATA ENTRY' button (highlighted with an orange border), and 'Reports'. Underneath, an 'Add New Assessment' section features an 'Assessment Type:' dropdown menu with the text 'Please select one...' and an 'Add Assessment' button.

Client Data Tab

- Users can select **Assessment Type** (Initial, Reassessment, Discharge), and then click **Add Assessment** to unlock the CANS
- The system will only allow for an initial assessment to be unlocked first

The screenshot displays the 'Client Data Tab' interface. At the top right, a 'Client' information box shows: Identifier: ClientID, Name: CANS Individual, Assessment: Quarterly, Valid Assessment Windows, Next: 7/13/2023 - 10/10/2023, and an [Edit] link. Below this is a navigation bar with 'Measures:', 'CANS DATA ENTRY' (highlighted in blue), and 'Reports'. The main content area features an 'Add New Assessment' form with an 'Assessment Type:' dropdown menu (displaying 'Please select one...') and an 'Add Assessment' button. The dropdown and button are highlighted with a yellow border.

Client Data Tab

- Users can click the **SD – CANS** link to start the CANS entry process

The screenshot displays the 'Client Data Tab' interface. At the top right, a 'Client' information box shows: Identifier: ClientID, Name: CANS Individual, Assessment: Quarterly, and Valid Assessment Windows: Next: 7/13/2023 - 10/10/2023. Below this is a navigation bar with 'Measures:', 'CANS DATA ENTRY' (highlighted in blue), and 'Reports'. The main content area is titled 'Add New Assessment' and includes an 'Assessment Type' dropdown menu with the text 'Please select one...' and an 'Add Assessment' button. Below this is an 'Initial' section with the text 'Assessment Created: 5/17/2023' and 'Caregiver Available: No'. At the bottom, there are two sections: 'Complete form:' with a button labeled 'SD - CANS' (highlighted with a yellow border) and 'Reports:' with a button labeled 'No Current Reports'.

Client Data Tab

- Upon clicking the link, a pop up will appear which asks for the **CANS Assessment Date**
- This tool is used to make sure the client is of appropriate age to complete the CANS

SD - CANS

Please enter Assessment Date:

Client Date of Birth: 2/4/2005 (Age: NaN)

CANS Assessment Date

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Start Cancel

Client Data Tab

- After clicking **Start**, the user will be taken to the CANS page to complete

The screenshot displays a web interface for the 'Client Data Tab'. At the top right, a 'Client' information box shows: Identifier: ClientID, Name: CANS Individual, Assessment: Quarterly, and Valid Assessment Windows: Next: 7/13/2023 - 10/10/2023. A 'Load Previous Data' button is located in the top left. The main header is 'San Diego County Child and Adolescent Needs and Strengths' with a 'Save Work' button on the right. The form contains the following fields:

Date of Assessment (mm/dd/yyyy):	<input type="text" value="05/17/2023"/>
Assessment Type:	<input type="text" value="Initial"/>
Clinician/Staff ID:	<input type="text"/> <input type="text" value="Please select one"/>
Reason for non-completion	<input type="text"/> <input type="text" value="Please select one..."/>
Subunit	<input type="text"/> <input type="text" value="Please select one..."/>

Report Categories

Report Categories

- **Individual Reports**
 - Reviewed by clinicians
- **Data Check and Administrative Reports**
 - Reviewed by data entry staff, program managers, and QI specialists

Individual Reports

Individual Reports

The following Individual Reports are located on the client's record/profile:

- Assessment Summary Report
- CANS – Individual Report

Assessment Summary Report

- This report shows upon completion of the CANS

The screenshot displays a web application interface for CANS data entry and reporting. The interface is divided into several sections:

- Client Information:** Located in the top right corner, it includes fields for Client Identifier (ClientID), Name (CANS Individual), and Assessment (Quarterly). It also displays the Valid Assessment Windows (Next: 7/13/2023 - 10/10/2023) and an [Edit] link.
- Measures:** A navigation bar with three tabs: Measures, CANS DATA ENTRY (highlighted in blue), and Reports.
- Add New Assessment:** A section with a form for adding a new assessment. It includes a dropdown menu for Assessment Type (Please select one...) and an Add Assessment button.
- Initial:** A section showing the initial assessment details, including the Assessment Created date (5/1/2023) and Caregiver Available status (No).
- Complete form:** A section showing the completed form, including the form ID (SD - CANS (5/16/2023)) and icons for edit and info.
- Reports:** A section showing the available reports, including the Assessment Summary report, which is highlighted with a yellow border.

Assessment Summary Report

- Data entry staff will print at every timepoint immediately after successfully submitting the CANS
- Printouts will be reviewed by clinicians and by County medical record reviewers
- Reports are located within the client record

*Note: This report is not listed on the **Reports** tab and can only be accessed within the client's record.*

CANS Individual Report

Client:

Name:	CANS Individual Report Sample
Id:	910123002
DOB:	11/20/2004
Subunit:	9009

[Edit]

Measures: CANS DATA ENTRY **Reports**

Reports

CANS Individual Report

Click here to generate the report after a CANS is submitted

- Click on **Reports**
- Click **CANS Individual Report**

CANS Individual Report

- Data entry staff will print this report every time a reassessment/discharge assessment is completed and entered into the system
- Printouts will be reviewed by clinicians
- Reports are located within the client record

CANS-Individual Report

Client ID: 910123002	Name: CANS Individual Report Sample	DOB: 11/20/2004
Assignment Number: 1	CBH Intake Date: 9/12/2018	CBH Discharge Date:
Unit: 9000	Subunit: 9009	Assigned Clinician: CYF Test
Initial CANS assessment Date: 9/12/2018		
Most recent assessment (RA) Date: 1/23/2019		
Discharge CANS assessment Date: 6/14/2019		

Child and Adolescent Needs and Strengths (CANS) Client Report			
CHILD BEHAVIOR/EMOTIONAL NEEDS		STRENGTHS	
0 = no evidence 2 = interferes with functioning; action needed		1 = history or suspicion 3 = disabling, dangerous; immediate or intensive action needed	
	Initial	RA	Discharge
1. Psychosis (Thought Disorder)	1	0	0
2. Impulsivity/Hyperactivity	2	2	1
3. Depression	3	2	2
4. Anxiety	3	2	2
5. Oppositional	1	0	0
6. Conduct	0	0	0
7. Anger Control	0	0	0
8. Adjustment to Trauma	1	2	1
9. Substance Use	1	2	1
20. Family Strengths	1	2	3
21. Interpersonal	2	3	2
22. Education Setting	3	3	2
23. Talents/Interests	1	2	2
24. Spiritual/Religious	3	3	3
25. Cultural Identity	3	3	3
26. Community Life	3	3	3
27. Natural Supports	2	2	3
28. Resiliency	2	2	2

CAREGIVER RESOURCES AND NEEDS		LIFE FUNCTIONING	
0 = no evidence 2 = interferes with functioning; action needed		1 = history or suspicion 3 = disabling, dangerous; immediate or intensive action needed	
	Initial	RA	Discharge
10. Supervision	0	1	1
11. Involvement with Care	0	0	1
12. Knowledge	0	0	1
13. Social Resources	0	0	0
14. Residential Stability	0	0	0
15. Medical/Physical	0	0	1
16. Mental Health	0	1	1
17. Substance Use	0	1	1
18. Developmental	0	0	0
19. Safety	0	0	0
29. Family Functioning	2	2	2
30. Living Situation	0	1	1
31. Social Functioning	1	1	1
32. Developmental/Intellectual	0	0	0
33. Decision-Making	1	1	2
34. School Behavior	1	1	0
35. School Achievement	1	1	1
36. School Attendance	0	1	0
37. Medical/Physical	1	1	1
38. Sexual Development	0	0	0
39. Sleep	1	2	1

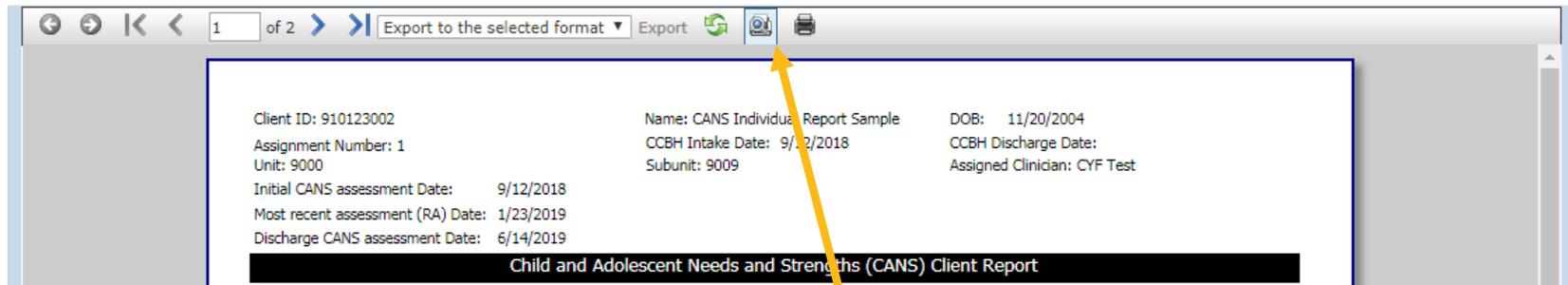
CULTURAL FACTORS		RISK BEHAVIORS	
0 = no evidence 2 = interferes with functioning; action needed		1 = history or suspicion 3 = disabling, dangerous; immediate or intensive action needed	
	Initial	RA	Discharge
40. Language	0	0	0
41. Traditions and Rituals	0	0	0
42. Cultural Stress	0	0	0
43. Suicide Risk	2	1	1
44. Non-Suicidal Self-Injurious Behavior	1	1	1
45. Other Self-Harm (Recklessness)	0	1	1
46. Danger to Others	0	0	0
47. Sexual Aggression	0	0	0
48. Delinquent Behavior	0	0	0
49. Runaway	1	0	0
50. Intentional Misbehavior	1	0	0

Legend
 Red = Child has a need in this area that required intervention
 Blue = Child has a strength in this area that may be used to achieve therapy goals
 Green = Child does not appear to have a need in this area that impacts their functioning

For Internal Use Only
 Report Generated from mHOMS 6/27/2019 1:10:30 PM Page 1 of 2

- This is the SD CANS Report for youth ages 6-21
- There are 2 pages in total

CANS-Individual Report



- Click here to **Print** report

Aggregate Reports

Reports Tab

- Once logged into the system, the user will click on the **Reports** tab to see aggregate reports



Reports Tab



- Users will then choose the report they would like to access by clicking on the report name
- Technical issues with any of the report links should be reported by emailing mhoms@ucsd.edu

A solid teal vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

Data Check & Administrative Reports

Data Check & Administrative Reports

- Client Open Cases
- Client Closed Cases
- Assessments Status Report

Data Check & Administrative Reports

- Client Open Cases
- Client Closed Cases

Note: The categories in these reports are client ID, client name, staff ID, assignment, unit, subunit, CCBH Intake Date, and CCBH Discharge Date

2/13/2019 mHOMS - Open Cases

Open Cases

Filters

Program:
9000 - RESIDENTIAL CMHS

Report

Show: 100 ▼ entries

Client ID	Name	Staff ID	Assignment
00000065	Client, New	12345 - cyftest1	1
cyf441643	Client, Oneflow	12345 - cyftest1	1
00000025	Client2, Junior	12345 - cyftest1	1
00000123	Client, Youth	12345 - cyftest1	1
cyf530749	File, Under	12345 - cyftest1	1
cyf7359180	Thursday, Test	12345 - cyftest1	1
254136987	Youth, Youth L	12345 - cyftest1	1
00000098	Youth, Carlos	12345 - cyftest1	1

Showing 1 to 8 of 8 entries (filtered from 23 total entries)

**For Internal Use only*

<https://qa01.harcoqa.ucsd.edu/reports/CYF/ClientOpenCases.aspx>

2/13/2019 mHOMS - Closed Cases

Closed Cases

Filters

Program:
9000 - RESIDENTIAL CMHS

Start Date: 7/1/2018 End Date: 12/31/2018

Report

Show: 100 ▼ entries

Client ID	Name	Staff ID	Assignment	Unit	Subunit	CCBH Intake Date	CCBH Discharge Date
90000086	Client2, Test	3333 - lganger	1	9000	9005	07/01/2017	12/24/2018
90000092	Client46, Test	3333 - lganger	1	9000	9002	06/01/2018	07/02/2018
cyfTest3	Test, CYF	111111 - jperce	1	9000	9002	07/02/2018	08/02/2018
cyfTest2	Test, CYF	111111 - jperce	1	9000	9005	06/05/2018	08/07/2018
00000099	YouthTest, Four	12345 - cyftest1	1	9000	9002	07/06/2018	12/20/2018
00000057	YouthTest, One	12345 - cyftest1	1	9000	9002	07/02/2018	12/17/2018
111112345	YouthTest, Three	12345 - cyftest1	1	9000	9002	07/05/2018	12/18/2018
00000052	YouthTest, Two	12345 - cyftest1	1	9000	9002	07/03/2018	12/18/2018

Showing 1 to 8 of 8 entries

**For Internal Use only*

<https://qa01.harcoqa.ucsd.edu/reports/CYF/ClientClosedCases.aspx>

1/1

Data Check & Administrative Reports

Assessments Status Report:

- Print the report as needed for the purpose of identifying clients that have an upcoming and/or past due assessment
- The report is generated by measure (CANS, PSC-P, PSC-Y)
 - *Note: please ignore the selectable PSC options*
- Clients listed on the report are grouped by clinician
- The report is located with the **Reports** tab

Data Check & Administrative Reports

Assessments Status Report

Filters

Measure:

Program:

Start Date:

End Date:

- Select **Measure**
 - Select **Program**
 - Enter **Start Date**
 - Enter **End Date**
 - Click **Run Report**
- Date range options:
- YTD – July 1 through current date
 - Current or future month(s)

Data Check & Administrative Reports

Filters

Measure: Program:

Start Date: End Date:

Report

Show entries Search:

	Client Id	CCBH Intake Date	CCBH Discharge Date	Initial	Reassessment 1	Reassessment 2	Reassessment 3	Discharge
CYF Clinician 1								
	777712345	07/28/2018	--	01/03/2018 ^C	06/15/2018 ^C	12/15/2018 ^{PD}	--	--
CYF Clinician 2								
Apple, Green	000000016	01/17/2007	--	--	--	--	--	--
CYF Clinician 3								
Acosta, Youth	000000099	07/02/2018	--	--	--	--	--	--
CYF Clinician 4								
First2, Last2	000000002	05/01/2017	--	05/01/2017 ^C	11/01/2017 ^C	05/05/2018 ^C	05/05/2018 ^C	--
	999999991	08/14/2017	--	08/14/2017 ^C	02/14/2018 ^C	08/14/2018 ^{PD}	--	--
Kershaw, Clayton	000000003	08/17/2018	--	--	--	--	--	--

Legend

Assessment Status:
^C = Completed

Missing Assessment:
^{PD} = Past expected due date (1-29 days past due date)
Red Text = Past expected due date (1-29 days past due date)
Red Text and Red Background/Border = Long past expected due date (30+ days past due)

Expected Assessment:
^{UP} = Upcoming assessment due within 30 days
Green Text = Upcoming in the future
Green Text and Green Background/Border = Upcoming in the next 30 days

Showing 1 to 16 of 16 entries

Previous Next

Legend

Assessment Status:

^C = Completed

Missing Assessment:

^{PD} = Past expected due date (1-29 days past due date)

Red Text = Past expected due date (1-29 days past due date)

Red Text and Red Background/Border = Long past expected due date (30+ days past due)

Expected Assessment:

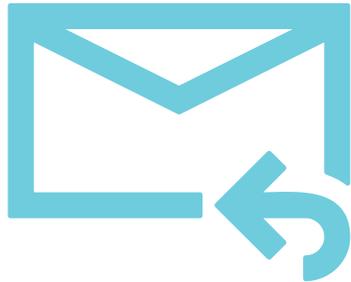
^{UP} = Upcoming assessment due within 30 days

Green Text = Upcoming in the future

Green Text and Green Background/Border = Upcoming in the next 30 days

Contact Information

- If users encounter technical issues while attempting to access or generate reports in the system, we provide phone and email support during regular business hours.



Health Services Research Center:

mhoms@ucsd.edu

(858) 622-1771 ext. 7002

Note: Do not email client information unsecured!



Thank you!
