

# **Generating the Intake Assessment Lifecycle Report for Child Abuse, Neglect, and Dependency**



**Knowledge Base Article**

# Creating an Intake Assessment Lifecycle Report for Child Abuse, Neglect, and Dependency

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# Creating an Intake Assessment Lifecycle Report for Child Abuse, Neglect, and Dependency

## Overview

This article describes how to generate the **Intake Assessment Lifecycle Report for Child Abuse, Neglect, and Dependency**.

## Locating the Report

1. From the SACWIS Home Page:
2. Click the **Administration** tab.
3. Click, **Reports**.

The **Report Filter Criteria** screen appears.

1. Select **Intake** from the **Report Category** drop-down menu.
2. Click, **Filter**.

Home	Intake	Case	Provider	Financial	Administration
Staff	Maintenance	Reports	Training	Utilities	

Report Filter Criteria

Report Category:  Report Type:

Filter

Title	Category	Type
<a href="#">AA Ceiling Waiver Requests Report</a>	Fiscal	Agency
<a href="#">AAICPC Interstate Data Form Quarterly Report</a>	Provider	Agency

A specific list of Intake types appears in the **Reports** grid.

3. Click the **Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency**.

Title	Category	Type
<a href="#">Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency</a>	Intake	Agency
<a href="#">Intake Designated Drug Type Report</a>	Intake	Agency
<a href="#">Intake Details and Statistics Report</a>	Intake	Agency
<a href="#">Intake Statistical Report by Geographical Designation</a>	Intake	Agency
<a href="#">NCANDS Data Exception, Recurrence, and Child Fatality Report</a>	Intake	Agency
<a href="#">Safety Hazard Report</a>	Intake	Agency
<a href="#">Screened Out Intake Report</a>	Intake	Agency

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## Generating the Report

The **Report Details** screen appears.

1. Select **Excel** or **PDF** in the **Select Report Output Format** section. SACWIS defaults to Excel because it is the best program for viewing the report.
2. Click, **Generate Report**.

The screenshot shows the 'Report Details' screen. At the top, there are fields for 'Report Category:' (INTAKE) and 'Report Type:' (AGENCY). To the right, 'Report Title:' is 'Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency'. Below this is a 'Report History' table with columns for ID, Date Created, Employee ID, and Name. Underneath is a 'Document History' section with a 'Select Report Output Format' label. There are two radio buttons: 'PDF' and 'Excel', with 'Excel' selected. A 'Generate Report' button is also visible and highlighted with a red circle.

The **Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency** screen appears.

**Important:** Only Intakes as of January 01, 2015 will display on the report. Data prior to January 01, 2015 will not be included.

**Note:** Steps one through five (1-5) are required.

1. Make a selection from the **Include Assessments** drop-down menu (“**Include Assessments**” describes what intakes will be included in the report).
  - a. “**Screened-In Date**” means that only Intakes with a Screened-In Date between the selected parameter dates will be included in the report.
  - b. “**Final Assessment Approval Date**” means that only Intakes where the Family, Specialized or Ongoing Assessment Approval Date occurs between the selected parameter dates will be included in the report.
2. Enter the **Begin Date**.
3. Enter the **End Date**.
4. Make a selection(s) from the **Intake Category** by placing a checkmark(s) in the appropriate checkbox(es).

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- a. Selecting the **CA/N Report** will return Traditional and Alternative Response reports for the selected time period.
  - b. Selecting **Dependency** will return all dependency reports for the selected time period.
  - c. Selecting **Family in Need of Services** will return only Stranger Danger reports for the selected time period.
5. Make a selection from the **Agency** drop-down menu.

**Note:** Steps six through eleven (6-11) are optional.

6. Make a selection from the **Available** list in the **Agency Unit** grid.
7. Click, **Add** (this will place the selection(s) in the **Selected** box).
8. Make a selection(s) from the **Available** list in the **Supervisor** grid.
9. Click, **Add**.
10. Make a selection(s) from the **Available** list in the **Worker** grid.
11. Click, **Add**.
12. Click, **Generate Report**.

**Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency**

Include Assessments: \*      Screened-In Date ▾

Begin Date: \*      08/01/2017

End Date: \*      08/18/2017

Intake Category:       CA/N Report  Dependency Report  Family in Need of Services

Agency: \*      StateWide ▾

**Agency Unit:**

Available:	Selected:
<input type="text" value=""/> <a href="#">Add All</a> <b>Add</b>	<input type="text" value=""/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>
AHS	
Administration	
Adoption	
Automated Systems	

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Supervisor:

Available: [Search] Add All [Add]

Selected: [Remove] Remove All [Search]

Worker:

Available: [Search] Add All [Add]

Selected: [Remove] Remove All [Search]

**Generate Report** Cancel

A message appears, stating, **“your report is being created.”**

Ohio SACWIS UAT3 / 3.11.0 / Last Login: 08/11/2017 10:42:52 AM

Home Recent Search Help

Your report is being created

Please wait ...

Report Requested: 09:23:52 AM  
Last Checked: 09:24:18 AM

When SACWIS is finished running the report:

13. Click, **Save** (this will save a copy of the report in Report History).

Ohio SACWIS

Home Recent Search Help

[If New Window Does not Open in a few seconds - Click here to open report](#)

Report Rpt433 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button

**Save** Cancel Review Parameters

# Creating an Intake Assessment Lifecycle Report for Child Abuse, Neglect, and Dependency

The **Report Filter Criteria** screen appears.

1. Click, **Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency**.

Title	Category	Type
Intake Assessment Lifecycle Report for Child Abuse, Neglect and Dependency	Intake	Agency
Intake Designated Drug Type Report	Intake	Agency

The **Report Details** screen appears, displaying the saved report.

1. Click the report number link for the saved report.
2. The report will appear in the **Report History** grid with “temp” as the default file name.
3. Rename the report.
4. Click, **Save**.

ID	Date Created	Employee ID	Name
18977997	08/14/2017 09:51 AM	186692	Nichols, Celeste

The report is displayed in Excel format.

# Creating an Intake Assessment Lifecycle Report for Child Abuse, Neglect, and Dependency

## Explanation of Column Content

### Column H: Initiation Timely

Emergency Intakes that require an initiation within one (1) hour and Non-Emergency Intakes that require initiation within twenty-four (24) hours are tracked to determine if the initiation occurred within the mandated timeframe.

**Note:** The report does not display whether or not an Intake is classified as Emergency or Non-Emergency.”

### Column M: Face to Face Attempts (Five Day Rule)

This is a count of attempted visits until the first ACV/CSR face-to-face contact occurs.

### Column N: Safety Assessment Due Date

This column displays the date that is seven working days from the Screened-In date. The calculation of seven working days *does* take into consideration Federal Holidays.

### Column Q: Safety Assessment Extension

This column displays the date of the approved Safety Assessment Extension.

### Column R: Family, Ongoing, or Specialized Assessment Required?

This column notes what type of assessment is required for the identified Intake.

### Column S: Family, Ongoing, or Specialized Due Date

Displays the due date of the assessment, which is calculated as forty-five (45) calendar days from the Screened-In date. When an extension is approved, the date is recalculated as sixty (60) calendar days from the Screened-In Date.

### Column T: Family, Ongoing, or Specialized Completion Date

Displays the completion date of the required assessment; however, if a waiver for the applicable assessment is approved, then “Waiver” will display here.

### Column V: Family, Ongoing, or Specialized Assessment Extension

Displays the date of approved assessment extension.

### Column W: Disposition Due Date

Displays the due date of the disposition, which is calculated as forty-five (45) calendar days from the Screened-In date. When an extension is approved, the date is recalculated as sixty (60) calendar days from the Screened-In Date.

### Column X: Disposition Completion Date



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Displays the completion date of the disposition; however, if a waiver for the disposition is approved, then “Waiver” will display here.

## Column Z: Disposition Extension

Displays the date of approved Disposition Extension.

## Column AB: Final Case Decision

Displays the Final Case Decision as noted in the Family Assessment. “Specialized” and “Ongoing” Assessments will display N/A in this column.

## Column AD: Supervisor

The Assessment/Investigation Worker’s direct supervisor will display.

## Column AE: Assessment/Investigation Worker.

This column will display the most recent worker, in relation to the Screened-In Date and Case Disposition of the Intake, where the role of “Assessment/Investigation Worker” is designated. The following hierarchy is utilized to define which worker will display as the worker assigned to the intake when the report is run without the optional parameters:

1. Assessment/Investigation Worker
2. Primary Worker
3. Worker

Case ID	Intake ID	Case Name	Screen-in Date & Time	Category	Allegation Type	Screening Decision	Initiation Timely	Initiation Contact Type	Initial Face-to-Face Attempted date	Initial Face-to-Face Within 24 hrs	Face-to-Face Extension	Face-to-Face Attempts (Five Day Rule)	Safety Assessment Due Date	Safety Assessment Completion Date
2834564	17820335	Jones, Jessica	12/31/2016 12:36 p.m.	Dependency Report	Dependent Child	Screen In	Yes	Phone	1/17/2017	No	Yes	4	1/10/2017	1/20/2017
456689	17896412	Lamb, Mary	12/31/2016 3:33 p.m.	CA/N Report	Physical Abuse	Screen In AR	No	Letter	1/2/2017	No	Yes		1/10/2017	1/5/2017
123685	17852699	Smith, Bethany	1/2/2017 12:38 p.m.	Family in Need of Services	Stranger Danger	Screen In	Yes	Face-to-Face	1/2/2017	Yes	No		1/10/2017	1/4/2017
898563	17862369	Thomas, Amanda	1/4/2017 1:22 p.m.	CA/N Report	Neglect	Screen In	Yes	Face-to-Face	1/5/2017	Yes	Yes	5	1/12/2017	Waiver
456321	17882398	Stanford, Samantha	1/7/2017 2:28 p.m.	CA/N Report	Neglect	Screen In AR	Yes	Letter	1/8/2017	Yes	No		1/17/2017	1/11/2017

  

Safety Assessment Completed Within Seven Working Days	Safety Assessment Extension	Family, Ongoing, or Specialized Assessment Required?	Family, Ongoing, or Specialized Assessment Due Date	Family, Ongoing, or Specialized Assessment Completion Date	Family, Ongoing, or Specialized Assessment Completed within 45 days?	Family, Ongoing, or Specialized Assessment Extension	Disposition Due Date	Disposition Completion Date	Disposition Completed within 45 days?	Disposition Extension	Disposition	Final Case Decision
No		Family	2/14/2017	2/8/2017	Yes	No	2/14/2017	2/8/2017	Yes	Yes	N/A	Closed
Yes		Family	2/14/2017	2/22/2017	No	Yes	2/14/2017	2/23/2017	No	Yes	Alternative Response	Transferred for Ongoing PCSA Services
Yes	02/04/2016	Family	N/A	1/22/2017	N/A	N/A	N/A	N/A	N/A	N/A	Indicated	Transferred for Ongoing PCSA Services
No		Family	2/18/2017	Waiver	No	No	2/18/2017	Waiver	No	Yes	Unable to Locate	Closed
Yes	02/03/2016	Ongoing	N/A	N/A	N/A	N/A	2/21/2017	2/18/2017	Yes	N/A	Alternative Response	Ongoing Assessment

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