

Chapter 27 – KAMIS Pre-Defined Reports and AdHoc Queries

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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. This chapter provides an overview of the pre-defined reports and how to navigate through them. There is also a list of available reports based on the type of user that is logged into KAMIS, and the selection criteria for each report.

Note: Due to updates in KDADS Web Applications software and hardware, the original pre-defined reports referred to simply as 'KAMIS Reports,' are no longer available. The new pre-defined reports are currently referred to as '**KAMIS Reports – New Format,**' and they 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
 <p>The (04) indicates the logged in user's organization number.</p>	

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

AdHoc Queries

AdHoc Queries are not included in the KAMIS Manual due to its specialized subject, limited access, and the size of the manual. A link to the stand-alone AdHoc Queries manual can be found on the KDADS Provider Information Resource Website (www.aging.ks.gov.) Starting at the Home Page Menu, select *Manuals > KAMIS User and Report Manuals*. Links to the various adhoc query manuals are located under the **AdHoc Queries** heading near the bottom of the page.

Only users associated with an AAA/ADRC organization, and that have the required security role, have access to AdHoc Queries.

KAMIS Reports – New Format:–Overview

Introduction

KAMIS Reports–New Format (hereinafter called '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 have access to KDADS Management reports and can select the organization to run the report for.

The original report numbers are included in the ADRC 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 Report

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 Report is the format used in many of KDADS' web applications for displaying customized lists within those applications. This format allows the user to create custom views of report data using the reporting tools provided in Interactive Reports. An Interactive Report may not be conducive to printing, depending on the amount of data the report displays.

For detailed instructions on how to use the Interactive Reports to customize report data, refer to the 'Interactive Reports Instructions' manual. The link to the manual is on the Provider Information Resource Website (www.aging.ks.gov) under Manuals > KAMIS User and Report Manuals > KAMIS Reports.

KAMIS Reports – New Format: Navigation

Introduction

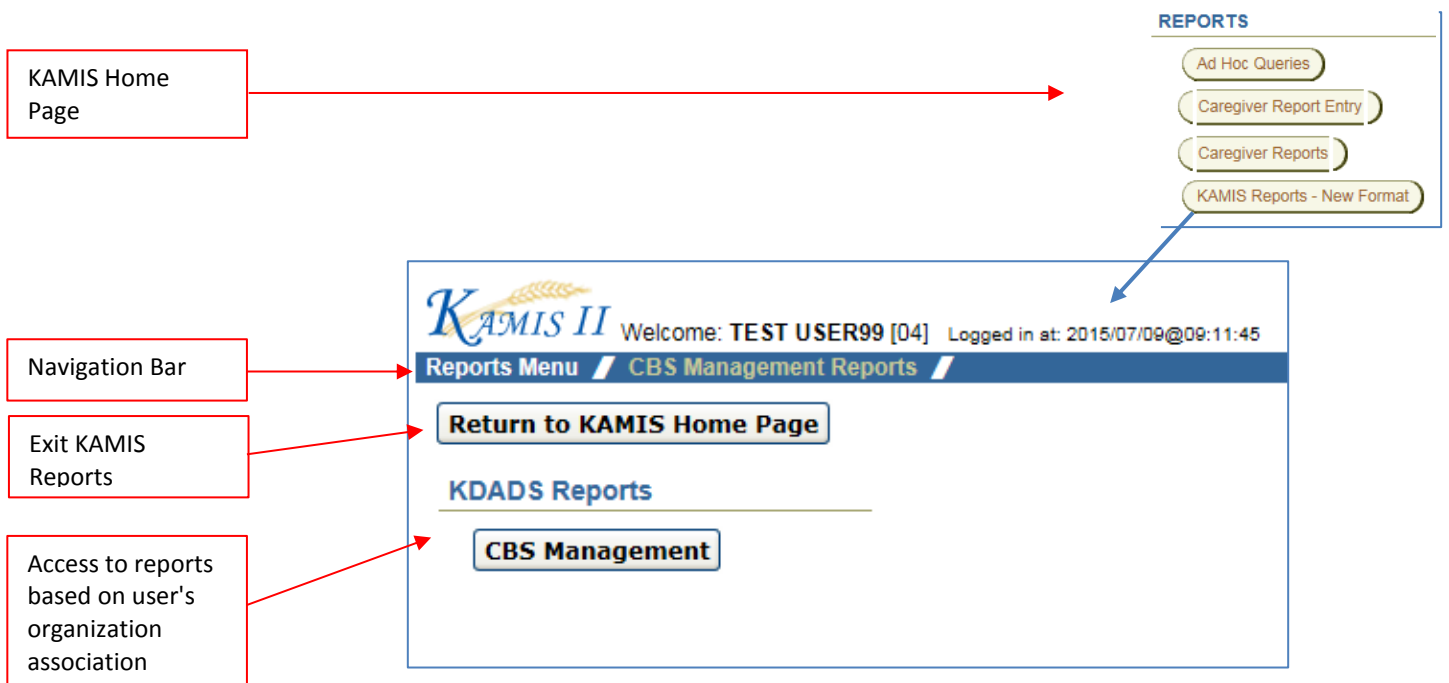
Navigating through KAMIS Reports screens is done via the buttons provided on each page, and/or the Reports Menu navigation bar.

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

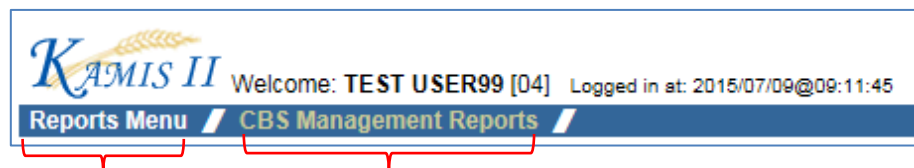
The KAMIS Reports home page is the first page that appears after clicking on the **KAMIS Reports – New Format** button on the KAMIS Home Page.

The KAMIS Reports home page contains the Reports Menu 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 Reports region(s) to which the logged-in user has access. The white menu text in the navigation bar indicates which page is currently displayed.



Return to the KAMIS Reports home menu (currently displayed page in this example)

Go to the list of reports that are available to this user

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KAMIS Reports – New Format: 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.

The screenshot shows the top navigation bar of the KAMIS II system. The user is logged in as TEST USER99 [21] at 2015/07/09@09:11:45. The current page is 'MCO Management Reports'. A button labeled 'Return to KAMIS Home Page' is highlighted with a red box. Below this is a 'Report Search Criteria' section with a dropdown menu for 'MCO' set to '21 - AMERIGROUP - MCO' and an empty 'KAMIS ID' field. A 'Submit' button is located below the search criteria.

The screenshot shows the KAMIS II PRODUCTION home page. The user is logged in as TEST USER99 [21] at 2015/07/09@09:11:45. The page features a navigation bar with links for 'Home', 'Person Search', 'Organizations', 'Org. Members', 'MFP Workload', and 'Share-Transfer Workload'. Below the navigation bar are several sections: 'Person Search' with input fields for KAMIS ID, First Name, Last Name, SSN, MEDICAID #, and DATE OF BIRTH; 'ADMINISTRATION' with buttons for 'Budget', 'Provider Service', and 'Mass Update'; 'WORKLOADS' with a button for 'Medicaid Eligibility Workload'; and 'REPORTS' with buttons for 'Ad Hoc Queries' and 'KAMIS Reports - New Format'. A red arrow points from the 'Return to KAMIS Home Page' button in the previous screenshot to the 'Home' link in this screenshot.

Return to KAMIS Reports Home Menu

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

The screenshot shows the top navigation bar of the KAMIS II system. The user is logged in as TEST USER99 [21] at 2015/07/09@09:11:45. The current page is 'MCO Management Reports'. A link labeled 'Reports Menu' is highlighted with a red box. Below this is a 'Return to KAMIS Home Page' button. Below the button is a 'Report Search Criteria' section with a dropdown menu for 'MCO' set to '21 - AMERIGROUP - MCO' and an empty 'KAMIS ID' field. A 'Submit' button is located below the search criteria.

The screenshot shows the KAMIS II Reports Menu page. The user is logged in as TEST USER99 [21] at 2015/07/09@09:11:45. The page features a navigation bar with links for 'Reports Menu' and 'MCO Management Reports'. Below the navigation bar is a button labeled 'Return to KAMIS Home Page'. Below the button is a section for 'KDADS Reports' with a button labeled 'MCO Management'. A red arrow points from the 'Reports Menu' link in the previous screenshot to the 'Return to KAMIS Home Page' button in this screenshot.

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KAMIS Reports – New Format: Navigation, continued

Management Report Regions

The user's organization association and certain security roles determine which Management Reports are displayed within these regions.

The individual report buttons launch the report page containing the specific criteria for that report. The criteria entered determine the content of the report.

The screenshots illustrate the navigation process:

- Reports Menu:** Shows the 'CBS Management' button in the navigation pane.
- CBS Management Reports:** Shows the 'KMS_0002 - SERVICES PLANNED BY SERVICE PROVIDER' button.
- Report Criteria Page:** Shows the 'Interactive View' button for the 'KMS_0002 - Planned Services by Provider Report Criteria'.

Interactive View

Interactive View updates the '(Report Name) Report Results' region with the data that meet the search criteria entered.

Search Criteria:

- Organization: 9 - NORTHEAST KANSAS AAA
- Start Date: 07/01/2015
- End Date: 07/31/2015
- Service Provider: NORTHEAST KANSAS AAA

Planned Services by Provider Report Results

Organization	Provider	Funding	Service	Customer Name	SSN	KAMIS_Nbr	Monthly Units	End Date	Start Date	Unit Cost Amt	Discharge	SCA %
9	NORTHEAST KANSAS AAA	CTOPED	CTOTI				0	07/07/2015	07/07/2015	11.25	14	-
9	NORTHEAST KANSAS AAA	OAA3B	CMGTJ				4	09/22/2015	09/23/2014	15	-	0

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KAMIS Reports – New Format: Navigation, continued

Print View

Click on the Print View button to display the report in Print View. The displayed 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 the user back to the KAMIS Reports home menu.


Settings for printing the report

Launch the browser print menu

Set browser options for Print/Page Setup:

- Orientation: LANDSCAPE
 - Print: shrink to fit width
 - Set all margins: .5
 - Set all header and footer notations to 'Empty'
- If page numbering is desired, set one of the notations to 'page #'

Return to the KAMIS Reports home menu

 <h3>Planned Service by Service Provider Report</h3>												
PSA: 9	Printed On: July 09, 2015					Time Period: JUL/01/2015 To JUL/31/2015					Report: KMS-0002	
	Client's Name	SSN	KAMIS Person Nbr	Start Date	End Date	Discharge Code	SCA Pct.	P.I. Billed	P.I. Collected	Units Provided	Units Authorized	Unit Cost
Provider	NORTHEAST KANSAS AAA											
Funding	CTOFED											
Service	CTOTI											
				07/07/15	07/07/15	14	%			0		\$11.25
Service Totals												Client Count: 1
Service	AASMT											

KAMIS Reports – New Format: 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 in some cases, the security roles assigned to the user.

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

ADRC Reports

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	Report Selection Criteria
CBS Management Reports:	
<ul style="list-style-type: none"> KMS_0173 – Reassessments Due – FAI, AUAI, UAI, UPR 	<ul style="list-style-type: none"> ▶ Organization ▶ Start Date ▶ End Date ▶ Assessment Type
Services Planned & Provided Reports:	
<ul style="list-style-type: none"> KMS_0001 – Services Planned Report 	<ul style="list-style-type: none"> ▶ Organization ▶ Start Date ▶ End Date
<ul style="list-style-type: none"> KMS_0002 – Services Planned by Service Provider 	<ul style="list-style-type: none"> ▶ Organization ▶ Start Date ▶ End Date ▶ Service Provider
<ul style="list-style-type: none"> KMS_0003 – Services Provided Detail 	<ul style="list-style-type: none"> ▶ Organization ▶ Month ▶ Year
<ul style="list-style-type: none"> KMS_0006 – Service Provided by Provider 	<ul style="list-style-type: none"> ▶ Organization ▶ Service Provider ▶ Month ▶ Year

CDDO Reports

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	Report Selection Criteria
I/DD Management Reports:	
<ul style="list-style-type: none"> Reassessments Due 	<ul style="list-style-type: none"> ▶ Organization ▶ Start Date ▶ End Date ▶ Assessment Type
<ul style="list-style-type: none"> Individuals Score and Tier History 	<ul style="list-style-type: none"> ▶ KAMIS ID number (Person number)
<ul style="list-style-type: none"> Scores and Tiers per CDDO 	<ul style="list-style-type: none"> ▶ Organization

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KAMIS Reports – New Format: Report Types, continued

CDDO Reports *continued*

CDDO Reports	Report Selection Criteria
<ul style="list-style-type: none"> Assessments Entered 	<ul style="list-style-type: none"> Organization Start Date End Date Assessment Type
<ul style="list-style-type: none"> Children Assessment 	This report is not yet available.
<ul style="list-style-type: none"> Age Turning 5 	This report is not yet available.
<ul style="list-style-type: none"> TCM Caseload 	This report is not yet available.
<ul style="list-style-type: none"> DSM-IV Listing 	<ul style="list-style-type: none"> None. This is simply a listing of the DSM IV diagnosis codes.
<ul style="list-style-type: none"> Assessment Download – KAMIS Format 	<ul style="list-style-type: none"> Organization Start Date End Date Assessment Type
<ul style="list-style-type: none"> Assessment Download – Old Format 	<ul style="list-style-type: none"> Organization Start Date End Date Assessment Type
<ul style="list-style-type: none"> Person Download – KAMIS Format 	<ul style="list-style-type: none"> Organization
<ul style="list-style-type: none"> Person Download – Old Format 	<ul style="list-style-type: none"> Organization

CMHC Reports

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	Report Selection Criteria
SED Management Reports:	
<ul style="list-style-type: none"> 90 Day Reviews Due 	<ul style="list-style-type: none"> Organization Start Date End Date
<ul style="list-style-type: none"> Active SED Customers per Organization 	<ul style="list-style-type: none"> Organization
<ul style="list-style-type: none"> Annual Assessments Due 	<ul style="list-style-type: none"> Organization Start Date End Date
<ul style="list-style-type: none"> SED Data Extract – CMHC 	None. Report automatically displays all customers and pre-defined data associated with the CMHC.

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KAMIS Reports – New Format: Report Types, continued

MCO Reports

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	Report Selection Criteria
MCO Management Reports	
I/DD Management Reports:	
<ul style="list-style-type: none"> • Individuals Score and Tier History 	▶ KAMIS ID number (Person number)
<ul style="list-style-type: none"> • Scores and Tiers per MCO 	▶ Organization
<ul style="list-style-type: none"> • DSM-IV Listing 	▶ None. This is simply a listing of the DSM IV diagnosis codes.
SED Management Reports:	
<ul style="list-style-type: none"> • SED Data Extract – CMHC 	None. Report automatically displays all customers and pre-defined data associated with the MCO.

KDADS Reports

KDADS staff have access to the same reports as ADRCs do, except that the KDADS user has access to all ADRCs in the Organization drop-down lists of each report. This allows the user to create a report for any ADRC.

If the KDADS user has security access to I/DD and/or SED customer information, he/she will also have access to the I/DD and/or SED reports. The KDADS user has access to all CDDO or CMHC organizations in the Organization drop-down lists of these reports. This allows the user to create a report for any CDDO or CMHC.

The KDADS user can also access the reports that the MCOs do, with the ability to choose which MCO to display in the reports. Access to these reports is also dependent on the user's security roles for I/DD and SED customers.

In addition to the above reports, KDADS staff also has access to KDADS Management Reports. Refer to the table below for the list of these additional reports that KDADS staff has access to, and the selection criteria for each report.

KDADS Reports	Report Selection Criteria
Billing Reports - CARE	
<ul style="list-style-type: none"> • CARE Level I and II Billing Reports <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ▶ Organization (choose from drop-down list) ▶ Start Date ▶ End Date

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KAMIS Reports – New Format: Report Types, continued

KDADS Reports *continued*

KDADS Reports	Report Selection Criteria
Billing Reports – CARE (<i>continued</i>) <ul style="list-style-type: none"> • CARE Level I and II Supplemental Billing Reports <ul style="list-style-type: none"> ○ KMS_0093 – CARE Level I Supplemental Billing ○ KMS_0112 – CARE Level II Supplemental Billing 	<ul style="list-style-type: none"> ▶ Organization (choose from drop-down list) ▶ KDADS Paid Date
Billing Reports – Community Based Services <ul style="list-style-type: none"> • KMS_0131 – CBS Services Provided Over Limit 	<ul style="list-style-type: none"> ▶ Month ▶ Year
