

CalAIM Service Code Listing (MHS127) Job Aid

Report Description

This report provides a list of all CalAIM billable service codes assigned to program(s).

Requesting the Report

Users can request the CalAIM Service Code Listing MHS127 report, at their convenience, via the Search Forms box in myAvatar. The report can be requested by Division (MH or SUDRS), Legal Entity (for Mental Health agencies) or by any individual program (Reporting Unit).

Report Parameters

Legal Entity: Enter the five (5) digits of the Legal Entity code for the agency.

Add leading zeros if needed, to complete five digits (ex. 00916), as the field requires five (5) digits.

Generating the report by Legal Entity will return data for all programs within a Legal Entity.

Division: Availability to select between MH or SUD *

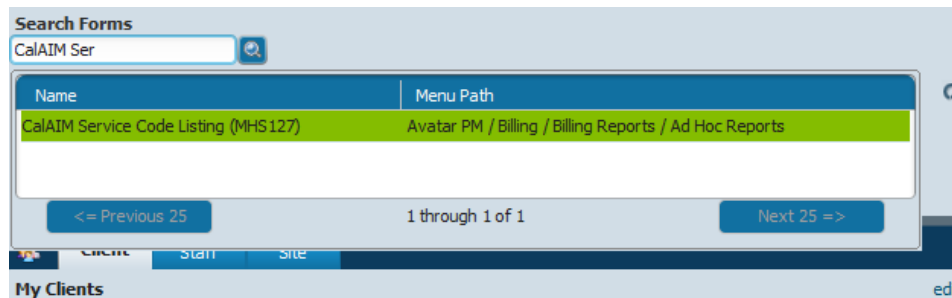
Program Code: Enter program (Reporting Unit) code.

Effective Date: Must always enter 07/01/2023

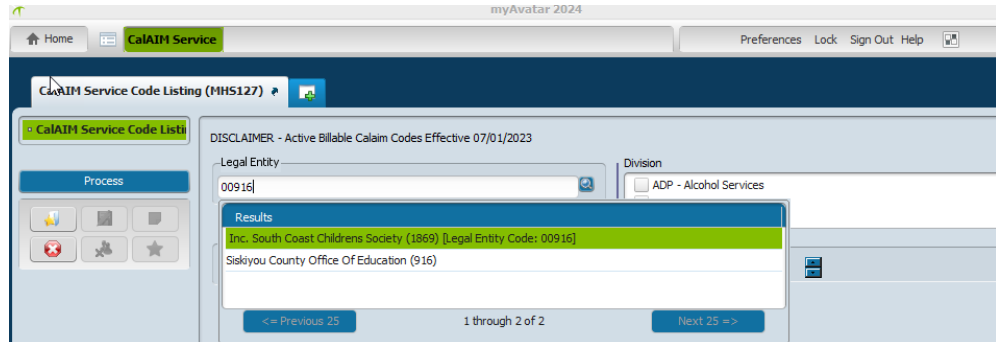
* Division field becomes disabled if Legal Entity or Program code fields are populated.

Process for Running a CalAIM Service Code Listing MHS127

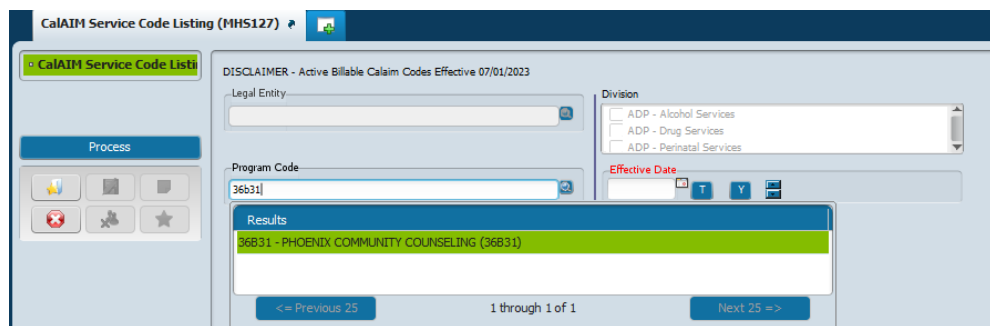
1. Log into myAvatar.
Go to Search Forms.
Type CalAIM Service Code Listing
Select the CalAIM Service Code Listing (MHS127) option from the dynamic search results, by pressing ENTER or double clicking your highlighted selection.



2. Once the report opens, request by Legal Entity or Program Code.
 - a) Legal Entity: Enter (5) digit Legal Entity number, including all leading zeros (ex. 00916) and double-click. Searching by Legal Entity will output the list of services assigned to all the programs under said Legal Entity.
Requesting the report by Legal Entity eliminates the need to enter a Division.



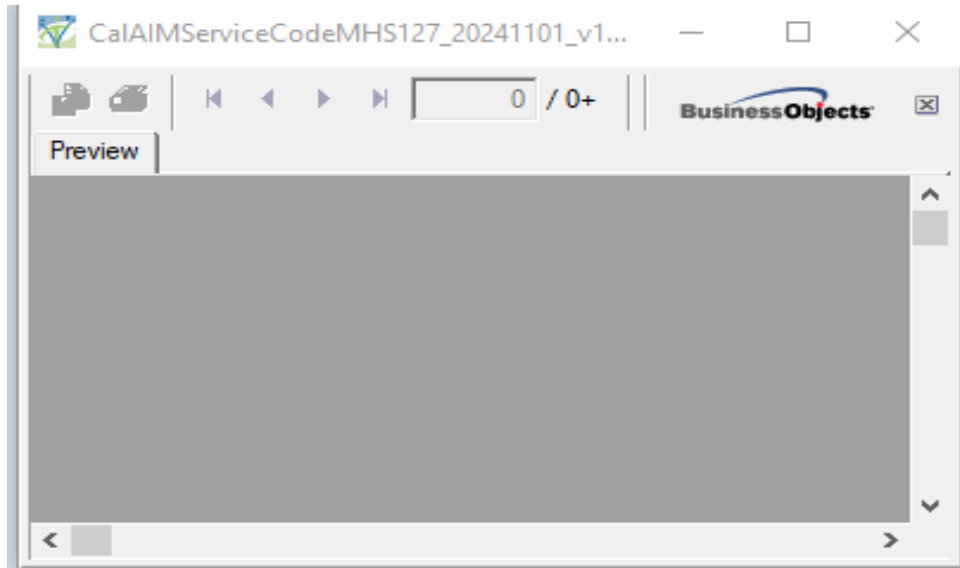
- b) Program Code: Enter Program Code (including the 5th and 6th digits), highlight the desired code from the dynamic search, and double-click.
Requesting the report by Program Code eliminates the need to enter a Division.



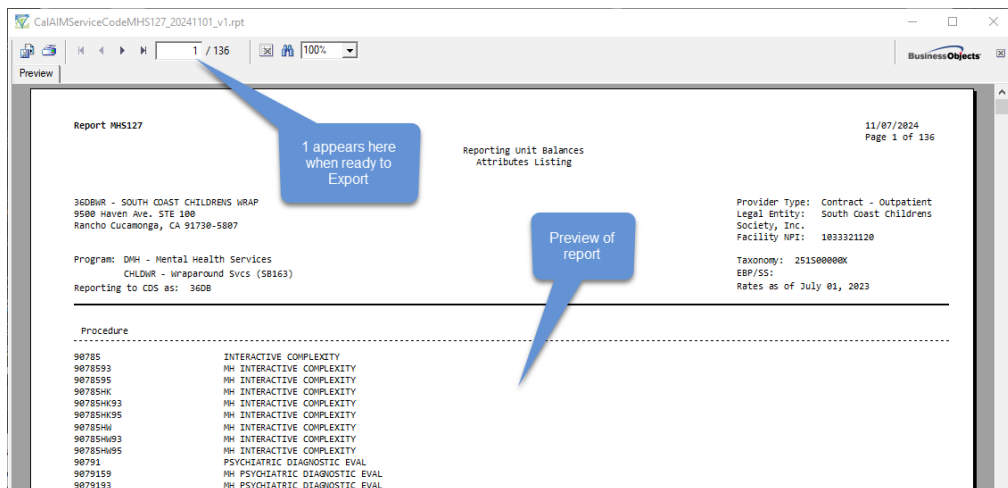
3. Always enter 07/01/2023 as Effective Date and click Process.



a) The following screen will pop up as the report is loading.



4. When the report is ready to view/print, the 0 in the Page Number field below will read 1, and report will open.



5. To Print the CalAIM Service Code Listing MHS127:
 - a) Click Print
 - b) Select printer, page range, and number of copies.
 - c) Click Print

