



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**WELLNESS GROUPS CWS FORM**

07/11/2022

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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
<a href="#">Info</a>	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.

LOGGED IN AS  
Chris S. Lee

My Forms  
My Favorites  
Recent Forms

Control Panel  
My Clients Site  
Recent Clients  
SERVICE,COS (000777777)

Welcome, C  
Every Day M

What can I help you find?  
Advanced Client Search

ADT LAST MESSAGE DT. & TIME

# SEARCH FOR WELLNESS GROUPS CWS

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

The screenshot shows a user interface for Chris S. Lee. The search bar contains 'Wellness|' and the results are displayed under 'Advanced Client Search'. The results are filtered to 'Forms' (1 result). The table below shows the search results:

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

A blue arrow points to the 'Wellness Groups CWS Form' entry in the table. The left sidebar shows 'My Clients', 'My Forms', 'My Favorites', and 'Recent Forms'. The bottom of the sidebar shows 'My Clients' and 'Site' buttons, and a breadcrumb trail: '> SERVICE,COS (00002641)'. The top right of the page says 'Welcome, Chris S. Lee' and 'Every Day Matters'.

# SEARCH FOR WELLNESS GROUPS 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, Wellness Groups CWS Form** and 2) **SERVICE, COS**. After step one and two are confirmed, click on 3) **your program** and the Wellness Groups CWS will display.

Opening: **Wellness 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
6	yMH CITY OF SJ- COMM BASED DROP-IN CNTR	07/11/2022
5	yMH UJIMA - STIGMA-TRAUMA	06/14/2020
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 WELLNESS GROUPS CWS

Fill out all fields.

## WELLNESS GROUPS CWS FORM

The screenshot shows a web form for 'WELLNESS GROUPS CWS FORM'. The form is divided into sections by dark blue headers with a downward arrow icon. The first section contains the following fields:

- What type of group was provided? \***: A dropdown menu with 'Select' as the current selection. An annotation 'Utilize drop-down box feature' with a blue arrow points to this field.
- What was the name of the group? \***: A text input field.
- How long did the group last (duration in minutes) \***: A text input field.
- How many people attended the group? \***: A text input field.
- Were any of the client who attended this group referred or linked to BHSD? \***: A dropdown menu with 'Select' as the current selection and a close button (x). An annotation 'Utilize drop-down box feature' with a blue arrow points to this field.
- If yes, how many?**: A text input field. A blue arrow points from an annotation 'Need to answer, if yes was selected in the above question' to this field.
- Who led/facilitated the group? \***: A text input field. An annotation 'Enter first and last name' with a blue arrow points to this field.

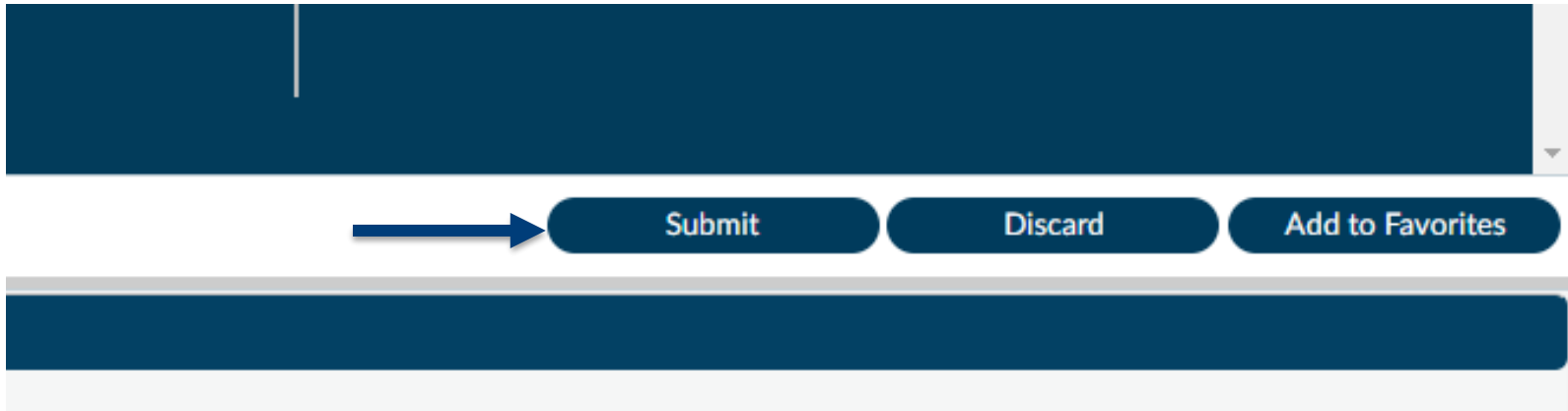
The second section contains the following fields:

- Date Completed \***: A date picker with a calendar icon and buttons for 'T' and 'Y'. An annotation 'Enter date of event' with a blue arrow points to this field.
- Time \***: A time picker with a 'Current Time' button and buttons for 'H', 'M', and 'AM/PM'. An annotation 'Enter start time of event' with a blue arrow points to this field.



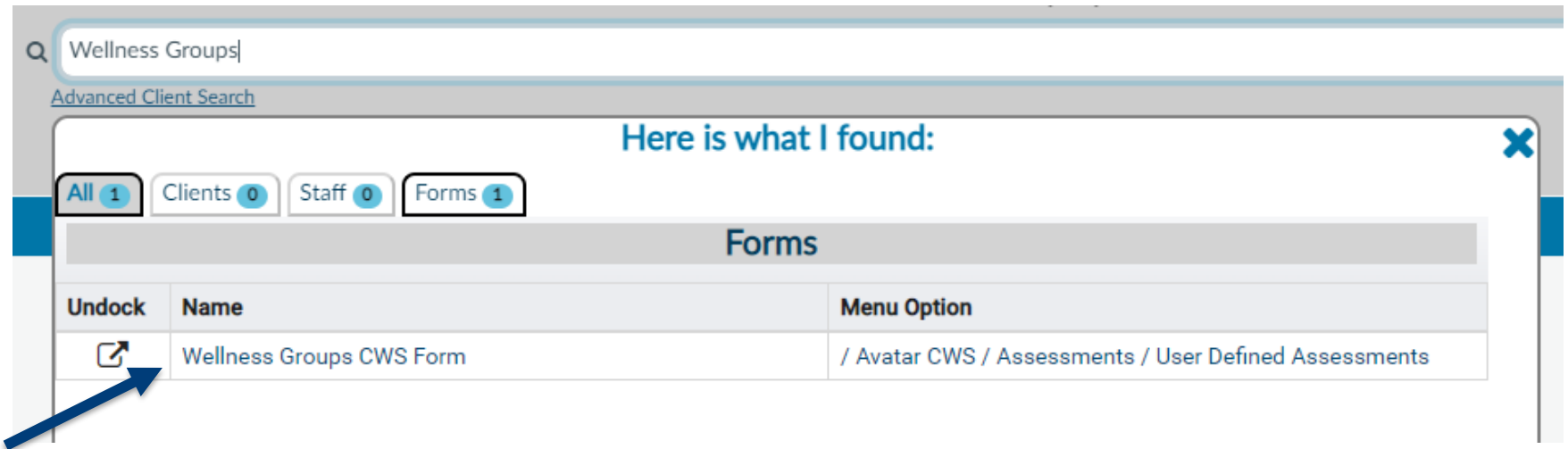
## COMPLETING WELLNESS GROUPS CWS

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




# ADDING ADDITIONAL WELLNESS GROUPS CWS

Search and type **Wellness Groups CWS Form**. Click on **Wellness Groups CWS Form**.



The screenshot shows a search interface with a search bar containing 'Wellness Groups'. 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 blue box. Below the filters, a table displays search results under the heading 'Forms'. The table has three columns: 'Undock', 'Name', and 'Menu Option'. The first row contains an undock icon, the name 'Wellness Groups CWS Form', and the menu path '/ Avatar CWS / Assessments / User Defined Assessments'. A blue arrow points to the undock icon.

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

# ADDING ADDITIONAL WELLNESS GROUPS 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, Wellness Groups CWS Form** and 2) **SERVICE, COS**. After step one and two are confirmed, click on 3) **your program** and the Wellness Groups CWS will display.

Opening: **Wellness 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
6	yMH CITY OF SJ- COMM BASED DROP-IN CNTR	07/11/2022
5	yMH UJIMA - STIGMA-TRAUMA	06/14/2020
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

# ADDING ADDITIONAL WELLNESS GROUPS CWS FORMS

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

Opening **WELLNESS 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 WELLNESS 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.

## WELLNESS GROUPS CWS FORM

Main

What type of group was provided? \*

Support Group

What was the name of the group? \*

Support Group

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

30

How many people attended the group? \*

5

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

Yes

If yes, how many? \*

3

Who led/facilitated the group? \*

Chris Lee

Date Completed \*

07/13/2022

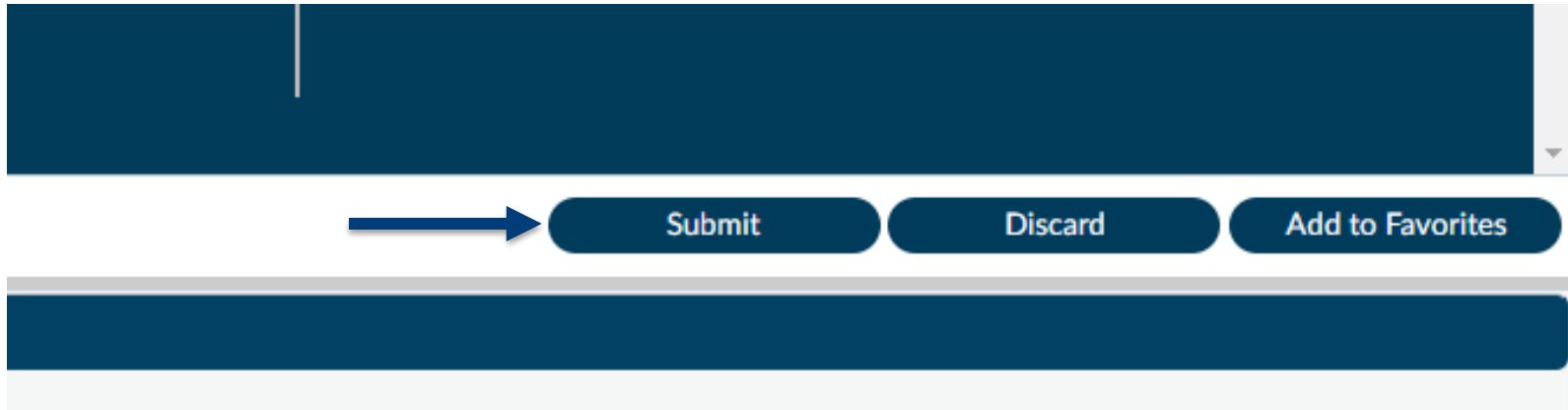
Time \*

09:00 AM

Current Time H M AM/PM

## ADDING ADDITIONAL WELLNESS GROUPS CWS FORMS

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



# ADDING WELLNESS GROUPS CWS FORMS

You can see your new entry when you go into to the Wellness Groups 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 WELLNESS GROUPS 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

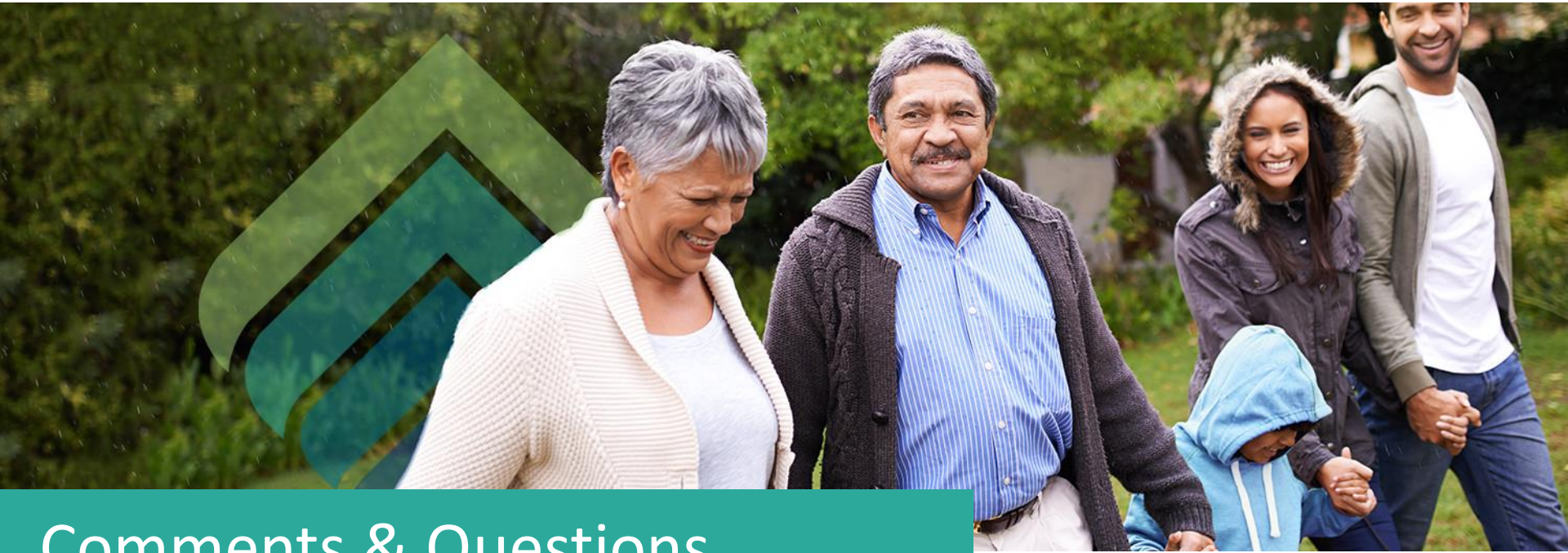
Episode	Data Entry By (Option)	Data Entry Date
4	Chris S. Lee	06/10/2022
4	Chris S. Lee	06/10/2022

**1** →

← **2**

Add Edit Delete Cancel





# Comments & Questions