California FSP Reporting User Guide

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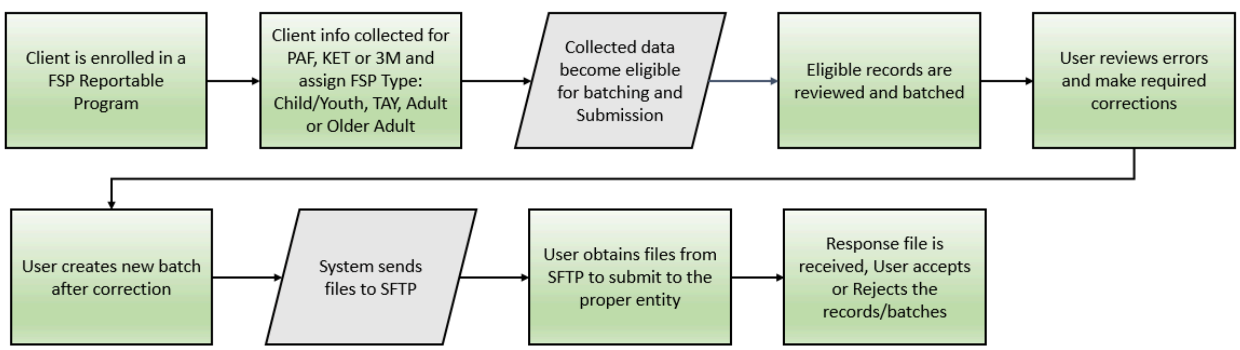
Overview

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.

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



Here is a more detailed workflow of the steps taken by the user throughout the reporting process using the FSP Reporting Summary and Compliance Batch list pages and detail pages.
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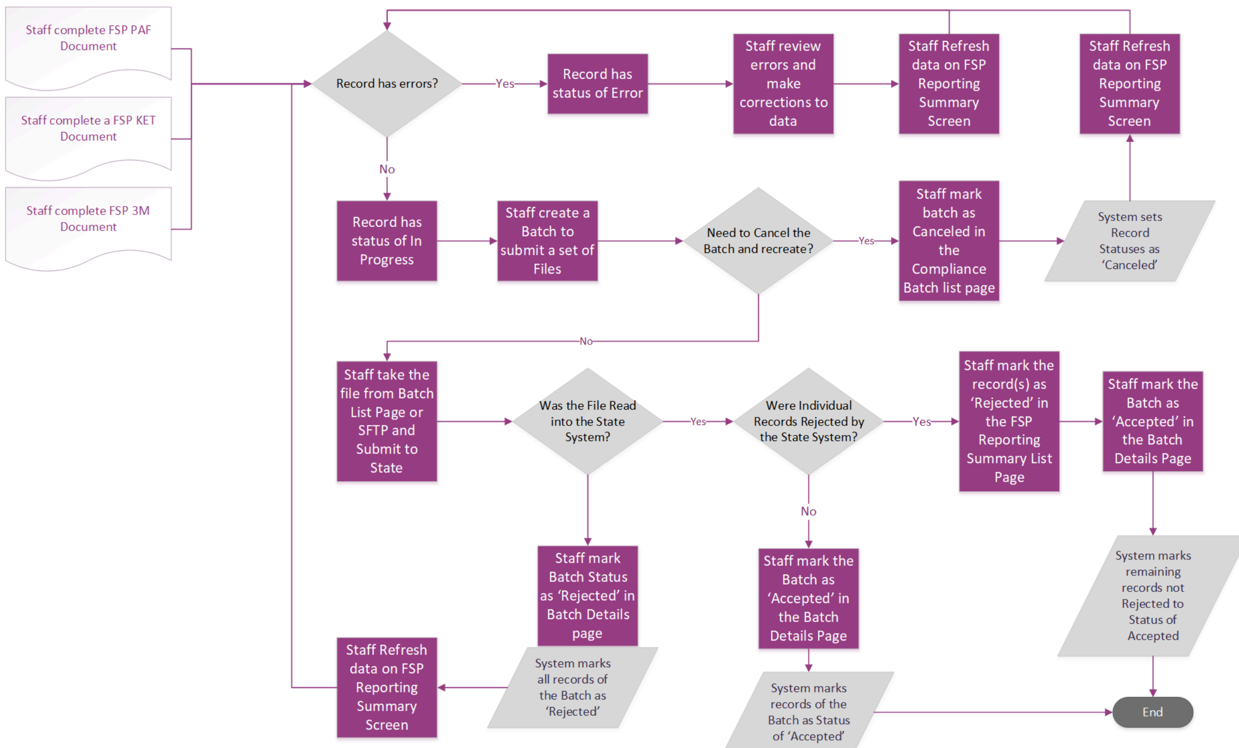

Reporting User Interface

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.

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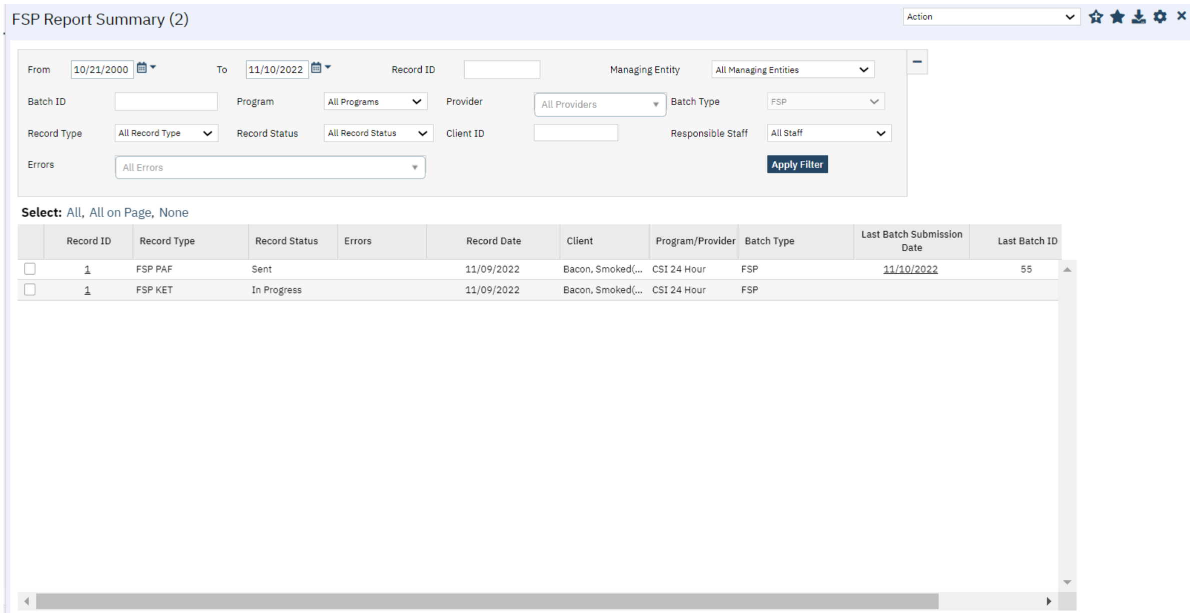

The FSP Reporting Summary Page displays all eligible FSP submission records according to the following Status Types:

- In Progress = a record was created and is available to be batched in a Batch Submission.
    - Once a record is moved to a batched or canceled status it can be returned to a status of In Progress for rebatching when needed. See the Resubmitting Rejected/Canceled Records section of this User Guide.
- Cancel = a record was created and batched for submission in error. The record was then later canceled. A record with a status of Cancel is not able to be included in a batch.
- Sent = the record was batched for submission and is awaiting response. A record with a status of Sent is not able to be included in a batch.
- Accepted = A response file was received for the batch the record was included in and the record was marked as Accepted. A record with a status of Accepted is not able to be included in a batch.
- Reject = A response file was received for the batch the record was included in and the record was marked as Rejected. A record with a status of Rejected not able to be included in a batch.

The action dropdown in the toolbar can be used to update the record statuses as follows, additional details on the specifics for each of these workflows can be found later on in this guide.

1. Accept Records
    a. Records can be accepted only if the selected record(s) are in a batch.

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   b. If a user tries to accept the record(s) which are not in a batch a system validation will be displayed and read "Please create a batch for all selected records"
   c. Records can be accepted only if the selected record(s) status is Sent
2. Cancel Records
   a. Records can be canceled only if the selected record(s) status is Sent
   b. If the user tries to cancel the record(s) which are accepted then a system validation will display and read "Accepted records cannot be canceled."
   c. If the user tries to reject the records which are canceled a system validation will display and read "Please complete refresh action on the selected record and change the status".
3. Reject Records
   a. Records can be rejected only if the selected record(s) status is Sent.
   b. If the user tries to reject the record(s) which are accepted, a system validation will display and read "Accepted records cannot be rejected."
   c. If the user tries to reject the record(s) which are canceled a system validation will display and read "Please complete refresh action on the selected record and change the status".
4. Refresh Records
   a. Records can be refreshed only if the selected record(s) status is not Accepted.
   b. If the user tries to refresh the record(s) which are accepted a system validation will display and read "Accepted records cannot be refreshed."
5. Create Batch Submission
   a. Batch should be created if all the records selected are in status of in progress, or else a system validation will display and read "PLEASE SELECT NON-ERROR RECORDS FOR BATCH CREATION"
   b. When a batch is created the record status is changed to Sent.
   c. When records selected for a batch are reportable to multiple counties a batch is created for each county in the county specific format.
   d. A batch cannot be created for records already in a batch until the records have been refreshed and are in a status of In Progress, if user try to create otherwise system validation will display and read "PLEASE SELECT NON-BATCH RECORDS FOR CREATING BATCH WITHOUT ERROR"
6. Create Batch Submission with errors
   a. Batch can be created only for in progress and error records
   b. Batch cannot be created for records already in the batch until the records have been refreshed and are in a status of Error, if user try to create otherwise it should show validation as "PLEASE SELECT NON-BATCH RECORDS FOR CREATING BATCH WITH ERRORS"

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

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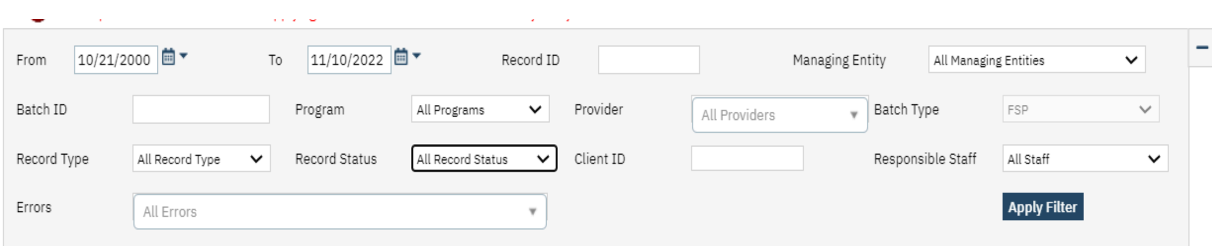
- Select a date range (From and To Dates) for which data to be pulled for
- Record ID - this is the unique id assigned to the FSP record
    - This date range is based on the completion date of the document that was used to collect the data. In most cases this will be the date that the document signed or for Services is when the Service record status is moved to ‘complete’.
- 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.



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.

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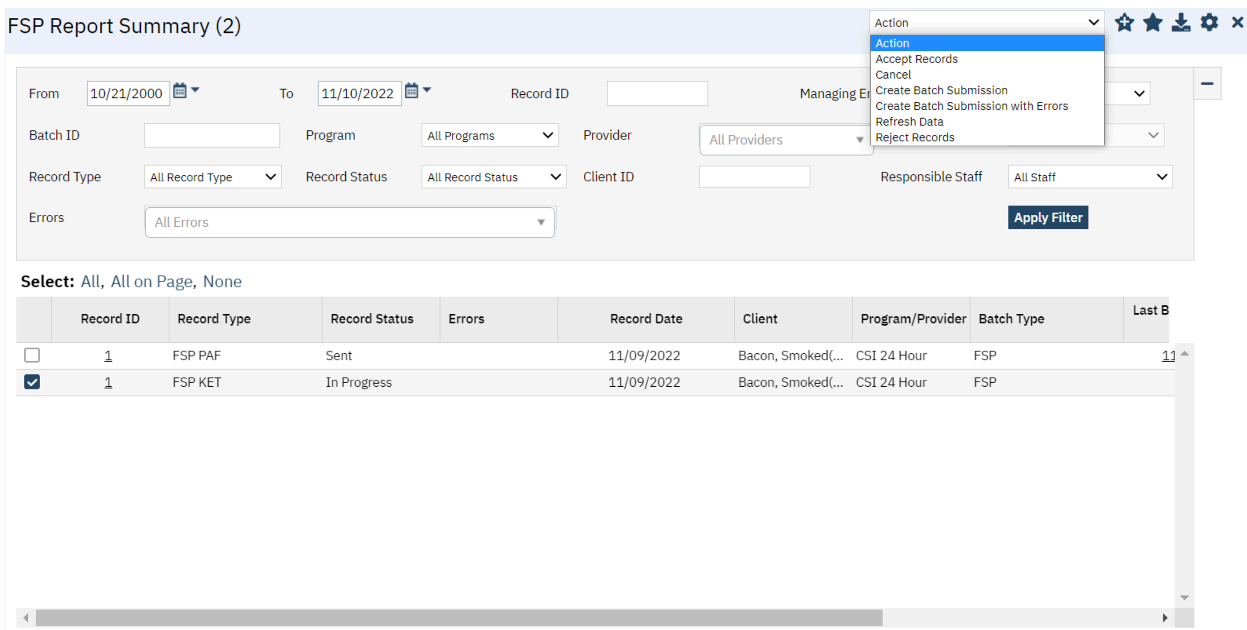
3. For records with a status of Error, use the Record ID hyperlink to navigate to the FSP Record Detail Page to further review of error messages and record data.
4. Work error messages by navigating to the screen in which the source data resides.
    a. Details regarding the errors and steps for resolution can be found in the Error Message List Page. Reference the Error Message List Page section of this guide for additional information.
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.



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

Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the CSI Reporting Summary Widget. From the Dashboard a user can review basic statistics of records within a specific day range and Program(s).

1. Navigate to My Office > Dashboard
2. Locate the FSP Reporting Summary Widget
3. Enter a number of past days for which to filter the records.
4. Select All or a specific Program using the drop down.

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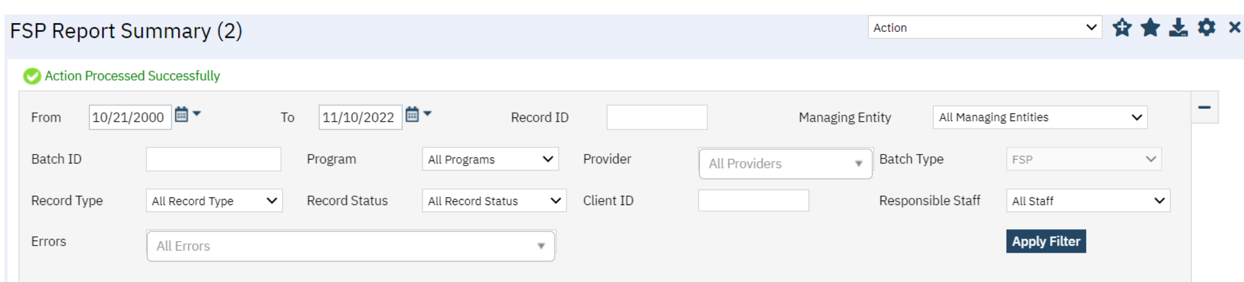
5. Click the refresh icon in the right hand corner of the widget if filters were modified.
6. Within the widget are hyperlinks that will direct the user to prefiltered list pages where they can review records, modify statuses or work errors as needed.

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.



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.

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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.

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.

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.

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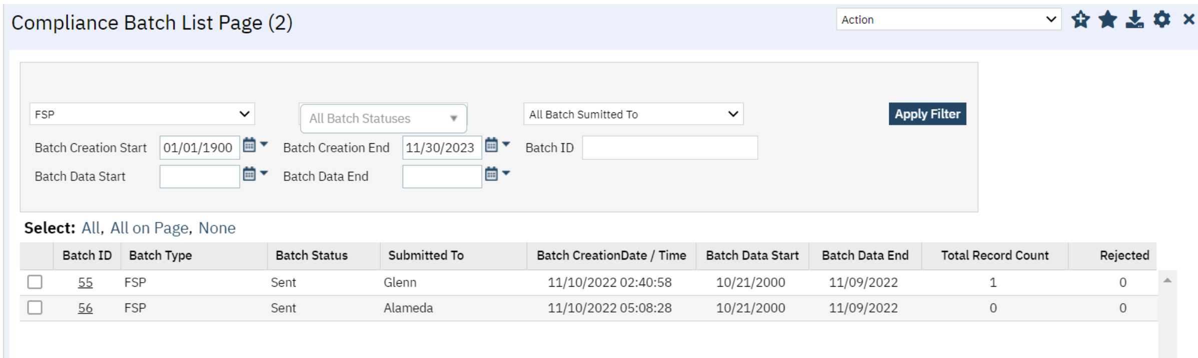
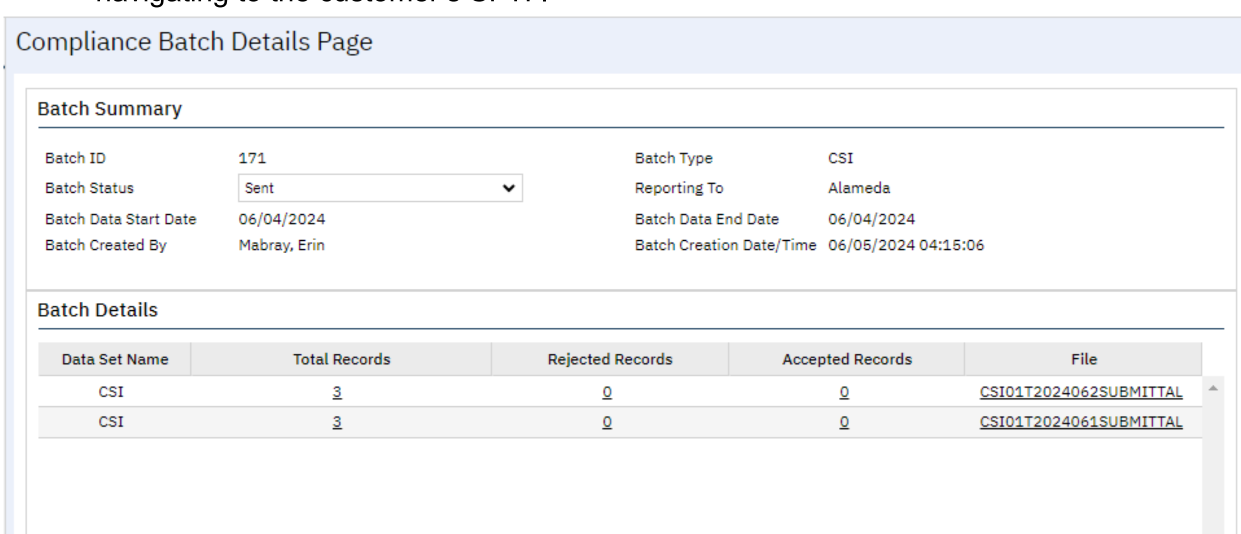


Regenerating a Batch

In situations where a batch has been created and data is updated in those records prior to submission the batch can be regenerated.

1. Navigate to the CSI Reporting Summary List Page and select all records that were included in the batch.
2. Once the records are selected choose the Refresh Data selection from the dropdown action in the toolbar.
3. Confirm that system displays the ‘Action Processed Successfully’ message
4. Navigate to the Compliance Batch List page
5. Filter for the previously generated batch.
6. Select the batch and choose ‘Regenerate File’ from the dropdown action in the toolbar.
7. Once the action has processed open the Batch Detail by clicking the Batch Id
8. A second version of the file is now available in the batch details for download or by navigating to the customer’s SFTP.



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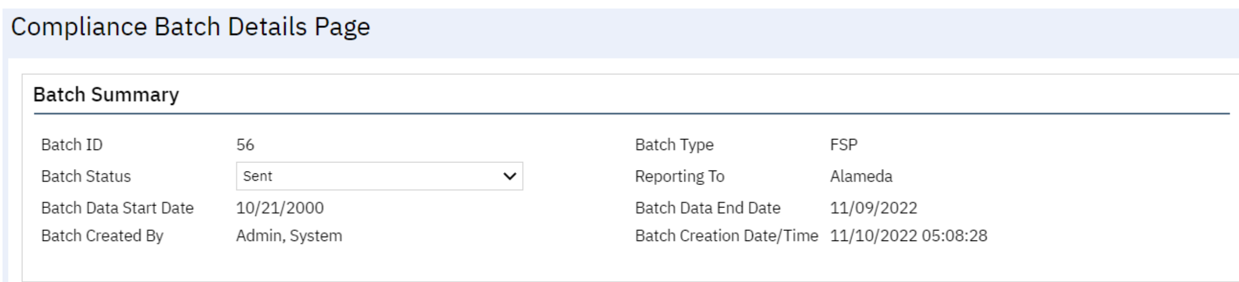
Accepting or Rejecting a Batch

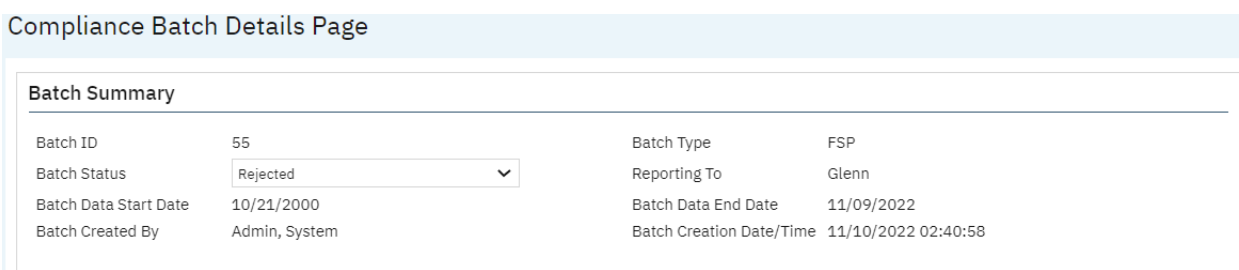
Once the batch file has been sent to the appropriate entity, batches can be marked as accepted or rejected. To mark batches as accepted:

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.



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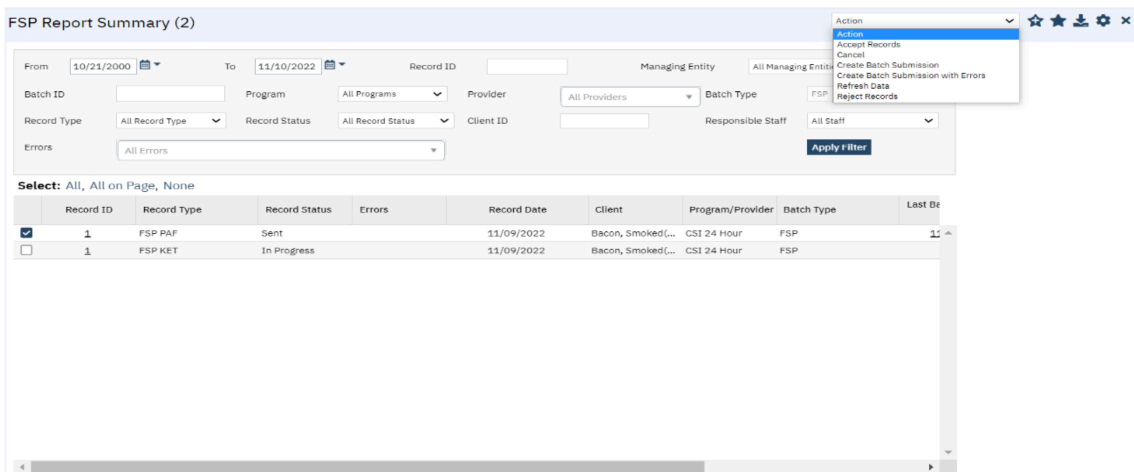
Accepting or Rejecting an Individual Record

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
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.

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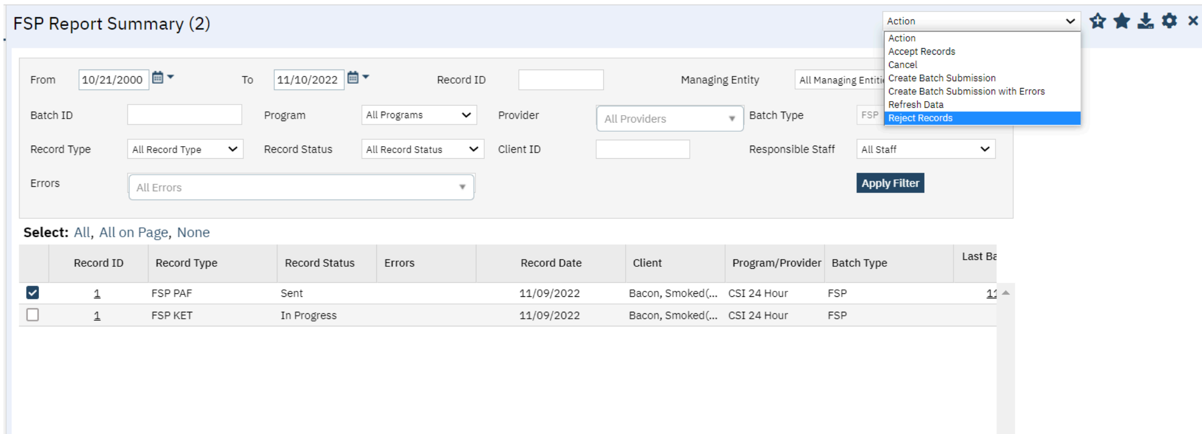

Order of Operations for Accepting or Rejecting Batches and Records

When proceeding to mark Batches as accepted or rejected it is important to first consider the status of the records that were included in the batch. Since the status of Accepted or Rejected records cannot be modified without completing a refresh action on the records, record statuses that are different from the Batch status should be handled first.The following workflows are recommended.

1. When a Batch is accepted and all records within the batch are also accepted, mark the Batch as ‘Accepted’. This will update the status of all records within the batch to ‘Accepted’
2. When a Batch is rejected and all records within the batch are also rejected, mark the Batch as ‘Rejected’. This will update the status of all records within the batch to ‘Rejected’
3. When a Batch is accepted, but one or more individual records are rejected, first mark the individual records as ‘Rejected’ then update the Batch status to ‘Accepted’. This will update the status of any records that were not rejected to ‘Accepted’ and records previously marked as ‘Rejected’ will maintain their status.

Resubmitting Rejected/Canceled records

Below are the instructions for scenarios when batched items are canceled or rejected and need to be refreshed and requeued to in progress status for resubmission. This workflow is to be used when the data is allowed to be re-sent with the original record ID when applicable.

1. Filter for the records with status of Rejected/Canceled
2. Work the errors in these records if there are any

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3. Once clean, select the checkboxes for the records that need to be refreshed
4. Upon selecting the checkboxes, selecting the Action dropdown as ‘Refresh data’
5. You will receive a confirmation prompt. Click ‘OK’ to proceed
6. You will now see that the Rejected/Canceled records are changed to the status of ‘In Progress’.
7. Your records are now ready to be included in the next submission

In scenarios where a record has been batched, sent, rejected, and a new record id is required the following workflow is used.

1. Filter for records with a status of Rejected or Canceled
2. Identify the records that are required to be modified and re-sent with a new record id.
3. Click the Effective Date hyperlink to navigate to the document used to collect the data.
4. From the document, use the ‘Edit’ feature to create a new version of the document
5. Once complete, sign the document as complete.
6. Navigate back to the CSI Reporting Summary List Page and, if needed, adjust filters to include the completed document.
7. This document version 2 or greater will create a new reporting record.
8. If needed, review and resolve errors for the new record.
9. Once the record is in a status of In Progress it can then be included in a new batch for submission.

Error Message List Page

The Error Message List Page lists the errors using which the user can correct error messages received in the reporting list pages.

Navigating to the Error Message List Page

1. Search for the Error Message List Page (My Office) using the Search icon. Click on the Error Message List Page in the typable drop down. This will open the Error Message List Page
2. Alternatively, locate the Error Message List Page using the Quicklink if this has been configured in your environment

Filtering the Error Message List Page:

- In the List page, you can filter for the Batch Type and the Record Type for which you wish to see the error messages for
- You can also filter by the Error message by typing in all or some part of the error message

  Once filtered, the list page displays a list of errors with following details:

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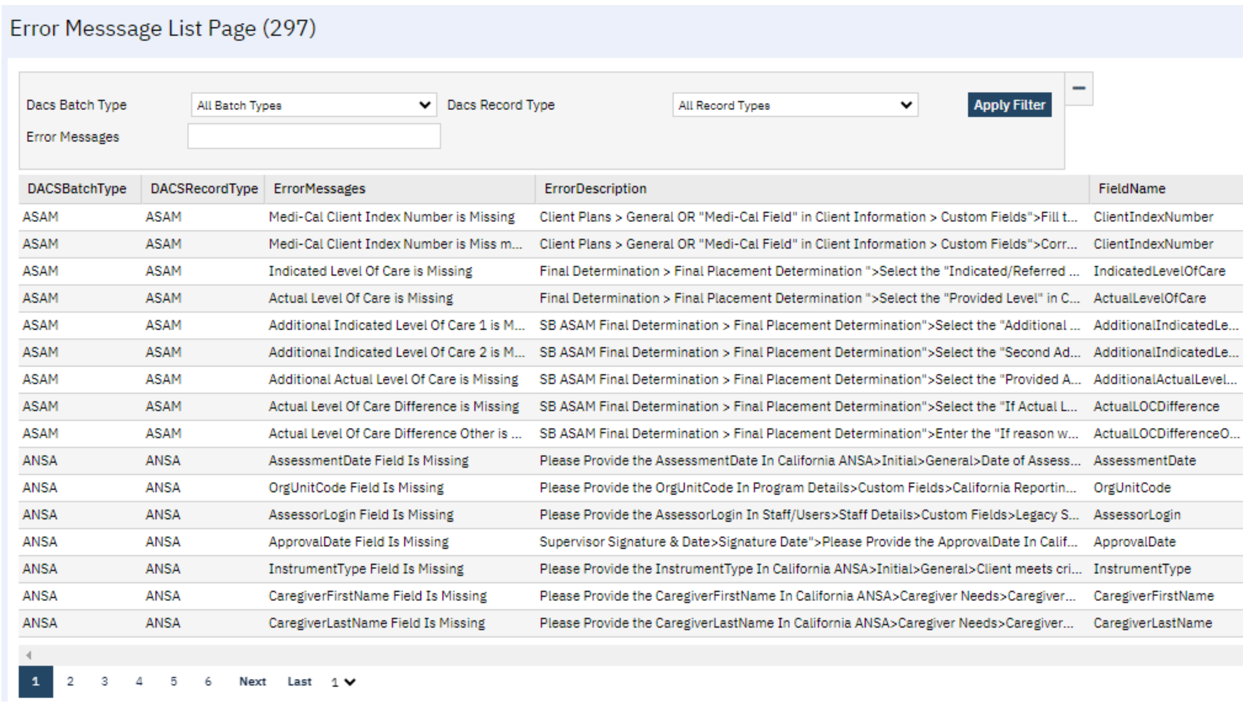
- Batch Type - This column displays the type of Batch that the error belongs to
- Record Type - This column displays the type of Record that the error belongs to
- Error Messages - This column displays the Error message that would be displayed in the Reporting List page
- Error Description - This column provides details of the location for where data can be entered/updated to correct the error
- Field Name - This column displays the File field name that the error belongs to



Error Messsage List Page (297)

Dacs Batch Type: All Batch Types | Dacs Record Type: All Record Types | Apply Filter

Error Messages

DACSBatchType	DACSRecordType	ErrorMessages	ErrorDescription	FieldName
ASAM	ASAM	Medi-Cal Client Index Number is Missing	Client Plans > General OR "Medi-Cal Field" in Client Information > Custom Fields">Fill t...	ClientIndexNumber
ASAM	ASAM	Medi-Cal Client Index Number is Miss m...	Client Plans > General OR "Medi-Cal Field" in Client Information > Custom Fields">Corr...	ClientIndexNumber
ASAM	ASAM	Indicated Level Of Care is Missing	Final Determination > Final Placement Determination ">Select the "Indicated/Referred ...	IndicatedLevelOfCare
ASAM	ASAM	Actual Level Of Care is Missing	Final Determination > Final Placement Determination ">Select the "Provided Level" in C...	ActualLevelOfCare
ASAM	ASAM	Additional Indicated Level Of Care 1 is M...	SB ASAM Final Determination > Final Placement Determination">Select the "Additional ...	AdditionalIndicatedLe...
ASAM	ASAM	Additional Indicated Level Of Care 2 is M...	SB ASAM Final Determination > Final Placement Determination">Select the "Second Ad...	AdditionalIndicatedLe...
ASAM	ASAM	Additional Actual Level Of Care is Missing	SB ASAM Final Determination > Final Placement Determination">Select the "Provided A...	AdditionalActualLevel...
ASAM	ASAM	Actual Level Of Care Difference is Missing	SB ASAM Final Determination > Final Placement Determination">Select the "If Actual L...	ActualLOCDifference
ASAM	ASAM	Actual Level Of Care Difference Other is ...	SB ASAM Final Determination > Final Placement Determination">Enter the "If reason w...	ActualLOCDifferenceO...
ANSA	ANSA	AssessmentDate Field Is Missing	Please Provide the AssessmentDate In California ANSA>Initial>General>Date of Assess...	AssessmentDate
ANSA	ANSA	OrgUnitCode Field Is Missing	Please Provide the OrgUnitCode In Program Details>Custom Fields>California Reportin...	OrgUnitCode
ANSA	ANSA	AssessorLogin Field Is Missing	Please Provide the AssessorLogin In Staff/Users>Staff Details>Custom Fields>Legacy S...	AssessorLogin
ANSA	ANSA	ApprovalDate Field Is Missing	Supervisor Signature & Date>Signature Date">Please Provide the ApprovalDate In Calif...	ApprovalDate
ANSA	ANSA	InstrumentType Field Is Missing	Please Provide the InstrumentType In California ANSA>Initial>General>Client meets cri...	InstrumentType
ANSA	ANSA	CaregiverFirstName Field Is Missing	Please Provide the CaregiverFirstName In California ANSA>Caregiver Needs>Caregiver...	CaregiverFirstName
ANSA	ANSA	CaregiverLastName Field Is Missing	Please Provide the CaregiverLastName In California ANSA>Caregiver Needs>Caregiver...	CaregiverLastName

1 2 3 4 5 6 Next Last 1

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. This is an overview of the scenarios in the FSP data collection workflow:

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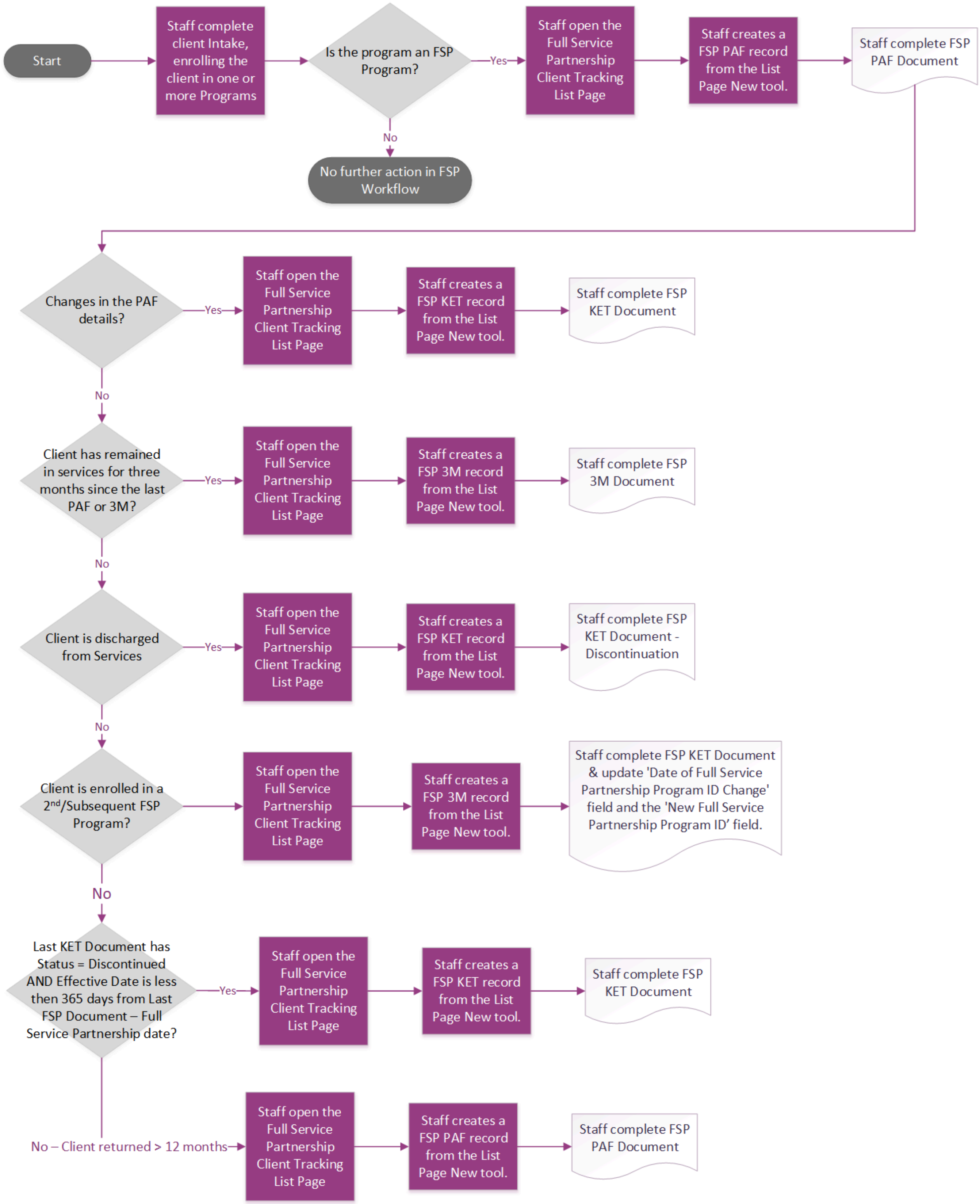

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For the FSP Documentation, there are specific scenarios with how the three different FSP documents are used. They are:

1. First document the user enters is a FSP PAF Document. This document must have a Status of Signed for any additional documents to be entered.
    a. The system will not allow any other document but this on the first entry.
2. Changes to the PAF information during treatment is recorded on the FSP KET Document at any time during treatment.
3. The FSP 3M must be completed every three months from the beginning of the Partnership. If one of the three month submissions is missed, the user can begin with the next 3M submission within the next 3M window time frame.
    a. A 3M Assessment cannot be completed more than 15 days prior to or 30 days after the due date.
4. The KET document is used to track the updates to the Partnership along the course of treatment (outside of the 3M updates). This includes:
    a. Updates to the Partnership Service Coordinator (PSC): Complete an FSP Ket with the new staff member indicated.
    b. Updates to the Primary responsible FSP Program (a transfer): Complete an FSP Ket with an update to the Current FSP Program field.
    c. A discontinuation of the Partnership: Complete an FSP KET with the 'Indicate New Partnership Status' set to 'Discontinuation of FSP'.
    d. A re-establishment of the Partnership: Complete an FSP KEt with the 'Indicate New Partnership Status' set to 'Reestablishment of FSP'.
5. Once Discontinuation of an FSP partnership occurs and it has been more than 365 days since the Discontinuation, the following must occur to re-establish the partnership:
    a. KET Document is Signed with 'Indicate New Partnership Status' = 'Discontinuation'
    b. It has been 365 days since the KET Document > 'KET Completion Date' field.
    c. A new PAF Document will be able to be entered to establish a new Partnership with a new GUID.

Here is a summary of the rules for document entry of FSP in SmartCare:

1. FSP PAF Document must be the first document entered.
2. Once a Signed PAF Document is in SmartCare, the FSP KET Document can be entered at any time to document a change.
3. Once a Signed PAF document is in SmartCare, the FSP 3M is completed every 3 months (90 days).
4. A second PAF document is only entered once there is a FSP KET for a Status Update of Discontinuation and it has been 365 days from the last FSP update for the client.

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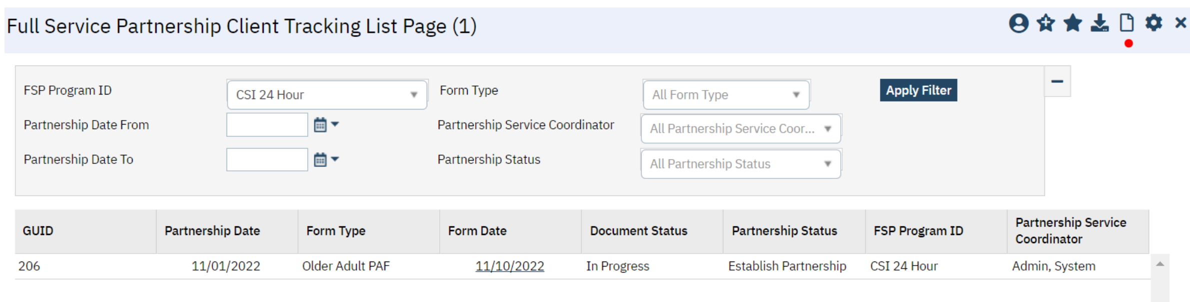
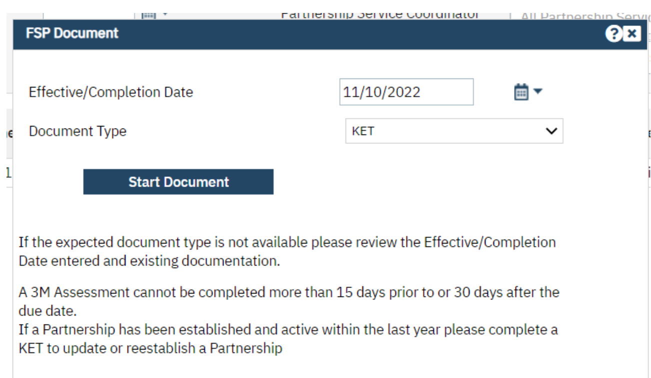
The below steps are to be followed for workflow for collecting data in an FSP Document:

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 that already exists or Click NEW icon to create new FSP document



   a. User has to click on NEW to create new document for the client. When the New Tool is clicked the user will get a pop up that enforces the FSP Documentation rules.



   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 (Signed PAF Document) and active within the last year please complete a KET to update or reestablish a Partnership

   b. And Click Start Document to fill the details

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

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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:

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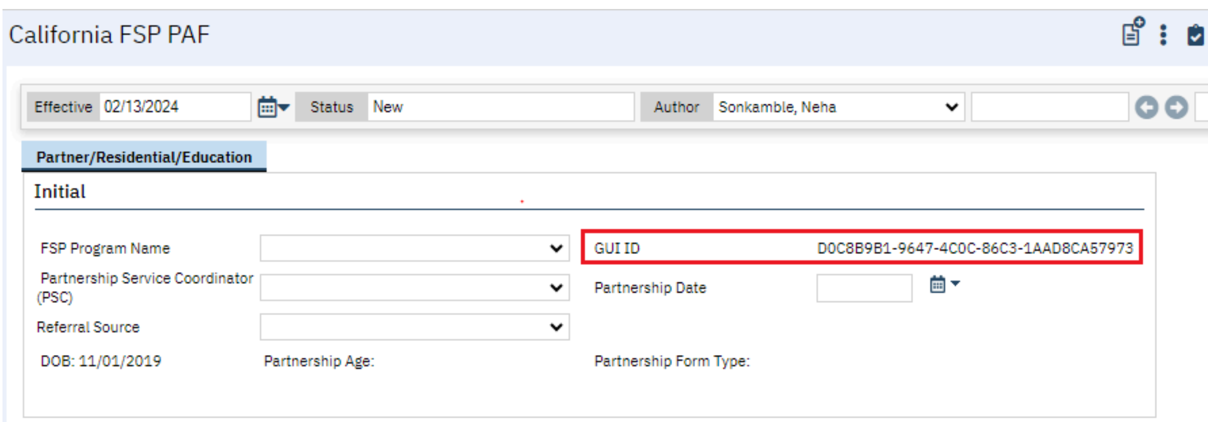
1. The client must be enrolled in a program with the proper setup and configuration detailed in the System Setup section of this guide.
2. The client must have a completed FSP PAF Document was signed.
3. The client must have a completed FSP 3M Document was signed.

Field Specific Logic

PartnerGUID

The PartnerGUID is created with a PAF document signed by a staff. The ID is generated as a random alphanumeric in the format of xxxxxxxx-xxxx-xxxx-xxxxxxxxxxxx. This stays with the client and is reported for all PAF, KET and 3M records until the episode ends. If an episode is reinstated within 365 days of discharge then the PartnerGUID is also reinstated to be used in subsequent reporting records.



AssessmentGUID

The AssessmentGUID is created when the PAF, 3M or KET document is signed by a staff user. The ID is generated as a random alphanumeric in the format of xxxxxxxx-xxxx-xxxx-xxxxxxxxxxxx. For PAF records this will be the same as the PartnerGUID. For KET and 3M records this will be unique from the ParternGUID. The AssessmentGUID represents the unique identifier for the record and is reported in conjunction with the PartnerGUID to associate the record with the correct Partnership.

CSIDateOfBirth

The Client Date of birth is reported from the Date of birth field located on the Client Information Screen.

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CSIHispanic

The Client's Hispanic information is reported from the 'Is the client of hispanic origin' field located on the Demographics tab of Client Information screen

CSINumber

The CSI Number is the SmartCare Client Id that belongs to the Client's record

CSIRace1

This field is reported from the Race field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the first Race selection on the document. If <5 Race selections are made, then this will be reported as NULL.

CSIRace2

This field is reported from the Race field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the second Race selection on the document. If <5 Race selections are made, then this will be reported as NULL.

CSIRace3

This field is reported from the Race field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the third Race selection on the document. If <5 Race selections are made, then this will be reported as NULL.

CSIRace4

This field is reported from the Race field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the fourth Race selection on the document. If <5 Race selections are made, then this will be reported as NULL.

CSIRace5

This field is reported from the Race field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the fifth Race selection on the document. If <5 Race selections are made, then this will be reported as NULL.

DateOfBirth

The Client Date of birth is reported from the Date of birth field located on the Demographics tab of the Client Information Screen.

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Ethnicty_A

This field is reported from the Ethnicity field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the first Ethnicity selection on the document. If <2 Ethnicity selections are made, then this will be reported as NULL.

Ethnicty_B

This field is reported from the Ethnicity field of the most recently signed CSI Standalone Collection Document/MH Services Registration document. This field will pick the second Ethnicity selection on the document. If <2 Ethnicity selections are made, then this will be reported as NULL.

Gender

The Client's Gender is reported from the Gender Identity field located on the Demographics tab of the Client Information Screen.

Name

The Client's name is displayed as [Last name, First name] pulled from the Last name and First name fields on the General tab of the Client Information screen.

ProgramDesc

To report this field, the logic first looks at the Program selected in the PAF document > Partner/Residential/Education tab > Initial section > FSP Program Name field. Then, for that Program it fetches the 'FSP Program Id' entered in the following location: Program Administration > Program Details > Custom Fields > FSP Program ID

ProgramDesc

To report this field, the logic first looks at the Program selected in the PAF document > Partner/Residential/Education tab > Initial section > FSP Program Name field. Then, for that Program it fetches the 'FSP Program Id' entered in the following location: Program Administration > Program Details > Custom Fields > FSP Program ID

County Use Fields (CntyUse)

The PAF, KET and 3M records each have their own CntyUse1, CntyUse2, and CntyUse3 fields. These fields are developed as DAF's when the County is required to or chooses to report data in addition to the standard data sets. These fields are set to display conditionally based on the

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county requirement. When available these fields will be reported in their corresponding CntyUse fields. The development and mapping of these fields must be completed by Streamline during the customers Implementation.

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 setup are in the Global Codes tab of the FSP File Mapping spreadsheet.

It is necessary for each customer to review this Global Code mapping spreadsheet and complete the following:

1. Confirm the Global Code Names (column D of the Spreadsheet) that will be used by staff who are entering data. The SmartCare UI Field column (column E) confirms the field in SmartCare that will display the Global Code names which are setup. The spreadsheet is pre populated with the Global Code Names the state provides in the FSP reporting specifications.
2. Map each Global Code name to the External Code (column J) - this is the value that will be sent out in the FSP file. The spreadsheet is prepopulated with the values that are allowed to be reported for each Global Code Name from the FSP reporting specifications.
3. Column B indicates how this needs to be setup in SmartCare. This is usually completed by a Primary BA during implementation.
   - If Column A = GC, the External Code 1 field is used in the Global Code Screen.
   - If Column A = EM, a row must be inserted in the External Mappings table in SQL.

When you are using the FSP Summary List page, if you are getting an error that a reads ‘value is invalid’ or ‘value is missing’ and the data is present in the Client’s record. The second place to check is the Global Code mapping outlined in step 3 for that field to confirm the mapping is correct.

Throughout use of the SmartCare system, if you modify Global Code Categories in this spreadsheet, then you need to consider this mapping for the reporting to continue to work properly.

One rule of thumb when setting up the Global Code Mapping:

1. Each unique Global Code ID can only be mapped to one reportable value. If mapped to two or more the process will not know which one to select.
   a. Example:
      i. Global Code ID 345 has the Code Name of ‘Employed’.

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   - ii. The state has two reportable values, report 01 if Full time employed. Report 02 if Part Time employed.
   - iii. In the mapping, Global Code ID 345 is mapped to both 01 and 02. This is incorrect as the process won't know which value to report. Instead, you will need two Global Code IDs, one to report the 01 and one to report the 02. They would likely have the Code Name of Full time employed and Part Time employed.

2. It IS ok to have the same reportable value reported by two different Global Code ID's.
   a. Example:
      - i. Global Code ID 678 has the Code Name 'Kindergarten' and Global Code ID 689 has the Code Name 'Preschool'.
      - ii. The state has one reportable value, 60 that the state gives the description of 'Preschool/Kindergarten'.
      - iii. In the mapping Global Code ID 678 is mapped to an External Value of 60 AND Global Code ID 689 is mapped to an External Value of 60.
      - iv. This set up will work because both global code IDs are mapped to just one External Value. It means that if either are selected on the user interface when collecting data, they would both be reported as 60.

Programs

FSP reporting will use program setup and refer the FSP Program ID to report as the ProgrmDESC field in the file. The Program selected in the FSP Documents is used to know which FSP Program ID to report in for the Record in the File. This field must not be blank for a Program to appear on the FSP Documents.

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. This can also be migrated in the CustomPrograms table for data migration.

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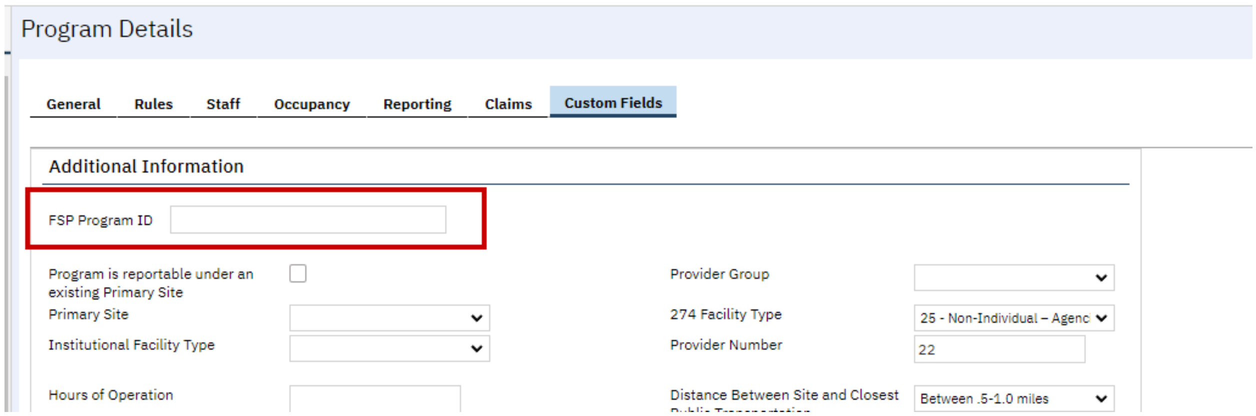
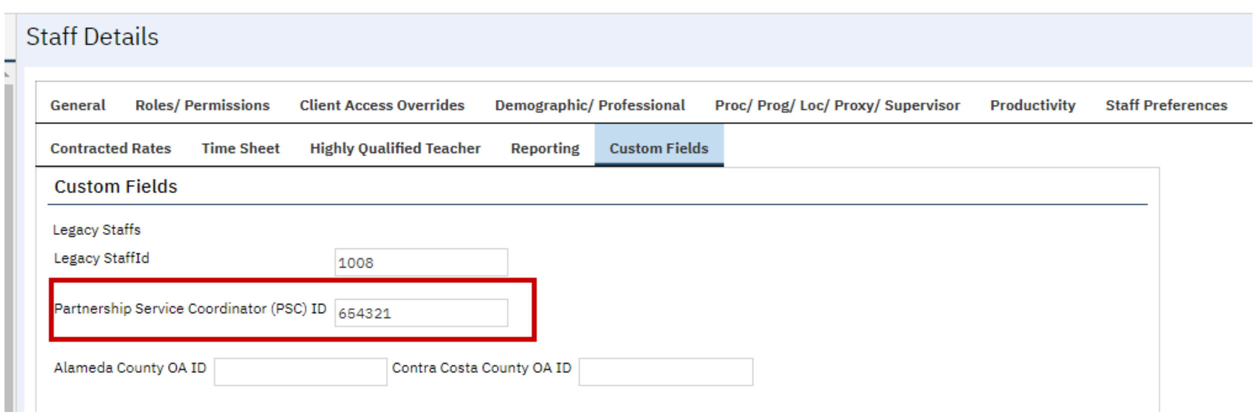


Partnership Service Coordinator ID

FSP reporting will use the Partnership Service Coordinator (PSD) ID from the Staff Details screen to report the Coordinator ID in the FSP Files for a Record. A Staff name will only appear in the FSP Documents if this field is not blank.

To set the required Staff information navigate to Administration > Staff Users, click the Staff Name from the list to open the Staff Details and navigate to the Custom Fields Tab. Within this tab is the Partnership Service Coordinator ID in Additional Information section. This can also be migrated in the CustomStaff table for data migration.



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System Jobs

Job Name:California DACS Record Refresh

This job will be loaded into your system to refresh any changes made to reportable records on a nightly basis. Any new versions of documents or changes made to system configuration will be pulled into the record by this job each night. Alternatively, the user can manually refresh the record by selecting the records and using the Refresh action explained earlier in this guide. Please also see the next Job outlined in this section for details about refreshing large numbers of records.

Job Name: California DACS Batch Record Actions

When the Reporting List includes more than 10,000 records being manually refreshed the refresh will not occur immediately. Rather the job will be triggered and will run for 15 minutes. Refresh records with less than 10,000 records will be processed in real time.

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**
XSetClientCreationDateForKET	This date is used for identifying the client creation date, which has to be considered while creating the KET and 3M Documents This Recode triggers the validation logic that checks for the existence of a PAF prior to creating a KET or 3M as well as the establishment of the Partnership for tracking the 3M due date intervals.
XFSPGUIDStartingValue	This Category was released in a build but is NOT used in any FSP logic. It was originally thought it was needed to correctly begin the GUID numbering. However this is not needed. Instead, because it is a GUID Id, there is a universal coding method that allows creation of a unique GUID.

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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	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. To set the configuration key find the FIPS County Code in the following table and enter it into the Value field.

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
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

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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
    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

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Version Control

Revision Date	Description	Updated By
04/07/2023	Added Recode instructions	EMabray
2/10/2024	• Added steps to queue the records for resubmission once the records are rejected/canceled • Added a section that explains the Error Message List Page • Updated the branding - including the headers and footers and the colors for the header 1, header 2 etc • Added Field specific logic section	Neha S
6/21/2024	Clarified workflows and list page logic	EMabray
6/29/24	Added recode category	EMabray
8.20.2024	Reviewed and updated clarifications and details	KMorrow

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