Pacific Health Technology Innovation Project
Pacific Innovation Collaborative Health Information Technology Network

PIC Report Manager
HANDBOOK

AAPCHO
Association of Asian Pacific Community Health Organizations
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.

![Connection Window]

Enter your user name and password and click “OK”.

[Image of connection window]
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:
If you click on the double pointed arrow as indicated you can expand the window as shown below.
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.
The functionality is the same for the field “Report Period End”.

<table>
<thead>
<tr>
<th>Report Period Begin</th>
<th>Report Period End</th>
</tr>
</thead>
</table>

Gender

- Male
- Female

Ethnicity

- American Indian/Alaskan Native

Age (in years)

- 25
- 26
- 27
- 28
- 29
- 30

Today is Monday, November 17, 2008
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.
If you were to click on the “View Report” button, this is what you would see:

![Image of the report](image_url)

<table>
<thead>
<tr>
<th>Practice</th>
<th>#</th>
<th>Birth Date</th>
<th>Ethnicity</th>
<th>Last HbA1c</th>
<th>Last Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Doctor</td>
<td>18960</td>
<td>09/15/1967</td>
<td>Other Asian</td>
<td>7.50</td>
<td>Yes</td>
</tr>
<tr>
<td>Country Doctor</td>
<td>51985</td>
<td>09/22/1927</td>
<td>Black/African American</td>
<td>9/27/2007</td>
<td>7.50</td>
</tr>
<tr>
<td>Country Doctor</td>
<td>50460</td>
<td>03/06/1950</td>
<td>Unknown</td>
<td>12/22/2007</td>
<td>7.50</td>
</tr>
<tr>
<td>Country Doctor</td>
<td>27147</td>
<td>11/22/1933</td>
<td>Unknown</td>
<td>05/05/2007</td>
<td>6.50</td>
</tr>
<tr>
<td>Country Doctor</td>
<td>30520</td>
<td>09/17/1959</td>
<td>Other Asian</td>
<td>09/22/2007</td>
<td>6.70</td>
</tr>
<tr>
<td>Country Doctor</td>
<td>26925</td>
<td>10/16/1937</td>
<td>Black/African American</td>
<td>11/30/2007</td>
<td>6.10</td>
</tr>
</tbody>
</table>
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.
Now let’s generate a report selecting “Chinese” from the “Ethnicity” drop-down list.
Click the “View Report” button to generate the report as shown below.
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.
This is what you should see.
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.
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.
Comparative Dashboard

Click on the “Comparative Dashboard” link on the “Measures” page.
Select the “Report Month Begin” and “Report Month End”.

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

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

![Image of a web interface for creating and managing subscriptions.]
Fill out the appropriate fields to set up your subscription.
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