

# Creating a Bridges Review



## Knowledge Base Article

# Completing a Bridges Review

## Table of Contents

Overview .....	3
Navigating to the Bridges Review Screen .....	3
Reviewing and Editing Active Goals .....	5
Amending the Bridges Plan or Bridges Assessment .....	8
Approving the Review .....	9

# Completing a Bridges Review

## Overview

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

## Navigating to the Bridges Review Screen

From the Ohio 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**.

## Completing a 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.

CASE NAME / ID: Sacwis, Susie / 123456		Bridges / Open (05/04/2023)		
STATUS: In progress	DUE DATE: 06/02/2024	APPROVAL DATE:		
Identifying Information	Goals	Amend Plan	Approval	Documents
Plan Information				
Plan Type: Updated	Plan Approval Date: 12/12/2023			
Last Review Date:				
Contact Information				
Sacwis, Susie / 123456 .- Age 19 <i>If young adult's pregnancy status has changed, please update the Person record.</i>				
Address:	County: Test			
Contact: Cell				
Parenting				
No children have been added.				
Eligibility Requirement for Bridges				
Young adult must meet at least one of the following criteria to maintain eligibility for Bridges. Check all that apply. <i>Supporting documentation is required.</i>				
<input type="checkbox"/> Completing secondary education (high school) or a program leading to an equivalent credential				
<input type="checkbox"/> Enrolled in an institution that provides post-secondary (college) or vocational education				
<input type="checkbox"/> Participating in a program that is designed to promote, or remove barrier to, employment				
<input type="checkbox"/> Employed at least 80 hours in a month				
<input type="checkbox"/> Incapable of completing education or employment requirements due to physical or mental health condition				
Explain current eligibility status: <a href="#">(expand full screen)</a>				
				<input checked="" type="checkbox"/> ABC
				<input type="checkbox"/> 4000

## Completing a Bridges Review

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: [\(expand full screen\)](#)

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.

Identifying Information **Goals** Amend Plan Approval Documents

**Review Active Goals**

<a href="#">edit</a> 	Education -	Susie will obtain her GED within one year.
<a href="#">edit</a> 	Employment and Career Preparation -	Susie will secure employment within the next two months and will maintain her employment for at least one year.
<a href="#">edit</a> 	Health and Self Care -	Susie will attend all of her therapy appointments for the next 6 months and will continue to take all of her medication as prescribed.

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**.

## Completing a Bridges Review

### Service Review

Progress Towards Goal:

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

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

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)?**
7. Enter narrative in the text box below the question: **According to the Bridges Liaison, what services or supports were provided to the young adult during this review period?**

What were the barriers to completing your goal?

Not Applicable

[\(expand full screen\)](#)

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? [\(expand full screen\)](#)

## Completing a Bridges Review

In the **Completion Details** grid:

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

**Completion Details**

Goal End Date:   Goal End Reason:

[Previous](#) [Next](#) [Apply](#) [Save](#) [Cancel](#)

**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

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:

11. Click the **Amend Plan** tab.

Case / Workload / Bridges Review

CASE NAME / ID: **Sacwis, Susie / 123456** *Bridges / Open (05/04/2023)*

STATUS: *In progress* DUE DATE: 06/02/2024 APPROVAL DATE:

✔ Your data has been saved. ✕

Identifying Information **Goals** **Amend Plan** Approval Documents

**Review Active Goals**

[edit](#) Education - Susie will obtain her GED within one year.

## Completing a Bridges Review

### 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.

Identifying Information   Goals   **Amend Plan**   **Approval**   Documents

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**Amend Plan**

Does the young adult want to modify the following active goal domains?

- Education
- Employment and Career Preparation
- Health and Self Care

Does the young adult want to add goals to the following inactive goal domains?

- Self-Development and Healthy Relationships
- Home Management and Life Skills
- Financial and Money Management
- Legal

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**Reassessment**

<b>edit</b>	Assessment Type: Reassessment	Assessment Status: In Progress	Date:	Agency: Bridges
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# 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:

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: *Bridges*  
**Sacwis, Susie / 123456** *Open (05/04/2023)*

**Bridges Reviews**

[Custody Episode 07/21/2023](#) ^




Showing (4) Reviews:

	<b>Status</b>	Approval Date	Plan Type	Agency	
<a href="#">edit</a>	<b>Pending Approval</b>		Updated - 12/12/2023	Bridges	 

## 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.

CASE NAME / ID: Sacwis, Susie / 123456		Bridges / Open (05/04/2023)	
STATUS: <i>Approved</i>	DUE DATE: 06/02/2024	APPROVAL DATE: 03/04/2024	
Identifying Information	Goals	Amend Plan	<b>Signatures</b>
<b>Signatures Captured</b>			
Sacwis, Susie - Young Adult		Date Signed:	<input type="text"/> 
Test, Worker - Bridges Worker		Date Signed:	<input type="text"/>  
<a href="#">Add Agency Representative</a>			

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).