

Biological Parent Contacts

Report Background The Biological Parent Contacts report can help supervisors and managers identify biological parents of tracked children, worker's assigned to the child's stage, and the worker's casework contacts.

Report Purpose Provides 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.

Only workers from the District/Agency selected at the prompt are included in the report. There are three versions of this report.

Each contains the same data, but is organized in a different manner:

- The **"by Worker"** report is ordered alphabetically by worker name. Biological Parents in the worker's stage and associated progress notes 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.
The sort order for the data in this report is: Worker Name, Worker Role, Worker Site/Unit, Unit Specialization, Case ID, Stage ID, Parent Name, and Contact Date.
- The **"by Parent"** report is ordered by the biological parent's name. Workers assigned to the parent's stage and their progress notes are grouped together.
The sort order for the data in this report is: Parent Name, Case ID, Stage ID, Worker Site/Unit, Unit Specialization, Worker Name, Worker Role, and Contact Date.
- The **"by Case"** report is ordered by Case ID. All biological parents in a Case are grouped together.
The sort order for the data in this report is: Case ID, Stage ID, Parent Name, Worker Site/Unit, Unit Specialization, Worker Name, Worker Role, and Contact Date.

Target Users Managers and supervisors from Districts and Voluntary Agencies.

Classification Operational report

Prompts Upon opening the report, users are asked to select one or more values from the following report prompts:

- Office and Unit Specialization prompts radio buttons: The Unit Specialization is a description of the type of work a unit performs. These fields are not used by every agency and users have the option to use the fields or bypass them.

If you click on:

'Show the Office and Unit Specialization prompts'

The Office Name and Unit Specialization prompts will appear.

Similar to other prompts, selection of one, or more, Office Name and Unit Specializations will be incorporated into the report.

If you click on:

'Do not show the Office and Unit Specialization prompts'

The Office Name and Unit Specialization prompts will not appear.

Note: if the 'Show the Office and Unit Specialization prompts' radio button is checked, the Office and Unit Specialization prompts are optional.

- District/Agency: Select the name of the District or Voluntary Agency for the report. Districts are listed alphabetically by name with ACS under "New York City DSS"; Voluntary Agencies are listed alphabetically by agency code.
- Report Period: Select the year and month for the report.
- Office Name(s): After selecting a District/Agency and before clicking 'Next', select 'Click to Get Office Name' to the right of District/Agency. Select the name of the Offices within the District or Voluntary Agency to be reported. Hold down the Ctrl key to select multiple Offices or leave the prompt blank to select all.
Note: For some agencies, office names corresponds to program types.
- Unit Specialization(s): This window pre-populates based on the Offices selected. Select the Unit Specializations within the Offices to be reported. Hold down the Ctrl key to select multiple Unit Specializations or leave the prompt blank to select all.
Every time Unit Specialization is selected or deselected, you must click the button to the right of the prompt to refresh the list of Site Code/Unit Numbers.
Note: For some agencies, unit specialization corresponds to program subtypes.
- Site Code/Unit Number(s): Select the office Unit codes to be reported. This window pre-populates based on the Office Names selected (if any) above. The drop-down list includes all the Units for the selected District/Agency, not just those Units with Biological Parent Contacts on their caseload. Hold down the Ctrl key to select multiple Units or leave the prompt blank to default to all. The list is alphabetical by Site ID/Unit Number to uniquely display the office Units for a District or Voluntary Agency.
- Stage type(s): Select the Stage types (CCR, CWS) for the report.
- Contact Method(s): Select the methods of Casework Contacts and Attempted Casework Contacts for the report. Leave blank to default to all methods.

Notes

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.

If your report is blank, review the header area to make sure you did not select conflicting values from the Unit Specialization and Site Code/Unit Number prompts.

Data Item	Data Definition
LDSS/Agency Name	<p>The name and 3-digit agency code for the 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.</p> <p>This report provides detailed information and can be run by District and Voluntary Agency staff for their own Agency.</p>
Office Name	<p>The names and 3-digit Office Site codes of the Offices selected at the report prompt.</p>
Unit Specialization	<p>The descriptions and 3-digit Unit Specialization codes of the Unit Specializations selected at the report prompt.</p>
Site Code/ Unit Number	<p>The office Units selected at the report prompt. The drop-down list includes all the Units for the selected District/Agency, not just those with tracked children/biological parents on their caseload. Hold down the Ctrl key to select multiple Units or leave the prompt blank to default to all.</p>
Stage Type	<p>The Stage types selected at the report prompt. By definition, a tracked child (and therefore the parent) is linked to a Stage type of CWS (Child Welfare Services) or CCR (Child Case Record). One or both Stage types can be selected for inclusion in the report.</p>
# Biological Parents	<p>A count of the Person ID:Stage ID combinations for biological parents of tracked children in open Family Services Stages during the month.</p> <p><u>Note:</u> If a parent is/was part of more than one Stage during the month, the parent is counted more than once.</p>
Report Period	<p>The month and year selected at the report prompt. Only Progress Notes with a Contact Date during the month are included in the report.</p>
Report Date	<p>The date on which the report was run.</p>
Data as of Date	<p>The latest refresh date of the OCFS Data Warehouse – that is, the last time data was retrieved from CONNECTIONS.</p> <p>Data is updated mid-month on the 15th and at the end of the month.</p>
Worker Name	<p>The full name of the staff worker. Staff are included in the report if they have a role in the tracked child’s Stage and/or authored a Progress Note contact, for the biological parent, without having a defined role in the Stage.</p>

Data Item	Data Definition
Worker Role	<p>The role in the Stage that corresponds to the staff member. Values include:</p> <ul style="list-style-type: none"> • FSS-CsMgr: Case Manager • FSS- CsPlr: Case Planner • FSS-CsWkr: Case Worker • FSS-CpsMtr: CPS Worker / Monitor • Author: No role in the Stage at the time of the casework contact date
Worker Site/Unit	The 3-digit site code and 3-digit office Unit code for the staff member.
Unit Spec.	The 3-digit Unit Specialization code for the Worker Site/Unit.
Case ID	The Case ID associated with the biological parent.
Stage ID	<p>The Family Services Stage ID associated with the biological parent of the tracked child.</p> <p>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.</p>
Parent Name	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 Permanency Planning Goal (PPG).
Contact Date	The date on which the Casework Contact or Attempted Casework Contact was made. This is the “Event Date” field on the Progress Notes grid.
Contact Location	The place where the contact between the staff member and the biological parent took place. This is the “Location” field on the Progress Notes grid.
Contact Method	<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"> • Face to Face • Phone • Mail • Email • Fax • Other
Contact Result	<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"> • Contacted = Casework Contact • Attempted = Attempted Casework Contact

Data Item	Data Definition
Focus	<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"> • Yes • No
Participant	<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"> • Yes • No