**SmartCare Report Request Form for Providers**

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| ***Request Date***: Click or tap to enter a date. |
|  |
| ***Requested By*** |
| Name:  | Email:  | Program Name:  |
|  |  |
| ***Request Type*** |  |
| [ ]  New Report  | [ ]  Enhancement  | [ ]  Fix |  |
| *If a New Report*, was there a Legacy Report that met the report need prior to the SmartCare transition? [ ]  Yes [ ]  No |
| * If yes, what was the name of the Report?
 |
| *If an Enhancement*, what is the name of the report requesting to be enhanced?  |
| * What is the reason for the enhancement?
 |
| *If a Fix,* briefly describe what needs to be corrected (e.g. calculation issue, missing data).  |
|  |
| ***Is this report time-sensitive?*** |
| [ ]  Yes  | [ ]  No |  |  |
| * *If yes*, specify reason:
 |
|  |
| ***Report Name*** *(start report name with “CoSD”)* |  |
| Sample: CoSD xxxxxxxxxxx xxxxxxx Report |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |
| ***Report Description/Purpose*** |
|  |
|  |
| ***Reason for Report*** *(list specific reason if “Other” is selected)* |
| [ ]  State Requirement | [ ]  County or Contractual Requirement | [ ]  Reduce Administrative Burden | [ ] Other:  |
|  |
| ***Report Filter(s)*** |
|  |

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| --- |
| ***Report Parameter(s)*** |
|  |
|  |
| ***Report Requirement(s)*** |
|  |
|  |
| ***Report Columns/Fields:*** | ***Description*** |
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| ***TO BE COMPLETED BY DATA STAFF ONLY*** |

* Is there a related report that already exists? [ ]  Yes [ ]  No
* If **yes**, complete the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Existing Report Name | Deficiencies or Limitations | Can it be Updated to Meet Request (Y/N) | Still Needed if New Report Is Created? (Y/N) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* If any existing reports can be updated to meet the request, describe how:

|  |
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|  |

* Is the report request specific to Mental Health (MH) or Substance Use (SU) only? [ ]  Yes [ ]  No
* If **yes**, should the report be developed for both systems of care (MH and SU)? [ ]  Yes [ ]  No

**Consensus**:

[ ]  Supported [ ]  Not Supported

Rationale if not supported:

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