



COUNTY OF SANTA CLARA
Behavioral Health Services

STIGMA TRAUMA GROUP CWS FORM

06/17/2022

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SIGN ONTO PROVIDERCONNECTNX


Enter the System Code, Username, and Password that were provided to you.

 **Netsmart**
ProviderConnect NX


System

 SCC LIVE 



System Code

 Enter System Code

Username

 Enter Username

Password

 Enter Password 

Login

Attention

The information contained in this information system is private and confidential, it is fully bound by the provisions of all federal and state regulations governing confidentiality of alcohol and drug abuse patient records. This system is intended only for the professional use of authorized agents of a Substance Abuse or Mental Health Treatment program or related agency. If you have reached this site in error, please contact Netsmart Technologies, Inc. at (877) 899-8800 immediately.

SEARCH FOR MOCK CLIENT (SERVICE, COS)

After login click on **Search** and type **Service, COS** (Community Outreach Services).

The screenshot shows a search interface with a search bar containing 'Service, COS'. Below the search bar, there is a section titled 'Here is what I found:' with a close button (X). Underneath, there are four filter buttons: 'All 1', 'Clients 1', 'Staff 0', and 'Forms 0'. The 'Clients 1' button is highlighted. Below the filters, there is a table titled 'Clients' with the following data:

Info	Client Name / Client ID	Gender	Date Of Birth	Social Security Number
Info	SERVICE,COS (000002641)	Male	07/01/1990	000-00-0001

SEARCH FOR MOCK CLIENT (SERVICE, COS)

Ensure that 1) **Service, COS** is highlighted in dark gray. With the client highlighted in dark grey, go to 2) **Search**. This will ensure that the form opens for that specific highlighted client.

The screenshot displays a web application interface. On the left, a sidebar menu is visible with the following items: "LOGGED IN AS Chris S. Lee", "My Forms", "My Favorites", "Recent Forms", "Control Panel" (with icons for power, lock, minus, calendar, and image), "My Clients" (selected), "Site", and "Recent Clients". Under "Recent Clients", the entry "SERVICE,COS (000777777)" is highlighted in dark gray. A blue arrow labeled "1" points to this highlighted entry. In the main content area, there is a search bar with the placeholder text "What can I help you find?" and a magnifying glass icon. A blue arrow labeled "2" points to the search bar. Below the search bar is a link labeled "Advanced Client Search". At the top right, there is a user profile icon and the text "Welcome, C" and "Every Day M". A blue banner at the top of the main content area reads "ADT LAST MESSAGE DT. & TIME".

SEARCH FOR STIGMA TRAUMA GROUP CWS

Type **Stigma Trauma Group CWS Form** into Search. Click on **Stigma Trauma Groups CWS Form**. You'll notice that **Service, COS** is highlighted in dark grey.

The screenshot shows a user interface for a web application. On the left is a sidebar with navigation options: 'LOGGED IN AS Chris S. Lee', 'My Forms', 'My Favorites', 'Recent Forms', 'Control Panel' (with icons for power, lock, home, calendar, and image), 'My Clients' (with a 'Site' dropdown), 'Recent Clients', and a highlighted client 'SERVICE,COS (000002641)'. The main header area displays 'Welcome, Chris S. Lee' and 'Every Day Matters'. A search bar contains the text 'Stigma Trauma'. Below the search bar, a panel titled 'Here is what I found:' shows filters for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. Under the 'Forms' filter, a table lists search results:

Undock	Name	Menu Option
	Stigma Trauma Groups CWS Form	/ Avatar CWS / Assessments / User Defined Assessments

A blue arrow points to the 'Stigma Trauma Groups CWS Form' entry in the table. A blue box labeled 'AXIS DIAGNOSIS 1-5' is positioned to the left of the search results panel.

SEARCH FOR STIGMA TRAUMA GROUP CWS

(PLEASE NOTE: If the below screen does not display move onto the next page.)
After you click on the form the below screen will display. Ensure that you see: 1) **Opening, Stigma Trauma Groups CWS Form** and 2) **SERVICE, COS**. After step one and two are confirmed, click on 3) **your program** and the Stigma Trauma Group CWS will display.

Opening: Stigma Trauma Groups CWS Form

Home > Select Client > Select Episode >

✓ Selected Client : SERVICE,COS (000002641)

Select Episode

Name: COS SERVICE
ID: 2641
Sex: Male
Date of Birth: 07/01/1990

Episode	Program	Start
4	yMH VIVO- STIGMA-TRAUMA	06/01/2022
3	yMH COM SOL - STRENGTH FAM	05/25/2022
2	yMH MOMENTUM - MH	07/01/2021
1	Screening Program	07/01/2021

COMPLETING STIGMA TRAUMA GROUP CWS

Fill out all fields.

STIGMA TRAUMA GROUPS CWS FORM

Main

What type of group/event was provided? *

Select

What was the name of the group/event? *

How long did the group/event last (duration in minutes) *

How many people attended the group/event? *

Were any of the client who attended this group/event referred or linked to BHSD? *

Select

If yes, how many?

Who led/facilitated the group/event? *

Date Completed *

Time *

Current Time H M AM/PM

Utilize drop-down box feature



Utilize drop-down box feature



Need to answer, if yes was selected in the above question



Enter first and last name



Enter date of event

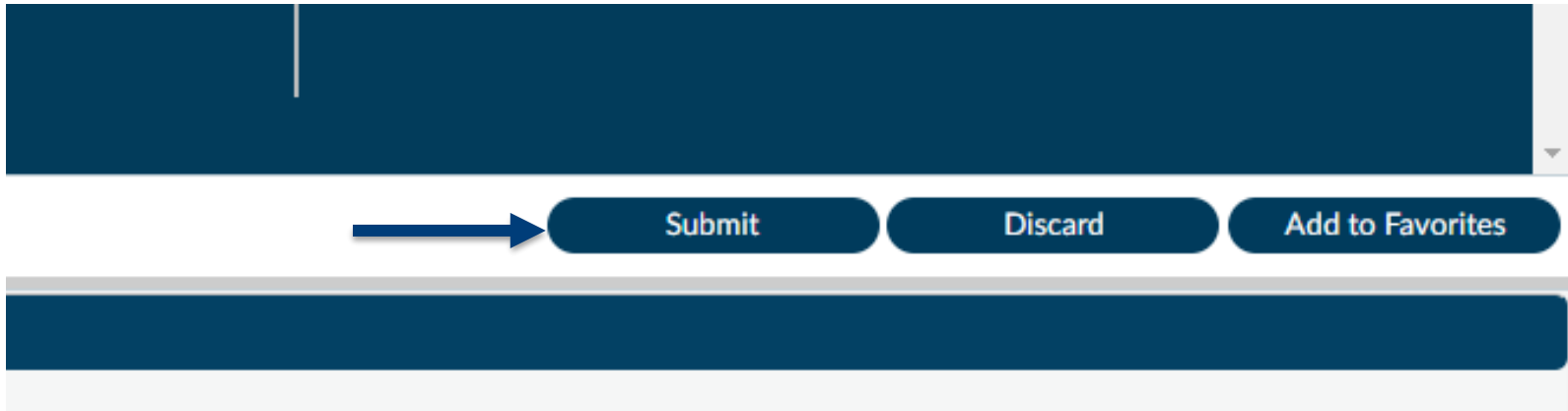


Enter start time of event



COMPLETING STIGMA TRAUMA GROUP CWS


Click **Submit** (located in the top right of the screen) to complete to process.



ADDING ADDITIONAL STIGMA TRAUMA GROUP CWS

Search and type **Stigma Trauma Group CWS Form**. Click on **Stigma Trauma Groups CWS Form**.

The screenshot shows a search interface with a search bar containing 'Stigma Trauma'. Below the search bar, there are filter buttons for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. The 'Forms 1' button is highlighted with a red box. Below the filters, there is a section titled 'Forms' containing a table with the following data:

Undock	Name	Menu Option
	Stigma Trauma Groups CWS Form	/ Avatar CWS / Assessments / User Defined Assessments

A red arrow points to the 'Undock' icon in the first row of the table.

ADDING ADDITIONAL STIGMA TRAUMA GROUP CWS FORMS

Click on the form and the below screen will pop up. Ensure that you see: 1) **Opening, Stigma Trauma Groups CWS Form** and 2) **SERVICE, COS**. After step one and two are confirmed, click on 3) **your program**.

Opening: Stigma Trauma Groups CWS Form

Home > Select Client > Select Episode >

✓ Selected Client : SERVICE,COS (000002641)

Select Episode

Name: COS SERVICE
ID: 2641
Sex: Male
Date of Birth: 07/01/1990

Episode	Program	Start
4	yMH VIVO- STIGMA-TRAUMA	06/01/2022
3	yMH COM SOL - STRENGTH FAM	05/25/2022
2	yMH MOMENTUM - MH	07/01/2021
1	Screening Program	07/01/2021

The screenshot shows a web application interface. At the top right, the text "Opening: Stigma Trauma Groups CWS Form" is displayed. Below this is a breadcrumb trail: "Home > Select Client > Select Episode >". A blue bar contains the text "✓ Selected Client : SERVICE,COS (000002641)". Below this is a dark blue bar with the text "Select Episode". Underneath, client information is listed: "Name: COS SERVICE", "ID: 2641", "Sex: Male", and "Date of Birth: 07/01/1990". A table with three columns: "Episode", "Program", and "Start" is shown. The table contains four rows of data. Three blue arrows with green numbered boxes (1, 2, 3) point to specific elements: arrow 1 points to the top right text, arrow 2 points to the selected client text, and arrow 3 points to the "yMH VIVO- STIGMA-TRAUMA" program in the table.

ADDING ADDITIONAL STIGMA TRAUMA GROUP CWS FORMS

Click on **Add** to pull up a new **Stigma Trauma Group CWS Form**. Please note: the **Data Entry Date** is the date the form was submitted.

Opening: Stigma Trauma Groups CWS Form

Home > Select Client > Select Episode > Select Record >

✓ Selected Client : SERVICE,COS (000002641)
✓ Selected Episode: 4

Select Record

Name: COS SERVICE
ID: 2641
Sex: Male
Date of Birth: 07/01/1990

Episode	Data Entry By (Option)	Data Entry Date
4	Chris S. Lee	06/10/2022

Add Edit Delete Cancel

ADDING ADDITIONAL STIGMA TRAUMA GROUP CWS FORMS

The form will populate with data from your previous event. Please, delete the old information and enter the correct information into the form.

STIGMA TRAUMA GROUPS CWS FORM

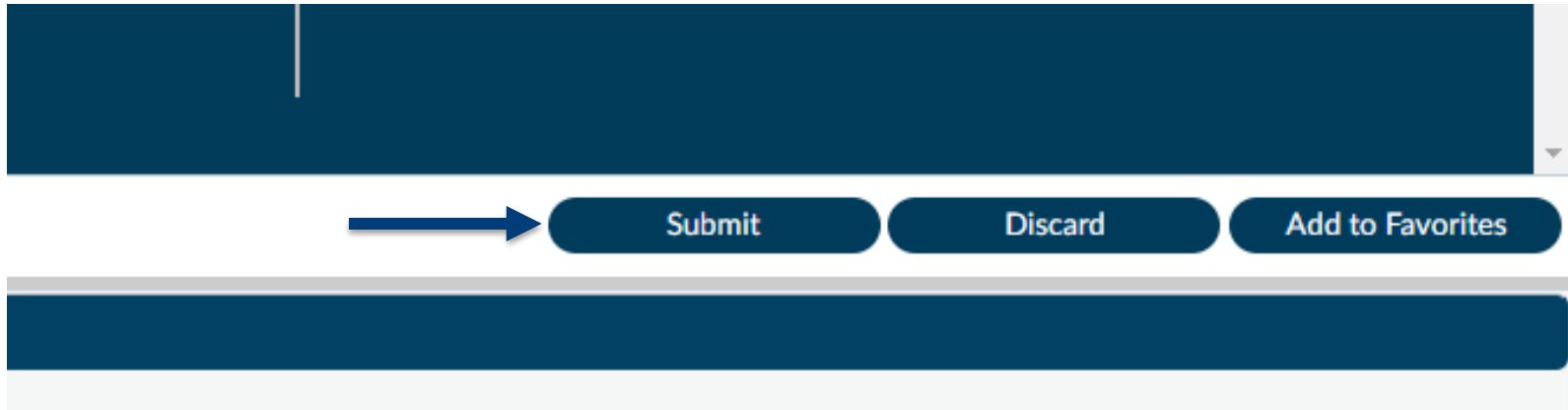
The screenshot displays a web-based form titled "STIGMA TRAUMA GROUPS CWS FORM". The form is organized into several sections, each with a red asterisk indicating a required field. The fields are as follows:

- What type of group/event was provided? ***: A dropdown menu with "Outreach Event" selected.
- What was the name of the group/event? ***: A text input field containing "Vivo".
- How long did the group/event last (duration in mminutes) ***: A text input field containing "60".
- How many people attended the group/event? ***: A text input field containing "10".
- Were any of the client who attended this group/event referred or linked to BHSD? ***: A dropdown menu with "Yes" selected.
- If yes, how many? ***: A text input field containing "2".
- Who led/facilitated the group/event? ***: A text input field containing "Chris Lee".
- Date Completed ***: A date picker showing "06/09/2022".

The form interface includes a "Main" sidebar on the left and a dark blue header bar at the top of the form area. The date picker includes a calendar icon and buttons for "T" (Today) and "Y" (Year).

ADDING ADDITIONAL STIGMA TRAUMA GROUP CWS FORMS

Click Submit (located in the top right of the screen) to complete to process.



ADDING ADDITIONAL STIGMA TRAUMA GROUP CWS FORMS

You can see your new entry when you go into to the Stigma Trauma Group CWS form.

✓ Selected Client : SERVICE,COS (000002641)

✓ Selected Episode: 4

Select Record

Name: COS SERVICE

ID: 2641

Sex: Male

Date of Birth: 07/01/1990

Episode	Data Entry By (Option)	Data Entry Date
4	Chris S. Lee	06/10/2022
4	Chris S. Lee	06/10/2022



EDITING STIGMA TRAUMA GROUP CWS FORMS

To edit a submitted form, 1) **Click** on the form you want to edit then click 2) **Edit**. You will be taken to the form. Make your edits and click **Submit**.

Home > Select Client > Select Episode > Select Record >

✓ Selected Client : SERVICE,COS (000002641)
✓ Selected Episode: 4

Select Record

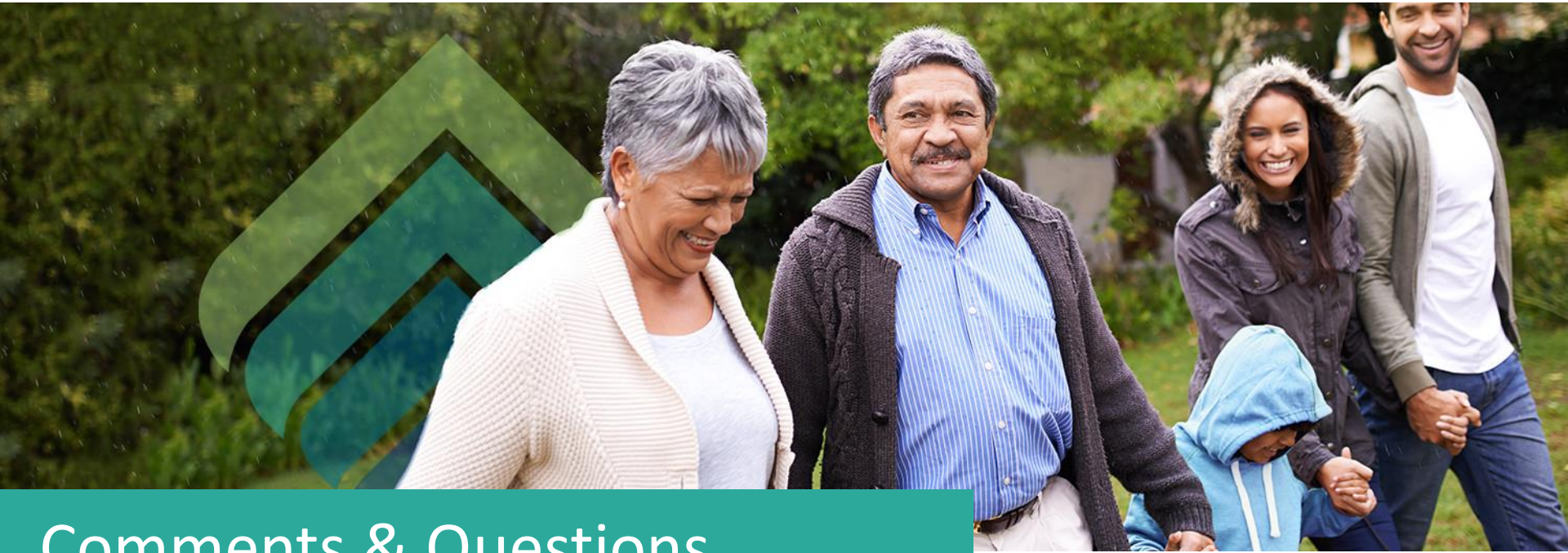
Name: COS SERVICE
ID: 2641
Sex: Male
Date of Birth: 07/01/1990

Episode	Data Entry By (Option)	Data Entry Date
4	Chris S. Lee	06/10/2022
4	Chris S. Lee	06/10/2022

1 →

← **2**

Add Edit Delete Cancel



Comments & Questions