

# PSP to ShareCare Conversion Details

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June 19, 2018

To all PSP users,

This email is to notify you of the upcoming PSP data conversion to ShareCare in preparation for the July 1st ShareCare Go Live. The conversion will start promptly at 8:00 PM on Wednesday June 20th. Here is what that means to everyone using PSP.

- I. There will be no downtime in PSP and current activity will not be affected until July 1.
- II. Any new clients/consumers entered into PSP after 8:00 PM on June 20th will be added to ShareCare as pre-consumers via an interface. These patients will need to be converted to a Consumer record if they are still open on July 1.
- III. Any new episode openings entered into PSP after 8:00 PM on June 20th and the episode is still open on July 1, will need to be manually entered as Admissions into ShareCare after July 1.
- IV. Any new client data (including but not limited to demographic, guarantor, payor, diagnosis info) entered entered into PSP after 8:00 PM on June 20th and the episode is still open on July 1, will need to be manually entered into ShareCare.
- V. Any episode closings entered into PSP after 8:00 PM on June 20th, will need to be manually entered as Discharges into ShareCare after July 1.
- VI. Any new service authorizations or authorization extensions entered into PSP after 8:00 PM on June 20th and the episode is still open on July 1, will need to be manually entered into ShareCare after July 1.
- VII. As a reminder, all services **that occur prior to 7/1/18** should continue to be entered/updated in PSP, even after July 1. **Only those services that occur on July 1 or later should be entered into ShareCare only.**

Thank you for your cooperation. We are looking forward to bringing ShareCare live on July 1! Please let us know if you have any questions.