

## **Instructions for Case Management and Nutrition Report**

*Effective June 2017*

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

- Turnaround (Case Management - OPI, OAA, FCSP, CMA, Star-C and Alzheimer's CM) – 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 Margretta Hansen - [margretta.hansen@multco.us](mailto:margretta.hansen@multco.us)