

NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Division of Aging and
Adult Services

Aging Resource Management System

ARMS

Report User

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ARMS Report User

1 Introduction and Overview

Welcome to the Aging Resources Management System (ARMS). The ARMS system is accessible by all area agencies on aging, service providers, and any government entity with the need to access ARMS data and reports.

1.1 What is ARMS?

The Aging Resource Management System (ARMS) is a client tracking system for demographic data and a reimbursement system that ties reimbursement to performance.

ARMS provide users with the convenience of on-line web access. The system includes functionality and features to facilitate data entry, reporting, and tracking of client information and service impacts over time. At any given time during the year, data is available to report service unit, program costs and income, and non-unit reimbursement.

1.2 ARMS Objectives

ARMS is designed with the following goals:

- To establish a statewide database for reporting client demographic data including eligibility
- To establish a statewide database for budgetary control, delivery of units of service and non-unit activities incorporating Older Americans Act regulations on matching, program income, and other requirements as needed and other funding sources
- To provide a linkage of databases to track services and costs to the client level
- To meet federal reporting requirements

1.3 Who uses ARMS?

The ARMS system is written for the use of the Division of Aging and Adult Services (DAAS) and its constituents. Those who will use ARMS include:

- Regional Area Agencies on Aging staff
- Aging Service Providers (non-profit, profit, public, minority)
- County Lead Agencies and other DHHS Personnel

Only authorized users can access the ARMS System via the WIRM Portal with a User ID and password. User roles require a different level of access to the features and functionality of ARMS. User access is managed by DAAS ARMS Staff, which will assign each individual ARMS user the role appropriate for level of access needed.

The five user access roles/types are:

1. Provider
2. Region
3. Admin
- 4. County**
- 5. Report**

User Type	Functions Available
Provider	<p>Users assigned a role in ARMS as “Provider” will be able to perform the following functions.</p> <ul style="list-style-type: none"> • Search for clients and review their information • Add / Update a new client • Add / Update a service to a client • Add / Update monthly service totals for client • Add / Update a site/route/worker code • Modify provider agency information • View / Print Provider specific reports • Import Service Data • Add / Update non-unit reimbursement data • Add / Update consumer contributions/program income
Region	<p>Users assigned the “Region” role can perform all the Provider functions, with the addition of these administrative functions:</p> <ul style="list-style-type: none"> • Add / Modify Region Details • Add / Update Region Budget • Add / Update Region Expenditures • Add / Update Provider Contract Segments
County	ARMS users with “ County ” access may only View or Print County Reimbursement Reports
Report	Those assigned “ Report ” access may only View or Print Reports

Table 1 – ARMS Functions Available by User Type

This document covers the County and Report User Roles.

User Type	Functions Available
County	ARMS users with “ County ” access may only View or Print County Reimbursement Reports
Report	ARMS users with “ Report ” access may only View or Print Reports

This document presents text in different formats which communicate specific information about the system. These formats are described (below) in Table 2:

Format or Style	Description
Boldface text	Indicates an action to take in the system such as clicking a button or selecting a drop-down list box item or item on a menu. For example: click the Search button.
<i>Italics</i>	Indicates text to enter into a field in ARMS.
Hyperlinks	A link to a web site or to another part of this User Guide. These are working links for those reading this document electronically.
Pipe Separated Text	This indicates the need to click on a series of links or menu items, which will appear in order as they are selected. Most commonly, they are used while navigating in ARMS.


Format or Style	Description
Links...	Drill-down links are usually found in columns. Clicking these opens additional detail screens specific to the data item displayed
 "tear away" line	ARMS screens are often quite long. This "tear away" line indicates that the actual display is too long to include in this document, and users will need to scroll down to see the full list.

Table 2 – Document Conventions

2 Basic ARMS Functions

2.1 ARMS System Availability and Connectivity

Information for ARMS, including manuals, forms and other documents are on the [ARMS Support Website](#). Users are strongly encouraged to use this resource before calling Regions or DAAS ARMS Staff.

ARMS is designed to be available 24 hours a day including weekends. There will be times when we may have to bring ARMS down for maintenance and to run reimbursement reports. There may also be occasional times the server might be unavailable to users.

Connectivity for users is available from DHHS Customer Support Center Monday through Friday from 7:00 a.m. to 5:30 p.m. except State observed holidays.

WIRM Portal **PASSWORD RESET** - E-mail DHHSIT.Web.Service.Request@dhhs.nc.gov
Include the following in the e-mail.

1. ARMS User
2. Your Name or User ID (example: linda.m.owens)
3. Phone number

Users will be contacted by return e-mail or phone that password has been reset with the password of the day. If users are not familiar with the temporary password, contact Linda Owens at (919) 855-3449.

For **Application/Support** call the ARMS Administrators, Linda Owens at (919) 855-3449. To speed the troubleshooting process, be prepared with exact details about the behavior, issues, or error messages received. You can also request assistance by e-mail linda.owens@dhhs.nc.gov.

2.2 ARMS User Data Entry Requirements

Data must be in ARMS by 5:00 p.m. on or before the 11th of each month to be reimbursed for the current report period. When the 11th falls on a holiday, the due date is the next working day. If the 11th falls on a weekend, data is due the following Monday.

The processing of reimbursement reports and other financial documents will occur on the 12th calendar day of the month. When the 12th falls on a holiday the processing, date is the next working day. If the 12th falls on a weekend, the processing date will be the following Monday. These reports along with previous months will always be available. Other reports, such as demographic, waiting list, etc. will be available on demand.

3. Starting ARMS

Follow these steps to begin using the ARMS system:

1. Launch your Internet browser. Internet Explorer is the “Preferred browser.”
2. Use this link to access ARMS via the WIRM Portal - <https://wirm.dhhs.state.nc.us/>

Users may get a Security Alert screen like the one displayed below.

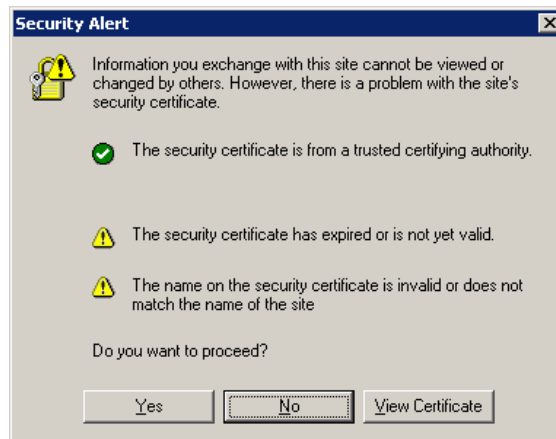


Figure 1 – Security Alert

Click **Yes** to continue.

NOTE: You must have pop-ups enabled for the menu structure to operate correctly.

- a. To enable pop-ups in Internet Explorer, Click on the **Tools menu | Pop-up Blocker | Pop-up Blocker Settings**
- b. Enter the ARMS website address in the text box under “*Address of Web site to allow*”
- c. Click **Add**. This will be required for each PC used to access ARMS.

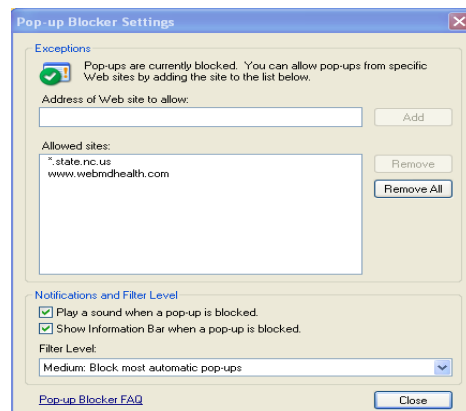


Figure 2 – Pop-Up Blocker Settings

Pop-up Blocker must be **enabled** to run reports

3. The Web Identity Role-based Management (WIRM) login page will display.



Figure 3 – WIRM Portal Login Screen

4. Enter the assigned WIRM user Name and Password. (This name is typically the user's first and last name (Example – linda.owens). There will be some exceptions with common names (John Smith, Mary Smith) as these require using middle initials or some other combination. The password must be at least 8 alphanumeric characters. The password is case-sensitive and will expire every 90 days.
5. Click Login.

A user profile has been set up for authorized users. Functionality in ARMS is based on the user's unique profile. The profile includes identifying information about each user and the information a user can access. Users will see only that functionality which is assigned to one of the five access roles ([described in Table 1](#)).

You may change your password and other information at any time by using the **My Settings** link after you login.



Figure 4 – My Settings

If the **name is not found** a message will appear, check the assigned username and try again. If the **password is incorrect** a message will appear, check the password and type it again. WIRM users have three consecutive tries to login with their Name and Password,

after which they will be *locked out* of WIRM. This helps prevent “hackers” from gaining system access.

If locked out, Users **must** e-mail DHHSIT.Web.Service.Request@dhhs.nc.gov to have their password reset for the WIRM Portal. **The Division of Aging and Adult Services staff cannot reset password of users**

Some users have multiple applications in WIRM, all of which are visible by clicking the **My Applications** tab which appears beneath the WIRM logo.



Figure 5 — The WIRM Portal “My Applications” Screen

6. Click the **thumbprint screen shot** or the **title text** to open ARMS to the home page.

The WIRM Portal automatically logs users OFF the system after a period of inactivity. If the following screen appears simply login again to continue using ARMS.



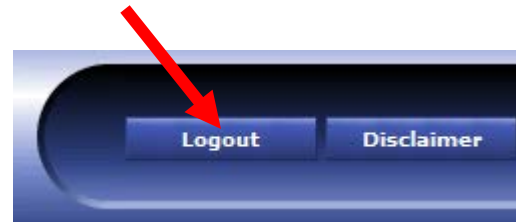
Figure 6 – Session Expired Screen

3.1 Getting Help in ARMS

Click on **Help** to open a copy of the ARMS *Support Website*.

3.2 Logging Out of ARMS

When finished using ARMS, always log out by clicking Logout in top right corner of screen.



Logging out helps prevent unauthorized access to ARMS.

The WIRM system will automatically log users out of ARMS after a given period of inactivity. (See Figure 6)

4. Reports

Many reports are available for Provider users. To see the list, click **Reports** on the navigation bar. The following list displays:



Figure 7 – Provider Reports Categories

Click on any of the named categories to view all the reports in that heading. For example, click on **Reimbursement Reports** to view list of available reimbursement reports. [Reimbursement and Financial Report](#) Manual has detailed information on reimbursement reports.

Reimbursement Reports

Name	Description
ZGA370	Provider Reimbursement
ZGA370-A	Provider Summary
ZGA370-A-YTD	Year-to-Date Provider Summary
ZGA370-YTD	Year-to-Date Provider Reimbursement
ZGA370-CNTY	Provider Reimbursement Sorted by County
ZGA370-CNTY-YTD	Year-to-Date Provider Reimbursement Sorted by County
ZGA370-A-CNTY	Provider Summary Sorted by County
ZGA370-A-CNTY-YTD	Year-to-Date Provider Summary Sorted by County
ZGA370-5	Legal Summary Report
ZGA370-6	Senior Center Outreach Summary Report
ZGA370-7	Provider Reimbursement Report - IIID/Health Promotion 90%
ZGA370-10	Provider Reimbursement Report - IIID/Health Promotion 85%
ZGA370-11	State Senior Center General Purpose Funding Report
ZGA370-12	Family Caregiver Support Summary Report
ZGA380-A	Regional Summary Report by Category
ZGA380-B	Regional Summary All Categories
ZGA390	Area Agency Summary
ZGA390-A	State Summary

Figure 8 - Provider Reimbursement Reports

The name of each report (left column) is a hyperlink which opens the report-builder screen.

NOTE: Each report differs slightly in the parameters a User may select. What follows is a typical example, after which parameter selection will be self evident.

For example, clicking on the first named report ([ZGA370](#) | Provider Reimbursement) opens the parameter selection process:

Reimbursement Reports

Name	Description
ZGA370	Provider Reimbursement
ZGA370-A	Provider Summary
ZGA370-A-YTD	Year-to-Date Provider Summary

Click on the report name to view the following parameter selection screen

Each user will have unique report parameters from which to choose. In this example, this user can select report month and county.

Report - ZGA370
Provider Reimbursement

Report Month:

Region:

County:

Provider:

NON Selectable Fields

Report - ZGA370
Provider Reimbursement

Report Month:

Region:

County:

Provider:

This report requires that the user select the Report Month and County using the drop-down selection method

Click Generate Report to create the report

Report - ZGA370
Provider Reimbursement

Report Month:

Region:

County:

Provider:

Alamance
Caswell
Davidson
Guilford
Montgomery
Randolph
Rockingham

NOTE: Reports may take a few seconds to a few minutes to generate.

Figure 9 - Typical Report Parameter Selection

Clicking any of the Report Category Links will display a list of available reports

Financial Reports

Name	Description
ZGA060	Financial Report (AAA)
ZGA517	Service Reimbursement Report
ZGA545	Invoice for MIS Services

Client/Waiting Lists

Name	Description
ZGA600	Clients Waiting for Service Grouped by Service
ZGA625	Clients Waiting for Service Grouped by Provider

Other Reports

Name	Description
ZGA903	Units of Service Report (Turnaround Document)
YTD Export	Year to Date Data NOTE: This report is for Exporting to Excel Only

Figure 10 - Report Category Links

Sample ZGA-370 Report

The RUN DATE is the actual date DAAS processed the monthly reimbursement

Report month

Date report was generated by the user

RUN DATE: 04/27/2007
 MONTH REPORTING: March 2007
 PRINT DATE: 06/08/2007

NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES
 PROVIDER REIMBURSEMENT REPORT - ZGA370
 WASHINGTON COUNTY 001 Alamance
 FRIENDSHIP ADULT DAY SERVICES
 CATEGORY IN HOME AND SUPPORT SERVICES

SERV CODE	GROSS BUDGETED SERVICE COST	PROGRAM GROSS HCCBG ALLOTMENT	CURRENT UNITS	GROSS UNIT RATE	GROSS CURRENT MONTH EXP	CURRENT MONTH CS/PI	OTHER ADJ	ADU CURRENT MONTH EXPEND	CURRENT MONTH LOCAL SHARE	NET CURRENT MONTH EXPEND	NSIP CURRENT MONTH REIMB
030	88,237	66,178	0	32.8997	0	0	0	0	0	0	0
CATEGORY IN HOME AND SUPPORT SERVICES TOTAL											
	88,237	66,178	0		0	0	0	0	0	0	0
PROVIDER G002 FRIENDSHIP ADULT DAY SERVICES TOTAL											
	88,237	66,178	0		0	0	0	0	0	0	0

Figure 11 - Sample Report

Demographic Reports

Name	Description
ZGA204-1	Cumulative Unduplicated Persons Served by Region and Provider
ZGA204-2	Cumulative Unduplicated Persons Served by Region and County
ZGA204-3	Cumulative Unduplicated Persons Served by Region
ZGA541-1	Client Demographic Information by State
ZGA541-2	Client Demographic Information by Region
ZGA541-3	Client Demographic Information by County
ZGA541-4	Client Demographic Information by Provider

Click on the link Name of the report

The report functions are the same for all selected report, except Financial Report – ZGA060

As a Region user you can select the year and specify a county if you do not want to print the whole report for the region

Fiscal Year:

Region:

County:

Provider:

Figure 11 – Report Criteria

Reports are available by User Role. For example, a Region User has access to more Financial Report than a Provider User as shown below.

Financial Reports (Provider User)

Name	Description
ZGA801	Expenditure Compliance Report
ZGA517	Service Reimbursement Report
ZGA545	Invoice for MIS Services

Financial Reports (Regional User)

Name	Description
ZGA060	Financial Report (AAA)
ZGA515-1	Area Plan Service by Activity by Region
ZGA515-2	Area Plan Service by Activity by County
ZGA515-3	Service Expenditures
ZGA801	Expenditure Compliance Report
ZGA517	Service Reimbursement Report
ZGA545	Invoice for MIS Services

Reimbursement reports are generated on the 12th day of the month with two exceptions: if the 12th falls on a weekend reimbursement will generate the following Monday. If the 12th falls on a holiday, reimbursement is generated the following working day. Also, note that Veteran's Day always fall on November 11th; which affects reimbursement.

After the successful generation of the Reimbursement Report the **month** and **fiscal year** will be listed in the Report Month drop down box. If you do not see the **report month** and or the **fiscal year** in the drop-down box, the report are available for that specific report month.

Report Month:

If Report Month and Fiscal Year is shown, data is displayed based on the reimbursement period

Fiscal Year:

If only Fiscal Year is shown, real-time data will display on reports

4.1 Report Functionality

A Report Navigation panel appears in the upper left screen of all generated reports. The following table describes the functionality associated with each icon in this bar.

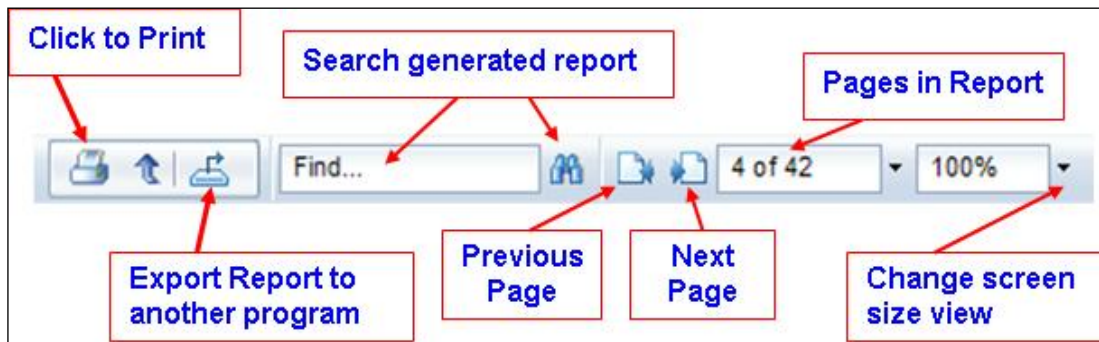


Figure 12

4.2 Report Navigation Panel




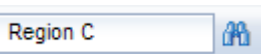
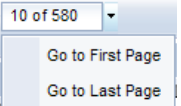


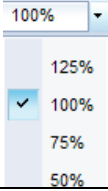
ICON	FUNCTION	DESCRIPTION
	Print	Prints the report to a user-selectable printer
	Export	Save the report to a different file format (TXT, CSV, PDF, etc) for use by an external application. ¹
	Tree View	Expands/Collapses reports into logical section (NOTE: May not be available for all reports)
	Find	Search generated report for specific information
	Select Page	Navigates to the First Page or Last Page of the report. User can also type in page number
	Previous Page	Navigates to the previous page of the report
	Next Page	Navigates to the next page of the report
	Display View	Change the report view on the screen

Table 3 – Report Navigation Panel Options

¹ **TXT** = Text File, for import into word processor; **CSV** = Comma-Separated Values, for importing into spreadsheet or database files; **PDF** = opens with Adobe Acrobat Reader, if installed on the local PC.

4.3 Report View

The Report View will allow Users to drill down to view specific pages. In the example below for Region G, the user can select a county link and then a provider link. When a link is selected, the corresponding page will display in the window to the right of the list.

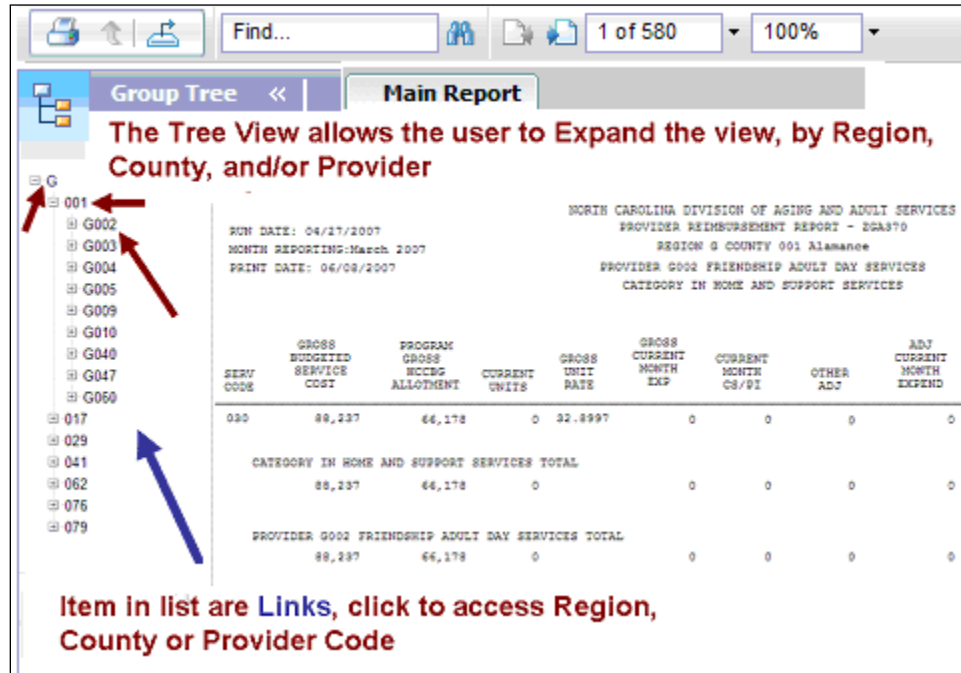


Figure 13 – Report View

4.4 Print Report

The entire report or specific pages can be selected to print. In the example below, In-Home and Support Services were selected as highlighted in the report title. The User can select to only print the page in the view or can print a range of pages.

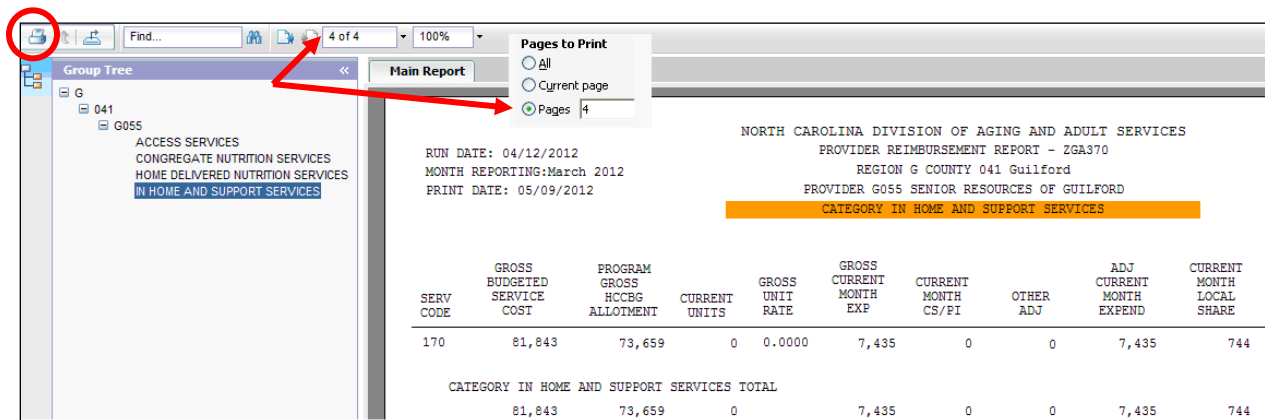
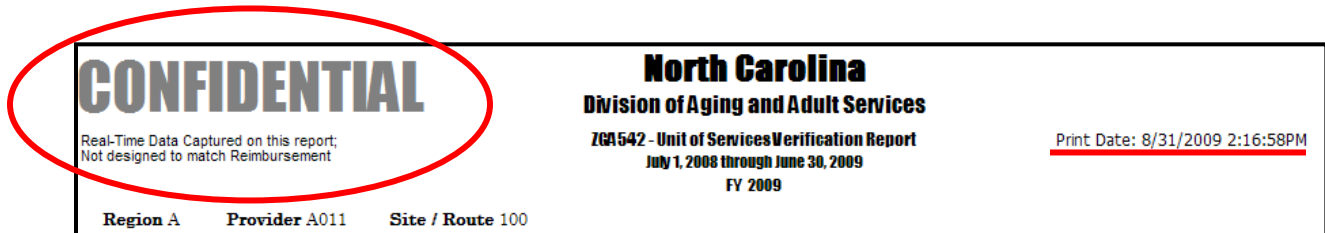


Figure 14

4.5 Report Heading

The following statement will display on several verification reports to denote the following:

*Real-Time Data Captured on this report;
Not designed to match Reimbursement Reports*



The image shows a report heading with a red oval around the text "CONFIDENTIAL" and "Real-Time Data Captured on this report; Not designed to match Reimbursement". The heading includes the following information:

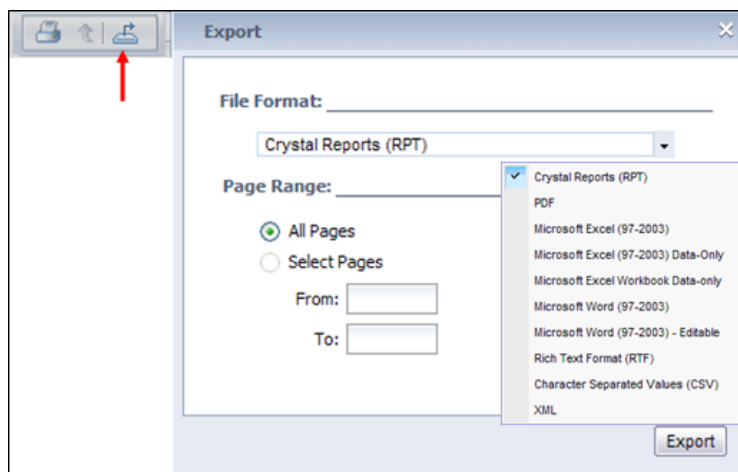
- CONFIDENTIAL**
- Real-Time Data Captured on this report;
Not designed to match Reimbursement
- North Carolina**
- Division of Aging and Adult Services**
- ZGA542 - Unit of Services Verification Report**
- July 1, 2008 through June 30, 2009**
- FY 2009**
- Print Date: 8/31/2009 2:16:58PM
- Region A Provider A011 Site / Route 100

Figure 15 - Sample Report Heading

Some reports will also have a print date and time stamp. This is useful for reports with real-time data to alert Users when the report was generated and/or created in comparing reports.

4.6 Export Report Data

Users can Export reports to one of the format listed below by clicking the down arrow at end of prompt to select format. User can also select a Page Range depending of type of format chosen.



The image shows a screenshot of an "Export" dialog box. A red arrow points to the "Export" button in the top toolbar. The dialog box contains the following options:

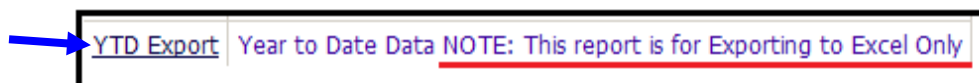
- File Format:** Crystal Reports (RPT)
- Page Range:** All Pages (selected), Select Pages
- From:** []
- To:** []
- Export** button

The "File Format" dropdown menu is open, showing the following options:

- Crystal Reports (RPT)
- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Excel Workbook Data-only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML

Figure 16 – Report Options to Export

5 YTD Export



The image shows a button labeled "YTD Export" with a blue arrow pointing to it. The button text is "YTD Export Year to Date Data NOTE: This report is for Exporting to Excel Only".

Figure 17 - YTD Export

The YTD Export allows the User to export year-to-date to an Excel spreadsheet. The data in this report matches the ZGA 370-YTD Reimbursement Report.

6 Appendix

6.1 Demographic

Demographic Reports

All Demographic Reports are in Real-Time that include totals in ARMS at the time the report is generated.

Name	
ZGA204-1	Cumulative Unduplicated Persons Served by Region and <u>Provider</u> Clients
ZGA204-2	Cumulative Unduplicated Persons Served by Region and <u>County</u> Totals displayed by Provider, County, Region and State Totals
ZGA204-3	Cumulative Unduplicated Persons Served by <u>Region</u>
ZGA204-4	Cumulative Unduplicated Persons Served - <u>State Totals</u>
ZGA210-1	Cumulative Contract Performance Information by Region and <u>Provider</u> Units
ZGA210-2	Cumulative Contract Performance Information by Region and <u>County</u> Totals displayed by Provider, County, Region and State Totals
ZGA210-3	Cumulative Contract Performance Information by <u>Region</u>
ZGA210-4	Cumulative Units Served - <u>State Totals</u>
ZGA537-1	Service Information Report by <u>State</u>
ZGA537-2	Service Information Report by <u>Region</u>
ZGA537-3	Service Information Report by <u>County</u>
ZGA537-4	Service Information Report by <u>Provider</u> Totals displayed by Service - Units and People Served, At/Below Poverty level
ZGA541-1	Client Demographic Information by <u>State</u>
ZGA541-2	Client Demographic Information by <u>Region</u>
ZGA541-3	Client Demographic Information by <u>County</u> Totals displayed are unduplicated clients served by Funding Source. See example below
ZGA541-4	Client Demographic Information by <u>Provider</u>
ZGA541-5	Client Demographic Information by <u>Service</u>
ZGA541-6	Client Demographic Information by <u>Language</u>

6.2 Verification Report List and Description

Verification Reports

All Verification Reports are in Real-Time that include totals in ARMS at the time the report is generated.

Name	
ZGA542	Units of Service Verification Report ZGA-542 Series - Verification Reports
ZGA542-1	Service Totals Summary by State
ZGA542-2	Service Totals Summary by Region Totals are pulled from Service Totals Site/Route/Worker (SRW)
ZGA542-3	Service Totals Summary by County
ZGA542-4	Service Totals Summary by Provider Totals on these reports are Real Time
ZGA543	Consumer Contributions/Program Income Verification Report Total dollar amount keyed - Real time data
ZGA544	Non-Unit Service Verification Report Total dollar amount keyed - Real time data
ZGA300	Site/Route/Worker Code Table Display SRW setup by Provider
ZGA301	Site/Route/Worker Code Information Displays location of Nutrition Sites
ZGA546	Information and Assistance Contacts Report Display number of contacts - Service Code 040
ZGA547	Caregiver Unregistered I & A Contacts Report Report displays total contacts for Service Codes 811, 812 and 822
ZGA548-1	Legal Client And Unit Verification Report Display total Client and Units - Service code 130
ZGA548-2	Family Caregiver Legal Client And Unit Verification Report Display FCSP Legal Clients - Service Code 861
ZGA549	Housing and Home Improvement Report Display dollar amounts by County and SRW Description as of 2014. Prior to 2014 the total was Client Served
ZGA550	Care Management Persons Served Report Total Client Served by month - Service Code 610
ZGA551	CONSUMER DIRECTED CARE (CDC) REPORTS Total Client Service - Service Codes 500 series
ZGA553	PROJECT CARE REPORT- STATE RECURRING Total Clients - Region S Only

6.3 Financial Report – List and Description

Financial Reports

Reports display data for a Reimbursement Period by Month and Fiscal Year

Name	Description
<u>ZGA060</u>	Financial Report (AAA) AAA Regional Expenditures for P&A, State Admin, Ombudsman and Elder Abuse
<u>ZGA515-1</u>	Area Plan Service by Activity by Region Expenditures by Region for County, Provider and Service
<u>ZGA515-2</u>	Area Plan Service by Activity by County Expenditures by County for Provider and Service
<u>ZGA515-3</u>	Service Expenditures Display Budget Amount, YTD Expenditures and Percent of Expenditures
<u>ZGA801</u>	Expenditure Compliance Report Federal/State Budgeted and Reimbursed and Percentage Reimbursed By Region and Category
<u>ZGA517</u>	Service Expenditure Report YTD Expenditures by Service
<u>ZGA545</u>	Invoice for MIS Services Report calculates total service records by rate per record by Provider

6.4 Client/Waiting Report - List and Description


Client/Waiting Lists	
Name	Description
<u>ZGA100</u>	Client Master List- Active by County Displays all Clients with an Active Status
<u>ZGA101</u>	Client Master List - Provider Clients Served Displays Active Client Served by Region, County, Provider and Service
<u>ZGA102</u>	Client Master List- Inactive by Provider Displays Clients with an Inactive Status
<u>ZGA103</u>	Client Master List -Emergency Contact -Active by County Displays Emergency Contact of Client by
<u>ZGA104</u>	Client Master List -Emergency Contact -Active by Provider County and Provider.
<u>ZGA105</u>	Registered Client Master List by County Displays all Clients in ARMS regardless of their Status
<u>ZGA106</u>	Client Master List - Provider Clients Service Status Displays Service Status of Client
<u>ZGA110</u>	Client Master List Displays Demographic Information on Clients. Report also include Client Status, City and Zip Code
<u>ZGA111</u>	Client Master List - Missing Functional Status Displays Client with Missing Functional Status
<u>ZGA600</u>	Clients Waiting for Service Grouped by Service Total Clients waiting by Service
<u>ZGA600-1</u>	Client Waiting For Service Totals by Service Sort By Service Code Displays Client by Name by Service
<u>ZGA600-2</u>	Client Waiting For Service Totals by Service Sort By Region/Provider/County Client by Region, Provider and Service. The total waiting by Provider
<u>ZGA625</u>	Clients Waiting for Service Grouped by Provider Total Clients Waiting by Provider and Service

Report examples for Client Waiting Lists – ZGA-600 and ZGA-625

CONFIDENTIAL		
NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES <u>ZGA600</u> - CLIENT WAITING FOR SERVICE GROUPED BY SERVICE		
PRINT DATE: 02/21/2017 11:41:05AM		
Region:A		
County:All		
<u>Provider:A054</u>		
SERVICE CODE	SERVICE DESCRIPTION	TOTAL CLIENTS WAITING FOR SERVICES
041	IN-HOME LEVEL 1 - HOME MANAGEMENT	25
042	IN-HOME LEVEL 2 - PERSONAL CARE	27
235	IN-HOME LEVEL 1 - RESPITE	1
236	IN-HOME LEVEL 2 - RESPITE	4
TOTAL		57

050 JACKSON		ZGA-625
<u>A054</u> PATHWAYS FOR THE FUTURE-DISABILITY PARTNERS		
SERVICE CODE	SERVICE DESCRIPTION	TOTAL CLIENTS WAITING FOR SERVICES
041	IN-HOME LEVEL 1 - HOME MANAGEMENT	25
042	IN-HOME LEVEL 2 - PERSONAL CARE	27
235	IN-HOME LEVEL 1 - RESPITE	1
236	IN-HOME LEVEL 2 - RESPITE	4
A054 PATHWAYS FOR THE FUTURE-DISABILITY PARTNERS TOTAL		57

Information on the Client Waiting List report series are pulled from the Provider Client Service Status.

Provider Client Services				
Date	Service Code	Service Name	Service Status	Allow Care Recipients
2/8/2016	041	IN-HOME LEVEL 1 - HOME MANAGEMENT	W 	No
Add/Update Services				
Provider Client Assessments				
Add Missing Assessment(s)				

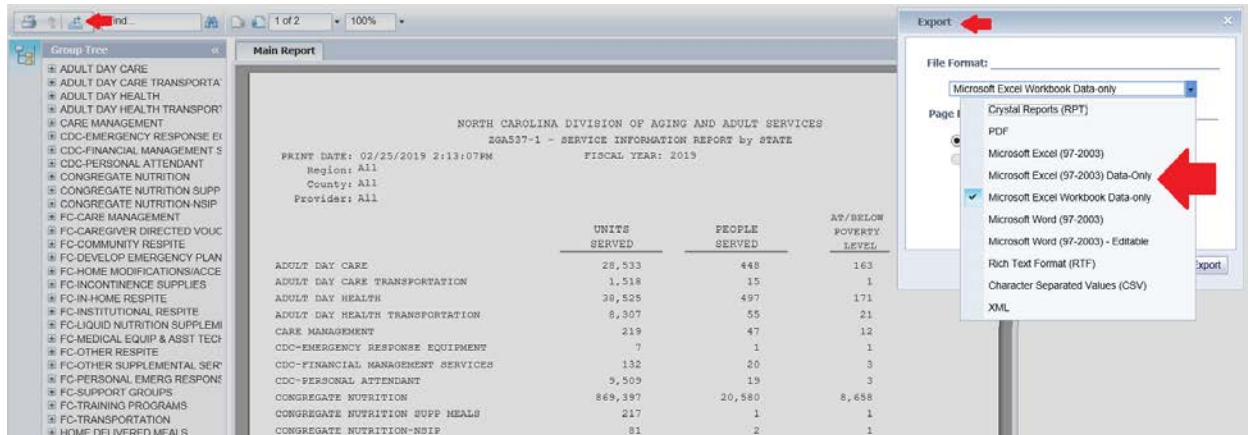
6.5 NAPIS Reports - **Restricted Access Only**

NAPIS Reports	
Name	Description
NAPIS-1-A	Elderly Client Counts Unduplicated Client served Registered and Unregistered Supported by OAA Title III
NAPIS-1-B	General Characteristics of Elderly Clients Total Registered Client or Congregate Meals
NAPIS-1-C	Detailed ADL Characteristics of Elderly Clients Client Count by Clusters
NAPIS-1-D	Detailed IADL Characteristics of Elderly Clients Client Count by Clusters

6.6 Other Reports - List and Description

Name	Description
ZGA701	Aging Service Providers Only Active Providers of those with a Provider Budget in current state fiscal year
ZGA701-B	Aging Service Providers E-Mail Addresses E-mail address of Active Providers
ZGA702-A	Provider Directory by Service Providers by Service and by County.
ZGA702-B	Provider Directory by County Reports used to create Aging Service Directories on web site
ZGA702-C	Block Grant Service Provider Displays on HCCBG Provider Agencies
ZGA702-C-INHOME	UNDUPLICATE IN HOME REPORT
ZGA702-C-CN	UNDUPLICATED CONGREGATE NUTRITION Reports created to assist UNC-Cares
ZGA702-C-HH	UNDUPLICATED HOME HEALTH REPORT in doing HCCBG Surveys
ZGA702-C-HDM	UNDUPLICATED HOME DELIVERED MEALS REPORT
ZGA702-D	Total Unduplicated Service Provider Summary Report displays unduplicated Service Providers
ZGA703-I	Service Expenditures by County-Persons Served
ZGA703-II	Service Expenditures Part-II - County Expenditures Reports used to create the Service Client and Expenditures
ZGA703-2	Schedule of Expenditure - State Summary (Persons Served) Note: Clients 60+ by Fiscal Year
ZGA703-2-II	Schedule of Expenditure Part-II - State Summary (Service Expenditures)
ZGA903	Units of Service Report (Turnaround Document) Providers use for data entry of clients receiving services
YTD Export	Export Year to Date Reimbursement Data YTD Reimbursement Data exported to Excel
ProviderExport	Export Provider Information Export Active Provider Agency information to Excel for mailing list, etc.
ProviderClientExport	Export Provider Client Information Export Clients information by Providers to Excel

6.7 Export ARMS Report to Excel



Results from selecting Microsoft Excel Data Only file format.

	A	B	C	D	E
1		UNITS SERVED	PEOPLE SERVED	AT/BELOW POVERTY LEVEL	
2	ADULT DAY CARE	28,533	448	163	
3	ADULT DAY CARE TRANSPORTATION	1,518	15	1	
4	ADULT DAY HEALTH	38,525	497	171	
5	ADULT DAY HEALTH TRANSPORTATION	8,307	55	21	
6	CARE MANAGEMENT	219	47	12	
7	CDC-EMERGENCY RESPONSE EQUIPMENT	7	1	1	
8	CDC-FINANCIAL MANAGEMENT SERVICES	132	20	3	
9	CDC-PERSONAL ATTENDANT	9,509	19	3	
10	CONGREGATE NUTRITION	869,397	20,580	8,658	
11	CONGREGATE NUTRITION SUPP MEALS	217	1	1	
12	CONGREGATE NUTRITION-NSIP	81	2	1	

Note: Not all ARMS Reports will export to Excel without some cleanup. Reports that appear to be in columns work best.