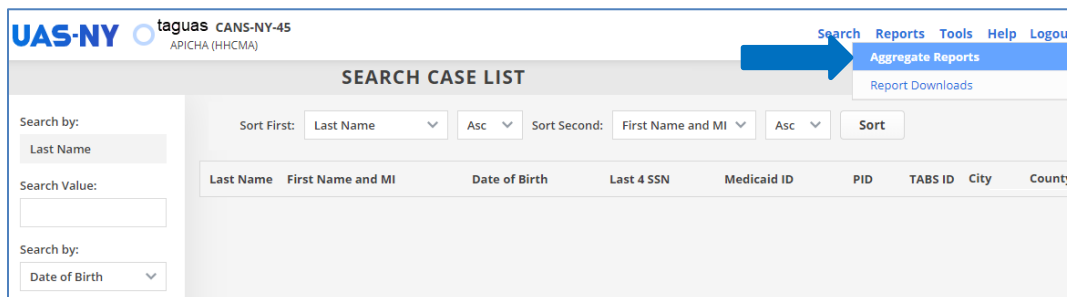# CANS-NY and HCBS/LOC Aggregate Reports
Brief Summary

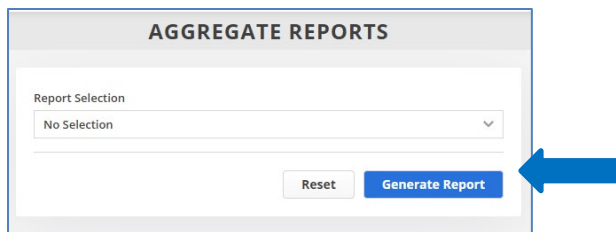## Running CANS-NY/HCBS Aggregate Reports

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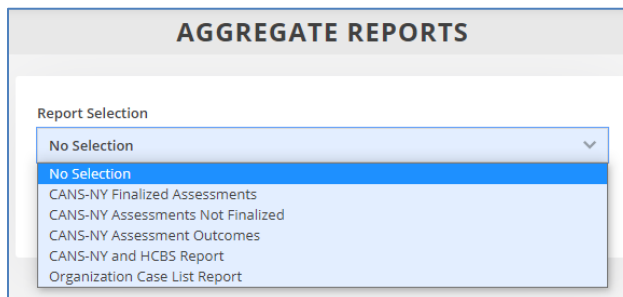
Accessing the Aggregate Reports Menu:

1. At any page, access the **Reports** menu. 2. Select the **Aggregate Reports** menu option.
3. At the Aggregate Reports page, select the **drop-down arrow** to expand the aggregate reports list.
4. Select the aggregate report appropriate to the reporting need.

UAS-NY
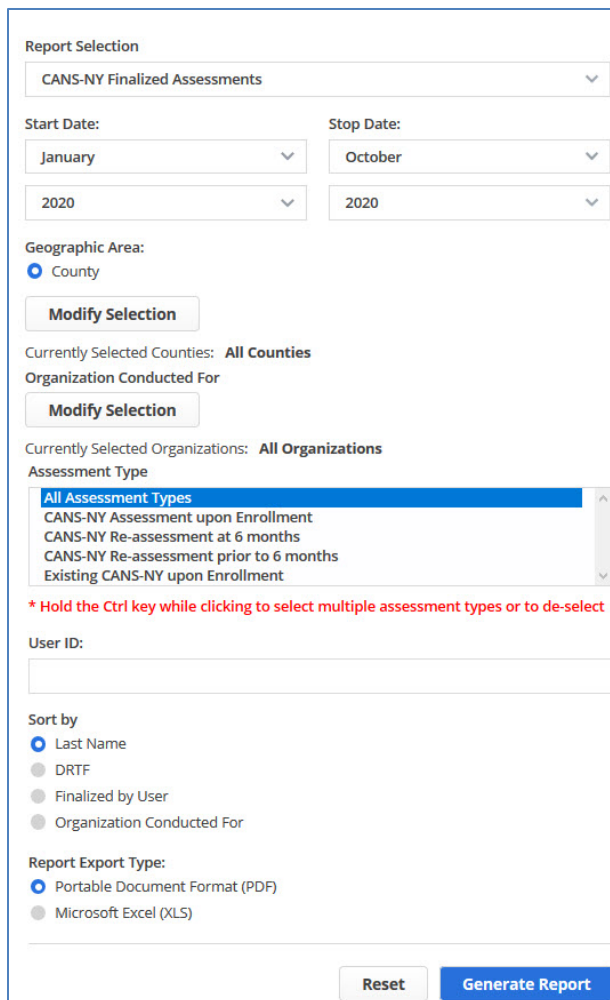Uniform Assessment System for New York

CANS-NY and HCBS/LOC Aggregate Reports
Brief Summary

Selecting Report Items:

1. At the aggregate report page, select the data items as appropriate for the reporting need.

a. Select the start/stop month and year using the drop-down arrows.

b. Using the Modify Selection command button, to select one or more specific counties.

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.

e. Enter the User ID for a report based on the assessor who completed the assessment.

f. Select the radio button to the left of the sort by option.

Report Selection

CANS-NY Finalized Assessments

Start Date:	Stop Date:
January	October
2020	2020

Geographic Area:
● County

[Modify Selection]

Currently Selected Counties: **All Counties**

Organization Conducted For

[Modify Selection]

Currently Selected Organizations: **All Organizations**

Assessment Type

> **All Assessment Types**
> CANS-NY Assessment upon Enrollment
> CANS-NY Re-assessment at 6 months
> CANS-NY Re-assessment prior to 6 months
> Existing CANS-NY upon Enrollment

* Hold the Ctrl key while clicking to select multiple assessment types or to de-select

User ID:

Sort by
● Last Name
○ DRTF
○ Finalized by User
○ Organization Conducted For

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.**

UAS-NY
Uniform Assessment System for New York

CANS-NY and HCBS/LOC Aggregate Reports
Brief Summary

Completing Report Items:

1. Select the drop-down arrow to the right of: **Start Date** to set the month and year report start date 2. Repeat steps to set the **Stop Date** month and year **N**ote: **The reporting date cannot exceed one year**	

3. Click the Modify command button to select specific counties for the report output.	
4. Select the desired county and click the arrow point to the right to add the county to the section. 5. When all counties are selected, click the **Selection Done** command button. **Note: By default, all counties are included**.	
6. Similarly, click the **Modify** command button to select specific organizations that assessments have been conducted for.	
7. Select the desired organization and click the arrow point to the right to add the organization to the section. 8. When all organizations are selected, click the **Selection Done** command button. **Note: By default, all organizations are included**.	
9. Click on the **Assessment Type** in the Assessment Type pane 10. As appropriate, hold down the Ctrl key on your keyboard to make multiple selections	

UAS-NY
Uniform Assessment System for New York

CANS-NY and HCBS/LOC Aggregate Reports
Brief Summary

Completing Report Items (cont.)

	Assessment Type All Assessment Types **CANS-NY Assessment upon Enrollment** CANS-NY Re-assessment at 6 months **CANS-NY Re-assessment prior to 6 months** Existing CANS-NY upon Enrollment ** Hold the Ctrl key while clicking to select multiple assessment types or to de-select*
11. 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 Portable Document Format (PDF). This requires Adobe Acrobat **Reader** be installed on your computer	
14. Click on the Generate Report command button to send the report request to the system report generator	

Completing Report Items (cont.)

UAS-NY
Uniform Assessment System for New York

CANS-NY and HCBS/LOC Aggregate Reports
Brief Summary

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. The page will refresh, and you will be redirected to the Report Downloads page.

Report Downloads

Reports are available for 24 hours from the time of submission.

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	
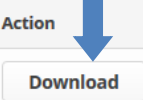
2. As appropriate, press the F5 function key to refresh the Report Downloads page.
3. When the report is ready, click the **Download** command button to open and review the report.

Report Downloads

Reports are available for 24 hours from the time of submission.

Press refresh [F5] to see if report is ready to download. If not yet available, please return to this page within 24 hours to che

No reports available.

Downloaded Reports

Action	Report Name	Parameter	File Type	Submitted Date	Completed Date
Download	CANS-NY Assessments Not Finalized	January 2020 through September 2020	PDF	10/14/2020 12:27 PM	10/14/2020 12:27 PM

CANS-NY and HCBS/LOC Aggregate Reports
Brief Summary

Completed Reports – Examples: CANS-NY HCBS Report

Reporting Period	Last Name	First Name	Date of Birth	CIN	Child Transitioned from 1915c	Asmt Type	CANS-NY Asmt Type	Health Home Name	MC Plan Name	Assessing Organization	Asmt Refer Date	Linked CANS-NY Refer Date	Linked CANS-NY Finalized Date	Reason for early ReAssess	County of Responsibility	LPHA Form
Reasmt Due: Jan-2021 - Oct-2021	Anderson	Amanda	7/5/2015	AC89761A	No selection	CANS-NY	CANS-NY	Adirondack Health Ir		APICHA (F	10/7/2020				Albany	
Reasmt Due: Jan-2021 - Oct-2021	Anderson	Andrea	10/21/2015	AA33451A	Yes, DOH CAH I & II	HCBS/LOC Eligibility	0-5			APICHA (F	9/22/2020				Albany	Yes
Reasmt Due: Jan-2021 - Oct-2021	Crammer	Allen	10/15/2015	AA22557A	No selection	HCBS/LOC Eligibility	0-5			APICHA (F	8/12/2020				Albany	Yes
Reasmt Due: Jan-2021 - Oct-2021	Michaels	Frances	10/21/2015	MF11111M	No selection	HCBS/LOC Eligibility	0-5			APICHA (F	8/5/2020				Albany	Yes
Reasmt Due: Jan-2021 - Oct-2021	Miller	Anna	10/15/2015	AM12345A	No selection	HCBS/LOC Eligibility	0-5			APICHA (F	7/31/2020				Albany	Yes
Reasmt Due: Jan-2021 - Oct-2021	Miller	James	10/21/2015	JM12345A	No selection	HCBS/LOC Eligibility	0-5			APICHA (F	9/30/2020				Albany	Yes
Reasmt Due: Jan-2021 - Oct-2021	Morris	Michelle	10/21/2015	AA12345A	No selection	HCBS/LOC Eligibility	0-5	Adirondack Health Ir		APICHA (F	8/5/2020	8/5/2020	8/5/2020	Significar	Albany	Yes
Reasmt Due: Jan-2021 - Oct-2021	Morris	Michelle	10/21/2015	AA12345A	No selection	CANS-NY	CANS-NY	Adirondack Health Ir		APICHA (F	8/5/2020				Albany	
Reasmt Due: Jan-2021 - Oct-2021	test	case	1/1/2017	TW26262H	No	HCBS/LOC Eligibility	0-5			APICHA (F	8/14/2020				Albany	

Completed Reports – Examples: Organization's Case List Report

Report Date	Last Name	First Name	Date of Birth	Medicaid ID	Organization	Service Domain	Attest Action	HCS User ID	Attest Action Date	Attest Expiry
10/15/2020	Murray	S	1/1/1950		APICHA (HHCMA)	CANS	Attested	fas40 (Frank Island)	10/25/2019	4/25/2021
10/15/2020	test	exam	1/1/2018	NZ29852Y	APICHA (HHCMA)	CANS	Signed	xz334 (Anna Sommerlen)	7/18/2019	1/18/2021
10/15/2020	Murray	Thomas	1/1/1940	AA11111A	APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	11/7/2019	5/7/2021
10/15/2020	Anderson	Arthur	3/15/2018		APICHA (HHCMA)	CANS	Attested	rad34 (Rober Andres)	11/8/2019	5/8/2021
10/15/2020	Brown	Dave	4/25/2010	DB12345B	APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	4/25/2019	10/25/2020
10/15/2020	Alpha	Jake	8/1/2010	JA12345A	APICHA (HHCMA)	CANS	Attested	aab24 (John Sawyu)	5/10/2019	11/10/2020
10/15/2020	test	test	1/1/2016	WT99999H	APICHA (HHCMA)	CANS	Signed	xz334 (Anna Sommerlen)	7/18/2019	1/18/2021
10/15/2020	Testperson	A	1/1/2012	AA02646B	APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	10/29/2019	4/29/2021
10/15/2020	Leonov	Yakov	2/2/2017		APICHA (HHCMA)	CANS	Attested	fas40 (Frank Island)	10/31/2019	4/30/2021
10/15/2020	Anderson	William	10/15/2010		APICHA (HHCMA)	CANS	Attested	rad34 (Rober Andres)	6/6/2019	12/6/2020
10/15/2020	test	cooper	1/1/2016	HF23737L	APICHA (HHCMA)	CANS	Signed	ccv45 (Carol Smith)	7/18/2019	1/18/2021
10/15/2020	swami	john	1/1/2011	GT22626J	APICHA (HHCMA)	CANS	Signed	ccv45 (Carol Smith)	10/2/2019	4/2/2021
10/15/2020	Murray	Sean	1/1/1940	AF43242A	APICHA (HHCMA)	CANS	Attested	fas40 (Frank Island)	10/8/2019	4/8/2021
10/15/2020	Testperson	N	2/1/2010	AA02607B	APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	10/24/2019	4/24/2021
10/15/2020	Testperson	S	7/1/2010	AA02612B	APICHA (HHCMA)	CANS	Attested	wed45 (Wilma Patterson)	10/24/2019	4/24/2021
10/15/2020	Cronin	Tim	1/17/1997	DE33333S	APICHA (HHCMA)	CANS	Signed	fas40 (Frank Island)	10/25/2019	4/25/2021
10/15/2020	Block	Samuel	3/15/2019		APICHA (HHCMA)	CANS	Attested	rad34 (Rober Andres)	11/8/2019	5/8/2021