

Avatar Report Requests

Email to: sapta.avatar@health.nv.gov

Reports in Avatar are created in Crystal Reports. In order for Behavioral Health Prevention and Treatment (formerly SAPTA) to properly create reports for all Avatar facilities, this form will need to be completed for all report requests. BHPT will review, create, or revise other reports to meet the need. These requests will be processed in the order they are received.

Date of Request:	
Facility Requesting Report:	
Person Requesting Report:	
Proposed Report Name:	

An excel spreadsheet must be attached with rows and columns identified. In each row and column, the data fields must be explained. Example: **Client Name** must be explained as active clients, non-active clients, all clients, etc. If the data field is specific to a certain form in Avatar, document this as well.

	A	B	C	D	E	F	G	H
1				EXAMPLE:				
2	CLIENT NAME	CLIENT ID	DOB	PROGRAM	ADMIT	DISCHARGE	PRACTITIONER	DRUG OF CHOICE
3								
4	active clients						attending	Screening Form
5								
6								

Narrative: (In the space provided below, explain the purpose of the report and specific parameters requested.)

Internal Use Only:

Date Received: _____ Staff: _____

Date Closed: _____ Staff: _____

Date Submitted to HelpDesk: _____ Staff: _____

RSCs Affected: VITALITY / CCCCC / STEP1 / HELP / FCS / TYFS / ALL Staff: _____