

FSO Report NJ1435_FSO_CFT_Attendance

I. Description

The FSO CFT Attendance report will satisfy CSOC reporting needs by measuring FSO participation in Child and Family Team Meetings. The report will count the number of CFT meetings the FSO actively participated in via the Support Attendees accordion in the Treatment Plan*, along with Date Notified and How Notified columns.

*CMO Treatment Plans such as:

- AR90D - Annual Review
- CR90D - Comprehensive 90
- InitISP - Initial Service Plan
- SC - Service Change
- TISP - Transition Service Plan

Note that this data is currently generated by the responsible CMO. The report looks for Notification Date (Date Notified) and Method of Notification (How Notified) within the FSO Episode Start and End Dates. The report will also show the percentage of CFT meetings the FSO attended against the total meeting invitations based on the date range entered by the user.

The screenshot shows the 'Treatment Plan' interface. Under the 'TREATMENT PLAN TYPE SELECTION' section, 'Treatment Type' is set to 'MRSS - Transition ICP' and 'CMO Request Included' is checked. A list of categories is shown with expandable arrows: DEMOGRAPHICS, YOUTH VISION/FAMILY VISION, STRENGTHS, NEEDS, STRATEGIES, BARRIERS, UNMET NEEDS, DIAGNOSIS, MEDICATIONS, SERVICE REQUEST, and SUPPORT ATTENDEES. The 'SUPPORT ATTENDEES' section is expanded, showing a table with columns: TEAM MEMBER, ATTENDING MEETING, ATTENDEE NAME, ATTENDEE TITLE, ATTENDEE AGENCY, DATE NOTIFIED, and HOW NOTIFIED. The 'DATE NOTIFIED' and 'HOW NOTIFIED' columns are circled in red. An 'Add Support Attendees' button is at the bottom.

II. Accessing Reporting

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

- *The NJ1435_FSO_CFT_Attendance 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 **NJ1435_FSO_CFT_Attendance 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.

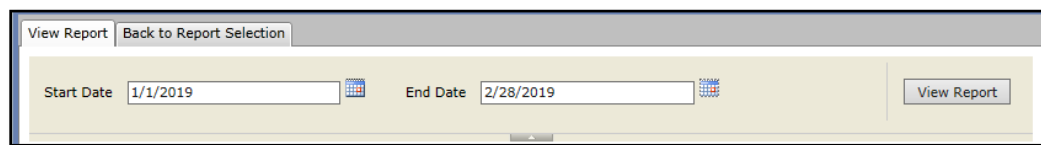
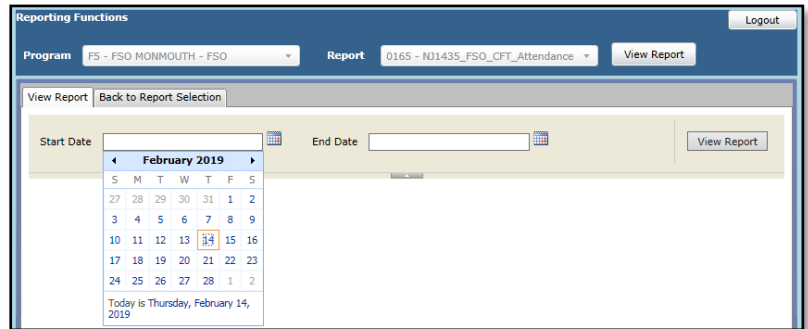
The screenshot shows the 'Reporting Functions' screen. The 'Program' dropdown is set to 'F# - FSO Agency - FSO'. The 'Report' dropdown is set to '0165 - NJ1435_FSO_CFT_Attendance'. A 'View Report' button is circled in red.

The screenshot shows a dropdown menu titled 'Report' with a list of report options. The option '0165 - NJ1435_FSO_CFT_Attendance' is circled in red.

III. Setting Parameters

The report contains only two 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 **based on CFT date**. The Start date and End date both default to the current date.
- The report will produce a listing of the number of CFTs FSOs actively participated in counted by Support Attendees in Treatment Plans for the range entered. NJ1435 shows the percentage of FSOs that attended meetings against the total meeting invites.



IV. Report Fields

Once generated, the report displays the following fields:

- FSO Worker – name of the FSO worker attending the CFT meeting
- #CFTs Count – the number of times the FSO worker attended the CFT meetings for the date range entered
- Date Notified - column of the Support Attendees Accordion of the Treatment Plan indicating the date the identified person was notified
- CFT Date – the date of the Child Family Team meeting
- Days between Notice and Meeting – the difference between the Team Review Date and Date Notified from the Support Attendee's Accordion of the Treatment Plan
- Attended (Yes/No) – the Attending Meeting column of the Support Attendees Accordion of the CMO Treatment Plan
- Notified By – How Notified column of the Support Attendees Accordion of the Treatment Plan
- CYBER ID
- Youth First Name
- Youth Last Name
- DOB
- Gender
- FSO Start Date – Episode Start Date; used for extracting report data
- FSO End Date – Episode End Date; used for extracting report data
- Treatment ID – unique number assigned to the plan
- Treatment Type – CMO
- Treatment Sub Type – the plan type where the data was entered (AR90D, CR90D, IniISP, SC, TISP)

NJ Children's System of Care														
Administered by PerformCare®														
NJ1435_FSO_CFT_Attendance														
CFT Date Between 12/1/2018 and 12/14/2018														
FSO <input type="text"/>														
Total Number Of Meeting Invites: 36			Percentage of Attendance: 63.89%											
FSO Worker	#CFTs Count	Date Notified	CFT Date	Days Between Notice & Meeting	Attended (Yes/No)	Notified BY	CYBER ID	Youth First Name	Youth Last Name	DOB	Gender	FSO Start Date	FSO End Date	Treat
	1	11/28/2018	12/7/2018	9	Yes	Phone				4/29/2005	F	1/9/2018		1586
	1	9/27/2018	12/11/2018	75	Yes	Phone				8/3/2011	F	9/10/2018		1588
	2													

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