



COUNTY OF SANTA CLARA
Behavioral Health Services

BHSD 3517 CCP ADM/DIS BY SERVICE PROGRAM GUIDE

01/02/2025

REVISIONS

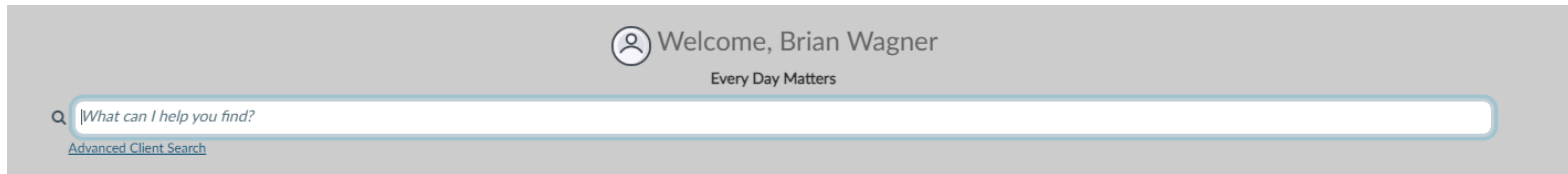
Date	Slides	Revisions

PURPOSE OF REPORT

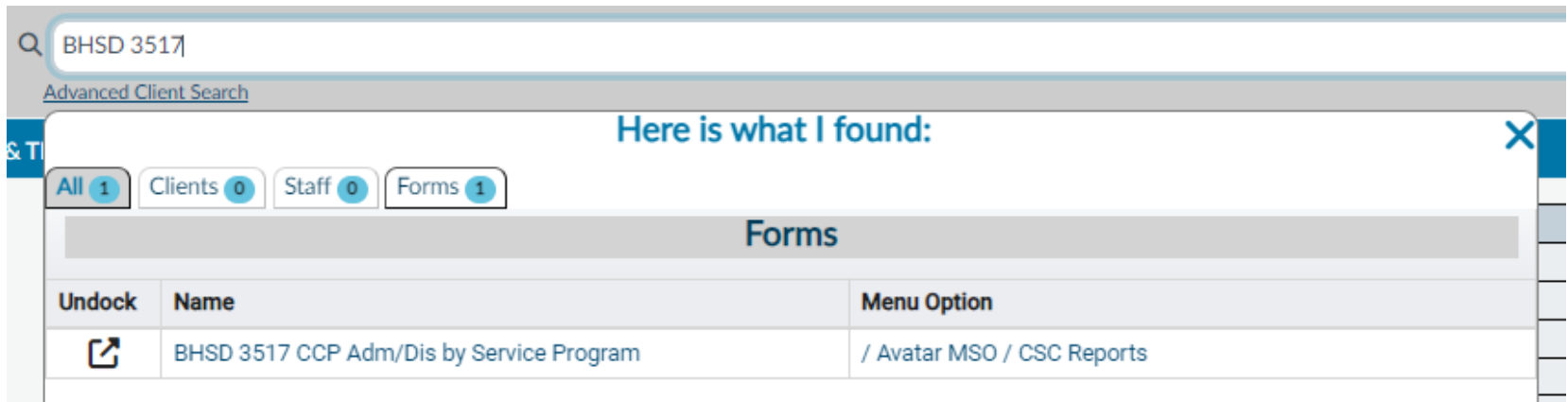
The report will provide information on a client admissions and discharges for selected Admission Programs and Service Programs, along with the episode, certain demographic information and enable review of the Length of Stay (LOS). The report will also enable to aggregate data for Contract Monitors/CCP's to review how the CCP is providing services.

PROCESS FOR ACCESSING THESE NEW REPORTS

1. Login to PCNX
2. Search for 3517 in the General Search Box



3. Select the Report you would like to Run



PROCESS FOR ACCESSING THESE NEW REPORTS

Input Parameters are defined on next slide

Select if you want to view **Admission and/or Discharge**

Enter the **From Date** and **To Date**

Enter your Agency Name in **Provider**

- The system will only allow you to enter your own Agency

Select the **Admission Program(s)**

Select if you want to view the **Summary** or **Detail** report

Select **Process**

BHSD 3517 CCP ADM/DIS BY SERVICE PROGRAM

The screenshot shows a web application interface for generating reports. At the top right, there are three buttons: "Process", "Discard", and "Add to Favorites". The main interface is titled "BHSD 3517 CCP Adm/Dis by Service Program". It features several input fields and dropdown menus:

- From Date ***: A date input field with a calendar icon and "T" and "Y" buttons.
- To Date ***: A date input field with a calendar icon and "T" and "Y" buttons.
- Provider**: A text input field with a search icon.
- Admission Program(s) ***: A dropdown menu with "All | Clear" and a search box.
- Admission and/or Discharge ***: A dropdown menu with "Select" and a search icon.
- Summary/Detail ***: A dropdown menu with "Select" and a search icon.

INPUT PARAMETERS

Admission and/or Discharge: Report Type - Admissions, Discharges or Both.

- When Report Type = “Admission” is selected, then the input parameters, From Date and To Date, are Admission Dates.
- When Report Type = “Discharge” is selected, then the input parameters, From Date and To Date, are Discharge Dates.
- When Report Type = “Both” is selected, then both Admission Date as well as Discharge Date is used for the input parameters From Date and To Date.

From Date: Start Date – This field is defined based on the Report Type input parameter selected.

To Date: End Date -- This field is defined based on the Report Type input parameter selected.

Provider: Select the Provider.

Admission Program: Select the Admission Program.

Summary/Detail: Select Detail for Detailed Report. Select Summary for Summary Report.

- When “Summary” is selected, the Report generated is a summary of the count of the Total Admits and Discharges to/from the various Admission Programs as well as the Service Programs. It also provides Average Age as well as LOS Average.

REPORT LOGIC RULES

1. For Admission Programs, the Admit and Discharge Dates are entered by the Contracted Providers (CCPs) via PCNX/PCE and captured in myAvatar which are to be printed *as such* on this Report.

2. For Service Programs, these dates are not entered by the CCPs nor captured in myAvatar. Therefore, the Admit and Discharge Dates for a Service Program instance needs to be *inferred* based on the First Service Date and the most recent Service Date *before 90-days without a service*. A Service Program instance will have one or more Services rendered before 90-days without a service. Services rendered after 90-days without a service will be considered within a new Service Program instance. Therefore:
 - a. the *first* Service date for a Service Program instance – is to be considered the *inferred* Admit Date for that Service Program instance.
 - b. the *inferred* Discharge Date for that Service Program instance is to be assumed to be the *last* date of Service for that Service Program instance before 90-days without a service or the last Service date or on the Episode Discharge date (when the Episode is closed).
 - c. It important to note that the ‘inferred’ admission and ‘inferred’ discharge dates is dependent on the claims that are submitted by a CCP. For example, if a CCP is not timely at submitting their claims, this report will not be an accurate representation of Inferred Admit and Discharge Dates.

REPORT LOGIC RULES

3. When User selects “Admission” or “Both Admission and Discharge” for the “Admission and/or Discharge” input parameter”, the following logic applies:
 - Include all Admission Program records that have Admit Date **outside** the input Date range AND the Episode is still OPEN (no D/C date) as of the end of the Date range or even as of the Report Run date.
4. When User selects “Discharge” for the “Admission and/or Discharge” input parameter”, the following logic applies:
 - Only include the records that have admission discharge date between the From and To input parameters date range.

EXAMPLE OF AN ADMISSION DISCHARGES DETAIL REPORT

The **DETAIL** report will sort any specific client by Admission Program (dark gray) then by subsequent Service Programs (white).


SANTA CLARA COUNTY Behavioral Health Services														BHSD 3517 CCP Admissions Discharges Detail Report			
Date Range: From 5/1/2024 To 7/31/2024																	
ClientID	Client Name	DOB	SSN	EP#	Adm Date (Actual or Inferred)	D/C Date (Actual)	LOSid	LOSim	Last Service Date	PrgrCode	Program	Program Type	RRG / Division	Medi-Cal#	Sex (on Insura)	Age (as on Adm Date)	Age (as on DC Date)
Admission Program: 4000090 - yMH AACI - MH																	
7	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	7	05/31/2024	07/19/2024	49	1.83	06/11/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	50	50
8	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	7	05/31/2024	06/11/2024	11	0.37	06/11/2024	400770	yMH AACI MOORPARK - ADULT OPD	Service	Adju/Older Adul Services - CCPs MH	Female		
9	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	5	03/31/2023	07/10/2024	467	15.57	05/13/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	9	10
10	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	5	04/05/2023	05/13/2024	404	13.47	05/13/2024	400094	yMH AACI MOORPARK - CYF EOPC	Service	Children Youth Family Services - CCPs MH	Female		
11	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	06/06/2024	06/13/2024	7	0.23	06/13/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	68	68
12	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	06/06/2024	06/13/2024	7	0.23	06/13/2024	400770	yMH AACI MOORPARK - ADULT OPD	Service	Adju/Older Adul Services - CCPs MH	Female		
13	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	06/01/2023	05/28/2024	362	12.07	05/28/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	26	27
14	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	06/01/2023	11/27/2023	179	5.97	11/27/2023	400096	yMH AACI STORY - ADULT OPD-EXPIRE20241207	Service	Adju/Older Adul Services - CCPs MH	Female		
15	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	12/08/2023	05/28/2024	172	5.73	05/28/2024	400770	yMH AACI MOORPARK - ADULT OPD	Service	Adju/Older Adul Services - CCPs MH	Female		
16	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	4	04/04/2024	07/16/2024	103	3.43	06/26/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	9	9
17	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	4	04/04/2024	06/26/2024	83	2.77	06/26/2024	400093	yMH AACI MOORPARK - CYF OPC	Service	Children Youth Family Services - CCPs MH	Female		
18	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	09/26/2023	06/05/2024	253	8.43	06/05/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Male	7	8
19	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	09/26/2023	06/05/2024	253	8.43	06/05/2024	400093	yMH AACI MOORPARK - CYF OPC	Service	Children Youth Family Services - CCPs MH	Male		
20	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	09/01/2022	05/31/2024	638	21.27	05/31/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	50	52
21	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	09/01/2022	12/07/2023	482	15.40	12/07/2023	400096	yMH AACI STORY - ADULT OPD-EXPIRE20241207	Service	Adju/Older Adul Services - CCPs MH	Female		
22	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	12/08/2023	05/31/2024	175	5.83	05/31/2024	400770	yMH AACI MOORPARK - ADULT OPD	Service	Adju/Older Adul Services - CCPs MH	Female		
23	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	05/08/2019	05/03/2024	1,822	60.73	05/03/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	29	34
24	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	07/13/2023	12/07/2023	147	4.90	12/07/2023	400096	yMH AACI STORY - ADULT OPD-EXPIRE20241207	Service	Adju/Older Adul Services - CCPs MH	Female		
25	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	05/04/2023	06/22/2023	49	1.83	06/22/2023	400099	yMH AACI STORY - ADA EOPD-EXPIRE20241207	Service	Adju/Older Adul Services - CCPs MH	Female		
26	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	12/14/2023	05/03/2024	141	4.70	05/03/2024	400770	yMH AACI MOORPARK - ADULT OPD	Service	Adju/Older Adul Services - CCPs MH	Female		
27	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	01/18/2022	07/02/2024	896	28.87	07/02/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	80	82
28	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	09/07/2022	05/23/2023	256	8.60	05/23/2023	400096	yMH AACI STORY - ADULT OPD-EXPIRE20241207	Service	Adju/Older Adul Services - CCPs MH	Female		
29	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	07/14/2023	12/05/2023	144	4.80	12/05/2023	400099	yMH AACI STORY - ADA EOPD-EXPIRE20241207	Service	Adju/Older Adul Services - CCPs MH	Female		
30	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	12/08/2023	07/02/2024	207	6.90	07/02/2024	400771	yMH AACI MOORPARK - ADA EOPD	Service	Adju/Older Adul Services - CCPs MH	Female		
31	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	04/17/2024	05/22/2024	35	1.17	05/22/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	19	19
32	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	04/17/2024	05/22/2024	35	1.17	05/22/2024	400093	yMH AACI MOORPARK - CYF OPC	Service	Children Youth Family Services - CCPs MH	Female		
33	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	11/04/2019	05/20/2024	1,659	55.30	05/20/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	16	21
34	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	2	09/01/2022	05/20/2024	627	20.90	05/20/2024	400093	yMH AACI MOORPARK - CYF OPC	Service	Children Youth Family Services - CCPs MH	Female		
35	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	05/15/2024	06/04/2024	20	0.67	06/04/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	23	23
36	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	05/15/2024	06/04/2024	20	0.67	06/04/2024	400770	yMH AACI MOORPARK - ADULT OPD	Service	Adju/Older Adul Services - CCPs MH	Female		
37	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	06/01/2019	05/24/2024	1,758	58.60	05/24/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Male	14	19
38	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	09/02/2022	05/24/2024	630	21.00	05/24/2024	400093	yMH AACI MOORPARK - CYF OPC	Service	Children Youth Family Services - CCPs MH	Male		
39	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	07/27/2023	10/05/2023	70	2.33	10/05/2023	400094	yMH AACI MOORPARK - CYF EOPC	Service	Children Youth Family Services - CCPs MH	Male		
40	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	10/04/2023	06/05/2024	245	8.17	06/05/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	17	18
41	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	3	10/04/2023	06/05/2024	245	8.17	06/05/2024	400093	yMH AACI MOORPARK - CYF OPC	Service	Children Youth Family Services - CCPs MH	Female		
42	NNNNNN	XXXXXXXXXXXXXXXXXX	MM/DD/YYYY	NN-NN-NNNN	4	11/20/2020	05/30/2024	1,287	42.90	05/30/2024	400090	yMH AACI - MH	Admission	MH - Multiple Division - CCPs	Female	26	30

REPORT COLUMNS AND DESCRIPTIONS:

Column Name	Description
Client ID	myAvatar ID Number
Client Name	Client's Name
DOB	Date of Birth
SSN	Social Security Number
EP #	myAvatar Episode Number
Adm Date (Actual or Inferred)	Admission Date. Actual Date (Dark Gray) is admission program. Inferred Date (White) is service program.
D/C Date (Actual or Inferred)	Discharge Date. Actual Date (Dark gray) is admission program. Inferred Date (White) is service program.
LOS (d)	Length of Service in Days
LOS (m)	Length of Service in Months
Last Service Date	Last service that has been rendered and claim has been sent to the County
PrgmCode	Program Code
Program	Admission and Service Program Names
Program Type	Admission or Service Program
RRG/Division	RRG/Division
Medi-Cal#	Medi-Cal Number
Sex (On Insurance Plan)	Sex of Individual
Age (as on Adm Date)	Age of Client on Actual Admission Date
Age (as on DC Date)	Age of Client on Actual Discharge Date

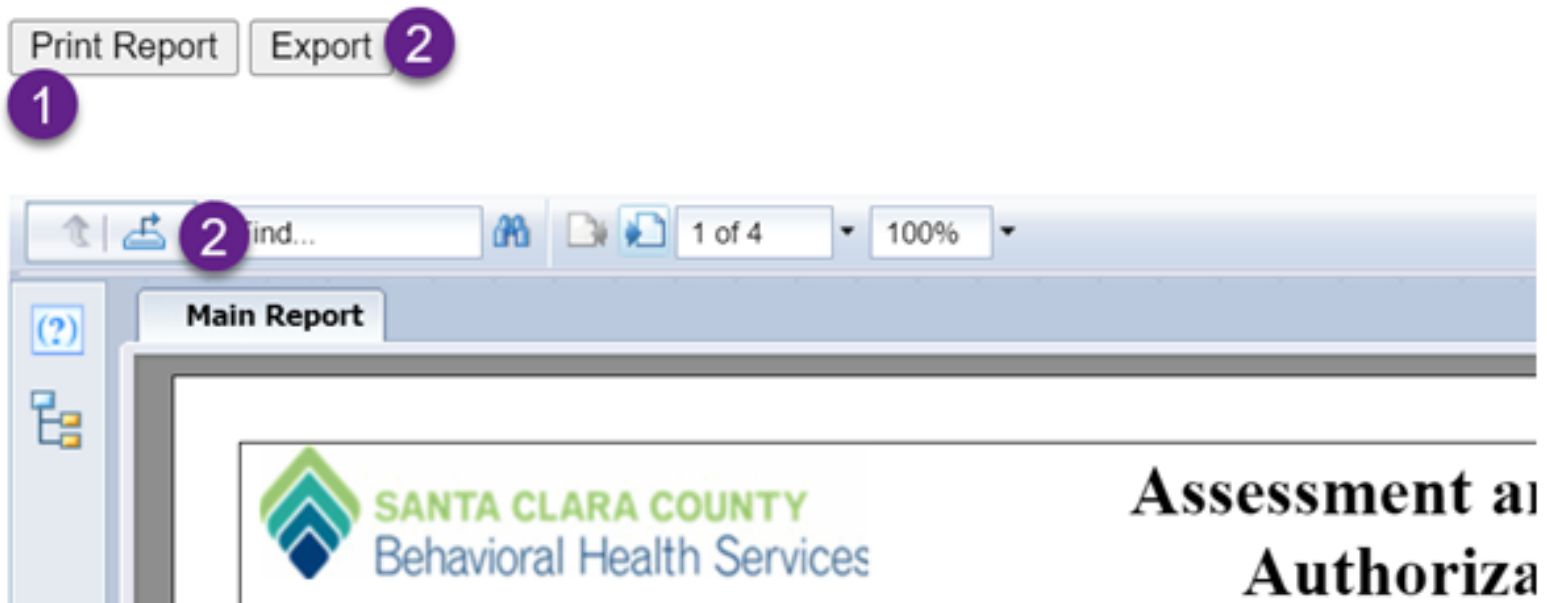
EXAMPLE OF AN ADMISSION DISCHARGES SUMMARY REPORT

The **SUMMARY** report will sort by Admission Program (blue) then any subsequent Service Programs (dark gray).

 SANTA CLARA COUNTY Behavioral Health Services		BHSD 3517 CCP Admissions Discharges Detail Report	
Date Range: From 1/1/2024 To 1/15/2024		Type: Both Admission and Discharge	Report Run Date: 8/30/2024 6:01:26PM
Admission Program: 4000090 - yMH AACI - MH			
Total Distinct Clients admitted to this Admission Programs : 47			
Count of Male Clients (based on Sex on Insurance) admitted to this Admission Programs : 14			
Count of Female Clients (based on Sex on Insurance) admitted to this Admission Programs : 33			
Average Age of Clients admitted to this Admission Programs : 32.96			
Total Admits to Admission Programs during this period : 47			
Total Discharges to Admission Programs during this period : 35			
Total Admits to Service Programs during this period : 53			
Total Discharges to Service Programs during this period : 53			
LOS Average for Admission Programs in days (in months): 241.66 (8.06)			
LOS Average for Service Programs in days (in months): 142.32 (4.74)			
Service Program : yMH AACI MOORPARK- CYF OPC			
Total Distinct Clients admitted to yMH AACI MOORPARK- CYF OPC Service Programs during this period: 9			
Total Admits to yMH AACI MOORPARK- CYF OPC Service Programs during this period: 9			
Total Discharges to yMH AACI MOORPARK- CYF OPC Service Programs during this period: 9			
LOS Average for yMH AACI MOORPARK- CYF OPC Service Programs in days(in months): 159.67 (5.32)			
Service Program : yMH AACI MOORPARK- CYF EOPC			
Total Distinct Clients admitted to yMH AACI MOORPARK- CYF EOPC Service Programs during this period: 2			
Total Admits to yMH AACI MOORPARK- CYF EOPC Service Programs during this period: 2			
Total Discharges to yMH AACI MOORPARK- CYF EOPC Service Programs during this period: 2			
LOS Average for yMH AACI MOORPARK- CYF EOPC Service Programs in days(in months): 391.00 (13.03)			
Service Program : yMH AACI STORY- ADULT OPD-EXPIRE20241207			
Total Distinct Clients admitted to yMH AACI STORY- ADULT OPD-EXPIRE20241207 Service Programs during this period: 3			
Total Admits to yMH AACI STORY- ADULT OPD-EXPIRE20241207 Service Programs during this period: 3			
Total Discharges to yMH AACI STORY- ADULT OPD-EXPIRE20241207 Service Programs during this period: 3			
LOS Average for yMH AACI STORY- ADULT OPD-EXPIRE20241207 Service Programs in days(in months): 263.33 (8.78)			

HOW TO PRINT/EXPORT REPORT

The report will have opened in a new window; you can **(1)** Print to PDF or **(2)** Export it to a different format.



EXPORT REPORT

Save the report as 'Microsoft Excel Record (XLS)' (1) to best filter the report and select 'OK'(2).

Print Report **Export**

Format: **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):

Export object formatting

Export images

Use worksheet functions for summaries

Maintain relative object position

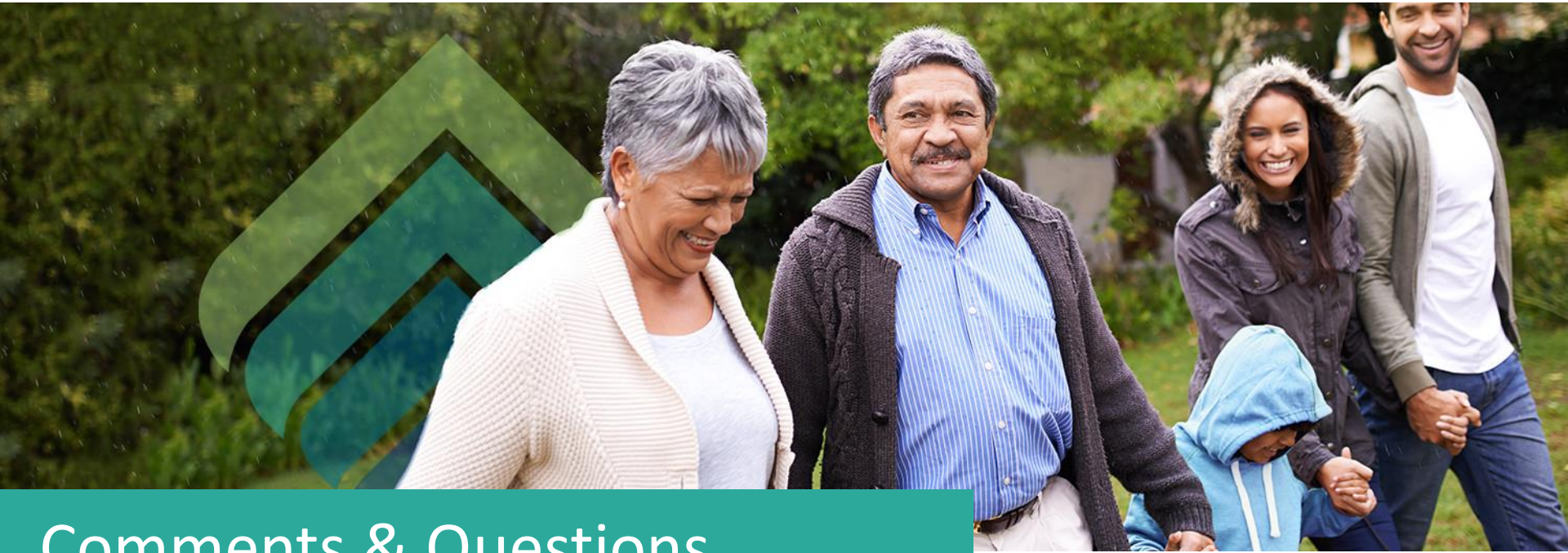
Maintain column alignment

Export page header and page footer

Simplify page headers

Show group outlines

Ok **2** **Cancel**



Comments & Questions