



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**BHSD 7600 CCP TIMELINESS TOOL EXTRACT REPORT**

01/16/25

# REVISIONS

Date	Slides	Revisions

# BHSD 7600 CCP TIMELINESS TOOL EXTRACT REPORT

## **Purpose of Form:**

This report provides an extract of the information entered via the BHSD Timeliness Tool form for various clients in a given period, based on input Start date and End date (which is the date range for the Date of First Contact to Request Services).

# HOW TO ACCESS

After login click on Search, type and select **BHSD 7600 CCP Timeliness Tool Extract** report.

The screenshot shows a search interface with a search bar containing 'BHSD 7600 CCP'. Below the search bar is a link for 'Advanced Client Search'. A dropdown menu titled 'Here is what I found:' is open, showing filter buttons for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. Below the filters is a section titled 'Forms' containing a table with one row of results.

Undock	Name	Menu Option
	BHSD 7600 CCP Timeliness Tool Extract	/ Avatar MSO / MSO Reports

Enter the **(1)** Start Date and **(2)** End Date. Select the Provider **(3)**. Lastly, select **(4)** Process.

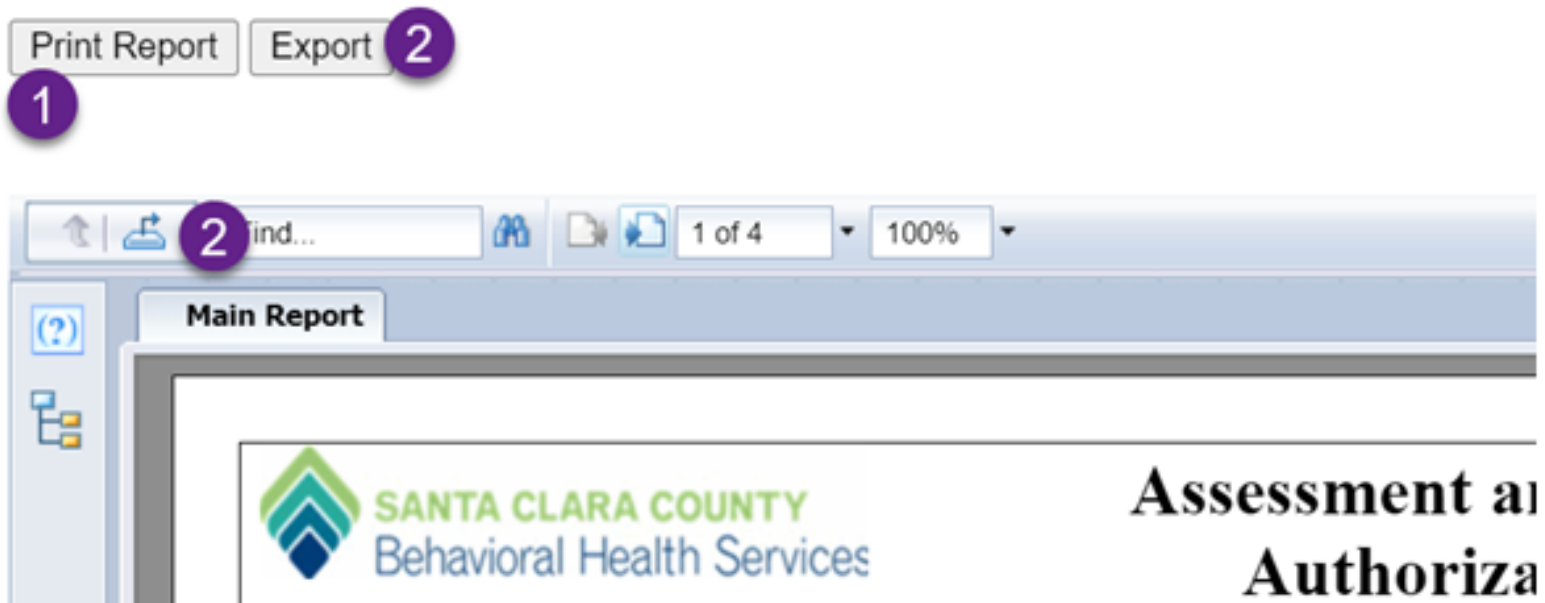
The screenshot shows the 'BHS 7600 CCP TIMELINESS TOOL EXTRACT' interface. At the top right, there are three buttons: 'Process' (with a red circle '4' above it), 'Discard', and 'Add to Favorites'. On the left, a sidebar contains the text 'BHS 7600 CCP Timeliness Tool Extract'. The main area has a dark blue header with a dropdown arrow. Below the header, there are two rows of input fields. The first row contains a 'Start Date' field (with a red circle '1' above it), a calendar icon, 'T' and 'Y' buttons, a 'Provider' field (with a red circle '3' above it), and a search icon. The second row contains an 'End Date' field (with a red circle '2' above it), a calendar icon, and 'T' and 'Y' buttons.

The below crystal report will appear. The report will generate any BHSD Timeliness Tool that has been completed within the selected program and date range. Each row of data shows one completed BHSD Timeliness Tool.

SANTA CLARA COUNTY Behavioral Health Services		BHSD 7600 CCP Timeliness Tool Extract				Date of First Contact to Request Services from: 11/1/2024 to 12/31/2024				
Client First Name	Client Last Name	DOB	Client ID	CIN #	Episode #	Admission Program Name	Admission CCP Agency /County Clinic	Program Type	Date of First Contact to Request Services	Referral Source
					2	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/6/2024	Family Member
					3	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/7/2024	Medi-Cal Managed Care Plan
					46	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/6/2024	Social Services Agency
					3	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/6/2024	Medi-Cal Managed Care Plan
					5	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	11/21/2024	Juvenile Hall/Camp/Ranch/Div
					6	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/19/2024	Social Services Agency
					2	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/11/2024	Faith-based Organization
					6	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/19/2024	Juvenile Hall/Camp/Ranch/Div
					3	yMH STARLIGHT-Pre-Admit	Children Youth Family Services - CCPs	MH	11/4/2024	Other Referred
					2	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/6/2024	School
					2	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/5/2024	Family Member
					2	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/8/2024	Family Member
					2	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/11/2024	Medi-Cal Managed Care Plan
					2	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/6/2024	Juvenile Hall/Camp/Ranch/Div
					8	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	11/7/2024	Juvenile Hall/Camp/Ranch/Div
					9	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	12/2/2024	Other County / Community Age
					4	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/7/2024	Medi-Cal Managed Care Plan
					9	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	12/8/2024	Other County / Community Age
					3	yMH STARLIGHT - MH	MH - Multiple Division - CCPs	MH	11/5/2024	Other County / Community Age
					14	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/12/2024	Juvenile Hall/Camp/Ranch/Div
					5	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/12/2024	Juvenile Hall/Camp/Ranch/Div
					21	yMH STARLIGHT-Pre-Admit	Children Youth Family Services - CCPs	MH	12/20/2024	Mental Health Facility / Commu
					3	yMH STARLIGHT - WRAP	Cross Systems Initiatives CCPs MH	MH	12/26/2024	Social Services Agency

## 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)**.

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**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**

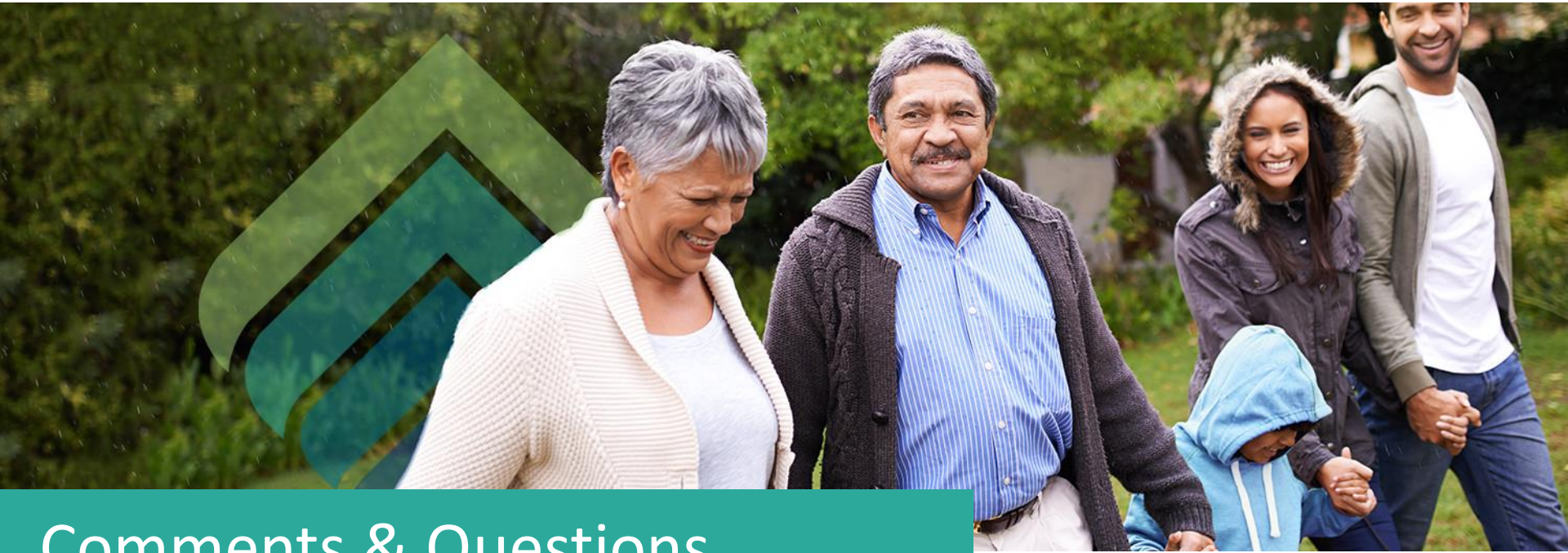
- Column width based on objects in the:
- Constant column width (in points):

- 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