

## FSO Report 0139 - NJ3012\_ProgressNote\_FSO

### I. Description

Report 1039\_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.

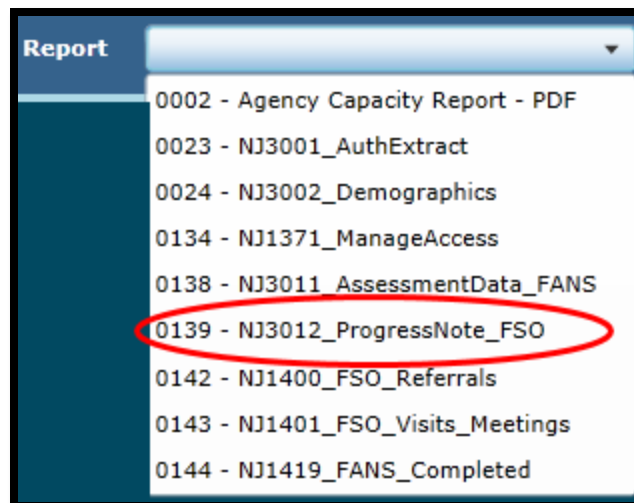
### II. Accessing Report

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

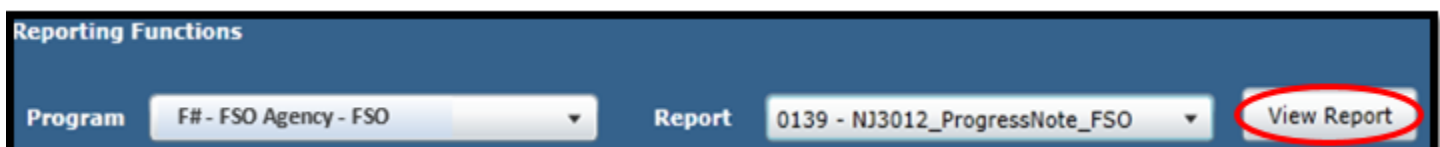
- *The 0139 – NJ3012\_\_ProgressNote\_FSO Report is visible to all FSO Level 3 CYBER users.*

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:

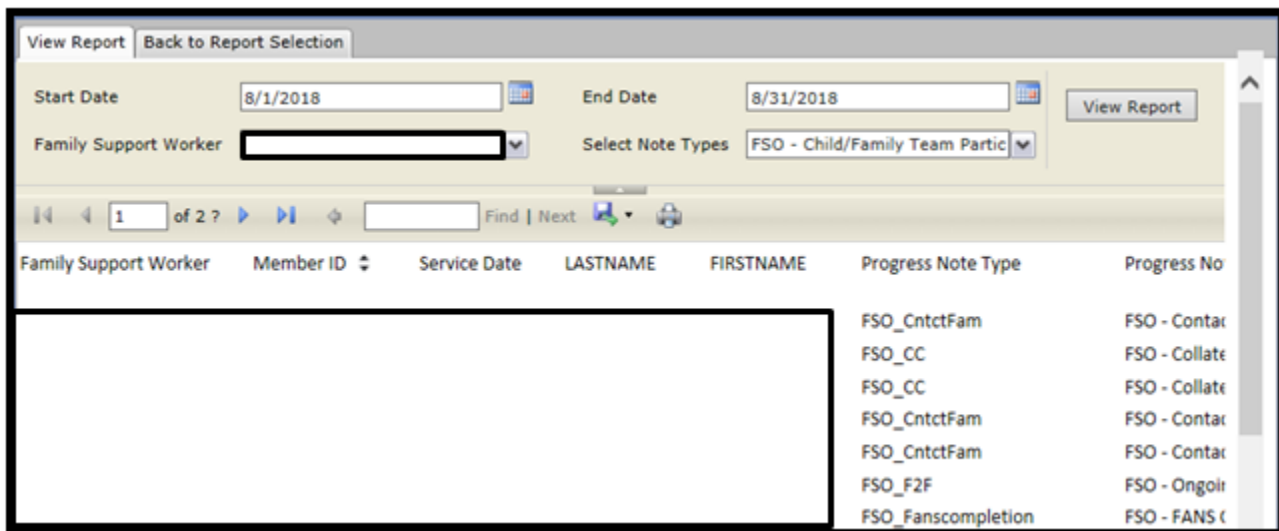
- Start date/End date - The user will be able to enter a start date and end date to identify a range or time frame of when Progress Notes were committed.
- Family Support Worker – The user may select one or more FSO workers associated with the agency by clicking on Select All or a specific FSO worker’s 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:

(Select All)  
 FSO - Child/Family Team Participation - FSO\_CFTP  
 FSO - Collateral Contacts - FSO\_CC  
 FSO - Contact w/Family - FSO\_CntctFam  
 FSO - Family Declined - FSO\_FamilyDeclined  
 FSO - Family No Longer Engaged - FSO\_NoLongerEngaged  
 FSO - FANS Completion - FSO\_Fanscompletion  
 FSO - FSO Team Meeting - FSO\_TeamMeet  
 FSO - Initial Face to Face Visit - FSO - FSO\_InitF2F  
 FSO - Initial Face to Face Visit - FSO and CMO - FSO\_InitF2F\_FsoCmo  
 FSO - No Family Contact - FSO\_NoFamCont  
 FSO - Ongoing Face to Face - FSO\_F2F  
 FSO - Transition - FSO\_Trans

## 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



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