PATHWAYS TO WELL-BEING

QUARTERLY SERVICE REPORT (QSR)

WALKTHROUGH INSTRUCTIONS

Please note the attached are finalized Walkthrough Instructions to assist in compiling and documenting YTD ICC and IHBS client services.

The walkthroughs will provide detailed instructions on pulling the Pathways to Well-Being data that is now included on the QSR template. Within the QSR template, the Pathways to Well-Being section can be found in the “Data” tab.

- The attachment, All ICC and IHBS Services Report Walkthrough, is a revision of the original walkthrough sent in a previous e-mail dated 10/6/16. This information is used in order to track clients that are both open and not open to Child Welfare Services (CWS), and who are receiving ICC and/or IHBS services. Please enter this data on the line “YTD Total Clients”.
- The attachment, Subclass Service Report for ICC and IHBS Walkthrough, will assist in capturing data regarding Pathways to Well-Being Subclass clients. Please enter this data on the line “YTD Total Sub-Class Clients”.
- Line “YTD Total Non-CWS Clients” will then auto populate this sum.

The Walkthrough Instructions can be found at the BHETA Pathways to Well-Being webpage, https://theacademy.sdsu.edu/programs/BHETA/pathways/, under Tools and Forms. Please contact your COR or Pathways to Well-Being Interim Program Manager, Mandy Kaufman, at Amanda.Kaufman@sdcounty.ca.gov with any questions.