

Generating the Case Reopening Report

Overview

This article describes how to generate the **Case Reopening Report**. This report displays cases **Closed** within a period of time that have **Reopened due to a new intake**.

The time period for case closure and the time period for a case reopening are selected by the user on the report parameters page. A case will display on the report when the case closure falls between the time periods selected in the parameters and a subsequent intake is screened in and linked to the case.

Complete the following steps to generate the report.

Navigating to the Report Parameters Page

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab.

The **Reports** screen displays.



The screenshot shows the SACWIS navigation menu with the **Administration** and **Reports** tabs highlighted with red circles. Below the menu is a 'Report Filter Criteria' section with dropdown menus for 'Report Category' and 'Report Type', and a 'Filter' button. The main area displays a table of reports with columns for Title, Category, Type, and a 'report' link. The 'Case Reopening Report' row is highlighted with a red box, and its 'report' link is also circled in red.

Title	Category	Type	report
AFCARS Exception Report - RPT 252	Fiscal	Agency	report
AWOL Report	Administration	Agency	report
Adoption Subsidy Report - RPT 303	Fiscal	Agency	report
Agency Contracts Report - RPT 234	Fiscal	Agency	report
Agency Independent Living Summary Report	Case	Agency	report
Agency Medicaid Eligibility Roster Report - RPT 302	Fiscal	Agency	report
Agency On-Call Employee Report	Administration	Agency	report
Agency Placement Cost Report - RPT 320	Fiscal	Agency	report
Agency Safety Plan Report	Administration	Agency	report
Attempted Visits vs. Actuals	Case	Worker	report
Benefits Report - RPT 249	Fiscal	Agency	report
Case Draft Activity Log Report	Case	Agency	report
Case Load Summary	Administration	Worker	report
Case Opening Analysis	Case		report
Case Plan/Case Plan Amendment Due Report	Administration	Agency	report
Case Reopening Report	Case	Agency	report
Case Services Report	Case	Worker	report
Caseload Data Report	Administration	Supervisor	report

3. Click the **Report** link that corresponds to the **Case Reopening Report**.

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The **Report Details** screen appears.

Administration >> Reports

Report Details

Report Category: CASE Report Title: Case Reopening Report
Report Type: AGENCY

Report History

ID	Date Created	Employee ID	Name
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Document History

Select Report Output Format

PDF
 Excel

Generate Report

Cancel

4. In the **Select Report Output Format** section, select **PDF** or **Excel** as the report format. **Excel** is pre-selected.
5. Click the **Generate Report** button.

The **Case Reopening Report** parameters page appears. The user's **Agency** is pre-selected.

Case Reopening Report

Agency : * County Department of Job and Family Services

Agency Unit:

Supervisor:

Employee:

Begin Date : *

End Date : *

Case Reopening Period :

Available: Selected:

0-30 Days
31-60 Days
61-90 Days
91 Days to 6 Months
From 6 Months +1 Day to 1 Year

Select Intake Category or Categories Associated with Reopened Case :

Available: Selected:

CA/N
Dependency
FINS

Generate Report **Cancel**

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Generating the Report

1. On the **Case Reopening Report** parameters page, select the **Agency Unit**, **Supervisor**, and **Employee**. (Optional)

Case Reopening Report

Agency : * County Department of Job and Family Services

Agency Unit:

Supervisor:

Employee:

Begin Date: *

End Date: *

Case Reopening Period :

Available:

- 0-30 Days
- 31-60 Days

Add >

Selected:

2. Enter the Case Closure **Begin Date** for the report. This is the date of initial case closure. (Required)
3. Enter the Case Closure **End Date** for the report. (Required)

Note: The report will include all cases that were closed for the user's agency within the specified date span.

4. In the **Case Reopening Period** section, select a case reopening period in the **Available** list and click the **Add >** button to move the value to the **Selected** list. (Required)

Case Reopening Period :

Available:

- 0-30 Days
- 31-60 Days
- 61-90 Days
- 91 Days to 6 Months
- From 6 Months + 1 Day to 1 Year

Add >

< Remove

Selected:

Note:

- The **Case Reopening Periods** define the amount of time between the case closure and the case reopening. At least one value must be selected. The available values for this parameter are: **0-30 Days**, **31-60 Days**, **61-90 Days**, **91 Days to 6 Months**, and **From 6 Months + 1 Day to 1 Year**.
- If you move a value in error, select the value in the **Selected** list and click the **< Remove** button to move the value back to the **Available** list.

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- Repeat **Step 4** as appropriate to select all **Case Reopening Period(s)** you wish to include in the report.
- In the **Select Intake Category or Categories Associated with Reopened Case** section, select an intake category in the **Available** list and click the **Add >** button to move the value to the **Selected** list. (Required)

Select Intake Category or Categories Associated with Reopened Case :

Available:

- CA/N
- Dependency
- FINS

Add >

< Remove

Selected:

Generate Report Cancel

Note:

- The available values for this parameter are **CA/N** (Child Abuse/Neglect), **Dependency**, and **FINS** (Family in Need of Services). At least one value must be selected.
 - If you move a value in error, select the value in the **Selected** list and click the **< Remove** button to move the value back to the **Available** list.
- Repeat **Step 6** as appropriate to select all intake categories you wish to include in the report.
 - Click the **Generate Report** button.

The report displays in the format you specified. The example on the next page shows the Excel version of the report.

Note: If a case that was closed by your agency reopens in another county agency, the case will display on your (the closing agency) report and the opening agency will be identified in the column labeled **Assigned Worker for Reopened Case**.

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Report Example

Case Reopening Report
Agency: County Department of Job and Family Services
Unit: N/A
Supervisor: N/A
Worker: N/A
Time Period: 01/01/2014 To 12/31/2014
Intake Type: CA/N, Dependency, FINS
Case Reopen Period: 30 Days, 60 Days, 90 Days, 6 Months, 1 Year

Case ID	Case Name	Case Closure Date	Case Closure Reason	Case Reopened Date	Intake ID for Case Reopen	Intake Category	Intake Type	Total Days from Closure to Reopen
10	Doe, Jane	01/14/2014	No Benefit of Further Service	03/18/2014	10	CA/N Report	Physical Abuse	63
11	Doe, John	01/14/2014	Family Non-Compliant	12/03/2014	10	CA/N Report	Physical Abuse	323
12	Doe, Jane	02/18/2014	No Benefit of Further Service	03/13/2014	10	CA/N Report	Neglect, Sexual Abuse	23
13	Doe, John	02/20/2014	Problems Resolved	04/14/2014	10	CA/N Report	Physical Abuse	53
14	Doe, Jane	02/24/2014	Protective Supervision Terminated	07/11/2014	10	CA/N Report	Neglect	137
15	Doe, John	05/12/2014	Agency Terminated Services	06/24/2014	10	CA/N Report	Neglect	43
16	Doe, Jane	06/04/2014	No Benefit of Further Service	09/22/2014	10	CA/N Report	Neglect	110
17	Doe, John	07/28/2014	No Benefit of Further Service	09/15/2014	10	CA/N Report	Neglect	49
18	Doe, Jane	07/30/2014	No Benefit of Further Service	11/07/2014	10	CA/N Report	Neglect	100
19	Doe, John	09/03/2014	No Benefit of Further Service	10/23/2014	10	CA/N Report	Neglect	50
20	Doe, John	10/27/2014	Client No Longer in Service Area	11/25/2014	10	CA/N Report	Physical Abuse	29

Report example, continued:

Run Date: May 14, 2015

0-30 Days	31-60 Days	61-90 Days	91 Days-6 Months	6 Months and 1 Day-1 Year	Assigned Worker for Reopened Case	Assigned Supervisor for Reopened Case
		X			Doe, John	Doe, John
				X	Doe, John (Other County Department of Job and Family Services)	Doe, John
X					Doe, John	Doe, John
	X				Doe, John	Doe, John
			X		Doe, John (Other County Department of Job and Family Services)	Doe, John
	X				Doe, John	Doe, John
			X		Doe, John	Doe, John
	X				Doe, John	Doe, John
			X		Doe, John (Other County Department of Job and Family Services)	Doe, John
	X				Doe, John	Doe, John
X					Doe, John	Doe, John

If you need additional information or assistance, please contact the SACWIS Help Desk.