

Access Report – Audit Tracking

The Activity groupbox on the Decision tab of access reports is used to record and display information related to changes made to the report after a screening decision has been made.

Access Report - Internet Explorer

eWiSACWIS

TM Print Help

Access Information

Report Name: Candy, Chewy Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 06/15/2020 09:00 AM R/T: N/A ID: 9243893

Narrative Participants Allegation Allegation Narr Prior Involvement **Decision**

Is this Access Report a death, serious injury, or egregious incident ([See Related Numbered Memo](#)) ?

Serious Incident Notification generated?

Activity

Updated On	Updated By	Data Elements Changed	
06/17/2020 10:28:08 AM	Cake, Caitlin C.	Date/Time Report Received	View
06/17/2020 10:32:30 AM	Cake, Caitlin C.	Initial Screening/Linking	View
06/17/2020 10:34:03 AM	Cake, Caitlin C.	Delink	View
06/17/2020 10:35:14 AM	Cake, Caitlin C.	Screening Decision, Reason	View

Options:

The Activity groupbox will display high level information about the changes made to the access report, including the date and time the change was made, which worker made the change, and the data element that was changed.

Upon clicking the View hyperlink, the Access Report Activity Detail page opens. Additional details regarding the specific change are displayed, along with the text field containing the worker's justification for the change. Information displayed on the page could include changes to the following:

- **Initial Screening/Linking** – displays information about the initial screening decision and the case the report was initially linked to. The following information will display: Case ID of the case the report was linked to, Supervisor Name, Screening Decision, Date/Time Decision Made, Response Time, and Reason.
- **Date and Time Report was Received** – displays the date and time the access report was received from the Access Information groupbox on the Access Report page.

- **Delink** – occurs when ‘Delink Access Report/Assessment’ is selected from the Options dropdown field on the Maintain Case page and page is successfully saved. Displays the Case ID of the case the access report was linked to. The old value will display ‘Delinked from Case: #####’ and the new value will be blank.
- **Screening Decision** – displays the Supervisor Decision from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Date/Time Decision Made** – displays the date and time the Supervisor Decision was made from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Response Time** – displays the Response Time indicated from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Reason** – displays the Reason indicated from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Explain** – displays the text from the Explain narrative field from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Relink** – occurs upon save of the Maintain Case page when relinking an access report to a case. Displays the Case ID of the case the access report is linked to. The old value will be blank and the new value will display ‘Linked to Case: #####.’

Access Report Activity Detail			Print 	Help 
Access Report Detail				
Report Name:	Candy, Chewy	Access Report Type:	CPS Report	ID: 9243893
Updated By:	Cake, Caitlin C.	Updated On:	06/17/2020 10:34:03 AM	
Activity Detail				
Activity	Old Value	New Value		
Delink	Delinked from Case: 9222088			

Access Report Activity Detail Print Help

Access Report Detail

Report Name: Candy, Chewy Access Report Type: CPS Report ID: 9243893

Updated By: Cake, Caitlin C. Updated On: 06/17/2020 10:32:30 AM

Activity Detail

Activity	Old Value	New Value
Initial Screening/Linking		Linked to Case: 9222088
Supervisor Name		Cake, Caitlin C.
Screening Decision		Screen In
Date/Time Decision Made		06/16/2020 11:17 AM
Response Time		Within 24 - 48 Hours
Reason		Screen In - CA/N Primary
Explain		test

Justification

Please provide justification as to why the screening information was changed for this access report.

[Close](#)

Access Report Activity Detail Print Help

Access Report Detail

Report Name: Candy, Chewy Access Report Type: CPS Report ID: 9243893

Updated By: Cake, Caitlin C. Updated On: 06/17/2020 10:57:36 AM

Activity Detail

Activity	Old Value	New Value
Relink		Linked to Case: 9222088

Each time a change is made to any field in the Supervisor Decision groupbox on the Decision tab of an access report that has been delinked from a case, the 'Access Report Change Justification' pop-up page will launch upon Save. The page will also automatically open when selecting the Save button after any change has been

made to the Date and Time Report was Received fields since the previous save of the page, regardless of whether the Access Report has been delinked or not.

Note: The ‘Access Report Change Justification’ pop-up page will not open upon initial save of the Access Report.

Access Report Change Justification

Print Help

Justification

Please provide justification as to why the screening information was changed for this access report.

Continue Close

Upon selecting the Continue button, the following message will display if text has not been entered in the justification narrative box:

- “Please enter required fields – Please provide justification as to why the screening information was changed for this access report.”

Selecting the Close button or the ‘X’ button will discard changes made on the Access Report Change Justification page and will return the worker to the Access Report page without saving the text. Clicking the Save button on the Access Report page will launch the Access Report Change Justification page again to ensure the worker enters a Justification for changes to the screening decision or date/time the report was received.