

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. 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 is a blue header with the 'HEALTHSERVICES RESEARCH CENTER' logo and the text 'Mental Health Outcomes Management System'. 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 two input fields for 'Username' and 'Password', a 'Forgot your password?' link, and a 'Submit' button. To the right of the text is a graphic of a human head profile with gears inside. At the bottom of the page, there is a footer with the text: 'Health Services Research Center | University of California | San Diego | Terms and Conditions | FAQ | Contact Us (email: mhoms@ucsd.edu) phone: 858-522-1771 ex. 7002'.

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: ←

password should be lowercase first name and last name with no spaces (e.g. johndoe)

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:

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:

password should be lowercase first name and last name with no spaces (e.g. johndoe)

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:

E-mail

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

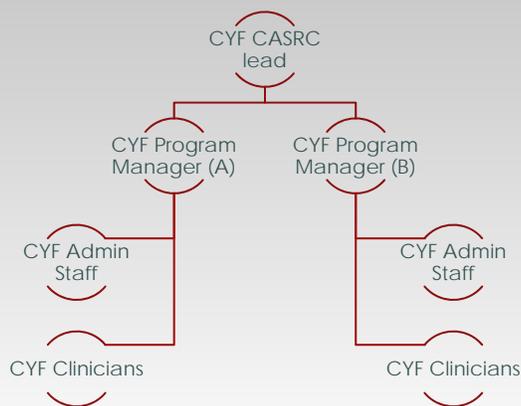
Access Level

- 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

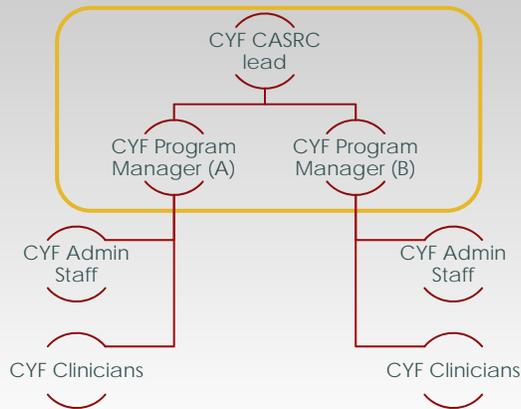
New User Registration



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

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

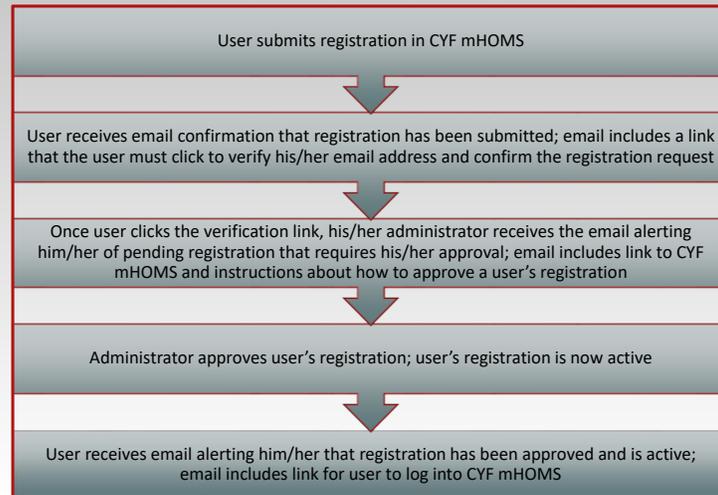
County and Program(s) Selection

- 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

Home Register Login

HEALTHSERVICES
UNIVERSITY OF CALIFORNIA

Mental Health Outcomes Management System

The system is for authorized users only
The data is confidential
The system logs user access
The user is not to login if not in agreement

Username:

Password:

[Forgot your password?](#)

Submit

Health Services Research Center | University of California | San Diego | Terms and Conditions | FAQ | Contact Us: mental_outcomes@ucsd.edu | Phone: 619-532-5771 ext. 3960

- 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

Home Register Login

HEALTHSERVICES
UNIVERSITY OF CALIFORNIA

Mental Health Outcomes Management System

Please enter the information below to reset your password.
If you have questions or need assistance, please email: mental@ucsd.edu.

Username:

First Name:

Last Name:

Email Address:

Submit

Health Services Research Center | University of California | San Diego | Terms and Conditions | FAQ | Contact Us: mental_outcomes@ucsd.edu | Phone: 619-532-5771 ext. 3960

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

Please enter the information below to reset your password.
If you have questions or need assistance, please email info@ucsd.edu.

Username:

First Name:

Last Name:

Email Address:

Health Services Research Center | University of California | San Diego | Terms and Conditions | EEO | Contact Us (info@ucsd.edu) | Phone: 858-532-1171 or 1982

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

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.

Please enter the code below to validate your login:

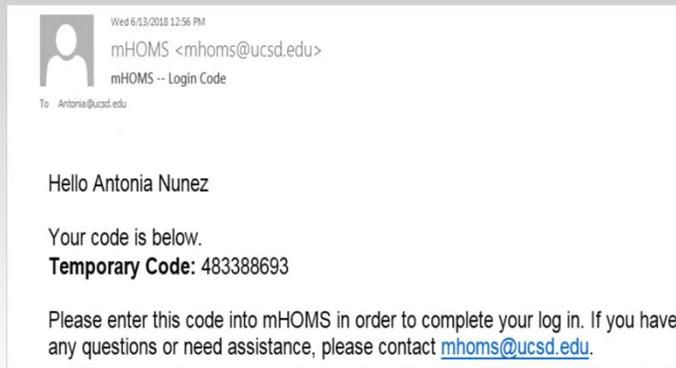
Health Services Research Center | University of California | San Diego | Terms and Conditions | EEO | Contact Us (info@ucsd.edu) | Phone: 858-532-1171 or 1982

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:

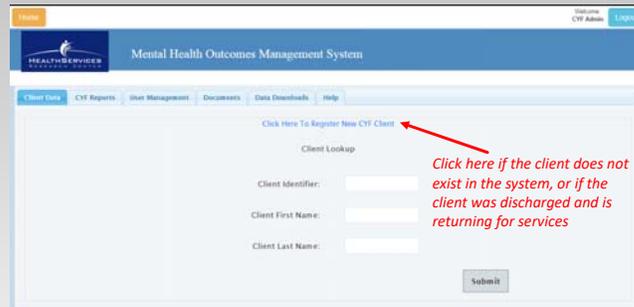
Client First Name:

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



- 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

- 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**

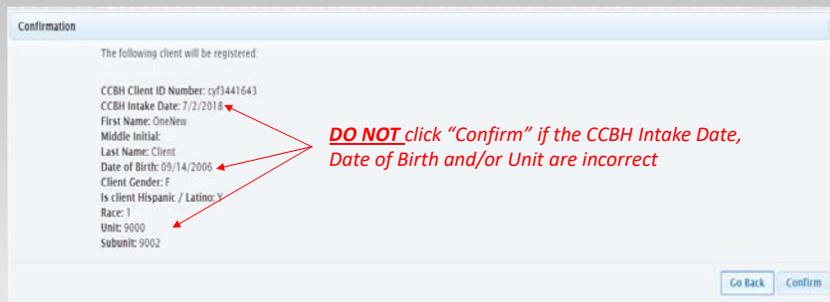


The screenshot shows a light blue box titled "CCBH Client ID Number". Inside the box, there is a white text input field with the placeholder text "Enter Client Id Number". Below the input field, there is a blue button with a question mark icon and the text "Generate Temporary Client Number".

Note:

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

Client Registration



The screenshot shows a "Confirmation" dialog box with the following text:

The following client will be registered:

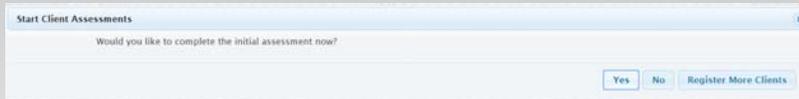
- CCBH Client ID Number: cyf3441643
- CCBH Intake Date: 7/2/2018
- First Name: OneNew
- Middle Initial:
- Last Name: Client
- Date of Birth: 09/14/2006
- Client Gender: F
- Is client Hispanic / Latino: Y
- Race: 1
- Unit: 9000
- Subunit: 9002

Red arrows point from the text ***DO NOT click “Confirm” if the CCBH Intake Date, Date of Birth and/or Unit are incorrect*** to the "CCBH Intake Date", "Date of Birth", and "Unit" fields. At the bottom right of the dialog box, there are two buttons: "Go Back" and "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

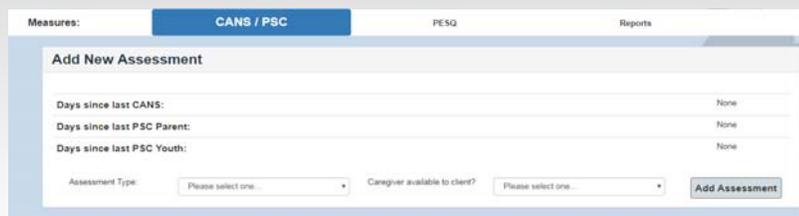
Client Registration

- 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 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 screenshot of the "Add New Assessment" form. At the top, there are tabs for "Measures:", "CANS / PSC", "PESQ", and "Reports". The "CANS / PSC" tab is selected. The form contains three input fields: "Days since last CANS:", "Days since last PSC Parent:", and "Days since last PSC Youth:", each with a dropdown menu currently set to "None". Below these are two dropdown menus for "Assessment Type" and "Caregiver available to client?", both with "Please select one..." as the placeholder. An "Add Assessment" button is located 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 screenshot of the "Client Lookup" page in the "Mental Health Outcomes Management System". The page has a blue header with the system name and a navigation menu with options: "Client Data", "CYF Reports", "User Management", "Documents", "Data Downloads", and "Help". A link "Click Here To Register New CYF Client" is visible. The main content area has the title "Client Lookup" and three input fields: "Client Identifier:", "Client First Name:", and "Client Last Name:". A "Submit" button is located at the bottom right.

- 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

Current Assessment

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

- 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

Current Assessment

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

- 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

Client:

Name: OneNew Client
Id: cyf3441643
DOB: 9/14/2006
Submit: 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

- 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 Here To Register New CYF Client

Client Lookup

Client Identifier:

Client First Name: OneNew

Client Last Name: Client

Submit

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

- 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

Assessment Type: Caregiver available to client? **Add Assessment**

Initial
Assessment Created: 6/17/2018
Caregiver Available: Yes

Complete form:

SD - CANS
PSC Parent
PSC Youth

Reports:
No Current Reports

- 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

SD - CANS

Please enter Assessment Date:
Client Date of Birth: 2/1/2016 (Age: 3)

07/01/2019

Start Cancel

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

Submitted Successfully

You have successfully submitted the **PSC Youth** form.

Specifies which form was successfully submitted

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

Pediatric Symptom Checklist (PSC) - YouthPrint Back to forms

- 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

Initial

Assessment Created: 5/22/2018
Caregiver Available: No

Complete form:

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



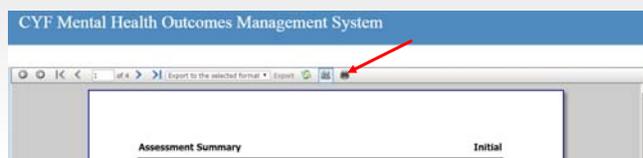
Review Form – opens form in “Print Preview” format

Current Assessment – Assessment Summary Report

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



- Click on the “Print” icon



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', 'Client First Name' (containing 'OneNew'), and 'Client Last Name' (containing 'Client'). A 'Submit' button is located below these fields. Below the 'Submit' button, client details are displayed: 'Client Identifier: 093441643', 'CCBT Intake Date: 7/2/2018', and 'Program: 900 - RESIDENTIAL CARE'. A red box highlights the 'Current Assessment' link. To the right, there is a 'Measures' section with tabs for 'CAMS / PSC', 'PISQ', and 'Reports'. The 'Reports' tab is selected, showing a list of reports: '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: cyf3441643
CCBH Intake Date: 7/2/2018
Programs: 9000 - RESIDENTIAL CMHS

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

Assessment Type:

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

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

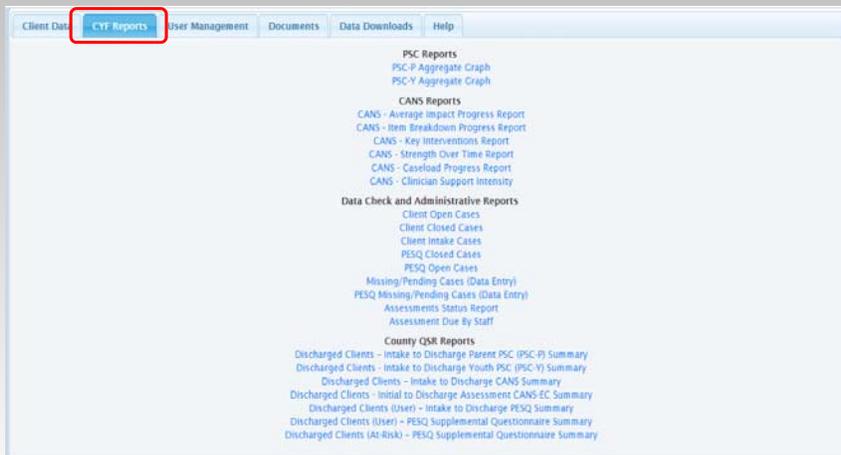
Client Discharge

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

The screenshot shows the "User Account Details" form. At the top, there is a red warning message: "Changing account information requires re-approval by your administrator. Please make sure that everything in your account is correct before submitting a change." Below the message, the form displays the following information:

- Username: anunez
- First Name: Antonia
- Last Name: Nunez
- Email Address: Antonia@ucsd.edu
- Access Level: County Administrator or CYF lead
- Administrator: HSRC UCSD
- Counties: San Diego
- Programs: 9000 - RESIDENTIAL CMHS

At the bottom of the form, there are two buttons: "Submit" and "Cancel". The background of the form features a silhouette of a human head with gears inside, symbolizing thought or management.

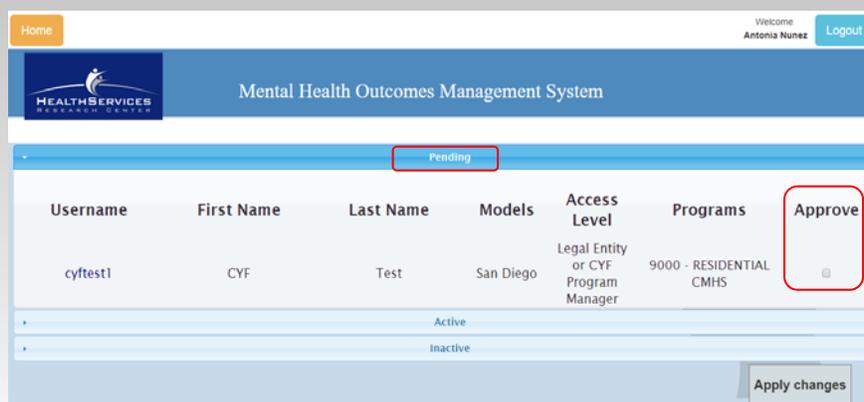
- Here, users may edit their email address, access level, administrator, county, and program(s)
- Once the user makes changes to their account, they will click “Submit”
- **Note:** Changing account information requires re-approval by the user they registered under (i.e., their administrator)
- If other 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
Antonia 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 checked="" 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
Antonia 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 checked="" 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

The screenshot displays the user interface of the Mental Health Outcomes Management System (QA Site). At the top left, there is a 'Home' button. On the top right, it says 'Welcome CYF Admin' with a 'Logout' button. The main header features the 'HEALTHSERVICES' logo and the text 'Mental Health Outcomes Management System (QA Site)'. Below the header is a navigation menu with buttons for 'Client Data', 'CYF Reports', 'User Management', 'Documents', 'Data Downloads', and 'Help'. The 'Documents' button is highlighted with a red rectangular box. Below the navigation menu, there is a section titled 'CYF Documents' with a sub-header: 'To access the most up to date information and forms for the Children, Youth & Families Behavior Health Services System of Care Evaluation, please click [here](#)'. The background of the lower section features a silhouette of a human head with gears inside, symbolizing thought or processing.

CYF mHOMS Features & Functions

Validation, Range Rules, & Missing Value Labels

- Please enter Date of Assessment in mm/dd/yyyy format
- Please enter staff Id
- Please enter subunit

Date of Assessment: *	<input type="text" value="09182017"/>
Assessment Type:	<input type="text" value="Initial"/>
Clinician / Staff ID *	<input type="text" value="Invalid Answer"/> <input type="text" value="Please seleece one..."/>
Reason for non-completion	<input type="text" value="6"/> <input type="text" value="Youth age (under 11 or over 18)"/>
Subunit *	<input type="text" value="Invalid Answer"/> <input type="text" value="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 screenshot shows a web application interface for 'San Diego County Child and Adolescent Needs and Strengths'. A 'Load Previous Data' dialog box is open, asking 'Are you sure you want to load previous data?'. The dialog has 'Yes' and 'Cancel' buttons. The 'Yes' button is highlighted with a red box. In the background, a 'Save Work' button is also highlighted with a red box. The main form behind the dialog includes fields for 'Date of Assessment', 'Assessment', 'Clinician/S', 'Reason for', and 'Subunit', along with a 'Submit' button at the bottom.

- 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

The screenshot shows the same web application interface. A 'Save Confirmation' dialog box is open, asking 'Do you want to save progress?'. The dialog has 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box. In the background, a 'Save Work' button is also highlighted with a red box. The main form behind the dialog includes fields for 'Date of Assessment', 'Assessment', 'Clinician/S', 'Reason for', and 'Subunit', along with a 'Submit' button at the bottom.

- 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

mHOMS is built and maintained by Health Services Research Center (HSRC), University of California, San Diego.

Questions about mHOMS or Assessments for Adults or Older Adults?
Contact: Kyle Choi
Email: mhoms@ucsd.edu
Phone: 858-622-1771 ext. 7002

Questions about mHOMS or Assessments for Children, Youth, or Families?
Contact: Antonia Nunez
Email: cyfmhoms@ucsd.edu
Phone: 858 966 7703 ext. 243604

General Inquiries
[General User Training](#)

- 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