

Recovery Residence Monthly Census Report Instructions

NOTES:

Yellow fields are mandatory/fillable

White & gray fields have calculations, Do NOT modify

RR Census Tab

1. Contract Number (Cell I2) -Enter your Contract #
2. Contractor Name (Cell I3) -Enter your Agency Name (per Contract)
3. Program Name (Cell I4) -Enter your Program Name
4. Month (Cell S3) - Select the Reporting Month from the dropdown list
5. Date submitted (Cell S4) - Enter the submission date

	A	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Recovery Residence Monthly Census - "Head in Bed" Dates & Dollars for Reimbursement																		
2	Contract Number	123123								Fiscal Year	19/20								
3	Contractor Name	Testing								Month	Feb		Rate Cap	\$40.00					
4	Program Name	Testing								Date Submitted	3/31/20								
5	Instructions: Enter dollars for reimbursement on each date for each client receiving Recovery Residence benefit. Refer to current rules and rates.																		

Census Section (RR Census Tab)-

1. SanWITS Unique Client Number (UCN) (Column H) - Enter the clients SanWITS Unique Client Number (UCN)
2. Census-Enter the Dollar amount being invoiced per day (not to exceed the Rate Cap Amount)
 - a. Only invoice for "Head in Bed" days
3. Comments-Enter any comments you want your COR team to take into consideration while reviewing the RR Report
4. TOTAL UCN- Client Count will be displayed at the end of the Census table (Column H)
5. TOTAL \$- Total Claim amount will be displayed at the end of the Census table (Column AN)
6. TOTAL Units- Total Unit Count will be displayed at the end of the Census table (Column AO)

RR Providers Tab-

1. List all Recovery Residence providers utilized in current fiscal year
2. Does program have an MOU with this provider? - Select YES/NO from dropdown selection
3. Comments-Enter any comments you want your COR team to take into consideration

YTD Tracker Tab-

1. Enter the total claim amount each month in Column F.
2. If adjustments are needed from prior months, make the adjustments of the month impacted and resubmit. Enter the adjustment amount in Column G.
3. Comments-Enter any comments you want your COR team to take into consideration

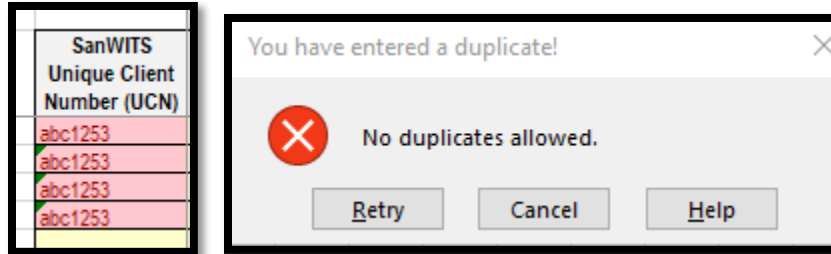
ADJUSTMENTS/REVISIONS (\$ or Units)-

- 1) Revise the submitted Recovery Residence Monthly Census Report
- 2) Make adjustment(s)
- 3) Resubmit to your Fiscal Analyst and CC: your COR Team

Validation Tools-

The Recovery Residence Monthly Census Report has several validation tools to assist you and your COR Team reviewing your submitted Recovery Residence Monthly Census Report

1. SanWITS Unique Client Number (UCN)- Duplicates are not allowable. In the event an UCN is entered twice the cell will turn red and a message box will be displayed. To clear the error
 - a. Select Retry
 - b. Enter unduplicated UCN



2. Census Table- A message box will be displayed in the event the amount exceeds the rate cap or it's not a numeric value. To clear the error
 - a. Select Retry
 - b. Enter an amount lower than the rate cap

