



# Ohio Mental Health Consumer Outcomes System

## Instructions for Installing the Community Functioning Scoring Template

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The Community Functioning Scoring Template was developed by ODMH to augment the ODMH Data Entry & Reports Template. It computes a Community Functioning Score and generates a report for individual consumers based on data from Provider Adult Form A.

**The Community Functioning Scoring Template is designed for use with Microsoft Access 2000 or more recent versions only.** Contact Kwok Kwan Tam ([tamk@mh.state.oh.us](mailto:tamk@mh.state.oh.us)) or the ODMH Outcomes Support Team ([outcome@mh.state.oh.us](mailto:outcome@mh.state.oh.us)) if you have any comments, questions, or problems.

### NOTE 1:

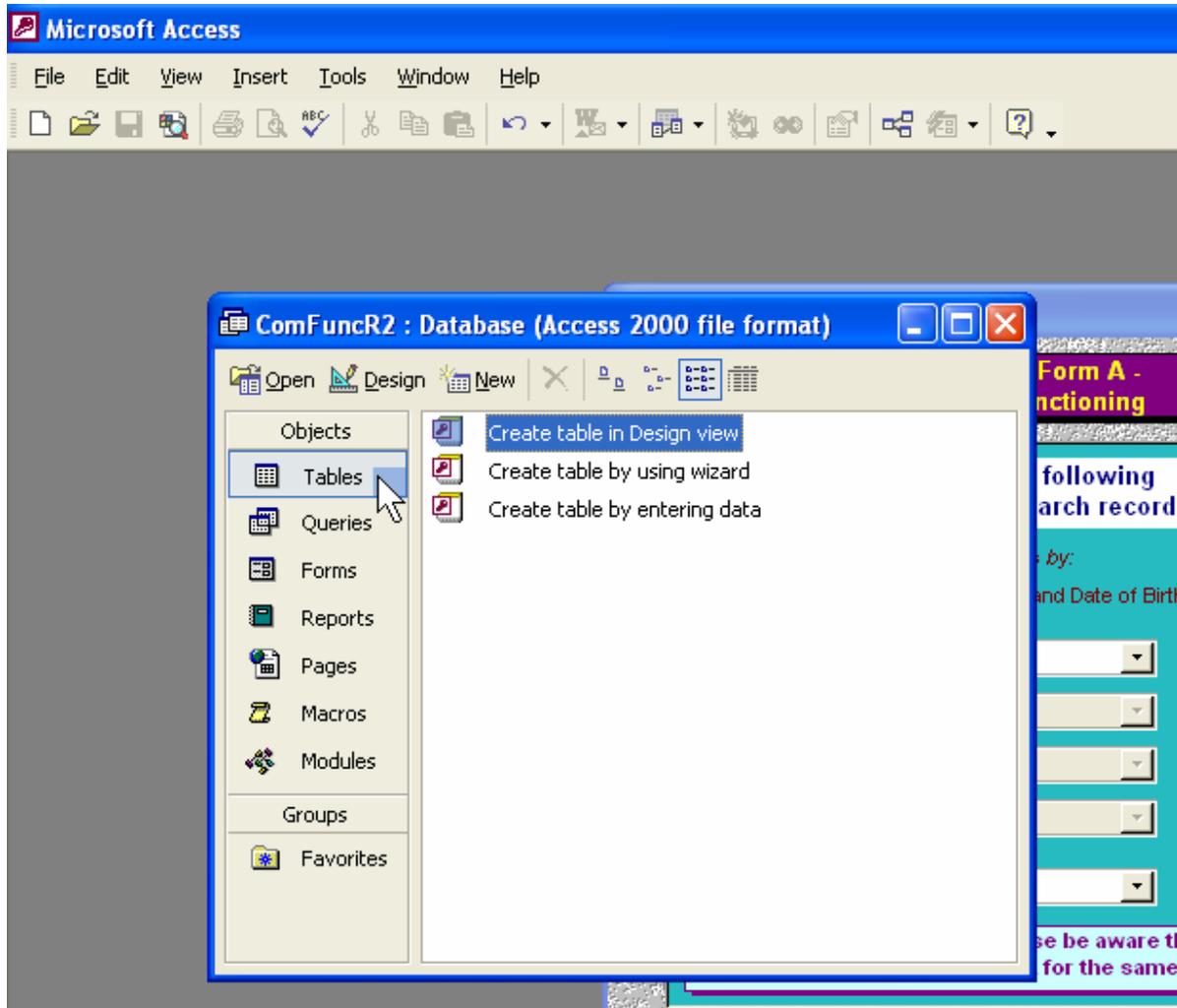
- This template is designed to work with the **ODMH Data Entry & Reports Template** only. Agencies using database management software other than the ODMH Data Entry & Reports Template should use other means to calculate the Community Functioning Score for their Provider Adult Form A records. Detail of the scoring of the Community Functioning Score please refer to the Ohio Mental Health Consumer Outcomes System Procedural Manual (<http://www.mh.state.oh.us/initiatives/outcomes/instmanual.pdf>).
- This template is designed to calculate the Community Functioning Score and to produce a snapshot report for individual consumers only. This template cannot process batches of records or aggregated data. The Community Functioning Score calculated will NOT be saved in the database and should not be exported to the statewide database at ODMH.

### Downloading the Scoring Template

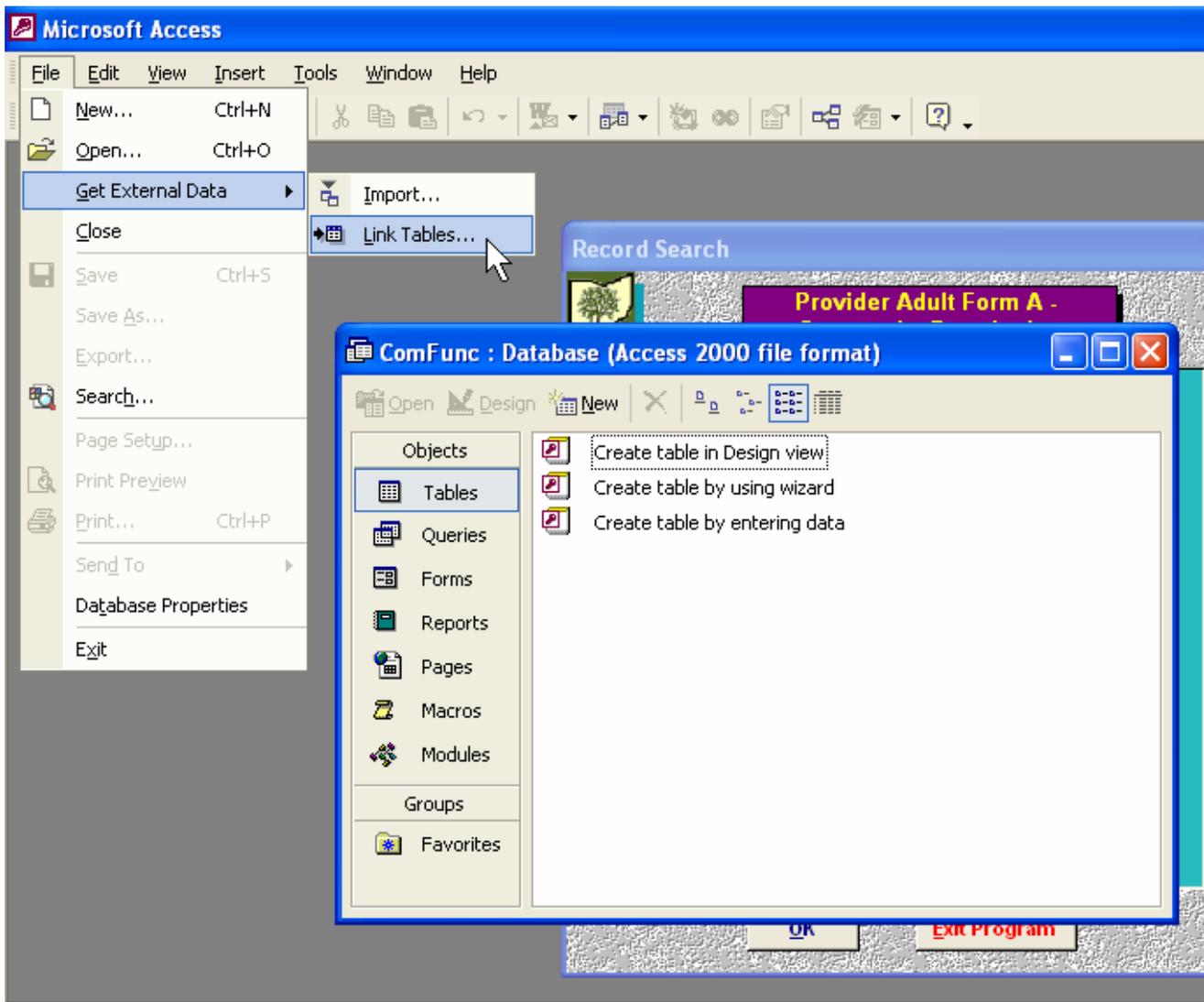
1. Download the Scoring Template (ComFunc.mdb) from the Outcomes Web site by clicking the appropriate link.
2. Click the "Save this File to Disk" option.
3. Designate the directory in which you want to store the Scoring Template and click "Save".

## Creating Link to the ODMH Data Entry & Reports Template

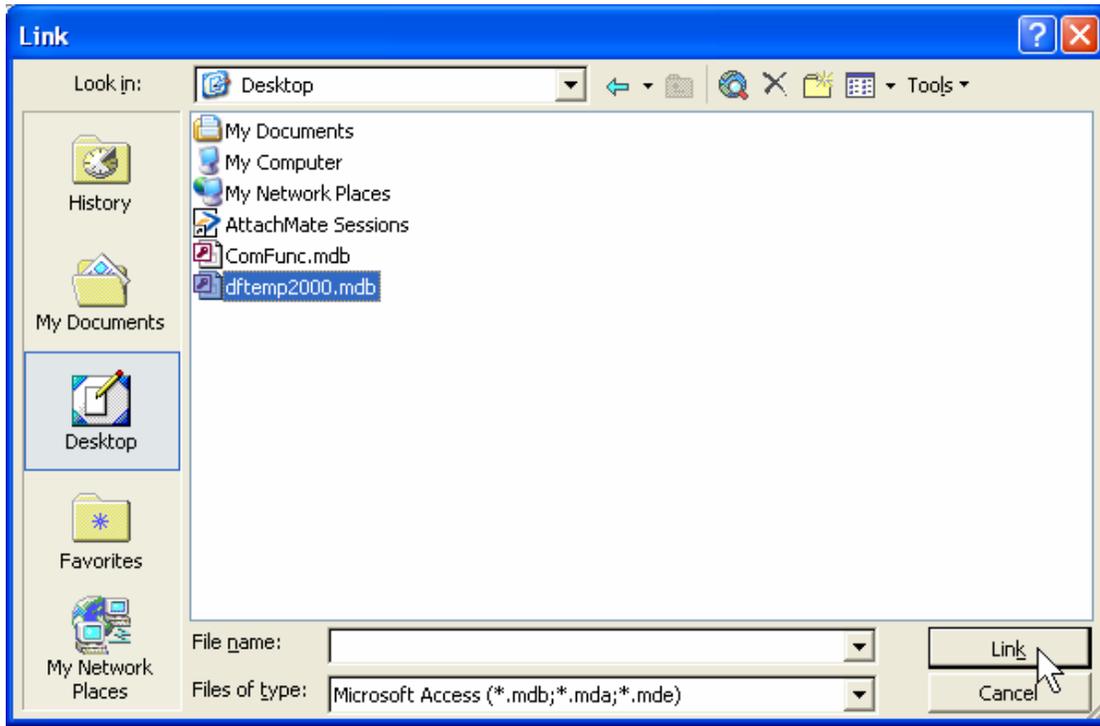
1. Open the Community Functioning Scoring Template (ComFunc.mdb) by double clicking on the ComFunc.mdb.
2. When opened, the “Tables” section of the Objects window should be in view. If not, click the Tables tab in the Objects menu on the left side of the screen.



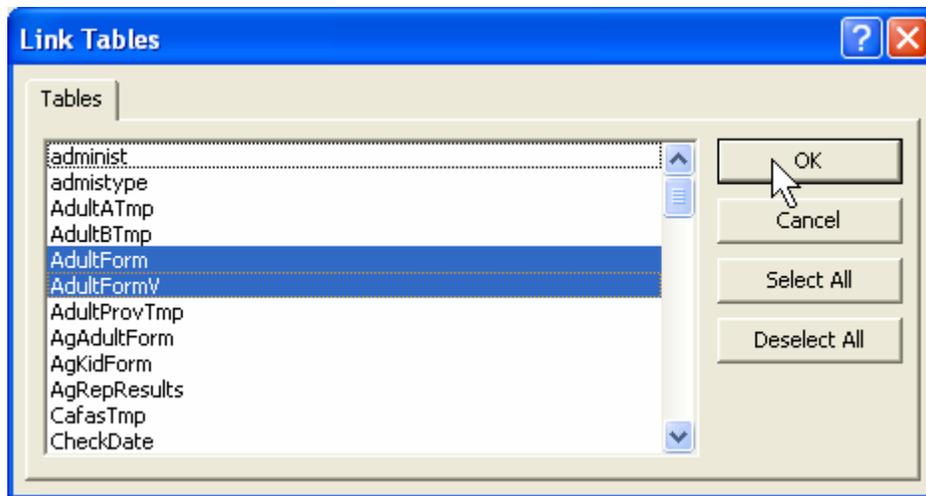
3. On the menu bar select "File", then "Get External Data", then "Link Tables"



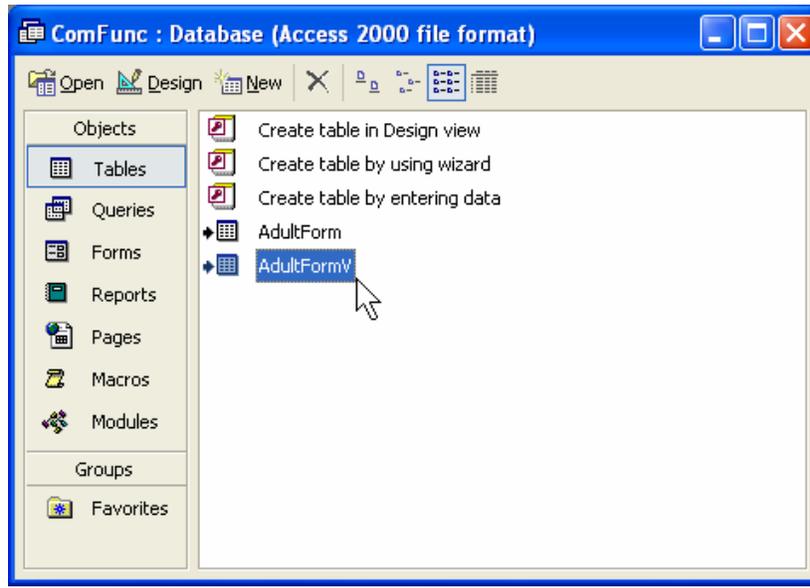
4. Locate the ODMH Data Entry & Reports Template in the directory where it is saved on your computer and click "Link". The file name should be dftemp2000.mdb. [If you are using the latest version of ODMH Data Entry & Reports Template (February, 2005), the file name should be newdftemp2000.mdb]



5. Select "AdultForm" and "AdultFormV" and click "OK". To select both "AdultForm" and "AdultFormV" together, press and hold the shift key while clicking on the name of each table.



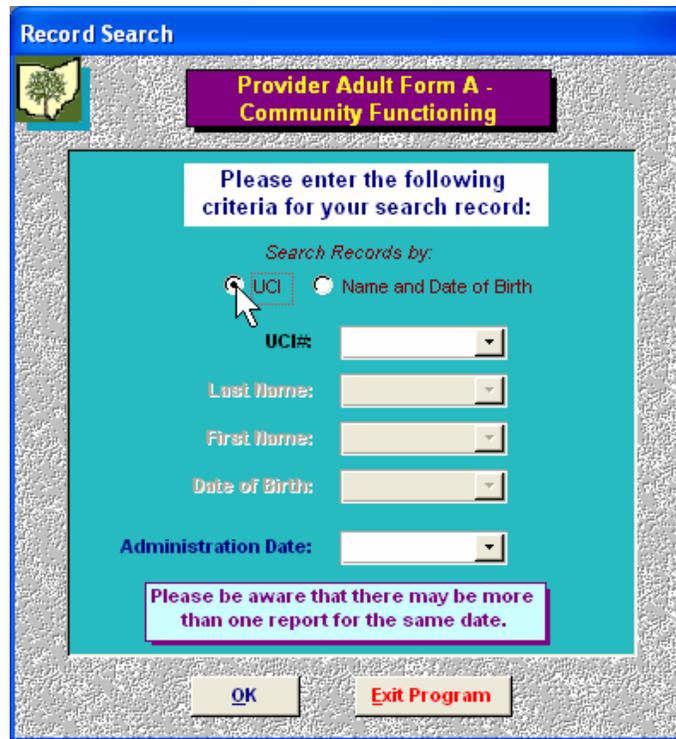
6. The two linked tables should now appear in the Tables section of the Object window.



7. The Scoring Template is ready to be used. The above procedure needs to be done only once. If the ODMH Data Entry & Reports Template is moved to a different folder, the "AdultForm" and "AdultFormV" links can be updated by going to the "Tools" menu, selecting "Database Utilities", and then selecting the "Link Table Manager" option.

### Computing Community Functioning Scores

1. From the Record Search window, there is two ways to search for valid Provider Adult Form A records in the ODMH Data Entry & Reports Template. You can search by "UCI" or by "Name and Date of Birth". The default is search by "UCI".



- To search by UCI, click the arrow on the UCI drop-down box and select the UCI for which you want to compute the Community Functioning Score. To search by Name and Date of Birth, click on the button next to the “Name and Date of Birth” option. Click the arrow on the Last Name drop-down box and select the last name of the consumer for which you want to compute the Community Functioning Score. Next, click the arrow on the First Name drop-down box and select the first name of the consumer. Finally, click the arrow on the Date of Birth drop-down box and select the consumer’s date of birth.

**Record Search**

**Provider Adult Form A - Community Functioning**

Please enter the following criteria for your search record:

Search Records by:

UCI  Name and Date of Birth

UCI#: 1111111

Last Name:

First Name:

Date of Birth:

Administration Date:

Please be aware that there may be more than one report for the same date.

OK Exit Program

- Click the arrow on the Administration Date drop-down box and select the Administration Date for which you want to compute the Community Functioning Score.

**Record Search**

**Provider Adult Form A - Community Functioning**

Please enter the following criteria for your search record:

Search Records by:

UCI  Name and Date of Birth

UCI#: 1111111

Last Name:

First Name:

Date of Birth:

Administration Date: 01/01/2005

Please be aware that there may be more than one report for the same date.

OK Exit Program

4. Click "OK" and a report will be generated. The Community Functioning Score for that administration is located in the bottom right corner of the report. You can print a hard copy of the report by clicking on the "File" on the menu bar and then clicking "Print".

**Record Search**

**Provider Adult Form A - Community Functioning**

Please enter the following criteria for your search record:

Search Records by:  
 UCI     Name and Date of Birth

UCI#: 1111111

Last Name:

First Name:

Date of Birth:

Administration Date: 01/01/2005

Please be aware that there may be more than one report for the same date.

**OK**    **Exit Program**

**Provider Adult Form A**    UCI    1111111        

Date Instrument Completed    01/01/2005    First Name    John  
 Last Name    Smith  
 Date of Birth    01/01/1999

Scores entered as in the form

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1. Does the client initiate non-professional social contact or respond to others' initiation of social contact?	1
2. How effectively does this client interact with others?	2
3. How effective is the client's social support network in helping the client meet his/her needs?	3
4. Please rate the client's housing stability	4
5. Has the client been forced/compelled to move from his/her living arrangements?	2
6. How well does the client perform independently in the following day-to-day living activities?	
A. Personal Hygiene	3
B. Dress	3
C. Nutrition	3
D. Transportation	3
E. Shopping	3
F. Laundry	3
G. Housekeeping	3
H. Manage Money	3
7. To what extent has the client engaged in the following meaningful activities?	

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5. The Community Functioning Score generated will NOT be saved in the database and will not be exported to the statewide Outcomes database maintained by ODMH. You should print the report if you want to keep a hard copy of the Community Functioning Score.

**NOTE 2:**

A score of **9999** indicates that there are too many missing items in the record and the Community Functioning Score cannot be computed. For detail of the scoring algorithm and the handling of missing information, please refer to *The Ohio Mental Health Consumer Outcomes System: Procedural Manual*.