

FSO Report 0138 - NJ3011_AssessmentData_FANS

I. Description

Report 0138 - NJ3011AssessmentData_FANS displays Family Assessment of Needs and Strengths (FANS) assessments created by a Family Support Organization (FSO) in a selected date range that looks for assessments created in the date range. The report allows the user to filter by the date range date, Family Support Organization (FSO) Worker, and youth last name. The report will default to the date range of the prior month and display all the FANS created in the default date range.

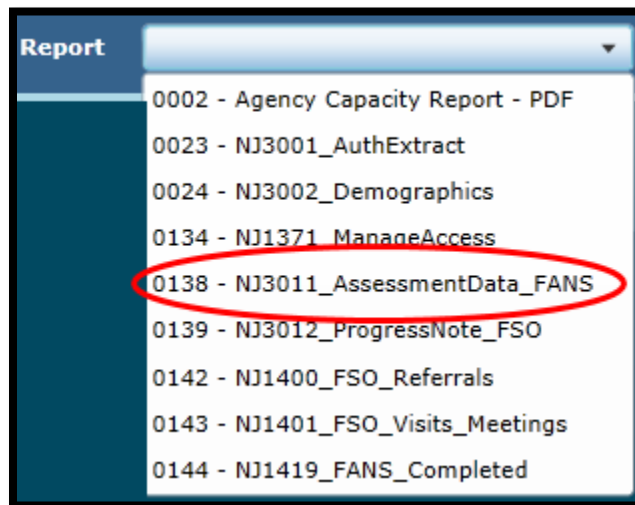
II. Accessing Reporting

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

- The 0138 – NJ 3011__AssessmentData_FANS 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 **0138 – NJ 3011__AssessmentData_FANS 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 created. The report will produce all the FANS created 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 required 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 created by all the FSO workers in the date range, however, the user has the ability to select one or multiple FSO workers from the list.

IV. Report Fields

The report shows fields specific to each FANS. Additionally, the report is filtered by the agency of the user initiating the report request. Once generated, the report displays the following fields:

Youth information:

- CYBER ID
- Last Name
- First Name
- DOB (date of birth)
- Age
- Age Group
- Gender
- Supports Caregiver Family and Social Resources
- Supports Family Safety
- Supports Caregiver Optimism
- Supports Spiritual
- Supports Caregiver Organization Skills
- Supports Caregiver Self Care
- Support Caregiver Stressors

FANS information:

- ASSMT ID
- Assmt Type
- Full Year
- Year Quarter
- PGMIndicator (Code for the FSO)
- Assessment Submitteddate
- Created By
- Created Date
- Supports Caregivers Collaboration
- Supports Family Communication
- Support Total
- Education Caregiver Self-Efficacy
- Education Knowledge of Family/Youth Needs
- Education Knowledge of CSOC
- Education Know Of Community Resources
- Education Know Of Rights and Responsibilities
- Education Total Advocacy Ability To Communicate
- Advocacy Ability To Advocate
- Advocacy Ability To Participate in planning and support
- Advocacy Total

The screenshot shows the 'View Report' interface. At the top, there are navigation links: 'View Report' and 'Back to Report Selection'. Below this, there are input fields for 'start date' (8/1/2018) and 'end date' (8/31/2018), each with a calendar icon. To the right is a 'View Report' button. Below the date fields, there is a 'Last Name' input field, a checked 'NULL' checkbox, and an 'FSO Worker' dropdown menu. A pagination bar shows '1 of 27' records. At the bottom, a table header is visible with columns: Family Support Worker, CYBERID, LASTNAME, FIRSTNAME, DOB, Age, Age Group, Gender, ASSMT ID, Assmt Type, and FANS.

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