**COMPLETED BY:**

1. Parent/caregiver (PSC) Pediatric Symptom Checklist
2. Client (PSC-Y) Pediatric Symptom Checklist -Youth Report
3. When no parent/guardian is available, any individual in a caretaking capacity (i.e. residential staff, social worker, relative, etc.) may complete the measure.

**COMPLIANCE REQUIREMENTS:**

1. PSC provided to caregivers of children and youth 3 -18 years of age. If PSC is completed for a youth who is 18 yrs. at start of treatment and turns 19 yrs. during the treatment episode, the PSC must still be completed at discharge (*if you start with a measure, end with it*).
	1. All questions should be completed for clients 6-18 years of age.
	2. Omit questions 5, 6, 17 & 18 when completing for clients 3-5 years of age.
2. PSC-Y provided to youth 11 -18 years of age.
3. Completed at:
	1. Admission into the program (within 30 days of CCBH intake date).
	2. UM cycle or every 6 months (whichever occurs first)
	3. Discharge
4. Data must be entered into CYF mHOMS database:
5. Initial PSC must be entered within 30 days of CCBH intake date
6. UM cycle or 6 month PSC scores must be entered prior to new UM cycle
7. Discharge PSC must be entered within 7 days from CCBH discharge date
* *Please note: If the PSC was completed within 60 days from the discharge date, a discharge PSC does not need to be administered. The prior PSC will be accepted as the discharge measure.*

**DOCUMENTATION STANDARDS:**

1. Completed tools and summary sheets are to be filed in the hybrid chart.
2. If score is above the clinical cutoff, document in progress note and ensure interventions in the client plan will address the need.
3. Graphs from database should be reviewed and shared with the client to monitor progress
4. Medication only cases are exempt from completing PSC
5. For questions about data entry contact CASRC:
	1. cyfmhoms@ucsd.edu
	2. 858-966-7703 ext 243604
6. To access CYF mHOMS measures and other information, please visit: <https://medschool.ucsd.edu/som/psychiatry/research/CASRC/resources/SOCE/Pages/CYFmHOMS-DES.aspx>