

Generating the Safety Hazard Report



Knowledge Base Article

Generating the Safety Hazard Report

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Generating the Safety Hazard Report

Overview

This article describes how to view safety hazards in SACWIS that display on the **Safety Hazard Report** and how to generate the report.

The **Safety Hazard Report** displays safety hazards that are documented for each person in SACWIS and meet the criteria described in the sections below. The report will display safety hazard data that is entered on the **Person** record and the **Primary Address**.

Safety Hazards will display on the report for:

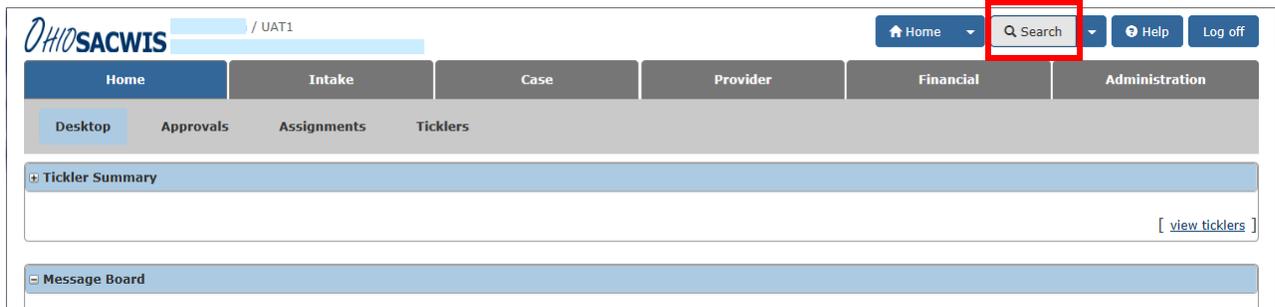
- Any person who is an **Active Member on a Case**.
- Any person who is an **Intake Participant on an Intake that has been Screened In**, even if that intake is still on the **Intake Workload**.

The following sections describe how to view safety hazards and generate the **Safety Hazard Report**.

Navigating to the Person Profile

Safety hazard data that is entered on the **Person** and the **Primary Address** can be viewed from the **Person Profile**. To view these safety hazards, complete the following steps.

1. On the SACWIS **Home** screen, click the **Search** button.



The **Person Search Criteria** screen (**Person Search** tab) appears as shown on the next page.

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2. Enter search criteria in the appropriate fields OR enter the **Person ID**, if known.

Person Search Criteria

Prefix:

Last Name: AKA Sounds Like

First Name: [HINT: AKA / 'Sounds Like' applies to last/first/middle name only. Wildcard (%) search & 'Sounds Like' cannot be used together.]

Suffix:

Middle Name:

DOB: or From Age: To Age:

Gender: Race:

Hispanic /Latino:

Person ID: 1234567

Advanced Search Criteria

3. Click the **Search** button at the bottom of the screen.

The results appear in the **Person Search Results** grid at the bottom of the screen.

4. Click the **View** or **Edit** link beside the appropriate **Person ID**.

Person Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

Person ID	Name	Street	City	State/Zip	Gender	Age	DOB	Active Case

view edit

The **Person Profile** appears displaying the **Basic** tab.

Profile

Basic Demographics Address Additional Characteristics Safety Hazard Confidential Information

Name: Person ID: DOB:

Hazard/Alert Information

Safety Hazard Exists Safety Plan Exists Environmental Hazard Exists Protective Service Alert

AWOL Pregnant Pregnant/Parenting Minor Pregnant/Parenting Youth in Custody

Person Information

Prefix:

First Name: * Middle Name:

Note: Users may also navigate to the **Person Profile** screen by selecting a participant name hyperlink from within a Work Item in SACWIS.

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Viewing Active Safety Hazards

The Safety Hazard Report displays the **Active** safety hazards from the Person record. This safety hazard information can be viewed on the **Safety Hazard** tab of the Person record.

1. In the **Person Profile**, click the **Safety Hazard** tab.

The screenshot shows a navigation bar with tabs: Basic, Demographics, Address, Additional, Characteristics, **Safety Hazard** (highlighted in red), and Confidential Information. Below the tabs, there are input fields for Name, Person ID, and DOB. A section titled "Hazard/Alert Information" contains several checkboxes: Safety Hazard Exists, Safety Plan Exists, Environmental Hazard Exists, Protective Service Alert, AWOL, Pregnant, Pregnant/Parenting Minor, and Pregnant/Parenting Youth in Custody.

The **Safety Hazard** list screen appears displaying the **Active Safety Hazards** section.

The screenshot shows the "Active Safety Hazards" section. The "Safety Hazard" tab is highlighted in red. Below the tabs, there are input fields for Name, Person ID, and DOB, and radio buttons for "Created in Error", "Exclude", and "Include". A table lists active safety hazards, with the "edit" link in the first row highlighted in red. Below the table is an "Add Safety Hazard" button and a section for "Inactive Safety Hazards".

	Hazard Type	Begin Date	Narrative
edit	Drug Activity	01/01/2016	Testing
edit	Mental Health/Not Taking Medication	01/01/2016	Testing
edit	Explosive Behavior	01/01/2016	Testing
edit	Weapons in the Home	01/01/2016	Testing

2. Click the **View** or **Edit** link beside each safety hazard to view or edit the record.

Note: For instructions to add or edit a safety hazard record, please refer to the [Creating and Maintaining a Safety Hazard Record](#) Knowledge Base Article.

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Viewing Address Environmental Safety Hazards

The Safety Hazard Report displays **Address Environmental Safety Hazards** that are entered on the **Primary Address** for the person. This safety hazard information can be accessed from the **Address** tab of the Person record as described below.

1. In the **Person Profile**, click the **Address** tab. The **Person Address** screen appears.
2. Click the **Address** link of the **Primary Address** for the person.

The screenshot shows a user interface with several tabs: Basic, Demographics, Address (circled in red), Additional, Characteristics, Safety Hazard, and Confidential Information. Below the tabs, there are fields for Name, Person ID, and DOB. The main section is titled "Person Address" and includes a "View Address History" link. A table lists address records with columns for Type, Map, Address (circled in red), Valid, Effective Date, Primary (circled in green), and Hazard. The first row shows a Residence at "1234 Old Oak Tree Rd Columbus, OH" with a Valid status of Yes, an Effective Date of 11/12/2013, and is marked as the Primary address. Below the table is an "Add Address" button.

The **Address Details** screen appears.

3. Review the narrative in the **Environmental Hazard Details** field.

The screenshot shows the "Domestic Address Details" screen (the title is circled in red). It includes fields for Address, County, School District, Census Tract, Neighborhood Name, Law Enforcement Jurisdiction, Other County, Other District, and Geographical Designation. A large text area labeled "Environmental Hazard Details:" (circled in red) contains the instruction: "Information must be entered here for the report to display Environmental Hazard in the Safety Hazard Column." Below this field are buttons for "Spell Check", "Clear", and a character count of "3892".

Important: Address Environmental Safety Hazards will display on the report only if they are entered on the **Primary Address** of the person, and the **Environmental Hazard Details** narrative is populated.

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The Safety Hazard Report can be accessed through the **Administration > Reports** tabs in SACWIS.

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.

Home	Intake	Case	Provider	Financial	Administration
Staff	Reports	Training	Utilities		

Report Filter Criteria

Report Category: Report Type:

Filter

Reports

Result(s) 1 to 25 of 93 Page 1 of 4

Title	Category	Type
AFCARS Exception Report - RPT 252	Fiscal	Agency
AWOL Report	Administration	Agency
Adoption Subsidy Report - RPT 303	Fiscal	Agency

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**.

[Disbursement Journal Report - Foster Parent Training - RPT 239C](#) Fiscal Agency

Results Page: | 1 | 2 | 3 | 4 | » | 🔍

The **Reports** screen displays Page 4.

4. Click the **Safety Hazard Report** hyperlink.

SAMS Report - RPT 278	Fiscal	Agency
SAR/Case Review Due Date Report	Case	Agency
Safety Hazard Report	Intake	Agency
Screened Out Intake Report	Intake	Agency

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The **Report Details** screen appears.

Report Details

Report Category: INTAKE Report Title: Safety Hazard 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

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

The **Safety Hazard Report** parameters page appears. The user's **Agency** is pre-selected.

Safety Hazard Report

Safety Hazard :

Available:

Address Environmental Hazard

Contagious Disease

Convicted of a Violent Crime

Domestic Violence

Drug Activity

Explosive Behavior

Involved in Gang Activity

Mental Health/Not Taking Medication

Selected: *

Agency: * [Dropdown]

Agency Unit: [Dropdown]

Supervisor: [Dropdown]

Employee: [Dropdown]

Exclude intakes from Report:

Generate Report **Cancel**

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Generating the Report

On the **Safety Hazard Report** parameters page:

1. In the **Safety Hazard** section, select a safety hazard in the **Available** list and click the **Add** link to move the value to the **Selected** list. (Required)

The screenshot shows the 'Safety Hazard Report' interface. It features two main sections: 'Available:' and 'Selected: *'. The 'Available:' section contains a search bar, an 'Add All' link, and an 'Add' link (circled in red). Below these is a list of safety hazards, with 'Address Environmental Hazard' selected. The 'Selected: *' section contains a search bar, a 'Remove' link, and a 'Remove All' link.

Note:

- You may click the **Add All** link to move all values to the **Selected** list.
 - If you move a value in error, select the value in the **Selected** list and click the **Remove** link to move the value back to the **Available** list.
2. Repeat **Step 1** as appropriate to select all **Safety Hazard(s)** you wish to include in the report.
 3. If you wish to limit the report data to a specific unit or supervisor or employee, select the **Agency Unit**, then select the **Supervisor** (if desired), then select the **Employee** (if desired). (Optional)

The screenshot shows the 'Agency Unit', 'Supervisor', and 'Employee' selection fields, each with a dropdown arrow. These fields are highlighted with a red border. Below them is the 'Exclude intakes from Report:' checkbox, which is currently unchecked. The 'Generate Report' button is circled in red.

4. To exclude safety hazards from intakes from displaying in the report, select the **Exclude intakes from Report** check box. (Optional)
5. Click the **Generate Report** button.

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The report displays in the format you specified. The example below shows the Excel version of the report.

Safety Hazard Report														
Agency Name : County Department of Job and Family Services														
Date of Report: Jan 8, 2016														
Person ID	Person Name	Age	Gender	Safety Hazard	Hazard Begin Date	Person Status	Address Street Number	Address Street Name/Unit	City	State	Zip Code	Agency Assigned Employee	Agency Assigned Supervisor	Agency Unit
0000	Person, No 1	8	MALE	EXPLOSIVEBEHAVIOR	11/25/2014	Active Case Member	12345	Somewhere Rd	City	OH	4344	One, Employee	One, Supervisor	Intake
11111	Person, No 2	15	MALE	MENTALHEALTHNOTTAKINGMEDS	11/25/2014	Active Case Member	12345	Somewhere 2 Rd	City	OH	4344	Two, Employee	Two, Supervisor	Ongoing
222222	Person, No 3	33	FEMALE	EXPLOSIVEBEHAVIOR	02/18/2015	Active Case Member	12345	Somewhere 3 Rd	City	OH	4344	Three, Employee	Three, Supervisor	Intake/Ongoing
444444	Person, No 5	25	FEMALE	ADDRESS ENVIRONMENTAL HAZARD	03/15/2015	Intake Participant	12345	Somewhere 5 Rd	City	OH	4344	Five, Employee	Five, Supervisor	Intake
333333	Person, No 4	24	FEMALE	PRIORHREATSTOAGENCYWORKER	02/18/2015	Active Case Member	12345	Somewhere 4 Rd	City	OH	4344	Four, Employee	Four, Supervisor	Ongoing

Note:

- When a person is an **Intake Participant** and an **Active Case Member**, the person will display as an **Active Case Member** in the **Person Status** column.
- For intakes in which the **Person Status** is **Active Case Member**, the assigned worker hierarchy role is as follows: Primary Worker, Adoption Worker, Assessment/Investigation Worker, Worker, Supervisor, and Assessment/Investigation Supervisor.
- For intakes where the **Person Status** is **Intake Participant**, the report displays the Last Name, First Name of the **Screener**.

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