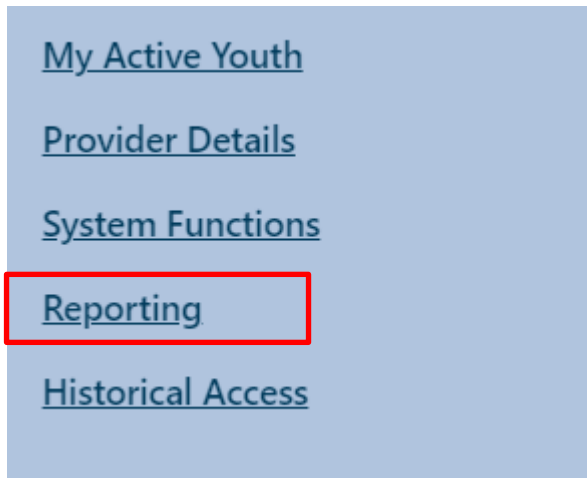# FSO Report *NJ3011_AssessmentData_FANS*
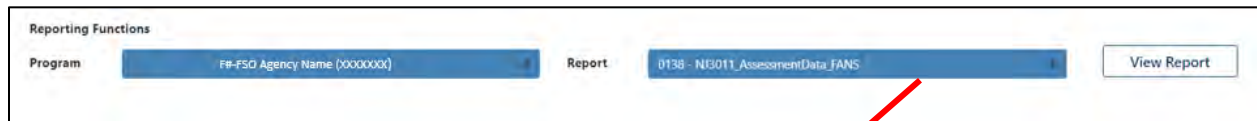
I. Description

The **NJ3011AssessmentData_FANS** report displays Family Assessment of Needs and Strengths (FANS) assessments created by a Family Support Organization (FSO) in a selected date range that looks for assessments created in the date range. The report allows the user to filter by the date range date, Family Support Organization (FSO) Worker, and youth last name. The report will default to the date range of the prior month and display all the FANS created in the default date range.

II. Accessing Reporting

The **NJ3011AssessmentData_FANS** 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:

- <u>Start date/End date</u> – The user will be able to enter a start date and end date to identify a range or time frame of when FANS were created. The report will produce all the FANS created for the range entered.
- <u>Last Name</u> - the user may enter a Youth's full Last Name or partial Last Name to pull specific data for a particular youth. This parameter is not required and may be left blank if the user clicks the Null check box.
- <u>FSO Worker</u> – the drop down contains a list of FSO workers for the specific agency. The report will show assessments created by all the FSO workers in the date range, however, the user can select one or multiple FSO workers from the list.

IV. Report Fields

The report shows fields specific to each FANS. Additionally, the report is filtered by the agency of the user initiating the report request. Once generated, the report displays the following fields:

Youth information:

- CYBER ID
- Last Name
- First Name
- DOB (date of birth)
- Age
- Age Group
- Gender

FANS information:

- ASSMT ID
- Assmt Type
- Full Year
- Year Quarter
- PGMIndicator (Code for the FSO)
- Assessment Submitteddate
- Created By
- Created Date
- Supports Caregivers Collaboration
  - Supports Family Comm

Supports Caregiver Family and Social Resources
Supports Family Safety
Supports Caregiver Optimism
Supports Spiritual
Supports Caregiver Organization Skills
Supports Caregiver Self Care
Support Caregiver Stressors
Support Total
Education Caregiver Self-Efficacy
Education Knowledge of Family/Youth Needs
Education Knowledge of CSOC
Education Know of Community Resources
Education Know of Rights and Responsibilities
Education Total Advocacy Ability to Communicate
Advocacy Ability to Advocate
Advocacy Ability to Participate in planning and support
Advocacy Total

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Family Support Worker	CYBER ID	Last Name	First Name	DOB	Age	Age Group	Gender	Assmt ID	Assmt Type	Assmt Date	Full Year	Year Quarter	PGM Indicator	Assessment Submitted Date	Created By

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.