

Pediatric Symptom Checklist (PSC – 35)

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Update: Minimum Age Changed from Age 4 to Age 3

Previously California DHCS required the PSC-35 for children ages 4-17. A 2020 update changed to **ages 3-17**.

About the Pediatric Symptom Checklist (PSC-35)

The Pediatric Symptom Checklist (PSC) is a 35-item screening questionnaire designed to identify difficulties with psychosocial functioning in children, from the caregiver's perspective.

The state of California requires all counties to use the PSC-35 when evaluating children who receive mental health services.

Note that only Santa Cruz County Children's Mental Health staff need to fill out this form. Adult MH and SUD services are currently exempt.

The PSC-35 is designed to be completed by parents and caregivers (as opposed to clinical staff). Currently, parents/caregivers complete a paper version of the form, and then data is entered into Avatar by clinical or clerical staff.

At a future date, we may be able to have caregivers input data directly into the web-based form.

For more information about the PSC-35 state requirements, see the State of California—Health and Human Services Agency Department of Health Care Services, https://www.dhcs.ca.gov/provgovpart/pos/Pages/Functional_Assessment_Tools.aspx

Which Clients Need the PSC-35?

Mental health clients, ages 3-17. **Once the client turns 18, you no longer have to complete this form.**

2020 Update

Previously California DHCS required the PSC-35 for children ages 4-17. A 2020 update changed to **ages 3-17**.

When to Complete the PSC-35

Both the CANS and PSC-35 assessment tools need to be completed **at the beginning of treatment, every six months following the first administration of the PSC-35, and at the end of treatment.**

These assessments may also be completed at other times to document a significant change in status.



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PSC-35/Avatar Interface

The PSC-35 questionnaire is web-based, but Santa Cruz Avatar has a widget that will link you to the questionnaire. Clicking inside the widget will launch the PSC-35.

Access the PSC-35 widget from a new homeview, ASSESSMENTS.

The screenshot displays the myAvatar 2018 interface. At the top, there is a navigation bar with a 'Home' button and a 'My Views' section containing 'HomeviewCLINICIAN' and 'ASSESSMENTS'. The 'ASSESSMENTS' tab is highlighted with a yellow circle. Below this, there are tabs for 'Client', 'Staff', and 'Site'. The 'Client' tab is active, showing a list of 'My Clients' with 'Orianus Tttgliiterbreeze (000000111)' selected. To the right, a 'PSC-35' widget is displayed, featuring a search bar labeled 'Search by Assessment Name' and a card for 'Pediatric Symptom Checklist...'. The card shows 'Completed: 08/06/2019' and includes buttons for 'add to graph', 'HISTORY', and 'START'. A yellow box highlights the 'START' button, with a callout box stating 'Click "Start" to open a new PSC-35'. The bottom of the interface shows 'SantaCruz myAvatar Live', 'AVPM (LIVE)', and the date '09/17/2019'.

Click "Start" to open a new PSC-35

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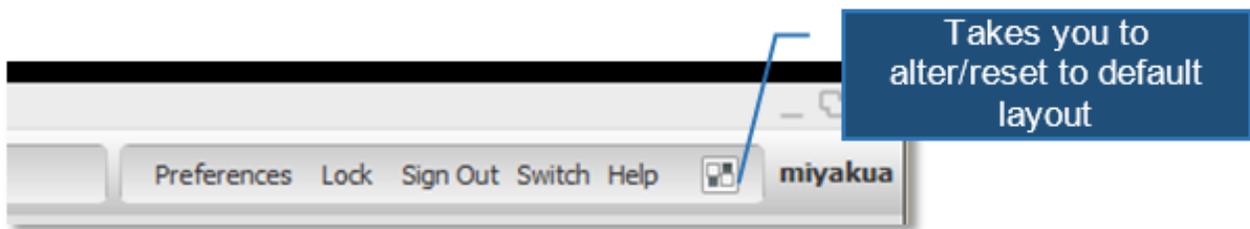
If the ASSESSMENTS Console/View is Missing

When you open Avatar, you should see a link to the new ASSESSMENTS console in the upper left-hand corner. If you don't see this, contact the computer help desk at HSA.MhCompAssist@santacruzcounty.us.

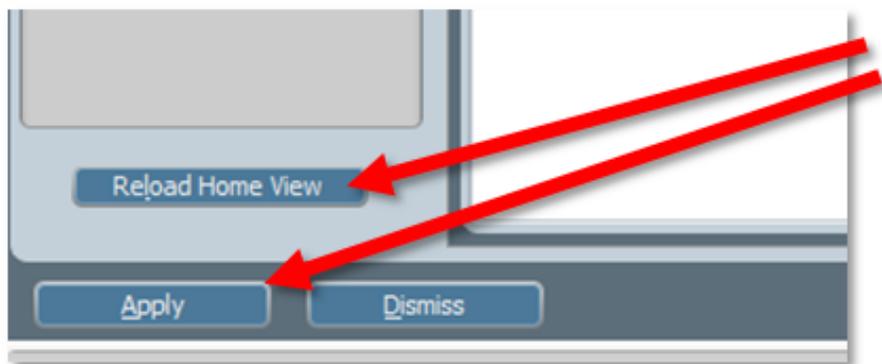
To find the PSC-35 widget, click on the word ASSESSMENTS and you will be taken to the assessment console. You should see the widget.

If you do not see the widget, reset your widgets using the following procedure.

1. On your Home Console, on the right side of the menu bar, up at the top of the page, click on the little checkerboard icon as shown below. This takes you to an area where you can reset your widgets.



2. Click **Reload Home View** and then **Apply**. (Find these buttons in the lower left-hand corner.)



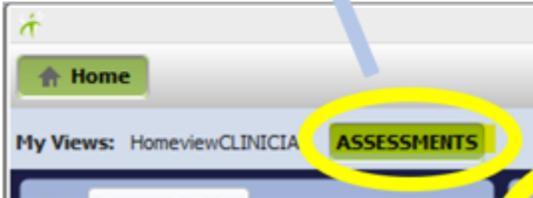
After following this procedure, if you still do not see the PSC 35 widget, contact IT support.

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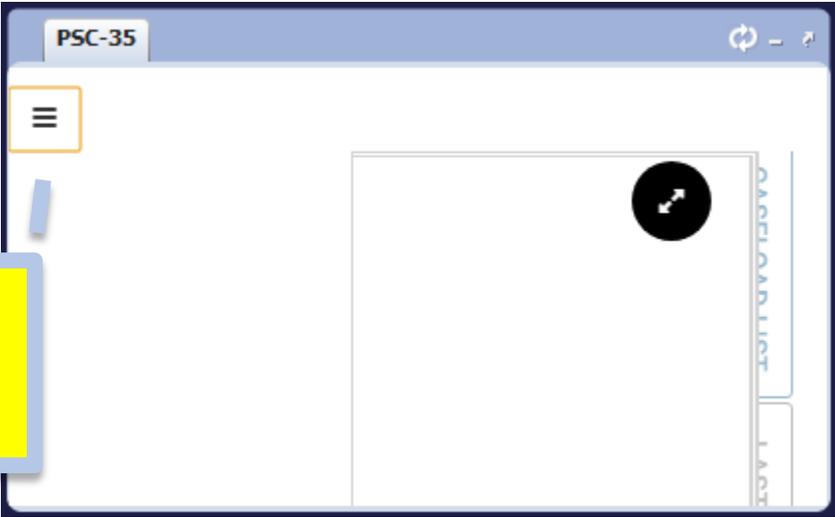
Opening a New PSC-35

From the Avatar Home Console, click ASSESSMENTS in the upper left-hand corner.

Access the PSC-35 widget from a new homeview, ASSESSMENTS.



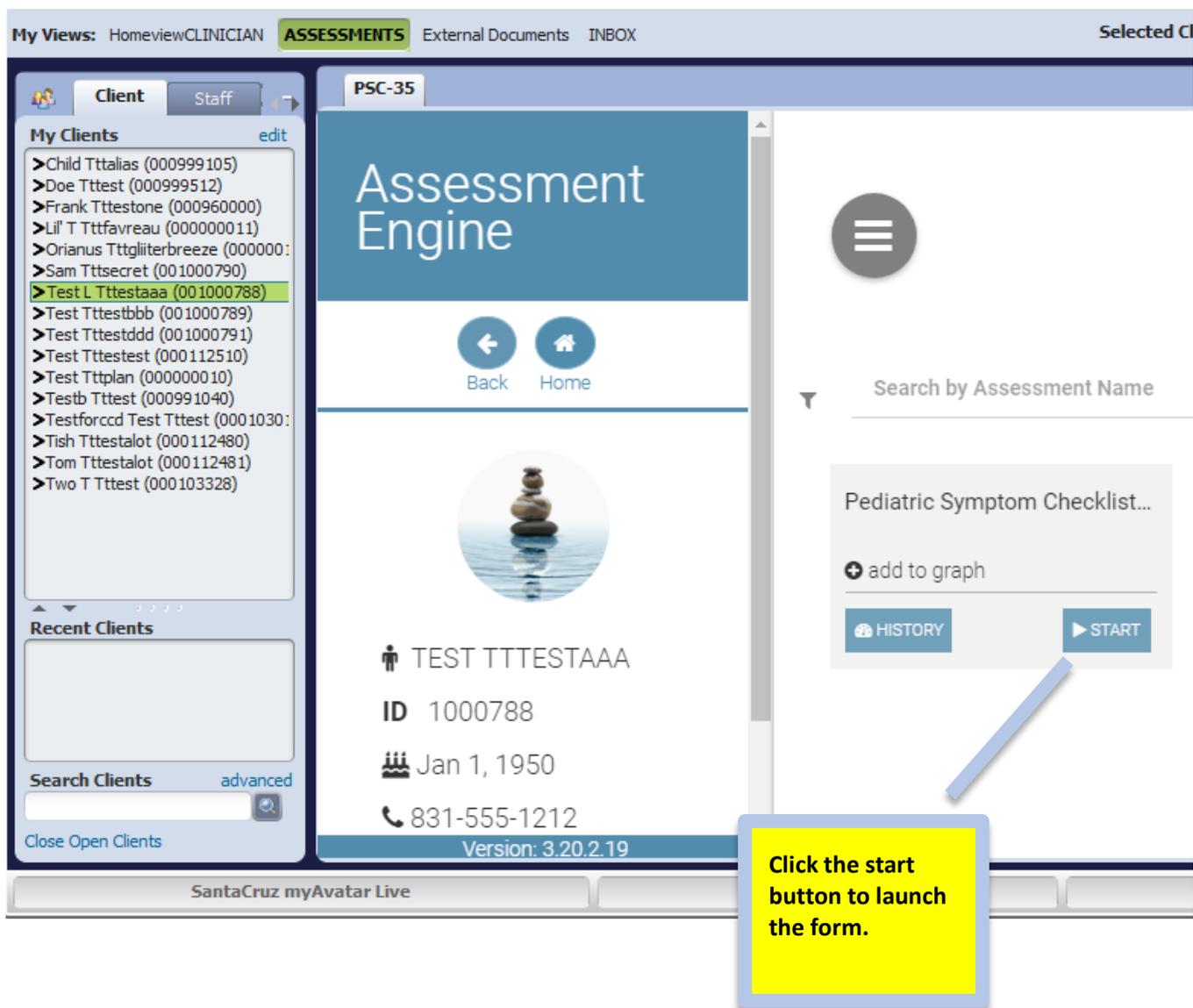
If the PSC-35 widget looks blank, as shown here, click the little menu icon to open up the interface.



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1) Search for your client

- a. Start with the client you wish to assess highlighted in the Client Widget. The PSC-35 widget will pull up your client's data and you will see a start button to open up the PSC 35. Click the start button to launch the form.



The screenshot displays the Santa Cruz Avatar interface. At the top, there are navigation tabs: "My Views: HomeviewCLINICIAN", "ASSESSMENTS" (highlighted), "External Documents", and "INBOX". On the right, it says "Selected C".

The main interface is divided into several sections:

- Client Widget:** A list of clients under "My Clients" with "edit" options. The client "Test L Tttestaaa (001000788)" is highlighted in green. Below this is a "Recent Clients" section and a "Search Clients" field with an "advanced" link and a magnifying glass icon. At the bottom of this widget is a "Close Open Clients" button.
- PSC-35 Widget:** Titled "Assessment Engine", it features "Back" and "Home" buttons. Below is a circular image of stacked stones in water. The client information is displayed: "TEST TTTESTAAA", "ID 1000788", "Jan 1, 1950", and "831-555-1212". At the bottom, it says "Version: 3.20.2.19".
- Search and Action Area:** A search bar labeled "Search by Assessment Name" is present. Below it is a card for "Pediatric Symptom Checklist..." with an "add to graph" button. At the bottom of this card are "HISTORY" and "START" buttons. A blue arrow points from the "START" button to a yellow callout box.

The yellow callout box contains the text: "Click the start button to launch the form."

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b. You can also search for client in the PSC-35 widget.

The screenshot shows the PSC-35 Assessment Engine interface. At the top left, there is a tab labeled "PSC-35". Below it, the text "Assessment Engine" is displayed in a blue header. Underneath, there is a "My Caseload" section with a briefcase icon. The main section is titled "CLIENT SEARCH" with an information icon. It contains three input fields: "FIRST NAME" with the value "test", "LAST NAME" with the value "tttbunny", and "CLIENT ID" with the value "1004745". Below these fields are "CLEAR" and "SEARCH" buttons. At the bottom left, it says "Search Results: 1". On the right side, there is a search filter "Filter by Name or ID" and a search result card for "TEST TTTBUNNY 1004745".

Enter data here and then click "SEARCH" to find your client.

Click here to launch the PSC-35 for your client.

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Form Status Section (First Section)

The assessment has 3 sections. We will be entering data into the first 2.

In the first section, fill in the 3 fields and then click "Continue."

The screenshot shows a web form with the following fields and callouts:

- Form Status**: A label above the first section.
- Assessment Date ***: A date input field with a placeholder "mm/dd/yyyy". A callout box explains: "This is the date that the assessment was completed. Most of the time, it won't be 'today.'"
- CareGiver**: A text input field. A callout box explains: "Parent/Caregiver providing this information."
- Form Status ***: A radio button selection field with the following options:
 - Initial
 - Subsequent
 - Annual
 - Discharge
 - Administrative CloseA callout box explains the options:
 - Initial = 1st PSC-35
 - Subsequent = 6-month follow-up
 - Annual = Yearly
 - Discharge = Done at Discharge
 - Administrative Close = Use if client drops out
- Select a reason if assessment is declined**: A radio button selection field with the following options:
 - Minor Consent / No Known Caregiver
 - Parent/ Caregiver refused or declined to complete form
 - Parent/Caregiver unavailable to complete form
- continue**: A button at the bottom left. A callout box explains: "Once you have answered all the questions, click 'continue,' to go to the next section of the form."

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PSC-35 Questions (Second Section)

The next section of the PSC-35 contains questions about the child's behaviors.

You are entering information from the paper form that has been filled out by the parent or caregiver.

| | | |
|---|-------------------------------------|-------------------------------------|
| Teases others | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Blames others for his or her troubles | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Takes things that do not belong to him or her | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Refuses to share | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

IMPORTANT: DO NOT CHANGE OR MODIFY answers from the paper form.

Fill in checkmarks for all 35 questions, then click "continue" at the bottom of the page.

TIP: To make it easier to answer the questions, make the window smaller. If you do this the check boxes will be closer to the actual question.

PSC-35 Questions (Third Section)

Click "continue" to skip this section.

Questions

Does your child have any emotional or behavioral problems for which she or he needs help?

No
 Yes

Are there any services that you would like your child to receive for these problems?

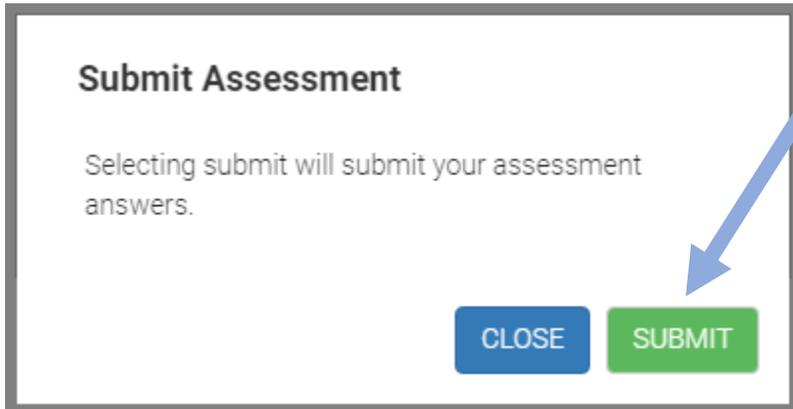
No
 Yes

If yes, what services?

We are not using this third section. Click "continue" to skip.

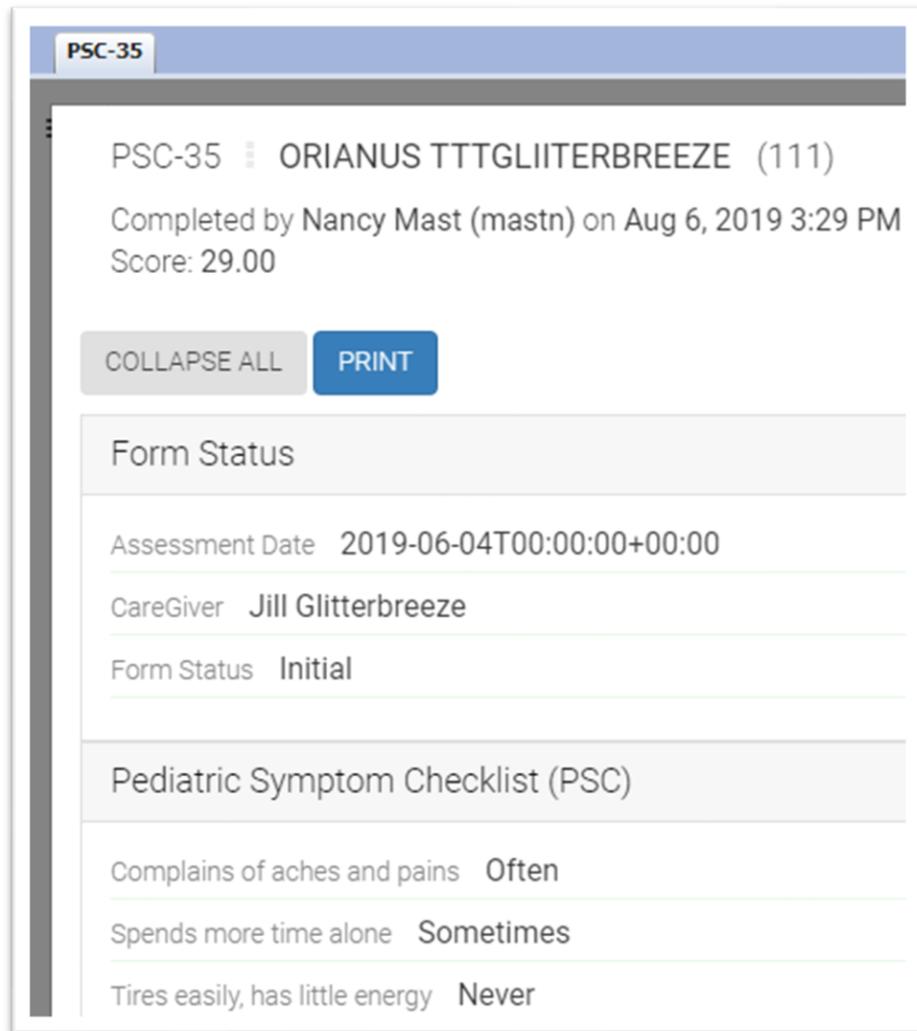
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The screen fades and a new “Submit Assessment” window appears, click SUBMIT.



The information from the PSC-35 that you just completed can be seen in a new window.

Check to make sure that the client name, assessment date and overall score is correct before continuing.



PSC-35

PSC-35 : ORIANUS TTTGLITERBREEZE (111)
Completed by Nancy Mast (mastn) on Aug 6, 2019 3:29 PM
Score: 29.00

COLLAPSE ALL PRINT

Form Status

Assessment Date 2019-06-04T00:00:00+00:00
CareGiver Jill Glitterbreeze
Form Status Initial

Pediatric Symptom Checklist (PSC)

Complains of aches and pains Often
Spends more time alone Sometimes
Tires easily, has little energy Never

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Scroll down to the bottom of the page and click on DONE to finish with this client.

Click PRINT to print a copy.

The screenshot shows a form with several text input fields. The visible text in the fields includes: 'er', 'netimes', 'ople's feelings Sometimes', 'roubles Never', and 'ng to him or her Sometimes'. At the bottom of the form, there are two blue buttons: 'PRINT' and 'DONE'. A yellow callout box with a blue border points to the 'PRINT' button with the text 'Click "PRINT" to print a copy.' Another yellow callout box with a blue border points to the 'DONE' button with the text 'Click "DONE" to finish.' The entire form is enclosed in a grey border.

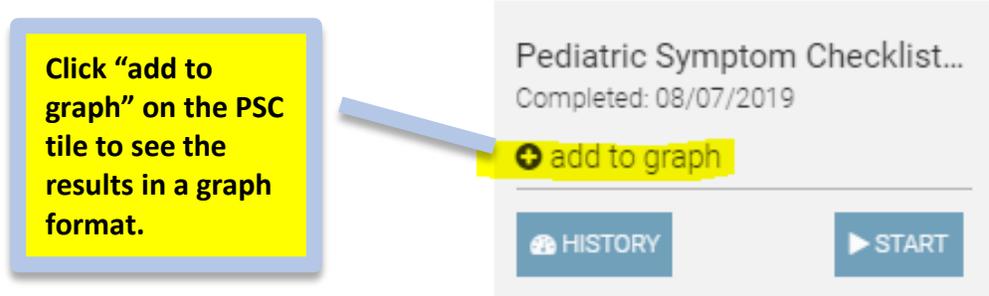
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Use the PSC-35 Graph to Keep Track of Changes Over Time

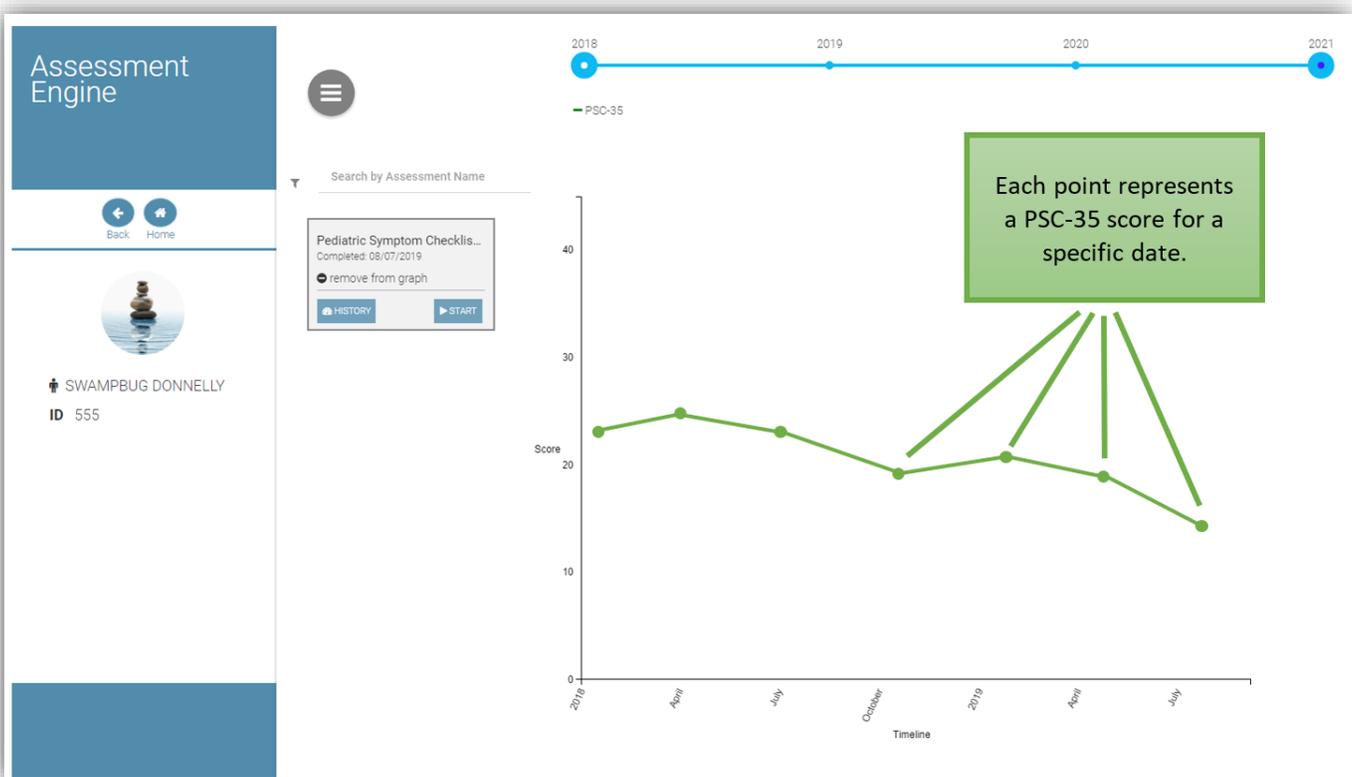
The PSC-35 is completed at intake and then at least once every six months. It can be completed more frequently when there is a significant change for the client.

Over time, PSC-35's create a data set that can be graphed to create a visual of how the client is changing over time.

To View the Graph Report

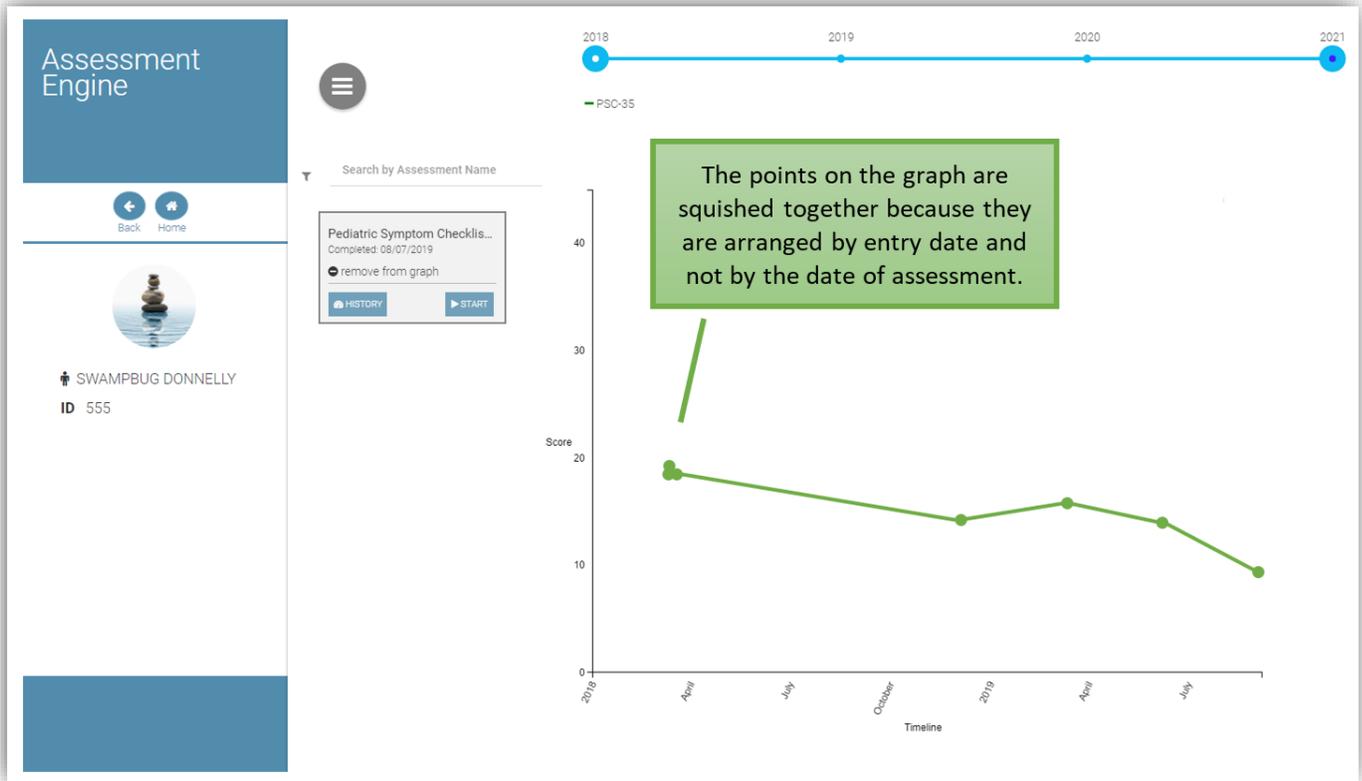


In the example below, there are seven PSC-35's in the graph. Over time, you can see how the score changes to show improvement in behaviors.



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NOTE: The data in the graph report is displayed by date of entry, rather than the date of assessment. This means that the graph may look wrong if several PSC-35's are entered at the same time, for the same client. For example, if you have three forms from three different months, but enter them on the same day, the data points won't be spread out. As we catch up with entering data from 2018/2019, the graphs will gradually look as they should. At first, though, you might see something that looks like the picture below.



Entering Data from a Paper Form When the Data is Unclear

You will most likely be entering data from a paper form that has already been filled out by a caregiver. Sometimes on paper forms, there may be questions left blank. Sometimes marks on the paper form may be ambiguous. In this case, it is difficult to know what to enter in the electronic form.

When the data on a paper form is unclear, use the following rules to help you decide what to enter:

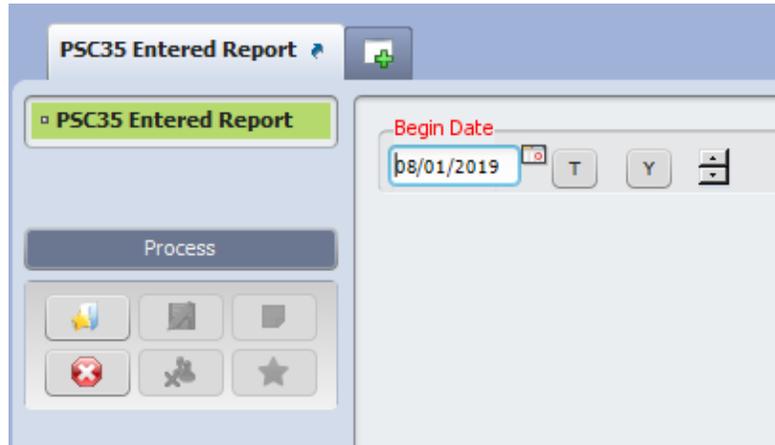
1. If two boxes are selected on the same line, choose the one on the right. ("Sometimes" will be picked over "Never." "Often" picked over "Sometimes.")
2. If there is a mark on the paper form between two options, (e.g. meaning more than never, less than sometimes) it is not possible to pick both, so we will also choose the option on the right. ("Sometimes" will be picked over "Never." "Often" picked over "Sometimes.")
3. If some questions on the paper form are left blank, also leave those blank on the electronic form.

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PSC35 Entered Report: Check data quality for your work session after you are done.

Use this report to check that all entries were properly saved.

To launch the report, simply enter the "Begin Date," and click "Process."



| PSC-35 Report | | | | | |
|---------------|------------------|-----------------|-------------|---------------|-----------------|
| ClientID | Client Name | Score | Assess Date | Data Entry By | Data Entry Date |
| 100000 | WILSON, SOPHIA M | 31.00 | 7/10/2019 | Unknown | 8/2/2019 |
| 100000 | WILSON, SOPHIA M | 34.00 | 7/8/2019 | Unknown | 8/2/2019 |
| 100000 | WILSON, SOPHIA M | 32.00 | 8/8/2019 | Unknown | 8/12/2019 |
| 100000 | WILSON, SOPHIA M | 25.00 | 7/29/2019 | Unknown | 8/6/2019 |
| 100000 | WILSON, SOPHIA M | 29.00 | 6/14/2019 | Unknown | 8/5/2019 |
| 100000 | WILSON, SOPHIA M | 44.00 | 1/1/2018 | Unknown | 8/7/2019 |
| 100000 | WILSON, SOPHIA M | 9.00 | 7/30/2019 | Unknown | 8/6/2019 |
| 100000 | WILSON, SOPHIA M | 18.00 | 8/2/2019 | Unknown | 8/6/2019 |
| 100000 | WILSON, SOPHIA M | 10.00 | 7/31/2019 | Unknown | 8/6/2019 |
| 100000 | WILSON, SOPHIA M | 46.00 | 7/16/2019 | Unknown | 8/7/2019 |
| 100000 | WILSON, SOPHIA M | 29.00 | 8/7/2019 | Unknown | 8/12/2019 |
| 100000 | WILSON, SOPHIA M | 24.00 | 7/23/2019 | Unknown | 8/5/2019 |
| 100000 | WILSON, SOPHIA M | 14.00 | 7/19/2019 | Unknown | 8/2/2019 |
| | | Total 13 | | | |

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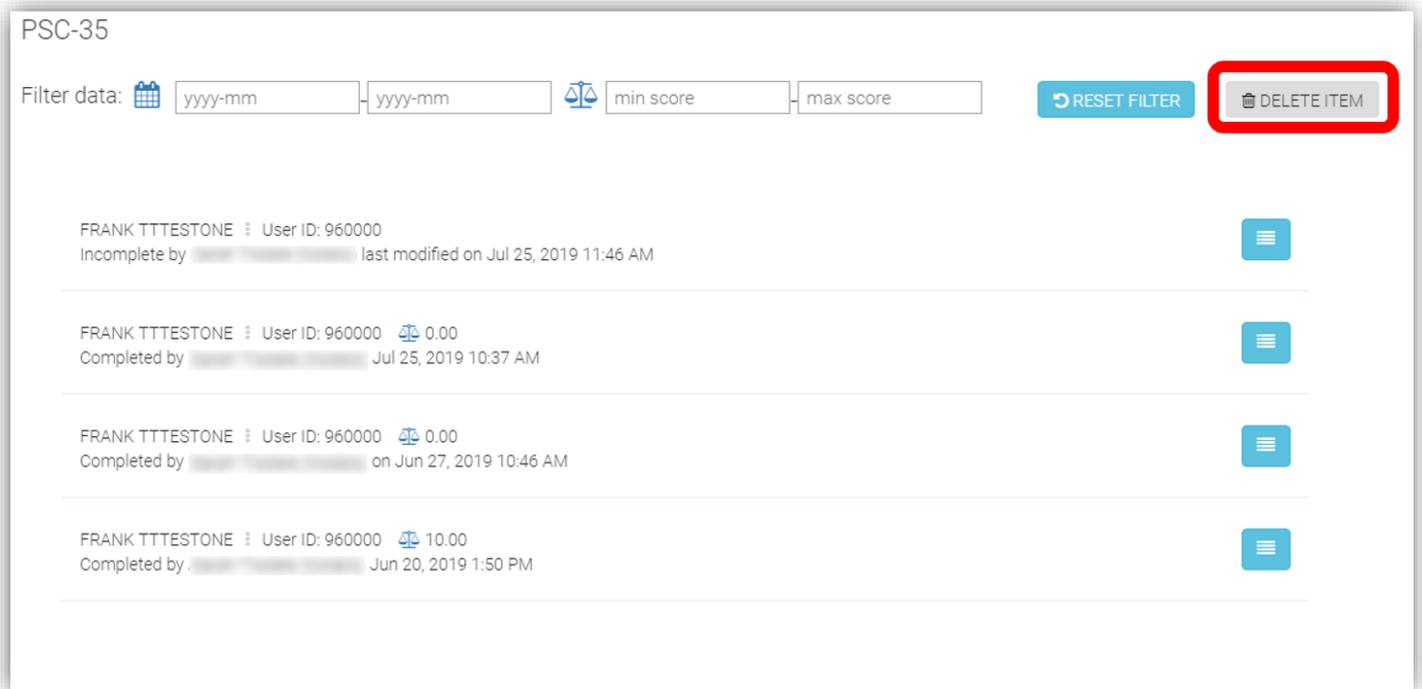
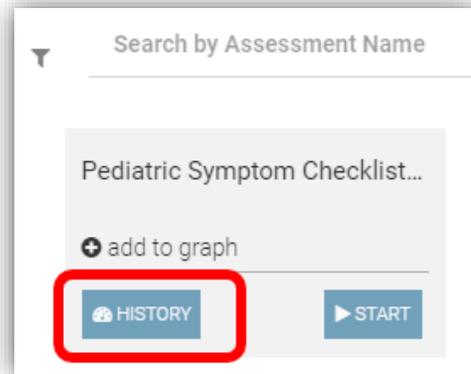
Deleting a PSC-35



Once you enter a PSC-35 into Avatar (by clicking “Done” on the last page), you cannot go back and change the answers to any questions. **If you make a mistake, unfortunately, the whole form must be deleted and then you must start over.**

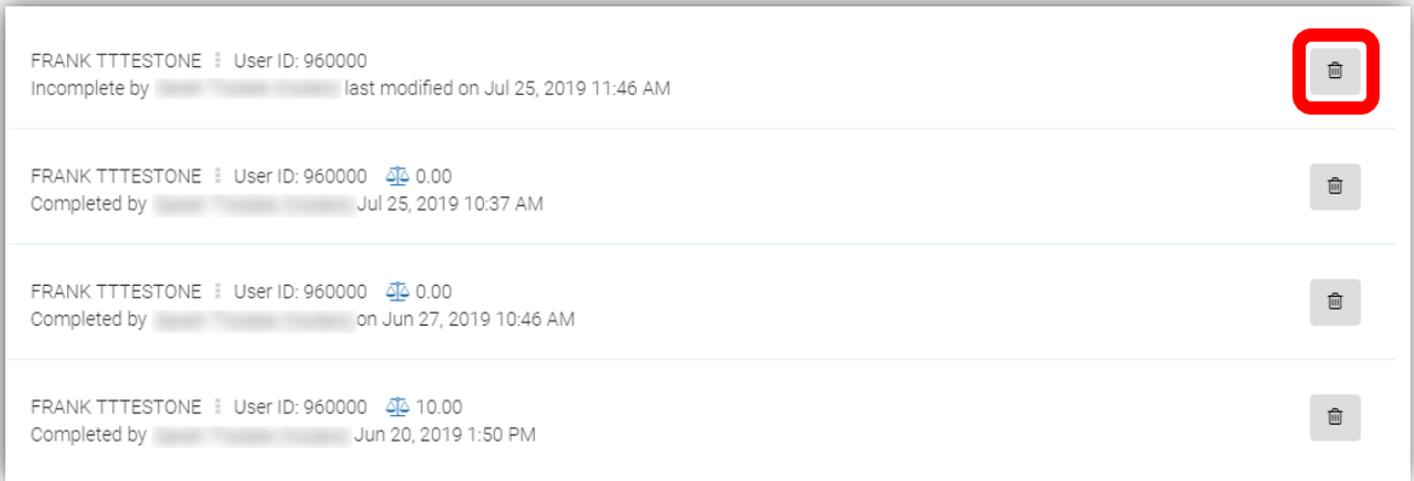
Steps to Delete a PSC-35:

1. Open the ASSESSMENTS area (console) in Avatar.
2. Select the client for whom you wish to delete a PSC-35. When you do this, you will see a little rectangle that says “Pediatric Symptom Checklist...”
3. Click the HISTORY button to see the list of completed PSC-35’s for the client.
4. Click “DELETE ITEM.”



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- The symbol to the right of each assessment will turn into a little trashcan. Click the trashcan symbol next to the PSC-35 you want to delete. Note there is no Delete confirmation, once the wastebasket icon is clicked the assessment is deleted. You will know your PSC-35 has been deleted because it will no longer see it on the list.



Please NOTE: If you can't see either button, the screen might need to be resized, slide the right border of the widgets on the left, towards the left side to make the right panel wider.

- When you are ready to exit, click "DONE" to enter another PSC-35, or move onto another task.

