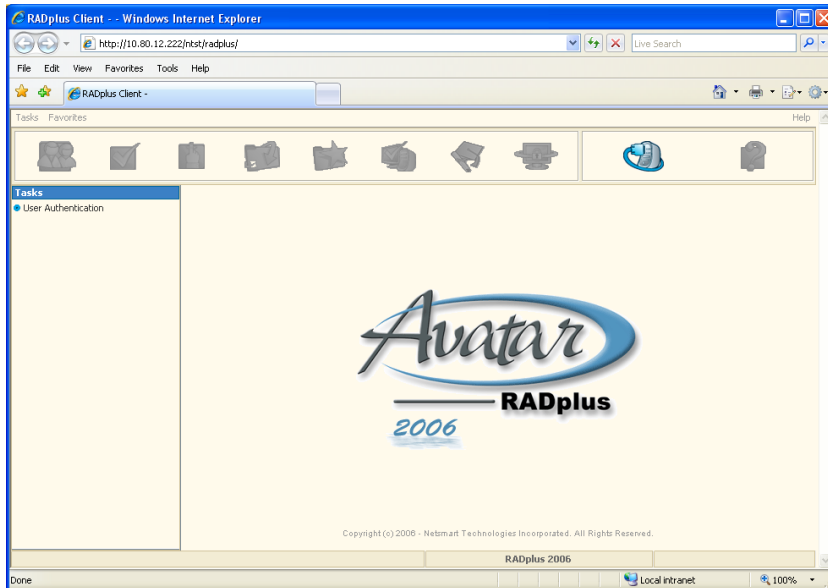


Dept of Public Health – PHP - Fiscal  
How to Pull out Actual Units Delivered from Avatar System  
FY 10-11

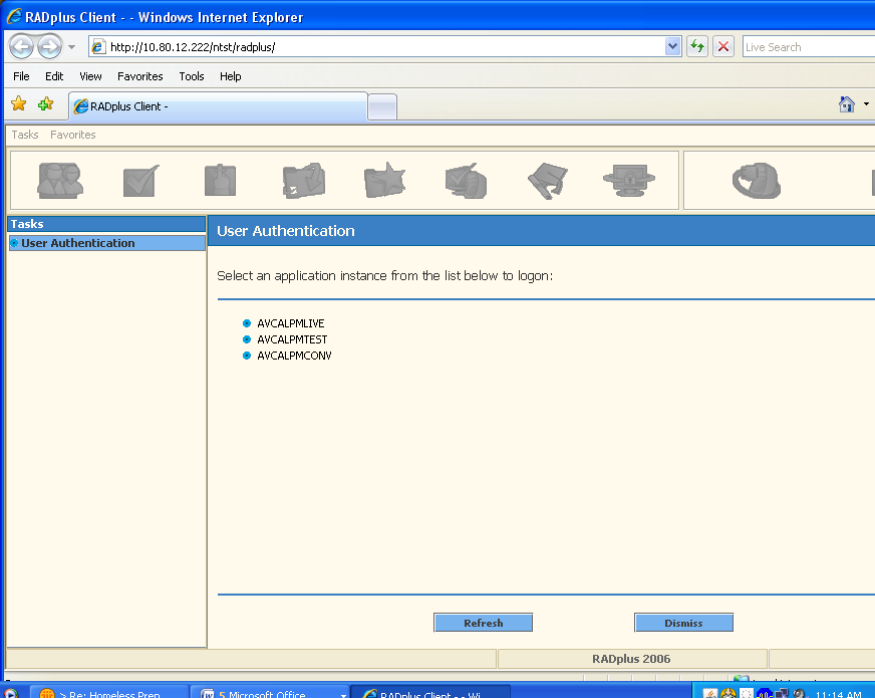
1) Open the Avatar RadPLUS Program



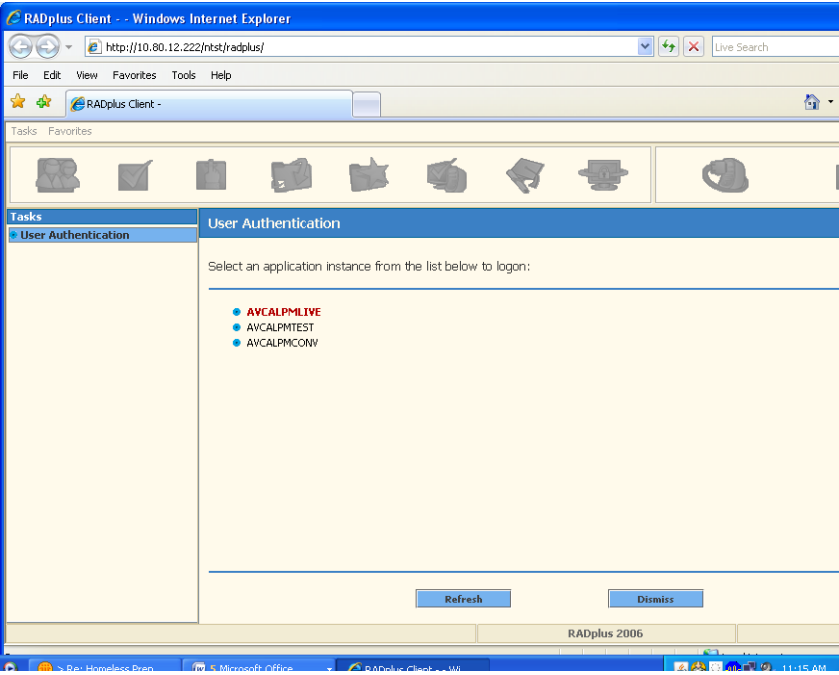
2) Click on the User Authentication (highlighted in red)



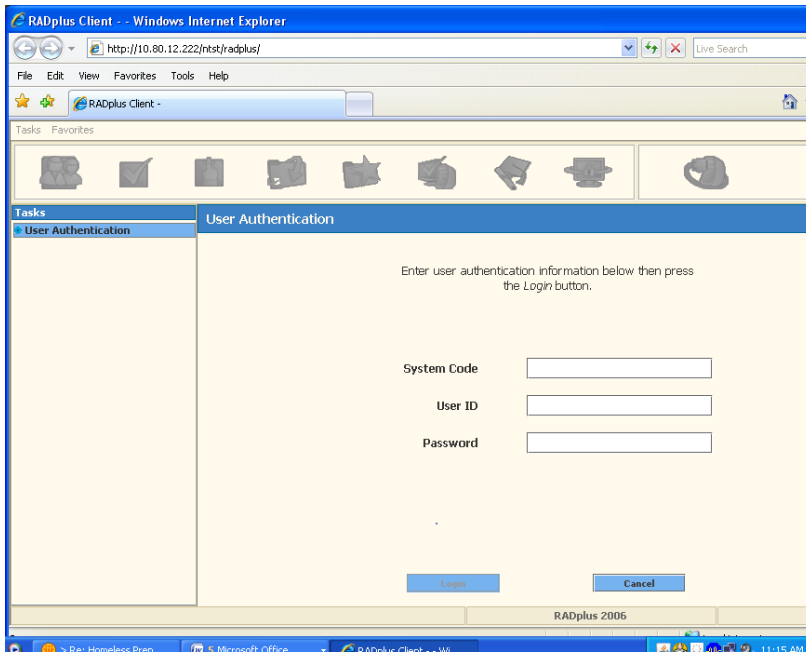
3) The window below will appear



4) Select AVCALPMLIVE



5) LOG-ON BOX will appear



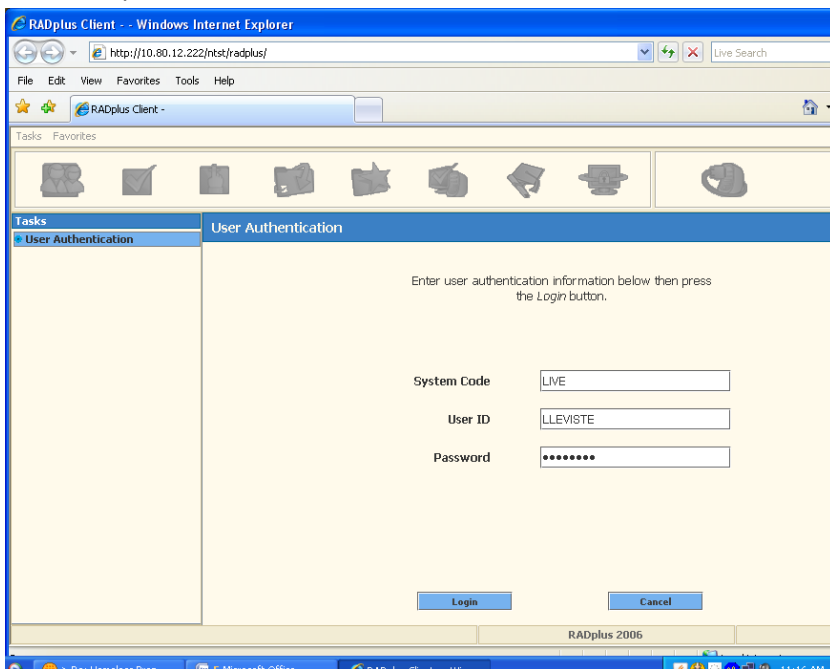
6) Type the System Code (all in Capital Letters): LIVE

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)

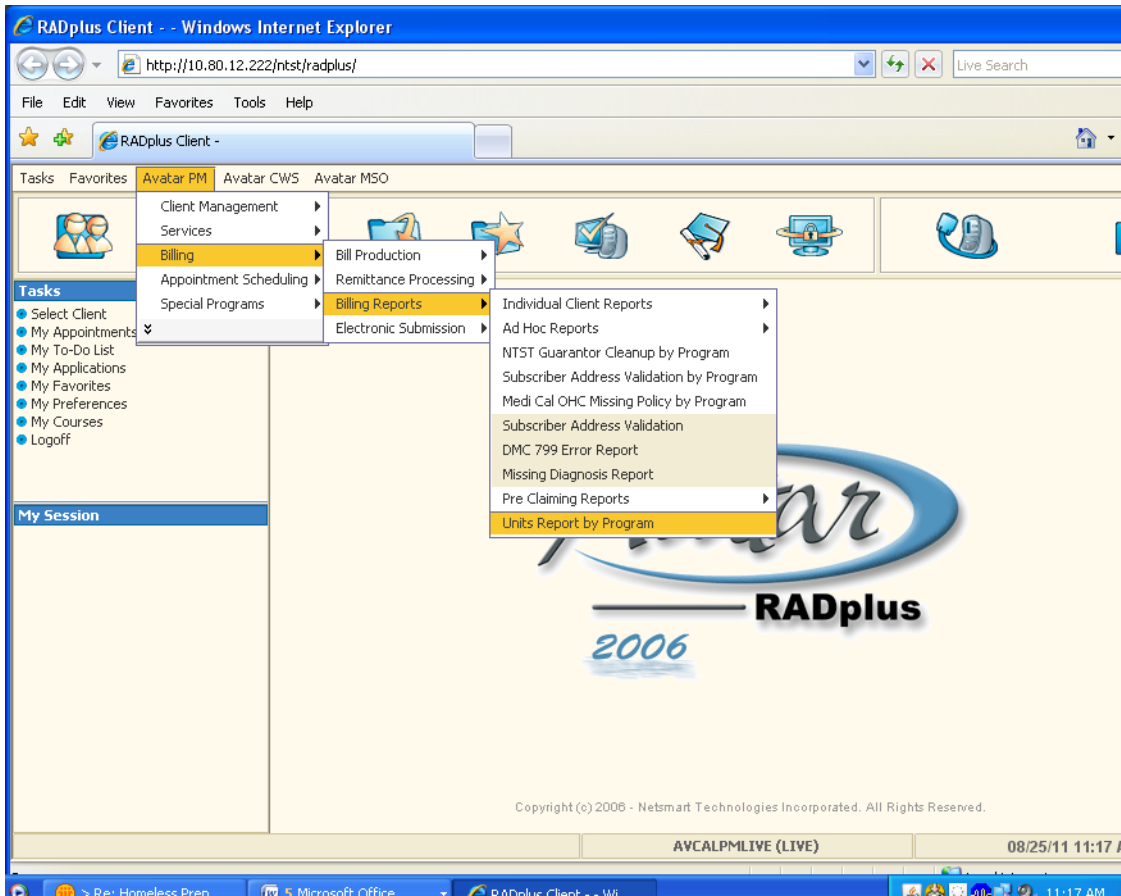
See Sample Below



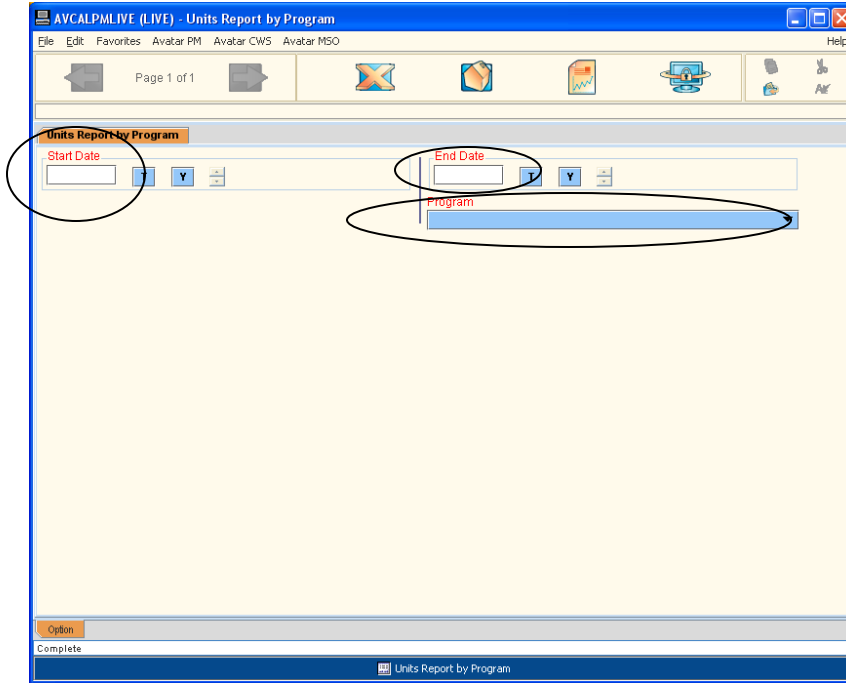
7) Avatar Online Screen will show:



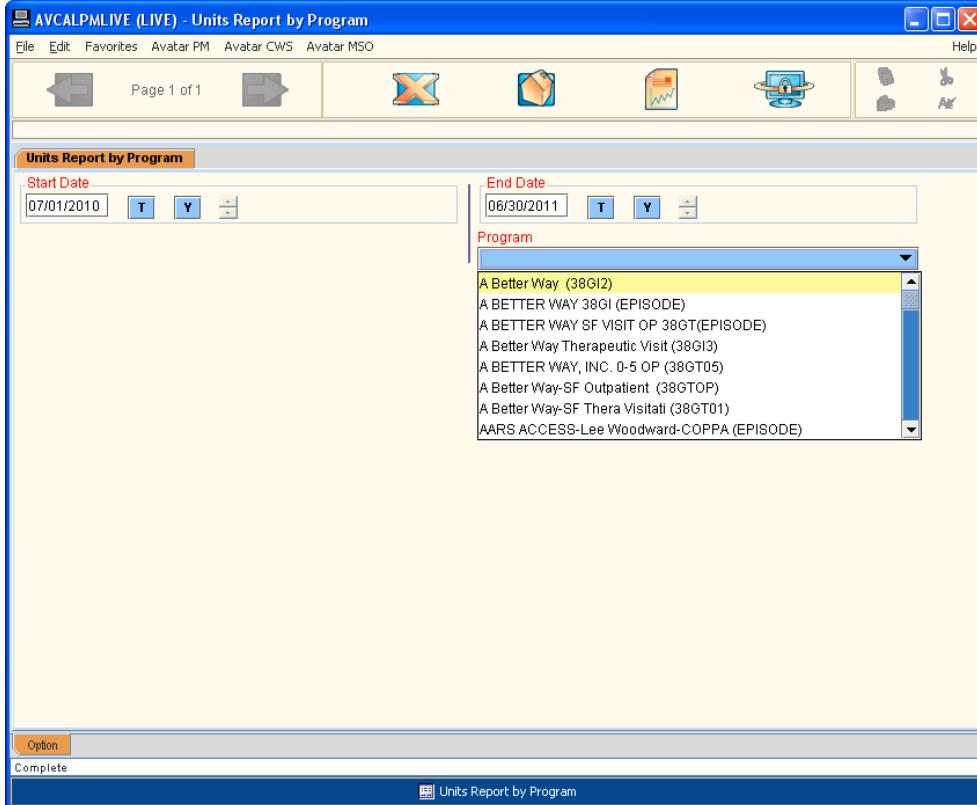
8) Select Avatar PM, Follow the highlighted selection from the Pop-up window



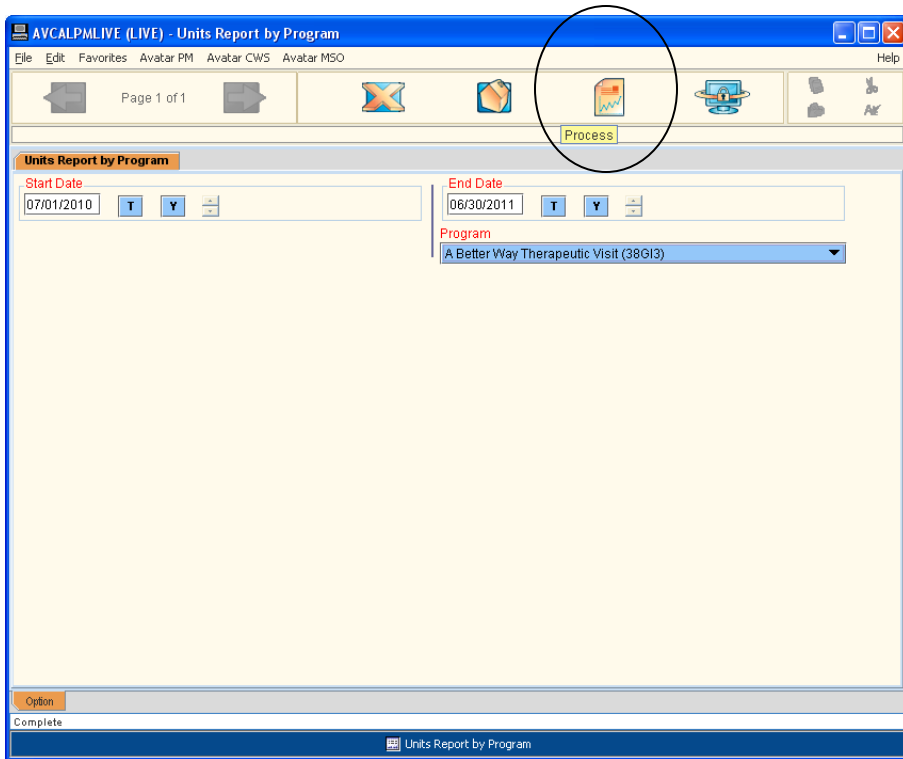
- 9) Unit Reports by Program will appear. Double click on the Start and End Date for the desired period of time: Select the Avatar Program Code from the drop down window.



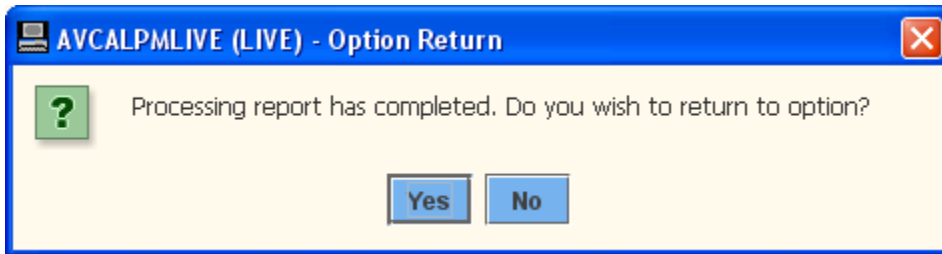
- 10) Sample of completed 'Unit Reports by Program'



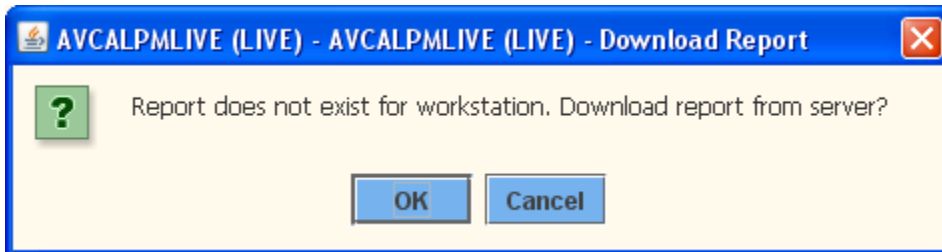
11) Hit the Process Button. Wait until the Hourglass disappear



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

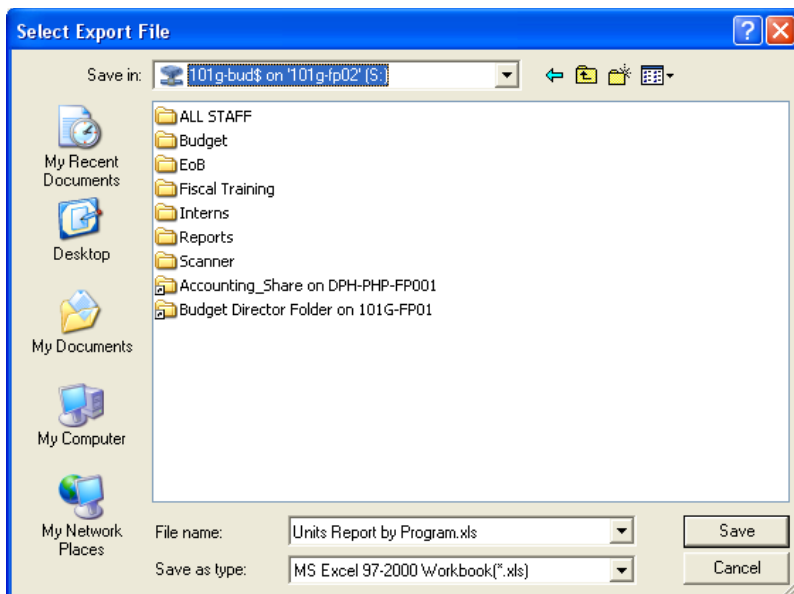
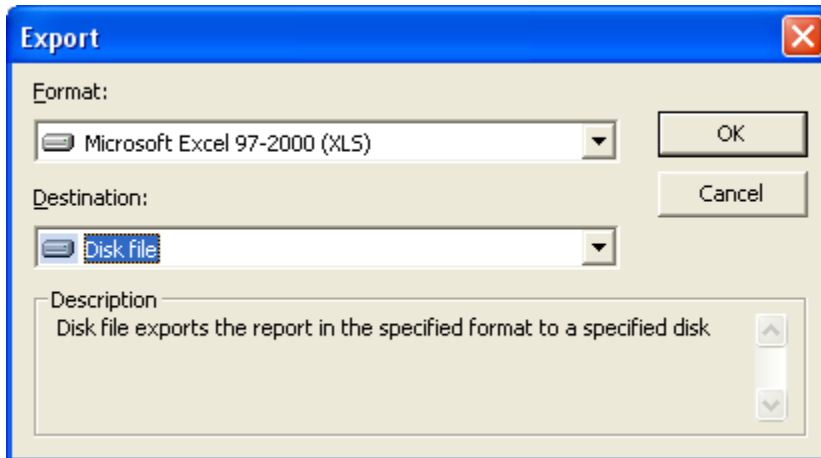
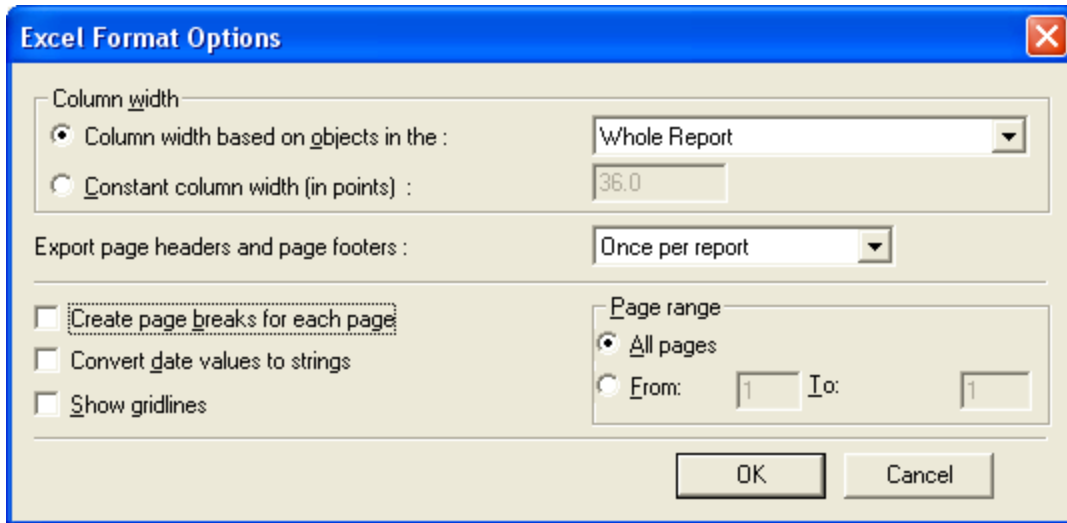
15) Export the report into Excel or PDF . Follow the Pop-up windows:

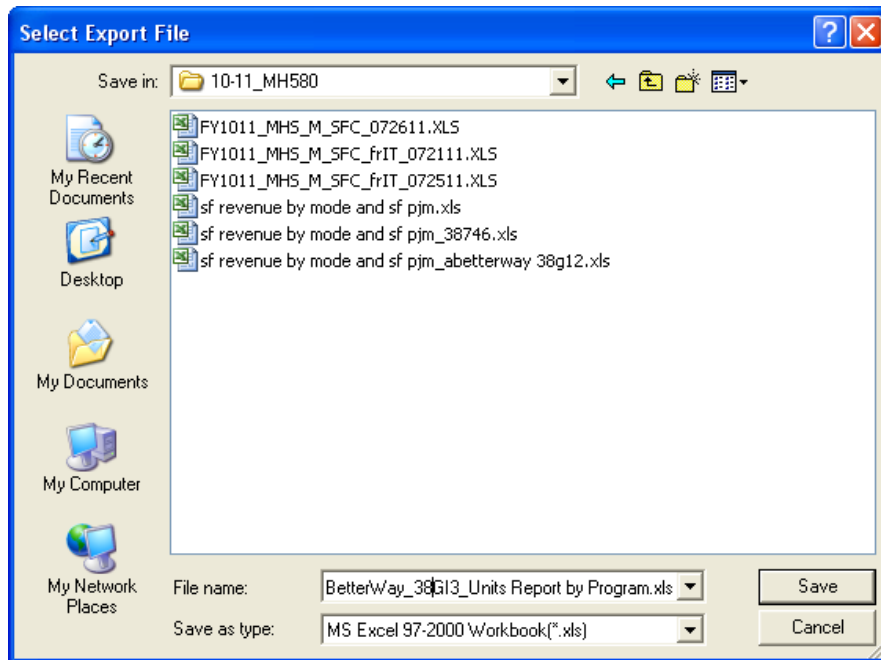
**Export Report**

**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	
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	<b>Mode of Service Total</b> Outpatient Services (Mode 15)			3,107	
	<b>Total</b> July 2010			3,107	
	August 2010	Outpatient Services (Mode 15)	01 Mode 15 Case Mgmt/Brokerage	Medi-Cal	53
			<b>Service Function Total</b> 01 Mode 15 Case Mgmt/Brokerage		
		10A Mode 15 Mental Health Services - Collate	Medi-Cal	492	
			<b>Service Function Total</b> 10A Mode 15 Mental Health Services - Collate		
30-57 Mode 15 Mental Health Services (MHS)		Medi-Cal	2,649		
		<b>Service Function Total</b> 30-57 Mode 15 Mental Health Services (MHS)			2,649





Naming convention must be: LName\_Avatar ProgramCode\_FYXX-XX\_Unit Report by Prog.xls

GOOD LUCK!!