

Instructions for Case Management and Nutrition Report

Please complete the appropriate Excel spreadsheet(s), with participant information, and submit as back up to your invoice for these services:

- Turnaround (Case Management) MMYX_XX_Turnaround
- Meals (Nutrition) - MMYX_XX_Meals

Both spreadsheets are in the same format:

Column Headers

Agency (column A)

Service Code (column B)

PrimeNumber (column C)

Last Name (column D)

First Name (column E)

Units (column F)

Authorized (column G) *

Caseworker (column H; caseworker code ONLY for Turnaround)

Month (column I)

Program (column J; to be added by ADVSD staff) *

Provider (column K; to be added by ADVSD staff) *

* Not Required

Please note:

- All the columns must be present, please DO NOT change order, rename or remove columns.
- All required fields must be complete.
- Refer to the invoice for service codes.

Questions? Please contact ads.contracts@multco.us