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Provider Reports

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- Cross Tabulations
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- Provider Referrals
- Staff Wages and Benefits
- Action Log

Active Provider List

This report provides a listing of basic information about all Active Providers in the database. Information includes: Provider ID (column heading has "ID"), Provider First and Last Name (column heading has "Name"), Business Name, Street Address (column heading has "Address"), City, State, ZIP, Primary Phone and Secondary phone. The list includes the mailing address. If no mailing address is present, the location address is entered.

The listing may be sorted by selecting a primary sort key from the drop down list under Report Parameters column. Sorting options include Provider ID, Provider Last Name, Business Name, Street Address, City, State, and ZIP.

NOTE: Sorting by ZIP can help with bundling for bulk mailings.

1. Click <Run> button under the Run Report column to run all providers.
2. To run a subset of the database, select <Run with Query>
3. Choose fields from Provider Custom Search-Fields Select page.
4. Click <Next>.
5. After entering criteria, click <Add Query and Continue>. The report will open in a new window.
6. To print this report, click the File menu at the top of the browser to pull down that menu.
7. Click the Print selection on the menu. A Print window will appear.
8. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.
9. To run an ASCII text file of the information for the label process, place a check mark in the box labeled Create text file.
10. When the report is presented in the new window, a link appears in the upper right corner.
11. Right click the link named Download Date File.
12. Choose Save Target as.....
13. Change Save in: to the location on the hard drive where the file should be saved. It is recommended to set up a folder named c:/NACCRRAFiles to hold all NACCRRAware downloaded files.
14. Change file name to the name needed for the file. For labels, save the data to provider_address_data.doc.
15. Change the Save as type: to All Files.
16. Click <Save>.

NOTE: See "Utilities" Chapter for more details on Exporting/Importing and Labels/Letters.

Inactive Provider List

This report provides a listing of basic information about all Inactive Providers in the database. Information includes: Provider ID (column heading has “ID”), Provider First and Last Name (column heading has “Name”), Business Name, Street Address (column heading has “Address”), City, State, ZIP, Primary Phone, Secondary Phone and Status Date. The list includes the mailing address. If no mailing address is present, the location address is entered. In addition, the report lists the Total Licensed Capacity at the top, allowing users to determine the total licensed capacity lost when providers go inactive.

The listing may be sorted by selecting a primary sort key from the drop down list under Report Parameters column. Sorting options include: Provider ID, Provider Last Name, Business Name, Street Address, City, State, and ZIP.

NOTE: Sorting by ZIP can help with bundling for bulk mailings. If you are running a report to find out how many providers’ status changed from Active to Inactive, search using the Inactive Provider List (standard report) and use relevant dates.

1. Click <Run> button under the Run Report column to run all providers.
2. To run only those providers made inactive over a period of time, enter the Begin Date and End Date, using the mm/dd/yyyy format.
3. After entering dates, click <Run> Button to run the report. A new window will open with the results.
4. To print this report, click on the File menu at the top of your browser to pull down that menu.
5. Click on the Print selection on the menu. A Print window will appear.
6. Left click on the <OK> button to print the report, or on the <Cancel> button to cancel this window.
7. To run an ASCII text file of the information for the label process, place a check mark in the box labeled Create text file.
8. When the report is presented in the new window, a link appears in the upper right corner.
9. Right click on the link named Download Date File.
10. Choose Save Target as.....
11. Change Save in: to the location on the hard drive where the file should be saved. It is recommended to set up a folder named c:/NACCRRAFiles to hold all NACCRRAware downloaded files.
12. Change file name to the name needed for the file. For labels, save the data to provider_address_data.doc.
13. Change the Save as type: to All Files.
14. Click <Save>.

NOTE: See “Utilities” Chapter for more details on Exporting/Importing and Labels/Letters.

Provider Frequency Count

A frequency count provides the number of occurrences of data entered or selected for a particular field. For example, a frequency count on Type of Care generates the number of instances in which each type of care is selected, as well as the percentage of the total that the count of records with responses in that field and a percentage of the total number of responses in that field.

To run a frequency count

1. If the <Add capacity and vacancy data> button is checked prior to running the report, three additional columns will display showing Licensed Capacity, Desired Capacity, and Total Vacancies for each value.
2. Click the <Select Fields> button under the Run Report column.
3. On the Provider Frequency Count Field Selection page, check all fields for which a frequency count is desired.
4. The fields are grouped according to the Provider Data Entry pages on which they appear.
5. Select a field, or fields, on which to run the frequency count by left clicking on the box next to the field(s).
6. Frequency counts can be run on most, but not all fields. The complexity of some data, such as provider rates and capacity, makes it difficult to display meaningful information about the field in Frequency Count format. If a field for which frequency counts cannot be run is chosen, the message "Frequency Count Reports are not available for this field" will be displayed.
7. If a field is selected that is not desired, left click the checked box by that field to uncheck it.
8. Multiple fields can be selected.
9. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
10. When all fields are selected, left click on the <Next> button at the bottom of the page to run the frequency counts on the entire database.
11. The results are displayed in a new window.
12. To run the Frequency Count report on a specific set of records, click <Add Query > and enter the selection criteria.
13. It is possible to change the fields for the frequency counts, by closing the results window and starting again.
14. To print this report, click the File menu at the top of your browser to pull down that menu
15. Click the Print selection on the menu. A Print window will appear.
16. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.

NOTE: If you are searching for providers who have changed status from active to inactive and are inactive now, this report will not tell you this. You have to use the Inactive Provider List (standard report). Any providers that show on the Frequency Count report have, at some point, been changed from active to inactive, but they are active now. Frequency Counts pulls active records only.

Provider Cross Tabulations

The cross tabulations report allows users to run a set of frequency counts basing all results on another field. For instance, to cross tabulate County and Type of Care will give the user a set of Type of Care Frequency counts, one for each county in the database.

1. If the <Add capacity and vacancy data> button is checked prior to running the report, three additional columns will display showing Licensed Capacity, Desired Capacity, and Total Vacancies for each value. This function is especially helpful when needing to gather capacity by county or type of care.
2. Click <Select Fields> to move to the Cross Tab Field Selection page.
3. Select the FIRST field for the Cross Tab report. This will be the field that is used as the labels for the set of frequency counts. For instance, in the example above, the first field is County.
4. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
5. Scroll to the bottom and click <Select Second Field>.
6. Select the SECOND field for the report. This field will be a set of frequency counts for each of the labels. In the example above, Type of Care is the second field.
7. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
8. To add a query to the report, scroll to the bottom and click the <Add Query> button.
9. Choose the fields desired in the query and scroll to the bottom and click <Next>.
10. Build the query in the Query Builder box and when complete, click <Add Query and Continue>.
11. If no query is desired, left click the <Run> button at the bottom of the page
12. The result will appear in a new window.
13. When complete, close the window to return to Standard Reports screen.

Total Vacancy and Capacity Analysis
This report uses the Total Licensed Capacity, Total Desired Capacity, and Total Vacancies information. The data is presented in a table which lists the number of providers with responses, the total for each capacity or vacancy category, followed by the minimum capacity or vacancy figure, the maximum capacity or vacancy figure, and the average (mean) capacities or vacancies per provider.

The results will appear in a new window. To print the result, go to File and Choose print, or click the printer icon. When complete, close the window to return to the Standard Report page.

Cost Analysis by Age Group
This report provides an analysis of up to four different rates for one shift at a time.

1. On the Standard Report screen, choose the Shift Name indicating the shift to be analyzed. By choosing a shift, only rates from matching shift screens will be analyzed.
2. Choose up to four Rates to analyze.
3. To run the report on a subset of data, click <Run with Query> and build the query.
4. To run the report on all active providers in the database, click <Run>.
5. The results will appear in a new window.
6. To Print the results, go to File and choose Print or click the print icon in the browser.
7. When complete, close the window to return to the Standard Report page.
8. The resulting table breaks down the age groups and then gives the minimum, maximum, and average (mean) rates for the chosen rates on the selected shift.

Vacancy and Capacity Analysis by Age Group
This report presents Capacity and Vacancy Analysis by Age Group for the selected shift. The data is presented in a table which lists, by age group, the child/adult ratio, desired capacity, enrollment, full-time vacancies, licensed capacity, part-time vacancies, subsidized capacity and group size providers. The total, minimum, maximum, and average (mean) capacity or enrollment figures are given for each age group. The number of providers analyzed is listed in the Providers column for each capacity/enrollment breakdown. If an age group or capacity/enrollment breakdown does not appear in this table, it is because no information for that age group or capacity/enrollment has been entered in your database.

1. On the Standard Report screen, choose the Shift Name indicating the shift to be analyzed. By choosing a shift only population info from matching shift screens will be analyzed.
2. To run the report on a subset of data, click <Run with Query> and build the query.
3. To run the report on all active providers in the database, click <Run>.
4. The results will appear in a new window.
5. To print the report, choose File and Print, or click the printer icon.
6. When complete, close the window to return to the Standard Reports.

Statistical Analysis of Child Ages Cared for by Providers
This report can be used to analyze the ages of children served by providers in your database. It provides sections reporting on the lowest ages served (in years), the highest ages served (in years), and the total ages served (in years). Each section breaks down the ages into the following groups: Under one year, One year, Two years, Three and Four years, Five years, Six, Seven, and Eight years, and Nine and over years. For each age breakdown, the count of children in that age group served by the providers in your database is reported, then that count is reported as a percentage of providers in your database, and finally, as a percentage of responses entered. At the top of each section, the Total Number of Providers and the Total Number of Responses for that section is given.

To run this report:

1. Clicking the <Run> button under the Run Report column.
2. To run a subset of the provider database, click the <Run with Query> option.
3. This option will bring up the Provider Reports Field Selection page.
4. To print this report, click the File menu at the top of the browser to pull down that menu.
5. Click the Print selection on the menu. A Print window will appear.
6. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.

Provider Referrals
This report provides information on the clients that have been referred to providers in the database. Three levels of reporting are provided:
- The "Total" level provides information on the total number of clients referred to any providers.
- The "Summary" level provides information on the total number of clients referred to particular providers, by provider number.
- The "Detail" level provides information on which clients were referred to each provider.

The report can be run against the entire database, or against a subset of the database by selecting a Begin Date and an End Date for the referral dates desired. The dates entered refer to the dates on which the referrals were made. In addition, the report can be run for a specific provider record by entering the Provider ID in the box provided.

The report can be sorted by Provider ID, Provider Last Name, Business Name and Referral Date. The sort cannot be applied if only the "Grand Total" level of the report is run, but will be used for the "Summary" and "Detail" levels.

To run this report:

1. If desired, enter a Provider ID and Begin Date and End Date.
2. Click on the <Run> button under the Run Report column.
3. The results will appear in a new window.
4. To print this report, click on the File menu at the top of the new window or click the Printer icon.
5. When complete, close the window to return to the Standard Report page.

Staff Wages and Benefits

This report is used to provide statistics on the wages and benefits provided or offered for child care center staff. Two report formats are provided:

- The "Staff Wages" level provides information on the minimum, maximum, and average wages for each staff title.
- The "Staff Benefits" level contains the number and percent of benefit options provided or offered for each staff title.

To run this report:

1. Select a report format.
2. Click on the <Run> button under the Run Report column.
3. To run a subset of the database, select <Run with Query>.
4. To print this report, click on the File menu at the top of the browser to pull down that menu.
5. Click on the Print selection on the menu. A Print window will appear.
6. Left click on the <OK> button to print the report, or on the <Cancel> button to cancel this window.

✐ **NOTE: To avoid skewed analysis, make sure all wages data is entered consistently in the same cost factor. All data should be either all hourly or all annually.**

Provider Action Log

The Action Log Report is used to provide statistics on the number of occurrences of action log items. This data can be shown by action log item and by user. Three report formats are provided:

- The "Grand Total" level provides information on the total counts of each action log item.
- The "User Breakdown" level provides information on the action log items, broken down by user ID.
- The "Detail" level provides information on the action log items in a detailed report that shows Provider ID, Action Date, User ID, Action Name and Comments. The Detail level also allows for choosing a specific action item and for different sorting options.

To run this report:

1. Enter the desired dates in the Begin Date and End Date field or leave blank to run this report for all action log entries.
2. Enter a User ID to run the report for a specific user or leave blank to see results for all users or action for a report of a specific action.
3. Select a report format. If Detail is chosen, a specific action name and sorting option may be chosen.
4. To save the information to an ASCII text file that can be opened in the mailing label template or other programs, check the <Create text file> box.

NOTE: See "Utilities" Chapter for more details on Exporting/Importing and Labels/Letters.

5. Click the <Run> button under the Run Report column.
6. To run a subset of the database, select <Run with Query>.
7. To print this report, click the File menu at the top of the browser to pull down that menu.
8. Click the Print selection on the menu. A Print window will appear.
9. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.

NOTE: If you are searching for providers who have changed status from active to inactive and are inactive now, this report will not tell you this. You have to use the Inactive Provider List (standard report). Any providers that show on the Action Log report have, at some point, been changed from active to inactive, but they are active now. Action Log pulls active records only.

Client Reports

The following Client Reports are available:

- Active Client Listing
- Inactive Client Listing
- Frequency Count
- Cross Tabulations
- Requests by Age
- Children and Referrals Statistics
- Client Referrals
- Client Action Log

Active Client Listing

This report provides a listing of basic information about clients. Information includes: Client ID (column heading has “ID”), Parent First and Last Name (column heading has “Name”), Street Address (column heading has “Address”), City, State, ZIP, Home Phone and Work Phone.

The listing may be sorted by selecting a primary sort key from the drop down list under Report Parameters column. Sorting options include Client ID, Parent Last Name, Street Address, City, State, and ZIP.

✐ **NOTE: Sorting by ZIP can help with bundling for bulk mailings.**

1. To run this report:
2. A listing of the entire database can be obtained by clicking on the <Run> button under the Run Report column, after selecting the desired sort order in the Report Parameters column.
3. To obtain a listing on a subset of the client database, click the <Run with Query> option.
4. This option will bring up the Client Custom-Search-Fields Select page.
5. To print this report, click the File menu at the top of the browser to pull down that menu.
6. Click the Print selection on the menu. A Print window will appear.
7. Left click the <OK> button to print the report, or on the <Cancel> button to cancel this window.
8. To run an ASCII text file of the information for the label process, place a check mark in the box labeled Create text file.
9. When the report is presented in the new window, a link appears in the upper right corner.
10. Right click on the link named Download Date File.
11. Choose Save Target as....
12. Change Save in: to the location on the hard drive where the file should be saved. It is recommended to set up a folder named something like c:/NACCRRAFiles to hold all NACCRRAware downloaded files.
13. Change file name to the name needed for the file. For labels, save the data to client_address_data.doc.
14. Change the Save as type: to All Files.
15. Click <Save>.

✐ **NOTE: See “Utilities” Chapter for more details on Exporting/Importing and Labels/Letters.**

Inactive Client Listing

This report provides a listing of basic information about all Inactive Clients in the database. Information includes: Client ID (column heading has “ID”), Client’s First and Last Name (column heading has “Name”), Street Address (column heading has “Address”), City, State, ZIP, Home Phone, Work Phone and Status Date.

The listing may be sorted by selecting a primary sort key from the drop down list under Report Parameters column. Sorting options include Client ID, Parent Last Name, Street Address, City, State, and ZIP.

NOTE: Sorting by ZIP can help with bundling for bulk mailings.

1. Click <Run> button under the Run Report column to run all clients.
2. To run only those clients made inactive over a period of time, enter the Begin Date and End Date, using the mm/dd/yyyy format.
3. After entering dates, click <Run> Button to run the report.
4. To print this report, click the File menu at the top of the browser to pull down that menu
5. Click the Print selection on the menu. A Print window will appear.
6. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.
7. To run an ASCII text file of the information for the label process, place a check mark in the box labeled Create text file.
8. When the report is presented in the new window, a link appears in the upper right corner.
9. Right click on the link named Download Date File.
10. Choose Save Target as.....
11. Change Save in: to the location on the hard drive where the file should be saved. It is recommended to set up a folder named something like c:/NACCRRAFiles to hold all NACCRRAware downloaded files.
12. Change file name to the name needed for the file. For labels, save the data to addressdata.doc.
13. Change the Save as type: to All Files.
14. Click <Save>.

NOTE: See “Utilities” Chapter for more details on Exporting/Importing and Labels/Letters.

Client Frequency Count

A frequency count provides the number of occurrences of data entered or selected for a particular field. For example, a frequency count on Type of Care produces the number of instances in which each type of care is selected, as well as the percentage of the total that the count represents.

To run a frequency count:

1. Click the <Select Fields> button under the Run Report column.
2. This will open a new window named Frequency Count Field Selection page.
3. On this page, simply check the boxes of the fields for which frequency counts need to be run. The fields are grouped according to the Client Data Entry pages on which they appear.
4. Select a field on which to run a frequency count by left clicking on the box next to the field. Frequency counts can be run on most, but not all fields. The complexity of some data makes it difficult to display meaningful information about the field in Frequency Count format. If a field for which frequency counts cannot be run is chosen, the message "Frequency Count Reports are not available for this field" will be displayed.
5. If a field is selected that is not needed, left click on the checked box by that field to uncheck it.
6. Multiple fields can be selected.
7. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
8. When all fields are selected, left click the <Next> button at the bottom of the page to run the frequency counts on the entire database. The results are displayed on a new page.
9. If the Frequency Count report is needed on a specific set of records, click the <Add Query Condition> button and enter the selection criteria.
10. To change the fields for the frequency counts, close the window and return to the Standard Report page to begin again.
11. To print the Frequency Count report, click on the File menu at the top of your browser to pull down that menu
12. Click on the Print selection on the menu. A Print window will appear.
13. When Complete, close the window to return to the Standard Reports.

Client Cross Tabulations

The cross tabulations report allows users to run a set of frequency counts basing all results on another field. For instance, to cross tabulate County and Type of Care will give the user a set of Type of Care Frequency counts, one for each county in the database.

1. Click <Select Fields> to move to the Cross Tab Field Selection page.
2. Select the FIRST field for the Cross Tab report. This will be the field that is used as the labels for the set of frequency counts. For instance, in the example above, the first field is County.
3. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
4. Scroll to the bottom and click <Select Second Field>.
5. Select the SECOND field for the report. This field will be a set of frequency counts for each of the labels. In the example above, Type of Care is the second field.
6. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
7. To add a query to the report, scroll to the bottom and click the <Add Query> button.
8. Choose the fields desired in the query and scroll to the bottom and click <Next>.
9. Build the query in the Query Builder box and when complete, click <Add Query and Continue>.
10. If no query is desired, left click the <Run> button at the bottom of the page
11. The result will appear in a new window.
12. When complete, close the window to return to Standard Reports screen.

Requests by Age

This report contains information on various care requests received from clients, broken down by the ages of the children for whom these care requests were made. The breakdowns include requests by: Schedule Type (Care Needed), Year Schedule, Extra Care Services, Languages, Environment, Special Needs, Transportation (Local One), Program Information (Local Two), Local Three (reserved for statewide use but not currently being used), and Type of Care. Age categories of the children by which requests are broken down are: under one year, one year, two years, three to four years, five years, six to eight years, and nine and over years. The count indicates the number of children in the given age category. The percentage reflects the percentage of responses for each particular age group.

To run a Requests by Age report:

1. For the entire database, click the <Run> button under the Run Report column.
2. To run a specific group of records by clicking the <Run With Query> button and entering your selection criteria.
3. To print this report, click on the File menu at the top of your browser to pull down that menu.
4. Click the Print selection on the menu. A Print window will appear.
5. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.

Children and Referral Statistics
This report provides information with which to analyze the children needing care. The first section of the report provides information on the number of children per client, the second section provides information on the number of children in given age groups, and the third section provides information on the number of referrals.

In the first section, Number of Children, the total number of clients and the total number of children are analyzed at the top of the section. This is followed by a table that breaks down the number of children per client: one, two, three, etc. children per client. The count indicates the number of clients having that number of children. The percent responses and the percent clients both reflect the percentage of clients having the given number of children.

In the second section, Age of Child (in Years), the total number of clients and total number of children are analyzed at the top of the section. This is followed by a table which breaks down the number of children in particular age categories: under one year of age, two years of age, three or four years of age, five years of age, six, seven or eight years of age, and nine or over years of age. The count indicates the number of children in the given age category. The percent responses reflects the percentage of responses per client falling into each given age group, while the percent clients reflects the percentage of clients having a child in a given age group.

In the third section, Number of Referrals, the total number of clients and the total number of referrals is analyzed at the top. This is followed by a table that breaks down the number of referrals per client: one, two, three, four, five, and six or more per client. The count indicates the number of referrals given per client. The percent responses and the percent clients both reflect the percentage of referrals given to clients.

To run a Statistical Analysis of Client Children by Age:

1. For a report covering the entire database, click the <Run> button under the Run Report column.
2. To run a report on a specific group of records, click the <Run With Query> button and entering the selection criteria. For assistance with entering selection criteria, click here.
3. The report will open in a new window.
4. To print this report, click the File menu at the top of the browser to pull down that menu
5. Click on the Print selection on the menu. A Print window will appear.
6. Left click the <OK> button to print the report, or on the <Cancel> button to cancel this window.
7. When complete, close the window to return to the Standard Reports page.

Client Referrals
This report provides information on the providers that have been referred to clients in the database. Three levels of reporting are provided:

The "Grand Total" level provides the total number of providers referred to any client. The "Summary" level provides the total number of providers referred to particular clients, by Client ID. The "Detail" level provides information on which providers were referred to each client.

The report can be run against the entire database, or against a subset of the database by selecting a Begin Date and an End Date for the desired referral time period. The dates entered refer to the dates on which the referrals were made.

The report can be sorted by Client ID, Last Name or Referral Date. The sort cannot be applied if the "Grand Total" level of the report is run, but can for the "Summary" and "Detail" levels.
To run this report:

1. Click the <Run> button under the Run Report column, after entering any desired data in the Report Parameters column.
2. The report will open in a new window.
3. To print this report, click the File menu at the top of your browser to pull down that menu
4. Click the Print selection on the menu. A Print window will appear.
5. Left click the <OK> button to print the report, or on the <Cancel> button to cancel this window.
6. When complete, close the window and return to the Standard Report page.

Client Action Log
The Action Log Report is used to provide statistics on the number of occurrences of action log items. This data can be shown by action log item and by user. Three report formats are provided:

The "Grand Total" level provides information on the total counts of each action log item.
The "User Breakdown" level provides information on the action log items, broken down by user ID.
The "Detail" level provides information on the action log items in a detailed report that shows Client ID, Action Date, User ID, Action Name and Comments. The Detail level also allows for choosing a specific action item and for different sorting options.

To run this report:

1. Enter the desired dates in the Begin Date and End Date field or leave blank to run this report for all action log entries.
2. Enter a User ID to run the report for a specific user or leave blank to see results for all users or Action for a report of a specific action.
3. Select a report format. If Detail is chosen, a specific action name and sorting option may be chosen.
4. To save the information to an ASCII text file that can be opened in the mailing label template or other programs, check the <Create text file> box.

NOTE: See "Utilities" Chapter for more details on Exporting/Importing and Labels/Letters.

5. Click the <Run> button under the Run Report column.
6. To run a subset of the database, select <Run with Query>.
7. To print this report, click the File menu at the top of the browser to pull down that menu.
8. Click the Print selection on the menu. A Print window will appear.
9. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.

Community Reports

The following Community Reports are available:

- Active Community Listing
- Community Frequency Count
- Community Cross Tabulations
- Community Action Log

Active Community Listing

This report provides a listing of basic information about all **active** Community Records in the database. Information includes: Community ID, Name, Business Name, Address, City, State, ZIP, Primary Phone and Secondary phone.

The listing may be sorted by select a primary sort key from the drop down list under Report Parameters column. Sorting options include Community ID, Last Name, Street Address, City, State, and ZIP.

NOTE: Sorting by ZIP can help with bundling for bulk mailings.

1. Click <Run> button under the Run Report column to run all providers.
2. To run a subset of the database, select <Run with Query>.
3. Choose fields from Community Custom Search-Fields Select page.
4. Click <Next> then create the search query.
5. After entering criteria, click <Add Query and Continue>. The report will open in a new window.
6. To print this report, click the File menu at the top of the browser to pull down that menu.
7. Click the Print selection on the menu. A Print window will appear.
8. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.
9. To run an ASCII text file of the information for the label process, place a check mark in the box labeled Create text file.
10. When the report is presented in the new window, a link appears in the upper right corner.
11. Right click the link named Download Date File.
12. Choose Save Target as.....
13. Change Save in: to the location on the hard drive where the file should be saved. It is recommended to set up a folder named c:/NACCRRAFiles to hold all NACCRRAware downloaded files.
14. Change file name to the name needed for the file. For labels, save the data to community.doc.
15. Change the Save as type: to All Files.
16. Click <Save>.

NOTE: See "Utilities" Chapter for more details on Exporting/Importing and Labels/Letters.

Community Frequency Count

A frequency count provides the number of occurrences of data entered or selected for a particular field.

To run a frequency count

1. Click the <Select Fields> button under the Run Report column.
2. On the Frequency Count Field Selection page, check all fields for which a frequency count is desired.
3. Select a field, or fields, on which to run the frequency count by left clicking on the box next to the field(s).
4. Frequency counts can be run on most, but not all fields. The complexity of some data, such as provider rates and capacity, makes it difficult to display meaningful information about the field in Frequency Count format. If a field for which frequency counts cannot be run is chosen, the message "Frequency Count Reports are not available for this field" will be displayed.
5. If a field is selected that is not desired, left click on the checked box by that field to uncheck it.
6. Multiple fields can be selected.
7. When all fields are selected, left click on the <Run> button at the bottom of the page to run the frequency counts on the entire database.
8. The results are displayed in a new window.
9. To run the Frequency Count report on a specific set of records, click the <Add Query > button. On the Community Custom Search-Fields Select page, left click on the boxes of the fields you want in the query. Click <Next> and create a search query. Click <Add Query and Continue>. The results will display in a new window.
10. It is possible to change the fields for the frequency counts, by closing the results window and starting again.
11. To print this report, click the File menu at the top of the browser to pull down that menu
12. Click the Print selection on the menu. A Print window will appear.
13. Left click <OK> button to print the report, or the <Cancel> button to cancel this window.

Community Cross Tabulations

The cross tabulations report allows users to run a set of frequency counts basing all results on another field. For instance, to cross-tabulate Agency Category with City will give the user a set of Type of Agencies in the Community database (one for each city in the database).

1. Click <Select Fields> to move to the Cross Tab Field Selection page.
2. Select the FIRST field for the Cross Tab report. This will be the field that is used as the labels for the set of frequency counts. For instance, in the example above, the first field is Agency Category.
3. If an address related field is chosen, scroll to the bottom and choose the address type field corresponding to the address data desired. For example, for a frequency count of cities in location field, choose Location address type.
4. Scroll to the bottom and click <Select Second Field>.
5. Select the SECOND field for the report. This field will be a set of frequency counts for each of the labels. In the example above, City is the second field.
6. Scroll to the bottom and choose, <Run>.
7. If desired, click <Add Query> to add
8. The result will appear in a new window.
9. When complete, close the window to return to Standard Reports screen.

Community Action Log
The Action Log Report is used to provide statistics on the number of occurrences of action log items. This data can be shown by action log item and by user. Three report formats are provided:

The "Grand Total" level provides information on the total counts of each action log item.
The "User Breakdown" level provides information on the action log items, broken down by user ID.
The "Detail" level provides information on the action log items in a detailed report that shows Community ID, Action Date, User ID, Action Name and Comments. The Detail level also allows for choosing a specific action item and for different sorting options.

To run this report:

1. Enter the desired dates in the Begin Date and End Date field or leave blank to run this report for all action log entries.
2. Enter a User ID to run the report for a specific user or leave blank to see results for all users or Action for a report of a specific action.
3. Select a report format. If Detail is chosen, a specific action name and sorting option may be chosen.
4. To save the information to an ASCII text file, which can be opened in the mailing label template or other programs, check the <Create text file> box.

NOTE: See "Utilities" Chapter for more details on Exporting/Importing and Labels/Letters.

5. Click the <Run> button under the Run Report column.
6. To run a subset of the database, select <Run with Query>.
7. To print this report, click the File menu at the top of the browser to pull down that menu.
8. Click the Print selection on the menu. A Print window will appear.
9. Left click the <OK> button to print the report, or the <Cancel> button to cancel this window.