

CLINICS ENHANCED WITH SUBSTANCE USE DISORDER COUNSELORS

CYF mHOMS Data Collection Guide

DECEMBER 2020



Child and Adolescent Services Research Center
System of Care Evaluation

COUNTY REQUIREMENTS

- ❖ **Personal Experience Screening Questionnaire (PESQ)**
 - Effective 1-1-13, Clinics enhanced with Substance Use Disorder Counselors through MHSA-FSP component on 7-1-12, shall administer the PESQ at intake and discharge to clients receiving services from a Substance Use Disorder counselor
 - All responses shall be recorded by program staff in the web-based CYF mHOMS database, which permits client results to be compiled for individual cases by program
 - Data shall be utilized to guide individual treatment and evaluate program effectiveness

- ❖ **Substance Use Disorder Counselor Satisfaction Survey**
 - Only for youth receiving services from a Substance Use Disorder counselor enrolled in a Clinic FSP Subunit
 - Youth shall complete the **Discharge Supplemental Questions for AD/MH Clients** upon discharge from the AD FSP subunit
 - All responses shall be recorded by program staff in the web-based CYF mHOMS database
 - 80% or more respondents shall respond "Agree" or "Strongly Agree" on each of the 7 supplemental items

COPYRIGHTED MEASURE

- ❖ The PESQ measure cannot be photocopied
- ❖ Additional copies of the forms can be requested by emailing CYFmHOMS@health.ucsd.edu

ACCESSING CYF MHOMS

- ❖ The CYF mHOMS data entry system can be accessed through the main mHOMS login page: <https://mhoms.ucsd.edu/>
For optimal performance, we recommend using Google Chrome to run CYF mHOMS
- ❖ Each Substance Use Disorder counselor is required to register and create a username and password in CYF mHOMS. For registration instructions, email CYFmHOMS@health.ucsd.edu

CLIENT STATUS

1. **AT-RISK: At-risk** and/or exposure to substance(s)
2. **USER:** Client currently **using** substances or has history of substance use

ADMINISTRATION PROCESS

Client Status: At-risk (1)

Initial

- PESQ Cover Sheet

Discharge

- PESQ Cover Sheet
- AD Discharge Supplemental Questionnaire (youth ages 12 & older)

Client Status: User (2)

Initial

- PESQ Cover Sheet
- PESQ (youth ages 12-18 only)

Reassessment (optional)

- PESQ Cover Sheet
- PESQ (youth ages 12-18 only)*

Discharge

- PESQ Cover Sheet
- PESQ (youth ages 12-18 only)*
- AD Discharge Supplemental Questionnaire (youth ages 12 & older)

**Measure should not be re-administered within 30 days of the last assessment.*

REASONS FOR NON-COMPLETION

- ❖ Substance use counselor will select a reason for non-completion on the PESQ Cover sheet when a PESQ measure cannot be collected (*Refer to the **Reasons for Non-Completion** handout*)

CYF MHOMS LOGIN

- ❖ Log in to CYF mHOMS with the username and password created during registration on the main mHOMS login page: <https://mhoms.ucsd.edu/>
 - Incorrect password – after 5 incorrect password submissions, the user's password will automatically reset and they will receive an email containing a temporary password
- ❖ Once the user submits a valid username and password, the system will generate a temporary login code as part of the two-step authentication process
 - Temporary login code is sent to the email address provided during their registration

DATA ENTRY

- ❖ Once logged into the system, the user will automatically be directed to the **Client Data** tab where they will search for the client record
 - If the client record is not found, please notify the staff person that enters the CANS & PSC data or email CYFmHOMS@health.ucsd.edu (*Secure Email Encryption is required*)
- ❖ Click **Current Assessment** to enter PESQ information
- ❖ Click on the **PESQ** label
 - **STOP** – if Initial and/or Discharge timepoints have been previously entered, please email CYFmHOMS@health.ucsd.edu (*Secure Email Encryption is required*)
- ❖ Select **Assessment Type**, then click **Add Assessment** (click this button only once)
- ❖ The system will generate a box with a PESQ form
 - The box label should match the Assessment Type selected
- ❖ Click on the PESQ form, complete all required fields
 - Note: responses for the AD Discharge Supplemental Questionnaire items will be entered here when completing the Discharge timepoint
- ❖ Click **Submit**
 - A confirmation window will show after the form is submitted, this does not need to be printed, so click **Back to forms**
- ❖ Form status –
 - Green = Submitted
 - Yellow = Saved/In Progress
 - No color/No icons = Nothing has been entered for this measure
- ❖ Print **PESQ Summary** (form status must be Green)
 - The PESQ Summary should be reviewed by the Substance Use counselor prior to filing in the client's chart

DATA ENTRY LIMITATIONS

- ❖ One Initial and Discharge PESQ entry, per MH episode, will be allowed in the web-based CYF mHOMS database
- ❖ Clients referred to a Substance Use Disorder counselor more than once, within the same MH episode, should still collect the measures and use clinically

CYF MHOMS PESQ REPORTS

- ❖ PESQ Summary
 - Will be printed at every timepoint immediately after **successfully submitting** a form
 - Printout will be reviewed by the Substance Use counselor and by County medical record reviewers
 - Alert(s) will display on the printout if 'YES' was endorsed for high-risk items 30, 33, and/or 34
 - Summary will be filed in the client's record after it has been reviewed by the Substance Use counselor

Note: This report is not listed on the CYF Reports tab and can only be accessed where the PESQ form is created.

- ❖ PESQ Missing/Pending Cases (Data Entry)
 - Staff should run this report at the end of their data entry session
 - Any items listed on the report should be corrected prior to the data collection due date, which occurs quarterly
 - Report location: CYF Reports tab → Data Check and Administrative Reports
- ❖ QSR Reports
 - The following reports should be printed quarterly for program managers/QI specialists to review
 - Discharged Clients (User) – Intake to Discharge PESQ Summary
 - Discharged Clients (User) – PESQ Supplemental Questionnaire Summary
 - Discharged Clients (At-Risk) – PESQ Supplemental Questionnaire Summary
 - QSR dates:
 - Start Date: July 1 of the current fiscal year
 - End Date: the last day of the previous quarter
 - Program managers/QI specialists can specify if they'd like to review different date ranges
 - Report location: CYF Reports tab → County QSR Reports

ADDITIONAL RESOURCES

- ❖ Visit the System of Care Evaluation website to download forms and training materials:
<https://medschool.ucsd.edu/som/psychiatry/research/CASRC/resources/SOCE/Pages/CYFmHOMS-DES.aspx>
- ❖ Reasons for Non-Completion:
https://medschool.ucsd.edu/som/psychiatry/research/CASRC/resources/SOCE/Documents/Reasons%20for%20non-completion%20FINAL_03272019.pdf
- ❖ CYF mHOMS Measures Manual:
https://medschool.ucsd.edu/som/psychiatry/research/CASRC/resources/SOCE/Documents/CYF%20mHOMSMeasures%20Manual_090419.pdf
- ❖ PESQ Clinical Utility:
<https://medschool.ucsd.edu/som/psychiatry/research/CASRC/resources/SOCE/Documents/PESQ%20Clinical%20Utility.pdf>
- ❖ General PESQ questions, email: CYFmHOMS@health.ucsd.edu