

## Biological Parent Contacts

<b>Report Background</b>	The Biological Parent Contacts report can help supervisors and managers identify biological parents of tracked children with and without staff contacts.
<b>Report Purpose</b>	<p>Provides Local Districts and Voluntary Agencies with a detailed list of biological parents of tracked children and their “Casework Contact” or “Attempted Casework Contact” Progress Notes during a specified month.</p> <p>There are three versions of this report. Each contains the same data, but is organized in a different manner:</p> <ul style="list-style-type: none"><li>• The “<b>by Worker</b>” report is ordered alphabetically by worker name. All Progress Notes with biological parents by the same worker are grouped together. Parents may be listed multiple times throughout the report – once for each worker that has a role in the Stage or contact with a parent. Only workers from the District/Agency selected at the prompt are included in the report. The sort order for the data in this report is as follows: Worker Name, Worker Role, Worker Site/Unit, Case ID, Stage ID, Parent Name, and Contact Date.</li><li>• The “<b>by Parent</b>” report is ordered by the biological parent’s name. All Progress Notes for the parent are grouped together. Only Progress Notes by workers from the District/Agency selected at the prompt are included in the report. The sort order for the data in this report is as follows: Parent Name, Case ID, Stage ID, Worker Site/Unit, Worker Name, Worker Role, and Contact Date.</li><li>• The “<b>by Case</b>” report is ordered by Case ID. All biological parents with the same Case ID are grouped together. Only cases with workers from the District/Agency selected at the prompt are included in the report. The sort order for the data in this report is as follows: Case ID, Stage ID, Parent Name, Worker Site/Unit, Worker Name, Worker Role, and Contact Date.</li></ul>
<b>Target Users</b>	Managers and supervisors from Local Districts and Voluntary Agencies.
<b>Classification</b>	Operational report
<b>Prompts</b>	<p>Upon opening the report, users are asked to select one or more values from a list of choices for the following report prompts:</p> <ul style="list-style-type: none"><li>• <u>District/Agency</u>: Select the name of the Local District or Voluntary Agency for which you want to run the report. Local Districts are listed alphabetically by name with ACS under “New York City DSS”; Voluntary Agencies are listed alphabetically by agency code.</li><li>• <u>Site Code/Unit Number(s)</u>: Select the office Unit codes that you want to include in the report. The list is alphabetical by Site ID and Unit Number to uniquely display the office Units for a particular Local District or Voluntary Agency.</li><li>• <u>Stage type(s)</u>: Select the Stage types (CCR, CWS) that you want to include in the report.</li></ul>

- Month/Year: Select the month and year for which you want to view data.
- Contact Method(s): Select the methods of Casework Contacts and Attempted Casework Contacts for which you want to view data; leave blank to include all methods, as well as instances where no Progress Notes have been entered for the parent.

**Notes**

**Please be patient – these reports may take several minutes to run.**  
 Data is available for completed months only, starting with January 2007. The report includes Progress Notes with a type of Casework Contact or Attempted Casework Contact, where the biological parent is listed as either a Participant or Focus.

Data Item	Data Definition
<b>LDSS/Agency Name</b>	The name and 3-digit agency code for the Local District or Voluntary Agency selected at the report prompt. (ACS is listed alphabetically as “New York City DSS”.) This report can be run for only one District or Agency at a time.  Since this report provides detailed information, Local District staff must run this report for their own District, and Voluntary Agency staff must run this report for their own Agency.
<b>Site Code/ Unit Number</b>	The office Units selected at the report prompt. Hold down the Ctrl key on your keyboard to select multiple Units or leave the prompt blank to select all.
<b>Stage Type</b>	The Stage types selected at the report prompt. By definition, a tracked child is linked to a Stage type of CWS (Child Welfare Services) or CCR (Child Case Record). The user may select one or both Stage types for inclusion in the report.
<b># Biological Parents</b>	A count of the Person ID-Stage ID combination for biological parents of tracked children in open Family Services Stages for the month and District/Agency selected at the prompt. If a parent is/was part of more than one open Stage during the month, the parent is counted more than once.
<b>Report Period</b>	The month and year selected at the report prompt. Only Progress Notes with a Contact Date during the month are included in the report.
<b>Report Date</b>	The date on which the report was run.
<b>Data as of Date</b>	The latest refresh date of the OCFS Data Warehouse – that is, the last time data was retrieved from CONNECTIONS. This will indicate when the monthly data was last updated.
<b>Worker Name</b>	The full name of the staff member. Staff are included in the report if they have a role in the tracked child’s Stage and/or authored a Progress Note contact without having a defined role in the Stage.

Data Item	Data Definition
<b>Worker Role</b>	<p>The role in the Stage that corresponds to the staff member. Values include:</p> <ul style="list-style-type: none"> <li>• FSS-CsMgr = Case Manager</li> <li>• FSS- CsPlr = Case Planner</li> <li>• FSS-CsWkr = Case Worker</li> <li>• FSS-CpsMtr = CPS Worker / Monitor</li> <li>• author = No role in the Stage at the end of the month selected</li> </ul>
<b>Worker Site/Unit</b>	The 3-digit site code and 3-digit office Unit code for the staff member.
<b>Case ID</b>	The Case ID associated with the biological parent of the tracked child.
<b>Stage ID</b>	The Family Services Stage ID associated with the biological parent of the tracked child. It is important to note that a tracked child – and, therefore, the parent – may have been in more than one open Stage during the Report Period.
<b>Parent Name</b>	The first name, middle initial, and last name of the biological parent of the tracked child. A “tracked child” is defined as a child in a Family Services Stage (FSS) with a Type of CWS or CCR <i>and</i> who has at least one active Program Choice and a PPG.
<b>Contact Date</b>	The date on which the Casework Contact or Attempted Casework Contact was made. This is the “Event Date” field on the Progress Notes grid. If the field is blank, no Progress Notes have been entered for the parent.
<b>Contact Method</b>	<p>The method of contact between the staff member and the biological parent for the Casework Contact or Attempted Casework Contact. This is the “Method” field on the Progress Notes grid. Values include:</p> <ul style="list-style-type: none"> <li>• Face to Face</li> <li>• Phone</li> <li>• Mail</li> <li>• Email</li> <li>• Fax</li> <li>• Other</li> </ul> <p>If the field is blank, no Progress Notes have been entered for the parent.</p>
<b>Contact Result</b>	<p>The type of contact between the staff member and the biological parent for the Casework Contact or Attempted Casework Contact. This is the “Type” field on the Progress Notes grid. Values include:</p> <ul style="list-style-type: none"> <li>• Contacted = Casework Contact</li> <li>• Attempted = Attempted Casework Contact</li> </ul> <p>If the field is blank, no Progress Notes have been entered for the parent.</p>

Data Item	Data Definition
<b>Focus</b>	<p>An indicator of whether the biological parent was a focus of the Casework Contact or Attempted Casework Contact. This is the “Focus” field on the Progress Notes grid. Values include:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>If the field is blank, no Progress Notes have been entered for the parent.</p>
<b>Participant</b>	<p>An indicator of whether the biological parent was a participant in the Casework Contact or Attempted Casework Contact. This is the “Participant” field on the Progress Notes grid. Values include:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>If the field is blank, no Progress Notes have been entered for the parent.</p>