

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.

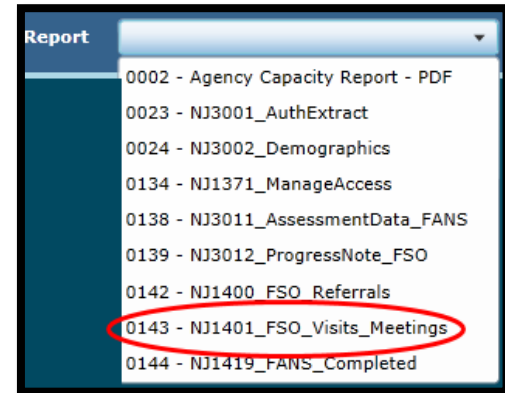
II. Accessing Reporting

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 Face 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
- 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”.
- Gender
- DOB (date of birth)
- Race
- Ethnicity
- Creation Date
- Duration (Mins)

The screenshot shows a web-based report interface. At the top, there are filters for Start Date (8/4/2018), End Date (9/4/2018), Note Type (Initial Face to Face Visit - FSO), and FSO Worker. A 'View Report' button is visible. Below the filters, the report title is 'NJ1401_FSO_Visits_Meetings'. The main data is presented in a table with the following columns: Note type, Total Count, Creation User, Count, CYBER ID, First Name, Last Name, Gender, and DOB. The 'Grand Total' row shows 144 total counts. A specific row for 'FSO - Child/Family Team Participation' shows a total count of 38. The 'Creation User' column for this row is highlighted with a box, and the 'Count' column shows a value of 8. The 'Gender' column for this row lists M, M, F, M, F, M, M, F. The 'CYBER ID' column for this row is highlighted with a large box, and the 'DOB' column for this row is highlighted with a box.

Note type	Total Count	Creation User	Count	CYBER ID	First Name	Last Name	Gender	DOB
Grand Total	144	Creation User Name						
FSO - Child/Family Team Participation	38	[Boxed]	8	[Boxed]			M M F M F M M F	[Boxed]

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

Summary

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

PerformCare Customer Service
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