

How to Run the IMH Red/ Green Summary

Quick Steps for Running IMH Red/ Green Summary

- Click Reports and Select Print My Reports
- Select IMH Red/ Green Summary
- Click Print/Perform
- Select Beginning and Ending Dates
- Click Select under R/Client Providers and Select One or Multiple Option(s)
- Click Customize Report Layout

The IMH Red/ Green Summary Report has to be Pulled Prior to the IMH Red/Green Detail Report

Detailed Steps for Running IMH Red/ Green Summary Report:

Note: *IMH Red/ Green Summary has to be pulled for the IMH Red/Green Detail report to work*

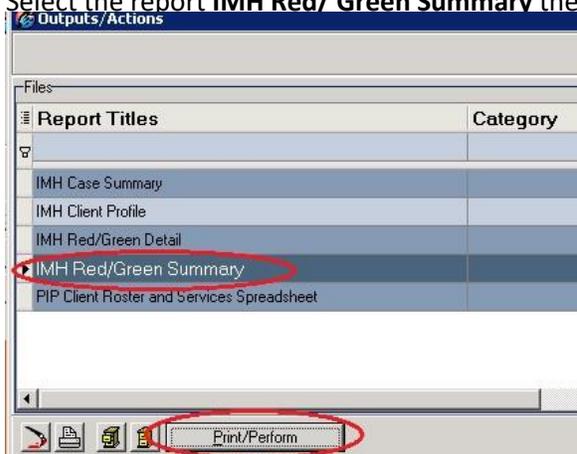
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



2. From the top menu, click on **Reports** and then select **Print My Reports**. This will open up your list of reports.



3. Select the report **IMH Red/ Green Summary** then click **Print/Perform**.



4. Select the appropriate **Beginning** and **Ending** date for the time period you are looking.

Report: Customize Layout
 Selection Options
 Report Dates:
 Beginning: 9/22/2016 Ending: 9/22/2016 Date Range: [] Clear Dates

5. Under R/Client Providers, click **Select**.

R/Client Providers
 Select

6. Click the option(s) to choose one, multiple, or all (**Select All** button) options from the list. If selecting only one or multiples (without selecting all) click the **OK** button.

Id	Name	Type Id	Type L
1170002	IMH - Infant Mental Health Judicial District 13		
1170003	PIP - Infant Mental Health Judicial District 13		

7. Click the **Customize Report Layout** button.

Print Customize Report Layout

8. The measures will report out into columns of information like below.

Measure	Who	Numerator	Denominator	Percent
Date of Birth	Child	12	15	80.00%

Column Notes:

Numerator- The number of clients who have the measure entered on them.

Denominator- The number of clients eligible to have the measure entered on them.

If you need further assistance please contact the ECSC Database Services Team:

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