



MCYS Reports/EMHware Data Capture

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Report Code	Report Name	EMHware Data Capture
ASSESS#	The Number of Assessments	Program History – Screening Results Eligible Screening Result Date during report period
BSNOS#	Number of Children/Youth requiring No Further Services Following Brief Service	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Discharge date during report period No Discharge Referral made -----NOTES----- Discharge Date – Receiving Services Date <= 1 month 1 month = number of days in the month the client started receiving services.
CCSCHDSER#	Number of Children Served	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- Client counted once
CCSFAMSER#	Number of Families Served	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. Direct Contacts Client(s) – List family members and/or Significant participant(s) selected -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.
CCSPARSER#	Number of Participants in Workshops/Seminars	Direct Contact Group Format Session Number 1 Program History – Receiving Services Receiving services -----NOTES----- Count of participants in session number 1 only for group contacts.
CDAYSREC#	Number of Days of Seasonal Camps Received	Program MCYS Service Type Seasonal Camp Direct Contact Client must be present. Program History – Receiving Services Receiving services -----NOTES----- 1 contact per day = 1 day of camp
CINDSER#	Number of Individuals Served Through Seasonal Camps	Program MCYS Service Type Seasonal Camp Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- Client counted once
CLIENTCON#	Number of Client Consultations	Direct Contact Client present or Significant participant(s) selected Contact Activity Category Consultation Program History – Receiving Services Receiving services -----NOTES----- Total of Direct Contacts with the presence of the client or significant participants during report period.

Report Code	Report Name	EMHware Data Capture
COMPLNO#	Number of Completions No Charges	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Discharge date during report period Client Events > Legal Status No New Charges -----NOTES----- Worker must create a No New Charges legal event prior to discharging client
CPOSEX#	Number of Caregivers/Youth Reporting Positive Experience with the Service System	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Discharge date during report period Caregiver/Youth reports Positive Experience checked -----NOTES----- Total of checked checkboxes
CPOSOC#	Number of Caregivers/Youth Reporting Positive Outcomes	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Discharge date during report period Caregiver/Youth reports Positive Outcome checked -----NOTES----- Total number of checked checkboxes
CWTCHDREF#	Number of children served-CAS referrals	Program History – Referral CAS as the external referral source Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date.
CWTFAMAGY#	Total number of families referred to agency	Program History – Referral From any external source Program History – First Contact Date First Contact date during report period Direct Contacts Client(s) – List family members and/or Significant participant(s) selected -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.
CWTFAMCAS#	Total number of families referred by CAS	Program History – Referral CAS as the external referral source Program History – First Contact Date First Contact date during report period Direct Contacts Client(s) – List family members and/or Significant participant(s) selected -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.

Report Code	Report Name	EMHware Data Capture
CWTFAMREF#	Number of families served-CAS referrals	<p>Program History – Referral CAS as the external referral source</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Direct Contacts Client(s) – List family members and/or Significant participant(s) selected -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.</p>
DAYREC#	Number of Days of Residential Care	<p>Program MCYS Service Type Residential</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <div><div>Discharge Date or End Report Date (the lesser of the two)</div><div>–</div><div>Receiving Services Date or Report Start Date (the greatest of the two)</div></div> <div>Number of days</div>
DTSER#	Number of Individuals Receiving Day Treatment Service	<p>Program MCYS Service Type Day Treatment</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES----- Client counted once</p>
EDSESSAS#	Total number of Education Sessions	<p>Workload Activity Category 30 Teaching / In-service (TIS)</p> <p>-----NOTES----- Total of workload contacts with an activity assigned a category of 30 Teaching / In-service (TIS)</p>
FAMPROG#	Number of Families Receiving Programming	<p>Direct Contact Client(s) – List family members and/or Significant participant(s) selected Contact Activity Category Counseling</p> <p>Program History – Receiving Services Receiving services -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.</p>
FSFAMSER#	Number of Families Served	<p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Direct Contacts Client(s) – List family members and/or Significant participant(s) selected -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.</p>

Report Code	Report Name	EMHware Data Capture
HOUDIRS#	Number of Hours of Direct Service	Direct Contact Individual or group format Method must be Face-to-Face, Phone or Video Conference Client present or Significant participant(s) selected Program History – Receiving Services Receiving services -----NOTES----- Total of activities duration for the contact independent of number of clients present
HOUDIRDYJ#	The Number of Hours of Direct Service - Detention	Direct Contact Individual or group format Method must be Face-to-Face, Phone or Video Conference Client present or Significant participant(s) selected Client Events > Legal Status Detention community release plan Program History – Receiving Services Receiving services
HOUDIRYJ#	The Number of Hours of Direct Service	Direct Contact Individual or group format Method must be Face-to-Face, Phone or Video Conference Client present or Significant participant(s) selected Program History – Receiving Services Receiving services
HOURLMH#	Number of hours of Mental Health Intervention	Direct Contact Individual format Method must be Face-to-Face or Video Conference Client present or Significant participant(s) selected Contact Activity Category Consultation or Intervention Program History – Receiving Services Receiving services
IDFINDSER#	Number of Individuals Served Through In-Home ASD Respite Services – Direct Funding Option(DFO)	Program MCYS Service Type In-Home Respite Direct Contact - Funding Source Direct Funding Option(DFO) Client must be present Program History – Receiving Services Receiving services -----NOTES----- Client has a minimum of 1 contact during the report period
IDSINDSER#	Number of Individuals Served Through In-Home ASD Respite Services – Direct Service Option(DSO)	Program MCYS Service Type In-Home Respite Direct Contact - Funding Source Direct Service Option(DSO) Client must be present Program History – Receiving Services Receiving services -----NOTES----- Client has a minimum of 1 contact during the report period
IHHRSRS#	Number of Hours of In-Home ASD Respite Services Received	Program MCYS Service Type In-Home Respite Direct Contact Client must be present Program History – Receiving Services Receiving services -----NOTES----- Total of activities duration for the contact independent of number of clients present
INDSCREEN#	Individuals Screened Out	Program History – Screening Results Not Eligible Screening Result Date during report period

Report Code	Report Name	EMHware Data Capture
INDSER# MHWINDSER# AMHINDSER# INDSERACC#	Number of Individuals Served	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- Client counted once
INDSERDYJ#	Number of Individuals Served-Detention	Program History – Receiving Services Receiving services date before or during report period. Client Events > Legal Status Detention community release plan Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- A client would be counted more than once if more than one program history as long as was discharged with Completion with/without referral
INDSERYJ#	Number of Individuals Served	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- A client would be counted more than once if more than one program history as long as was discharged with Completion with/without referral
INDVDD#	Number of Individuals Developmental Delay	Program History – Receiving Services Receiving services Mental Health – Primary Diagnosis/Additional Diagnoses Developmental Handicap
INDVDUAL#	Number of Individuals Dual Diagnosis	Program History – Receiving Services Receiving services Mental Health – Other Illness Information Dual Diagnosis (Developmental Disability)
INDVEDVOC#	Number of Individuals Receiving Educational Vocational Supports	Direct Contact Client is present or significant participant(s) selected Contact Activity Category Skill Building and Support Program History – Receiving Services Receiving services
INFAMSERV#	Number of Families Served In-Home	Program MCYS Service Type In-Home Respite Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. Direct Contacts Client(s) – List family members and/or Significant participant(s) selected -----NOTES----- 1 family is counted for each client with direct contacts during the report period where family members are listed as clients, and/or significant participant(s) are in attendance. If there are siblings receiving services, they are treated as distinct clients.
INHOMEHRS#	Number of Hours of In-Home Service	Program MCYS Service Type In-Home Respite Direct Contact Location Client must be present Program History – Receiving Services Receiving services -----NOTES----- Total of activities duration for the contact independent of number of clients present

Report Code	Report Name	EMHware Data Capture
INTPNA#	Number of Children/Youth with Psychiatric Assessed Needs	<p>Program History - Screening Screening Result is Eligible Psychiatric Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p>
MH0-5#	Number of Children and Youth between ages 0-5	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset – DOB Client age 0-5 on the date Screened for Eligibility or report start date if carried over</p> <p>-----NOTES----- Client counted once Age is calculated at intake or at start of fiscal year if carried over.</p>
MH11-14#	Number of Children and Youth between ages 11-14	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset – DOB Client age 11-14 on the date Screened for Eligibility or report start date if carried over</p> <p>-----NOTES----- Client counted once Age is calculated at intake or at start of fiscal year if carried over.</p>
MH15-18#	Number of Children and Youth between ages 15-18	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset – DOB Client age 15-18 on the date Screened for Eligibility or report start date if carried over</p> <p>-----NOTES----- Client counted once Clients over 18 are counted in this age category. See maximum age setting Age is calculated at intake or at start of fiscal year if carried over.</p>
MH6-10#	Number of Children and Youth between ages 6-10	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset – DOB Client age 6-10 on the date Screened for Eligibility or report start date if carried over</p> <p>-----NOTES----- Client counted once Age is calculated at intake or at start of fiscal year if carried over.</p>
MHBNA#	Number of Children/Youth with Behavioural Assessed Needs	<p>Program History - Screening Screening Result is Eligible Behavioural Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES----- Client counted once Total smaller or equal to MHUCYS#</p>

Report Code	Report Name	EMHware Data Capture
MHCNA#	Number of Children/Youth with Complex Assessed Needs	<p>Program History - Screening Screening Result is Eligible Complex Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES----- Client counted once Total smaller or equal to MHUCYS# The complex selection is used in conjunction with the priority needs to designate children/youth requiring multiple services/treatments and/or multiple service providers.</p>
MHENA#	Number of Children/Youth with Emotional Assessed Needs	<p>Program History - Screening Screening Result is Eligible Emotional Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES----- Client counted once Total smaller or equal to MHUCYS#</p>
MHENDCY#	Number of Children/Youth Who Ended Service	<p>Program History – Receiving Services Receiving services date before or during report period. and Program History - Discharge Discharge date during report period</p> <p>or</p> <p>Program History – ELIGIBLE Screening Result and Program History - Discontinued Discontinued date during report period</p>
MHGF#	Number of Unique Female Children/Youth Served	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset Gender is Female</p> <p>-----NOTES----- Client counted once</p>
MHGM#	Number of Unique Male Children/Youth Served	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset Gender is Male</p> <p>-----NOTES----- Client counted once</p>
MHGO#	Number of Unique Children/Youth Served with Gender Other	<p>Program History – Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>Client Dataset Gender is not Male nor Female (e.g. Unknown)</p> <p>-----NOTES----- Client counted once</p>

Report Code	Report Name	EMHware Data Capture
MHINA#	Number of Initial Needs Assessments	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <p>Client counted once. MHINA# total should be smaller than the sum of MHBNA#, MHENA#, MHSNA#, MHSUNA#, MHTNA#, MHCNA#, and INTPNA#. Total smaller or equal to MHUCYS#.</p>
MHSD#	Number of Elapsed Days (Service Duration) of Service Received by Children/Youth	<p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <div><div>Discharge Date or End Report Date (the lesser of the two)</div><div>–</div><div>Receiving Services Date</div><div>Days + 1 (Start Date is counted)</div></div>
MHSNA#	Number of Children/Youth with Social Assessed Needs	<p>Program History - Screening Screening Result is Eligible Social Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <p>Client counted once Total smaller or equal to MHUCYS#</p>
MHSUNA#	Number of Children/Youth with Substance Use Assessed Needs	<p>Program History - Screening Screening Result is Eligible Substance Use Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <p>Client counted once Total smaller or equal to MHUCYS#</p>
MHTNA#	Number of Children/Youth with Trauma Assessed Needs	<p>Program History - Screening Screening Result is Eligible Trauma Youth Assessed Need selected</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <p>Client counted once Total smaller or equal to MHUCYS#</p>
MHUCYS#	Number of Unique Children/Youth Eligible for Service	<p>Program History - Screening Screening Result is Eligible Eligible Screening Result date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <p>Client counted once MHUCYS# = MHGM# + MHGF# + MHGO# MHUCYS# = MH0-5# + MH6-10# + MH11-14# + MH15-18#</p>

Report Code	Report Name	EMHware Data Capture
MHWT#	Number of Days Children/Youth Waited for Service	<p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <div><div>Receiving Services Date</div><div>–</div><div>First Contact Date</div></div> <div>Days Waited + 1</div>
ODFINDSER#	Number of Individuals Served Through Out-of-Home ASD Respite Services – Direct Funding Option(DFO)	<p>Program MCYS Service Type Out-of-Home Respite</p> <p>Direct Contact - Funding Source Direct Funding Option(DFO) Client must be present</p> <p>Program History – Receiving Services Receiving services</p> <p>-----NOTES-----</p> <p>Client has a minimum of 1 contact during the report period</p>
ODSINDSER#	Number of Individuals Served Through Out-of Home ASD Respite Services – Direct Service Option(DSO)	<p>Program MCYS Service Type Out-of-Home Respite</p> <p>Direct Contact - Funding Source Direct Service Option(DSO) Client must be present</p> <p>Program History – Receiving Services Receiving services</p> <p>-----NOTES-----</p> <p>Client has a minimum of 1 contact during the report period</p>
OHHSRS#	Number of Hours of Out-of-Home ASD Respite Services Received	<p>Program MCYS Service Type Out-of-Home Respite</p> <p>Direct Contact Client must be present</p> <p>Program History – Receiving Services Receiving services</p> <p>-----NOTES-----</p> <p>Total of activities duration for the contact independent of number of clients present</p>
OUTCHILD#	Number of Children/Youth receiving Out-of-Home Respite Service	<p>Program MCYS Service Type Out-of-Home Respite</p> <p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Not discharged or discharge date after report start date.</p> <p>-----NOTES-----</p> <p>Client counted once</p>
OUTDAYS#	Number of Days of Out-of-Home Service	<p>Program MCYS Service Type Out-of-Home Respite</p> <p>Direct Contact Client must be present.</p> <p>Program History – Receiving Services Receiving services</p> <p>-----NOTES-----</p> <p>1 contact per day = 1 day of service</p>
POSOC#	Number of Children/Youth with Positive Outcomes	<p>Program History – Receiving Services Receiving services date before or during report period.</p> <p>Program History - Discharge Discharge date during report period Children/Youth displays Positive Outcome checked</p> <p>-----NOTES-----</p> <p>Total number of checked checkboxes</p>

Report Code	Report Name	EMHware Data Capture
PROGCONAS#	Total number of Program Consultations	Workload Activity Category Program Consultation -----NOTES----- Total of workload contacts with an activity assigned a category of Program Consultation
RESSER#	Number of Individuals Receiving Residential Service	Program MCYS Service Type Residential Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- Client counted once
SCTCY#	Number of Children/Youth requiring Transitions at end of CYMH service	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Discharge date during report period Discharge Referral Discharge Referral to another program or an external agency.
SMALLACT#	Number of allocation and funding activities	Workload Activity Category Allocation and Funding -----NOTES----- Total of workload contacts with an activity assigned a category of allocation and funding
SMLEADACT#	Number of leadership activities	Workload Activity Category Leadership -----NOTES----- Total of workload contacts with an activity assigned a category of Leadership
SMPERFMGT#	Number of performance management activities	Workload Activity Category Performance Management -----NOTES----- Total of workload contacts with an activity assigned a category of performance management
SMPLANACT#	Number of planning activities	Workload Activity Category Planning -----NOTES----- Total of workload contacts with an activity assigned a category of planning
SMSPDAACT#	Number of service delivery and program alignment activities	Workload Activity Category Service Delivery and Program Alignment -----NOTES----- Total of workload contacts with an activity assigned a category of service delivery and program alignment
SUCCDET2#	Number of Successful Completions - Counseling - Detention	Client Events > Legal Status Detention community release plan Program History - Discharge Discharge date during report period Exit disposition – Completion with/without referral
SUCCOMPL2#	Number of Successful Completions- Counseling	Client Events > Legal Status Found guilty/Sentenced Program History - Discharge Discharge date during report period Exit disposition – Completion with/without referral

Report Code	Report Name	EMHware Data Capture
TPPART#	Number of Participants in Sessions/Workshop/Training	Direct Contact Session Number set to 1 <u>Contact Activity Category</u> Skill Building and Support Program History – Receiving Services Receiving services -----NOTES----- All contacts for registered clients where the session number is set to 1 and an activity with a category of Skill Building and Support has been selected. Group Contacts: Count of registered clients present and anonymous clients Individual Contacts: Number of significant participants + client if present
UACCHILD#	Number of Children Served	Program History – Receiving Services Receiving services date before or during report period. Program History - Discharge Not discharged or discharge date after report start date. -----NOTES----- Client counted once
UACPARTIC#	Number of Participants	Group Contact Number of registered clients present + number of anonymous clients Children ages 7-15
UACREQST#	Number of requests for Akwe:go programs and services.	Program History – First Contact Date First Contact date during report period Children ages 7-15 -----NOTES----- Number of program history opened during reporting period

MCYS Detail Codes

Administration > Program Manager > [select program] > Select all MCYS Functions associated with the selected program.

A346 - Child Abuse Program	A347 - Child Welfare Native Services on Reserve
A348 - Brief Services	A349 - Counselling / Therapy Services
A350 - Crisis Services	A351 - Family/Caregiver Skills Building and Support
A352 - Access Intake Service Planning	A353 - Intensive Treatment Services
A354 - Service Coordination Process	A355 - Specialized Consultation/ Assessment Services
A356 - Targeted Prevention	A357 - System Management
A505 - Residential Placement Advisory Committee	A506 - Community Support - Native Services on Reserve
A508 - Children's Community Support - Other	A511 - Access Mechanism Children's
A517 - Urban Aboriginal Children	A546 - CSN - Community Enhancement Funding
A553 - Targeted Increase - Community-based Mental Health Workers	A554 - Mental Health Workers for Students in Schools
A555 - Child and Family Intervention Operating - Residential	A556 - Child and Family intervention Operating - Non-Residential
A559 - Child and Family Intervention Intensive Child and Family Services	A560 - Mobile Crisis
A561 - Ontario Child and Youth Telepsychiatry Program	A562 - Children's Mental Health 0-6
A566 - Section 23 Classrooms	A567 - In and Out-of-Home Respite
A569 - Aboriginal Mental Health and Addictions Workers	A570 - Child and Family Intervention Native Services on Reserve
A572 - ISNC Ministry of Education	A574 - ISNC MCSS/MCYS
A577 - Child Treatment - Operating - Secure	A578 - Child Treatment - Operating - Resident
A579 - Child Treatment - Operating - Non-Residential	A583 - CMH Outpatient Programs
A597 - ASD Respite Services	A771 - Community Capacity Funding
A812 - Intensive Support and Supervision (ISSP)	A839 - YJSD Direct Counselling
A853 - Community Support Team (CST)	A890 - Secure Detention
A893 - Secure Custody Contract	

MCYS Service Type

Administration > Program Manager > [select program] > Select the MCYS Service Type related to the selected program.

- Day Treatment
- Early Years Centre
- In-Home Respite
- Out-of-Home Respite
- Residential
- Seasonal Camp

Contact/Workload Activity Category

Administration > Activity Manager > [select activity] > set the category

Client Contacts

Activities	Category
Client Consultations	Consultation
Formal counseling interventions, psychotherapy, behavioural therapy, behavioural supervision, psychiatric consultation, and clinical social work	Intervention
Family Counselling	Family Counselling
Individual, group or Family skill Building and Support type activities	Skill Building and Support

Workload

Activities	Category
Education Sessions	30 Teaching / In-service (TIS)
Program Consultations	Program Consultation
Leadership	Leadership
Service Delivery and Program Alignment	Service Delivery and Program Alignment
Performance Management	Performance Management
Allocation and Funding	Allocation and Funding

Group Contact Session Number

The session number will default to 1 for new direct contacts.

When you copy a contact with a group with a specific number of sessions, EMHware will increment the session number. If the number of sessions for the group, has been reached, EMHware will set the session number at one. Note this feature only works when copying a contact.

To set the number of sessions for a group go to *Administration > Group Manager > [Select Group]*

Direct Contact Funding Source

Direct Funding Option (DFO) and Direct Service Option (DSO) are only required for certain functions. If they are required on your system, please contact us at support@emhware.com

Youth Assessed Needs

The Youth Assessed Needs field is found in the Program History Screening Section.

Select the appropriate needs following assessment as determined by your agency’s policies.

Screening

Date Screened for Eligibility:2014-10-30 08:41

15

15

Screening Result:2014-10-30 08:41

15

15

Eligible

Youth Assessed Needs: [Select All](#) | [Unselect All](#) | Hold down the Ctrl key to select multiple items

Behavioural

Emotional

Psychiatric

Social

Substance Use

Trauma

Positive Outcomes & Experience

Positive Outcomes & Experience checkboxes are found in Program History Discharge Section.

Discharged

Discharge Date:2014-02-04 16:00

15

15

Exit Disposition:Completion without Referral

Child/Youth displays Positive Outcomes:☒

Caregiver/Youth reports Positive Outcomes:☒

Caregiver/Youth reports Positive Experience:☒

CAS as the external referral source

All CAS external sources in your system must be flagged as such. EMHware support staff will gladly set this up for your agency.

Family

One family per client is counted.

Direct Contact Significant Participants

When family members are not clients, they are added to the client’s contacts as significant participants.

Direct Contact Client List

When a parent/caregiver is also a client, they are added as a client to the child/youth contacts. EMHware will then look at the family group to determine if a family was being served.

Family Group

Client File > Client Connections >  New

The Family Unit checkbox must be checked.

A family must have a minimum of 2 clients, with a minimum of 1 Dependent/Child or Youth.

Client Maximum Age setting

The default maximum age is 18. Please contact support@emhware.com to adjust value if required.

Youth Justice - Client Legal Status Events

- Detention Community Release Plan
- Found Guilty/Sentenced
- No new charges