

FSO Report *NJ1400_FSO_Referrals*

I. Description

Report NJ1400_FSO_Referrals 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.

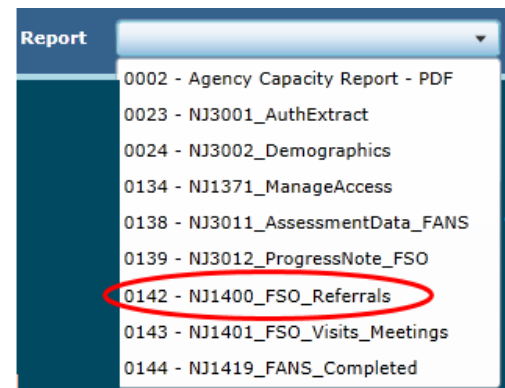
II. Accessing Reporting

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

- *The 0142 - NJ1400_FSO_Referrals 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 **0142 - NJ1400_FSO_Referrals 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:

- 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

The screenshot shows a web interface for viewing a report. At the top, there are navigation buttons: 'View Report' and 'Back to Report Selection'. Below these are search filters: 'Start Date' (8/4/2018), 'End Date' (9/4/2018), and 'Type' (Active). A 'View Report' button is on the right. Below the filters is a table with the following data:

NJ Children's System of Care		NJ1400_FSO_Referrals	
Administered by PerformCare®			
CYBER ID	First Name	Last Name	Ethnicity
		MONMOUTH	Non-Hispanic or Lat
		MONMOUTH	Other

Summary

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

PerformCare Customer Service
www.performcarenj.org/ServiceDesk/
1-877-652-7624