

CCS Uploads Naming Conventions

1-10 SAVED/UPLOADED UNDER: Synthesis → Demographics → Rel/Consent Tab

1. "Acknowledgement Form"
2. "Admission Agreement"
3. "Application for Services"
4. "Determination of Need" (replace upon expiration)
5. Functional Screen Release → "CLTS Release of Information" or "MH/AODA Release of Information" (replace upon expiration)
6. BHD/County Consent → "Consent, Release, Authorization" (replace upon expiration)
7. Milwaukee County DHHS-BHD → "Milwaukee County DHHS-BHD" (includes acknowledgement of receipt of client rights privacy statement, transportation, Owen's place/ MOVE WI, Emergency medical/mental health care, assigned of benefits) (replace upon expiration)
8. Children's Mobile Crisis Consent → "CMC"
9. Wraparound General Releases (replace upon expiration)
 - a. Can be saved under "Multiple Vendors" by clicking each vendor or by typing individual's/organizations names in manually. Ex: "Sebastian Family Psychology Practice"- can be found under multiple vendors or can be typed in manually.
10. "Annual Continuation Agreement" (signed at 1 year in CCS- replaces 1-3)
11. Agency specific consents → "Agency Name" Ex: "Pathfinders," "LaCausa" etc. (replace upon expiration)

11- SAVED/UPLOADED UNDER Synthesis → Plan of Care → Psych Assmt Tab

12. Prescription Form → "CCS Physician Prescription"
 - a. Doctors name, first and last
 - b. NPI number (ensure it is correct on the prescription)
 - c. Type of Report: CCS Physician Prescription
 - d. Assmt Date: Date Prescription was signed
 - e. Diagnostic Codes (ensure you are entering ICD10 codes, starting with a Letter)
 - f. Upload Prescription

12-15 SAVED/UPLOADED UNDER Synthesis → Demographics → File Store

13. Assessment Summary (completed in forms, printed and signed by the family) → "CCS Assessment Summary"
14. Assessment Summary completed annually "Annual Assessment Summary" (year it was complete)" Ex: "Annual Assessment Summary 1" (completed at 1 year enrolled) "Annual Assessment Summary 2" (completed at 2 years enrolled)
15. Other documents that do not fit under Rel/Consent or Psych Assmt
 - a. IPS paperwork → "IPS Assessments"
16. Completed POC's signed by the MHP → "Signed Plan of Care"
17. Discharge Summary signed by MHP and family → "Discharge Summary"

18. CLTS or MH/AODA Functional Screen → Uploaded under Eval Tools, Func Screen tab

19. SCHOOL RECORDS → saved under the Education Tab