



COUNTY OF SANTA CLARA
Behavioral Health Services

BHSD 2519 CCP REFERRAL FILE EXTRACT

REV. 05/15/2024

REVISIONS

Date	Slides	Revisions
05/15/2024	All	Update report name

BHSD 2519 CCP REFERRAL FILE EXTRACT

This report provides details of a SUTS client's referral from the Call Center.

Please Note: This report is only for SUTS clients, not MH.

BHSD 2519 CCP REFERRAL FILE EXTRACT

To look up a client's referral information, search and select **BHSD 2519 CCP Referral File Extract**

The screenshot shows a search interface with a search bar containing '2519 CCP'. Below the search bar, there are filter buttons for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. The 'Forms' filter is selected. Below the filters, a table titled 'Forms' displays the search results.

Undock	Name	Menu Option
	BHSD 2519 CCP Referral File Extract	/ Avatar MSO / CSC Reports

Enter and select own agency in **Contracting Provider** field and type in the initial date range of the referrals. Select **Process** to obtain the report.

BHSD 2519 CCP REFERRAL FILE EXTRACT

Process Discard Add to Favorites

BHSD 2519 CCP Referral File Extract

Contracting Provider *

- SUTS | 🔍

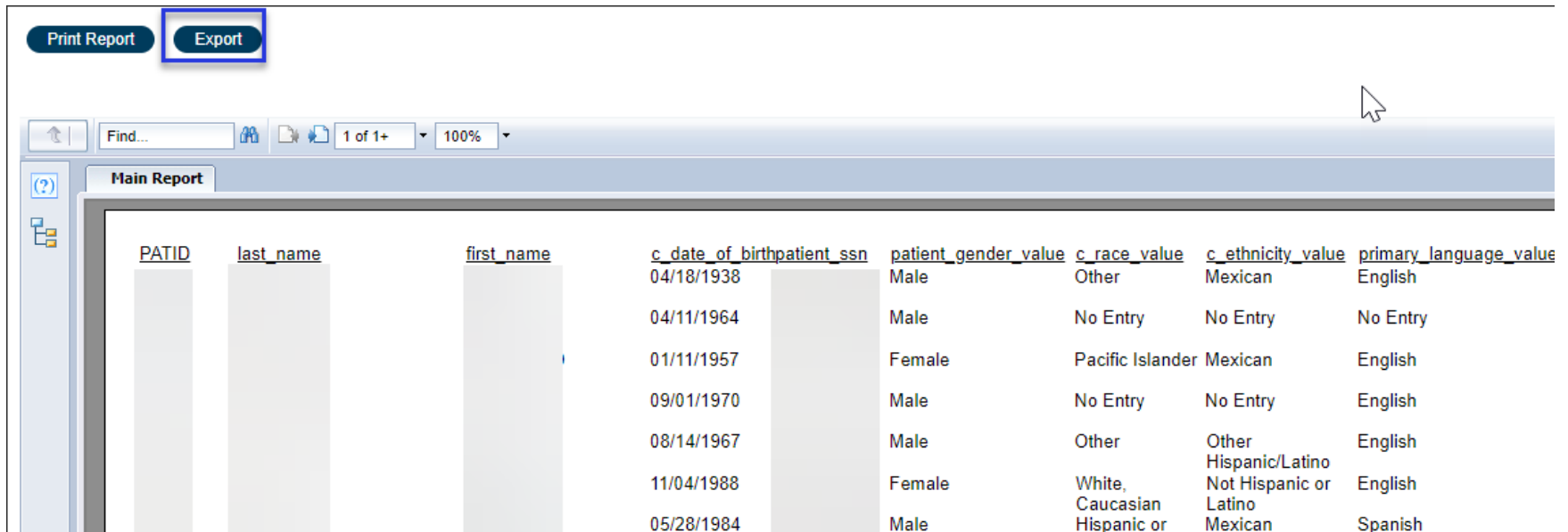
Initial Request - Start *

04/01/2024 📅 T Y ⬆️

Initial Request - End *

04/30/2024 📅 T Y ⬆️

Once the report pops up, select **Export** to view the full report.



The screenshot shows a software interface with a top navigation bar containing 'Print Report' and 'Export' buttons. Below this is a search bar with 'Find...' and a toolbar with icons for navigation and zoom. The main area is titled 'Main Report' and contains a table with the following data:

<u>PATID</u>	<u>last_name</u>	<u>first_name</u>	<u>c_date_of_birth</u> <u>patient_ssn</u>	<u>patient_gender_value</u>	<u>c_race_value</u>	<u>c_ethnicity_value</u>	<u>primary_language_value</u>
			04/18/1938	Male	Other	Mexican	English
			04/11/1964	Male	No Entry	No Entry	No Entry
			01/11/1957	Female	Pacific Islander	Mexican	English
			09/01/1970	Male	No Entry	No Entry	English
			08/14/1967	Male	Other	Other Hispanic/Latino	English
			11/04/1988	Female	White, Caucasian	Not Hispanic or Latino	English
			05/28/1984	Male	Hispanic or	Mexican	Spanish

Select “Microsoft Excel Record (XLS)” in **Format** field (1) and select ‘OK’ (2) to export the report into Excel.

Print Report

Export

Format: Microsoft Excel Record (XLS) ▼

1

Excel Format

- Typical: Data is exported with default options applied.
- Minimal: Data is exported with no formatting applied.
- Custom: Data is exported according to selected options.

Column Width

- Column width based on objects in the:
- Constant column width (in points):

Details ▼

36

- Export object formatting
- Export images
- Use worksheet functions for summaries
- Maintain relative object position

- Maintain column alignment
- Export page header and page footer
- Simplify page headers
- Show group outlines

Ok

2

Cancel

MH PROVIDERS

Logging in with a MH System Code will allow access to the form, but no data will show on the report. This report must be accessed by a SUTS System Code.

BHSD 2519 CCP REFERRAL FILE EXTRACT Process Discard Add to Favorites

BHSD 2519 CCP Referral File Extract

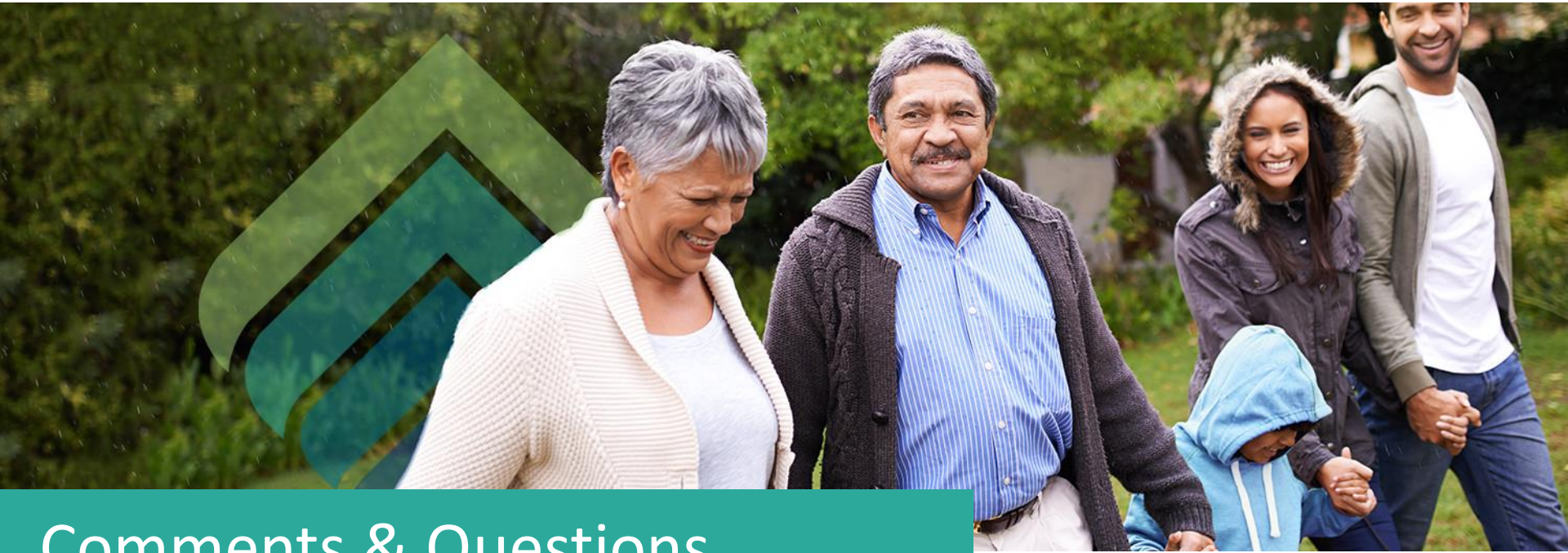
Contracting Provider *

Initial Request - Start *

Initial Request - End *

Only Referrals to A SUTS Provider Are Shown in the Report

PATID last_name first_name c_date_of_birthpatient_ssn patient_gender_value



Comments & Questions