



COUNTY OF SANTA CLARA
Behavioral Health Services

CORRECTING ROOM AND BOARD BILLING CODE

12/23/2022

REVIEW BOARD AND ROOM BILLING CODE

Run the **BHSD 3509 RR Admission/Discharges Report** frequently to not only check the client's LOS, but to check the proper Room and Board Billing Code was chosen for the client.



BHSD 3509 Recovery Residences Admission/Discharges by Program 11/1/2021 to 12/29/2022

ySUTS CADS - Adult RR

CGF ←

<u>PATID</u>	<u>Referral Client Type</u>	<u>Request Date</u>	<u>Admission Date</u>	<u>RD Admit Date</u>	<u>Discharge Date</u>	<u>LOS</u>	<u>LOS</u> <u>11/1/202</u> <u>to</u>
2804	Test, Rc		01/20/2022			343	343
2688	Test, Dj		04/15/2022			258	258
2899	Test, Cr		06/28/2022		06/28/2022	0	0
2945	Test, Cads_D		08/25/2022			126	126

Total Unduplicated Clients for CGF: 5

Total Bed Days for CGF from 11/1/2021 to 12/29/2022:727

Prop 47 ←

<u>PATID</u>	<u>Referral Client Type</u>	<u>Request Date</u>	<u>Admission Date</u>	<u>RD Admit Date</u>	<u>Discharge Date</u>	<u>LOS</u>	<u>LOS</u> <u>11/1/202</u> <u>to</u>
2942	Test, Cads_A		04/01/2022			272	272

Total Unduplicated Clients for Prop 47: 1

Total Bed Days for Prop 47 from 11/1/2021 to 12/29/2022:272

INCORRECT ROOM AND BOARD BILLING CODE

If a client was incorrectly placed in the wrong **Room and Board Billing Code**, (i.e. CGF was chosen when it should have been STEP) the episode will have to be deleted and all forms will have to be reinputted.

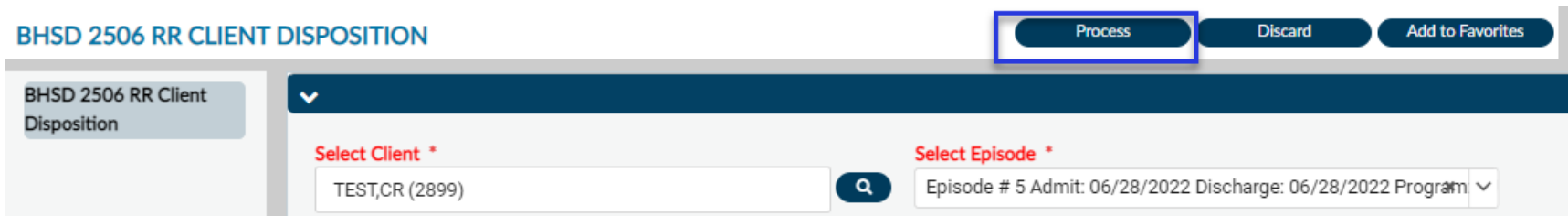
The Admission form does not allow changes to be made to the **Room and Board Billing Code** field once it has been submitted.


The screenshot displays a web-based admission form. On the left is a navigation menu with the following items: Admission (with sub-items: Identification and Treatment Information, Presenting Problems/Disabilities), Demographics (with sub-items: Sexual Orientation and Gender Identity, CalOMS Required, Agricultural Question, Alias), Other Client Data (with sub-items: Inpatient/Partial/Day Treatment, CADDs), and Online Documentation. The main form area contains several dropdown menus: Unit (RR-LifeMoves-JSI), Room (1), Bed (Male-Female-UnCert-1), Licensed/Unlicensed (Unlicensed), Room And Board Billing Code ((1100) SUTS RR Bed Day-CGF), Admission Charge Code (Select), and Daily Charge Code (Select). The 'Room And Board Billing Code' field is highlighted, indicating it is the focus of the discussion.

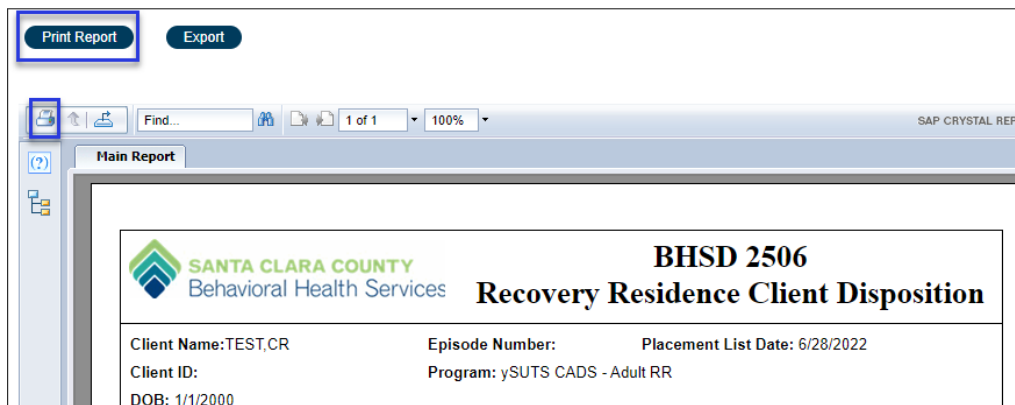
SAVE CLIENT DISPOSITION


Ensure Client Disposition form has been downloaded before requesting to delete episode to ensure all of the client's information will be available to re-input.

To save the Client Disposition (Admission), open **BHSD 2506 RR Client Disposition** form. Enter the **Client**, **Select Episode**, and click **Process**. This report captures all of the Client Disposition.



The Client Disposition report will pop-up. To save the report, click Print Report or the  icon to save the report.



 SANTA CLARA COUNTY Behavioral Health Services			BHS 2506 Recovery Residence Client Disposition		
Client Name: TEST,CR	Episode Number:	Placement List Date: 6/28/2022			
Client ID:	Program: ySUTS CADS - Adult RR				
DOB: 1/1/2000					

TO DELETE EPISODE

To delete the episode, Recovery Residence will reach out to the EHR Team at ccppcnxdoccorrection@hhs.sccgov.org and cc the corresponding teams, CMU Team for SUTS referrals and Re-Entry Team (CJSreferrals@hhs.sccgov.org) for STEP referrals, and provide the following:

Client's myAvatar ID:

Client's Name (Last, First):

Episode #:

Episode Name:

Admission Date:

Action Request: Delete Last Movement

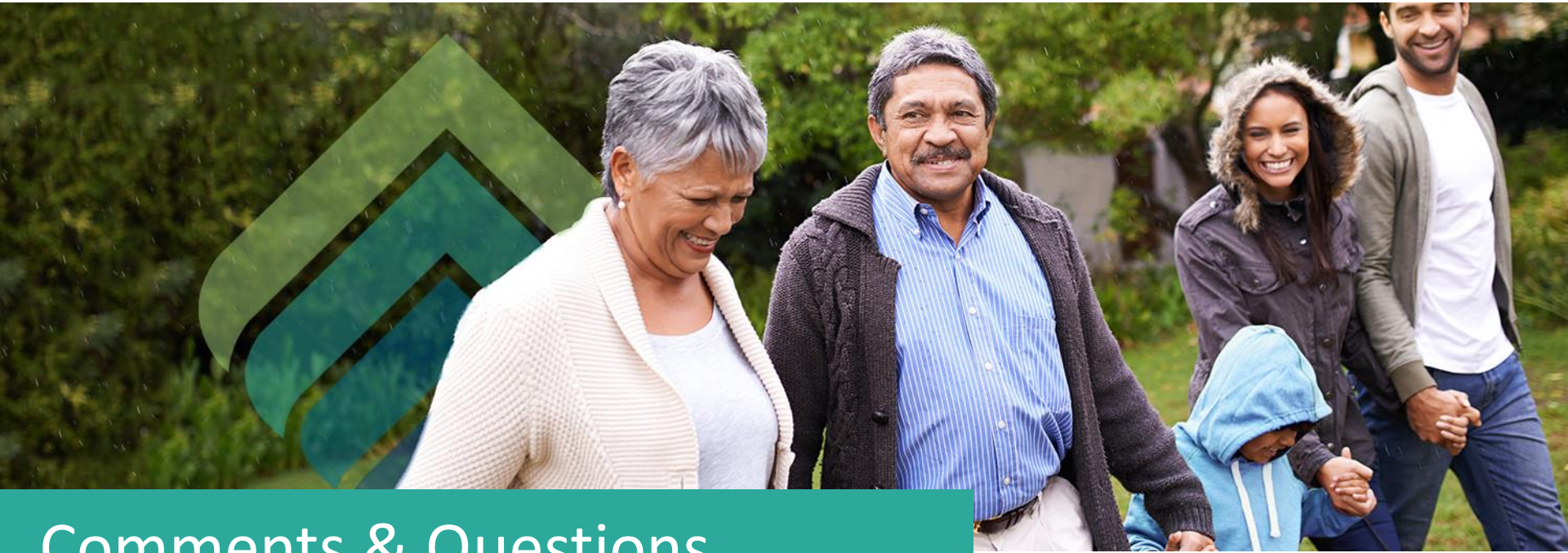
Reason for Request: Incorrect Room and Board Billing Code

The EHR team will send a confirmation email once the episode has been deleted.

REPEATING ADMISSION STEPS

Once the episode has been deleted the Admission process will have to be repeated:

1. For SUTS referral: CMU Team will open the client to a Pre-Admit episode and re-enter the Client Disposition.
2. For STEP referral: Re-Entry Team will open the client to a Pre-Admit episode.
3. RRs will complete the Recovery Residence Client Disposition Admission.
4. RRs will convert Pre-Admission to Admission and change the Pre-Admit program to the RR's program.
5. RRs will choose the correct **Room and Board Billing Code**.



Comments & Questions