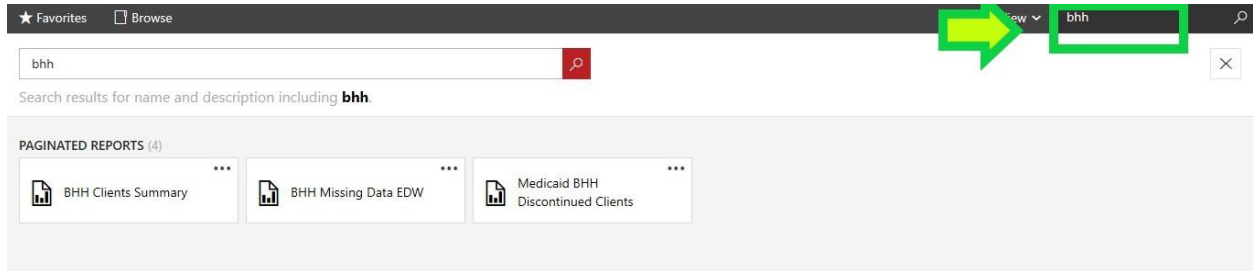


BHH EDW Report Guide
June 9, 2020

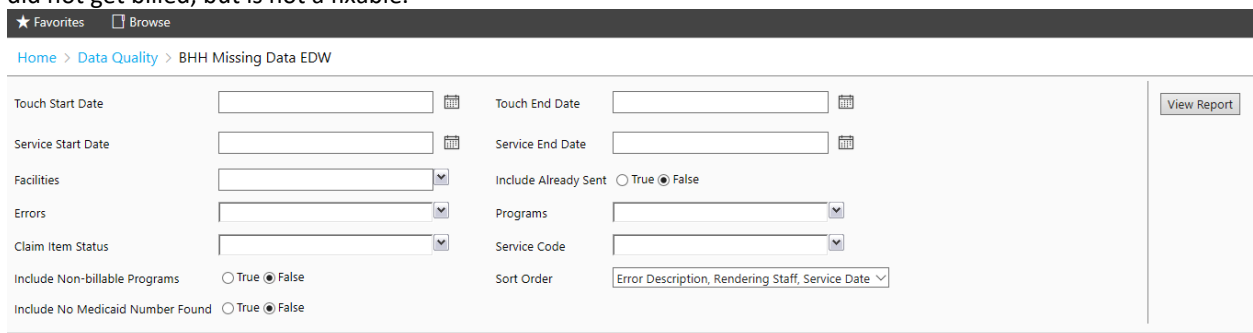
Finding BHH Reports

The two most useful BHH reports in the EDW are the BHH Missing Data EDW report and the BHH Clients Summary Report. Individuals may have different levels of permission and different access to folders, so don't be alarmed if you see different reports than other staff at your agency. To quickly find the BHH reports, use the search function on the EDW opening page. Type "BHH" in the search box and search. The two reports will appear. If the two reports do not appear, please contact the DMHAS helpdesk to gain access.



BHH Missing Data EDW

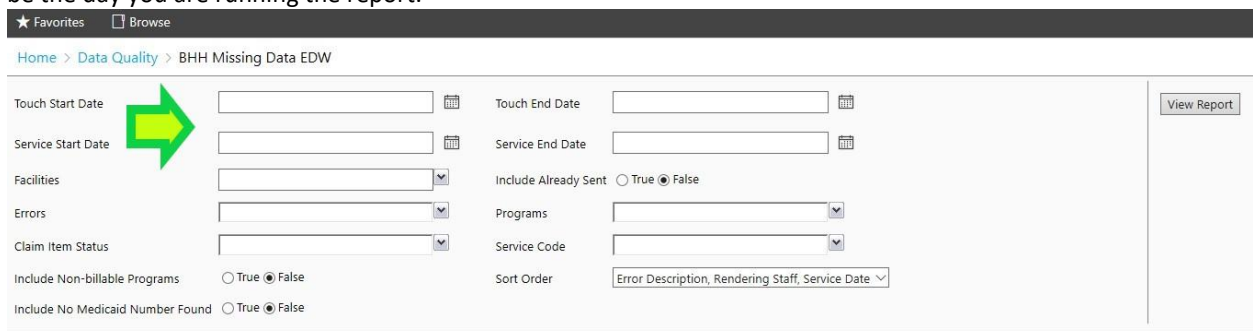
Purpose: Identify circumstances that prevented a service from being billed. Some of these are fixable errors. This report can be used to identify these specific fixable errors. Also, this report can identify the reason why a service did not get billed, but is not a fixable.



Step 1: Enter Touch Start and End Dates & Service Start and End Dates

Touch date allows the most current information to be displayed in the report. Touch dates are different from service start and end dates. Expanding the touch end date beyond the end service date will incorporate changes or modifications done to the service after the end service date. The service start and the touch start should be the same date.

Touch Start date is always the beginning of the period you are looking at. For example, if you were interested in looking at data for the month of March 2020, the touch start date would be 03/01/2020. Your touch end date will be the day you are running the report.



Step 2: Facility

Facility will be limited to your own facility/agency.

★ Favorites Browse

Home > Data Quality > BHH Missing Data EDW

Touch Start Date [] Touch End Date [] View Report

Service Start Date [] Service End Date []

Facilities []

Errors [] True False

Claim Item Status []

Include Non-billable Programs []

Include No Medicaid Number Found []

Service Code []

Sort Order [Error Description, Rendering Staff, Service Date]

Step 3: Limit Error Codes

In the Error dropdown menu, remove check mark selection for BHH insurance disenrolled before 10/1/2015, BHH insurance enrollment too short, and Service date not within BHH insurance effective dates.

★ Favorites Browse

Home > Data Quality > BHH Missing Data EDW

Touch Start Date [5/25/2020] Touch End Date [5/29/2020] View Report

Service Start Date [5/25/2020] Service End Date [6/1/2020]

Facilities []

Errors [BHH insurance disenrolled before 10/1/2015]

Include Already Sent True False

Programs []

Claim Item Status []

Include Non-billable Programs []

Include No Medicaid Number Found []

Service Code []

Sort Order [Error Description, Rendering Staff, Service Date]

Step 4: Choose Program

The report gives you the option of selecting only certain programs. In most situations, it is best to choose all programs, download the data and then complete any selections or filtering in Excel.

★ Favorites Browse

Home > Data Quality > BHH Missing Data EDW

Touch Start Date [6/2/2020] Touch End Date [6/2/2020] View Report

Service Start Date [6/2/2020] Service End Date [6/2/2020]

Facilities []

Errors []

Include Already Sent True False

Programs []

Claim Item Status []

Service Code []

Sort Order [<Select a Value>]

Include Non-billable Programs True False

Include No Medicaid Number Found True False

Step 5: Claim Item Status

The choices will be different for Private Non-Profit agencies and State Operated Facilities. Private Non-Profit agencies will have only one choice – DDaP. State Facilities will be able to limit report results to certain categories. As with other options, it is best to choose all and filter or select in Excel once the data is downloaded.

Step 6: Service Code

The report gives you the option of selecting only certain services codes. In most situations, it is best to choose all codes, download the data and then complete any selections or filtering in Excel.

Home > Data Quality > BHH Missing Data EDW

Touch Start Date: 5/25/2020 | Touch End Date: 5/29/2020 | View Report

Service Start Date: 5/25/2020 | Service End Date: 6/1/2020

Facilities: [Dropdown] | Include Already Sent: True False

Errors: Client under 21 at service date, Duration | Programs: [Dropdown]

Claim Item Status: [Dropdown] | Service Code: [Dropdown]

Include Non-billable Programs: True False

Include No Medicaid Number Found: True False

Sort Order: [Dropdown]

- (Select All)
- 2023T
- G8431
- G8510
- H2027
- H2027B
- H227A
- T1016

Step 7: Include Non-Billable Programs and No Medicaid Number Found

For these two questions, you should select true.

Home > Data Quality > BHH Missing Data EDW

Touch Start Date: 5/25/2020 | Touch End Date: 5/29/2020 | View Report

Service Start Date: 5/25/2020 | Service End Date: 6/1/2020

Facilities: [Dropdown] | Include Already Sent: True False

Errors: BHH insurance disenrolled before 10/1 | Programs: [Dropdown]

Claim Item Status: [Dropdown] | Service Code: [Dropdown]

Include Non-billable Programs: True False

Include No Medicaid Number Found: True False

Sort Order: Error Description, Rendering Staff, Service Date

Step 8: Sort Order

Choose the order that works best. In most cases, it is best to leave this on the default value and complete any sorting in Excel once the data are downloaded.

Home > Data Quality > BHH Missing Data EDW

Touch Start Date: 5/25/2020 | Touch End Date: 5/29/2020 | View Report

Service Start Date: 5/25/2020 | Service End Date: 6/1/2020

Facilities: [Dropdown] | Include Already Sent: True False

Errors: BHH insurance disenrolled before 10/1 | Programs: [Dropdown]

Claim Item Status: [Dropdown] | Service Code: [Dropdown]

Include Non-billable Programs: True False

Include No Medicaid Number Found: True False

Sort Order: [Dropdown]

- Error Description, Rendering Staff, Service Date
- Client Name, Encounter ID
- Program Name, Rendering Staff, Service Date
- Rendering Staff, Error Code, Service Date
- Rendering Staff, Service Code, Service Date

Step 9: Run and Download Report Results

Select the disk icon to see download options. Select CSV format as it provides a clean version of the data. Open and save the file in an Excel format.

The screenshot shows a web browser window with the URL 'Home > Data Quality > BHH Missing Data EDW'. Below the address bar, there are navigation icons and a search bar. A dropdown menu is open, showing options for downloading the report: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), **CSV (comma delimited)** (highlighted with a red circle), XML file with report data, and Data Feed. A green arrow points to the download icon in the browser toolbar.

Step 10: Remove Unnecessary Error Codes

In order to create a list of all service where a client was served but not billed, error codes that are no longer used or needed must be filtered out. In the Error_Codes column, select filter and filter out the unneeded error codes. The intent is to limit the list to combinations of certain error codes.

| S | T | U | V | W | Y | Z |
|------|---------|-----------------------------------|-------------|---------------------|-------------------------|---|
| Serv | Service | Service_Location_Description | Program_Cod | Program_Description | Error_Codes | |
| 2 | | 11 Office | L98000 | Program435 | 5320, 5330, | |
| 3 | | 53 Community Mental Health Center | L98789 | Program342 | 5030, 5160, 5250, 5005, | |
| 4 | | 99 Other Community Location | L99578 | Program249 | 5030, 5160, 5250, 5005, | |
| 5 | | 12 Home | L99578 | Program249 | 5030, 5160, 5250, 5005, | |
| 6 | | 99 Other Community Location | L98789 | Program342 | 5030, 5160, 5250, 5005, | |
| 7 | | 99 Other Community Location | L98789 | Program342 | 5030, 5160, 5250, 5005, | |

The screenshot shows an Excel spreadsheet with a filter dropdown menu open for the 'Error_Codes' column. The dropdown menu is open, showing a list of error codes with checkboxes next to them. A green arrow points to the 'Error_Codes' column header in the spreadsheet.

| S | T | U | V | W | Y | Z | AA | AB | AC | AD | AE |
|------|---------|-----------------------------------|-------------|---------------------|-------------|---|----|----|----|----|----|
| Serv | Service | Service_Location_Description | Program_Cod | Program_Description | Error_Codes | | | | | | |
| 2 | | 11 Office | L98000 | Program435 | | | | | | | |
| 3 | | 53 Community Mental Health Center | L98789 | Program342 | | | | | | | |
| 4 | | 99 Other Community Location | L99578 | Program249 | | | | | | | |
| 5 | | 12 Home | L99578 | Program249 | | | | | | | |
| 6 | | 99 Other Community Location | L98789 | Program342 | | | | | | | |
| 7 | | 99 Other Community Location | L98789 | Program342 | | | | | | | |
| 8 | | 99 Other Community Location | L99578 | Program249 | | | | | | | |
| 9 | | 99 Other Community Location | L99578 | Program249 | | | | | | | |
| 10 | | 99 Other Community Location | L99578 | Program249 | | | | | | | |
| 11 | | 99 Other Community Location | L100367 | Program156 | | | | | | | |
| 12 | | 12 Home | L99578 | Program249 | | | | | | | |
| 13 | | 99 Other Community Location | | | | | | | | | |
| 14 | | 99 Other Community Location | | | | | | | | | |
| 15 | | 99 Other Community Location | | | | | | | | | |
| 16 | | 99 Other Community Location | | | | | | | | | |
| 17 | | 99 Other Community Location | L99578 | Program249 | | | | | | | |
| 18 | | 53 Community Mental Health Center | L98789 | Program342 | | | | | | | |

Filter for combinations of yellow highlighted codes only, if there is a code that is highlighted in yellow along with a code that is not highlighted in yellow, you do not want to select that row.

| Error_Number | Description |
|--------------|---|
| 5005 | Multiple Services in a month |
| 5020 | No Medicaid Insurance |
| 5030 | No BHH Medicaid Insurance |
| 5130 | Missing ICD-10 Diagnosis |
| 5160 | Client under 21 at service date |
| 5210 | Missing Medicaid # |
| 5225 | Service Date more than 365 days old |
| 5230 | Invalid Medicaid # |
| 5240 | Invalid Medicaid # |
| 5250 | Unmatched BHH Medicaid and Medicaid insurance record |
| 5260 | Invalid BHH Medicaid # |
| 5270 | Invalid BHH Medicaid # |
| 5310 | Future Service Date |
| 5320 | Service date not within BHH insurance effective dates |
| 5330 | BHH insurance enrollment too short |
| 5340 | BHH insurance disenrolled before 10/1/2015 |
| 5350 | Duration less than 8 minutes |
| 5360 | Both BHH and BHH Waiver Insurance |
| 5410 | Missing or invalid BHH provider code |
| 5420 | Non BHH Program |
| 5810 | Invalid waiver service code or location |
| 5820 | Invalid Service Location |
| 5950 | Batch Already Sent |
| 5960 | TCM Already Sent |

Once the list is filtered, you will have each actual service that was not billed.

Tip: copy the filtered data to a new tab in case the filter is removed, otherwise the data that was just unselected will reappear.

Step 11: Identify Fixable Errors

The errors highlighted below are fixable. If a service has an error that includes only one or a combination of the highlighted errors, that particular error can be fixed and the service resubmitted. If there is a combination of fixable and not fixable errors, the particular service cannot be corrected. However, the fixable portion should be investigated and fixed to prevent future errors that occur independently.

| Error_Number | Description |
|--------------|-------------------------------------|
| 5005 | Multiple Services in a month |
| 5020 | No Medicaid Insurance |
| 5030 | No BHH Medicaid Insurance |
| 5130 | Missing ICD-10 Diagnosis |
| 5160 | Client under 21 at service date |
| 5210 | Missing Medicaid # |
| 5225 | Service Date more than 365 days old |
| 5230 | Invalid Medicaid # |

| Error_Number | Description |
|--------------|---|
| 5240 | Invalid Medicaid # |
| 5250 | Unmatched BHH Medicaid and Medicaid insurance record |
| 5260 | Invalid BHH Medicaid # |
| 5270 | Invalid BHH Medicaid # |
| 5310 | Future Service Date |
| 5320 | Service date not within BHH insurance effective dates |
| 5330 | BHH insurance enrollment too short |
| 5340 | BHH insurance disenrolled before 10/1/2015 |
| 5350 | Duration less than 8 minutes |
| 5360 | Both BHH and BHH Waiver Insurance |
| 5410 | Missing or invalid BHH provider code |
| 5420 | Non BHH Program |
| 5810 | Invalid waiver service code or location |
| 5820 | Invalid Service Location |
| 5950 | Batch Already Sent |
| 5960 | TCM Already Sent |

BHH Clients Summary

Purpose: To examine roster and look at services provided to BHH enrolled clients over a given time period.

★ Favorites Browse

Home > Outcome Measures > BHH Clients Summary

Start Date End Date

Provider Insurance Type

Collapse Groups True False

[View Report](#)

Step 1: Choose a Start Date and End Date

★ Favorites Browse

Home > Outcome Measures > BHH Clients Summary

Start Date End Date

Provider Insurance Type

Collapse Groups True False

[View Report](#)

Step 2: Provider

Provider will default to agency.

★ Favorites Browse

Home > Outcome Measures > BHH Clients Summary

Start Date End Date

Provider Type

Collapse Groups True False

[View Report](#)

Step 3: Select Insurance Type

The report can be run for BHH and BHH Waiver clients separately or together. It is best to run for all and sort/filter in Excel after report download.

★ Favorites Browse

Home > Outcome Measures > BHH Clients Summary

Start Date: 5/1/2020 End Date: 5/31/2020 View Report

Provider: [Dropdown] Insurance Type: [Dropdown]

Collapse Groups: True False

(Select All)
 Medicaid BHH
 Medicaid BHH - Waiver

Step 4: Run report and save as CSV

Home > Outcome Measures > BHH Clients Summary

Start Date: 5/1/2020 End Date: 5/31/2020 View Report

Provider: BH Care Insurance Type: Medicaid BHH, Medicaid BHH - Waiver

Collapse Groups: True False

dmhas Department of Health and Human Services

From: 5/1/2020 To: 5/31/2020

| | Total Admits | Total Unduplicated Clients |
|---------|--------------|----------------------------|
| BH Care | 689 | 374 |

Run Date: 6/2/20 14:11 PM Page 1 of 1

Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited)

Use tools in Excel to Manipulate Reports

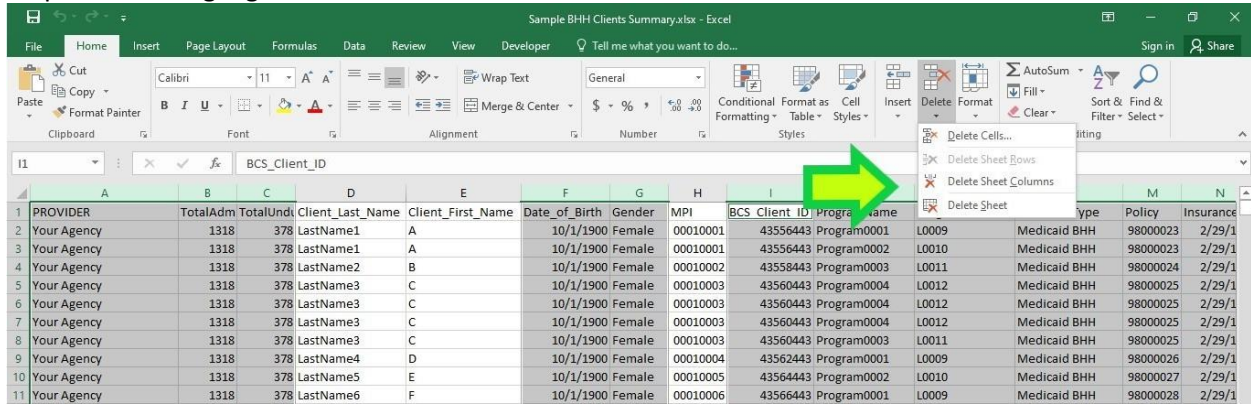
The downloaded BHH Clients Summary report can be manipulated in Excel to answer questions and provide useful information.

Determining Roster

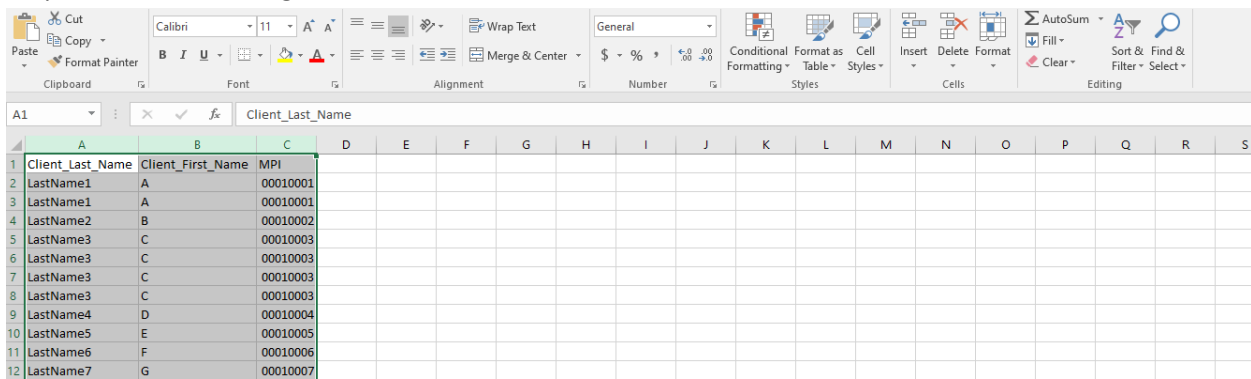
Step 1: In Excel, select all columns except for Client Last Name, Client First Name and MPI.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|-------------|----------|-----------|------------------|-------------------|---------------|--------|----------|---------------|-------------|-------------|-------------------|----------|----------|
| 1 | PROVIDER | TotalAdm | TotalUndu | Client_Last_Name | Client_First_Name | Date_of_Birth | Gender | MPI | BCS Client ID | ProgramName | ProgramCode | InsuranceType | Policy | Insuranc |
| 2 | Your Agency | 1318 | 378 | LastName1 | A | 10/1/1900 | Female | 00010001 | 43556443 | Program0001 | L0009 | Medicaid BHH | 98000023 | 2/29/ |
| 3 | Your Agency | 1318 | 378 | LastName1 | A | 10/1/1900 | Female | 00010001 | 43556443 | Program0002 | L0010 | Medicaid BHH | 98000023 | 2/29/ |
| 4 | Your Agency | 1318 | 378 | LastName2 | B | 10/1/1900 | Female | 00010002 | 43558443 | Program0003 | L0011 | Medicaid BHH | 98000024 | 2/29/ |
| 5 | Your Agency | 1318 | 378 | LastName3 | C | 10/1/1900 | Female | 00010003 | 43560443 | Program0004 | L0012 | Medicaid BHH | 98000025 | 2/29/ |
| 6 | Your Agency | 1318 | 378 | LastName3 | C | 10/1/1900 | Female | 00010003 | 43560443 | Program0004 | L0012 | Medicaid BHH | 98000025 | 2/29/ |
| 7 | Your Agency | 1318 | 378 | LastName3 | C | 10/1/1900 | Female | 00010003 | 43560443 | Program0004 | L0012 | Medicaid BHH | 98000025 | 2/29/ |
| 8 | Your Agency | 1318 | 378 | LastName3 | C | 10/1/1900 | Female | 00010003 | 43560443 | Program0003 | L0011 | Medicaid BHH | 98000025 | 2/29/ |
| 9 | Your Agency | 1318 | 378 | LastName4 | D | 10/1/1900 | Female | 00010004 | 43562443 | Program0001 | L0009 | Medicaid BHH | 98000026 | 2/29/ |
| 10 | Your Agency | 1318 | 378 | LastName5 | E | 10/1/1900 | Female | 00010005 | 43564443 | Program0002 | L0010 | Medicaid BHH | 98000027 | 2/29/ |
| 11 | Your Agency | 1318 | 378 | LastName6 | F | 10/1/1900 | Female | 00010006 | 43566443 | Program0001 | L0009 | Medicaid BHH | 98000028 | 2/29/ |
| 12 | Your Agency | 1318 | 378 | LastName7 | G | 10/1/1900 | Female | 00010007 | 43568443 | Program0001 | L0009 | Medicaid BHH | 98000029 | 2/29/ |
| 13 | Your Agency | 1318 | 378 | LastName7 | G | 10/1/1900 | Female | 00010007 | 43568443 | Program0005 | L0013 | Medicaid BHH | 98000029 | 2/29/ |
| 14 | Your Agency | 1318 | 378 | LastName7 | G | 10/1/1900 | Female | 00010007 | 43568443 | Program0006 | L0014 | Medicaid BHH | 98000029 | 2/29/ |
| 15 | Your Agency | 1318 | 378 | LastName7 | G | 10/1/1900 | Female | 00010007 | 43568443 | Program0003 | L0011 | Medicaid BHH | 98000029 | 2/29/ |
| 16 | Your Agency | 1318 | 378 | LastName8 | H | 10/1/1900 | Female | 00010008 | 43570443 | Program0002 | L0010 | Medicaid BHH - Wa | 98000030 | 2/29/ |
| 17 | Your Agency | 1318 | 378 | LastName9 | I | 10/1/1900 | Female | 00010009 | 43572443 | Program0004 | L0012 | Medicaid BHH | 98000031 | 2/29/ |
| 18 | Your Agency | 1318 | 378 | LastName9 | I | 10/1/1900 | Female | 00010009 | 43572443 | Program0003 | L0011 | Medicaid BHH | 98000031 | 2/29/ |
| 19 | Your Agency | 1318 | 378 | LastName10 | J | 10/1/1900 | Female | 00010010 | 43574443 | Program0001 | L0009 | Medicaid BHH | 98000032 | 2/29/ |
| 20 | Your Agency | 1318 | 378 | LastName10 | J | 10/1/1900 | Female | 00010010 | 43574443 | Program0007 | L0015 | Medicaid BHH | 98000032 | 2/29/ |
| 21 | Your Agency | 1318 | 378 | LastName10 | J | 10/1/1900 | Female | 00010010 | 43574443 | Program0008 | L0016 | Medicaid BHH | 98000032 | 2/29/ |
| 22 | Your Agency | 1318 | 378 | LastName10 | J | 10/1/1900 | Female | 00010010 | 43574443 | Program0008 | L0016 | Medicaid BHH | 98000032 | 2/29/ |
| 23 | Your Agency | 1318 | 378 | LastName10 | J | 10/1/1900 | Female | 00010010 | 43574443 | Program0008 | L0016 | Medicaid BHH | 98000032 | 2/29/ |

Step 2: Delete highlighted columns.

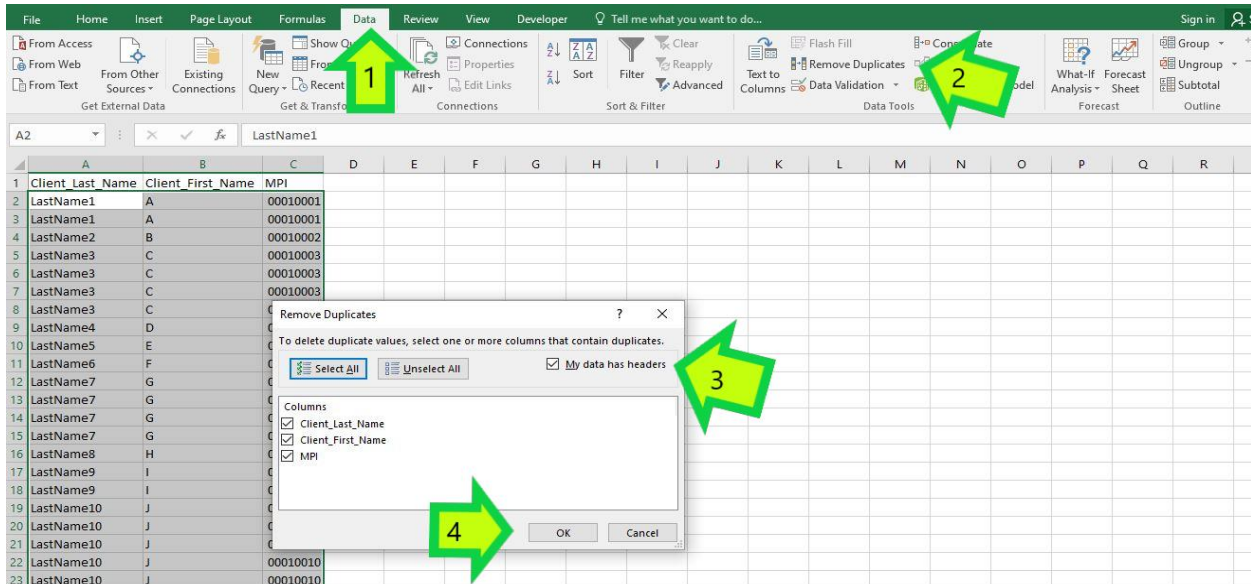


Step 3: Select remaining columns.



Step 4: Remove Duplicates

Select entire list. In the data tab, select remove duplicates. Make sure "My data has headers" is checked. Choose OK.



Step 5: Complete unduplicated roster list.

Microsoft Excel

940 duplicate values found and removed; 378 unique values remain.

OK

| Client_Last_Name | Client_First_Name | MPI |
|------------------|-------------------|----------|
| LastName1 | A | 00010001 |
| LastName2 | B | 00010002 |
| LastName3 | C | 00010003 |
| LastName4 | D | 00010004 |
| LastName5 | E | 00010005 |
| LastName6 | F | 00010006 |
| LastName7 | G | 00010007 |
| LastName8 | H | 00010008 |
| LastName9 | I | 00010009 |
| LastName10 | J | 00010010 |
| LastName11 | K | 00010011 |
| LastName12 | L | 00010012 |

List of Clients with Services

Step 1: Remove Clients with no Services
Under the Home Tab, choose filter.

Sample BHH Clients Summary.xlsx - Excel

Home

Filter

| Policy | InsuranceStai | InsuranceE | AdmitDate | Discharge | TotalServi | OtherMedicaidStatus | CPT | Descriptic | StartDate | EndDate | Unit | ServiceD |
|----------|---------------|------------|-----------|-----------|------------|---------------------|-------|------------|-----------|-----------|------|-------------|
| 98000023 | 2/29/1900 | | 3/16/1900 | | 10 | Yes, Medicaid | | | | | | |
| 98000023 | 2/29/1900 | | 3/17/1900 | | 10 | Yes, Medicaid | T116B | Case Mani | 1/22/2020 | 1/22/2020 | 1 | 10 Minutes |
| 98000024 | 2/29/1900 | | 3/18/1900 | | | Yes, Medicaid | | | | | | |
| 98000025 | 2/29/1900 | | 3/19/1900 | | 315 | Yes, Medicaid | T1016 | Case Mani | 1/9/2020 | 1/9/2020 | 1 | 90 Minutes |
| 98000025 | 2/29/1900 | | 3/20/1900 | | 315 | Yes, Medicaid | T1016 | Case Mani | 1/16/2020 | 1/16/2020 | 1 | 150 Minutes |
| 98000025 | 2/29/1900 | | 3/21/1900 | | 315 | Yes, Medicaid | T1016 | Case Mani | 1/21/2020 | 1/21/2020 | 1 | 60 Minutes |
| 98000025 | 2/29/1900 | | 3/22/1900 | | 315 | Yes, Medicaid | T116C | Case Mani | 1/2/2020 | 1/2/2020 | 1 | 15 Minutes |

Filter on CPT code. Uncheck all codes leaving only blanks.

Sample BHH Clients Summary.xlsx - Excel

Home

Filter

CPT

(Select All)

H2027

H227A

T1016

T116B

T116C

TC001

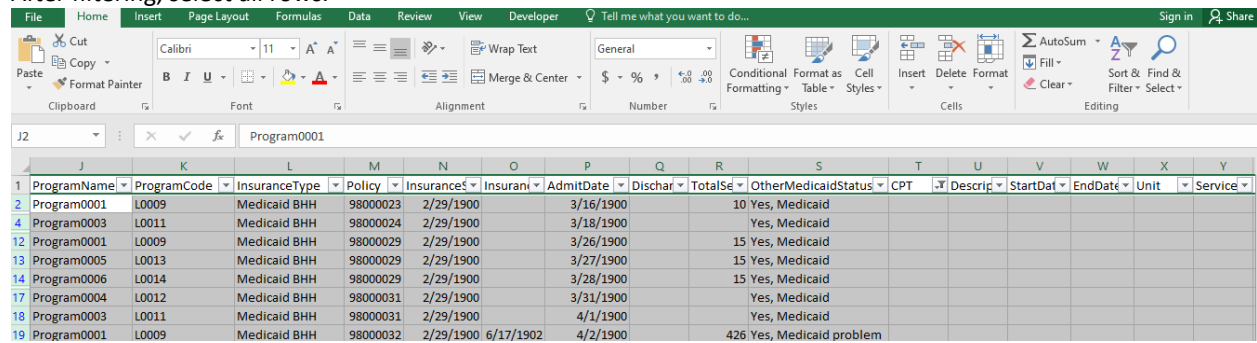
(Blanks)

OK

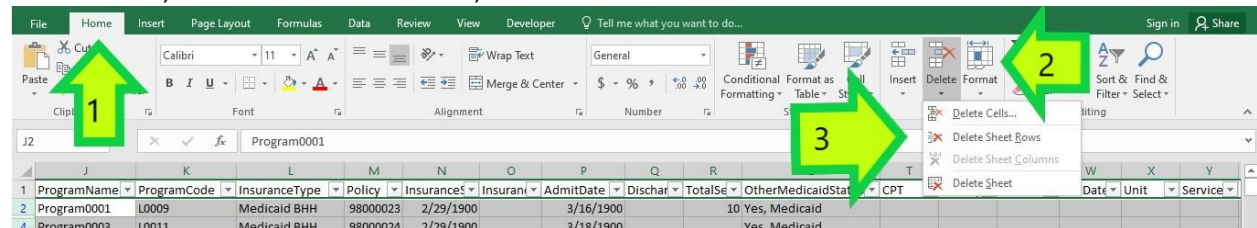
Cancel

| ProgramName | ProgramCode | InsuranceType | Policy | InsuranceE | Insurani | AdmitDate | Dischar | TotalSe | OtherMedicaidStatus | CPT | EndDate | Unit | Service |
|-------------|-------------|------------------|----------|------------|-----------|-----------|---------|---------|---------------------|-----------|-----------|------|---------|
| Program0001 | L0009 | Medicaid BHH | 98000023 | 2/29/1900 | | 3/16/1900 | | | | | | | |
| Program0002 | L0010 | Medicaid BHH | 98000023 | 2/29/1900 | | 3/17/1900 | | | | Case Mani | 1/22/2020 | 1 | 10 |
| Program0003 | L0011 | Medicaid BHH | 98000024 | 2/29/1900 | | 3/18/1900 | | | | | | | |
| Program0004 | L0012 | Medicaid BHH | 98000025 | 2/29/1900 | | 3/19/1900 | | | | Case Mani | 1/9/2020 | 1 | 90 |
| Program0004 | L0012 | Medicaid BHH | 98000025 | 2/29/1900 | | 3/20/1900 | | | | Case Mani | 1/16/2020 | 1 | 150 |
| Program0004 | L0012 | Medicaid BHH | 98000025 | 2/29/1900 | | 3/21/1900 | | | | Case Mani | 1/21/2020 | 1 | 60 |
| Program0003 | L0011 | Medicaid BHH | 98000025 | 2/29/1900 | | 3/22/1900 | | | | Case Mani | 1/2/2020 | 1 | 15 |
| Program0001 | L0009 | Medicaid BHH | 98000026 | 2/29/1900 | | 3/23/1900 | | | | Case Mani | 1/30/2020 | 1 | 10 |
| Program0002 | L0010 | Medicaid BHH | 98000027 | 2/29/1900 | | 3/24/1900 | | | | Case Mani | 1/16/2020 | 1 | 15 |
| Program0001 | L0009 | Medicaid BHH | 98000028 | 2/29/1900 | | 3/25/1900 | | | | Case Mani | 1/6/2020 | 1 | 10 |
| Program0001 | L0009 | Medicaid BHH | 98000029 | 2/29/1900 | | 3/26/1900 | | | | | | | |
| Program0005 | L0013 | Medicaid BHH | 98000029 | 2/29/1900 | | 3/27/1900 | | | | | | | |
| Program0006 | L0014 | Medicaid BHH | 98000029 | 2/29/1900 | | 3/28/1900 | | | | | | | |
| Program0003 | L0011 | Medicaid BHH | 98000029 | 2/29/1900 | | 3/29/1900 | | | | | | | |
| Program0002 | L0010 | Medicaid BHH - W | 98000030 | 2/29/1900 | | 3/30/1900 | | | | Case Mani | 1/14/2020 | 1 | 15 |
| Program0004 | L0012 | Medicaid BHH | 98000031 | 2/29/1900 | | 3/31/1900 | | | | Case Mani | 1/30/2020 | 1 | 20 |
| Program0003 | L0011 | Medicaid BHH | 98000031 | 2/29/1900 | | 4/1/1900 | | | | | | | |
| Program0001 | L0009 | Medicaid BHH | 98000032 | 2/29/1900 | 6/17/1902 | 4/2/1900 | | | | | | | |
| Program0007 | L0015 | Medicaid BHH | 98000032 | 2/29/1900 | 6/17/1902 | 4/3/1900 | | | | Case Mani | 1/28/2020 | 1 | 30 |

After filtering, select all rows.

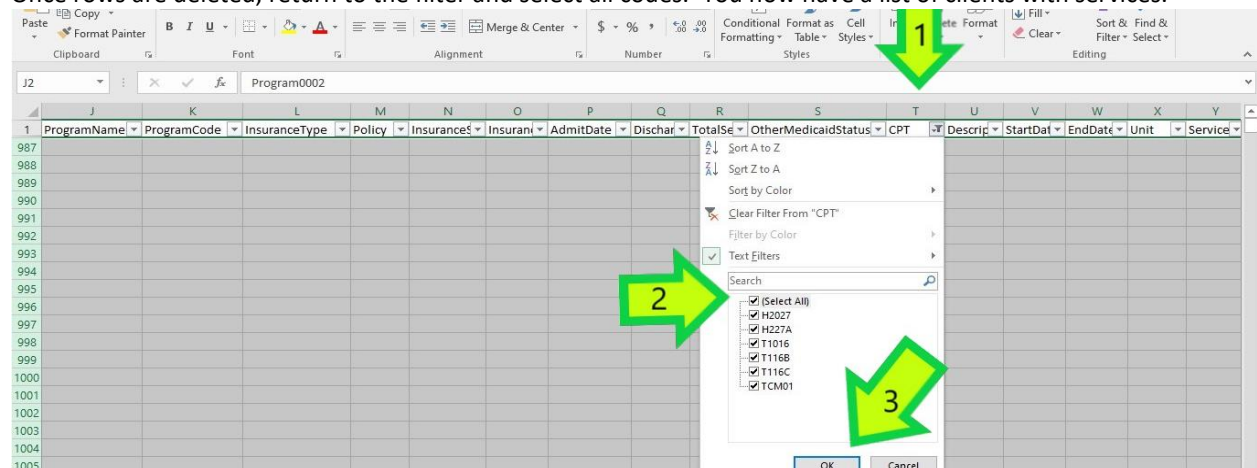


Once selected, on Home tab choose delete, then delete sheet rows.



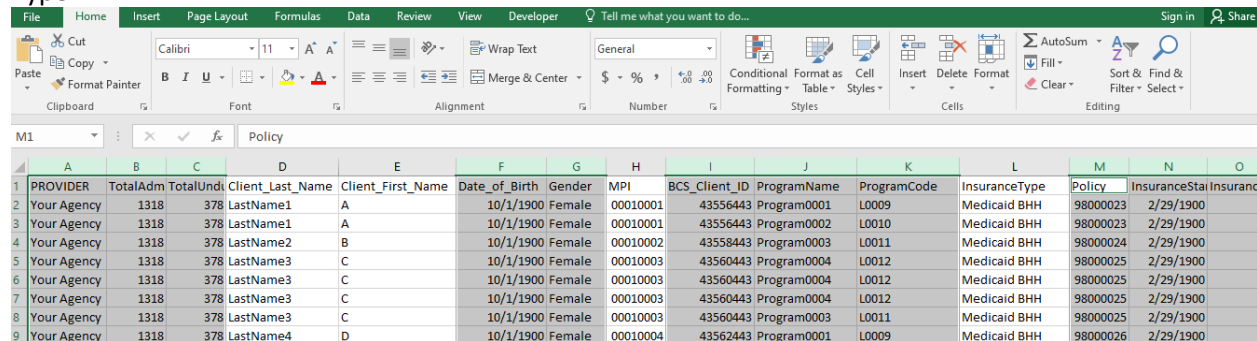
Step 2: Remove Filter to See Clients with Services

Once rows are deleted, return to the filter and select all codes. You now have a list of clients with services.

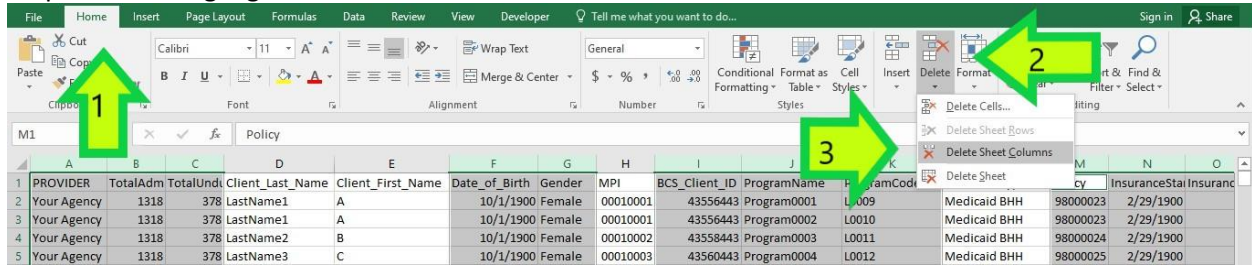


List of Waiver and Non-Waiver Clients

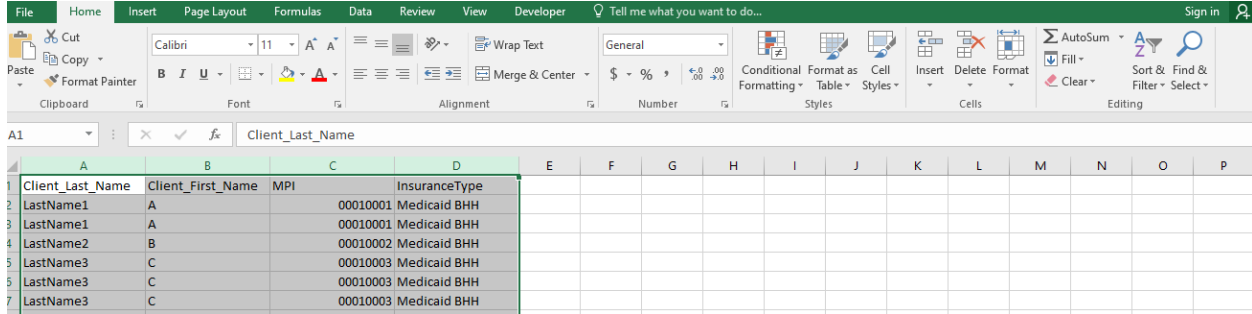
Step 1: In Excel, select all columns except for Client Last Name, Client First Name, MPI and Insurance Type.



Step 2: Delete highlighted columns.

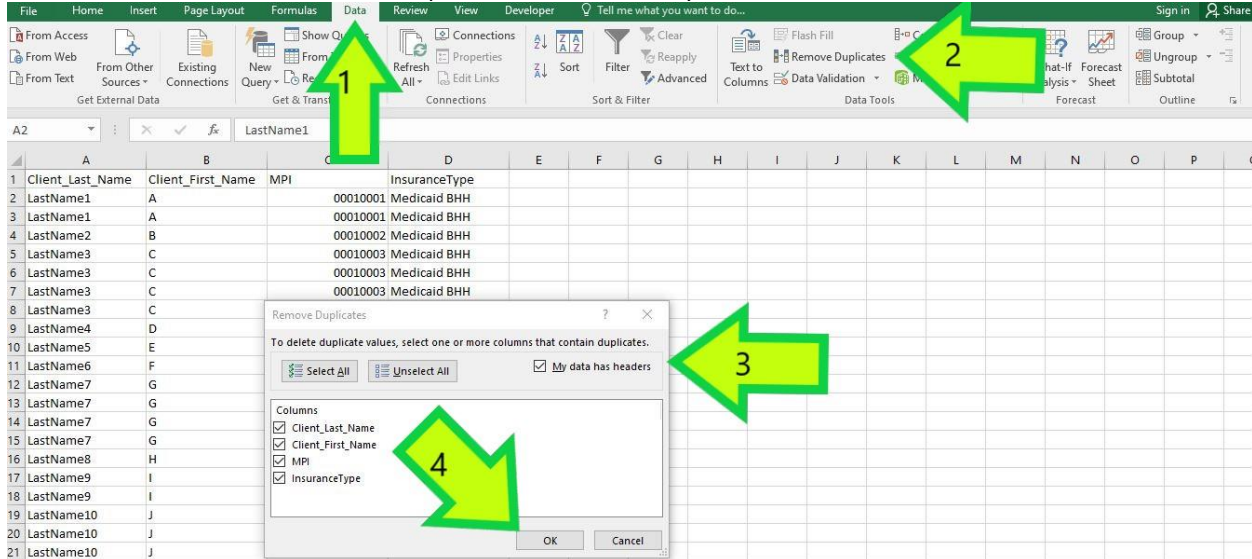


Step 3: Select remaining columns.



Step 4: Remove duplicates

Under the Data tab, choose remove duplicates. Make sure “My data has headers” is checked. Choose ok.



Step 5: List of Clients with Waiver/Non-Waiver

