

Running CANS-NY/HCBS Aggregate Reports

After logging into the UAS-NY and selecting the appropriate supervisory role, the aggregate reports are accessed from the **Reports** menu.

Accessing the Aggregate Reports Menu:

- 1. At any page, access the **Reports** menu.
- 2. Select the Aggregate Reports menu option.

	3S CANS-NY-45 HA (HHCMA)	Search Reports Tools Help Logout Aggregate Reports
	SEARCH CASE LIST	Report Downloads
Search by: Last Name	Sort First: Last Name V Asc V Sort Second: First Name and MI	V Asc V Sort
Search Value: Search by: Date of Birth	Last Name First Name and MI Date of Birth Last 4 SSN N	Aedicaid ID PID TABS ID City County
	ports page, select the drop-down arrow t	to expand the aggregate reports lis
	AGGREGATE REPORTS Report Selection No Selection Reset Generate Re	
Select the aggregate	report appropriate to the reporting need	l.
	AGGREGATE REPORTS Report Selection No Selection	~



Selecting Report Items:

1. At the aggregate report page, select the	e data items as appropriate for the reporting need.					
a. Select the start/stop month and year using the drop-down arrows.	Report Selection CANS-NY Finalized Assessments Start Date: January V October					
 b. Using the Modify Selection command button, to select one or more specific counties. 	2020 V 2020 V Geographic Area: O County Modify Selection					
 c. Using the Modify Selection command button, to select one or more specific organizations. ** d. Select one or more assessment types to be included in the report. 	Currently Selected Counties: All Counties Organization Conducted For Modify Selection Currently Selected Organizations: All Organizations Assessment Type All Assessment Types CANS-NY Re-assessment and a months CANS-NY Re-assessment at 6 months Existing CANS-NY upon Enrollment * Hold the Ctrl key while clicking to select multiple assessment types or to de-select User ID:					
e. Enter the User ID for a report based on the assessor who completed the assessment.	Sort by Last Name DRTF Finalized by User Organization Conducted For					
f. Select the radio button to the left of the sort by option.	Report Export Type: Portable Document Format (PDF) Microsoft Excel (XLS) Reset Generate Report					

** The Modify command button to select organizations is enabled after the report dates have been selected.



Completing Report Items:

 Select the drop-down arrow to the right of: Repeat steps to set the Stop Date month ar Note: The reporting date cannot exceed one ye 	•
Report Selection CANS-NY Assessments Not Finalized Start Date: Select a Month January February March April May June July August September October November December	Report Selection CANS-NY Assessments Not Finalized Start Date: January Select a Year 2020 2020 2019 2018 2017 2016 2015 2014 2013 2014 2012 2011
 Click the Modify command button to select specific counties for the report output. 	Geographic Area: County Modify Selection
 Select the desired county and click the arrow point to the right to add the county to the section. When all counties are selected, click the Selection Done command button. Note: By default, all counties are included. 	Select Counties Available Saratoga Schenectady Schenectady Schenectady Schenectady Schenectady Schenectady Schenectady Chenectad
 Similarly, click the Modify command button to select specific organizations that assessments have been conducted for. 	Organization Conducted For Modify Selection Currently Selected Organizations: All Organizations
 Select the desired organization and click the arrow point to the right to add the organization to the section. When all organizations are selected, click the Selection Done command button. 	Select Organizations Available Adirondack Health Institute (AHI) (0344997 ^ I → (+)
Note: By default, all organizations are included.	Reset Selection Done
9. Click on the Assessment Type in the Assess10. As appropriate, hold down the Ctrl key on y	



Completing Report Items (cont.)

Assessment Type All Assessment Types CANS-NY Assessment upon Enrollin CANS-NY Re-assessment at 6 mont CANS-NY Re-assessment prior to 6 Existing CANS-NY upon Enrollment * Hold the Ctrl key while clicking to	ths i months
 Enter in a specific HCS user ID or leave blank to view assessments conducted by all users. 	User ID: taguas
12. Select the Sort by option appropriate to the reporting need by clicking on the radio button to the left of the sorting option.	Sort by Last Name DRTF Finalized by User Organization Conducted For
13. Click on the radio button to the left of the preferred Report Export Type	Report Export Type: Portable Document Format (PDF) Microsoft Excel (XLS)
Note: By default, the report export type is Por Acrobat Reader be installed on your computer	table Document Format (PDF). This requires Adobe
14. Click on the Generate Report command buttor generator	to send the report request to the system report



Completing Report Items (cont.)

AGGI	REGATE REPORT	S
Report Selection		
CANS-NY Finalized Assessmen	its	~
Start Date:	Stop Date:	
January	✓ October	~
2020	✓ 2020	~
Geographic Area: O County		
Modify Selection		
Currently Selected Counties: All Organization Conducted For	bany, Rensselaer, Schenectady	
Modify Selection		
Currently Selected Organizations Assessment Type	: All Organizations	
All Assessment Types CANS-NY Assessment upon En CANS-NY Re-assessment at 6 n CANS-NY Re-assessment prior Existing CANS-NY upon Enrolin	nonths to 6 months	
* Hold the Ctrl key while clickin User ID:	g to select multiple assessment	types or to de-select
taguas		
Sort by Last Name DRTF		
 Finalized by User 		
Organization Conducted For		
Report Export Type: Portable Document Format	(PDF)	
Microsoft Excel (XLS)		
	Reset	Generate Report



Accessing the Completed Report

After the report request has been submitted, you will be redirected to the Reports Downloads page.

At this page, the report can be selected and downloaded. Depending on the size of the report, it may not be immediately available. You can press the F5 function key on your keyboard to refresh the report results table.

1.	ine page w	ill refresh, and you will be	redirected to the Repor		us hage.						
			Report Downloads								
			rts are available for 24 hours from the tim		e within 24 hours to check .	again					
	Press refresh [F5] to see if report is ready to download. If not yet available, please return to this page within 24 hours to check again. Pending Reports										
	Action Report State	Report Name	Parameter	File Type	Submitted Date	Completed Date					
	Submitted	CANS-NY Finalized Assessments	January 2020 through October 2020	PDF	10/14/2020 02:55 PM						
2. 3.		iate, press the F5 function eport is ready, click the D o				report.					
			Rej	oort Down	loads						
D	ownload d Rep		ee if report is ready to download. If								
	Action	Report Name	Parameter	File Typ	e Submitted Date	Completed Date					
	Download	CANS-NY Assessments Not Finalized	January 2020 through September	2020 PDF	10/14/2020 12:27 P	M 10/14/2020 12:27 PM					



Completed Reports – Examples: CANS-NY HCBS Report

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									CANS-NY	Health		Assessin g	Asmt	Linked CANS-NY	Linked CANS-NY	Reason	County of	
1			Last	First			Child Transitioned	Asmt	Asmt	Home	MC Plan	Organizat		Refer	Finalized		1 - C	LPHA
- 1	Reporting Period		Name	Name	Date of Birth		from 1915c	Туре	Туре	Name	Name	ion	Date	Date	Date	ReAssess		Form
-	Reasmt Due: Jan-2021		Anderson				No selection				ack Health	r APICHA (H					Albany	
	Reasmt Due: Jan-2021		Anderson						C Eligibility				9/22/2020				Albany	Yes
-	Reasmt Due: Jan-2021		Crammer				No selection		C Eligibility				8/12/2020				Albany	Yes
	Reasmt Due: Jan-2021		Michaels	Frances			No selection		C Eligibility			-	8/5/2020				Albany	Yes
1	Reasmt Due: Jan-2021	- Oct-2021	Miller	Anna			No selection		C Eligibility				7/31/2020				Albany	Yes
	Reasmt Due: Jan-2021	- Oct-2021	Miller	James	10/21/2015	JM12345A	No selection	HCBS/LO	C Eligibility	0-5		APICHA (H	9/30/2020				Albany	Yes
	Reasmt Due: Jan-2021	Oct-2021	Morris	Michelle	10/21/2015	AA12345A	No selection	HCBS/LO	C Eligibility	Adirond	ack Health	r APICHA (H	8/5/2020	8/5/2020) <mark>8/5/202</mark> 0) Significan	Albany	Yes
	Reasmt Due: Jan-2021	- Oct-2021	Morris	Michelle	10/21/2015	AA12345A	No selection	CANS-NY	CANS-NY	Adirond	ack Health	r APICHA (H	8/5/2020				Albany	
	Reasmt Due: Jan-2021	- Oct-2021	test	case	1/1/2017	TW26262H	No	HCBS/LO	C Eligibility	0-5		APICHA (H	8/14/2020				Albany	
1																		
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Completed Reports – Examples: Organization's Case List Report

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F22	2		▼ :)	$\times \checkmark f_x$	APICHA (I	нсма)							
	Α	в	с	D	E		F	G	н	1	J	К	L
1	Report Date	Last Name	First Name	Date of Birth	Medicaid ID		Organization	Service Dom	nain Attest Action	HCS User ID	Attest Action Date	Attest Expiry	
2	10/15/2020	Murray	S	1/1/1950			APICHA (HHCMA)	CANS	Attested	fas40 (Frank Island)	10/25/2019	4/25/2021	
3	10/15/2020 t	test	exam	1/1/2018	NZ29852Y		АРІСНА (ННСМА)	CANS	Signed	xz334 (Anna Sommerlen)	7/18/2019	1/18/2021	
4	10/15/2020	Murray	Thomas	1/1/1940	AA11111A		APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	11/7/2019	5/7/2021	
5	10/15/2020	Anderson	Arthur	3/15/2018			APICHA (HHCMA)	CANS	Attested	rad34 (Rober Andres)	11/8/2019	5/8/2021	
6	10/15/2020	Brown	Dave	4/25/2010	DB12345B		APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	4/25/2019	10/25/2020	
7	10/15/2020	Alpha	Jake	8/1/2010	JA12345A		APICHA (HHCMA)	CANS	Attested	aab24 (John Sawyu)	5/10/2019	11/10/2020	
8	10/15/2020 t	test	test	1/1/2016	WT99999H		АРІСНА (ННСМА)	CANS	Signed	xz334 (Anna Sommerlen)	7/18/2019	1/18/2021	
9	10/15/2020	Testperson	A	1/1/2012	AA02646B		APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	10/29/2019	4/29/2021	
10	10/15/2020	Leonov	Yakov	2/2/2017			АРІСНА (ННСМА)	CANS	Attested	fas40 (Frank Island)	10/31/2019	4/30/2021	
11	10/15/2020	Anderson	William	10/15/2010			APICHA (HHCMA)	CANS	Attested	rad34 (Rober Andres)	6/6/2019	12/6/2020	
12	10/15/2020 t	test	cooper	1/1/2016	HF23737L		APICHA (HHCMA)	CANS	Signed	ccv45 (Carol Smith)	7/18/2019	1/18/2021	
13	10/15/2020	swami	john	1/1/2011	GT22626J		APICHA (HHCMA)	CANS	Signed	ccv45 (Carol Smith)	10/2/2019	4/2/2021	
14	10/15/2020	Murray	Sean	1/1/1940	AF43242A		APICHA (HHCMA)	CANS	Attested	fas40 (Frank Island)	10/8/2019	4/8/2021	
15	10/15/2020	Testperson	N	2/1/2010	AA02607B		APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	10/24/2019	4/24/2021	
16	10/15/2020	Testperson	S	7/1/2010	AA02612B		APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	10/24/2019	4/24/2021	
17	10/15/2020	Cronin	Tim	1/17/1997	DE33333S		APICHA (HHCMA)	CANS	Signed	fas40 (Frank Island)	10/25/2019	4/25/2021	
18	10/15/2020	Block	Samuel	3/15/2019			APICHA (HHCMA)	CANS	Attested	rad34 (Rober Andres)	11/8/2019	5/8/2021	