Reports Guide

Description: In this guide, the user will learn how to run and download reports, understand the filters available for searching, and the available column data in each report.

*Please note: Report access differs by mode. In service provider (SP) mode the user will have access to all reports based on the assigned role. In fiscal intermediary (FI) mode the user will have access to reports based on the assigned role and cost center. The employer and case worker roles can only view a limited subset of reports to maintain HIPAA compliance. Report access is dependent upon role or permission.

Roles Required: Super User, Supervisor, Employer, Case Worker

Permissions Required: Report Admin

Contents

Run and Download Reports

*Please note: The employer and case manager roles can only view a limited subset of reports to maintain HIPAA compliance.

1. Log in to DCI
2. Click **Reports** on the main menu
3. Select (hover over) the **submenu** to view the associated reports listed in the **flyout menu**
    a. For example, select (hover over) COA Reports on the submenu to open the flyout menu which will display all associated reports.
4. Select the **report** to run from the flyout menu
5. Enter desired **criteria** into the filters (i.e., filter by time frame, specific client, employee, service code, cost center, etc.)
6. Click the **Search** button
    a. The records will display in the table below the filters
7. Click the **Download** button
    a. Select the column(s) to be displayed on the report
    b. Select the **Right Triangle** button to add a column to the Selected Columns
    c. Select the **Double Right Triangle >>** button to add all columns to the Selected Columns
    d. Select the **Left Triangle** button to remove the column from the Selected Columns
    e. Select the **Double Left Triangle <<** button to remove all columns from the Selected Columns
8. Click **Next**
9. Select the format to download the report by clicking the **Format** drop-down
    a. Formats: Excel, PDF, CSV, Tab delimited
        i. PDFs have a 10-column limitation for report downloads
10. Select the layout for the report download in the **Layout** drop-down
    a. Layouts: Portrait or Landscape
    b. Layout is only available when PDF format is selected
11. Select **Download** to download the report
    a. Optional - click the **Save as Report Preference Checkbox** to save this report preference in the future
12. Select **Yes** in the confirmation alert window

Filters

Reports can be filtered based on desired criteria. Filter options vary based on the selected report. Please refer to the list below for a description of each filter.

- **From**: Enter the earliest date of service desired. If left blank, results will include all results from the beginning of time.
- **To:** Enter the latest date of service desired. If left blank, results will include all results up to the current date.
- **Select Account Type:** Filter results to one type of service account. Depending on the report type, choices include:
    - Client Service
    - Employee Service
    - Training
    - Hourly

  - Day Program
  - Residential Program
  - Administration
  - Drive
  - Vacation
  - Sick
  - PTO
  - Holiday
  - Mileage
  - Group Service
  - Parenting Program
  - Client Transportation
- **Type Client Name:** Filter results to one client
- **Type Employee Name:** Filter results to one employee
- **Type Service Code:** Filter results to one service code
- **Type Cost Center:** Filter results to one Cost Center. The user can also use a wildcard in the Cost Center filter to pull results for a group of cost centers
  - For example, typing OR* will include punch entries for all Cost Centers that start with OR.
- **Select Activity:** Filter results to one General Activity. This only applies to punches for Administration service accounts.
- **Select Status (Punch):** Filter results based on Punch Status. Choices include:
  - Pending
  - Open
  - Unverified
  - Approved
  - Batched
  - Paid
  - Canceled
  - Rejected
  - Processed
  - Unvalidated
- **Select Status (Account):** Filter results based on account Status. Choices include:
  - Active
  - Inactive
- **Select Status (Program Profile):** Filter results based on program status. Choices include:
  - Active
  - Inactive
- **Select Status (Employee Profile):** Filter results based on employee profile status. Choices Include:
  - Pending
  - Active
  - Terminated
  - Suspended
  - Extended Leave
  - Registered
- **Select Status (Client Profile):** Filter results based on client profile status. Choices Include:
  - Active

- Deceased
- Inactive
- Discharged
- Suspended

- **Select Status (Certification Template):** Filter results based on template status. Choices include:
  - Active
  - Inactive
- **Select Status (Certification Requirement):** Filter results based on requirement status. Choices include:
  - Active
  - Inactive
- **Select Status (Business Rule):** Filter results based on business rule status. Choices include:
  - Enabled
  - Disabled
- **Profile Type:** Filter results to one profile type. Choices include:
  - Employee
  - Client
  - Residential Program
  - Day Program
  - Group Service
  - Parenting Program
- **Select Employee Type**: Filter results to one employee type. Choices include:
  - Hourly Exempt
  - Hourly Non-Exempt
  - Salary Exempt
  - Salary Non-Exempt
  - Contractor
- **Type City**: Filter results to one city
- **Type State:** Filter results to one state
- **Employee/Client/Residential Program/Day Program:** Filter results to one entity. Filter by an employee, client, residential program, or day program. To use the filter, begin typing the name of the desired entity and select.
- **Select Method (Mileage Punches):** Filter results based on how the mileage punch was entered. Choices include:
  - Odometer
  - Geolocation
- **Type Funding Source Name:** Filter results to one funding source
- **Cutoff Date:** Filter authorizations up to a specific date
- **Future Authorizations:** Select the checkbox to include results with a start date in the future
- **Ended Authorizations:** Select the checkbox to include results with an end date in the past
- **Discharged Clients Authorizations:** Select the checkbox to include results for clients who have been discharged
- **30 Days (Expiring Within):** Include results that expire in the specified window of time. Choices include:
  - 30 Days
  - 60 Days
  - 90 Days
  - 120 Days

- **Enter Batch ID:** Include results for a specific Payroll or Billing Batch
- **Punch Entries Checkbox:** Include punch entries (in addition to payroll or billing entries) on Payroll or Billing Batch reports
- **Select Unit:** Filter results based on billing unit. Choices include:
  - Hourly
  - Daily
  - Monthly
  - Miles
- **Type Region Name**: Filter results based on a specific Funding Source region
- **Select Association Type:** Filter results based on which entity a template is linked to. Choices include:
  - Service Code
  - Profile (includes both Employee and Client Profiles)
  - Cost Center
  - Funding Account
  - Master Program (select for templates linked to Residential, Day, Parenting, or Group Service Programs)
- **Type Requirement Name:** Filter results to one Certification Requirement
- **Subject:** Filter Login Report results based on the event type
- **Added By:** Filter results based on which user completed the action

COA Reports

Auto Approval Report

Navigation: Reports > COA Reports > Auto Approval Report

Purpose: View the results of all punches that the system attempted to auto approve.

Filters Available:

- Date From
- Date To
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Status
- Auto Approval Result
- Failure Reason

Columns Available:

- Entry ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client/Program Name
- Account Reference
- Cost Center
- Service Code
- Start Date
- End Date
- Amount
- EVV
- Status
- Auto Approval Result
- Auto Approval Failure Reason
- Created By
- Created Date
- Input Method

Punch Entries Report

Navigation: Reports > COA Reports > Punch Entries Report

Purpose: View all punch entries made in the system based on desired filters.

Filters Available:

- Date From
- Date To
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Activity
- Status
- Entry Type

Columns Available:

- Punch ID
- Pay Week
- Date of Service
- Account Type
- General Activity
- Employee/Vendor Name
- Employee Number
- Client/Residential/Day Program Name
- Account Reference
- Cost Center
- Service Code
- Start Date
- End Date
- Hours
- Amount
- EVV
- EVV Method
- Status
- Entry Type
- Pay Rate
- Pay Rate Name

Punch Entry Details Report

Navigation: Reports > COA Reports > Punch Entry Details Report

Purpose: View all punch entries made in the system based on desired filters. Also view who and when created the punch and approved or rejected the punch.

Filters Available:

- Date From
- Date To
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Activity
- Status
- Payroll Batch Name
  - Payroll Batch Id
  - Entry Type
  - Include Canceled and Rejected Punches
  - Include Only Unbatched Punches

Columns Available:

- Punch ID
- Pay Week
- Reference Punch ID
- Date of Service
- Account Type
- Vehicle Type
- General Activity
- Employee/Vendor Name
- Employee Number
- Client/Residential/Day Program Name
  - Employee Time Zone
  - Client/Program Time Zone
  - Account Reference
  - Cost Center

- Service Code
- Start Date
- End Date
- Hours
- Amount
- Billable Amount
- Rounded Amount
- Employer Burden Rate
- Employer Cost
- EVV
- EVV Method
- Status
- Created By
- Created Date
- Created IP Address
- Approved/Rejected By
- Approved/Rejected Date
- Approved IP Address
- Input Method Type
- Payroll Batch Name
- Payroll Batch ID
- Entry Type
- Pay Rate
- Pay Rate Name
- EVV Compliant
- Flags
- Reason Code Name 1
- Reason Code 1
- Free Text Note 1

Service Accounts Report

Navigation: Reports > COA Reports > Service Accounts Report

Purpose: View all service accounts in system.

Filters Available:

- Profile Type
- Employee/Client/Residential/Day Program/Vendor
- Cost Center
- Service Code
- Account Type
- Status

Columns Available:

- Account Type
- Account ID
- Employee/Residential/Day Program/Vendor Name
- Employee Number/Client ID
- Cost Center
- Pay Rate
- Service Code
- Client/Residential/Day Program
- Client ID
- Start Date
- End Date
- Account Reference

- Status
- Relationship Type
- EVV Exempt
- EVV Frequency
- Display Auth Widget

Residential Attendance Report

Navigation: Reports > COA Reports > Residential Attendance Report

Purpose: Shows attendance each day for clients present at a residential program.

Filters Available:
- From Date
- To Date
- Residential Name
- Cost Center
- Client Name

Columns Available:
- Punch ID
- Cost Center Code
- Client Last Name
- Client First Name
- Account Reference
- Service Code
- Start Date
- End Date
- Number of Days
- Residential Name
- EVV Location

Residential Absentee Report

Navigation: Reports > COA Reports > Residential Absentee Report

Purpose: Shows absences for each day clients at a residential program.

Filters Available:
- From Date
- To Date
- Residential Name
- Cost Center
- Client Name

Columns Available:
- Punch ID
- Cost Center Code
- Client Last Name
- Client First Name
- Account Reference
- Service Code
- Start Date
- End Date
- Submitted Check Out
- Submitted Check In
- Number of Days
- Residential Name
- Reason
- Notes

Parenting Attendance Report

Navigation: Reports > COA Reports > Parenting Attendance Report

Purpose: Shows attendance each day for clients present at a parenting program.

Filters Available:
- From Date
- To Date
- Parenting Name
- Cost Center
- Client Name

Columns Available:
- Punch ID
- Cost Center Code
- Client Last Name
- Client First Name
- Account Reference
- Service Code
- Start Date
- End Date
- Number of Days
- Parenting Name

Parenting Absentee Report

Navigation: Reports > COA Reports > Parenting Absentee Report

Purpose: Shows each day clients that were absent at a parenting program.

Filters Available:
- From Date
- To Date
- Parenting Name
- Cost Center
- Client Name

Columns Available:
- Punch ID
- Cost Center Code
- Client Last Name
- Client First Name
- Account Reference
- Service Code
- Start Date
- End Date
- Number of Days
- Parenting Name
- Reason
- Notes

Day Attendance Report

Navigation: Reports > COA Reports > Day Attendance Report

Purpose: Shows attendance each day for clients present at a day program.

Filters Available:
- From Date
- To Date
- Day Program Name
- Cost Center
- Client Name

Columns Available:
- Punch ID
- Cost Center Code
- Client Last Name
- Client First Name
- Account Reference
- Service Code
- Start Date
- End Date
- Hours
- Amount
- Day Program Name
- EVV Location

Group Service Attendance Report

Navigation: Reports > COA Reports > Group Service Attendance Report

Purpose: Shows each shift worked with clients in a group service.

Filters Available:

- From Date
- To Date
- Group Service Name
- Cost Center
- Client Name
- Employee Name

Columns Available:

- Punch ID
- Cost Center Code
- Client Last Name
- Client First Name
- Account Reference
- Service Code
- Start Date
- End Date
- Hours
- Amount
- Group Service Name
- Employee Name
- EVV Compliant
- EVV Location

Mileage Entries Details Report

Navigation: Reports > COA Reports > Mileage Entries Details Report

Purpose: View all mileage entries made in the system based on desired filters.

Filters Available:

- From Date
- To Date
- Employee Name
- Cost Center
- Status
- Method

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Method
- Employee Name
- Employee Number
- Cost Center
- Check In
- Check Out
- Hours
- Units
- Starting Odometer
- Ending Odometer
- Starting Geolocation
- Ending Geolocation
- Employee Exceeded Travel Time Tolerance
- Supervisor Approved Travel Time Deviation
- Created By
- Created By Date
- Created By IP Address
- Approved/Rejected By

- Approved/Rejected Date
- Approved By IP Address

Low Accuracy Device Report

Navigation: Reports > COA Reports > Low Accuracy Device Report

Purpose: View entries that had low geolocation accuracy when entered.

Filters Available:
- From Date
- To Date
- Client Name
- Employee Name
- Cost Center
- Account Type

Columns Available:
- Entry ID
- Employee Name
- Service Code
- Service Date
- Account Type
- Device Name
- Low Location Count
- Good Location Count

Void Pre-Action Report

Navigation: Reports > COA Reports > Void Pre Action Report

Purpose: Provide information about entries to determine if they can be voided.

Filters Available:
- Date From
- Date To
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Check Number

Columns Available:
- Entry ID
- Entry Type
- Check #
- Account Type
- Service Code ID
- Service Code Name
- Service Code Bill Code
- Cost Center ID
- Cost Center Name
- Cost Center Code
- Authorization ID
- Employee Profile ID
- Employee Number
- Employee Last Name
- Employee First Name
- Client Profile ID
- Client ID
- Client Last Name
- Client First Name
- Ref Entry ID
- Service Date
- Rate
- Start Date
- End Date
- Amount

- Billable Amount
- Status
- Compensated
- Active Pre-Auth Holds
- Can be Voided

Time Card Report

Navigation: Reports > COA Reports > Time Card Report

Purpose: List all punch entries per filter results with all information needed to obtain client sign off. This report is used in areas where paper documentation with a wet signature is still required.

Filters Available:

- From Date
- To Date
- Funding Source Name
- Client Name
- Employee Name
- Service Code
- Cost Center
- Client/Employee

Columns Available:

- Punch Entry Id
- Billing Batch Id
- Client Name
- Account Ref
- Region Name
- Cost Center
- Case Worker Name
- Date of Service
- Employee Name
- Employee Number
- Service Code
- Bill Code
- Start Time
- End Time
- Billing Units
- Portal Sign Off
- Punch Notes

Reason Code Report

Navigation: Reports > COA Reports > Reason Code Report

Purpose: List all punch entries with a reason code attached.

Filters Available:

- From Date
- To Date
- Client Name
- Employee Name
- Service Code
- Cost Center

Columns Available:

- Punch ID
- Reason Code Name
- Reason Code
- Reason Code Description

Authorization Reports

Authorization Entries Report

Navigation: Reports > Authorization Reports > Authorization Entries Report

Purpose: Shows select authorizations in the system. *Please note: Authorizations for Clients in a client status of deceased, suspended, or inactive, are not included in the report.

Filters Available:

- Client Name
- Funding Source Name
- Account Type
- Service Code
- Cost Center
- Cut Off Date
- Region
- Include Future Authorizations
- Include Ended Authorizations
- Include Discharged Clients Authorizations
- Include Rejected Authorizations

Columns Available:

- Authorization ID
- Client Name
- Client ID
- Service Code
- Cost Center
- Region
- Authorization ID Reference
- Authorization ID Reference 1
- Authorization ID Reference 2
- Authorization ID Reference 3
- Authorization ID Reference 4
- Authorization ID Reference 5
- Eligibility Code
- Start Date
- End Date
- Expiration Date
- Initial Balance
- Remaining Balance
- Holds
- Available
- Billing Rate
- Monthly Max
- Weekly Max
- Daily Max
- Maximum Daily Billable Units
- Daily Rate
- Billing Unit
- Non Billable
- Billing Hold
- Status
- Created By
- Created Date
- Approved/Rejected By
- Approved/Rejected Date

Authorization Transactions Report

Navigation: Reports > Authorization Reports > Authorization Transactions Report

Purpose: Shows all transactions on an authorization.

Filters Available:

- From Date
- To Date
- Funding Source Name
- Account Type

Columns Available:

- Authorization ID
- Client Name
- Service Code
- Cost Center

- Service Code
- Cost Center
- Entry Type
- Region Name

- Include Future Authorizations
- Include Ended Authorizations
- Include Discharged Clients Authorizations
- Include Rejected Authorizations

- Entry ID
- Entry Type
- Account Type
- Employee/Residential/Day Program/Vendor Name
- Date of Service
- Amount
- Bill Rate
- Region

Authorization Run Rate Report

Navigation: Reports > Authorization Reports > Authorization Run Rate Report

Purpose: Compares the projected number of units that need to be provided to deplete the authorization by the end date to the current rate of provision.

Filters Available:

- Client Name
- Funding Source Name
- Account Type
- Service Code
- Cost Center
- Include Future Authorizations
- Include Ended Authorizations
- Include Discharged Clients Authorizations
- Include Rejected Authorizations

Columns Available:

- Authorization ID
- Client Name
- Service Code
- Cost Center
- Region Name
- Start Date
- End Date
- Initial Balance
- Remaining Balance
- Holds
- Projected Weekly Run Rate
- Current Weekly Run Rate
- Projected Weekly Run Rate
- Projected # of Weeks Until Zero
- Projected Monthly Run Rate
- Current Monthly Run Rate
- Projected # of Months Until Zero
- Determined Status

Expiring Authorization Report

Navigation: Reports > Authorization Reports > Expiring Authorization Report

Purpose: Lists authorizations with an end date within the specified "number of days to look forward" (30, 60, 90, 120 days).

Filters Available:

- Client Name
- Funding Source Name
- Account Type
- Service Code
- Cost Center
- 30, 60, 90, 120 Days
- Include Future Authorizations

Columns Available:

- Authorization ID
- Client Name
- Service Code
- Cost Center
- Start Date
- End Date
- Initial Balance

- Include Ended Authorizations
- Include Discharged Clients Authorizations
- Include Rejected Authorizations
- Include Active Clients Only

- Remaining Balance
- Holds
- Future Auth Present (Y/N)
- Future Auth ID
- Future Auth Start Date
- Future Auth End Date
- Future Auth Status
- Expiring Auth Gap

Management Reports

Punch Entry Overtime Report

Navigation: Reports > Management Reports > Punch Entry Overtime Report

Purpose: Lists employees that punched overtime in a selected pay week.

Filters Available:
- From Date
- To Date
- Cost Center
- Employee Name

Columns Available:
- Employee Name
- Employee Number
- Cost Center Code
- Total Hours Worked

Punch Entry Authorization Violation Report

Navigation: Reports > Management Reports > Punch Entry Authorization Violation Report

Purpose: Lists punches that exceeded the current authorization.

Filters Available:
- From Date (required)
- To Date (required)
- Account Type
- Client Name
- Employee Name
- Cost Center

Columns Available:
- Punch ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client Name
- Service Code
- Start Date
- End Date
- Violation Type: D = Daily Max, W = Weekly Max, M = Weekly Max, R = Remaining Balance
- Hours
- Amount
- Billable Amount
- Status

Late Punch Entry Report

Navigation: Reports > Management Reports > Late Punch Entry Report

Purpose: Lists punches made 3 or more days after the date of service.

Filters Available:
- From Date

Columns Available:
- Punch ID

- To Date
- Cost Center

- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client/Residential/Day Program Name
- Service Code
- Start Date
- End Date
- Hours
- Amount
- Status
- Created By
- Created Date

Client Approval Bypassed Punch Entry Report

Navigation: Reports > Management Reports > Client Approval Bypassed Punch Entry Report

Purpose: Lists punch entries that were approved by a supervisor prior to client sign off being obtained.

Filters Available:

- From Date
- To Date
- Cost Center

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client Name
- Cost Center Code
- Service Code
- Start Date
- End Date
- Hours
- Amount
- Status
- Supervisor Name

Late Punch Entry Approval Report

Navigation: Reports > Management Reports > Late Punch Entry Approval Report

Purpose: Lists punches that were approved 3 or more days after the date of service.

Filters Available:

- From Date
- To Date
- Cost Center

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client/Residential/Day Program Name
- Service Code
- Cost Center

- Start Date
- End Date
- Hours
- Amount
- Status
- Created By
- Created Date
- Approved By
- Approved Date

Pay Week Hours Report

Navigation: Reports > Management Reports > Pay Week Hours Report

Purpose: Show the total number of hours worked for a selected pay week and display the number of remaining hours before going into overtime. Results are displayed in one line item per employee, per cost center.

Filters Available:

- Client Name
- Employee Name
- Service Code
- Cost Center
- Status (Entry)
- Pay Week (Dates)

Columns Available:

- Employee Name
- Employee Number
- Cost Center
- Total # of Approved Hrs
- Total # of Pending Hrs
- Total # of Remaining Hrs
- Total # of OT Hrs
- Pay Week

Pay Week Total Hours Report

Navigation: Reports > Management Reports > Pay Week Total Hours Report

Purpose: Show the total number of hours worked for the current pay week and separated into Approved, Pending, and Unverified Hours.

Filters Available:

- Employee Name
- Pay Week (Dates)

Columns Available:

- Employee Name
- Cost Center
- Approved Hours
- Pending Hours
- Unverified Hours
- Total Hours (Per Cost Center)
- Pay Week

Unbillable Entries Report

Navigation: Reports > Management Reports > Unbillable Entries Report

Purpose: Shows all unbillable entries for a specific pay week.

Filters Available:

- From Date
- To Date
- Account Type
- Client Name

Columns Available:

- Punch ID
- Authorization Id
- Date of Service
- Account Type

- Employee Name
- Service Code
- Cost Center
- Include Write Off Entries

- Client Name
- Cost Center
- Employee/ Program Name
- Employee Number
- Service Code
- Start Time
- End Time
- Amount
- Billable Amount
- Bill Rate
- Billing Determination
- Funding Source
- Status

Compensating Entries Report

Navigation: Reports > Management Reports > Compensating Entries Report

Purpose: Shows all compensating service code entries for a specific pay week.

Filters Available:

- Year
- Week (# - Dates)
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Status (Entry)

Columns Available:

- Client First Name
- Client Last Name
- Client ID
- Service Code
- Cost Center Code
- Type of Compensation
- Original Punch ID
- Original Date of Service
- Original Start Date
- Original End Date
- Original Punch Amount
- Offsetting Date of Service
- Offsetting Start Date
- Offsetting End Date
- Offsetting Punch Amount
- New Punch ID
- New Date of Service
- New Start Date
- New End Date
- New Punch Amount

Total Daily Hours Report

Navigation: Reports > Management Reports > Total Daily Hours Report

Purpose: View total daily hours for an employee and the status of each entry.

Filters Available:

- Employee Name

Columns Available:

- Cost Center
- Approved Hours
- Pending Hours

- Unverified
- Total Hours

Voided Entries Report

Navigation: Reports > Management Reports > Voided Entries Report

Purpose: Provide a way to locate punch entries in the system that have been voided.

Filters Available:

- From Date
- To Date
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center

Columns Available:

- Punch ID
- Pay Week
- Date of Service
- Account Type
- General Activity
- Employee Name
- Employee Number
- Client/Program Name
- Account Reference
- Cost Center
- Service Code
- Start Date
- End Date
- Amount
- Rate
- EVV
- EVV Method
- Status
- Voided

Employee Pay Rates Report

Navigation: Reports > Management Reports > Employee Pay Rates Report

Purpose: Provide a way to pull all Pay Rates defined for an Employee that match the search criteria.

Filters Available:

- From Date
- To Date
- Employee Name
- Client Name/Program Name
- Cost Center
- State

Columns Available:

- Employee Name
- Employee State
- Cost Center
- Pay Rate Name
- Pay Rate
- Start Date
- End Date
- Primary
- Account Id
- Service Code
- Funding Source
- Client/Program Name
- Account Type

Payroll Reports

Payroll Batch Details Report

Navigation: Reports > Payroll Reports > Payroll Batch Report

Purpose: Shows all payroll entries (and punch entries if desired) that were included in a payroll batch.

Filters Available:

- Batch Id
- Cost Center
- Employee Name
- Punch Entries

Columns Available:

- Batch ID
- Employee Number
- Employee Type
- Employee Last Name
- Employee First Name
- Account Type
- Service Code
- Cost Center Code
- Entry Type
- Entry ID
- Ref Entry ID
- Date of Service
- Pay Code Name
- Pay Units
- Estimated Payroll Burden
- Net Pay
- Payroll Modifier
- Payroll Ref Id
- Payroll Ref Check Id
- Pay Week

Total Hours by Month Report

Navigation: Reports > Payroll Reports > Total Hours by Month Report

Purpose: Shows the number of hours worked by an employee, separated by month.

Filters Available:

- From Date
- To Date

Columns Available:

- Employee Name
- First Name
- Last Name
- Month/Year

Check Details Report

Navigation: Reports > Payroll Reports > Check Details Report

Purpose: View all payroll entries made in the system by desired PayRoll Ref Check Id.

Filters Available:

- Check Number

Columns Available:

- Check Number
- Batch ID
- Entry ID
- Entry Type
- Ref Entry ID

- Date of Service
- Account Type
- Employee Service Account ID
- Service Code
- Employee Number
- Employee Last Name
- Employee First Name
- Start Date
- End Date
- Amount
- PayRate
- Status
- Pay Code Name
- PayUnits
- Payroll Burden
- Payroll System Reference ID

Billing Reports

Billing Batch Details Report

Navigation: Reports > Billing Reports > Billing Batch Details Report

Purpose: Shows all billing entries (and punch entries if desired) that were included in a billing batch.

Filters Available:
- Batch Id
- Cost Center
- Client Name
- Funding Source Name
- Punch Entries

Columns Available:
- Batch ID
- Account Reference
- Client Last Name
- Client First Name
- Cost Center Code
- Entry Type
- Entry ID
- RefEntryID
- Service Date
- Bill Code
- Bill Units
- Bill Rate
- Rollup ID

Billing Register Report

Navigation: Reports > Billing Reports > Billing Register Report

Purpose: Shows billing entries including the units, rate, and net amount per billing batch.

Filters Available:
- Batch Id
- Cost Center
- Client Name
- Funding Source Name

Columns Available:
- Batch ID
- Account Reference
- Entry Reference
- Region Name
- Client Last Name

- Client First Name
- Cost Center Code
- Rollup ID
- Service Date
- Bill Code
- Bill Units
- Bill Rate
- Net Amount
- Authorization ID Reference 2
- Authorization ID Reference 5
- Service Code Reference 1
- Service Code Reference 2
- Service Code Reference 3
- Actual Billable Amount
- Rounded Amount
- Actual Rounded Amount
- Case Worker 1 - 9

Residential Billing Absentee Report

Navigation: Reports > Billing Reports > Residential Billing Absentee Report

Purpose: Shows all residential program absences per client for billing purposes.

Filters Available:
- From Date
- To Date
- Residential Name
- Cost Center
- Client Name

Columns Available:
- Client
- Account Reference
- Cost Center
- Region Name
- Reason
- Start Date
- End Date
- Days

Parenting Billing Absentee Report

Navigation: Reports > Billing Reports > Parenting Billing Absentee Report

Purpose: Shows all parenting program absences per client for billing purposes.

Filters Available:
- From Date
- To Date
- Parenting Name
- Cost Center
- Client Name

Columns Available:
- Client
- Account Reference
- Cost Center
- Region Name
- Reason
- Start Date
- End Date
- Submitted Check Out
- Submitted Check In

- Days
- Total number of absent days

Billing Entry Authorization Max Violation Report

Navigation: Reports > Billing Reports > Billing Entry Authorization Max Violation Report

Purpose: Shows all billing entries that violated an authorization max (daily, weekly, or monthly).

Filters Available:
- Batch Id
- Cost Center
- Client Name
- Funding Source Name
- Service Code

Columns Available:
- Batch ID
- Entry ID
- Client Last Name
- Client First Name
- Service Code
- Cost Center Code
- Billing Unit
- Max Setting Violated
- Amount Over Max

Rollups Report

Navigation: Reports > Billing Reports > Rollups Report

Purpose: View rollups based on desired search filter.

Filters Available:
- From Date
- To Date
- Batch Id
- Rollup Id

Columns Available:
- Rollup ID
- Batch ID
- Rollup Date
- Rollup Reference 1
- Rollup Reference 2
- Rollup Reference 3
- GL Code
- Number of Entries
- Net Units
- Net Amount
- Bill Units

Rollups Detail Report

Navigation: Reports > Billing Reports > Rollups Details Report

Purpose: View rollups and their details based on desired search filter.

Filters Available:
- From Date
- To Date
- Batch Id
- Rollup Id
- Rollup Status
- Funding Source Name
- Billing Unit

Columns Available:
- Rollup ID
- Rollup Status
- Rollup Type
- Batch ID
- Rollup Date
- Start Time
- End Date

- Rollup Reference 1
- Rollup Reference 2
- Rollup Reference 3
- GL Code
- Number of Entries
- Net Units
- Net Amount
- Amount Received
- Billing Entry Id
- Punch/Attendance Entry Id
- Client Name
- Client Number
- Funding Source
- Service Code
- Bill Code
- Bill Units
- Bill Rate
- Bill Code Override
- Bill Units Override
- Bill Rate Override
- Employee Name
- Employee Number

Payback Rebill Report

Navigation: Reports > Billing Reports > Payback Rebill Report

Purpose: View all funding account entries and associated billing entries for any payback/rebills based on desired search filter.

Filters Available:

- From Date
- To Date
- Batch Id
- Cost Center
- Client Name
- Service Code
- Funding Source Name

Columns Available:

- Batch Id
- Entry Id
- Entry Type
- Reference Entry Id
- Date of Service
- Account Type
- Employee First Name
- Employee Last Name
- Employee Number
- Client/Residential/Day Program Name
- Cost Center
- Service Code
- Start Date
- End Date
- Amount
- Bill Units
- Bill Rate
- Rollup Id
- Actual Billable Amount

- Rounded Amount
- Actual Rounded Amount

Billing Batch Payroll Results Report

Navigation: Reports > Billing Reports > Billing Batch Payroll Results Report

Purpose: The report shows funding account entries and associated billing entries for any payback/rebills that meet the filter criteria.

Filters Available:

- Batch Id
- Cost Center
- Client Name
- Funding Source Name
- Service Code

Columns Available:

- Billing Batch Id
- Client First Name
- Client Last Name
- Client ID
- Service Code
- Date of Service
- Start Time
- End Time
- Employee Number
- Employee Type
- Employee First Name
- Employee Last Name
- Account Type
- Cost Center Code
- Entry Id
- Ref Entry Id
- Pay Code Name
- Pay Rate
- Pay Units
- Estimated Payroll Burden
- Net Pay
- Pay Rate Override
- Pay Units Override
- Payroll Ref Id
- Pay Date
- Gross Pay

Write-Off Detail Report

Navigation: Reports > Billing Reports > Write-Off Detail Report

Purpose: The report shows all punch entries that have a status of write-off.

Filters Available:

- From Date
- To Date
- Funding Source Name
- Account Type
- Client Name
- Employee Name
- Service Code

Columns Available:

- Batch Id
- Batch Name
- Funding Source Name
- Funding Account Reference
- Region Name
- Client Name
- Client Id

- Cost Center
- Status
- Punch Entries
- Billing Entries

- Cost Center
- Account Type
- Service Code
- Service Code Billing Unit
- Violation Type
- Units
- Billable Units
- Write Off Units (Units-Billable Units)
- Bill Rate
- Net Amount (Bill Units x Rate)
- Write Off Amount (Write Off Units X Rate)
- Status
- Actual Billable Amount
- Rounded Amount
- Actual Rounded Amount

Billing Batch EDI Details Report

Navigation: Reports > Billing Reports > Billing Batch EDI Details Report

Purpose: Shows all billing entries that were included in an EDI billing batch.

Filters Available:

- From Date
- To Date
- Batch ID
- Cost Center
- Funding Source Name
- Status
- EDI Response Received

Columns Available:

- Batch Id
- Batch Name
- Batch Description
- Status
- Batch Created
- Cost Center Code
- Funding Source Name
- Unit Type
- Credit Entry Count
- Credit Total
- Debit Entry Count
- Debit Total
- Total Bill Units
- Total Bill Amount
- Sender ID
- Receiver ID
- EDI Control Number
- EDI Generated
- EDI Transmitted
- EDI Response Received

Billing Batch Reason Code Report

Navigation: Reports > Billing Reports > Billing Batch Reason Code Report

Purpose: To show all entries in a billing batch with a reason code.

Filters Available:

- Batch ID

Columns Available:

- CFA Punch ID

- Cost Center
- Client Name
- Service Code
- ESA Punch ID
- Billing Entry ID
- Reason Code Name
- Reason Code

Profile Reports

Employees Report

Navigation: Reports > Profile Reports > Employees Report

Purpose: View details of Employee Profile

Filters Available:

- Employee Name
- Employee Number
- Cost Center
- Employee Type
- City Name
- State
- Status
- From Date
- To Date

Columns Available:

- Profile ID
- Profile reference
- First Name
- Last Name
- Employee Number
- Email
- Address
- City
- State
- Zip Code
- Time Zone
- DOB
- Cost Center
- Cost Center ID
- Type
- Holiday Schedule
- Username
- Employment Status
- Phone
- Alternate Phone
- Mobile Phone
- Training System Reference
- Weekly Hours Available
- Professional Id 1
- Professional Id 2
- Authentication Status
- Certification Template
- Photo Set
- Signature Set
- Email Confirm
- Blocked from Mobile App Access
- Blocked from Portal Access
- Creation Date
- Created By
- Hire Date
- Termination Date
- Preferred Language

Roles Report

Navigation: Reports > Profile Reports > Roles Report

Purpose: View details of roles assigned to employee profiles

Filters Available:

- Role
- Cost Center
- Employee Name
- Employee Number

Columns Available:

- Profile ID
- First Name
- Last Name
- Employee Number
- Cost Center ID
- Cost Center Code
- Role
- Date Added
- Added By
- Profile ID

Clients Report

Navigation: Reports > Profile Reports > Clients Report

Purpose: View details of Client Profile

Filters Available:

- Client Name
- Client ID
- Cost Center
- City Name
- State
- Status
- From Date
- To Date
- Region Name
- Funding Source Name

Columns Available:

- Profile ID
- Profile reference
- First Name
- Last Name
- Client ID
- Email
- Address
- City
- State
- Zip Code
- Phone
- DOB
- Cost Center
- Cost Center ID
- Client Code
- Medicaid Number
- Region
- Status
- Creation Date
- Created By
- Discharge Date
- Suspended Date
- Preferred Language

Residential Programs Report

Navigation: Reports > Profile Reports > Residential Programs Report

Purpose: A directory of residential programs in the system.

Filters Available:
- Residential Program Name
- Cost Center
- City
- Status

Columns Available:
- Profile ID
- Master Program Account ID
- Name
- Address
- Time Zone
- Phone
- Alternate Phone
- Email
- UserName
- Allow Sleep Shift
- Cost Center
- Weekly Default Hours
- Provider Service Location
- Profile Reference
- Total Client Service Accounts
- Total Employee Service Accounts
- Authentication Status
- Status

Day Programs

Navigation: Reports > Profile Reports > Day Programs

Purpose: A directory of day programs in the system.

Filters Available:
- Day Program Name
- Cost Center
- City
- Status

Columns Available:
- Profile ID
- Master Program Account ID
- Name
- Address
- Time Zone
- Phone
- Alternate Phone
- Email
- UserName
- Holiday Schedule
- Cost Center
- Provider Service Location
- Profile Reference
- On Call Ratio
- Operation Hours
- Total Client Service Accounts
- Total Employee Service Accounts
- Authentication Status
- Status

Parenting Programs Report

Navigation: Reports > Profile Reports > Parenting Programs Report

Purpose: A directory of parenting programs in the system.

Filters Available:

- Parenting Name
- Cost Center
- City
- Status

Columns Available:

- Profile ID
- Master Program Account ID
- Name
- Address
- Time Zone
- Phone
- Alternate Phone
- Email
- UserName
- Cost Center
- Profile Reference
- Total Client Service Accounts
- Total Employee Service Accounts
- Authentication Status
- Status

Group Services Report

Navigation: Reports > Profile Reports > Group Services Report

Purpose: A directory of group programs in the system.

Filters Available:

- Group Service Name
- Cost Center
- City
- Status

Columns Available:

- Profile ID
- Master Program Account ID
- Name
- Address
- Time Zone
- Phone
- Alternate Phone
- Email
- Cost Center
- Profile Reference
- Total Client Service Accounts
- Total Employee Service Accounts
- EVV Required
- Enable Geofencing
- Require Multiple Clients Per Punch
- Minimum # of Attendee
- Status

Guardians Report

Navigation: Reports > Profile Reports > Guardians Report

Purpose: View details of Guardian Profile.

Filters Available:
- Guardian Name
- Cost Center
- State
- Client Name
- Client ID
- Status

Columns Available:
- Profile ID
- First Name
- Last Name
- Address
- Address 2
- City
- State
- Zip Code
- Time Zone
- Cost Center
- Phone
- Alternate Phone
- Mobile Phone
- Email
- Profile Reference
- Status
- Linked Client 1 ID
- Linked Client 1 Full Name
- Linked Client ID columns continue 2-35
- Linked Client Full Name columns continue 2-35

Case Workers Report

Navigation: Reports > Profile Reports > Case Workers Report

Purpose: View details of Case Workers Profile.

Filters Available:
- Case Worker Name
- Cost Center
- State
- Funding Source Name
- Client Name
- Client ID
- Status

Columns Available:
- Profile ID
- First Name
- Last Name
- Address
- Address 2
- City
- State
- Zip Code
- Time Zone
- Cost Center
- Phone
- Alternate Phone
- Email
- Status
- Profile Reference
- Can View Notes
- Can View Attachments
- Linked Client 1 ID
- Linked Client 1 Full Name
- Linked Client ID columns continue
- Linked Client Full Name columns continue

Vendors Report

Navigation: Reports > Profile Reports > Vendors Report

Purpose: View details of Vendors Profile.

Filters Available:

- Vendor Name
- DBA
- Tax ID
- Cost Center
- State
- Status

Columns Available:

- Profile ID
- Name
- DBA
- Address
- Address 2
- City
- State
- Zip Code
- Time Zone
- Cost Center
- Phone
- Alternate Phone
- Email
- Tax ID
- URL
- Profile Reference
- Status

Funding Account Reports

Funding Accounts Report

Navigation: Reports > Funding Account Reports > Funding Accounts Report

Purpose: Shows details of client funding accounts, including the balance to date.

Filters Available:

- Client Name
- Service Code
- Cost Center
- Unit
- Status
- Funding Source Name
- Account Type
- Funding Type
- Region Name

Columns Available:

- Account ID
- Account Type
- Client First Name
- Client Last Name
- Client ID
- Account Reference
- Cost Center
- Cost Center ID
- Service Code
- Service Code ID
- Funding Type
- Funding Source
- Funding Source ID
- Unit
- Balance
- Start Date
- End Date
- Staff Ratio

- Region
- Status

Funding Account Entries Report

Navigation: Reports > Funding Account Reports > Funding Account Entries Report

Purpose: The report shows all punch entries associated with a funding account, including the entry details and the associated funding account.

Filters Available:

- From Date
- To Date
- Punch Id
- Account Type
- Client Name
- Service Code
- Funding Source Name
- Cost Center
- Status
- Billing Batch Name
- Billing Batch Id
- Region Name
- Include Only Unbatched Punches

Columns Available:

- Punch ID
- Pay Week
- Reference Punch ID
- Date of Service
- Account Type
- Client Name
- Client ID
- Employee/Program Name
- Account Reference
- Cost Center
- Service Code
- Funding Source
- State Date
- End Date
- Hours
- Amount
- Billable Amount
- Employer Burden Rate
- Employer Cost
- EVV
- EVV Methods
- Status
- Created By
- Created Date
- Created IP Address
- Approved/Rejected By
- Approved/Rejected Date
- Approved IP Address
- Input Method Type
- Billing Batch Name
- Billing Batch ID
- Region

Settings Reports

Cost Center Report

Navigation: Reports > Settings Reports > Cost Center

Purpose: Shows cost centers by state and status.

NOTE: This report is only avaliable for superusers.

Filters Available:
- State
- Status

Columns Available:
- Cost Center Id
- Cost Center Name
- Cost Center Code
- Cost Center Reference
- Cost Center Reference2
- State
- Status

Funding Sources Report

Navigation: Reports > Settings Reports > Funding Sources Report

Purpose: Shows all funding sources.

Filters Available:
- Funding Source Name
- Type
- Cost Center
- State
- Status
- Exclude From Auto Approval

Columns Available:
- Profile ID
- Name
- Address
- Address 2
- City
- State
- Zip Code
- Country
- Exclude From Auto Approval
- Time Zone
- Cost Center
- Phone
- Alternate Phone
- Email
- Allow Offline Mobile App
- Allow Mobile App Portal Signoff Verification
- Sleep Shift Start
- Sleep Shift End
- Provider ID
- Profile Reference
- Type
- Status
- Require Reason Code for Manual Entries
- Allow Signature EVV Verification
- Allow Client Password EVV Verification
- Allow Client Pin EVV Verification
- Allow Picture EVV Verification
- Perform Picture Facial Recognition
- Picture Facial Recognition Threshold
- Allow Voice Recording EVV Verification
- Allow FOB EVV Verification
- Allow Approve Unverified Picture
- Allow Approve Unverified Signature

- Allow Approve Unverified Voice Recording

Service Codes Report

Navigation: Reports > Settings Reports > Service Codes Report

Purpose: Shows all service codes per funding source.

Filters Available:

- Funding Source Name
- Account Type
- Status
- Funding Type
- CPT Code
- HCPCS Code

Columns Available:

- Funding Source ID
- Funding Source Name
- Service Code ID
- Service Code
- Account Type
- Funding Type
- Billable
- Billing Unit
- Rounding Increment
- Rounding Type
- Payable
- Overtime Exempt
- Has Daily Rate
- Daily Max
- Daily Bill Rate
- Daily Bill Code
- Billing Rollup Type
- Default Provider Service Location
- Bill Code
- Billing Multiplier
- EVV Required
- Require Care Notes
- Reference 1
- Reference 2
- Reference 3
- CPT Code
- HCPCS Code
- EVV Aggregation Required
- Is Travel Time
- Status
- Require EVV Location
- Show Remaining Balance
- Show Monthly Balance
- Show Weekly Balance
- Show Daily Balance

Service Code Groups Report

Navigation: Reports > Settings Reports > Service Code Groups Report

Purpose: Shows all service codes per funding source.

Filters Available:

- Group Name
- Service Code
- Status

Columns Available:

- Group ID
- Group Name
- Description
- Status
- Member Service Code ID 1
- Member Service Code Name 1
- Member Service Code ID columns continue 2-4
- Member Service Code Name columns continue 2-4

Regions Report

Navigation: Reports > Settings Reports > Regions Report

Purpose: Shows regions per funding source.

Filters Available:

- Funding Source Name
- Region Name
- State
- City Name
- Status

Columns Available:

- Funding Source Profile ID
- Funding Source Name
- Region ID
- Region Name
- Address
- City
- State
- Postal Code
- Phone
- Fax
- Email
- Contact Name
- Region Reference
- Status

EVV Reports

EVV Entries Report

Navigation: Reports > EVV Reports > EVV Entries Report

Purpose: View all information for an entry.

Filters Available:

- From Date
- To Date
- Client Name
- Employee Name
- Cost Center

Columns Available:

- Punch Id
- Date of Service
- Start Time
- End Time
- Employee Name

- Client Name
- Service Code
- EVV Method
- EVV Captured On
- Clock In EVV Location
- Clock In Geolocation
- Clock Out EVV Location
- Clock Out Geolocation
- EVV Compliant
- Entry Type
- Cost Center

Geofence Report

Navigation: Reports > EVV Reports > Geofence Report

Purpose: View distances between Punch Geolocation and the associated EVV Location Geolocation in miles.

Filters Available:

- From Date
- To Date
- Client Name
- Employee Name
- Cost Center
- Geofence Status

Columns Available:

- Punch ID
- Account Type
- Employee Name
- Employee Number
- Client Name/Program Name
- Cost Center
- Service Code
- Date of Service
- Start Date
- End Date
- Amount
- Clock In Geolocation
- Clock In EVV Location
- Clock In EVV Location Geolocation
- Clock In Geofence Distance
- Clock Out Geolocation
- Clock Out EVV Location
- Clock Out EVV Location Geolocation
- Clock Out Geofence Distance
- Clock Out Geofence Status

EVV Phone Report

Navigation: Reports > EVV Reports > EVV Phone Report

Purpose: Lists all punches where a landline phone was used for EVV method.

Filters Available:

- Date of Call
- Service Code
- Cost Center
- Phone Number
- Employee Name

Columns Available:

- Punch Id
- Date of Call
- Start Time
- End Time
- Service Code

- Client Name

- Cost Center
- Phone Number
- Client/Program Name
- Employee
- Clock In EVV Location
- Clock Out EVV Location
- Result

FOB Report

Navigation: Reports > EVV Reports > FOB Report

Purpose: Lists all punches where FOB was used for EVV method.

Filters Available:

- From Date
- To Date
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Status

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Employee Name
- Client Name
- Cost Center
- Service Code
- Start Date
- End Date
- Amount
- EVV Compliant
- EVV Method
- FOB Serial #
- FOB Start Token
- FOB End Token
- Status
- Created By
- Created Date
- Created IP Address

Portal Sign Off Report

Navigation: Reports > EVV Reports > Portal Sign Off Report

Purpose: Lists all punches where Portal Signoff was used for EVV method.

Filters Available:

- From Date
- To Date
- Subject
- Client Name
- Employee Name
- Performed By

Columns Available:

- Entry Id
- Created Date
- Service Code
- Subject
- Employee Name
- Client Name
- Date of Service
- Start Time
- End Time
- Clock In EVV Location
- Clock Out EVV Location

- Performed By
- Performed By User Type

Care Management Reports

Pending Care Notes Report

Navigation: Reports > Care Management Reports > Pending Care Notes Report

Purpose: Lists all pending care notes.

Filters Available:
- Client Name
- Employee Name
- Cost Center
- Past Due

Columns Available:
- Entry ID
- Client Name
- Employee Name
- Service Code
- Service Date
- Care Notes Due Date

Task Result Details Report

Navigation: Reports > Care Management Reports > Task Result Details Report

Purpose: Lists all task results.

Filters Available:
- Goal Name
- Task Name
- Cost Center
- Client Name
- Employee Name
- Case Worker
- Canned Question

Columns Available:
- PlanOfCareID
- Goal Name
- Task Name
- Client Name
- Employee Name
- Care Notes ID
- Service Date
- Service Code
- Result
- Question1
- Answer1
- Question2
- Answer2
- Question3
- Answer3
- Question4
- Answer4
- Question5
- Answer5

Raw Data Dump Report

Navigation: Reports > Care Management Reports > Raw Data Dump Report

Purpose: Allows you to export all Care Management Data per client in the following exports:

Filters Available:
- Client Name

Columns Available:
- Plan of Care Export
- Goal Export

- Task Export
- Task Result Export

Client Diagnosis Report

Navigation: Reports > Care Management Reports > Client Diagnosis Report

Purpose: Lists diagnosis code by client.

Filters Available:

- Diagnosis Date From
- Diagnosis Date To
- Diagnosis Code Type
- Diagnosis Code
- Description
- Client Name
- Cost Center
- State

Columns Available:

- Client ID
- Client Name
- State
- Cost Center
- Diagnosis Code Type
- Diagnosis Code
- Description
- Date of Diagnosis
- Status

Diagnosis Code Usage Report

Navigation: Reports > Care Management Reports > Diagnosis Code Usage Report

Purpose: Shows the usage of diagnosis codes per number of clients in a funding source

Filters Available:

- Diagnosis Date From
- Diagnosis Date To
- Cost Center
- Funding Source Name
- Service Code
- Diagnosis Code
- Description
- State
- Status

Columns Available:

- Code Type
- Diagnosis Code
- Description
- Status
- Date
- Cost Center
- Funding Source Name
- Service Code Name
- Account Type
- # Of Clients

Scheduling Reports

Employee Schedule Report

Navigation: Reports > Scheduling Reports > Employee Schedule Report

Purpose: Lists all schedule entries for an employee per filter criteria.

Filters Available:

- From Date
- To Date
- Account Type
- Employee Name
- Client Name
- Residential Name
- Day Program Name

Columns Available:

- Employee Name
- Account Type
- Cost Center
- Client Name
- Residential Program Name
- Day Program Name
- Group Service Name

- Group Service Name
- Service Code
- Cost Center
- Exclude Rejected Schedule Entries

- Service Code
- Pay Week
- Date of Service
- Start Time
- End Time
- Hours
- Status

Client Schedule Report

Navigation: Reports > Scheduling Reports > Client Schedule Report

Purpose: Lists all schedule entries for a client per filter criteria.

Filters Available:

- From Date
- To Date
- Account Type
- Client Name
- Employee Name
- Day Program Name
- Group Service Name
- Service Code
- Cost Center
- Exclude Rejected Schedule Entries

Columns Available:

- Client Name
- Account Type
- Cost Center
- Employee Name
- Day Program Name
- Group Service Name
- Service Code
- Pay Week
- Date of Service
- Start Time
- End Time
- Hours
- Status

Day Program Schedule Report

Navigation: Reports > Scheduling Reports > Day Program Schedule Report

Purpose: Lists all schedule entries for a Day Program per filter criteria.

Filters Available:

- From Date
- To Date
- Account Type
- Employee Name
- Client Name
- Day Program Name
- Service Code
- Cost Center
- Exclude Rejected Schedule Entries

Columns Available:

- Employee Name/Client Name
- Account Type
- Cost Center
- Client Name
- Day Program Name
- Service Code
- Pay Week
- Date of Service
- Start Time
- End Time
- Hours
- Status

Residential Program Schedule Report

Navigation: Reports > Scheduling Reports > Residential Program Schedule Report

Purpose: Lists all schedule entries for a Residential Program per filter criteria.

Filters Available:
- From Date
- To Date
- Employee Name
- Residential Name
- Cost Center
- Exclude Rejected Schedule Entries

Columns Available:
- Employee Name
- Account Type
- Cost Center
- Residential Program Name
- Service Code
- Pay Week
- Date of Service
- Start Time
- End Time
- Hours
- Status

Group Service Schedule Report

Navigation: Reports > Scheduling Reports > Group Service Schedule Report

Purpose: Lists all schedule entries for a Group Service per filter criteria.

Filters Available:
- From Date
- To Date
- Account Type
- Client Name
- Group Service Name
- Service Code
- Cost Center
- Exclude Rejected Schedule Entries

Columns Available:
- Employee Name
- Account Type
- Cost Center
- Residential Program Name
- Service Code
- Pay Week
- Date of Service
- Start Time
- End Time
- Hours
- Status

Missed Shift Report

Navigation: Reports > Scheduling Reports > Missed Shift Report

Purpose: View all shifts that in which the time worked was outside the customer's acceptable variation from the scheduled shift.

Filters Available:
- From Date
- To Date
- Employee Name
- Client Name
- Cost Center
- Critical Checkbox

Columns Available:
- Schedule Entry ID
- Account Type
- Employee Name
- Employee Number
- Client Name
- Client ID
- Cost Center Code
- Service Code
- Schedule Start Date
- Schedule End Date

- Scheduled Hours
- Critical Shift
- Pay Week

Training Reports

Employee Training Certification Report

Navigation: Reports > Training Reports > Employee Training Certification Report

Purpose: View all Profile Certifications based on the filter criteria.

Filters Available:
- Employee Name
- Status
- Cost Center
- State
- Show Historical

Columns Available:
- Employee Number
- Employee Name
- Cost Center
- City
- State
- Zip Code
- Certification ID
- Certification Name
- Certification Date
- Certification Expiration Date

Employee Training Certification Details Report

Navigation: Reports > Training Reports > Employee Training Certification Details Report

Purpose: View all Profile Certifications based on the filter criteria, including who created the certification and when.

Filters Available:
- Employee Name
- Status
- Cost Center
- State
- Show Historical

Columns Available:
- Employee #
- Employee Name
- Cost Center
- City
- State
- Zip Code
- Certification ID
- Certification Name
- Certification Date
- Certification Expiration Date
- Certification Status

Service Code Certification Requirements Report

Navigation: Reports > Training Reports > Service Code Certification Requirements Report

Purpose: View all Certification Requirements for a specific Service Code based on the filter criteria.

Filters Available:
- Funding Source Name
- Service Code
- Account Type
- Unit
- Status

Columns Available:
- Funding Source ID
- Funding Source Name
- Service Code ID
- Service Code
- Account Type

- Billing Unit
- Service Code Status
- Certification Template ID
- Certification Template Name
- Certification Requirement ID
- Certification Requirement Name

Service Code Certification Templates Report

Navigation: Reports > Training Reports > Service Code Certification Templates Report

Purpose: View all associations of Certification Templates to specific Service Codes based on the filter criteria.

Filters Available:
- Funding Source Name
- Service Code
- Account Type
- Unit
- Status

Columns Available:
- Funding Source ID
- Funding Source Name
- Service Code ID
- Service Code
- Account Type
- Billing Unit
- Service Code Status
- Certification Template ID
- Certification Template Name

Certification Templates Report

Navigation: Reports > Training Reports > Certification Templates Report

Purpose: View all Certification Templates in the system based on the filter criteria.

Filters Available:
- Status

Columns Available:
- Template ID
- Template Name
- Template Status

Certification Templates Association Report

Navigation: Reports > Training Reports > Certification Templates Association Report

Purpose: View all Certification Template associations based on the filter criteria. This will show which templates are linked to which entities (i.e., Service Code, Cost Center, Employee Profile, Client Profile, Funding Account, or Master Program Account).

Filters Available:
- Status
- Association Type

Columns Available:
- Template ID
- Template Name
- Template Status
- Association Type
- Associated ID
- Associated Name

Certification Requirements Report

Navigation: Reports > Training Reports > Certification Requirements Report

Purpose: View all Certifications Requirements and their details based on the filter criteria.

Filters Available:
- Status

Columns Available:
- Certification Requirement ID
- Certification Requirement Name
- Certification Requirement Status
- Valid Duration
- Expiration Reminder Period
- Expiration Reminder Frequency

Certification Requirements Associations Report

Navigation: Reports > Training Reports > Certification Requirements Associations Report

Purpose: View which Certification Requirements are included in each Certification Template based on the filter criteria.

Filters Available:
- Requirement Name
- Status

Columns Available:
- Certification Requirement ID
- Certification Requirement Name
- Certification Requirement Status
- Template ID
- Template Name

Expiring Training Certification Report

Navigation: Reports > Training Reports > Expiring Training Certification Report

Purpose: This report lists all expiring certifications for an employee that can be filtered for the next 30/60/90 days.

Filters Available:
- Employee Name
- Requirement Name
- Cost Center
- 30, 60, 90 days
- State

Columns Available:
- Employee #
- Employee Name
- Cost Center
- City
- State
- Zip Code
- Certification ID
- Certification Name
- Certification Date
- Certification Expiration Date
- Certification Expiration Date Last Reminder

Employee Required Trainings Report

Navigation: Reports > Training Reports > Employee Required Trainings Report

Purpose: This report lists all certifications required for an employee.

Filters Available:
- Employee Name (required)
- Cost Center
- Include Ended Service Accounts

Columns Available:
- Employee Number
- Employee First Name
- Employee Last Name
- Certification ID

- Certification Name
- Certification Date
- Certification Expiration Date
- Certification Status

Employee Certification Requirements Linkage Report

Navigation: Reports > Training Reports > Employee Certification Requirements Linkage Report

Purpose: The report informs the user where the certification requirements are imposed on an employee come from including which templates and how those templates are linked to the employee.

Filters Available:

- Employee Name (required)
- Cost Center
- Exclude Terminated Employees

Columns Available:

- Employee Profile ID
- Employee Name
- Employee Number
- Employee Hire Date
- Employee Default Cost Center ID
- Employee Default Cost Center
- Requirement ID
- Requirement Name
- Template ID
- Template Name
- Requirement Source
- Certification Status
- Certification Expiration Date
- Employment Status

Auditing System Activity Reports

Login Report

Navigation: Reports > Auditing System Activity Reports > Login Report

Purpose: View all login attempts based on filter criteria.

Filters Available:

- From Date (required)
- To Date (required)
- Subject
- Employee/Client Name (required)

Columns Available:

- Created Date
- Subject
- Employee Name
- Client Name
- Added By

Profile Event Report

Navigation: Reports > Auditing System Activity Reports > Profile Event Report

Purpose: Review all events added by a specific profile for a specific date range.

Filters Available:

- From Date (required)
- To Date (required)
- Subject
- Profile Name (required)

Columns Available:

- Date
- Subject
- Description
- Added By

Business Rules Reports

Business Rules Settings Report

Navigation: Reports > Business Rules Reports > Business Rules Settings Report

Purpose: View all business rules and the current setting based on filter criteria.

Filters Available:
- Business Rule Status
- Account Type
- Funding Source Name
- Service Code
- Unit

Columns Available:
- Business Rule Id
- Business Rule Name
- Phase
- Status
- Allow Override
- Require Note
- Funding Source Id
- Funding Source Name
- Service Code Id
- Service Code Name
- Account Type
- Parameter 1
- Parameter 2

Business Rules Result Report

Navigation: Reports > Business Rules Reports > Business Rules Result Report

Purpose: This report provides users the ability to review the business rules results for one or more punches at a time.

Filters Available:
- From Date
- To Date
- Cost Center
- Client Name
- Employee Name
- Business Rule Results
- Account Type
- Entry Type

Columns Available:
- Entry Id
- Entry Type
- Date of Service
- Employee Profile Id
- Employee Name
- Client Profile Id
- Client Name
- Account Id
- Account Type
- Entry Type
- Cost Center
- Business Rule Name - This should be determined using the Business Rule ID from the Business Rule Table
- Business Rule Results - This should be the Business Rule Executions Results value. If 1, display "Pass" with green fill. If 0, display as "Fail" with red fill. If NULL, then display "" (blank) with white fill.

Summary Report

Summary Report

Navigation: Reports > Summary Report

Purpose: This report provides a view of the client spending summary in a specific format. This report is for Fiscal Intermediaries and can be used by superusers, case workers, and employers.

Filters Available:
- Service Start Date
- Service End Date
- Client Name
- Service Code
- Ended Authorizations

Columns Available:

Section One:
- The date the report was generated
- Client Name
- Participant Number (Client ID)
- Case Manager Name
- Case Manager Phone Number
- Funding Source Name
- Authorization Start Date
- Authorization End Date
- % Time Elapsed
- Funding Type (Dollars or Units)
- Authorization Name
- Initial Balance
- Used YTD
- Pre-Authorizations Holds
- Remaining Balance
- % Remaining Balance

Section Two
- Client Name/Employee Name
- Authorization Name
- Authorization ID
- From Date
- To Date
- Service Code
- Cost Center
- Entry ID
- Entry Type
- Account Type
- Employee/Program Name
- Date of Service
- Amount
- Amount Totals
- Bill Rate

Custom Fields Reports

Custom Field Definitions Report

Navigation: Reports > Custom Fields Reports > Custom Field Definitions Report

Purpose: This report provides users the ability to view all custom field definitions in the system.

Filters Available:
- Custom Field ID
- Item Type
- Name
- Label

Columns Available:
- Custom Field ID
- Item Type
- Note Type
- Note Sub Type

- EDI
- Status

- Name
- Label
- Help Text
- Description
- Input Type
- RegEx
- List Values
- Default Value
- EDI
- Required
- Status

Custom Field Values Report

Navigation: Reports > Custom Fields Reports > Custom Field Values Report

Purpose: This report provides users the ability to view all custom field values in the system.

Filters Available:

- Item Type
- Label
- Cost Center
- EDI
- Status

Columns Available:

- Custom Field ID
- Item Id
- Item Type
- Label
- Value
- EDI
- Required
- Status

Notes Reports

Punch Entry Notes and Canned Statements Report

Navigation: Reports > Notes Reports > Punch Entry Notes and Canned Statements Report

Purpose: This report provides users the ability to view all notes and canned statements associated with punch(es).

Filters Available:

- From Date
- To Date
- Account Type
- Client Name
- Employee Name
- Service Code
- Cost Center
- Activity
- Status
- Entry Type
- Include Canceled and Rejected Punches

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Employee/Vendor Name
- Employee Number
- Client/Residential/Day Program Name
- Cost Center
- Service Code
- Start Date
- End Date
- Statements
- Canned Statements
- Entry Type

Employee Service Account Punch Notes Report

Navigation: Reports > Notes Reports > Employee Service Account Punch Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Punches for an Employee Service Account.

Filters Available:

- Note Date From
- Note Date To
- Service Date From
- Service Date To
- Cost Center
- Employee Name
- Employee Number
- Client Name
- Client ID
- Service Code
- Note Type
- Note Sub Type

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client/Residential/Day Program Name
- Cost Center
- Service Code
- Start Date
- End Date
- Note Type
- Note Sub Type
- Note Date
- Note Subject
- Note Body
- Note Added By

Client Funding Account Punch Notes Report

Navigation: Reports > Notes Reports > Client Funding Account Punch Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Punches for a Client Funding Account.

Filters Available:

- Note Date From
- Note Date To
- Service Date From
- Service Date To
- Cost Center
- Employee Name
- Employee Number
- Client Name
- Client ID
- Service Code
- Note Type
- Note Sub Type

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Client Name
- Client ID
- Employee Name
- Employee Number
- Cost Center
- Service Code
- Start Date
- End Date
- Note Type
- Note Sub Type
- Note Date
- Note Subject
- Note Body
- Note Added By

Payroll Entry Notes Report
Navigation: Reports > Notes Reports > Payroll Entry Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Payroll Entries.

Filters Available:
- Note Date From
- Note Date To
- Service Date From
- Service Date To
- Cost Center
- Pay Code
- Client Name
- Client ID
- Service Code
- Note Type
- Note Sub Type

Columns Available:
- Entry ID
- Date of Service
- Account Type
- Client Name
- Client ID
- Cost Center
- Service Code
- Pay Code
- Service Date
- Amount
- Note Type
- Note Sub Type
- Note Date
- Note Subject
- Note Body
- Note Added By

Billing Entry Notes Report
Navigation: Reports > Notes Reports > Billing Entry Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Billing Entries.

Filters Available:
- Note Date From
- Note Date To
- Service Date From
- Service Date To
- Cost Center
- Batch ID
- Bill Code
- Employee Name
- Employee Number
- Client Name
- Client ID
- Service Code
- Note Type
- Note Sub Type

Columns Available:
- Entry ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client/Residential/Day Program Name
- Cost Center
- Service Code
- Batch ID
- Bill Code
- Note Type
- Note Sub Type
- Note Date
- Note Subject
- Note Body
- Note Added By

Employee Profile Notes Report
Navigation: Reports > Notes Reports > Employee Profile Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Employee Profiles.

Filters Available:
- Note Date From
- Note Date To
- Cost Center
- Employee Type
- Employment Status
- Employee Name
- Employee Number
- Note Type
- Note Sub Type

Columns Available:
- Profile ID
- Employee Type
- Employee Name
- Employee Number
- Cost Center
- Hire Date
- Employment Status
- Note Type
- Note Sub Type
- Note Date
- Note Subject
- Note Body
- Note Added By

Client Profile Notes Report

Navigation: Reports > Notes Reports > Client Profile Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Client Profiles.

Filters Available:
- Note Date From
- Note Date To
- Cost Center
- Client Status
- Client Name
- Client ID
- Note Type
- Note Sub Type

Columns Available:
- Profile ID
- Client Name
- Client ID
- Cost Center
- Client Status
- Note Type
- Note Sub Type
- Note Date
- Note Subject
- Note Body
- Note Added By

Authorization Notes Report

Navigation: Reports > Notes Reports > Authorization Notes Report

Purpose: This report provides users the ability to bulk download notes associated with Authorizations.

Filters Available:
- Note Date From
- Note Date To
- Authorization Date From
- Authorization Date To
- Cost Center
- Client Name
- Client ID
- Service Code
- Auth Status
- Note Type
- Note Sub Type

Columns Available:
- Entry ID
- Start Date
- Account Type
- Client Name
- Client ID
- Cost Center
- Service Code
- Auth Status
- Note Type
- Note Sub Type
- Note Date

- Note Subject
- Note Body
- Note Added By

Canned Statements Report

Navigation: Reports > Notes Reports > Canned Statements Report

Purpose: This report provide users the ability to view all canned statements associated with punch(es).

Filters Available:

- Service Date From
- Service Date To
- Cost Center
- Employee Name
- Employee Number
- Client Name
- Client ID
- Service Code

Columns Available:

- Punch ID
- Date of Service
- Account Type
- Employee Name
- Employee Number
- Client/Residential/Day Program Name
- Client ID
- Cost Center
- Service Code
- Start Date
- End Date
- Canned Statement