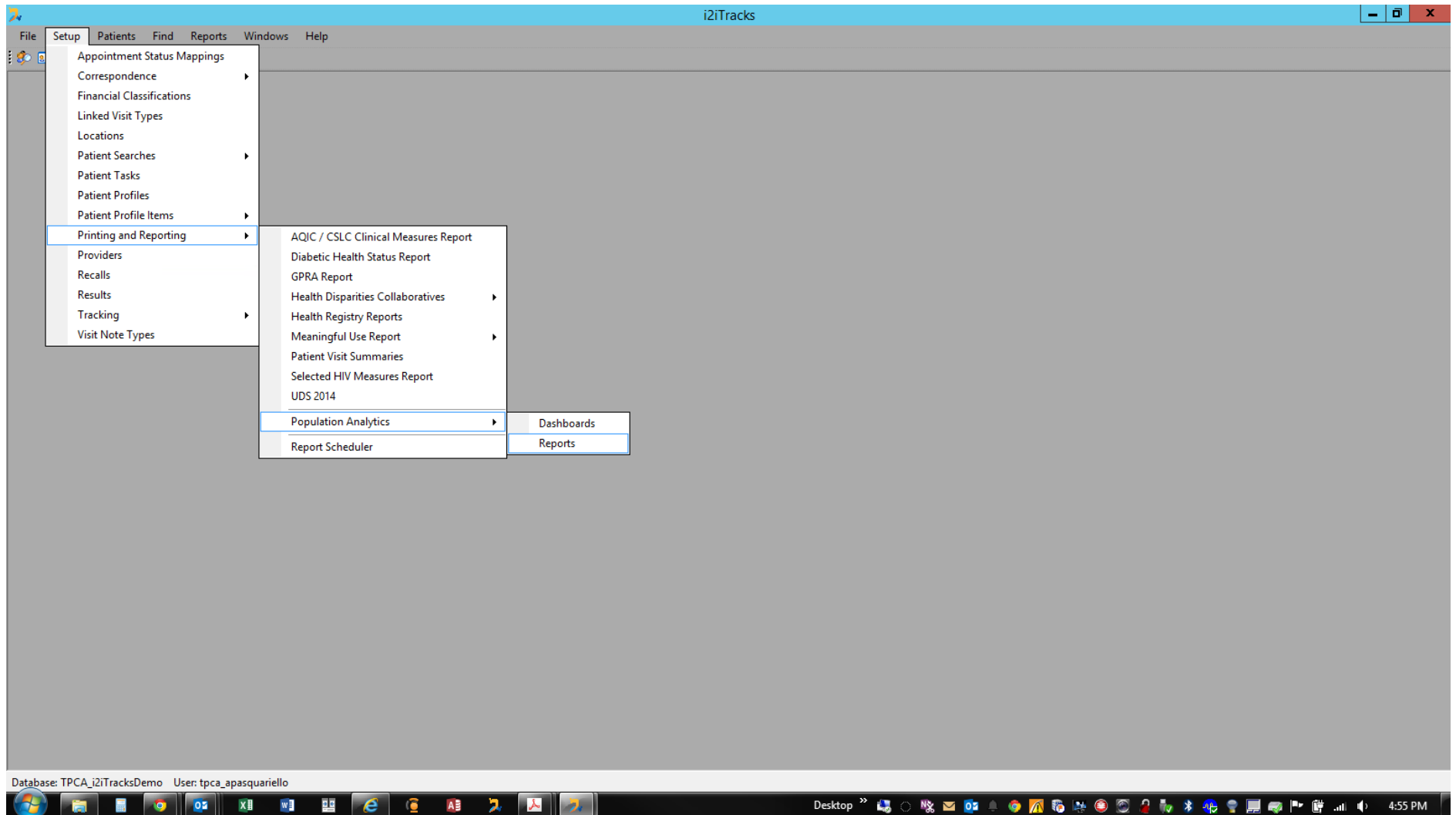


## Directions for Importing an i2i Tracks Custom Report: Safety Net Report Instructions

Ashley Pasquariello, Tennessee Primary Care Association's Data Analyst

If you need help with any i2i Tracks issues, please request a Zoom Video meeting [ashley.pasquariello@tnpca.org](mailto:ashley.pasquariello@tnpca.org) / 615-425-5846.

After you save the [TPCA i2iTracks Safety Net Demographics Report 09-23-2015.trxr](#) to your computer (on the server, on your desktop, etc.), open i2i Tracks to import the report. Navigate to Setup > Printing and Reporting > Population Analytics > Reports



Click "Import Report"

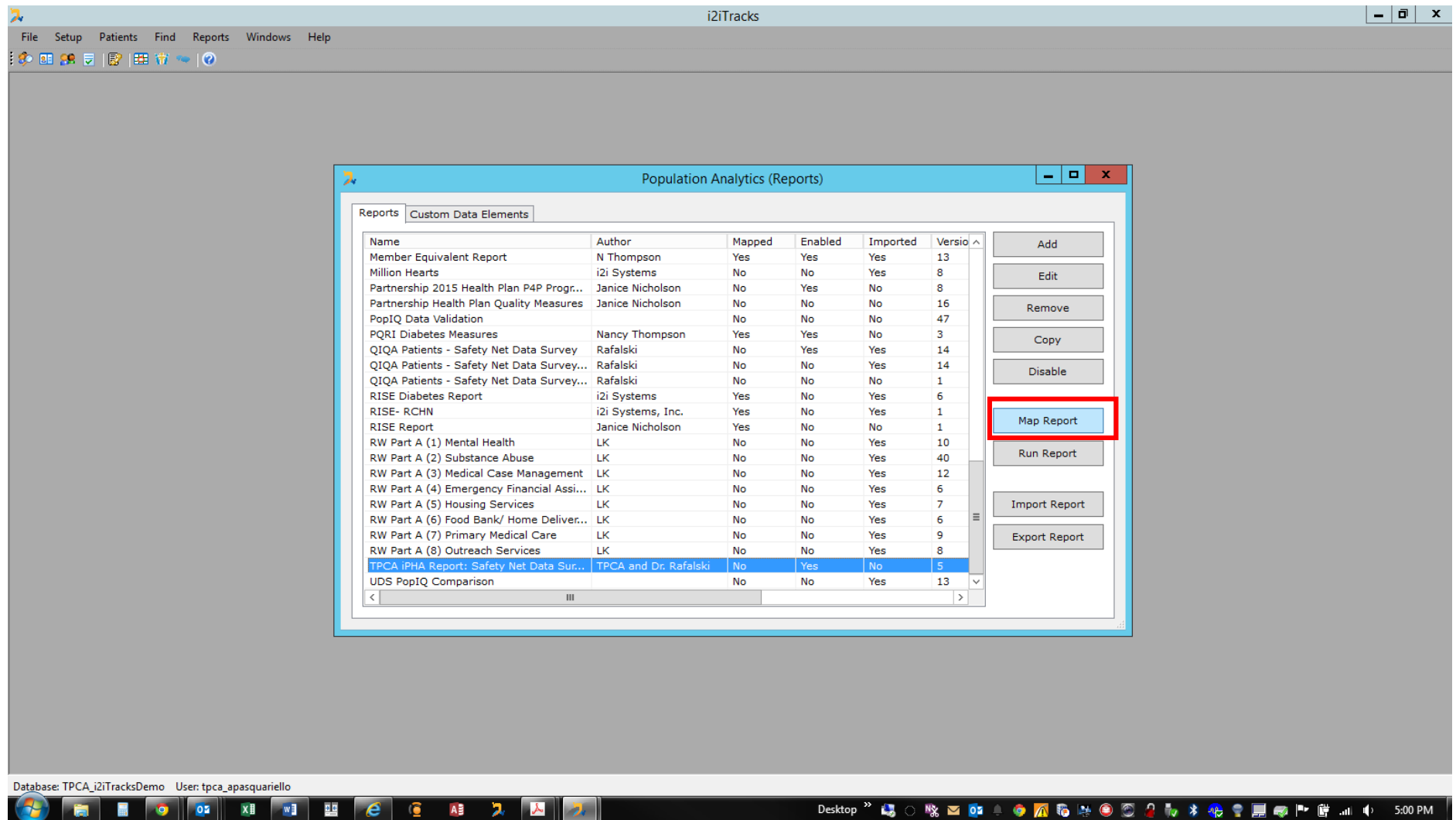
The screenshot shows the i2iTracks application window. The main window has a menu bar with 'File', 'Setup', 'Patients', 'Find', 'Reports', 'Windows', and 'Help'. Below the menu bar is a toolbar with various icons. The 'Population Analytics (Reports)' window is open, displaying a list of reports under the 'Reports' tab. The list has columns for Name, Author, Mapped, Enabled, Imported, and Version. The 'Import Report' button is highlighted with a red rectangle.

Name	Author	Mapped	Enabled	Imported	Version
*Patient Centered Medical Home Activit...	Janice Nicholson	Yes	Yes	No	27
2014 i2i PCMH 2C	i2i Systems	Yes	Yes	Yes	4
2014 i2i PCMH 3A	i2i Systems	Yes	Yes	Yes	2
2014 i2i PCMH 3B	i2i Systems	Yes	Yes	Yes	10
2014 i2i PCMH 3D	i2i Systems	Yes	Yes	Yes	15
2014 i2i PCMH 4A	i2i Systems	Yes	Yes	Yes	24
2014 i2i PCMH 6A	i2i Systems	Yes	Yes	Yes	4
Active Diabetes Statistics with Payers	Nancy Thompson	Yes	Yes	No	12
ALL HEART (v2.3)2	i2i Systems	Yes	No	No	1
Carl's Reseach Project	Janice Nicholson	Yes	No	No	8
CCALAC Adult Preventative Care Measu...	Janice Nicholson	Yes	No	No	10
CCALAC Diabetes Performance Measures	Janice Nicholson	Yes	No	No	3
CCALAC Hypertension Measures	Janice Nicholson	Yes	No	No	7
CEI/ Quality Network Performance Scor...	Loretta Khangura	No	Yes	Yes	5
Comprehensive Healthcare Maintenance...	Janice Nicholson	Yes	Yes	No	15
Counting Visits	Janice Nicholson	Yes	No	No	3
Healthy People 2020	Janice Nicholson	No	No	No	3
i2i Data Toolkit: Validation (Labs)	i2i Systems	Yes	No	Yes	5
i2i Data Toolkit: Validation (Medications)	i2i Systems	No	No	Yes	6
i2i Data Toolkit: Validation (NQF Measur...	i2i Systems	No	No	Yes	10
i2i Data Toolkit: Validation (Visits)	i2i Systems	No	No	Yes	3
i2i HEDIS Toolkit - 12 Key Measures	i2i Systems	No	No	Yes	1

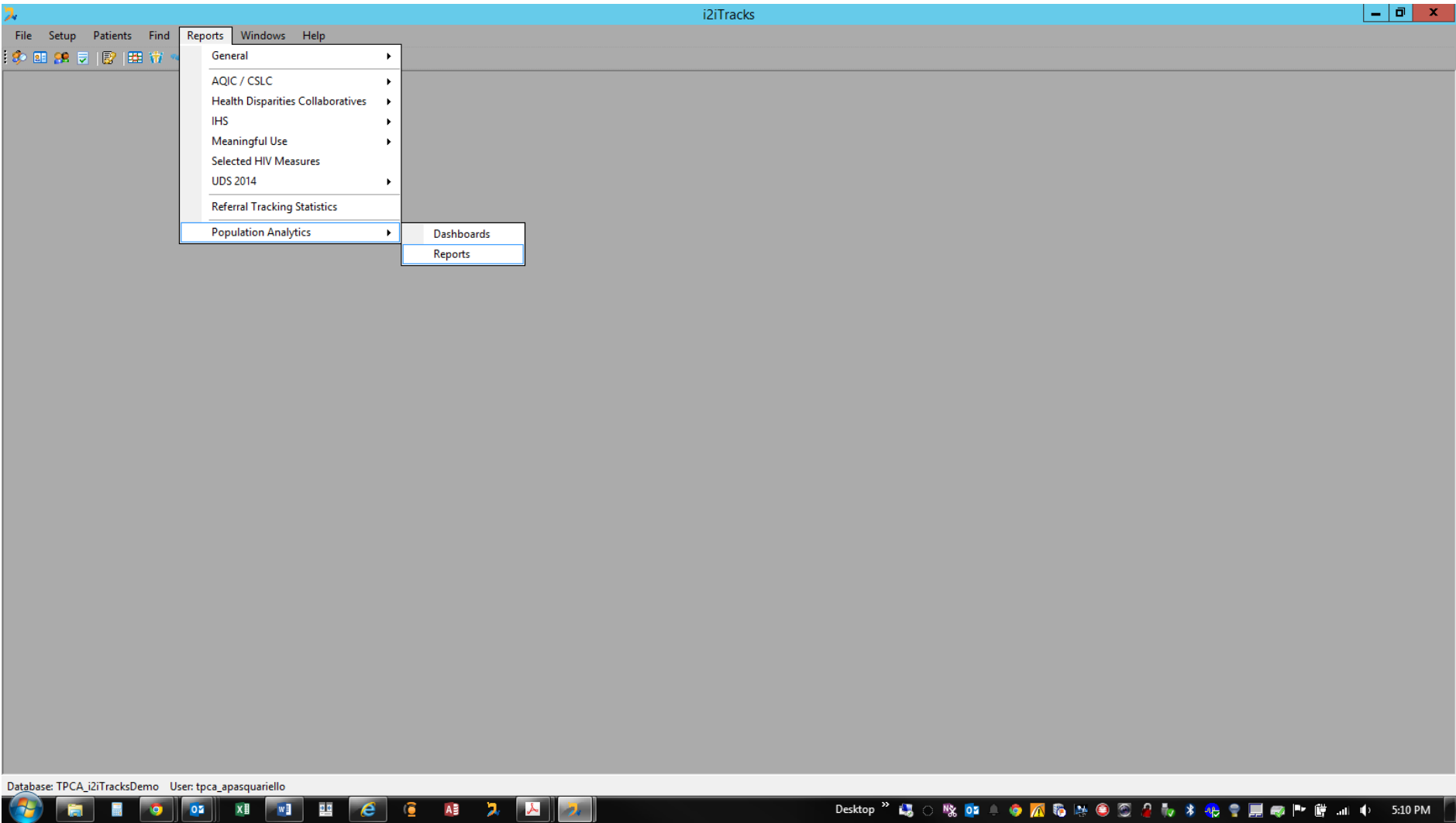
Buttons on the right side of the window: Add, Edit, Remove, Copy, Enable, Map Report, Run Report, **Import Report** (highlighted), Export Report.

Database: TPCA\_i2iTracksDemo User: tpcasquariello

Browse to the location where you originally saved your report and select it to complete the Import. Once the report has been imported, select the report from your list and click “Map Report”. **This step is very important.** It will allow you to define each report element according to your unique i2i Tracks mappings. Select the appropriate ICD-9/ICD-10 codes, External Problems, etc. for each report element. If you need help with this step, please request a Zoom Video meeting with Tennessee Primary Care Association’s Data Analyst, [ashley.pasquariello@tnpca.org](mailto:ashley.pasquariello@tnpca.org) / 615-425-5846.



After you have mapped your report, you can click “Run Report” from this Reports Setup screen, or you can navigate to Reports > Population Analytics > Reports to select the report.



When you are ready to Run the report, specify the 1) Date Range for the correct quarter, 2) the separate locations/sites you are required to report (for the number of Uninsured Adult Medical Encounters and Unduplicated Uninsured Adult Patients only), and 3) the Uninsured Financial Classification. Click Ok and your report will generate. Remember, you can double click on any number in the report to see an Audit List of patients that fit that specific criteria.

**Report Criteria**

Date Range  
7/ 1/2015 to 9/23/2015  
☐ Show multiple periods 12 months in length

☒ Only include these locations:  
Dan's Health Center  
Dr. Larson and Hendricks OD  
Eye Specialists of Petaluma  
Healthy Moms and Babies  
Add Remove

Report On: Default Location  
☒ Show as separate columns

☐ Only include these providers:  
Add Remove

Report On: Default Provider  
☐ Show as separate columns

☒ Only include these financial classifications:  
Uninsured  
Add Remove

☐ Show as separate columns

☐ Only include these migrant statuses:  
Add Remove

☐ Show as separate columns

☐ Only include these homeless statuses:  
Add Remove

☐ Show as separate columns

OK Cancel

Database: TPCA\_i2iTracksDemo User: tpca\_apasquariello