

FSO Report 0143 - NJ1401_FSO_Visits_Meetings

I. Description

Report 0143 - NJ1401_FSO_Visits_Meetings 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.

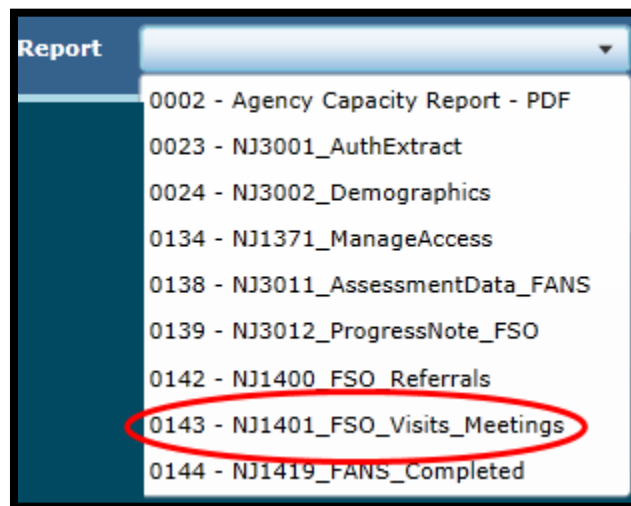
II. Accessing Report

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

- The 0143 - NJ1401_FSO_Visits_Meetings Report is visible to all FSO **Level 3** CYBER users.

From the Reporting Functions screen, the Program (Agency) they are associated with will display by default in the Program drop-down list.

Next, the user can select the appropriate report they wish to run. To run **the 0143 - NJ1401_FSO_Visits_Meetings 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 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.

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
- Gender
- DOB (date of birth)
- 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”.
- Race
- Ethnicity
- Creation Date
- Duration (Mins)

The screenshot shows a web-based report interface. At the top, there are filters for Start Date (8/4/2018), End Date (9/4/2018), Note Type (Initial Face to Face Visit - FSO), and FSO Worker. Below the filters is a table with the following columns: Note type, Total Count, Creation User, Count, CYBER ID, First Name, Last Name, Gender, and DOB. The table shows a Grand Total of 144 and a specific row for 'FSO - Child/Family Team Participation' with a Total Count of 38. The table is partially obscured by redaction boxes.

Note type	Total Count	Creation User	Count	CYBER ID	First Name	Last Name	Gender	DOB
Grand Total	144	Creation User Name						
FSO - Child/Family Team Participation	38	[Redacted]	8	[Redacted]	[Redacted]	[Redacted]	M M F M F M M F	[Redacted]

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