

# **Pacific Health Technology Innovation Project**

Pacific Innovation Collaborative Health Information Technology Network

## **PIC Report Manager HANDBOOK**



Important Note: You will need to use Microsoft Internet Explorer. The data repository does not support Mozilla Firefox.

## Getting Started

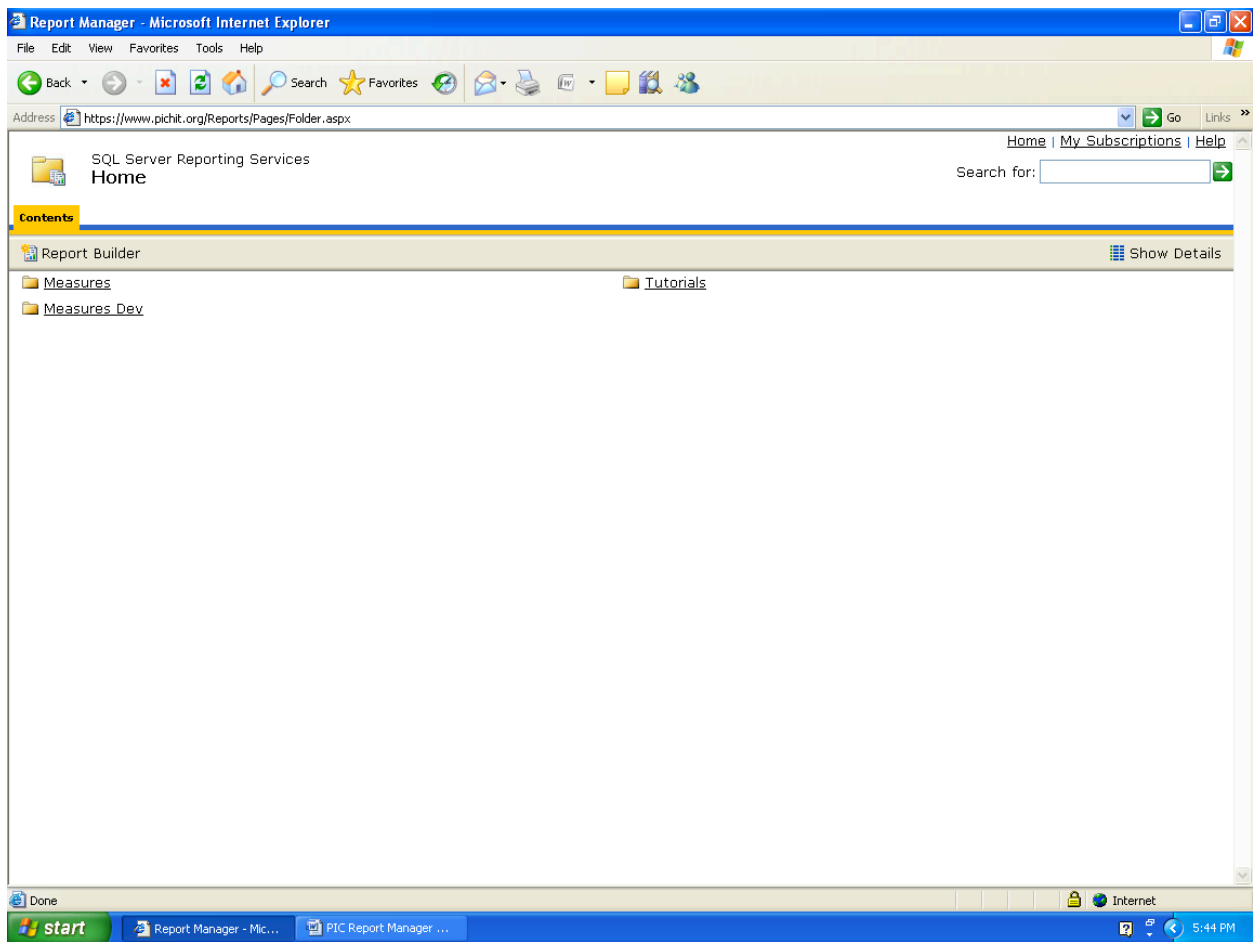
Go to: <https://www.pichit.org/reports>

The following window will appear on your screen.

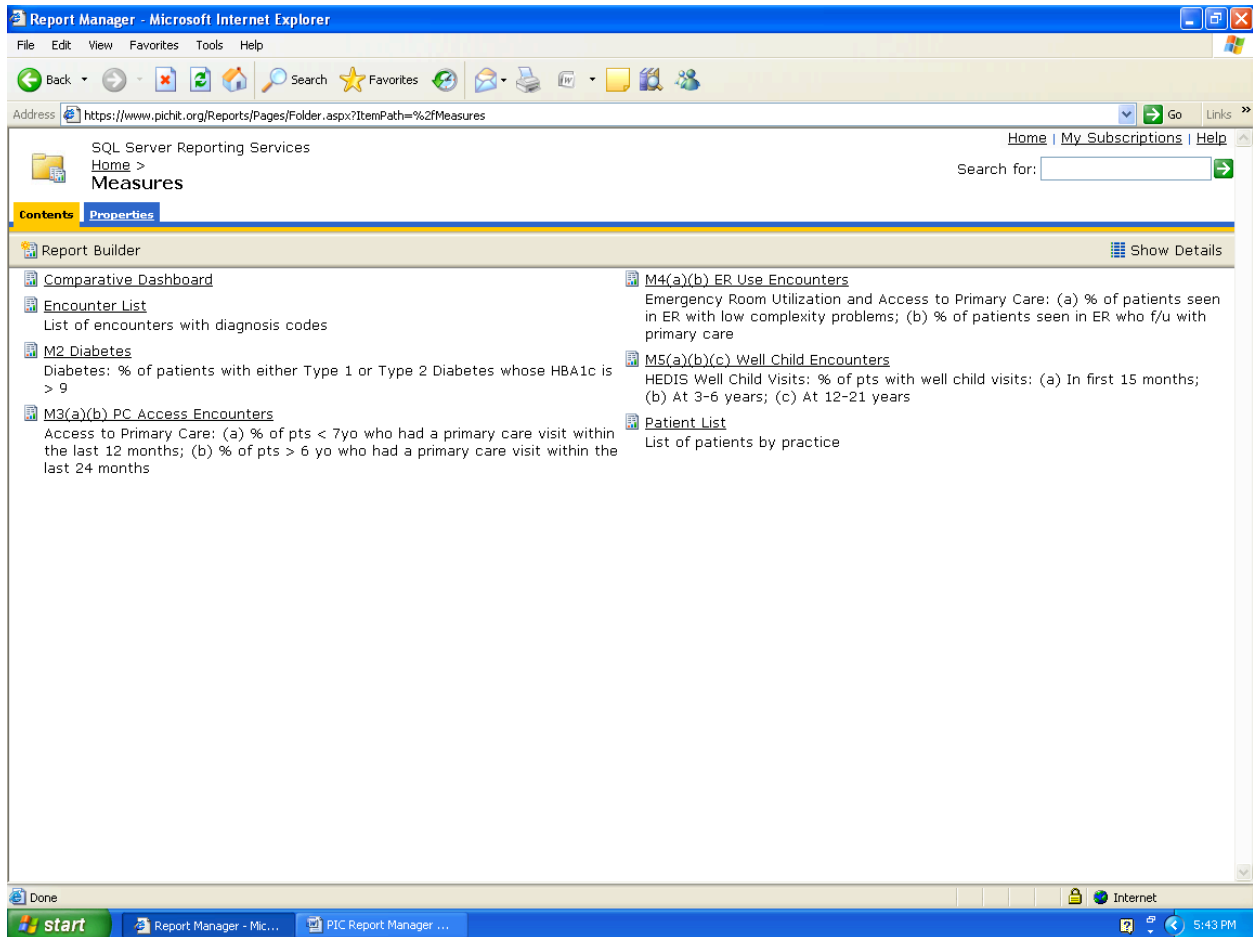


Enter your user name and password and click "OK".

You will be brought to the SQL Server Reporting Services home page as shown below.



Click on the link entitled “Measures”. You will now see the following:



If you click on the link entitled “M2 Diabetes” you will see the following:

The screenshot shows a Microsoft Internet Explorer window titled "Report Manager - Microsoft Internet Explorer". The address bar displays the URL: <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes>. The page content includes a breadcrumb trail: "Home > Measures > M2 Diabetes". Below the breadcrumb trail, there are tabs for "View", "Properties", "History", and "Subscriptions". The "View" tab is selected. The main content area is titled "New Subscription" and contains the following fields:

Report Period Begin	<input type="text" value="1/1/2007"/>	Report Period End	<input type="text" value="12/31/2007"/>	<input type="button" value="View Report"/>
Practice	<input type="text"/>	Gender	<input type="text" value="Female, Male"/>	
Ethnicity	<input type="text" value="American Indian/Alaskan Nativ"/>	Age (in years)	<input type="text" value="18"/>	<input type="checkbox"/> NULL

The "View Report" button is located to the right of the "Report Period End" field. An arrow points to the "View Report" button.

If you click on the double pointed arrow as indicated you can expand the window as shown below.

The screenshot shows a Microsoft Internet Explorer window titled 'Report Manager - Microsoft Internet Explorer'. The address bar displays the URL: <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes>. The page content is titled 'New Subscription' and contains a form with the following fields:

Report Period Begin	<input type="text" value="1/1/2007"/>	Report Period End	<input type="text" value="12/31/2007"/>	<input type="button" value="View Report"/>
Practice	<input type="text"/>	Gender	<input type="text" value="Female, Male"/>	
Ethnicity	<input type="text" value="American Indian/Alaskan Native"/>	Age (in years)	<input type="text" value="18"/> <input type="checkbox"/> NULL	

The form is set against a light beige background. The browser's status bar at the bottom shows 'Done' and 'Internet'.

## Generating Reports

Now, let's explore the different field options.

As you can see here, the first field listed in the top left hand corner is "Report Period Begin". If you were to click on the calendar icon, a calendar would appear allowing you to choose the month, day, and year.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes> Go Links

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

Search for:

View Properties History Subscriptions

New Subscription

Report Period Begin 1/1/2007

Report Period End 12/31/2007

Practice

Gender Female, Male

Ethnicity

Age (in years) 18 ☐ NULL

View Report

Today is Monday, November 17, 2008

The functionality is the same for the field “Report Period End”.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Feeds Print Mail

Address <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes> Go Links

SQL Server Reporting Services  
Home > Measures > M2 Diabetes  
Search for:

View Properties History Subscriptions

New Subscription

Report Period Begin  Report Period End  View Report

Practice  Gender

Ethnicity  Age (in years)

☐ NULL

December, 2007

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

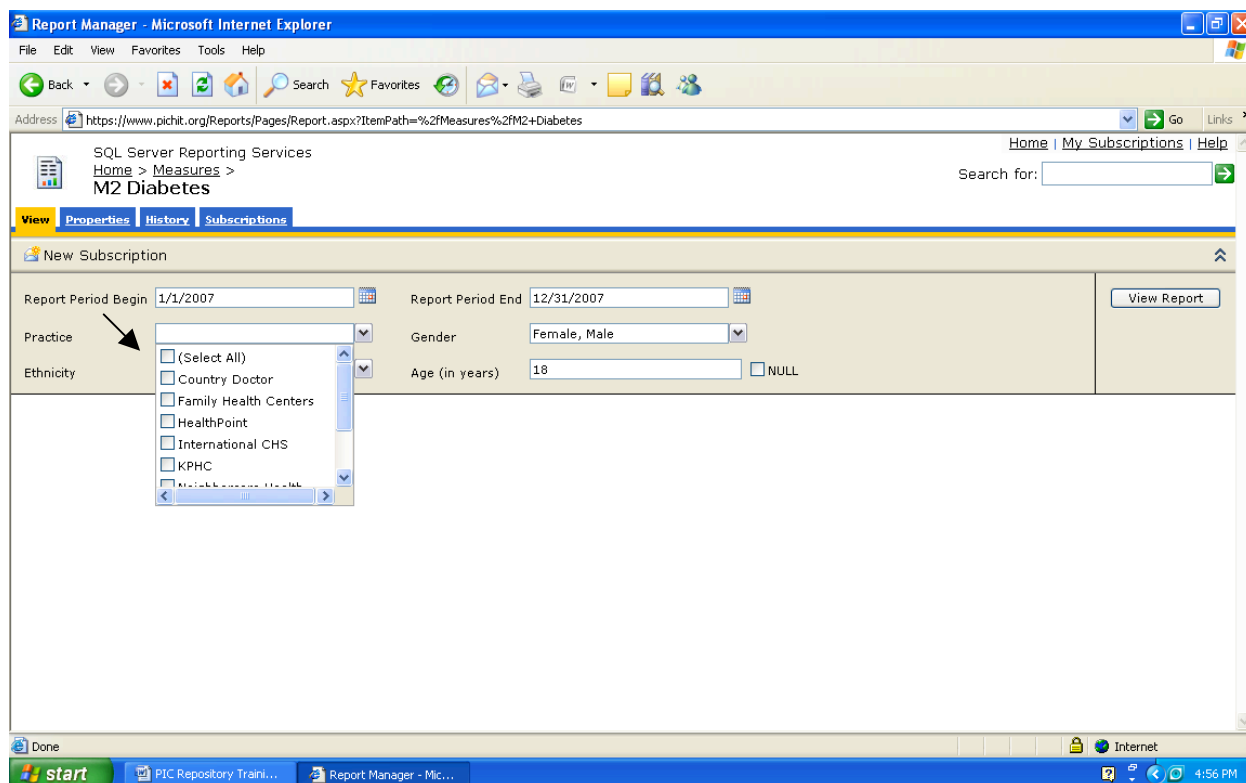
Today is Monday, November 17, 2008

javascript:ClickDay('12\u002f31\u002f2007')

Internet



Now let's click on the down arrow for the field "Practice." This is what you would see.



Let's check the "Select All" box.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Internet Options

Address <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2FMeasures%2FM2+Diabetes> Go Links

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

Search for:

View Properties History Subscriptions

New Subscription

Report Period Begin  Report Period End  View Report

Practice

Gender

Age (in years)  ☐ NULL

Ethnicity

- ☒ (Select All)
- ☒ Country Doctor
- ☒ Family Health Centers
- ☒ HealthPoint
- ☒ International CHS
- ☒ KPHC
- ☐ Select All Health

Done

start PIC Repository Train... Report Manager - Mic... Internet 4:56 PM

If you were to click on the “View Report” button, this is what you would see:

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2FMeasures%2FM2+Diabetes

Home | My Subscriptions | Help

Search for:

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

View Properties History Subscriptions

New Subscription

Report Period Begin: 1/1/2007 Report Period End: 12/31/2007

Practice: Country Doctor, Family Health Gender: Female, Male

Ethnicity: American Indian/Alaskan Native Age (in years): 18 ☐ NULL

View Report

M2 Diabetes

% of patients with either Type 1 or Type 2 Diabetes whose HbA1c is > 9

Numerator: Patients with Type 1 or Type 2 Diabetes (250 series dx) whose most recent HbA1c is >9 during the measurement period.  
Denominator: AlohaCare or Health Plan of WA diabetic patients (Type 1 or 2 from 250 series dx) who had 2 encounters within the reporting period.

M2 Diabetes Report Period: 01/01/2007 - 12/31/2007

Practice	#	Birth Date	Gen	Ethnicity	Lab Date	Last HbA1c	<= 7	> 7 <= 9	> 9	No Test
Country Doctor	18858	09/15/1927	M	Other Asian						Yes
Country Doctor	51988	09/21/1927	F	Black/African American	09/24/2007	7.50		Yes		
Country Doctor	56460	03/30/1930	F	Unknown	12/21/2007	7.50		Yes		
Country Doctor	27147	11/27/1933	F	Unknown	05/05/2007	6.30	Yes			
Country Doctor	38520	01/17/1934	F	Other Asian	09/22/2007	6.70	Yes			
Country Doctor	26925	10/16/1937	F	Black/African American	11/30/2007	8.10		Yes		

Done

start PIC Repository Train... Report Manager - Mic...

Internet 4:59 PM

For the “Practice” field the report manager will generate a report for each health center separately. The fields “Ethnicity” and “Gender” had multiple fields listed and are included in the report.

Click on “Waimanalo Health Center” to view a report of M2 Diabetes of patients from Waimanalo Health Center. You will notice below that the report includes both genders and all ethnicities that were listed in the respective drop-down lists.

Report Manager - Microsoft Internet Explorer

Address: <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes>

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

Search for:

View Properties History Subscriptions

New Subscription

Report Period Begin: 1/1/2007 Report Period End: 12/31/2007 View Report

Practice: Waimanalo Health Center Gender: Female, Male

Ethnicity: American Indian/Alaskan Native Age (in years): 18 NULL

1 of 1 100% Find | Next Select a format Export

M2 Diabetes

% of patients with either Type 1 or Type 2 Diabetes whose HbA1c is > 9  
Numerator: Patients with Type 1 or Type 2 Diabetes (250 series dx) whose most recent HbA1c is >9 during the measurement period.  
Denominator: AlohaCare or Health Plan of WA diabetic patients (Type 1 or 2 from 250 series dx) who had 2 encounters within the reporting period.

M2 Diabetes Report Period: 01/01/2007 - 12/31/2007

Practice	#	Birth Date	Gen	Ethnicity	Lab Date	Last HbA1c	<7	>7 <=9	>9	No Test
Waimanalo Health Center	9447	02/10/1942	F	Samoan	11/15/2007	6.90	Yes			
Waimanalo Health Center	4761	10/12/1947	M	Native Hawaiian						Yes
Waimanalo Health Center	8322	06/07/1948	F	Samoan						Yes
Waimanalo Health Center	11390	08/16/1949	M	White	12/06/2007	10.30			Yes	
Waimanalo Health Center	12661	12/08/1950	M	Samoan						Yes
Waimanalo Health Center	19513	10/04/1951	F	Native Hawaiian	12/18/2007	8.80		Yes		

Done Internet

start PIC Repository Train... Report Manager - Mic...

5:02 PM

Now let's generate a report selecting "Chinese" from the "Ethnicity" drop-down list.

Report Manager - Microsoft Internet Explorer

Address: <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes>

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

View Properties History Subscriptions

New Subscription

Report Period Begin: 1/1/2007 Report Period End: 12/31/2007 View Report

Practice: Waimanalo Health Center Gender: Female, Male

Ethnicity: American Indian/Alaskan Native Age (in years): 18 NULL

Find | Next Select a format Export

M2 Diabetes

% of patients with HbA1c is > 9

Numerator: Patients with HbA1c is > 9 during the measurement period.

Denominator: AlohaCare or other type 1 or 2 from 250 series dx) who had 2 encounters within the reporting period.

Report Period: 01/01/2007 - 12/31/2007

Practice	#	Birth Date	Gen	Ethnicity	Lab Date	Last HbA1c	≤ 7	> 7 ≤ 9	> 9	No Test
Waimanalo Health Center	9447	02/10/1942	F	Samoan	11/15/2007	6.90	Yes			
Waimanalo Health Center	4761	10/12/1947	M	Native Hawaiian						Yes
Waimanalo Health Center	8322	06/07/1948	F	Samoan						Yes
Waimanalo Health Center	11390	08/16/1949	M	White	12/06/2007	10.30			Yes	
Waimanalo Health Center	12661	12/08/1950	M	Samoan						Yes
Waimanalo Health Center	15513	10/04/1951	F	Native Hawaiian	12/18/2007	8.80		Yes		

Click the “View Report” button to generate the report as shown below.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2FMeasures%2FM2+Diabetes

Home | My Subscriptions | Help

Search for:

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

View Properties History Subscriptions

New Subscription

Report Period Begin: 1/1/2007 Report Period End: 12/31/2007 View Report

Practice: Waimanalo Health Center Gender: Female, Male

Ethnicity: Chinese Age (in years): 18 NULL

1 of 1 100% Find | Next Select a format Export

M2 Diabetes

% of patients with either Type 1 or Type 2 Diabetes whose HbA1c is > 9

Numerator: Patients with Type 1 or Type 2 Diabetes (250 series dx) whose most recent HbA1c is >9 during the measurement period.

Denominator: AlohaCare or Health Plan of WA diabetic patients (Type 1 or 2 from 250 series dx) who had 2 encounters within the reporting period.

M2 Diabetes Report Period: 01/01/2007 - 12/31/2007

Practice	#	Birth Date	Gen	Ethnicity	Lab Date	Last HbA1c	<= 7	> 7 <= 9	> 9	No Test
Waimanalo Health Center	5902	02/08/1976	F	Chinese						Yes
Waimanalo Health Center						Numerator:				1
Waimanalo Health Center						Denominator:	1	1	1	1
Waimanalo Health Center						%:	0.00	0.00	0.00	100.00

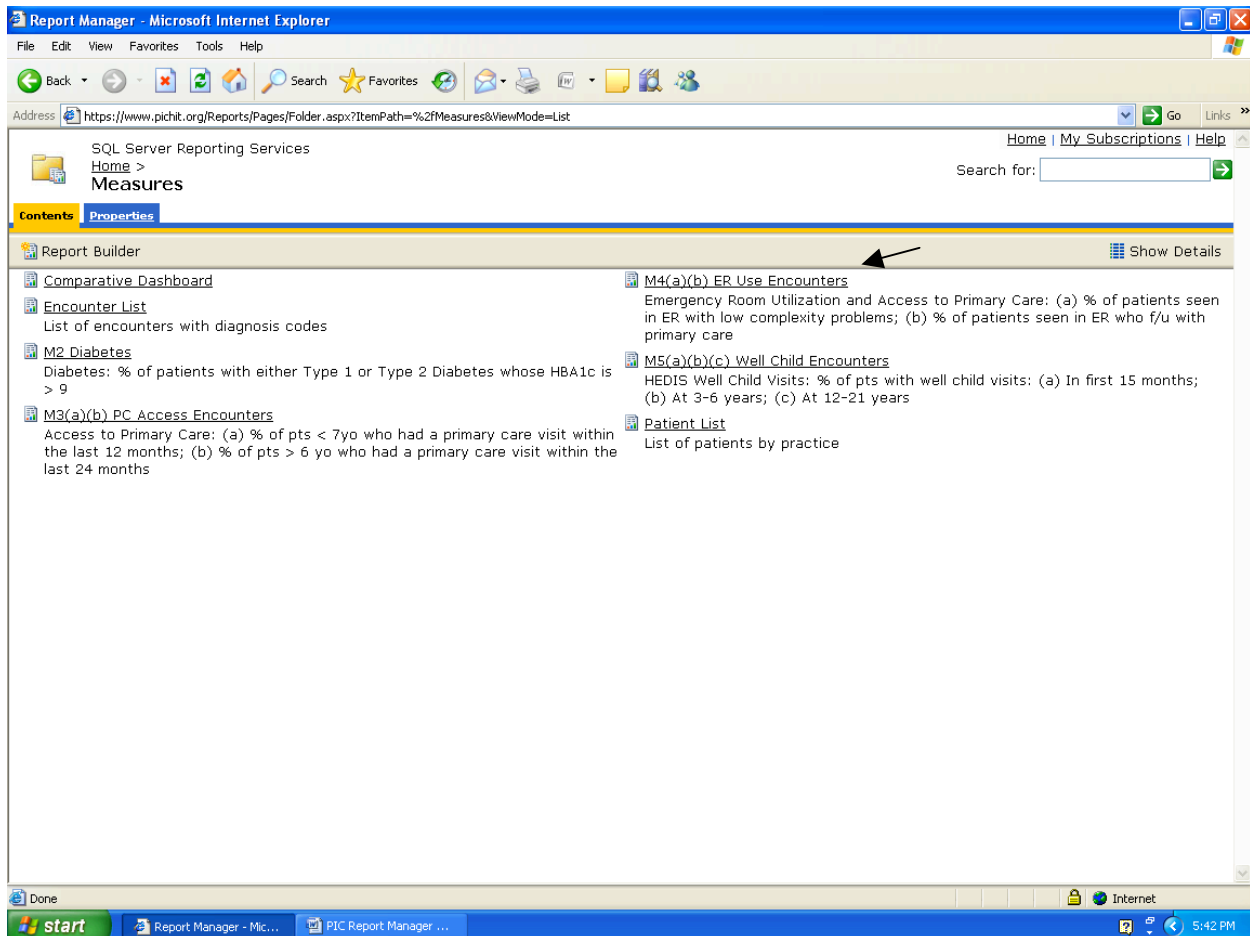
Done

start PIC Repository Traini... Report Manager - Mic...

Internet 5:05 PM

Now let's run a report to determine the percentage of Native Hawaiian male patients seen in the ER with low complexity problems at Waianae Coast Comprehensive Health Center (WCCHC) from January 1, 2008 to March 31, 2008.

Click on "M4(a)(b) ER Use Encounters" on the Measures page.



For **Report Period Begin** type 1/1/2008 and for **Report Period End** type 3/31/2008. For **HealthPlan** select AlohaCare. For **Practice** select WCCHC. For **Gender** select Male. For **Ethnicity** select Native Hawaiian. For **Report Subtype** select 4a.

Click the **View Report** button.

The screenshot shows a web browser window titled "Report Manager - Microsoft Internet Explorer". The address bar displays the URL: [https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM4\(a\)\(b\)+ER+Use+Encounters](https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM4(a)(b)+ER+Use+Encounters). The page content includes a breadcrumb trail: "Home > Measures > M4(a)(b) ER Use Encounters". Below this, there are tabs for "View", "Properties", "History", and "Subscriptions". The "View" tab is active, showing a "New Subscription" section. This section contains several input fields: "Report Period Begin" (1/1/2008), "Report Period End" (3/31/2008), "HealthPlan" (AlohaCare), "Practice" (WCCHC), "Gender" (Male), "Ethnicity" (Native Hawaiian), and "Report Subtype" (M4(a)). A "View Report" button is located to the right of these fields, with a mouse cursor pointing at it. The bottom of the browser window shows the Windows taskbar with the "start" button and open applications: "Report Manager - Mic..." and "PIC Repository Traini...". The system clock indicates 1:05 PM.



This is what you should see.

The screenshot shows a web browser window with the address bar displaying the URL: [https://www.pchit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM4\(a\)\(b\)+ER+Use+Encounters](https://www.pchit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM4(a)(b)+ER+Use+Encounters). The page title is "SQL Server Reporting Services" and the report title is "M4(a)(b) ER Use Encounters".

The report parameters are set as follows:

- Report Period Begin: 1/1/2008
- Report Period End: 3/31/2008
- Health Plan: AlohaCare
- Practice: WCCHC
- Gender: Male
- Ethnicity: Native Hawaiian
- Report Subtype: M4(a)

The report content shows the following summary:

- % of patients seen in ER with low complexity problems
- Numerator: Patients seen in ER with low complexity problems (99281 or 99282).
- Denominator: AlohaCare or Health Plan of VVA patients who had 3 managed care encounters within the reporting period.

The report title is "M4(a) Emergency Room Use with Encounter Detail" and the report period is "01/01/2008 - 03/31/2008". The table below shows the encounter details:

Practice	#	Birth Date	Gen	Ethnicity	ER Visit	Health Plan	Encounter Date	Provider
WCCHC	7256	08/05/1963	M	Native Hawaiian	0			
WCCHC	5379	04/15/2005	M	Native Hawaiian	1			
WCCHC	14107	04/17/1979	M	Native Hawaiian	0			
WCCHC	355	06/12/1976	M	Native Hawaiian	0			
WCCHC	14211	04/18/1989	M	Native Hawaiian	0			
WCCHC	1131	04/04/1971	M	Native Hawaiian	0			
WCCHC	9955	04/19/1973	M	Native Hawaiian	0			
WCCHC	15063	08/10/1993	M	Native Hawaiian	1			
WCCHC	2378	05/04/1995	M	Native Hawaiian	0			
WCCHC	12636	09/07/2001	M	Native Hawaiian	0			
WCCHC	15361	05/20/2000	M	Native Hawaiian	1			
WCCHC	16189	12/16/1991	M	Native Hawaiian	0			

If you scroll to the very bottom of the report you will see that 16.51% Native Hawaiian male patients were seen in the ER with low complexity problems at Waianae Coast Comprehensive Health Center (WCCHC) from January 1, 2008 to March 31, 2008.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.pchit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM4(a)(b)+ER+Use+Encounters

Home | My Subscriptions | Help

SQL Server Reporting Services  
Home > Measures > M4(a)(b) ER Use Encounters

Search for:

View Properties History Subscriptions

New Subscription

Report Period Begin: 1/1/2008 Report Period End: 3/31/2008 View Report

HealthPlan: AlohaCare Practice: WCCHC

Gender: Male Ethnicity: Native Hawaiian

Report Subtype: M4(a)

1 of 1 100% Find | Next Select a format Export

M4(a) Emergency Room Use with Encounter Detail Report Period: 01/01/2008 - 03/31/2008

Practice	#	Birth Date	Gen	Ethnicity	ER Visit	Health Plan	Encounter Date	Provider
WCCHC	6477	04/08/1962	M	Native Hawaiian	0			
WCCHC	7671	06/30/1950	M	Native Hawaiian	0			
WCCHC	7473	05/15/1981	M	Native Hawaiian	0			
WCCHC	5695	03/27/2001	M	Native Hawaiian	0			
WCCHC	4909	03/10/1994	M	Native Hawaiian	0			
WCCHC	3473	01/02/1999	M	Native Hawaiian	0			
WCCHC	2687	01/31/1975	M	Native Hawaiian	0			
WCCHC	4266	05/01/2004	M	Native Hawaiian	0			
WCCHC	5912	01/24/2006	M	Native Hawaiian	0			
WCCHC	15429	07/10/1995	M	Native Hawaiian	0			
WCCHC	3042	09/05/2006	M	Native Hawaiian	0			
WCCHC	398	03/23/2005	M	Native Hawaiian	0			
WCCHC	3679	07/12/1995	M	Native Hawaiian	0			
WCCHC	14645	12/19/1979	M	Native Hawaiian	0			
WCCHC	Patients with Low Complexity ER Visits:				71			
WCCHC	Total Patients:				430			
WCCHC	%:				16.51%			

Done

start Report Manager - Mic... PIC Repository Traini...

Internet 1:10 PM

## Exporting Reports to Other Formats

If you click on the downward arrow in the “Select a format” drop-down list, you will see that you can export reports to different formats.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2FMeasures%2FM2+Diabetes

Home | My Subscriptions | Help

Search for:

SQL Server Reporting Services  
Home > Measures > M2 Diabetes

View Properties History Subscriptions

New Subscription

Report Period Begin: 1/1/2007 Report Period End: 12/31/2007 View Report

Practice: Waimanalo Health Center Gender: Female, Male

Ethnicity: Chinese Age (in years): 18 NULL

Select a format: XML file with report data, CSV (comma delimited), Acrobat (PDF) file, MHTML (web archive), Excel, TIFF file, Word

M2 Diabetes

% of patients with either Type 1 or Type 2 Diabetes whose HbA1c is > 9

Numerator: Patients with Type 1 or Type 2 Diabetes (250 series dx) whose most recent HbA1c is > 9

Denominator: AlohaCare or Health Plan of WA diabetic patients (Type 1 or 2 from 250 series dx) whose most recent HbA1c is > 9

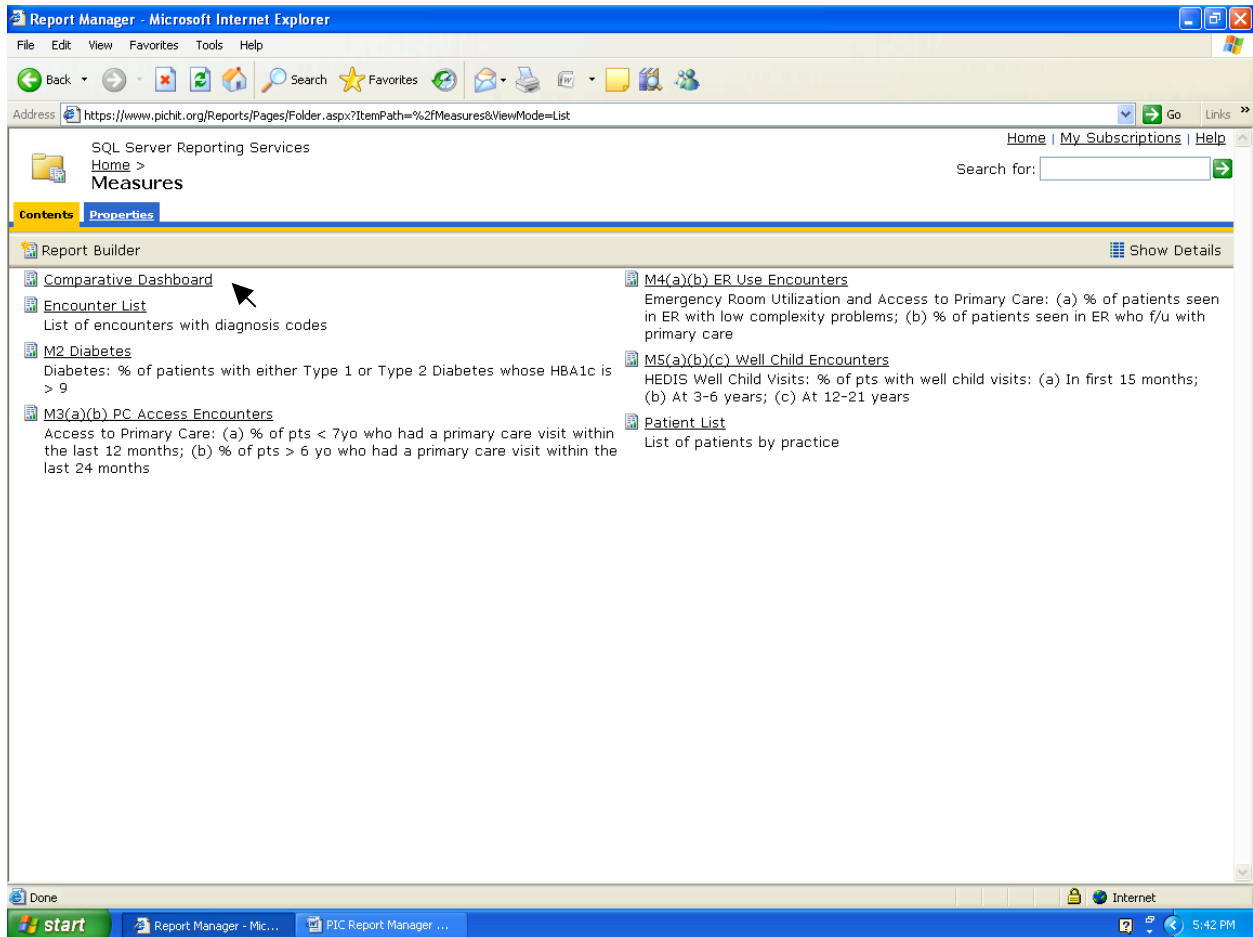
Report Period: 01/01/2007 - 12/31/2007

Practice	#	Birth Date	Gen	Ethnicity	Lab Date	Last HbA1c	<=7	>7 <=9	>9	No Test
Waimanalo Health Center	5902	02/08/1976	F	Chinese						Yes
Waimanalo Health Center										
Waimanalo Health Center										
Waimanalo Health Center										

	Numerator:	Denominator:	%:
	1	1	100.00

## Comparative Dashboard

Click on the “Comparative Dashboard” link on the “Measures” page.



Select the “Report Month Begin” and “Report Month End”.

The screenshot shows a web browser window titled "Report Manager - Microsoft Internet Explorer". The address bar shows the URL: <https://www.pichit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fComparative+Dashboard>. The page content includes a navigation bar with "Home", "Measures", and "Comparative Dashboard". Below this is a "New Subscription" section with a "View Report" button. The "Report Month Begin" is set to "1/1/2008" and the "Report Month End" is set to "May, 2009". A calendar for May 2009 is displayed, with the date "19" highlighted. The "Practice" dropdown is set to "Bay Clinic, Country Doctor, Far".

Report Month Begin: 1/1/2008 Report Month End: May, 2009

Practice: Bay Clinic, Country Doctor, Far

View Report

May, 2009						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today is Tuesday, May 19, 2009

Click the “View Report” button to generate the report.

## Subscriptions

To create a new subscription click on “New Subscription” found on the measures page.

The screenshot shows a web browser window titled "Report Manager - Microsoft Internet Explorer". The address bar displays the URL: <https://www.pchit.org/Reports/Pages/Report.aspx?ItemPath=%2fMeasures%2fM2+Diabetes&SelectedTabId=ViewTab>. The page content includes a breadcrumb trail: "Home > Measures > M2 Diabetes". Below this, there are tabs for "View", "Properties", "History", and "Subscriptions". The "Subscriptions" tab is active, showing a "New Subscription" form. The form contains the following fields:

- Report Period Begin: 1/1/2007
- Report Period End: 12/31/2007
- Practice: (empty dropdown)
- Gender: Female, Male
- Ethnicity: American Indian/Alaskan Native
- Age (in years): 18
- ☐ NULL

A "View Report" button is located to the right of the form. The status bar at the bottom shows the URL: <https://www.pchit.org/Reports/Pages/SubscriptionProperties.aspx?CreateNew=True&IsDataDriven=False&ItemPath=%2fMeasures%2fM2+Diabetes>. The taskbar at the bottom shows the "start" button and open applications: "Report Manager - Mic..." and "Document1 - Microsof...". The system clock shows 1:24 PM.

Fill out the appropriate fields to set up your subscription.

Report Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail

Address <https://www.pchit.org/Reports/Pages/SubscriptionProperties.aspx?CreateNew=True&IsDataDriven=False&ItemPath=%2fMeasures%2fM2+Diabetes&RedirectUrl=https%3a%2f%2fwww.pchit.org> Go Links

SQL Server Reporting Services  
Home > Measures >  
Subscription: M2 Diabetes

Home | My Subscriptions | Help

Search for:

---

**Report Delivery Options**

Specify options for report delivery.

Delivered by:

To:

Subject:

☒ Include Report    Render Format:

☒ Include Link

Priority:

---

**Subscription Processing Options**

Specify options for subscription processing.

Run the subscription:

☒ When the scheduled report run is complete.

At 8:00 AM every Mon of every week, starting 2/19/2009

☐ On a shared schedule:

---

**Report Parameter Values**

Specify the report parameter values to use with this subscription.

**Report Period Begin**  
 ☐ Use Default

**Report Period End**  
 ☐ Use Default

**Practice**

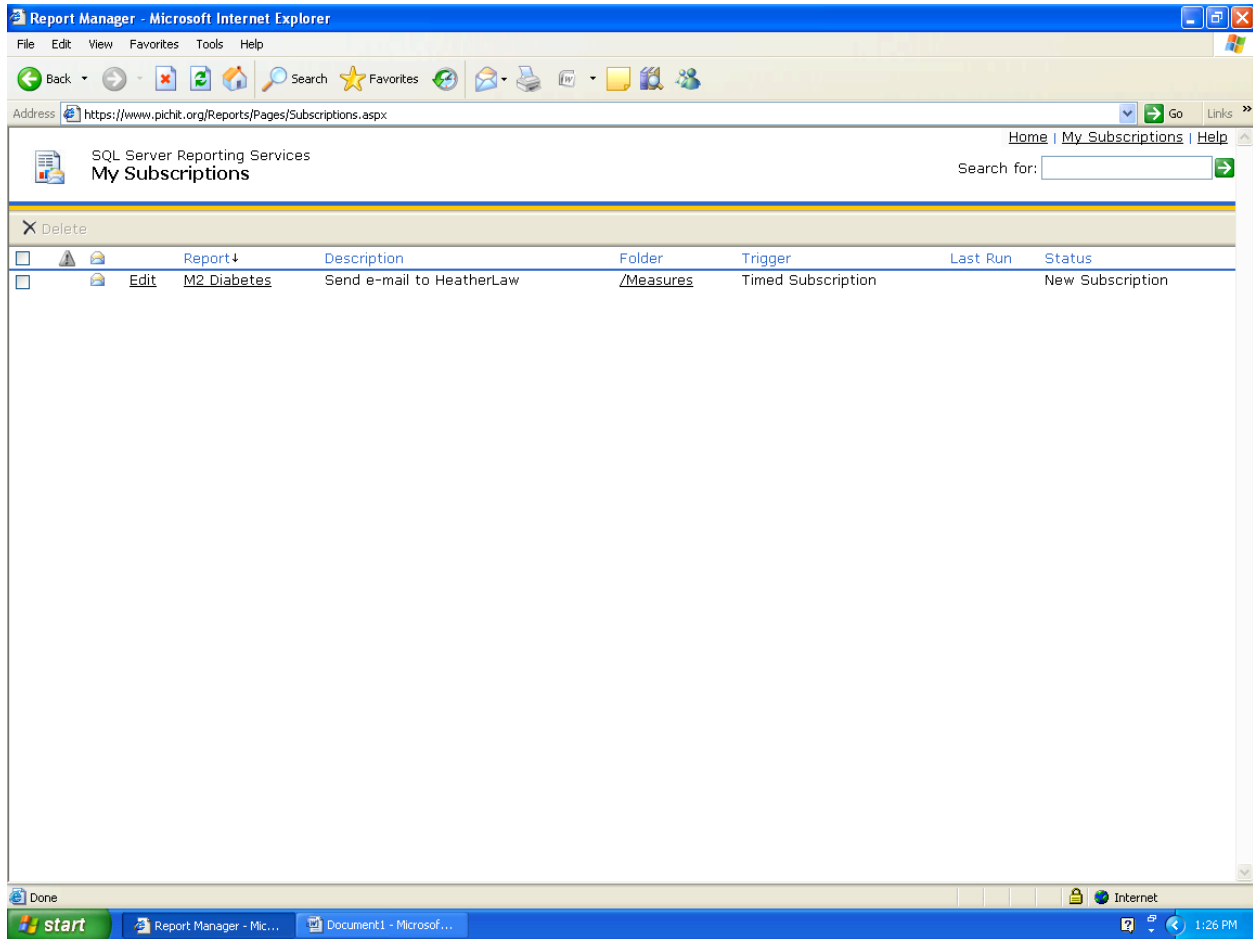
**Gender**  
 ☐ Use Default

Done

start Report Manager - Mic... Document1 - Microsof...

Internet 1:25 PM

After you have set up your subscriptions, you can click on the “My Subscriptions” link located at the top of the screen. A list of all your subscriptions will appear.





### Exercises

1. During 2007 what was the percentage of Native Hawaiians at Waimanalo Health Center whose HbA1c level was greater than 9?
2. In 2007 what was the percentage of female patients younger than 7 years old at Waianae Coast Comprehensive Health Center who had a primary care visit within the last 12 months?
3. In December 2007 what was the number of patients at Country Doctor with well-child visits in the first 15 months?
4. Which health center had the highest percentage of patients with well-child visits at 12-21 years during January 2008?

(Answers provided on next page.)

### Answers to Exercises

1) 26.92%

2) 93.43%

3) 47

4) Family Health Centers