



California Mental Health Services Authority

A decorative background graphic consisting of a network of light gray lines and dots, forming a complex, interconnected pattern that resembles a molecular structure or a data network. The dots are small circles, and the lines are thin and connect the dots in various directions, creating a web-like structure.

Quality Assurance and State Reporting User Guide

Table of Contents

Table of Contents	2
About this User Manual	5
Audience.....	5
Computer Literacy Assumptions for Understanding this User Manual	5
IT Support Requests	5
CalOMS Reporting	6
Reporting Pre-Requisites	6
How to Review Records.....	8
How to Monitor Records through the Reporting Period	9
CalOMS Reporting Summary.....	9
Reporting Summary Widget.....	11
How to Create a New Batch and Submit Files.....	13
How to View Batch Details	14
How to Accept or Reject a Batch	16
How to Accept or Reject an Individual Record	20
CSI Reporting	23
How to Review Records.....	23
How to Monitor Records through the Reporting Period	24
How to Create a New Batch and Submit Files.....	28
How to View Batch Details	29
How to Accept or Reject a Batch	31
How to Accept or Reject an Individual Record	33
274	36
Network Adequacy (NACT)	37
SUD Timeliness	37
1 st Psychiatric Service Timeliness	37
Full Service Partnership (FSP) Reporting	38
How to Review Records.....	38
How to Monitor Records through the Reporting Period	39
How to Create a New Batch and Submit Files.....	42
How to View Batch Details	43
How to Accept or Reject a Batch	45
How to Accept or Reject an Individual Record	49

OSHPD (HCAI) Reporting.....	51
How to Review Records.....	51
How to Monitor Records through the Reporting Period.....	52
How to Create a New Batch and Submit Files.....	55
How to View Batch Details.....	56
How to Accept or Reject a Batch.....	58
How do I accept or reject an individual record?	62
CANS Reporting	65
How to Review Records.....	65
How to Monitor Records through the Reporting Period.....	66
How to Create a New Batch and Submit Files.....	70
How to View Batch Details.....	71
How to Accept or Reject a Batch.....	74
How to Accept or Reject an Individual Record.....	78
PSC-35 Reporting.....	81
How to Review Records.....	81
How to Monitor Records through the Reporting Period.....	82
How to Create a New Batch and Submit Files.....	86
How to View Batch Details.....	87
How to Accept or Reject a Batch.....	89
How to Accept or Reject an Individual Record.....	93
Finder File	95
ASAM Level of Care Reporting.....	96
How to Review Records.....	96
How to Monitor Records Through the Reporting Period.....	97
How to Create a New Batch and Submit Files.....	100
How to View Batch Details.....	102
How to Accept or Reject a Batch.....	103
How to Accept or Reject an Individual Record.....	107
Service Authorizations.....	110
How to Review a Service Authorization Request.....	110
How to Document a Service Authorization Request and Review.....	111
Disclosures and Requests	115
Display Disclosures and Requests List Page.....	115
How to Display the Disclosures and Requests List Page.....	115
How to Display the Client Disclosures and Requests List Page.....	115

Disclosures and Requests Actions	116
How to Display an Existing Disclosure or Request	116
How to Create a New Disclosure or Request	116

About this User Manual

This user manual is designed to provide a how-to guide of the features and functionality of SmartCare. It will outline how to complete each workflow in a step-by-step format with related screenshots that will make understanding how to complete each workflow easy. Through this guide, you will learn about SmartCare's comprehensive suite of tools and advanced technologies to enter client data securely and efficiently.

Audience

This manual is intended for use by anyone who will use the SmartCare EHR to support Specialty Mental Health Services or Substance Use Disorder through quality assurance and performance improvement processes. This manual includes how to conduct required state reporting.

Computer Literacy Assumptions for Understanding this User Manual

- Ability to perform basic word processing such as typing and searching for documents in files
- Understands data entry techniques into electronic forms and documents
- Familiarity with running a windows operating system or other popular programs like Mac OS.
- Basic knowledge of how to use internet browsers like Microsoft Edge and Google Chrome

IT Support Requests

Reach out to your county's System Administrator for assistance. If needed, they will escalate to the CalMHSA Help Desk.

You can also reach CalMHSA's Help Desk at: (916) 214-8348 or submit a live chat question to <https://2023.calmhsa.org/>

Note: Before beginning to use the system, make sure you have a compatible internet browser like Microsoft Edge and Google Chrome. CalMHSA recommends Google Chrome for best user experience.

CalOMS Reporting

The CalOMS records are reported as three main Form Types, each of which have additional sub-types and logic that drive the extraction of data for the submission file. Additionally, file requirements vary depending on the age of the client. These requirements are enforced at the document level by either requiring, hiding or conditionally displaying fields based on the clients age at the time of admission. The CalOMS data collection process begins at time of program enrollment. A user will create a Program Assignment for a CalOMS reportable program with a Program Status of enrolled. This may be done using the Program Details Screen or the Program tab in the SC Core Registration. Once the Program Assignment is created a job will run at scheduled intervals that creates a TEDS episode for the reporting episode. Customers may create a Tracking Protocol based on their workflow needs that assigns a flag to the responsible user to complete the CalOMS Admission Document. This document collects the data required for the CalOMS Admission Records. Similarly, customers may also create a Tracking Protocols based on their needs for the CalOMS Annual Update and Discharge Requirements to assign a flag to the user responsible for collecting corresponding data. The CalOMS Update/Discharge Document functions dynamically to collect the required data for both the CalOMS Annual Update and CalOMS Discharge records based on the type of transaction the user indicated in the document. Once these documents have been signed as complete the data sets become eligible candidate records for batching and submission.

Reporting Pre-Requisites

CalOMS Admission

The CalOMS is the first record submitted for any client. The admission establishes the CalOMS Form Serial Number (FSN) which is used to link all succeeding data for the specific episode.

For the record to be included as a CalOMS Admission record:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission.

CalOMS Admission Re-Submission

When a record requires edits, a re-submission can be sent using SmartCare's document editing functionality.

For the record to be included in the CalOMS Admission Re-Submission record:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that was previously batched and sent to the appropriate entity.
- Client must have a completed CalOMS Admission where the version number of that document is greater than Version 1.

CalOMS Admission Deletion

When a record needs to be deleted, a Deletion can be sent using SmartCare's Error Document functionality.

For a record to be included in the CalOMS Admission deletion:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that was previously batched and sent to the appropriate entity.
- Client must have a completed CalOMS Admission where the status of the document is Error or Deleted.

CalOMS Annual Update

The CalOMS Annual Update is used to report annual data for the corresponding CalOMS Episode as defined by the FSN.

For a record to be included as a CalOMS Annual Update record:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that has been accepted by the entity it was reported to.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type selected is Annual Update.

CalOMS Annual Update Re-Submission

When a record requires edits, a re-submission can be sent using SmartCare's document editing functionality.

For a record to be included as a CalOMS Annual Update Re-Submission:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that has been accepted by the entity it was reported to.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type is Annual Update that has been batched and sent to the appropriate entity.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type selected is Annual/Update and the document version is greater than Version 1.

CalOMS Annual Update Deletion

When a record needs to be deleted, a Deletion can be sent using SmartCare's Error Document functionality.

For a record to be included as a CalOMS Annual Update Deletion:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that has been accepted by the entity it was reported to.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type selected is Annual Update that has been batched and sent to the appropriate entity.
- Client must have a completed CalOMS Update/Discharge where the Document status is Error or Deleted.

CalOMS Discharge

The CalOMS Discharge is used to report data for the corresponding CalOMS Episode as defined by the FSN at time of discharge from the Episode.

For a record to be included as a CalOMS Discharge Record:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that has been accepted by the entity it was reported to,.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type is selected is Discharge.

CalOMS Discharge Re-Submission

When a record requires edits, a re-submission can be sent using SmartCare's document editing functionality.

For a record to be included as a CalOMS Discharge Re-Submission:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that has been accepted by the entity it was reported to.
- The client must have a completed CalOMS Update/Discharge where the Transaction Type selected is Discharge that has been batched and sent to the appropriate entity.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type selected is Discharge and the document version is greater than Version 1.

CalOMS Discharge Deletion

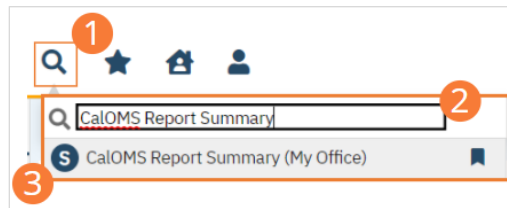
When a record needs to be deleted, a Deletion can be sent using SmartCare's Error Document functionality.

For a record to be included as a CalOMS Discharge Deletion:

- Client must be enrolled in a CalOMS program.
- Client must have a completed CalOMS Admission that has been accepted by the entity it was reported to.
- Client must have a completed CalOMS Update/Discharge where the Transaction Type selected is Discharge that has been batched and sent to the appropriate entity.
- Client must have a completed CalOMS Update/Discharge where the Document status is Error or Deleted.

How to Review Records

1. Select the Search icon.
2. Type “CalOMS Report Summary” into the search bar.
3. Click to select “CalOMS Report Summary (My Office)” from the search results.



4. The CalOMS Summary (My Office) list page will open. The CalOMS Report Summary list page displays all eligible submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

CalOMS Report Summary (8)

From 03/09/2023 To 03/12/2023 Record ID Managing Entity All Managing Entities

Batch ID Program All Programs Provider All Providers Batch Type CalOMS

Record Type All Record Type Record Status All selected Client ID Responsible Staff All staff

Errors All Errors Days Awaiting Treatment All DaysAwaitingTreat... LOC All Locations [Apply Filter](#)

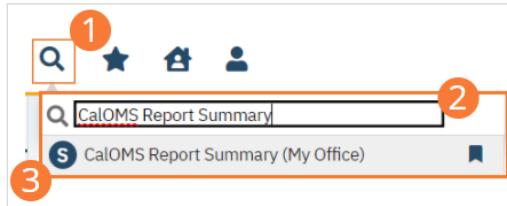
Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider	Batch Type
1	CalOMS Discharge	03/12/2023	Accepted		03/12/2023	Rk, Test(70001...	SUD Tarzana Bui...	CalOMS
2	CalOMS Discharge	03/12/2023	Accepted		03/12/2023	Rk, Test(70001...	SUD Tarzana Bui...	CalOMS
4	CalOMS Annual Update	03/12/2023	Cancelled		03/12/2023	Rk, Test(70001...	SUD Tarzana Bui...	CalOMS
5	CalOMS Discharge	03/12/2023	Rejected	Consent is requi...	03/12/2023	Test, Km(70001...	SUD Adolescent ...	CalOMS
6	CalOMS Discharge	03/12/2023	Rejected	Consent is requi...	03/12/2023	Test, Km(70001...	SUD Adolescent ...	CalOMS
15	CalOMS Admission	03/09/2023	Accepted		03/09/2023	Test, Rk(70001...	SUD Adult El Ce...	CalOMS
16	CalOMS Admission	03/09/2023	Rejected		03/09/2023	Test, Rk(70001...	SUD Adult El Ce...	CalOMS
19	CalOMS Admission	03/09/2023	Rejected	Consent is requi...	03/09/2023	Test, Km(70001...	SUD Adolescent ...	CalOMS

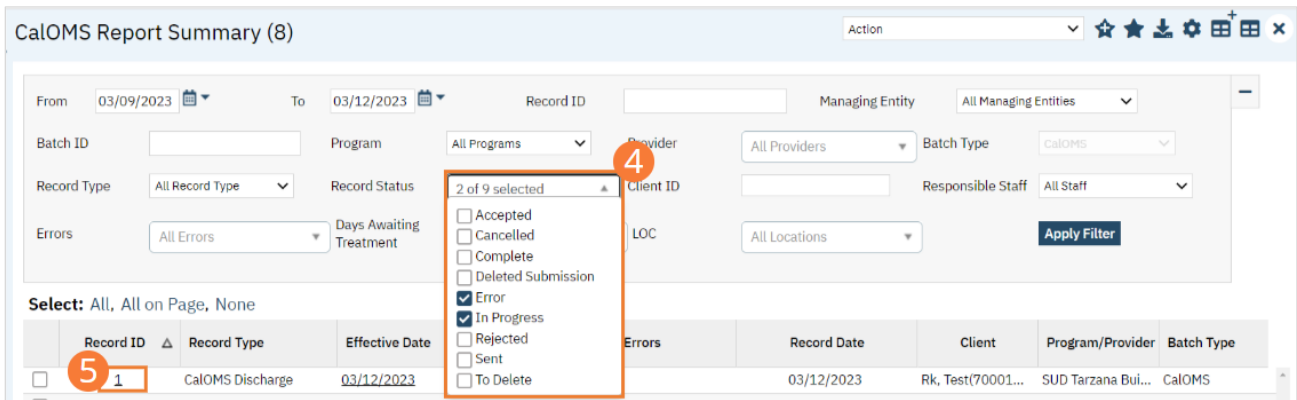
How to Monitor Records through the Reporting Period

CalOMS Reporting Summary

1. Select the Search icon.
2. Type “CalOMS Report Summary” into the search bar.
3. Click to select “CalOMS Report Summary (My Office)” from the search results.



4. The CalOMS Report Summary (My Office) list page will open. Filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
5. For records with a status of Error, click the Record ID hyperlink.



6. The CalOMS Report Summary Details screen will open. Review the error messages and record data.

CalOMS Report Summary Details

General

Record ID: 14
Document Name: CalOMS Admission
Record Status: Rejected
Client: Paul, BRITNEY P
Last Batch ID: 128890

Record Type: CalOMS Admission
Effective Date: 8/28/2023
Record Date: 8/28/2023
Program/Provider: SMH-Admission (Center Paul L) (0)
Last Batch Date: 8/28/2023

6 Errors: Consent is required, Needle Use is required, Work Past 30 Days is required, Enrolled in Job Training required, CDC Number is required, Number of Jail Days Last 30 days required, Number of Prison Days Last 30days required, Parolee Services Network PSN required, FOTP Parolee required, Emergency Room Last 30 Days required, Hospital Overnight Last 30 Days required, Medical Problems Last 30 Days required, Communicable Diseases: Tuberculosis is required, Communicable Diseases: Hepatitis C is required, Communicable Diseases: Sexually Transmitted Disease is required, HIV Tested is required, HIV Test Results is required, Mental Illness is required, Psychiatric Facility Use is required, Mental Health Medication is required, Living With Someone is required, Family Conflict Last 30Days is required, Number of Children is required, Number of Children Age 5Years or Younger is required, Number of Children Living With Someone Else is required, Number of Children Living With Someone Else And Parental Rights Terminated is required

Batch History

Batch ID	Batch Type	Batch Date	Record Status
128890	Admission	8/28/2023	REJECTED

© Streamline Healthcare Solutions | SmartCare | IMPERIALCntySmartcareQA | 02-10-2023 | Health Care Organization | 60202206270 | 5.7602 |

7. **Work error messages by navigating to the screen in which the source data resides.** The Source Document is shown below the Batch History section of the CalOMS Report Summary Details. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the CalOMS Report Summary Details screen.

Batch History

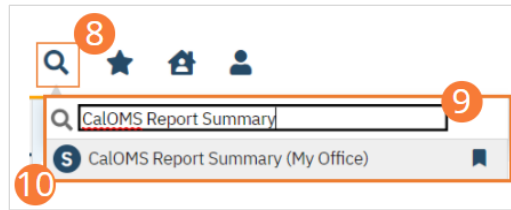
Batch ID	Batch Type	Batch Date	Record Status
128890	Admission	8/28/2023	REJECTED

7 **CalOMS Admission**

System Record Indicator:
County Code or Direct Provider ID: 03
File Version: 3
Type of Form: 3
Document Name: CalOMS Admission
Transaction Date and Time: 8/28/2023 08:28:03
Form Serial Number: 83084028
Admission Date: 8/28/2023
Admission Transaction Type: 3
Provider ID: 00000
Type of Service: 3
Source of Referral: 3
Days Waited to Enter Treatment: 3
Number of Prior Episodes: 3
CalWORKs Recipient:
Substance Abuse Treatment Under CalWORKs:

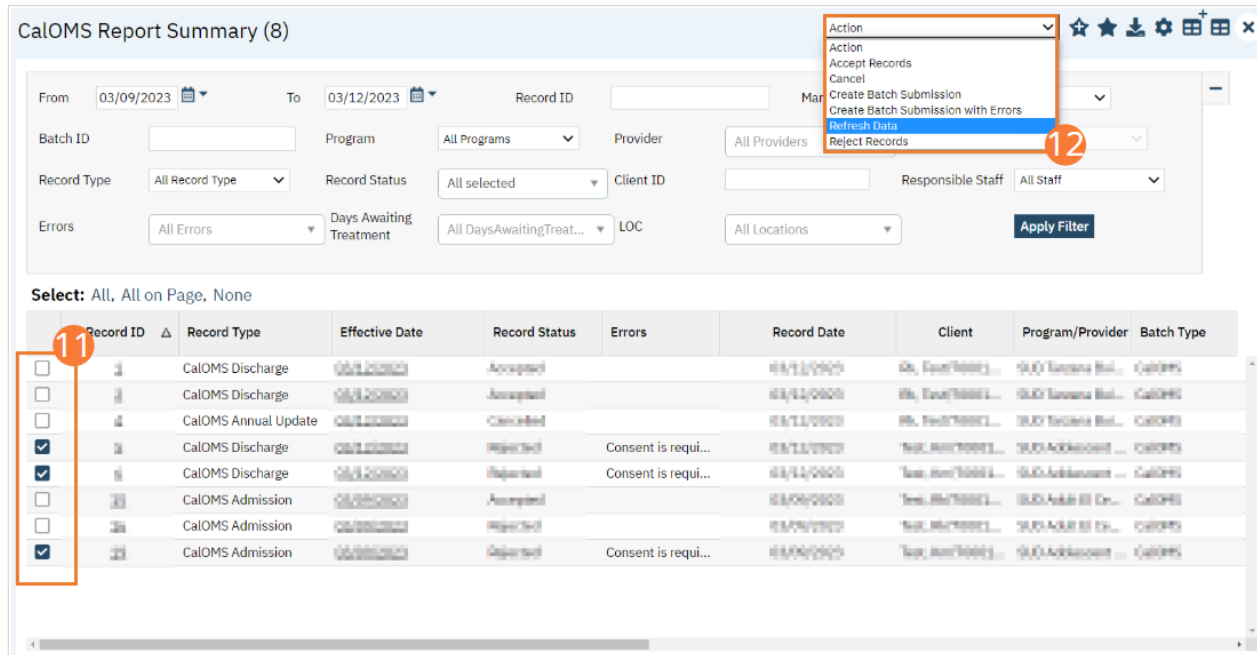
8. Select the Search icon.
9. Type “CalOMS Reporting Summary” into the search bar.

10. Click to select “CalOMS Summary (My Office)” from the search results.

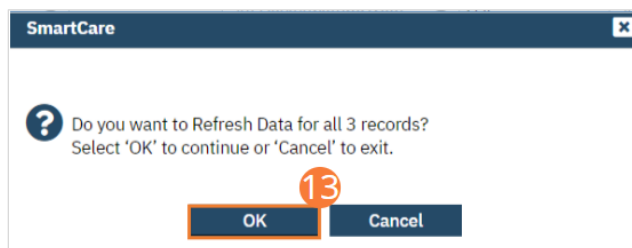


11. The CalOMS Summary list page will open. Click the checkbox next to the record(s) that have been corrected.

12. Select the Action dropdown and choose Refresh Data.



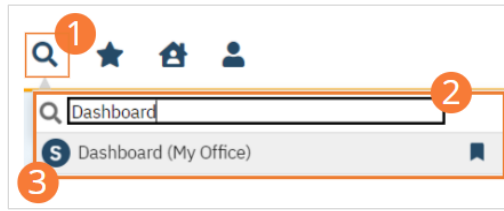
13. A popup will open for Do you want to Refresh Data for {number of records}? Select ‘OK’ to continue or ‘Cancel’ to exit. Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.



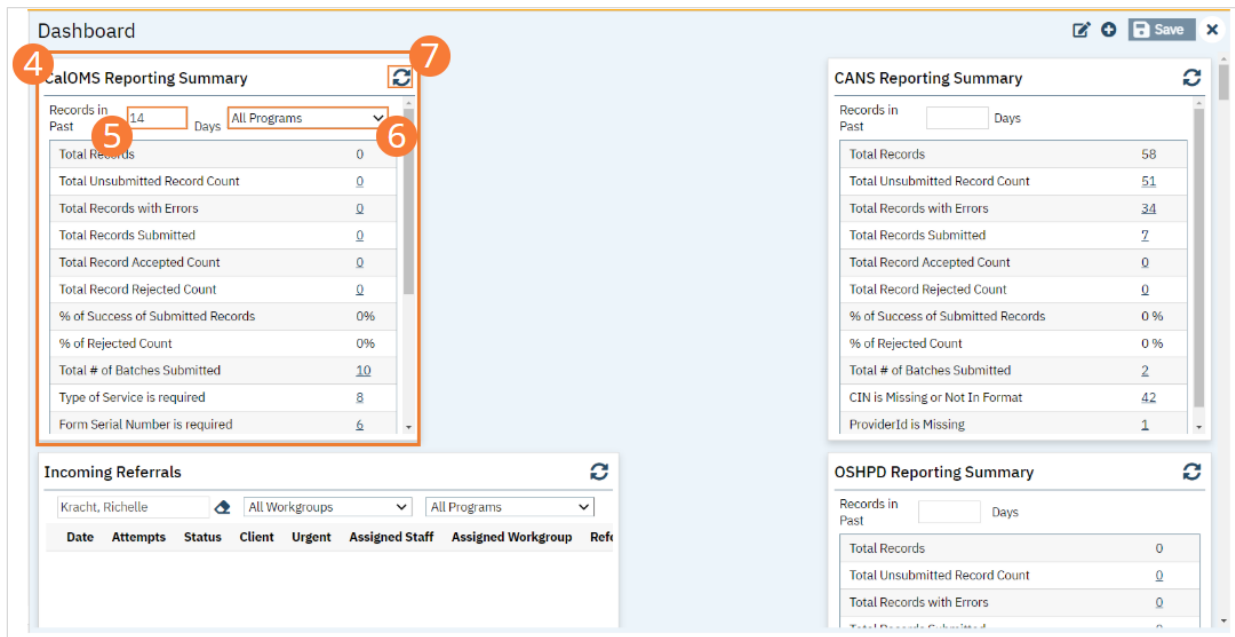
Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the CalOMS Reporting Summary widget. From the Dashboard, a user can review basic statistics of records within a specific day range from the program.

1. Select the Search icon.
2. Type “Dashboard” into the search bar.
3. Click to select “Dashboard (My Office)” from the search results.



4. The Dashboard (My Office) list page will open. **Locate the CalOMS Reporting Summary widget.**
5. **Type the number of past days** for which to filter the records.
6. **Select All or a specific program** using the dropdown.
7. **Click the refresh icon** in the right hand corner of the widget if filters were modified. Within the widget are hyperlinks that will direct you to prefiltered list pages where you can review records, modify statuses, or work errors as needed.



The CalOMS Reporting Summary Widget displays the follow information:

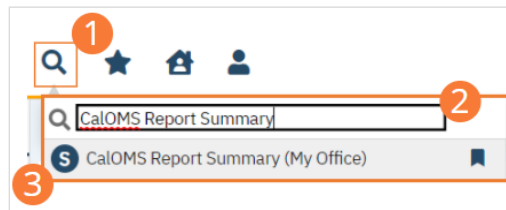
- Total Records - distinct count of all records.
- Total Unsubmitted Record Count - distinct count of all records with a status of In Progress, Error, or Canceled. Clicking the number hyperlink will direct the user to the list page pre-filtered for these values.
- Total Records with Errors - distinct count of all records with a status Error. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Submitted - distinct count of all records with a status Sent. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Accepted Count - distinct count of all records with a status Accepted. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Record Rejected Count - distinct count of all records with a status Rejected. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- % of Success of Submitted Records - displays the percentage of records with a status of Accepted of the records sent during the reporting period.
- % of Rejected Count - displays the percentage of records with a status of Rejected of the records sent during the period.

- Total # of Batches Submitted - this displays the distinct count of batches that were generated during the period. Clicking the number hyperlink will direct the user to the Compliance Batch list page pre-filtered for these values.
- Top 10 Errors - up to 10 errors will display in the last rows of the widget. This will display the top 10 most common errors for the period based on distinct counts. Clicking the number hyperlink will direct the user to the list page pre-filtered for applicable error.

How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

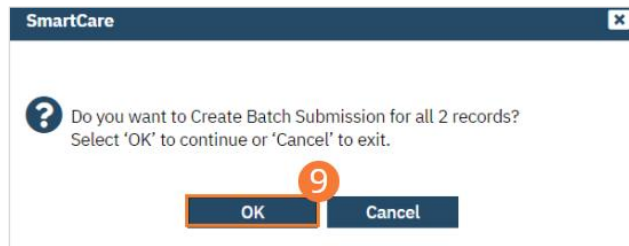
1. Select the Search icon.
2. Type "CalOMS Reporting Summary" into the search bar.
3. Click to select "CalOMS Summary (My Office)" from the search results.



4. The CalOMS Summary (My Office) list page will open. Filter records based on last batch date or other requirements.
5. Set Record Status to In Progress.
6. Click the Apply Filter button. Review displayed records as needed.
7. Select the checkbox for the appropriate records, or Select All, or Select All on Page.
8. Once the records have been selected, click the Action dropdown, and select Create Batch Submission.

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider	Batch Type
<input checked="" type="checkbox"/>	CalOMS Discharge	03/12/2023	Accepted		03/12/2023	PS, Teal7000L...	ISB Revenue Bd...	CalOMS
<input checked="" type="checkbox"/>	CalOMS Discharge	03/12/2023	Accepted		03/12/2023	PS, Teal7000L...	ISB Revenue Bd...	CalOMS
<input type="checkbox"/>	CalOMS Annual Update	03/12/2023	Cancelled		03/12/2023	PS, Teal7000L...	ISB Revenue Bd...	CalOMS
<input type="checkbox"/>	CalOMS Discharge	03/12/2023	Rejected	Consent to treat...	03/12/2023	Teal, Jon7000L...	ISB Adolescent ...	CalOMS
<input type="checkbox"/>	CalOMS Discharge	03/12/2023	Rejected	Consent to treat...	03/12/2023	Teal, Jon7000L...	ISB Adolescent ...	CalOMS
<input checked="" type="checkbox"/>	CalOMS Admission	03/09/2023	Accepted		03/09/2023	Teal, Jon7000L...	ISB Adolescent Co...	CalOMS
<input type="checkbox"/>	CalOMS Admission	03/09/2023	Rejected		03/09/2023	Teal, Jon7000L...	ISB Adolescent Co...	CalOMS
<input type="checkbox"/>	CalOMS Admission	03/09/2023	Rejected	Consent to treat...	03/09/2023	Teal, Jon7000L...	ISB Adolescent ...	CalOMS

- A popup window will open confirming the action to batch X number of records. **Click the OK button.** Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.



How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

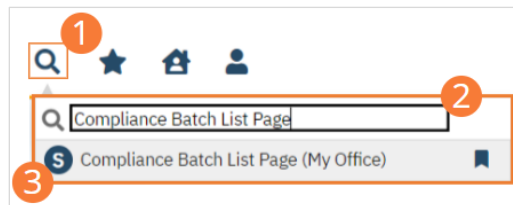
From the Customer's SFTP folder:

- Navigate to the customer's SFTP folder.
- Within that folder, select the State Reporting folder.
- Select the CalOMS folder.
- Retrieve the file for the desired batch.



From the Compliance Batch List Page:

- Select the Search icon.
- Type "Compliance Batch List Page" into the search bar.
- Click to select "Compliance Batch List Page (My Office)" from the search results.



- The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=CalOMS.** Select other filters as appropriate.
- Click Apply Filter** to refresh the list page results.
- Select the desired batch by clicking the Batch ID hyperlink,** this will direct you to the Batch Detail screen.

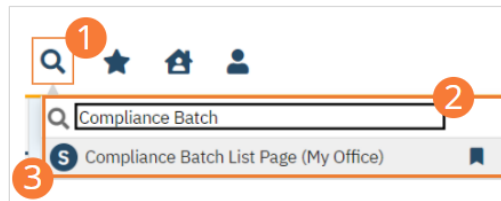


How to Accept or Reject a Batch

Once the file has been sent to the appropriate entity, batches can be marked as accepted or rejected.

To mark batches as accepted:

1. Select the Search icon.
2. Type "Compliance Batch List Page" into the search bar.
3. Click to select "Compliance Batch List Page (My Office)" from the search results.



4. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=CalOMS. Select other filters as appropriate.
5. Click the Apply Filter button.
6. To accept multiple batches, select the checkboxes on the left, click All, or All on Page.

Compliance Batch List Page (25)

CalOMS

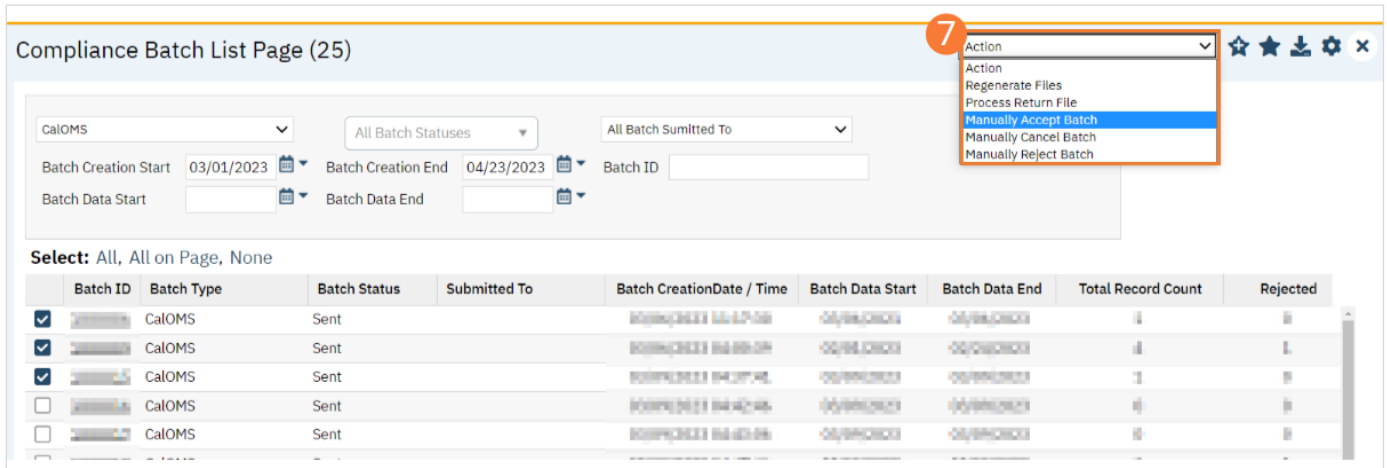
Batch Creation Start: 03/01/2023 Batch Creation End: 04/23/2023 Batch ID:

Batch Data Start: Batch Data End:

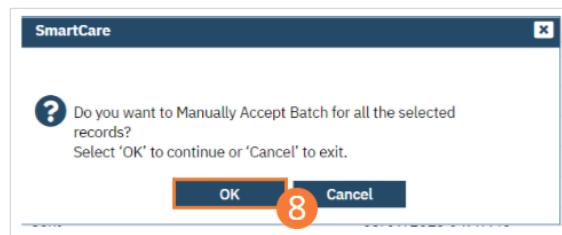
Select: All, All on Page, None

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 11:17:58	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 04:08:58	03/01/2023	03/01/2023	1	1
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 04:37:48	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 04:42:44	03/01/2023	03/01/2023	4	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 04:43:06	03/01/2023	03/01/2023	0	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 04:47:06	03/01/2023	03/01/2023	1	1
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 05:54:54	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 05:58:06	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 06:09:30	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Cancelled		03/01/2023 05:58:36	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Rejected		03/01/2023 02:00:54	03/01/2023	03/01/2023	4	5
<input type="checkbox"/>	CalOMS	Rejected		03/01/2023 02:01:00	03/01/2023	03/01/2023	1	2
<input type="checkbox"/>	CalOMS	Cancelled		03/01/2023 02:02:36	03/01/2023	03/01/2023	1	0
<input type="checkbox"/>	CalOMS	Sent		03/01/2023 07:46:30	03/01/2023	03/01/2023	4	0

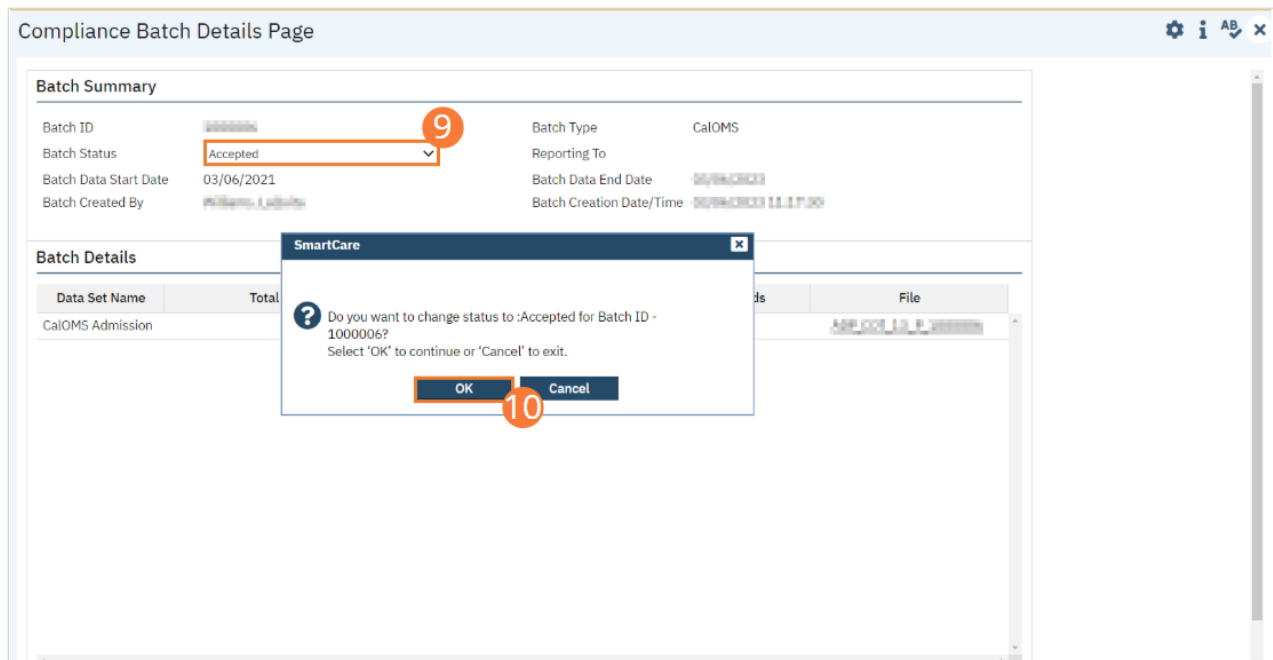
7. Use the Action dropdown to select **Manually Accept Batch**.



8. A popup window will open prompting you to Manually Accept the batch. Select 'OK' to continue or 'Cancel' to exit.



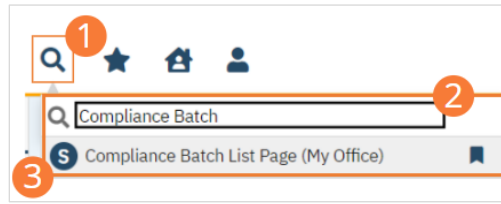
- Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select **Accepted** from the Batch Status dropdown.
- A popup window will open prompting you to change the status to Accepted. Select 'OK' to continue or 'Cancel' to exit. A validation will display: Batch Status Changed.



To mark batches as rejected:

- Select the Search icon.

2. Type “Compliance Batch List Page” into the search bar.
3. Click to select “Compliance Batch List Page (My Office)” from the search results.



4. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=CalOMS. Select other filters as appropriate.
5. Click the Apply Filter button.
6. To reject multiple batches, select the checkboxes on the left, click All or All on Page.

Compliance Batch List Page (25) Action ☆ ☆ ⬇ ⚙ ×

All Batch Statuses All Batch Submitted To Apply Filter

Batch Creation Start Batch Creation End Batch ID

Batch Data Start Batch Data End

Select: All, All on Page, None

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	1
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	1
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Cancelled		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Rejected		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Rejected		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Cancelled		000000000 00:00:00	00/00/0000	00/00/0000	1	0
<input type="checkbox"/>	CalOMS	Sent		000000000 00:00:00	00/00/0000	00/00/0000	1	0

7. Use the Action dropdown to select Manually Reject Batch.
8. A popup window will open prompting you to Manually Accept the batch. Select ‘OK’ to continue or ‘Cancel’ to exit.

Compliance Batch List Page (25)

Manually Reject Batch

CalOMS All Batch Statuses All Batch Submitted To Apply Filter

Batch Creation Start 03/01/2023 Batch Creation End 04/23/2023 Batch ID

Batch Data Start Batch Data End

Select: All, All on Page, None

Batch ID	Batch Type	Batch Data Start	Batch Data End	Total Record Count	Rejected
1000000	CalOMS	02/01/2023	02/01/2023	1	0
1000001	CalOMS	02/01/2023	02/01/2023	1	0
1000002	CalOMS	02/01/2023	02/01/2023	1	0
1000003	CalOMS	02/01/2023	02/01/2023	0	0
1000004	CalOMS	02/01/2023	02/01/2023	0	0
1000005	CalOMS	02/01/2023	02/01/2023	1	0
1000006	CalOMS	02/01/2023	02/01/2023	1	0
1000007	CalOMS	02/01/2023	02/01/2023	0	0
1000008	CalOMS	02/01/2023	02/01/2023	0	0
1000009	CalOMS	02/01/2023	02/01/2023	1	0
1000010	CalOMS	02/01/2023	02/01/2023	0	0
1000011	CalOMS	02/01/2023	02/01/2023	0	0
1000012	CalOMS	02/01/2023	02/01/2023	0	0
1000013	CalOMS	02/01/2023	02/01/2023	0	0
1000014	CalOMS	02/01/2023	02/01/2023	1	0
1000015	CalOMS	02/01/2023	02/01/2023	0	0
1000016	CalOMS	02/01/2023	02/01/2023	0	0
1000017	CalOMS	02/01/2023	02/01/2023	0	0
1000018	CalOMS	02/01/2023	02/01/2023	0	0
1000019	CalOMS	02/01/2023	02/01/2023	0	0
1000020	CalOMS	02/01/2023	02/01/2023	0	0

SmartCare

Do you want to Manually Reject Batch for all the selected records? Select 'OK' to continue or 'Cancel' to exit.

OK Cancel

- Rejecting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select Reject from the Batch Status dropdown.
- A popup window will open prompting you to change the status to Accepted. Select 'OK' to continue or 'Cancel' to exit. A validation will display: Batch Status Changed.

Compliance Batch Details Page

Batch Summary

Batch ID 1000009 Batch Type CalOMS

Batch Status Rejected Reporting To

Batch Data Start Date 02/01/2023 Batch Data End Date 02/01/2023

Batch Created By HUSHEL, WARETT Batch Creation Date/Time 02/01/2023 04:48:39

Batch Details

Data Set Name	Total	File
CalOMS Admission		ASB_COT_01_0_1000009

SmartCare

Do you want to change status to :Rejected for Batch ID - 1000009? Select 'OK' to continue or 'Cancel' to exit.

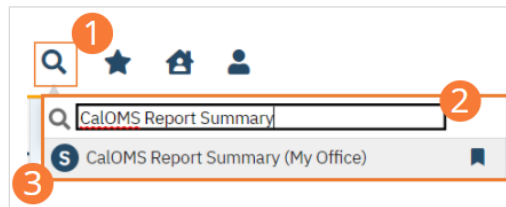
OK Cancel

How to Accept or Reject an Individual Record

Once the batch file has been sent to the appropriately entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

1. Select the Search icon.
2. Type "CalOMS Report Summary" into the search bar.
3. Click to select "CalOMS Report Summary (My Office)" from the search results.

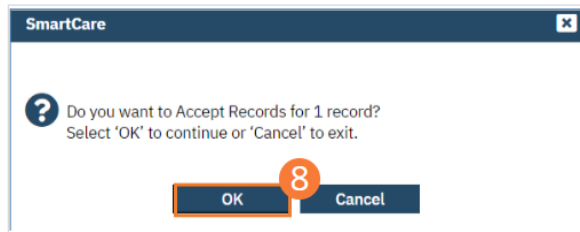


4. The CalOMS Report Summary (My Office) list page will open. Filter the results to display the records needing to be accepted. This can be done a number of ways, including by Date, Status, or Batch ID.
5. Click the Apply Filter button.
6. To accept records, select the checkboxes on the left, click All or All on Page.
7. Use the Action dropdown to select Accept Records.

A screenshot of the "CalOMS Report Summary (8)" list page. The page has a header with the title "CalOMS Report Summary (8)" and a toolbar with icons for search, star, download, settings, and window management. Below the header, there are several filter sections. The "From" and "To" date filters are set to "03/09/2023" and "03/12/2023" respectively (4). The "Record ID" filter is empty. The "Batch ID" filter is empty. The "Program" filter is set to "All Programs". The "Provider" filter is set to "All Providers". The "Record Type" filter is set to "All Record Type". The "Record Status" filter is set to "All selected". The "Client ID" filter is empty. The "Responsible Staff" filter is set to "All Staff". The "Errors" filter is set to "All Errors". The "Days Awaiting Treatment" filter is set to "All DaysAwaitingTreat...". The "LOC" filter is set to "All Locations". There is an "Apply Filter" button (5). Below the filters, there is a table with columns: Record ID, Record Type, Effective Date, Record Status, Errors, Record Date, Client, Program/Provider, and Batch Type. The table contains 8 rows of data. The first row has a checked checkbox (6). The second row has a checked checkbox. The third row has an unchecked checkbox. The fourth row has an unchecked checkbox. The fifth row has an unchecked checkbox. The sixth row has an unchecked checkbox. The seventh row has an unchecked checkbox. The eighth row has an unchecked checkbox. There is an "Action" dropdown menu (7) with options: Action, Accept Records, Cancel, Create Batch Submission, Create Batch Submission with Errors, Refresh Data, and Reject Records.

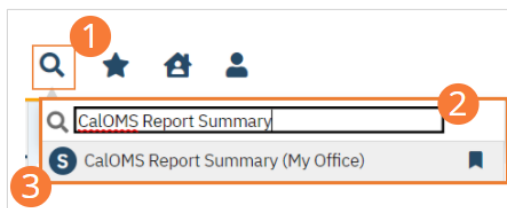
Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider	Batch Type
1	CalOMS Exchange	03/12/2023	Accepted		03/12/2023	PA, Test70001...	SUB Incentive Bal...	CalOMS
2	CalOMS Exchange	03/12/2023	Accepted		03/12/2023	PA, Test70001...	SUB Incentive Bal...	CalOMS
3	CalOMS Annual Update	03/12/2023	Cancelled		03/12/2023	PA, Test70001...	SUB Incentive Bal...	CalOMS
4	CalOMS Exchange	03/12/2023	Rejected	Consent req...	03/12/2023	Test,Jim70004...	SUB Incentive ...	CalOMS
5	CalOMS Exchange	03/12/2023	Rejected	Consent req...	03/12/2023	Test,Jim70004...	SUB Incentive ...	CalOMS
23	CalOMS Submission	03/09/2023	Accepted		03/09/2023	Test,Jim70001...	SUB Address Co...	CalOMS
24	CalOMS Submission	03/09/2023	Rejected		03/09/2023	Test,Jim70001...	SUB Address Co...	CalOMS
25	CalOMS Submission	03/09/2023	Rejected	Consent req...	03/09/2023	Test,Jim70001...	SUB Address ...	CalOMS

8. A popup window will open prompting you to Accept the record. Select 'OK' to continue or 'Cancel' to exit.



To mark records as rejected:

1. Select the Search icon.
2. Type “CalOMS Report Summary” into the search bar.
3. Click to select “CalOMS Report Summary (My Office)” from the search results.



4. The CalOMS Report Summary (My Office) list page will open. Filter the results to display the records needing to be rejected. This can be done a number of ways, including by Date, Status, or Batch ID.
5. Click the Apply Filter button.
6. To reject records, select the checkboxes on the left, click All or All on Page.
7. Use the Action dropdown to select Reject Records.

CalOMS Report Summary (8)

From 03/09/2023 To 03/12/2023 Record ID Mar

Batch ID Program All Programs Provider All Providers

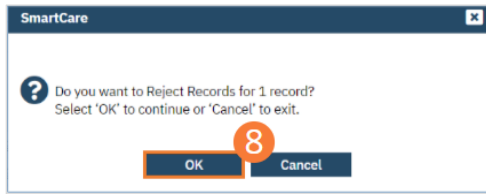
Record Type All Record Type Record Status All selected Client ID Responsible Staff All Staff

Errors All Errors Days Awaiting Treatment All DaysAwaitingTreat... LOC All Locations **Apply Filter**

Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider	Batch Type
<input type="checkbox"/>	CalOMS Exchange	02/11/2023	Accepted		02/11/2023	PA, Test70001...	SUB Exchange Bat...	CalOMS
<input checked="" type="checkbox"/>	CalOMS Exchange	02/11/2023	Accepted		02/11/2023	PA, Test70001...	SUB Exchange Bat...	CalOMS
<input type="checkbox"/>	CalOMS Renewal Update	02/11/2023	Cancelled		02/11/2023	PA, Test70001...	SUB Renewal Upd...	CalOMS
<input type="checkbox"/>	CalOMS Exchange	02/11/2023	Rejected	Consent to treat...	02/11/2023	Test,Ann70000...	SUB Admission ...	CalOMS
<input type="checkbox"/>	CalOMS Exchange	02/11/2023	Rejected	Consent to treat...	02/11/2023	Test,Ann70000...	SUB Admission ...	CalOMS
<input type="checkbox"/>	CalOMS Admission	02/09/2023	Accepted		02/09/2023	Test,PA70001...	SUB Admitt Co...	CalOMS
<input type="checkbox"/>	CalOMS Admission	02/09/2023	Rejected		02/09/2023	Test,PA70001...	SUB Admitt Co...	CalOMS
<input type="checkbox"/>	CalOMS Admission	02/09/2023	Rejected	Consent to treat...	02/09/2023	Test,PA70001...	SUB Admitt Co...	CalOMS

8. A popup window will open prompting you to Reject the record. Select ‘OK’ to continue or ‘Cancel’ to exit.



CSI Reporting

The CSI data collection process begins at time of program enrollment. A user will create a Program Assignment for a CSI reportable program with a Program Status of enrolled. This may be done using the Program Details screen or the Program Tab in the SC Core Registration. Once the Program Assignment is created a job will run at scheduled intervals that creates a TEDS episode for the reporting episode. This document collects the data required for the CSI Client and Periodic Records. CSI Service Records report data collected through services for CSI Reportable programs. Once these documents have been signed as complete the data sets become eligible candidate records for batching and submission.

How to Review Records

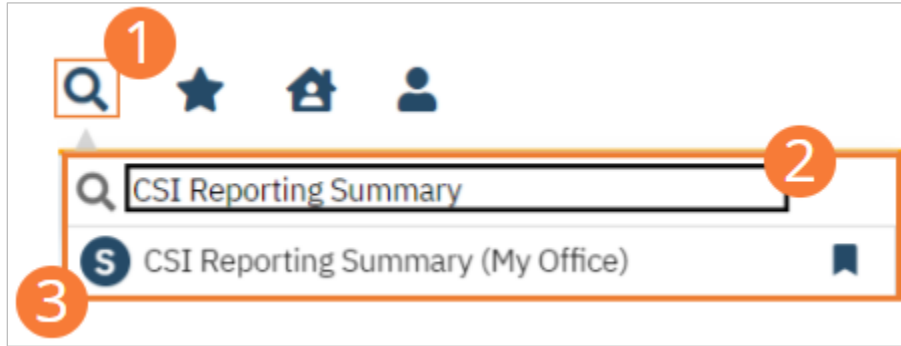
5. **Select the Search icon.**
6. **Type “CSI Reporting”** into the search bar.
7. **Click to select “CSI Reporting (My Office)”** from the search results.
8. The CSI Reporting (My Office) list page will open. The CSI Reporting Summary List Page displays all eligible CSI submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

There are filters available in the CSI Reporting Summary List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for
- Record ID - this is the unique id assigned to the CSI record
- Managing Entity - the county that the CSI records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the CSI record is associated with
- Batch Type - this will default to CSI Batch Type
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the CSI record is associated with
- Record Type - this filter allows for differentiating between the different CSI record types; Admission, Annual Update and Discharge.
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the CSI record.
- Responsible Staff - the staff who completed the data collection for the record will display
- Time to Assessment - based on a calculation from date of request to date of assessment appointment, this allows filtering based on time frames of 0-7, 8-14, 15-30, and 30+ days.
- Time to First Service - based on a calculation from date of request to date of service appointment, this allows filtering based on time frames of 0-7, 8-14, 15-30, and 30+ days.
- Errors - this multi select filter will display the applicable errors.

How to Monitor Records through the Reporting Period

1. Select the Search icon.
2. Type "CSI Reporting Summary" into the search bar.
3. Click to select "CSI Reporting Summary (My Office)" from the search results.



4. The CSI Reporting (My Office) list page will open. Filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
5. Click the Apply Filter button.
6. For records with a status of Error, click the Record ID hyperlink.

CSI Reporting Summary (79)

From 02/10/2023 To 05/02/2023 Record ID Managing Entity All Entities Batch ID

Program All Programs Batch Type CSI Provider All Providers

Record Type All Record Types Record Status Client ID

Responsible Staff All Staff Time to Assessment All Time to Assess First Service All Time to First Service

Errors All Errors

2 of 6 selected

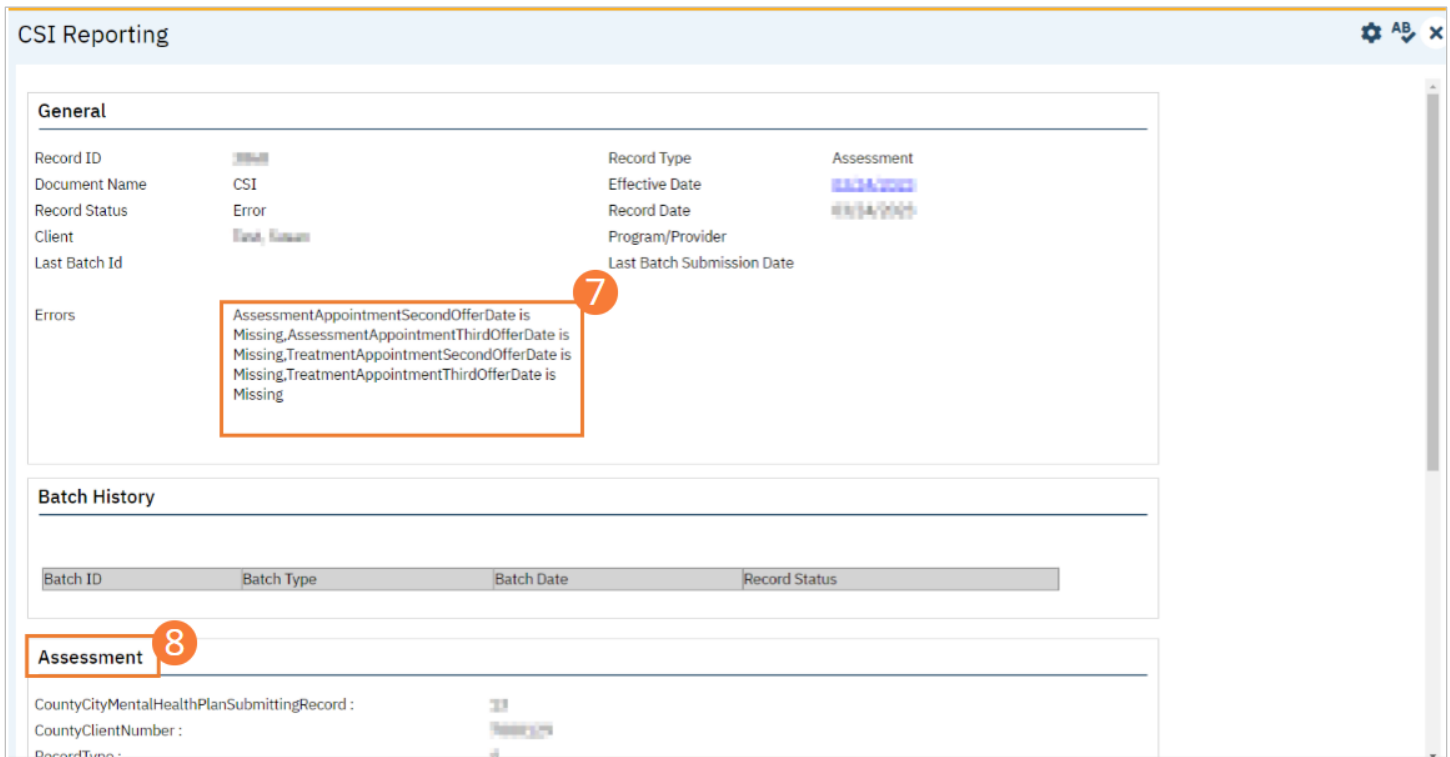
- In Progress
- Sent
- Accepted
- Rejected
- Cancelled
- Error

Apply Filter

Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Batch Type
3854	Assessment	02/14/2023	In Progress		02/14/2023	TRC, BRWA/TL...		CSI
3854	Assessment	02/14/2023	In Progress		02/14/2023	Veronica Agui...	Adaptive Center ...	CSI
3854	Assessment	02/14/2023	In Progress		02/14/2023	Maria Estefan...	Adaptive Center ...	CSI
3855	Assessment	02/14/2023	In Progress		02/14/2023	Carling Wilkie...	Team 04/04/20...	CSI
3858	Assessment	02/14/2023	Error	Assessment/Asses...	02/14/2023	Traci, Susan/PS...		CSI
3859	Service	02/14/2023	In Progress		02/14/2023	Isabella Agui...		CSI
3859	Client	02/14/2023	In Progress		02/14/2023	Assoc. Rehab...		CSI
3859	Periodic	02/14/2023	In Progress		02/14/2023	Isabella Agui...		CSI
3859	Client	02/14/2023	In Progress		02/14/2023	Traci, Susan/PS...	Adaptive Center ...	CSI

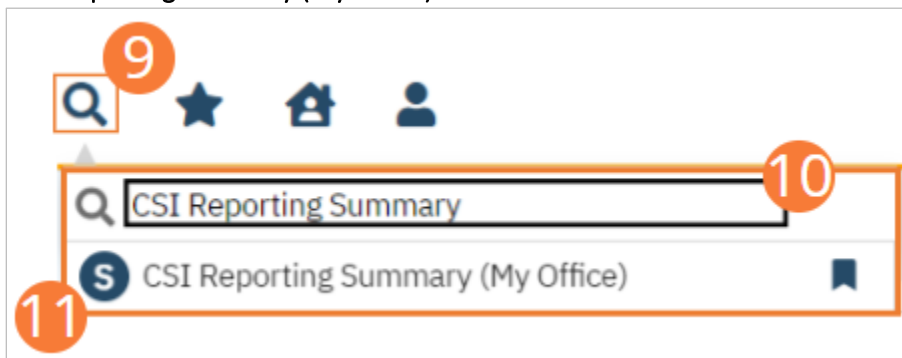
7. The CSI Reporting screen will open. Review the error messages and record data.
8. Work error messages by navigating to the screen in which the source data resides. The Source Document is shown below the Batch History section of the CSI Report Summary Details. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the CSI Report Summary Details screen.



9. Select the Search icon.

10. Type “CSI Reporting Summary” into the search bar.

11. Click to select “CSI Reporting Summary (My Office)” from the search results.



12. The CSI Reporting Summary list page will open. Click the checkbox next to the record(s) that have been corrected.

13. Select the Action dropdown and choose Refresh Data.

CSI Reporting Summary (79)

From 02/10/2023 To 05/02/2023 Record ID Managing Entity All Entities

Program All Programs Batch Type CSI

Record Type All Record Types Record Status 2 of 6 selected Client ID

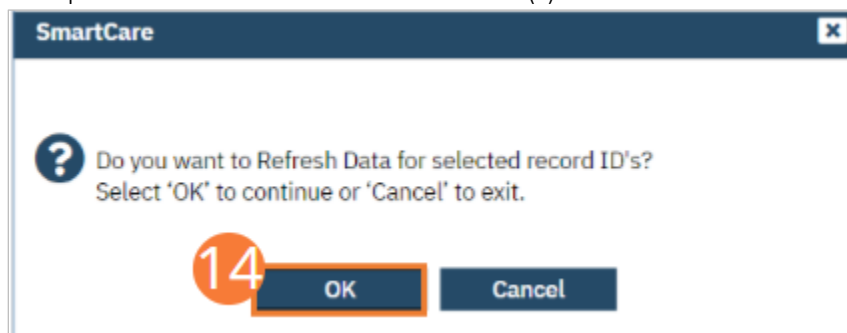
Responsible Staff All Staff Time to Assessment All Time to Assessment Time to First Service All Time to First Service

Errors All Errors **Apply Filter**

Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Bat
1200	Assessment	03/24/2023	In Progress		03/24/2023	TEST, BOSTON/O...		
1201	Assessment	03/28/2023	In Progress		03/28/2023	Bendon, Agne...	Adult B Center...	
1202	Assessment	03/28/2023	In Progress		03/28/2023	Leyva, Sofia/M...	Adult B Center...	
1203	Assessment	03/28/2023	In Progress		03/28/2023	Coiling, Nichol...	Team B/Plate S...	
1204	Assessment	03/24/2023	Error	AssessmentAppointm...	03/24/2023	Test, Susan/TB...		
1205	Service	03/23/2023	In Progress		03/23/2023	Lopez/MSL, Agn...		
1206	Client	03/23/2023	In Progress		03/23/2023	Assoc, M/Beck...		
1207	Periodic	03/23/2023	In Progress		03/23/2023	Lupantian, Agn...		
1208	Client	03/23/2023	In Progress		03/23/2023	Test, Patricia L...	Adult Broady, A...	

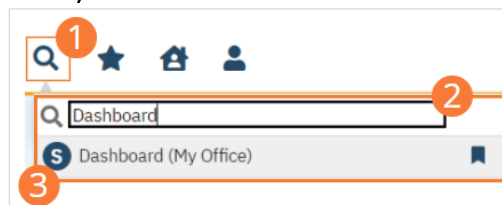
14. A popup will open for Do you want to Refresh Data for {number of records}? Select 'OK' to continue or 'Cancel' to exit. Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.



Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the CSI Reporting Summary widget. From the Dashboard, a user can review basic statistics of records within a specific day range from the program.

8. Select the Search icon.
9. Type "Dashboard" into the search bar.
10. Click to select "Dashboard (My Office)" from the search results.



11. The Dashboard (My Office) list page will open. Locate the CSI Reporting Summary widget.
12. Type the number of past days for which to filter the records.
13. Select All or a specific program using the dropdown.

14. **Click the refresh icon** in the right hand corner of the widget if filters were modified. Within the widget are hyperlinks that will direct you to prefiltered list pages where you can review records, modify statuses, or work errors as needed.

The screenshot shows a dashboard with the following widgets:

- CSI Reporting Summary:** Includes filters for 'Records in Past' (set to 1) and 'Days' (set to All Programs). A table lists various record counts and percentages. A refresh icon is in the top right corner.
- Grievances/Appeals Summary:** A table with columns: Inquiries, New Grievances, Acknowledged Grievances, State, Opened Appeals, and Closed Appeals. The first row shows data for 'IMPERIALCntySmartcareQ...'.
- PSC Compliance Reporting Summary:** Includes a filter for 'Records in Past' and a table with counts for Total Records (60), Total Unsubmitted Record Count (44), and Total Records with Errors (44).
- Refill/Reject Request:** A table with columns: Date Received, Client Name, DOB, Medication, and Action.

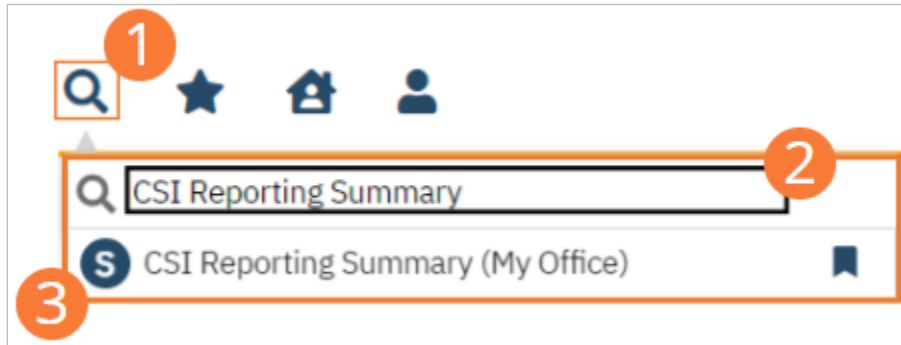
The CSI Reporting Summary Widget displays the follow information:

- Total Records - distinct count of all records.
- Total Unsubmitted Record Count - distinct count of all records with a status of In Progress, Error, or Canceled. Clicking the number hyperlink will direct the user to the list page pre-filtered for these values.
- Total Records with Errors - distinct count of all records with a status Error. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Submitted - distinct count of all records with a status Sent. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Accepted Count - distinct count of all records with a status Accepted. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Record Rejected Count - distinct count of all records with a status Rejected. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- % of Success of Submitted Records - displays the percentage of records with a status of Accepted of the records sent during the reporting period.
- % of Rejected Count - displays the percentage of records with a status of Rejected of the records sent during the period.
- Total # of Batches Submitted - this displays the distinct count of batches that were generated during the period. Clicking the number hyperlink will direct the user to the Compliance Batch list page pre-filtered for these values.
- Top 10 Errors - up to 10 errors will display in the last rows of the widget. This will display the top 10 most common errors for the period based on distinct counts. Clicking the number hyperlink will direct the user to the list page pre-filtered for applicable error.

How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

10. Select the Search icon.
11. Type "CSI Reporting Summary" into the search bar.
12. Click to select "CSI Reporting Summary (My Office)" from the search results.

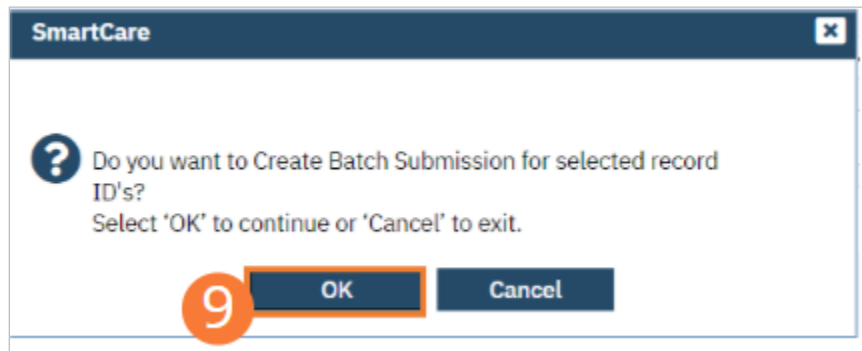


13. The CSI Reporting Summary (My Office) list page will open. Filter records based on last batch date or other requirements.
14. Set Record Status to In Progress.
15. Click the Apply Filter button. Review displayed records as needed.
16. Select the checkbox for the appropriate records, or Select All, or Select All on Page.
17. Once the records have been selected, click the Action dropdown, and select Create Batch Submission.

A screenshot of the "CSI Reporting Summary (69)" list page. The page has a header with the title and a toolbar with icons for search, favorites, home, user profile, and settings. Below the header is a filter section with various dropdown menus and text boxes. The filters include: "From" (02/10/2023) and "To" (05/02/2023) date pickers; "Record ID" text box; "Managing Entity" (All Entities) dropdown; "Program" (All Programs) dropdown; "Batch Type" (CSI) dropdown; "Record Type" (All Record Types) dropdown; "Record Status" (In Progress) dropdown; "Client ID" text box; "Responsible Staff" (All Staff) dropdown; "Time to Assessment" (All Time to Assessment) dropdown; "Time to First Service" (All Time to First Service) dropdown; and "Errors" (All Errors) dropdown. An "Apply Filter" button is located at the bottom right of the filter section. Below the filters is a "Select:" dropdown menu with options "All", "All on Page", and "None". Below the "Select:" menu is a table with the following columns: Record ID, Record Type, Effective Date, Record Status, Errors, Record Date, Client, Program / Provider, and Batch Type. The table contains several rows of data. Seven orange callout boxes with numbers 4 through 10 are overlaid on the image. Callout 4 points to the date pickers, callout 5 points to the Record Status dropdown, callout 6 points to the Apply Filter button, callout 7 points to the checkboxes in the table, callout 8 points to the Action dropdown menu, callout 9 points to the "Create Batch Submission" option in the dropdown, and callout 10 points to the "OK" button in a modal dialog box.

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Batch Type
1111	Assessment	02/10/2023	In Progress		02/10/2023	WESTBROOK, W...		CSI
1112	Assessment	02/10/2023	In Progress		02/10/2023	WESTBROOK, W...	ADDI E CARRO...	CSI
1113	Assessment	02/10/2023	In Progress		02/10/2023	LEWIS, ESTHER...	ADDI E CARRO...	CSI
1114	Assessment	02/10/2023	In Progress		02/10/2023	CARLING, NIKOLA...	TRUSSARDI, S...	CSI
1115	Service	02/10/2023	In Progress		02/10/2023	UNIDENTIFIED, R...		CSI
1116	Client	02/10/2023	In Progress		02/10/2023	ACCOR, REBECC...		CSI
1117	Provider	02/10/2023	In Progress		02/10/2023	UNIDENTIFIED, S...		CSI
1118	Client	02/10/2023	In Progress		02/10/2023	WESTBROOK, W...	ADDI BRADLEY R...	CSI
1119	Client	02/10/2023	In Progress		02/10/2023	WESTBROOK, W...	ADDI E CARRO...	CSI

18. A popup window will open confirming the action to batch X number of records. Click the OK button. Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.



How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

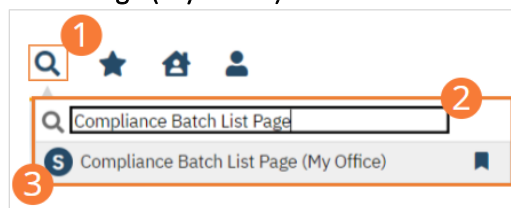
From the Customer's SFTP folder:

5. Navigate to the customer's SFTP folder.
6. Within that folder, select the State Reporting folder.
7. Select the CSI folder.
8. Retrieve the file for the desired batch.



From the Compliance Batch List Page:

9. Select the Search icon.
10. Type "Compliance Batch List Page" into the search bar.
11. Click to select "Compliance Batch List Page (My Office)" from the search results.



12. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=CSI.** Select other filters as appropriate.
13. **Click Apply Filter** to refresh the list page results.
14. **Select the desired batch by clicking the Batch ID hyperlink**, this will direct you to the Batch Detail screen.

Compliance Batch List Page (16)

Action

CSI 4 All Batch Statuses All Batch Submitted To 5 Apply Filter

Batch Creation Start 03/01/2023 Batch Creation End 04/23/2023 Batch ID

Batch Data Start Batch Data End

Select: All, All on Page, None

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
6 2000001	CSI	Sent		03/01/2023 09:11:09	03/01/2023	03/13/2023	1	0
2000002	CSI	Sent		03/01/2023 09:11:31	03/01/2023	03/14/2023	1	0
2000003	CSI	Rejected		03/06/2023 11:20:44	03/01/2023	03/14/2023	4	0
2000004	CSI	Sent		03/06/2023 11:29:03	03/01/2023	03/13/2023	1	0
2000005	CSI	Sent		03/07/2023 11:26:34	03/01/2023	03/14/2023	0	0
2000006	CSI	Sent		03/06/2023 09:11:37	03/01/2023	03/06/2023	4	0
2000007	CSI	Sent		03/06/2023 09:49:33	03/01/2023	03/14/2023	3	0
2000008	CSI	Sent		03/20/2023 09:24:04	03/01/2023	03/14/2023	0	0
2000009	CSI	Sent		03/14/2023 09:11:38	03/01/2023	03/13/2023	15	0
2000010	CSI	Sent		03/15/2023 04:24:04	03/01/2023	03/13/2023	4	0
2000011	CSI	Sent		03/11/2023 04:24:27	03/01/2023	03/13/2023	1	1
2000012	CSI	Cancelled		03/28/2023 11:17:06	03/01/2023	03/24/2023	0	0
2000013	CSI	Sent		03/05/2023 11:41:03	03/01/2023	03/14/2023	15	0
2000014	CSI	Sent		04/04/2023 04:29:44	03/01/2023	03/28/2023	1	0

15. From the Batch Detail screen, click the hyperlink to the file in the Batch Details to download the results.

Compliance Batch Details Page

Batch Summary

Batch ID: 2000001 Batch Type: CSI

Batch Status: Sent Reporting To:

Batch Data Start Date: 03/01/2023 Batch Data End Date: 03/14/2023

Batch Created By: [User] Batch Creation Date/Time: 03/01/2023 09:11:09

Batch Details

Data Set Name	Total Records	Rejected Records	Accepted Records	File 7
CSI	1	0	0	200000103010001.txt

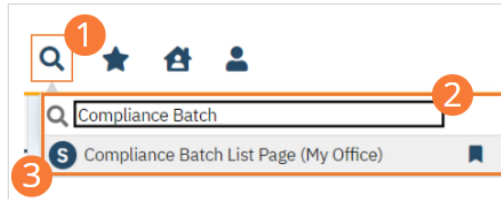
16. The file will display in your toolbar. Select the file to download and open the txt file.

19. Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, **select Accepted from the Batch Status dropdown.**
20. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

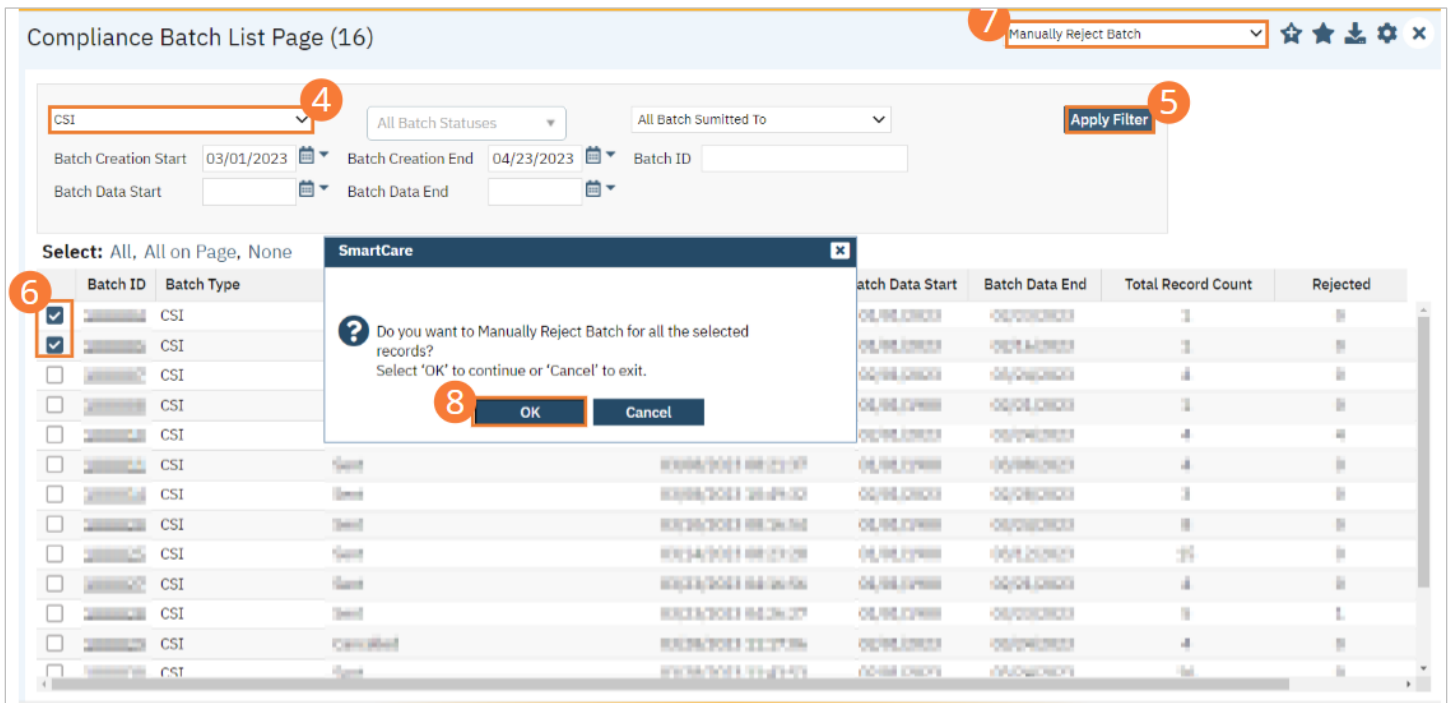
Screenshot

To mark batches as rejected:

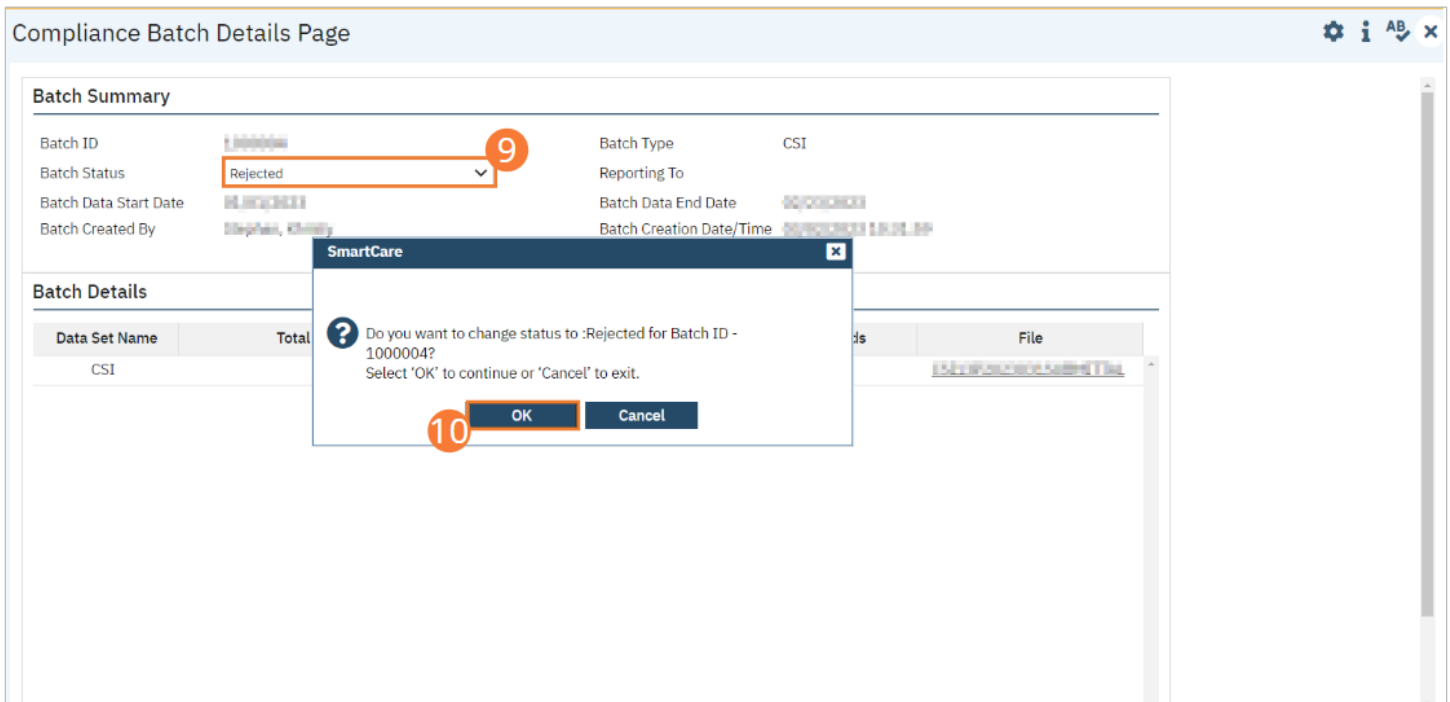
11. **Select the Search icon.**
12. **Type "Compliance Batch List Page"** into the search bar.
13. **Click to select "Compliance Batch List Page (My Office)"** from the search results.



14. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=CSI.** Select other filters as appropriate.
15. **Click the Apply Filter button.**
16. To reject multiple batches, **select the checkboxes on the left, click All or All on Page.**
17. **Use the Action dropdown to select Manually Reject Batch.**
18. A popup window will open prompting you to Manually Accept the batch. **Select 'OK' to continue or 'Cancel' to exit.**



19. Rejecting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, **select Reject from the Batch Status dropdown.**
20. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

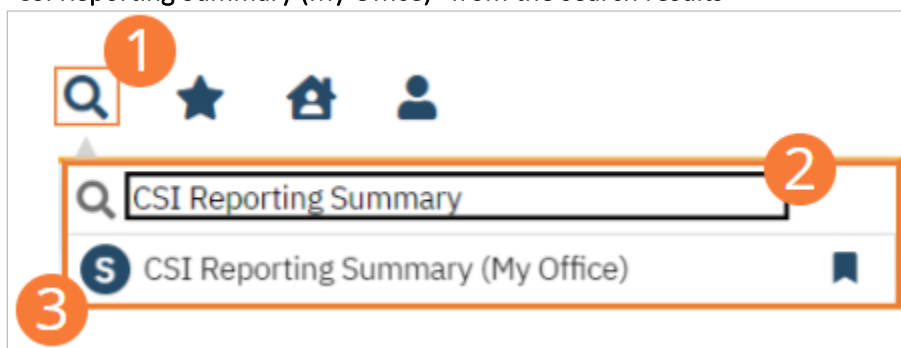


How to Accept or Reject an Individual Record

Once the batch file has been sent to the appropriately entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

9. Select the Search icon.
10. Type “CSI Reporting Summary” into the search bar.
11. Click to select “CSI Reporting Summary (My Office)” from the search results.



12. The CSI Reporting Summary (My Office) list page will open. **Filter the results to display the records needing to be accepted.** This can be done a number of ways, including by Date, Status, or Batch ID.
13. **Click the Apply Filter button.**
14. To accept records, **select the checkboxes on the left, click All or All on Page.**
15. Use the Action dropdown to **select Accept Records.**

CSI Reporting Summary (69)

From 02/10/2023 To 05/02/2023 Record ID Managing Entity All Entities

Program All Programs Batch Type CSI Record Type All Record Types Record Status In Progress Client ID

Responsible Staff All Staff Time to Assessment All Time to Assessment Time to First Service All Time to First Service

Errors All Errors **Apply Filter**

Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Bat
<input checked="" type="checkbox"/> 3660	Reassessment	02/24/2023	In Progress		02/24/2023	FESI, Brian D...		
<input type="checkbox"/> 3660	Reassessment	02/28/2023	In Progress		02/28/2023	Rendana, April...	Multi E Center ...	C
<input type="checkbox"/> 3662	Reassessment	02/28/2023	In Progress		02/28/2023	Leung, Estelita...	Multi E Center ...	C
<input type="checkbox"/> 3665	Reassessment	02/28/2023	In Progress		02/28/2023	Colling, Nichol...	Team Resource S...	E
<input type="checkbox"/> 4202	Service	02/07/2023	In Progress		02/07/2023	Arpanjan, Agn...		C
<input type="checkbox"/> 4208	Client	02/07/2023	In Progress		02/07/2023	Reyes, Rafael...		C
<input type="checkbox"/> 4208	Periodic	02/07/2023	In Progress		02/07/2023	Iskender, Agn...		C

16. A popup window will open prompting you to Accept the record. Select 'OK' to continue or 'Cancel' to exit.

SmartCare

Do you want to Accept Records for selected record ID's?
Select 'OK' to continue or 'Cancel' to exit.

8 **OK** **Cancel**

To mark records as rejected:

9. Select the Search icon.
10. Type "CSI Reporting Summary" into the search bar.
11. Click to select "CSI Reporting Summary (My Office)" from the search results.

1

2

3

CSI Reporting Summary

CSI Reporting Summary (My Office)

12. The CSI Reporting Summary (My Office) list page will open. **Filter the results to display the records needing to be rejected.** This can be done a number of ways, including by Date, Status, or Batch ID.
13. **Click the Apply Filter button.**
14. To reject records, **select the checkboxes on the left, click All or All on Page.**
15. Use the Action dropdown to **select Reject Records.**

CSI Reporting Summary (69)

From 02/10/2023 To 05/02/2023 Record ID Managing Entity All Entities

Program All Programs Batch Type CSI

Record Type All Record Types Record Status In Progress Client ID

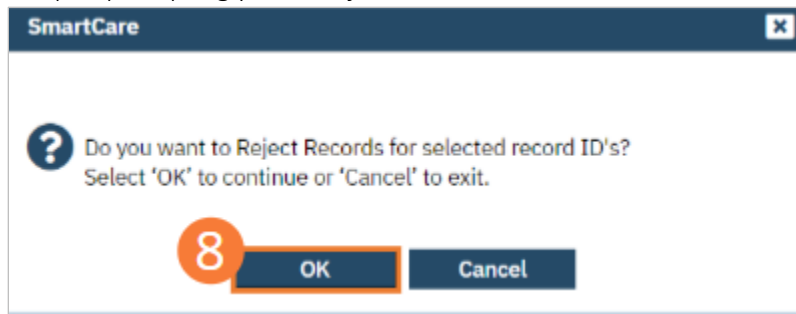
Responsible Staff All Staff Time to Assessment All Time to Assessment Time to First Service All Time to First Service

Errors All Errors **Apply Filter**

Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Bat
<input type="checkbox"/>	Assessment	02/11/2023	In Progress		02/10/2023	WEST BROWARD...		
<input checked="" type="checkbox"/>	Assessment	02/20/2023	In Progress		02/20/2023	Westwood, April...	Adult Ed Center...	
<input type="checkbox"/>	Assessment	02/24/2023	In Progress		02/20/2023	Layne, Barbara...	Adult Ed Center...	
<input type="checkbox"/>	Assessment	02/28/2023	In Progress		02/22/2023	Cofting, Rebekah...	Transitional S...	
<input type="checkbox"/>	Service	02/28/2023	In Progress		02/22/2023	Lopez-Med, Rita...		
<input type="checkbox"/>	Client	02/04/2023	In Progress		02/04/2023	Jansen, Barbara...		
<input type="checkbox"/>	Periodic	02/21/2023	In Progress		02/21/2023	Lopez-Med, Rita...		

16. A popup window will open prompting you to Reject the record. Select 'OK' to continue or 'Cancel' to exit.



 Under Construction 

Network Adequacy (NACT)

 Under Construction 

SUD Timeliness

 Under Construction 

1st Psychiatric Service Timeliness

 Under Construction 

Full Service Partnership (FSP) Reporting

Full Service Partnership (FSP) programs provide a full spectrum of Mental Health services to:

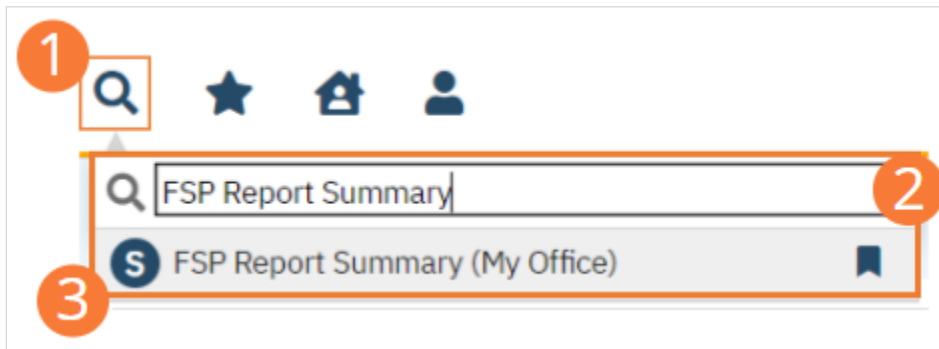
- Children/youth (ages 0-15).
- Transition age youth (TAY) (ages 16-25) who are seriously emotionally disturbed.
- Adults (ages 26-60).
- Older Adults (ages 60+) who have a serious mental disorder; all of which are referred to as Partners in the program.

Counties submit data for three different types of partner assessments into the FSP DCR through XML file submission.

- The Partnership Assessment Form (PAF) gathers baseline information about the Partner.
- The Key Event Tracking (KET).
- The Quarterly Assessment (3M) gather follow up information.

How to Review Records

9. Select the Search icon.
10. Type "FSP Report Summary" into the search bar.
11. Click to select "FSP Report Summary (My Office)" from the search results.



12. The FSP Report Summary (My Office) list page will open. The FSP Report Summary list page displays all eligible submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

FSP Report Summary (16) Action ☆ ☆ ⬇ ⚙ ✕

From: 03/10/2023 To: 03/16/2023 Record ID: Managing Entity: All Managing Entities

Batch ID: Program: All Programs Provider: All Providers Batch Type: FSP

Record Type: All Record Type Record Status: All Record Status Client ID: Responsible Staff: All Staff

Errors: All Errors Apply Filter

Select: All, All on Page, None 4

	Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider	Batch
<input type="checkbox"/>	↓	FSP PAF	03/10/2023	In Progress		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP KET	03/10/2023	In Progress		03/10/2023	Ms, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP 3M	03/10/2023	In Progress		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP 3M	03/10/2023	In Progress		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP KET	03/10/2023	Accepted		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP PAF	03/10/2023	Accepted		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP PAF	03/10/2023	In Progress		03/10/2023	Ms, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP KET	03/10/2023	In Progress		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP 3M	03/10/2023	In Progress		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP
<input type="checkbox"/>	↓	FSP 3M	03/10/2023	In Progress		03/10/2023	Tru, M/T/MSCL...	SAO Toscana Bal.	FSP

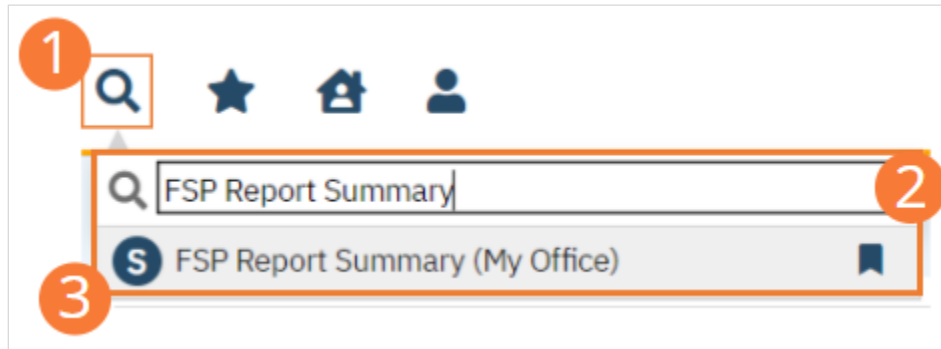
There are filters available in the FSP Report Summary List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for
- Record ID - this is the unique id assigned to the FSP record
- Managing Entity - the county that the FSP records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the FSP record is associated with
- Batch Type - this will default to FSP Batch Type
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the FSP record is associated with
- Record Type - this filter allows for differentiating between the different FSP record types; Admission, Annual Update and Discharge.
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the FSP record.
- Responsible Staff - the staff who completed the data collection for the record will display
- Errors - this multi select filter will display the applicable errors.

How to Monitor Records through the Reporting Period

FSP Report Summary

14. Select the Search icon.
15. Type “FSP Report Summary” into the search bar.
16. Click to select “FSP Report Summary (My Office)” from the search results.



17. The FSP Report Summary (My Office) list page will open. **Filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.**
18. For records with a status of Error, **click the Record ID hyperlink.**

FSP Report Summary (16)

From: 01/01/2023 To: 05/13/2023 Record ID: Managing Entity: All Managing Entities

Batch ID: Program: All Programs Provider: All Providers Batch Type: FSP

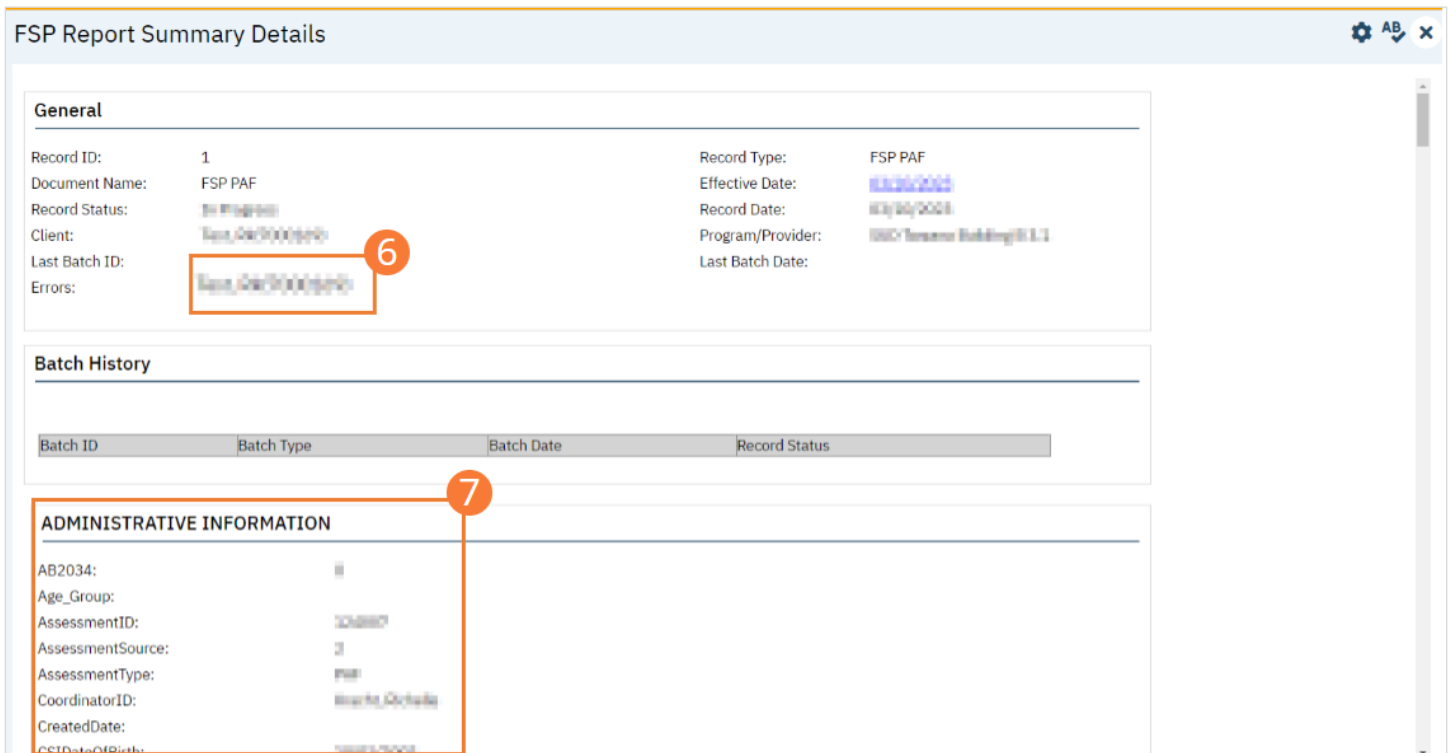
Record Type: All Record Type Record Status: **Error** Client ID: Responsible Staff: All Staff

Errors: All Errors **Apply Filter**

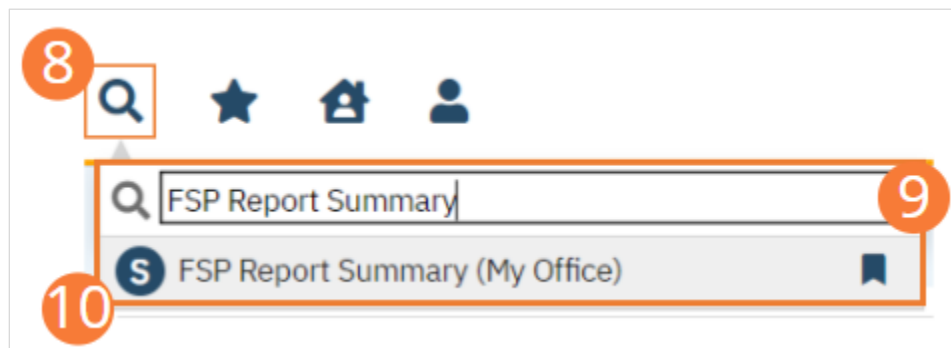
Select: All, All on Page, None

	Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider	Batch Type
<input type="checkbox"/>	FSP PAF	FSP PAF	03/26/2023	In Progress		03/26/2023	Test, ABC78901...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP KET	FSP KET	03/26/2023	In Progress		03/26/2023	Ms, Test78901...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP 3M	FSP 3M	03/26/2023	In Progress		03/26/2023	Test, ABC4567...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP 3M	FSP 3M	03/26/2023	In Progress		03/26/2023	Test, ABC4567...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP KET	FSP KET	03/26/2023	Accepted		03/26/2023	Test, ABC78901...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP PAF	FSP PAF	03/26/2023	Accepted		03/26/2023	Test, ABC78901...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP PAF	FSP PAF	03/26/2023	In Progress		03/26/2023	Ms, Test78901...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP KET	FSP KET	03/26/2023	In Progress		03/26/2023	Test, ABC78901...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP 3M	FSP 3M	03/26/2023	In Progress		03/26/2023	Test, ABC4567...	SBC/Tennessee Bal...	FSP
<input type="checkbox"/>	FSP 3M	FSP 3M	03/26/2023	In Progress		03/26/2023	Test, ABC4567...	SBC/Tennessee Bal...	FSP

19. The FSP Report Summary Details screen will open. **Review the error messages and record data.**
20. **Work error messages by navigating to the screen in which the source data resides.** The Source Document is shown below the Batch History section of the FSP Report Summary Details. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the FSP Report Summary Details screen.



21. Select the Search icon.
22. Type "FSP Report Summary" into the search bar.
23. Click to select "FSP Report Summary (My Office)" from the search results.



24. The FSP Report Summary list page will open. Click the checkbox next to the record(s) that have been corrected.
25. Select the Action dropdown and choose Refresh Data.
26. A popup will open for Do you want to Refresh Data for {number of records}? Select 'OK' to continue or 'Cancel' to exit. Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.

FSP Report Summary (16)

Refresh Data [icon] [icon] [icon] [icon] [icon]

From: 01/01/2023 To: 05/13/2023 Record ID: [input] Managing Entity: All Managing Entities

Batch ID: [input] Program: All Programs Provider: All Providers Batch Type: FSP

Record Type: All Record Type Record Status: All Record Status Client ID: [input] Responsible Staff: All Staff

Errors: All Errors [Apply Filter]

Select: All, All on Page, None

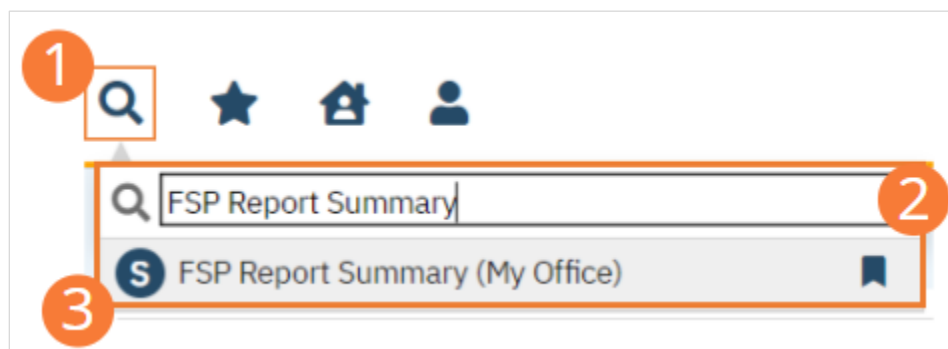
Record ID	Record Type	Record Date	Client	Program/Provider	Batch
<input type="checkbox"/>	FSP PAF	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP KET	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP 3M	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP 3M	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP KET	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP PAF	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input checked="" type="checkbox"/>	FSP PAF	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP KET	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP 3M	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP
<input type="checkbox"/>	FSP 3M	05/13/2023	Test, KAC0000L...	SAB TestCare-Bal...	FSP

SmartCare
Do you want to Refresh Data for 1 record?
Select 'OK' to continue or 'Cancel' to exit.
OK Cancel

How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

19. Select the Search icon.
20. Type "FSP Report Summary" into the search bar.
21. Click to select "FSP Report Summary (My Office)" from the search results.



22. The FSP Report Summary (My Office) list page will open. Filter records based on last batch date or other requirements.
23. Set Record Status to In Progress.
24. Click the Apply Filter button. Review displayed records as needed.
25. Select the checkbox for the appropriate records, or Select All, or Select All on Page.
26. Once the records have been selected, click the Action dropdown, and select Create Batch Submission.
27. A popup window will open confirming the action to batch X number of records. Click the OK button. Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.

FSP Report Summary (14)

8 Create Batch Submission

4 From 01/01/2023 To 05/13/2023

Record ID Managing Entity All Managing Entities

Batch ID Program All Programs Provider All Providers Batch Type FSP

Record Type All Record Type Record Status In Progress Client ID Responsible Staff All Staff

Errors All Errors Apply Filter 6

Select: All, All on Page, None

SmartCare

Do you want to Create Batch Submission for all 2 records?
Select 'OK' to continue or 'Cancel' to exit.

9 OK Cancel

	Record ID	Record Type	Record Date	Client	Program/Provider	Batch Type
<input type="checkbox"/>	1	FSP PAF	03/10/2023	Test, Rk(70001...	SUD Tarzana Bui...	FSP
<input type="checkbox"/>	1	FSP 3M	03/16/2023	Test, KMChild(7...	SUD Tarzana Bui...	FSP
<input type="checkbox"/>	1	FSP KET	03/10/2023	Rk, Test(70001...	SUD Tarzana Bui...	FSP
<input type="checkbox"/>	2	FSP 3M	03/16/2023	Test, KMAdult(7...	SUD Tarzana Bui...	FSP
<input type="checkbox"/>	3	FSP 3M	03/16/2023	Test, KMOlder(7...	SUD Tarzana Bui...	FSP
<input type="checkbox"/>	3	FSP PAF	03/10/2023	Rk, Test(70001...	SUD Tarzana Bui...	FSP
<input checked="" type="checkbox"/>	3	FSP KET	03/10/2023	Test, Rk(70001...	SUD Tarzana Bui...	FSP
<input checked="" type="checkbox"/>	4	FSP KET	03/10/2023	Rfk, Test(70001...	YAYA El Centro F...	FSP
<input type="checkbox"/>	4	FSP PAF	03/10/2023	Rfk, Test(70001...	SUD Tarzana Bui...	FSP
<input type="checkbox"/>	4	FSP 3M	03/16/2023	Test, Rktayy(70...	SUD Tarzana Bui...	FSP

7

How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

From the Customer's SFTP folder:

9. Navigate to the customer's SFTP folder.
10. Within that folder, select the State Reporting folder.
11. Select the FSP folder.

Index of \\nocvm.azure.smartcarenet.com\sftp\CalMHSA\State Reporting\PROD\

1 2

[parent directory]

Name	Size	Date Modified
ANSA/		3/10/23, 6:28:12 AM
ASAM/		3/10/23, 6:27:52 AM
CalOMS/		3/10/23, 6:35:27 AM
CANS/		3/10/23, 6:28:27 AM
CSI/		3/10/23, 6:28:58 AM
FSP/		3/10/23, 7:02:36 AM
OSHPD/		3/10/23, 6:29:52 AM
PSC/		3/10/23, 6:28:43 AM

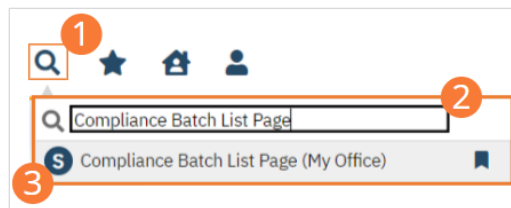
3

12. Retrieve the file for the desired batch.

[parent directory]		
Name	Size	Date Modified
FSP 3M/	4	3/10/23, 7:01:48 AM
FSP KET/		3/10/23, 7:02:02 AM
FSP PAF/		3/10/23, 7:02:26 AM

From the Compliance Batch List Page:

17. Select the Search icon.
18. Type "Compliance Batch List Page" into the search bar.
19. Click to select "Compliance Batch List Page (My Office)" from the search results.



20. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=FSP. Select other filters as appropriate.
21. Click Apply Filter to refresh the list page results.
22. Select the desired batch by clicking the Batch ID hyperlink, this will direct you to the Batch Detail screen.

Compliance Batch List Page (2) Action

FSP All Batch Statuses All Batch Submitted To

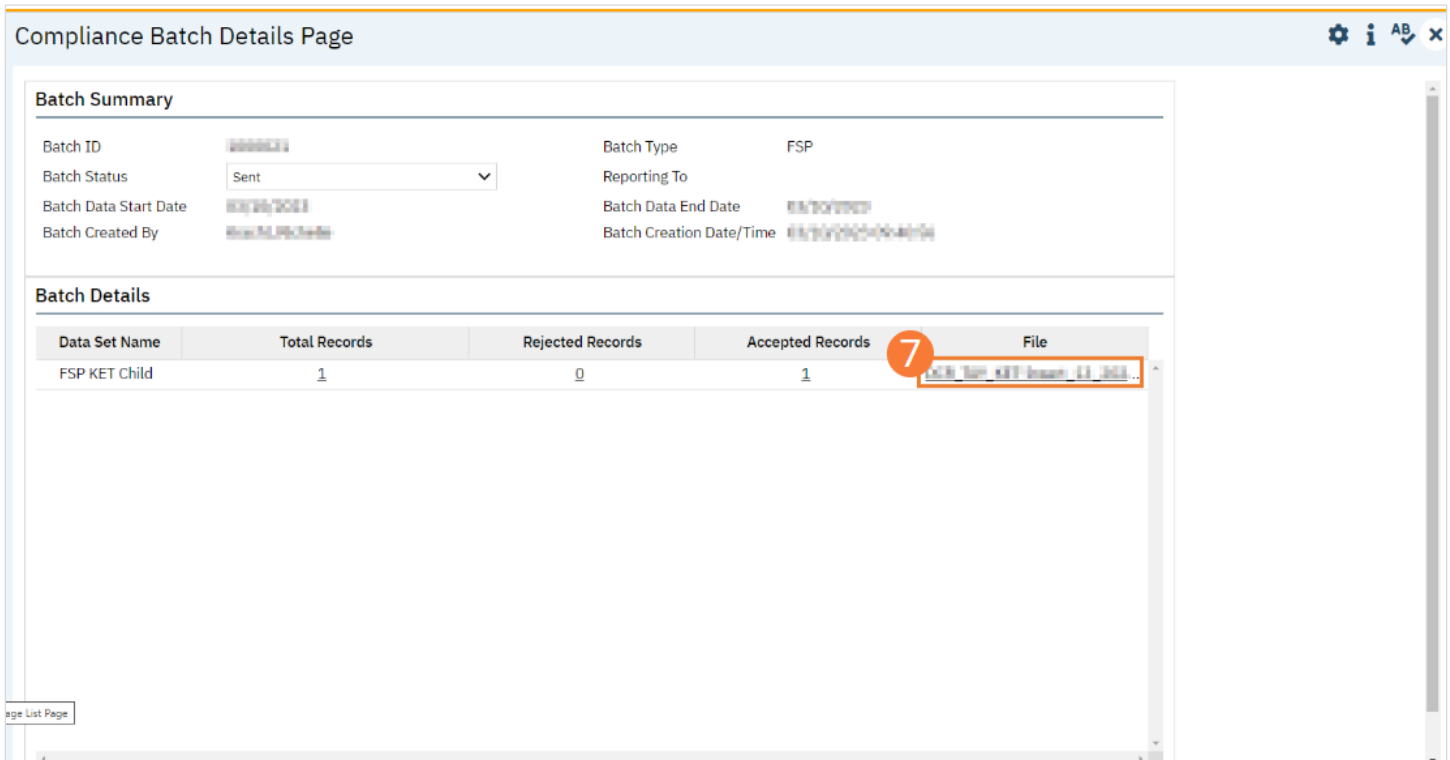
Batch Creation Start 03/01/2023 Batch Creation End 04/23/2023 Batch ID

Batch Data Start Batch Data End

Select: All, All on Page, None

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input type="checkbox"/> 1188884	FSP	Sent		03/10/2023 07:01:48 AM	03/10/2023	03/10/2023	1	0
<input type="checkbox"/> 1188882	FSP	Sent		03/10/2023 07:02:02 AM	03/10/2023	03/10/2023	1	0

23. From the Batch Detail screen, click the hyperlink to the file in the Batch Details to download the results.



24. The file will display in your toolbar. **Select the file to download and open the txt file.**

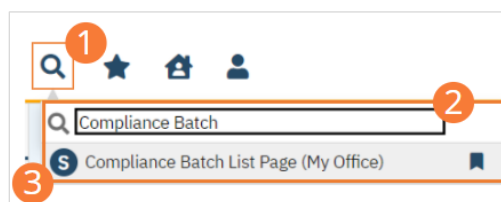


How to Accept or Reject a Batch

Once the file has been sent to the appropriate entity, batches can be marked as accepted or rejected.

To mark batches as accepted:

21. Select the Search icon.
22. Type "Compliance Batch List Page" into the search bar.
23. Click to select "Compliance Batch List Page (My Office)" from the search results.

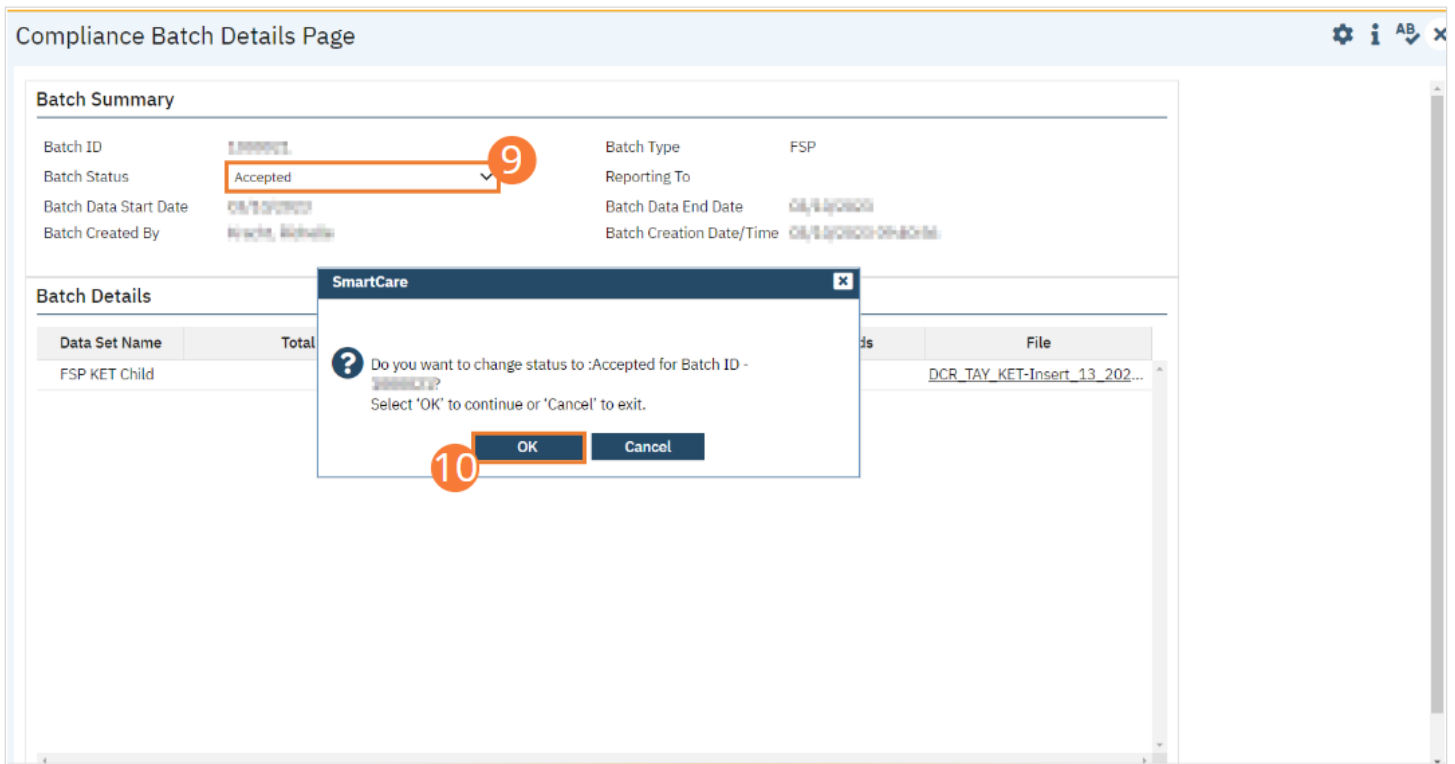


24. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=FSP.** Select other filters as appropriate.
25. **Click the Apply Filter button.**
26. To accept multiple batches, **select the checkboxes on the left, click All, or All on Page.**

27. Use the Action dropdown to select **Manually Accept Batch**.
28. A popup window will open prompting you to Manually Accept the batch. Select **'OK'** to continue or **'Cancel'** to exit.

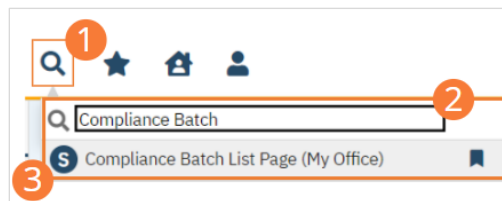
The screenshot shows the 'Compliance Batch List Page (2)' interface. At the top right, there is a dropdown menu with 'Manually Accept Batch' selected, labeled with a red circle '7'. Below this is a filter section with a dropdown set to 'FSP' (labeled '4'), 'All Batch Statuses', and 'All Batch Submitted To'. An 'Apply Filter' button is labeled '5'. The filter section also includes date pickers for 'Batch Creation Start' (03/01/2023), 'Batch Creation End' (04/23/2023), and 'Batch ID'. Below the filters, there is a 'Select: All, All on Page, None' option. A table with columns 'Batch ID', 'Batch Type', 'Batch Data Start', 'Batch Data End', 'Total Record Count', and 'Rejected' is shown. Two rows are visible, both with 'FSP' as the Batch Type. The first row's Batch ID is highlighted with a red circle '6'. A dialog box titled 'SmartCare' is open, asking 'Do you want to Manually Accept Batch for all the selected records? Select 'OK' to continue or 'Cancel' to exit.' The 'OK' button is labeled with a red circle '8'.

29. Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select **Accepted from the Batch Status dropdown**.
30. A popup window will open prompting you to change the status to Accepted. Select **'OK'** to continue or **'Cancel'** to exit. A validation will display: Batch Status Changed.

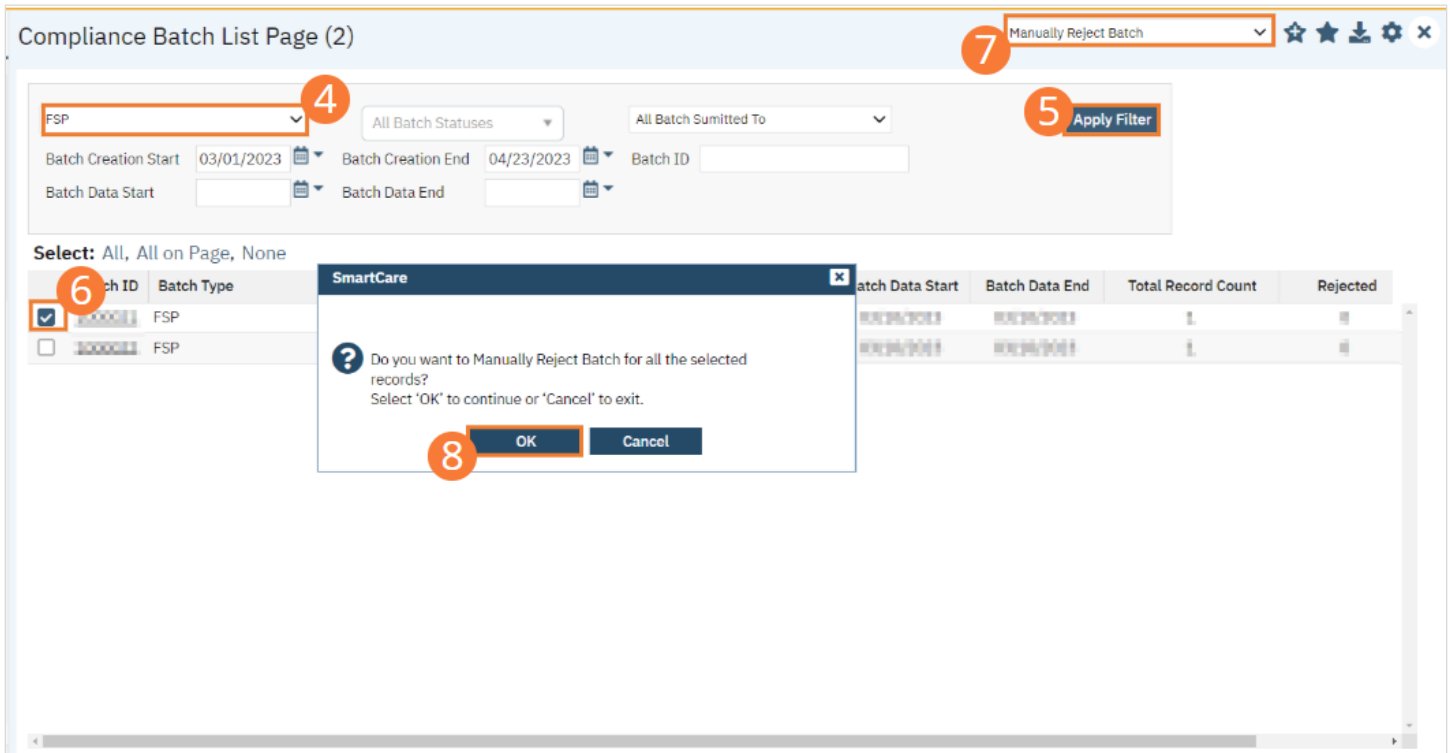


To mark batches as rejected:

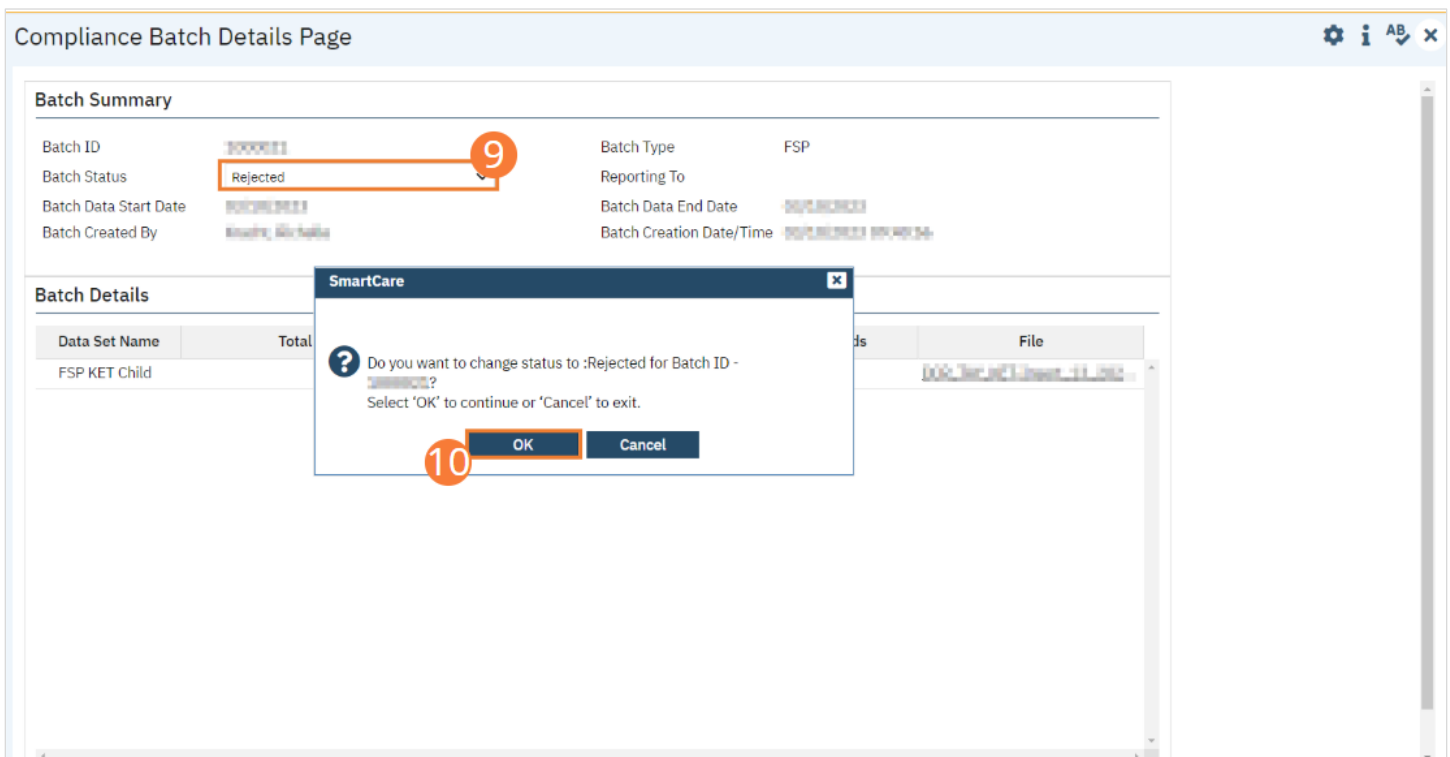
21. Select the Search icon.
22. Type "Compliance Batch List Page" into the search bar.
23. Click to select "Compliance Batch List Page (My Office)" from the search results.



24. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=FSP.** Select other filters as appropriate.
25. **Click the Apply Filter button.**
26. To reject multiple batches, **select the checkboxes on the left, click All or All on Page.**
27. **Use the Action dropdown to select Manually Reject Batch.**
28. A popup window will open prompting you to Manually Accept the batch. **Select 'OK' to continue or 'Cancel' to exit.**



29. Rejecting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select Reject from the Batch Status dropdown.
30. A popup window will open prompting you to change the status to Rejected. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

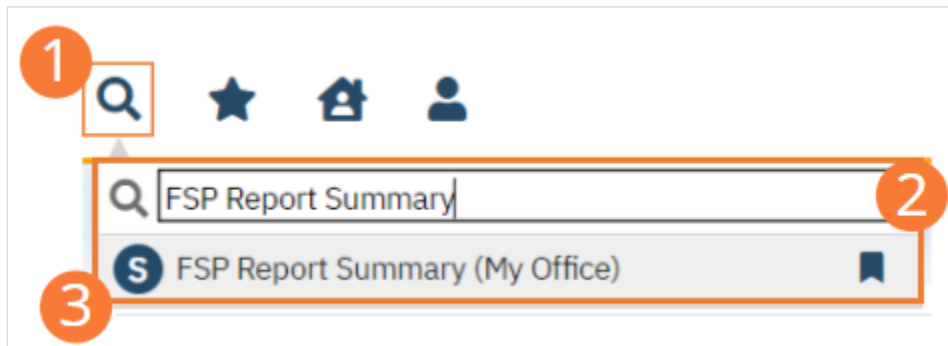


How to Accept or Reject an Individual Record

Once the batch file has been sent to the appropriately entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

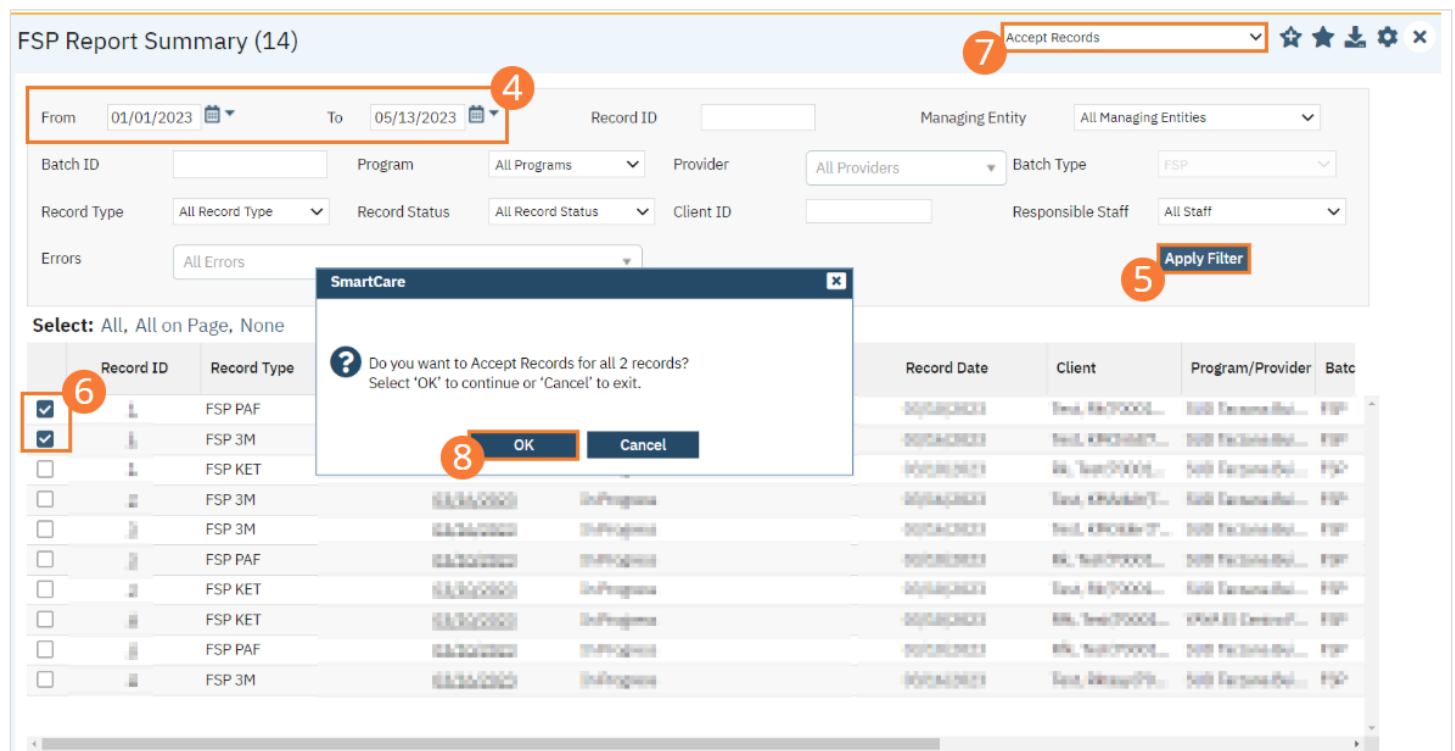
17. Select the Search icon.
18. Type "FSP Report Summary" into the search bar.
19. Click to select "FSP Report Summary (My Office)" from the search results.



20. The FSP Report Summary (My Office) list page will open. **Filter the results to display the records needing to be accepted.** This can be done a number of ways, including by Date, Status, or Batch ID.
21. **Click the Apply Filter button.**
22. To accept records, **select the checkboxes on the left, click All or All on Page.**
23. Use the Action dropdown to **select Accept Records.**

screenshot

24. A popup window will open prompting you to Accept the record. **Select 'OK' to continue or 'Cancel' to exit.**



FSP Report Summary (14)

From 01/01/2023 To 05/13/2023 Record ID Managing Entity All Managing Entities

Batch ID Program All Programs Provider All Providers Batch Type FSP

Record Type All Record Type Record Status All Record Status Client ID Responsible Staff All Staff

Errors All Errors

Select: All, All on Page, None

	Record ID	Record Type	Record Date	Client	Program/Provider	Batc
<input checked="" type="checkbox"/>		FSP PAF				
<input checked="" type="checkbox"/>		FSP 3M				
<input type="checkbox"/>		FSP KET				
<input type="checkbox"/>		FSP 3M	05/13/2023	In Progress		
<input type="checkbox"/>		FSP 3M	05/13/2023	In Progress		
<input type="checkbox"/>		FSP PAF	05/13/2023	In Progress		
<input type="checkbox"/>		FSP KET	05/13/2023	In Progress		
<input type="checkbox"/>		FSP KET	05/13/2023	In Progress		
<input type="checkbox"/>		FSP PAF	05/13/2023	In Progress		
<input type="checkbox"/>		FSP 3M	05/13/2023	In Progress		

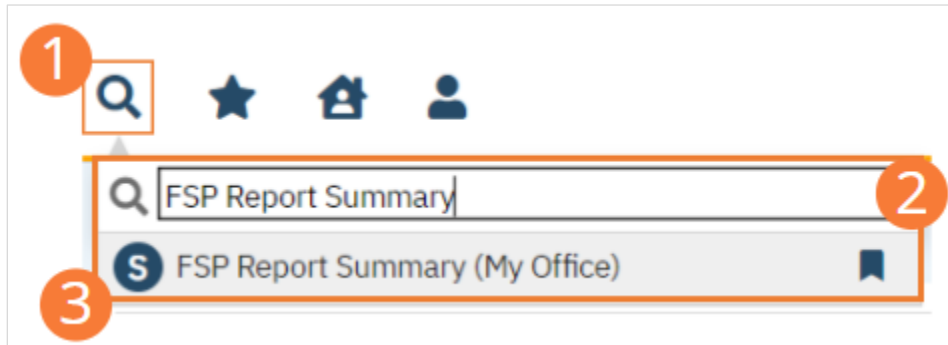
SmartCare

Do you want to Accept Records for all 2 records?
Select 'OK' to continue or 'Cancel' to exit.

OK Cancel

To mark records as rejected:

17. Select the Search icon.
18. Type "FSP Report Summary" into the search bar.
19. Click to select "FSP Report Summary (My Office)" from the search results.



20. The FSP Report Summary (My Office) list page will open. Filter the results to display the records needing to be rejected. This can be done a number of ways, including by Date, Status, or Batch ID.
21. Click the Apply Filter button.
22. To reject records, select the checkboxes on the left, click All or All on Page.
23. Use the Action dropdown to select Reject Records.
24. A popup window will open prompting you to Reject the record. Select 'OK' to continue or 'Cancel' to exit.

A screenshot of the "FSP Report Summary (14)" list page. The page has a header with a title and a dropdown menu set to "Reject Records". Below the header is a filter section with various fields: "From" (01/01/2023), "To" (05/13/2023), "Record ID", "Managing Entity" (All Managing Entities), "Batch ID", "Program" (All Programs), "Provider" (All Providers), "Batch Type" (FSP), "Record Type" (All Record Type), "Record Status" (All Record Status), "Client ID", and "Responsible Staff" (All Staff). There is an "Apply Filter" button. A "SmartCare" popup window is open in the center, asking "Do you want to Reject Records for all 2 records? Select 'OK' to continue or 'Cancel' to exit." The popup has "OK" and "Cancel" buttons. In the background, a table of records is visible with columns: "Record ID", "Record Type", "Record Date", "Client", "Program/Provider", and "Batch". The first two rows of the table have their checkboxes selected. Red callout boxes with numbers 4, 5, 6, 7, and 8 highlight the date filter, the "Apply Filter" button, the selected checkboxes, the "Reject Records" dropdown, and the "OK" button in the popup respectively.

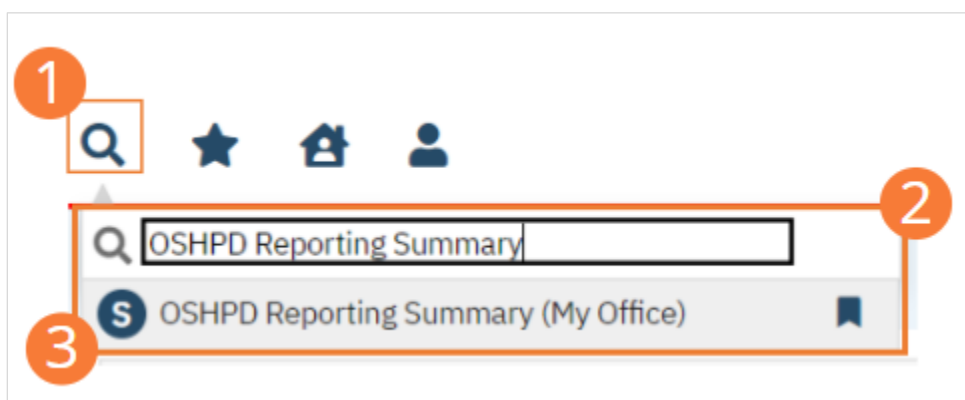
Record ID	Record Type	Record Date	Client	Program/Provider	Batch
<input checked="" type="checkbox"/>	FSP PAF	05/13/2023	Test, Joe(3000)...	Sub Tacoma Bel...	FSP
<input checked="" type="checkbox"/>	FSP 3M	05/14/2023	Test, Joe(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP KET	05/13/2023	PA, Test(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP 3M	05/14/2023	Test, Joe(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP 3M	05/14/2023	Test, Joe(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP PAF	05/13/2023	PA, Test(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP KET	05/13/2023	Test, Joe(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP KET	05/13/2023	PA, Test(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP PAF	05/13/2023	PA, Test(3000)...	Sub Tacoma Bel...	FSP
<input type="checkbox"/>	FSP 3M	05/14/2023	Test, Joe(3000)...	Sub Tacoma Bel...	FSP

OSHPD (HCAI) Reporting

The OSHPD data collection process begins at time of program enrollment. A user will create a Program Assignment for an OSHPD reportable program with a Program Status of enrolled. This may be done using the Program Details screen or the Program tab in the Registration. Following the provision of services the client is discharged from the program using the SC Discharge document or updating the Program Assignment Status as Discharged. At this point, a user may complete the OSHPD Discharge document to collect the remaining required data for the OSHPD submission file.

How to Review Records

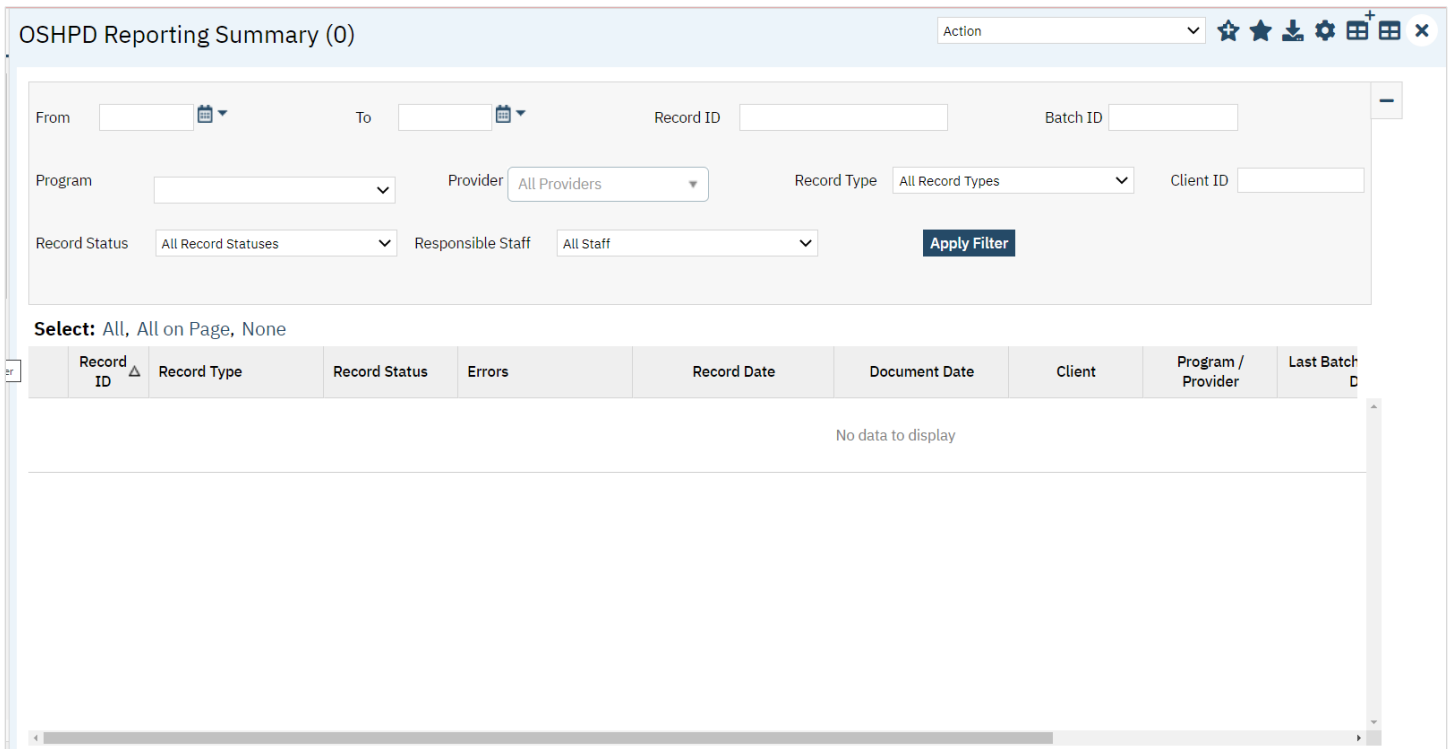
1. Select the Search icon.
2. Type “OSHPD Reporting Summary” into the search bar.
3. Click to select “OSHPD Reporting Summary (My Office)” from the search results.



4. The OSHPD Reporting Summary (My Office) list page will open. The OSHPD Reporting Summary List Page displays all eligible OSHPD submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

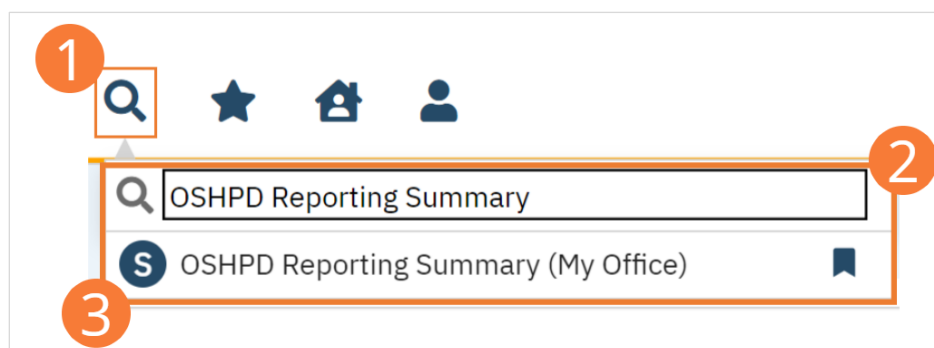
There are filters available in the OSHPD Reporting Summary List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for.
- Record ID - this is the unique id assigned to the OSHPD record.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the OSHPD record is associated with.
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the OSHPD record is associated with.
- Record Type - this filter allows for differentiating between the different OSHPD record types; Admission, Annual Update and Discharge.
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the OSHPD record.
- Responsible Staff - the staff who completed the data collection for the record will display.



How to Monitor Records through the Reporting Period

15. Select the Search icon.
16. Type “OSHPD Reporting Summary” into the search bar.
17. Click to select “OSHPD Reporting Summary (My Office)” from the search results.



18. The OSHPD Reporting Summary (My Office) list page will open. **Filter for records in a status of In Progress and/or Error** since the last batch creation date or the last review date.
19. **Click the Apply Filter button.**
20. For records with a status of Error, **click the Record ID hyperlink.**

OSHPD Reporting Summary (0)

From 05/10/2023 To 05/18/2023 Record ID Batch ID

Program Adult Outpatient Clinic Provider All Providers Record Type OSHPD Client ID

Record Status All Record Statuses Responsible Staff Kracht, Richelle **Apply Filter**

Select: All, All on Page, None

Record ID	Record Type	Record Status	Errors	Record Date	Document Date	Client	Program / Provider	Last Batch Submiss Date
<input type="checkbox"/> 6209/2023	Error	OSHPD Missing	OSHPD Missing	05/17/2023	05/17/2023	Camille, Tanya (KAMMEL)		
<input type="checkbox"/> 6209/2023	Error	OSHPD Missing	OSHPD Missing	05/17/2023	05/17/2023	Lupetrobrinquel, Emil...		
<input type="checkbox"/> 6209/2023	Event			05/17/2023	05/17/2023	WORKS, JOVITA/DOES...	TRUMP-	
<input type="checkbox"/> 6209/2023	Event			05/17/2023	05/17/2023	WORKS, JOVITA/DOES...	TRUMP-	
<input type="checkbox"/> 6209/2023	Event			05/17/2023	05/17/2023	Lebruna Perez, Jose (...)	TRUMP-	
<input type="checkbox"/> 6209/2023	Error	OSHPD Missing	OSHPD Missing	05/17/2023	05/17/2023	SHI, WAKIYUKO (S)		
<input type="checkbox"/> 6209/2023	Event			05/17/2023	05/17/2023	Sevack, Emmanuel (...)		

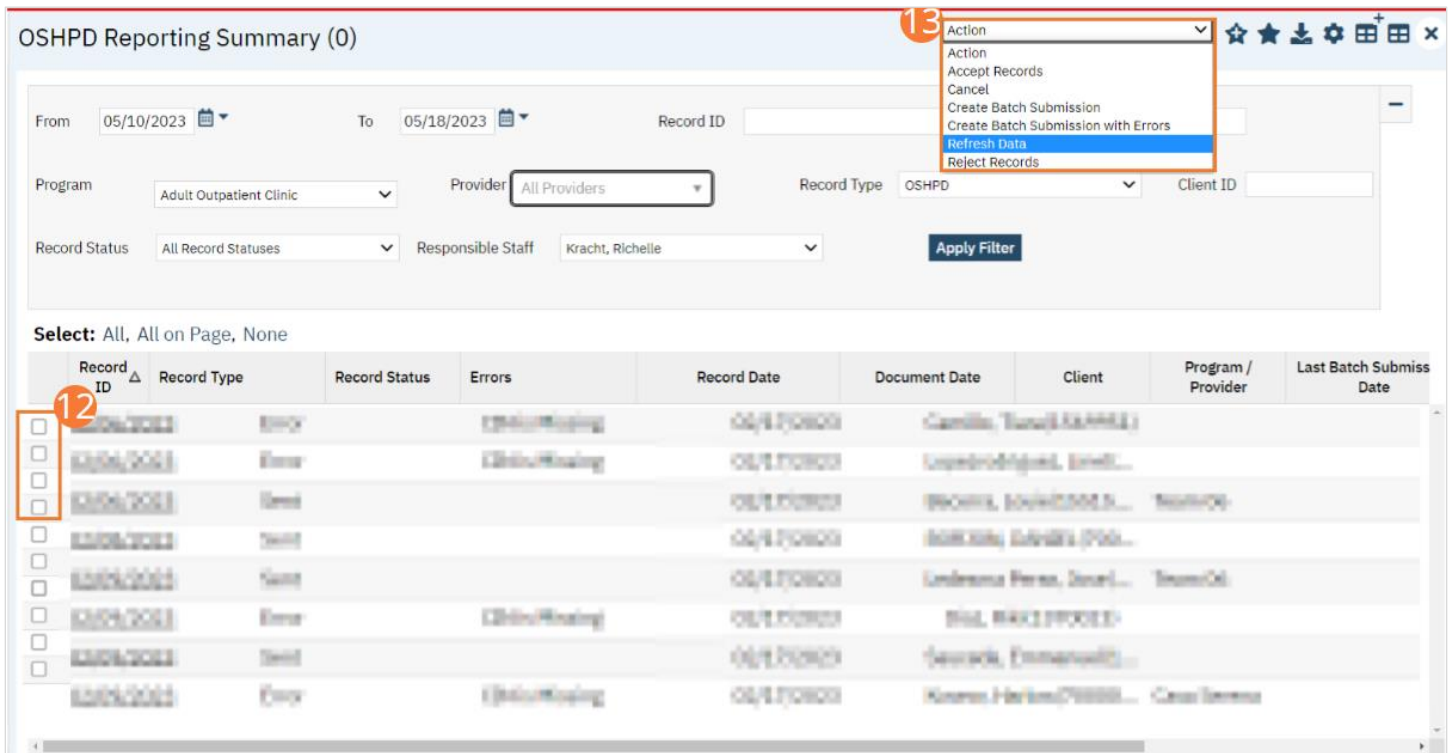
- The OSHPD Record Detail screen will open. Review the error messages and record data.
- Work error messages by navigating to the screen in which the source data resides. The Source Document is shown below the Batch History section of the OSHPD Report Summary Details. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the OSHPD Report Summary Details screen.
- Select the Search icon.
- Type "OSHPD Reporting Summary" into the search bar.
- Click to select "OSHPD Reporting Summary (My Office)" from the search results.

9

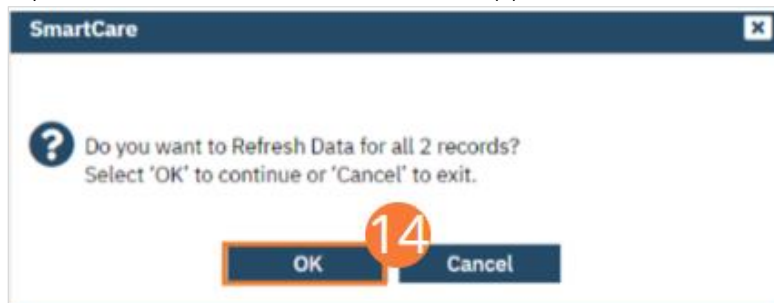
10

11

- The OSHPD Reporting Summary list page will open. Click the checkbox next to the record(s) that have been corrected.
- Select the Action dropdown and choose Refresh Data.



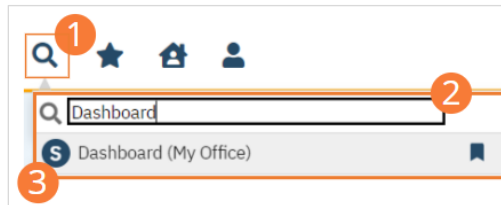
28. A popup will open for Do you want to Refresh Data for {number of records}? **Select 'OK' to continue or 'Cancel' to exit.** Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.



Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the OSHPD Reporting Summary widget. From the Dashboard, a user can review basic statistics of records within a specific day range from the program.

15. Select the Search icon.
16. Type "Dashboard" into the search bar.
17. Click to select "Dashboard (My Office)" from the search results.



18. The Dashboard (My Office) list page will open. **Locate the OSHPD Reporting Summary widget.**
19. **Type the number of past days** for which to filter the records.

20. **Click the refresh icon** in the right hand corner of the widget if filters were modified. Within the widget are hyperlinks that will direct you to prefiltered list pages where you can review records, modify statuses, or work errors as needed.

The screenshot shows a dashboard with several widgets. The 'OSHPD Reporting Summary' widget is highlighted with an orange border and contains a table with the following data:

Metric	Value
Total Records	0
Total Unsubmitted Record Count	0
Total Records with Errors	0
Total Records Submitted	0
Total Record Accepted Count	0
Total Record Rejected Count	0
% of Success of Submitted Records	0%
% of Rejected Count	0%
Total # of Batches Submitted	0

The 'Pending Outgoing Referrals' widget shows a search filter for 'Kracht, Richelle' and a table with the following data:

Date	Time	Client	Urgent	Status	Referring Staff
		Kracht, Richelle			

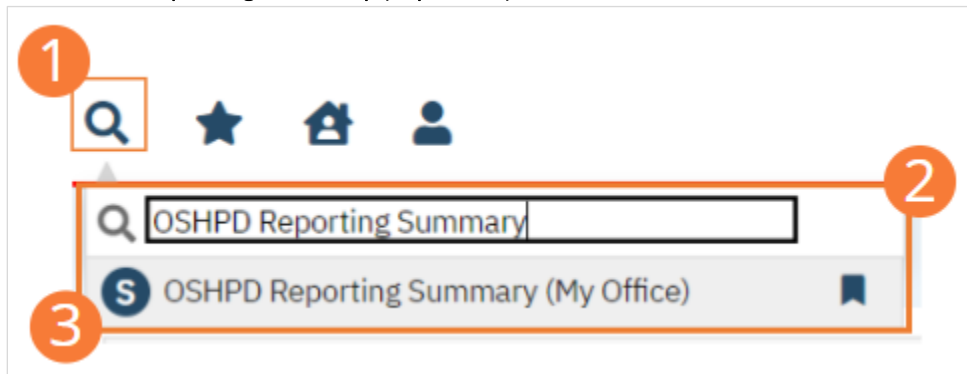
The OSHPD Reporting Summary Widget displays the follow information:

- Total Records - distinct count of all records.
- Total Unsubmitted Record Count - distinct count of all records with a status of In Progress, Error, or Canceled. Clicking the number hyperlink will direct the user to the list page pre-filtered for these values.
- Total Records with Errors - distinct count of all records with a status Error. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Submitted - distinct count of all records with a status Sent. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Accepted Count - distinct count of all records with a status Accepted. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Record Rejected Count - distinct count of all records with a status Rejected. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- % of Success of Submitted Records - displays the percentage of records with a status of Accepted of the records sent during the reporting period.
- % of Rejected Count - displays the percentage of records with a status of Rejected of the records sent during the period.
- Total # of Batches Submitted - this displays the distinct count of batches that were generated during the period. Clicking the number hyperlink will direct the user to the Compliance Batch list page pre-filtered for these values.

How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

1. Select the Search icon.
2. Type “OSHPD Reporting Summary” into the search bar.
3. Click to select “OSHPD Reporting Summary (My Office)” from the search results.



4. The OSHPD Reporting Summary (My Office) list page will open. Filter records based on last batch date or other requirements.
5. Set Record Status to In Progress.
6. Click the Apply Filter button. Review displayed records as needed.
7. Select the checkbox for the appropriate records, or Select All, or Select All on Page.
8. Once the records have been selected, click the Action dropdown, and select Create Batch Submission.

OSHPD Reporting Summary (0)

From 05/10/2023 To 05/18/2023 Record ID

Program Adult Outpatient Clinic Provider All Providers Record Type OSHPD Client ID

Record Status All Record Statuses Responsible Staff Kracht, Richelle **Apply Filter**

Select: All, All on Page, None

Record ID	Record Type	Record Status	Errors	Record Date	Document Date	Client	Program / Provider	Last Batch Submiss Date
83206/2023	Event	In Progress	1 Error	05/17/2023	Camille, Tanya (LAPMSE)			
83206/2023	Event	In Progress	1 Error	05/17/2023	Unpublished, Email...			
83206/2023	Event	In Progress	1 Error	05/17/2023	ROCKY, MICHAEL...	TRAVEL		
83206/2023	Event	In Progress	1 Error	05/17/2023	ROCKY, MICHAEL...	TRAVEL		
83206/2023	Event	In Progress	1 Error	05/17/2023	Andreas Perez, Jose...	TRAVEL		
83206/2023	Event	In Progress	1 Error	05/17/2023	SHI, WAKIYUKO...			
83206/2023	Event	In Progress	1 Error	05/17/2023	George, Emmanuel...			

9. A popup window will open confirming the action to batch X number of records. Click the OK button. Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.

How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

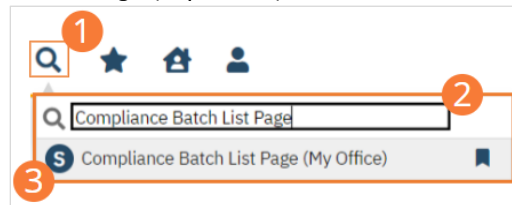
From the Customer’s SFTP folder:

1. Navigate to the customer's SFTP folder.
2. Within that folder, select the State Reporting folder.
3. Select the OSHPD folder.
4. Retrieve the file for the desired batch.

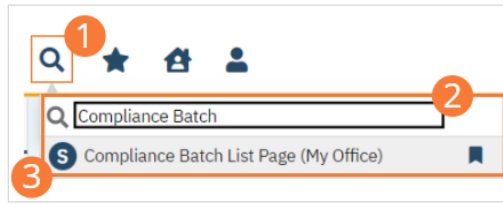


From the Compliance Batch List Page:

25. Select the Search icon.
26. Type "Compliance Batch List Page" into the search bar.
27. Click to select "Compliance Batch List Page (My Office)" from the search results.



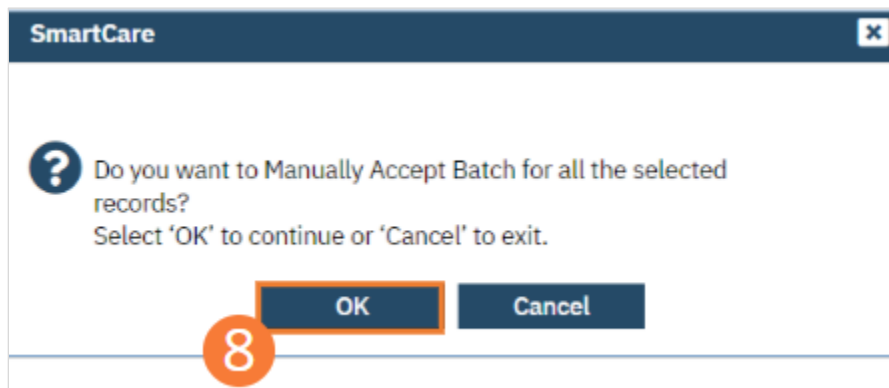
28. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=OSHPD.** Select other filters as appropriate.
29. **Click Apply Filter** to refresh the list page results.
30. **Select the desired batch by clicking the Batch ID hyperlink**, this will direct you to the Batch Detail screen.



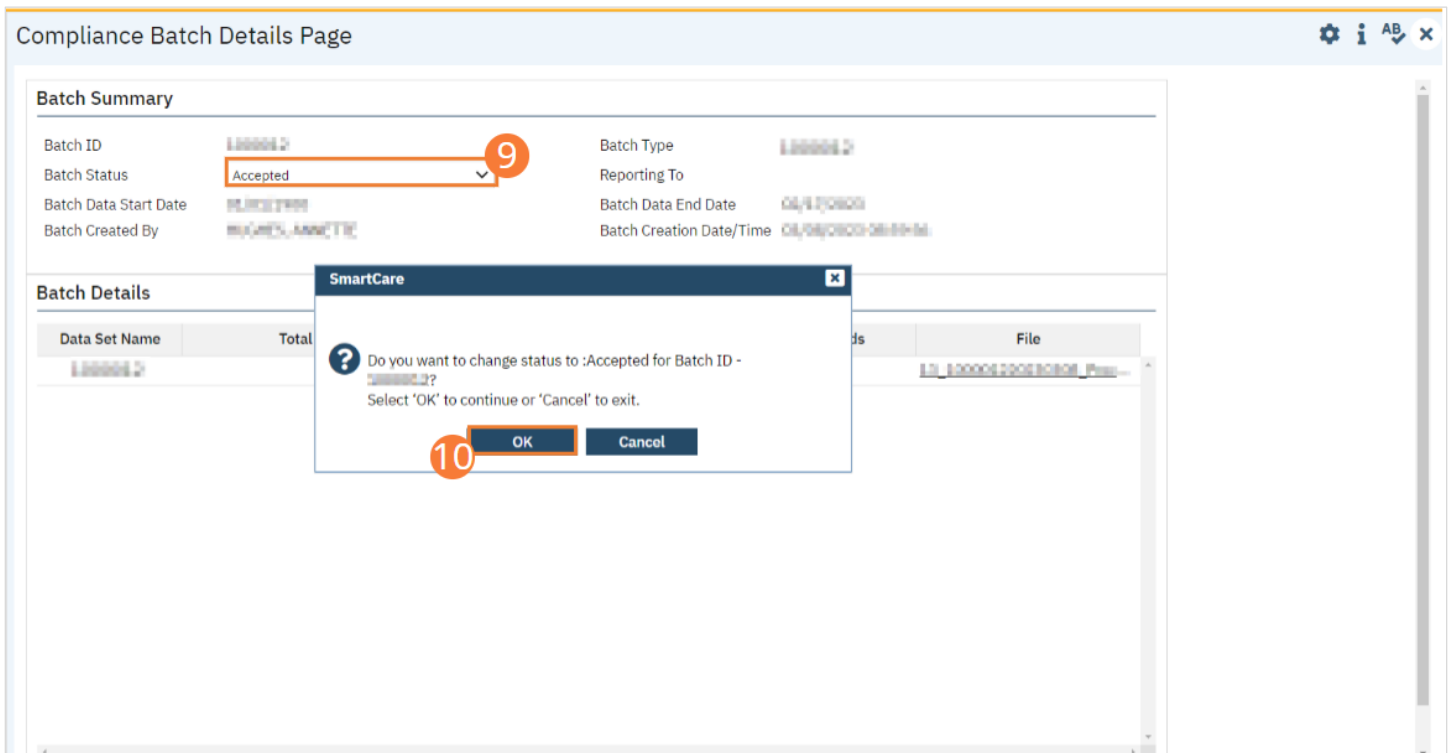
4. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=OSHPD.** Select other filters as appropriate.
5. **Click the Apply Filter button.**
6. To accept multiple batches, **select the checkboxes on the left, click All, or All on Page.**
7. Use the Action dropdown to select **Manually Accept Batch.**

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	Camille, Tanya (SAMM)			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	Lupino-Brigue, Emel...			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	WOMEN, SOVIET/US... Team06			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	ROBERTA, SANDRA (PO...			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	Andresia Perez, Jose...			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	SHI, WAKIYUKO (E)			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	Seavick, Emmanuel (E)			
[checkbox]	OSHPD	Envy	(Batch)Missing	02/17/2023	Karen, Helene (PERR...			

8. A popup window will open prompting you to Manually Accept the batch. **Select 'OK' to continue or 'Cancel' to exit.**

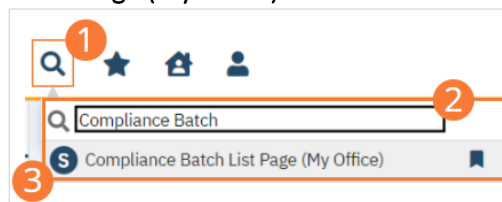


9. Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, **select Accepted from the Batch Status dropdown.**
10. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

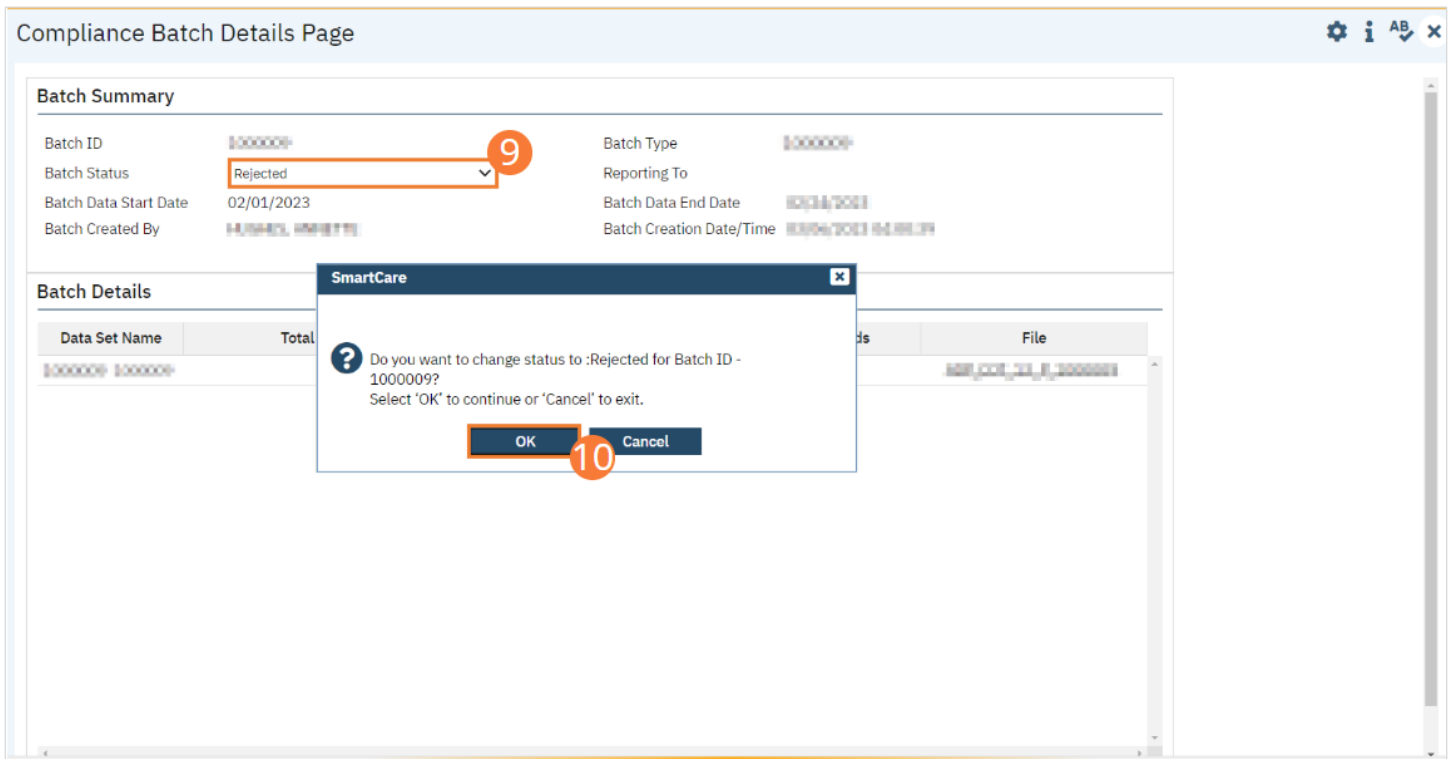


To mark batches as rejected:

31. Select the Search icon.
32. Type “Compliance Batch List Page” into the search bar.
33. Click to select “Compliance Batch List Page (My Office)” from the search results.



34. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=OSHPD.** Select other filters as appropriate.
35. **Click the Apply Filter button.**
36. To reject multiple batches, **select the checkboxes on the left, click All or All on Page.**
37. **Use the Action dropdown to select Manually Reject Batch.**
38. A popup window will open prompting you to Manually Reject the batch. **Select ‘OK’ to continue or ‘Cancel’ to exit.**

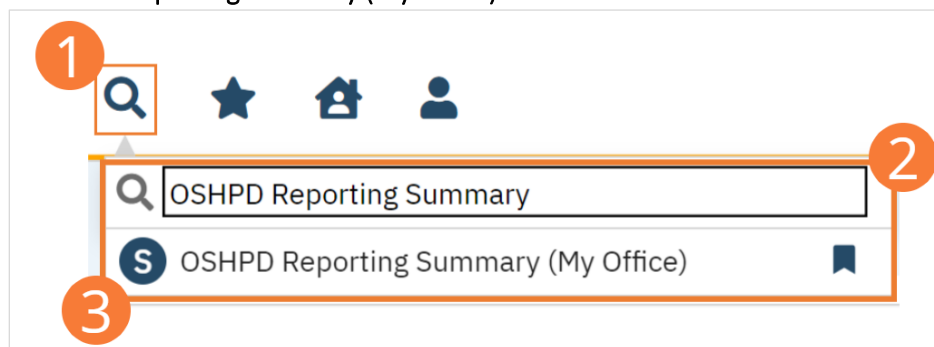


How do I accept or reject an individual record?

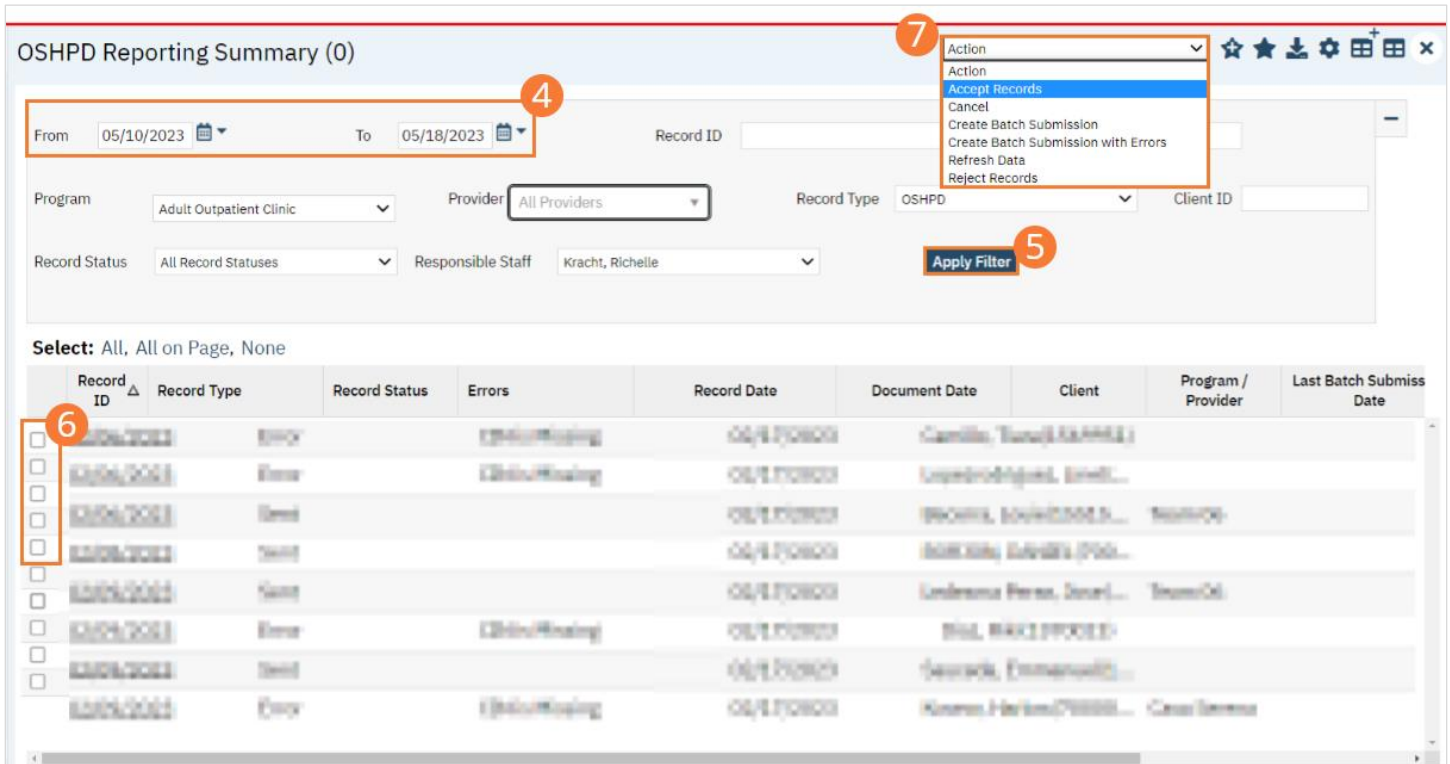
Once the batch file has been sent to the appropriately entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

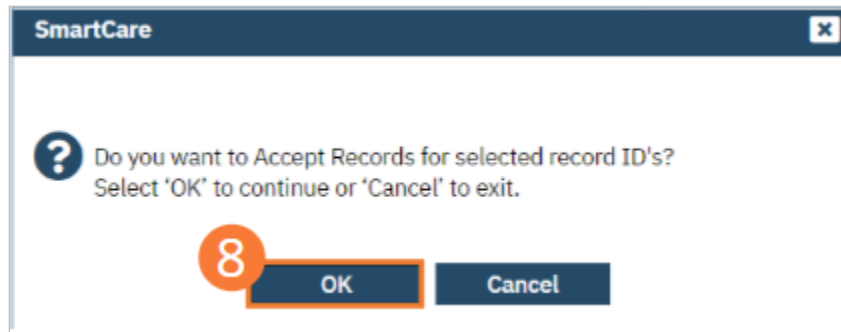
1. Select the Search icon.
2. Type "OSHPD Reporting Summary" into the search bar.
3. Click to select "OSHPD Reporting Summary (My Office)" from the search results.



4. The OSHPD Reporting Summary (My Office) list page will open. **Filter the results to display the records needing to be accepted.** This can be done a number of ways, including by Date, Status, or Batch ID.
5. **Click the Apply Filter button.**
6. To accept records, **select the checkboxes on the left, click All or All on Page.**
7. Use the Action dropdown to **select Accept Records.**

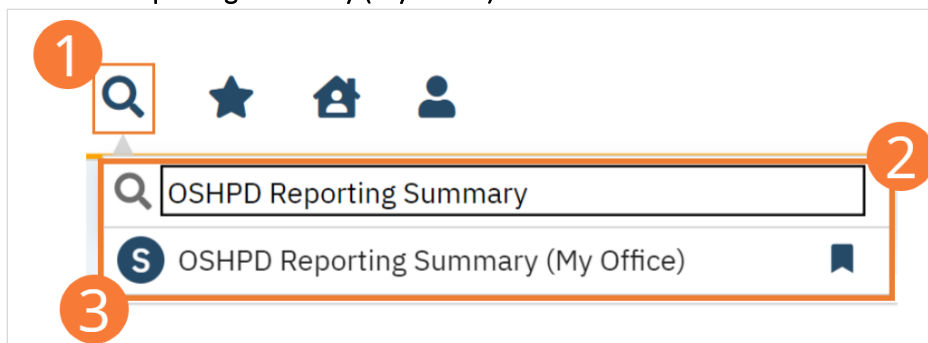


8. A popup window will open prompting you to Accept the record. Select 'OK' to continue or 'Cancel' to exit.



To mark records as rejected:

25. Select the Search icon.
26. Type "OSHPD Reporting Summary" into the search bar.
27. Click to select "OSHPD Reporting Summary (My Office)" from the search results.



28. The OSHPD Reporting Summary (My Office) list page will open. **Filter the results to display the records needing to be rejected.** This can be done a number of ways, including by Date, Status, or Batch ID.
29. **Click the Apply Filter button.**
30. To reject records, **select the checkboxes on the left, click All or All on Page.**
31. Use the Action dropdown to **select Reject Records.**

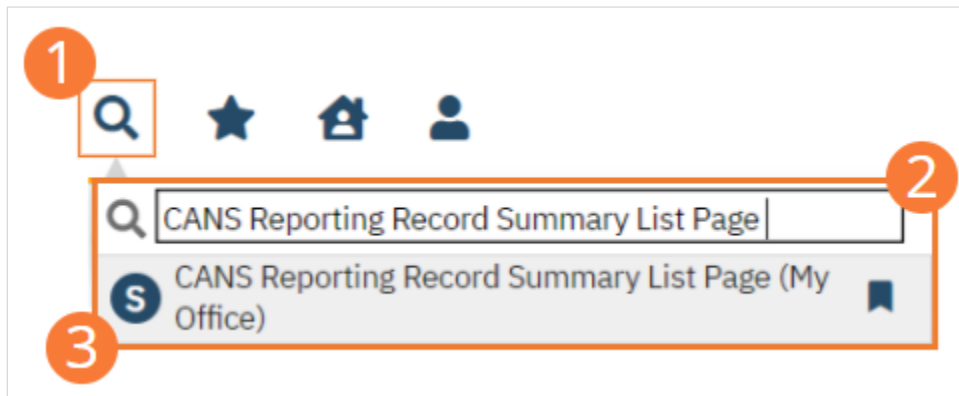
32. A popup window will open prompting you to Reject the record. **Select 'OK' to continue or 'Cancel' to exit.**

CANS Reporting

This section provides the overview of how to run the reports in SmartCare to produce the CANS reporting for the Department of Health Care Services (DHCS). The Child Adolescent Needs and Strengths (CANS) is built for reporting required data to the Department of Health Care Services (DHCS). The data must be submitted to DHCS on a monthly basis. The CANS is to be completed for all children/youth from age 6 through age 20. The data will be submitted in batch files.

How to Review Records

1. Select the Search icon.
2. Type “CANS Reporting Record Summary List Page” into the search bar.
3. Click to select “CANS Reporting Record Summary List Page (My Office)” from the search results.



4. The CANS Reporting Record Summary List Page (My Office) will open. The CANS Reporting Record Summary List Page displays all eligible submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

There are filters available in the CANS Reporting Record Summary List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for
- Record ID - this is the unique id assigned to the CANS record
- Managing Entity - the county that the CANS records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the CANS record is associated with
- Batch Type - this will default to CANS Batch Type
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the CANS record is associated with
- Record Type - this filter allows for differentiating between the different CANS record types; Admission, Annual Update and Discharge.
- Record Status - indicates the current status of the record.

- Client ID - this is the unique SC identifier of the client record associated with the CANS record.
- Responsible Staff - the staff who completed the data collection for the record will display
- Errors - this multi select filter will display the applicable errors.

CANS Reporting Record Summary List Page (58) **4** Action

From Date: 01/01/2023 To Date: 05/08/2023 Apply Filter

Record ID: Batch Id: Client Id:

All Programs All Providers

All Record Types All Record Status All Staff

All Managing Entities All Batch types All Errors

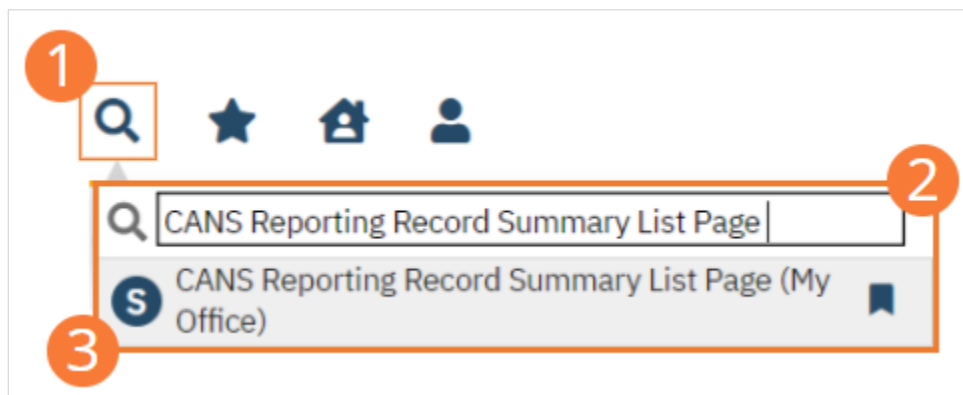
Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider
<input type="checkbox"/> 1	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 2	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 3	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 4	CANS	01/01/2023	Error	Client Missing	01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 5	CANS	01/01/2023	Error	Client Missing	01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 6	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	Team 01
<input type="checkbox"/> 7	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 8	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	Team 01
<input type="checkbox"/> 9	CANS	01/01/2023	Error	Client Missing	01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 10	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	
<input type="checkbox"/> 11	CANS	01/01/2023	Error	Client Missing	01/01/2023	Client, [Redacted]	Case/Session
<input type="checkbox"/> 12	CANS	01/01/2023	Sent		01/01/2023	Client, [Redacted]	

How to Monitor Records through the Reporting Period

CANS Reporting Record Summary List Page

1. Select the Search icon.
2. Type “CANS Reporting Record Summary List Page” into the search bar.
3. Click to select “CANS Reporting Record Summary List Page (My Office)” from the search results.



4. The CANS Reporting Record Summary List Page (My Office) will open. Filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
5. For records with a status of Error, click the Record ID hyperlink.

CANS Reporting Record Summary List Page (58)

From Date: 01/01/2023 To Date: 05/08/2023 Apply Filter

Record ID: Batch Id: Client Id:

All Programs: All Record Types: All Managing Entities: All Providers: All Staff: All Errors:

Select: All, All on Page, None

2 of 9 selected

- Accepted
- Cancelled
- Complete
- Deleted Submission
- Error
- In Progress
- Rejected
- Sent
- To Delete

Record ID	Record Type	Errors	Record Date	Client	Program/Provider
5	CANS		06/17/2023	Camille Abramo (M...)	
6	CANS		06/17/2023	BRISBENA, JALENA...	
7	CANS		06/17/2023	Cooper, Benjamin (S...)	
8	CANS	Empty/Empty	06/17/2023	Camille, Tiana (SAMUE...)	
9	CANS	Empty/Empty	06/17/2023	Lopez/Robyn, Lene...	
10	CANS	Sent	06/17/2023	BROWN, JONATHAN S...	TRAVOL
11	CANS	Sent	06/17/2023	BREKIDY, SARAH (PO...)	
12	CANS	Sent	06/17/2023	Andreas Peter, Jose...	TRAVOL
13	CANS	Empty/Empty	06/17/2023	Bill, MARK (PHOENI...)	
14	CANS	Sent	06/17/2023	Sevack, Emmanuel (...)	
15	CANS	Empty/Empty	06/17/2023	Karen, Harlow (PHOEN...)	Case Services

- The CANS Report Summary Details screen will open. **Review the error messages and record data.**
- Work error messages by navigating to the screen in which the source data resides.** The Source Document is shown below the Batch History section of the CANS Report Summary Details. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the CANS Report Summary Details screen.

CANS Reporting Record Detail Page

General

Record ID: 5 Record Type: CANS
 Record Status: Error Record Date: 06/17/2023 09:07:00
 Client: CAMILLE, TIANA (SAMUE...) Program/Provider:
 Last Batch ID: Last Batch Date:

Errors: CIN is Missing

Batch History

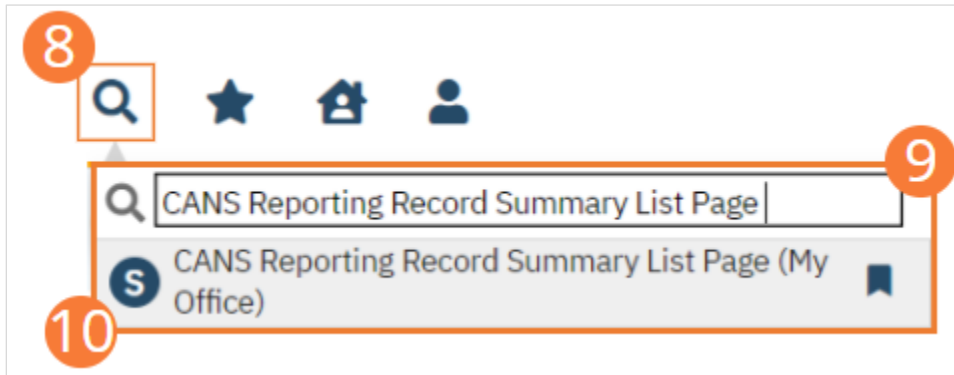
Batch ID	Batch Type	Batch Date	Record Status
----------	------------	------------	---------------

Administrative Data

TRANS_CD: 1
 ASSESS_TOOL_CD: 1
 CNTY_CD: 33
 CCN: 80249900
 CIN:
 CLIENT_NAME: TIANA-CAMILLE
 CLIENT_DOB: 1/1/1990

- Select the Search icon.

9. Type “CANS Reporting Record Summary List Page” into the search bar.
10. Click to select “CANS Reporting Record Summary List Page (My Office)” from the search results.



11. The CANS Reporting Record Summary List Page will open. Click the checkbox next to the record(s) that have been corrected.
12. Select the Action dropdown and choose Refresh Data.

CANS Reporting Record Summary List Page (58)

From Date: 01/01/2023 To Date: 05/08/2023

Record ID: [] Batch ID: [] Client ID: []

All Programs: [v] All Providers: [v]

All Record Types: [v] All Record Status: [v] All Staff: [v]

All Managing Entities: [v] All Batch types: [v] All Errors: [v]

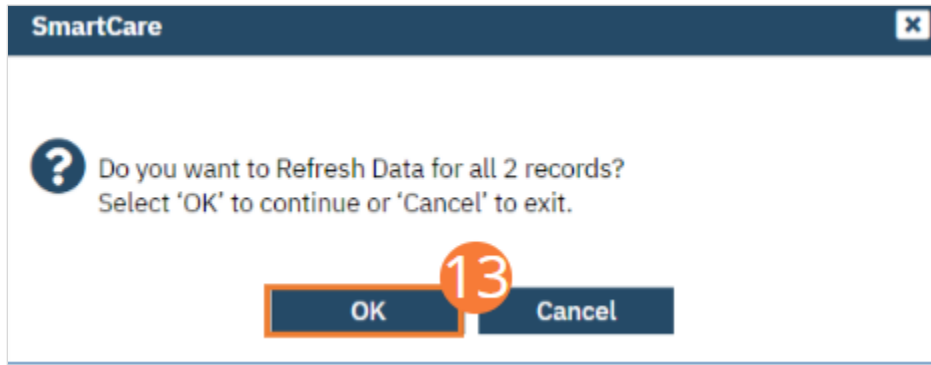
Select: All, All on Page, None

	Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider
<input checked="" type="checkbox"/>	↓	CANS	02/01/2023	Sent		02/01/2023	DAVIS, ADVISOR/DAV...	
<input checked="" type="checkbox"/>	↓	CANS	02/02/2023	Sent		02/02/2023	FRENCH, DORIAN/...	
<input type="checkbox"/>	↓	CANS	02/03/2023	Sent		02/03/2023	COOPER, BENJAMIN/CO...	
<input type="checkbox"/>	↓	CANS	02/06/2023	Error	CAN is Missing	02/06/2023	CAMBA, TINA/CAMBA...	
<input type="checkbox"/>	↓	CANS	02/06/2023	Error	CAN is Missing	02/06/2023	LOONCH, JAMES/LOON...	
<input type="checkbox"/>	↓	CANS	02/06/2023	Sent		02/06/2023	REYNOLDS, LUCAS/REY...	Team 06
<input type="checkbox"/>	↓	CANS	02/08/2023	Sent		02/08/2023	BOSCH, CAMILYAN/...	
<input type="checkbox"/>	↓	CANS	02/09/2023	Sent		02/09/2023	MAHONEY, PAUL/MAH...	Team 06
<input type="checkbox"/>	↓	CANS	02/09/2023	Error	CAN is Missing	02/09/2023	CHEN, HONG/CHEN/...	
<input type="checkbox"/>	↓	CANS	02/09/2023	Sent		02/09/2023	GUARDIA, DOMINIC/...	
<input type="checkbox"/>	↓	CANS	02/09/2023	Error	CAN is Missing	02/09/2023	WHEELER, MATTHEW/W...	Case 06/06
<input type="checkbox"/>	↓	CANS	02/10/2023	Sent		02/10/2023	...	

Action dropdown menu:

- Action
- Accept Records
- Cancel
- Create Batch Submission
- Create Batch Submission with Errors
- Refresh Data
- Reject Records

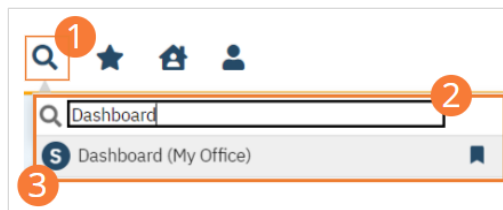
13. A popup will open for Do you want to Refresh Data for {number of records}? Select ‘OK’ to continue or ‘Cancel’ to exit. Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.



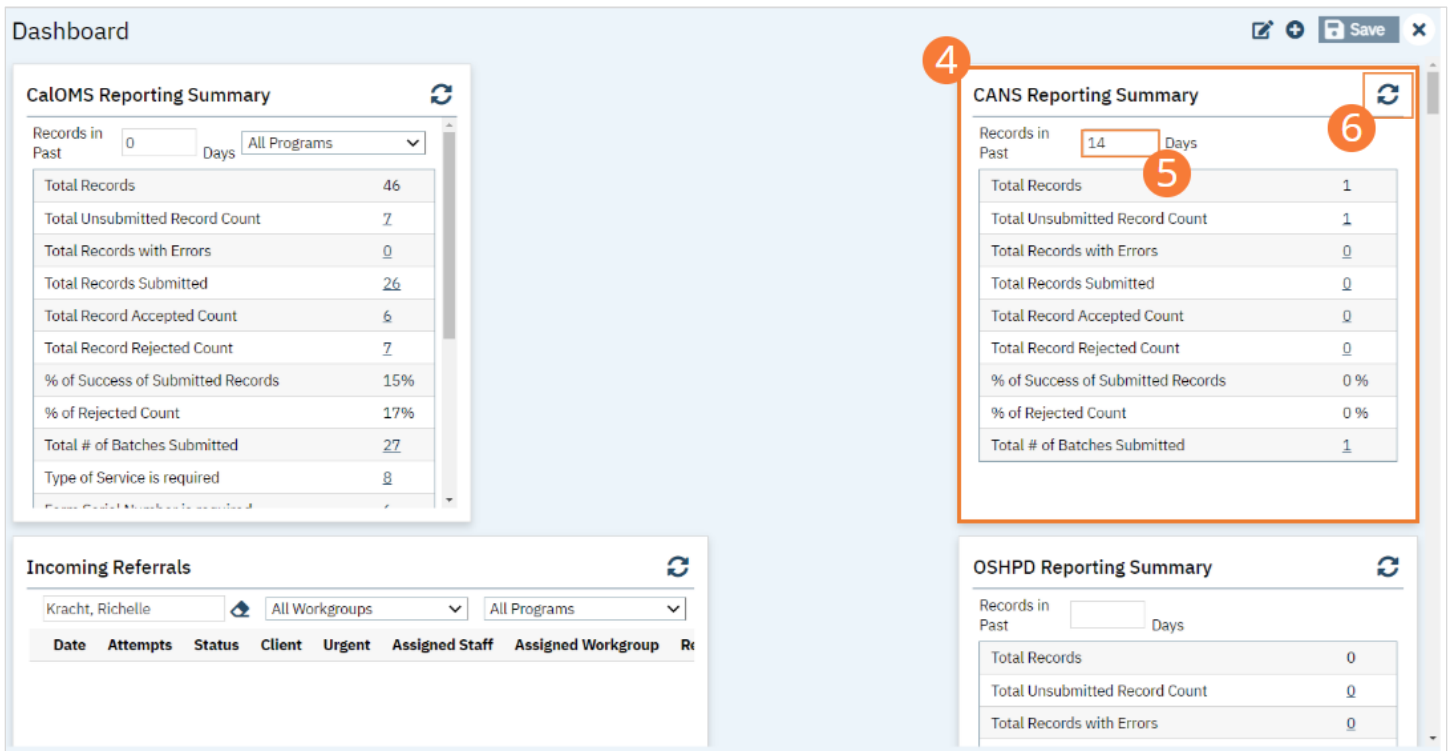
Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the CANS Reporting Summary widget. From the Dashboard, a user can review basic statistics of records within a specific day range from the program.

21. Select the Search icon.
22. Type "Dashboard" into the search bar.
23. Click to select "Dashboard (My Office)" from the search results.



24. The Dashboard (My Office) list page will open. **Locate the CANS Reporting Summary widget.**
25. **Type the number of past days** for which to filter the records.
26. **Click the refresh icon** in the right hand corner of the widget if filters were modified. Within the widget are hyperlinks that will direct you to prefiltered list pages where you can review records, modify statuses, or work errors as needed.



The CANS Reporting Summary Widget displays the follow information:

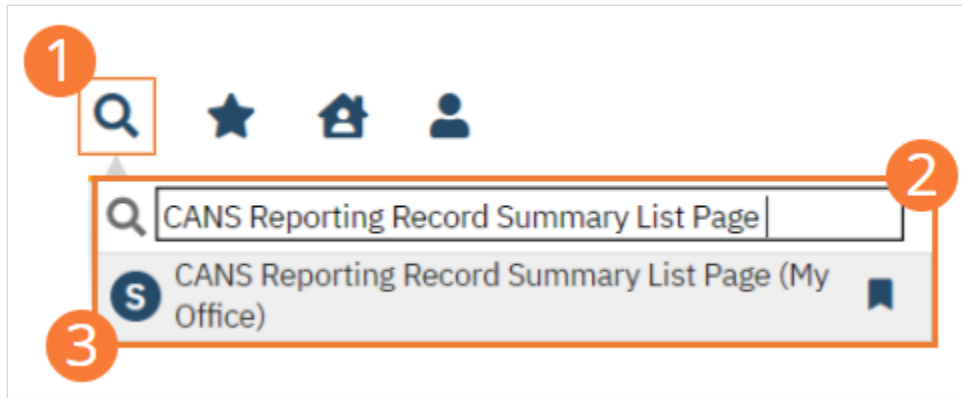
- Total Records - distinct count of all records.
- Total Unsubmitted Record Count - distinct count of all records with a status of In Progress, Error, or Canceled. Clicking the number hyperlink will direct the user to the list page pre-filtered for these values.
- Total Records with Errors - distinct count of all records with a status Error. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Submitted - distinct count of all records with a status Sent. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Accepted Count - distinct count of all records with a status Accepted. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Record Rejected Count - distinct count of all records with a status Rejected. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- % of Success of Submitted Records - displays the percentage of records with a status of Accepted of the records sent during the reporting period.
- % of Rejected Count - displays the percentage of records with a status of Rejected of the records sent during the period.
- Total # of Batches Submitted - this displays the distinct count of batches that were generated during the period. Clicking the number hyperlink will direct the user to the Compliance Batch list page pre-filtered for these values.
- CIN is Missing or Not In Format – displays count of all records with missing CIN or CIN not in Format.
- ProviderId is Missing – displays count of all records with ProviderId missing.

How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

1. Select the Search icon.
2. Type “CANS Reporting Record Summary List Page” into the search bar.

- Click to select “CANS Reporting Record Summary List Page (My Office)” from the search results.



- The CANS Reporting Record Summary List Page (My Office) list page will open. **Filter records based on last batch date or other requirements.**
- Set Record Status to In Progress.**
- Click the Apply Filter button.** Review displayed records as needed.
- Select the checkbox for the appropriate records,** or Select All, or Select All on Page.
- Once the records have been selected, **click the Action dropdown, and select Create Batch Submission.**
- A popup window will open confirming the action to batch X number of records. **Click the OK button.** Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.

CANS Reporting Record Summary List Page (41)

From Date 01/01/1900 To Date 05/08/2023

Record ID Batch Id Client Id

All Programs All Providers

All Record Types In Progress All Staff

All Managing Entities All Batch types CANS: Missing or Not In Format

Create Batch Submission

Apply Filter

Select: All, All on Page, None

Record ID	Record Type	Record Date	Client	Program/Provider
<input checked="" type="checkbox"/>	CANS	05/07/2023	Clark, Anthony/234...	
<input checked="" type="checkbox"/>	CANS	05/07/2023	BRENNER, JENNIFER...	
<input checked="" type="checkbox"/>	CANS	05/07/2023	Cooper, Benjamin/23...	
<input type="checkbox"/>	CANS	05/07/2023	Carroll, Tara/234567...	
<input type="checkbox"/>	CANS	05/07/2023	HOOPER, LINDA...	
<input type="checkbox"/>	CANS	05/07/2023	Evans, Louis/2345...	Team (e...
<input type="checkbox"/>	CANS	05/07/2023	BRUSH, DANIEL/789...	
<input type="checkbox"/>	CANS	05/07/2023	Johnson, Peter, Joes...	Team (e...
<input type="checkbox"/>	CANS	05/07/2023	Ray, WALE SPAN/23...	
<input type="checkbox"/>	CANS	05/07/2023	Reynolds, Emma/234...	
<input type="checkbox"/>	CANS	05/07/2023	Edwards, Lisa/23456...	Case Serv...

SmartCare

Do you want to Create Batch Submission for all 3 records? Select 'OK' to continue or 'Cancel' to exit.

OK Cancel

How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

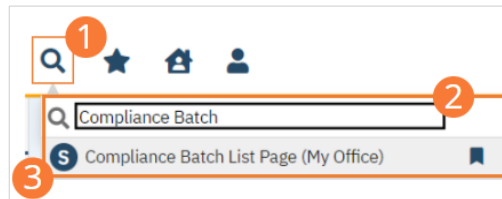
From the Customer’s SFTP folder:

1. Navigate to the customer's SFTP folder.
2. Within that folder, select the State Reporting folder.
3. Select the CANS folder. Retrieve the file for the desired batch.



From the Compliance Batch List Page:

33. Select the Search icon.
34. Type "Compliance Batch List Page" into the search bar.
35. Click to select "Compliance Batch List Page (My Office)" from the search results.



36. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=CANS. Select other filters as appropriate.
37. Click Apply Filter to refresh the list page results.
38. Select the desired batch by clicking the Batch ID hyperlink, this will direct you to the Batch Detail screen.

Compliance Batch List Page (2)

Action

CANS 4 All Batch Statuses All Batch Submitted To 5 Apply Filter

Batch Creation Start 03/01/2023 Batch Creation End 04/23/2023 Batch ID

Batch Data Start Batch Data End

Select: All, All on Page, None

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input type="checkbox"/> 1188881	CANS	Sent		03/01/2023 08:09:56	03/01/2023	03/17/2023	6	0
<input type="checkbox"/> 1188882	CANS	Sent		03/01/2023 15:00:08	03/01/2023	03/17/2023	1	0

39. From the Batch Detail screen, **click the hyperlink to the file** in the Batch Details to download the results.

Compliance Batch Details Page

Batch Summary

Batch ID: 1188881 Batch Type: CANS
 Batch Status: Sent Reporting To:
 Batch Data Start Date: 03/01/2023 Batch Data End Date: 03/17/2023
 Batch Created By: RICHARD,ANNETTE Batch Creation Date/Time: 03/01/2023 08:09:56

Batch Details

Data Set Name	Total Records	Rejected Records	Accepted Records	File
CANS	6	0	0	11_1188881_03032023080956.Txt 7

are Data

40. The file will display in your toolbar. **Select the file to download and open the txt file.**

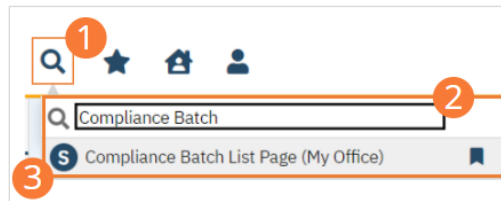


How to Accept or Reject a Batch

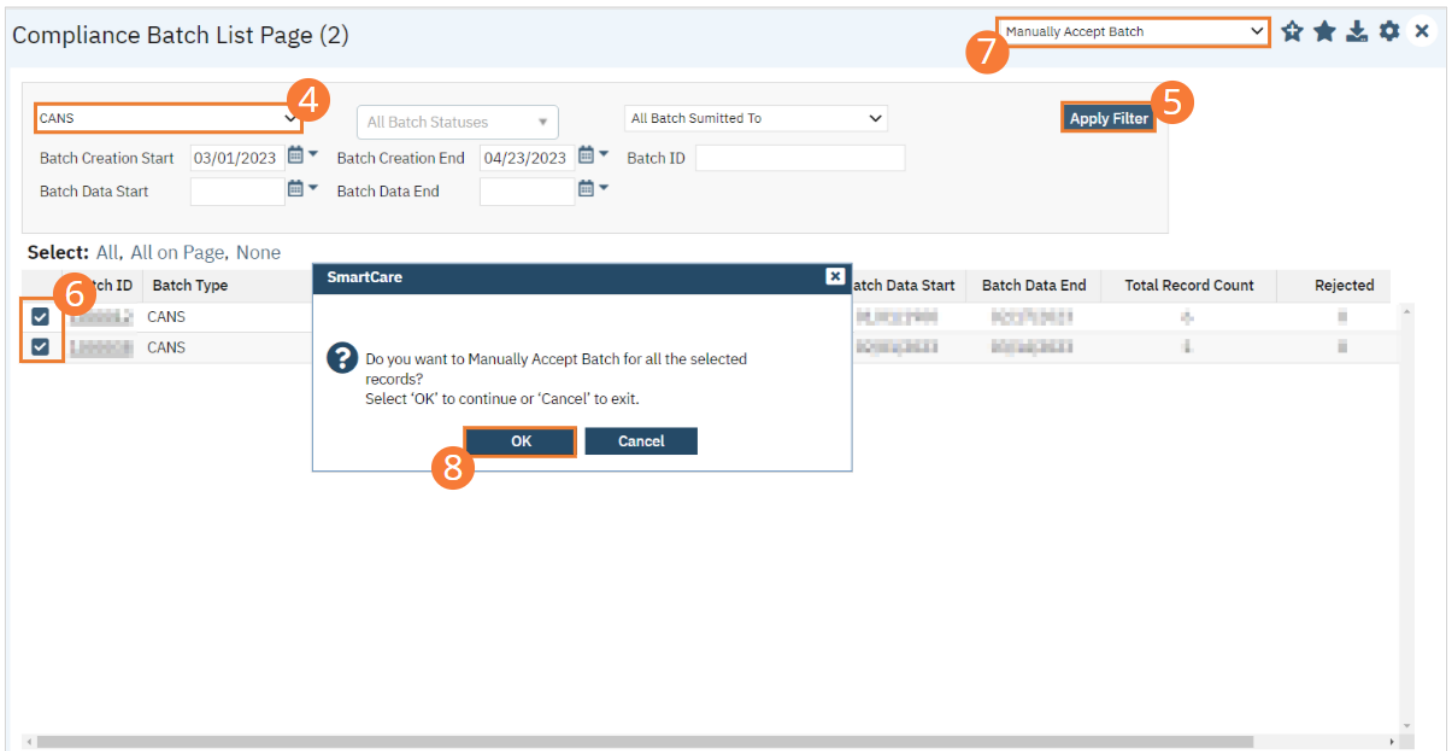
Once the file has been sent to the appropriate entity, batches can be marked as accepted or rejected.

To mark batches as accepted:

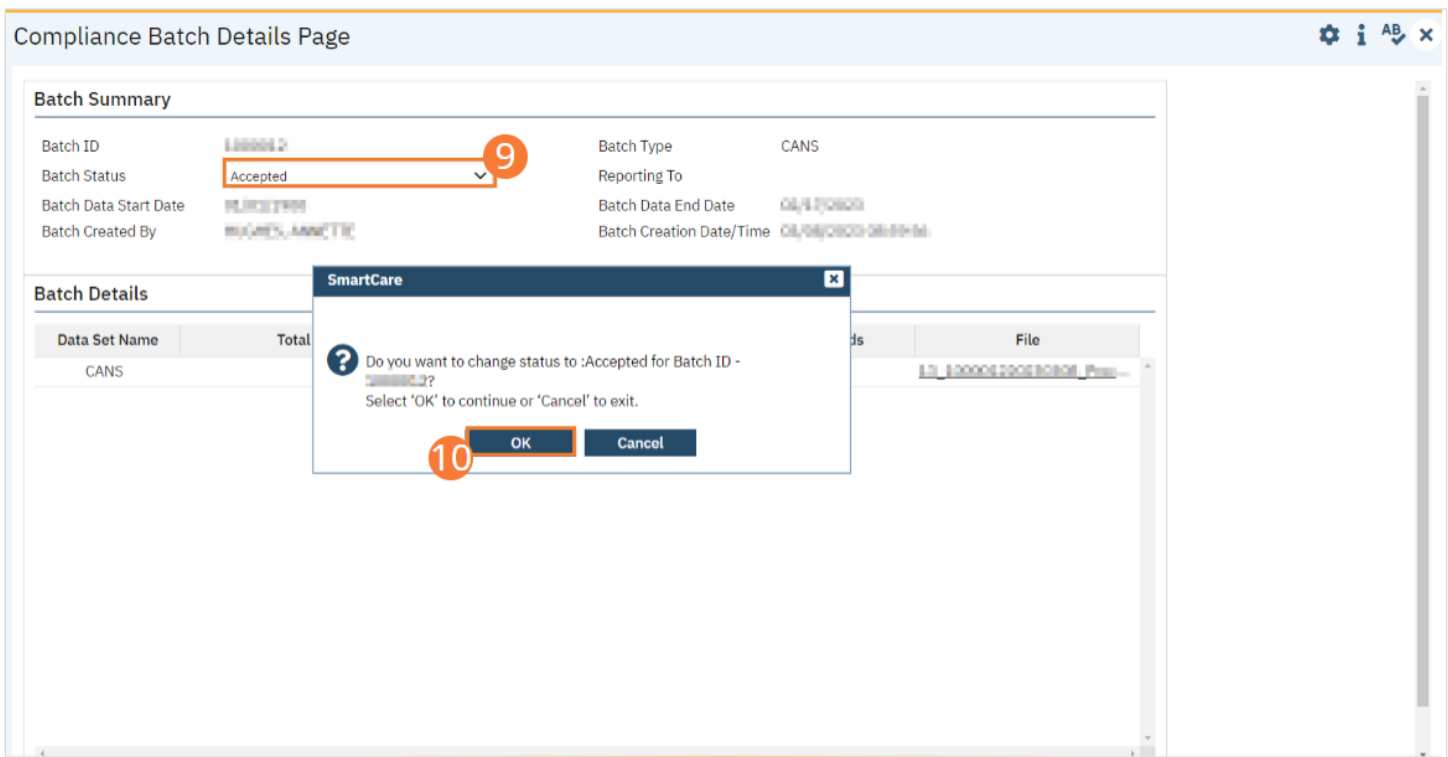
1. Select the Search icon.
2. Type "Compliance Batch List Page" into the search bar.
3. Click to select "Compliance Batch List Page (My Office)" from the search results.



4. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=CANS.** Select other filters as appropriate.
5. **Click the Apply Filter button.**
6. To accept multiple batches, **select the checkboxes on the left, click All, or All on Page.**
7. Use the Action dropdown to select **Manually Accept Batch.**
8. A popup window will open prompting you to Manually Accept the batch. **Select 'OK' to continue or 'Cancel' to exit.**

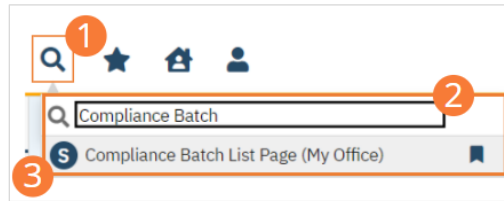


9. Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, **select Accepted from the Batch Status dropdown.**
10. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.



To mark batches as rejected:

41. Select the Search icon.
42. Type “Compliance Batch List Page” into the search bar.
43. Click to select “Compliance Batch List Page (My Office)” from the search results.



44. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=CANS. Select other filters as appropriate.
45. Click the Apply Filter button.
46. To reject multiple batches, select the checkboxes on the left, click All or All on Page.

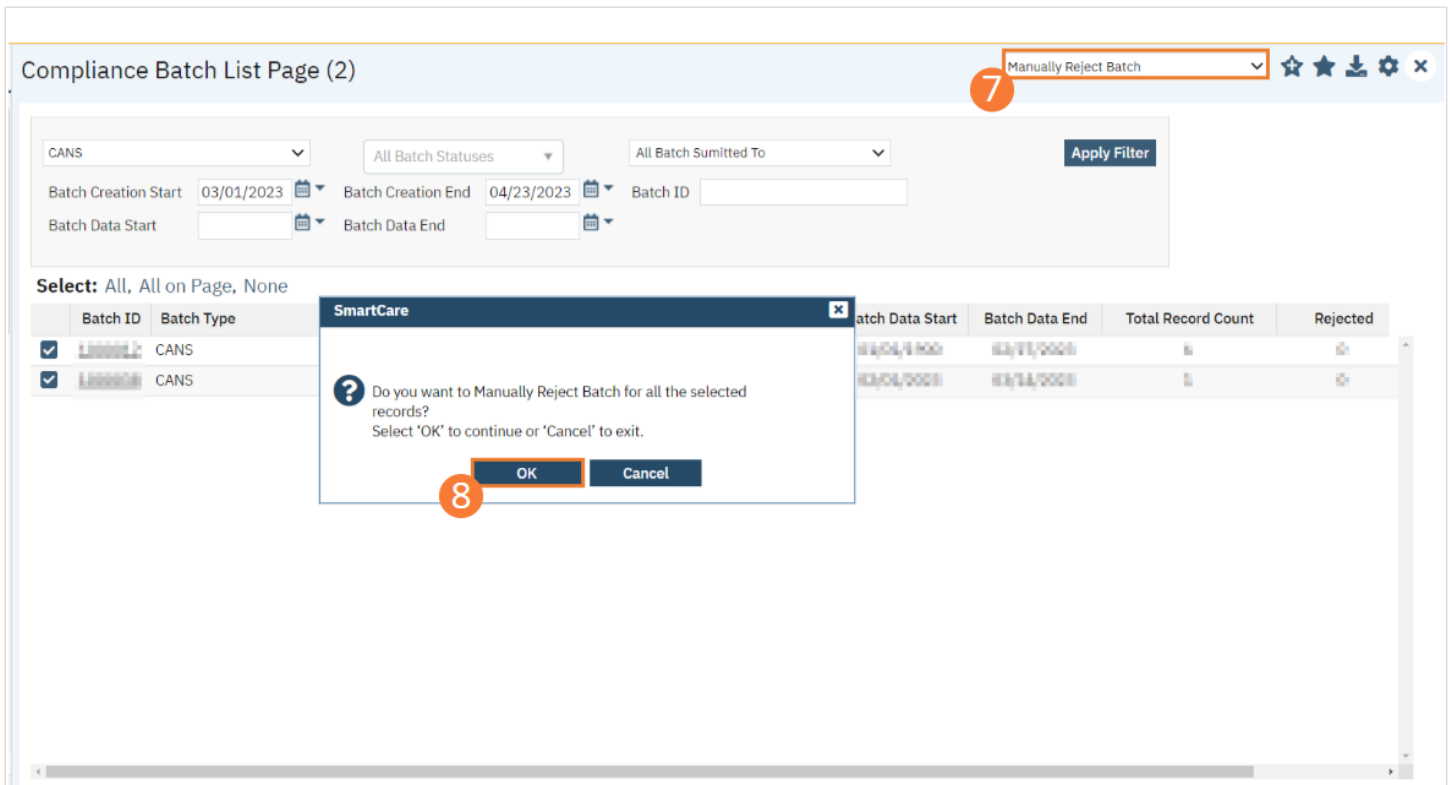
Compliance Batch List Page (2)

Batch Type: CANS (4)

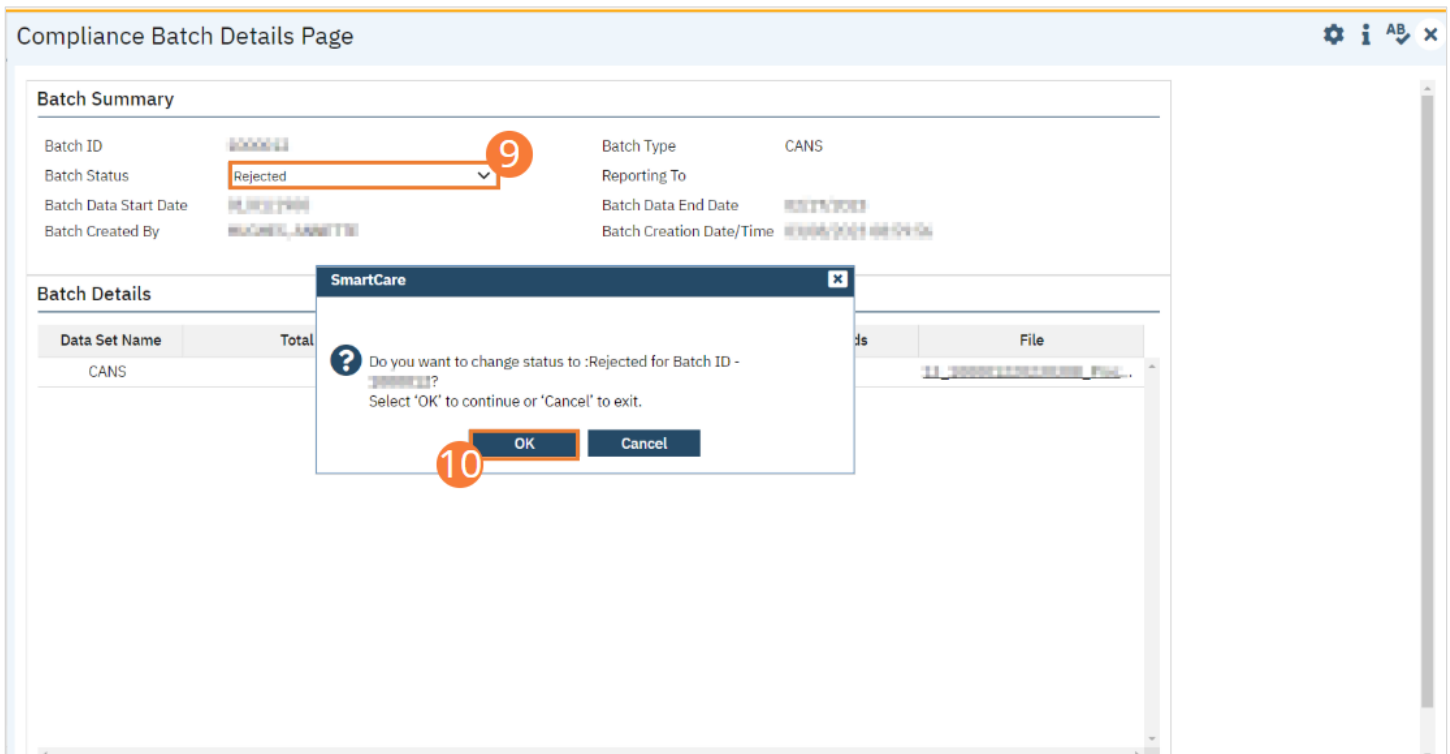
Apply Filter (5)

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input checked="" type="checkbox"/>	CANS	Good		2023/03/01 10:00:00	03/01/2023	03/01/2023	1	0
<input checked="" type="checkbox"/>	CANS	Good		2023/03/01 10:00:00	03/01/2023	03/01/2023	1	0

47. Use the Action dropdown to select Manually Reject Batch.
48. A popup window will open prompting you to Manually Accept the batch. Select ‘OK’ to continue or ‘Cancel’ to exit.



49. Rejecting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select Reject from the Batch Status dropdown.
50. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

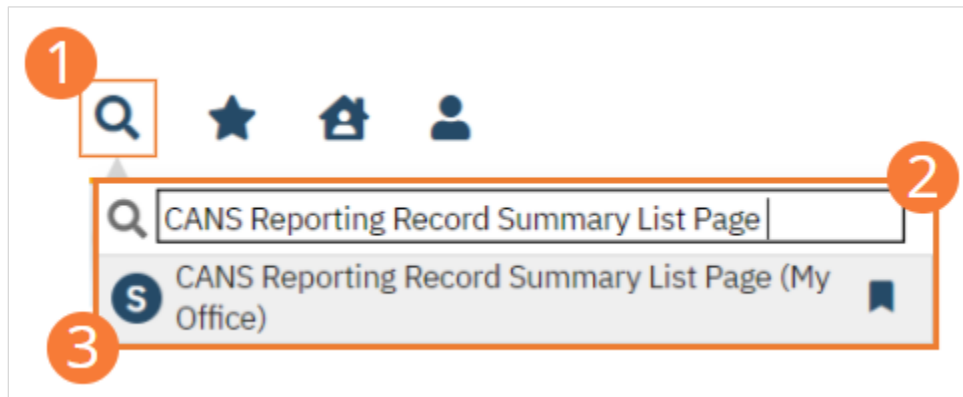


How to Accept or Reject an Individual Record

Once the batch file has been sent to the appropriate entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

1. Select the Search icon.
2. Type "CANS Reporting Record Summary List Page" into the search bar.
3. Click to select "CANS Reporting Record Summary List Page (My Office)" from the search results.



4. The CANS Reporting Record Summary List Page (My Office) will open. Filter the results to display the records needing to be accepted. This can be done a number of ways, including by Date, Status, or Batch ID.
5. Click the Apply Filter button.
6. To accept records, select the checkboxes on the left, click All or All on Page.
7. Use the Action dropdown to select Accept Records.
8. A popup window will open prompting you to Accept the record. Select 'OK' to continue or 'Cancel' to exit.

A screenshot of the "CANS Reporting Record Summary List Page (58)". The page has a header with an "Accept Records" dropdown menu (labeled 7) and navigation icons. Below the header are filter fields for "From Date" (01/01/2023) and "To Date" (05/08/2023) (labeled 4), and an "Apply Filter" button (labeled 5). The main content area shows a table of records with columns for Record ID, Record Type, Record Date, Client, and Program/Provider. The first record is selected with a checkbox (labeled 6). A "SmartCare" popup window is overlaid on the table, asking "Do you want to Accept Records for all 1 records? Select 'OK' to continue or 'Cancel' to exit." with "OK" and "Cancel" buttons (labeled 8).

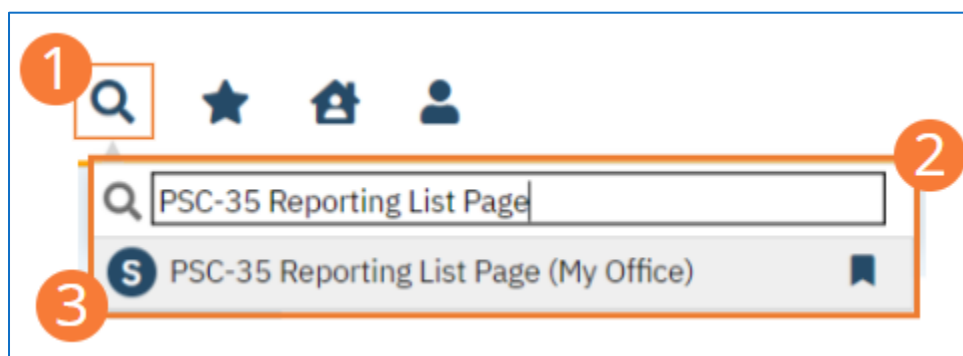
Record ID	Record Type	Record Date	Client	Program/Provider
1	CANS	01/01/2023	Frank, Anthony/Dan...	
2	CANS	01/01/2023	FRANCIS, DANIEL...	
3	CANS	01/01/2023	Crigo, Benjamin/D...	
4	CANS	01/01/2023	EMMA, FRANCIS/FR...	
5	CANS	01/01/2023	Edward/Grace/Lisa...	
6	CANS	01/01/2023	Beverly Louise/DEE...	Team 01
7	CANS	01/01/2023	BONNIE/DAVID/FR...	
8	CANS	01/01/2023	Isabella/Peter/Joel...	Team 01
9	CANS	01/01/2023	Chae, Min/DAVID/CO...	
10	CANS	01/01/2023	Stacy/DAVID/FRAN...	
11	CANS	01/01/2023	Robert, Andrew/FRAN...	Case Services
12	CANS	01/01/2023	Ms. Tracy/FRANCO...	Case Services/Case...

PSC-35 Reporting

This section provides the overview of how to run the reports in SmartCare to produce the PSC-35 reporting for the Department of Health Care Services (DHCS). The PSC-35 is built for reporting required data to the Department of Health Care Services (DHCS). The data is completed for children ages 3 and youth up to age 18. The PSC-35 is completed at the beginning of treatment, every six months following the first administration, and at the end of treatment.

How to Review Records

1. Select the Search icon.
2. Type "PSC-35 Reporting List Page" into the search bar.
3. Click to select "PSC-35 Reporting List Page (My Office)" from the search results.



4. The PSC-35 Reporting List Page (My Office) will open. The PSC-35 Reporting List Page displays all eligible submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

There are filters available in the PSC-35 Reporting List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for.
- Record ID - this is the unique id assigned to the PSC-35 record.
- Managing Entity - the county that the PSC-35 records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the PSC-35 record is associated with.
- Batch Type - this will default to PSC-35 Batch Type.
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the PSC-35 record is associated with.
- Record Type - this filter allows for differentiating between the different PSC-35 record types; Admission, Annual Update and Discharge.
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the PSC-35 record.

- Reason for Assessment – this filter allows for differentiating between different reasons the PSC was completed.
- Errors - this multi select filter will display the applicable errors.

PSC-35 Reporting List Page (17) 4 Action ☆ ☆ ⬇ ⚙ ×

From Date: 01/01/2023 📅 To Date: 05/12/2023 📅 Apply Filter

Record Id: Batch Id: Client Id:

All Programs All Providers All Reason for Assessment
All Record Types All Record Status All Responsible Staff
All Managing Entities All Batch types All Errors

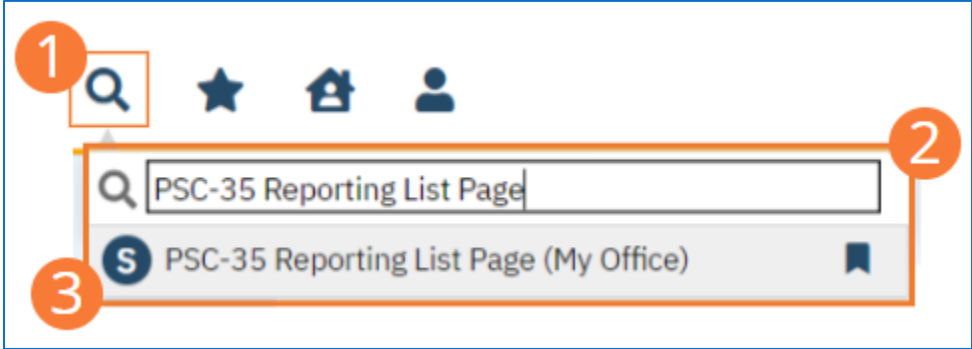
Select: All, All on Page, None

	Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program/Provider
<input type="checkbox"/>	1	PSC	01/01/2023	Send		01/01/2023	BOROUGHMANVILLE...	Team 06
<input type="checkbox"/>	2	PSC	01/01/2023	Send		01/01/2023	BOHIOVINGUELLI...	PROG - 0300
<input type="checkbox"/>	3	PSC	01/01/2023	Send		01/01/2023	Bosnia Local PSC...	Team 06
<input type="checkbox"/>	4	PSC	01/01/2023	Send		01/01/2023	Casper, Benjamin...	Team 06
<input type="checkbox"/>	5	PSC	01/01/2023	Send		01/01/2023	CASH, ADYER/DNA...	Team 12
<input type="checkbox"/>	6	PSC	01/01/2023	Send		01/01/2023	Secolo, Giovanni...	Team 06
<input type="checkbox"/>	7	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	8	PSC	01/01/2023	Send		01/01/2023	BRINORN, GIUSEP...	Team 06
<input type="checkbox"/>	9	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	10	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	11	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	12	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	13	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	14	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06
<input type="checkbox"/>	15	PSC	01/01/2023	Send		01/01/2023	BRINORN, MARCO...	Team 06

How to Monitor Records through the Reporting Period

PSC-35 Reporting Record Summary List Page

1. Select the Search icon.
2. Type "PSC-35 Reporting List Page" into the search bar.
3. Click to select "PSC-35 Reporting List Page (My Office)" from the search results.



4. The PSC-35 Reporting List Page (My Office) will open. Filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
5. For records with a status of Error, click the Record ID hyperlink.

PSC-35 Reporting List Page (17)

From Date: 01/01/2023 To Date: 05/12/2023

Record ID: Batch Id: Client Id:

All Programs: All Record Types: All Managing Entities: All Providers: All Reason for Assessment: All Responsible Staff: All Errors:

Select: All, All on Page, None

2 of 9 selected

- Accepted
- Cancelled
- Complete
- Deleted Submission
- Error
- In Progress
- Rejected
- Sent
- To Delete

Record ID	Record Type	Record Date	Client	Program/Provider
1	PSC	05/09/2023	BRUN, DANIELA...	Team 04
2	PSC	05/11/2023	Lopez-Rodriguez, David...	PMHA - OCS
3	PSC	05/11/2023	Ramirez, Isabella...	Team 04
4	PSC	05/11/2023	Coppe, Diego...	Team 04
5	PSC	05/11/2023	Carroll, Anthony...	Team 11
6	PSC	05/11/2023	Sanchez, Emmanuel...	Team 04
7	PSC	05/11/2023	BRANDON, MARCO...	Team 04
8	PSC	05/11/2023	BRANDON, DALE...	Team 04
9	PSC	05/11/2023	Lopez-Rodriguez, David...	Team 04
10	PSC	05/11/2023	ORTIZ-RODRIGUEZ,...	Team 04
11	PSC	05/11/2023	Leblond, Michel, M.D.,...	Team 04

- The PSC-35 Record Detail Page will open. **Review the error messages and record data.**
- Work error messages by navigating to the screen in which the source data resides.** The Source Document is shown below the Batch History section of the PSC-35 Record Detail Page. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the PSC-35 Record Detail Page.

PSC-35 Record Detail Page

General

Record ID: 11 Record Type: PSC
 Record Status: Error Record Date: 05/11/2023 04/11/2023
 Client: 00000000000000000000000000000000 Program/Provider:
 Last Batch ID: Last Batch Date:

Errors: ClientIndexNumber is Missing, AssessmentType is Missing

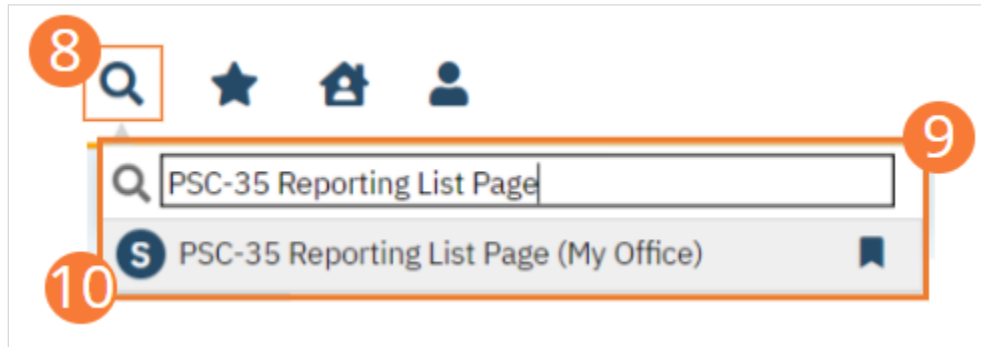
Batch History

Batch ID	Batch Type	Batch Date	Record Status

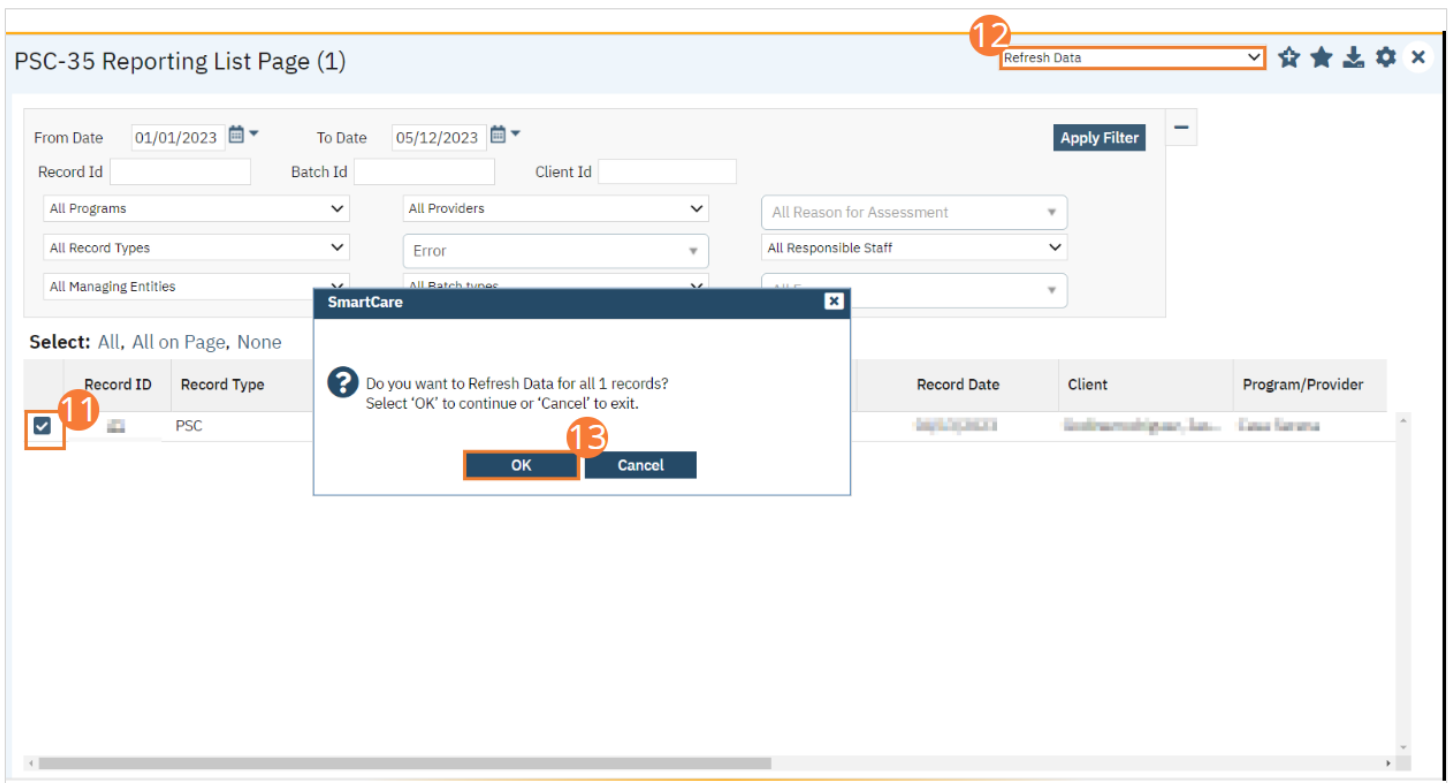
Administrative Data

TransactionCode : A
 AssessmentToolCode : 1
 CountyCode : 11
 CountyClientNumber : 00000000
 ClientIndexNumber : 00000000000000000000000000000000
 ClientName : BRUN, DANIELA...

8. Select the Search icon.
9. Type “PSC-35 Reporting List Page” into the search bar.
10. Click to select “PSC-35 Reporting List Page (My Office)” from the search results.



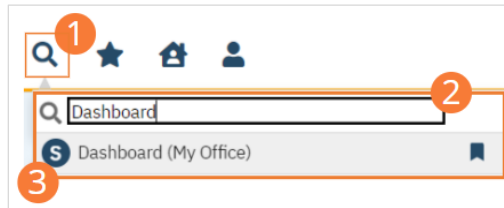
11. The PSC-35 Reporting List Page will open. Click the checkbox next to the record(s) that have been corrected.
12. Select the Action dropdown and choose Refresh Data.
13. A popup will open for Do you want to Refresh Data for {number of records}? Select ‘OK’ to continue or ‘Cancel’ to exit. Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.



Reporting Summary Widget

Another utility available for monitoring records throughout the reporting period is the PSC Compliance Reporting Summary widget. From the Dashboard, a user can review basic statistics of records within a specific day range from the program.

27. Select the Search icon.
28. Type “Dashboard” into the search bar.
29. Click to select “Dashboard (My Office)” from the search results.



30. The Dashboard (My Office) list page will open. **Locate the PSC Compliance Reporting Summary widget.**
31. **Type the number of past days** for which to filter the records.
32. **Click the refresh icon** in the right hand corner of the widget if filters were modified. Within the widget are hyperlinks that will direct you to prefiltered list pages where you can review records, modify statuses, or work errors as needed.

PSC Compliance Reporting Summary

Records in Past Days

Total Records	60
Total Unsubmitted Record Count	44
Total Records with Errors	44
Total Records Submitted	16
Total Record Accepted Count	0
Total Record Rejected Count	0
% of Success of Submitted Records	0 %
% of Rejected Count	0 %
Total # of Batches Submitted	2
ClientIndexNumber is Missing or Not In Format	44

Refill/Reject Request

Date Received	Client Name	DOB	Medication	Action

Supervisee Service Needing Attention

All Supervisee Staff

Supervisee	Charges	Services
Kracht, Richelle	0	0

Utilization Manager

IMPERIALCntySmartcareQv

Requested	Pended	PartiallyApproved	Clinician Appeal	Consumer Appeal

The PSC Compliance Reporting Summary Widget displays the follow information:

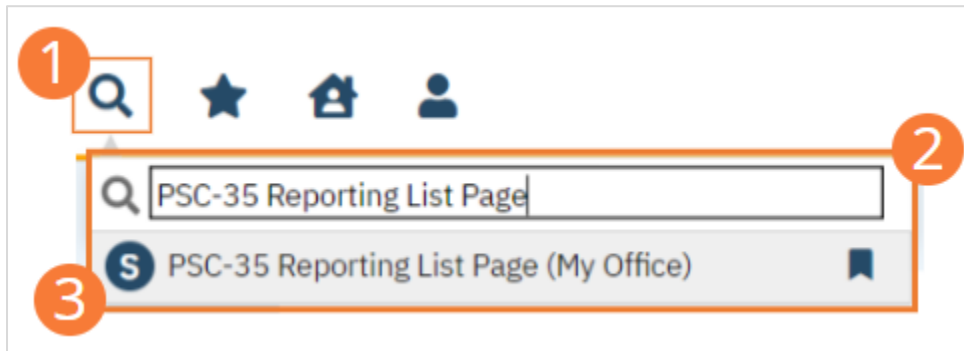
- Total Records - distinct count of all records.
- Total Unsubmitted Record Count - distinct count of all records with a status of In Progress, Error, or Canceled. Clicking the number hyperlink will direct the user to the list page pre-filtered for these values.
- Total Records with Errors - distinct count of all records with a status Error. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Submitted - distinct count of all records with a status Sent. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Records Accepted Count - distinct count of all records with a status Accepted. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- Total Record Rejected Count - distinct count of all records with a status Rejected. Clicking the number hyperlink will direct the user to the list page pre-filtered for this value.
- % of Success of Submitted Records - displays the percentage of records with a status of Accepted of the records sent during the reporting period.

- % of Rejected Count - displays the percentage of records with a status of Rejected of the records sent during the period.
- Total # of Batches Submitted - this displays the distinct count of batches that were generated during the period. Clicking the number hyperlink will direct the user to the Compliance Batch list page pre-filtered for these values.
- Top 10 Errors –up to 10 errors will display in the last rows of the widget. This will display the top 10 most common errors for the period based on distinct counts. Clicking the number hyperlink will direct the user to the list page pre-filtered for applicable error.

How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

1. Select the Search icon.
2. Type “PSC-35 Reporting List Page” into the search bar.
3. Click to select “PSC-35 Reporting List Page (My Office)” from the search results.



4. The PSC-35 Reporting List Page (My Office) list page will open. **Filter records based on last batch date or other requirements.**
5. **Set Record Status to In Progress.**
6. **Click the Apply Filter button.** Review displayed records as needed.
7. **Select the checkbox for the appropriate records,** or Select All, or Select All on Page.
8. Once the records have been selected, **click the Action dropdown, and select Create Batch Submission.**
9. A popup window will open confirming the action to batch X number of records. **Click the OK button.** Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.

PSC-35 Reporting List Page (17)

Create Batch Submission

From Date 01/01/2023 To Date 05/12/2023

Record ID Batch Id Client Id

All Programs All Providers All Reason for Assessment

All Record Types 5 of 9 selected All Responsible Staff

All Managing Entities All Batch types

Apply Filter

Select: All, All on Page, None

Record ID	Record Type	Record Date	Client	Program/Provider
<input type="checkbox"/>	PSC	06/07/2023	BRUNN, DANIEL PPO...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	Uspetrofijas, Emel...	WYSA - 000
<input type="checkbox"/>	PSC	06/07/2023	Beuma, Isaac GABRI...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	Colein, Benjamin J...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	Carols Adriano J SO...	Team 11
<input type="checkbox"/>	PSC	06/07/2023	Barros, Emmanuel J...	Team 06
<input checked="" type="checkbox"/>	PSC	06/07/2023	SHERRA, MARCO...	Team 06
<input checked="" type="checkbox"/>	PSC	06/07/2023	SHERRA, JENNIFER...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	Isoponata, Marilou...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	CRISTINA, BENE...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	Carolina Perez, Dora...	Team 06
<input type="checkbox"/>	PSC	06/07/2023	Aracely, Trinidad...	Team 06

SmartCare

Do you want to Create Batch Submission for all 2 records?
Select 'OK' to continue or 'Cancel' to exit.

OK Cancel

How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

From the Customer's SFTP folder:

1. Navigate to the customer's SFTP folder.
2. Within that folder, select the State Reporting folder.
3. Select the PSC folder. Retrieve the file for the desired batch.

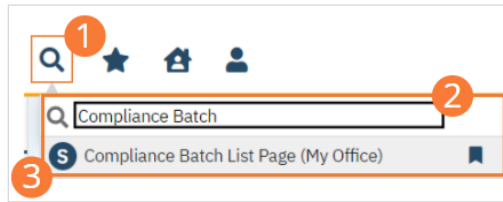
Index of \\nocvm.azure.smartcarenet.com\sftp\CalMHSA\State Reporting\PROD\

[parent directory]

Name	Size	Date Modified
ANSA/		3/10/23, 6:28:12 AM
ASAM/		3/10/23, 6:27:52 AM
CalOMS/		3/10/23, 6:35:27 AM
CANS/		3/10/23, 6:28:27 AM
CSI/		3/10/23, 6:28:58 AM
FSP/		3/10/23, 7:02:36 AM
OSHPD/		3/10/23, 6:29:52 AM
PSC/		3/10/23, 6:28:43 AM

From the Compliance Batch List Page:

41. Select the Search icon.
42. Type "Compliance Batch List Page" into the search bar.
43. Click to select "Compliance Batch List Page (My Office)" from the search results.



44. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=PSC.** Select other filters as appropriate.
45. **Click Apply Filter** to refresh the list page results.
46. **Select the desired batch by clicking the Batch ID hyperlink**, this will direct you to the Batch Detail screen.

Compliance Batch List Page (2) Action ☆ ☆ ⬇ ⚙ ×

PSC All Batch Submitted To

All Batch Statuses

Batch Creation Start Batch Creation End Batch ID

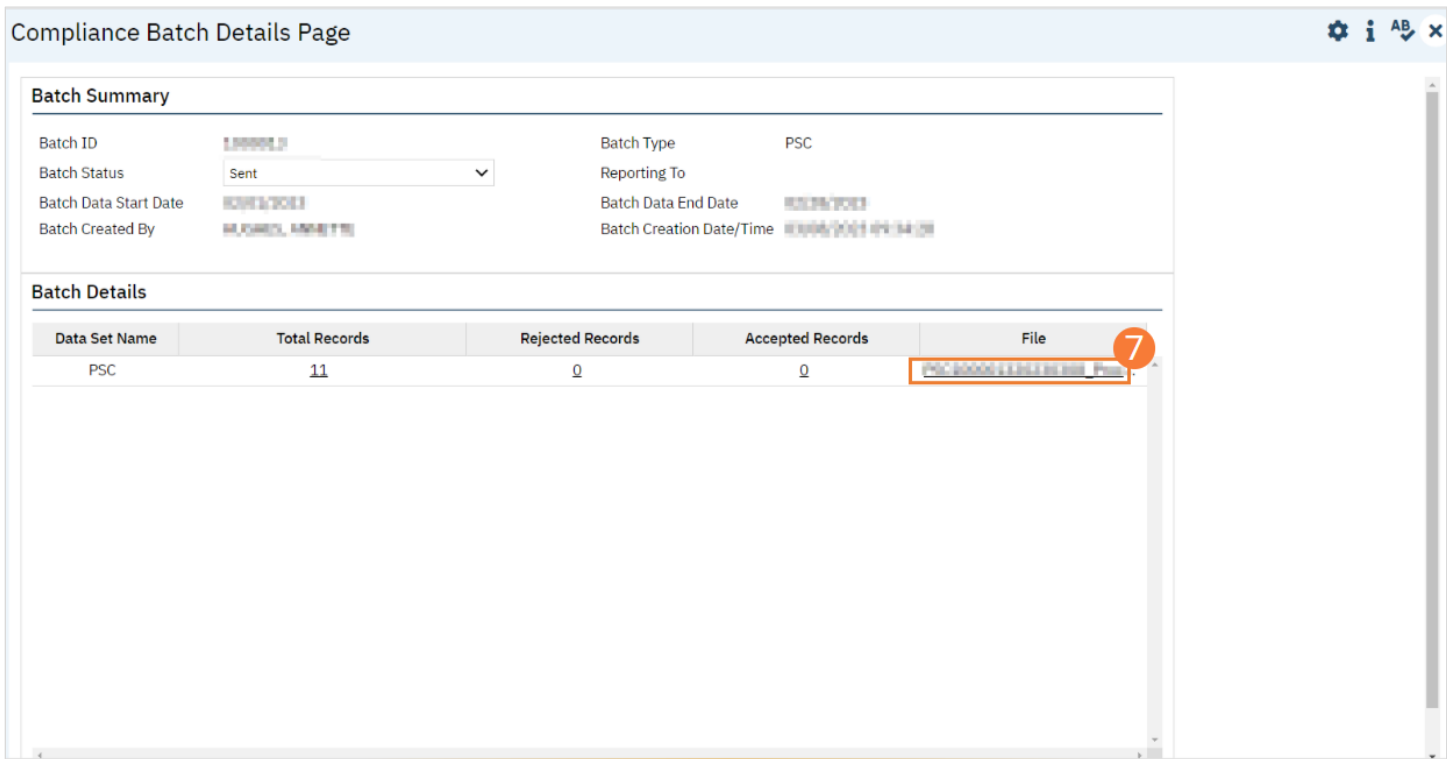
Batch Data Start Batch Data End

Apply Filter

Select: All, All on Page, None

	Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input type="checkbox"/>	XXXXXXXXXX	PSC	Sent		03/01/2023 09:34:28	03/01/2023	03/01/2023	11	0
<input type="checkbox"/>	XXXXXXXXXX	PSC	Sent		03/01/2023 09:34:28	03/01/2023	03/01/2023	11	0

47. From the Batch Detail screen, **click the hyperlink to the file** in the Batch Details to download the results.



48. The file will display in your toolbar. **Select the file to download and open the txt file.**

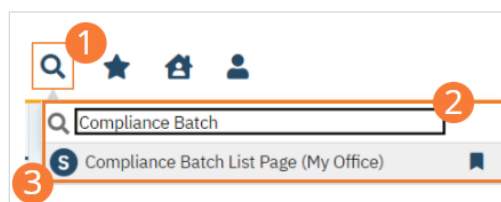


How to Accept or Reject a Batch

Once the file has been sent to the appropriate entity, batches can be marked as accepted or rejected.

To mark batches as accepted:

1. Select the Search icon.
2. Type "Compliance Batch List Page" into the search bar.
3. Click to select "Compliance Batch List Page (My Office)" from the search results.

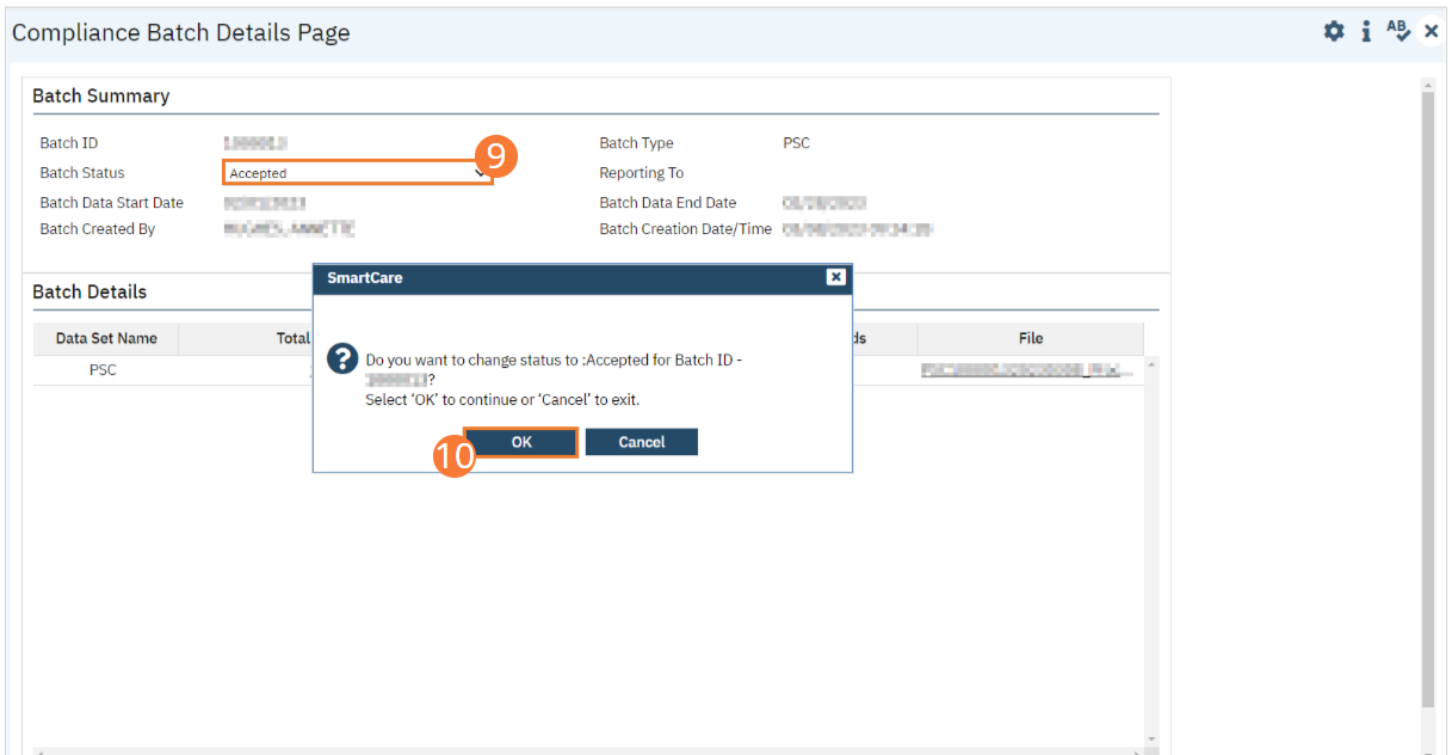


4. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=PSC.** Select other filters as appropriate.
5. **Click the Apply Filter button.**
6. To accept multiple batches, **select the checkboxes on the left, click All, or All on Page.**

7. Use the Action dropdown to select **Manually Accept Batch**.
8. A popup window will open prompting you to Manually Accept the batch. Select 'OK' to continue or 'Cancel' to exit.

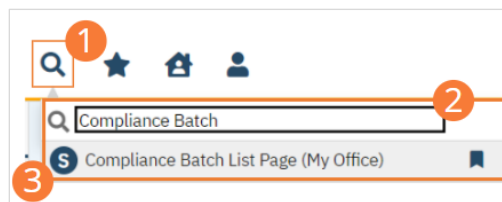
The screenshot shows the 'Compliance Batch List Page (2)' interface. At the top right, there is a dropdown menu with 'Manually Accept Batch' selected, indicated by a red circle with the number 7. Below this is a filter bar containing a dropdown menu with 'PSC' selected (circled with a red 4), 'All Batch Statuses', and 'All Batch Submitted To'. An 'Apply Filter' button is circled with a red 5. The filter bar also includes date pickers for 'Batch Creation Start' (03/01/2023) and 'Batch Creation End' (04/23/2023), and empty date pickers for 'Batch Data Start' and 'Batch Data End'. Below the filter bar, there is a 'Select:' dropdown menu set to 'All, All on Page, None'. A table with columns 'Batch ID', 'Batch Type', 'Batch Data Start', 'Batch Data End', 'Total Record Count', and 'Rejected' is visible. Two rows of 'PSC' batches are selected, with their checkboxes circled by a red 6. A 'SmartCare' popup window is open over the table, containing a question mark icon and the text: 'Do you want to Manually Accept Batch for all the selected records? Select 'OK' to continue or 'Cancel' to exit.' The 'OK' button is circled with a red 8.

9. Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, **select Accepted from the Batch Status dropdown**.
10. A popup window will open prompting you to change the status to Accepted. Select 'OK' to continue or 'Cancel' to exit. A validation will display: Batch Status Changed.

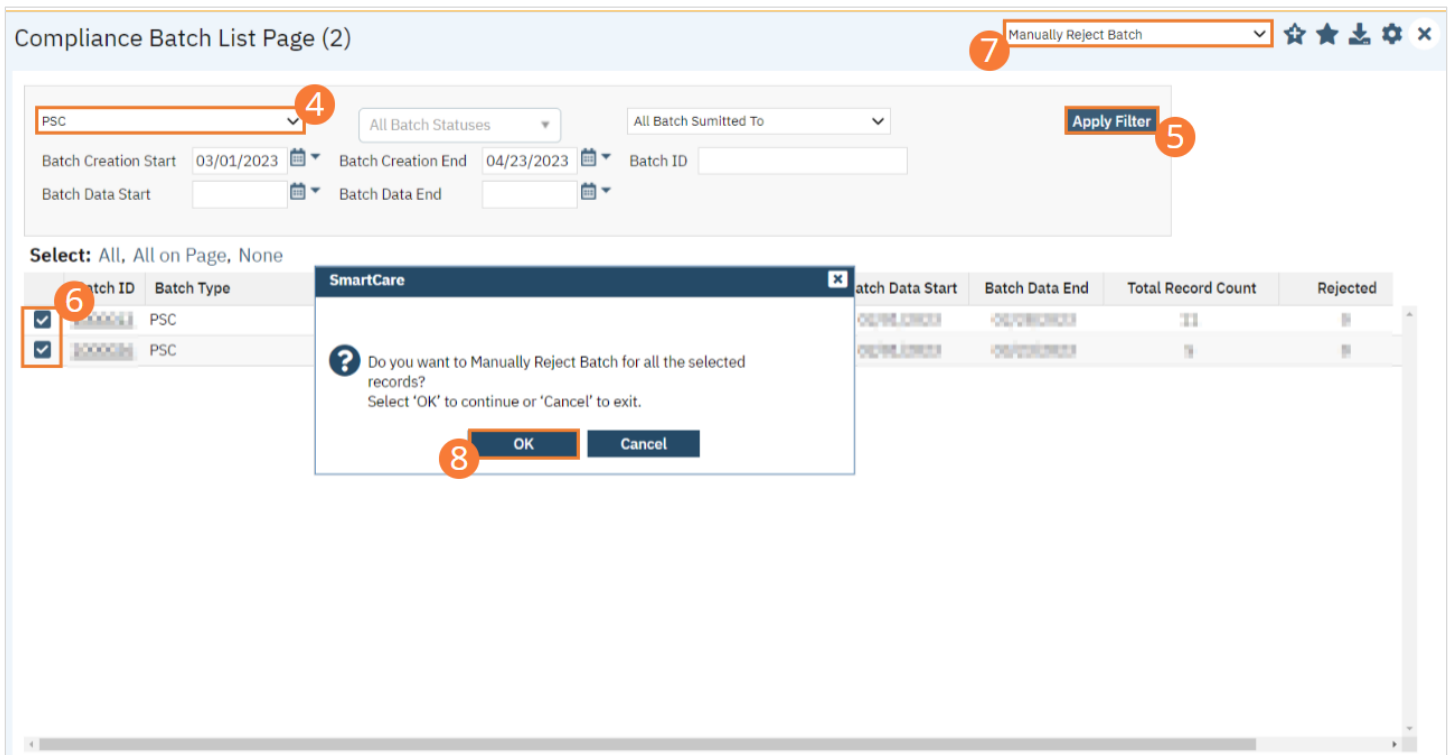


To mark batches as rejected:

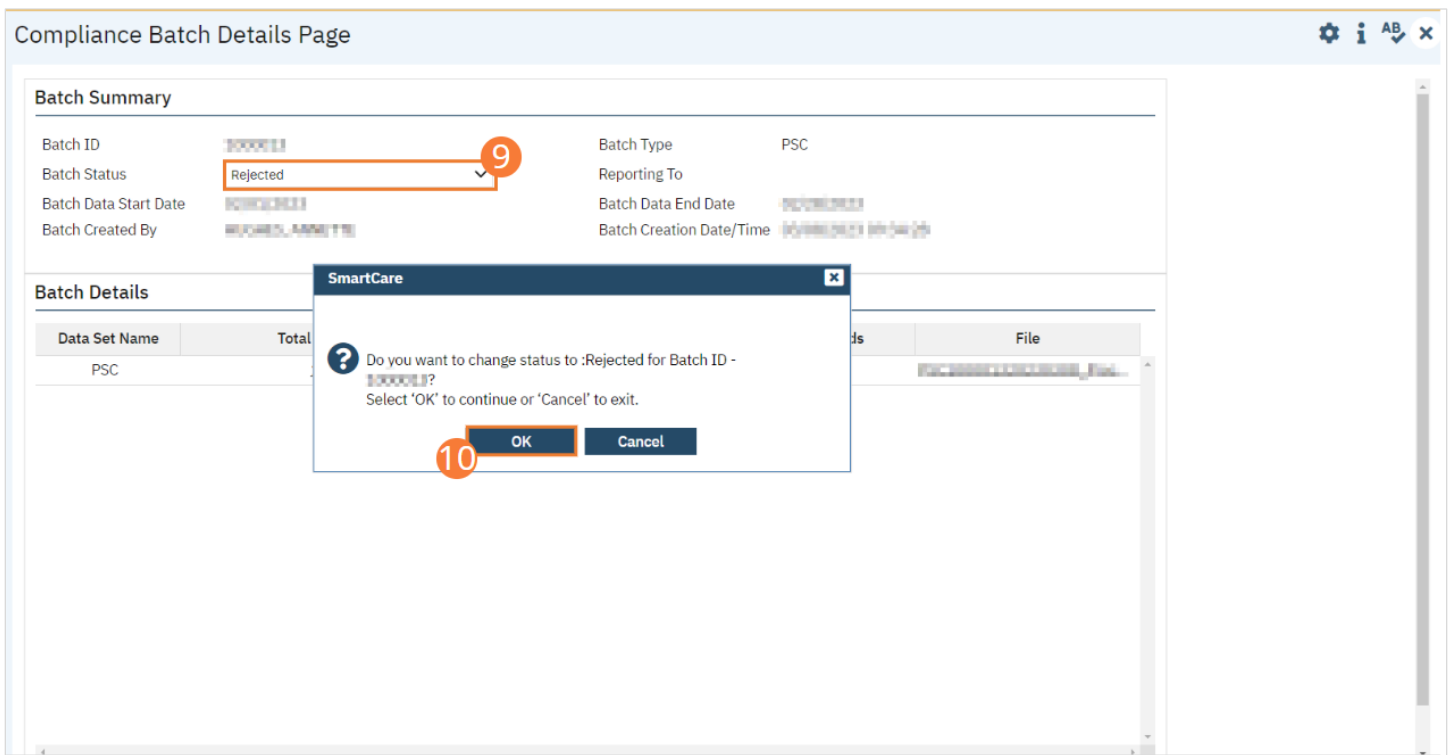
51. Select the Search icon.
52. Type "Compliance Batch List Page" into the search bar.
53. Click to select "Compliance Batch List Page (My Office)" from the search results.



54. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=PSC. Select other filters as appropriate.
55. Click the Apply Filter button.
56. To reject multiple batches, select the checkboxes on the left, click All or All on Page.
57. Use the Action dropdown to select Manually Reject Batch.
58. A popup window will open prompting you to Manually Accept the batch. Select 'OK' to continue or 'Cancel' to exit.



- 59. Rejecting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select Reject from the Batch Status dropdown.
- 60. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

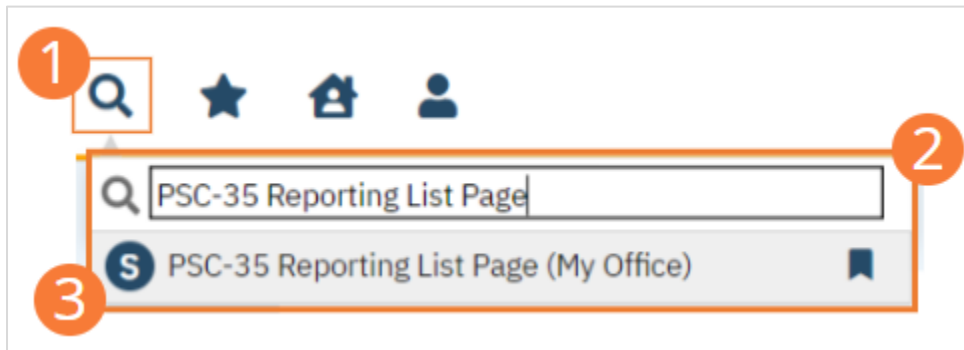


How to Accept or Reject an Individual Record

Once the batch file has been sent to the appropriately entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

1. Select the Search icon.
2. Type "PSC-35 Reporting List Page" into the search bar.
3. Click to select "PSC-35 Reporting List Page (My Office)" from the search results.



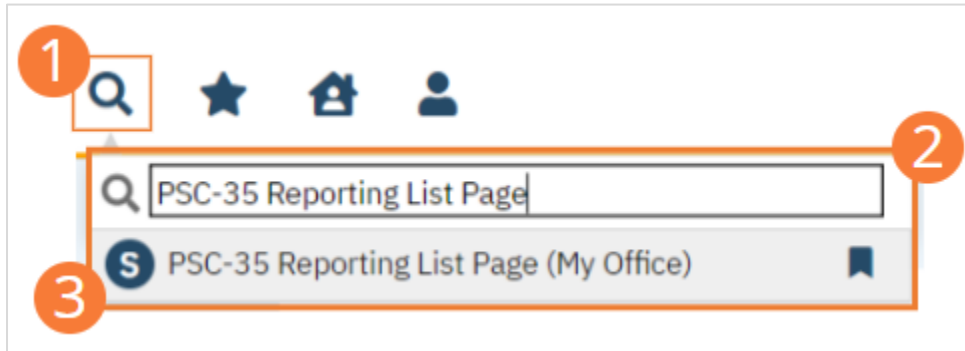
4. The PSC-35 Reporting List Page (My Office) will open. Filter the results to display the records needing to be accepted. This can be done a number of ways, including by Date, Status, or Batch ID.
5. Click the Apply Filter button.
6. To accept records, select the checkboxes on the left, click All or All on Page.
7. Use the Action dropdown to select Accept Records.
8. A popup window will open prompting you to Accept the record. Select 'OK' to continue or 'Cancel' to exit.

A screenshot of the "PSC-35 Reporting List Page (17)" interface. The page has a header with the title and a dropdown menu set to "Accept Records". Below the header are filters for "From Date" (01/01/2023) and "To Date" (05/12/2023). There are several dropdown menus for "All Programs", "All Providers", "All Reason for Assessment", "All Record Types", "All Managing Entities", "All Batch types", and "All Responsible Staff". An "Apply Filter" button is visible. Below the filters is a table with columns "Record ID", "Record Type", "Record Date", "Client", and "Program/Provider". The first row has a checked checkbox. A "SmartCare" dialog box is open in the center, asking "Do you want to Accept Records for all 1 records? Select 'OK' to continue or 'Cancel' to exit." with "OK" and "Cancel" buttons. Eight orange circles with numbers 1 through 8 are overlaid on the image, corresponding to the steps in the list above.

Record ID	Record Type	Record Date	Client	Program/Provider
<input checked="" type="checkbox"/>	PSC	01/01/2023	BORDON, BRUNETTO...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	LopezMiguel, Juan...	HRM4 - CSS
<input type="checkbox"/>	PSC	01/01/2023	Brown, Louis...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	Copel, Benjamin...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	Carrie, Anthony...	Team 02
<input type="checkbox"/>	PSC	01/01/2023	Carroll, Emmanuel...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	ERINORA, MARCEL...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	ERINORA, CLEMEN...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	Lopezmaria, Rodri...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	ORTIZPABLO, BERN...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	LAKSHIPRINC, Sree...	Team 06
<input type="checkbox"/>	PSC	01/01/2023	Carroll, Emmanuel...	Team 06

To mark records as rejected:

41. Select the Search icon.
42. Type "PSC-35 Reporting Summary List Page" into the search bar.
43. Click to select "PSC-35 Reporting Summary List Page (My Office)" from the search results.

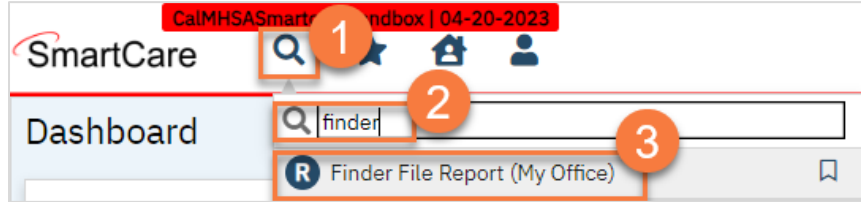


44. The PSC-35 Reporting Record Summary List Page (My Office) list page will open. **Filter the results to display the records needing to be rejected.** This can be done a number of ways, including by Date, Status, or Batch ID.
45. **Click the Apply Filter button.**
46. To reject records, **select the checkboxes on the left, click All or All on Page.**
47. Use the Action dropdown to **select Reject Records.**
48. A popup window will open prompting you to Reject the record. **Select 'OK' to continue or 'Cancel' to exit.**

Record ID	Record Type	Record Date	Client	Program/Provider
<input type="checkbox"/>	PSC	02/07/2023	BURISH, DANIELA...	Team 06
<input checked="" type="checkbox"/>	PSC	02/07/2023	BRADY, RICHARD L...	PH-04 - CSD
<input type="checkbox"/>	PSC	02/07/2023	Bonera, Linda/POD...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	Casper, Benjamin/...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	CHOI, ADYIN/144...	Team 11
<input type="checkbox"/>	PSC	02/07/2023	Seavick, Emma/...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	BRANDEN, MARCO...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	BRANDEN, RUSSEL...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	Innocentia, Madis...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	WILSON, BRYAN...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	Infante, Paul, X...	Team 06
<input type="checkbox"/>	PSC	02/07/2023	CHOI, Kyoung/...	Team 06

Finder File

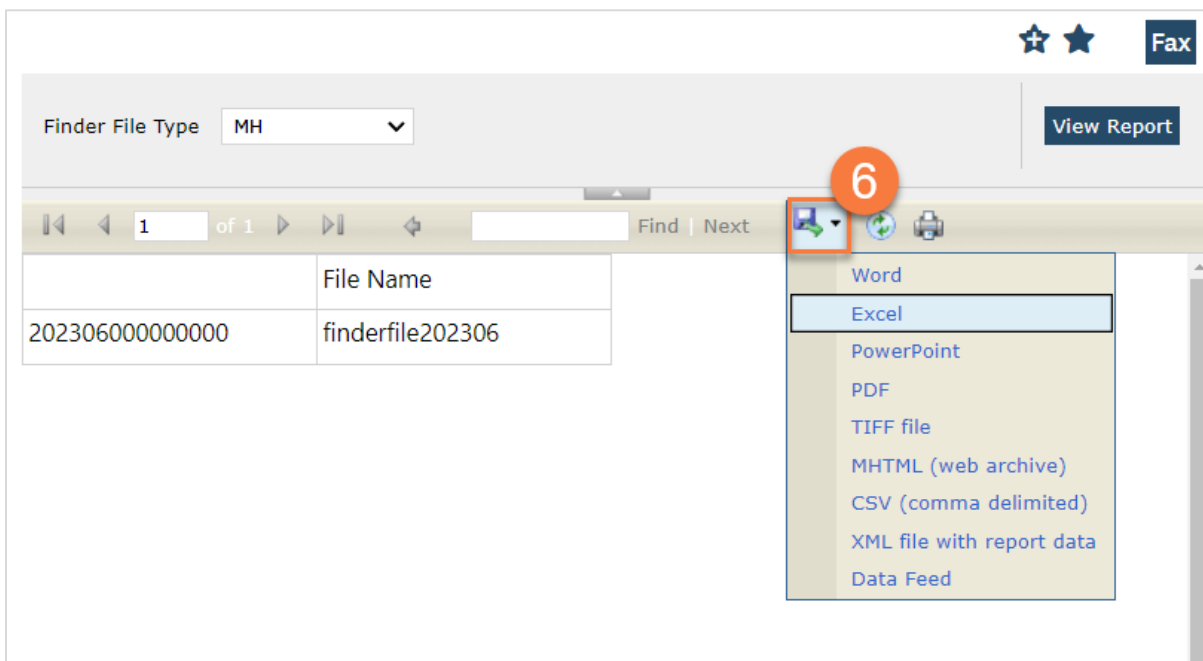
1. Click the Search icon.
2. Type in "Finder File Report" in the search bar.
3. Select "Finder File Report (My Office)" from the search results.



4. This will open up a report window. **Select the system of care** this report is being run for. You do not have to select a date range; the report will automatically include the previous 6 months, not including the month you're in now. For example, running the report anytime in August will use the date range January 1st through July 31st.
5. Click the View Report button.



6. Your report will show in the report window. Click on export icon and select your file type (likely Excel or CSV). This will download the report to wherever your downloads save. You can now close the report window.



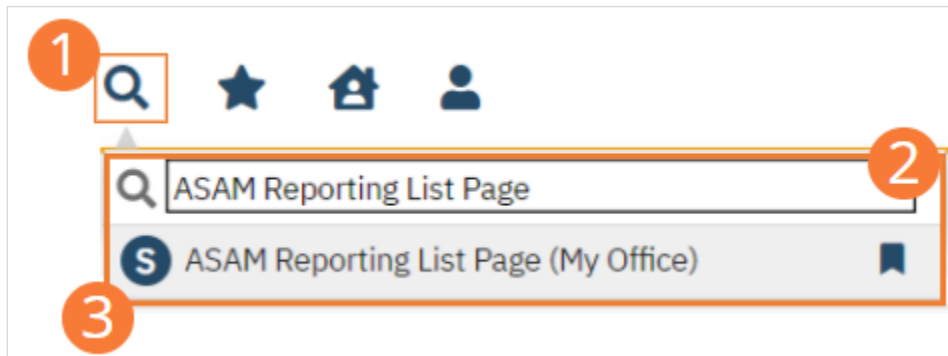
ASAM Level of Care Reporting

ASAM stands for American Society Addiction Medicine which holds the criteria as the nation’s most widely used and comprehensive set of guidelines for placement, continued stay and transfer/discharge of patients with addiction and co-occurring conditions. These guidelines are intended to aid clinicians in their clinical decision-making and management of patients, provide information on evidence-based treatment, and provide members with the most up-to-date best practices and information on addiction medicine.

ASAM Level of Care (LOC) data submission will be cumulative and must be submitted at least once monthly, no later than 45 days after the month of service. However, counties are not limited to once per month reporting and can choose to submit ASAM LOC data more often as needed.

How to Review Records

1. Select the Search icon.
2. Type “ASAM Reporting List Page” into the search bar.
3. Click to select “ASAM Reporting List Page (My Office)” from the search results.



4. The ASAM Reporting List Page (My Office) list page will open. The ASAM Reporting list page displays all eligible submission records according to the following status types:
 - In Progress=a record was created but not yet batched for reporting.
 - Cancel=a record was created and batched for submission then later canceled. These records are no longer eligible for batching.
 - Sent=the record was batched for submission and is awaiting response. These records are no longer eligible for batching.
 - Accepted=A response file was received for the batch the record was included in and the record was marked as Accepted. These records are no longer eligible for batching.
 - Reject=A response file was received for the batch the record was included in and the record was marked as Rejected. These records are no longer eligible for batching.

ASAM Reporting List Page (31) 4 Action ☆ ★ ⬇ ⚙ ✕

From To Record ID Managing Entity

Batch ID Program Provider Batch Type

Record Type Record Status Client ID Responsible Staff

Errors Apply Filter

Select: All, All on Page, None

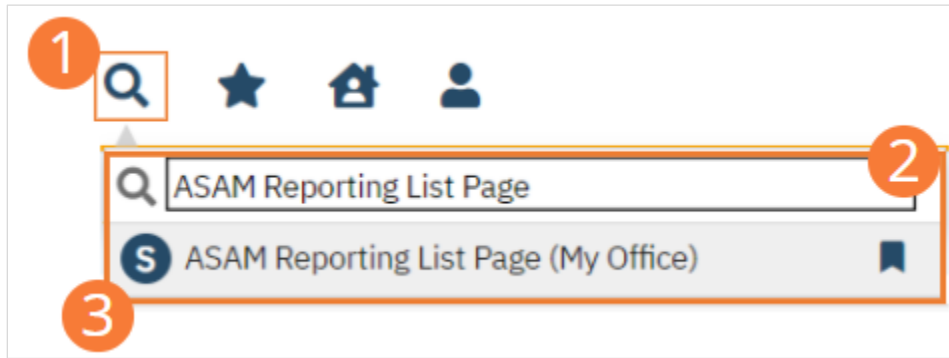
Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Batch
<input type="checkbox"/>	ASAM	02/01/2023	Start		02/01/2023	Feres, Sierra DS...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	In Progress		02/01/2023	Feres, Sierra DS...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	In Progress		02/01/2023	Feres, Sierra DS...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	Start		02/01/2023	Redding, ...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	In Progress		02/01/2023	Redding, ...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	Error	Med-Cal Client In...	02/01/2023	Shaga, Christop...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	Error	Med-Cal Client In...	02/01/2023	Shaga, Christop...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	Error	Med-Cal Client In...	02/01/2023	Shaga, Christop...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	Error	Med-Cal Client In...	02/01/2023	Shaga, Christop...		ASAM
<input type="checkbox"/>	ASAM	02/01/2023	Error	Med-Cal Client In...	02/01/2023	Shaga, Christop...		ASAM

There are filters available in the ASAM Reporting Summary List Page. These are as follows:

- Select a date range (From Date and To Date) for which data to be pulled for
- Record ID - this is the unique id assigned to the ASAM record
- Managing Entity - the county that the ASAM records are to be reported to may be selected.
- Batch ID - if a record has previously been batched, this field will filter on a specific Batch ID.
- Program - indicates which program the ASAM record is associated with
- Batch Type - this will default to ASAM Batch Type
- Provider - if the customer is a County entity and is utilizing MCO, this will indicate which Contracted Provider the ASAM record is associated with
- Record Type - this filter allows for differentiating between the different ASAM record types; Admission, Annual Update and Discharge.
- Record Status - indicates the current status of the record.
- Client ID - this is the unique SC identifier of the client record associated with the ASAM record.
- Responsible Staff - the staff who completed the data collection for the record will display
- Errors - this multi select filter will display the applicable errors.

How to Monitor Records Through the Reporting Period

1. Select the Search icon.
2. Type "ASAM Reporting List Page" into the search bar.
3. Click to select "ASAM Reporting List Page (My Office)" from the search results.



4. The ASAM Reporting List Page (My Office) will open. Filter for records in a status of In Progress and/or Error since the last batch creation date or the last review date.
5. Select Apply Filter.
6. For records with a status of Error, click the Record ID hyperlink.

ASAM Reporting List Page (31) Action

From: 01/01/2023 To: 05/03/2023 Record ID: Managing Entity: All Managing Entities

Batch ID: Program: All Programs Provider: All Providers Batch Type: ASAM

Record Type: ASAM Record Status: All Record Statuses Client ID: Responsible Staff: All Staff

Errors: All Errors **5**

Select: All, All on Page, None

	Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Batch
<input type="checkbox"/>	1	ASAM	01/11/2023	Sent		01/07/2023	Person, Clara E.S...		MSM
<input type="checkbox"/>	2	ASAM	01/11/2023	In Progress		01/07/2023	Person, Clara E.S...		MSM
<input type="checkbox"/>	3	ASAM	01/11/2023	In Progress		01/07/2023	Person, Clara E.S...		MSM
<input type="checkbox"/>	4	ASAM	01/08/2023	Sent		01/07/2023	Medina, Jaime...		MSM
<input type="checkbox"/>	5	SAM	01/08/2023	In Progress		01/07/2023	Medina, Jaime...		MSM
<input type="checkbox"/>	6	ASAM	01/08/2023	Error	Medi-Cal Client Inde...	01/07/2023	Ontego, Ontego...		MSM
<input type="checkbox"/>	7	ASAM	01/08/2023	Error	Medi-Cal Client Inde...	01/07/2023	Ontego, Ontego...		MSM
<input type="checkbox"/>	8	ASAM	01/08/2023	Error	Medi-Cal Client Inde...	01/07/2023	Ontego, Ontego...		MSM
<input type="checkbox"/>	9	ASAM	01/08/2023	Error	Medi-Cal Client Inde...	01/07/2023	Ontego, Ontego...		MSM
<input type="checkbox"/>	10	ASAM	01/08/2023	Error	Medi-Cal Client Inde...	01/07/2023	Ontego, Ontego...		MSM

7. The ASAM Reporting screen will open. Review the error messages and record data.
8. Work error messages by navigating to the screen in which the source data resides. The Source Document is shown below the Batch History section of the ASAM Reporting. The errors section will correspond to incorrect or missing data in the Source Document section. Once the errors are corrected, and the source document is signed, the updated data will initialize to the ASAM Reporting screen.

ASAM Reporting

General

Record ID	4	Record Type	ASAM
Record Status	Error	Record Date	10/17/2023
Client	Osage, Christopher (2023)	Program/Provider	
Last Batch Id		Last Batch Submission Date	

Errors Medi-Cal Client Index Number is Miss match

Batch History

Batch ID	Batch Type	Batch Date	Record Status

Indicated Level of Care

IndicatedLevelOfCare :	Level II
AdditionalIndicatedLevelOfCare1 :	None
AdditionalIndicatedLevelOfCare2 :	None

Actual Level of Care

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9. Select the Search icon.
10. Type "ASAM Reporting List Page" into the search bar.
11. Click to select "ASAM Reporting List Page (My Office)" from the search results.

12. The ASAM Reporting List Page will open. Click the checkbox next to the record(s) that have been corrected.
13. Select the Action dropdown and choose Refresh Data.

ASAM Reporting List Page (31)

From 01/01/2023 To 05/03/2023 Record ID Managing E

Batch ID Program All Programs Provider All Providers

Record Type ASAM Record Status All Record Statuses Client ID Responsible Staff All Staff

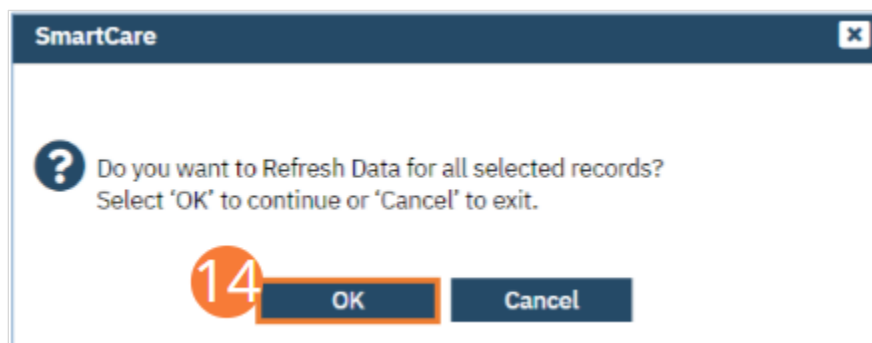
Errors All Errors **Apply Filter**

Action
 Accept Records
 Cancel
 Create Batch Submission
 Create Batch Submission with Errors
Refresh Data
 Reject Records

Select: All, All on Page, None

Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Batch
<input type="checkbox"/>	ASAM	02/11/2023	Sent		03/07/2023	Ferry, Dana/CE...		ASA
<input type="checkbox"/>	ASAM	02/11/2023	In Progress		03/07/2023	Ferry, Dana/CE...		ASA
<input type="checkbox"/>	ASAM	02/11/2023	In Progress		03/07/2023	Ferry, Dana/CE...		ASA
<input type="checkbox"/>	ASAM	02/08/2023	Sent		03/07/2023	Marinaugina, ...		ASA
<input type="checkbox"/>	ASAM	02/08/2023	In Progress		03/07/2023	Medinoparis, ...		ASA
<input checked="" type="checkbox"/>	ASAM	02/08/2023	Error	Med-Cal Client Info...	03/07/2023	O'Keefe, Christi...		ASA
<input checked="" type="checkbox"/>	ASAM	02/08/2023	Error	Med-Cal Client Info...	03/07/2023	O'Keefe, Christi...		ASA
<input type="checkbox"/>	ASAM	02/08/2023	Error	Med-Cal Client Info...	03/07/2023	O'Keefe, Christi...		ASA
<input type="checkbox"/>	ASAM	02/08/2023	Error	Med-Cal Client Info...	03/07/2023	O'Keefe, Christi...		ASA
<input type="checkbox"/>	ASAM	02/08/2023	Error	Med-Cal Client Info...	03/07/2023	O'Keefe, Christi...		ASA
<input type="checkbox"/>	ASAM	02/08/2023	Error	Med-Cal Client Info...	03/07/2023	O'Keefe, Christi...		ASA

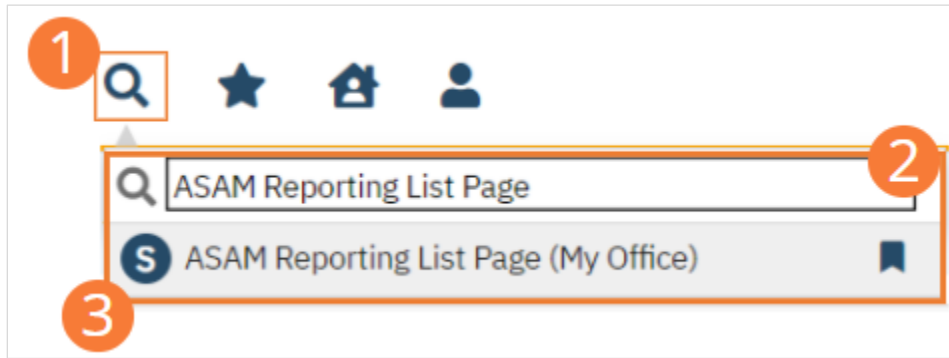
14. A popup will open for Do you want to Refresh Data for {number of records}? Select 'OK' to continue or 'Cancel' to exit. Selecting OK will pull the corrected data in to the record(s) to later be batched for submission.



How to Create a New Batch and Submit Files

To create a batch for submission, there are two options, creating a batch file without errors or creating a batch file with errors. Under certain circumstances it may be necessary to create a batch record with errors.

1. Select the Search icon.
2. Type "ASAM Reporting List Page" into the search bar.
3. Click to select "ASAM Reporting List Page (My Office)" from the search results.



4. The ASAM Reporting List Page (My Office) list page will open. **Filter records based on last batch date or other requirements.**
5. **Set Record Status to In Progress.**
6. **Click the Apply Filter button.** Review displayed records as needed.
7. **Select the checkbox for the appropriate records,** or Select All, or Select All on Page.
8. Once the records have been selected, **click the Action dropdown, and select Create Batch Submission.**

ASAM Reporting List Page (31)

From 01/01/2023 To 05/03/2023 Record ID Managing E

Batch ID Program All Programs Provider All Providers

Record Type ASAM Record Status In Progress Client ID Responsible Staff All Staff

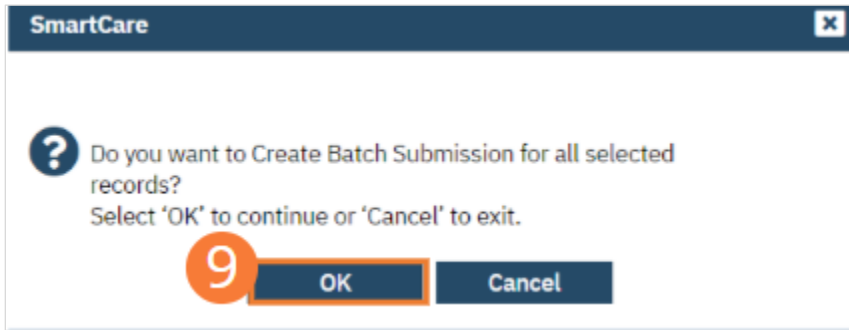
Errors All Errors **Apply Filter**

Action
 Action
 Accept Records
 Cancel
Create Batch Submission
 Create Batch Submission with Errors
 Refresh Data
 Reject Records

Select: All, All on Page, None

	Record ID	Record Type	Effective Date	Record Status	Errors	Record Date	Client	Program / Provider	Batch
<input type="checkbox"/>	1	ASAM	01/11/2023	Sent		01/07/2023	Perez, Diana (S.S.)		ASAM
<input checked="" type="checkbox"/>	2	ASAM	01/11/2023	In Progress		01/07/2023	Perez, Diana (S.S.)		ASAM
<input checked="" type="checkbox"/>	3	ASAM	01/11/2023	In Progress		01/07/2023	Perez, Diana (S.S.)		ASAM
<input type="checkbox"/>	4	ASAM	01/08/2023	Sent		01/07/2023	Medina, Diana (S.S.)		ASAM
<input type="checkbox"/>	5	ASAM	01/08/2023	In Progress		01/07/2023	Medina, Diana (S.S.)		ASAM
<input type="checkbox"/>	6	ASAM	01/08/2023	Sent	Medi-Cal Client Info...	01/07/2023	Ortega, Christop...		ASAM
<input type="checkbox"/>	7	ASAM	01/08/2023	Sent	Medi-Cal Client Info...	01/07/2023	Ortega, Christop...		ASAM
<input type="checkbox"/>	8	ASAM	01/08/2023	Sent	Medi-Cal Client Info...	01/07/2023	Ortega, Christop...		ASAM
<input type="checkbox"/>	9	ASAM	01/08/2023	Sent	Medi-Cal Client Info...	01/07/2023	Ortega, Christop...		ASAM
<input type="checkbox"/>	10	ASAM	01/08/2023	Sent	Medi-Cal Client Info...	01/07/2023	Ortega, Christop...		ASAM

9. A popup window will open confirming the action to batch X number of records. **Click the OK button.** Once results have been processed, a green message will display above the filters confirming the action was successful. The batched file is now available for retrieval via the Batch Detail screen or the SFTP.



How to View Batch Details

Once the batch has been generated, there are two options for retrieving the file for submission.

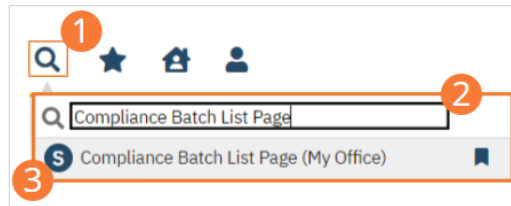
From the Customer's SFTP folder:

1. Navigate to the customer's SFTP folder.
2. Within that folder, select the State Reporting folder.
3. Select the ASAM folder. Retrieve the file for the desired batch.

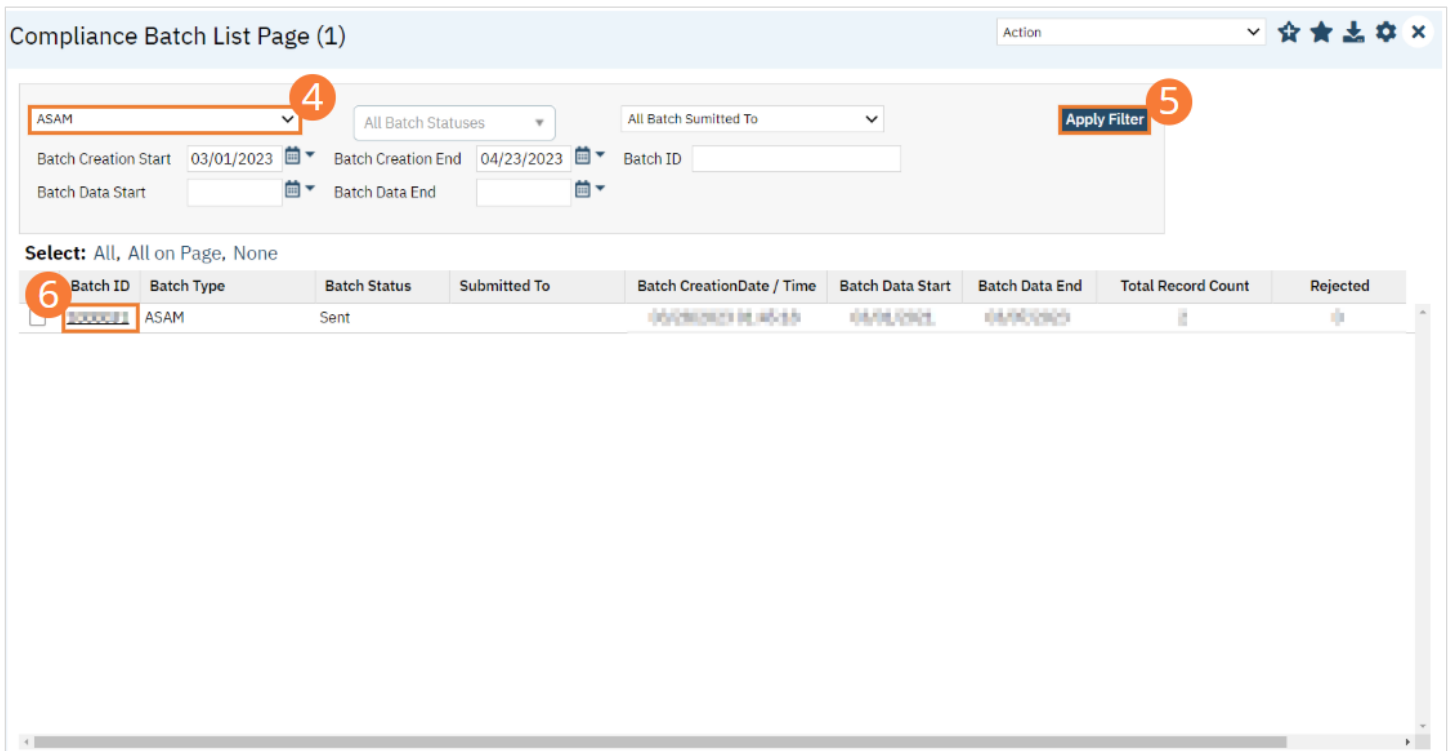


From the Compliance Batch List Page:

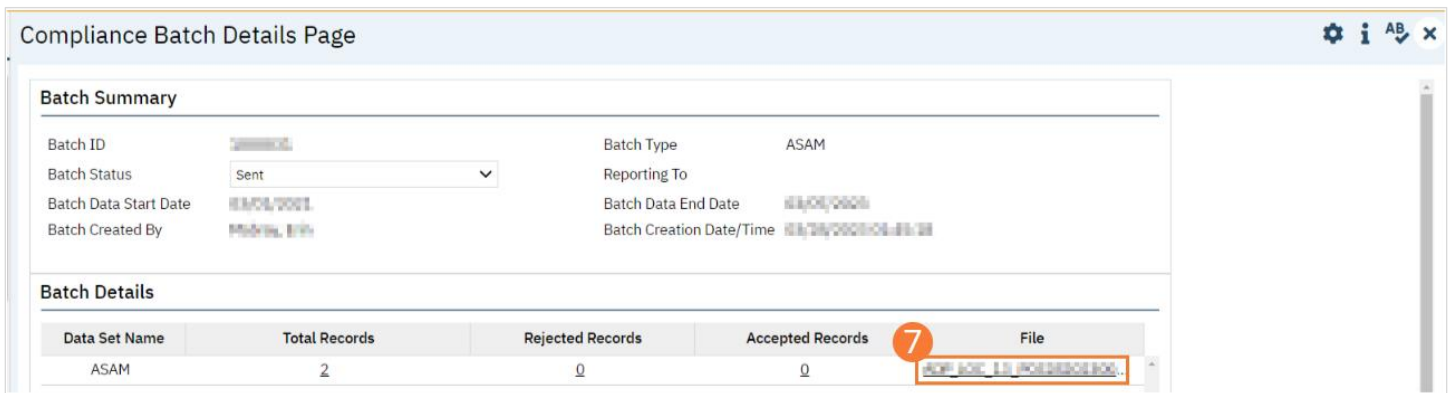
49. Select the Search icon.
50. Type "Compliance Batch List Page" into the search bar.
51. Click to select "Compliance Batch List Page (My Office)" from the search results.



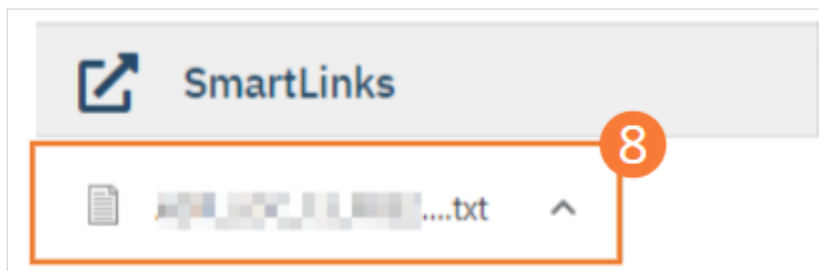
52. The Compliance Batch List Page (My Office) list page will open. **Filter for Batch Type=ASAM** Select other filters as appropriate.
53. **Click Apply Filter** to refresh the list page results.
54. **Select the desired batch by clicking the Batch ID hyperlink**, this will direct you to the Batch Detail screen.



55. From the Batch Detail screen, click the hyperlink to the file in the Batch Details to download the results.



56. The file will display in your toolbar. Select the file to download and open the txt file.

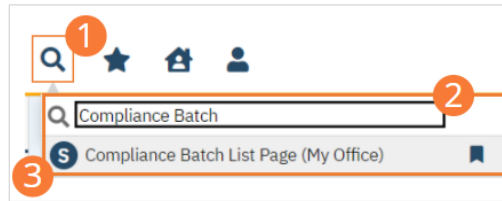


How to Accept or Reject a Batch

Once the file has been sent to the appropriate entity, batches can be marked as accepted or rejected.

To mark batches as accepted:

1. Select the Search icon.
2. Type "Compliance Batch List Page" into the search bar.
3. Click to select "Compliance Batch List Page (My Office)" from the search results.



4. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=ASAM. Select other filters as appropriate.
5. Click the Apply Filter button.
6. To accept multiple batches, select the checkboxes on the left, click All, or All on Page.

Compliance Batch List Page (1) Action ☆ ☆ ⬇ ⚙ ✕

ASAM All Batch Statuses All Batch Submitted To Apply Filter

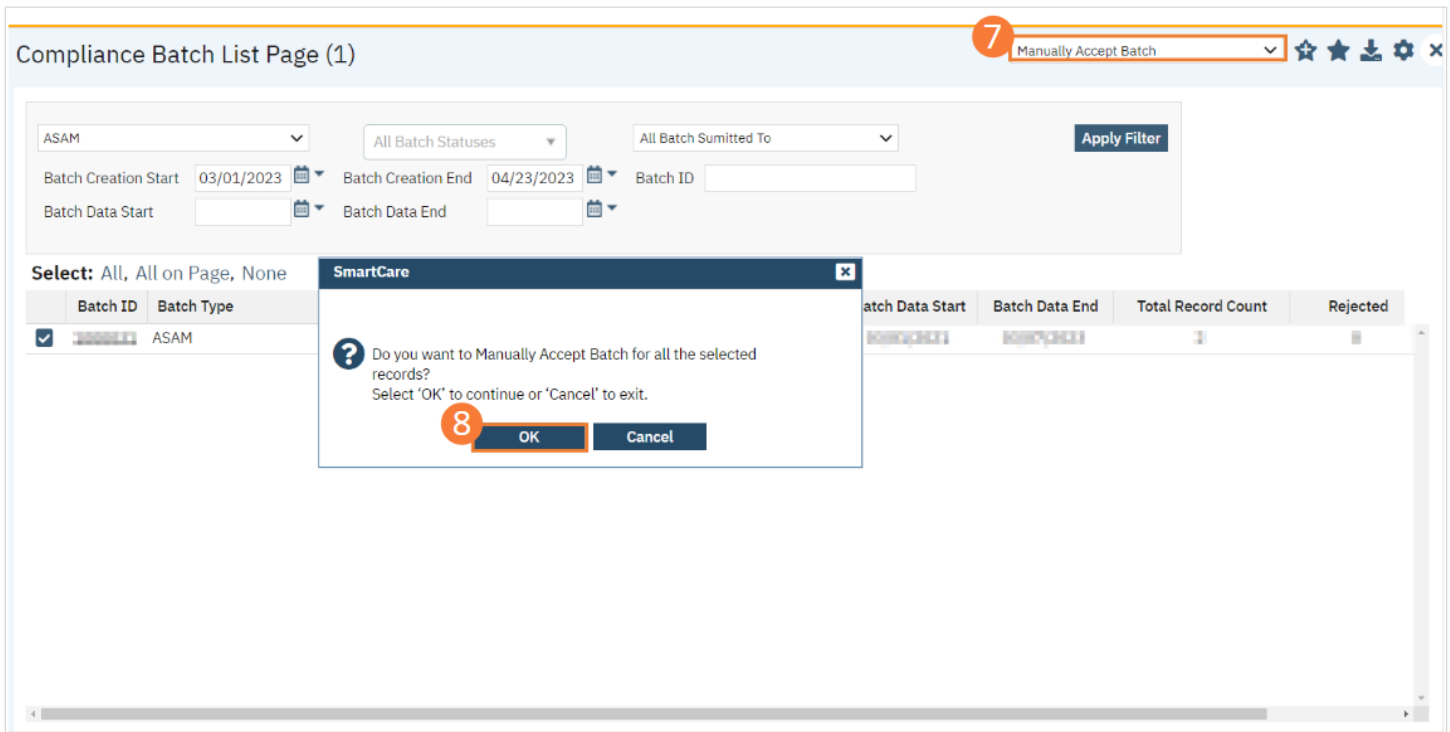
Batch Creation Start Batch Creation End Batch ID

Batch Data Start Batch Data End

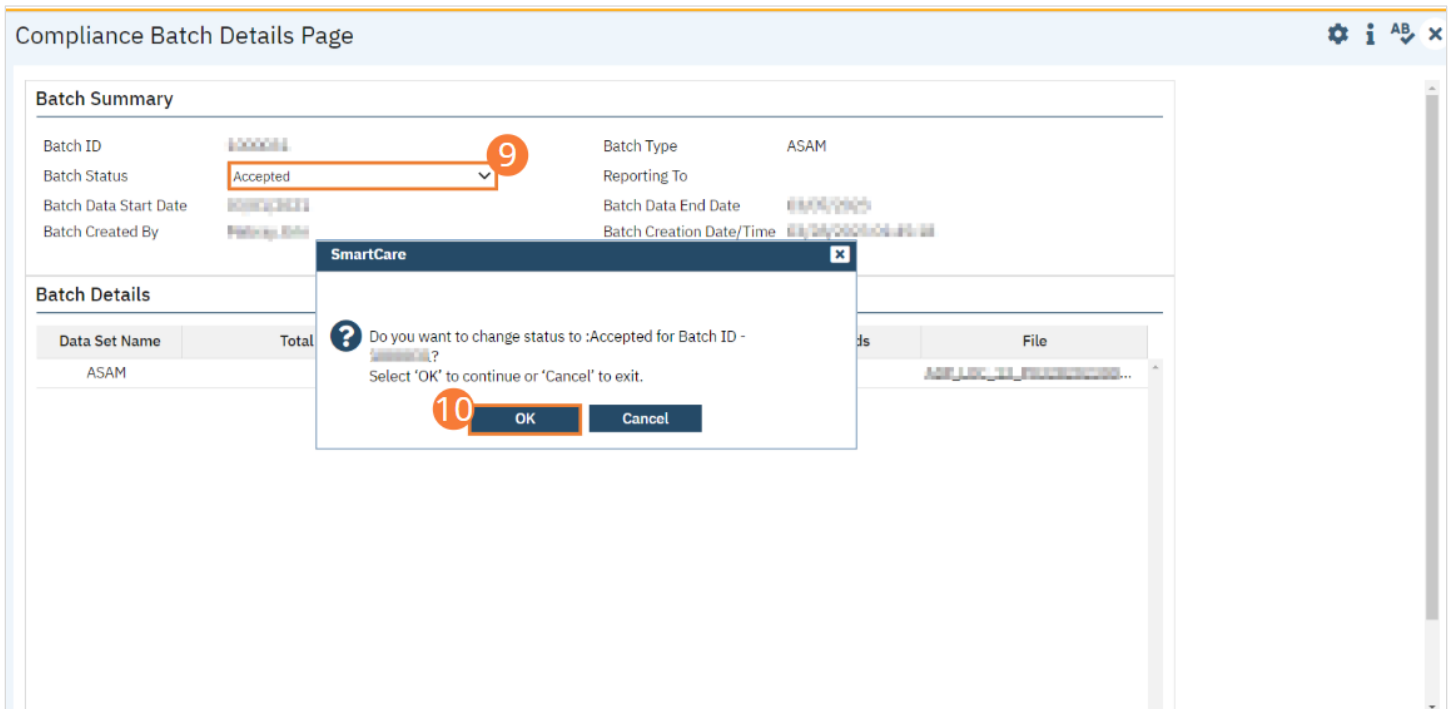
Select: All, All on Page, None

Batch ID	Batch Type	Batch Status	Submitted To	Batch CreationDate / Time	Batch Data Start	Batch Data End	Total Record Count	Rejected
<input type="checkbox"/> 00000001	ASAM	Sent		03/01/2023 09:45:13	03/01/2023	03/01/2023	2	0

7. Use the Action dropdown to select **Manually Accept Batch**.
8. A popup window will open prompting you to Manually Accept the batch. Select 'OK' to continue or 'Cancel' to exit.



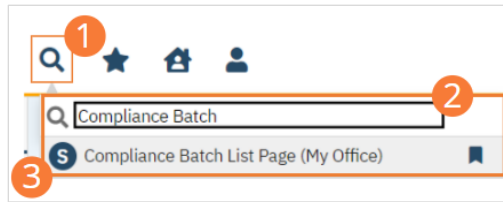
9. Accepting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, **select Accepted from the Batch Status dropdown.**
10. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.



To mark batches as rejected:

61. Select the Search icon.
62. Type "Compliance Batch List Page" into the search bar.

63. Click to select “Compliance Batch List Page (My Office)” from the search results.



64. The Compliance Batch List Page (My Office) list page will open. Filter for Batch Type=ASAM. Select other filters as appropriate.

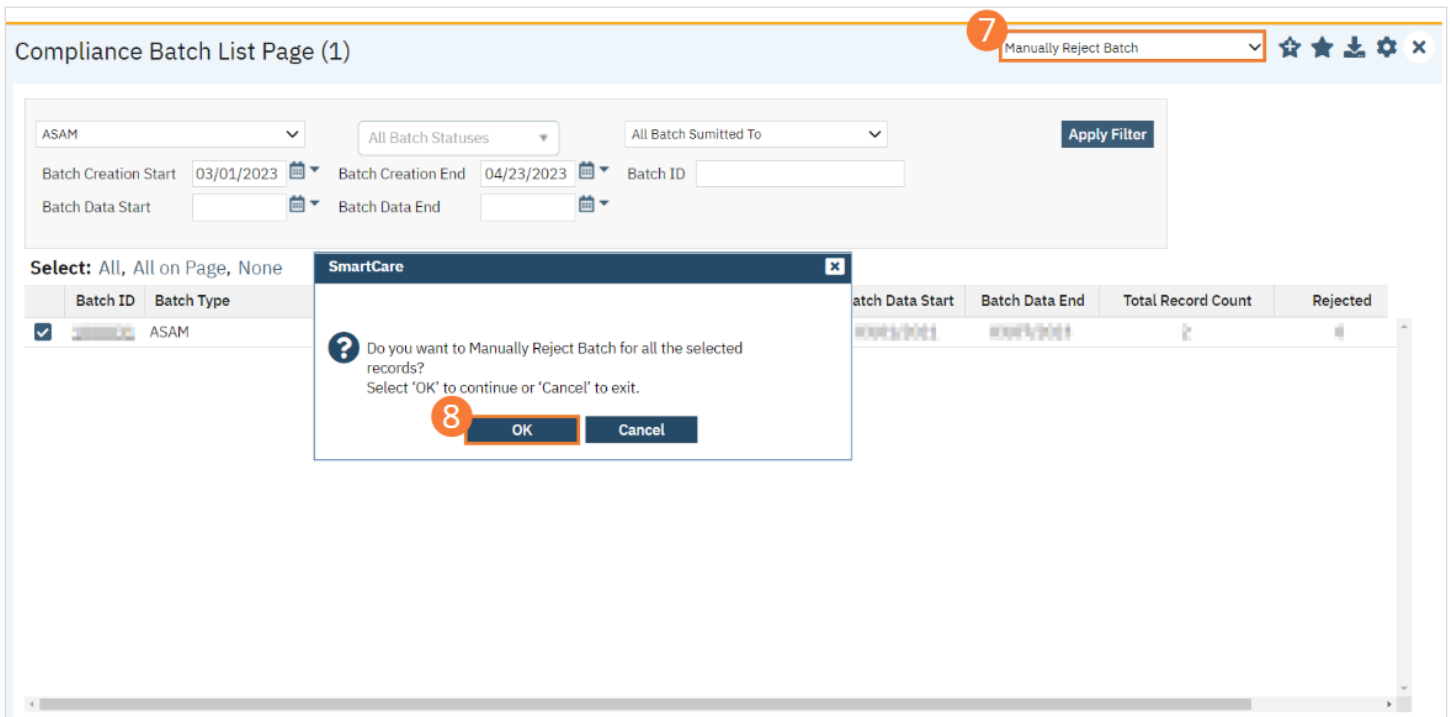
65. Click the Apply Filter button.

66. To reject multiple batches, select the checkboxes on the left, click All or All on Page.

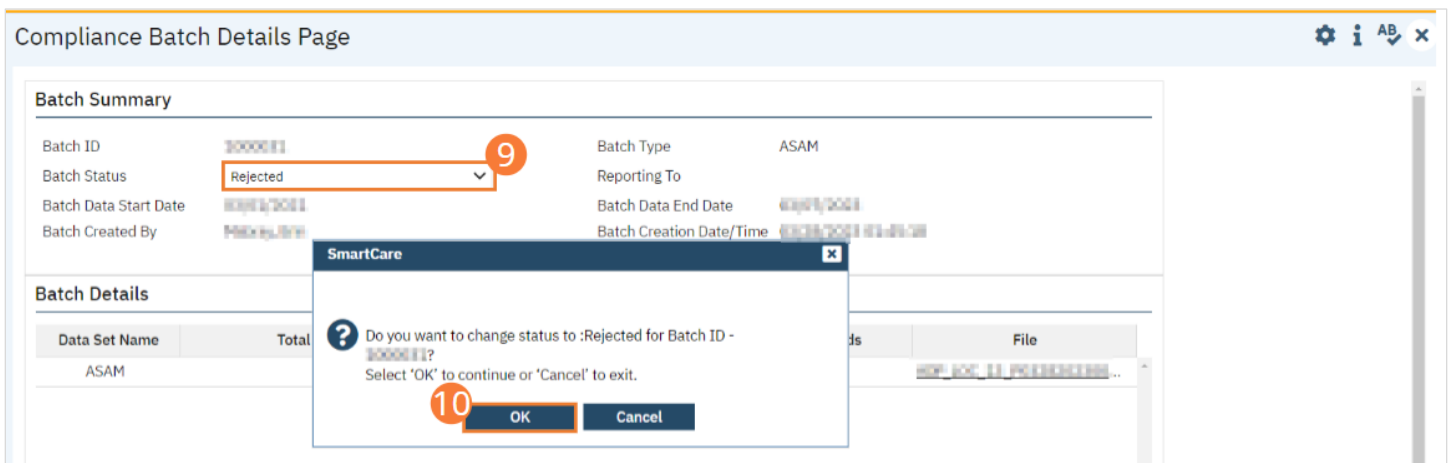
A screenshot of the 'Compliance Batch List Page (1)'. The page has a header with 'Action' dropdown and navigation icons. Below the header is a filter section (4) with the following fields: 'ASAM' (Batch Type), 'All Batch Statuses', 'All Batch Submitted To', 'Apply Filter' (5), 'Batch Creation Start' (03/01/2023), 'Batch Creation End' (04/23/2023), 'Batch ID', 'Batch Data Start', and 'Batch Data End'. Below the filter section is a 'Select:' dropdown with options 'All', 'All on Page', and 'None'. Below that is a table with the following columns: 'Batch ID', 'Batch Type', 'Batch Status', 'Submitted To', 'Batch CreationDate / Time', 'Batch Data Start', 'Batch Data End', 'Total Record Count', and 'Rejected'. The first row of the table has a checkbox (6) selected, 'ASAM' in the Batch Type column, and 'Sent' in the Batch Status column. The table is currently empty of data rows.

67. Use the Action dropdown to select Manually Reject Batch.

68. A popup window will open prompting you to Manually Accept the batch. Select ‘OK’ to continue or ‘Cancel’ to exit.



69. Rejecting a batch can also be done individually by clicking the Batch ID hyperlink that directs you to the Compliance Batch Detail screen. In the Batch Summary section, select Reject from the Batch Status dropdown.
70. A popup window will open prompting you to change the status to Accepted. **Select 'OK' to continue or 'Cancel' to exit.** A validation will display: Batch Status Changed.

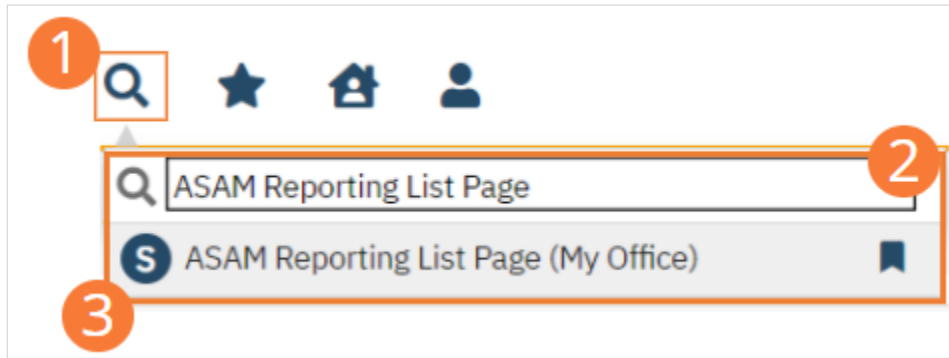


How to Accept or Reject an Individual Record

Once the batch file has been sent to the appropriately entity, if a portion of records were accepted these can be marked as such.

To mark records as accepted:

1. Select the Search icon.
2. Type "ASAM Reporting List Page" into the search bar.
3. Click to select "ASAM Reporting List Page (My Office)" from the search results.



4. The ASAM Reporting List Page (My Office) list page will open. **Filter the results to display the records needing to be accepted.** This can be done a number of ways, including by Date, Status, or Batch ID.
5. **Click the Apply Filter button.**
6. To accept records, **select the checkboxes on the left, click All or All on Page.**
7. Use the Action dropdown to **select Accept Records.**
8. A popup window will open prompting you to Accept the record. **Select 'OK' to continue or 'Cancel' to exit.**

ASAM Reporting List Page (31)

From 01/01/2023 To 05/03/2023 Record ID Managing Entity All Managing Entities

Batch ID Program All Programs Provider All Providers Batch Type ASAM

Record Type ASAM Record Status All Record Status Client ID Responsible Staff All Staff

Errors All Errors

Select: All, All on Page, None

Record ID	Record Type	Record Date	Client	Program / Provider	Batch
<input checked="" type="checkbox"/>	ASAM	04/01/2023	Spec/Olson B.S.		ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Peres/Olson B.S.		ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Peres/Olson B.S.		ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Mullins/Agarwal		ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Mullins/Agarwal		ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Ortiz	Medi-Cal/Spec Infr...	ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Ortiz	Medi-Cal/Spec Infr...	ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Ortiz	Medi-Cal/Spec Infr...	ASAM
<input type="checkbox"/>	ASAM	04/01/2023	Ortiz	Medi-Cal/Spec Infr...	ASAM

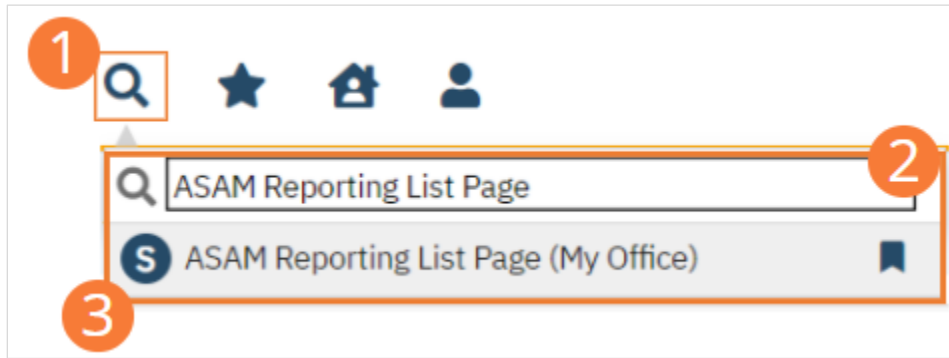
SmartCare

Do you want to Accept Records for all selected records? Select 'OK' to continue or 'Cancel' to exit.

OK Cancel

To mark records as rejected:

49. Select the Search icon.
50. Type "ASAM Reporting List Page" into the search bar.
51. Click to select "ASAM Reporting List Page (My Office)" from the search results.



- 52. The ASAM Reporting List Page (My Office) list page will open. **Filter the results to display the records needing to be rejected.** This can be done a number of ways, including by Date, Status, or Batch ID.
- 53. **Click the Apply Filter button.**
- 54. To reject records, **select the checkboxes on the left, click All or All on Page.**
- 55. Use the Action dropdown to **select Reject Records.**
- 56. A popup window will open prompting you to Reject the record. **Select 'OK' to continue or 'Cancel' to exit.**

ASAM Reporting List Page (31)

From 01/01/2023 To 05/03/2023 Record ID Managing Entity All Managing Entities

Batch ID Program All Programs Provider All Providers Batch Type ASAM

Record Type ASAM Record Status All Record Statuses Client ID Responsible Staff All Staff

Errors All Errors

Select: All, All on Page, None

Record ID	Record Type	Record Date	Client	Program / Provider	Batch
<input checked="" type="checkbox"/>	ASAM	01/01/2023	Person, Clara (S.E.)	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	In Progress	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	In Progress	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM
<input type="checkbox"/>	ASAM	02/01/2023	ASAM	ASAM	ASAM

Do you want to Reject Records for all selected records?
Select 'OK' to continue or 'Cancel' to exit.

OK Cancel

Service Authorizations

CalMHSA is working on development that will streamline service authorization requests, review, and approval.

How to Review a Service Authorization Request

1. In your Assigned Documents widget, click on the “In Progress” link in column “ALL”.

	Notes	ISP	Assessment	ALL
Due Now	0	0	0	16
In Progress	1	0	1	116
Due in 14	0	0	1	0
Co-Sign	1	0	0	8
To-Sign	0	0	0	2
Assigned	0	0	0	0

2. This takes you to the My Documents list page. Use the filters to find the Authorization Tracking document that is marked as “in Progress.” Click on the link in the Document/Description column.

My Documents (116)

All Clients: All Document Types: In Progress Due in x days: Other: Apply Filter

Custom Date: From: To: Include External Documents

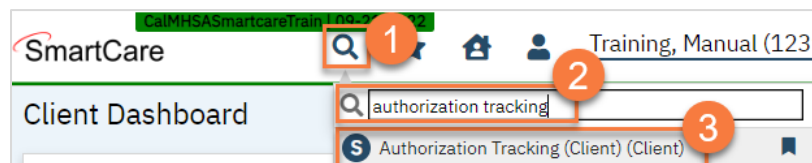
Client	Document/Description	Group Name	Effective	Status	Ver.	Due Date	Staff to Sign	Author	Others to Sign	Ass
Training, Manual (1239)	Authorization Tracking (Client)		06/05/2023	In Progress	1		Rowe,Charla	Clinician, ...		Add
Rosj, Maria (1350)	Registration Document		05/27/2023	In Progress	1		Supervisor,Clin	Clinician, ...		Add
Rosj, Maria (1350)	CalAIM Assessment		05/27/2023	In Progress	1		Supervisor,Clin	Clinician, ...		Add
Smith, New (1341)	CSI Standalone Collection		05/22/2023	In Progress	2		Kowaski,Jane	Clinician, ...		Add
Test, Chris (1207)	Progress Note (Group Psycho...	Recovery Te...	05/02/2023	In Progress	1			Clinician, ...		Add

3. This takes you to the Authorization Tracking document. Review the Request section and complete the Review section.
 - a. Person Reviewing – Enter your name here.
 - b. Date of Review – This is the date you are reviewing this authorization.
 - c. Time of Review – This is the time you are reviewing this authorization. This is required for urgent requests.
 - d. Result of Review – Select whether this authorization is approved in full, denied in full, modified (partly approved), or pended (sent back for more information).
 - e. Approved Services – Confirm what services you’re authorization. Some services require additional information. Example: Day Treatment Services require you to enter whether you’re requesting full-day or half-day services.
 - f. # of Days Approved – Enter the number of days you want this service to be authorized for. Some services may have some limits on the number of days that can be requested. Make sure you know what the regulations around the requested services are.

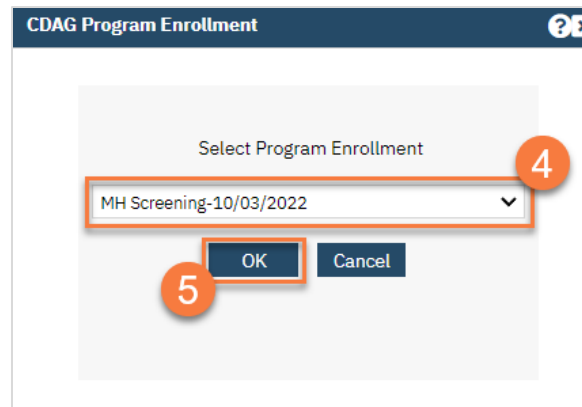
- g. Authorization Start Date – Enter the date this authorization starts. This may be today but may be back-dated or forward dated.
 - h. Authorization End Date – This will automatically populate based on the start date and the total number of days authorized.
 - i. Comments – Enter any comments about your authorization review.
4. Click Sign.

How to Document a Service Authorization Request and Review

1. Click the Search icon.
2. Type “Authorization Tracking” in the search bar.
3. Select “Authorization Tracking (Client)” from the search results.



4. In the CDAG Program Enrollment window pop-up, **click the drop down** and **click to select** the appropriate program.
5. **Click OK** to continue.



6. This takes you to the Authorization Tracking screen. **Complete the Request section** based on the request you received.
 - a. Eligibility – select the client’s payor information that this request is under.
 - b. Date Requested – This is the date this authorization was requested.
 - c. Time Requested – This is the time this authorization was requested. This is required for urgent requests.
 - d. Requested by – Enter the requestor’s name here.
 - e. Request Type – If this is your first time putting in this request, select “Initial Request”. If you’ve previously reviewed this authorization but it was sent back for corrections or more information, select “Resubmitted Request”.
 - f. Type of Authorization Requested – Select whether this is an initial request for these services, a request to continue services previously authorized, or whether the requestor is asking for an extension on a current request for services.
 - g. Urgency of Request – Select whether this request is urgent or routine.
 - h. Types of Services Requested – Select whether the request is for Mental Health (MH) or Substance Use Disorder (SUD) services. Making this selection will open up additional options. Select the specific service being requested. Some services require additional questions. Example: Day Treatment Services require you to enter whether the request is for full-day or half-day services.
 - i. # of Days Requested – Enter the number of days requested. Some services may have some limits on the number of days that can be requested. Enter the number of days requested, even if it is outside of regulatory requirements.
 - j. Reason for Request – Enter the reason given for requesting these services.

Authorization Tracking (Client)

Effective 06/05/2023 Status In Progress Author Clinician, Robert Sign

Request

Eligibility

Date Requested: 06/05/2023 **Time Requested:** 7:49 PM

Requested by: Rowe, Charla **Request Type:** Initial Request Resubmitted Request

Type of Authorization Requested: Initial Continuation Extension **Urgency of Request:** Urgent Routine

Types of Services Requested: MH SUD

MH Requested Services:

IHBS TFC TBS Day Treatment Intensive Day Treatment Rehab Crisis Residential Adult Residential Inpatient/PHF

Day Treatment Length: Full Day Half Day

of Days Requested: 30

Reason for Request

Justification for Day Treatment Intensive Full-Day Services

7. Review the Request section and **complete the Review section.**
 - a. Person Reviewing – Enter your name here.
 - b. Date of Review – This is the date you are reviewing this authorization.
 - c. Time of Review – This is the time you are reviewing this authorization. This is required for urgent requests.
 - d. Result of Review – Select whether this authorization is approved in full, denied in full, modified (partly approved), or pended (sent back for more information).
 - e. Approved Services – Confirm what services you’re authorization. Some services require additional information. Example: Day Treatment Services require you to enter whether you’re requesting full-day or half-day services.
 - f. # of Days Approved – Enter the number of days you want this service to be authorized for. Some services may have some limits on the number of days that can be requested. Make sure you know what the regulations around the requested services are.
 - g. Authorization Start Date – Enter the date this authorization starts. This may be today but may be back-dated or forward dated.
 - h. Authorization End Date – This will automatically populate based on the start date and the total number of days authorized.
 - i. Comments – Enter any comments about your authorization review.
8. **Click Sign.** If needed, you can also print out this document.

Effective 06/05/2023 Status In Progress Author Clinician, Robert Sign

Review

Person Reviewing

Date of Review

Time of Review

Result of Review

- Approved Denied Modified Pended

MH Approved Services:

- IHBS TFC TBS Day Treatment Intensive Day Treatment Rehab Crisis Residential Adult Residential Inpatient/PHF

Approved Day Treatment Length:

- Full Day Half Day

Approval Details

of Days Approved:

Authorization Start Date:

Authorization End Date:

Comments



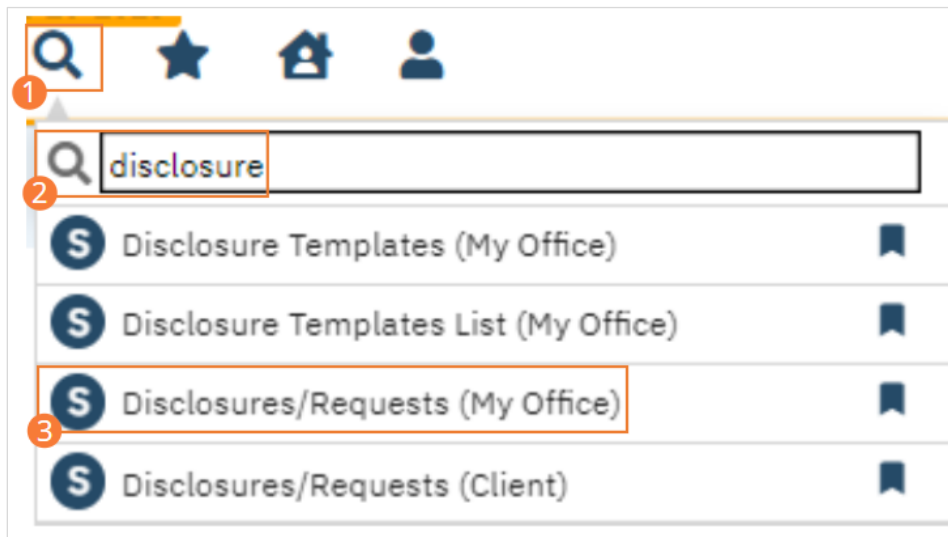
Disclosures and Requests

This section will review how to view and document disclosures of protected health information.

Display Disclosures and Requests List Page

How to Display the Disclosures and Requests List Page

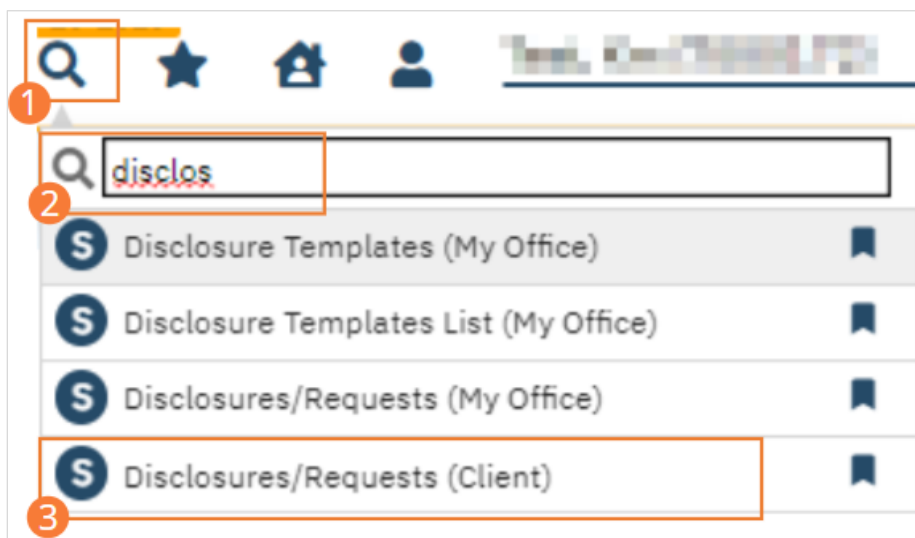
1. Click the Search icon.
2. Type 'Disclosure' into the search bar.
3. Click to select Disclosures/Requests (My Office). The Disclosures/Requests list page screen will open.



How to Display the Client Disclosures and Requests List Page

The Client Disclosures and Requests list page allows you to manage the Disclosures and Requests for a single client.

1. With an active client selected, click the Search icon.
2. Type 'Disclosure' into the search bar.
3. Click to select Disclosures/Requests (Client). The Client Disclosures/Requests list page screen will open.



Disclosures and Requests Actions

How to Display an Existing Disclosure or Request

1. Begin on the Disclosures/Requests List Page.
2. Click the hyperlink in the Request Date column or the Disclosure Date column. The existing request or disclosure will open.

Disclosures/Requests (3)

Disclosed By: [dropdown] Purpose of Release: [dropdown] Requested between: [calendar] and [calendar] [Apply Filter]

Disclosed between: [calendar] and [calendar] Disclosure Method: [dropdown]

Assigned To: [dropdown] Disclosed Without Authorization All Statuses: [dropdown] Client: [dropdown] Active Clients

Client	Request Date	Request From	Disclosure Date	Disclosed To	Disclosed By	Disclosure Method	Purpose of Release	Release	Assigned To	Status	Charges	Payments
[client]	05/15/2023		05/15/2023		[client]	Electronic Me...	Medical Rec...		Watson, ...	Comple...		
[client]	02/16/2023		02/16/2023	Jane Doe, ...	[client]	Documents	Coordinatio...	Jane Doe		Comple...		
[client]	02/14/2023	Attorney			[client]	Documents	Coordinatio...			Comple...		

How to Create a New Disclosure or Request

Requests can be initiated here and saved without completing the Disclosure section of the screen. This allows staff members to consider and work requests, which will remain open and accessible through the Disclosures/Requests (My Office) and Disclosures/Requests (Client) pages. Use the steps under [How to Display an Existing Disclosure or Request](#) to access in-progress Requests.

1. Begin on the Disclosures/Requests List Page. Ensure that an active client has been selected.
2. Click the **New** icon in the toolbar. A new request or disclosure page will open.

Disclosures/Requests (3)

Disclosed By: [dropdown] Purpose of Release: [dropdown] Requested between: [calendar] and [calendar] [Apply Filter]

Disclosed between: [calendar] and [calendar] Disclosure Method: [dropdown]

Assigned To: [dropdown] Disclosed Without Authorization All Statuses: [dropdown] Client: [dropdown] Active Clients

Client	Request Date	Request From	Disclosure Date	Disclosed To	Disclosed By	Disclosure Method	Purpose of Release	Release	Assigned To	Status	Charges	Payments
[client]	05/15/2023		05/15/2023		[client]	Electronic Me...	Medical Rec...			Comple...		
[client]	02/16/2023		02/16/2023	Jane Doe, ...	[client]	Documents	Coordinatio...	Jane Doe		Comple...		
[client]	02/14/2023	Attorney			[client]	Documents	Coordinatio...			Comple...		

3. Enter information about the Request in the Request Details section.
 - a) Select a date the request was received and enter a status of the request. Select who the request was received from. If appropriate, record charges and payments. Select the Disclosure Request Method from the dropdown. If assigned to a staff member, select them from the dropdown and save.

Disclosure/Request Details

Request Details

Disclosure ID: [-1] Request Received: [calendar] Current Status: [dropdown]

Request From: [Request From] Charges: [input] Payments: [input]

Disclosure Request Method: [Select Request Disclosure Method...] Assigned To: [Select Assigned To...]

Program: [dropdown]

4. Once the Disclosure is performed, record information about it in the Disclosure Information section.

- a) Select the disclosure date. Select the person who performed the disclosure from the dropdown. Select the purpose of the disclosure and the method from the dropdowns. Select the release that authorizes the disclosure (this will require an existing Release of Information form from this client). If no ROI exists, select the Disclosed Without Authorization checkbox. Type the name of the person who the information was disclosed to into the field. Select the organization from the dropdown. Select the disclosure method from the dropdown. If necessary, type information into the Name/Address, Cover Letter, and Comment fields.
- b) If the person to whom information was disclosed is not found, a ‘...’ button will initialize. Click the button to add information about the person the information was disclosed to. Once information is added, click Save.

Disclosure Details

Disclosure Date:

Purpose Of Release: Select Release Purpose...

Disclosure Method: Select Disclosure Method...

Disclosure Authorized by Releases: Release Authorizing Disclosure...

Disclosed Without Authorization

Organization Name: Select any Organization...

Name/Address:

Comments:

Disclosed By: Minser, John

Disclosed To: Disclosed To ...

Delivery Type:

Cover Letter
Comment


Attach / Review Items Disclosed...
Attach Report...
Add Redacted Disclosure...
Add Cover Letter
Prepare

Attach Record Set
View/Print Disclosed Items
Fax Disclosed Items...

Items Disclosed

Primary Id	Name	Date	Staff
No data to display			

Disclosure Details ▼


Disclosure Date:  Disclosed By: ▼

Purpose Of Release: ▼

Disclosure Method: ▼

Disclosure Authorized by Releases: ▼

Disclosed Without Authorization

Disclosed To: 

Organization Name: ▼

Delivery Type: ▼

Name/Address:

Cover Letter Comment:


Comments:

▼

Items Disclosed

Primary Id	Name	Date	Staff
No data to display			

DisclosuresTo ?



First Name: Last Name: Suffix: ▼

Organization:

Address 1:

Address 2:

City: State: ▼ Zip:

Phone: Fax:

Email:

URL:

5. Click the button for any item that will be attached to the disclosure.

Disclosure Details ▼

Disclosure Date: ▼

Purpose Of Release: ▼

Disclosure Method: ▼

Disclosure Authorized by Releases: ▼

Disclosed Without Authorization

Organization Name: ▼

Name/Address:

Comments:

Disclosed By: ▼

Disclosed To:

Delivery Type: ▼

Cover Letter Comment:

5 **Items Disclosed**

Primary Id	Name	Date	Staff
No data to display			

- a) Click Attach/Review Items Disclosed. In the pop-up, click Add for each item that should be attached. Review the list of items in the List of Attached Documents section. Click the X beside an item to remove it. Click OK.

Attach/Review Documents

Attach/Review Documents (7) OK Cancel

Documents **Preview**

All Clinicians All Documents All Statuses Apply Filter

Effective From 06/01/2022 Effective To Include Errored Documents

Add All	Document/Description	Effective	Status	Author
Add	Diagnosis Document	05/17/2023	Signed	[Redacted]
Add	California CANS	05/09/2023	Signed	[Redacted]
Add	CalOMS Standalone Update/Discharge	03/12/2023	Signed	[Redacted]
Add	CalOMS Standalone Update/Discharge	03/12/2023	Signed	[Redacted]
Add	California FSP KET	03/10/2023	Signed	[Redacted]
Add	California FSP PAF	03/10/2023	Signed	[Redacted]
Add	CalOMS Admission	03/09/2023	Signed	[Redacted]

5a List of Attached Documents

Document/Description	Effective	Status	Author
X Diagnosis Do...	05/17/2023	Signed	[Redacted]

b) To attach a Record Set, you must choose a Disclosure Template from the dropdown beside the Disclosure Details header. Click Attach Record Set. The record set associated with the template will be attached.

Disclosure Details

5b

Disclosure Date: 06/02/2023 Disclosed By: [Redacted]

Purpose Of Release: Select Release Purpose...

Disclosure Method: Select Disclosure Method...

Disclosure Authorized by Releases: Release Authorizing Disclosure...

Disclosed Without Authorization

Disclosed To: Disclosed To

Organization Name: Select any Organization...

Delivery Type:

Name/Address:

Cover Letter Comment:

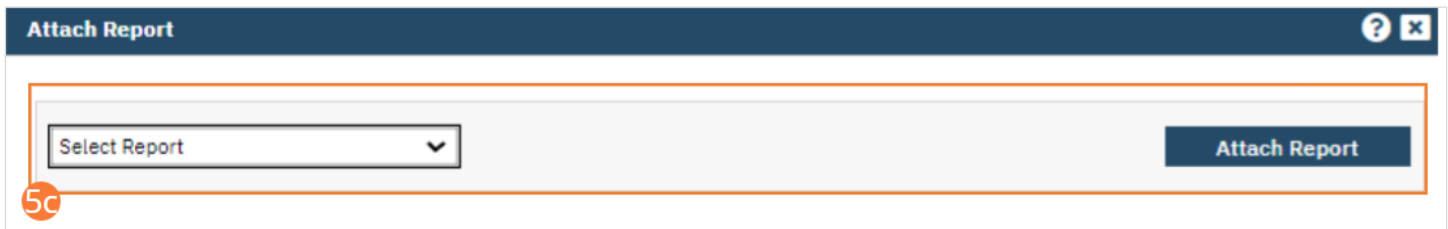
Comments:

Attach / Review Items Disclosed... **Attach Report...** **Add Redacted Disclosure...**

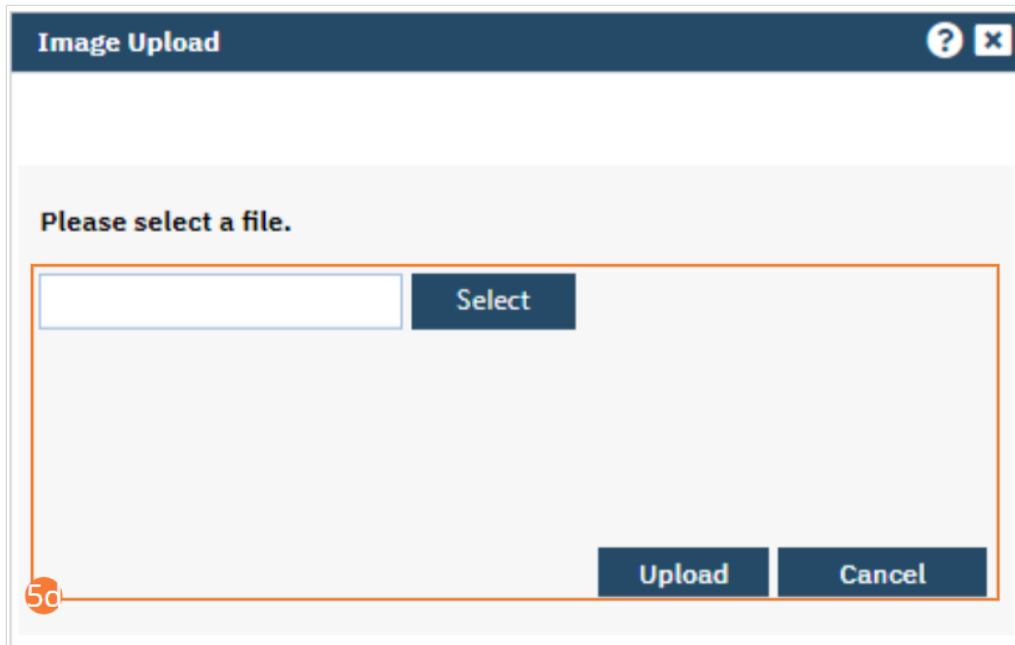
Attach Record Set **Send Direct Message** **View/Print Disclosed Items** **Prepare** **Fax Disclosed Items...**

5b

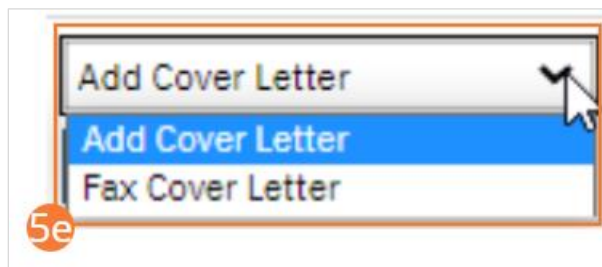
c) Click Attach Report. In the pop-up, select the desired report from the dropdown, then click Attach Report.



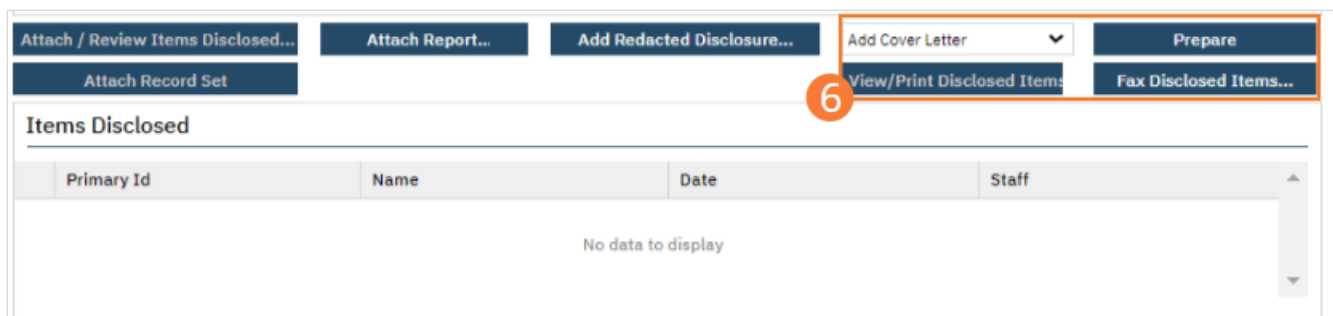
- d) Click Attach Redacted Disclosure. In the pop-up, click 'Select' and choose a file from your computer's file structure. Click Upload.



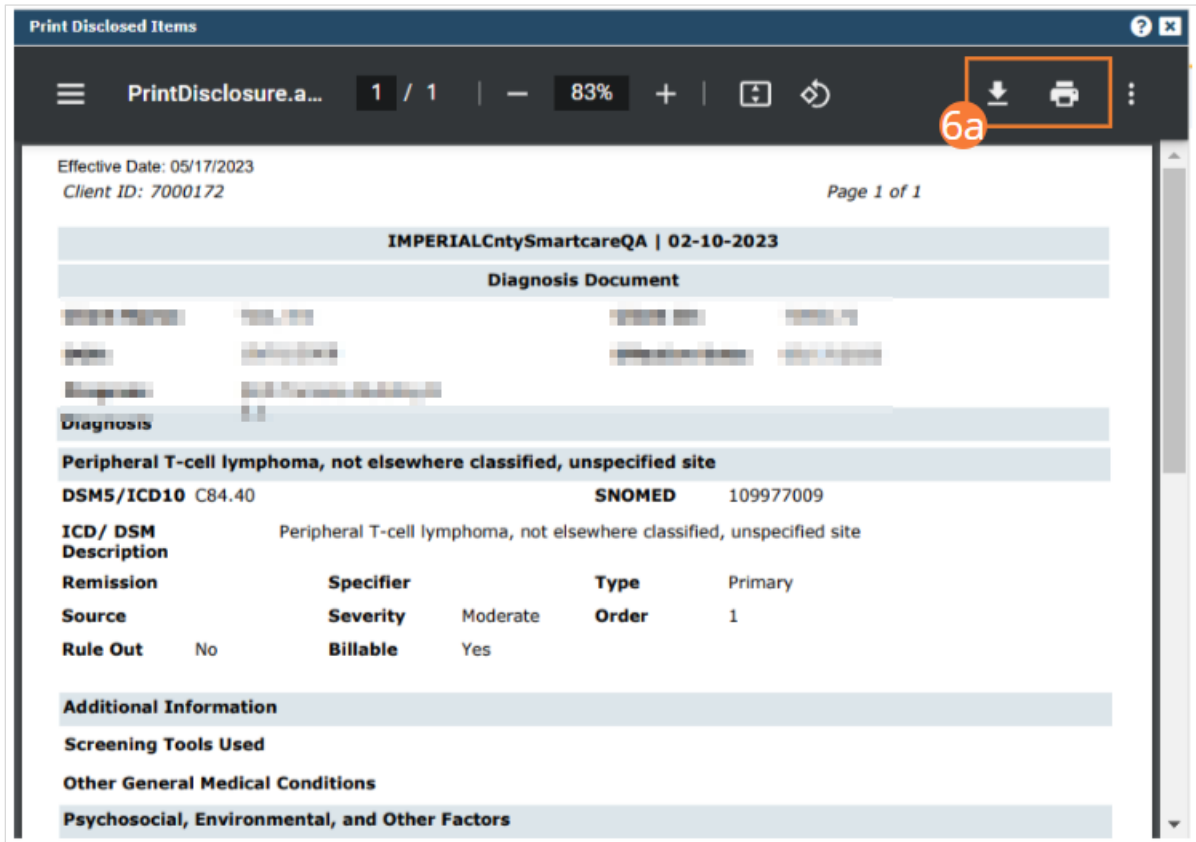
- e) Select an option from the Add Cover Letter dropdown.



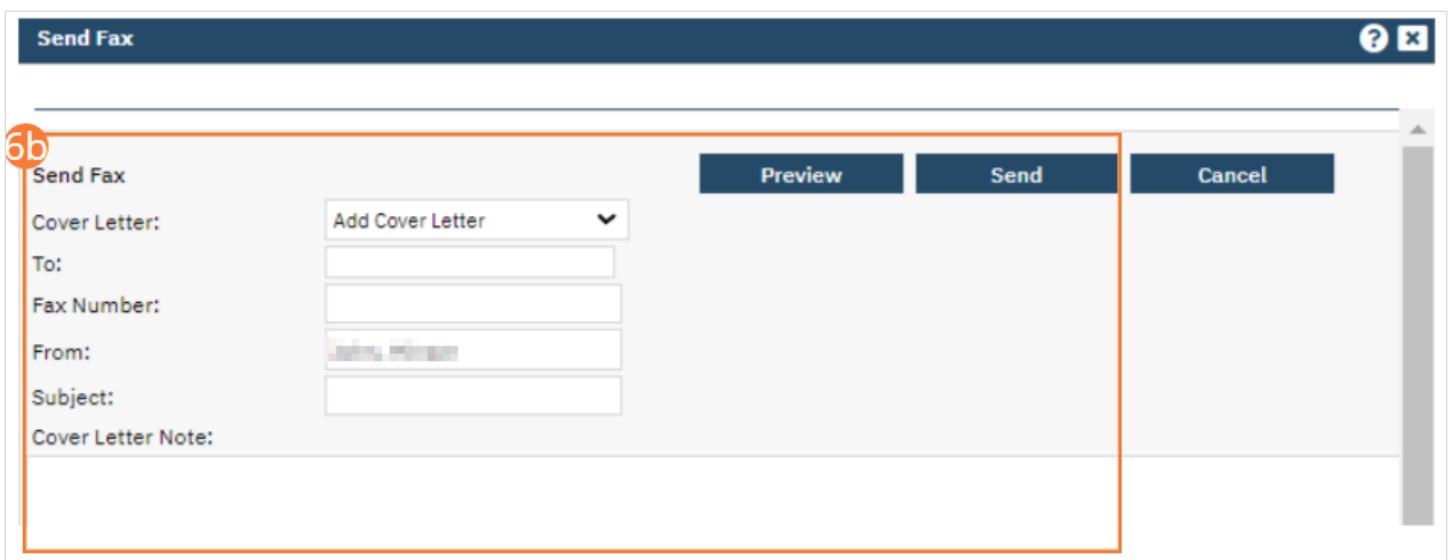
- 6. Once all desired attachments have been added to the disclosure, choose a method for disclosure.



- a) **To print**, click View/Print Disclosed Items. Click Download or Print to save or print the document. Complete the disclosure according to the recorded method.




- b) **To fax**, click Fax Disclosed Items. Select a cover letter from the dropdown, then enter the recipient and the fax number. Add a subject and cover letter note. Preview if desired, then click Send.



- c) **To send as a Direct Message**, click Prepare. A processing message will appear. When processing is completed, select the Send Direct Message button. A Direct Message screen will appear. Enter an email address, subject, and message, and attach any other files desired. Click Save and Close to send the direct message and attached disclosure.

Disclosure/Request Details

Processing

 Preparing records to be disclosed. Please wait ...

6c

Attach / Review Items Disclosed...

Attach Report...

Add Redacted Disclosure...

▾

Prepare

Attach Record Set

Send Direct Message

View/Print Disclosed Items

Fax Disclosed Items...

6c

Direct Message

Message

To:

CC:

BCC:

Subject:

Message

Attachments

[Attach Files](#)