



# Reports Guide

AIRS Version 7.x

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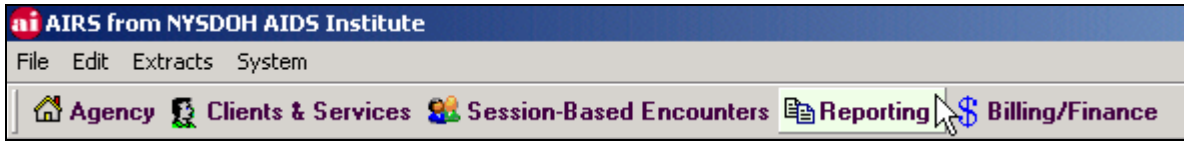
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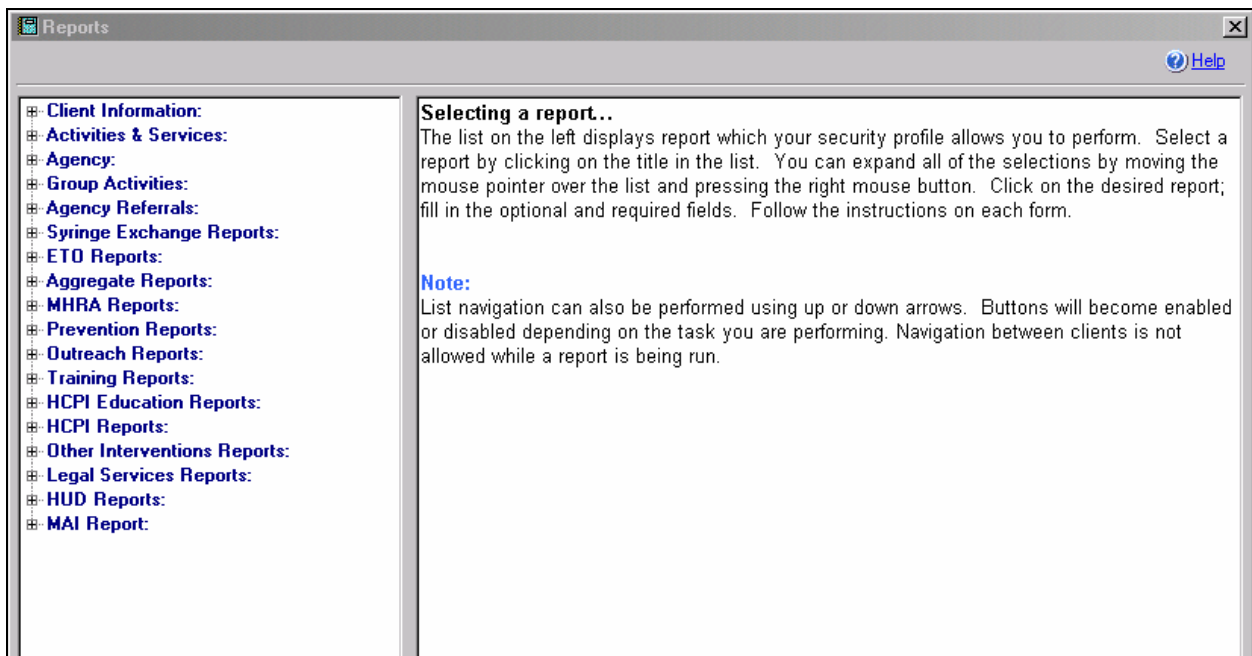
## General Report Information

Reports are generated from the **REPORTING** Module.



## Selecting Reports

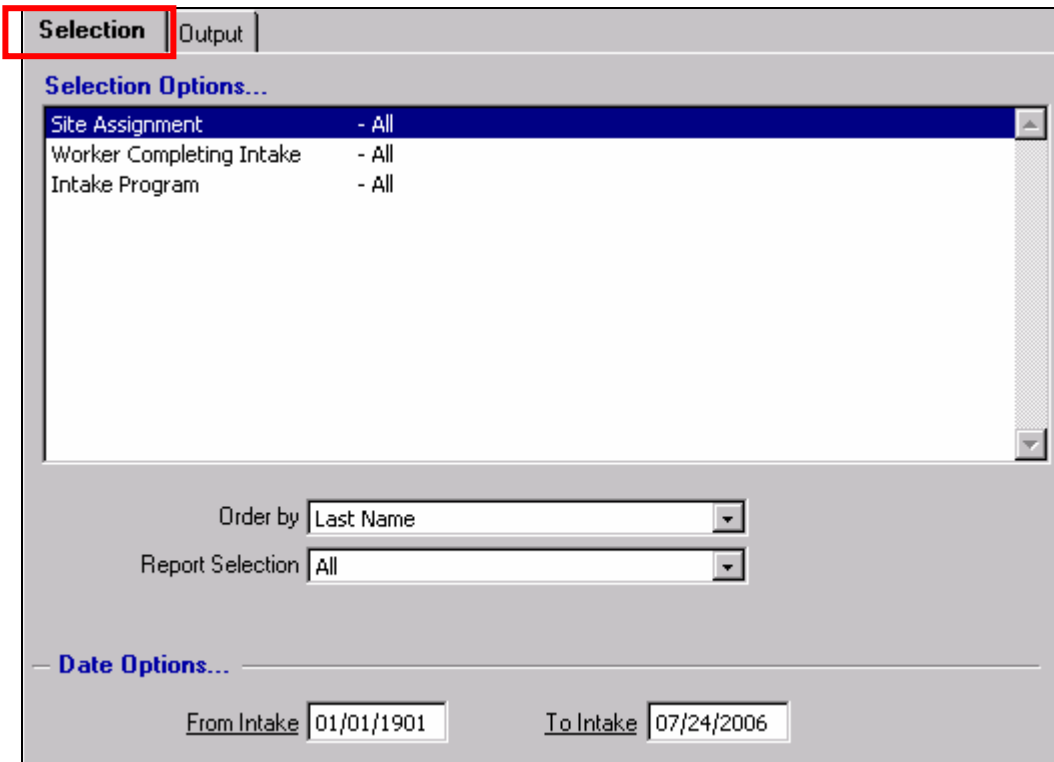
- The list on the left displays the Report Categories and the available Reports.
- Click on the [+] next to the Report Category to expand the selection or right-click the mouse to expand all the selections.



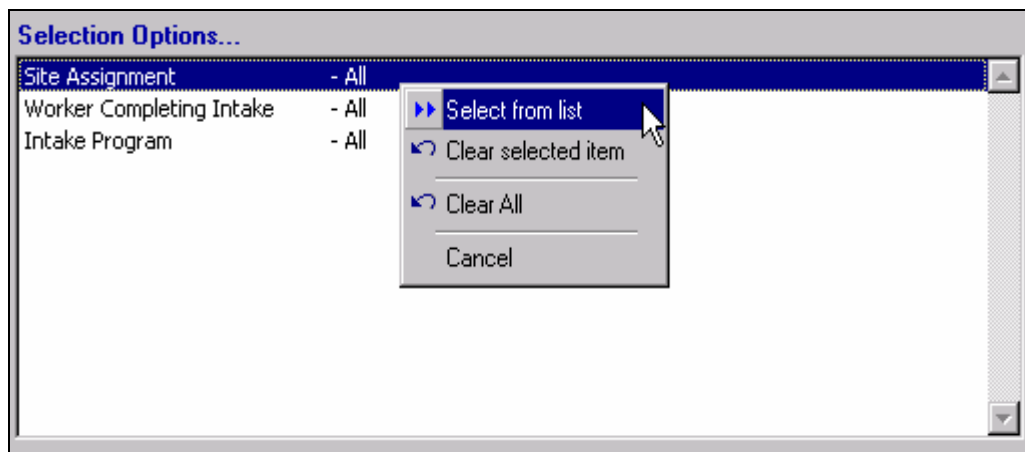
- Once the Report is chosen, use the Selection Tab to set criteria. To print or preview, click on the Output tab and proceed.
- Many of the reports allow the user to selectively filter the reporting population by narrowing the search/query criteria. The user may also be able to select how the results of the query will be ordered. See the next page.

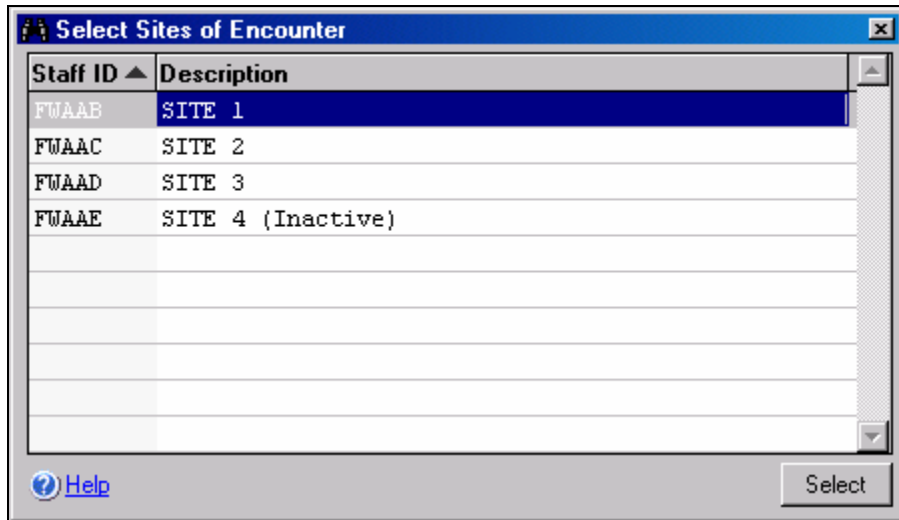
**Selection Tab**

The **Client Listing by Intake Date Range Report**, shown below, is an example of a typical AIRS screen illustrating report search criteria.

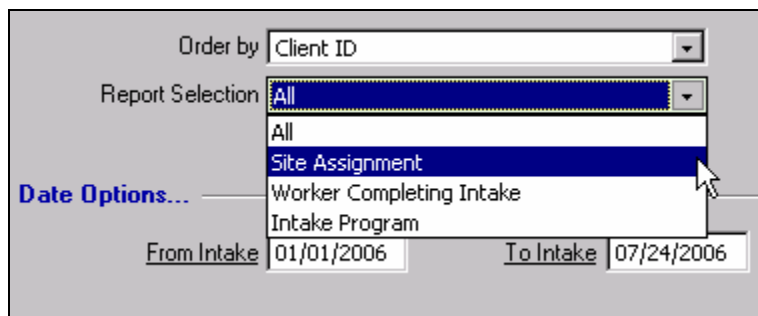


- The user can narrow the search criteria of the report by right-clicking the highlighted choice under **Selection Options** and select an item from the list. For example, instead of printing the requested information from All Sites, the user could select one specific site.





- **Order By** is a choice the user may find available to change how the report will be sorted/ordered. Click on the down-arrow to make a selection.
- **Report Selection** is a broader/global choice in grouping (and sometimes filtering) the requested data. Click on the down-arrow to make a selection.



- **Date Range** – The user can identify the **From (Start) Date** and **To (End) Date** in many reports.

**Output Tab**

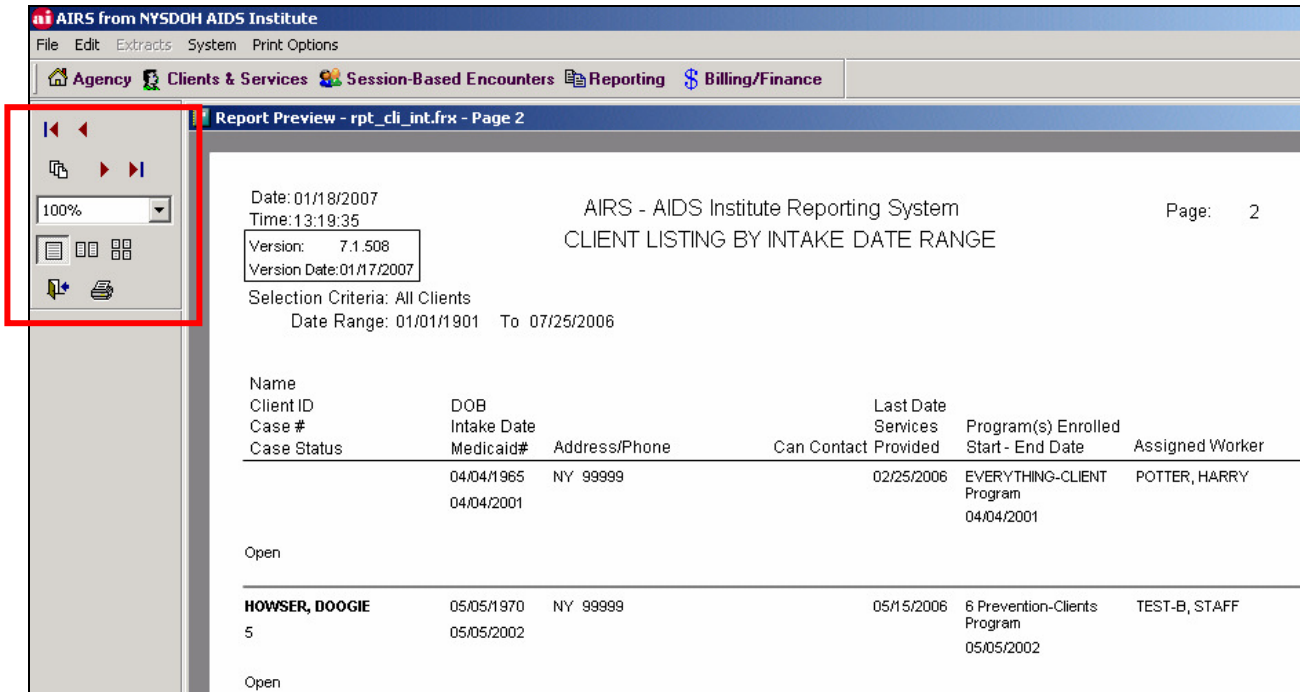
The Output Reporting Options are found here




- Some reports, such as the Client Listing by Intake Date Range report seen below, have sub-reports to choose from.
- Select the desired reporting option and choose an Output Option (Print or Preview). Then click on Proceed.

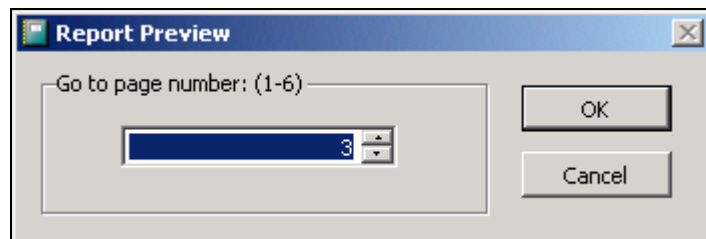
The screenshot shows a software interface with a tab labeled 'Output' highlighted in red. Below the tab is a section titled 'Reporting Options...' containing a list of report categories. The first item, 'All Clients', is selected and highlighted in blue. Other items in the list include 'Clients Active in Agency', 'Clients Active with Unknown HIV Status', 'Clients Active without HIV Status', 'Clients With Incomplete Intake', 'Clients Without Medicaid Numbers', and 'Closed Clients'. Below the list is a section titled 'Output Options' with two radio buttons: 'Print' and 'Preview'. The 'Preview' radio button is selected. To the right of these options is a 'Proceed...' button with a mouse cursor hovering over it.

**Previewing a Report**

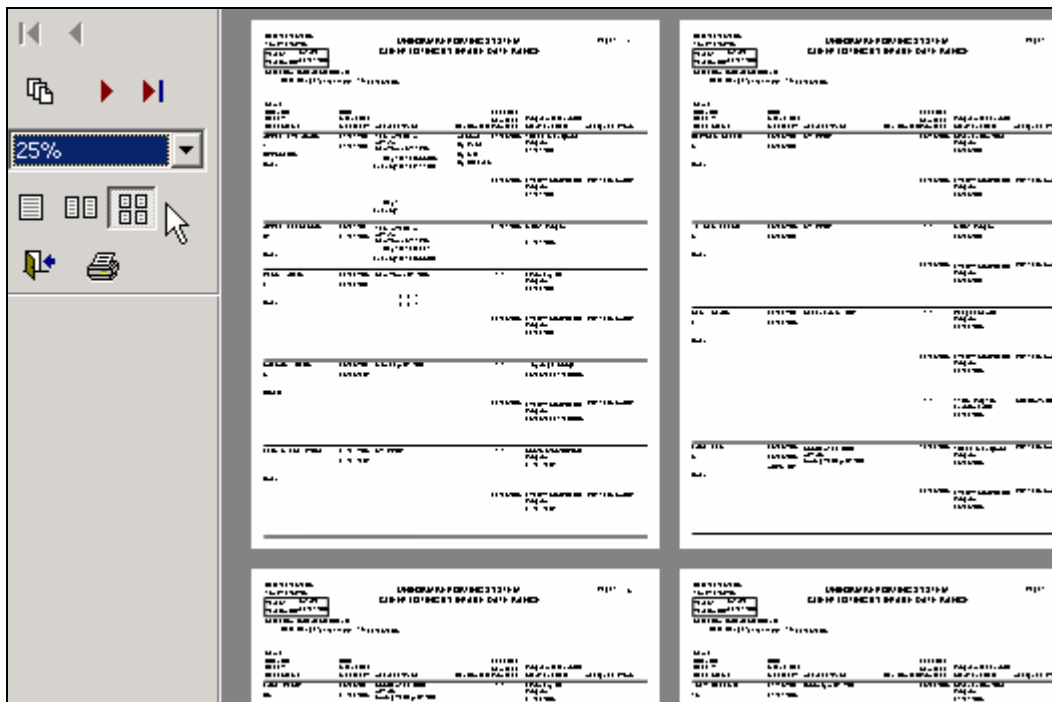
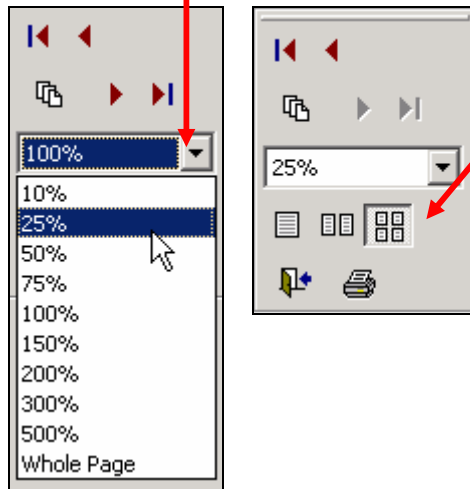
The Preview mode of a report offers various options for viewing or paging through a report. Preview options are found on the left side panel of the report. See example below.





- Use red arrows,  or  to move to beginning, previous, next or last page of the report.
- Select the Go To button, , to enter and preview a specific page number or the report.



- Select Page Magnification by clicking on the pull-down. View one page or multiple pages at a time.

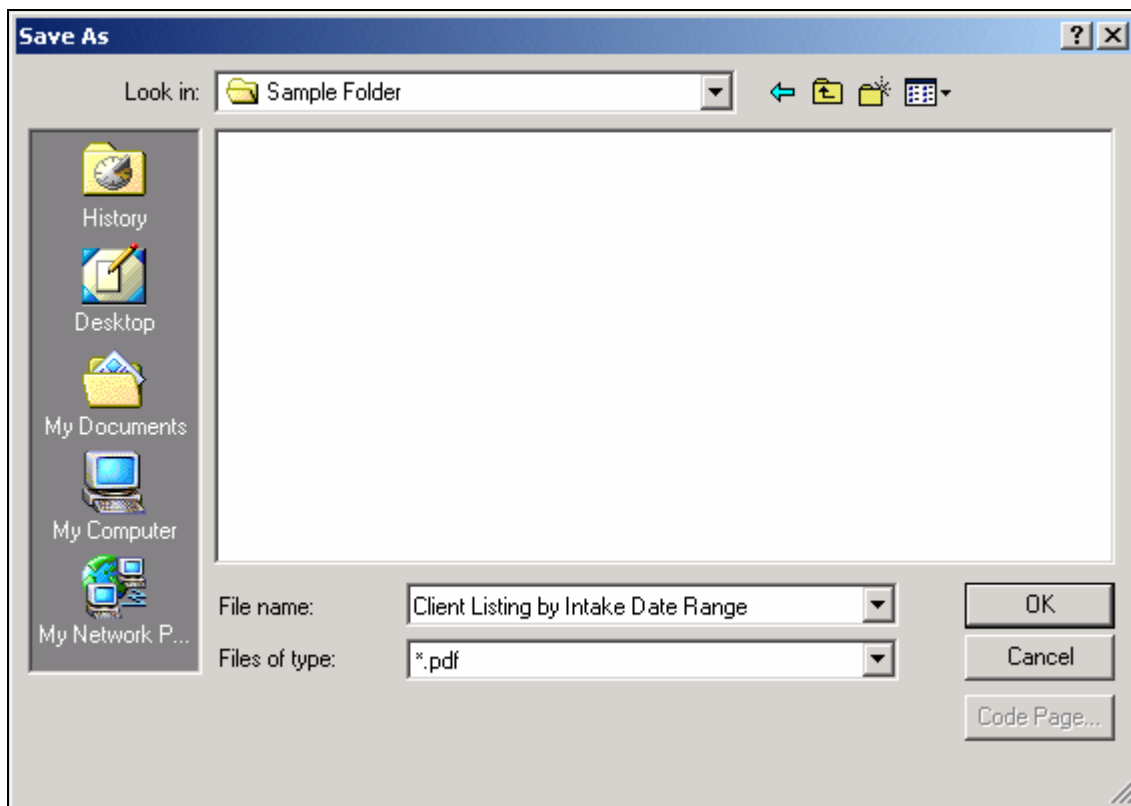


- Click  to close Preview mode and return to the Reporting Options.
- Click  to print the report.

**Print Options**

AIRS can also convert the report into a .PDF, .HTML, .XML, or Text (.TXT) file. This is a helpful tool for handling a report as an electronic file.

- While in Preview mode, select PRINT OPTIONS from the menu bar at the top of the screen.
- Select the desired format and save. You may select any location or file name for the report.



**Sample Report in .PDF Format**



Acrobat Reader - [CLIENT LISTING BY INTAKE DATE RANGE.PDF]

Date: 07/26/2006  
Time: 11:12:19

Version: 6.1.7.12  
Version Date: 07/21/2006

Selection Criteria: All Clients  
Date Range: 01/01/1901 To 07/26/2006

**UNIFORM REPORTING SYSTEM**  
**CLIENT LISTING BY INTAKE DATE RANGE**

Page: 1

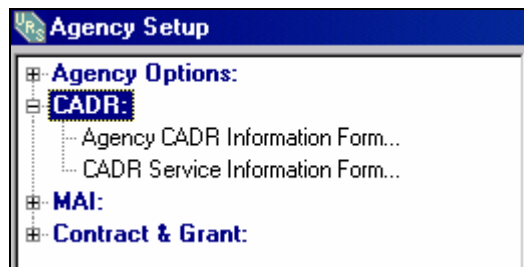
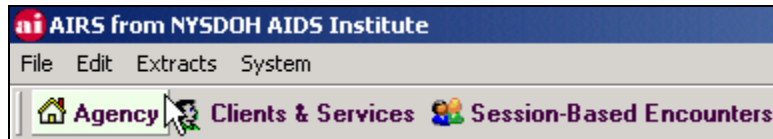
Name	Client ID	DOB	Intake Date	Address/Phone	Can Contact	Last Date Services Provided	Program(s) Enrolled	Assigned Worker
<b>APPLE, EVE ADAMS</b>		01/01/1960	01/01/2000	1234 AVENUE A APT. 1A New York, NY 10128 Day: (212)555-6688 Evening: (212)111-2222	At Home By Phone By Mail By Discretion	01/05/2006	1 Case Management Program 01/01/2000	
		01/01/1960	01/01/2000	1234 AVENUE A APT. 1A	At Home By Phone	02/25/2006	EVERYTHING-CLIENT Program	POTTER, HARRY

Name	Size	Type
CLIENT LISTING BY INTAKE DATE RANGE.HTML	151 KB	HTML Document
CLIENT LISTING BY INTAKE DATE RANGE.PDF	19 KB	Adobe Acrobat Document
CLIENT LISTING BY INTAKE DATE RANGE.TXT	151 KB	Text Document
CLIENT LISTING BY INTAKE DATE RANGE.XML	31 KB	XML Document

## Reporting Setups

### CADR Setup

The CARE Act Data Report (CADR) setup information is located under the AGENCY Module.



- Select Agency CADR Information Form and enter the appropriate information.

**SCREEN SHOT NEEDED HERE When Developed In System**

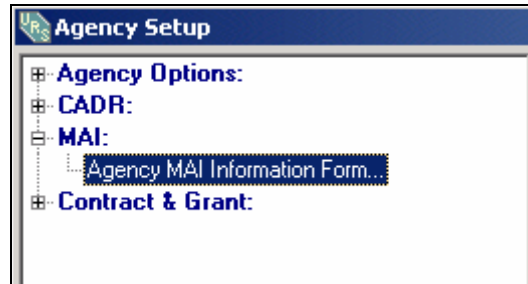
- Select CADR Service Information. This information is entered one time only. You will need to edit the screen to make changes.

**SCREEN SHOT NEEDED HERE When Developed In System**

**MAI Setup**

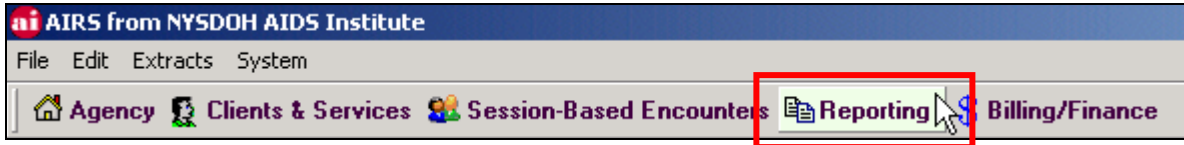
The Minority AIDS Initiative (MAI) setup information is located under the AGENCY Module.

- Select MAI | Agency MAI Information Form



**SCREEN SHOT NEEDED HERE When Developed In System**

## Reporting Module



### Client Information

Select Client Information to see the available reports that provide information about the clients. Click on the [+] to expand the report selections.



**Client Profile**

Select a client to obtain a report that includes the client's general demographic information with the most recent HIV Status and TB History records.

- Additional reporting options that can be selectively included are: Insurance History, Family (Collateral) Information, Medications History, Diagnoses History, Laboratory Test History, Pregnancy History, Placement History, Problems History, Referral History, Program Enrollment History, Group Enrollment History, and Encounters and Services History (with optional Date Range).
- By checking the box next to "Print All Reporting Options", the user can print all the options stated above.
- Note: Substance Use History, Financial Information, and Syringe Exchanges are not included (with encounters and services).

Date: 01/18/2007 Time: 13:26:25	AIRS - AIDS Institute Reporting System CLIENT PROFILE	Page: 1
Version: 7.1.508 Version Date: 01/17/2007		
<b>Client:</b> APPLE, EVE	<b>Case #:</b> C998877665	<b>Client ID #:</b> 1
<b>General Information</b>		
<b>DOB:</b> 01/01/1960	<b>SSN #:</b> 123-45-6789	<b>Can Contact:</b> At Home
<b>Sex:</b> Female	<b>Medicaid #:</b>	By Phone
	<b>Intake Date:</b> 01/01/2000	By Mail
	<b>Case Status:</b> Open	Discretion
<b>Last Date Services Provided:</b> 02/25/2006		<b>Address:</b> 1234 AVENUE A
		APT. 1A
		New York NY10128
		<b>Day Phone:</b> (212)555-6688
		<b>Eve Phone:</b> (212)111-2222
<b>HIV Status:</b> 01/01/2006	HIV-Positive, CDC-Defined AIDS	
<b>CDC Defined AIDS:</b> 01/01/2001		
<b>TB Status:</b> 07/01/2000	PPD Date: 07/01/2000	Positive
<b>Ryan White Risk Category:</b> Heterosexual Contact		
<b>CDC Risk Category:</b> Heterosexual Contact		
<b>Hispanic Ethnicity:</b> Non-Hispanic	<b>Race:</b> White	
<b>Ethnic Detail:</b>		
<b>Insurance Info:</b> Known, Specify		
<b>Insurance History</b>		
Insurance	Insurance Type	Insurer Name
Primary	ADAP Plus	ADAP Plus
		Policy Number
		Effect Date
		Exp Date
		01/01/2000
		/ /
<b>Family Information</b>		
Name	Type	Relation
DOB	BirthWeight	
APPLE, GOLDENRED	Other	Daughter
05/01/2004	10 lb 1 oz	
APPLE, MACINTOSH	Other	Daughter
07/01/2000	8 lb 11 oz	

**Client Listing by Intake Date Range**

This report provides client names and basic demographic information based on Intake Dates.

- If desired, narrow reporting search by selecting a specific Site, Worker, and/or Program from the Selections List. The user may also change the Order By and Report Selection.
- Each report contains the client's Name, ID, Address, Phone, DOB, Intake Date, Medicaid Number, Case Status, Contact Information, Program Enrollment Start Date and End Date, Site assignment, and Last Date of Services Provided. Click on the Proceed button to have the choice of printing the following reports.

**All Clients**

Includes all Active and Closed clients.

**Clients Active in Agency**

Only clients who are Active (which includes Reopened clients) in the agency are included.

**Clients Active with Unknown HIV Status**

Active clients whose current HIV Status is Unknown. These client records need to be updated with a current HIV Status.

**Clients Active without HIV Status**

Active clients without a valid HIV Status record.

**Clients With Incomplete Intake**

This client list indicates at least one required field in the client's intake record has not been entered. These people are all marked as Incomplete Intakes.

**Clients Without Medicaid Numbers**

This report lists all clients that have an Agency Intake in a date range but have no Medicaid number on the insurance history screen.

**Closed Clients**

This report lists all clients in the Intake date range who have been closed out of the agency.

**Client Listing by Program**

This report allows the user to get an accurate count of the clients enrolled into a program (or by Intake Program if enrollment is not required) as of a user-defined date.

- This report can be used to retrieve a complete caseload for a program or a caseload of clients assigned to a particular staff member by selecting the optional filter of **Worker**.
- At the decision of the user, the results can either be ordered a) alphabetically by client last name or b) ascending by agency assigned client ID number.

Date: 01/18/2007 Time: 13:28:33		AIRS - AIDS Institute Reporting System				Page: 1	
Version: 7.1.508 Version Date: 01/17/2007		CLIENT LISTING BY PROGRAM					
Selection Criteria: All As of Date: 01/18/2007							
Name	DOB	Address/Phone		Can Contact	Last Date Services Provided	Program Start Date	Assigned Worker
Client ID	Intake Date						
Case #	Medicaid#						
<b>Program: 1 Case Management Program</b>				<b>***Note: Enrollment is Required</b>			
<b>APPLE, EVE ADAMS</b>	01/01/1960	1234 AVENUE A		At Home	04/15/2005		TEST-C, STAFF
1	01/01/2000	APT. 1A New York, NY 10128		By Phone		01/01/2000	
C998877665		Day: (212)555-6688 Evening: (212)111-2222		By Mail By Discretion			
<b>LANE, LOIS</b>	08/08/1985	666 BEATLE ROAD			08/10/2003		POTTER, HARRY
8	08/08/2003	APT. C8 Spring Valley, NY 10977				08/08/2003	
	AQ93478P	( ) - ( ) -					
<b>ZZBROWN, CHARLIE BLUE</b>	07/21/1980	2121 SOUTH STREET		At Home	12/15/2005		TEST-C, STAFF
21	07/21/2001	New York, NY 10027		By Phone		12/01/2005	
21	VM39450Y	Day: (212)545-2121 Evening: (212)654-1212		By Mail By Discretion			
<b>TOTAL CLIENTS:</b>		3					

**Client Listing by Group**

The Client Listing by Group report allows the user to get an accurate count of the clients enrolled into a group as of a user-defined date.

**Clients Closed in Agency**

With available filters of Site Assignment, Worker Completing Intake, and Intake Program, the Clients Closed in Agency Report provides a list of all clients closed out of the agency in a given date range.

Date: 01/18/2007		AIRS - AIDS Institute Reporting System		Page: 1	
Time: 13:29:31		CLIENTS CLOSED IN AGENCY			
Version: 7.1.508					
Version Date: 01/17/2007					
Selection Criteria: All					
Date Range: 01/01/1901 To 01/18/2007					
Name	DOB			Last Date	
Client ID	Intake Date			Services	Closed Date
	Medicaid#	Address/Phone		Provided	Closed Reason
<b>CAESAR, JULIUS</b>	03/03/1960	Monsey, NY 10952		01/10/2006	02/26/2006
3	03/03/2001				Death
		( ) -			
		( ) -			
Total Closed Clients for this report: 1					

**Clients Listing by Primary Insurance Type**

This report allows the user to list all clients who have primary coverage by different insurance providers as of a specified date. Filter options allow for the viewing of all Insurance providers or for the selection of an individual provider.

**Clients Served by Program**

The user has a choice of two reports based on the Programs that render encounters/services to the clients.

- The user can select the Program (if desired) and the Start and End Dates.
- Click on the Proceed button to have the choice of printing the following reports.

**Clients Served In Each Program**

The report identifies the total number of clients served by each program.

Date: 01/18/2007	AIRS - AIDS Institute Reporting System CLIENTS SERVED BY PROGRAM REPORT
Time: 13:30:05	
Version: 7.1.508	
Version Date: 01/17/2007	
Reporting Period: <u>01/01/1901</u> To <u>01/18/2007</u>	
Selection Criteria: All	
<u>Program</u>	<u>Number of Clients Served</u>
1 Case Management Program	3
6 Prevention-Clients Program	3
8 C&T Program	3
EVERYTHING-CLIENT Program	19
11 CM Prog - No Enrollment Req	1

**Detailed Client List By Program**

A list of client names and the number of times each client was served by each program is charted in this summary.

**Patient Flow Sheet**

Select a client to obtain a report geared towards Medical/Primary Care that includes the client’s general demographic information with the most recent HIV Status and TB History records.

- Additional reporting options that can be selectively included are: Medication History, Diagnoses History, Laboratory Test History, and Primary Care Encounters and Services (with optional Date Range).
- By checking the box next to “Print All Reporting Options”, the user can print all the options stated above.

**Duplicate Clients**

This report provides a list of clients who may have been entered in the system more that one time based on their Name (first and last), DOB, Client ID, and/or system-generated unique record number (URN).

**Activities & Services**

Select Activities & Services for encounter/service-related reports. Click on the [+] to expand the report selections.



**Activities & Services Report**

This report lists details of the clients' encounters and services including Encounter and Service Dates, Encounter Types, Services Provided, Workers Involved, Start Times, End Times, Total Times, and Number of Items.

- If desired, narrow reporting searches by selecting the Worker At Encounter, Service Category, Encounter Type, Program, and/or Site from the Selections List. The user may also change the Order By from Last Name to Worker At Encounter or Encounter Type and Report Selection choice from Active Clients Only to All Clients. Change the Date Range if desired.
- Click on the Proceed button to have the choice of printing the following 3 reports.

**Activities and Services**

The report provides details about client and their encounters and services.

Date: 01/18/2007 Time: 13:31:27		AIRS - AIDS Institute Reporting System				Page: 2	
Version: 7.1.508 Version Date: 01/17/2007		ACTIVITIES AND SERVICES				01/01/2006 - 01/18/2007	
Sort Order: Last Name Clients: All Clients Selection Criteria: All							
<b>Program: 6 Prevention-Clients Program</b>							
Name	Client ID	Sex	DOB	Medicaid#	Intake Date	Case Status	Worker
HOWSER, DOOGIE	5	Male	05/05/1970		05/05/2002	Open	TEST-B, STAFF
<b>Service Category: Compr. Risk Counseling &amp; Refer Svcs (CRCS)</b>							
Date	Encounter Type	Worker		Bill To	Time		
04/04/2006	Screening/Intake	HOLIDAY, DOC			# Items/ People *		
Services Provided	How Provided	Worker	Start Time	End Time	Total Time	# Items/ People *	
Screening and Assessment		HOLIDAY, DOC				0	
Date	Encounter Type	Worker		Bill To	Time		
04/06/2006	Plan Implementation	POTTER, HARRY			# Items/ People *		
Services Provided	How Provided	Worker	Start Time	End Time	Total Time	# Items/ People *	
Individual HIV, STD & Substance Use Education		POTTER, HARRY				0	
Date	Encounter Type	Worker		Bill To	Time		
05/05/2006	Screening/Intake	HOLIDAY, DOC			# Items/ People *		

**Activities and Services - By Site**

This is the same report as the Activities and Services (above) except that the information is grouped by Site.

**Activities and Services - Summary Totals**

This spreadsheet-like report contains totals for each Program broken down by Service Category for total Clients, Encounters, Services, Topics (Activities), Number of Items/People, and Total Value. Also included is the Program and Report Totals. For example:

Date: 01/18/2007 Time: 13:32:44		AIRS - AIDS Institute Reporting System				Page: 1	
Version: 7.1.508 Version Date: 01/17/2007		ACTIVITIES AND SERVICES SUMMARY TOTALS 01/01/2006 - 01/18/2007					
Clients: All Clients Selection Criteria: All							
Program	Service Category	Clients	Encounters	Services	Topics	# Of Items/ People	Total Value
<b>1 Case Management Program</b>	Case Management	1	1	1	0	0	0.00
<b>Program Totals:</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>6 Prevention-Clients Program</b>	Compr. Risk Counseling & Refer Srvs (CRCS)	3	12	12	0	0	0.00
	Interventions Delivered to Individuals (ILI)	1	2	2	2	0	0.00
	Interventions Delivered to Groups (GLI)	2	8	8	8	0	0.00
<b>Program Totals:</b>		<b>3</b>	<b>22</b>	<b>22</b>	<b>10</b>	<b>0</b>	<b>0.00</b>
<b>8 C&amp;T Program</b>	Counseling and Testing	3	7	13	5	0	0.00
<b>Program Totals:</b>		<b>3</b>	<b>7</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>0.00</b>

**Collaterals Associated with Services**

It is possible to identify and enter specific collaterals of a client as being involved in (or actually receiving) an encounter and service. Therefore, this report identifies the collaterals associated with individual encounters by program for clients.

**Scheduled Activities**

This report is a “tickler” list of clients and their encounter type information that are scheduled to return to the agency within the selected Start and End Dates. This report queries the “Scheduled Date” and “Next Scheduled Appointment” entry fields in the Encounter Screens.

- If desired, narrow reporting by selecting the Worker At Encounter, Service Category, and/or Encounter Type from the Selections List. The user may also change the Order By from Last Name to Worker At Encounter, Encounter Type, or Program. There are currently no choices for Report Selection.
- User should change the Date Range.

**Progress Notes Report**

Prints the client encounters with the associated Progress Notes.

- If desired, narrow reporting by selecting the Service Category, Encounter Type, Program, Staff At Encounter, and/or Client from the Selections List. The user may also change the Order By from Staff At Encounter to Last Name, Activity Date, and/or Encounter Type. There are currently no choices for Report Selection.
- User can change the Date Range, if desired.

**Services Summary Report by Program**

This report provides totals of the encounter/services that have been rendered to clients in each Program. See next page.

- If desired, narrow reporting by selecting the Program from the Selections List. The user may also change the Order By from Service Category to Encounter Type or Service. There are currently no choices for Report Selection. Change the Date Range if desired.
- Note: Encounters without services will not be included in this report.

Date: 01/18/2007 Time: 13:33:22		AIRS - AIDS Institute Reporting System Services Summary Report by Program 01/01/2006 - 01/18/2007			
Version: 7.1.508 Version Date: 01/17/2007					
Legend:					
<b>FWAAB</b>	-1 Case Management Program	<b>FWAAG</b>	-6 Prevention-Clients Program	<b>FWAAI</b>	-8 C
<b>FWAAL</b>	-EVERYTHING-CLIENT Program				
Selection Criteria: All					
<b>Encounter Type</b>	<b>Service</b>	<b>FWA...</b>	<b>FWA...</b>	<b>FWAAI</b>	<b>FWAAL</b>
<b>Service Category: Primary Care</b>					
CD4/Disease Monitoring (5 Tier)	Pelvic Exam (Women) With Pap Smear	0	0	0	19
	Hepatitis Panel	0	0	0	19
	Screening/Testing for Hepatitis C	0	0	0	19
	Treatment for Hepatitis C	0	0	0	19
Dental Services	Restorative/Palliative Treatment	0	0	0	19
Home Health Care - Professional	Community Nursing	0	0	0	19
Initial Visit (7 Tier)	Lab Test: Viral Load	0	0	0	19

**Problems Identified Report by Program**

Problems Identified are entered in the Encounter screens. This report counts the total number of entered Problems Identified by Encounter Type and Program.

- If desired, narrow reporting by selecting the Program from the Selections List. The user may also change the Order By from Service Category to Encounter Type or Service. There are currently no choices for Report Selection.
- User can change the Date Range, if desired.

Date: 01/18/2007 Time: 13:34:30		AIRS - AIDS Institute Reporting System Problems Identified Summary Report by Program 01/01/2004 - 01/18/2007	
Version: 7.1.508 Version Date: 01/17/2007			
Legend:			
<b>FWAAL</b>	-EVERYTHING-CLIENT Program		
Selection Criteria: All			
<b>Encounter Type</b>	<b>Problem Identified</b>	<b>FWAAL</b>	
<b>Service Category: Supportive Services</b>			
Buddy/Companion	Mental Health/Psychosocial	1	
Food/Home Delivered meals	Education	1	
	Food/Nutrition	1	
Housing	Food/Nutrition	1	
	Clothing	1	

**Weekly Billable Units**

This report is used to sum the potential total number of billable units per day per staff member and/or team for the selected week.

- If desired, narrow reporting by selecting the Program, Site, and/or Team from the Selections List. There are currently no choices for Order By or Report Selection.
- User should change the Date (which displays the Week), as needed.
- When multiple workers service the same client on the same day, the total billable units are based on the combination of both workers' time. Since this can be reported in multiple ways, the following reports can be produced.

**Fractional Units (original)**

This report will prorate the total "billed" units to each worker/team based on the worker/team's time. For example, 1 billed unit may be reported as 0.33 for Staff A (3 minutes) and 0.67 for Staff B (6 minutes).

**Whole Number Units (new)**

This report will assign a whole number unit to the time associated with each worker/team involved. For example, a 7 minute service by Staff A will be assigned 1 unit and a 6 minute service by Staff B will also be assigned 1 unit even though there was only 1 unit (not 2) that was actually billed. Note, times less than 5 minutes will generate 0 units. See the example below.

Date: 01/18/2007 Time: 15:20:59		AIRS - AIDS Institute Reporting System						Page 1	
Version: 7.1.508 Version Date: 01/17/2007		Weekly Billable Units - Whole Number							
Selection Criteria: All									
<b>Week of 01/02/2006</b>			<b>QUARTER 1</b>				<b>Week # 1</b>		
* No Team Entered	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL	
DEVL, TASMA	5	0	0	0	0	0	0	5	
TOTAL	5	0	0	0	0	0	0	5	
TOTAL YEAR TO DATE								5	
GIANTS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL	
HOLIDAY, DOC	0	0	0	3	0	0	0	3	
TOTAL	0	0	0	3	0	0	0	3	
TOTAL YEAR TO DATE								3	
TOTAL POTENTIAL UNITS TO BE BILLED FOR THE WEEK								8	
TOTAL POTENTIAL UNITS BILLED FOR THE YEAR TO DATE								8	

**Billable Units by Date Range**

This report is used to sum the potential total number of billable units per day per staff member and/or team for the selected date range.

- If desired, narrow reporting by selecting the Program, Site, and/or Team from the Selections List. There are currently no choices for Order By or Report Selection.
- User can change the Starting and Ending Dates, as needed.

**Outcome Indicators Report**

This spreadsheet-like report provides a sum total of all the Outcome Descriptions by Service and Unduplicated Clients. See below.

- If desired, narrow reporting by selecting the Program and/or Site from the Selections List. There are currently no choices for Order By or Report Selection.
- User can change the Date Range, as needed.

Date: 01/18/2007 Time: 13:41:23		Defran Systems Test For VFP URS		Page 1
Version: 7.1.508 Version Date: 01/17/2007		<b>OUTCOME INDICATORS REPORT</b>		
<b>Reporting Period:</b> 12/01/2000 To 12/31/2006				
<b>Selection Criteria:</b> All				
<b>Site:</b> SITE 1				
<b>Program:</b> EVERYTHING-CLIENT Program				
Outcome Description	Services	Unduplicated Clients		
Active Substance Use	1	1		
Application Compl/No Benefits	0	0		
Application Sent	0	0		
Benefits in Place	0	0		
Check Mailed to 3rd Party	0	0		
Check Mailed to Client	0	0		
Check/Payment to 3rd Party	0	0		
Check/Payment to Client	0	0		
Check/Payment to Volunteer	0	0		
Chk/Paymnt To Fmly/Care Partnr	0	0		
Client Reported as Deceased	0	0		
Confirmed Appointment	0	0		
Contact Has Not Seen Client	0	0		
Counseling Completed	1	1		
Follow-up Completed	1	1		
Follow-up Required	1	1		

**Active Clients Without Encounters**

This report will list the active clients who have not had any encounters entered into the system.

- If desired, narrow reporting by selecting the Program of Encounter, Encounter Site, and/or Service Category from the Selections List. The user may not change the default Order By from Name at this time. The only current choice for Report Selection is All.
- User can change the Date Range, as needed.

**AIRS Encounters and Services Listing**

All the Encounter Types and their associated Services which are in AIRS are listed in this report by Service Category.

- The codes, whether Active, “mapped” CADR categories, and MAI Category are also included. See example below.
- If desired, narrow reporting by selecting the Service Category and/or Encounter Type from the Selections List.

Date: 01/18/2007		AIRS - AIDS Institute Reporting System			Page:
Time: 13:39:38		URS ENCOUNTERS AND SERVICES LISTING			
Version: 7.1.508					
Version Date: 01/17/2007					
Selection Criteria: All					
<b>Service Category: Primary Care</b>					
<b>Encounter:</b>		<b>Active</b>	<b>CADR Category</b>	<b>CADR2 Category</b>	<b>MAI Category</b>
89	Hepatitis Screening, Testing, Treatment		33A		01
<b>Service:</b>					
354	Hepatitis A vaccine administered	Yes	33A		01
355	Hepatitis A vaccine offered but client refused	Yes	33A		
356	Hepatitis B vaccine administered	Yes	33A		01
357	Hepatitis B vaccine offered but client refused	Yes	33A		
683	Previously tested, repeat test not indicated	Yes	33A		
714	Referred for HIV Screening/Testing	Yes	33A		01
715	Referred for HIV Treatment	Yes	33A		01
754	Screening/Testing for HIV offered but Refused	Yes	33A		
755	Screening/Testing for Hepatitis A	Yes	33A		01
756	Screening/Testing for Hepatitis A offered but Refused	Yes	33A		
757	Screening/Testing for Hepatitis B	Yes	33A		01
758	Screening/Testing for Hepatitis B offered but Refused	Yes	33A		
759	Screening/Testing for Hepatitis C	Yes	33A	48E	01
760	Screening/Testing for Hepatitis C offered but Refused	Yes	33A		
843	Treatment for HIV offered but client refused	Yes	33A		
844	Treatment for Hepatitis C	Yes	33A	48F	01
845	Treatment for Hepatitis C offered but client refused	Yes	33A		

**PEMS Planning Data Report**

After the “PEMS to AIRS Import” is run from the System menu, data entry is limited to the contract mappings contained in the XML file imported for Programs associated with the AIDS Institute. This report identifies all of these Programs and their associated Service Categories, Contract(s), Model(s), Intervention(s), Encounter(s) and Service(s). The mappings reflect what your agency is being paid to provide and report. Only the information found in this report can be entered for the applicable Programs.

- Program – Service Category combos can be associated with 1 or more Contracts
- Contracts can be associated with 1 or more Models
- Models can be associated with 1 or more Interventions
- Interventions can be associated with 1 or more Encounters
- Encounters can be associated with 1 or more Services

Version: 7.7.68  
Version Date: 06/14/2007

AIRS - AIDS Institute Reporting System  
**PEMS PLANNING DATA**

Selection Criteria: All

**Program: HGAAR BCBS CSP HIV+ BM**

**Service Category:** 00014 Interventions Delivered to Individs (LI)

**Contract:** C016983F **Start Date:** 07/01/2007 **End Date:** 06/30/2008

**Model:** 35168 Transtheoretical (Stages of Change Model)

**Intervention:** 3556 ILI +

**Encounter:** 215 HIV/STD Risk Reduction Counseling and Referral

**Service(s):**

- 172 Discussion of Abstinence/Postpone Sex
- 173 Discussion of Alcohol & Drug Use Prevention
- 174 Discussion of Availability of HIV/STD Counseling & Testing
- 175 Discussion of Availability of Partner Notification & Referral Services
- 176 Discussion of Availability of Medical Services
- 177 Discussion of Availability of Social Services
- 178 Discussion of Condom/Barrier Use
- 179 Discussion of Decision Making
- 182 Discussion of HIV Testing
- 183 Discussion of HIV/AIDS Transmission
- 187 Discussion of Negotiation/Communication
- 188 Discussion of Other STDs
- 191 Discussion of Sexual Health
- 196 Distribution of Education Materials
- 629 Personalized Risk Assessment

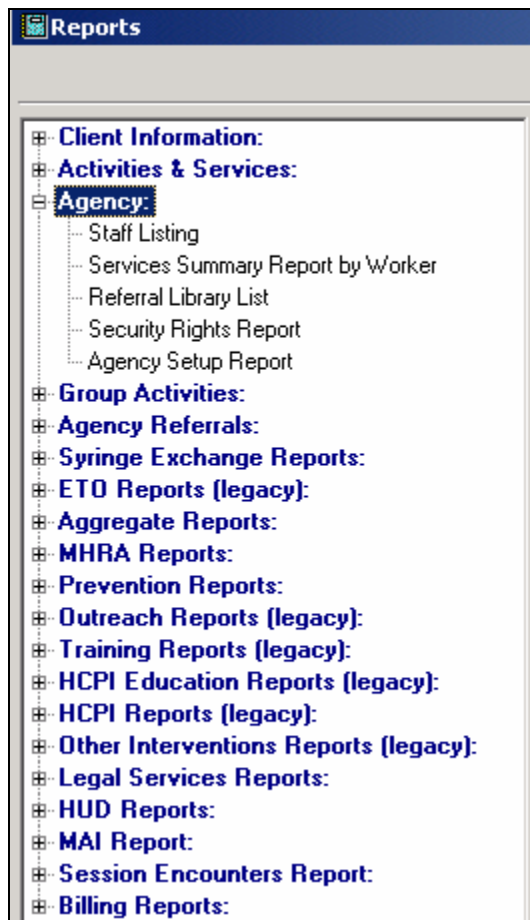
**Encounter:** 228 Single Session Curriculum Based Prevention Education

**Service(s):**

- 172 Discussion of Abstinence/Postpone Sex
- 173 Discussion of Alcohol & Drug Use Prevention
- 174 Discussion of Availability of HIV/STD Counseling & Testing
- 175 Discussion of Availability of Partner Notification & Referral Services
- 176 Discussion of Availability of Medical Services
- 177 Discussion of Availability of Social Services

## Agency

Select Agency to see the available reports that provide agency-related information. Click on the [+] to expand the report selections.



## Staff Listing

The report lists the Staff members by Name and Worker ID. Other information includes Title, Assigned Site, Supervisor, and the default Program (if identified).

- If desired, narrow reporting by selecting the Site from the Selections List. The user may change the default Order By from Last Name to Site or Program. The current choices for Report Selection are All Staff, Case Worker Only, or Paid Staff Only.

**Services Summary Report by Worker**

This report sums the total number of Encounters/Services provided by Program for staff members who render services to clients.

- Note, a service must have been provided to be a part of this report.
- If desired, narrow reporting by selecting the Service Category, Encounter Type, and/or Program from the Selections List. There are currently no choices for Order By or Report Selection.
- User can change the Date Range, if desired.

Date: 01/18/2007 Time: 13:42:45		AIRS - AIDS Institute Reporting System		
Version: 7.1.508 Version Date: 01/17/2007		SERVICES SUMMARY REPORT BY WORKER		
		01/01/2006 — 01/18/2007		
Selection Criteria: All				
Program : 6 Prevention-Clients Program				
		DEVIL, TASMANIAN	HOLIDAY, DOC T	POTTER, HARRY
Encounter Type	Service			
<b>Service Category: Compr. Risk Counseling &amp; Refer Svcs (CRCS)</b>				
Plan Implementation	Individual HIV, STD & Substance Use Education	0	0	4
	Client Advocacy	0	0	2
Screening/Intake	Screening and Assessment	0	6	0
<b>Service Category: Interventions Delivered to Groups (GLI)</b>				
Peer Training Services	Leadership Development	0	4	0
	Group Peer Training and Supervision	0	0	4
<b>Service Category: Interventions Delivered to Individuals (ILI)</b>				
Single Session Structured Intervention	Risk Assessment	0	2	0
<b>Total for Program:</b>		0	12	10

**Referral Library List**

Organization Name, Address, Phone, Contact, and Service Type information are listed in this report. Also identified is whether the referral organization is active, makes referrals into the AIRS agency, receives referrals from the AIRS agency, or is a placement agency.

- If desired, narrow reporting by selecting the Organization or Service Type from the Selections List. The user cannot change the default Order By from Name at this time. The current choices for Report Selection are All, Active Only, or Inactive Only.

Date: 07/24/2006 Time: 15:09:53		Defran Systems Test For VFP URS	
Version: 6.1.642 Version Date: 07/07/2006		<b>Referral Library List</b>	
Selection Criteria: All			
Organization	Address E-Mail Web Site	Service Type	Phone
Referral Agency 1	5 East 16th Street 6th Floor, New York, NY 10003-9999 ursinfo@defran.com www.defran.com	Medical/Health	(212) 727-8342
	<b>CONTACT</b> Honcho, Head E Banana, Top		(212) 727-8342
Referral Agency 2		Community/Supportive Services	
	<b>CONTACT</b> Banana, Second		
Referral Agency 3	123 Liquor Street, New York, NY 10009 ursinfo@defran.com www.defran.com	Alcohol/Substance Use Services	(212) 548-7410
	<b>CONTACT</b> Bunny, Bugs E		(212) 457-1057
Referral Agency 4		Legal/Correctional Services	

**Security Rights Report**

For each Security Scheme, the rights to Access, Add, Edit, and Delete are identified for each screen in the AIRS.

- If desired, narrow reporting by selecting the Security Scheme from the Selections List. There are currently no choices for Order By or Report Selection.

Date: 07/24/2006 Time: 15:13:07		Defran Systems Test For VFP URS		Page: 1
Version: 6.1.642 Version Date: 07/07/2006		<b>SECURITY RIGHTS REPORT</b>		
DIRECT SERVICE STAFF	Has Access	Add Available	Edit Available	Delete Available
<b>AGENCY</b>				
Agency Information	Yes	Not Applicable	No	Not Applicable
Service Targets	No	Not Applicable	No	Not Applicable
CADR Information	Yes	Yes	Yes	No
CADR Service Info	Yes	Yes	Yes	Not Applicable
MAI Information	No	No	No	No
Program	Yes	No	No	No
Site	Yes	No	No	Not Applicable
Staff	Yes	No	No	No
Groups	Yes	No	No	No
Referral Library	Yes	No	No	No

**Agency Setup Report**

This report prints out the basic agency demographic information, System ID, Version, Version Data, and detailed information on the Site(s) and Program(s).

Date: 01/18/2007 Time: 13:43:38	AIRS - AIDS Institute Reporting System Agency Setup Report	Page: 1
Version: 7.1.508 Version Date: 01/17/2007		
<b>Agency: VFP Test System of URS - Round 1</b>		
Address: 5 East 16th Street 6th Floor New York, NY 10003		
Agency ID: 1234567890	CADR Provider #: 1234	Phone: (212) 727-8342
Federal ID: 987654321	DUNS ID: 122334455	Fax: (212) 727-9639
Contact: Contact Name here Title: Contact Title here	Phone: (212) 727-8342 Email: ursinfo@defran.com	Fax: (212) 727-8639
<b>System: AIRS - AIDS Institute Reporting System</b>		
System ID: FW	Version: 7.1.508	Version Date: 01/17/2007
<b>Site Information</b>		— C&T Locator Code —
Site ID	Site Name	Site ID    Facility ID
FWAAB	SITE 1	24        7777
FWAAC	SITE 2	
FWAAD	SITE 3	86        3210
FWAAE	SITE 4 (Inactive)	
Farout Site		
<b>Program: 1 Case Management Program</b>		Enrollment Required: Yes
Program ID: FWAAB	Eligibility Type: Ryan White	Funding Type: Title I
		Active: Yes
Service Category	Description	
00001	Case Management	
<b>Program: 10 MAI Title I Program</b>		Enrollment Required: Yes

**Group Activities**

**Group Activities Report**

This report includes information about each session including a list of the clients that attended. The sum total of the number of sessions and attendees for the selected reporting period are also included.

- If desired, narrow reporting by selecting the Site, Worker, and/or Group from the Selections List. The user cannot currently change the default Order By from Group at this time. There are currently no choices for Report Selection.
- User can change the Date Range, as needed.

Date: 07/24/2006 Time: 15:20:29	Defran Systems Test For VFP URS <b>GROUP ACTIVITIES REPORT</b> 07/24/2005 - 07/24/2006	Page 1
Version: 6.1.642 Version Date: 07/07/2006		
Selection Criteria: All		
<b>Group: OMNIPRESENT Group</b>		
<b>Session Information</b>		
Date: 02/25/2006    Time Start: 02:00pm    Time End: 03:30pm		
Service Category: Group Level Interventions	Site: SITE 2	
Encounter Type: Group Risk Reduction Counseling	Location:	
Service Provided: HIV, STD, and Substance Use Risk Reduction Counseling	On Site: Yes	
Staff: POTTER, HARRY	Off-Site Zip Code:	
CDC Setting: CBO		
Materials Provided:		
Topics:		
Discussion of "Other"		
Distribution of "Other"		
Remarks:		
<b>ATTENDANCE:</b>	<b>Client</b>	<b>From      To</b>
		<b>Collaterals Involved</b>
	APPLE, EVE ADAMS	02:00pm    03:30pm
	BOND, JAMES	02:00pm    03:30pm
	CAESAR, JULIUS	02:00pm    03:30pm
	FLINTSTONE, WILMA	02:00pm    03:30pm
	HOWSER, DOOGIE	02:00pm    03:30pm
	JETSON, GEORGE	02:00pm    03:30pm
	KENT, CLARK	02:00pm    03:30pm

**Agency Referrals**

**Client/Agency Referral Report**

Select desired date range to obtain a list of clients that were referred out of the agency. The report identifies the Agency Referred To, Client, Referral Date, Date Verified, Referring Worker, Referral Category, and Referral Status.

- If desired, narrow reporting by selecting the Program, Worker, and/or Referred To Agency from the Selections List. The user cannot currently change the default Order By from Worker Name at this time.
- Users can change the Date Range, as needed.

Date: 01/18/2007 Time: 13:44:21		AIRS - AIDS Institute Reporting System CLIENT / AGENCY REFERRAL REPORT			
Version: 7.1.508 Version Date: 01/17/2007					
Selection Criteria: All					
Date Range: 01/01/1901 To 01/18/2007					
REFERRED TO AGENCY	CLIENT REFERRED	DATE OF REFERRAL	DATE VERIFIED	REFERRING WORKER	REFERRAL CATEGORY
Referral Agency 1	APPLE, EVE ADAMS	01/21/2006	01/21/2006	HOLIDAY, DOC T	Medical/Health
Referral Agency 2	APPLE, EVE ADAMS	01/21/2006	01/28/2006	HOLIDAY, DOC T	Specialty Medi
Referral Agency 3	APPLE, EVE ADAMS	01/21/2006	/ /	HOLIDAY, DOC T	Education/Emp
Referral Agency 1	BOND, JAMES	01/21/2006	/ /	HOLIDAY, DOC T	Financial/Entitle
Referral Agency 2	CAESAR, JULIUS	01/21/2006	01/27/2006	HOLIDAY, DOC T	Basic Living Ne
Referral Agency 1	ZZBROWN, CHARLIE BLUE	12/15/2005	/ /	HOLIDAY, DOC T	Community/Sup Services
Referral Agency 1	APPLE, GOLDENRED	04/01/2006	04/01/2006	HOLIDAY, DOC T	C&T Referrals
Referral Agency 2	APPLE, GOLDENRED	04/12/2006	/ /	HOLIDAY, DOC T	C&T Referrals
Referral Agency 3	FLINTSTONE, WMLMA	01/24/2006	01/24/2006	POTTER, HARRY	Community/Sup Services
Referral Agency 1	HOWSER, DOOGIE	01/24/2006	01/25/2006	POTTER, HARRY	Family/Parentin
Referral Agency 2	JETSON, GEORGE	01/24/2006	/ /	POTTER, HARRY	Other
Referral Agency 3	KENT, CLARK	01/24/2006	02/01/2006	POTTER, HARRY	Alcohol/Subste Services
Referral Agency 1	LANE, LOIS	01/24/2006	/ /	POTTER, HARRY	Mental Health/F
Referral Agency 2	LANE, LOIS	12/20/2005	/ /	POTTER, HARRY	Medical/Health
Referral Agency 2	MOUSE, MICKEY	01/24/2006	/ /	POTTER, HARRY	Legal/Correctio
Referral Agency 1	PAN, PETER	01/24/2006	01/26/2006	POTTER, HARRY	C&T Referrals
Total Client Referrals for this report:		16			

## **Syringe Exchange Reports**

Select this for a variety of Syringe Exchange reports. Click on the [+] to expand the report selections.

### **Syringe Exchange By Participant Report**

For the selected date range, each transaction is listed by the Client's ID Number and includes the client's Age, Gender, Ethnicity, Date of the Transaction, # In, # Out, and the Staff member who made the exchange. Also included are the sum total of Syringes In and Out for each Program, Site, and Agency.

- If desired, narrow reporting by selecting the Client, Site, Worker, and/or Program from the Selections List. Currently, the user may not change the Order By from ID Number. There are currently no choices for Report Selection.
- User can change the Date Range, as needed.

### **Syringe Exchange ID Number Report**

This report lists all the clients by their agency-assigned Client ID that have had a syringe exchange. The "Total Number of ID Numbers Used By Agency" is also identified.

- If desired, narrow reporting by selecting the Program from the Selections List. Currently, the user may not change the Order By or the Report Selection.
- Note: This report is not filtered by date.

### **Syringe Exchange Cross Tab Reports**

These 4 spreadsheet-like reports contain clients summarized by Ethnicity, Gender, and Age. Totals and Percentages are also included.

- If desired, narrow reporting by selecting the Program from the Selections List. Currently, the user may not change the Order By or the Report Selection.
- Change the Date Range, as needed.
- Click on the Proceed button to have the choice of printing the following reports.

### **Syringe Clients by Age, Ethnicity, Gender – All**

This reports demographics by Age, Ethnicity, and Gender categories of all clients who exchanged syringes within the date range.

**Syringe Clients by Age, Ethnicity, Gender - New**

New intake clients who exchanged syringes within the date range are reported by Age, Ethnicity, and Gender categories.

**Syringe Encounters by Age, Ethnicity, Gender - All**

Clients who made exchanges (transactions) within the date range are reported by their number of exchanges in Age, Ethnicity, and Gender categories.

**Syringes Exchanged by Age, Ethnicity, & Gender**

The number of exchanged syringes (In and Out) are considered for each client's Age, Ethnicity, and Gender categories within the selected date range. Also included is the Syringe Return Rate (Total # In / Total # Out).

Date: 07/24/2006 Time: 15:29:21		Defran Systems Test For VFP URS												
Version: 6.1.642 Version Date: 07/07/2006		<b>Syringe Exchange - Summary of Encounters by Ethnicity/Race, Gender, and Age: All Participants</b>												
		Period: From 01/01/1990 To 07/31/2006												
Selection Criteria: All														
<b>Summary Information for Ethnicity</b>														
Ethnicity	Age 0-19		Age 20-29		Age 30-39		Age 40-49		Age 50+		Date of Birth Not Entered		Ethnicity Totals by Gender	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
<b>Hispanic</b>														
Female	0	0.00	0	0.00	0	0.00	0	0.00	2	10.00	0	0.00	2	10.00
Male	2	10.00	0	0.00	0	0.00	0	0.00	1	5.00	0	0.00	3	15.00
Transgender	2	10.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	10.00
<b>Totals</b>	<b>4</b>	<b>20.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3</b>	<b>15.00</b>	<b>0</b>	<b>0.00</b>	<b>7</b>	<b>35.00</b>
<b>Non-Hispanic</b>														
Female	0	0.00	1	5.00	2	10.00	2	10.00	0	0.00	0	0.00	5	25.00
Male	0	0.00	1	5.00	1	5.00	0	0.00	1	5.00	0	0.00	3	15.00
Transgender	0	0.00	0	0.00	1	5.00	2	10.00	0	0.00	0	0.00	3	15.00
<b>Totals</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>10.00</b>	<b>4</b>	<b>20.00</b>	<b>4</b>	<b>20.00</b>	<b>1</b>	<b>5.00</b>	<b>0</b>	<b>0.00</b>	<b>11</b>	<b>55.00</b>

**Syringe Exchange By Client ID Report**

This report lists the syringe exchange transaction details from clients that have had a transaction during the selected date range. The clients' ID, Transaction Date, # In, and # Out are listed.

- If desired, narrow reporting by selecting the Client and/or Site from the Selections List. Currently, the user may not change the Order By or the Report Selection.
- User can change the Date Range, as needed.

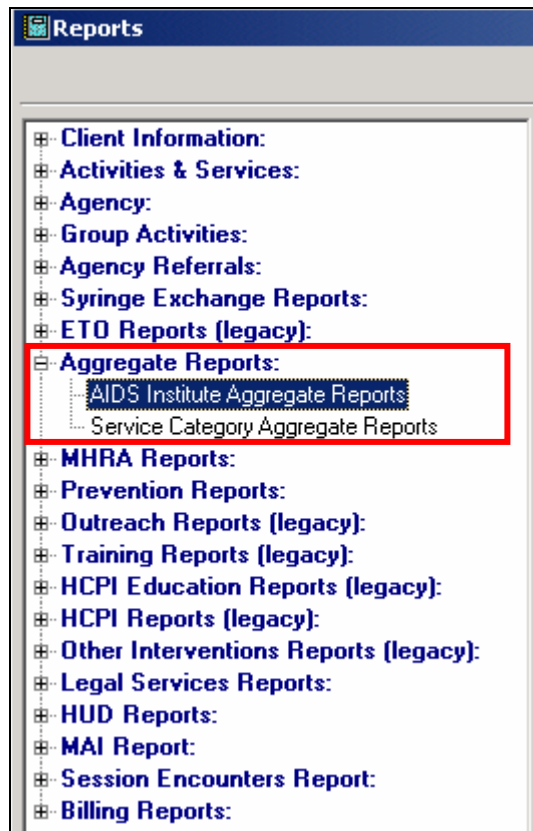
**Aggregate Reports**

Select Aggregate Reports to see the available reports. Click on the [+] to expand the report selections.

**AIDS Institute Aggregate Reports**

Choose AIDS Institute Aggregate Reports for access to 10 reports.

- These are the reports used by the New York State Department of Health – AIDS Institute to monitor the funded contracts at the agencies.



- If desired, narrow reporting by selecting the Site, Contract, and/or Program from the Selections List. The user can change the All Programs choice for Report Selection to Ryan White Eligible, HIV Counseling/Prevention Eligible, or Ryan White or HIV Counseling/Prevention Eligible.
- Users must change the Date Range, as needed.

**Age by Sex by Ethnicity/Race Report – Active Clients**

This spreadsheet-like report contains summarized client demographics by Age, Gender, and Ethnicity categories for every program. Only Active Clients within the selected date range are included. Totals for the categories are also included.

<b>AIDS Institute Aggregate Reports</b>		Agency: <u>Defran Systems Test For VFP URS</u>									
<b>Age by Sex by Ethnicity/Race - Active Clients</b>		Report Period: <u>10/01/2006</u> To <u>10/31/2006</u>									
		Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>									
<b>Program: 1 Case Management Program</b>											
	Less than 2	Age 2-12	Age 13-19	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60 +	DOB not Entered	Total	
Ethnicity Not Entered											
Unknown/Unreported											
Male	0	0	0	0	0	0	0	0	1	1	
Totals	0	0	0	0	0	0	0	0	1	1	
Non-Hispanic											
White											
Female	0	0	0	0	0	1	0	0	0	1	
More Than One Race											
Female	0	0	0	1	0	0	0	0	0	1	
Male	0	0	0	1	0	0	0	0	0	1	
Totals	0	0	0	2	0	1	0	0	0	3	
Grand Totals	0	0	0	2	0	1	0	0	1	4	

**Age by Sex by Ethnicity/Race Report – New Clients**

This spreadsheet-like report is the same as the report above but only for New Intake Clients within the selected date range. Totals for the categories are also included.

**Encounters by Contract, Service Type – Total + Anonymous**

This summary report totals the Encounters and Services rendered by Contract for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients are totaled in each Service Category and Contract for Enrolled and Not Enrolled Clients.

**Encounters by Service Type – Total + Anonymous**

This summary report totals the Encounters and Services rendered by Program for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients are totaled in each Service Category and Program for Enrolled and Not Enrolled Clients.

**AIDS Institute Aggregate Reports  
Summary of Services by  
Service Category and  
Encounter Type**

Agency: Defran Systems Test For VFP URS

Report Period: 01/01/2005 To 10/01/2006

Version: 7.0.142 Version Date: 10/19/2006

Report Selection: All Programs

<b>Program: EVERYTHING-CLIENT Program</b>		<b>***Note: Enrollment is Required</b>			
<b>Service Category: Care Coordination</b>					
1. Encounter Type: Care Coordination Follow-Up					
	Total #				
Service	Services	Activities	Items	Value	Clients
Reassessment	19	0	0	0	19
<b>Totals for Encounter Type: Care Coordination Follow-Up</b>					
Total Clients Enrolled in Program	19 Total Services		19 Total Value		0
Total Clients Not Enrolled in Program	0 Total Activities		0 Total Encounters		19
Total Clients	19	Total Items		0	
<b>Totals for Service Category: Care Coordination</b>					
Total Clients Enrolled in Program	19 Total Services		19 Total Value		0
Total Clients Not Enrolled in Program	0 Total Activities		0 Total Encounters		19
Total Clients	19	Total Items		0	

**List Clients in Main Aggregate (DO NOT SEND)**

This report lists the Client Names, IDs, etc. for the categories that comprise the Agency and Program Summary Totals in the Main AIDS Institute Aggregate Report. Therefore, the identified clients are listed for New Intake, New Enrollments, Reopened, Closed, Total Actives, etc. related to the Agency and Program Summary pages.

- This is for agency internal use mainly for quality control and data checking of the Main AIDS Institute Aggregate Report counts.

**Main Aggregate Report – Active Clients**

This report counts in the reportable population of clients who were active in the agency as of the beginning of the reporting period. Included in this report are Agency Level Summary Information and Program Summary of the Active, New, Reopened, Closed, and Total clients for the selected date range.

<b>AIDS Institute Aggregate Reports</b> <b>Main Aggregate Report -</b> <b>Active Clients...</b>	Agency: <u>Defran Systems Test For VFP URS</u>
	Report Period: <u>01/01/2005</u> To <u>10/01/2006</u>
	Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>
Report Selection: All Programs	
<b>Agency Level Summary Information</b>	
<b>Total Active Clients at Period Start</b>	<b>24</b>
<b>Total New Clients In Agency This Period</b>	<b>2</b>
<b>Total Newly Enrolled Active Clients This Period</b>	<b>1</b>
<b>Total Reopened Cases This Period</b>	<b>0</b>
<b>Total Cases Closed This Period</b>	<b>0</b>
Cases Closed of those Active at Period Start	0
Cases Closed of those New this Period	0
Cases Closed of those Reopened this Period	0
<b>Total Active Clients at Period End</b>	<b>27</b>
New Clients w/Dependent Children This Period	0
New Clients Head of Household This Period	0

**Main Aggregate Report – New Clients**

Similar in layout and content to the above report, this summary report totals the new (Intake and Program-enrolled) clients and their demographics in each Program for the selected reporting period.

**Revenue Detail Report**

This detail report contains the specifics associated with the Revenue Summary Report.

- Lists the actual claims by Invoice #, Claim Date, and Amount which are used in obtaining the total dollar amounts for the Billed Claims (New and Rebilled), Claims Pending, Claims Denied (Denied-Rebill, Denied Never Rebill, Denied-No Action), Revenues Adjusted, Revenues Voided, and Revenues Received from each billable AIRS Program.

**Revenue Summary Report**

This report provides the sum totals of the dollar amounts for the Billed Claims (New and Rebilled), Claims Pending, Claims Denied (Denied-Rebill, Denied Never Rebill, Denied-No Action), Revenues Adjusted, Revenues Voided, and Revenues Received from each billable AIRS Program. An agency summary is also provided.

**Summary of Referrals**

This summary report totals the # Referrals and Unduplicated Clients in each referral Service Need Category, Referral Service Category, and Status for each Program.

<b>AIDS Institute Aggregate Reports Summary of Referrals</b>		Agency: <u>Defran Systems Test For VFP URS</u> Report Period: <u>01/01/2005</u> To <u>10/31/2006</u> Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>		
<b>Program: EVERYTHING-CLIENT Program</b>				
Service Need Category	Service	Status	# of Referrals	Unduplicated Clients
Alcohol/Substance Use Services	Drug Treatment - Out...	~Status Not Reported	1	1
<b>Category Totals</b>			<b>1</b>	<b>1</b>
Basic Living Needs	Independent Housing	Client Refused Service	1	1
<b>Category Totals</b>			<b>1</b>	<b>1</b>
C&T Referrals	HIV testing	Client No Show For...	1	1
<b>Category Totals</b>			<b>1</b>	<b>1</b>
Community/Supportive Services	Respite For Caregivers	Pending-Needs Home...	1	1
<b>Category Totals</b>			<b>1</b>	<b>1</b>

**Service Category Aggregate Reports**

These reports total the clients and client demographics in each AIRS Service Category for the selected reporting period.

- If desired, narrow reporting by selecting the Service Category from the Selections List. The user can change the All Programs choice for Report Selection to Ryan White Eligible, HIV Counseling/Prevention Eligible, or Ryan White or HIV Counseling/Prevention Eligible.
- Users can change the Date Range, as needed.

**Age by Sex by Ethnicity/Race**

This spreadsheet-like report contains summarized client demographics by Age, Gender, and Ethnicity/Race categories for every reported Service Category.

- Only includes Clients with encounters and services within the selected date range. Totals for the categories are included.
- The first page displays Agency Level Summary Information.

<b>Service Category Aggregate Reports</b>									
<b>Age by Sex by Ethnicity/Race</b>									
<b>for Clients with Encounters/Services this Period</b>									
Selection Criteria: All									
Agency: <u>Defran Systems Test For VFP UR</u>									
Report Period: <u>10/01/2006</u> To <u>10/31/2006</u>									
Version: <u>7.0.142</u>									
<b>Agency Level Summary Information</b>									
	Age 0-12	Age 13-19	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60-69	Age 70 +	DOB not
Ethnicity Not Entered									
White									
Female	0	0	0	0	0	0	0	0	
Male	0	0	0	0	0	0	0	0	
Black or African American									
Female	0	0	0	0	0	0	0	0	
Male	0	0	0	0	0	0	0	0	
Asian									
Female	0	0	0	0	0	0	0	0	
Male	0	0	0	0	0	0	0	0	
Native Hawaiian/Pacific Islander									
Female	0	0	0	0	0	0	0	0	
Male	0	0	0	0	0	0	0	0	

**Client Demographics**

This report contains client demographic data for every service category.

- Only clients with encounters and services within the selected date range are included in this report.
- The first page displays Agency Level Summary Information for all reported Service Categories.

<b>Service Category Aggregate Reports Demographics for Clients with Encounters/Services this Period</b>		Agency: <u>Defran Systems Test For VFP URS</u> Report Period: <u>10/01/2004</u> To <u>10/31/2006</u> Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>
Selection Criteria: All Report Selection: All Programs		
<b>Service Category: Case Management</b>		
<b>Clients Housing Status*</b>		
Homeless On Street		0
Homeless In Shelter		1
Transitional Housing		0
Residential - Psychiatric Facility		0
Residential - Group Home		1
Residential Drug Treatment		0
Skilled Nursing Facility Or Hospice		0
Hospital		0
Correctional Facility (Jail/Prison)		0
Permanent Housing - Rental		0

**Client Demographics (Condensed)**

This is the same report as above except the fields with a 0 total will not be displayed.

<b>Service Category Aggregate Reports Demographics for Clients with Encounters/Services this Period (Condensed)</b>		Agency: <u>Defran Systems Test For VFP URS</u> Report Period: <u>10/01/2004</u> To <u>10/31/2006</u> Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>
Selection Criteria: All Report Selection: All Programs		
<b>Service Category: Case Management</b>		
<b>Clients Housing Status*</b>		
Homeless In Shelter		1
Residential - Group Home		1
Group Total		2
<b>Clients by CDC Risk Category</b>		
HSM		1
General Population		1
Group Total		2
<b>Clients by RW Risk Category</b>		
HSM		1
Hemophilia/Coagulation Disorder		1
Group Total		2
<b>Clients by Insurance Status (From Intake)</b>		
Known		2
Group Total		2
<b>Clients by Primary Insurance Type</b>		
Medicaid		2
Group Total		2

**Encounters by Service Category**

This summary report totals the Encounters and Services rendered by Service Category for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients are totaled in each Encounter Type and Service Category.

<b>Service Category Aggregate Reports</b> <b>Summary of Services by Service Category and Encounter Type</b>		Agency: <u>Defran Systems Test For VFP URS</u> Report Period: <u>10/01/2004</u> To <u>10/31/2006</u> Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>									
		Selection Criteria: All Report Selection: All Programs									
<b>Service Category: Adult Day Health Care</b>											
1. Encounter Type: Attendance											
Service	Total #					Anonymous					
	Srvcs	Activit.	Items	Value	Clients	Srvcs	Activit.	Items	Value	Clients	
Nutritional Services	19	0	2	15	19	2	0	0	0	2	
Rehabilitation Services	19	0	0	0	19	2	0	0	0	2	
HIV Risk Reduction/Education	19	0	0	0	19	2	0	0	0	2	
Rehabilitation Group	19	0	0	0	19	2	0	0	0	2	
<b>Totals for Encounter Type: Attendance</b>											
Total Clients		19			Anonymous Clients			2			
Total Services		76			Services For Anonymous Clients			8			
Total Activities		0			Activities For Anonymous Clients			0			
Total Items		2			Items For Anonymous Clients			0			
Total Value		15			Value For Anonymous Clients			0			
Total Encounters		76			Encounters For Anonymous Clients			8			

**Encounters by Service Category (Condensed)**

This report totals the Encounters provided by Service Category for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters are totaled in each Encounter Type and Service Category.

<b>Service Category Aggregate Reports Summary of Encounters and Clients by Service Category and Encounter Type (Condensed)</b>		Agency: <u>Defran Systems Test For VFP URS</u>			
		Report Period: <u>10/01/2004</u> To <u>10/31/2006</u> Version: <u>7.0.142</u> Version Date: <u>10/19/2006</u>			
Selection Criteria: All  Report Selection: All Programs					
<b>Service Category: Adult Day Health Care</b>					
Encounter Type	Total		Anonymous		
	Encounters	Clients	Encounters	Clients	
Attendance	76	19	8	2	
<b>Totals for: Adult Day Health Care</b>		76	19	8	2
<b>Service Category: CRCS (Compr. Risk Coun. &amp; Srvs,...</b>					
Encounter Type	Total		Anonymous		
	Encounters	Clients	Encounters	Clients	
Case Closure Activities	1	1	0	0	
Plan Development	1	1	0	0	
Plan Implementation	17	13	0	0	
Reassessment	3	3	2	2	
Screening/Intake	10	7	0	0	
<b>Totals for: CRCS (Compr. Risk Coun. &amp; Srvs, was PCM)</b>		32	20	2	2
<b>Service Category: Care Coordination</b>					
Encounter Type	Total		Anonymous		
	Encounters	Clients	Encounters	Clients	
Care Coordination Follow-Up	19	19	2	2	
<b>Totals for: Care Coordination</b>		19	19	2	2

**MHRA Reports**

Medical Health and Research Association of New York City (MHRA) is the administrator of the Ryan White Title I funding in the NYC Eligible Metropolitan Area (EMA) for the New York City Department of Health. The MHRA Reports are used by MHRA-HIV Care Services to monitor the funded contracts at the agencies.

**Print MHRA Reports**

There are 10 reports here.

**Summary of Services Provided**

Table III-A provides the Projected # of Services, Actual # of Services, and Percentage of the Target Met for each associated MHRA Service Type for the reporting month. Table III-B reflects the Year To Date (YTD) numbers.

**Follow-Up Activities Report**

Table III-C provides information about any Service Type that is considered a follow-up activity. In this report, the # of Activities is totaled for the AIRS Service Category, Encounter Type, Service, and Location Type combination.

**Summary of Referrals Into Program**

Table III-D provides the total New Clients Referred Into Program This Month, and New Clients Referred Into Program Year To Date for each Referral Source and Referral Type combination.

**Summary of Referrals by Agency**

Table III-E provides the total number of Clients and Referrals out of the agency for each referred (to) "agency".

**Summary of Client Enrollment and Statuses**

Tables IV A-D summarizes Client Enrollment, Caseload, Client Insurance Status, HIV Status, and TB Status.

**Summary of Special Populations**

Table IV-E summarizes the Co-Morbid Conditions / Other Special Needs for New Clients Enrolled in the Month and the Total Clients Enrolled Year To Date.

**Demographics of New Clients by Age/Race**

Table IV-F is a spreadsheet-like report that contains the total number of new clients in the different Race/Ethnicity categories broken down into Age categories and Gender. Note, Table IV-F1 is the same type of report but contains the total number of clients YTD.

**Summary of New/Total Clients by Zip Code**

Table IV-G contains the total number of enrolled clients for each Zip Code sorted by County for New Clients This Month and Total Clients YTD.

**Anonymous Services & Client Demographics**

Table H-1 provides information on the Target Neighborhoods Served. Included is Session Type, Service Type Provided, Location Type, # of Events, # of Contacts/Participants, and Event Zip Code.

Table H-2 provides totals for Anonymous Client Demographics which includes Race/Ethnicity, Age, Gender, Total Known, Total Unknown, and Total Encounters.

**Summary of Education, Training, & Outreach**

Table IV-I contains information on the Projected ETO Activities, Total Actual ETO Activities, and Monthly Percents of Events and Contacts for each ETO Activity Type associated with the contract. Note, Table IV-J is the same type of report but contains the YTD total numbers.

**Agency Monthly Program Narrative**

Answers to the On-going Service Delivery, Program Evaluation, and Project Implementation are entered here.

**Prevention Reports**

Medical Health and Research Association of New York City (MHRA) is the administrator for the Ryan White Title I funding in the NYC Eligible Metropolitan Area (EMA) for the New York City Department of Health. The NYC Prevention Reports are used by MHRA-HIV Care Services to monitor the funded contracts at the agencies.

Select the Contract from the Selections List. Choose a Year and Month in the Date section. If desired, narrow reporting by selecting the Site. Currently, there are no choices for Order By or Report Selection.

**NYC Prevention Reports**

There are 3 NYC Prevention reports available.

**Summary of Services Provided**

Table III-A1 provides the Summary of Services Provided during the reporting month.

Table III-B1 reflects the Year To Date (YTD) numbers.

**Summary of Anonymous Services Provided**

Table III-C1 provides the Summary of Anonymous Services Provided during the reporting month.

Table III-D1 reflects the Year To Date (YTD) numbers.

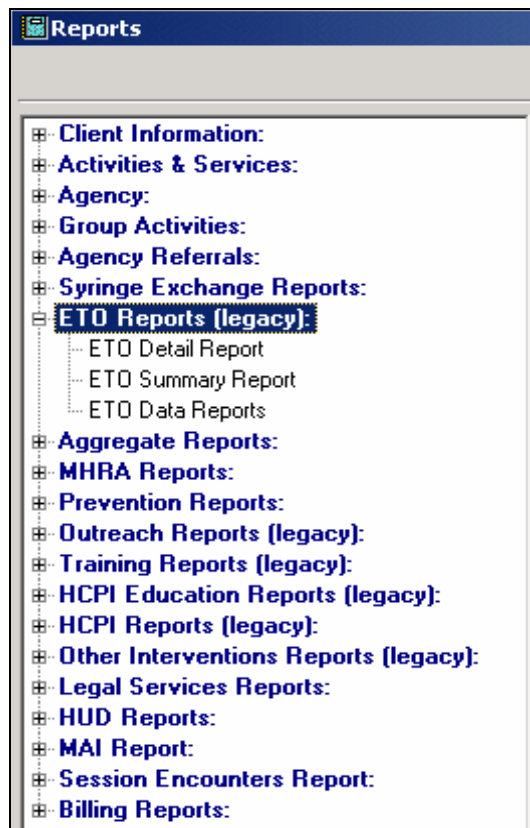
**Summary of Client Enrollment and Caseload**

Contains Tables IV A that summarizes Client Enrollment during the reporting month and YTD for the contract period.

**ETO Reports (legacy)**

The legacy Education, Training, & Outreach (ETO) data can be reported when selecting ETO Reports (legacy). Click on the [+] to expand the report selections.

- Note: Due to PEMS, different Age Group categories exist in AIRS than were found in legacy URS. Legacy URS numbers are not seen (nor entered) on the Session Encounters entry screen but are contained in the database and are reported using ETO Reports (legacy).
- New entries use the new categories seen on the Session Encounters screen and are reported using the *Session Encounters Report*.



**ETO Detail Report**

For the date range selected, the detailed information from each legacy ETO session/event is printed.

- If desired, narrow reporting by selecting the Program or Worker from the Selections List. Currently, the user may not change the Order By or the Report Selection.
- Users can change the Date Range, as needed.

**ETO Summary Report**

For the date range selected, the information from all the legacy ETO session/events are summed for this report. Included are the summary totals for Demographics of the Participants, Materials Provided, etc.

- If desired, narrow reporting by selecting the Program, State, and/or County from the Selections List. Currently, the user may not change the Order By or the Report Selection.
- User can change the Date Range, as needed.

Date: 07/24/2006	Defran Systems Test For VFP URS	Page 1
Time: 15:40:57	EDUCATION, TRAINING AND OUTREACH SUMMARY REPORT	
Version: 6.1.642	01/01/2001 - 07/24/2006	
Version Date: 07/07/2006		
Selection Criteria: All		
Total Number of Sessions:		5
<b>SUMMARY OF DEMOGRAPHICS OF PARTICIPANTS</b>		
Total Participants: Demographics Known:		500
Demographics Unknown:		700
<b>Gender:</b>	Male:	90
	Female:	90
	Transgender- Female ID as Male:	155
	Transgender- Male ID as Female:	165
<b>Age Groups:</b>	Children (Under 13):	76
	Adolescents (13 to 19):	79
<b>Adults (20 and over):</b> 345	20 to 29:	140
	30 to 49:	122
	50 and over:	83
<b>Race/Ethnicity:</b>	where (NH)= Non-Hispanic	
	Hispanic:	92
	(NH) White:	54
	(NH) Black or African American:	36
	(NH) Asian:	38
	(NH) Native Hawaiian/Pacific Islander:	50
	(NH) American Indian or Alaskan Native:	45
	More than one race:	70
	Other:	40
	Unknown/Unreported:	75
<b>MATERIALS PROVIDED</b>		
MATERIAL	QUANTITY	
Condoms	100	
Bleach Kits	200	

**ETO Data Reports**

Much of the information previously entered on the legacy Education, Training and Outreach screen is reported on the ETO Summary Report. Some of the information, such as a breakdown of session type, services provided, and demographics are reported in one of four ETO Data Reports.

- If desired, narrow reporting by selecting the Program from the Selections List.
- Users can change the Date Range, as needed.

**Demographics by Program and Category**

This report breaks down the age, gender and ethnicity of the participants by the category of the session (Education, Training or Outreach).

- Note: If more than one Program operates a Service category of Education, Training and Outreach, the report will separate the information by Program.

<b>AIDS Institute</b> Education, Training and Outreach Data Reports <b>Demographics by Program and Category</b>		Agency: <u>Defran Systems Test For VEP URS</u> Report Period: <u>01/01/2001</u> To <u>07/24/2006</u> Version: <u>6.1.642</u> Version Date: <u>07/07/2006</u>															
Selection Criteria: All		(NH)=															
Category	# Sess.	Sex				Age Group					Race/Ethnicity						
		Male	Female	Trans-gender Fem.-> Male	Trans-gender Male-> Fem.	Child 0-12	Adoles 13-19	Adult 20-29	Adult 30-49	Adult 50 +	Hispan	White (NH)	Black (NH)	Asian (NH)	Native Hawaii (NH)	Amer. Indian (NH)	More Than 1
<b>Program: 3 ETO Program</b>																	
Anonymous /Drop-In Support Groups	1	25	25	25	25	25	10	25	15	25	10	10	10	10	10	10	10
Education	1	20	10	45	25	1	19	65	7	8	2	4	6	8	15	10	35
Outreach	1	10	20	50	20	20	20	20	20	20	20	20	5	5	10	10	10
Technical Assistance	1	25	25	25	25	20	20	20	20	20	10	10	10	10	10	10	10
Training	1	10	10	10	70	10	10	10	60	10	50	10	5	5	5	5	5
<b>Program Totals</b>	<b>5</b>	<b>90</b>	<b>90</b>	<b>155</b>	<b>165</b>	<b>76</b>	<b>79</b>	<b>140</b>	<b>122</b>	<b>83</b>	<b>92</b>	<b>54</b>	<b>36</b>	<b>38</b>	<b>50</b>	<b>45</b>	<b>70</b>
<b>Report Totals</b>	<b>5</b>	<b>90</b>	<b>90</b>	<b>155</b>	<b>165</b>	<b>76</b>	<b>79</b>	<b>140</b>	<b>122</b>	<b>83</b>	<b>92</b>	<b>54</b>	<b>36</b>	<b>38</b>	<b>38</b>	<b>45</b>	<b>70</b>

**Methods of Delivery by Program and Category**

This report will separate the legacy ETO sessions by both the Program operating them and by the optional Method of Delivery selection, such as Workshop, Health Fair, or Media Campaign.

<b>AIDS Institute</b> Education, Training and Outreach Data... <b>Methods of Delivery by Program and Category</b>		Agency: <u>Defran Systems Test For VEP URS</u> Report Period: <u>01/01/1901</u> To <u>07/24/2006</u> Version: <u>6.1.642</u> Version Date: <u>07/07/2006</u>	
Selection Criteria: All			
Category	Method of Delivery	Total # Sessions	
<b>Program: 3 ETO Program</b>			
Anonymous/Drop-In Support Groups	One-On-One	1	
<b>Category Total</b>		<b>1</b>	
Education	Agency Meeting	1	
	Door To Door	1	
	Drop In Center	1	
	Hotline / Phone Bank	1	
	Informal Group Setting	1	
	Lecture	1	
	Mass Mailing	1	
	Media Campaign - Billboard / Static Display	1	

**Session Type by Presenter and Program**

This report breaks out the legacy ETO sessions by the Services Provided and the type of Presenter (Staff, Peers, Volunteers and/or Guest Lecturers).

<b>AIDS Institute</b> Education, Training and Outreach Data Reports <b>Session Type by Presenter by Program</b>		Agency: <u>Defran Systems Test For VEP URS</u> Report Period: <u>01/01/2001</u> To <u>07/24/2006</u> Version: <u>6.1.642</u> Version Date: <u>07/07/2006</u>	
Selection Criteria: All			
Presenter	Session Type	Total Sessions	Total Participants
<b>Program: 3 ETO Program</b>			
Guest Professional	General Education/Risk Reduction	1	150
	Housing	1	150
	In-reach	1	600
	Substance Use Group	1	150
	Train The Trainer	1	150
<b>Guest Professional Total</b>		<b>5</b>	<b>1,200</b>
Peers	General Education/Risk Reduction	1	150
	Housing	1	150
	In-reach	1	600
	Substance Use Group	1	150
	Train The Trainer	1	150
<b>Peers Total</b>		<b>5</b>	<b>1,200</b>
Staff	General Education/Risk Reduction	1	150
	Housing	1	150
	In-reach	1	600
	Substance Use Group	1	150
	Train The Trainer	1	150
<b>Staff Total</b>		<b>5</b>	<b>1,200</b>

**Session and Participant Counts by Program**

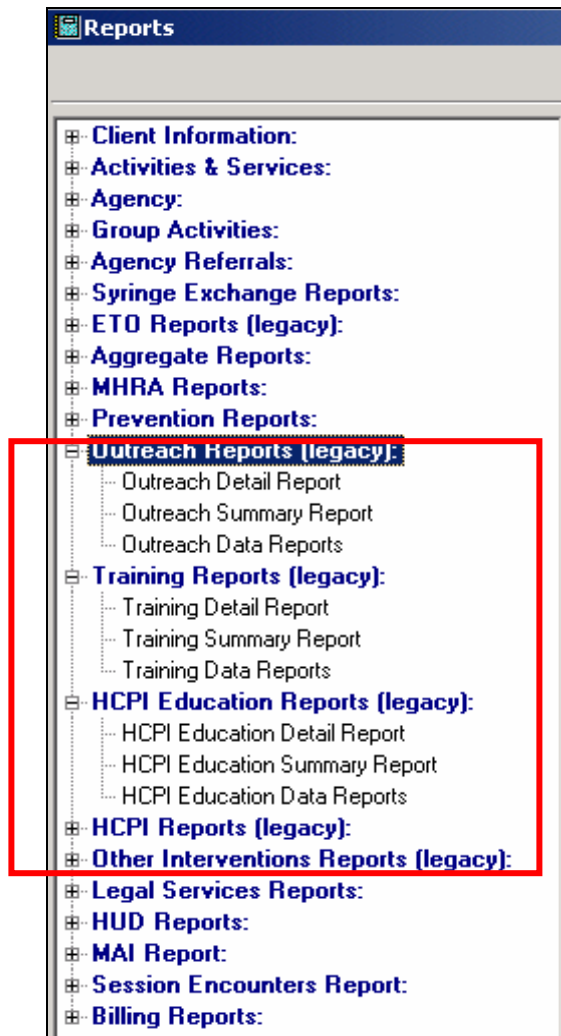
This report identifies the number of participants by legacy ETO session based upon Demographics Known or Demographics Unknown categories.

<b>AIDS Institute</b> Education, Training and Outreach Data... <b>Session and Participant Counts by Program, Month and Year</b>		<b>Agency:</b> <u>Defran Systems Test For VEP URS</u> <b>Report Period:</b> <u>01/01/2001</u> To <u>07/24/2006</u> <b>Version:</b> <u>6.1.642</u> <b>Version Date:</b> <u>07/07/2006</u>		
Selection Criteria: All				
Month and Year	Number of Sessions	Number of Participants		
		Known	Unknown	Total
<b>Program: 3 ETO Program</b>				
January, 2006	5	500	700	1,200
<b>Program Total</b>	5	500	700	1,200
<b>Report Total</b>	5	500	700	1,200

**Outreach Reports (legacy), Training Reports (legacy), HCPI Education Reports (legacy), HCPI Reports (legacy), and Other Interventions Report (legacy)**

Select the appropriate Service Category reports. Click on the [+] to expand the report selections.

- **The legacy reports for these Service Categories are identical in format to the ETO reports.** Therefore, see the report examples in the ETO Reports (legacy) section of this document.
- Reminder: Due to PEMS, different Age Group categories exist in AIRS than were found in legacy URS. Legacy URS numbers are not seen (nor entered) on the Session Encounters entry screen but are contained in the database and can be seen using the Legacy Reports.
- New entries will use the new categories seen on the Session Encounters screen and are reported using the *Session Encounter Report*.



**Session Encounters Report**

Select Session Encounters Report. Click on the [+] to expand the report selections.

- The reports can be run for a specific Service Category (select from Selections list) or they will include all the event-based Service Categories. These include Education, Training & Outreach, Outreach, Training, HCPI Education, HCPI, and Other Interventions.
- **Note: These reports mimic the legacy ETO, Outreach, Training, HCPI Education, HCPI, and Other Interventions reports.** Therefore, see the report examples in the ETO Reports (legacy) section of this document.
- Note: Due to PEMS, different Age Group categories exist in AIRS than were found in legacy URS. New entries using the Session Encounters form use the new Age group categories and are reported here.



**Session Encounters Detail Report**

For the date range selected, the information from each Service Category session/event is sum totaled for this report. Included are the summary totals for Demographics of the Participants, Materials Provided, etc.

- If desired, narrow reporting by selecting the Program, Service Category, and/or Worker from the Selections List.
- Users can change the Date Range, as needed.

**Session Encounters Summary Report**

For the date range selected, the information from all the session/events are sum totaled by Service Category for this report. Included are the summary totals for Demographics of the Participants, Materials Provided, etc.

- If desired, narrow reporting by selecting the Service Category, Program, State, and/or County from the Selections List.
- Users can change the Date Range, as needed.

**Session Encounters Data Report**

Much of the information entered on the Session Encounters form is reported on the Session Encounter Summary Report. Some of the information, such as a breakdown of session type, services provided, and demographics are reported in one of four Session Encounters Data Reports.

- If desired, narrow reporting by selecting the Program or Service Category from the Selections List.
- Users can change the Date Range, as needed.

**Demographics by Program and Service Category**

This report breaks down the age, gender and ethnicity of the participants by the Service Category of the session (ETO, Outreach, Training, etc.).

- Note: If more than one Program operates the same Service Category, the report will separate the information by Program.

**Methods of Delivery by Program and Service Category**

This report will separate the sessions by both the Program operating them and by the optional Method of Delivery selection, such as Workshop, Health Fair or Media Campaign.

**Session Type by Presenter by Program**

This report breaks out the sessions by the Services Provided and the type of Presenter (Staff, Peers, Volunteers and/or Guest Lecturers).

**Session and Participant Counts by Program**

This report identifies the number of participants by session based upon Demographics Known or Demographics Unknown categories.

**Legal Services Reports**

Select Legal Services Reports. Click on the [+] to expand the report selection to access the 5 reports.

**Client Summary Report**

This report provides aggregate information on the number of open cases and/or cases with activity during a specific reporting period, as well as basic HIV Statuses and collateral information of new clients. This report does not provide any identifying info (name, client ID, etc).

Date: 07/26/2006 Time: 14:20:52		UNIFORM REPORTING SYSTEM		Page: 1
Version: 6.1.712 Version Date: 07/21/2006		LEGAL SERVICES: CLIENT SUMMARY REPORT		
01/01/2006 - 07/26/2006				
<b>All</b>				
<b>IV. CLIENT INFORMATION</b>				
<b>Key:</b> Active Client = Client with One or More Open Cases				
Client Served = Active Client Whose Open Case(s) Showed Case Activity During Reporting Period				
<b>A. CLIENTS</b>				
Total number of active clients at the beginning of this reporting period				11
Total number of new clients enrolled during this reporting period		+	6	
Total number of active clients during this reporting period		=	17	
Total number of clients with all cases closed during this reporting period		-	8	
Total number of active clients entering next reporting period		=	9	
<b>B. SERVICES</b>				
Total number of clients provided services during current reporting period				13
<b>C. PROFILE OF NEW CLIENTS</b>				
0	HIV + (Not AIDS)			
1	Diagnosed AIDS			
1	New Clients with Child Collaterals Involved*			
1	New Clients with Child Collaterals Under 13 years of age*			

**Client Demographics Report**

This spreadsheet-like report contains summarized client demographics by Age, Gender, and Ethnicity/Race categories.

- Report only includes new legal services clients within the selected date range.
- Totals for the categories are also included.

Date: 07/26/2006		UNIFORM REPORTING SYSTEM						
Time: 14:21:49		LEGAL SERVICES: CLIENT DEMOGRAPHIC REPORT						
Version: 6.1.712		01/01/2006 - 07/26/2006						
Version Date: 07/21/2006								
<b>All</b>								
<b>V. CLIENT DEMOGRAPHICS (for New Client Cases this Period)</b>								
	0-12	13-19	20-29	30-39	40-49	50-59	60-69	
<b>Ethnicity: Hispanic</b>								
<b>Race: Native Hawaiian/Pacific Islander</b>								
Female	0	0	0	0	0	1	0	
<b>Race Totals:</b>	0	0	0	0	0	1	0	
<b>Race: More Than One Race</b>								
Male	0	0	0	0	0	0	1	
<b>Race Totals:</b>	0	0	0	0	0	0	1	
<b>Race: Some Other Race</b>								
Female	0	0	0	0	0	0	1	
<b>Race Totals:</b>	0	0	0	0	0	0	1	
<b>Ethnicity Totals:</b>	0	0	0	0	0	1	2	

**Client's Country Residence Report**

This report displays the sum total of the County of Residence for all new Legal Services clients during the reporting period.

Date: 07/26/2006 Time: 14:24:07 Version: 6.1.712 Version Date: 07/21/2006	UNIFORM REPORTING SYSTEM LEGAL SERVICES: CLIENT'S COUNTY OF RESIDENCE REPORT 01/01/2006 - 07/26/2006
<b>All</b>	
<b>CLIENT'S COUNTY OF RESIDENCE - NEW CLIENTS ONLY</b>	
<b>County of Residence</b>	<b>Number of Clients</b>
CAMDEN	1
CAYUGA	1
CHENANGO	1
NEW YORK	1
PUTNAM	1
ROCKLAND	1
<b>Report Total</b>	<b>6</b>

**Case Summary Report**

This report provides referral source information for new Legal Services clients, summarizes existing cases (number opened and closed), and profiles new cases/legal matters opened during the reporting period.

Date: 07/26/2006 Time: 14:36:58 Version: 6.1.712 Version Date: 07/21/2006	UNIFORM REPORTING SYSTEM LEGAL SERVICES: CASE SUMMARY REPORT 01/01/2006 - 07/26/2006	Page: 1
<b>All</b>		
<b>REFERRAL SOURCES - NEW CLIENTS ONLY (4 most common referral sources)</b>		
<b>Name of Referral Source</b>	<b>Number of Clients Referred</b>	
Physician	1	
Migrant Education Program	1	
HIV - Partner	1	
Detox Program	1	
<b>VI. CASE INFORMATION</b>		
<b>A. CASES/LEGAL MATTERS - SUMMARY:</b>		
Total number of active cases at the beginning of this reporting period	_____	11
Total number of new cases opened during this reporting period	+ _____	6
Total number of active cases during this reporting period	= _____	17
Total number of cases closed during this reporting period	- _____	8
Total number of active cases entering next reporting period	= _____	9
<b>B. PROFILE OF NEW CASES/LEGAL MATTERS OPENED THIS REPORTING PERIOD:</b>		
<b>Consumer/Finance</b>	<b>Family</b>	<b>Income Maintenance</b>
<input type="checkbox"/> Bankruptcy/Debtor Relief	<input type="checkbox"/> Adoption	<input type="checkbox"/> AFDC/Other Welfare
<input type="checkbox"/> Collection (include repossession/ deficiency/garnishment)	<input type="checkbox"/> Custody/Visitation	<input type="checkbox"/> Food Stamps
<input type="checkbox"/> Public Utilities	<input type="checkbox"/> Child Abuse/Neglect	<input type="checkbox"/> SSI/SSDI
	<input type="checkbox"/> Divorce/Separation/Annulment	<input type="checkbox"/> Unemployment Insurance

**Case Outcome Report**

This report provides the outcomes of all Cases closed during the reporting period.

Date: 07/26/2006		UNIFORM REPORTING SYSTEM		Page: 1	
Time: 14:41:46		LEGAL SERVICES: CASE OUTCOME REPORT			
Version: 6.1.712		01/01/2006 - 07/26/2006			
Version Date: 07/21/2006					
<b>All</b>					
<b>OUTCOME OF CASES CLOSED DURING REPORTING PERIOD</b>					
<b>Consumer/Finance</b>			<b>Health</b>		
1	Obtained Bankruptcy Protection	0	Gained Access to Provider and Necessary Services		
0	Stopped Debt Collection Harassment	0	Obtained, Preserved, or Modified Benefits		
0	Prevented or Overcame Utility Termination	0	Prevented Premature Hospital Discharge		
0	Overcame Illegal Sales Contract/Warranties	0	Obtained Disability Treatment		
0	Overcame Discrimination in Obtaining Credit	0	Stopped Harmful Treatment and/or Abuse		
1	Prevented Recovery of Illegal Deficiency Judgements	1	Obtained Advice, Brief Service, or Referral		
0	Obtained Assistance in Pursuing Small Claims Action	0	Client Lost to Follow-Up		
0	Obtained Advice, Brief Service, or Referral	0	Case Closed After Service		
0	Client Lost to Follow-Up				
0	Case Closed After Service				
<b>Education</b>			<b>Housing</b>		
0	Overcame Suspension or Expulsion	0	Prevented Eviction, Foreclosure or Other Loss of Home		
0	Obtained Right to Special Education or Service	1	Obtained Access to Housing		
1	Obtained Advice, Brief Service, or Referral	0	Overcame Charges by Landlord		
0	Client Lost to Follow-Up	0	Enforced Tenants' Rights		
0	Case Closed After Service	0	Obtained Repairs to Dwelling		
		0	Obtained Advice, Brief Service, or Referral		
		0	Client Lost to Follow-Up		
		0	Case Closed After Service		

**HUD Reports**

Select HUD Reports. Click on the [+] to expand the report selection for the Housing & Urban Development annual report.

**HUD 40118 Report**

This report is based on client demographics and HUD/HOPWA encounters and services for clients enrolled in Programs with Funding Source equal to HUD or HOPWA.

- Note: The information reported in the Supportive Services section is only for "participants who left (the program) during the operating year".

Date: 11/01/2006 Time: 13:03:02 Version: 7.0.142 Version Date: 10/19/2006	DEFRAN SYSTEMS TEST FOR VFP URS UNIFORM REPORTING SYSTEM HUD Annual Progress Report (HUD-40118) Operating Year Date Range: 01/01/2006 - 11/01/2006	Page: 1		
<b>Part I: Project Progress</b>				
<b>1. Projected Level of Persons to be served at a given point in time.</b>				
	<b>Number of Singles Not in Families</b>	<b>Number of Adults in Families</b>	<b>Number of Children in Families</b>	<b>Number of Families</b>
a. Persons to be served at a given point in time.				
<b>2. Persons Served during the operating year.</b>				
	<b>Number of Singles Not in Families</b>	<b>Number of Adults in Families</b>	<b>Number of Children in Families</b>	<b>Number of Families</b>
a. Number on the first day of the operating year.	9	5	4	1
b. Number entering program during the operating year.	5	0	0	0
c. Number who left the program during the operating year.	2	0	0	0
d. Number in the program on the last day of the operating year. (2a+2b-2c=2d)	12	5	4	1
<b>3. Project Capacity.</b>				

**MAI Report**

Select MAI Report. Click on the [+] to expand the report selection for the Minority AIDS Initiative (MAI) Plan and Annual Report.

**MAI Plan and Annual Report**

- Note: This report will not run unless user selects the **MAI Title** and the **Start Date** and **End Date** that matches an entry in the Identifying Information section of the MAI Information screen found under the Agency Module.

**CARE Act Data Report (CADR) – Found on the Extracts menu**

The Ryan White CARE Act Data Report (CADR) is the method by which Ryan White Title I, II, III and IV funded agencies report their case loads and encounters and services to HRSA of the federal government.

Select the appropriate date range and whether the scope of your report will be Ryan White Eligible (required) or only Ryan White Funded (only with special permission from HRSA). The output of the report will include sections for agency information, client demographics, encounters and services, counseling and testing services, medical care and Title III and Title IV services.

**Sample of the Demographics section**

Date: 06/17/2003	UNIFORM REPORTING SYSTEM	Page: 2
Time: 11:30:56	CARE ACT DATA REPORT	
Version: 4.1b	01/01/1990 - 06/17/2003	
Version Date: 05/12/2003		
<b>SECTION 2. CLIENT INFORMATION</b>		
24. Total Number of unduplicated clients:		
6	HIV-positive only	
1	HIV-negative (affected)	
0	Unknown/Unreported (affected)	
9	Total	
25. Total Number of new clients:		
6	HIV-positive only	
1	HIV-negative (affected)	
0	Unknown/Unreported (affected)	
9	Total	
26. Gender:		
Number of clients:	HIV positive only	HIV affected only
-----	-----	-----
Male	2	1
Female	3	0
Transgender	3	0
Unknown/Unreported	0	0
Total	6	1
27. Age (at the end of reporting period):		
Number of clients:	HIV positive only	HIV affected only
-----	-----	-----
Less than 2 years	0	0
2 - 12 years	0	0
13 - 24 years	3	0
25 - 44 years	1	0
45 - 64 years	3	0

**Sample of the Encounters and Services Section**

Date: 06/17/2003	UNIFORM REPORTING SYSTEM	Page: 4
Time: 11:33:29	CARE ACT DATA REPORT	
Version: 4.1b	01/01/1990 - 06/17/2003	
Version Date: 05/12/2003		

**SECTION 3. SERVICE INFORMATION**

35. Services provided, # of clients served, and total # of visits during this reporting period:

(1) Service Categories	(2) Check if service was provided	(3a) Total # of unduplic. clients affected	(3b) Check if # of clients unknown	(4a) Total # of visits	(4b) Check if visits unknown
a. Ambulatory/outpatient medical care	↓	5		10	
b. Mental health services	↓	3		4	
c. Oral health care	↓	2		2	
d. Substance abuse svc. - outpatient	↓	2		2	
e. Substance abuse svc. - residential	N/A				
f. Rehabilitation services	↓	1		1	
g. Home health: para-professional care	↓	1		1	
h. Home health: professional care	↓	2		3	
i. Home health: specialized care	N/A				
j. Case management services	↓	5	0	33	0
k. Buddy/companion service	↓	1	1		
l. Child care services	↓	1	0		
m. Child welfare services	↓	0	1		
n. Client advocacy	↓	3	1		
o. Day or respite care for adults	↓	0	1		
p. Dev. assessment/early interv. svc.	N/A				
q. Early int. svc. for Titles I and II	N/A				
r. Emergency financial assistance	↓	1	0		
s. Food bank/home-delivered meals	↓	4	1		

### Error Log Report

When a user performs a function that causes the Visual FoxPro (AIRS to halt, the error is logged in the **System | System Options & Security Setups | System Errors**.

- The Date, Time, the user who encountered the Error, the Error Number, and Line number are listed.
- Highlight the error and click on the Status to view additional information about the error message.
- Right-click the error record to delete old messages using the “Prune” option.
- For the highlighted record, the actual error message is seen at the bottom of the screen in blue.

Error Date	User Name	Error	Line	Memory	Status
11/07/2006 12:25:15 PM	Administrator System	36	98	...	...
11/08/2006 12:28:55 PM	Administrator System	36	98	...	...
11/06/2006 01:51:31 PM	Administrator System	1429	2	...	...
10/30/2006 12:35:58 PM	Administrator System	13	97	...	...
10/30/2006 01:47:18 PM	Administrat	3	45	...	...
10/30/2006 01:50:48 PM	Administrat	3	45	...	...
10/30/2006 01:57:51 PM	Administrat	3	45	...	...
10/30/2006 02:28:29 PM	Administrat	3	1	...	...
10/20/2006 10:38:46 AM	Doc T Holid		3	...	...
10/20/2006 10:49:17 AM	Doc T Holiday	9	23	...	...

Alias 'LV\_HISTLOG' is not found.