



Santa Clara
Family Health Plan
The Spirit of Care

To: Skilled Nursing Facilities, Admissions Department
From: Jana Castillo, Manager, Utilization Management
Date: May 18, 2018
Subject: **Bed Availability – Weekly Reporting**

Dear Skilled Nursing Facilities:

Beginning June 2017 Santa Clara Family Health Plan (SCFHP) Utilization Management (UM) Department requires a **Weekly Bed Availability Report** from each Skilled Nursing Facility (SNF) within our contracted network.

This information is essential for us to better assist our providers with timely placement of Medi-Cal and Cal MediConnect members requiring skilled services.

Every Monday before 12:00 pm, please provide a report to SCFHP’s UM Department which includes the following information:

Facility Name _____

Current open beds

Long-term care patients:

Male____ Female____

Skilled level of care:

Male____ Female____

Anticipated openings this week

Long-term care patients:

Male____ Female____

Skilled level of care:

Male____ Female____

Submitted by (Name)

Contact information

Please send your weekly report to SCFHP UM department via secure email to UMhelpdesk@scfhp.com or by fax to **408-874-1957** (note this is a new fax number). Reports are required even if beds are currently unavailable. We welcome more regular updates if bed availability changes during the week.

If you have any questions regarding this information, contact Jana Castillo, SCFHP UM Manager at (408) 874-1806. Thank you!