

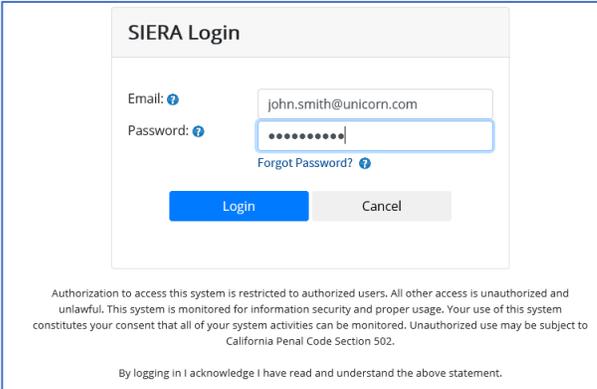
QuickStart Guide Series

Utilization Report

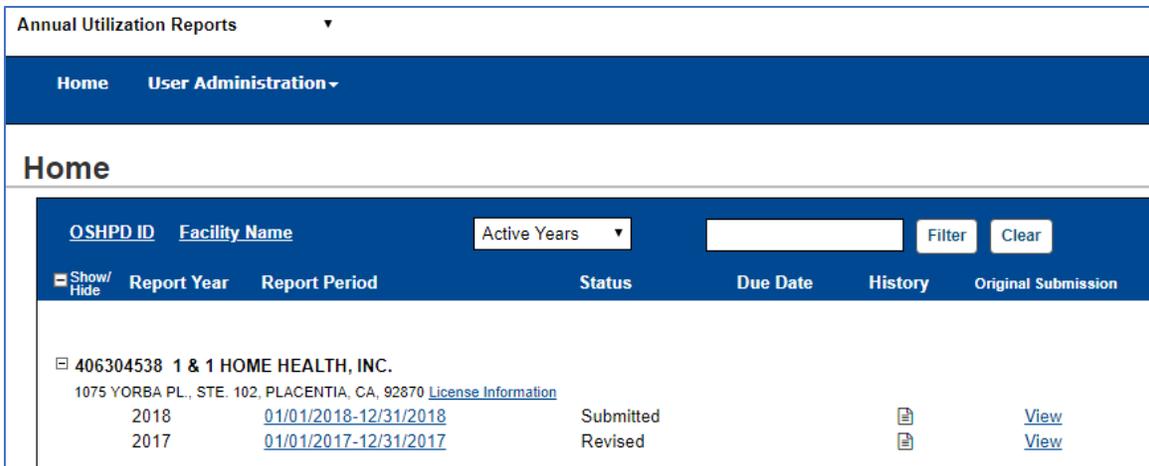
4 Starting a New Report

Start

- 1 Login to SIERA Utilization at <https://siera.oshpd.ca.gov>.



- 2 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.



OSHPD ID	Facility Name	Active Years	Report Year	Report Period	Status	Due Date	History	Original Submission
406304538	1 & 1 HOME HEALTH, INC. 1075 YORBA PL., STE. 102, PLACENTIA, CA, 92870 License Information		2018	01/01/2018-12/31/2018	Submitted			View
			2017	01/01/2017-12/31/2017	Revised			View

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.

3 The Operational Status and Report Period page will open.

On this page you can modify:

Report period, or the period of operation was not January 1 through December 31, then modify the operational s

Operational Status
 Was the facility in operation during this period? Yes No
 Service Type:

Reporting Period 01/01/18 - 12/31/18
 Operational From:
 Operational Through:
 What was the reason(s) for your facility's non-operation or non-standard report dates during the period? [?](#)

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

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

1 & 1 HOSPICE, INC.
 Report Year: 2018 Report Dates: 01/01/18 - 12/31/18 Operational Due Date: 03/15/19 Status: Delinquent Status Date: 05/08/19

Use this page to submit or view a report. To make a submission just enter and save values, validate the entries, and then click the Submit button.

Submission Entry **Submission in Progress** Page << 1 - Pg 1 - General Information >>

Line No.	Description	(1)
1	Facility DBA (Doing Business As) Name	1 & 1 HOSPICE, INC.
2	OSHPD ID	406304595
3	Street Address	201 S. ANITA DR., STE 202
4	City	ORANGE
5	ZIP Code	92868
6	Facility Phone	<input type="text"/>
7	Administrator Name	<input type="text"/>
8	Administrator Email	<input type="text"/>
9	Was this agency in operation at any time during the year?	Yes
10	Operation Open From	01/01/2018
11	Operation Open To	12/31/2018
12	Name of Parent Corporation	<input type="text"/>
13	Street Address	<input type="text"/>
14	City	<input type="text"/>
15	State	<input type="text"/>
16	ZIP Code	<input type="text"/>
17	Report Preparer Name	Mark P. Adamic (OSHPD)
18	Report Preparer Phone	9193263889
19	Report Preparer Fax	
20	Report Preparer Email	mark.adamic@oshod.ca.gov

- 4 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.

SE	SV	PG	CL	LN	MSG	VAL	PAR	EXPL	ED	CM
C	1	1	6		A phone number is required.					
C	1	1	7		The administrator's name is required.					
C	1	1	8		The administrator email is required.					

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

- 5 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.
- 6 On the next page you will be asked to certify the information in the report.
- 7 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,