

# Creating a Bridges Review



## Knowledge Base Article

# Completing a Bridges Review

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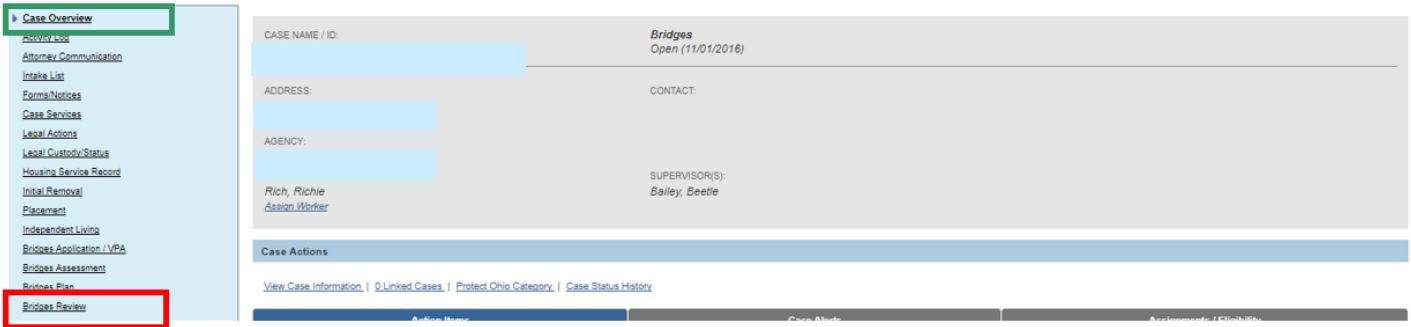
# Completing a Bridges Review

## Overview

This document provides step-by-step instruction for creating a Bridges Review.

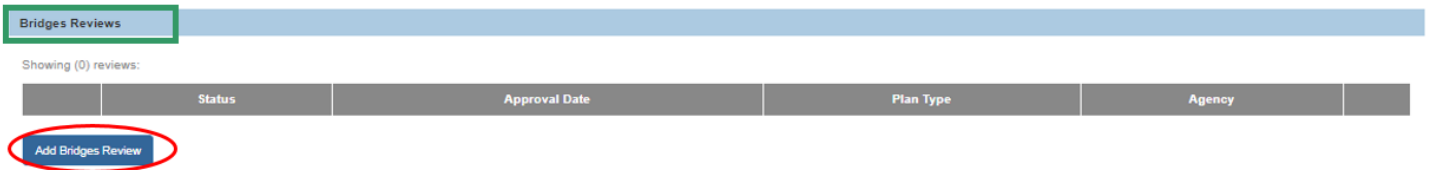
From the SACWIS home page:

1. Navigate to the **Case Overview** screen.
2. Click, **Bridges Review** in the navigation pane.



The **Bridges Reviews** grid appears.

3. Click, **Add Bridges Review**.



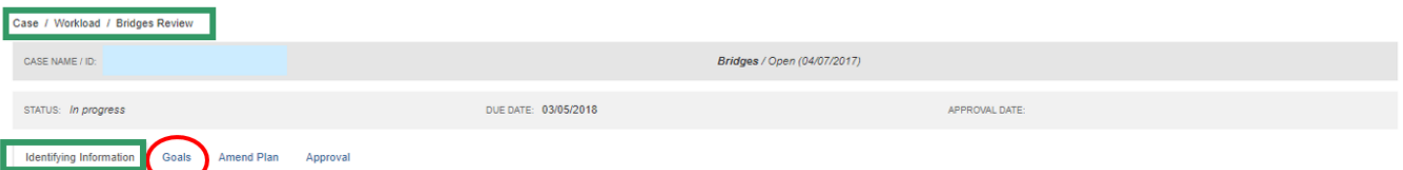
The **Bridges Review** screen appears. The **Identifying Information** tab is highlighted.

4. Select all that apply in the **Eligibility Requirement for Bridges** grid.
5. Enter comments in the text box labeled, **Explain current eligibility status**.

**Note:** If necessary, enter comments in the text box labeled, **Explain activities to re-establish eligibility**.

6. Click the **Goals** tab.

**Important:** If explanation text is entered in the **Explain current eligibility status**, you must place a checkmark in the re-establish checkbox.



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**Eligibility Requirement for Bridges**

Young adult must meet at least one of the following criteria to maintain eligibility for Bridges. Check all that apply.  
*Supporting documentation is required.*

- Completing secondary education (high school) or a program leading to an equivalent credential
- Enrolled in an institution that provides post-secondary (college) or vocational education
- Participating in a program that is designed to promote, or remove barrier to, employment
- Employed at least 90 hours in a month
- Incapable of completing education or employment requirements due to physical or mental health condition

Explain current eligibility status: [\(expand full screen\)](#)

Check if young adult is not meeting criteria but working to re-establish eligibility within the 60 day grace period

Explain activities to re-establish eligibility: [\(expand full screen\)](#)

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The **Review Active Goals** grid appears.

## Reviewing and Editing Active Goals

**Note:** If an active goal needs to be edited, a red circle with a white exclamation mark will appear beside the goal.

1. Click the **edit** link.

**Review Active Goals**

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**edit** Self-Development and Healthy Relationships - is for the sole use of the intended recipient(s) and may contain private, c

**edit** Home Management and Life Skills - This e-mail

**edit** Education - This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain private, confidential, a

The **Edit Goal Progress** screen appears.

2. In the **Service Review** grid, make a selection from the **Progress Towards Goal** drop-down menu.
3. Enter narrative in *each* text box below the questions on the page
4. If there were no barriers to the youth completing his/her goal, place a checkmark in the checkbox beside the words, **Not Applicable**.

OR,

5. Enter narrative in the text box below the question: **What were the barriers to completing your goal?**
6. Make a selection from the drop-down menu below the question: **Does the young adult feel that they received the necessary resources and support to assist them in working towards achieving their goal(s)?**

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In the **Completion Details** grid:

7. Enter a **Goal End Date**.
8. Select either **Completed** or **Not Completed** from the drop-down menu under **Goal End Reason**.
9. Click, **Save**.

**Note:** As you edit and end date a goal, it will appear in the **Goals End Dated in Current Review** grid.

## Goals End Dated in Current Review

[edit](#) 02/27/2018 - Self-Development and Healthy Relationships - This e-mail message, including any attachments, is for the sole use of the int

### Edit Goal Progress

CASE NAME / ID:	Bridges / Open (10/05/2017)		
STATUS: <i>In progress</i>	DUE DATE: 03/06/2018	APPROVAL DATE:	

### Goal Details

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[Action Steps and Barriers](#) ▾  
[Linked Services](#) ▾  
[End-Dated Services](#) ▾  
[Contact Resources](#) ▾

### Service Review

Progress Towards Goal:

How will progress regarding this goal help you achieve success? [\(expand full screen\)](#)

✓ ABC  
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Did the Action Steps help you in completing the goal? Do any of the Action Steps need to be modified? [\(expand full screen\)](#)

✓ ABC  
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What were the barriers to completing your goal?

Not Applicable  
[\(expand full screen\)](#)

✓ ABC  
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Does the young adult feel that they received the necessary resources and support to assist them in working towards achieving their goal(s)?

According to the Bridges Liaison, what services or supports were provided to the young adult during this review period? [\(expand full screen\)](#)

✓ ABC  
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### Completion Details

Goal End Date: <input type="text"/>	Goal End Reason: <input type="text"/>
----------------------------------------	------------------------------------------

## Completing a Bridges Review

The **Bridges Review** screen appears, displaying the following message: **Your data has been saved.**

If it is necessary to make changes to the Bridges Plan:

10. Click the **Amend Plan** tab.

The screenshot shows the top navigation bar with 'Case / Workload / Bridges Review' highlighted. Below it, the case name is 'Bridges / Open (04/07/2017)'. The status is 'In progress', the due date is '03/05/2018', and the approval date is blank. A green notification bar at the top says 'Your data has been saved.' Below the notification bar, there are four tabs: 'Identifying Information', 'Goals', 'Amend Plan' (circled in red), and 'Approval'.

### Amending the Bridges Plan or Bridges Assessment

The **Amend Plan** grid appears.

1. Place a checkmark(s) in the relevant checkbox(es) if the young adult wishes to make changes to any of the active goal domains, or if the young adult wishes to add goals to any inactive goal domains.

**Note:** If the Bridges Assessment is still in progress, you have the ability to edit the Assessment by clicking the **edit** link in the **Reassessment** grid. Once the Assessment has been completed, you will have only a view option.

2. Click the **Approval** tab.

The screenshot shows the 'Amend Plan' tab selected. The 'Amend Plan' section has two sections: 'Does the young adult want to modify the following active goal domains?' and 'Does the young adult want to add goals to the following inactive goal domains?'. The active goal domains are: Home Management and Life Skills, Employment and Career Preparation, Financial and Money Management, Health and Self Care, and Legal. The inactive goal domains are: Self-Development and Healthy Relationships and Education. Below the 'Amend Plan' section is the 'Reassessment' section, which includes an 'edit' link, 'Assessment Type: Reassessment', 'Assessment Status: In Progress', 'Date:', and 'Agency:'. There is also an 'Add Reassessment' button.

# Completing a Bridges Review

## Approving the Review

The **Approval Information** grid appears.

1. Click, **Submit for Approval**.

Case / Workload / Bridges Review

CASE NAME / ID: [redacted] Bridges / Open (10/05/2017)

STATUS: In progress DUE DATE: 03/06/2018 APPROVAL DATE:

✔ Your data has been saved. [x]

Identifying Information Goals Amend Plan **Approval**

**Approval Information**

This review is ready for approval.

An In Progress Bridges Plan will be created due to the following reason(s):  
Goal(s) were end dated as a part of this review.

**Submit for Approval**

2. The **Process Approval** screen appears.
3. Make a selection from the **Action** drop-down menu.
4. Make a selection from the **Reviewers/Approvers** drop-down menu.
5. Click, **Save**.

**Process Approval**

Work Item

ID: [redacted] Type: CASE Reference: [redacted]  
Task ID: [redacted] Task Type: Bridges Review Task Reference: [redacted]  
Task Status:

Routing/Approval Action

Action: \* [Please Select An Action ▼]

Comments:

Spell Check Clear 2009

Agency: [redacted]

Reviewers/ Approvers: [Please Select A Reviewer/Approver ▼]

**Save** Cancel

The **Bridges Reviews** grid appears, displaying, **Pending Approval** in the **Status** grid.

CASE NAME / ID: [redacted] Bridges Open (10/05/2017)

✔ Your data has been changed. [x]

**Bridges Reviews**

Showing (1) reviews:

Status	Approval Date	Plan Type	Agency
<b>Pending Approval</b>	02/28/2018	Updated - 12/07/2017	[redacted]

Add Bridges Review

# Completing a Bridges Review

Once the Review has been approved, the **Signatures** tab appears.

**Note:** The date the Bridges Review is signed, by both the young adult and the Bridges worker, is the date of the Review.

The screenshot shows a web application interface for a Bridges Review. At the top, there is a header bar with 'CASE NAME / ID: Bridges / Open (08/30/2017)'. Below this, a status bar shows 'STATUS: Approved', 'DUE DATE: 03/01/2018', and 'APPROVAL DATE: 12/01/2017'. A navigation menu includes 'Identifying Information', 'Goals', 'Amend Plan', and 'Signatures', with 'Signatures' highlighted by a green circle. The main content area is titled 'Signatures Captured' and contains two rows for capturing signatures. The first row has a blue bar on the left and a 'Date Signed:' field with a calendar icon on the right. The second row is for 'Rich, Richie - Bridges Worker' and also has a 'Date Signed:' field with a calendar icon. At the bottom left, there is a blue button labeled 'Add Agency Representative'.

If you need further assistance, please contact the SACWIS Help Desk.