



Behavioral Health System Baltimore

Expanded School Mental Health (ESMH) and Substance Use Disorder (SUD)

Instructions Manual

This document provides step-by-step instructions for the use of the Behavioral Health Systems Baltimore (BHSB) Expanded School Behavioral Health Tool. Instructions are divided into sections which include complete step-by-step instructions for completing each section.

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LOGGING IN

The following steps will guide you through the login process:

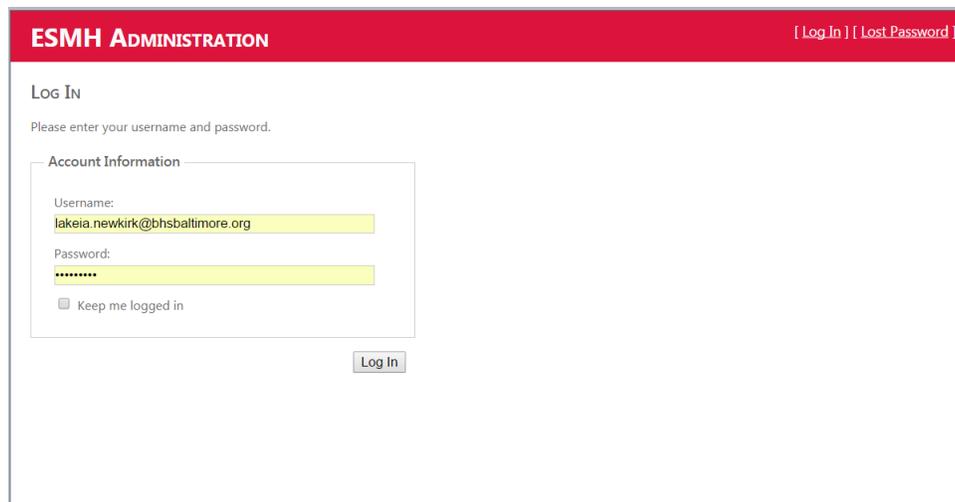
Upon creation of your account, you will receive an e-mail from lakeia.newkirk@bhsbaltimore.org. This e-mail will contain your username and temporary password as well as a link to the ESBH Database tool.

NOTE: For “**Returning**” account users – provider admin will still be responsible for updating passwords for staff. However, for “**New**” account users – they can use the “Lost Password” feature to update passwords.

(Note: Should you ever need to have your password reset by a system administrator, you will receive a similar message)

You can also reach the link from www.bhsbaltimore.org. If the link given in your email does not work at your school, you can access it through the BHSB website. Click on the “[For Providers](#)” link under “[ESMH-Admin](#)” to access it.

To access the data system from your school site you will need to go to the **ESMH Database** <https://esmh.bhsbaltimore.org/ESMHadmin/Account/Login.aspx>.



ESMH ADMINISTRATION [Log In] [Lost Password]

LOG IN

Please enter your username and password.

Account Information

Username:
lakeia.newkirk@bhsbaltimore.org

Password:

Keep me logged in

Log In

Enter your username (your e-mail address) and your password. The first time you log in, this will be the temporary password included in the welcome e-mail message. Click the “Log In” button.

LOG IN

Please enter your username and password.

Account Information

Username:

Password:

Keep me logged in

Once you are logged-in, you will be prompted to reset your password. All passwords must include one upper case letter, one lower case letter and must be greater than 7 characters in length. You will also be prompted to answer two security questions. Please note that there is a character limit of 6 characters on the answers. The answers to both security questions must be different. Click on the “Update Account” button.

WELCOME NEW USER

Since this is the first time you logged in, we need you to reset your password and set security questions and answers, just in case you forget your password later.

Reset Password

* Passwords must include (1) upper case letter, (1) lower case letter, (1) number, and must be greater than 7 characters in length.

New Password:

Verify Password:

Security Question 1:

Security Answer 1:

Security Question 2:

Security Answer 2:

After your account is updated, you will be logged-in and will be able to start entering data. To log out, you can either click the “Log Out” link in the upper-right-hand corner of each page or simply close your browser. To log in again, simply type <https://esmh.bhsbaltimore.org/ESMHadmin/Account/Login.aspx> into your web browser and

follow the previous instructions, substituting the password you just created for the temporary password you were assigned in the welcome e-mail.

Note that the Tabs available to you at the top of the page vary based on the type of account you have, (i.e. Clinician, Supervisor, etc.)

ENTERING/EDITING STUDENT INFORMATION

Before entering data in any of the other entities, the clinicians **MUST** enter the students in the database if they do not already have a profile. Profiles **MUST** be updated to ensure accuracy in reporting. **NOTE:** Accuracy in reporting includes – the correct spelling of Student’s Name; Grade Level and PIF # .

Entering a New Student

To enter a new Student or Edit a current Student, click the “Students” tab at the top of the page.

Select a Provider and School. The “New Student” button should now be available. Click the button to add a new student.

If there are already students entered for this Provider and School, you will be able to select a student from the Student Drop-Down Box. You can then edit that student’s information by clicking the “Edit Student” button.

ESMH Welcome **kdavis@bmhsi.org**! [Log Out]

Individual Service | Group Service | Universal Activities | Life Skills | Reporting | Students | Provider | BMHS Users | Manager Approval

STUDENTS

Student Information

Provider: School: Student:

Student information Page

Whether editing an existing student or adding a new student, you will be presented with the Student Information Page.

Individual Service | Group Service | Universal Activities | Life Skills | Reporting | Students | Provider | BMHS Users | Manager Approval

STUDENTS

Student Information

****School address populated by default!**

Provider: School:

First Name: Last Name:

Address1: Address2:

City: State:

Zipcode: DOB:

Race / Ethnicity: Gender: Male Female

Start Date: Grade:

Referral Date: PIF #:

When entering a new student, please note that the address defaults to the school that is selected prior to clicking on the “New Student” button. **Please do not modify this information**. All fields within this screen are mandatory. A PIF number cannot be duplicated in the database. If a PIF number is already entered in the database under another student, you will receive a notification and you will not be able to enter the student record. If you discover that the student with the identical PIF number was not entered by a clinician at your agency, please contact Lakeia Newkirk and submit a transfer request. (Note, the PIF # listed in SMS is the correct one for the student!!)

(The start date column is listed before the referral date column in the database. Please make sure that you enter the correct dates in each box!)

Entering data

Address: The system preprograms the school’s address in for each student, so this does not need to be changed.

The following information must be added in by the clinician:

DOB: Patients Date of Birth

Race: Please select an answer from this column.

Ethnicity: Please select one answer from this column.

Gender: Please select one answer from this column.

Grade Level (Pre K - 12th): Please select one answer from this column. All students will be promoted at the end of the school year. It is the responsibility of the clinician to ensure the grade is accurate before entering services.

Referral Date: Please list the date that the referral was received. (In some cases, the referral date will be the same as the start date i.e. Brief Contact, Crisis Management, Classroom Presentation, School Staff Contact)

Start Date (1st contact): This contact can be a Brief Contact, Teacher Contact, Parent Contact, Intake or Individual session etc.

Click Add Student after entering the student’s information. Continue the same process until all of the students you have worked with are entered into the system.

Editing Student information

Provider, School, and Student must be selected from the drop down menus before clicking on Edit Student.

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Individual Service | Group Service | Universal Activities | Life Skills | Reporting | Students | Provider | BMHS Users | Manager Approval

STUDENTS

Student Information

* Test Test has been added!

Provider: [Hope Health Systems] School: [206] Furlley Elementary School Student: [(123456) Test, Test]

[Edit Student](#) [New Student](#)

First Name: [Test] Last Name: [Test]

Address1: [2921 Stranden Rd] Address2: []

City: [Baltimore] State: [Maryland]

Zipcode: [21230] DOB: [1/1/1995]

Race / Ethnicity: [African American] Gender: Male Female

Start Date: [7/27/2011] Grade: [Grade 11]

Referral Date: [7/1/2011] PIF #: [123456]

Check box to end service: End Service Date: []

End Service Reason:

[]

[Update Student](#)

This screen allows a clinician to edit the student's record. **Clinicians need to indicate when a student is no longer receiving services. If a student is discharged before the end of the fiscal year check the "End Service" check box, enter the date the services ended and indicate the reason the services ended.** Otherwise it is assumed the discharge date is the last day of the fiscal year. If you check the "Check box to end service", you will not be able to save the edited record until the End of Service Date is entered. Please ensure that as services are ended, each record is updated accordingly.

INDIVIDUAL SERVICE

To enter an Individual Service, click on the "Individual Service" tab at the top of the page. You will be presented with the Individual Service page.

Provider (for the clinicians, provider should already be selected), School, and Student must be selected from the drop down menus before an Individual Service record can be entered.

INDIVIDUAL SERVICE

Student Selection

Provider: [Hope Health Systems] School: [206 Furlley Elementary School]
 Student: [123456] Test, Test

Once this information is selected, the student’s demographics will be displayed along with the data entry form for an individual service. (See below) You **MUST** type in the Date of Service and select at least 1 Focus Code and 1 intervention code. You can select **ALL** Service Codes that apply for that date of service.

First Name: Test	Last Name: Test	Address1: 2921 Stranden Rd
Address2:	Zipcode: 21230	DOB: 1/1/1995
Race / Ethnicity: African American	Gender: Female	Start Date: 7/27/2011
Grade: Grade 11	Referral Date: 7/1/2011	PIF #: 123456

Individual Service Entry

Date of Service:

<p>Focus Codes:</p> <input type="checkbox"/> ADHD <input type="checkbox"/> Anger Management <input type="checkbox"/> Anxiety <input type="checkbox"/> Bullying <input type="checkbox"/> Depression <input type="checkbox"/> Development Disabilities <input type="checkbox"/> Disruptive Behavior <input type="checkbox"/> Family Issues <input type="checkbox"/> Grief <input type="checkbox"/> Mood Disorder <input type="checkbox"/> Peer Issues <input type="checkbox"/> Substance Use/ Abuse <input type="checkbox"/> Trauma <input type="checkbox"/> Academic Difficulties	<p>Service Codes:</p> <input type="checkbox"/> Brief Contact <input type="checkbox"/> Caregiver Contact <input type="checkbox"/> Crisis Intervention - Extended <input type="checkbox"/> Crisis Intervention - Standard <input type="checkbox"/> Family Counseling <input type="checkbox"/> Individual Session <input type="checkbox"/> Intake <input type="checkbox"/> Medication Consultation <input type="checkbox"/> Observation <input type="checkbox"/> Other Contact <input type="checkbox"/> School Staff Contact <input type="checkbox"/> Life Skills Assessment <input type="checkbox"/> Life Skills Conferencing <input type="checkbox"/> Life Skills Mentoring	<p>Intervention Code:</p> <input type="checkbox"/> Behavior Therapy <input type="checkbox"/> Cognitive Behavioral Therapy <input type="checkbox"/> EMDR <input type="checkbox"/> Exposure (desensitization) <input type="checkbox"/> Expressive (dance, art, adventure) <input type="checkbox"/> Family Therapy <input type="checkbox"/> Interpersonal Therapy <input type="checkbox"/> Medication <input type="checkbox"/> Modeling <input type="checkbox"/> Play Therapy <input type="checkbox"/> Parent Training <input type="checkbox"/> Relaxation <input type="checkbox"/> Social Skills <input type="checkbox"/> Supportive Therapy <input type="checkbox"/> Life Skills
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Entering data

- * You **MUST** enter a Date of Service
- * You **MUST** enter in at least 1 focus code
- * You **MUST** enter in at least 1 service code

* You **MUST** enter in at least 1 intervention code

*School staff (Teacher) contacts: This code should be used to capture a school staff consultation that is SPECIFIC to an individual student. The meeting could be with a teacher, principal, school nurse, paraprofessional etc. Once you have this contact, the student's name **MUST** be put into the online database system (If the student is not already in the system). If this staff contact is for a NEW student, who is not already in the online database system, the date that you spoke with the staff member IS the Referral Date and the Start Date for that student. You will need to select a focus and intervention code for this contact. Please select the focus code that is most suitable based on the conversation you had with the staff member. Note: The most common intervention codes used for these contacts are Behavioral Therapy, Cognitive Behavior Therapy or Modeling. It is coded in this fashion due to the content of conversation with the staff member.

*Observation (Specific Classroom Observation): This code should be used when you conduct a classroom observation for a Specific patient that has been referred for service or is currently on your caseload. The Intervention code for this contact would be Modeling.

When selecting a Focus and intervention code, it is important to select the code (s) that best fits the services provided on that date of service. Please select ALL focus, service and Intervention codes that apply for each individual date of service. Note: You must select at least 1 focus and intervention code for each date of service entered into the online data collection system. You should enter in all services provided for each date of service.

Focus Codes

Impulsive Behavior
Anger Management
Anxiety
Bullying
Depression
Developmental Disabilities
Disruptive Behavior
Family Issues
Grief
Mood Disorder
Peer Issues
Substance Use/Abuse
Emotional Deregulation
Trauma
Academic Difficulties
No Show
ADHD

Service Code

Brief Contact: This code should be used when you briefly meet with ANY student for less than 10 minutes (Unless a crisis intervention code is more appropriate). You do not need to have consent or release forms signed to have a brief (General) contact with a student. *Example: A student stops you in the hallway and asks you who you are and what you do. You introduce yourself and talk about the program. (Make sure to get the students full name and their grade level). This interaction should be captured as a Brief Contact. (The focus code and intervention codes will differ for these students i.e. peer issues, social skills, modeling, relaxation, or supportive therapy) Note: You should document this contact on your daily log. You do NOT need to write a separate contact note because it was not a crisis intervention or a referral and the student is not on your caseload.*

Commented [M1]: Each of the service codes should be underlined

Caregiver Contact: This code should be used to reflect when you called and spoke with or left a message for a caregiver or sent a letter home for a caregiver. Note: Please remember to document the contact or outreach on your daily logs for non-patients and on your daily log and in the charts if the student is your patient. *Check with your agency for specific details surrounding the documentation of this contact.

Crisis Intervention-extended: (60 minutes or more) This code should be used when you assist in mediating a crisis situation. You MUST capture this activity in the online data collection system. The student does NOT need to be on your caseload for you to capture them in the online data system. Example: A student got into a fight and you and the teacher met with the student to work on deescalating the situation.

Crisis Intervention-standard: (60 minutes or less) This code should be used when you assist in mediating a crisis situation. You MUST capture this activity in the online data collection system. The student does NOT need to be on your caseload for you to capture them in the online data system. Example: A student got into a fight and you and the teacher met with the student to work on deescalating the situation.

Family Counseling: When you meet with a student and family member or just with a family member. (For auditing purposes, there should always be a corresponding note for this service.)

Individual Session: This code should be used when you conduct an individual meeting with a student for 10 minutes or more. (By selecting Individual session as your service code, you are reporting that you engaged in therapy with this patient. The individual session service code is used to capture individual sessions that you conduct with patients that are currently on your caseload i.e. all consent and release documentation has been attained.) **Note: Individual contact with students that you do NOT have consent and release of information to see should be captured using some of the following service codes: brief contact, crisis intervention standard or extended.**

Medication Consultation: This code should be used when the covering psychiatrist meets with the family to discuss medicinal treatment. Optimally, the parent will be physically present for these meetings or contacted by phone during the meeting.

Other Contact: This code should be used when you call or send a letter to a former provider, physician, inpatient or hospital on behalf of the patient.

School Staff Contact: This code should be used when you help students reach their academic goals through counseling and consultation with teachers and parents, or collaboration with school and community agency staff members.

Treatment plan/Tx Review: This code should be used when you create a therapeutic plan to include interventions.

Diagnostic Evaluation: This code should be used when a written report that documents the clinical and functional face-to-face evaluation of a recipient's mental health is completed.

Intervention Codes

Behavioral Therapy: Is a treatment that helps change potentially self-destructing behaviors. It is also called behavioral modification or cognitive behavioral therapy.

Cognitive Behavioral Therapy: A type of psychotherapy in which negative patterns of thought about the self and the world are challenged in order to alter unwanted behavior patterns or treat mood disorders such as depression.

EMDR (Eye Movement Desensitization Reprocessing): Is a psychotherapy developed by Francine Shapiro that emphasizes disturbing memories as the cause of psychopathology. It is used to help with the symptoms of posttraumatic stress disorder.

Exposure (desensitization): Uses learning theory and counterconditioning to effectively deal with a wide range of behavioral problems.

Expressive (Dance, Art, Adventure): The healing use of the creative process to help individuals: express concerns, foster personal growth and insight, reduce anxiety, problem-solve, and communicate about their thoughts and emotions.

Family Therapy: is a type of psychological counseling (psychotherapy) that helps family members improve communication and resolve conflicts.

Interpersonal Therapy: A form of psychotherapy in which the focus is on a patient's relationships with peers and family members and the way they see themselves.

Medication: Is a service to determine a recipient's need for a prescribed drug, or to evaluate the effectiveness of the prescribed drug as noted in the recipient's written individual treatment plan.

Modeling: Techniques of psychotherapy whereby the client learns by imitation alone, without any specific verbal direction by the therapist.

Play Therapy: Uses a variety of play and creative arts techniques (the 'Play Therapy Tool-Kit (TM)' to alleviate chronic, mild and moderate psychological and emotional conditions in children that are causing behavioral problems and/or are preventing children from realizing their potential.

Relaxation: Is a behavioral therapy used to relieve psychological stress and fatigue.

Social skills: Is designed to offer help to children with making and keeping friends; children who are socially isolated or have problems with teasing and bullying learn how to read social cues and to respond appropriately to them. Supportive Therapy designed to improve, reinforce, or sustain a patient's physiological well-being or psychological self-esteem and self-reliance.

Please input all data into the system within the time frame stipulated in your contract.

*****After an individual service has been submitted, the record will be sent to the supervisor listed in the clinician profile for approval. Records that are pending approval will not be reflected in the summary portion of the reports.**

ENTERING A GROUP SERVICE

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Individual Service | **Group Service** | Universal Activities | Life Skills | Reporting | Students | Provider | BMHS Users | Manager Approval

GROUP SERVICE

Student Information

Provider: School:

Group Name:

Entering a Group Service

To enter a new Group Service, click the “Group Service” tab at the top of the page. You will be presented with the “Group Service” entry page.

You must select the Provider, School and Group Name from the drop down options.

Group Names

- a) **Social Skills**
- b) **Coping Skills**
- c) **Anger Management**
- d) **Self-Esteem**
- e) **Healthy Relationships**
- f) **Bullying**
- g) **Family Focused Groups**
- h) **Substance Use**

GROUP SERVICE

Student Information

Group Added!

Provider: School:

Group Name:

Group Description:

Service Date:

Group Type:

Grade: All Grades
 Pre-K
 Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8
 Grade 9
 Grade 10
 Grade 11

*Select a service date for your group, and then click on the group type (either prevention or treatment.)

*Select the grades that apply to the group and click on the “Get Students” button for the student names and PIF numbers to populate.

Note: Most of the time you will only select 1 grade. When clicking the "get student" button, the only students that will come up are those you have already entered into the system)

*Click on the students that attended group on that date.

*After entering the data, click the “Save Group Session” button.

Multiple Schools in one building

If you conduct a group with students from two school sites you will need to input them into the ESMH database separately. Example: If you have a conflict resolution group with 3 students from one school and 3 from another, you will need to enter them into the system as individual groups, for each school site.

After a group session has been submitted, the record will be sent to the supervisor for approval **after you have clicked on CLINICIAN REVIEW and APPROVED the services rendered**. Records that are pending approval will not be reflected in the summary portion of the reports.

GROUP SERVICE

Student Information

Provider: School:

Group Name:

Group Description:

Service Date: Group Type: Grade: All Grades Pre-K Kindergarten Grade 1

Select Students Attending:

Attended?	PIF #	Student
<input checked="" type="checkbox"/>	1051054	Test, Test

UNIVERSAL ACTIVITIES

To enter a Universal Activity, click on the “Universal Activities” tab at the top of the page. You will be presented with the “Universal Activities” data entry page. (See below)

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Individual Service | Group Service | Universal Activities | Life Skills | Reporting | Students | Provider | BMHS Users | Manager Approval

UNIVERSAL ACTIVITIES

Universal Activities Data Entry

Provider: School:

Grade: All Grades
 Pre-K
 Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8
 Grade 9
 Grade 10
 Grade 11

Follow these steps:

- * Select a Provider
- * Select a School
- * Select only the grades that **attended** the Universal Activity

(Note: click this regardless of whether or not any students attended the activity.)

UNIVERSAL ACTIVITIES

Universal Activities Data Entry

Provider: School:

Grade: All Grades Pre-K

Start Date: Name/Topic:

Type of Activity:

Total Students: Total Non-Students:

Select Students Attending:

Attended?	PIF #	Student
<input type="checkbox"/>	1051054	Test, Test

Follow these steps to complete the form.

*Click on the "Get students" button to move to take you to the next screen where you will **NOT** select students who attended the session.

*Enter a start date

*Enter the Name of Topic

*Enter the Type of Activity

*Enter the Total number of students

*Enter the Total number of Non-Students (School staff, Parents and other school partners)

Classroom presentations: (Before clicking the "Get Students" button you must **FIRST** select the provider, the school and the grade level. You will then need to follow the instructions listed directly above. Although you need to select the "Get Students" button to get to the next page, you **DO NOT** have to select any **SPECIFIC** students for the activity. *Example: You conduct a classroom presentation on Bullying for a 6th grade class that had 30 students and 1 teacher present. When entering this data into the system you would write that there were 30 students present and 1 Non-student.*

Family outreach activity: If you participate in a family outreach activity for the entire school then you **MUST** select all grades that apply to your school. Because this activity is open to all students, you do **NOT** need to select specific students for this activity. *Example: You conduct a school wide family outreach activity focused on family awareness, 30 students and 50 parents (GREATJOB!) and 15 teachers attend. When entering this data into the system you would write that there were 30 students present and 65 Non-student.*

General Teacher Contacts: To capture a General Mental Health Related Teacher contact, you will need to submit the number of contacts that you have aggregately each month.

(We will only be entering **ONE** date of service to capture all GMHT contacts)

1. Select the provider
2. Select the School
3. Select ALL grades that are at your school: pre-k-5; pre-k -8th; 6th-12th and 9th-12th
4. Click the Get Students' button: Please remember that you do not select any specific students for this section!
5. Date of Service: Enter the date of service as the LAST DAY of the Month you are reporting on. 6. Name and topic: General Mental Health Teacher Contacts
7. Type of activity: Mental Health Consultations to teachers/Staff
8. Total # of Students: (Average number of teachers present) In this box you will put the number of teachers present during the General Mental Health teacher contacts. The answer will be 1.
9. Total # of Non-Students: (Total number of GMHT contacts) In this box, please put the TOTAL number of General Mental Health Teacher Contacts that were conducted during the respective month and entered at the end of each month. **NOTE:** There should be only ONE entry per month.

Example: Total Number of students (teachers): 1 Total number of Non-students (#of meetings): 55

10. Click "Add Universal Activity" Button

Note: It is recommended that each clinician conduct a brief contact with at least one student from each grade level to assure data entry access for all universal fields.

Whole School Activity: Example: You participate in a back to school night activity. You spoke to the 30 students and 40 parents that attended the back to school night. When entering this data into the Universal section, the title of the activity would be Back to School Night (Intro to ESMH). You would then select School wide activity from the drop down box. You would then write that there were 30 students present and 40 Non-student.

In-service presentation: Example: You conducted a staff in-service presentation on classroom management strategies. There were 30 teachers in attendance (They all loved your presentation!). When entering this data into the Universal section, the title of the activity would be Classroom Management Strategies. You would then select the In-service presentation option from the drop down box. You would then write that there were 0 Students and 30 Non-student in attendance.

Participation in school Teams and Committees: Example: You attended an SST meeting. There were 7 people in attendance. When entering this data into the Universal section, the title of the activity should be SST meeting. You would then select the Participation in School and Team Committees option from the drop down box. You would then write that there were 0 Students and 7 Non-student in attendance.

Assembly activities: Example: You participate in a PBIS Assembly activity at your school. At the Assembly you spoke to the students and staff about the PBIS program. To capture this activity you would select Assembly activity from the drop down box. You would then write the number of students and Non-students who attended the Assembly. Note: This is NOT a specific number. You will use an approximate number to capture the students and non-students.

Once all data has been submitted for that specific activity you should click the “Add Universal Activity” button.

LIFE SKILLS

To enter a Life Skills session, click the “Life Skills” tab at the top of page.

Provider, School and Student Name must be selected before a Life Skills Session can be entered. Once these items are selected, the “Life Skills Entry” form will populate.

Life Skills data will be entered by individual student, and not by a group.

Select the “Date of Life Skills Session” and “Risk Factor” fields, which are mandatory. The “Is This a Follow-up” field automatically defaults to “No”. If you need to change to “Yes”, please click that button.

Continue with that student and enter all of the dates of Life Skills attendance, and follow the same process for the rest of the group members.

Life Skills: Universal tab activities

(Teacher consultations, family outreach, team and committee meetings and in-service training) When capturing Life Skills activities you will need to clearly mark the type of activity and the name of the session. ALL life skills contacts captured/named on the Universal tab should have one of the titles listed below.

***Life Skills teacher consultation:** (These need to be put into the system individually on the Universal Tab, just like General Mental Health Teacher Consultations) If you have 12 Life Skills teacher contacts then you will need to put 12 separate entries into the system. Each entry needs to have its own date of service. The number of students present will always be 0. The number of non-students will usually be 1.

***Life Skills in-service training:** The number of students will always be 0. The number of Non-students should reflect the number for adult, Non-student, participants.

***Life Skills Family outreach:** Please list the number of students and non-students present for these activities. The majority of the time there will be no students present so just enter in the number of non-students participating.

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Individual Service | Group Service | Universal Activities | Life Skills | Reporting | Students | Provider | BMHS Users | Manager Approval

LIFE SKILLS

Student Selection

Provider: School:

Student:

First Name: Test	Last Name: Test	Address1: 2921 Stranden Rd
Address2:	Zipcode: 21230	DOB: 1/1/1995
Race / Ethnicity: African American	Gender: Female	Start Date: 7/27/2011
Grade: Grade 11	Referral Date: 7/1/2011	PIF #: 123456

Life Skills Entry

Date of Life Skills Session: Risk Factor:

Is This a Follow-up?: Yes No

MANAGER APPROVAL (RED ADMIN SITE)

To approve data Click on the “Manager Approval Tab” on ESMH admin site (red), the last tab on the menu. The Manager Approval page will load and give you the option to approve or decline Individual, Group, Universal and Life Skills Activities.

Approve:

To approve a record, Review the information by hovering over the [blue hyperlink](#) and choose the “Approve” button, and click the “Process Record” button at the bottom of the page.

Note: All records must have at Least 1 service code, intervention code and focus code before being approved.

Decline:

To Decline a record, Review the information by hovering over the [blue hyperlink](#) and choose the “Decline” button. When a record is declined, it is no longer searchable within the database and would need to be re-entered by the clinician.

Note: If you decline a service record, the clinician must put **all** of the material back into the system from that Date of Service.

Things to Check for before Approving Universal Services:

All activities will need a Date of Service

General Teacher Contacts: Clinicians will be submitting their General Mental Health Related Teacher contacts 1 time each month. This # will be cumulative..

Team and committee meetings: Clinicians should select the Participation in School and Team Committees option from the drop down box. Please make sure that the clinicians have put in the number of Non-students in attendance. The number of students in attendance will almost always be 0.

In-service presentations: Clinicians should select the In-service presentation option from the drop down box. Make sure the title of the activity is as descriptive as possible. Make sure that the number of Students 0 and that the clinician captures the number of Non-students present.

Family Outreach: Clinicians should select the Family Outreach option from the drop down box. If the clinician participates in a family outreach activity for the entire school then ALL grades (at that school) must be selected. If the Family Outreach is for a specific grade, make sure the clinician has selected that grade level. For the Family Outreach activity, the clinician should capture how many students and non-students are present.

Classroom presentation/activity: Make sure the title of the activity is as descriptive as possible. Make sure that the clinician captures the number of Students and Non-students that were present.

Assembly activities: Make sure the title of the activity is as descriptive as possible. Make sure that the clinician captures the number of Students and Non-students that were present.

Whole school Activity: Make sure the title of the activity is as descriptive as possible. Make sure that the clinician captures the number of Students and Non-students that were present.

Life skills: In order to track and approve life skills material you will need to make sure that the clinician enters the correct name for that contact. Every Life skills activity needs to be marked Life Skills....

Life Skills Tab (Groups)

All life skills GROUP activities will be captured on this Life Skills Tab.

Note: Clinicians will need to enter the data for each participant in the group separately

TAKE NOTE

*All questions should go to your supervisor and then communicated to the BHSB user support via esmh@bhsbaltimore.org

* Please make sure to log out of the system after you are finished entering data. This will make sure that our program remains HIPPA compliant.

* If you are called away while submitting data please log out of the system.

*Troubleshooting- On any tab, if the name of your school (example: Southside) is not listing and only is listing the option "Select School," follow this process.

Example: If the provider name is listed, change "University of Maryland Baltimore, SMHP" to "select provider". Once you have done that, try and select "University of Maryland Baltimore, SMHP". This will reload that selection bars and your schools name should then be available.