



TIPS

ShareCare Reports Folders

What, Why, Contents, How to Access?

- There are ShareCare reports folders for each provider and the folders have sub folders for each facility.
- The folders typically contain the following reports: Medi-Cal Eligibility, Outpatient Utilization Control, Mental Health Face sheet, ShareCare Service Activity (AOD & MH), Unauthorized Services, and the Daily Service Audit Report.
- Majority of the reports are updated monthly with the daily service audit report being the exception.
- AOD admin can drop additional files into the folders. For example, Cal OMS error reports, or others that are requested from the provider.
- There is a limit of 3 people per organization who can have access to the folders. Ideally, these users are admin, admin assistants, and staff who use the ShareCare system.
- To request access please complete the forms and submit to David Kekuewa once complete. **(MHA(SC)-013, IS-VPN-Form-part2, VPN Remote Access-Provider Acceptance of Terms)**
- Once access has been granted, log into your VPN and click on the hyperlink "ShareCare Reports" to access the folder.



1220 Morello Ave. Suite 101
Martinez, CA 94553



(925)335-3321



David.Kekuewa@cchealth.org



SUD Tip Sheet #5

