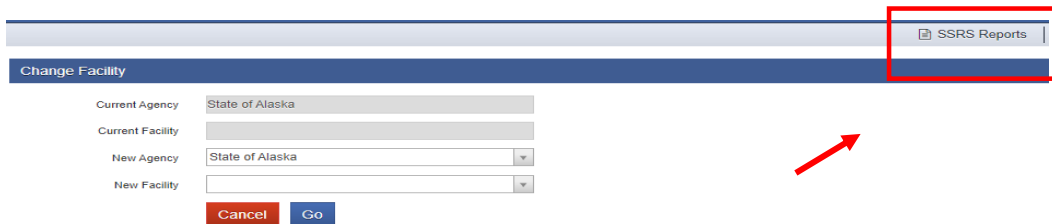# ACCESSING AKAIMS QUARTERLY SUMMARY REPORT

1. Login to AKAIMS
2. Select SSRS Report in the top right corner of the homepage screen.
   - If you do not have access to SSRS Report, email your agency's administrator or the AKAIMS Project Assistant Sarah Steele at sarah.steele@alaska.gov or (907)269-0864

ACCESSING AKAIMS QUARTERLY SUMMARY REPORT

Link to SSRS Report Home Page : https://akaims-reports.dhss.alaska.gov/Reports/browse/
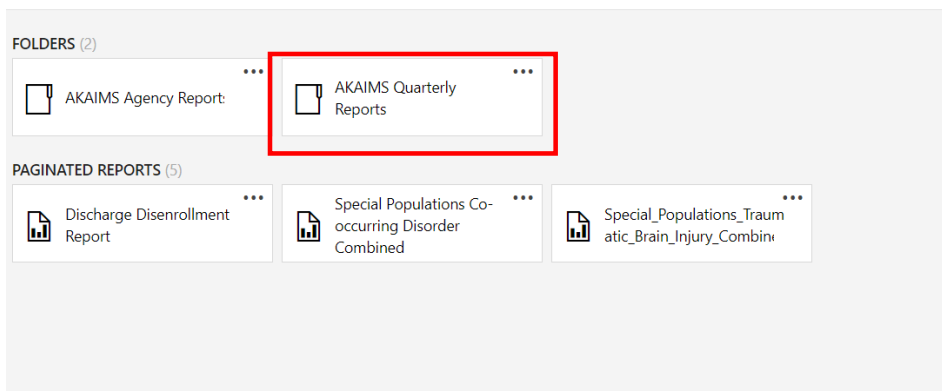
Pathway: *Home <AKAIMS Reports < AKAIMS Quarterly Reports <QuarterlySummary*

3. Follow pathway OR copy and paste link and follow steps 4-6

4. Select the AKAIMS Reports Folder
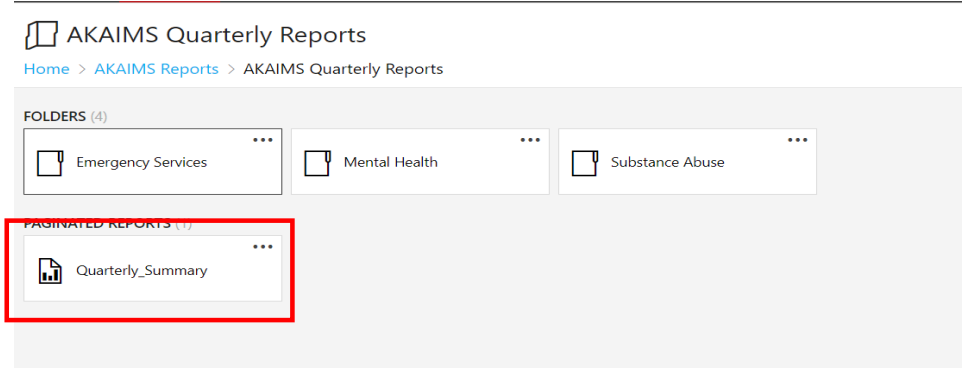
5. Select AKAIMS Quarterly Report Folder

6. Select Quarterly Summary. This will bring you into the report itself.

AKAIMS Quarterly Reports

Home > AKAIMS Reports > AKAIMS Quarterly Reports

FOLDERS (4)

•••	•••	•••
Emergency Services	Mental Health	Substance Abuse

PAGINATED REPORTS (1)

•••
Quarterly_Summary

7. Choose Fiscal year, Agency, and Facility, from the drop-down menus.
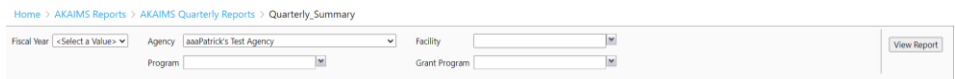
8. Once agency is selected, a list of all programs will generate. Selecting multiple options is possible.
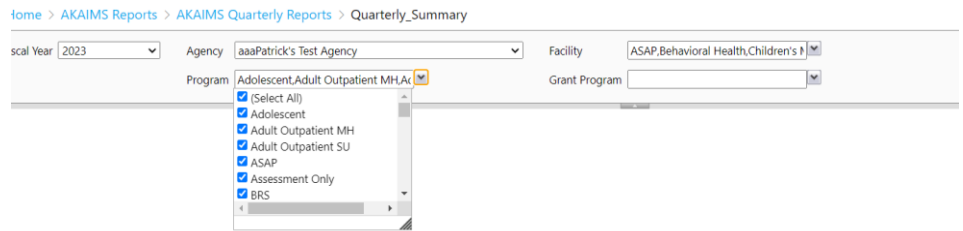
9. Once programs are selected, a list of all grant program numbers will generate. Selecting multiple options is possible. **(Note:** This is a new feature and will only work for grants aligned from FY23 onward)

SAVING THE QUARTERLY REPORT

aaaPatrick's Test Agency

Quarterly Summary for FY 2021

Word

Excel

PDF

CSV (comma delimited)

XML file with report data

Substance Abuse

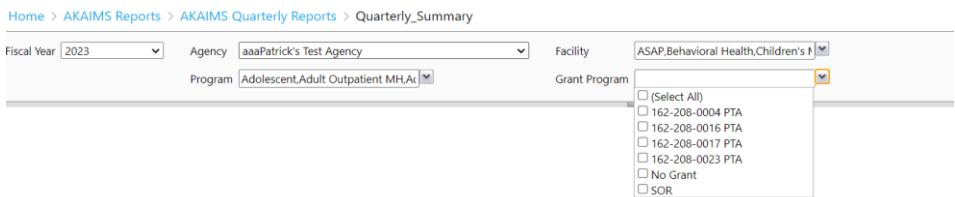| 1. Number of patients served within a quarter.	Q1				D
Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	5				6
SOR Peer Support: 20 - SA Treatment Services	1				1
Total	**6**	**5**	**4**	**4**	**7**

2. Number of patients enrolled into program type during the quarter.	Q1	Q2	Q3	Q4	FYTD
Adult Outpatient SU	1	0	0	0	1
SOR Peer Support	0	1	0	0	1

To save the report, click the file icon in the upper ribbon of the report and select pdf. The saved file does not include interactive client data. Only that can be accessed in the Quarterly Summary Report in AKAIMS.

UNDERSTANDING QUARTERLY SUMMARY REPORT

The multi-page report is broken into three sections: Substance Abuse, Emergency Services -and Mental Health Enrollment. The Quarter Summary Report is a count summary of clients by fiscal year as well as quarter. The report is generated from admissions, encounter, enrollment/disenrollment, discharge data and, if appliable, emergency services.

As of 9/18/18, some metrics are not required by the minimal dataset such as Substance abuse questions #3, #4, #5B.

Scroll through pages of the reports by using the navigation arrows in the left side upper ribbon.

WHAT SHOULD I FOCUS ON?

Everyone's data focus is different. **However, one of the main goals of routinely checking the Quarterly Summary report is to ensure up to date data entry**. Questions #1 and #2 are the quickest way to check if admissions/disenrollement data is current.
- If your focus is on Substance Abuse, focus on questions #1-12
- If your focus is on Mental Health, focus on questions #1-9
- If your focus is on Emergency Services, focus on questions #1-8

aaaPatrick's Test Agency

Quarterly Summary for FY 2021

Substance Abuse

1. Number of patients served within a quarter.	Q1	Q2	Q3	Q4	FYTD
Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	5	5	4	3	6
SOR Peer Support: 20 - SA Treatment Services	1	0	0	1	1
Total	6	5	4	4	7

Question #1 counts the number of unique patients served within each quarter with an encounter note for that program. Because of this, the summed quarter totals do not equal the fiscal year total. If patient A is enrolled in Q1 and Q2, he will be counted twice in quarter totals. However, the FYTD is a rolling sum so the client A would only be counted once. The total number of unique clients served in FY21 was 7 in this example.

Action: Please routinely check that this count matches agency's record and shows all a client's programs if duel enrolled. If client is in program and does not appear, check to see if client needs encounter note entered for that quarter/program.

2. Number of patients enrolled into program type during the quarter.	Q1	Q2	Q3	Q4	FYTD
Adult Outpatient SU	1	0	0	0	1
SOR Peer Support	0	1	0	0	1
Total	1	1	0	0	2

Question #2 counts the number of new unique patients enrolled within each quarter. Look back at question #1. There were 6 patients served in Q1. However, questions #2 shows out of those six patients, only one was a new client. The other five started the program a previous fiscal year.

Action: Question #2

If client appears in question 2 but not question 1, this represents a client that was enrolled in a program but not receive an encounter note in AKAIMS. It may also be helpful for an agency to see out total their clients, how many are new?

INTERACT WITH THE QUARTERLY SUMMARY

1. *To find client information, click the bar of the any Substance Abuse or Mental Health Enrollment question. **NOTE**: Presently, Emergency Services questions are <u>not</u> interactive. For the emergency client identification counts, please see Emergency Services Folder under AKAIMS Quarterly Reports.*

1. Number of patients served within a quarter.	Q1	Q2	Q3	Q4	FYTD

2. A new window will appear displaying the agencies different programs with activity and distinct client counts.

Question 1

Number of clients served within a quarter.   For fiscal year 2021.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				**Distinct Clients**
		Activity Count	**Distinct Clients**	**7**
⊞ Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)		82	6	
⊞ SOR Peer Support: 20 - SA Treatment Services		3	1	

Generated: 4/8/2022 9:12:54 AM   Page 1 of 1

3. Click the plus symbol on the left side of the program name to see activity and client counts for each of the four quarters.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				**Distinct Clients**
		Activity Count	**Distinct Clients**	**7**
⊟ Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)		82	6	
	⊞ FQ 1 5 Clients 22 Activities			
	⊞ FQ 2 5 Clients 24 Activities			
	⊞ FQ 3 4 Clients 21 Activities			
	⊞ FQ 4 3 Clients 15 Activities			
⊞ SOR Peer Support: 20 - SA Treatment Services		3	1	

Generated: 4/8/2022 9:12:54 AM   Page 1 of 1

4. Click the plus symbol on the left side of any FQ to see individual client data. **NOTE:** *All client information shown below is fabricated.*

Question 1

Number of clients served within a quarter.   For fiscal year 2021.

Agency	Program		AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency					*Distinct Clients*
			Activity Count	*Distinct Clients*	*7*
⊟Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)			*82*	*6*	
	⊟FQ 1	**5 Clients 22 Activities**			
		⊞F989099BA998100	A1245	Abby, Abigail	4 Activities
		⊞M119854AG218100	B17	Baggins, Bilbo	14 Activities
		⊞M119799SA997101	A672	Atomic, Tom	1 Activities
		⊞F819555IG558100	A2169	Ale, Ginger	1 Activities
		⊞M209199IW998121		Winchester, Dean	2 Activities
	⊞FQ 2	**5 Clients 24 Activities**			
	⊞FQ 3	**4 Clients 21 Activities**			
	⊞FQ 4	**3 Clients 15 Activities**			
⊞SOR Peer Support: 20 - SA Treatment Services			*3*	*1*	

5. Click on the plus symbol next to client's ID number to see dates for each program activity the client participated in. This only shows one program at a time.

Example: Abigail Abby participated in Adult Outpatient SU 16 – Adult Outpatient Substance Use Disorder Treatment at four separate times.

Question 1

Number of clients served within a quarter.   For fiscal year 2021.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				**Distinct Clients**
		Activity Count	**Distinct Clients**	**7**
⊟**Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)**		*82*	*6*	
	⊟**FQ 1 5 Clients 22 Activities**			
	⊟F989099BA998100	A1245	Abby, Abigail	4 Activities
				07/15/2020
				09/15/2020
				09/22/2020
				09/27/2020
	⊞M119854AG218100	B17	Baggins, Bilbo	14 Activities
	⊞M119799SA997101	A672	Atomic, Tom	1 Activities
	⊞F819555IG558100	A2169	Ale, Ginger	1 Activities
	⊞M209199IW998121		Winchester, Dean	2 Activities
	⊞**FQ 2 5 Clients 24 Activities**			
	⊞**FQ 3 4 Clients 21 Activities**			
	⊞**FQ 4 3 Clients 15 Activities**			
⊞**SOR Peer Support: 20 - SA Treatment Services**		*3*	*1*	

Generated: 4/8/2022 9:55:27 AM   Page 1 of 1