Recording and Viewing an OhioKAN Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record

Knowledge Base Article

Recording and Viewing an OhioKAN Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record

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Overview

The Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record will be conducted during a first or second conversation with a family that has been screened in for OhioKAN services based on eligibility criteria. The goals of BASICS are to:
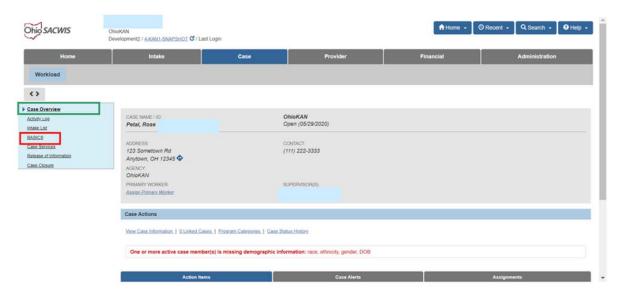
- Collect baseline information about family needs and financial resources
- Determine whether family's needs are imminent and/or complex
- Identify which referrals to provide immediately and
- Identify which domains to conduct additional assessments.

Each domain includes relevant examples of specific services or supports. Through the conversation with a family, OhioKAN staff will assess the level of need based upon the family's expressed urgency and/or complexity of need. This does not denote the frequency of a particular need, but the severity of the need.

Adding a New BASICS Record

From the SACWIS home page:

1. Navigate to the **Case Overview** screen.
2. Click the **BASICS** link in the navigation pane.

Note: The first time a BASICS record is entered, the system will display the following message: **No BASICS Information recorded**.

3. Click, **Add New BASICS**.

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The **Maintain BASICS** screen appears, displaying the Participants tab page.

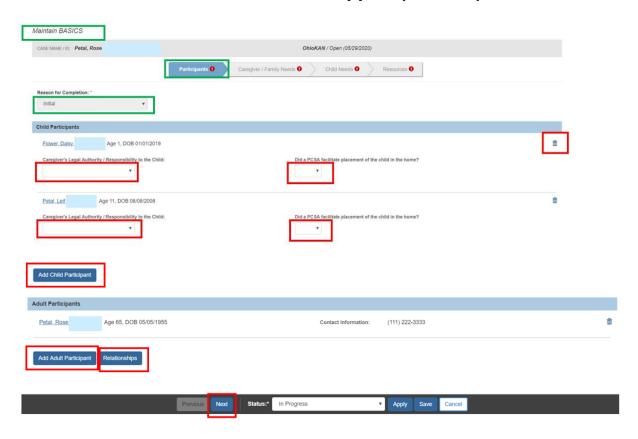## Completing the Participants Tab

> **Note**: When creating an Initial BASICS record, the system will default the **Reason for Completion** to **Initial**.

> **Note**: When the BASICS record is created, all active case members will automatically be added as Child and Adult Participants.

1. If applicable, delete Child Participant(s) that are no longer in the home.
2. Make a selection from the **Caregiver's Legal Authority / Responsibility to the Child** drop-down menu. (Complete for each child)
3. Make a selection from the **Did a PCSA facilitate placement of the child in the home?** drop-down menu. (Complete for each child)
4. If applicable, click the **Add Child Participant** button to add additional Child Participants not already on the BASICS.
5. If applicable, click the **Add Adult Participant** button to add additional Adult Participants not already on the BASICS.
6. Click the **Relationship** button to view/update relationships. Please refer to the following Knowledge Base Article for additional steps: Managing Person-Level Relationships.
7. Click either the **Next** Button or the **Caregiver / Family Needs** tab.

> **Note**: SACWIS will automatically save your changes as you progress through each tab page.

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The **Caregiver / Family Needs** tab page displays.

Completing the Caregiver / Family Needs Tab

Note: Clicking the **Field Guide** Drawer will expand the field guide narrative.

1. Select the appropriate radio button (Not challenging, Somewhat challenging, Very challenging) for each Question:
   Basic Needs
   Legal
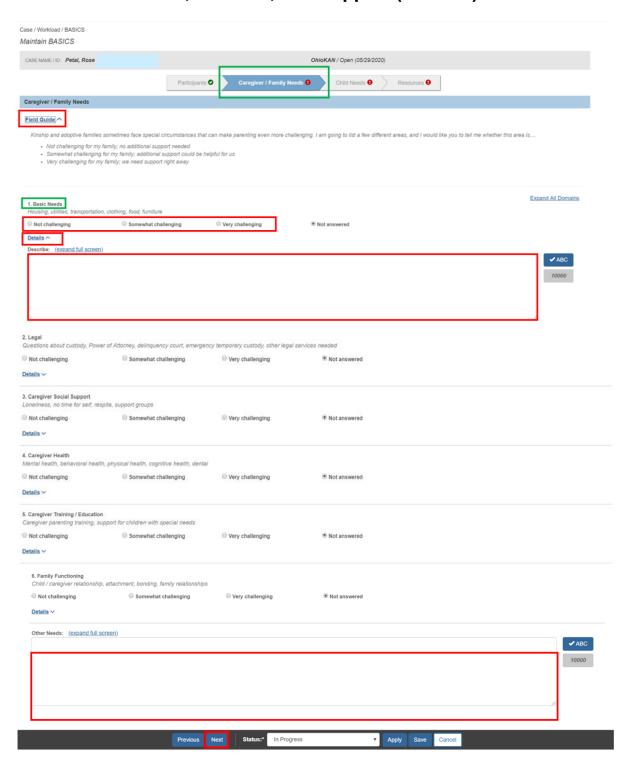   **Caregiver Social Support**
   Caregiver Health
   Caregiver Training / Education
   Family Functioning
2. Click **Details** drawer, enter **Describe** narrative for each question.
3. If applicable, record narrative in the **Other Needs** text box.
4. Click either the **Next** Button or the **Child Needs** tab.

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Last Revised: 06/25/2020

Case / Workload / BASICS
Maintain BASICS

CASE NAME / ID: ***Petal, Rose***		*OhioKAN / Open (05/29/2020)*

Participants ✓ | **Caregiver / Family Needs** ❗ | Child Needs ❗ | Resources ❗

Caregiver / Family Needs

Field Guide ⌃

Kinship and adoptive families sometimes face special circumstances that can make parenting even more challenging. I am going to list a few different areas, and I would like you to tell me whether this area is....

- *Not challenging for my family; no additional support needed*
- *Somewhat challenging for my family; additional support could be helpful for us*
- *Very challenging for my family; we need support right away*

Expand All Domains

1. Basic Needs
Housing, utilities, transportation, clothing, food, furniture

○ Not challenging   ○ Somewhat challenging   ○ Very challenging   ◉ Not answered

Details ⌃

Describe: (expand full screen)

✔ ABC
10000

2. Legal
Questions about custody, Power of Attorney, delinquency court, emergency temporary custody, other legal services needed

○ Not challenging   ○ Somewhat challenging   ○ Very challenging   ◉ Not answered

Details ⌄

3. Caregiver Social Support
Loneliness, no time for self, respite, support groups

○ Not challenging   ○ Somewhat challenging   ○ Very challenging   ◉ Not answered

Details ⌄

4. Caregiver Health
Mental health, behavioral health, physical health, cognitive health, dental

○ Not challenging   ○ Somewhat challenging   ○ Very challenging   ◉ Not answered

Details ⌄

5. Caregiver Training / Education
Caregiver parenting training, support for children with special needs

○ Not challenging   ○ Somewhat challenging   ○ Very challenging   ◉ Not answered

Details ⌄

6. Family Functioning
Child / caregiver relationship, attachment, bonding, family relationships

○ Not challenging   ○ Somewhat challenging   ○ Very challenging   ◉ Not answered

Details ⌄

Other Needs: (expand full screen)

✔ ABC
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Previous | **Next** | Status:* | In Progress ▾ | Apply | Save | Cancel

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The **Child Needs** tab page displays.

Completing the Child Needs Tab

Note: Clicking the **Field Guide** Drawer will expand the field guide narrative.

1. Select the appropriate radio button (Not challenging, Somewhat challenging, Very challenging) for each Question:
   - **Child Care**
   - **Education / Child Development**
   - **Child Social Support**
   - **Child Health**
2. Click **Details** drawer, enter **Describe** narrative for each question.
3. If applicable, record narrative in **Other Needs** text box.
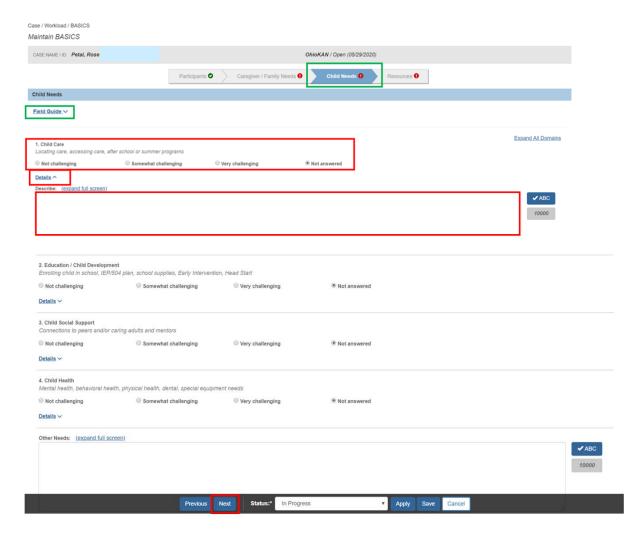4. Click either the **Next** Button or the **Resources** Tab.

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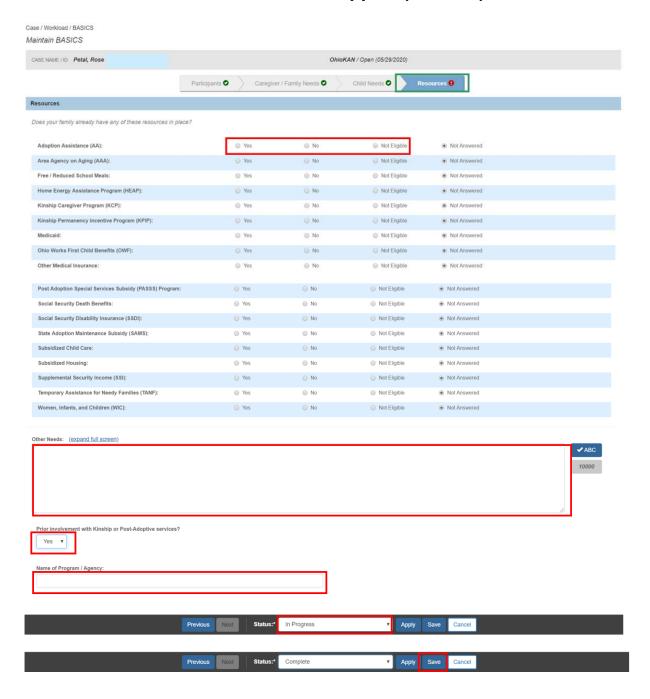
The **Resources** page displays

Completing the Resources Tab

1. Select the appropriate radio button (**Yes**, **No**, **Not Eligible**) for each Resource:

   - **Adoption Assistance (AA)**
   - **Area Agency on Aging (AAA)**
   - **Free / Reduced School Meals**
   - **Home Energy Assistance Program (HEAP)**
   - **Kinship Caregiver Program (KCP)**
   - **Kinship Permanency Incentive Program (KPIP)**
   - **Medicaid**
   - **Ohio Works First Child Benefits (OWF)**
   - **Other Medical Insurance**
   - **Post Adoption Special Services Subsidy (PASSS) Program**
   - **Social Security Death Benefits**
   - **Social Security Disability Insurance (SSDI)**
   - **State Adoption Maintenance Subsidy (SAMS)**
   - **Subsidized Child Care**, **Subsidized Housing**
   - **Supplemental Security Income (SSI)**
   - **Temporary Assistance for Needy Families (TANF)**
   - **Women, Infants, and Children (WIC)**

2. If applicable, record narrative in **Other Needs** text box.
3. Select **Yes** or **No** from the **Prior Involvement with Kinship or Post-Adoptive Services** drop-down menu.
4. If Yes, then enter the **Name of Program / Agency** in text box.
5. Select **Complete** from the Status dropdown.
6. Click **Save**.

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Case / Workload / BASICS
Maintain BASICS

| CASE NAME / ID: **Petal, Rose** | OhioKAN / Open (05/29/2020) |

Participants ✓ ⟩ Caregiver / Family Needs ✓ ⟩ Child Needs ✓ ⟩ **Resources ❗**

Resources

Does your family already have any of these resources in place?

	Yes	No	Not Eligible	Not Answered
Adoption Assistance (AA):	○ Yes	○ No	○ Not Eligible	● Not Answered
Area Agency on Aging (AAA):	○ Yes	○ No	○ Not Eligible	● Not Answered
Free / Reduced School Meals:	○ Yes	○ No	○ Not Eligible	● Not Answered
Home Energy Assistance Program (HEAP):	○ Yes	○ No	○ Not Eligible	● Not Answered
Kinship Caregiver Program (KCP):	○ Yes	○ No	○ Not Eligible	● Not Answered
Kinship Permanency Incentive Program (KPIP):	○ Yes	○ No	○ Not Eligible	● Not Answered
Medicaid:	○ Yes	○ No	○ Not Eligible	● Not Answered
Ohio Works First Child Benefits (OWF):	○ Yes	○ No	○ Not Eligible	● Not Answered
Other Medical Insurance:	○ Yes	○ No	○ Not Eligible	● Not Answered
Post Adoption Special Services Subsidy (PASSS) Program:	○ Yes	○ No	○ Not Eligible	● Not Answered
Social Security Death Benefits:	○ Yes	○ No	○ Not Eligible	● Not Answered
Social Security Disability Insurance (SSDI):	○ Yes	○ No	○ Not Eligible	● Not Answered
State Adoption Maintenance Subsidy (SAMS):	○ Yes	○ No	○ Not Eligible	● Not Answered
Subsidized Child Care:	○ Yes	○ No	○ Not Eligible	● Not Answered
Subsidized Housing:	○ Yes	○ No	○ Not Eligible	● Not Answered
Supplemental Security Income (SSI):	○ Yes	○ No	○ Not Eligible	● Not Answered
Temporary Assistance for Needy Families (TANF):	○ Yes	○ No	○ Not Eligible	● Not Answered
Women, Infants, and Children (WIC):	○ Yes	○ No	○ Not Eligible	● Not Answered

Other Needs: (expand full screen)

	✔ ABC
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Prior involvement with Kinship or Post-Adoptive services?

| Yes ▾ |

Name of Program / Agency:

[   ]

| Previous | Next | Status:* | In Progress ▾ | Apply | Save | Cancel |

| Previous | Next | Status:* | Complete ▾ | Apply | **Save** | Cancel |

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Last Revised: 06/25/2020

The Completed BASICS Record displays on this **BASCIS** Page.

Viewing a BASICS Record

1. Navigate to the **BASICS** screen
2. Click **view** beside the desired BASICS Record.
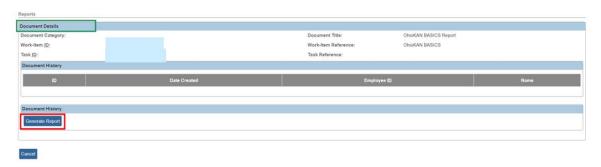

Printing a BASICS Record

1. Navigate to the **BASICS** screen.
2. Click the Report Icon.

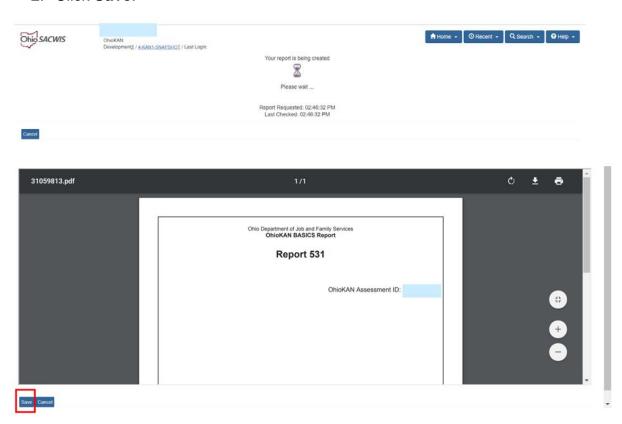Ohio | Department of Job and Family Services

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The **Reports** screen appears, displaying the **Document Details** grid.

1. Click **Generate Report.**

The report will display.

2. Click **Save**.

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.

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