

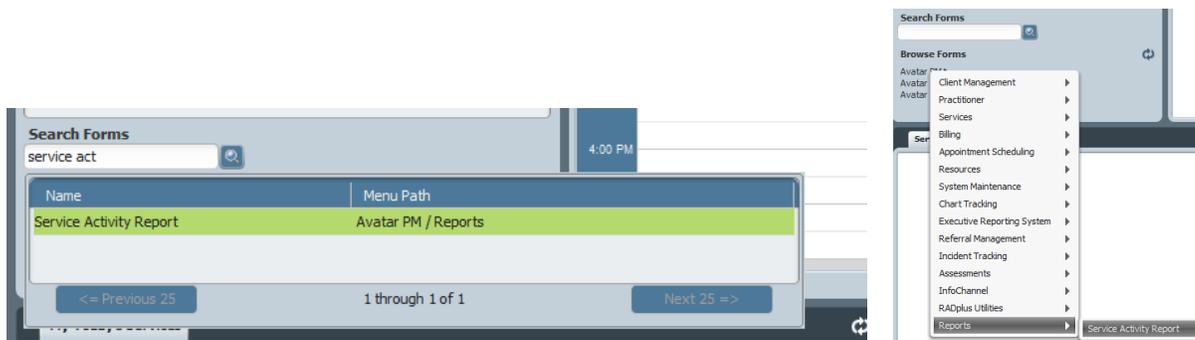
## How to run the Service Activity Report

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

The image shows a configuration form for the Service Activity Report. It includes fields for 'Begin Date' (04/01/2016) and 'End Date' (04/30/2016), a 'Provider' search field, and two lists of checkboxes for 'RRG' and 'Programs'. The 'RRG' list includes 'ADP Contract Methadone' which is checked. The 'Programs' list includes 'Janus - Community Clinic South-Methadone' which is checked.

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

## Looking at the Service Activity Report

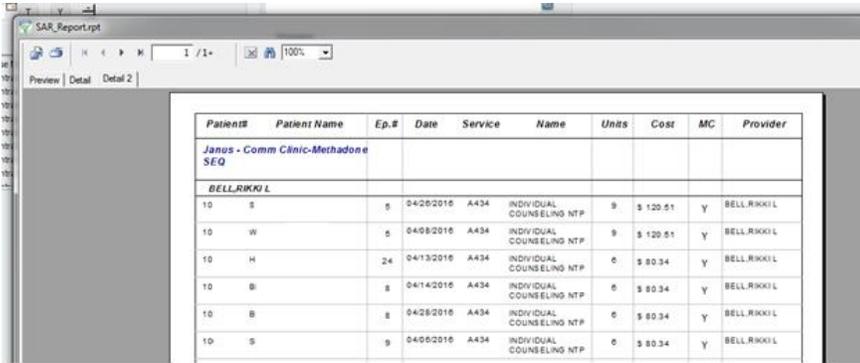
This is an example of the summary part of the 'Service Active Report':

**Service Activity Report** 06/10/2016

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

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

Click on the [blue link\(s\)](#) 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.



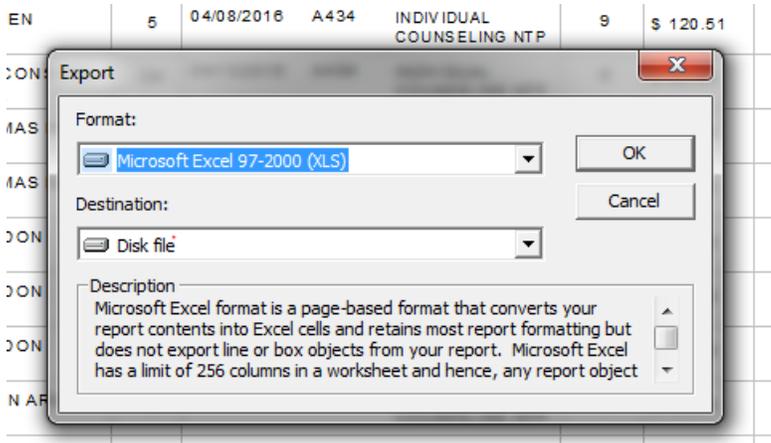
Note: MC = Medi-Cal (Y/N)

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



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

If you need to export the report to Excel, click on the top left corner (  ), 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.

