FSO Report NJ1401_FSO_Visits_Meetings

I. Description

Report NJ1401_FSO_Visits_Meetings displays the number of progress notes created by a Family Support Organization (FSO) for specific visits with the family. The report allows the user to filter by a date range identifying the progress note committed date, Note Type, and FSO Worker. 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 0143 - NJ1401_FSO_Visits_Meetings 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 0143 - NJ1401_FSO_Visits_Meetings 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 Progress Notes were committed.
- **Note Type** – List of specific Progress Note Types. Includes the following: Initial Face to Face Visit with FSO, Face to Face Visit with FSO and CMO, Face to Family Visits, Child and Family Team Participation, and Ongoing Face to Face visits.
- **FSO Worker** – The user may select one or more FSO workers associated with the agency by clicking on Select All or a specific FSO worker’s name.
IV. Report Fields

The report shows information related to progress notes, the FSO worker, and youth. Once generated, the report displays the following fields:

- Note Type
- Total Count
- Creation User (FSO worker)
- Count (per Creation User)
- CYBER ID (Youth)
- First Name
- Last Name
- Gender
- DOB (date of birth)
- Race
- Ethnicity
- Creation Date
- Duration (Mins)
- 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”.


**Summary**

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

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