The Job Aid explains how to create reports for your agency in MI Bridges.

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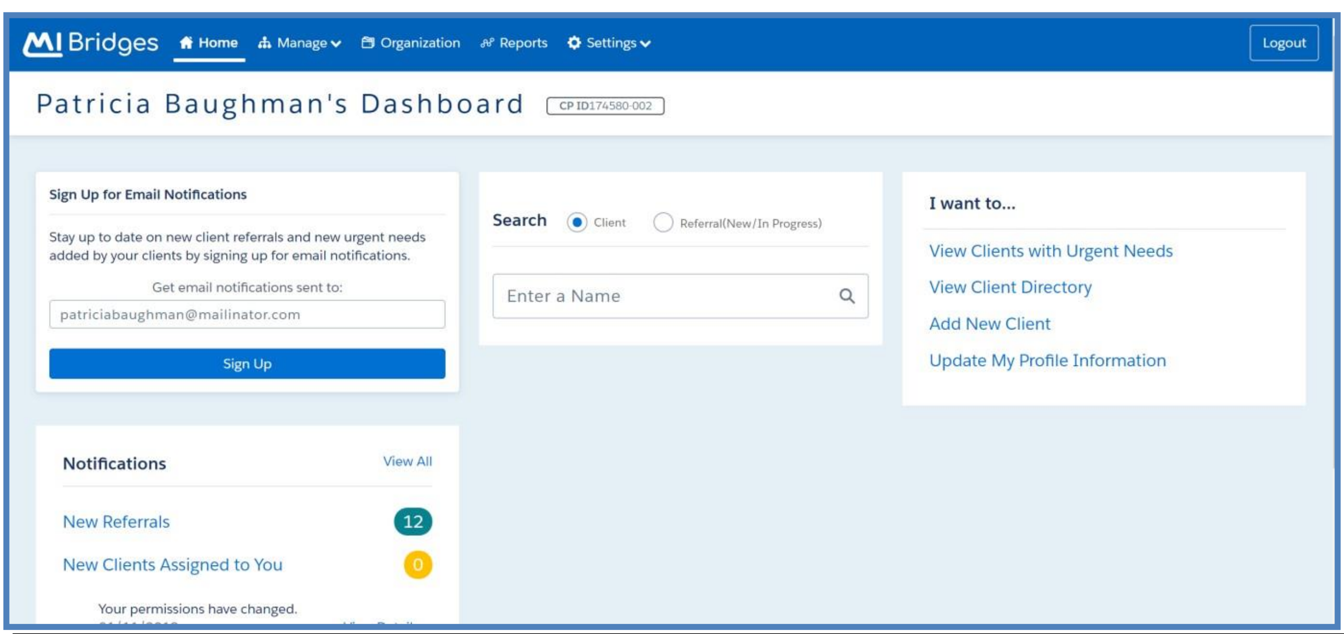
Important Information

MI Bridges users for each agency with the [View Metrics] user permission can view key metrics about the agency's use of MI Bridges. Community partner organizations can generate reports relating to benefits, referrals, and navigators in their organization. These metrics are available at any time and can be helpful when an agency needs information for a grant or agency report.

Viewing MI Bridges Reports

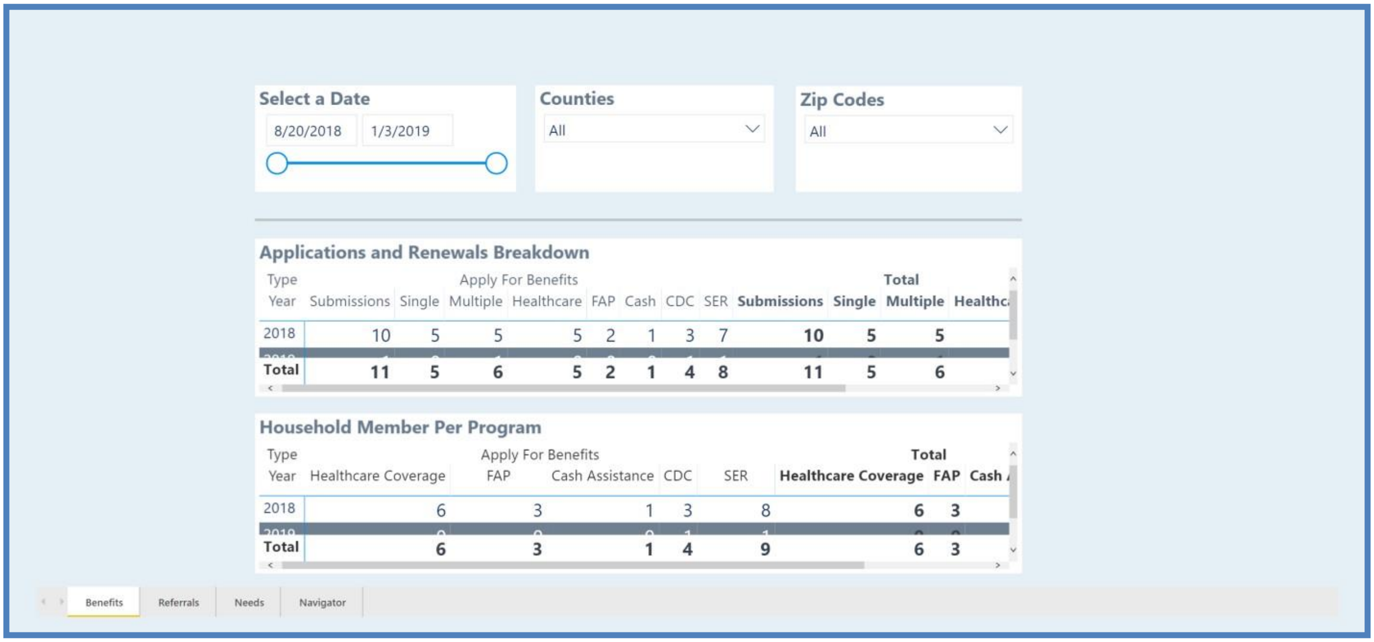
As a community partner, if you have the View Metrics user permission in your profile, you can navigate to the Reports page to view real-time reports for your agency.

1. Log into **Your MI Bridges Account.**
2. Click **[Reports]**. The **Reports** page displays.



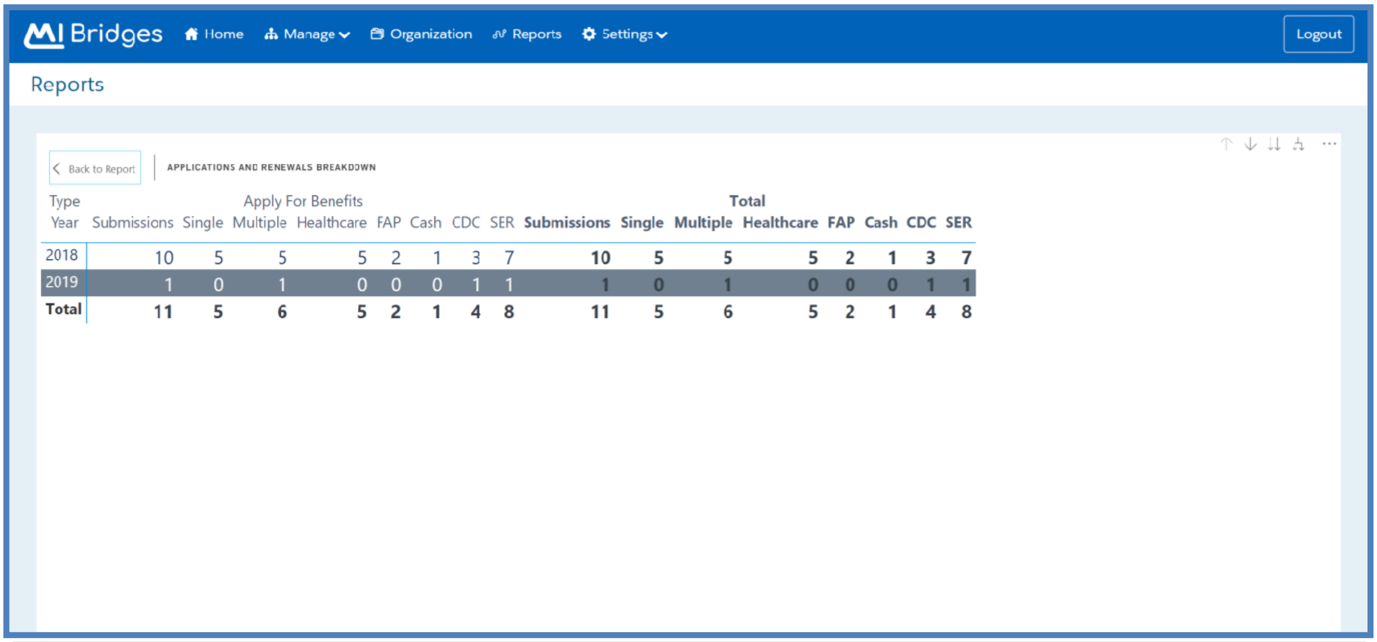
Tip: You can view and generate reports about benefits, referrals, and navigators. To switch between report categories, you can click the **Benefits, Referrals, Needs,** and **Navigators** tabs.

3. Select the **Date, Counties, and Zip Codes** from the drop-down menu for the report you want to generate.



4. The report displays.

Tip: Each report will display different information. For a summary of the information that displays in each report see *Table 1*.



Type	Apply For Benefits								Total							
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER
2018	10	5	5	5	2	1	3	7	10	5	5	5	2	1	3	7
2019	1	0	1	0	0	0	1	1	1	0	1	0	0	0	1	1
Total	11	5	6	5	2	1	4	8	11	5	6	5	2	1	4	8

5. Click **[Export to Excel].** The report opens in Microsoft Excel

Reports/Metrics Description

Navigation Report	Description
Application and Renewal Breakdown	View a breakdown of application and renewal submissions across each benefit program
Household Members Per Program	View a breakdown of household members per new applications and renewals
Top 10 Most Common Needs	View a breakdown of the top 10 most common client needs
Client Count	View the number of clients per navigator per quarter
Application for Benefits Submitted	View the number of applications where a navigator was connected prior to submission
Renew My Benefits Submitted	View the number of redeterminations where a navigator was connected prior to submission

Referral Report	Description
Referral Breakdown	View a breakdown of new/in progress referrals and the number of needs met versus needs unmet
Reasons Needs Were Unmet	View a breakdown of the reasons needs were unmet
Top 10 Referral Requests	View a breakdown of the top 10 most common referral requests

Frequently Asked Questions

Q. Will I receive reports specific to my organization's partner type?

A. Each agency can view the benefits, referrals, and navigation reports. However, you only see data on a report, if there is data available for your agency.

Example: If your organization is registered as a Navigation Partner, you can generate reports on the Referral Reports page, however these reports would not contain any data.

Q. How many workers in my organization can access the Reports page?

A. Any user in the organization that has the View Metrics user permission in their MI Bridges profile can view and generate reports.

Q. Can I see reports for every location for my organization?

A. Reports are not specific to a certain agency location. The reports that are generated use data from all locations in your MI Bridges community partner organization.

Q. Will these reports include applications that come from the paper 1171 Assistance Application?

A. No, the reports in MI Bridges only include information from applications submitted through MI Bridges.

Q. Is this data available in charts and/or graphs?

A. You can export the report to Microsoft Excel where you can create graphs or charts for your organization's data.