Treatment and Assessment
Report Generation Tool

Reports Manual

June 2004
Throughout the state of Washington, drug and alcohol treatment agencies enter data into Target for all of their publicly funded clients. That information is used to coordinate funding, provide statistics for research that helps to improve treatment success rates and provides data to the legislative body. That information, at least that which pertains to your agency, is available to you through the Target reports.

This manual is intended to enable you to run reports in Target. If all you are interested in is the most basic level of information about reports, read the General section and then close the book. If you are interested in detailed information about specific reports, then after reading the General section, turn to the pages in the manual that have detailed information about those reports.

Much of the information for reports in the same category is repeated. This is purposeful, as it allows one to open the manual and get all of the information about a report without having to turn to multiple sections.

If you are having trouble finding a report to meet your needs, look at the Table of Contents or turn to Appendix A for a brief description of each report.

As always, if you have any questions or comments, please feel free to call the Target Help Desk at 888-461-8898.
# Table of Contents

**General Information**
- Report Manual Format ............................................................................................................. 1
- How to Run Reports ....................................................................................................................... 3
- Report Format ............................................................................................................................... 4
- How to Use Filters ......................................................................................................................... 7
- Using Filter Mover Boxes ............................................................................................................ 8
- Explanation of Filter Choices ..................................................................................................... 9
- Target or Report Server .............................................................................................................. 12
- Printing and Saving Reports ...................................................................................................... 13

**Rollup Reports**
- Children Elsewhere ...................................................................................................................... 1
- Children with Client ....................................................................................................................... 3
- Chronic Illness ............................................................................................................................. 5
- Degree .......................................................................................................................................... 7
- Dental Problems ......................................................................................................................... 10
- Disability ...................................................................................................................................... 13
- Education ...................................................................................................................................... 16
- Employment Activity .................................................................................................................. 19
- English Reading Ability ............................................................................................................. 22
- English Speaking Ability ............................................................................................................ 24
- Head Injury - Care ......................................................................................................................... 26
- Head Injury - Previous .................................................................................................................. 28
- Income Source ............................................................................................................................ 30
- Infectious Disease ........................................................................................................................ 33
- Legal Issues ................................................................................................................................. 36
- Living Arrangements .................................................................................................................... 39
- Marital Status .............................................................................................................................. 42
- Mental Treatment ........................................................................................................................ 45
- Monthly Household Income ...................................................................................................... 48
- Monthly Personal Income .......................................................................................................... 51
- Other Children with Client .......................................................................................................... 54
- Persons in Household .................................................................................................................. 57
- Prenatal Provider ........................................................................................................................ 60
- Previous Arrests .......................................................................................................................... 62
O8 ASAM Levels ........................................................................................................................................17
O9 Emergency Room Visits ..........................................................................................................................20
Service: Detox Performance ..........................................................................................................................22
Service: Residential Performance ..................................................................................................................24

**Trend Reports**
Admission Wait ..............................................................................................................................................1
Discharge Listing .........................................................................................................................................3
Length of Stay ..............................................................................................................................................5
Modality ......................................................................................................................................................7
Referral Wait ............................................................................................................................................9

**Performance Reports**
Identified Population ....................................................................................................................................1
SSI ............................................................................................................................................................6
TANF .........................................................................................................................................................9
WorkFirst ................................................................................................................................................12

**Bed Availability Report**
Bed Availability .............................................................................................................................................1

**Appendices**
Appendix A – Report Summary ..................................................................................................................1
Appendix B - Treatment Completion Formula ..........................................................................................7
General Information
For ease of use, this manual uses the same format throughout. Each report explanation will have the following information:

A. Report category and title
B. Description or summary of what the report does.
C. How to run this report. Most reports are run in the same way. Any exceptions will be noted here.
D. Fields in the report will be listed here along with a short description or explanation.
E. A blank sample of the report is displayed here so you can see how the report is laid out.
F. Sort order is detailed.
G. Indicates whether this report include Short Detox admissions.
H. Notes on the report are included here. This might consist of information about how to run the report, where the information is pulled from or how it is calculated.

I. There are three basic types of users; Agency staff, County Coordinators and Regional Administrators. If a report is not available to a certain user group, it is indicated here. Note: agency staff have access to all reports.

J. Indicates which server the report is run on for each user type. See the Server description in this section for more information.

K. All filters are listed here. If a filter is available and applicable to a report then there is a check (✓) mark in front of that filter name.

L. The report is printed here.

M. Manual section and page number.
How to Run Reports

All of the reports in Target, with the exception of three, are run in the same fashion.

To run a report in Target

1. Move the mouse pointer over the Reports menu, click on the report category that contains the report that you need.
2. Enter a date in both the start and end date fields
   - The end date must be equal to or greater than the start date.
   - The date range may not be longer than one year.
   - Use a four digit year (i.e.: 1999 instead of 99).
3. Apply any filters that may be desired. For more information read the pages on filters in this section.
4. Click on the name of the report that you wish to run.
5. In a few minutes time the report will be displayed upon your screen.

Exceptions

The **C3, Active Caseload** and **C5, Open ADATSA Clients** reports are designed to give results as of specific date and do not use a date range. For these two reports, enter the date that you want the results for into the Start Date field; enter the same date into the End Date field.

**Bed Availability** is run simply by clicking on Bed Availability under the Reports menu.
Report Format

While the information and the way it is displayed are different, all of the reports in Target use the same basic format.

The first page you will see when you select a report category, is the Report Catalog page. This is the page that lists the reports in that category, allows you to set the date range, add sub-headings and access the filters. It is comprised of the following components.

A. Start and End Dates: All reports need to have both a start and an end date. The date range can be up to a year in duration.

B. Filter: Clicking on this button takes one to the Filter screens.

C. Report Heading: If you want you can include a sub-heading on the report.

D. Report Listing: Each report in the category is listed along with an average run time and short description.

E. Average Run Time: This is the estimated time it will take the report to run.

F. Description: A brief description to help guide you to the right report.
Once you enter a date range and optionally, apply filters and include a sub-heading, you can click on the report name to run the report. The basic elements of each report are listed below.

### A. Go Back button
- Clicking on either of these two buttons takes you back to the report catalog page.

### B. Report Information
- This section displays basic information about the report such as the report name and date range.

### C. Sub-Heading
- If you typed in a sub-heading in the reports catalog page then it will be displayed here.

### D. Report
- The body of the report is displayed in this center section.

### E. Filters
- Filters that you have selected or are applied automatically are listed here.

### F. Last Update Date
- If the report has been run on the Report server, then the last update date is displayed here, letting you know the date or the most recent data.
- If the report is run on the Target server, then the data is up to date and this line is not displayed.
The over seventy reports in Target are grouped into categories so that they are hopefully easy to find and use. A brief description of each of the report categories is listed here. For a more detailed description of the reports in each category see the individual report descriptions.

**Rollup**
Rollup reports display specific information about a group of clients, such as employment type or residence zip code. No client identifying information is displayed.

**D & C**
Data Entry and Counselor reports display either the milestone or activity information entered into Target or the open admissions or assessments. D & C reports are the only reports to list client names.

**M**
Management reports give totals of services provided during the selected date range. This information is generally organized based on the funding of the services provided.

**Service & O**
Outcome reports compare information from client discharges to information from the corresponding admissions. The two Service reports give information on length of stay and number admission for Detox and Residential modalities.

**Trend**
Trend reports give information about the level of service provided. Information about discharge type, admission modalities, length of stay and admission wait times can be found here.

**Performance**
Performance reports are generally used for county reporting purposes. They show, for instance the number of SSI clients or number of treatment completions at your agency.

**Bed Availability**
The Bed Availability report lists all residential treatment providers statewide along with the number of available beds.
How to Use Filters

Filters allow you to customize a report so that only the information that you need is displayed in the report.

To Apply a Filter:

To apply filters to a report, first move the mouse pointer over Reports on the main menu bar, click on the report category that contains the report that you need to run. A screen listing the reports is displayed. Click on the [Filter] button.

The filter screen is now displayed.

You can change pages by using either the previous and next buttons or by clicking on the page name in the Navigate box; Funding, for instance.

To apply a filter to a report use the navigate boxes to move the desired filter choice from the left to the right side of the navigate box by double-clicking on the specific filter name.

If you make no filter selection, then all items in that category are included. If you make a selection then only what you select is included.

When you are done setting your filters click on the [Save] button.

Using Single Filters

You can select as many choices as you want from a single filter and the report will only display results that match any of those filter choices.

For example if on the Funding page you select from the Contract Type filter the choices Adult Outpatient and SSI, then the report will display only clients that have a contract type of either Adult Outpatient or SSI. All other clients will not be included.

Using Multiple Filters

The effects of filters are cumulative. If you select multiple filters then the report will only display information from those clients that meet all of the filter criteria. For example, if you select Adult Outpatient from the Contract Type filter and select Attorney and Court/Probation in the Entry Referral filter, then the report will only display clients that have a contract type of Adult Outpatient and an Entry Referral of either Attorney or Court/Probation.
Using Filter Mover Boxes

Note: For a more thorough coverage of this subject see the General section of the Target User Instructions.

Mover boxes are used throughout the Target 2000 system when you are given the choice to select one or more items from a list.

Mover box sections consist of two boxes and the mover controls.

- The box on the left contains the list of items that can be selected.
- The box on the right contains the items that you have already chosen.
- The center section is used to move items from one box to the other.

In the example pictured above we have selected “Selected Item One” and “Selected Item Two”. The items in the left box were not chosen.

You can select or deselect items by double-clicking on them or by single-clicking on them and clicking on the [include] or [exclude] buttons as appropriate.

As was mentioned previously, if you make no selection, then all items in that category are included. If you make a selection then only what you select is included.
### Explanation of Filter Choices

Each of the filters is described below.

#### Scope

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission, Assessment, Discharge</td>
<td>This filter is used to choose the milestone type that the report gathers data from.</td>
</tr>
<tr>
<td>Duplicated, Unduplicated</td>
<td>Duplicated reports count each milestone that a client has during the report date range. Unduplicated reports count each client only once.</td>
</tr>
<tr>
<td></td>
<td>If the report is unduplicated and the selected milestone type is admission or assessment then information from the first milestone of the appropriate type is used. If the selected milestone type is discharge then information from the clients’ most recent discharge is used.</td>
</tr>
<tr>
<td>Agency</td>
<td>This filter determines which agency the report pulls the information from. Some reports, like D &amp; C reports, allow just one agency to be selected. Other reports, like Rollups or Trends, allow multiple agencies to be selected. If this filter is not available then the report uses data from the agency that you are currently logged in as.</td>
</tr>
<tr>
<td>Entry Referral</td>
<td>Filters for values in the Entry Referral field in assessments or admissions. If the selected milestone type is discharge then information from the corresponding admission is used.</td>
</tr>
<tr>
<td>Discharge Type</td>
<td>Applies to discharges only.</td>
</tr>
<tr>
<td>Exit Referral or Other Services Referral</td>
<td>This filter can be used to select values entered into the Exit Referral or Other Services Referral fields in the discharge milestone.</td>
</tr>
<tr>
<td>Governing County</td>
<td>Governing County of the assessment or admission. If the selected milestone type is discharge then information from the corresponding admission is used.</td>
</tr>
</tbody>
</table>

#### Funding

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title XIX</td>
<td>You can select “Yes”, “No” or blank, which includes both.</td>
</tr>
<tr>
<td>Fund Source</td>
<td>Funding Source of the assessment or admission. If the selected milestone type is discharge then information from admission is used.</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Contract type of the assessment or admission. If the</td>
</tr>
</tbody>
</table>

General Information - 9
selected milestone type is discharge then information from admission is used.

**Modality** Does not apply to assessments. Modality of the admission. If the selected milestone type is discharge then information from admission is used.

**State Special Project** Filters for any state special projects codes that may have been applied. Listed in alphabetical order.

**County Special Project** Filters for any county specific special projects codes that may have been applied. Listed first by county number, then alphabetically.

**Agency Special Project** Filters for any agency specific special projects codes that may have been applied. Listed first by agency number, then alphabetically.

### Demographics

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gender</strong></td>
<td>“Male”, “Female” or blank to include both.</td>
</tr>
</tbody>
</table>
| **Start Birth Date / End Birth Date** | These filters are used to select a birth date range.  
All clients whose birth dates occur within the selected range are included in the report. If this filter is used, both the start and end dates must be entered. |
| **Spanish/Hispanic**         | This filter selects clients based on their responses regarding their Spanish/Hispanic/Latino heritage. |
| **Ethnicity/Race**           | This filter selects clients based on their responses regarding their race or ethnicity. |
| **English Speaking Ability** | Filters for levels of English Speaking Ability as reported in assessment, admission and discharge.  
“Functional”, “Interpretive Services Needed”, “Limited” or “Unknown”. |
| **English Reading Ability**  | Filters for levels of English Reading Ability as reported in assessment, admission and discharge.  
“Functional”, “Interpretive Services Needed”, “Limited” or “Unknown”. |
| **Disability**               | This filter selects clients based on their responses regarding disability. |
| **Substance Abuse (Primary & Secondary)** | This filter can be used to select clients based on their reported primary and secondary drug choices. |
| **Assessment Priority Population** | This filter only applies to ADATSA assessments and selects clients based on their priority population type. |
### Client/Staff

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff</strong></td>
<td>This filter will allow you to display milestones or activities for a specific staff member.</td>
</tr>
<tr>
<td></td>
<td>- For reports in which assessments or discharges are used, this filter selects the Assessment or Discharge Staff member.</td>
</tr>
<tr>
<td></td>
<td>- For reports in which admission data is used, this filter applies to the Counselor Staff.</td>
</tr>
<tr>
<td></td>
<td>- For both treatment and support activities, this filter applies to the staff member who carried out the activity.</td>
</tr>
<tr>
<td><strong>Admission Staff (D4 Only)</strong></td>
<td>This filter allows one to display admissions associated with a particular Admission Staff. As stated, this filter only applies to the D4, Admission Listing report.</td>
</tr>
<tr>
<td><strong>Support Activity Type (C7 Only)</strong></td>
<td>This filter, for the C7 Support Activities Listing, allows one to display only specified support activity types.</td>
</tr>
<tr>
<td><strong>Client</strong></td>
<td>Using this filter will cause the report to display only milestones or activities associated with an individual client.</td>
</tr>
</tbody>
</table>
Target or Report Server

In order to manage server load and have the least possible impact on data entry, reports are run on one of two servers. What this means to you, is that some reports will contain current data and others will have data that can be up to a week old.

For agency staff the D&C, M reports and Bed Availability are reports that are run on the Target (data-entry) server and are real-time. Thus any changes you make in the Target system are reflected immediately in any reports that you run from those categories. All other reports are run on the Report server and can be up to a week old. County staff and Regional Administrators run all reports, except for Bed Availability on the Reports server.

If you run a report on the Reports server there will be a line in the filters display section at the bottom of the report that will indicate the Last Update Date.
Printing and Saving Reports

There are several methods of printing in Target 2000

- To print any page or report in Target 2000 click on File then click Print from the top of your Internet Explorer browser.
- You can also click on the Print icon in the menu bar at the top of your Internet Explorer browser.

Some of the reports are formatted to be printed in landscape format. To correctly print these reports, click on File then click on Page Setup. Click on Landscape and OK. The report will now be displayed correctly when printed.

If you wish to examine or manipulate the format of a report in detail before printing you can use either of the following methods.

- If you wish to save a report in order to reference or print it later, click on File then Save. Choose a location on your computer to save the report. You can then access the report at any time you wish.
- You can also copy and paste the information from a Target report into another application in order to modify the format of the data before printing it.

Note: The C & D level reports contain client names. If one of these reports is saved to your computer’s hard drive then great care should be taken to make sure that your computer is secure from unauthorized access.
Rollup Reports
Children Elsewhere

Description/Purpose:
Summarizes the responses to the question “Number of your children not living with you”.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Number of Persons (Children)  
  Grouped into categories; 0, 1-2, 3-5, over 5
- Number  
  Number of responses in each category
- Percentage  
  Number divided by Total
- Total  
  Total of all, non-null, responses
- Total Selected Milestone Records  
  Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients  
  Number of unique clients represented in the Total Selected Milestone Records number

Sorted by:  
Number of Persons category

Short Detox Included:  
No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<table>
<thead>
<tr>
<th>Access</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:

<table>
<thead>
<tr>
<th>Server</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Report Sample: Children Elsewhere

![Number of Children Not With Client](image)

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>1493</td>
<td>52.65</td>
</tr>
<tr>
<td>1 - 2</td>
<td>995</td>
<td>35.09</td>
</tr>
<tr>
<td>3 - 5</td>
<td>323</td>
<td>11.39</td>
</tr>
<tr>
<td>Over 5</td>
<td>25</td>
<td>.88</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>2836</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td>4342</td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicate Clients:</strong></td>
<td>4213</td>
<td></td>
</tr>
</tbody>
</table>
Children with Client

Description/Purpose:
Summarizes the responses to the question “Number of your children living with you”.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Number of Persons (Children)
- Number
- Percentage
- Total
- Total Selected Milestone Records
- Total Unduplicated Clients

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:
Total Selected Milestone Records: 
Total Unduplicate Clients: 

Sorted by:
Number of Persons category

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Support Activity Type (C7 Only)

Report Sample: Children with Client

![Number of Children with Client](image-url)
Chronic Illness

Description/Purpose:
Summarizes the responses to the question “Are you currently receiving care for a chronic illness?”

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: In Need, No or Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

Sorted by:
Description (In Need, No, Yes)

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
| Agencies | Yes |
| County   | Yes |
| RA       | Yes |

Server:
| Agencies | Report |
| County   | Report |
| RA       | Report |

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: Chronic Illness

![Receiving Care for Chronic Illness](image)

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td>103</td>
<td>2.74</td>
</tr>
<tr>
<td>No</td>
<td>3021</td>
<td>80.24</td>
</tr>
<tr>
<td>Yes</td>
<td>641</td>
<td>17.03</td>
</tr>
</tbody>
</table>

Totals: 3865 100.00
Total Selected Milestone Records: 4342
Total Unduplicate Clients: 4210
Degree

Description/Purpose:
Summarizes client responses regarding the highest degree achieved.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
  - Listing of degree types
- Number
  - Number of responses in each category
- Percentage
  - Number divided by Total
- Total
  - Total of all, non-null, responses
- Total Selected Milestone Records
  - Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients
  - Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Degree (Academic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA Degree (Vocational)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voc Training (Certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voc Training (No Certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicate Clients:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Degree obtained (alphabetically)

Short Detox Included:  No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Server:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
<td></td>
</tr>
</tbody>
</table>

Available Filters

<table>
<thead>
<tr>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Admission, Assessment, Discharge</td>
</tr>
<tr>
<td>✓ Duplicated, Unduplicated</td>
</tr>
<tr>
<td>✓ Agency <em>(can select multiple agencies)</em></td>
</tr>
<tr>
<td>✓ Entry Referral</td>
</tr>
<tr>
<td>✓ Discharge Type</td>
</tr>
<tr>
<td>✓ Exit Referral or Other Services Referral</td>
</tr>
<tr>
<td>✓ Governing County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Title XIX</td>
</tr>
<tr>
<td>✓ Fund Source</td>
</tr>
<tr>
<td>✓ Contract Type</td>
</tr>
<tr>
<td>✓ Modality</td>
</tr>
<tr>
<td>✓ State Special Project</td>
</tr>
<tr>
<td>✓ County Special Project</td>
</tr>
<tr>
<td>✓ Agency Special Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Gender</td>
</tr>
<tr>
<td>✓ Start Birth Date / End Birth Date</td>
</tr>
<tr>
<td>✓ Spanish/Hispanic</td>
</tr>
<tr>
<td>✓ Ethnicity/Race</td>
</tr>
<tr>
<td>✓ English Speaking Ability</td>
</tr>
<tr>
<td>✓ English Reading Ability</td>
</tr>
<tr>
<td>✓ Disability</td>
</tr>
<tr>
<td>✓ Substance Abuse</td>
</tr>
<tr>
<td>✓ Assessment Priority Population</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Admission Staff <em>(D4 Only)</em></td>
</tr>
<tr>
<td>Support Activity Type <em>(C7 Only)</em></td>
</tr>
<tr>
<td>Client</td>
</tr>
</tbody>
</table>
### Educational Degree

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Degree (Academic)</td>
<td>122</td>
<td>2.81</td>
</tr>
<tr>
<td>AA Degree (Vocational)</td>
<td>36</td>
<td>.83</td>
</tr>
<tr>
<td>GED</td>
<td>796</td>
<td>18.33</td>
</tr>
<tr>
<td>High School Diploma</td>
<td>1259</td>
<td>29.00</td>
</tr>
<tr>
<td>No degree</td>
<td>1731</td>
<td>39.87</td>
</tr>
<tr>
<td>Not Collected</td>
<td>63</td>
<td>1.45</td>
</tr>
<tr>
<td>Post-Graduate Degree</td>
<td>30</td>
<td>.69</td>
</tr>
<tr>
<td>Undergrad Degree</td>
<td>73</td>
<td>1.68</td>
</tr>
<tr>
<td>Unknown</td>
<td>27</td>
<td>.62</td>
</tr>
<tr>
<td>Voc Training (Certificate)</td>
<td>172</td>
<td>3.96</td>
</tr>
<tr>
<td>Voc Training (No Certificate)</td>
<td>33</td>
<td>.76</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>4342</strong></td>
<td><strong>100.00</strong></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td><strong>4342</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicate Clients:</strong></td>
<td><strong>4213</strong></td>
<td></td>
</tr>
</tbody>
</table>
Dental Problems

Description/Purpose:
This report summarizes client responses to the question “Currently under care for dental?” on the Target Data Elements form.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: In Need, No, Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicate Clients:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by: Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Rollup Reports - 11
### Report Sample: Dental Problems

#### 04/01/2003 - 04/01/2003
Dates Filtered Against: Admission
Receiving Care for Dental Problems

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td>57</td>
<td>30.48</td>
</tr>
<tr>
<td>No</td>
<td>109</td>
<td>58.29</td>
</tr>
<tr>
<td>Yes</td>
<td>21</td>
<td>11.23</td>
</tr>
</tbody>
</table>

**Totals:** 187 100.00

**Total Selected Milestone Records:** 198
**Total Unduplicate Clients:** 198
Description/Purpose:
This report summarizes client responses regarding disabilities.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Type of disability
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive Impairment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:

Total Selected Milestone Records:
Total Unduplicate Clients:

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
- Since more than one disability can be selected per client the total may be greater than the number of clients or milestone records.

Access:
Agencies: Yes
County: Yes
RA: Yes

Server:
Agencies: Report
County: Report
RA: Report

Available Filters

Scope
- Admissions, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### Duplicated
**04/01/2003 - 04/01/2003**  
Dates Filtered Against: Admission  
**Type of Disability**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive Impairment</td>
<td>1</td>
<td>.48</td>
</tr>
<tr>
<td>Hearing</td>
<td>10</td>
<td>4.83</td>
</tr>
<tr>
<td>Learning</td>
<td>7</td>
<td>3.38</td>
</tr>
<tr>
<td>Mental/Psychological</td>
<td>23</td>
<td>11.11</td>
</tr>
<tr>
<td>Mobility</td>
<td>14</td>
<td>6.76</td>
</tr>
<tr>
<td>None</td>
<td>129</td>
<td>62.32</td>
</tr>
<tr>
<td>Not Collected</td>
<td>6</td>
<td>2.90</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>3.38</td>
</tr>
<tr>
<td>Speech-Impaired</td>
<td>1</td>
<td>.48</td>
</tr>
<tr>
<td>Vision</td>
<td>9</td>
<td>4.35</td>
</tr>
</tbody>
</table>

**Totals:** 207 100.00

**Total Selected Milestone Records:** 198

**Total Unduplicate Clients:** 198
Education

Description/Purpose:
This report summarizes client responses regarding the number of years of education that they may have.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- **Grade Level Completed**
  - Years of education (Less than 8 years, 8-12 years, 13-14 years, 15-20 years, Over 20 years)
- **Number**
  - Number of responses in each category
- **Percentage**
  - Number divided by Total
- **Total**
  - Total of all, non-null, responses
- **Total Selected Milestone Records**
  - Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- **Total Unduplicated Clients**
  - Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Grade Level Completed</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 8th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8th - 12th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13th - 14th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15th - 20th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 20th</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:

Total Selected Milestone Records:

Total Unduplicate Clients:

[Field example]

Sorted by:
Grade Level

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
- Though the report column is labeled grade completed, it is really looking at years of education.

Access:

| Agencies | Yes |
| County   | Yes |
| RA       | Yes |

Server:

| Agencies | Report |
| County   | Report |
| RA       | Report |

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### Grade Level Completed by Client

<table>
<thead>
<tr>
<th>Grade Level Completed</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 8th</td>
<td>14</td>
<td>16.29</td>
</tr>
<tr>
<td>8th - 12th</td>
<td>134</td>
<td>75.28</td>
</tr>
<tr>
<td>13th - 14th</td>
<td>22</td>
<td>12.36</td>
</tr>
<tr>
<td>15th - 20th</td>
<td>8</td>
<td>4.50</td>
</tr>
<tr>
<td>Over 20th</td>
<td>0</td>
<td>.00</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>178</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

**Total Selected Milestone Records:** 198

**Total Unduplicate Clients:** 198
Employment Activity

Description/Purpose:
Summarizes client responses regarding employment.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Listing of employment status types
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed Full-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employed Part-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployed Not Seeking Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicate Clients</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Employment activity (alphabetically)

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<table>
<thead>
<tr>
<th></th>
<th>Agencies</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Server:

<table>
<thead>
<tr>
<th></th>
<th>Agencies</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
<td></td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(can select multiple agencies)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
## Type of Employment

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed Full-Time</td>
<td>73</td>
<td>1.68</td>
</tr>
<tr>
<td>Employed Part-Time</td>
<td>27</td>
<td>.62</td>
</tr>
<tr>
<td>Employed Temp/On Call/Intermittent</td>
<td>796</td>
<td>18.33</td>
</tr>
<tr>
<td>Full time student</td>
<td>63</td>
<td>1.45</td>
</tr>
<tr>
<td>Homemaker</td>
<td>172</td>
<td>3.96</td>
</tr>
<tr>
<td>Institutionalized</td>
<td>1259</td>
<td>29.00</td>
</tr>
<tr>
<td>Military</td>
<td>1731</td>
<td>39.87</td>
</tr>
<tr>
<td>Not in work force</td>
<td>30</td>
<td>.69</td>
</tr>
<tr>
<td>Not Working Due to Disability</td>
<td>122</td>
<td>2.81</td>
</tr>
<tr>
<td>Retired</td>
<td>36</td>
<td>.83</td>
</tr>
<tr>
<td>Unemployed Not Seeking Work</td>
<td>33</td>
<td>.76</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>4342</strong></td>
<td><strong>100.00</strong></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td><strong>4342</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicate Clients:</strong></td>
<td><strong>4213</strong></td>
<td></td>
</tr>
</tbody>
</table>
English Reading Ability

Description/Purpose:
This report summarizes client responses regarding their ability to read English.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Functional, In need, Unknown
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpretive Svcs Needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicate Clients:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

- Agencies: Yes
- County: Yes
- RA: Yes

Server:

- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics

- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: English Reading Ability

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional</td>
<td>194</td>
<td>97.98</td>
</tr>
<tr>
<td>Interpretive Svcs Needed</td>
<td>4</td>
<td>2.02</td>
</tr>
<tr>
<td>Totals:</td>
<td>198</td>
<td>100.00</td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td>198</td>
<td></td>
</tr>
<tr>
<td>Total Unduplicate Clients:</td>
<td>198</td>
<td></td>
</tr>
</tbody>
</table>

04/01/2003 - 04/01/2003
Dates Filtered Against: Admission
Ability to Read English
English Speaking Ability

Description/Purpose:
This report summarizes client responses regarding their ability to speak English.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Functional, In need, Unknown
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpretive Svcs Needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicate Clients:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: English Speaking Ability

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional</td>
<td>840</td>
<td>97.9%</td>
</tr>
<tr>
<td>Interpretive Svcs Needed</td>
<td>16</td>
<td>1.9%</td>
</tr>
<tr>
<td>Unknown</td>
<td>2</td>
<td>0.2%</td>
</tr>
<tr>
<td>Totals:</td>
<td>858</td>
<td>100%</td>
</tr>
<tr>
<td>Total Selected Milestone</td>
<td>859</td>
<td></td>
</tr>
<tr>
<td>Total Unduplicated Clients:</td>
<td>857</td>
<td></td>
</tr>
</tbody>
</table>

06/01/2003 - 06/06/2003
Dates Filtered Against: Admission
Ability to Speak English
Head Injury - Care

Description/Purpose:
This report summarizes client responses regarding current treatment for traumatic head injury.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
  - In need, No, Yes
- Number
  - Number of responses in each category
- Percentage
  - Number divided by Total
- Total
  - Total of all, non-null, responses
- Total Selected Milestone Records
  - Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients
  - Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicate Clients:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Description (In need, No, Yes)

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- Client

Report Sample: Head Injury - Care

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>391</td>
<td>82.84</td>
</tr>
<tr>
<td>Yes</td>
<td>81</td>
<td>17.16</td>
</tr>
<tr>
<td>Totals:</td>
<td>472</td>
<td>100.00</td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td>573</td>
<td></td>
</tr>
<tr>
<td>Total Unduplicate Clients:</td>
<td>573</td>
<td></td>
</tr>
</tbody>
</table>

06/01/2003 - 06/04/2003
Dates Filtered Against: Admission
Traumatic Head Injury
Head Injury - Previous

Description/Purpose:
This report summarizes client responses regarding previous traumatic head injury.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
  - No, Yes
- Number
  - Number of responses in each category
- Percentage
  - Number divided by Total
- Total
  - Total of all, non-null, responses
- Total Selected Milestone Records
  - Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients
  - Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicated Clients:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Description (No, Yes)

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)

Report Sample: Head Injury - Previous

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>937</td>
<td>83.9%</td>
</tr>
<tr>
<td>Yes</td>
<td>180</td>
<td>16.1%</td>
</tr>
<tr>
<td>Totals:</td>
<td>1117</td>
<td>100%</td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td>1285</td>
<td></td>
</tr>
<tr>
<td>Total Unduplicated Clients:</td>
<td>1279</td>
<td></td>
</tr>
</tbody>
</table>

04/01/2003 - 04/09/2003
Dates Filtered Against: Admission
Traumatic Previous Head Injury

Rollup Reports - 29
### Income Source

**Description/Purpose:**
This report summarizes client responses regarding primary source on income.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- **Description**
- **Number**
- **Percentage**
- **Total**
- **Total Selected Milestone Records**
- **Total Unduplicated Clients**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family/Friend Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Collected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Pension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security (SSA/SSDI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages/salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicated Clients:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

**Sorted by:**
Description

**Short Detox Included:** No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

| Agencies | Yes |
| County   | Yes |
| RA       | Yes |

Server:

| Agencies | Report |
| County   | Report |
| RA       | Report |

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*can select multiple agencies*)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (*D4 Only*)
- Support Activity Type (*C7 Only*)
- Client
Report Sample: Income Source

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>34</td>
<td>2.6%</td>
</tr>
<tr>
<td>Family/Friend Support</td>
<td>250</td>
<td>19.5%</td>
</tr>
<tr>
<td>None</td>
<td>227</td>
<td>17.7%</td>
</tr>
<tr>
<td>Not Collected</td>
<td>2</td>
<td>0.2%</td>
</tr>
<tr>
<td>Other</td>
<td>41</td>
<td>3.2%</td>
</tr>
<tr>
<td>Public Assistance</td>
<td>445</td>
<td>34.6%</td>
</tr>
<tr>
<td>Retirement Pension</td>
<td>5</td>
<td>0.4%</td>
</tr>
<tr>
<td>Social Security (SSA/SSDI)</td>
<td>39</td>
<td>3.0%</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>35</td>
<td>2.7%</td>
</tr>
<tr>
<td>Wages/salary</td>
<td>207</td>
<td>16.1%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>1285</td>
<td>100%</td>
</tr>
</tbody>
</table>

Total Selected Milestone Records: 1285
Total Unduplicated Clients: 1279
Infectious Disease

Description/Purpose:
This report summarizes client responses to the question regarding current care for an infectious disease.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: In need, No, Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicated Clients:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
| Agencies | Yes |
| County   | Yes |
| RA       | Yes |

Server:
| Agencies | Report |
| County   | Report |
| RA       | Report |

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (*D4 Only*)
- Support Activity Type (*C7 Only*)
- Client
### Report Sample: Infections Disease

04/01/2003 - 04/09/2003  
Dates Filtered Against: Admission  
Receiving Care for Infectious Disease

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td>17</td>
<td>1.5%</td>
</tr>
<tr>
<td>No</td>
<td>1065</td>
<td>94.5%</td>
</tr>
<tr>
<td>Yes</td>
<td>45</td>
<td>4.0%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>1127</td>
<td>100%</td>
</tr>
</tbody>
</table>

Total Selected Milestone Records: 1285  
Total Unduplicated Clients: 1279
Legal Issues

Description/Purpose:
Summarizes client responses regarding current legal involvement.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
- Number
- Percentage
- Total
- Total Selected Milestone Records
- Total Unduplicated Clients

Types of legal issues
Number of responses in each category
Number divided by Total
Total of all, non-null, responses
Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petitioning for DUI Deferred Prosecution</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicated Clients:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
Report Sample: Legal Issues

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Charges</td>
<td>57</td>
<td>4.0%</td>
</tr>
<tr>
<td>Awaiting Trial</td>
<td>88</td>
<td>6.2%</td>
</tr>
<tr>
<td>Child Custody Issue</td>
<td>22</td>
<td>1.6%</td>
</tr>
<tr>
<td>Convicted, Awaiting Sentencing</td>
<td>15</td>
<td>1.1%</td>
</tr>
<tr>
<td>CPS Court Involved</td>
<td>35</td>
<td>2.5%</td>
</tr>
<tr>
<td>Diversion</td>
<td>18</td>
<td>1.3%</td>
</tr>
<tr>
<td>Drug Court - Adult</td>
<td>67</td>
<td>4.7%</td>
</tr>
<tr>
<td>Drug Court - Juvenile</td>
<td>9</td>
<td>0.6%</td>
</tr>
<tr>
<td>In DUI Deferred Prosecution Status</td>
<td>36</td>
<td>2.5%</td>
</tr>
<tr>
<td>In Other Supervised Program</td>
<td>44</td>
<td>3.1%</td>
</tr>
<tr>
<td>Incarcerated, Post-Conviction</td>
<td>51</td>
<td>3.6%</td>
</tr>
<tr>
<td>Incarcerated, Pre-Trial</td>
<td>4</td>
<td>0.3%</td>
</tr>
<tr>
<td>None</td>
<td>363</td>
<td>25.7%</td>
</tr>
<tr>
<td>Not Collected</td>
<td>10</td>
<td>0.7%</td>
</tr>
<tr>
<td>On Probation or Parole</td>
<td>577</td>
<td>40.8%</td>
</tr>
<tr>
<td>On Trial</td>
<td>3</td>
<td>0.2%</td>
</tr>
<tr>
<td>Petitioning for DUI Deferred Prosecution</td>
<td>15</td>
<td>1.1%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>1414</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td>1285</td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicated Clients:</strong></td>
<td>1279</td>
<td></td>
</tr>
</tbody>
</table>
Living Arrangements

Description/Purpose:
This question summarizes client responses to the question about with whom is the client living.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: List of possible choices from the Target form
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse/partner and child(ren)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicated Clients:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by: Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<table>
<thead>
<tr>
<th>Access</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:

<table>
<thead>
<tr>
<th>Server</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

<table>
<thead>
<tr>
<th>Scope</th>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Admission, Assessment, Discharge</td>
<td>✓ Gender</td>
</tr>
<tr>
<td>✓ Duplicated, Unduplicated</td>
<td>✓ Start Birth Date / End Birth Date</td>
</tr>
<tr>
<td>✓ Agency (can select multiple agencies)</td>
<td>✓ Spanish/Hispanic</td>
</tr>
<tr>
<td>✓ Entry Referral</td>
<td>✓ Ethnicity/Race</td>
</tr>
<tr>
<td>✓ Discharge Type</td>
<td>✓ English Speaking Ability</td>
</tr>
<tr>
<td>✓ Exit Referral or Other Services Referral</td>
<td>✓ English Reading Ability</td>
</tr>
<tr>
<td>✓ Governing County</td>
<td>✓ Disability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding</th>
<th>Client/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Title XIX</td>
<td>Staff</td>
</tr>
<tr>
<td>✓ Fund Source</td>
<td>Admission Staff (D4 Only)</td>
</tr>
<tr>
<td>✓ Contract Type</td>
<td>Support Activity Type (C7 Only)</td>
</tr>
<tr>
<td>✓ Modality</td>
<td>Client</td>
</tr>
<tr>
<td>✓ State Special Project</td>
<td></td>
</tr>
<tr>
<td>✓ County Special Project</td>
<td></td>
</tr>
<tr>
<td>✓ Agency Special Project</td>
<td></td>
</tr>
</tbody>
</table>
# Report Sample: Living Arrangement

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alone</td>
<td>306</td>
<td>23.8%</td>
</tr>
<tr>
<td>Child(ren) alone</td>
<td>76</td>
<td>5.9%</td>
</tr>
<tr>
<td>Foster Parents/Group Home</td>
<td>31</td>
<td>2.4%</td>
</tr>
<tr>
<td>Friends</td>
<td>50</td>
<td>3.9%</td>
</tr>
<tr>
<td>Not Collected</td>
<td>4</td>
<td>0.3%</td>
</tr>
<tr>
<td>Other family members with or without child(ren)</td>
<td>236</td>
<td>18.4%</td>
</tr>
<tr>
<td>Parents/Parents with Child(ren)</td>
<td>218</td>
<td>17.0%</td>
</tr>
<tr>
<td>Roommates</td>
<td>157</td>
<td>12.2%</td>
</tr>
<tr>
<td>Spouse/partner alone</td>
<td>88</td>
<td>6.8%</td>
</tr>
<tr>
<td>Spouse/partner and child(ren)</td>
<td>119</td>
<td>9.3%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>1285</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Total Selected Milestone Records:** 1285

**Total Unduplicated Clients:** 1279
Marital Status

Description/Purpose:
This report summarizes client responses regarding current marital status.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Current marital status type
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Widowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Selected Milestone Records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unduplicated Clients:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(can select multiple agencies)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
  - Admission Staff *(D4 Only)*
- Support Activity Type *(C7 Only)*
- Client
### Marital Status of Client

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorced</td>
<td>257</td>
<td>20.0%</td>
</tr>
<tr>
<td>Married or Committed Relationship</td>
<td>234</td>
<td>18.2%</td>
</tr>
<tr>
<td>Never married</td>
<td>661</td>
<td>51.4%</td>
</tr>
<tr>
<td>Not Collected</td>
<td>8</td>
<td>0.6%</td>
</tr>
<tr>
<td>Separated</td>
<td>110</td>
<td>8.6%</td>
</tr>
<tr>
<td>Widowed</td>
<td>15</td>
<td>1.2%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>1285</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Total Selected Milestone Records:** 1285

**Total Unduplicated Clients:** 1279
Mental Treatment

Description/Purpose:
This report summarizes client responses regarding previous mental/psychological treatment.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Previous mental/psychological treatment
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients: Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No/NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Collected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Hospitalization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Outpatient Treatment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Selected Milestone Records:

Total Unduplicated Clients:

Sorted by:

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<table>
<thead>
<tr>
<th>Access</th>
<th>Server</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
**Report Sample: Mental Treatment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No/NA</td>
<td>959</td>
<td>76.7%</td>
</tr>
<tr>
<td>Not Collected</td>
<td>13</td>
<td>1.0%</td>
</tr>
<tr>
<td>Unknown</td>
<td>21</td>
<td>1.7%</td>
</tr>
<tr>
<td>With Hospitalization</td>
<td>61</td>
<td>4.9%</td>
</tr>
<tr>
<td>With Outpatient Treatment</td>
<td>197</td>
<td>15.7%</td>
</tr>
</tbody>
</table>

**Totals:** 1251 100%

**Total Selected Milestone Records:** 1251

**Total Unduplicated Clients:** 1247
Monthly Household Income

Description/Purpose:
This report summarizes client responses regarding monthly household income.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Monthly Household Income
  - Income categories: 0-500, 501-1000, 1001-1500, 1501-2000, 2001-3000, more than 3000
- Number
  - Number of responses in each category
- Percentage
  - Number divided by Total
- Total
  - Total of all, non-null, responses
- Total Selected Milestone Records
  - Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients
  - Number of unique clients represented in the Total Selected Milestone Records number

<table>
<thead>
<tr>
<th>Monthly Household Income</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$501 - $1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1001 - $1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1501 - $2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$2001 - $3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More Than $3000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:

Total Selected Milestone Records:

Total Unduplicated Clients:

[Field example]

Sorted by:
Monthly Household Income categories

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
| Agencies | Yes |
| County   | Yes |
| RA       | Yes |

Server:
| Agencies | Report |
| County   | Report |
| RA       | Report |

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
**Report Sample: Monthly Household Income**

<table>
<thead>
<tr>
<th>Monthly Household Income</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500</td>
<td>84</td>
<td>66.2%</td>
</tr>
<tr>
<td>$501 - $1000</td>
<td>17</td>
<td>13.4%</td>
</tr>
<tr>
<td>$1001 - $1500</td>
<td>8</td>
<td>6.3%</td>
</tr>
<tr>
<td>$1501 - $2000</td>
<td>11</td>
<td>8.7%</td>
</tr>
<tr>
<td>$2001 - $3000</td>
<td>5</td>
<td>3.9%</td>
</tr>
<tr>
<td>More Than $3000</td>
<td>2</td>
<td>1.6%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>127</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Total Selected Milestone Records:** 127  
**Total Unduplicated Clients:** 126
**Monthly Personal Income**

**Description/Purpose:**
This report summarizes client responses regarding monthly personal income.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- Monthly Personal Income: *Income categories; 0-500, 501-1000, 1001-1500, 1501-2000, 2001-3000, more than 3000*
- Number: *Number of responses in each category*
- Percentage: *Number divided by Total*
- Total: *Total of all, non-null, responses*
- Total Selected Milestone Records: *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients: *Number of unique clients represented in the Total Selected Milestone Records number*

<table>
<thead>
<tr>
<th>Monthly Household Income</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$501 - $1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1001 - $1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1501 - $2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$2001 - $3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More Than $3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Selected Milestone Records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unduplicated Clients:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

**Sorted by:**
Monthly Personal Income categories

**Short Detox Included:** No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

<table>
<thead>
<tr>
<th>Access:</th>
<th>Server:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
## Report Sample: Monthly Personal Income

<table>
<thead>
<tr>
<th>Monthly Household Income</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500</td>
<td>84</td>
<td>66.2%</td>
</tr>
<tr>
<td>$501 - $1000</td>
<td>17</td>
<td>13.4%</td>
</tr>
<tr>
<td>$1001 - $1500</td>
<td>8</td>
<td>6.3%</td>
</tr>
<tr>
<td>$1501 - $2000</td>
<td>11</td>
<td>8.7%</td>
</tr>
<tr>
<td>$2001 - $3000</td>
<td>5</td>
<td>3.9%</td>
</tr>
<tr>
<td>More Than $3000</td>
<td>2</td>
<td>1.6%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>127</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Total Selected Milestone Records:** 127

**Total Unduplicated Clients:** 126
Other Children with Client

Description/Purpose:
This report summarizes client responses regarding other children living with the client.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Number of Persons (Children) Grouped into categories; 0, 1-2, 3-5, over 5
- Number Number of responses in each category
- Percentage Number divided by Total
- Total Total of all, non-null, responses
- Total Selected Milestone Records Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field
- Total Unduplicated Clients Number of unique clients represented in the Total Selected Milestone Records number

Sorted by:
Number of Persons category

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- Client
### Report Sample: Other Children with Client

#### 03/28/2003 - 03/30/2003

**Dates Filtered Against: Admission**

**Number of Children in Home that are Not Client's**

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>74</td>
<td>77.90</td>
</tr>
<tr>
<td>1 - 2</td>
<td>15</td>
<td>15.79</td>
</tr>
<tr>
<td>3 - 5</td>
<td>4</td>
<td>4.21</td>
</tr>
<tr>
<td>Over 5</td>
<td>2</td>
<td>2.11</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>95</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

Rollup Reports - 56
Persons in Household

Description/Purpose:
This report summarizes client responses regarding the number of persons in the client’s household.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Number of Persons: Number of persons in household by grouping; 0, 1-3, 4-6, 7-10, Over 10
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 - 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 - 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Number of Persons

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
- The number of persons in the household includes the client so the category of zero is not used. Report will be changed in the future to remove this row.

Access:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
**Report Sample: Persons in Household**

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>1 - 3</td>
<td>394</td>
<td>64.80</td>
</tr>
<tr>
<td>4 - 6</td>
<td>162</td>
<td>26.64</td>
</tr>
<tr>
<td>7 - 10</td>
<td>37</td>
<td>6.09</td>
</tr>
<tr>
<td>Over 10</td>
<td>15</td>
<td>2.47</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>608</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

05/10/2002 - 05/14/2002

Dates Filtered Against: Admission

Number of Persons in Client Household
Prenatal Provider

Description/Purpose:
This report summarizes client responses regarding if they have a prenatal provider or not. Only female clients that indicate that they are pregnant will have any responses in this field.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: No, Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

- Agencies: Yes
- County: Yes
- RA: Yes

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: Prenatal Provider

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>2</td>
<td>22.22</td>
</tr>
<tr>
<td>Yes</td>
<td>7</td>
<td>77.78</td>
</tr>
<tr>
<td>Totals:</td>
<td>9</td>
<td>100.00</td>
</tr>
</tbody>
</table>

05/10/2002 - 05/14/2002
Dates Filtered Against: Admission
Client has Prenatal Provider
Previous Arrests

Description/Purpose:
This report summarizes client responses regarding previous arrests.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
  Category of charges that client was arrested for
- Number
  Number of responses in each category
- Percentage
  Number divided by Total
- Total
  Total of all, non-null, responses
- Total Selected Milestone Records
  Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime(s) Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violent Crimes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- Client
<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime(s) Unknown</td>
<td>15</td>
<td>2.63</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>40</td>
<td>6.58</td>
</tr>
<tr>
<td>Driving Under the Influence</td>
<td>97</td>
<td>15.95</td>
</tr>
<tr>
<td>Drug Possession</td>
<td>74</td>
<td>12.17</td>
</tr>
<tr>
<td>Drug Trafficking or Manufacturing</td>
<td>25</td>
<td>4.28</td>
</tr>
<tr>
<td>Malicious Mischief or Disorderly Conduct</td>
<td>10</td>
<td>1.65</td>
</tr>
<tr>
<td>None</td>
<td>214</td>
<td>35.20</td>
</tr>
<tr>
<td>Not Collected</td>
<td>35</td>
<td>5.76</td>
</tr>
<tr>
<td>Other Public-Order Offenses</td>
<td>41</td>
<td>6.74</td>
</tr>
<tr>
<td>Property Crimes</td>
<td>38</td>
<td>6.25</td>
</tr>
<tr>
<td>Violent Crimes</td>
<td>17</td>
<td>2.80</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>608</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
Description/Purpose:
This report summarizes client responses regarding current psychiatric care.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: In Need, No, Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses
- Total Selected Milestone Records: Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:

Sorted by:
Description

Short Detox Included: No
**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Server:**

<table>
<thead>
<tr>
<th></th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

**Available Filters**

**Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency *(can select multiple agencies)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County
- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

- Staff
- Admission Staff *(D4 Only)*
- Support Activity Type *(C7 Only)*
- Client
**Report Sample: Psychiatric Care**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Need</td>
<td>34</td>
<td>7.00</td>
</tr>
<tr>
<td>No</td>
<td>379</td>
<td>77.98</td>
</tr>
<tr>
<td>Yes</td>
<td>73</td>
<td>15.02</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>486</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

05/10/2002 - 05/14/2002
Dates Filtered Against: Admission
Receiving Mental Care
Psychiatric Medications

Description/Purpose:
This report summarizes client responses regarding current use of psychiatric medications.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Unknown, No, Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Description (Unknown, No, Yes)

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<table>
<thead>
<tr>
<th></th>
<th>Agencies</th>
<th>County</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:

<table>
<thead>
<tr>
<th></th>
<th>Agencies</th>
<th>County</th>
<th>RA</th>
</tr>
</thead>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
Report Sample: Psychiatric Medications

![Report Sample: Psychiatric Medications](image)

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown</td>
<td>3</td>
<td>.62</td>
</tr>
<tr>
<td>No</td>
<td>377</td>
<td>78.38</td>
</tr>
<tr>
<td>Yes</td>
<td>101</td>
<td>21.00</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>481</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
Public Assistance

Description/Purpose:
This report summarizes client responses regarding primary type of public assistance currently utilized.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: Type of primary public assistance
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADATSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:  

<table>
<thead>
<tr>
<th>Service</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:  

<table>
<thead>
<tr>
<th>Service</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
Report Sample: Public Assistance

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADATSA</td>
<td>77</td>
<td>12.66</td>
</tr>
<tr>
<td>Applicant</td>
<td>22</td>
<td>3.62</td>
</tr>
<tr>
<td>General Assistance - Presumptive Disability (GAX)</td>
<td>18</td>
<td>2.96</td>
</tr>
<tr>
<td>General Assistance - Unemployable (GAU)</td>
<td>19</td>
<td>3.13</td>
</tr>
<tr>
<td>Medical Assistance Only</td>
<td>56</td>
<td>9.21</td>
</tr>
<tr>
<td>None</td>
<td>313</td>
<td>51.48</td>
</tr>
<tr>
<td>Not Collected</td>
<td>10</td>
<td>1.65</td>
</tr>
<tr>
<td>Supplemental Security Income (SSI)</td>
<td>45</td>
<td>7.40</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>48</td>
<td>7.90</td>
</tr>
<tr>
<td>Totals:</td>
<td>608</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Residence

Description/Purpose:
This report summarizes client responses regarding their primary residence type.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- **Description**: Residence types
- **Number**: Number of responses in each category
- **Percentage**: Number divided by Total
- **Total**: Total of all, non-null, responses

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work/Training Release Ctr</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No

Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- Client
Report Sample: Residence

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Environment</td>
<td>15</td>
<td>1.82</td>
</tr>
<tr>
<td>Drug-free shared/transitional housing</td>
<td>24</td>
<td>2.92</td>
</tr>
<tr>
<td>Foster/group home</td>
<td>6</td>
<td>.73</td>
</tr>
<tr>
<td>Homeless shelter/mission</td>
<td>30</td>
<td>3.65</td>
</tr>
<tr>
<td>Hospital/other institution</td>
<td>26</td>
<td>3.16</td>
</tr>
<tr>
<td>Jail/Prison</td>
<td>34</td>
<td>4.13</td>
</tr>
<tr>
<td>No Stable Arrangement</td>
<td>34</td>
<td>4.13</td>
</tr>
<tr>
<td>Not Collected</td>
<td>3</td>
<td>.37</td>
</tr>
<tr>
<td>On the street</td>
<td>10</td>
<td>1.22</td>
</tr>
<tr>
<td>Personal residence</td>
<td>600</td>
<td>72.90</td>
</tr>
<tr>
<td>Pre-Release Center</td>
<td>10</td>
<td>1.22</td>
</tr>
<tr>
<td>Single room occupancy</td>
<td>11</td>
<td>1.34</td>
</tr>
<tr>
<td>Transient quarters</td>
<td>7</td>
<td>.85</td>
</tr>
<tr>
<td>Work/Training Release Ctr</td>
<td>13</td>
<td>1.58</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>823</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
School Enrollment

Description/Purpose:
This report summarizes client responses regarding their current school enrollment status.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- **Description**
  - *Enrollment status types (Full time, Not Enrolled, etc...)*
- **Number**
  - *Number of responses in each category*
- **Percentage**
  - *Number divided by Total*
- **Total**
  - *Total of all, non-null, responses*

Sorted by:
Description

Short Detox Included: No
Notes:

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Yes</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
</tr>
<tr>
<td>RA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Server:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>Report</td>
</tr>
<tr>
<td>County</td>
<td>Report</td>
</tr>
<tr>
<td>RA</td>
<td>Report</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(can select multiple agencies)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**

- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**

- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**

- Staff
- Admission Staff *(D4 Only)*
- Support Activity Type *(C7 Only)*
- Client
### Report Sample: School Enrollment

#### 06/22/2002 - 06/28/2002
Dates Filtered Against: Admission

**School Enrollment of Client**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropped Out</td>
<td>26</td>
<td>2.95</td>
</tr>
<tr>
<td>Expelled</td>
<td>6</td>
<td>.68</td>
</tr>
<tr>
<td>Full Time</td>
<td>66</td>
<td>7.48</td>
</tr>
<tr>
<td>Not Enrolled</td>
<td>772</td>
<td>87.43</td>
</tr>
<tr>
<td>Part Time</td>
<td>11</td>
<td>1.25</td>
</tr>
<tr>
<td>Suspended</td>
<td>2</td>
<td>.23</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>883</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
School Type

Description/Purpose:
This report summarizes client responses regarding the type of school attended.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: School type (Academic, Not in school, Other, Vocational)
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not In School/NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other/Alternative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
## Report Sample: School Type

### Dates Filtered Against: Admission

#### Type of School Client is Enrolled In

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>72</td>
<td>8.15</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>792</td>
<td>89.69</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>17</td>
<td>1.93</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>2</td>
<td>.23</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>883</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
# Stage of Addiction

**Description/Purpose:**
This report summarizes the clients' stage of addiction (Abuse, Chemical Dependant, Experimentation, In Recovery, No Significant Problem).

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- **Description**
  - *Stage of addiction (Abuse, Chemical Dependant, Experimentation, In Recovery, No Significant Problem)*
- **Number**
  - *Number of responses in each category*
- **Percentage**
  - *Number divided by Total*
- **Total**
  - *Total of all, non-null, responses*

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemically Dependent (Addicted)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experimental Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Recovery</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

**Sorted by:**
Description

**Short Detox Included:** No
Notes:
  - For all users, results for all agencies are displayed, unless filtered otherwise.
  - Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
  - Default filter setting is Duplicated (duplicated or unduplicated may be selected).
  - Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:

<table>
<thead>
<tr>
<th></th>
<th>Agencies</th>
<th>County</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Server:

<table>
<thead>
<tr>
<th></th>
<th>Agencies</th>
<th>County</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
Report Sample: Stage of Addiction

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse</td>
<td>48</td>
<td>5.44</td>
</tr>
<tr>
<td>Chemically Dependent (Addicted)</td>
<td>832</td>
<td>94.22</td>
</tr>
<tr>
<td>Experimental Use</td>
<td>2</td>
<td>.23</td>
</tr>
<tr>
<td>In Recovery</td>
<td>1</td>
<td>.11</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>883</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
Substance

Description/Purpose:
This report summarizes the type substance used.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
- Number Number of responses in each category
- Percentage Number divided by Total
- Total Total of all, non-null, responses

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescribed Opiate Substitute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Substance, alphabetically

Short Detox Included: No

Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies Yes
- County Yes
- RA Yes

Server:
- Agencies Report
- County Report
- RA Report

Rollup Reports - 86
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- Client

---

Report Sample: Substance

**10/31/2001 - 11/14/2001**  
Dates Filtered Against: Admission  
Type of Substance Consumed by Client

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>842</td>
<td>40.72</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>16</td>
<td>.77</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>3</td>
<td>.15</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>2</td>
<td>.10</td>
</tr>
<tr>
<td>Cocaine</td>
<td>174</td>
<td>8.41</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>6</td>
<td>.29</td>
</tr>
<tr>
<td>Heroin</td>
<td>216</td>
<td>10.45</td>
</tr>
<tr>
<td>Major Tranquilizers</td>
<td>14</td>
<td>.68</td>
</tr>
<tr>
<td>Marijuana-Cannabis</td>
<td>432</td>
<td>20.89</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>332</td>
<td>16.05</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>.24</td>
</tr>
<tr>
<td>Other Opiates and Synthetics</td>
<td>18</td>
<td>.87</td>
</tr>
<tr>
<td>Other Sedatives or Hypnotics</td>
<td>1</td>
<td>.05</td>
</tr>
<tr>
<td>PCP</td>
<td>2</td>
<td>.10</td>
</tr>
<tr>
<td>Prescribed Opiate Substitute</td>
<td>5</td>
<td>.24</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>2068</td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
Veterans

Description/Purpose:
This report summarizes client responses regarding veteran status.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description: No, Yes
- Number: Number of responses in each category
- Percentage: Number divided by Total
- Total: Total of all, non-null, responses

Sorted by:
Description

Short Detox Included: No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: Veterans

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>748</td>
<td>93.97</td>
</tr>
<tr>
<td>Yes</td>
<td>48</td>
<td>6.03</td>
</tr>
<tr>
<td>Totals:</td>
<td>796</td>
<td>100.00</td>
</tr>
</tbody>
</table>
**Zip Code**

**Description/Purpose:**
This report summarizes client responses regarding the zip code at their residence.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- **Zip Code**  
  Client zip code
- **Number**  
  Number of responses in each category
- **Percentage**  
  Number divided by Total
- **Total**  
  Total of all, non-null, responses

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36432</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80226</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99999</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>****</td>
<td>****</td>
</tr>
</tbody>
</table>

**Sorted by:**
Zip Code

**Short Detox Included:**  No
Notes:
- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (can select multiple agencies)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### Report Sample: Zip Code

**07/01/2003 - 06/30/2004**  
Dates Filtered Against: Admission  
**Clients by Zip Code**

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td>20</td>
<td>.06</td>
</tr>
<tr>
<td>36432</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>44040</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>59024</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>59101</td>
<td>3</td>
<td>.01</td>
</tr>
<tr>
<td>59323</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>59417</td>
<td>5</td>
<td>.02</td>
</tr>
<tr>
<td>65336</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>66035</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>66509</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>99822</td>
<td>32297</td>
<td>99.86</td>
</tr>
<tr>
<td>99922</td>
<td>1</td>
<td>.00</td>
</tr>
<tr>
<td>99999</td>
<td>3</td>
<td>.01</td>
</tr>
</tbody>
</table>

**Totals:** 32337 99.94
D & C Reports
C3 Active Caseload

Description/Purpose:
This report lists all admissions open as of the start date. This report can be used to look at counselor case load and to make sure that all discharges are entered in a timely manner.

How to run this report:
Unlike other reports that use a date range, this report (and the C5) gives all admissions open as of the start date. Enter the date that you wish to look at in the Start Date field. Enter the same date in the End Date field. Set any desired filters. Click on the report name.

Fields in the report:
- Counselor Staff Id
- Name
- Age
- Sex
- Entry Referral
- Admit Date
- Funding Info
- XIX
- Primary Substance
- Last Activity Attended
- Days Since Last Activity

Fields:
- Counselor Staff Id: From the Counselor Staff Id in the admission
- Name: Client name
- Age: Client age at admission
- Sex
- Entry Referral
- Admit Date
- Funding Info: Funding in effect at the date of the report
- XIX: Indicates if the client had Title XIX at the date of the report
- Primary Substance
- Last Activity Attended: Last treatment activity (group or individual) in which the client attended. Excused or No Show is not included.
- Days Since Last Activity: Today’s date minus the Last Activity Attended date

<table>
<thead>
<tr>
<th>Counselor Staff Id</th>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Entry Referral</th>
<th>Admit Date</th>
<th>Funding Info</th>
<th>XIX</th>
<th>Primary Substance</th>
<th>Last Activity Attended</th>
<th>Days Since Last Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYRREQUREDFIELDS.</td>
<td>Mr.</td>
<td>36</td>
<td>M</td>
<td>Court Probation</td>
<td>6/2/2002 8:00 AM</td>
<td>Outpatient/ADATS/County Community Services</td>
<td>Yes</td>
<td>Amphetamines</td>
<td>6/2/2002 8:00 PM</td>
<td>937</td>
</tr>
<tr>
<td>WYRREQUREDFIELDS.</td>
<td>Mr.</td>
<td>36</td>
<td>M</td>
<td>Court Probation</td>
<td>6/2/2002 9:00 AM</td>
<td>Intensive Outpatient/Other/None/Other</td>
<td>No</td>
<td>Barbiturates</td>
<td>12/15/2002 7:00 PM</td>
<td>109</td>
</tr>
<tr>
<td>ZERESPADD, RAY ONE</td>
<td>Mr.</td>
<td>12</td>
<td>M</td>
<td>Court Probation/RESCA Involved</td>
<td>6/2/2003 4:00 PM</td>
<td>Long-Term Residential/Other/None/Agency funded</td>
<td>No</td>
<td>Alcohol</td>
<td>6/2/2003 4:00 PM</td>
<td>222</td>
</tr>
</tbody>
</table>

Count: 3
TOTAL COUNTS: 3

Field example]

Sorted by:
Counselor Staff Id
Days Since Last Activity

Short Detox Included: Yes
Notes:

- This is a great report for making sure that records are kept up to date.
- Since this report generates results based on the **Start Date** that is chosen the End Date is not used for calculating results. It is recommended that the same date be used for both Start and End dates to avoid confusion.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

Access:

<table>
<thead>
<tr>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>RA</td>
</tr>
</tbody>
</table>

Available Filters

<table>
<thead>
<tr>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission, Assessment, Discharge</td>
</tr>
<tr>
<td>Duplicated, Unduplicated</td>
</tr>
<tr>
<td>Agency (available for County staff and RAs)</td>
</tr>
<tr>
<td>✓ Entry Referral</td>
</tr>
<tr>
<td>✓ Discharge Type</td>
</tr>
<tr>
<td>✓ Exit Referral or Other Services Referral</td>
</tr>
<tr>
<td>✓ Governing County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Title XIX</td>
</tr>
<tr>
<td>✓ Fund Source</td>
</tr>
<tr>
<td>✓ Contract Type</td>
</tr>
<tr>
<td>✓ Modality</td>
</tr>
<tr>
<td>✓ State Special Project</td>
</tr>
<tr>
<td>✓ County Special Project</td>
</tr>
<tr>
<td>✓ Agency Special Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Gender</td>
</tr>
<tr>
<td>✓ Start Birth Date / End Birth Date</td>
</tr>
<tr>
<td>✓ Spanish/Hispanic</td>
</tr>
<tr>
<td>✓ Ethnicity/Race</td>
</tr>
<tr>
<td>✓ English Speaking Ability</td>
</tr>
<tr>
<td>✓ English Reading Ability</td>
</tr>
<tr>
<td>✓ Disability</td>
</tr>
<tr>
<td>✓ Substance Abuse</td>
</tr>
<tr>
<td>✓ Assessment Priority Population</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Staff</td>
</tr>
<tr>
<td>✓ Admission Staff (D4 Only)</td>
</tr>
<tr>
<td>✓ Support Activity Type (C7 Only)</td>
</tr>
<tr>
<td>✓ Client</td>
</tr>
</tbody>
</table>
## Report Sample: C3 Active Caseload

### C3 - Active Case Load
**12/1/2003**

<table>
<thead>
<tr>
<th>Counselor Staff Id</th>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Entry Referral</th>
<th>Admit Date</th>
<th>Funding Info</th>
<th>XIX</th>
<th>Primary Substance</th>
<th>Last Activity Attended</th>
<th>Days Since Lost Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ROOLEZ, GREAT GREEN</td>
<td>44</td>
<td>F</td>
<td>DCFS/CPS</td>
<td>1/29/2000 5:00:00 PM</td>
<td>Outpatient/Other/None/Other</td>
<td>Yes</td>
<td>Cocaine</td>
<td>11/2/2001 2:30:00 PM</td>
<td>766</td>
</tr>
<tr>
<td></td>
<td>SNELL, SAPPY</td>
<td>35</td>
<td>F</td>
<td>ADATSA Assessment Center</td>
<td>12/4/2001 12:00:00 PM</td>
<td>Intensive/Outpatient/Other/None/Other</td>
<td>Yes</td>
<td>Alcohol</td>
<td>4/1/2002 10:00:00 PM</td>
<td>638</td>
</tr>
<tr>
<td><strong>Count:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JABER, WOE E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WINEEDFIELD, WOC</td>
<td>96</td>
<td>M</td>
<td>Court/Probation</td>
<td>4/2/2002 8:00:00 AM</td>
<td>Outpatient/ADATSA/County Community Services</td>
<td>Yes</td>
<td>Amphetamines</td>
<td>4/3/2002 8:00:00 AM</td>
<td>637</td>
</tr>
<tr>
<td></td>
<td>WMMILESTONE TEST, GFRGF LGUH</td>
<td>56</td>
<td>M</td>
<td>Attorney</td>
<td>6/1/2003 4:00:00 PM</td>
<td>Long-Term Residential/Other/None/Agency Funded</td>
<td>No</td>
<td>Alcohol</td>
<td>6/1/2003 4:00:00 PM</td>
<td>212</td>
</tr>
<tr>
<td><strong>Count:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **TOTAL COUNT:**   |                   |     |     |                         |                  |                                |     |                  |                         |                           | 59
C5 Open ADATSA Clients

Description/Purpose:
Lists all ADATSA assessments performed by the selected agency that are open as of the report Start Date. The C5 report lists the assessment and any admission and discharges associated with the open assessment. This report can be used to monitor staff case load and determine which clients or agencies have currently open assessments.

How to run this report:
Unlike other reports that use a date range, this report (and the C3) displays all admissions open as of the start date. Enter the date that you wish to look at in the **Start Date** field. Enter the same date in the End Date field. Set any desired filters. Click on the report name.

Fields in the report:

First line
- Name: **Client Name**
- Age: **Age at assessment**
- Sex
- Assess Date
- Closure Date: Shows the closure date of the assessment. Applicable if the report date is in the past and the assessment was closed after that date.
- Staff: Assessment staff
- Case Monitor: **Case monitor listed in the assessment**
- Last Activity Type: Assessment, Admission, Discharge or Treatment Activity
- Last Activity Date: **Date and time of last activity or milestone**
- Since Last Activity/ Milestone: **Today’s date minus the Last Activity Date**

Second line
- Admitting Agency: **Agency number with an admission associated to the ADATSA assessment**
- Admit Date
- Modality
- Discharge Date: **If applicable**
- Discharge Type

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Assess Date</th>
<th>Closure Date</th>
<th>Staff (Case Monitor)</th>
<th>Last Activity Type</th>
<th>Last Activity Date</th>
<th>Since Activity/Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitting Agency</td>
<td>Admit Date</td>
<td>Modality</td>
<td>Discharge Date</td>
<td>Discharge Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*[Field example]*
Sorted by:
Since Last Activity/ Milestone

Short Detox Included: No

Notes:
- This is also great report for making sure that records are kept up to date.
- Since this report generates results based on the Start Date that is chosen the End Date is not used for calculating results. It is recommended that the same date be used for both Start and End dates to avoid confusion.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

Access:
- Agencies Yes
- County Yes
- RA Yes

Server:
- Agencies Target
- County Report
- RA Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff (in this instance, Case Monitor)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
## Report Sample: C5 Open ADATSA Clients

### C5 - Open ADATSA Clients Report  
**12/1/2003**

| Name                  | Age | Sex | Assess Date       | Staff (Case Monitor)                  | Last Activity Type | Last Activity Date       | Since Activity/Milestone | Admit Date       | Discharge Date            | Discharge Type |
|-----------------------|-----|-----|-------------------|---------------------------------------|--------------------|--------------------------|----------------------------|------------------|---------------------------|----------------|-----------------------------|
| FUZZV, NZZV           | 15  | M   | 1/1/2001 2:00:00 PM | ABCDEFG, GOCDC DAKADAK (BRANDYBUCK, MERRY H) | Admission          | 1/2/2001 6:00:00 AM      | 1091                       | 1/3/2001 6:00:00 AM |                          |                |
| 604000                |     |     | 1/3/2001 6:00:00 AM | Intensive Inpatient                   |                     |                          |                            |                  |                          |                |
| CLIENTNAME, FIRST M   | 53  | M   | 1/3/2001 11:00:00 PM | ARKLESEIZURE, GREAT GREEN (BRANDYBUCK, MERRY H) | Discharge          | 4/1/2001 9:00:00 AM      | 1003                       | 2/5/2001 6:00:00 AM |                          |                |
| 604000                |     |     | 1/5/2001 6:00:00 AM | Intensive Inpatient                   |                     |                          |                            |                  |                          |                |
| 604000                |     |     | 2/5/2001 6:00:00 AM | Outpatient                           |                     |                          |                            |                  |                          |                |
| 604000                |     |     | 3/5/2001 10:00:00 AM | Intensive Outpatient                 |                     |                          |                            |                  |                          |                |
| AWCASEPLA/CUR, HURF Q | 35  | M   | 10/1/2001 10:00:00 AM | BRANDYBUCK, MERRY H (ARKLESEIZURE, GREAT GREEN) | Assessment         | 10/1/2001 10:00:00 AM    | 820                        | 10/1/2001 10:00:00 AM |                          |                |
| KNOW, BUBBA D         | 44  | M   | 11/1/2001 6:00:00 AM | GLOB, BOB THE (RAISE, NITA Q)         | Assessment         | 11/1/2001 6:00:00 AM      | 789                        |                  |                          |                |

**TOTAL COUNT: 4**
Description/Purpose:
Lists all client, group and agency support activities that occurred within the date range. The report lists the activities grouped by Fund Source and Contract Type.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Fund Source
- Contract Type
- Activity Type
- Activity Date
- Activity Desc
- Svc Hours
- Staff/Vol Hours
- Pers/Students
- Unit Description
- Unit Qty
- Staff

Sorted by:
- Fund Source
- Contract Type
- Activity Date
- Activity Type

Short Detox Included: No

Notes:
- Unlike other D & C reports the C7 does not list client names.
- For a listing of treatment activities use the D5, Activities Listing report.
- Because a group activity sends the same information to individual client records, group support activities are described as “Client” in the activity description field.
### Access:
- Agencies: Yes
- County: Yes
- RA: Yes

### Server:
- Agencies: Target
- County: Report
- RA: Report

### Available Filters

#### Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

#### Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

#### Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

#### Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
## Report Sample: C7 Support Activity Listing

### C7 - SUPPORT ACTIVITY LISTING
From: 1/1/2003 to 12/31/2003 11:59:00 PM

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Contract Type</th>
<th>Act Type</th>
<th>Act Date</th>
<th>Activity Desc</th>
<th>SVC Hrs</th>
<th>Staff/YOL Hrs</th>
<th>Pers/Students</th>
<th>Unit Description</th>
<th>QTY</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Funded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adolescent Case Management</td>
<td>6/1/2003 8:00:00 AM</td>
<td>Client</td>
<td>0:00</td>
<td>4:00</td>
<td>1</td>
<td>0</td>
<td>ELEPHANT, PACHY DERM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Totals</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>County Community Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sobriety Services</td>
<td>1/1/2003 10:00:00 PM</td>
<td>Client</td>
<td>0:00</td>
<td>12:00</td>
<td>1</td>
<td>0</td>
<td>DASA, DASA TEST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach Services</td>
<td>5/1/2003 1:00:00 AM</td>
<td>Agency</td>
<td>0:00</td>
<td>4:00</td>
<td>0</td>
<td>0</td>
<td>ELEPHANT, PACHY DERM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Education</td>
<td>6/1/2003 1:15:00 PM</td>
<td>Agency</td>
<td>4:00</td>
<td>8:00</td>
<td>0</td>
<td>0</td>
<td>ELEPHANT, PACHY DERM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Totals</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Department of Corrections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDDA (L5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis Services</td>
<td>7/1/2003 2:20:00 PM</td>
<td>Agency</td>
<td>4:00</td>
<td>0:00</td>
<td>0</td>
<td>0</td>
<td>BRANDYEUCK, MERRV H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Totals</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
D3 Assessment Listing

Description/Purpose:
Lists all assessments performed by an agency during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:

First Section: Client/Assessment Overview
- Name
- Age
- Sex
- Assess Date
- Staff
- Funding Info
- XIX
- Spanish

Second Section: Client/Assessment Details
- Race
- Entry Referral
- Assessment Type
- Drugs (1/2/3)
- Eligibility
- Priority
- Reason

Sorted by:
Name
Assessment Date

Short Detox Included: No
Notes:
- All instances of a client’s assessments in the selected date range are included.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

Access:
- Agencies Yes
- County Yes
- RA Yes

Server:
- Agencies Target
- County Report
- RA Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**
- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**
- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**
- ✓ Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- ✓ Client
<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Assess Date</th>
<th>Staff</th>
<th>Funding Info</th>
<th>XIX</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADATSA, ANNIE</td>
<td>53</td>
<td>F</td>
<td>1/1/2003 8:00:00 PM</td>
<td>TEST, DASA Q</td>
<td>ADATSA Assessment - ADATSA - County Community S</td>
<td>Yes</td>
<td>Not Collected</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Entry Referral: Attorney</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Drugs(1/2/3): Alcohol / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Priority: Child Protective Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WWIGGLE, WAGGLE T</td>
<td>48</td>
<td>F</td>
<td>2/4/2003 8:00:00 AM</td>
<td>SLOB, BOB T</td>
<td>ADATSA Assessment - ADATSA - County Community S</td>
<td>Yes</td>
<td>Puerto Rican</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Entry Referral: At Risk Youth (ARY/CHINS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Drugs(1/2/3): Cocaine / Substance Unknown / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Priority: Not collected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZZEebra, Equus G</td>
<td>50</td>
<td>M</td>
<td>2/1/2003 9:00:00 AM</td>
<td>ARKLESEIZURE, GREAT G</td>
<td>Non-ADATSA Assessm - Other/None - State Direct</td>
<td>Yes</td>
<td>Cuban</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Entry Referral: BECCA Involved</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Drugs(1/2/3): Alcohol / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Priority:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZZMOREY, EEL A</td>
<td>24</td>
<td>F</td>
<td>1/10/2003 9:00:00 AM</td>
<td>TESTING, THISTOO Q</td>
<td>Non-ADATSA Assessm - Other/None - Other</td>
<td>Yes</td>
<td>Cuban</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Entry Referral: Court/Probation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Drugs(1/2/3): No Substance Abuse / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Priority:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COUNT: 4**
D4 Admission Listing

**Description/Purpose:**
Lists all admissions performed by an agency during the selected date range.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- Name
- Age
- Sex
- Race
- (Hispanic)
- Admit Date
- Entry Referral
- Disability
- Admission Staff
- Counselor Staff
- Funding Info
- Title XIX
- Substance (1/2/3)
- Preg Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Race/(Hispanic)</th>
<th>Admit Date</th>
<th>Entry Referral</th>
<th>Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission Staff:</th>
<th>Counselor Staff:</th>
<th>Funding Info:</th>
<th>Title XIX:</th>
<th>Substance (1/2/3):</th>
<th>Preg Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

**Sorted by:**
- Name
- Admit Date

**Short Detox Included:** Yes

**Notes:**
- All instances of a client’s admissions in the selected date range are included.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.
### Access:
- Agencies: Yes
- County: Yes
- RA: Yes

### Server:
- Agencies: Target
- County: Report
- RA: Report

### Available Filters

#### Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

#### Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

#### Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

#### Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### D4 - Client Admission Listing
**1/1/3002 to 4/30/3002 11:59:00 PM**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age</th>
<th>Sex</th>
<th>Race/[(Hispanic)]</th>
<th>Admit Dates</th>
<th>Entry Referrals</th>
<th>Disability:</th>
<th>Admission Staffs</th>
<th>Counselor Staffs</th>
<th>Funding Info</th>
<th>Title XIX:</th>
<th>Substance (1/2/4):</th>
<th>Preg Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QQUICK, TO M</td>
<td>49</td>
<td>F</td>
<td>Cambodian (Not Collected)</td>
<td>1/7/3002 1:00:00 PM</td>
<td>ADATS A Assessment Center / Attorney / At Risk Youth (ARY/CHINS)</td>
<td>Cognitive Impairment</td>
<td>ARKLESEIZURE, GREAT GREEN</td>
<td>ELEPHANT, PACHY DERM</td>
<td>Transitional House - TANF (ESA) - State Direct</td>
<td>Yes</td>
<td>Alcohol / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUGGLE, MAGGIE T</td>
<td>49</td>
<td>F</td>
<td>Black/African American (Puerto Rican)</td>
<td>2/6/3002 8:00:00 AM</td>
<td>ADATS A Assessment Center</td>
<td>Hearing</td>
<td>AAAA, ChaAAA A</td>
<td>ELEPHANT, PACHY DERM</td>
<td>Outpatient - ADATS A - County Community S</td>
<td>Yes</td>
<td>Cocaine / Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZEZEBA, EQUUS G</td>
<td>50</td>
<td>M</td>
<td>Asian Indian / Aluitea (Cubitea)</td>
<td>2/16/3002 9:00:00 AM</td>
<td>Attorney / At Risk Youth (ARY/CHINS)</td>
<td>Learning</td>
<td>ARKLESEIZURE, GREAT GREEN</td>
<td>ELEPHANT, PACHY DERM</td>
<td>Intensive Outpatient - Other / Other</td>
<td>No</td>
<td>Alcohol / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZZEESTEST, ALPHA B</td>
<td>32</td>
<td>F</td>
<td>Asian Indian / Aluitea (Cubitea)</td>
<td>2/1/3002 9:00:00 PM</td>
<td>ADATS A Assessment Center / Attorney / At Risk Youth (ARY/CHINS)</td>
<td>Hearing</td>
<td>ZOMBIE, CORPSE Wraith</td>
<td>ELEPHANT, PACHY DERM</td>
<td>Recovery House - Criminal Justice - Federal Direct</td>
<td>No</td>
<td>Alcohol / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZZYOUTHHOME, DUHE</td>
<td>13</td>
<td>M</td>
<td>Asian Indian / Aluitea (Cubitea)</td>
<td>2/1/3002 1:02:00 PM</td>
<td>ADATS A Assessment Center / Attorney / At Risk Youth (ARY/CHINS)</td>
<td>Developmental</td>
<td>ZOMBIE, CORPSE Wraith</td>
<td>ELEPHANT, PACHY DERM</td>
<td>Group Care - Enhancement - Youth Treatment - State Direct</td>
<td>No</td>
<td>Alcohol / No Substance Abuse / No Substance Abuse</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Count: 5**
### D5 Activities Listing

**Description/Purpose:**
Lists all treatment activities that took place at an agency during the given date range. Totals activity hours as well as no show and excused hours.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

<table>
<thead>
<tr>
<th>First line</th>
<th>Client Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Client Name</td>
</tr>
<tr>
<td>Age</td>
<td>Age at assessment</td>
</tr>
<tr>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second line</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Info</td>
<td>Modality, Fund Source, Contract Type of the treatment activity (based on admission funding in effect at the time of the treatment activity)</td>
</tr>
<tr>
<td>XIX</td>
<td></td>
</tr>
<tr>
<td>Tx Date</td>
<td>Date and time of the treatment activity</td>
</tr>
<tr>
<td>Act Code</td>
<td>Individual or Group activity</td>
</tr>
<tr>
<td>Attend</td>
<td>(Y) Yes, (N) No or (E) Excused</td>
</tr>
<tr>
<td>Attn Hours</td>
<td>Duration of treatment activity if the client attended</td>
</tr>
<tr>
<td>No Show Hours</td>
<td>Duration of treatment activity if the client did not attend</td>
</tr>
<tr>
<td>Excus Hours</td>
<td>Duration of treatment activity if the client had an excused absence</td>
</tr>
<tr>
<td>Staff Id</td>
<td>Staff that performed the treatment activity</td>
</tr>
<tr>
<td>Child Attn</td>
<td>Number of children attending childcare</td>
</tr>
<tr>
<td>CC Type</td>
<td>Child care type</td>
</tr>
<tr>
<td>Met Dose</td>
<td>Methadone dosage change</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
<th>Sex:</th>
<th>Race/(Hispanic):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fund Info</th>
<th>XIX</th>
<th>TX Date</th>
<th>Act Code</th>
<th>Attend</th>
<th>Attn Hours</th>
<th>No Show Hours</th>
<th>Excus Hours</th>
<th>Staff ID</th>
<th>Child Attn</th>
<th>CC Type</th>
<th>MET Dose</th>
</tr>
</thead>
</table>

[Field example]
Sorted by:

- Name
- Activity by date

Short Detox Included: No

Notes:
- The funding listed is the modality, contract type and fund source in effect on the date of the activity.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

Access:

- Agencies: Yes
- County: Yes
- RA: Yes

Server:

- Agencies: Target
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### D5 - Client Activities Listing Report

**1/1/2003 to 1/31/2003 11:59:00 PM**

<table>
<thead>
<tr>
<th>Name: WWALLARY, CONGA DASA</th>
<th>Age: 37</th>
<th>Sex: F</th>
<th>Race: Cambodian (Not Spanish/Hispanic/Latino)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Info</td>
<td></td>
<td></td>
<td>XIX</td>
</tr>
<tr>
<td>TX Date</td>
<td>1/3/2003</td>
<td>10:00 AM</td>
<td>Individual</td>
</tr>
<tr>
<td>Act Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
<tr>
<td>Client Totals:</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: WWOLTIS, CANUS LUPUS</th>
<th>Age: 46</th>
<th>Sex: M</th>
<th>Race: Black/African American / Chinese / Filipino (Mexican, Mexican American, Chicano)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Info</td>
<td></td>
<td></td>
<td>XIX</td>
</tr>
<tr>
<td>TX Date</td>
<td>1/14/2003</td>
<td>8:00 AM</td>
<td>Group</td>
</tr>
<tr>
<td>Act Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
<tr>
<td>Client Totals:</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: WWOLVERINE, BADGER PORCUPINE</th>
<th>Age: 68</th>
<th>Sex: M</th>
<th>Race: Black/African American / Chinese / Refused to Answer (Not Spanish/Hispanic/Latino)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Info</td>
<td></td>
<td></td>
<td>XIX</td>
</tr>
<tr>
<td>TX Date</td>
<td>1/14/2003</td>
<td>8:00 AM</td>
<td>Group</td>
</tr>
<tr>
<td>Act Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
<tr>
<td>Client Totals:</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: WWWOOSER. WUBBLY WUMPSCIOUS</th>
<th>Age: 46</th>
<th>Sex: M</th>
<th>Race: Chinese / Middle Eastern (Not Collected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Info</td>
<td></td>
<td></td>
<td>XIX</td>
</tr>
<tr>
<td>TX Date</td>
<td>1/14/2003</td>
<td>8:00 AM</td>
<td>Group</td>
</tr>
<tr>
<td>Act Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
<tr>
<td>Client Totals:</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
</tbody>
</table>

**TOTAL TREATMENT COUNT: 12**

37:00 1:00 1:00
D6 Discharge Listing

Description/Purpose:
The D6 report lists all discharges that took place at an agency during the given date range. This report also displays the last treatment activity and calculates the duration of the admission from admission to discharge and from admission to last treatment activity.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Name
- Age
- Sex
- Funding Info
- Title XIX
- Admit Date
- [Treatment Activity Date]
- (Discharge Date)
- Discharge Type
- Relapsed
- Elapsed Days Adm-Dis
- Elapsed Days [Adm-Tx]
- Cont. Mod.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
<th>Sex:</th>
<th>Funding Info:</th>
<th>Title XIX:</th>
<th>Admit [Treatment Activity] (Discharge) Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Discharge Type:
- Relapsed:
- Elapsed Days (Adm-Dis)[Adm-Tx]:
- Cont. Mod:

[Field example]
Sorted by:
Name
Admission Date

Short Detox Included: Yes

Notes:
- Any funding displayed or filtered on is the funding in effect at the discharge date.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

Access:

<table>
<thead>
<tr>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>RA</td>
</tr>
</tbody>
</table>

Server:

<table>
<thead>
<tr>
<th>Server</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>RA</td>
</tr>
</tbody>
</table>

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### D6 - Client Discharge Listing Report
1/1/2002 to 3/30/2002 11:59:00 PM

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Funding Source</th>
<th>Title</th>
<th>Admit Treatment Activity</th>
<th>Discharge Type</th>
<th>Relapsed</th>
<th>Elapsed Days (Adm-Die)</th>
<th>Cont. Mod.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWARGLE, BARGLE</td>
<td>69</td>
<td>M</td>
<td>Intensive Outpatie - SHS - County Community S</td>
<td>Yes</td>
<td>01/15/2002 [01/25/2002]</td>
<td>No Contact/Abort</td>
<td>Yes</td>
<td>70[69]</td>
<td>Long-Term Residential</td>
</tr>
<tr>
<td>WWDATSATEST, MAGNUS</td>
<td>68</td>
<td>F</td>
<td>Intensive Outpatie - ADATSA - County Community S</td>
<td>No</td>
<td>01/15/2002 [02/01/2002]</td>
<td>Completed Treatment</td>
<td>No</td>
<td>18[17]</td>
<td>Intensive Outpatient</td>
</tr>
<tr>
<td>WWDATSATEST, MAGNUS</td>
<td>99</td>
<td>F</td>
<td>Intensive Outpatie - Other/None - Other</td>
<td>No</td>
<td>03/02/2002 [03/08/2002]</td>
<td>Completed Treatment</td>
<td>No</td>
<td>4[3]</td>
<td>Detoxification</td>
</tr>
<tr>
<td>WWWUNDERFUL, AINT IT</td>
<td>66</td>
<td>M</td>
<td>Intensive Outpatie - Other/None - Other</td>
<td>No</td>
<td>03/25/2002 [No Treatment Activities]</td>
<td>Client Died</td>
<td>Yes</td>
<td>0[0]</td>
<td>Detoxification</td>
</tr>
</tbody>
</table>

**TOTAL COUNT: 7**

**TOTAL ELAPSED DAYS (Adm-Die) / (Adm-Tx):** 130[108]
M Reports
M1 Staff Services

Description/Purpose:
Lists all milestones and treatment activities that occurred within the date range. The M1 report is grouped by the staff member that performed the activity or milestone.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name. The report will display either calendar year or fiscal year data depending on the month in the start date. See the Notes for details.

Fields in the report:
- Staff
- Activity: Admission, assessment, discharge or treatment activity
- Quarter: Four columns. The months displayed will depend on whether this report is run as a fiscal or calendar year report.
- YTD: Year to date totals
- Qty: Number of each activity or milestone
- Hours: Number of hours that each activity or milestone took

<table>
<thead>
<tr>
<th>STAFF</th>
<th>ACTIVITY</th>
<th>JAN - MAR 2002</th>
<th>APR - JUN 2002</th>
<th>JUL - SEP 2002</th>
<th>OCT - DEC 2002</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>QTY</td>
<td>HOURS</td>
<td>QTY</td>
<td>HOURS</td>
<td>QTY</td>
</tr>
</tbody>
</table>

[Field example: Calendar Year 2002]

<table>
<thead>
<tr>
<th>STAFF</th>
<th>ACTIVITY</th>
<th>JUL - SEP 2001</th>
<th>OCT - DEC 2001</th>
<th>JAN - MAR 2002</th>
<th>APR - JUN 2002</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>QTY</td>
<td>HOURS</td>
<td>QTY</td>
<td>HOURS</td>
<td>QTY</td>
</tr>
</tbody>
</table>

[Field example: Fiscal Year 2002]

Sorted by:
Staff

Short Detox Included: No
Notes:

- This report generates results for either a calendar or fiscal year depending on the Start Date chosen.
  - If the month in the Start Date is January then the report displays the calendar year.
  - If the month in the Start Date is not January then the report displays the fiscal year.
- The fiscal year runs from July of the year prior to the Start Date through June of the year in the Start Date.
- This report returns statewide results for RA’s and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:

- Agencies: Yes
- County: Yes
- RA: Yes

Server:

- Agencies: Target
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
  - Client
## M1 - STAFF DIRECT SERVICES
### Fiscal Year 2003

<table>
<thead>
<tr>
<th>STAFF ACTIVITY</th>
<th>JUL - SEP 2002</th>
<th>OCT - DEC 2002</th>
<th>JAN - MAR 2003</th>
<th>APR - JUN 2003</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>QTY</td>
<td>HOURS</td>
<td>QTY</td>
<td>HOURS</td>
<td>QTY</td>
</tr>
<tr>
<td><strong>ARKLESEIZURE, GREAT GREEN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>23</td>
<td>38.15</td>
<td>17</td>
<td>29.82</td>
<td>14</td>
</tr>
<tr>
<td>Discharge</td>
<td>23</td>
<td>NA</td>
<td>17</td>
<td>NA</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46</td>
<td>38.15</td>
<td>34</td>
<td>29.82</td>
<td>33</td>
</tr>
<tr>
<td><strong>BRANDYBUCK, MERRY H</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>18</td>
<td>39.5</td>
<td>20</td>
<td>47</td>
<td>20</td>
</tr>
<tr>
<td>Discharge</td>
<td>20</td>
<td>NA</td>
<td>22</td>
<td>NA</td>
<td>18</td>
</tr>
<tr>
<td>TX Activity</td>
<td>530</td>
<td>587.25</td>
<td>379</td>
<td>357.25</td>
<td>442</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>668</td>
<td>726.75</td>
<td>421</td>
<td>414.25</td>
<td>487</td>
</tr>
<tr>
<td><strong>ELEPHANT, PACHY DERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>8</td>
<td>11</td>
<td>6</td>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>Assessment</td>
<td>3</td>
<td>9</td>
<td>8</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>Discharge</td>
<td>5</td>
<td>NA</td>
<td>7</td>
<td>NA</td>
<td>6</td>
</tr>
<tr>
<td>TX Activity</td>
<td>198</td>
<td>343</td>
<td>212</td>
<td>384</td>
<td>221</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>214</td>
<td>363.00</td>
<td>233</td>
<td>386.00</td>
<td>265</td>
</tr>
<tr>
<td><strong>SMURF, PAPA H</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>5</td>
<td>5</td>
<td>7</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Assessment</td>
<td>4</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Discharge</td>
<td>8</td>
<td>NA</td>
<td>7</td>
<td>NA</td>
<td>1</td>
</tr>
<tr>
<td>TX Activity</td>
<td>581</td>
<td>969.5</td>
<td>343</td>
<td>642</td>
<td>442</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>598</td>
<td>980.50</td>
<td>358</td>
<td>651.00</td>
<td>451</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>2050</td>
<td>2872.13</td>
<td>1741</td>
<td>2373.57</td>
<td>1998</td>
</tr>
</tbody>
</table>

M Reports - 3
M2 Facility Services

Description/Purpose:
The M2 report displays totals of all milestones performed and the number of different clients served. The information is grouped by funding information.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Fund Source
- Contract Type
- Modality
- Total Assessments (Dup) Number of assessments performed during the date range
- Clients Assessed (Undup) Number of unique clients assessed during the date range
- Total Admits (Dup) Number of admissions performed during the date range
- Clients Admitted (Undup) Number of unique clients admitted during the date range
- Clients Served (Undup) Of the total number of assessments, admissions and discharges, how many unique clients are represented
- Total Discharged (Dup) Number of discharges performed during the date range
- Clients Discharged (Undup) Number of unique clients discharged during the date range
- Total Total for the contract type
- Grand Total Total for the fund source

<table>
<thead>
<tr>
<th>COUNTY COMMUNITY SERVICES</th>
<th>FUND SOURCE</th>
<th>CONTRACT TYPE</th>
<th>MODALITY</th>
<th>TOTAL ASSESSMENTS (DUP)</th>
<th>CLIENTS ASSESSED (UNDUP)</th>
<th>TOTAL ADMITS (DUP)</th>
<th>CLIENTS ADMITTED (UNDUP)</th>
<th>TOTAL SERVED (UNDUP)</th>
<th>TOTAL DISCHARGED (DUP)</th>
<th>CLIENTS DISCHARGED (UNDUP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Outpatient</td>
<td>Intensive -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-ADATS Assessment</td>
<td>Intensive -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient</td>
<td>Intensive -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
- Fund Source
- Contract
- Modality
Short Detox Included:  No

Notes:
- This report returns statewide results for RA’s and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:  
- Agencies: Yes
- County: Yes
- RA: Yes

Server:  
- Agencies: Target
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
  - Client
<table>
<thead>
<tr>
<th>FUNDSOURCE</th>
<th>CONTRACT TYPE</th>
<th>MODALITY</th>
<th>TOTAL ASSESSMENTS (DUP)</th>
<th>CLIENTS ASSESSED (UNDUP)</th>
<th>TOTAL ADMITS (DUP)</th>
<th>CLIENTS ADMITTED (UNDUP)</th>
<th>CLIENTS SERVED (UNDUP)</th>
<th>TOTAL DISCHARGED (DUP)</th>
<th>CLIENTS DISCHARGED (UNDUP)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>County Community Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adult Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intensive Inpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-ADATS Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>17</td>
<td>25</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>18</td>
<td>16</td>
<td>24</td>
<td>24</td>
<td>32</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grand Total:</td>
<td>19</td>
<td>19</td>
<td>35</td>
<td>35</td>
<td>69</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Federal Direct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Indian Health Service (IHS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intensive Inpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-ADATS Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>6</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grand Total:</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>6</td>
<td>11</td>
<td>5</td>
</tr>
</tbody>
</table>
M3 Client Demographics, Admission

Description/Purpose:
This report totals the number of clients and admissions for each quarter of the selected fiscal year. The report gives detailed information of the demographic categories of the clients.

How to run this report:
Enter a Start and End Date, up to one year in duration. Set any desired filters. Click on the report name. The report will give information for the fiscal year selected in the Start Date.

Fields in the report:
- **Quarter**: Jul-Sept of the year prior to the Start Date
  - Oct-Dec of the year prior to the Start Date
  - Jan-Mar of the Start year
  - Apr-Jun of the Start year
- **Year to Date**: Total for the fiscal year
- **Qty**
- **Percent**: Percent of total admissions
- **Unduplicated**: Number of unique clients admitted
- **Duplicated**: Number of admissions, includes multiple counts from the same client(s)
- **Gender**: Male/Female
- **Age**: Age at admission grouped in the following categories:
  - Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65
- **Race/Ethnicity**: Number of responses for each race/ethnicity and percentage of total admissions
- **Spanish/Hispanic Origin**: Number of responses for each Spanish/Hispanic/Latino and percentage of total admissions
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>JUL - SEP QTY</th>
<th>SEP</th>
<th>OCT - DEC QTY</th>
<th>DEC</th>
<th>JAN - MAR QTY</th>
<th>MAR</th>
<th>APR - JUN QTY</th>
<th>JUN</th>
<th>YEAR TO DATE QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unduplicated</td>
<td></td>
<td>Duplicated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMISSION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENDER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RACE/ETHNICITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/European American</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPANISH/HISP ORIGIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuban</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Collected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Ordered by category (Admission, Gender, Age, Race/Ethnicity, Spanish/Hispanic)

Short Detox Included: No
Notes:

- Since multiple responses to the race/ethnicity question are allowed, the Race/Ethnicity Qty fields will be incremented by one for each response each client makes. The Race/Ethnicity Percent fields will display the percentage of total admissions for clients that indicated that they were of a particular race or ethnicity.
  
  For example: If two clients are admitted in a quarter; One indicates that he is Laotian and Japanese. The second client indicates that she is Native American. The total number of responses in the Qty fields would be 3. In the Percent field there would be 50% in the Native American category as this client composed 50% of the admissions for that quarter. In both the Laotian and Japanese categories 50% would also be displayed as the other client, who made up 50% of the clients admitted this quarter, was Laotian and Japanese.

- This report returns statewide results for RA’s and county staff unless an agency filter is selected.

- The Unduplicated Year-to-Date value is a total of the four quarterly values and does not provide an unduplicated count for the year. Each client is counted only once per quarter.

- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:

- Agencies: Yes
- County: Yes
- RA: Yes

Server:

- Agencies: Target
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
# M3 - Client Demographics - Admission Report

For Fiscal Year: 2002

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>JUL - SEP</th>
<th>OCT - DEC</th>
<th>JAN - MAR</th>
<th>APR - JUN</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>QTY</td>
<td>PERCENT</td>
<td>QTY</td>
<td>PERCENT</td>
<td>QTY</td>
</tr>
<tr>
<td>Admit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unduplicated</td>
<td>2</td>
<td>34%</td>
<td>26</td>
<td>13</td>
<td>75</td>
</tr>
<tr>
<td>Duplicated</td>
<td>2</td>
<td>72%</td>
<td>44</td>
<td>15</td>
<td>133</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>0</td>
<td>0%</td>
<td>10</td>
<td>55.88%</td>
<td>15</td>
</tr>
<tr>
<td>Female</td>
<td>2</td>
<td>100%</td>
<td>15</td>
<td>44.12%</td>
<td>11</td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 14</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>14 - 16</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2.94%</td>
<td>0</td>
</tr>
<tr>
<td>17 - 18</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>19 - 20</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>2</td>
<td>7.69%</td>
</tr>
<tr>
<td>21 - 30</td>
<td>0</td>
<td>0%</td>
<td>4</td>
<td>11.76%</td>
<td>5</td>
</tr>
<tr>
<td>31 - 40</td>
<td>0</td>
<td>0%</td>
<td>5</td>
<td>14.71%</td>
<td>3</td>
</tr>
<tr>
<td>41 - 50</td>
<td>2</td>
<td>100%</td>
<td>10</td>
<td>29.41%</td>
<td>4</td>
</tr>
<tr>
<td>51 - 65</td>
<td>0</td>
<td>0%</td>
<td>6</td>
<td>17.65%</td>
<td>3</td>
</tr>
<tr>
<td>Over 65</td>
<td>0</td>
<td>0%</td>
<td>8</td>
<td>23.53%</td>
<td>9</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Asian/ Pacific Islander</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Black/African American</td>
<td>0</td>
<td>0%</td>
<td>6</td>
<td>17.65%</td>
<td>4</td>
</tr>
<tr>
<td>Chinese</td>
<td>1</td>
<td>50%</td>
<td>7</td>
<td>20.59%</td>
<td>4</td>
</tr>
<tr>
<td>Eskimo/Alaskan Native</td>
<td>0</td>
<td>0%</td>
<td>3</td>
<td>8.82%</td>
<td>2</td>
</tr>
<tr>
<td>Filipino</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2.94%</td>
<td>0</td>
</tr>
<tr>
<td>Guamanian</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Hawaiian</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2.94%</td>
<td>0</td>
</tr>
<tr>
<td>Asian Indian</td>
<td>0</td>
<td>0%</td>
<td>3</td>
<td>8.82%</td>
<td>8</td>
</tr>
<tr>
<td>Japanese</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Korean</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Latin</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>1</td>
</tr>
<tr>
<td>Cambodian</td>
<td>2</td>
<td>100%</td>
<td>6</td>
<td>17.65%</td>
<td>6</td>
</tr>
<tr>
<td>Native American</td>
<td>0</td>
<td>0%</td>
<td>5</td>
<td>14.71%</td>
<td>3</td>
</tr>
<tr>
<td>Other Race</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Refused to Answer</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2.94%</td>
<td>1</td>
</tr>
<tr>
<td>Samoan</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Thai</td>
<td>0</td>
<td>0%</td>
<td>2</td>
<td>5.88%</td>
<td>1</td>
</tr>
<tr>
<td>Aleut</td>
<td>0</td>
<td>0%</td>
<td>4</td>
<td>11.76%</td>
<td>6</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>White/European American</td>
<td>0</td>
<td>0%</td>
<td>10</td>
<td>29.41%</td>
<td>5</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Other Pacific Islander</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Middle Eastern</td>
<td>0</td>
<td>0%</td>
<td>2</td>
<td>5.88%</td>
<td>0</td>
</tr>
<tr>
<td>Not collected</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2.94%</td>
<td>0</td>
</tr>
<tr>
<td>Spanish/Hispanic Origin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuban</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2.94%</td>
<td>2</td>
</tr>
<tr>
<td>Mexican, Mexican American, Chicano</td>
<td>1</td>
<td>50%</td>
<td>4</td>
<td>11.76%</td>
<td>1</td>
</tr>
<tr>
<td>Not Spanish/Hispanic/Latino</td>
<td>1</td>
<td>50%</td>
<td>14</td>
<td>41.18%</td>
<td>11</td>
</tr>
<tr>
<td>Other Spanish/Hispanic/Latino</td>
<td>0</td>
<td>0%</td>
<td>2</td>
<td>5.88%</td>
<td>1</td>
</tr>
<tr>
<td>Puerto Rican</td>
<td>0</td>
<td>0%</td>
<td>3</td>
<td>8.82%</td>
<td>3</td>
</tr>
<tr>
<td>Refused to Answer</td>
<td>0</td>
<td>0%</td>
<td>3</td>
<td>8.82%</td>
<td>2</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0%</td>
<td>3</td>
<td>8.82%</td>
<td>1</td>
</tr>
<tr>
<td>Not collected</td>
<td>0</td>
<td>0%</td>
<td>4</td>
<td>11.76%</td>
<td>5</td>
</tr>
</tbody>
</table>
M3 Client Demographics, Clients in Treatment

Description/Purpose:
This report displays demographic information for the clients in treatment during a given date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Qty
- Percent
- Unduplicated
- Duplicated
- Gender
- Age
- Race/Ethnicity
- Spanish/Hisp Origin

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
<td></td>
</tr>
<tr>
<td>Percent</td>
<td>Percent of total admissions</td>
</tr>
<tr>
<td>Unduplicated</td>
<td>Number of unique clients admitted</td>
</tr>
<tr>
<td>Duplicated</td>
<td>Number of admissions, includes multiple counts from the same client(s)</td>
</tr>
<tr>
<td>Gender</td>
<td>Male/Female</td>
</tr>
<tr>
<td>Age</td>
<td>Age at admission grouped in the following categories: Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>Number of responses for each race/ethnicity and percentage of total admissions</td>
</tr>
<tr>
<td>Spanish/Hisp Origin</td>
<td>Number of responses for each Spanish/Hispanic/Latino and percentage of total admissions</td>
</tr>
</tbody>
</table>
# Sorted by:

Ordered by category (Admission, Gender, Age, Race/Ethnicity, Spanish/Hispanic)

# Short Detox Included:  No
Notes:

- This report will display information on all clients admitted but not discharged as of the start date, plus all clients admitted during the selected date range.
- Since multiple responses to the race/ethnicity question are allowed, the Race/Ethnicity Qty fields will be incremented by one for each response each client makes. The Race/Ethnicity Percent fields will display what percentage of total admissions are for clients that indicated that they were of a particular race or ethnicity.

  For example: If two clients are admitted in a quarter; One indicates that he is Laotian and Japanese. The second client indicates that she is Native American. The total number of responses in the Qty fields would be 3. In the Percent field there would be 50% in the Native American category as this client composed 50% of the admissions for that quarter. In both the Laotian and Japanese categories 50% would also be displayed as the other client, who made up 50% of the clients admitted this quarter, was Laotian and Japanese.

- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:

- Agencies: Yes
- County: Yes
- RA: Yes

Server:

- Agencies: Target
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
## M3 - Client Demographics - In Treatment
8/8/2008 to 8/8/2008 11:59:00 PM

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COUNTS</th>
<th>QTY PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMISSIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unduplicated</td>
<td>372</td>
<td></td>
</tr>
<tr>
<td>Duplicated</td>
<td>372</td>
<td></td>
</tr>
<tr>
<td><strong>GENDER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>245</td>
<td>65.86</td>
</tr>
<tr>
<td>Female</td>
<td>127</td>
<td>34.14</td>
</tr>
<tr>
<td><strong>AGE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14 - 16</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>17 - 18</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>19 - 23</td>
<td>15</td>
<td>4.03</td>
</tr>
<tr>
<td>21 - 30</td>
<td>165</td>
<td>28.49</td>
</tr>
<tr>
<td>31 - 40</td>
<td>119</td>
<td>21.99</td>
</tr>
<tr>
<td>41 - 50</td>
<td>109</td>
<td>20.26</td>
</tr>
<tr>
<td>51 - 65</td>
<td>16</td>
<td>4.33</td>
</tr>
<tr>
<td>Over 65</td>
<td>6</td>
<td>1.61</td>
</tr>
<tr>
<td><strong>RACE/ETHNICITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Asian/Pacific Islander</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Black/African American</td>
<td>41</td>
<td>11.02</td>
</tr>
<tr>
<td>Chinese</td>
<td>2</td>
<td>.54</td>
</tr>
<tr>
<td>Eskimo/Alaskan Native</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Filipino</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Guamanian</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hawaiian</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Asian Indian</td>
<td>3</td>
<td>.81</td>
</tr>
<tr>
<td>Japanese</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Korean</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Laotian</td>
<td>2</td>
<td>.54</td>
</tr>
<tr>
<td>Cambodian</td>
<td>3</td>
<td>.81</td>
</tr>
<tr>
<td>Native American</td>
<td>9</td>
<td>2.45</td>
</tr>
<tr>
<td>Other Race</td>
<td>13</td>
<td>3.49</td>
</tr>
<tr>
<td>Refused to Answer</td>
<td>2</td>
<td>.54</td>
</tr>
<tr>
<td>Samoan</td>
<td>3</td>
<td>.81</td>
</tr>
<tr>
<td>Thai</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Aleut</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>3</td>
<td>.81</td>
</tr>
<tr>
<td>White/European American</td>
<td>274</td>
<td>73.66</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Pacific Islander</td>
<td>2</td>
<td>.54</td>
</tr>
<tr>
<td>Other Asian</td>
<td>2</td>
<td>.54</td>
</tr>
<tr>
<td>Middle Eastern</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Not collected</td>
<td>13</td>
<td>3.49</td>
</tr>
<tr>
<td><strong>SPANISH/HISP ORIGIN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuban</td>
<td>2</td>
<td>.54</td>
</tr>
<tr>
<td>Mexican, Mexican American, Chicana</td>
<td>6</td>
<td>1.61</td>
</tr>
<tr>
<td>Not Hispanic/Hispanic/Latino</td>
<td>323</td>
<td>86.83</td>
</tr>
<tr>
<td>Other Hispanic/Latino</td>
<td>12</td>
<td>3.23</td>
</tr>
<tr>
<td>Puerto Rican</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Refused to Answer</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Unknown</td>
<td>1</td>
<td>.27</td>
</tr>
<tr>
<td>Not Collected</td>
<td>27</td>
<td>7.25</td>
</tr>
</tbody>
</table>
M3 Client Demographics, Assessment

Description/Purpose:
This report totals the number of clients and assessments for each quarter of the selected fiscal year. The report gives detailed information of the demographic categories of the clients.

How to run this report:
Enter a Start and End Date, up to one year in duration. Set any desired filters. Click on the report name. The report will give information for the fiscal year selected in the Start Date.

Fields in the report:
- Quarter
  - Jul-Sept of the year prior to the Start Date
  - Oct-Dec of the year prior to the Start Date
  - Jan-Mar of the Start year
  - Apr-Jun of the Start year
- Year to Date
- Qty
- Percent
  - Percent of total assessments
- Unduplicated
  - Number of unique clients assessed
- Duplicated
  - Number of assessments, includes multiple counts from the same client(s)
- Gender
  - Male/Female
- Age
  - Age at assessment grouped in the following categories:
    - Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65
- Race/Ethnicity
  - Number of responses for each race/ethnicity and percentage of total assessments
- Spanish/Hisp Origin
  - Number of responses for each Spanish/Hispanic/Latino and percentage of total assessments
- Priority Population
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>JUL - SEP 2007</th>
<th>OCT - DEC 2007</th>
<th>JAN - MAR 2008</th>
<th>APR - JUN 2008</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY</td>
<td>QTY</td>
<td>PERCENT</td>
<td>QTY</td>
<td>PERCENT</td>
<td>QTY</td>
</tr>
<tr>
<td>ASSESSMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unduplicated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Duplicated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENDER</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGE</td>
<td>Under 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Over 65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RACE/ETHNICITY</td>
<td>Alaska</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>White/European American</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPANISH/HISP ORIGIN</td>
<td>Cuban</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Collected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIORITY POPULATION</td>
<td>Child Protective Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pregnant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Ordered by category (Assessment, Gender, Age, Race/Ethnicity, Spanish/Hispanic)

Short Detox Included: No
Notes:
- Since multiple responses to the race/ethnicity question are allowed, the Race/Ethnicity Qty fields will be incremented by one for each response each client makes. The Race/Ethnicity Percent fields will display what percentage of total assessments are for clients that indicated that they were of a particular race or ethnicity.
  
  For example: If two clients are assessed in a quarter; One indicates that he is Laotian and Japanese. The second client indicates that she is Native American. The total number of responses in the Qty fields would be 3. In the Percent field there would be 50% in the Native American category as this client composed 50% of the assessments for that quarter. In both the Laotian and Japanese categories 50% would also be displayed as 50% of the clients assessments this quarter were.
- The Unduplicated Year-to-Date value is a total of the four quarterly values and does not provide an unduplicated count for the year. Each client is counted only once per quarter.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:
- Agencies Yes
- County Yes
- RA Yes

Server:
- Agencies Target
- County Report
- RA Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### Report Sample: M3 Client Demographics, Assessment

#### M3 - Client Demographics - Assessment
For Fiscal Year: 2008

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>JUL - SEP 2007</th>
<th>OCT - DEC 2007</th>
<th>JAN - MAR 2008</th>
<th>APR - JUN 2008</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTIVITY</strong></td>
<td>QTY</td>
<td>PERCENT</td>
<td>QTY</td>
<td>PERCENT</td>
<td>QTY</td>
</tr>
<tr>
<td><strong>ASSESSMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicated</td>
<td>31</td>
<td>21</td>
<td>27</td>
<td>28</td>
<td>107</td>
</tr>
<tr>
<td>Unduplicated</td>
<td>31</td>
<td>21</td>
<td>27</td>
<td>28</td>
<td>107</td>
</tr>
<tr>
<td><strong>GENDER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>22</td>
<td>70.97</td>
<td>12</td>
<td>57.14</td>
<td>23</td>
</tr>
<tr>
<td>Female</td>
<td>9</td>
<td>29.03</td>
<td>9</td>
<td>42.86</td>
<td>4</td>
</tr>
<tr>
<td><strong>AGE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14 - 16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>17 - 18</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4.76</td>
<td>0</td>
</tr>
<tr>
<td>19 - 20</td>
<td>1</td>
<td>3.33</td>
<td>1</td>
<td>4.76</td>
<td>1</td>
</tr>
<tr>
<td>21 - 30</td>
<td>8</td>
<td>28.57</td>
<td>7</td>
<td>33.33</td>
<td>13</td>
</tr>
<tr>
<td>31 - 40</td>
<td>11</td>
<td>39.33</td>
<td>5</td>
<td>23.81</td>
<td>6</td>
</tr>
<tr>
<td>41 - 50</td>
<td>9</td>
<td>32.14</td>
<td>4</td>
<td>19.05</td>
<td>6</td>
</tr>
<tr>
<td>51 - 65</td>
<td>2</td>
<td>6.90</td>
<td>3</td>
<td>14.29</td>
<td>0</td>
</tr>
<tr>
<td>Over 65</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>RACE/ETHNICITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Asian/Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black/African American</td>
<td>4</td>
<td>13.33</td>
<td>1</td>
<td>4.76</td>
<td>1</td>
</tr>
<tr>
<td>Chinese</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Eskimo/Alaskan Native</td>
<td>1</td>
<td>3.33</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Filipino</td>
<td>1</td>
<td>3.33</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Guamanian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hawaiian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian Indian</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4.76</td>
<td>0</td>
</tr>
<tr>
<td>Japanese</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Korean</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lottian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cambodian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native American</td>
<td>15</td>
<td>50.00</td>
<td>12</td>
<td>57.14</td>
<td>19</td>
</tr>
<tr>
<td>Other Race</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4.76</td>
<td>0</td>
</tr>
<tr>
<td>Refused to Answer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Russian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thai</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aleut</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White/European American</td>
<td>10</td>
<td>33.33</td>
<td>6</td>
<td>28.57</td>
<td>5</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Middle Eastern</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not collected</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>SPANISH/HISP ORIGIN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuban</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3.7</td>
</tr>
<tr>
<td>Mexican, Mexican American, Chicano</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>9.52</td>
<td>2</td>
</tr>
<tr>
<td>Not Spanish/Hispanic/Latino</td>
<td>31</td>
<td>100</td>
<td>18</td>
<td>85.71</td>
<td>23</td>
</tr>
<tr>
<td>Other Spanish/Hispanic/Latino</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Puerto Rican</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4.76</td>
<td>0</td>
</tr>
<tr>
<td>Refused to Answer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not Collected</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>PRIORITY POPULATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No priority/not applicable</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4.76</td>
<td>0</td>
</tr>
<tr>
<td>Child Protective Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IV Drug User</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pregnant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Children in the home</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not collected</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

M Reports - 18
M4 Contract Performance, Admission/Assessment

Description/Purpose:
This report provides the number of admissions and assessments performed during the time frame ordered by fund source, contract type and modality.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Fund Source
- Contract Type
- Modality
- Activity Type: Assessment or Admission
- Clients Served: Number of unique clients
- Sessions: Number of admissions or assessments
- Hours Served: This is the sum of how long it took to administer the assessment or admission
- XIX: Number of or number of hours or admissions/assessments in which the client had Title XIX funding
- Non XIX: Number of or number of hours or admissions/assessments in which the client did not have Title XIX funding
- Total
- Grand Total: Total for each fund source

Sorted by:
- Fund Source
- Contract Type
- Modality

Short Detox Included: No
Notes:
- This report returns statewide results for RA’s and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:  
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Target
- County: Report
- RA: Report

Available Filters

<table>
<thead>
<tr>
<th>Scope</th>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission, Assessment, Discharge</td>
<td>✓ Gender</td>
</tr>
<tr>
<td>Duplicated, Unduplicated</td>
<td>✓ Start Birth Date / End Birth Date</td>
</tr>
<tr>
<td>Agency <em>(available for County staff and RAs)</em></td>
<td>✓ Spanish/Hispanic</td>
</tr>
<tr>
<td>✓ Entry Referral</td>
<td>✓ Ethnicity/Race</td>
</tr>
<tr>
<td>Discharge Type</td>
<td>✓ English Speaking Ability</td>
</tr>
<tr>
<td>Exit Referral or Other Services Referral</td>
<td>✓ English Reading Ability</td>
</tr>
<tr>
<td>✓ Governing County</td>
<td>✓ Disability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding</th>
<th>Client/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Title XIX</td>
<td>✓ Staff</td>
</tr>
<tr>
<td>✓ Fund Source</td>
<td>Admission Staff (D4 Only)</td>
</tr>
<tr>
<td>✓ Contract Type</td>
<td>Support Activity Type (C7 Only)</td>
</tr>
<tr>
<td>✓ Modality</td>
<td>Client</td>
</tr>
<tr>
<td>✓ State Special Project</td>
<td></td>
</tr>
<tr>
<td>✓ County Special Project</td>
<td></td>
</tr>
<tr>
<td>✓ Agency Special Project</td>
<td></td>
</tr>
</tbody>
</table>
### M4 - Contract Performance - Admission/Assessment Counts

**From: 7/1/2002 to 8/2/2002 11:59:00 PM**

<table>
<thead>
<tr>
<th>FUND SOURCE</th>
<th>CONTRACT TYPE</th>
<th>MODALITY</th>
<th>ACTIVITY TYPE</th>
<th>CLIENTS SERVED</th>
<th>SESSIONS</th>
<th>HOURS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Agency Funded</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other/None</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Intensive Inpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admission</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grand Total:</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>County Community Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ADATSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admission</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adult Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Intensive Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admission</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Non-ADATSA Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assessment</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admission</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grand Total:</td>
<td>29</td>
<td>1</td>
</tr>
</tbody>
</table>
M4 Contract Performance, Group

Description/Purpose:
This report provides a summary of all of the group treatment activities provided during the date range. The number of clients and time spend providing group activities is displayed ordered by fund source, contract type, modality and group name.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Fund Source
- Contract Type
- Modality
- Group Code
  The name of the treatment group. If a group activity was entered and not associated with a particular group then this field will be blank
- Clients Served
  Number of unique clients
- Hours Served
  This is the sum of how long it took to administer the group treatment activities
- XIX
  Number of hours of group treatment activities in which the client had Title XIX funding
- Non XIX
  Number of hours of group treatment activities in which the client did not have Title XIX funding
- Total
  Total for the indicated modality
- Funding Total
  Total for the indicated fund source
- Grand Total
  Total of all group activities provided during the time frame

<table>
<thead>
<tr>
<th>FUND SOURCE</th>
<th>CONTRACT TYPE</th>
<th>MODALITY</th>
<th>GROUP CODE</th>
<th>CLIENTS SERVED</th>
<th>HOURS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other/None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intensive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Some Group Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]
Sorted by:
- Fund Source
- Contract Type
- Modality
- Group Code

Short Detox Included: No

Notes:
- This report returns statewide results for Ra’s and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Target
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### Report Sample: M4 Group

M4 - Contract Performance - Detail (Group)
From: 1/1/2003 to 12/31/2003 11:59:00 PM

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Contract Type</th>
<th>Modality</th>
<th>Group Code</th>
<th>Clients Served</th>
<th>Hours Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Community Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADATSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outpatient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DASA TEST GROUP</td>
<td>2</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mother of all groups</td>
<td>1</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td></td>
<td>3</td>
<td>16.00</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intensive Outpatient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>abab's number 1 group</td>
<td>1</td>
<td>0</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Best test group ever</td>
<td>1</td>
<td>0</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td></td>
<td>1</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funding Total:</td>
<td></td>
<td>6</td>
<td>18.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intensive Outpatient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fear of Sanity</td>
<td>1</td>
<td>10</td>
<td>22.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td></td>
<td>1</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funding Total:</td>
<td></td>
<td>1</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total:</td>
<td></td>
<td>12</td>
<td>60.50</td>
</tr>
</tbody>
</table>
M4 Contract Performance, Summary

Description/Purpose:
This report provides a summary of all of the treatment activities provided during the date range. The number of clients and time spent providing each activity type is displayed ordered by fund source, contract type, modality and activity type.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Fund Source
- Contract Type
- Modality
- Activity Type  The type of activity performed: Acupuncture, Case Management, Childcare, Conjoint, Family, Group, Individual, Methadone Dose Change, Urinalysis Sample
- Clients Served Number of unique clients
- Sessions Number of treatment activities
- Hours Served This is the sum of how long it took to administer the treatment activities
- XIX Number of or number of hours of treatment activities in which the client had Title XIX funding
- Non XIX Number of or number of hours of treatment activities in which the client did not have Title XIX funding
- Total Number of or number of hours of treatment activities.
- Modality Total Total for the indicated modality
- Contract Total Total for the indicated contract type
- Funding Total Total for the indicated fund source
- Grand Total Total of all treatment activities provided during the time frame
- Childcare Hours Number of hours spend providing child care
Sorted by:
- Fund Source
- Contract Type
- Modality
- Activity Type

Short Detox Included: No

Notes:
- This report returns statewide results for RA’s and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Target
- County: Report
- RA: Report
## Available Filters

<table>
<thead>
<tr>
<th>Scope</th>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission, Assessment, Discharge</td>
<td>✓ Gender</td>
</tr>
<tr>
<td>Duplicated, Unduplicated</td>
<td>✓ Start Birth Date / End Birth Date</td>
</tr>
<tr>
<td>Agency <em>(available for County staff and RAs)</em></td>
<td>✓ Spanish/Hispanic</td>
</tr>
<tr>
<td>✓ Entry Referral</td>
<td>✓ Ethnicity/Race</td>
</tr>
<tr>
<td>Discharge Type</td>
<td>✓ English Speaking Ability</td>
</tr>
<tr>
<td>Exit Referral or Other Services Referral</td>
<td>✓ English Reading Ability</td>
</tr>
<tr>
<td>✓ Governing County</td>
<td>✓ Disability</td>
</tr>
<tr>
<td>Funding</td>
<td>✓ Substance Abuse</td>
</tr>
<tr>
<td>✓ Title XIX</td>
<td>Assessment Priority Population</td>
</tr>
<tr>
<td>✓ Fund Source</td>
<td>Client/Staff</td>
</tr>
<tr>
<td>✓ Contract Type</td>
<td>✓ Staff</td>
</tr>
<tr>
<td>✓ Modality</td>
<td>Admission Staff (D4 Only)</td>
</tr>
<tr>
<td>✓ State Special Project</td>
<td>Support Activity Type (C7 Only)</td>
</tr>
<tr>
<td>✓ County Special Project</td>
<td>Client</td>
</tr>
<tr>
<td>✓ Agency Special Project</td>
<td></td>
</tr>
</tbody>
</table>

---

M Reports - 27
## M4 - Contract Performance - Summary

**From: 1/1/2003 to 12/31/2003 11:59:00 PM**

<table>
<thead>
<tr>
<th>FUNDSOURCE</th>
<th>CONTRACT TYPE</th>
<th>MODALITY</th>
<th>ACTIVITY TYPE</th>
<th>CLIENTS SERVED</th>
<th>SESSIONS</th>
<th>HOURS SERVED</th>
<th>CHILDGCARE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XIX</td>
<td>Non XIX Total</td>
<td>XIX Non XIX Total</td>
</tr>
<tr>
<td>County Community Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADAISA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outpatient</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acupuncture</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Case Management</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Group</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Individual</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Modality Total:</strong></td>
<td>5</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>23.00</td>
<td>.00</td>
</tr>
<tr>
<td><strong>Contract Total:</strong></td>
<td>5</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>23.00</td>
<td>.00</td>
</tr>
<tr>
<td><strong>Funding Total:</strong></td>
<td>13</td>
<td>21</td>
<td>16</td>
<td>37</td>
<td>0</td>
<td>33.00</td>
<td>24.00</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other/None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Intensive Outpatient</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>2</td>
<td>5</td>
<td>15</td>
<td>20</td>
<td>10</td>
<td>22.5</td>
<td>32.5</td>
</tr>
<tr>
<td>Individual</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Urinalysis Sample</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Modality Total:</strong></td>
<td>4</td>
<td>8</td>
<td>15</td>
<td>23</td>
<td>0</td>
<td>12.00</td>
<td>22.50</td>
</tr>
<tr>
<td><strong>Contract Total:</strong></td>
<td>4</td>
<td>8</td>
<td>15</td>
<td>23</td>
<td>0</td>
<td>12.00</td>
<td>22.50</td>
</tr>
<tr>
<td><strong>Funding Total:</strong></td>
<td>4</td>
<td>8</td>
<td>15</td>
<td>23</td>
<td>0</td>
<td>12.00</td>
<td>22.50</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td>21</td>
<td>45</td>
<td>34</td>
<td>79</td>
<td>0</td>
<td>77.50</td>
<td>69.50</td>
</tr>
</tbody>
</table>

**Grand Total: 11.00**
M5 Discharge Type

Description/Purpose:
This report lists the number of discharges during the selected date range. The discharges are classified as Completed, Not Completed or Other. Each discharge is further classified by demographic categories of the clients.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:

- Category: Discharges, Age, Race/Ethnicity, Spanish/Hisp Origin
- Item: Sub category
- Total Clients Disch: Number of clients discharged
- Total Clients (Completed): Total number of clients that had a discharge type of Completed
- W/O Referral:
- Not Completed:
  - Leave Against Program Advice
  - Leave With Program Advice
  - No Contact
  - Rule Violation
  - No Funds
  - In Prison
- Total NC: Total number of clients that had a discharge type in the Not Competed category
- Other Types: Trans Facility
  Other Discharge, includes:
  - Administrative Closure
  - Inappropriate Admission
  - Moved
  - Not Amenable to Treatment/Lacks Engagement
  - Not Collected
  - Other
- Total Other: Total number of clients that had a discharge type in the Other category.
- Age: Client age at discharge. Contains the following subcategories: Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65
- Race/Ethnicity: Sum of clients’ reported race or ethnicity. If a client has indicated that they are of more than one race/ethnicity then their information will be listed here under each appropriate subcategory.
- Spanish/Hisp Origin: Sum of clients’ reported Spanish/Hispanic/Latino origins
### Column Fields

<table>
<thead>
<tr>
<th>CATEGORY:</th>
<th>TOTAL CLIENTS DISCH</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Total Clients</td>
<td>%</td>
</tr>
</tbody>
</table>

### NOT COMPLETED

<table>
<thead>
<tr>
<th>Leave APA</th>
<th>Leave WPA</th>
<th>No Contact</th>
<th>Client Died</th>
<th>Rule Viol</th>
<th>No Funds</th>
<th>In Prison</th>
<th>Total NC</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

### OTHER TYPES

<table>
<thead>
<tr>
<th>Trans Facility</th>
<th>Other Disch</th>
<th>Total Other</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

### Row Fields

#### DISCHARGES

<table>
<thead>
<tr>
<th>Unduplicated</th>
</tr>
</thead>
</table>

#### AGE

- Under 14
- ...
- Over 65

#### RACE/ETHNICITY

- Other
- Asian/Pacific Islander
- ...
- Not collected

#### SPANISH/HISP ORIGIN

- Cuban
- ...
- Not Collected

[Field example]

**Sorted by:**

Category (Discharges, Age, Race/Ethnicity, Spanish/Hisp Origin) Item; Age is order by age sub-category, Race/Ethnicity and Spanish/Hisp categories are ordered by the Target code number of the item in the sub-category. For example, Cuban has a Target code number of 1 so it is listed first in the Spanish/Hisp Origin list.

**Short Detox Included:** No
Notes:
- This report returns statewide results for RA’s and county staff unless an agency filter is selected.
- The categories of Completed and Not Completed do match the DASA’s published definition of Treatment Completion rate. See the Trend: Discharge Type or Performance: Identified Population reports to get these numbers.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Target
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
## M5 - Discharge Type
### From 4/1/2002 to 7/4/2002

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL CLIENTS DISCH</th>
<th>COMPLETED</th>
<th>NOT COMPLETED</th>
<th>OTHER TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>%</td>
<td>M/D</td>
<td>Non-M</td>
</tr>
<tr>
<td>DISCHARGES</td>
<td>Unuplicated</td>
<td>164</td>
<td>94</td>
<td>8</td>
</tr>
<tr>
<td>AGE</td>
<td>Under 18</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>18-39</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>40-59</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>60-79</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>80+</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RACE/ETHNICITY</td>
<td>Other/Asian/Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Black/African American</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Native American</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Middle Eastern</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Other Race/Ethnicity</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Not Listed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Not Listed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Not Listed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

**Abbreviations**
- Leave APA: Leave Against Program Advice
- Leave WPA: Leave With Program Advice
- No Contact: No Contact/Visit
- Role Viol: Role Violation
- Total NC: Total Not Complied
- Transferred: Transferred to Different Facility
Service & Outcome Reports
O1 Criminal Justice Summary

Description/Purpose:
The O1 report summarizes client responses, at admission and discharge, regarding their current legal involvement.
The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Legal Type: Current legal involvement categories
- Admit: Number of responses in each category at admission
- Admit Percentage: Percentage of total admissions
- Discharge: Number of responses in each category at discharge
- Discharge Percentage: Percentage of total discharges
- Total records reviewed: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>Legal Type:</th>
<th>Admit:</th>
<th>Admit Percent:</th>
<th>Discharge:</th>
<th>Discharge Percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petitioning for DUI Deferred Prosecution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL RECORDS REVIEWED: [Field example]

Sorted by:
Legal Type

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff *(filters on discharge staff)*
- Admission Staff *(D4 Only)*
- Support Activity Type *(C7 Only)*
- Client

---

**Report Sample: O1 – Criminal Justice Summary**

<table>
<thead>
<tr>
<th>Legal Type</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Trial</td>
<td>41</td>
<td>6.5%</td>
<td>29</td>
<td>0.5%</td>
</tr>
<tr>
<td>Awaiting Charges</td>
<td>24</td>
<td>3.9%</td>
<td>25</td>
<td>4.1%</td>
</tr>
<tr>
<td>On Trial</td>
<td>0</td>
<td>.0%</td>
<td>0</td>
<td>.0%</td>
</tr>
<tr>
<td>Convicted, Awaiting Sentencing</td>
<td>11</td>
<td>1.7%</td>
<td>7</td>
<td>1.1%</td>
</tr>
<tr>
<td>Incarcerated, Pre-Trial</td>
<td>1</td>
<td>0.2%</td>
<td>2</td>
<td>0.3%</td>
</tr>
<tr>
<td>Incarcerated, Post-Conviction</td>
<td>2</td>
<td>3.2%</td>
<td>5</td>
<td>0.8%</td>
</tr>
<tr>
<td>On Probation or Parole</td>
<td>266</td>
<td>42.2%</td>
<td>270</td>
<td>42.8%</td>
</tr>
<tr>
<td>Petitioning for DUI Deferred Prosecution</td>
<td>13</td>
<td>2.1%</td>
<td>3</td>
<td>1.2%</td>
</tr>
<tr>
<td>In DUI Deferred Prosecution Status</td>
<td>32</td>
<td>51%</td>
<td>29</td>
<td>4.6%</td>
</tr>
<tr>
<td>In Other Supervised Program</td>
<td>40</td>
<td>53%</td>
<td>39</td>
<td>6.2%</td>
</tr>
<tr>
<td>Drug Court – Juvenile</td>
<td>0</td>
<td>.0%</td>
<td>0</td>
<td>.0%</td>
</tr>
<tr>
<td>Drug Court – Adult</td>
<td>12</td>
<td>0.2%</td>
<td>12</td>
<td>1.9%</td>
</tr>
<tr>
<td>Child Custody Issue</td>
<td>11</td>
<td>1.7%</td>
<td>10</td>
<td>1.6%</td>
</tr>
<tr>
<td>CPS Court Involved</td>
<td>24</td>
<td>3.8%</td>
<td>21</td>
<td>3.3%</td>
</tr>
<tr>
<td>Diversion</td>
<td>3</td>
<td>0.5%</td>
<td>3</td>
<td>0.5%</td>
</tr>
<tr>
<td>Not Collected</td>
<td>11</td>
<td>1.7%</td>
<td>10</td>
<td>1.6%</td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED: 631**
O2 Domestic Violence Summary

Description/Purpose:
The O2 report summarizes client responses, at admission and discharge, regarding both current and past domestic violence against the client. The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Count: Total number of responses in each answer category at admission or discharge
- Percent: Of those that answered the question, the percentage of admissions or discharges
- Answer: Yes, No or Uncertain
- Total records reviewed: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Count</th>
<th>Percent</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>311</td>
<td>50.49</td>
<td>315</td>
<td>51.14</td>
</tr>
<tr>
<td>No</td>
<td>278</td>
<td>45.13</td>
<td>277</td>
<td>44.97</td>
</tr>
<tr>
<td>Uncertain</td>
<td>2</td>
<td>0.32</td>
<td>1</td>
<td>0.16</td>
</tr>
</tbody>
</table>

Sorted by: Yes, No, Uncertain

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff (filters on discharge staff)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: O2 – Domestic Violence Summary

![Report Sample Image]
# O3 Current Enrollment Summary

## Description/Purpose:
The O3 report summarizes client responses, at admission and discharge, regarding their school type and school status. Each School Type is compared to each School Status and the number of responses that fall into each category is tabulated. The report will give information for all clients discharged during the selected date range.

## How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

## Fields in the report:
- **School Type**: Type of school client attends: Academic, Not in School/NA, Other/Alternative, Vocational/Technical
- **School Status**: Dropped out, Expelled, Full Time, Not Enrolled, Part Time, Suspended
- **Admit**: Number of responses in each category at admission
- **Admit Percentage**: Of the clients that answered this question, the percentage of admissions
- **Discharge**: Number of responses in each category at discharge
- **Discharge Percent**: Of the clients that answered this question, the percentage of discharges
- **Total Records Viewed**: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>School Type</th>
<th>School Status</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Dropped Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>Expelled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>Full Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>Not Enrolled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other/Alternative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Suspended</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED:**

[Field example]

## Sorted by:
- School Type
- School Status
Short Detox Included:  No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency  (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Client/Staff
- Staff  (filters on discharge staff)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### O3 - Current Enrollment Summary Report

**02/01/2006 - 02/01/2007**

<table>
<thead>
<tr>
<th>School Type</th>
<th>School Status</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Dropped Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Academic</td>
<td>Expelled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Academic</td>
<td>Full Time</td>
<td>7</td>
<td>1.12</td>
<td>7</td>
<td>1.12</td>
</tr>
<tr>
<td>Academic</td>
<td>Not Enrolled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Academic</td>
<td>Part Time</td>
<td>3</td>
<td>0.48</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Academic</td>
<td>Suspended</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>Dropped Out</td>
<td>6</td>
<td>0.96</td>
<td>8</td>
<td>1.28</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>Expelled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>Full Time</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>Not Enrolled</td>
<td>603</td>
<td>96.53</td>
<td>602</td>
<td>96.47</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>Part Time</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not In School/NA</td>
<td>Suspended</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>Dropped Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>Expelled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>Full Time</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>Not Enrolled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>Part Time</td>
<td>1</td>
<td>0.16</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Other/Alternative</td>
<td>Suspended</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Dropped Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Expelled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Full Time</td>
<td>3</td>
<td>0.48</td>
<td>4</td>
<td>0.64</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Not Enrolled</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Part Time</td>
<td>1</td>
<td>0.16</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Vocational/Technical</td>
<td>Suspended</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED: 624**
O4 Primary Residence Summary

Description/Purpose:
The O1 report summarizes client responses, at admission and discharge, regarding their current residence.
The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Residence Type: Client’s primary residence
- Admit: Number of responses in each category at admission
- Admit Percent: Of the clients that answered this question, the percentage of admissions
- Discharge: Number of responses in each category at discharge
- Discharge Percent: Of the clients that answered this question, the percentage of discharges
- Total Records Reviewed: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>Residence Type</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work/Training Release Ctr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Residence Type

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: O4 Primary Residence Summary

<table>
<thead>
<tr>
<th>Residence Type</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug-free shared/transitional housing</td>
<td>94</td>
<td>7.03</td>
<td>94</td>
<td>7.03</td>
</tr>
<tr>
<td>Foster/group home</td>
<td>7</td>
<td>0.59</td>
<td>7</td>
<td>0.59</td>
</tr>
<tr>
<td>Hospital/other institution</td>
<td>13</td>
<td>1.1</td>
<td>13</td>
<td>1.1</td>
</tr>
<tr>
<td>Jail/Prison</td>
<td>9</td>
<td>0.76</td>
<td>9</td>
<td>0.75</td>
</tr>
<tr>
<td>Homeless shelter/mission</td>
<td>83</td>
<td>7</td>
<td>83</td>
<td>7</td>
</tr>
<tr>
<td>On the street</td>
<td>50</td>
<td>4.22</td>
<td>50</td>
<td>4.22</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Personal residence</td>
<td>747</td>
<td>62.98</td>
<td>747</td>
<td>62.98</td>
</tr>
<tr>
<td>Pre-Release Center</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Single room occupancy</td>
<td>15</td>
<td>1.26</td>
<td>15</td>
<td>1.26</td>
</tr>
<tr>
<td>Transient quarters</td>
<td>4</td>
<td>0.34</td>
<td>4</td>
<td>0.34</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Work/Training Release Ctr</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not Collected</td>
<td>17</td>
<td>1.43</td>
<td>17</td>
<td>1.43</td>
</tr>
<tr>
<td>Controlled Environment</td>
<td>28</td>
<td>2.36</td>
<td>28</td>
<td>2.36</td>
</tr>
<tr>
<td>No Stable Arrangement</td>
<td>119</td>
<td>10.03</td>
<td>119</td>
<td>10.03</td>
</tr>
<tr>
<td>Student Residence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED: 1196**
O5 Frequency of Use Summary

Description/Purpose:
This report compares the frequency of substance use at discharge to admission. A summary of the change is presented for the primary, secondary and tertiary substances.
The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Primary, Secondary, Tertiary
- Discharges
- Percent
- Change Category
- Discharge Records Counted

Primary, Secondary and Tertiary substance groups will each be displayed in a separate chart.
Number of discharges in each change category.
Percent of discharges in each change category.
Decrease, No use 30 Days @ Adm/Disch, Increase, No Change, Unknown, None Reported.
Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>Discharges</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Decrease</td>
<td></td>
</tr>
<tr>
<td>No use 30 Days @ Adm/Disch</td>
<td></td>
</tr>
<tr>
<td>Increase</td>
<td></td>
</tr>
<tr>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>None Reported</td>
<td></td>
</tr>
<tr>
<td><strong>Discharge Records Counted:</strong></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Primary, Secondary, Tertiary
Change Category (Decrease, No use 30 Days @ Adm/Disch, Increase, No Change, Unknown, None Reported)
Short Detox Included:  No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.
- The “No use 30 Days @ Adm/Disch” category is for those clients that indicated that they have not used that substance in the last 30 days at both admission and discharge.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies Report
- County Report
- RA Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff (filters on discharge staff)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

✓ = Filter exists and is applicable to this report
07/01/2002 - 06/30/2003
O5 - Frequency of Use Summary Report

<table>
<thead>
<tr>
<th></th>
<th>Discharges</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease</td>
<td>179</td>
<td>28.7%</td>
</tr>
<tr>
<td>No use 30 Days @ Adm/Disch</td>
<td>339</td>
<td>54.3%</td>
</tr>
<tr>
<td>Increase</td>
<td>10</td>
<td>1.5%</td>
</tr>
<tr>
<td>No Change</td>
<td>47</td>
<td>7.5%</td>
</tr>
<tr>
<td>Unknown</td>
<td>48</td>
<td>7.7%</td>
</tr>
<tr>
<td>None Reported</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Discharge Records Counted:</strong></td>
<td><strong>624</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease</td>
<td>112</td>
<td>17.9%</td>
</tr>
<tr>
<td>Increase</td>
<td>20</td>
<td>3.2%</td>
</tr>
<tr>
<td>No Change</td>
<td>418</td>
<td>67.0%</td>
</tr>
<tr>
<td>Unknown</td>
<td>43</td>
<td>6.9%</td>
</tr>
<tr>
<td>None Reported</td>
<td>31</td>
<td>5.0%</td>
</tr>
<tr>
<td><strong>Discharge Records Counted:</strong></td>
<td><strong>624</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tertiary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease</td>
<td>74</td>
<td>11.9%</td>
</tr>
<tr>
<td>Increase</td>
<td>10</td>
<td>1.5%</td>
</tr>
<tr>
<td>No Change</td>
<td>341</td>
<td>54.5%</td>
</tr>
<tr>
<td>Unknown</td>
<td>39</td>
<td>6.3%</td>
</tr>
<tr>
<td>None Reported</td>
<td>160</td>
<td>25.5%</td>
</tr>
<tr>
<td><strong>Discharge Records Counted:</strong></td>
<td><strong>624</strong></td>
<td></td>
</tr>
</tbody>
</table>
O6 Primary Employment Summary

Description/Purpose:
The O6 report summarizes client responses, at admission and discharge, regarding their employment.
The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Employment Type: Employment status category
- Admit: Number of responses in each category at admission
- Admit Percent: Percentage of total admissions
- Discharge: Number of responses in each category at discharge
- Discharge Percent: Percentage of total discharges
- Total Records Reviewed: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Admit</th>
<th>AdmitPercent</th>
<th>Discharge</th>
<th>DischargePercent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed Full-Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL RECORDS REVIEWED: [Field example]

Sorted by:
Employment Type

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access: Agencies: Yes, County: Yes, RA: Yes
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff (filters on discharge staff)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

---

Report Sample: O6 Primary Employment Summary

![Report Sample: O6 Primary Employment Summary](image)

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Working Due to Disability</td>
<td>63</td>
<td>9.93</td>
<td>56</td>
<td>10.46</td>
</tr>
<tr>
<td>Employed Full-Time</td>
<td>71</td>
<td>11.25</td>
<td>31</td>
<td>12.84</td>
</tr>
<tr>
<td>Homemaker</td>
<td>17</td>
<td>2.69</td>
<td>17</td>
<td>2.69</td>
</tr>
<tr>
<td>Institutionalized</td>
<td>1</td>
<td>0.16</td>
<td>2</td>
<td>0.32</td>
</tr>
<tr>
<td>Military</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unemployed Not Seeking Work</td>
<td>101</td>
<td>16.01</td>
<td>101</td>
<td>16.01</td>
</tr>
<tr>
<td>Not in work force</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employed Part-Time</td>
<td>23</td>
<td>3.65</td>
<td>22</td>
<td>3.49</td>
</tr>
<tr>
<td>Retired</td>
<td>2</td>
<td>0.32</td>
<td>2</td>
<td>0.32</td>
</tr>
<tr>
<td>Employed Temp/Dn Call/Intermittent</td>
<td>7</td>
<td>1.11</td>
<td>13</td>
<td>2.06</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Unemployed Seeking Work</td>
<td>345</td>
<td>54.68</td>
<td>324</td>
<td>51.35</td>
</tr>
<tr>
<td>Not Collected</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.32</td>
</tr>
<tr>
<td>Under Age - Not in Workforce</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED: 631**
O7 Primary Source of Income

Description/Purpose:
This report summarizes client responses, at admission and discharge, regarding their primary source of income. The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Income Type: Income source category
- Admit: Number of responses in each category at admission
- Admit Percent: Percentage of total admissions
- Discharge: Number of responses in each category at discharge
- Discharge Percent: Percentage of total discharges
- Total Records Reviewed: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>Income Type:</th>
<th>Admit:</th>
<th>Admit Percent:</th>
<th>Discharge:</th>
<th>Discharge Percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages/salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL RECORDS REVIEWED:

[Field example]

Sorted by:
Income Type

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access: Agencies Yes County Yes RA Yes


Service & O Reports - 15
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

---

**Report Sample: O7 Primary Income Source**

<table>
<thead>
<tr>
<th>Income Type:</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unemployment Compensation</td>
<td>7</td>
<td>1.11</td>
<td>8</td>
<td>1.27</td>
</tr>
<tr>
<td>Disability</td>
<td>8</td>
<td>1.27</td>
<td>9</td>
<td>1.43</td>
</tr>
<tr>
<td>Family/Friend Support</td>
<td>21</td>
<td>3.33</td>
<td>26</td>
<td>4.12</td>
</tr>
<tr>
<td>None</td>
<td>55</td>
<td>8.87</td>
<td>100</td>
<td>15.85</td>
</tr>
<tr>
<td>Other</td>
<td>36</td>
<td>5.71</td>
<td>40</td>
<td>6.34</td>
</tr>
<tr>
<td>Public Assistance</td>
<td>414</td>
<td>65.61</td>
<td>347</td>
<td>54.99</td>
</tr>
<tr>
<td>Retirement Pension</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wages/salary</td>
<td>83</td>
<td>13.15</td>
<td>95</td>
<td>15.06</td>
</tr>
<tr>
<td>Not Collected</td>
<td>2</td>
<td>0.32</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Social Security (SSA/SSDI)</td>
<td>4</td>
<td>0.63</td>
<td>5</td>
<td>0.79</td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED: 631**
O8 ASAM Levels

Description/Purpose:
This report summarizes client ASAM levels at admission and discharge. The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- **ASAM Description**: Definition/Description of the ASAM level categories
- **Admit**: Number of responses in each category at admission
- **Admit Percent**: Percentage of total admissions
- **Discharge**: Number of responses in each category at discharge
- **Discharge Percent**: Percentage of total discharges
- **Total Records Reviewed**: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

<table>
<thead>
<tr>
<th>ASAM Description</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No further ASAM placement level recommended</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medically Monitored Intensive Inpatient Subs (sobering unit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL RECORDS REVIEWED:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
ASAM level

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
### Report Sample: O8 ASAM Levels

#### 01/01/2002 - 12/31/2002
#### O8 - ASAM Levels

<table>
<thead>
<tr>
<th>ASAM Description</th>
<th>Admit</th>
<th>Admit Percent</th>
<th>Discharge</th>
<th>Discharge Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No further ASAM placement level recommended</td>
<td>0</td>
<td>0</td>
<td>56</td>
<td>8.87</td>
</tr>
<tr>
<td>Medically Managed Intensive Inpatient Svcs, Detox or Hospital</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0.79</td>
</tr>
<tr>
<td>Medically Monitored Intensive Inpatient Svcs (sobering unit)</td>
<td>258</td>
<td>40.89</td>
<td>102</td>
<td>16.16</td>
</tr>
<tr>
<td>Clinically Managed Med/High Intensity Residential Svcs</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0.63</td>
</tr>
<tr>
<td>Clinically Managed Medium Intensity Residential Svcs</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>1.74</td>
</tr>
<tr>
<td>Clinically Managed Low Intensity Residential Svcs</td>
<td>136</td>
<td>21.55</td>
<td>108</td>
<td>17.12</td>
</tr>
<tr>
<td>Outpatient with Partial Hospitalization</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Intensive Outpatient</td>
<td>33</td>
<td>5.23</td>
<td>21</td>
<td>3.33</td>
</tr>
<tr>
<td>Outpatient</td>
<td>131</td>
<td>20.76</td>
<td>318</td>
<td>50.4</td>
</tr>
<tr>
<td>Opiate Maintenance Therapy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0.63</td>
</tr>
<tr>
<td>Clinically managed residential detoxification sub-acute detox</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.16</td>
</tr>
<tr>
<td>Clinically managed residential detoxification acute detox</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL RECORDS REVIEWED: 631**
O9 Emergency Room Visits

Description/Purpose:
This report compares the number of emergency room visits for a client at admission to the number of visits during treatment. A summary of the level of change is displayed. The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Change category: Positive, Negative or No Change. A lower number of ER visits reported at discharge would be seen as positive change; a greater number as negative.
- Count: Number of responses in each category at admission
- Percent: Percentage of total admissions
- Total Records Reviewed: Total number of client discharges in the date range that had a response to the question on both admission and discharge.

Sorted by:
Positive, Negative, No Change

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access: Agencies Yes County Yes RA Yes
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

---

**Report Sample: O9 Emergency Room Visits**

```
06/01/2002 - 05/31/2003
O9 - Emergency Room Visits

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER Visits Positive Change</td>
<td>13</td>
<td>2.16</td>
</tr>
<tr>
<td>ER Visits Negative Change</td>
<td>155</td>
<td>25.75</td>
</tr>
<tr>
<td>ER Visits No Change</td>
<td>434</td>
<td>72.09</td>
</tr>
</tbody>
</table>

TOTAL RECORDS REVIEWED: 602
```
Service: Detox Performance

Description/Purpose:
This report displays the number of admissions and clients and calculates the total and average days for all clients admitted with a Detoxification modality. The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Admits (Dup)  Total number of Detox admissions
- Clients (Undup)  Number of unique clients discharged in the date range
- Client Days  Total number of day of service rendered to all clients discharged during the date range.
- Avg Days / Admission  Average length of stay. Calculated by dividing the Client Days by Admits and rounding to the nearest whole number.

Sorted by:
None

Short Detox Included:  Yes

Notes:
- This report will give results for both Detox short form admissions and regular admissions with the Detoxification modality.
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

Access:
- Agencies  Yes
- County  Yes
- RA  Yes

Server:
- Agencies  Report
- County  Report
- RA  Report
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

---

**Report Sample: Service Detox Performance**

![Detox Performance Table]

<table>
<thead>
<tr>
<th>Detox Performance</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admits (Dup)</td>
<td>47</td>
</tr>
<tr>
<td>Clients (Undup)</td>
<td>45</td>
</tr>
<tr>
<td>Client Days</td>
<td>143</td>
</tr>
<tr>
<td>Avg Days/Admission</td>
<td>3</td>
</tr>
</tbody>
</table>
Service: Residential Performance

Description/Purpose:
This report calculates the total number of days and clients for all clients admitted with a residential modality.
The report will give information for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- **Modality**
  - Intensive Inpatient, Long-Term Residential, Recovery House
- **Bed Days**
  - Number of days from admission to discharge for all clients admitted under each modality
- **Clients**
  - Number of clients unique to each modality

<table>
<thead>
<tr>
<th>Residential Performance</th>
<th>Bed Days</th>
<th>Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Inpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-Term Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recovery House</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
Intensive Inpatient, Long-Term Residential, Recovery House

Short Detox Included: No

Notes:
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.
- Bed days are calculated by subtracting the admission date from the discharge date. If the admission and discharge are on the same day it is counted as one day.
- The client count is unduplicated within each modality. A client may only be counted once for each modality.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff (filters on discharge staff)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: Service Residential Performance

![Report Sample: Service Residential Performance](image)

08/01/2002 - 09/01/2002
Services: Residential Performance

<table>
<thead>
<tr>
<th>Residential Performance</th>
<th>Bed Days</th>
<th>Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Inpatient</td>
<td>225</td>
<td>17</td>
</tr>
<tr>
<td>Recovery House</td>
<td>214</td>
<td>13</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>439</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
Trend Reports
**Admission Wait**

**Description/Purpose:**
This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions with in the selected date range.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- Number of Days
- Number
- Percentage

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 - 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 - 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61 - 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>91 - 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

**Sorted by:**
Number of Days

**Short Detox Included:** No

**Notes:**
- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.
- The agency filter will cause this report to display data for the selected admitting agencies. It does not filter for the ADATSA assessment center.

**Access:**
- Agencies: Yes
- County: Yes
- RA: Yes

**Server:**
- Agencies: Report
- County: Report
- RA: Report

Trend Reports - 1
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: Trend, Admission Wait

08/01/2002 - 09/01/2002
Dates Filtered Against: Admission
**Trend: Admission Wait in Days**

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 14</td>
<td>3</td>
<td>10.00</td>
</tr>
<tr>
<td>15 - 30</td>
<td>6</td>
<td>20.00</td>
</tr>
<tr>
<td>31 - 60</td>
<td>7</td>
<td>23.33</td>
</tr>
<tr>
<td>61 - 90</td>
<td>6</td>
<td>20.00</td>
</tr>
<tr>
<td>91 - 120</td>
<td>4</td>
<td>13.33</td>
</tr>
<tr>
<td>Over 120</td>
<td>4</td>
<td>13.33</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>30</strong></td>
<td><strong>99.99</strong></td>
</tr>
</tbody>
</table>
Discharge Listing

Description/Purpose:
This report lists the number of each type of discharge that occurred in the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Description
- Number
- Percentage

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Admission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Contact/Abort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Amenable to Treatment/Lacks Engagement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule Violation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferred to Different Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawn Against Program Advice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawn With Program Advice</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Discharge type description

Short Detox Included: Yes

Notes:
- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
Available Filters

<table>
<thead>
<tr>
<th>Scope</th>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission, Assessment, Discharge</td>
<td>Gender</td>
</tr>
<tr>
<td>Duplicated, Unduplicated</td>
<td>Start Birth Date / End Birth Date</td>
</tr>
<tr>
<td>Agency</td>
<td>Spanish/Hispanic</td>
</tr>
<tr>
<td>Entry Referral</td>
<td>Ethnicity/Race</td>
</tr>
<tr>
<td>Discharge Type</td>
<td>English Speaking Ability</td>
</tr>
<tr>
<td>Entry Referral or Other Services Referral</td>
<td>English Reading Ability</td>
</tr>
<tr>
<td>Governing County</td>
<td>Disability</td>
</tr>
<tr>
<td></td>
<td>Substance Abuse</td>
</tr>
<tr>
<td></td>
<td>Assessment Priority Population</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding</th>
<th>Client/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title XIX</td>
<td>Staff</td>
</tr>
<tr>
<td>Fund Source</td>
<td>Admission Staff (D4 Only)</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Support Activity Type (C7 Only)</td>
</tr>
<tr>
<td>Modality</td>
<td>Client</td>
</tr>
<tr>
<td>State Special Project</td>
<td></td>
</tr>
<tr>
<td>County Special Project</td>
<td></td>
</tr>
<tr>
<td>Agency Special Project</td>
<td></td>
</tr>
</tbody>
</table>

Report Sample: Trend, Discharge Listing

**Trend: Discharge Reason**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Treatment</td>
<td>57</td>
<td>59.38</td>
</tr>
<tr>
<td>Inappropriate Admission</td>
<td>1</td>
<td>1.04</td>
</tr>
<tr>
<td>Incarcerated</td>
<td>1</td>
<td>1.04</td>
</tr>
<tr>
<td>No Contact/Abort</td>
<td>10</td>
<td>10.42</td>
</tr>
<tr>
<td>Not Amenable to Treatment/Lacks Engagement</td>
<td>6</td>
<td>6.25</td>
</tr>
<tr>
<td>Rule Violation</td>
<td>10</td>
<td>10.42</td>
</tr>
<tr>
<td>Transferred to Different Facility</td>
<td>3</td>
<td>3.13</td>
</tr>
<tr>
<td>Withdrew Against Program Advice</td>
<td>2</td>
<td>2.08</td>
</tr>
<tr>
<td>Withdrew With Program Advice</td>
<td>6</td>
<td>6.25</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>96</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Length of Stay

Description/Purpose:
This report displays the average length of stay for all clients discharged during the selected date range.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Days  Average length of stay

<table>
<thead>
<tr>
<th>Length of Stay</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVERAGE DAYS</td>
<td></td>
</tr>
</tbody>
</table>

[Field example]

Sorted by:
N/A

Short Detox Included:  Yes

Notes:
- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.

Access:
Agency:  Yes
County:  Yes
RA:  Yes

Server:
Agency: Report
County: Report
RA: Report

Trend Reports - 5
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: Trend, Length of Stay

<table>
<thead>
<tr>
<th>Dates Filtered Against: Admission</th>
<th>Trend: Length of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2003 - 10/01/2003</td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td>Days</td>
</tr>
<tr>
<td>AVERAGE DAYS</td>
<td>29</td>
</tr>
</tbody>
</table>

Trend Reports - 6
# Modality

**Description/Purpose:**
This report lists the modalities of all admissions in the selected date range.

**How to run this report:**
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**
- Description
- Number
- Percentage

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Inpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intensive Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recovery House</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sorted by:**
Description (Modalities in alphabetical order)

**Short Detox Included:** No

**Notes:**
- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- If the report is filtered so that it looks at assessments then it will display the numbers of ADATSA and non-ADATSA assessments.

**Access:**

| Agencies | Yes | County | Yes | RA | Yes |

**Server:**

| Agencies | Report | County | Report | RA | Report |
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

---

**Report Sample: Trend, Modality**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Inpatient</td>
<td>70</td>
<td>39.77</td>
</tr>
<tr>
<td>Intensive Outpatient</td>
<td>10</td>
<td>5.68</td>
</tr>
<tr>
<td>Outpatient</td>
<td>55</td>
<td>31.25</td>
</tr>
<tr>
<td>Recovery House</td>
<td>41</td>
<td>23.30</td>
</tr>
</tbody>
</table>

**Totals:** 176  100.00

06/01/2003 - 10/01/2003
Dates Filtered Against: Admission

Trend: Modality
Referral Wait

Description/Purpose:
This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions within the selected date range. At the time of this writing, this report is the same as the Trend: Admission Wait report.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Number of Days
- Number
- Percentage

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 - 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 - 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61 - 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>91 - 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sorted by:
Number of Days

Short Detox Included: No

Notes:
- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report
### Available Filters

#### Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

#### Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

#### Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

### Report Sample: Trend, Referral Wait

**08/01/2002 - 09/01/2002**

Dates Filtered Against: Admission

**Trend: Referral Wait in Days**

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 14</td>
<td>3</td>
<td>10.00</td>
</tr>
<tr>
<td>15 - 30</td>
<td>6</td>
<td>20.00</td>
</tr>
<tr>
<td>31 - 60</td>
<td>7</td>
<td>23.33</td>
</tr>
<tr>
<td>61 - 90</td>
<td>6</td>
<td>20.00</td>
</tr>
<tr>
<td>91 - 120</td>
<td>4</td>
<td>13.33</td>
</tr>
<tr>
<td>Over 120</td>
<td>4</td>
<td>13.33</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>30</strong></td>
<td><strong>99.99</strong></td>
</tr>
</tbody>
</table>

Trend Reports - 10
Performance Reports
Identified Population

Description/Purpose:
This report calculates the number of admissions, treatment completions and treatment activity hours for all clients, grouped by:
Race/ethnicity
Spanish/Hispanic/Latino
Individual with a disability
Gay, lesbian, bisexual, transgender or questioning
Injection drug user

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
Column Fields

- **Number of Admissions**: Total number of admissions for all clients that are in each identified population category
- **Percent of Total Admissions**: The percentage of the total number of admissions that this identified population group comprises. Equals Number of Admissions for that category divided by Unduplicated Total
- **Number of Treatment Completions**: The number of discharges that have a discharge type of “Completed Treatment”. At the bottom of the column is the total treatment completions for all clients.
- **Completion Rate**: The completion rate for each identified population category. See the Notes section on this report for information on how this is calculated
- **Tx Activity Hours Provided**: The number of treatment hours provided to each identified population category. The time is recorded in hours and hundredths of hours. At the bottom of the column is the total treatment hours for all clients.
- **Percent of Total Tx Hours**: The percentage of the total number of treatment hours provided to each identified population group. Equals the Tx Activity Hours Provided divided by the total number of treatment hours
Row Fields

Race / Ethnicity categories
- American Indian / Alaska Native
  Includes any client that indicates that they are Native American, Eskimo/Alaska Native or Aleut
- Asian / Pacific Islander
  Includes any client that indicates that they are Asian Indian, Cambodian, Chinese, Filipino, Guamanian, Hawaiian, Japanese, Korean, Laotian, Other Asian, Other Pacific Islander, Samoan, Thai, Vietnamese or Other Asian/Pacific Islander
- Black / African American
  Includes any client that indicates that they are Black or African American
- White / European American
  Includes any client that indicates that they are White or European American
- Multi-Race
  Includes any client that indicates that they are members of more than one race or ethnic group. To avoid duplication, a multi-racial client is counted here, but not in any other race/ethnicity category.
- Other Race
  Includes any client that indicates that they are of a race not listed any of the other race/ethnicity categories. At the time of this writing this includes only Middle Eastern and Other Race
- Refuse to Answer / Unknown
  Includes any client that either refuses to answer the race/ethnicity question or their race/ethnicity is unknown.

Other Identified Populations
- Hispanic / Latino
  Includes any client that indicated that they are either Cuban, Mexican/Mexican American, Other Spanish/Hispanic/Latino or Puerto Rican
- Individual with a Disability
  Includes any client that indicates that they have a disability
- Gay, Lesbian, Bisexual, Transgender or Questioning
  Includes any client that indicates that they are Gay, Lesbian, Bisexual, Transgender or Questioning
- Injection Drug Users
  Includes any client that is an injection drug user. See the Notes section on this report for more information on how this is determined
- Unduplicated Total
  Total number of clients admitted during the date range
- Total Discharges
  Total number of discharges during the date range
Sorted by: Organized by category

Short Detox Included: No

Notes:
- This report returns statewide results for RA’s and county staff unless an agency or county filter is selected.
- Completion Rate is calculated by dividing the number of discharges with a discharge type of Completed Treatment by the number of discharges that have a discharge type of Completed Treatment, Not Amenable to Treatment, No Contact, Rule Violation or Withdrew Against Program Advice. Appendix B of this manual has more information on this calculation.
Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
  - State Special Project
  - County Special Project
  - Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
  - English Speaking Ability
  - English Reading Ability
  - Disability
  - Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff *(Agencies only)*
  - Admission Staff *(D4 Only)*
  - Support Activity Type *(C7 Only)*
- Client
## Report Sample: Identified Population

<table>
<thead>
<tr>
<th></th>
<th>Number of Admissions</th>
<th>Percent of Total Admissions</th>
<th>Number of Treatment Completions</th>
<th>Completion Rate</th>
<th>Tx Activity Hours Provided</th>
<th>Percent of Total Tx Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaska Native</td>
<td>19</td>
<td>6.5%</td>
<td>10</td>
<td>47.5%</td>
<td>478.54</td>
<td>6.9%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>5</td>
<td>1.7%</td>
<td>5</td>
<td>93.3%</td>
<td>235.08</td>
<td>3.4%</td>
</tr>
<tr>
<td>Black/African American</td>
<td>18</td>
<td>6.1%</td>
<td>14</td>
<td>46.7%</td>
<td>492.82</td>
<td>7.1%</td>
</tr>
<tr>
<td>White/European American</td>
<td>207</td>
<td>70.6%</td>
<td>121</td>
<td>55.0%</td>
<td>4,904.14</td>
<td>71.1%</td>
</tr>
<tr>
<td>Multi-Race</td>
<td>13</td>
<td>4.4%</td>
<td>4</td>
<td>50.0%</td>
<td>125.74</td>
<td>1.8%</td>
</tr>
<tr>
<td>Other Race</td>
<td>29</td>
<td>9.9%</td>
<td>20</td>
<td>71.4%</td>
<td>605.07</td>
<td>8.8%</td>
</tr>
<tr>
<td>Refuse to Answer/Unknown</td>
<td>2</td>
<td>0.7%</td>
<td>1</td>
<td>50.0%</td>
<td>52.75</td>
<td>0.8%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>30</td>
<td>10.2%</td>
<td>24</td>
<td>64.9%</td>
<td>650.32</td>
<td>9.4%</td>
</tr>
<tr>
<td>Individual with a Disability</td>
<td>93</td>
<td>31.7%</td>
<td>51</td>
<td>49.5%</td>
<td>2,403.31</td>
<td>34.9%</td>
</tr>
<tr>
<td>Gay, Lesbian, Bisexual,</td>
<td>8</td>
<td>2.7%</td>
<td>4</td>
<td>50.0%</td>
<td>190.24</td>
<td>2.0%</td>
</tr>
<tr>
<td>Transgender or Questioning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injection Drug Users</td>
<td>90</td>
<td>30.7%</td>
<td>43</td>
<td>53.3%</td>
<td>1,812.54</td>
<td>25.3%</td>
</tr>
<tr>
<td><strong>Unduplicated Total</strong></td>
<td>293</td>
<td></td>
<td>175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Discharges</strong></td>
<td></td>
<td></td>
<td>315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Tx Hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Description/Purpose:
This report counts the number milestones and clients with SSI funding either as a primary source of public assistance or having an assessment or admission with a contract type of SSI.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Region
- County Name
- Modality
- # Count
- Unduplicated Count
- County Total
- Region Total
- Grand Total

Region  County Name  Modality  # Count
6  County 1

Unduplicate Count
County Total
County 2

Unduplicate Count
County Total

Region Total:
Grand Total:

Sorted by:
Region
County Name (grouped by region)
Modality

Short Detox Included:  No
Notes:
- Clients are counted in this report if they either:
  - Indicate that their primary source of public assistance is SSI.
  - Have a Target milestone event with a contract type of SSI.
  
  If the report is filtered by Admission then the report looks at the most recent contract type for any admissions in the report date range.
- The default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- This report returns statewide results for RA’s and county staff unless an agency or county filter is selected.
- Results are totaled by county, region and statewide.
- Each applicable milestone is counted, but each client is only counted once per county. If the client has multiple milestones in multiple counties then the client is counted once in each county.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
  - State Special Project
  - County Special Project
  - Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff (Agencies only)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
# Performance Reports - SSI

## Report Sample: SSI

<table>
<thead>
<tr>
<th>Region</th>
<th>County Name</th>
<th>Modality</th>
<th>#Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chelan</td>
<td>DX</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>67</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Spokane</td>
<td>DX</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LT</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RH</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>211</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>230</td>
</tr>
<tr>
<td></td>
<td>Region Total:</td>
<td></td>
<td>307</td>
</tr>
<tr>
<td>5</td>
<td>Kitsap</td>
<td>DX</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DS</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Pierce</td>
<td>DX</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LT</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DS</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>322</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>334</td>
</tr>
<tr>
<td></td>
<td>Region Total:</td>
<td></td>
<td>429</td>
</tr>
<tr>
<td></td>
<td>Grand Total:</td>
<td></td>
<td>736</td>
</tr>
</tbody>
</table>
TANF

Description/Purpose:
This report counts the number of milestones and clients with TANF funding either as a primary source of public assistance or having an assessment or admission with a contract type of TANF.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Region
- County Name
- Modality
- # Count
- Unduplicated Count
- County Total
- Region Total
- Grand Total

<table>
<thead>
<tr>
<th>Field example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Region Total:</td>
</tr>
<tr>
<td>Grand Total:</td>
</tr>
</tbody>
</table>

Sorted by:
Region
County Name (grouped by region)
Modality

Short Detox Included: No
Notes:
- Clients are counted in this report if they either:
  - Indicate that their primary source of public assistance is TANF.
  - Have a Target milestone event with a contract type of TANF.
    If the report is filtered by Admission then the report looks at the most recent contract type for any admissions in the report date range.
- The default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- This report returns statewide results for RA’s and county staff unless an agency or county filter is selected.
- Results are totaled by county, region and statewide.
- Each applicable milestone is counted, but each client is only counted once per county. If the client has multiple milestones in multiple counties then the client is counted once in each county.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

Scope
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

Funding
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

Demographics
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

Client/Staff
- Staff (Agencies only)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
<table>
<thead>
<tr>
<th>Region</th>
<th>County Name</th>
<th>Modality</th>
<th>#Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Klickitat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IO</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LT</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unduplicate Count</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>County Total</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Region Total:</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>King</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DX</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GC</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IO</td>
<td>205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LT</td>
<td>76</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>199</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OS</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RH</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TH</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unduplicate Count</td>
<td>623</td>
</tr>
<tr>
<td></td>
<td></td>
<td>County Total</td>
<td>695</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Region Total:</td>
<td>695</td>
</tr>
<tr>
<td></td>
<td>Cowlitz</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IO</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unduplicate Count</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td></td>
<td>County Total</td>
<td>137</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Region Total:</td>
<td>137</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total:</td>
<td>871</td>
</tr>
</tbody>
</table>
Description/Purpose:
This report counts the number milestones and clients that are in the WorkFirst program, as indicated in Target by a special project code of “WRKFIRST”.

How to run this report:
Enter the date range, up to one year. Set any desired filters. Click on the report name.

Fields in the report:
- Region
- County Name
- Modality
- # Count
- Unduplicated Count
- County Total
- Region Total
- Grand Total

Sorted by:
Region
County Name (grouped by region)
Modality

Short Detox Included: No

<table>
<thead>
<tr>
<th>Region</th>
<th>County Name</th>
<th>Modality</th>
<th># Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>County 1</td>
<td></td>
<td>IO</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>County 2</td>
<td></td>
<td>IO</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>OP</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notes:
- Clients are counted in this report if they have a milestone with the state level special project of “WRKFIRST”
- The default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- This report returns statewide results for RA’s and county staff unless an agency or county filter is selected.
- Results are totaled by county, region and statewide.
- Each applicable milestone is counted, but each client is only counted once per county. If the client has multiple milestones in multiple counties then the client is counted once in each county.

Access:
- Agencies: Yes
- County: Yes
- RA: Yes

Server:
- Agencies: Report
- County: Report
- RA: Report

Available Filters

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (available for County staff and RAs)
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff (Agencies only)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
<table>
<thead>
<tr>
<th>Region</th>
<th>County Name</th>
<th>Modality</th>
<th># Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chelan</td>
<td>II</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Region Total:</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>5</td>
<td>Pierce</td>
<td>IO</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Region Total:</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>6</td>
<td>Grays Harbor</td>
<td>II</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IO</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OP</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RH</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Unduplicate Count</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>County Total</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Region Total:</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Grand Total:</td>
<td></td>
<td>74</td>
</tr>
</tbody>
</table>
Bed Availability Report
Bed Availability

Description/Purpose:
This report lists all of the residential treatment beds available statewide.

How to run this report:
Click on Bed Availability from the report menu. The report will run automatically.

Fields in the report:
- Modality
- Contract Type
- Agency
  Includes agency number, agency name and phone number
- Male Beds
  Number of beds available for male clients
- Female Beds
  Number of beds available for female clients
- Date Updated
  Date that this information was last updated by the agency

Sorted by:
- Modality
- Contract Type
- Agency, by agency number

Short Detox Included: No

Notes:
- The report displays input for all agencies that with residential modalities.
- No date range or filters are selected for this report.

Access:
- Agencies Yes
- County Yes
- RA Yes

Server:
- Agencies Target
- County Target
- RA Target

Bed Availability - 1
Available Filters [None]

**Scope**
- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- Governing County

**Funding**
- Title XIX
- Fund Source
- Contract Type
- Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**
- Gender
- Start Birth Date / End Birth Date
- Spanish/Hispanic
- Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**
- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client
# Bed Availability Report

## Intensive Inpatient

<table>
<thead>
<tr>
<th>MODALITY</th>
<th>CONTRACT TYPE</th>
<th>AGENCY</th>
<th>MALE BEDS</th>
<th>FEMALE BEDS</th>
<th>DATE UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADATSBA</td>
<td></td>
<td>00600 Center For Alcohol And Drug Treatment (The) ((509) 562-9673)</td>
<td>0</td>
<td>0</td>
<td>10/1/2003 8:49:44 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>005200 Residence XII - Kirkland (formerly Kenmore/Bothell) ((425) 823-0544)</td>
<td>0</td>
<td>0</td>
<td>10/8/2003 9:36:32 AM</td>
</tr>
</tbody>
</table>

## Pregnant/Parenting

<table>
<thead>
<tr>
<th>MODALITY</th>
<th>CONTRACT TYPE</th>
<th>AGENCY</th>
<th>MALE BEDS</th>
<th>FEMALE BEDS</th>
<th>DATE UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>001200 Tumaround At Vancouver ((360) 696-5363)</td>
<td>0</td>
<td>0</td>
<td>8/19/2003 3:14:10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>004406 Perinatal Treatment Services (dba NDM's Program) - Seattle ((206) 223-1300)</td>
<td>0</td>
<td>0</td>
<td>7/28/2003 7:43:23 AM</td>
</tr>
</tbody>
</table>

## Recovery House

<table>
<thead>
<tr>
<th>MODALITY</th>
<th>CONTRACT TYPE</th>
<th>AGENCY</th>
<th>MALE BEDS</th>
<th>FEMALE BEDS</th>
<th>DATE UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSI</td>
<td></td>
<td>012100 SPARC -- Spokane Addiction Recovery Centers ((509) 624-3251)</td>
<td>0</td>
<td>0</td>
<td>4/25/2003 5:07:09 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>017203 Seadrunner Phase I - Queen Anne ((206) 284-2030)</td>
<td>0</td>
<td>0</td>
<td>10/10/2003 10:47:24 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>006700 American Behavioral Health Systems, Inc. ((509) 325-6000)</td>
<td>0</td>
<td>0</td>
<td>5/12/2003 2:11:05 PM</td>
</tr>
</tbody>
</table>

## TANF (ESA)

<table>
<thead>
<tr>
<th>MODALITY</th>
<th>CONTRACT TYPE</th>
<th>AGENCY</th>
<th>MALE BEDS</th>
<th>FEMALE BEDS</th>
<th>DATE UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>000900 Clark County Council On Alcohol And Drugs ((360) 696-1531)</td>
<td>0</td>
<td>0</td>
<td>4/25/2003 5:07:09 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>005701 Thunderbird Treatment Center ((206) 722-7152)</td>
<td>0</td>
<td>0</td>
<td>4/25/2003 5:07:09 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>008900 Puyallup Tribal Treatment Center ((253) 593-0291)</td>
<td>8</td>
<td>8</td>
<td>12/24/2003 11:46:30 AM</td>
</tr>
</tbody>
</table>
Appendices
Appendix A – Report Summary

Rollup Reports

Children Elsewhere
Summarizes the responses to the question “Number of your children not living with you”.

Children with Client
Summarizes the responses to the question “Number of your children living with you”.

Chronic Illness
Summarizes the responses to the question “Are you currently receiving care for a chronic illness?”

Degree
Summarizes client responses regarding the highest degree achieved.

Dental Problems
This report summarizes client responses to the question “Currently under care for dental?” on the Target Data Elements form.

Disability
This report summarizes client responses regarding disabilities.

Education
This report summarizes client responses regarding the number of years of education that they may have.

Employment Activity
Summarizes client responses regarding employment.

English Reading Ability
This report summarizes client responses regarding their ability to read English.

English Speaking Ability
This report summarizes client responses regarding their ability to speak English.

Head Injury - Care
This report summarizes client responses regarding current treatment for traumatic head injury.

Head Injury - Previous
This report summarizes client responses regarding previous traumatic head injury.

Income Source
This report summarizes client responses regarding primary source on income.

Infectious Disease
This report summarizes client responses to the question regarding current care for an infectious disease.

Legal Issues
Summarizes client responses regarding current legal involvement.

Living Arrangements
This question summarizes client responses to the question about with whom is the client living.

Marital Status
This report summarizes client responses regarding current marital status.

Mental Treatment
This report summarizes client responses regarding previous mental/psychological treatment.

Monthly Household Income
This report summarizes client responses regarding monthly household income.

Monthly Personal Income
This report summarizes client responses regarding monthly personal income.

Other Children with Client
This report summarizes client responses regarding other children living with the client.

Persons in Household
This report summarizes client responses regarding the number of persons in the client's household.

Prenatal Provider
This report summarizes client responses regarding if they have a prenatal provider or not.

Previous Arrests
This report summarizes client responses regarding previous arrests.

Psychiatric Care
This report summarizes client responses regarding current psychiatric care.

Psychiatric Medications
This report summarizes client responses regarding current use of psychiatric medications.

Public Assistance
This report summarizes client responses regarding primary type of public assistance currently utilized.

Residence
This report summarizes client responses regarding their primary residence type.

School Enrollment
This report summarizes client responses regarding their current school enrollment status.

School Type
This report summarizes client responses regarding the type of school attended.

Stage of Addiction
This report summarizes the clients’ stage of addiction (Abuse, Chemical Dependant, Experimentation, In Recovery, No Significant Problem).

Substance
This report summarizes the type substance used.

Veterans
This report summarizes client responses regarding veteran status.

Zip Code
This report summarizes client responses regarding the zip code at their residence.

**D & C Reports**

**C3 Active Caseload**
This report lists all admissions open as of the start date. This report can be used to look at counselor case load and to make sure that all discharges are entered in a timely manner.

**C5 Open ADATSA Clients**
Lists all ADATSA assessments performed by the selected agency that are open as of the report Start Date. The C5 report lists the assessment and any admission and discharges associated with the open assessment.

**C7 Support Activity Listing**
Lists all client, group and agency support activities that occurred within the date range.

**D3 Assessment Listing**
Lists all assessments performed by an agency during the selected date range.

**D4 Admission Listing**
Lists all admissions performed by an agency during the selected date range.

**D5 Activities Listing**
Lists all treatment activities that took place at an agency during the given date range.

**D6 Discharge Listing**
The D6 report lists all discharges that took place at an agency during the given date range.

**M Reports**

**M1 Staff Services**
Lists all milestones and treatment activities that occurred within the date range.

**M2 Facility Services**
The M2 report displays totals of all milestones performed and the number of different clients served

**M3 Client Demographics, Admission**
This report totals the number of clients and admissions for each quarter of the selected fiscal year.
M3 Client Demographics, Clients in Treatment
This report displays demographic information for the clients in treatment during a given date range.

M3 Client Demographics, Assessment
This report totals the number of clients and assessments for each quarter of the selected fiscal year.

M4 Contract Performance, Admission/Assessment
This report provides the number of admissions and assessments performed during the time frame ordered by fund source, contract type and modality.

M4 Contract Performance, Group
This report provides a summary of all of the group treatment activities provided during the date range.

M4 Contract Performance, Summary
This report provides a summary of all of the treatment activities provided during the date range. The number of clients and time spent providing each activity type is displayed ordered by fund source, contract type, modality and by activity type.

M5 Discharge Type
This report lists the number of discharges during the selected date range

Service & Outcome Reports
O1 Criminal Justice Summary
The O1 report summarizes client responses, at admission and discharge, regarding their current legal involvement.

O2 Domestic Violence Summary
The O2 report summarizes client responses, at admission and discharge, regarding both current and past domestic violence against the client.

O3 Current Enrollment Summary
The O3 report summarizes client responses, at admission and discharge, regarding their school type and school status.

O4 Primary Residence Summary
The O1 report summarizes client responses, at admission and discharge, regarding their current residence.

O5 Frequency of Use Summary
This report compares the frequency of substance use at discharge to admission. A summary of the change is presented for the primary, secondary and tertiary substances.

O6 Primary Employment Summary
The O6 report summarizes client responses, at admission and discharge, regarding their employment.

O7 Primary Source of Income
This report summarizes client responses, at admission and discharge, regarding their primary source of income.

O8 ASAM Levels
This report summarizes client ASAM levels at admission and discharge.

O9 Emergency Room Visits
This report compares the number of emergency room visits for a client at admission to the number of visits during treatment. A summary of the level of change is displayed.

Service: Detox Performance
This report displays the number of admissions and clients and calculates the total and average days for all clients admitted with a Detoxification modality.

Service: Residential Performance
This report calculates the total number of days and clients for all clients admitted with a residential modality.

**Trend Reports**

Admission Wait
This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions within the selected date range.

Discharge Listing
This report lists the number of each type of discharge that occurred in the selected date range.

Length of Stay
This report displays the average length of stay for all clients discharged during the selected date range.

Modality
This report lists the modalities of all admissions in the selected date range.

Referral Wait
This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions within the selected date range. At the time of this writing, this report is the same as the Trend: Admission Wait report.

**Performance Reports**

Identified Population
This report calculates the number of admissions, treatment completions and treatment activity hours for all clients, grouped by:
- Race/ethnicity
- Spanish/Hispanic/Latino
- Individual with a disability
- Gay, lesbian, bisexual, transgender or questioning
- Injection drug user

SSI
This report counts the number milestones and clients with SSI funding either as a primary source of public assistance or having an assessment or admission with a contract type of SSI.

**TANF**
This report counts the number milestones and clients with TANF funding either as a primary source of public assistance or having an assessment or admission with a contract type of TANF.

**WorkFirst**
This report counts the number milestones and clients that are in the WorkFirst program, as indicated in Target by a special project code of “WRKFIRST”

**Bed Availability Report**
**Bed Availability**
This report lists all of the residential treatment beds available statewide.

**Appendices**
Appendix A – Report Summary
Appendix B - Treatment Completion Formula
Appendix B - Treatment Completion Formula

The treatment completion rate, as defined by DASA, can be determined by dividing the number of discharges with a discharge type of Completed Treatment by the total number of eligible discharges. Use the following discharge types in calculating the Treatment Completion rate for your agency.

Include in the numerator:
- Completed Treatment

Include in denominator:
- Completed Treatment
- Not Amenable/Lacks Engagement
- No Contact / Abort
- Rule Violation
- Withdrew Against Program Advice

Do not use:
- Client Died
- Funds Exhausted
- Inappropriate Admission
- Incarcerated
- Moved
- Transferred to Different Facility
- Administrative Closure
- Not Collected

You can get an accurate count of the discharge types at your agency by running the Trend: Discharge report. This calculation is also performed by the Identified Population report in the Performance section of reports.