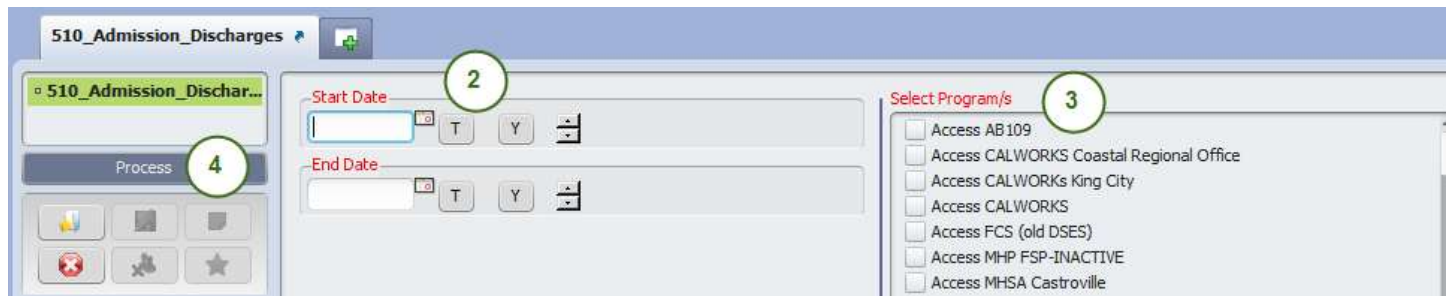
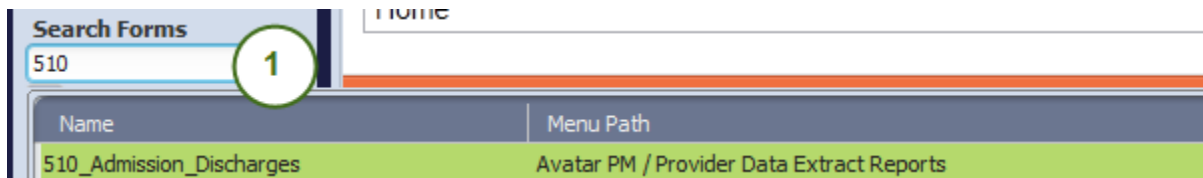


Provider Data Extract Reports

- 510 Admission/Discharges 2
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- How to export from Avatar to an excel spreadsheet: 6
- How to Create a Pivot Table – Instructions using Microsoft Excel 2010 7

510 Admission/Discharges

Description of the Report	<p>This report is a data dump of the Admission and Discharge forms. Once you have exported the data to an excel spreadsheet you can create charts to calculate data such as:</p> <ul style="list-style-type: none"> • Number of clients admitted within a certain time frame • Number of clients admitted to a certain program • Number of clients discharged with a positive outcome • Number of clients admitted by residence 	<p>This data is formatted to easily export to an excel spreadsheet. Once exported you are able to easily manipulate the data to create pivot table and organize information based on your preference</p>
Steps	<ol style="list-style-type: none"> 1. In Search Forms, type 510 and select 510_Admission_Discharges 2. Enter the date range starting with the Start Date. 3. Select the Program/s that you will be running the data for 4. Click on "Process" 	



admissions_discharge09122012_v2.rpt

1 / 1 100%

BusinessObjects

Admission_Discharge data extract report
Date Range: 1/1/2014 to 2/1/2014

This is what the data dump will look like. This is formatted to be exported as an excel spreadsheet.

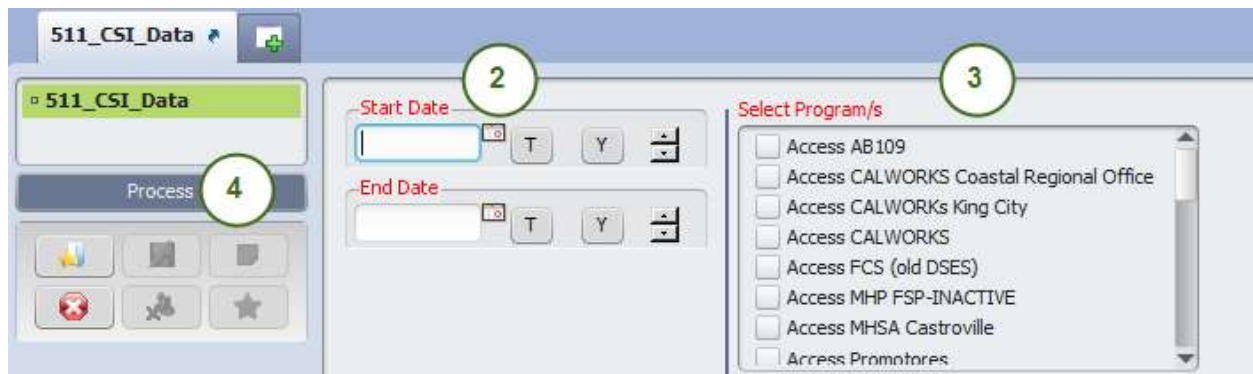
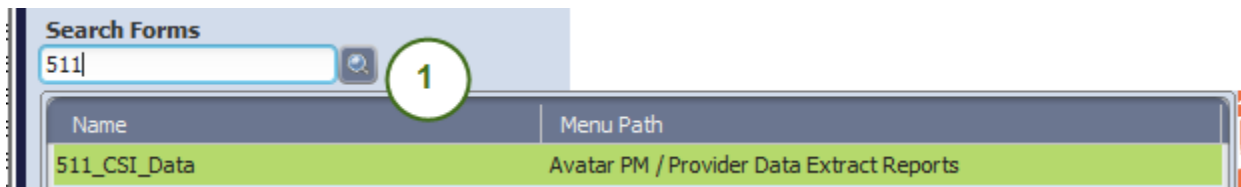
PATI	IPIS	progra	preac	date of d	patient	c_date	patient gen	c_ss ni	age	admit	type of	discharge	remarks c
	7	Access	1/13/	3/3/2014		3/13/197	Female	5	44	No Entr	No Furt}	Client was only seen fo	
	5	Access	1/24/.			12/12/19	Female	6	41	No Entr			
	8	Access	1/28/.	3/18/2014		6/23/199	Female	6	23	No Entr	Client Dr	Client failed to engage i	
	2	Access	1/14/.			9/19/199	Female	6	23	No Entr			
	4	Access	1/23/.	6/16/2014		3/16/198	Female	6	32	No Entr	Client Dr	Client failed to follow th	
	2	Access	1/16/.	3/3/2014		1/7/1975	Female	8	39	No Entr	Unable t	Client attended one grc	
	1	Access	1/3/2.	2/10/2014		7/13/197	Female	0	44	No Entr	Unable t		
	2	Access	1/16/.	3/5/2014		1/9/1974	Male	6	40	No Entr	Reason t	Client did not participat	

Fields displayed in left to right order are:

Patid, Episode Number, Program, Admit Date, date of birth, gender, ss number, age, attending practitioner, type of discharge, discharge remarks.

511 CSI Data

<p>Description of the Report</p>	<p>This report contains the data entered in to the CSI Form. The CSI data is a state requirement and must be completed for each client. Once you have exported this to an excel spreadsheet, you can manipulate the data to create a report such as:</p> <ul style="list-style-type: none"> • Clients missing CSI Data 	<p>This data is formatted to easily export to an excel spreadsheet. Once exported you are able to easily manipulate the data to create pivot table and organize information based on your preference</p>
<p>Steps</p>	<ol style="list-style-type: none"> 1. In Search Forms, type 511 and select 511_CSI_Data 2. Enter the date range starting with the Start Date. 3. Select the Program/s that you will be running the data for 4. Click on "Process" 	



511_client_csi_data.rpt

This is what the data dump will look like. This is formatted to be exported as an excel spreadsheet.

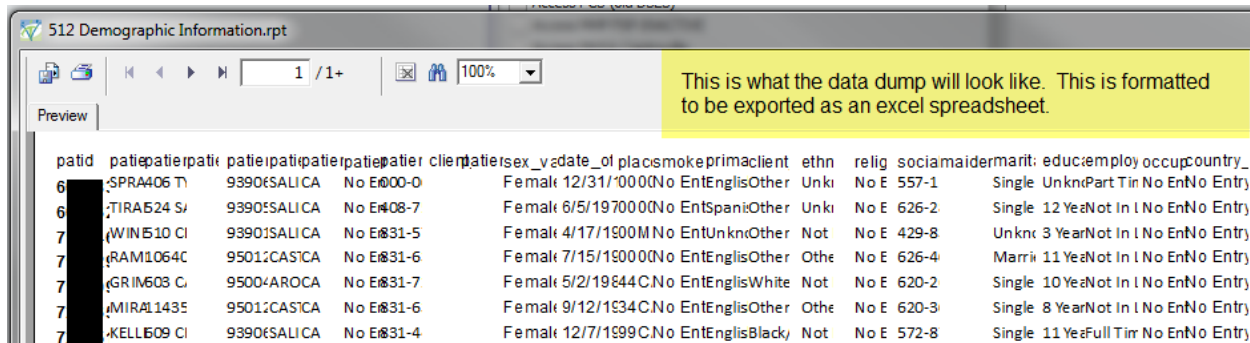
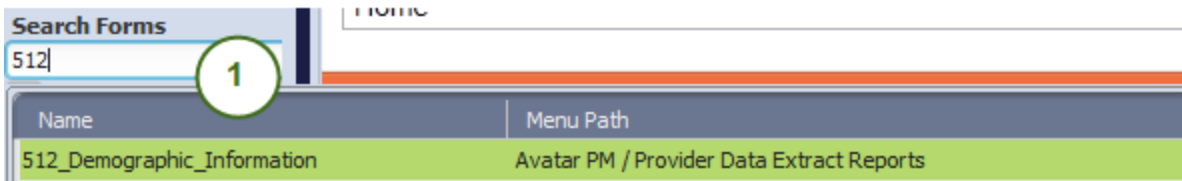
PATID	birth	birth	birth_n	moth	fisc	plac	plac	plac	csi	spe	legal	cour	dis	sub	af	dev	phy	con	prefer	race	va	nu	num	year	or	mo	admit	principal	diag
7	JENN'	JENN'	JENN'	Mon	No	E	No	E	No	Unkr	No	s	Volun	Salr	No	No	No	Unki	Not	English		3		03/1970				MAJOR DEPRESSIVE D	
7	TROY X	BAR	Mon	No	E	No	E	Koi	Not	No	s	Unkn	No	No	Yes	Yes	No	Not	English	&Other	0	0	02/1974				DEPRESSIVE DISORDE		
8	Dane	Yola	Mon	Sant	Calif	Un	Hisp	No	s	Volun	NMC	No	No	No	No	No	Not	Spanish	&Other			02/2005				ADJUSTMENT DISORD			
8	VIVIA	MAF	Mon	No	E	Calif	Un	Hisp	No	s	Volun	Sole	No	No	No	Unki	Not	English			1		09/1991				POSTTRAUMATIC STRI		
8	Mose	Kath	Mon	No	E	No	E	No	Hisp	No	s	Volun	No	No	No	En	No	E	English				02/1979				POLYSUBSTANCE DEPE		
8	DANII	MARISC	SANI	Mon	Mon	Calif	Un	Hisp	No	s	Volun	MPL	No	Unkn	Unkn	Unki	Not	Spanish	&Other	0	0	05/2006				ADJUSTMENT DISORD			
8	SELEP	CARI	Mon	Mon	Calif	Un	Hisp	No	s	Volun	No	No	No	No	En	No	E	English	&Other			05/1992				POSTTRAUMATIC STRI			
8	Marr	Eni	Mon	No	F	No	F	Me	Hisp	No	s	Volun	Salr	No	No	No	Unki	Not	Spanish				07/1970						

Fields displayed in left to right order are:

Patid, birth name last, birth name first, birthname middle, mothers first name, fiscal responsible county, place of birth county, place of birth state, place of birth country, CSI Ethnicity, special population, legal class, county school district, district county, sub abuse affect mental health, dev disabled affect mental health, physical disorder affect mental health, conservator court status, preferred language, race, number of children client cares for under 18, number of children client cares for over 18, year or month year of birth, admit principal diagnosis

512 Demographic Information Report

<p>Description of the Report</p>	<p>This report is a data dump of the client's demographics information. Once exported and converted to a pivot table, you can manipulate the data to create reports such as</p> <ul style="list-style-type: none"> • Gender • Region of Residence • These are just some examples of the ways you can manipulate this data. 	<p>This data is formatted to easily export to an excel spreadsheet. Once exported you are able to easily manipulate the data to create pivot table and organize information based on your preference</p>
<p>Steps</p>	<ol style="list-style-type: none"> 1. In Search Forms, type 512 and select 513_Demographic_Information 2. Enter the date range starting with the Start Date. 3. Select the Program/s that you will be running the data for 4. Click on "Process" 	

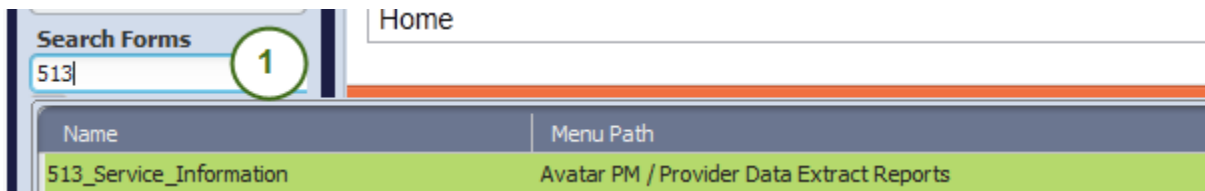


Fields displayed in left to right order are:

Patid, Client name, Address 1, Address 2, Zipcode, City, State, County, Home phone, Work phone, Cell phone, date of birth, place of birth, Smoker status, primary language, race, ethnicity, religion, social security number, maiden name, marital status, education, employment status, occupation, country of origin, and client email address

513 Service Information Report

<p>Description of the Report</p>	<p>This report displays a one row per service per client.</p> <p>Once exported and converted to a pivot table, you can</p> <ul style="list-style-type: none"> • summarize the amount of services received per client • create a list of providers and the clients they served • group by service code, client and summarize duration <p>These are just some examples of the ways you can manipulate this data.</p>	<p>This data is formatted to easily export to an excel spreadsheet. Once exported you are able to easily manipulate the data to create pivot table and organize information based on your preference</p>
<p>Steps</p>	<ol style="list-style-type: none"> 1. In Search Forms, type 513 and select 513_Service_Information 2. Enter the date range starting with the Start Date. 3. Select the Program/s that you will be running the data for 4. Click on "Process" (This report is going thru our billing treatment table, so it will take a few minutes to run. 	



PATID	age	on	da	SER	v	si	v	P	date	dur	loc	prog	co	o	s	co	staff	o	ap	um
2				51	331	Asse	GON	1/8/	##	Off	Acces									
2				51	341	Indiv	VALE	1/21	##	Off	Acces									
2				51	341	Indiv	VALE	1/28	##	Off	Acces									
6				34	391	Plan	LAUI	1/31	##	Off	Acces									

This is what the data dump will look like. This is formatted to be exported as an excel spreadsheet.

Fields displayed in left to right order are:

PATID, age of date of service, service code, service value, provider name, date of service, duration (in minutes), location and program

How to export from Avatar to an excel spreadsheet:

- | | |
|-------|--|
| Steps | <ol style="list-style-type: none">1. Select the icon that has a disk in front of a paper with a folded corner2. In the Format dropdown menu, select "Microsoft Excel ## -#### - Data Only (XLS)"3. In the Destination dropdown menu, select "Application"4. Click "OK"5. In the Excel Format Options, Select "Custom"6. Select "Ok" |
|-------|--|

service_information_update.rpt

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Export Report

Access CALWORKS

PATID	ge	on	da	SER	v	st	v	P	date	dur	loc	prog	co
2			51	331	Asse	GON	1/8/	##	Off	Acces			
2			51	341	Indiv	VALE	1/21	##	Off	Acces			
2			51	341	Indiv	VALE	1/28	##	Off	Acces			
6			34	391	Plan	LAUI	1/31	##	Off	Acces			
6			34	330	Non	LAUI	1/31	##	Off	Acces			

Export

Format:

Microsoft Excel 97-2000 - Data only (XLS) 2

Destination:

Application 3

Description

Microsoft Excel - Data only is a record-based format that is useful for data transfer but retains less formatting information that the Microsoft Excel format does. Unlike the Microsoft Excel format, Microsoft Excel - Data only format does not merge cells. This format can also export

OK 4

Cancel

Excel Format Options

Excel Format 5

Typical: Data is exported with default options applied.

Minimal: Data is exported with no formatting applied.

Custom: Data is exported according to selected options.

OK 6

Cancel

Options >>>

How to Create a Pivot Table – Instructions using Microsoft Excel 2010

- Steps
- Once you have exported the report to an excel spreadsheet do the following to create the Pivot Table
 1. Select the first field of your spreadsheet on row 1, column A
 2. From the INSERT tab, select PivotTable
 3. The data will be boxed in a dashed line
 4. "Create PivotTable" popup. Click "Ok"
 5. This is what the PivotTable template will look like.
 6. **Example pivot table:** By placing the **PATID** field under **Values**, and the program-value field under **Row Labels** you can see that on the left you have the Program Name and to the Right a count of clients that were opened to each specific program.



Selected data will be boxed in a dashed line

3

4

Print Date: 10/13/2014

PATID	EPISODE	program	preadmi	date_of	patient_c	date_patient_c	ss	nu	age	admit_a	type_of	discharge	rem
71	7	Access	#####	#####	DIAZ,JE	#####	Female	566-13-	44	No Entr	No Furtl	Client was on	
72	5	Access	#####	#####	CERNA	#####	Female	616-26-	41	No Entr			
80	8	Access	#####	#####	JUAREZ	#####	Female	626-46-	23	No Entr	Client D	Client failed to	
80	2	Access	#####	#####	NAVAR	#####	Female	609-50-	23	No Entr			
81	4	Access	#####	#####	TINAJEI	#####	Female	623-64-	32	No Entr	Client D	Client failed to	
81	2	Access	#####	#####	HIDALG	#####	Female	879-02-	39	No Entr	Unable	Client attende	
81	1	Access	#####	#####	ROCHA	#####	Female	000-00-	44	No Entr	Unable to conta	Client	
81	2	Access	#####	#####	SANTO	#####	Male	613-46-	40	No Entr	Reason	Client did not	
81	2	Access	#####	#####	GARCIA	#####	Male	916-24-	28	No Entr	Treatme	Client was se	
81	1	Access	#####	#####	YBARR	#####	Female	559-67-	36	No Entr			
81	1	Access	#####	#####	SMITH,	#####	Male	573-85-	32	No Entr	Client AWOL/AMA		

