

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.

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

Function of Search or Report	PPS Activity	Filter Criteria	What is this similar to?
Open and Closed AODA SPCs	Workload Management	<p>Agency: Default to your agency</p> <p>Module Type: AODA</p> <p>SPC Start Date From: 1, 3, 6, or 12 months ago (or any other length of interest)</p> <p>SPC Start Date To: Today or end of a particular month. (Example: From - March 21 to April 21)</p> <p>*Click on the Name column in the search results to sort alphabetically.</p>	<p>LH55 6320 AODA Units Report A-032 AODA Units Report Alpha A-132</p> <p>LH09 L230, LH10 L231 Agency Directory – Alphabetic Agency Directory - Family ID Sort</p>
Open MH SPCs with No Units Reported	Workload Management	<p>Agency: Default to your agency</p> <p>Module Type: Mental Health</p> <p>SPC Start Date From: From 12, 6, 3, or 1 month ago (or any other length of interest)</p> <p>SPC Start Date To: To - Today or end of a particular month. (Example: From - March 21 To - June 21)</p> <p>Open Services Records Only: check the box</p> <p>No Units: check the box</p> <p>*If you wish to search for a particular worker number, enter the Local Worker ID as search criteria.</p>	<p>MH32T Mental Health Units Report</p> <p>MH031 Open MH SPCs with No Units Reported for 6 Months</p> <p>LH05 L110 32T Units Report</p>
Open and Closed MH SPCs	Workload Management	<p>Agency: Default to your agency</p> <p>Module Type: Mental Health</p> <p>SPC Start Date From: 1, 3, 6, or 12 months ago (or any other length of interest)</p> <p>SPC Start Date To: Today or end of a particular month. (Example: From - March 21 to April 21)</p> <p>*Click on the Name column in the search results to sort alphabetically.</p>	<p>LH09 L230, LH10 L231 Agency Directory – Alphabetic Agency Directory - Family ID Sort</p>

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MH Service Utilization Report	Reports List	<p>Report Type: Service Utilization</p> <p>Agency: Default</p> <p>Module Type: 0001 – Mental Health</p> <p>Year: From - Beginning of Current Year; To - Today (or monthly if needed)</p> <p>*You can include any other search criteria such as age, target group, SPC, etc...</p> <p>Click on the Name column in the search results to sort alphabetically.</p>	<p>LH17 L400 SPC Provider Service Summary</p> <p>LH04 L104 SPC by Target Group Service Summary</p>
Worker Caseload	Workload Management	<p>Agency: Defaults in</p> <p>Module Type: AODA or Mental Health</p> <p>Result Type: Services (if mental health)</p> <p>Open Services Records Only: check the box</p> <p>Local Worker ID: enter the case worker's ID.</p>	<p>LH11 L242 Worker Caseload</p>
SPC Review Date Tickler	Workload Management	<p>Agency: Defaults in</p> <p>Module Type: AODA or Mental Health</p> <p>Result Type: Services (if mental health)</p> <p>SPC Review Month From: month/day/year (i.e., May 1, 2012)</p> <p>SPC Review Month To: month/day/year (i.e., May 31, 2012)</p> <p>*You can enter the Local Worker ID to filter for results by a particular case worker.</p>	<p>LH16 L330 SPC Review Date Tickler</p>

