Part C, Generate a Commanding Officer Report

INSTRUCTIONS TO ADMINISTER FOR PREPARING REPORTS

Participant Reports:

Individual members can view their reports as soon as they complete their HRA and submit the questionnaire. Each report will provide tailored feedback and a high-quality Web link for detailed health information on each topic. These links open separate windows while the Member Reports are still open. Members must print the Member Report before closing the HRA questionnaire. Once closed, the Member Reports cannot be retrieved by anyone.

Commanding Officer Reports:

HRA Administrators can prepare group reports for Commanding Officers. This will generally be done at least annually. If the administrator has provided oversight and guidance for more than one military command, then he or she should prepare individual reports for each commanding officer of the supported commands. Medical commands that use this tool as part of the Periodic Health Assessment for multiple shore-based commands should prepare annual reports for each commanding officer.

Consolidated Commanding Officer Reports

When multiple commands within the same chain of command are serviced by a single HRA Administrator, that administrator can also prepare a consolidated report for the senior echelon commanding officer. For example, a Consolidated Commanding Officer Report for the Commander, Navy Region Hawaii, Pearl Harbor, HI (an echelon 3 command) would include all echelon 4 and 5 activities in the Pearl Harbor Region that took the HRA. Another example might be a consolidated report prepared for the Commander, MAG-16, 3rd MAW, which would include its subordinate units of HMM-161, HMM-163, HMM-165, HMM-166, HMH-363, HMH-462, HMH-465, and HMH-466.

Reports can be generated any time a UIC group has been populated, i.e., members of a command have taken the assessment. Reports will be generated on the basis of the total number of reports in the database at any point in time. Thus, if unit members take the HRA during their birth month, quarterly reports for CY 2012 for a single command will display data on approximately 25%, 50%, 75%, and 100% of their members, respectively. Note: When preparing sequential consolidated commanding officer reports, previous reports using the same Group Name (UIC) must be deleted and/or saved elsewhere as pdf documents in order to create another report for that same command.

Directions to create a Commanding Officer Report:

1. Click here to access the HRA Administrator's Login screen.

2. Enter your UIC and your email address.

3. Click on "LOGIN" button

4. Click on "Commanding Officer Reports"

5. Click on "Create Commanding Officer Reports"

6. In the box titled "Unit Identifier" enter the 5-digit UIC for Navy commands or M plus the UIC for Marine commands. View tables for these codes here: http://www.med.navy.mil/sites/nmcphc/Documents/health-promotion-wellness/general-tools-and-programs/hra-logon.pdf

7. In the box titled "Command Name" enter the name of the command as it appears in the Standard Navy Distribution Lists (or close to it). This name will appear on the report.

8. Select inclusive dates for the report, e.g., 1 Feb 2012 thru 31 Dec 12. Again, the computer will search the database for any date range you select.

9. Click "Submit"

10. Next you will be presented with a list of commands from which to choose. You can create a report for a single command, or select multiple commands to prepare a consolidated report. Press the <control> key and click multiple commands if you wish to include more than one command in the report. Commands are listed in the pick-list if they have been populated by members completing the assessment.

11. Click "Finished" You will receive a message that your report has been saved.

12. Click "Return to Commanding Officer Report Page" to view or print your report

13. Click "Run Report" to view it or "E-Mail Report" to send it to a recipient. Basic instructions are included for the recipient who receives an email with a link and password to open the report. The administrator can also add additional text to the email, e.g., describe the response rate, emphasize plans to address high-prevalence risk factors, etc.

14. You can also choose to include civilian employees or just military members in your reports.

NOTE: Since the UIC is the unique identifier, the program at this time only allows one report to be stored on the Commanding Officer Reports page. So, what does one do? Your options are:

1. You can delete an older report and then generate a new one for the same UIC.
2. You can ‘fudge’ and add a suffix to the UIC name. For example, if a report for a command 11342 already existed, you could generate another report by listing in the box labeled "Unit Identifier" 11342_2 to generate another report. This process could be repeated by listing 11342_3, 11342_4, etc.
3. You can print the report and email it back to yourself as a PDF. Then achieve the PDF files on your computer. The same process can be used for USCG OPFACs, which are 7-diget numbers.