PerformCARE®

Instruction Guide for Ad Hoc Data Extract : Out of Home Admissions

02/14/2012

PerformCARE®

Ad-Hoc Extracts – Out Of Home Admissions – Instructions for Use and Exporting

Table of Contents

I. Introduction 2

II. Accessing the Extract 3

III. How to Customize the Extract 6

IV. Exporting the Extract into Excel 7

V. Ad Hoc Data Extract Dictionary 9

I. Introduction

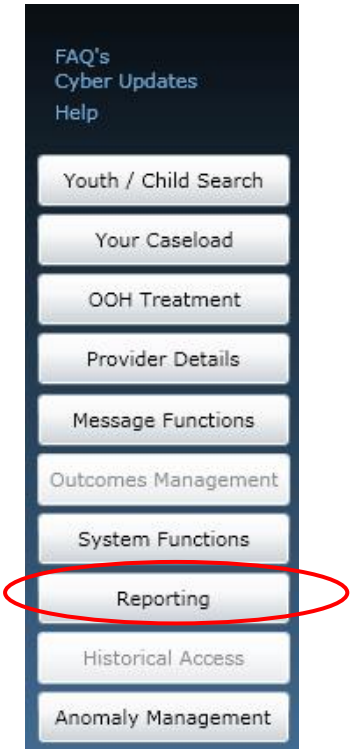
The extract contains all the fields from the Admissions table that pertain to the Admission data (such as date the referral was posted on YouthLink, the Admit Date, Discharge Date, etc). The extract will show data for the children that were admitted into the Out of Home program the user is associated with, within a specific time frame. (Definitions of each field are available on page 9.) This extract is available for use by Out of Home (OOH) providers only.

For the purpose of these instructions, the report is defined as a data extraction

II. Accessing the Extract

Users must first log-into CYBER with their UserID and Password. The log-in screen can be found via the PerformCare website – www.performcarenj.org.

To access the Ad Hoc Extracts, users will click on the “Reporting” button on the left-side of their Welcome Page.

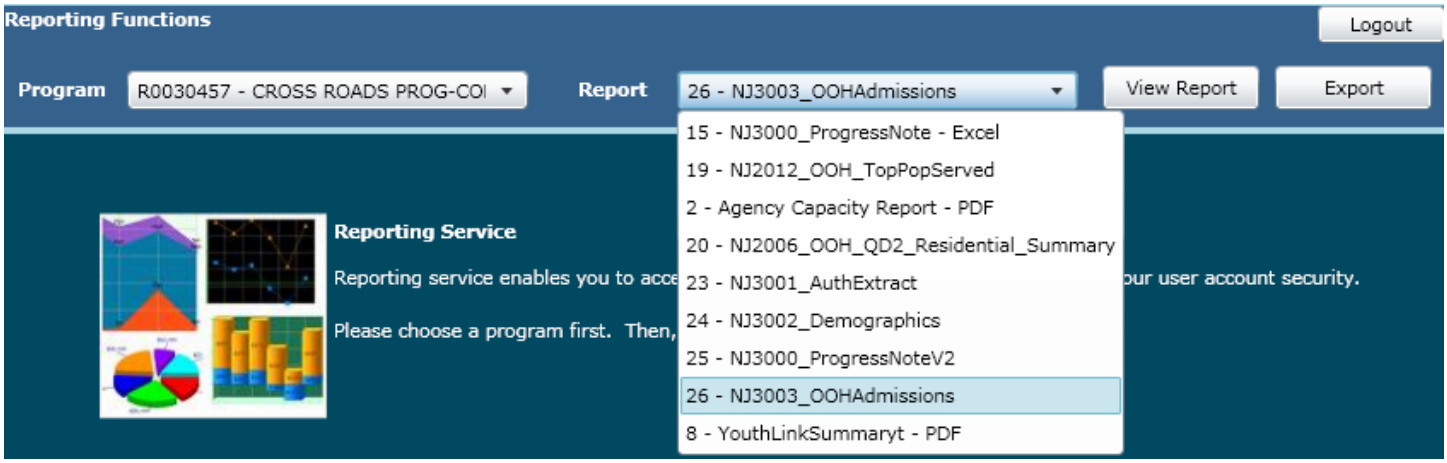


*If a user does not have a functional Reporting button on their Welcome Page, they should contact their Systems Administrator or the Service Desk for assistance with their security access. Only users with Level 3 security may access functionality from the Reporting button.

PerformCARE®

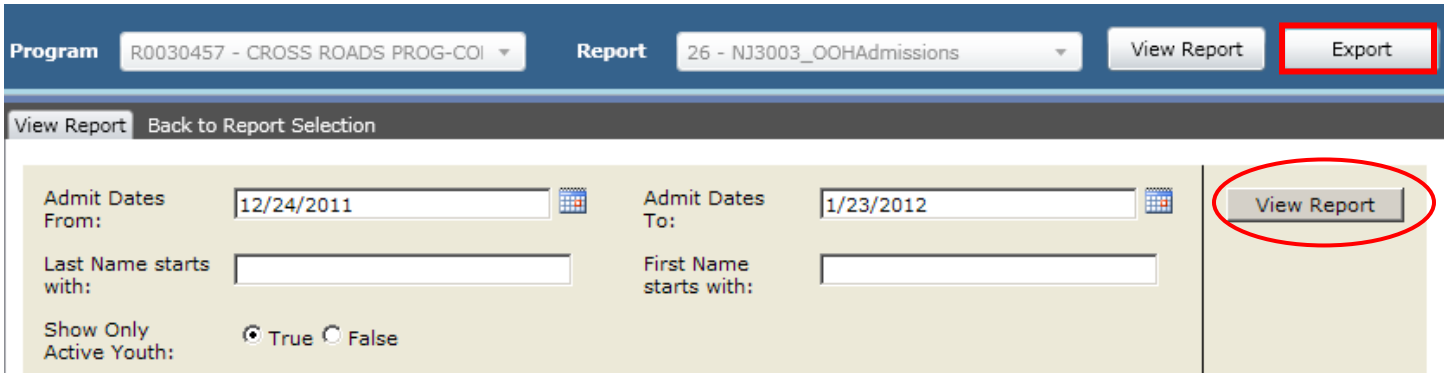
Users will choose their Program Name from the first menu and the extract from the second menu (see below).

*The Authorizations Ad Hoc Extract is titled – “26 – NJ3003_OOHAdmissions”.



III. How to Customize the Extract

Users should click on the "**Export**" button to view the extract within CYBER; this will allow users to change the parameters and customize the extract to be exported. (Choosing "View Report" will not create an extract unless the user has their PC set-up to automatically open the file from the download and pop-ups are disabled in the browser.)



Users will need to enter the parameters to generate the data extract that fits their needs; clicking on the calendar button will give the user the ability to choose the date parameters. The parameters are as follows;

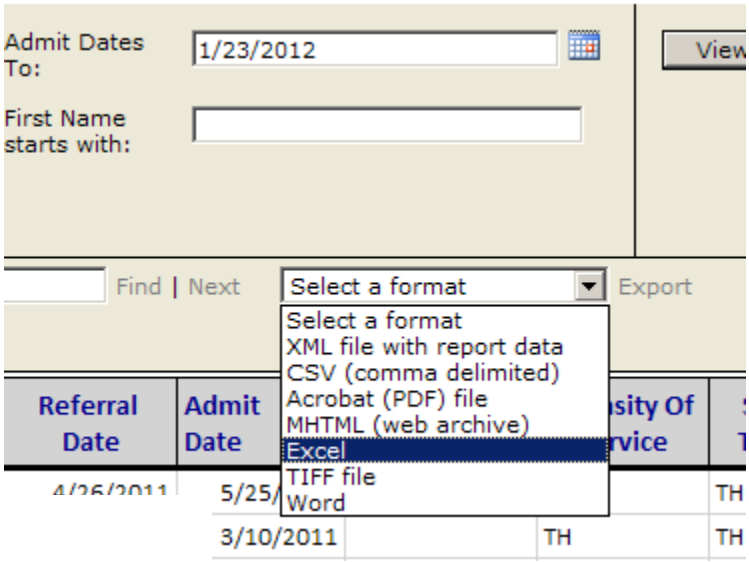
- Admit Dates To/From: The time frame that the user wants to look for Admissions, based upon the start date of the admission into the user's program
- Last Name Starts With: Users may chose to put only the first letter(s) of the youth's last name; the user can run the extract without including this information
- First Name Starts With: Users may chose to put only the first letter(s) of the youth's first name; the user can run the extract without including this information
- Select Only Active Youth: Select "True" to see only the youth that currently have an open Tracking Element for the agency who were admitted to the user's program during the chosen time frame; select "False" to see all youth that have had an open Tracking Element for the agency at any time that were admitted to the Out of Home program during the chosen time frame

Clicking the View Report button will create the extract.

IV. Exporting the Extract into Excel

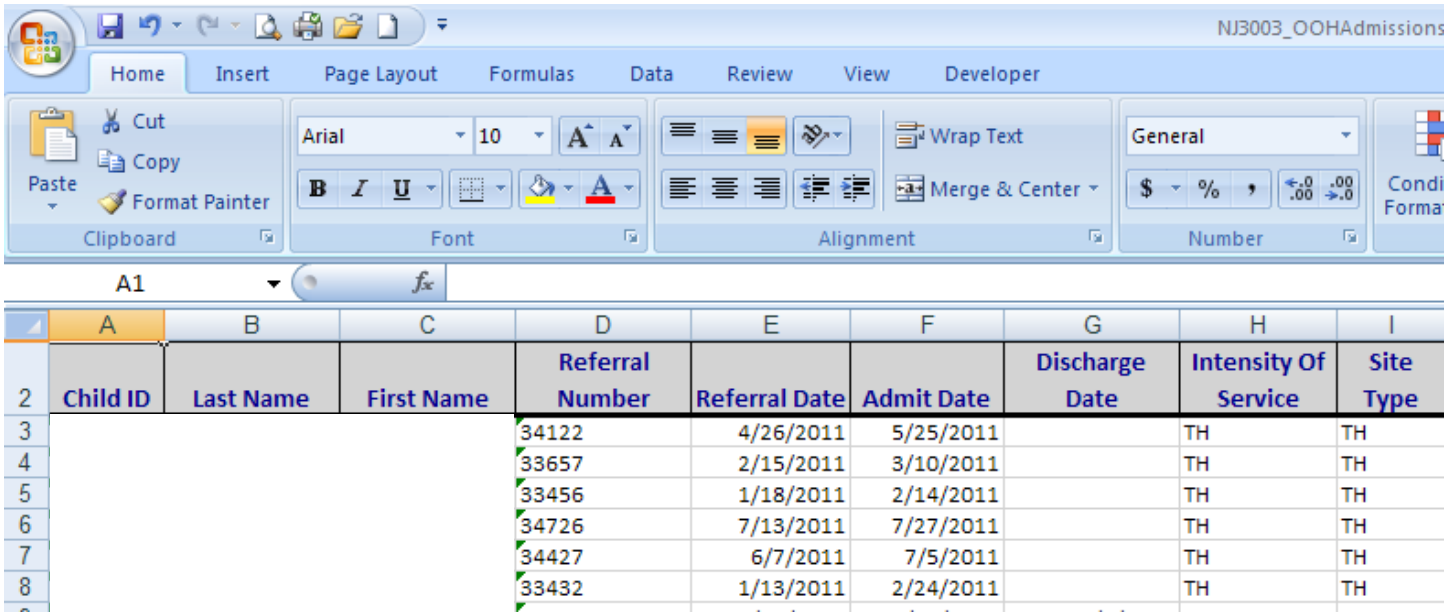
Once the extract loads, the user will have the option to export the data to another format, such as Excel.

Please note: the columns in the extract can be sorted here in CYBER, by clicking on the arrows that appear in the column headings. For example, if a user needed to sort the data by the Intensity of Service (IOS), clicking on the arrows in the column heading, circled in the example below, would sort the data accordingly.



Choosing Excel from the menu, and then clicking on "Export", will export the data to an Excel worksheet.

Once the data is exported into Excel, the user can choose to filter or sort it as needed.



	A	B	C	D	E	F	G	H	I
2	Child ID	Last Name	First Name	Referral Number	Referral Date	Admit Date	Discharge Date	Intensity Of Service	Site Type
3				34122	4/26/2011	5/25/2011		TH	TH
4				33657	2/15/2011	3/10/2011		TH	TH
5				33456	1/18/2011	2/14/2011		TH	TH
6				34726	7/13/2011	7/27/2011		TH	TH
7				34427	6/7/2011	7/5/2011		TH	TH
8				33432	1/13/2011	2/24/2011		TH	TH

V. Ad Hoc Data Extract Dictionary

Authorizations

The definitions below explain the various data field in the data extract

Field Name	Definition
Admit Date	Date the youth was admitted into the user's program.
Child ID	Unique identifier in CYBER that identifies the youth.
Create Date	The date the referral to an Out of Home program was entered into CYBER.
Create User	The User ID that created the referral in CYBER.
Discharge Date	The date the youth was discharged from the Out of Home program the user is attached to (if applicable).
First Name	The First Name of the youth.
Intensity of Service	The Intensity of Service (IOS) determined to be appropriate for the youth's care.
Last Name	The Last Name of the youth.
Referral Date	The date the Out of Home Referral was posted to Youth Link.
Referral Number	The unique identifier attached to the Out of Home Referral.
Site Name	The full name of the Out of Home program's site the youth was admitted to.
Site Type	The type of program that is administered at the site the youth was admitted to.