OSHPD

QuickStart Guide Series

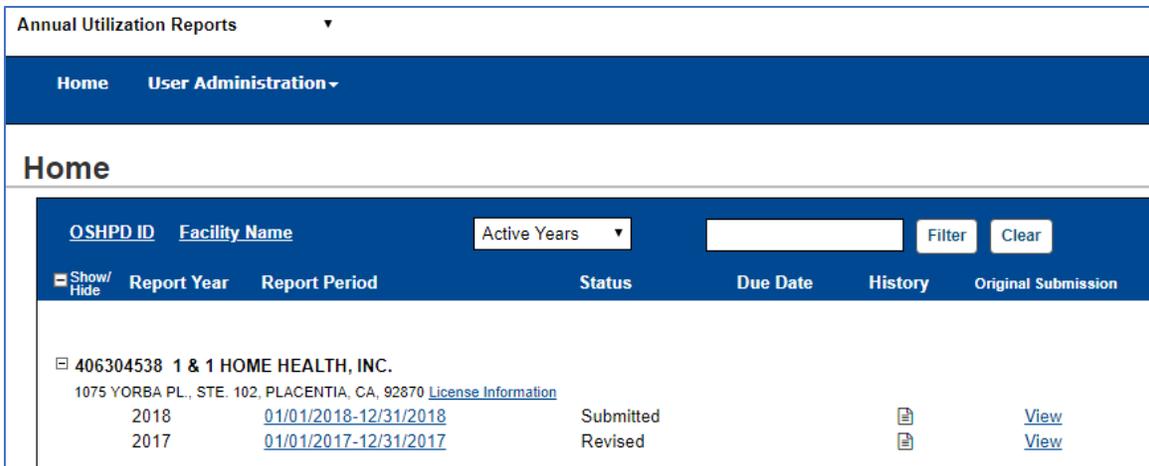## *Utilization Report*

4 Starting a New Report

Start

❶ Login to SIERA Utilization at
https://siera.oshpd.ca.gov.
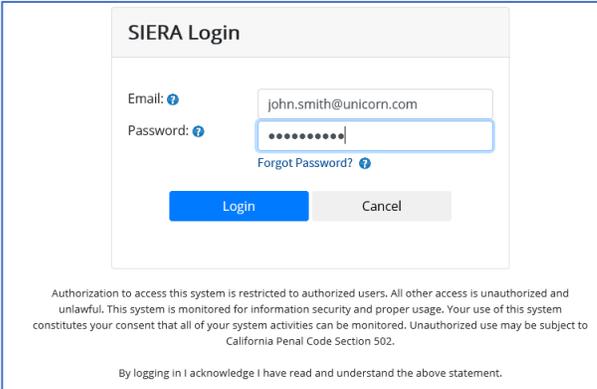
❷ On the Home page you will find all of
your reports that are due for
submission, in progress of submission, or have been submitted and can
now be revised, if necessary.

Utilization reports are displayed by report year, with the newest report on top and the oldest on the bottom. When you find the report you want to submit, then click on its report date range link.

❸ The Operational Status and Report Period page will open.

On this page you can modify:

- Operational status (yes or no)
- Service type (HHA and hospice only)
- Operational dates from and to

When ready, click the Continue button to proceed. The Utilization Submission page will open.

❹ In the Submission page you will enter information for your report. As you fill in the report details, you can stop at any time to save and validate the information.

If any errors are found, then they will display in the section below the report.

You should review all the errors, correct any errors marked as fatal, correct or explain any critical errors, and review any warning messages.

❺ You can save and validate the report as often as necessary and, when ready, you can submit the report to OSHPD by clicking the Submit button.

❻ On the next page you will be asked to certify the information in the report.

❼ After certification, your submission is complete. The report data will be reviewed by OSHPD analysts, and you may be contacted if they have any questions or concerns.

Finish

If you have any questions about how to use SIERA-Utilization, you will find help information in the Help links found at the bottom of most pages. For additional assistance, please contact the OSHPD Utilization team at utilization@oshpd.ca.gov or (916) 326-3854,