MIS Management Reports Manual

This document contains general instructions for creating management reports within the MIS software, including a general listing of common reports and their common uses. This document should be used in conjunction with the Adsystech manuals and other training materials to run various reports as needed for customer service, process improvement, and fund source or other requirements.

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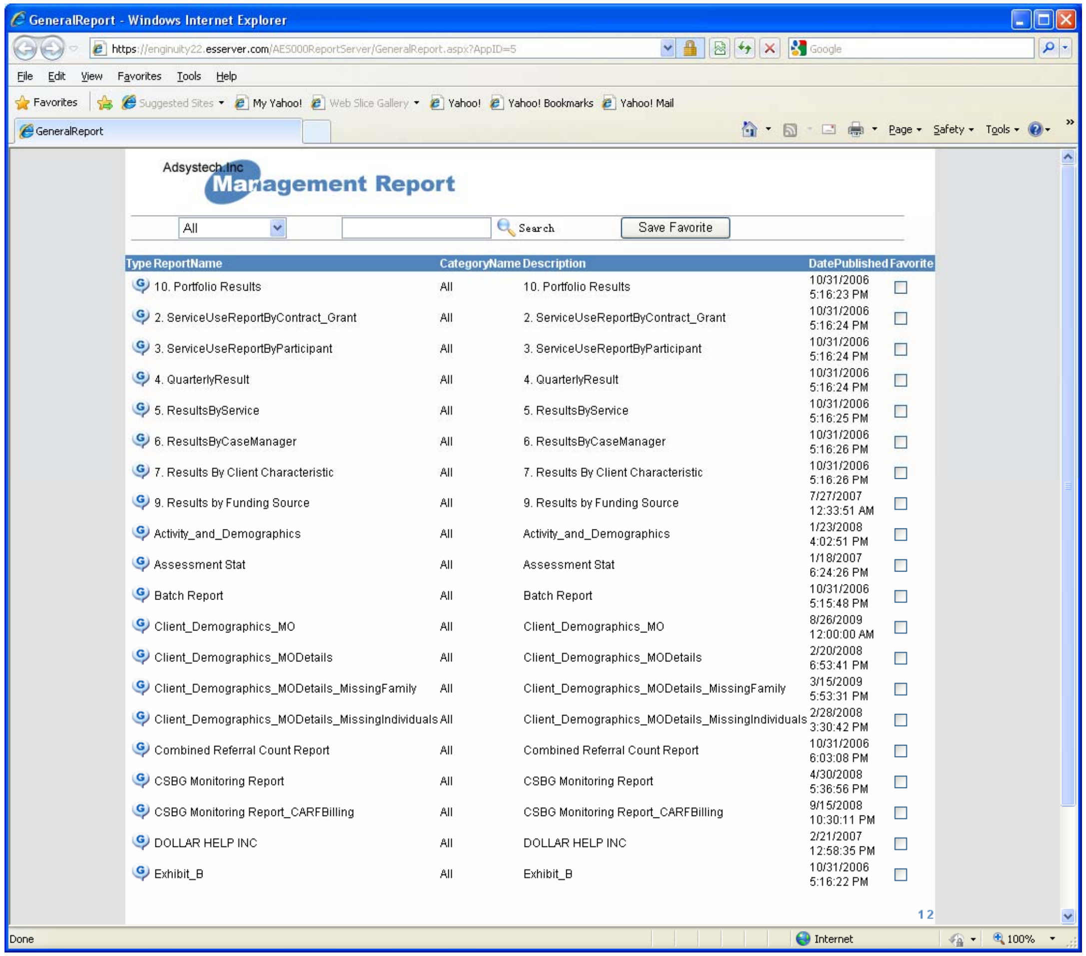
Management Reports web page



Type	ReportName	CategoryName	Description	DatePublished	Favorite
	10. Portfolio Results	All	10. Portfolio Results	10/31/2006 5:16:23 PM	
	2. ServiceUseReportByContract_Grant	All	2. ServiceUseReportByContract_Grant	10/31/2006 5:16:24 PM	
	3. ServiceUseReportByParticipant	All	3. ServiceUseReportByParticipant	10/31/2006 5:16:24 PM	
	4. QuarterlyResult	All	4. QuarterlyResult	10/31/2006 5:16:24 PM	
	5. ResultsByService	All	5. ResultsByService	10/31/2006 5:16:25 PM	
	6. ResultsByCaseManager	All	6. ResultsByCaseManager	10/31/2006 5:16:26 PM	
	7. Results By Client Characteristic	All	7. Results By Client Characteristic	10/31/2006 5:16:26 PM	
	9. Results by Funding Source	All	9. Results by Funding Source	7/27/2007 12:33:51 AM	
	Activity_and_Demographics	All	Activity_and_Demographics	1/23/2008 4:02:51 PM	
	Assessment Stat	All	Assessment Stat	1/18/2007 6:24:26 PM	
	Batch Report	All	Batch Report	10/31/2006 5:15:48 PM	
	Client_Demographics_MO	All	Client_Demographics_MO	8/26/2009 12:00:00 AM	
	Client_Demographics_MODetails	All	Client_Demographics_MODetails	2/20/2008 6:53:41 PM	
	Client_Demographics_MODetails_MissingFamily	All	Client_Demographics_MODetails_MissingFamily	3/15/2009 5:53:31 PM	
	Client_Demographics_MODetails_MissingIndividuals	All	Client_Demographics_MODetails_MissingIndividuals	2/28/2008 3:30:42 PM	
	Combined Referral Count Report	All	Combined Referral Count Report	10/31/2006 6:03:08 PM	
	CSBG Monitoring Report	All	CSBG Monitoring Report	4/30/2008 5:36:56 PM	
	CSBG Monitoring Report_CARFBilling	All	CSBG Monitoring Report_CARFBilling	9/15/2008 10:30:11 PM	
	DOLLAR HELP INC	All	DOLLAR HELP INC	2/21/2007 12:58:35 PM	
	Exhibit_B	All	Exhibit_B	10/31/2006 5:16:22 PM	

Permissions for reports are set by each agency. Not all reports are used by each agency, so your screen may not look exactly the same. If you are looking for a report that is not listed, contact your agency admin team. To run a particular report, click on the Report Name and the report generation screen will open in a new web browser window.

Table – Management Reports Listing

Title	Description	Common Usage	Frequency
Service Use by Contract_Grant	Lists aggregate services, units, or activities for specified contract or contracts; grouped by activity or type of service	Check balances and counts (number of clients served) of specific contracts.	Month End Year End As Needed
Service Use by Participant	Lists individual clients (name, date and type of service) who received services or activities for specified contract or contracts	Listing of clients who participated in contracts; detailed list to support Service Use by Contract / Grant report; for payment programs, separates paid amounts from obligated.	Month End Year End As Needed
Assessment Stat **Under Development**	**Under Development** – will list responses to comprehensive assessment script, program enrollment and activity questions	Identify demographic and data trends from client intake, program enrollment, and activity questions	Quarterly Year End As Needed
Batch Report	Lists transactions within a batch; includes name, vendor, account #, payment amount and activity date; can specify batch date range, contract, program, and/or vendor	Listing of transactions batched for payment; sent to fiscal for payment processing; returned to batching/approval authority to reconcile batches in the MIS	Part of batching & payment process
Client Demographics_MO (Section G)	State CSBG Section G report; run by contract, program, location, or agency-wide	Agency client demographics (summary data, in the format requested for state/federal reporting)	Year End As Needed
Client Demographics_ MO Detail (Section G records)	Lists all individual clients that make up the aggregate data in the Section G report; run by contract or agency-wide	Detail listing of all clients and demographic info captured; helps identify missing information from client demographics page	Year End As Needed
Client Demographics_MO DetailsMissing Fam (Section G records)	Lists only individual clients that have missing family demographic data needed for the Section G report (Housing, Family Type, etc.)	Detail listing of blank or invalid client data needed for Section G report – use as guide for maintenance of records	Monthly Year End As Needed
Client Demographics_MO Details Missing Individual (Section G records)	Lists only individual clients that have missing demographic data needed for the Section G report	Detail listing of blank client data needed for Section G report – use as guide for maintenance of records	Monthly Year End As Needed

Title	Description	Common Usage	Frequency
Combined Referral Count Report	Cumulative count of referrals by agency, category (poverty condition), program/type, or standard name	Counts all referrals entered by selected agency, program, category, or standard name; used for end of year outcomes	Year End As Needed
Dollar Help Inc. **Under Development**	Report used for agencies using the Dollar Help contract	Lists all batched dollar help transactions; Under review to determine common reporting needs for Dollar Help funds for all agencies	Part of batching process
Exhibit B (formerly Monthly FSD LIHEAP Report)	List aggregate counts and dollar amounts of ECIP benefits, grouped by fuel type, elderly, non elderly, disabled; includes unduplicated total households receiving ECIP benefits	List aggregate counts and dollar amounts of ECIP benefits, grouped by fuel type, elderly, non elderly, disabled; Part of check reconciliation process and required monthly LIHEAP reporting	Month End Year End As Needed
Exhibit C	State Exhibit C report for ECIP recipients; includes name; payment amount; Energy Code, required demographic details	Detail listing of all clients who received ECIP; Annual report includes only paid transactions; will not match other monthly reports	Year End As Needed
Exhibit E	State Exhibit E report for ECIP recipients; includes name; payment amount; Fuel Type, required demographic details	Detail listing of all clients who applied for ECIP; Monthly version uses Application Date (Service Date) for inclusion in the report date parameters	Month End Year End As Needed
Follow-up Form	List clients by referral resource (organization referred to)	Used to determine if service provided or not; phone number is to select agency phone number for referral resource to call with questions	Quarterly Year End As Needed
LIHEAP Household Report	Summary and Detail listing of households receiving ECIP benefits – grouped by month	Lists data required for state LIHEAP Households Assisted and Applicant Households report	Month End Year End As Needed
CSBG Monitoring Report	Alphabetical listing of clients billed, by program activity, including demographic data required by CSBG contract	Used as documentation of units billed for the CSBG contract (except for CARF Billing)	Month End Year End As Needed
CSBG Monitoring Report by Program **Pending Design**	Under development; similar to CSBG Monitoring report, but alpha client listing will be grouped by program (not activity)	Activity to be added to the report as a data column, not as a header or grouping feature; request pending by state CSBG office	Month End Year End As Needed
CSBG Monitoring Report / CARF Billing	Listing of HOH/HOF billed for CARF, including total number of family members and number of CARF units billed for that family (based on Family ID).	Used as documentation of CARF Billing units billed for the CSBG contract	Month End Year End As Needed

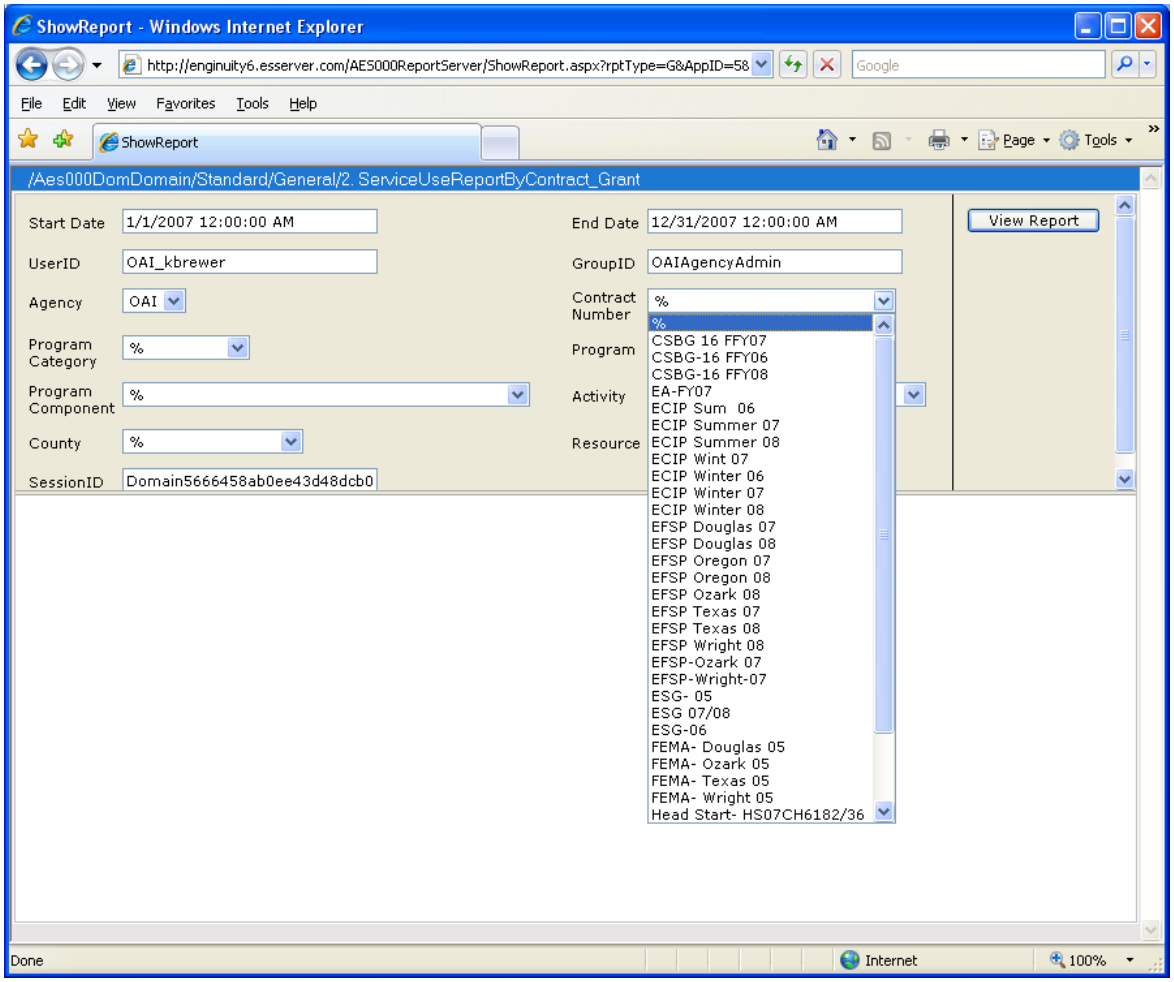
Title	Description	Common Usage	Frequency
Listing of Clients Referred		List of clients by referral resource for follow-up of services, grouped by resource and agency employee	Quarterly Year End As Needed
Paid Vendor Transactions	Lists client transactions paid to vendors; can be run by specific vendor, program, or contract	Part of check reconciliation process;	Month End Year End As Needed
Referral Status	Lists referrals made by date range, agency, caseworker and status; includes client name, referral agency, and status	Client listing by Referral Resource for follow-up of services provided; helps identify levels of progress in follow-up and status of referrals	Quarterly Year End As Needed
Unbatched Approved Transactions	Lists transactions that have been approved but not yet batched	Assist in determining what transactions are still waiting for payment; Part of batch process	Month End Year End As Needed
Unpaid Batches	Lists batches that have not yet been reconciled in the system	Identifies batches and transactions that are not marked paid in the MIS; aids fiscal reconciliation	
Vendor Payment Status	Lists all payments for specified vendor(s); run by contract, program, vendor, and/or status of payment	Listing of all transactions, all status to determine payment count and amount by vendor; Part of batch and check reconciliation process	Month End Year End As Needed

All Management Reports have some common elements. When running these reports, users select which parameters and filters should be applied to the data. These parameters include a date range, program or contract, activity or service, county of residence, caseworker or staff person providing the service, vendor or referred organization, and status of activity or referral. The management reports have been set up with the most common variables defined as report parameters.

The samples below should provide an overview of what parameters are available, and what kind of data is expected from various management reports. These reports can be exported to different formats for printing, sorting, and analysis. That process is covered after the sample reports.

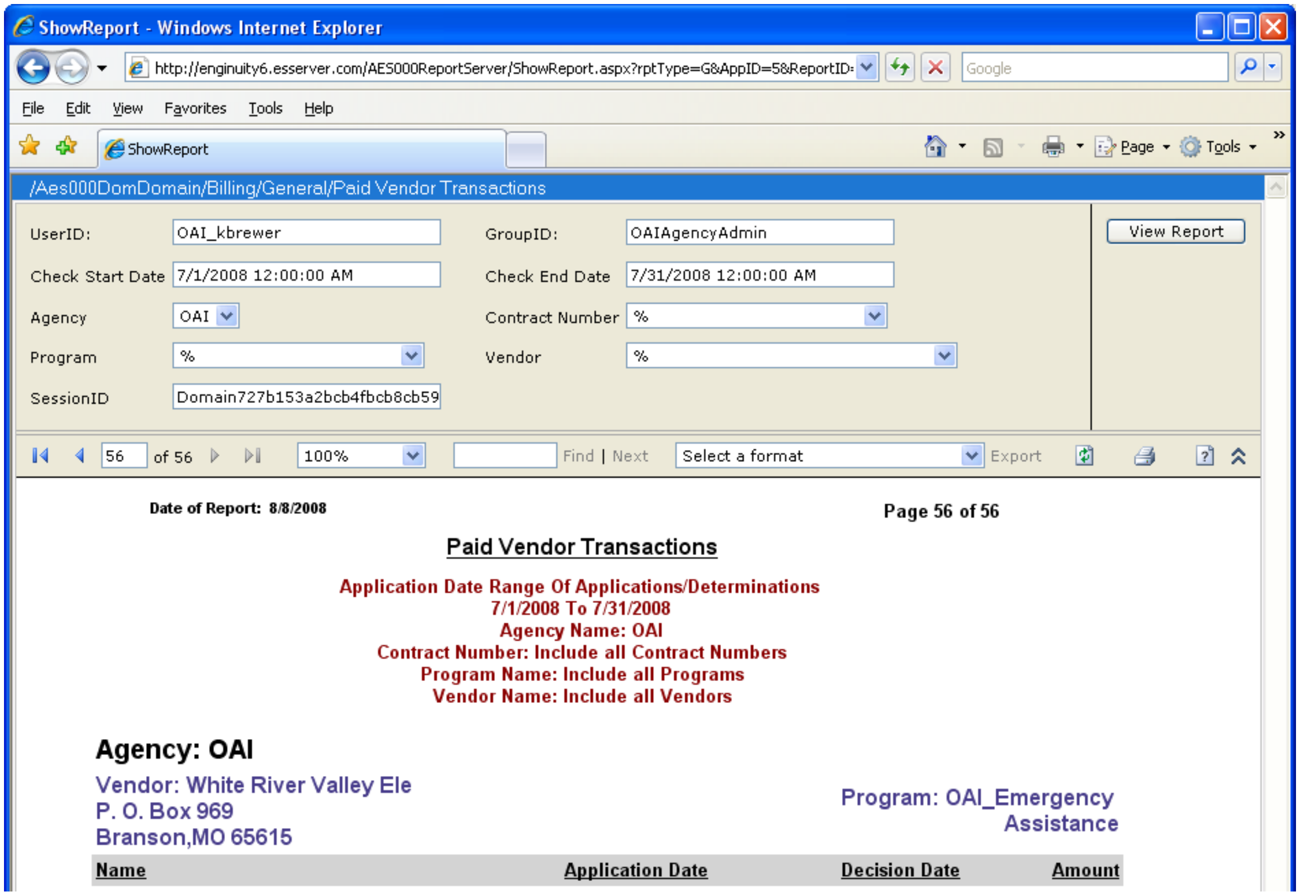
Service Use Report by Contract_Grant

Sample parameters and output format (layout)



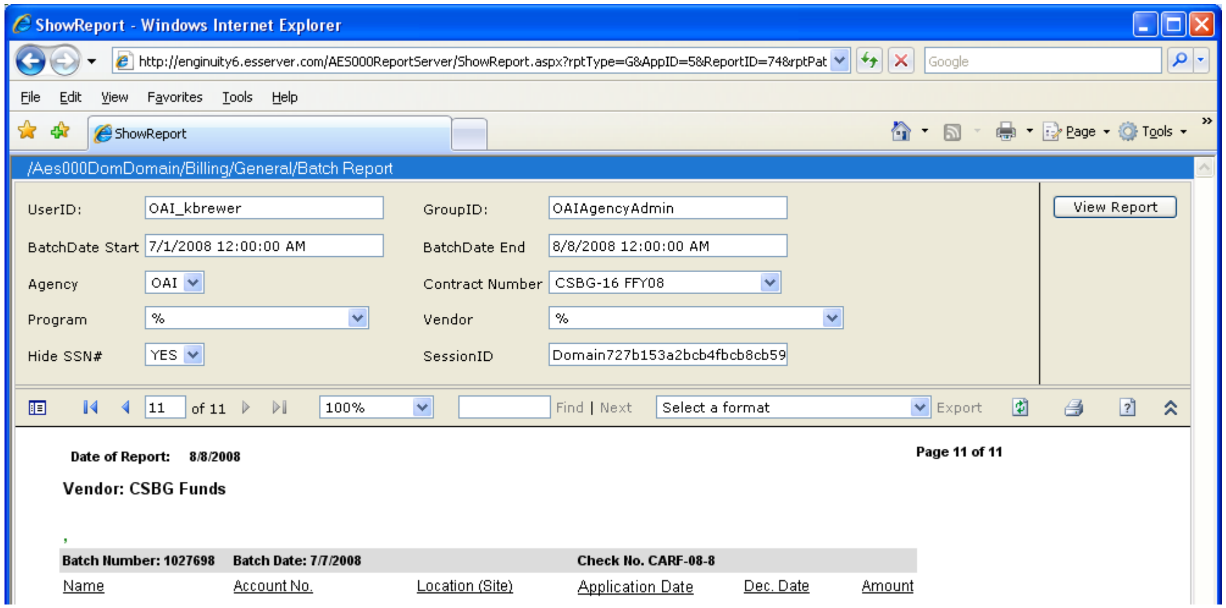
Paid Vendor Transactions

Sample parameters and output format (layout)



Batch Report

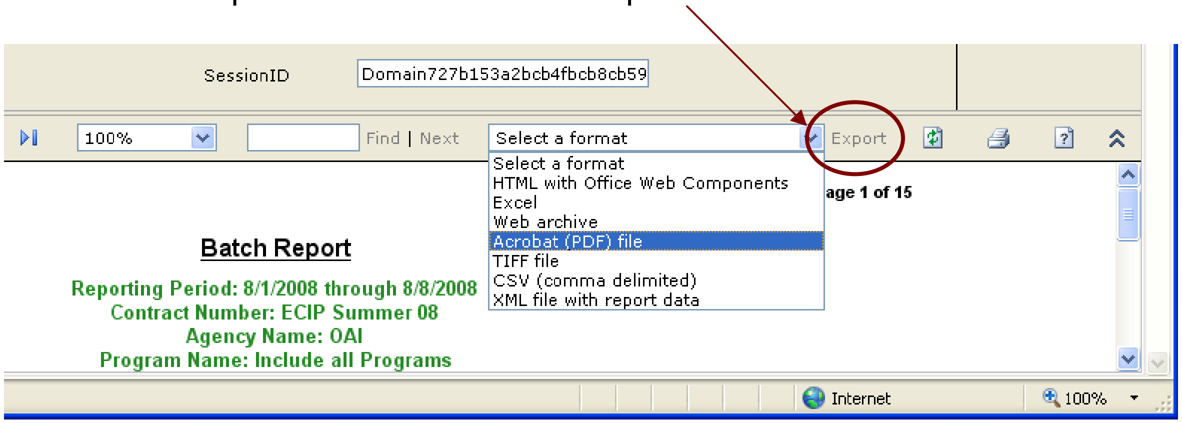
Sample parameters and Output format (layout)



Exporting, Printing, and Saving Reports

Once you have run the report with the desired parameters, there are several options available. In most cases, you'll want to print the report (or save the report for printing at a later time). In other cases, you may want to sort the data for further analysis.

The Management Reports include an Export function that formats the data in a variety of options. In the middle of the report screen, there is a dropdown with several options. Select the desired format and click on the word "Export" next to the format dropdown.



The most common options are for printing or sorting:

- **For printing**, select the "Acrobat (PDF) file" option – this provides the cleanest format.
- **For sorting**, select "Excel" to export the data into a Microsoft Excel spreadsheet (this format may include merged fields and blank columns used to maintain spacing, which must be removed before sorting the data)
- For importing to another database or other software program, select the CSV (comma delimited) option.
- Other options are available as listed

MIS Application Report Listing

(Right-click reports from MIS pages)

RClick – Assessment		Sample of client assessment	Agency option
RClick – Household Intake and Referral Report		Household demographic data and referrals received; printed at end of client intake process; client signature required	
RClick – Client Listing Page-Client Note		Prints information entered on Comments page (pop up page from Assessment screen, used to enter general information about client situation)	Optional by agency
RClick – Client Listing Page – Client Address		Lists client address	No need to print
RClick – Vendor Payment – Missouri HEAP Application		Household demographic data with vendor payment information; printed when vendor transaction is completed in the system	Agency Determination
RClick – Vendor Payment – MHTF Application	Missouri Housing Trust Fund application	Household demographic data with vendor payment information and referral data; printed when vendor transaction is completed in system	For MHTF apps only
RClick – Batch Info, Batch Reports – Batch Application Report	Same as Management Batch Report, but real-time access; lists details for each transaction in the selected batch(es), including client name, vendor, payment amount, and SSN (no option to hide SSN)	Transactions batched for payment; part of batching process.	Can use this instead of management Batch Report (Agency option)
RClick – Batch Info –Notification Letter		Creates letters for each transaction in the selected batch(es), sent to client to inform of payment date, amount, etc.	