

CheckPT Reports User Guide

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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.

Home	Applications	Employees	Search	Reports	Admin	
				Provider R	eports	

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
Application Report	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.
Registry Results Report	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).
Roster Report	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.
User Account List Report	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.

P	ovider Reports	
	Reports: Provider Reports	
	Provider Reports	
	Application Report	
	<u>Registry Results Report</u>	
	<u>Roster Report</u>	
	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	t	
Date From (MM/DD/YYYY):		Date To (MM/DD/YYYY):
Provider		

The first page of the report displays.

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ate From (MM/I	DD/YYYY):	5/1/2024			Date To (MM/DD	/YYYY): 6/30/2	1024			
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Georgia Depa Development 200 Piedmon Suite 608B, V Atlanta, GA (404) 232-16 https://dbhde	artment of Behavi tal Disabilities it Avenue, S.E. West Tower 30334 i41 d.georgia.gov/	oral Health i	and	Check	PT Appl Report	ication	DBHI	D-D		
Date From:	5/1/2024		Date To: 6/30/	/2024	Pro	ovider: Central S	tate Hospital			
Date From: pplication ‡	5/1/2024 Provider Name	\$	Date To: 6/30/ Applicant Name ‡	/2024 SSN4 ‡	Pro Application ‡ Date	ovider: Central S Application : Status	tate Hospital Application Status Reason	Withdrawal ‡ Reason	Fingerprints Taken Date	\$
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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

Roster Report	t	
Employment Status	ALL ~	Provider Name Search (optional)
Provider	ALL	Application Id
14 4 1 of 1	. 🕨 🕅 🧔 🗘 🎝 Find Next 🔍 🗸 🌍	

This Button/Field	Allows you to…
14	View the first page of the report.
₽I	View the last page of the report.
	View the next page of the report.
4	View the previous page of the report.
Find Next	Search for an item, such as an applicant name, in the body of the report. You can use " Next " 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

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ate From (MM/	DD/YYYY):	5/1/202	24		Date To (MM/DD	/YYYY): 6/30/2	024			
rovider Name S	earch (optional)	centr			Provider	Centra	l State Hospital			
1] of 1 🕨 🕨	\$	Find	Next 🔍	• ③					
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Registry Results Report

gistry Results	Report								
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vider Name Search	central]	Provider	West Central Geor	gia Regional Hosp	ital		
ecked By User Id	ALL		~						
4 1 of 1 ▶	▶ .	Find N	ext 🔍 🔹 📀						
Georgia Department of Developmental Disabilit 200 Piedmont Avenue, J Suite 608B, West Tower Atlanta, GA 30334	Behavioral Health an ies S.E.	d	CheckPT Results	Registry Report					
(404) 232-1641 https://dbhdd.georgia.g	iov/				D·B·H·D·D				
(404) 232-1641 https://dbhdd.georgia.g Date From: 5/1/2024	ov/ Date To: 5/	31/2024 F	Provider: West Centra	al Georgia Regional Hospital	D·B·H·D·D				
(404) 232-1641 https://dbhdd.georgia.g Date From: 5/1/2024 Provider Name \$	Date To: 5/: Applicant \$	31/2024 F Last 4 of SSN	Provider: West Centra	al Georgia Regional Hospital Registry Name \$	D·B·H·D·D User: ALL Registry : Checked By	Registry ‡ Checked On	Registry Result	‡ Auto Match	÷
(404) 232-1641 https://dbhdd.georgia.g Date From: 5/1/2024 Provider Name West Central Georgia Regional Hospital	Date To: 5/	31/2024 F Last 4 of SSN 7444	Provider: West Centra Application Id : 100013	al Georgia Regional Hospital Registry Name : Georgia Sex Offender Registry	D·B·H·D·D User: ALL Registry Checked By MDeffers-UAT	Registry Checked On 05/22/2024	Registry Result Cleared	Auto Match N₀	\$
(404) 232-1641 https://dbhdd.georgia.g Date From: 5/1/2024 Provider Name \$ West Central Georgia Regional Hospital West Central Georgia	Date To: 5/ Date To: 5/ Applicant \$ Black Bat Black Bat	31/2024 F Last 4 of SSN 7444 7444	Provider: West Centra Application Id : 100013 100013	al Georgia Regional Hospital Registry Name : Georgia Sex Offender Registry National Sex Offender Public Website	D·B·H·D·D User: ALL Registry : Checked By MJeffers-UAT	Registry Checked On 2 05/22/2024 05/22/2024	Registry Result Cleared Cleared	Auto Match No N/A	\$

Roster Report

Roster Rep	ort									
Employment Stat Provider	us ALL V Dawgs Hospital V	Provider Name S Application Id Find	Search (optional) Next 🔍 • 🧯	dawg	NULL			View Report		
Georgia Departi Developmental 200 Piedmont A Suite 608B, We Atlanta, GA 30: (404) 232-1641 https://dbhdd.g	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/									
Employment	Status: ALL Pro	vider: Dawgs Hos	pital	Application	n 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				
UserStatus All 🗸		User Type	All	View Report
User Role Provider User		Exact Match	No	
Provider Name Search train		Provider	TrainingProvider15	
Last Login Date Begin		Last Login Date Er	nd 🔤 🖾 NULL	
Created On Date From		Created On Date T	To III VILL	
4	Find Next 🛛 🛃	• 📀		
Georgia Department of Behavioral Health and Developmental Disabilities 200 Piedmont Avenue, S.E. Suite 6088, West Tower Atlanta, GA 3034 (404) 232-1641 https://dbhdd.georgia.gov/	User	Account Report	t List D·B·H·D·D	
User Name: MJeffers-UAT	User Rol	e: Provider User	Last Login Date From:	
User Status: All	Provider	: TrainingProvider1	5 Last Login Date To:	
User Type: A//	Created	On Date From:	Created On Date To:	
TrainingUser15 Training User	te	est@example.com	L Contraction of the second	
Account Created:	8/22/2024	Last Login: 8	/21/2024 Days Since Last Login: 9	
Password Changed:	8/21/2024	Is Active: Y	es Account Status: Enabled	
EULA Accepted on:		User Type: P	rovider Created By: TrainingSc	ript
User Role(s):	Provider User, Provider Ad	lmin		
Associated Provider(s):	TrainingProvider15			