

## AffinityHealth Reports

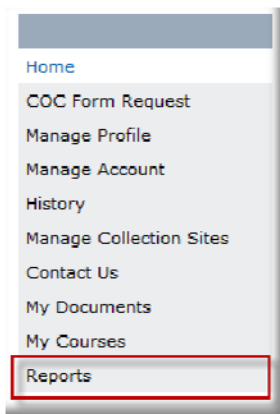
### Overview

We are thrilled to announce the current TnPAP initiative to create a paperless and therefore earth-friendly operation. To begin, we are transferring all participant report submissions to an online process. Beginning August 1, 2009 all participants will be required to enter their monthly attendance and self reports online, through the AffinityHealth system.

As always, the wonderful team of Affinity customer support representatives will be available to answer any questions you might have. Read through the short reporting directions included with this letter for each step in the online reporting submission process. This feature is fully now fully operational, so you can enter any available reports online before the August 1<sup>st</sup> launch.

### Accessing Reports

Begin by clicking on "Reports" from the left hand navigation menu.



Select the available report you want to complete by clicking on the Submit Report link at the far right side of the screen.

You will only be able to fill in the reports that are currently available to you.


At the beginning of each "interval"; a new report for that period will appear on your Available Reports page.

A screenshot of the AffinityHealth Reports page. The page title is "REPORTS". There are two tabs: "Available Reports" (selected) and "In Progress/Submitted Reports". Below the tabs is a dropdown menu for "Items Displayed" set to "15". A table lists available reports with columns for Report Type, Interval, Due Date, and Submit Report. The "Submit Report" link for the "Attendance Report" is highlighted with a red box. The footer includes "Privacy Policy | Terms of Use", "© Copyright 2008 Affinity Online Solutions International SRL. All rights reserved.", and "POWERED BY Affinity ehealth.com".

Report Type	Interval	Due Date	Submit Report
Attendance Report	Month	07/31/2009	<a href="#">Submit Report</a>
Self Report	Month	06/30/2009	<a href="#">Submit Report</a>
Prescription Report			<a href="#">Submit Report</a>

## Attendance Reports

Attendance Reports let you document your attendance in meetings such as 12 Step. You will need to add a new record for each meeting attended. The Start Date and End Date on the report designates the report period.




To add the first meeting, enter the meeting date by typing directly into the field or by selecting the date from the calendar. Fill in the location/group name in the empty field and click the **green plus sign button**  at the right side of the screen.

**ATTENDANCE REPORT**

**Add/Edit Report**

Report Start Date: 07/01/2009      Report End Date: 07/31/2009

Items Displayed: 15 ▾








Meeting Date	Time	Type	Location/Group Name	Approved	Ops
07/14/2009 	<input type="text"/>	12-step meeting ▾	<input type="text" value="My Group"/>	<input type="checkbox"/>	 

Page 1 of 1 (1 items)

[Add](#)

[Update](#)   [Submit](#)   [Cancel](#)

Additional meetings can be added by clicking the add button in the bottom right corner of the screen and entering the meeting information. Remember to click the green plus sign button for each meeting attendance entry.

Meeting Date	Time	Type	Location/Group Name	Approved	Ops
07/14/2009		12-step meeting	My Group	<input type="checkbox"/>	 
07/08/2009		12-step meeting	My Group	<input type="checkbox"/>	 
07/14/2009 	<input type="text"/>	Monitorina Group ▾	<input type="text"/>	<input type="checkbox"/>	 

To complete the process, click either the **Update** or **Submit** button at the bottom of the screen and the information will be saved in your file:

- **Update** – saves the information and enables you to continue editing the report until you submit.
- **Submit** – saves the information and submits the report to your case manager. Your case manager will be notified. Note, once you submit a report, you no longer have editing access.

## Self Reports

The self report is made up of questions comprised of dropdown menus and empty fields. Answer each question as accurately and with as much detail as possible. When you are finished entering the details in your report, click the submit button at the bottom of the screen.

**Self Report**

Report Start Date: 06/01/2009      Report End Date: 06/30/2009

Sobriety Date:

1. Have you had any changes in employer, work site address, employment status, employment shift or hours of work, with site monitor, or work restrictions or responsibilities?

Yes  No

If yes, please explain:

**Support Group Attendance and Involvement**

2. Name of facilitator:

3. Number of meeting required/week:       Number attended this month:

4. Progress:

## Editing Reports

Once a Report is either created (Update) or submitted, the report will then be listed under your In Progress/Submitted Reports tab, instead of the "Available Reports" tab.

Welcome Mary Hunt [Log out](#)

- Home
- COC Form Request
- Manage Profile
- Manage Account
- History
- Manage Collection Sites
- Contact Us
- My Documents
- My Courses
- Reports

**REPORTS**

Available Reports    **In Progress/Submitted Reports**

Items Displayed: 15

Report Type	Interval	Start Date	End Date	Date Received	View	Edit
Attendance Report	Month	07/01/2009	07/31/2009	07/14/2009		<a href="#">Edit</a>
Self Report	Month	11/01/2008	11/30/2008	07/14/2009	<a href="#">View</a>	

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If you have not yet submitted the report, you can continue updating the report by clicking the [Edit](#) link on the right. Once you click "Submit" on a report, the report and notification are submitted to your case manager. You can no longer edit or update the report and the link changes to [View](#) to enable you access to view the report.

