



Santa Clara
 Family Health Plan
The Spirit of Care

To: Skilled Nursing Facilities, Admissions Department
From: Jana Castillo, Manager of Utilization Management
Date: December 07, 2017
Subject: **Bed Availability – Weekly Reporting**

Dear Skilled Nursing Facilities:

As of 6/7/17, Santa Clara Family Health Plan (SCFHP) Utilization Management (UM) Department requires a **Weekly Bed Availability Report** from each Skilled Nursing Facility (SNF) in our network.

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

Every Monday before noon, please provide a report which includes the following information:

Bed Availability for Facility name _____

Long-term care patients: Male____ Female____

Skilled level of care: Male____ Female____

Anticipated # of openings this week: Female____ Male____

Submitted by: _____

Send your weekly report to Jana Castillo, Manager of UM, at jcastillo@scfhp.com or by fax to (408) 874-1463. Send your report even if beds are not currently available. We welcome more regular updates if bed availability changes during the week.

If you have questions, call Jana at (408) 874-1806.