



Electronic Management of Records (ELMR)
Report Distribution System (RDS)

Riverside County Department of Mental Health

Report

Distribution

Server



**Contract Provider
RDS Training Manual**

August 16, 2013

The *Report Distribution Server* (RDS) is a web-based application that Riverside County Department of Mental Health has implemented to enable the availability of information with our contract providers. The steps outlined below will guide through the process of accessing/requesting reports that have been assigned to your organization:

LOGIN

From Internet Explorer  access the following URL: <https://rds.rcmhcare.org>

- ▶ Click on **Contract Provider**
- ▶ In the Username: Enter your “assigned” *Provider Connect* username
- ▶ In the Password: Enter your *Provider Connect* password
- ▶ Enter characters displaying in the gray box
- ▶ Click on the **Log On** button



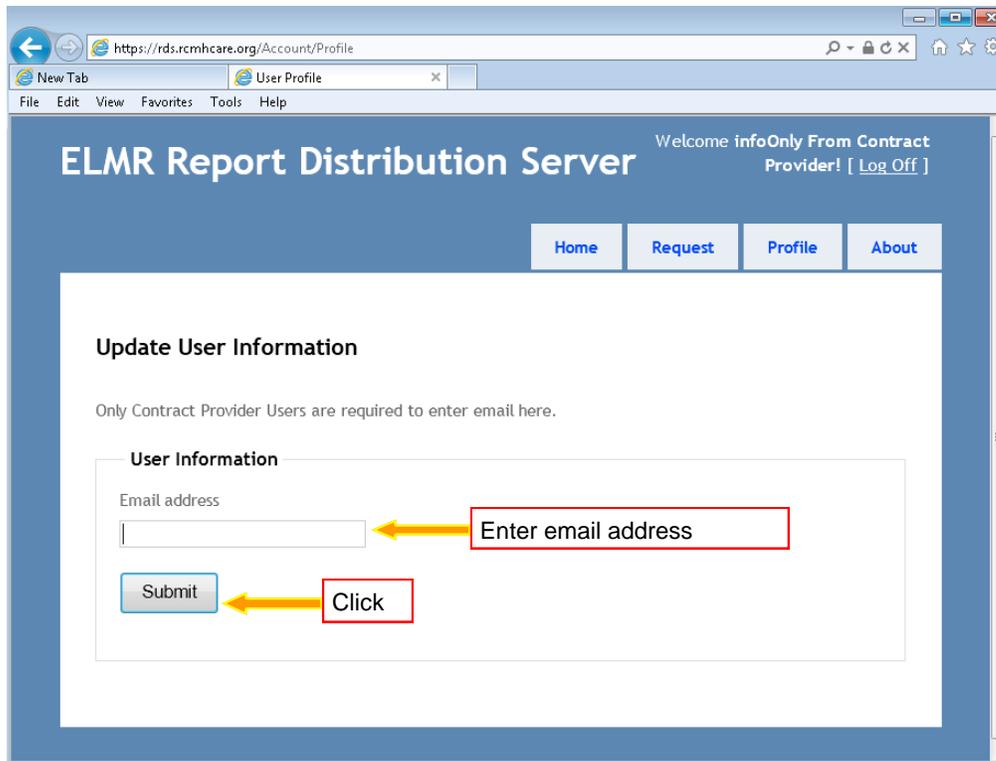
The screenshot shows the login interface for the ELMR Report Distribution Server. The page title is "ELMR Report Distribution Server" with a "[Log On]" link in the top right. Below the title are "Home" and "About" buttons. The main heading is "Log On" with the instruction "Please enter your user name and password." The "Account Information" section includes a radio button for "Contract Provider" (annotated with "Click on Contract Provider"), a "User name" field (annotated with "Enter Provider Connect User Name"), a "Password" field (annotated with "Enter Password"), a captcha image showing "ISArZ" (annotated with "Enter characters showing in the gray box"), and a "Log On" button (annotated with "Click").

- ▶ The system will display the 'Update User Information' screen, enter your **email address**.

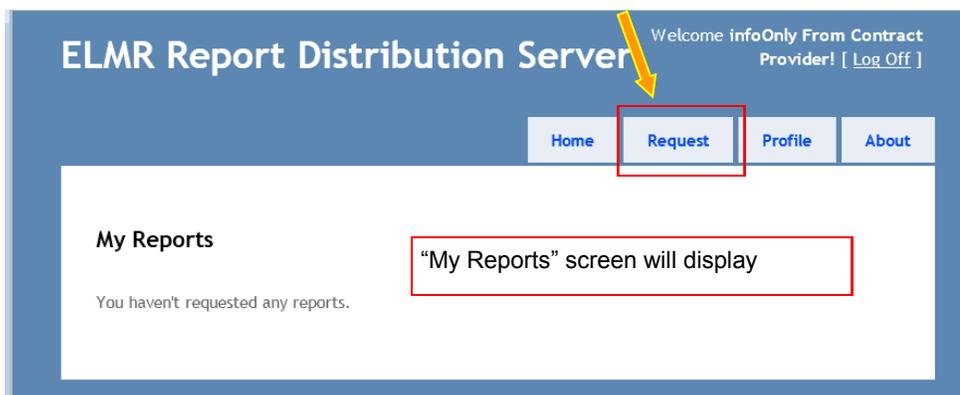
IMPORTANT: Enter your **complete** email address e.g. romerosjk@childhelp.org.

TIP: Click on **Profile** tab to update email address.

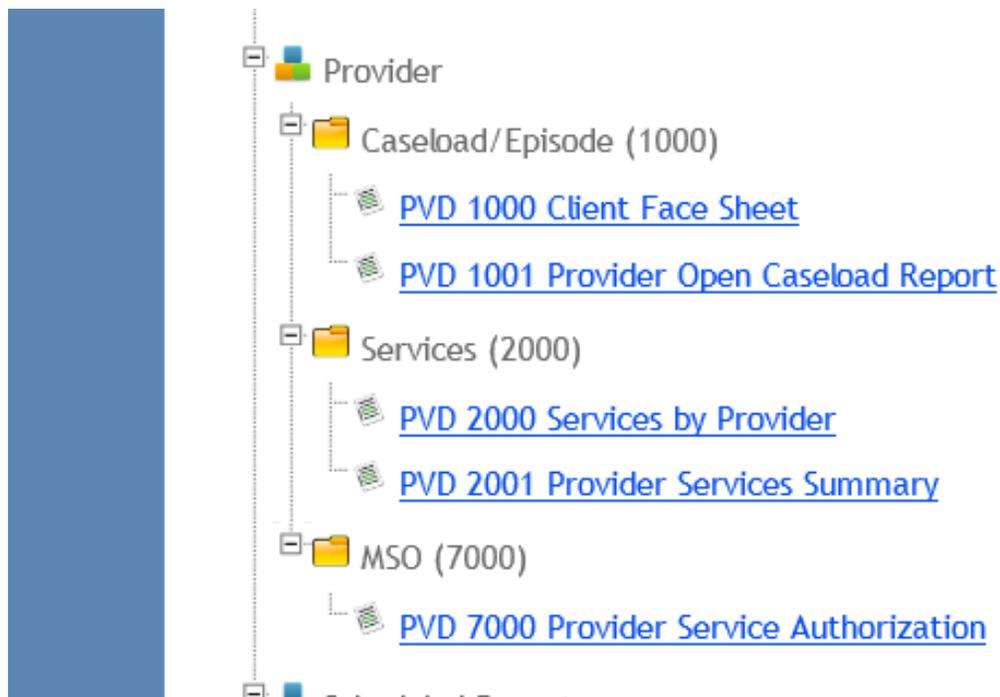
- ▶ Review that you entered your complete email address and Click '**Submit**'.



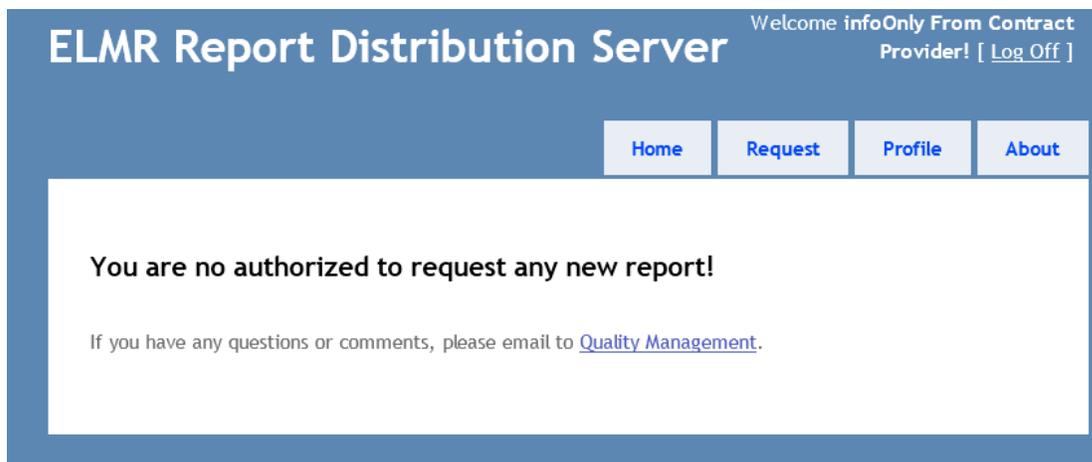
- ▶ The 'My Reports' screen will display. Click on "**Request**" tab to proceed with requesting a report.



► The 'Report Menu' will display.



If you are not authorized to request a report, contact RCMH Quality Management via email at gmreports@rcmhd.org and ask for the report to be assigned to your organization.



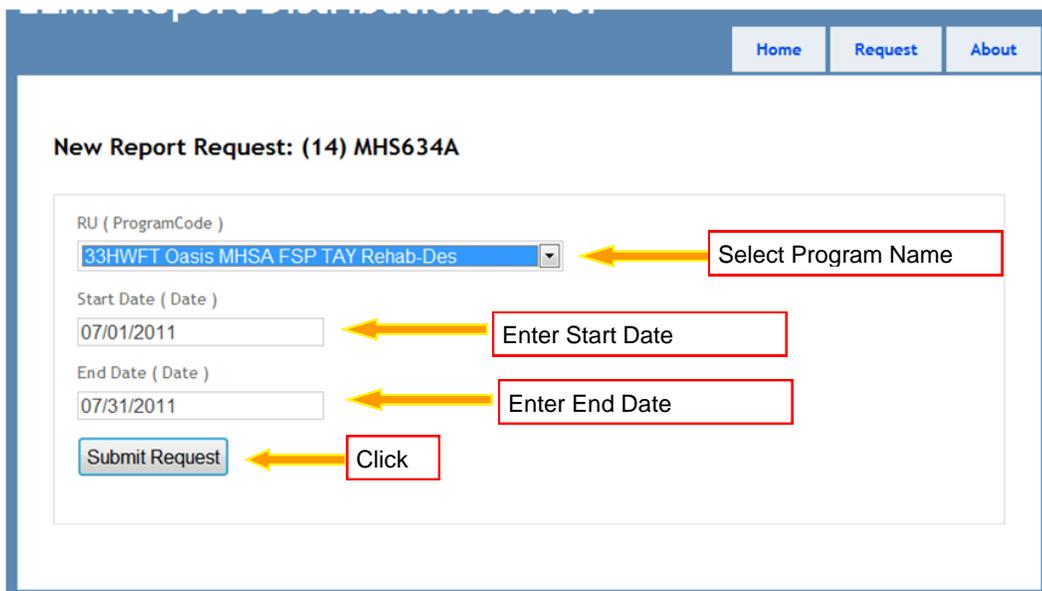
REQUEST A REPORT

- ▶ Click on the report

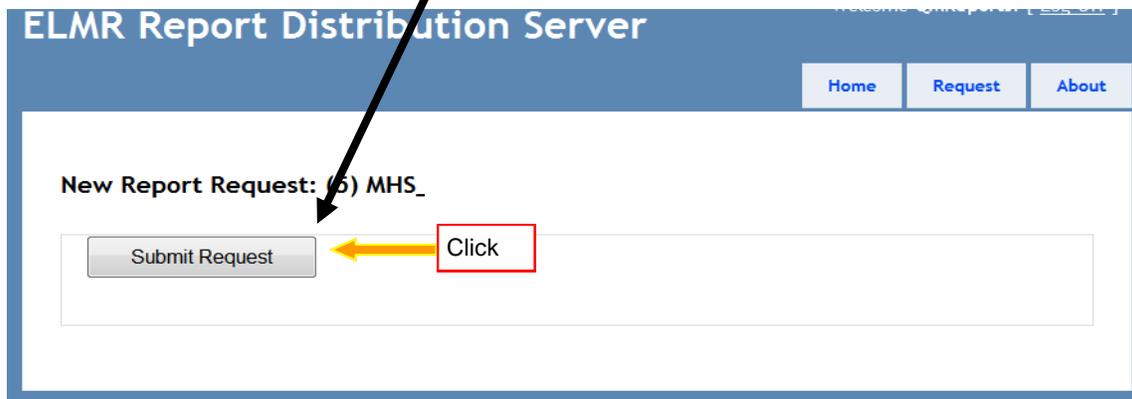


The New Report Request page will display, enter report criteria and Submit Request. For example, the **MHS634A** Report requires the selection of the Reporting Unit Program, Start Date and End Date.

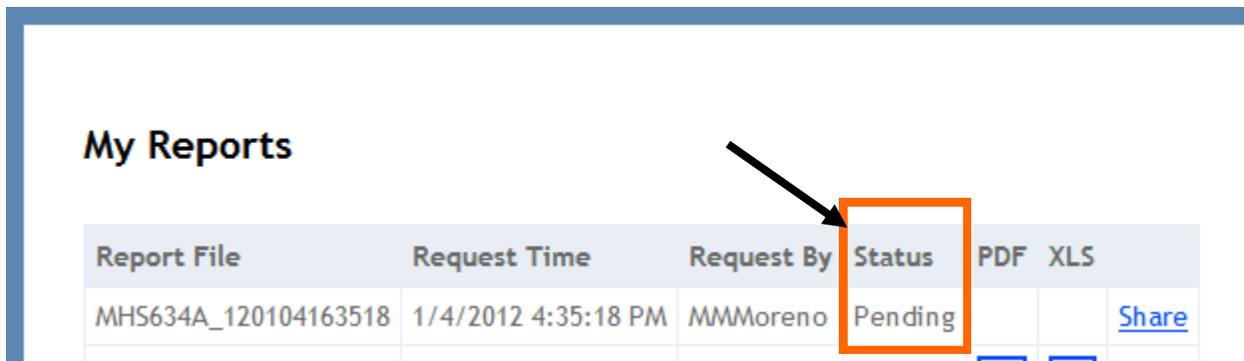
- ▶ Select Reporting Unit Program from the list.
- ▶ Enter Start Date using this format MM/DD/YYYY (e.g. 07/01/2013)
- ▶ Enter End Date using this format MM/DD/YYYY (e.g. 07/31/2013)
- ▶ Click the **SUBMIT REQUEST** button.



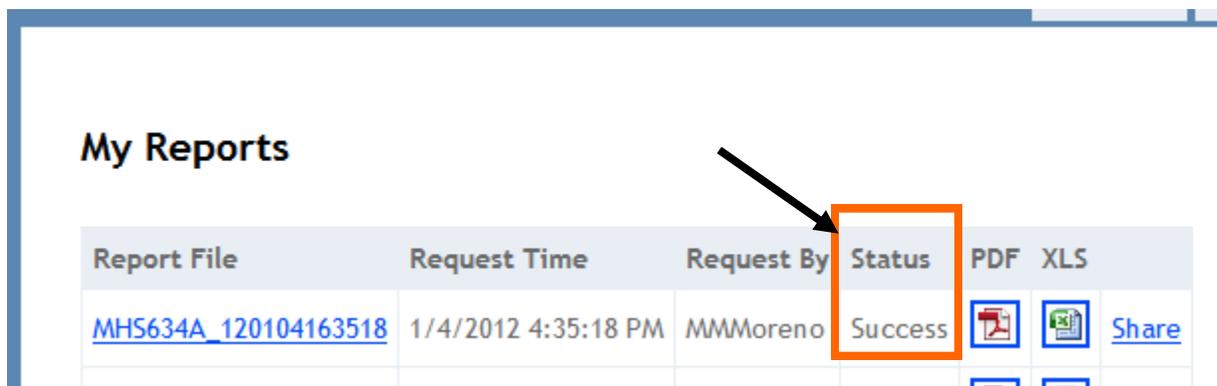
TIP: If there is no criteria needed to run the report the page below will display, click on the **Submit Request** button.



After submitting the request, the 'My Reports' screen will display – The report will display a **“Pending”** status.

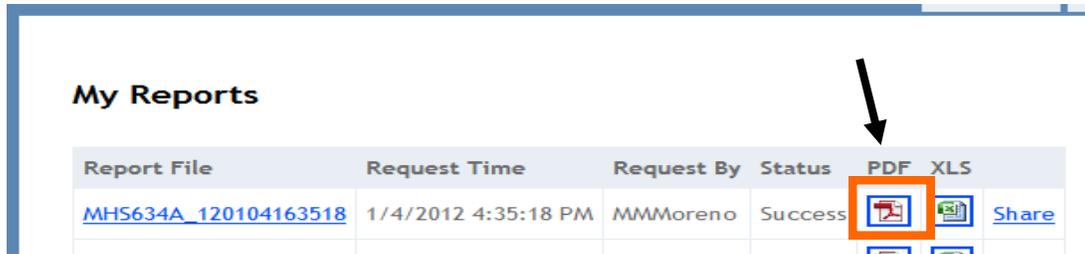


Once the report is ready to download, the 'Status' will change from 'Pending' to 'Success'.

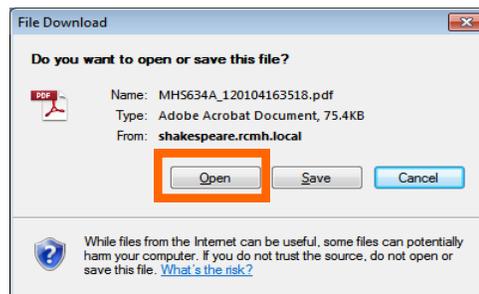


VIEW, SAVE or PRINT REPORT

- ▶ To download the report, click on either the PDF or XLS icon depending on the file format you want to download. For *PDF format*, click on the PDF icon as indicated below.

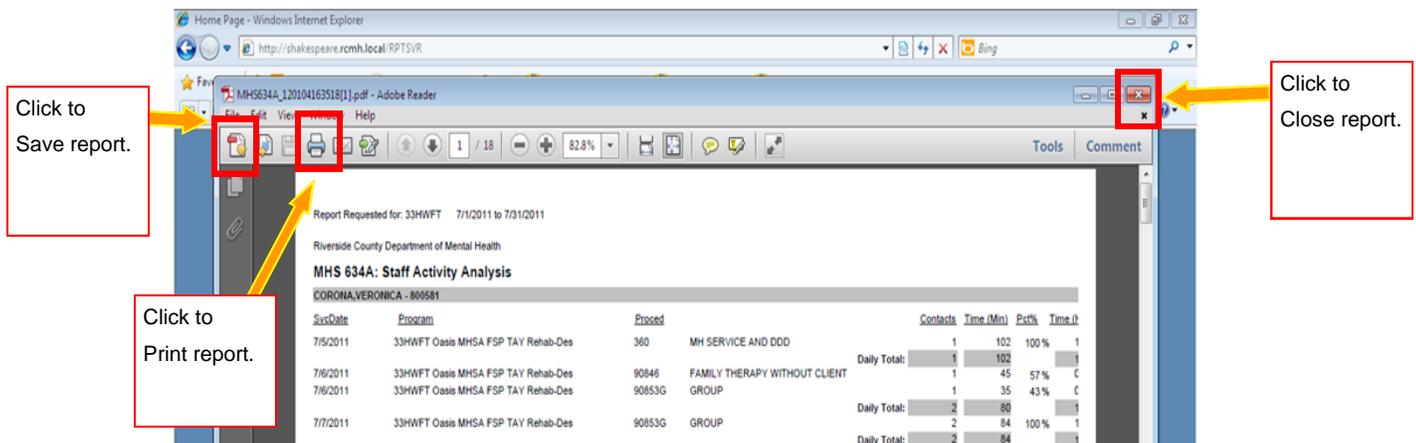


- ▶ A file download message box will display. Click on **Open** if you want to display the report on your screen OR click on **Save** if you want to save the report on your computer.



- ▶ Click **Open**

The report displays in a new window. At this point you may **save** or **print** the report and/or **close** report window.



If you have any questions, please email RCMH Quality Management at: gmreports@rcmhd.org