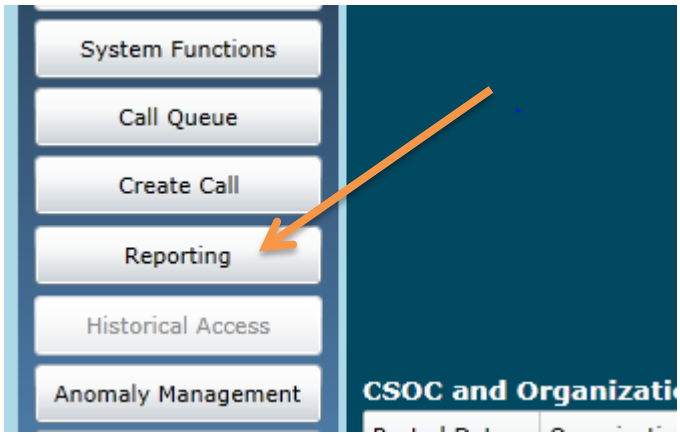
Introduction

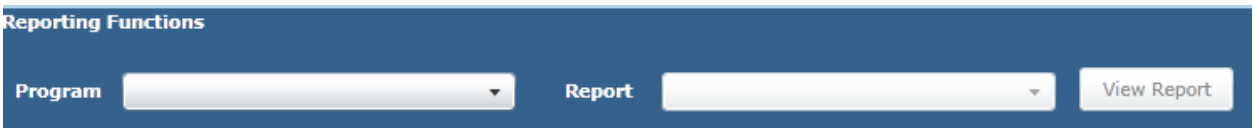
The NJ2024 FSS Dashboard is a quarterly report covering a wide variety of metrics that relate to the FSS population. (*NJ2024* is the reference number assigned to this report.) The report will provide program level aggregate data, detail data as well as combined aggregate data for programs of the same type. For example, an Agency Hired Respite program would see their own demographic data as well as data representing all Agency Hired Respite programs. In this way a program can easily compare their numbers to other programs of the same level. This document will describe how to access, navigate and understand the FSS Dashboard report.

Accessing the report

The NJ2024 FSS Dashboard is accessed through CYBER by clicking the REPORT button on the left hand menu pane. *Please note that a user must have Level 3 security to have access to the Reports button. Please refer to your program's Security Administrator to set these levels appropriately.*



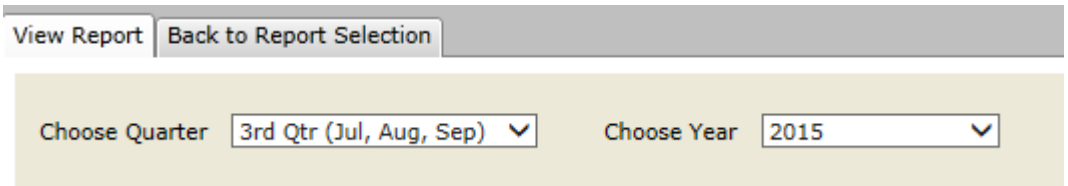
The program that your CYBER login is attached to will show in the 'Program' dropdown box. If you are attached to multiple programs, all of these programs with show in this box. To the right of the 'Program' dropdown will be the 'Report' dropdown. In this box you will see all the reports available to the chosen program.



Select the desired program, then the report and click the 'View Report' button. The FSS Dashboard will appear as '87 – NJ2024_FSS_DB_MenuPage'.

Navigating the report

Upon clicking the View Report button you will be presented with the main menu screen for the dashboard. On this screen you will see the various categories and reports that make up the FSS Dashboard. This Dashboard is a parameter driven report; in the case of this dashboard the parameters are Quarter & Year. This means the user is able to choose the quarter and the year for which they want to view data. The parameters are at the top of the report screen.



This report will always default to the most recently completed quarter and year. The user can then, if they choose, change either of these parameters to change the scope of the report. If the user chooses to change either of these parameters the 'View Report' button must be clicked again to produce the report with the new parameters. The actual start and end dates of the chosen quarter and year will always be displayed in the title portion of the report.

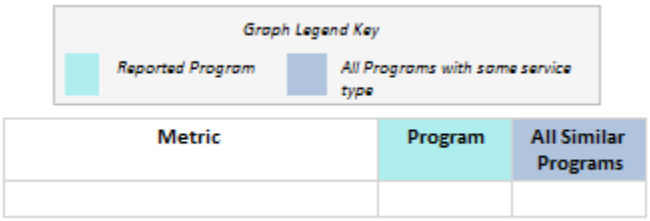
On the lower portion of the menu page, below the red Dashboard Descriptions bar, users will find an underlined link to a description page that will explain the various methods and data sources used in the dashboard reports. There is also a note included in this area to the user – for navigating back through the reports users must use the back button from within the report module; using the back button in the browser window will log the user out of CYBER.

Accessing Dashboard Reports

All dashboard reports created by PerformCare are broken into 4 major categories; Demographics, Access, Outcomes and Utilization. Below these headings are the individual reports that represent the categories. Reports are accessed by clicking the box with the report name. Upon clicking the report box, the report will be generated using the Quarter & Year parameters that have been chosen.

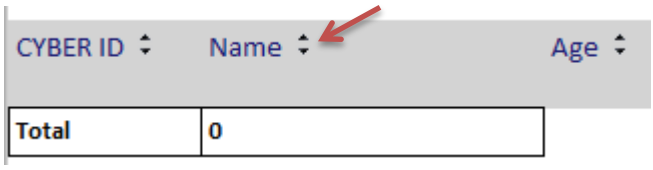
As previously stated, our dashboards are designed to show the user metrics and values that represent their own program, and these same values for programs of the same service type. In addition, where applicable, percentages will be reported and graphs will be displayed. This is a useful tool for comparing your program's metrics to those of other programs.

All dashboard reports created by PerformCare utilize a consistent look and feel. The column headings which represent the program initially chosen will always be shown as 'Program' and will be represented in a light turquoise color. Combined programs of the same service type will always be shown as 'All Similar Programs' and be represented in blue. These color designations also apply to all graphs.



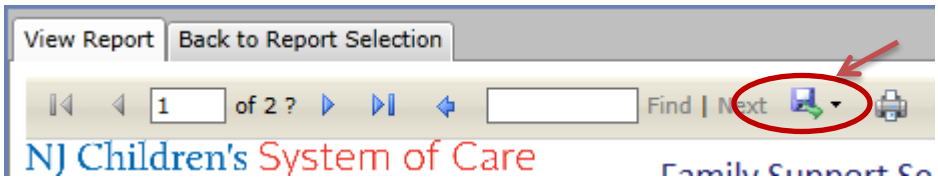
Many dashboard reports contain drilldown functionality; in addition to displaying aggregate values, the user can click an active link and view the detail data that is being reported. Drilldown data is available only for the user's own program so there are no active links in the combined program sections. The availability of detail data will always be represented by an underlined value or statement.

Detail reports that are accessed through the drilldown links also utilize a consistent structure and will include; CYBER ID (A number assigned to all youth in CYBER), Name (Last Name, First Name), Age and Gender. Following these columns will be the unique data to which the report represents. For example, clicking on the value of Youth Admitted in Report Period would display the previously stated fields in addition to Admit & Discharge data. All detail reports also include a total number at the bottom of each report. Lastly, all detail reports are sortable meaning you can easily sort by any of the columns displayed on the report by clicking the arrows next to each column heading.



Printing the Dashboards

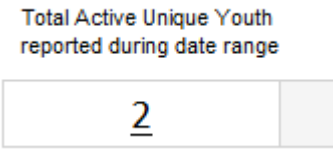
All reports are formatted to be printed as PDF documents. For the best results please click the Save icon in the upper portion of the report screen. (Please do not use the print icon.)



Once PDF is chosen, the user may print directly from the PDF or may save the document to their computer. Then print as you would normally print any document. (Any report you are viewing can be printed in this manor.) For your convenience we have provided a Print All option that is located on the Main Menu page (the heading 'Print All', with a button labeled 'View Report'). This will generate the entire dashboard (not including the detail reports) in one document.

Individual Report Descriptions

Demographic report - The Demographic report displays the number of youth that were active at any time during the report period. This means any youth who had a service that ended after the report start date, and/or started before the report end date. In addition, various sub categories are displayed such as gender, race, ethnicity, age group and parent's home county distribution. Respective counts for all providers of a similar level are provided along with percentage bar graphs of both populations. The detail list of youth for this report is available by clicking the underlined value in the total box at the top of the report.



Access report – The Access report displays the active total youth for the report period (same value as on the Demographic report) in addition to the Newly Admitted population and the number of the program's youth attached to Care Management Organization (CMO) services. The CMO youth are identified by an open CMO tracking element in CYBER. Total population counts of youth within the same service type are also provided along with a percentage graph. A detail report of the Newly Admitted population is also available by clicking the underlined value for Newly Admitted – Program from within the Access report.

Outcomes report – This report focuses on the FSS Link. The report displays 5 statuses that are associated with FSS Link which are; Admitted, Assigned, Not Accepted, Scheduled & Review and also shows youth that were discharged. As with other dashboard data elements, this data is provided both in grid format and graphical format.

The grids are in a matrix format, meaning that the vertical column provides *length of stay* values and the horizontal row provides application rating (High, Moderate, Low). Along with the matrix grid, each status has a stacked bar graph. The bar graph displays the summed length of stay values for your program and all similar programs. For the Admitted and Discharged datasets we have also provided a pie chart with the application level distribution. Finally, detail data is available for the program by clicking the underlined values at the bottom of the matrix grids on the Total row.

Length of Stay	Program			All Similar Programs		
	HI	MOD	LOW	HI	MOD	LOW
0 to 3 Months	0	0	0	0	1	1
3 to 6 Months	0	0	0	1	2	1
6 to 9 Months	0	0	0	2	2	3
9 to 12 Months	0	0	0	2	6	1
Over 12 Months	0	0	0	5	10	2
Total	0	0	0	10	21	8

It is important to understand what the length of stay totals presented here actually represents. For the *Admitted and Discharged* populations, the length of stay represents the amount of time, in months, that the youth was active in the program. For the remaining statuses the length of stay represents the amount of time, in months, that the youth was in the reported status.

Also included in the Access section of the dashboard are two addition reports providing FSS Link Not Accept reasons and Discharge reasons. These are basic report grids with aggregated values of all available reasons for both of these categories. Again, clicking on the underlined values will bring the user to a detail report.