

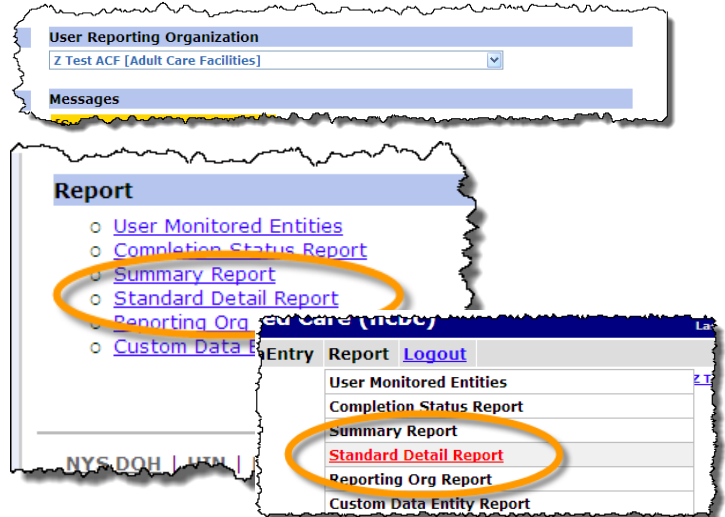


Training Tip

TOPIC: Retrieving data from HCBC using the Standard Detail Report.

DESCRIPTION: Facilities occasionally need to retrieve data from activities previously completed in the Home and Community Based Care System (HCBC) on the Health Commerce System (HCS). When activities are closed the activity forms are no longer accessible through Data Entry. The data entered is still available through the Standard Detail Report.

1. Log into the HCS and Open HCBC
2. Select the **User Reporting Organization** (if more than one is available)
3. Click **Standard Detail Report**

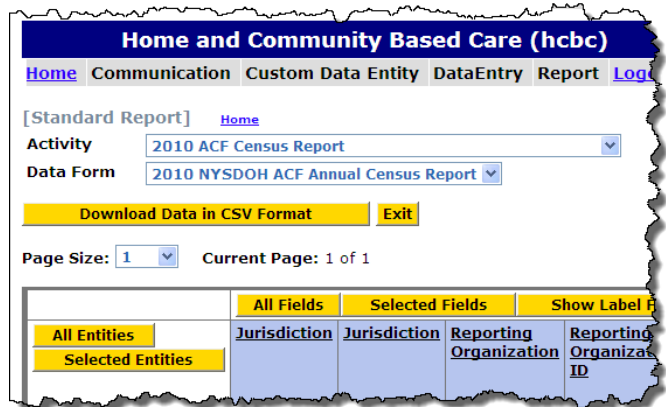


4. Select the **Activity**



5. Click **Download Data in CSV* Format**

When the report displays, fields will be listed in the first row (one per column) and your responses will be in the next row down. You can filter the report by checking the box above each field you want to include and clicking **Selected Fields**. If you download the data after filtering the report, only the data you have selected will be included in the download, for example if an activity contained 10 questions, but you filter the report to include only two, downloading the data will only include the two questions you selected.



*CSV or comma separated value format files will typically open in Microsoft Excel, but can be loaded into just about any database or spreadsheet.