

FAIR FUTURES NEW COACHED YOUTH REPORT IN CARE4

Description: The main purpose of this report is to show all young people enrolled in Coaching and in Middle School, along with all of the goals that they are working on during the current fiscal year.

A young person is counted as:

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

Fields included in the report:

- Agency
- Group
- Youth Name
- CIN
- Date of Birth
- Coached 90+ Days in Fiscal Year *(Yes/No)*
- Coaching Start Date
- Coaching End Date
- Discharge Cohort or Other Cohort *(If the young person is in one of the 2 discharge cohorts or is not eligible for FF funding for another reason, the cohort will be listed here)*
- Goal Type
- Goal Name
- Goal Status
- Goal Outcome
- Goal Start Date
- Goal End Date
- Coach

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 COACHED YOUTH REPORT**



New Coached Youth Report

View your report below

Primary Parameter	Secondary Parame	Preset Dates	7/1/2022	6/30/2023	Launch
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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:** Leave it blank and use the FROM DATE and TO DATE fields below
6. **FROM DATE:** This will auto-populate with the first day of the current fiscal year
7. **TO DATE:** This will auto-populate with the last day of the current fiscal year

Please note: This report is intended to be run for the entire fiscal year and all of the goals a young person is working on throughout the year.

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)