Wisconsin Child Welfare and Youth Justice Report and Dashboard Guide

This guide provides a high-level description of frequently used eWiSACWIS Child Welfare and Youth Justice reports and dashboards. For questions, please contact the Wisconsin Department of Children and Families Child Welfare Research and Analytics Unit at: DCFCWRA@wisconsin.gov

To learn how to obtain access to the dashboards and/or reports, please review the eWReports User Guide, available here:
https://dcf.wisconsin.gov/files/cwportal/ewisacwis/ewreportsguide.pdf

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Reports vs. Dashboards: When to Use Which Product

At times, you may need to gather information on your caseload and will need to use either a dashboard or a report from eWReports to get that information. These reports are usually formatted as an Excel file that you can download. The figures below explain each product's strengths and limitations.
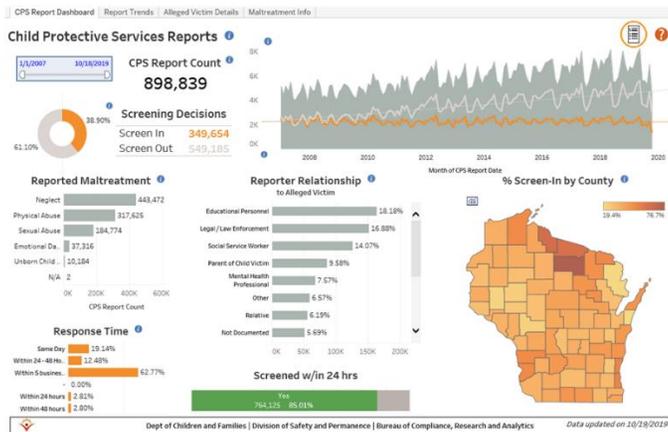
Dashboards:

Interactive Visual Webpages

- *Strengths*: Answers most common questions. Easy to understand. Designed to provide high-level information to understand caseload. Some detailed information to help you with case management. No Excel skills needed.
- *Limitations*: Limits to what data are available. Does not always provide details on the cases identified in the charts.

Reports:

Excel Spreadsheets (Usually) with Raw and Summarized data.

- *Strengths*: More detail than what is in the dashboards. More specific and personally identifying information.
- *Limitations*: Usually involves some data manipulation in Excel.

Worker Dashboard

The Worker Dashboard presents child welfare information for several types of child welfare staff: by individual worker, by the supervisor's assigned team, or by the overall county. Workers will see cases with which they have primary assignment (on the green 'My Caseload' tab). Supervisors will see team members with primary assignment to cases (on the green 'My Team' tab). The dashboard also provides details about Caseload, Initial Assessment, and Out-of-Home Care.

Use in Practice

This dashboard is to assist counties in:

- ***Better understanding caseload.*** Identifies the length of time cases are open, location of cases, and number of participants. Helps with identifying Initial Assessment trends. Quantifies the overall OHC population by demographics, CANS data, discharge outcomes, and permanency planning.
- ***Identifying areas in need of case management.*** Provides a list of cases that may need additional work or closure (Potentially Inactive Cases).
    - View entire cases assigned to each worker.
    - View trends in Initial Assessment workload.
    - View case location by worker to assist in case assignment by region.
    - Identify children who do not yet have a permanency plan documented.
    - Note if there is an imbalance of workers by CANS scores.

Availability

The Worker Dashboard is only available through eWiSACWIS, within the 'Child Welfare Dashboard' hyperlink in the 'Quick Links' section. The data is refreshed once per day, before approximately 6:30am of each workday.

<p align="center">Worker Dashboard - Caseload Section</p>

The Worker Dashboard – Caseload Section provides information on open cases in eWiSACWIS. It excludes cases with a case type of subsidized guardianship, voluntary kinship care, adoptive home, or Adoption – ICAMA.

The first icon provides a filter for this page by Case Trait (In-Home vs. OHC), Case Type, and by 'Active' status. This page defaults to showing all cases (both 'active' and 'potentially inactive'), but you may choose to view 'active' or 'potentially inactive'. The other tabs provide the following information:

Caseload Overview Tab:

Provides a high-level snapshot of:

- Total current cases, children, and adults.
- Total months open, case traits, and case types.

Case Location Map Tab:

Provides a map of all open cases.

- Color coded to note if in-home or OHC.
- Number of days open, total children, days since F2F, address, and Google Maps.

Potentially Inactive Cases List Tab:

Provides a list of potentially inactive cases, identified by if there is no F2F contact in 81 (+) days and no approved casework in 6 (+) months. This can assist with case management.

Overview by Case Worker Tab:

Provides a list, by worker, of all cases including details on case length and total participants. Hyperlinks appear to explore participant details and download the Case Face Sheet.

Worker Dashboard - Initial Assessment Section

This Worker Dashboard – Initial Assessment Section provides information on open Initial Assessments. It contains the following two tabs:

Open Initial Assessments Tab:

- Count of total IAs, days open, initial Face-to-Face contact result, and a summary by worker.
- Details of specific cases in Initial Assessment.

Initial Assessments Trends Tab:

- Visual graph, by month, of IAs completed and open.
- Highlights the timeliness of IA completion.

Worker Dashboard – Out-of-Home Care Section

The Worker Dashboard – OHC Section provides information on current OHC placements, by worker. The last tab also provides information on children who have discharged from OHC, by the current primary worker assigned to that case.

Further details regarding the content of this dashboard are as follows:

Current Open Out-of-Home Care Tab:

Provides a high-level snapshot of:

- Children in OHC, Placement Types, Child demographic information, placement duration

Current OHC CANS Tab:

Provides information on current approved CANS for children in OHC by ages 0-5 and 5-21, including:

- CANS Scoring by Domain and Item;
- Level of Need / Level of Care mismatch.

Current Open Episodes Tab:

Provides a count of:

- The length of stay of current children in OHC;
- Count of placement moves within the episode;
- Identification of foster care extension.

Discharges Tab:

Discharge information is presented for discharges by current primary assigned caseworker. Information here includes:

- Discharge reason
- Child Level of Need and age group
- Episode length and placement count

Permanency Planning Tab:

Provides information on current approved Permanency Plans including:

- Permanency Plan goals and concurrent goals
- Lists children without a permanency plan for the purpose of assisting with case management.

Child Protective Services (CPS) Reports Dashboard

The CPS Reports Dashboard provides detailed information on received and completed CPS Access reports, across four tabs. Those tabs are described below. Data is provided through 2007.

To research the specific cases and children behind these figures, please log in to eWReports and open the Access Report (SM02x100).

Use in Practice

This dashboard is to assist counties in:

- ***Better understanding CPS Access Reports.*** Provides a high-level overview of CPS reports by region, screen in/out counts, and how report quantities are affected by different variables (e.g. reporter or alleged victim race). Detailed counts of alleged victims and allegations are also provided.
- ***Identifying areas for case management.*** Provides the dates and times CPS reports are received for staffing purposes. Compare yourself to a similar county to see if your practice looks similar or different. Review how screen in rates change by child race, reporter relationship, response time assigned, etc.

Availability

The entire CPS Reports Dashboard is available through eWiSACWIS, within the 'Child Welfare Dashboard' hyperlink in the 'Quick Links' section. The 'CPS Report Overview' and 'CPS Report Trends' tabs are available on the public DCF website at: https://dcf.wisconsin.gov/dashboard/access

CPS Reports Overview Tab:

Provides high-level information on all CPS Reports received within the time period, by individual counties, regions, or the state.

Information includes:
- Screen in / out counts;
- Maltreatment allegations
- Response Time
- Reporter relationship to alleged victim

Alleged Victim Details Tab:

Provides demographic details on alleged victims.

Report Trends Tab:

This tab provides information on the quantity of CPS reports received by time, day of the month, month, and year. Additional details include when reports are received by their response time and by the maltreatment type.

Review the quantity of reports received on a particular date for staffing purposes (e.g. holidays)

Maltreatment Info Tab:

Provides detailed information on allegations and maltreatment descriptions (e.g. exposure to the elements).

Initial Assessment Analysis Dashboard

The Initial Assessment (IA) Analysis dashboard has five sections that provide information on IAs completed within the time period selected, by individual county, region, or the state. The sixth section presents information on current IAs. Those tabs are described below. Data is provided through 2007. To research the specific cases behind these figures, please log in to eWReports and open the IA Report (SM06A109).

Use in Practice

This dashboard is to assist counties in:

- **Better understanding IAs.** Provides a high-level overview of the IA population and how it is affected by different variables (e.g. safety finding, maltreatment finding, alleged victim race, etc.); review the demographic makeup of alleged victims and alleged maltreaters; review timeliness.
- **Identifying areas for case management.** Provides the means to compare yourself to other counties (e.g. do substantiation rates differ across similar counties, racial groups, children with a documented disability); Review IA completion rates over time; Review the current overdue IA chart by county.

Availability

The entire Initial Assessment Dashboard is available through eWiSACWIS, within the 'Child Welfare Dashboard' hyperlink in the 'Quick Links' section. The 'IA Performance' and 'Completed IA Trend' tab are available on the public DCF website at: https://dcf.wisconsin.gov/dashboard/ia

IA Details Tab:
Provides high-level information including:
- Total IAs by timeliness of completion
- Safety finding; IA finding
- IA Disposition; Maltreatment Finding

Alleged Maltreaters Tab:
- Alleged maltreater demographic counts
- Allegation maltreater finding

Completed IA Trend Tab:
- Quantity of IAs completed, by month, by timeliness
- Quantity of Initial Face-to-Face, by month, by timeliness

Alleged Victim Tab:
- Alleged Victim demographic counts
- Documented disability
- Allegation maltreatment finding

IA Performance Tab:
- Total IAs approved by timeliness measure
- Radial chart of the median time to complete IAs, by county
- County comparison by timeliness

Current IA Overview Tab:
- Count of current open IAs
- Comparison of overdue IAs, by count and percent, by county.

Out-of-Home Care Analysis Dashboard

The Out-of-Home Care (OHC) Analysis dashboard provides information on children currently in OHC, details on children removed into OHC, and the makeup of children who discharged from OHC. Further details are provided below. To research the specific cases behind these figures, please log in to eWReports and open the Placement Activity and Detail Report (SM10A112).

Use in Practice

This dashboard is to assist counties in:

- ***Better understanding the makeup of children in OHC.*** Displays the current children's demographic information, length of stay, and placement type. Similarly, you can investigate details of children when they first enter OHC, and when they leave OHC.
- ***Identifying areas for case management.*** Provides a visual understanding of where children are placed. To what extent are children placed with relatives? What is the demographic makeup of children in OHC, and how does this compare to total children involved in Child Welfare? Determine the extent to which there is a Level of Need vs. Level of Care mismatch. Are children who are removed into OHC placed within a reasonable driving distance from their home? Review the above questions over time.

Availability

The entire Out-of-Home Care Dashboard is available through eWiSACWIS, within the 'Child Welfare Dashboard' hyperlink in the 'Quick Links' section. The 'Open OHC', 'Removals', and 'Discharges' tab are available on the public DCF website at: https://dcf.wisconsin.gov/dashboard/ohc

Open OHC Tab:

Provides high-level information on children currently in OHC, including:

- Child demographics
- Child Level of Need and Child Level of Care (and mismatch)
- Case type; Placement type
- Number of placements/Episodes; Length

Map Tab:

Provides a visual representation of where children are placed. A filter and color-coding allow the user to see placements by placement type. Hover over an individual dot to see a display of:

- Case ID; Number of children in case
- Placement type; Address; Person IDs

Removals Tab:

Provides information on children removed into OHC during the time period selected:

- Total children removed; Total removals
- Median distance from home;
- Age at removal; First removal vs. re-entry
- Initial placement type location
- Child Level of Need vs. Child Level of Care
- Removal reason

Discharges Tab:

Provides information on children who discharged from OHC in the reporting period:

- Total children who discharged; Total unique Discharges; Age at discharge
- Median length of stay; Level of Need; Permanency Round Table
- Discharge reason. (Green values are those who discharged to legal permanence)
- Length of placement and episode' Number of placements

Caseworker Contacts Dashboard

The Caseworker Contacts dashboard provides cumulative information on the extent to which children in out-of-home care are being contacted in-person by their county worker, and the extent to which that contact is occurring in the home environment. Only children in out-of-home care for the entire month are included in this measure. The federal standard is that 95 percent of children are seen in person, at least once per month. The federal standard also holds that at least half of those visits are to occur in the child's out-of-home care placement.

To research the specific cases behind these figures, please log in to eWReports and open the Caseworker Contacts Report (CM06X100).

Use in Practice

This dashboard is to assist counties in:

- ***Better understanding county and state compliance with the Caseworker Contacts measure***. View the overall compliance on this measure, over time.
- ***Identifying areas for case management*** by using the filter options to determine cases less likely to have a successful contact (e.g. case types, out-of-state children, etc.)

Availability

The entire Caseworker Contacts Dashboard is available through eWiSACWIS, within the 'Child Welfare Dashboard' hyperlink in the 'Quick Links' section. The DCF public website provides the same dashboard, but the following fields are not available to filter by: Case Type, Native American Child, and Out-of-State. It is available here: **https://dcf.wisconsin.gov/dashboard/cwcontacts**

Older Youth Outcomes Dashboard

The Older Youth Outcomes dashboard provides statewide and county-specific information pertaining to youth ages 18-21 who discharged from OHC either due to reaching the maximum age on their court order ("aging out") or by way of adoption, guardianship, reunification, or a few select other discharge reasons.

This dashboard includes a number of data elements, such as: how many discharges took place in a given time period, including by type; youth's length of time in OHC – both by final episode and over their lifetime, and median as well as more/less than 12 months; average number of placements a youth experienced during their final episode in OHC; and the status of a youth's transition plan prior to discharge.

To research the specific cases behind these figures, please log in to eWReports and open the Independent Living Service Report (SM08x107) or the Youth Outcomes Report (SM10A119).

Use in Practice

This dashboard is to assist counties in:

- ***Better understanding Older Youth Outcomes.*** Provides insight into how young people are being served, their permanency outcomes, and their preparation for transitioning to adulthood when applicable.

Availability

The entire Older Youth Dashboard is available through eWiSACWIS and also publicly available on the DCF website.

- Via eWiSACWIS, go to the 'Child Welfare Dashboard' hyperlink in the 'Quick Links' section.
- Via the website, go to **https://dcf.wisconsin.gov/dashboard/ageout** .

Caseload Reports - Summary and Detail

These two reports provide, respectively, detailed and summarized information on open cases as of the report run date, by county.

Availability

These reports are available through a monthly scheduled report output. Similar information is also found in the Worker Dashboard.

Caseload Report – Summary (DWIS_ADM_004)

Use in Practice

To document caseload, provide an understanding of case status, and allow for comparisons to other counties.

Worksheet / Tab Descriptions and Use

Total cases: Total cases open as of the report run date.

Total children: Provides a count of children in the case, and how many are in-home and in out-of-home care.

Days since face-to-face contact: Cases are quantified by the number of days since the last documented face-to-face contact between a worker and case member.

- *Use:* Cases of concern (e.g. those that have no documented face-to-face contact or those with several days since contact) may be researched in the Caseload-Detail Report to determine if contact is needed, or if the case may be closed.

Days since last approved casework: Cases are quantified by the number of days since the case had any approved casework. Approved casework includes any piece of work in eWiSACWIS that has been approved by a supervisor, excluding financial transactions.

- *Use:* Cases of concern (e.g. those that have never had documented work or those that have been open for extended periods of time without approved casework) may be researched in the Caseload-Detail Report to determine if follow up is needed, or if the case may be closed.

Length of times cases open: The median and average time in months the current cases have been open to-date.

Note: The 'Potentially Inactive Case Analysis Report (DWIS_ADM_005)' also identifies cases that have not yet had a face-to-face contact or approved casework for some time. This report may also be used to assist with case clean-up.

Caseload Report – Detail (DWIS_ADM_003)

Use in Practice

This report provides the details behind the Caseload Report – Summary.

Details listed in the report:

- County (of current caseworker)
- Case ID
- Case Name

- Date of last face-to-face contact
- Date of last approved casework
- Case Type (i.e. child welfare, youth justice)

Potentially Inactive Case Analysis Report (DWIS_ADM_005)

Detailed and summarized information on cases that may be inactive, for the purpose of cleaning up caseload.

Availability

This report is available through a monthly scheduled report output. Similar information is also found in the Worker Dashboard.

Use in Practice

Identify those cases that should be further researched to decide whether a case needs additional follow-up, or if the case should be closed. This information is included because it allows counties to have an accurate understanding of their caseload.

Worksheet / Tab Descriptions and Use

Summary Report: Provides a count of cases open as of the report run date, by:

- **Days since last face-to-face contact (81 Days or more)**
- **Days since last approved casework by**:
  - Open 81(+) days that have never had approved casework.
  - Open 184-365 days.
  - Open over 365 days.

Cases are broken into two tables to quantify this data by child-welfare-only cases, and cases involving youth justice.

Detail Report: Provides a means to look up the cases identified above for the purpose of follow up and/or case closure. Fields included here are:

- County
- Case ID
- Case type (Child Welfare, Youth Justice)
- Case name
- Supervisor name
- Supervisor ID
- Worker name
- Worker ID
- Date of last face-to-face contact
- Date of last approved casework

Case Face Sheet Report (DWIS_ADM_001)

Detailed and summarized information on an individual case's eWiSACWIS history in Access, Initial Assessment and Ongoing. The report is formatted as a PDF to allow for printing.

Availability

This report is available through an on-demand request in eWReports; through the eWiSACWIS case management; and through the Worker Dashboard.

Use in Practice

This report may be helpful to understand child welfare history when making Access screening decisions, or in learning about a case when beginning and Initial Assessment or starting Ongoing services.

Worksheet / Tab Descriptions and Use

Case Information: Provides the following values specific to the case:

- Case ID
- Case type; Case trait
- Last documented address; Updated date
- Reference person demographic details

Access: Provides a summary count of all screened in and out CPS and Services reports received (and which were Alternative Response), and details those Access reports by:

- Access ID; Report date
- County
- Screening decision
- Response time
- Allegation; Alleged victim (and ID)
- Alleged maltreater relationship

Initial Assessment (IA): Provides a summary of completed IAs, substantiated and services needed IAs, safe and unsafe IA findings. The date of the prior substantiated IAs is provided for context. Details include:

- Initial Assessment ID
- Approval date
- County
- IA type; Allegation
- Allegation finding
- Alleged victim (and ID)
- Alleged maltreater; Relationship; Subst. finding
- Safety finding

Case History: Provides case history details that may be helpful in identifying case complexity issues, including:

- Date case first opened
- Date most recently opened
- Number in out-of-home care
- Number of current participants with AODA issue.
- Number of current participants; household members
- Number of child participants

Participants Under County Responsibility: Provides a summary of adults and children by those under the age of 6, those in out-of-home care, and children with a documented disability. Every participant is detailed starting with the Reference Person and then followed by participants from oldest-to-youngest age, including:

- Participant demographics
- Relationship to reference person
- Biological parent
- AODA concern
- Case IDs of other cases person was identified in
- Documented disability
- Most recent CANS Level-of-Need
- Details on most-recent OHC placement.

Case Assignment Report (SM04A103)

Detailed and summarized information on cases open during the reporting period, including the number of primary and secondary cases by worker, open cases by county / region, and case details.

Availability

This report is available on-demand and through a monthly scheduled report output.

Use in Practice

This report provides an understanding of open cases and to track and monitor workflow.

Worksheet / Tab Descriptions

Assignment Summary: Provides the count of primary and secondary case assignments by worker.
Worker Sum by Case Type: Provides the count of open cases by case type, by worker.

County Sum by Case Type: Provides the count of open cases by case type, by county.

Region Sum by Case Type: Provides the count of open cases by case type, by region (Northern, Southern, etc.).

Case Work Detail: Provides details on every open case (primary and secondary assignments), by worker, with the exceptions outlined below. Cases appear multiple times if there is a primary and secondary worker assigned to that case. Use this tab to identify your open child welfare caseload, for management purposes. Cases not included here (but are included on the 'Administrative Detail tab) are:

- **Assignment types:** Medicaid, Clerical, Financial, Eligibility, Elig. Review / approval, Trust account
- **Case Types:** Voluntary Kinship; Subsidized Guardianship, Adoptive Home, Adoption ICAMA

Administrative Detail: Provides details on every open case (primary and secondary assignments), by worker, for the cases excluded in the 'Case Work Detail' tab (detailed above.) Cases appear multiple times if there is a primary and secondary worker assigned to that case. Use this tab to identify the assignment types / case types excluded above, for management purposes. These cases typically have a low-level of case activity.

Child Detail: Provides details of all active case participants under the age of 18, including:

- Case County (doc't on Maintain Case page)
- Worker County
- Worker and Supervisor Names
- Assignment Type, Role, Start and End Dates
- Case Name, Case Type, Case ID
- Case Open and Case Close Dates
- Case Status; Restricted Case Flag
- Child Name, Child ID, Demographics

All Caseworker Contacts – By Case (CM06x105)

Detailed and summarized information on all documented contacts within an individual case.

All Caseworker Contacts – By County (CM06x106)

Detailed and summarized information on all documented contacts within a county or the State.

Availability

The CM06x105 **case-specific** report is available on-demand-only. The CM06x106 **county-specific** report is available on-demand and through a batch run.

Use in Practice

Review summarized and detailed information of documented contacts (both in-person and not-in-person; occurred and did not occur). This may be helpful to understand the extent of contacts, contact methods (in-person, texts, phone calls), and additional details on those contacts. County financial administrative staff may also benefit from this information.

Worksheet / Tab Descriptions

Summary Occur Contact:

This worksheet provides a summarized count of every case note documented as having occurred within the reporting period. The case note must have the 'Note Finalized' checkbox marked to be included here. This information is broken out by Type (e.g. Initial Face-to-Face Contact) and Category (e.g. Access, Ongoing, etc.).

Summary F2F by Detail Type:

This worksheet provides a count and percent of every Face-to-Face contact, by Type Detail, that occurred and did not occur. The case note must have the "Note Finalized" checkbox marked to be included here. The Type Detail field is shown here so report users may understand the purpose of these in-person meetings (e.g. was it to address safety, assess reunification, administrative work surrounding court orders or case transfer staffing, etc.)

Contact Detail:

This worksheet provides details on all contacts that were documented as having successfully occurred or did not occur in the reporting period. Contacts listed here include both those with and without the "Note Finalized" box checked. The spreadsheet is structured to provide one row of data per case note.

Contact Detail Person:

This worksheet replicates the Contact Detail worksheet in that it provides details on all contacts that were documented as having successfully occurred or did not occur in the reporting period, and can be finalized or not finalized. It adds on to the Contact Detail worksheet in that it also lists every participant that was involved in the contact. If the participant is a child and that child was in OHC at the time of the visit, details on that placement are also provided. It provides one row of data per case note, per participant.

Access Report (SM02X100)

Detailed and summarized information on screened in and out Child Protective Services (CPS) and Service Reports received during the reporting period.

Availability

This report is available on-demand and through a monthly scheduled report output. Similar information is also found in the CPS Reports Dashboard.

Worksheet / Tab Descriptions and Use

ACCESS MONTHLY STATS: Provides counts of Access Reports received **by month**, and provides a count of those reports by type of maltreatment, CPS response time, Service Report type, and alleged victims.

- o **Use:** Trend analyses of CPS and Service cases, by month.

Year-to-Date (YTD) COUNTY COMPARISON: Total counts of Access Rpts received in reporting period.

- o **Use:** Summarized totals of CPS and Service cases.

ACCESS REPORT DETAIL: Provides information on the case the Access Report is attached to, and information on the CPS or Service Reports. It is structured to provide one row per Access Report.

- o **Use:** Determine details on Access Reports (at the Case-level), including:
  - Response time, Screen in and Screen out reason
  - Screening within 24-hour measure
  - Reporter relationship
  - Count of previous Access and Service Reports
  - Alternative Response assignment and changes
  - Worker assigned
  - After Hours
  - IA Finding
  - Address (doc't on Allegation tab)
  - Partnership screener (if applicable)

ALLEGATION VICTIM DETAILS: Two worksheets provide information on screened in or screened out alleged victims identified in CPS Reports and alleged 'Drug Affected Infants' identified in Service Reports. All other participants are excluded.

- o **Use:** Determine details on Access Reports (at the child / allegation - level), including:
  - Child name and demographic information
  - Maltreater Relationship to the child
  - Maltreatment Descriptors (i.e. 'Bruising')
  - Alternative Response assignment
  - Caregiver Drug / Alcohol abuse; Exposure
  - Maltreatment in OHC
  - Substantiation decision
  - IA Finding
  - Partnership screener (if applicable)
  - Address (doc't on Allegation tab)

ACCESS PRESENT IMPNDING DANGER: Provides information on all Present and Impending Danger Threats identified at the point of the CPS Access Report.

- o **Use:** Determine the extent to which safety threats are identified at the point of Access.

WORKER ACCESS: Provides the summarized counts of Access Reports received by each worker.

- o **Use:** Determine the volume of reports received, by worker.

REGION WORKER ASSIGNMENT: Provides trend analysis summary data related to the number of cases which were subsequently assigned to Initial Assessment, Ongoing, etc, as well as the Region it was assigned to.

SCREENING DECISIONS: Provides the count and percentage of Access Reports for each supervisor.

CPS DATES TIMES: Provides the number of CPS reports received by date, hour, and day received.

- o **Use:** Determine call volume for staffing purposes.

Initial Assessment Report (SM06A109)

Detailed and summarized information on Initial Assessments open at any point during the reporting period. The report provides an understanding of individual reports, overall IA volume, and performance on IA metrics.

Availability

This report is available on-demand and through a monthly scheduled report output. Similar information is also found in the Initial Assessment Dashboard and Worker Dashboard.

Worksheet / Tab Descriptions and Use

COUNTY COMPARISON: Provides a count and percentage of initial face-to-face contact timeliness and IA approval timeliness by county.

- o *Use:* Compare regions on IA performance metrics.

TIMELINESS SUMMARY: Provides a count and percentage of the county or state's IA performance, by office.

- o *Use:* Understand an individual county's IA performance metrics, by office / region.

IA COMPLETION: Provides detailed information on each approved IA

- o *Use:* Understand the approved IAs, including total days open, IA finding, disposition, and safety decision.

INITIAL F2F CONTACTS: Provides information on initial face-to-face contact efforts for approved IAs.

- o *Use*: Understand the success of initial face-to-face contact efforts for approved IAs.

CASELOAD SUMMARY: Provides summaries of length of time IAs have been open, by worker and supervisor.

- o *Use*: Understand case assignment by worker, and length of time open for workload management.

IAS OVER 60 DAYS: Provides IAs open at the end of the reporting period that have been open for over 60 days.

- o *Use*: Understand if an IA was created, length of time open, face-to-face contact status, date last updated.

CASELOAD DETAIL: Provides detailed information on IAs open during reporting period, by worker.

- o *Use*: This tab provides the details behind the 'Caseload Summary' tab.

PERFORMANCE SUMMARY & **PERFORMANCE DATA VALUES:** Provides the count and percentage of face-to-face visits, completed IAs, and IA timeliness metrics.

- o *Use*: Understand county or state performance on IA metrics.

WORKER PERFORMANCE and **SUPERVISORY PERFORMANCE**: Provides the count and percentage of face-to-face visits, completed IAs, and IA timeliness metrics, by worker or supervisor.

- o *Use*: Understand county or state performance on IA metrics, by worker or supervisor.

COMPLETE CASE DETAIL: Provides detailed information on open and completed IAs, including:

- o **Worker and supervisor** assignment
- o **Access info** including *response time, screen in reason, Access worker, date of Access screening*.

- o **IA status** including *begin date, due date, IA finding, IA disposition, IA completion status, Safety decision, face-to-face contact efforts, living arrangement of the family.*

  The report provides one row per Initial Assessment, per CPS Report linked to the IA. An IA may have multiple CPS reports linked to it. The unique identifier for the IA is available in variable **ID_INVS**, and the variable **CPS_RPT_SEQUENCE** identifies the order of the CPS reports linked to the IA.

COMPLETE VICTIM DETAIL: Provides detailed information on each alleged victim with an open assessment during the reporting period. The tab provides one row of data per allegation, and therefore children with multiple allegations will appear multiple times.

- o Worker and supervisor assignment
- o Alleged victim demographic information
- o **Access info** including *response time, unique Access IA, date of Access screen, Access Partnership screener (if applicable)*
- o **IA status** including *IA Type (TR vs. AR), IA date of approval, living arrangement of the family.*
- o **Allegation information** including *allegation, allegation descriptors, Birth to Three referrals, maltreatment finding, alleged maltreater information*.

CPS Review and Appeals Outcome Report (SM06A129)

Detailed and summarized information on the Reviews or Appeals that were finalized in the reporting period, or total substantiations that were made within the reporting period that are eligible for review / appeal.

Availability

This report is available on-demand.

Use in Practice

Determine the total reviews and/or appeals that occurred, by county, and the outcome of those reviews or appeals. Detailed information is also available.

Worksheet / Tab Descriptions and Use

Agency DHA Summary Alleg: Provides summary information on total substantiated allegations associated with the documented substantiated maltreater within the reporting period. Also details the Review and/or Department of Hearing and Appeals (DHA) appeals outcomes associated with those allegations.

DHA Summary Case: Provides summary information on the decisions made in twelve different DHA categories (e.g. Overturned − Hearing Held), by Case, and by Initial Assessment.

Agency Detail: Provides detailed information on each Agency Review that was completed during this time period, as well as Initial Assessments completed in this time period that went on to have a review outside the reporting period. Each row of data represents a substantiated allegation, by substantiated maltreater. If an allegation alleges that a child experienced an allegation of maltreatment from three substantiated maltreaters, three rows will appear. Details include:

- County
- Supervisor review approval date
- Case ID; Case name
- Child ID; Child name
- Alleged maltreater ID; Name
- Maltreater relationship
- Allegation
- Maltreatment allegation finding
- Maltreater finding
- Maltreatment date; Date of review
- Allegation review status (e.g. Upheld, Overturned)
- SM attended (e.g. Subst. maltreater appeared)
- IA approval date
- Allegation ID
- Initial Assessment ID

DHA Detail: Provides detailed information on each DHA Appeal that was completed during this time period, as well as Initial Assessments completed in this time period that went on to have an appeal outside the reporting period. Each row of data represents a substantiated allegation, by substantiated maltreater, for allegations that went through the DHA process. If an allegation alleges that a child experienced maltreatment from three substantiated maltreaters, three rows will appear. Details include:

- County
- Case ID; Case name
- Child ID; Child name
- Date of DHA request
- Date of DHA hearing held
- Date of DHA decision
- DHA hearing status (e.g. Dismissed)
- Maltreater name; ID
- Maltreatment date
- Allegation; Finding
- Maltreater relationship
- IA approval date
- Allegation ID
- Initial Assessment ID
- Appeal ID

Re-Referral Report (DWIS_SFTY_ACS_002)

Detailed and summarized information of cases that have a screened in or out CPS Report in the reporting period, and details which cases had previous CPS involvement.

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use

County Summary: Provides the count and percent, by county, of CPS Reports received in the reporting period and how many cases had a re-referral (i.e. subsequent CPS Report). Variables here include:

- Total CPS reports; Total cases
- Total cases with a re-referral
- Percent of re-referrals in 3 / 6 / 9 / 12 mos.

Detail by Case: Provides detailed information on re-referrals received in the reporting period. This spreadsheet provides one row per case with a screened in or out CPS Report and looks back from the anchor report to see prior involvement. Information here is current as of the date of the anchor report. A ribbon denotes which fields provide context on re-referrals and which provide insight on potential re-referral characteristics. Those fields are:

Re-Referral Information	**Potential Re-Referral Flags**
- Screening decision	- Count of potential re-referral flags
- Screening decision (immediately prior)	- Referral in last six months
- IA disposition (anchor report)	- Young children (younger than 8 yrs.)
- Community Response involvement	- Multiple children
- Community Services involvement	- Parental maltreater
- Ongoing child welfare involvement	- AODA issues (alleged victim, reference person, primary caretaker characteristics)
- Date of CPS reports	- Family domestic violence
- Time between CPS reports	- Single parent
- Count of all re-referrals	- Clinically diagnosed disability (alleged victim or reference person)
- Total prior CPS reports / Substantiations	
- Prior CPS reports within 3 /6/ 9/ 12 mo.	

Allegation Detail: Provides detailed information on re-referrals received in the reporting period. This spreadsheet provides one row per screened in or out CPS Report, per allegation, per maltreater.

- County
- CPS report ID; Date; Case
- Screening decision (in or out)
- Response time
- Screen in / out reason
- Alleged victim Child ID; DOB
- Allegation; Substantiation decision
- IA disposition
- Reporter relationship to child
- Alleged maltreater ID; Substantiation
- Alleged maltreater relationship; Age
- CPS report address

o **Use**: This worksheet provides the ability to review the details behind the case's current CPS involvement.

> **Understanding which CPS report is the 'Anchor Report'**
> The report identifies an 'anchor report', which is the CPS report considered to be the most-relevant to analyze and base re-referral comparisons on. It is the most-recent screened in CPS report received in the reporting period. If there is no screened in CPS report in the reporting period, then it is the most-recent screened-out report in the reporting period. The 'Report Information' tab within the report provides a further explanation.

Targeted Safety Support Funds (TSSF) Reports

There are three TSSF reports. Two reports list children who may be eligible for enrollment. The other focuses on the TSSF population during and after enrollment.

Availability

These reports are available on-demand only.

TSSF Enrollment and Outcomes Report (SM06A132)

Detailed and summarized information on current enrollment, past enrollment, and evaluation information for those enrolled during the reporting period.

Worksheet / Tab Descriptions and Use

Summary by County: Provides, by county, the count of all cases and TSSF enrollees. This tab also indicates if any TSSF enrollees are simultaneously in out-of-home care for the purposes of dis-enrolling them from TSSF. Also included are average days in the program and total days in program.

Unique Srv Summary by County: Provides, by county, the **unique count** of safety plan services provided to TSSF enrollees within the reporting period.

Total Service Summary by County: Provides, by county, the **total count** of safety plan services provided to TSSF enrollees within the reporting period.

TSSF Case Detail: Provides details on any open TSSF assignment within the reporting period, including demographic details on the enrolled child and counts of maltreatment allegations and substantiations, both during and after enrollment in the program.

TSSF Exit Detail: Provides details on TSSF enrolled children where the TSSF end date falls within the reporting period. Details include if the child had a maltreatment substantiation or went in to out-of-home care, after they exited TSSF.

TSSF County Pre-Enrollment Report (SM06A130)

Provides a list of children not enrolled in TSSF that meet the enrollment criteria.

Use in Practice

The county may use this report to determine which children are not enrolled that likely should be.

Worksheet / Tab Descriptions and Use

TSSF Qualifying Children: TSSF-eligible children, dependent on their Protective or Safety Plan Status.

TSSF Non-Qualifying Children: Non-TSSF-eligible children, dependent on the Protective or Safety Plan.

TSSF Pre-Enroll by Case-Child Report (SM06A131)

Provides a determination of if an individual child, queried by the eWiSACWIS user, meets the TSSF enrollment criteria. A second tab lists all minor children household members. If any child on the case is eligible, then all children on the case are eligible.

Use in Practice

The county may use this report to determine a specific child's enrollment eligibility.

Worksheet / Tab Descriptions and Use

TSSF Queried Child: Provides information on the queried child's eligibility status.

All Minor Household Members: Eligibility info on children in the same household as the queried child.

Present Danger Threat and Protective Plan Report (SM06B100)

Detailed and summarized information on Present Danger Assessments and Protective Plans (PDAPPs) completed in the reporting period, or were created (but still supervisor-pending) in the reporting period.

Use in Practice

Determine the case's present danger threats and PDAPPs implemented to control for safety to keep the child(ren) in the home.

Availability

This report is available on-demand and through a monthly scheduled report output.

What is a Present Danger Assessment and Protective Plan, and when is it completed?

- **Present Danger Assessment (PDA)**: An assessment completed at initial contact with families to determine if there are **Present Danger Threats (PDTs)** active in the home that cause the child to be unsafe. **Present Danger Assessments** are done regardless if PDT(s) are found.
- **Present Danger Assessment and Protective Plan (PDAPP)**: PDAPPS are completed when PDT(s) are found and a plan needs to be put into place to address the active threats.
- The PDAPP page was implemented in eWiSACWIS in **June 2016** and is where caseworkers document PDTs and Protective Plans while keeping the child in-home.

Worksheet / Tab Descriptions and Use

PRSNT DNGR Threat Summary: Provides summary information regarding all Present Danger Threats approved or worker-submitted (but not supervisor-approved) within the reporting period. Information here includes:

- Maltreatment (e.g. unexplained injuries)
- Child (e.g. child unsupervised)
- Parent (e.g. Parent is intoxicated)
- Family (e.g. Family may flee)

Protective Plan Summary: Provides summary information of PDAPPs implemented to control for identified PDTs to keep the child in the home. Information here includes:

- Length of time PDAPP in place
- Separation – Frequency (e.g. 1-3 days)
- Separation – Duration (e.g. 1-3 hours)
- Formal Providers
- Termination Reasons
- Tribal Notification

Detail: Provides the case details on the PDAPPs completed in the reporting period, for use in further analysis. The worksheet provides one row of data per unique PDAPP report completed or worker – submitted (but not supervisor-approved) within the reporting period. Details here include:

- County
- Worker and Supervisor
- Dates sent for approval and dates approved
- Case Name and ID
- PDAPP Start Date; PDAPP End Date
- Plan Status (i.e. Active vs. Inactive)
- PDT Identified (i.e. Yes or No)
- Present Danger Threats listed (Yes or No)
- Temporary Physical Custody (TPC)
- Family Refusal
- Formal Providers
- Separation Flag; Frequency; Duration
- Termination Reason
- Plan approval date; termination approval date
- ICWA Heritage
- Tribe Notified

Recurrence of Maltreatment (DWIS_SFTY_ACS_004)

Detailed and summarized information on all children with a substantiated maltreatment allegation during the reporting period and looks forward one year from the CPS report date to determine if there was subsequent substantiated maltreatment.

- o **Federal Standard:** The federal standard is to have 9.1 percent or less children experiencing additional maltreatment substantiations within the following 12 months of their initial maltreatment.

Use in Practice

This report assists in determining the extent of maltreatment reoccurrence.

Availability

This report is available on-demand only.

Worksheet / Tab Descriptions and Use

County Summary: Provides, by county, the count of:

- ▪ Substantiated allegations documented during the reporting period.
- ▪ Children with substantiated maltreatment allegations.
- ▪ Substantiated allegations *within the following 12 months*.
- ▪ Children with substantiated maltreatment allegations *within the following 12 months.*
- ▪ Percent of recurrence (Total children with subsequent substantiation / Total substantiated children)
  (The federal standard is to have less than 9.1 percent).

Child Detail: Provides details on all children with substantiated maltreatment allegations within the reporting period, including any subsequent substantiations. The data is organized as one row per child, per county. Details include:

- ▪ County
- ▪ Site / Region
- ▪ Case ID; Case name
- ▪ Child ID; Child name; Demographics

- ▪ Subsequent substantiations (Yes/No)
- ▪ Total substantiations
- ▪ Total subsequent substantiations

Maltreatment Detail: Provides details on all substantiated allegations that occurred in the reporting period and displays data on any subsequent allegations. The data is organized as one row per child, per county, per maltreatment type, per maltreater. Details include:

- ▪ County; Site / Region
- ▪ Case ID; Case name
- ▪ Child ID; Child name; Demographics
- ▪ Subsequent substantiations (Yes/No)

- ▪ Initial maltreatment information (Dates, Allegation(s), Maltreaters
- ▪ Subsequent maltreatment information (Dates, Allegation(s), Maltreaters
- ▪ Months between CPS reports
- ▪ Same maltreater (Yes / No)

Placement Activity and Detail (SM10A112)

Detailed and summarized information on all out-of-home care (OHC) placements that occurred within the reporting period. Summary tabs (excluding the Entries / Exit tab) provide the count as of a point in time (the end of the reporting period). Detail tabs provide information regarding OHC placements within the reporting period.

Availability

This report is available on-demand and through a monthly scheduled report output. Similar information is also found in the Out-of-Home Care Dashboard and Worker Dashboard.

Understanding 'Episode' vs. 'Placement'

An **episode** is the description of a child's time in OHC, for the entire time between their removal date and discharge date. An episode may have multiple **placements**, which are the unique placement statuses within one episode. The following shows an example of a fictional child with three placements making up one episode.

The **Plcmt_Moves_Detail** tab allows the ability to see instances of when a child physically experienced a change in placement.

Removal Date: 03/12/2017				Discharge Date: 05/01/2018		
Case ID	Begin Date	End Date	End Reason	Provider	Service Type	Placement Status
80113322	03/12/2017	03/29/2017	Conversion – Other	Cathy Cake	Receiving Home 0-4 years old	Receiving Home
80113322	03/30/2017	04/15/2017	Conversion – Other	Evan Eggert	Relative Care – Unlicensed	Relative – Unlicensed
80113322	04/16/2017	05/01/2018	Permanent Placement with Relative	Andrea Anderson	Kinship Care – Court Ordered	Kinship Care – Court Ordered

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Worksheet / Tab Descriptions and Use

Entries and Exits: Provides the total count of children:

- Entering OHC in the reporting period
- Exiting OHC in the reporting period
- In OHC at any point in the reporting period
- In OHC at the end of the reporting period

Demographics Summary: Provides the demographics of the children in OHC at the end of the reporting period.

Placement Setting Summary: Provides the count of placements by placement type (ex: Foster Home) at the end of the reporting period.

Relative Placements Summary: Provides the total count and percentage of children in Relative Placement at the end of the reporting period. Relative Placement is defined as: kinship care, licensed relative foster homes, unlicensed relative homes.

Level of Need Summary: Provides the total count of children by level of need (LON) at the end of the reporting period. If a child does not have a Child and Adolescent Needs and Strengths (CANS) completed, the child is counted in the 'NONE' column.

Level of Care Summary: Provides the total count of children by the level of care (LOC) of their placement provider at the end of the reporting period. If a provider does not have a LOC, the child is documented in the 'NONE' column.

Removals Summary: Summarizes the children who entered OHC throughout the report period by their specified removal reasons. Because multiple removal reasons may be chosen for a single removal instance, the sums on this report tab will not equal the total unique count of children.

Discharges Summary: Summarizes children who exited OHC throughout the report period by their discharge reason (e.g. Guardianship, Reunification). As a child may exit OHC multiple times in a reporting period, this is the count of each OHC episode discharge per child, and not a count of unique children.

Complete Summary: Provides all of the information contained in the summary tabs above into a single dataset.

Entries Detail: Provides details on all children who entered OHC during the report period, including:

- County; Site / Region
- Supervisor / Worker
- Child Name; ID; Demographics
- Case Name; ID
- Placement information
- Length of placements
- Length of episode
- Permanency goals

Exits Detail: Provides details on all children who exited OHC during the report period, same details as above.

Detail: Provides details on all children who were in OHC throughout the report period, same details as above. The field OHC_AT_EOP indicates whether this child and placement is included in the summary tabs. EOP refers to the end of the reporting period as this is a point-in-time look at total placements.

Plcmt Moves Detail: Provides details on each physical placement of the child's current episode within the reporting period. This tab includes the same details above, as well as the discharge date and reason.

- **USE***: Occasionally, a child's OHC placement type changes but the child's physical location remains the same. This data is to be used (instead of the 'Detail' tab) when you are interested in reviewing the child's placements by where they are physically placed.

Removals Detail: Provides details on all children who entered OHC throughout the report period and lists each specified removal reason. This tab includes the same details above, as well as the removal manner.

Re-Entry into Out of Home Care (DWIS_PERM_OHC_003)

Detailed and summarized information on children that re-enter Out-of-Home Care (OHC) after their discharge to permanency. This is defined as:

- *All children entering OHC in a one-year period.*
- *Of these children, the report looks forward one year from each date of OHC entry to observe if the child exited OHC to permanency within 12 months. Permanency is defined as Reunification, Guardianship, or Living with Relatives. (Denominator)*
- *Of these children, the report looks forward one year from the date of permanency to observe which children re-entered OHC. (Numerator)*

Federal Benchmark

The federal standard for this measure is that out of all children who achieved legal permanence, **8.3 percent or less re-enter OHC within 12 months**. This is the federal CFSR 3 measure, calculated by:

Numerator: Children who re-enter OHC within 12 months of their discharge ÷
Denominator: Children who entered OHC in a 12-month period, who discharged within 12 months of their individual entry.

Availability

This report is available on-demand only. When running the report, enter the **first date of the three-year period**. For example, for Calendar Year 2018 data enter "01/01/2016" within the eWiSACWIS parameters.

Worksheet / Tab Descriptions and Use

Reentry Summary: Provides the rate of re-entry for all children that enter OHC, discharge to permanency (Reunification, Guardianship, or Living with Relatives), and re-enter OHC ***at the county level***.

Site Summary: Provides the rate of re-entry for all children that enter OHC, discharge to permanency (Reunification, Guardianship, or Living with Relatives), and re-enter OHC ***at the site region level***.

Reentry Detail: Provides the following details on workers, children, placement information, and reentry:

- Placement county; Site / Region
- Supervisor name; ID
- Worker name; ID
- Case name; ID; Case type
- Child name; ID; Demographics
- Removal date
- Placement ID; Placement begin / end date

- End reason (e.g. Reunification)
- Discharge date; Reason (e.g. Reunification)
- Service type (e.g. Trial Reunification)
- Placement setting; Type
- Placement provider; ID
- Reentry indicator (Yes / No)
- Month reentry

CANS Timeliness (SM08D100)

Detailed and summarized information on the Child and Adolescent Needs and Strengths (CANS) ticklers that are coming due in the near future and CANS that were completed within the reporting period. The 'near future' is defined as due before the reporting end date plus 45 days.

Use in Practice

Identify CANS that need to be done, and understand performance related to the timeliness with which CANS are being completed.

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use

County Comparison: Provides, by county, the number of:

- CANS due in the next 45 days (from the last day of reporting period);
- CANS that are overdue;
- CANS that were completed; Of those completed, the tab notes if they were completed timely or untimely within the first 30 days; for children in OHC longer than 30 days, the tab lists if the CANS was revaluated timely or untimely within six months.

- o **Use**: Determine CANS performance and volume of workload, by county.

Worker Summary: Provides, by worker, information on all children in OHC during the reporting period, and details the number of:

- CANS due in the next 45 days (from the last day of reporting period);
- CANS completion performance (by initial 30 days and six month re-evaluation)
- Average days for the worker's supervisor to approve the CANS upon submission.

Only workers with at least one completed CANS during the reporting period have data appear here.

- o **Use:** Determine CANS performance and volume of workload, by worker.

CANS Due Next 45 Days: Provides the list of CANS that are overdue or are due within 45 days of the end of the reporting period. Details here include:

- County; Site / Region
- Worker and supervisor name and ID
- Case and child name and ID
- Child demographics

- CANS due date; Previous CANS effective date
- CANS type (30 days; six month)
- Placement type (e.g. Foster Home); Setting
- CANS status (e.g. 30 days CANS overdue)

- o **Use:** Determine which children have an overdue or upcoming CANS in need of completion.

Child Detail: Provides placement and demographic information on children in OHC during the reporting period. The CANS information here is for the child's most-recent CANS in or before the reporting period, including:

- County; Site / Region
- Worker & supervisor; Primary / secondary worker
- Case and child name and ID
- Child demographics
- Child Level of Need / Provider Level of Care
- Mental health outcomes

- CANS Due Date; Previous CANS Effective Date
- CANS Type (30 days; Six Month)
- Placement Type (e.g. Foster Home); Setting
- CANS Status (e.g. 30 days CANS overdue)
- Next CANS due date; Type

Kinship Placement Report (SM10A125)

Detailed and summarized information on the number of county-funded and TANF payments for children that are in a kinship care placement or receiving kinship type services. The placements included here are Kinship voluntary placement, Kinship court ordered placement, and waitlisted voluntary kinship care.

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use

Kinship Care Summary: Provides summary information on the total count of kinship placements made during the reporting period, by whether they were voluntary or court ordered placement settings. Also included here are the total number of:

- Unique children placed in a kinship placement.
- TANF and county funded payments for these placements.
- Indication on whether these children were waitlisted or had their SSN Documented.

Kinship Care Detail: Provides information on each child placed in the kinship care placement during the reporting period including:

- Child demographics; Legal status
- Placement setting; Start and End Date
- Type of payment made for the placement (e.g. TANF)
- Number of payments made per placement

Kinship Care Missing Info: Replicates the Kinship Care Detail tab, but only includes children with missing SSN and/or Last Grade information.

Confirming Safe Environments (SM06A128)

Detailed and summarized information of the assessment of a child's out-of-home care (OHC) placement when in an unlicensed home, foster home, group home or residential care center is safe for the child. Assessing and confirming (or reconfirming) a safe environment (CSE and RCSE) occurs every time a new placement is considered, and must be documented and supervisor-approved within 14 calendar days of the placement. The report details timeliness, Placement Danger Threats & Risk Management, placement information and demographics.

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use in Practice

CSE County Summary: Provides the count of children placed in OHC, by county, and the timeliness of the CSE and RCSE, and the total number completed. Placement Danger Threats and Risks are also summarized.

CSE Child Summary: Details on each child's most-recent CSE or RCSE information in the reporting period, for placements that require a CSE or RCSE. Placement information and child demographics are also provided.

Licensed Foster Home | Unlicensed Placement | Group Home RCC: These three tabs provide Provides information on each CSE and RCSE required for their specific population, including:

- Worker and Supervisor
- Child and Case ID, Name
- Child demographics
- CSE and RCSE completion timeliness
- Placement setting; Start and End Dates
- Placement Danger Threats and Risk Management

Placement Danger Threat: Provides information on the most recent CSE or RCSE for the child's placement within the reporting period, and details any Placement Danger Threats identified in the CSE or RCSE.

Risk Management: Provides information on the most recent completed CSE or RCSE for the child's placement within the reporting period, and details any identified risk assessment and management plans identified.

OHC Detail: Provides detail information regarding all children who were in OHC throughout the report period, regardless of whether a CSE or RCSE is required. If documented, the most-recent completed and approved CSE or RCSE documents the following details:

- Worker and Supervisor
- Child and Case ID, Name
- Child demographics
- CSE and RCSE completion timeliness
- Placement setting; Start and End Dates
- Episode length
- Placement Danger Threats and Risk Management

Caseworker Contacts Monitoring (CM06X102) & Caseworker Contacts (CM06X100)

Detailed and summarized information on children in out-of-home care for the entire month who have had an in-person caseworker visit, and if those visits occurred in the home.

* Excludes children who are AWOL / runaway, subsidized guardianship, or in placement in a hospital, kinship care – voluntary, adult corrections, youth correctional facility, reception center – detention, or detention.

Availability

This report is available on-demand and through a monthly scheduled report output. Similar information is also found in the Caseworker Contacts Dashboard.

Caseworker Contacts Monitoring (CM06x102)

Use in Practice
Determine which caseworker contacts have occurred and which are outstanding.

Worksheet / Tab Descriptions and Use in Practice
Visits Required: Provides the list of all children who **have not** had a documented face-to-face contact for the month the report is run. The supervisor, caseworker, and out-of-home care provider are also provided.
Successful Contacts: Provides the list of all children who **have** had a documented face-to-face contact for the month the report is run. The supervisor, caseworker, and out-of-home care provider are also provided.
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)

Use in Practice
Provides the count and percent of timely contacts and in-home contacts, to view overall performance. The report provides data by Federal Fiscal Year (beginning October 1st) and runs up to two months prior to today's date to allow contacts to be entered. This report provides the ability to research performance on this federal measure.

Worksheet / Tab Descriptions and Use in Practice

Federal YTD (statewide view only): The counts and percentages of children in out-of-home care for the entire month, by county, and by whether they had a successful in-person contact, and in-person contact in their OHC placement. The measurement of contact in-home is seen below the overall contact rows.

Summary: The counts and percentages of children in out-of-home care for the entire month, including:

- County & County Site / Office
- Total children in OHC (entire month)
- Children with an in-person contact
- Children contacted in their OHC placement

Detail: Provides 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 the same information as above, 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.

Permanency Plan Detail (SM08x136)

Detailed and summarized information on children in OHC during the reporting period who have a current permanency plan (perm plan) completed by the worker before the end of the reporting period. The report describes these children's perm plans, concurrent plans, and/or hearings and reviews. Here, the 'hearing' is the judicial review that occurs in court, and the 'review' is the process taken by the administrative panel.

Availability

This report is available on-demand and through a monthly scheduled report output. Similar information is also found in the Out-of-Home Care Dashboard.

Worksheet / Tab Descriptions and Use in Practice

Summary: Provides summarized information on children in OHC in the reporting period, by:

- Total unique children in OHC
- Total unique children with a perm plan
- Total unique hearings or reviews
- Count and percent of timely hearings and reviews
- Count and percent of concurrent plan determinations
- Count and percent of relative placements; Notifications

Hearing Review: Provides details on the dates of the most recent reviews and/or hearings and their timeliness. One row is available per child, per date of the review or hearing, per review or hearing. Details include:

- Case Name and ID
- Child Name and ID
- Removal Date
- Date of Review or Hearing
- Review or Hearing description
- Previous six months Permanency Plan Review (PPR)
- Most-recent review date in the reporting period.
- Previous / Annual Hearing Date
- Review Hearing Timeliness indicator. Timeliness is less than 180 days between previous and next review.

Concurrent Plan Items: Provides a summary of indicators that demonstrate a need for concurrent planning (e.g. 'Parent Drug Culture' counts if a parent's only visible support is a drug culture with no sign. effort to change.)

ASFA (Adoption & Safe Families Act): Provides child info regarding the ASFA grouping, date, TPR, Exceptions.

Wellbeing: Provides child info regarding the Wellbeing information on the Perm Plan, such as chronic medical issues, medication information including psychotropic flags, and education information.

Services: Provides child info regarding the Services indicated being received in the Perm Plan, as well as the number of CANS indicators associated with that Service.

Detail: Provides details on children in OHC during the reporting period who have a current perm plan documented before the end of the reporting period, including:

- County; Site/Region
- Worker & Supervisor Name and ID
- Case Name and ID
- Child Name and ID; Demographics
- Removal Date; Date case opened
- Perm Plan Date; Appr. Date; Status
- Perm Plan Goal; Concurrent Goal; Proposed Goal; Proposed Con. Goal
- Court Numbers; Legal Status
- Previous & Recent Annual Hearing Date
- Previous & Recent Permanency Plan Review (PPR)
- Next Hearing Review Due
- Court Order info
- Review or Hearing; Timely indicator
- Concurrent Plan indicators (e.g. 'Parent Drug Culture')

Permanency in OHC Report – CFSR3 (SM10A120)

Detailed and summarized information on children in out-of-home care (OHC) during different time-periods and the rates at which they exit OHC by the reporting period end. Summaries of each child's episode length, age at discharge, and county outcomes.

Availability

This report is available on-demand only.

Permanency Performance Measures – Federal CFSR 3 Metrics

The three federal permanency measures are:

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1. <u>Permanency in 12 months for children entering OHC (Permanency <12 months)</u>

Fed Standard: At least 40.5% of children achieve legal permanence within 12 months.

Numerator: (Of children in the denominator) All who discharged from OHC within 12 months of removal date

Denominator: All child removals to OHC in the 12-month reporting period

2. <u>Permanency in 12 months for children in care 12-23 months (Permanency 12-23 months)</u>

Fed Standard: At least 43.6% of children in OHC for 12-23 months achieve legal permanence within 12 months.

Numerator: (Of children in the denominator) All who discharged from OHC within the 12 months of Report Start & End

Denominator: All child removals to OHC in the one-year period immediately before the Report Start Date

3. <u>Permanency in 12 months for children in care 24+ months (Permanency 24+ months)</u>

Fed Standard: At least 30.3% of children in OHC for 24(+) months achieve legal permanence within 12 months.

Numerator: (Of children in the denominator) All who discharged from OHC within the 12 months of Report Start & End

Denominator: All child removals to OHC that occurred before 12 months of the Report Start Date

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Worksheet / Tab Descriptions and Use

Permanency OHC Summary: Provides the rates of permanency for the three groups of children in OHC described above. Permanency includes discharges with the reasons of: Reunification, Guardianship, Adoption, and Living with Relatives.

Permanency OHC Detail: Provides the details behind children in OHC at any point throughout the report period, including:

- County; Site/Region
- Worker & Supervisor Name and ID
- Case Name and ID
- Child Name and ID; Demographics
- Removal Date; Placement Begin & End Date
- Placement End Reason
- Discharge Date; Discharge Reason

- Permanency Indicator
- Cohort Group (12 mo; 12-23 mo; 24 mo)
- Episode Length in Months
- Service Type
- Placement Setting; Type
- Placement Provider ID; Name

Provider Detail (PM02A103)

Detailed and summarized information on licensed providers. The report details all providers who had an active license or whose license was on-hold during any point of the reporting period.

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use in Practice

Usage Summary: Provides, by county and region, the count of:

- Active licensed foster care providers within the reporting period
- Active licensed foster care providers with placements within the reporting period
- Active licensed foster care providers without placements within the reporting period

LOC Summary: Provides, by county and region, the count of active licensed foster home providers by their certification level.

Characteristics Summary: Provides, by county, the characteristics of licensed foster home providers during the reporting period including those with a placed on hold status (e.g. demographics, marital status).

Licensing Agency Summary: Provides, by agency, the information above (active providers, LOC, demographics).

Placement Detail: Provides details of active (or on-hold) licensed foster home providers that have a child placed in their home or facility at any point during the reporting period. This tab also includes RCCs, corrections, group homes, etc. and is the only tab to include non-foster home placements. Details include:

- County; Licensing Agency
- Worker & Supervisor Name and ID
- Case Name and ID
- Child Name and ID; Demographics
- Child's removal and placement details

Address Detail: Provides details of active (or on-hold) licensed foster home providers by address and primary language.

Provider Detail: Provides details of active (or on-hold) licensed foster home providers by provider demographics, licensing dates, certification level, capacity, placement preferences, etc.

Open Record Cleanup: Provides details on providers with an open provider record in eWiSACWIS, but who do not have an appropriate license attached, do not have an identified, open OHC placement, and do not have any service strip attached to their record.

- *Use:* Identify the providers whose provider record in eWiSACWIS should be closed.

Pending Application: Provides details on foster home providers with an open provider record in eWiSACWIS that have an application pending, but do not have an active license during the reporting period.

Open OHC No LCNS: Provides details on unlicensed providers with an open provider record in eWiSACWIS that have an attached placement during the reporting period.

Use: Identify unlicensed or kinship providers with attached placements during the reporting period, to assist with licensing requirements.

Rate Review by Approvals (FM01X101)

Detailed and summarized information on out-of-home care (OHC) placement rate setting for timeliness monitoring purposes. The report includes all children in OHC within the reporting period and their most-recent approved rate.

Use in Practice

This report may be used to monitor rates that are coming due or are overdue to ensure agencies are in compliance with rate timeliness requirements. The report is also used to identify the agency's current (or past) rate timeliness. The following rate setting webpage provides additional information on rate setting:

https://dcf.wisconsin.gov/cwportal/fc/ufcr

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions

Region Summary: Summarizes, by DCF Region, the OHC rate review completion timeliness figures.

County Summary: Summarizes, by county, the OHC rate review completion timeliness figures.

SPVR Worker Summary: Summarizes, by worker/supervisor, the OHC rate review completion timeliness figures.

Completed Detail: Details, by unique OHC Rate ID, the rate review timeliness breakdown by child including information pertaining to the timeliness status of completed rate reviews. This tab provides information on all rates completed in the reporting period and will identify whether or not a rate was completed timely. Details here are:

- County; Worker Site
- Worker & Supervisor Name and ID
- Case Name; ID; Type
- Child Name and ID; Demographics

- Previous Rate Details
- Current Rate Details
- Timeliness finding
- Placement Details

Rate Due: Details of all OHC rate reviews that are due or overdue during the reporting period. This tab provides information on the rate that is due, including the rate due date and timeframe for when the rate is due.

> *Hint:* When running this report to monitor rates due, run the report for the same start and end date.

Placement Detail: Details of all placement types and details of the rate, if any, that were completed for that placement setting. This tab is primarily used for monitoring purposes to see details on the placements and their rate settings. Details here include:

- County; Worker Site
- Worker & Supervisor Name and ID
- Case Name; ID; Type
- Child Name and ID

- Previous Rate Details
- Current Rate Details
- Timeliness finding
- Placement Details

Out-of-Home Care Rates (FM01X100)

Detailed and summarized information on placement rates for children in out-of-home care (OHC), by the child's level of need (LON) and level of care (LOC).

Availability

This report is available on-demand and through a monthly scheduled report output.

Use in Practice

Determining the average foster care rates, as well as in managing 'hold harmless' children, defined below.

Worksheet / Tab Descriptions and Use

County Rate Summary: Provides the average paid foster care rate, by county and by the child's level of need.

- Children without a 'level of need' are counted in the 'NO CANS' column.
- Children with a pre-CANS appear in the 'PRE CANS' column.

Average Payment Rates: Provides, by rate type, the average paid foster care rate by the child's LON and LOC.

- Rate Types include: Total foster home rate, supplemental rate, exceptional rate, and overpayment rate.

Supplemental Summary: Provides, by county and by CANS Domain, the average supplement points for children in OHC. ('Supplement points' are determined by the child's CANS and are used to determine an additional monthly payment based on the emotional, behavioral, and physical needs of the foster child that exceed normal child development and expectations. Only licensed foster parents certified as a Level 2 or higher are eligible for the supplemental rates.)

Exceptional Justification: Provides detailed information on the justifications provided for children in OHC who are receiving an exceptional payment. Information contained on this tab includes supervisor, worker, provider, and child identifying information, LOC and LON information, CANS information, rate setting information, and the narrative justification for an exceptional payment.

Placement Rate Detail: Provides detailed information on all children in an OHC placement (not just those in foster care, as described in the other tabs). Details here include: county, supervisor, worker, provider, case and child identifying information, child demographic information, LOC and LON information, CANS information, rate setting information, episode and placement information, and an identifier if a child is subject to the hold harmless rule.

Hold Harmless Group: Provides detailed information on the children who fall under the 'Hold Harmless' rule. This rule states that for a child placed in a foster home before February 21, 2011, and who remains placed in that foster home, the agency must equalize the total payment amount lost by the child's foster parent due to implementation of the CANS. A rate may be lowered if the needs of the child change. As children discharge from OHC or change placements, they will be removed from this listing.

Licensing Timeliness (PM04A103)

Detailed and summarized information on licensing decisions and the timeliness of those decisions. Details include all license application decisions, and information on licenses that were revoked, closed or expired within the reporting period.

Availability

This report is available on-demand and through a monthly scheduled report output.

Use in Practice

Assists in workload management and performance monitoring purposes for children in out-of-home care (OHC). Eligibility determination is found on the child's permanency plan.

Worksheet / Tab Descriptions and Use

Region Comparison: Summarizes licensing decisions and timeliness performance by DCF Bureau of Regional Operations regions (e.g. Northern, Southern).

County Comparison: Summarizes licensing decisions and timeliness performance by county.

Exec Dash: Summarizes licensing decisions and timeliness performance by application type (e.g. 'FH – Initial', Renewal).

SPVR Worker Dash: Summarizes licensing decision and timeliness performance by worker/supervisor.

Work Due Detail: Details licensing decisions that are not yet completed, and due during the reporting period. Details include:

- County; Region
- Worker & Supervisor Name and ID
- Parent Agency Name and ID
- Provider Name and ID
- License Type and Agency
- Completion Status

- Timeliness Status (e.g. Due in 1-15 days)
- Date Completed, Application Received
- Placement Begin Date
- Decision Due Date; Days until due date; expiration
- License Status at the end of the reporting period
- Level of Care

o *Use:* Identify upcoming decisions; untimely decisions.

Work Completed Detail: Details all licensing decisions that were made during the reporting period with the details listed above, and includes metrics that may assist in understanding timeliness including:

- Count of days between worker approval and supervisor approval.
- Count of days between the worker approval and license record creation.

Revoked Closed Detail: Details all licenses that were revoked, closed, or expired during the reporting period.

Denied Withdrawn Detail: Details applications that were either denied or withdrawn during the reporting period.

Demographic Detail: Details the demographic information of foster home license applicants as well as the licensing decision.

Days to Expire: Details, by provider, the number of days until their foster home license expires. Details their most recent license information, days to expiration, and window of expiration (e.g. under 30 days).

Youth Justice Referral Report (YM01X100)

Detailed and summarized information on youth referrals received by county, the offense type, demographics of the youth, and the decisions made regarding the referrals. Only the youth referrals received in the reporting period are included here.

  o   *Note: Entry of YJ referrals in eWiSACWIS started on July 1, 2018.*

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use in Practice

Referral Summary: Provides a summary, by individual county or the State, of the referral type, location of alleged offenses, and decisions made regarding the referral.

County Referral Comparison: Provides a summary of youth referrals received in each county, for county comparison. This tab includes the referral count by the referral type, location of alleged offenses, and decisions made regarding the referral.

Youth Summary: Provides a summary, by individual county or State, of the youth's demographics and former CPS involvement (if applicable).

County Youth Comparison: Provides a summary, by county, of the total youth who had a referral in the reporting period. Information here includes the county of unduplicated youth by demographic details, number of referrals, and CPS information (if applicalb0e>

School Offense Summary: Provides a summary of offenses that occurred at the school, by offense type, referral source, and by the top five schools with referrals.

County Offense Comparison: Provides a summary, by county, of the offense categories and offense types under those categories, for the YJ referrals made within the reporting period.

Youth Detail: Provides one row of summary information for each youth with a referral(s) received in the reporting period, by county. If a child has multiple referrals, only the most-recent referral is listed here.

Referral Detail: Provides on row of data for each referral received over the reporting period, including the demographics of the youth being referred, referral type, location of alleged offenses, information on offenses listed on referral, school district of youth (if applicable), referral source, date referral was received and decided upon, and referral decision and reason. Some CPS information (such as if the youth was in a case with a former screened in CPS reports) are also provided here.

YASI Assessment Report (YM02x100)

Detailed and summarized information on the Youth Assessment and Screening Instrument (YASI) assessments administered by counties. The YASI is administered to youth involved with the Youth Justice system and measures risk to re-offend, strengths, and needs. Youth demographics and the scores for each domain of the YASI assessment are included here. Only the YASI assessments administered or revised during the reporting period are included here.

- o Note: While some Wisconsin counties have been using the YASI for multiple years, the formal adoption of YASI across all Wisconsin counties began in early 2019 and is anticipated to be fully implemented in 2022. As a result, counties will be able to access a different level of historical information based on when they began use of the YASI.
- o As there may be a difference between the date when the YASI assessment is administered with the youth and the date that information is entered in CaseWorks, please do not consider data within 45 days of the 'report run date' to be fully representative of all YASI assessments done.

Availability

This report is available on-demand and through a monthly scheduled report output.

Worksheet / Tab Descriptions and Use in Practice

The YASI Assessment Report includes four tabs, described below. Summary tabs present overall counts and percentages of assessments, such as by completion status and risk scores. The 'Detail' tab presents all raw data elements and individual records which can be used in more complex analysis. Data underlying the information in the summary tabs is usually able to be looked up in the detail tab.

YASI Assessment Summary: Provides aggregate counts at the county and statewide level of the total number of YASI assessments, prescreens, full assessments, reassessments, and workers administering and youth receiving assessments.

YASI Pre-screen Summary: Provides aggregate counts at the county and statewide level of the total number of prescreens, prescreen risk levels, prescreen protective levels, and prescreen need levels across all applicable domains.

YASI Full Assessment Summary: Provides aggregate counts at the county and statewide level of the total number of full assessments, reassessments, overall static and dynamic risk scores, overall static and dynamic protective scores, and full assessment need levels across all domains.

YASI Assessment Detail: Provides detailed information of each assessment administered or revised during the reporting period. Each row of data represents a distinct YASI assessment. Incomplete YASI assessments are also included. Details include youth demographic information, administration and assessment dates, overall prescreen and full assessment scores, domain-specific scores, and the corresponding score for each question of the YASI.