V1.0 2/12/20

Document Upload Portal Detailed Report

Case Info Eligib On Request Schedu	Datab	aank Units Control Tools Portal				
Data Views	Scheduled Report Search Results Summary					
DCF Management	Report Name	Description				
KDHE Management	Medical Review Type Determination Batch	This Report provides the count of records processed successfully, records skipped, and reasons for failure				
Portal	TXXI Member Count The TXXI Member Count report provides Title XXI member counts by gender and age					
Shared Management TOP	Pregnant Women Member Count	The Pregnant Women Member Count report shows the the number of pregnant women receiving major aid code coverage for the report month.				
Workload	Presumptive Eligibility Summary	The Presumptive Eligibility Summary report provides summary counts of Presumptive Eligibility(PE) applications received.				
	Presumptive Eligibility Listing (P2)	This report will provide a listing of all Presumptive Eligibility applications captured within the KEES system when the dates of service on PE applications fall within the reporting period. Please be advised i when running this report for a wide date range it is best to select the CSV format, as choosing Excel will fail when report results exceed 65k records.				
	Post Presumptive Eligibility Comparison	The Post Presumptive Eligibility Comparison report will measure the volume of all members who were approved for presumptive eligibility (PE).				
	Document Upload Portal Report	This report includes information about user logins and document uploads for specific time frames in the Document Upload Portal				
	Document Upload Portal Detailed Report	The Document Upload Detailed Report provides insight into the documents uploaded to Document Upload Portal				

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The Document Upload Detailed Report provides information about the documents uploaded to the Document Upload Portal.

The report includes the following fields: Upload Date Timestamp, Case Number, Client Name, Username of the person who uploaded and File Name.

The Document Upload Portal Detailed Report is ran on a regular schedule and retained for end users to retrieve based on time frame. The Document Upload Detailed Report opens in Excel.

- 1. Select **Reports** from Global Navigation. The Local Navigation defaults to **On Request** and the **Report Search** page displays.
- 2. Select Scheduled from Local Navigation. The Scheduled Report page displays.
- 3. Select KDHE Management from Task Navigation.
- 4. Click the Document Upload Portal Detailed Report hyperlink.
- 5. The Scheduled Report Detail page displays.
- 6. Update the **Run Begin Date** and/or **Run End Date** to broaden or limit the **Search Results Summary**. Click the **Search** button.

Case Info Eligibili On Request Schedule	Databank Units	Reports Document Admin Worker Control Tools Portal	The Document Upload Detailed Report is run		
Data Views DCF Management	Run Begin Date:* 07/30/2019	Run End Date:* 01/30/2020	nightly.		
Foster Care KDHE Management	Search Results Summary	The most current report displaying			
Portal Shared Management	Report Run Date	Report Name	will be from the previous day.		
TOP Workload	▽ 01/23/2020 08:36:58 AM 01/13/2020 05:06:29 PM	Document Upload Portal Detailed Report Document Upload Portal Detailed Report			
	01/09/2020 01:05:05:75 PM 01/09/2020 02:30:19 PM 01/09/2020 02:26:28 PM 01/09/2020 01:17:13 PM 01/09/2020 12:59:13 PM	Document Upload Portal Detailed Report Document Upload Portal Detailed Report Document Upload Portal Detailed Report Document Upload Portal Detailed Report Document Upload Portal Detailed Report	Data will be available for the past 3 months.		

- 7. The screen automatically loads and displays a chronological list of **Report Run Dates** for the designated time frame.
- 8. Click the **Report Run Date** hyperlink to access the report the user wants to view. A dialogue box opens and allows the user to either *Open* or *Save* the report.

Do you want to op	en or save Document U	pload Portal Detailed Repor	t20200123083656.xls (98	5 KB) from 10.35.192.120 ?	Open Save Cancel
Ransas Department of Health and Environment	Each row is associated with a document uploaded by an end user to the Document				
		Date: 01/09/2020			Upload Portal. This report will aid in tracking document
Upload Date Timestamp	Case Number	Client Name	User ID	File Name	uploads to the portal and
01/09/2020 10:34	20002356	Ryan, Chuck	MarySmith2	Chuck Ryan 20002356 Income.pdf	help troubleshoot incorrect or insufficient uploads.
01/09/2020 10:34	200032122	Braddock, Laura	MarySmith2	Laura Braddock Case 200032122.pdf	