PerformCare®

NJ1279 FSS Youth Scheduled Report

I. Description

The **NJ1279 FSS Youth Scheduled** report is a point-in-time report covering a specific status given to referrals on the Family Support Services (FSS) Link in CYBER. The report will give each individual FSS agency and program their own data set to review; agencies will only see their own referrals that are currently in Scheduled status on the FSS Link; the report will show the referrals that are in Scheduled status on the day the report is generated. This document will describe how to access, navigate, and understand the FSS Youth Scheduled report.

This report is available to FSS Providers and Childrens System of Care (CSOC) Level 3 Users.

II. Accessing Reporting

My Active Youth

FSS Link

Provider Details

System Functions

Historical Access

Reporting

The **NJ1279 FSS Youth Scheduled Report** 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.

Report | 0106 - NJ1279_FSSYouthSchedProvider

FSS View

Report | 0093 - NJ1279_FSS_Youth_Scheduled

CSOC View

III. Navigating the Report

Once the report loads, the user will find a navigation menu above the report window.

NJ Children's System of Care	NJ1279_FSS_MemberProviderLink_Scheduled								
Administered by PerformCare®	FSS Youth in Scheduled Status for Respite Services								
	Report created on 1/26/2024								
Total number of unique youths in scheduled status			**Total number of youths in scheduled status over 15 days**						
Provider name	CYBER ID	First Name	Last Name	App Type	Rating	Scheduled Status Date	Days in Scheduled Status	Provider Queue Date	Days in Provider Queue

The navigation menu includes the following functionality:

|◁	<	1	of 5	>	▷|	↻	⊖	100% ⌄	🖫 ⌄
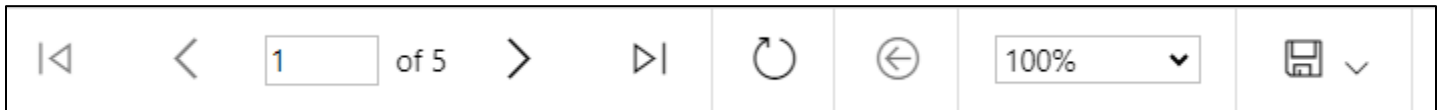
- Page navigation – users can choose a page to navigate to by entering a number into the first text field or use the arrows to move to other pages
- Find/Next navigation – users can enter text into the blank field next to the "Find" option to locate specific information in the report such as a name or date
- Export – represented by a floppy disk, clicking this will allow the user to export the report to another format such as PDF or Excel
- Print – users can print directly from the system, although it is recommended that users export the report first and print from another program; printing from CYBER can be a lengthy process

IV. Report Fields

The top row of the report will show the user the following information:

- Total number of unique youth in Scheduled status
- Total number of youth in Scheduled status over 15 days

Total number of unique youths in scheduled status	Total number of youths in scheduled status over 15 days
XX	XX

The rest of the report will show data in the following columns:

- Provider Name – name of the agency with program type in parenthesis (i.e., AHR, SHR, etc.)
- CYBER ID – for the youth
- First Name, Last Name of the youth
- App Type – the type of referral in Scheduled status (Routine or Transition)
- Rating – of the referral (High, Moderate, Low)

- Scheduled Status Date – date on which the status was changed to Scheduled
- Days in Scheduled Status – total number of days the referral has been in Scheduled status; the difference between the Scheduled Status Date and the current date
  - *Note: Providers are expected to revert the status to Assign after 30 days; keeping a referral in Scheduled status for an extended period of time prevents the family from gaining access to services from another provider*
- Provider Queue Date – the date the referral appeared in the program's Provider Queue
- Days in Provider Queue – number of days the referral has been in the program's Provider Queue; the difference between the Provider Queue Date and the current date

Each column can be sorted by clicking on the up/down arrows in each column heading; sorting by one column, then holding down the Shift key on the keyboard and sorting by another column will allow for multiple column sorting. For example, a user can sort the grid by the Application Type and then the Scheduled Status Date.

Summary

See *Instructional Guide for Report Access* on the Training section of the Providers Web Page for export and print features.

If you have any questions, please contact PerformCare at 1-877-652-7624.

PerformCare Customer Service
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1-877-652-7624