



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**BHSD 9504 CCP MORNING REPORT**

1/13/2025

# REVISIONS

Date	Slides	Revisions

## PURPOSE OF REPORT

The BHSD 9504 Morning Report will be looking at BAP/EPS enrollments and cross referencing them with open myAvatar episodes. CCPs should run this report daily to ensure that they are not sending in outpatient billing for clients currently enrolled in BAP/EPS.

# HOW TO ACCESS

After login click on Search, type and select **BHSD 9504 Morning Report**.

The screenshot shows a user interface for a search application. At the top, a user is logged in as 'Stephannie Tran' with the tagline 'Every Day Matters'. A search bar contains the text '9504'. Below the search bar, there is a section titled 'Here is what I found:' with a close button (X) in the top right corner. Underneath this section, there are filter buttons for 'All 1', 'Clients 0', 'Staff 0', and 'Forms 1'. The 'Forms 1' button is highlighted. Below the filters, there is a table with the following data:

Undock	Name	Menu Option
	BHSD 9504 CCP Morning Report	/ Avatar MSO / CSC Reports

## FILLING OUT FORM

Enter in the date range you want the report to populate in **EPS/BAP Admission Date From** (1) and **EPS/BAP Admission Date To** (2). Enter in the agency in the **Provider** (3) field. Once the **Provider** field has been entered all of the **Admission Program(s)** (4) for that agency will populate. Select one or more programs to view on the report and click **Process** (5).

### BHSD 9504 CCP MORNING REPORT

The screenshot shows the 'BHSD 9504 CCP Morning Report' form. At the top right, there are three buttons: 'Process' (with a blue circle '5' above it), 'Discard', and 'Add to Favorites'. The form itself has a dark blue header with a dropdown arrow. Below the header, there are four main input areas:

- 1**: 'EPS/BAP Admission Date From \*' with a date picker icon, 'T' and 'Y' buttons, and a dropdown arrow.
- 2**: 'EPS/BAP Admission Date To \*' with a date picker icon, 'T' and 'Y' buttons, and a dropdown arrow.
- 3**: 'Provider \*' with a search icon.
- 4**: 'Admission Program(s) \*' with a search bar containing 'All | Clear' and a search icon.

# BHSD 9504 MORNING REPORT

Most clients should return blank from column "EP#" and onwards like Client #1 – Client #4 indicating there are no overlapping myAvatar episodes open during their stay at EPS/BAP.

If there's information populated in highlighted columns below like Client #5 and Client #6, this indicates their EPS/BAP enrollment overlapped with an open myAvatar episode.

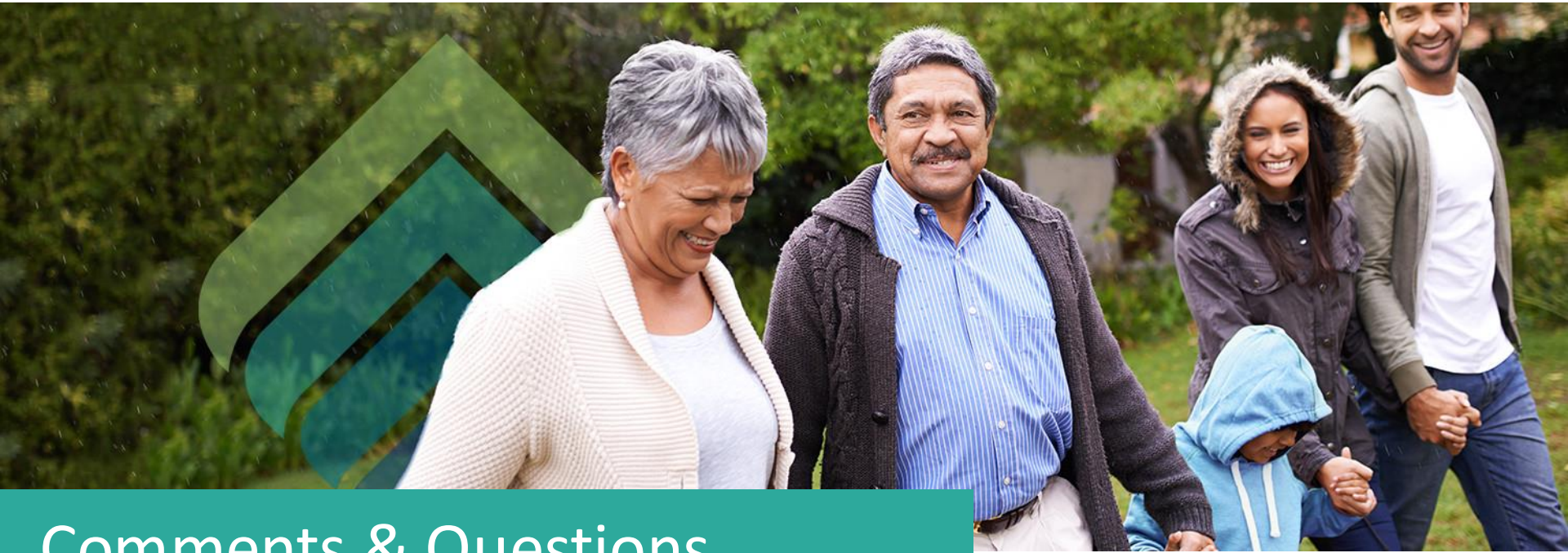


## BHSD 9504 Morning Report

EPS/BAP Admit Date Range: From 10/1/2024 To 10/31/2024

Report Run Date: 1/13/2025 11:48:58AM

Patient ID	Patient Name	Department	EPS/BAP Admit Date	EPS/BAP Discharge Date	EP #	AdmissionPgm Cd	Admission Program Name	AdmissionDate	Admission D/C Date	1st Service Program Name	1st Svc Date
	Client #1	EPS	10/31/2024 11:44:00PM	11/1/2024 4:44:00PM							
	Client #2	EPS	10/31/2024 8:04:00PM	11/1/2024 2:03:00PM							
	Client #3	EPS	10/31/2024 4:47:00PM	11/1/2024 10:49:00PM							
	Client #4	EPS	10/31/2024 9:36:00AM	10/31/2024 8:53:00PM							
	Client #5	EPS	10/31/2024 8:35:00AM	11/1/2024 1:18:00PM	10			02/26/2024			02/26/2024
	Client #6	EPS	10/31/2024 8:35:00AM	11/1/2024 1:18:00PM	11			07/09/2024			



# Comments & Questions