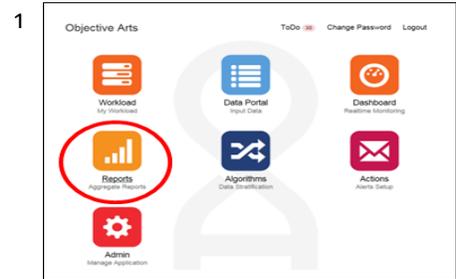
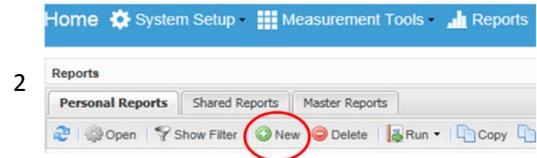


Children and Youth Collaborative Services – CYCS Running the Algorithm – Client Scores by OU Report in Objective Arts

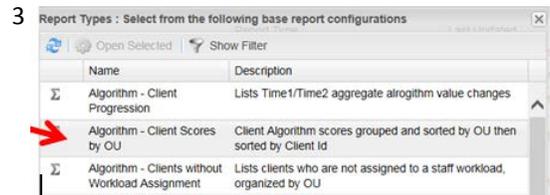
1. Navigate to the Reports screen by selecting “Reports”



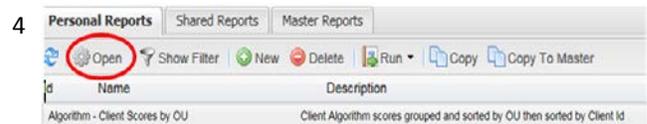
2. You should be on the ‘Personal Report’ tab. If not click on the ‘Personal Reports’ tab and then Select the ‘New’ button



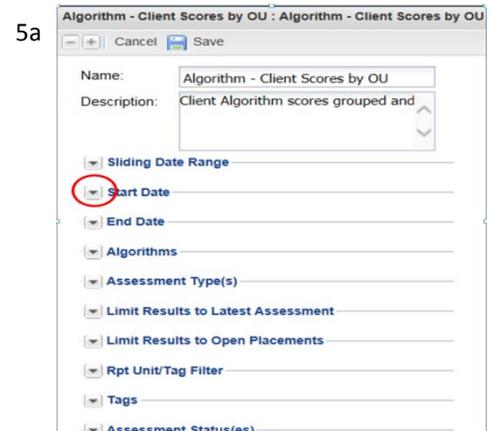
3. Scroll down and double click on the ‘Algorithm – Client Scores by OU’



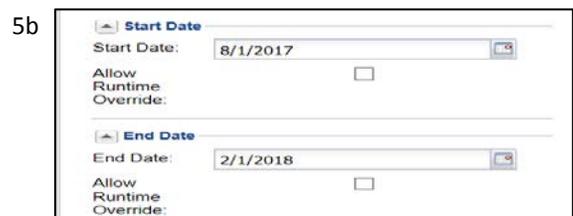
4. Once the report is listed under ‘Personal Reports’, click once on the report name to highlight it, and then



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.



- To expand the selection, click the downward arrow as shown on the right.
- It will then look like the picture right.
- 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.
- a) Do not choose a 'Sliding Date Range'
 - b) Put in an actionable 'Start' and 'End' Date.
 - c) Leave both 'Allow Runtime Override' sections **unchecked**
 - d) Under Algorithm, check 'Core Needs Actionable Items w/Classifications'
 - e) 'Assessment Type' should only be 'Initial'
 - f) Leave boxes **unchecked** for 'Limit Results to Latest Assessment' and 'Limit Results to Open Placements'
 - g) Under 'Rpt Unit/Tag Filter, choose your reporting unit(s)
 - h) For 'Tags', **do not select** any tags.
 - i) 'Assessment Status(es)' check 'Submitted' and 'Approved'

6a Sliding Date Range

Sliding Date Range: Specified Date Range

6b Start Date

Start Date: 8/1/2017

6c Allow Runtime Override:

6b End Date

End Date: 2/1/2018

6c Allow Runtime Override:

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

Cancel Save

Algorithms

- ACE
- Ace Scores
- ActItem Percentage Oto5 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 w/Classifications
- Domain 2
- Initial
- Weighted Percentage Oto5 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 (361HFF)

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

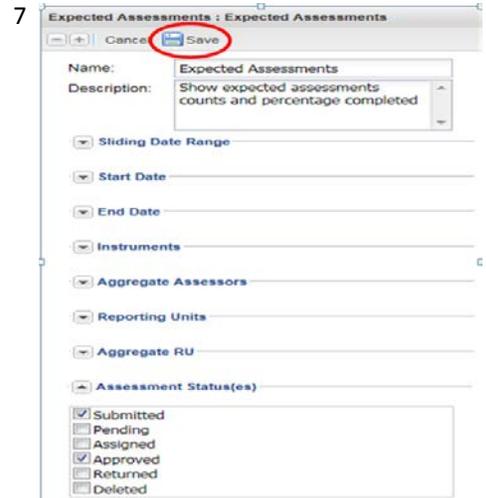
Returned

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.



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.

