

Generating the Medication Detail Report

Overview

This article describes how to generate the **Medication Detail Report**. This report displays information regarding **Medication Detail** for **Children in Custody (if the medication information is known in SACWIS)**.

The report will display all children who are currently in the selected agency's custody and placement. The user has the option to display only **Children on Medication** or **Children not on Medication**, if desired. The user also has the option to display only **Psychotropic Medications** or **Non-Psychotropic Medications** for each child, or display both medication types.

The report will include the prescribed medication name and dosage of up to 15 medications for a child. If more than 15 medications are found, the last column of the report displays a message directing the user to see SACWIS for information on the child's additional medications.

Complete the following steps to generate the report.

Navigating to the Report Parameters Page

The Medication Detail Report can be accessed through the **Administration > Reports** tabs in SACWIS. The report is listed under the **Case** category.

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 is a navigation bar with tabs: Home, Intake, Case, Provider, Financial, and Administration. The Administration tab is circled in red. Below this is a sub-navigation bar with tabs: Staff, Maintenance, Security, Reports, Training, and Utilities. The Reports tab is also circled in red. Below the navigation bars is a 'Report Filter Criteria' section with two dropdown menus: 'Report Category:' and 'Report Type:'. Below that is a 'Filter' button, which is circled in red. The main content area is titled 'Reports' and shows a table of reports. The table has columns for Title, Category, and Type. The table contains three rows of reports.

Title	Category	Type
AA Ceiling Waiver Requests Report - RPT 406	Fiscal	Agency
AFCARS Exception Report - RPT 252	Fiscal	Agency
AFCARS Exception Summary Report - RPT 396	Administration	Agency

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The report is currently listed at the bottom of **Page 2** of the Reports list. Follow either Step 3 or Step 4 below to locate the report:

3. Scroll to the bottom of the screen and click the link for **Page 2**.

Client Characteristics by Worker Report	Case	Unit
Results Page: 1 2 3 4 8 88		

4. OR select **Case** in the **Report Category** field and click the **Filter** button to shorten the list of reports.

Home	Intake	Case	Provider	Financial
Staff	Reports	Training	Utilities	
Report Filter Criteria				
Report Category:	<input type="text" value="Case"/>	Report Type:	<input type="text"/>	
Filter				
Reports				

5. Scroll down the list and click the **Medication Detail Report** name hyperlink.

Reports		
Result(s) 1 to 18 of 18		
Title	Category	Type
Agency Independent Living Summary Report	Case	Agency
Attempted Visits vs. Actuals	Case	Worker
Case Draft Activity Log Report	Case	Agency
Case Opening Analysis	Case	
Case Reopening Report	Case	Agency
Case Services Report	Case	Worker
Children In Placement	Case	Agency
Children Needing Permanency	Case	Agency
Client Characteristics Report	Case	Worker
Client Characteristics by Worker Report	Case	Unit
Draft Family Team Meeting	Case	Agency
Family Team Meeting Statistical Report	Case	Agency
Living Arrangement Report	Case	Agency
Medication Detail Report	Case	Agency
Outcomes of Dispositional Hearings Report	Case	Unit

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The **Report Details** screen appears.

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

Report Details

Report Category: CASE Report Title: Medication Detail 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

7. Click the **Generate Report** button.

The **Medication Detail Report** parameters screen appears. The user's **Agency** is pre-selected.

Medication Detail Report

Agency: * [Dropdown]

Agency Unit :

Available:

Search	Add All	Add
ADMINISTRATION		
AI - Data Management		
Adoption Subsidy		
Adoptions		
Adoptions-Foster Care		
COMM: Community Development		
COMM: Community Outreach		
COMM: Kinship Care		
COMM: Voluntary Child Placement		

Selected:

Remove	Remove All	Search
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Supervisor :

Available:

Search	Add All	Add
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Selected:

Remove	Remove All	Search
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Generating the Report

On the **Medication Detail Report** parameters screen:

1. To limit the report data to a specific **Agency Unit**, select a unit (or units) in the **Available** list and click the **Add** link to move the value(s) to the **Selected** list. (Optional)
 - If you select a value in error, select the unit in the **Selected** list and click the **Remove** link to move the unit back to the **Available** list.

Agency Unit :

Available:	Selected:
<input type="text"/> Add All Add	<input type="text"/> Remove Remove All
ADMINISTRATION	
AI - Data Management	
Adoption Subsidy	
Adoptions	
Adoptions-Foster Care	
COMM: Community Development	
COMM: Community Outreach	
COMM: Kinship Care	
COMM: Volunteers and Child Enrichment	

2. To limit the report data to a specific **Supervisor** within the selected Agency Unit(s), select the supervisor name(s) in the **Available** list and click the **Add** link to move the value(s) to the **Selected** list. (Optional)

Agency Unit :

Available:	Selected:
<input type="text"/> Add All Add	<input type="text"/> Remove Remove All
ADMINISTRATION	Adoption Subsidy
AI - Data Management	Adoptions
Adoptions-Foster Care	
COMM: Community Development	
COMM: Community Outreach	
COMM: Kinship Care	
COMM: Volunteers and Child Enrichment	
COMMUNICATIONS DIVISION	

Supervisor :

Available:	Selected:
<input type="text"/> Add All Add	<input type="text"/> Remove Remove All
Sacwis, Susie	

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- To limit the report data to a specific **Worker** for the selected Supervisor(s), select the worker name(s) in the **Available** list and click the **Add** link to move the value(s) to the **Selected** list. (Optional)

Supervisor :

Available: [Search] [Add All] [Add]

Selected: [Remove] [Remove All] [Search]

Sacwis, Susie

Worker :

Available: [Search] [Add All] [Add]

Selected: [Remove] [Remove All] [Search]

Employee, Joe

Worker, Sally

- In the **Type of Report** field, select the desired parameter from the drop-down list. You may select to include **Children on Medication**, **Children not on Medication**, or **Both** in the report. At least one option must be selected to generate the report. (Required)

Type of Report: * [Dropdown]

Medication Types: [Dropdown]

[Generate Report] [Cancel]

- In the **Medication Types** field, select the desired parameter from the drop-down list. You may select to include **Psychotropic Medication**, **Non-Psychotropic Medication**, or **Both** in the report. (Optional)

Note: You cannot select a value in this field if you selected **Children not on Medication** in the **Type of Report** field.

- 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.

Medication Detail Report Example

Medication Detail Report						
Agency Name :						
Type of Report : Children on Medication						
Medication Type: Both						
Generated Date : 04/28/2016						
*The base population for this report is all children in the selected agency's custody and placement as of the report generation date.						
Unit	Supervisor	Worker	Person Id	Child Name	Gender	Race
Adoptions					MALE	
Adoptions					MALE	
Adoptions					MALE	
Adoptions					FEMALE	
Adoptions					MALE	
Adoptions					FEMALE	

Report example, continued:

Hispanic Latino Ethnicity	Date of Birth	Age	Case Id	Case Name	Provider ID	Provider Name
No		13				
No		12				
No		13				
No		19				
No		17				
No		16				

Report example, continued:

ProviderType	Total Number of Medications Prescribed	Number of Psychotropic Medication Prescribed	Medication 1
	7	2	CONCERTA(psy) 54 mg (can go up to 108)
	15	6	ADDERALL (psy) 25 mg
	4	4	ADDERALLXR (psy) 15MG
	19	6	BUSPAR (psy) 10mg
	7	4	DEPAKOTE(psy) 500mg (2 Tablets qhs)
	12	6	COGENTIN(psy) 1mg

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Note: The report includes the indicator **(psy)** to denote a **Psychotropic Medication**:

CONCERTA (psy) 54 mg (can go up to 108)
ADDERAL (psy) 25 mg

Report example, continued:

Medication 2	Medication 3	Medication 4	Medication 5	Medication 6
PRAZOSIN(psy) 5 mg	CLONIDINE 0.05mg	INTUNIV 1mg	MULTIVITAMIN	VITAMIN D 50,000
RISPERDAL(psy) to 0.5mg	TRAZODONE(psy) 50mg	VYVANSE(psy) to 70mg	VYVANSE(psy) to 30mg	ZOLOFT(psy) to 50mg
ADDERALLXR(psy) 20mg	RISPERDAL(psy) 1.25mg Tablet /	ZOLOFT(psy) 100mg. Tablet /		
DEPAKOTE(psy) 500 mg in morning 1000 at bedtime	HALDOL(psy) 2.5 mg PO BID	INVEGA(psy) 12mg	LEXAPRO(psy) 20mg	
DEPAKOTEXR(psy) 500 mg., 2 tabs qhs (See Notes)	RISPERDAL(psy) 1mg (1 Tablet qhs)	DAL(psy) 1 mg., 1 to 2 tabs qhs	MINOCIN	BENZOYL PEROXIDE
HALDOL(psy) 2.5mg	LAMICTAL(psy)	SEROQUEL(psy) to 150mg	SEROQUEL(psy) Range	TRAZODONE(psy) 100mg

Report example, continued:

Medication 7	Medication 8	Medication 9	Medication 10	Medication 11
VITAMIN D3 2000 units				
ALBUTEROL 90mcg	CLONAZEPAM 0.25mg	DDAVP 0.2mg	FLONASE 1spray	KAPVAY to 0.1mg
CLARITIN 10mg	EFFEXOR 150 mg twice a day	INTUNIV 4mg	IRON 65 mg po at 0700	LATUDA tablet 20 mg 20 mg I TIME DAILY
INTUNIV 1 mg one tablet daily in the am				
BENADRYL 25mg-50mg q6hs prn	COLACE 100 mg PO	INTUNIV 4mg at 8am Daily	LITHOBID 1200 mg	ROBITUSSIN 20cc q6hrs prn

Report example, continued:

Medication 12	Medication 13	Medication 14	Medication 15	Message
MELATONIN 6 mg	SERTRALINE 100 mg	VITAMIN D3 5000 I.U.	ZYRTEC 10mg	
MELATONIN 9mg	METFORMIN 1000mg	MIRALAX 17 mg	PREVACID 30mg	Child is on more medications, please see SACWIS.
ZOVIRAX 400mg				

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