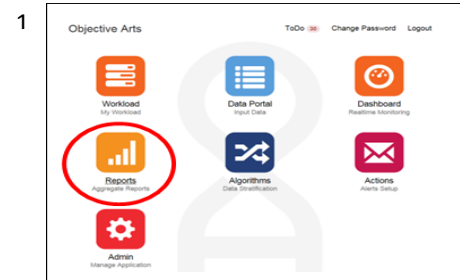




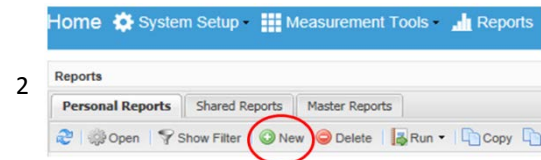
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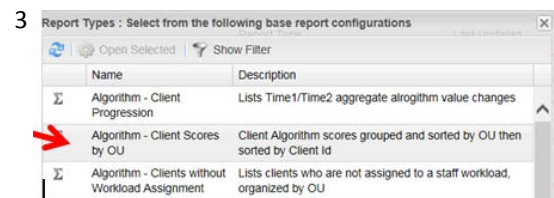
1. Navigate to the Reports screen by selecting “Reports”



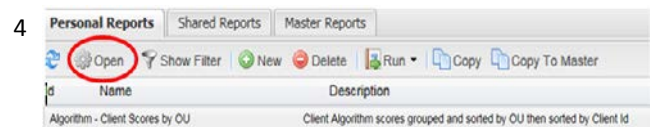
2. You should be on the ‘Personal Report’ tab. If not click on the ‘Personal Reports’ tab and then Select the ‘New’ button



3. Scroll down and double click on the ‘Algorithm – Client Scores by OU’

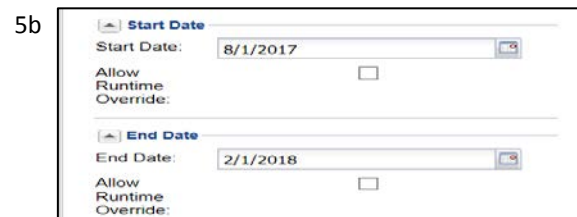
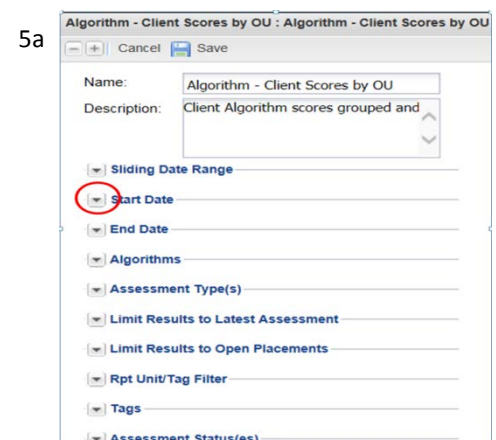


4. Once the report is listed under ‘Personal Reports’, click once on the report name to highlight it, and then



5. The parameters of the report are listed along the right side of the page. The picture to the right shows the parameters available for this report. Note that **not** all of these parameters are required to be filled out - they are there to be able to modify the report in different ways as required/desired.

- a) To expand the selection, click the downward arrow as shown on the right.
- b) It will then look like the picture right.
- c) Once finished, you can click (what is now) the upward arrow to collapse the selection again.





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6. For this report we will complete the parameters as shown in the diagrams to the right and below.

- Do not choose a 'Sliding Date Range'
- Put in an actionable 'Start' and 'End' Date.
- Leave both 'Allow Runtime Override' sections **unchecked**
- Under Algorithm, check 'Core Needs Actionable Items w/Classifications'
- 'Assessment Type' should only be 'Initial'
- Leave boxes **unchecked** for 'Limit Results to Latest Assessment' and 'Limit Results to Open Placements'
- Under 'Rpt Unit/Tag Filter', choose your reporting unit(s)
- For 'Tags', **do not select** any tags.
- 'Assessment Status(es)' check 'Submitted' and 'Approved'

6a **Sliding Date Range**

Sliding Date Range:

6b **Start Date**

Start Date:

6c Allow Runtime Override: ☐

6b **End Date**

End Date:

6c Allow Runtime Override: ☐

6d **Algorithm - Client Scores by OU : Algorithm - Client Scores by OU**

Algorithms

- ☐ ACE
- ☐ Ace Scores
- ☐ ActItem Percentage 0to5 2
- ☐ ActItem Percentage Acc
- ☐ ActItem Percentage Aggregate 2
- ☐ ActItem Percentage BEN
- ☐ ActItem Percentage BEN 2
- ☐ ActItem Percentage CG Agg 2
- ☐ ActItem Percentage CG Needs 2
- ☐ ActItem Percentage CG Strengths 2
- ☐ ActItem Percentage CL 2
- ☐ ActItem Percentage CYRB
- ☐ ActItem Percentage CYS
- ☐ ActItem Percentage Caregiver Aggregate
- ☐ ActItem Percentage Core
- ☐ ActItem Percentage ED
- ☐ ActItem Percentage LDF
- ☐ ActItem Percentage LDF 2
- ☐ ActItem Percentage RB 2
- ☐ ActItem Percentage Str 2
- ☐ ActItem Percentage TAY
- ☐ ActItem Percentage TAY 2
- ☐ Child/Youth Risk Behaviors (Mean x 10)
- ☐ Core Needs Actionable Items
- ☒ Core Needs Actionable Items w/Classifications
- ☐ Domain 2
- ☐ Initial
- ☐ Weighted Percentage 0to5 2
- ☐ Weighted Percentage Acc

6e **Assessment Type(s)**

☒ Initial

☐ Update

☐ Planned Discharge

☐ Unplanned Discharge

6f **Limit Results to Latest Assessment**

Limit Results to Latest Assessment: ☐

6f **Limit Results to Open Placements**

Limit Results to Open Placements: ☐

6g **Rpt Unit/Tag Filter**

Select filter: ☒ Reporting Units ☐ Reporting Unit Tags

- ☒ San Bernardino County (SBC)
 - ☒ Aspiranet (Aspiranet)
 - ☒ Aspiranet-FFA (3613FF)
 - ☒ Boys Republic (BR)
 - ☒ Boys Republic-ChRIS (361BCR)
 - ☒ Community Access Network (CAN)
 - ☒ CAN-FFA-COR (361TFE)

6h **Tags**

- ☐ Demographics (RU)
 - ☐ DBH Region (DBH_R)
 - ☐ Central Valley (CV)
 - ☐ Desert/Mountain (DM)
 - ☐ East Valley (EV)
 - ☐ West Valley (WV)
 - ☐ Eligibility County (EC)
 - ☐ EC10 (EC10)
 - ☐ EC12 (EC12)
 - ☐ EC13 (EC13)
 - ☐ EC19 (EC19)
 - ☐ EC21 (EC21)

6i **Assessment Status(es)**

☒ Submitted

☐ Pending

☐ Assigned

☒ Approved

☐ Returned

☐ Deleted



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7. Once you have entered all report parameters, go to the top of the report parameter section and **click 'Save'** as shown.

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8. After saving all changes to the report, to run the report **click 'Run'**, located at the top of the reports screen, and choose from either 'Immediate' for the report to open in a separate browser screen of your computer, or 'Delivered' to have the report emailed to the email address associated with your Objective Arts user account.

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