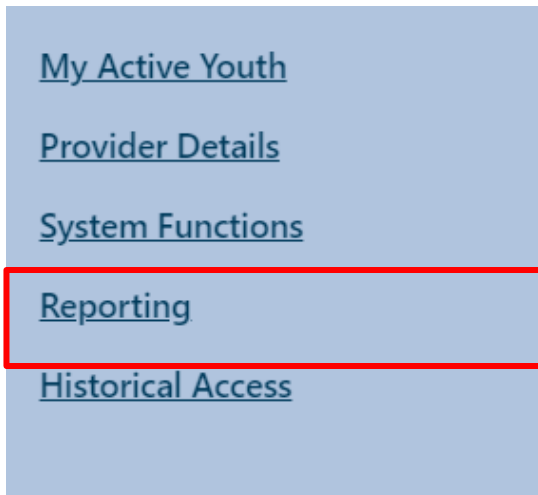


FSO Report *NJ1401_FSO_Visits_Meetings*

I. Description

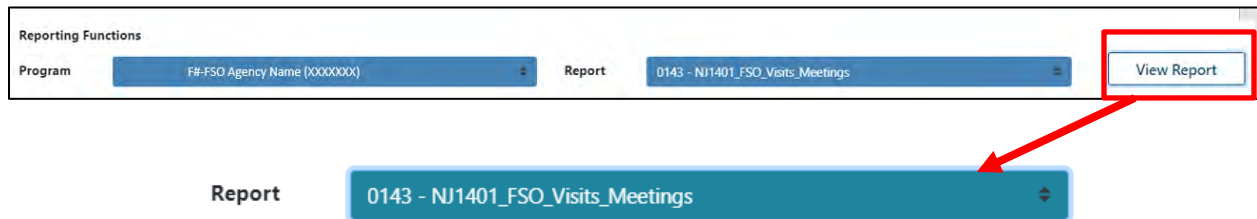
The **NJ1401_FSO_Visits_Meetings** report displays the number of progress notes created by a Family Support Organization (FSO) for specific visits with the family. The report allows the user to filter by a date range identifying the progress note committed date, Note Type, and FSO Worker. The report defaults to a date range of 30 days; the current date is the End date.

II. Accessing Reporting



The **NJ1401_FSO Visits_Meetings** is accessed through CYBER by clicking the Reporting button on the left-hand menu pane on the Welcome Page. Note: 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 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.

Start Date: 12/25/2023 End Date: 1/25/2024

FSO Worker: [] Note Type: Initial Face to Face Visit - FSO and C []

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)

NJ Children's System of Care NJ1401_FSO_Visits_Meetings View Report

Start Date: 1/8/2024 End Date: 2/8/2024

FSO Worker: [] Note Type: Initial Face to Face Visit - FSO and C []

1 of 2? 100% Find | Next

Note type	Total Count	Creation User	Count	CYBER ID	First Name	Last Name	Gender	DOB	County	Race	Ethnicity	Parent/Guardian Name
Grand Total												
FSO - Child/Family Team Participation												

Summary

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

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

PerformCare Customer Service

www.performcarenj.org/ServiceDesk/

1-877-652-7624