

Intake Assessment/Investigation Face-to-Face Contact Report



Knowledge Base Article

Intake Assessment/Investigation Face-to-Face Contact Report

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Overview

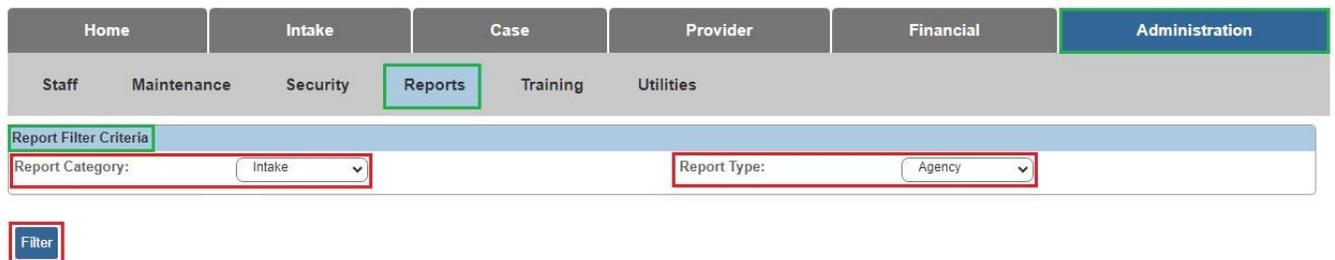
This report will track attempted and completed face-to-face contacts for each Alleged Child Victim/Child Subject of Report (ACV/CSR), Alleged Perpetrator/Adult Subject of Report (AP/ASR), Parent, Custodian and Caretaker role listed on Child Abuse/Neglect (CAN), Dependency, and Family in Need of Services (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.

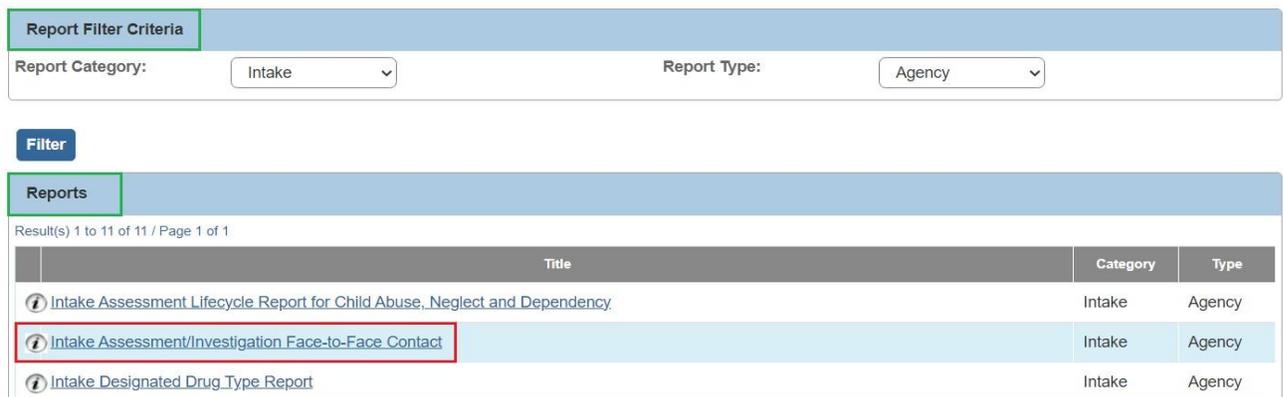


3. Select **Intake** from the **Report Category** dropdown menu.
4. Select **Agency** from the **Report Type** dropdown menu.
5. Click the **Filter** button.



The **Report Filter Criteria** screen appears.

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



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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 screenshot shows a web interface with three main sections. The top section, 'Report Details', contains two rows of information: 'Report Category: INTAKE' and 'Report Title: Intake Assessment/Investigation Face-to-Face Contact', followed by 'Report Type: AGENCY'. Below this is a 'Report History' section with a table header containing 'ID', 'Date Created', 'Employee ID', and 'Name'. The bottom section is 'Document History', which contains a single button labeled '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 screenshot shows the 'Intake Assessment/Investigation Face-To-Face Contact Report' form. It includes fields for 'Begin Date: *', 'End Date: *', and 'Agency *' (pre-populated with 'Test County Department of Job and Family Services'). Below these are checkboxes for 'Intake Category: CA/N Report', 'Dependency Report', and 'Family In Need Of Services'. The 'Agency Unit' section features two grids: 'Available' with a search bar and 'Add All' button, and 'Selected' with a search bar and 'Remove All' button. The 'Available' grid lists various units such as 'Administrative', 'Adoption', 'Business Administration', 'CSEA', 'Comm. Svcs.', 'Eligibility', 'Finance', and 'Independent Living'.

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Supervisor

Available: Add All Add

Selected: Remove Remove All

Worker

Available: Add All Add

Selected: Remove Remove All

Generate Report Cancel

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

Your report is being created



Please wait ...

Report Requested: 10:16:56 AM

Last Checked: 10:16:56 AM

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

6. Click, **Save**.



[/ Log off](#)
County Department of Job and Family Services
UAT_1 / 4.33.0 / Last Login:

[Home](#) [Recent](#) [Search](#) [Help](#)

[If New Window Does not Open in a few seconds - Click here to open report](#)
Report DMRpt451 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button

Save Cancel Review Parameters

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

The screenshot shows a navigation menu with tabs for Home, Intake, Case, Provider, Financial, and Administration. Under the Intake tab, there are sub-tabs for Staff, Maintenance, Security, Reports, Training, and Utilities. A green message bar at the top states "The report has been saved." Below this is a "Report Filter Criteria" section with dropdown menus for "Report Category" (set to Intake) and "Report Type" (set to Agency).

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

The screenshot displays the "Report Details" section with fields for Report Category (INTAKE), Report Title (Intake Assessment/Investigation Face-to-Face Contact), and Report Type (AGENCY). Below this is the "Report History" section, which contains a table with the following data:

ID	Date Created	Employee ID	Name
36	05/09/2024 10:17 AM		

At the bottom of the section is a "Document History" area with a "Generate Report" button.

The graphic below displays the downloaded report.

The screenshot shows a downloaded report grid with the following data:

Agency Name	Intake ID	Intake Received Date	Screening Decision Date	Category	Allegation Type	Emergency Intake
County Department of Job and Family Services	2	02/29/2024	03/01/2024	CA/N Report	SEXABUSE	N
County Department of Job and Family Services	2	02/29/2024	03/01/2024	CA/N Report	SEXABUSE	N
County Department of Job and Family Services	2	02/29/2024	03/01/2024	CA/N Report	SEXABUSE	N

Case ID	Initiation Contact Type	Person ID	Intake Participant	Intake Participant Role
	Phone Call To	2048451		Caretaker, Custodian, Parent
	Phone Call To	2048452		Alleged Perpetrator (AP)
	Phone Call To	9438918		Caretaker, Custodian, Parent

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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 listed)
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).

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- **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.

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- **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.

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- **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.

Note: 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

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- 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](#).