

Understanding Monthly Data Reporting

All providers, both YSOC and ASOC, are required to review and send the following reports monthly to QI. Specific reports are to be reviewed based on your modality of treatment, i.e., Residential, THU and Outpatient.

These reports are designed as a tool for providers to track their own performance and make adjustments to program operations accordingly. Submitting reports to QI serves as an attestation that program management reviewed the reports and addressed any errors, either by making corrections or attaching an explanation.

The reports are listed below with the data they provide, the errors you should check for and a sample screen shot of the Report. **All reports are due by the 12th of the month.**

1. Who: YSOC AND ASOC Providers using DRS only:

DADS2009: This is run by the provider where the DRS was completed for the screening and referral. It identifies the client by ID, the Screening Date, the Screening Site, where referred, the intake Appt date, actual intake date and intake location and cost center. Outpatient will run this for 2 months prior and Residential will run for one month prior. **Purpose: Monitor that Intake at the referral site is documented and to accurately measure the client wait time between Referral and Intake. If missing data then must have justification, i.e. no show, canceled etc.**

Screening Dt	Screening Site	Referred To	Appt Dt	Intake Dt	Intake Location	Cost Center
9/28/2016	Gateway	AARS OP	10/12/2016	Missing data	Missing data	Missing data
9/16/2016	Gateway	AARS OP	09/29/2016	Missing data	Missing data	Missing data
9/8/2016	Gateway	AARS OP	09/21/2016	Missing data	Missing data	Missing data

2. Who: ASOC Providers using IJS only:

DADS2008: This is run by the provider where the IJS LOC was completed for the screening and referral. It and identifies the client by ID, Entry Date, when and where assessed and site referred. It also includes the Appt Data, the Intake Date and Intake Location and Cost Center. **Purpose: Monitor that Intake at the referral site is documented and accurately measure the client wait time between Referral and Intake. If missing data then must have justification, i.e. no show, canceled etc.**

**DADS IJS LOC INTAKE TRACKING REPORT
ENTRY START DATE FROM 9/11/2016 TO 10/11/2016**

10/11/2016

ID	Entry Date	Assessment Site	Referred To	Appt Date	Intake Date	Intake Location	Cost Center
	10/3/2016	Reentry Resource Ce	Horizon DETOX		10/03/2016	L-000672 RRC-CDCR 151 We U-265P	DADS Adult Outpa

3. Who: All Outpatient, Detox and Residential YSOC and ASOC providers:

DADS7001: CalOms Admit/Discharge (Errors Only): This report identifies client ID, Name, Admit Date, Discharge Date, Type of Discharge (Admin, Regular), CalOms error codes, Discharge Reason. *Please refer to the codes on the right upper top of page.*

Purpose: Monitor CalOMS Admit/Discharge Errors.

10/04/2016	REPORTS db	Open Cases During	01/01/2016	To	10/04/2016	A=Admit D=Discharge U=Update M=Missing D=Draft F=Final S=Submitted R=Rejected A=Accepted	
All Admits/Discharges		CCAadmitDate	CCDisDate	CalomsAdmit	CalomsDischarge		CalomsUpdate
L-000636	Advent/Fremont Union HS District/58						
U-916	CFCS School Based OD						

4. Who: All Outpatient, Detox, Residential and THU YSOC and ASOC providers

DADS7003: Admit/Discharge by Cost Center Location. Identifies, ID, Client Name, SSN, DOB, Age, Admit Date, Discharge Date and LOS. **Purpose: This is to check for duplicate clients with same admit date, check that clients without social security numbers are listed as 999+Unicare number, LOS: Past 180 days for Outpatient, past authorized LOS for Residential and past authorized LOS for THU.**

Data Date	10/11/2016	Admission / Discharge By Cost Center Location					
		9/1/2016 To 09/30/2016					
ID	Client_Name	SSN	BDate	Age	AdmitDate	Discharge Date	LOS
L-000040	Central TAP - 976 Lenzen Ave						
	Agency Name: 10000 - DADS - SCVHHS						
U-233	DADS Adult Outpatient						

5. Who: All Outpatient, Detox, Residential and THU YSOC and ASOC providers

DADS7004: Cost Center Identifier Report. Identifies Client ID, Name, Admit Date, DC date, Admit Reason, Referral Type and Cost Center Identifier Type **Purpose: Match Referral Type to the Correct CCI and track missing CCI's.**

Location Cost Center Identifier Scrub Report

For : all

9/4/2016 To 10/4/2016

Client ID	Client Name	Admit Date	Discharge Date	Admit Reason	Referral Type	Identifier Type
OID						
L-000346	AAR S Adult/DADS	1340	Tully Rd Suite 304			
10023	HealthRight 360-AARS					

6. Who: Outpatient YSOC and ASOC Only:

DADS3005: Last Service Open DADS cases (OP only) This identifies client ID, Name, DOB, Age, Sex, SSN, Admit Date, Last Recorded Service, LOS and Primary DX grouped by primary provider. **Purpose: This is for OP only. This is to monitor last recorded service beyond 30 days and Capacity per counselor and total Capacity for site. Providers should run this report prior to due date and find and correct errors by closing those cases where there has not been services provided in last 30 days. Once corrected, re-run report and send QI by 12th of month.**

ID	Name	DOB	Age	Sex	SSN	Admit	Last Recorded Service or Activity Date	LOS	Primary Diagnosis Axis 1 + Rank
L-000636	- Advent/Fremont Union HS District/589 W Fremont								
U-916	- CFC S School Based Outpatient Drug Free								

7. Who: Residential ASOC and YSOC Only:

DADS3001: Current Open Cases. It identifies open cases as of today's date including ID, NAME, DOB, Sex, SSN, Admit, Last recorded service, LOS and Diagnosis **Purpose: This is for Residential only. This is to monitor LOS and Capacity.**

Current Open Cases

10/04/2016
1:48 pm

As of 10/4/2016

ID	Name	DOB	Sex	SSN	Admit	Last Recorded	LOS	Diagnosis + Rank
----	------	-----	-----	-----	-------	---------------	-----	------------------

L-000257 - Advent/Gateway Home/1960 Church Ave

U-170 - DADS Residential - Children Family & Com