

Introduction

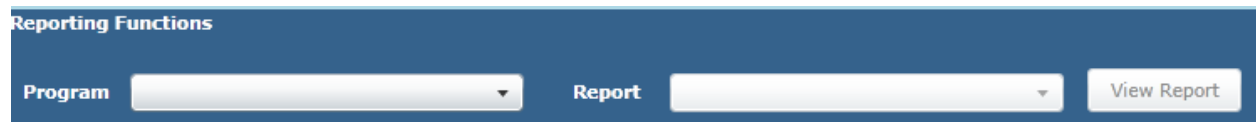
The NJ1279 FSS Youth Scheduled report is a point-in-time report covering a specific status given to referrals on the FSS Link in CYBER. (NJ1279 is the reference number assigned to this report.) The report will give each individual FSS agency and program their own data set to review; agencies will only 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.

Accessing the report

The report is accessed through CYBER by clicking the Reporting button on the left hand menu pane on the Welcome Page. *Please note that 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' dropdown menu. If you are attached to multiple programs, all of these programs will show in this menu. To the right of the 'Program' dropdown will be the 'Report' dropdown. In this box you will see all the reports available to the chosen program.



Select the desired program, then the report and click the 'View Report' button. The report will appear as 'NJ1279 _ FSSYouthScheduledProvid'.

Navigating the Report

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

The screenshot shows the 'Reporting Functions' header with a 'Logout' button. Below it, there are dropdown menus for 'Program' (0000000 - CSOC Reports - CSOC) and 'Report' (93 - NJ1279_FSS_Youth_Scheduled), along with a 'View Report' button. A secondary navigation bar includes 'View Report' and 'Back to Report Selection'. The main content area features a navigation menu with page numbers (1 of 14), 'Find | Next' options, and an export icon. The report title is 'NJ1279_FSS_MemberProviderLink_Schedule' for 'FSS Youth in Scheduled Status for Respite Services', created on 4/26/2016. A summary table shows 537 unique youths, 350 over 15 days, and 254 over 30 days. Below is a table with columns for Provider name, CYBER ID, First Name, Last Name, App Type, Rating, Scheduled Status Date, and Days in Scheduled Status.

Total number of unique youths in scheduled status	Total number of youths in scheduled status over 15 days	Total number of youths in scheduled status over 30 days	Total number of youths in scheduled status in 2015
537	350	254	

Provider name	CYBER ID	First Name	Last Name	App Type	Rating	Scheduled Status Date	Days in Scheduled Status

The navigation menu includes the following functionality:

- 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 blue disk with a green arrow, 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

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 youth in Scheduled status over 30 days
- Total number of youth that were put into scheduled status in 2015

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.

To exit the report and either chose another program or another report, the user will click on the “Back to Report Selection” tab at the top of the report window.