

Reports Console:

Provides access to Cognos Reports Table of Contents Page

IBHIS Reports | Selected Client: | Episode: | DMH Cognos Reports Table of Contents

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
County of Los Angeles Department of Mental Health Cognos Reports Table of Contents

Feb 24, 2020 7:51:45 AM

Report Name	Report Description	Update Frequency
My Staff Activity Report	Displays IBHIS staff activities of the logged-in user. For supervisors/managers looking for program-wide staff activities, please click on STATS Reports below and then select "IBHIS Staff Activity Report (for Manager/Supervisor)"	Weekly
STATS Reports (Authorization* required)	Include: IBHIS Active Clients by Program and Primary Program, IBHIS Direct Services Reports, IBHIS Homelessness Tracking Reports, IBHIS Meaningful Use Compliance Reports, IBHIS Staff Activity Report (for Manager/Supervisor), etc.	Varies
IBHIS Reports (Authorization* required)	Include: Clinical Forms in Draft and Pending Approval Status, COS/MAA Service Report, Missing & Excluded Diagnosis Detail Reports, IBHIS Progress Notes Report, Active Medicare clients (Lifetime Extended Signature Auth), Active OHC Clients (IA/AB), Charts to Review, Client UMDAP Report, etc.	Varies

Cognos Reports Table of Contents Page – displays a list of Cognos reports that the user has access to based on their specific User Role Authorization

*** Instructions to request access to IBHIS Reports & STATS Reports:**

1. Receive approval from supervisor and/or manager
2. Open Internet Explorer - [DMH SharePoint](#)
3. Select "Administrative Service Desk"
4. Click "Sign in with your HOSTED account by clicking on this link"
5. Click "Report an Issue" (located on the upper right corner)
6. Provide the following information in the description section, as shown in the example below -
 - (a) Report Name (e.g. CBO, IBHIS, NGA, PFAR, QA, and STATS Reports)
 - (b) Description (e.g. Requesting access to name of report(s))
 - (c) Name(s), Employee Number(s)
 - (d) Justification, Approver Name/Email
7. Click "Save Incident"

Instructions on how to request access to IBHIS and STATS Reports – Program Managers or supervisors will need to make a request for staff to obtain access to STATS reports

Browser screenshot: <https://lacdmhheat.saasit.com/Default.a> | John Doe | Self Service (MH) | **Report an Issue**

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My Staff Activity Report – displays the IBHIS activities for the user

- To run your report:
 - Enter a Start and End date
 - Click on “Finish”
 - Report will generate all services provided by the user within the date range entered
- Report can help user track the following:
 - Time spent providing services to clients (see **Duration** and **Face-to-Face Time** columns)
 - What services are being provided to clients (see **Activity Description** and **Service Code** columns)
 - Potential errors (e.g. was the wrong Program of Service or Service Code used?)

My IBHIS Staff Activity

Start Date
Jan 29, 2020


End Date
May 29, 2020

Data only go back to one year.

Cancel Finish

My IBHIS Staff Activity Report									
IBHIS data as of 05/27/2020									
Start & End Date: Jan 1, 2019 - May 29, 2020									
Staff Member	Program of Service	Activity Date/Time	Duration (minutes)	Face-to-Face Time	ActivityType	Client	Activity Description	Service Code	Funding Plan

How to Convert Cognos Reports into Excel Spreadsheets

- Click on this icon found in the top left-hand side of the report:

- A drop down menu will appear
- Select either “Run Excel” or “Run Excel Data”
 - **Run Excel** – Excel spreadsheet will display the data and contain the same formatting as the Cognos Report
 - **Run Excel Data** – Excel spreadsheet will display the data without the formatting used in the Cognos Report

