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/](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/](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


- General PESQ questions, email: CYFmHOMS@health.ucsd.edu