### Reports Guide for Mental Health & AODA

The Workload Management function and Reports Lists will allow you the flexibility to run your own searches and reports as needed. The matrix below will provide you with ideas for searching or running reports using the new tools in the Mental Health and AODA modules.

<table>
<thead>
<tr>
<th>Function of Search or Report</th>
<th>PPS Activity</th>
<th>Filter Criteria</th>
<th>What is this similar to</th>
</tr>
</thead>
</table>
| **AODA Service Utilization Report** | Reports List | **Report Type:** Service Utilization  
**Agency:** Default  
**Module Type:** 0002 - AODA  
**Year:** From - Beginning of Current Year; To - Today (or monthly if needed)  
*You can include any other search criteria such as age, target group, SPC, etc…  
Click on the Name column in the search results to sort alphabetically. | AODA Service Utilization Report  
LH60 6700, LH61 6701  
AODA Units Report A-700  
AODA Units Report Alpha A-700A  
LHEQ 670P, LHER 671P  
AODA Units Report A-700 - Previous Year  
AODA Units Report Alpha A-700A - Previous Year  
LH17 L400  
SPC Provider Service Summary  
LH04 L104  
SPC by Target Group Service Summary |
| **AODA Treatment Outcome Report** | Reports List | **Report Type:** Treatment Outcome  
**Agency:** Defaults  
*Include any additional report criteria you would like to filter on. For example, you can filter on race and/or age etc… | AODA Treatment Outcome Report |
<table>
<thead>
<tr>
<th>Description</th>
<th>Workload Management</th>
<th>Agency: Default to your agency</th>
<th>Module Type: AODA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open AODA SPCs with No Units Reported</td>
<td></td>
<td><strong>SPC Start Date From:</strong> From 12, 6, 3, or 1 month ago (or any other length of interest)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SPC Start Date To:</strong> To - Today or end of a particular month. (Example: From - March 21 To - June 21)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Open Services Records Only:</strong> check the box</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>No Units:</strong> check the box</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH57 6310</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open AODA SPCs With No Units Reported for 6 Months A-31A Excludes Intoxicated Drivers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH59 6312</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open AODA SPCs With No Units Reported for 12 Months A-031B Intoxicated Drivers Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH58 6313</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open AODA SPCs With No Units Reported for 3 Months A-031C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH05 L110</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>32T Units Report</td>
<td></td>
</tr>
<tr>
<td>Open and Closed AODA SPCs</td>
<td></td>
<td><strong>SPC Start Date From:</strong> 1, 3, 6, or 12 months ago (or any other length of interest)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SPC Start Date To:</strong> Today or end of a particular month. (Example: From - March 21 to April 21)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Click on the Name column in the search results to sort alphabetically.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH55 6320</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AODA Units Report A-032</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AODA Units Report Alpha A-132</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH09 L230, LH10 L231</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agency Directory – Alphabetic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agency Directory - Family ID Sort</td>
<td></td>
</tr>
<tr>
<td>Open MH SPCs with No Units Reported</td>
<td></td>
<td><strong>SPC Start Date From:</strong> From 12, 6, 3, or 1 month ago (or any other length of interest)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SPC Start Date To:</strong> To - Today or end of a particular month. (Example: From - March 21 To -</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MH32T</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mental Health Units Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MH031</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open MH SPCs with No Units Reported for 6 Months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LH05 L110</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>32T Units Report</td>
<td></td>
</tr>
<tr>
<td>Open and Closed MH SPCs</td>
<td>Workload Management</td>
<td>Agency: Default to your agency</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Module Type:</strong> Mental Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SPC Start Date From:</strong> 1, 3, 6, or 12 months ago (or any other length of interest)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SPC Start Date To:</strong> Today or end of a particular month. (Example: From - March 21 to April 21)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Click on the Name column in the search results to sort alphabetically.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MH Service Utilization Report</th>
<th>Reports List</th>
<th><strong>Report Type:</strong> Service Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Agency:</strong> Default</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Module Type:</strong> 0001 – Mental Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Year:</strong> From - Beginning of Current Year; To - Today (or monthly if needed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>You can include any other search criteria such as age, target group, SPC, etc…</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click on the Name column in the search results to sort alphabetically.*</td>
</tr>
</tbody>
</table>
| Worker Caseload | Workload Management | Agency: Defaults in  
Module Type: AODA or Mental Health  
Result Type: Services (if mental health)  
Open Services Records Only: check the box  
Local Worker ID: enter the case worker's ID. | LH11 L242  
Worker Caseload |
|-----------------|---------------------|------------------------------------------------|
| SPC Review Date Tickler | Workload Management | Agency: Defaults in  
Module Type: AODA or Mental Health  
Result Type: Services (if mental health)  
SPC Review Month From: month/day/year (i.e. May 1 2012)  
SPC Review Month To: month/day/year (i.e. May 31 2012)  
*You can enter the Local Worker ID to filter for results by a particular case worker. | LH16 L330  
SPC Review Date Tickler |