How to Run the IMH Red/ Green Summary

Quick Steps for Running IMH Red/ Green Summary

- Click Reports and Select Print My Reports
- Select IMH Red/ Green Summary
- Click Print/Perform
- Select Beginning and Ending Dates
- Click Select under R/Client Providers and Select One or Multiple Option(s)
- Click Customize Report Layout

The IMH Red/ Green Summary Report has to be Pulled Prior to the IMH Red/Green Detail Report

Detailed Steps for Running IMH Red/ Green Summary Report:

>   ***Note**: IMH Red/ Green Summary has to be pulled for the IMH Red/Green Detail report to work*

1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.

2. From the top menu, click on **Reports** and then select **Print My Reports**. This will open up your list of reports.

3. Select the report **IMH Red/ Green Summary** then click **Print/Perform.**
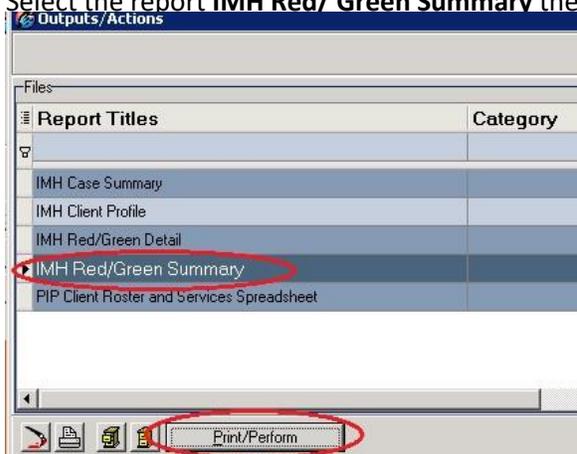
4. Select the appropriate **Beginning** and **Ending** date for the time period you are looking.

5. Under R/Client Providers, click **Select.**

6. Click the option(s) to choose one, multiple, or all (**Select All** button) options from the list. If selecting only one or multiples (without selecting all) click the **OK** button.

7. Click the **Customize Report Layout** button.

8. The measures will report out into columns of information like below.

Column Notes:
Numerator- The number of clients who have the measure entered on them.
Denominator- The number of clients eligible to have the measure entered on them.

If you need further assistance please contact the ECSC Database Services Team:
ecscdata@unm.edu
Local: 505-277-0469 / Toll Free: 855-663-2821