



# **CheckPT Reports User Guide**

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January 21, 2025

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## Overview

CheckPT has reports available on the **Reports** tab on the navigation bar. The reports can be viewed on your screen, printed, or exported to a file. This guide provides instructions for accessing these reports.



Note: To access all reporting functionality, use the most current browser version.

## Available Reports

There are 4 reports available for Provider and Division Users: Application Report, Registry Result Report, Roster Report, and User Account List Report.

Report Name	Description
<b>Application Report</b>	A list of applications for a specified timeframe for your agency. The report details the following for each application: application ID, provider name, applicant name, SSN (last 4 digits), application date, application status, application status reason, withdrawal reason (if applicable), and date fingerprints taken.
<b>Registry Results Report</b>	A list of all registry checks for all applicants for your agency during the specified timeframe. The report details the following for each registry check: provider name, applicant name, SSN (last 4 digits), application ID, registry name, username of the person who checked the registry, date the registry was checked, registry result, and if it was an auto-match registry (as applicable).
<b>Roster Report</b>	A complete list of your current employees. For each employee, the report details the following information: application ID, provider name, employee last name, employee first name, position, employment status, provisional hire date, permanent hire date, and determination.
<b>User Account List Report</b>	A list of user accounts for your agency. The report details the following information for each user: date the account was created, last login date, the number of days since last login, date of last password change, status of account (active or inactive, enabled/disabled/locked), date the End User License Agreement (EULA) was accepted, user type, name of person who created the account, user role(s), and associated provider(s).

# Generating Reports

Select the report you want to run by clicking on the hyperlink for the report.

**Provider Reports**

Reports: Provider Reports

**Provider Reports**

[Application Report](#)

[Registry Results Report](#)

[Roster Report](#)

[User Account List Report](#)

Each report has different filters, like start and end dates and provider name. Some filtering options are required for the report to generate; others are optional. To preview a report, select your filter options and select “View Report”.

**Application Report**

Date From (MM/DD/YYYY):

Date To (MM/DD/YYYY):

Provider:

The first page of the report displays.

**Application Report**

Date From (MM/DD/YYYY):

Date To (MM/DD/YYYY):

Provider Name Search (optional)  Provider:

1 of 1 Find | Next

Georgia Department of Behavioral Health and Developmental Disabilities  
200 Piedmont Avenue, S.E.  
Suite 608B, West Tower  
Atlanta, GA 30334  
(404) 232-1641  
<https://dbhdd.georgia.gov/>

## CheckPT Application Report

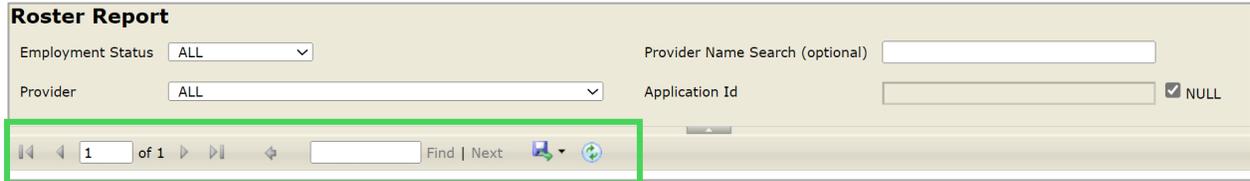


**Date From:** 5/1/2024      **Date To:** 6/30/2024      **Provider:** Central State Hospital

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Status Reason	Withdrawal Reason	Fingerprints Taken Date
100005	Central State Hospital	Shellstrop, Eleanor	0184	5/21/2024	Closed	Hired		
100006	Central State Hospital	Shellstrop, Eleanor	0184	5/21/2024	Closed	Withdrawn by Applicant		
100009	Central State Hospital	Fox, Red	4777	5/22/2024	Submitted			
100018	Central State Hospital	Hogan, Hulk The	5486	5/22/2024	Determination Available	Hired		05/22/2024
100019	Central State Hospital	Tester, Melissa	1258	5/23/2024	Closed	Withdrawn	Did Not Report for Position/Work	
100023	Central State Hospital	Tester, Melissa	1258	5/29/2024	Submitted			
100540	Central State Hospital	Shine, Sun	7888	6/7/2024	Determination Available			
100543	Central State Hospital	Flower, Purple	4711	6/10/2024	Submitted			
100550	Central State Hospital	Day, Bright	6952	6/12/2024	Submitted			

# Report Preview Buttons

The table below explains the buttons and fields in the report preview toolbar. You can download and print the reports using your browser's download and print functions



This Button/Field...	Allows you to...
	View the first page of the report.
	View the last page of the report.
	View the next page of the report.
	View the previous page of the report.
	Search for an item, such as an applicant name, in the body of the report. You can use <b>"Next"</b> to move to the next occurrence of your search.
	Export your report to one of the following formats: Word, Excel, PowerPoint, PDF, TIFF File, MHTML (web archive), CSV (comma delimited), XML file with report data, or Data feed.
	Refresh the data in the report preview.

# Sample Reports

## Application Report

**Application Report**

Date From (MM/DD/YYYY): 5/1/2024 Date To (MM/DD/YYYY): 6/30/2024

Provider Name Search (optional): centr Provider: Central State Hospital

1 of 1 Find | Next

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**CheckPT Application Report**



Date From: 5/1/2024 Date To: 6/30/2024 Provider: Central State Hospital

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Status Reason	Withdrawal Reason	Fingerprints Taken Date
100005	Central State Hospital	Shellstrop, Eleanor	0184	5/21/2024	Closed	Hired		
100006	Central State Hospital	Shellstrop, Eleanor	0184	5/21/2024	Closed	Withdrawn by Applicant		
100009	Central State Hospital	Fox, Red	4777	5/22/2024	Submitted			
100018	Central State Hospital	Hogan, Hulk The	5486	5/22/2024	Determination Available	Hired		05/22/2024
100019	Central State Hospital	Tester, Melissa	1258	5/23/2024	Closed	Withdrawn	Did Not Report for Position/Work	
100023	Central State Hospital	Tester, Melissa	1258	5/29/2024	Submitted			
100540	Central State Hospital	Shine, Sun	7888	6/7/2024	Determination Available			
100543	Central State Hospital	Flower, Purple	4711	6/10/2024	Submitted			
100550	Central State Hospital	Day, Bright	6952	6/12/2024	Submitted			

## Registry Results Report

**Registry Results Report**

Date From (MM/DD/YYYY): 5/1/2024 Date To (MM/DD/YYYY): 5/31/2024

Provider Name Search: central Provider: West Central Georgia Regional Hospital

Checked By User Id: ALL

1 of 1 Find | Next

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**CheckPT Registry Results Report**



Date From: 5/1/2024 Date To: 5/31/2024 Provider: West Central Georgia Regional Hospital User: ALL

Provider Name	Applicant	Last 4 of SSN	Application Id	Registry Name	Registry Checked By	Registry Checked On	Registry Result	Auto Match
West Central Georgia Regional Hospital	Black Bat	7444	100013	Georgia Sex Offender Registry	MJeffers-UAT	05/22/2024	Cleared	No
West Central Georgia Regional Hospital	Black Bat	7444	100013	National Sex Offender Public Website	MJeffers-UAT	05/22/2024	Cleared	N/A
West Central Georgia Regional Hospital	Black Bat	7444	100013	OIG List of Excluded Individuals/Entities	MJeffers-UAT	05/22/2024	Cleared	No

# Roster Report

**Roster Report**

Employment Status:  Provider Name Search (optional):

Provider:  Application Id:   NULL

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**Roster Report**



**Employment Status:** ALL      **Provider:** Dawgs Hospital      **Application Id:**

Application Id	Provider Name	Last Name	First Name	Position	Employment Status	Provisional Hire Date	Hire Date	Determination
43	Dawgs Hospital	Broome	Test	A0349 Psychiatrist / a	Provisional	04/17/2024		Eligible
2	Dawgs Hospital	John	Papa	A0048 Board Member / Good Dawg	Permanent	03/20/2024	04/18/2024	Eligible
24	Dawgs Hospital	Tree	Tulip	FFS012 Food Svc Worker 3 / Food Service Worker	Permanent		04/03/2024	Eligible

# User Account List Report

**User Account List Report**

User Status:  User Type:

User Role:  Exact Match:

Provider Name Search:  Provider:

Last Login Date Begin:   NULL Last Login Date End:   NULL

Created On Date From:   NULL Created On Date To:   NULL

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**User Account List Report**



**User Name:** MJeffer-UAT      **User Role:** Provider User      **Last Login Date From:**

**User Status:** All      **Provider:** TrainingProvider15      **Last Login Date To:**

**User Type:** All      **Created On Date From:**      **Created On Date To:**

TrainingUser15	Training User	test@example.com
<b>Account Created:</b>	8/22/2024	<b>Last Login:</b> 8/21/2024
<b>Password Changed:</b>	8/21/2024	<b>Is Active:</b> Yes
<b>EULA Accepted on:</b>		<b>User Type:</b> Provider
<b>User Role(s):</b>	Provider User, Provider Admin	<b>Days Since Last Login:</b> 9
<b>Associated Provider(s):</b>	TrainingProvider15	<b>Account Status:</b> Enabled
		<b>Created By:</b> TrainingScript