AIMS II

Automated **I**nformation
Management **S**ystems

Upload and Reports

July 2016
Updated January 2017

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General Instructions

Overview

AIMS II (Automated Information Management Systems) is a new KDADS web application that takes client demographic and service data uploaded by Community Mental Health Centers (CMHC) and runs validations against the data to ensure the information is as complete and accurate as possible. The validated data is used by KDADS to submit to TEDS* to meet federal reporting requirements.

Effective July 1, 2016, AIMS II replaces the original AIMS application previously used by the CMHCs.

*The Treatment Episode Data Set (TEDS) is maintained by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Behavioral Health Statistics and Quality.

System Requirements and Browser Settings

- Internet Connection
- Internet Browser:
  - Microsoft Internet Explorer 11 or newer –the only browser that KDADS officially supports for Web Applications.
  - Other browsers may be used with the understanding that KDADS cannot troubleshoot any issues that may arise using KDADS Web Applications with another browser.

Contact Persons

Issue	Contact Person
• Application How To Questions • Login Problems (existing user accounts)	KDADS Help Desk ***Phone:*** *(785) 296-4987* *or* *(800) 432-3535* ***E-Mail:*** *KDADS.Helpdesk@ks.gov*
• Questions about AIMS Policies and Guidelines • Questions about Registering for Access to AIMS II (new users)	Your KDADS Regional Field Representative ***Phone:*** *(785) 296-4986 (Topeka)* *(800) 432-3535 (state-wide)* *Provide your Field Representative's name if known, otherwise let the operator know what region you are in.*
• AIMS II Registration website	https://aims.kdads.ks.gov/Registration

Accessing the Application

Introduction

The *AIMS* application is accessed using a web browser and the AIMS II button on the KDADS Web Applications Information page. Any individual that needs access to AIMS must have their own unique, active AIMS user account with the required security role to access AIMS.

First-Time Login

After your registration has been processed and your access to AIMS is approved, your user account will be created. You will receive your username and initial password from the KDADS Help Desk via the email address you provided when you registered.

Follow the steps in the table below to login to the AIMS web application for the first time.

Step	Action	Result
1.	Open an internet browser. Go to the KDADS Provider Information website at www.kdads.ks.gov/provider-home	The KDADS Provider Information home page displays:
2.	Select the **Web Apps** link on the right side of the menu bar under the sunflower banner.	The KDADS Web Application Information page displays:
3.	Click on the AIMS II application link.	The AIMS Login Page displays.

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First-Time Login *continued*

Step	Action	Result
4.	Enter your **Username** and **Password**	The password is masked for security purposes.
5.	Press *Enter* or click on the **Login** button.	The ***Reset Password*** page displays. The initial password provided to new users must be changed when logging in for the first time.

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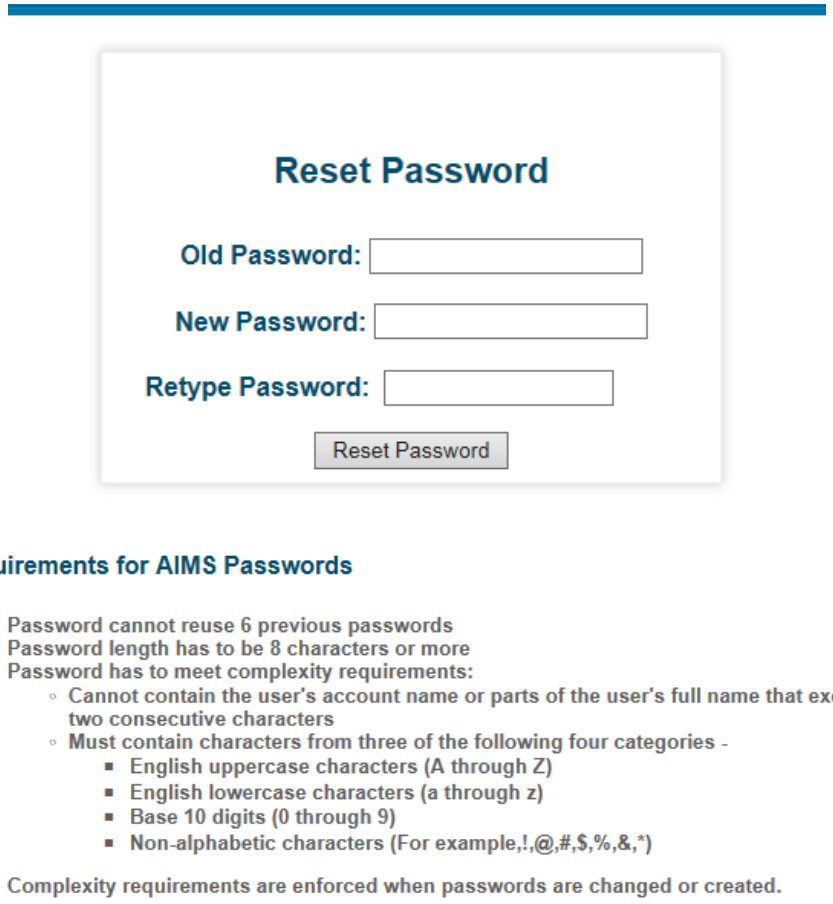
First-Time Login *continued*

Step	Action	Result
5.	*continued*	



6.	In the ***Old Password*** field, enter the initial password provided by the KDADS Help Desk via email.	Passwords are masked for security purposes.
7.	Tab to (or click in) the ***New Password*** field and enter a new password of your choosing.	Refer to the 'Requirements for AIMS Passwords' information below the Reset Password fields.
8.	Tab to (or click in) the ***Retype Password*** field and retype the new password.	

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First-Time Login *continued*

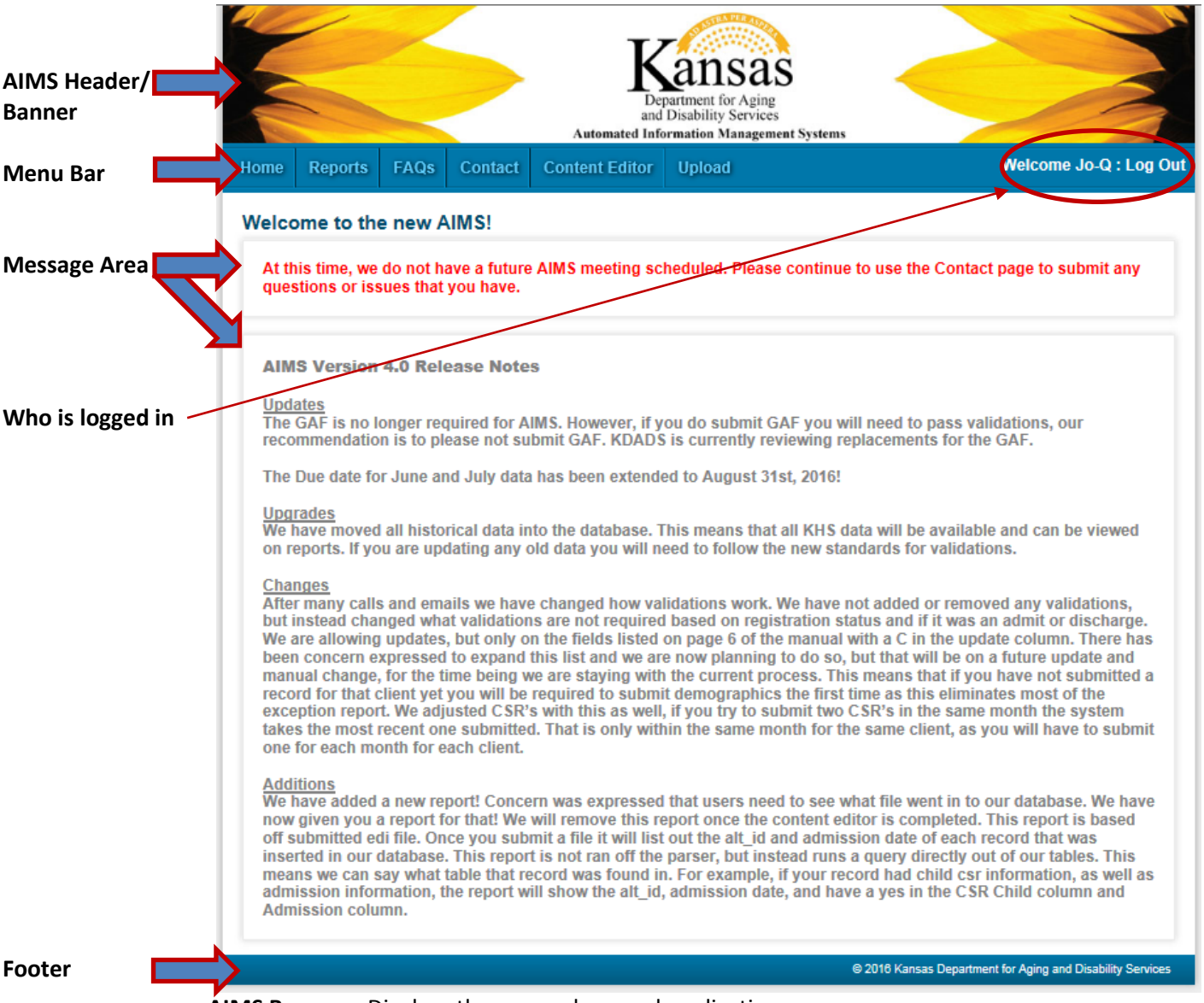
Step	Action	Result
9.	Click on the **Reset Password** button.	• The password is changed (use this new password the next time you login). • The AIMS Home Page displays.
	If you get an error message (incorrect password, passwords do not match) re-enter all fields and try again. If you are unable to complete the Reset Password process successfully, contact the KDADS Help Desk (kdads.helpdesk@ks.gov or 785.296.4987).	

After the initial login/password reset process is successfully completed, all future logins will take the user directly to the AIMS Home Page.

AIMS II Home Page

Overview

After a successful login, the AIMS Home Page displays. The AIMS Home Page displays the AIMS message area, which contains update information and other messages relevant to the application.



AIMS Banner – Displays the agency logo and application name
Menu Bar – Used to access the features and reports within AIMS. Also displays the first name of the logged-in user.
Message Area – Displays important messages related to AIMS. Updated by KDADS staff and only displays on the AIMS Home Page.
Footer – Displays the agency name

AIMS II Menu Bar

Overview

The AIMS menu bar provides access to the various functions of the application.

Menu Bar Item	Purpose
Home	Displays the Home page, which contains messages that have been added by KDADS.
Reports	Provides access to all currently available Reports used within AIMS II to assist the CMHC in reaching compliance with the uploaded demographic and service data. See 'Report Types' below for an explanation of each report.
FAQs	Displays FAQs, tips, and other helpful information. This page will be updated periodically as the application is used and questions/support issues are submitted to KDADS.
Contact	Contact information for technical assistance. Questions, comments, and requests for assistance can also be submitted to KDADS Help Desk on this page.
Content Editor	Allows lookup of client records so data items can be reviewed in a user-friendly format.
Upload	Where the EDI files are uploaded to start the validation process.

Report Types

There are several report options available under *Reports* in the menu bar. Over time, new reports may be added, and others removed as they are no longer needed. As of the latest update of this manual, the following reports are available:

Report	Use/Purpose
Data Errors	Contains the CMHC's list of uploaded files and the validation errors for each file. Use this report to fix a file's data errors before uploading the updated client records again.
Loaded Records	This report lists each record that was successfully written to the KDADS AIMS II database from an uploaded EDI file.
Missing CSR Detail	Lists all CSR missing data for client records that passed upload validations and were added to the AIMS II database. Use this report to determine what missing data needs to be added to the client records before uploading again.
Missing CSR Summary	Lists, by month/year, the percentage of CSR records that contain complete information. This report is used to determine whether CMHCs meet the contractual requirements for providing complete demographic and service data for the targeted population*.
Submitted Data Detail	Lists clients that were *not* added to or updated in the AIMS II database because of upload validation errors. Use this report to assist in catching uncorrected data errors that were missed in the original Data Errors report.
*Client record with a Registration Code of '1', and a Chronicity of 3 (Adult) or 6 (Child.)	

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AIMS II Menu Bar, continued

Report Types *continued*

Report	Use/Purpose
Submitted Data Summary	Lists the percentage of client records that initially had errors during the upload process, that have had those errors corrected. This report is used to determine whether CMHCs meet the contractual requirements for providing complete demographic and service data.
Validation Lists	This is a list of all the validations that the uploaded file must pass for the data to be saved to the AIMS II database, and be included in KDADS' submissions for TEDS reporting.
Diagnosis Codes	This is a list of the ICD 9 and ICD 10 diagnosis codes that can be used by AIMS II for TEDS reporting.

Upload a File

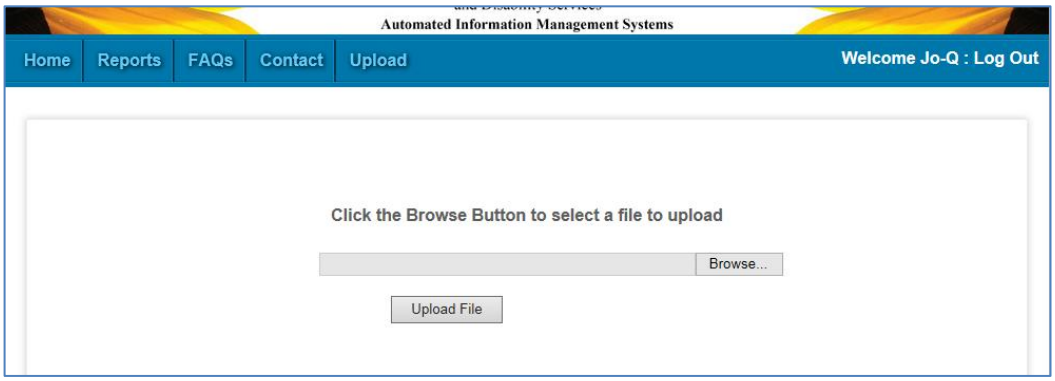
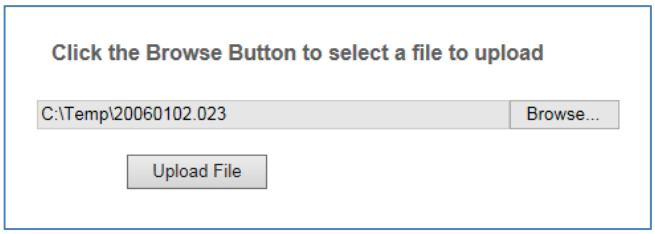
Introduction

The first step in the AIMS process is to upload the EDI (Electronic Data Interchange) file that was exported from the application (Electronic Health Records/EHR system) that the CMHC uses for the entry and management of their client data.

Because CMHCs use different applications for their client data, the steps to export the data to an EDI file are not covered in this manual.

How To

Follow the steps in the table below to upload an EDI file to AIMS.

Step	Action	Result
1.	Login to AIMS II	The AIMS Home Page displays.
2.	Select **Upload** from the AIMS menu bar.	The Upload page displays.
		
3.	Click on the **Browse…** button.	The 'Open file' window displays.
4.	Navigate to the location of the EDI file to be uploaded, and select the file.	The name of the file displays in the 'File name' field.
5.	Click on the **Open** button, or double-click the file name from the list.	The file, including the full path of the file's location, displays in the uploaded file name field.
		

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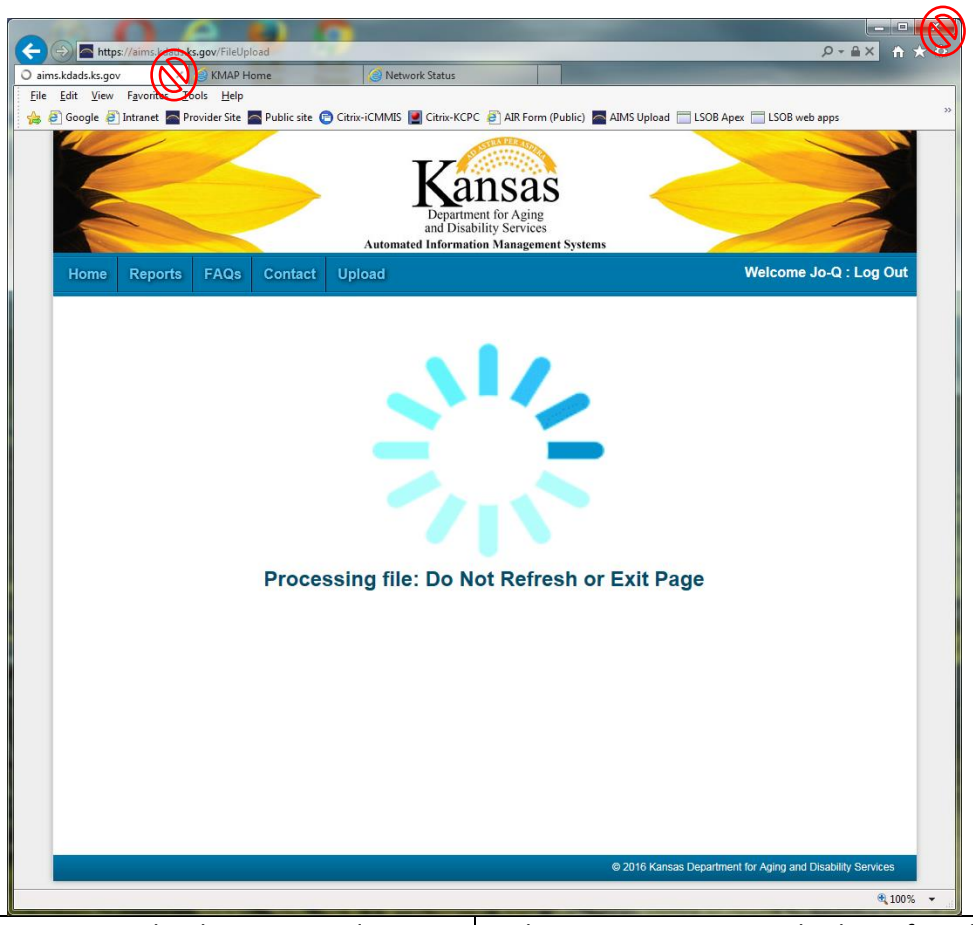
Upload a File, continued

How To *Continued*

Step	Action	Result
6.	Click on the **Upload File** button. Note: Depending on the size of the file, the upload process can take from several seconds to 60 minutes or more.	• The file is uploaded to a temporary location on a secure server. • Validations are run on each record based on the rules defined for each validation. A 'Processing file' message displays while the validations are running.
		
7.	You can open other browser windows or tabs and do other work while the validations are running.	The ***Data Errors*** report displays after all validations have run. The ***Loaded Records*** report is available to see a list of all the records that passed the validations and were added to the AIMS II database.
	NOTE: *If you close the browser window that the validations are running in before the file has completed processing, simply open a new browser window and log back into AIMS. The file will display in the Data Errors report (covered in the next chapter) and you can tell it has finished processing if the Process_Time column is not blank.*	

Reports – Data Errors

Introduction

After an uploaded file's validations have been run, any validation errors found are recorded in the ***Data Errors*** report.

The ***Data Errors*** report consists of two regions of information – the *Uploaded Files* list, and the *Validation Errors* list.

The *Uploaded Files* region displays the details pertaining to uploaded files, and the *Validation Errors* region displays all failed validations for each uploaded file. If all validations pass for a particular file, the Validation Errors list for that file will be blank.

The ***Data Errors*** report displays only the files uploaded by the CMHC to which the logged-in user is associated. Authorized KDADS users have access to all CMHC reports.

Uploaded Files

The *Uploaded Files* list contains all files uploaded by the CMHC associated with the logged-in user. The most recently uploaded file appears at the top of the list.

Uploaded Files

	RowID	Posted_Dt	CMHC_ID	GS_Header_Datetime	Total_Lines	Short_Filename	UserID	Total_Records	Valid_Count	Process_Time
View	105	7/14/2016 11:37:59 AM		201107011407	10078	2011070	46	217	215	00:02:03
View	103	7/14/2016 10:20:59 AM		201503311103	1033	0215033	46	15	15	00:00:12
View	101	7/14/2016 8:34:09 AM		200512081603	783	2005120	46	22	22	00:00:10
View	98	7/13/2016 4:30:57 PM		200510171710	84	2005101	26	1	1	00:00:00
View	97	7/13/2016 4:30:44 PM		200509211528	857	2005083	29	34	34	00:00:09

Refer to the table below for a description of each column in the list.

Column	Use/Purpose
View button	Click on the button to display this file's validation errors
RowID	Unique identifier for this uploaded file. Increments by one for each file uploaded by any CMHC.
Posted_Dt	The date and time the file was uploaded
CMHC_ID	The CMHC number of the CMHC that uploaded the file
GS_Header_Datetime	
Total_Lines	The total number of lines in the EDI file
Short_Filename	The filename of the uploaded EDI file
UserID	The unique identifier assigned to the user that uploaded the file
Total_Records	The total number of records uploaded from the EDI file (defined by each REF*0F* entry)
Valid_Count	The total number of records from the EDI file that passed all the validations
Process_Time	The amount of time (hh:mm:ss) it took to upload the file and run the validations. If the entry is blank, the validations for that file have not finished running.

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Reports – Data Errors, continued

Validation Errors

The *Validation Errors* list displays all validations that failed for each client record in the uploaded file referenced in the File ID. The errors are sorted by CMHC ID (remote client ID) and Admission Date.

Validation Errors

1 of 2 ? 100% Find | Next

CMHC ID	AIMS ID	Admission Dt	Error Msg	File ID
AG062486F0	GM06AA86224	3/8/2016 12:00:00 AM	Field: Acuity Value: Error Msg: Required	18
AG062486F0	GM06AA86224	3/8/2016 12:00:00 AM	Field: HighestLevelofEducation Value: Error Msg: Required	18
BG012980M0	GE01BY80129	1/18/2016 12:00:00 AM	Field: Acuity Value: Error Msg: Required	18
BG012980M0	GE01BY80129	1/18/2016 12:00:00 AM	Field: HighestLevelofEducation Value: Error Msg: Required	18
CD021991M0	DN02CS91119	3/2/2016 12:00:00 AM	Field: Acuity Value: Error Msg: Required	18
CD021991M0	DN02CS91119	3/2/2016 12:00:00 AM	Field: HighestLevelofEducation Value: Error Msg: Required	18

Refer to the table below for a description of each column in the list.

Column	Use/Purpose
CMHC ID	The unique client ID assigned by the CMHC providing the services.
AIMS ID	A unique algorithm-generated ID that is used by all CMHCs. The AIMS ID can have more than one CMHC ID associated with it if the client has received services from more than one CMHC.
Admission Date	The client's date of admission found in this record.
Error Msg	The validation that failed for this record. A client record can have multiple validation errors.
File ID	This is the same as the RowID from the *Uploaded File* region and connects the error to the file it came from.

Report Tools

The Report Tools are available for all reports in AIMS II. Refer to the table below for a description of these tools.

Tool	Use/Purpose
1 of 1	Use to navigate from page to page in a multi-page error report. Use the ▶| symbol to go to the end of the file to see how many pages it is. ('of #' not always accurate)
100%	Use for resizing the font for readability. The '100%' or 'Page Width' are usually the most useful zoom sizes.
Find | Next	Enter a search term in the box and click on 'Find' to perform the search. Click on 'Next' to find additional occurrences.
	Use to save the error report in Excel, PDF or Word format.
	If a file's validations are still running, use to refresh the Validation Error list to display the newest errors found.
	The Print button may not work. Use Excel export/print instead.

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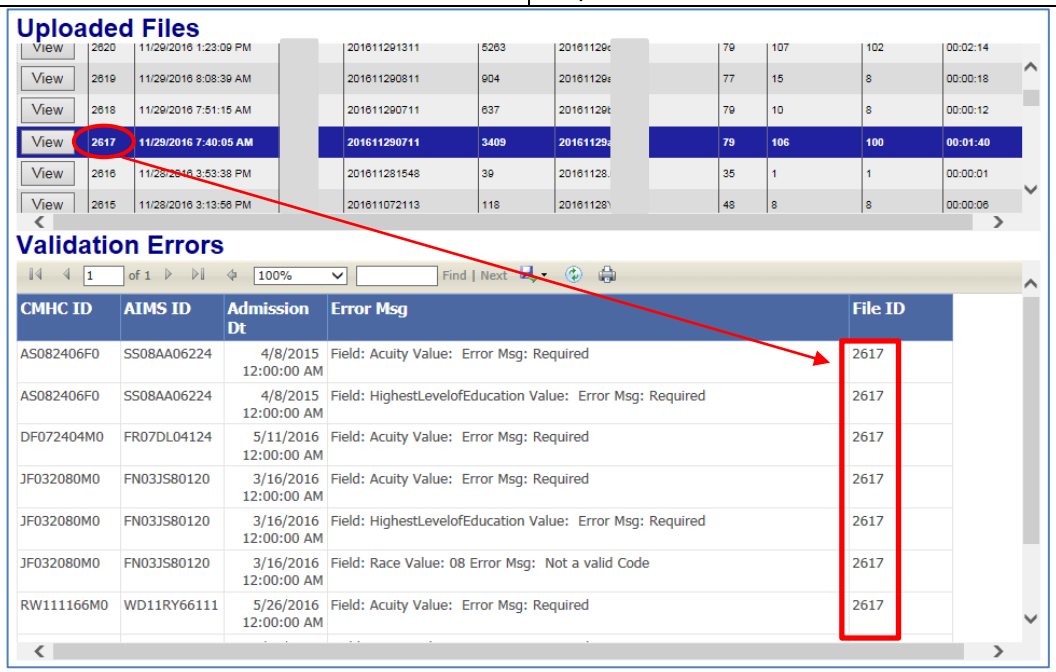
Reports – Data Errors, continued

Display Validation Errors

Follow the steps in the table below to display the validations errors for an uploaded file.

Step	Action	Result
1.	From the AIMS II menu bar, click on **Reports**.	The list of available reports displays.
2.	Select **Data Errors**.	The ***Data Errors*** report displays.
	Note: Validation errors (if any) of the most recently uploaded file (the one at the top of the list) automatically display in the *Validation Errors* region.	
3.	Click on the **View** button of the file for which validation errors are to be displayed.	The selected row in the *Uploaded Files* region is highlighted, and the *Validation Errors* region updates to display all validation errors found in the selected file. Note: You may need to scroll through the *Uploaded Files* list to see the selected file/row.



The File ID number in the *Validation Errors* list matches the Row ID number in the *Uploaded Files* region.

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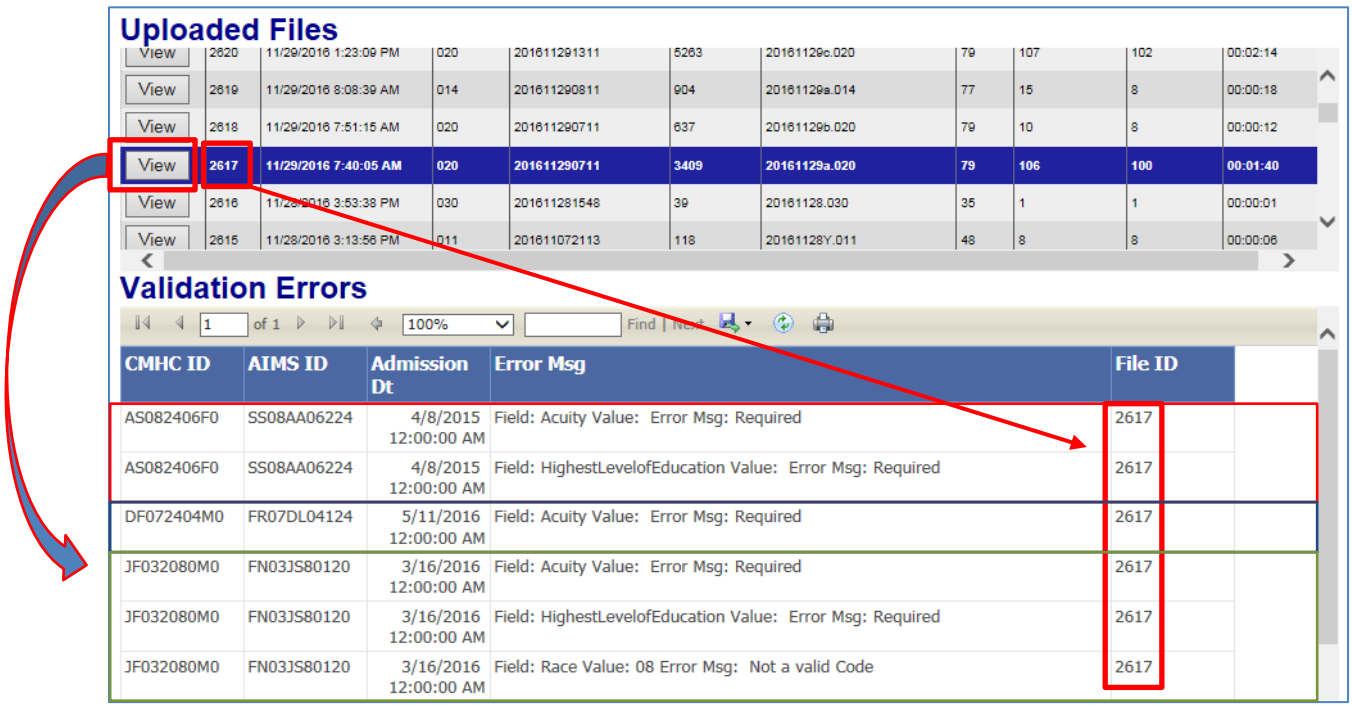
Reports – Data Errors, continued

Read the Validation Errors Report

The validation errors are grouped by AIMS ID so all errors for one client are together.

The image below shows three clients' validation errors. If necessary, use the scroll bar on the right side of the report window to see additional errors.

Use the *Validation Errors* list to assist in correcting the data in the CMHC EHR system.



Reading the Error Message

There are three parts to an error message (column heading 'Error Msg'): The Field, the Value, and the Error Msg.

- **Field** = The field in which the validation error occurred
- **Value** = The contents of the referenced field
- **Error Msg** = The description of the error that occurred

Example:
Field: Race Value: 08 Error Msg: Not a valid Code

Explanation:
The field *Race* contains the value *08*. The validation ensures that the race code entered matches one of the codes in the AIMS II Race code table. This validation failed because '08' is not a valid race code.

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Reports – Data Errors, continued

Blank *Process_Time* Column

If the Process_Time field in an *Uploaded Files* row is blank, the validations are not done running. If the time it is taking to finish validating the file is significantly longer than what you are used to, contact the KDADS Help Desk for assistance. If the file does not complete processing successfully, you will need to upload the file again (without any changes) using the same filename. Any records that were successfully written to the AIMS II database will be overwritten with the new upload. This prevents duplicate records being written to the database.

Blank *Validation Errors*

When an EDI file has been uploaded into AIMS, records that pass all the validations are written to the AIMS II database, and records that fail one or more validation are recorded in the ***Data Errors*** report.

When an uploaded file *does* pass all the validation checks in the upload process, the *Validation Errors* list for that file will be blank.

Correcting Errors

Before continuing, the errors found and displayed in the ***Data Errors*** report need to be corrected and uploaded to AIMS II again, until there are no validation errors for the uploaded file.

After correcting the errors in the local CMHC EHR system, the new EDI file with the corrected data needs to be uploaded to AIMS II as previously described in this manual. When uploading corrected data, the EDI file name must be different than the filename that was used to upload the data the previous time. We recommend simply adding a letter to the end of the main filename to differentiate it from the original file, while keeping it similar so you can tell which files are for the same reporting data period.

<u>Example</u>
Original upload filename: 20161214.999
Filename with corrected errors from 20161214.999: 20161214**a**.999
Filename with corrected errors from 20161214a.999: 20161214**b**.999
and etc.

What's Next

The ***Loaded Records*** report is available to see/review which records passed all validation checks and have been added to the AIMS II database, making the data available to KDADS for reporting purposes.

These records can be counted in the ***Missing CSR Summary*** and ***Submitted Data Summary*** reports, covered later in this manual.

Reports – Loaded Records

Introduction

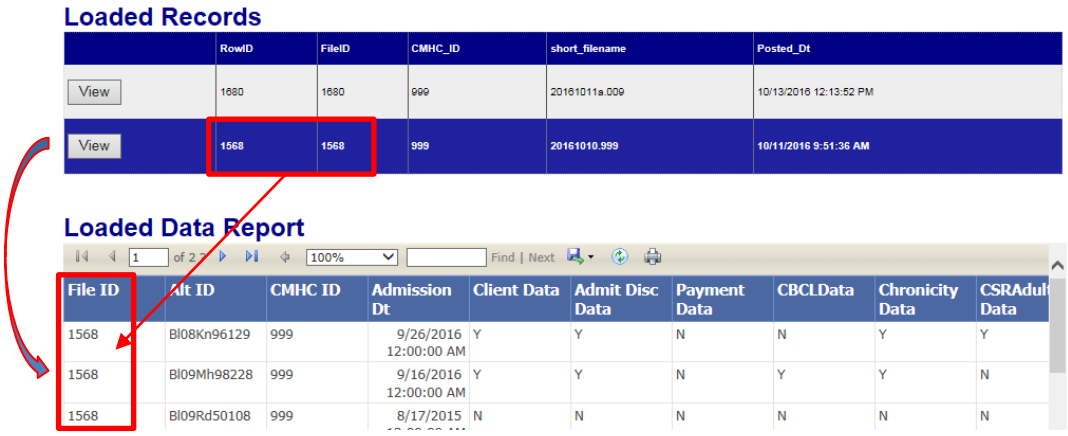
Every time a record passes all the required validations for that record, it is inserted into/updated in the AIMS II database.

The ***Loaded Records*** report provides a way for users to see what records from an uploaded EDI file have been inserted into the AIMS II database.

The report consists of two regions of information – the *Loaded Records* list, and the *Loaded Data Report*.

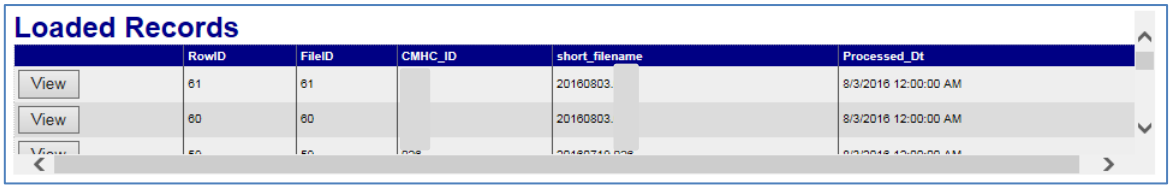
The *Loaded Records* list displays the basic information for each file that contained successfully validated records. The *Loaded Data Report* list displays all the records that were added to the AIMS II database (the ones that passed the validations), and which database table was updated.

The File ID from the *Loaded Data Report* corresponds to the RowID/FileID in *Loaded Records,* identifying which uploaded file it came from.



Loaded Records region

This region displays basic information about each EDI file with records that passed all required validations, and were successfully written to the AIMS II database.



Refer to the table below for a description of each column in the list.

Column	Use/Purpose
View button	Displays a list of the client records in the selected file that were successfully written to the AIMS II database.
RowID	Unique identifier for this uploaded file. Matches the RowID of the same file in the *Data Errors* report.
FileID	Same as RowID.

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Reports – Loaded Records, continued

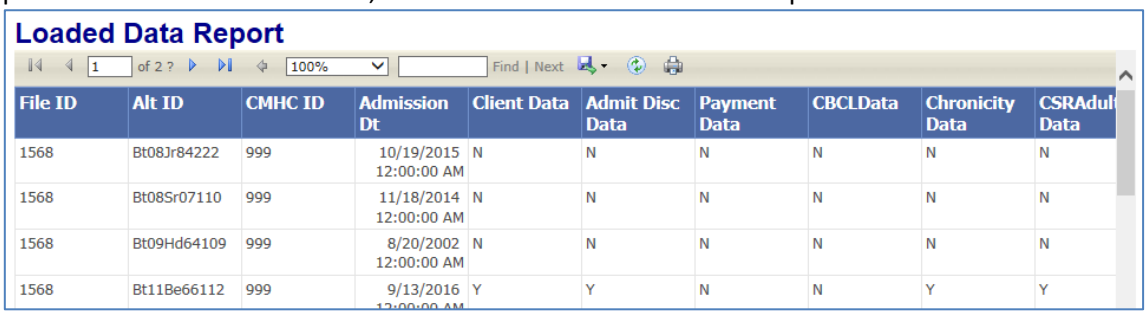
Loaded Records region

continued

Column	Use/Purpose
CMHC_ID	The number associated to the CMHC that uploaded the file.
Short_Filename	A combination of the date from the original record's file name and the CMHC's organization number.
Processed_Dt	The date this EDI file's successfully validated records were written to the database.

Loaded Data Report region

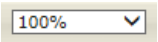
This region lists every record from the associated EDI file that was successfully added to or updated in the AIMS II database, and which database tables were updated.



File ID	Alt ID	CMHC ID	Admission Dt	Client Data	Admit Disc Data	Payment Data	CBCLData	Chronicity Data	CSRAdult Data
1568	Bt08Jr84222	999	10/19/2015 12:00:00 AM	N	N	N	N	N	N
1568	Bt08Sr07110	999	11/18/2014 12:00:00 AM	N	N	N	N	N	N
1568	Bt09Hd64109	999	8/20/2002 12:00:00 AM	N	N	N	N	N	N
1568	Bt11Be66112	999	9/13/2016	Y	Y	N	N	Y	Y

Refer to the table below for a description of each column in the list.

Column	Use/Purpose
File ID	Unique identifier for the uploaded file this record came from. Matches the RowID/File ID from the *Loaded Records* list.
Alt ID	The unique ID (referred to in some reports as the AIMS ID) associated with the client represented in this record. The Alt ID is unique across all CMHCs.
CMHC ID	The number assigned to the CMHC that uploaded the file that this record came from.
Admission Date	The admission date associated with this record.
Client Data	'Y' indicates data was written to the client table.
Admit Disc Data	'Y' indicates data was written to the Admission/Discharge table.
Payment Data	'Y' indicates data was written to the Payment Sources table.
CBCL Data	'Y' indicates data was written to the CBCL table.
Chronicity Data	'Y' indicates data was written to the Chronicity table.
CSR Adult Data	'Y' indicates data was written to the CSR Adult table.
CSR Child Data	'Y' indicates data was written to the CSR Child table.
Diagnosis Data	'Y' indicates data was written to the Diagnoses table.
Screening Data	'Y' indicates data was written to the Screening table.
Services Data	'Y' indicates data was written to the Service Encounters table.
Spec Ed Data	'Y' indicates data was written to the Special Ed Exceptionality table.

Note: To display all the columns in the report window, change the 100% zoom selection to 'Page Width' using the drop-down list in the report's options toolbar: 

Reports – Missing CSR Detail

Introduction

The ***Missing CSR Detail*** *Report* is a list of the records in the AIMS II database that are missing information from the Adult/Child CSR for the identified client record in the targeted population. The begin and end date of the report can be adjusted to display only the desired reporting months.

Use this report to aid in correcting the CSR errors, which in turn increases the completion percentage of the CMHCs' demographic and client service data reporting. As long as the contractual completion percentage is met, the CMHC will remain in compliance with this requirement.

This report contains two regions –the *Select Parameters* region, and the *Missing CSR Detail Report* region.

The *Select Parameters* region is used to select the begin and end date for the reporting period(s) to be viewed. By default, the report displays missing CSR information for the 12-month period that ends with the current date.

The *Missing CSR Detail Report* region contains the CSR errors found for all records in the targeted population for the specified reporting month(s).

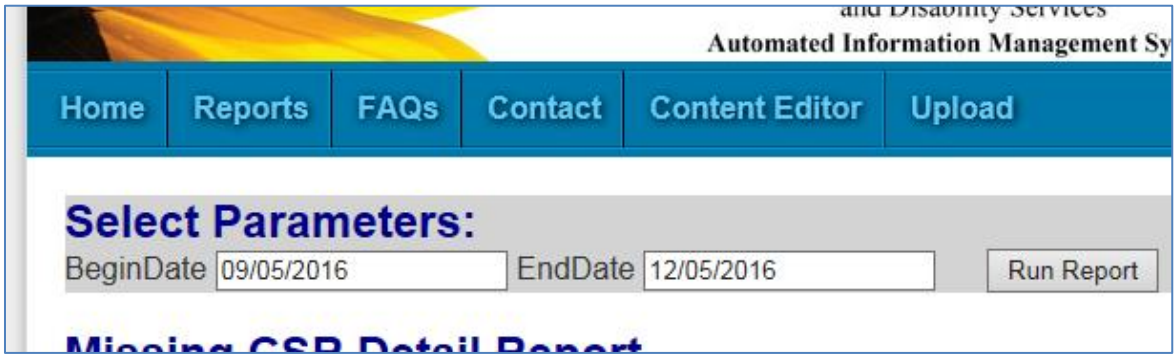
Any client record that appears in the *Missing CSR Detail Report* is counted in the *Missing CSR Summary Report*'s 'Month Total' column, and is not counted in the 'Complete' column.

The *CSR Summary Report* is covered in the next chapter of this manual.

Select Parameters region

Use this region if you want to display a specific date range of missing CSR details. If a date other than the first of the month is entered, the whole month will still be included.

The dates entered correspond to the reporting months of the CSR.



The date range shown here will display any CSR errors found for September, October, November, and December 2016. If December's EDI file has not been uploaded yet, no December CSR errors will display.

Continued on next page

Reports – Missing CSR Detail, continued

Missing CSR Detail Report region

This region displays the CSR errors found for the requested reporting period from the *Select Parameters* region.

Missing CSR Detail Report

1 of 2 ? Page Width Find | Next

Unique ID	Admit Date	Report Month	Error Details	Consumer ID	Age Group	County Name	CMHC
Aa09Fk04104	9/19/2016 12:00:00 AM	10-2016	Missing Child CSR	00763489	Child		999
Aa09Fk04104	9/19/2016 12:00:00 AM	11-2016	Missing Child CSR	00763489	Child		999
Am09Ee64124	9/14/2016 12:00:00 AM	10-2016	Missing Adult CSR	00710207	Adult		999
Am09Ee64124	9/14/2016 12:00:00 AM	11-2016	Missing Adult CSR	00710207	Adult		999
An09Jh04113	9/13/2016 12:00:00 AM	10-2016	Missing Child CSR	00751918	Child		999
An09Jh04113	9/13/2016 12:00:00 AM	11-2016	Missing Child CSR	00751918	Child		999
As12Re09123	9/28/2016 12:00:00 AM	10-2016	Missing Child CSR	00765357	Child		999
As12Re09123	9/28/2016 12:00:00 AM	11-2016	Missing Child CSR	00765357	Child		999
Bm12Aw01127	9/8/2016 12:00:00 AM	10-2016	Missing Child CSR	00764806	Child		999
Bm12Aw01127	9/8/2016 12:00:00 AM	11-2016	Missing Child CSR	00764806	Child		999
Bn08Ke03228	9/20/2016 12:00:00 AM	10-2016	Missing Child CSR	00765271	Child		999
Bn08Ke03228	9/20/2016 12:00:00 AM	11-2016	Missing Child CSR	00765271	Child		999
Bs03Hh97110	9/29/2016 12:00:00 AM	10-2016	Missing Adult CSR	00764467	Adult		999
Bs03Hh97110	9/29/2016 12:00:00 AM	11-2016	Missing Adult CSR	00764467	Adult		999
Bs07Ay07107	9/20/2016 12:00:00 AM	10-2016	Missing Child CSR	00765157	Child		999
Bs07Ay07107	9/20/2016 12:00:00 AM	11-2016	Missing Child CSR	00765157	Child		999
Bt05Ml01110	9/20/2016 12:00:00 AM	10-2016	Missing Child CSR	00764956	Child		999
Bt05Ml01110	9/20/2016 12:00:00 AM	11-2016	Missing Child CSR	00764956	Child		999
Bt11Bn65129	9/8/2016 12:00:00 AM	10-2016	Missing Adult CSR	00765142	Adult		999
Bt11Bn65129	9/8/2016 12:00:00 AM	11-2016	Missing Adult CSR	00765142	Adult		999
Ce03Rl07121	9/20/2016 12:00:00 AM	10-2016	Missing Child CSR	00765324	Child		999
Ce03Rl07121	9/20/2016 12:00:00 AM	11-2016	Missing Child CSR	00765324	Child		999
Ce05Tm00102	9/22/2016 12:00:00 AM	10-2016	Missing Child CSR	00762533	Child		999
Ce05Tm00102	9/22/2016 12:00:00 AM	11-2016	Missing Child CSR	00762533	Child		999
Ce07Js02101	9/29/2016 12:00:00 AM	10-2016	Missing Child CSR	00723759	Child		999

Refer to the table below for a description of each column in the report.

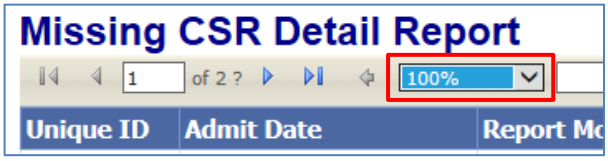
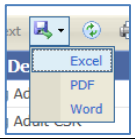
Column	Use/Purpose
Unique ID	The unique identifier for the client. Also referred to as Alt ID or AIMS ID.
Admit Date	The admission date associated with this CSR record.
Report Month	The month and year for which this CSR record is reporting.
Error Details	The data that is missing from the CSR record. Note: Multiple errors can be reported for a single CSR record. If the CSR for this client's reporting period does not exist, and there should be one, a 'Missing (Adult/Child) CSR' error will display.
Consumer ID	The client identifier assigned by the CMHC providing the services at the time. Also referred to as the Remote CMHC ID.
Age Group	The age of the client at the time of the CSR determines whether an Adult or Child. Under 18 = Child, 18 or Older = Adult
County Name	The Resident County from the associated record in the Admission/ Discharge table.
CMHC	The CMHC providing the services and submitting the CSR data for this record.

Continued on next page

Reports – Missing CSR Detail, continued

How to

Follow the steps in the table below to run the Missing CSR Detail Report and use it to determine the errors to be corrected. For every error corrected, the completion percentage in the *Missing CSR Summary* report increases.

Step	Action	Result
1.	Click **Reports** on the menu bar.	The list of available reports displays.
2.	Select **Missing CSR Detail** from the Reports menu.	The *Missing CSR Detail* report page displays. Note: The report automatically runs with the default dates, so there may be a delay of several seconds before the page updates.
3.	Enter the desired Begin Date and End Date for the report month(s) you want the CSR errors to appear.	Enter the dates in mm/dd/yyyy format.
4.	Click the **Run Report** button.	The report runs and the report list updates with the CSR errors for the requested report month(s).
	Note: To display all the columns in the report window, change the 100% zoom selection to 'Page Width' using the drop-down list in the report's options toolbar:  If left at 100%, scroll to the bottom of the report window and use the horizontal scroll bar at the bottom of the report to view additional columns.	
	Steps 5-8 are optional, but can be used to export the report to an Excel spreadsheet. This can be helpful if you have more than a few errors to correct (allows sorting, filtering, etc.)	
5.	From the Report options bar, click on the Export drop-down list:  	Three Export choices display: -Excel -PDF -Word
6.	Click on **Excel**	Excel is the recommended format, as it displays the data in an easily readable and sortable format.
7.	When prompted, choose to Open or Open and Save the Excel spreadsheet. (Saving the file is optional.)	The file opens in Excel in Protected View. If you want to manipulate the spreadsheet, click on the *Enable Editing* button at the top of the window.
8.	Use the Missing CSR Detail Report/ Excel spreadsheet and your CMHC EHR system to correct the missing CSR data or create the missing CSR.	**Important**: At the time of this manual's last update, the *AIMS II Content Editor* has viewing only capabilities of AIMS II data.

Continued on next page

Reports – Missing CSR Detail, continued

Important

After the errors on the Missing CSR Detail report have been corrected in the CMHC EHR system, follow normal procedures to export the updated records to a new EDI file, and upload the file to the AIMS II database again. Continue with the workflow described in this manual to confirm the data has been successfully uploaded, and that the CSR errors no longer appear in the Missing CSR Detail report.

What's Next

The *Missing CSR Summary Report* shows what the CSR completion percentage is for any given reporting month.

Reports – Missing CSR Summary

Introduction

The ***Missing CSR Summary*** report shows how many open client records in the targeted population* have a complete CSR submitted for each month shown in the report.

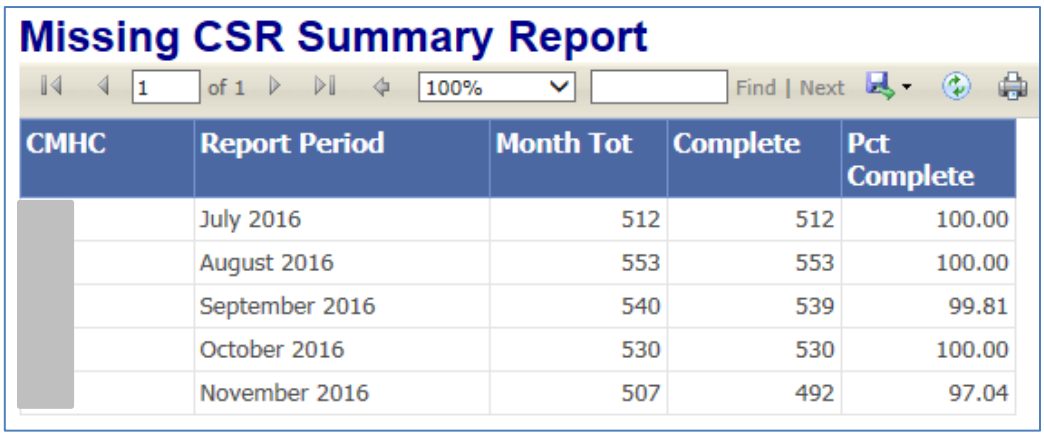
For a CSR to be considered complete, all of the required demographic and client service data must be complete. If even one value does not pass a required validation, the record will not count towards that month's completion percentage.

As with the detail report, the *Select Parameters* region is used to select the begin and end date for the desired reporting period. By default, the report displays the 12-month period that ends with the current month.

The *Missing CSR Summary Report* region contains the breakdown of the CSR completion percentage for the requested month(s). The 'Complete' percentage must meet contractual requirements to be in compliance.

*The targeted population is defined as a client record with a Registration Code of '1', and a Chronicity of 3 (Adult) or 6 (Child.)

Missing CSR Summary Report region



Missing CSR Summary Report

1 of 1 100% Find | Next

CMHC	Report Period	Month Tot	Complete	Pct Complete
	July 2016	512	512	100.00
	August 2016	553	553	100.00
	September 2016	540	539	99.81
	October 2016	530	530	100.00
	November 2016	507	492	97.04

Refer to the table below for a description of each column in the report.

Column	Use/Purpose
CMHC	The CMHC submitting the CSR data for this record.
Report Period	The month and year for which the completion percentage is being calculated.
Month Tot	The number of client admission records in the targeted population with a blank Discharge (Closing) Date and a CSR date in the requested reporting month.
Complete	The number of the above client admission records that have passed the required validations to be considered 100% complete.
Pct Complete	The 'Complete' number divided by the 'Month Tot' number is the completion percentage.

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Reports – Missing CSR Summary, continued

Example

This *Missing CSR Detail Report* for September and November 2016, shows there are 18 entries with missing CSR data. The 'Report Month' column shows one from 09-2016, and 17 from 11-2016. This matches with the numbers displayed on the *Missing CSR Summary Report* for the same months: September 2016 numbers shows 540 of 541 complete, and November shows 492 of 509 complete. There are no entries in the Detail report for July, August, or October, which correlates to the 100% completion for those months in the Summary report.

Missing CSR Detail Report

1 of 1 100% Find | Next

Unique ID	Admit Date	Report Month	Error Details
BH01TI64231	9/1/2010 12:00:00 AM	11-2016	Missing Adult CSR
BL06TS78124	7/13/2011 12:00:00 AM	11-2016	Missing Adult CSR
BN12JE65225	5/1/2000 12:00:00 AM	11-2016	Missing Adult CSR
DR06JE76110	10/27/2015 12:00:00 AM	11-2016	Missing Adult CSR
HR01RY94116	7/13/2016 12:00:00 AM	11-2016	Missing Adult CSR
HY03LA58228	8/3/2016 12:00:00 AM	11-2016	Missing Adult CSR
HY11DD87102	6/10/2014 12:00:00 AM	11-2016	Missing Adult CSR
JS05GE95106	7/22/2014 12:00:00 AM	11-2016	Missing Adult CSR
LS03LA64220	6/23/2014 12:00:00 AM	11-2016	Missing Adult CSR
ME09AR87125	6/14/2016 12:00:00 AM	09-2016	Missing Adult CSR
MR03EN64210	6/21/2005 12:00:00 AM	11-2016	Missing Adult CSR
MS10WN54126	2/26/2016 12:00:00 AM	11-2016	Missing Adult CSR
MY06ML61107	10/21/1998 12:00:00 AM	11-2016	Missing Adult CSR
NS05BA53211	12/2/2015 12:00:00 AM	11-2016	Missing Adult CSR
PR07JN56229	7/21/2015 12:00:00 AM	11-2016	Missing Adult CSR
RS01VR68128	2/4/2013 12:00:00 AM	11-2016	Missing Adult CSR
SE10RL77207	3/3/2009 12:00:00 AM	11-2016	Missing Adult CSR
SS06AY75227	5/17/2012 12:00:00 AM	11-2016	Missing Adult CSR

Missing CSR Summary Report

1 of 1 100% Find | Next

CMHC	Report Period	Month Tot	Complete	Pct Complete
	July 2016	512	512	100.00
	August 2016	553	553	100.00
	September 2016	541	540	99.82
	October 2016	531	531	100.00
	November 2016	509	492	96.66

Reports – Submitted Data Detail

Introduction

The *Submitted Data Detail Report* is used to assist the CMHC in ensuring that client demographic and service data that was initially uploaded with errors, has been corrected and meets contractual requirements for data reporting.

This report uses the selected date range to list the clients with records that had validation errors in the *Data Errors* report with a processed date falling in that date range. This report should be reviewed regularly to catch any client records that got overlooked for validation corrections when they first appeared in the *Data Errors* report.

Each client listed in this report can be matched to a specific file and its associated validation errors in the *Data Errors* report. To find the correct EDI/upload file associated with the client listed, match the File ID in the *Submitted Data Detail* report to the matching Row ID in the *Data Errors* report.

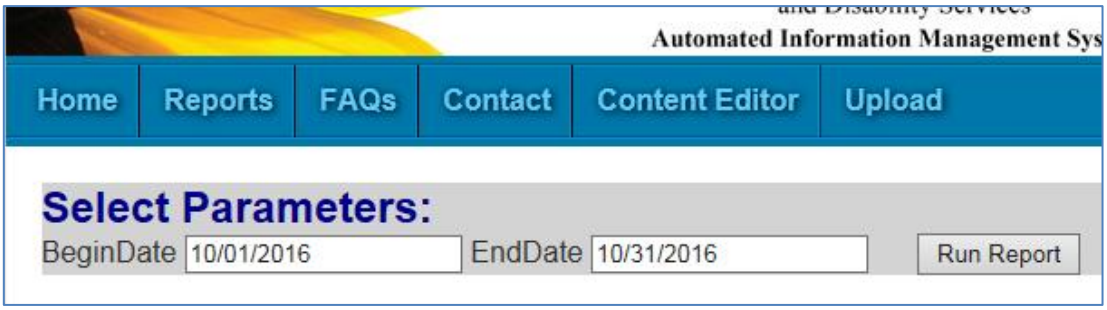
Once the validation error(s) described in the *Data Errors* report have been resolved, and the corrected client data uploaded again, the client associated to that *Data Errors* Row ID should drop off of the *Submitted Data Detail* report.

As the number of clients decreases on the *Submitted Data Detail* report, the number of 'Good Records' in the *Submitted Data Summary* report should increase, which will in turn increase the percentage of 'good records' in the database. The *Submitted Data Summary* report is covered in the next chapter.

The *Submitted Data Detail* report has two regions - *Select Parameters* and *Submitted Data Report.*

Select Parameters region

The date range entered here represents the processed dates of the uploaded EDI files that will be used in building this report.



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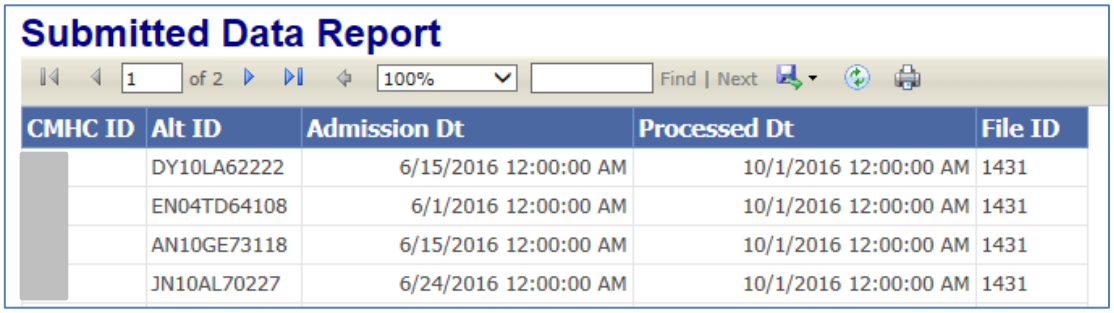
Reports – Submitted Data Detail, continued

Submitted Data Report region

This region displays client records that appeared in the Data Errors report when the associated EDI file was uploaded on the 'Processed Dt' displayed here.



CMHC ID	Alt ID	Admission Dt	Processed Dt	File ID
	DY10LA62222	6/15/2016 12:00:00 AM	10/1/2016 12:00:00 AM	1431
	EN04TD64108	6/1/2016 12:00:00 AM	10/1/2016 12:00:00 AM	1431
	AN10GE73118	6/15/2016 12:00:00 AM	10/1/2016 12:00:00 AM	1431
	JN10AL70227	6/24/2016 12:00:00 AM	10/1/2016 12:00:00 AM	1431

Refer to the table below for a description of each column in the report.

Column	Use/Purpose
CMHC ID	The CMHC that uploaded the file that contained data for the client.
Alt ID	The unique ID of the client that had at least one validation error that prevented the record from being successfully uploaded to the AIMS II database.
Admission Dt	The admission date associated with the record that failed at least one validation.
Processed Dt	The date that the referenced EDI file was processed using the AIMS II Upload function. Note: These dates should fall within the Begin/End Date selected in the *Select Parameters* region.
File ID	This number matches the Row ID and File ID of the associated file/validation errors found in the *Data Errors* report.

How to Match Client Entry to Validation Error(s)

Follow the steps in the table below to match the client entry from the *Submitted Data Report* to the upload file and associated validation errors in the *Data Errors* report, for the purpose of correcting the remaining errors.

Step	Action	Result
1.	From the AIMS II menu bar, click on 'Reports' and select the **Submitted Data Detail** report.	The *Submitted Data Detail* report page displays.
2.	In the 'Select Parameters' region, enter the date range that covers the Uploaded file(s) processed dates that you want to display the client records for.	Use mm/dd/yyyy format.
3.	Click the **Run Report** button.	Client entries display if there is a validation error that has not yet been corrected from an uploaded file in the specified date range. A blank report indicates there were no validation errors found in the date range specified.

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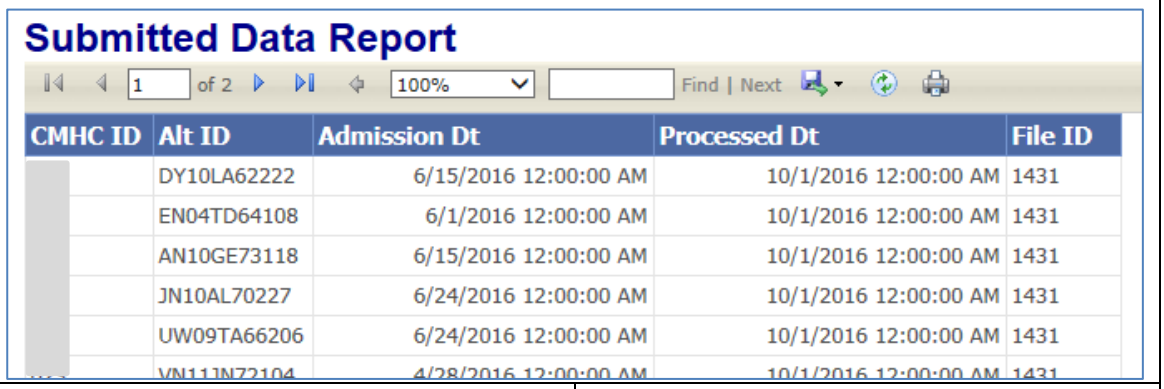
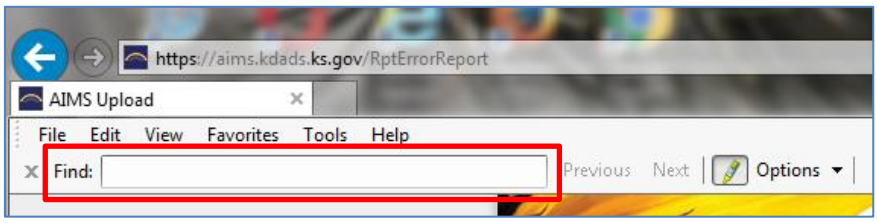
How to *continued*

Step	Action	Result
3.	*continued*	



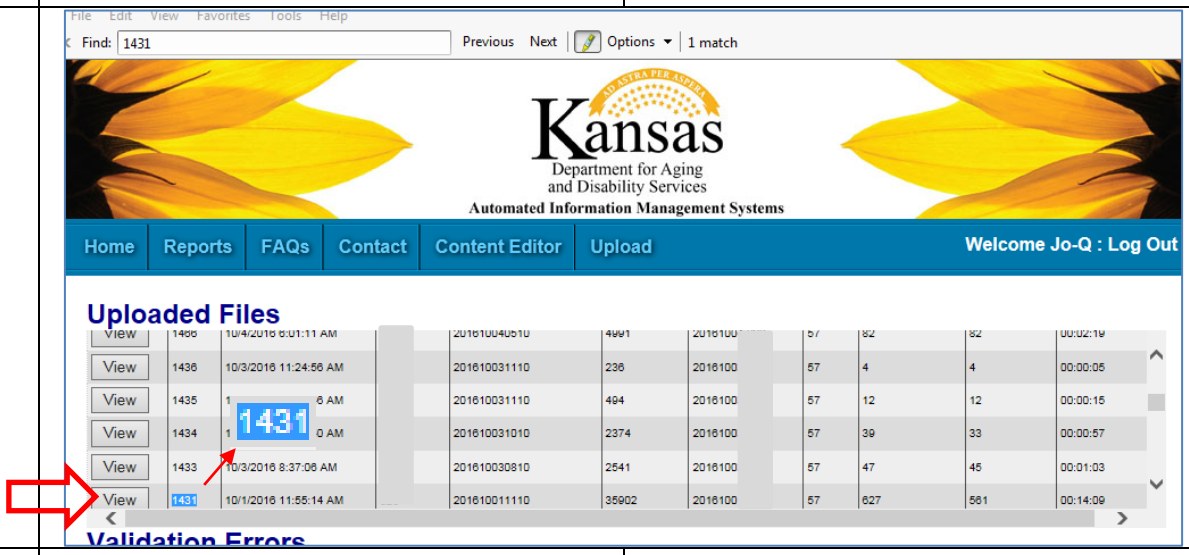
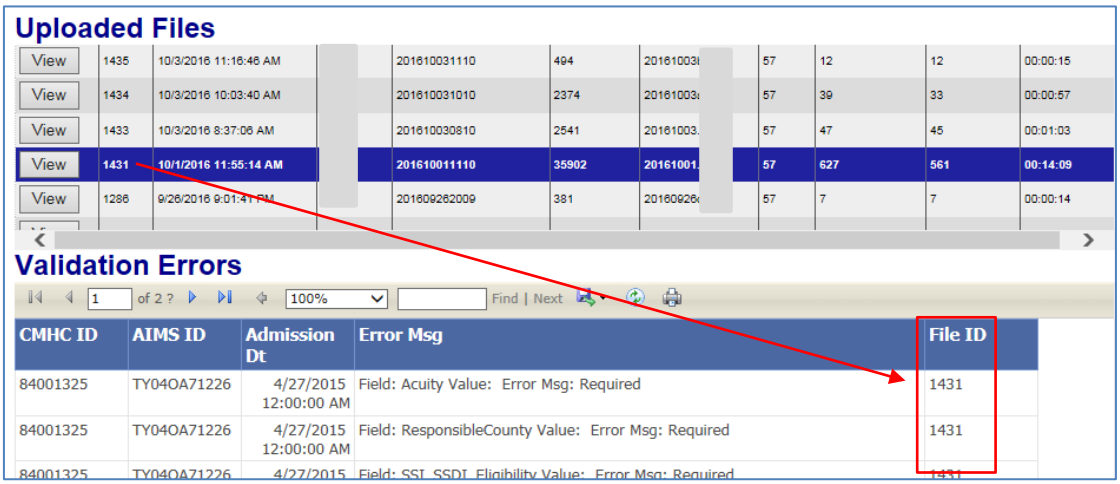
4.	Either screen shot the list of entries (if the full list is visible in the report window) or export the list to an Excel spreadsheet. The next step will take you away from this report so it is important to have the Alt ID, Admission Dt, and File ID accessible before continuing.	Makes the information accessible in a separate window/application before leaving this page.
5.	From the AIMS II menu bar, click on 'Reports' and select the **Data Errors** report.	The *Data Errors* report page displays.
6.	Scroll through the *Uploaded Files* list and find the Row ID that matches the File ID from the **Submitted Data Report** OR:	Steps 7-9 are more efficient if the list is lengthy.
7.	Press Ctrl-F to access your browser's 'Find' feature.	The 'Find' window displays (the example below is from Internet Explorer 11)



8.	Enter the **File ID** number from the client record entry you retained from the *Submitted Data Report.*	The first occurrence of this number string will be highlighted.

Continued on next page

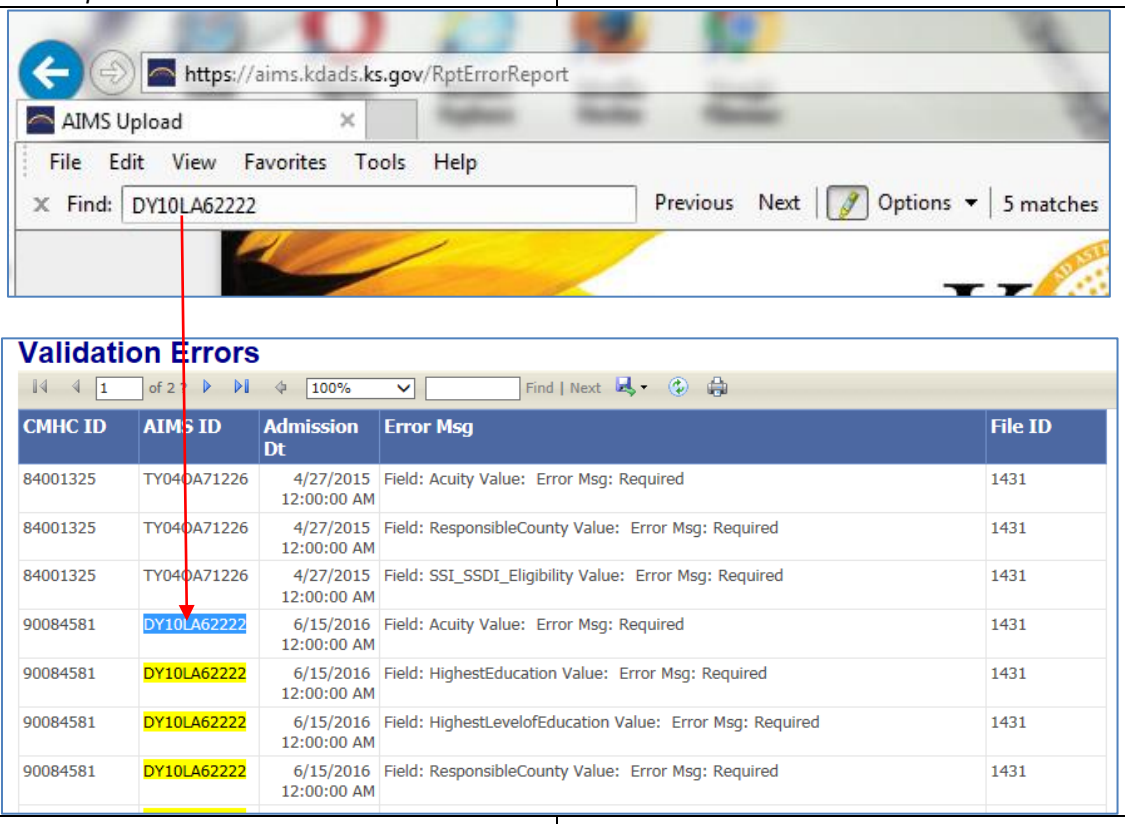
How to *continued*

Step	Action	Result
9.	If necessary, press **Enter** or click the Find's **Next** button until the matching *Row ID* is found.	The number string may appear in areas other than the Row ID.
		
10.	Click on the **View** button for the found Row ID.	All clients' validation errors found in this uploaded file display in the *Validation Errors* region of the report.
		
	Now that you've located the matching file, and displayed the client records that had data errors, you need to find the specific client from the list you saved from the *Submitted Data Report.*	
11.	Press Ctrl-F to access your browser's 'Find' feature again.	The cursor focus returns to the existing 'Find' window.

Continued on next page

Reports – Submitted Data Detail, continued

How to *continued*

Step	Action	Result
12.	Enter the **Alt ID** number from the client record entry you retained from the *Submitted Data Report.*	All occurrences of the character string are highlighted as you type.
		
13.	Reference these entries' Error Msg to correct the data in your EHR system.	Corrected data is ready to be exported from the EHR system and uploaded to AIMS II again.

Conclusion

The errors listed (see above example) are what are keeping the client data from being added to the AIMS II database. Once these errors are corrected and a new EDI file is uploaded to AIMS II, as long as no more errors appear for the client in the new file (new Row ID/File ID), then the client's entry should not appear on the *Submitted Data Report.*

Hint: If you have followed the previous steps and a client record still displays on the *Submitted Data Report,* check the entry to see if it is under a different File ID. If so, repeat the above steps for the new File ID. Also, if you run the report again with different Begin/End Dates than you did the first time, you may get different results.

Reports – Submitted Data Summary

Introduction

The *Submitted Data Summary* report shows the percentage of client records that initially had errors when being uploaded, that have had those errors corrected.

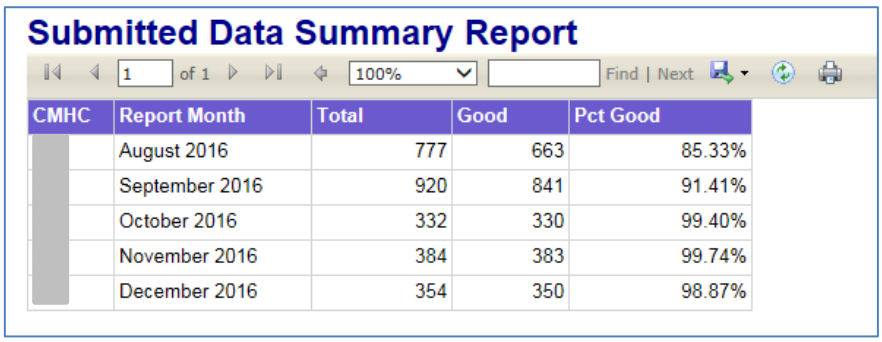
As with other reports, the *Select Parameters* region is used to select the begin and end date for the reporting period(s) to be viewed. By default, the report displays the 12-month period that ends with the current date.

The *Submitted Data Summary Report* region displays the record counts and percentage for the selected months. The percentage must meet contractual requirements to be in compliance.

The 'Total' column contains the total number of client records for the CMHC for the reporting month. This is calculated by counting the number of unduplicated clients in an uploaded EDI file.

The 'Good' column contains the CMHC's number of unduplicated client records with an initial submission date during the reporting month in which 100% of the required validations passed.

Submitted Data Summary Report region



Submitted Data Summary Report

1 of 1 100% Find | Next

CMHC	Report Month	Total	Good	Pct Good
	August 2016	777	663	85.33%
	September 2016	920	841	91.41%
	October 2016	332	330	99.40%
	November 2016	384	383	99.74%
	December 2016	354	350	98.87%

Refer to the table below for a description of each column in the report.

Column	Use/Purpose
CMHC	The CMHC submitting the data for the period.
Report Month	The month and year for which the completion percentage is being calculated.
Total	The number of unduplicated client records* counted in the uploaded file(s) for the requested reporting month (how many clients had some type of data upload attempted.)
Good	The number of unduplicated client records* that were successfully uploaded to the AIMS II database for the requested reporting period.
Pct Good	The 'Good' number divided by the 'Total' number is the completion percentage.

*'0F' record with unique Alt_ID, Admission Date, and CMHC.

Continued on next page

Example

Looking at this CMHC's *Submitted Data Detail* report for October and November 2016, there are three client records that had data errors from the upload file referenced in the File ID column, which have not been corrected and uploaded again. Two are from the October upload file, one is from November:

Select Parameters:

Facility | BeginDate 10/01/2016 | EndDate 11/30/2016

Submitted Data Report

1 of 1 | 100% | Find | Next

CMHC ID	Alt ID	Admission Dt	Processed Dt	File ID
	BT03CA68205	9/14/2016 12:00:00 AM	10/6/2016 12:00:00 AM	1506
	SR02EN09116	10/26/2016 12:00:00 AM	11/4/2016 12:00:00 AM	2082
	SR02EN09116	9/16/2016 12:00:00 AM	10/6/2016 12:00:00 AM	1506

The *Submitted Data Summary* report reflects the above findings. The October uploaded records show 330 out of 332 uploaded successfully, and the November records had 383 out of 384 that uploaded successfully:

Submitted Data Summary Report

1 of 1 | 100% | Find | Next

CMHC	Report Month	Total	Good	Pct Good
	October 2016	332	330	99.40%
	November 2016	384	383	99.74%

Reminder: To fix the errors that caused the entries to appear on the 'Submitted Data Report', refer to the *Reports – Submitted Data Detail* chapter.

Reports – Validations List

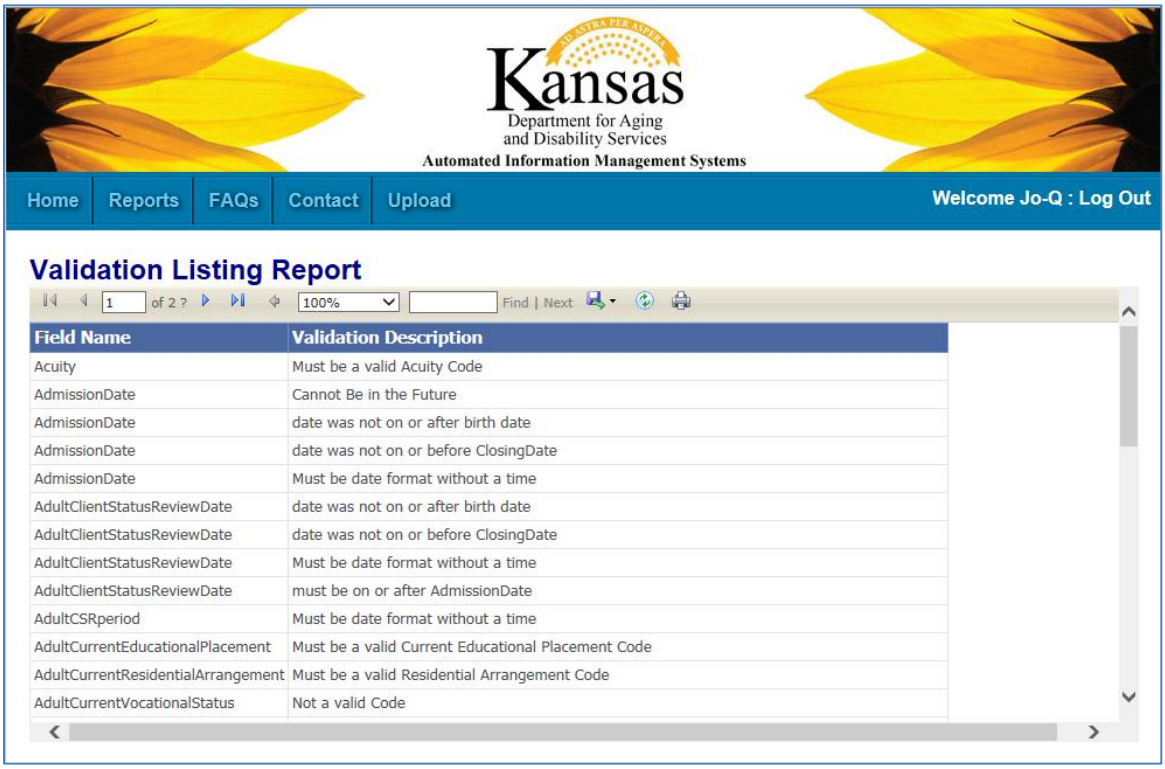
Overview

The *Validations List* 'report' is simply a list of all the fields in the EDI file that have one or more validations associated with them, and the description of the validation(s).

The validation runs based on specific data requirements (registration code, record type (admission, update, discharge)).

The *Validation Listing Report* can be saved as an Excel spreadsheet or Word document and then printed, if desired.

Note: Saving in PDF format does not display the report columns side by side, and is not recommended.



Field Name	Validation Description
Acuity	Must be a valid Acuity Code
AdmissionDate	Cannot Be in the Future
AdmissionDate	date was not on or after birth date
AdmissionDate	date was not on or before ClosingDate
AdmissionDate	Must be date format without a time
AdultClientStatusReviewDate	date was not on or after birth date
AdultClientStatusReviewDate	date was not on or before ClosingDate
AdultClientStatusReviewDate	Must be date format without a time
AdultClientStatusReviewDate	must be on or after AdmissionDate
AdultCSRperiod	Must be date format without a time
AdultCurrentEducationalPlacement	Must be a valid Current Educational Placement Code
AdultCurrentResidentialArrangement	Must be a valid Residential Arrangement Code
AdultCurrentVocationalStatus	Not a valid Code

Any validations that are updated, any new ones added, or any that are deleted, will be reflected in the *Validation Listing Report*. Only KDADS staff can make changes to a validation.

Reports – Diagnosis Codes

Overview

The *Diagnosis Codes* 'report' contains a list of all the ICD 9 and ICD 10 codes available in the AIMS II Code Table for diagnoses. These codes are used for validating client diagnosis data. Only KDADS staff can make changes to this list (if an error is found, or an entry is missing.)

The *Diagnosis Report* can be saved in Excel, PDF, or Word format and then printed, if desired.

Diagnosis Report

1 of 2 ? 100% Find | Next

Item Name	Item Desc	Item Code	Code Desc
Diagnosis	ICD 9	278	Overweight or Obesity
Diagnosis	ICD 9	278.	None
Diagnosis	ICD 9	290	DEMENTIA/ALZHEIMERS.LATE, UNCO
Diagnosis	ICD 9	290.1	DEMENTIA/PICKS DISEASE/ALZHEIM
Diagnosis	ICD 9	290.11	DEMENTIA/ALZHEIMERS TYPE,EARLY
Diagnosis	ICD 9	290.12	DEMENTIA/ALZH TYPE/EARLY/DELUS
Diagnosis	ICD 9	290.13	DEMENTIA/ALZ TYPE/EARLY/DEPRES
Diagnosis	ICD 9	290.2	None
Diagnosis	ICD 9	290.20	DEMENTIA/ALZ TYPE/LATE ONS/DEL
Diagnosis	ICD 9	290.21	DEMENTIA/ALZ TYPE/LATE ONSET/DE
Diagnosis	ICD 9	290.30	DEMENTIA/ALZ TYPE/LATE/DELIRIU

Content Editor

Introduction

The ***Content Editor*** provides a way to view individual client records that have been successfully uploaded to the AIMS II database. Access the *Content Editor* from the AIMS II menu bar.

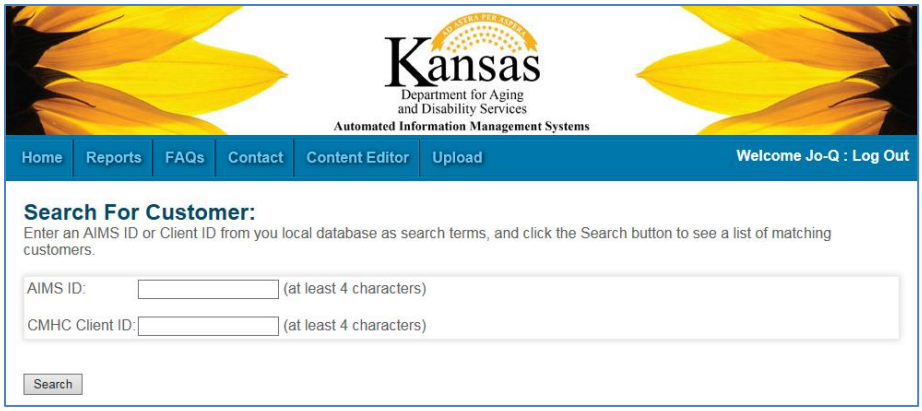
At least four (4) characters of the client's AIMS ID or CMHC Client ID must be entered to complete a search for the client and view the client's uploaded data.

The *Content Editor* contains navigation tabs to access different parts of the data. The data from each tabbed page comes from a different table within the AIMS II database.

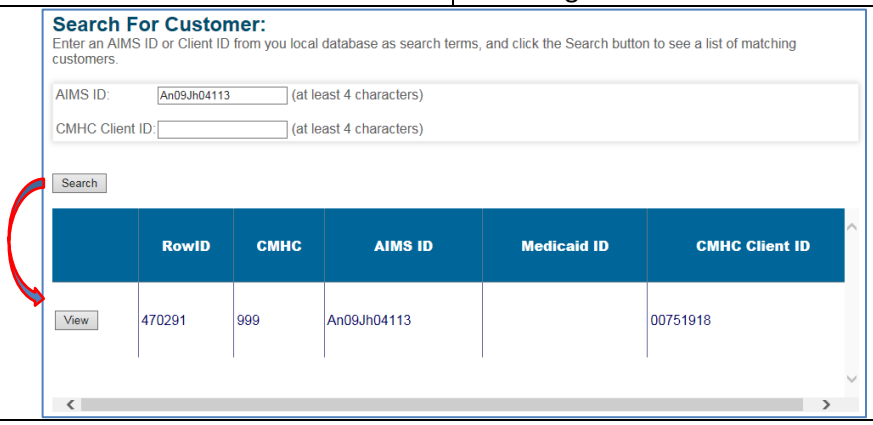
Note: As of this manual's latest update, the *Content Editor* only allows viewing of client records. Any changes made to a field entry on any page are *not* saved to the AIMS II database.

Search Page

The first page that displays in the Content Editor is *Search for Customer:*



Follow the steps in the table below to access client data stored in the AIMS II database.

Step	Action	Result
1.	Enter at least four characters of the AIMS ID *or* CMHC Client ID of the customer to be reviewed.	Defines the search criteria.
2.	Click on the **Search** button or press **Enter** to start the search.	A search results table displays with any matching records.
		

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Content Editor, continued

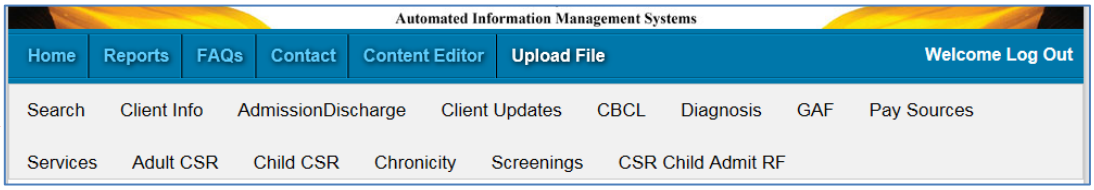
Search Page *continued*

Step	Action	Result
3.	From the search results table, click on the **View** button.	The *Admission/Discharge* page displays.

Navigation in Content Editor

Once a client has been found using the Content Editor's Search page, a new 'Content Editor' menu bar displays underneath the main AIMS II menu bar. The new menu bar is used to navigate through the various database tables that the client demographic and service data is stored in.

Content Editor menu bar

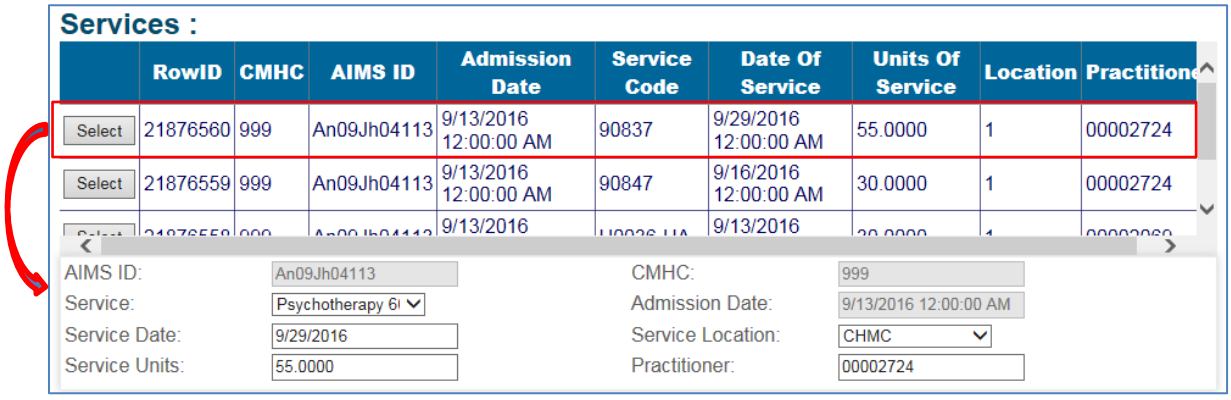


The default page that displays when a client record is viewed is 'Admission/Discharge.' To view the data in any other table, click on the desired navigational tab in the Content Editor menu bar.

Multiple Records

By the nature of the data, most of the tables in the AIMS II database can contain multiple records for the same client. In order to view the correct data, a 'selection table' shows one or more records with identifying information for each record such as the Admission Date, Diagnosis Date, or CSR Date. To display all the fields for a particular record in an easily readable format, and with code descriptions rather than codes, click on the **Select** button of the desired record.

Example:



In the selection table, the 'Service Code' and 'Location' are codes.
In the field detail area, the code descriptions display.

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Content Editor Pages

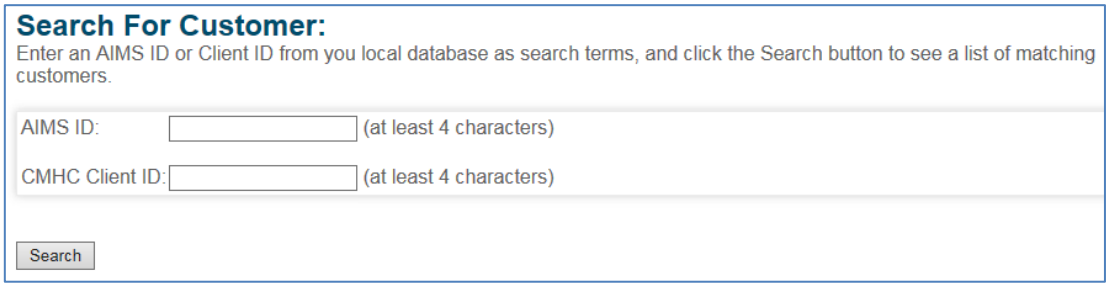
Overview

This chapter provides a sample of each page in the Content Editor. The pages are accessible via the navigation tabs at the top of the Content Editor, and represent the data contained in the associated AIMS II database table.

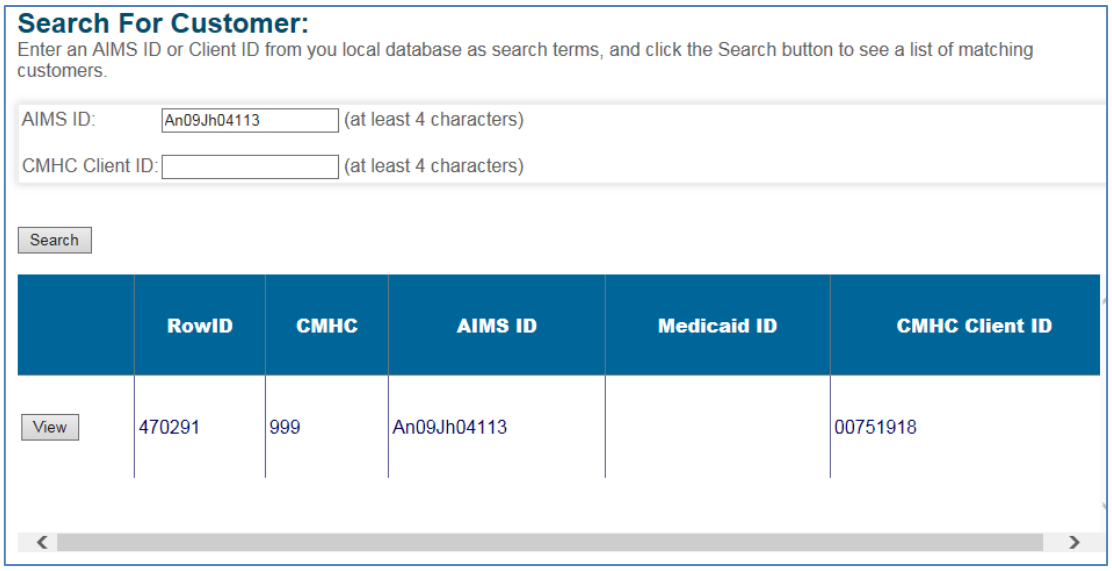
Fields that are grayed out cannot be changed by the CMHC. If an AIMS ID needs to be changed due to an error in entering the information that the ID is created from (name/maiden name, gender, DOB), submit an AIMS ID change request via the AIMS II Contact page.

Reminder: The Content Editor is currently only a 'Viewer.' Although the entries in most of the fields can be accessed, there is no 'Save' or 'Apply Changes' button available to save any attempted changes.

Search



Search Results



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Content Editor Pages, continued

Client Info Navigation Tab

Client Information for :

AIMS ID:	An09Jh04113	DOB:	9/13/2004
CMHC:	999	Gender:	Male
CMHC Client ID:	00751918	Hispanic:	Not Hispanic or L
Medicaid ID:		Income:	88888
GSR Date:	9/13/2016		

Race :

	RowID	CMHC	AIMS ID	Race
Select	592145	999	An09Jh04113	6

Race: White: A person I

Admission/ Discharge Navigation Tab

Client Admission Information :

	RowID	CMHC	AIMS ID	Admission Date	Registration	Closing Date
Select	657114	999	An09Jh04113	9/13/2016 12:00:00 AM	1	

AIMS ID:	An09Jh04113	CMHC:	999
Admission Date:	9/13/2016 12:00:00 AM	Acuity:	Routine
Registration:	Enrolled: Client e	Referral Source:	Unknown or othe
Initial Contact Date:	9/6/2016 2:05:00 PM	Discharge Date:	
Sched Appt Date:	9/13/2016 1:09:00 PM	Discharge Reason:	~Select~
Appt Time Lapse (Init Contact & Sched Appt):	No Lapse (appoir	Last Contact Date:	
		ESDB:	
Appt Time Lapse (Init Assess & Next Svc Offered):	No Lapse (appoir	Income:	88888.0000
		Highest Education:	Grade 5
Most Recent Hosp:	None	Resident County:	SG
SED Waiver Stop:	~Select~	Responsible County:	SG
Functional Level:	39		

Client Updates Navigation Tab

Client Updates :

	RowID	Admission Date	Review Date	Most Recent Hosp Code	SED Waiver Stop Code	SSI SSDI Eligibility	Resident County	Responsible County	Highest Educatio
Select	9223868	9/13/2016 12:00:00 AM	9/13/2016 12:00:00 AM	1		1	SG	SG	17

AIMS ID:	An09Jh04113	CMHC:	999
Review Date:	9/13/2016 12:00:00 AM	Admission Date:	9/13/2016 12:00:00 AM
Most Recent Hosp:	None	Highest Education:	Grade 5
SED Waiver Stop:	~Select~	Resident County:	SG
SSI/SSDI Eligibility:	Not Applicable	Responsible County:	SG

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Content Editor Pages, continued

CBCL Navigation Tab

CBCL :

	RowID	Admission Date	Review Date	Total Competence	Total Problem	Internalizing	Externalizin
Select	173631	9/13/2016 12:00:00 AM	9/13/2016 12:00:00 AM	22	71	57	74

AIMS ID:	An09Jh04113	CMHC:	999
Review Date:	9/13/2016 12:00:00 AM	Admission Date:	9/13/2016 12:00:00 AM
Total Competence:	22	Internalizing:	57
Total Problem:	71	Externalizing:	74

Diagnosis Navigation Tab

Diagnosis :

	RowID	CMHC	AIMS ID	Admission Date	Primary Or Secondary	Diagnosis	Dx Date
Select	2941632	999	An09Jh04113	9/13/2016 12:00:00 AM	Primary	F91.3	9/13/2016 12:00:00 AI
Select	2941633	999	An09Jh04113	9/13/2016 12:00:00 AM	Secondary	F90.1	9/13/2016 12:00:00 AI

AIMS ID:	An09Jh04113	CMHC:	999
Primary or Secondary:	Primary	Admission Date:	9/13/2016 12:00:00 AM
Diagnosis:	Oppositional defi:	Diagnosis Date:	9/13/2016

GAF Navigation Tab

GAF :

	RowID	CMHC	AIMS ID	Admission Date	Functional Level	Functional Level Effective
Select	1175245	999	An09Jh04113	9/13/2016 12:00:00 AM	39	9/13/2016 12:00:00 AM

AIMS ID:	An09Jh04113	CMHC:	999
Functional Level:	39	Admission Date:	9/13/2016 12:00:00 AM
Effective Date:	9/13/2016		

Pay Sources Navigation Tab

Payment Sources :

	RowID	CMHC	AIMS ID	Admission Date	Payment Source	PS Date
Select	34	023	BE11JS66118	8/13/2001 12:00:00 AM	4	8/13/2001 12:00:00 AM

AIMS ID:	BE11JS66118	CMHC:	023
Payment Sources:	Private Pay	Admission Date:	8/13/2001 12:00:00 AM
Payment Service Date:	8/13/2001		

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Content Editor Pages, continued

Services Navigation Tab

Services :

	RowID	CMHC	AIMS ID	Admission Date	Service Code	Date Of Service	Units Of Service	Location	Practitione
Select	21876560	999	An09Jh04113	9/13/2016 12:00:00 AM	90837	9/29/2016 12:00:00 AM	55.0000	1	00002724
Select	21876559	999	An09Jh04113	9/13/2016 12:00:00 AM	90847	9/16/2016 12:00:00 AM	30.0000	1	00002724
[illegible]	[illegible]	[illegible]	[illegible]	9/13/2016 [illegible]	[illegible]	9/13/2016 [illegible]	[illegible]	[illegible]	[illegible]

AIMS ID:	An09Jh04113	CMHC:	999
Service:	Psychotherapy 6(	Admission Date:	9/13/2016 12:00:00 AM
Service Date:	9/29/2016	Service Location:	CHMC
Service Units:	55.0000	Practitioner:	00002724

Adult CSR Navigation Tab

Adult CSR :

	RowID	Adult Baseline	Admission Date	Adult CSR Period	Status Review Date
Select	136813	0	8/13/2001 12:00:00 AM	5/1/2008 12:00:00 AM	5/31/2008 12:00:00 AM

Baseline:	0	Status Review Date:	5/31/2008
AIMS ID:	BE11JS66118	Supported Housing:	No
CMHC:	023	Supported Employment:	No
Admission Date:	8/13/2001 12:00:00 AM	Integrated TX:	No
Report Period:	5/1/2008	Educational Placement:	No Educational P
Days Psych. Hospital:	0	Total Arrests:	0
Days General Hosp:	0	Felonies-Property:	0
Total Hospital Admits:	0	Felonies-Persons:	0
Residence Arrangement:	Independent	Felonies-Other:	0
Vocational Status:	No Vocational Ac	Misdemeanors:	0

Continued on next page

Content Editor Pages, continued

Child CSR Navigation Tab

Child CSR :

	RowID	Child Baseline	Admission Date	Child CSR Period	Child Client Status Review Date
Select	41215	0	9/13/2016 12:00:00 AM	9/1/2016 12:00:00 AM	9/13/2016 12:00:00 AM

Baseline:	0	Review Date:	9/13/2016
CMHC:	999	Physical Abuse:	No
AIMS ID:	An09Jh04113	Sexual Abuse:	No
Admission Date:	9/13/2016 12:00:00 AM	Neglect:	No
Report Period:	9/1/2016	Runaway:	No
Self Harm:	No	Custody Status:	Child is in SRS cı
Substance Abuse:	No	Educational Placement:	Special Educatioı
Supported Housing:	No	Has IEP:	No
Supported Employment:	No	Has 504:	No
Integrated TX:	No	Excused Absences:	0
Unexcused Absences:	0	Out of School Susp. Days:	0
Truant:	2	Res Days Jail:	0
Academic Performance:	Failing (F)/Unsati	Days State Hospital:	0
Grade Level:	Grade 5	Days Inpatient Psych Unit:	0
In School Susp. Days:	0	Days Crisis Resolution:	0
Days Drug Treatment:	0	Days Foster Home:	0
Days Level VI Treatment:	0	Days With Relative:	0
Days Group Home:	0	Days Permanent Home:	0
Days Emerg. Shelter:	0	Days Independent Living:	0
Days Therapeutic Foster:	1	Child Res Days Homeless:	0
Residential Setting:	Foster Home	Felonies-Other:	
New Fostercare Placements:	0	Misdemeanors:	
Total Arrests:	0	Law Enforcement Contacts:	0
Felonies-Property:			
Felonies-Persons:			

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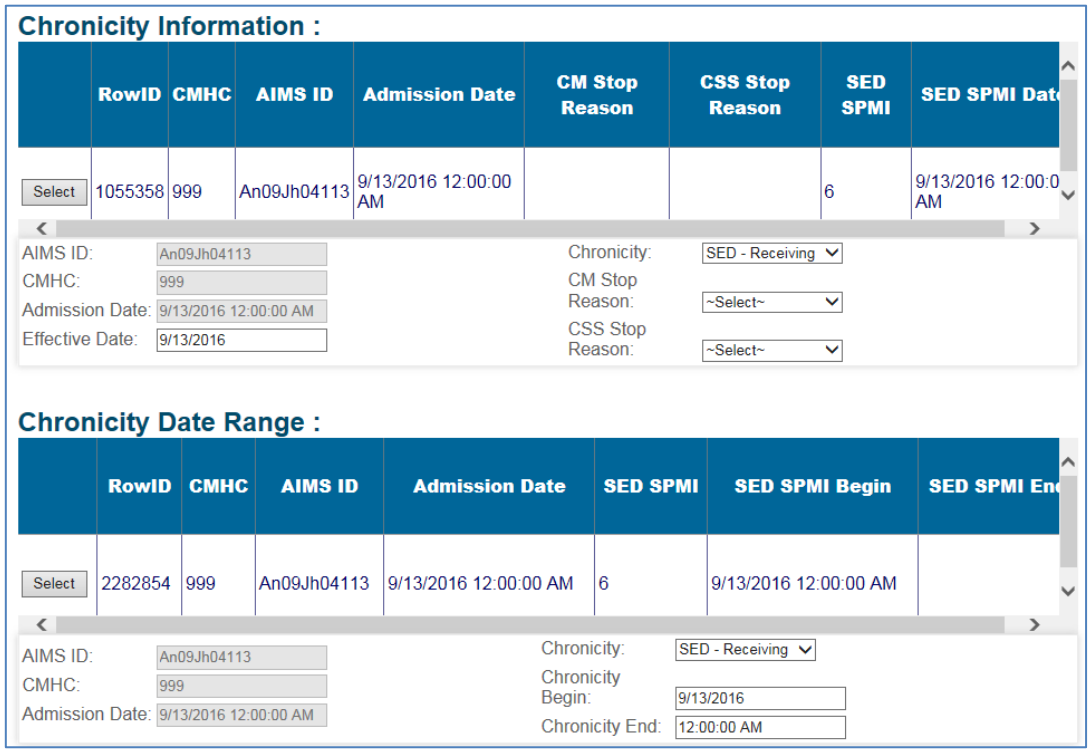
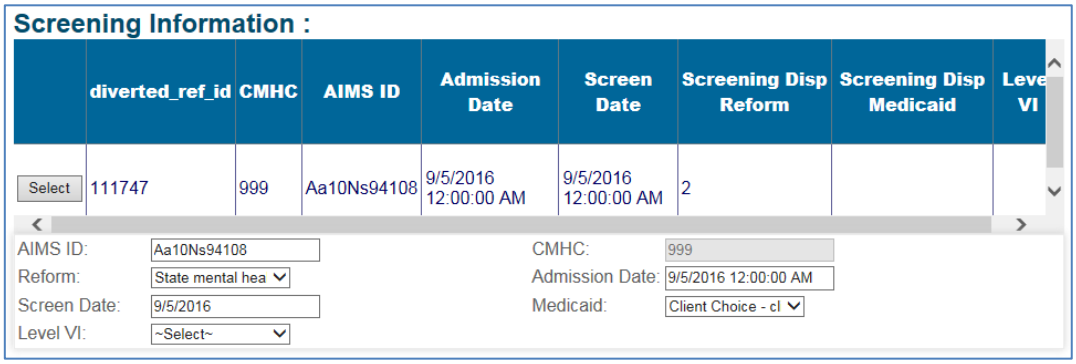
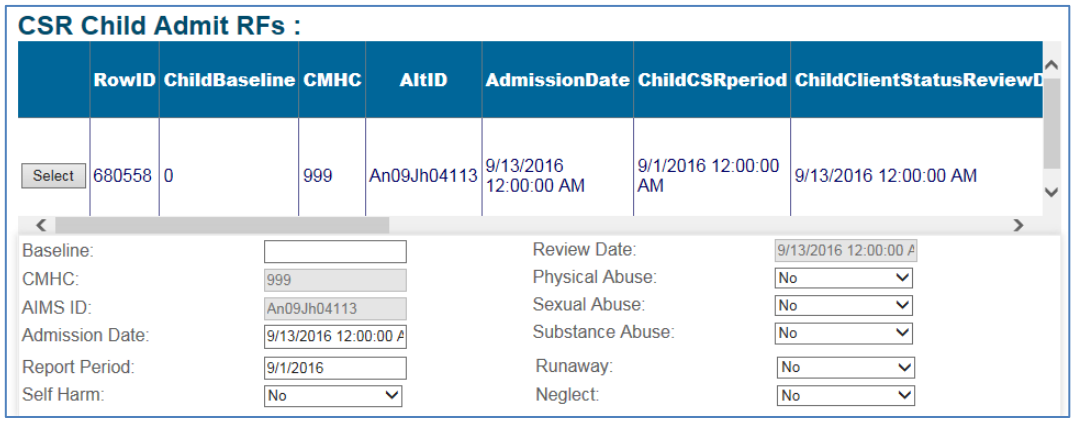
Content Editor Pages, continued

Chronicity Navigation Tab



Screenings Navigation Tab



CSR Child Admit RF Navigation Tab