Child Welfare Report Guide

This guide provides a description of our most frequently used eWiSACWIS Child Welfare reports. It can help you determine which data reports you need, and how to find relevant data.

Reports Described Here:

Safety Reports

Out of Home Care Reports

Please note that this document is a high-level guide to help you access your data, and does not contain a full description of how these reports work or the data therein. Further information on these reports is available in the Functional Summaries.

Access Report (SM02X100)
This report provides data on each CPS & Service Report received during the reporting period, including an overview of the counts and details of each Access report.

Availability

This report is available through a monthly batch-run of the report, and can be run on-demand.

Useful Worksheets (or 'Tabs') within the Report and the Data Therein

ACCESS_MONTHLY_STATS worksheet provides counts of Access Reports received by month, and also provides a count of those reports by type of maltreatment, CPS response time, and Service Report type.
- o   Use this sheet for trend analyses of your CPS and Service cases.

ACCESS_REPORT_DETAIL worksheet provides information on the case the Access Report is attached to, and information on the CPS or Service Report. As it provides information at the case level, it does not provide information on allegations. Allegation information is available at the ALLEGATION_VICTIM_DETAIL worksheet.
Use this worksheet to determine:
- o   Response time (RESP_TIME), Screen In and Screen Out reason (SCRIN_RSN, SCROUT_RSN)
- o   Assignment of cases to specific workers, supervisors
- o   Screening within 24 hour measure (SCREENED_WITHIN_24_HRS)
- o   After Hours (AFTER_HOURS)
- o   Reporter Type (REPORTER)
- o   Count of previous Access Reports (PRIOR_CPS_SI; PRIOR_CPS_SO) and Service Reports
- o   IA Finding (IA_FINDING)
- o   Address

ALLEGATION_VICTIM_DETAIL worksheet provides information on only alleged victims identified in CPS Reports and alleged 'Drug Affected Infants' identified in Service Reports. All other participants are excluded.
Use this worksheet to determine:
- o   Child name and demographic information
- o   Maltreatment in OHC
- o   Maltreater Relationship to the child, and if the allegation was substantiated.
- o   Descriptors of the maltreatment (i.e. 'Lack of Necessary Care')

AR_ACCESS_REPORT_DETAIL worksheet provides the same information as the ACCESS_REPORT_DETAIL worksheet, with the exception that it is limited to only those counties with Alternative Response. Also included here are fields to help you determine Alternative Response vs. Traditional Response information:
- o   Alternative Response case (FL_ALT_RESPONSE); change of response type (ASSMT_TYPE_CHANGE)
- o   The field (SCRIN_RSN) will state what it was screened as, & (IA_TYPE) will state what the case ended as.

Further Guides to help understand this data
- o   The Access Dashboard provides a basic YTD count of Access Reports Received by County
- o   The annual Child Abuse and Neglect Report provides a count of Access Reports received by each county
- o   Worker Performance Dashboard (available within eWiSACWIS) will have an Access tab to show workers and supervisors their overall Access workload.

Initial Assessment Report (SM06A109)
The I.A. Report provides detailed and summary information on initial assessments open and completed during the reporting period. This report can be used to understand state, county and worker performance on I.A. measures.

Availability
This report is available through a weekly and monthly batch-run of the report, and can also be run on-demand.

Useful Worksheets (or 'Tabs') within the Report and the Data Therein

PERFORMANCE_SUMMARY and **PERFORMANCE_DATA_VALUES** provide the percent and count of Face-to-Face visits and completed I.A.s, and provides a timeliness analysis. This information is also available by supervisor and worker in the **SUPERVISORY_PERFORMANCE** and **WORKER_PERFORMANCE** tabs.

IAS_OVER_60 provides a list of all I.A.s that have been open for over 60 days, and information on if the I.A. has been created yet (IA_STATUS), how long the I.A. has been open (ELAPSED_TIMEFRAME), whether the face to face occurred (F2F_CONTACT_EFFORTS), and the date the I.A. was last updated (IA_LAST_UPDATED).

COMPLETE_CASE_DETAIL provides detailed information on open and completed I.A.s. This tab does not include allegation information, as that is on the COMPLETE_VICTIM_DTL worksheet. This worksheet includes:
- o   Worker and supervisor assignment
- o   Access info: Response time (RESPONSE_TIME), screen in reason (SCRIN_RSN), worker, date CPS report screened in (DATE_SCRN) for each case.
- o   Status of the I.A., such as I.A. begin date (ASMNT_BGN_DATE), due date (IA_DUE_DATE), finding (IA_FINDING), disposition (IA_DISPOSITION), I.A. completion status (TIME_TO_COMPLETION), safety decision (SAFETY_DECISION), Face to face contact efforts, and living arrangements (LVNG_ARRANGEMENT_CHILD).

COMPLETE_VICTIM_DTL worksheet provides information on each alleged victim with an open assessment during the reporting period. Children with more than one allegation will show up multiple times (one row for each allegation).
- o   Worker and supervisor assignment
- o   Access Report screen in reason (SCRIN_RSN) and date CPS report screened in (DATE_SCRN)
- o   Alleged victim information including child name, age, gender, race, hispanic indicator, medical fragility
- o   Allegation information including allegation type, fatality indicator, maltreatment finding, maltreater relationship
- o   Status of IA, including the type of IA (IA_TYPE), the number of days since the Access Report (DAYS_SINCE_RPT) and date of approval (IA_DT_APPROVAL).

Further Guides to help understand this data
- o   The Initial Assessment Dashboard provides counts and percentages of the Face to Face Contacts, and the timeliness of IA Completions, by County.
- o   The annual Child Abuse and Neglect Report details allegations and substantiations, by county.
- o   Worker Performance Dashboard (available within eWiSACWIS) contains information on current and recently completed I.A. work to assist workers and supervisors in managing I.A. workload.
- o   An additional Initial Assessment Dashboard will be available in November 2015 that will provide information on I.A. details, such as allegations and child demographic information.

Caseworker Contacts Monitoring (CM06X102) & **Caseworker Contacts (CM06X100)** *The Caseworker Contacts Monitoring Report (CM06X102) provides information on the number of children in out-of-home care for the entire month and the count and percent of those children who have an in-home / face-to-face visit each month. This report is helpful for counties to determine which caseworker contacts have occurred and which are still outstanding.*

The Caseworker Contacts Report (CM06X100) provides the information above, but defaults to two months prior to the system run date to allow time for the contacts to occur. This report is used for federal reporting.

Availability
These reports are available through a batch-run of the report, and can also be run on-demand.

Useful Worksheets (or 'Tabs') within the Reports and the Data Therein

Caseworker Contacts Monitoring (CM06X102)

VISITS_REQUIRED provides supervisor, worker, placement and child information on children who have **not** had a documented face to face contact for the month of the report run.

SUCCESSFUL_CONTACTS provides supervisor, worker, placement and child information on children who **have** had a documented face to face contact for the month of the report run.

SUMMARY provides the count and percent, by month, of children in OHC and if they have been contacted face to face and if that contact occurred in their out of home care placement (OHP). A statewide comparison is also available.

Caseworker Contacts (CM06X100)

SUMMARY provides the overall count of children in OHC for the entire month as well as the count / percent of required contacts and the count / percent of contacts that occurred in the OHP.

DETAIL will provide one row of data per child per month where the child was in OHC the entire month and a face to face contact was **not** documented. **Detail2** provides this same information, but for face to face contacts that *were* documented.

COUNTY_TRENDS provides the count and percent, by month, of children who have **NOT** been contacted in that month. A statewide comparison is also available.

Further Guides to help understand this data
  o The Caseworker Contacts Dashboard provides the county's compliance in making successful contacts, and for making contacts in the home. The 'About' tab provides a description of the federal standards.

CPS Appeals Monitoring Report (SM06A114)

This report provides information on every substantiated I.A. approved within the reporting period, as well as cases that still have in-progress reviews. This report is designed to inform the county of any outstanding work that needs to be done by the stage in the review process the case is in. For example, a case will appear on the ' PENDI NG_INITIAL_NOTI CE' tab until this work is complete and then will be removed from this ta b and will app ear on t he NO_AGNCY_RQ ST_RCVD_FINAL_D UE tab until this work is complete. This will continue until the review work is complete for these I. A.s.

Availability

This report is available through a daily batch-run of the report, and can also be run on-demand.

Useful Worksheets (or 'Tabs') within the Report and the Data Therein

PENDING_INITIAL_NOTICE displays I.A.s where the 'Notice of an Initial Determination of Substantiated Child Maltreatment and Right to Request a Review' letter is due to be sent to the substantiated maltreater (SM) (**INITIAL_NOTICE_DUE_DATE**), and has not been documented as sent by the end of the reporting period. The **INITIAL_NOTICE_SENT_DATE** will state if the letter was sent. If a date is available here, it indicates that the initial notice checkbox has not been checked as seen in **INITIAL_NOTICE_SENT_CHECKED.**

NO_AGENCY_RQST_RCVD_FINAL_DUE provides data on I.A.s where the agency has not received a request for a Review from the SM. The county may use this tab to determine when the Agency Review Request letter from the SM is due (**SM_RESP_DUE_DATE**) and to also determine when it is time to send the Final Notice Letter if no response was received (**FINAL_NOTICE_DUE_DATE**).

PENDING_NOTICE_SCHD_REVIEW provides data on I.A.s where the SM's request for an agency review has been documented (**SM_RVW_RESP_TIMELINESS)** and either:
   o   The agency has the responsibility to send the 'Notification of Initial Determination of Substantiated Child Maltreatment Scheduled Review' letter **(NOTICE_SCHD_RVW_DUE_DATE; NOTICE_SCHD_REVIEW_TIMELINESS)**; OR
   o   The letter has been sent and the agency needs to determine if adequate notice of the Scheduled Review was provided   (**ADEQUATE_NOTICE_SCHD_RVW**).

PENDING_NOTICE_FINAL_DETERM displays I.A.s where, as of the report end date, the case needs to have a 'Notice of Final Determination of Substantiated Maltreatment and Right to Request an Appeal' letter sent (**NOTICE_FINAL_DTRM_SENT**). These are for I.A.s where either:
   o   The Review has been completed (**REVIEW_OCCURRED_FINDING**), OR
   o   The SM never sent a response to the 'Notice of an Initial Determination...'letter (**REVIEW_STATUS**)

ALL_APPEALS shows I.A.s where, as of the report end date, the appeal is in pending status (**APPEAL_STATUS)** or the decision has been made and the decision date is between the report begin and end dates (**DECISION_DATE**). This tab should be used to determine whether the case has gone to a Court or Division of Hearing and Appeals (DHA) (**APPEAL_TYPE**) and the outcome of the Appeal (**APPEAL_STATUS)**, if known.

TIMELINESS_SUMMARY provides a county's timeliness rates at each stage of the Review/Appeals process, by region.

EVERY_FIELD_DATA provides the user with a view of all substantiated IAs completed during the reporting period. As the above fields only provide only a subset of data, the user user can use this tab to trace a case's history through the Review/Appeals process.

Further Guides to help understand this data

Additional information on the CPS appeals process is available for review.

Placement Activity and Detail (SM10A112)
This report provides all out-of-home care (OHC) placement information that occurs within the reporting period. The summaries provide End of Month (EOM) counts for demographics, placement settings, and other information. The detail tabs (Entries, Exits, Detail, and Physical Moves detail) provide child level information based on removal, discharge, and placement changes.

Availability
This report is available through a monthly batch-run of the report, and can also be run on-demand.

Useful Worksheets (or 'Tabs') within the Report and the Data Therein
Each summary tab within this report provides counts on the last day of the month/reporting period. These counts are not cumulative for the entire reporting period.

Further Guides to help understand this data
Please see the webinar (released Winter 15-16) in eW for guidance on how to create a pivot table within an Excel report; the example used is the Placement Activity and Detail report.

Re-Entry into Out of Home Care (SM10A115)
This report provides information on those children that re-enter OHC after of their
discharge to reunification or living with relatives, particularly those children that re- enter OHC within 12 months of their
previous discharge.

Availability
This report is available through a monthly batch-run of the report, and can also be run on-demand.

Useful Worksheets (or 'Tabs') within the Report and the Data Therein
The Re-Entry Detail tab provides information at the child level of those children that re-enter OHC. It provides removal reason information between the two episodes, as well as length of time between the episodes.

Further Guides to help understand this data
All discharges in this report will occur 12 months prior the requested time period. For example, in looking for CY2014 re-entry information, the On Demand request would be 01/01/2014-12/31/2014. The report would then look for children that discharged between 01/01/2013-12/31/2013, in order to allow for enough time to look for those who may have re-entered care.

Please Contact the Research Unit at:

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CPS Reports: Access & Initial Assessments	Placement Characteristics	Provider Characteristics
Re-Referrals, In-Home Safety Services,	Permanency Outcomes	Performance Based Contracting
Reviews / Appeals	AFCARS and NYTD Reporting	Healthcare & Education Outcomes
NCANDS Reporting	Independent Living	Licensing Compliance
		Rate Analysis

Further Guides

Please use the following webpages to access information on our child welfare dashboards and annual reports. Please note that additional dashboards containing confidential information are available within eWiSACWIS.

- Child Welfare Dashboards:
  https://dcf.wisconsin.gov/dashboard/cwcontacts

- Wisconsin Children in Out-of-Home Care Report:
  https://dcf.wisconsin.gov/files/cwportal/reports/pdf/ohc.pdf

- Wisconsin Child Abuse and Neglect Report:
  https://dcf.wisconsin.gov/files/cwportal/reports/pdf/can.pdf