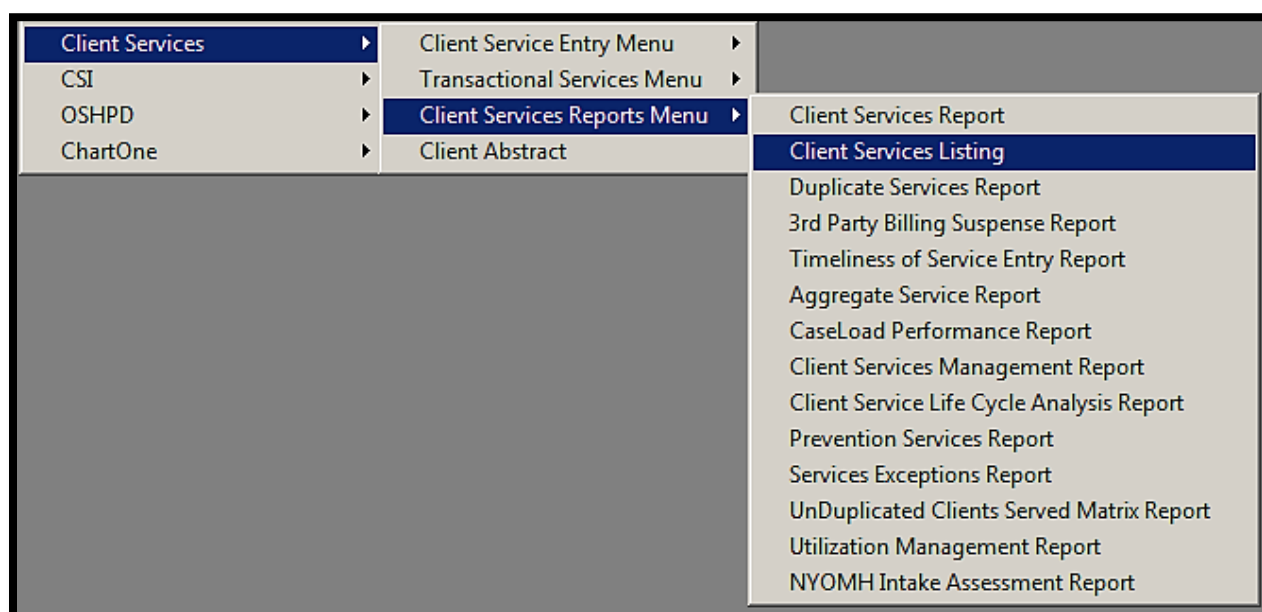


## All ICC and IHBS Services Report

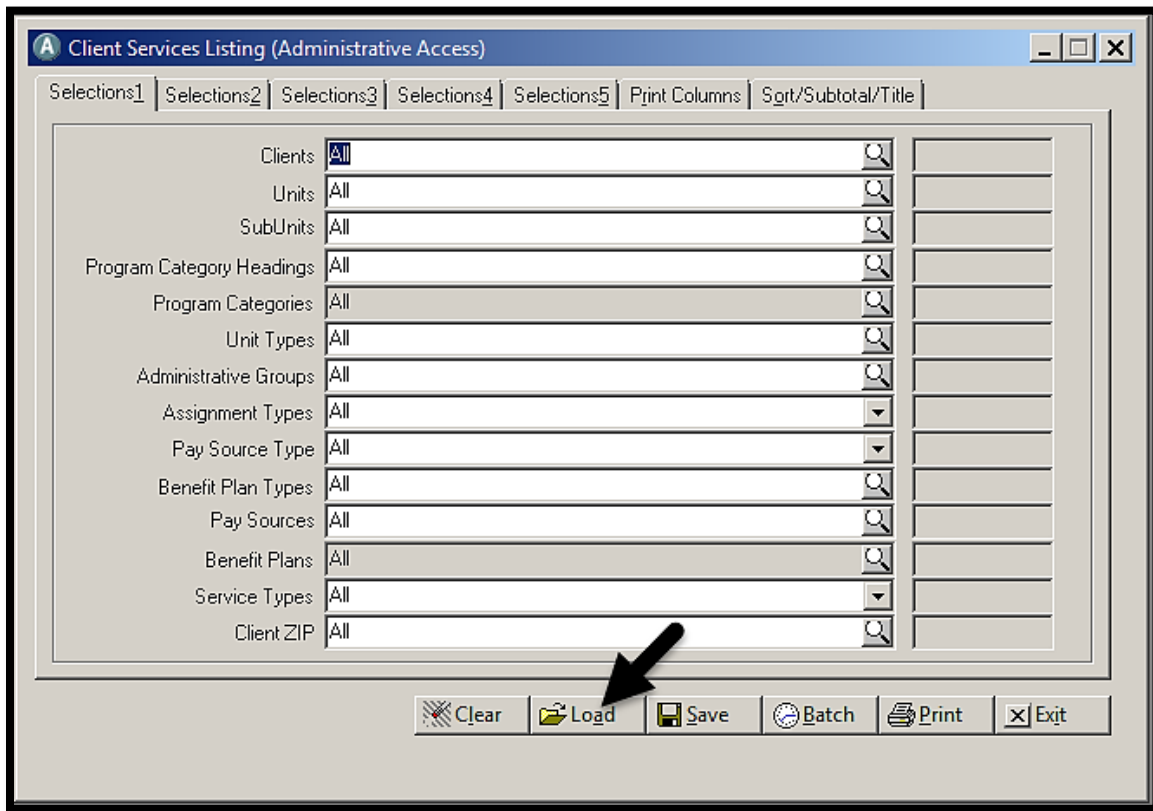
The purpose of this template is for accessing data pertaining to year to date clients receiving Intensive Care Coordination (ICC) and Intensive Home Based Services (IHBS) through Behavioral Health Services (BHS) contracted providers. This information is used in order to track clients that are both open and not open to Child Welfare Services (CWS) and receiving ICC and IHBS services. This tracking report will be used to help BHS contracted providers in completing the Pathways to Well-Being section of the Quarterly Status report (QSR) sent to the CORS, in lieu of the prior monthly tracking logs.

### To Access Report:

Go to "Client Services"-> "Client Services Reports Menu" -> "Client Services Listing"

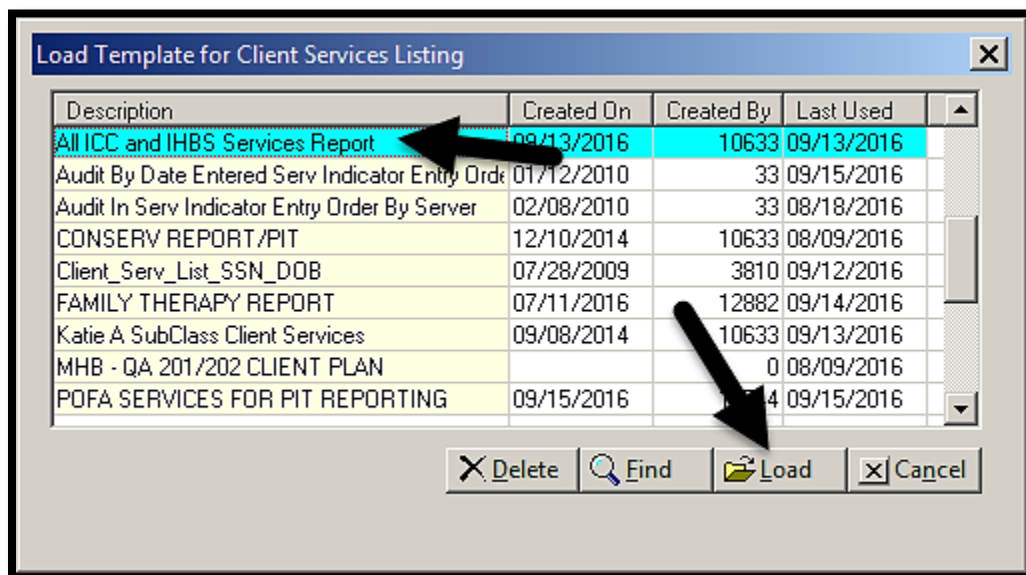


Once the reporting window launches, click on the icon labeled, “Load.”



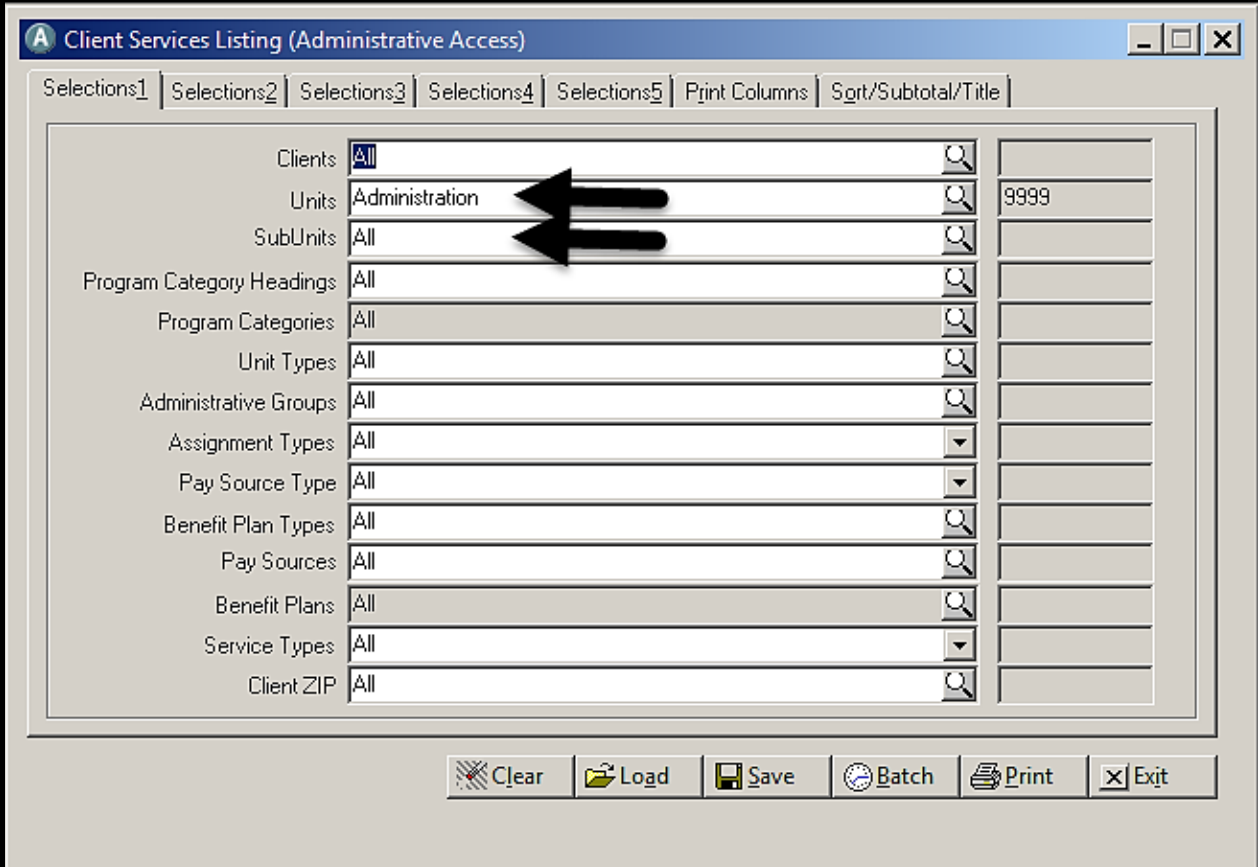
**In The Template Window:**

1. Highlight the template titled, “All ICC and IHBS Services Report”
2. Click on the “Load” icon.

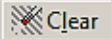
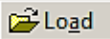
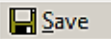
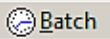
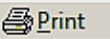
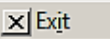


**In the “Selection1” Tab:**

3. Enter the desired Unit and SubUnit



Selections1	Selections2	Selections3	Selections4	Selections5	Print Columns	Sort/Subtotal/Title
Clients	All					
Units	Administration					9999
SubUnits	All					
Program Category Headings	All					
Program Categories	All					
Unit Types	All					
Administrative Groups	All					
Assignment Types	All					
Pay Source Type	All					
Benefit Plan Types	All					
Pay Sources	All					
Benefit Plans	All					
Service Types	All					
Client ZIP	All					

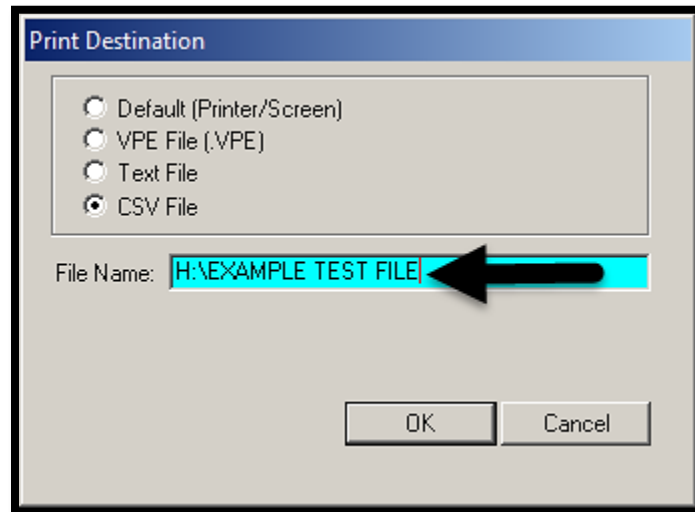
**In “Selection3” Tab:**

4. Enter the desired “Service Dates”
5. Click the “Print” to run the report.

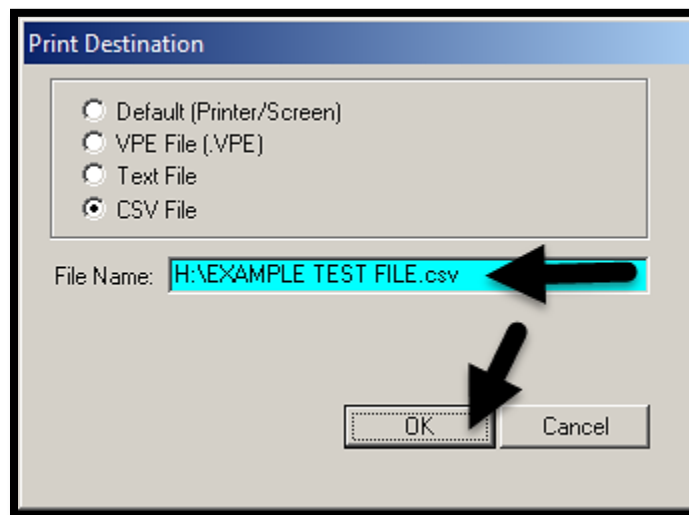
### **Print Destination:**

To acquire unduplicated client services totals, this file must be exported to Microsoft Excel. To do this a "File Name" and path needs to be established.

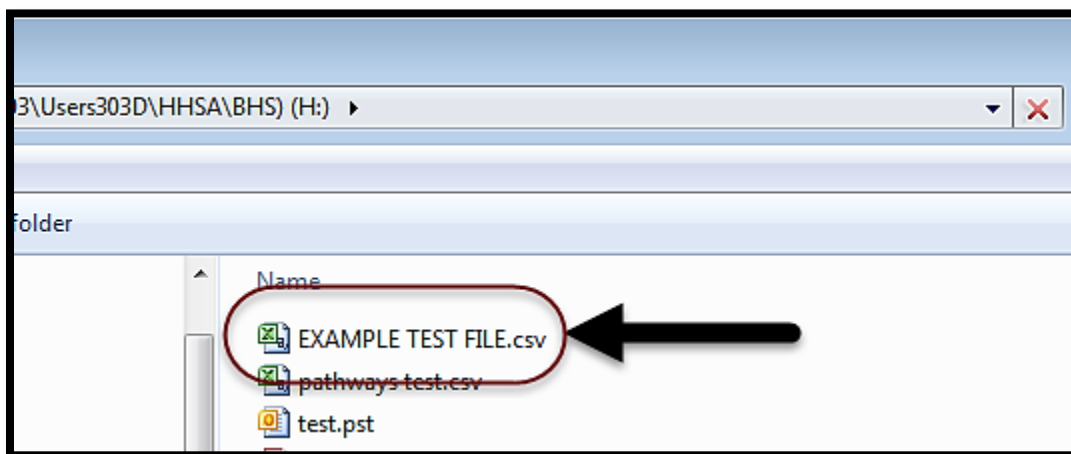
6. Click on the "CSV File" radio button after you have click "Print" from the previous step.
7. In the "File Name" window, enter the designated drive you wish to land the report, followed by a file name you wish to use, and then hit the TAB key.
  - **For example**, if I have an "H" drive, and I wish to title your file e.g. "EXAMPLE TEST FILE," you would enter, "H:\EXAMPLE TEST FILE" in the "File Name" window and hit the TAB key (illustrated below). If you do not have an "H" drive, click on "My Computer" in your Start window tray, to determine your available drives for export to Microsoft Excel. Available drives will be determined based on your agency requirements/system restrictions.



8. After hitting the TAB key, there may be a slight delay, as a “.csv” extension will be attached to the end of your file name.
9. Once the “.csv” extension has been attached, click the “OK” button.

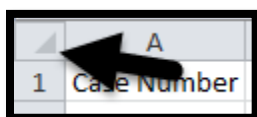


10. Once the report has finished go to the location on your computer to retrieve your file.
11. Open the file.

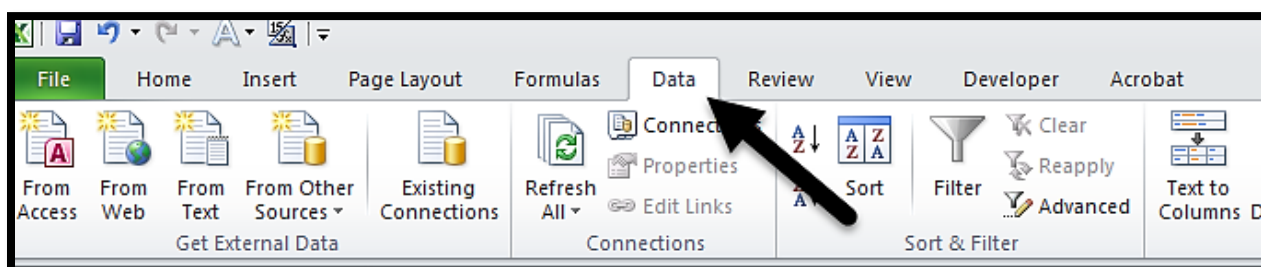


**Compiling The Report (Excel):**

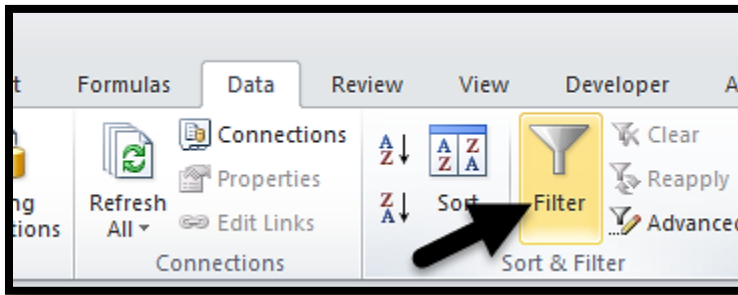
12. With the file open in Microsoft Excel click on the corner of the worksheet between the “A” column and Row “1,” this should highlight the entire sheet.



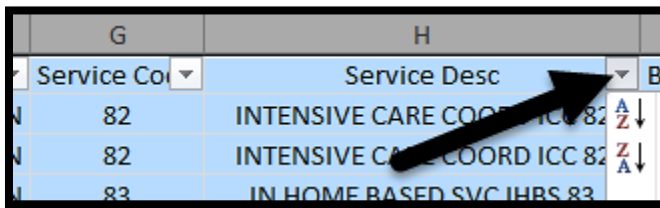
13. With the sheet highlight, click on the “Data” tab at the top of the window.



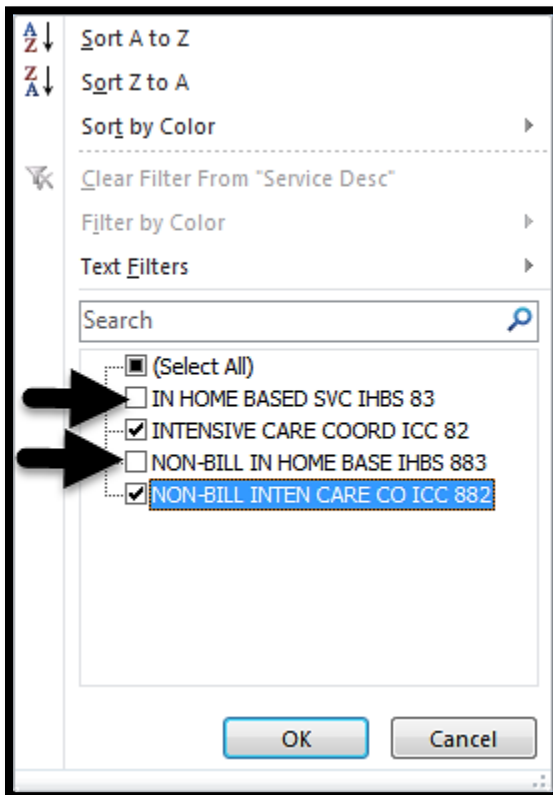
14. Then click on the “Filter” icon.



15. In the “Service Desc” column click on the drop down list.



16. The “Filter” window will open, UNCHECK 83 and 883 (IHBS and Non-Billable IHBS) and click “OK.” (Please note: if you do not have code 883 and or 83 you may be able to skip this step but still complete the proceeding steps)



17. The results will just be filtered to 82, and 882. Click on the first cell, of the first row with a service in the “Service Desc” column. Then DOUBLE CLICK on the small black box on the corner of the highlighted cell (illustrated below).

	G	H	
Nam	Service Co	Service Desc	Beg
NICIAN	82	INTENSIVE CARE COORD ICC 82	7/1
NICIAN	82	INTENSIVE CARE COORD ICC	7/1
NICIAN	82	INTENSIVE CARE COORD ICC 82	7/1

- If you receive the outcome below (illustrated in 17a) where service description numbers become consecutive, move to step 17b to correct the error.

17a) If Excel begins adding upward in “Service Desc” a small box will appear at the bottom of the screen.

G	H	
Service Co	Service Desc	Beg
82	INTENSIVE CARE COORD ICC 82	7/6
82	INTENSIVE CARE COORD ICC 83	7/1
82	INTENSIVE CARE COORD ICC 84	7/1
82	INTENSIVE CARE COORD ICC 85	7/1
82	INTENSIVE CARE COORD ICC 86	7/6
82	INTENSIVE CARE COORD ICC 87	7/6
82	INTENSIVE CARE COORD ICC 88	7/6
82	INTENSIVE CARE COORD ICC 89	7/6
82	INTENSIVE CARE COORD ICC 90	7/6

17b) Check the “Copy Cells” radio button, this will return the cells to “INTENSIVE CARE COORD ICC 82”

G	H	I
Service Co	Service Desc	Begin D
82	INTENSIVE CARE COORD ICC 82	7/6/20
82	INTENSIVE CARE COORD ICC 82	7/1/20
82	INTENSIVE CARE COORD ICC 82	7/1/20
82	INTENSIVE CARE COORD ICC 82	7/1/20
82	INTENSIVE CARE COORD ICC 82	7/6/20
82	INTENSIVE CARE COORD ICC 82	7/6/20
82	INTENSIVE CARE COORD ICC 82	7/6/20
82	INTENSIVE CARE COORD ICC 82	7/6/20
82	INTENSIVE CARE COORD ICC 82	7/6/20
82	INTENSIVE CARE COORD ICC 82	7/6/20



18. Click back on the “Service Desc” drop down.

G		H	
	Service Cod	Service Desc	
N	82	INTENSIVE CARE COORD ICC 82	
N	82	INTENSIVE CARE COORD ICC 82	
N	83	IN HOME BASED SVC IHBS 83	

19. The “Filter window will open, UNCHECK code 82 (ICC), and click on 83 (IHBS), and or 883 (Non-Billable IHBS (if applicable)), (illustrated below) and click “OK.”

Sort A to Z

Sort Z to A

Sort by Color

Clear Filter From “Service Desc”

Filter by Color

Text Filters

Search

☒ (Select All)
 

☒ IN HOME BASED SVC IHBS 83
 ☐ INTENSIVE CARE COORD ICC 82
 ☒ NON-BILL IN HOME BASE IHBS 883

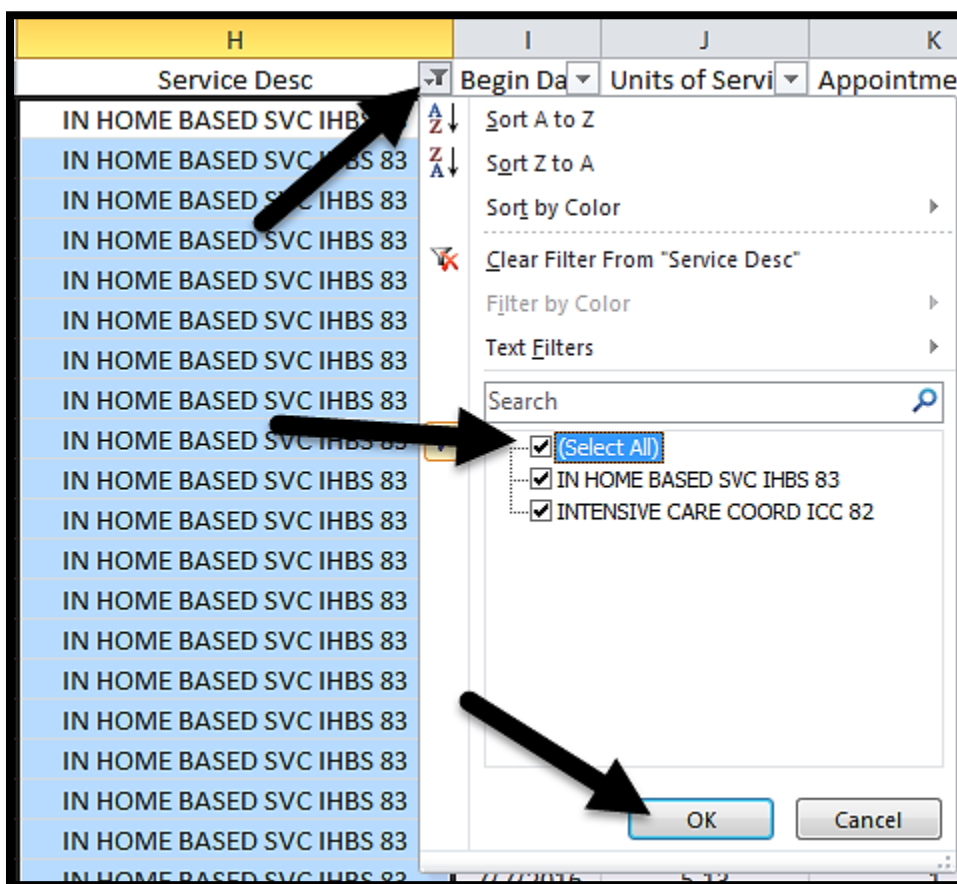
OK

Cancel

20. The results will just be filtered to 83, and or 883. Click on the first cell, of the first row with a service in the “Service Desc” column. Then DOUBLE CLICK on the small black box on the corner of the highlighted cell (illustrated below).

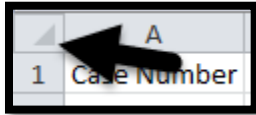
	G	H	
	Service Col	Service Desc	Begin
AN	83	IN HOME BASED SVC IHBS 83	7/
AN	83	IN HOME BASED SVC IHBS	7/
AN	83	IN HOME BASED SVC IHBS 83	7/

21. Click on the “Service Desc” filter once again, check the “(Select All)” check box, and click “OK”.

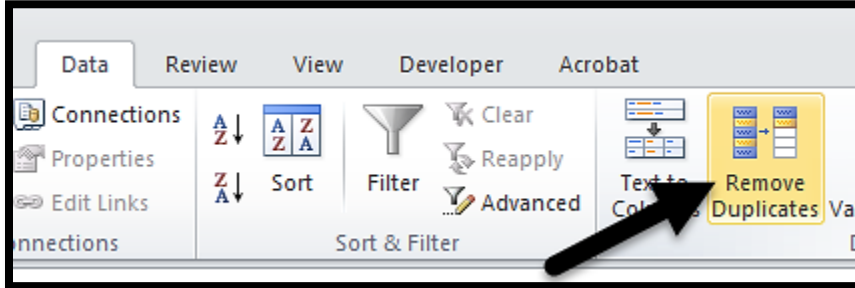


### **Unduplicating Records:**

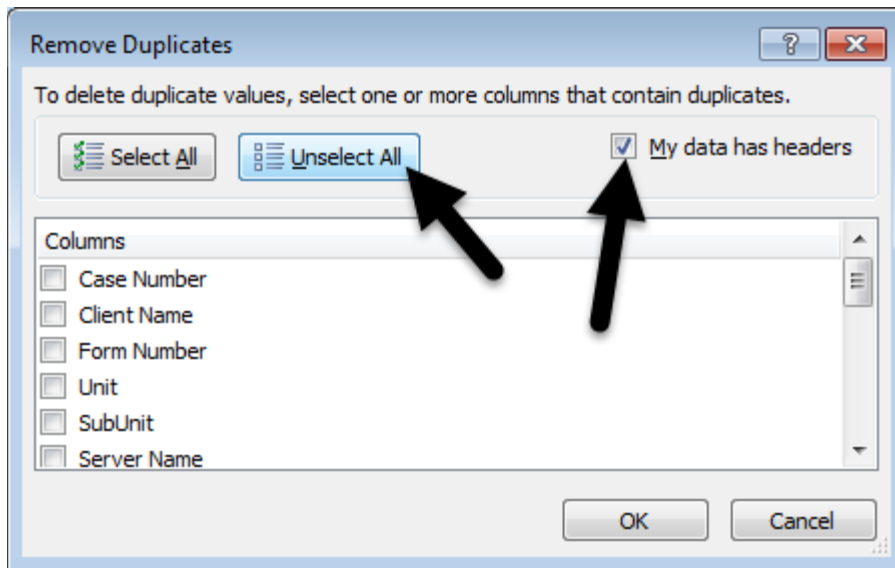
22. Click on the corner of the worksheet between the “A” column and Row “1,” this should highlight the entire sheet.



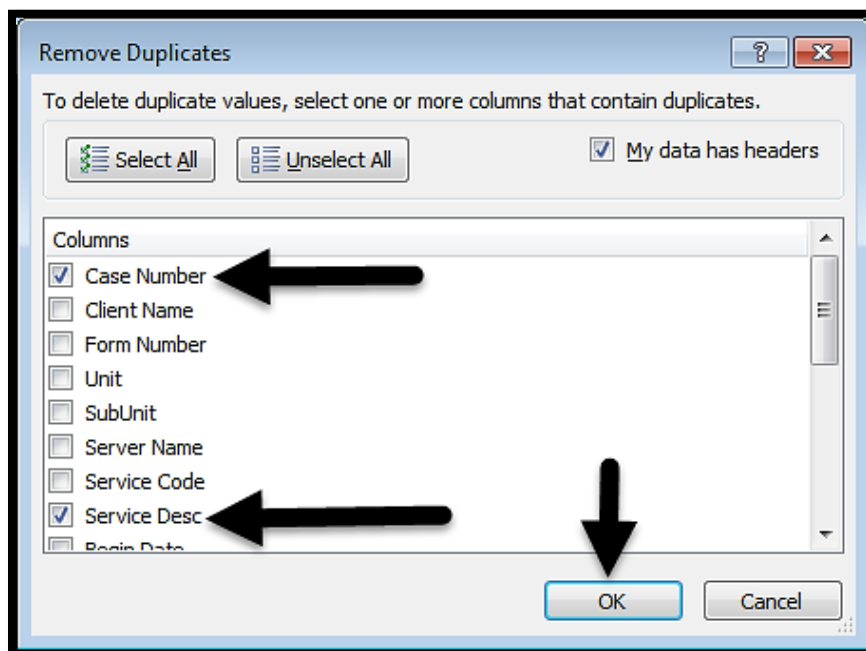
23. With the entire sheet selected click on the “Removed Duplicates” icon in the “Data” tab.



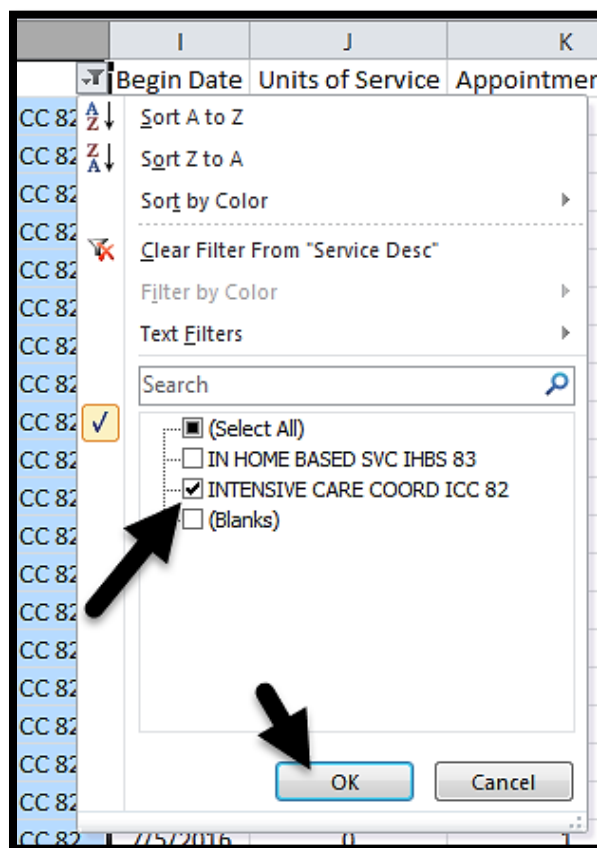
24. With the “Remove Duplicates” window open, click on the “My data has headers” checkbox and click on the “Unselect All” icon.



25. Select “Case Number and “Service Desc” and click “OK.”

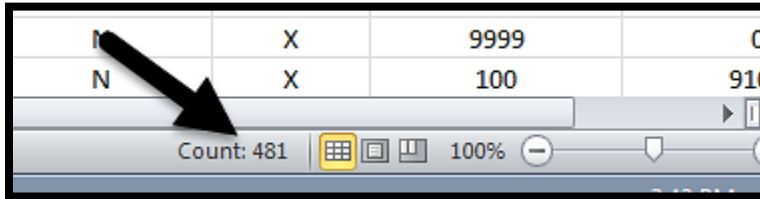


26. The file is now unduplicated. Click on the “Service Desc” Drop down and select which ever service code you wish to get a count e.g. “ICC” or “IHBS” and click “OK.” Repeat this step for each count.



27. Highlight the “Service Desc” column.

28. On the lower right hand side of the window there will be a count, this is your unduplicated number for that specific service code (please note you must subtract a value of 1 from the count, as that is the header of the “Service Desc” and should not be counted. In the example below the value would be “480”).



N	X	9999	0
N	X	100	91

Count: 481