

## Progress Note Aging Report

In Avatar LIVE browse for report: Avatar PM/Reports/ Progress Note Aging Report.

The “Progress Note Aging Report” report displays the date of a service, scheduling calendar date (if any), date of entry, draft/final status of progress notes, note age, and the average note age by provider. The report can be filtered by provider or supervisor in a period of time defined by ‘Start Date’ and ‘End Date’ parameters.

The screenshot shows the 'Progress Note Aging Report' interface. The title bar at the top reads 'Progress Note Aging Report'. On the left sidebar, there is a green button labeled 'Progress Note Aging Re...' and a dark blue button labeled 'Process'. Below these are several icons: a blue star, a grey square, a grey square with a white circle, a red square with a white 'X', a grey square with a white circle, and a grey star. The main content area contains the following filters:

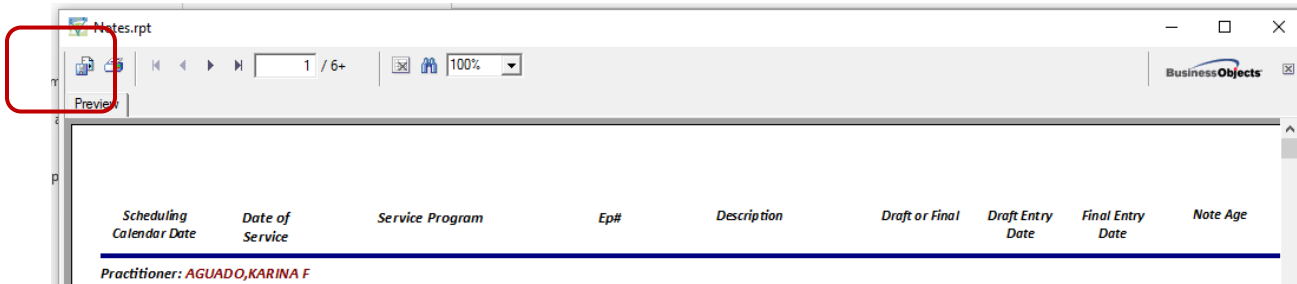
- Begin Date:** A date selection field with a calendar icon, and buttons for 'T' (Today) and 'Y' (Yesterday).
- End Date:** A date selection field with a calendar icon, and buttons for 'T' (Today) and 'Y' (Yesterday).
- Service Programs:** A list of checkboxes for various service programs:
  - 7th Avenue Center-MHRC
  - CA - California Psych Transitions-MHRC
  - Charis - Child Outpatient
  - Chateau Guest Home - Board and Care
  - CLIENT REGISTRATION AND FINANCIAL
  - County - ADP AB109 SEQ
  - County - ADP AB109
  - County - ADP CalWORKs SEQ
  - County - ADP CalWORKs
- Supervisor:** A text input field with a search icon.
- Practitioner:** A text input field with a search icon.

Parameters:

- Begin Date –the first day of the period, required;
- End Date – the last day of the period , required;
- Service Programs the list of service programs, required;
- Practitioner – optional;
- Supervisor – optional.

Scheduling Calendar Date	Date of Service	Service Program	Ep#	Description	Draft or Final	Draft Entry Date	Final Entry Date	Note Age
<b>Practitioner: AGUADO, KARINA F</b>								
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	58	SC Group Progress Note	Final		11/09/2016	7
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	58	SC Group Progress Note	Final		11/11/2016	9
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	29	SC Group Progress Note	Final		11/09/2016	7
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	11	SC Group Progress Note	Final		11/11/2016	9
<i>Client ID:</i>								
11/04/2016	11/04/2016	Vol Ctr - Mariposa-Adult Outpatient	88	SC Group Progress Note	Draft	11/14/2016		10
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	36	SC Group Progress Note	Final		11/09/2016	7
11/04/2016	11/04/2016	Vol Ctr - Mariposa-Adult Outpatient	36	SC Group Progress Note	Draft	11/16/2016		12
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	10	SC Group Progress Note	Final		11/09/2016	7
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	18	SC Group Progress Note	Final		11/09/2016	7
<i>Client ID:</i>								
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	59	SC Group Progress Note	Final		11/09/2016	7
11/02/2016	11/02/2016	Vol Ctr - Mariposa-Adult Outpatient	59	SC Group Progress Note	Final		11/11/2016	9
							<b>Average Note Age:</b>	<b>8.27</b>
<b>Practitioner: AGUILAR, MARTHA</b>								
<i>Client ID:</i>								

For exporting the report to Excel, click on the report's top left corner:



Select "Microsoft Excel" in the "Format:" drop down menu, and click "OK"