

Synthesis Instruction Guide

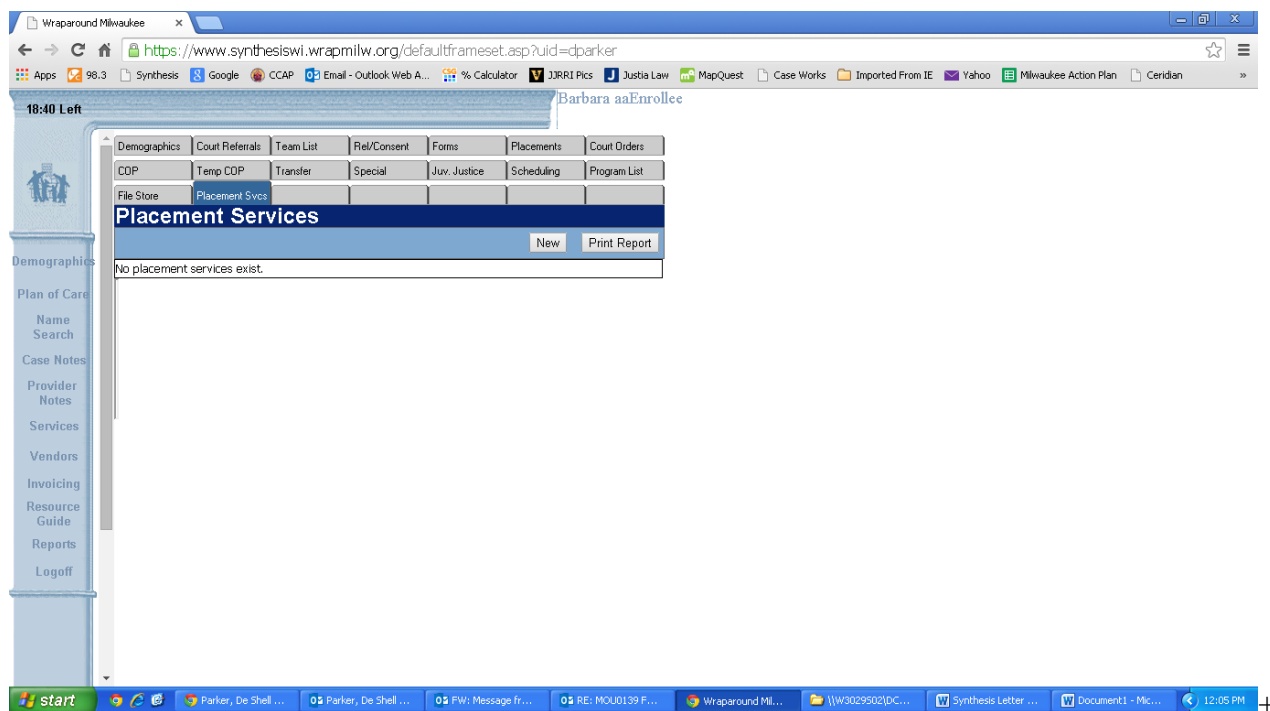
For... Placement Services Dosage Data

The purpose of this guide is to assist group home facilitates, residential centers, or other providers or “bundled” or “packaged” programming providers in entering service data for each youth that receives specific services while in the facility’s care offered specifically by that facility.

A) TO SIGN ON

1. **Sign on** to Synthesis with your User ID and Password. After logging on,
2. Click on **“Demographics”**, then
3. Search: Type the **youth’s name** you are entering data on, then
4. Click on the **file icon** next to that youth’s name, then
5. Once in that youth’s profile, click on the tab entitled **“Placement Services”** You have the option to “Print Report” or enter a “New” service. (*Print Report is not currently active for Providers to use).

A.1). SCREEN SHOT OF “Placement Services” TAB



B) TO ENTER A NEW SERVICE FOR A YOUTH

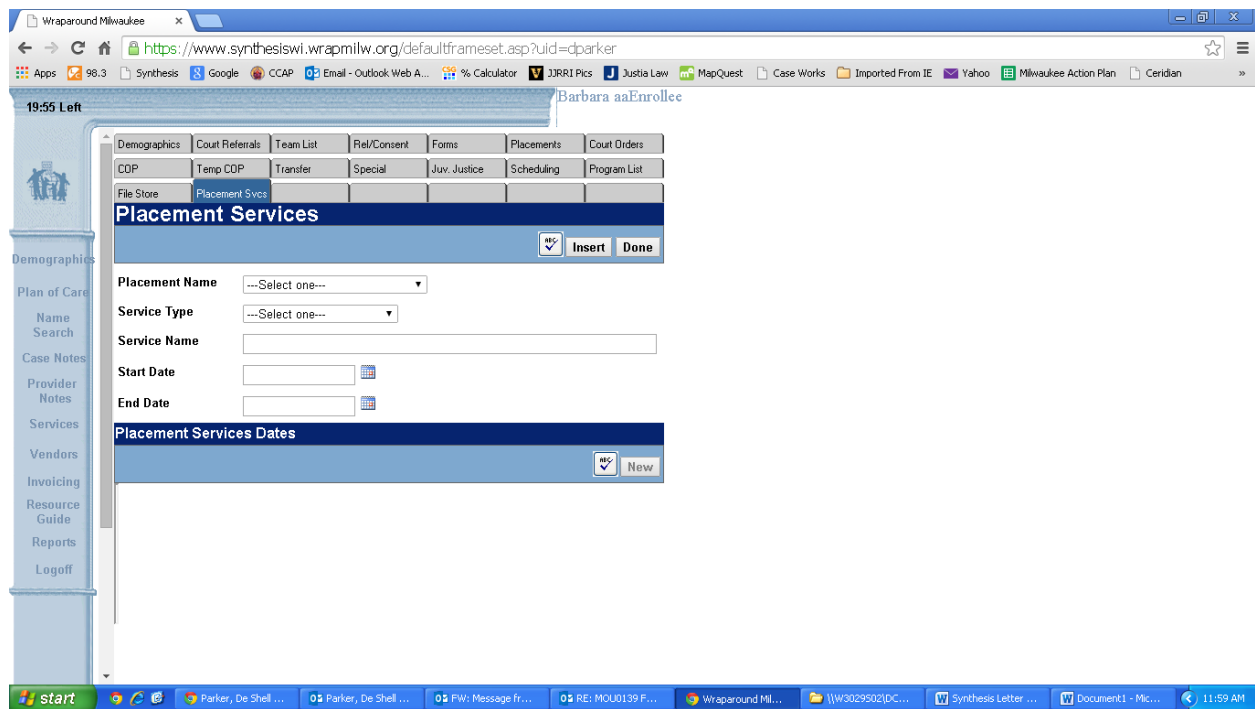
6. Click on **“New,”** then

7. From the drop down box, Enter the **Placement Name** (Name of Your Facility) that has current placement of the youth, then
8. From the dropdown box, Enter the **Service Type** (the Type of Service) rendered to that youth, then
 - a. This service must match what has been classified (*or discussed and agreed upon with DYFS*) by DYFS QA staff with the provider.
 - b. The provider is not to select new services for placement services data entry without it first being approved by DYFS.
 - c. The services that have been identified for placement services data entry include:
 - Anger Management
 - AODA Education
 - AODA Group
 - AODA Individual Therapy
 - Employment Training
 - Family Therapy
 - Group Therapy
 - Individual Therapy
 - Restorative Justice
 - Sexual Abuse Treatment
 - Sexuality Education
 - Tutoring
9. Type the **specific Service (or unique) Name** of the service that was rendered, then
10. Enter the **Start Date** of that service, then
 - ✚ **Please Note:** The start date is the first date that the youth/family RECEIVED THE ACTUAL SERVICE. The start date is NOT the intake date, program referral receipt date, etc.
11. Enter the **End Date** of that service (if known at the time), then
 - ✚ **Please Note:** The end date is the LAST DAY THE SERVICE WAS RENDERED TO THE YOUTH/FAMILY. The end date is NOT the last day of the month, program discharge date, etc.
12. Click on **“Insert.”**

✚ *You can repeat steps #6 – 12 as many times as needed to enter each service that each youth receives while in placement at your facility.

- ✚ *In the event there is additional information to add to the service type, you can repeat steps # 1–5,
- then Click on that **service** type that you want to update,
 - then Click on **“Update”** and enter the additional information as needed.
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B.1). SCREEN SHOT TO ENTER A NEW SERVICE FOR A YOUTH



After entering the information on the specific service being rendered to that youth, you can then go into that specific service and enter the service dates and length of service time (also referred to as 'dosage' information) rendered each time that youth received that service. See additional instructions on "To Enter Service Dosage Information for Youth."

C) TO ENTER SERVICE DOSAGE INFORMATION FOR A YOUTH in a SPECIFIC Service

Repeat steps #1 – 5 to log on to Synthesis. Upon doing so, you will find a list of services that have already been entered for that youth.

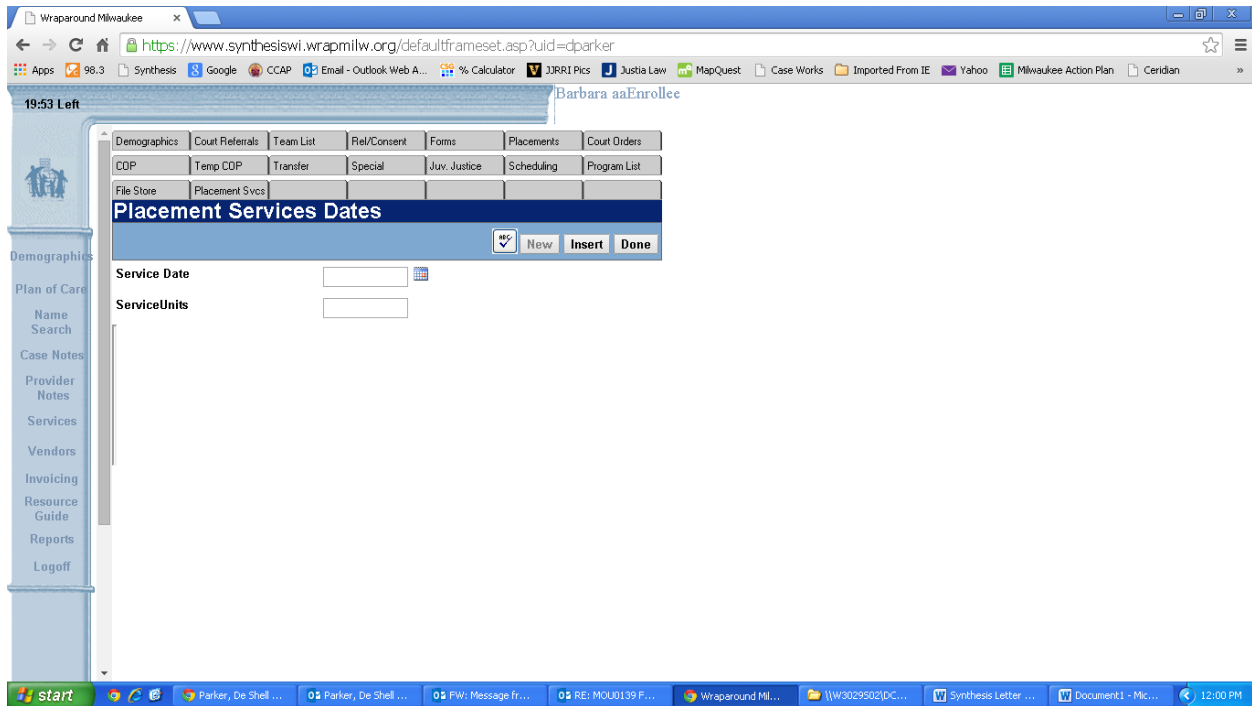
*If the services are not listed, go back through steps #6 – 12 to enter the type of service being rendered to the youth.

* If the services are listed, follow the remaining instructions:

13. Click on the **file icon** next to the service that you are updating, then
14. Click on **"New"** under the Placement Service Dates section, then
15. Enter the **Date** that the youth received the service, then
16. Enter the **total number of units** (units should be entered in ¼ hour increments, e.g. .25 = 15 mins.; .5 = 30 mins., .75 = 45 mins. & 1 = 1 hour) that youth received that service, then
17. Click "Done."

*You can repeat steps #13 – 17 as many times as needed to enter dosage information for a service that any youth receives while in placement at your facility.

C.1). SCREEN SHOT TO ENTER SERVICE DOSAGE INFORMATION FOR A YOUTH in a SPECIFIC Service



PLEASE NOTE: Do Not Guess on information, please ensure accuracy for start and end dates of a service as well as the amount of time that service was received. It is essential in order for Delinquency and Court Services Division to move into evidence-based practice and to ensure that our youth are receiving adequate and effective services.