



# FSP Reporting User Guide

FSP Reporting Workflow

Version 2.0  
04/07/2023

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)





## Table of Contents

Overview	3
Reporting Process	3
Reporting User Interface	4
Monitoring Reporting Prior to Submission	6
Reporting Summary Widget	7
Creating a New Batch and Submitting Files	8
Viewing Batch Details	9
Accepting or Rejecting a Batch	11
Accepting or Rejecting an Individual Record	12
Workflows for Collecting Data	13
File Logic	15
Record Types	15
FSP PAF (Partnership Assessment Form) Record	15
FSP KET (Key Event Tracking) Record	15
FSP 3M (Quarterly Assessment Forms) Record	15
System Setup	16
Global Codes	16
Programs	16
Procedure Code	16
System Configuration Keys	16
Roles and Permissions	17

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)

## Overview

Full Service Partnership (FSP) programs provide a full spectrum of Mental Health services to:

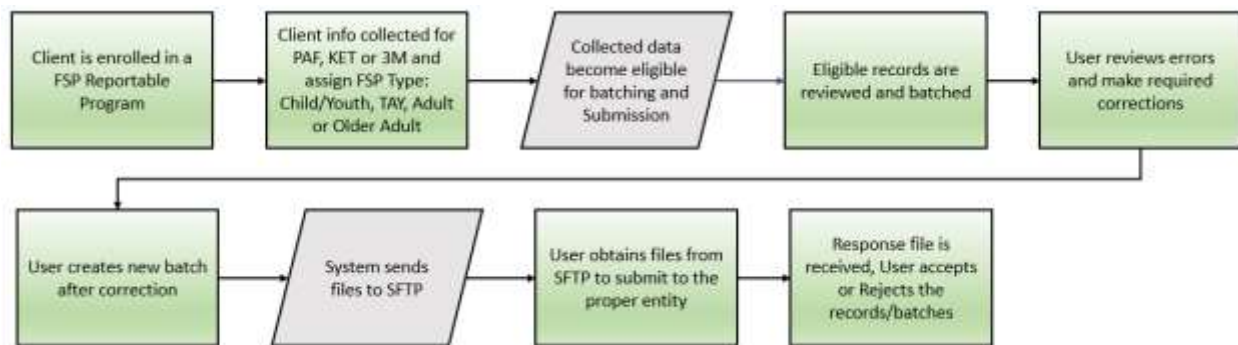
1. Children/youth (ages 0 – 15).
2. Transition age youth (TAY) (ages 16 – 25) who are seriously emotionally disturbed.
3. Adults (ages 26 – 60).
4. Older Adults (ages 60+) who have a serious mental disorder; all of which are referred to as Partners in the program.

And counties submit data for three different types of partner assessments into the FSP DCR through XML file submission.

1. The Partnership Assessment Form (PAF) gathers baseline information about the Partner
2. The Key Event Tracking (KET)
3. The Quarterly Assessment (3M) gather follow up information.

The FSP data collection process begins at time of program enrollment. A user will create a Program Assignment for a FSP reportable program with a Program Status of enrolled. This may be done using the Program Details Screen. User has to capture partner details through FSP PAF, FSP KET and FSP 3M Documents. Once these documents have been signed as complete the data sets become eligible candidate records for batching and submission

## Reporting Process



Copyright © 2019 Streamline Healthcare Solutions

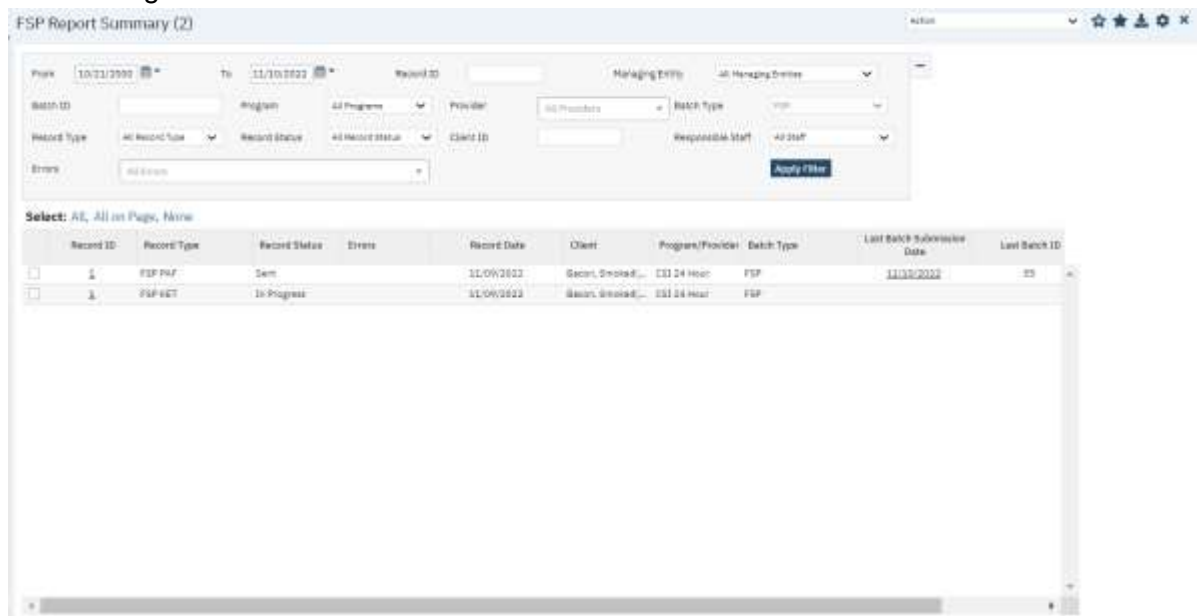
510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)

## Reporting User Interface

Once the data has been collected and is eligible for submission the records are available to be reviewed via the FSP Reporting Summary Page. There the user can review the available partner records, errors the records may have and the field level data for each record.

Navigating to the FSP Reporting Summary Page.

1. Search for the FSP Reporting Summary (My Office) using the Search icon. Click on the FSP Reporting Summary in the typable drop down. This will open the FSP Reporting Summary.
2. Alternatively, locate the FSP Reporting Summary page using the Quicklink if this has been configured in the environment.



The screenshot shows the 'FSP Report Summary (2)' interface. It includes a filter section with fields for 'From' (10/21/2022), 'To' (11/10/2022), 'Record ID', 'Managing Entity' (All Managing Entities), 'Batch ID', 'Program' (All Programs), 'Provider' (All Providers), 'Batch Type' (FSP), 'Record Type' (All Record Type), 'Record Status' (All Record Status), 'Client ID', and 'Responsible Staff' (All Staff). Below the filters is a table with columns: Record ID, Record Type, Record Status, Errors, Record Date, Client, Program/Provider, Batch Type, Last Batch Submission Date, and Last Batch ID. Two records are visible:

Record ID	Record Type	Record Status	Errors	Record Date	Client	Program/Provider	Batch Type	Last Batch Submission Date	Last Batch ID
1	FSP PAF	Send		11/09/2022	Secur. Smoke...	ESI 24 Hour	FSP	11/10/2022	25
1	FSP VET	In Progress		11/09/2022	Secur. Smoke...	ESI 24 Hour	FSP		

The FSP Reporting Summary Page displays all eligible FSP submission records according to the following Status Types:

- In Progress  a record was created but not yet batched for reporting.
- Cancel  a record was created and batched for submission then later canceled. These records are no longer eligible for batching.



- Sent  the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
- Accepted  A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
- Reject  A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

There are filters available in the FSP Reporting Summary Page. These are as follows:

- Select a date range (From and To Dates) for which data to be pulled for
- Record ID - this is the unique id assigned to the FSP record
- Managing Entity - the county that the FSP records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program, the FSP record is associated with
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the FSP record is associated with
- Batch Type - this will default to FSP Batch Type
- Record Type - this filter allows for differentiating between the different FSP record types; FSP PAF, FSP KET or FSP 3M.
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the FSP record.
- Responsible Staff - the staff who completed the data collection for the record will display
- Errors - this multi select filter will display the applicable errors.

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



## Monitoring Reporting Prior to Submission

To monitor records throughout the reporting period, prior to your submission deadline, you can complete the following steps:

1. Navigate to the FSP Reporting Summary page.
2. Review or filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
3. For records with a status of Error, use the Record ID hyperlink to navigate to the FSP Record Detail Page to further review of error messages and record data.
4. Work error messages by navigating to the screen in which the source data resides.
5. Once data has been corrected, navigate back to the FSP Reporting Summary page and use the check box to select the record(s) that have been corrected then select Refresh Data from the Action drop down to pull the corrected data into that record to later be batched for submission.

The screenshot shows the 'FSP Report Summary (2)' interface. At the top, there are filter fields for 'From' (10/21/2000), 'To' (11/10/2022), 'Record ID', 'Batch ID', 'Program' (All Programs), 'Provider' (All Providers), 'Record Type' (All Record Type), 'Record Status' (All Record Status), 'Client ID', and 'Responsible Staff' (All Staff). An 'Apply Filter' button is located at the bottom right of the filter section. Below the filters, there is a 'Select' dropdown menu set to 'All, All on Page, None'. The main area contains a table with the following columns: Record ID, Record Type, Record Status, Errors, Record Date, Client, Program/Provider, Batch Type, and Last B. The table contains two rows: one with Record ID 1, Record Type FSP PAF, Record Status Sent, Record Date 11/09/2022, Client Bacon, Smoked..., Program/Provider CSI 24 Hour, Batch Type FSP, and Last B 11; and another with Record ID 1, Record Type FSP KET, Record Status In Progress, Record Date 11/09/2022, Client Bacon, Smoked..., Program/Provider CSI 24 Hour, Batch Type FSP, and Last B 11. An 'Action' dropdown menu is open over the table, showing options: Accept Records, Cancel, Create Batch Submission, Create Batch Submission with Errors, Refresh Data, and Reject Records.

Repeat these steps as many times as needed in order to view errors, make corrections and confirm the errors are resolved.

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



## Creating a New Batch and Submitting Files

To create a batch for submission there are two options, creating a batch file without errors or creating a batch file with errors.

To create a batch without errors:

1. Navigate to the FSP Reporting Summary page.
2. Filter records as desired based on last batch date or other requirements.
3. For Record Status set filter to In Progress.
4. Apply filter.
5. Review displayed records as needed.
6. Select the appropriate records. This can be done for individual records using the check boxes in the left hand column, clicking Select All or Select All on Page.
7. Once desired records have been selected use the Action drop down in the top right to select Create Batch Submission.
8. A pop up window will appear confirming the action to batch X number of records.
9. Click OK.
10. Once results have processed a green message will display above the filters confirming the action was successful.
11. The batched file is now available for retrieval via the Batch Detail Page or the SFTP.

A screenshot of the "FSP Report Summary (2)" web application interface. At the top, there is a green notification banner that says "Action Processed Successfully". Below this, a series of filter controls are displayed. These include date pickers for "From" (10/21/2000) and "To" (11/10/2022), a "Record ID" input field, and a "Managing Entity" dropdown menu set to "All Managing Entities". Other filters include "Batch ID", "Program" (All Programs), "Provider" (All Providers), "Batch Type" (FSP), "Record Type" (All Record Type), "Record Status" (All Record Status), "Client ID", and "Responsible Staff" (All Staff). An "Errors" dropdown menu is set to "All Errors". A blue "Apply Filter" button is located at the bottom right of the filter section.

Under certain circumstances it may be necessary to create a batch record with errors. In this situation, follow these steps:

1. Navigate to the FSP Reporting Summary page.
2. Filter records as desired based on last batch date or other requirements.
3. For Record Status set filter to In Progress and Error.
4. Apply filter.
5. Review displayed records as needed.

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



6. Select the appropriate records. This can be done for individual records using the check boxes in the left hand column, clicking Select All or Select All on Page.
7. Once desired records have been selected use the Action drop down in the top right to select Create Batch Submission.
8. A pop up window will appear confirming the action to batch X number of records.
9. Click OK
10. Once results have processed a green message will display above the filters confirming the action was successful.
11. The batched file is now available for retrieval via the Batch Detail Page or the SFTP.

## Viewing Batch Details

Once the batch has been generated there are two options for retrieving the file for submission. The first being from the customer's SFTP folder.

1. Navigate to the customer's SFTP folder.
2. Within that folder select the State Reporting folder.
3. Select the FSP folder.
4. Retrieve the file for the desired batch.
5. How to SFTP location
  - Search for Table Editor and Click
  - Type the below query and click Execute button
    - **select \* from CaliforniaStateReportFilePathConfigurations where Foldername like 'FSP%' and RecordDeleted IS NULL**
  - Scroll right side in the result section and you will see AgencyName, FolderName and ExportDirectoryPath

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO- SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



Table Editor

Table:  Top:  Execute Save

Order By:

SQL Query: 

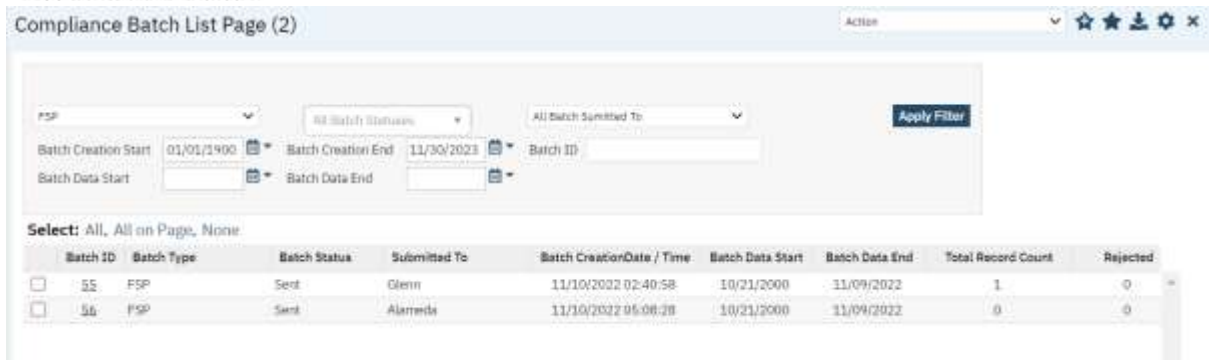
```
select * from CaliforniaStateReportFilePathConfigurations where FolderName like 'FSP%' and ReportDeleted IS NULL
```

#	DACSBatchTypeId	DACSRecordTypeId	AgencyName	FolderName	ExportDirectoryPath	ImportDirectoryPath
	6	10	California Mental Health	FSP PAF	\\nocvm.azure.smartcar	
	6	11	California Mental Health	FSP KET	\\nocvm.azure.smartcar	
	6	12	California Mental Health	FSP 3M	\\nocvm.azure.smartcar	

- Copy the ExportDirectoryPath text for FSP PAF row and open the folder in Explorer and user will be able to see the Batch Files under FSP PAF folder
- And User can proceed with further steps
- User can do the above step for , FSP KET and FSP 3M rows as well
- **\*Important: User should not do any changes or Click Save button**

The second option is to utilize the Compliance Batch List Page.

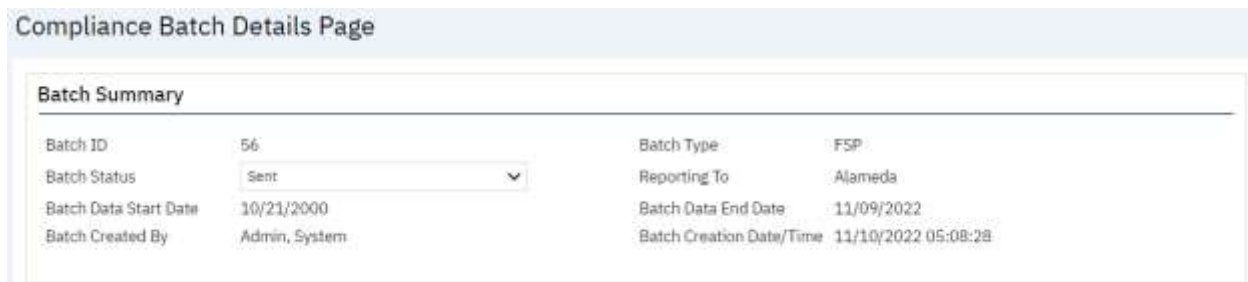
1. Navigate to the Compliance Batch List Page using the search or Quicklinks as applicable.
2. Filter for Batch Type = FSP
3. Select other filters as appropriate.
4. Click Apply to refresh the List Page results.
5. Select the desired batch by clicking the Batch ID hyperlink, this will direct you to the Batch Detail Page.
6. From the Batch Detail Page click the hyperlink to the file in the Batch Details to download the results.



## Accepting or Rejecting a Batch

Once the batch file has been sent to the appropriate entity, batches can be marked as accepted or rejected. To mark batches as accepted:

1. Navigate to the Compliance Batch List Page
2. Set Batch Type Filter to FSP, set other filters as appropriate.
3. Click Apply Filter
4. To accept multiple batches select the check boxes on the left, click All or All on Page.
5. Use the action
6. Accepting a batch can also be done individually by clicking the Batch Id hyperlink that directs you to the Compliance Batch Detail Page.
7. In the Batch Summary section select Accept from the Batch Status drop down.



To mark batches as rejected:

1. Navigate to the Compliance Batch List Page
2. Set Batch Type Filter to FSP, set other filters as appropriate.
3. Click Apply Filter
4. To reject multiple batches select the check boxes on the left, click All or All on Page.



5. Accepting a batch can also be done individually by clicking the Batch Id hyperlink that directs you to the Compliance Batch Detail Page.
6. In the Batch Summary section select Accept from the Batch Status drop down.

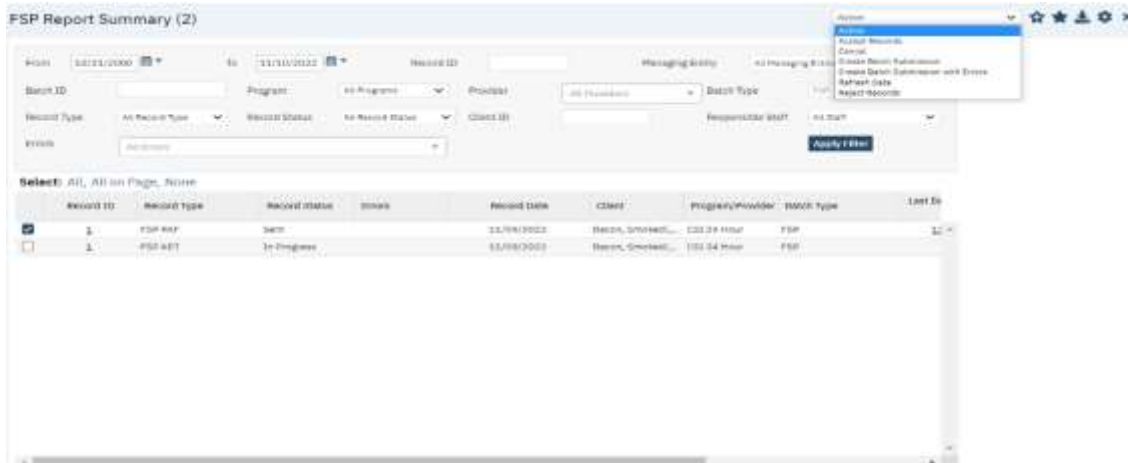
### Compliance Batch Details Page

Batch Summary			
Batch ID	55	Batch Type	FSP
Batch Status	Rejected	Reporting To	Glenn
Batch Data Start Date	10/21/2000	Batch Data End Date	11/09/2022
Batch Created By	Admin, System	Batch Creation Date/Time	11/10/2022 02:40:58

## Accepting or Rejecting an Individual Record

Once the batch file has been sent to the appropriate entity, if a portion of records were accepted these can be marked as such. To mark records as accepted:

1. Navigate to the FSP Reporting Summary Page.
2. Filter the results to display the records needing to be accepted. This can be done a number of ways including by date, Status, or Batch ID
3. Select the records you wish to accept using the check boxes, clicking All or All on Page.
4. Use the Action drop down to select Accept Records.



To mark records as rejected:

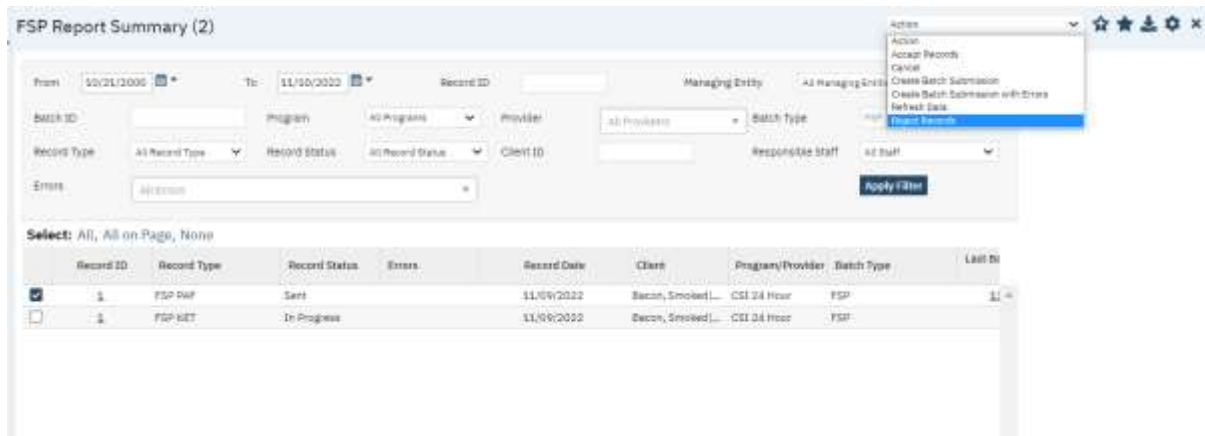
5. Navigate to the FSP Reporting Summary Page.
6. Filter the results to display the records needing to be accepted. This can be done a number of ways including by date, Status, or Batch ID

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



7. Select the records you wish to reject using the check boxes, clicking All or All or Page.
8. Use the Action drop down to select Reject Records.



## Workflows for Collecting Data

The clients that are eligible for reporting have been enrolled in or discharged from a FSP reportable program and have the proper documentation completed which has collected the FSP required data.

The below steps to be followed for workflow for collecting data

1. Create a client if the client is new or select the existing client using Client Search option
2. Enroll the client for the FSP program
3. Search for screen name Full Service Partnership Client Tracking List Page (Client) to open client specific FSP list page which will show all FSP type records of the client (partner)
4. User can click on record to open the FSP document of the client or Click NEW icon to create new FSP document
5. Pre-Condition for new FSP document is as below
  - a. FSP PAF is the initial step to start the FSP program for the client
  - b. FSP KET and FSP 3M are next to PAF and the PAF document for the client should be signed before signing the KET and 3M
  - c. FSP KET should be entered whenever changes in the PAF details
  - d. FSP 3M should be entered every quarter

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)

FSP Program ID: CSI 24 Hour | Form Type: All Form Type | **Apply Filter**  
 Partnership Date From: | Partnership Service Coordinator: All Partnership Service Coord...  
 Partnership Date To: | Partnership Status: All Partnership Status

GUSD	Partnership Date	Form Type	Form Date	Document Status	Partnership Status	FSP Program ID	Partnership Service Coordinator
206	11/01/2022	Elder Adult PAF	11/10/2022	In Progress	Establish Partnership	CSI 24 Hour	Admin, System

e. User has to click on NEW to create new document for the client

**FSP Document**

Effective/Completion Date: 11/10/2022

Document Type: KET

**Start Document**

If the expected document type is not available please review the Effective/Completion Date entered and existing documentation.

A 3M Assessment cannot be completed more than 15 days prior to or 30 days after the due date.

If a Partnership has been established and active within the last year please complete a KET to update or reestablish a Partnership

f. And user has to follow the instructions given in the screen - If the expected document type is not available please review the Effective/Completion Date entered and existing documentation. A 3M Assessment cannot be completed more than 15 days prior to or 30 days after the due date. If a Partnership has been established and active within the last year please complete a Partnership

g. And Click Start Document to fill the details

6. Signed documents only display in the FSP Report Summary page and user can proceed with creating batch and submit, Cancel or Reject.



## File Logic

### Record Types

The FSP records are reported as three distinct record types, each with their own logic that drives the extraction of data for the submission file.

#### FSP PAF (Partnership Assessment Form) Record

The PAF collects basic information on the Partner's history and current status for administrative data and outcome domains

For a record to be included as an FSP PAF Record the following must occur:

1. The client must be enrolled in a Program with the proper setup and configuration detailed in the System Setup section of this guide.
2. The client must have a completed FSP PAF Document which submitted a Client Record and was signed.

#### FSP KET (Key Event Tracking) Record

KET form will be submitted for change for every question tracked through FSP KET page. If a partner has several changes in status for the same question (e.g., the Partner changes residential status several nights in a row), then a separate KET will need to be entered for each change

For a record to be included as a FSP KET Record the following must occur:

1. The client must be enrolled in a program with the proper setup and configuration detailed in the System Setup section of this guide.
2. The client must have a completed FSP PAF Document was signed.
3. The client must have a completed FSP KET Document was signed.

#### FSP 3M (Quarterly Assessment Forms) Record

FSP 3M form will be submitted for every quarter through FSP 3M page.

For a record to be included as a FSP 3M Record the following must occur:

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



1. The client must be enrolled in a program with the proper setup and configuration detailed in the System Setup section of this guide.
2. The client must have a completed FSP PAF Document was signed.
3. The client must have a completed FSP 3M Document was signed.

## System Setup

In order to properly submit acceptable data the environment needs to be configured with allowable values and configurations.

### Global Codes

All of the Global Codes which need to be set up are in the Global Codes tab of the FSP File Mapping spreadsheet. (Global Code Category – DACSManagingEntity)

### Programs

FSP reporting will use program setup and refer the FSP Program ID

To set the required program information navigate to Administration > Programs, click the Program Name from the list to open the Program Details Navigate to the Custom Fields Tab. Within this tab is the FSP Program ID in Additional Information section

### Recodes

Recode are set up in the Recodes screen in SmartCare’s Administration tab. The Recode name can be filtered on then opening to the detail page that allows the user to modify the recode.

Recode Name	Description
XFSPGUIDStartingValue	This Category is used to set Prefix Value to Generate FSP PAF Document GUID of FSP GUID and this needs to be reported through California FSP Reporting  To set the configuration key find the FIPS County Code in the following table and enter it into the Value

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO- SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)





	field.
--	--------

## System Configuration Keys

System Configuration keys are set up in the Configuration Keys screen in SmartCare's Administration tab. The Key name can be filtered on. Then opening to the detail page allows the user to modify the Value field as indicated below. Then Saving the screen will update the information.

Configuration Key Name	Description
XSetCountyCodeForCaliforniaStateReporting	<p>This configuration key may be set in order to default and hide the county of submission field on the FSP Documents. If the customer is a county MHP or only reports to one California County this configuration key can be used to set the county for which all data will be reported for/to. If not set, the County field is available and the user will be required to select the county from the available Global Code.</p> <p>To set the configuration key find the FIPS County Code in the following table and enter it into the Value field.</p>

FIPS	County	FIPS	County	FIPS	County	FIPS	County
6001	Alameda	6031	Kings	6061	Placer	6091	Sierra
6003	Alpine	6033	Lake	6063	Plumas	6093	Siskiyou
6005	Amador	6035	Lassen	6065	Riverside	6095	Solano
6007	Butte	6037	Los Angeles	6067	Sacramento	6097	Sonoma
6009	Calaveras	6039	Madera	6069	San Benito	6099	Stanislaus

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)







6011	Colusa	6041	Marin	6071	San Bernardino	6101	Sutter
6013	Contra Costa	6043	Mariposa	6073	San Diego	6103	Tehama
6015	Del Norte	6045	Mendocino	6075	San Francisco	6105	Trinity
6017	El Dorado	6047	Merced	6077	San Joaquin	6107	Tulare
6019	Fresno	6049	Modoc	6079	San Luis Obispo	6109	Tuolumne
6021	Glenn	6051	Mono	6081	San Mateo	6111	Ventura
6023	Humboldt	6053	Monterey	6083	Santa Barbara	6113	Yolo
6025	Imperial	6055	Napa	6085	Santa Clara	6115	Yuba
6027	Inyo	6057	Nevada	6087	Santa Cruz		
6029	Kern	6059	Orange	6089	Shasta		

## Roles and Permissions

Depending on the logged in user's responsibilities they will need access to the following permissions. Navigate to Administration > Role Definition and permission the items below by role as needed.

1. To view FSP Documents
  - a. Select Permission Type > Document Codes (View)
  - b. Grant California FSP PAF, California FSP KET and California FSP 3M Documents
  - c. Select Permission Type > Screens
  - d. Grant California FSP PAF, California FSP KET and California FSP 3M Documents
  - e. Grant California FSP PAF Event, California FSP KET Event, California FSP 3M Event and Full Service Partnership Client Tracking List Page
2. To edit FSP Documents
  - a. Select Permission Type > Document Codes (Edit)
  - b. Grant California FSP PAF, California FSP KET and California FSP 3M Documents
  - c. Select Permission Type > Screens
  - d. Grant California FSP PAF, California FSP KET and California FSP 3M Documents
  - e. Grant California FSP PAF Event, California FSP KET Event and California FSP 3M Event and Full Service Partnership Client Tracking List Page
3. To view FSP Records

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)



- a. Select Permission Type > Screens
- b. Grant FSP Report Summary
- 4. To view FSP Batch Records
  - a. Select Permission Type > Screens
  - b. Grant Compliance Batch List Page and Compliance Batch Detail Page

## Version Control

Revision Date	Description	Updated By
04/07/2023	Added Recode instructions	EMabray

Copyright © 2019 Streamline Healthcare Solutions

510 E. Butler Ct., Kalamazoo, MI 49007 | Phone - (877) GO-SHS-41 | Fax - (877) GO-SHS42  
[www.streamlinehealthcare.com](http://www.streamlinehealthcare.com)

