

Chapter 4: Browsing Data

Browse All Service Records Template

The “Browse All Service Records” template allows users to view all data contained in each Service record that has been loaded into the tool.

The “Client Record Information” section displays general information about the client (such as County Client Number, name, date of birth, and gender) if a Client record exists in the data currently loaded into the CSI Submission File Analysis Tool. Since Client records are submitted once per client, clients who began receiving services in previous months may not have a Client record in a CSI Submission File which contains Service records for that client. As a result, this section may be blank for many clients when evaluating a single CSI Submission File. Using advanced options on the “Load Data” tab, users are able to import Client records from multiple CSI Submission Files to increase the number of matching Client records available for display on the “Browse All Service Records” template. For example, users could import Client records only from all historical CSI Submission Files so that Client record information has been loaded for all clients.

The “Service Record Information” section provides the County Client Number (CCN), Social Security Number (SSN), and Record Reference Number (RRN); the remaining information contained in the CSI Service record is grouped and displayed across six tabs as shown in Figure 4.8.

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➤ Elements of the Six CSI Client Record field Groupings:

1. Service Information tab
 - a. Provider Number
 - b. District of Residence
 - c. Fiscally Responsible County Code
 - d. Fiscally Responsible County Description
 - e. Service Date
 - f. Place of Service Code
 - g. Place of Service Description
 - h. Mode of Service
 - i. Mode of Service Description
 - j. Service Function
 - k. Mode/Service Function Description
 - l. Units of Service
 - m. Units of Time
 - n. Special Population Code
 - o. Special Population Description
 - p. Trauma Code
 - q. Trauma Description
2. Admit/Discharge tab
 - a. Admission Date
 - b. Discharge Date
 - c. Begin Service Date
 - d. End Service Date
 - e. Patient Status Code
 - f. Patient Status Description
 - g. Admission Necessity Code
 - h. Admission Necessity Description
 - i. Legal Admission Code
 - j. Legal Admission Description
 - k. Legal Discharge Code
 - l. Legal Discharge Description
3. Legal/Beneficiary tab
 - a. Legal/Beneficiary First Name
 - b. Legal/Beneficiary Middle Name
 - c. Legal/Beneficiary Last Name