

Creating and Understanding the Bridges Comprehensive Report



Knowledge Base Article

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Creating and Understanding the Bridges Comprehensive Report

Overview

The Bridges Comprehensive Report is an administrative report that can be generated only by Bridges Agency and State of Ohio Employees. This article provides step-by-step instruction for creating and understanding the report.

Creating the Bridges Comprehensive Report

From the SACWIS **Home** screen:

1. Click the **Administration** tab.
2. Click the **Reports** tab.

The **Reports Screen** appears, displaying an alphabetical list of reports in the **Reports** grid.

3. Click the **Bridges Comprehensive Report** link.

The screenshot shows the SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration. The Administration tab is selected. Below the tabs, there are sub-tabs: Staff, Maintenance, Reports, Training, and Utilities. The Reports sub-tab is highlighted with a green box. Below the sub-tabs, there is a 'Report Filter Criteria' section with two dropdown menus: 'Report Category:' and 'Report Type:'. Below this is a 'Filter' button. The main content area is titled 'Reports' and shows a list of reports. The 'Bridges Comprehensive Report' is highlighted with a red box. Below the list is a pagination control showing page 1 of 6.

Title	Category	Type
AA Ceiling Waiver Requests Report	Fiscal	Agency
AAC Outreach Letter	Fiscal	State
AAC Outreach Report	Fiscal	State
AA/CPC Interstate Data Form Quarterly Report	Provider	Agency
AFCARS Exception Report	Fiscal	Agency
Bridges Comprehensive Report	Administration	Agency
Bridges Housing Type Report	Administration	Agency
Bridges NYTD Statistical Report	Administration	Agency
Bridges Reimbursement Reconciliation Report	Fiscal	Agency
Bridges Service Tier Report	Administration	Agency

Note: If you select Administration from the Report Category drop-down menu and then click Filter, SACWIS will provide a shortened list of only administrative reports from which to make your selection.

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The screenshot shows the 'Administration' tab selected in the top navigation bar. Below it, the 'Reports' sub-tab is active. The 'Report Filter Criteria' section has 'Administration' selected in the 'Report Category' dropdown. Below this is a 'Filter' button. The 'Reports' section displays a table with the following data:

Title	Category	Type
AFCARS Exception Summary Report	Administration	Agency
AWOL Report	Administration	Agency
Adoption Finalization Report	Administration	Agency
Agency Safety Plan Contacts Report	Administration	Agency
Agency Safety Plan Report	Administration	Agency
Agency Temporary License Report	Administration	Agency
Bridges Comprehensive Report	Administration	Agency

The **Report Details** screen appears.

- To view a saved report, click the **Report ID** hyperlink in the **Report History** section.

Note: Create a new report by clicking the **Generate Report** button.

The screenshot shows the 'Report Details' screen for the 'Bridges Comprehensive Report'. The 'Report Category' is 'ADMINISTRATION' and the 'Report Type' is 'AGENCY'. The 'Report Title' is 'Bridges Comprehensive Report'. Below this is the 'Report History' section with the following data:

ID	Date Created	Employee ID	Name
29762608	11/08/2019 03:10 PM	63714	Bullock, Kevin

Below the 'Report History' section is the 'Document History' section, which contains a 'Generate Report' button.

At the bottom of the screen is a 'Cancel' button.


The **Bridges Comprehensive Report** screen appears:


- Enter a **Begin Date**.
- Enter an **End Date**.
- Select the agency from the list of **Available** agencies in the **Select Agencies** grid.

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- Click, Add (activated once you select an agency). This will add the agency name to the **Selected** grid.
- Click the **Generate Report**.

Bridges Comprehensive Report

Begin Date: * 

End Date: * 

Select Agencies *

Available:	Selected:
<input type="text"/> <input type="button" value="Add"/>	<input type="text"/> <input type="button" value="Remove"/>
Bridges Central Agency	
Bridges Northeast Agency	
Bridges Northwest Agency	
Bridges Southeast Agency	
Bridges Southwest Agency	

The message: **Your report is being created** appears while the report is generating.

 [Log off](#)
Ohio Department of Job and Family Services
Development1 / 4.01.0
Last Login: 11/13/2019 09:30:07 AM

[Home](#) [Recent](#) [Search](#) [?](#)

Your report is being created



Please wait ...

Report Requested: 10:27:21 AM
Last Checked: 10:27:21 AM

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The **Report Confirmation** screen appears when the report has run successfully.

1. If the report does not open, select the **Click here to open report** link.
2. Click, **Save** to save the generated report to the **Report History**.
3. Click, **Review Parameters** to return to the **Report Parameters** screen.



The **Bridges Comprehensive Report** appears in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Bridges Comprehensive Report											
2	Agency: Bridges Central Agency											
3	Generated Date: 11/13/2019											
4	Selected Date Range: 01/01/2018 - 10/23/2019											
5	Agency	Case Name	Case ID	Case Transfer	Person ID	Gender	Case Open Date	Case Closure Date	Intake ID	Intake Decision Date	Application Creation Date	Application Approval Date
6												

Understanding the Bridges Comprehensive Report

Case Episode is defined as the time from Case Opened until Case Closure; many young adults will have multiple Case Episodes. The Bridges Comprehensive Report is designed to evaluate each Case Episode for a young adult. The Intake listed for each Case Episode will be the Intake that resulted in a Case Opening. For example, if a Bridges Case opened on 1/1/2019 and closed on 6/1/2019 but had Intake records received on 1/1/2019, 2/1/2019 and 3/1/2019, the report will display the Intake record received on 1/1/2019.

Additionally, in the Agency column, the report will display the Agency that most recently held the case. For example, if the Intake received on 1/1/2019 was received by Bridges Northeast Agency, but the subsequent Intake on 2/1/2019 resulted in a Case Transfer to Bridges Central Agency, the Agency column will display Bridges Central Agency for that specific Case Episode. The Intake received by Bridges Northeast Agency on 1/1/2019 (that resulted in the Case Opening), will still display in the Intake column, consistent with the rule outlined above.

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Agency: The report will display the Agency that most recently held the case within that Case Episode.

Case Transfer: This a Yes/No field that indicates if the case transferred from one Bridges Agency to another, or from a Public Agency to a Bridges Agency during one Case Episode.

Case Open and Case Closure Date: These columns display the Case Opened and Case Closed dates for the identified Case Episode. Most scenarios are straightforward. For example, the Case Opened on 1/1/2018, the day the Intake was received, and closed when Bridges services ceased for the youth. However, there are scenarios when a case can transfer from a PCSA to a Bridges Agency without the case closing. In these situations, the Case Open date will display as occurring prior to the first Bridges Intake since the report is designed to display only the first Intake record that resulted in a Bridges Case Opening.

Intake ID: The intake listed for each Case Episode will be the Intake that resulted in a Case Opening. For example, if the Bridges Case opened on 1/1/2019 and closed on 6/1/2019 but had Intake records received on 1/1/2019, 2/1/2019 and 3/1/2019, the report will display the Intake record received on 1/1/2019.

Application Creation and Application Approval Date: These columns will display the identified dates for the Bridges Application Creation and Approval. If more than one Application is created within one Case Episode, then the record will display in two separate rows for the identified youth. For example, if a youth has two Bridges Applications created during the Case Episode that occurred from 1/1/2019 to 6/1/2019, then this youth would display in two separate rows on the report.

Application Recommendations: Displays the Application Recommendations as of the Application Approval Date.

VPA/Legal Custody Effective Date: The date the youth entered Legal Custody of the Bridges Agency during the identified Case Episode.

Legal Custody Termination Date: The date the youth exited Legal Custody of the Bridges Agency during the identified Case Episode.

Legal Custody Termination Reason: The reason the youth exited Legal Custody of the Bridges Agency.

Initial Assessment Completion Date: The date the first Bridges Assessment Type was Approved by the Bridges Agency for the Case Episode will display here. In the event there is more than one Bridges Assessment with the Assessment Type of Initial within one Case Episode, the report will display the most recent Initial Bridges Assessment Date.

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Most Recent Reassessment Date: The most recent Reassessment Date within the identified Case Episode will display in this column.

Initial Plan Completion Date: The report will display the most recent Bridges Plan Approval Date where the Plan Type is Initial within the identified Case Episode.

Note: SACWIS functionality permits the status of the Initial Plan to change from **Initial** to **Updated** or **Closed** without recording the Initial Plan under the **History** of the plan. If one Bridges Plan has only one record with a status of Initial, Updated, or Closed, and no additional records are recorded under the History tab, the report will display this record's Approval Date as the **Initial Plan Completion Date** on the report.

Most Recent Bridges Plan Update Completed: The most Recent Bridges Plan Update Date within the identified Case Episode will display in this column.

Initial Review Completion Date: The first Bridges Review Approval Date within the identified Case Episode will display in this column.

Continued Program Criteria from Initial Review: The young adult must meet at least one of the available criteria to maintain eligibility for Bridges. The eligibility criteria selected by the worker during the Initial Bridges Review will display in this column.

Most Recent Review Completion Date: The most recent Bridges Review Approval Date within the identified Case Episode will display in this column.

Note: If only one Bridges Review has occurred within the Case Episode, the Initial Review and Most Recent Review data will be the same.

Continued Program Criteria from Most Recent Review: The young adult must meet at least one of the available criteria to maintain eligibility for Bridges. The eligibility criteria selected by the worker during the Most Recent Bridges Review will display in this column.

Note: If only one Bridges Review has occurred within the Case Episode, then the Initial Review and Most Recent Review data will be the same.

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.