

# Montana Providers of Data Quality Report Parameters

Statewide Database V2.06 - [Report Parameters] grpFiscalRepor

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**Report Parameters - All Reports** Use this form to select values to include in various reports. The choices you make on this screen will remain in effect until you change them.

**Step 1A:** Choose the fiscal period on which the report will be based (this will affect the designation of a victim as "new" or "ongoing");

**Fiscal Report Basis**

July through June (state - MBCC)

October through September (federal - DPHHS)

**Step 1B:** Choose reporting period: Choose a standard quarterly reporting period using the input boxes to the right, -- or -- enter a non-standard period below.

Calendar Year

**Calendar Year Period**

Jan 1 thru Mar 31     Apr 1 thru Jun 30

Jul 1 thru Sep 30     Oct 1 thru Dec 31

Designated Reporting Period: For the designated reporting period and designated Fiscal Report Basis, the fiscal year begins: Victims who have received services during the designated reporting period and who have already received services during the period:

NOTE: To choose a report period that is not a single calendar year quarter, edit the dates below. 07/01/2003 07/01/2003 to 12/31/2003

thru  will be counted as "Ongoing"

**Non-Standard Report Period!**

**Step 1C:** Choose projects, incidents and victims to include in report by selecting from the following.  
NOTE: Only victims that meet the combination of all of the conditions selected will be included!

Select All	Projects	Counties	Gender	Location	Relationship Status	Victim Status	Selection Status
	Age	Ethnicity	Language	Region	Victimization		

**Step 1D:** Limit records to display in certain reports by selecting from the following.

Select All	Action Status	Advocate	Offender Followup	Rel. to Offender	Special Needs	Training Subject	Selection Status
	Action Type	DV Followup	Referral Source	Services	Profession		

Use the "Select All" buttons to quickly reset selection criteria to include all.  
Use the "Selection Status" buttons to view a report that summarizes current selection criteria. [Return to Prepare Reports](#)

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## Montana Providers of Data Quality Report Options

Statewide Database V2.06 - [Prepare Reports]
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### Prepare Reports

Reports are generated using the report parameters provided through the Report Parameters screen. Before running reports, ensure that the parameters are set as desired.

Step 1: Select Report Parameters

Step 2:  Using the text box, type or paste any text to be included in the comprehensive report summary.

Step 3: Prepare Database for Reports Prepare database for reporting (Calculate New/Ongoing status based on fiscal report basis selected and calculate victim ages at time of incidents):

Step 4: Comprehensive Report Prepare a comprehensive report suitable for printing. Comprehensive Summary Report  
State office only - Create a summary report of combined statistics for selected Local Projects.

OR:  
 Select individual summary reports from the choices below.

Incident	Victim	Services/Followup	Miscellaneous
Alcohol/Drugs	Victimization	Special Needs	Grants
Weapon	Victims - Total Undup	Disabled	Staff Hours
	Ethnicity\Gender\Age	Low Income	Training Participants
Incidents - Tot Undup	Gender\Age	Relationship to Offender	Training Subjects
	Age	Referral Source	Community Service Count
	Actions	Relationship Status	

Project summaries  
  County summaries  
  Combined summaries for all selected projects
 Close

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10:19 AM