



Quick Guide

CRCG Data Collection System

Instructions: Use this guide to quickly move through the data collection system each month. For best results, compile your staffing/meeting data on the tracking worksheet before you enter data in the system.

Accessing the CRCG Data Collection System

1. CRCG data reporters will receive an automated email each month with a unique link. The email will be sent from DoNotReply-CRCG@hhsc.state.tx.us. Users will click on the unique link to be directed to the CRCG Data Collection System home page.

Data Collection System Home Page

1. Once on the home page of the CRCG Data Collection System, click the Data Entry button in the center of the page or click on the Data Entry tab in the toolbar

Data Summary Page

1. Select the year and CRCG for which you want to enter data
2. Click on a month for data entry

Meeting Information

1. Verify the correct month/year and CRCG before starting data entry
2. Indicate whether the CRCG met for the month
 - If the CRCG did not met, click No and then click Submit
 - If the CRCG met, click Yes and provided additional information about the meetings/staffings:
 - Select the purpose(s) of the meeting
 - Mark all agencies/programs that attended meetings/staffings during the month
 - Click Submit when all meeting information is entered, and you do not have any staffings to report for the month
 - Click Save & Next to save and continue to the staffing screens (click Cancel to delete all information entered)

Staffing Information: First Time Staffings

1. Select Yes from the drop-down menu if you have first time staffings to report
 - If you do not have first time staffings to report, select No from the drop-down menu and click Save & Next to proceed to the next screen
2. Enter the number of first time staffings for each county and answer the remaining questions in this section (enter zeros for counties with no staffings)



3. Complete the demographic information for each individual who had first time staffings and click Add (repeat as needed)
4. Report each strength expressed during first time staffing meetings, enter the number of times the strength was identified in meetings during the month, and click Add (repeat as needed)
5. Report each concern/need expressed during first time staffing meetings, enter the number of times the concern/need was identified in meetings during the month, and click Add (repeat as needed)
6. Report each service/support recommended in individual service plans during first time staffing meetings, enter the number of times the service/support was identified during the month, and click Add (repeat as needed)
 - If you selected Placement or 1915(c) Waivers (MDCP, YES, HCS, CLASS, DBMD, TXHmL) as services recommended during meetings, provide additional details about those recommendations when the system prompts you in the next section
7. Click Save & Next to save and continue

Staffing Information: Follow Up Staffings

1. Select Yes from the drop-down menu if you have follow up staffings to report
 - If you do not have follow up staffings to report, select No from the drop-down menu and click Save & next to proceed to the next screen
2. Repeat steps 2-7 from first time staffings section above

General Questions

1. Answer the staffing detail questions at the top of the screen
2. Enter the number of people who returned from out of home placements during this month
3. Enter the number of times barriers were identified this month in each of the following categories and provide additional information if requested
 - Physical barriers
 - Service availability barriers
 - Agency barriers
 - Client choice to not access services
4. Provide additional information for your CRCG's records
5. Click Submit when complete or go back to previous pages to make changes

Data Summary Page

1. Verify that your submission has been recorded, this will be indicated by a blue Edit button or red Review button, or is in progress if you did not finish, which is indicated by a white In Progress button.
2. Choose another month if you want to enter data for another period
3. Click Close in the top right corner of the page when you are done or simply exit out of your browser



Making Reports

1. Click on the Reports tab on the home page of the data collection system
2. Choose the starting and ending month for the period for which you want a report
3. Select a CRCG or statewide data
4. Use the hyperlinks to select the portion of the report you want to view
5. Use the buttons at the top of the report to switch between graphs and data table