

**Recording and Viewing an OhioKAN
Brief Assessment and Screening to
Inform, Connect, and Support
(BASICS) Record**



Knowledge Base Article

Recording and Viewing an OhioKAN Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record

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Recording and Viewing an OhioKAN Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record

Overview

The Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record will be conducted during a first or second conversation with a family that has been screened in for OhioKAN services based on eligibility criteria. The goals of BASICS are to:

- Collect baseline information about family needs and financial resources
- Determine whether family's needs are imminent and/or complex
- Identify which referrals to provide immediately and
- Identify which domains to conduct additional assessments.

Each domain includes relevant examples of specific services or supports. Through the conversation with a family, OhioKAN staff will assess the level of need based upon the family's expressed urgency and/or complexity of need. This does not denote the frequency of a particular need, but the severity of the need.

Adding a New BASICS Record

From the SACWIS home page:

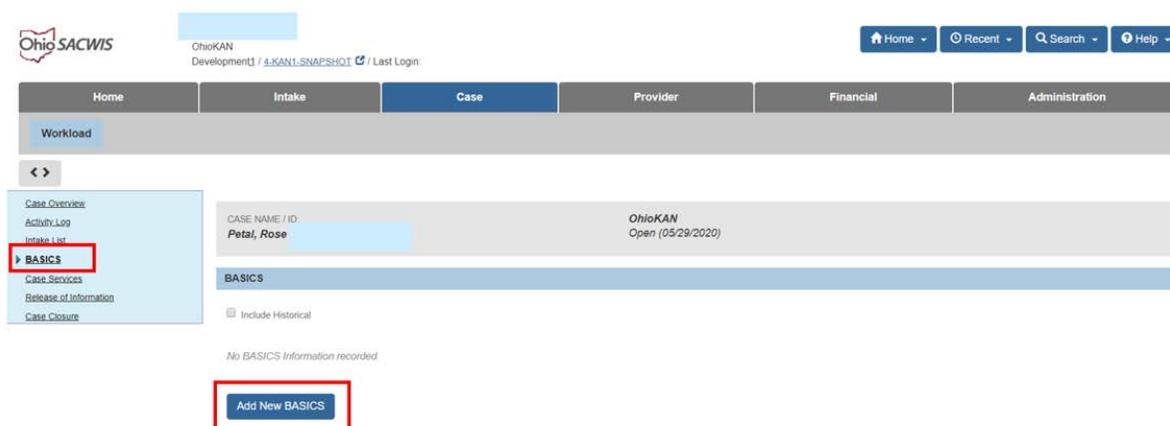
1. Navigate to the **Case Overview** screen.
2. Click the **BASICS** link in the navigation pane.

The screenshot shows the OhioKANSACWIS Case Overview screen. The navigation pane on the left has 'BASICS' highlighted in red. The main content area displays case details for 'Petal, Rose', including address, contact information, and agency. A red message at the bottom states: 'One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB'.

Note: The first time a BASICS record is entered, the system will display the following message: **No BASICS Information recorded.**

3. Click, **Add New BASICS.**

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The **Maintain BASICS** screen appears, displaying the Participants tab page.

Completing the Participants Tab

Note: When creating an Initial BASICS record, the system will default the **Reason for Completion** to **Initial**.

Note: When the BASICS record is created, all active case members will automatically be added as Child and Adult Participants.

1. If applicable, delete Child Participant(s) that are no longer in the home.
2. Make a selection from the **Caregiver's Legal Authority / Responsibility to the Child** drop-down menu. (Complete for each child)
3. Make a selection from the **Did a PCSA facilitate placement of the child in the home?** drop-down menu. (Complete for each child)
4. If applicable, click the **Add Child Participant** button to add additional Child Participants not already on the BASICS.
5. If applicable, click the **Add Adult Participant** button to add additional Adult Participants not already on the BASICS.
6. Click the **Relationship** button to view/update relationships.
Please refer to the following Knowledge Base Article for additional steps:
[Managing Person-Level Relationships](#).
7. Click either the **Next** Button or the **Caregiver / Family Needs** tab.

Note: SACWIS will automatically save your changes as you progress through each tab page.

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Maintain BASICS

CASE NAME / ID: Petal, Rose OhioKAN / Open (05/29/2020)

Participants Caregiver / Family Needs Child Needs Resources

Reason for Completion: Initial

Child Participants

Flower, Daisy, Age 1, DOB 01/01/2019

Caregiver's Legal Authority / Responsibility to the Child: Did a PCSA facilitate placement of the child in the home?

Petal, Leit, Age 11, DOB 08/08/2008

Caregiver's Legal Authority / Responsibility to the Child: Did a PCSA facilitate placement of the child in the home?

Add Child Participant

Adult Participants

Petal, Rose, Age 65, DOB 05/05/1955 Contact Information: (111) 222-3333

Add Adult Participant Relationships

Previous Next Status: In Progress Apply Save Cancel

The **Caregiver / Family Needs** tab page displays.

Completing the Caregiver / Family Needs Tab

Note: Clicking the **Field Guide** Drawer will expand the field guide narrative.

1. Select the appropriate radio button (Not challenging, Somewhat challenging, Very challenging) for each Question:
 - Basic Needs**
 - Legal**
 - Caregiver Social Support**
 - Caregiver Health**
 - Caregiver Training / Education**
 - Family Functioning**
2. Click **Details** drawer, enter **Describe** narrative for each question.
3. If applicable, record narrative in the **Other Needs** text box.
4. Click either the **Next** Button or the **Child Needs** tab.

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Case / Workload / BASICS
Maintain BASICS

CASE NAME / ID: **Petal, Rose** OhioKAN / Open (05/29/2020)

Participants Caregiver / Family Needs Child Needs Resources

Caregiver / Family Needs

Field Guide ^

Kinship and adoptive families sometimes face special circumstances that can make parenting even more challenging. I am going to list a few different areas, and I would like you to tell me whether this area is...

- Not challenging for my family; no additional support needed
- Somewhat challenging for my family; additional support could be helpful for us
- Very challenging for my family; we need support right away

1. Basic Needs [Expand All Domains](#)
Housing, utilities, transportation, clothing, food, furniture

Not challenging Somewhat challenging Very challenging Not answered

Details ^

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

2. Legal
Questions about custody, Power of Attorney, delinquency court, emergency temporary custody, other legal services needed

Not challenging Somewhat challenging Very challenging Not answered

Details v

3. Caregiver Social Support
Loneliness, no time for self, respite, support groups

Not challenging Somewhat challenging Very challenging Not answered

Details v

4. Caregiver Health
Mental health, behavioral health, physical health, cognitive health, dental

Not challenging Somewhat challenging Very challenging Not answered

Details v

5. Caregiver Training / Education
Caregiver parenting training, support for children with special needs

Not challenging Somewhat challenging Very challenging Not answered

Details v

6. Family Functioning
Child / caregiver relationship, attachment, bonding, family relationships

Not challenging Somewhat challenging Very challenging Not answered

Details v

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

Status: In Progress

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The **Child Needs** tab page displays.

Completing the Child Needs Tab

Note: Clicking the **Field Guide** Drawer will expand the field guide narrative.

1. Select the appropriate radio button (Not challenging, Somewhat challenging, Very challenging) for each Question:
 - **Child Care**
 - **Education / Child Development**
 - **Child Social Support**
 - **Child Health**
2. Click **Details** drawer, enter **Describe** narrative for each question.
3. If applicable, record narrative in **Other Needs** text box.
4. Click either the **Next** Button or the **Resources** Tab.

Case / Workload / BASICS
Maintain BASICS

CASE NAME / ID: **Petal, Rose** OhioKAN / Open (05/29/2020)

Participants **0** Caregiver / Family Needs **0** **Child Needs** **0** Resources **0**

Child Needs

Field Guide **▼**

[Expand All Domains](#)

1. Child Care
Locating care, accessing care, after school or summer programs

Not challenging Somewhat challenging Very challenging Not answered

Details **^**

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

2. Education / Child Development
Enrolling child in school, IEP/504 plan, school supplies, Early Intervention, Head Start

Not challenging Somewhat challenging Very challenging Not answered

Details **▼**

3. Child Social Support
Connections to peers and/or caring adults and mentors

Not challenging Somewhat challenging Very challenging Not answered

Details **▼**

4. Child Health
Mental health, behavioral health, physical health, dental, special equipment needs

Not challenging Somewhat challenging Very challenging Not answered

Details **▼**

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

Status: **In Progress**

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The **Resources** page displays

Completing the Resources Tab

1. Select the appropriate radio button (**Yes, No, Not Eligible**) for each Resource:

- **Adoption Assistance (AA)**
- **Area Agency on Aging (AAA)**
- **Free / Reduced School Meals**
- **Home Energy Assistance Program (HEAP)**
- **Kinship Caregiver Program (KCP)**
- **Kinship Permanency Incentive Program (KPIP)**
- **Medicaid**
- **Ohio Works First Child Benefits (OWF)**
- **Other Medical Insurance**
- **Post Adoption Special Services Subsidy (PASSS) Program**
- **Social Security Death Benefits**
- **Social Security Disability Insurance (SSDI)**
- **State Adoption Maintenance Subsidy (SAMS)**
- **Subsidized Child Care, Subsidized Housing**
- **Supplemental Security Income (SSI)**
- **Temporary Assistance for Needy Families (TANF)**
- **Women, Infants, and Children (WIC)**

2. If applicable, record narrative in **Other Needs** text box.

3. Select **Yes** or **No** from the **Prior Involvement with Kinship or Post-Adoptive Services** drop-down menu.

4. If Yes, then enter the **Name of Program / Agency** in text box.

5. Select **Complete** from the Status dropdown.

6. Click **Save**.

Recording and Viewing an OhioKAN Brief Assessment and Screening to Inform, Connect, and Support (BASICS) Record

Case / Workload / BASICS

Maintain BASICS

CASE NAME / ID: **Petal, Rose**

OhioKAN / Open (05/29/2020)

Participants ✓

Caregiver / Family Needs ✓

Child Needs ✓

Resources +

Resources

Does your family already have any of these resources in place?

Adoption Assistance (AA):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Area Agency on Aging (AAA):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Free / Reduced School Meals:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Home Energy Assistance Program (HEAP):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Kinship Caregiver Program (KCP):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Kinship Permanency Incentive Program (KPIP):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Medicaid:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Ohio Works First Child Benefits (OWF):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Other Medical Insurance:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Post Adoption Special Services Subsidy (PASSS) Program:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Social Security Death Benefits:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Social Security Disability Insurance (SSDI):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
State Adoption Maintenance Subsidy (SAMS):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Subsidized Child Care:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Subsidized Housing:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Supplemental Security Income (SSI):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Temporary Assistance for Needy Families (TANF):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered
Women, Infants, and Children (WIC):	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Eligible	<input checked="" type="radio"/> Not Answered

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

ABC
10000

Prior Involvement with Kinship or Post-Adoptive services?

Yes

Name of Program / Agency:

Status:

Status:

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The Completed BASICS Record displays on this **BASCIS** Page.

The screenshot shows the BASCIS interface with the 'Case' tab selected. The left sidebar has 'BASICS' highlighted. The main content area displays the case name 'Petal, Rose' and 'OhioKAN Open (05/29/2020)'. Below this, there is a table with one row of data:

	BASICS ID	Worker	Status	Completion Date	
view		Archer, Jeffrey Navigator	Complete	06/02/2020	

Below the table is an 'Add New BASICS' button.

Viewing a BASICS Record

1. Navigate to the **BASICS** screen
2. Click **view** beside the desired BASICS Record.

This screenshot is identical to the previous one, but the 'view' button in the table row is highlighted with a red box.

Printing a BASICS Record

1. Navigate to the **BASICS** screen.
2. Click the Report Icon.

This screenshot is identical to the previous ones, but the report icon (a small blue square with a white document symbol) in the table row is highlighted with a red box.

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The **Reports** screen appears, displaying the **Document Details** grid.

1. Click **Generate Report**.

The screenshot shows the 'Reports' interface. At the top, there's a 'Document Details' section with fields for Document Category, Work-Item ID, Task ID, Document Title, Work-Item Reference, and Task Reference. Below this is a 'Document History' table with columns for ID, Date Created, Employee ID, and Name. At the bottom of the 'Document History' section, a 'Generate Report' button is highlighted with a red box. A 'Cancel' button is located below the table.

The report will display.

2. Click **Save**.

This screenshot shows a progress screen with the Ohio SACWIS logo on the left. The user's name and login information are displayed. On the right, there are navigation buttons for Home, Recent, Search, and Help. In the center, a message states 'Your report is being created' with an hourglass icon and 'Please wait ...'. Below this, it shows 'Report Requested: 02:46:32 PM' and 'Last Checked: 02:46:32 PM'. A 'Cancel' button is at the bottom left.

The screenshot shows a PDF viewer displaying a report titled 'Ohio Department of Job and Family Services OhioKAN BASICS Report Report 531'. The report includes the 'OhioKAN Assessment ID:' followed by a redacted area. The viewer interface includes a file name '31059813.pdf', page number '1/1', and navigation controls. A 'Save' button is highlighted with a red box at the bottom left, next to a 'Cancel' button.

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