

FSO Report 0144 – NJ1419_FANS_Completed

I. Description

Report 0144 – NJ1419_FANS_Completed displays details of FANS assessments created by a Family Support Organization (FSO) for youth, submitted in a selected date range. The report will display youth demographic data, all assessment scores and domain sub-totals. Additionally, the report allows the user to filter by a date range (FANS submitted date), FSO Worker, and youth last name. The report will default to the date range of the prior month and displays all FANS that were completed in the date range.

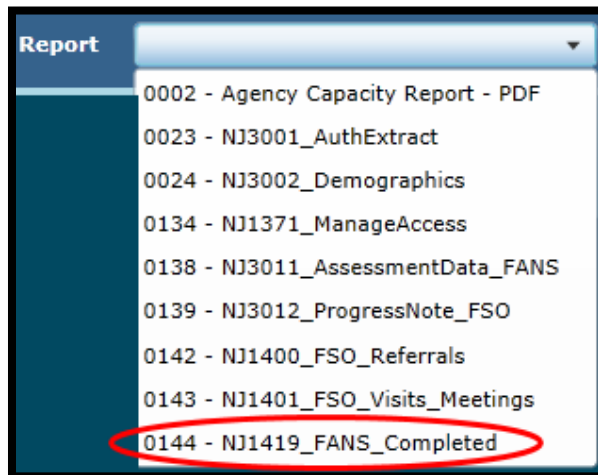
II. Accessing Reporting

FSO users may access the Reporting Functions screen by clicking the **Reporting button** once they have logged into CYBER.

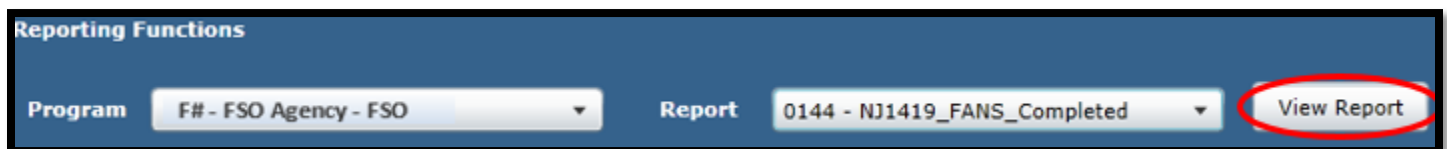
- *The 0144 – NJ1419__FANS_Completed Report is visible to all FSO Level 3 CYBER users.*

From the Reporting Functions screen, the Program (Agency) the user is associated with will display by default in the Program box.

Next, the user can select the appropriate report they wish to run. To run the **0144 – NJ1419__FANS_Completed Report**, the user would select this choice from the drop-down listing.



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:

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- **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 FANS were completed. The report will produce all the FANS completed for the range entered.
- **Last Name** - 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 mandatory and may be left blank if the user clicks the Null check box.
- **FSO Worker** – The drop down contains a list of FSO workers for the specific agency. The report will show assessments submitted by the FSO workers by default, however, the user has the ability to filter by one or multiple FSO workers from the list.

IV. Report Fields

The report shows only data from the agency that completed the assessment. Once generated, the report displays the following fields:

Youth and FSO information:

- CYBER ID
- FANS Count
- Family Support Worker
- Caregiver Name
- First Name
- Last Name
- DOB (date of birth)
- Age
- Age Group (ranges are: 5-10, 11-13, 14-17, 18-20)
- Gender
- Supports Caregivers Collaboration
- Supports Family Communication
- 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

FANS information:

- ASSMT ID
- Assmt Type
- Assmt Date
- Full Year
- Year Quarter
- PGM Indicator (code for FSO)
- Assessment Submitteddate
- Created By
- Created Date

The screenshot shows the 'View Report' interface. At the top, there are search filters: 'start date' (8/1/2018), 'end date' (8/31/2018), 'Last Name' (with a 'NULL' checkbox checked), and 'FSO Worker' (a dropdown menu). Below the filters is a table with the following columns: CYBERID, FANS Count, Family Support Worker, Caregiver Name, First Name, Last Name, DOB, Age, Age Group, and Gender. The table contains two rows of data:

CYBERID	FANS Count	Family Support Worker	Caregiver Name	First Name	Last Name	DOB	Age	Age Group	Ge
	1					3/2/1999	19	18-20	M
	1					10/27/1999	18	18-20	M

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