Tracked Child Contacts

Report Background

The Tracked Child Contacts report can help supervisors and managers identify 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 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. Tracked Children in the worker's stage and associated progress notes are grouped together. Tracked children may be listed multiple times throughout the report – once for each worker that has a role in the Stage or contact with a tracked child.
  The sort order for the data in this report is: Worker Name, Worker Role, Worker Site/Unit, Unit Specialization, Case ID, Stage ID, Child Name, and Contact Date.

- The "**by Child Name**" report is ordered by the tracked child's name. Workers assigned to the child's stage and their progress notes are grouped together.
  The sort order for the data in this report is: Child 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 tracked children in a Case are grouped together.
  The sort order for the data in this report is: Case ID, Stage ID, Child 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:

- <u>Office and Unit Specialization prompts radio buttons</u>: 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. Populated when the Office and Unit Specialization radio button is selected. 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 Tracked Child 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 tracked child is listed as either a Participant or Focus. This includes meetings in which the child did not participate, but is listed as the 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	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. This report provides detailed information and can be run by District and Voluntary Agency staff for their own Agency.
Office Name	The names and 3-digit Office Site codes of the Offices selected at the report prompt.
Unit Specialization	The descriptions and 3-digit Unit Specialization codes of the Unit Specializations selected at the report prompt.
Site Code/ Unit Number	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 on their caseload. Hold down the Ctrl key to select multiple Units or leave the prompt blank to default to all.
Stage Type	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). One or both Stage types can be selected for inclusion in the report.
# Tracked Children	A count of the Person ID:Stage ID combinations for children in a Family Services Stage during the month. <u>Note:</u> If a child is/was part of more than one Stage during the month, the child is counted more than once.
# Distinct Children	A distinct count of Tracked Children based on Person ID for children in a Family Services Stage during the month. <u>Note:</u> If a child is/was part of more than one Stage during the month, the child is counted only once.
Report Period	The month and year selected at the report prompt. Only Progress Notes with a Contact Date during the month are included in the report.
Report Date	The date on which the report was run.
Data as of Date	The latest refresh date of the OCFS Data Warehouse – that is, the last time data was retrieved from CONNECTIONS. Data is updated mid-month on the 15th and at the end of the month.
Worker Name	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 without having a defined role in the Stage.

Data Item	Data Definition
Worker Role	The role in the Stage that corresponds to the staff member. Values include: • 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 tracked child.
Stage ID	The Family Services Stage ID associated with the tracked child. It is important to note that a tracked child may have been in more than one open Stage during the Report Period.
Child Name	The first name, middle initial, and last name 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 *and* 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 tracked child took place. This is the “Location” field on the Progress Notes grid.
Contact Method	The method of contact between the staff member and the tracked child for the Casework Contact or Attempted Casework Contact. This is the “Method” field on the Progress Notes grid. Values include: • Face to Face • Phone • Mail • Email • Fax • Other
Contact Result	The type of contact between the staff member and the tracked child for the Casework Contact or Attempted Casework Contact. This is the “Type” field on the Progress Notes grid. Values include: • Contacted = Casework Contact • Attempted = Attempted Casework Contact

Data Item	Data Definition
Focus	An indicator of whether the tracked child was a focus of the Casework Contact or Attempted Casework Contact. This is the “Focus” field on the Progress Notes grid. Values include: • Yes • No
Participant	An indicator of whether the tracked child was a participant in the Casework Contact or Attempted Casework Contact. This is the “Participant” field on the Progress Notes grid. Values include: • Yes • No