FairFutures

Instructions for running Fair Futures Reports in Care4

There are 3 reports available to FF staff in Care4 that are helpful for supervision.
For each report, this document outlines:

- Purpose/description of the report
- Suggested best practices on how to use it for program management/supervision
- Instructions on how to run it

1) ACS/Agency Reports

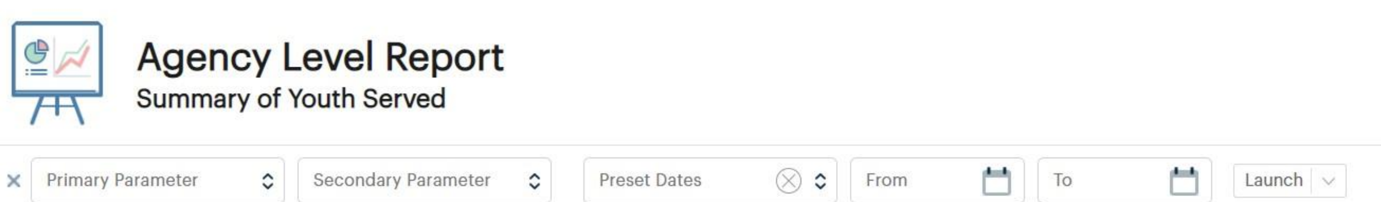
Description: The ACS report contains all of the indicators that ACS reviews each month for FF eligible youth. The AGENCY version is the same exact report, but it contains ALL young people, regardless of FF eligibility, and an extra tab that shows Goal progress broken down by Coach. We recommend running the Agency one!

Who should run this and when?

- Directors should run this report 2 weeks before the ACS report is due each month (on the 26th). Ensure that all services from the previous month are accurately reflected in the "Middle School" tab, the "Coached and Non-Coached Youth" tab, and the "Housing" tab.
- Coach Supervisors can run this report before each supervision session with a Coach to look at 1) the contacts in the "Coached and Non-Coached Youth" tab and 2) the "Goal Progress by Member" to see a breakdown by Coach.
    - The Supervisor should also run the 2 reports listed below so they can dig deeper and see the youth-level info around the contacts and goals.

Instructions:

1. Click on **REPORTS** on the left-hand menu
2. Scroll down to Fair Futures and click on the Launch button under **AGENCY LEVEL REPORT**



3. **PRIMARY PARAMETER:** Select Agency Name from drop down list
4. **SECONDARY PARAMETER:**
    - Select **ACS** to view the report with only young people who are FF funding eligible
    - Select **AGENCY** to view the report with all young people, regardless of funding source
        - The AGENCY report includes a tab with goals assigned by Coach – run this one!

5. **PRESET DATES**: Select one of the preset dates that includes the time period you wish to view
    - A Preset Date **<u>must be selected</u>**
    - For FY21, select a Preset time period that falls within 7/1/2020 and 6/30/2021
    - For FY22, select a Preset time period that falls within 7/1/2021 and 6/30/2022
    - **Do NOT** change the **FROM DATE and TO DATE** – these fields populate based on the PRESET DATES

    Please note: This report is intended to display data for an entire fiscal year
6. Click on the **Launch** button; the report will populate on your screen
7. Click on the floppy disk icon and select "Excel" to export the data to Excel

2) The Contact Report (called "Member Session Activity" Report)

<u>Description</u>: This report shows all the contacts and tutoring sessions entered into Care4 by an individual staff. (Generally only Coaches and MS Specialists record contacts and tutoring sessions.)

<u>Who should run this and when?</u>

- A best practice is to run this report before supervision with Coaches and Middle School Specialists.
- <u>Coach Supervisors</u> can run the report for the previous week (or month) and review: 1) whether contacts were entered each week/4x a month for every young person; 2) any notes; 3) which young people are not responding and help the Coach strategize; and 4) if tutoring sessions are being recorded (if they have a Tutor).
- <u>MS Specialist Supervisors</u> can review that the tutoring session were properly tracked and any contacts made. (Please note that MS Specialists can also record notes in the "Complete School Year Promoted w/90%+ Attendance" Goal Worksheet, so be sure to ask where they record)

<u>Instructions:</u>

1. Click on **REPORTS** on the left-hand menu
2. Scroll down to Compliance and click on the Launch button under **MEMBER SESSION ACTIVITY**

3. **PRIMARY PARAMETER**: Select an employee name from the drop-down list
4. **SECONDARY PARAMETER**: ignore this field
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 of the month you wish to view
7. **TO DATE**: Enter the last day of the month you wish to view
8. Click on the **Launch** button; the report will populate on your screen
9. Click on the down arrow to the right of Launch and select **DOWNLOAD EXCEL** to export the data
10. After downloading, use the built-in filters on the column headers to **sort the data by "Patient"** (Youth) to see the # of contacts for each youth made during that time frame.

3) Coached Youth Report *(contains all MS students and Coached youth)*

Description: The Coached Youth report shows all young people who are Coached and the Goals that have been selected within the current fiscal year. A young person must have a *Coaching Enrollment & Contacts* case assigned in order to show up in this report. This report can be run for Coached youth (grade 9 and older) and also for young people enrolled in Middle School.

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

Please note: this report is intended to include ALL young people who were/are Coached or enrolled in Middle School during the fiscal year. (If you are looking for ONLY active youth at a specific point in time, see the Enrollment Report.)

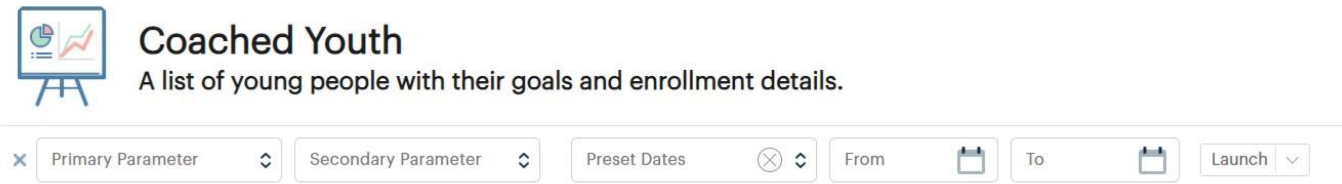
Fields included in the report:
- **Youth Name**
- **CIN**
- **Date of Birth**
- **Coaching Start Date** *(from the Coaching Program Enrollment Form)*
- **Coaching Enrollment Form Completed** *(Yes/No)*
- **Coached 90+ Days** *(Yes/No)*
- **First 90 Day Checklist Completed** *(Yes/No)*
- **Academic Status at Enrollment** *(from the Coaching Program Enrollment Form)*
- **Career Status at Enrollment** *(from the Coaching Program Enrollment Form)*
- **Goal Type** *(Middle School, High School, Post-Secondary, College, Career Development, Housing)*
- **Goal Name**
- **Goal Status** *(Open, Completed Goal, Did Not Complete)*
- **Goal Coach**
- **Goal Start**
- **Goal End** *(goal close date; this field is blank if goal is still open)*

Who should run this and when?

- Coach Supervisors should run this report before each supervision session with a Coach.
  You can check it to make sure:
  1) their coachload is correct in Care4 (if not, email ***info@fairfuturesny.org***);
  2) all young people have Goals added according to their situation – use this PPT slide to check;
  3) see Goal progress (which goals have been completed, not completed, or are still open).
    - This report should also be run every June/July to support Coaches in closing out Goals for the current fiscal year, and in July/August to support Coaches with adding new Goals for the new fiscal year.

<u>Instructions:</u>

1. Click on **REPORTS** on the left-hand menu
2. Scroll down to Fair Futures and click on the Launch button under **COACHED YOUTH**



3. **PRIMARY PARAMETER**: Select an **Agency Name** from drop down list

4. **SECONDARY PARAMETER**: Select the **Group** you wish to view in the report *(Coached or Middle School)*
   - You can only select **ONE** group

5. **PRESET DATES**: Select one of the preset dates that includes the time period you wish to view
   - A Preset Date **<u>must be selected</u>**
   - For FY21, select a Preset time period that falls within 7/1/2020 and 6/30/2021
   - For FY22, select a Preset time period that falls within 7/1/2021 and 6/30/2022
   - **Do NOT** change the **FROM DATE and TO DATE** – these fields populate based on the PRESET DATES
     Please note: This report is intended to display data for an entire fiscal year

6. Click on the **Launch** button
7. The report will populate on your screen
8. Click on the **floppy disk** and select **Excel** to export the data to Excel
9. To filter the data in the Excel spreadsheet after exporting, select all of the column headers (starting in column A) and all rows of data, go to **DATA**, and click on **FILTER**. This will add filters to each column header.