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## INTERPRETING MANAGEMENT REPORT CMT014

### WEEKLY VISITS FOR CHILDREN IN THEIR FIRST FOUR WEEKS OF PLACEMENT

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**CREATION DATE: May 23, 2011**

Management Reports allow supervisors, program managers and social workers to track various statistics and measures of case management performance. For example, a management report can be generated that tracks which cases have current case plans. Management Reports are accessed through an icon on the Bread Crumbs tool bar that will only appear if you have the appropriate security level. Although Management Reports are non-modifiable, they can be exported in Excel, Word, PDF, etc., and printed. Management Reports are a useful strategic tool for measuring compliance with Best Practice. As the saying goes, "If it's not in FACES.NET, it DID NOT happen". Management Reports are an excellent way to check if data is being appropriately entered in FACES.NET as set forth by the BPIP, MFO, AIP, and or Exit Plan.



#### Pointers to Remember:

1. The **Management Reports** button is available under the Admin menu. However, if Management Reports is not listed on your menu, you may not have the level of security to view the report.
2. Social Workers will only be able to view the information for their caseload and a limited number of reports.

If you are uncertain/unsure how to access management reports, please see the section at the end titled "How to Access Management Reports".



#### Notes:

1. **This report is a count of distinct placement episodes.** The former report counted children. Therefore, if a child has experienced more than one change in placement in the reporting period, all placements will be listed separately and both placements must comply with visitation requirements (unless it is an excluded placement change).
2. Universe: Reports looks 2 months back for placements occurring in the reporting month, i.e., May 15 report looks for all placements which started in the month of March.
3. This report considers all placements even if the child has exited care as of report date. Therefore, the report shows four categories:
  - 8-14 Days - Placements lasting more than 7 days but less than 15 Days. The day of placement is counted as day 1, i.e., child enters care on March 1<sup>st</sup> and exits on March 7<sup>th</sup> would not be counted in this group as it would be less than 8 days. March 8<sup>th</sup> would have marked the 8<sup>th</sup> day of placement in this case.
  - 15-21 Days - Placements lasting more than 14 days but less than 22 Days.
  - 22-28 Days - Placements lasting more than 21 days but less than 29 Days.
  - 29+ Days - Placements lasting 29 days or more.
4. Visits Requirement for
  - 8-14 Days Placements - At least one visit by social worker, family support worker or nurse care manager during the first 7 days of placement.
  - 15-21 Days Placements - At least two visits by SW, FSW or NCM during the first 14 days of placement.

- 22-28 Days Placements - At least three visits by SW, FSW or NCM during the first 21 days of placement.
  - 29+ Days - At least four visits by SW, FSW or NCM during the first 28 days of placement. (Two of these four visits must be completed by the SW with at least one of the SW visits occurring at the child's placement provider's home.)
  - Report's Compliance legend:
    - Y = measure met
    - N = measure not met
    - N/A = non applicable/ excluded from summary calculations
5. Visits done by only SW, FSW & NCM are counted.
  6. Visits should be documented on the **Contacts** screen. Visits documented on the Visit Log screen are not counted for this report.
  7. The "**Visit Cut off Date** column" reflects the date until which visits are counted for calculating compliance. Although all visitation dates are shown in the details (until reporting date), only visits occurring up to the "**Visit Cut Off Date**" are considered while calculating compliance.

This field entirely depends on number of days child was in placement which is shown under "**Days in Placement**" column. Following is how this field would be calculated for different placement length categories:

- 8-14 Days Placement: Visits have to be made in first 7 days of placement for compliance. Hence "Visit Cut off Date" would be 7<sup>th</sup> day from date of placement start date. E.g. if placement starts on Mar 01, then "Visit Cut off Date" would be Mar 07.
- 15-21 Days Placement: Visits have to be made in first 14 days of placement for compliance. Hence "Visit Cut off Date" would be 14<sup>th</sup> day from date of placement start date. E.g. if placement starts on Mar 01, then "Visit Cut off Date" would be Mar 14.
- 22-28 Days Placement: Visits have to be made in first 21 days of placement for compliance. Hence "Visit Cut off Date" would be 21<sup>st</sup> day from date of placement start date. E.g. if placement starts on Mar 01, then "Visit Cut off Date" would be Mar 21.
- 29+ Days: Visits have to be made in first 28 days of placement for compliance. Hence "Visit Cut off Date" would be 28<sup>th</sup> day from date of placement start date. E.g. if placement starts on Mar 01, then "Visit Cut off Date" would be Mar 28.

Summary Page

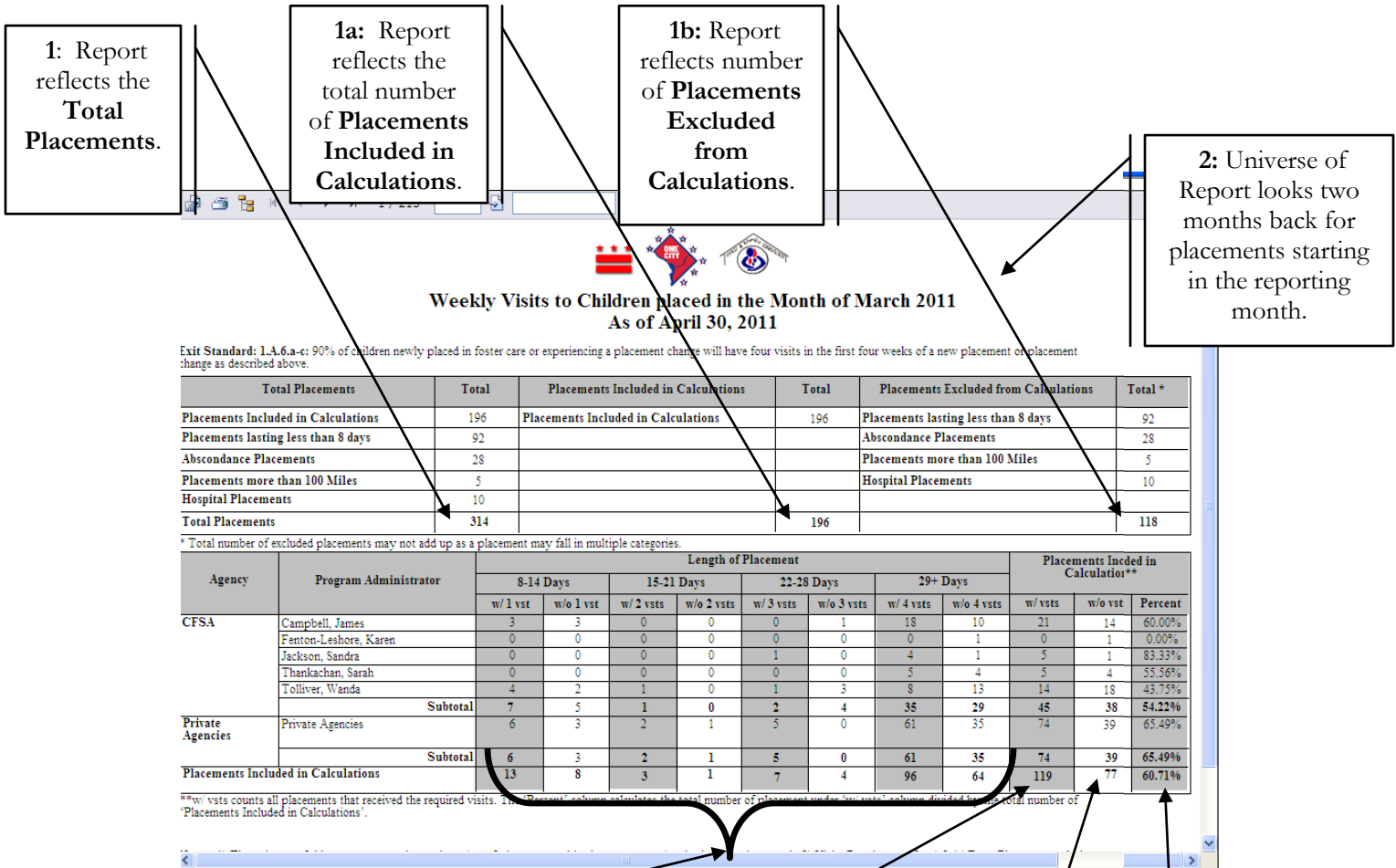


Figure 1

3: Report shows four categories based on Length of Placement.

3a: Report reflects Placements Included in Calculations with Visits (which is the exit plan compliance measure).

3b: Report reflects Placements Included in Calculations Visits that did not meet the exit plan visit standard.

3a: Report reflects Placements Included in Calculations Percent (which is the exit plan compliance measure).

**Details Page (Example 1)**

**4:** Date of Visits will show in **Visit Date** column.

**5:** Staff person completing visit position title will show in **Position** column.

**4a:** Compliance measure.

Weekly Visits to Children placed in the Month of March 2011  
As of April 30, 2011

Agency: CFSA  
 Administrator: Tolliver, Wanda  
 Manager: Frazier, Michelle  
 Unit: In Home & Reunification Division C2 - Section 3  
 Supervisor: Ray, Kim  
 Social Worker: Rhone, Rhonda

Client ID	Client Name	Provider ID	Placement Entry Date	Visit Cut off Date	Placement Exit Date	Days in Placement	Initial Service	100 Miles (Y/N)	Visit Date	Visit Type	Visit Status	Position	Compliance
99100		10021391	03/03/2011	N/A	03/03/2011	<= Days	Not in Legal Placement - Awaiting Therapeutic Foster Home	N	03/03/2011	Face to Face (CFSA Office)	Completed	Family Support Worker (Family Support Worker)	N/A
									03/03/2011	Face to Face (Foster Home)	Completed	Social Worker (Social Worker)	
991	M.A.	11163	03/25/2011	N/A	03/28/2011	<= Days	Traditional Foster Family	N	03/25/2011	Face to Face (Foster Home)	Completed	Social Worker (Social Worker)	N/A
									03/28/2011	Face to Face (School)	Completed	Family Support Worker (Family Support Worker)	
									03/28/2011	Face to Face (School)	Completed	Family Support Worker (Family Support Worker)	N/A
									04/01/2011	Face to Face (Office)	Completed	Social Worker (Social Worker)	
									04/21/2011	Face to Face (Foster Home)	Completed	Social Worker (Social Worker)	
04/29/2011	Face to Face (Office)	Completed	Social Worker (Social Worker)										
		11163	03/25/2011	N/A	03/28/2011	<= Days	Traditional Foster Family	N	03/25/2011	Face to Face (Foster Home)	Completed	Social Worker (Social Worker)	N/A
									03/28/2011	Face to Face (School)	Completed	Family Support Worker (Family Support Worker)	

**7:** Visit Cut off Date reflects 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> or 28<sup>th</sup> day of placement depending on length of placement.

**6:** SW, FSW, and NCM visits should be recorded on the Contacts screen.

**Figure 2**

## Details Page (Example 2)

**Weekly Visits to Children placed in the Month of March 2011**  
As of April 30, 2011

Agency: CFSA  
 Administrator: Thankachan, Sarah  
 Manager: Mitchell, Betty  
 Unit: OYE - Div II - Section 6  
 Supervisor: Palliparambil, Francis  
 Social Worker: Lott, Valerie

Client ID	Client Name	Provider ID	Placement Entry Date	Visit Cut off Date	Placement Exit Date	Days in Placement	Initial Service	100 Miles (Y/N)	Visit Date	Visit Type	Visit Status	Position	Compliance
000000	Br Jo	10026049	03/07/2011	04/03/2011	04/04/2011	29+ Days	Independent Living Residential Units Aged 18 - 21	N	03/07/2011	Face to Face (Placement Provider's Home)	Completed	Family Support Worker (Family Support Worker)	Y
									03/15/2011	Face to Face (Placement Provider's Home)	Completed	Social Worker (Social Worker)	
									03/22/2011	Face to Face (Placement Provider's Home)	Completed	Social Worker (Social Worker)	
									03/22/2011	Face to Face (Office)	Completed	Social Worker (Social Worker)	
									04/04/2011	Face to Face (ILP)	Completed	Family Support Worker (Family Support Worker)	
									04/04/2011	Face to Face (CFSA Office)	Completed	Social Worker (Social Worker)	
									04/04/2011	Face to Face (Placement Provider's Home)	Completed	Social Worker (Social Worker)	

Figure 3

## How to Access Management Reports

### Steps Include:

**Step 1:** Place your mouse over the **Admin** drop down menu.

**Step 2:** Click on **Management Reports**.

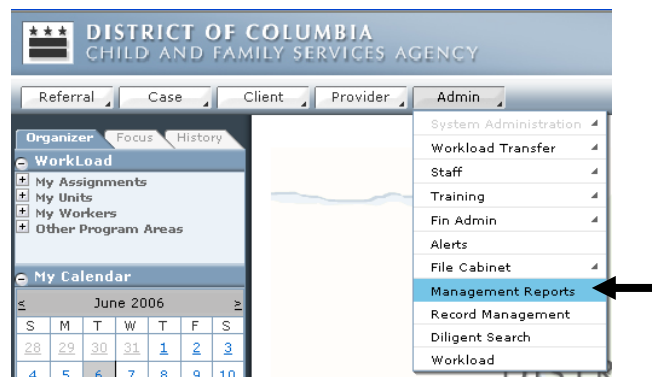
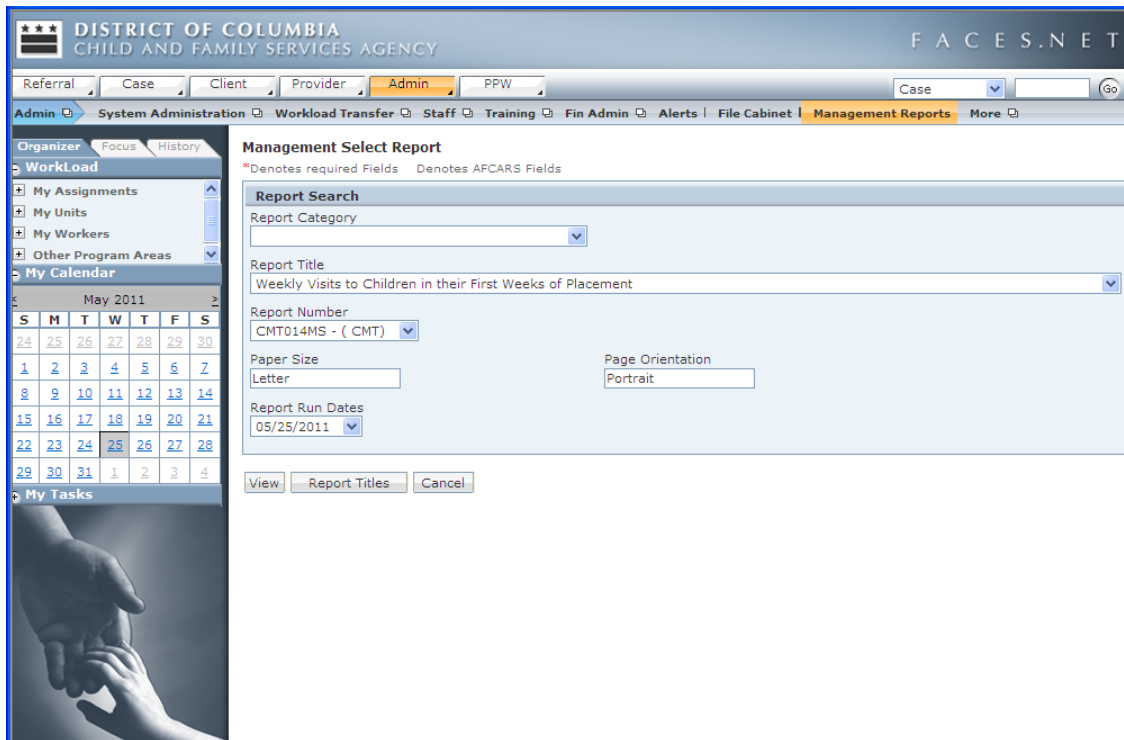


Figure 4

**Step 3:** From **Reports Number** pick list, select **CMT014**.

**Step 4:** Select **Report Run Dates**.

**Step 5:** Click **View**.



**Figure 5**

*The summary page of the report will display*