

Generating the Family Assessment Risk Contributor Report



Knowledge Base Article

Generating the Family Assessment Risk Contributor Report

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Generating the Family Assessment Risk Contributor Report

Overview

This article describes how to generate the **Family Assessment Risk Contributor Report**. This report displays **Risk Contributor** information regarding all **Family Assessments completed** within a particular **Parameter Period** (date range) specified by the user.

The user has the option to include only the Family Assessments completed during the parameter period for **Cases** that are currently in **Open** status, or **Cases** that are currently in **Closed** status, or both.

The report will display completed **Family Assessments** that are **Routed and Approved Final**. The following information will also display:

- **Case Identifying Information,**
- **Case Opening and Closure dates related to Episode of Family Assessment Approval,**
- **Case Status,** and
- **Family Assessment Approval Date.**

The report also displays **Risk Contributor Statistics** on a second sheet in the Excel version of the report. The user has the option to include or exclude the statistics when generating the report.

Complete the following steps to generate the report.

Generating the Family Assessment Risk Contributor Report

Navigating to the Report Parameters Page

The Family Assessment Risk Contributor Report can be accessed through the **Administration > Reports** tabs in SACWIS.

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

Report Filter Criteria

Report Category: Report Type:

Filter

Reports

Result(s) 1 to 25 of 100 Page 1 of 4

Title	Category	Type
AA Ceiling Waiver Requests Report - RPT 406	Fiscal	Agency
AFCARS Exception Report - RPT 252	Fiscal	Agency
AFCARS Exception Summary Report - RPT 396	Administration	Agency

3. The report is currently listed on Page 2 of the **Reports** list. Scroll to the bottom of the screen and click the link for **Page 2**.

Client Characteristics Report Case Worker

Results Page: | 1 | **2** | 3 | 4 | 8 | 25

The **Reports** screen displays Page 2.

4. Click the **Family Assessment Risk Contributor Report** hyperlink.

Eligibility Determination/Redetermination Due Report -RPT 237	Fiscal	Agency
Family Assessment Risk Contributor Report	Administration	Agency
Family Team Meeting Statistical Report	Case	Agency
Federally Recognized Tribes Report	Administration	Agency

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The **Report Details** screen appears.

Report Details

Report Category: ADMINISTRATION Report Title: Family Assessment Risk Contributor Report

Report Type: AGENCY

Report History

ID	Date Created	Employee ID	Name
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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 **Family Assessment Risk Contributor Report** parameters screen appears. The user's **Agency** is pre-selected.

Family Assessment Risk Contributor Report

Agency: *

Family Assessment Completion Period Begin Date: *

Family Assessment Completion Period End Date: *

Current Case Status: * Both

Unit:

Supervisor:

Worker:

Include Statistics: * Yes

Generate Report Cancel

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Generating the Report

On the **Family Assessment Risk Contributor Report** parameters screen:

1. In the **Family Assessment Completion Period Begin Date** field, select the desired begin date of the parameter period for the report. (Required)
2. In the **Family Assessment Completion Period End Date** field, select the desired end date of the parameter period for the report. (Required)

The screenshot shows the 'Family Assessment Risk Contributor Report' parameters screen. It contains the following fields:

- Agency: *** (Dropdown menu)
- Family Assessment Completion Period Begin Date: *** (Date input field with calendar icon)
- Family Assessment Completion Period End Date: *** (Date input field with calendar icon)
- Current Case Status: *** (Dropdown menu with 'Both' selected)
- Unit:** (Dropdown menu)

The date fields are highlighted with a red box, and the Current Case Status field is highlighted with a blue box.

3. In the **Current Case Status** field, select the desired parameter from the drop-down list. The field will default to **Both**. (Required)
 - **Both** – The report will include risk contributor information from all Family Assessments that were completed during the specified parameter period for **Cases** that are currently **Open** AND for **Cases** that are currently **Closed**.
 - **Open** – The report will only include information from Family Assessments completed during the specified parameter period for **Cases** that are currently **Open**.
 - **Closed** – The report will only include information from Family Assessments completed during the specified parameter period for **Cases** that are currently **Closed**.

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4. If you wish to limit the report data to a specific unit or supervisor or worker, select the **Unit**, then select the **Supervisor** (if desired), then select the **Worker** (if desired). (Optional)
5. In the **Include Statistics** field, select the desired parameter from the drop-down list. The field will default to **Yes**. (Required)
 - **Yes** – The report will display statistical risk contributor data on sheet 2 of the report.
 - **No** – The report will not display statistical risk contributor data on sheet 2 of the report. (**Note:** The report generates more quickly when you select this option.)

Note: The statistics on sheet 2 of the report will display the **Risk to Decision Relationship** and the **Final Risk to Disposition Relationship** for only **CAN** reports and **FINS Stranger Danger**.

The screenshot shows a web form for generating a report. It contains several dropdown menus and two buttons. The 'Current Case Status' dropdown is set to 'Both'. The 'Unit', 'Supervisor', and 'Worker' dropdowns are grouped together in a red box. The 'Include Statistics' dropdown is set to 'Yes' and is highlighted with a blue box. At the bottom, there are two buttons: 'Generate Report' (circled in red) and 'Cancel'.

Current Case Status: *	Both
Unit:	
Supervisor:	
Worker:	
Include Statistics: *	Yes

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

The report displays in the format you specified. The example on the next page shows the Excel version of the report.

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Family Assessment Risk Contributor Report Example

Report Example (Sheet 1)

FAMILY ASSESSMENT RISK CONTRIBUTOR REPORT				
Date Range: 04/01/2016 to 04/30/2016				
Run Date: 05/06/2016				
Agency	Case ID	Case Name	Case Open Date related to Episode of Family Assessment Approval	Case Closure Date related to Episode of Family Assessment Approval
			03/03/2016	04/12/2016
			04/07/2016	04/29/2016
			02/23/2016	04/08/2016
			03/03/2016	04/20/2016

Report navigation: Report_1 (circled), Statistics_2, (+)

Report example, continued:

Current Case Status	Family Assessment ID	Family Assessment Approval Date	Child Functioning Risk Contributors		
			Self Protection	Physical/Cognitive/Social Development	Emotional/Behavioral
Closed		04/07/2016	X		
Closed		04/27/2016	X		X
Closed		04/07/2016	X		
Closed		04/15/2016	X		X

Report example, continued:

Adult Functioning Risk Contributors						
Cognitive Abilities	Physical Health	Emotional/Mental Health	Domestic Relations/Domestic Violence	Substance Use	Response to Stressors	Parenting Practices
			X			
		X	X	X	X	X

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Report example, continued:

Family Functioning Risk Contributors			Historical Functioning Risk Contributors		
Family Roles, Interactions, and Relationships	Resource Management and Household Maintenance	Extended Family, Social, and Community Supports	Caretaker's Victimization of Other Children	Caretaker's Abuse/Neglect as a Child	Impact of Past Services
X	X	X		X	X

Report example, continued:

Safety Threat	Matrix-Indicated Case Decision	Final Case Decision	Disposition
Not Currently Active	Transfer to Ongoing Services	Close	AR
Not Currently Active	Transfer to Ongoing Services	Close	AR
Not Currently Active	Close	Close	Indicated
Not Currently Active	Close	Close	AR

Report example, continued:

Final Risk Level	Discretionary Override	Discretionary Override Reason	Case Transfer Date	Service Planning Resulted in Out of Home Placement
High	X	Discretionary Override Based on Unique Case Circumstances		
High	X	Discretionary Override Based on Unique Case Circumstances		
Moderate				
Moderate				

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Report example, continued:

Unit	Supervisor	Employee
Intake - Screening		
Intake - Screening		
Intake - Screening		
Intake - Screening		

Note: The report displays the **Employee** based on the Employee who created the Family Assessment.

Statistics Example (Sheet 2)

RISK ASSESSMENT STATISTICS			
	Total Assessments in Query	Total Assessments with Risk Contributor	Percentage
RISK CONTRIBUTOR TOTALS			
Assessments with at least one Child Functioning Risk Contributor	599	548	91.49%
Assessments with at least one Adult Functioning Risk Contributor	599	253	42.24%
Assessments with at least one Family Functioning Risk Contributor	599	124	20.70%
Assessments with at least one Historical Functioning Risk Contributor	599	101	16.86%
CHILD			
Assessments with Self Protection Risk Contributor	599	505	84.31%
Assessments with Physical/Cognitive/Social Development Risk Contributor	599	107	17.86%
Assessments with Emotional/Behavioral Risk Contributor	599	173	28.88%
ADULT			
Assessments with Cognitive Ability Risk Contributor	599	8	1.34%
Assessments with Physical Health Risk Contributor	599	19	3.17%
Assessments with Emotional/Mental Health Risk Contributor	599	42	7.01%
Assessments with Domestic Relations/Domestic Violence Risk Contributor	599	149	24.87%
Assessments with Substance Use Risk Contributor	599	79	13.19%
Assessments with Response to Stressors Risk Contributor	599	29	4.84%
Assessments with Parenting Practices Risk Contributor	599	71	11.85%
FAMILY			
Assessments with Family Roles, Interactions, and Relationships Risk Contributor	599	101	16.86%
Assessments with Resource Management and Household Maintenance Risk Contributor	599	22	3.67%
Assessments with Extended Family, Social, and Community Supports Risk Contributor	599	13	2.17%
HISTORICAL			

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Statistics example, continued:

HISTORICAL			
Assessments with Caretaker's Victimization of Other Children Risk Contributor	599	45	7.51%
Assessments with Caretaker's Abuse/Neglect as a Child Risk Contributor	599	51	8.51%
Assessments with Impact of Past Services Risk Contributor	599	27	4.51%
RISK TO DECISION RELATIONSHIP (Includes CA/N and FINS Stranger Danger Only)			
Number of Assessments where Final Risk Level is Intensive and Case Decision is Close	579	29	5.01%
Number of Assessments where Final Risk Level is High and Case Decision is Close	579	99	17.10%
Number of Assessments where Final Risk Level is Moderate and Case Decision is Close	579	255	44.04%
Number of Assessments where Final Risk Level is Low and Case Decision is Close	579	180	31.09%
Number of Assessments where Final Risk Level is Intensive and Case Decision is Transfer	579	3	0.52%
Number of Assessments where Final Risk Level is High and Case Decision is Transfer	579	9	1.55%
Number of Assessments where Final Risk Level is Moderate and Case Decision is Transfer	579	2	0.35%
Number of Assessments where Final Risk Level is Low and Case Decision is Transfer	579	2	0.35%
FINAL RISK TO DISPOSITION RELATIONSHIP (Includes CA/N and FINS Stranger Danger Only)			
Number of Assessments where Final Risk Level is Intensive and Disposition is Substantiated	579	3	0.52%
Number of Assessments where Final Risk Level is High and Disposition is Substantiated	579	9	1.55%
Number of Assessments where Final Risk Level is Moderate and Disposition is Substantiated	579	7	1.21%
Number of Assessments where Final Risk Level is Low and Disposition is Substantiated	579	7	1.21%
Number of Assessments where Final Risk Level is Intensive and Disposition is Indicated	579	0	0.00%
Number of Assessments where Final Risk Level is High and Disposition is Indicated	579	1	0.17%
Number of Assessments where Final Risk Level is Moderate and Disposition is Indicated	579	5	0.86%
Number of Assessments where Final Risk Level is Low and Disposition is Indicated	579	6	1.04%
Number of Assessments where Final Risk Level is Intensive and Disposition is Unsubstantiated	579	0	0.00%
Number of Assessments where Final Risk Level is High and Disposition is Unsubstantiated	579	19	3.28%
Number of Assessments where Final Risk Level is Moderate and Disposition is Unsubstantiated	579	29	5.01%
Number of Assessments where Final Risk Level is Low and Disposition is Unsubstantiated	579	29	5.01%
Number of Assessments where Final Risk Level is Intensive and Disposition is Alternative Response	579	29	5.01%
Number of Assessments where Final Risk Level is High and Disposition is Alternative Response	579	79	13.64%
Number of Assessments where Final Risk Level is Moderate and Disposition is Alternative Response	579	216	37.31%
Number of Assessments where Final Risk Level is Low and Disposition is Alternative Response	579	140	24.18%

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