

MHSA – Outcomes Measures Application Training Step by Step

1. Click the link, or open web browser and type one of the following URL links.
 - a. Intranet Production: <https://intra.dmhapps.co.la.ca.us/MHSA/>
 - b. Internet Production (RSA card needed): <https://dmhapps.co.la.ca.us/MHSA/>



Sign In

2. Enter Integrated System (IS) User Name OR DMH Network User Name and Password
3. Click the **OK** button

Note: DMH user accounts can only view assessments.



The screenshot shows a "SIGN IN" dialog box with a blue title bar. Below the title bar, it says "Enter your user name and password to sign in." There are two input fields: "User Name:" and "Password:". Below the fields are two buttons: "OK" and "Cancel".

If you have questions about Logging On, please visit our Logon to OMA webpage:
[Logon to OMA](#) or <http://dmhoma.pbwiki.com/Logon%20to%20OMA>

Client Look Up

4. Type the **Client ID**, or the **Last Name**
 - a. Client must have an open episode.
5. Click the **Go** button

Los Angeles County Department of Mental Health
Outcomes Measures Application

My Assessments Client Search Maintenance Logoff

CLIENT SEARCH

Search for Go **Click Go**
Type Client ID, or Last Name

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Client	Name Last	Name First	Birth Date	Gender	SFPR Provider Name	SFPR Telephone
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The client is associated an age group automatically by the application based on the client's current age.

6. Click the **Client ID** link next to the client's Last Name, the page will be re-directed to the Client's **Programs** page.

Los Angeles County Department of Mental Health
Outcomes Measures Application

My Assessments Client Search Maintenance Logoff

CLIENT SEARCH

Search for Go

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Client	Name Last	Name First	Birth Date	Gender	SFPR Provider Name	SFPR Telephone
Client ID link	[Redacted]					

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Creating a Program

7. Click the **New** button to add a new Program if client is not associated to a Program.

The screenshot shows the 'Outcomes Measures Application' interface for the Los Angeles County Department of Mental Health. The header includes the department name and the application title. Below the header are navigation buttons: 'My Assessments', 'Client Search', 'Maintenance', and 'Logoff'. A 'SHOW CLIENT' button is also present. The 'Programs' tab is selected, with a red arrow pointing to it labeled 'Programs Tab'. Other tabs include 'Episodes', 'Baselines', 'Key Event Changes', '3M', and 'Progress Notes'. Below the tabs is a 'CLIENT PROGRAMS' section with a search icon and a 'New Button' highlighted by a red arrow. The 'New Button' is located in a toolbar that also contains an 'Edit' button, navigation arrows, 'Page of', 'Page Size', 'Go', and 'Total Items:'. Below the toolbar is a table with columns: 'Client ID', 'Group Name', 'Program Name', 'Effective Date', and 'Inactive Date'.

8. Select a Program from the dropdown list
9. Click the **Save** button

The screenshot shows the 'ADD CLIENT PROGRAM' form. It has a blue header with the title 'ADD CLIENT PROGRAM'. The form contains three fields: 'Client' with a text input field, 'Program' with a dropdown menu showing '** Please Select **', and 'Effective Date' with a text input field containing '9/13/2007 12:00:00 A'. Below the form are two buttons: 'Save' and 'Cancel'.

Creating a Baseline

10. Click the **Episodes** tab
11. Click the **Episode ID** link

Note: If user is not associated to open episodes provider, a Baseline cannot be created.

Los Angeles County Department of Mental Health

Outcomes Measures Application

My Assessments Client Search Maintenance Logoff

SHOW CLIENT

Programs **Episodes** Baselines Key Event Changes 3M Progress Notes

EPISODE

Page 1 of 1 Page Size 10 Go Total Items: 1

Episode ID	Service Location Name	Admit Date	Discharge Date	Episode Type	SFPR Provider Name	SFPR Telephone	Baseline Exists
1989Y001							No

Episodes ID

12. Enter the **Assessment Completed By** (from the drop-down list of staff codes) and **Assessment Date**, and then click the **Begin Baseline** button

ADD BASELINE

Please confirm client baseline assessment information, then click on the 'Begin Baseline' button to continue.

Episode ID 1989Y001

Date Created 2/9/2007 11:48:17

User Created jflynn

Assessment Completed By

Assessment Date

Add Assessment information...

Begin Baseline Button

Begin Baseline Cancel

13. Fill out the seven (7) sections, and save by clicking the **Back, Save, Return to Client Baseline Table, or Next** buttons. (See buttons and fields functionalities below)
14. Click the **Next** button when section is completed. Once completed the **Legal** section, click the **Save** button.

Creating a Key Event Change

1. Repeat above steps 1 – 6.
2. Click the **Baseline** tab
3. Select the Baseline (radio button)
4. Click the **New KEC** button

Los Angeles County Department of Mental Health
Outcomes Measures Application

My Assessments Client Search Maintenance Logoff

SHOW CLIENT

To create a Baseline, please click on the "Episodes" Tab and select a ClinicalEpisodeID.

Programs Episodes **Baselines** Key Event Changes 3M Progress Notes

BASELINE DEMOGRAPHICS

New KEC Button

New KEC New 3M Page 1 of 1 Page Size 10 Go Total Items: 1

BaselineID	Group Name	Date Created	User Created
139	Children	11/14/2006	cbolanos-fermin

Radio Button

5. Click the **Begin Key Event Change** button
6. Follow above steps 13 – 14

My Assessments Client Lookup

START PAGE

Please complete and confirm client Key Event Change assessment information, then click on the 'Begin Key Event Change' button to continue.

Baseline: 45

User Created: jfflynn

Date Created: 2/13/2007 9:42 AM

Assessment Completed By: [dropdown]

Assessment Date: [calendar icon]

Add Assessment info: staff code on drop-down, and then the date.

Click Begin Key Event Change

Begin Key Event Change Cancel

Creating a 3 Month

1. Repeat above steps 1 – 6
2. Click the **Baselines** tab
3. Select the Baseline (radio button)
4. Click the **New 3 Month** button

Los Angeles County Department of Mental Health

Outcomes Measures Application

My Assessments Client Search Maintenance Logoff

SHOW CLIENT

To create a Baseline, please click on the "Episodes" Tab and select a ClinicalEpisodeID.

Programs Episodes **Baselines** Key Event Changes 3M Progress Notes

BASELINE DEMOGRAPHICS

New 3M Button

New KEC New 3M Page 1 of 1 Page Size 10 Go Total Items: 1

BaselineID	Group Name	Date Created	User Created
139	Children	11/14/2006	obolanos-fermin

Radio Button

5. Click the **Begin 3 Month** button
6. Follow above steps 13 – 14

My Assessments Client Lookup

ADD 3M

Please confirm client 3 month assessment information, then click on the 'Begin 3 Month' button to continue.

Baseline: 45

Date Created: 2/13/2007 9:47:27 AM

User Created: jflynn

Assessment Completed By: [Dropdown]

Assessment Date: [Calendar]

Add Assessment info: staff code on drop-down, and then the date

Click on Begin 3 Month

Begin 3 Month Cancel

To exit the system, click the **Log Off** button.

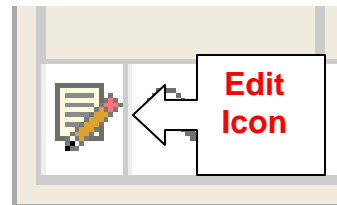
Finishing an Assessment

All assessments **must be marked completed** by you to let DMH and the State know that they can add your assessment to the database.

1. Open the list of Baselines (or Key Event Changes, or 3M)

BaselineID	Group Name	Date Created	User Created
277	Adult	1/19/2007	JFlynn

2. Click on the "Edit" icon to open the assessment.



You are signed on as: jflynn

My Assessments My Team Assessments Client Search Logoff

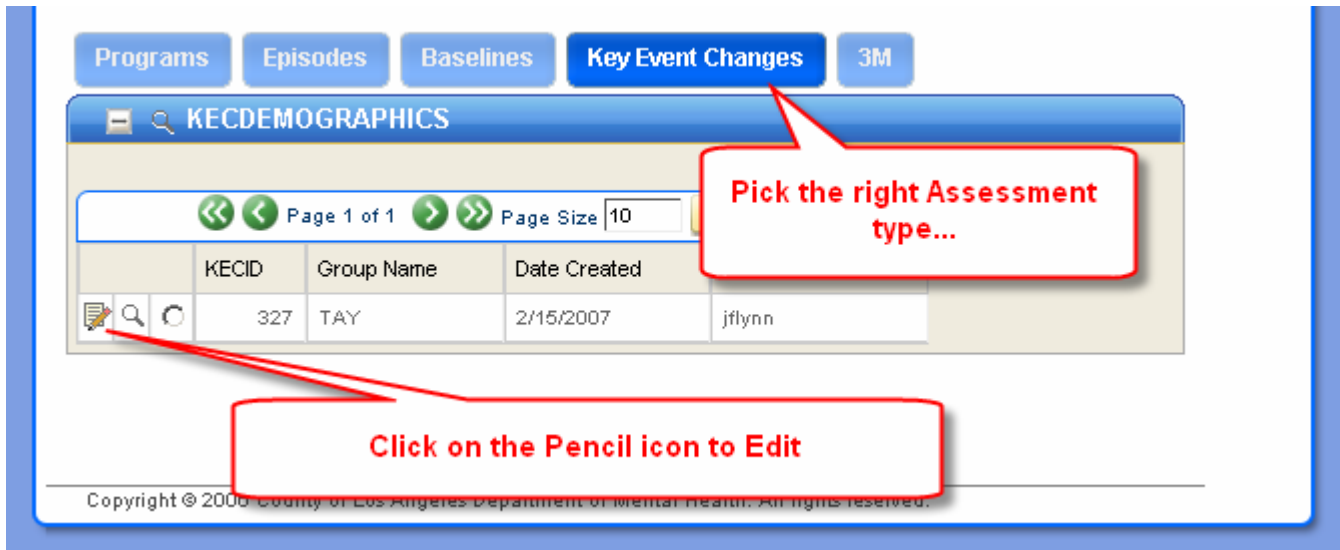
Name	Client	Baseline
[REDACTED]	[REDACTED]	277

Baseline Complete

3. Click on Baseline Complete to finish processing. Use the same steps for KEC and 3M to finalize those assessments.

Editing or Viewing an Assessment

Even after you mark an Assessment completed, you can EDIT your assessment. Simply find the Assessment on the appropriate list, and click on the “Edit” icon (the Pencil on top of paper).



Programs Episodes Baselines **Key Event Changes** 3M

KECDEMOGRAPHICS

Page 1 of 1 Page Size 10

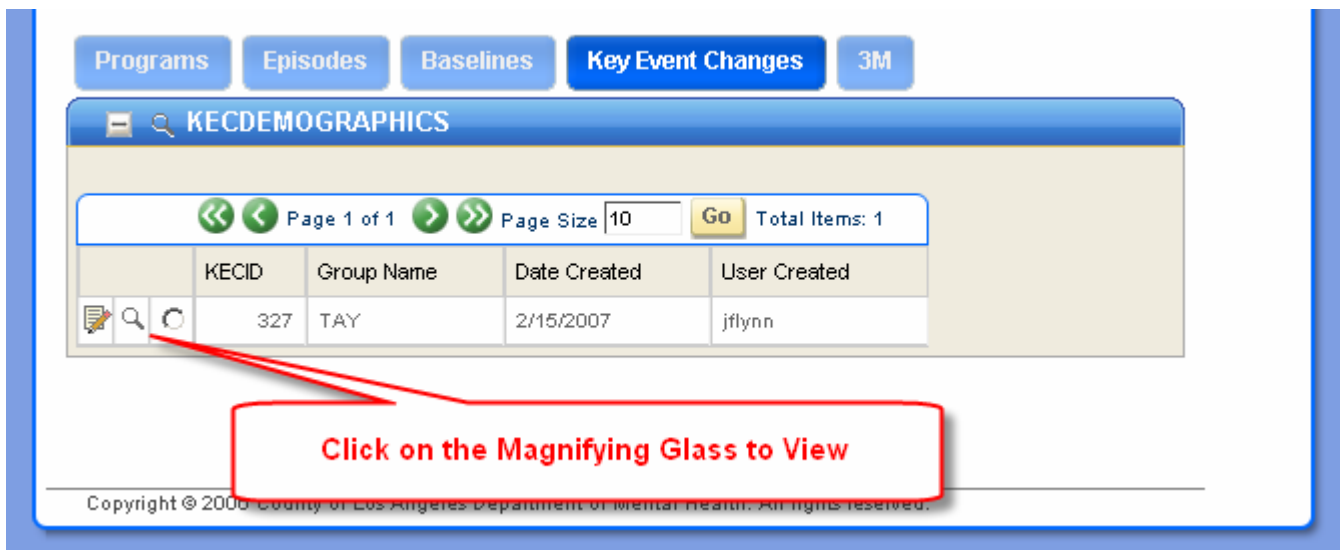
KECID	Group Name	Date Created	User Created
327	TAY	2/15/2007	jflynn

Click on the Pencil icon to Edit

Pick the right Assessment type...

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You can also just “View” the Assessment by clicking on the Magnifying Glass (View icon).



Programs Episodes Baselines **Key Event Changes** 3M

KECDEMOGRAPHICS

Page 1 of 1 Page Size 10 Go Total Items: 1

KECID	Group Name	Date Created	User Created
327	TAY	2/15/2007	jflynn

Click on the Magnifying Glass to View

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Printing an Assessment

Assessments can only be printed section by section in the current version of OMA.

1. Locate the Assessment you want to print, and click on the “View” icon (the magnifying glass).

Programs Episodes Baselines **Key Event Changes** 3M

KECDEMOGRAPHICS

10 Go Total Items: 1

Created	User Created
327 TAY	2/15/2007 jflynn

2. Click on “Print.” Remember: You must print each section individually.

ADMIN INFO **LIVING ARRANGEMENT** SOCIAL SUPPORT FINANCIAL DAVE/EL PHYSICAL HEALTH

LIVING ARRANGEMENTS

* Lives in an apartment or house alone or share rent / mortgage
** Unlicensed but supervised individual (personal care attendants, etc.)

Page 1 of 1 Page Size 20 Go Total Items: 1

Client has had a change in living arrangement?	Residential Type	Date of Change	Why did client change residential status?	If the move is due to a reason other than jail or hospital. In the opinion of the client, is this a positive or negative change?	Do the client and staff person collaboratively view this as an appropriate change given the current needs and goals of the client?	Date Modified	Modified By
Yes	Emergency Shelter	2/13/2007	1) Asked to leave by other(s)	Positive	No	2/15/2007	jflynn

Is the client at risk from being removed from their current living arrangement? Yes
Is the client's living arrangement suitable? No
Is the living arrangement in the least restrictive setting? No
Is the client satisfied with the current living arrangement? No
Have there been Suspected Child Abuse or Neglect incidents? No
Have there been Suspected Dependence on living arrangements? No
Have there been incidents of violence related to the living arrangement? No
Date Modified 2/15/2007 11:52 AM
Modified By jflynn

Return to Client KEC Table **Print**

Buttons and fields functionalities:

Add Button – Add records to Living Situation History. Repeat until desired records are created.

Delete Button – Delete any record by choosing the record (radio button) and clicking delete.

Dropdowns – Click on the arrow pointing down to select the answer.

Text Boxes – Fields for users to enter free form text.

Check Boxes – Yes / No answers. By default answer is No.

Radio Buttons – Answer can only be one of the choices.

Sections:

1. Living Arrangements

Add button, delete button, text boxes, and check boxes.

2. Social Support

Check boxes and dropdowns.

3. Financial

Check and text boxes.

4. Daily Activities / Vocational / Education Level

Radio buttons, check boxes, dropdowns, and text boxes.

5. Physical Health

Check and text boxes.

6. Hospitalization / Crisis Stabilization / PMRT

Add button, delete button, dropdowns, text boxes, and check boxes.

7. Legal

Add button, delete button, dropdowns, text boxes, and check boxes.