Army Warrior Care & Transition System (AWCTS) 2.8.22

AWCTS Reports

PRODUCED BY

Table of Contents

AWCTS Reports **1**

Table of Contents **3**

Reports **5**

Viewing Reports 5

Creating a New AWCTS Ad Hoc Report 6

Create Report 7

Select Entities 8

Organize Columns 11

Specify Conditions 12

Save Ad Hoc Report 14

Delete Ad Hoc Report 15

Ad-Hoc Report Creation Example 16

Useful Report Entities 21

Glossary **23**

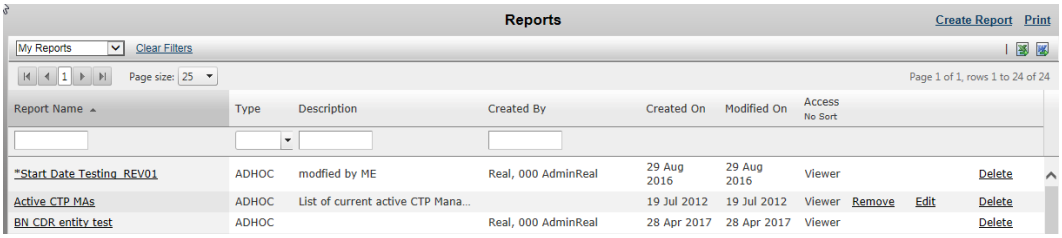
Reports

Choose from a variety of pre-loaded reports in AWCTS or create your own using the Ad-Hoc Report Builder.

Viewing Reports

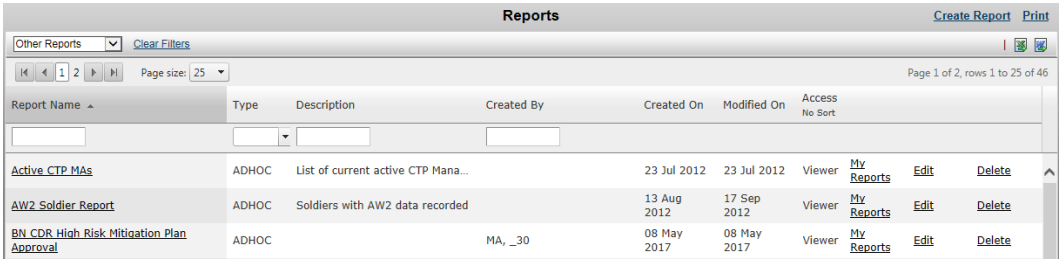
The reports screen can be filtered into three views:

- **My Reports**: This is the default view when accessing reports and is customizable by the user. My Reports contains all reports created by the user, previously assigned to the user before the update, and any added to My Reports from the Other Reports view. User created and user added reports will have a “Delete” link. If you are the “Owner” and Delete is selected, the report is permanently deleted. If someone else owns the file, it is simply removed from the current list. This allow the user to remove reports they no longer need.



- **System Reports**: Displays all system reports. System reports are created by the AWCTS development team for the use of all system users and cannot be modified. Users must switch to this view to run system reports.

- Other Reports: Displays all ad-hoc reports created by system users (see Create Report). All users have the capability to use reports in this dashboard. Users can also add these reports to "My Reports" by clicking on "Add to My Reports."



Creating a New AWCTS Ad Hoc Report

There are five steps to creating a new Ad Hoc Report:

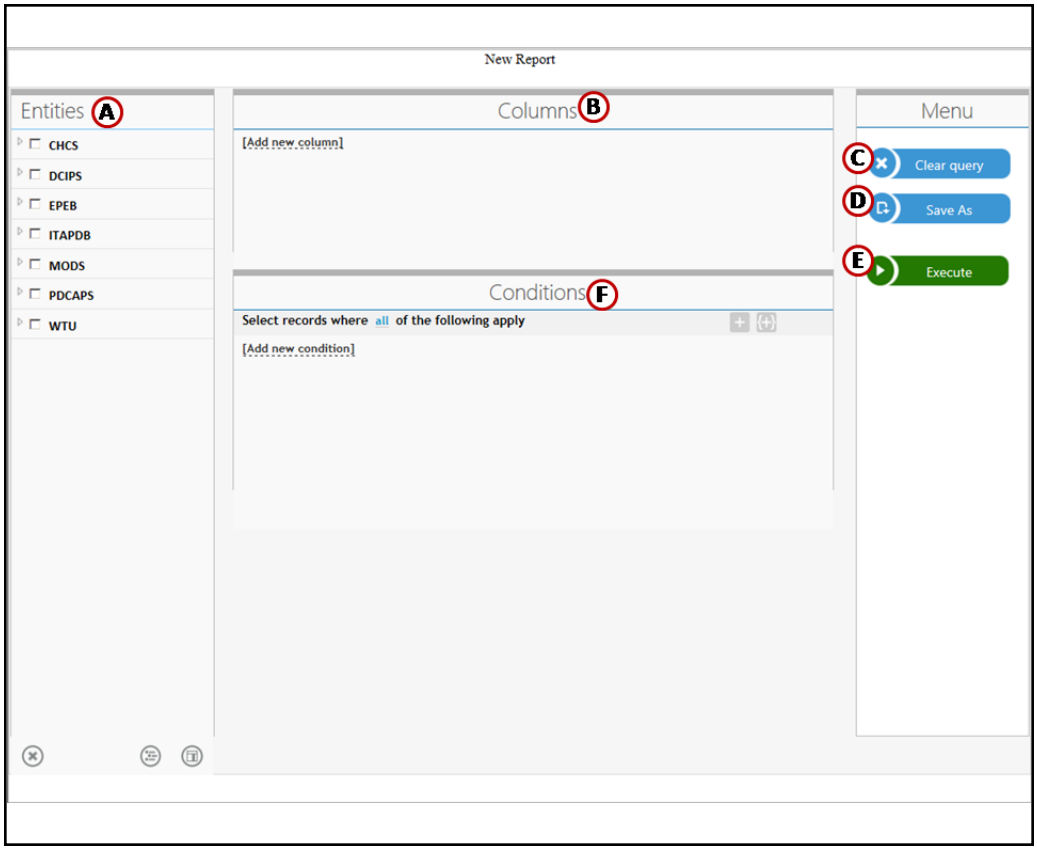
1. Select Create Report
2. Select Entities to be reported
3. Organize Columns to display the desired information
4. Specify Conditions for the report
5. Save the Report

NOTE: For assistance building Ad Hoc Reports, please contact your CTP Management Analyst or the AWCTS Service Desk.

See Delete Ad Hoc Report for information on deleting reports from AWCTS.

Create Report

1. Open the REPORTS screen in from the upper right of the header
2. Click **Create Report**
3. The Ad Hoc Report Creation Tool screen opens.

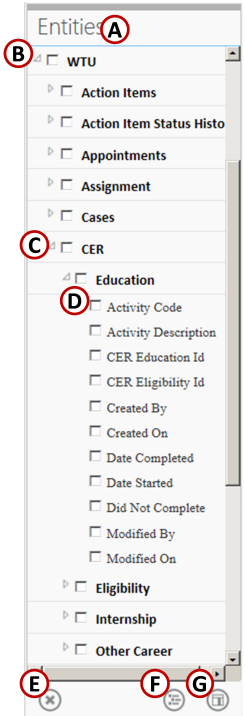


Ad-Hoc Report Builder

Label	Name	Description
A	Entities	Lists the data fields that are available to use in the report as displayed columns or as conditions
B	Columns	Lists the selected data fields that have been selected for reporting. The columns can be reordered and sorted.
C	Clear Query button	Clears the selected information from Columns and Conditions (clean re-start)
D	Save As button	Click Save As to save the report definition
E	Execute button	Click Execute to run the report
F	Conditions	Use this section to add, delete, and define the conditions used to customize the report

Select Entities

The reporting entities that you select will be the building blocks of your report. You can arrange them the way you like by setting up columns and conditions. Each selected entity can be added to the report as a column, a condition or both.

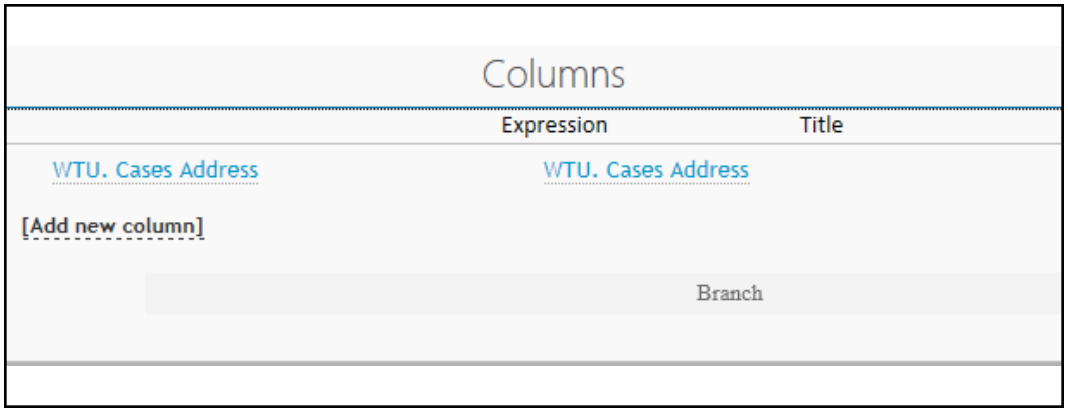


Entity Selection Screen

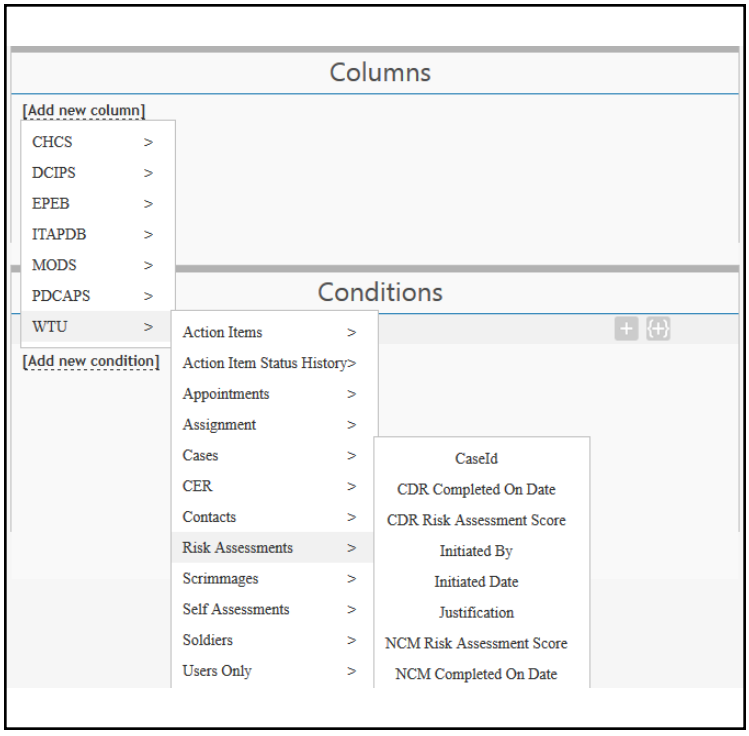
Label	Name	Description
A	Entities	Entities – Reportable data fields that may be selected for the ad-hoc report.
B	Expand/ Collapse Arrow	Click to expand or collapse entities sub groups
C	Subgroup	Expand the top-level entity to show all related sub-entities.
D	Entity	Specific data fields
E	Clear	Clear all selections
F	Move to Conditions	Moves selected entities to the Conditions window
G	Move to Columns	Moves selected entities to the Columns window

Another way to add entities to Columns and Conditions, is by using “drag and drop”. Click an entity without releasing the mouse button, drag the entity to the Column or Condition window,

and then release the mouse button. The picture below shows “Branch” being dragged into the Columns window.

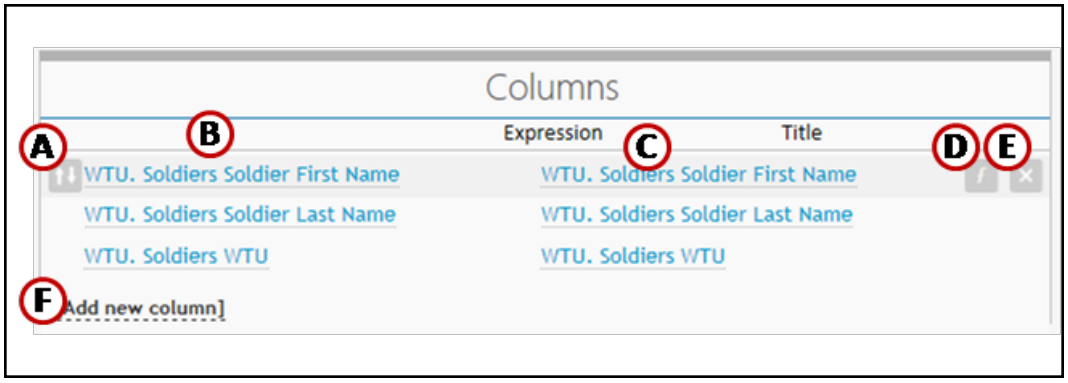


The last way to add columns or conditions is to click on the [Add new column] or [Add new condition] links. Clicking on the links will open selection menu to choose the data item. Click on the data field to select.



Organize Columns

Once you have selected entities for your report, you can determine how you want your columns to display, e.g., in what order they should appear on the report and how each individual column should be sorted.

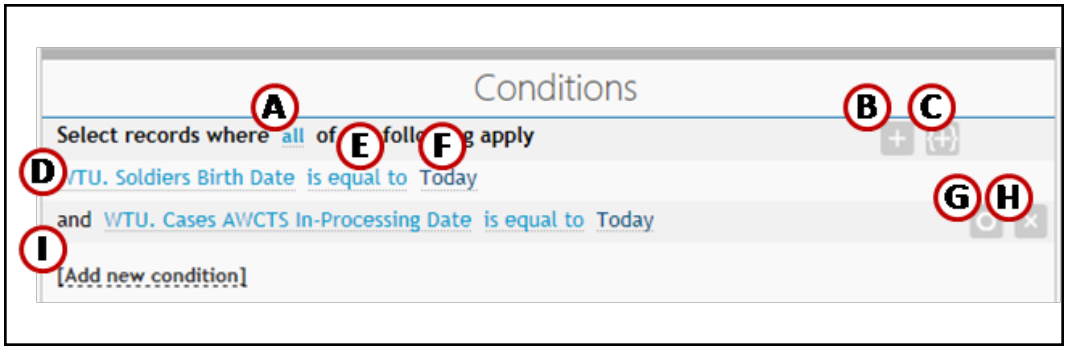


Report Selected Columns Description

Label	Name	Description
A	Sorting/Move Options	Sorting (Currently, only one column at a time may be sorted) • Not Sorted • Ascending • Descending Moves (re-order the columns) • Move to the top (make it the first item) • Move up (move up one position) • Move down (move down one position) • Move to the bottom (make it the last item)
B	Expression	Name of the entity.
C	Title	Same as Expression: Name of the entity.
D	Change to Aggregate Column	Changes the data field from reporting system data to aggregating, e.g., count, sum, average, minimum, maximum.
E	Delete	Remove (delete) data field from the report
F	Add New Column	Another option to add columns to the report. Opens list of all data fields for individual selection

Specify Conditions

Conditions can be added, added to groups, defined, and deleted.



Specify Report Conditions Screen

Label	Name	Description
A	Conditions options	Click the hyperlink to view a menu of available options, including: • all (AND) • any (OR) • none • not all
B	Add new condition	Select to view a multi-level menu to select conditions to add to report, e.g., case is active and in-processing date is between April and May.
C	Add group of con-ditions	Allows compound conditions. For example, "Show all cases that are active and (M2 Eligibility is Y or CDR Eligibility is Y)."
D	Entity	Selected condition(s) for the report
E	Operation	Click the hyperlink to view a menu of available operations, including: • starts with • contains • is equal to • does not start with • does not contain • is not equal to • in sub query • is null • is not null **NOTE: The options in this menu will change, depending on the type of condition (data field) selected.**

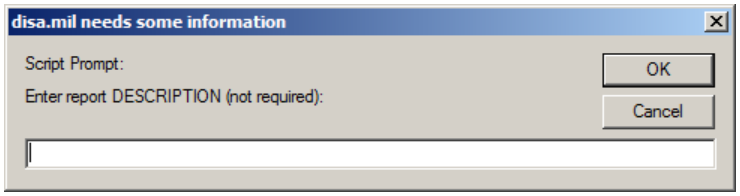
Label	Name	Description
F	Value	Click the hyperlink to enter or edit a value, such as an amount, number of days, date range, etc. **NOTE: This will change, depending on the condition and operation selected.**
G	Toggle	Turn condition on or off (helps in troubleshooting)
H	Delete	Delete the condition from the report
I	[Add New Condition]	Select to view a multi-level menu to select conditions to add.

Save Ad Hoc Report

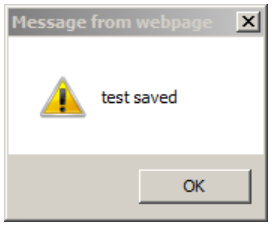
To save a report definition:

1. Click **Save As**.
2. A pop-up window opens

3. Enter a name for the report and click **OK**
4. Another pop-up window opens



5. Enter a description for the report (optional) and click **OK**
6. A Report save message is displayed.



7. Click **OK** to close the window

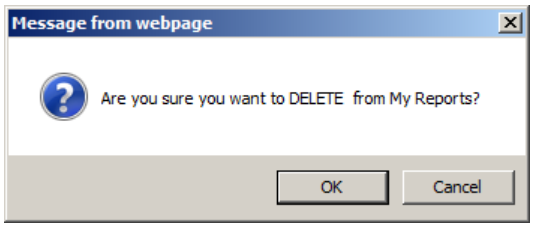
Delete Ad Hoc Report

Note: Only the creator of the ad hoc report or an Administrator has permission to delete that report.

To delete a report.

1. Go to **Reports**
2. The Reports page is displayed showing “My Reports”

3. Click the **Delete** hyperlink of the report to be removed
4. A warning message is displayed



5. Click **OK** to delete the report or click **Cancel** to close the dialog box without deleting.

Ad-Hoc Report Creation Example

The following section will show the step by step creation of a simple report.

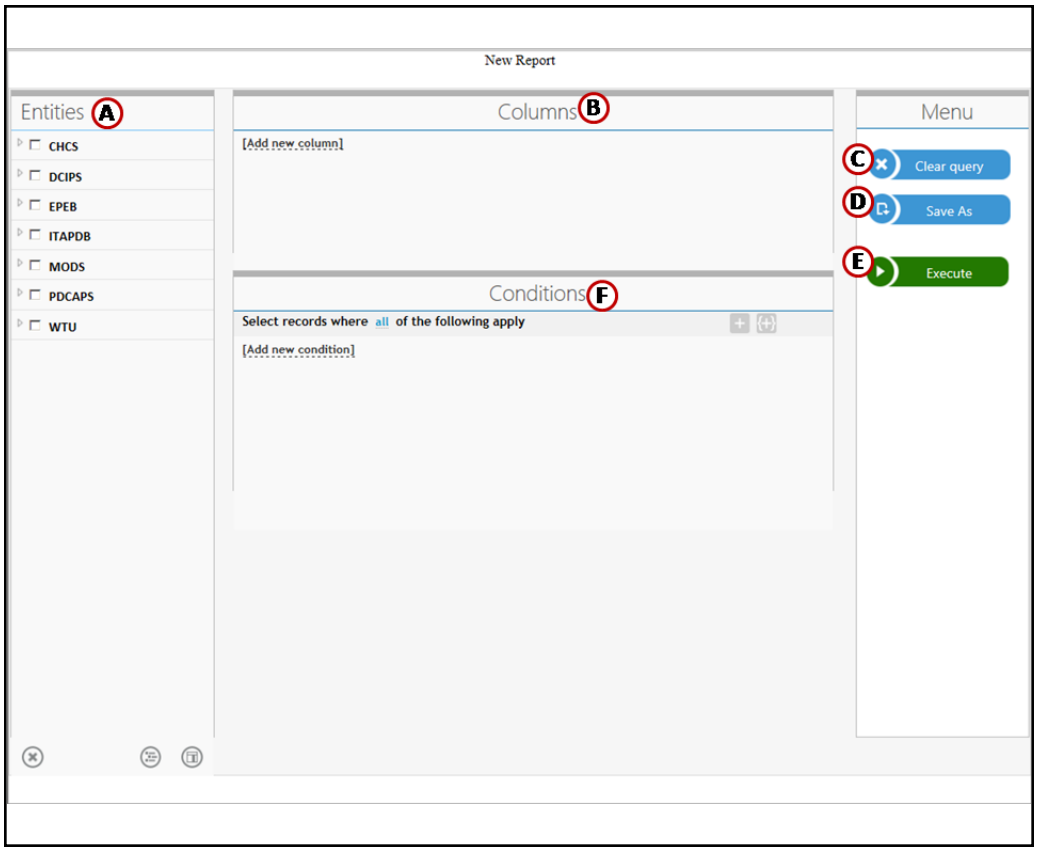
Task: Create an ad-hoc report that shows whether a Soldier is eligible to participate in Career and Education Readiness (CER).

Data columns: Report the Soldier's Last Name, First Name, WTU, Company, Platoon, Squad, M2 Eligibility, and CDR Eligibility.

Condition: The case is active (Soldier is still in a WTU)

Steps:

1. Log in to AWCTS and click on Reports. REPORTS
2. Click on Create Report. Create Report
3. The New Report window is displayed.



4. Start by selecting the data to be displayed in the columns
5. Click on the arrow next to WTU to expand the options then click the arrow next to Soldiers and click the following checkboxes:

    a. Soldier First Name
    b. Soldier Last Name
    c. WTU

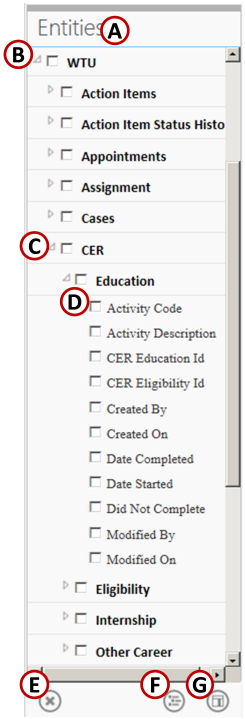
6. Click the arrow next to Assignment to expand the options and click the following checkboxes:

    a. Company
    b. Platoon
    c. Squad

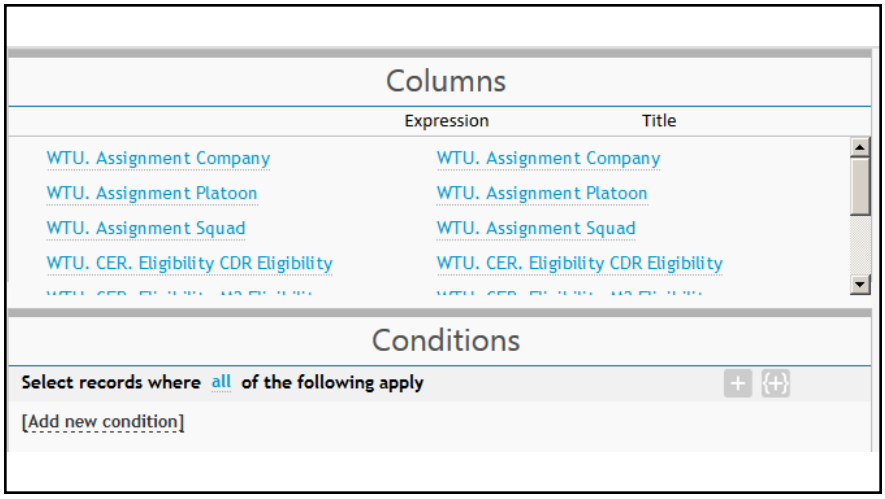
7. Click the arrow next to CER to expand the options, then click the arrow next to Eligibility and click the following checkboxes:

a. CDR Eligibility
b. M2 Eligibility

8. Click the Add Column icon on the bottom of the Entities box.



9. The selected columns are transferred to the Columns box. Scroll down to see more of the entities.



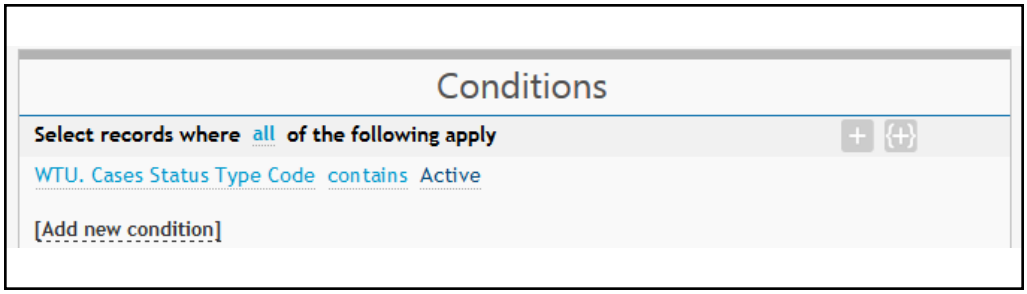
10. Change the order of the columns:

    a. Scroll down to WTU.Soldiers Soldier First Name and use the mouse over the link. A blue up/down arrow is displayed.
    b. Click on the up/down and click on “Move to the top”
    c. Repeat for WTU.Soldiers Soldier Last Name
    d. The Columns box now shows Soldiers Last Name and Soldiers First Name as the first two columns of the report.

11. Click the Clear Selection icon in Entities
12. Click on the arrow next to Cases to expand the options and click the following check-box:

    a. Status Type Code

13. Click the Add Condition icon on the bottom of the Entities
14. The selected column is transferred to the Conditions box



15. Click the starts with link to view the options available for this data field. Click on Contains.
16. Click the [enter value] link for WTU. Cases Status Type Code, enter “Active” (without the quotes) and press the Enter key.
17. Click the Save As button and enter a name for the report
18. Click OK and click OK two more times
19. Click Execute to view the results

Result

Export to Excel Export to CSV

TOTALROWS	RowNumber	WTU_ Soldiers Soldier Last Name	WTU_ Soldiers Soldier First Name	WTU_ Assignment Company	WTU_ Assignment Platoon	WTU_ Assignment Squad	WTU_ CER_ Eligibility CDR Eligibility	WTU_ CER_ Eligibility M2 Eligibility	WTU_ Soldiers WTU
4	1	TEST	SOLDIER26	HHC	1st	1st	null	null	CBWTU Illinois
4	2	TEST	SOLDIER27	HHC	1st	1st	null	null	CBWTU Illinois
4	3	TEST	SOLDIER40	HHC	1st		Y	Y	CBWTU Virginia
4	4	TEST	SOLDIER41	HHC	1st	1st	null	null	CBWTU Illinois

The results show that SOLDIER40 is eligible for CER since both the CDR and M2 eligibilities are set to “Y.” The rest do not appear to have been evaluated yet as the CDR and M2 Eligibilities are null (no value has been entered in these fields). If there had been a recorded eligibility determination and it was not eligible, the data field would display “N.”

Useful Report Entities

System	Entities	Description
WTU	WTU.Soldiers.Soldier First Name	First name of the Soldier
WTU	WTU.Soldiers.Soldier Last Name	Last name of the Soldier
WTU	WTU.Soldiers.SSN (Partial)	Last four digits of the Soldier's SSN. Useful if several Soldiers have the same name.
WTU	WTU.Soldiers.WTU	Soldier's WTU
WTU	WTU.Assignment.RMC	Soldier's RMC
WTU	WTU.Assignment.Company	Soldier's Company assignment
WTU	WTU.Assignment.Platoon	Soldier's Platoon assignment
WTU	WTU.Assignment.Squad	Soldier's Squad assignment
WTU	WTU.Cases.Status Type Code	Set as condition. Use "starts with" "active" to limit the report to active (open) cases.
WTU	WTU.Cases.Career Track	"Remain in the Army" or "Transition from the Army"
WTU	WTU.Risk Assessments.CDR Completed On Date	Date the RA was completed by the CDR
WTU	WTU.Risk Assessments.CDR Risk Assessment Score	The CDR's RA score (High, Moderate/Elevated, Moderate/Low, Low)
WTU	WTU.Risk Assessments.NCM Risk Assessment Score	The NCM's RA score (High, Moderate/Elevated, Moderate/Low, Low)
WTU	WTU.Risk Assessments.SL Risk Assessment Score	The SL's RA score (High, Moderate/Elevated, Moderate/Low, Low)
WTU	WTU.Risk Assessments.SW Risk Assessment Score	The SW's RA score (High, Moderate/Elevated, Moderate/Low, Low)
WTU	WTU.Scrimmages.Initial Scrimmage Confirmed	Shows if the initial scrimmage has been confirmed (Y/N)
WTU	WTU.Scrimmages.Phase 1 Date Completed	Date Phase 1 was completed
WTU	WTU.Scrimmages.Scrimmage Status	Shows if scrimmage was Kept, Canceled, Pending

Glossary

A

ACES
Army Continuing Education System

Action Item
Item within a Soldier's case that someone needs to take action on. Includes tasks, attachments and a log file for each Action Item. Action Items are created for a variety of reasons and may be assigned to other members of the Soldier's IDT.

Ad-Hoc Report
Report created with user selected entities. Ad Hoc reports can be run one time, so the report can be saved and run again in the future.

AHLTA
Armed Forces Health Longitudinal Technology Application. (DoD electronic Medical Record system; interfaces with CHCS, DEERS, etc.)

AKO
Army Knowledge Online

AOC
Area of Concentration

ASAP
Army Substance Abuse Program

AW2
Army Wounded Warrior

AWCTS
Army Warrior Care and Transition Software

C

CAC
Common Access Card - required for login to AWCTS

CCU
Community Care Unit

CDR
Commander

CER
Career and Education Readiness

CHCS
Composite Health Care System

CO
Company

CO CDR
Company Commander

CTP
Comprehensive Transition Plan

D

DCIPS
Defense Casualty Information Processing System

DEERS
Defense Enrollment Eligibility Reporting System

DMDC
Defense Manpower Data Center

DOB
Date of Birth

DoD
Department of Defense

E

EDIPI
Electronic Data Interchange Personal Identifier (CAC Number)

ER
Emergency Room

ET
Eastern Time

F

FOIA
Freedom of Information Act

FTR
Focused Transition Review

H

HIPAA
Health Insurance Portability and Accountability

HR
Human Resources

I

ICD
International Classification of Diseases

IDES
Integrated Disability Evaluation System

IDT
Inter-disciplinary Team

ITAPDB
Integrated Total Army Personnel Database

M

M2
Medical Management

MAG
Medical Assistance Group

MEB
Medical Evaluation Board

MEDCOM
US Army Medical Command

MEDITT
Medical Evaluation Board Internal Tracking Tool

MOS
Military Occupational Specialty

My Term
My definition

N

NCM
Nurse Case Manager

O

OMB
Ombudsman AWCTS Ombudsman Module

OT
Occupational Therapist

P

PCM
Primary Care Physician

PDF
Portable Document Format

PEB
Physical Evaluation Board

PIN
Personal Identification Number

POC
Point of Contact

PSG
Platoon Sergeant

R

RHC
Regional Health Command

RIAWA
Remain in the Army Work Assignment

S

SCAADL
Special Compensation for Assistance with Activities of Daily Life

Scrimmage
Meeting with SM and WTU personnel for goal setting and case review.

SFAC
Solider Family Assistance Center

SFL
Soldier for Life

SFL TAP
Soldier for Life, Transition Assistance Program

SL
Squad Leader

SM
Service Member

SMART
Specific, Measurable, Attainable, Realistic, and Time-based

SME
Subject Matter Expert

SSN
Social Security Number

ST
Soldier in Transition

STARTC
Soldier Transfer and Regulation Tracking Center

SW
Social Worker

T

TC
Transition Coordinator

TFA
Transition from the Army

TRANSPROC
Military Personnel Transition Point Processing System

TSGLI
Traumatic Servicemember's Group Life Insurance

V

VA
Veterans Affairs

VR&E
Vocational Rehabilitation and Employment

W

WCT
Warrior Care and Transition

WII
Wounded, Ill, and Injured

WSFH
Wounded Soldier Family Hotline

WT

Warrior Transition

WTU

Warrior Transition Unit