How to run the Service Activity Report

Overview:

The 'Service Activity Report' displays service (Medi-Cal and/or Non Medi-Cal) information for all clients in the system between two dates. The report can be filtered by Provider, RRG and Programs.

(Note: Keep in mind that this report take a while to run so keeping your date spans shorter will help in getting your report faster.)

Step 1. You can look up the report by typing "Service Activity Report" in the Search Forms. You can also 'Browse Forms' by selecting Avatar PM | Reports | Service Activity Reports



Step 2. Enter the required and optional fields:

- Begin Date required
 Provider optional
 Programs optional
- End Date required
 RRG optional

Begin Date 04/01/2016 ▼ End Date 04/30/2016 ▼	Provider	2
RRG	Programs	
ADP Case Management ADP Contract Adult Longterm Res ADP Contract Adult Perinatal Res ADP Contract Adult Residential - Detox ADP Contract Adult Short Term Res ADP Contract Intensive OP Matrix ADP Contract Methadone ADP Contract Non Peri-Intensive OP ADP Contract Outpatient ADD Contract Derinatal Intensive OD	 Janus - Clinic South-Peri Methadone SEQ Janus - Clinic South-Peri Methadone Janus - Clinic-Perinatal Methadone SEQ Janus - Clinic-Perinatal Methadone Janus - Comm Clinic-Methadone SEQ Janus - Comm Clinic-Methadone Janus - Community Clinic South-Methadone SEQ Janus - Community Clinic South-Methadone Janus - Courtesy Dosing SEQ Janus - Courtesy Dosing 	

Step 3. Select 'Process' button in upper left corner.

Looking at the Service Activity Report

This is an example of the summary part of the 'Service Active Report':

Service Activity Report

Begin Date: 04/01/2016 End Date 04/30/2016

	Unique Clients	Units	MediCal Units	Medi-Cal%	Cost
April					
ADP Contract Methadone					
Janus - Comm Clinic-Methadone	13	249	246	98.80%	\$ 3,218.47
Janus - Comm Clinic-Methadone SEQ	424	15,569	13,345	85.72%	\$ 186,809.26
Janus - Community Clinic South-Methadone	4	22	10	45.45%	\$ 292.63
Janus - Community Clinic South-Methadone	160	5,515	4,895	88.76%	\$ 65,314.60
Total :ADP Contract Methadone	598	21355	18496	88.76%	\$ 255634.96
April	598	21,355	18,496.00	86.61%	\$ 255,634.96

Click on the <u>blue link(s)</u> to see the detail information for that summary category. The tab 'Detail' will appear on the top left corner on the screen. It is possible to open more than one link at a time. If you need to go back to the summary part of the report just select the 'Preview' tab.

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	atient# Patient Name	Ep.#	Date	Service	Name	Units	Cost	MC	Provider
J	nus - Comm Clinic-Methadon e EQ	1							
	ELL,RIKKI L								
1	4	. 6	04/26/2016	A424	INDIVIDUAL COUNSELING NTP	9	\$ 120.51	Y	BELL RIKKI L
31	w		04/08/2018	A434	INDIVIDUAL COUNSELING NTP	9	8 120.51	γ	BELL RICCL
1	н	24	04/13/2010	A434	INDIVIDUAL COUNSELING NTP	e	\$ 80.34	Y	BELL,RIKKIL
1	0	. 8	04/14/2016	A434	INDIVIDUAL COUNSELING NTP		\$ 80.34	Y	BELLRIKOL
4	8		04/28/2016	A434	INDIVIDUAL COUNSELING NTP	6	\$ 80.34	Y	BELL,RIKKI L
1		9	04/05/2016	A434	INDIVIDUAL COUNSELING NTP	0	\$ 80.34	Y	BELL, RIKKI L

Note: MC = Medi-Cal (Y/N)

You can flip through the pages by clicking on the side arrows and change the size of magnification with drop down arrow.



Provider: All

06/10/2016

Click on top right corner (sutines objects) on the screen to close the 'Detail' section.



If you need to export the report to Excel, click on the top left corner (Preview Detal), pick 'Microsoft Excel' in the 'Format' list, and click 'Ok'



When finished, click on the top right X (________) to close the report.

You can run another report or close the form altogether.

