

CYF mHOMS User Training

Training Overview

- Accessing CYF mHOMS
- Registering as a user
- Logging into the system
- Overview of the user interface

Accessing the System

Accessing CYF mHOMS

- Use an updated browser:
 - Firefox, Google Chrome*, Safari, Internet Explorer
- Go to <https://mhoms.ucsd.edu> to access the system
- System is compatible with computers, tablets, and mobile devices

**For optimal performance, we recommend using Google Chrome to run CYF mHOMS.*

Registering as a User

New User Registration

The screenshot shows the 'New User Registration' page of the 'Mental Health Outcomes Management System'. At the top, there is a navigation bar with a 'Home' button on the left and 'Register' and 'Login' buttons on the right. The 'Register' button is highlighted with a red box. Below the navigation bar, the page title 'Mental Health Outcomes Management System' is displayed. The main content area has a light blue background and contains the following text: 'The system is for authorized users only', 'The data is confidential', 'The system logs user access', and 'The user is not to login if not in agreement'. Below this text are input fields for 'Username' and 'Password', a link for 'Forgot your password?', and a 'Submit' button. To the right of the text and input fields is a graphic of a human head profile with gears inside. At the bottom of the page, there is a footer with contact information for the Health Services Research Center at the University of California, San Diego.

To register, go to <https://mhoms.ucsd.edu> and click the “Register” link on the top right of the “Login” screen

New User Registration

Username: (username should be lowercase first name and last name with no spaces - ie johnsmith)

Password:

Confirm Password:

First Name:

Last Name:

Email Address:

Confirm Email Address:

Access Level: ☐ County Administrator or CYF CASRC lead
☐ Legal Entity or CYF Program Manager
☐ Supervisor or CYF Admin Staff
☐ User or CYF Clinicians

Administrator:

Courtless:

Programs:

Username

- Username should be your first and last name, all lowercase with no spaces
 - Example: johnsmith

Password

- Passwords are required to have at least:
 - 8 characters
 - 1 uppercase letter (A-Z)
 - 1 lowercase letter (a-z)
 - 1 number (0-9)
 - 1 special character (!, @, #, \$, %, ^, &, *, (,), =, [], ?)

New User Registration

Username: (username should be lowercase first name and last name with no spaces - ie johnsmith)

Password:

Confirm Password:

First Name:

Last Name:

Email Address:

Confirm Email Address:

Access Level: ☐ County Administrator or CYF CASRC lead
☐ Legal Entity or CYF Program Manager
☐ Supervisor or CYF Admin Staff
☐ User or CYF Clinicians

Administrator:

Courtless:

Programs:

E-mail

- Notifications, temporary passwords, and additional CYF mHOMS information will be sent to the email address provided

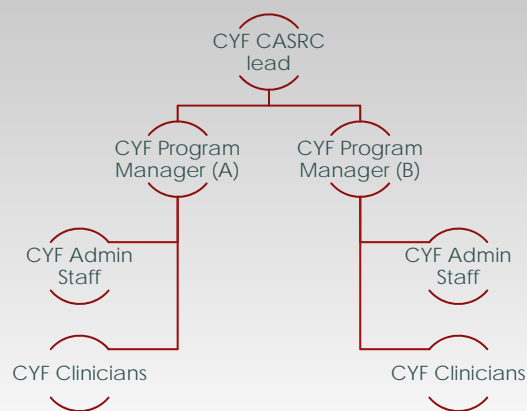
Access Level

- Select either CYF Program Manager, CYF Admin Staff, or CYF Clinicians
- Users with the highest access level must register first in order to approve registration for users with lower access levels

New User Registration

- **CYF Program Manager:** select if user is a program manager, or other program administrator who is responsible for overseeing or supervising staff using CYF mHOMS
- **CYF Admin Staff:** select if user is an administrative staff member, AOD counselor, program QA/QI staff, Site Superuser, or other nonclinical staff who will be using CYF mHOMS
- **CYF Clinicians:** select if user is a clinician, case manager, peer support specialist, or other clinical staff member who will be using CYF mHOMS

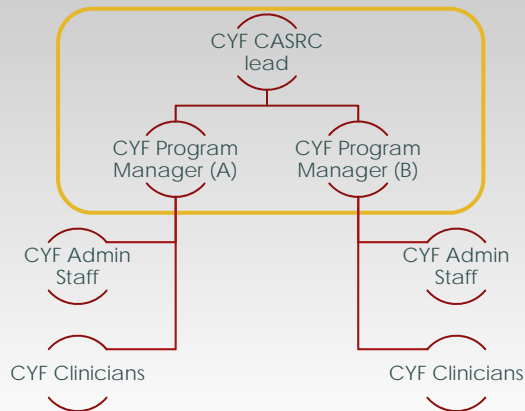
New User Registration



Access Level Selection

- CYF CASRC leads register first and are responsible for approving CYF Program Managers that register below them
- CYF Program Managers register after CYF CASRC leads and are responsible for approving CYF Admin Staff and CYF Clinicians below them
- CYF Admin Staff and CYF Clinicians register after Program Managers

Importance of CYF mHOMS Hierarchy



- Registration involves a hierarchical system in which CYF mHOMS administrators are responsible for approving and denying access to individuals registered under them
- Purpose:
 - Manage CYF mHOMS users (approve new users and deactivate those who have left)
 - Limit access to certain areas of CYF mHOMS

New User Registration

Username:

Password:

Confirm Password:

First Name:

Last Name:

Email Address:

Confirm Email Address:

Access Level:

☐ County Administrator or CYF CASRC lead

☐ Legal Entity or CYF Program Manager

☐ Supervisor or CYF Admin Staff

☐ User or CYF Clinicians

Administrator:

Counties:

Programs:

CCBH Staff ID:

Submit

Administrator Selection

- CYF CASRC leads select “**HSRC**” as their Administrator
- CYF Program Managers select “**Nunez, Antonia**” as their Administrator
- CYF Admin Staff and CYF Clinicians select their Program Manager as their Administrator

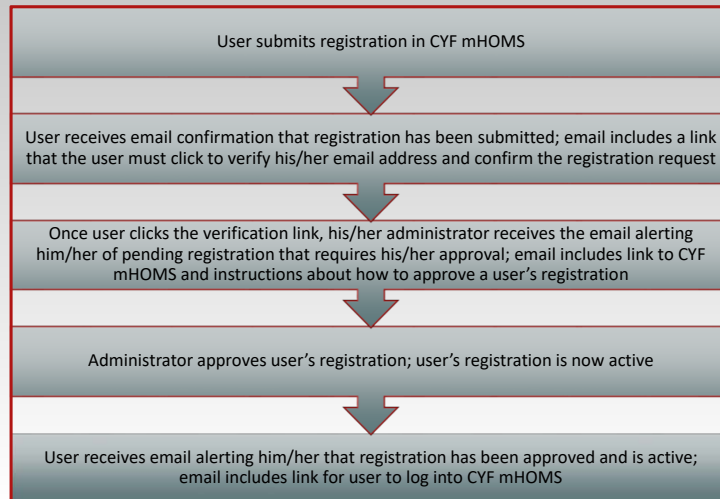
County and Program(s) Selection

- Select “**San Diego**” and your program(s)

CCBH Staff ID

- If user does not have this information available, email cyfmhoms@ucsd.edu for assistance

New User Registration



Logging into the System

Logging into CYF mHOMS

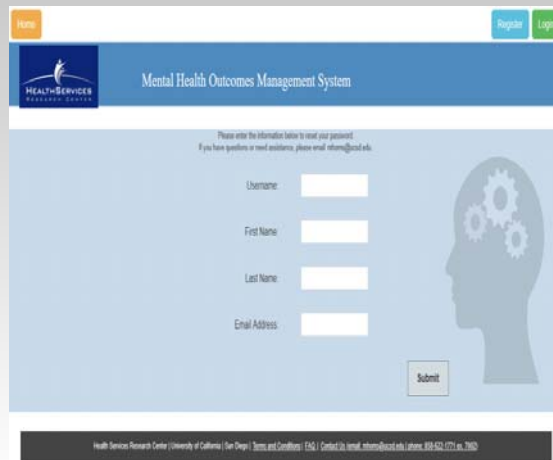
- Once the users registration has been approved by their administrator, they may log into the system using the username and password they created during registration
- Note: all fields are case sensitive
- Click "[Forgot your password?](#)" if necessary

Logging into CYF mHOMS

Forgotten password

- Clicking the "[Forgot your password?](#)" link will send users to the "Reset Password" form
- Username, first name, last name, and email fields are case sensitive
- Upon submitting this form, users will be emailed a temporary password
- After logging in with the temporary password, the user will be prompted to change their password

Logging into CYF mHOMS

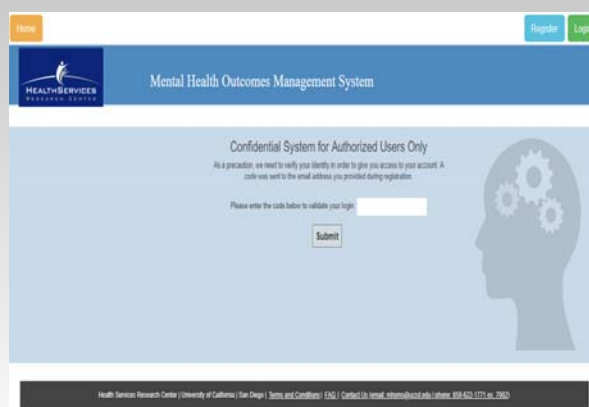


The screenshot shows the 'Mental Health Outcomes Management System' login page. At the top, there are links for 'Home', 'Register', and 'Login'. The main heading is 'Mental Health Outcomes Management System'. Below this, a message states: 'Please enter the information below to reset your password. If you have questions or need assistance, please email: info@ucsd.edu.' The form includes input fields for 'Username', 'First Name', 'Last Name', and 'Email Address', followed by a 'Submit' button. A graphic of a head with gears is on the right. The footer contains contact information for the Health Services Research Center at the University of California, San Diego.

Incorrect Password

- After 5 incorrect password submissions, the users password will automatically reset
 - They will receive an email containing a temporary password
 - After logging in with the temporary password, they will be prompted to change their password
- For more information on resetting a users password, please email: cyfmhoms@ucsd.edu

Logging into CYF mHOMS



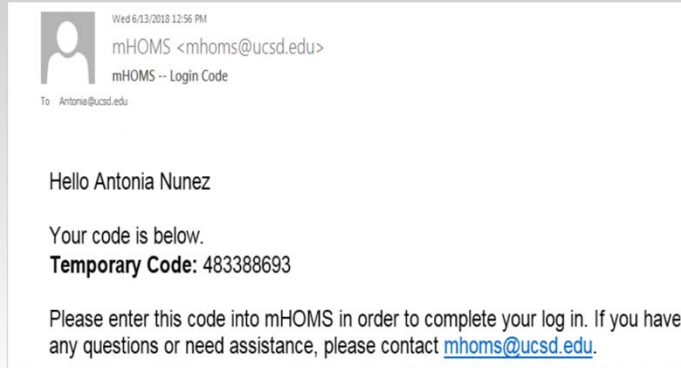
The screenshot shows the 'Mental Health Outcomes Management System' login page. At the top, there are links for 'Home', 'Register', and 'Login'. The main heading is 'Mental Health Outcomes Management System'. Below this, a message states: 'Confidential System for Authorized Users Only. As a precaution, we need to verify your identity in order to give you access to your account. A code was sent to the email address you provided during registration.' The form includes a single input field for the code, followed by a 'Submit' button. A graphic of a head with gears is on the right. The footer contains contact information for the Health Services Research Center at the University of California, San Diego.

Temporary Login Code

- 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
- Users will receive this temporary login code via email (check the spam/junk folder if code is not received within a few minutes)
- Copy and paste the temporary code from the email into this form and click the "Submit" button to access CYF mHOMS

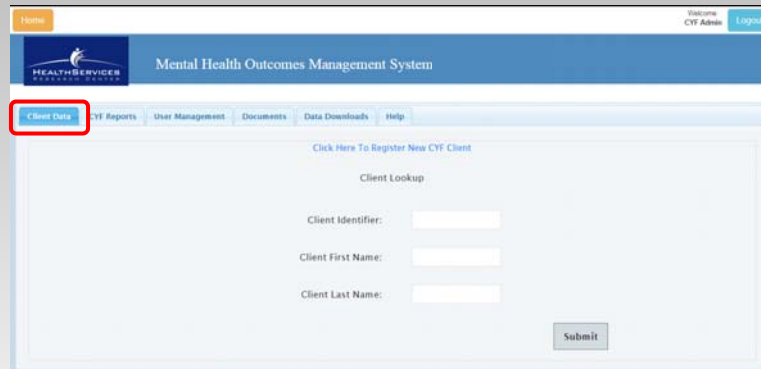
Logging into CYF mHOMS

Temporary Login Code – Email Sample



Overview of the User Interface

User Interface



- Once logged into the system, the user will automatically be directed to the “Client Data” tab
- User will choose which type of action they want to perform by using the tabs to navigate through the system
- Access to certain areas of CYF mHOMS depends on the user access level

Client Data Tab

Client Data Tab

- The Client Data tab gives users the ability to:
 - Look up clients in CYF mHOMS
 - Register new clients
 - Enter, view, and/or edit client assessments
 - View client assessment history reports
 - Edit client information
 - Discharge clients

Client Data Tab

Client Lookup

Three different ways to search for a client

Client Identifier:

Client First Name:

Client Last Name:

Submit

- Search for the client by entering **any** of the following information:
 - **Client Identifier** – this would be the CCBH ID #, or the temporary client number (include 'cyf')
 - **Client First Name**
 - **Client Last Name**

Registering a New Client

The screenshot shows the 'Mental Health Outcomes Management System' interface. The 'Client Data' tab is active. A red arrow points to the link 'Click Here To Register New CYF Client'. Below this link is a 'Client Lookup' section with input fields for 'Client Identifier', 'Client First Name', and 'Client Last Name', and a 'Submit' button.

- Register clients by clicking on the “[Click Here To Register New CYF Client](#)” link found on the “Client Data” tab
- Avoid duplication of client records by ensuring that the information entered in the search field(s) is correct

Quick Tip: If the user is trying to enter a reassessment/discharge and the client does not show, it's possible that the temporary client number was not updated

Client Registration

The screenshot shows the 'CYF Client Registration' form. It includes the following fields and sections:


- CCBH Client ID Number:** Enter Client ID Number, Generate Temporary Client Number
- CCBH Intake Date:** Enter Intake Date
- Client's Last Name:** Enter last name
- First Name:** Enter first name
- Middle Initial:** Enter middle initial
- Client Date of Birth:** Enter date of birth
- Client Gender:** F = Female, M = Male, O = Other, U = Unknown/Not Declared
- Is client Hispanic / Latino?:** Y = Yes, N = No, U = Unknown / Unreported
- Race (Select all that apply):**
 - 1 = White or Caucasian
 - 2 = Black or African American
 - 3 = American Indian or Alaska Native
 - 4 = Filipino
 - 5 = Chinese
 - 6 = Vietnamese
 - 7 = Other
 - 8 = Unknown / Not Reported
 - 9 = Native Hawaiian
 - 10 = Japanese
 - 11 = Korean
 - 12 = Other Pacific Islander
 - 13 = Samoan
 - 14 = Asian Indian
 - 15 = Other Asian
 - 16 = Native Hawaiian
 - 17 = Guamanian
 - 18 = Marsh
 - 19 = T = T
 - 20 = V = Vietnamese
 - 21 = Other
 - 22 = Unknown / Not Reported
- Unit:** Please select unit
- Subunit:** Please select subunit
- Assigned Clinician / Staff ID:** Please select staff member
- Submit** button

- Once on the “CYF Client Registration” screen, enter the client’s:
 - CCBH Client ID Number
 - CCBH Intake Date – **cannot be edited once the form is submitted**
 - Last and First Name
 - Middle Initial
 - Date of Birth – **cannot be edited once the form is submitted**
 - Gender
 - Hispanic/Latino
 - Race (Select all that apply)
 - Unit – **cannot be edited once the form is submitted**
 - Subunit
 - Assigned Clinician / Staff ID

Client Registration

Temporary Client Number

- If there is an unforeseen delay in registering the client in CCBH, click the link [“Generate Temporary Client Number”](#)
 - The system will auto-generate a temporary ID in the following format: **cyf1234567**
 - Write this temporary ID on the **Client Information Sheet**



CCBH Client ID Number

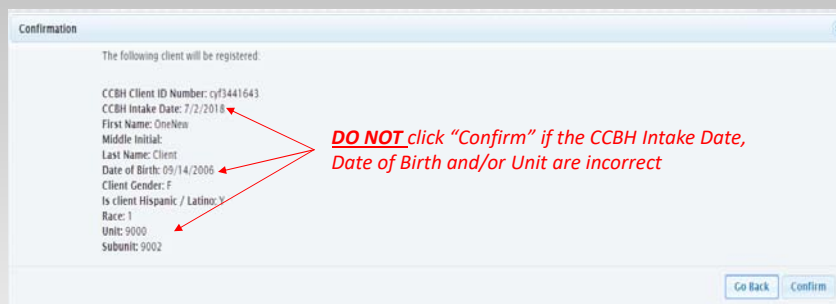
Enter Client Id Number

? Generate Temporary Client Number

Note:

Temporary ID should be updated with the CCBH Client ID number within 7 days of registering the client in CYF mHOMS

Client Registration



Confirmation

The following client will be registered:

CCBH Client ID Number: cyf3441643
CCBH Intake Date: 7/2/2018
First Name: OneNew
Middle Initial:
Last Name: Client
Date of Birth: 09/14/2006
Client Gender: F
Is client Hispanic / Latino: Y
Race: 1
Unit: 9000
Subunit: 9002

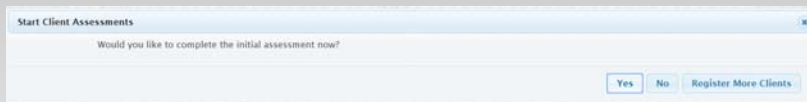
DO NOT click “Confirm” if the CCBH Intake Date, Date of Birth and/or Unit are incorrect

Go Back Confirm

- Once all fields on the “CYF Client Registration” screen have been completed, and the user clicks “Submit,” the user will be prompted to confirm that the information entered is correct

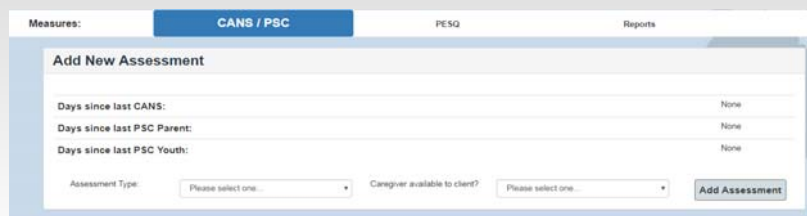
Client Registration

- Upon confirming the clients registration, the user will be prompted with the following window:



A dialog box titled "Start Client Assessments" with a close button (X) in the top right corner. The text inside asks, "Would you like to complete the initial assessment now?". At the bottom right, there are three buttons: "Yes", "No", and "Register More Clients".

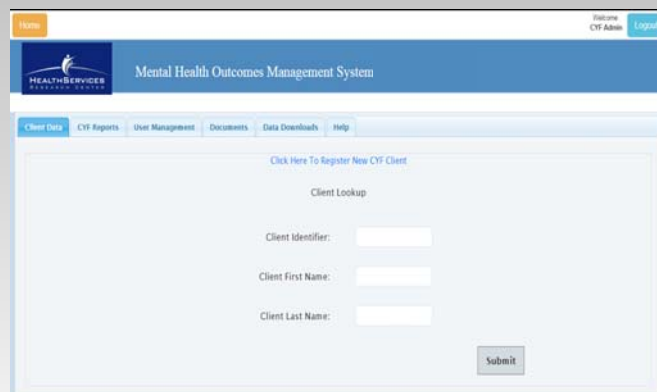
- Click "Yes" and the user will be redirected to the measures page



A web form titled "Add New Assessment" under the "Measures:" tab. The form has three tabs: "CANS / PSC", "PESQ", and "Reports". The "CANS / PSC" tab is active. The form contains three dropdown menus for "Days since last CANS:", "Days since last PSC Parent:", and "Days since last PSC Youth:", each with "None" selected. Below these are two dropdown menus for "Assessment Type:" and "Caregiver available to client?", both with "Please select one..." selected. An "Add Assessment" button is at the bottom right.

- Click "No" and the user will be redirected to the "Client Lookup" screen
- Click "Register More Clients" and it will redirect the user to the "CYF Client Registration" page

Client Lookup



A web form titled "Client Lookup" within the "Mental Health Outcomes Management System" interface. The form has a navigation bar with "Home", "Client Data", "CYF Reports", "User Management", "Documents", "Data Downloads", and "Help". The "Client Data" tab is active. The form contains three input fields: "Client Identifier:", "Client First Name:", and "Client Last Name:". A "Submit" button is at the bottom right. A link "Click Here To Register New CYF Client" is at the top of the form area.

- If all fields are left blank, and the "Submit" button is clicked, the system will produce a list of all registered client records (open and closed)

Client Lookup Tool

[Click Here To Register New CYF Client](#)

Client Lookup

Client Identifier:

Client First Name:

Client Last Name:

Client Identifier: cyf3441643
CCBH Intake Date: 7/2/2018
Programs: 9000 - RESIDENTIAL CMHS

Name: OneNew Client
Date of Birth: 9/14/2006
Counties: San Diego

Current Assessment

- Once the system finds a match, based on the information the user entered in the search field(s), the bottom of the screen will show the clients record

Editing Client Information

[Click Here To Register New CYF Client](#)

Client Lookup

Client Identifier:

Client First Name:

Client Last Name:

Client Identifier: cyf3441643
CCBH Intake Date: 7/2/2018
Programs: 9000 - RESIDENTIAL CMHS

Name: OneNew Client
Date of Birth: 9/14/2006
Counties: San Diego

Current Assessment

- User may edit client information entered on the registration page by clicking the client's identifier link after looking him or her up using the Client Lookup tool

Editing Client Information

- Here, users may edit any of the fields, **EXCEPT** for the CCBH Intake Date and Client Date of Birth
- This is also where users would update the temporary ID number with the CCBH Client ID number
- If the field *cannot* be edited by the user, please contact **CYF mHOMS Help Desk** for assistance –

DO NOT email client information!

Editing Client Information

- Once the user has edited the necessary information, and clicks “Submit” on the “CYF Client Edit” page, they will be prompted with the “Confirmation” window
- User must verify that all information is correct prior to clicking “Confirm”

Editing Client Information

- After editing client information, the system will redirect the user to the “Current Assessment” screen
 - Begin entering the measures, or click “Home” to go back to the Client Lookup screen

Client Lookup Tool – Current Assessment

- Click on “Current Assessment” to enter the following measures:
 - CANS
 - PSC Parent
 - PSC Youth

Current Assessment

Client:

Name:	OneNew Client
ID:	cy3441643
DOB:	9/14/2006
Subunit:	9002

[Edit]

Measures: **CANS / PSC** PESQ Reports

Add New Assessment

Days since last CANS: 5 Months, 3 Days

Days since last PSC Parent: 5 Months, 3 Days

Days since last PSC Youth: None

Assessment Type: Please select one... Caregiver available to client? Please select one... **Add Assessment**

- This screen will display:
 - the number of days it has been since the measure was last submitted
 - the fields “Assessment Type”, “Caregiver Available to client?” and the “Add Assessment” button, which activates the form(s) that need to be completed for the selected timepoint

Current Assessment

- Assessment Type:
 - Initial
 - Reassessment
 - Discharge
- Caregiver available to client?
 - Yes/No – this response can be found on the **Client Information Sheet**

Assessment Type: Please select one... Caregiver available to client? Please select one... **Add Assessment**

Note: Neither responses selected can be edited once the “Add Assessment” button is clicked – Contact cyfmhoms@ucsd.edu for assistance

Current Assessment – Add Assessment

- A box with the CANS & PSC forms is created for the selected assessment type
 - Notice that the system will auto-populate the date the assessment was created, and it will also show the response selected to the question “Caregiver Available to client?”
- Begin entering data by clicking on each measure
 - If the measure was not completed, the user is still required to click on each measure and enter a Reason for Non-Completion

Current Assessment – Selection of CANS

Effective July 1, 2019

- The system will calculate the age and assign the appropriate CANS form using the clients date of birth entered on the registration page and the CANS assessment date
 - SD CANS Early Childhood(EC) – youth ages 0-5
 - SD CANS – youth ages 6-21

Current Assessment

The screenshot shows a confirmation window titled "Submitted Successfully". On the left is a green circle with a white checkmark. To the right, it says "You have successfully submitted the PSC Youth form." A red arrow points from the text "Specifies which form was successfully submitted" to the words "PSC Youth" in the message. Below the message, the following information is listed:





Date Collected:	7/2/2018
Date Submitted:	2/6/2019
Data Entry Staff ID:	12345
Clinician Staff ID:	12345
Client Case:	000000057

At the bottom, there is a dark blue bar with the text "Pediatric Symptom Checklist (PSC) - Youth" on the left and two buttons, "Print" and "Back to forms", on the right.

- A confirmation window will show upon completion of the form
- Click "Print" if the program would like to have a copy of this confirmation page on file, if not, click "Back to forms"

Current Assessment

The screenshot shows an "Initial" assessment screen. At the top, it says "Initial" and "Assessment Created: 5/22/2018" and "Caregiver Available: No". Below this, it says "Complete form:". There is a list of forms with their completion dates and icons for saving and viewing details:

SD - CANS (6/5/2018)		
PSC Parent (6/13/2018)		
PSC Youth		

- Form Status
 - **Green** = Submitted
 - **Yellow** = Saved/In Progress
 - No color/No Icons = Nothing has been entered for this measure

Current Assessment

Form Status Icons



Continue Form – form is saved, but NOT submitted



Edit Form – allows users to make changes to a submitted form



Review Form – opens form in “Print Preview” format

Current Assessment – Assessment Summary Report

- Print **Assessment Summary**
 - The form status for all measures must be **Green**
 - Click “Assessment Summary”

The screenshot shows the 'Initial' assessment form interface. On the left, under 'Complete form:', there is a list of measures: 'SD - CAS (9/1/2018)', 'PSC Parent (9/1/2018)', and 'PSC Youth (9/1/2018)'. Each measure has a status icon (a green square with a white 'i') and an information icon (a blue circle with a white 'i'). On the right, under 'Reports:', a dropdown menu is open, showing 'Assessment Summary' as the selected option. A red rectangle highlights the 'Assessment Summary' option in the dropdown.

- Click on the “Print” icon

The screenshot shows the 'CYF Mental Health Outcomes Management System' interface. At the top, there is a blue header bar with the system name. Below the header, there is a navigation bar with various icons. A red arrow points to the 'Print' icon (a printer icon) in the navigation bar. Below the navigation bar, the 'Assessment Summary' report is displayed, showing the title 'Assessment Summary' and the user 'Initial'.

Current Assessment – Assessment Summary Report

- The report will then open in a separate window where the user can select their printer
- Once printed, the bottom of the page will display the date and time of when the report was generated

For Internal Use Only

Report Generated from mHOMS 2/7/2019 12:54:26 PM

Note: The Assessment Summary report should be reviewed by the clinician prior to filing in the clients chart

Client Lookup Tool – Client Individual Reports

The screenshot displays the 'Client Lookup Tool' interface. At the top, there is a link 'Click Here To Register New CYF Client'. Below this is the 'Client Lookup' section with three input fields: 'Client Identifier' (empty), 'Client First Name' (containing 'OneNew'), and 'Client Last Name' (containing 'Client'). A 'Submit' button is located to the right of these fields. Below the 'Client Lookup' section, there is a summary of client information: 'Client Identifier: 191441643', 'CCBT Intake Date: 7/2/2018', and 'Programs: 9000 - RESIDENTIAL CARE'. A red box highlights the 'Current Assessment' link. To the right of this summary is a tabbed interface with three tabs: 'Measures', 'PSC', and 'Reports'. The 'Reports' tab is selected and highlighted in blue. Below the 'Reports' tab, there is a section titled 'Reports' containing three links: 'CAMS Individual Report', 'PSC-P Graph', and 'PSC-Y Graph'.

- To view/print client individual reports, look up a client via the “Client Lookup” tool
- Click the “Current Assessment” link that corresponds with that client
- Click on the “Reports” tab
- Printing frequencies:
 - At each reassessment and at discharge

Client Lookup Tool – Client Discharge

Click Here To Register New CYF Client

Client Lookup

Client Identifier:

Client First Name:

Client Last Name:

Client Identifier: cy3441643
CCBH Intake Date: 7/2/2018
Programs: 9000 - RESIDENTIAL CMHS

Current Assessment

To discharge a client:

1. Go to the “Client Data” tab
2. Search for the client on the “Client Lookup” screen
3. Click on “**Current Assessment**”
4. Then, select “**Discharge**” for Assessment Type

Days since last CANS:
Days since last PSC Parent:
Days since last PSC Youth:

Assessment Type:
Please select one...
Reassessment
Discharge

Client Discharge

Measures: **CANS / PSC** PESQ Reports

Discharge
Assessment Created: 8/29/2019
Caregiver Available: Yes

Complete form:

SD - CANS
PSC Parent
PSC Youth
Discharge

Reports:
No Current Reports

- The system will no longer allow for additional timepoints once the “Discharge” assessment is created

Client Discharge

Effective May 22, 2019

- The system will allow users to enter Discharge CANS & PSC forms, and close the client episode at a later time
- Client will remain "Open" until the user completes the "Discharge" form

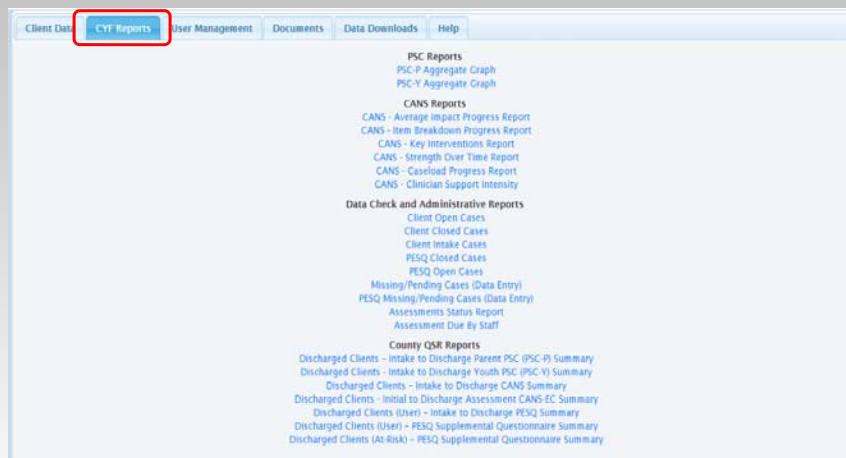
Client Discharge

On the "Discharge" form:

1. Provide discharge date
2. Provide reason(s) for discharge
3. Provide any necessary comments
4. Click "Check to confirm discharge"
 - a) A **Confirmation** dialogue window will open
 - b) Click "I Agree"
5. Click the "Submit" button
 - a) A **Notification** window will open
 - b) Click "Yes" or "No" to enter the discharge measures

CYF Reports Tab

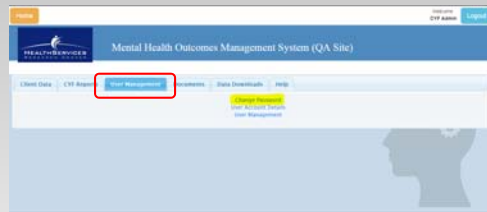
CYF Reports Tab



- For detailed information on these reports, users should reference the **CYF mHOMS User Report Training** handout that is available on the System of Care Evaluation (SOCE) website

User Management Tab

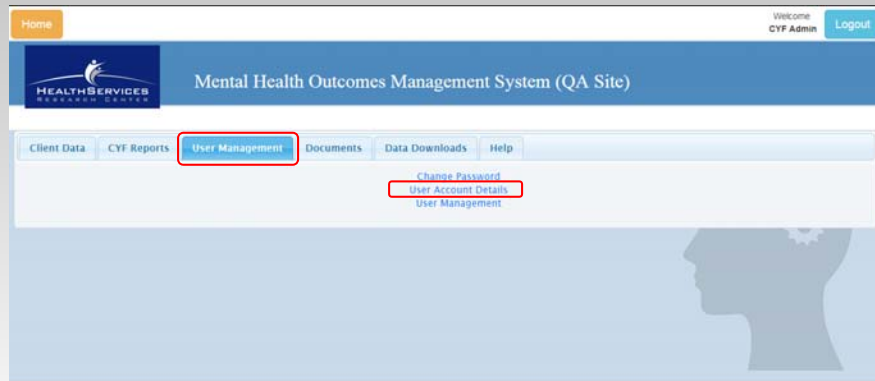
User Management Tab



Change Password

- Click the “Change Password” link if user needs to change their password
- Enter current password
- Enter and confirm the new password
- Remember that the new password must have at least:
 - 8 characters
 - 1 uppercase letter (A-Z)
 - 1 lowercase letter (a-z)
 - 1 number (0-9)
 - 1 special character (!, @, #, \$, %, ^, &, *, (,), =, [], ?)
- Click “Submit”

User Account Details



- Click the “User Account Details” link to view or edit your account details

User Account Details

Changing account information requires re-approval by your administrator. Please make sure that everything in your account is correct before submitting a change.

Username:

First Name:

Last Name:

Email Address:

Access Level:

Administrator:

Counties: ☒ San Diego

Programs: ☒ ☒ ☒ ☒ 9000 - RESIDENTIAL CMHS

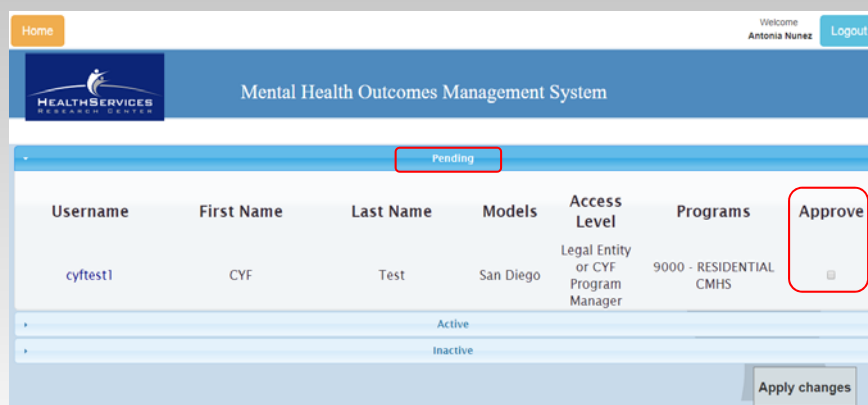
- Here, users may edit their email address, access level, administrator, county, and program(s)
- Once the user makes changes to their account, they will click “Submit”
- Note: Changing account information requires re-approval by the user they registered under (i.e., their administrator)
- If other account detail changes need to be made, email cyfmhoms@ucsd.edu

User Management



- Depending on the access level of each user, they might have the responsibility of approving, activating, or inactivating users registering under them
- To manage these users, click on the “User Management” link

User Management – Pending Users



- Here, authorized staff can approve users whose registration is currently pending
- To approve a pending user, check the box under “Approve”
- After clicking “Approve”, click the “Apply changes” button

User Management – Active Users

Home Welcome Antonio Nunez Logout

HEALTHSERVICES RESEARCH CENTER Mental Health Outcomes Management System

Pending

Active

Username	First Name	Last Name	Models	Access Level	Programs	Inactivate
cyftest1	CYF	Test	San Diego	Legal Entity or CYF Program Manager	9000 - RESIDENTIAL CMHS	<input type="checkbox"/>

Inactive

Apply changes

- Authorized staff can inactivate users whose registration is currently active, but should no longer have access to the system
- To inactivate an active user, check the box under “Inactivate” and then click “Apply changes”

User Management – Inactive Users

Home Welcome Antonio Nunez Logout

HEALTHSERVICES RESEARCH CENTER Mental Health Outcomes Management System

Pending

Active

Inactive

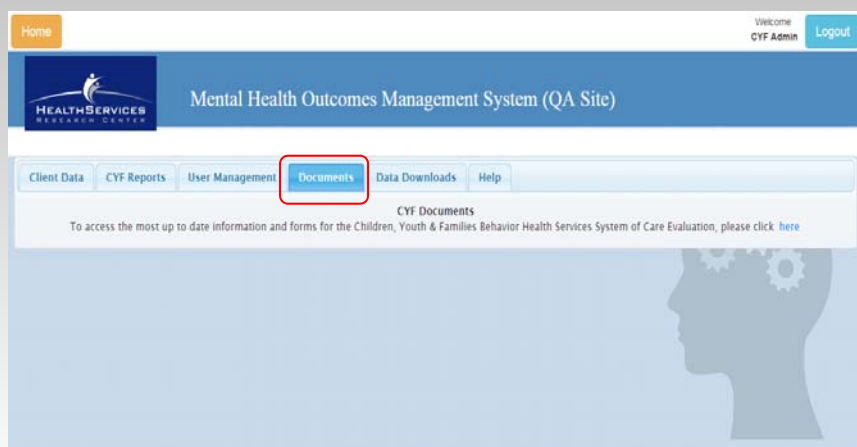
Username	First Name	Last Name	Models	Access Level	Programs	Activate
cyftest1	CYF	Test	San Diego	Legal Entity or CYF Program Manager	9000 - RESIDENTIAL CMHS	<input type="checkbox"/>

Apply changes

- Authorized staff may activate users whose registration is currently inactive
- To do so, check the box under “Activate” and then click “Apply changes”

Documents Tab

Documents Tab



CYF mHOMS

Features & Functions

Validation, Range Rules, & Missing Value Labels

The screenshot displays a web form with several fields. At the top, a blue banner contains three red error messages: 'Please enter Date of Assessment in mm/dd/yyyy format', 'Please enter staff Id', and 'Please enter subunit'. Below this, the form fields are as follows: 'Date of Assessment:' with a red asterisk and a text box containing '09/18/2017'; 'Assessment Type:' with a dropdown menu showing 'Initial'; 'Clinician / Staff ID' with a red asterisk, a text box containing '6', and a dropdown menu with 'Invalid Answer' and 'Please select one...'; 'Reason for non-completion' with a text box containing '6' and a dropdown menu with 'Youth age (under 11 or over 18)'; and 'Subunit' with a red asterisk, a text box containing '6', and a dropdown menu with 'Invalid Answer' and 'Please select one...'.

- Validation, range rules, and missing value labels help ensure data quality
- Standard validation and range rules ensure that data entered are appropriate and in the appropriate format
- If a data validation error occurs after submission, a red error message will indicate which specific items need to be corrected

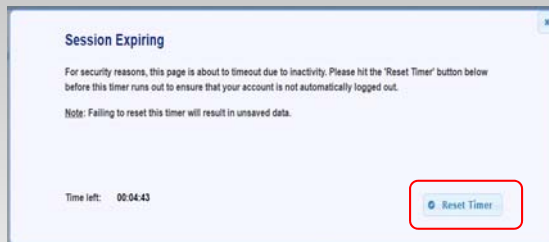
Load Previous Data (SD-CANS)

- The purpose of this function is to pull forward the responses from the **LAST COMPLETED** SD-CANS
 - Only use this function at Reassessment and/or Discharge
 - Clinicians should utilize the system printout to review and update the responses that were last submitted

Save Work

- Use the “Save Work” function if:
 - required fields/items are missing and the clinician is not available to provide an immediate response
 - user is unable to enter the entire measure due to unforeseen circumstances

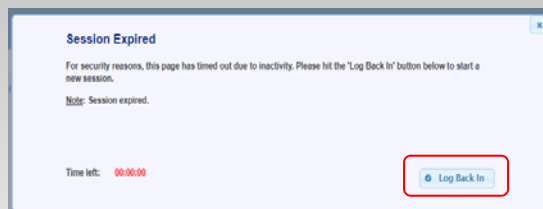
Session Expiring



Timing out

- Timeout and automatic logging off of the system will occur after 20 minutes of user inactivity
 - Inactivity includes not clicking a link or submitting data
- You have five minutes to reset the 20-minute timer before being logged out

Session Expired

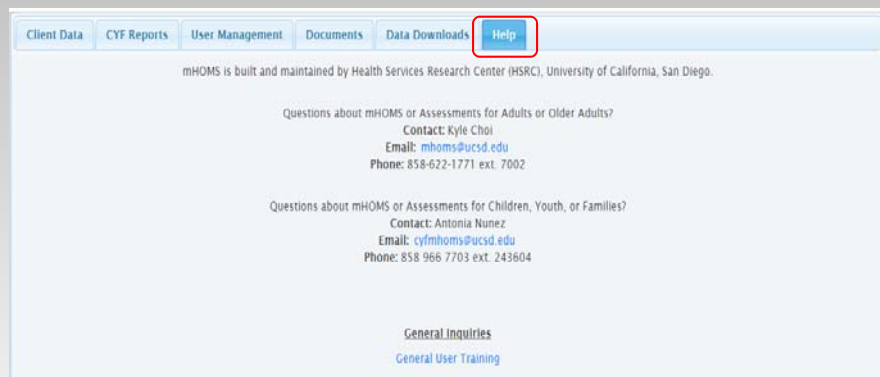


Timing out

- If the user does not reset the five-minute timer, they will be logged out of the system and receive the "Session Expired" warning message
- This message indicates user has been logged out of the system
- To return to the login page:
 - Click "Log Back In"
 - Or go to <https://mhoms.ucsd.edu>

Help Tab

Help Tab



- If you need additional help, we provide phone and email support during regular business hours
 - Phone: (858) 966-7703 ext. 243604
 - Email: cyfmhoms@ucsd.edu - ***DO NOT email client information!***

Thank you!

For further assistance, please contact

CYF mHOMS Help Desk at:

cyfmhoms@ucsd.edu

(858) 966-7703 ext. 243604