

FAIR FUTURES NEW ENROLLMENT REPORT IN CARE4

Description: The main purpose of this report is to show all young people enrolled in Coaching, Middle School, and Targeted Services during any time period selected. **ENROLLED** is defined as a young person having an **OPEN** Coaching Enrollment & Contacts case, Middle School Enrollment & Contacts case, or Targeted Services case within the time period selected.

A young person is counted as:

- **Middle School** when a **MIDDLE SCHOOL ENROLLMENT & CONTACTS** case is assigned
- **Coached** when a **COACHING ENROLLMENT & CONTACTS** case is assigned
- **Non-Coached** when a **TARGETED SERVICES** case is assigned

Young people that are eligible for Fair Futures funding (these are the Cohorts):

1. **ACTIVE:** Active in foster care ages 11+ including AWOL, Trial Discharge, and CCS 21+
2. **Age 14+ FD:** Final Discharged at age 14+ on or after July 1, 2022 (coached or tutored at time of discharge)
3. **Age 18-26 Former FD:** Final Discharged at age 18+ before June 30, 2022

For Daily Data: The cohorts above are determined by the status as of today.

For Monthly Data: The cohorts above are determined by the status on the last day of the month.

For Cumulative Fiscal Year Data: The cohorts above are determined by the status on the last day of the time period selected.

Fields included in the report:

- Youth Name
- CIN
- Date of Birth
- Age Today
- Service Type
- Group Name
- Staff Name
- Case Start Date
- Case End Date
- Case Status Cohort (this is one of the 3 cohorts listed above for FF funding eligibility)
- Case Status (this is the status of the case itself: Open, Opening, Closing; if the young person is in a discharge cohort, it will show the discharge details)

Instructions on how to run the report:

1. Click on **REPORTS** on the left-hand menu
2. Scroll down to the **FAIR FUTURES** section and click on the Launch button under **NEW ENROLLMENT REPORT**



New Enrollment Report

View your report below

Primary Parameter ▾ Secondary Parame ▾ Preset Dates ⊗ ▾ 5/9/2023 📅 5/10/2023 📅 Launch ▾

3. **PRIMARY PARAMETER:** Select an **Agency Name** from the drop-down list
4. **SECONDARY PARAMETER:** Select the **Group** you wish to view in the report
 - You can only select **ONE at a time**
 - If you leave this option blank, it will automatically include ALL groups

5. **PRESET DATES:** Only use this if it has an option for the month you want to view (i.e. PREVIOUS MONTH); otherwise leave it blank and use the FROM DATE and TO DATE fields below
6. **FROM DATE:** Enter the first day you wish to view (this will auto-populate with yesterday's date)
7. **TO DATE:** Enter the last day you wish to view (this will auto-populate with today's date)

TIPS ON SELECTING THE APPROPRIATE TIME PERIOD:

- To view the young people who are enrolled as of today:
 - **FROM DATE:** yesterday's date
 - **TO DATE:** today's date
- To view the young people who are/were enrolled during the current fiscal year to date:
 - **FROM DATE:** July 1 (the first day of the current fiscal year)
 - **TO DATE:** today's date (must be ON OR BEFORE the last day of the fiscal year, June 30)
- To view the young people who are/were enrolled during a specific month:
 - **FROM DATE:** first day of the month
 - **TO DATE:** last day of the month

Please note: **ENROLLED** is defined as a young person having an **OPEN** Coaching Enrollment & Contacts case, Middle School Enrollment & Contacts case, or Targeted Services case within the time period selected.

8. Click on the **Launch** button to have the report will populate on your screen (may take some time to load)
9. Click on the **floppy disk** and select **Excel** to export the data to Excel
10. If you wish to have the report delivered to your email inbox, click on the drop-down arrow to the right of **Launch** and select **QUEUE REPORT** (this can sometimes be a faster option)