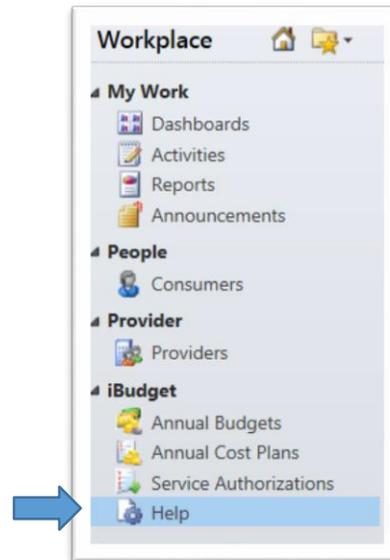
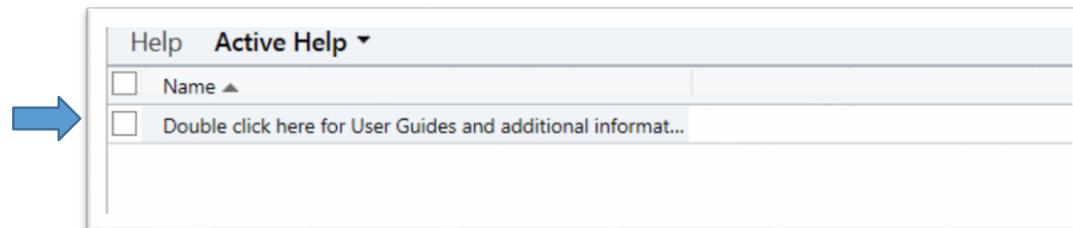


Instructions for Reports

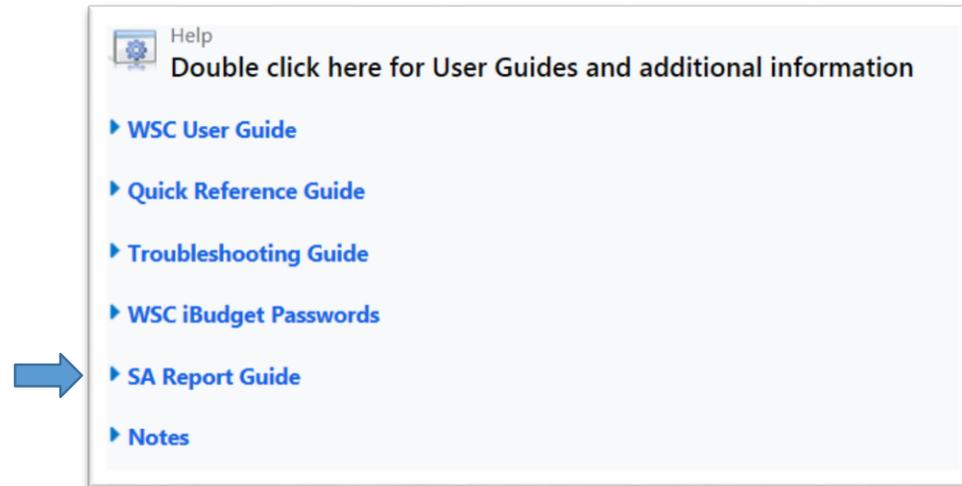
1. Log into your VPN
2. Log into iBudget
3. Click the "Help" tab under "My Workplace"



4. Double click here for User Guides and additional information. The guides will be displayed.



5. Click "SA Report Guide" to open the reporting server.



There are several reports that you will have access to run. They are as follows:

- *Annual Budgets – Consumer View*
- *Progress Report – Area View*
- *Progress Report – Consumer View*
- *Monthly WSC Consumer Count*
- *Consumers by Zip*
- *Providers by Zip*
- *WSC Paid Claims*
- *Paid Claims*
- *SA Aging Report*
- *Service Authorization Report*
- *Current Approved Cost Plan Report*

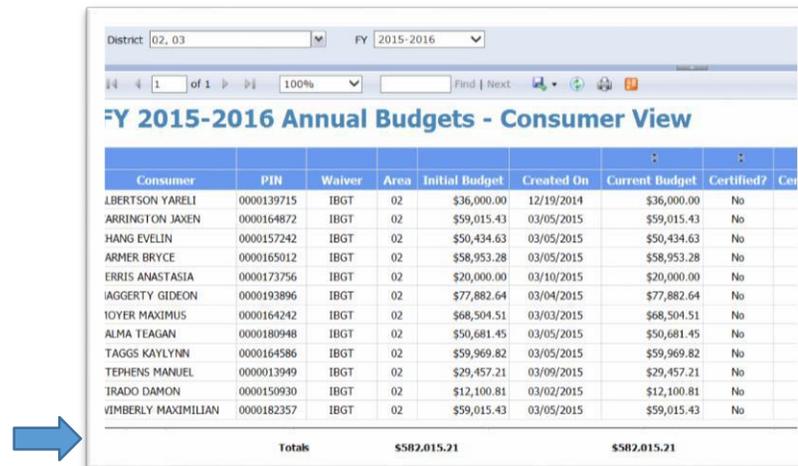
Annual Budgets- Consumer View

1. Click the hyperlink below to display the Annual Budgets – Consumer View Report.
<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fAnnual+Budgets+-+Consumer+View&rs:Command=Render&rs:format=HTML4.0>
2. Report for Annual Budgets – Consumer View
 - i. District – Click the drop down box to select all of the districts or filter your selection
 - ii. FY – Click the drop down box to select the fiscal year
 - iii. Click “View Report”



A screenshot of the report viewer interface. It features a light blue header bar with two dropdown menus: 'District' with options '01, 02, 03, 04, 07, 08, 09, 10' and 'FY' with '2015-2016'. A 'View Report' button is located on the right side of the bar. A blue arrow points to the District dropdown menu.

3. The “Annual Budgets-Consumer View Report” for FY 2015-2016 will be displayed. The report will display the overall total current budget amount.



A screenshot of the report viewer displaying the 'FY 2015-2016 Annual Budgets - Consumer View'. The report shows a table with columns for Consumer, PIN, Waiver, Area, Initial Budget, Created On, Current Budget, and Certified?. The table lists 13 individual budget entries and a final 'Totals' row. A blue arrow points to the bottom of the table.

Consumer	PIN	Waiver	Area	Initial Budget	Created On	Current Budget	Certified?	Cen
LBERTSON YARELI	0000139715	IBGT	02	\$36,000.00	12/19/2014	\$36,000.00	No	
ARRINGTON JAXEN	0000164872	IBGT	02	\$59,015.43	03/05/2015	\$59,015.43	No	
HANG EVELIN	0000157242	IBGT	02	\$50,434.63	03/05/2015	\$50,434.63	No	
ARMER BRYCE	0000165012	IBGT	02	\$58,953.28	03/05/2015	\$58,953.28	No	
ERRIS ANASTASIA	0000173756	IBGT	02	\$20,000.00	03/10/2015	\$20,000.00	No	
IAGGERTY GIDEON	0000193896	IBGT	02	\$77,882.64	03/04/2015	\$77,882.64	No	
IOYER MAXIMUS	0000164242	IBGT	02	\$68,504.51	03/03/2015	\$68,504.51	No	
ALMA TEAGAN	0000180948	IBGT	02	\$50,681.45	03/05/2015	\$50,681.45	No	
TAGGS KAYLYNN	0000164586	IBGT	02	\$59,969.82	03/05/2015	\$59,969.82	No	
TEPHENS MANUEL	0000013949	IBGT	02	\$29,457.21	03/09/2015	\$29,457.21	No	
IRADO DAMON	0000150930	IBGT	02	\$12,100.81	03/02/2015	\$12,100.81	No	
VIMBERLY MAXIMILIAN	0000182357	IBGT	02	\$59,015.43	03/05/2015	\$59,015.43	No	
Totals				\$582,015.21		\$582,015.21		

4. Click the “Save” drop down box to select one of the options to save the document. There are several options shown below.

District 01, 02, 03, 04, 07, 08, 09, 10, FY 2015-2016

1 of 1 100%

Find |

FY 2015-2016 Annual Budgets - Co

Consumer	PIN	Waiver	Area	Initial Budget	C
AARON LIBBY	0000100530	IBGT	01	\$48,000.00	
DELL VALENTINO	0000101294	IBGT	01	\$55,672.17	

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Progress Report – Area View

1. Click the hyperlink below to display the Progress Report – Area View.
<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fProgress+Report+-+Area+View&rs:Command=Render&rs:format=HTML4.0>
2. Progress Report-Area View
 - i. District – Click the drop down box to select all of the districts or filter your selection
 - ii. FY – Click the drop down box to select the fiscal year
 - iii. Click “View Report”

District: 01, 02, 03, 04, 07, 08, 09, 10 | FY: 2015-2016 | View Report

3. The “Progress Report- Area View” for FY 2015-2016 will be displayed. The report will display the total for each column, percentage, run date, date and time of data, a hyperlink to export to pdf for printing and distribution, and page numbers.

FY 2015-2016 Progress Report - Area View

FY	Area	Waiver	Total Clients	Clients w/App Svcs	Total Services	Clients w/ Budget	Cost Plans in Draft	% Clients w/ Draft	Cost Plans AO Review	% Clients AO Review	Cost Plans Approved	% Clients w/ Approved
2015-2016	01	IBGT	1,292	807	4,833	16	1	0.08%	4	0.31%	4	0.31%
2015-2016	01	KDC	15	2	11	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	02	IBGT	1,717	1,125	7,190	12	1	0.06%	1	0.06%	4	0.23%
2015-2016	02	ICDC	18	12	349	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	03	IBGT	2	2	9	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	04	IBGT	4	4	27	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	07	IBGT	2	0	0	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	10	IBGT	1	1	5	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	11	IBGT	1	1	6	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	14	IBGT	1	0	0	0	0	0.00%	0	0.00%	0	0.00%
2015-2016	23	IBGT	3	3	15	0	0	0.00%	0	0.00%	0	0.00%
Totals			3,056	1,957	12,445	28	2		5		8	.26%

Run Date: 4/22/2015 9:17:43 AM | Data as Of: 3/17/2015 12:41:16 PM | [Click here to export to pdf for printing and distribution.](#) | Page 1 of 1

4. Click the “Save Icon” drop down box to select one of the options to save the document or “click here to export to pdf for printing and distribution” at the bottom of the page. There are several options shown below.

District: 01, 02, 03, 04, 07, 08, 09, 10, FY: 2015-2016

1 of 1 100% Find

FY 2015-2016 Progress Report - A

FY	Area	Waiver	Total Clients	Clients w/App Svcs	Total Services	Clients w/ Budget	Cost Plans	AO Review
2015-2016	01	IBGT	1,292	807	4,833	16		
2015-2016	01	ICDC	15	2	11	0		
2015-2016	02	IBGT	1,717	1,125	7,190	12	1	0.06%
2015-2016	02	ICDC	18	12	349	0	0	0.00%
2015-2016	03	IBGT	2	2	9	0	0	0.00%
2015-2016	04	IBGT	4	4	27	0	0	0.00%
2015-2016	07	IBGT	2	0	0	0	0	0.00%

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

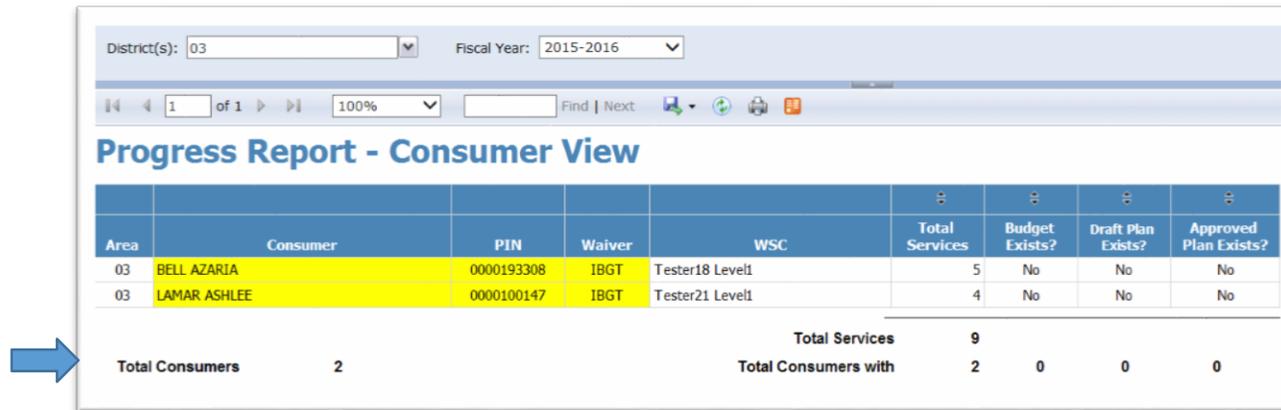
Progress Report – Consumer View

1. Click the hyperlink below to display the Progress Report – Consumer View.
<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fProgress+Report+-+Consumer+View&rs:Command=Render&rs:format=HTML4.0>
2. Progress Report – Consumer Review
 - i. District – Click the drop down box to select all of the districts or filter your selection
 - ii. FY – Click the drop down box to select the fiscal year
 - iii. Click “View Report”



District: 01, 02, 03, 04, 07, 08, 09, 10, FY: 2015-2016 View Report

3. The “Progress Report- Consumer View” for FY 2015-2016 will be displayed. The report will display the total consumers, services and run date, date and time of data, execution time, and page numbers are at the bottom of the page.



District(s): 03 Fiscal Year: 2015-2016

1 of 1 100% Find | Next

Progress Report - Consumer View

Area	Consumer	PIN	Waiver	WSC	Total Services	Budget Exists?	Draft Plan Exists?	Approved Plan Exists?
03	BELL AZARIA	0000193308	IBGT	Tester18 Level1	5	No	No	No
03	LAMAR ASHLEE	0000100147	IBGT	Tester21 Level1	4	No	No	No
Total Consumers					2			
Total Services					9			
Total Consumers with					2	0	0	0

4. Click the “Save Icon” drop down box to select one of the options to save the document. There are several options shown below.

District(s): 03 Fiscal Year: 2015-2016

1 of 1 100%

Progress Report - Consumer View

Area	Consumer	PIN	Waiver
03	BELL AZARIA	0000193308	IBGT
03	LAMAR ASHLEE	0000100147	IBGT

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Monthly WSC Consumer Count Report

1. Click the hyperlink below to display the Monthly WSC Consumer Count Report.

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fMonthly+WSC+Consumer+Count&rs:Command=Rend&rs:format=HTML4.0>

2. Monthly WSC Consumer Count Report

- i. District – Click the drop down box to select all of the districts or filter your selection
- ii. FY – Click the drop down box to select the fiscal year
- iii. Click “View Report”

District: 01, 02, 03, 04, 07, 08, 09, 10, FY: 2015-2016 View Report

3. The “Monthly WSC Consumer Count Report” for FY 2015-2016 will be displayed. The report will display the total monthly, run date, date and time of data, execution time, and page numbers are at the bottom of the page.

District(s): 01, 02, 03, 04, 07, 08, 09, 10, Fiscal Year: 2015-2016

1 of 1 100% Find | Next

Monthly WSC Consumer Count for FY 2015-2016

WSC	Area	Service	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ester10 Level1 (108 Consumers signed)														
	02	Support Coordination	2	1	2	2	2	2	2	2	2	2	2	2
		Totals	2	1	2									
ester14 Level1 (111 Consumers signed)														
	01	Support Coordination	3	3	3	3	3	3	3	3	3	3	3	3
	02	Support Coordination	2	2	1	2	2	2	2	2	2	2	2	2
		Totals	5	5	4	5								
ester8 Level1 (110 Consumers signed)														
	01	Support Coordination	1	1	1	1	1	1	1	1	1	1	1	1
		Totals	1											

Run Date: 4/22/2015 10:57:59 AM Data as Of: 3/17/2015 12:41:25 PM Execution Time: 0 hr(s), 0 min(s), 1 sec(s) Page 1 of 1

4. Click the “Save Icon” drop down box to select one of the options to save the document. There are several options shown below.

District(s): 01, 02, 03, 04, 07, 08, 09, 10, Fiscal Year: 2015-2016

1 of 1 100%

Monthly WSC Consumer Count for FY 2015-2016

WSC	Area	Service	Jul	Aug	Sep	Oct	Nov	Dec
Foster10 Level1 (108 Consumers Assigned)								
	02	Support Coordination	2					
		Totals	2					
Foster14 Level1 (111 Consumers Assigned)								
	01	Support Coordination	3	3	3	3	3	
	02	Support Coordination	2	2	1	2	2	
		Totals	5	5	4	5	5	
Foster8 Level1 (110 Consumers Assigned)								
	01	Support Coordination	1	1	1	1	1	
		Totals	1	1	1	1	1	

Save options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, **Word**

Consumers & Providers by Zip

1. Click the hyperlink below to display the Consumers or Providers by Zip Reports.

Consumers:

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fConsumers+By+Zip&rs:Command=Render&rs:format=HTML4.0>

Providers:

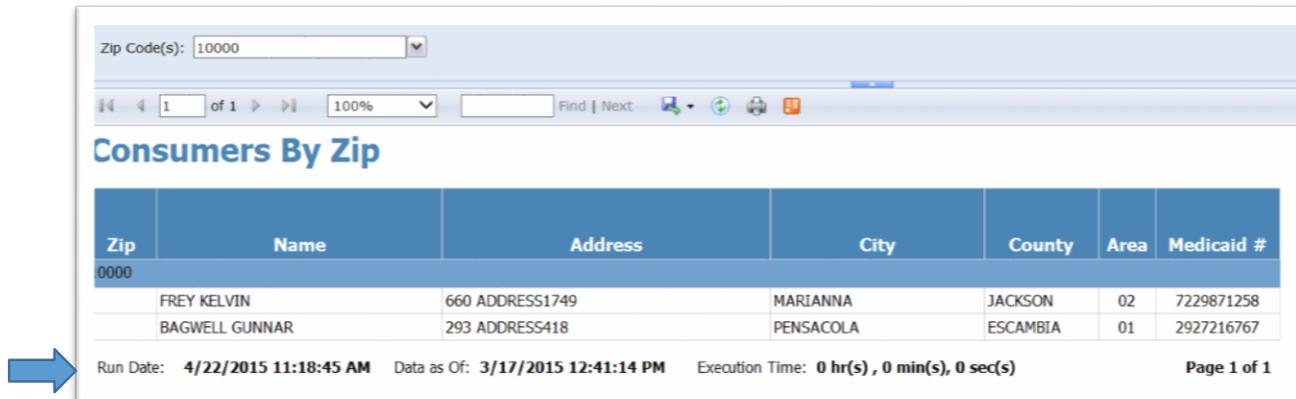
<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fProviders+By+Zip&rs:Command=Render&rs:format=HTML4.0>

2. Consumers and Providers by Zip Reports
 - i. Zip Code(s) - Click the drop down box to select all of the zip codes or filter your selection.
 - ii. Click "View Report"



A screenshot of a web interface for generating reports. It features a dropdown menu labeled "Zip Code(s)" with the values "10000, 10013, 10039, 10073" selected. To the right of the dropdown is a button labeled "View Report". A blue arrow points to the dropdown menu.

3. The "Consumers by Zip Code" or "Providers by Zip Code Report" will be displayed. The report will display the run date, date and time of data, execution time, and page numbers are at the bottom of the page.



A screenshot of a web browser displaying a report titled "Consumers By Zip". The report shows a table with the following data:

Zip	Name	Address	City	County	Area	Medicaid #
0000	FREY KELVIN	660 ADDRESS1749	MARIANNA	JACKSON	02	7229871258
	BAGWELL GUNNAR	293 ADDRESS418	PENSACOLA	ESCAMBIA	01	2927216767

Below the table, the report displays the following information: Run Date: 4/22/2015 11:18:45 AM, Data as Of: 3/17/2015 12:41:14 PM, Execution Time: 0 hr(s), 0 min(s), 0 sec(s), and Page 1 of 1. A blue arrow points to the bottom of the report.

Zip Code(s): 10607

1 of 1 100%

Providers By Zip

Zip	Provider	Address	City	County	Area	Email	Phone #	Medicaid Waiver #
10607	MSS ELECTRONICS DBA LIFEFONE	16 YELLOWSTONE AVE	WHITE PLAINS (NY)		02		9149480282	002421800

Run Date: 4/22/2015 11:14:40 AM Data as Of: 3/17/2015 12:41:19 PM Execution Time: 0 hr(s), 1 min(s), 48 sec(s) Page 1 of 1



4. Click the “Save Icon” drop down box to select one of the options to save the document. There are several options shown below.

Zip Code(s): 10000

1 of 1 100%

Consumers By Zip

Zip	Name	Address	City
10000	FREY KELVIN	660 ADDRESS1749	
	BAGWELL GUNNAR	293 ADDRESS418	PENSACOLA

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Zip Code(s): 10607

1 of 1 100% Find |

Providers By Zip

Zip	Provider	Address	City	Area
10607	MSS ELECTRONICS DBA LIFEPHONE	16 YELLOWSTONE AVE	WHITE PL (NY)	02

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

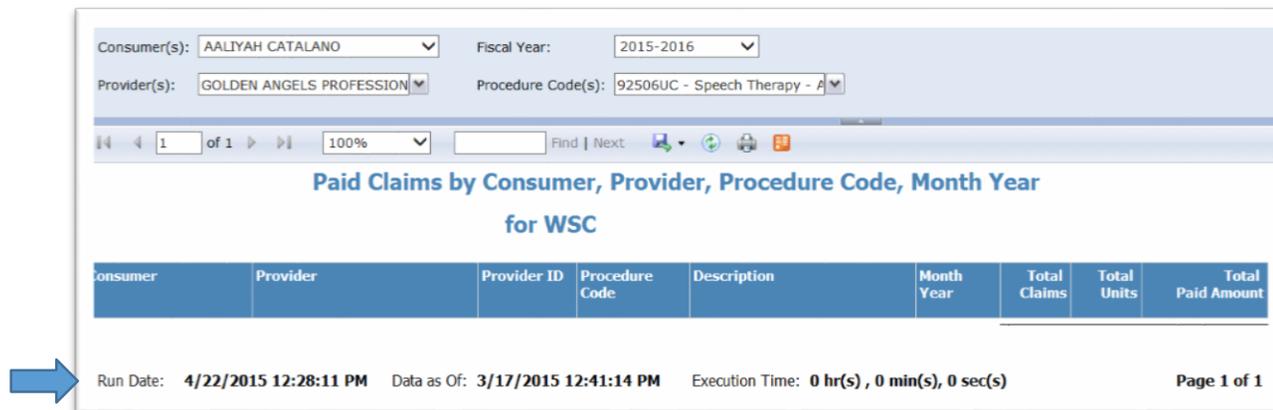
WSC Paid Claims

1. Click the hyperlink below to display the WSC Paid Claims Report.
<https://reportsdw.apd.myflorida.com/Reports/Pages/Report.aspx?ItemPath=%2fiBudget%2fWSC+Paid+Claims+Report&rs:format=HTML4.0>
2. WSC Paid Claims Report
 - i. Consumer(s) – Click the drop down box to select all of the consumers, providers, and procedure codes or filter your selection.
 - ii. Fiscal year – Click the drop down box to select the fiscal year
 - iii. Provider(s) – Click the drop down box to select all of the providers or filter your selection.
 - iv. Procedure Code(s) – Click the drop down box to select all of the providers or filter your selection.
 - v. Click “View Report”.



Consumer(s): AALIYAH CATALANO Fiscal Year: 2015-2016
Provider(s): GOLDEN ANGELS PROFESSION Procedure Code(s): 92506UC - Speech Therapy - A View Report

3. The “WSC Paid Claims Report” will be displayed. The report will display the run date, date and time of data, execution time and page numbers at the bottom of the page. The report will also show the total number of claims, units, and paid amount.



Consumer(s): AALIYAH CATALANO Fiscal Year: 2015-2016
Provider(s): GOLDEN ANGELS PROFESSION Procedure Code(s): 92506UC - Speech Therapy - A

1 of 1 100% Find | Next

Paid Claims by Consumer, Provider, Procedure Code, Month Year for WSC

Consumer	Provider	Provider ID	Procedure Code	Description	Month Year	Total Claims	Total Units	Total Paid Amount
----------	----------	-------------	----------------	-------------	------------	--------------	-------------	-------------------

Run Date: 4/22/2015 12:28:11 PM Data as Of: 3/17/2015 12:41:14 PM Execution Time: 0 hr(s), 0 min(s), 0 sec(s) Page 1 of 1

Run Date: 4/22/2015 12:41:11 PM	Data as Of: 3/17/2015 12:41:14 PM	Execution Time: 0 hr(s), 0 min(s), 0 sec(s)	238	4,003	\$11,826.190	Page 1 of 1
---------------------------------	-----------------------------------	---	-----	-------	--------------	-------------

4. Click the "Save Icon" drop down box to select one of the options to save the document. There are several options shown below.

Consumer(s): AALIYAH CATALANO Fiscal Year: 2015-2016
 Provider(s): GOLDEN ANGELS PROFESSION Procedure Code(s): 92506UC - Speech Therapy - A

1 of 1 100% Find

Paid Claims by Consumer, Provider for WSC

Consumer	Provider	Provider ID	Procedure Code

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Paid Claims

1. Click the hyperlink below to display the Paid Claims Report.

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fPaid+Claims&rs:Command=Render&rs:format=HTML4.0>

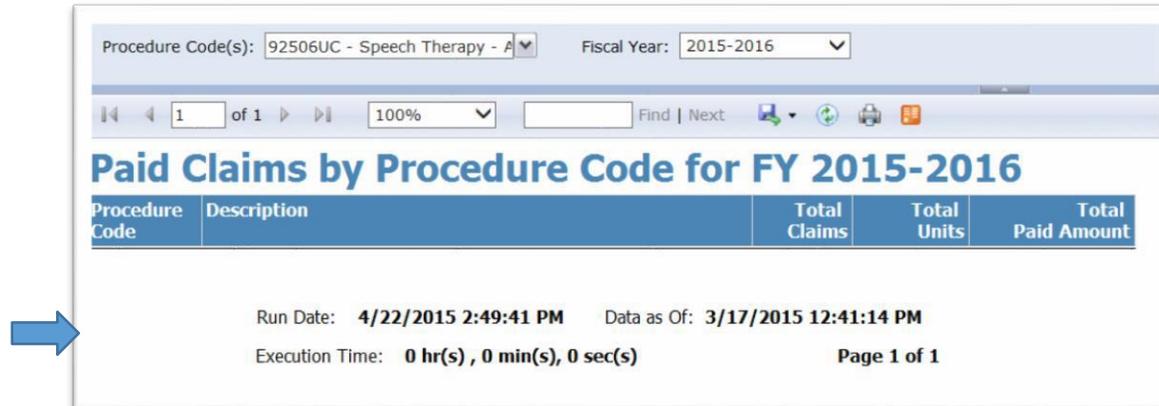
2. Paid Claims Report

- i. Procedure Code(s) – Click the drop down box to select all of the procedure codes or filter your selection.
- ii. Fiscal Year - Click the drop down box to select the fiscal year.
- iii. Click “View Report”.



Procedure Code(s): 92506UC - Speech Therapy - A Fiscal Year: <Select a Value> View Report

3. The “Paid Claims Report” will be displayed. The report will display the run date, date and time of data, execution time and page numbers at the bottom of the page. The report will also show the total number of claims, units, and paid amount.



Procedure Code(s): 92506UC - Speech Therapy - A Fiscal Year: 2015-2016

1 of 1 100% Find | Next

Paid Claims by Procedure Code for FY 2015-2016

Procedure Code	Description	Total Claims	Total Units	Total Paid Amount
----------------	-------------	--------------	-------------	-------------------

Run Date: **4/22/2015 2:49:41 PM** Data as Of: **3/17/2015 12:41:14 PM**
Execution Time: **0 hr(s) , 0 min(s), 0 sec(s)** Page 1 of 1

4. Click the “Save Icon” drop down box to select one of the options to save the document. There are several options shown below.

Procedure Code(s): 92506UC - Speech Therapy - A Fiscal Year: 2015-2016

1 of 1 100% Find | 

Paid Claims by Procedure Code for

Procedure Code	Description
----------------	-------------

Run Date: 4/22/2015 2:49:41 PM Data as Of: 3/17/2015
Execution Time: 0 hr(s) 0 min(s) 0 sec(s) Page 1 of 1

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

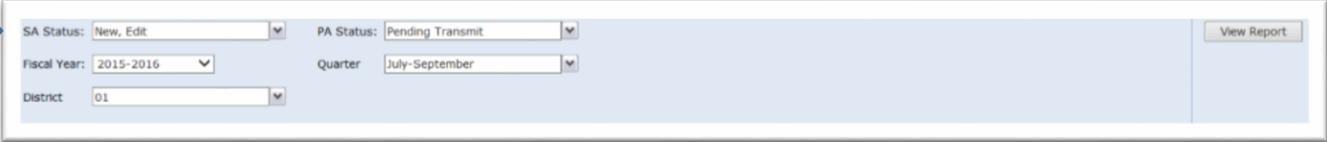
Service Authorization Aging Report

1. Click the hyperlink below to display the Service Authorization Aging Report

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fSA+Aging+Report&rs:Command=Render&rs:format=HTML4.0>

2. Service Authorization Aging Report

- i. SA Status - Click the drop down box to select “New” and “Edit” or filter your selection.
- ii. Fiscal Year - Click the drop down box to select the fiscal year.
- iii. District – Click the drop down box to select all of the districts or filter your selection.
- iv. PA Status – Click the drop down box to select “Approved” or filter your selection
- v. Quarter – Click the drop down box to select “July through September” or the corresponding quarter.
- vi. Click “View Report”



A screenshot of a web-based report filter form. A blue arrow points to the left side of the form. The form contains several dropdown menus and a button. The fields are: SA Status (New, Edit), PA Status (Pending Transmit), Fiscal Year (2015-2016), Quarter (July-September), and District (01). A 'View Report' button is located on the right side of the form.

3. The “Service Authorization Aging Report” will be displayed. The report will display the run date, date and time of data, execution time and page numbers at the bottom of the page.

SA Status: PA Status:

Fiscal Year: Quarter:

District:

1 of 1 100% Find | Next

ETT D. PARTIN	01	Active client for this district (20)	Current Approved	\$17.04	2015-2016	New	Pending Transmit	July-September	03/06/2015	03/06/2015	47
ETT D. PARTIN	01	Active client for this district (20)	Current Approved	\$4,152.00	2015-2016	New	Pending Transmit	July-September	03/06/2015	03/06/2015	47
HAN L. WADDELL	01	Active client for this district (20)	Current Approved	\$60.00	2015-2016	New	Pending Transmit	July-September	12/29/2014	02/09/2015	72
HAN L. WADDELL	01	Active client for this district (20)	Current Approved	\$377.13	2015-2016	New	Pending Transmit	July-September	12/29/2014	02/09/2015	72

Run Date: 4/22/2015 3:02:05 PM Data as Of: 3/17/2015 12:41:24 PM Execution Time: 0 hr(s), 0 min(s), 0 sec(s) Page 1 of 1

4. Click the “Save Icon” drop down box to select one of the options to save the document. There are several options shown below.

SA Status: PA Status:

Fiscal Year: Quarter:

District:

1 of 1 100% Find

ETT D. PARTIN	01	Active client for this district (20)	Current Approved	\$17.04	2015
ETT D. PARTIN	01	Active client for this district (20)	Current Approved	\$4,152.00	2015
HAN L. WADDELL	01	Active client for this district (20)	Current Approved	\$60.00	2015

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Service Authorization Report

1. Click the hyperlink below to display the Service Authorization Report.

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fSA+Report&rs:Command=Render&rs:format=HTML4.0>

2. Service Authorization Report

A. Entire Caseload

- i. SA Status - Click the drop down box to select "New" and "Edit".
- ii. FY – Click the drop down box to select "2015-2016" or corresponding fiscal year.
- iii. PA Status – Click the drop down box to select "Approved" or filter your selection.
- iv. Quarter – Click the drop down box to select "April-June" or corresponding quarter.
- v. Click "View Report".

The screenshot shows a web-based filter interface for the Service Authorization Report. It features several dropdown menus and a checkbox. A blue arrow points to the 'SA Status' dropdown, which is currently set to 'New, Edit'. Other dropdowns include 'FY' (2015-2016), 'Consumer' (All), 'Area' (All), 'Provider' (All), 'PA Status' (Approved), 'Quarter' (April-June), and 'Exclude Consumer' (None). There is also a 'PA Assign Date On or After' field with a 'NULL' checkbox. A 'View Report' button is located on the right side of the form.

B. Report for Entire Caseload Excluding One Individual

- i. SA Status – Click the drop down box to select "New and Edit".
- ii. FY – Click the drop down box to select "2015-2016" or corresponding fiscal year.
- iii. PA Status – Click the drop down box to select "Approved".
- iv. Quarter – Click the drop down box to select "April-June" or corresponding quarter.
- v. Exclude Consumer – click the drop down box to select the consumer to view authorizations.
Note: Consumers are listed in alphabetical order by first name.
- vi. Click "View Report"

C. Report for One Consumer

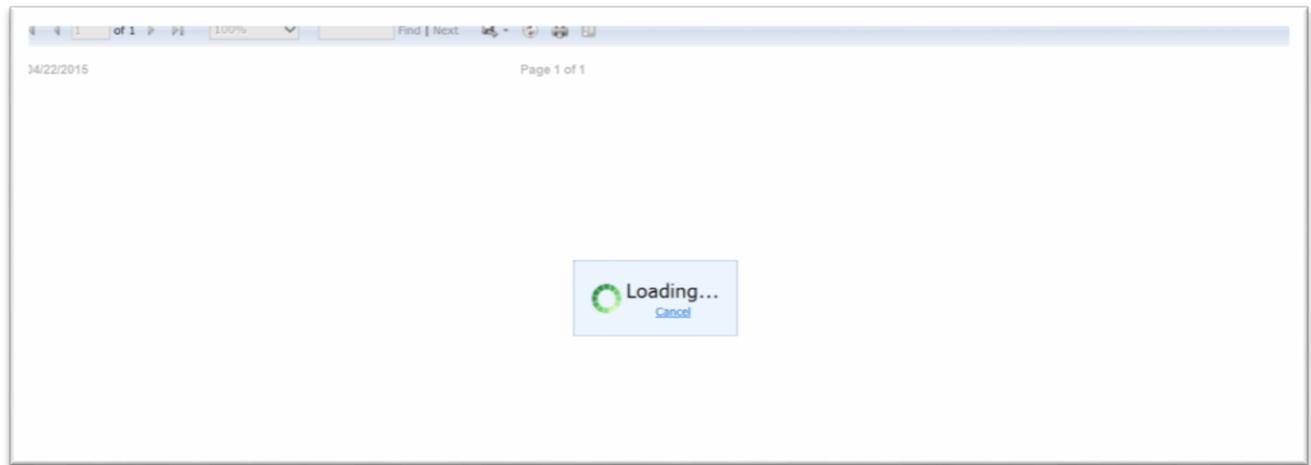
- i. SA Status – Click the drop down box to select “New and Edit”.
- ii. FY – Click the drop down box to select “2015-2016” or corresponding fiscal year.
- iii. PA Status – Click the drop down box to select “Approved”.
- iv. Quarter – Click the drop down box to select “April-June” or corresponding quarter.
- v. Consumer – Click the drop down box to select the consumer to view authorizations.
 Note: Consumers are listed in alphabetical order by first name.
- vi. Click “View Report”.

D. Report for One Provider for Entire Caseload

- i. SA Status – Click the drop down box to select “New and Edit”.
- ii. FY – Click the drop down box to select “2015-2016” or corresponding fiscal year.
- iii. PA Status – Click the drop down box to select “Approved”.
- iv. Quarter – Click the drop down box to select “April-June” or corresponding quarter.
- v. Provider – Click the drop down box to select the “Provider” to pull authorizations for entire caseload.
- vi. Click “View Report”.

A screenshot of a web-based report generation interface. The form contains several dropdown menus and checkboxes. On the left, there is a blue arrow pointing to the 'Provider' dropdown menu. The 'Provider' dropdown is currently selected with the text 'A CARE NECESSITIES CENTER, INC CELL # 727 488 9874 - 687628597'. Other filters include 'SA Status' (New, Edit), 'FY' (<Select a Value>), 'Consumer' (All), 'Area' (All), 'PA Status' (Approved), 'Quarter' (April-June), 'Exclude Consumer' (None), and 'PA Assign Date On or After' (with a 'NULL' checkbox). A 'View Report' button is located in the top right corner.

3. Once you hit “View Report” the report will begin to generate. This can take several minutes based on the number of authorizations.



****Note: If you get a date in the upper right hand corner and a page 1 at the top with nothing else, you did not filter correctly**.**

Annual Cost Plan Reports

1. The Annual Cost Plan Report has two print views (1) Details and (2) Summary
2. Click the hyperlink below to display the Annual Cost Plan Report

Annual Cost Plan Report – Print View Summary

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fAnnual+Cost+Plan+Report+-+Print+View+Summary&rs:Command=Render&rs:format=HTML4.0>

Annual Cost Plan Report – Print View Details

<https://reportsdw.apd.myflorida.com/ReportServer/Pages/ReportViewer.aspx?/iBudget%2fAnnual+Cost+Plan+Report+-+Print+View+Details&rs:Command=Render&rs:format=HTML4.0>

3. Annual Cost Plan Report- Print View Details and Summary

A. Current Approved

- i. WSC or Consumer – Click on the drop down box to select the WSC or consumer.
- ii. CP Status – Processing Status – Click on the drop down box to select “Current Approved - Approved” or corresponding status.
- iii. FY – Click on the drop down box to select “2015-2016” or corresponding fiscal year.
- iv. Created On – Click on the calendar to select date CP created

The screenshot shows a light blue filter interface with the following elements:

- WSC (Pick WSC OR Consumer):** A dropdown menu with "(Null)" selected.
- Consumer (Pick WSC OR Consumer):** A dropdown menu with "(Null)" selected.
- FY:** A dropdown menu with "2015-2016" selected.
- CP Status - Processing Status:** A dropdown menu with "Current Approved - Approved" selected.
- Created On (Historical CP only):** A date input field with a calendar icon and a checked checkbox labeled "NULL".

B. Historical

- i. Consumer ID – Click on the drop down to select the consumer.
- ii. CP Status – Processing Status – Click on the drop down box to select “Historical Approved” or corresponding status.

- iii. FY – Click on the drop box to select the corresponding fiscal year.
- iv. Created on (Historical CP only) – Uncheck the Null to select the created on date of the historical cost plan
- v. Click “View Report”.

Consumer Id: AADEN B. MCBEE
 FY: 2014-2015
 CP Status - Processing Status: Historical - Approved
 Created On (Historical CP only): 8/12/2014
 NULL
 View Report

C. Pending Review

- i. Consumer ID – Click on the drop down to select the consumer.
- ii. CP Status – Processing Status – Click on the drop down box to select Pending Review Options. They are: (1) Pending Review – Pending WSC Review, (2) Pending Review – Pending Area Office Review, and (3) Pending Review – Pending Central Office Review
- iii. FY – Click on the drop box to select the corresponding fiscal year.
- iv. Click “View Report”.

Consumer Id: AARAV GUFFEY
 FY: 2014-2015
 CP Status - Processing Status: Pending Review - Pending WSC Review
 Created On (Historical CP only): NULL
 View Report