

SmartCare Reports User Guide

Active Staff Roster Report

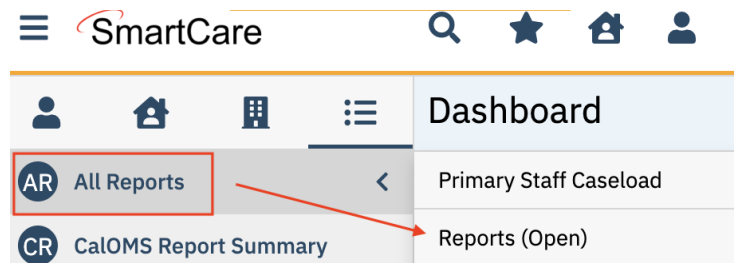
SmartCare Report Name	Active Staff Roster Report (My Office)
Report Purpose	<p>The SmartCare Active Staff Roster report provides a real-time list of Clinical and Non-Clinical staff assigned to a specific Clinical Data Access Group (CDAG), relevant to the service programs they support. Utilize this report to Review, Validate or Update active staff information for each program in SmartCare via the SmartCare Staff e-form.</p> <p>ACBHD Monthly Contract Requirements: Organizations must review and confirm the accuracy of clinical and non-clinical staff information every month and attest that all staff e-forms to expire or update staff have been submitted to ACBHD via the Provider Monthly Attestation e-form. In addition to the monthly attestation, a staff e-form must be submitted within 5 days of an event to notify ACBHD of:</p> <ul style="list-style-type: none"> • An employee termination, separation, or death by using the “Expire Staff” e-form. • A change of an employee’s license designation, number, or license expiration date, taxonomy, position, or name* using the appropriate “Update” e-form. *The SmartCare staff ID name should match the licensing board and NPI profile <p>ACBHD uses clinical and non-clinical Staff Roster data to meet Federal Final Rule requirements for Network Adequacy and Exclusion Monitoring. In addition, Clinical staff license degree/taxonomy code in SmartCare is used to determine the programs/procedure codes staff can use to bill for services; accuracy of this data is critical for timely reporting and billing.</p>
Replaces InSyst Report	OPS 749
Record Selection	<p>SmartCare serves as the source of data for this report, based on information submitted through e-forms.</p> <ul style="list-style-type: none"> • CDAG Program Name: The Clinical Data Access Group (CDAG) program name serves as the primary identifier that dictates precisely which clinical data a staff member is authorized to view. • Program Name: Identifies the specific program the staff member is associated with. A staff member can be assigned to multiple programs • Staff ID: A unique SmartCare identifier for each staff member. • Last Name: The staff member's last name. • First Name: The staff member's first name.

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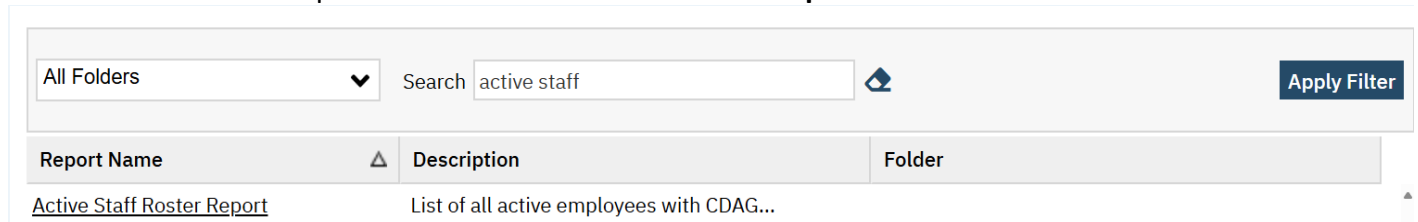
Active Staff Roster Report

- **Employment Start Date:** The date when the staff member officially began their employment with the organization.
- **Employment End Date:** The date when the staff member's employment officially ended or is expected to end.
- **Active:** This field shows whether a staff member is marked as 'Active'. In some cases, staff may still appear active even after their employment end date has passed, often due to ongoing claiming activity.
NOTE: An effort is currently underway to systematically update these records and mark them as inactive when appropriate.
- **SSN:** Social Security Number. It will display a message 'Valid SSN' if it is valid". If there is no SSN in SC, you will see the message "Missing SSN" in red.
- **License Number:** A professional license number relevant to the staff member's degree or profession.
- **Degree:** The relevant degree held by the staff member, which allows them to provide specific services.
- **SC Degree Start Date:** The date when the staff member obtained or started their degree.
- **SC Degree End Date:** The date when the staff member's degree was completed or is valid until (if applicable).
 - License degree End Date already expired is reflected as RED
 - License degree End Date is scheduled to expire within 3 months is reflected as Orange
- **Taxonomy:** This refers to a healthcare provider taxonomy code, which categorizes the provider's specialty. It includes both the Taxonomy Number and its Description.
- **Taxonomy Start Date:** The effective start date for the assigned taxonomy.
- **Taxonomy End Date:** The effective end date for the assigned taxonomy.
- **NPI:** National Provider Identifier. This is a unique 10-digit identification number issued to healthcare providers in the United States.
- **NPI Start Date:** The effective start date for the NPI.
- **NPI End Date:** The effective end date for the NPI.
- **Signing Suffix:** A suffix representing the staff member's degree or professional role that is used as part of their signature.
- **Email:** The staff member's organizational email address.

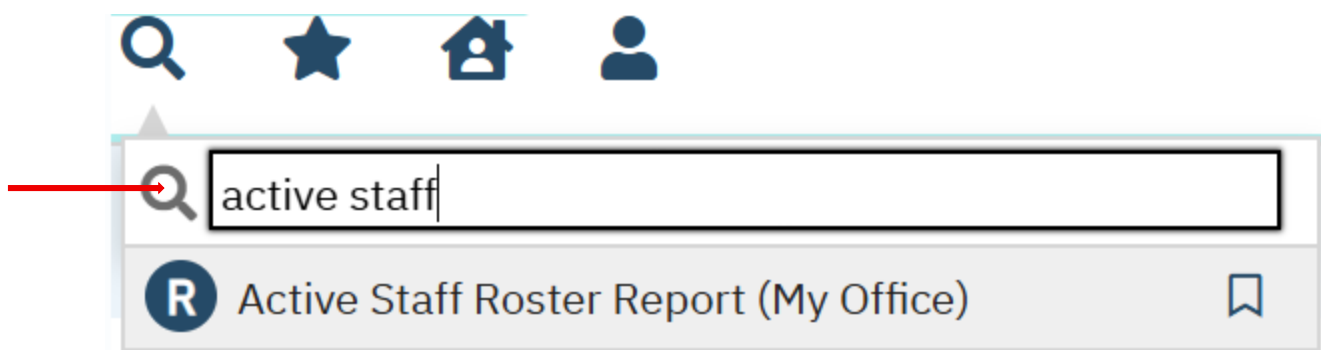
- From the SmartCare home page, hover over **All Reports** on the menu at the left. Select **Reports (Open)** to open the List Page that shows all SmartCare reports.



- The Reports screen will open displaying all SmartCare reports. To see the **Active Staff Roster Report**, type "active staff" in the Search box and hit Enter or click on the blue **Apply Filter** button at the right to narrow down the report list. Select **Active Staff Roster Report**.



- You can also find the report by using the magnifying glass search box and typing in "active staff" and selecting **Active Staff Roster Report (My Office)**.



- The report parameter will appear in a separate window. From the "Choose Group Name" dropdown, select the specific CDAG group you wish to view and click on the blue **View Report** button at the top right.

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Active Staff Roster Report

Choose Group Name ANGIE BAY AGENCY FOR CHILDREN (12345) ▼

[View Report](#)

- The report will appear for the **CDAG** group name selected. If there are multiple pages, use the arrows on either side of the page number box to move through the pages. If there are many pages and you are looking for something specific, use the search box by typing in a keyword and clicking on **Find**. Click **Next** to see all instances of the search word.

Choose Group Name	ANGIE BAY AGENCY FOR CHILDREN (12345) ▼							
Next Page	Last Page							
Search Box								
1	amanda	Find	Next					
CDAG Program Name	Program Name	Staff ID	Last Name	First Name	Employment Start Date	Employment End Date	Active	SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	127431	ABANAKA	KIMBERLY	9/7/2021		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	200217	ABDALLAH	ZENA	8/21/2023		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	200665	ACKER	ROBIN	10/27/2023		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	201265	ACQUAH	PRINCESS	4/9/2024		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	128296	ADAME	AMANDA	7/25/2022		Y	Valid SSN

- In the report example below, this is a real-time overview of staff members associated with a designated clinical data access group (CDAG) in the SmartCare database. Please scroll to the right to see the other record selection results.

CDAG Program Name	Program Name	Staff ID	Last Name	First Name	Employment Start Date	Employment End Date	Active	SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	127431	ABANAKA	KIMBERLY	9/7/2021		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	200217	ABDALLAH	ZENA	8/21/2023		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	200665	ACKER	ROBIN	10/27/2023		Y	Valid SSN
ANGIE BAY AGENCY FOR CHILDREN (12345)	ANGIE TEST ACADEMY (12345)	201265	ACQUAH	PRINCESS	4/9/2024		Y	Valid SSN



- To export the report, click on the **Export** icon and select the desired export format. Best practice is to use Word, Excel or PDF to download the report. To print the report, click on the **Print** icon.

NOTE: If you plan to export the data to Excel for sorting, creating summaries, or building pivot tables, you'll need to delete the first few rows (e.g., headers or notes) before doing so.

Choose Group Name

1 of 1 Find | Next

Export **Print**

**Behavioral Health
Department**
Alameda County Health

Active Staff Roster

Total Number of Unique Active Employees: 0

- Word *
- Excel *
- PowerPoint
- PDF *
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed
- CSV No Header

- To make updates to staff records, submit the changes through the SmartCare Staff e-Form.