



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**BHSD 1545 MH FACESHEET REPORT**

REV. 07/05/23

# REVISIONS

Date	Slides	Revisions
07/05/2023	8	Facesheet report now provides Service Program

## MH FACESHEET REPORT

This report provides the demographic information and MH episode history of a client to a County Contracted Provider (CCP) agency who provides MH services.

Please Note: Per Compliance inputs, SUTS Episode information is not included.

# MH FACESHEET REPORT

To look up a client's demographics and their Mental Health Episode history, search and select **BHSD 1545 MH Facesheet Report**.

The screenshot shows a search interface with a search bar containing 'facesheet'. Below the search bar, there is a section titled 'Here is what I found:' with a close button (X). Underneath, there are filter buttons: 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. A table titled 'Forms' displays the search results.

Undock	Name	Menu Option
	BHSD 1545 MH Facesheet Report	/ Avatar MSO / MSO Reports

The next screen will prompt a client search if a client isn't selected already. Type the client's name as LAST,FIRST name or search by MRN.

## Select Client



Test, steph

Client Name / Client ID	Gender	Date Of Birth	Social Security Number
STEPH TEST (000002790)	Female	01/01/1990	000-00-0000
STEPH TEST (000043403)	Female	01/01/1990	000-00-0000

Enter and select own agency in **Provider** field and select **Process** to obtain the report.

BHSD 1545 MH FACESHEET REPORT FOR CCPS

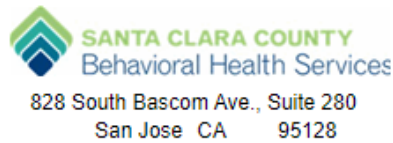
Process Discard Add to Favorites

BHSD 1545 MH  
Facesheet Report for  
CCPs

Client \*  
TEST,STEPH (2790) 🔍

Provider \*  
Momentum for Mental Health- MH (30700) 🔍

The first page of the report will provide the client's demographics.

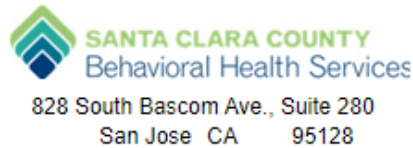


**MH Client Facesheet Report**

Client Name : TEST,STEPH  
Client ID : 2790

<u>Current Address and Phone Data</u>		<u>Current Demographic Data</u>	
Street (1):	123 ABC ST.	Date of Birth:	1/1/1990
Street (2):		Age:	33
City:	San Jose	Social Security Number:	000-00-0000
State:	CALIFORNIA	Sex Listed on Insurance Plan:	Female
Zip Code:	95111	Pronouns used:	She/Her
County:	Santa Clara	Marital Status:	No Entry
Client's Home Phone:	888-888-8888	Preferred Language:	American Sign Language (ASL)
Client's Work Phone:		Primary Language:	American Sign Language (ASL)
Client's Cell Phone:		Alias:	WINNIE
Client's Email Address:	aaa@gmail.com	Alias 2:	TEE

The following pages provides the history of the client’s Mental Health episodes. It shows the Admission Programs as well as the Service Programs the client has been in.



**Client Name :** TEST,STEPH  
**Client ID :** 2790

**Episode History Data**

EP #	Admission Date	Discharge Date	Admission Program Description	First Service Date	Service Program Description
3	2/13/2023	5/1/2023	yMH COM SOL - MH	2/13/2023	yMH COM SOL 1356 RIDDER - CSI FSP
4	1/1/2023		yMH SENECA - MH	4/1/2023	yMH SENECA 481 N 1ST- F&C OPC
				4/25/2023	yMH SENECA 481 N 1ST - F&C EOPC
6	4/1/2023		MH BAS SMH KIDSCOPE -FCS SLS		
8	5/15/2023		yMH COM SOL - MH		
10	6/1/2023	6/3/2023	uInspire-IMD		
11	6/25/2023		wMH CRESTWOOD SAN JOSE- PHF		

**Episode Count:** 6

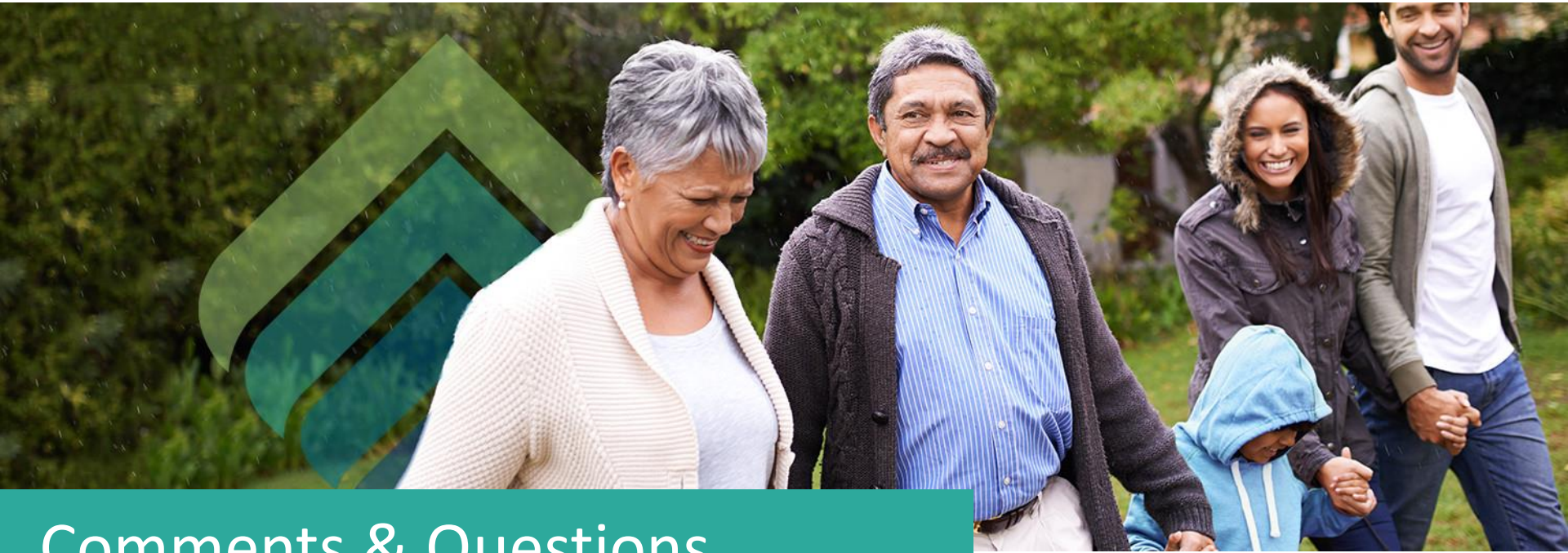


## SUTS PROVIDERS

Logging in with a SUTS System Code will allow access to the form, but no data will show on the report. This report must be accessed by a MH System Code.

The screenshot shows the 'BHS D 1545 MH FACESHEET REPORT' interface. At the top right, there are three buttons: 'Process', 'Discard', and 'Add to Favorites'. On the left, there is a sidebar with a button labeled 'BHS D 1545 MH Facesheet Report'. The main area contains a search form with two fields: 'Client \*' with the value 'TEST,STEPH (2790)' and 'Provider \*' with the value 'Advent Group Ministries - SUTS (10007)'. Both fields have search icons to their right.

The screenshot shows the 'Main Report' area, which is currently empty and displays the text 'No Data for SUTS Users' in red.



# Comments & Questions