

# Database Reports

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## Staff Activity and Frequency

Several types of reports can be generated on the IMA Workbench. This section will concentrate on the reports in the **G-Menu** and a small number of activity reports located in **A-2**. Billing also generates many reports, but those will be discussed in the Billing Chapter in the User's Guide and the corresponding chapter of the Administrator's Guide.

### Staff Activity Reports

Staff Activity Reports are in **A-2 LS, DS & WA, G-14** and **G-17**. A report can be run for a selected list of records, consolidated weekly activities for CDT, detailed staff activity and weekly staff activity. The following control files must be defined for these reports.

The following control files must be defined for Activity Reports.

- **BTNHLD.DAT**: CDT consolidated billing control file.
- **CHKPRG.DAT**: Allows program switching per activity on client group visits in CDT programs.
- **SALMNT.DFT**: Default file for posting billable staff activities.
- **SALMNT.CHD**: Default file for CDT programs.
- **SALMNT.QED**: Default file for activity codes and programs.
- **G14-NOSHOW.ACT**: Lists activity codes that are used exclusively for client no shows for the **G-14**.
- **SALWEK.ACT**: This file defines the columns to be used and the activity codes that are considered for each category for the Weekly Staff Activity Reports at **G-17**.

### Frequency Reports

Frequency distributions of client statistics can be generated in **G-3** based on selected criteria. The following control files must be defined.

- **CLFRQ.FRQ**: Lists all available data fields for frequencies from the client, program and billing header databases. A field that is to be made

available in **G-3** must be marked **SELECT** with a reference to the appropriate data file.

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IMA Mental Health - Development Area Option:H12-MS
Edit control files

File >U:Mh dev.sco.admindata>CLTFRQ.FRQ
CLIENT,FILL,BINARY,M222,3,Zip code,,,
CLIENT,FILL,BINARY,M222,2,Zip plus 4,,,
CLIENT,FILL,ALPHA,,13,Home phone,,,
CLIENT,FILL,ALPHA,,13,Work phone,,,
CLIENT,FILL,ALPHA,,2,Census tracking,,TABLE=CEWSUS,
CLIENT,FILL,DATE,,3,Date of birth,,,
CLIENT,SELECT,ALPHA,,1,Sex,,(M;F),SEX,
CLIENT,FILL,ALPHA,,9,S/S number,,,
CLIENT,SELECT,ALPHA,,1,Ethnic,,TABLE=ETHNIC,ETHNIC
CLIENT,FILL,ALPHA,,1,Primary language,ARRAY(2),TABLE=LANG,
CLIENT,FILL,ALPHA,,1,Prior CMHC,,(Y;N),
CLIENT,FILL,ALPHA,,2,Last provider,,TABLE=PROVID,
CLIENT,SELECT,ALPHA,,1,Current risk,,TABLE=RISK,RISK
CLIENT,FILL,ALPHA,,1,Target group,ARRAY(5),TABLE=TARGET,
CLIENT,FILL,ALPHA,,2,SS conditions,ARRAY(7),TABLE=SPCSR,

120 x 1000 men ext

```

Selection fields for **G-3** in File **CLTFRQ.FRQ**.

File CLTFRQ.FRQ.

- **<FIELDNAME>.FRT** - Each chosen data field must have a distribution data file that is named by <field name>.FRT. This file contains the number or grouping for the field, the group titles and their ranges.

```

IMA Mental Health - Development Area Option:H12-MS
Edit control files

File >U:Mh dev.sco.admindata>RISK.FRT
GLOBAL LDF,10
CLEAR DANGER,1,1
SOME DANGER,2,2
SERIOUS IMPAIR,3,3
SOME IMPAIR,4,4
SERIOUS SYMPTON,5,5
MODERATE SYMPTON,6,6
MILD SYMPTON,7,7
SLIGHT SYMPTON,8,8
MINIMAL SYMPTON,9,9
UMKMDWN,8,2

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```

**<FIELDNAME>.FRT** file for Risk called RISK.FRT.

## Productivity Reports

Productivity Reports are located in three **G** Menu Sub-options. **G-13** runs the Caseload Summary Report and is a breakdown of staff caseload for each agency program at a variety of levels. There is no agency specific set-up required for **G-13**.

## G-30 Productivity Statistics

**G-30** runs Productivity Statistics in conjunction with DSS software to track agency performance in detail. This is a premium feature and requires initialization at the system level. The **G-30** reporting option requires extensive set-up. The many control files that demand construction and definition follow in the next sections.

- **G30-PGM.DFT**: This file defines the monthly program budget values for nine parameters that may be monitored. These budgets will be used for any program for which a specific budget was not defined in **H-13 CS** for that month and no organization type budget in a matching **G30-PGM.<org>** file exists.

The following nine data elements are defined here:

1. Number of staff authorized.
2. Budget of the Number of equivalent units.
3. Number of days per month available.
4. Payor mix (nine 2-digit numbers separated by commas representing the % mix of each payor type).
5. Number of staff actually on roll.
6. Budget of revenue dollars.
7. Budget of number of open cases
8. Budget of number served per month
9. Activity mix budget which is nine numbers separated by commas indicating the budget number for each of the nine activity code groups defined in **GNSTAT.INI**.

```
IMA Mental Health - Development Area Option:H12-MS
Edit control files

File /u/mh/dev/scd/admindata/G30-PGM.DFT
! G30-PGM.DFT - file of statistics defaults for the program
! Staff authorized
5
! Target units
10
! Staff days available
30
! Mix percentages (9) - must add up to 100
20,10,10,10,10,10,10,10,10
! Actual staff
7
! Revenue target
10000
! Open cases target
300
```

Signifies that there are additional lines in the file.

*The G30-PGM.DFT control file.*

- **G30-PGM.<org>**: Default definitions for specific programs that belong to the organization type <org> as defined in **H-13**. File structure is the same as above.
- **G30-STF.DFT**: Monthly staff budget values for seven parameters that may be monitored. These budgets will be used for any staff person that does not have an established budget for this month in **H-7 CS** and is

not cross-referenced to a specific organizational budget in the control file **G30-XREF.DFT**. The following budgets are defined here, one per line:

1. Budget of the Number of equivalent units per day worked.
2. Number of days worked this month.
3. Number of days available during this month.
4. Budget of revenue dollars per day worked.
5. Budget of number of open cases.
6. Budget of number of clients served per month.
7. Activity mix budget, which is nine numbers, separated by commas indicating the budget number for each of the 9 activity code groups defined in **GNSTAT.INI**.

```
IMA Mental Health - Development Area Option:H12-MS
Edit control files

File >U:\Mh_dev\SCO\admin\data\G30-STF.DFT
! G30-STF.DFT - file of statistics defaults for the staff member
! Target units
10
! Days worked
20
! Days available
22
! Revenue target
100000
! Open cases target
300
! Number served target
250
! Activity targets (9)
50.70.80.90.100.110.120.130.140

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```

*The G30-STF.DFT control file.*

- **G30-STF.<org>**: Budget definitions for staff assigned to specific organization types (e.g. MH, CDT, etc.). Each organization type may have a standard budget defined for the staff in that organization by defining a file with a unique extension and listing the associated staff codes in the **G30-XREF.DFT** control file. The data layout is the same as in the .DFT file above.
- **G30-XREF.DFT**: This file defines default budgets and an associated program for payor mix definition for staff members that have no budgets defined for them in **H-7 CS**. This file first lists a default program code for payor mix definition for all staff that are not specifically listed here, and then follows with a list of general ledger numbers associating each with a program type for budgets and a program code for payor mix. The g/l number listed in **H-7** for each staff person is used here for linking a specific staff person to a departmental budget.

```

IMA Mental Health - Development Area Option:H12-MS
Edit control files

File <u>U:\Mh_dev_sco_admin\data\G30-XREF.DFT
G30-XREF.DFT - file of charge account to organization translations
! Default program
AA
! Staff g/l number, Organization, Program
199-9.MH.AF
200-0.CDT.SA
300-5.DD.S
500-0.CD.AT

```

AA is the program code for the default payor mix definition.

For staff with g/l number 199-9, use **G30-STF.MH** budget file and payor mix defined in the AF program.

120 x 1000 mem ext

The G30-XREF.DFT control file.

- **MEDICAID-MANAGED.DAT** – List of Medicaid Managed Care Companies.
- **GNSTAT.INI** – This file defines the parameters for the data summarization and extraction on the billing database for use with the IMA DSS system. The following six parameters are defined:
  1. **Section 1:** Three mix numbers used for special totals for **not billed, received** and **bad billing header** topics. For each of these, a specific index number from 1-7 may be listed, or 0 if not used.
  2. **Section 2:** Number and titles of payor classes to be summarized with a maximum of eight classes.
  3. **Section 3:** List of billing order specifications such as **MC MD, MC PI, or CL MC O1**, that are to be associated with any one of the classes defined in Section 1. Each class must have at least one Section 2 to enable activation.
  4. **Section 4:** Definition of up to nine activity groups and associated titles for each. Group 9 is to be used for "All others".
  5. **Section 5:** Listing of specific activity codes associated with each of the groups defined in Section 3. This is an open listing with as many lines necessary.
  6. **Section 6:** Expense titles for **H-13** and **H-7** entries.

## G-32 Productivity Report

The **G-32** Productivity Report analyzes activity for designated staff for a designated period of time. This report option also requires the following associated set-up.

- **G32-PARAM.DAT** – defines the number of locations, the work day per location, absence and other agency activities per activity code and report defined activity group designation.

```

IMA Mental Health - Development Area Option:H12-MS
Edit control files

File /u/mh/dev/sco/admindata/G32-PARAM.DAT
! G32-PARAM.DAT - control file for G32
! WS rate = Schedule or Actual
S
! Number of locations
1
! Location, number of hours in a work day
001.8.5
! Number of absence codes to follow
25
! Absence activities
S12
S24
S36
S48
U24

```

The G32-PARAM.DAT control file.

- **H-7 CS** – 'Units per day:' field must be populated to define the targeted daily units expected per staff for tracking productivity.

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## Quality Assurance Reports

Quality Assurance reports can be generated in **G-16** to track a variety of QA issues. The following control files must be defined for a couple of these reports.

- **CLTNOT.DAT**: Activity code for double posting for the **MV** report.
- **CLTASM.DFT**: Set-up file for the Client Assessment for the **AS** report option.

There are many other reports in the **G-16** sub-menu for Quality Assurance Reports that do not require any additional set-up by the agency.

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## Regulatory Reports

NYSOMH, OASAS and some county agencies require specific data to be collected and reported for clients enrolled in funded programs. These reports may be generated in **G** Sub-menu options **18, 19, 21, 22, 23** and **25** for electronic or diskette submission or hard copy reports. Some reports may require that the generated data be transcribed from the IMA plain paper report to the required submission form.

The following control files must be defined.

- **G-18: LS3RPT.LAY**: Sets up activity codes and types for the NYSOMH LS3 Report.
- **G-19: OASTHR.DFT**: Sets up the activity codes for the OASAS Threshold Report and categorizes them by clinical, program or group visits.

### G-21: County Reports

There are currently on-line reports for Monroe and Nassau counties.

For the Monroe County report, all client activity within the selected date range will be reported. The system creates a client batch and then divides the clients into the four different submission files based on county criteria. These batch files can then be transmitted and received to/from the county agency over an FTP connection in **H-46 SF** and **RF**. Once the county processes the submission, they assign county numbers to each client and return a file to the agency. **G-21 AS** can then be used to process the returned file and assign the county number to the '**Aggregate ID:**' field in the user defined optional fields within the client program record. This number is then used on all future submissions to the county.

The Nassau county report is a quarterly frequency report based on client admission and termination dates. There are a number of setup files involved in this report. The first is a "FULL" file, **NASFRQ.FRQ**, which covers all fields related to and in client records. Each field is on a separate line and is marked for reporting by placing a file name at the end of the line. This file name refers to a file that contains the specific frequency breakdown for the field. This process is similar to the **G-3** Frequency Reports, which are described in the next section.

For example, a line in the **NASFRQ.FRQ** can look like this:

CLIENT,SELECT,ALPHA,,2,Type of education,,TABLE=EDUCAT,3-EDUCAT

This means that the education field from the client database will be reported and the frequency range breakdown can be found in file "3-EDUCAT" Next is a sample of what 3-EDUCAT may look like.

EDUCATION,3,A  
 No education,0,0  
 Regular/Vocational Eduation,A,C  
 Special Education,D,F

The setup file **G21-NASACT.DAT** lists activity code groups and the specific codes within each group.

## G-22: OASAS Diskette Submission Implementation

All admissions and discharges will be reported to OASAS for the PAS44, PAS45 and PAS46 forms. The **OASAS.DAT** setup file lists the programs that require reporting and the corresponding 5-digit provider identification number for each program. Once this file has been set-up correctly, the corresponding IMA tables in **H-2** must be edited to contain the proper OASAS reporting codes. The following is a list of tables that require the addition of OASAS codes. To the right of the table name is the field description from the OASAS form that corresponds to the table values.

Table Name	OASAS Field
ABSPRG	Last Treatment Type Code
ABSSUB	Substance Abused Code
CENSUS	County of Residence
CULTUR	Hispanic Origin

DISP	Admission Disposition (44)
EDUCAT	Education Code
EMPLOY	Employment Code
ETHNIC	Race Code
FRQUSE	Frequency Abused Substance
FINSUM	Primary Income Code
FOLLOW	Referral Category/Referred to (45)
LEGAL	Criminal Justice Code
LIVING	Living Arrangements
MARTAL	Marital Status
REFSRC	Principal Referral Source
RELABS	COA/COSA Code
RESID	Type of Residence
RTEADM	Route of Administration of SA
SRCREM	Primary Payment Source
TRMRES	Discharge/Termination Reason (45)
VET	Veteran

When editing tables it is important to keep in mind:

1. All single character table entries that OASAS requires as a two-character field must be edited as such. For example: 1 → 01
2. All alpha table entries must be translated to the corresponding OASAS numeric field value.
3. All legal table entries must be cross-referenced to ensure consistent meaning.

## G-25: Residential LS3-6 Report

This is an OASAS monthly PRU report for residential sites. The set-up file for this option, **G25-LS3.DAT**, contains the following information: OASAS agency code, OASAS facility code, contact person's name, phone number & extension, and a list of programs to be included in the report. The report will then pick up all of the admissions and discharges in the listed programs for the selected date range. The **CF** option will create the submission file that is copied to diskette and sent to OASAS.

## A-1 PC: Patient Characteristics Survey

An additional NYSOMH regulatory report is generated at **A-1 PC** for the bi-annual Patient Characteristics Survey. This report is a frequency report of specific activities within agency programs. Control file **A1-SURVEY.DAT** matches the OMH unit codes to agency programs and lists the required activity codes to be considered for reporting.

Some of the tables may have codes that need to be translated to the corresponding OMH codes. To do this, separate files for each table containing codes that need translation must be made. The file(s), called **<Table Name>.SRV**, will list the original code and the translated code for each reported code from each reported table.

This report is submitted in file format to OMH on floppy disk. Once all of the data has been entered and generated in the appropriate format through the **A-1 PC** options, it is copied to floppy in option **H-45 CF** and submitted.

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## Ad Hoc Reports

Ad hoc reports are complex but powerful administrative tools. Ad hoc reports can be customized per user by creating different report layout files to capture information required for different administrative purposes. These report layout files can be created in **H-46 RP** with automated features or in **H-12 RP** directly into an editor. Directions for each are in the Reports Chapter of the User's Guide.

The ad hoc reports extract information from many of the system's databases based on user specified select and sort criteria. The available databases and data fields are described below.

### ***Database Fields***

The User's Guide contains a listing of all of the data fields available in each database and their corresponding data types. These are the fields that are available for selection and sort for reports, depending on the report option and select file chosen. These listings are also a helpful cross-reference to determine that all of the necessary tables have been populated. These tables are required for the reports to be run and for the system to function as requested by the user at any given field.