

Recording Developmental and Mental Health Screenings, Referrals, and Plan Interventions in CWS/CMS

A new page in the Health Notebook is used to document Developmental and Mental Health screenings, referrals, and treatment data. This page will only be enabled for a focus child client in a case, or victim in a referral.

SCREENINGS TAB

Screenings Frame

1. Click on the “+” in the “Screenings” section (shown below)

- Screenings and Referrals

Screenings				
+	Date	Type	Screened By	Results
1	08/28/2013	Initial Mental Health 5+ Years Old	Staff Person	Referral for Services

Date: 08/28/2013 | Type: Initial Mental Health 5+ Years Old | Screened By: Staff Person

Results: Referral for Services, No Referral Needed

Comments: [Text Area]

2. Enter the date of the screening.
 - *Future dates are not allowed*
 3. Click the “Type” drop-down menu
 4. Select from a list of 12 values, depending on the type of mental health or developmental screening the client received
 5. Click the “Screened By” drop down menu. Select from:
 - *Caregiver*
 - *Early Start Professional*
 - *Health Care Provider*
 - *Mental Health Professional*
 - *Public Health Nurse*
 - *Regional Center*
 - *Service Provider*
 - *Staff Person*
 6. In the box labeled “Results,” click radio button for “Referral for Services” or “No Referral Needed”
 - *The Results field will not be enabled until the Date, Type, and Screened By information is recorded.*
 7. Enter details in “Comments” field.
 - *Comments field allows up to 4,020 characters*
- ✓ *This grid is sorted by Date, with the most recent on top*
- ✓ *Date and Type are mandatory when creating a new row*

Referrals Frame

1. Click on the “+” in the “Referrals” section (shown below)

Referrals				
+ 1	Referral Date	Referral Type	Referred To	
	08/28/2013	Mental Health	County Mental Health	

Referral Date	Referral Type	Referred To	<input type="checkbox"/> Out of County	Comments
08/28/2013	Mental Health	County Mental Health		

Outcome of Referral	Outcome Date	Consent Type	Consent on File Date
<input checked="" type="radio"/> Accepted <input type="radio"/> Not Accepted	08/28/2013	Court	08/28/2013

2. Enter the date of the referral
 - *Future dates are not allowed*
3. Click the “Referral Type” drop-down menu
4. Select “Mental Health” or “Developmental”
5. Click the “Referred To” drop down menu. Select from:
 - *County Mental Health*
 - *Early Start*
 - *Local Education Agency*
 - *Regional Center*
 - *Service Provider*
6. If referral is sent to another county, select the “Out of County” radio button.
7. Indicate outcome of referral as “Accepted” or “Not Accepted”
8. Enter details in the “Comments” field
 - *Comments field allows up to 254 characters*
9. Enter the Outcome Date
 - *The outcome date refers to the date the decision was made whether or not to accept the referral. This field is enabled after the Outcome of Referral field is completed.*
 - *The date of the outcome must be greater than or equal to the referral date*
 - *Future dates are not allowed*
10. Click on the “Consent Type” drop down menu. Select from:
 - *Parent/Legal Guardian*
 - *Court*
 - *Child 12 and older*
 - *Consent Denied*
 - *Nonminor Dependent*
 - *Educational Rights (IFSP)*
 - *Early Start Surrogate Parent*
 - *PPLA Relative Caregiver*

11. Consent on File Date refers to the date the consent was received. Future dates are not allowed.

- ✓ This grid is sorted by Referral Date, with the most recent rows at the top.
- ✓ Referral Date, Referral Type, and Referred To are mandatory for creating a new row.

Intervention Plans Frame

1. Click on the “+” in the “Intervention Plan” section (shown below)

Intervention Plan

+	Start Date	Plan Type	End Reason	End Date
1	08/28/2013	Initial Mental Health		

Start Date: 08/28/2013
 Plan Type: Initial Mental Health
 Comments:
 End Reason:
 End Date:

2. Enter the Start Date
 - Future dates are not allowed
3. Click the “Plan Type” drop down menu.
4. Select from the four plan type choices: “Initial Mental Health,” “Updated Mental Health,” “Initial Developmental” or “Updated Developmental”
5. Enter details in the “Comments” field.
 - Comments field allows up to 4020 characters
6. Record end reason and date, as appropriate.
 - Complete both fields or leave blank. Users cannot enter an end reason or end date only.
7. Click on the “+” in the “Plan Detail” section (shown below)

Plan Detail

+	Start Date	Recommended Intervention Choices	End Date
1	08/28/2013	Intensive Home Based Services	

Start Date: 08/28/2013
 Recommended Intervention Choices: Intensive Home Based Services
 End Date:
 Comments:

8. Click on the “Recommended Intervention Choices” drop down menu. Select from 13 different mental health plan types and 11 different developmental plan types (The list of choices varies depending on the Plan Type selected):
 - ✓ Please note that one or more “Recommended Intervention Choices” can be associated to a single Intervention Plan

The following options are available for mental health intervention choices:

- Assessment

- *Child & Family Team*
- *Community Based Services*
- *Crisis Intervention*
- *Inpatient Treatment*
- *Intensive Care Coordination*
- *Intensive Home Based Services*
- *Medication Support Services*
- *Outpatient Treatment*
- *Social Emotional*
- *Therapeutic Behavioral Services*
- *Treatment Foster Care*
- *Other (If “Other” is selected, the comments field is mandatory, Comments field allows up to 254 characters.)*

The following options are available for recording developmental intervention choices:

- *Adaptive*
- *Assessment*
- *Child and Family Team*
- *Cognitive*
- *Communication*
- *Community Based Services*
- *Early Intervention Services/IFSP*
- *Gross/Fine Motor*
- *Natural Supports*
- *Social Emotional*
- *Other*

- ✓ *Start Date and Plan Type are mandatory when creating a new row.*
- ✓ *The Intervention Plan grid is sorted with active plans on top.*
- ✓ *Ended plans will be sorted by End Date with the most recent enddate first.*

For further instruction on recording mental health and developmental services into the Health Notebook, please visit the CWS/CMS Training Website, at: <http://www.hwcws.cahwnet.gov/Training2/public/default.asp> . From this webpage, select the Training Tab, then click on the highlighted link “CWS/CMS Training Portal”. Next under topics, scroll on the drop down menu to “Health and Education”. Under “How to’s” select “How do I record Developmental and Mental Health Screenings Information?” Lastly, click on the blue oval “How to”. A brief tutorial will then begin.