

Case Manager: Tracked Child Contacts

Report Background The Case Manager: Tracked Child Contacts report can help Local District supervisors and managers identify tracked children with and without contacts from any district or agency staff member. This report is part of the “Casework Contact Reports” series.

Report Purpose Provides Local Districts with a detailed list of tracked children and their “Casework Contact” or “Attempted Casework Contact” Progress Notes from Case Managers and all staff working with the Case Managers during a specified month.

There are two versions of this report. Each contains the same data, but is organized in a different manner:

- The “**by Child Name**” report is ordered by the tracked child’s name. All Progress Notes for the same tracked child are grouped together. Progress Notes are included in the report if the Case Manager is from the District selected at the prompt. The sort order for the data in this report is as follows: Child Name, Case ID, Stage ID, Worker Agency, Worker Site/Unit, Worker Name, Worker Role, and Contact Date.
- The “**by Case**” report is ordered by Case ID. All tracked children with the same Case ID are grouped together. Progress Notes are included in the report if the Case Manager is from the District selected at the prompt. The sort order for the data in this report is as follows: Case ID, Stage ID, Child Name, Worker Agency, Worker Site/Unit, Worker Name, Worker Role, and Contact Date.

Target Users Managers and supervisors from Local Districts.

Classification Operational report

Prompts Upon opening the report, users are asked to select one or more values from a list of choices for the following report prompts:

- District/Agency: Select the name of the Local District for which you want to run the report. Local Districts are listed alphabetically by name with ACS under “New York City DSS”.
- Site Code/Unit Number(s): 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.
- Stage type(s): Select the Stage types (CCR, CWS) that you want to include in the report.
- 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 and instances where no Progress Notes have been entered for the child.

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 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.

Data Item	Data Definition
LDSS/Agency Name	<p>The name and 3-digit agency code for the Local District selected at the report prompt. (ACS is listed alphabetically as “New York City DSS”.) This report can be run for only one District at a time.</p> <p>Since this report provides detailed information, Local District staff must run this report for their own District.</p>
Site Code/ Unit Number	<p>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.</p>
Stage Type	<p>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.</p>
# Tracked Children	<p>A count of the Person ID-Stage ID combination for children in open Family Services Stages for the month and District selected at the prompt. If a child is/was part of more than one open Stage during the month, the child is counted more than once.</p>
# Distinct Children	<p>A distinct count of the Person ID for children currently in open Family Services Stages for the month and District selected at the prompt. If a child is/was part of more than one open Stage during the month, the child is counted only 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. This will indicate when the monthly data was last updated.</p> <p>Only Progress Notes that were entered prior to the Data as of Date are included in the report.</p>
Case ID	<p>The Case ID associated with the tracked child. Only cases where the Case Manager is from the District selected at the prompt are included in the report.</p>
Stage ID	<p>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.</p>

Data Item	Data Definition
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 <i>and</i> who has at least one active Program Choice and a PPG.
Worker Agency	A concatenation of the 3-digit agency code and District/Agency name for the staff member. If the field is blank, the worker was not assigned to an agency at the end of the month.
Worker Site/Unit	The 3-digit site code and 3-digit office Unit code for the staff member. If the field is blank, the worker was not assigned to an office unit at the end of the month.
Worker Name	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.
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 end of the month selected • entered by = the author’s name is not listed in CONNECTIONS
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. If the field is blank, no Progress Notes have been entered for the child.
Contact Method	<p>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:</p> <ul style="list-style-type: none"> • Face to Face • Phone • Mail • Email • Fax • Other <p>If the field is blank, no Progress Notes have been entered for the child.</p>

Data Item	Data Definition
Contact Result	<p>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:</p> <ul style="list-style-type: none"> • Contacted = Casework Contact • Attempted = Attempted Casework Contact <p>If the field is blank, no Progress Notes have been entered for the child.</p>
Focus	<p>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:</p> <ul style="list-style-type: none"> • Yes • No <p>If the field is blank, no Progress Notes have been entered for the child.</p>
Participant	<p>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:</p> <ul style="list-style-type: none"> • Yes • No <p>If the field is blank, no Progress Notes have been entered for the child.</p>