

Generating a Justification/Waiver Report



KNOWLEDGE BASE ARTICLE

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Overview

This article describes how to generate a **Justification/Waiver Report**. The report, based on specific search criteria, will display information on all open and closed cases (for a selected county) that have Justification/Waiver records.

From the SACWIS Home Page:

1. Click the **Administration** tab.
2. Click, **Reports**.

Home Intake Case Provider Financial Administration

Staff Maintenance Security Reports Training Utilities

Report Filter Criteria

Report Category: [dropdown] Report Type: [dropdown]

Selecting the Report

A list of **Reports** appears.

3. Click the **Justification/Waiver Report** hyperlink.

Reports

Result(s) 51 to 75 of 112 / Page 3 of 5

Title	Category	Type
JFS 04262 - Children Receiving Child Welfare Services Provided By Public Agencies	Provider	Agency
Justification/Waiver Report	Administration	Agency

The **Report Details** screen appears.

1. Make a selection under **Select Report Output Format**.
2. Click, **Generate Report**.

Report Details

Report Category: ADMINISTRATION Report Title: Justification/Waiver 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](#)

Generating a Justification/Waiver Report

Completing the Report

The **Justification Waiver Report** screen appears.

1. Enter a **Begin Date**.
2. Enter an **End Date**.
3. The **Agency** drop-down menu will default to the User's county. If the county needs to be changed, make a different selection from the menu.
4. Make a selection(s) from the **Available** list in the **Agency Unit** grid.
Note: Completing steps 4-9 is optional. Steps 4-9 are not required to generate the report.
5. Click, **Add** (the Add feature will become available once a selection(s) is made).

Important: The list of Agency Units is unique to each county. The Available options are dependent on the county agency listed in the Agency drop-down menu.

6. Make a selection from the **Available** list in the **Supervisor** grid.
7. Click, **Add**.
8. Make a selection from the **Available** list in the **Worker** grid.
9. Click, **Add**.
10. Click, **Generate Report**.

The screenshot displays the 'Justification/Waiver Report' interface. The top section includes input fields for 'Begin Date' (05/04/2011) and 'End Date' (05/04/2017), both with calendar icons. Below these is an 'Agency' dropdown menu. The 'Agency Unit' section features two grids: 'Available' and 'Selected'. The 'Available' grid lists various units such as '696-KIDS HOTLINE_Admin', '9_ADMINISTRATOR FAS', '9_BEECHBROOK', '9_BUDGET AND REPORTING', '9_CATHOLIC CHAR/PARMADALE', '9_CHILDREN AND FAS', '9_CHILDRENS CENTER', and '9_COMMUNITY PARTNERSHIPS'. An 'Add' button is circled in red. The 'Selected' grid currently contains '696-KIDS HOTLINE' and '9_CASE RATE PILOT UNIT'. The 'Supervisor' section below has an 'Available' grid with a red box highlighting a row and a circled 'Add' button. The 'Selected' grid is empty.

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Generate Report **Cancel**

The **Justification/Waiver Report** appears in the previously selected format.

1. Click, **Save** if you wish to save the report.

Agency Name	Case ID	Case Name	Case Category	Intake ID	Intake Category	Justification/Waiver Type
					Dependency Report	Waive Face To Face contact with Alleged Child Victims(s)/Child Subject of Report(s)
					CAN Report	Extend completion of Safety Assessment
					CAN Report	Extend completion of Safety Assessment
					CAN Report	Waive Face to Face contact with other children
					CAN Report	Waive Face To Face contact with Alleged Child Victims(s)/Child Subject of Report(s)

Note: If the User elects to save the report, when the Justification/Waiver Report is selected from the list of Reports at a future time, the saved report will be listed in the **Report History** grid (**Report Details** screen).

ID	Date Created	Employee ID	Name

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