

Generating the Identified Fathers Report

Overview

This article describes how to generate the **Identified Fathers Report**. This report displays information regarding all **Active Child Participants on Open Ongoing Cases**, excluding children in permanent custody and permanent surrender.

The report also displays all children on **Open Assessment/Investigation (A/I) Cases** that have an **Intake** linked during the current case episode with one of the following categories and types:

- **Child Abuse and/or Neglect (CA/N)** – All types when the child has a role of **Alleged Child Victim (ACV)** or **Child Subject of Report (CSR)**
- **Dependency** when the child has a role of **CSR**
- **Family in Need of Services (FINS):**
 - **Preventative**
 - **Unruly Delinquent**
 - **Stranger Danger**
 - **Child Fatality** with a role of **Child Youth Subject of a Non-CA/N (Child/Youth Subject)**

The report includes a **Father Identified Through** column to distinguish children whose **Father** has been identified. The father is identified in SACWIS through the following relationship(s):

- **Intake Participant** relationship to the child;
- **Case Member** relationship to the child;
- **Associated Person** relationship to the child; and/or
- **Case Plan** relationship.

Complete the following steps to generate the report.

Generating the Identified Fathers Report

Navigating to the Report Parameters Page

The Identified Fathers 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 navigation menu with 'Administration' and 'Reports' tabs circled in red. Below the menu is a 'Report Filter Criteria' section with dropdown menus for 'Report Category' and 'Report Type'. A 'Filter' button is also circled in red. The main content area is titled 'Reports' and shows a table of report results. The table has columns for 'Title', 'Category', and 'Type'. The results are as follows:

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

3. The report is currently listed on Page 2 of the **Reports** list. Scroll to the bottom of the screen and click the link for **Page 2**.

The screenshot shows the bottom of the Reports list with a 'Results Page' navigation bar. The page number '2' is circled in red, indicating the current page.

The **Reports** screen displays Page 2.

4. Click the **Identified Fathers Report** hyperlink.

The screenshot shows the Reports list on Page 2. The 'Identified Fathers Report' link is highlighted with a red box.

ICPC/ICAMA Children Approaching 18 and 18 and Older Report	Fiscal	Agency
IV_E Schedule A Cost Information	Fiscal	Agency
Identified Fathers Report	Administration	Agency
Inquiry Activity and Outcome Summary Report	Provider	Agency

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The **Report Details** screen appears.

Report Details

Report Category: ADMINISTRATION Report Title: Identified Fathers 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 **Identified Fathers Report** parameters screen appears. The user's **Agency** is pre-selected.

Identified Fathers Report

Agency * [dropdown]

Unit: [dropdown]

Supervisor: [dropdown]

Worker: [dropdown]

Includes the following child records : *

Children Not in Custody

Children in Custody(Excludes Permanent Custody,Permanent Surrender)

All Children in the Assessment/Investigation Population

Father Identified: * [dropdown]

Generate Report **Cancel**

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Generating the Report

On the **Identified Fathers Report** parameters screen:

1. If you wish to limit the report data to a specific unit or supervisor or worker, select the **Unit**, then select the **Supervisor** (if desired), then select the **Worker** (if desired). (Optional)

The screenshot shows the 'Identified Fathers Report' parameters screen. It features a form with the following elements:

- Agency ***: A dropdown menu.
- Unit:**: A dropdown menu, highlighted with a red box.
- Supervisor:**: A dropdown menu, highlighted with a red box.
- Worker:**: A dropdown menu, highlighted with a red box.
- Includes the following child records : ***: A section with three checked checkboxes:
 - Children Not in Custody
 - Children in Custody(Excludes Permanent Custody,Permanent Surrender)
 - All Children in the Assessment/Investigation Population

2. In the **Includes the following child records** parameter, review the check boxes. You may deselect a box or boxes to exclude those child records from the report. At least one box must be checked to generate the report. (Required)
 - **Children Not in Custody** – The report will include children ages 0-17 who are active members on an ongoing case or ongoing AR case, where the child has no current legal status or has a legal status of COPS, TCOPS, or COPSEXT. The report will also include children where the case category is AR or AI and the child is a participant on an open case plan.
 - **Children in Custody (Excludes Permanent Custody, Permanent Surrender)** – The report will include children ages 0-21 who have an open custody episode.
 - **All Children in the Assessment/Investigation Population** – The report will include children ages 0-17 who are on an open A/I case that have an Intake linked during the current case episode with specific categories and types (as listed on Page 1 of this Knowledge Base Article).

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3. In the **Father Identified** field, select the desired parameter for the report. The field defaults to **Both**. (Required)
 - **Both** – The report will display all of the children that meet the report criteria selected in Step 2 above.
 - **Identified** – The report will be filtered to display only the children whose father has been identified.
 - **Not Identified** – The report will be filtered to display only the children whose father has not been identified.

Includes the following child records : *

- Children Not in Custody
- Children in Custody(Excludes Permanent Custody,Permanent Surrender)
- All Children in the Assessment/Investigation Population

Father Identified: *

4. 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.

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Identified Fathers Report Example

IDENTIFIED FATHERS REPORT							
Child Records Included: Custody, Non-Custody							
Date Parameter: 01/01/2015 - 03/31/2015							
CHILD ID	CHILD NAME	CASE ID	CASE NAME	FATHER ID	FATHER NAME	FATHER IDENTIFIED THROUGH:	FATHER ROLE
12345		23456		456789		Intake Participant, Case Member, Associated Person, Case Plan	Biological Father
987654		23456		456789		Intake Participant, Case Member, Associated Person, Case Plan	Alleged Father
787878		23456		7890123		Associated Person, Intake	Legal Father
67890		789012		90123456		None	Biological Father

Report example, continued:

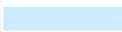
MOST RECENT AGENCY CONTACT DATE WITH FATHER	CONTACT TYPE	CASE CATEGORY	CHILD CUSTODY STATUS	FATHER HAS PARTICIPATED IN MOST RECENT SAR
1/1/2015	Face-to-Face	Ongoing	COPS	Yes
1/1/2015	Face-to-Face	Ongoing	Temporary Custody	No
2/1/2015	Email	Assessment/Investigation		N/A
3/1/2015	Face-to-Face	Ongoing	Temporary Custody	No

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Report example, continued:

FATHER HAS PARTICIPATED IN ANY SAR WITHIN CURRENT CASE EPISODE	FATHER HAS PARTICIPATED IN MOST RECENT CASE PLAN	FATHER HAS PARTICIPATED IN ANY CASE PLAN WITHIN CURRENT CASE EPISODE	LIVING ARRANGEMENT	LEGAL RESPONSIBILITY ON LIVING ARRANGEMENT	SERVICES PROVIDED TO FATHER
Yes	Yes	Yes	Kinship Care	Father	Case Management/Case Management Services, Education & Training/Parent Education
No	No	No	Foster Home	Father	Case Management/Case Management Services, Education & Training/Parent
N/A	N/A	N/A		County Department of Job and Family Services	
Yes	No	Yes		County Department of Job and Family Services	Case Management/Case Management Services

Report example, continued:

Agency	Unit	Supervisor	Employee
County Department of Children Services	Ongoing		
County Department of Children Services	Ongoing		
County Department of Children Services	Intake		
County Department of Children Services	Ongoing		

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