

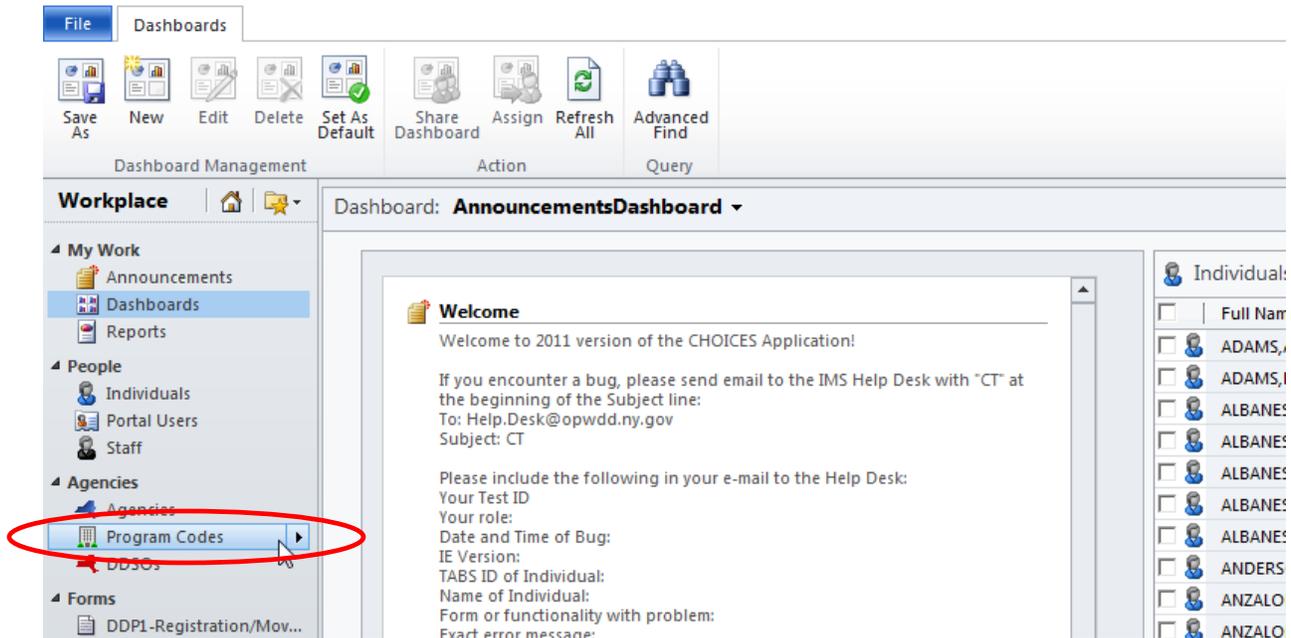
## Program Inquiry/ Program Enrollment TABS Inquiries

Both these reports will pull directly from TABS the most current information regarding either the Programs assigned to an agency, or the enrollment of a specific program.

### Program Inquiry- Master Program Report (PR4)

The Program Inquiry is used to pull up the Master Program Report.

In the **Workplace** column under **Agencies**, click the “**Program Codes**” link:



In the content pane, a list of the Agency’s Program Codes displays:

The screenshot shows the Workplace interface with the 'Program Codes: Active Program Codes' list displayed in the main content pane. The list has columns for TABS Program Code, Program Name, Program Class, and Program Type. The 'Program Codes' link in the left sidebar is highlighted.

| <input type="checkbox"/> | TABS Program Code | Program Name              | Program Class          | Program Type        |
|--------------------------|-------------------|---------------------------|------------------------|---------------------|
| <input type="checkbox"/> | 63160300          | 4057 WEST ROAD            | DAY TREATMENT          | DAY TREATMENT       |
| <input type="checkbox"/> | 63160420          | 4057 WEST ROAD, P.O. 589  | SHELTERED EMPLOYME     | DAY TRAINING (WAC/W |
| <input type="checkbox"/> | 86300990          | ADVOCACY SERVICES PR...   | DAY SERVICE INITIATIVE | PREVOCATIONAL       |
| <input type="checkbox"/> | 61130963          | BROOKLYN S.W.A.T.         | DAY SERVICE INITIATIVE | SUPPORTED WORK      |
| <input type="checkbox"/> | 71360990          | CARL FENICHEL PRE VOC...  | DAY SERVICE INITIATIVE | PREVOCATIONAL       |
| <input type="checkbox"/> | 70400971          | CREATIVE BUSINESS RESO... | DAY SERVICE INITIATIVE | SUPPORTED WORK (FC  |
| <input type="checkbox"/> | 61300961          | DSI-SUPPORTED WORK        | DAY SERVICE INITIATIVE | SUPPORTED WORK      |
| <input type="checkbox"/> | 63160591          | J M MURRAY CENTER INC ... | SERVICE COORDINATIC    | MEDICAID SERVICE CO |
| <input type="checkbox"/> | 63160777          | J M MURRAY CENTER INC ... | UNCERTIFIED            | OTHER NON-RESIDENT  |
| <input type="checkbox"/> | 63160590          | J M MURRAY CENTER INC ... | SERVICE COORDINATIC    | MEDICAID SERVICE CO |
| <input type="checkbox"/> | 63160778          | J M MURRAY CENTER INC ... | HCBS WAIVER SERVICE    | WAIVER PLAN OF CARE |
| <input type="checkbox"/> | 90990001          | MAUREEN'S PREVOC PRG...   | DAY SERVICE INITIATIVE | PREVOCATIONAL       |
| <input type="checkbox"/> | 63160960          | SUPPORTED WORK            | DAY SERVICE INITIATIVE | SUPPORTED WORK      |
| <input type="checkbox"/> | 12345678          | TESTING CR79              | MEDICAL CARE (LONG     | NURSING HOME (HRF)  |
| <input type="checkbox"/> | 77120980          | URI TRANSITIONAL EMPL...  | DAY SERVICE INITIATIVE | TRANSITIONAL EMPLOY |

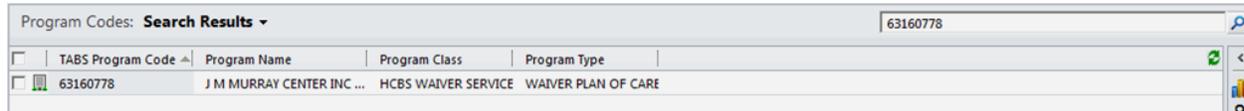
If there are multiple pages to search, either type the TABS Program Code or Program Name in **Search for records** box.



After typing the Program Code, click the **Search** button  or the **Enter** key on the keyboard.

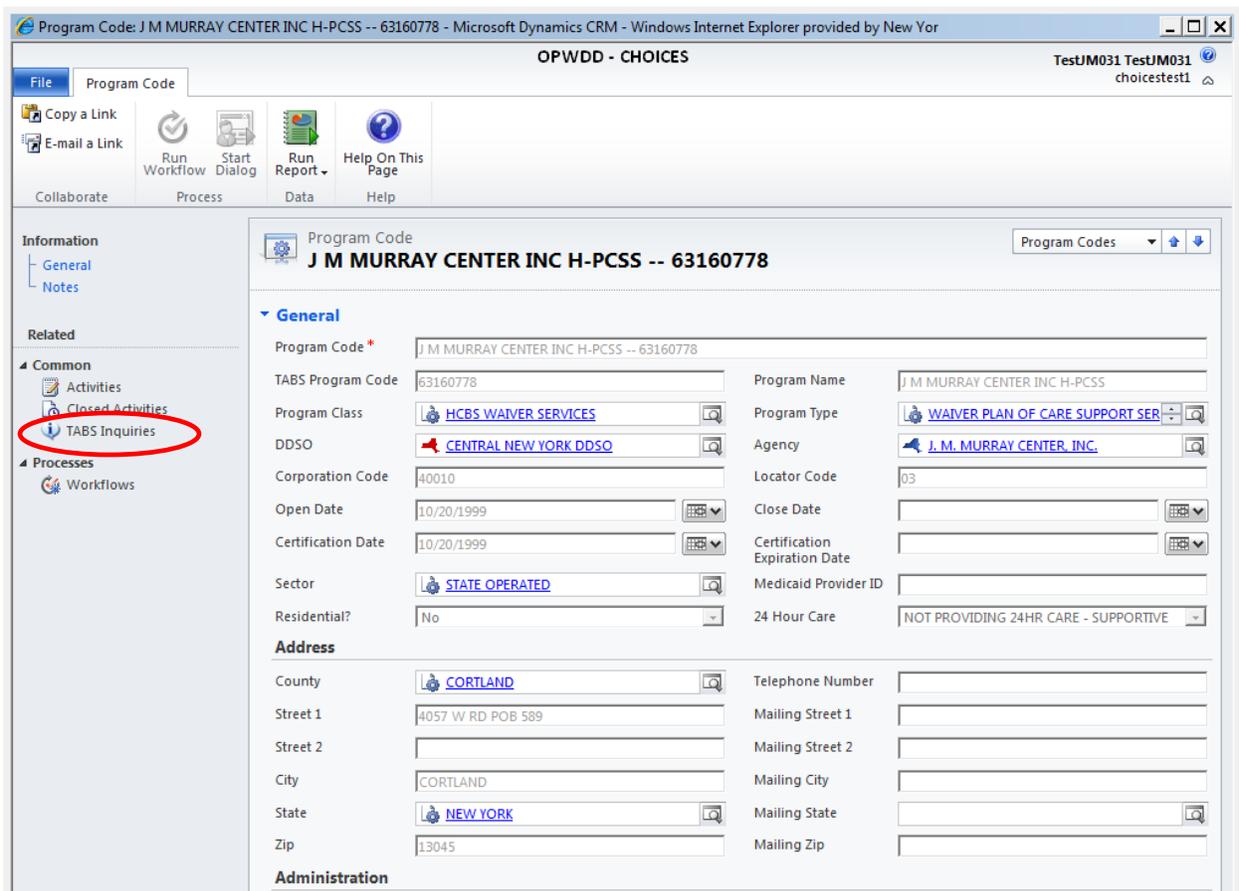
The result is listed.

To open the Program record, **double click** on the Program Code or name.



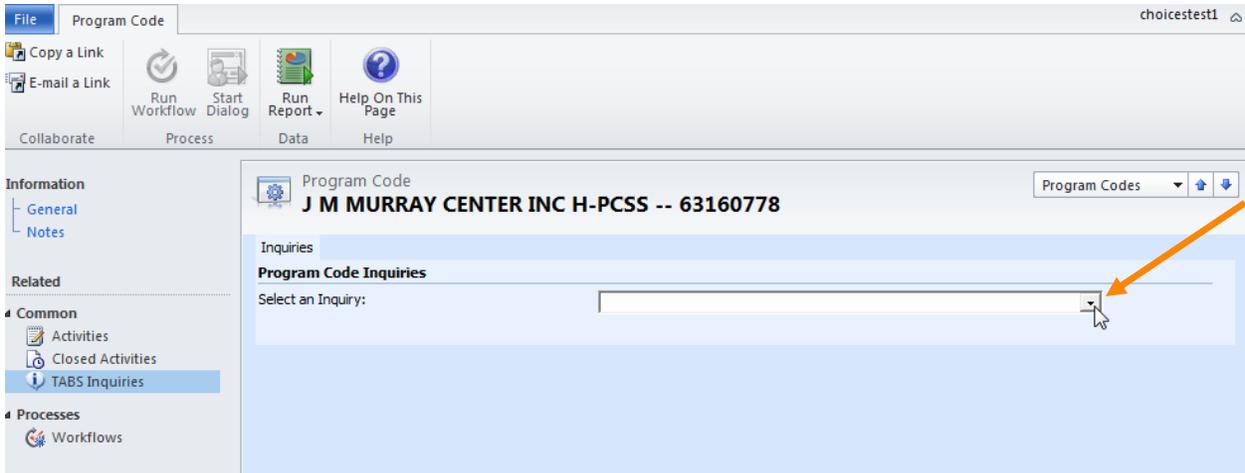
The Program information is displayed.

In the left column, under Common, is the **TABS Inquiry** link, click the link:

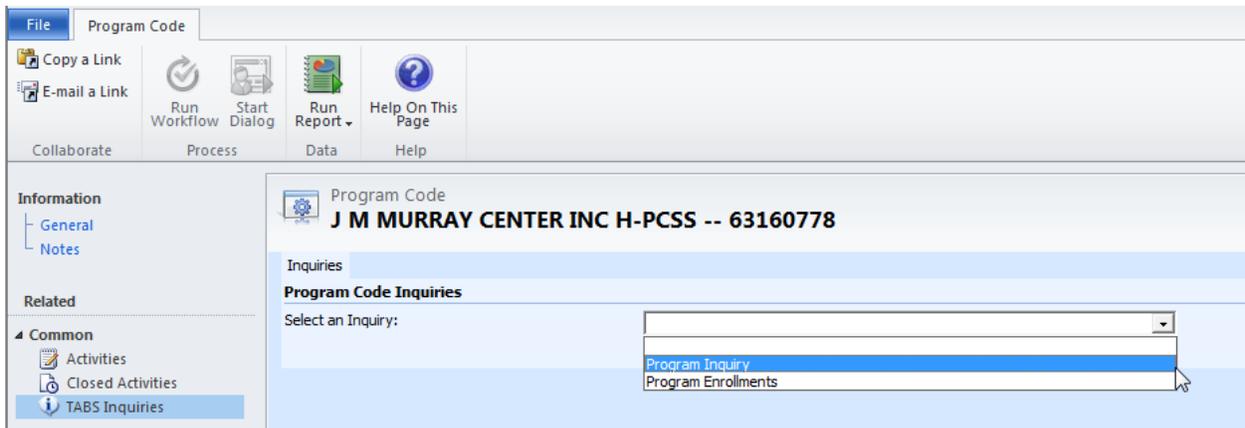


The TABS Inquiry section displays.

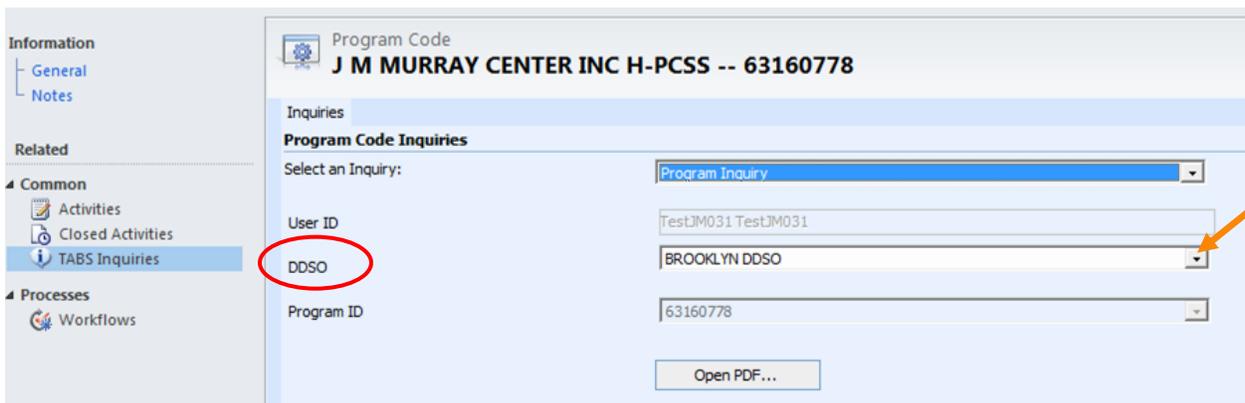
In the content pane is “Select an Inquiry:” and to right is the drop down arrow that will allow you to view the selection of Inquiries available.



Move the cursor over the desired selection to highlight and then click:



If your agency works with numerous DDSOs, click the drop down arrow to select the appropriate DDSO for this program.



|            |   |
|------------|---|
| DDSO       | BROOKLYN DDSO   |
| Program ID | BROOKLYN DDSO<br>CAPITAL DISTRICT DDSO<br>CENTRAL NEW YORK DDSO |

Once the appropriate DDSO has been selected, click Open PDF

Program Inquiry

TestJM031 TestJM031

BROOKLYN DDSO

63160778

Open PDF...

The following message will display: (this may take a few minutes)

Click Open:

https://choicescsitetest1.dynamics.omr/PDF/TabsInquiries/TabsInquiriesPDFs.ashx?formid=76fd04cc - Windows Internet Explorer pro

**File Download**

**Do you want to open or save this file?**

Name: Program\_Inquiry\_-\_63160778.pdf  
 Type: Adobe Acrobat Document, 2.10KB  
 From: choicescsitetest1.dynamics.omr

Open Save Cancel

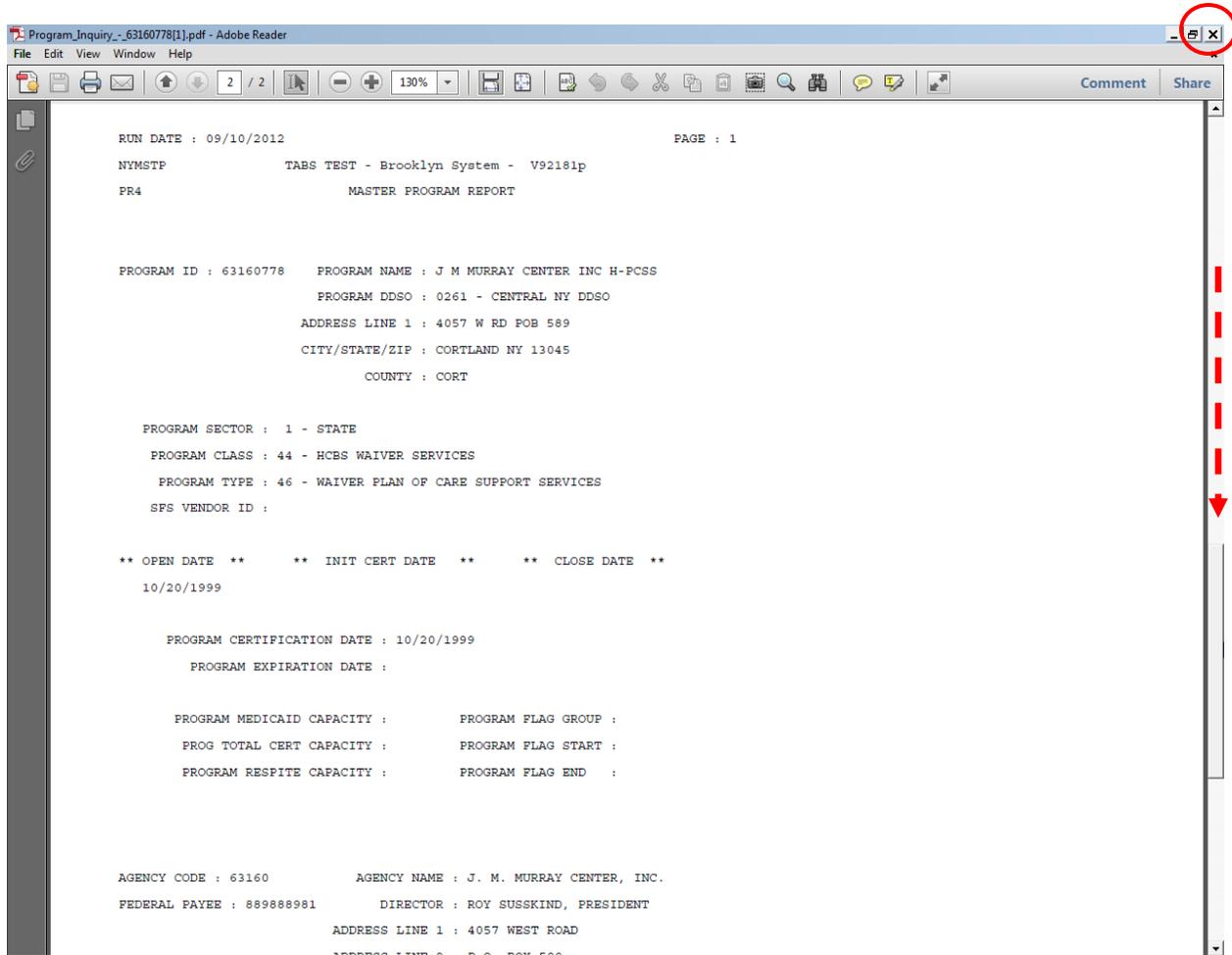
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

A PDF opens with the most current report.

This Program Inquiry is known in TABS as the Master Program Report

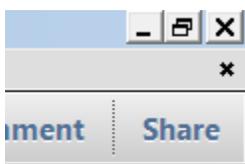
It is a report on the Program itself, with information such as the program's address, open date, program class and type.

As with all TABS reports, be sure to scroll down to ensure you have or are viewing the full report.



To close the report and window, click the 'X' in the **top** right-hand corner.

The smaller lower, X, will only close the report not the PDF window.



## [Program Enrollment- Program Assignment Summary/Roster \(CR17\)](#)

In the content pane, “Select an Inquiry.” use the drop down arrow to select Program Enrollments.

Once the Program Enrollments screen displays:

Select the appropriate DDSO for the program.

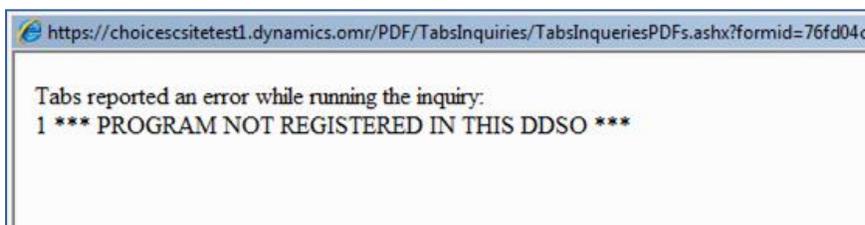
Date range, as defaulted, will produce the most current roster.

If a different date range is necessary, click within the *From Date* field and type the correct date, do the same with the *To Date* field. You can use the calendar icon as well to select the appropriate date range.

The screenshot shows a software interface for program inquiries. The main content area is titled "Program Code" and "J M MURRAY CENTER INC H-PCSS -- 63160778". Under the "Inquiries" section, "Program Code Inquiries" is selected. A red circle highlights the "Select an Inquiry:" label, which is next to a dropdown menu currently set to "Program Enrollments". Below this, there are input fields for "User ID" (TestJM031 TestJM031), "DDSO" (BROOKLYN DDSO), "Program ID" (63160778), "From Date" (9/9/2012), and "To Date" (9/10/2012). A button labeled "Open PDF..." is at the bottom.

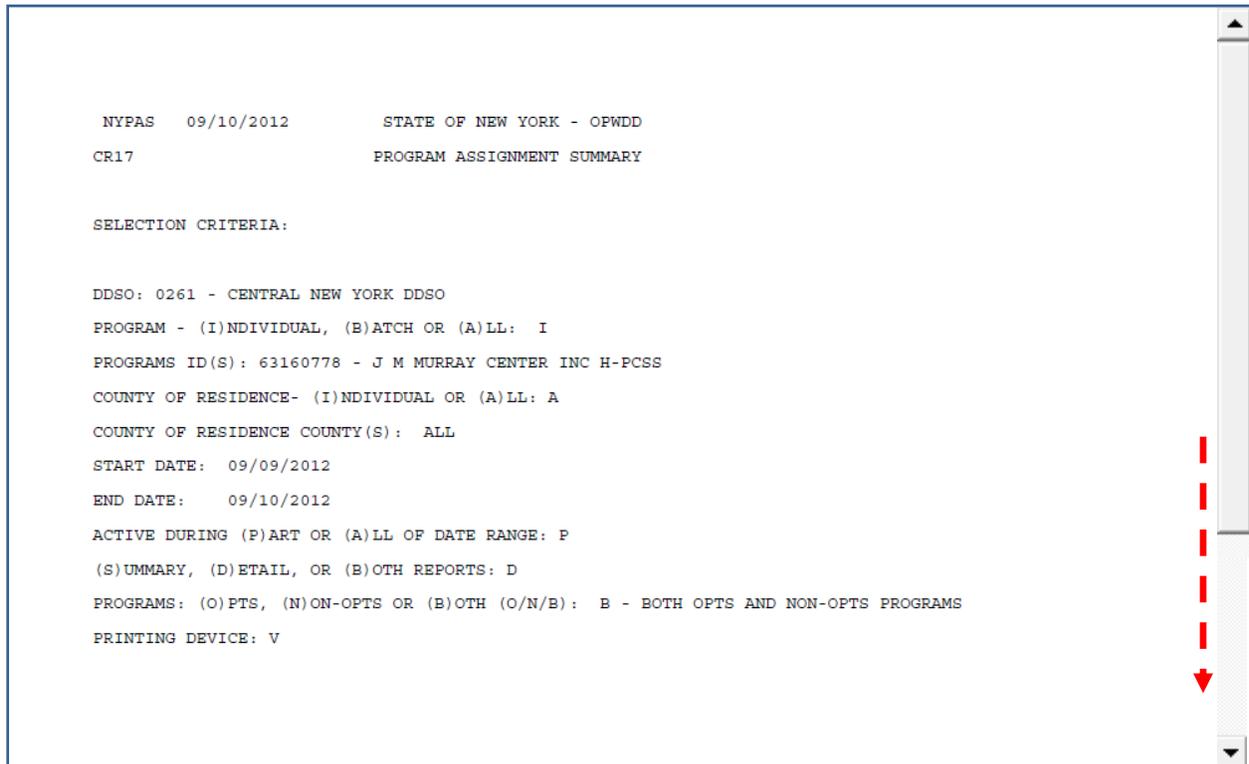
**NOTE:** If you did not select the appropriate DDSO for the program, the following message will display.

Close the message box and click on the drop down arrow for *DDSO* and make the appropriate selection.

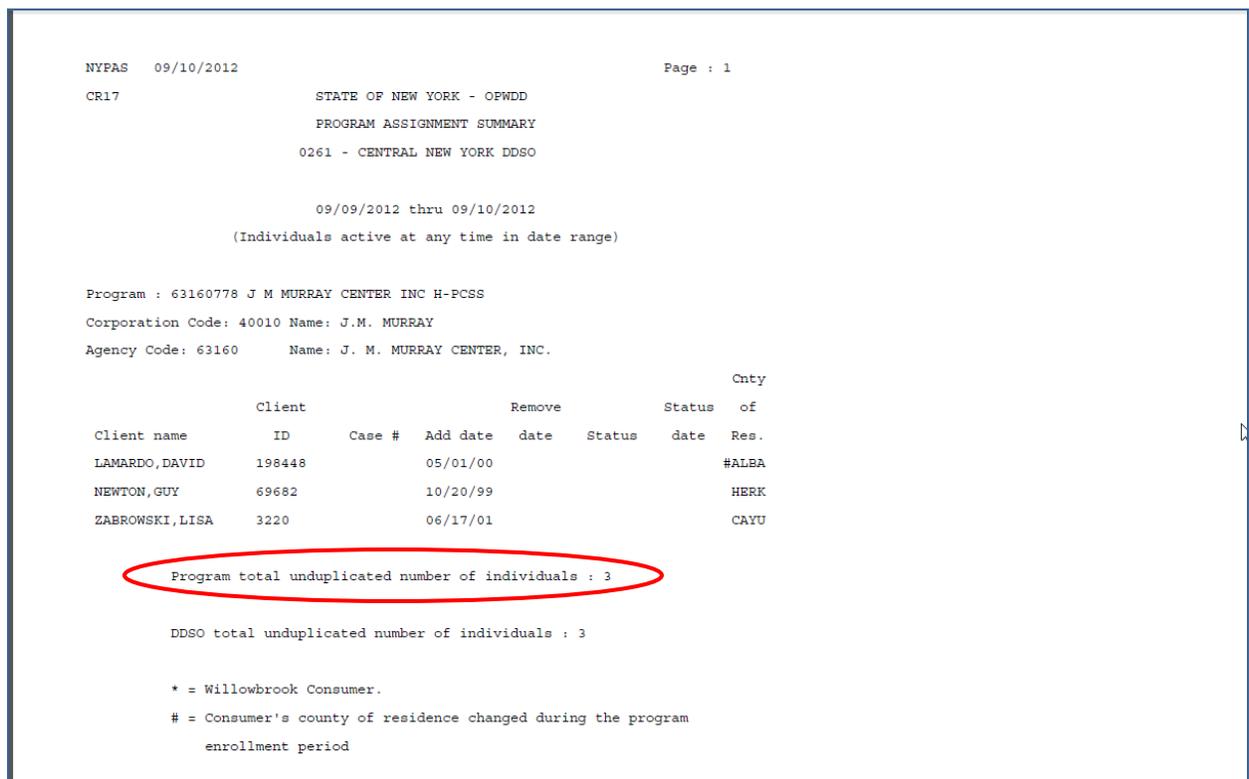


Following is the displayed report:

The first page will display the header section of the report, scroll down to view the roster.



A program total will be viewable when at the end of the roster.



## To Print an Inquiry

On the PDF, go to the toolbar and click the *Print* icon

Or use the *File* button to display all actions. Select **Print** from the dropdown menu

