



Michigan Data
Collaborative

MiPCT Dashboard Report Writer

User Guide

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Document Author

Kendra Mallon

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About the Report Writer

The report writer enables you to select individual components from each Dashboard page to view in one report. The components that you can select reflect the table column and row headings in each section of each Dashboard page. Only the data available in the current release is available in the Report Writer.

Filtering the Data Displayed in the Report

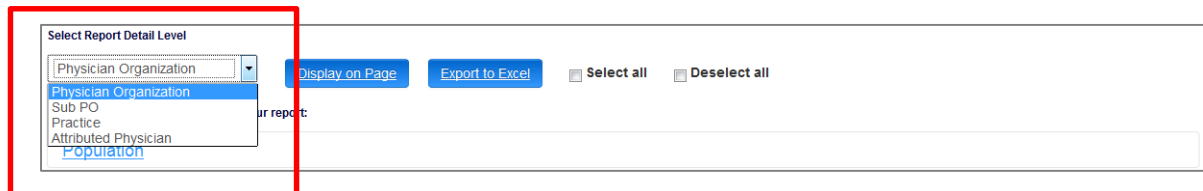
You can select the entity (or multiple entities) for which you want to display the data: PO(s), Sub PO(s), Practice(s), or Physician(s).



NOTE: To select multiple entities, hold the CTRL button on your keyboard while selecting your choices with your mouse.

Report Level Detail

After you select the entity for which you want to display the data (PO, Sub PO, Practice, or Physician), you can then select the report detail level (how you want the data to be presented). The selections are based on the type of entity you select.



EXAMPLES

- If you select a PO (or multiple POs if you have access) from the **Display Data for:** fields, you can select to view data at the following levels:
 - PO (displays one row of data with data combined for the entire PO)
 - sub PO (displays one row of data with data combined for each Sub PO)
 - Practice (provides one row of data for each Practice in the PO)
 - Physician (provides one row of data for each Physician, sorted alphabetically by Physician first name)

- If you select a Practice (or multiple Practices) from the **Display Data for:** fields, you can select to view data at the following levels:
 - Practice (provides a row of data with data combined for all Physicians in the Practice)
 - Physician (provides a row of data for each Physician in the Practice).
- If you select a Physician (or multiple Physicians) from the **Display Data for:** fields, you can only select **Attributed Physician** because this is the finest level of detail to which you can drill down.

Report Format

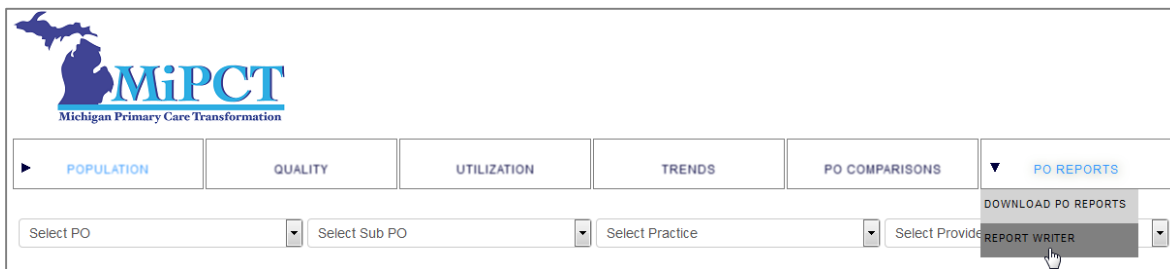
To print a report using the Report Writer, you can select to view the report on the Web (inside the Dashboard) or in an Excel spreadsheet.

NOTE: The spreadsheet is displayed in a .csv file without any formatting.

Creating a Report Using the Report Writer

Complete the following steps to create a report using the Report Writer:

1. From the Dashboard, select **PO Reports > Report Writer**.

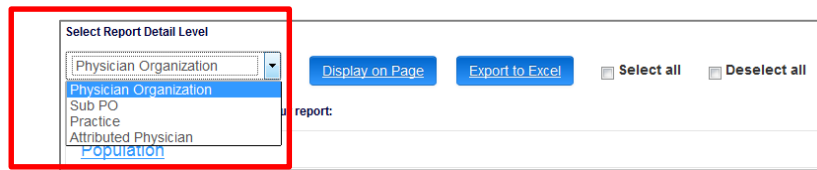


2. In the **Display Data for** selection fields, select the PO(s), Sub PO(s), Practice(s), or Provider(s) for which you want to view data.

NOTE: To select multiple entities, hold the CTRL button on your keyboard while selecting your choices with your mouse.



3. Select the **Report Detail Level**.



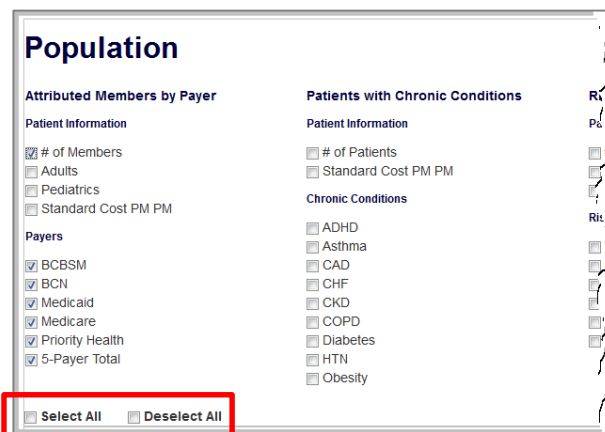
4. Select the data from each page (Population, Quality, Utilization, and Trends) that you want to view in the report.

NOTES:

- You can click **Select All** at the top of the page to select all components in the Dashboard.



- You can click **Select All** at the bottom of each section to select all components on a Dashboard page.



- When you select a measure, Report Writer automatically selects the check boxes for all Payers. To deselect a Payer, click its check box.

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5. Do one of the following:

A. To view the report inside the Dashboard page, click **Display on Page**.

The screenshot shows the 'Display Data for:' section with four dropdown menus: 'Select PO', 'Select Sub PO', 'Select Practice', and 'Select Provider'. Below this is the 'Select Report Detail Level:' section with a dropdown menu set to 'Physician Organization'. Two buttons, 'Display on Page' and 'Export to Excel', are visible. The 'Display on Page' button is highlighted with a red rectangular box. To the right of these buttons are two checkboxes: 'Select All' and 'Deselect All'. Below this is the 'Select the components to include in your report:' section with a text input field containing the word 'Population'.

NOTE: The report can take a few minutes to process and display on the page.

B. To view the report in a spreadsheet, click **Export to Excel**.

This screenshot is identical to the one above, showing the same form fields and buttons. However, in this version, the 'Export to Excel' button is highlighted with a red rectangular box, while the 'Display on Page' button is not.

When the Export Crosstab window displays, click **Download**, open or save the file, and then click **OK**.

NOTES:

- The report can take a few minutes to process and display on the page.
- The spreadsheet is displayed in a .csv file with no formatting.

Creating Additional Reports

After you create your initial report, you can create additional reports by clicking the **Show Filters** link. You can then update your display data selections, report detail level, and/or select different components to view in a report.

The screenshot displays the 'Display Data for:' section with three dropdown menus for 'Select Sub PO', 'Select Provider', and an unlabeled one. Below this is the 'Select Report Detail Level:' section with a 'Practice' dropdown, a 'Show Filters' link (highlighted with a red box), and buttons for 'Display on Page' and 'Export to Excel'. There are also checkboxes for 'Select All' and 'Deselect All'. The main data area is a table titled 'Population Attributed Members By Payer' with columns for BCBSM, BCN, Medicaid, Medicare, and Priority Health, each with a '# of Members' sub-column. The table shows values: BCBSM (638), BCN (2,624), Medicaid (86), Medicare (685), and Priority Health (43).

Population				
Attributed Members By Payer				
BCBSM	BCN	Medicaid	Medicare	Priority Health
# of Members	# of Members	# of Members	# of Members	# of Members
638	2,624	86	685	43