



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**BHSD 2520 CCP REFERRALS TIMELINESS**

11/12/24

# REVISIONS

Date	Slides	Revisions

# BHSD 2520 CCP REFERRALS TIMELINESS

## Report Description:

This report is intended to provide support for CCPs in tracking referrals. In addition, it serves as a tool to verify the number of BHSD timeliness tools that should be completed.

# HOW TO ACCESS

After login click on Search, type and select **BHSD 2520 CCP Referrals Timeliness**.

The screenshot shows a search interface with a search bar containing 'BHSD 2520 CCP' and a magnifying glass icon. Below the search bar is a link for 'Advanced Client Search'. The results are displayed under the heading 'Here is what I found:'. There are four filter buttons: 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. A 'Forms' section is highlighted, containing a table with the following data:

Undock	Name	Menu Option
	BHSD 2520 CCP Referrals Timeliness	/ Avatar MSO / CSC Reports

Enter the **Screening Date Start**, **Screening Date End**, **Provider** and **Program**.  
Click **Process** to run the report.

BHSD 2520 CCP REFERRALS TIMELINESS

Process Discard Add to Favorites

BHSD 2520 CCP Referrals Timeliness

Screening Date Start \*   T Y

Screening Date End \*   T Y

Provider \*

Program \* All | Clear

The report will display clients with an Integrated Screening Tool (IST) within a specific time frame and specific program. The report consists of the **PATID** (Avatar ID Number), **First Name**, **Last Name**, **DOB** (Date of Birth), **IST #**, **Program Code**, **Program Name**, **Medi-Cal No** (Number), **Screening Date**, **Initial Request Date**, and if the IST is in **Draft** or **Final**.



## BHSD 2520 CCP Referral Extract for Timeliness

Screening Date Range From 7/1/2024 To 7/31/2024

<u>PATID</u>	<u>First Name</u>	<u>Last Name</u>	<u>DOB</u>	<u>IST #</u>	<u>Program Code</u>	<u>Program Name</u>	<u>Medi Cal No</u>	<u>ScreeningDate</u>	<u>InitialRequestDate</u>	<u>Draft/Final</u>
				94059	4000093	yMH		07/23/2024	07/23/2024	Final
				93302	4000093	yMH		07/11/2024	07/11/2024	Final
				92847	4000093	yMH		07/02/2024	07/03/2024	Final
				92991	4000099	yMH		07/06/2024	07/06/2024	Final
				92843	4000093	yMH	RE20241207	07/02/2024	07/03/2024	Final
				92680	4000093	yMH		07/01/2024	07/01/2024	Final
				92755	4000770	yMH		07/01/2024	07/01/2024	Final
				92863	4000093	yMH		07/03/2024	07/03/2024	Final
				92828	4000770	yMH		07/02/2024	07/02/2024	Final
				92866	4000770	yMH		07/02/2024	07/02/2024	Final
				93844	4000770	yMH		07/18/2024	08/12/2024	Final
				93856	4000093	yMH		07/18/2024	07/18/2024	Final
				94327	4000093	yMH		07/25/2024	07/25/2024	Final
				95374	4000770	yMH		07/29/2024	08/12/2024	Final
				94695	4000093	yMH		07/31/2024	07/31/2024	Final
				94669	4000093	yMH		07/31/2024	07/31/2024	Final
				94226	4000770	yMH		07/24/2024	07/24/2024	Final

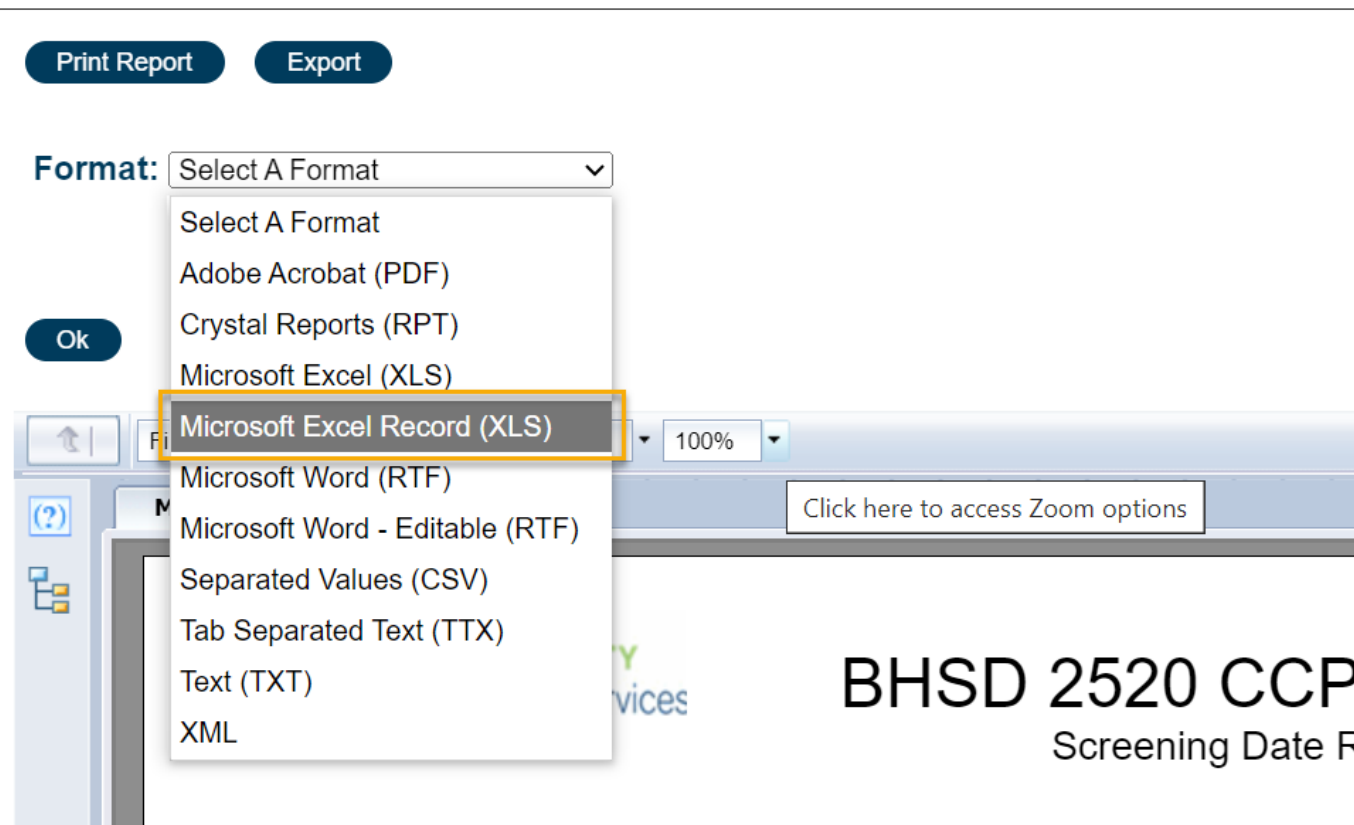
## HOW TO PRINT/EXPORT REPORT

The report will have opened in a new window. A user can **Print Report** (to PDF) or **Export** it to a different format.

The screenshot displays a web application interface. At the top, a light blue header bar contains two buttons: "Print Report" and "Export", both enclosed in a yellow rectangular box. Below this is a toolbar with a search field labeled "Find...", a home icon, a refresh icon, a "1 of 1" page indicator, and a "100%" zoom level. The main content area is titled "Main Report" and features the Santa Clara County Behavioral Health Services logo on the left. To the right of the logo, the text "BHSD 2520" is displayed in a large font, with "Screening" underneath it. At the bottom of the report area, there are four column headers: "PATID", "First Name", "Last Name", and "DOB", each underlined.

# HOW TO PRINT/EXPORT REPORT

When exporting, the County recommends to export in a **'Microsoft Excel Record (XLS)'** format.





# HOW TO PRINT/EXPORT REPORT

After selecting 'Microsoft Excel Record (XLS)', select **Ok** to export the file.

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**Print Report**   **Export**

**Format:** Microsoft Excel (XLS) ▼

**Column Width**

Column width based on objects in the: Whole Report ▼

Constant column width (in points): 36

**Export page headers and page footers:** Once per report ▼

Create page breaks for each page       All pages

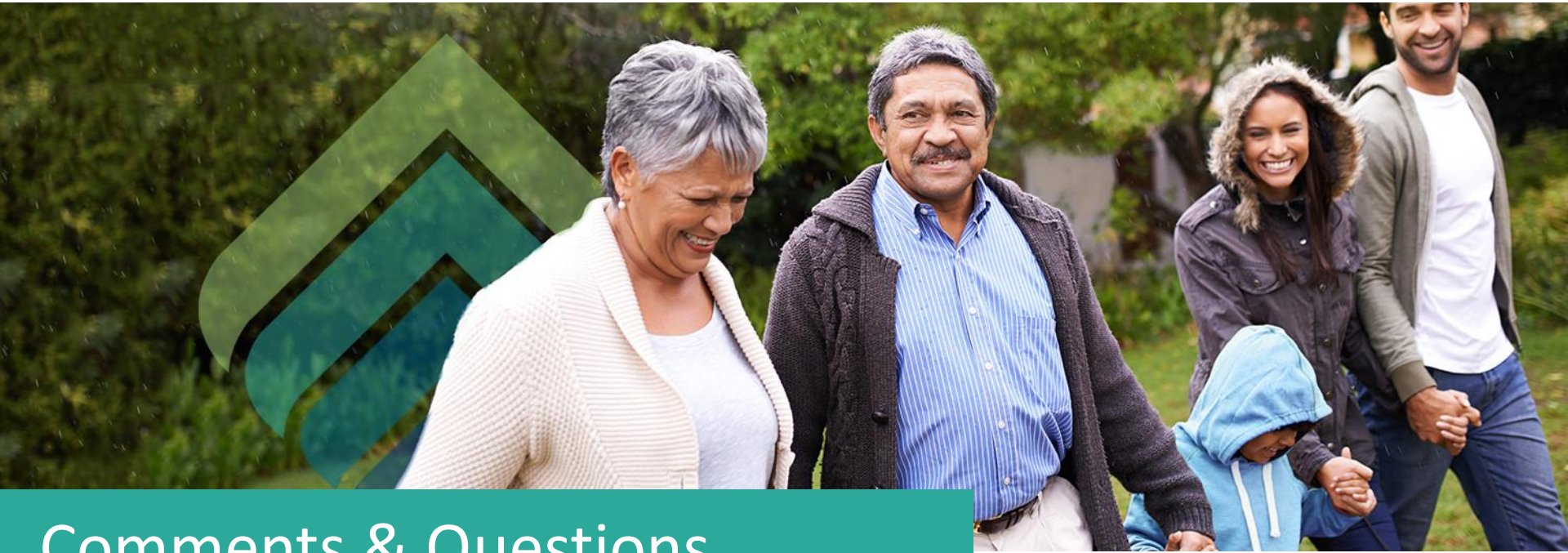
Convert date values to strings       From: 1 To: 1

Show gridlines

**Ok**   **Cancel**

## FREQUENTLY ASKED QUESTIONS

1. Who do we contact for assistance if the information in the report appears incorrect?
  - [BHS\\_QI@hhs.sccgov.org](mailto:BHS_QI@hhs.sccgov.org)
2. If the client did not end up in the original referred program, do we use the preadmit program?
  - Yes, you will use pre-admit for those clients that are not opened to your program. If they do open to your program, then complete the tool for that specific program
3. Who do we contact for any myAvatar technical questions?
  - [BHSD\\_EHR\\_info@hhs.sccgov.org](mailto:BHSD_EHR_info@hhs.sccgov.org)



# Comments & Questions