



COUNTY OF SANTA CLARA
Behavioral Health Services

STIGMA TRAUMA GROUP CWS FORM

REV. 10/10/2024

REVISIONS

Date	Slides	Revisions
03/01/2024	13	Old data will now not populate when adding a new form

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SEARCH FOR MOCK CLIENT (SERVICE, COS)

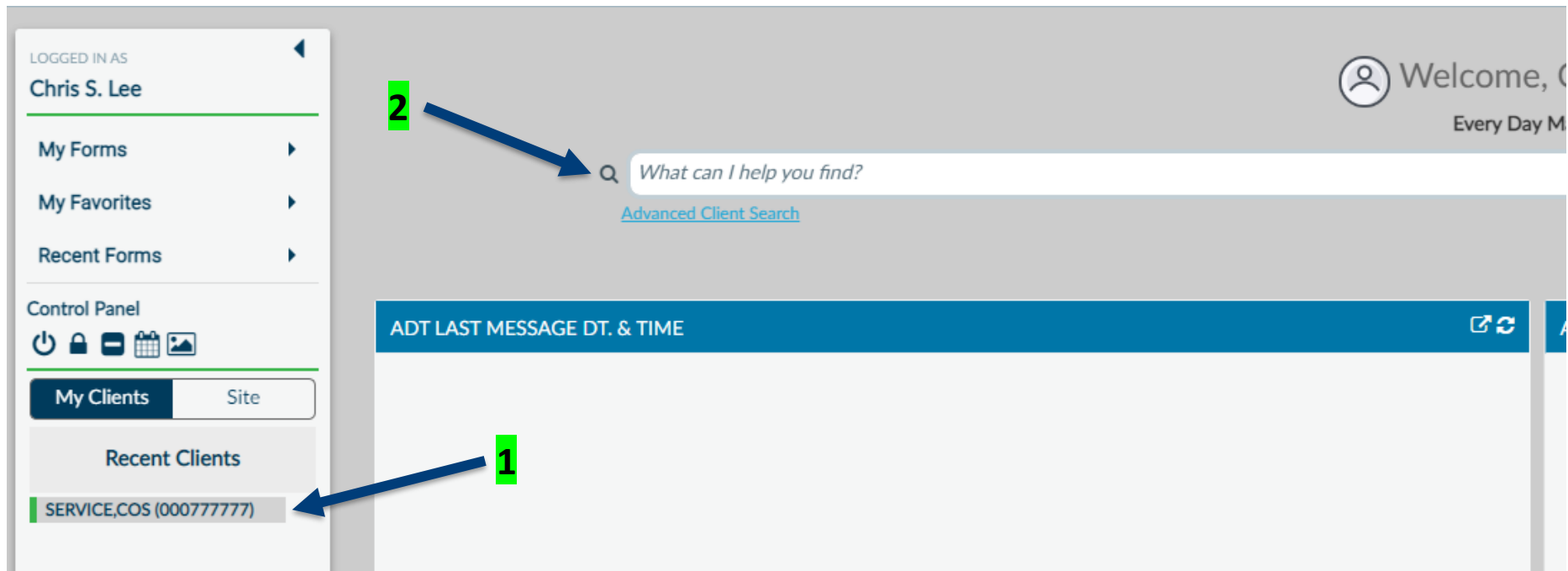
After login click on **Search** and type **Service, COS** (Community Outreach Services).

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.



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 search application. At the top right, a user is logged in as Chris S. Lee, with a welcome message and the text 'Every Day Matters'. A search bar contains the text 'Stigma Trauma'. Below the search bar, a panel titled 'Here is what I found:' displays search results. This panel includes filters for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. A table titled 'Forms' lists the search results. The first result is 'Stigma Trauma Groups CWS Form', which is highlighted in dark grey. A blue arrow points to the 'Stigma Trauma Groups CWS Form' entry in the table. The table has columns for 'Undock', 'Name', and 'Menu Option'. The 'Menu Option' for the highlighted item is '/ Avatar CWS / Assessments / User Defined Assessments'. On the left side of the interface, there is a sidebar with navigation options like 'My Forms', 'My Favorites', and 'Recent Forms'. A 'Control Panel' section includes icons for power, lock, and other functions. Below that, there are buttons for 'My Clients' and 'Site', and a 'Recent Clients' section with a highlighted entry 'SERVICE,COS (000002641)'. A blue box labeled 'AXIS DIAGNOSIS 1-5' is overlaid on the left side of the search results panel.

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

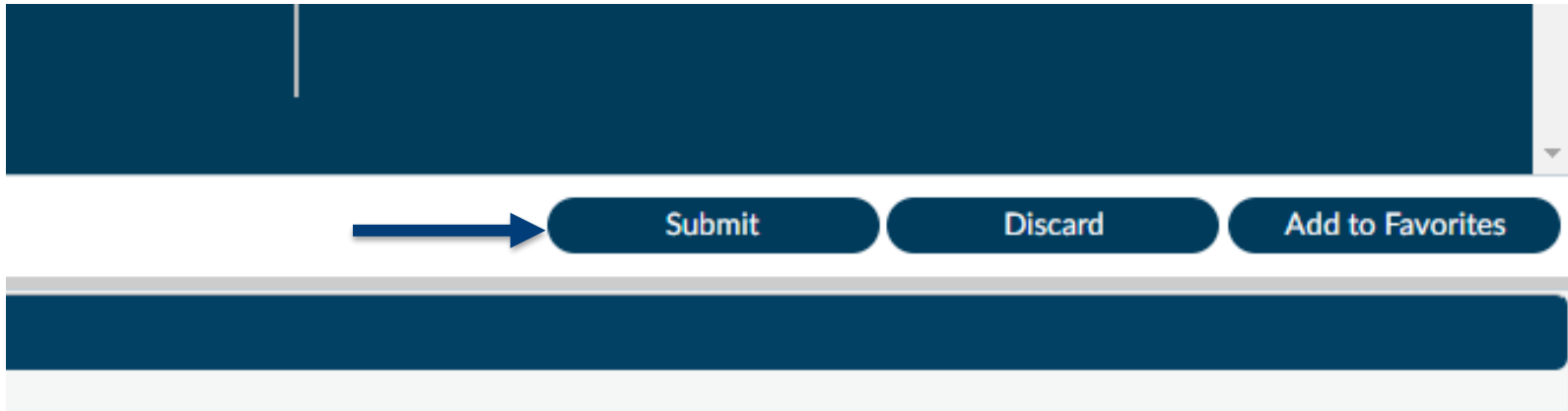


Enter start time of event



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 filters for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. The search results are displayed under the heading 'Here is what I found:'. A table with the following data is shown:

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

A blue 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? *

Outreach Event

What was the name of the group/event? *

Vivo

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

60

How many people attended the group/event? *

10

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

Yes

If yes, how many? *

2

Who led/facilitated the group/event? *

Chris Lee

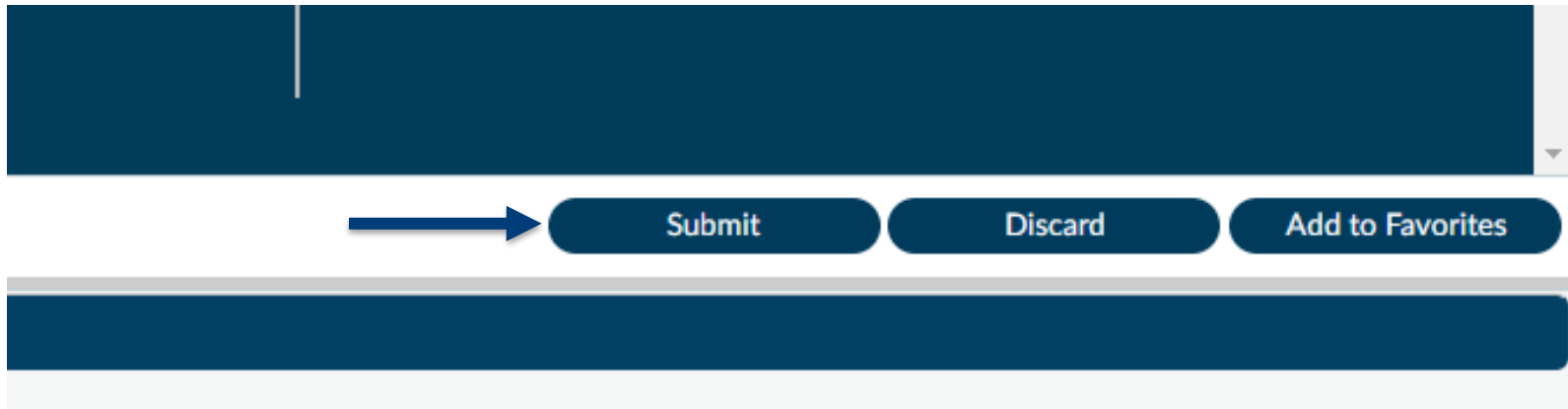
Date Completed *

06/09/2022

T Y

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

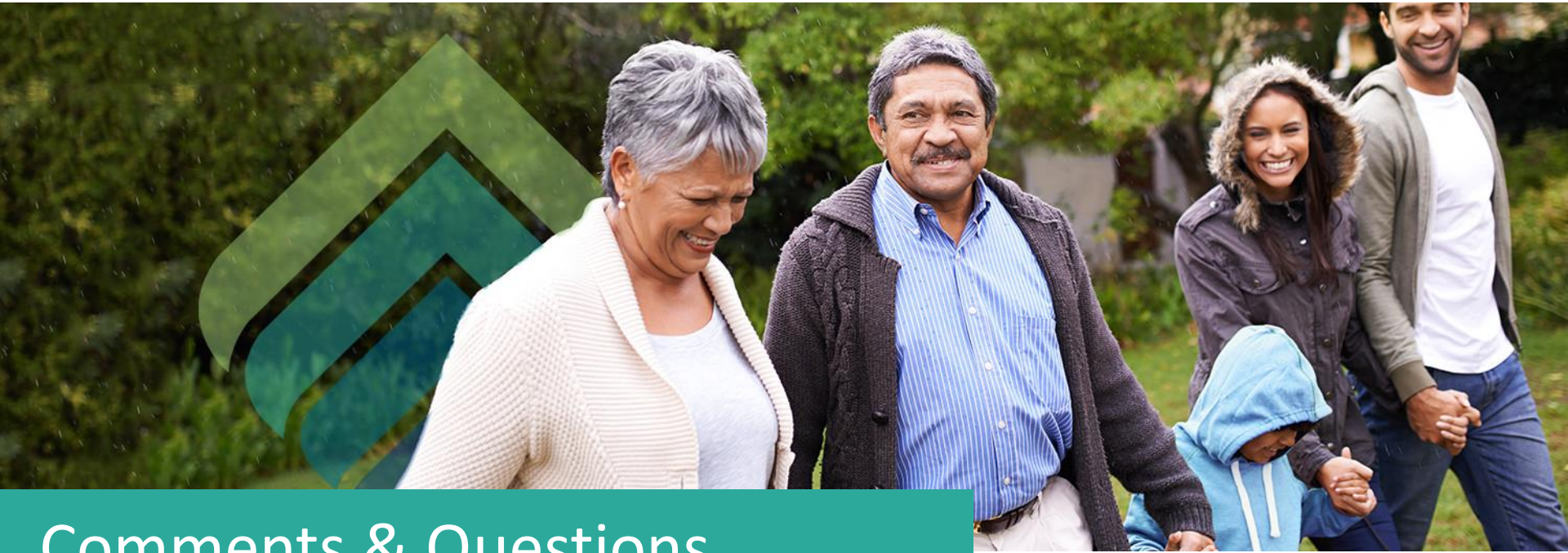
Name: COS SERVICE
ID: 2641
Sex: Male
Date of Birth: 07/01/1990

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