

Alabama Medicaid Agency



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## **AMMIS System Wide Reports User Manual**

**10/06/2009**

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### Summary of Change

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# **1. System Wide Reports Review Introduction**

## **1.1 System Wide Reports Review User Manual Overview**

The Alabama interChange System has several functional areas that perform specific operations for the system users. This user manual is designed to cover the information necessary to perform the tasks associated with the System Wide Reports Review functional area.

This manual covers the following:

- System Wide Reports Review Overview
- System Wide Reports System Navigation
- System Wide Reports Review Pages/Panels
- System Wide Reports Review Reports

## **1.2 System Wide Reports Review User Manual Objective**

The objective of the Alabama interChange System Wide Reports Review User Manual is to provide system users with detailed descriptions of the online system, including pages/panels and report field descriptions, pages/panels functionality descriptions and graphical representations of pages/panels and report layouts.

## 2. System Wide Reports Review System Navigation

### 2.1 Overview

The Alabama interChange System is designed according to a set of development standards. This section is designed to introduce users to standard system navigation features within FEITH.

### 2.2 System Security

System security is handled by your system administrator. For all other security concerns with operating the system, refer to your department's business rules and practices.

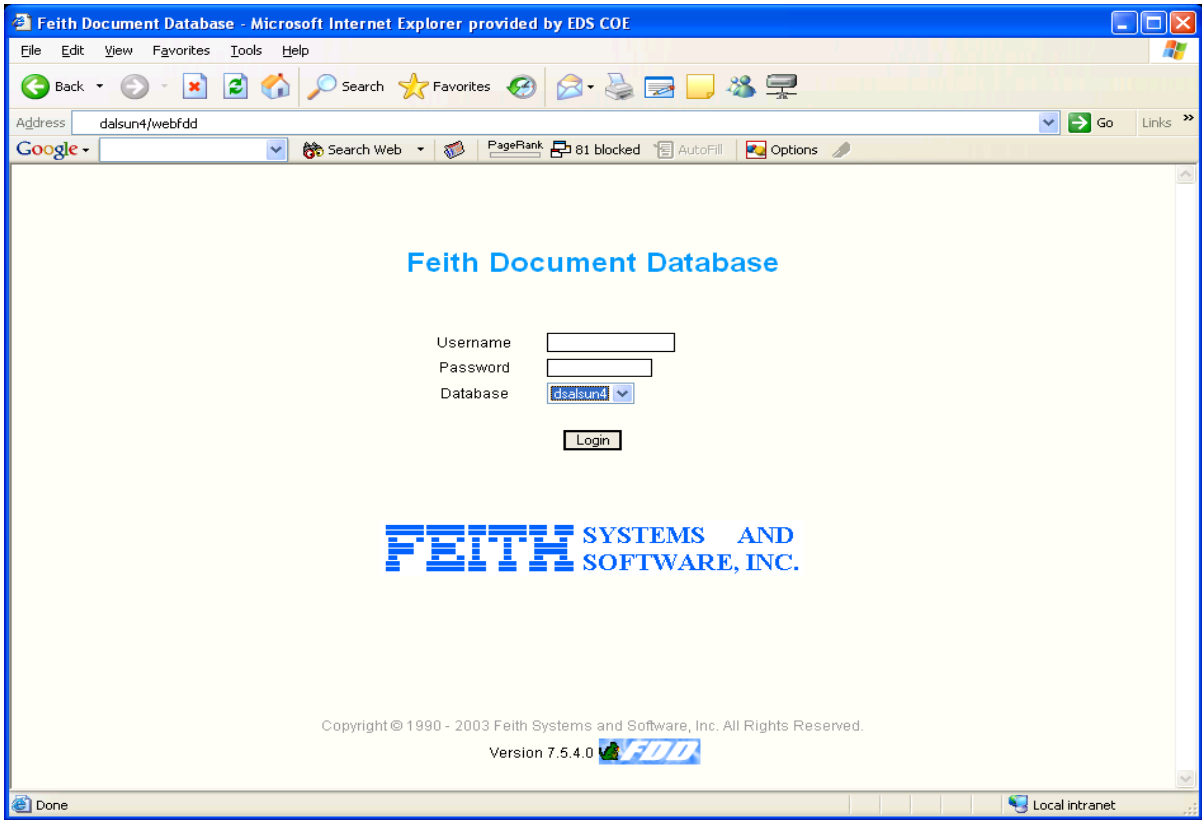
### 2.3 Logging In/Logging Out

Users must successfully log in to the FEITH Document Database in order to utilize the services available.

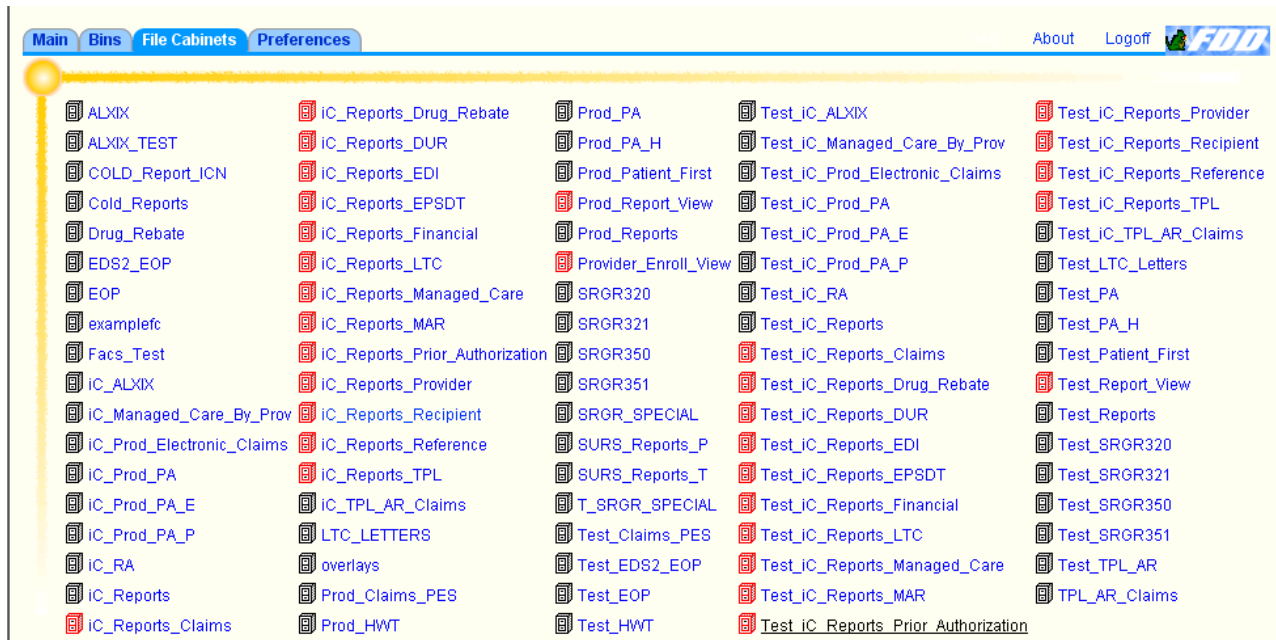
#### 2.3.1 Logging into FEITH

Follow the steps below to log in to FEITH:

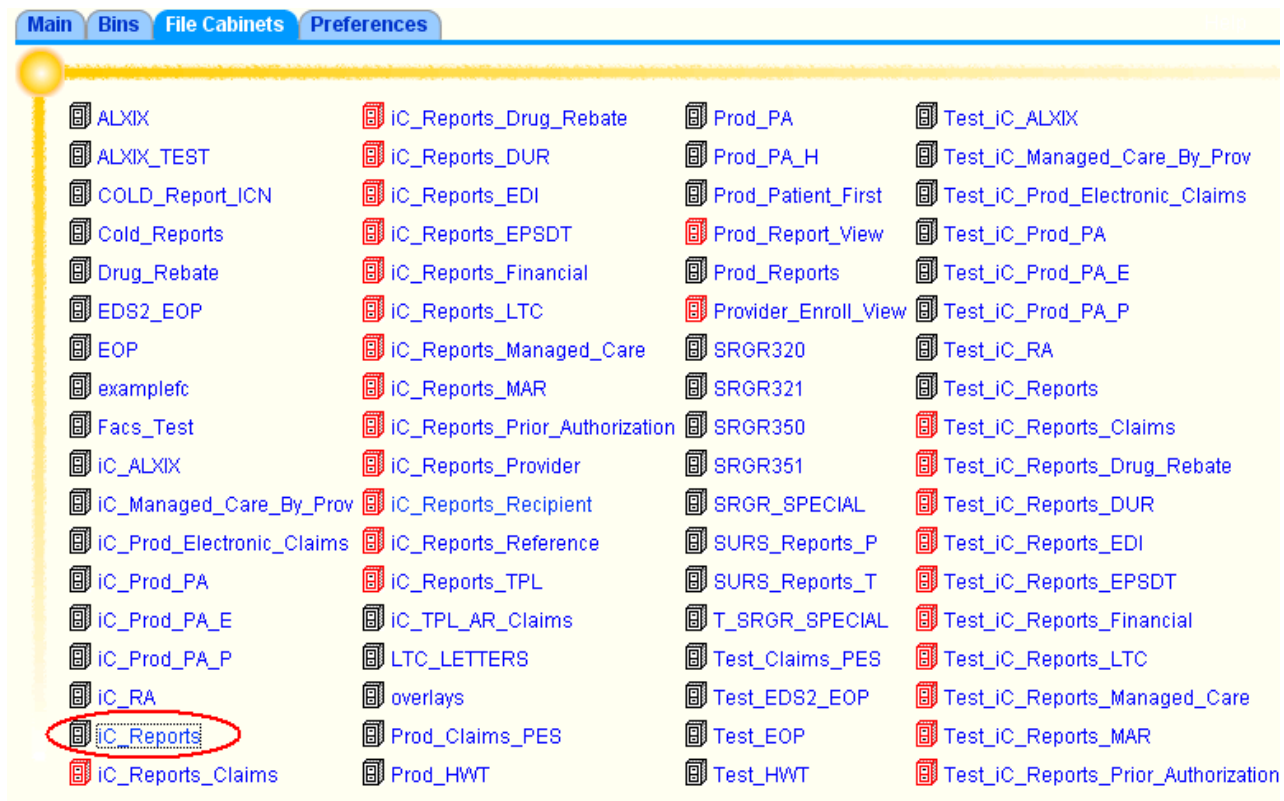
Step	Action	Response
1	Click <b>Internet Explorer</b> or <b>Netscape Communicator</b> browser located on your workstation.	Internet Explorer or Netscape Communicator launches.
2	Enter <a href="http://dsalsun4/webfdd/login.jsp">http://dsalsun4/webfdd/login.jsp</a> ; press <b>Enter</b> key on your keyboard.	FEITH Document Database page displays for user to enter User Name and Password.



After a successful login, a list of the iC File Cabinets displays:

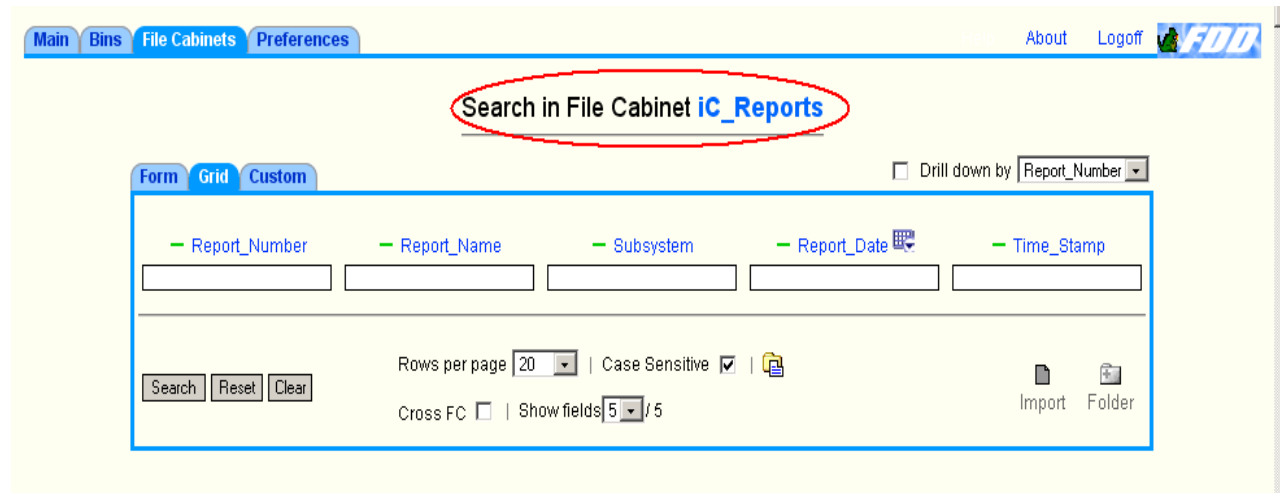


With the “File Cabinet” tab selected, click the desired file cabinet to search.

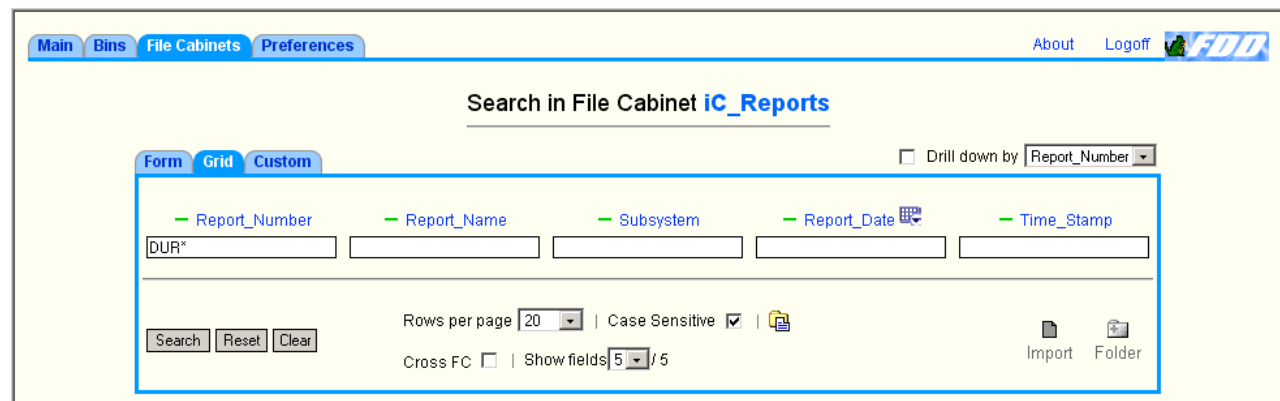




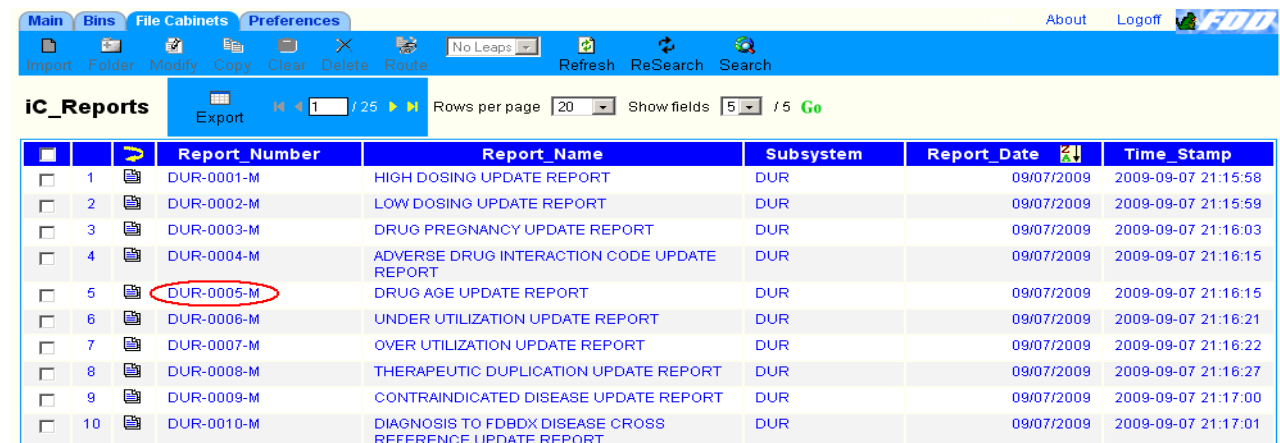
The search screen displays for the file cabinet selected.



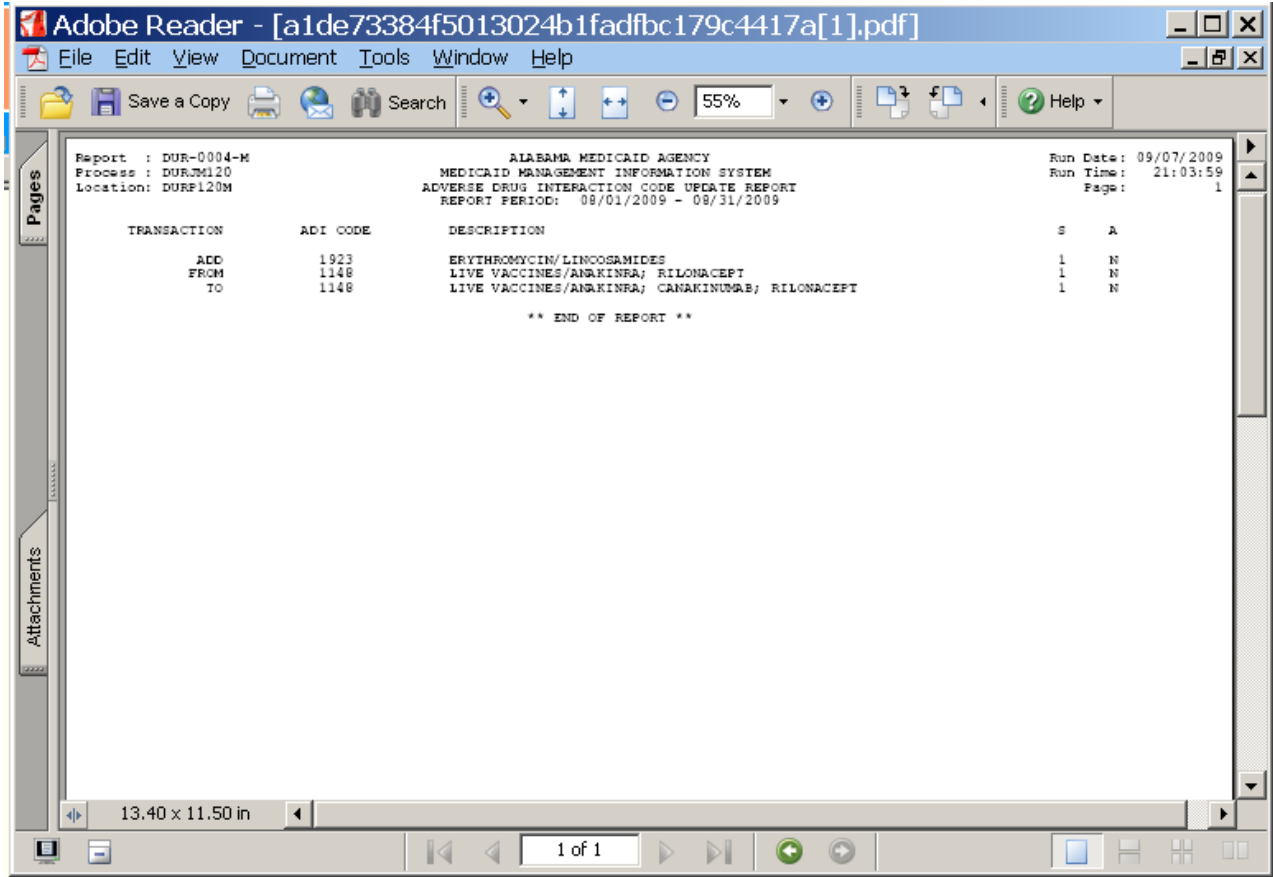
Key the Report Number and click SEARCH. If the entire report number is not known, search using the wild-card feature by entering the First 3 characters of the report number followed by an asterisk '\*', then click SEARCH.



Search Results displays. To view the desired report, click the Report Number.



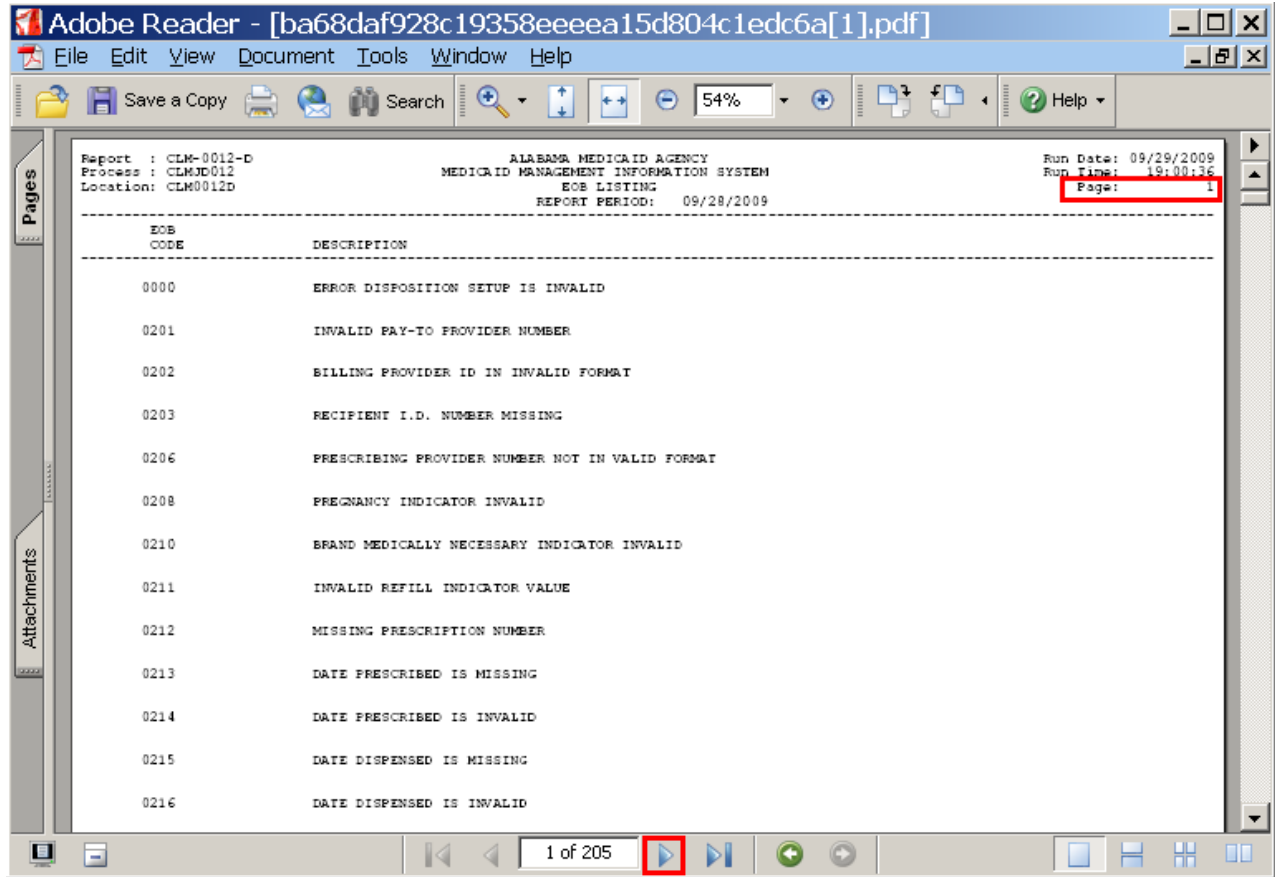
The document will be rendered in a PDF screen which can be saved, printed, magnified, copied/pasted, and rotated as Adobe Acrobat will allow.



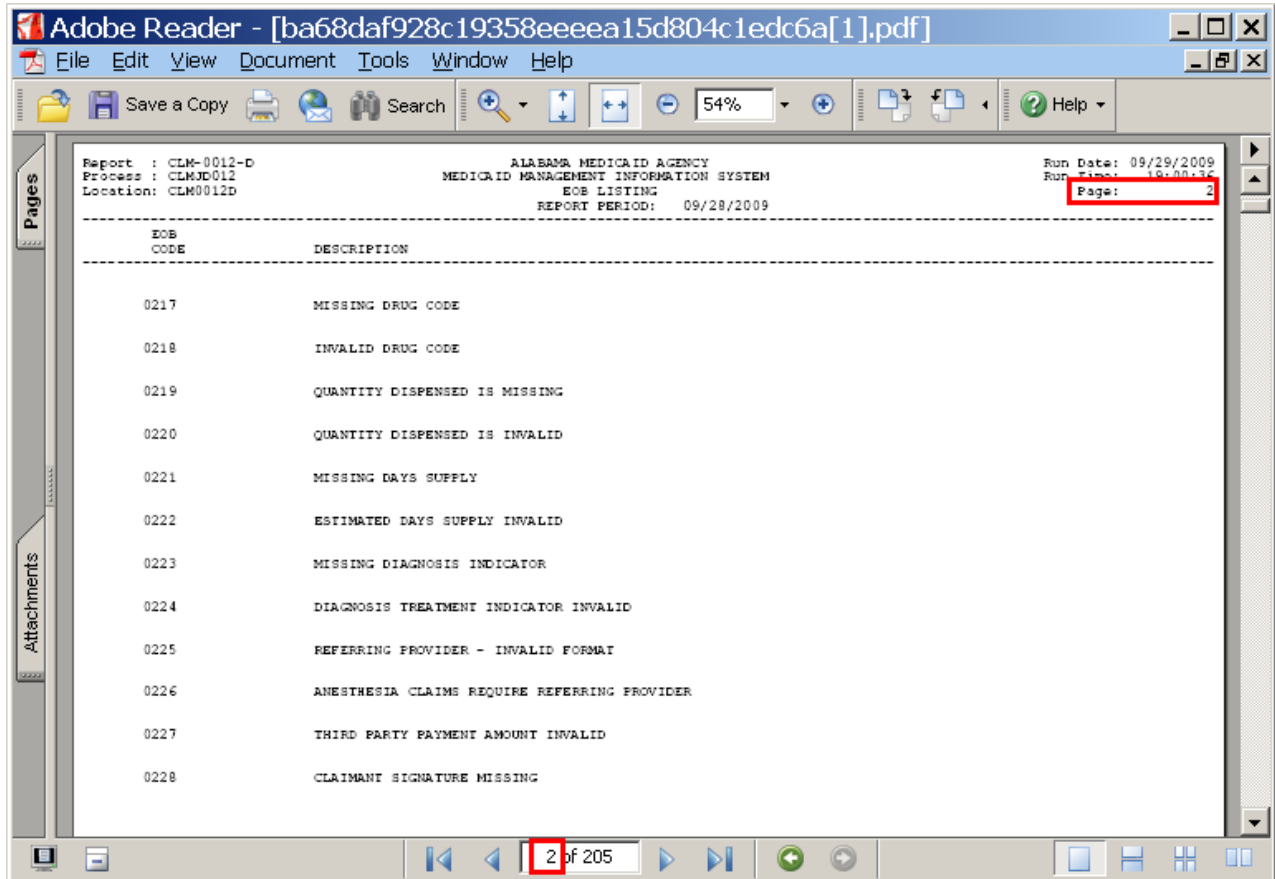
### 2.3.2 Reports with multiple pages

To view subsequent pages of a report with multiple pages.

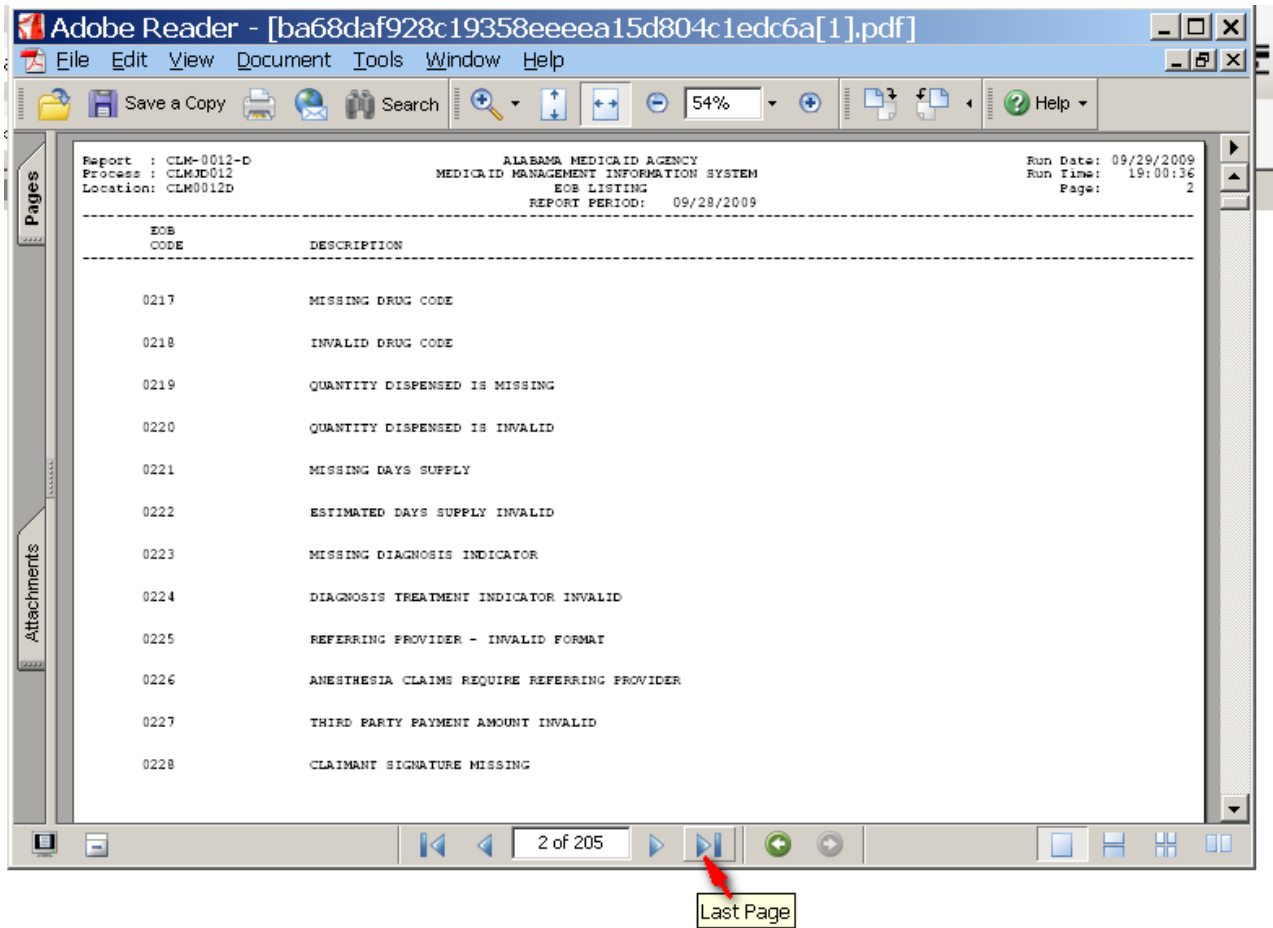
On page 1, click the right arrow.

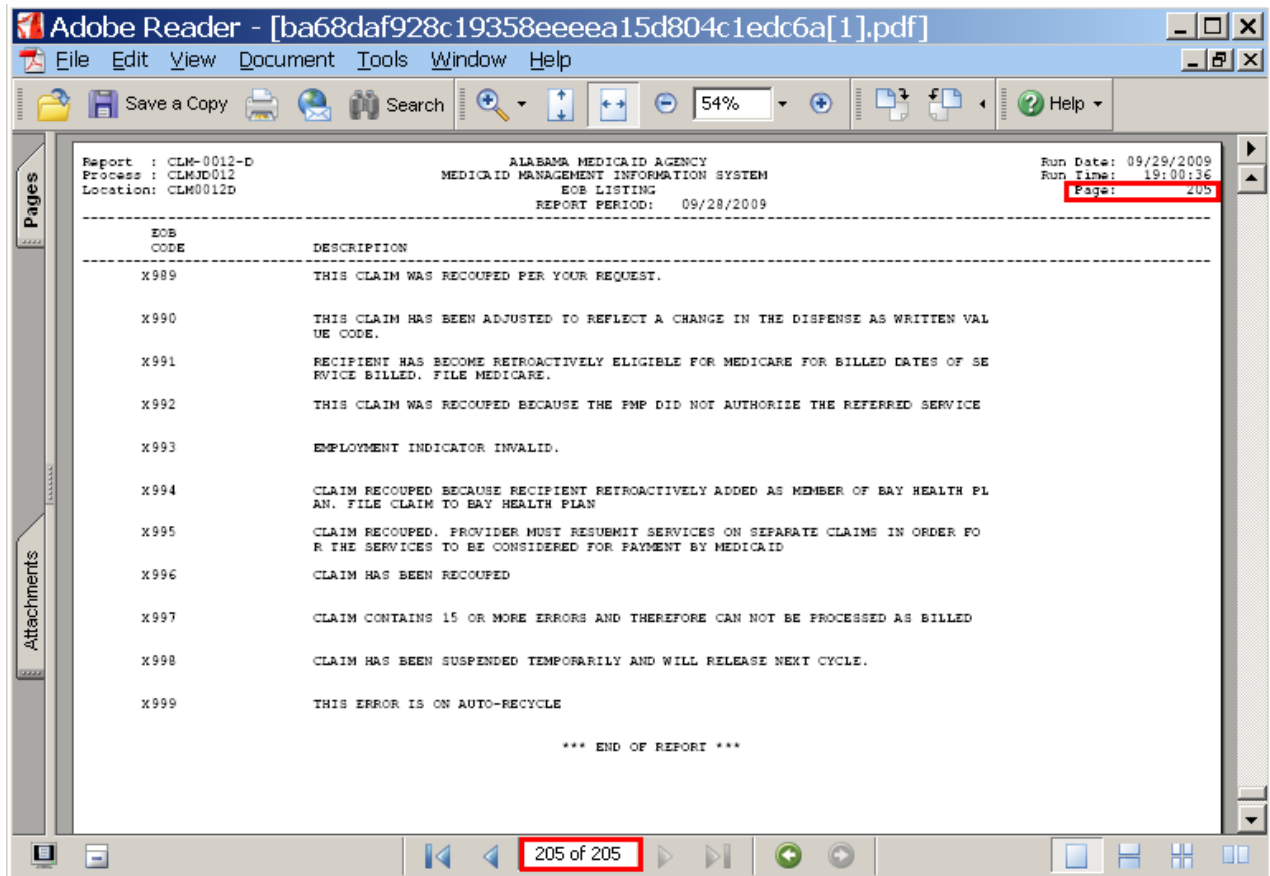


Page 2 Displays:



Click the LAST PAGE indicator and the last page displays.

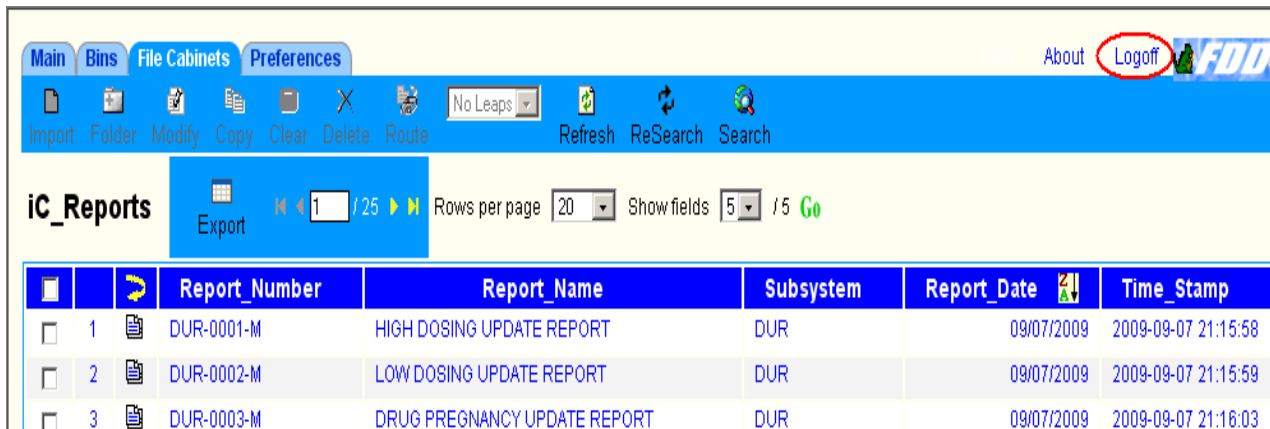




**NOTE:** Click the arrows on the left to reverse the process.

### 2.3.3 Logging out of FEITH

Click the LOGOFF button in the upper right corner of the FEITH page to exit FEITH.



### 3. System Wide Reports

The System Wide Reports User Manual provides the following information for each report:

**Narrative:** Provides a brief description of the report functionality, frequency, and usage.

**Layout:** Provides a representation of the report and details the exact placement and format of the field names, values and heading information.

**Field Descriptions:** Lists the fields included on the report, with a definition of each field.

## **3.1 SYS-0500-D -- Report Verification Error Listing Report**

### **3.1.1 SYS-0500-D – Report Verification Error Listing Report Narrative**

This report will be generated daily-7 days a week, and will list any reports that were unable to be verified as having been delivered to FEITH. It will also list reports that were sent to be printed and to be emailed. This is an internal report to be used by members of the Operations team, to verify report delivery.



### 3.1.2 SYS-0500-D – Report Verification Error Listing Report Layout

This section presents the detail of the report.

Report : SYS0500D	ALABAMA MEDICAID AGENCY	Run Date: 09/17/2009
Process : SYSJDRPTVERIFY	MEDICAID MANAGEMENT INFORMATION SYSTEM	Run Time: 08:24:42
Location: SYSPDRPTVERIFY	Report Verification - Error Listing	Page: 1
	REPORT PERIOD: 09/17/2009	
-----		
REPORT NAME(ID)	MEDIA CODE	ERROR DESCRIPTION
-----		
LTC-0008-M	E	Report sent for email.
PAU-9999-A_102	C	Report did not match to any in feith.
PAU-9999-A_103	C	Report did not match to any in feith.
LTC-0008-M	E	Report sent for email.
REF-0530-1D	C	Report did not match to any in feith.

### 3.1.3 SYS-0500-D – Report Verification Error Listing Report Field Descriptions

This section describes, in detail, the characteristics, and fields of the report.

Field	Description	Length	Data Type
Error Description	The message in this field indicates if a report in the listing did not match/verify to a report in FEITH, or that the report was sent to e-mail or to the printer.	50	Character
Media Code	The code in this field indicates the medium used to deliver or store the report. Valid values are: C (COLD/FEITH), E (E-mail), or P (Printer).	1	Character
Report Name/ID	This field contains the Report Name, aka alt_out. In order to show what the name of the report was, as it is listed in the report route table.	30	Character

## **3.2 SYS-0501-D -- Report Verification - Confirmation Listing**

### **3.2.1 SYS-0501-D – Report Verification – Confirmation Listing Report Narrative**

This report will be generated daily-7 days a week, and will list any reports that were verified for delivery to FEITH. This is intended to be an internal report viewed only by the Operations team, to verify report delivery.

### 3.2.2 SYS-0501-D – Report Verification – Confirmation Listing Report Layout

This section presents the detail of the report.

---

Report : SYS0501D	ALABAMA MEDICAID AGENCY	Run Date: 09/17/2009
Process : SYSJDRPTVERIFY	MEDICAID MANAGEMENT INFORMATION SYSTEM	Run Time: 08:24:42
Location: SYSPDRPTVERIFY	Report Verification - Confirmation Listing	Page: 1
	REPORT PERIOD: 09/17/2009	

---

REPORT NAME (ID)	MEDIA CODE	ACTIVITY DESCRIPTION
CLM-3400-D	C	Report matches to a report in feith.
PRV-0010-R	C	Report matches to a report in feith.
PRV-0011-R	C	Report matches to a report in feith.
PRV-0300-D	C	Report matches to a report in feith.
PRV-A050-D	C	Report matches to a report in feith.
RBT-3002-D	C	Report matches to a report in feith.
RBT-3004-D	C	Report matches to a report in feith.
LTC-0005-M	C	Report matches to a report in feith.
LTC-0006-M	C	Report matches to a report in feith.
LTC-0008-M	C	Report matches to a report in feith.
PAU-0002-D	C	Report matches to a report in feith.
PAU-002A-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
LTC-0005-M	C	Report matches to a report in feith.
LTC-0006-M	C	Report matches to a report in feith.
LTC-0008-M	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0054-D	C	Report matches to a report in feith.
CLM-0010-D	C	Report matches to a report in feith.
CLM-0025-D	C	Report matches to a report in feith.
CLM-0026-D	C	Report matches to a report in feith.

### 3.2.3 SYS-0501-D – Report Verification – Confirmation Listing Report Field Descriptions

This section describes, in detail, the characteristics, and fields of the report.

Field	Description	Length	Data Type
Activity Description	The message in this field indicates if the report was verified against a match in FEITH.	50	Character
Media Code	The code in this field indicates the medium used to deliver or store the report. Valid values are: C (COLD/FEITH), E (E-mail), or P (Printer).	1	Character
Report Name/ID	This field contains the Report Name, aka alt_out. In order to show what the name of the report was, as it is listed in the report route table.	30	Character