

## PSC-35 IRIS Entry Quick Guide – Contract programs

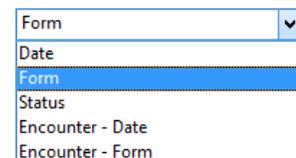
This is designed to provide a walkthrough for entering the PSC-35 form into IRIS at Contract programs. If there are additional questions or concerns about the use of IRIS, please call the **BHS Front Office Coordination Team** at 714-834-6007, or e-mail at [bhsirisfrontofficesupport@ochca.com](mailto:bhsirisfrontofficesupport@ochca.com).

**Note:** It is important to consider previously entered PSC-35 forms in IRIS. You are able to view all PSC-35 forms entered by County and Contracted behavioral health programs in IRIS. To do so, follow the steps below.

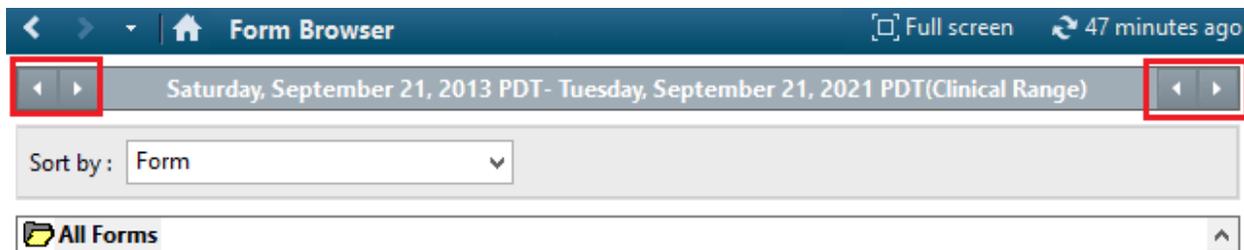


1. Log onto IRIS and the **PowerChart** program
2. Navigate to the client's chart using their MRN, via Name search, or a specific FIN
3. Once in the client's chart, open the **Form Browser** to view existing PSC-35 forms. There are two settings you can adjust.

- a. You can sort the forms using this box. Using **Encounter-Date** is typically the most useful setting, but it may be helpful to use **Date** or **Form**



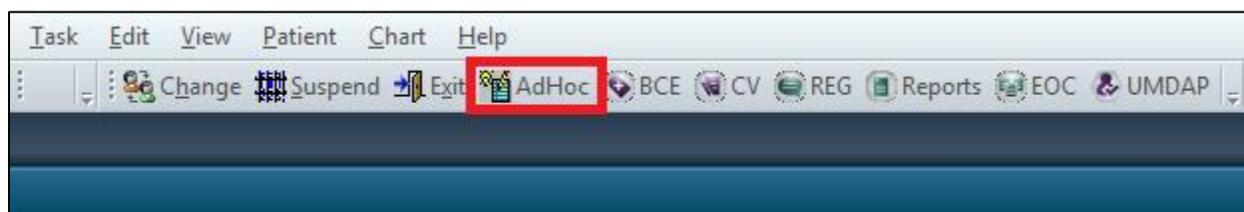
- b. You can also use the **grey arrows** shown in red below to adjust the date range displayed by Form Browser forwards or backwards as needed. Pushing the left arrow on the far left will adjust the visible range backwards so you can see PSC-35 forms entered more than one year ago! You can also right-click on the date in the grey bar to set the search parameters manually.



Once you make your decision as to which PSC-35 forms should be entered, if any, you can proceed with entering the forms as needed. Follow the steps below.



1. Log onto IRIS and the **PowerChart** program
2. Click on **AdHoc**, as shown



- Enter a client's **MRN** and/or **FIN**, and select the FIN you want to use for charting the PSC-35. This FIN should be a **Facility FIN** that you use for billing.

The screenshot shows the 'Patient Search' window. On the left, there are input fields for: Fin #, Last Name (zzztest), First Name (pippy), MRN, Birth Date, Medi-Cal CIN #, SSN, Gender, and OPI. A 'Search' button is located below these fields. The main area contains a table with the following columns: Weight, Name, OPI, MRN/OCN, Gender, Birth Date, SSN, Address, Apt/Unit/Suite, City, Zip Code, and Phone. Below this is a second table with columns: Division, Prog Spec, Location, Clinic, Fin #/Booking #, Enc Type, Pre-Reg Date, Reg Date, and Disch Date. The second table lists several encounters, with the first one highlighted in blue.

Weight	Name	OPI	MRN/OCN	Gender	Birth Date	SSN	Address	Apt/Unit/Suite	City	Zip Code	Phone
100.00	Zzztest, Pippy Longstocking		1000-47-0742	Female	1/7/2004	232-34-5887	1200 North Main	1	SANTA ANA	92701	(714) 347-0388

Division	Prog Spec	Location	Clinic	Fin #/Booking #	Enc Type	Pre-Reg Date	Reg Date	Disch Date
CYS	Not Applicable	CYS SEN OC OP	CYS SEN OC OP	100-0130-23225	Clinic Service		1/13/2017 1:00 PM	1/13/2017
CYS	Not Applicable	CYS DCF COLLAB CT	CYS OCF COLLAB CT	100-0130-19302	Clinic Service		1/11/2017 8:14 AM	1/11/2017
CYS	Not Applicable	CYS WYMKRS CC GC	CYS WYMKRS CC GC	100-0130-10555	Clinic Service		1/9/2017 11:11 AM	1/9/2017
CYS	Not Applicable	CYS CANYON SEN	CYS CANYON SENECA	100-0114-89370	Clinic Service		7/22/2015 3:05 PM	7/22/2015
CYS	Not Applicable	CYS CANYON SEN	CYS CANYON SENECA	100-0114-89247	Clinic Service		7/22/2015 2:51 PM	7/22/2015
CYS	Not Applicable	CYS TOUCHSTONES	CYS TOUCHSTONES	100-0107-77954	Clinic Service		11/14/2014 11:08 AM	11/14/2014
CYS	Not Applicable	MHP County Tx EOC	MHP County Tx EOC	100-0102-54836	MHP County Tx EOC		5/1/2014 10:38 AM	
CYS	Not Applicable	CYS WYMKRS CRP LB	CYS WYMKRS CHILD RES	100-0067-09158	Residential		12/1/2010 11:26 AM	
CYS	Not Applicable	CYS WYMKRS CRP LB	CYS WYMKRS CHILD RES	100-0067-09100	Clinician Pre-Reg	12/1/2010 10:28 AM	12/1/2010 11:17 AM	12/1/2010

- In AdHoc, choose **Patient Care**, then **PSC-35**, and select **Chart** to open the form.

The screenshot shows the 'Ad Hoc Charting - Zzztest, Pippy Longstocking' window. On the left is a tree view of categories, with 'Patient Care' selected and highlighted with a red box. On the right is a list of charting items, with 'PSC-35' selected and highlighted with a red box. At the bottom, there are 'Chart' and 'Close' buttons, with 'Chart' highlighted by a red box.

Category	Item	Selected
Patient Care	ATOD	<input type="checkbox"/>
	AUDIT	<input type="checkbox"/>
	BH Minor Auth 72 Hr Voluntary Eval & Tx	<input type="checkbox"/>
	BHCOE PLC ED	<input type="checkbox"/>
	CANS	<input type="checkbox"/>
	CRAFFT Screening Interview	<input type="checkbox"/>
	DAST-10	<input type="checkbox"/>
	Intimate Partner Violence Screening Form	<input type="checkbox"/>
	NPP Inability to Obtain Acknowledgment	<input type="checkbox"/>
	PANSS	<input type="checkbox"/>
	<b>PSC-35</b>	<input checked="" type="checkbox"/>
	PVS-3	<input type="checkbox"/>
	RESILIENCE SCALE	<input type="checkbox"/>
	SCARED	<input type="checkbox"/>
	Smart Template	<input type="checkbox"/>

5. Verify that your correct **FIN** and **Facility** appears in the Encounter Smart Template, and adjust the **Performed on** date to the date the clinical staff completed the PSC-35.

**Encounter Smart Template**

**FIN:** 100013029225  
**Facility:** CYS SEN OC OP

\*Performed on: 02/13/2019 1159

6. Choose your program's **Facility** in the drop-down, and complete the rest of the Administration tab.
- a. Note the question at the bottom – **Does the client have a caregiver involved in treatment?**
- i. **Yes:** complete the rest of the PSC-35 form, use the **Return arrow** to go back to the Administration tab, and then **sign**.      
- ii. **No:** verify that the **Performed on** date is correct, and then **sign**.

**Does the client have a caregiver involved in treatment?**  Yes  No

**If number of missing items is 4 or higher, the PSC-35 cannot be scored.**

**Client age 6-17 – score of 28 or higher indicates psychological impairment**

**Client ages 3-5 – score of 24 or higher indicates psychological impairment**

**Client aged 18 - no interpretation guidance exists at this time, as PSC-35 has been normed for clients aged 3-17, but not for clients aged 18.**

**If four or more items are blank, the questionnaire is invalid**

- iii. Blue reference text appears on the IRIS form, and is included for reference

7. File the paper PSC-35 form in the client's chart.