



COUNTY OF SANTA CLARA
Behavioral Health Services

BHSD 9502 CCP ADMISSION PROGRAM AUDIT

REV. 05/17/2024

REVISIONS

| Date | Slides | Revisions |
|------------|--------|--------------------------------|
| 5/17/2024 | 5-6 | Update how to export to excel. |
| 05/17/2024 | All | Update report name |

PURPOSE OF THE REPORT

The **BHSD 9502 CCP Admission Program Audit** report displays all of the clients in an admission program within the specified date range, along with the client's Admission date, Discharge date, all Guarantors, and Diagnosis information. This report would be useful to determine if there are missing clients in any of your admission programs, blank or incorrect Financial Eligibility and Diagnosis information, and client that may need to be discharged.

Enter the **Start Date**, **End Date**, **Provider**, and **Admission Program**.

BHSD 9502 CCP ADMISSION PRGM AUDIT Process Discard Add to Favorites

BHSD 9502 CCP Admission prgm audit

BHSD 9502 CCP Admission prgm audit

BHSD 9502 CCP Admission prgm audit

Start Date * 07/01/2023 Calendar T Y ↑ ↓ **Provider *** Search

End Date * 07/31/2023 Calendar T Y ↑ ↓ **Admission Program *** Close Dropdown

When the report is processed, click “Export” and export to excel to see the full report.

Print Report **Export**

Find... 1 of 1+ 100%

SAP CRYSTAL REPORTS®

Main Report

SANTA CLARA COUNTY
Behavioral Health Services

BHSD 9502 CCP Admission Prgm Audit

Reporting Date From: 7/1/2023 To 7/31/2023

| Admission Program Name | Program Code | Client Name | Client ID | EPISODE No. | Admission Date/Time | Discharge Date/Time | Length of Stay | Admitting Practitioner | Diagnosis Practitioner |
|------------------------|--------------|-------------|-----------|-------------|----------------------|---------------------|----------------|------------------------|------------------------|
| | | | | 2 | 7/5/2023 12:11:00PM | | 26 | | |
| | | | | 2 | 7/20/2023 9:28:00AM | | 11 | | |
| | | | | 2 | 7/6/2023 2:12:00PM | | 25 | | |
| | | | | 2 | 7/26/2023 11:19:00AM | | 5 | | |
| | | | | 2 | 7/31/2023 12:00:00PM | | 0 | | |
| | | | | 2 | 7/24/2023 12:00:00PM | | 7 | | |
| | | | | 3 | 7/13/2023 12:15:00PM | | 18 | | |
| | | | | 3 | 7/17/2023 10:30:00AM | | 14 | | |
| | | | | 3 | 7/3/2023 10:36:00AM | | 28 | | |
| | | | | 3 | 7/6/2023 12:00:00PM | | 25 | | |
| | | | | 3 | 7/26/2023 10:36:00AM | | 5 | | |
| | | | | 3 | 7/6/2023 12:00:00AM | | 25 | | |
| | | | | 4 | 7/13/2023 10:30:00AM | | 18 | | |

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

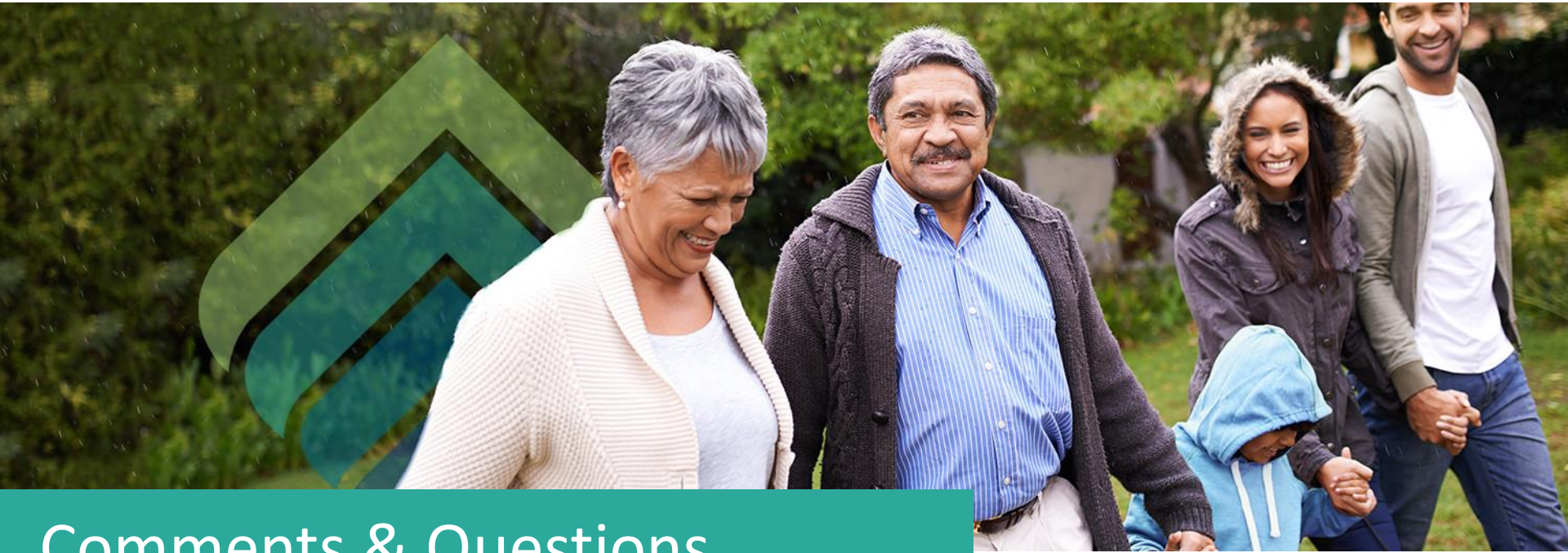
Ok

2

Cancel

The excel will display all of the columns in the report. To find if there are any missing guarantors/diagnosis, filter the Guarantor or Diagnosis column to “(Blank).”

| Admission Program Name | Program Code | Client Nam | Client ID | EPISODE | Admission Date/Time | Discharge | Length | Diagnosis | Practitioner | Guarantor No.1 | Guarantor Name 1 | Coverage Effective Date |
|------------------------|--------------|------------|-----------|---------|-----------------------|-----------|--------|-----------|--------------|----------------|-------------------------------|-------------------------|
| | | | | 2 | 7/5/2023 12:11:00 PM | | 26 | | | 50024 | County of Santa Clara CSC/CCP | 07/05/2023 |
| | | | | 2 | 7/20/2023 9:28:00 AM | | 11 | | | 50024 | County of Santa Clara CSC/CCP | 07/20/2023 |
| | | | | 2 | 7/6/2023 2:12:00 PM | | 25 | | | 20000 | CCP SUTS Medi-Cal | 07/06/2023 |
| | | | | 2 | 7/26/2023 11:19:00 AM | | 5 | | | 50024 | County of Santa Clara CSC/CCP | 07/01/2023 |
| | | | | 2 | 7/31/2023 12:00:00 PM | | 0 | | | 20000 | CCP SUTS Medi-Cal | 07/01/2023 |
| | | | | 2 | 7/24/2023 12:00:00 PM | | 7 | | | 20000 | CCP SUTS Medi-Cal | 07/01/2023 |
| | | | | 3 | 7/13/2023 12:15:00 PM | | 18 | | | 50024 | County of Santa Clara CSC/CCP | 10/01/2022 |
| | | | | 3 | 7/17/2023 10:30:00 AM | | 14 | | | 20000 | CCP SUTS Medi-Cal | 07/01/2023 |
| | | | | 3 | 7/3/2023 10:36:00 AM | | 28 | | | 50024 | County of Santa Clara CSC/CCP | 07/03/2023 |
| | | | | 3 | 7/6/2023 12:00:00 PM | | 25 | | | 20000 | CCP SUTS Medi-Cal | 07/01/2023 |
| | | | | 3 | 7/26/2023 10:36:00 AM | | 5 | | | 20000 | CCP SUTS Medi-Cal | 07/26/2023 |
| | | | | 3 | 7/6/2023 12:00:00 AM | | 25 | | | 20000 | CCP SUTS Medi-Cal | 07/01/2023 |
| | | | | 4 | 7/13/2023 10:30:00 AM | | 18 | | | 20000 | CCP SUTS Medi-Cal | 07/01/2023 |
| | | | | 4 | 7/3/2023 3:00:00 PM | | 28 | | | 20000 | CCP SUTS Medi-Cal | 05/01/2023 |
| | | | | 4 | 7/18/2023 11:45:00 AM | | 13 | | | 50024 | County of Santa Clara CSC/CCP | 07/01/2023 |



Comments & Questions