

FASAMS Job Aid

Portal Reports

1. Click on the Reports tab after logging into the FASAMS Portal.

The screenshot shows the FASAMS portal navigation bar. The 'Reports' tab is highlighted with a red box. A callout arrow points to the 'Reports' tab with the text 'Click the Reports tab to run reports'. The navigation bar also includes 'Administration', 'Configuration', 'Submission', and 'Reports' tabs. The top right corner shows 'FASAMS.Training' and a 'Logout' link.

Name	Submitter	User	Date	Status	Successful	Errors	Warnings
WaitingListDataSet	FASAMS Training	FASAMS.Training	09/09/2018 01:50 PM	Complete	0	3	0
ServiceEventDataSet	FASAMS Training	FASAMS.Training	09/09/2018 01:49 PM	Complete	0	3	0

2. Click on the Job Submission Performance dropdown to expand the category.

The screenshot shows the FASAMS portal Reports section. The 'Reports' tab is selected. A dropdown menu is expanded under 'Categories', showing 'Job Submission Performance' with a downward arrow. A callout arrow points to this dropdown with the text 'Click on the Job Submission Performance dropdown to expand the category'. Another callout arrow points to a 'View SSRS' button with the text 'The View SSRS button will be covered in the FASAMS Setup/Run Report Builder Job Aid'.

3. Select any of the 3 Job Submission Performance reports to enter selection criteria and run report. The example below will be the Failed Records report.

The screenshot shows the FASAMS portal Reports section. The 'Reports' tab is selected. A dropdown menu is expanded under 'Categories', showing 'Job Submission Performance' with an upward arrow. Three options are listed: 'Failed Records', 'Overall Job Performance', and 'Submission Summary Report'. A callout arrow points to these three options with the text 'Select and of the 3 Job Submission Performance reports to enter selection criteria and run report'.

4. Uncheck the NULL check box and select the Beginning Failure Created Date. The Ending Failure Created Date is not required. Then, select the Data Set Type by clicking on the dropdown menu and selecting the Data Sets for the report. Click the View Report button once the report criteria has been selected.

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Administration Configuration Submission **Reports**

Reports View SSRS

Uncheck the NULL checkbox and select the Beginning Failure Created Date

Beginning Failure Created Date: 7/1/2018 ☐ NULL ☐ Ending Failure Created Date: ☐ NULL

Data Set Type: Acute Care, Client, Provider, Service

(Select All)
Acute Care
Client
Provider
Service Event
Subcontract
Treatment Episode
Waiting List

Then select the Data Set Type by clicking on the dropdown menu and selecting the Data Sets for the report

Click the View Report button once the report criteria has been selected

5. View all data sets in the report by clicking on the Submitting Entity.

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Administration Configuration Submission **Reports**

Reports View SSRS

View all data sets in the report by clicking on the Submitting Entity

Beginning Failure Created Date: 7/1/2018 ☐ NULL ☐ Ending Failure Created Date: ☐ NULL

Data Set Type: Acute Care, Client, Provider, Service

Error Fix Timeframe In Days: 60

Failed Records Report 7/1/2018

For Datasets: Acute Care, Client, Provider, Service Event, Subcontract, Treatment Episode, Waiting List

Failed Job Name	Source	Created Timestamp	Error Message
FASAMS Training	Total: 3380		

6. Expand the desired data set to review the associated errors. Review the Error Message to identify how to resolve the issue.



Failed Records Report 7/1/2018 - 1/1/0001 and Error Fix Timeframe: 60

For Datasets: Acute Care, Client, Provider, Service Event, Subcontract, Treatment Episode, Waiting List



Failed Job Name	Source	Created Timestamp	Error Message
FASAMS Training	Total: 24		
Acute Care	Total: 8		
Client	Total: 1		
Provider	Total: 4		
Not Resolved - Inside the Error Fix Timeframe	Total: 4		
ProviderDataSet_AllRequiredFieldsAreFilledIn	Provider - FederalTaxIdentifier: '11-9487985'	9/9/2018	ProviderSites - Must have at least one site.
ProviderDataSet_AllRequiredFieldsAreFilledIn	Provider - FederalTaxIdentifier: '11-9487985'; ProviderSite - SiteIdentifier: '67'	9/9/2018	Provider Name: 'Testing Provider', Provider Site Name: 'Site 1 for Testing Provider' - It is required to provide at least one ProviderTreatmentSetting record for each ProviderSite unless the ProviderSite.SiteIdentifier equals '00', indicating an administrative site.

7. The Overall Job Performance and Submission Summary Report work similarly. Fill out the search criteria and select View Report to view the information.

a. Overall Job Performance search criteria

Start Date	<input type="text" value="1/1/2018"/>		End Date	<input type="text" value="12/31/2018"/>		View Report
User	<input type="text" value="(Null)"/>		DataSet	<input type="text" value="Provider,Client,Treatment Episode"/>		

b. Submission Summary Report search criteria

Submission Date Begin	<input type="text" value="1/1/2018"/>		Submission Date End	<input type="text" value="1/1/2019"/>		View Report
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