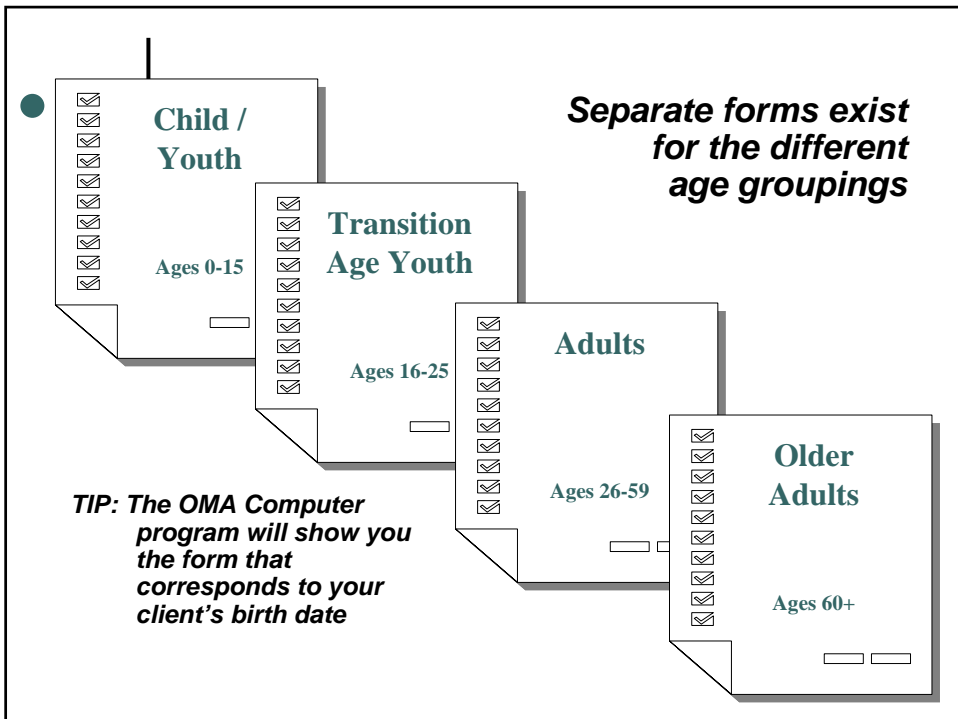




MHSA Full Service Partnership Forms Overview





MHSA FULL SERVICE PARTNERSHIP FORMS

The forms will gather:

History/Baseline data:

Baseline Assessment Form –

Completed ONCE, when partnership is established

Follow-Up data:

Key Event Change Form (KEC) –

Completed when change occurs in key areas and with transfer or disenrollment

Three Month Assessment (3M) –

Completed every 3 months



Things to Remember: Baselines

- Partnership Date is key: it is the first day you provide services (not Outreach and Engagement) on or after the date you receive authorization. This almost always coincides with the day the episode is opened and the first service is provided.
- Clients only need ONE Baseline, as long as they remain in the FSP program without a break of more than 365 days.
- Clients do not need a new Baseline if they move from provider to provider, or if they “age up” (example: they go from Child to TAY, or TAY to Adult).
- Clients DO need a new Baseline if they switch from FSP to SFC or vice-versa, since Full Service Partnership is collecting outcomes for the legislature, and Foster Care is collecting them for the courts.
- Users cannot edit Baselines that were not created at their agency.
- Baselines should be completed by the clinician within 30 days of the establishment of Partnership.



Things to Remember: KEC's

- Key Event Changes can be done any time there is a major change in the client's life: a job, a new living situation, a change in schooling.
- Users do not need to fill in the **whole** KEC, only the section that applies to the change in the client's life (see exception, below).
- If the client is transferring in to or out of your agency, you must do a whole KEC.
- If they are transferring OUT, you need to do a KEC to RELEASE their outcomes so the new agency can file KEC's and 3M's.
- If they are transferring IN and you find you cannot file KEC's and 3M's, please check with that first agency as they need to file a KEC to release the client.
- You must file a KEC for EACH housing change: a hospital visit is two KEC's: start of visit and discharge.
- You can use the same form for two aspects of the same Key Event (example: client is arrested (Legal) and jailed (Living Arrangement), but make sure the clerical staff know you're doing this. Staff tend to get used to seeing just ONE section of the KEC filled in.



Things to Remember: 3M

- You must fill out the entire 3M.
- The 3M is based on the Partnership Date, whether your agency did the Baseline or not. For transfer clients you need to look up that original Baseline to get that date.
- If your Partnership Date is January 2nd, then you have a 3M due on April 2, July 2, Oct. 2, Jan. 2, and so on.
- You have a 45 day window around the due date to complete the 3M: 15 days before the due date to 30 days after. This deadline applies to the CLINICAN who is filling out the assessment, not the data entry person entering it into the computer.
- The State is strict about the 3M deadline and will reject 3M's with assessment dates outside of the 45 day window.
- The clinics that are successful with 3M's tend to be the ones where a staff member has been put in charge of a calendar of 3M due dates.
- FOR ALL ASSESSMENTS (Baseline, KEC and 3M): the State and County are becoming increasingly focused on timely and accurate data delivery.



BASELINE ASSESSMENT FORM

Completed ONCE, when a partnership is established.

History and baseline data for the following areas:

- Residential (includes hospitalization & incarceration)
- Education
- Employment
- Sources of Financial Support
- Legal Issues / Designations
- Emergency Intervention
- Health Status
- Substance Abuse
- ADL / IADL - *Older Adults Only*



KEY EVENT CHANGE FORM

Completed every time there is a change in the following key areas:

- Administrative Information
- Residential (includes hospitalization and incarceration)
- Benefits Establishment
- Education
- Employment
- Health Status
- Legal Issues / Designations
- Emergency Intervention



THREE MONTH ASSESSMENT FORM

Completed every 3 months to assess changes in:

- Education – *Child and TAY only*
- Sources of Financial Support
- Legal Issues / Designations
- Health Status
- Substance Abuse
- ADL / IADL – *Older Adults Only*

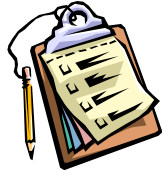


Review: FORM DOMAINS

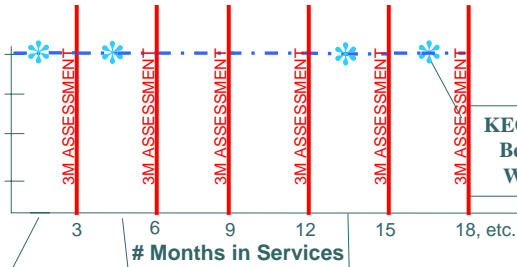
Baseline Assessment Form	Key Event Change (KEC)	Three Month Assessment (3M)
Administrative Information	Administrative Information	Administrative Information
Residential (includes hospitalization & incarceration)	Residential (includes hospitalization & incarceration)	
Education	Education	Education (Child and TAY)
Employment	Employment	
Sources of Financial Support	Benefits Establishment	Sources of Financial Support
Legal Issues / Designations	Legal Issues / Designations	Legal Issues / Designations
Emergency Intervention	Emergency Intervention	
Health Status	Health Status	Health Status
Substance Abuse		Substance Abuse
ADL / IADL - <i>Older Adults Only</i>		ADL / IADL - <i>Older Adults Only</i>

Timeline: Form Administration

Three Month Assessment Form (3M): Completed every 3 months



Baseline Assessment Form:
Completed **ONCE** - when a partnership is established



KEC due:
Begins Work

KEC due:
Residential Move

KEC due:
ER Visit

KEC due:
Residential Move

Key Event Change (KEC):
Completed each time a change takes place and at discontinuation or transfer

Appendix 1: Living Arrangements

Remember: Days must add up to 365 exactly

It's helpful to write in the date range at the top of the form. For example: if the Partnership date is 12/01/2007, write "12/01/2006 to 11/30/2007" to remind yourself of the dates you need to cover. **Remember: the basic rule of Living Arrangements is, "Where was the client at 11:59 that day?"**

LIVING ARRANGEMENTS							
RESIDENTIAL TYPE	FROM	TO	TONIGHT (check one in this column)	YESTERDAY (as of 11:59 PM the day BEFORE the partnership began) (check one in this column)	DURING PAST 12 MONTHS indicate the TOTAL:		PRIOR TO THE LAST 12 MONTHS (check all that apply)
					# Occurrences	# Days	
GENERAL LIVING ARRANGEMENT							
With adult family members other than parents			<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Enter these as complete dates... "12/01/2007" instead of "December 07," and make sure dates do not overlap

Remember to check these boxes only once for the appropriate dates for Tonight and Yesterday

This is always only "1"

This is for dates **before** one year prior to Partnership

Need help with the math? There's a Date Calculator at <http://www.timeanddate.com/date/duration.html> Remember to check "include end date" on this page



Appendix 2: Deletion and Change Form

Print Form

Outcomes Measures Application (OMA)
Data Change / Deletion Request Form

Requestor Information			
Name	<input type="text"/>	Date	<input type="text"/>
Phone Number	<input type="text"/>	Program	<input type="text"/>

If you accidentally created an Assessment, or if you need to change or correct a piece of information that you can't edit yourself, please use the OMA [Data Change / Deletion Request Form](#).

This is a fillable form, meaning that you can open it in Adobe Acrobat and type in your information. Hit the "Print Form" button, and then fax it to Kara Taguchi (her # is at the bottom of the form).

You can find this form on the project website (wiki) at <http://dmhoma.pbwiki.com/Data+Change+or+Deletion+Request>



Resources

- www.dmhoma.pbwiki.com
 - Check out the HANDOUTS page for more information
 - Check out the FORMS page for clean copies of the assessment forms
- Email the OMA staff
 - Kara Taguchi ~ ktaguchi@dmh.lacounty.gov
 - Jason Huang ~ jhuang@dmh.lacounty.gov
 - John Flynn ~ jflynn@dmh.lacounty.gov