



Internet Reports

Quick Reference Guide for DMH Contractors



Data Management & Information Technology Administration Division Reporting Unit

Revised 3/5/21

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Purpose

To provide guidance and instructions to users on how to access Internet Reports using the updated version of Cognos Analytics. It has a new user interface requiring users to follow new user login protocol. In addition, the user interface has been restructured including new menu, navigation bars, and reporting folder structures.

Requirements, Recommended Operating System and Web Browser (MFA)

Requirements	Recommended Operating System	Recommended Web Browser
Local admin rights is required to access	Windows 10 must be at least 1903	Chrome 79.0.3945.88
Incognito or InPrivate mode.	System must be up-to-date.	Chromium-based Edge Browser 79/0.309.58
Refer to your agency's IT to check if you have local admin rights to access Incognito mode or InPrivate mode on your browser.		

Do NOT use Internet Explorer.

Do NOT click the back button or it will create duplicate profiles.

Use Google Chrome or Microsoft Edge Chromium.

We will be setting up the Multi-factor authentication in Incognito mode in Google Chrome or InPrivate browsing in Microsoft Edge Chromium.

We have to use this method as we are establishing a new Microsoft account and if your organization already uses Multifactor authentication it will cause conflicts with existing accounts.

For Google Chrome:

Click on the elipses in the top right corner.

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	☆) 🛃		
	New tab New wind New inco	low gnito windo		Ctrl+T Ctrl+N Shift+N
	History Download Bookmark			Ctrl+J
	Zoom Print Cast	- 10	0% +	Ctrl+P
	Find More tool	s		Ctrl+F
	Edit	Cut	Сору	Paste
Q Search Google or type a URL	Settings Help			
+	Exit			
Add shortcut				

		- 🗇 🗙
	\$	3 9 * 0 3
	New tab New window	Ctrl+T Ctrl+N
	New incognito	
	History Downloads Bookmarks	► Ctrl+J
	Zoom -	100% +
	Print Cast Find More tools	Ctrl+P Ctrl+F
	Edit C	ut Copy Paste
Q Search Google or type a URL	Settings Help	4
+	Exit	
Add shortcut		

Your browser will then change into incognito mode and look similar to this.

New Tab X +			- 0 ×
$\leftrightarrow \mathbf{c}$ \mathbf{c}			🖈 😸 Incognito 🚦
	You've gone incognito		
	Now you can browse privately, and other people who use this device v However, downloads and bookmarks will be saved. Learn more	won't see your activity.	
	Chrome won't save the following information: Your activity might • Your browsing history • Websites you vi • Cookies and site data • Your employer • • Information entered in forms • Your internet se	r or school	
	Block third-party cookies When on, sites can't use cookies that track you across the web. Fe sites may break.	Features on some 🛛 💭	

For Microsoft Edge Chromium:

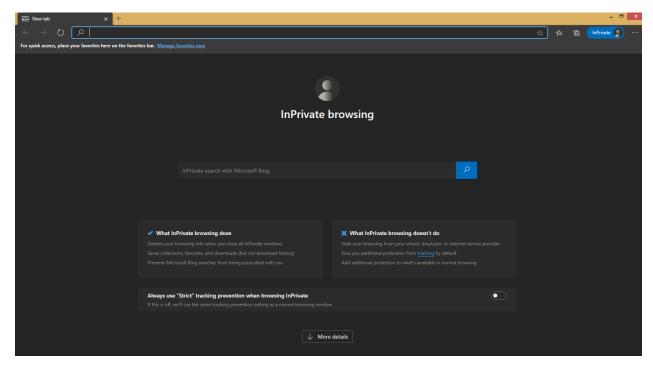
Click on the horizontal elipses in the top right corner.

	- 0 ×
	* *
	New tab
	New window Ctrl+N
	□ 🖳 New InPrivate window Ctrl+Shift+N
	Zoom - 100% + 2 ⁷
	∑ Favorites Ctrl+Shift+O
	③ History >
	↓ Downloads Ctrl+J
	🕀 Apps >
	C Extensions
	Collections Ctrl+Shift+Y
•	Print Ctrl+P
	🕼 Web capture Ctrl+Shift+S
Google Search I'm Feeling Lucky	D Find on page Ctrl+F
	A ¹⁾ Read aloud Ctrl+Shift+U
	More tools >
	Settings
	? Help and feedback >
	Close Microsoft Edge

Select "New InPrivate window."

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		슜	☆	œ (
		New tab			Ctrl+1	r
		New window			Ctrl+N	I
	, G	New InPrivat	e window	Ctrl+S	Shift+N	J
		Zoom	-	100%	+	2
	դե	Favorites		Ctrl+S	Shift+C)
	I	History				>
		Downloads			Ctrl+.	J
State	₽	Apps				>
	- ·	Extensions				
(q	Ē	Collections		Ctrl+	Shift+\	/
Ţ, ţ		Print			Ctrl+F)
Google Search I'm Feeling Lucky		Web capture		Ctrl+	Shift+S	\$
Google Search ThirPeeling Lucky		Find on page			Ctrl+I	
	A"	Read aloud		Ctrl+S	Shift+L	
		More tools				>
	\$	Settings				
	?	Help and fee	dback			>
		Close Micros	oft Edge			
	-					

Your browser will then change into InPrivate window and look similar to this.

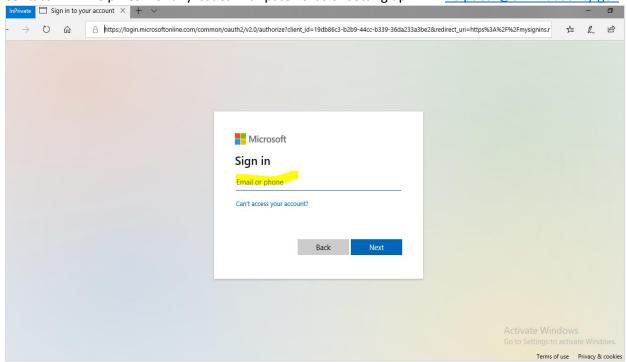


Copy and paste the following link into your browser <u>https://aka.ms/mysecurityinfo</u>

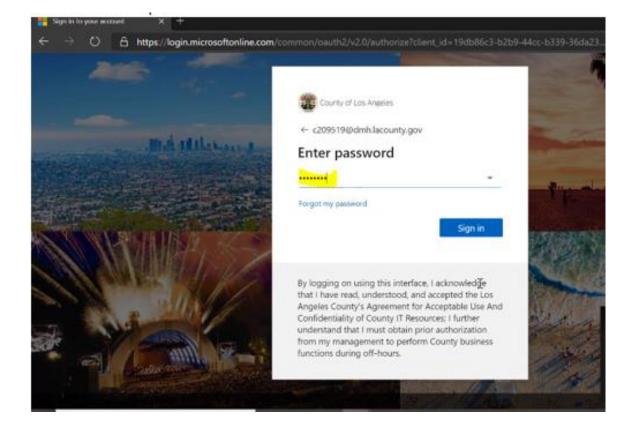
You will be directed to the Microsoft security site Sign In window.

Enter your DMH user ID which will be your <u>Cnumber@dmh.lacounty.gov</u> (Example: <u>C123456@dmh.lacounty.gov</u>)

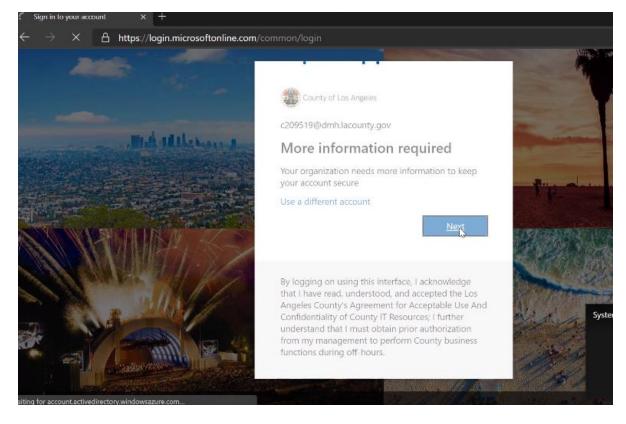
Contact DMH Help Desk for any issues with passwords or setting up MFA: helpdesk@dmh.lacounty.gov



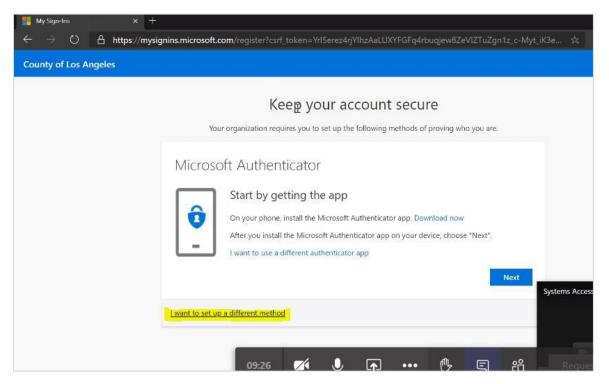
Enter your SSLVPN password.



Enter any additional information requested.



You have the option to use the Microsoft Authenticator app on your mobile phone, or you can add your mobile number to receive text messages for authentication. Click "I want to set up a different method" if you do not want to use the app.



Phone Method Enrollment

Go to "+Add Method" and from the dropdown menu and select "Phone"

My Sign-Ins	
 Q Overview Security info 	Security info These are the methods you use to sign into your account or reset your password.
S Organizations	+ Add method
Devices Privacy	No items to display.

You can choose a different method.

Mar. 51

Add a method	
Which method would you like to add?	
Phone	\sim
Authenticator app	
Phone	
Alternate phone	

Select "Phone' from the drop down menu and click "Confirm".

of Los Angeles				
	K	eep your account secu	re	
	Your organization req	uires you to set up the following methods of	proving who you are.	Syste
	Phone You can prove who you are by What phone number would ye United States (+1) Text me a code Call me Message and data rates may app and cookies statement.	Choose a different method Which method would you like to use? Phone Cancel Confirm oly. Choosing Next means that you agree to	b your phone.	
			Next	

1) Add a phone number to receive texts or phone calls for verification (Personal or Company issued cell phone).

2) Select either "Text me a code" or "Call me"

3) Click "Next"

Phone	
You can prove who you are by answer texting a code to your phone.	ring a call on your phone or
What phone number would you like to	o use?
United States (+1)	2135551212
 Text me a code Call me 	
Message and data rates may apply.	
	Cancel Next

If "Text me a Code" was selected, enter the 6-digit code that was provided to the phone number you entered and click "Next"

Phone		
We just sent a 6 digit code to +1 213 Enter code	Enter the	e code below.
Resend code		
	Back	Next

4) If "Call me" was selected, you will be asked to verify by pressing the "#" button on the phone.

You have completed the Phone Verification.

You can repeat the process to add additional methods for authentication such as secure questions or email.

Security info These are the methods you use to s	sign into your account or reset your passw	ord.			
Default sign-in method: Phone - o	call +1 626				
- <mark> Add method</mark>	Add a method				
🚫 Alternate phone	Which method would you like to add?			hange	Delete
S Phone	Email		\sim	hange	Delete
Lost device? Sign out everywhere		Cancel	Add		

After entering the method(s), the setup process is complete.



If you chose the Phone-Text Method Option, you will need to perform these additional steps. Go to Link: (<u>https://aka.ms/mysecurityinfo</u>).

Click on "Change" for Default Method.

Overview	Security info These are the methods you use to sign into your ac	rcount or reset your password		
𝒫 Security info☑ Organizations	Default sign-in method: Phone - call +1 ?	Change		
Devices	+ Add method			
A Privacy	& Phone	+1 909	Change	Delete
	Microsoft Authenticator	DMH-iPhone-F71X41QZJ5KM (disabled, please		Delete
	Lost device? Sign out everywhere			

Change from Phone - call to Phone - text.

 Q Overview Security info Organizations Devices 		O you use to sign into your account or reset your password. od: Phone - call +1 909		
A Privacy	Phone Microsoft Aut Lost device? Sign ou	+1909 Change default method Which method would you like to use to sign in? Phone - call +1 909 Phone - call +1 909 Phone - text +1 909	Change	Delete

Requirements, Recommended Operating System and Web Browser (Pulse Secure & Cognos)

Requirements	Recommended Operating System	Recommended Web Browser
Local admin rights is required to install Pulse Secure.	Windows 10 must be at least 1903 System must be up-to-date.	Chrome 79.0.3945.88 Chromium-based Edge Browser 79/0.309.58
Refer to your agency's IT to check if you have local admin rights to install Pulse Secure on your computer.		
Uninstall older version of Pulse Secure		

A way to uninstall older version of Pulse Secure from your computer

Pulse Secure is typically installed in the C:\Program Files (x86)\Pulse Secure\Pulse folder; however, this location may vary depending on the user's choice when installing the application. The entire uninstall command line for Pulse Secure is C:\Program Files (x86)\Pulse Secure\Pulse\PulseUninstall.exe.

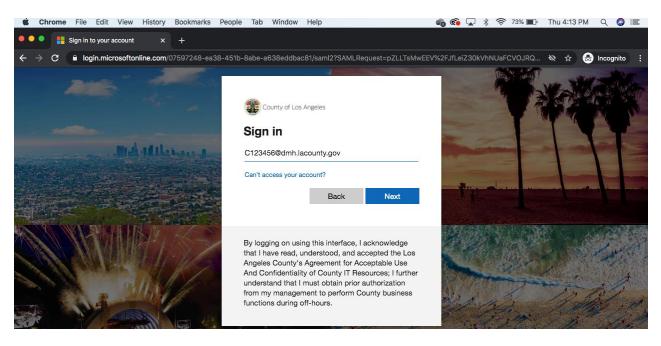
📙 « Program Files (x86) » Pulse Secure » Pulse			
Name	Date modified		
AllEvents.man	5/29/2020 7:12 AM		
🔊 components	10/7/2020 2:03 PM		
EventsRes.dll	5/29/2020 7:10 AM		
PSSetupClientInstaller	5/29/2020 6:01 AM		
📑 PulseHelper	5/29/2020 7:10 AM		
PulseInstaller	10/7/2020 2:03 PM		
PulseSecureVersion	10/7/2020 2:03 PM		
🏐 PulseUninstall	5/29/2020 7:10 AM		
🎲 Repair Pulse Secure	10/7/2020 2:03 PM		
📓 versionInfo	10/7/2020 2:03 PM		

Note: Administrator rights is required to uninstall properly.

Los Angeles County Mental Health SSLVPN – DMH Contractor Login

To access the DMH Contactor Login page, navigate to DMH Contractor page:

https://era.lacounty.gov/dmh/contractor/mfa



USERNAME: c+ContractorID@dmh.lacounty.gov PASSWORD: Hosted Password Example: c123456@dmh.lacounty.gov

Contact DMH Help Desk at helpdesk@dmh.lacounty.gov to get your SSL VPN password reset

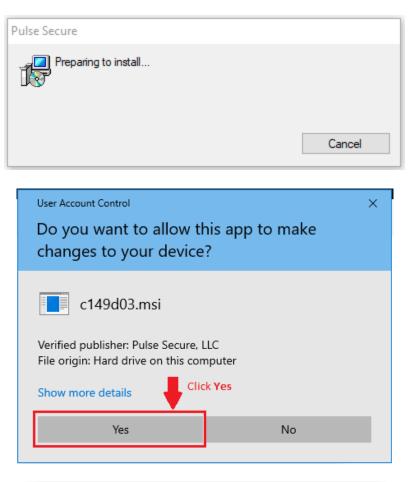
Pulse Secure

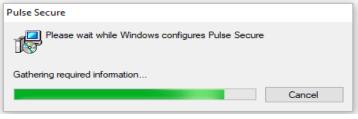
To begin the secure connection, find the **Client Application Sessions** box and click the Pulse Secure **Start** button.

1		
Web Bookmarks		-
AB109 Post-Release Community Supervision (PRCS) Provider Outcome	Ð	
DMH Heat	Ð	
Internet Reports - FFS	Ð	
Outcomes Measures Application (OMA)	Ð	
Prevention & Early Intervention Outcome (PEI-OMA)	Đ	
Safety Intelligence	Ð	
Service Request Tracking System (SRTS)	Đ	
Wraparound Tracking System (WTS)	Ð	
Internet Reports – NGA	Đ	
Trading Partner Request (TPR)	Ð	
Practitioner Registration and Maintenance (PRM)	Ð	
Internet Reports – OMA	Đ	
Synchronizing User Web Bookmarks		
Client Application Sessions		×.
S Pulse Secure	Start	

• First time users will need to follow the prompts to complete installation.

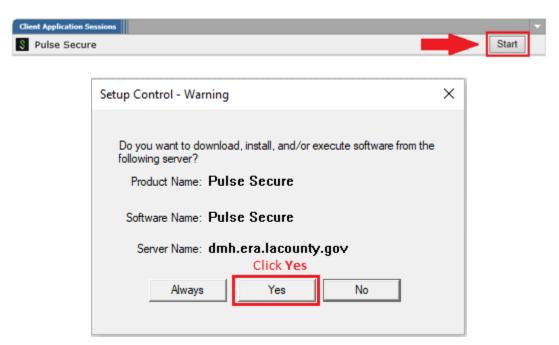
Setup Control - Warning ×
Do you want to download, install, and/or execute software from the following server?
Product Name: Pulse Secure
Software Name: Pulse Secure
Server Name: dmh.era.lacounty.gov
Always Yes No 2. Click Yes
1. If you do not see the prompt, look for this icon in taskbar.
Setup: Pulse Secure
Downloading Pulse Secure. Please wait
Download 99% complete.
Cancel
User Account Control X
Do you want to allow this app to make changes to your device?
Pulse SecureInstaller.exe
Verified publisher: Pulse Secure, LLC File origin: Hard drive on this computer
Show more details
Yes No







Returning users must click the Pulse Secure **Start** to begin secure connection before clicking the link to Internet Reports.



After installing Pulse Secure, click the link to Internet Reports specific to your line of business (e.g. FFS, NGA or OMA).

Web Bookmarks	-
AB109 Post-Release Community Supervision (PRCS) Provider Outcome	P
DMH Heat	P
Internet Reports - FFS	Ø
Outcomes Measures Application (OMA)	P
Prevention & Early Intervention Outcome (PEI-OMA)	P
Safety Intelligence	(P
Service Request Tracking System (SRTS)	P
Wraparound Tracking System (WTS)	P
Internet Reports – NGA	P
Trading Partner Request (TPR)	P
Practitioner Registration and Maintenance (PRM)	P
Internet Reports – OMA	Ø
Synchronizing User Web Bookmarks	

IBM Cognos Analytics – DMH Contractor Login

Clicking the link to Internet Reports will direct users to IBM Cognos Analytics Login page.

IBM	Cognos Ana	lytics
	Sign in with your Hosted ID	29 29 24
	C c111111	
1 1	Sign in	
	Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2005, 2018. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.	•
	, <u>A</u> olo	

USERNAME: c+ContractorID PASSWORD: Hosted Password Example: c111111

For password reset, please contact ISD Service Desk at **562-940-3305**.

How to run a Report

After logging in, users will be directed to either FFS Table of Contents, NGA Table of Contents, or OMA Table of Contents page.

FFS Table of Contents	County of Los Angeles Department of Mental Health FFS Table of Contents	
Oct 1, 2020		3:12:40 PM
Report Name	Note	
Claims Reconciliation Report (CIOB 706A)		
FFS Claim Status Detail Report (CIOB 704) IBHIS	IBHIS data only	
FFS2 Claim Status Detail Report (CIOB 704)	IS data only	
FFS2 Processed Claims Summary Report (CIOB 705A)		

DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing.	I	County of Los Angeles Department of Mental Health NGA Table of Contents	
Oct 1, 2020		3:12	:01 PM
Report Name F	Report Description		Update Frequen
630B Report	Monthly Report for Un	its of Service, Admissions and Discharges	Monthly
701U Report 7	701U Claim Units Repo	ort	Monthly
701UP Report 7	701UP Claim Units Rep	port	Monthly
	The NACT Check List re Legal Entity or FFS Pro	eport will display the Network Adequacy details entered into the NACT portal for each vider.	Daily
Schedule 3	f errors or changes are	egal Entity's (LE) provider sites and the services allowed per their State and/or DMH file. e found, LE should annotate the change and submit it as part of their Service Delivery . For more information, please email CMMD@dmh.lacounty.gov or contact the LE lead	Quarter
Schedule 5	provider's own internation of the second sec	ders may use the historical data provided in the Schedule 5 report and/or use LE al data along with any other pertinent data/information, but should use the Cognos e projection and include it as part of the complete Service Delivery Plan (SDP) information, please email CMMD@dmh.lacounty.gov or contact the LE lead manager.	Quarter
LOS ANGELES COUNTY		County of Los Angeles Department of Mental Health ntal Health Services Act (MHSA)	
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing.		Department of Mental Health ntal Health Services Act (MHSA) Table of Contents	-00 DM
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing.	Mer	Department of Mental Health ntal Health Services Act (MHSA) Table of Contents	:09 PM
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing.		Department of Mental Health ntal Health Services Act (MHSA) Table of Contents 3:13 Report Description	
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing.	Mer	Department of Mental Health ntal Health Services Act (MHSA) Table of Contents	
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Doct 1, 2020	Mer	Department of Mental Health ntal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and posi	t partners
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Doct 1, 2020 Report Name FSP Employment Report	Mer Report #	Department of Mental Health ntal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Em	t partners
Cost ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Oct 1, 2020 Report Name FSP Employment Report FSP Employment Exception Report - 1101	Mer Report # 1101	Department of Mental Health intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and posit for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Em reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports.	t partners nploymen y Event P Living
COS ANGELES COUNTY DEPARTMENT OF DEPARTMENT OF Nope. recovery. wellbeing. Oct 1, 2020 Report Name FSP Employment Report FSP Employment Exception Report - 1101 FSP Baseline with No KEC - 1107	Mer Report # 1101 1107	Department of Mental Health intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Em reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports. This report lists the current living arrangement for clients based on their current program.	t partners nploymen y Event P Living provider a
Cost ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Cost 1, 2020 Report Name ESP Employment Report ESP Employment Exception Report - 1101 ESP Baseline with No KEC - 1107 ESP Living Arrangement Exception Report - 1116	Mer Report # 1101 1107 1116	Department of Mental Health intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Em reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports. This report list the current living arrangement for clients based on their current program. This report list current living arrangements category for clients based on current provider.	t partners nployment y Event P Living provider a program,
DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Oct 1, 2020 Report Name FSP Employment Report FSP Employment Exception Report - 1101 FSP Baseline with No KEC - 1107 FSP Living Arrangement Exception Report - 1116 Client Current Living Arrangement Report - 1219	Mer Report # 1101 1107 1116 1219 1220	Department of Mental Health intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Err reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports. This report list the current living arrangement for clients based on their current program. This report list current living arrangements category for clients based on current p	t partners nployment y Event P Living provider a provider a rogram, rship gency known foi
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Oct 1, 2020 Report Name ESP Employment Report ESP Employment Exception Report - 1101 ESP Baseline with No KEC - 1107 ESP Living Arrangement Exception Report - 1219 Current Living Arrangement Report - 1220 High Outlier Residential Status by Program Name - 1 Current FSP Employment by Program - 1225	Mer Report # 1101 1107 1116 1219 1220 1233 1233 1225	Department of Mental Health intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Err reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports. This report lists the current living arrangement for clients based on their current program. This report list ucurrent living arrangement for clients based on their current provider. A report to include those clients either enrolled or disenrolled with a post-partner residential status of an acute psychiatric hospital/psychiatric health facility, emer shelter, homeless, jail, juvenile hall, other, SNF-Physical, SNF-Psychiatric or Un inordinate number of days. This will aid users in validating residential data and d This report lists clients current living arrangement based on current FSP program	t partners nploymen y Event P Living provider a vrogram, rship gency known fo lata clean n.
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Oct 1, 2020 Report Name ESP Employment Report ESP Employment Exception Report - 1101 ESP Baseline with No KEC - 1107 ESP Living Arrangement Exception Report - 1116 Client Current Living Arrangement Report - 1219 Current Living Arrangement Cluster - 1220 High Outlier Residential Status by Program Name - 1	Mer Report # 1101 1107 1116 1219 1220 1233 1233	Department of Mental Health Intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Em reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports. This report lists the current living arrangement for clients based on their current program. This report list current living arrangement for clients based on their current provider. A report to include those clients either enrolled or disenrolled with a post-partner residential status of an acute psychiatric hospital/psychiatric health facility, emer shelter, homeless, jail, juvenile hall, other, SNF-Physical, SNF-Psychiatric or un inordinate number of days. This will aid users in validating residential data and d This report lists clients current living arrangement based on current FSP program.	t partners nploymen y Event P Living provider a orogram, rship rgency known fo lata clear n. d provide
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH hope. recovery. wellbeing. Oct 1, 2020 Report Name ESP Employment Report ESP Employment Exception Report - 1101 ESP Baseline with No KEC - 1107 ESP Living Arrangement Exception Report - 1219 Current Living Arrangement Report - 1220 High Outlier Residential Status by Program Name - 1 Current FSP Employment by Program - 1225	Mer Report # 1101 1107 1116 1219 1220 1233 1233 1225	Department of Mental Health intal Health Services Act (MHSA) Table of Contents 3:13 Report Description This report provides a list of clients and detail on their employment pre and post for enrolled and disenrolled clients, by provider and Program. This report includes those clients that did not meet data requirements for the Err reports. This report includes clients with Baselines in FSP OMA that do not have any Key Changes entered. This report includes those clients that did not meet data requirements for the FS Arrangement reports. This report lists the current living arrangement for clients based on their current program. This report list ucurrent living arrangement for clients based on their current provider. A report to include those clients either enrolled or disenrolled with a post-partner residential status of an acute psychiatric hospital/psychiatric health facility, emer shelter, homeless, jail, juvenile hall, other, SNF-Physical, SNF-Psychiatric or Un inordinate number of days. This will aid users in validating residential data and d This report lists clients current living arrangement based on current FSP program	t partners nploymen y Event P Living provider a orogram, rship rgency known fo lata clear n. d provide

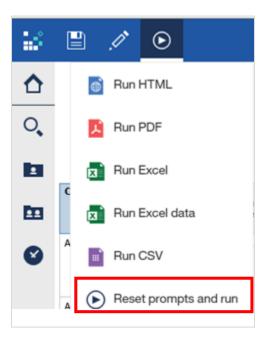
Make sure to specify all the required data in order to enable the **Finish** button.

The example below shows the prompt page for FFS IS704 Report. Prompt page varies with the report selected.

🛃 🗎 🥒 🗵	FFS2_Claim_Status_Detail_Report_(CIO	B_704) ∨	 ۵	2	?
	FFS 2 Claim Status Detail R	<u>eport (IS704)</u>			
	Please Select Billing Provider Name	Status			
0	Select all Deselect all Service Date Range	Select all Deselect.			
	From: * Jan 1, 2018 To: * Jul 10, 2018 *	From: * Jan 1, 2018			
•	Cancel < Back	Next > Finish			

How to use "Reset prompts and run" and "Refresh"

To allow the user to rerun the report view and choose different prompt values, click the Report Run button and select **Reset prompts and run**.



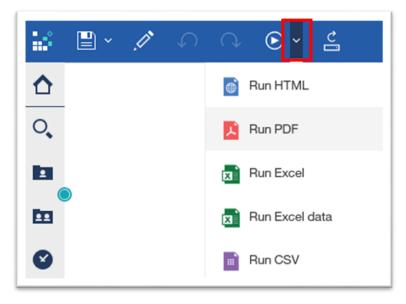
To refresh the report, click on the Refresh icon. This icon appears when you run a report.



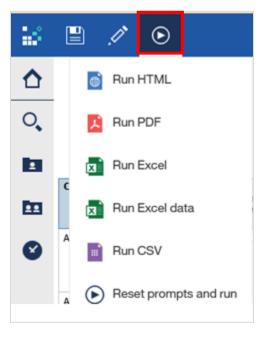
How to Run PDF, Excel, Excel data, CSV Report

There are two ways to extract and display the report as PDF, Excel, Excel Data, or CSV:

1) When the report is run for the first time, a drop down arrow appears next to the Report Run button. Click it and select which format to run.



2) When the report is run multiple times, click the Report Run button and select the preferred format.



Report Formats

Users can generate reports in various formats. Each format has unique sets of properties as listed below.

Properties	Report Formats				
	HTML	PDF	Excel fully formatted	Excel Data minimal format	CSV delimited text
Conditional Style	Yes	Yes	Yes	No	No
Heading	Yes	Yes	Yes	No	No
Row Title(s)	Yes	Yes	Yes	Yes	Yes
Filter	Yes/No ²	No	Yes ¹	Yes ¹	Yes ¹
Sorting	Yes/No ²	No	Yes ³	Yes	Yes
Group/Ungroup	Yes/No ²	No	Yes	Yes	Yes
Current Date	No	No	No	No	No
Report with Summarized Data					
Is the summary format supported?	Yes	Yes	Yes	No	No

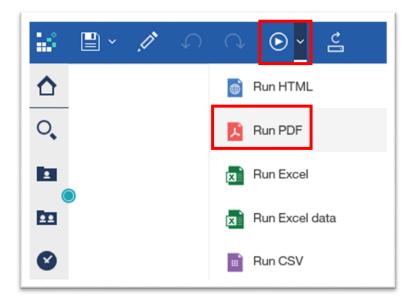
¹ Requires user to turn on filters in Excel.

² Ability to filter, sort, and group data depends on the report design.

³ Requires user to remove merged cells to have the ability to sort.

How to Print a Report

Run the report onto a printable format (e.g. PDF, Excel, Excel data or CSV) to print.



How to Close a Report

Click on the drop down arrow beside the Title Name, and click "x" to close or exit out of the report.



Revision Summary

Date	Revision History	Comments		
07/20/2018	v1	Created Quick Reference Guide for DMH Contractors		
08/06/2018	v2	 Removed 'Web Browsers Compatibility' and 'ActiveX Control Installation' Added 'Operating System and Browser Compatibility' Added 'Windows Secure Application Manager' 		
09/12/2018	v3	Included 'Internet Reports – NGA'		
01/29/2019	v4	Included 'Internet Reports – OMA'		
09/09/2019	v5	 Updated logo on front page Updated SSL VPN Link: <u>https://dmh.era.lacounty.gov/dmh/contractor</u> Updated screenshots for login and report contents Added troubleshooting steps to the Appendix 		
10/13/2020	ν6	 Requirements, Recommended Operating System and Web Browser User must refer to their agency's IT and have local admin rights to install Pulse Secure Older version of Pulse Secure must be uninstalled System must be up-to-date Provided recommended operation system and web browser Replaced Windows Secure Application Manager with Pulse Secure Added updated screenshots for Pulse Secure Installation 		
03/03/2021	ν7	 Added MFA (Multi-factor authentication) login instructions to access the contractor profile Added Login via Google Chrome Added Login via Microsoft Edge Chromium Updated DMH Contractor Login URL Updated Contractor Log In screenshot and instructions Removed Appendix 1: SSLVPN Troubleshooting 		
03/05/2021	V8	Updated SSLVPN Username and password reset link		