

DRAFT DOCUMENT

Accessing and Using Mobius Document Direct

Use the following web address to access Mobius Document Direct:

<https://reports.illinois.gov>.

Note: It is strongly advised that you turn your popup blocker off while using this web site.

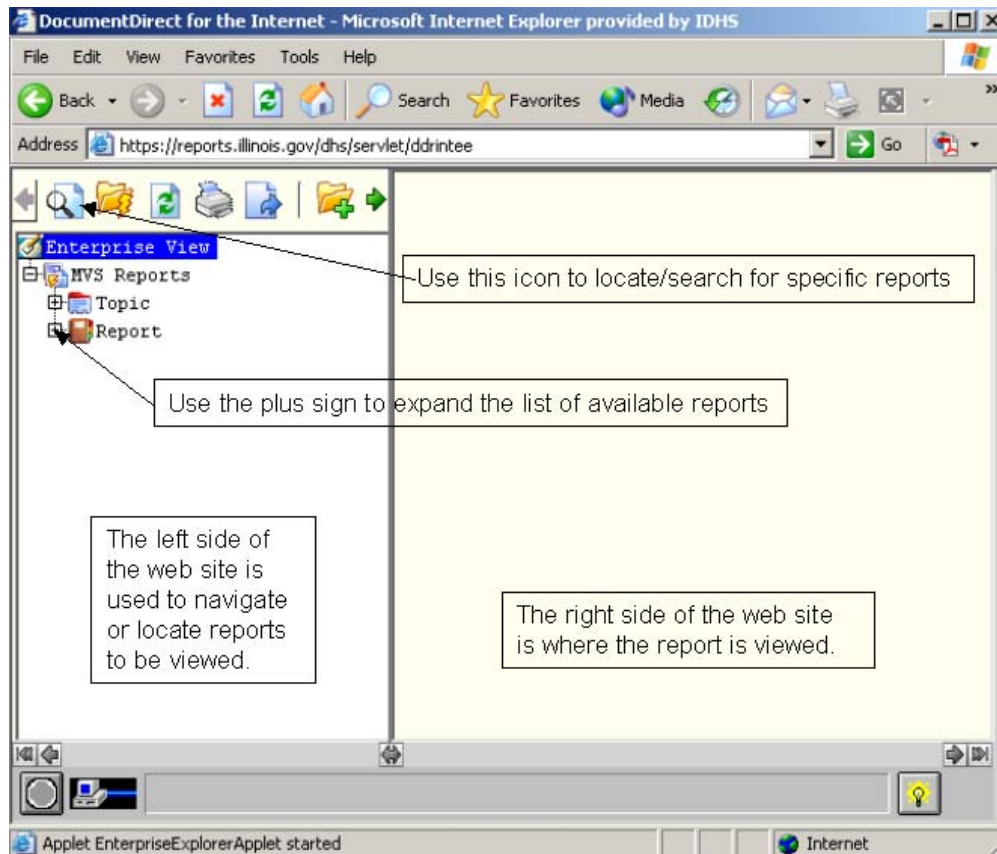
The screenshot shows the homepage of the Illinois Government Mobius Report Server. At the top, there is a banner with the text "Illinois Government" and a small image of a building. Below the banner, the text reads "Welcome to the State of Illinois" and "Mobius Report Server". A message states: "If you are having difficulties viewing this site, please contact the CMS Service Desk." Below this, the service desk support hours are listed: "Monday - Friday • 7:30 a.m. to 5:00 p.m. (217) 524-4784 • (800) 366-8768". A disclaimer states: "THE DATA CONTAINED HEREIN ARE ASSETS OF THE STATE OF ILLINOIS. YOU ARE RESPONSIBLE FOR THEIR SAFEKEEPING AND PROTECTION. USE OF THIS SYSTEM IS STRICTLY LIMITED TO STATE OF ILLINOIS BUSINESS." Below the disclaimer, there are six departmental links, each with a printer icon and a checkbox: "I ACCEPT the above agreement and want to access Reports". The "Department of Human Services" link is circled in black.

Click the printer icon associated with “Department of Human Services” on the CMS Mobius Report Server screen to enter the site.

The following window will appear. Enter your DHS User ID and password, then click on the green circle with the check mark.

The screenshot shows a login window titled "Attach to MYS Reports". It has two input fields: "Recipient ID:" and "Password:". Below the input fields are three icons: a green checkmark, a red circle with a slash, and a blue question mark.

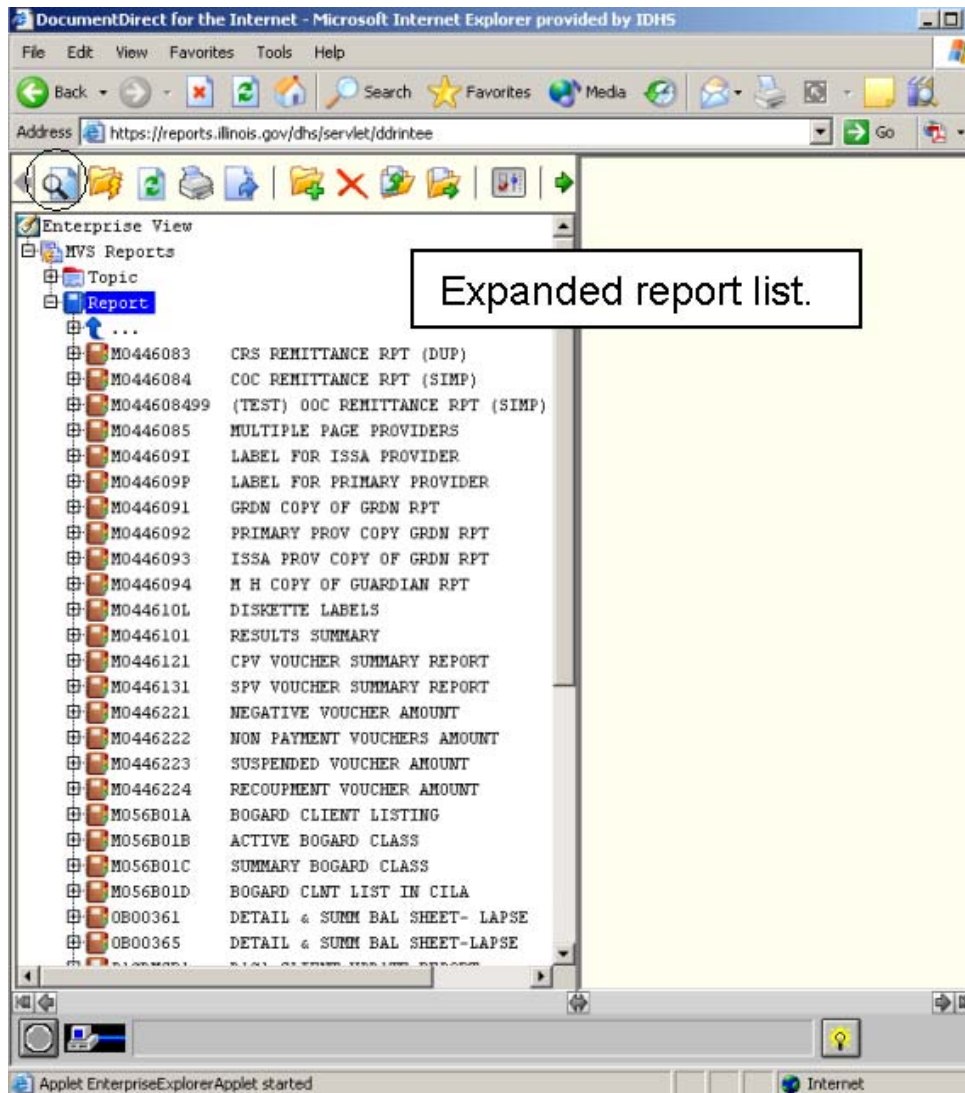
The following screen appears after successful log on.





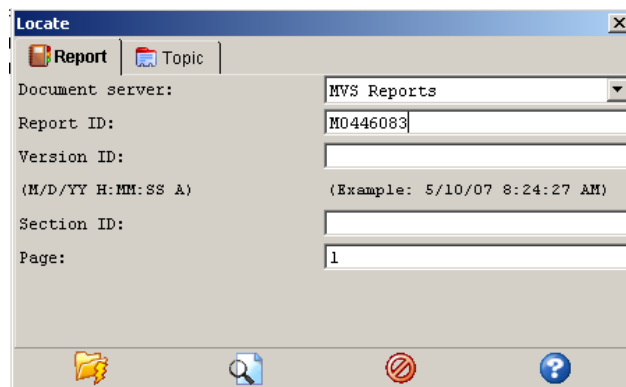
Click on the plus sign to the left of “Reports” to display the list of reports generated by the DHS MIS Unified Health Systems Section on the left side of the screen.

The reports are listed in alphabetic order by report ID. If your community agency does not submit data for all UHS Systems, some reports may not contain information. There are also reports generated for Mobius (e.g., EXITRAF) that can be ignored. Below are the report prefixes and corresponding system.

- | | |
|--------|-----------------------|
| PASDM | DARTS |
| PDLAS | DLA |
| PROCS | ROCS |
| PPUNS | PUNS |
| CR/ECR | CRS (Fee for Service) |
| M020 | DD Waiver |
| M044 | CRS (Fee for Service) |



The  icon can be used to search/locate a specific report. When this icon is selected the following window will appear. Enter the Report ID in the correct space, then click on the  icon at the bottom of the window to locate the report.

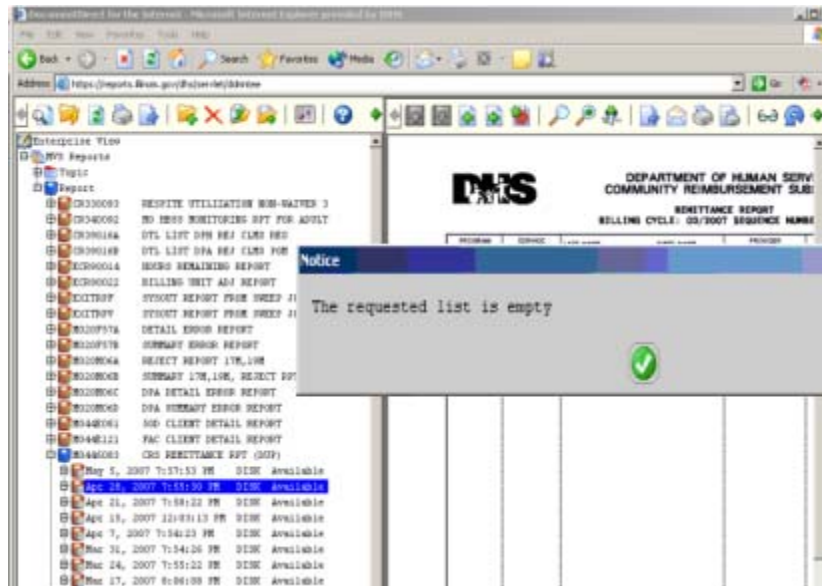



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After the report is found, the left side (Enterprise View) will be populated with the date/time the report was moved to Mobius for multiple production schedules. Click on the disk icon and the report will be displayed in the window on the right side of the screen

If an error message is received indicating that “**The requested list is empty**”, this means no data was submitted by the community agency for that particular production schedule. If another date is selected and data was submitted for that production schedule, the report will appear.



The  icon shown at the top of the screen in the right panel may be used on the right side of the screen to search/locate specific information within the report (e.g., voucher numbers or client names).

The screenshot shows the Mobius Document Direct interface with a detailed report. The report title is 'DEPARTMENT OF HUMAN SERVICES COMMUNITY REIMBURSEMENT SUBSYSTEM REIMBURSEMENT REPORT BILLING CYCLE: 04/2007 SEQUENCE NUMBER: 3'. The report includes a table with columns: PROGRAM CODE, SERVICE DATE, LAST NAME, FIRST NAME, PROVIDER CLIENT ID, SERVICE UNITS, NET PAYMENT, and NET RATE. The table contains data for '535' on '04/2007' for 'TRANSITION STAFF' with a net payment of 1,323.00 and a net rate of 12.80. Annotations include: 'Next Page' and 'Previous Page' buttons; 'Icons used for right (report) side web panel.' pointing to a toolbar; 'Download & save to PDF or other file type.' pointing to a download icon; 'Must select this print icon to allow ActiveX Print Controller to install on 1st use of Mobius web site.' pointing to a print icon; and 'Adjust viewable size of report.' pointing to a zoom icon.

| PROGRAM CODE | SERVICE DATE | LAST NAME | FIRST NAME | PROVIDER CLIENT ID | SERVICE UNITS | NET PAYMENT | NET RATE |
|-----------------------------|--------------|-----------|------------|--------------------|---------------|-------------|----------|
| 535 | 04/2007 | | | | 108.00 | 1,323.00 | 12.80 |
| ** PROGRAM SUMMARY ** | | | | | | | TOTAL: |
| VOUCHER EXPND OBJ FY AMOUNT | | | | | | | |
| 700000000 4501 2007 | | | | | | | |
| ** PROVIDER SUMMARY ** | | | | | | | TOTAL: |

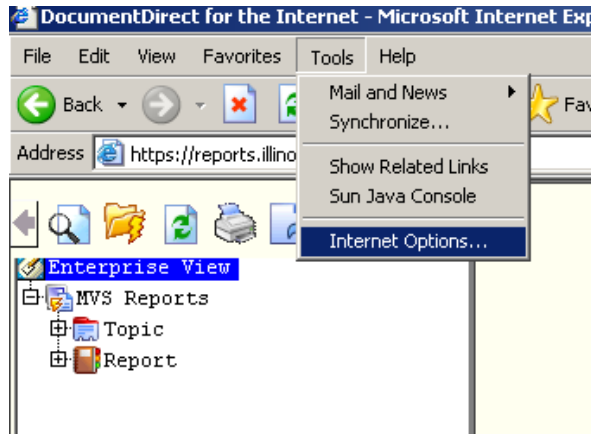
Printing:

To activate the Mobius print function, click on the larger printer icon at the top of the screen in the right panel to allow the print application (ActiveX Print Controller) to load to the computer. This only needs to be done once and takes just a few seconds. The popup blocker must be turned off for this application to download.

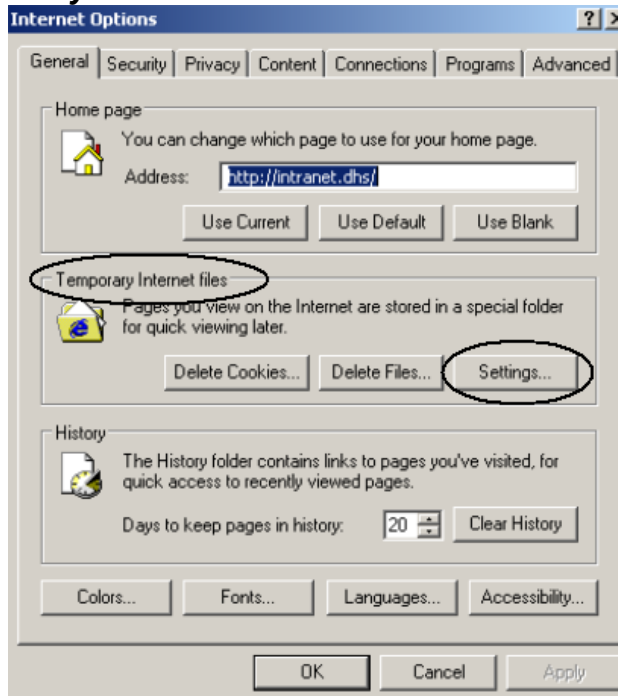


Verifying that the ActiveX Print Controller has been successfully installed:

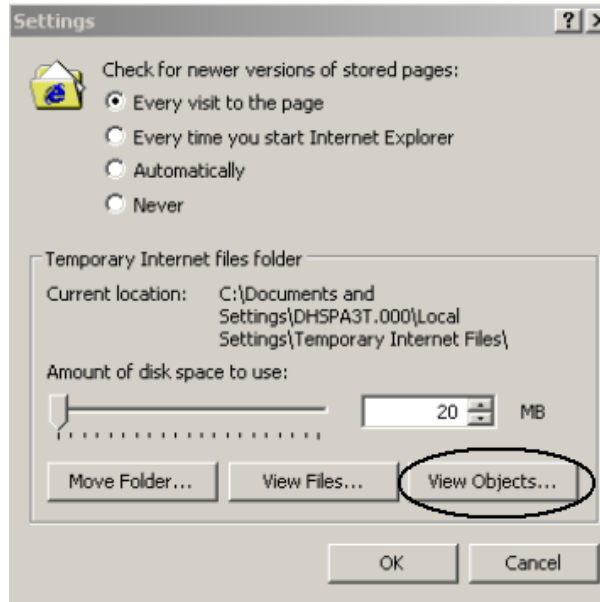
On the Document Direct screen, select **Tools** from the menu bar then select **Internet Options** from the drop down list.



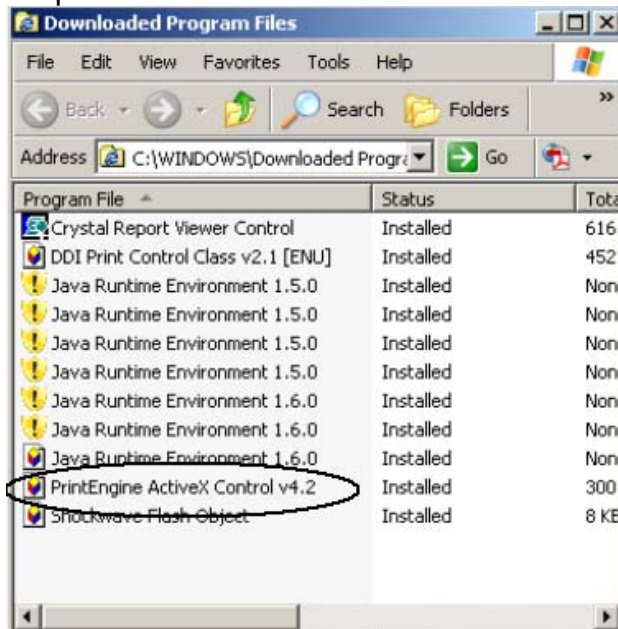
The **Internet Options** window will appear with the **General** tab displayed. Click on **Settings** under **Temporary Internet files** section of the screen.



The **Settings** window will appear. Click on **View Objects**.



After the **Downloaded Program Files** window is displayed PrintEngine ActiveX Control v4.2 will be visible. This indicates the print control installed properly and reports from Mobius will be allowed to print.

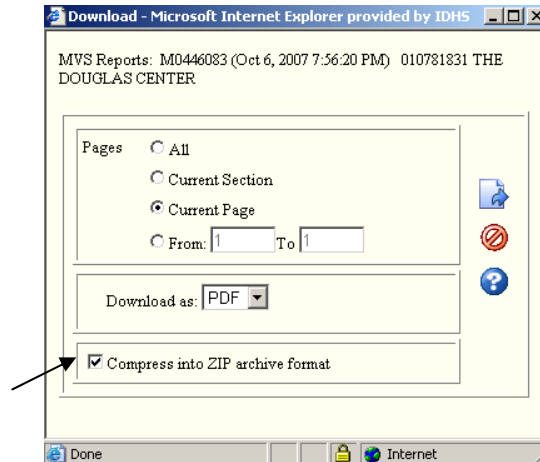


Downloading to PDF Document:

Another option to printing reports is to download the report to a PDF document. This can be accomplished by clicking on the icon that resembles a piece of paper with a blue arrow pointing to the right.

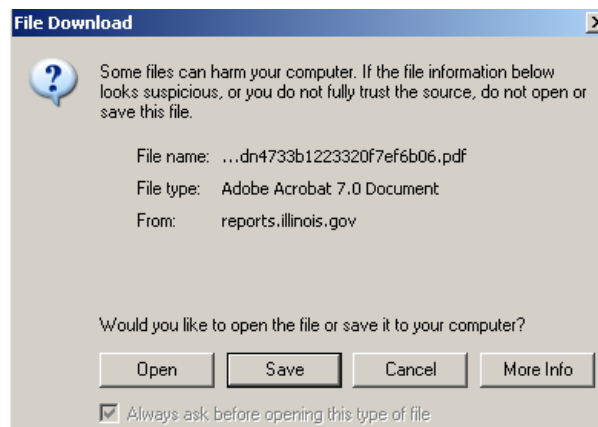


After clicking on this icon the following window will appear:



Remove the check mark in the “Compress into ZIP archive format” box. Click on the smaller icon that resembles a piece of paper with a blue arrow on the right side of this window to create the PDF document.

The next window to appear will give you the opportunity to either “OPEN” or “SAVE” the PDF document.



If the “OPEN” option is chosen, the PDF document will be opened on the computer screen and be available for immediate printing. If the “SAVE” option is chosen, another window will open asking the user to save the PDF document to the computer for later use.