



Printing Reports from the Aging Resource Management System

Note: The top menu selections will not be the same for Service Providers or Report Users. They will have “Home”, “Clients”, “Export”, “Reports” and “Import ARMS/SIS”. However getting reports is the same for everyone.

To access reports area, click the word “Reports” in the lavender menu bar.

The screenshot shows the top of the Aging Resource Management System. The title bar reads "Aging Resource Management System". Below it, the user name "G.Susan.Ferriola" is on the left and "ARMS Production Data Ser" is on the right. A lavender menu bar contains the following items: Home, Region Allocation, Region Budget, Provider Budgets, Providers, Clients, Export, **Reports** (highlighted with a red box), and Import ARMS/SIS. Below the menu bar is a "Region Details" form with the following information:

Region Code :	G
Region Name :	PIEDMONT TRIAD REGIONAL COUNCIL
Region Contact Name :	KIM BERRY
Address :	2216 W MEADOWVIEW ROAD
City :	GREENSBORO
State :	NC
Zip :	27407
Work Phone :	(336) 294-4950 ext.
Fax Number :	(336) 632-0457
Email :	KBERRY@PTRC.ORG

At the bottom of the form are "Modify" and "Cancel" buttons, and the text "Region Allocations" below them.

You will see a reports menu like below:

The screenshot shows the "Reports" menu in the Aging Resource Management System. The title bar reads "Aging Resource Management System". Below it, the user name "G.Susan.Ferriola" is on the left and "ARMS Production Da" is on the right. The lavender menu bar contains: Home, Region Allocation, Region Budget, Provider Budgets, Providers, Clients, Export, **Reports** (highlighted with a red box), and Import ARMS/SIS. Below the menu bar is a list of report categories:

- Reimbursement Reports** (highlighted with a red box)
- Demographic Reports
- Verification Reports
- Financial Reports
- Client/Waiting Lists
- NAPIS Reports
- Other Reports

At the bottom of the page, there is a note: "Reports Require Adobe Acrobat Reader to Print" and a "download Adobe Reader" button.

Click the words "[Reimbursement Reports](#)"

Aging Resource Management System
G.Susan.Ferriola ARMS Production Da

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

Reimbursement Reports
Demographic Reports
Verification Reports
Financial Reports
Client/Waiting Lists
NAPIS Reports
Other Reports

Reports Require Adobe Acrobat Reader to Print

This will open the options to the many different reimbursement reports.

Home Region Allocation Region Budget Provider Budgets Providers

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%
ZGA370-11	State Senior Center General Purpose Funding Report
ZGA370-12	Family Caregiver Support Summary Report
ZGA370-14	Project Care Summary Report
ZGA370-15	Project Care - State Recurring
ZGA370-16	Project Care - Federal Alzheimer's Support Services
ZGA370-17	PROJECT CARE - UNC RESPITE SERVICES REPORT
ZGA370-ARRA	Provider Reimbursement for ARRA
ZGA380-A	Regional Summary Report by Category
ZGA380-B	Regional Summary All Categories
ZGA390	Area Agency Summary
ZGA390-Respite	Area Agency Summary - In Home Respite
ZGA390-A	State Summary

Demographic Reports

The report that shows the break down by family caregiver service is the ZGA370-12.

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%
ZGA370-11	State Senior Center General Purpose Funding Report
ZGA370-12	Family Caregiver Support Summary Report
ZGA370-14	Project Care Summary Report
ZGA370-15	Project Care - State Recurring

To access the report, click on the name of the Report. In the example, you would click on “ZGA370-12 Family Caregiver Support Summary Report”.

You will then get the report choice options.

Here you can chose which month you want the report to reflect. As a default the most current report will be showing.

If the Service Provider covers multiple counties, they can choose to report on all or only one of their counties.

The Provider option is a Regional and State Option only.

If the area is grayed out, you cannot change that selection.

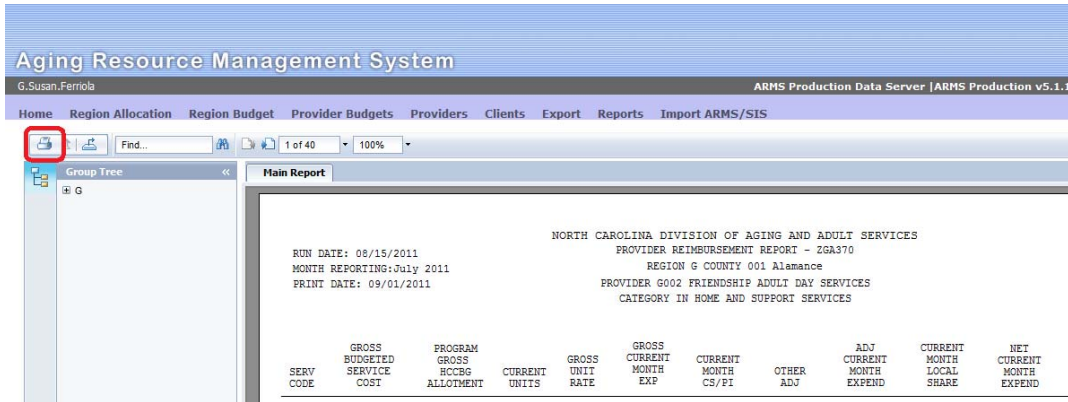
Make your selections and click “Generate Report”.

After clicking “Generate Report” it may take a few seconds for the report to populate. Be patient.

Once it is done, you should see a report on your screen, similar to the one above.

Note: Due to Internet Explorer issues sometimes the report will show up blank. If you have this issue. Try using a different browser. Firefox and Chrome have not had this issue.

Option 1: To print your report, click the 'printer icon'.

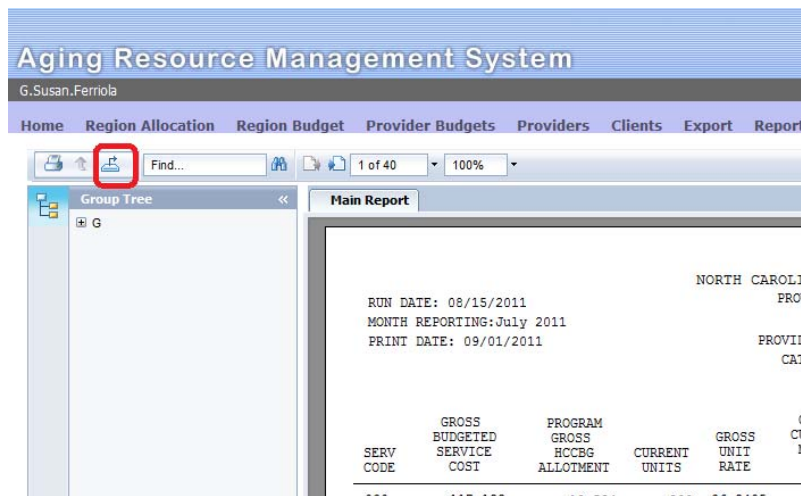


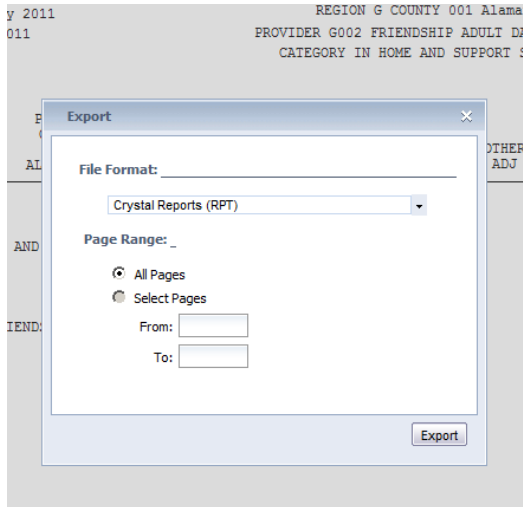
You will get your printer dialogue box, and you print as normal. To print another report, click the word "Reports" in the lavender menu bar to open the report selection once more.

Note: Users have said that when using Internet Explorer, their report prints out blank. If this is happening to you, you may want to try a different browser; or save as a digital file, and print it from Adobe. There are no known issues with Firefox or Chrome at this time.

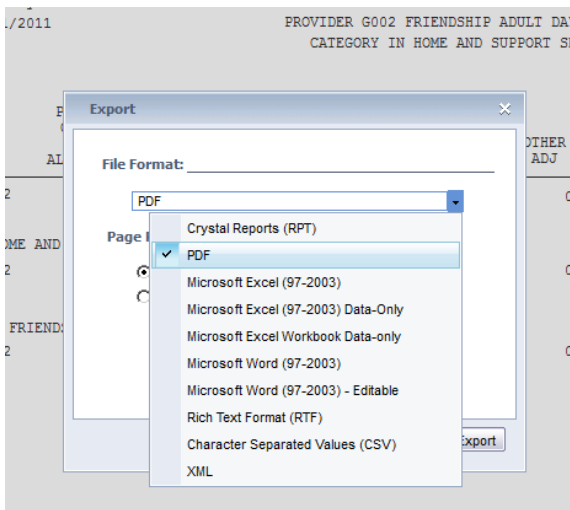
Option 2. Save the Report as a Digital File

You also have the option to save the reports in a digital format. To do this, click the 'export' option.



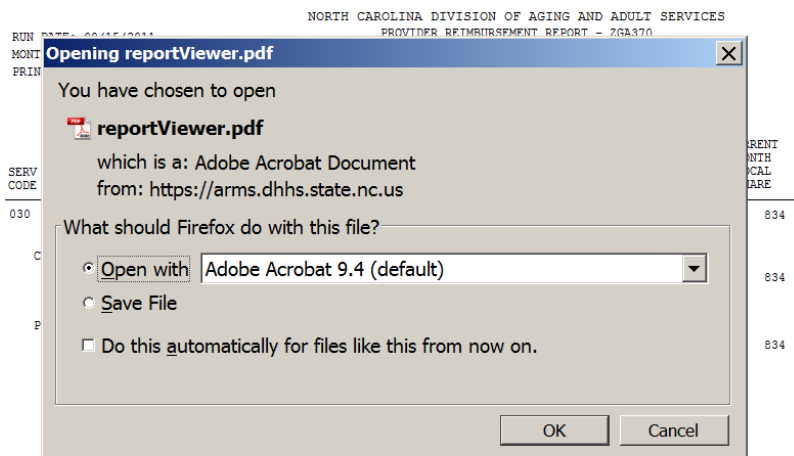


To Export the report file, you will get this dialogue box after you select 'export'.



If you do not have a Crystal Reports Reader, use the drop down box to select "PDF" or "Excel".

A dialogue box will pop up that allows you to choose which PDF reader program you wish to use to view the report.



Once you have made your choice, you save the file as normal. After it is saved you can email it, print it, etc. as you would any other PDF file.

To save another report, merely go back to the Report Menu, and repeat.

Other reports that are helpful:

ZGA547 – I&A Contacts

ZGA515-2 Activity by County

Home Region Allocation Region Budget Provider Budgets		Home Region Allocation Region Budget Provi	
Reimbursement Reports		Reimbursement Reports	
Demographic Reports		Demographic Reports	
Verification Reports		Verification Reports	
Name	Description	Name	Description
ZGA542	Units of Service Verification Report	ZGA060	Financial Report (AAA)
ZGA542-1	Service Totals Summary by State	ZGA515-1	Area Plan Service by Activity by Region
ZGA542-2	Service Totals Summary by Region	ZGA515-2	Area Plan Service by Activity by County
ZGA542-3	Service Totals Summary by County	ZGA801	Expenditure Compliance Report
ZGA542-4	Service Totals Summary by Provider	ZGA517	Service Reimbursement Report
ZGA543	Consumer Contributions/Program Income Verification Report	ZGA545	Invoice for MIS Services
ZGA544	Non-Unit Service Verification Report	Client/Waiting Lists	
ZGA300	Site/Route/Worker Code Table	NAPIS Reports	
ZGA301	Site/Route/Worker Code Information		
ZGA546	Information and Assistance Contacts Report		
ZGA547	Caregiver Unregistered I & A Contacts Report		
ZGA548-1	Legal Client And Unit Verification Report		
ZGA548-2	Family Caregiver Legal Client And Unit Verification Report		
ZGA549	Housing and Home Improvement Report		
ZGA550	Care Management Persons Served Report		
ZGA551	CONSUMER DIRECTED CARE (CDC) REPORTS		
ZGA553	PROJECT CARE REPORT- STATE RECURRING		
Financial Reports			

Once you are finished in ARMS, log out.

ARMS Production Data Server | ARMS Production v5.1.1.20110804 | Help | **Logout**

Reports Import ARMS/SIS