

Printing the Monthly URS Connecticut Aggregate Reports and Generating the Monthly URS Connecticut Extract

I. Connecticut Aggregate Reports

At the end of each month, each contractor prints and mails the following four printed reports:

1. Age by Sex by Ethnicity Report – Active Clients
2. Encounters by Service Type – Total + Anonymous
3. Main Aggregate Report – Active Clients
4. Summary of Referrals

To:

URS Reports
AIDS & Chronic Diseases Division, MS #11-APV
Connecticut Department of Public Health
Hartford, CT 06134

In addition, the following two reports should also print and mailed if applicable:

Ryan White report:

- ETO Summary Report

Prevention report:

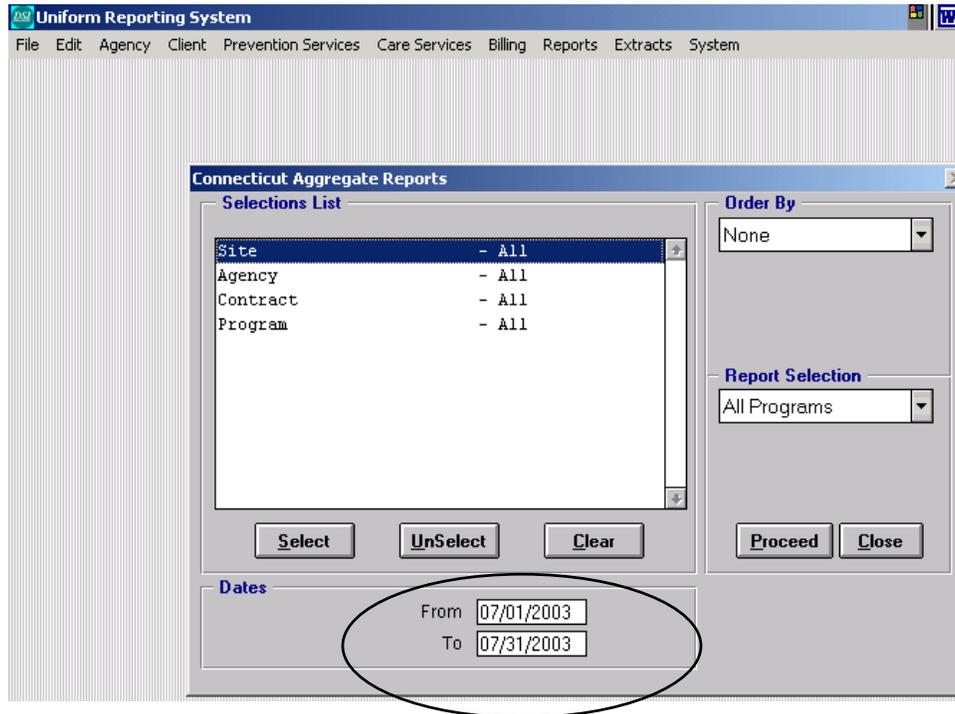
- Outreach [Prev] Report

A. How to print reports

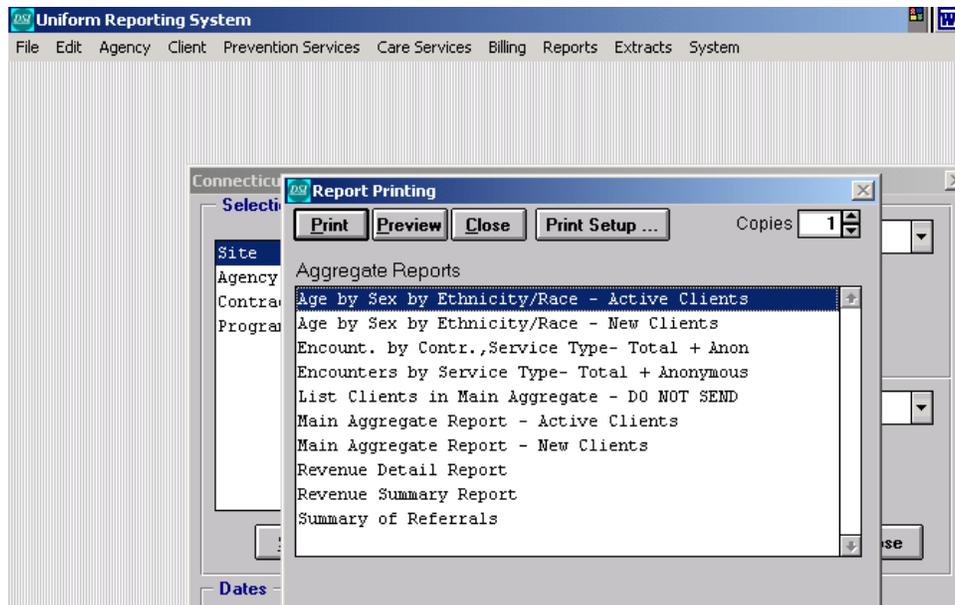
1. From the *Reports* menu, select *Connecticut Aggregate Reports*.



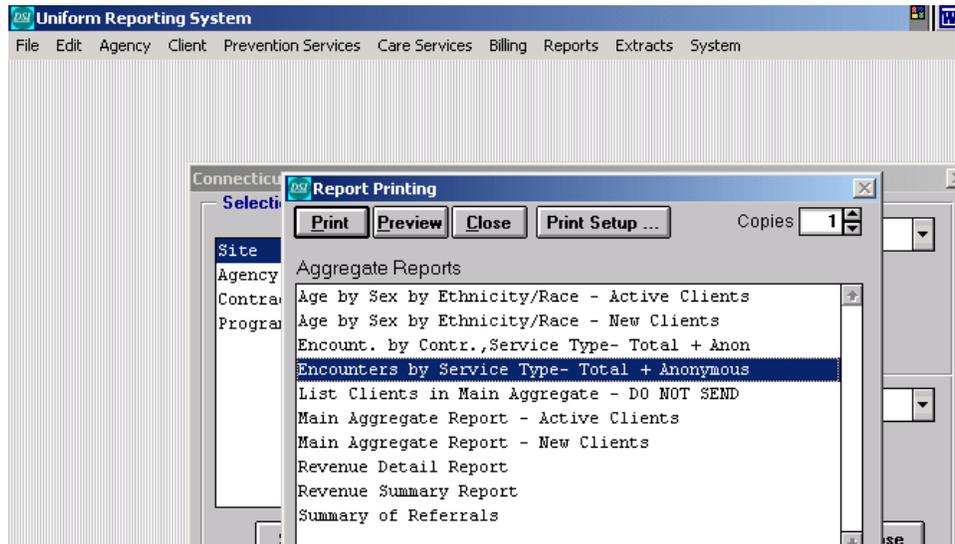
2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button.



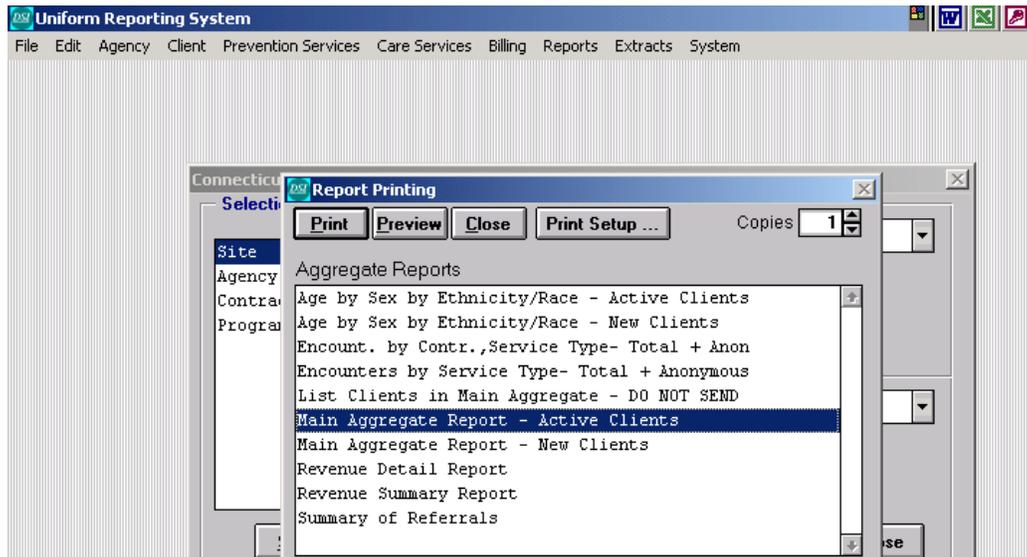
3. In the Report Printing menu, highlight the *Age by Sex by Ethnicity/Race – Active Clients*, and press *Print*. This spreadsheet-like report contains summarized client demographics by Age, Gender, and Ethnicity categories. Only Active Clients are included within the selected date range. Totals for the categories are included.



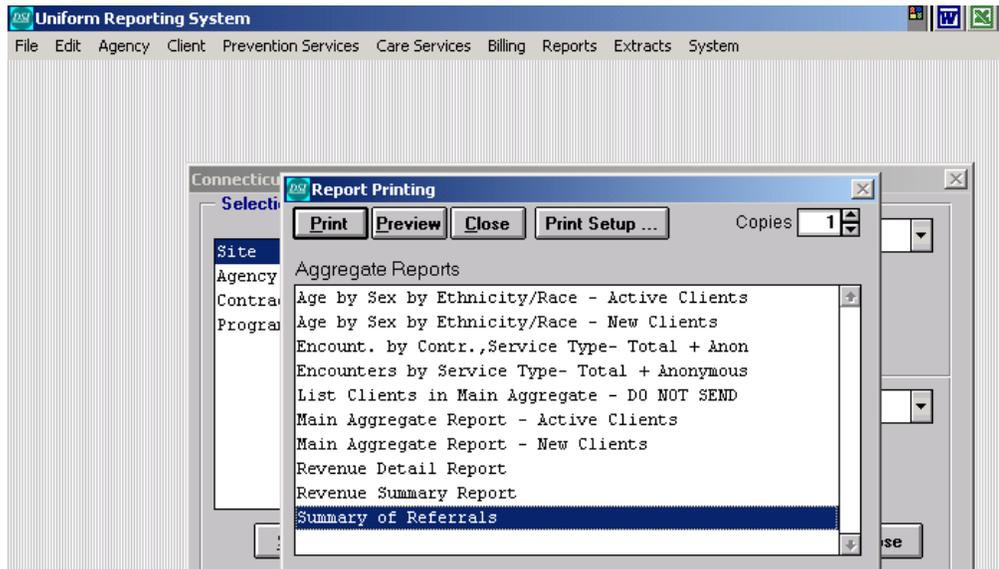
4. Once completed, you will see the *Report Printing* menu. Highlight the *Encounters by Service Type- Total + Anonymous* and press *Print*. This summary report totals the Encounters and Services rendered by Program for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients are totaled in each Service Category and Program for Enrolled and Not Enrolled Clients.



5. Once completed, you will see the *Report Printing* menu. Highlight the *Main Aggregate Report – Active Clients* and press *Print*. This summary report totals the clients and client demographics in each URS Program for the selected reporting period. Included in this report is the Agency Level and Program Summary of the clients who were active in the agency as of the beginning of the reporting period.



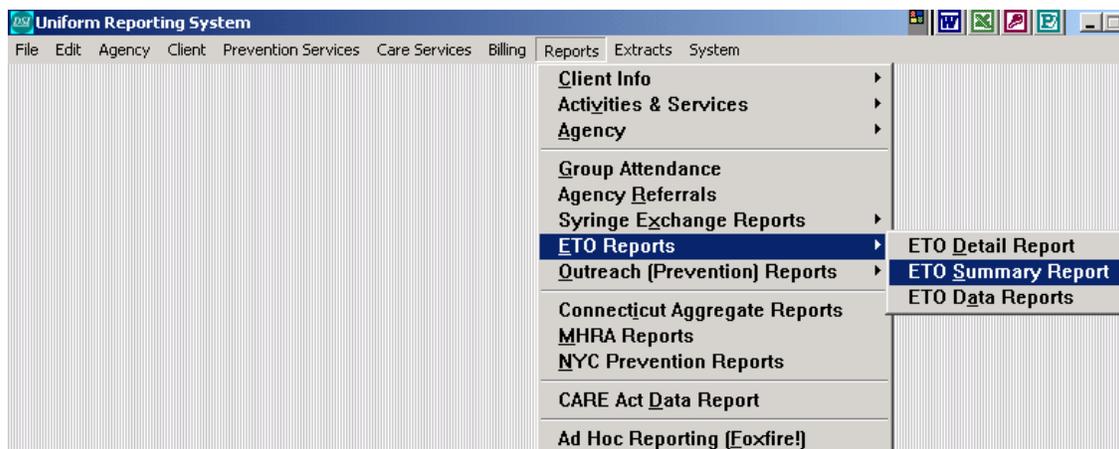
- Once completed, you will see the *Report Printing* menu. Highlight the *Summary of Referrals* and print it out. This summary report totals the # Referrals and Unduplicated Clients in each referral Service Need Category, Category, and Status for each URS Program. If there is “No Information Found,” omit sending this report to DPH.



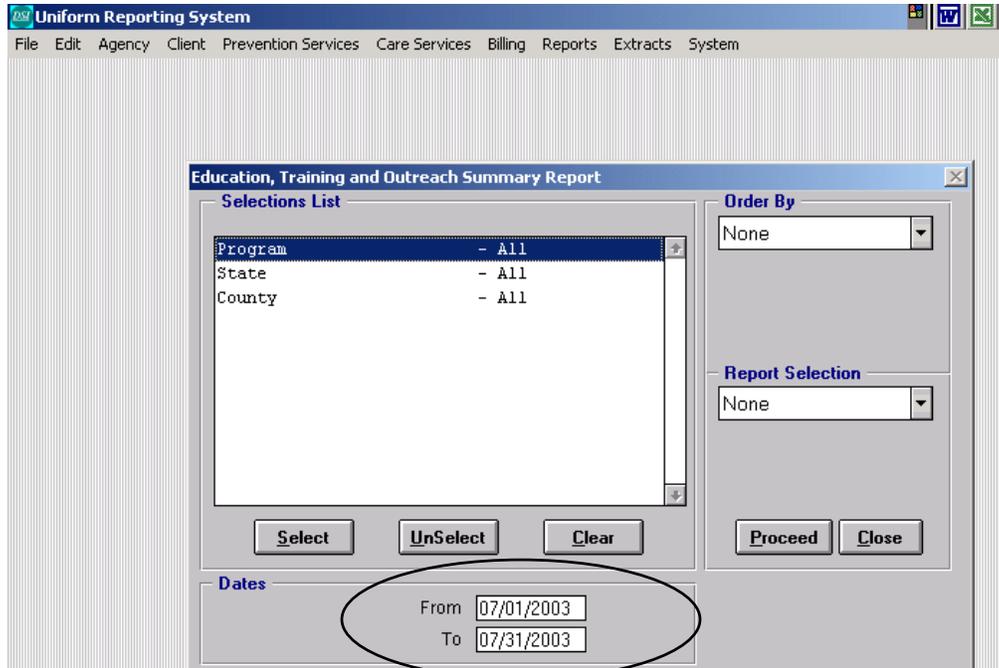
- Close out of the *Connecticut Aggregate Reports* menu and return to the main menu.

B. For Ryan White Providers:

- Select the *Reports* menu, select *ETO Reports*, and then *ETO Summary Report*. This reports shows all the information from all the Education, Training & Outreach (ETO) session/events. Included are the summary totals for Demographics of the Participants, Materials Provided, etc.

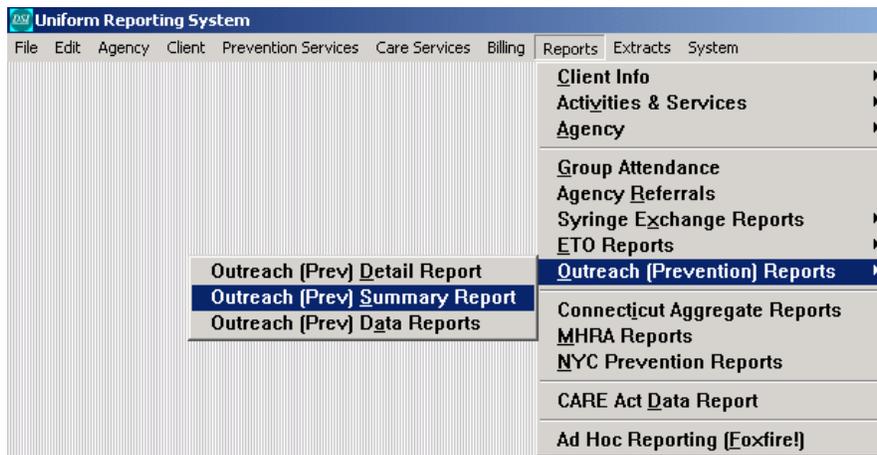


2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button, then press *Print*.

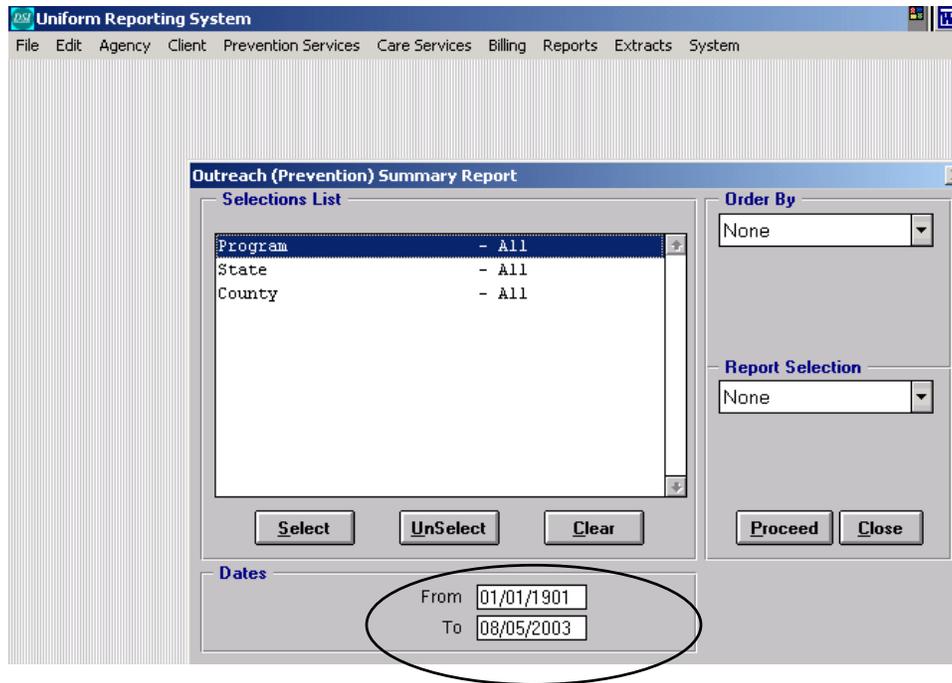


C. For Prevention Providers:

1. Select the *Reports* menu, select *Outreach [Prev] Summary Reports*, then *Outreach [Prev]Summary Report*. This report is identical to the ETO report, except that it pulls sessions entered into the Outreach (Prevention) service category as opposed to Education, Training and Outreach.



2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button, then press *Print*.



Send all reports together in an envelope to:
URS Reports
AIDS & Chronic Diseases Division, MS #11-APV
Connecticut Department of Public Health,
Hartford, CT 06134.

Reports are due within a month after the month being reported on, for example, the month of July's report is due September 1.

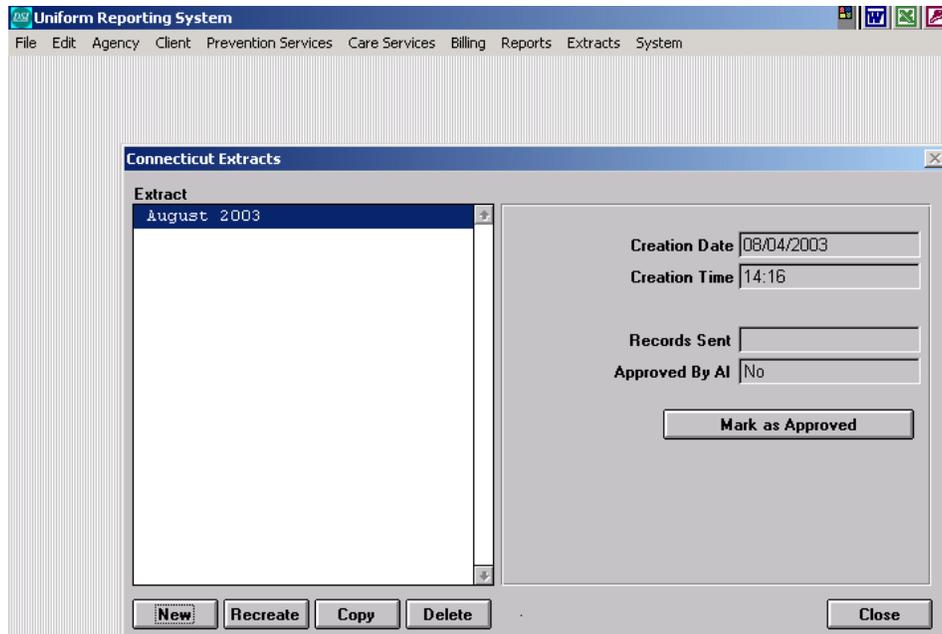
II. Connecticut Extract

This report is run after the end of each month and emailed to DPH at urs.dph@po.state.ct.us.

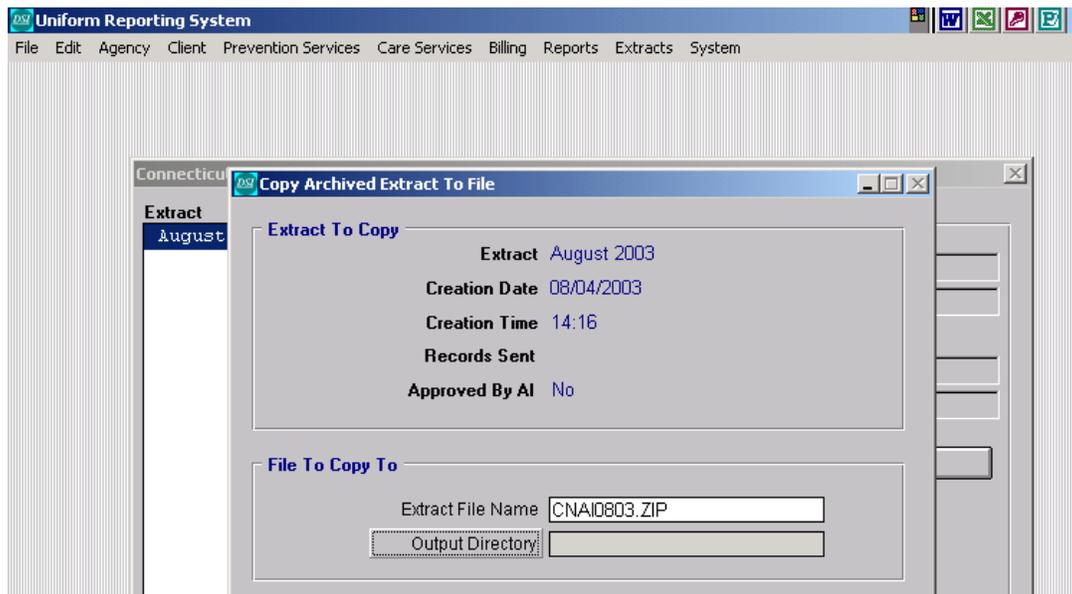
1. From the main menu, go to *Extracts* menu, select *Connecticut Extracts*.



2. Make sure the *Dates* field is the month you want, and press the *New* button.
3. After the extract is generated, you will see the current month and year in the *Extract* box. Highlight that month and press the *Copy* button.



4. Press the *Output Directory* button to select the path on the computer where you want to save your zipped Connecticut Extract file.



5. Go to your email, and address the mail to urs.dph@po.state.ct.us. Attach the Extract file and send. Each monthly extract should arrive within a month after the month being reported on.