

FSO Report NJ1419_FANS_Completed

I. Description

Report 0144 – NJ1419_FANS_Completed displays details of FANS assessments created by a Family Support Organization (FSO) for youth, submitted in a selected date range. The report will display youth demographic data, all assessment scores and domain sub-totals. Additionally, the report allows the user to filter by a date range (FANS submitted date), FSO Worker, and youth last name.

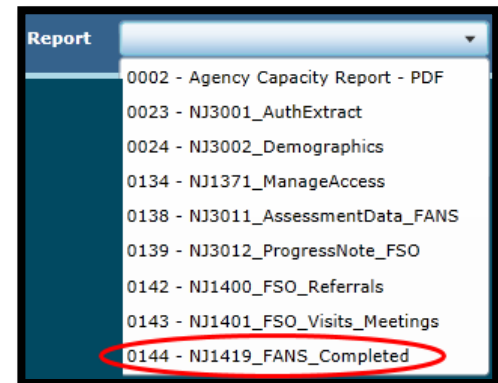
II. Accessing Reporting

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

- The 0144 – NJ1419__FANS_Completed 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 **0144 – NJ1419__FANS_Completed 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 FANS were completed. The report will produce all the FANS completed for the range entered.
- Last Name - The user may enter a Youth’s full Last Name or partial Last Name to pull specific data for a particular youth. This parameter is not mandatory and may be left blank if the user clicks the Null check box.
- FSO Worker – The drop down contains a list of FSO workers for the specific agency. The report will show assessments submitted by the FSO workers by default, however, the user has the ability to filter by one or multiple FSO workers from the list.

IV. Report Fields

The report shows only data from the agency that completed the assessment. Once generated, the report displays the following fields:

Youth and FSO information:

- CYBER ID
- FANS Count
- Family Support Worker
- Caregiver Name
- First Name
- Last Name
- DOB (date of birth)
- Age
- Age Group (ranges are: 5-10, 11-13, 14-17, 18-20)
- Gender

FANS information:

- ASSMT ID
- Assmt Type
- Assmt Date
- Full Year
- Year Quarter
- PGM Indicator (code for FSO)
- Assessment Submitteddate
- Created By
- Created Date

The screenshot shows a web application interface for viewing reports. At the top, there are search filters for 'start date' (8/1/2018) and 'end date' (8/31/2018). Below these are fields for 'Last Name' and 'FSO Worker'. A 'View Report' button is visible. The main content area displays the 'NJ Children's System of Care' logo and a table with the following data:

CYBERID	FANS Count	Family Support Worker	Caregiver Name	First Name	Last Name	DOB	Age	Age Group	Ge
	1					3/2/1999	19	18-20	M
	1					10/27/1999	18	18-20	M

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
www.performcarenj.org/ServiceDesk/
1-877-652-7624