

Creating a Bridges Assessment



Knowledge Base Article

Creating a Bridges Assessment

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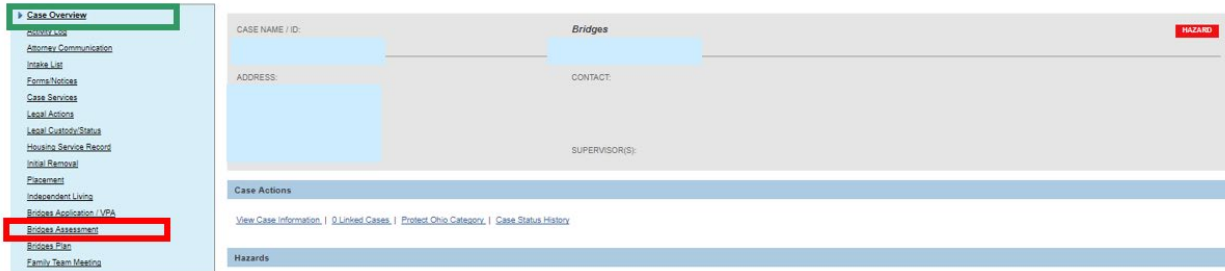
Creating a Bridges Assessment

Overview

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

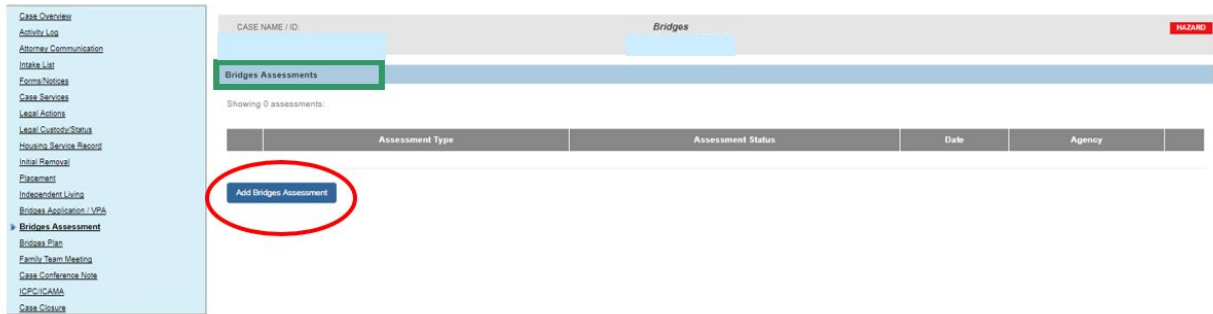
From the Ohio SACWIS Home screen:

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**.

The screenshot shows a web form for a Bridges Assessment. At the top, it displays 'CASE NAME / ID: Bridges / Open (08/29/2018)' and 'ASSESSMENT TYPE: Initial' with 'STATUS: In Progress' and 'COMPLETION DATE'. Below this are tabs for 'Young Adult Information', 'Contact Directory', 'Strengths/Growth Opportunities', and 'Documents'. The 'Contact Information' section has a large blue placeholder box and a 'County:' field with the text 'There is no county recorded for this person.' The 'Self-Development and Healthy Relationships' section has a message 'No children have been added' and an 'Add Child(ren)' button. The 'Home Management and Life Skills' section has a 'Housing Type:' field with the text 'There is no housing type associated with this person' and an 'Update Housing' button. The 'Education Information' section at the bottom has a 'Status:' dropdown menu set to 'In Progress', with 'Apply', 'Save', and 'Cancel' buttons.

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.

The screenshot shows the 'Bridges Assessments' screen. At the top, a green notification bar says 'Your data has been saved.' Below it, the case name 'Bridges Open (09/21/2018)' is displayed. The main heading is 'Bridges Assessments' and it says 'Showing 1 assessments:'. A table lists the assessment details:

	Assessment Type	Assessment Status	Date	Agency	
edit	Initial	In Progress			 

Below the table is an 'Add Bridges Assessment' button. On the left, a sidebar menu lists various options, with 'Bridges Assessment' highlighted. A red box highlights the print icon in the table's action column.

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The **Document Details** screen appears.

2. Click, **Generate Report**.

Document Details

Document Category: CASE Document Title: Bridges Assessment Report
Work-Item ID: Work-Item Reference:
Task ID: Task Reference: Bridges Assessment

Document History

ID	Date Created	Employee ID	Name
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Document History

Generate Report

Cancel

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.

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Bridges Assessment
Date: _____

Young Adult Information

Contact Information
Phone: _____
Email: _____

Custody Termination Date: _____

Do you have any of the original documents below?

Birth Certificate	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
State ID/Drivers License	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
Citizen/Immigration Docs	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
Social Security Number	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
Letter Verifying Emancipation from Agency Custody	<input type="checkbox"/> Have		<input type="checkbox"/> Do not have	



Do you have a place where you can safely keep important documents? Yes No

Save Cancel

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The **Bridges Assessments** screen appears.

5. Click, **edit**.

Assessment Type	Assessment Status	Date	Agency	
Initial	In Progress		Bridges Northeast Agency	 

The **Bridges Assessment** screen appears.

1. Click, **Add Children**.

Case / Workload / Bridges Assessment

CASE NAME / ID: Bridges /

ASSESSMENT TYPE: Initial STATUS: In Progress COMPLETION DATE:

Young Adult Information Contact Directory Strengths/Growth Opportunities

Contact Information

County:

Self-Development and Healthy Relationships

No children have been added.

Add Child(ren)

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**.

Add Children

CASE NAME / ID: Bridges /

Available Child(ren)

There are no child(ren) to be selected.

Add Case Member **Add Associated Person**

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The **Manage Case Details** screen appears.

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

Manage Case Details

CASE NAME / ID: Bridges / HAZARD

Case Detail Members Relationships Associated Persons

Active Associated Persons

Name	Gender	Address	Phone/Email	Association	Description	Begin Date
No Results Returned.						

Add Associated Person

Inactive Associated Persons

Name	Gender	Address	Phone/Email	Association	Description	Begin Date
No Results Returned.						

The **Search For Person** screen appears.

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

Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB: ~ OR ~ Age Range: -

From Age To Age

Reference, TCN, and Address Criteria

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest)

+ AKA/Nicknames

Fewer Results More Results

Search Clear Form Return

The **Person Search Results** section appears.

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

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Include only active case members

Person Name / ID	Address	Gender	(Age) DOB	Active Case
select				Yes

Related Persons

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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**.

Associated Persons Details

Person ID: [redacted]
Name: [redacted]
Phone/Email: [redacted]
Address: [redacted]

Association: * [redacted]
Begin Date: * [11/27/2017]
End Date: [redacted]

Description: [redacted]
Reason for Deactivation: [redacted]

Spell Check Clear 250



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

10. Click, **Save**.

Manage Case Details

CASE NAME / ID: [redacted] Bridges / [redacted] HAZARD

Case Detail Members Relationships Associated Persons

Active Associated Persons

Name	Gender	Address	Phone/Email	Association	Description	Begin Date
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

edit delete

Apply Save Cancel

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

11. Click, **Save**.

Add Children

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

Your data has been saved.

Available Child(ren)

Name
[redacted]

Save Cancel

Creating a Bridges Assessment

Completing the Contact Directory Section

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

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

The screenshot shows the Bridges Assessment interface. At the top, there is a breadcrumb trail: "Case / Workload / Bridges Assessment". Below this, there are fields for "CASE NAME / ID:", "Bridges /", "ASSESSMENT TYPE: Initial", "STATUS: In Progress", and "COMPLETION DATE:". A green notification bar states "Your data has been saved." Below the notification, there are three tabs: "Young Adult Information", "Contact Directory" (which is circled in red), and "Strengths/Growth Opportunities". The "Contact Directory" tab is active, showing a "Contact information" section. This section includes a note: "If young adult's pregnancy status has changed, please update the Person record." Below the note, there are fields for "Address:" and "County:". There is also a "Contact:" section with a "Home" field.

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 screenshot shows the Bridges Assessment interface with the "Contacts" tab selected. At the top, there is a breadcrumb trail: "Case Name / ID:", "Bridges /", "ASSESSMENT TYPE: Initial", "STATUS: In Progress", and "COMPLETION DATE:". A green notification bar states "Your data has been saved." Below the notification, there are three tabs: "Young Adult Information", "Contact Directory", and "Strengths/Growth Opportunities". The "Contacts" tab is active, showing a "Contacts" section. This section includes a warning icon and the text: "This youth has no Permanent Adult Connection". Below this, there is a "Case Members/Associated Persons:" label followed by a drop-down menu (circled in green). To the right of the drop-down menu, there is a red "Add" button (circled in red) and a blue "Create New Contact" button (circled in green).

The **Contact Details** screen appears.

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

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CASE NAME / ID: [redacted] Bridges / [redacted] HAZARD

Youth Name: [redacted] DOB: [redacted] Gender: [redacted]

Contact Details

Contact Name: * [redacted]

Relationship to Youth: * [redacted]

This contact is a Permanent Adult Connection ⓘ

Youth Support Person

Contact Address: [redacted]

Contact Type:

Other Contact Information: [\(expand full screen\)](#)

Created By: [redacted] Created Date: [redacted]

Modified By: [redacted] Modified Date: [redacted]

Save Cancel Delete

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

Your data has been saved.

Young Adult Information Contact Directory Strengths/Growth Opportunities

Contacts

[redacted] ACTIVE

⚠ This youth has no Permanent Adult Connection

Case Members/Associated Persons: [redacted] Add -or- Create New Contact

Creating a New Contact

From the **Contacts** screen:

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

CASE NAME / ID: [redacted] Bridges / [redacted]

ASSESSMENT TYPE: Initial STATUS: In Progress COMPLETION DATE:

Young Adult Information Contact Directory Strengths/Growth Opportunities

Contacts

[redacted] ACTIVE

⚠ This youth has no Permanent Adult Connection

Case Members/Associated Persons: [redacted] Add -or- **Create New Contact**

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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 screenshot shows the 'Contact Details' screen. At the top, there's a header with 'CASE NAME / ID:' and 'Bridges /'. Below that, 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. The main section is titled 'Contact Details'. It contains several fields: 'Contact Name:' with a red asterisk and a 'Search Person' button; 'Relationship to Youth:' with a dropdown menu; two checkboxes: 'This contact is a Permanent Adult Connection' and 'Youth Support Person'; 'Contact Address:' with a 'Search Address' button; and 'Contact Type:' with a dropdown menu and a 'Contact:' field. At the bottom, there's a section for 'Other Contact Information:' with an 'expand full screen' link and a '2000' button.

The **Search for Person** screen appears.

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

The screenshot shows the 'Search for Person' screen. It has a header 'Search For Person'. Below it are two input fields: 'Person ID:' and 'SSN:'. Between them is a '~ OR ~' separator. A note says 'Note: If Person ID or SSN are entered, all other search criteria will be ignored'. Below that is an 'OR' separator. There are four input fields: 'Last Name:', 'First Name:', 'Middle Name:', and 'Gender:'. At the bottom, there's a 'Name Match Precision' section with a note 'Returns results matching entered names including AKA names/nicknames' and a 'Sort by:' dropdown menu set to 'Relevance (Highest-Lowest)'. There's also a '+ AKA/Nicknames' button and a 'Fewer Results' / 'More Results' toggle. At the very bottom, there are three buttons: 'Search' (circled in red), 'Clear Form', and 'Return'.

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

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

Person Search Results

Result(s) 1 to 15 of 120 / Page 1 of 8

Include only active case members

Person Name / ID	Address	Gender	(Age) DOB	Active Case
select				

Related Persons ▾

select

Related Persons ▾

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**.

Contact Details

Contact Name: * Search Person -or-

Relationship to Youth: *

This contact is a Permanent Adult Connection ⓘ

Youth Support Person

Contact Address: Search Address

Contact Type: Contact:

Other Contact Information: [expand full screen](#)

Creating a Bridges Assessment

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

Completing the Strengths/Growth Opportunities Section

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

The screenshot shows the Bridges Assessment interface. At the top, there is a header with 'CASE NAME / ID' and 'Bridges / Open'. Below this, there are fields for 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. A green notification bar states 'Your data has been saved.' Below the notification, there are three tabs: 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities', with the last one highlighted in red. Under the 'Strengths/Growth Opportunities' tab, there is a 'Contacts' section with a green-bordered box around a 'Permanent Adult Connection' entry. Below this, there is a 'Case Members/Associated Persons' section with a dropdown menu, an 'Add' button, and a 'Create New Contact' button. At the bottom, there is a 'Status:' dropdown menu set to 'In Progress', with 'Apply', 'Save', and 'Cancel' buttons.

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**.

The screenshot shows the Bridges Assessment interface. At the top, there is a header with 'Case / Workload' and 'Bridges Assessment'. Below this, there is a sub-header with 'CASE NAME / ID' and 'Bridges / Open (11/01/2016)'. Below this, there are fields for 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. A green notification bar states 'Your data has been saved.' Below the notification, there are three tabs: 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities', with the last one highlighted in green. Under the 'Strengths/Growth Opportunities' tab, there is a 'Young Adult Strengths and Growth Opportunities' section with a green-bordered box around it. Below this, there is a list of categories with dropdown arrows: 'Home Management and Life Skills', 'Education', 'Employment and Career Preparation', 'Financial and Money Management', 'Health and Self Care', 'Legal', and 'Self-Development and Healthy Relationships'.

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.

The screenshot shows the Bridges Assessment interface. At the top, there is a breadcrumb trail: Case / Workload / Bridges Assessment. Below this, the case name is 'Bridges / Open (11/01/2016)'. The assessment type is 'Initial', the status is 'In Progress', and the completion date is blank. A green notification bar states 'Your data has been saved.' Below this, there are tabs for 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities'. The 'Strengths/Growth Opportunities' tab is active, showing a section titled 'Young Adult Strengths and Growth Opportunities'. Under this section, there is a link for 'Home Management and Life Skills'. Below the link, there are two text boxes: 'Current Strengths: (expand full screen)' and 'Current Growth Opportunities: (expand full screen)'. Both text boxes are highlighted with red rectangles. To the right of each text box is a blue button with a checkmark and 'ABC' and a grey button with '4000'.

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.

The screenshot shows the Bridges Assessment interface. At the top, there is a breadcrumb trail: Case / Workload / Bridges Assessment. Below this, the case name is 'Bridges / Open (11/01/2016)'. The assessment type is 'Initial', the status is 'In Progress', and the completion date is blank. A green notification bar states 'Your data has been saved.' Below this, there are tabs for 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities'. The 'Strengths/Growth Opportunities' tab is active, showing a section titled 'Young Adult Strengths and Growth Opportunities'. Under this section, there is a link for 'Home Management and Life Skills'. Below the link, there are two text boxes: 'Current Strengths: (expand full screen)' and 'Current Growth Opportunities: (expand full screen)'. Both text boxes are highlighted with red rectangles. To the right of each text box is a blue button with a checkmark and 'ABC' and a grey button with '4000'.

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

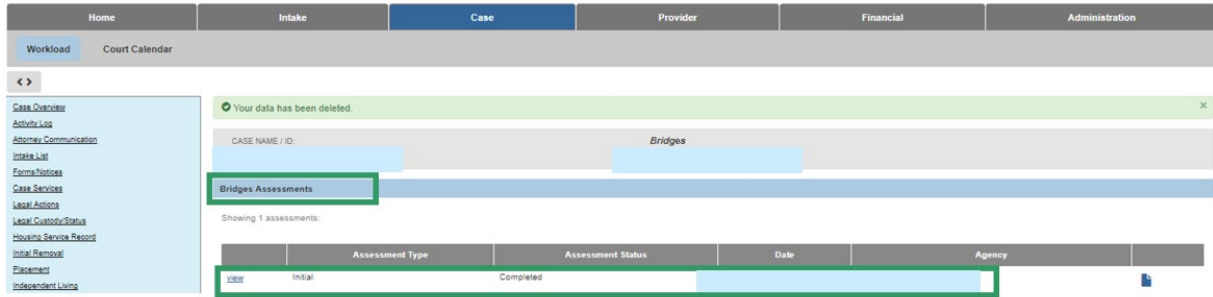
Note: The Status bar reads, **In Progress**, until you select, **Completed**.

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 .