FAIR FUTURES 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 that you select.

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
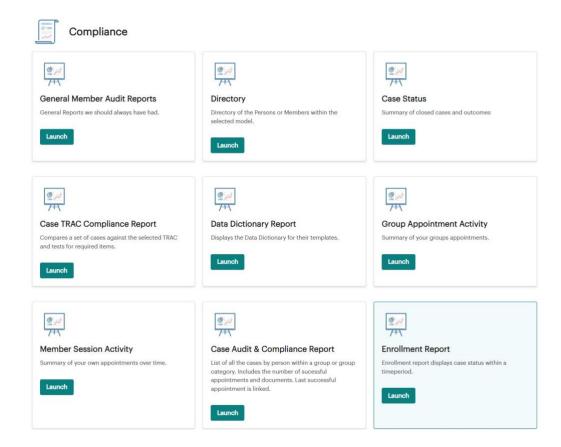- **Non-Coached** when a **TARGETED SERVICES** case is assigned

You can also use this report to see all young people who have selected a specific goal.

Fields included in the report:
- **Patient** = YOUNG PERSON'S NAME
- **Number** = CIN
- **DOB**
- **TRAC** = CASE or GOAL
- **Group**
- **Clinician** = COACH or MIDDLE SCHOOL/EDUCATION SPECIALIST
- **Case Start** = DATE CASE/GOAL WAS ASSIGNED
- **Case End** = DATE CASE/GOAL WAS CLOSED
- **Total Case Days** = TOTAL NUMBER OF DAYS SINCE CASE/GOAL WAS OPENED
- **Days Suspended** = TOTAL NUMBER OF DAYS SINCE CASE/GOAL WAS SUSPENDED
- *Young Person's Status for each month selected*

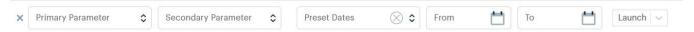**Instructions on how to run the report:**
1. Click on **REPORTS** on the left-hand menu
2. Scroll down to Compliance and click on the Launch button under **ENROLLMENT REPORT**
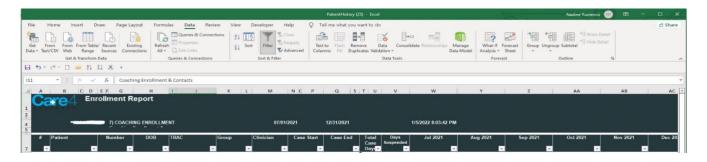
Enrollment Report

Enrollment report displays case status within a timeperiod.

| ✕ | Primary Parameter ⌄ | Secondary Parameter ⌄ | Preset Dates ⊗ ⌄ | From 🗓 | To 🗓 | Launch ⌄ |

3. **PRIMARY PARAMETER**: Select an **Agency Name** or **an Agency Group** from the drop-down list
   - Scroll down to the end of the Agency list to view each Agency Group

4. **SECONDARY PARAMETER**: Select the **CASE** or **GOAL** you wish to view in the report
   - Every case and goal is included in the drop down list
   - You can only select **ONE at a time**
   - Choose **ONE of the foundation cases** to see who is enrolled in one of the three service types during the time period you select:
     - 1) MIDDLE SCHOOL: Middle School Enrollment & Contacts *(fifth option in list)*
     - 7) COACHING ENROLLMENT: Coaching Enrollment & Contacts *(second to last option in list)*
     - 8) TARGETED SERVICES: Targeted Services *(last option in list)*
   - You can also choose one of the GOALS to see which young people have selected that specific goal

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
7. **TO DATE**: Enter the last day you wish to view

   TIPS ON SELECTING THE APPROPRIATE TIME PERIOD:
   - To view the young people who are Coached, Non-Coached, or in Middle School as of today:
     - **FROM DATE**: yesterday's date
     - **TO DATE**: today's date
   - To view the young people who are/were Coached, Non-Coached, or in Middle School during the current fiscal year to date:
     - **FROM DATE**: 07-01-2021 (or whatever the first day of the current fiscal year is)
     - **TO DATE**: today's date
   - To view the young people who were/are Coached, Non-Coached, or in Middle School during a specific month:
     - **FROM DATE**: first day of the month
     - **TO DATE**: last day of the month
   - If you have a different time period, feel free to customize the FROM and TO DATE fields as you wish

8. Click on the **LAUNCH** button
9. The report will populate on your screen
10. Click on the **floppy disk** and select **Excel** to export the data to Excel
11. 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.

EXPLANATION OF YOUNG PERSON'S STATUS EACH MONTH

Fair Futures Care4 Foundation Cases:
- ✓ MIDDLE SCHOOL ENROLLMENT & CONTACTS
- ✓ COACHING ENROLLMENT & CONTACTS
- ✓ TARGETED SERVICES

You will see one of the following statuses below for each young person based on the start and end dates of their foundation case for every month selected in the report:

ACTIVE
These three statuses count the young person as ACTIVE for the month:
- **OPENING:** *the young person's foundation case was initially opened during this month*
- **ACTIVE_OPEN:** *the young person's foundation case was open the entire month*
- **CLOSING:** *the young person's foundation case was closed out during this month*

INACTIVE
These two statuses count the young person as INACTIVE for the month:
- **AFTER_CLOSED:** *the young person's foundation case was closed out in a prior month*
- **NOT_STARTED:** *the young person's foundation case did not exist yet during this month, but was opened in a subsequent month*

TIP FOR VIEWING ONLY ACTIVE YOUTH:
1. Click on the down arrow in the month cell to view the filter
2. Uncheck "AFTER_CLOSED" and "NOT_STARTED" if they show up as options
3. Click OK