Chapter 27 – KAMIS Reports & Specialized Reports

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Pre-Defined Reports and AdHoc Queries

Pre-Defined Reports

KAMIS has several pre-defined reports that use both the Interactive Report format, and the more traditional Print View format.

Only customer information associated with the same organization as the logged in user will display in the reports. The list of available reports is based on the type of user that is logged into KAMIS. For example, a user associated with a CDDO will only see the reports created for CDDOs.

Note: Due to updates in KDADS Web Applications software and hardware, the original pre-defined KAMIS Reports are no longer available. The new pre-defined reports are a smaller set of reports than the old ones. If additional reports need to be converted to the new format, they will be created on an as-needed basis.

The new KAMIS Reports are accessed from either the KDADS Web Applications Home Page or the KAMIS Home Page.

Web Applications Home Page	KAMIS Home Page
The (04) indicates the logged in user's organization number.	

The user must have the security role allowing access to KAMIS Reports in order to see the above buttons.

KAMIS Ad Hoc Queries

The old version of KAMIS Ad Hoc Queries is no longer available. The newer environment in which KDADS Web Applications now resides is not compatible with older applications that KAMIS Ad Hoc Queries required.

In its place, a new series of specialized reports have been created to provide an alternative to some of the most commonly used queries from KAMIS Ad Hoc. Specialized Reports are accessible via the KAMIS Reports button, and an overview of them is provided at the end of this chapter.

KAMIS Reports: Overview

Introduction

KAMIS Reports contains several pre-defined reports that are accessible based on the type of organization the user is associated with.

- ADRC users have access to CBS Management reports
- CDDO users have access to I/DD Management reports
- CMHC users have access to SED Management reports
- MCO users have access to MCO Management reports
- KDADS staff with the proper authorizations have access to KDADS Management reports and can select which organization the report is run for.

Note to ADRCs: The original 'KMS-' report numbers are included in the CBS Management report names, for reference purposes. In a few cases, multiple original reports have been combined into a single report, with the selection criteria within providing the means to creating the desired results.

Formatting Options

KAMIS Reports will have at least one, and many times two formatting options to choose from for displaying report results:

- Print View
- Interactive View

The Print View is similar to the format that was available in the original KAMIS Reports for AAA organizations. It cannot be customized and is formatted specifically for printing.

The Interactive View uses the same reporting format as many other KDADS web applications do for displaying customized reports. This format allows the user to create custom views of report data using the reporting tools provided in Interactive Reports. This view may not be compatible with printing, depending on the amount of data the report displays.

For detailed instructions on how to use the Interactive Reports view to customize report data, refer to the *Interactive Reports Instructions for KAMIS and other KDADS Web Applications* manual. The link to the manual can be found at http://www.kdads.ks.gov/provider-home (KDADS' Provider Information website) under **Manuals and Instructions**.

KAMIS Reports: Navigation

Introduction

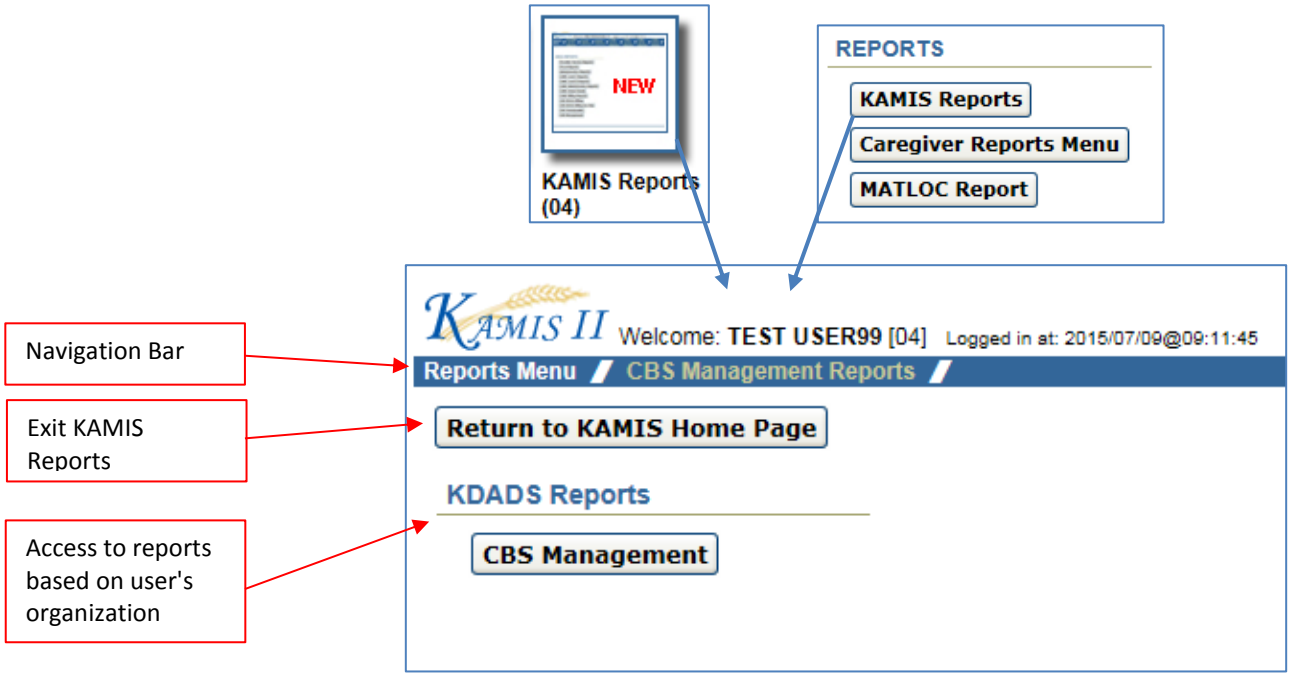
Navigating through KAMIS Reports screens is done via the buttons provided on each page, and/or the Reports Menu navigation bar.

While the button labels and resulting reports vary based on the type of user that is logged in (ADRC, CDDO, CMHC, MCO, or KDADS), the navigation functions are the same for all users.

KAMIS Reports Home Page

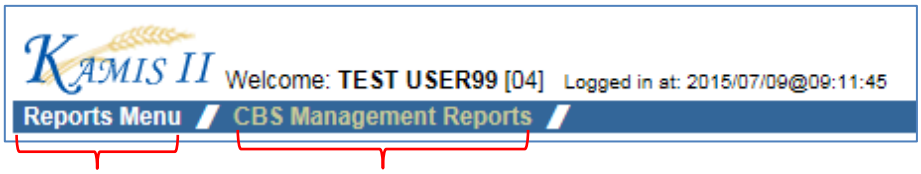
The KAMIS Reports home page is the first page that appears after clicking on the **KAMIS Reports** button on the Web Applications Home Page or the KAMIS Home Page.

The KAMIS Reports home page contains the Navigation Bar, the 'Return to KAMIS Home Page' button, and the buttons that launch the available reports for the logged-in user.



KAMIS Reports Navigation Bar

The KAMIS Reports navigation bar contains a link back to the KAMIS Reports home menu, and to the Report(s) the logged-in user has access to. The white menu text in the navigation bar indicates which page is currently displayed.



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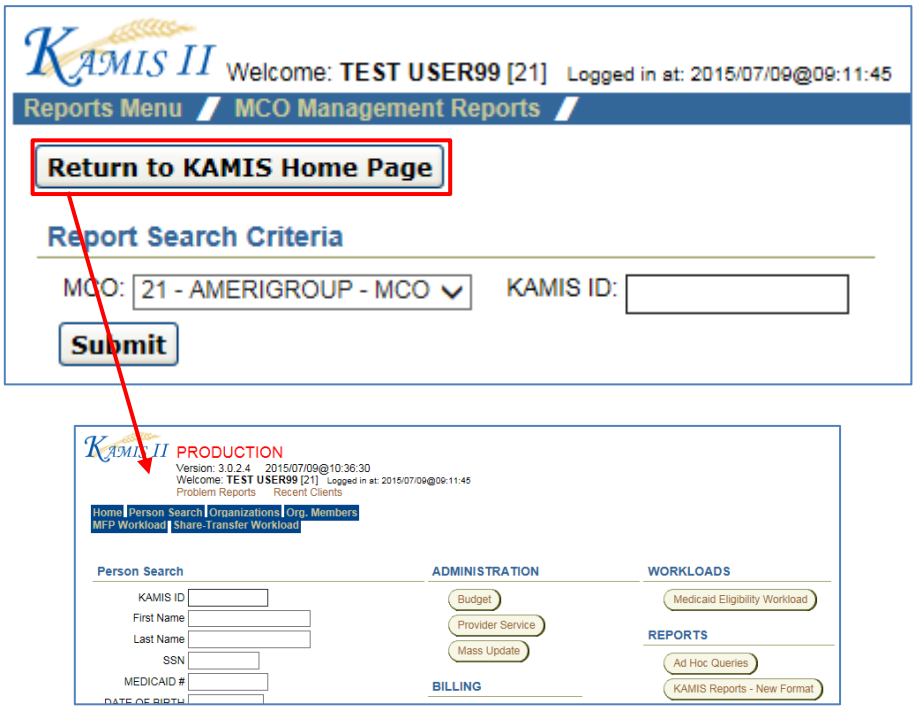
KAMIS Reports: Navigation, continued

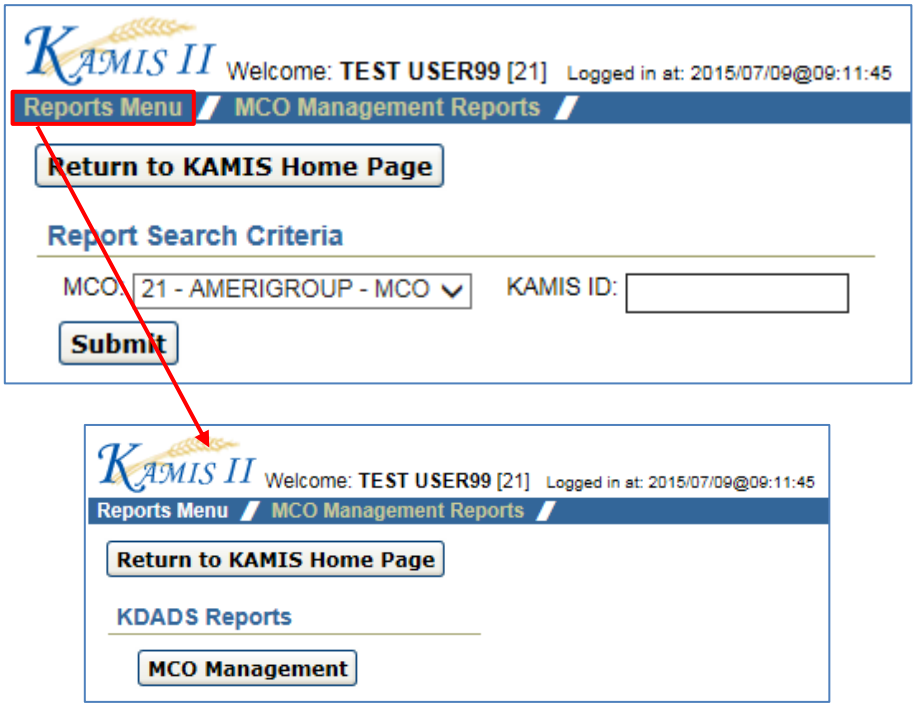
Return to KAMIS Home Page

The 'Return to KAMIS Home Page' button appears on multiple pages of KAMIS Reports. Regardless of what page it appears on, it always closes the displayed KAMIS Reports page and returns the user to the KAMIS Home Page.



Reports Menu in Navigation Bar

To exit out of a specific report page and return to the *KAMIS Reports* home menu (page), click on the 'Reports Menu' link in the KAMIS Reports navigation bar.



KAMIS Reports: Running a Report

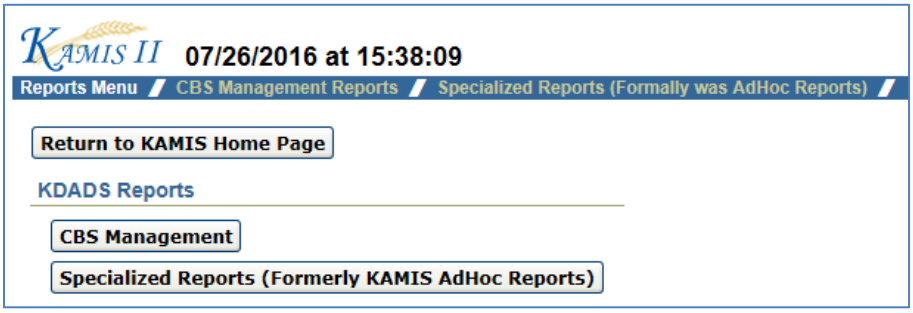
Introduction

To run a report, select the Management group where the report resides, select the desired report, enter the criteria, and choose an output type to display the report. While the report criteria may differ from one report to another, the basic steps are the same.

Reports Menu Home Page

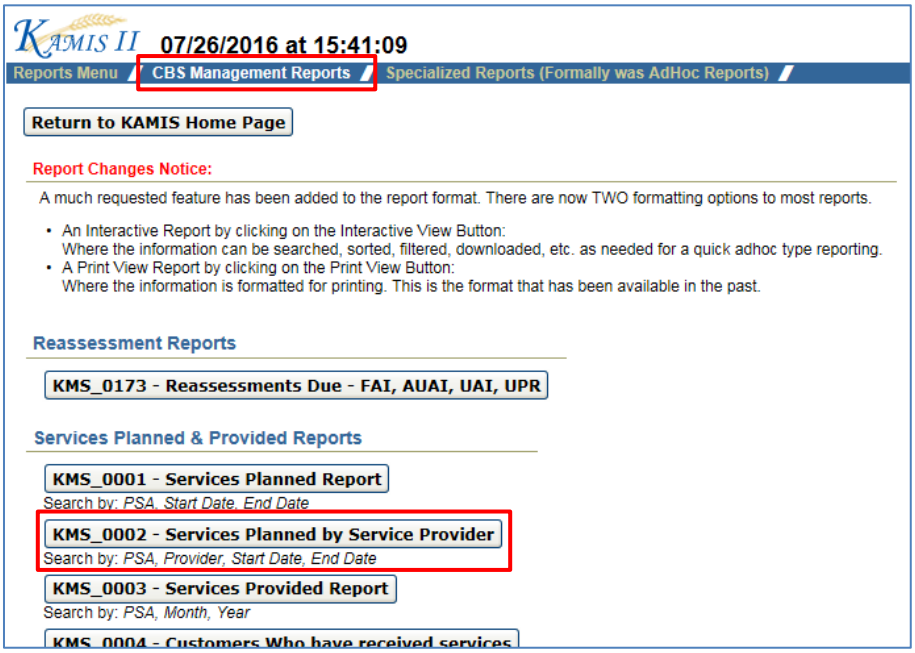
The user's organization and security roles determine which report groups he/she has access to on the Reports Menu home page, and how the navigation bar's Management Reports 'button' is labeled .

In this example, the user is associated with an ADRC, therefore the *CBS Management Reports* and *Specialized Reports* are available for this user. Click on the desired group of reports to display the list of reports available for that group.



List of Available Reports

Once the desired group of reports button has been selected, the list of reports available displays. To launch a specific report, click on the button for the desired report.



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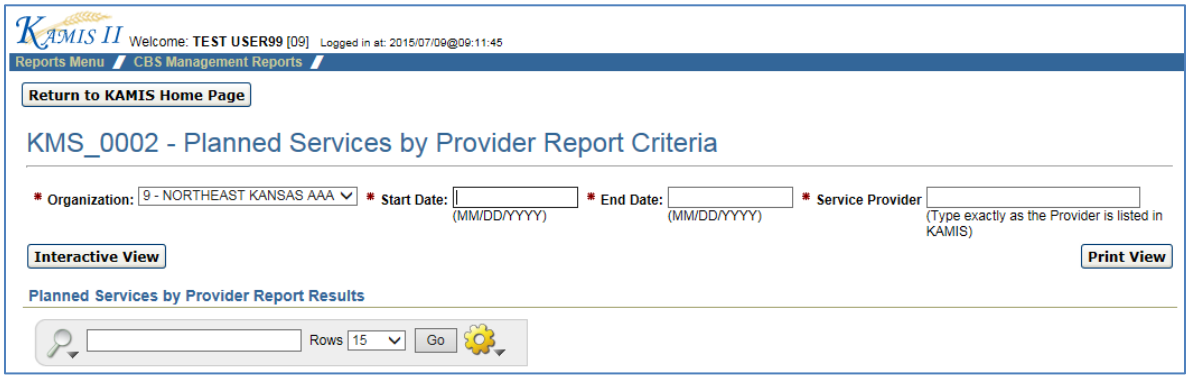
KAMIS Reports: Running a Report, continued

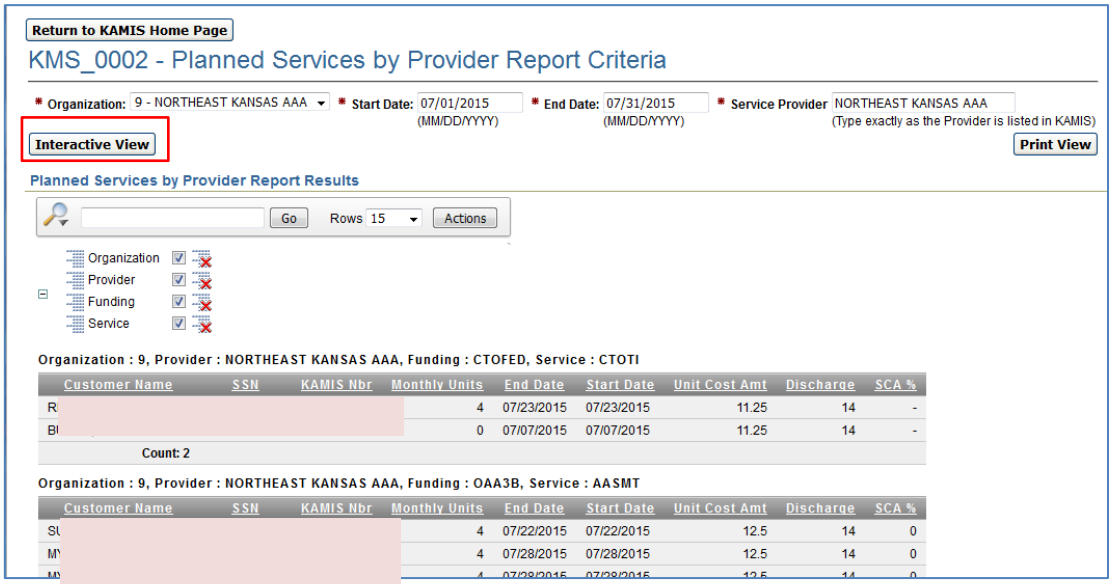
Report Criteria / Displayed Report

Once the report is selected, the page containing the Report Criteria entry region and Report Results region displays. Entering the criteria and selecting the output type displays the actual report.



Output Type: Interactive View

Click on the Interactive View button to display the report as an Interactive Report in the Report Results region.



Refer to the 'Interactive Reports Instructions for KAMIS and other KDADS Web Applications' user manual for detailed information on how to use the Interactive Report reporting tools to create customized reports. It can be found on the KDADS Provider Information Website under 'Manuals and Instructions' (http://www.kdads.ks.gov/provider-home/manuals).

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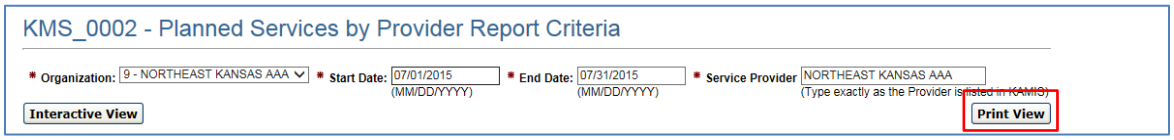
KAMIS Reports: Running a Report, continued

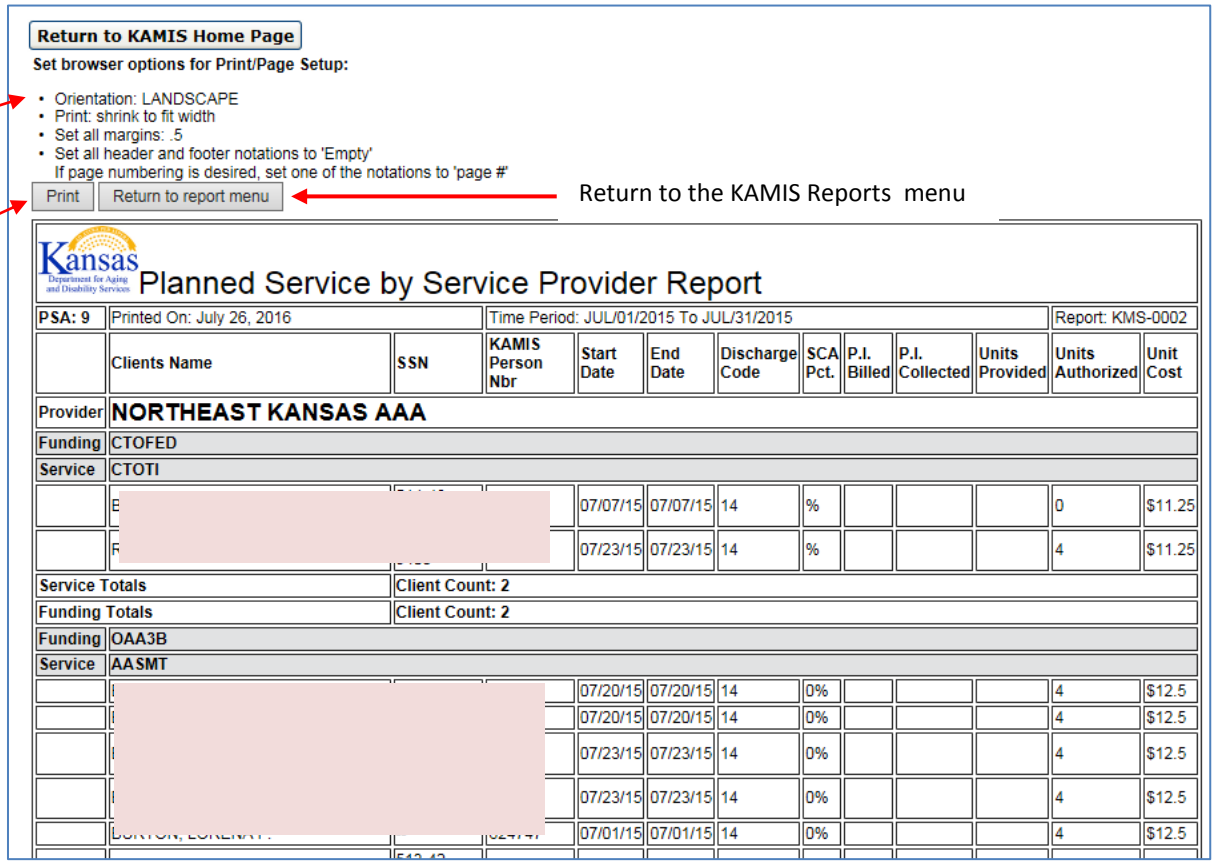
Output Type: Print View

Click on the Print View button to display the data in a printable report. The view is similar to the old KAMIS Report print format. The report contains the page setup requirements for printing the report, and a Print button that launches the browser's print menu. There is also a button to return to the KAMIS reports menu.



Use these print/ page settings for best print output

Launch the browser print menu



KAMIS Reports: Report Types

Introduction

The reports that appear in an organization's report list depend on what type of organization the user is associated with and the security roles assigned to the user.

Note: Unless otherwise noted, the Organization field is auto-filled with the organization the logged in user is associated with.

Reports for ADRCs

Refer to the table below for the list of reports that Aging and Disability Resource Centers have access to, and the selection criteria for each report.

ADRC Reports CBS Management	Report Selection Criteria
Reassessment Reports:	
• KMS_0173 – Reassessments Due – FAI, AUAI, UAI, UPR	▸ Organization ▸ Start Date ▸ End Date ▸ Assessment Type
Services Planned & Provided Reports:	
• KMS_0001 – Services Planned Report	▸ Organization ▸ Start Date ▸ End Date
• KMS_0002 – Services Planned by Service Provider	▸ Organization ▸ Start Date ▸ End Date ▸ Service Provider
• KMS_0003 – Services Provided Report	▸ Organization ▸ Month ▸ Year
• KMS_0006 – Service Provided by Provider	▸ Organization ▸ Service Provider ▸ Month ▸ Year
CBS Management Reports:	
• KMS_0031 – CARE Level I Assessments by PSA	▸ Organization ▸ Start Date ▸ End Date
• KMS_0051 – Billing of Unduplicated Customers Served and Units Delivered (by PSA/Funding/Service)	▸ Organization ▸ Start Date ▸ End Date
• KMS_0052 – CBS Unduplicated Count of Customers Served and Units Delivered (by PSA/County/Funding/Service)	▸ Organization ▸ Start Date ▸ End Date

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KAMIS Reports: Report Types, continued

Reports for ADRCs *Continued*

ADRC Reports CBS Management	Report Selection Criteria
CBS Management Reports (continued):	
• KMS_0054 – Total OAA Meals Served Title III Nutrition Program	▸ Organization ▸ Start Date ▸ End Date
• KMS_0085 – Unduplicated Customer Count Receiving Services by PSA	▸ Organization ▸ Start Date ▸ End Date
• KMS_0089 – Total Units Paid (by PSA, Funding, County and Service)	▸ Organization ▸ Start Date ▸ End Date

Reports for CDDOs

Refer to the table below for the list of reports that Community Developmental Disability Organizations have access to, and the selection criteria for each report.

CDDO Reports I/DD Management	Report Selection Criteria
I/DD Management Reports:	
• Reassessments Due	▸ Organization ▸ Start Date ▸ End Date ▸ Assessment Type
• Individuals Score and Tier History	▸ KAMIS ID number (Person number)
• Scores and Tiers per CDDO	▸ Organization
• Assessments Entered	▸ Organization ▸ Start Date ▸ End Date ▸ Assessment Type
• Children Assessment	This report is not yet available.
• Age Turning 5	This report is not yet available.
• TCM Caseload	This report is not yet available.
• DSM-IV Listing	▸ None – this is simply a listing of the DSM IV diagnosis codes
• Assessment Download – KAMIS Format	▸ Organization ▸ Start Date ▸ End Date ▸ Assessment Type
• Assessment Download – Old Format	▸ Organization ▸ Start Date ▸ End Date ▸ Assessment Type
• Person Download – KAMIS Format	▸ Organization
• Person Download – Old Format	▸ Organization

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KAMIS Reports: Report Types, continued

Reports for CMHCs

Refer to the table below for the list of reports that Community Mental Health Centers have access to, and the selection criteria for each report.

CMHC Reports SED Management	Report Selection Criteria
SED Management Reports:	
• KMS-4000: Active Customers Per Organization	▸ Organization
• KMS-4001: Annual Assessments Due	▸ Organization ▸ Start Date ▸ End Date
• KMS-4002: Service Authorizations 90-Day Reviews Due	▸ Organization ▸ Start Date ▸ End Date
• KMS-4004: SED Data Extract – CMHC	▸ Start Date ▸ End Date
• KMS-4005: Active SED Waiver Customers Per Organization	▸ None – the report displays automatically
• KMS-4009: Services With Discharge Reasons	▸ Start Date ▸ End Date
• KMS-4010: Change In Customer Needs Service Authorizations	▸ Start Date ▸ End Date
• KMS-4011: Service Authorizations Reviewed Summary By Days	▸ Start Date ▸ End Date

Reports for MCOs

Refer to the table below for the list of reports that Managed Care Organizations have access to, and the selection criteria for each report.

Note: If an MCO user does not have security access to either I/DD or SED customers, the MCO Management Reports region will be empty.

MCO Reports MCO Management	Report Selection Criteria
General Management Reports	
• KMS-2015: Active MCO Customers	▸ Organization
I/DD Management Reports:	
• Individuals Score and Tier History	▸ Organization ▸ KAMIS ID number (Person number)
• Scores and Tiers per MCO	▸ Organization
• DSM-IV Listing	▸ None - this is simply a searchable listing of the DSM IV diagnosis codes.

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KAMIS Reports: Report Types, continued

Reports for MCOs

Continued

MCO Reports MCO Management	Report Selection Criteria
SED Management Reports:	
• KMS-4003: SED Data Extract – MCO	▸ Start Date ▸ End Date
• KMS-4006: SED Service History Prior To 07-01-2015	▸ Start Date ▸ End Date
• KMS-4007: SED Crisis Service History Prior To 07-01-2015	▸ Start Date ▸ End Date
• KMS-4010: Change In Customer Needs Service Authorizations	▸ Start Date ▸ End Date
• KMS-4012: Service Authorizations Reviewed Summary By Days	▸ Start Date ▸ End Date
• KMS-4013: SED Active Waiver Eligibility Customers	▸ None - the report displays automatically

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KAMIS Reports: Report Types, continued

KDADS Reports

KDADS staff with the proper authorizations have access to the same reports as the ADRCs, CDDOs, CMHCs, and MCOs do. The KDADS user can run the report for any organization.

In addition to the above reports, authorized KDADS users also have access to KDADS Management Reports. These reports include billing reports for CARE and Community Based Services. Refer to the table below for the list of these additional reports, and the selection criteria for each report. Billing Reports are usually run by KDADS Accounting staff.

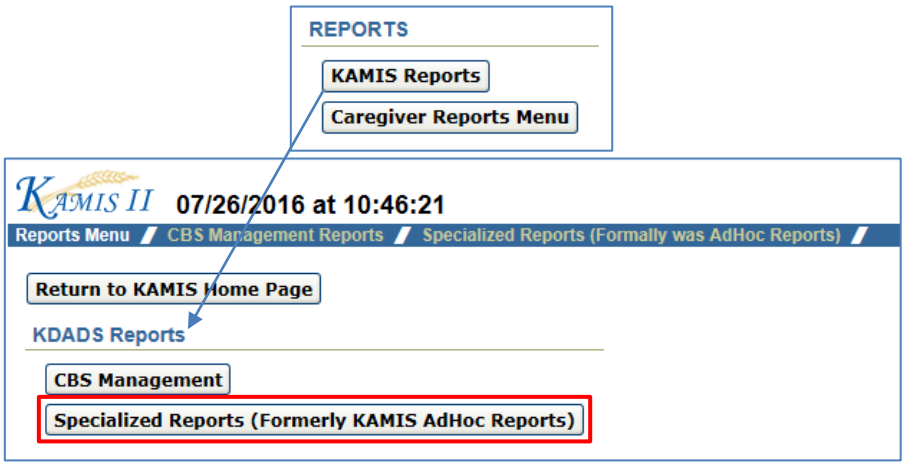
KDADS Reports KDADS Management	Report Selection Criteria
Billing Reports - CARE	
• CARE Level I and II Billing Reports ○ KMS_0038 – CARE Level I Costs by Agency with Invoice Billing Date ○ KMS_0039 – CARE Level II Costs by Agency without Invoice Billing Date ○ KMS_0040 – CARE Level II Costs by Agency with Invoice Billing Date	▸ Organization (choose from drop-down list) ▸ Start Date ▸ End Date
• CARE Level I and II Supplemental Billing Reports ○ KMS_0093 – CARE Level I Supplemental Billing ○ KMS_0112 – CARE Level II Supplemental Billing	▸ Organization (choose from drop-down list) ▸ KDADS Paid Date
Billing Reports – Community Based Services	
• KMS_0048 – CBS Billing	▸ Organization (choose from drop-down list) ▸ Start Date ▸ End Date ▸ Funding ▸ Type
• KMS_0095A – CBS Supplemental Billing	▸ Paid Date ▸ Organization ▸ Funding Source
• KMS_0099 – CBS Services Provided with KDADS Paid Date	▸ Organization ▸ Start Date ▸ End Date ▸ Funding
• KMS_0131 – CBS Services Provided Over Limit	▸ Month ▸ Year

Specialized Reports (Formerly Ad Hoc Queries)

Overview

Because the old KAMIS ad hoc queries used by ADRCs are not compatible with the new Web Applications environment, the Specialized Reports were created to replace the most commonly used queries.

Specialized Reports are accessed via KAMIS Reports, and are for ADRC/AAA use only.



Specialized Reports use the same Navigation and Formatting Options as described for the regular KAMIS Reports.

Report Types

The reports that appear in Specialized Reports depend on which ADRC the user is associated with.

KDADS worked with individuals at the ADRCs to provide the reports needed for each agency.