

# **Generating the Provider Maltreatment and Licensing Violation Report**



**Knowledge Base Article**

# Generating the Provider Maltreatment and Licensing Violation Report

## Table of Contents

Overview .....	3
Navigating to the Report Details Screen.....	3
Generating the Report by Providers Licensed/Approved by Your Agency .....	5
Display of CA/N Intakes .....	7
Display of I &/or R Intakes .....	8
Example Report.....	9
Generating the Report by Intakes Recorded by Your Agency .....	10

# Generating the Provider Maltreatment and Licensing Violation Report

## Overview

This article describes how to generate the **Provider Maltreatment and Licensing Violation Report**. This report identifies **Screened In Child Abuse and Neglect (CA/N)** intakes, as well as **Information and/or Referral (I &/or R) - Licensing Rule Violation** intakes when the report is generated by an agency user.

You can generate the report by **Providers Licensed/Approved by Your Agency** or by **Intakes Recorded by Your Agency**. The report is accessed through the **Administration/Reports** tab in SACWIS and is located on Page 3 of the **Reports** list.

Complete the following steps to generate the report.

## Navigating to the Report Details Screen

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab.

The **Reports** screen displays.

Home	Intake	Case	Provider	Financial	Administration
	Staff	Maintenance	Security	Reports	Training

Report Filter Criteria

Report Category:  Report Type:

[Filter](#)

**Reports**

Result(s) 1 to 25 of 89 Page 1 of 4

Title	Category	Type	
AFCARS Exception Report - RPT 252	Fiscal	Agency	<a href="#">report</a>
AWOL Report	Administration	Agency	<a href="#">report</a>
Adoption Subsidy Report - RPT 303	Fiscal	Agency	<a href="#">report</a>

3. The report is currently listed on Page 3 of the **Reports** list. Scroll to the bottom of the screen and click the link for **Page 3**.

Disbursement Journal Report - Foster Parent Training - RPT 239C Fiscal Agency [report](#)

Results Page: | 1 | 2 | 3 | 4 | < >

## Generating the Provider Maltreatment and Licensing Violation Report

The **Reports** screen displays Page 3.

- Click the **Report** link that corresponds to the **Provider Maltreatment and Licensing Violation Report**.

Provider Directory Report	Provider	Unit	<a href="#">report</a>
Provider Draft Activity Log Report	Provider	Agency	<a href="#">report</a>
Provider Maltreatment and Licensing Violation Report	Provider	Agency	<a href="#">report</a>
Provider Participants Report	Provider	Agency	<a href="#">report</a>

The **Report Details** screen appears.

Administration » Reports

**Report Details**

Report Category: PROVIDER      Report Title: Provider Maltreatment and Licensing Violation Report  
Report Type: AGENCY

Report History

ID	Date Created	Employee ID	Name
----	--------------	-------------	------

Document History

Select Report Output Format

☐ PDF  
☒ Excel

**Generate Report**

- In the **Select Report Output Format** section, select **PDF** or **Excel** as the report format.
- Click the **Generate Report** button.

The **Provider Maltreatment Report** screen appears.

**Provider Maltreatment Report**

**Agency :** \*

Available : \*

Selected :

County Department of Job and Family Services

**Provider Type :**

Available :

Alternative Caregiver  
Babysitter/Child Care Provider  
Child Care Provider - Private  
Child Care Provider - Type A  
Child Care Provider - Type B

Selected :

Adoptive Care - 1692  
Adoptive Care - International (Non-ODJFS)  
Adoptive Home Provider - In State  
Adoptive Home-Out of State  
Adoptive Care

# Generating the Provider Maltreatment and Licensing Violation Report

## Generating the Report by Providers Licensed/Approved by Your Agency

1. On the **Provider Maltreatment Report** screen, your **Agency** is pre-populated in the **Selected** list as the selected agency for the report (shown in green below). This is a required field; an agency must be Selected.

**Note:** For State users, the **Statewide** option is pre-populated in the **Selected** Agency list. The **Selected** list can be modified using the **Add >** and **< Remove** buttons if desired.

The screenshot shows the 'Provider Maltreatment Report' form. It has two main sections: 'Agency' and 'Provider Type'.  
The 'Agency' section has an 'Available' list (empty) and a 'Selected' list containing 'County Department of Job and Family Service'. Between them are 'Add >' and '< Remove' buttons.  
The 'Provider Type' section has an 'Available' list with items: 'Alternative Caregiver', 'Babysitter/Child Care Provider', 'Child Care Provider - Private', 'Child Care Provider - Type A', and 'Child Care Provider - Type B'. It also has a 'Selected' list with items: 'Adoptive Care - 1692', 'Adoptive Care - International (Non-OL)', 'Adoptive Home Provider - In State', 'Adoptive Home-Out of State', and 'Adoptive Care'. Between these lists are 'Add >' and '< Remove' buttons.  
Color-coded boxes highlight the 'Selected' list for Agency (green), the 'Available' list for Provider Type (red), the 'Add >' and '< Remove' buttons (red), and the 'Selected' list for Provider Type (blue).

2. Review the **Provider Type** field. The following **Provider Types** are pre-populated in the **Selected** list to be included in the report (shown in blue above):
  - Adoptive Care
  - Children's Residential Centers
  - Foster Care
  - Group Home
  - Independent Living
  - Kinship Care
3. If appropriate, select a **Provider Type** in the **Available** list and click the **Add >** button to move it to the **Selected** list.
4. If appropriate, select a **Provider Type** in the **Selected** list and click the **< Remove** button to move it to the **Available** list.

**Note:** You can add or remove any **Provider Type** to modify the **Selected** list as desired.

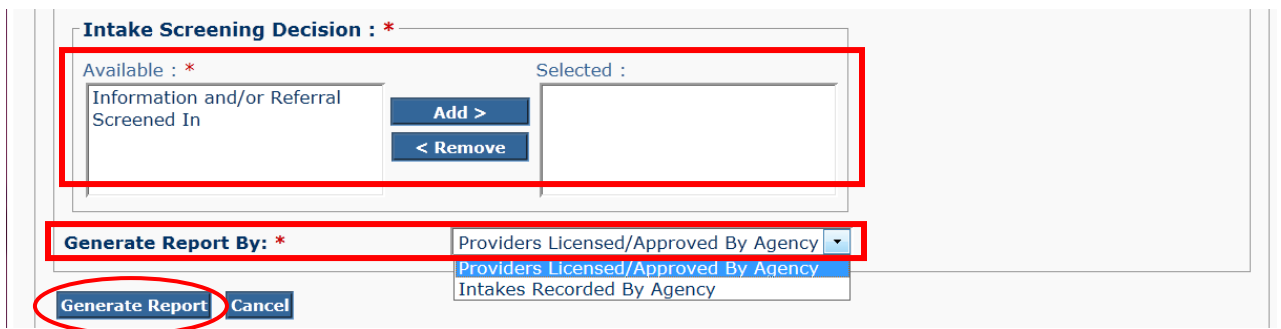
## Generating the Provider Maltreatment and Licensing Violation Report

5. In the **Screening Decision Begin Date** field, enter the beginning date of the period to be covered by the report. (Required)
6. In the **Screening Decision End Date** field, enter the ending date of the period to be covered by the report. (Required)



A screenshot of a web form showing two date input fields. The first field is labeled "Screening Decision Begin Date: \*" and the second is "Screening Decision End Date: \*". Both fields have a red rectangular border around them. Each field contains a date picker icon (a small calendar icon) to its right.

7. In the **Intake Screening Decision** field, select the appropriate option(s) in the **Available** list and click the **Add >** button. The selected Intake Screening Decision(s) move to the **Selected** list. (Required)



A screenshot of a web form showing the "Intake Screening Decision : \*" field. It contains two lists: "Available : \*" and "Selected :". The "Available" list has one item: "Information and/or Referral Screened In". There are two buttons between the lists: "Add >" and "< Remove". Below the lists is a "Generate Report By: \*" dropdown menu with three options: "Providers Licensed/Approved By Agency", "Providers Licensed/Approved By Agency", and "Intakes Recorded By Agency". The first two options are highlighted in blue. At the bottom left, there are two buttons: "Generate Report" (circled in red) and "Cancel".

8. In the **Generate Report By** field, select **Providers Licensed/Approved By Agency** from the drop-down list. (Required)

**Note:** Public agencies will have two options for the **Generate Report By** parameter as shown above. Private agencies will only be able to select the option **Providers Licensed/Approved By Agency** for this parameter, since private agencies do not record intakes.

9. Click the **Generate Report** button.

The report is generated in the format you specified.

The next sub-sections describe the display of **CA/N Intakes** and **I &/or R Intakes** on the **Providers Licensed/Approved By Agency** version of the report. The last section below describes the **Intakes Recorded By Agency** version of the report.

# Generating the Provider Maltreatment and Licensing Violation Report

## Display of CA/N Intakes

When you generate the report for the **Providers Licensed/Approved By Agency** parameter, the report will display any **Open** and **Active** Provider Members for your agency that have the role of **Alleged Perpetrator** on a **Screened In** intake during the parameter date period selected.

Intakes will display if:

- The **Intake Screening Decision Date** falls within the **Open** Provider span for your agency, and
- The **Intake Screening Decision Date** falls within the parameter dates selected for the report, and
- The Provider is not **Closed**.

**CA/N intakes will only display if the Out of Home Care Setting Type and/or the Provider ID within the OHC tab is completed on the intake.**

In order for an intake populated with the **Setting Type** to display in the report, the Setting Type must be one of the following:

- Approved Foster Care Organization
- Certified Foster Home
- Certified Organization
- Children's Residential Center
- Day Camp
- Foster Home
- Group Home
- Other
- Prefinalized Adoptive Placement
- Residential Camp
- Residential Care Facility
- Residential Facility
- Respite Home
- Shelter Facility

## Generating the Provider Maltreatment and Licensing Violation Report

Additionally, when the **Setting Type** is populated with any of the following values, the report will not check for Active provider members and will display the intake:

- Children's Residential Center
- Day Camp
- Group Home
- Hospital
- Institution
- Residential Camp
- Residential Care Facility
- Residential Facility
- Shelter Facility

**Important:** The report will **not** display intakes in which a child is the **Alleged Perpetrator** where that child is not an **Active** Provider Member (where no other AP is an **Active** Provider Member) unless the **Setting Type** is populated with **Children's Residential Center, Day Camp, Group Home, Hospital, Institution, Residential Camp, Residential Care Facility, Residential Facility, or Shelter Facility**.

### Display of I &/or R Intakes

The **Provider Maltreatment and Licensing Violation Report** also displays intakes in which the **Intake Category** is **I &/or R** where the **Intake Type** is **Licensing Rule Violation** and the **Intake Participant** is an **Active** Provider Member for an **Open** provider.

The **I &/or R Licensing Rule Violation Report** does **not require** that the **OHC** tab be completed in order for it to display.

**Note:** This logic may return an **I &/or R Licensing Rule Violation Report** in which more than one recommended provider may exist for 2 different recommending agencies. This situation may exist in a scenario where a child is disclosing a rule violation from a historical placement while the child is in a different, current placement. If you have questions regarding any data, please contact the SACWIS Help Desk to verify.





# Generating the Provider Maltreatment and Licensing Violation Report

## Generating the Report by Intakes Recorded by Your Agency

As noted previously, public agencies will have two options for generating the report. Complete the following steps to generate the report by **Intakes Recorded by Your Agency**.

1. Follow **Steps 1-7** under [Generating the Report by Providers Licensed/Approved by Your Agency](#) above.
2. In the **Generate Report By** field, select **Intakes Recorded By Agency** from the drop-down list.

The screenshot shows a web interface for generating a report. At the top, there is a section titled 'Intake Screening Decision : \*'. Below this, there are two boxes: 'Available : \*' and 'Selected :'. The 'Available' box contains the text 'Information and/or Referral Screened In'. Between the two boxes are two buttons: 'Add >' and '< Remove'. Below the 'Available' box, there is a dropdown menu labeled 'Generate Report By : \*'. The dropdown menu is open, showing three options: 'Intakes Recorded By Agency', 'Providers Licensed/Approved By Agency', and 'Intakes Recorded By Agency'. The first option, 'Intakes Recorded By Agency', is highlighted. Below the dropdown menu, there are two buttons: 'Generate Report' and 'Cancel'. The 'Generate Report' button is circled in red.

3. Click the **Generate Report** button.

This version of the report will display **Screened In CA/N and I &/or R Licensing Rule Violation** intakes that have been recorded by your agency. Intakes will be displayed if the **Intake Participant** with a role of **Alleged Perpetrator** is an **Active** Provider Member on a provider that is **not Closed** OR if there is a **linked Provider ID** on the **OHC** tab. The intake must fall within the parameter dates selected for the report as well as the Active provider span.

If you need additional information or assistance, please contact the SACWIS Help Desk.