

Subject	User Guide Notes
<b>Definitions</b>	New Client: First FS Case opened in Report Period
	Existing Client: First FS Case opened prior to Start Date
	Active Client: At least one session on at least one case in period
	New Case: Case Opened in period
	Existing Case: Case opened prior to start date
	Closed Case: Case closed within the reporting period
<b>Output</b>	PDF
<b>Parameters</b>	Defined period: Start Date & End Date (based on Session
	Location: Site
	Program: Funding Source
<b>Family Support Statistics</b>	
1.1 Number of new clients in the reporting period	Count of Clients that have Client Create Date within report period and Settlement Services Case with session within report period
1.2 Number of existing clients in the reporting period	Count of Clients that have Client Create Date prior to report period and a Settlement Services Case with session within report period
1.3 Number of new cases in reporting period	Count of Cases with a session within report period and Case Create Date within report period
1.4 Number of existing cases in the reporting period	Count of Cases with a session within report period and Case Create Date prior to report Start Date
1.5 Number of Open cases with no sessions in the reporting period	Count of Cases with Status = Open and no session within report period
1.6 Number of cases with at least one session in the reporting period	Count of Cases with Status = Open and >=1 session within report period
1.7 Number of cases closed in the reporting period	Count of cases with Close Date within report period
1.8 Number of cases carried over beyond the reporting period	Count of Cases with Exit Date <report End Date or NULL
1.9 Total number of client sessions held in the reporting period	Count of sessions with session date within report period
1.10 Number of active clients identifying as Aboriginal &/or Torres Strait Islander	Count of Clients with FS case with Status = Open and ATSI = Aboriginal or TSI or Aboriginal and
1.11. Number of active clients identifying as Homeless	Count of Clients with FS case with Status = Open and Homeless = Yes
Age of New Clients	Age as at report start date: 0-4 5-12 13-17 18-25 26-59 60+ Unknown
Age of Active Clients	Age as at report start date 0-4 5-12 13-17 18-25 26-59 60+ Unknown
Gender of New Clients (Primary Adult only)	
Gender of Active Clients (Primary Adult only)	
Main Language Spoken at Home - New Clients (Primary Adult only)	
Main Language Spoken at Home - Active Clients (Primary Adult only)	
Country of Birth - New Clients (Primary Adult only)	
Country of Birth - Active Clients (Primary Adult only)	
Postcode of new clients (Primary Adult only)	
Longterm Disability - Category - New Clients (Primary Adult only)	
Main Income Source for New Clients (Primary Adult only)	
Source of Incoming Referrals - New Clients (Primary Adult only)	
Referring Agency - New Clients (Primary Adult only)	
Outgoing Referrals - Active Clients (Primary Adult only)	
Main Presenting Major support areas for New Clients	
Client Sessions for New Clients	
Client Sessions for New & Existing Clients	
Number of Sessions per Client in the reporting period	
Average Session Time by User	
Service Type - Sessions	
Active Cases by User	Count of Cases with Status = Open and at least 1 session in report period. Group by Case Assigned User