

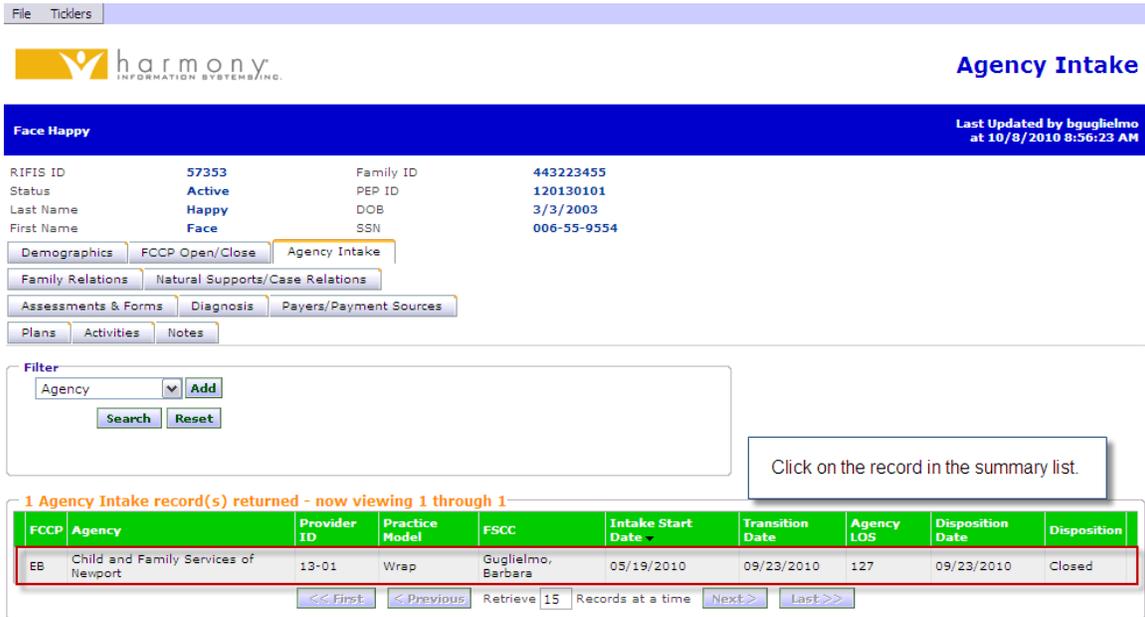
RIFIS Customized Reports

There are 6 customized reports available in RIFIS. They are:

- FCCP Intake Report
- Family Service Plan Report
- Functional Assessment Report
- Summary of FCCP Intake Report
- Flex Fund Tool Report
- Quality Assurance Report

FCCP Intake Report

To access this report, you must be within a child's record. Once there, click on the *Agency Intake* tab and then click on the agency intake record in the summary list.



File Tickers

harmony INFORMATION SYSTEMS/INC.

Agency Intake

Face Happy Last Updated by bguglielmo at 10/8/2010 8:56:23 AM

RIFIS ID: 57353 Family ID: 443223455
 Status: Active PEP ID: 120130101
 Last Name: Happy DOB: 3/3/2003
 First Name: Face SSN: 006-55-9554

Demographics FCCP Open/Close **Agency Intake**

Family Relations Natural Supports/Case Relations

Assessments & Forms Diagnosis Payers/Payment Sources

Plans Activities Notes

Filter
 Agency Add
 Search Reset

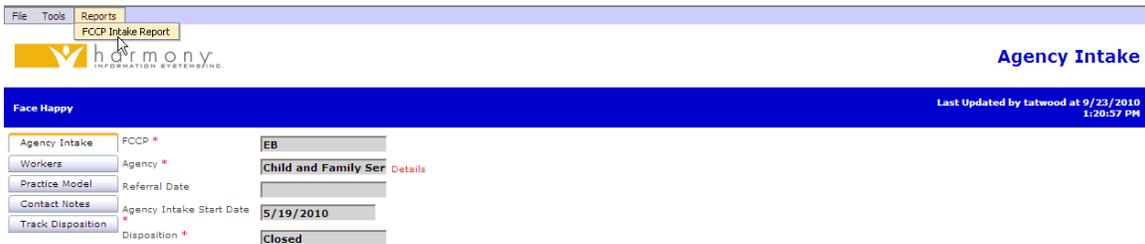
Click on the record in the summary list.

1 Agency Intake record(s) returned - now viewing 1 through 1

FCCP	Agency	Provider ID	Practice Model	ESCC	Intake Start Date	Transition Date	Agency LOS	Disposition Date	Disposition
EB	Child and Family Services of Newport	13-01	Wrap	Guglielmo, Barbara	05/19/2010	09/23/2010	127	09/23/2010	Closed

<< First < Previous Retrieve 15 Records at a time Next > Last >>

Select **FCCP Intake Report** under the Reports menu.



File Tools Reports

FCCP Intake Report

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Agency Intake

Face Happy Last Updated by tatwood at 9/23/2010 1:20:57 PM

Agency Intake **FCCP *** EB

Workers Agency * **Child and Family Ser** Details

Practice Model Referral Date _____

Contact Notes Agency Intake Start Date **5/19/2010**

Track Disposition Disposition * **Closed**

A new window will appear with the Intake Report.

HTML		Export	
HTML		Find Next	
PDF		Select a format	
Excel		Export	
Tiff file			
CSV			

RIFIS
Rhode Island Family Information Systems

FCCP Organization	EB	Agency Site Code		Family ID#	443223455
1	<input type="checkbox"/> Northern (NRI)	13-01	RIFCCP Intake Report	RIFIS ID#	57353
2	<input type="checkbox"/> Urban Core (UC)	Agency Name			
3	<input checked="" type="checkbox"/> East Bay (EB)	Child and Family Services of Newport			
4	<input type="checkbox"/> West Bay (WB)				
If child/youth is enrolled in PEP:				PEP ID#	120130101

SECTION 1: TARGET CHILD/YOUTH INFORMATION					
Name	Happy, Face		DOB	3/3/2003	
Street	24 Wlanno Avenue.		Gender	1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	Female <input checked="" type="checkbox"/>
Town/City & State	Block Island, RI	Zip	02807	Social Security No.	006-55-9554
CHILD/ YOUTH RACE (Check all that apply)			CHILD/ YOUTH ETHNICITY (Check all that apply)		
Asian American Indian/Alaskan Native Native Hawaiian/Pacific Islander Caucasian/White			Dominican Puerto Rican South American		
1	<input type="checkbox"/> African American/Black	Hispanic Origin	1 <input type="checkbox"/> No 2 <input type="checkbox"/> Yes	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	
2	<input type="checkbox"/> American Indian/Alaskan Native	If yes, identify cultural/ethnic background (check all that apply)			
3	<input type="checkbox"/> Asian	1 <input type="checkbox"/> Mexican/ Mexican American	4 <input type="checkbox"/> Dominican		
4	<input type="checkbox"/> Caucasian/White	2 <input type="checkbox"/> Puerto Rican	5 <input type="checkbox"/> Central American		
5	<input type="checkbox"/> Native Hawaiian/Pacific Islander	3 <input type="checkbox"/> Cuban	6 <input type="checkbox"/> South American		
6	Other 7 <input type="checkbox"/> Declined to provide	7 <input type="checkbox"/> Other Hispanic origin			
CHILD/ YOUTH PRIMARY LANGUAGE (check one)					
English					
1	<input type="checkbox"/> English	5 <input type="checkbox"/> Chinese	9 <input type="checkbox"/> Khmer		
2	<input type="checkbox"/> Spanish	6 <input type="checkbox"/> Creole	10 <input type="checkbox"/> Sign Language		
3	<input type="checkbox"/> Portuguese	7 <input type="checkbox"/> Russian	11 <input type="checkbox"/> Other (Specify)		
4	<input type="checkbox"/> Hmong	8 <input type="checkbox"/> French	Is translator needed?	No 1 <input type="checkbox"/> No 2 <input type="checkbox"/> Yes	

To review/print the report, please select **PDF** from the drop down list and then click on "Export." The report will open in Adobe Acrobat.

The screenshot shows a web browser window displaying a PDF report. The browser's address bar shows the URL: https://hsstest.rifis.harmonys.net/ReportID=1052185CFid-ID&SCOp=Equal+To&SCVal=4258__popup__. The browser's toolbar includes options for Save a Copy, Print, Email, Search, Review & Comment, and Sign. The report content is as follows:

		RI FCCP Intake Report	
FCCP Organization	EB	Agency Site Code	Family ID#
1 <input type="checkbox"/> Northern (NRI)	13-01		443223455
2 <input type="checkbox"/> Urban Core (UC)	Agency Name	RIFIS ID#	57353
3 <input checked="" type="checkbox"/> East Bay (EB)	Child and Family Services of Newport		
4 <input type="checkbox"/> West Bay (WB)			
If child/youth is enrolled in PEP:			PEP ID#
			120130101
SECTION 1: TARGET CHILD/YOUTH INFORMATION			
Name	Happy, Face	DOB	3/3/2003
Street	24 Wianno Avenue,	Gender	1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female Female
Town/City & State	Block Island, RI	Zip	02807 Social Security No. 006-55-9554
CHILD/ YOUTH RACE (Check all that apply)		CHILD/ YOUTH ETHNICITY (Check all that apply)	
Asian American Indian/Alaskan Native Native Hawaiian/Pacific Islander Caucasian/White		Dominican Puerto Rican South American	
1 <input type="checkbox"/> African American/Black	Hispanic Origin	1 <input type="checkbox"/> No 2 <input type="checkbox"/> Yes	Yes Yes
2 <input type="checkbox"/> American Indian/Alaskan Native	If yes, identify cultural/ethnic background (check all that apply)		
3 <input type="checkbox"/> Asian	1 <input type="checkbox"/> Mexican/ Mexican American	4 <input type="checkbox"/> Dominican	

The browser's taskbar at the bottom shows several open applications: start, Sprint SmartView, Custom reports - Micr..., RIFIS Training - Wind..., and two instances of the RIFIS report page. The system clock shows 1:19 PM.

Family Service Plan

To access this report, you must be within a child's record. Once there, click on the *Plans* tab and then click on the plan record in the summary list.

Harmony v7.3.2.2

Change Role: FSCC EB

My RIFIS

Quick Search: Participating

Children: Go

Last Name: Go

Advanced Search

Children

Reports

Sign Out

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Plans

Last Updated by bguglielmo at 5/4/2010 2:49:04 PM

jane johnson

RIFIS ID: 57355
Status: Active
Last Name: johnson
First Name: jane

Family ID
PEP ID
DOB: 2/2/2002
SSN: 343-33-4334

Demographics | FCCP Open/Close | Agency Intake

Family Relations | Natural Supports/Case Relations

Assessments & Forms | Diagnosis | Payers/Payment Sources

Plans | Activities | Notes

Filter: Open Date Greater Than 1/1/2000 AND

Open Date Add

Search Reset

2 Plans record(s) returned - now viewing 1 through 2

Open Date	Closed Date	FCCP	Agency	FSCC	Status
05/01/2010	06/29/2010	EB		Guglielmo, Barbara	Complete
06/30/2010		EB		Guglielmo, Barbara	Draft

Click on a record.

Select **Family Service Plan** under the Reports menu.

File Reports

Family Service Plan

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Plan Information

Last Updated by bguglielmo at 6/30/2010 10:21:53 AM

jane johnson

Plan Information | Plan Details

Plan Reviews | FCCP *

Needs | Agency

Planned Services | Plan Type

Worker

Open Date *

Close Date

Status

EB

Agency

Family Service Plan

Guglielmo, Barbara

6/30/2010

Draft

A new window will appear with the report.

Family Service Plan

Child / Youth :	Happy, Face	RIFIS ID :	57353	Agency ID:	12345
Family Name :	Happy, Mona	Family ID :	443223455	AGE :	7
Address :	24 Wianno Avenue Block Island, RI 02807	PEP ID :	120130101		
Worker :	Guglielmo, Barbara	Plan Date :	5/4/2010		
FCCP :	EB	Review :	Ongoing		
Agency :	Child and Family Services of Newport	Review Date :	7/1/2010		
		Next Review Date :	_____		

Family Vision

For Happy to be happy.

Needs/Goals, Strengths, Objectives and Action Steps	Target Date	Progress Date	Completion Date
Need / Goal: Family Relations - Father will spend more time with face happy.		5/4/2010	
Strength: Father can take the bus to visit face happy.		5/4/2010	
Objective: Establish days/time for father/daughter visits.		5/4/2010	
Action Steps: Father will start visiting with face this Thursday @ 4pm.		5/4/2010	
Need / Goal: Needs to see a dentist.	8/18/2010		
Strength: Mother and daughter want to go to the dentist.		8/2/2010	
Objective: Better oral hygiene.	8/25/2010		
Action Steps: Mother will call the dentist to make the appointment.	8/18/2010		
Action Steps: Mother will buy toothpaste and dental floss.			
Strength: Face has an electric toothbrush.		8/6/2010	

Planned Services

Service	Service Code	Units	Unit Type	Start Date	End Date
Dental Visit - Identified Child	MdSrv1	0	Session	8/18/2010	9/18/2010
Literacy Classes- Identified Child	EdSrv17	5	Session	5/5/2010	6/7/2010

To review/print the report, please select **.PDF** from the drop down list and then click on “Export.” The report will open in Adobe Acrobat.

Functional Assessment Reports

The Functional Assessment Reports provides baseline, ongoing and transitional assessment data. These reports are available for the target child and for siblings being served by the FCCP. There are 11 functional assessment reports.

- Child and Family Functional Assessment - 01 NCFAS
- Child and Family Functional Assessment - 02 Ohio scales – Youth - Target Child
- Child and Family Functional Assessment - 03 Ohio scales – Parent - Target Child
- Child and Family Functional Assessment - 04 Ohio scales – Worker – Target Child
- Child and Family Functional Assessment - 05 Ages/Stages – Target Child
- Child and Family Functional Assessment - 06 CGAS – Target Child
- Child and Family Functional Assessment - 07 Ohio scales – Youth - Sibling
- Child and Family Functional Assessment - 08 Ohio scales - Parent - Sibling
- Child and Family Functional Assessment - 09 Ohio scales - Worker - Sibling
- Child and Family Functional Assessment - 10 Ages/Stages - Sibling
- Child and Family Functional Assessment - 11 CGAS – Sibling

These reports are all available in the Reports chapter. To access one of these reports, click on the **Reports** chapter. Under the *Filter Report By*, click on the *Retrieve* button which will return an alphabetized list of all the reports in RIFIS. Click on the radio button beside the report that you would like to run.

Filter Report By

Type Category

Report Name	Description
<input type="radio"/> Caseload for Worker	Lists Consumers open in a given date range for a Worker.
<input type="radio"/> Census Report	Lists Consumer enrollment by program.
<input type="radio"/> Census Tracking	Includes name, case number, demographics, LOS, current payer name, and case worker.
<input type="radio"/> Child and Family Functional Assessments - 01 NCFAS	01 NCFAS - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 02 Ohio Scales - Youth - Target C	02 Ohio Scales - Youth - Target Child - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 03 Ohio Scales - Parent - Target	03 Ohio Scales - Parent - Target Child - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 04 Ohio Scales - Worker - Target	04 Ohio Scales - Worker - Target Child - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 05 Ages/Stages - Target Child	05 Ages/Stages - Target Child - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 06 CGAS - Target Child	06 CGAS - Target Child - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 07 Ohio Scales - Youth - Sibling	07 Ohio Scales - Youth - Sibling - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 08 Ohio Scales - Parent - Sibling	08 Ohio Scales - Parent - Sibling - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 09 Ohio Scales - Worker - Sibling	09 Ohio Scales - Worker - Sibling - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 10 Ages/Stages - Sibling	10 Ages/Stages - Sibling - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
<input type="radio"/> Child and Family Functional Assessments - 11 CGAS - Sibling	11 CGAS - Sibling - Baseline, Ongoing, and Transitional functional assessment data for children active in the FCCP during the report period
	This report will present summary data by reason for case closure, including counts, percentage of all

Once you select a report, the screen will refresh and a set of parameters will appear. You will need to define the parameters before clicking on *run report* to view report.

Filter Report By

Type Category

StartDate * EndDate *
 FundCode * Program *

Click on Run Report to view report.

A new window will appear with the report. The report is compressed in the html format so you will need to export the file to excel in order to view, edit or print.

HTML

1 of 1 100% Find | Next Select a format Export

Child and Family Functional Assessments

Start Date: 1/1/2010
 End Date: 10/20/2010
 FCCP: EB
 Agency: Child and Family Services of Newport
 Assessment: NCFAS

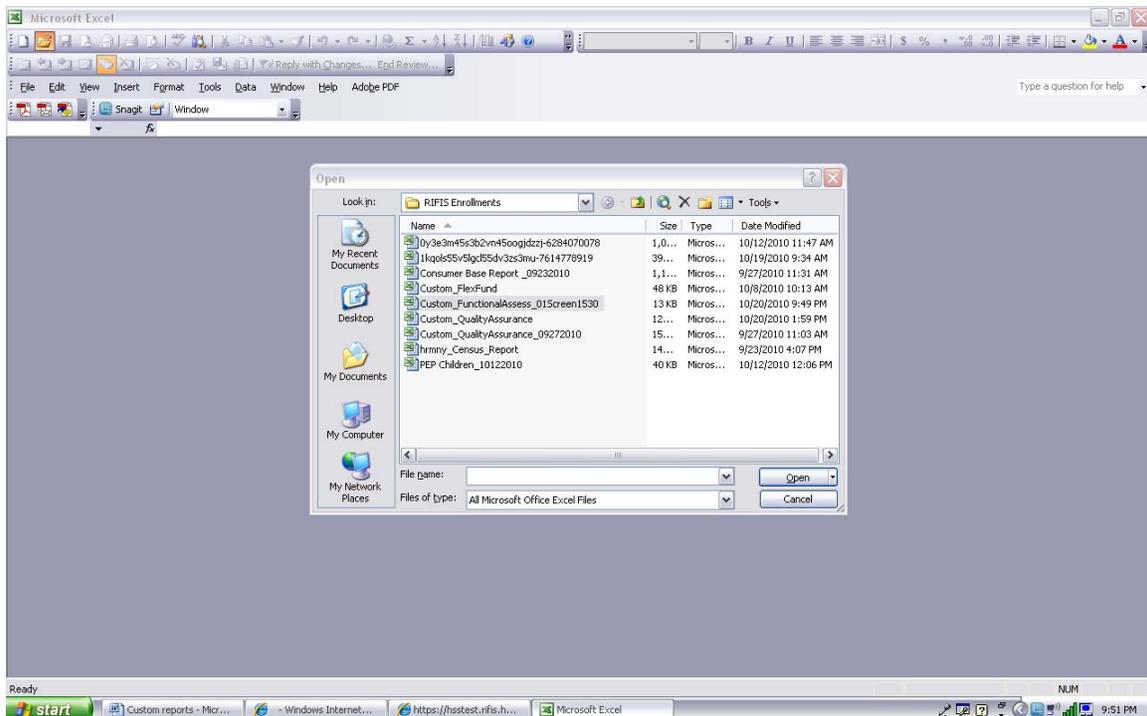
FCCP	Agency	RIFIS ID	Family ID	Child Last Name	Child First Name	DOB	FCCP Open Date	FCCP Close Date	Agency Intake Start Date	Agency Close Date	NCFAS _B-1 Date	NCFAS _B-A	NCFAS _B-B	NCFAS _B-C	NCFAS _B-D	NCFAS _B-E	NCFAS _B-F	NCFAS _B-G	NCFAS _B-H	NCFAS _O-1 Date	NCFAS _O-A	NCFAS _O-B	NCFAS _O-C	NCFAS _O-D	NCFAS _O-E	NCFAS _O-F	NCFAS _O-G
EB	Child and Family Services of Newport	57342		brown	robert	1/1/2010	5/4/2010	5/26/2010	5/4/2010	5/27/2010	5/4/2010	0	-1	0	0	0											
EB	Child and Family Services of Newport	57355		johnson	jane	2/2/2002	5/4/2010		5/4/2010		8/11/2010	1	-2	2	-2	1	-1	NA	UK								
EB	Child and Family Services of Newport	57529	88888	Purple	James	10/10/2000	8/11/2010		8/11/2010		8/13/2010																
EB	Child and Family Services of Newport	57351		Yeltzin	Boris	5/9/1948	5/4/2010	5/4/2010	5/4/2010	5/4/2010	5/4/2010	-3	1	0	-1	1	-1	0	2								

In the field that reads “HTML”, click on the down arrow and select excel. Then click on the **Export** button. You will be asked if you would like to open the file or save it. Save the file.



Note: Do not export and save the report on c:\ drive (hard drive) of laptop or office workstation. *Always* save on protected server drive.

Open Excel and Browse and open the file.



To review this report, follow these steps to decompress the file.

The screenshot shows an Excel spreadsheet with the following data:

Child and Family Functional Assessments																												
FCCP	Agency	RIFS ID	Family ID	Child Last Name	Child First Name	DOB	FCCP Open Date	FCCP Close Date	Agency Intake Date	Agency Close Date	NCFAS _B_	NCFAS _B_A	NCFAS _B_B	NCFAS _B_C	NCFAS _B_D	NCFAS _B_E	NCFAS _B_F	NCFAS _B_G	NCFAS _B_H	NCFAS _O_	NCFAS _O_A	NCFAS _O_B	NCFAS _O_C	NCFAS _O_D	NCFAS _O_E	NCFAS _O_F	NCFAS _O_G	
EB	Child and Family Services of Newport	57342		brown	robert	####	####	####	####	####	####	0	0	-1	0	0	0	0	0									
EB	Child and Family Services of Newport	57355		johnson	jane	####	####		####		####	1	-2	2	-2	1	-1	NA	UK									
EB	Child and Family Services of Newport	57529	88888	Purple	James	####	####		####		####																	
EB	Child and Family Services of Newport	57351		Velmin	Bovic	####	####	####	####	####	####	-3	-1	0	-1	1	-1	0	0									

1. Click on the “merge and center” icon.

The screenshot shows the same Excel spreadsheet as above, but with a red box highlighting the 'merge and center' icon in the 'Home' ribbon. A callout box points to the icon with the text: "click on the merge and center icon."

This will resize all the columns.

	A	B	C	D	E	F	G	H	I	
1	Child and Family Functional Assessments									
2	Start Date:		1/1/2010							
3	End Date:		10/20/2010							
4	FCCP:		EB							
5	Agency:		Child and Family Services of Newport							
6	Assessment:		NCFAS							
	FCCP	Agency	RIFIS ID	Family ID	Child Last Name	Child First Name	DOB	FCCP Open Date	FCCP Close Date	Age
7	EB	Child and Family Services of Newport	57342		brown	robert	1/1/2010	5/4/2010	5/26/2010	
8	EB	Child and Family Services of Newport	57355		johnson	jane	2/2/2002	5/4/2010		
9	EB	Child and Family Services of Newport	57529	988888888	Purple	James	10/10/2000	8/11/2010		
10	EB	Child and Family Services of Newport	57251		Yeltrin	Boris	5/01/04	5/4/2010	5/4/2010	

4. Now place the cursor on the line between row 7 and 8 and double click. This will resize all rows.

	A	B	C	D	E	F	G	H	I	
1	Child and Family Functional Assessments									
2	Start Date:		1/1/2010							
3	End Date:		10/20/2010							
4	FCCP:		EB							
5	Agency:		Child and Family Services of Newport							
6	Assessment:		NCFAS							
	FCCP	Agency	RIFIS ID	Family ID	Child Last Name	Child First Name	DOB	FCCP Open Date	FCCP Close Date	Age
7	EB	Child and Family Services of Newport	57342		brown	robert	1/1/2010	5/4/2010	5/26/2010	
8	EB	Child and Family Services of Newport	57355		johnson	jane	2/2/2002	5/4/2010		
9	EB	Child and Family Services of Newport	57529	988888888	Purple	James	10/10/2000	8/11/2010		
10	EB	Child and Family Services of Newport	57251		Yeltrin	Boris	5/01/04	5/4/2010	5/4/2010	

5. The report is ready to be reviewed and printed.

Child and Family Functional Assessments

Start Date: 1/1/2010
 End Date: 10/20/2010
 FCCP: EB
 Agency: Child and Family Services of Newport
 Assessment: NCFAS

FCCP	Agency	RIFIS ID	Family ID	Child Last Name	Child First Name	DOB	FCCP Open Date	FCCP Close Date	Age
EB	Child and Family Services of Newport	57342		brown	robert	1/1/2010	5/4/2010	5/26/2010	
EB	Child and Family Services of Newport	57355		johnson	jane	2/2/2002	5/4/2010		
EB	Child and Family Services of Newport	57529	888888888	Purple	James	10/10/2000	8/11/2010		
EB	Child and Family Services of Newport	57351		Yeltzin	Boris	5/9/1948	5/4/2010	5/4/2010	

Report Date: 10/20/2010
 User: Barbara Guglielmo

Summary Report of FCCP Intake

This report provides breakout and summary counts of intake data for active FCCP children/youth. To access this report, click on the **Reports** chapter. Under the *Filter Report By*, click on the *Retrieve* button which will return an alphabetized list of all the reports in RIFIS. Click on the radio button beside the name of the report.

The screenshot shows a web interface for selecting a report. At the top, there is a 'Filter Report By' section with two dropdown menus for 'Type' and 'Category', and a 'Retrieve' button. Below this is a table with two columns: 'Report Name' and 'Description'. The table lists various reports, and the 'Summary Report on FCCP Intake' is highlighted with a red border. The description for this report is 'Breakout and summary counts of intake data for active FCCP children/youth.'

Report Name	Description
<input type="radio"/> Open Close Dashboard	Provides totals for consumers who are open to a fund code by disposition, referring agency, open reason, gender, race, level of need, and age group.
<input type="radio"/> Pending Notes by Type	Sorts pending notes by type and worker.
<input type="radio"/> Plan Review Base Report	Plan Review Base Report
<input type="radio"/> Plans Base Report	Plans Base Report
<input type="radio"/> Program Closings by Type	Lists program closing information grouped by closing type.
<input type="radio"/> Provider And Services Listing	Shows all providers (including mailing addresses, contact names, tax ID, etc.) in the selected fund code along with summary descriptions of the services they offer.
<input type="radio"/> Provider Facility Base Report	Provider Facility Base Report
<input type="radio"/> Provider ID	
<input type="radio"/> Provider Information	Shows Provider setup.
<input type="radio"/> Provider Ticklers Due	Lists Provider tickler information in a specified date range, by supervisor, worker, and program.
<input type="radio"/> Quality Assurance Report	Displays individual detail information for specific data points for children/youth served by the FCCP.
<input type="radio"/> Relations Base Report	Relations Base Report
<input type="radio"/> Service Summary Report	Calculates the total paid per claim service based on the service date. The report is grouped by provider and then broken down by service code.
<input type="radio"/> Summary Report on FCCP Intake	Breakout and summary counts of intake data for active FCCP children/youth.

Once you select a report, the screen will refresh and a set of parameters will appear. You will need to define the parameters before clicking on *run report* to view report.

The screenshot shows the parameter definition screen for the selected report. It features a 'Filter Report By' section at the top with 'Type' and 'Category' dropdowns and a 'Retrieve' button. Below this, there is a section for defining report parameters, which is highlighted with a red box. This section includes four fields: 'StartDate *', 'EndDate *', 'FundCode *', and 'Program *', each with a corresponding input field and a calendar icon for dates. To the right of these fields is a 'define report parameters' button. At the bottom left, there is a link that says 'Click on Run Report to view report.', and at the bottom right, there is a 'Run Report' button.

A new window will appear with the report. The report is compressed in the html format so you will need to export the file to excel in order to view, edit or print.

Follow steps 1-5 on pages 9-12 to review, edit or print the report.

Flex Fund Tool Report

The Flex Fund Tool Report provides data on flex fund activities. To access this report, click on the **Reports** chapter. Under the *Filter Report By*, click on the *Retrieve* button which will return an alphabetized list of all the reports in RIFIS. Click on the radio button beside the name of the report.

The screenshot shows a web interface for selecting a report. At the top, there is a section titled "Filter Report By" with two dropdown menus for "Type" and "Category", and a "Retrieve" button. Below this is a table with two columns: "Report Name" and "Description". The table contains several reports, with the last one, "FCCP Flex Fund Tool Report", highlighted by a red rectangular box.

Report Name	Description
<input type="radio"/> Enrollment Statistical Report	Includes number enrolled in program, number male, number female, average age.
<input type="radio"/> Enrollment Summary by Age Group	Cross-tabs unduplicated Consumers by program and age group.
<input type="radio"/> Enrollments by Primary Case Worker	Summary list of consumers in the Program, broken down by primary worker. Shows name, case no., enrollment type, dates, consumer age, and assigned worker.
<input type="radio"/> Enrollments for select Agency	Summary enrollment data for the selected Agency. Provides information such as type of enrollment, dates, clients age, and primary caseworker.
<input type="radio"/> Expected to Actual Discharge Dates	Lists, by program, expected vs. actual discharge date, with difference, LOS, and percentage of LOS. Includes chart.
<input type="radio"/> FCCP Flex Fund Tool Report	FCCP Flex Fund Tool Report

Once you select a report, the screen will refresh and a set of parameters will appear. You will need to define the parameters before clicking on *run report* to view report.

The screenshot shows the parameter definition screen. It features the same "Filter Report By" section at the top. Below it, a red box highlights four input fields: "StartDate *", "EndDate *", "FundCode *", and "Program *". To the right of these fields is a button labeled "define report parameters". At the bottom left, there is a text instruction: "Click on Run Report to view report." At the bottom right, there is a "Run Report" button.

A new window will appear with the report. The report is compressed in the html format so you will need to export the file to excel in order to view, edit or print.

Follow steps 1-5 on pages 9-12 to review, edit or print the report.

Quality Assurance Report

This report displays individual detail information for specific data points for children/youth served by the FCCP. To access this report, click on the **Reports** chapter. Under the *Filter Report By*, click on the *Retrieve* button which will return an alphabetized list of all the reports in RIFIS. Click on the radio button beside the name of the report.

The screenshot shows a web interface for filtering reports. At the top, there is a section titled "Filter Report By" with two dropdown menus labeled "Type" and "Category", and a "Retrieve" button. Below this is a table with two columns: "Report Name" and "Description". The "Quality Assurance Report" is selected with a radio button and highlighted by a red rectangular box. The description for this report is "Displays individual detail information for specific data points for children/youth served by the FCCP."

Report Name	Description
<input type="radio"/> Open Close Dashboard	Provides totals for consumers who are open to a fund code by disposition, referring agency, open reason, gender, race, level of need, and age group.
<input type="radio"/> Pending Notes by Type	Sorts pending notes by type and worker.
<input type="radio"/> Plan Review Base Report	Plan Review Base Report
<input type="radio"/> Plans Base Report	Plans Base Report
<input type="radio"/> Program Closings by Type	Lists program closing information grouped by closing type.
<input type="radio"/> Provider And Services Listing	Shows all providers (including mailing addresses, contact names, tax ID, etc.) in the selected fund code along with summary descriptions of the services they offer.
<input type="radio"/> Provider Facility Base Report	Provider Facility Base Report
<input type="radio"/> Provider ID	
<input type="radio"/> Provider Information	Shows Provider setup.
<input type="radio"/> Provider Ticklers Due	Lists Provider tickler information in a specified date range, by supervisor, worker, and program.
<input checked="" type="radio"/> Quality Assurance Report	Displays individual detail information for specific data points for children/youth served by the FCCP.
<input type="radio"/> Relations Base Report	Relations Base Report
<input type="radio"/> Service Summary Report	Calculates the total paid per claim service based on the service date. The report is grouped by provider and then broken down by service code.
<input type="radio"/> Summary Report on FCCP Intake	Breakout and summary counts of intake data for active FCCP children/youth.

Once you select a report, the screen will refresh and a set of parameters will appear. You will need to define the parameters before clicking on *run report* to view report.

The screenshot shows the parameter definition screen for the selected report. It features a "Filter Report By" section at the top with "Type" and "Category" dropdowns and a "Retrieve" button. Below this, a red box highlights four parameter fields: "StartDate *", "EndDate *", "FundCode *", and "Program *", each with a corresponding input field. To the right of these fields is a button labeled "define report parameters". At the bottom left, there is a link that says "Click on Run Report to view report." and at the bottom right, a "Run Report" button.

A new window will appear with the report. The report is compressed in the html format so you will need to export the file to excel in order to view, edit or print.

Follow steps 1-5 on pages 9-12 to review, edit or print the report.