Creating a Bridges Assessment

Knowledge Base Article

Table of Contents

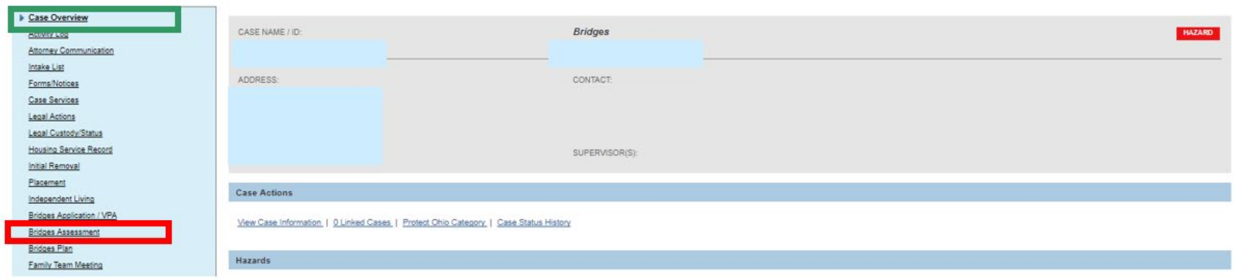
Creating a Bridges Assessment

Overview

This article provides step-by-step instruction for creating a **Bridges Assessment**.

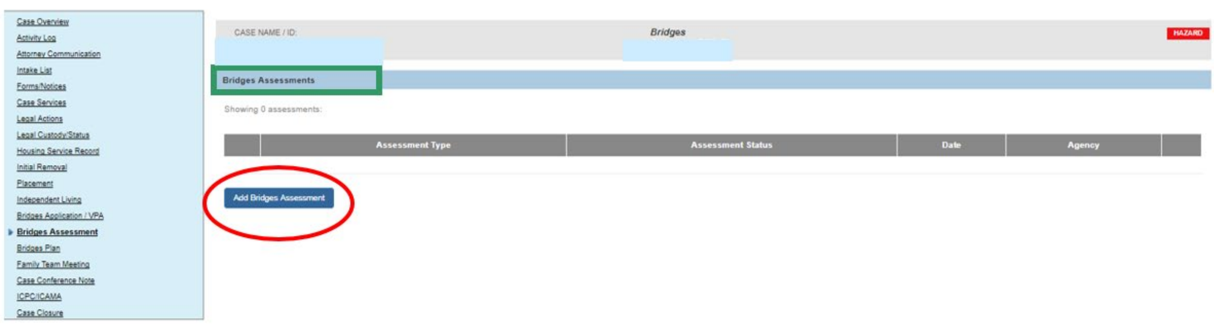
From the Ohio SACWIS Home screen:

1. Navigate to the **Case Overview** screen.
2. Select, **Bridges Assessment**, from the navigation pane.



The **Bridges Assessments** screen appears.

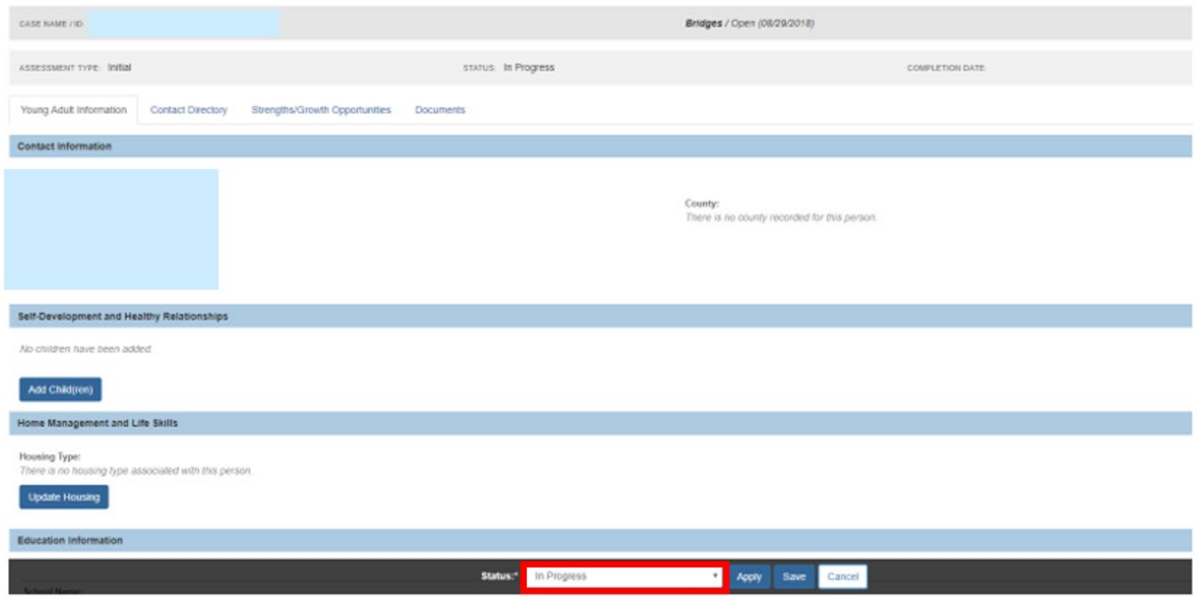
3. Click, **Add Bridges Assessment**.



Creating a Bridges Assessment

The **Bridges Assessment** screen appears, displaying a Status of, **In Progress**.

4. Review the information.
5. Click, **Save**.



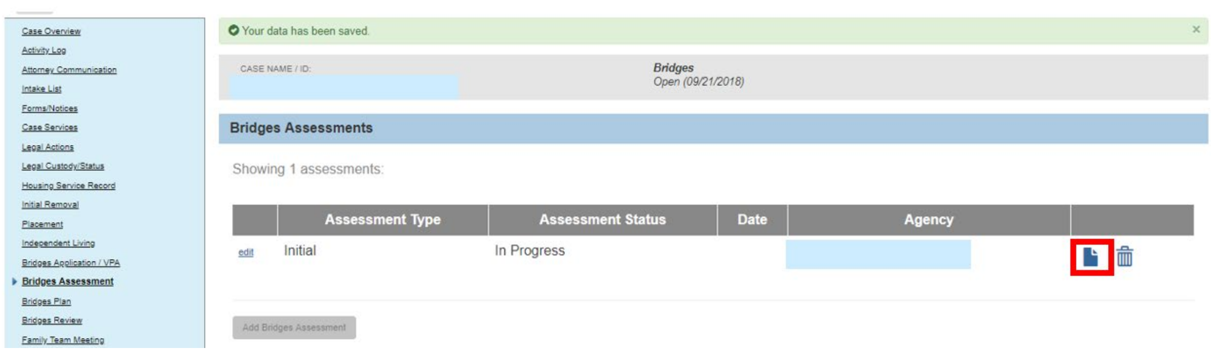
Note: The information contained in the Bridges Assessment is pulled from the Person record; therefore, if the information is incorrect or incomplete, the Person record will need to be updated. For each section of the **Young Adult** tab, you can click the bold blue buttons (i.e. **Add Children**, **Update Education Information**, etc.) to make edits to the young adult's information on the Person record.

For Information regarding Housing (**Home Management and Life Skills** [**Update Housing**]), please see the Bridges Housing KBA.

The **Bridges Assessments** screen appears.

Generating the Bridges Assessments Questionnaire

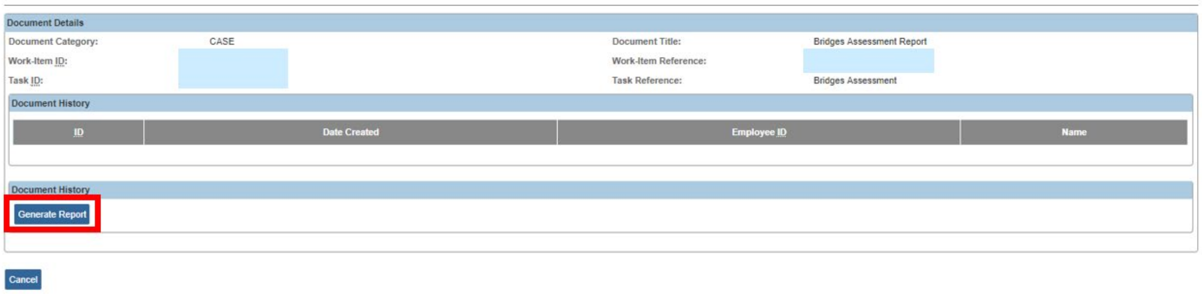
1. Click the paper icon.



Ohio | Department of Job and Family Services

The **Document Details** screen appears.

2. Click, **Generate Report**.



The **Bridges Assessment** questionnaire appears.

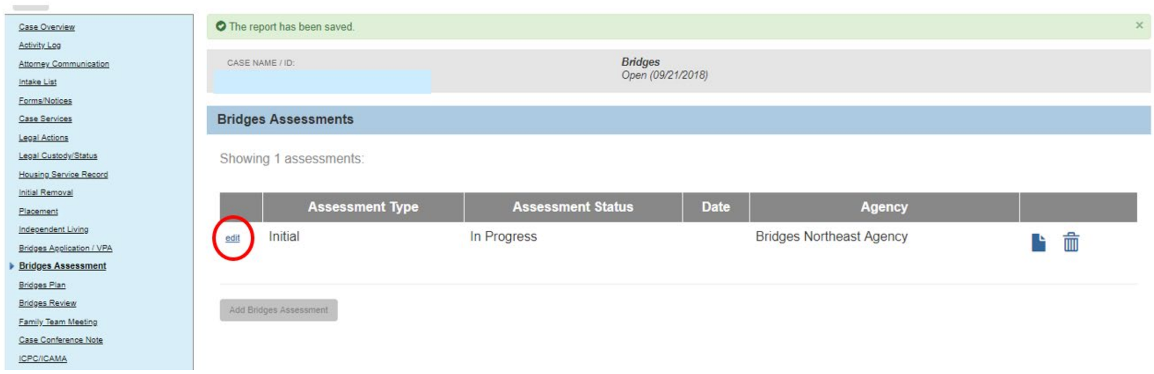
3. Print the questionnaire (you can use the printer icon in the upper right corner of the screen).
4. Click, **Save**.

   Important: This assessment must be completed with the young adult prior to completing the Bridges Assessment fields in Ohio SACWIS.

   Note: This assessment is to be hand written, or, if your software allows, converted to a fillable form.

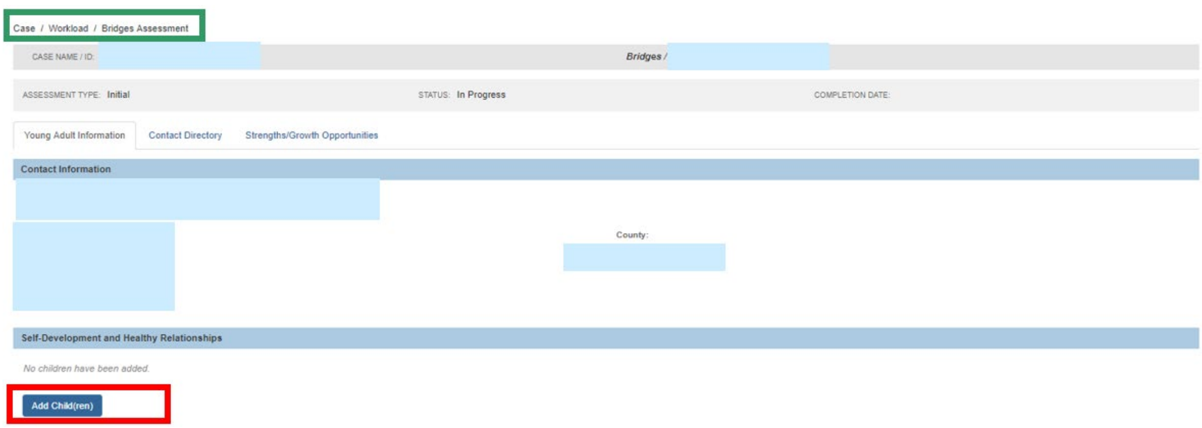
The **Bridges Assessments** screen appears.

5. Click, **edit**.



The **Bridges Assessment** screen appears.

1. Click, **Add Children**.

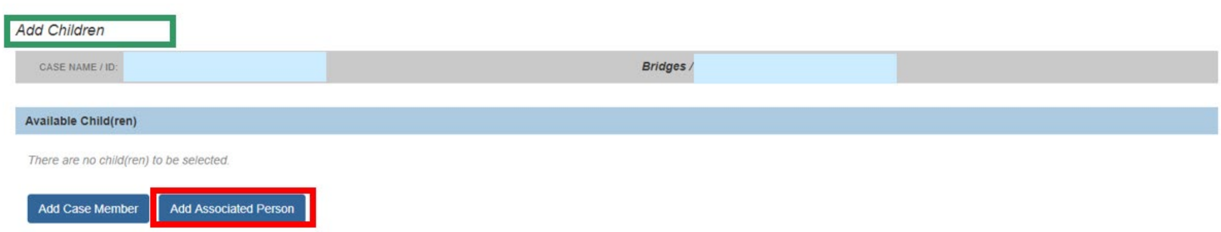


The **Add Children** screen appears.

Adding a Child(ren)

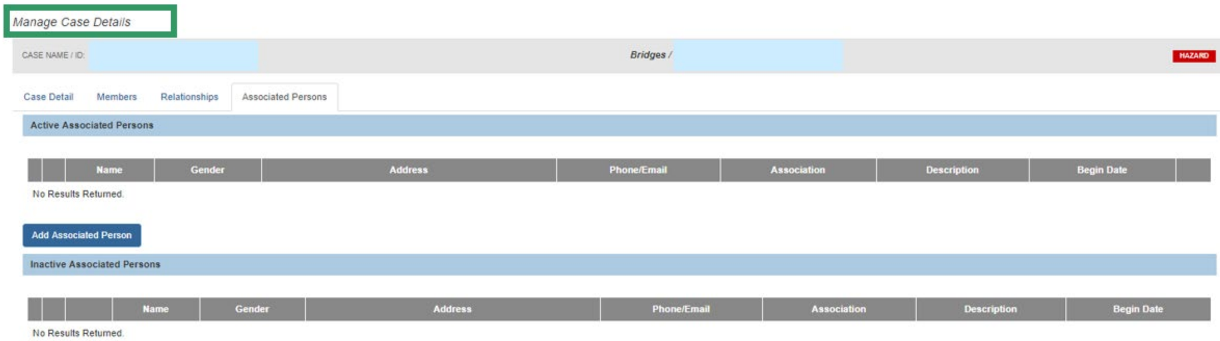
2. Click, **Add Associated Person** (if the child is not living with the young adult).

   Note: If the child is living with the young adult, select, **Add Case Member**.



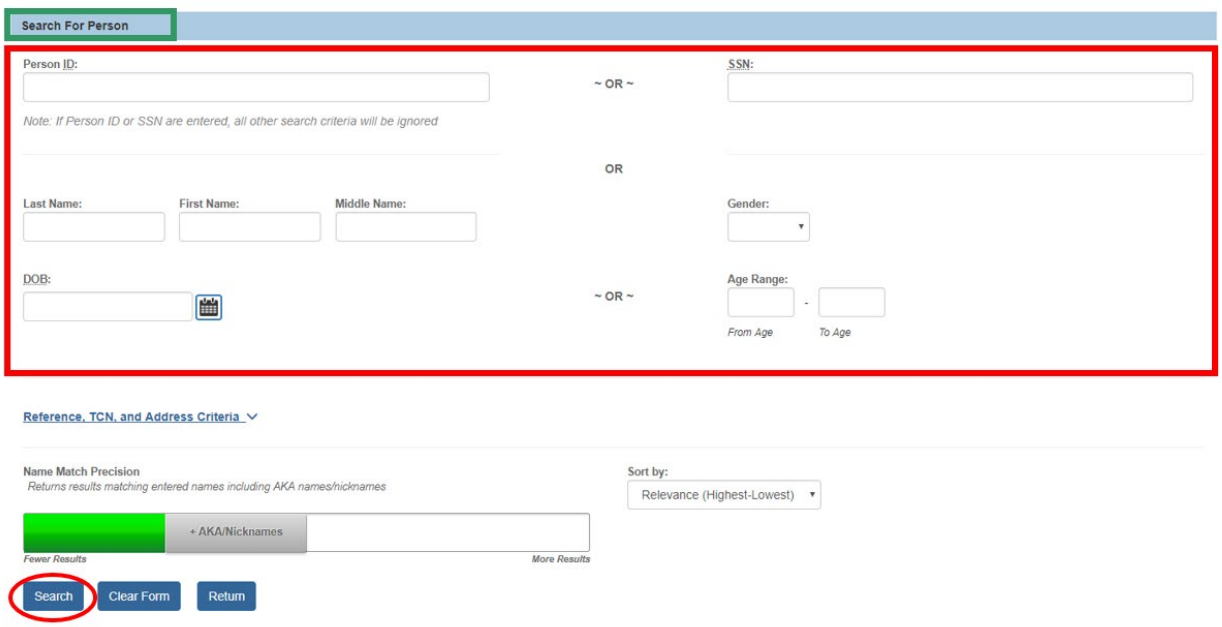
The **Manage Case Details** screen appears.

3. Click, **Add Associated Person**.



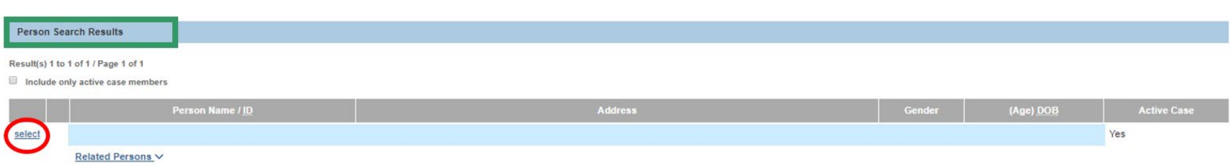
The **Search For Person** screen appears.

4. Enter search criteria.
5. Click, **Search**.



The **Person Search Results** section appears.

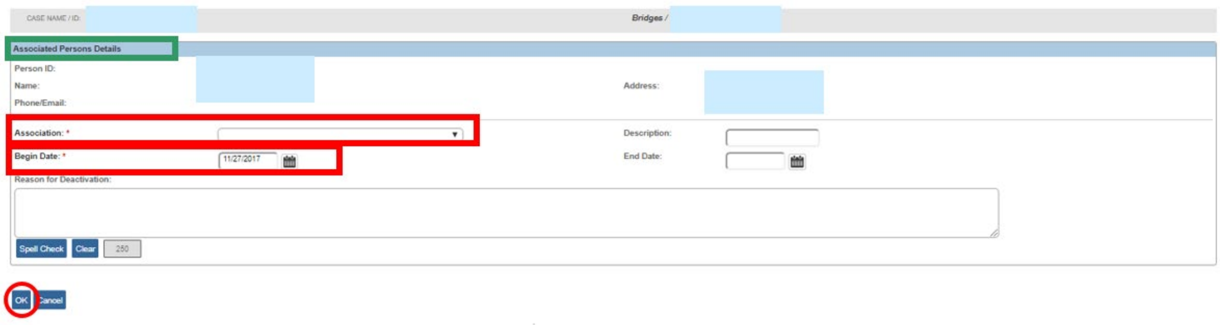
6. Click, **select**, beside the name of the appropriate child.



For more information on performing a person search, please see the following Knowledge Base Article: [Using Search Functionality](#).

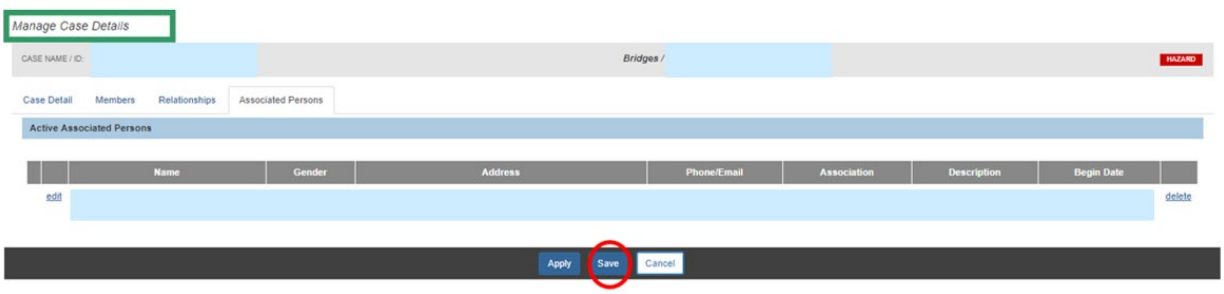
The **Associated Persons Details** screen appears.

7. Select, “Child,” from the **Association** drop-down menu (completing this field is required).
8. Select the **Begin Date** (completing this field is required).
9. Click, **OK**.



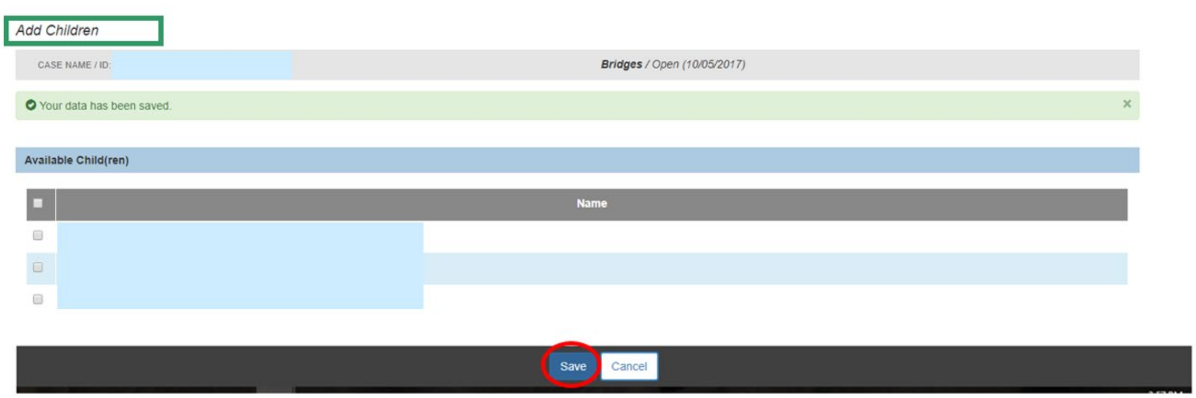
The **Manage Case Details** screen appears, displaying information for the added child.

10. Click, **Save**.



The **Add Children** screen appears, displaying the added child(ren).

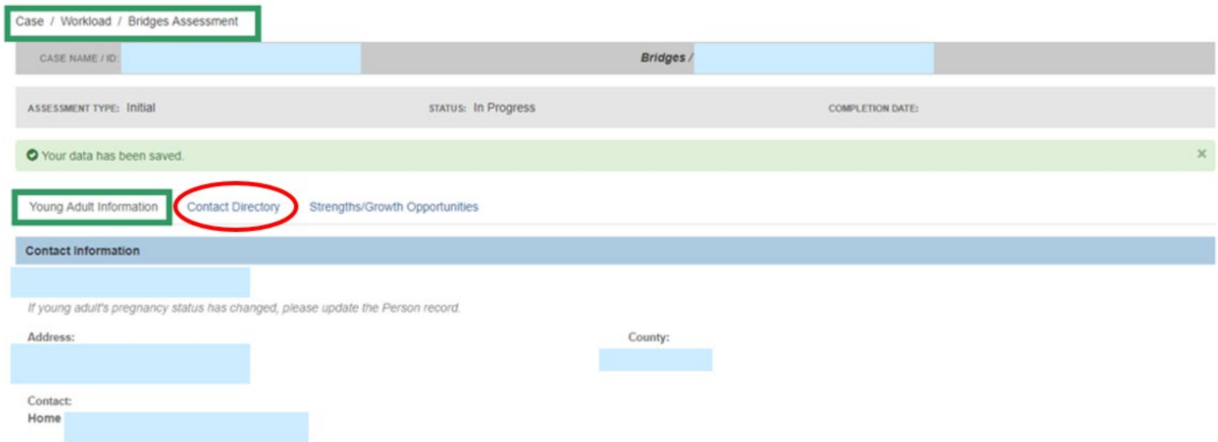
11. Click, **Save**.



Completing the Contact Directory Section

1. Click the **Contact Directory** tab.

   Note: Your changes will be saved as you move between tabs.

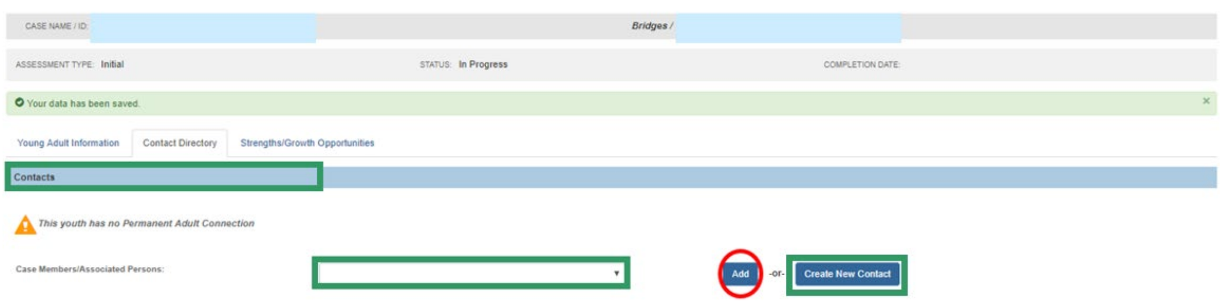


The **Contacts** screen appears.

If there are Case Members or Associated Persons listed in the drop-down menu:

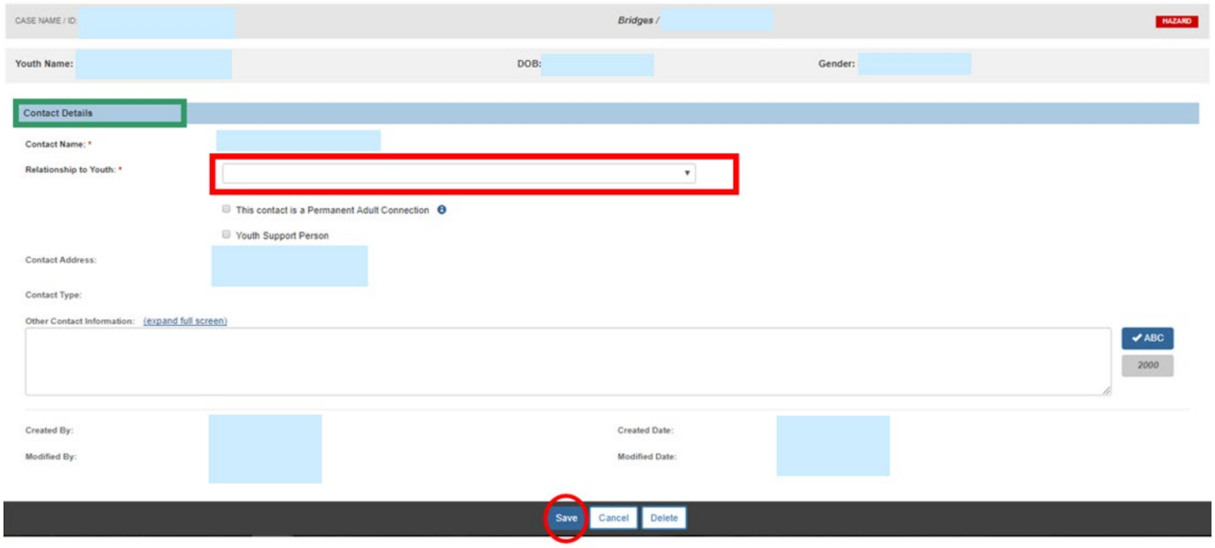
1. Select the appropriate individual from the drop-down menu.
2. Click, **Add**.
3. If necessary, click, **Create New Contact**.

   Note: If you need to create a new contact, please jump to the, **Creating a New Contact** section below.

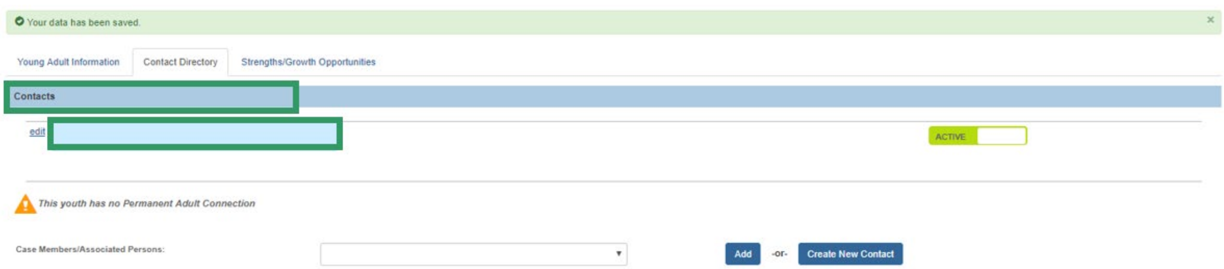


The **Contact Details** screen appears.

4. Make a selection from the **Relationship to Youth** drop-down menu.
5. Click, **Save**.



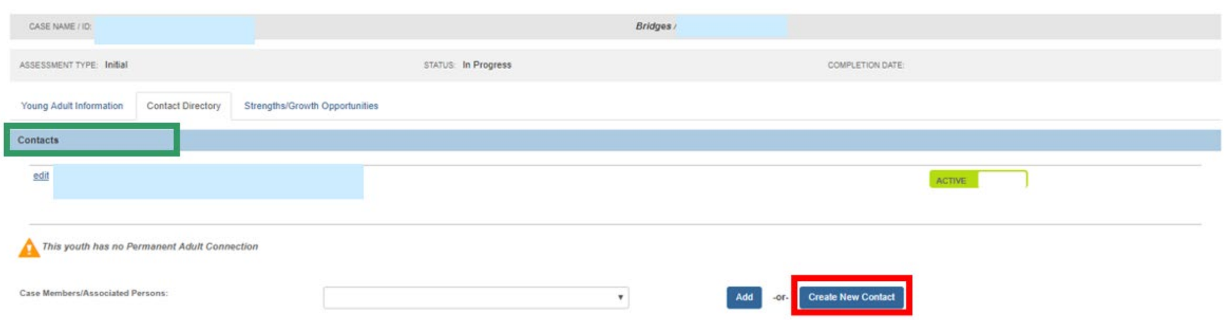
The **Contacts** screen appears, displaying the name, relationship (to the young adult) and address of the added person.



Creating a New Contact

From the **Contacts** screen:

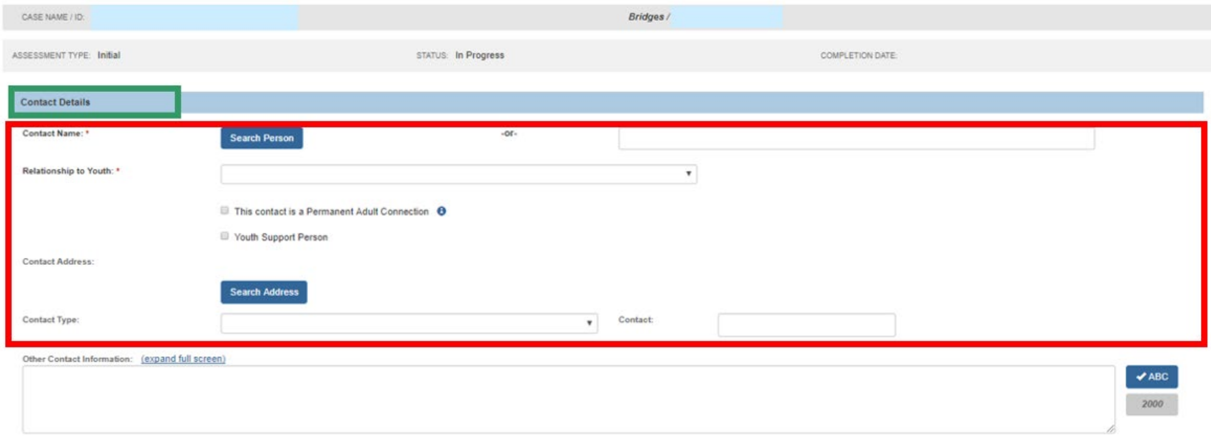
1. Click, **Create New Contact**.



The **Contact Details** screen appears.

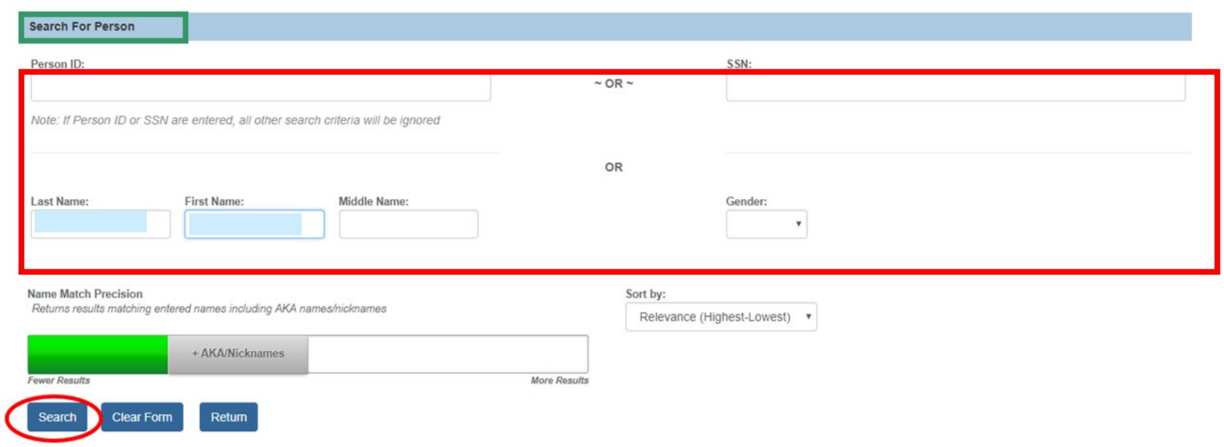
2. Enter the required information (denoted with a red asterisk)
3. Click, **Search Person**.

   Note: If you know the name of the individual you wish to add, you have the option to enter the individual's name in the text box adjacent to **Contact Name**.



The **Search for Person** screen appears.

4. Enter information.
5. Click, **Search**.

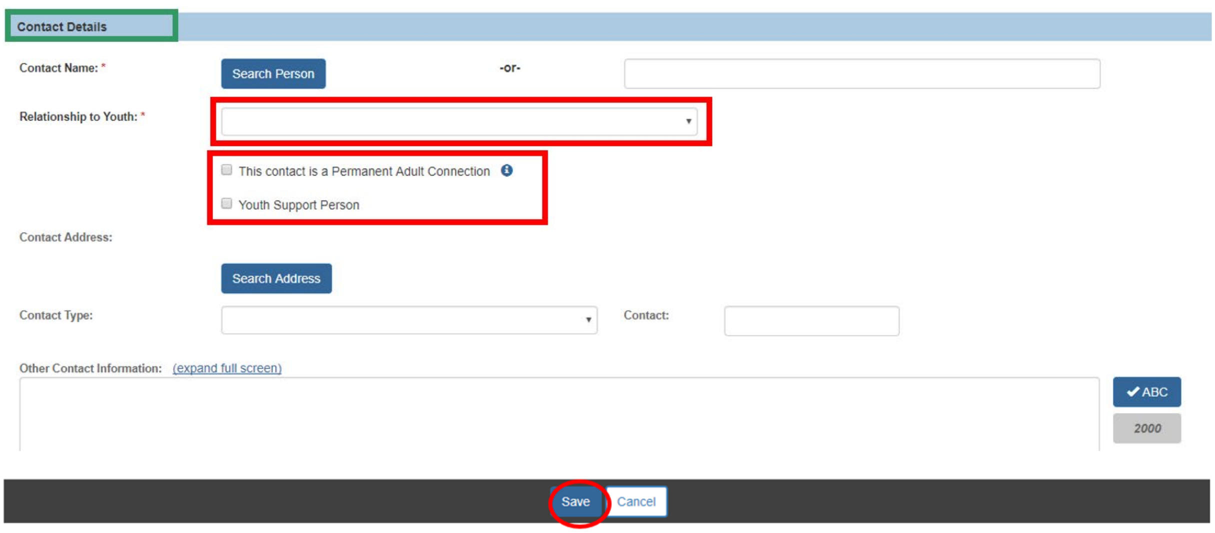


The results appear in the **Person Search Results** section.

6. Click, **select**, by the appropriate name.

The **Contact Details** screen appears.

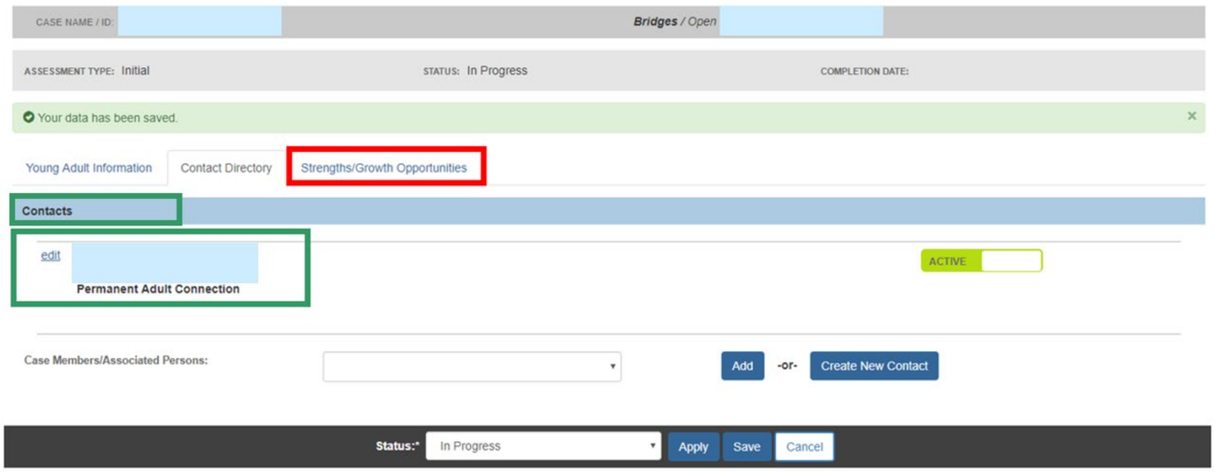
7. Make a selection from the **Relationship to Youth** drop-down menu.
8. Place a checkmark in the checkbox beside either **This contact is a Permanent Adult Connection**, or **Youth Support Person**.
9. Click, **Save**.



The **Contacts** section appears, displaying the entered information.

Completing the Strengths/Growth Opportunities Section

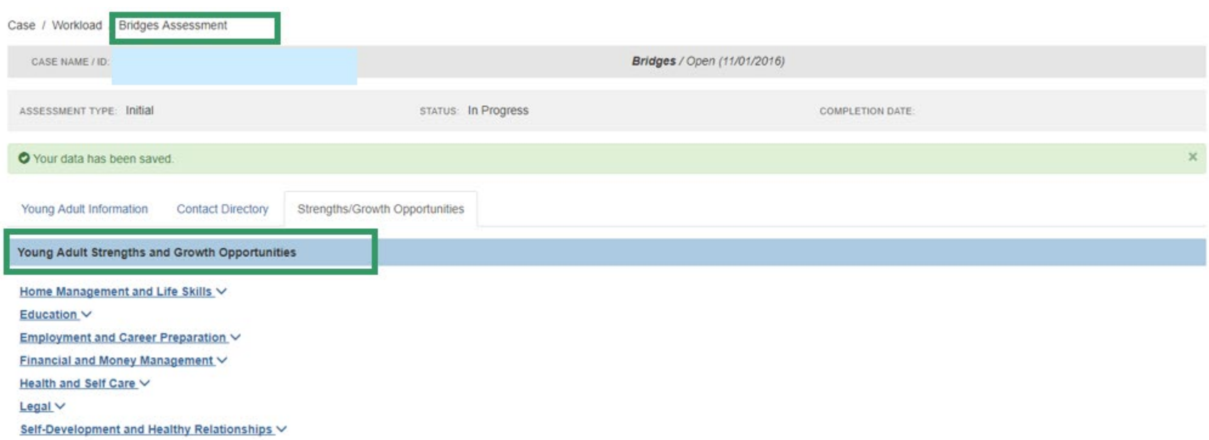
1. Click the **Strengths/Growth Opportunities** tab.



The Bridges Assessment screen appears, displaying the **Young Adult Strengths and Growth Opportunities** section.

Each link is a drawer that opens to provide two text boxes. One text box is titled, **Current Strengths**; the other text box is titled, **Current Growth Opportunities**.

The graphic below is a collapsed view of the areas that will need to have narrative regarding **Young Adult Strengths and Growth Opportunities**.

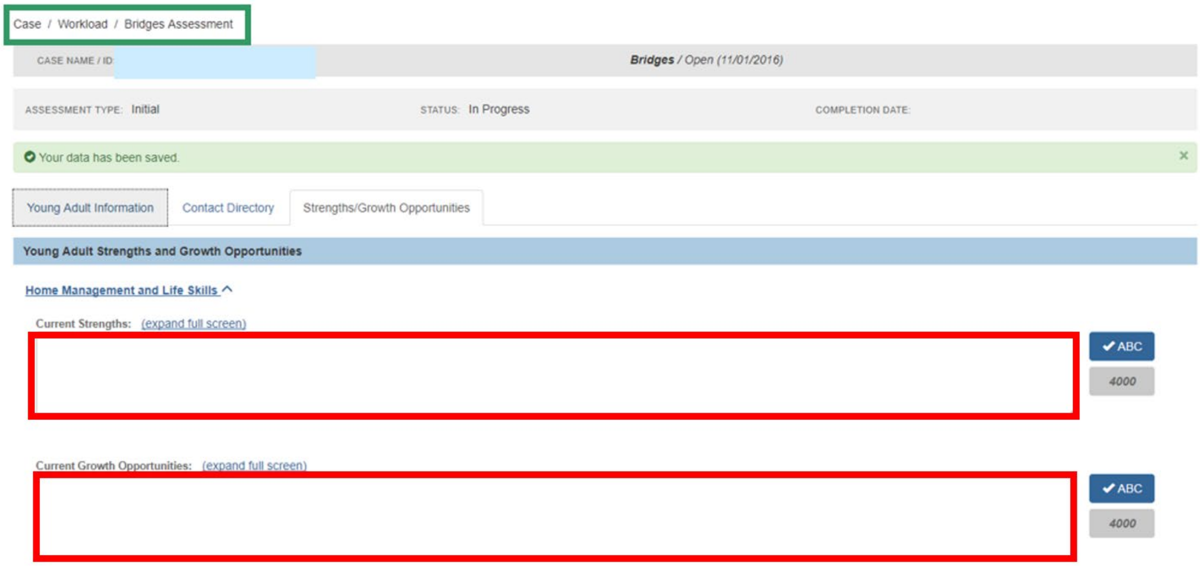


Creating a Bridges Assessment

The graphic below shows the expansion of a link.

2. Enter narrative in the text boxes.

   Important: You must add narrative to *at least one* of the categories to complete the assessment.



   Note: If you complete the narrative for *only* Current Strengths or *only* Current Growth Opportunities, then only the completed narrative will be reflected in the list of categories. The graphic below displays that only the Current Growth Opportunities text box under the **Home Management and Life Skills** link has been completed. Once both narratives are provided for a category, both will be reflected in the category list.

3. Select, **Completed**, from the Status drop-down menu.

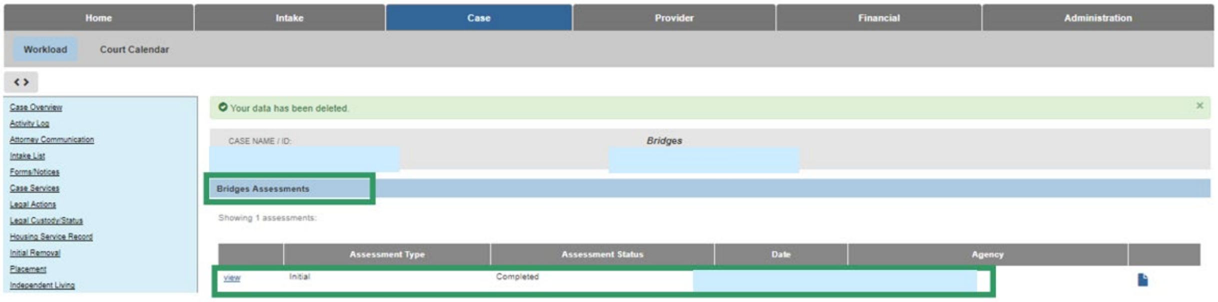
   Note: The Status bar reads, **In Progress**, until you select, **Completed**.

4. Click, **Save**.

   Important: The Assessment will not save until the Assessment Questionnaire has been uploaded.

Creating a Bridges Assessment

The **Bridges Assessments** screen appears displaying the assessment.



If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .