



Updates/Changes in

bhsdstar

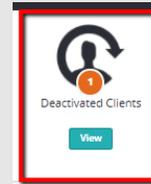
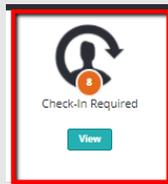
February 14, 2018

Release date 02/14/18
BHSDSTAR.org



Overview (Updates/Changes)

- Client Mandated Data now requires updates every **6 months**, with a 90 day window to complete.
- Two new functions are now available in the *Overview* dashboard in the *Client Tracking* section to assist with managing client records.



- *Update* button for Mandated Data has been changed to buttons instead of a dropdown. Depending on the state of the client's record, different button options will display. For example, you can either complete a *Client Check-In* or *Deactivate Client*



Client Tracking – Check-In Required

The screenshot shows the bhsdstar Quality (QA) dashboard. The top navigation bar includes 'PROGRAMS' and 'CLIENT'. The user is logged in as Spencer Williams. The left sidebar contains menu items: Overview, CareLink, CCBHC, Jail Diversion, Opioid STR, and Workbook Transition. The main content area is divided into two sections: 'Overview Tracking' and 'Client Tracking'. The 'Overview Tracking' section contains four tiles: 'Corrections Required' (0), 'Pending Invoices' (0), 'Invoice History', and 'RUN REPORTS FOR Overview' (2). The 'Client Tracking' section contains three tiles: 'Active Clients' (10), 'Deactivated Clients' (1), and 'Check-In Required' (5). The 'Check-In Required' tile is highlighted with a red box, and an orange circle in the center of the tile indicates the number of clients (5) who need action. A red arrow points to the 'View' button on the 'Check-In Required' tile. A red arrow also points to the 'Overview' menu item in the sidebar.

Client Tracking

- Active Clients (10)
- Deactivated Clients (1)
- Check-In Required (5)

Check-In Required will now display on your dashboard.
Orange circle in middle of tile indicates number of clients who need action taken in this area.
Click the "View" button to display the list of clients.

- Claims Providers: Check-ins are now required for Mandated Data!
- Check-ins every 6 months are Required in Mandated Data or your claims will **NOT** be accepted. You have a 90 day window to complete.

Client Tracking – Check-In Required

When you click *View* on the *Check-In Required* tile, you will be taken to this screen:

Clients in this list:
1) are activated in a financial project (i.e., Claims)
2) have a Check-in due within 90 days

Icons:
Red circle: Late
Orange exclamation: <= 30 days till next Check-in due date
Yellow circle: <= 60 days till next Check-in due date
Blue info: <= 90 days till next Check-in due date

Client ID	Client Name	Date of Birth	Last 4 SSN	Last Check-in	Next Check-in Due	Alert Icon
C001000000057505	Screenshot Client 1	01/01/2001		06/16/2017; Initial Registration	01/12/2018; LATE	Red circle
C001000000057506	Screenshot Client 2	02/01/1990		06/16/2017; Initial Registration	01/12/2018; LATE	Red circle
C001000000057651	Screenshot Client 3	10/01/1987		07/14/2017; Initial Registration	02/09/2018; Tomorrow	Orange exclamation
C001000000057652	Screenshot Client 4	05/14/1990		08/01/2017; Initial Registration	02/27/2018; 19 days remaining	Orange exclamation
C001000000057653	Screenshot Client 5	09/05/2004		09/01/2017; Initial Registration	03/30/2018; 50 days remaining	Yellow circle
C001000000057655	Screenshot Client 6	11/15/1988		09/01/2017; Initial Registration	03/30/2018; 50 days remaining	Yellow circle
C001000000057656	Sc...			10/10/2017; Initial Registration	05/08/2018; 89 days remaining	Blue info
C001000000057657	Sc...			10/10/2017; Initial Registration	05/08/2018; 89 days remaining	Blue info

Date of Last Check-in is displayed, along with type ('Initial Registraion' or 'Client Check-in')

- Screen displays a list of clients who require a *Check-In*.
- Client's *Last Check-In* date, *Next Check-In Due* date, and alert icons are listed here.

Client Tracking – Check-In Required

Last Check-in
06/16/2017; Initial Registration
06/16/2017; Initial Registration
07/14/2017; Initial Registration
08/01/2017; Initial Registration
09/01/2017; Initial Registration
09/01/2017; Initial Registration
10/10/2017; Initial Registration
10/10/2017; Initial Registration

Last Check-In

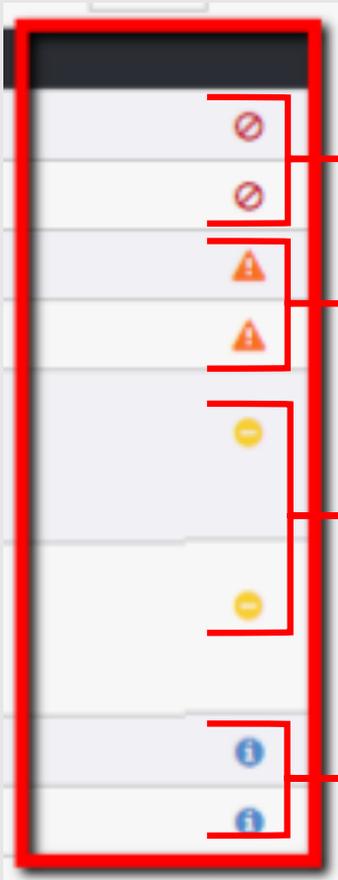
- Date of client's last check-in
- Type of action indicated
(Initial Registration or Client Check-in)

Next Check-in Due
01/12/2018; LATE
01/12/2018; LATE
02/09/2018; Tomorrow
02/27/2018; 19 days remaining
03/30/2018; 50 days remaining
03/30/2018; 50 days remaining
05/08/2018; 89 days remaining
05/08/2018; 89 days remaining

Next Check-In Due

- Date client's next check-in is due
- Status of client's check-in
(Late, tomorrow, # of days remaining)

Client Tracking – Check-In Required



Indicates client's *Check-In* is **LATE** (due date has past). Services will not be accepted for any client with a check-in in the past due state.

Indicates **<= 30 days** until client's *Check-In* is due.

Indicates **<= 60 days** until client's *Check-In* is due.

Indicates **<= 90 days** until client's *Check-In* is due.

Client Tracking – Check-In Required

Client ID
C00100000057505
C00100000057506
C00100000057651
C00100000057652



When you click on the client's **teal colored** ID number, you will be taken to the client's dashboard (as shown below):

bhsdstar Quality (QA)

Screenshot Client 4 - C00100000057652
Primary Language: Spanish

CLIENT - Logged in as: Spencer Williams

MANDATED DATA ! PROFILE CONTACTS ADDRESS & PHONE

Check-in due in 30 days

Action Taken	Completed?	Date	Primary Substance Abuse	Primary MH Diagnosis	Living Situation
Initial Registration		8/12/2017			Emergency shelter, including hotel or motel

Date of Check-in, will match 'Last Check-in' value from previous screen

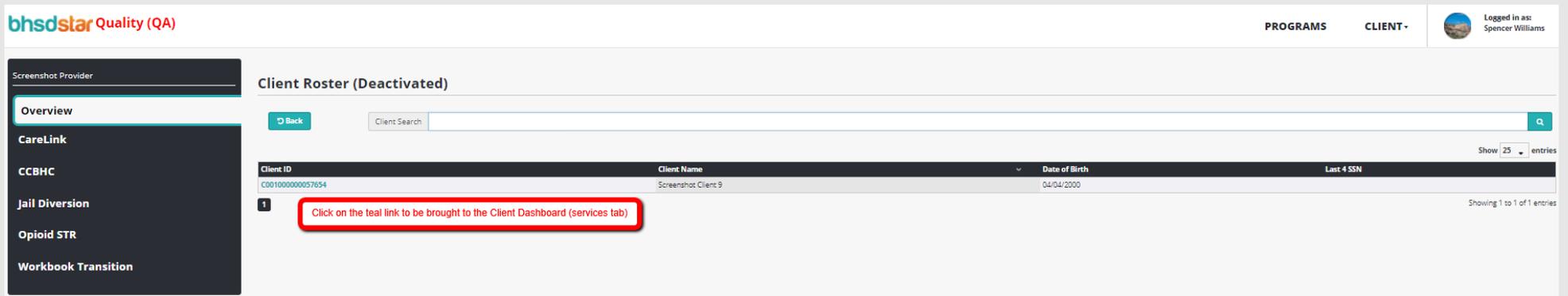
An orange exclamation will appear beside the Mandated Data tab on the Client dashboard if the client has a Check-in due within 90 days (regardless of project participation).

Check-in due date, will match 'Next Check-in Due' on previous screen

- *Date* will indicate the date of *Check-In* and will match the date value from previous page.
- The **MANDATED DATA** ! tab will display an orange circle with an exclamation inside indicating:
 1. The client is missing Initial Registration data, or
 2. The client has a Check-In due within 90 days (regardless of project participation)
- Remaining days until next *Check-In* is displayed on the right side of the client's dashboard.

Client Tracking – Deactivated Clients

When you click *View* on the *Deactivated Clients* tile, you will be taken to this screen:



The screenshot displays the 'Client Roster (Deactivated)' interface. On the left is a navigation menu with options: Overview, CareLink, CCBHC, Jail Diversion, Opioid STR, and Workbook Transition. The main area features a 'Client Search' bar and a table with the following columns: Client ID, Client Name, Date of Birth, and Last 4 SSN. A single client entry is shown with ID 'C001000000057654', Name 'Screenshot Client 9', and Date of Birth '04/04/2000'. A red box highlights a teal link in the first column of the table with the text: 'Click on the teal link to be brought to the Client Dashboard (services tab)'. The top right corner shows 'Logged in as: Spencer Williams'.

Client ID	Client Name	Date of Birth	Last 4 SSN
C001000000057654	Screenshot Client 9	04/04/2000	

- Screen displays a list of clients who have been *Deactivated*.
- This function will assist the User in tracking clients who have been deactivated and the User will be able to *Reactivate* a client from this list.

Client Tracking – Deactivated Clients

Client ID
C001000000057505
C001000000057506
C001000000057651
C001000000057652



When you click on the client's **teal colored** ID number, you will be taken to the client's dashboard (as shown below):

bhsdstar Quality (QA) PROGRAMS CLIENT-  Logged in as: Spencer Williams

Screenshot Client 9 - C001000000057654
Primary Language: English

SERVICES (0) NOTES (0) PROJECTS MANDATED DATA PROFILE CONTACTS ADDRESS & PHONE

[Reactivate Client](#) Click on Reactivate Client to fill out another Initial Registration

Action Taken	Completed?	Date	Primary Substance Abuse	Primary MH Diagnosis	Living Situation	Arrests In Last 30 Days
Deactivate Client		2/8/2018	Most recent Check-in will be Deactivate Client		Emergency shelter, including hotel or motel	00
Initial Registration		2/4/2018			Transition Housing	00

- The Client's dashboard will display any *Action Taken* (Deactivate client, Initial Registration, etc.), *Completed?* status, and *Date* of the action.
- The most recent *Action Taken* for each client will be listed at the top.
- Users can click on the *Reactivate Client* button to reactivate the client and complete another another Registration record for the client.

BHSDSTAR Contact Information

Website: www.bhsdstar.org

Email: support@bhsdstar.org

Phone Number: (505) 428-0838

