

FSO Report NJ1419_FANS_Completed

I. Description

The **NJ1419_FANS_Completed** report displays details of FANS assessments created by a Family Support Organization (FSO) for youth, submitted in a selected date range. The report will display youth demographic data, all assessment scores and domain sub-totals. Additionally, the report allows the user to filter by a date range (FANS submitted date), FSO Worker, and youth last name.

II. Accessing Reporting

[My Active Youth](#)

[Provider Details](#)

[System Functions](#)

[Reporting](#)

[Historical Access](#)

The **NJ1419_FANS_Completed** is accessed through CYBER by clicking the Reporting button on the left-hand menu pane on the Welcome Page. Note: 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 user will click the **View Report button** to view the report and *set parameters* to return specific date.



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 FANS were completed. The report will produce all the FANS completed for the range entered.
- **Last Name** - The user may enter a Youth’s full Last Name or partial Last Name to pull specific data for a particular youth. This parameter is not mandatory and may be left blank if the user clicks the Null check box.

- **FSO Worker** – The drop down contains a list of FSO workers for the specific agency. The report will show assessments submitted by the FSO workers by default, however, the user can filter by one or multiple FSO workers from the list.

Start Date: 1/1/2024 End Date: 1/31/2024

FSO Worker: [Dropdown] Last Name: [Text Field] NULL

IV. Report Fields

The report shows only data from the agency that completed the assessment. Once generated, the report displays the following fields:

Youth and FSO information:

- CYBER ID
- FANS Count
- Family Support Worker
- Caregiver Name
- First Name
- Last Name
- DOB (date of birth)
- Age
- Age Group (ranges are: 5-10, 11-13, 14-17, 18-20)
- Gender

FANS information:

- ASSMT ID
- Assmt Type
- Assmt Date
- Full Year
- Year Quarter
- PGM Indicator (code for FSO)
- Assessment Submitteddate
- Created By
- Created Date

CYBERID	FANS Count	Family Support Worker	Caregiver Name	First Name	Last Name	DOB	Age	Age Group	Gender	ASSMT ID

Summary

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

If you have any questions, please contact PerformCare at 1-877-652-7624.

PerformCare Customer Service

www.performcarenj.org/ServiceDesk/

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