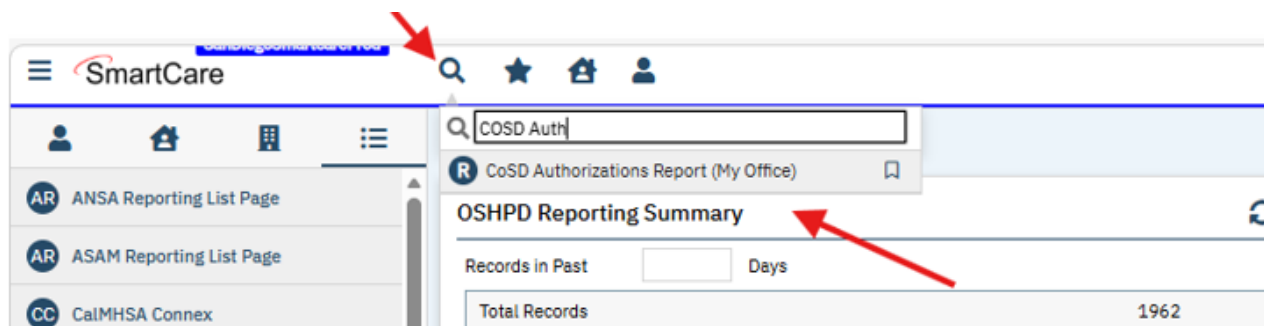


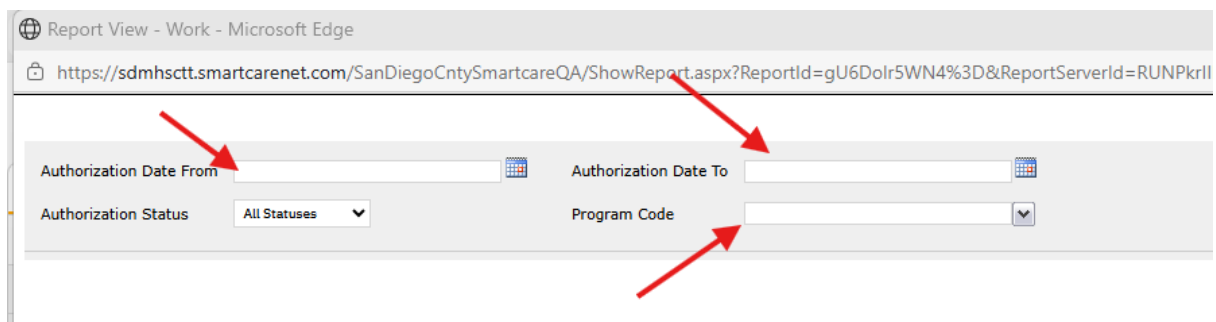
# Accessing the COSD Authorizations Report in SmartCare:

1. Select COSD Authorization Report (My Office) from search bar on Dashboard:



2. On Report Screen, enter the following data points:

- Authorization date from
- Authorization date to
- Program Code (Name)
- Leave Authorization Status as "All Statuses"



### 3. Export report to excel:

Authorization Date From: 3/1/2026      Authorization Date To: 5/5/2026  
 Authorization Status: All Statuses      Program Code: SDCC INTENSIVE DIH PROGRAM, SI

1 of 1      Find | Next

**CoSD Authorizations Report**

Auth Doc Id	Client Id	Client Name	Coverage Plan	Auth Status	Auth #	From
22202	2003L		Medi-Cal MH	Approved		03/01/2026

Export menu options: Word, Excel (highlighted with red arrow), PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, Data Feed

### 4. Excel view:

Auth Doc Id	Client Id	Client Name	Coverage Plan	Auth Code	Auth Status	Auth #	From	To	Requested	Approved	Used	Service Id	Service Status	Procedure	DOS	Clinician	Program
27519	2003XXXXX	Client One	Medi-Cal MH	Day Treatment Intensive	Approved		03/12/2025	04/10/2026	20	20	2	4768205	Complete	Day Treatment Intensive, Full Day	12/16/2025	[REDACTED]	SDCC PARTIAL HOSPITAL PROGRAM
23995	2002XXXXX	Client Two	Medi-Cal MH	Day Treatment Intensive	Approved		01/06/2026	03/30/2026	36	36	21	5008159	Complete	Day Treatment Intensive, Half Day	01/07/2026	[REDACTED]	SDCC INTENSIVE DIH PROGRAM
26765	2003XXXXX	Client Three	Medi-Cal MH	Day Treatment Intensive	Approved		02/27/2026	03/26/2026	20	20	15	5618136	Complete	Day Treatment Intensive, Full Day	03/02/2026	[REDACTED]	SDCC PARTIAL HOSPITAL PROGRAM
22635	2003XXXXX	Client Four	Medi-Cal MH	Day Treatment Intensive	Approved		12/05/2025	02/26/2026	36	36	21	4712250	Complete	Day Treatment Intensive, Half Day	12/08/2025	[REDACTED]	SDCC INTENSIVE DIH PROGRAM

### 5. Report displays and can be filtered for the following:

- Client ID
- Client Name
- Coverage Plan
- Auth Code (will be "ACT/FACT Bundle")
- Auth Status
- Dates of Auth coverage



- Requested units (days, months, etc)
- Approved units (days, months, etc)
- Units used at time of report
- Service ID
- Service Status
- Procedure (ACT/FACT Bundle or unbundled service code)
- Date of Service (DOS)
- Clinician
- Program