

Aging Resource Management System

NC Division of Aging and Adult Services

Report Features

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Prepared by Linda M. Owens
Technology Support Analyst
(919) 733-8390 / E-mail: linda.owens@ncmail.net

Access ARMS System

NC Division of Aging
and Adult Services

Access ARMS System
Authorized Users Only

Frequently Asked
Questions

Hot Topics

Manuals

Forms

Reports

Monitoring

Schedule

Contact Us

CAAR Committee

Other Links
Resources

Disclaimer



ARMS

Welcome to the Aging Resources Management System

**Click this link to access the
ARMS system**

Turn to... Users will have
until further notice.

The ARMS reports are available for download.

Not all reports will be immediately available, such as client waiting list

Attention All ARMS Users

Hitting the Back Button is causing a lot of Server Errors.
Please avoid using the Back Button while in
ARMS. If you want to go back, simply use



Login to ARMS via the ARMS Webpage

<http://www.ncdhhs.gov/aging/armspage.htm>

Users logging in for the first time will have to assign a password

Users will also get a similar screen when resetting their password

WIRM portal
web identity role management

User will be given an initial or temp password

Name : **Firstname.lastname**

Password : **xxxxxxxx**

Login

Support Contact Information

For Security issues (ex. password resets, new user IDs, etc.), contact your Security Officer. Please direct all other WIRM support requests to the Director of Information Systems by phone at (919) 855-4444 or by email at support.center@ncmail.net.

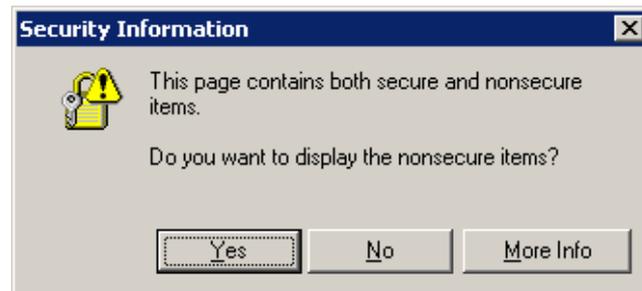
3.Reddy on 8/7/2006 at 4:44 PM

Click

Your password has expired. You must change it to login.

Change **Cancel**

Security Information



Click yes

Application Icon



Report Options

- When the user clicks Generate Report, the report will display on the screen.
- The user then have options as to what to do with the report
 - **Export to a File** 
 - **Print** 
 - **View on-line** 

Report Selection Criteria

The following selection criteria will display based on the report selected

Report Month:

Region:

County:

Provider:

Fiscal Year:

Region:

County:

Provider:

Region:

County:

Provider:

Report Month:

Region:

Report Navigation



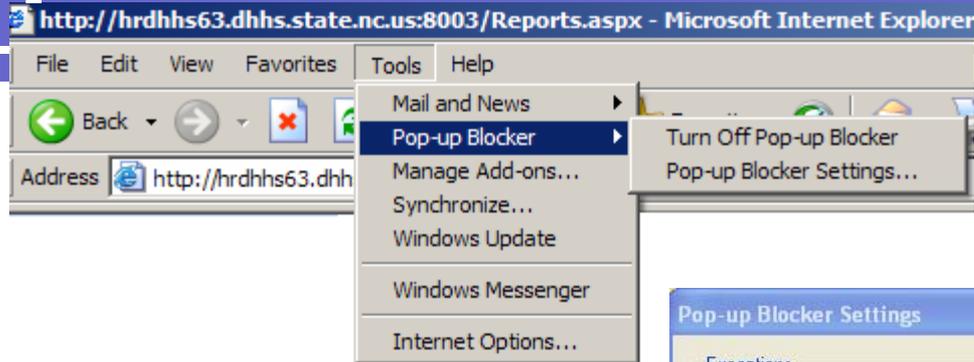
Number of pages in Report

A Report Navigation panel appears in the upper left screen of all generated reports. The following table describes the functionality associated with each icon in this bar.

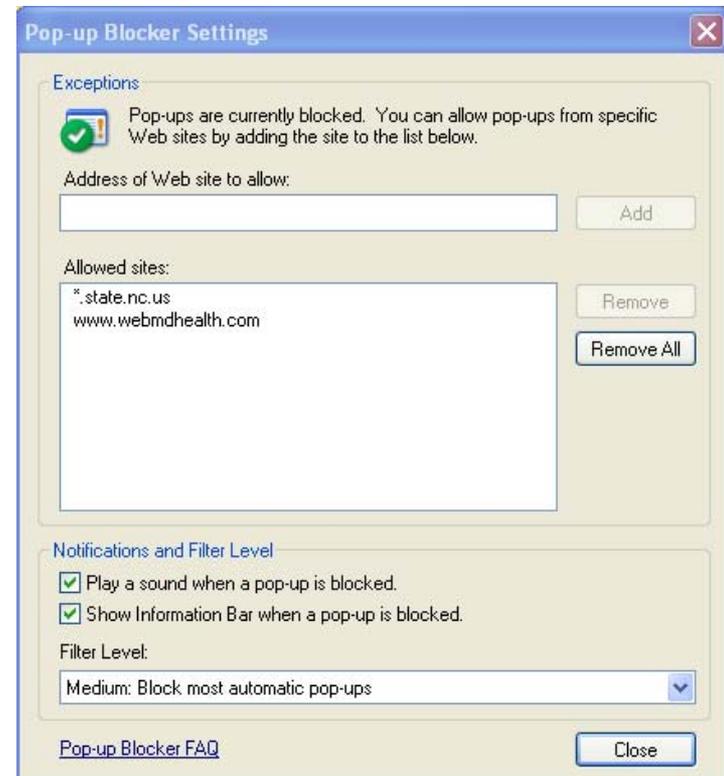
ICON	FUNCTION	DESCRIPTION
	Export	Save the report to a different file format (TXT, CSV, etc) for use by an external application. ¹
	Print	Prints the report to a user-selectable printer
	Tree View	Expands/Collapses reports into logical section (NOTE: Not available for all reports)
	First Page	Navigates to the first page of the report
	Previous Page	Navigates to the previous page of the report
	Next Page	Navigates to the next page of the report
	Last Page	Navigates to the last page of the report.

¹ TXT = Text File, for import into word processor; CSV = Comma-Separated Values, for importing into spreadsheet or database files; PDF = opens with Adobe Acrobat Reader, if installed on the local PC.

Pop-up Blocker



NOTE: You must have pop-ups enabled in order for the menu structure to operate correctly. To enable pop-ups in Internet Explorer, Click on the **Tools menu | Pop-up Blocker | Pop-up Blocker Settings**. Enter the ARMS website address in the text box under “*Address of Web site to allow:*” and click **Add**. This will be required for each computer used to access ARMS.



Reports

Generate reports by clicking **Reports** on the menu bar

Home Region Allocation Region Budget Provider Budgets Providers Clients **Reports** Import ARMS/SIS

Reimbursement Reports

Demographic Reports

Verification Reports

Financial Reports

Client/Waiting Lists

Other Reports

Reports are presented in categories. Click on a category name to view the list of reports in that section.

Reports Require Adobe Acrobat Reader to Print



Reimbursement Reports

Reimbursement Reports

Name	Description
ZGA370	Provider Reimbursement
ZGA370-A	Provider Summary
ZGA370-A-YTD	Year-to-Date Provider Summary
ZGA370-YTD	Year-to-Date Provider Reimbursement
ZGA370-CNTY	Provider Reimbursement Sorted by County
ZGA370-CNTY-YTD	Year-to-Date Provider Reimbursement Sorted by County
ZGA370-A-CNTY	Provider Summary Sorted by County
ZGA370-A-CNTY-YTD	Year-to-Date Provider Summary Sorted by County
ZGA370-5	Legal Summary Report
ZGA370-6	Senior Center Outreach Summary Report
ZGA370-7	Provider Reimbursement Report - IIID/Health Promotion 90%
ZGA370-10	Provider Reimbursement Report - IIID/Health Promotion 85%
ZGA370-11	State Senior Center General Purpose Funding Report
ZGA370-12	Family Caregiver Support Summary Report
ZGA380-A	Regional Summary Report by Category
ZGA380-B	Regional Summary All Categories
ZGA390	Area Agency Summary
ZGA390-Respite	Area Agency Summary - In Home/Family Caregiver/Respite
ZGA390-A	State Summary

Click on the **Reimbursement Reports** link list available reports

Reports Name / Description

Reimbursement Reports

Name	Description
ZGA370	Provider Reimbursement
ZGA370-A	Provider Summary
ZGA370-A-YTD	Year-to-Date Provider Summary

Click on the report **name** to view the following parameter selection screen

Each user will have unique report parameters from which to choose. In this example, this user can select report month and county.

Report - ZGA370

Provider Reimbursement

Report Month:

Region:

County:

Provider:

Report Display/Print Criteria

Report - ZGA370
Provider Reimbursement

Report Month:

Region:

County:

Provider:

This report requires that the user select the Report Month and County using the drop-down selection method

Click Generate Report to create the report

Report - ZGA370
Provider Reimbursement

Report Month:

Region:

County:

Report Category

Financial Reports

Name	Description
ZGA060	Financial Report (AAA)
ZGA517	Service Reimbursement Report
ZGA545	Invoice for MIS Services

Client/Waiting Lists

Name	Description
ZGA600	Clients Waiting for Service Grouped by Service
ZGA625	Clients Waiting for Service Grouped by Provider

Other Reports

Name	Description
ZGA903	Units of Service Report (Turnaround Document)
YTD Export	Year to Date Data NOTE: This report is for Exporting to Excel Only

Clicking the Report Category Link will display a report list of available reports

Reimbursement Report Layout

The RUN DATE is the actual date DAAS processed the monthly reimbursement

RUN DATE: 04/27/2007

MONTH REPORTING: March 2007

PRINT DATE: 06/07/2007

Report month

Date report was generated by the user

RUN DATE: 04/27/2007
MONTH REPORTING: March 2007
PRINT DATE: 06/08/2007

SERV CODE	GROSS BUDGETED SERVICE COST	PROGRAM GROSS HCCBG ALLOTMENT	CURRENT UNITS	GROSS UNIT RATE	GROSS CURRENT MONTH EXP	CURRENT MONTH CS/PI	OTHER ADJ	ADJ CURRENT MONTH EXPEND	CURRENT MONTH LOCAL SHARE	NET CURRENT MONTH EXPEND	NSIP CURRENT MONTH REIMB
030	88,237	66,178	0	32.8997	0	0	0	0	0	0	0
CATEGORY IN HOME AND SUPPORT SERVICES TOTAL											
	88,237	66,178	0		0	0					
PROVIDER G002 FRIENDSHIP ADULT DAY SERVICES TOTAL											
	88,237	66,178	0		0	0					

Run Date and Month Reporting is the same, but Print Date is different

The way Reimbursement Reports are compiled and/or calculated have not changed

Demographic Reports

Demographic Reports

Name	Description
ZGA204-1	Cumulative Unduplicated Persons Served by Region and Provider
ZGA204-2	Cumulative Unduplicated Persons Served by Region and County
ZGA204-3	Cumulative Unduplicated Persons Served by Region
ZGA541-1	Client Demographic Information by State
ZGA541-2	Client Demographic Information by Region
ZGA541-3	Client Demographic Information by County
ZGA541-4	Client Demographic Information by Provider

**Click on the link
Name of the report**

**The report functions are the same
for all selected report, except
Financial Report – ZGA060**

**As a Region user you can select the
year and specify a county if you do
not want to print the whole report
for the region**

Fiscal Year:

Region:

County:

Provider:

Financial Report

Report - ZGA060

Financial Report (AAA)

Report Month:

Region:

Report ZGA060 is by Region only.

Data for this report is based on the Approved Regional Budget and the Monthly Regional Expenditures

The user can only select the Report Month.

Verification Reports

Verification Reports

Name	Description
ZGA542	Units of Service Verification Report
ZGA543	Consumer Contributions/Program Income Verification Report
ZGA544	Non-Unit Service Verification Report



Click on the report link

Report - ZGA542
Units of Service Verification Report

Report Month:

Region:

County:

Provider:

Select report criteria from the drop down selection box

Client/Waiting Lists

Client/Waiting Lists

Name	Description
ZGA600	Clients Waiting for Service Grouped by Service
ZGA625	Clients Waiting for Service Grouped by Provider

Click on the report link

http://hrdhhs63.dhhs.state.nc.us:8003/ReportSelectionByYear.aspx?reportid=32fc6886-e885-4042-8e0d-2a06dbcf1f66 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Research Messenger

Address http://hrdhhs63.dhhs.state.nc.us:8003/ReportSelectionByYear.aspx?reportid=32fc6886-e885-4042-8e0d-2a06dbcf1f66 Go Links

dhhs

Aging Resource Management System

Arms.Provider ARMS UAT v1.1.1.8 | Help | Logout

Home Search Client Add New Client Reports Import ARMS/SIS

Report - ZGA600
Clients Waiting for Service Grouped by Service

Fiscal Year: 2007
Region: All
County: All
Provider: All

Generate Report

Done Internet

Select report criteria from the drop down selection box

Other Reports

Other Reports

Name	Description
ZGA903	Units of Service Report (Turnaround Document)
YTD Export	Year to Date Data NOTE: This report is for Exporting to Excel Only



Click on the report link

Report - ZGA903
Units of Service Report (Turnaround Document)

Report Month: March - 2007

Region: All

County: All

Provider: All

Generate Report

Select report criteria from the drop down selection box

Viewing Reports

The Tree View allows the user to Expand the view, by Region, County, and/or Provider

The screenshot shows a software interface with a tree view on the left and a report on the right. The tree view lists codes from G to 079. The report displays financial data for 'REGION G COUNTY 001 Alamance' and 'PROVIDER G002 FRIENDSHIP ADULT DAY SERVICES'. A red circle highlights '001 Alamance' in the report header, and a blue circle highlights the tree view icons. Red arrows point from the tree view to the report header, and a blue arrow points from the tree view to the report table.

Tree View List:

- G
- 001
- G002
- G003
- G004
- G005
- G009
- G010
- G040
- G047
- G060
- 017
- 029
- 041
- 062
- 076
- 079

Report Header:

NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES
PROVIDER REIMBURSEMENT REPORT - ZGA370
REGION G COUNTY 001 Alamance
PROVIDER G002 FRIENDSHIP ADULT DAY SERVICES
CATEGORY IN HOME AND SUPPORT SERVICES

Report Table:

SERV CODE	GROSS BUDGETED SERVICE COST	PROGRAM GROSS HCCBG ALLOTMENT	CURRENT UNITS	GROSS UNIT RATE	GROSS CURRENT MONTH EXP	CURRENT MONTH CS/PI	OTHER ADJ	ADJ CURRENT MONTH EXPEND	C
030	88,237	66,178	0	32.8997	0	0	0	0	
CATEGORY IN HOME AND SUPPORT SERVICES TOTAL									
	88,237	66,178	0		0	0	0	0	
PROVIDER G002 FRIENDSHIP ADULT DAY SERVICES TOTAL									
	88,237	66,178	0		0	0	0	0	

Item in list are Links, click to access Region, County or Provider Code

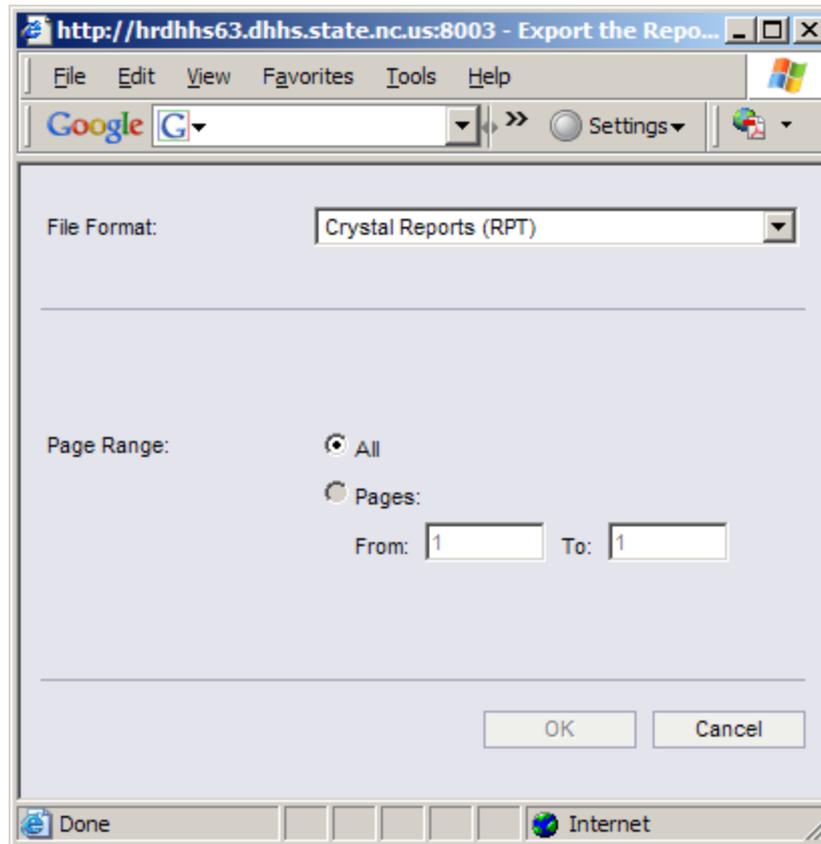
Printing Reports



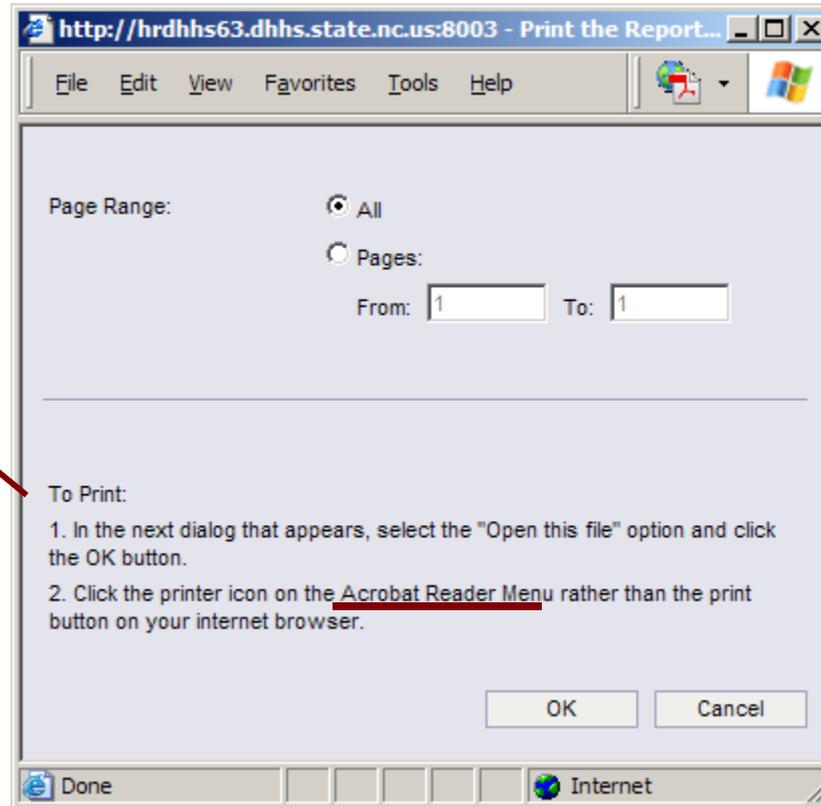
To print the report,
Click the Printer Icon

The screen to the right
will display

If this screen does not
display, you need to
enable PopUp.



Print Report



Select Printer Options

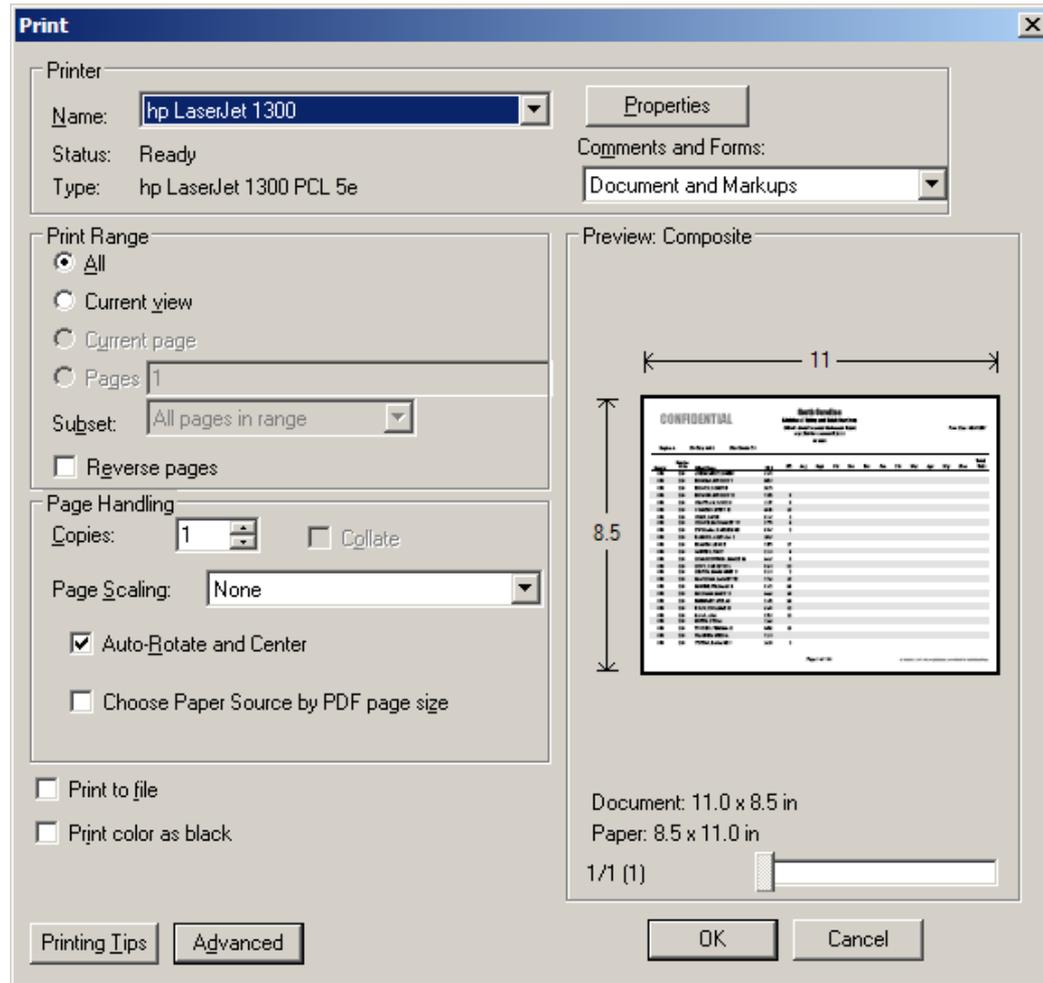
A printer dialog screen will appear.

Printer dialog screens will vary depending on your default printer

Select your criteria

Click **Ok** to Print

Click **Cancel** to abort



Export (Save) Report to a PDF

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North Carolina
Division of Aging and Adult Services
ZGA542 - Unit of Services Verification Report
July 1, 2007 through June 30, 2008
FY 2008

Print Date: 8/27/2007

Region D Provider D051 Site / Route 101

County	Service Code	Client Name	ID #	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Units	
005	030	HART, FAYE A	5057	13	0	0	0	0	0	0	0	0	0	0	0	13	
005	030	KILBY, REEBER L	6422	0	0	0	0	0	0	0	0	0	0	0	0	0	
005	030	LOYD, MARY	7563	0	0	0	0	0	0	0	0	0	0	0	0	0	
005	030	PHELPS, RUTH L	4543	0	0	0	0	0	0	0	0	0	0	0	0	0	
005	030	ROLAND, JOSEPH E	9861	0	0	0	0	0	0	0	0	0	0	0	0	0	
		SEXTON, IRENE F	2626	21	0	0	0	0	0	0	0	0	0	0	0	21	
		VIRELLA-OCASIO, GLORIA	0518	0	0	0	0	0	0	0	0	0	0	0	0	0	
		WILCOX, CONLEY P	5982	21	0	0	0	0	0	0	0	0	0	0	0	21	
Site/Route/Worker Total Units:				55	0	0	0	0	0	0	0	0	0	0	0	0	55
Total People Served:				3													

Click Save Icon or File, Save As to Export or Save a report to a specific file format

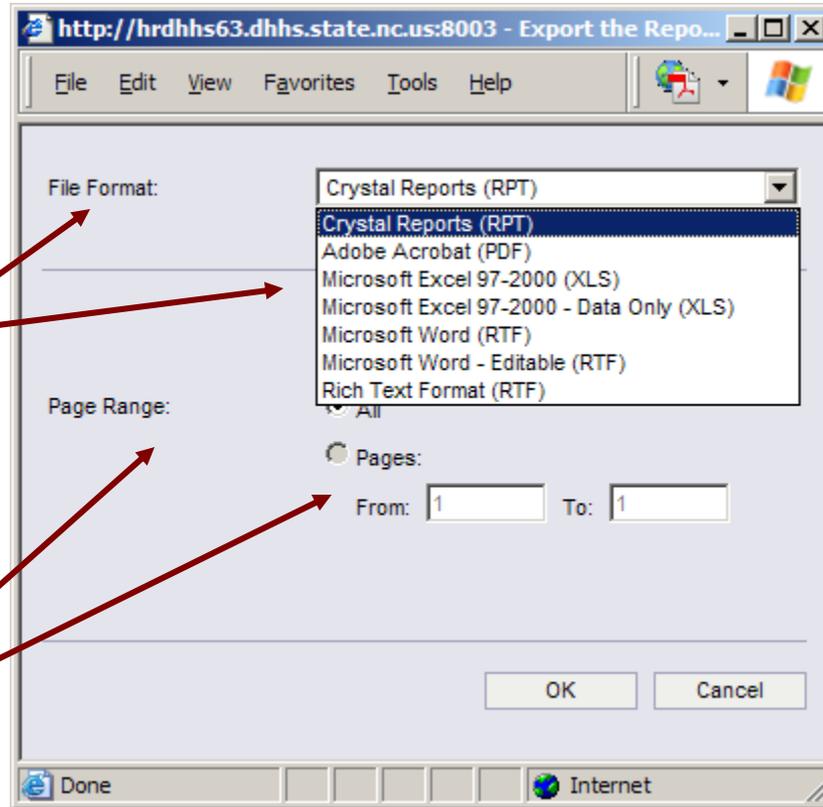
Report File Format to Save



To save the report, click the **Export Feature**

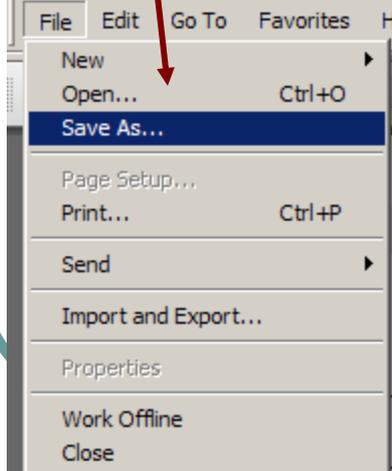
The user can choose from several File Formats.

The user can also select the **Page Range** – Export **All** the report or select specific pages to export



Save Report to a File

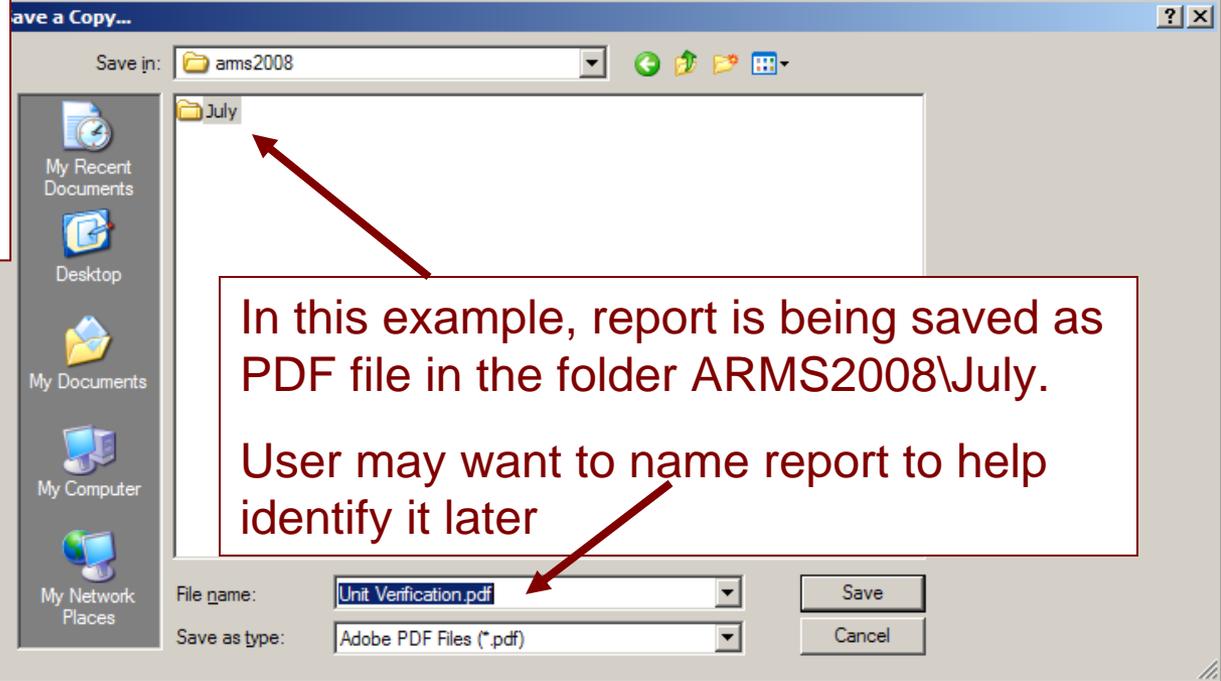
Click the Save Icon to save file to a folder on your Computer Or Click File, Save As



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North Carolina
Division of Aging and Adult Services
Z6A542 - Unit of Services Verification Report
July 1, 2007 through June 30, 2008
FY 2008

Print Date: 8/27/2007



In this example, report is being saved as PDF file in the folder ARMS2008\July. User may want to name report to help identify it later

File Formats

