

California NACT/274 User Guide

Version 1.6
9.22.23

Table of Contents

Overview	2
Reporting Process	2
Reporting User Interface	3
Monitoring Reporting Prior to Submission	3
Creating a New Extract and Submitting Files	3
Workflows for Setting Up and Collecting Data	4
Provider Groups	4
Sites (Programs)	5
Providers (Staff)	7
Existing Staff records in the Nightly Job	9
File Logic	10
File logic for NACT SUD:	10
File logic for NACT MH:	10
File logic for 274 MH:	11
Manual Upload/Entry of Provider Staff	11
Logic for How the Screen Filters	13
Provider Staff Uploads	13
Provider Staff Details screen	14
System Setup	16
External Mapping	17
Recodes	18
System Configuration Keys	19
Jobs to be Setup	20
Job Name 1: SmartCareStaffDataIntoProviderUploadJob	21
Roles and Permissions	22
Go Live Considerations:	22
Post Go Live Considerations:	22
Version Control	23

Overview

The purpose of this user guide is to outline the reporting process, workflow and logic for reporting California NACT MH/SUD and produce a 274 file from the SmartCare system. The recommended workflow from prior to go live to post go live is as follows:

1. Before going live, staff records can be migrated into the system so that the system is set up and ready to use. The recommended data migration is in the [California State Reporting Data Migration Needs](#) worksheet. The Data Elements for the Sites or Programs all start with NACT or 274. The Staff or Provider Data leverage the Staff Provider Upload xls. template.
2. Once live, the CalMHSA workflow is that each staff is entered manually by a county staff person after go live. All staff updates are also maintained manually.

Reporting Process

The reporting workflow includes the following process:

1. County staff create Staff in SmartCare Provider Staff table using the [Workflows](#) noted below.
 - a. There is a checkbox on this screen named, 'Staff is reportable to NACT/274 and Information is complete'. This checkbox when checked will trigger validations when clicking Save for the required fields for 274 reporting on the Staff Details screen.
 - b. This checkbox, 'Staff is reportable to NACT/274 and Information is complete' must be checked once staff are confident they have the staff information all set up and ready for 274 reporting.
2. SmartCare process finds all New or Updated Staff Records through a job and Adds to Provider Staff Uploads screen
 - a. The list page associated to this screen will provide validation checks as well for any information which should be reviewed. Users should use this list page throughout the month for records with errors to address.
3. User can navigate to see Staff details from the job extract by clicking on the UploadId hyperlink OR directly open the Provider staff details screen to see all the staff records
4. User can review errors on the Provider Staff details screen and work on those errors by clicking on the individual Staff Id hyperlink and edit data in the DFA screen
5. Once ready, user will come back to the Provider Staff details screen to extract staff data in the respective format for NACT/274 by clicking on the tools on the top right corner of the screen
6. If there are records with errors, Staff will get alert : You have one or more records with errors. Do you want to proceed with creating a file for only the clean records?
7. If user chooses to proceed, NACT/274 file is produced to be reported

Reporting User Interface

Provider Staff Details is the Screen where a user can see all of the staff which will be reported in the NACT and 274 processes. The purpose of the screen is to view the data which is or will be reported and errors that could occur during submission.

Monitoring Reporting Prior to Submission

The errors in the Staff record can be monitored by the error icon that appears against each staff record. On-hover of this icon comma-separated error messages will be displayed for the user to correct those errors before submission. See screenshot below.

The screenshot shows the 'Provider Staff Details (1)' interface. At the top, there is a filter section with several dropdown menus: 'All Staff Statuses', 'All Providers', 'All Rendering Provider Status', 'Entered by Staff', 'All SmartCare Login Status', and 'All Staff OIG Standing'. There are also text input fields for 'Staff Name', 'SSN', 'From Date', and 'To Date', along with an 'Apply Filter' button. Below the filter section is a table with the following columns: Staff ID, Upload Id, Provider Organization, Associated Site(s), First Name, Middle Initial, Last Name, and SSN. The table contains one record with a red error icon in the first column. The record values are: Staff ID: 5, Upload Id: 5, Provider Organization: (blank), Associated Site(s): (blank), First Name: Test, Middle Initial: (blank), Last Name: Display, and SSN: (blank).

The user can work on cleaning the errors by going to the respective staff details and filling the missing data or by updating incorrect/invalid data.

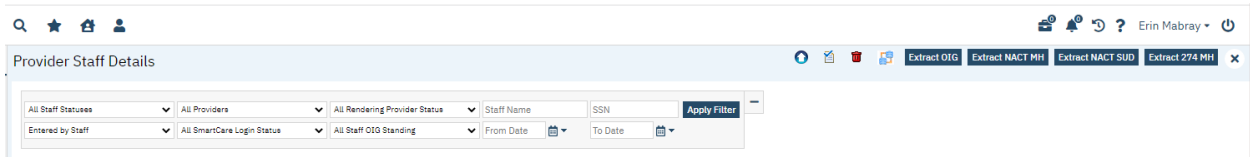
The user can delete Staff records that need to be excluded from the submission OR that are no longer needed to be reported. The user can do so by filtering for such staff records and by clicking on the delete icon on the Provider Staff details list page. This will delete all the staff records that are currently displayed on the screen.

Creating a New Extract and Submitting Files

Once all the staff records are reviewed and the data is ready for submission, the respective button can be clicked to Extract NACT SUD, NACT MH or 274 MH file in their State specified format. The reportable file will be downloaded to the users local Downloads folder, the Compliance Batch Details and the customer's SFTP for the user to review and manually upload to their State Portal for validity.

- All Staff Statuses filter can be used to determine which records are included in a 274 file.

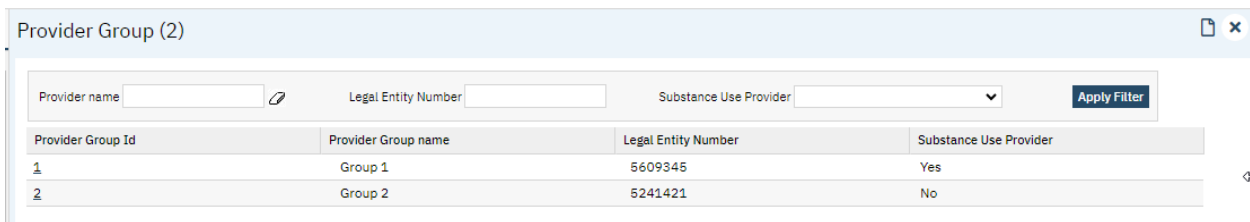
- Filter for 'Staff with current record' = The 274 will include only staff records with the green checkmark, indicating they are without errors.
- Filter for 'All Staff Statuses' or 'Staff with Errors' = The 274 file will include all records per the logic outlined in the File Logic section of this guide.



Workflows for Setting Up and Collecting Data

Provider Groups

Provider Group list page and detail page can be used by counties to create Provider Groups that are reportable for NACT and 274 file submissions. Provider Group data will be loaded into the system using a script that will take the state provided provider group txt file to populate the table. This data is then viewable/editable using the List Page and Detail Page. As new Provider Group files are received by the state these can continue to be uploaded using the script if needed.



Alternatively, for Provider Groups that may need to be added on on a one off basis can be manually entered by clicking Create New in the toolbar which opens the Provider Group Direct entry Screen.

The following fields are required to set up the Provider Group for Reporting:

1. Provider Group Name
2. Legal Entity Number
3. Active Provider
4. NPI - required field until 12/1/2023
5. Tax ID
6. Taxonomy Code
7. Contract Effective Date
8. Contract Expiration Date
9. Address fields
10. Ownership Type
11. County

Provider Group Direct Entry

Provider Group List

Provider Group Name	<input type="text" value="Test"/>
Legal Entity number	<input type="text" value="AB123"/>
Substance Use Provider	<input checked="" type="checkbox"/>
Active Provider	<input checked="" type="checkbox"/>
NPI	<input type="text" value="1234567891"/>
Tax Id	<input type="text" value="152487458"/>
Taxonomy Code	<input type="text" value="101YM00000X"/>
Contract Effective Date	<input type="text" value="01/01/2022"/> <input type="button" value="📅"/>
Contract Expiration Date	<input type="text" value="01/01/2022"/> <input type="button" value="📅"/>
Address	<input type="text"/>
Suite	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Maximum Number of Medi-Cal Beneficiaries Provider Group will accept	<input type="text"/>
Ownership Type	<input type="text"/>
Name of CEO	<input type="text"/>
Name of CFO	<input type="text"/>
Ownership Code	<input type="text" value="Government - other multiple owners"/>
County	<input type="text"/>
American Indian Health Facility	<input type="checkbox"/>
<i>(Below fields are applicable only if this is an American Indian Health Facility)</i>	
Does your plan provide beneficiaries access to this provider, health center, or facility which does not contract with your MHP or DMC-ODS?	<input type="text"/>
Does your plan have a current contract in place with this provider, health center, or facility?	<input type="text"/>
Contact Date Reporting Month for Attempt to Contract	<input type="text"/>
Contact Date Reporting Year for Attempt to Contract	<input type="text"/>
Outcome of the Efforts or Reason for Declining Request to Contract with the MHP or DMC-ODS	<input type="text"/>

Provider Groups listed in this List page where Active Provider = Y will be populated to a custom dropdown in the Program details screen where the User can link the Programs to their respective Provider Groups for reporting purposes.

Sites (Programs)

For the Mental Health 274, Sites are set up using SmartCare Programs. To set up a Program as a 274 Site navigate to the Program (Administration) Screen and select a Program record. The following are part of the 274 Site data set. Required fields are indicated as such, otherwise the field is considered optional.

1. General Tab Fields:
 - a. Name - required field
 - b. Tax ID - required field
 - c. Taxonomy Code - required field
 - d. Intake Phone - required field
 - e. Capacity - required field
 - f. Address - required field
2. Custom Fields Tab - 274/NACT Reporting Section
 - a. Establish the Program as a 'Primary Site' or a Program associated with a 'Primary Site', one of two checkbox selections is required.

- i. Medi-Cal reportable for NACT/274 as a Primary Site and Information Complete
 - 1. Selecting this checkbox will include this Program as the Site in the 274 file. All Site data elements will be derived from this SC Program.
 - 2. Staff associated with this Program will be reported as Providers for this site.
- ii. Program is reportable under an existing Primary Site .
 - 1. Selecting this checkbox will create a relationship with the the Primary Site Program.
 - 2. Staff associated with this Program will be reported as Providers under the Site that is designated as this Programs Primary Site.
- b. Provider Group - required when Medi-Cal reportable for NACT/274 as a Primary Site and Information Complete is selected
- c. Primary Site - required when Program is reportable under an existing Primary Site .
 - i. This drop down displays a list of SmartCare Programs where Medi-Cal reportable for NACT/274 as a Primary Site and Information Complete is selected.
- d. 274 Facility Type - required field
- e. Institutional Facility Type - required when 274 Facility Type = 26, 27, 28, 31, 32, or 38
- f. Licensed Bed Count - required when 274 Facility Type = 27, 28, 31, 32, or 38
- g. Available Bed Count - required when 274 Facility Type = 27, 28, 31, 32, or 38
- h. Staffed Bed Count - required when 274 Facility Type = 27, 28, 31, 32, or 38
- i. Provider Number - required field
- j. ADA Compliant for Physical Plant - required field
- k. TDD/TTY Equipment Available - required field
- l. Distance between site and closest public transportation - required field
- m. Telehealth Station/Equipment Available at Site - required field
- n. Language Capacity - Arabic - required field
- o. Language Capacity - Armenian - required field
- p. Language Capacity - Cambodian - required field
- q. Language Capacity - Cantonese - required field
- r. Language Capacity - English - required field
- s. Language Capacity - Farsi - required field
- t. Language Capacity - Hmong - required field
- u. Language Capacity - Korean - required field
- v. Language Capacity - Mandarin - required field
- w. Language Capacity - Other Chinese - required field
- x. Language Capacity - Russian - required field
- y. Language Capacity - Spanish - required field
- z. Language Capacity - Tagalog - required field
- aa. Language Capacity - Vietnamese - required field

- bb. Language Capacity - American Sign Language (ASL) - required field
- cc. Language Line Available - required field
- dd. Primary Site Contact Email Address
- ee. Primary Site Contact Facsimile Number
- ff. Site URL Address
- gg. Is Medical Certified - required field
- hh. MediCal Certification Date and Medical Expiration Date - required field
- ii. Site DEA Number: If applicable enter DEA Number.
- jj. Owner Name - required field
- kk. Ownership Code - required field
- ll. Ownership Percentage - required field
- mm. Site County Location - required field
- nn. Age Group Served
- oo. Provider Type - required field
- pp. Service Type - required field
- qq. Teaching Facility Indicator - required field
- rr. Telehealth Indicator - required field
- ss. Language Line - required field
- tt. Office Hours Code - required field
- uu. Office Hours Start Time and Office Hours End Time - required field

Providers (Staff)

For the Mental Health 274, Providers are set up using SmartCare Staff. To set up a Staff as a 274 Provider navigate to the Staff/Users Screen and select a Staff record. The following are part of the 274 Provider data set. Required fields are indicated as such, otherwise the field is considered optional.

1. General
 - a. Active - required to include Staff in the 274 File
 - b. First and Last Name - required fields
 - c. Date of Birth - required field
 - d. License # - required field
 - e. Taxonomy Code - required field
 - f. National Provider Id - required field until 12/1/2023
 - g. DEA Number
2. License/Degree
 - a. License Degree/Type - required field
 - b. License # - required field
 - c. State - required field
 - d. Start Date - required field
 - e. Expiration Date - note that historical licenses require an expiration date that is prior to the start of the reporting period. A Provider cannot have two active licenses during the reporting period
3. Custom Fields NACT/274 Reporting

- a. Staff is reportable to NACT/274 and Information is complete: This checkbox must be selected in order for the Staff record to be pulled into the 274 file.
 - b. Licensing Entity
 - c. California Professional Certification Number
 - d. Provider Gender - required field
 - e. Waivered Provider
 - f. Direct Service Offered by Provider
 - g. Registered Provider
 - h. Hours of Cultural Competence Training Completed
 - i. Language Capacity - required field
 - j. Provider Type
 - k. Contract Effective Date and Expiration Date - required field
 - l. Service Type - required field
 - m. Satellite Address Site: If applicable, enter the address information for the staff's satellite site
 - n. Frequency of Provider Using Satellite Site: If applicable, select from the drop down is required
 - o. Type of Board Certification
 - p. Cultural Competence Training - required field
 - q. Telehealth Indicator - required field
 - r. Field Based Services - required field
 - s. Distance Provider Travels to Field Based Services - required what Field Based Services Provider = Yes
 - t. Maximum Number of Medi-Cal Members this Provider will Accept-Children - required field
 - u. Maximum Number of Medi-Cal Members this Provider will Accept-Adults (21 and over): - required field
 - v. Provider Profit Status - required field
 - w. Mental Health Provider Area of Expertise - required field
 - x. Mental Health Provider Practice Focus - required field
 - y. Full-Time Equivalent - Serving Children - required field
 - z. Full-Time Equivalent - Serving Adults - required field
 - aa. Professional Affiliation
 - bb. Affiliated NPI
 - cc. Additional Affiliated NPI
4. NACT/274 Multiple Sites/Program Reporting. This section is used for associating Staff Providers to the Site that they are reported under. Selecting a Program Name and Active will include the Staff as a Provider for that Site in the 274 file.
- a. Program 1 (repeat for 2-5 as needed) - required field
 - b. Active - required to include Staff as a Provider for the respective Site
 - c. FTE - required field when Active = Yes
 - d. FTE - Adults - required field when Active = Yes
 - e. FTE - Children - required field when Active = Yes

NACT SUD Reporting

Staff is reportable to NACT/274 and Information is complete

Licensing Entity California Professional Certification Number

Waivered Provider Yes No Provider Gender

Registered Provider Yes No Direct Services Offered By Provider Yes No Board Certified Psychiatrist Yes No

Age Group(s) Served Hours of Cultural Competence Training Completed Language Capacity - Arabic

Language Capacity - Armenian Language Capacity - Cambodian Language Capacity - Cantonese

Language Capacity - English Language Capacity - Farsi Language Capacity - Hmong

Language Capacity - Korean Language Capacity - Mandarin Language Capacity - Other Chinese

Language Capacity - Russian Language Capacity - Spanish Language Capacity - Tagalog

Language Capacity - Vietnamese Language Capacity - American Sign Language (ASL)

Provider Type Modality (DMC-ODS)

Contract Effective Date Contract Expiration Date Service Type

Satellite Address Site Satellite Suite Satellite City

Satellite State Satellite Zip Code Site Used to Meet Time and Distance Standards Yes No

Frequency of Provider using Satellite Site Type of Board Certification Cultural Competence Training Yes No

Telehealth Indicator Field-Based Services Yes No Distance Provider Travels to Field-Based Services

Maximum Number of Medi-Cal Members this Provider will Accept-Children Full-Time Equivalent

Maximum Number of Medi-Cal Members this Provider will Accept-Adults (21 and over)

Provider Profit Status Accepting New Patients Indicator Yes No

Mental Health Provider Area of Expertise Mental Health Provider Practice Focus

Full-Time Equivalent ? Serving Children Full-Time Equivalent ? Serving Adults

Professional Affiliation Affiliated NPI Additional Affiliated NPI

Language Proficiency Indicator A - The site provides certified bilingual providers or certified interpreters who possess certain qualifications or meets standards based on formal testing. B - The site provides oral and/or written proficiency equivalent to that of a native speaker but not a certified interpreter or certified bilingual.

NACT 274 Multiple Site/Program Reporting

Program	Team	Active	FTE	FTE - Adults	FTE - Children
Program 1	Team 04	<input checked="" type="checkbox"/>	50.00	50	0
Program 2	Team 12	<input checked="" type="checkbox"/>	50.00	25	25
Program 3		<input type="checkbox"/>			
Program 4		<input type="checkbox"/>			
Program 5		<input type="checkbox"/>			
Total			100		

Existing Staff records in the Nightly Job

The nightly job takes the information from the Staff Details screen and creates or updates an entry in the Provider Staff data. The nightly job completes the following checks and steps to decide whether to Insert a new Provider Staff or update an existing Provider Staff.

1. The job checks if there is a match with the existing staff data based on SSN, NPI, OR DOB + First name, Last name.
2. If a match is found, the system will record-delete the old record and insert the new record
3. If an existing record is found and has a Staff Id tied to it, then the system updates those Id's to the new record after performing step 1.
4. If no match is found, the job simply inserts the new record.

The data for the Provider Staff list page for 274 reporting is populated by a job that is scheduled to run nightly. This job automatically extracts SmartCare Staff data and inserts that into the new Provider Staff upload screens. For the extracted Staff, the system will check their associated Programs for the Site details. And, as for the Provider organization details, the system will look for the Provider Group associated with each Program. Through a custom field available on the Program details screen, the user can setup the Programs by associating them to the Provider Groups that each Program belongs to. See Provider Groups section of this document for details on adding/modifying a Provider Group.

If there are errors on the Provider Staff Data, updates are made in the Staff Details screen. This is then pushed to Provider Staff via the job. (If in a crunch and you cannot run the job, please see below for how to manually view and update the Provider Staff records. But note, if you manually update the Provider Staff records, you must also update the Staff Details screen. Otherwise, the job will overwrite what you manually update.)

File Logic

File logic for NACT SUD:

1. For the Organization section in NACT SUD, consider the Organizations that are entered in Provider Group list page where the 'Substance Use Provider' checkbox is checked and exclude the Provider Groups that have the American Indian Health Facility checkbox checked
2. For Sites, below is the Exclusion logic:
 - a. Exclude the Sites/Programs that do not have the custom field Medi-Cal checkbox checked
3. For the Rendering Provider section, Smartcare staff data will be collected in the Provider Staff details screen, with an exclusion of those Staff who have a staff degree mapped to the Recode XNACT274StaffDegrees

4. American Indian Health Facilities: This section will only be populated with organizations where American Indian Health Facilities checkbox and the Substance USe Provider checkbox is selected on the Provider Group Detail page
5. The file should be extracted in a .csv format

File logic for NACT MH:

1. For the Organization section in NACT MH, consider the Organizations that are entered in Provider Group list page where the 'Substance Use Provider' checkbox is not checked and exclude the Provider Groups that have the American Indian Health Facility checkbox checked
2. For Sites, below is the Exclusion logic:
 - a. Exclude the Sites/Programs that do not have the custom field Medi-Cal checkbox checked
3. For the Rendering Provider section, Smartcare staff data will be collected in the Provider Staff details screen, with an exclusion of those Staff who have a staff degree mapped to the Recode XNACT274StaffDegrees
4. American Indian Health Facilities: This section will only be populated with organizations where American Indian Health Facilities checkbox is checked and the Substance USe Provider checkbox is not checked on the Provider Group Detail page
5. The file should be extracted in a .csv format

File logic for 274 MH:

1. For the Provider Group section in 274, consider the Organizations that are entered in Provider Group list page where the 'Active Provider' checkbox is selected and 'Substance Use Provider' checkbox is not checked and exclude the Provider Groups that have the American Indian Health Facility checkbox checked
2. For Sites, below is the Exclusion logic:
 - a. Exclude the Sites/Programs that do not have the custom field Medi-Cal checkbox checked
3. For the Provider detail section, Smartcare staff data will be collected in the Provider Staff details screen, with an exclusion of those Staff who have a staff degree mapped to the Recode XNACT274StaffDegrees. (This recode category is used to exclude staff from 274 reporting. The recode set up is noted below in this user guide.) In addition, the staff record must also have the following requirements met to be included:
4. In Staff Details the following must be true: Active = Yes during reporting period, Custom Fields, Staff is reportable to NACT/274 and Information is complete must be selected, Contract Effective Date is greater than reporting period Start Date.
5. The file should be extracted in a 274 .dat format.

Manual Upload/Entry of Provider Staff

The Provider Staff Uploads Screen is also available in SmartCare. This is an alternative method for entering staff information to complete NACT/274 reporting, which is manual upload, entry or modification from the Provider Staff screens. This section outlines this.

To open the 'Provider Staff Uploads' list page from 'My Office' to view existing Provider staff uploads/County Staff records, search in the Search list for Provider Staff Uploads screen.

Provider Staff Uploads (4)

Uploaded From Apply Filter
 Providers

Upload Id	File Name	Provider	Total Records	Uploaded Date	Uploaded By	Source
1		Test Orgnaization	1		Mabray, Erin	Manual entry
2	TEST - 11.02.2022.xlsx	Test Orgnaization	1	11/02/2022	Admin, System	Excel file
3		Provider Neha - Facility MH	2		Sonkamble, Neha	Manual entry
5	TEST - 11.02.2022.xlsx		1	11/02/2022	Admin, System	Excel file



- Direct entry icon to manually enter Staff records into the system

The Upload Id hyperlink in the above list page will take the user to the Provider Staff Details page where the list of Staff records against that Job extract will be displayed

Provider Staff Details (2)

All Staff Statuses All Providers All Rendering Provider Status Staff Name SSN Apply Filter
 Entered by Staff All SmartCare Login Status All Staff OIG Standing From Date To Date

	Staff ID	Upload Id	Provider Organization	Associated Site(s)	First Name	Middle Initial	Last Name	SSN
	3	3	Provider Neha - ...	4,6	Staff First	A	Staff Last	*****3131
	4	3	Provider Neha - ...	5	test first	M	Test last	*****5454

Clicking on the Staff Id hyperlink will take the user to the DFA screen where data for that staff will be displayed. For manual entry of Staff, click on the Direct entry icon in the above list page and manually enter the data for new Providers. The same Direct Entry DFA screen can be used to modify details of existing staff records.

OIG Staff Direct Entry Create Rendering Provider Create SC login

OIG Standing

Entered By

Associated Site(s)

SmartCare Staff Id

SmartCare Rendering Provider Id

Provider Organisation

NPI

SSN

Facility ID

Monitoring End Date

First Name

Middle Initial

Last Name

Former Last Name

Address Line 1

Address Line 2

This screen also enables the user to create a Rendering Provider/SmartCare login for a particular staff by clicking on the Buttons at the top. Updates in the Direct entry screen will be reflected in the Smartcare Staff/Provider record if the Staff record has a Smartcare Login/Rendering Provider created

Logic for How the Screen Filters

Provider Staff Uploads

Provider Staff Uploads (4) + x

Uploaded From Apply Filter
 Providers Uploaded By All Staff

Upload Id	File Name	Provider	Total Records	Uploaded Date	Uploaded By	Source
1		Test Orngaization	1		Mabray, Erin	Manual entry
2	TEST - 11 02 2022.xlsx	Test Orngaization	1	11/02/2022	Admin, System	Excel file
7	TEST - 12 12 2022.xlsx	Test Orngaization	1	12/12/2022	Admin, System	Excel file
10	CA OIGNACT274.xlsx	Test Orngaization	1	02/17/2023	Admin, System	Excel file

Section	Parameter Name	Parameter Type	Parameter Options	Description	Required (Yes/No)	Default Value
Filter	Uploaded From	date		From and To date of staff the were uploaded within the range		

Filter	Uploaded To	date		From and To date of staff the were uploaded within the range		
Filter	Providers	dropdown	Display providers that the logged in staff is permissioned to			All Providers
Filter	Uploaded By	dropdown	Display all staff			All Staff

Provider Staff Details screen

Provider Staff Details (664)

	Staff ID	△	Upload Id	Provider Organization	Associated Site(s)	First Name	Middle Initial	Last Name	SSN	Status	Staff Entered Date
✓	19		16	274_MCOProvid...	2	adf	dadf	adsfads	*****4412	Staff with curren...	07/01/2022
✓	21		17	274_MCOProvid...	2	12321	asd	dadf	*****3213	Staff with curren...	07/04/2022
✓	23		18	CalOMs Test	9	test		df	*****6433	Staff with curren...	07/05/2022
✓	25		19	NACTProvider	1	kartik		d	*****4234	Staff with curren...	07/05/2022
✓	27		20	adf						Staff with curren...	07/05/2022
✓	29		21	CalOMs Test	2	Client	name	test	*****3212	Staff with curren...	07/05/2022
✓	31		22	274_MCOProvid...	4	rwst	test	test	*****2222	Staff with curren...	07/05/2022

Below is how the filters work

Name	Parameter Type	Parameter Options	Description	Default Value
All Staff Statuses	dropdown	All Staff Statuses Staff with errors Staff with current record	Populate with all the dropdown options in the previous column. Below is what each selection means: All Staff Statuses: Display all staff data based on other filter values <ul style="list-style-type: none"> This filter will produce a 274 file for all records, regardless of errors. Staff with errors: Only display records with errors	All Staff Statuses

			Staff with current record: Only display records <ul style="list-style-type: none"> This filter will produce a 274 file for records without errors. 	
Provider	dropdown	Display list of providers that the logged in staff is permitted to.	Based on this filter selection, display Staff data entries that were made only by that provider	All Providers
SSN	numeric		Filter based on SSN data in the record	
Upload Id	textbox		Filters based on Upload Id	
Entered by Staff	dropdown	Display all staff	Filter based on staff who uploaded/entered data	All Staff
From Date	date		From and To date of staff the were eligible for reporting within the range	
To Date	date		From and To date of staff the were eligible for reporting within the range	
Rendering Provider Status	Dropdown	All Statuses Requested = Column = Y and Rendering Provider ID is NULL. Not Requested = Column = N Created = a Rendering Provider ID is linked to the record Reviewed and Accepted = Rendering Provider Request Status field on the DFA is set to Reviewed and Accepted Reviewed and Rejected = Rendering Provider Request Status field on the DFA is set to Reviewed and Rejected	In the excel file or manual entry a Staff record will be set to ' Rendering Provider Login' either Yes or No. If set to Yes, the User is asking the County staff to allow a Rendering PProvider be created for the staff record. The County Staff User will then filter for Requested statuses using this filter. Review and if they approve creating a Rendering PProvider, will set the 'Rendering Provider Request Status' field to 'Reviewed and Accepted' and will use the Tool/button in the toolbar to create a Rendering Provider. Once this is done, the Rendering Provider's Provider ID will be linked to this Staff record. And now the filter for the record would be Created because the Request column = Y and now there a Provider ID linked. If the user selects 'Reviewed and Rejected', the user should not be able to create a Rendering Provider from the toolbar.	
SmartCare Login Status	Dropdown	All Statuses Requested = Column = Y and SmartCare Login is NULL.	In the excel file or manual entry a Staff record will be set to 'Request SmartCare Login' either Yes or No. If set to Yes, the User is asking the County staff to allow a SmartCare login to be	

		Not Requested = Column = N Created = a Staff ID is linked to the record Reviewed and Accepted = SmartCare Login Status field on the DFA is set to Reviewed and Accepted Reviewed and Rejected = SmartCare Login Status field on the DFA is set to Reviewed and Rejected	created for the staff record. The County Staff User will then filter for Requested statuses using this filter. Review and if they approve creating a SmartCare login will use the Tool in the toolbar to create a SmartCare login. Once this is done, the Staff ID will be linked to this Provider Staff record. And now the filter for the record would be Created because the Request column = Y and now there a Staff ID linked. If the user selects 'Reviewed and Rejected', the user should not be able to create a SmartCare Login from the toolbar.	
OIG Standing	Dropdown	All Staff Good Standing Bad Standing	Using the Field in the Provider Staff Direct Entry - filter for when the field is set to Good Standing or set to Bad Standing.	
Staff name	searchable dropdown /textbox	This field should search uploaded Staff/Provider record based on their Firstname/Lastname	Use can filter for a particular staff/provider by entering their firstname/lastname	

System Setup

The following must be setup prior to adding staff via the workflows noted above in this user guide. The set up is recommended to occur in this order:

1. Set the Provider Groups - see Workflow for Setting Up and Collecting Data section of this guide for more details
2. Set the Programs and link to Provider Groups - see Workflow for Setting Up and Collecting Data section of this guide for more details
3. External Mapping for Degrees Global Code Category
4. Set the Recodes (based on standard Global Code set up for Degrees Global Code Category)
5. System Configuration Keys - Determine the settings and set up the System Configuration Keys
6. Job Configuration - Confirm the Job is configured
7. Roles and Permissions
8. Staff Details Screen- see Workflow for Setting Up and Collecting Data section of this guide for more details

External Mapping

External mappings used when Global Code Categories are used by multiple areas of the system. To prevent conflicting values used in the code fields within the Global Code Category Details the external mappings table can hold multiple mapping values for one category to be used under different scenarios. For the MH 274 the DEGREE category must be set up with an external code, this is where the file will pull the License Type for each Staff. For each DEGREE global code record (RecordID = Global Code ID), a record must be inserted to this table with the appropriate External Code. Alternatively, customers can provide their Implementation Team with a mapping of values which can be loaded to their environment.

Table Editor

Table: ExternalMappings Top 100 Execute

Order By: ExternalMappingId ExternalMappingId ExternalMappingId Save

SQL Query: `SELECT TOP 100 * FROM externalmappings where purpose like '%274%' ORDER BY ExternalMappingId`

Category	TableName	RecordId	ExternalCode	ExternalCodeDescription	RecordCode	Adc
DEGREE	GlobalCodes	25198	CSW	LCSW Licensed Clinical	LCSW Licensed Clinical	
DEGREE	GlobalCodes	25199	LVN	LVN Licensed Vocational	LVN Licensed Vocational	
DEGREE	GlobalCodes	25200	MFT	MFT Marriage and Family	MFT Marriage and Family	
DEGREE	GlobalCodes	25201	PCC	LPCC Licensed Professional	LPCC Licensed Professional	
DEGREE	GlobalCodes	25202	MHR	MHRS Mental Health Re	MHRS Mental Health Re	
DEGREE	GlobalCodes	25203	OCT	OT Occupational Therap	OT Occupational Therap	
DEGREE	GlobalCodes	25204	MD	MD Medical Doctor	MD Medical Doctor	
DEGREE	GlobalCodes	25205	OTH	Other Qualified Provider	Other Qualified Provider	
DEGREE	GlobalCodes	25206	CNS	CNS Clinical Nurse Spec	CNS Clinical Nurse Spec	
DEGREE	GlobalCodes	25208	NPA	NP Nurse Practitioner	NP Nurse Practitioner	
DEGREE	GlobalCodes	25209	NRS	RN Registered Nurse	RN Registered Nurse	
DEGREE	GlobalCodes	25210	PAS	PA Physician Assistant	PA Physician Assistant	

Recodes

The following Recode Categories is optional to set up to setup:

Recode Category	Purpose	Integer Code ID
XNACT274StaffDegrees	To setup Staff degrees that need to be excluded from NACT/274 reporting Insert to the Integer Field the Global Code ID of the Degree Global Code Category for the Degrees which should be excluded.	GlobalCodes.GlobalCodeId

To enter a Recode, open the Administration tab → Recodes Banner. In the banner, find the name of the Recode Category noted in the list above and click on the category to open the details screen. In the details, enter the 'Recode Details' section for the Code Name, Start Date and Integer Code ID. The Integer Code ID must be the data as noted in the table above. Click Insert and then click Save in the toolbar once all entries are made.

Recode Detail

Recodes

Category

Category Code: Category Name:

Mapping Entity: Description:

This category is used to setup Staff degrees that need to be excluded from NACT/274 reporting.

Recode Details

Code Name:

Start Date: End Date:

Character Code Id: Integer Code Id:

Recode List

	Code Name	From Date	To Date	Character Code Id	Integer Code Id
<input checked="" type="checkbox"/>	Staff Degree Interns	11/21/2022			11125345
<input type="checkbox"/>	Staff Degree Others	11/21/2022			11135129

System Configuration Keys

System Configuration keys are set up in the Configuration Keys banner in SmartCare's Administration tab. The Key name can be filtered on. Then opening to the detail page allows

the user to modify the Value field as indicated below. Then Saving the screen will update the information.

Configuration Key Name	Description	Value to Enter
XSetFacilityIDOnOIGReportAsKeyValue	Facility Id	Customers can input their unique ID. This will be used in OIG reporting
XSetSenderFederalTaxIDOn274ReportAsKeyValue	This key is to hold the Sender's Federal Tax ID. Do not include hyphens in the Tax ID	Sender's Federal Tax ID. This will be used to report 274
XSetCountyMHPlanOn274ReportAsKeyValue	This key holds name of the County Mental Health Plan (MHP) submitting the network data	<p>Enter the name of the County Mental Health Plan (MHP) submitting the network data as specified in the file name.</p> <p>Format: XXXXX-MHP Where: XXXXX is the name of the county associated with the mental health plan. MHP is a constant designating the file is for a county mental health plan</p> <p>If an MHP manages more than one county, include the name of each county separated with a dash (e.g. Sutter-Yuba-MHP)</p> <p>This will be used to report 274</p>
XSetMHPlanFederalTaxIDOn274ReportAsKeyValue	Enter the MHP Federal Tax ID (9 digits - no hyphens) + HCP (3 digits)	Enter the MHP Federal Tax ID (9 digits - no hyphens) + HCP (3 digits) This will be used to report 274

To set up the configuration key:

1. Search for the Screen named Configuration Keys by typing this screen name in the search
2. Open the List page
3. In the first filter you can filter for the Key name from the table above
4. Click Apply Filter
5. Click on the Key name in the list results below the filters.

Configuration Keys (3) ☆ ★ ✕

All Keys All Modules All Screens Search 274

Key	Value	Accepted Values	SourceTableName	Description	Modules
XSetCountyMHPlanOn274ReportA...	None	String, None		Read Key as: Set County Mental Health Plan Name on Ca...	
XSetMHPlanFederalTaxIDOn274Re...	None	String, None		Read Key as: Set Mental Health Plan Federal Tax ID on C...	California OIG/NACT/...
XSetSenderFederalTaxIDOn274Re...	None	Positive Integer, None		Read Key as: Set Sender Federal Tax ID on California 27...	

6. In the Detail page, confirm the Value field is the correct value per the table above
7. Click Save in the toolbar to save changes made

Configuration Key Details ☑ Allow Edit

Configuration Keys

Key

SourceTableName

Module

Screen

Value

Description

When the value of the key "XSetSenderFederalTaxIDOn274ReportAsKeyValue" is set to anything other than None, then the Sender Federal Tax ID value that is set for this key will be displayed in the 274 Report.

When the value of the key "XSetSenderFederalTaxIDOn274ReportAsKeyValue" is set to "None", then the Sender Federal Tax ID will not be displayed in the 274 Report.

Example : Sender Federal Tax ID will be 10-digit integer (i.e., 1234567989)

Comments

Jobs to be Setup

Streamline Systems analysts will setup the following Jobs to run automatically in the system:

Job Name 1: SmartCareStaffDataIntoProviderUploadJob

1. The stored procedures that will be called when the job runs:
 - a. ssp_InsertUpdateCaliforniaSmartCareStaffJob
 - b. ssp_InsertProviderStaffUploadBySmartCareStaffJob
 - c. ssp_UpdateProviderStaffUploadBySmartCareStaffJob
2. How often the job runs: Nightly
3. Logic of the job: This job runs nightly to extract Staff data from Smartcare Staff table and add/update entries in the Provider staff screen

Jobs are set up by technical staff in the SQL database. The end user can view the SQL Jobs which are set up. The list page is called SQL Jobs. The Enabled column is set to Yes when a job is set up per the steps indicated below. The job name to look for is 'SmartCareStaffDataIntoProviderUploadJob.' If you do not see this job and do not see Enabled = Yes then create a support ticket for the technical team members to verify.



SQL Jobs

Name	Schedule Detail	Enabled
DACSCalifornia - Automatic Flag: Rx pres...	Occurs every day at 00:00:00.Schedule will be used starting on 2022-07-...	Yes
DACSCalifornia - California MMEF File Load	Occurs on Day of every 1 month at 00:30:00.Schedule will be used startin...	No
DACSCalifornia - California MMEF File Load	Occurs on Day of every 1 month at 00:30:00.Schedule will be used startin...	No
DACSCalifornia - California MMEF Updates	Occurs every day at 04:20:00.Schedule will be used starting on 2022-10-...	Yes
DACSCalifornia - California MMEF Updates	Occurs every day at 04:20:00.Schedule will be used starting on 2022-10-...	Yes
DACSCalifornia - California MMEF Updates	Occurs every day at 04:20:00.Schedule will be used starting on 2022-10-...	Yes
DACSCalifornia - Clear Needs-To-Be-Wor...	Occurs every day at 06:15:00.Schedule will be used starting on 2022-08-...	Yes
DACSCalifornia - executessp_processPDF	Occurs every day at 00:00:00.Schedule will be used starting on 2021-06-...	Yes
DACSCalifornia - executessp_processPDF	Occurs every day at 00:00:00.Schedule will be used starting on 2021-06-...	Yes
DACSCalifornia - Generate USCDI File	Occurs every day at 00:30:00.Schedule will be used starting on 2022-10-...	No
DACSCalifornia - Insert Treatment Team ...	Occurs every day at 01:00:00.Schedule will be used starting on 2022-04-...	Yes
DACSCalifornia - RemoveClientFlagsWhe...	Occurs every day at 00:45:00.Schedule will be used starting on 2022-01-...	Yes
DACSCalifornia - SmartCareStaffDataInto...	Occurs every day at 00:10:00.Schedule will be used starting on 2018-01-...	No

Roles and Permissions

Below are the roles and permissions needed for users to access the screens where data is entered and submissions are generated

Screen Name	Purpose
My office > Provider Staff Uploads List page	This can be used for external Providers to upload staff data
Provider Staff Details - List page	This screen is used to see details in each upload
Direct entry DFA Screen	This screen needs to be setup to enable manual entries of Staff data and to update existing staff records
Provider Group List/Detail page	This screen is used to create Provider Groups that are reportable for NACT and 274 file submissions

Go Live Considerations:

Once this setup is complete, then consider how to populate the Custom Fields data for each staff record. This data must be present in order for a staff record to be reportable. So it needs to be present within the first month of going live.

Post Go Live Considerations:

Set up to consider with the Post Go Live Considerations:

1. Establish a workflow that each time a staff record is created the staff's custom field data is collected and entered into SmartCare.
2. Establish a workflow that each time a new Program is created, the program customer field data is collected and entered into SmartCare.
3. If additional Program Groups are created, consider set up to Programs and if any existing programs need to be set to the new Program Groups. If so, make those updates in the Program's Custom Fields.

Version Control

Revision Date	Description	Updated By
4.14.2023	Added clarification on workflow and considering the setup of staff custom fields for go live. Added clarification in	Kmorrow

	the process and moved the Provider Staff Uploads explanation as it is not used in the workflow.	
5.17.23	Update configuration key set up instructions to remove spaces from XSetMHPlanFederalTaxIDOn274ReportAsKeyValue	Emabray
6.29.23	Include Taxonomy Code as part of Program Set Up	Emabray
8.20.23	Update Screenshots. Program Details Custom Fields and Staff Details Custom fields	Emabray
8.28.2023	Added notes to Reporting Process on when data is validated.	Kmorrow
9.22.23	Updates throughout that specify required fields across all screens, clarify workflow, add section for External Mapping set up. Removed OIG information (not being used by CalMHSA)	Emabray