# Step By Step Guide

## OMA Reports in the DMH Internet Reports Application

The new Internet Reports application is now linked to the Outcomes Measures Application, and it features five reports on Living Arrangements. Users will be able to access Living Arrangements reports for all Reporting Units they are associated with. This data is NOT updated continually—please CHECK THE REPORT to see how recent the data is.

### How do I access Internet Reports?

If you can log on to the OMA, you have access to the Internet Reports for Outcomes. Simply log on to OMA and click "Internet Reports" in the upper right hand corner.

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	OMA Version 3.1.4 Copy	right © 2009 County of L	os Angeles Department of Menta	l Health. All rights rese	erved.		

Another way to Login...

There is another was to access the Internet Reports screens: you can log on through that application directly. That application is located at this address:

https://intra.dmhapps.co.la.ca.us/InternetReports/

Just as with the OMA, you will need an IS user name and password. DMH employees can also login with their DMH login ID and password.

PLEASE NOTE: this is exactly the same system once you've typed in your password, but the first screen does look different (see below)



# Logging Out

To Logout, simply click the "Sign Out" link in the upper right corner of the application or on the "Sign Out" button.



# **Selecting Reports**

Click on the Report Name you wish to run.



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Step By Step Guide: OMA Internet Reports Version 1.1 ~ 8/5/09, Page 2 of 5 Reports include:

#### Annualized Living Arrangement Statistic

This report shows some basic information used to compile the Annualized Living Arrangements Summary, including percentage of baselines excluded from analysis.

#### Annualized Living Arrangement Summary

The report yields percentage change of each of the living arrangement types when comparing post-partnership to pre-partnership day for currently enrolled clients.

#### **Current Living Arrangement**

This report shows the current living arrangement residential type for all clients. Also includes the number of days the client has been at current living arrangements without a KEC.

#### Living Arrangement Exception

This report identifies why the Baseline and KEC living arrangements were excluded from the Annualized Living Arrangement Summary Report.

#### Living Arrangement

This report lists all the pre and post- partnership living arrangements of all the Baselines and KECs entered by the agency unless the outcomes were transferred to another agency by KEC.

#### **Report Parameters - Simple**

For some reports, the parameters are simple: just the Reporting Unit

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Copyright © 2009 Department of Mental Health. All rights reserved.	Select the Provider, Click SHOW REPOR	RT

#### PLEASE NOTE:

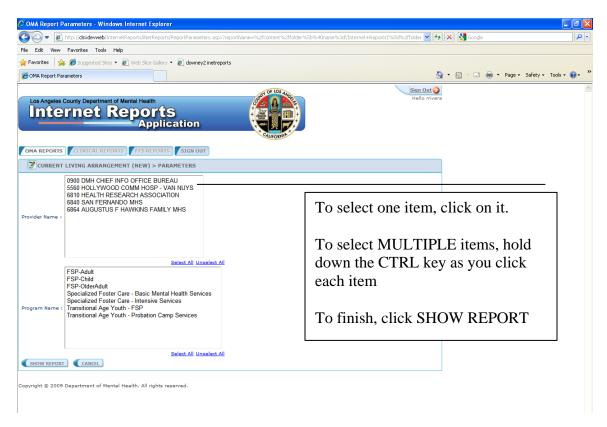
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You will only be able to view data from Reporting Units you are associated with in the OMA and Integrated System.

### **Report Parameters - Complex**

Below is the **Current Living Arrangement** report parameters page, which allows users to select multiple providers and multiple Program Names.



### **Viewing and Printing Reports**

Sign Out 😜 Los Angeles County Department of Mental Health Internet Rep<u>orts</u> Application This date tells you OMA REPORTS CLINICAL REPORTS FFS REPORTS SIGN OUT how recent CURRENT LIVING ARRANGEMENT the data is. ) 🖲 93.6% 🕶 拱 Find B 6 Click here to Print 66 county Of Los Angeles - Department of Mental Health **OMA Current Living Arrangement Report** Data Updated: 07/30/2009 **1927 LONG BEACH MHS ADULT CLINIC Currently Enrolled** ClientID ClientName ResidentialTypeDescription PartnershipType DateFrom DateTo NumDays PartnershipDate Emergency Shelter 06/03/2009 07/30/2009 58 04/11/2007 Partnership Homeless (includes people Post-Partnership 02/23/2009 07/30/2009 158 02/23/2009 living in cars) Lives in an apartment or house... \* (see above) Post-09/21/2007 07/30/2009 679 09/21/2007 Partnership Lives with adult family Post-02/27/2007 07/30/2009 885 02/27/2007 members other than parents Partnership

This is an example of a Current Living Arrangement Report.

To Return to the List of Reports...

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PLEASE NOTE: "CLINICAL REPORTS" and "FFS REPORTS" are empty as of now, but are designated for future use.