



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.

🍘 St	aff	Informa	tion Dialog					
· · · · ·	x.		-Information for:					
<u>i Name</u>		ame	Data Team, Member (090025) As of (1/21/2018) No New Ta There are No Open Tasks	sks have been Added	×			
-					Staff Information			
	3	Open Tasks	Name	ld	Supervisor's Name	Supervises	End Dt	
	8							
()	Data Team, Member	090025			1	
	-			10000000				

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



3. <u>Select the report IMH Red/ Green Summary then click Print/Perform.</u>

Report Litles	Category
a	
IMH Case Summary	
IMH Client Profile	
IMH Red/Green Detail	
IMH Red/Green Summary	
PIP Client Roster and Services Spreadsheet	





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

Separate Reports By	✓ Add Label ✓ to the output file name (e.g. c:\MyDocuments\StaffSummaryFor101.pdf)
Report Customize Layout Selection Options	
-Report Dates Beginning 9/22/2016 • End	ng 9/22/2016 V P Date Range Clear Dates

5. Under R/Client Providers, click Select.

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Select	Se	ele	ect	

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.

Search for Name			Show Only Codes Availa		
iiii	ld	Name		Type Id	Type L
8					
•	1170002	IMH - Infant Mental Health Judicial District 13			
	1170003	PIP - Infant Mental Health Judicial District 13			

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

Print <u>C</u>ustomize Report Layout

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

Report Customize Layout				
Report Layout Options				
🗉 Measure	Who	Numerator	Denominator	Percent
N Data of Birth	Child	1.7	1	00 07

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: <u>ecscdata@unm.edu</u> Local: 505-277-0469 / Toll Free: 855-663-2821