

User Guide: CalMHSA ASAM LOC Report

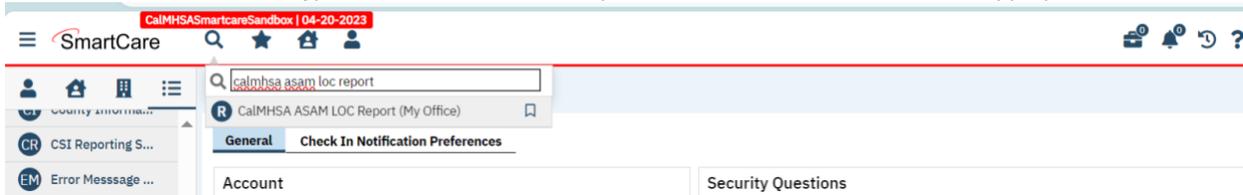
Before Running the Report:

1. **Ensure Historical ASAM Data Migration:** Before using the CalMHSA ASAM LOC Report, confirm that all historical ASAM data from previous years has been successfully migrated to your environment.
2. **Understand New ASAM Data:** Familiarize yourself with the new ASAM data created in the environment using the ASAM List Page provided by Streamline. Refer to their user guide for assistance in creating new batches if needed.

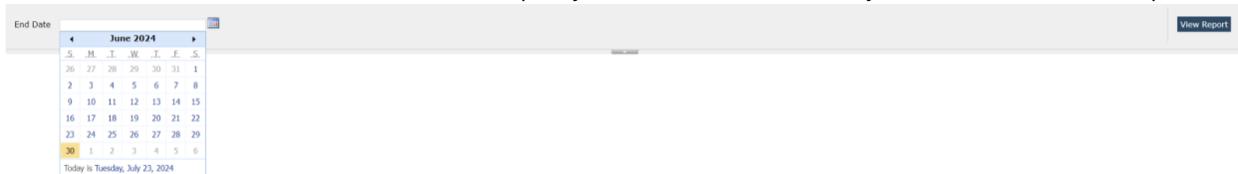
Note: The ASAM List Page does not include historical data when creating new batches, highlighting the need for the CalMHSA ASAM LOC Report.

Running the CalMHSA ASAM LOC Report:

1. **Accessing the Report:**
 - Log into your SmartCare Environment.
 - Use the search bar located at the top left of the interface.
2. **Finding the Report:**
 - Type "CalMHSA ASAM LOC Report" in the search bar and select the appropriate result.



3. **Setting Parameters:**
 - Once the report is opened, adjust the **END DATE** parameter.
 - The report automatically starts from the first historical ASAM data, so a **START DATE** isn't necessary.
 - Set the **END DATE** to specify the cutoff date for the data you wish to include in the report.



Example: To generate the report inclusive of all historical data and up to June 2024, set the **END DATE** to 07/01/2024.

4. **Running the Report:**
 - After setting the parameters, run the report. This will compile all migrated historical ASAM data and any new batches created via the ASAM List Page up to the specified end date.
5. **Report Purpose:**
 - The CalMHSA ASAM LOC Report consolidates historical and new ASAM data into a comprehensive report.
 - This report is crucial for review and compliance purposes, particularly for submission to DCHS.

By following these steps, you can effectively use the CalMHSA ASAM LOC Report to create detailed reports that encompass both past and present ASAM assessments. If you encounter any issues or need further assistance, consult CalMHSA via statereporting@calmhsa.org.