



November 22, 2010

To: All State Funded Substance Use Disorder (SUD) Treatment Providers

RE: Introduction of Inactive Client, CSC Administrative Discharge & Active Client Reports

Dear Provider,

BPA would like to make you aware of upcoming changes to the suite of reports that we provide to assist you in managing your client utilization data. We have modified and enhanced the Inactive Client Report and created a new Active Client Report. We hope that you will find the reports helpful in managing the data requirements for the state funded population (see attached example). On a monthly basis, beginning 12/10/10 you will receive one MS Excel file containing three (3) reports identified as follows:

Inactive Client Report-

This report details clients with an open authorization and no claims activity in the past 90 days. We hope this report is a trigger for you to submit a Client Services Discharge (CSD) form as quickly as possible.

CSC Administrative Discharge Report-

This report details clients that required BPA to administratively discharge the client in order to manage the client episode but still requires the provider to submit the required CSD form providing accurate discharge information

Active Client Report-

Based on requests from many of you we have added a new report we hope will be helpful in managing your active clients. This report identifies active clients based on paid claims or authorizations created in the last 90 days. The report includes all services authorized to your agency.

The MS Excel file will not be password protected to allow your office the capability to sort and manage the data. The client reports will be sent to you on a monthly basis via secured email. Please remember that timely and accurate submission of all CSD forms is critical in you managing your client utilization data and ensuring accurate reporting within the SUD treatment system.

Thank you for your continued efforts and hard work. Should you have questions regarding this notice, please contact Jerry Cserepes, BPA Outcomes Specialist at 1-800-688-4013 x7144.

Sincerely,

BPA Operations Team