

FSO Report NJ3012_ProgressNote_FSO

I. Description

Report NJ3012_ProgressNote_FSO displays progress notes created by a Family Support Organization (FSO) in a selected date range. The report allows the user to filter by a start and end date identifying all notes committed in that range. The user can also filter by FSO Worker name and Select Note Types from the progress notes. The report defaults to a date range of 30 days; the current date is the End date.

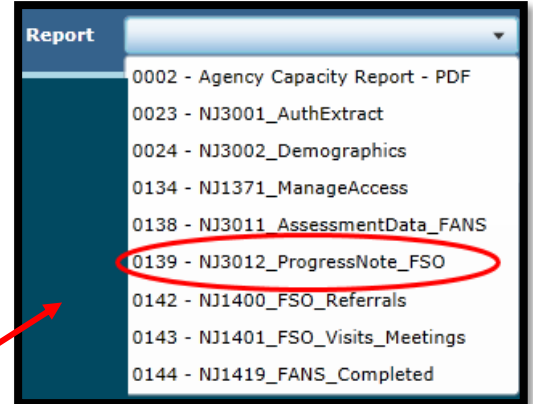
II. Accessing Reporting

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

- The 0139 – NJ3012__ProgressNote_FSO 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 **0139 – NJ3012_ProgressNote_FSO Report**, the user would select this choice from the drop-down listing:



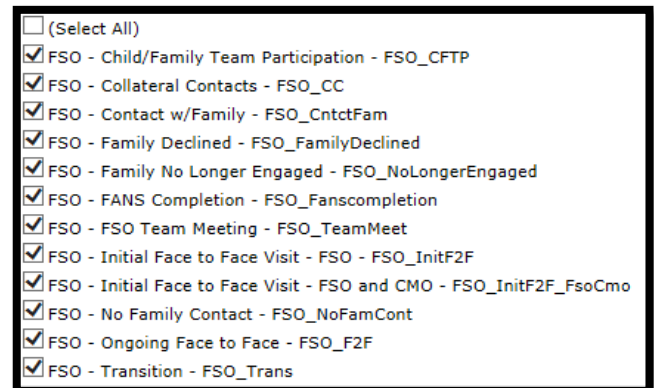
The user will click the **View Report button** to view the report and *set parameters* to return specific data.



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 Progress Notes were committed.
- Family Support 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.
- Select Note Type – is a list of Progress Note Types from the progress note records that were entered during the selected time frame. The user may select from any one or more of the following:



IV. Report Fields

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

- Family Support Worker
- Member ID (Youth)
- Service Date
- LASTNAME (Youth)
- FIRSTNAME
- Progress Note Type
- Progress Note Description
- Duration(Mins)
- SIGNED (Y = Committed, N = Draft)
- CREATIONDATE
- CREATIONUSER
- Creator Affiliation (FSO)
- SUBMITTEDDATE
- Care Supervisor
- Care Manager

Family Support Worker	Member ID	Service Date	LASTNAME	FIRSTNAME	Progress Note Type	Progress No
					FSO_CntctFam	FSO - Contar
					FSO_CC	FSO - Collate
					FSO_CC	FSO - Collate
					FSO_CntctFam	FSO - Contar
					FSO_CntctFam	FSO - Contar
					FSO_F2F	FSO - Ongoir
					FSO_Fanscompletion	FSO - FANS (

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/
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