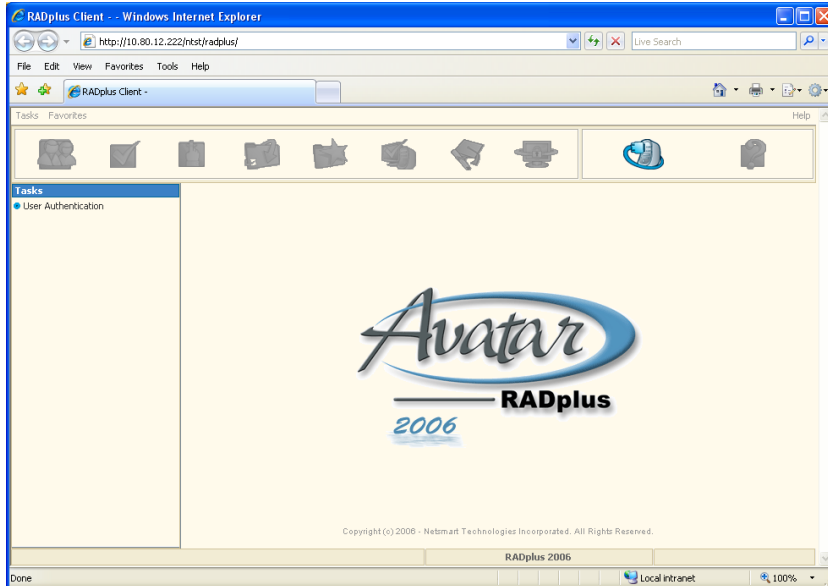


Dept of Public Health – PHP - Fiscal
How to Pull out Actual Units Delivered from Avatar System
FY 10-11

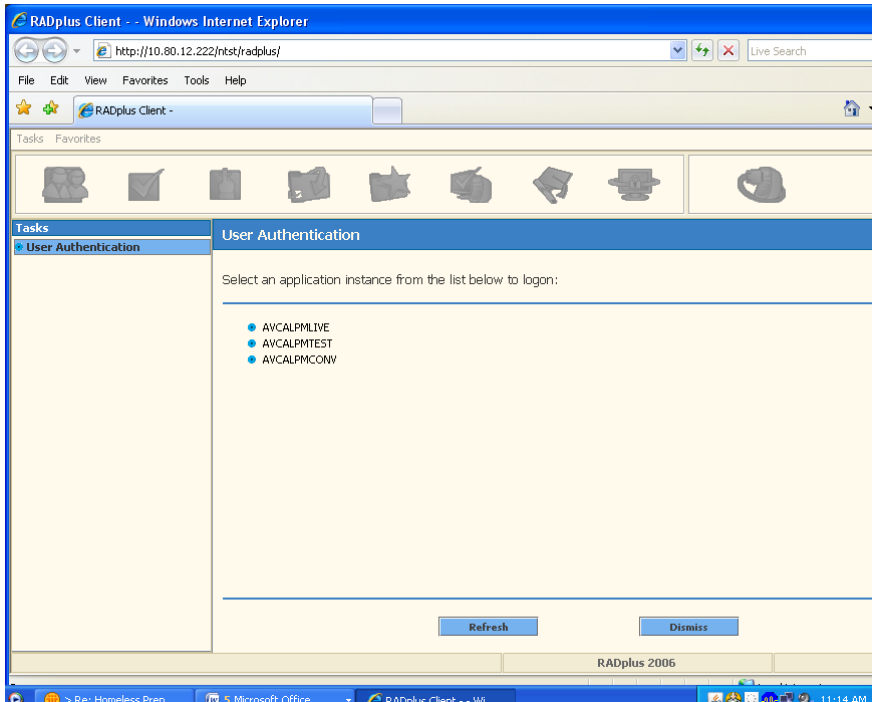
1) Open the Avatar RadPLUS Program



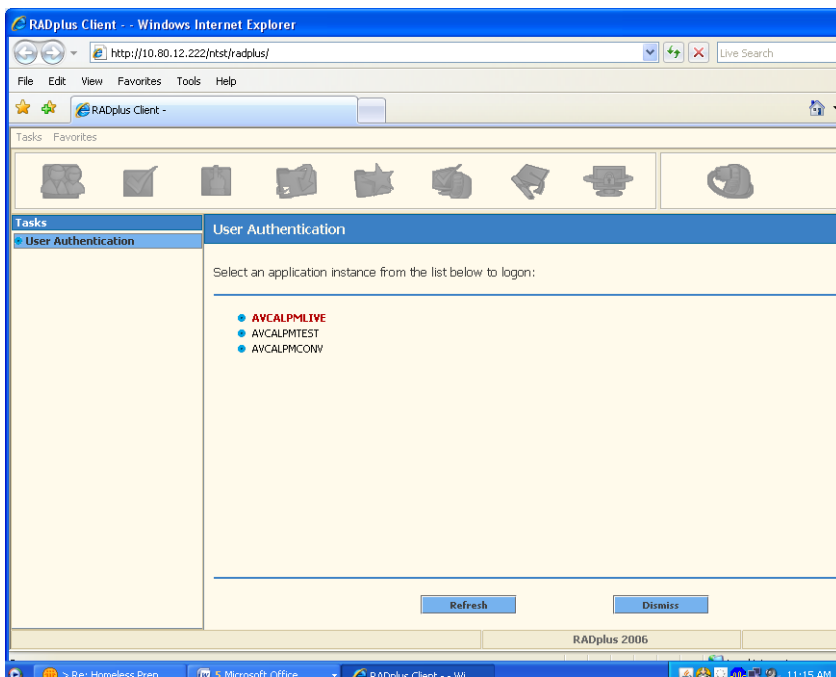
2) Click on the User Authentication (highlighted in red)



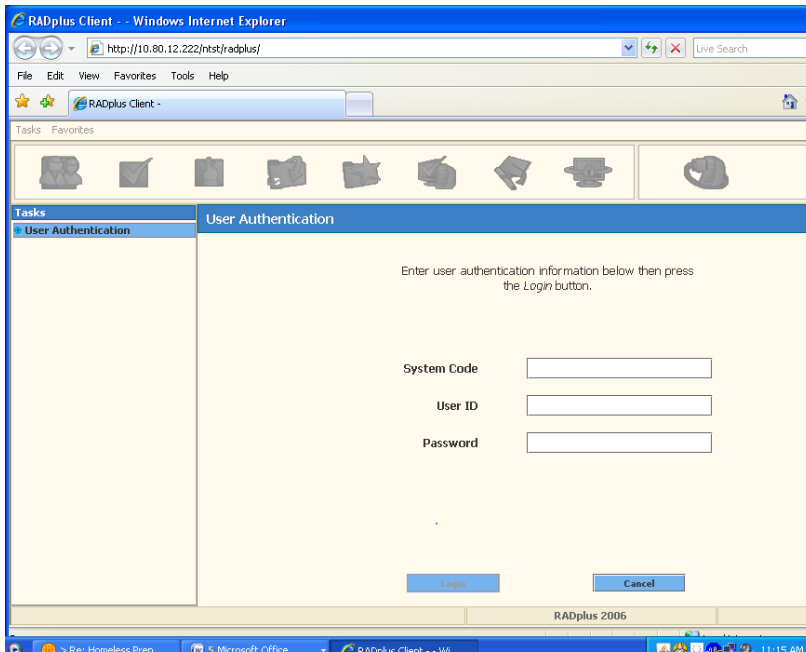
3) The window below will appear



4) Select AVCALPMLIVE



5) LOG-ON BOX will appear



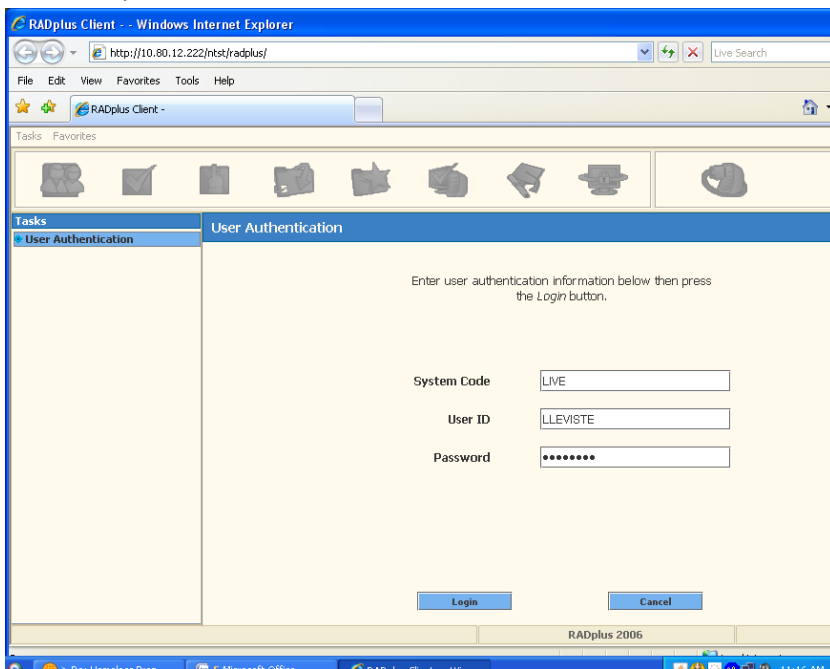
6) Type the System Code (all in Capital Letters): LIVE

Type the User ID (Must be set-up with the CBHS IT; All in CAPITAL LETTERS: XXXXXXXX)

Type the Password: imCRZY4u (Sample only)

(Must be set-up with CBHS IT: a mix of small, Capital Letters and Numeric)

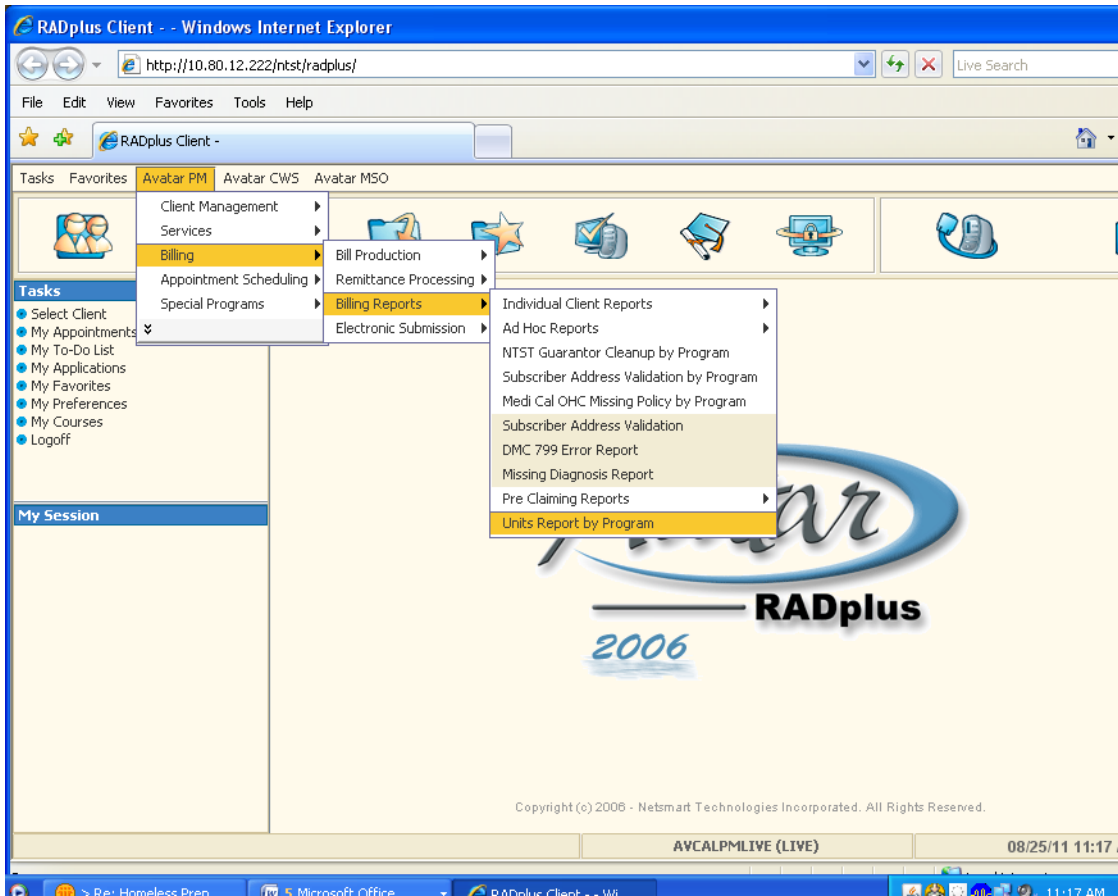
See Sample Below



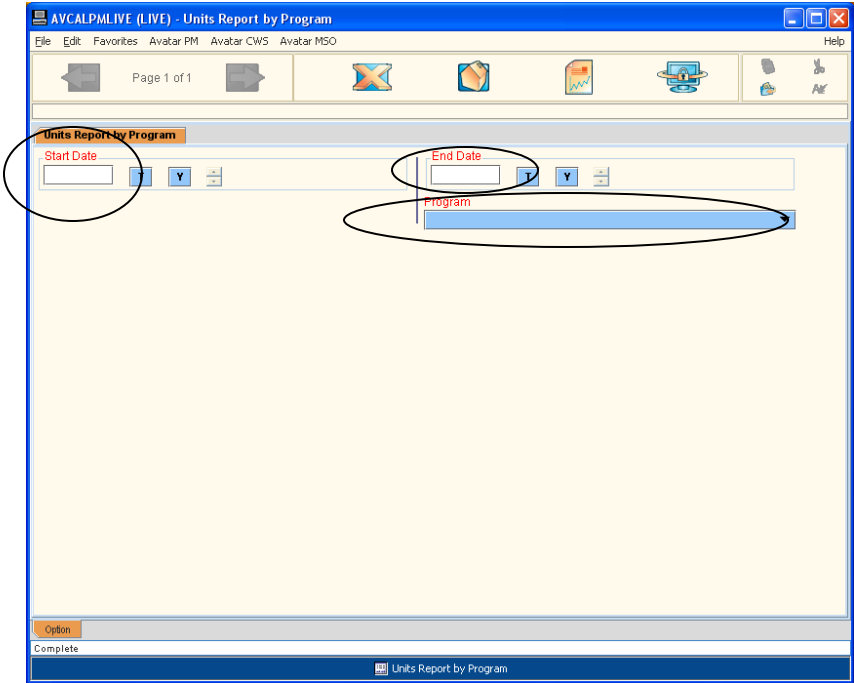
7) Avatar Online Screen will show:



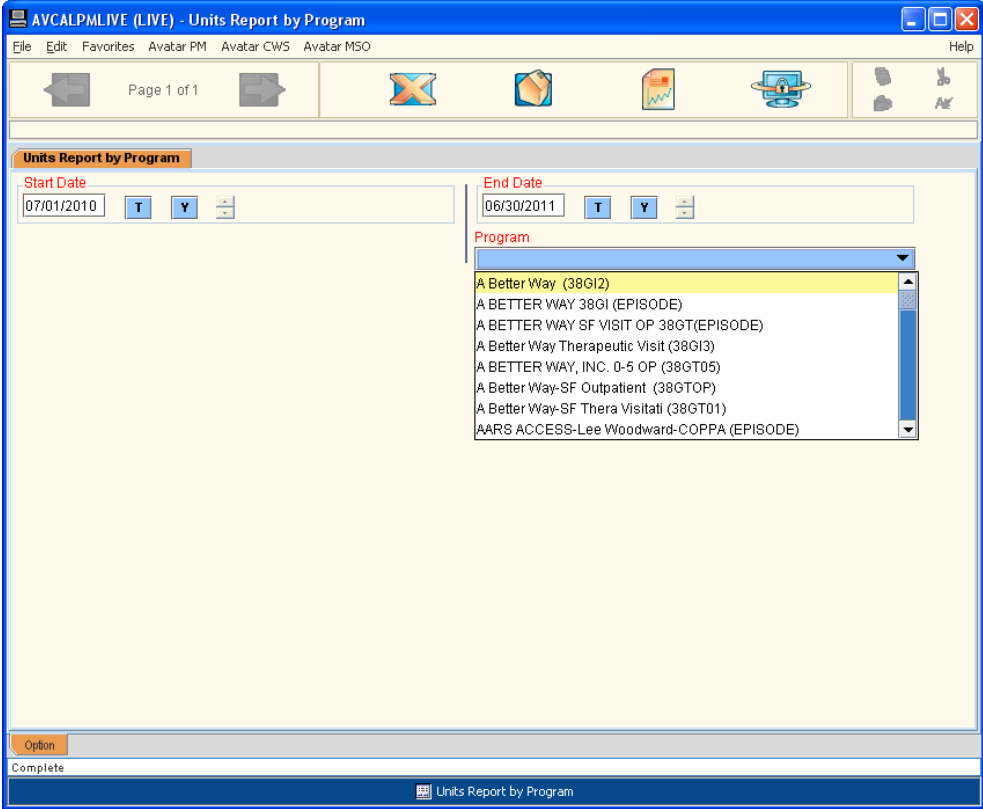
8) Select Avatar PM, Follow the highlighted selection from the Pop-up window



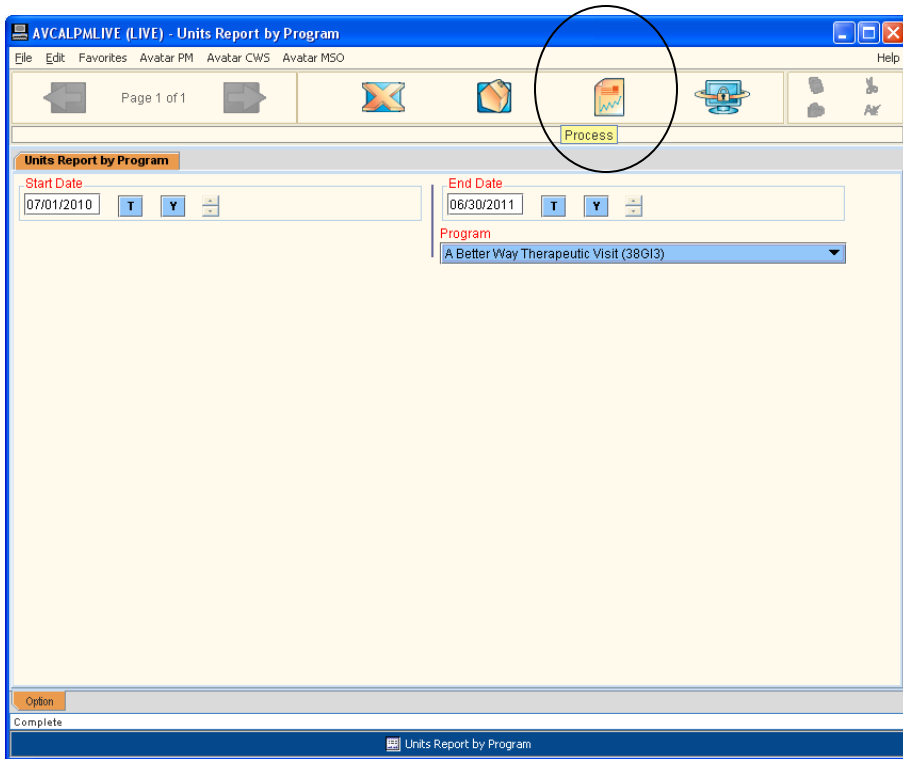
9) Unit Reports by Program will appear. Double click on the Start and End Date for the desired period of time: Select the Avatar Program Code from the drop down window.



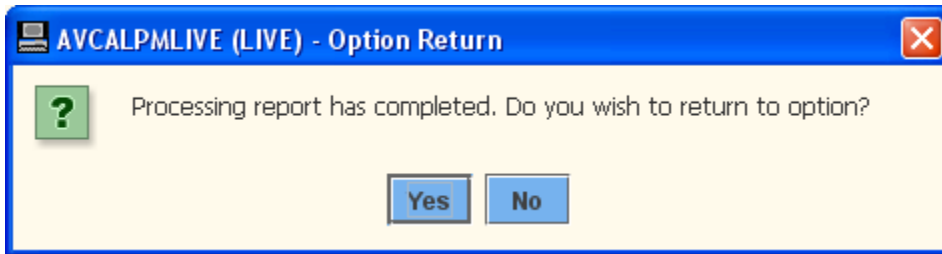
10) Sample of completed 'Unit Reports by Program'



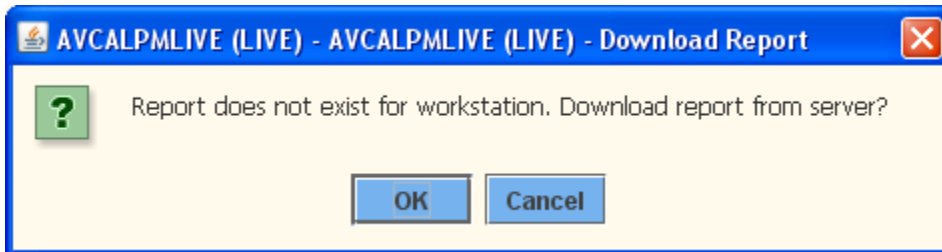
11) Hit the Process Button. Wait until the Hourglass disappear



12) Hit the 'YES' Button



13) Hit the 'OK' Button



14) VOILA! The report is done. (Please disregard the Adobe Updater notice on the corner)

Service and Unit Data by Mode and Service Function Print Date 08/25/2011

Program A Better Way Therapeutic Visit (38G13)
Services From 07/01/2010 Through 06/30/2011

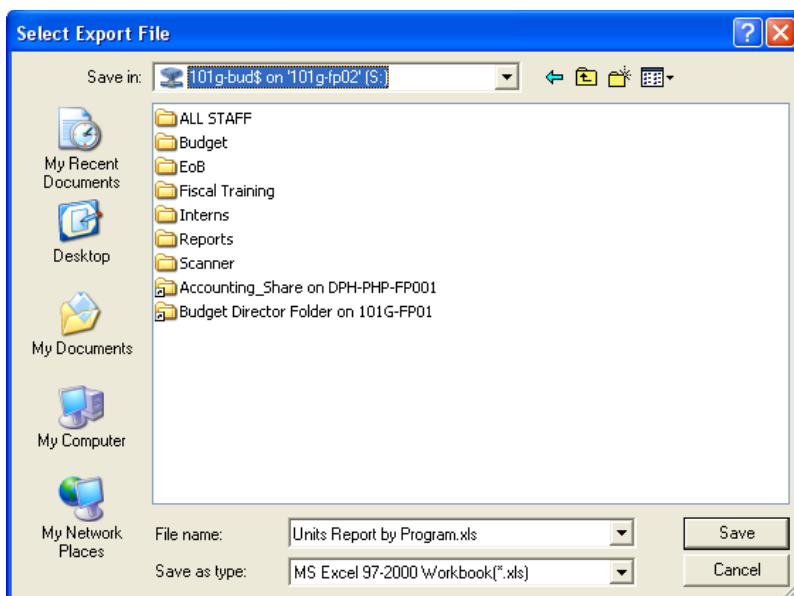
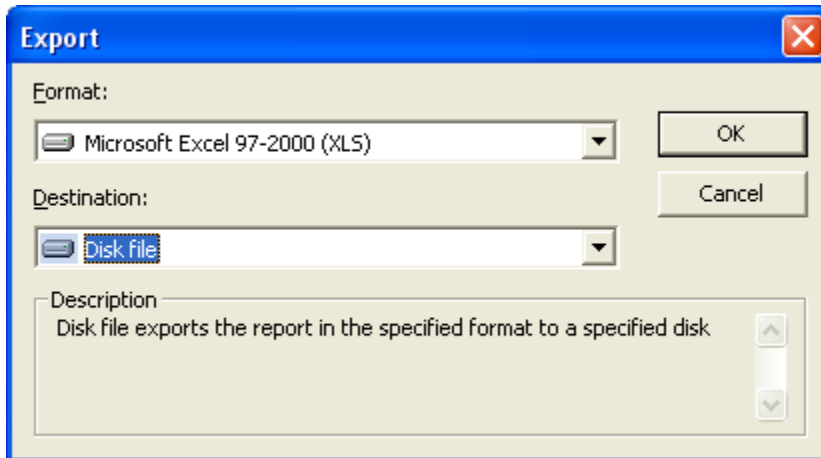
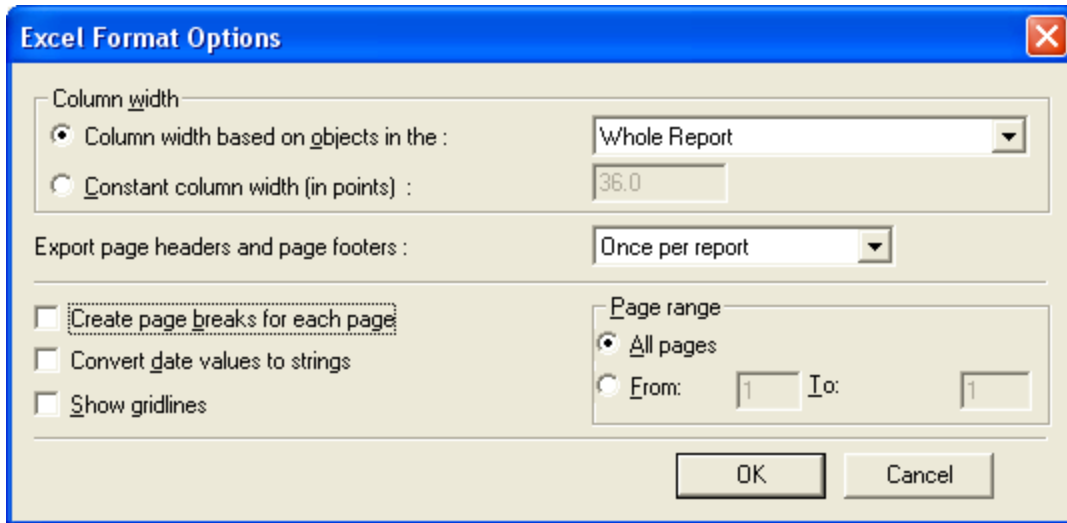
Month/Year	Mode	Service Function	Financial Class	Total Units
July 2010	Outpatient Services (Mode 15)	10A	Mode 15 Mental Health Services - Collate	
			Medi-Cal	1,031
		Service Function Total 10A Mode 15 Mental Health Services - Collate		1,031
		Mode of Service Total Outpatient Services (Mode 15)		3,107
July 2010	Outpatient Services (Mode 15)	30-57	Mode 15 Mental Health Services (MHS)	
			Medi-Cal	2,076
		Service Function Total 30-57 Mode 15 Mental Health Services (MHS)		2,076
		Total July 2010		3,107
August 2010	Outpatient Services (Mode 15)	01	Mode 15 Case Mgmt/Brokerage	
			Medi-Cal	53
		Service Function Total 01 Mode 15 Case Mgmt/Brokerage		53
		August 2010	Outpatient Services (Mode 15)	10A
	Medi-Cal			492
Service Function Total 10A Mode 15 Mental Health Services - Collate				492
August 2010	Outpatient Services (Mode 15)			30-57
			Medi-Cal	2,649
		Service Function Total 30-57 Mode 15 Mental Health Services (MHS)		2,649
		Total August 2010		2,649

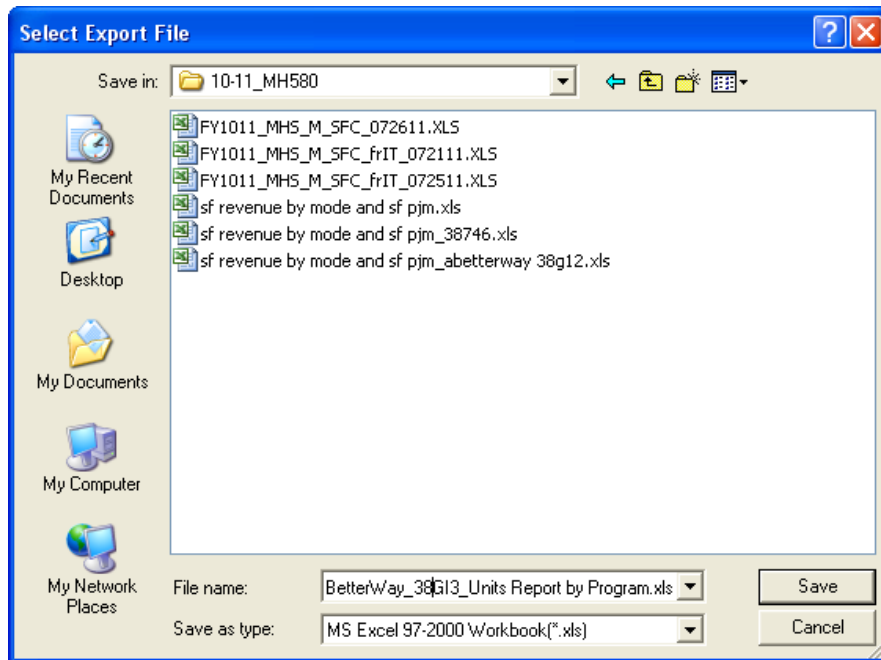
15) Export the report into Excel or PDF . Follow the Pop-up windows:

Service and Unit Data by Mode and Service Function Print Date 08/25/2011

Program A Better Way Therapeutic Visit (38G13)
Services From 07/01/2010 Through 06/30/2011

Month/Year	Mode	Service Function	Financial Class	Total Units
July 2010	Outpatient Services (Mode 15)	10A	Mode 15 Mental Health Services - Collate	
			Medi-Cal	1,031
		Service Function Total 10A Mode 15 Mental Health Services - Collate		1,031
		Mode of Service Total Outpatient Services (Mode 15)		3,107
July 2010	Outpatient Services (Mode 15)	30-57	Mode 15 Mental Health Services (MHS)	
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		Service Function Total 30-57 Mode 15 Mental Health Services (MHS)		2,076
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		Service Function Total 01 Mode 15 Case Mgmt/Brokerage		53
		August 2010	Outpatient Services (Mode 15)	10A
	Medi-Cal			492
Service Function Total 10A Mode 15 Mental Health Services - Collate				492
August 2010	Outpatient Services (Mode 15)			30-57
			Medi-Cal	2,649
		Service Function Total 30-57 Mode 15 Mental Health Services (MHS)		2,649
		Total August 2010		2,649





Naming convention must be: LName_Avatar ProgramCode_FYXX-XX_Unit Report by Prog.xls

GOOD LUCK!!