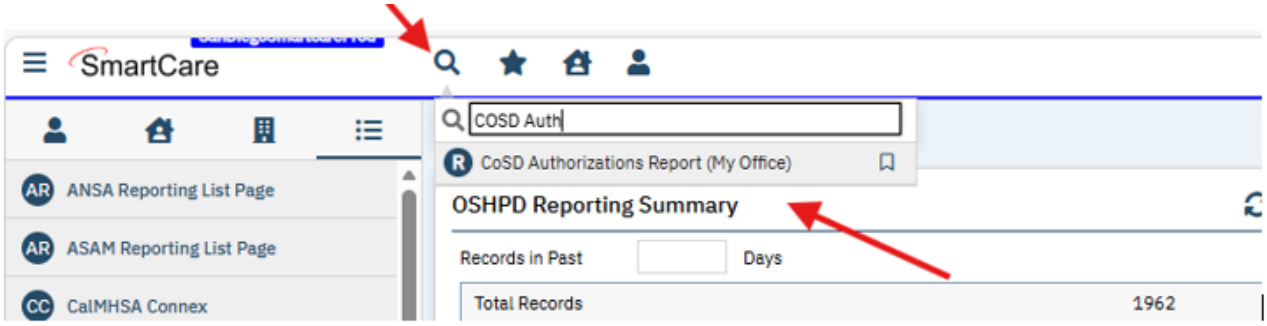
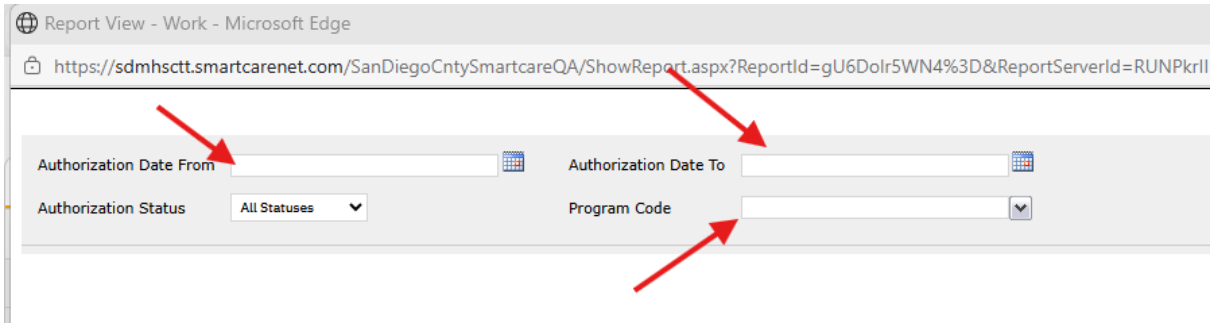
COUNTY OF SAN DIEGO
BEHAVIORAL HEALTH SERVICES

Accessing the COSD Authorizations Report in SmartCare – ACT/FACT Bundled Authorizations:

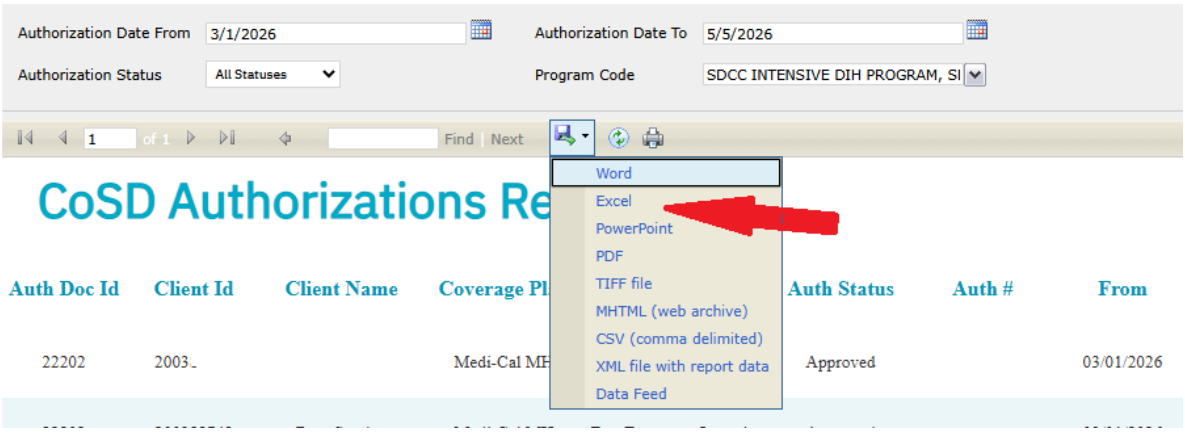
1. **Select COSD Authorization Report (My Office) from search bar on Dashboard:**



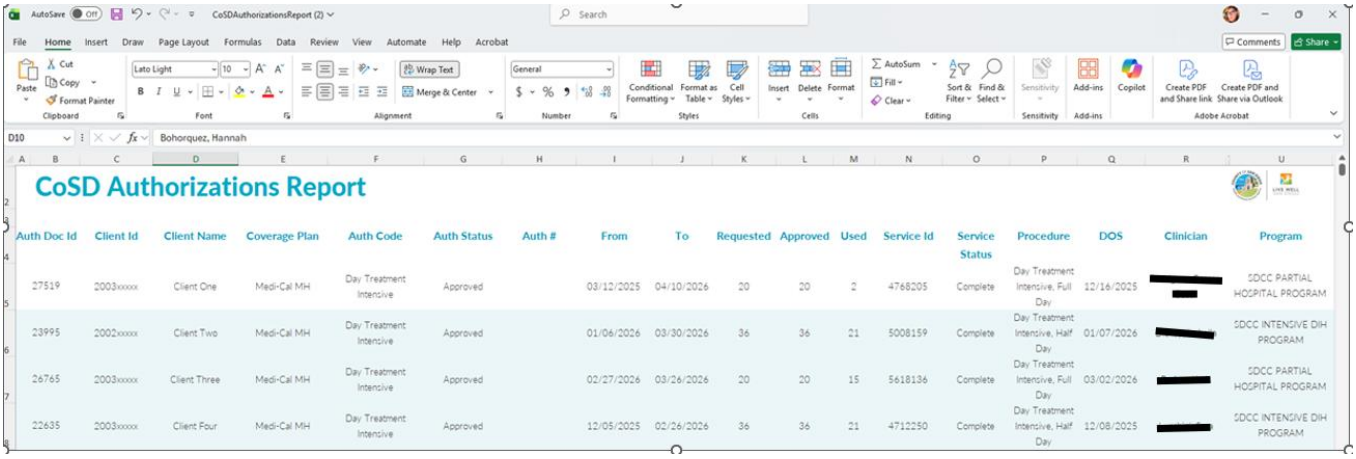
2. **On Report Screen, enter the following data points:**
   - Authorization date from
   - Authorization date to
   - Program Code (Name)
   - Leave Authorization Status as “All Statuses”



3. **Export report to excel:**



4. **Excel view:**



5. **Review Report:** please ensure you are reviewing the **Bold** items below as these data points will assist to identify the most common **Missing Authorization Service Errors:**
    - Client ID
    - **Client Name** (if client does not appear on report, there is no auth for client for your program)
    - **Coverage Plan** (Medi-Cal MH)
    - **Auth Code** (will be “ACT/FACT Bundle”)
    - **Auth Status**
    - **Dates of Auth coverage**

- Requested units (days, months, etc)
- Approved units (days, months, etc)
- Units used at time of report
- Service ID
- Service Status
- Procedure (ACT/FACT Bundle or unbundled service code)
- **Date of Service** (DOS)
- Clinician
- Program