



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Using Provider Reports

Provider User Guide
Version 01
June 2018

Contents

- Introduction..... 3
- Available Reports 3
- Generating Reports..... 5
- Report Preview Button Descriptions 6

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	<p>A list of application activity (including status) per provider/facility. For each application, the following details display:</p> <ul style="list-style-type: none">• 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	<p>A list of fingerprint locations. For each location, the following information displays:</p> <ul style="list-style-type: none">• Location Name• Location Address• County• Hours (if available)• Location Phone Number
User Account List Report	<p>A list of your user accounts. For each user, the following information displays:</p> <ul style="list-style-type: none">• 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	<p>The registry research results for each applicant. For each applicant and registry check, the following information displays:</p> <ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> • Provider name • Employee last name • Employee first name • Position • Employment status • Provisional hire date • Permanent hire date

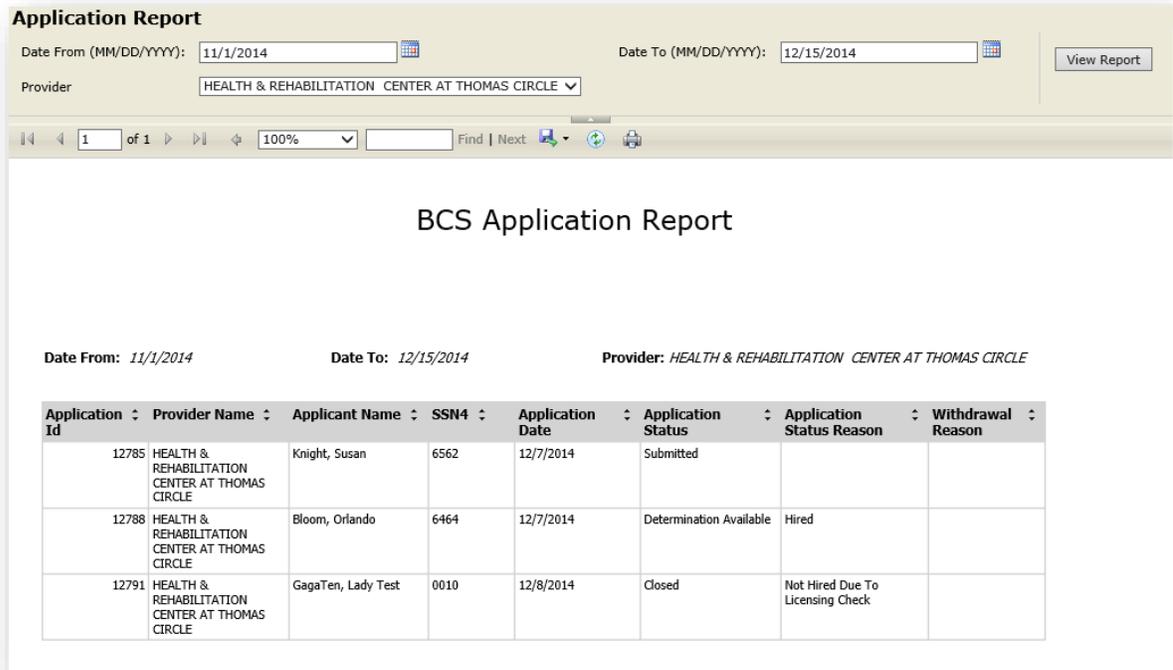
Generating Reports

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.



The screenshot shows the 'Application Report' header with three input fields: 'Date From (MM/DD/YYYY):', 'Date To (MM/DD/YYYY):', and 'Provider'. The 'Date From' field is empty, 'Date To' is empty, and 'Provider' is set to 'All'. A 'View Report' button is located to the right of the 'Date To' field.

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.)



The screenshot shows the 'BCS Application Report' with the following filters: 'Date From: 11/1/2014', 'Date To: 12/15/2014', and 'Provider: HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE'. The report header includes navigation controls (1 of 1, 100%) and a search bar. The main content is a table with the following data:

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Status Reason	Withdrawal Reason
12785	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	Knight, Susan	6562	12/7/2014	Submitted		
12788	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	Bloom, Orlando	6464	12/7/2014	Determination Available	Hired	
12791	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	GagaTen, Lady Test	0010	12/8/2014	Closed	Not Hired Due To Licensing Check	



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

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: <ul style="list-style-type: none">• 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.