

Agency Leadership Reports Webinar

Thursday, September 3, 2015

Reports

Reports – User Manual

- Provides descriptions of reports
- Instructions for accessing reports
- Ad Hoc Report Request process
- Workarounds related to Reports

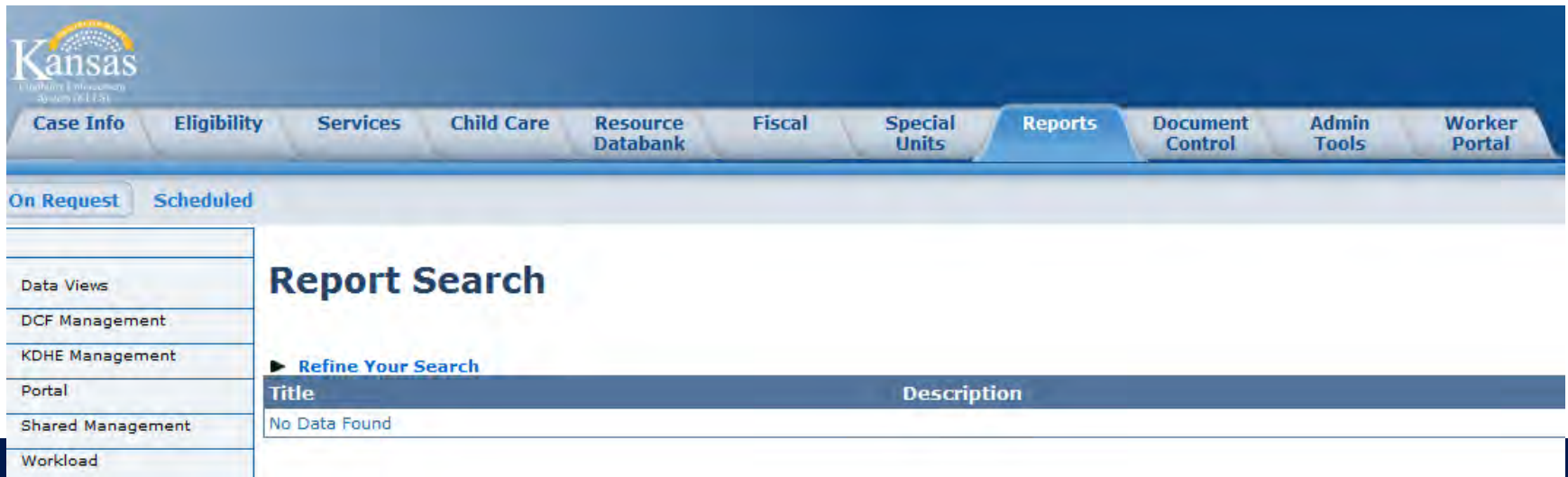


- KEES User Manual Introduction
- Daily Debrief Dispatch
- Summary of Revisions
- Working in KEES
- ADAP Medical
- Elderly and Disabled Medical
- Family Medical
- Prevention and Protection Services
- Batches
- Case Flags
- Duplicate Person
- e-Applications
- Eligibility Determination
- Forms and NOAs
- Imaging
- Interfaces
- Journal
- Post Conversion Cleanup
- Reports**
 - Reports
 - Data Views
 - DCF Management
 - KDHE Management
 - Portal
 - Shared Management
 - Workload
 - Ad Hoc
 - Troubleshooting Reports
 - Workarounds Reports
 - Other Helpful Information Report
- Resource Databank
- Resource Databank for Clearinghou
- Resource Databank for PPS Maintai
- Reviews
- Security and Passwords
- Task Management
- Verifications
- Worker ID Management
- DCF Change Discussion Guides

Reports

Reports – KEES

- Select **Reports** from Global Navigation.
- Clicking on the report categories from Task Navigation displays a short description of each report.
- Eligibility Staff have only have access to run reports listed under the Workload category.



The screenshot shows the KEES web application interface. At the top, there is a navigation bar with tabs for Case Info, Eligibility, Services, Child Care, Resource Databank, Fiscal, Special Units, Reports (which is highlighted), Document Control, Admin Tools, and Worker Portal. Below the navigation bar, there are two tabs: On Request and Scheduled. The main content area is titled "Report Search" and includes a "Refine Your Search" link. Below this, there is a table with two columns: Title and Description. The table currently displays "No Data Found". On the left side of the page, there is a sidebar menu with the following items: Data Views, DCF Management, KDHE Management, Portal, Shared Management, and Workload.

Title	Description
No Data Found	

Tips & Tricks

- When entering alpha parameters, use all uppercase.
- Depending on the number of results the report returns, it may be necessary to select CSV instead of Excel from the **Report Format** drop-down menu.
- If the screen refreshes twice after clicking **OK**, no report results will be returned. Simply try to run the report again.
- If the report results take more than 5 minutes to return, the report will not generate successfully.

What's to Come

Report enhancements and new reports:

- BPM Data View Report enhancement (*September*)
- BPM Outstanding Tasks Report enhancement (*September*)
- User Access Report by Location/Group/Last Log-on/User (*December*)
- All Discontinuances Report (*December*)
- Reviews Coming Due Report (*December*)
- Pending Apps without Current Task (*December*)
- Pending Reviews without Current Task (*December*)
- Review Discontinuances by Program/Person (*December*)
- Reported Changes Not Acted on Prior to Review (*December*)
- Review Discontinuance Batch Control Report (*December*)
- Medical Review Type Determination Batch (*December*)
- Overdue Tasks Report (*December*)



Questions

If you have further questions regarding Reports, please email them to KEESBusinessSupportTeam@KEES.KS.gov .

