

**HHSA Mental Health Services
Key Page
(for use w/matrices)**

Report Name	Report Number	Report Generated By	Report Frequency	Reports Sent To	Sent via
Provider Tracking Report Summary	SR22900	UBH	Monthly	Program Mgr and Contract Monitor (Detailed reports containing client information are sent to each program. The reports are listed separately on this matrix. Summary reports are available on the UBH Website.	Hardcopy to programs via US Mail/Interoffice Mail; Electronic version available on UBH website.
Change in Medi-Cal Status	SR20552	UBH	Monthly	Program Managers	Hardcopy to programs via US Mail/Interoffice Mail.
Medi-Cal POE Report	PSP134	Program Staff	Monthly	Program print queues once requested from UBH	N/A
Service Detail Report	MHS 801	Program Staff	As needed	Program print queues	N/A
Ad hoc Service Detail Report	SR20546	UBH	Quarterly	Contractors	CAU
Service Summary Report	MHS 831	Program Staff; UBH	Daily; Monthly	Program print queues	Program print queues
Provider Staff Activity Analysis Report	PSP 117	Program Staff	As needed	Program print queues	Program print queues
Total Units of Service Report	PSP 354	UBH	Monthly	Program Clerical Support	Hardcopy to programs via US Mail/Interoffice Mail; Electronic version available on UBH website.
Aged Payments in Audit	MHS 171	UBH	Daily	UBH	N/A
Payment Audit Report	MHS 172	UBH	Daily - a day after payment posting	Program Clerical Support	Contractor's Print Que
Services Stuck in Posting	SR20546	UBH	Quarterly	Contractors	CAU
NOTE - ADDED TO UBH AD HOC SERVICE DATA CD'S					

For further detail, consult the "EPSDT Task Force Sequential Matrix for Billing/Monitoring Processes" and the "Program Monitoring Tools Matrix", as well as the UBH Provider Manual and UBH Financial Billing Manual.

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Report Name	Report Number	Report Generated By	Report Frequency	Reports Sent To	Sent via
Liability Due Report (UMDAP)	MHS 164	UBH	Monthly	Program Clerical Support	Contractor's Print Que
Unbilled Services Report	MHS 198	UBH	Monthly	Day Program Clerical Staff	Contractor's Print Que
Insurance Policy Approval Report	PSP 577	UBH	Monthly	Program Clerical Support	Contractor's Print Que
Insurance and Medicare Receivables Summary/Detail	MHS 115/116	UBH	Monthly	Program Clerical Support	Hardcopy to programs via US Mail/Interoffice Mail
Medi-Cal Units of Service Report	PSP 356	UBH	Monthly	Program Clerical Support	Hardcopy to programs via US Mail/Interoffice Mail; Electronic version available on UBH website.
Clients Without An Account Report	PSP 157	UBH	Monthly	UBH	N/A
Services Without Deductible Report	MHS 158	UBH	Monthly	Program Clerical Support	Hardcopy to programs via US Main/Interoffice Mail
Error Correction Report	N/A	State DMH	Monthly (depends on State)	UBH; UBH forwards to Contract Operated Programs	Interoffice Mail
Medi-Cal Claims Summary Reports	4a	UBH	Monthly	Published on UBH Website	N/A
Detail Medi-Cal Denials Report	SR22656	UBH - AD HOC	Quarterly	Contractors	CAU
Detailed Medi-Cal Claim	MHS 1980	UBH	Monthly		
Medi-Cal Claim Attestation	MHS 1982	UBH	Monthly		
EPSDT Report	MHS 353	UBH	As Requested	Requestor	Interoffice Mail
Missing SSN Detail Report	MHS186	Program Staff	As needed	Program print queues	Program print queues
Services Run By Entry Date	MHS 808	Program Staff	As needed	Program print queues	Program print queues

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