Quick Steps for Running IMH Red/ Green Summary

• Click Reports and Select Print My Reports
• Select IMH Red/ Green Summary
• Click Print/Perform
• Select Beginning and Ending Dates
• Click Select under R/Client Providers and Select One or Multiple Option(s)
• Click Customize Report Layout

*The IMH Red/ Green Summary Report has to be Pulled Prior to the IMH Red/Green Detail Report*

Detailed Steps for Running IMH Red/ Green Summary Report:

*Note: IMH Red/ Green Summary has to be pulled for the IMH Red/Green Detail report to work*

1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.

2. From the top menu, click on Reports and then select Print My Reports. This will open up your list of reports.

3. Select the report IMH Red/ Green Summary then click Print/Perform.
4. Select the appropriate **Beginning** and **Ending** date for the time period you are looking.

5. Under R/Client Providers, click **Select**.

6. Click the option(s) to choose one, multiple, or all (Select All button) options from the list. If selecting only one or multiples (without selecting all) click the OK button.

7. Click the **Customize Report Layout** button.

8. The measures will report out into columns of information like below.

   **Column Notes:**
   - **Numerator**- The number of clients who have the measure entered on them.
   - **Denominator**- The number of clients eligible to have the measure entered on them.

If you need further assistance please contact the ECSC Database Services Team:
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