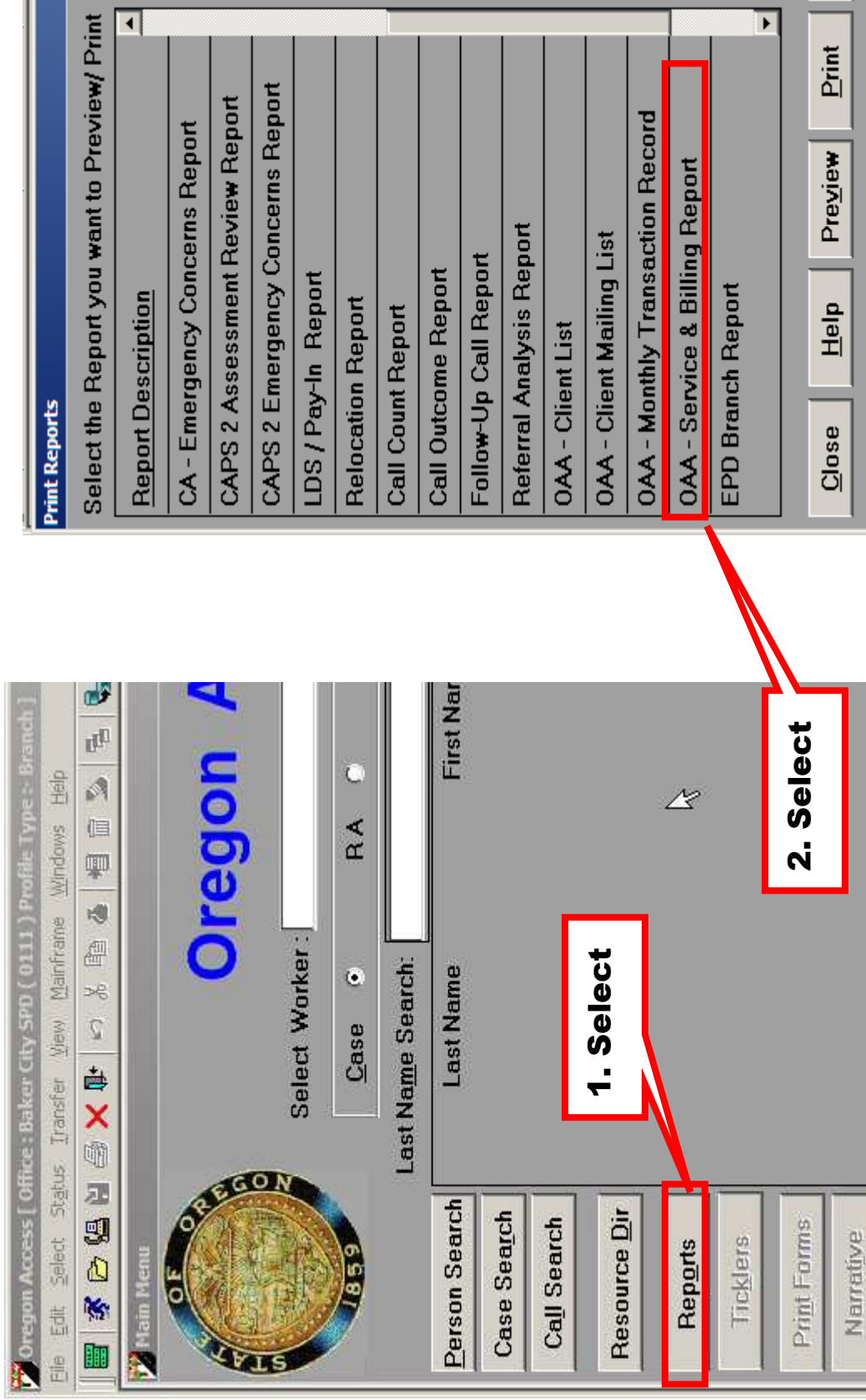


HOW TO DETERMINE THE NUMBER OF GUEST UNITS INPUT INTO OACCESS



Print Reports

Select the Report you want to Preview/ Print

Enter parameters for OAA - Service_Billing Report

Report Description
Relocation Report
Call Count Report
Referral Analysis Report
OAA - Client List
OAA - Client Mailing List
OAA - Monthly Transaction Record

Service Date Range
From: 07/01/2013 To: 05/25/2014

Report Type
 Service & Billing Report
 Billing Summary

District: Linn, Benton, Lincoln
Site:
Service:
Qualifier: All Qualifiers
Provider:

Close Help Preview Print Printer Setup Clear

3. Type Date Range

4. Select Service & Billing Summary

5. District defaults, but if this fails select it

6. Leave blank, but select All Qualifiers.

8. Select Preview. Note: The system may take many minutes to collect the data for view. Don't give up - it requires patience.

7. Use to select to save as PDF instead of print hard copy.

All **guest entries** will be below the last client name. Go to the last page of the report and begin scrolling up until you to find the first Guest entry.

In the example here you see that 13 guests received 9 units of Matrix #50-3 Elder Abuse Awareness and Prevention.

Also in this example three services which require reporting client demographics have guest units attributed. To compound the problem further, these three services are caregiver services. Because there is no client attributed, the system will not know whether to report these as Caregivers serving children or Caregivers Serving Elderly so the data will report to both SPR pages. Additionally, these guest entries result in this AAA under-reporting by 220 caregivers because date-of-birth is absent and system doesn't know where to report.

Service & Billing Report

Print Date: 06/03/2014

Dist Name: ALL
 Site Name: ALL
 Service Date: 7/1/2013 to 6/30/2014
 Service: ALL
 Ser-Qual: ALL
 Prov. Name: ALL

Client ID	Name	Service/Qualifier	Auth. Units	Act. Units	Billed Units	Unit Rate	Total Billed
950011523	WALTER	Congregate Meals (#7) Standard	.00	31.00	31.00	.00	0.00
	Eligible Guest	Elder Abuse Aware Prev. (#5) 13.00	13.00	9.00	9.00	.00	0.00
	Eligible Guest	CG Supplemental Svcs (#3) 5.00	5.00	5.00	5.00	.00	0.00
	Eligible Guest	Information For CG (#13) 287.00	287.00	338.00	338.00	.00	0.00
	Eligible Guest	Caregiver Counseling (#70-2) 170.00	170.00	277.00	277.00	.00	0.00
	Eligible Guest	Congregate Meals (#7) 3424.00	3424.00	5175.00	5175.00	.00	0.00
	Eligible Guest	Nutrition Education (#12) 2.00	2.00	9.00	9.00	.00	0.00
	Eligible Guest	Outreach (#14) 711.00	711.00	879.00	879.00	.00	0.00
	Eligible Guest	Prev. Sem Couns Ref (#40-3) 240.00	240.00	352.00	352.00	.00	0.00
	Eligible Guest	Caregiver Training (#70-9) 45.00	45.00	106.00	106.00	.00	0.00
	Eligible Guest	Chron. Dis. Prev/Mgt/Ed. (# 22.00)	22.00	42.00	42.00	.00	0.00
	Eligible Guest	Public Outreach Educ (#70-1) 505.00	505.00	100.00	100.00	.00	0.00

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