NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

Using Provider Reports

Provider User Guide
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Contents

Introduction

The NC DHHS ABCMS allows you to produce the different reports listed on the **Reports** tab on the navigation bar. The reports can be viewed on your screen, printed, or exported to a file. This document describes the reports available to providers.

Available Reports

Report Name	Description
Application Report	A list of application activity (including status) per provider/facility. For each application, the following details display: • Application ID • Provider Name • Applicant Name • SSN (last 4 digits) • Application Date • Application Status • Application Status Reason • Withdrawal Reason • Application Paid Date
Live Scan Locations	A list of fingerprint locations. For each location, the following information displays: • Location Name • Location Address • County • Hours (if available) • Location Phone Number
User Account List Report	A list of your user accounts. For each user, the following information displays: • Date Account was Created • Last Login Date • Days Since Last Login • Date of Last Password Change • Whether the Account is Active or Not • Account Status • Date the End User License Agreement (EULA) was Accepted • User Type • Who Created the Account • User Role(s) • Associated Provider(s)

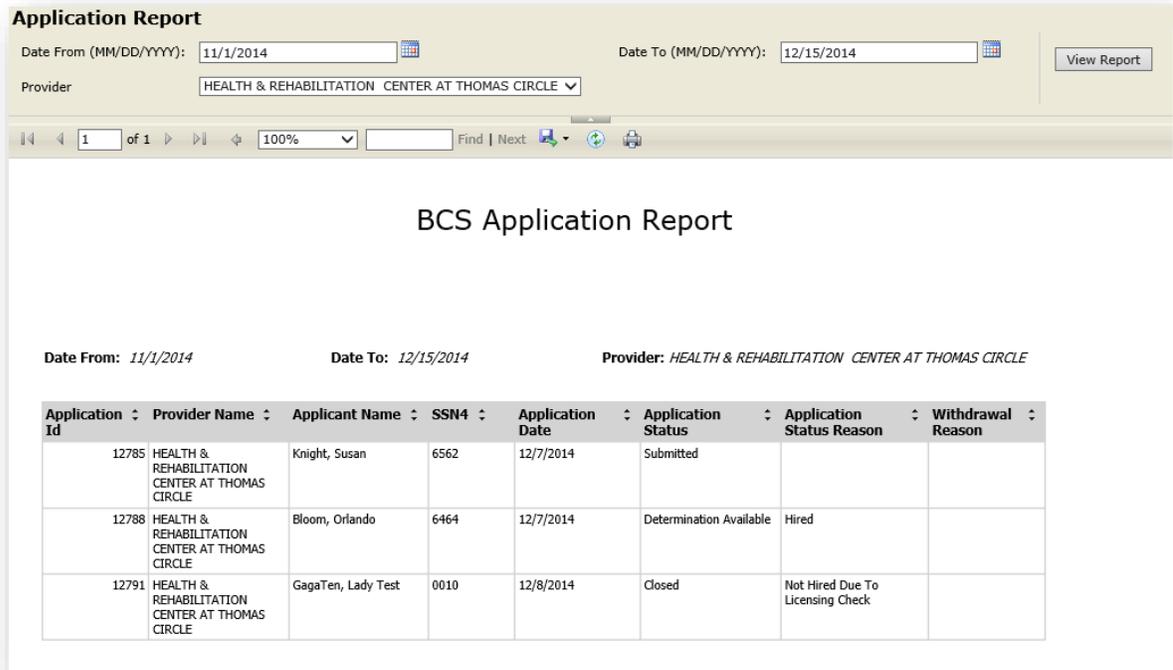| Report Name	Description
Applicant Registry Results Report	The registry research results for each applicant. For each applicant and registry check, the following information displays: • Provider name • Applicant name • Applicant ID • Registry name • Username of the person who checked the registry • Date the registry was checked • The registry check result • The automatch result (for registries with an automatch capability)
Employment Roster Report	A complete list of your current employees including both those entered as applicants and those uploaded to the system as part of the employee roster. For each employee, the following information is displayed: • Provider name • Employee last name • Employee first name • Position • Employment status • Provisional hire date • Permanent hire date

Generating Reports

1. To preview a report, start by entering filter options. Each report has options for filtering system data (for example, start and end dates). Some filtering options must be entered for the report to generate; others are optional.

2. After you have selected your filters, you may preview the report before printing or exporting to a file. To preview the report, click the **View Report** button on the report header. The first page of the report appears. (The example below contains test data from another state. Your report will display NC ABCMS.)

To access all reporting functionality, Internet Explorer 8 or higher is recommended.

Note

Report Preview Button Descriptions

The following table describes the buttons and fields in the report preview toolbar.

This Button/Field…	Allows you to…
	View the first page of the report.
	View the last page of the report.
	View the next page of the report.
	View the previous page of the report.
	Search for an item, such as an applicant name, in the body of the report.
	Export your report to one of several formats: • XML File with Report Data • CSV (comma delimited) • PDF • MHTML (web archive) • Excel • TIFF File • Word
	Refresh the data in the report preview.
	Print the report.