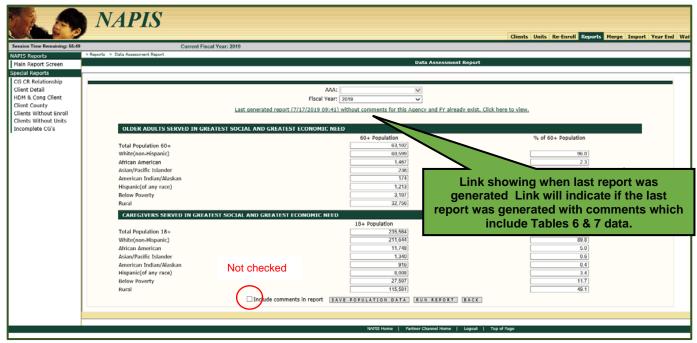
DATA ASSESSMENT REPORT

Aging Information System (AIS) Partner Channel

USER INSTRUCTIONS

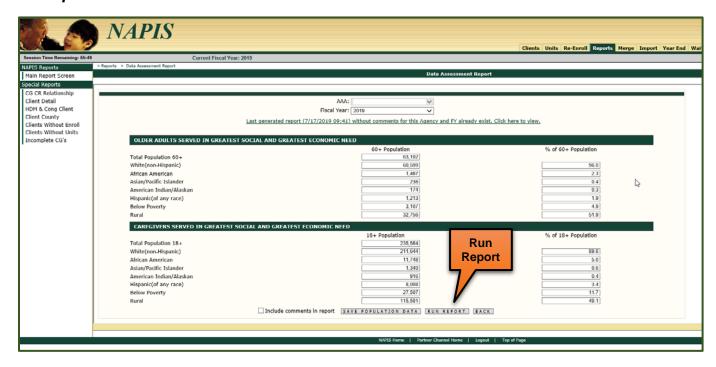
- 1. Log on the Aging Information System Partner Channel. To access the Data Assessment Report, in the NAPIS application *click* on the **Reports** tab.
 - The Data Assessment Report link is located in the lower right of the page.
 - The Data Assessment Report compares data for two fiscal periods; data will be displayed for the year selected and the previous year.
- 2. Select the fiscal year from the drop down to run report.
 - Note the link describing the most recent generated report. You can view this report by clicking this link or you can generate a new report.
- 3. Two types of reports can be generated: a report with comments that include a list highlighting services and expenditures that have +/- 10% variance in service and expenditure levels (displayed in report and in Tables 6 & 7), or a report with no comments or variance data.



- 4. To generate a new report with no comments, make sure box *include comments in report*, is not checked. Click link *Run Report* at bottom right.
 - This report requires 2-5 minutes to render due to its complexity. You will receive an e-mail message when the report run is complete. While the report is generating, you may leave the NAPIS module or the Partner Channel. Make sure AASA has your current e-mail address.
 - The link will show the last type of report generated: with comments or without comments
 - Report types can be generated at any time.

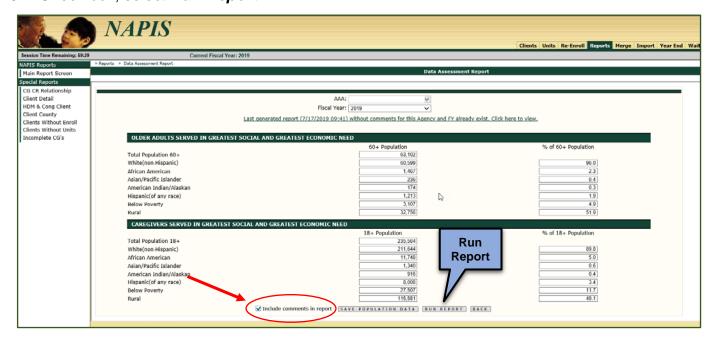
MDHHS-AASA 2019 1

Run report



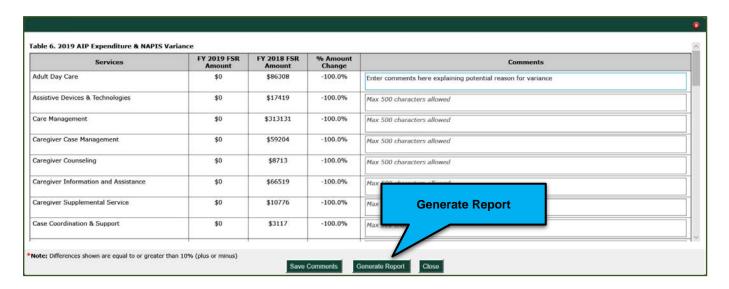
Generating a Report with Service and Expenditure Variances

- 5. To generate a report that includes a list of services and expenditures that have +/- 10% variance in service and expenditure levels, check the box *Include comments in report*. When this option is selected, the report highlights expenditure, client and unit services that show a 10% +/- variance in the current and previous year's data.
- 6. Check box, select Run Report.

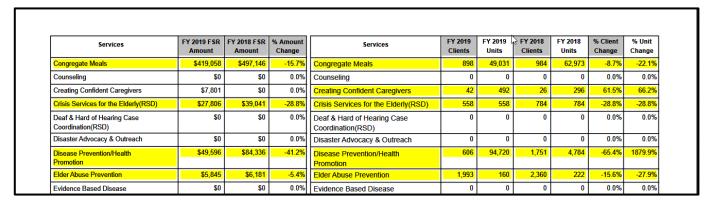


MDHHS-AASA 2019 2

 Tables 6 and 7 are generated with an input screen to add comments or notes on reasons for +/-10% variances and include strategies to resolve these variances. To save comments or notes, select Save Comments.



- 8. A report with highlighted variances can be generated by selecting Generate Report.
 - A report is generated which includes Tables 6 & 7. The report will render in 2-5 minutes
 due to the complexity. You will receive an e-mail message when the report run is
 complete.
- 9. The report highlights services and expenditures with a 10 percent +/- variance for the two-years compared.



 Reports can be repeated and generated at any time to include or exclude comment data as determined.

MDHHS-AASA 2019 3