
INTERPRETING MANAGEMENT REPORT CMT267

SOCIAL WORKER VISITS TO PARENTS OF FOSTER CHILDREN W/GOAL OF REUNIFICATION WHO WERE PLACED BETWEEN...

CREATION DATE: October 12, 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 to determine how many visits are occurring between workers and parents of children in foster care. The Management Reports screen is located under the ADMIN module in FACES.NET, special security access required. 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 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.
3. This report runs daily.
4. Social Worker visits are pulled from the **Contacts** screen only.
5. For the purpose of this report, "Shante Jackson" is the Caretaker

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



Notes:

- Exit Standard #1.B.10 – 80% of parents will have twice monthly visitation with workers in the first three months post placement.
- The reporting requirement for this measure is two (2) monthly visits to any caretaker(s), as identified in the active household, of children in foster care with the goal of reunification and members of the household. This measure looks for these visits to occur during the first 90 days after the child entrance into foster care. **See figures 1 and 6**
- The logic of the report looks for two (2) monthly visits for each 30 day period for the first 90 days of entry or re-entry into foster care during the reporting timeframe. **See figure 5**
- Visits completed by SW, FSW, or NCM are considered, where at least one (1) of these visits must be completed by SW. **See figures 1 and 6**
- If the child is a member of multiple active households the report will look for the required visits to the caretakers of each household. **See figures 2 and 3**
- The number of visit required is based on the length of stay (LOS) of the child in foster care. The LOS is broken down by the following categories: **See figures 4 and 5**
 - In placement <= 30 days category – visits are reported but excluded from the calculations.
 - In placement 31+ days category – the logic will look for 2 visits within 0 - 30 days from the date the child entered foster care.

- In placement 61+ days category – the logic will look for 4 visits (2 visits during the 1st 30 day period; and 2 visits during the 2nd 30 day period from the date of entry into care)
- In placement 91+ days category – the logic will look for 6 visits (2 visits during the 1st 30 day period; 2 visits during the 2nd 30 day period; and 2 visits during the 3rd 30 day period from the date of entry into care).
- If there are multiple children in a household, with multiple foster care entry dates, and at least one child remain in care as of the report run date, the LOS for visitation calculations is based on the first child’s foster care entry date.
- Visitation requirements to caretaker(s) of children who exited from foster care as of the report run date, the LOS will be calculated from the entry into foster care date to the exit from foster care date.

Contacts screen (Social Worker Visits to Primary Caretaker)

Selects the Client Contact
 * Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Staff Name	Participant's Name	Date	Purpose	Type/Location	Status
JESSICA N. REED	SHANTE JACKSON	06/21/2011	Case Management	Face to Face (Court)	Completed
JESSICA N. REED	SHANTE JACKSON	06/23/2011	Case Management	Face to Face (Home)	Completed
KELLY FRIEDMAN	LATONYA HOLMES	06/27/2011	Family Assessment	Face to Face (Home)	Completed
JESSICA N. REED	SHANTE JACKSON	07/12/2011	Assessment	Face to Face (Home)	Completed
JESSICA N. REED	SHANTE JACKSON	07/15/2011	Assessment	Face to Face (Home)	Completed
KELLY FRIEDMAN	Katy McGiffin, AAG Jessi	07/18/2011	Case Consultation - Super	Face to Face (CFSA Office)	Completed
KELLY FRIEDMAN	Therapeutic Vendor's Mee	07/20/2011	Case Consultation - Super	Face to Face (CFSA Office)	Completed
KELLY FRIEDMAN	SHANTE JACKSON	07/25/2011	Court	Face to Face (Court)	Completed
KELLY FRIEDMAN	SHANTE JACKSON	07/25/2011	Court	Face to Face (Placement P	Completed
JESSICA N. REED	LATONYA HOLMES	07/28/2011	Case Management	Face to Face (Placement P	Completed

Figure 1

Household screen (Primary Caretaker)

The screenshot shows the 'Household Manager' interface. The left sidebar displays user information for ANNETTE SIMON. The main area features a 'Household List' table with one entry: SHANTE JACKSON-237565, No Secondary, Active, 04/01/2011. Below the table are radio buttons for 'Active Households' (selected) and 'All Households'. The 'Household Details' section shows the Primary Caretaker as SHANTE JACKSON-237565, Start Date as 04/01/2011, and a description: 'Ms. Jackson is the biological mother of Keyshawn and Reyshawn Jackson.'

Household Name (Primary Caretaker)	Secondary Caretaker	Status	Start Date	End Date	Referral
SHANTE JACKSON-237565	No Secondary	Active	04/01/2011		

Figure 2

Household screen (Active Household Members)

The screenshot shows the 'Household Manager' interface for household SHANTE JACKSON-237565. The 'Member List' table shows four active members: KEYSHAWN JACKS (Child, 04/01/2011), REYSHAWN JACKS (Child, 04/01/2011), LATONYA HOLMES (Child, 10/06/2011), and FEMALE JACKSON (Child, 10/06/2011). Below the table are radio buttons for 'Active Household Members' (selected) and 'All Household Members', along with 'Add Members' and 'Remove Members' buttons. The 'Member Details' section shows the Name as KEYSHAWN JACKSON, Role as Child, and Start Date as 04/01/2011.

Client ID	Name	Role	Start Date	End Date	Status in Case	Duplicate
1004591	KEYSHAWN JACKS	Child	04/01/2011		Active	<input checked="" type="checkbox"/>
1004592	REYSHAWN JACKS	Child	04/01/2011		Active	<input type="checkbox"/>
1009422	LATONYA HOLMES	Child	10/06/2011		Active	<input type="checkbox"/>
1012808	FEMALE JACKSON	Child	10/06/2011		Active	<input type="checkbox"/>

Figure 3

Report Summary Page

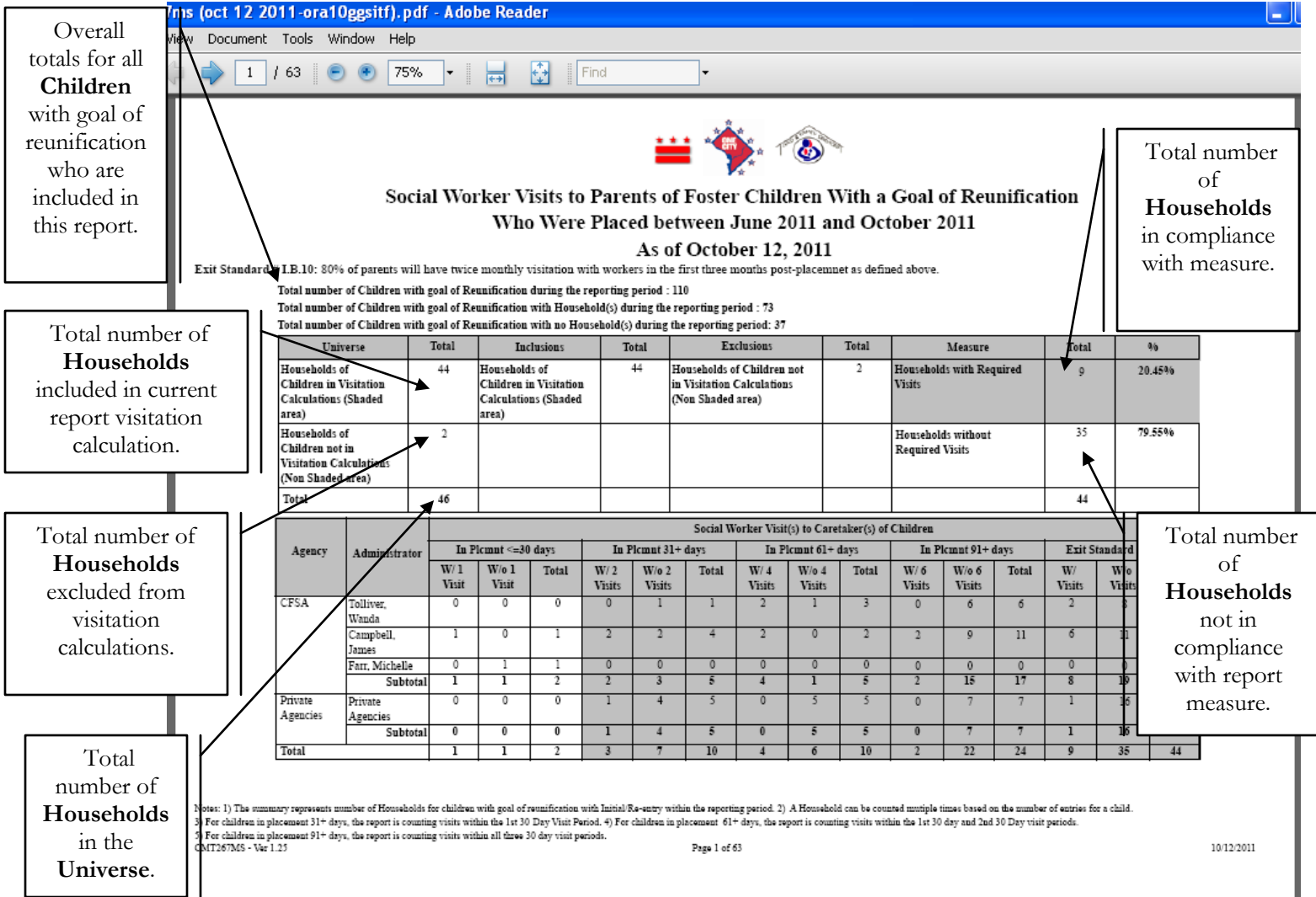


Figure 4

Report Summary Page (continued)

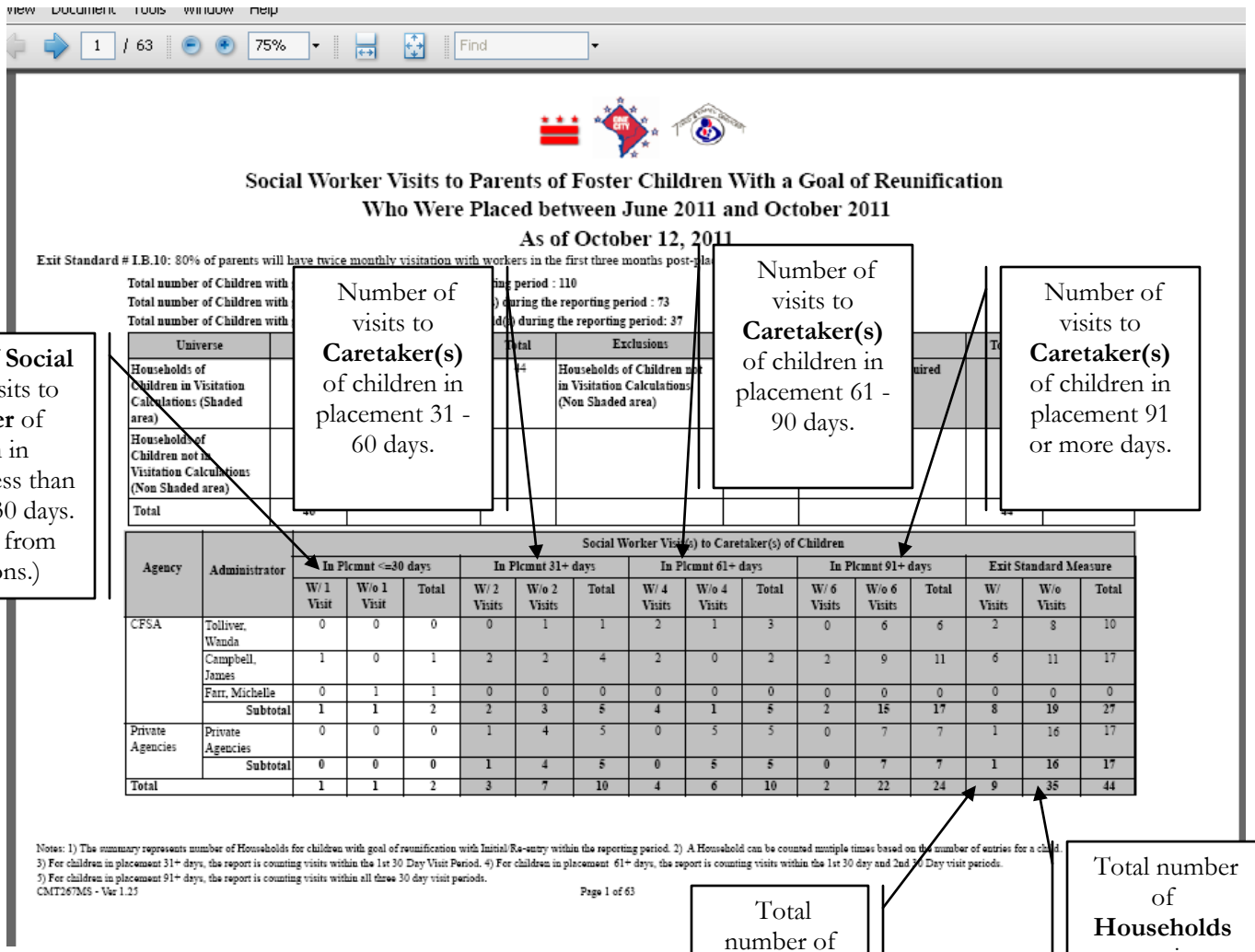


Figure 5

Details Page

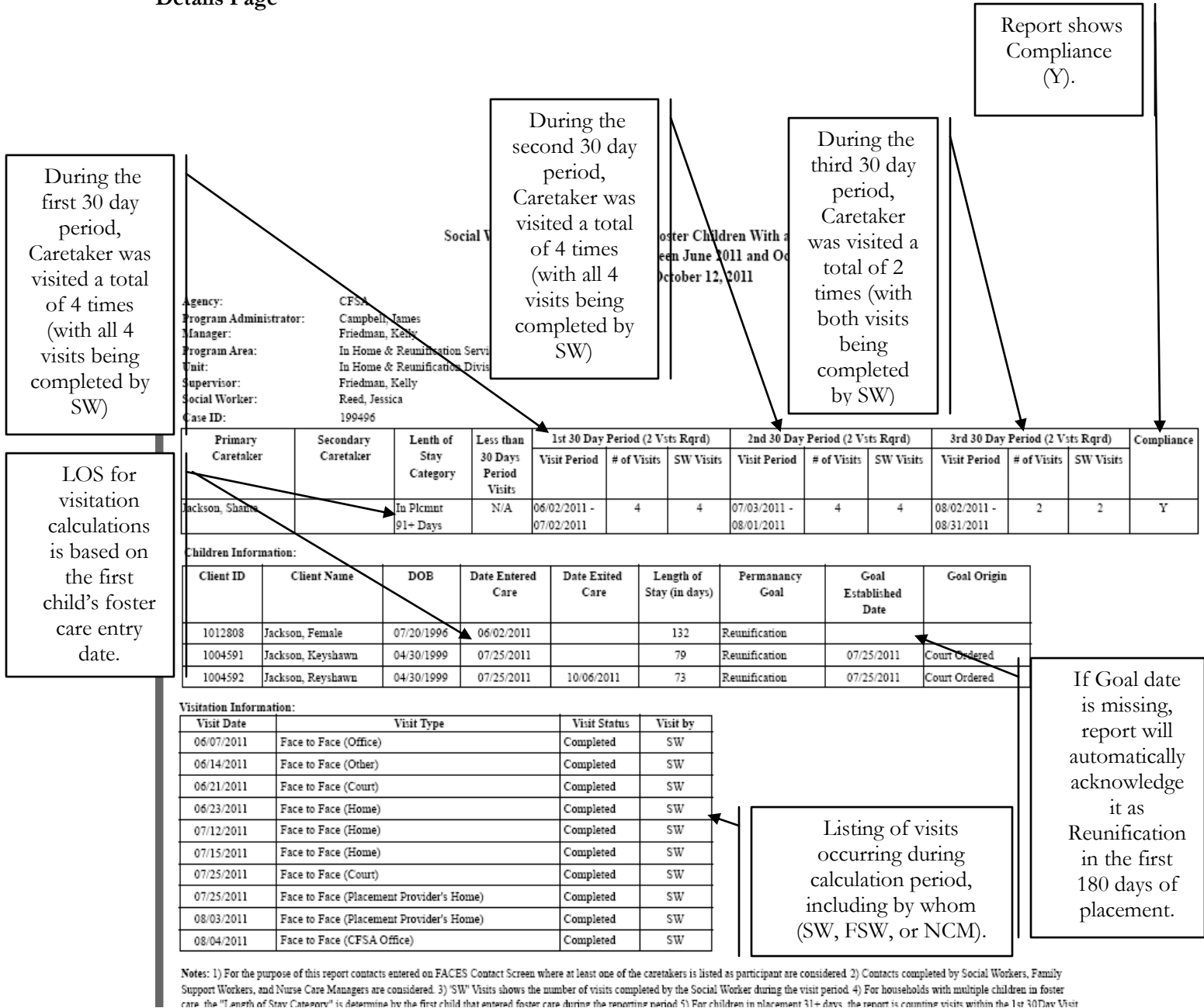


Figure 6

How to Access Management Reports

Steps Include:

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

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

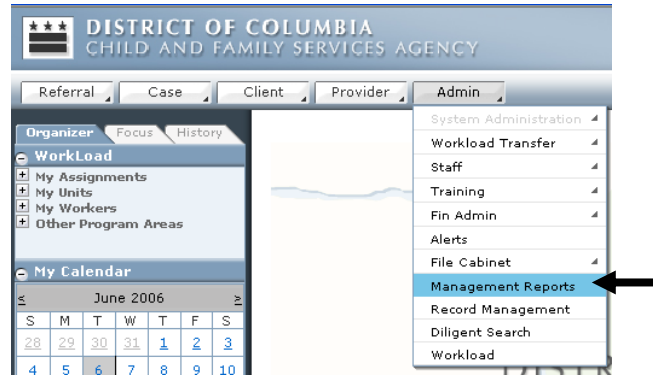


Figure 7

Step 3: From **Reports Number** pick list, select **CMT267**.

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

Step 5: Click **View**. *The summary page of the report will display*

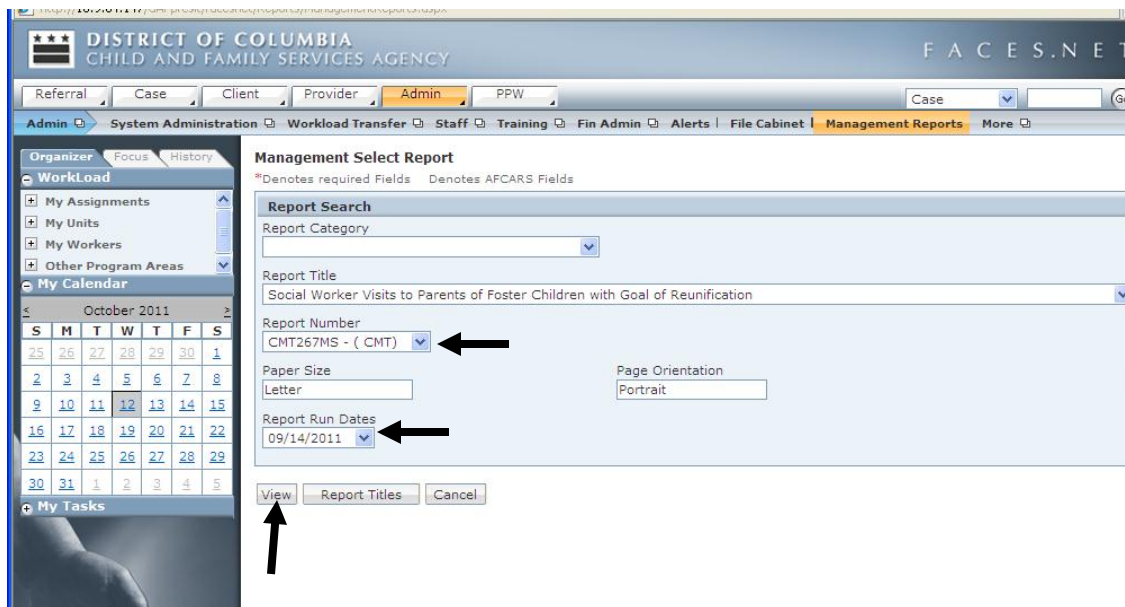


Figure 8