Intake Assessment/Investigation Face-to-Face Contact Report

Ohio SACWIS

Knowledge Base Article

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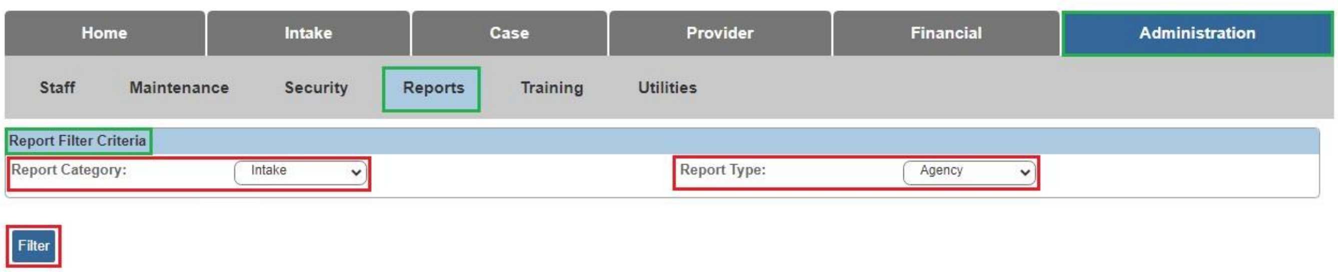
Overview

This report will track attempted and completed face-to-face contacts for each Alleged Child Victim/Child Subject of Report (ACV/CSR), Alleged Perpetrator/Adult Subject of Report (AP/ASR), Parent, Custodian and Caretaker role listed on Child Abuse/Neglect (CA/N), Dependency, and Family in Need of Services (FINS) Stranger Danger Intake records. The report will also display the report initiation and intake participant contact data throughout the life of the investigation/assessment.

From the Ohio SACWIS home page:

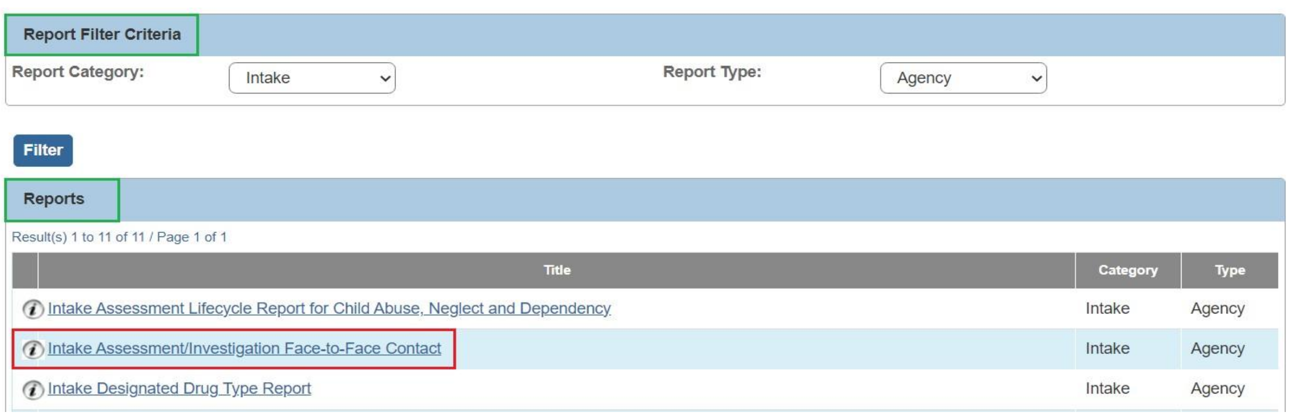
1. Click the **Administration** tab.
2. Click the **Reports** tab.

3. Select **Intake** from the **Report Category** dropdown menu.
4. Select **Agency** from the **Report Type** dropdown menu.
5. Click the **Filter** button.



The **Report Filter Criteria** screen appears.

In the Reports grid, click the **Intake Assessment/Investigation Face-to-Face Contact**.



6. In the **Reports** grid, click the following link: **Intake Assessment/Investigation Face-to-Face Contact**.

The **Reports** screen appears.

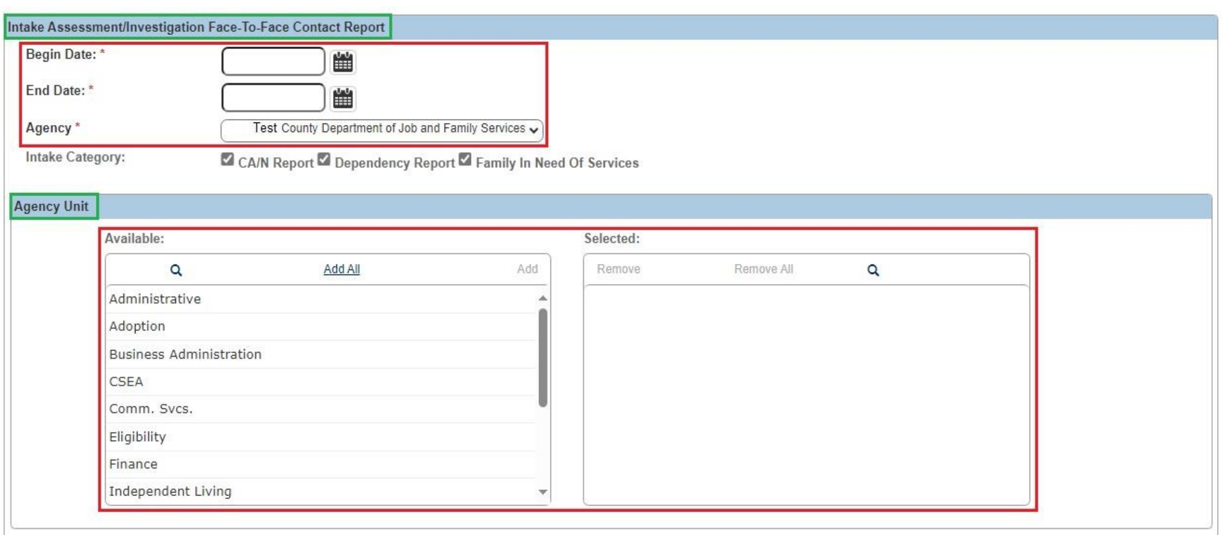
7. Click, **Generate Report**.

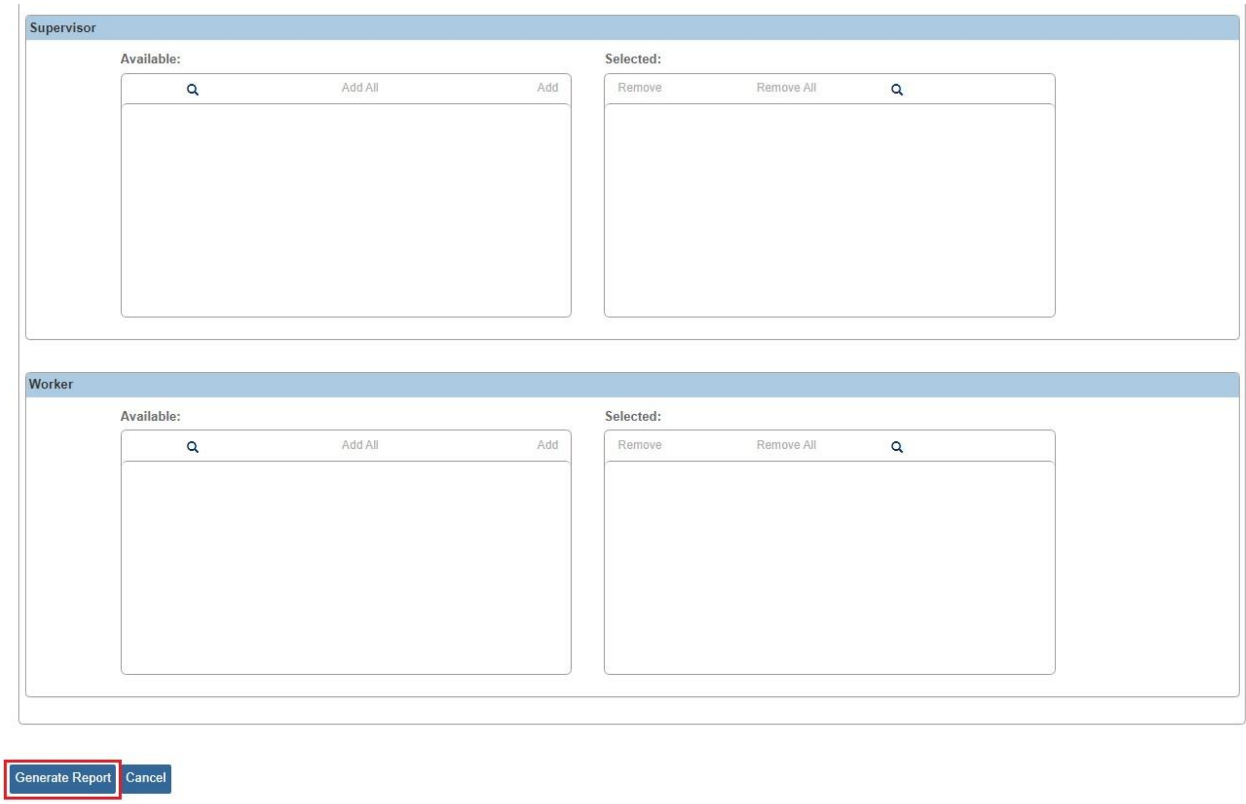
The **Intake Assessment/Investigation Face-to-Face Contact Report** screen appears.

1. Enter the **Begin Date**.

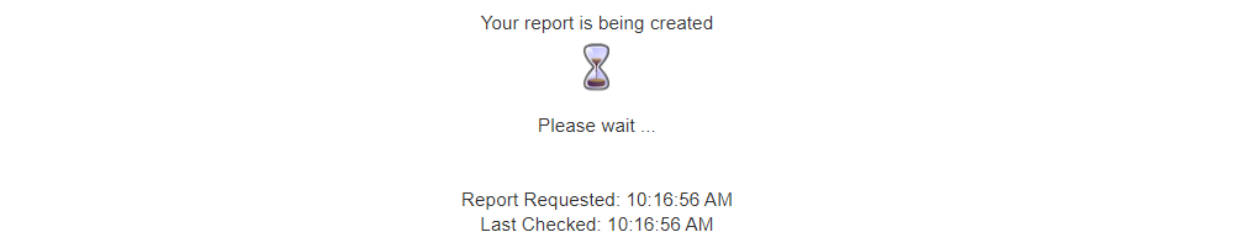
   Note: The Agency name will be pre-populated.

2. Enter the **End Date** (the End Date cannot be a future date).
3. Make a selection(s) from the list in the Agency Unit grid.
4. Click, **Add** (this will place the selection(s) in the Selected grid).
5. Click, **Generate Report** (this will download the report)





The following screen appears and indicates the report is being created.

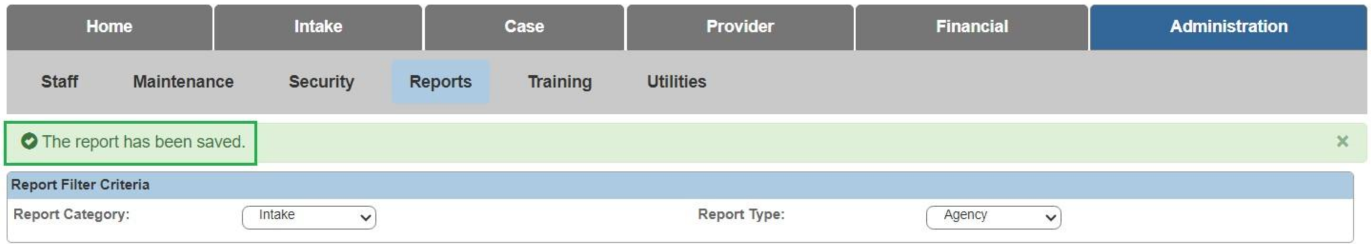


When the report download is complete, the following screen will appear.

6. Click, **Save**.

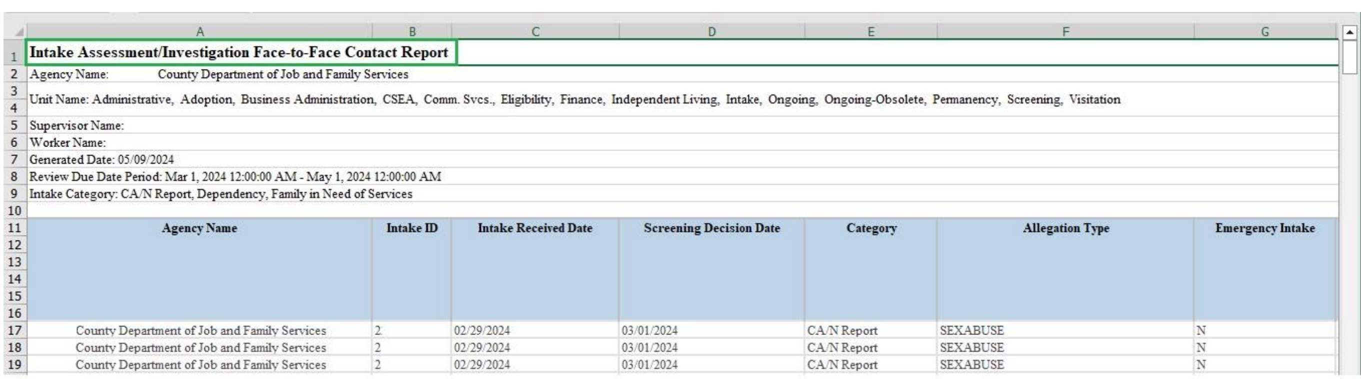
Intake Assessment/Investigation Face-to-Face Contact Report

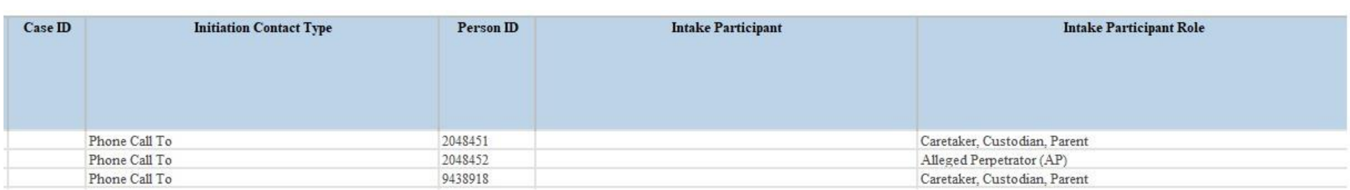
The **Reports** grid appears, displaying the following message: **The report has been saved**.



A copy of the report will be saved on the Reports page (**Report History** grid).

The graphic below displays the downloaded report.





Intake Assessment/Investigation Face-to-Face Contact Report

Agency Name: County Department of Job and Family Services

Unit Name: Administrative, Adoption, Business Administration, CSEA, Comm. Svcs., Eligibility, Finance, Independent Living, Intake, Ongoing, Ongoing-Obsolete, Permanency, Screening, Visitation

Supervisor Name:

Worker Name:

Generated Date: 05/09/2024

Review Due Date Period: Mar 1, 2024 12:00:00 AM - May 1, 2024 12:00:00 AM

Intake Category: CA/N Report, Dependency, Family in Need of Services

Agency Name	Intake ID	Intake Received Date	Screening Decision Date	Category	Allegation Type	Emergency Intake	Case ID	Initiation Contact Type	Person ID	Intake Participant	Intake Participant Role
County Department of Job and Family Services	2	02/29/2024	03/01/2024	CA/N Report	SEXABUSE	N		Phone Call To	2048451		Caretaker, Custodian, Parent
County Department of Job and Family Services	2	02/29/2024	03/01/2024	CA/N Report	SEXABUSE	N		Phone Call To	2048452		Alleged Perpetrator (AP)
County Department of Job and Family Services	2	02/29/2024	03/01/2024	CA/N Report	SEXABUSE	N		Phone Call To	9438918		Caretaker, Custodian, Parent

Initial Face-to-Face Attempted Date	First Completed Face-to-Face	Was Face-to-Face Attempted Within 24 Hours?	Was Face-to-Face Attempted Within 72 Hours?	Attempted Face-to-Face Dates (Only the most recent 20 visits are li
/07/2024	03/07/2024	N	N	
/08/2024	04/08/2024	N	N	

Completed Face-to-Face Dates (Only the most recent 20 visits are listed)
07/2024
08/2024

Five Day Rule Compliance (Note: Where applicable, measures whether visits occurred every five working days until completed contact)	Number of Days to First Completed Face-to-Face Contact	Agency Unit Name	Supervisor Name	Employee Name
Y	7	Intake		
N	39	Intake		
N		Intake		

Describing Column Data

The following information provides a description of the data for each column:

- **Agency Name**
  This is the name of the receiving agency.

- **Intake ID**
  The Intake ID will often be duplicated on the report. The purpose of this report is to show the face-to-face contacts for designated participants; therefore, multiple rows can be needed for each Intake to display the information for each distinct participant.

- **Intake Received Date**
  This is the date the Intake was received by the agency.

- **Screening Decision Date**
  This is the date the Intake was Screened.

- **Category**
  This is the Intake Category (i.e., CA/N, Dependency, FIN Stranger Danger).

- **Allegation Type**
  These are the allegations contained in the Intake (i.e., Physical Abuse, Neglect, etc.).
- **Emergency Intake**
  The letter, Y, will appear if the Intake is classified as an Emergency. The letter, N, will appear if it is not classified as an Emergency.
- **Case ID**
  The Case ID the Intake is linked to will display here.
- **Initiation Contact Type**
  This displays how the Intake was initiated (i.e. Face-to-Face, Letter, Phone Call, etc.).
- **Person ID**
  This is the Person ID of the individual to whom the data pertains.
- **Intake Participant**
  This is the name of the individual to whom the data pertains.
- **Intake Participant Role**
  This will display the role(s) of the individual, as noted on the Intake.
- **Initial Face-to-Face Attempted Date**
  This column displays the date of the first attempted or completed face-to-face contact from the Activity Log (see below for Activity Log requirements).
- **First Completed Face-to-Face**
  This column displays the date of the first completed face-to-face contact from the Activity Log.
- **Was Face-to-Face Attempted Within 24 Hours?**
  This column displays Y if face-to-face contact is attempted or completed, and the qualifying Activity Log Date/Time is less than or equal to 1,440 minutes from Screening Decision. The report displays N when the face-to-face contact is not attempted or completed within 1,440 minutes from Screening Decision.
- **Was Face-to-Face Attempted Within 72 Hours?**
  This column displays Y if face-to-face contact is attempted or completed, and the qualifying Activity Log Date/Time is less than or equal to 4,320 minutes from Screening Decision. The report displays N when the face-to-face contact is not attempted or completed within 4,320 minutes from Screening Decision.

- **Attempted Face-to-Face Dates (Not including Completed)**
  This column displays the dates from Activity Log for all *attempted* face-to-face contacts for the identified intake participant from the point of Screening Decision until Assessment/Investigation Completion. This column *does not* include dates where the Contact Status is Completed.

- **Completed Face-to-Face Dates**
  This column displays the dates from Activity Log for all *completed* face-to-face contacts for the identified intake participant from the point of Screening Decision until Assessment/Investigation Completion.

- **Five Day Rule Compliance (Note: Where applicable, measures whether Face-to-Face Contact visits occurred every five working days until completed contact)**
  When completed face-to-face contact with the Intake Participant does not occur within the first four business days, this column tracks whether compliance with the five-day rule occurred by tracking each attempted or completed face-to-face.

  When completed face-to-face contact does *not* occur within four business days, then one qualifying Activity Log (see note below) should be present every five business days until the Contact Type of Completed occurs for the participant; *OR* one qualifying Activity Log should be present every five business days with a Contact Type of Attempted until the Assessment/Investigation is completed. If either of these conditions are met, then the column displays Y, if not, then N is displayed.

  Business days are recognized as Monday through Friday and Federally recognized holidays are taken into consideration. N/A is displayed within this field when a completed face-to-face contact occurs within the first four business days.

- **Number of Days to First Completed Face-to-Face Contact**
  This column displays the number of calendar days from the point of Screening Decision until the first completed face-to-face contact.

- **Agency Unit Name**
  The Unit responsible for the Intake report from Assignment History is displayed here.

- **Number of Days to First Completed Face-to-Face Contact**
  This column displays the number of calendar days from the point of Screening Decision until the first completed face-to-face contact.

- **Agency Unit Name**
  The Unit responsible for the Intake report from Assignment History is displayed here.

- **Supervisor Name**
  The Supervisor responsible for the Intake report from Assignment History is displayed here.

- **Employee Name**
  The assigned caseworker responsible for the Intake report from Assignment History is displayed here.

<u>Note</u>: For a **Case Activity Log** to be counted as an **Attempted or Completed Visit** in the report, the following rules apply:

- The Activity Log **Status** must be **Completed**.

- The Child or Adult must be associated to the activity log with a **Contact Status** of **Attempted or Completed**.

- Activity Logs with a **Category of Correspondence, Case Transfer, or Case Closure** are NOT considered to be a visit.

- If the **Contact Type** on the Activity Log is one of the types listed below, this is NOT considered a visit:
  - Phone call to
  - Phone call from
  - Letter to
  - Letter from
  - Voicemail
  - Message Supervisor Staffing
  - Email
  - Fax

- All remaining Activity Logs are considered visits if the person in question is associated to the activity log with a Contact Status of Attempted or Completed.

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.