



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**SERVICE REPORTS (MH91) – SUMMARY AND DETAILS**

08/11/2023

## NAMING CONVENTIONS FOR THE NEW REPORTS

- This (these) report(s), for both MH and SUTS, have historically been called “The MH91 Report”
- Because of the shifts for CalAIM and myAvatar, we have specified new naming conventions for these BHSD reports that are intended to be used for Invoicing
- Presently, we have 2 reports that will be available to CCPs for this purpose named:
  1. BHSD 7582 CCP Service Summary (MH91)
  2. BHSD 7583 CCP Service Detail (MH91)
- “(MH91)” will be dropped at some point in the future, but it is kept for now to assure that everyone understands the change/purpose of these reports

## DIFFERENCES BETWEEN THE TWO REPORTS

### **BHSD 7582 CCP Service Detail (MH91)**

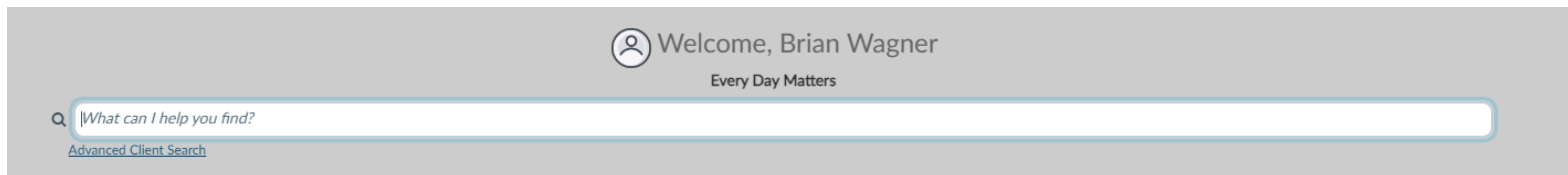
- This report has information on all approved services that have come through into the County myAvatar system
- There is a host of information (many columns) available on each claim/service from this view
- The columns/formatting have been configured to resemble and include the same information as the *previous* MH91 report

### **BHSD 7583 CCP Service Summary (MH91)**

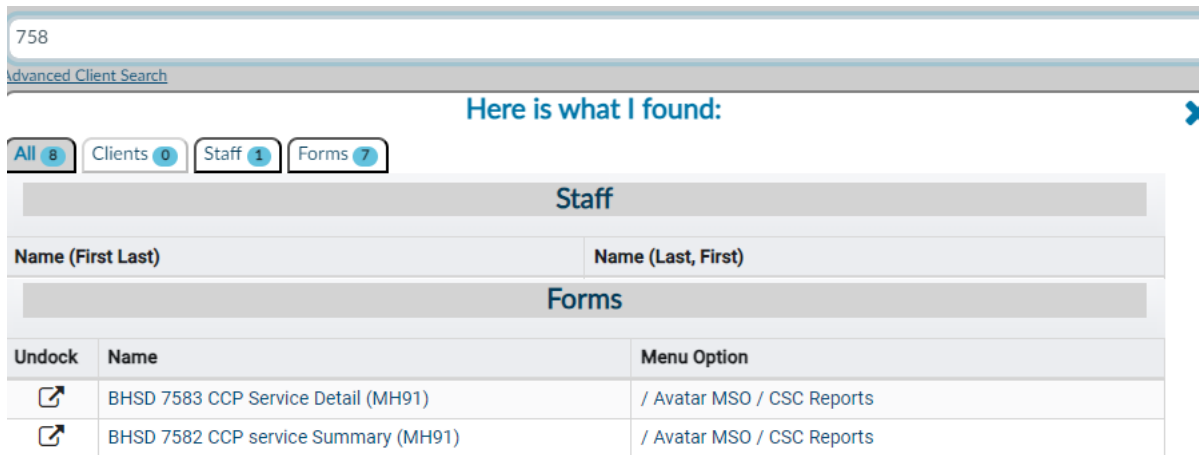
- This report has *aggregate information* from the 7582 Report for ease of use in summary format

# PROCESS FOR ACCESSING THESE NEW REPORTS

1. Login to PCNX
  - With the appropriate (Financial Reports) User Roles
2. Search for 7582 or 7583 in the General Search Box



3. Select which Report you would like to Run



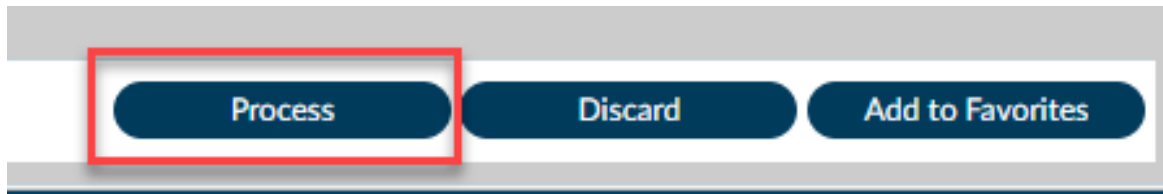
# PROCESS FOR ACCESSING THESE NEW REPORTS

4. Enter your Agency Name or Number in **Contracting Provider**
  - (The system will only allow you to enter your own Agency
5. Enter your **Service Start Date** and **Service End Date** (if applicable).

The image shows two screenshots of a web application interface. The top screenshot is for 'BHSD 7582 CCP SERVICE SUMMARY (MH91)'. It features a header with 'Process', 'Discard', and 'Add to Favorites' buttons. Below the header is a sidebar with 'BHSD 7582 CCP service Summary (MH91)'. The main content area has a dropdown menu and two input fields: 'Contracting Provider \*' and 'Service Start Date \*'. The 'Service Start Date' field includes a calendar icon and 'T' and 'Y' buttons. The bottom screenshot is for 'BHSD 7583 CCP SERVICE DETAIL (MH91)'. It also has a header with 'Process', 'Discard', and 'Add to Favorites' buttons. The sidebar shows 'BHSD 7583 CCP Service Detail (MH91)'. The main content area has a dropdown menu and three input fields: 'Contracting Provider \*', 'Service Start Date \*', and 'Service End Date \*'. The 'Service Start Date' and 'Service End Date' fields include calendar icons and 'T' and 'Y' buttons.

## PROCESS FOR ACCESSING THESE NEW REPORTS

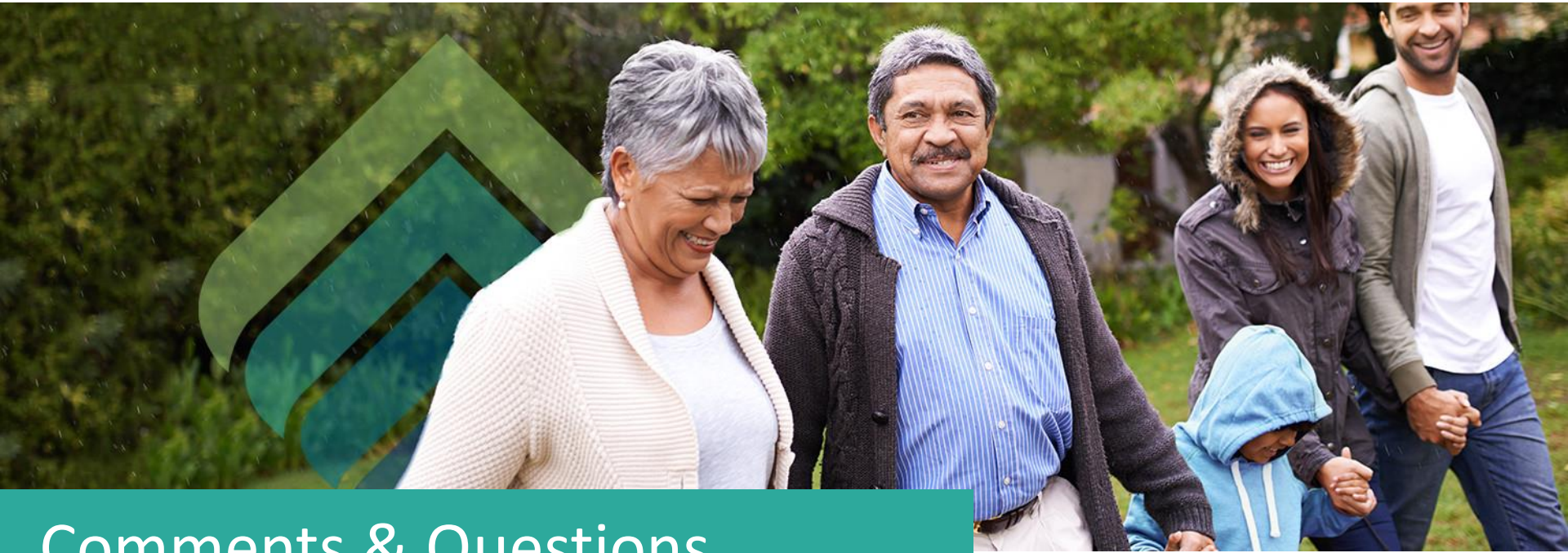
6. Select “Process”



7. Select “Export”



8. Save the report in a familiar Excel format



# Comments & Questions