



# mHOMS S2C Data Entry and Reports Training

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# Training Overview

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## Accessing the system

- Registering for mHOMS
- Logging into mHOMS

## Form Entry Tab

- Group Form
- Parent Satisfaction Form
- Promotora Form

## Client Data Tab

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- Client Initial Form for Services
- Connections Referral Form
- Youth Satisfaction Form
- Editing Client Data

## User Management Tab

- Change Password
- User Account Details

## Documents Tab

## Q&A

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# Accessing the System

# Accessing mHOMS

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- Users must have an active account in the system
  - For assistance on registering, email [mhoms@ucsd.edu](mailto: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.*

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?](#)

Submit

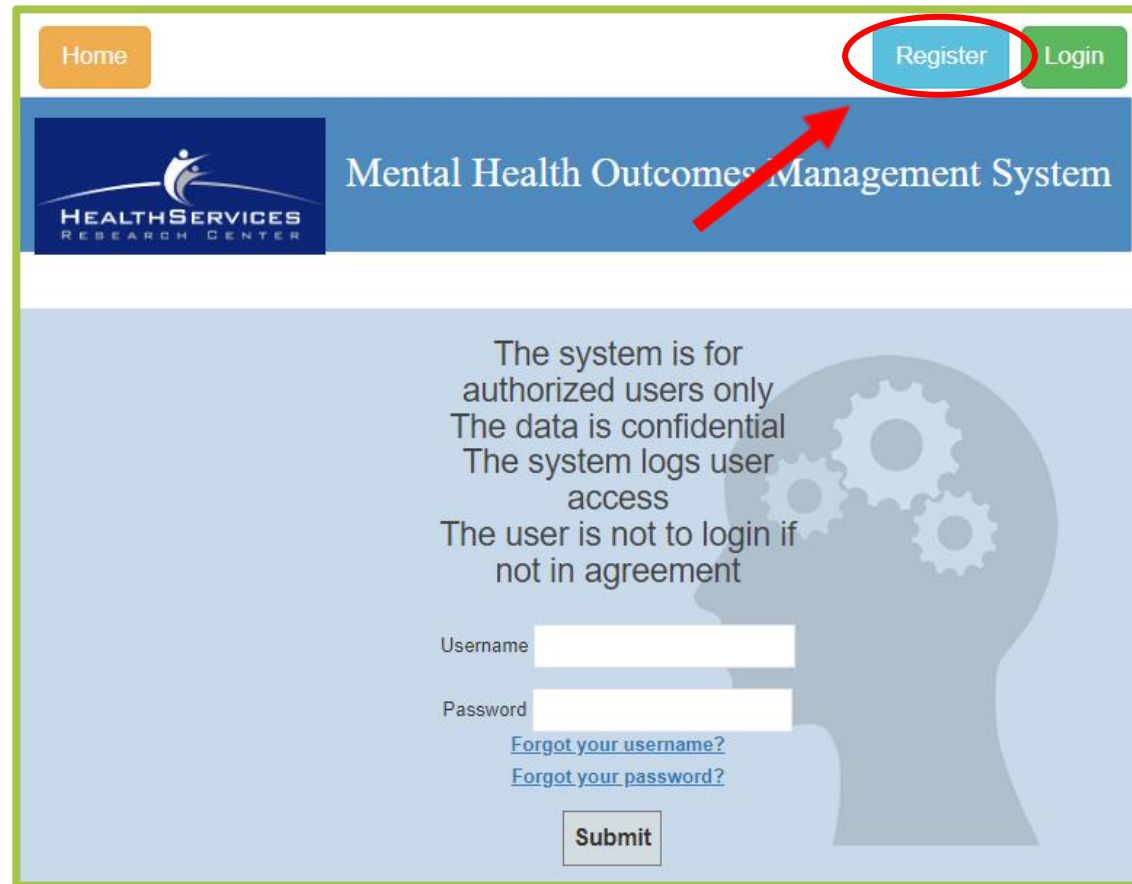


Health Services Research Center | University of California | San Diego | [Terms and Conditions](#) | [FAQ](#) | [Contact Us \(email: mhoms@ucsd.edu | phone: 858-622-1771 ex. 7002\)](#)

# Register for mHOMS

# Register for mHOMS

- To register into the mHOMS system, navigate to the top right of the screen and select “Register”



Home Register Login

HEALTHSERVICES RESEARCH CENTER

Mental Health Outcomes Management System

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

Username

Password

[Forgot your username?](#)  
[Forgot your password?](#)

Submit

# Register for mHOMS

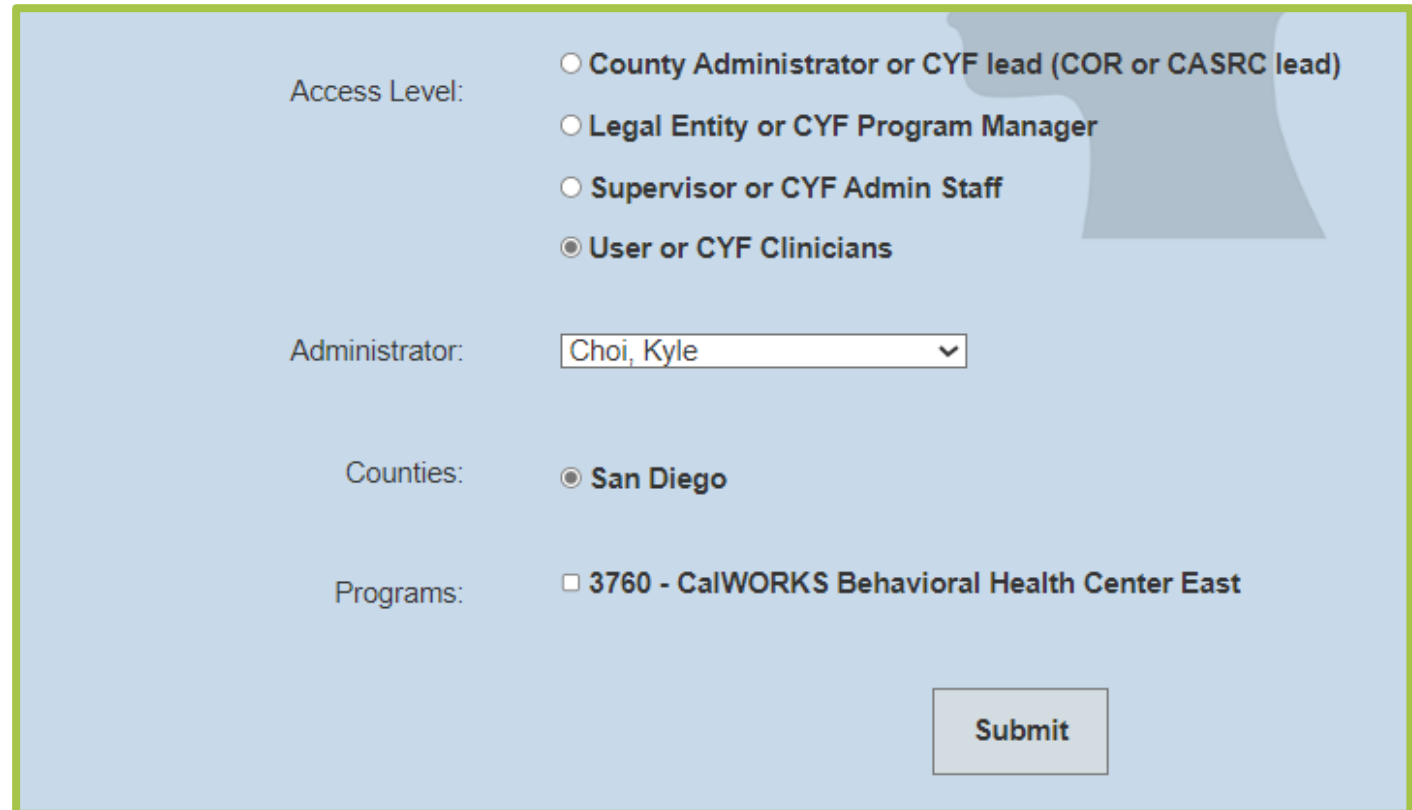
- The form will prompt users to choose a username and password, provide their first and last name, and their email address.



The screenshot shows the registration interface for the Mental Health Outcomes Management System (mHOMS). At the top left is the logo for Health Services Research Center, featuring a stylized figure and the text "HEALTHSERVICES RESEARCH CENTER". To the right of the logo, the title "Mental Health Outcomes Management System" is displayed in a blue header bar. Below the header, the registration form consists of several input fields with corresponding labels: "Username:" (with a note: "(username should be lowercase first name and last name with no spaces, i.e. johnsmith)"), "Password:", "Confirm Password:", "First Name:", "Last Name:", "Email Address:", and "Confirm Email Address:". Each label is followed by a white rectangular input field. In the bottom right corner of the form area, there is a graphic of a human head profile containing gears, with the text "Page continues on next slide" and a red arrow pointing downwards.

# Register for mHOMS

- Users will be asked to choose an access level based on ....
- After selecting an Administrator, users will choose a county, followed by a list of programs to select from.



Access Level:

- County Administrator or CYF lead (COR or CASRC lead)
- Legal Entity or CYF Program Manager
- Supervisor or CYF Admin Staff
- User or CYF Clinicians

Administrator:

Counties:

- San Diego

Programs:

- 3760 - CalWORKS Behavioral Health Center East



Home

Register

Login



## Mental Health Outcomes Management System

The system is for authorized users only  
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The user is not to login if not in agreement

Username

Password

[Forgot your password?](#)

Submit



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# Logging into mHOMS

# Logging into mHOMS

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- If a user forgets their password, select the “Forgot your password?” link

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?](#)

# Logging into mHOMS

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- 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](mailto:mhoms@ucsd.edu).

Username:

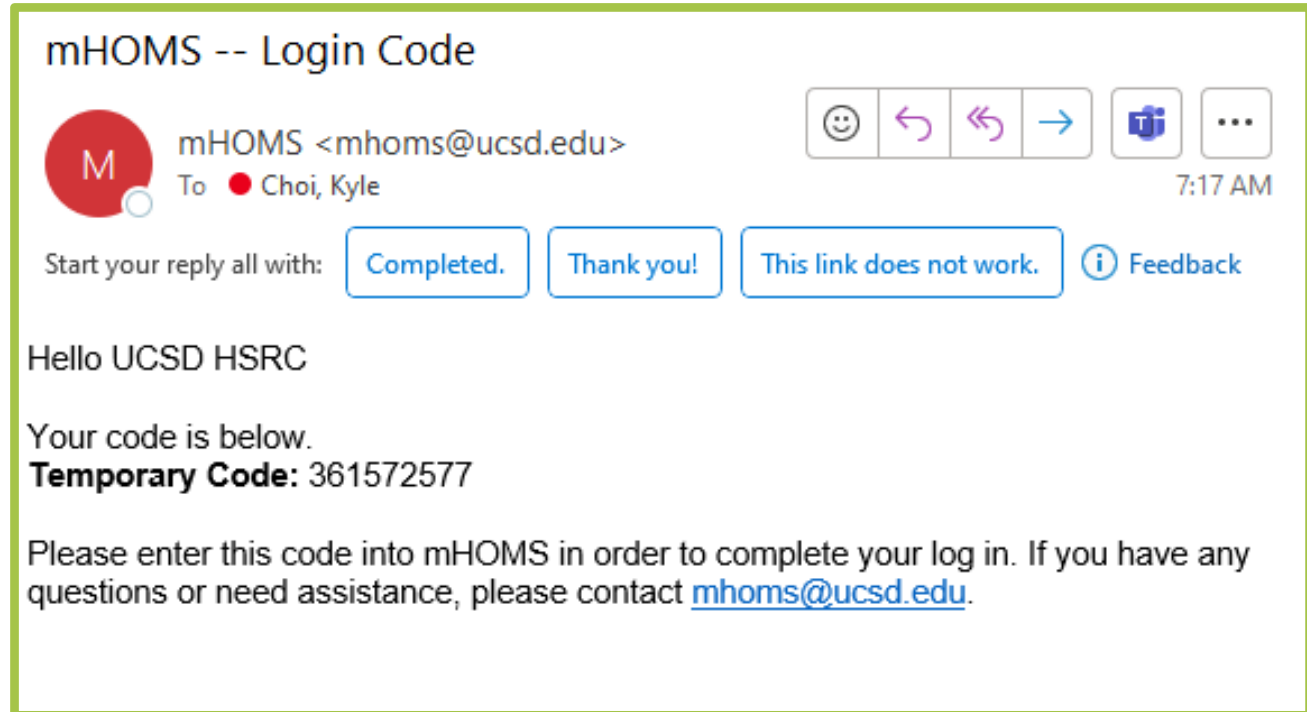
First Name:

Last Name:

Email Address:

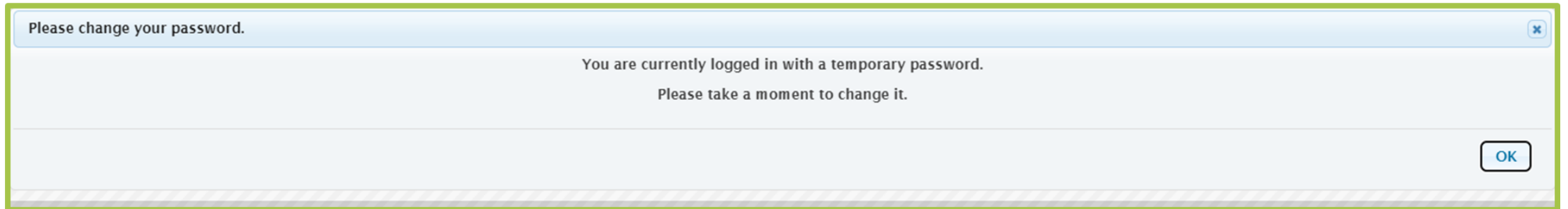
# Logging into mHOMS

- Users will then receive an email containing a temporary password



# Logging into mHOMS

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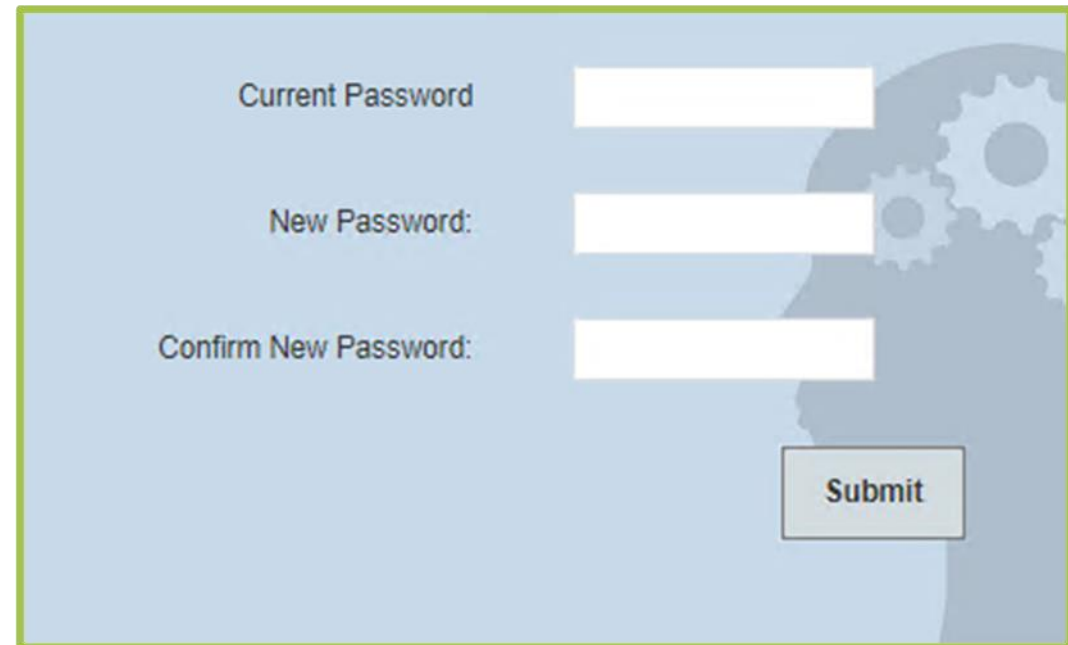


- Users will be prompted by this pop-up message.

# Logging into mHOMS

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- After logging in with the temporary password, users will be prompted to enter the temporary password once more time before being asked to set their password.



A screenshot of a web form for password reset. The form is set against a light blue background with a faint gear and profile icon. It contains three input fields: 'Current Password', 'New Password:', and 'Confirm New Password:'. A 'Submit' button is located at the bottom right of the form area.

Current Password	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

Submit

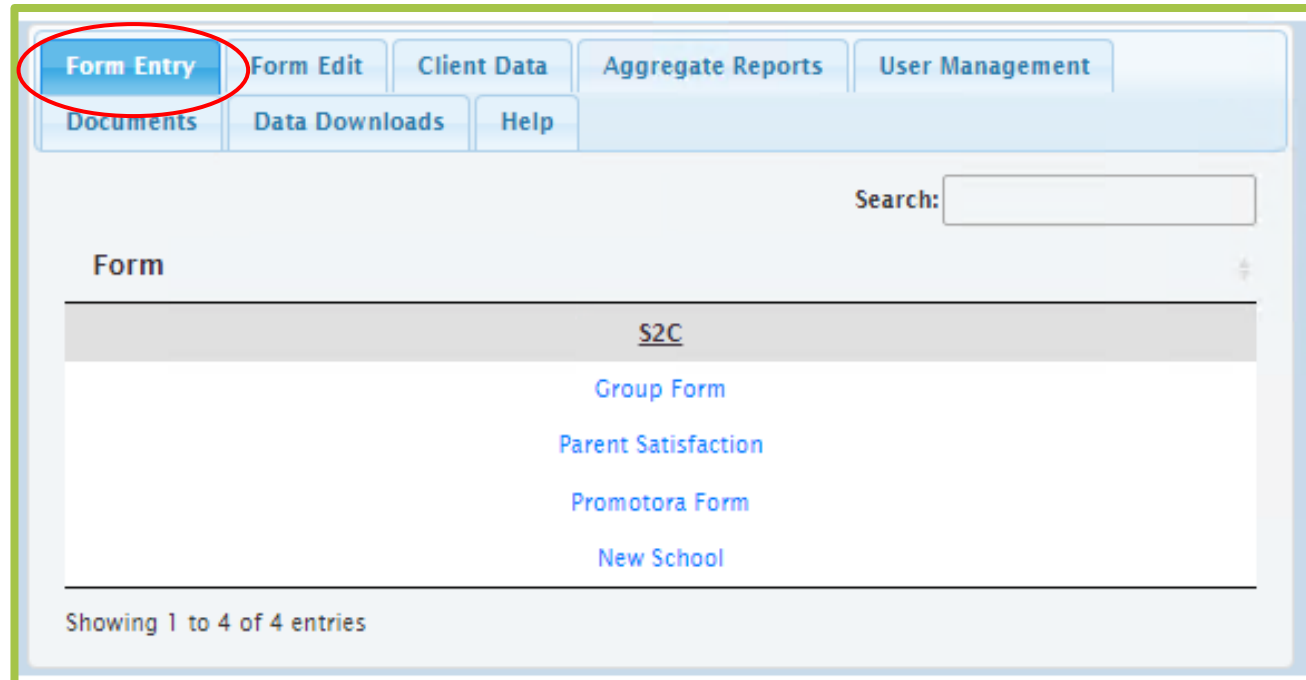
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# Form Entry Tab

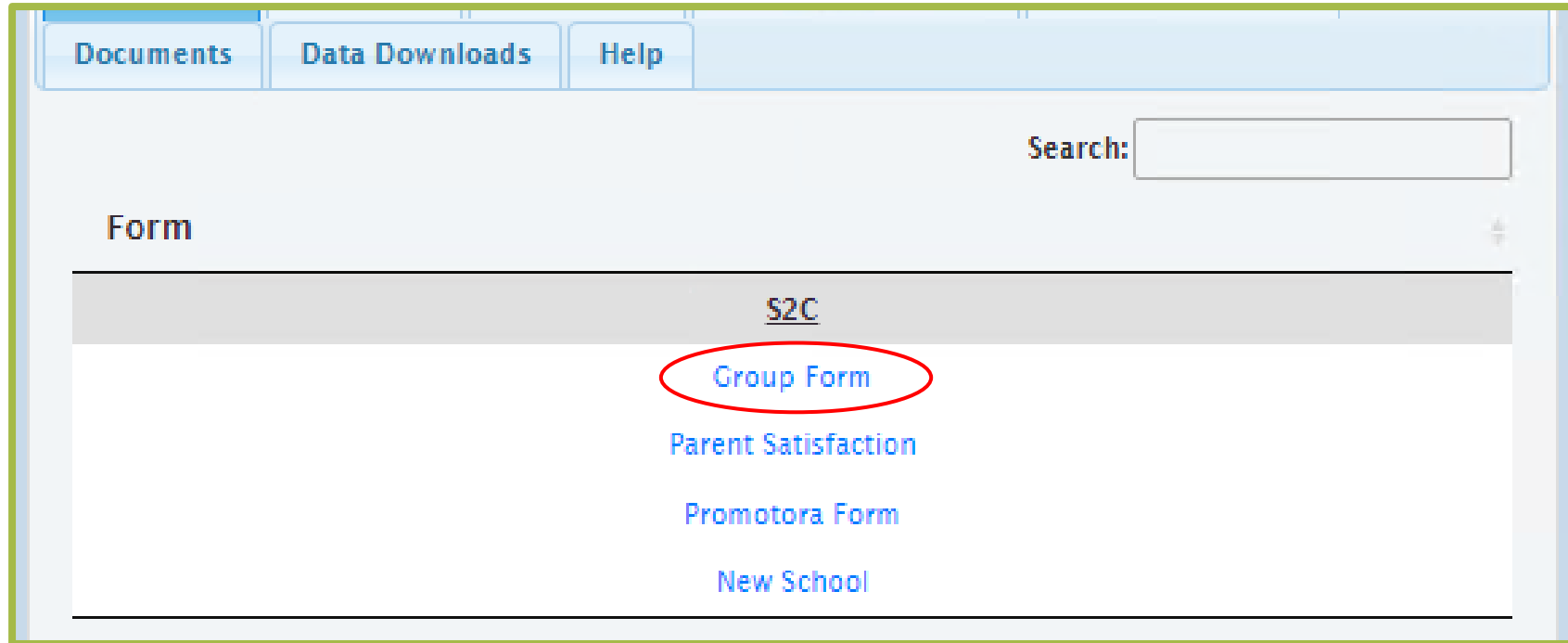


# Form Entry Tab

- Once logged into the system, users can click on the **Form Entry** tab
- Users can then choose among 4 options:
  1. **Group Form**
  2. **Parent Satisfaction**
  3. **Promotora Form**
  4. **New School**







# Group Form

# Form Entry Tab: Group Form

- Upon clicking on the “Group Form” link, users will be brought to this page where they can submit data for a new group.

### S2C Group

Facilitator Name(s)	None selected
Group Date (MM/DD/YYYY)	<input type="text" value="mm/dd/yyyy"/>
Length of Group (minutes)	<input type="text" value="Minutes"/>
Location of Group	<input type="radio"/> School <input type="radio"/> Other (specify):
S2C SELPA Region and Legal Entity	<input type="text" value="Please select S2C group"/>
School Name	<input type="text"/>
Curriculum Name	<input type="text"/>
Name/Week of Group	<input type="text"/>
	<input type="checkbox"/> Acceptance / Forgiveness <input type="checkbox"/> Autonomy / Empowerment <input type="checkbox"/> Building Empathy <input type="checkbox"/> Character Development <input type="checkbox"/> Classroom Norms <input type="checkbox"/> Common Reactions to Stress/Trauma <input type="checkbox"/> Common Struggles in Children/Youth <input type="checkbox"/> Communication Skills

Page continues on next slide



# Form Entry Tab: Group Form

- Group form continued

**Topics**

- Facing Fears
- Fostering Community / Belonging
- Mindfulness / Relaxation Techniques
- Motivation / Growth Mindset
- Perseverance
- Positive Goal Setting
- Positive Thinking
- Problem Solving Skills
- Recognizing Bullying / Harassment
- Relationship Skills
- School Culture
- Self-awareness / Self-concept
- Self-care
- Self-management / Self-control
- Social Awareness
- Stress Management
- Understanding Differences
- Understanding Thoughts
- Working in Teams
- Other (specify):
- Other (specify):
- Other (specify):

**Notes**

Enter Notes

Load Registered Youth


Save

# Form Entry Tab: Group Form

- To track participants in a group, first select one or multiple facilitators.
- The form will also require the group date, length in minutes, location, region and school name.

Facilitator Name(s)	Chelsea Spohn
Group Date (MM/DD/YYYY)	08/01/2023
Length of Group (minutes)	60
Location of Group	<input checked="" type="radio"/> School <input type="radio"/> Other (specify):
S2C SELPA Region and Legal Entity	S2C South County - SBCS Corps
School Name	Ocean View Elementary
Curriculum Name	
Name/Week of Group	
	<input type="checkbox"/> Acceptance / Forgiveness <input type="checkbox"/> Autonomy / Empowerment <input type="checkbox"/> Building Empathy <input type="checkbox"/> Character Development <input type="checkbox"/> Classroom Norms <input type="checkbox"/> Common Reactions to Stress/Trauma <input type="checkbox"/> Common Struggles in Children/Youth <input type="checkbox"/> Communication Skills

Page continues on next slide



# Form Entry Tab: Group Form

- After scrolling down and selecting from the list of topics for the group, select “Load Registered Youth”

The screenshot shows a web interface for entering group form data. It features a list of topics on the right side, each with a checkbox. The 'Recognizing Bullying / Harassment' checkbox is checked. Below the topics list is a text input field labeled 'Enter Notes'. At the bottom right of the interface, there is a blue button with the text 'Load Registered Youth' circled in red.

**Topics**

- Coping Skills
- Critical Thinking Skills / Decision Making
- Emotional Intelligence / Labeling and Expressing Emotions
- Facing Fears
- Fostering Community / Belonging
- Mindfulness / Relaxation Techniques
- Motivation / Growth Mindset
- Perseverance
- Positive Goal Setting
- Positive Thinking
- Problem Solving Skills
- Recognizing Bullying / Harassment
- Relationship Skills
- School Culture
- Self-awareness / Self-concept
- Self-care
- Self-management / Self-control
- Social Awareness
- Stress Management
- Understanding Differences
- Understanding Thoughts
- Working in Teams
- Other (specify):
- Other (specify):
- Other (specify):

**Notes**

Enter Notes

**Load Registered Youth**

# Form Entry Tab: Group Form

**Youth Selection List**

Search S2C Youth:

Youth ID	Youth First Name	Youth Last Name	Youth School	DOB	Add
Client93	Client	93Program	San Ysidro Middle	04/01/2004	<input type="checkbox"/>
new93	Gucci	Pup93	Bayside STEAM Academy	05/01/2007	<input type="checkbox"/>
93client	Gucci	Client93	Bonita Vista Middle School	05/10/2005	<input type="checkbox"/>
S2C4887887	Gucci	Youth	Eastlake Middle School	09/08/2010	<input type="checkbox"/>
S2C7087088	Child	2	Ocean View Elementary	04/09/2013	<input checked="" type="checkbox"/>
S2C8485141	Child	1	Ocean View Elementary	12/09/2015	<input checked="" type="checkbox"/>
S2C8130380	Child	3	Ocean View Elementary	02/24/2017	<input checked="" type="checkbox"/>

- After loading the youth, users can then select which youth registered or signed up for the group.
- After selections are complete, click on “Add to Registered.”

# Form Entry Tab: Group Form

Youth Selection List

Search S2C Youth:

Youth ID	Youth First Name	Youth Last Name	Youth School	DOB	Add
S2C4687867	Gucci	Youth	Eastlake Middle School	09/08/2010	<input type="checkbox"/>

- If the list gets too long, users can also search for specific youth by entering relevant information into the search bar on the top right corner and clicking “search.”

# Form Entry Tab: Group Form

Youth Registered				
Youth ID	Youth First Name	Youth Last Name	DOB	Add
S2C7087088	Child	2	04/09/2013	<input checked="" type="checkbox"/>
S2C8485141	Child	1	12/09/2015	<input checked="" type="checkbox"/>
S2C8130360	Child	3	02/24/2017	<input checked="" type="checkbox"/>

- After clicking “Add to Registered,” the selected youth will display in a second “Youth Registered” section.
- Users should then check the boxes of the registered youth who attended the group before clicking “Add to Group.”



# Form Entry Tab: Group Form

**Youth Added to Group**

Youth ID	Youth First Name	Youth Last Name	DOB	Remove
S2C7087068	Child	2	04/09/2013	<input type="checkbox"/>
S2C8465141	Child	1	12/09/2015	<input type="checkbox"/>
S2C8130360	Child	3	02/24/2017	<input type="checkbox"/>

[Remove](#)

- A final box will appear with the list of youth who attended.

# Form Entry Tab: Group Form

Youth Added to Group				
Youth ID	Youth First Name	Youth Last Name	DOB	Remove
S2C7087068	Child	2	04/09/2013	<input type="checkbox"/>
S2C8465141	Child	1	12/09/2015	<input checked="" type="checkbox"/>
S2C8130360	Child	3	02/24/2017	<input type="checkbox"/>

- To remove a participant, check the box to the right of the participant, and select "Remove."

# Form Entry Tab: Group Form

**Youth Registered**

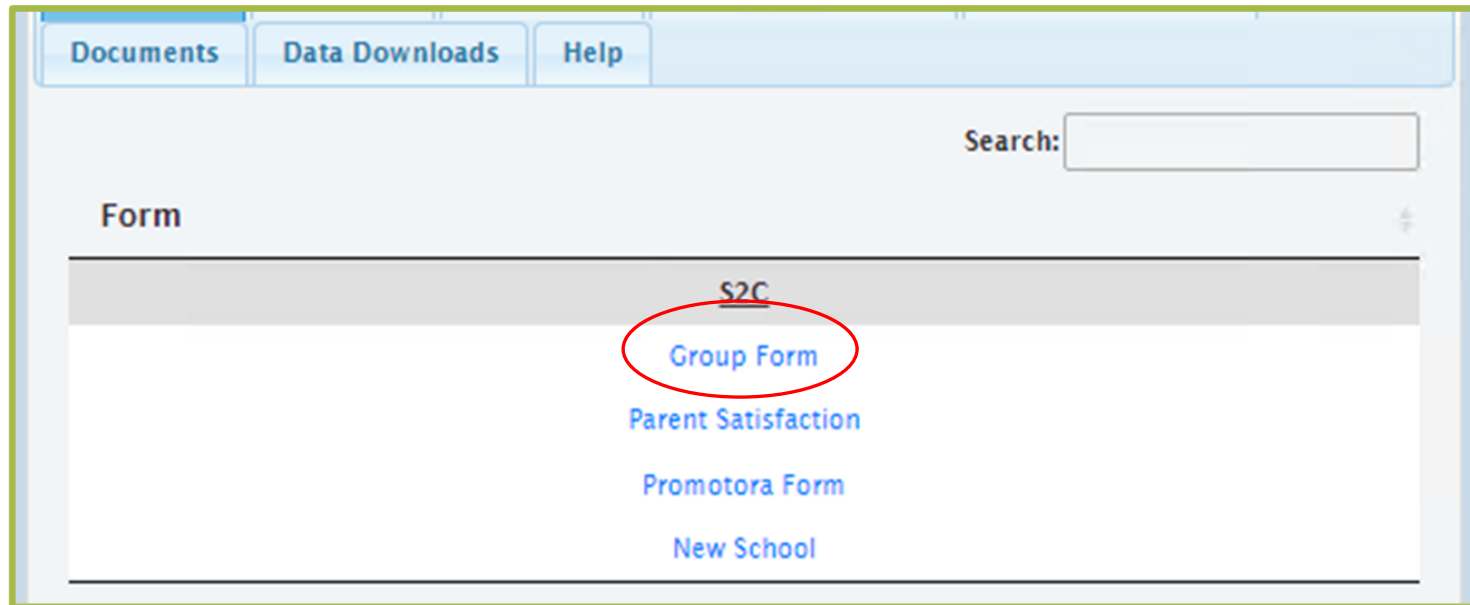
Youth ID	Youth First Name	Youth Last Name	DOB	Add
S2C8485141	Child	1	12/09/2015	<input type="checkbox"/>

**Youth Added to Group**

Youth ID	Youth First Name	Youth Last Name	DOB	Remove
S2C7087068	Child	2	04/09/2013	<input type="checkbox"/>
S2C8130380	Child	3	02/24/2017	<input type="checkbox"/>

- The next screen will display the participant that was removed in the box above titled “Youth Registered”, with the remaining youth added to the group below.

# Form Entry Tab: Group Form



- To go back to edit a group, select Group Form under the Form Entry Tab.

# Form Entry Tab: Group Form

Previous Entries				
Facilitator	Topics	Event Date	Entity	Action
Samantha Melero;Chelsea Spohn;Danielle Casteel	Communication Skills;Stress Management ;Understanding Differences	08/01/2023	S2C Central - San Diego Unified School District	<a href="#">Edit</a>
Kyle Choi;UCSD HSRC	Acceptance / Forgiveness;Autonomy / Empowerment	07/11/2023	S2C North Inland - Vista Hill Foundation	<a href="#">Edit</a>
Chelsea Spohn	Recognizing Bullying / Harassment	08/01/2023	S2C South County - SBCS Corps	<a href="#">Edit</a>

- At the top of the screen users can select from a list of previously entered groups. Find the entry you would like to modify or update, and select the “edit” button to the right of that group.

# Form Entry Tab: Group Form

Previous Entries				
Facilitator	Topics	Event Date	Entity	Action
Samantha Melero;Chelsea Spohn;Danielle Casteel	Communication Skills;Stress Management ;Understanding Differences	08/01/2023	S2C Central - San Diego Unified School District	<input type="button" value="Edit"/>
Kyle Choi;UCSD HSRC	Acceptance / Forgiveness;Autonomy / Empowerment	07/11/2023	S2C North Inland - Vista Hill Foundation	<input type="button" value="Edit"/>
Chelsea Spohn	Recognizing Bullying / Harassment	08/01/2023	S2C South County - SBCS Corps	<input type="button" value="Cancel.."/>

- Once users have selected the group they would like to edit, scroll down to the group form below to make necessary changes.

Documents Data Downloads Help

Search:

Form

S2C

Group Form

Parent Satisfaction

Promotora Form

New School

# Parent Satisfaction Form

# Form Entry Tab: Parent Satisfaction Form

- First, users will select a school district from a drop-down list.
- A parent or caregiver may then be selected from the next drop-down list.
- Next, select the date of the service, school name, completed services, and number of sessions attended.

**Instructions: To be completed by the parent/caregiver(s) about the services they received from the Promotora (Parent Partner; Community Health Worker) following conclusion of service(s).**

School District within the SELPA Region:	<input type="text" value="Please select a legal entity.."/>
Parent/Caregiver	<input type="text" value="Please select a parent"/>
Date (MM/DD/YYYY)	<input type="text" value="07/27/2023"/>
School Name	<input type="text" value="Please select one.."/>
Completed Services (select one)	<input type="radio"/> Outreach and engagement session <input type="radio"/> Training or education session <input type="radio"/> Support and referral <input type="radio"/> Other
Number of sessions attended	<input type="radio"/> 1 <input type="radio"/> 2-4 <input type="radio"/> 5 or more
Parent/Caregiver to complete:	

Page continues on next slide



# Form Entry Tab: Parent Satisfaction Form

- In the second part of the parent satisfaction form, users will be asked to rate their experience with services.

Number of sessions attended

- 1
- 2-4
- 5 or more

Parent/Caregiver to complete:

1. As a result of the service(s)...

a) I know where to get help when I need it.

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

b) I am more comfortable seeking help.

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

c) I am better able to handle things.

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

2. Overall, I am satisfied with the services I received here.

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Submit

# Form Entry Tab: Parent Satisfaction Form

- Parent satisfaction form: selecting a parent and editing responses

Parent Satisfaction

Assessment Date	Parent/Caregiver Name	Completed Services	Staff Member		
8/17/2023	Vianey Perez	Training or education session	cnavarro	<a href="#">Edit</a>	<a href="#">Delete</a>
7/26/2023	Parent Yvette	Support and referral	cspohn	<a href="#">Edit</a>	<a href="#">Delete</a>
7/26/2023	Raiza Josefina Gonzalez	Outreach and engagement session	cnavarro	<a href="#">Edit</a>	<a href="#">Delete</a>

**Instructions: To be completed by the parent/caregiver(s) about the services they recieved from the Promotora (Parent Partner; Community Health Worker) following conclusion of service(s).**

School District within the SELPA Region:

Parent/Caregiver:

Date (MM/DD/YYYY):

# Form Entry Tab: Parent Satisfaction Form

- Parent satisfaction form: selecting a parent and editing responses

**Parent Satisfaction**

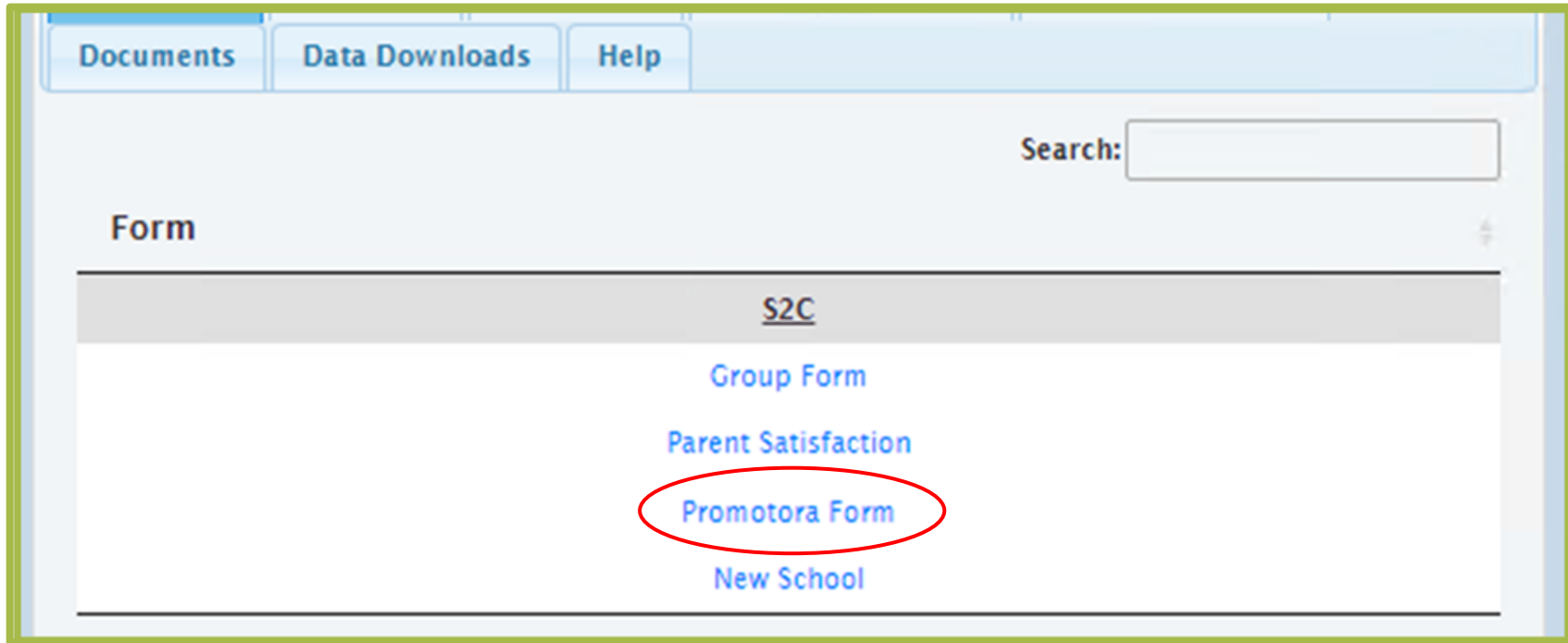
Assessment Date	Parent/Caregiver Name	Completed Services	Staff Member		
8/17/2023	Vianey Perez	Training or education session	cnavarro	<a href="#">Edit</a>	<a href="#">Delete</a>
7/28/2023	Parent Yvette	Support and referral	capohn	<a href="#">Cancel editing..</a>	<a href="#">Delete</a>
7/26/2023	Raiza Josefina Gonzalez	Outreach and engagement session	cnavarro	<a href="#">Edit</a>	<a href="#">Delete</a>

**Instructions: To be completed by the parent/caregiver(s) about the services they recieved from the Promotora (Parent Partner; Community Health Worker) following conclusion of service(s).**

School District within the SELPA Region:

Parent/Caregiver:

Date (MM/DD/YYYY):



# Promotora Form

# Form Entry Tab: Promotora Form

- Upon clicking the “Promotora Form” link, users will be brought to this form, where they can register a group or individual service under the school district and specific school where the service takes place.

The screenshot displays a form with the following fields and options:

- School District within the SELPA Region:** A dropdown menu with the placeholder text "Please pick a school district..".
- Date of service (MM/DD/YYYY):** A text input field containing the date "07/27/2023".
- Modality of scheduled service:** Radio button options for "Group" and "Individual".
- Service completed?:** Radio button options for "Yes" and "No".
- School Name:** A dropdown menu with the placeholder text "Please choose a School Name..".
- Type of Service:** Radio button options for "Outreach and engagement session", "Training or education session", and "Support and referral".

At the bottom right of the form, there is a red arrow pointing downwards with the text "Page continues on next slide" next to it.

# Form Entry Tab: Promotora Form

- 2<sup>nd</sup> half of the Promotora form

Number of participants (for group services)	<input type="text"/>
Length of service (time in minutes)	<input type="text"/>
Topics (check all that apply)	<input type="checkbox"/> Parent Involvement at School <input type="checkbox"/> Academic Services <input type="checkbox"/> Healthy Lifestyle Promotion <input type="checkbox"/> Community Engagement <input type="checkbox"/> Connection to Services in the Community <input type="checkbox"/> Mental Health Education/Awareness <input type="checkbox"/> Other, specify
Notes	<input type="text"/>
<input type="submit" value="Submit"/>	

# Form Entry Tab: Promotora Form

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School District within the SELPA Region:	Please pick a school district. ▾
Date of service (MM/DD/YYYY)	Please pick a school district. S2C North Inland - Vista Hill Foundation S2C Central - San Diego Unified School District S2C South County - SBCS Corps S2C East County - Fred Finch

- Users should first select an S2C school district from the drop-down menu.

# Form Entry Tab: Promotora Form

Promotora Form						
Service Date	Type of Service	Topics	SELPA Region & Legal Entity	Name of School	Staff	Action
07/12/2023	Outreach and engagement session	Parent Involvement at School	S2C North Inland - Vista Hill Foundation	Alternative Learning Pathways	HSRC	<a href="#">Edit</a>

- After selecting a school district, users can review and edit previously registered forms displayed as a list at the top of the page.
- Clicking edit will allow users to update a previous entry. Otherwise keep scrolling down for a fresh entry.



# Form Entry Tab: Promotora Form

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Date of service (MM/DD/YYYY) 08/04/2023

Location

Modality of scheduled service

Service completed?

Aug 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		

- Users will then select the date of the service.

# Form Entry Tab: Promotora Form

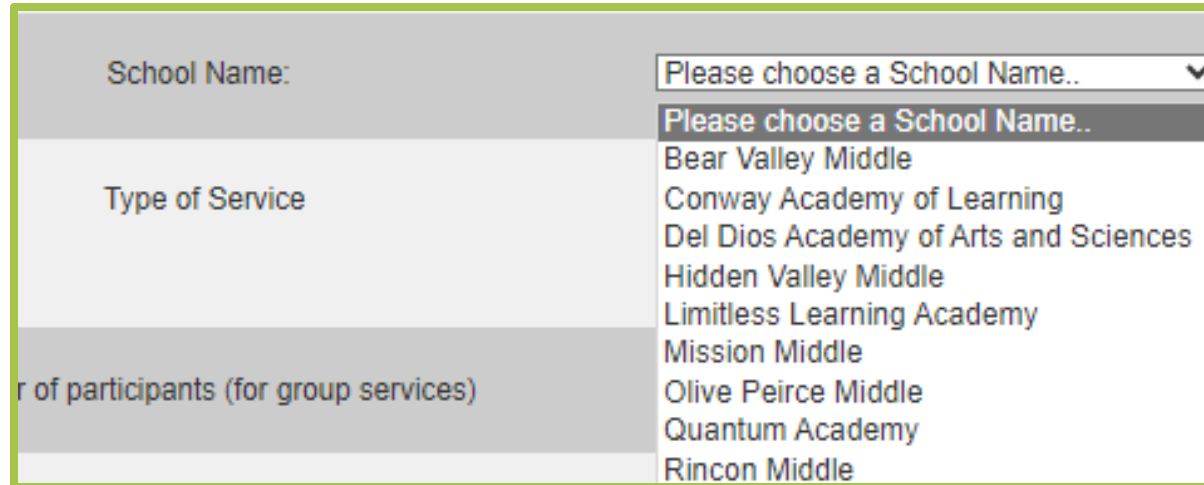
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Location	<input checked="" type="radio"/> School
	<input type="radio"/> Other (specify)
Modality of scheduled service	<input checked="" type="radio"/> Group
	<input type="radio"/> Individual
Service completed?	<input checked="" type="radio"/> Yes
	<input type="radio"/> No

- Users will then select the location, modality of scheduled service, and whether the service was completed.

# Form Entry Tab: Promotora Form

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The screenshot shows a form with a dropdown menu for 'School Name'. The dropdown is open, displaying a list of school names. The text 'Please choose a School Name..' is visible at the top of the dropdown and in the background of the form. The list of schools includes: Bear Valley Middle, Conway Academy of Learning, Del Dios Academy of Arts and Sciences, Hidden Valley Middle, Limitless Learning Academy, Mission Middle, Olive Peirce Middle, Quantum Academy, and Rincon Middle. Other form fields visible include 'Type of Service' and 'Number of participants (for group services)'.

- Users will then select the school for the service from a drop-down list. The list will include all schools associated with the selected district.

# Form Entry Tab: Promotora Form

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Type of Service	<input type="radio"/> Outreach and engagement session
	<input type="radio"/> Training or education session
	<input type="radio"/> Support and referral

- Users will then select the type of service: **Outreach and engagement session, Training or education session, or Support and referral.**

# Form Entry Tab: Promotora Form

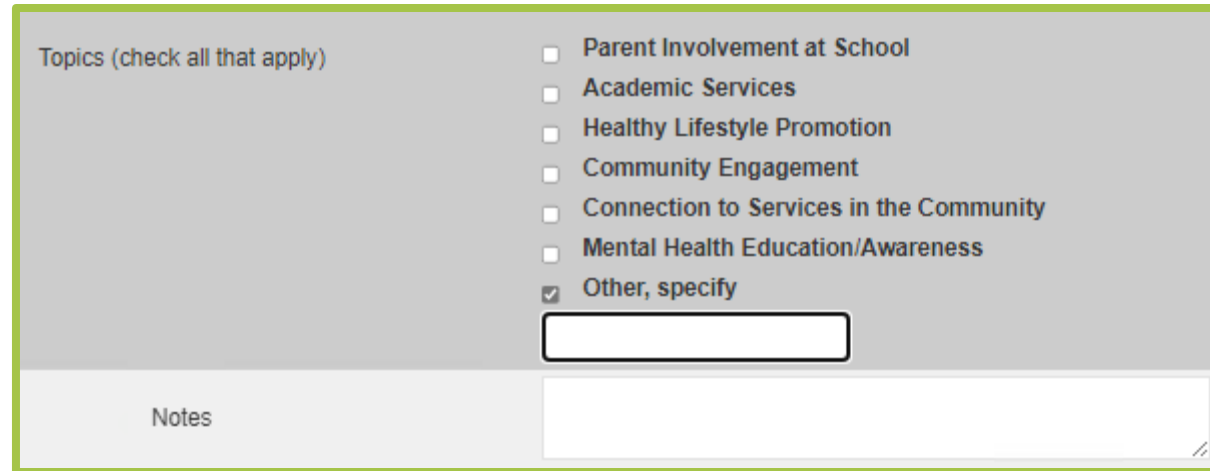
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Number of participants (for group services)	<input type="text" value="10"/>
Length of service (time in minutes)	<input type="text" value="30"/>

- Users will then need to enter the number of participants for a group session (enter 1 for individual sessions), followed by the length of service in minutes.

# Form Entry Tab: Promotora Form

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The screenshot shows a form entry interface for the Promotora Form. It is divided into two main sections: 'Topics (check all that apply)' and 'Notes'. The 'Topics' section contains a list of seven items, each with a checkbox: 'Parent Involvement at School', 'Academic Services', 'Healthy Lifestyle Promotion', 'Community Engagement', 'Connection to Services in the Community', 'Mental Health Education/Awareness', and 'Other, specify'. The 'Other, specify' checkbox is checked, and there is an empty text input field below it. The 'Notes' section is a large text area at the bottom of the form.

Topics (check all that apply)	Notes
<input type="checkbox"/> Parent Involvement at School	
<input type="checkbox"/> Academic Services	
<input type="checkbox"/> Healthy Lifestyle Promotion	
<input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Connection to Services in the Community	
<input type="checkbox"/> Mental Health Education/Awareness	
<input checked="" type="checkbox"/> Other, specify	
<input type="text"/>	

- Users can then select the topics covered in the service and add any notes.

# Form Entry Tab: Promotora Form

- At the bottom of the form, a list of Parents and Caregivers will display, where users can select the parent or caregiver by checking the box to the right and selecting “Add to Registered”

Parent Caregiver Selection List

Search:

Parent Name	Parent/Caregiver ID	Add
Karen Jackson	S2P1690318	<input checked="" type="checkbox"/>
Parent One	S2P6607918	<input checked="" type="checkbox"/>
Parent two	S2P1812042	<input type="checkbox"/>

Parents/Caregivers Registered

Parents/Caregiver Added

# Form Entry Tab: Promotora Form

- To search for a Parent or Caregiver, type the name or ID into the search box at the top of the list.

Parent Caregiver Selection List

Search:

Parent Name	Parent/Caregiver ID	Add
David Richards	S2P4552833	<input type="checkbox"/>
Jane Doe	S2P7485177	<input type="checkbox"/>
John	S2P2605768	<input type="checkbox"/>
Karen Jackson	S2P1690318	<input type="checkbox"/>
Maria Johnson	S2P2213523	<input type="checkbox"/>
Parent One	S2P6607918	<input type="checkbox"/>
Parent three	S2P5084307	<input type="checkbox"/>



# Form Entry Tab: Promotora Form

- The search results will display, and users can then add the parent or caregiver to a service.

The screenshot shows a web form titled "Parent Caregiver Selection List". At the top, there is a search bar with the text "Search: Maria" and a "Search Parent" button. Below the search bar is a table with three columns: "Parent Name", "Parent/Caregiver ID", and "Add". The table contains one row with the data "Maria Johnson" and "S2P2213523". Below the table is an "Add to Registered" button. The form is divided into three horizontal sections: "Parents/Caregivers Registered" with an "Add to Service" button, "Parents/Caregiver Added" with a "Remove" button, and a final "Submit" button at the bottom.

Parent Name	Parent/Caregiver ID	Add
Maria Johnson	S2P2213523	<input type="checkbox"/>

Buttons: Add to Registered, Add to Service, Remove, Submit

# Form Entry Tab: Promotora Form

- The selected Parent(s) or Caregiver(s) will be tracked as “registered”.
- Below this confirmation is an option to remove the previously registered Parent(s) or Caregiver(s).

The screenshot displays a web interface for selecting and registering parents or caregivers. It is divided into three main sections:

- Parent Caregiver Selection List:** A table with columns for Parent Name, Parent/Caregiver ID, and Add. Below the table is an "Add to Registered" button.
- Parents/Caregivers Registered:** A table with columns for Parent Name, Parent/Caregiver ID, and Add. Below the table is an "Add to Service" button, which is circled in red.
- Parents/Caregiver Added:** A section with a "Remove" button.

At the bottom of the form is a "Submit" button.

Parent Name	Parent/Caregiver ID	Add
David Richards	\$2P4552833	<input type="checkbox"/>
John	\$2P2805768	<input type="checkbox"/>
Karen Jackson	\$2P1650318	<input type="checkbox"/>
Parent One	\$2P6607918	<input type="checkbox"/>
Test Parent	\$2P4022435	<input type="checkbox"/>
Tom	\$2P5377076	<input type="checkbox"/>

Parent Name	Parent/Caregiver ID	Add
Jane Doe	\$2P7485177	<input type="checkbox"/>
Maria Johnson	\$2P2213523	<input checked="" type="checkbox"/>
Parent three	\$2P5084307	<input checked="" type="checkbox"/>
Parent two	\$2P1812042	<input checked="" type="checkbox"/>

# Form Entry Tab: Promotora Form

- From the list of registered Parents/Caregivers, select those that should be added to the service, and select “Add to Service”

The screenshot displays a web interface for managing service providers. At the top, there is a search bar and an "Add to Registered" button. Below this is a section titled "Parents/Caregivers Registered" containing a table with the following data:

Parent Name	Parent/Caregiver ID	Add
Jane Doe	S2P7485177	<input type="checkbox"/>
Maria Johnson	S2P2213523	<input checked="" type="checkbox"/>
Parent three	S2P5084307	<input checked="" type="checkbox"/>
Parent two	S2P1812042	<input checked="" type="checkbox"/>

Below the table is an "Add to Service" button, which is circled in red. Underneath, there is a "Parents/Caregiver Added" section with a "Remove" button. At the bottom of the form is a "Submit" button. The "Add" column checkboxes for Maria Johnson, Parent three, and Parent two are also circled in red.

# Form Entry Tab: Promotora Form

- The selected Parent/Caregiver(s) will be added.

The screenshot displays a web interface for managing parent/caregiver information. It is divided into three main sections:

- Parents/Caregivers Registered:** A table with columns for Parent Name, Parent/Caregiver ID, and Add. It contains one entry: Jane Doe with ID S2P7485177. Below the table is an "Add to Service" button.
- Parents/Caregiver Added:** A table with columns for Parent Name, Parent/Caregiver ID, and Remove. It contains three entries: Marla Johnson (ID S2P2213523), Parent three (ID S2P5084307), and Parent two (ID S2P1812042). Below the table is a "Remove" button.
- Submit:** A large button at the bottom of the form.

Parent Name	Parent/Caregiver ID	Add
Jane Doe	S2P7485177	<input type="checkbox"/>

Add to Service

Parent Name	Parent/Caregiver ID	Remove
Marla Johnson	S2P2213523	<input type="checkbox"/>
Parent three	S2P5084307	<input type="checkbox"/>
Parent two	S2P1812042	<input type="checkbox"/>

Remove

Submit


# Form Entry Tab: Promotora Form

- After selecting a school district, users can review and edit previously registered forms displayed as a list at the top of the page.

Promotora Form

Search Promotora:

Service Date	Type of Service	Topics	SELPA Region & Legal Entity	Name of School	Attendees	Staff	Action
08/15/2023	Support and referral	Community Engagement	S2C Central - San Diego Unified School District	Lewis	David Richards;John;Parent One;Tom	cepohn	<input type="button" value="Edit"/>
08/18/2023	Outreach and engagement session	Academic Services	S2C Central - San Diego Unified School District	High Virtual Academy	Parent One;Parent two	cnavarro	<input type="button" value="Edit"/>
09/03/2023	Outreach and engagement session	Connection to Services In the Community	S2C Central - San Diego Unified School District	Fulton	Parent three;Parent two;Jane Doe;David Richards;Karen Jackson	cepohn	<input type="button" value="Edit"/>

Click here to edit 

School District within the SELPA Region:

Who provided the service?

Date of service (MM/DD/YYYY)

Location  School  Other (specify)

Modality of scheduled service  Group  Individual

Service completed?  Yes  No

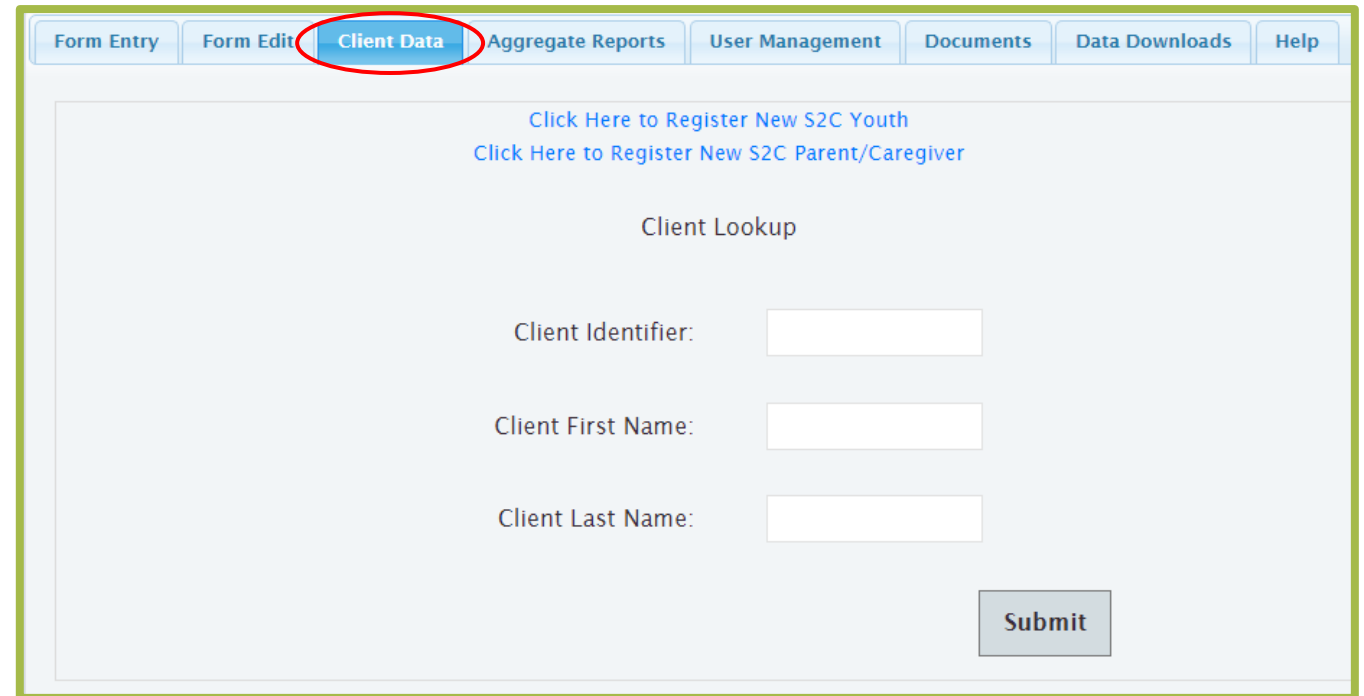
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# Client Data Tab



# Client Data Tab

- Once logged into the system, users will click on the **Client Data** tab
- Users can then register new youth or look up an existing youth.



The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Form Entry, Form Edit, Client Data (highlighted with a red circle), Aggregate Reports, User Management, Documents, Data Downloads, and Help. Below the navigation bar, there are two blue links: "Click Here to Register New S2C Youth" and "Click Here to Register New S2C Parent/Caregiver". The main content area is titled "Client Lookup" and contains three input fields: "Client Identifier:", "Client First Name:", and "Client Last Name:". A "Submit" button is located at the bottom right of the form.

# Client Data Tab

---

**Client Identifier:** S2C1631251

**Enrollment Date:** 7/11/2023

**Programs:** S2C North Inland - Vista Hill Foundation

Check-in Contact Form

Client Initial Form for Services

Connections Referral Form

Youth Satisfaction

**Name:** Test Test

**Date of Birth:** 7/11/2013

**Counties:** San Diego

- After looking up a youth you can select from a number of forms: **Check-in Contact Form, Client Initial Form for Services, Connections Referral Form, or Youth Satisfaction.**



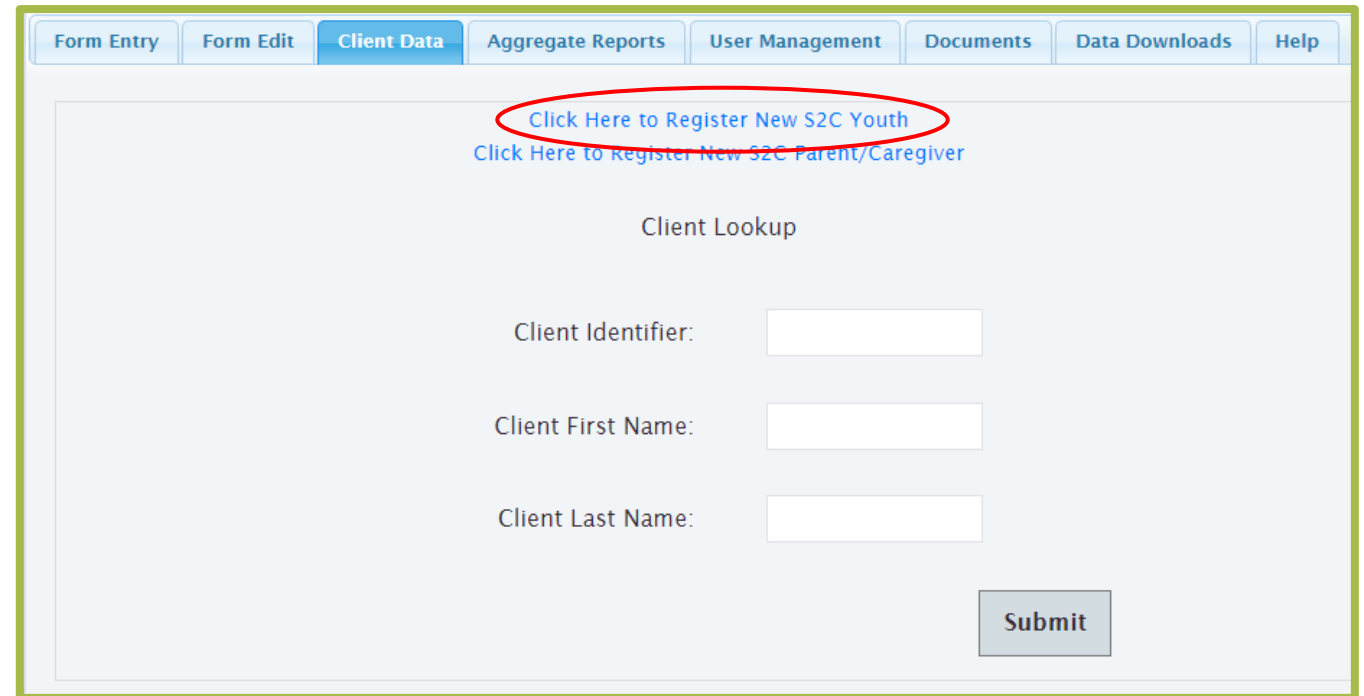
# Client Data Tab

- When searching for a youth, if no search results are found, you'll see a message "No results found for this lookup criteria."
- This means that the youth needs to be registered.

The screenshot displays a web application interface with a navigation bar at the top containing tabs: Form Entry, Form Edit, Client Data (highlighted), Aggregate Reports, User Management, Documents, Data Downloads, and Help. Below the navigation bar, there are two blue links: "Click Here to Register New S2C Youth" and "Click Here to Register New S2C Parent/Caregiver". The main content area is titled "Client Lookup" and contains three input fields: "Client Identifier:" (empty), "Client First Name:" (containing "Ryan"), and "Client Last Name:" (empty). A "Submit" button is located to the right of the input fields. At the bottom of the form, a red-bordered box contains the message "No results found for this lookup criteria."

# Client Data Tab

- Click here to register new S2C youth



The screenshot displays a web application interface with a navigation bar at the top containing the following tabs: Form Entry, Form Edit, Client Data (highlighted), Aggregate Reports, User Management, Documents, Data Downloads, and Help. Below the navigation bar, there are two blue links: "Click Here to Register New S2C Youth" (circled in red) and "Click Here to Register New S2C Parent/Caregiver". Underneath these links is a section titled "Client Lookup" which contains three input fields: "Client Identifier:", "Client First Name:", and "Client Last Name:". A "Submit" button is located at the bottom right of the form area.

# Client Data Tab

- When choosing to register a new youth, you will be brought to this S2C Youth Registration page.
- Users will be required to fill out the form with the youth's DOB, Name, grade level, school district, school name, origin of referral, and name of parent or caregiver.

### S2C Youth Registration

**Youth ID**  
Enter Youth Id  
[Click to Generate New Youth ID](#)

**Youth DOB (MM/DD/YYYY)**  
Enter date of birth.

**Youth First Name**  
Enter First Name

**Youth Last Name**  
Enter Last Name

**Student Grade (Pre K - 12)**  
Student Grade Pre K - 12

**SELPA Region & Legal Entity**  
Please select legal entity

**School Name**  
Please select school

**Origin of referral to program**  
 Screening Result  
 Parent  
 School Staff  
 Self  
 Promotora  
 Other (specify)

**Parent/Caregiver Name(s)**  
Parent/Caregiver Name(S)

### Demographics (only for Tier 2 & Tier 3)

**Primary Language**

<input type="radio"/> American Sign Language	<input type="radio"/> Hmong	<input type="radio"/> Samoan
<input type="radio"/> Arabic	<input type="radio"/> Ilocano	<input type="radio"/> Spanish
<input type="radio"/> Armenian	<input type="radio"/> Italian	<input type="radio"/> Tagalog
<input type="radio"/> Cambodian	<input type="radio"/> Japanese	<input type="radio"/> Thai
<input type="radio"/> Cantonese	<input type="radio"/> Korean	<input type="radio"/> Turkish

Page continues  
on next slide



# Client Data Tab

- In the second part of the new youth registration form, users will need to select demographics: primary language, race/ethnicity, gender identity, and whether they identify as LGBTQIA+.
- Users may select “prefer not to answer” for any of their responses.

Farsi       Mandarin       Other Chinese Dialects  
 English       Mien       Other Non-English  
 Farsi       Polish       Other Sign Language  
 French       Portuguese       Other  
 Hebrew       Russian       Prefer not to answer

**Race / Ethnicity (Select all that apply)**

<input type="checkbox"/> African/African American/Black	<input type="checkbox"/> Other Asian (specify)	<input type="checkbox"/> Other White/Caucasian (specify)
<input type="checkbox"/> African American	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> African (specify)	<input type="checkbox"/> American Indian (specify)	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Asian	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Central American
<input type="checkbox"/> Asian Indian/South Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Cuban
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Samoan	<input type="checkbox"/> Dominican
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Pacific Islander (specify)	<input type="checkbox"/> Mexican/Mexican-American/Chicano
<input type="checkbox"/> Filipino	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Hmong	<input type="checkbox"/> Chaldean	<input type="checkbox"/> Salvadoran
<input type="checkbox"/> Japanese	<input type="checkbox"/> Eastern European	<input type="checkbox"/> South American
<input type="checkbox"/> Korean	<input type="checkbox"/> European	<input type="checkbox"/> Other Hispanic/Latino (specify)
<input type="checkbox"/> Laotian	<input type="checkbox"/> Iraqi	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Mien	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Prefer not to answer
<input type="checkbox"/> Vietnamese		

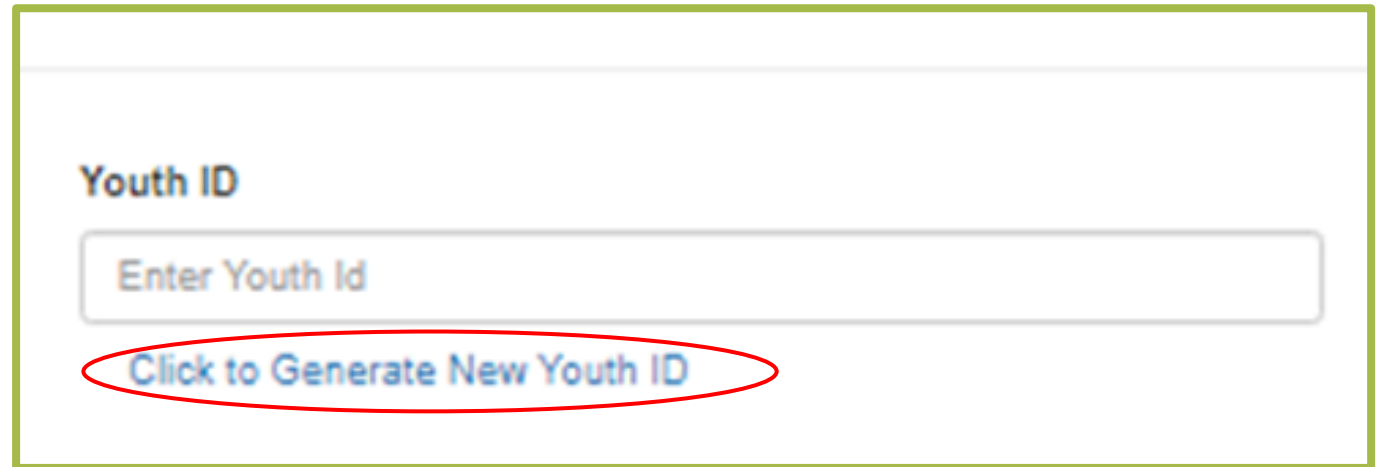
**Gender identity (select one that best describes youth)**  
 Male    Female    Another Gender Identity    Prefer not to answer

**LGBTQIA+ Identification (Optional. Leave Blank if not asked.)**  
Does the student identify as LGBTQIA+?    Y = Yes    N = No    U = Prefer not to answer

# Client Data Tab

---

- At the start of the new youth registration, the user can use a personal ID if available, or have the system generate a random ID for the youth.
- ID must be unique within the district to pass validation.



The screenshot shows a form section titled "Youth ID". Below the title is a text input field with the placeholder text "Enter Youth Id". Below the input field is a blue button with the text "Click to Generate New Youth ID". The button is circled in red.

# Client Data Tab

- After submitting the new youth registration form, the youth will be registered after selecting “Confirm.”



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "The following youth will be registered:" followed by the following details: "Youth ID Number: S2C8465141", "Youth First Name (Chosen): Child", "Youth Last Name (Chosen): 1", "Date of Birth: 12/09/2015", and "SELPA Region & Legal Entity: S2C South County - SBCS Corps". At the bottom right, there are two buttons: "Go Back" and "Confirm". The "Confirm" button is circled in red.

Confirmation

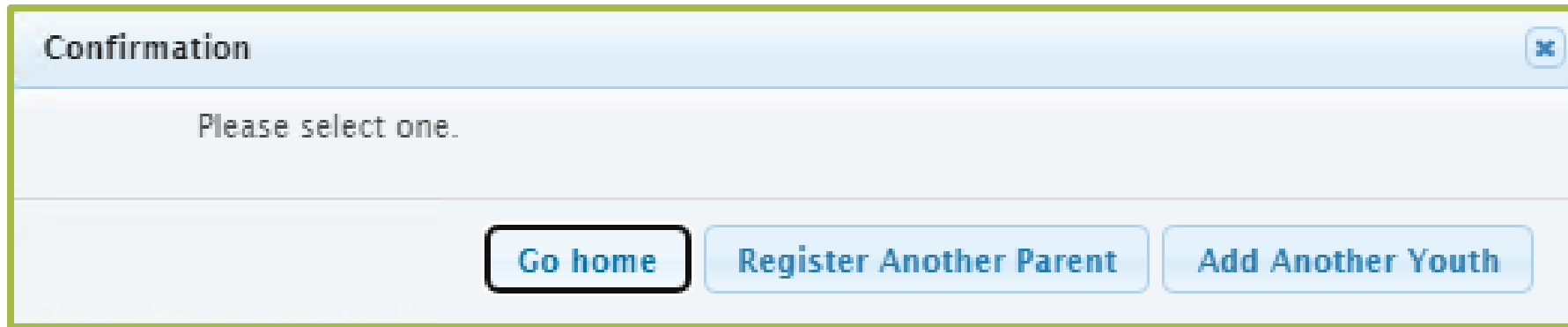
The following youth will be registered:

Youth ID Number: S2C8465141  
Youth First Name (Chosen): Child  
Youth Last Name (Chosen): 1  
Date of Birth: 12/09/2015  
SELPA Region & Legal Entity: S2C South County - SBCS Corps

Go Back Confirm

# Client Data Tab

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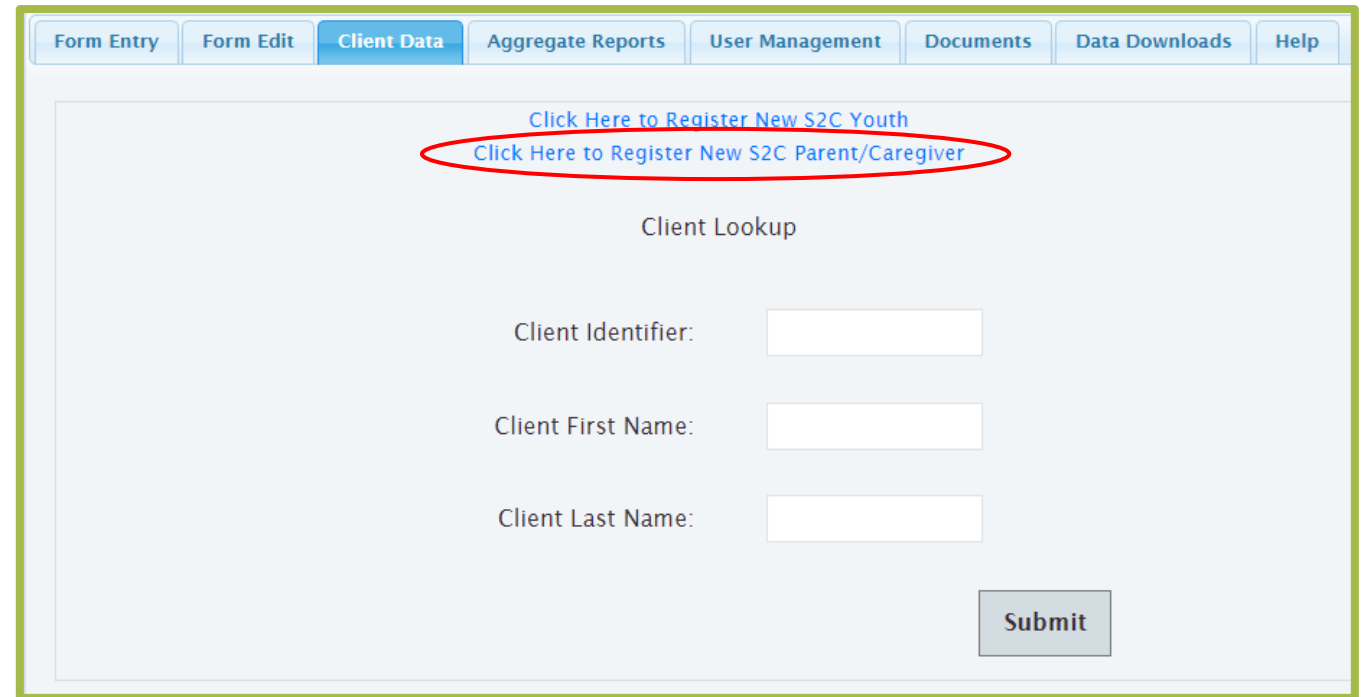


A confirmation dialog box with a light blue header containing the text "Confirmation" and a close button (X) on the right. The main area is white and contains the text "Please select one." Below this, there are three buttons: "Go home" (highlighted with a black border), "Register Another Parent", and "Add Another Youth".

- After selecting confirm, the user will be able to go back to the homepage, register another parent or youth.

# Client Data Tab

- Back at the client data tab, users can click here to register a new Parent or Caregiver.



The screenshot displays a web application interface with a navigation bar at the top containing the following tabs: Form Entry, Form Edit, Client Data (highlighted), Aggregate Reports, User Management, Documents, Data Downloads, and Help. Below the navigation bar, there are two blue hyperlinks: "Click Here to Register New S2C Youth" and "Click Here to Register New S2C Parent/Caregiver". The second link is circled in red. Below the links is a section titled "Client Lookup" containing three input fields: "Client Identifier:", "Client First Name:", and "Client Last Name:". A "Submit" button is located at the bottom right of the form area.



# Client Data Tab

- When choosing to register a new Parent or Caregiver, you will be brought to this page.
- If the user has previously completed a parent registration, or has another child in the system, they may select yes or no for the first response.

### S2C Parent Registration

Have you previously completed the parent registration or have another child in the system?

Yes  
 No

SELPA Region & Legal Entity

---


Parent/Caregiver Name(s)

Parent/Caregiver ID(s)

Date of form completion (MM/DD/YYYY)

School Name

Page continues on next slide



# Client Data Tab

- Parent/caregiver registration form continued.

**School Name**

Please select school

**Are there registered youth(s) affiliated with parent/caregiver?**

Yes

No

**Youth Name(s)/ID(s)**

Please select youth name/id

**Origin of referral to program**

Screening Result

Parent

School Staff

Self

Promotora

Other (specify)

# Client Data Tab



A confirmation dialog box titled "Confirmation" with a close button in the top right corner. The text inside reads: "The following parent will be registered:" followed by several lines of registration details. At the bottom right, there are two buttons: "Go Back" and "Confirm". The "Confirm" button is circled in red.

Confirmation

The following parent will be registered:

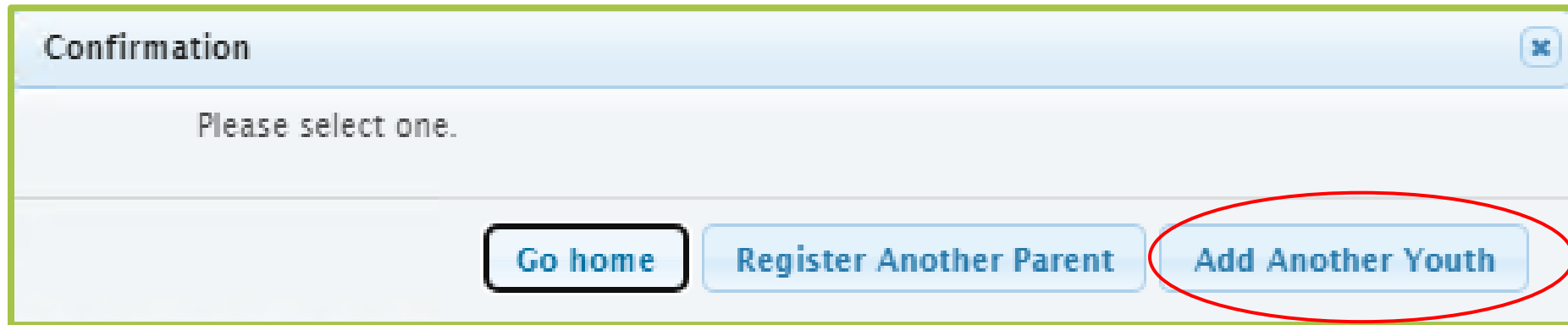
Parent ID Number: S2P1492098  
Date Of Completion: 07/28/2023  
Parent Name: Chelsea  
SELPA or Legal: S2C South County - SBCS Corps  
*Youth Name Added*  
Youth Name: Child 1

Go Back Confirm

- After submitting the new parent registration, users will need to confirm the new parent (here with an associated child).

# Client Data Tab

---



Confirmation

Please select one.

[Go home](#) [Register Another Parent](#) [Add Another Youth](#)

The image shows a confirmation dialog box with a title bar 'Confirmation' and a close button. The main content area contains the text 'Please select one.' and three buttons: 'Go home', 'Register Another Parent', and 'Add Another Youth'. The 'Add Another Youth' button is circled in red.

- Once confirmed, the parent or caregiver can choose to add another parent or youth. In this case, we will add another youth.

# Client Data Tab

- If an update is needed, the user can select their previously registered parent/caregiver, and previous information will automatically populate.

### S2C Parent Registration

Have you previously completed the parent registration or have another child in the system?

Yes  
 No

SELPA Region & Legal Entity

S2C South County - SBCS Corps

---

Parent/Caregiver Name(s)

Chelsea

Parent/Caregiver ID(s)

S2P1492098

# Client Data Tab

- The Parent or Caregiver can add multiple children (that have already been registered) to be associated with their profile, if appropriate.

School Name  
Ocean View Elementary

Are there registered youth(s) affiliated with parent/caregiver?  
 Yes  
 No

Youth Name(s)/ID(s)  
S2C8130360 - Child 3

Added Youth Name(s)/ID(s)

Youth ID	Youth Name/ID	Action
S2C8465141	Child 1	Remove
S2C7087068	Child 2	Remove

# Client Data Tab

- Back at the client data tab, after searching for a youth, press submit.
- You can then choose from 4 form options.

Form Entry Form Edit **Client Data** Aggregate Reports User Management Documents Data Downloads Help

[Click Here to Register New S2C Youth](#)  
[Click Here to Register New S2C Parent/Caregiver](#)

Client Lookup

Client Identifier:

Client First Name:

Client Last Name:

Client Identifier: S2C1631251  
Enrollment Date: 7/11/2023  
Programs: S2C North Inland - Vista Hill Foundation

Check-in Contact Form  
Client Initial Form for Services  
Connections Referral Form  
Youth Satisfaction

Name: Test Test  
Date of Birth: 7/11/2013  
Counties: San Diego

**Client Identifier:** S2C1631251

**Enrollment Date:** 7/11/2023

**Programs:** S2C North Inland - Vista Hill Foundation

Check-in Contact Form

Client Initial Form for Services

Connections Referral Form

Youth Satisfaction

**Name:** Test Test

**Date of Birth:** 7/11/2013

**Counties:** San Diego

# Check-in Contact Form



# Client Data Tab: Check-in Contact Form

- Upon clicking the “Check-In Contact Form” link, users will be brought to this page where they can input their date of contact, youth ID, school name, length of contact in minutes, and any notes.

Check in Contact

Date of Contact (MM/DD/YYYY): 07/28/2023

Youth ID: S2C1631251

School Name: Alternative Learning Pathwa

Length of Contact (minutes):

Notes:

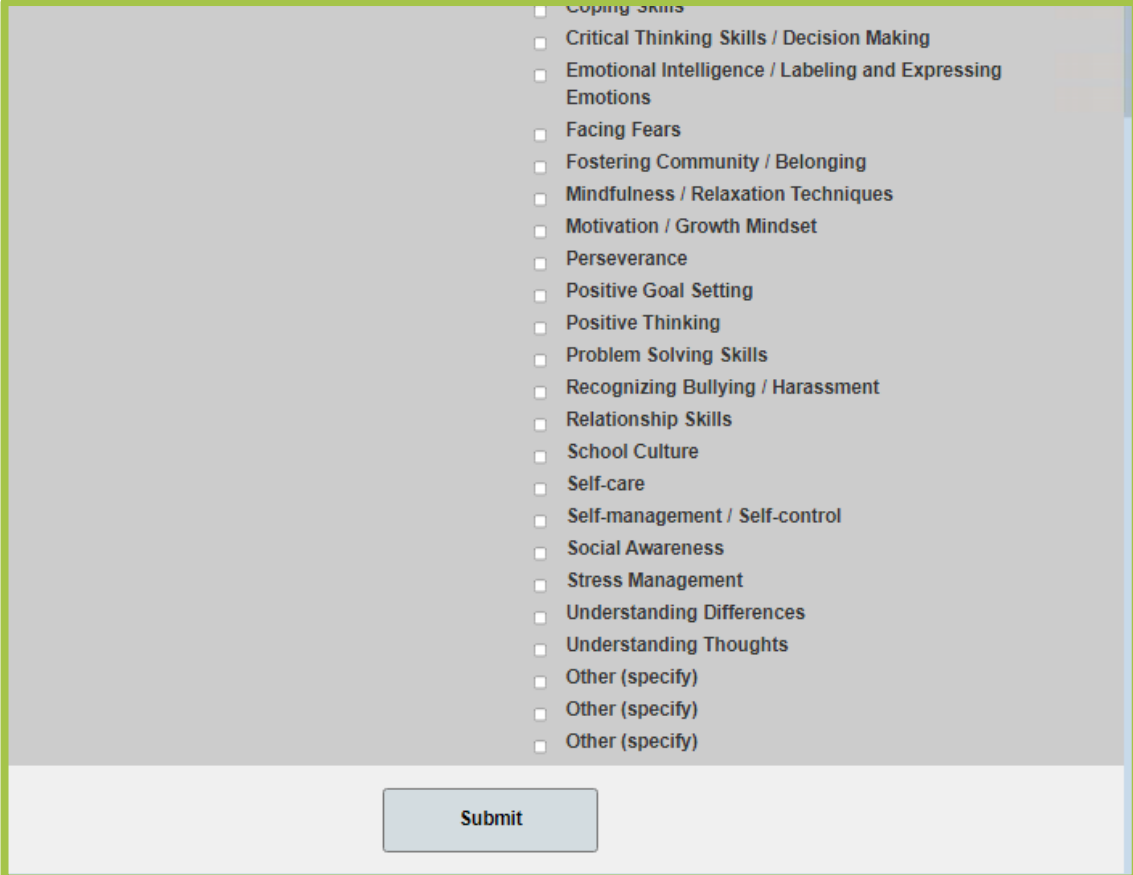
Topics:

- Acceptance / Forgiveness
- Autonomy / Empowerment
- Building Empathy
- Character Development
- Classroom Norms
- Common Reactions to Stress/Trauma
- Common Struggles in Children/Youth
- Communication Skills
- Conflict Resolution
- Coping Skills
- Critical Thinking Skills / Decision Making
- Emotional Intelligence / Labeling and Expressing Emotions
- Facing Fears
- Fostering Community / Belonging

Page continues on next slide

# Client Data Tab: Check-in Contact Form

- Users will also be able to select multiple items from a list of topics.



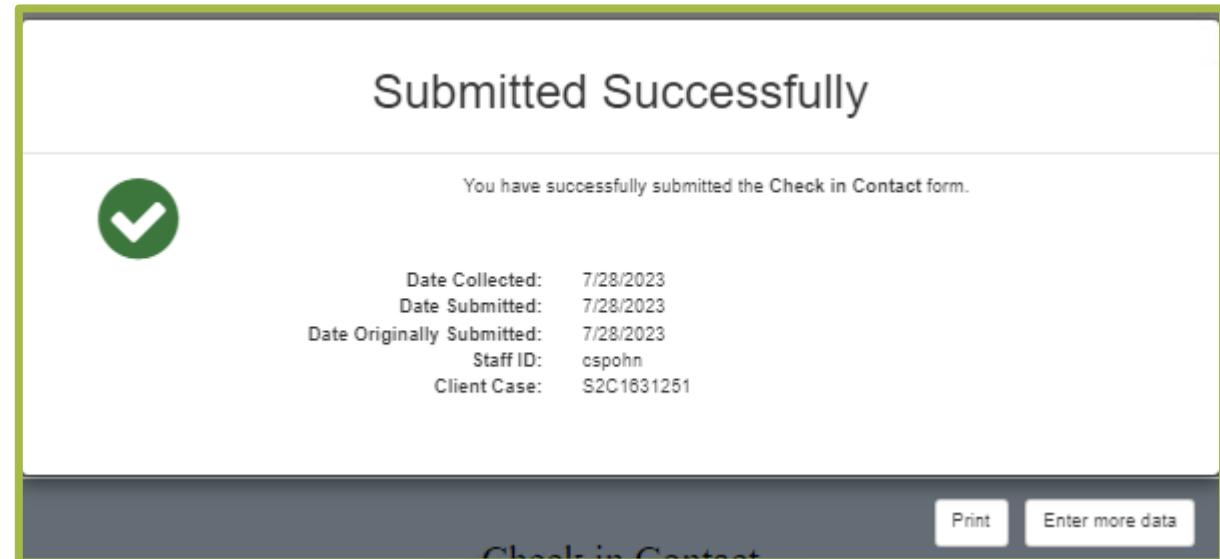
A screenshot of a web form interface. The form has a light gray background and a white border. It contains a list of 20 topics, each preceded by a small square checkbox. The topics are: Coping Skills, Critical Thinking Skills / Decision Making, Emotional Intelligence / Labeling and Expressing Emotions, Facing Fears, Fostering Community / Belonging, Mindfulness / Relaxation Techniques, Motivation / Growth Mindset, Perseverance, Positive Goal Setting, Positive Thinking, Problem Solving Skills, Recognizing Bullying / Harassment, Relationship Skills, School Culture, Self-care, Self-management / Self-control, Social Awareness, Stress Management, Understanding Differences, and Understanding Thoughts. Below the list, there are three checkboxes labeled "Other (specify)". At the bottom center of the form is a rectangular button with the text "Submit".

- Coping Skills
- Critical Thinking Skills / Decision Making
- Emotional Intelligence / Labeling and Expressing Emotions
- Facing Fears
- Fostering Community / Belonging
- Mindfulness / Relaxation Techniques
- Motivation / Growth Mindset
- Perseverance
- Positive Goal Setting
- Positive Thinking
- Problem Solving Skills
- Recognizing Bullying / Harassment
- Relationship Skills
- School Culture
- Self-care
- Self-management / Self-control
- Social Awareness
- Stress Management
- Understanding Differences
- Understanding Thoughts
- Other (specify)
- Other (specify)
- Other (specify)

Submit

# Client Data Tab: Check-in Contact Form

- Screenshot what happens after submitted (may include for rest later)



Submitted Successfully

You have successfully submitted the Check in Contact form.

Date Collected:	7/28/2023
Date Submitted:	7/28/2023
Date Originally Submitted:	7/28/2023
Staff ID:	cspohn
Client Case:	S2C1831251

Print Enter more data

**Client Identifier:** S2C1631251

**Enrollment Date:** 7/11/2023

**Programs:** S2C North Inland - Vista Hill Foundation

Check-in Contact Form

Client Initial Form for Services

Connections Referral Form

Youth Satisfaction

**Name:** Test Test

**Date of Birth:** 7/11/2013


**Counties:** San Diego

# Client Initial Form for Services

# Client Data Tab: Client Initial Form for Services

- Client Initial Form for Services

Client Initial Form for Services	
Assessment Date:	<input type="text" value="07/28/2023"/>
Youth ID:	<input type="text" value="S2C1631251"/>
Date of form completion (MM/DD/YYYY)	<input type="text"/>
Date of Bi-Annual Screening (MM/DD/YYYY) FALL	<input type="text"/>
Date of Bi-Annual Screening (MM/DD/YYYY) SPRING	<input type="text"/>
Did the youth complete the mySAEBRS screening?	<input type="radio"/> Yes <input type="radio"/> No
If youth was not screened, Date of Referral (MM/DD/YYYY)	<input type="text"/> <span style="color: red;">Page continues on next slide</span>
Program Engagement	<input type="radio"/> Tier 2 <input type="radio"/> Tier 3
Did the program reach out to parent/caregiver?	<input type="radio"/> Yes <input type="radio"/> No



# Client Data Tab: Client Initial Form for Services

- Client Initial Form for Services continued

Program Engagement	<input type="radio"/> Tier 2	<input type="radio"/> Tier 3
Did the program reach out to parent/caregiver?	<input type="radio"/> Yes	<input type="radio"/> No
Date of the first attempt to reach Parent (MM/DD/YYYY)	<input type="text"/>	
Parent/Caregiver successfully reached to discuss consent?	<input type="radio"/> Yes	<input type="radio"/> No
Date of the second attempt to reach Parent (MM/DD/YYYY)	<input type="text"/>	
Parent/Caregiver successfully reached to discuss consent?	<input type="radio"/> Yes	<input type="radio"/> No
Date of the third attempt to reach Parent (MM/DD/YYYY)	<input type="text"/>	
Parent/Caregiver successfully reached to discuss consent?	<input type="radio"/> Yes	<input type="radio"/> No
Parent/Caregiver consent given for Tier 2 enrollment or Tier 3 referral?	<input type="radio"/> Yes	<input type="radio"/> No
Insurance status (Select all that apply)	<input type="checkbox"/> Medi-Cal as Primary <input type="checkbox"/> Private Insurance <input type="checkbox"/> No Insurance <input type="checkbox"/> Private Insurance with Medi-Cal as Secondary Insurance	
<input type="button" value="Submit"/>		

**Client Identifier:** S2C1631251

**Enrollment Date:** 7/11/2023

**Programs:** S2C North Inland - Vista Hill Foundation

Check-in Contact Form

Client Initial Form for Services

Connections Referral Form

Youth Satisfaction

**Name:** Test Test

**Date of Birth:** 7/11/2013

**Counties:** San Diego


# Connections Referral Form

# Client Data Tab: Connections Referral Form

- Connections Referral Form – Section A

Connections Referral	
Section A	
Youth Name	<input type="text" value="Test Test"/>
Youth DOB (MM/DD/YYYY)	<input type="text" value="7/11/2013"/>
Youth ID:	<input type="text" value="S2C1631251"/>
School Name	<input type="text" value="Alternative Learning Pathw:"/>
Date of referral (mm/dd/yyyy):	<input type="text" value="09/03/2023"/>
Agency/program name where student was referred:	<input type="text"/>
Agency/Program designation	<input type="radio"/> County <input type="radio"/> Private Sector
Did family accept referral to service?	<input type="radio"/> Yes <input type="radio"/> No

Page continues on next slide





# Client Data Tab: Connections Referral Form

- Upon selecting “Yes” to “Did family accept referral to service?,” users will be asked a series of additional questions.

Did family accept referral to service?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of call to initiate referral (MM/DD/YYYY)	<input type="text"/>
Agency/Program successfully reached to discuss referral?	<input type="radio"/> Yes <input type="radio"/> No
Date of first attempt to follow up on referral (MM/DD/YYYY)	<input type="text"/>
Agency/Program successfully reached to discuss referral?	<input type="radio"/> Yes <input type="radio"/> No
Date of second attempt to follow up on referral (MM/DD/YYYY)	<input type="text"/>
Agency/Program successfully reached to discuss referral?	<input type="radio"/> Yes <input type="radio"/> No
Date of third attempt to follow up on referral (MM/DD/YYYY)	<input type="text"/>
Agency/Program successfully reached to discuss referral?	<input type="radio"/> Yes <input type="radio"/> No

# Client Data Tab: Connections Referral Form

- Section B

Section B	
Did Agency/Program successfully enroll client for referred service?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Scheduled initial appointment in Tier 3 connected service	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of initial scheduled appointment in Tier 3 connected service (MM/DD/YYYY)	<input type="text" value="09/01/2023"/>
Completed initial appointment in Tier 3 connected service	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of initial completed appointment in Tier 3 connected service (MM/DD/YYYY)	<input type="text" value="09/01/2023"/>
Did the youth receive Tier 2 services while waiting for an outpatient appointment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If "No," why? (please select one)	<input type="radio"/> Not offered <input checked="" type="radio"/> Student declined <input type="radio"/> Parent/Caregiver declined <input type="radio"/> Other (specify)
Comments/Notes	<input type="text"/>
<input type="button" value="Submit"/>	

**Client Identifier:** S2C1631251

**Enrollment Date:** 7/11/2023

**Programs:** S2C North Inland - Vista Hill Foundation

Check-in Contact Form

Client Initial Form for Services

Connections Referral Form

Youth Satisfaction

**Name:** Test Test

**Date of Birth:** 7/11/2013

**Counties:** San Diego


# Youth Satisfaction Form

# Client Data Tab: Youth Satisfaction Form

- Youth Satisfaction Form
- Similar to the parent satisfaction form, the youth will need to fill out the date, their name, DOB, ID, school name, service completed, and number of sessions completed.

Youth Satisfaction	
<b>Instructions: To be completed by youth who receive tier 2 services at the conclusion of service(s).</b>	
Date (MM/DD/YYYY):	<input type="text" value="07/28/2023"/>
Youth Name	<input type="text" value="Test Test"/>
Youth DOB (MM/DD/YYYY)	<input type="text" value="7/11/2013"/>
Youth ID:	<input type="text" value="S2C1631251"/>
School Name	<input type="text" value="Alternative Learning Pathwa"/>
Completed Service (check all that apply)	<input type="checkbox"/> Individual check-in <input type="checkbox"/> Group sessions <input type="checkbox"/> Other (specify)
Number of sessions attended	<input type="radio"/> 1 <input type="radio"/> 2-4 <input type="radio"/> 5 or more
<b>1. As a result of this program...</b>	
a) I know where to get help when I need it.	<input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree
b) I am more comfortable seeking help.	<input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Neither agree nor disagree

Page continues on next slide



# Client Data Tab: Youth Satisfaction Form

- The second part of the form will ask the youth to rate their experience with services.

	<input type="radio"/> Agree <input type="radio"/> Strongly agree
b) I am more comfortable seeking help.	<input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree
c) I am better able to handle things.	<input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree
d) I have gained useful knowledge and/or skills.	<input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree
2. Overall, I am satisfied with the services I received here.	<input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree
<input type="button" value="Submit"/>	

**Client Identifier:** S2C1631251

**Enrollment Date:** 7/11/2023

**Programs:** S2C North Inland - Vista Hill Foundation

Check-in Contact Form

Client Initial Form for Services

Connections Referral Form

Youth Satisfaction

**Name:** Test Test

**Date of Birth:** 7/11/2013

**Counties:** San Diego

# Editing Client Data

# Client Data Tab: Edit Client Data

- Upon clicking the Client Identifier link, users can edit a youth's data.
- This page is very similar to the initial youth registration.

### S2C Youth Edit

Youth ID: S2C1831251

Youth DOB (MM/DD/YYYY): 7/11/2013

Youth First Name: Test

Youth Last Name: Test

Student Grade (Pre K - 12): 12

SELPA Region & Legal Entity: S2C North Inland - Vista Hill Foundation

School Name: Alternative Learning Pathways

Origin of referral to program:  
 Screening Result  
 Parent  
 School Staff  
 Self  
 Promotora  
 Other (specify)


Parent/Caregiver Name(s): Parent Caregiver

### Demographics (only for Tier 2 & Tier 3)

Primary Language

<input checked="" type="radio"/> American Sign Language	<input type="radio"/> Hmong	<input type="radio"/> Samoan
<input type="radio"/> Arabic	<input type="radio"/> Ilocano	<input type="radio"/> Spanish
<input type="radio"/> Armenian	<input type="radio"/> Italian	<input type="radio"/> Tagalog
<input type="radio"/> Cambodian	<input type="radio"/> Japanese	<input type="radio"/> Thai
<input type="radio"/> Cantonese	<input type="radio"/> Korean	<input type="radio"/> Turkish

Page continues on next slide



# Client Data Tab: Edit Client Data

- Users can change any relevant data if edits are required.

Cambodian       Japanese       Thai  
 Cantonese       Korean       Turkish  
 English       Lao       Vietnamese  
 Farsi       Mandarin       Other Chinese Dialects  
 English       Mien       Other Non-English  
 Farsi       Polish       Other Sign Language  
 French       Portuguese       Other  
 Hebrew       Russian       Prefer not to answer

Race / Ethnicity (Select all that apply)

<input checked="" type="checkbox"/> African/African American/Black	<input type="checkbox"/> Other Asian (specify)	<input type="checkbox"/> Other White/Caucasian (specify)
<input type="checkbox"/> African American	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> African (specify)	<input type="checkbox"/> American Indian (specify)	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Asian	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Central American
<input type="checkbox"/> Asian Indian/South Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Cuban
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Samoan	<input type="checkbox"/> Dominican
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Pacific Islander (specify)	<input type="checkbox"/> Mexican/Mexican-American/Chicano
<input type="checkbox"/> Filipino	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Hmong	<input type="checkbox"/> Chaldean	<input type="checkbox"/> Salvadoran
<input type="checkbox"/> Japanese	<input type="checkbox"/> Eastern European	<input type="checkbox"/> South American
<input type="checkbox"/> Korean	<input type="checkbox"/> European	<input type="checkbox"/> Other Hispanic/Latino (specify)
<input type="checkbox"/> Laotian	<input type="checkbox"/> Iraqi	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Mien	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Prefer not to answer
<input type="checkbox"/> Vietnamese		

Gender identity (select one that best describes youth)

Male    Female    Another Gender Identity    Prefer not to answer

LGBTQIA+ Identification (Optional. Leave Blank if not asked.)

Does the student identify as LGBTQIA+?  Y = Yes    N = No    U = Prefer not to answer

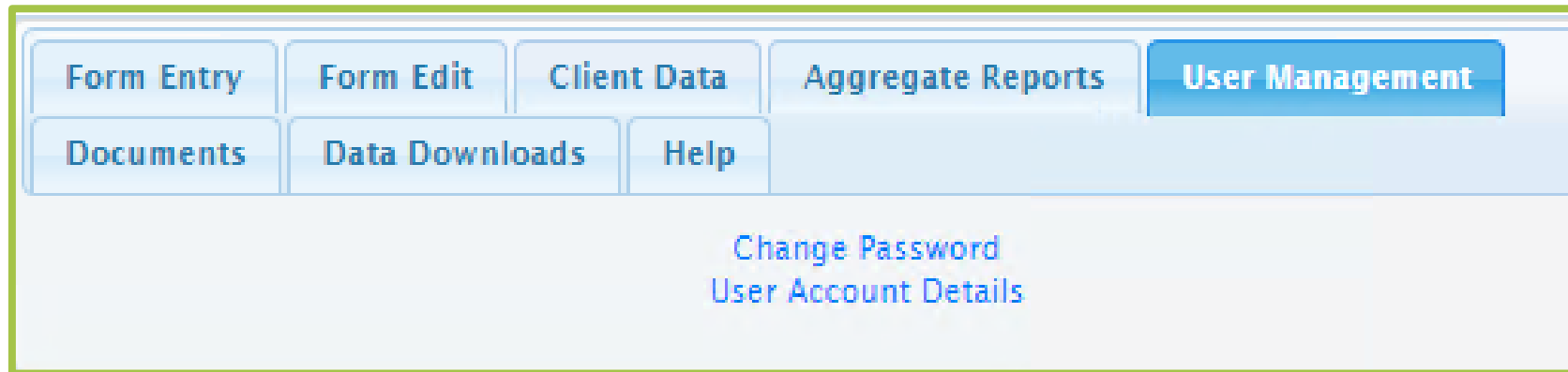


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# User Management Tab

# User Management Tab

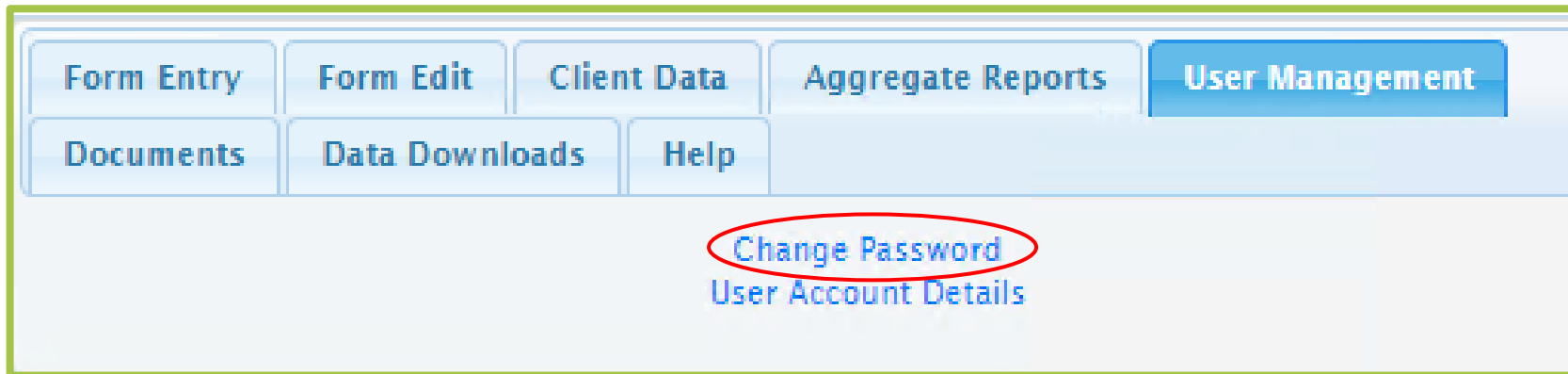
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- The User Management Tab provides links for users to change their password and review account details.

# User Management Tab: Change Password

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- To change a password, select “Change Password”

# User Management Tab: Change Password

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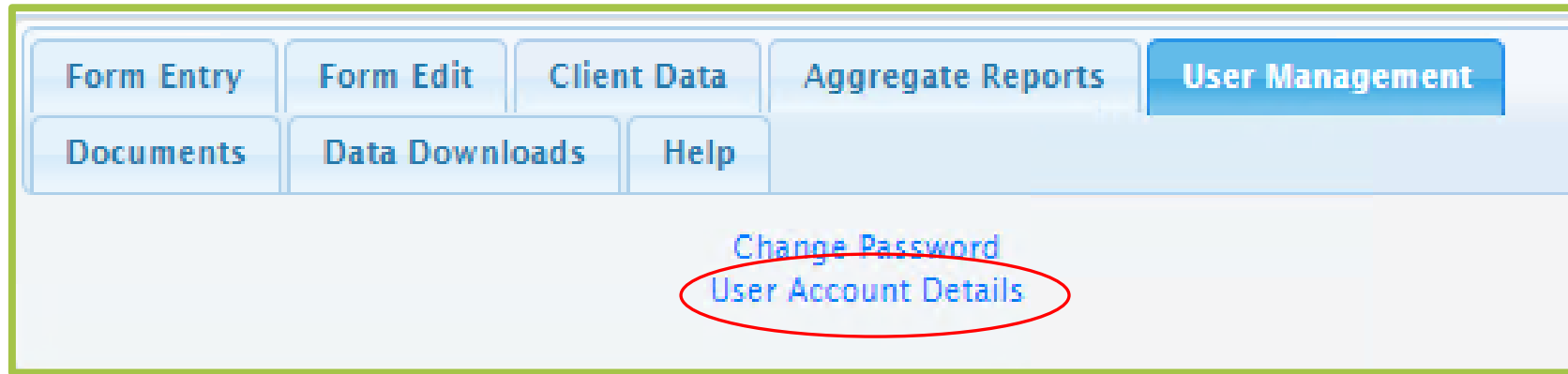
- Change password by entering current password, and supplying and confirming a new password.



The screenshot shows a user interface for changing a password. It features three text input fields stacked vertically. The first field is labeled 'Current Password', the second 'New Password:', and the third 'Confirm New Password:'. To the right of the input fields is a 'Submit' button. The background of the form area is light blue with a faint graphic of a person's head profile and gears.

# User Management Tab: User Account Details

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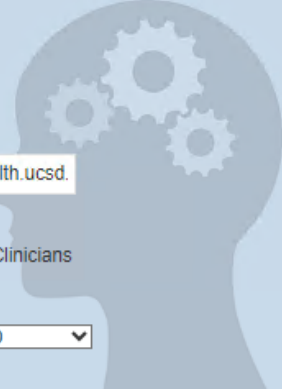
- Select this link to edit or update user account details

# User Management Tab: User Account Details

- User account details

Changing account information requires re-approval by your administrator. Please make sure that everything in your account is correct before submitting a change.

Username:	cspohn
First Name:	Chelsea
Last Name:	Spohn
Email Address:	<input type="text" value="cspohn@health.ucsd."/>
Access Level:	User or CYF Clinicians
Administrator:	<input type="text" value="HSRC, UCSD"/>
Counties:	<input checked="" type="checkbox"/> San Diego
Programs:	<input type="checkbox"/> PEI NA01 – Dream Weaver Consortium



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# Documents Tab



# Documents Tab

- Upon selecting the documents tab, users will be brought to a list of forms for download.



The screenshot shows a web application interface with a navigation menu at the top. The 'Documents' tab is selected and highlighted in blue. Below the navigation menu, there is a search bar with the label 'Search:'. The main content area displays a list of documents under the heading 'Document'. The list is currently showing one entry, 'S2C', which is highlighted in a grey row. Below this entry, there are nine links for various forms: 'Check-in Contact Form', 'Connections Referral Form', 'Group Form', 'New School Form', 'Parent Registration Form', 'Promotora Form', 'Youth Registration and Initial Form for Services', 'Satisfaction Form - Parent', and 'Satisfaction Form - Youth'. At the bottom of the list, it says 'Showing 1 to 9 of 9 entries'.

Document
S2C
<a href="#">Check-in Contact Form</a>
<a href="#">Connections Referral Form</a>
<a href="#">Group Form</a>
<a href="#">New School Form</a>
<a href="#">Parent Registration Form</a>
<a href="#">Promotora Form</a>
<a href="#">Youth Registration and Initial Form for Services</a>
<a href="#">Satisfaction Form - Parent</a>
<a href="#">Satisfaction Form - Youth</a>

Showing 1 to 9 of 9 entries



# Documents Tab

- Upon clicking one of the available documents, you will be brought to a pdf version of that form which can be saved or printed.

The screenshot shows a PDF document viewer interface. At the top, there are navigation icons and a page indicator showing '1 of 1'. Below the navigation bar, the document header includes the 'LIVE WELL SAN DIEGO' logo and the 'COUNTY OF SAN DIEGO HEALTH AND HUMAN SERVICES AGENCY' logo. The main title of the document is 'Screening to Care – Parent/Caregiver Satisfaction Form'. Below the title, there are instructions for completion and a section for program staff to complete a table.

**Screening to Care – Parent/Caregiver Satisfaction Form**

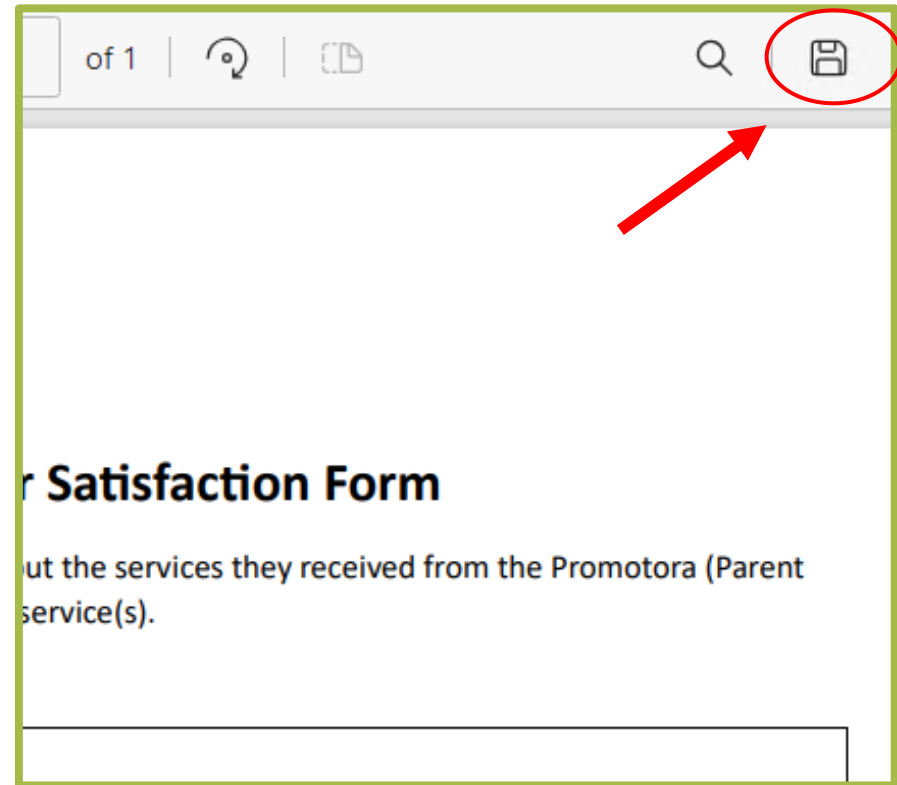
**Instructions:** To be completed by the parent/caregiver(s) about the services they received from the Promotora (Parent Partner; Community Health Worker) following conclusion of service(s).

Program staff to complete:

Date (MM/DD/YYYY)	
Parent/Caregiver Name	
Parent/Caregiver ID	
Youth Name(s)/ID(s)	
School Name	
Completed Service (select one)	<input type="checkbox"/> Outreach and engagement session <input type="checkbox"/> Training or education session <input type="checkbox"/> Support and referral

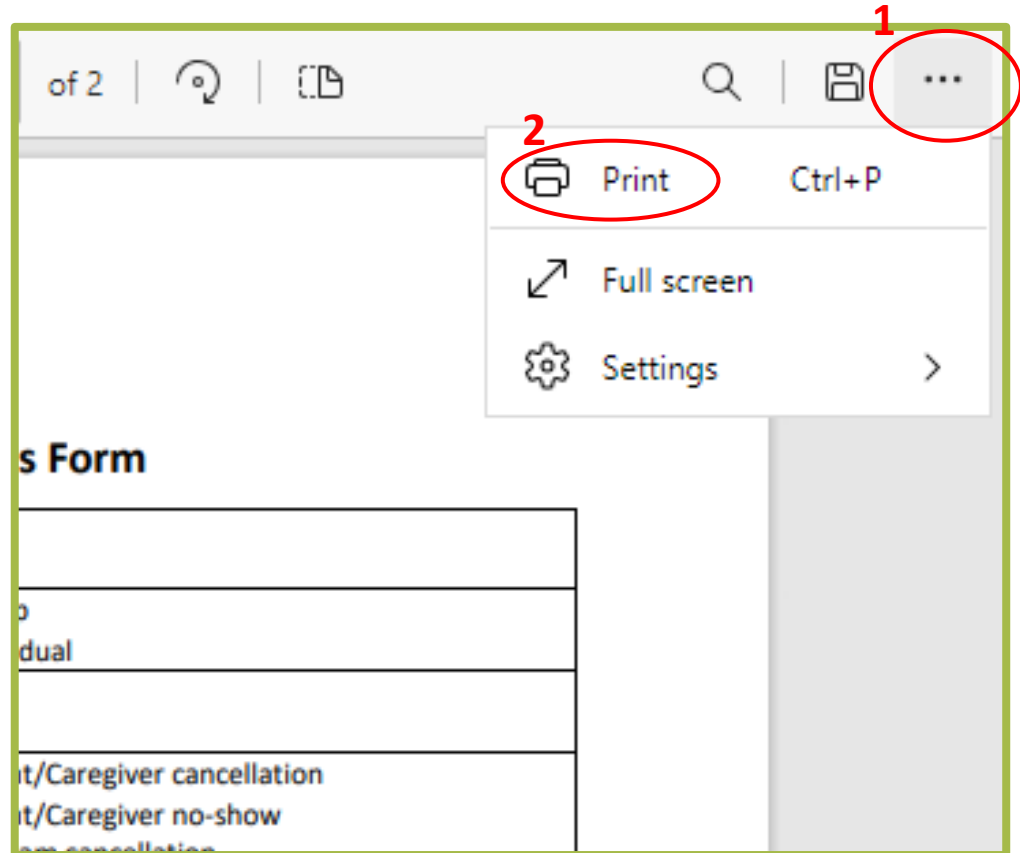
# Documents Tab

- To save the document, click the floppy disk symbol in the top right hand corner.



# Documents Tab

- To print the document, click the ellipsis symbol in the top right hand corner, and select “Print”



Q&A

# Contact Information

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- 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](mailto:mhoms@ucsd.edu)

(858) 622-1771 ext. 7002

*Note: Do not email client information unsecured!*