



YFIRES Data System UPDATE BULLETIN

Youth Firesetting Information Repository and Evaluation System

Welcome to the YFIRES Data System Update Page. Please note the update number listed at the top of each bulletin. This will indicate the update by year and the chronological number within that year. It is imperative that you be familiar with all of the updates to be understand the changes that take place in the system. These bulletins will contain training advisories, system upgrades, or other improvements to the system.

Questions or comments can be submitted via the "Contact Us" buttons on the web page, www.YFIRES.com, or by calling 503-805-8482.

Update #2019-02

"Local Reporting System Upgrades"

Improvements upgrades have been made to the "Data Reporting Local" section of the YFIRES Data System.

In the past, every report created on this page would only show results of cases that had been **Submitted** to the YFIRES national data repository. It became clear that this did not allow programs to review and create status or summary reports on all of their cases (e.g. active, finalized, and submitted).

Within YFIRES, cases are categorized as:

Active - Cases that are open, currently receiving services and/or have additional data/documentation to be added. On the **Manage Cases** page within the system, these will be listed under the **Active** tab.

Finalized - When the **Close Out Date** on the **Communications Section** page is completed on a youth's file, the case is automatically moved to the **Finalized** tab on the **Manage Cases** page. These cases may be waiting for follow up or be complete; however, they do not yet have all of the mandatory (golden) data elements filled in, so they cannot be submitted to the YFIRES national data repository. From the local program's service delivery perspective, **Finalized** cases may represent a completed case (but have not yet been submitted to the YFIRES national data repository).

Submitted - Cases that have been submitted to the YFIRES national data repository. These cases appear under the **Submitted** tab on the **Manage Cases** page. From a local program's service delivery perspective, these cases are likely to be completed and closed.

Flagged - User can flag a case to assist in managing or prioritizing cases. This is an optional function that flags **Active** or **Finalized** case. These cases are already included in the **Active** or **Finalized** case summaries (i.e., they do not represent additional cases in the programs tracking numbers).

With the system improvement upgrade, it is now easier for programs to track their activity and case load. For example, to produce an annual program summary of productivity: **1) Go to the Data Reporting Local** page; **2) Select Report Type;** **3) use the Select Reports To View** box to choose the specific data elements you want to review; **4) Click on the Case Status** box to select the types of cases you want to include (e.g. Active, Finalized, Submitted, or Select All); **5) Select a Start Date and End Date** for the report; **6) Click on the Create Report** button. This will generate a summary report for the types of cases selected during the specific time period entered. In short, a program is now able to generate a report showing all of the cases they have worked with in a calendar or fiscal year whether the cases had been complete or submitted to the YFIRES national data repository.

If you have questions or need assistance, please feel free to contact YFIRES through the web site Contact page.

If you, as a user, discover any problems, develop helpful hints, or wish to share resources with YFIRES users, please pass them along to the YFIRES team.

Please take a moment to review these updates. Suggestions for changes can be submitted via the "Contact Us" button on the YFIRES.com web site.