

# Client Development Evaluation Report


The **Client Development Evaluation Report (CDER)** program was created to assist users by creating an automated process to capture Client information and share it with the Department of Development Services (**DDS**). The CDER is used as an assessment tool by DDS to:

- Collect data on Client diagnostic characteristics.
- Measure and evaluate on an ongoing basis a Client's adaptive skills and challenging behavior.
- Evaluate personal outcomes and quality of life of those individuals with developmental disabilities who receives services in the California Developmental Disabilities Services system.

There are various ways to access the CDER screen in SANDIS7:

- Welcome Screen shortcut
- Welcome Screen Caseload Overview
- Atrium Navigation Menu
- Atrium Search bar

The screenshot shows the SANDIS7 Welcome screen. At the top, there's a 'Welcome!' message and a 'Service Coordinator' field with the value 'DBJ'. Below this is a 'Position By Last Name' field and a 'UCI Number' field. A search icon is visible next to the UCI Number field. Below the search fields is a table with columns: Cases(s), Name, D.O.B., Age, Y/M, UCI#, Status, T19, Waiver, IPP. Below the table are several summary cards for various reports: 'IPPs in Process', 'SIRS > 24 Hrs', 'CDER > 30 Days', 'POS', and 'T19 By Others'. Each card shows a list of items and their counts.

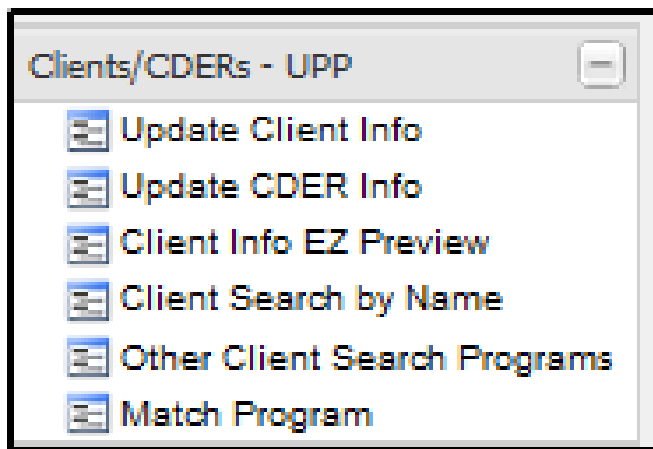
Start by entering the UCI number in the welcome screen. Click on the drop-down menu to the right of the  icon and select **CDER**. This will take you directly to the CDER program.

This screenshot shows the same SANDIS7 Welcome screen as the previous one, but with the 'UCI Number' field set to 'TEST'. The drop-down menu to the right of the search icon is open, showing a list of options: 'Chg in Res', 'Chk Req', 'Consumer Info', 'EZ Pwv', 'FCPP', 'IPP', 'POS', 'Referrals', 'SIRS', 'T19', and 'Transportation'. The 'CDER' option is highlighted in blue.

A CDER record is also directly accessible by right clicking on a Client from the welcome screen caseload view and selecting **CDER**.

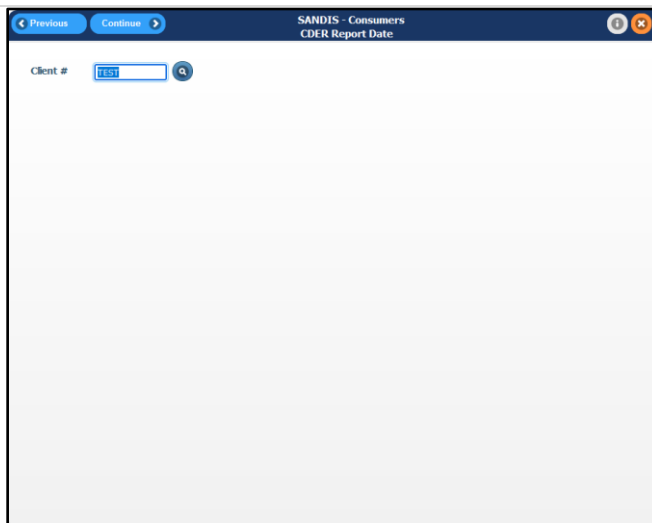



Lastly, you can access the **CDER** program from the Navigation tab. Under **Clients/CDERs – UPP**, select **Update CDER Info**.



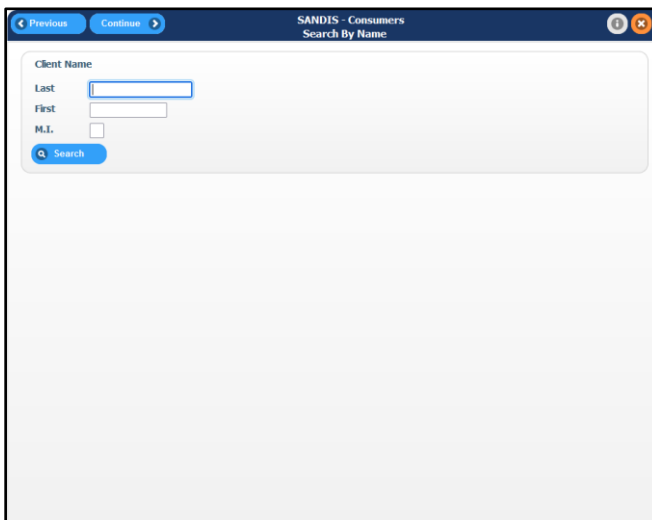
## Searching for a Client

If you accessed the CDER program from the Navigation menu, a screen will prompt you for the Client's UCI#. Enter the UCI# and click **Continue**.



You can also search for a Client using the  icon. Click on the icon to search for the client by first name, last name, or partial name.

This screen allows users to conduct a wildcard search of any Clients with the entries that are inputted. A minimum of 1 letter in any field is required prior to conducting any search. Hit the **Continue** button to proceed.



A list of clients will appear that match the specified search criteria. Double click the name or right click the name and choose **Select** to continue.

Name	D.O.B.	UCID/INQ#	Status	CPC
TEST, CLIENT	8/31/2010	TEST880	#0-INTAK	DBO-RIVAS, ADRIA
TESTA, BRODERICK	4/06/2007	6228061	#6-CLOSE	YYY-CLOSED/INACT
TESTA, ETHAN	10/09/2012	8191531	D-CLOSED	YYY-CLOSED/INACT
TESTA, PAETYN	9/20/2011	6273019	#6-CLOSE	YYY-CLOSED/INACT
TESTER, CHARLOTTE	5/15/2018	8620260	#5-CLOSE	YYY-CLOSED/INACT

Whichever method is chosen, once the customer is selected, you will be directed to the main screen of the CDER program, the **CDER Report Date** screen.

There are four tabs to go through in the CDER program:

- Report Date
- Diagnostic
- Supplemental
- Eval Elements

Please note that clicking on these icons will take you to the specific tab but will not save your work. To save your work, press the **Continue** button.

## Navigating the CDER menu

### Add Report Date

A client's CDER begins at the Report Date screen.

If you are modifying an existing record, ensure that the **Height**, **Weight**, **Date Weighed**, **Program** and **Section** entries are accurate and press the [Continue](#) button.

The screenshot shows the 'SANDIS - Consumers CDER Report Date' screen. At the top, there are tabs for 'Report Date', 'Diagnostic', 'Supplemental', and 'Eval Elements'. The 'Report Date' tab is active. Below the tabs, the client information is displayed: 'Client # TEST SANDIS, SANDY A' and 'Birthdate 2/04/2019'. The 'Reporting Date' is set to '10/04/2024' with a 'Today' button next to it. The 'CDER Expiration Date' is '02/28/2024' and the 'Status' is empty. Below this, there are input fields for 'Height' (70), 'Weight' (200), 'Date Weighed' (09/18), and 'Program' and 'Section' (both empty). A yellow highlight is present over the 'Date Weighed' field and the 'Program' and 'Section' fields. At the bottom, there is a section for 'CDER Error messages from Last Edit Report' which displays '\*\*\*\* No Errors on Last RCD42NE error report run \*\*\*\*'.

If a new entry is being created, fill in the blank entries, including the **Reporting Date**, and press the [Continue](#) button to begin the workflow.

The screenshot shows the 'SANDIS - Consumers CDER Report Date' screen. At the top, there are tabs for 'Report Date', 'Diagnostic', 'Supplemental', and 'Eval Elements'. The 'Report Date' tab is active. Below the tabs, the client information is displayed: 'Client # TEST SANDIS, SANDY A' and 'Birthdate 2/04/2019'. The 'Reporting Date' is empty with a 'Today' button next to it. The 'CDER Expiration Date' is '02/28/2024' and the 'Status' is empty. Below this, there are input fields for 'Height', 'Weight', 'Date Weighed', and 'Program' and 'Section' (all empty). At the bottom, there is a section for 'CDER Error messages from Last Edit Report' which displays '\*\*\*\* No Errors on Last RCD42NE error report run \*\*\*\*'.

## Add Diagnostic Information

In the **Diagnostic** screen, click on the **Add Diagnosis** button to add a new entry. You can **View**, **Modify** or **Delete** an existing entry by right clicking the record and choosing the requested action.

*Please note that only clinicians will be able to update the Diagnostic tab. This is **VIEW ONLY** for Service Coordinators.*

Report Date | **Diagnostic** | Supplemental | Eval Elements

Client # TEST SANDIS, SANDY A  
Birthdate 2/04/2019

Right-Click a record for options:  
Change, View, Delete

Add Diagnosis

Diagnostic Type	Diagnosis (ICD9 or DSM Code)
AUTISM SPECTRUM DISORDER	AUTISM SPECTRUM DISORDER
CHRONIC MAJOR MEDICAL CONDITION	C Change
CEREBRAL PALSY	C View
EPILEPSY	E Delete
PSYCHIATRIC DISORDERS (MD)	SCHISTOSOMIASIS DUE TO SCHISTOSOMA MANSONI
PSYCHIATRIC DISORDERS (MD)	ANXIETY DISORDER DUE TO KNOWN PHYSIOLOGICAL
INTELLECTUAL DISABILITY	MODERATE INTELLECTUAL DISABILITY
OTHER DEVELOPMENTAL DISORDER	OTHER CONGENITAL MALFORMATION SYNDROMES PRE

This window allows the ability to sort and filter by **Diagnosis** and **Diagnostic Type**. You can do so by right clicking the dark blue bar and choosing either **Sort**, **Filter** or **Find**.

Previous | Continue | Actions | SANDIS - Consumers CDER Diagnostic

Report Date | **Diagnostic** | Supplemental | Eval Elements

Client # TEST4 BROWN, JOHNNY B  
Birthdate 6/23/2011

Add Diagnosis

Diagnostic Type	Diagnosis (ICD9 or DSM Code)
AUTISM SPECTRUM DISORDER	AUTISM SPECTRUM DISORDER
CHRONIC MAJOR MEDICAL CONDITION	MELLITUS DUE TO UNDERLYING CONDITI


A list of Diagnoses will be displayed. Double click on a Diagnosis to be directed to the **CDER Diagnostic Screen**

Field CDRC AUTISM SPECTRUM DISORDER Position to

Double Click a Row to Select a Record

Code	Description
AU	AUTISM SPECTRUM DISORDER
CP	CEREBRAL PALSY
CM	CHRONIC MAJOR MEDICAL CONDITION
EP	EPILEPSY
MR	INTELLECTUAL DISABILITY
OD	OTHER DEVELOPMENTAL DISORDER
CO	OTHER MOTOR DYSFUNCTION
MD	PSYCHIATRIC DISORDERS (MD)


At the **CDER Diagnostic** screen, each CDER category will display different fields depending on the category that is chosen. Complete all open fields to continue.

Click on the  icon next to ICD10 to be presented with a list of available options.

SANDIS - Consumers  
CDER Diagnostic

Client # TEST SANDIS, SANDY A Birthdate 2/04/2019 Last Updated

CDER Category MD PSYCHIATRIC DISORDERS (MD)

ICD10  

Condition Impact

Evaluation Date

If you know the ICD10 code, you can enter it directly to jump to the ICD10 Diagnostic code or you can enter the name of the description.

SANDIS - Help  
ICD10 Diagnostic Codes

Start at description  or start at ICD10 code

ICD10	Description
B9732	ONCOVIRUS AS THE CAUSE OF DISEASES CLASSIFIED ELSEWHERE
N820	VESICOVAGINAL FISTULA
U071	COVID-19, VIRUS IDENTIFIED
U072	COVID-19, VIRUS NOT IDENTIFIED
U09	POST COVID-19 CONDITION
U099	POST COVID-19 CONDITION, UNSPECIFIED
Z1152	ENCOUNTER FOR SCREENING FOR COVID-19
Z20822	CONTACT WITH AND (SUSPECTED) EXPOSURE TO COVID-19
Z8616	PERSONAL HISTORY OF COVID-19

After finding the ICD10 code, click the ICD10 code to select it and press the [Continue](#) button to add it to CDER Diagnostic record.

ICD10	Description
B9732	ONCOVIRUS AS THE CAUSE OF DISEASES CLASSIFIED ELSEWHERE
N820	VESICOVAGINAL FISTULA
U071	COVID-19, VIRUS IDENTIFIED
U072	COVID-19, VIRUS NOT IDENTIFIED
U09	POST COVID-19 CONDITION
U099	POST COVID-19 CONDITION, UNSPECIFIED
Z1152	ENCOUNTER FOR SCREENING FOR COVID-19
Z20822	CONTACT WITH AND (SUSPECTED) EXPOSURE TO COVID-19
Z8616	PERSONAL HISTORY OF COVID-19

## Add Supplemental Information

Once the Diagnostic window has been completed, press the [Continue](#) button to be directed to the **Supplemental Information** screen.

The **Supplemental** screen is divided into two sections, **Supplemental Types** and the **Supplemental Information** records that already exist in the client's record. You can scroll up or down to view a list of all available options.

Supplemental Information (All)	64-ANTIPSYCHOTIC	65-ANTIDEPRESSANT	66-ANTIANKIETY	701-RECEIVES 1+ MEDICATIONS CURR	DEVELOPMENTAL DELAY
BEHAVIOR MOD DRUG HISTORY					
CONSUMER CHARACTERISTICS					
DEVELOPMENTAL DELAY					
FUNDING SOURCES					
HEARING PROBLEMS					
HEALTHCARE DENIAL					



The following information can be found in this screen:

- Risk Factors
- Hearing Problems
- Vision Problems
- Behavior Mod Drug History
- Consumer Characteristics
- Developmental Delay
- Funding Sources
- Hearing Problems

Supplemental Types
RISK FACTORS
HEARING PROBLEMS
VISION PROBLEMS
BEHAVIOR MOD DRUG HISTORY
SPECIAL HEALTH CARE REQUIREMENTS
SPECIAL CONDITIONS/BEHAVIORS

Cont...

- Healthcare Denial
- Intake Procedures
- Abnormal Involuntary Movement
- Medi-Cal Keeper
- Consumer Medications
- OBRA Eligibility
- Risk Factors

Supplemental Types
SPECIAL CONDITIONS/BEHAVIORS
SPECIAL LEGAL CONDITIONS
FUNDING SOURCES
DEVELOPMENTAL DELAY
HEALTHCARE DENIAL
ROOMMATE NEEDED

Right-Click on the Supplemental Types record you wish to add a new record for and choose **Add**. Existing records can be changed or viewed by choosing **Change** or **View** on the pop-up menu.

## Add Evaluation Element

After reviewing the **Supplemental** screen, select the **Eval Element** tab to proceed.

Previous Continue SANDIS - Consumers CDER Evaluation Element

Report Date Diagnostic Supplemental Eval Elements

Client # TEST SANDIS, SANDY A Birthdate 2/04/2019

Evaluation Element Sections

ALL EVALUATION ELEMENT SECTIONS

EVALUATION ELEMENT

PERSONAL OUTCOMES AREA

CONSUMER SURVEY

Question # Evaluation Elements #1-20 / Personal outcome Elements #1-26

01 USING HANDS (5) Uses fingers of both hands to manipulate objects

02 WALKING (5) Walks alone at least twenty (20) feet with good balance

03 USING A WHEELCHAIR (5) Uses manual or motorized wheelchair independently and sm

04 TAKING PRESCRIPTION MEDICATION (5) Always takes medication without reminders

05 EATING (5) Eats with at least one utensil, without spillage

06 TOILETING (5) Toilets independently; does not require assistance

The screen is separated into two sections, the **Evaluation Element** and the questions pertaining to that element.

Each **Evaluation Element Section** has a number of questions pertaining to that Element. By right-clicking the Section, you can **Change** or **View** the responses.

Previous Continue SANDIS - Consumers CDER Evaluation Element

Report Date Diagnostic Supplemental Eval Elements

Client # TEST SANDIS, SANDY A Birthdate 2/04/2019

Evaluation Element Sections

ALL EVALUATION ELEMENT SECTIONS Change

EVALUATION ELEMENT Global Survey Answer

PERSONAL OUTCOMES AREA View

CONSUMER SURVEY

Question # Evaluation Elements #1-20 / Personal outcome Elements #1-26

01 USING HANDS (5) Uses fingers of both hands to manipulate objects


02 WALKING (5) Walks alone at least twenty (20) feet with good balance

03 USING A WHEELCHAIR (5) Uses manual or motorized wheelchair independently and sm

04 TAKING PRESCRIPTION MEDICATION (5) Always takes medication without reminders

05 EATING (5) Eats with at least one utensil, without spillage

06 TOILETING (5) Toilets independently; does not require assistance

If **Change** is selected from the menu, you will be directed to a screen containing the questions relevant to that Element. You can use the  icon to review a list of available options for that question.

Once complete, finalize all changes and exit the CDER program by clicking on **Continue** to save your work.

Previous Continue Actions SANDIS - Consumers CDER Evaluation Element

Client # TEST SANDIS, SANDY A Birthdate 2/04/2019

Question #

01 USING HANDS (5) Uses fingers of both hands to manipulate objects

02 WALKING (5) Walks alone at least twenty (20) feet with good balance

03 USING A WHEELCHAIR (5) Uses manual or motorized wheelchair independently and smoothly in nearly all situations

04 TAKING PRESCRIPTION MEDICATION (5) Always takes medication without reminders

05 EATING (5) Eats with at least one utensil, without spillage

06 TOILETING (5) Toilets independently; does not require assistance

## Viewing Overdue CDER

SANDIS7 provides various tools to review deadlines for upcoming or overdue CDER's.

The screenshot shows the SANDIS7 Welcome screen. At the top, there are navigation buttons: 'Previous', 'Continue', and 'My Fav Reports'. Below this is a 'Welcome!' section with a 'Service Coordinator' dropdown set to 'DB3' and a 'Position By Last Name' search field. A 'UCI Number' search field is also present. Below the search fields is a table with columns: Cases(s), Name, D.O.B., Age, Y/M, UCI#, Status, T19, Waiver, IPP. The bottom section contains several report tiles: 'IPPs in Process' (Previous Month: 0, Last Month: 0, Are Current: 0, Due Today: 0, Due This Month: 0, Due Next Month: 0, With No IPP: 0), 'SIRS > 24 Hrs' (Overdue: 0), 'CDER > 30 Days' (Overdue: 0), 'POS' (In Process: 0), and 'T19 By Others' (New: 0).

In the main welcome screen, the bottom portion of the screen displays a general default list of reports with due dates. A snapshot of CDERS that are due and over 30 days is set up by default.


Click on the **CDER > 30 Days** text to open up a detailed window with a list of clients due that have a CDER due **over 30 days**.

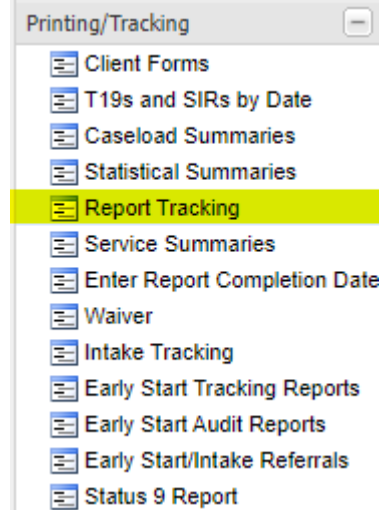
This screenshot shows the same SANDIS7 Welcome screen, but the 'CDER > 30 Days' report tile is highlighted in yellow. The data in this tile is: 'Overdue' 7. The other report tiles show updated counts: 'IPPs in Process' (Previous Month: 10, Last Month: 1, Are Current: 67, Due Today: 0, Due This Month: 0, Due Next Month: 2, With No IPP: 2), 'SIRS > 24 Hrs' (Overdue: 0), 'POS' (In Process: 0), and 'T19 By Others' (New: 1). The main table below the tiles shows a list of clients with columns for Name, D.O.B., Age, Y/M, UCI#, Status, T19, Waiver, and IPP. The 'IPP' column has a dropdown menu open showing options like 'Next Month', 'Current', '>Last Month', etc.

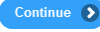
Double-clicking on the on a client will redirect your screen and open the client's CDER record.

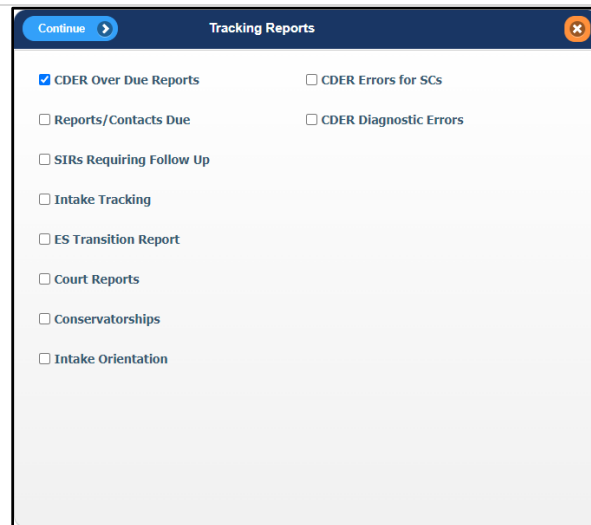
Please note that an Export to Excel feature has been implemented for convenience.

This screenshot shows the 'Caseload tasks for Attention' window. It has a title bar with 'Previous', 'Continue', and 'My Fav Reports' buttons. Below the title bar is a 'Double Click a Row to Select a Record' instruction. The main table has columns: UCI#, Consumer Name, and Attention Item. The 'Attention Item' column lists several 'CDER exp' items with dates: 'CDER exp 07-25-2021', 'CDER exp 12-05-2021', 'CDER exp 08-11-2021', 'CDER exp 04-27-2021', 'CDER exp 10-11-2021', 'CDER exp 12-25-2021', and 'CDER exp 12-08-2021'. At the bottom, there is an 'Export to Excel' button.

Using the Navigation menu located in the left side of the page, use the vertical scroll bar to find a category **Printing/Tracking**. Click on  icon to reveal the drop-down list of options and select **Report Tracking**




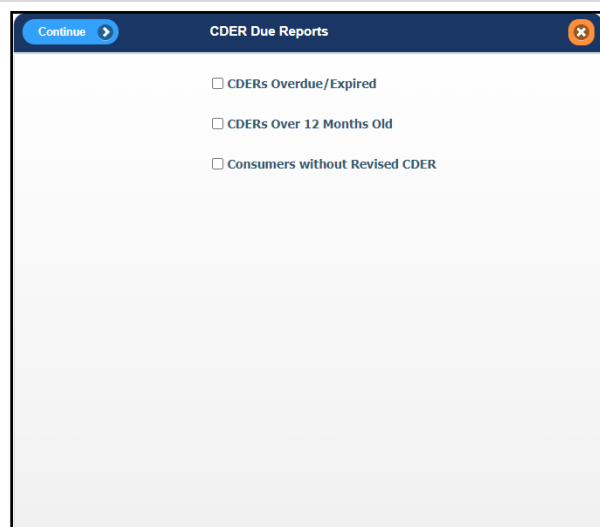
Select the CDER Over Due Reports option by clicking on the ☐ button next to the requested selection and press the  button to proceed. This will lead to the CDER Due Reports screen as pictured above.




Three options are available to choose from:

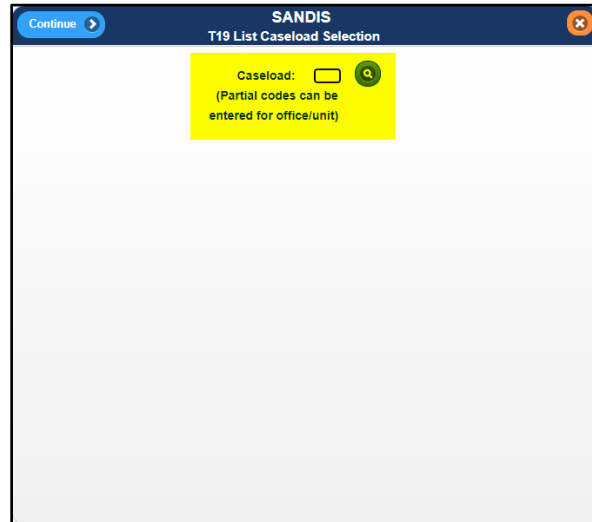
- CDERs Overdue/Expired
- CDERs Over 12 Months Old
- Consumers without Revised CDER

Select one of the ☐ check boxes to make your selection and click  when ready.




A prompt will appear to enter the caseload. A **3-character** caseload code can be entered to search by Service Coordinator or a **2-character** unit code can be entered to search by Unit.

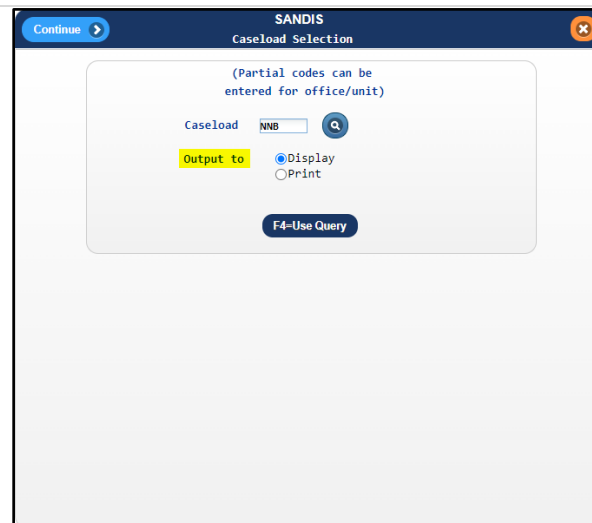
If a caseload code is not found, clicking on the  icon will direct the window to a list of available caseload codes that can be searched.




**Please note, if selecting the following options:**

- *CDERs Over 12 Months Old*
- *Consumers without Revised CDER*

A prompt will ask where the report will be output to. Select Display and press the  icon to generate your report.



The generated report will display containing all UCI records with CDERS matching the criteria of the selected menu option. Click the  button to proceed.



Control  Search

Date: 2/07/22 Clients w/Overdue CDERS Page: 1

13.58.45

UCI# Client DOB Sts lvr Last CDER Expired

2	N	1/21/2021	7/25/2021
2	N	7/20/2020	4/27/2021
2	Y	3/04/2021	8/11/2021
2	N	1/08/2020	1/16/2022
2	N	11/17/2020	10/11/2021
2	Y	12/29/2020	12/25/2021
2	N	7/07/2021	12/08/2021
2	N	12/10/2019	12/05/2021

8 CDERS Due for

\*\*\*End of Report\*\*\*

A prompt will generate to select how to receive your report. Select the desired option or press continue without selecting an option to exit the screen.

QEMML\_PRINT4  
Would you like to Print or Email the report you just viewed?

- ☐ PRINT REPORT?
- ☐ EMAIL REPORT AS A .PDF?
- ☐ EMAIL REPORT AS A .XLS?

## Printing a CDER

To print a CDER, use the navigation menu to find the **Printing/Tracking** category, click on to reveal the drop-down list of options and select **Client Forms** to be redirected to the **Case Mgmt Printing** menu.

Printing/Tracking

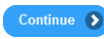
- Client Forms
- T19s and SIRs by Date
- Caseload Summaries
- Statistical Summaries
- Report Tracking
- Service Summaries
- Enter Report Completion Date
- Waiver
- Intake Tracking
- Early Start Tracking Reports
- Early Start Audit Reports
- Early Start/Intake Referrals
- Status 9 Report

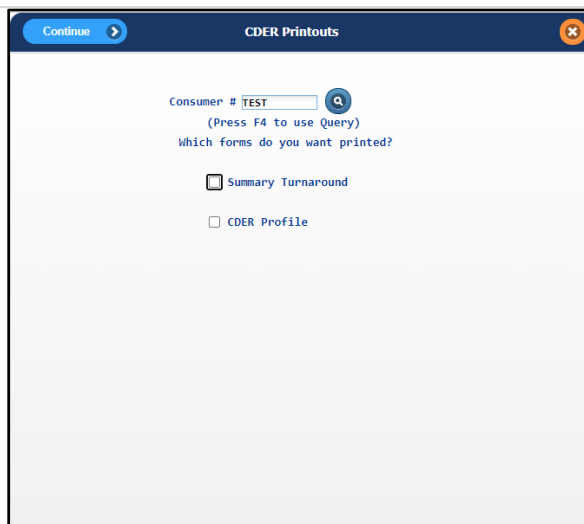
Continue by clicking the button next to the CDER Printouts.

Continue Case Mgmt Printing


- ☐ Client Annual Review
- ☐ Client Complete Profile
- ☐ Client Facesheet
- ☐ Client Information Sheet
- ☒ CDER Printouts
- ☐ Open Services
- ☐ Early Start/Intake Reports
- ☐ Family Data Sheets

Enter the **UCI#** (Consumer #) and select the type of report that is requested by clicking on the ☐ button next to the selection.

Click on the  button to proceed.



CDER Printouts

Consumer #  

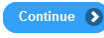
(Press F4 to use Query)

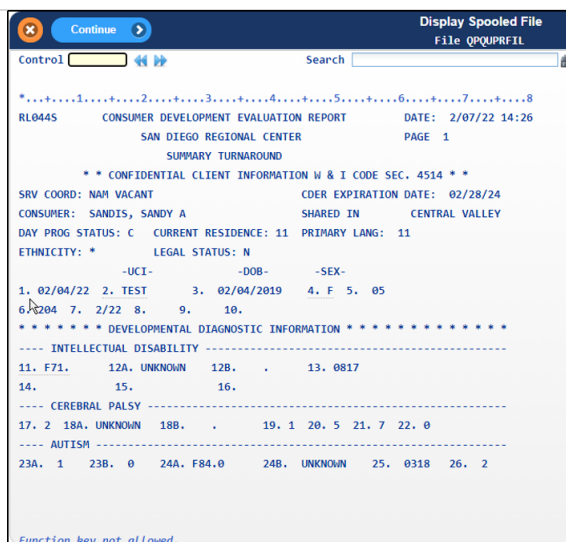
Which forms do you want printed?

☒ Summary Turnaround


☐ CDER Profile

The report will display on the screen. Use the navigation buttons on the bottom right of the screen to navigate the report.

Click on the  button to proceed.



Display Spooled File  
File QPQUPR11

Control   Search

\*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8

RL0445 CONSUMER DEVELOPMENT EVALUATION REPORT DATE: 2/07/22 14:26  
SAN DIEGO REGIONAL CENTER PAGE 1  
SUMMARY TURNAROUND

\* \* CONFIDENTIAL CLIENT INFORMATION W & I CODE SEC. 4514 \* \*

SRV COORD: NAM VACANT CDER EXPIRATION DATE: 02/28/24  
CONSUMER: SANDIS, SANDY A SHARED IN CENTRAL VALLEY  
DAY PROG STATUS: C CURRENT RESIDENCE: 11 PRIMARY LANG: 11  
ETHNICITY: \* LEGAL STATUS: N

-UCI- -DOB- -SEX-

1. 02/04/22 2. TEST 3. 02/04/2019 4. F 5. 05  
6. 0204 7. 2/22 8. 9. 10.

\* \* \* \* \* DEVELOPMENTAL DIAGNOSTIC INFORMATION \* \* \* \* \*

---- INTELLECTUAL DISABILITY ----

11. F71. 12A. UNKNOWN 12B. . 13. 0817  
14. 15. 16.


---- CEREBRAL PALSY ----

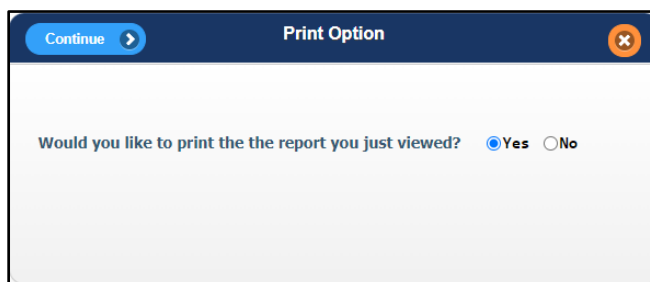
17. 2 18A. UNKNOWN 18B. . 19. 1 20. 5 21. 7 22. 0

---- AUTISM ----

23A. 1 23B. 0 24A. F84.0 24B. UNKNOWN 25. 0318 26. 2

Function key not allowed.

A prompt will display to print the report. If you would like to print the report, select Yes and press  button to have the report printed to the default printer assigned to your account.



Print Option

Would you like to print the the report you just viewed? ☒ Yes ☐ No