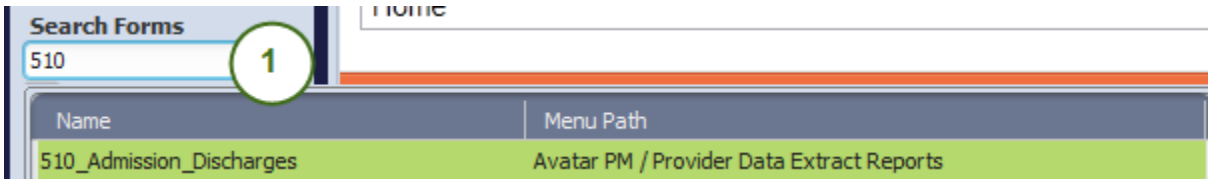
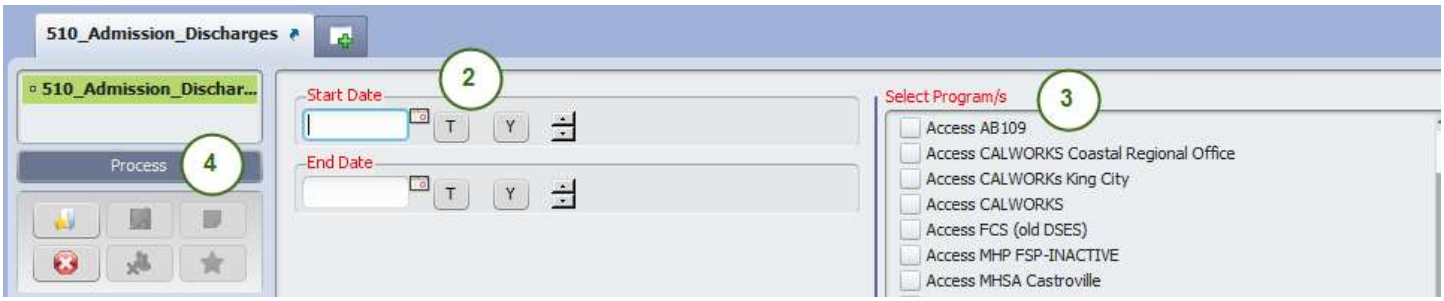
# Provider Data Extract Reports

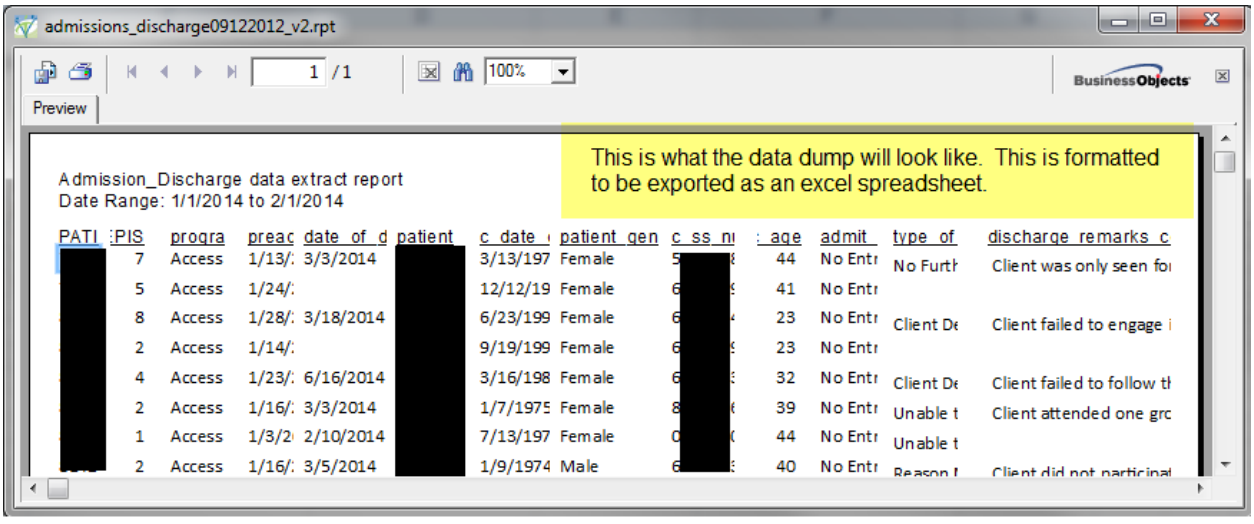
510 Admission/Discharges ..... 2
511 CSI Data ..... 3
512 Demographic Information Report ..... 4
513 Service Information Report ..... 5
How to export from Avatar to an excel spreadsheet: ..... 6
How to Create a Pivot Table – Instructions using Microsoft Excel 2010 ..... 7

## 510 Admission/Discharges

| | | |
|---|---|---|
| Description of the Report | 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:<br>• Number of clients admitted within a certain time frame<br>• Number of clients admitted to a certain program<br>• Number of clients discharged with a positive outcome<br>• Number of clients admitted by residence | 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 |
| Steps | 1. In Search Forms, type 510 and select 510_Admission_Discharges<br>2. Enter the date range starting with the Start Date.<br>3. Select the Program/s that you will be running the data for<br>4. Click on "Process" | |



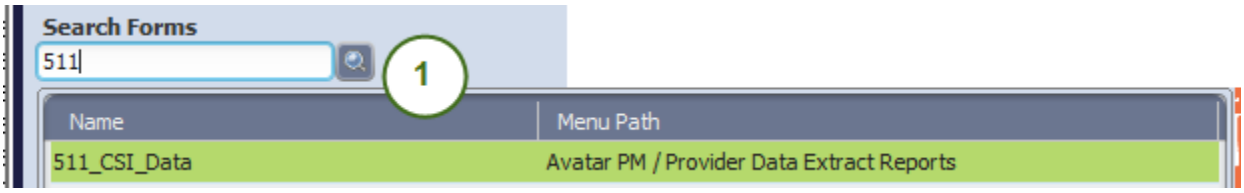



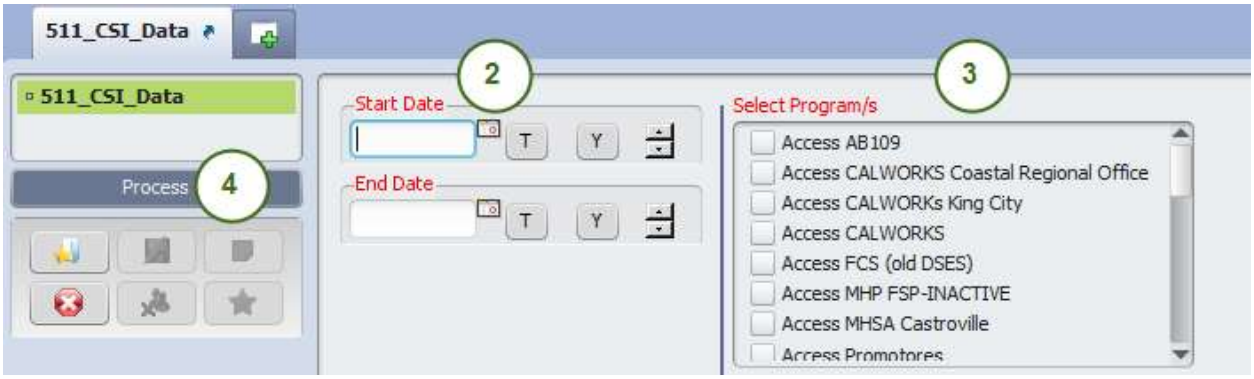



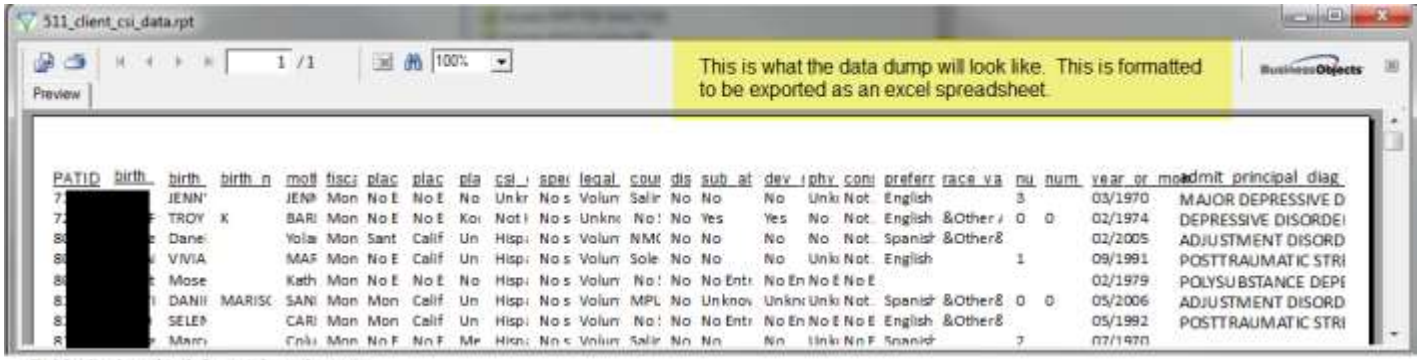

Fields displayed in left to right order are:
Patid, Episode Number, Program, Admit Date, date of discharge, patient name, date of birth, gender, ss number, age, attending practitioner, type of discharge, discharge remarks.

## 511 CSI Data

| | | |
|---|---|---|
| Description of the Report | 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:<br>• Clients missing CSI Data | 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 |
| Steps | 1. In Search Forms, type 511 and select 511_CSI_Data<br>2. Enter the date range starting with the Start Date.<br>3. Select the Program/s that you will be running the data for<br>4. Click on "Process" | |



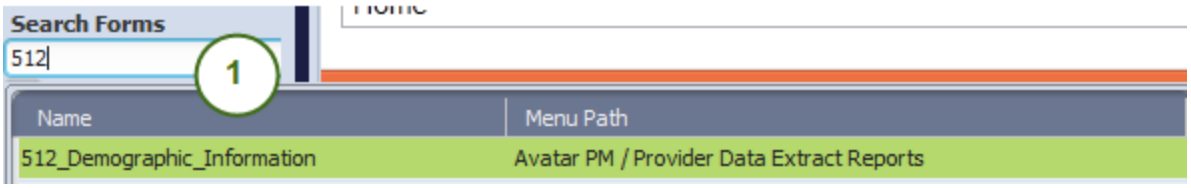



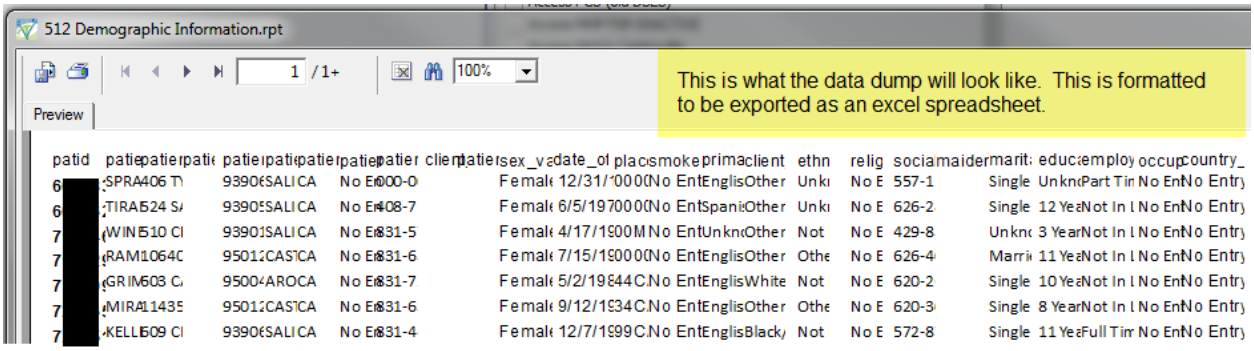




Fields displayed in left to right order are:
Patid, birth name last, birth name first, birthname middle, mothers first name, fiscal responsible county, place of birth county, place of birth state, place of birth country, CSI Ethnicity, special population, legal class, county school district, district county, sub abuse affect mental health, dev disabled affect mental health, physical disorder affect mental health, conservator court status, preferred languange, 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

| | | |
|---|---|---|
| Description of the Report | 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<br>• Gender<br>• Region of Residence<br>• These are just some examples of the ways you can manipulate this data. | 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 |
| Steps | 1. In Search Forms, type 512 and select 513_Demographic_Information<br>2. Enter the date range starting with the Start Date.<br>3. Select the Program/s that you will be running the data for<br>4. Click on "Process" | |

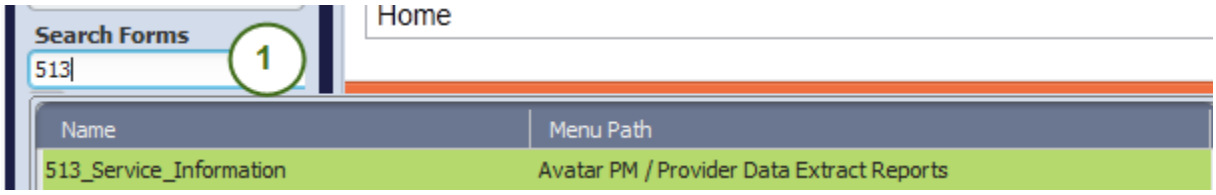


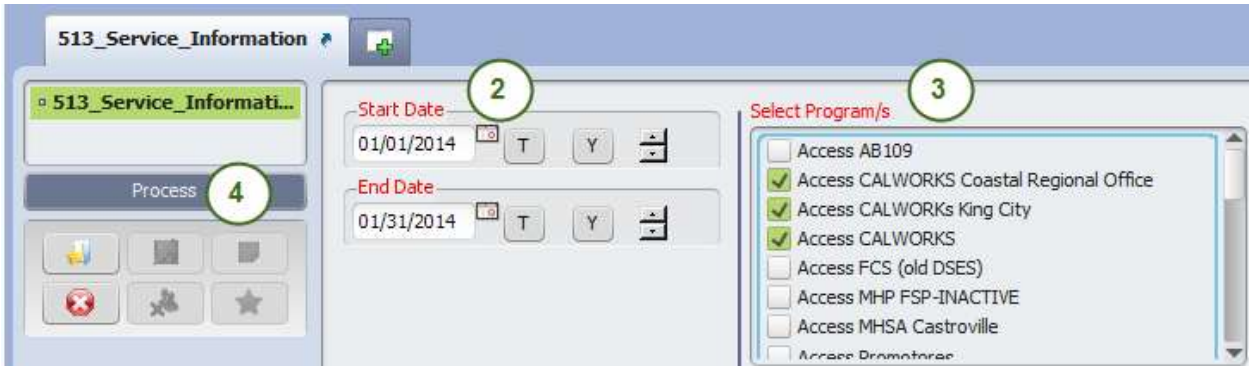



Fields displayed in left to right order are:
Patid, Client name, Address 1, Address 2, Zipcode, City, State, County, Home phone, Work phone, Cell phone, date of birth, place of birth, Smoker status, primary language, race, ethnicity, religion, social security number, maiden name, marital status, education,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

# 513 Service Information Report

| | | |
|---|---|---|
| Description of the Report | This report displays a one row per service per client.<br><br>Once exported and converted to a pivot table, you can<br>• summarize the amount of services received per client<br>• create a list of providers and the clients they served<br>• group by service code, client and summarize duration<br>These are just some examples of the ways you can manipulate this data. | 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 |
| Steps | 1. In Search Forms, type 513 and select 513_Service_Information<br>2. Enter the date range starting with the Start Date.<br>3. Select the Program/s that you will be running the data for<br>4. Click on "Process" (This report is going thru our billing treatment table, so it will take a few minutes to run. | |



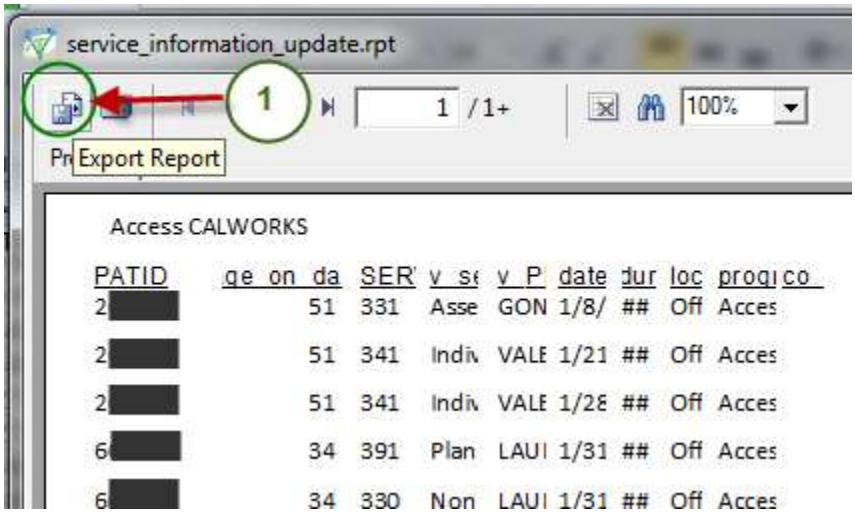

| PATID | ge on da | SER | v s | v P | date | dur | loc | progi | co | :o s | co staff | :o | ap | um |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2[redacted] | 51 | 331 | Asse | GON | 1/8/ | ## | Off | Acces | | | | | | |
| 2[redacted] | 51 | 341 | Indiv | VALE | 1/21 | ## | Off | Acces | | | | | | |
| 2[redacted] | 51 | 341 | Indiv | VALE | 1/28 | ## | Off | Acces | | | | | | |
| 6[redacted] | 34 | 391 | Plan | LAUI | 1/31 | ## | Off | Acces | | | | | | |

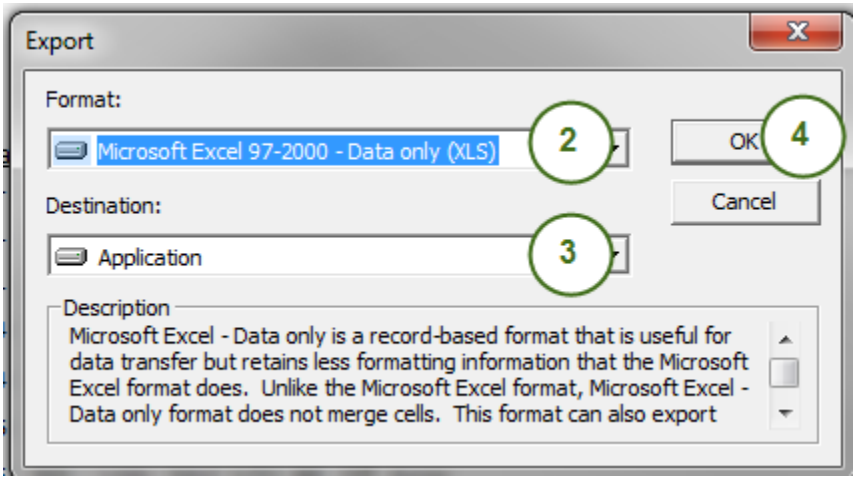
This is what the data dump will look like. This is formatted to be exported as an excel spreadsheet.

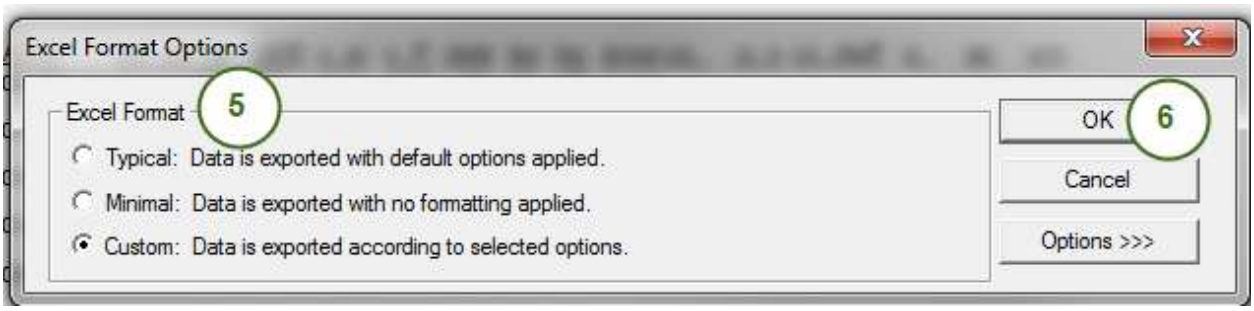
Fields displayed in left to right order are:
PATID, age of date of service, service code, service value, provider name, date of service, duration (in minutes), location and program

## How to export from Avatar to an excel spreadsheet:

| | |
|---|---|
| Steps | 1. Select the icon that has a disk in front of a paper with a folded corner<br>2. In the Format dropdown menu, select “Microsoft Excel ##-#### - Data Only (XLS)<br>3. In the Destination dropdown menu, select “Application”<br>4. Click “Ok”<br>5. In the Excel Format Options, Select “Custom<br>6. Select “Ok” |

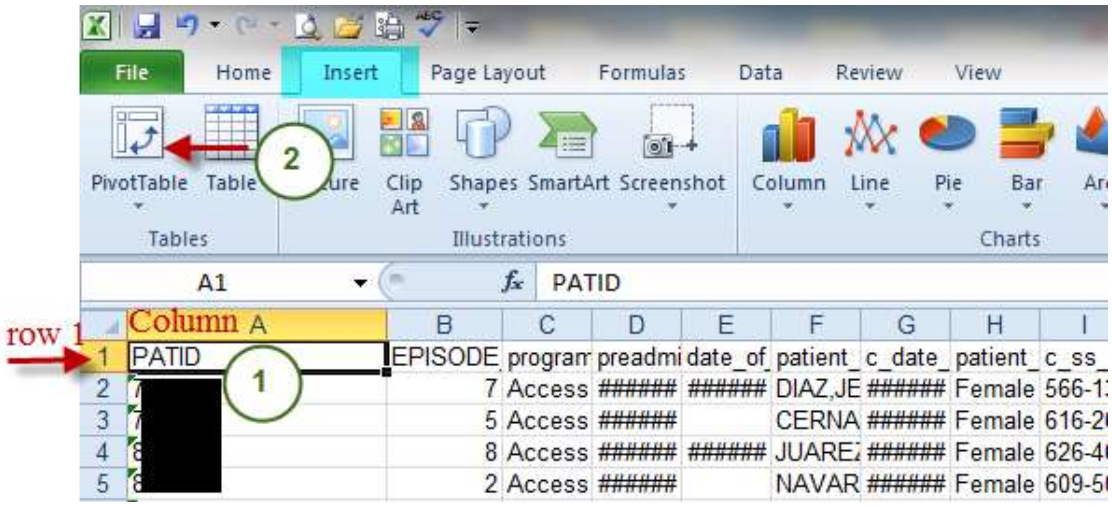


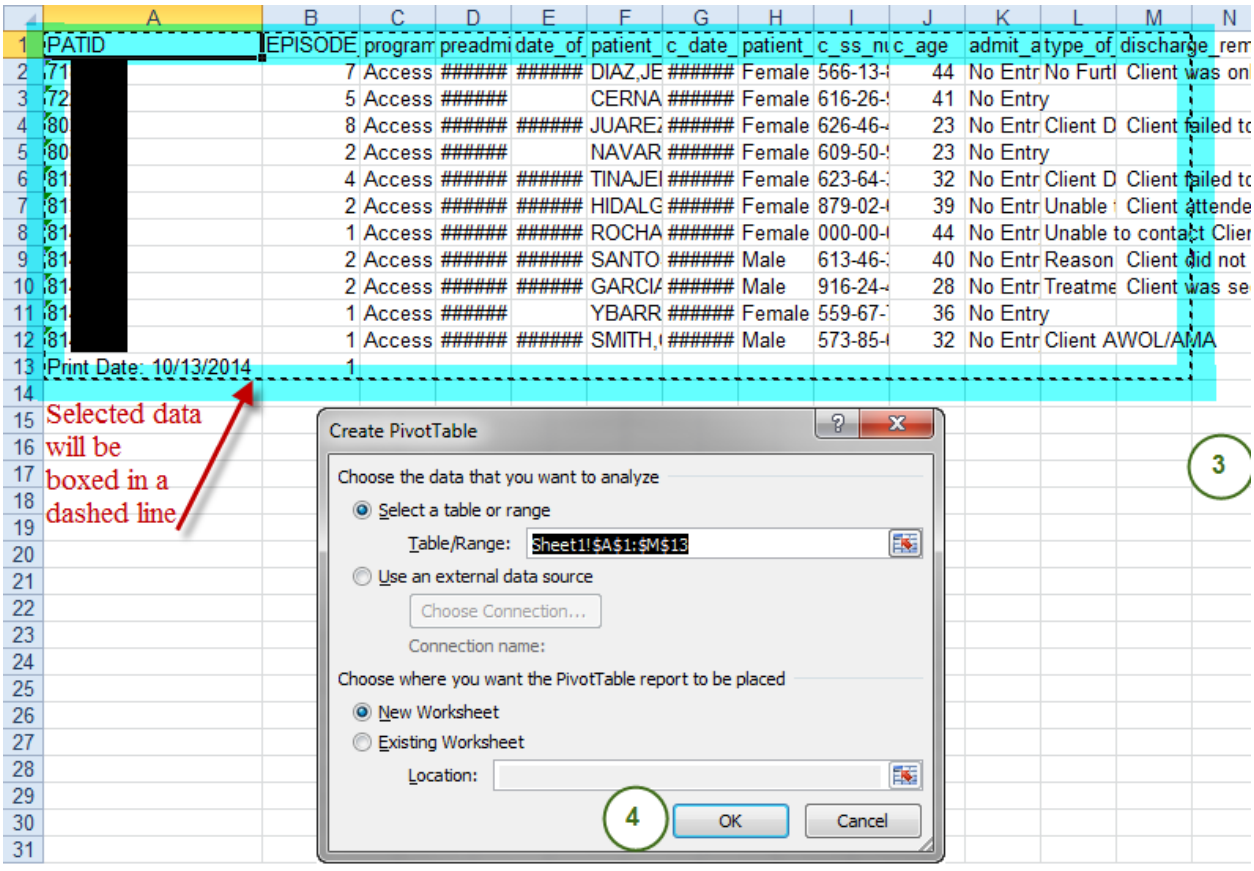



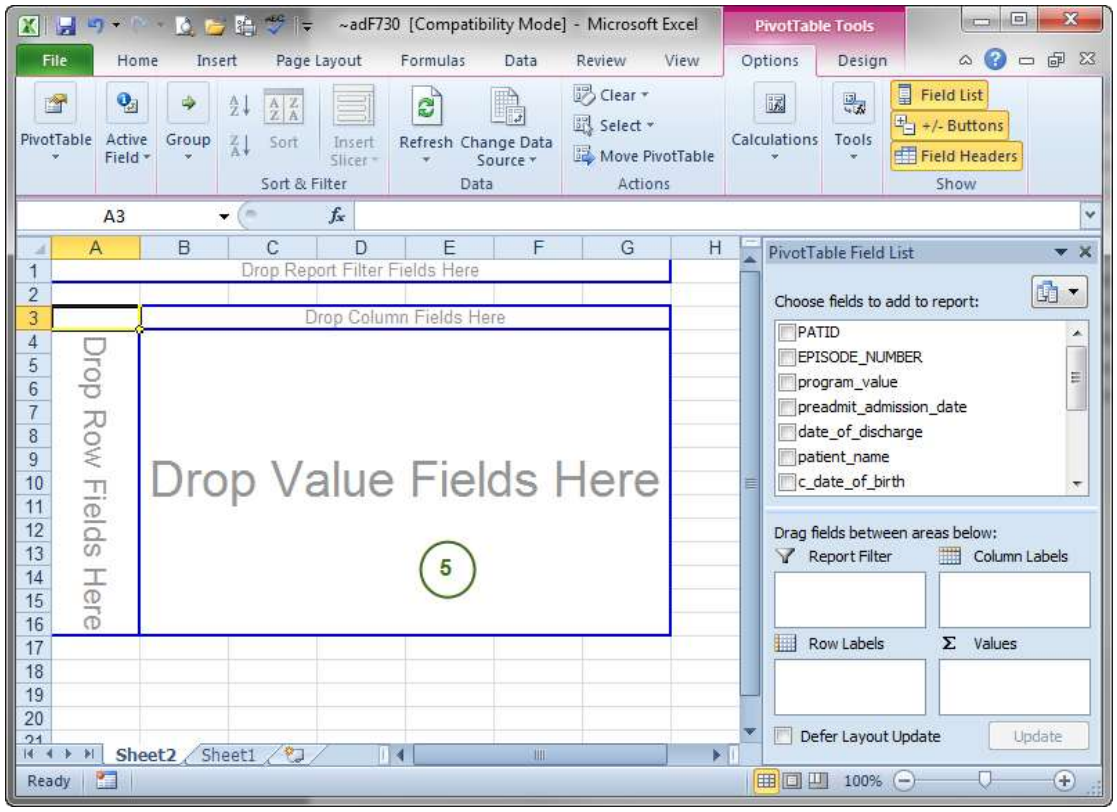



## How to Create a Pivot Table – Instructions using Microsoft Excel 2010

| Steps | Once you have exported the report to an excel spreadsheet do the following to create the Pivot Table<br>1. Select the first field of your spreadsheet on row 1, column A<br>2. From the INSERT tab, select PivotTable<br>3. The data will be boxed in a dashed line<br>4. "Create PivotTable" popup. Click "Ok"<br>5. This is what the PivotTable template will look like.<br>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. |
|---|---|

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Group
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Tools
Field List
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Field Headers
Sort & Filter
Data
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5
PivotTable Field List
Choose fields to add to report:
PATID
EPISODE_NUMBER
program_value
preadmit_admission_date
date_of_discharge
patient_name
c_date_of_birth
Drag fields between areas below:
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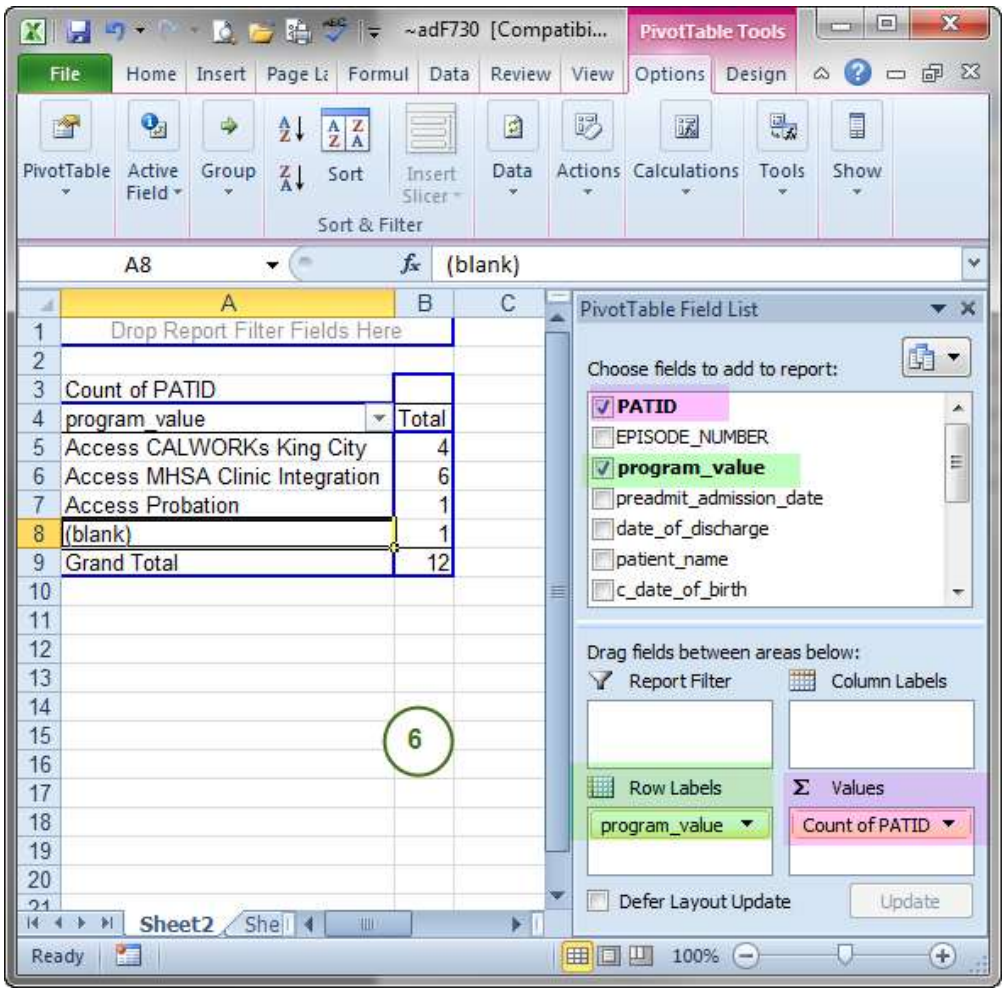
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Drop Report Filter Fields Here
Count of PATID
program_value
Total
Access CALWORKs King City 4
Access MHSA Clinic Integration 6
Access Probation 1
(blank) 1
Grand Total 12
6
PivotTable Field List
Choose fields to add to report:
PATID
EPISODE_NUMBER
program_value
preadmit_admission_date
date_of_discharge
patient_name
c_date_of_birth
Drag fields between areas below:
Report Filter
Column Labels
Row Labels
Values
program_value
Count of PATID
Defer Layout Update
Update
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