



COUNTY OF SANTA CLARA
Behavioral Health Services

BHSD 7610 CCP TIMELINESS TOOLS MISSING REPORT

01/16/25

REVISIONS

Date	Slides	Revisions

BHSD 7610 CCP TIMELINESS TOOLS MISSING REPORT

Purpose of Form:

The report allows County Contracted Providers (CCPs) to view their whether or not a BHSD Timeliness Tool was entered within an admission record.

HOW TO ACCESS

After login click on Search, type and select **BHSD 7610 CCP Timeliness Tools Missing** report.

The screenshot shows a search interface with a search bar containing 'BHSD 7610 CCP'. Below the search bar, there is a link for 'Advanced Client Search'. A dropdown menu is open, displaying 'Here is what I found:'. The menu includes filter buttons for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. Below the filters, a section titled 'Forms' contains a table with the following data:

Undock	Name	Menu Option
	BHSD 7610 CCP Timeliness Tools Missing	/ Avatar MSO / MSO Reports

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

BHSD 7610 CCP TIMELINESS TOOLS MISSING

4 Process Discard Add to Favorites

BHSD 7610 CCP Timeliness Tools Missing

Start Date * 1

End Date * 2

Provider * 3

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The below crystal report will appear. The report will generate any client that has an admission within the selected program and date range. The column highlighted in orange will show 'No Timeliness', which means a BHSD Timeliness Tool is missing in the admission or 'Timeliness Entered', which means a BHSD Timeliness Tool was entered.



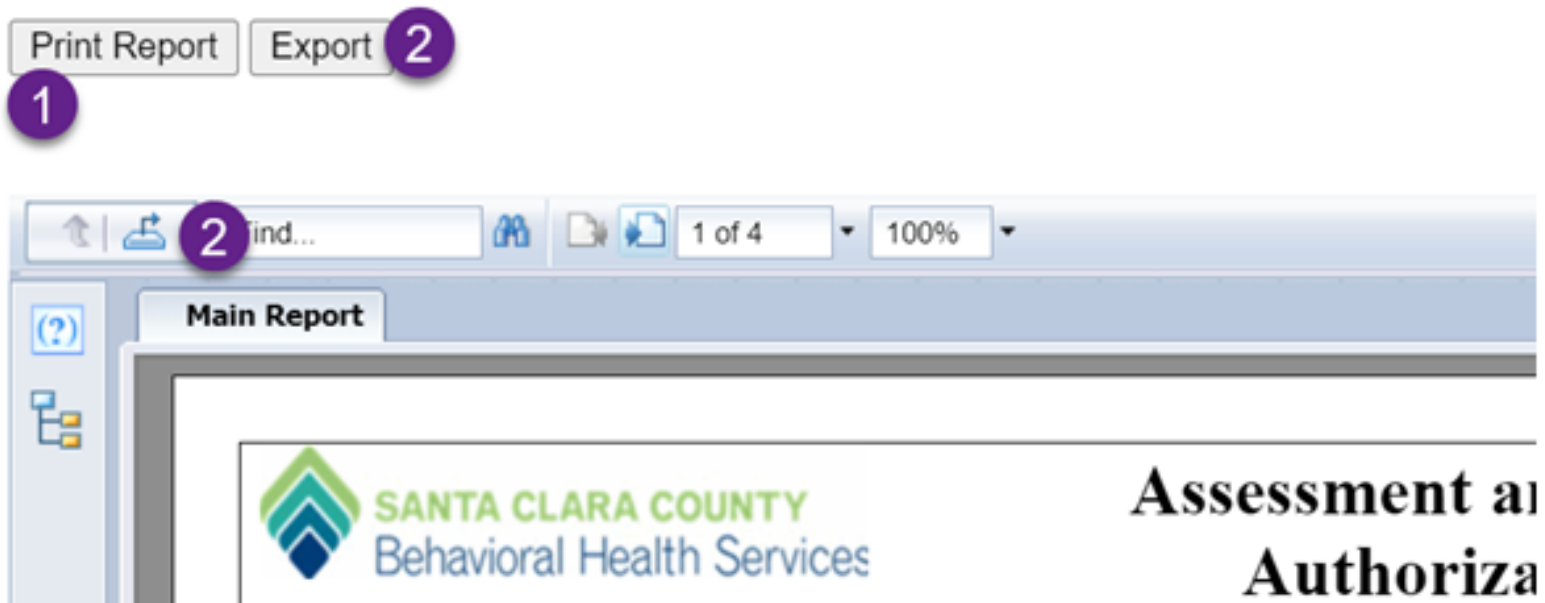
BHSD 7610 Admit Timeliness Entered

Report Period: 10/1/2024 to 12/31/2024

<u>PATID</u>	<u>Patient Name</u>	<u>DOB</u>	<u>Episode</u>	<u>Admission Date</u>	<u>Admission Program</u>	<u>Timeliness Entered</u>
10304	RAVIZZA,ANNA	10/2/1946	5	11/6/2024	yMH GFHN - MH	No Timeliness
10320	ROLDAN,JOSEA	11/22/1990	6	11/25/2024	yMH GFHN - MH	No Timeliness
10795	MILLS,BRYANT	3/26/1985	2	12/19/2024	yMH GFHN - MH	No Timeliness
11052	QUIROZ,ANITA N	2/20/1987	5	10/2/2024	yMH GFHN - MH	Timeliness Entered

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.

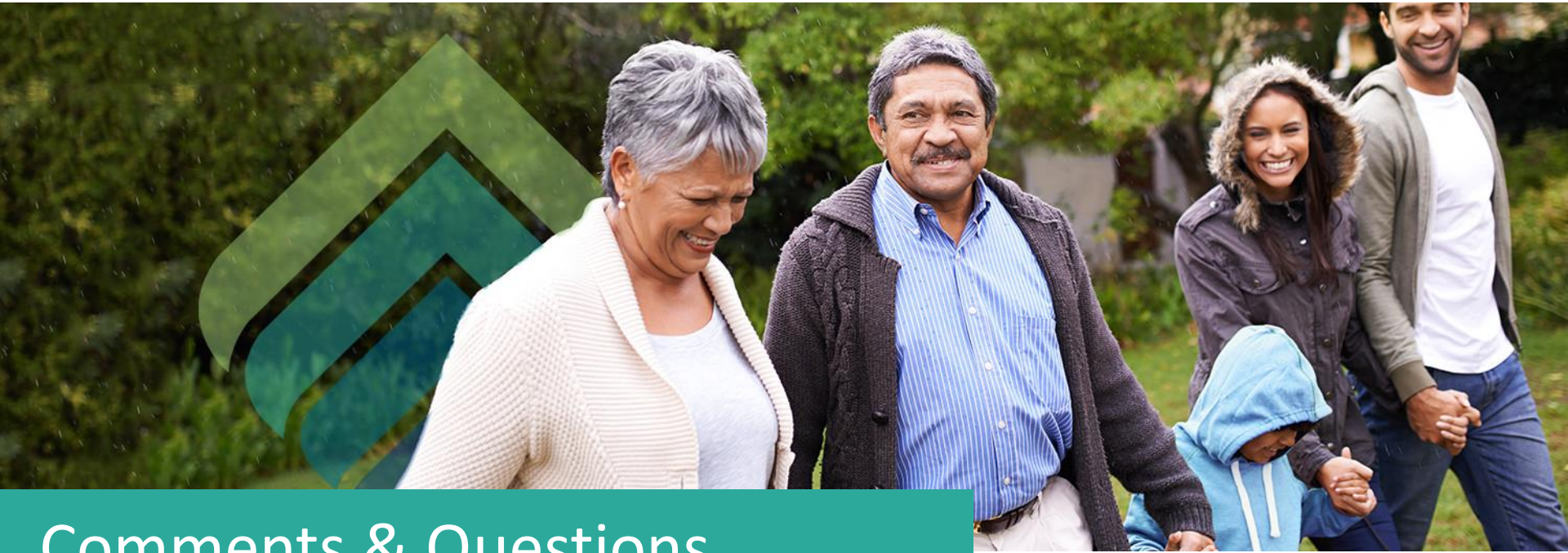
Column Width

- 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