

Generating the Screening Decision Timeliness Report

Overview

The **Screening Decision Timeliness Report** displays intakes received within a selected time parameter. The report identifies **timeliness of intake entry** and **timeliness of the screening decision** based on **OAC 5101:2-36-01**. In addition, the Excel spreadsheet version of the report contains a second tab that displays statistics.

Complete the following steps to generate the **Screening Decision Timeliness Report**.

Navigating to the Report Parameters Page

The Screening Decision Timeliness Report can be accessed through the **Administration > Reports** tabs in SACWIS.

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

The screenshot shows the SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration. The Administration tab is circled in red. Below these are sub-tabs: Staff, Maintenance, Security, Reports, Training, and Utilities. The Reports sub-tab is also circled in red. Below the tabs is a 'Report Filter Criteria' section with dropdown menus for 'Report Category' and 'Report Type'. A 'Filter' button is present. Below the filter is a 'Reports' section, also circled in red, showing 'Result(s) 1 to 25 of 91' and 'Page 1 of 4'. A table lists reports with columns for Title, Category, and Type. The table content is as follows:

Title	Category	Type	
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

3. The report is currently listed on Page 4 of the **Reports** list. Scroll to the bottom of the screen and click the link for **Page 4**.

The screenshot shows the bottom of the Reports screen. It displays a report entry: 'Disbursement Journal Report - Foster Parent Training - RPT 239C' with Category 'Fiscal' and Type 'Agency'. Below the report entry is a pagination control: 'Results Page: | 1 | 2 | 3 | 4 | 5 | 6 |'. The '4' is circled in red.

The **Reports** screen displays Page 4.

Generating the Screening Decision Timeliness Report

- Click the **Report** link that corresponds to the **Screening Decision Timeliness Report**.

Safety Hazard Report	Intake	Agency	report
Screened Out Intake Report	Intake	Agency	report
Screening Decision Timeliness Report	Administration	Agency	report
Statewide ICAMA Medicaid Eligibility Roster Report - RPT 306	Fiscal	Agency	report

The **Report Details** screen appears.

Administration » Reports

Report Details

Report Category: ADMINISTRATION Report Title: Screening Decision Timeliness 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

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

The **Screening Decision Timeliness Report** parameters page displays. The user's **Agency** is pre-selected.

Screening Decision Timeliness Report

Agency : *

Available:

Selected: Department of Job and Family Services

Add > **< Remove**

Intake Received Begin Date: *

Intake Received End Date: *

Agency Unit:

Screening Decision Maker:

Screeener:

Generate Report **Cancel**

Generating the Screening Decision Timeliness Report

Generating the Report

On the **Screening Decision Timeliness Report** parameters page:

1. Enter the **Intake Received Begin Date**. (Required)
2. Enter the **Intake Received End Date**. (Required)

The screenshot shows a web form with the following elements:

- Intake Received Begin Date: *** [Text input field with calendar icon]
- Intake Received End Date: *** [Text input field with calendar icon]
- Agency Unit:** [Dropdown menu]
- Screening Decision Maker:** [Dropdown menu]
- Screener:** [Dropdown menu]
- Generate Report** [Button]
- Cancel** [Button]

3. If you wish to limit the report data to a specific unit or screening decision maker or screener: Select the **Agency Unit**, then select the **Screening Decision Maker** (if desired), then select the **Screener** (if desired). (Optional)
4. Click the **Generate Report** button.

The report displays in the format you specified. The following examples show the Excel version of the report.

Generating the Screening Decision Timeliness Report

The **Details_1** tab displays the report data as shown below.

1	SCREENING DECISION TIMELINESS REPORT						
2							
3	Received Date Parameter: 01/01/2015 - 03/31/2015						
4	Report Date: 01/08/2016						
5							
6	Intake ID	Intake Name	Received Date and Time	Date and Time Created	Intake Entered Timely	Intake Category	Intake Type
7	00000	Person, One	01/02/2015 10:35 AM	01/02/2015 10:39 AM	Yes	CA/N Report	Neglect
8	111111	Person, Two	01/02/2015 03:31 PM	01/02/2015 03:32 PM	Yes	CA/N Report	Emotional Maltreatment
9	222222	Person, Three	01/05/2015 12:25 PM	01/05/2015 12:28 PM	Yes	Information and/or Referral	Information Only
10	333333	Person, Four	01/05/2015 01:33 PM	01/05/2015 01:40 PM	Yes	Information and/or Referral	Information Only
11	444444	Person, Five	01/05/2015 02:10 PM	01/05/2015 02:16 PM	Yes	CA/N Report	Neglect
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Details_1 tab, continued:

	H	I	J	K	L	M	N	O
1								
2								
3								
4								
5								
6	Screening Decision	Decision Date and Time	Date and Time Decision Recorded	Screening Decision Timeliness	Screening Unit	Screening Decision Maker	Screener	Agency
7	Screened Out	01/02/2015 03:18 PM	01/02/2015 03:47 PM	Yes	Ongoing	SDM, One	Screener, One	County Department of Job and Family Services
8	Screened In AR	01/02/2015 03:50 PM	01/02/2015 03:50 PM	Yes	Ongoing	SDM, Two	Screener, One	County Department of Job and Family Services
9	Information and/or Referral	01/05/2015 01:55 PM	01/05/2015 01:56 PM	Yes	Intake	SDM, Three	Screener, Two	County Department of Job and Family Services
10	Information and/or Referral	01/05/2015 02:03 PM	01/05/2015 02:03 PM	Yes	Intake	SDM, Four	Screener, Two	County Department of Job and Family Services
11	Screened Out	01/06/2015 04:32 PM	01/06/2015 04:33 PM	No	Intake	SDM, Five	Screener, One	County Department of Job and Family Services
12								
13								
14								
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16								
17								
18								
19								
20								
21								

Generating the Screening Decision Timeliness Report

In the Excel version of the report, statistics display on the second tab (**Statistics_2** tab) as shown below.

	Total	Percentage
Total Number of Intakes	288	
Number of Intakes Recorded Timely	267	93%
Number of Intakes Unable to Determine if Recorded Timely	0	
Number of Intakes Screened Timely	274	95%
Average Time Between Received Date and Time and Decision Date and Time	0 Days 14 Hours 54 Minutes	
Average Time Between Received Date and Time and Date and Time Decision Recorded	1 Day 9 Hours 36 Minutes	
Average Time Between Received Date and Time and Date and Time Created	0 Days 17 Hours 18 Minutes	
Total Number of CA/N Intakes	170	
Total Number of CA/N Intakes Recorded Timely	161	95%
Total Number of CA/N Intakes Unable to Determine if Recorded Timely	0	
Total Number of CA/N Intakes Screened Timely	168	99%
CA/N - Average Time Between Received Date and Time and Decision Date and Time	0 Days 12 Hours 2 Minutes	
CA/N - Average Time Between Received Date and Time and Date and Time Decision Recorded	1 Day 8 Hours 0 Minutes	
CA/N - Average Time Between Received Date and Time and Date and Time Created	0 Days 14 Hours 1 Minute	
Total Number of Dependency Intakes	2	
Total Number of Dependency Intakes Recorded Timely	2	100%
Total Number of Dependency Intakes Unable to Determine if Recorded Timely	0	
Total Number of Dependency Intakes Screened Timely	2	100%
Dependency - Average Time Between Received Date and Time and Decision Date and Time	0 Days 21 Hours 41 Minutes	
Dependency - Average Time Between Received Date and Time and Date and Time Decision Recorded	0 Days 21 Hours 41 Minutes	
Dependency - Average Time Between Received Date and Time and Date and Time Created	0 Days 0 Hours 5 Minutes	
Total Number of FINS Intakes	18	
Total Number of FINS Intakes Recorded Timely	14	78%
Total Number of FINS Intakes Unable to Determine if Recorded Timely	0	
Total Number of FINS Intakes Screened Timely	17	94%
FINS - Average Time Between Received Date and Time and Decision Date and Time	0 Days 8 Hours 23 Minutes	
FINS - Average Time Between Received Date and Time and Date and Time Decision Recorded	1 Day 23 Hours 5 Minutes	
FINS - Average Time Between Received Date and Time and Date and Time Created	1 Day 19 Hours 45 Minutes	
Total Number of I & or R Intakes	98	
Total Number of I & or R Intakes Recorded Timely	90	92%
Total Number of I & or R Intakes Unable to Determine if Recorded Timely	0	
Total Number of I & or R Intakes Screened Timely	87	89%
I & or R - Average Time Between Received Date and Time and Decision Date and Time	0 Days 20 Hours 55 Minutes	
I & or R - Average Time Between Received Date and Time and Date and Time Decision Recorded	1 Day 10 Hours 8 Minutes	
I & or R - Average Time Between Received Date and Time and Date and Time Created	0 Days 18 Hours 29 Minutes	

Important: There are times when an agency may create an intake and then determine that the call does not result in a new intake. Because the screener created the intake by clicking **Apply** or **Save** rather than **Cancel**, the intake cannot be deleted. There are instances where the Screener may then “**recycle**” the intake to be used for the next intake call.

In this scenario, the date and time the intake was created will be earlier than the date and time the intake was received. This scenario will display as follows in the **Screening Decision Timeliness Report**.

- In the **Details** section of the report:
 - The **Date and Time Created** column will display an earlier date/time than the **Received Date and Time** column (shown in red in the following example).
 - The **Intake Entered Timely** column will display **blank** (shown in blue in the following example).

Generating the Screening Decision Timeliness Report

Intake ID	Intake Name	Received Date and Time	Date and Time Created	Intake Entered Timely	Intake Category	Intake Type
00000	Person, One	01/02/2015 10:35 AM	01/02/2015 10:39 AM	Yes	CA/N Report	Neglect
111111	Person, Two	01/02/2015 03:31 PM	01/02/2015 03:32 PM	Yes	CA/N Report	Emotional Maltreatment
222222	Person, Three	01/05/2015 12:25 PM	01/05/2015 12:28 PM	Yes	Information and/or Referral	Information Only
333333	Person, Four	01/05/2015 01:33 PM	01/05/2015 01:40 PM	Yes	Information and/or Referral	Information Only
444444	Person, Five	01/05/2015 02:16 PM	01/05/2015 02:10 PM		CA/N Report	Neglect

- In the **Statistics** section of the report, these “recycled intake” records are **not** included in the calculation of **Intakes Recorded Timely** (shown in red in the example below).

Instead, these records are displayed under the label **“Total Number of CA/N (or Dependency, or FINS, or I & or R, as appropriate) Intakes Unable to Determine if Recorded Timely”**. (The CA/N and Dependency labels are shown in blue in the example below).

	Total	Percentage
Total Number of Intakes	288	
Number of Intakes Recorded Timely	267	93%
Number of Intakes Unable to Determine if Recorded Timely	0	
Number of Intakes Screened Timely	274	95%
Average Time Between Received Date and Time and Decision Date and Time	0 Days 14 Hours 54 Minutes	
Average Time Between Received Date and Time and Date and Time Decision Recorded	1 Day 9 Hours 36 Minutes	
Average Time Between Received Date and Time and Date and Time Created	0 Days 17 Hours 18 Minutes	
Total Number of CA/N Intakes	170	
Total Number of CA/N Intakes Recorded Timely	161	95%
Total Number of CA/N Intakes Unable to Determine if Recorded Timely	1	
Total Number of CA/N Intakes Screened Timely	168	99%
CA/N – Average Time Between Received Date and Time and Decision Date and Time	0 Days 12 Hours 2 Minutes	
CA/N – Average Time Between Received Date and Time and Date and Time Decision Recorded	1 Day 8 Hours 0 Minutes	
CA/N – Average Time Between Received Date and Time and Date and Time Created	0 Days 14 Hours 1 Minute	
Total Number of Dependency Intakes	2	
Total Number of Dependency Intakes Recorded Timely	2	100%
Total Number of Dependency Intakes Unable to Determine if Recorded Timely	0	
Total Number of Dependency Intakes Screened Timely	2	100%
Dependency - Average Time Between Received Date and Time and Decision Date and Time	0 Days 21 Hours 41 Minutes	

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