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Instructional Guide for
NJ3002
Demographics Extract
(CMO, MRSS, FSO, OOH)

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NJ3002- Demographics Extract- Instructions for Use

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I. Description

The report, NJ3002- Demographics Extract, contains all the fields from the Demographics table that pertain to the CMO Demographic data (such as the Child's Address, Parent Address and Phone Number). The extract will show data for the children that have been linked to the agency the user is associated with via an open Tracking Element, within a specific timeframe.
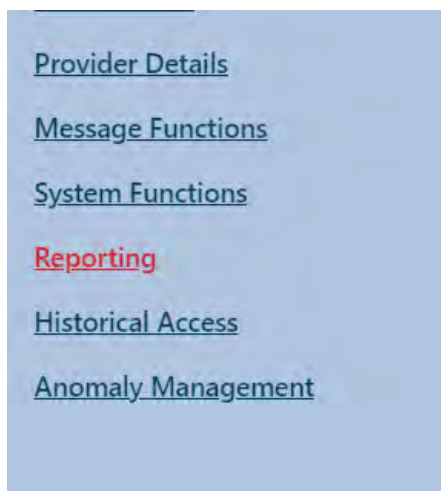
Note: If the youth currently has an open Tracking Element for what is defined as a "special population" in CYBER (CCIS, FFT, PHP, etc), they will also appear in the extract.

This report is available for the following provider types:

- Care Management Organization (CMO)
- Family Support Organizations (FSO)
- Mobile Response and Stabilization Services (MRSS)
- Out-of-Home (OOH)

See Dictionary to see the full listing of column heading and description of those headings as outlines in the report.

II. Accessing Report

Provider Details Message Functions System Functions Reporting Historical Access Anomaly Management	The **NJ3002 Demographics Extract** is accessed through CYBER by clicking the Reporting button on the left hand menu pane on the Welcome Page. *Note: A user must have Level 3 security to have access to the Reports button. Please refer to your program's Security Administrator to set these levels appropriately.* The program that your CYBER login is attached to will show in the **'Program'** drop down menu. If you are attached to multiple programs, all attached programs will show in this menu. To the right of the **'Program'** drop down will be the **'Report'** drop down. In this box, you will see all the reports available to the chosen program. Users will choose their Program Name from the first drop down and the extract

from the second drop down.

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0001 - Child Demographics Detail - Excel
0002 - Agency Capacity Report - PDF
0003 - CMO Financial Report - Excel
0004 - CMO Service Expiration Report - PDF
0009 - Service_Plan_Tracking_Report - Excel
0010 - Service_Plan_Tracking_Report - PDF
0011 - Service_PlanCycleTime - PDF
0012 - Service Plan Performance Summary Report - PDF
0015 - NJ3000_ProgressNote - Excel
0023 - NJ3001_AuthExtract
0024 - NJ3002_Demographics
0026 - NJ3004_AssessmentAdHoc
0037 - NJ1139_DiagTreatPlans
0038 - NJ1149_LivingSituation
0039 - NJ1157_FlexFund
0045 - NJ3006_OOH_treatment_stays
0061 - NJ1169_ISPCycleTime_AdHoc
0062 - NJ3009_EZ_ClaimFeedExtract
0070 - NJ1209_CMO_Census

Note: This is a screenshot of the CMO. This report is also available for FSO, MRSS and OOH Providers.

III. Navigating the Report

Users should click on the '**View Report'** button to view the extract within CYBER; this will allow users to change the parameters and customize the extract to be exported.

Reporting Functions

Program   Report   0024 - NJ3002_Demographics   View Report

Active with Agency Period Date From: 12/25/2023   Active with Agency Period date to: 1/25/2024   View Report
Last name starts with: First name starts with:
Show Only Active Youth: ● True ○ False

Users will need to enter the parameters to generate the data extract that fits their needs; the default setting for the extract parameters is 30 days prior to the date you are accessing the report.

Clicking on the calendar button   will give the user the ability to choose the date parameters. The parameters are as follows:

- <u>Active with Agency Period Date From</u>: This refers to the start date of the Tracking Element for the agency in the youth's record

- <u>Active with Agency Period Date To</u>: This refers to the end date of the Tracking Element for the agency in the youth's record

- <u>Last Name Starts With</u>: Users may choose to put only the first letter(s) of the youth's last name; the user can run the extract without including this information

- First Name Starts With: Users may choose to put only the first letter(s) of the youth's first name; the user can run the extract without including this information

- Show Only Active Youth: Default is 'True'; select to see only the youth that are currently opened to the user's agency and who were admitted to the user's program during the chosen timeframe; select 'False' to see all youth that were open to the user's agency at any time and were admitted during the chosen time frame

Clicking the **'View Report'** button will generate the extract.

V. Exporting the Extract into Excel

Once the extract loads, the user will have the option to export the data to another format, such as Excel. Click the

'floppy disk icon' drop down to select a file format.

Active with Agency Period Date From:	12/25/2023		Active with Agency Period date to:	1/25/2024		View Report
Last name starts with:			First name starts with:		
Show Only Active Youth:	● True ○ False				

| CYBER ID | Youth Last Name | Youth First Name | Youth Middle Name | Youth DOB | Youth Age | Youth Gender | ...h Primary ...uage | Youth SSN | Youth Medicaid Number | Youth Address 1 | Youth Address 2 | Youth City | Youth ZIP | Youth State |

Word
Excel
PowerPoint
PDF

Based on the browser type that you are using; you will be prompted to download the file to your computer. Once the report is exported into Excel, the user can choose to filter or sort as needed.

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VI. Ad Hoc Data Extract Dictionary

Demographics
The definitions below explain the various data fields in the data extract.

Field Name	Definition
CYBERID	Youth's unique CYBER ID number
Youth Last Name	Last Name of the youth from the Demographics tab of the Face Sheet
Youth First Name	First Name of youth from Demographics tab of the Face Sheet
Youth Middle Name	Middle Name of the youth from the Demographics tab of the Face Sheet
Youth DOB	Date of Birth from Demographics tab of youth's Face Sheet
Youth Age	Current age of the youth
Youth Gender	Gender of youth from Demographics tab of the Face Sheet
Youth Race	Race of the youth as entered on the Demographics tab of the Face Sheet
Ethnicity	Ethnicity of the youth as entered on the Demographics tab of the Face Sheet
Youth Primary Language	Primary Language of the youth as entered on the Demographics tab of the Face Sheet
Youth SSN	Social Security Number of the youth masked as XXX-XX-####; from Demographics tab of the youth's Face Sheet
Youth Medicaid Number	Medicaid Number assigned to the youth on the Eligibility tab of the Face Sheet
Youth Address 1	Address 1 from Demographics tab of youth's Face Sheet
Youth Address 2	Address 2 from Demographics tab of youth's Face Sheet
Youth City	City from Demographics tab of youth's Face Sheet
Youth Zip	Zip Code of the city the youth resides in, as entered on the Demographics tab of the Face Sheet
Youth State	State the youth currently resides in; from the Demographics tab of the youth's Face Sheet
Youth County	County from Demographics tab of youth's Face Sheet
Parent Name	Name of Parent/Legal Guardian as entered on the Demographics tab of the youth's Face Sheet
Parent Address 1	Address 1 from the Mailing/Additional Address Information accordion, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent Address 2	Address 2 from the Mailing/Additional Address Information accordion, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent City	City from the Mailing/Additional Address Information accordion, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent State	State from the Mailing/Additional Address Information accordion, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent Zip	Zip from the Mailing/Additional Address Information accordion, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent County	County from the Mailing/Additional Address Information accordion, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent/Youth E-Mail	E-mail address of the for Parent/Legal Guardian or youth, on the youth's Face Sheet

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Field Name	Definition
Area Code	Area code for the Parent/Legal Guardian phone number
Parent/Guardian Phone	Phone number for the youth's Parent/Legal Guardian
Youth Enrollment Age	Age of the youth at time of enrollment with CM Agency
First CMO Enrollment Date	Initial date the youth enrolled with CM Agency
Living Situation Description	Currently active Living Situation for the youth from the Demographics tab of the youth's Face Sheet; this data will only be populated with content prior to the Face Sheet Redesign release
Living Situation Start Date	The start date for the currently active Living Situation; this data will only be populated with content prior to the Face Sheet Redesign release
Living Situation End Date	The end date that is entered for the currently active Living Situation (if entered); this data will only be populated with content prior to the Face Sheet Redesign release
Residence Code	Code associated with Residential Program within CYBER
Residence Name	Name of the residential program that the youth is currently enrolled in (if applicable)
Residence Effective Date	Date the youth was admitted into a residential program
Residence Termination Date	Discharge date of residential admission; from the Admissions tab on the youth's Face Sheet (if applicable)
Residence Case Supervisor	The name of the current Case Supervisor for the Residential Placement that the youth is currently enrolled with (if applicable); based upon open Tracking Element on the youth's Face Sheet
Residence Case Manager	The name of the current Case Manager for the Residential Placement that the youth is currently enrolled with (if applicable); based upon open Tracking Element on the youth's Face Sheet
CM Agency Code	Code associated with the Case Management Entity within CYBER
CM Agency Effective Date	Effective/Start date of the Tracking Element for the agency
CM Agency Transition Date	If entered into CYBER, the Termination Date of the Tracking Element for the agency; the date the agency was closed to the youth
CM Access End Date	Access end date of the agency's access to the youth's record
Care Manager	Name of Care Manager (from Provider tab of youth's Face Sheet)
Care Manager Email	Care Manager's email address, if in the system (from Provider tab of youth's Face Sheet)
Supervisor Current	Name of current Case Supervisor (of youth's Case Manager) based upon open Tracking Element on youth's Face Sheet
Mailing Address1	Mailing address 1 of the Parent/Legal Guardian from the Mailing/Additional Address Information accordion on the Demographics tab, for receiving mailed correspondence
Mailing Address2	Mailing address 2 of the Parent/Legal Guardian from the Mailing/Additional Address Information accordion on the Demographics tab, for receiving mailed correspondence
Mailing County	Mailing County of the Parent/Legal Guardian from the Mailing/Additional Address Information accordion on the Demographics tab, for receiving mailed correspondence
Mailing City	Mailing City of the Parent/Legal Guardian from the Mailing/Additional Address Information accordion on the Demographics tab, for receiving mailed correspondence
Mailing Zip	Mailing Zip of the Parent/Legal Guardian from the Mailing/Additional Address Information accordion on the Demographics tab, for receiving mailed correspondence
Mailing State	Mailing State of the Parent/Legal Guardian from the Mailing/Additional Address Information accordion on the Demographics tab, for receiving mailed correspondence

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Field Name	Definition
SP NUM	Special Program Code found under the Eligibility tab of the youth's Face Sheet
PSC 764	Program Status Code that is associated with Youth receiving services under the Family Planning Program

VII. References

PerformCare website

- Providers Training page: https://www.performcarenj.org/provider/training.aspx
- Reports section: https://www.performcarenj.org/provider/training.aspx#reports

PerformCare Customer Service

www.performcarenj.org/ServiceDesk

1-877-652-7624