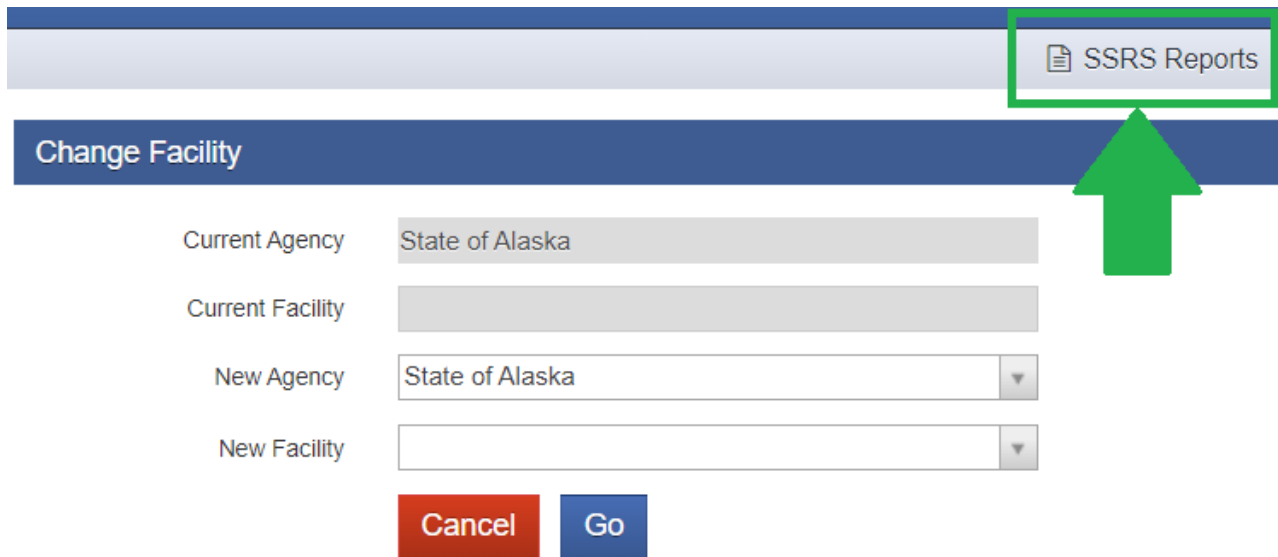


ACCESSING AKAIMS QUARTERLY SUMMARY REPORT

1. Login to AKAIMS
2. Select SSRS Report in the top right corner of the homepage screen.
 - If you do not have access to SSRS Report, email your agency's administrator or the AKAIMS Help Desk at doh.dbh.akaims.support@alaska.gov or (907) 269-0864



The screenshot shows the top navigation bar of the AKAIMS system. A blue bar at the top contains the text "SSRS Reports" next to a document icon, which is highlighted with a green rectangular box. Below this bar is a dark blue bar with the text "Change Facility". Underneath, there are four input fields: "Current Agency" (State of Alaska), "Current Facility" (empty), "New Agency" (State of Alaska), and "New Facility" (empty). At the bottom of this section are two buttons: "Cancel" (red) and "Go" (blue). A large green arrow points upwards from the bottom of the page towards the "SSRS Reports" link.

ACCESSING AKAIMS QUARTERLY SUMMARY REPORT

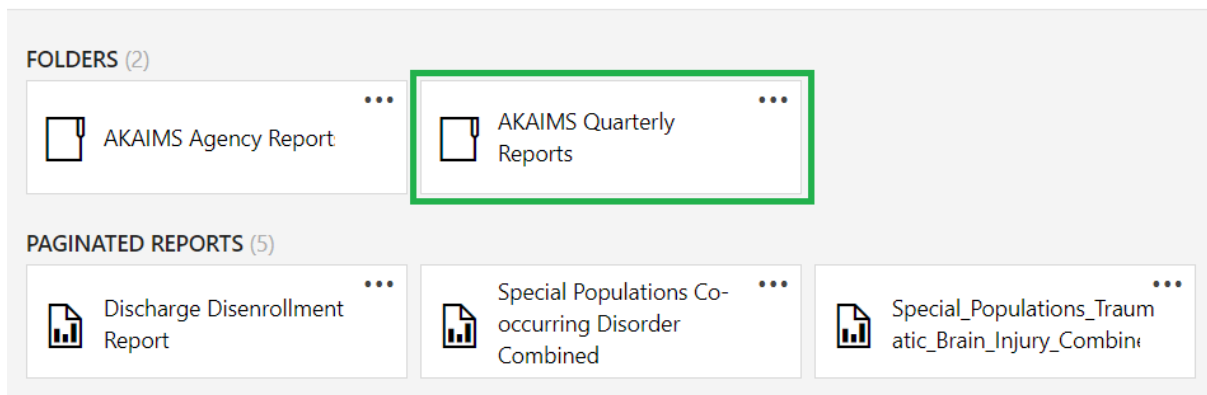
Link to SSRS Report Home Page : <https://akaims-reports.dhss.alaska.gov/Reports/browse/>

Pathway: Home <AKAIMS Reports < AKAIMS Quarterly Reports < Quarterly Summary

3. Follow pathway OR copy and paste link and follow steps 4-6
4. Select the AKAIMS Reports Folder
5. Select AKAIMS Quarterly Report Folder

AKAIMS Reports

[Home](#) > AKAIMS Reports

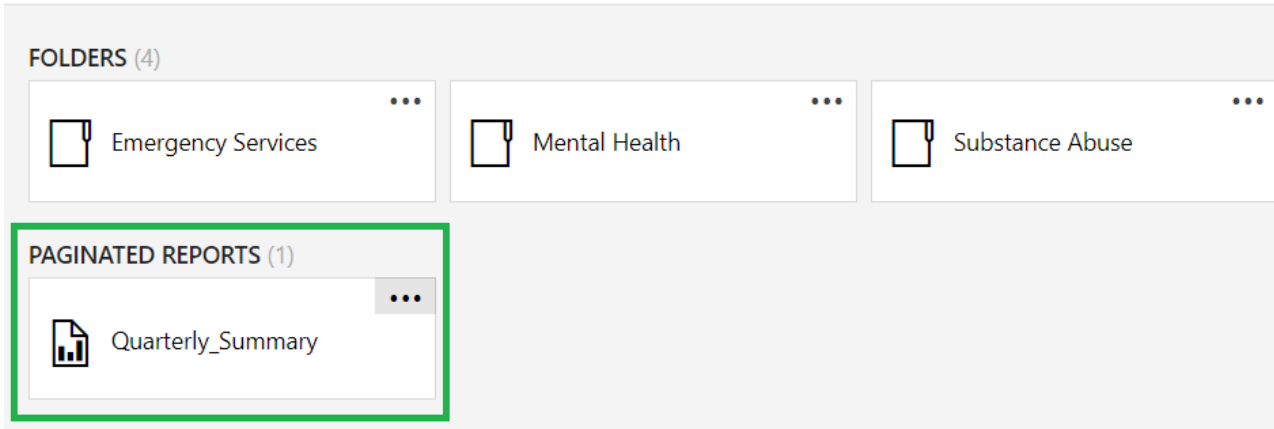


The screenshot shows the "AKAIMS Reports" folder view. It is divided into two sections: "FOLDERS (2)" and "PAGINATED REPORTS (5)". In the "FOLDERS" section, there are two folder cards: "AKAIMS Agency Report" and "AKAIMS Quarterly Reports". The "AKAIMS Quarterly Reports" folder card is highlighted with a green rectangular box. In the "PAGINATED REPORTS" section, there are three report cards: "Discharge Disenrollment Report", "Special Populations Co-occurring Disorder Combined", and "Special Populations Traumatic Brain Injury Combined".

6. Select Quarterly Summary. This will bring you into the report itself.

AKAIMS Quarterly Reports

[Home](#) > [AKAIMS Reports](#) > [AKAIMS Quarterly Reports](#)



The screenshot shows a web interface with a header section. Under the heading "FOLDERS (4)", there are three folder cards: "Emergency Services", "Mental Health", and "Substance Abuse". Below this, under the heading "PAGINATED REPORTS (1)", there is a single report card titled "Quarterly_Summary". This report card is highlighted with a green rectangular border.

7. Choose Fiscal year, Agency, and Facility, from the drop-down menus.

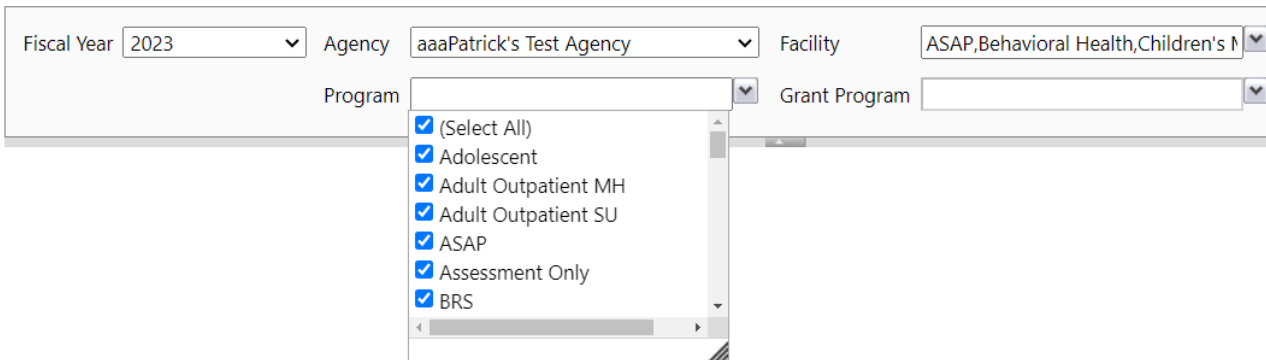
[Home](#) > [AKAIMS Reports](#) > [AKAIMS Quarterly Reports](#) > [Quarterly_Summary](#)



The screenshot shows a form with several dropdown menus. "Fiscal Year" is set to "2023". "Agency" is set to "aaaPatrick's Test Agency". "Facility" is an empty dropdown. "Program" and "Grant Program" are also empty dropdowns. A "View Report" button is located to the right of the "Facility" dropdown.

8. Once agency is selected, a list of all programs will generate.
Selecting multiple options is possible.

[Home](#) > [AKAIMS Reports](#) > [AKAIMS Quarterly Reports](#) > [Quarterly_Summary](#)



The screenshot shows the same form as above, but with the "Program" dropdown menu open. The menu lists several options, all of which are checked with blue checkmarks: "(Select All)", "Adolescent", "Adult Outpatient MH", "Adult Outpatient SU", "ASAP", "Assessment Only", and "BRS". The "Facility" dropdown is now populated with the text "ASAP,Behavioral Health,Children's".

9. Once programs are selected, a list of all grant program numbers will generate. Selecting multiple options is possible. (**Note:** This is a new feature and will only work for grants aligned from FY23 onward)

[Home](#) > [AKAIMS Reports](#) > [AKAIMS Quarterly Reports](#) > Quarterly_Summary

Fiscal Year Agency Facility Program Grant Program

- (Select All)
- 162-208-0004 PTA
- 162-208-0016 PTA
- 162-208-0017 PTA
- 162-208-0023 PTA
- No Grant
- SOR

SAVING THE QUARTERLY REPORT

Navigation: < 1 of 3 > | Refresh | 100% | **File** | Print | Find | Next

aaaPatrick's Test Agency
Quarterly Summary for FY 2023

Substance Abuse

1. Number of patients served within a quarter.	Q1	Q2	Q3	Q4	FYTD
Crisis Residential - SUD: 23 - Crisis Stabilization/Residential Treatment Grant: 162-208-0023 PTA	4				4
Total	4				4

2. Number of patients enrolled into program type during the quarter.

To save the report, click the file icon in the upper ribbon of the report and select pdf. The saved file does not include interactive client data. Only that can be accessed in the Quarterly Summary Report in AKAIMS.

UNDERSTANDING QUARTERLY SUMMARY REPORT

The multi-page report is broken into three sections: Substance Abuse, Emergency Services, and Mental Health Enrollment. The Quarter Summary Report is a count summary of clients by fiscal year as well as quarter. The report is generated from admissions, encounter, enrollment/disenrollment, discharge data and, if applicable, emergency services.

As of September 18, 2018 some metrics are not required by the minimal dataset such as information about the waitlist. This means if you do not use the waitlist within AKAIMS, you will not see that information on the Summary Report.

Scroll through pages of the reports by using the navigation arrows in the left side upper ribbon.

WHAT SHOULD I FOCUS ON?

Everyone's data focus is different. **However, one of the main goals of routinely checking the Quarterly Summary report is to ensure up to date data entry.** Questions #1 and #2 are the quickest way to check if admissions/disenrollment data is current.

- If your focus is on Substance Abuse, focus the first 12 questions under Substance Use
- If your focus is on Emergency Services, focus on the 9 questions under Emergency Services, usually on the second page.
- If your focus is on Mental Health, focus on the last 8 questions.

Question #1 counts the number of unique patients served within each quarter with an encounter note for that program. Because of this, the summed quarter totals do not equal the fiscal year total. If patient A is enrolled in Q1 and Q2, he will be counted twice in quarter totals. However, the FYTD is a rolling sum so the client A would only be counted once. The total number of unique clients served in FY21 was 7 in this example.

Action: Please routinely check that this count matches agency's record and shows all a client's programs if dual enrolled. If client is in program and does not appear, check to see if client needs encounter note entered for that quarter/program.

Substance Abuse

1. Number of patients served within a quarter.	Q1	Q2	Q3	Q4	FYTD
Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	5	5	4	3	6
SOR Peer Support: 20 - SA Treatment Services	1	0	0	1	1
Total	6	5	4	4	7

Question #2 counts the number of new unique patients enrolled within each quarter. Look back at question #1. There were 6 patients served in Q1. However, question #2 shows out of those six patients, only one was a new client. The other five started the program a previous fiscal year.

Action: Question #2

2. Number of patients enrolled into program type during the quarter.	Q1	Q2	Q3	Q4	FYTD
Adult Outpatient SU	1	0	0	0	1
SOR Peer Support	0	1	0	0	1
Total	1	1	0	0	2

If client appears in question 2 but not question 1, this represents a client that was enrolled in a program but not receive an encounter note in AKAIMS. It may also be helpful for an agency to see out total their clients; how many are new?

INTERACT WITH THE QUARTERLY SUMMARY

1. To find client information, click the bar of the any Substance Abuse or Mental Health Enrollment question. **NOTE:** Presently, Emergency Services questions are not interactive. For the emergency client identification counts, please see *Emergency Services* Folder under *AKAIMS Quarterly Reports*.

1. Number of patients served within a quarter.	Q1	Q2	Q3	Q4	FYTD
--	----	----	----	----	------

2. A new window will appear displaying the agencies different programs with activity and distinct client counts.

Question 1

Number of clients served within a quarter. For fiscal year 2021.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				<i>Distinct Clients</i>
		<i>Activity Count</i>	<i>Distinct Clients</i>	7
<input type="checkbox"/>	Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	82	6	
<input type="checkbox"/>	SOR Peer Support: 20 - SA Treatment Services	3	1	

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3. Click the plus symbol on the left side of the program name to see activity and client counts for each of the four quarters.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				Distinct Clients
		Activity Count	Distinct Clients	7
<input type="checkbox"/>	Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	82	6	
		<input type="checkbox"/> FQ 1	5 Clients	22 Activities
		<input type="checkbox"/> FQ 2	5 Clients	24 Activities
		<input type="checkbox"/> FQ 3	4 Clients	21 Activities
		<input type="checkbox"/> FQ 4	3 Clients	15 Activities
<input type="checkbox"/>	SOR Peer Support: 20 - SA Treatment Services	3	1	

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4. Click the plus symbol on the left side of any FQ to see individual client data. **NOTE: All client information shown below is fabricated.**

Question 1

Number of clients served within a quarter. For fiscal year 2021.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				Distinct Clients
		Activity Count	Distinct Clients	7
<input type="checkbox"/>	Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	82	6	
		<input type="checkbox"/> FQ 1	5 Clients	22 Activities
		<input type="checkbox"/> F989099BA998100	A1245	Abby, Abigail 4 Activities
		<input type="checkbox"/> M119854AG218100	B17	Baggins, Bilbo 14 Activities
		<input type="checkbox"/> M119799SA997101	A672	Atomic, Tom 1 Activities
		<input type="checkbox"/> F819555IG558100	A2169	Ale, Ginger 1 Activities
		<input type="checkbox"/> M209199IW998121		Winchester, Dean 2 Activities
		<input type="checkbox"/> FQ 2	5 Clients	24 Activities
		<input type="checkbox"/> FQ 3	4 Clients	21 Activities
		<input type="checkbox"/> FQ 4	3 Clients	15 Activities
<input type="checkbox"/>	SOR Peer Support: 20 - SA Treatment Services	3	1	

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5. Click on the plus symbol next to client's ID number to see dates for each program activity the client participated in. This only shows one program at a time.

Question 1

Number of clients served within a quarter. For fiscal year 2021.

Agency	Program	AKAIMS Client ID	Agency Client ID	Activity Date
aaaPatrick's Test Agency				Distinct Clients
		Activity Count	Distinct Clients	7
<input type="checkbox"/> Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)		82	6	
<input type="checkbox"/> FQ 1 5 Clients 22 Activities				
<input type="checkbox"/> F989099BA998100		A1245	Abby, Abigail	4 Activities
				07/15/2020
				09/15/2020
				09/22/2020
				09/27/2020
<input type="checkbox"/> M119854AG218100		B17	Baggins, Bilbo	14 Activities
<input type="checkbox"/> M119799SA997101		A672	Atomic, Tom	1 Activities
<input type="checkbox"/> F819555IG558100		A2169	Ale, Ginger	1 Activities
<input type="checkbox"/> M209199IW998121			Winchester, Dean	2 Activities
<input type="checkbox"/> FQ 2 5 Clients 24 Activities				
<input type="checkbox"/> FQ 3 4 Clients 21 Activities				
<input type="checkbox"/> FQ 4 3 Clients 15 Activities				
<input type="checkbox"/> SOR Peer Support: 20 - SA Treatment Services		3	1	

Example: Abigail Abby participated in Adult Outpatient SU 16 – Adult Outpatient Substance Use Disorder Treatment at four separate times.