

# CBO Invoicing / Summary Report

## Report Description

To support **CalAIM Payment Reform**, the Department of Behavioral Health (DBH) is introducing two new reports: the **CBO Invoicing Report and the CBO Summary Report**. These reports were designed specifically for our Community-Based Organizations (CBOs) to assist with monthly invoice submission.

- The **CBO Invoicing Report** will provide a detailed list of **direct services** entered into myAvatar for the agency and reporting period and will include the data elements necessary to verify invoice submission data.
- The **CBO Summary Report** offers a summarized view of the data contained in the Invoicing Report, allowing for quick review and reconciliation.

## Requesting the Reports

Users can request the CBO Invoicing Report and the CBO Summary Report, at their convenience, via the Search Forms box in myAvatar.

## Report Parameters

When running either report, users will be prompted to enter the following parameters:

- **Service Date Range:** Start Date / End Date
- **Program:** Enter the full Reporting Unit (RU) for the Program
- **Provider Code:** The first 4 digits of the Reporting Unit
- **Legal Entity (MH only):** Enter the five (5) digits of the Legal Entity code for the agency. Add leading zeros if needed, to complete five digits (ex. 00108), as the field requires five (5) digits.
  - Generating the report by Legal Entity will return data for all RUs/programs within a Legal Entity.
- **Division:** Availability to select between DMH or SUD ( APD).

# CBO Invoicing / Summary Report

## Process for running either report:

1. Log into myAvatar.

- Go to Search Forms.
- Type CBO Invoicing Report or CBO Summary Report
- Select the report from the dynamic search results, by pressing ENTER or double clicking your highlighted selection

The screenshot shows the 'Search Forms' interface. A search bar contains the text 'CBO In'. Below the search bar is a table with two columns: 'Name' and 'Menu Path'. The table contains one row: 'CBO Invoicing Report' with the menu path 'Avatar PM / Billing / Billing Reports'. Below the table are navigation buttons: '<= Previous 25', '1 through 1 of 1', and 'Next 25 =>'.

The screenshot shows the 'Search Forms' interface. A search bar contains the text 'CBO S'. Below the search bar is a table with two columns: 'Name' and 'Menu Path'. The table contains one row: 'CBO Summary Report' with the menu path 'Avatar PM / Billing / Billing Reports'. Below the table are navigation buttons: '<= Previous 25', '1 through 1 of 1', and 'Next 25 =>'. To the right of the search bar, the text 'No data available.' is displayed.

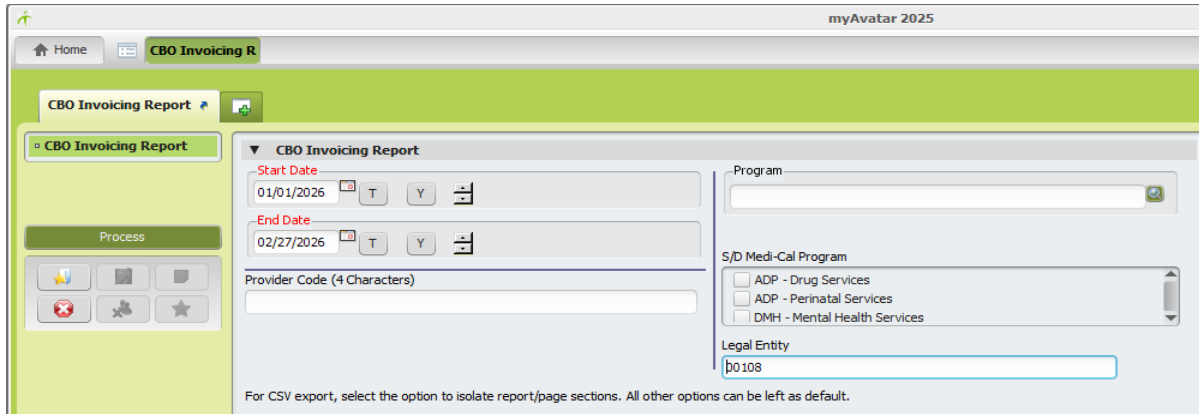
2. Once the report opens enter the service date range.

The screenshot shows the 'myAvatar 2025' interface. The main heading is 'CBO Invoicing Report'. Below the heading is a 'Process' button. To the right of the 'Process' button is a 'CBO Invoicing Report' form. The form has the following fields: 'Start Date' (01/01/2026), 'End Date' (02/27/2026), 'Provider Code (4 Characters)', 'Program' (dropdown menu), 'S/D Medi-Cal Program' (checkboxes for ADP - Drug Services, ADP - Perinatal Services, DMH - Mental Health Services), and 'Legal Entity' (text input). At the bottom of the form, there is a note: 'For CSV export, select the option to isolate report/page sections. All other options can be left as default.'

# CBO Invoicing / Summary Report

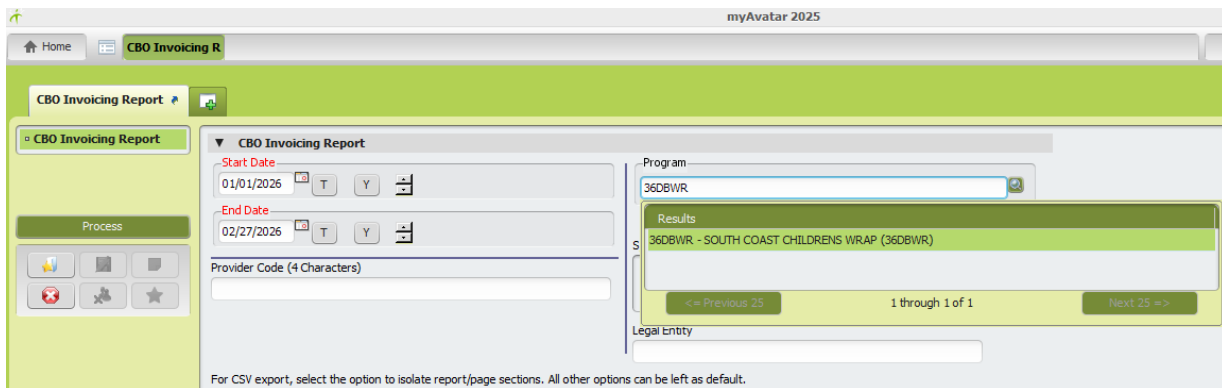
## 3. Request by Legal Entity or Program Code.

a) Legal Entity: Enter (5) digit Legal Entity number, including all leading zeros (ex. 00108) and double-click. Searching by Legal Entity will output data for all the programs under said Legal Entity.



The screenshot shows the 'CBO Invoicing Report' form in the 'myAvatar 2025' application. The 'Start Date' is 01/01/2026 and the 'End Date' is 02/27/2026. The 'Program' dropdown is empty. The 'S/D Medi-Cal Program' section has three unchecked options: ADP - Drug Services, ADP - Perinatal Services, and DMH - Mental Health Services. The 'Legal Entity' field contains '00108'. A 'Process' button and a set of utility icons are on the left. A footer note reads: 'For CSV export, select the option to isolate report/page sections. All other options can be left as default.'

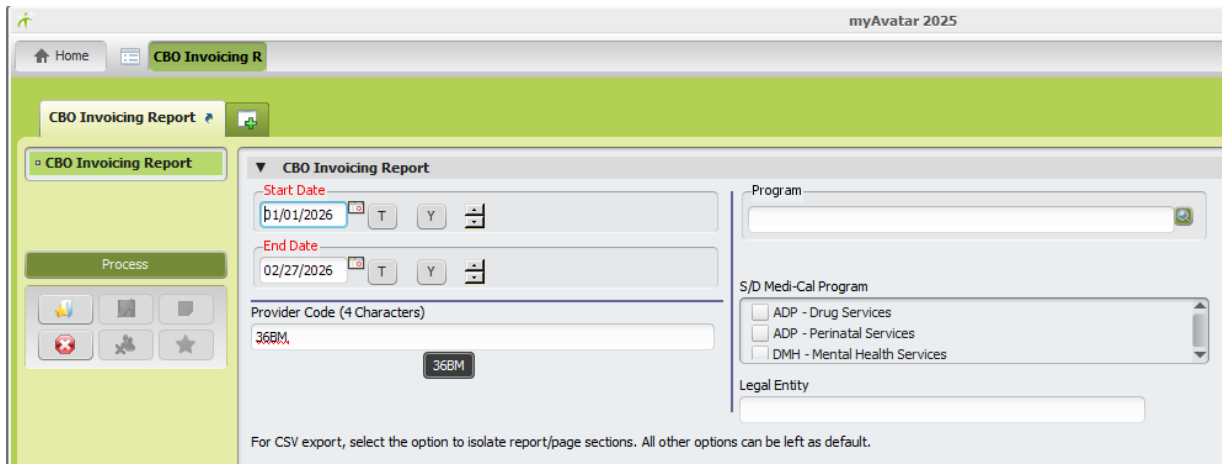
b) Program Code: Enter Program Code (including the 5th and 6th digits), highlight the desired code from the dynamic search, and double-click.



The screenshot shows the 'CBO Invoicing Report' form with the 'Program' dropdown menu open. The dropdown contains a search bar with '36DBWR' entered and a 'Results' list with one item: '36DBWR - SOUTH COAST CHILDRENS WRAP (36DBWR)'. Navigation buttons '< Previous 25' and 'Next 25 >' are visible, along with a page indicator '1 through 1 of 1'. The 'Legal Entity' field is empty. The footer note is the same as in the previous screenshot.

c) Provider Code: Enter the first 4 digits of the program.

For example: By entering "36BM" returns data for programs 36BM1Q, 36BM1TQ, 36BMCQ, 36BM1IQ, 36BM4Q, and 36BM8Q.



The screenshot shows the 'CBO Invoicing Report' form with the 'Provider Code (4 Characters)' field populated with '36BM'. A dropdown menu is open below the field, showing '36BM' as the selected option. The 'Start Date' is 01/01/2026 and the 'End Date' is 02/27/2026. The 'Program' dropdown is empty. The 'S/D Medi-Cal Program' section has three unchecked options. The 'Legal Entity' field is empty. The footer note is the same as in the previous screenshots.

# CBO Invoicing / Summary Report

## Export Reports:

### CBO Invoicing Report

For best usability, export the CBO Invoicing Report to CSV, then save to excel... select the option to Isolate Page/Report Sections. All other options can be left as defaults.

The screenshot shows a dialog box for exporting a report. At the top, there are two buttons: "Print Report" and "Export". Below them is a "Format:" dropdown menu currently set to "Separated Values (CSV)". The dialog is divided into three main sections: "Character Options", "Report and Page Sections", and "Group Sections". In the "Character Options" section, there are input fields for "Delimiter:" and "Separator:". In the "Report and Page Sections" section, there are three radio button options: "Export", "Isolate Page/Report Sections" (which is selected and highlighted in yellow), and "Do not export". In the "Group Sections" section, there are three radio button options: "Export" (which is selected), "Isolate Group Sections", and "Do not export". To the right of these sections is a "Preserve Formatting" section with two checkboxes: "Preserve Date Formatting" and "Preserve Number Formatting", both of which are unchecked. At the bottom of the dialog are "Ok" and "Cancel" buttons.

### CBO Summary Report

For best usability, export the CBO Summary Report to PDF.

The screenshot shows a dialog box for exporting a report, similar to the one above. It has "Print Report" and "Export" buttons at the top. The "Format:" dropdown menu is open, showing a list of options: "Select A Format", "Adobe Acrobat (PDF)", "Crystal Reports (RPT)", "Microsoft Excel (XLS)", "Microsoft Excel Record (XLS)", "Microsoft Excel (XLSX)", and "Microsoft Excel Record (XLSX)". The "Adobe Acrobat (PDF)" option is currently selected and highlighted. An "Ok" button is visible to the left of the dropdown menu. In the background, a zoom level of "100%" is visible.

# CBO Invoicing / Summary Report

## CBO Invoicing Report : Excel File Column Headings and Descriptions:

<b>Column Title</b>	<b>Description</b>
<b>Client ID</b>	Client Number
<b>Client Name</b>	Client Name
<b>RU</b>	Program (Reporting Unit) number entered when services were rendered
<b>Serv Date</b>	Service Date
<b>PRC</b>	Procedure Code – type of service rendered
<b>Modifiers</b>	Modifier
<b>Prc Name</b>	Procedure Code Description
<b>EP</b>	Episode Number
<b>UOS</b>	Units of Service
<b>UOT</b>	Units of Time
<b>Loc</b>	Location
<b>Mode</b>	Mode of Service as approved by State DMH/ADP
<b>SFC</b>	Service Function Code as approved by State DMH/ADP
<b>Service Entry Date</b>	Date the service was entered
<b>CDS</b>	First four digits of Program (Reporting Unit)
<b>Legal Entity</b>	MH: Legal Entity provided by DHCS SUD: First four digits of Program (Reporting Unit) number
<b>Provider Name</b>	Provider Name
<b>Primary Therapist</b>	Staff ID
<b>Primary Therapist Name</b>	Staff Name
<b>RRG</b>	Revenue Reporting Group (Cost Center)
<b>Age on DOS</b>	Age on Date of Service
<b>Discipline on DOS</b>	Discipline assigned on Date of Service (DOS)
<b>DHCS Discipline</b>	Mapped DHCS discipline based on DBH's crosswalk
<b>DHCS Service Type (SMHS / DMC-ODS)</b>	Service type per the DHCS Service Table
<b>Rate Category</b>	Rate category assigned to the CBO
<b>CBO Reimbursement</b>	For Outpatient Services, reflects the myAvatar-calculated cost multiplied by the CBO reimbursement percentage. For Non-Outpatient Services, reflects the "Flat" rate provided by Fiscal.
<b>Run Start Date</b>	Start date entered
<b>Run End Date</b>	End date entered