

FAIR FUTURES MONTHLY ROSTER REPORT IN CARE4

Description: The purpose of this report is to show: 1) all young people who are eligible for Fair Futures funding during a specific month and 2) all young people who are Fair Futures funding eligible AND served during a specific month. It utilizes the format required by ACS.

Please note: If a young person who was final discharged from foster care or over age 21 is showing up as eligible in the report, that means the Coaching Enrollment & Contacts case (for Coached youth) or Targeted Services case (for Non-Coached youth) needs to be SUSPENDED. The start date of the suspension should be the approximate discharge date or the youth's 21st birthday.

Fields included in the report:

- **Child's Name**
- **CIN**
- **DOB**
- **Age**
- **PPG** (*blank field – intended for agency to fill in*)
- **Facility ID** (*blank field – intended for agency to fill in*)
- **Service From** (*first day of month selected*)
- **Service To** (*last day of month selected*)

Instructions on how to run the report:

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





Agency Level Report

Summary of Youth Served

[Launch](#)



Monthly Staffing Report

Monthly Staffing Report

[Launch](#)



Coached Youth

A list of young people with their goals and enrollment details.

[Launch](#)



Monthly Roster

This report shows youth served/eligible!

[Launch](#)



Monthly Roster

Monthly roster description goes here!

× Primary Parameter ▾ Secondary Parameter ▾ Preset Dates × ▾ From 📅 To 📅 Launch ▾

3. **PRIMARY PARAMETER:** Select an **Agency Name** from drop down list
4. **SECONDARY PARAMETER:**
 - Select **ELIGIBLE YOUTH** to view all young people who were Fair Futures funding eligible during a specific month
 - Select **YOUTH SERVED** to view all young people who were Fair Futures funding eligible AND served during a specific month
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
Please note: This report is intended to display data for **only ONE MONTH AT A TIME**
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