

Creating a Bridges Assessment



Knowledge Base Article

Creating a Bridges Assessment

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Creating a Bridges Assessment

Overview

This article provides step-by-step instruction for creating a **Bridges Assessment**.

From the Ohio SACWIS Home screen:

1. Navigate to the **Case Overview** screen.
2. Select, **Bridges Assessment**, from the navigation pane.

The screenshot shows the 'Case Overview' screen for a case named 'Bridges'. The left navigation pane has 'Case Overview' selected, and 'Bridges Assessment' is highlighted in red. The main content area displays the case header with fields for Case Name / ID, Address, Contact, and Supervisor(s). Below the header are sections for Case Actions and Hazards.

The **Bridges Assessments** screen appears.

3. Click, **Add Bridges Assessment**.

The screenshot shows the 'Bridges Assessments' screen. The left navigation pane has 'Bridges Assessment' selected. The main content area displays the 'Bridges Assessments' header with a table of assessments. The 'Add Bridges Assessment' button is circled in red.

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The **Bridges Assessment** screen appears, displaying a Status of, **In Progress**.

4. Review the information.
5. Click, **Save**.

The screenshot shows the Bridges Assessment form for a case named 'Bridges / Open (08/29/2018)'. The assessment type is 'Initial' and the status is 'In Progress'. The form is divided into several sections: 'Contact Information', 'Self-Development and Healthy Relationships', 'Home Management and Life Skills', and 'Education Information'. The 'Contact Information' section has a large blue box for a photo and a text field for 'County' with a note 'There is no county recorded for this person'. The 'Self-Development and Healthy Relationships' section has a button 'Add Child(ren)'. The 'Home Management and Life Skills' section has a button 'Update Housing'. The 'Education Information' section has a button 'Update Education Information'. At the bottom, there is a 'Status' dropdown menu set to 'In Progress' with 'Apply', 'Save', and 'Cancel' buttons.

Note: The information contained in the Bridges Assessment is pulled from the Person record; therefore, if the information is incorrect or incomplete, the Person record will need to be updated. For each section of the **Young Adult** tab, you can click the bold blue buttons (i.e. **Add Children**, **Update Education Information**, etc.) to make edits to the young adult's information on the Person record.

For Information regarding Housing (**Home Management and Life Skills [Update Housing]**), please see the Bridges Housing KBA.

The **Bridges Assessments** screen appears.

Generating the Bridges Assessments Questionnaire

1. Click the paper icon.

The screenshot shows the Bridges Assessments screen. On the left is a sidebar with navigation options: Case Overview, Activity Log, Attorney Communication, Intake List, Forms/Notices, Case Services, Level Actions, Level Custody Status, Housing Service Report, Initial Removal, Placement, Independent Living, Bridges Application / VPS, **Bridges Assessment**, Bridges Plan, Bridges Review, and Family Team Meeting. The main area shows a message 'Your data has been saved.' and a table of assessments. The table has columns for 'Assessment Type', 'Assessment Status', 'Date', and 'Agency'. There is one assessment listed: 'Initial' with status 'In Progress'. A red box highlights a paper icon in the bottom right corner of the table. Below the table is a button 'Add Bridges Assessment'.

Creating a Bridges Assessment

The **Document Details** screen appears.

2. Click, **Generate Report**.

Document Details

Document Category: CASE Document Title: Bridges Assessment Report

Work-Item ID: Work-Item Reference: Bridges Assessment Report

Task ID: Task Reference: Bridges Assessment

ID	Date Created	Employee ID	Name
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Document History

Generate Report

Cancel

The **Bridges Assessment** questionnaire appears.

3. Print the questionnaire (you can use the printer icon in the upper right corner of the screen).
4. Click, **Save**.

Important: This assessment must be completed with the young adult prior to completing the Bridges Assessment fields in Ohio SACWIS.

Note: This assessment is to be hand written, or, if your software allows, converted to a fillable form.

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Bridges Assessment

Date: _____

Young Adult Information

Contact Information

Phone: _____

Email: _____

Custody Termination Date: _____

Do you have any of the original documents below?

Birth Certificate	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
State ID/Drivers License	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
Citizen/Immigration Docs	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
Social Security Number	<input type="checkbox"/> Have	<input type="checkbox"/> Applied for	<input type="checkbox"/> Do not have	<input type="checkbox"/> N/A
Letter Verifying Emancipation from Agency Custody	<input type="checkbox"/> Have	<input type="checkbox"/> Do not have		

Do you have a place where you can safely keep important documents? ☐ Yes ☐ No

Save Cancel

Creating a Bridges Assessment

The **Bridges Assessments** screen appears.

5. Click, **edit**.

Case Overview
Activity Log
Attorney Communication
Intake List
Forms/Notices
Case Services
Legal Actions
Legal Custody Status
Housing Service Report
Initial Removal
Placement
Independent Living
Bridges Application / VPA
Bridges Assessment
Bridges Plan
Bridges Review
Family Team Meeting
Case Conference Note
ICPC/CANA

The report has been saved.

CASE NAME / ID: Bridges
Open (09/21/2018)

Bridges Assessments

Showing 1 assessments:

Assessment Type	Assessment Status	Date	Agency
Initial	In Progress		Bridges Northeast Agency

edit

Add Bridges Assessment

The **Bridges Assessment** screen appears.

1. Click, **Add Children**.

Case / Workload / Bridges Assessment

CASE NAME / ID: Bridges

ASSESSMENT TYPE: Initial STATUS: In Progress COMPLETION DATE:

Young Adult Information Contact Directory Strengths/Growth Opportunities

Contact Information

County:

No children have been added.

Add Child(ren)

The **Add Children** screen appears.

Adding a Child(ren)

2. Click, **Add Associated Person** (if the child is not living with the young adult).

Note: If the child is living with the young adult, select, **Add Case Member**.

Add Children

CASE NAME / ID: Bridges

Available Child(ren)

There are no child(ren) to be selected.

Add Case Member Add Associated Person

Creating a Bridges Assessment

The **Manage Case Details** screen appears.

3. Click, **Add Associated Person**.

Manage Case Details

CASE NAME / ID: Bridges / HAZARD

Case Detail Members Relationships Associated Persons

Active Associated Persons

Name	Gender	Address	Phone/Email	Association	Description	Begin Date
No Results Returned.						

Add Associated Person

Inactive Associated Persons

Name	Gender	Address	Phone/Email	Association	Description	Begin Date
No Results Returned.						

The **Search For Person** screen appears.

4. Enter search criteria.
5. Click, **Search**.

Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB: ~ OR ~ Age Range: From Age To Age

Reference, TCN, and Address Criteria

Name Match Precision: Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest)

+ AKA/Nicknames

Search Clear Form Return

The **Person Search Results** section appears.

6. Click, **select**, beside the name of the appropriate child.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

☐ Include only active case members

Person Name / ID	Address	Gender	(Age) DOB	Active Case
select				Yes

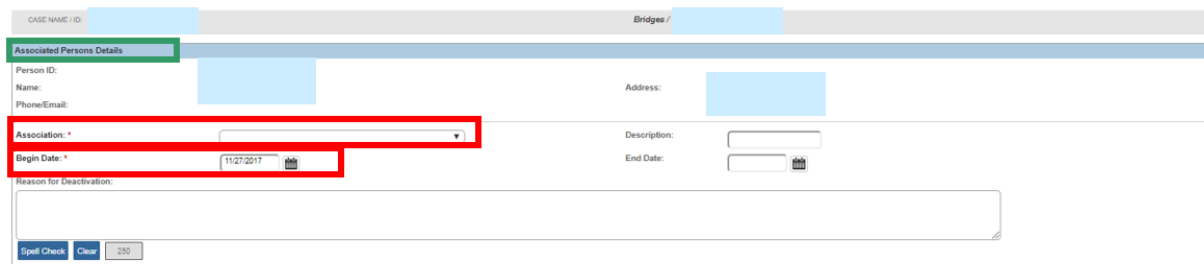
Related Persons

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For more information on performing a person search, please see the following Knowledge Base Article: [Using Search Functionality](#).

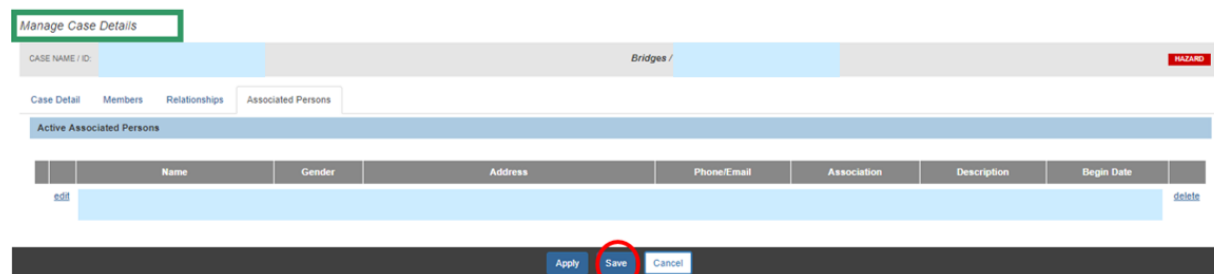
The **Associated Persons Details** screen appears.

7. Select, "Child," from the **Association** drop-down menu (completing this field is required).
8. Select the **Begin Date** (completing this field is required).
9. Click, **OK**.

The screenshot shows the 'Associated Persons Details' form. The 'Association' dropdown menu is highlighted with a red box and contains the word 'Child'. The 'Begin Date' field is also highlighted with a red box and contains the date '11/27/2017'. Other fields include 'Person ID', 'Name', 'Phone/Email', 'Address', 'Description', and 'End Date'. A 'Reason for Inactivation' text area is at the bottom. At the bottom left, there are buttons for 'Spell Check', 'Clear', and '250'. At the bottom right, there are 'OK' and 'Cancel' buttons, with the 'OK' button circled in red.

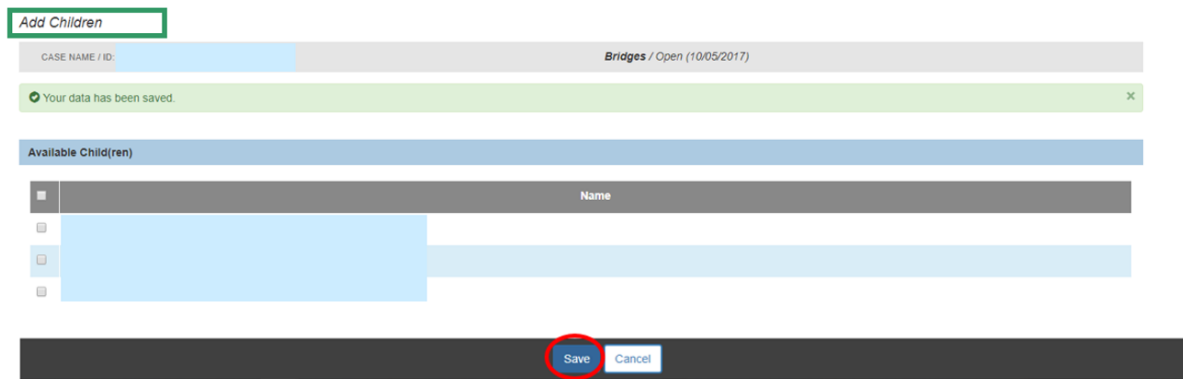
The **Manage Case Details** screen appears, displaying information for the added child.

10. Click, **Save**.

The screenshot shows the 'Manage Case Details' screen. The 'Associated Persons' tab is selected. Below the tabs is a table titled 'Active Associated Persons'. The table has columns: Name, Gender, Address, Phone/Email, Association, Description, Begin Date, and End Date. A single row is visible with a blue background. Below the table is a dark bar with 'Apply', 'Save', and 'Cancel' buttons. The 'Save' button is circled in red.

The **Add Children** screen appears, displaying the added child(ren).

11. Click, **Save**.

The screenshot shows the 'Add Children' screen. A green message bar at the top says 'Your data has been saved.' Below it is a table titled 'Available Child(ren)'. The table has a single column 'Name'. Two rows are visible with blue backgrounds. Below the table is a dark bar with 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

Completing the Contact Directory Section

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1. Click the **Contact Directory** tab.

Note: Your changes will be saved as you move between tabs.

The screenshot shows the 'Case / Workload / Bridges Assessment' header. Below it, there are fields for 'CASE NAME / ID', 'Bridges /', 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. A green message bar states 'Your data has been saved.' Below this, there are three tabs: 'Young Adult Information', 'Contact Directory' (which is circled in red), and 'Strengths/Growth Opportunities'. The 'Contact Information' section is visible, containing a text area with the instruction 'If young adult's pregnancy status has changed, please update the Person record.', and fields for 'Address:', 'County:', 'Contact:', and 'Home:'.

The **Contacts** screen appears.

If there are Case Members or Associated Persons listed in the drop-down menu:

1. Select the appropriate individual from the drop-down menu.
2. Click, **Add**.
3. If necessary, click, **Create New Contact**.

Note: If you need to create a new contact, please jump to the, **Creating a New Contact** section below.

The screenshot shows the 'Case / Workload / Bridges Assessment' header. Below it, there are fields for 'CASE NAME / ID', 'Bridges /', 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. A green message bar states 'Your data has been saved.' Below this, there are three tabs: 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities'. The 'Contacts' tab is selected and highlighted. Below the tabs, there is a warning icon and the text 'This youth has no Permanent Adult Connection'. At the bottom, there is a section for 'Case Members/Associated Persons:' with a dropdown menu, an 'Add' button (circled in red), and a 'Create New Contact' button.

The **Contact Details** screen appears.

4. Make a selection from the **Relationship to Youth** drop-down menu.
5. Click, **Save**.

Creating a Bridges Assessment

Case Name / ID: [Redacted] Bridges / [Redacted] HAZARD

Youth Name: [Redacted] DOB: [Redacted] Gender: [Redacted]

Contact Details

Contact Name: * [Redacted]

Relationship to Youth: * [Redacted]

☐ This contact is a Permanent Adult Connection ⓘ

☐ Youth Support Person

Contact Address: [Redacted]

Contact Type:

Other Contact Information: [\(expand full screen\)](#)

Created By: [Redacted] Created Date: [Redacted]

Modified By: [Redacted] Modified Date: [Redacted]

Save Cancel Delete

The **Contacts** screen appears, displaying the name, relationship (to the young adult) and address of the added person.

✓ Your data has been saved. ✕

Young Adult Information | **Contact Directory** | Strengths/Growth Opportunities

Contacts

[Redacted] ACTIVE

⚠ This youth has no Permanent Adult Connection

Case Members/Associated Persons: [Redacted] Add -or- Create New Contact

Creating a New Contact

From the **Contacts** screen:

1. Click, **Create New Contact**.

Case Name / ID: [Redacted] Bridges / [Redacted]

ASSESSMENT TYPE: Initial STATUS: In Progress COMPLETION DATE:

Young Adult Information | **Contact Directory** | Strengths/Growth Opportunities

Contacts

[Redacted] ACTIVE

⚠ This youth has no Permanent Adult Connection

Case Members/Associated Persons: [Redacted] Add -or- Create New Contact

Creating a Bridges Assessment

The **Contact Details** screen appears.

2. Enter the required information (denoted with a red asterisk)
3. Click, **Search Person**.

Note: If you know the name of the individual you wish to add, you have the option to enter the individual's name in the text box adjacent to **Contact Name**.

Case Name / ID: Bridges /

Assessment Type: Initial STATUS: In Progress COMPLETION DATE:

Contact Details

Contact Name: * Search Person

Relationship to Youth: *

☐ This contact is a Permanent Adult Connection

☐ Youth Support Person

Contact Address: Search Address

Contact Type: Contact:

Other Contact Information: [expand full screen](#)

ABC 2000

The **Search for Person** screen appears.

4. Enter information.
5. Click, **Search**.

Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

Name Match Precision
Returns results matching entered names including AKA names/nicknames

+ AKA/Nicknames

Fewer Results More Results

Search Clear Form Return

Sort by: Relevance (Highest-Lowest)

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The results appear in the **Person Search Results** section.

- Click, **select**, by the appropriate name.

Person Search Results

Result(s) 1 to 15 of 120 / Page 1 of 8

☐ Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
select					
	Related Persons ▾				
select					
	Related Persons ▾				

The **Contact Details** screen appears.

- Make a selection from the **Relationship to Youth** drop-down menu.
- Place a checkmark in the checkbox beside either **This contact is a Permanent Adult Connection**, or **Youth Support Person**.
- Click, **Save**.

Contact Details

Contact Name: * [Search Person](#) -or-

Relationship to Youth: *

☐ This contact is a Permanent Adult Connection ⓘ

☐ Youth Support Person

Contact Address: [Search Address](#)

Contact Type: Contact:

Other Contact Information: [\(expand full screen\)](#)

Creating a Bridges Assessment

The **Contacts** section appears, displaying the entered information.

Completing the Strengths/Growth Opportunities Section

1. Click the **Strengths/Growth Opportunities** tab.

The screenshot shows the Bridges Assessment interface. At the top, there's a header bar with 'CASE NAME / ID:' followed by a blue box, and 'Bridges / Open' followed by another blue box. Below this, a status bar shows 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. A green notification bar states 'Your data has been saved.' with a close button. Below the notification, there are three tabs: 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities', which is highlighted with a red box. Under the 'Strengths/Growth Opportunities' tab, there's a 'Contacts' section with a blue bar. Below this, there's a table with one row: 'Permanent Adult Connection' with an 'edit' link and an 'ACTIVE' toggle switch. At the bottom, there's a 'Case Members/Associated Persons:' section with a dropdown menu, an 'Add' button, and a 'Create New Contact' button. A footer bar shows 'Status: In Progress' with 'Apply', 'Save', and 'Cancel' buttons.

The Bridges Assessment screen appears, displaying the **Young Adult Strengths and Growth Opportunities** section.

Each link is a drawer that opens to provide two text boxes. One text box is titled, **Current Strengths**; the other text box is titled, **Current Growth Opportunities**.

The graphic below is a collapsed view of the areas that will need to have narrative regarding **Young Adult Strengths and Growth Opportunities**.

The screenshot shows the Bridges Assessment interface. At the top, there's a header bar with 'CASE NAME / ID:' followed by a blue box, and 'Bridges / Open (11/01/2016)' followed by another blue box. Below this, a status bar shows 'ASSESSMENT TYPE: Initial', 'STATUS: In Progress', and 'COMPLETION DATE:'. A green notification bar states 'Your data has been saved.' with a close button. Below the notification, there are three tabs: 'Young Adult Information', 'Contact Directory', and 'Strengths/Growth Opportunities', which is highlighted with a red box. Under the 'Strengths/Growth Opportunities' tab, there's a 'Young Adult Strengths and Growth Opportunities' section with a blue bar. Below this, there's a list of links: 'Home Management and Life Skills', 'Education', 'Employment and Career Preparation', 'Financial and Money Management', 'Health and Self Care', 'Legal', and 'Self-Development and Healthy Relationships'. Each link has a dropdown arrow.

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The graphic below shows the expansion of a link.

2. Enter narrative in the text boxes.

Important: You must add narrative to *at least one* of the categories to complete the assessment.

Case / Workload / Bridges Assessment

CASE NAME / ID: Bridges / Open (11/01/2016)

ASSESSMENT TYPE: Initial STATUS: In Progress COMPLETION DATE:

✔ Your data has been saved. x

Young Adult Information Contact Directory Strengths/Growth Opportunities

Young Adult Strengths and Growth Opportunities

Home Management and Life Skills ^

Current Strengths: (expand full screen)

Current Growth Opportunities: (expand full screen)

✔ ABC 4000

Note: If you complete the narrative for *only* Current Strengths or *only* Current Growth Opportunities, then only the completed narrative will be reflected in the list of categories. The graphic below displays that only the Current Growth Opportunities text box under the **Home Management and Life Skills** link has been completed. Once both narratives are provided for a category, both will be reflected in the category list.

Young Adult Strengths and Growth Opportunities

Home Management and Life Skills (Growth Opportunities) v

Education v

Employment and Career Preparation v

Financial and Money Management v

Health and Self Care v

Legal v

Self-Development and Healthy Relationships v

3. Select, **Completed**, from the Status drop-down menu.

Note: The Status bar reads, **In Progress**, until you select, **Completed**.

4. Click, **Save**.

Important: The Assessment will not save until the Assessment Questionnaire has been uploaded.

Creating a Bridges Assessment

The **Bridges Assessments** screen appears displaying the assessment.

The screenshot shows a web application interface. At the top is a navigation bar with tabs: Home, Intake, Case (selected), Provider, Financial, and Administration. Below this is a sub-navigation bar with Workload and Court Calendar. On the left is a sidebar menu with links: Case Overview, Activity Log, Attorney Communication, Intake List, Forms/Notices, Case Services, Legal Actions, Legal Custody Status, Housing Service Report, Initial Removal, Placement, and Independent Living. The main content area has a green message bar at the top that says "Your data has been deleted." Below this is a section for "CASE NAME / ID:" with a value of "Bridges". Underneath is a "Bridges Assessments" section. It says "Showing 1 assessments:" and displays a table with the following data:

	Assessment Type	Assessment Status	Date	Agency
view	Initial	Completed		

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .