

## Running a Service Authorization Detail Report

The **Service Authorization Detail Report** displays details of all the service authorization records for a specific placement setting and child based on the filter criteria selected.

**Important:** This report is generated from the **Service Authorization Summary** screen. There are two ways to navigate there and both ways are discussed below.

### First Way to Navigate to the Screen

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link in the **Navigation** menu.



The **Child Selection** screen appears.

4. In the **Service Auth Type** field, choose **Placement Services**, **Case Services**, or **Alternative Care**.
5. In the **Person ID** field, type in the appropriate **Person ID** number.

**Note:** If you don't know the **Person ID** number, complete a **Person Search**.

6. Click the **Go** button.



The selected child's placement records appear at the bottom of the screen.

## Running a Service Authorization Detail Report

7. Click the **Select** link next to the placement for which you want to generate a **Service Authorization Detail** report.

The screenshot shows a web application interface with a navigation menu at the top (Home, Intake, Case, Provider, Financial, Administration) and a sub-menu (Workload, Services, Eligibility, Payment, Benefits). The 'Services' sub-menu is active. On the left, there is a sidebar with links: Maintain Service, Provider Ceilings, Service Authorization, Service Authorization Summary (highlighted), and another Service Authorization link. The main content area is titled 'Child Selection' and includes a 'Service Auth Type' dropdown set to 'Placement Services', a 'Created In Error' section with 'Exclude' and 'Include' radio buttons, a 'Person Search' button, and a 'Person ID' field with a 'Go' button. Below this is a search form with fields for 'Person ID', 'Name', 'Birth Date', 'Agency', and 'County Children Services'. The 'Placement Records' section shows a table with columns: Service Type/Service Description, Provider Name/ID, Begin Date, End Date, Status, and Created In Error. The table contains three rows, each with a 'select' link in the first column, which is circled in red. The page is labeled 'Page 1 of 1' and 'Result(s) 1 to 10 of 10'.

The **Child Specific Details** screen appears showing all service authorizations, leave information, and add-on cost information for the selected child and placement setting.

8. Click the **Generate Report** button to generate the **Agency Service Authorization Detail Report**.

The screenshot shows the 'Child Specific Details' screen. It features a 'Service Authorization History' table with columns: Auth Id, Service Desc, Cost Type, Begin Date, End Date, Status, and Created In Error. Below the table are links for 'edit' and 'view payments'. There are also 'Begin Date' and 'End Date' input fields with calendar icons, and an 'Add Service Authorization' button. Below this, there are sections for 'Placement Leave History' and 'Add-on Cost History'. At the bottom left is a 'Close' button, and at the bottom right is a 'Generate Report' button, which is circled in red.

See the **Report Example** section at the end of this Knowledge Base Article to view the report.

# Running a Service Authorization Detail Report

## Second Way to Navigate to the Screen

1. On the SACWIS Home screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link in the **Navigation** menu.



The **Service Authorizations Filter Criteria** screen appears.

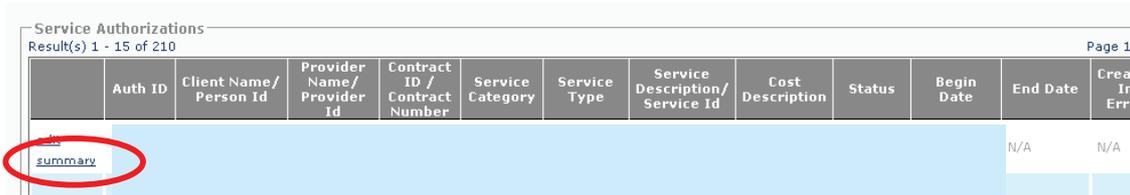
4. Type filter criteria into the fields as needed.
5. Click the **Search** button.

A screenshot of the 'Service Authorizations Filter Criteria' screen. The screen is framed by a red border. It contains several input fields for filtering service authorizations, including Agency (set to County Children Services), Service Auth ID, Person ID, Provider ID, Status, and various date ranges (From Service Auth Begin Date, From Active Date, From Cost Review Date, To Service Auth Begin Date, To Active Date, To Cost Review Date). There are also dropdown menus for Service Auth Type, Service Category, and Service Type. At the bottom, there is a 'Sort By' dropdown set to 'Begin Date (Descending)'. A 'Search' button is circled in red.

The **Service Authorizations** section appears displaying all service authorizations that meet the selected criteria.

## Running a Service Authorization Detail Report

6. Click the **Summary** link in the appropriate row.



Service Authorizations  
Result(s) 1 - 15 of 210 Page 1

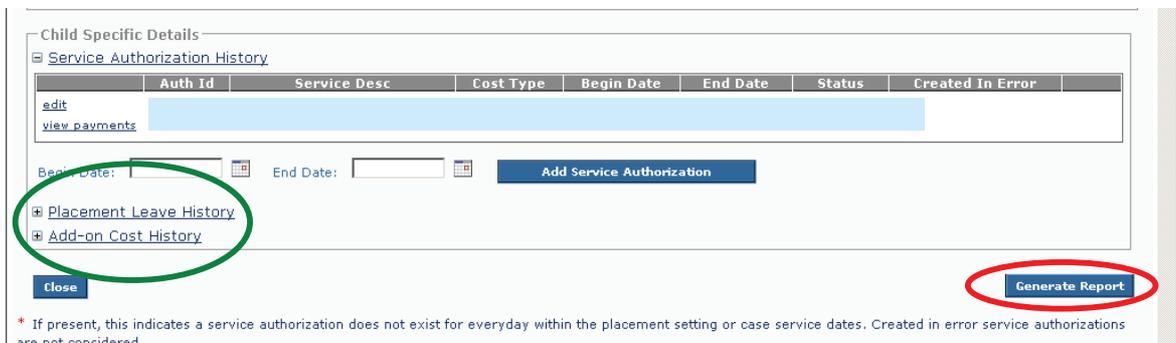
	Auth ID	Client Name/ Person Id	Provider Name/ Provider Id	Contract ID / Contract Number	Service Category	Service Type	Service Description/ Service Id	Cost Description	Status	Begin Date	End Date	Created In Error
											N/A	N/A

The 'summary' link in the first row is circled in red.

The **Child Specific Details** screen appears showing:

- All service authorizations (**Service Authorization History** section)
- **Placement Leave History** and **Add-on Cost History** information for the placement setting (circled in green below)
- The child associated to the service authorization selected

7. Click the **Generate Report** button.



Child Specific Details

- Service Authorization History

	Auth Id	Service Desc	Cost Type	Begin Date	End Date	Status	Created In Error
<a href="#">edit</a>							
<a href="#">view payments</a>							

Begin Date:  End Date:  [Add Service Authorization](#)

- [Placement Leave History](#)
- [Add-on Cost History](#)

[Close](#) [Generate Report](#)

\* If present, this indicates a service authorization does not exist for everyday within the placement setting or case service dates. Created in error service authorizations are not considered.

The report appears as shown below.

8. View or save the report.

## Running a Service Authorization Detail Report

### Report Example

The **Agency Service Authorization Detail Report** appears in an Excel spreadsheet as shown below.

The report includes cost details for all service authorizations associated to the placement setting or case service selected. A separate row will be displayed for each per diem rate in effect during the service authorization period.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Service Authorization Detail Report														
3	Run Date: 08/30/2010 02:57:16 PM														
4	Service Au Status	Service Au Approval D	Last Name	First Name	Person ID	Contract IC	Contract N	Contracted	Service Pr	Service Pr	Service Au Placement	Placement Se			
5															
6															
7															
8															

### Report Column Names and Descriptions

Report Column Name	Description
Run Date	Date report was run
Service Auth ID	Displays the SACWIS-generated Service Authorization number assigned to that Service Authorization
Status	Displays the current status of the service authorization. The status will be Approved, Pending or Created in Error
Service Auth Approved By	Displays the person's name who final approved the service authorization, if applicable
Approval Date	Displays the date the service authorization was final approved, if applicable
Last Name	Displays the person's last name associated to the service authorization from a placement setting or case service
First Name	Displays the person's first name associated to the service authorization from a placement setting or case service
Person ID	Displays the person id associated to service

## Running a Service Authorization Detail Report

Report Column Name	Description
	authorization from a placement setting or case service
Contract ID	Displays the SACWIS generated contract ID associated to the contract cost linked to the service authorization, if applicable
Contract Number	Displays the user entered contract number associated to the contract cost linked to the service authorization, if applicable
Contracted Provider	Displays the contracted provider name associated to the contract linked to the service authorization, if applicable
Service / Payment Provider	Displays the service provider of the placement setting or case service
Service / Payment Provider ID	Displays service provider ID number
Service Auth Type	Displays the type of service authorization
Placement Begin Date	Displays the begin date of the placement setting or case service, whichever is applicable.
Placement End Date	Displays the end date of the placement setting or case service, whichever is applicable.
Service Auth Begin Date	Displays the begin date of the service authorization
Service Auth End Date	Displays the end date of the service authorization
Cost Type	Displays the calculations as Standardized, Contract, and User Defined
Service Type	Displays the service type
Service Description	Displays the service description
Cost Review Date	Displays the cost review date from the service authorization, if applicable
Service Auth Issues	Displays the service authorization issues
Cost Issues	Displays the cost issues, if the per diem cost cannot be determined, i.e. contract cost not defined.
Per Diem Cost Begin Date	Displays the begin date for the per diem cost
Per Diem Cost End Date	Displays the end date (last day) for the per diem cost

## Running a Service Authorization Detail Report

Report Column Name	Description
Total Per Diem	Displays the sum of the total maintenance, total admin, and all other costs
Total Maintenance Per Diem Cost (M)	Displays sum of maintenance costs, other direct services costs, and all other add on costs in effect during the service authorization dates
Total Admin Per Diem Cost (A)	Displays sum of admin costs, case management costs, transportation maintenance costs, transportation admin costs, and admin per diem costs
Maintenance (M)	Depending on the cost type, displays the maintenance per diem cost
Administration (A)	Depending on the cost type, displays the admin per diem cost
Case Management (A)	Depending on the cost type, displays the case management costs
Transportation Maint (A)	Depending on the cost type, displays the transportation maintenance costs
Transportation Admin (A)	Depending on the cost type, displays the transportation admin costs
Other Direct Services (M)	Displays any other direct costs in effect between the service authorization begin and end dates
Beh Health Care (Non IV-E Reimb)	Depending on the cost type, displays the behavioral health per diem costs
Other (Non IV-E Reimb)	Depending on the cost type, displays the other per diem costs
Age Add-On (M)	Depending on the cost type, displays the age costs factor and per diem costs in effect between the service authorization begin and end dates
Child Incidentals Add-On (M)	Depending on the cost type, displays the child's incidental costs
Clothing Add-On (M)	Depending on the cost type, displays the clothing costs factor and per diem costs in effect between the service authorization begin and end dates
Emergency Foster Care Add-On (M)	Depending on the cost type, displays the emergency foster care cost factor and per diem cost in effect during

## Running a Service Authorization Detail Report

Report Column Name	Description
	the service authorization dates
Employment Related Day-Care Add-On (M)	Depending on the cost type, displays the Employment Related Day Care cost factor and per diem cost in effect during service authorization dates
Transportation Add-On (M)	Depending on the cost type, displays the transportation cost factor and per diem cost in effect during service authorization dates
Other Add-On (M)	Depending on the cost type, displays the other cost factors and per diem cost
Basic Cost	Depending on the cost type, displays cost is service is not reimbursable from service authorization