

# **Generating the Safety Hazard Report**



## **Knowledge Base Article**

# Generating the Safety Hazard Report

## Table of Contents

Overview .....	3
Navigating to the Person Profile .....	3
Viewing Active Safety Hazards.....	5
Viewing Address Environmental Safety Hazards .....	6
Generating the Safety Hazard Report.....	7
Navigating to the Report Parameters Page .....	7
Generating the Report.....	9

# Generating the Safety Hazard Report

## Overview

This article describes how to view safety hazards in SACWIS that display on the **Safety Hazard Report** and how to generate the report.

The **Safety Hazard Report** displays safety hazards that are documented for each person in SACWIS and meet the criteria described in the sections below. The report will display safety hazard data that is entered on the **Person** record and the **Primary Address**.

Safety Hazards will display on the report for:

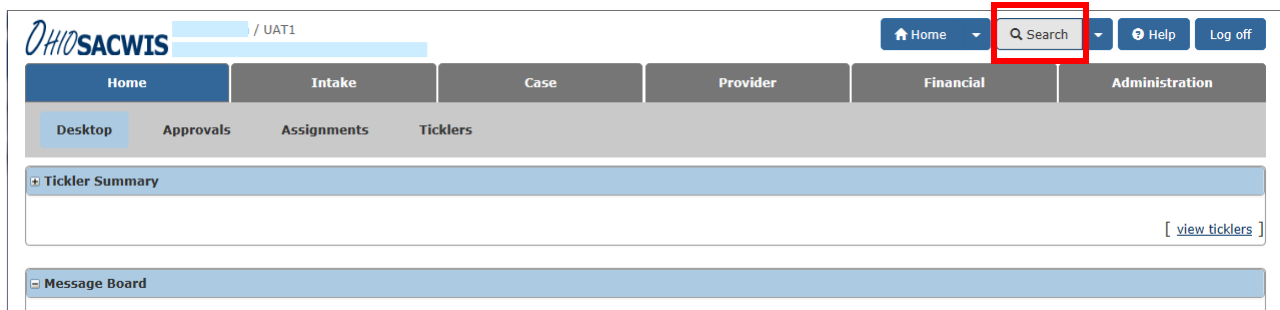
- Any person who is an **Active Member on a Case**.
- Any person who is an **Intake Participant on an Intake that has been Screened In**, even if that intake is still on the **Intake Workload**.

The following sections describe how to view safety hazards and generate the **Safety Hazard Report**.

## Navigating to the Person Profile

Safety hazard data that is entered on the **Person** and the **Primary Address** can be viewed from the **Person Profile**. To view these safety hazards, complete the following steps.

1. On the SACWIS **Home** screen, click the **Search** button.



The **Person Search Criteria** screen (**Person Search** tab) appears as shown on the next page.

## Generating the Safety Hazard Report

2. Enter search criteria in the appropriate fields OR enter the **Person ID**, if known.

**Person Search** | Intake Search | Case Search | Provider Search | Employee Search

**Person Search Criteria**

Prefix:

Last Name:  ☒ AKA ☐ Sounds Like

First Name:  [HINT: AKA / 'Sounds Like' applies to last/first/middle name only. Wildcard (%) search & 'Sounds Like' cannot be used together.]

Suffix:

Middle Name:

DOB:  or From Age:  To Age:

Gender:  Race:

Hispanic /Latino:

Person ID:  1234567

**Advanced Search Criteria**

3. Click the **Search** button at the bottom of the screen.

The results appear in the **Person Search Results** grid at the bottom of the screen.

4. Click the **View** or **Edit** link beside the appropriate **Person ID**.

**Person Search Results**

Result(s) 1 - 1 of 1 Page 1 of 1

Person ID	Name	Street	City	State/Zip	Gender	Age	DOB	Active Case
1234567								

[view](#) [edit](#)

The **Person Profile** appears displaying the **Basic** tab.

**Profile** | Education | Medical | Employment | Military | Background | Delinquency | SACWIS History

**Basic** | Demographics | Address | Additional | Characteristics | Safety Hazard | Confidential Information

Name:  Person ID:  DOB:

**Hazard/Alert Information**

☒ Safety Hazard Exists ☐ Safety Plan Exists ☐ Environmental Hazard Exists ☐ Protective Service Alert

☐ AWOL ☐ Pregnant ☐ Pregnant/Parenting Minor ☐ Pregnant/Parenting Youth in Custody

**Person Information**

Prefix:

First Name:  Middle Name:

**Note:** Users may also navigate to the **Person Profile** screen by selecting a participant name hyperlink from within a Work Item in SACWIS.

## Generating the Safety Hazard Report

### Viewing Active Safety Hazards

The Safety Hazard Report displays the **Active** safety hazards from the Person record. This safety hazard information can be viewed on the **Safety Hazard** tab of the Person record.

1. In the **Person Profile**, click the **Safety Hazard** tab.

The screenshot shows the top navigation tabs of a Person Profile: Basic, Demographics, Address, Additional, Characteristics, **Safety Hazard** (circled in red), and Confidential Information. Below the tabs, there are input fields for Name, Person ID, and DOB. A section titled 'Hazard/Alert Information' contains several checkboxes: ☒ Safety Hazard Exists, ☐ Safety Plan Exists, ☐ Environmental Hazard Exists, ☐ Protective Service Alert, ☐ AWOL, ☐ Pregnant, ☐ Pregnant/Parenting Minor, and ☐ Pregnant/Parenting Youth in Custody.

The **Safety Hazard** list screen appears displaying the **Active Safety Hazards** section.

The screenshot shows the 'Safety Hazard' tab selected and circled in red. Below the tabs are input fields for Name, Person ID, and DOB, followed by a 'Created in Error' section with radio buttons for 'Exclude' (selected) and 'Include'. The main section is titled 'Active Safety Hazards' and is highlighted with a red box. It contains a table with the following data:

	Hazard Type	Begin Date	Narrative
<a href="#">edit</a>	Drug Activity	01/01/2016	Testing
<a href="#">edit</a>	Mental Health/Not Taking Medication	01/01/2016	Testing
<a href="#">edit</a>	Explosive Behavior	01/01/2016	Testing
<a href="#">edit</a>	Weapons in the Home	01/01/2016	Testing

Below the table is an 'Add Safety Hazard' button. At the bottom, there is a section for 'Inactive Safety Hazards' with a table structure including columns for Hazard Type, Begin Date, End Date, and Narrative.

2. Click the **View** or **Edit** link beside each safety hazard to view or edit the record.

**Note:** For instructions to add or edit a safety hazard record, please refer to the [Creating and Maintaining a Safety Hazard Record](#) Knowledge Base Article.

## Generating the Safety Hazard Report

### Viewing Address Environmental Safety Hazards

The Safety Hazard Report displays **Address Environmental Safety Hazards** that are entered on the **Primary Address** for the person. This safety hazard information can be accessed from the **Address** tab of the Person record as described below.

1. In the **Person Profile**, click the **Address** tab. The **Person Address** screen appears.
2. Click the **Address** link of the **Primary Address** for the person.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information	
Name: [ ] Person ID: [ ] DOB: [ ]							
Person Address							
<a href="#">View Address History</a>							
	Type	Map	Address	Valid	Effective Date	Primary	Hazard
<a href="#">edit</a>	Residence	<a href="#">Directions</a>	1234 Old Oak Tree Rd Columbus, OH	Yes	11/12/2013	<input checked="" type="radio"/>	No
<a href="#">Add Address</a>							

The **Address Details** screen appears.

3. Review the narrative in the **Environmental Hazard Details** field.

**Domestic Address Details**

Address: [ ]

County: [ ] Other County: [ ]

School District: [ ] Other District: [ ]

Census Tract: [ ] Geographical Designation: [ ]

Neighborhood Name: [ ]

Law Enforcement Jurisdiction: [ ]

**Environmental Hazard Details:**

Information must be entered here for the report to display Environmental Hazard in the Safety Hazard Column.

[Spell Check](#) [Clear](#) 3892

Directions: [ ]

**Important:** Address Environmental Safety Hazards will display on the report only if they are entered on the **Primary Address** of the person, and the **Environmental Hazard Details** narrative is populated.

# Generating the Safety Hazard Report

## Generating the Safety Hazard Report

The Safety Hazard Report can be accessed through the **Administration > Reports** tabs in SACWIS.

## Navigating to the Report Parameters Page

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	Reports	Training	Utilities		

Report Filter Criteria

Report Category:  Report Type:

Filter

Reports

Result(s) 1 to 25 of 93 Page 1 of 4

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

3. The report is currently listed on Page 4 of the **Reports** list. Scroll to the bottom of the screen and click the link for **Page 4**.

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

Results Page: | 1 | 2 | 3 | 4 | 5 |

The **Reports** screen displays Page 4.

4. Click the **Safety Hazard Report** hyperlink.

<a href="#">SAMS Report - RPT 278</a>	Fiscal	Agency
<a href="#">SAR/Case Review Due Date Report</a>	Case	Agency
<a href="#">Safety Hazard Report</a>	Intake	Agency
<a href="#">Screened Out Intake Report</a>	Intake	Agency

## Generating the Safety Hazard Report

The **Report Details** screen appears.

**Report Details**

Report Category: INTAKE      Report Title: Safety Hazard Report

Report Type: AGENCY

**Report History**

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

**Document History**

**Select Report Output Format**

☐ PDF

☒ Excel

**Generate Report**

5. In the **Select Report Output Format** section, select **PDF** or **Excel** as the report format. **Excel** is pre-selected.

6. Click the **Generate Report** button.

The **Safety Hazard Report** parameters page appears. The user's **Agency** is pre-selected.

**Safety Hazard Report**

**Safety Hazard :**

**Available:**

Search:  [Add All](#)

- Address Environmental Hazard
- Contagious Disease
- Convicted of a Violent Crime
- Domestic Violence
- Drug Activity
- Explosive Behavior
- Involved in Gang Activity
- Mental Health/Not Taking Medication

**Selected: \***

**Agency: \***

**Agency Unit:**

**Supervisor:**

**Employee:**

**Exclude intakes from Report:** ☐

**Generate Report** **Cancel**



# Generating the Safety Hazard Report

## Generating the Report

On the **Safety Hazard Report** parameters page:

1. In the **Safety Hazard** section, select a safety hazard in the **Available** list and click the **Add** link to move the value to the **Selected** list. (Required)

The screenshot shows the 'Safety Hazard Report' interface. It features two main sections: 'Available:' and 'Selected: \*'. The 'Available:' section contains a list of safety hazards: Address Environmental Hazard, Contagious Disease, Convicted of a Violent Crime, Domestic Violence, Drug Activity, Explosive Behavior, Involved in Gang Activity, and Mental Health/Not Taking Medication. An 'Add' link is circled in red. The 'Selected:' section is currently empty and contains 'Remove' and 'Remove All' links. A red box highlights the 'Available:' section, and a blue box highlights the 'Selected:' section.

### Note:

- You may click the **Add All** link to move all values to the **Selected** list.
  - If you move a value in error, select the value in the **Selected** list and click the **Remove** link to move the value back to the **Available** list.
2. Repeat **Step 1** as appropriate to select all **Safety Hazard(s)** you wish to include in the report.
  3. If you wish to limit the report data to a specific unit or supervisor or employee, select the **Agency Unit**, then select the **Supervisor** (if desired), then select the **Employee** (if desired). (Optional)

The screenshot shows the 'Agency: \*' dropdown menu. Below it are the 'Agency Unit:', 'Supervisor:', and 'Employee:' dropdown menus, which are grouped by a red box. Below these is the 'Exclude intakes from Report:' checkbox. At the bottom, the 'Generate Report' button is circled in red, and the 'Cancel' button is next to it.

4. To exclude safety hazards from intakes from displaying in the report, select the **Exclude intakes from Report** check box. (Optional)
5. Click the **Generate Report** button.

## Generating the Safety Hazard Report

The report displays in the format you specified. The example below shows the Excel version of the report.

Safety Hazard Report														
Agency Name : County Department of Job and Family Services														
Date of Report: Jan 8, 2016														

### Note:

- When a person is an **Intake Participant** and an **Active Case Member**, the person will display as an **Active Case Member** in the **Person Status** column.
- For intakes in which the **Person Status** is **Active Case Member**, the assigned worker hierarchy role is as follows: Primary Worker, Adoption Worker, Assessment/Investigation Worker, Worker, Supervisor, and Assessment/Investigation Supervisor.
- For intakes where the **Person Status** is **Intake Participant**, the report displays the Last Name, First Name of the **Screeners**.

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