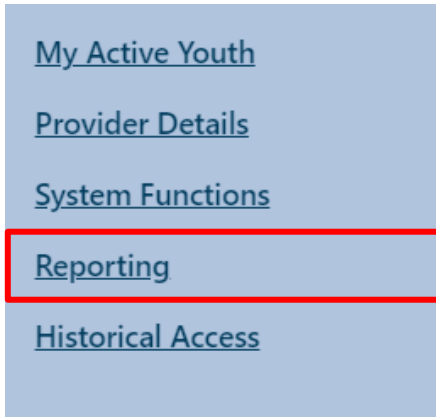


## FSO Report: NJ1400\_FSO\_Referrals

### I. Description

The **NJ1400\_FSO\_Referrals** report displays the number of referrals opened to a Family Support Organization (FSO) in a selected date range. The report allows the user to filter by submitted date range and Type if desired. The report defaults to a date range of 30 days; the current date is the end date.

### II. Accessing Reporting



The **NJ1400\_FSO Referrals** 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 user will click the **View Report button** to view the report and *set parameters* to return specific data.



### III. Setting Parameters

The report contains various parameters that the user may select to customize the report. The following parameters may be adjusted:

- Start date/End date – The user will be able to enter a start date and end date to identify a range or time frame of when the referral was created (start date is the date the Youth is opened to the FSO).
- Type – The user may choose between Active and New referrals. “Active” referrals are those youth that are currently open, but the start date is prior to the user-specified date range. “New” referrals are those opened within the user-specified date range.

## IV. Report Fields

The report shows the information details of a youth along with specifications about FSO, CMO and/or Mobile Response dates. When generated, the report displays the following fields:

- CYBER ID
- First Name
- Last Name
- Gender
- DOB (date of birth)
- County – the report first looks for the county of the Parent/Legal Guardian Address. If no Parent/Legal Guardian Address is found, the county of the 'Mailing Address' is used. If no 'Mailing Address' is found, the county of the Youth Demographics tab (Youth Current Address) is used. If no County is found in any field, then County is displayed as "Unknown".
- Race
- Ethnicity
- FSO Effective Date
- FSO Transition Date
- CMO Effective Date
- CMO Transition Date
- CMO Agency Name
- MR Effective Date
- MR Transition Date
- MR Agency Name
- Referral Source

CYBER ID	First Name	Last Name	Gender	DOB	County	Race	Ethnicity	FSO Effective	FSO Transition	CMO Effective
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### Summary

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

See the **Instructional Guide for Report Access** on the PerformCare Provider Training for information regarding exporting and printing reports.