Overview

The **Case Services** report generated from **BIC** (**Business Intelligence Channel**) provides an overview of the case services being added to cases from both a statewide or agency-wide perspective.

The report provides information on service categories, subcategories, and statuses, as well as details on the case services and the person being provided the services to help identify service-providing barriers.

It also measures case services that began during a selected period of time, are currently active, or ended during a selected period of time.

As discussed in more detail below, the **Case Services** report is located under the BIC Public Folders-OFC-Office of Families and Children at Adult / Child Protection > Management Reports / Case Services Report.

Navigating to the Report

- 1. Navigate to the BIC screen at http://innerweb/omis/biss/bic/index.shtml
- 2. Click the **Log-in** link.



The Login screen appears.



- 3. In the **Username** field, enter your user name.
- 4. In the **Password** field, enter your password.
- 5. Click the **OK** button.



The Public Folders screen appears.

6. Click the OFC – Office of Families & Children: Adult/Child Protection link.

Public Folders	21 12 2 2 2 2 2 2 2						
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OCF - Office of Children and Families	Friday, August 20, 2010 04:34:53 PM	More					

The Public Folders screen appears.

7. Click the Management Reports link.

Public Folders My Folders							
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T Ca MEPA	June 39, 2012 12:12:26 PM	More					
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The Management Reports screen appears.



8. Click the Case Services Report link.

ic Folders > OFC - Office of Families & Children: Adut/Child Protection > Management Reports	Ⅲ 13 1 G 國 義 賢 X @ @ × [G							
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The **BIC Selection** screen appears.

- 9. In the Select Year column, click the appropriate year.
- 10. If needed, click the appropriate month in the Select Month column (optional).
- 11. In the **Select Agency** column, click the appropriate agency or **Statewide** to view all agencies.
- 12. When complete, click the **Finish** button.



As shown on the next page, the selected Case Services Overview screen appears.



Department of Job and Family Services

Viewing Report Details

- 1. In the **Detail** section of the screen, select the appropriate link to view the **Service Type Details**.
- 2. If you are filtered by your own agency, click the **Person Detail at this Level** link (shown in gold) to view a drill down of all the people with active services or when services have started or ended in each category.



The selected Service Type Details screen appears.



- 3. To view details about a service type's subgroup, click the links that appear on the screen under **Ongoing Services**.
- 4. To get details of all services in that group, click the **Person Detail at this Level** link.

Port Period: Currently Open Services	e Channel illies and Children es Statistics - Ongoing Services Agency: Statewide
Communication	Ongoing Services

The drilldown details for that service type appear.

					Child W	elfare - G	BIC Busines (Case Se	is Inte Office rvices	of Fam Statist	e Channel illes and Ch tics - Person	ildren n Details -	Ongoi	ng Servic	es				
Agency	Case 1d	Service Begin Date	Service Ended Date	Person ID	First Name	Lest Name	Gender	Age	Race	Ethnicity	Category	Service	Uking Arrangment	Service Status	Service Payment	Current Agency Legal Status	Primary Worker	Superviso
Brie County Department of Job and Femily Services							FEMALE	22		Not Hispanio/Latino	Communication	Interpreter Services (LBP)	No	REFERRED	No			
Franklin County Children Services Board							FERALE	52		Unable to Determine	Communication	Interpreter Services (LEP)	No	PROVIDED	No			
Frenklin Čousty Children Services Boerd							TEMALE	32		Hispanic/Latino	Communication	Interpreter Services (LER)	No	NEEDED	No			
Frenklin County Children Services Boerd							PEMALE	27		Hispanic/Latino	Communication	Interpreter Services (LSP)	No	PROVIDED	No			
Henry County Department of Job and Family Services							MALE	39		Unable to Determine	Communication	Interpreter Services (LBP)	Ne	PROVIDED	No			

