PerformCARE®

Instruction Guide for Ad Hoc Data Extract : Demographics

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PerformCARE®

Ad-Hoc Extracts – Demographics – Instructions for Use and Exporting

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I. Introduction

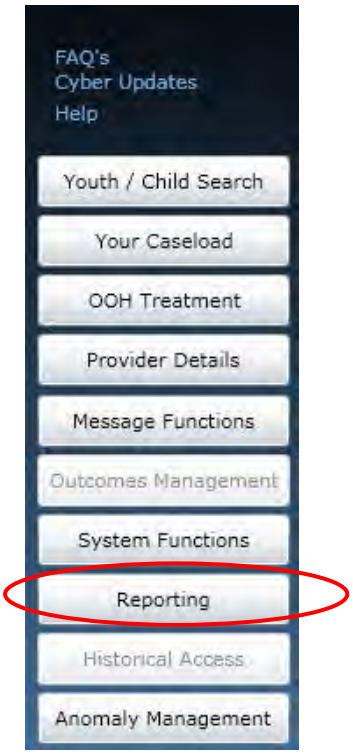
The extract contains all the fields from the Demographics table that pertain to the Demographic data (such as the Child's Address, Parent Address and Phone Number). The extract will show data for the children that have been linked to the agency the user is associated with via an open Tracking Element, within a specific time frame; please note that if the youth currently has an open Tracking Element for what is defined as a "special population" in CYBER (CCIS, FFT, PHP, etc), they will also appear in the extract. (Definitions of each field are available beginning on page 9.)

For the purpose of these instructions, the report is defined as a data extraction

II. Accessing the Extract

Users must first log-into CYBER with their UserID and Password. The log-in screen can be found via the PerformCare website – www.performcarenj.org.

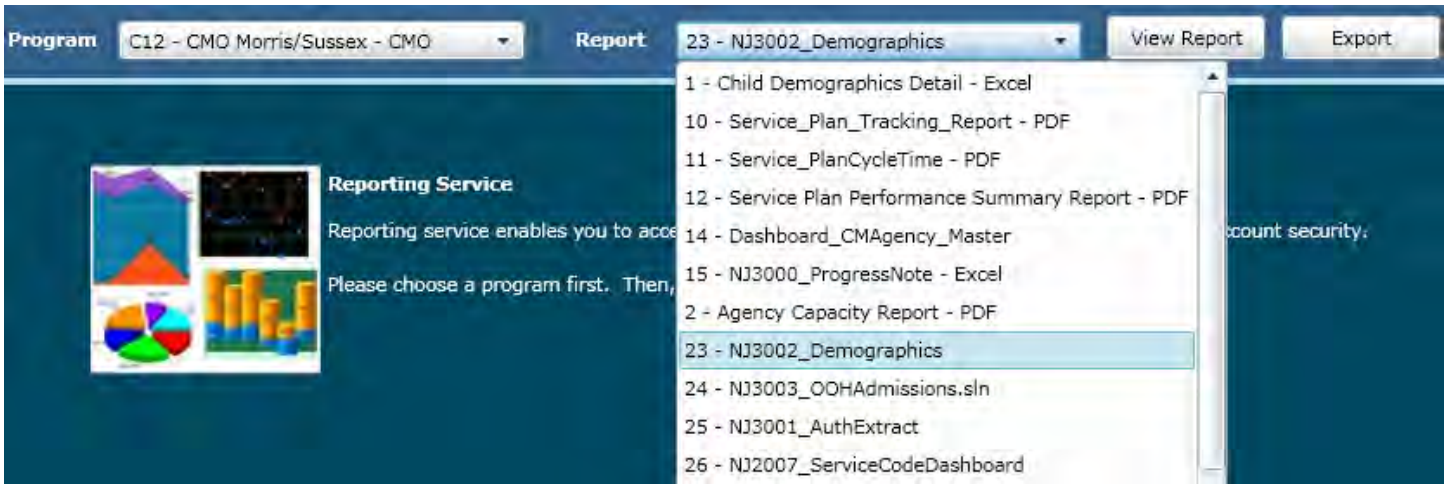
To access the Ad Hoc Extracts, users will click on the “Reporting” button on the left-side of their Welcome Page.



*If a user does not have a functional Reporting button on their Welcome Page, they should contact their Systems Administrator or the Service Desk for assistance with their security access. Only users with Level 3 security may access functionality from the Reporting button.

Users will choose their Program Name from the first menu and the extract from the second menu (see below).

*The Demographics Ad Hoc Extract is titled – “23 – NJ3002_Demographics”.



III. How to Customize the Extract

Users should click on the "**Export**" button to view the extract within CYBER; this will allow users to change the parameters and customize the extract to be exported. (Choosing "View Report" will not create an extract unless the user has their PC set-up to automatically open the file from the download and pop-ups are disabled in the browser.)

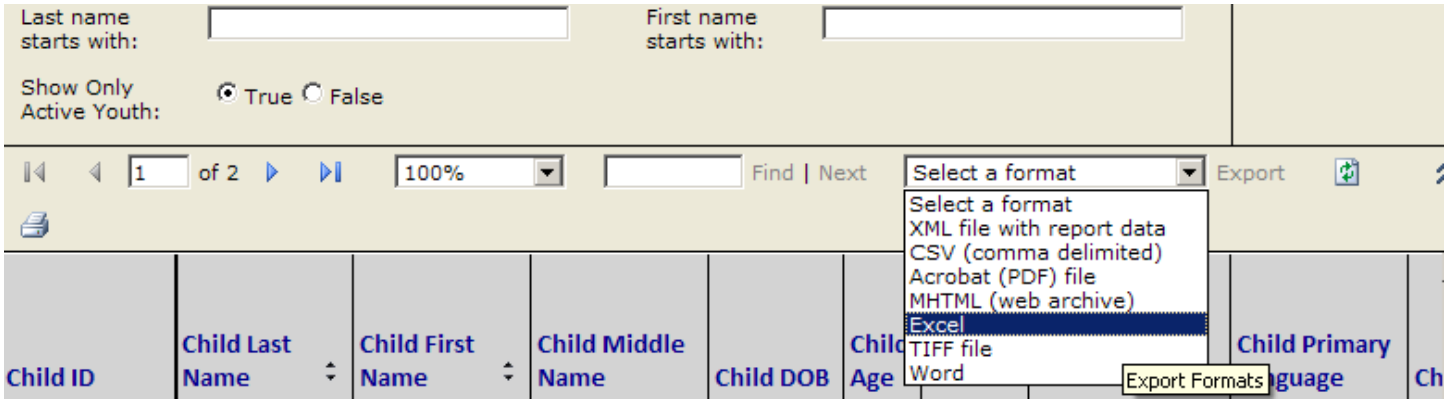
Users will need to enter the parameters to generate the data extract that fits their needs; the information shown in the screenshot above is the default setting for the extract parameters. Clicking on the calendar button will give the user the ability to choose the parameters for the time frames the extract will be created for. The parameters are as follows;

- Child Agency Entry Date From/To: This refers to the start date of the Tracking Element for the agency in the youth's record
- Last Name Starts With: Users may chose to put only the first letter(s) of the youth's last name; the user can run the extract without including this information
- First Name Starts With: Users may chose to put only the first letter(s) of the youth's first name; the user can run the extract without including this information
- Select Only Active Youth: Select "True" to see only the youth that currently have open Tracking Elements for the agency; select "False" to see all youth that have had (and currently have) an open Tracking Element for the agency

Clicking the View Report button will create the extract.

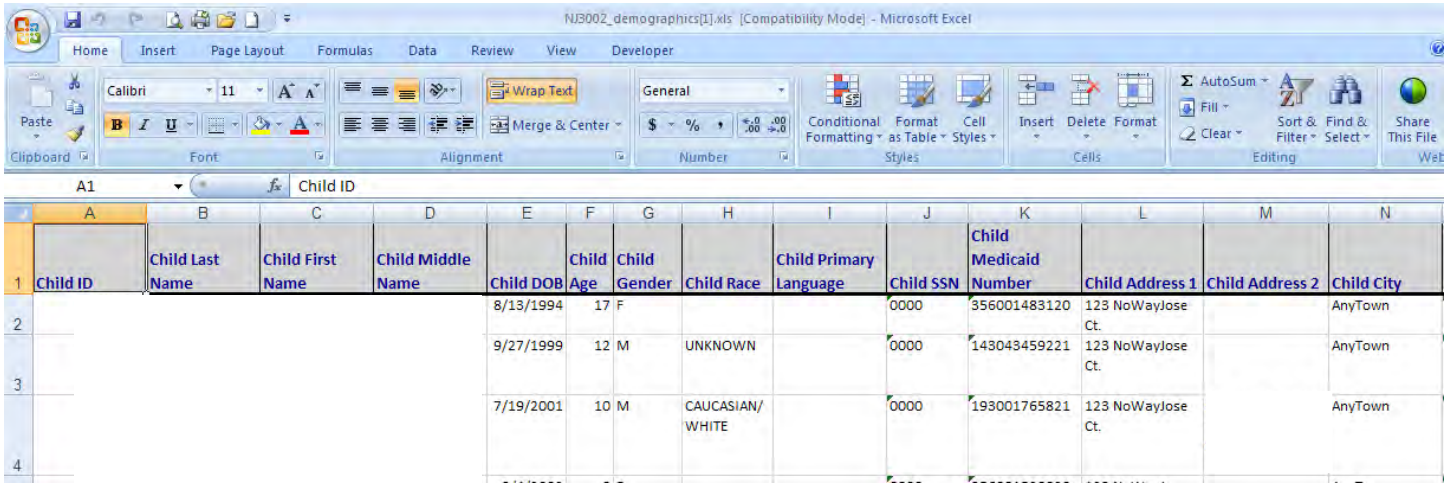
IV. Exporting the Extract into Excel

Once the extract loads, the user will have the option to export the data to another format, such as Excel.



Choosing Excel from the menu, and then clicking on "Export", will export the data to an Excel worksheet.

Once the data is exported into Excel, the user can choose to filter or sort it as needed.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Child ID	Child Last Name	Child First Name	Child Middle Name	Child DOB	Child Age	Child Gender	Child Race	Child Primary Language	Child SSN	Child Medicaid Number	Child Address 1	Child Address 2	Child City
2					8/13/1994	17	F			0000	356001483120	123 NoWayJose Ct.		AnyTown
3					9/27/1999	12	M	UNKNOWN		0000	143043459221	123 NoWayJose Ct.		AnyTown
4					7/19/2001	10	M	CAUCASIAN/ WHITE		0000	193001765821	123 NoWayJose Ct.		AnyTown

V. Ad Hoc Data Extract Dictionary

Demographics

The definitions below explain the various data fields in the data extract.

Field Name	Definition
Care Manager	Name of Care Manager (from Provider tab of youth's Face Sheet)
Care Manager Email	Care Manager's email address, if in the system (from Provider tab of youth's Face Sheet)
Child Address 1	Address 1 from Demographics tab of youth's Face Sheet
Child Address 2	Address 2 from Demographics tab of youth's Face Sheet
Child Age	Current age of the youth
Child City	City from Demographics tab of youth's Face Sheet
Child County	County from Demographics tab of youth's Face Sheet
Child DOB	Date of Birth from Demographics tab of youth's Face Sheet
Child Enrollment Age	Age of the youth at time of enrollment with CM Agency
Child First Name	First Name of youth from Demographics tab of the Face Sheet
Child Gender	Gender of youth from Demographics tab of the Face Sheet
Child ID	Youth's unique CYBER ID number
Child Last Name	Last Name of the youth from the Demographics tab of the Face Sheet
Child Medicaid Number	Medicaid Number assigned to the youth on the Eligibility tab of the Face Sheet
Child Middle Name	Middle Name of the youth from the Demographics tab of the Face Sheet
Child Primary Language	Primary Language of the youth as entered on the Demographics tab of the Face Sheet
Child Race	Race of the youth as entered on the Demographics tab of the Face Sheet
Child SSN	Social Security Number of the youth; from Demographics tab of the youth's Face Sheet
Child State	State the youth currently resides in; from the Demographics tab of the youth's Face Sheet
Child Zip	Zip Code of the city the youth resides in, as entered on the Demographics tab of the Face Sheet
CM Agency Code	Code associated with the Case Management Entity within CYBER
CM Agency Effective Date	Effective/Start date of the Tracking Element for the agency

CM Agency Termination Date	If entered into CYBER, the Termination Date of the Tracking Element for the agency; the date the agency was closed to the youth
CM Enrollment Date	Date the youth was assigned to a Case Management Entity
Living Situation Description	Currently active Living Situation for the youth from the Demographics tab of the youth's Face Sheet
Living Situation End Date	The end date that is entered for the currently active Living Situation (if entered)
Living Situation Start Date	The start date for the currently active Living Situation
Medicaid Number	Youth's most recent, valid Medicaid number; from the Eligibility tab of the youth's Face Sheet
Area Code	Area code for the Parent/Legal Guardian phone number
Parent/Legal Guardian Phone	Phone number for the youth's Parent/Legal Guardian
Parent/Legal Guardian Address 1	Address 1 from the Additional Address information area, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent/Legal Guardian Address 2	Address 2 from the Additional Address information area, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent/Legal Guardian City	City from the Additional Address information area, for Parent/Legal Guardian address, on the youth's Face Sheet
Parent/Legal Guardian Name	Name of Parent/Legal Guardian as entered on the Demographics tab of the youth's Face Sheet
Parent/Legal Guardian State	State from the Additional Address information area, for Parent/Legal Guardian address, on the youth's Face Sheet
Primary Language	Language of the youth/family, as entered under Languages on the Demographics tab of the youth's Face Sheet
Residence Case Manager	The name of the current Case Manager for the Residential Placement that the youth is currently enrolled with (if applicable); based upon open Tracking Element on the youth's Face Sheet
Residence Case Supervisor	The name of the current Case Supervisor for the Residential Placement that the youth is currently enrolled with (if applicable); based upon open Tracking Element on the youth's Face Sheet
Residence Effective Date	Date the youth was admitted into a residential program
Residence Name	Name of the residential program that the youth is currently enrolled in (if applicable)
Residence Code	Code associated with Residential Program within CYBER
Residence Termination Date	Discharge date of residential admission; from the Admissions tab on the youth's Face Sheet (if applicable)
Supervisor Current	Name of current Case Supervisor (of youth's Case Manager) based upon open Tracking Element on youth's Face Sheet