



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**STIGMA TRAUMA GROUP CWS FORM**

03/01/2024

# REVISIONS

| Date       | Slides | Revisions   |
|------------|--------|---|
| 03/01/2024 | 14     | Old data will now not populate when adding a new form |
|            |        |   |
|            |        |   |

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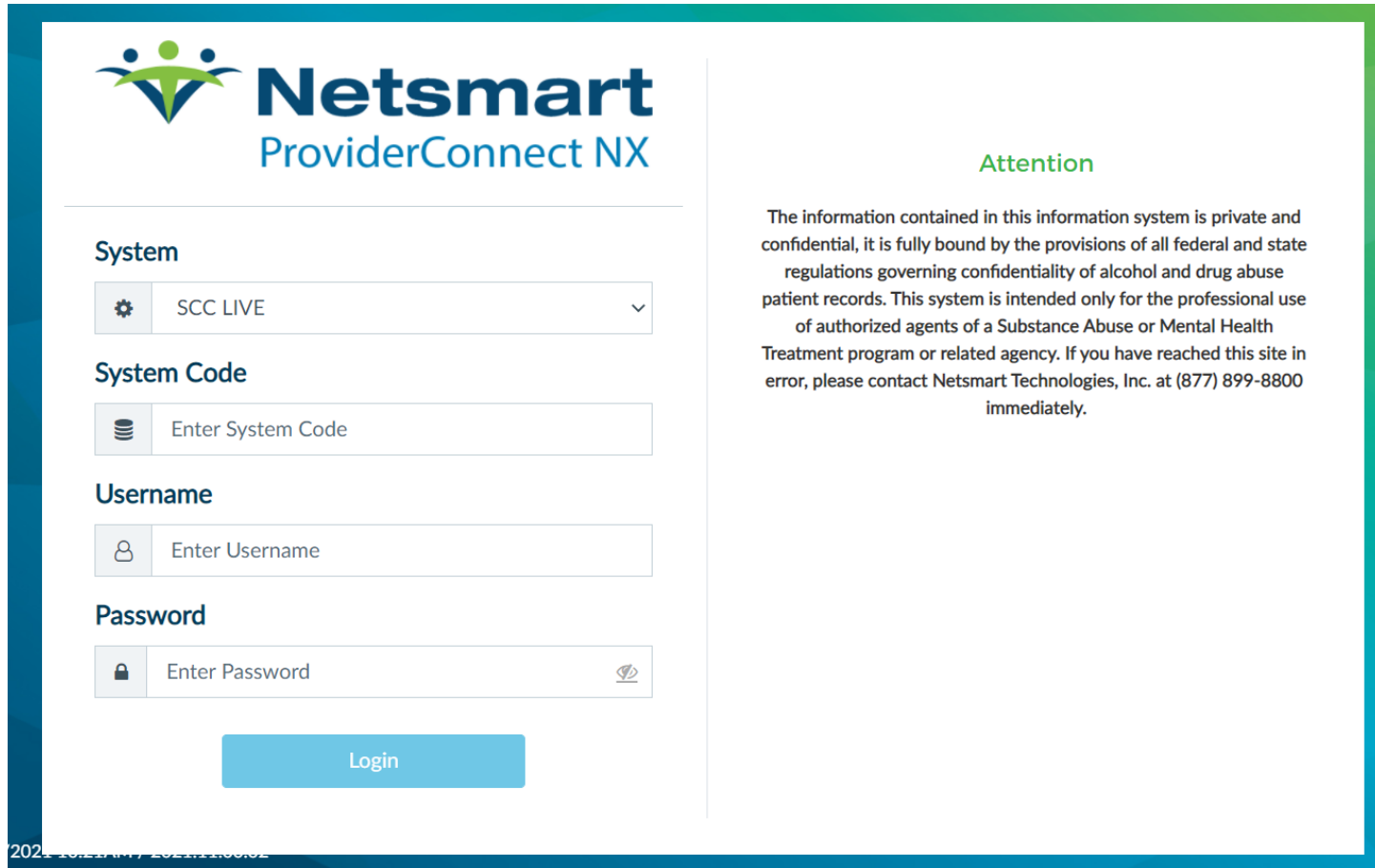
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# SIGN ONTO PROVIDERCONNECTNX

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, Chris S. Lee  
Every Day M...

What can I help you find?  
Advanced Client Search

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 is a section titled 'Here is what I found:' with a close button (X). This section contains filters for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. A table titled 'Forms' lists search results. The first result is 'Stigma Trauma Groups CWS Form', which is highlighted in dark grey. A blue arrow points to this entry. The table has columns for 'Undock', 'Name', and 'Menu Option'. The 'Menu Option' for the first result is '/ Avatar CWS / Assessments / User Defined Assessments'.

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

# 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

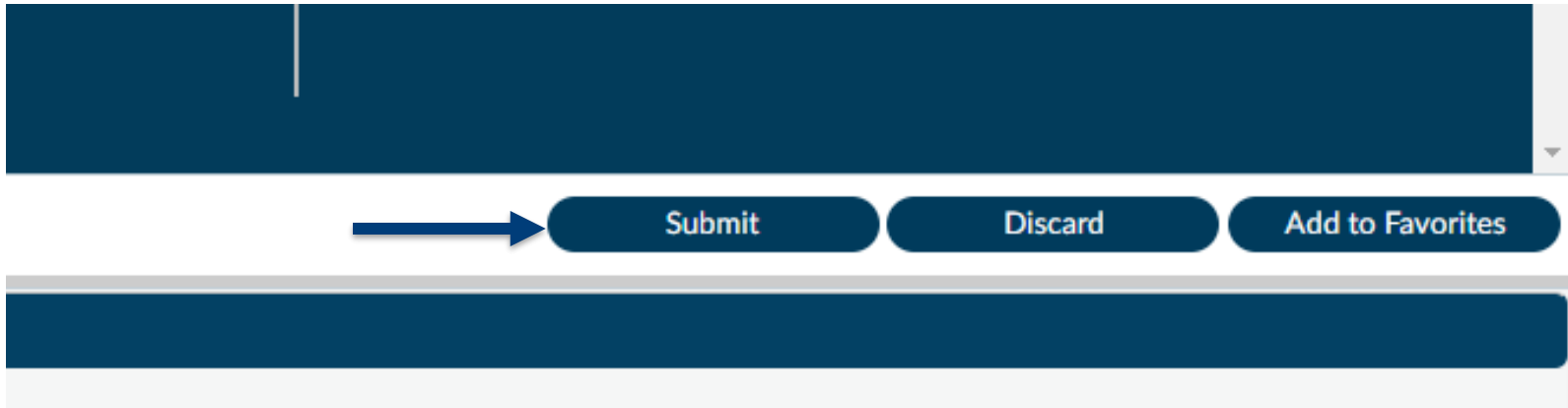


Enter start time of event



## 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 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 |

# 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

Fill out all fields.

## STIGMA TRAUMA GROUPS CWS FORM

Main

What type of group/event was provided? \*

Select x v

What was the name of the group/event? \*

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

How many people attended the group/event? \*

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

Select x v

If yes, how many?

Who led/facilitated the group/event? \*

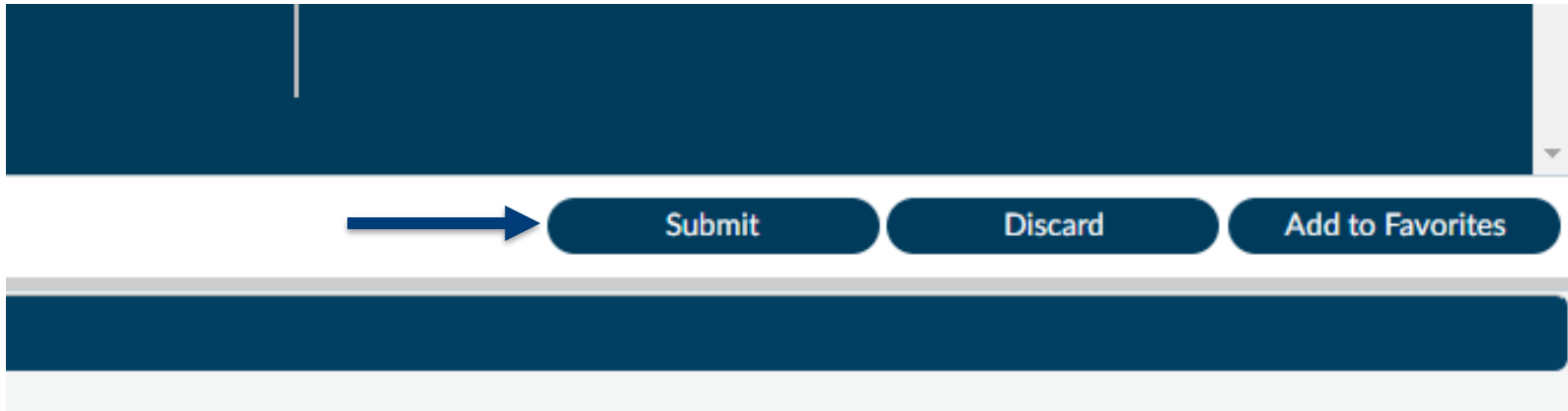
Date Completed \*

Time \*

Current Time H M AM/PM

## 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

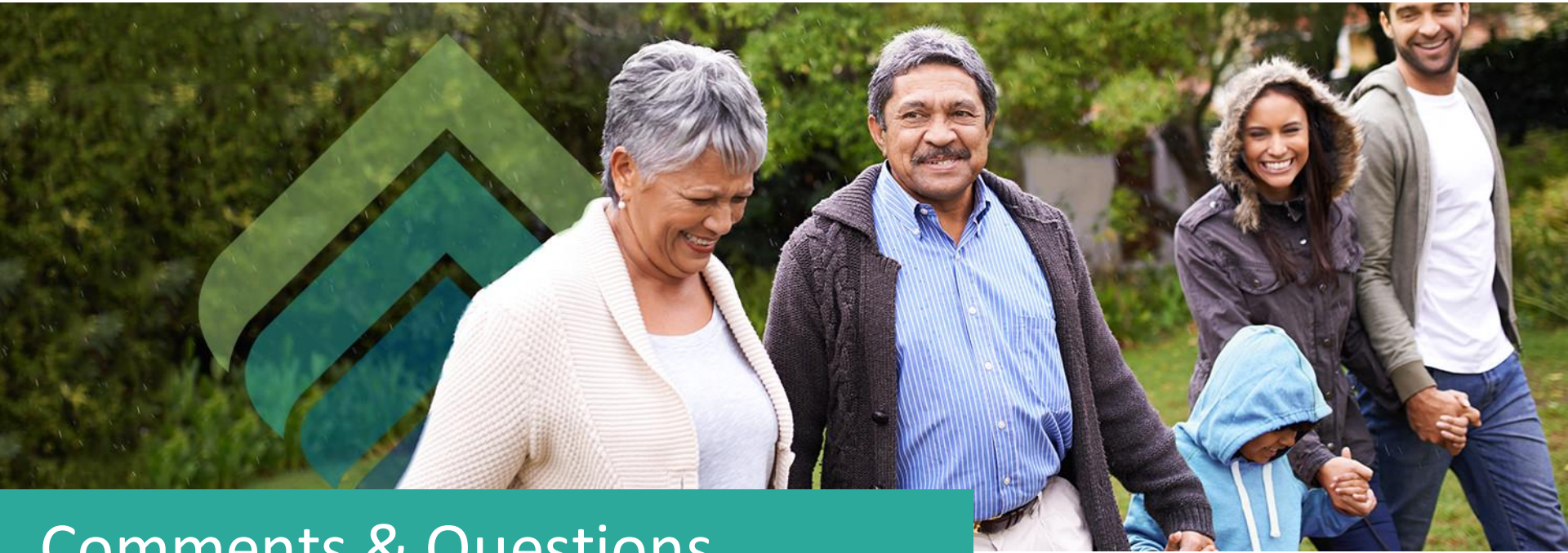
Name: COS SERVICE  
ID: 2641  
Sex: Male  
Date of Birth: 07/01/1990

| 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