Case Manager: Tracked Child Contacts Summary

Report Background	The Case Manager: Tracked Child Contacts Summary report can help Local District supervisors and managers by providing an overview of tracked children with and without contacts from <u>any</u> district or agency staff member. This report is part of the "Casework Contact Reports" series.
Report Purpose	There are two sections of this report – one focusing on the number of tracked children contacted and the other focusing on the number of contacts attempted or made:
	Tracked Children: Provides Local Districts with the number and percentage of tracked children that have successful face-to-face contacts recorded in CONNECTIONS from Case Managers or any staff working with Case Managers during a specified month, as well as the number and percentage of children that have no contacts or attempted contacts by any staff member.
	Contacts: Provides Local Districts with the number of "Casework Contacts" and "Attempted Casework Contacts" with tracked children recorded in CONNECTIONS from Case Managers or any staff working with Case Managers during a specified month, as well as the number and percentage of those that were successful face-to-face contacts.
Target Users	Managers and supervisors from Local Districts and Regional Offices.
Classification	Management 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:

- <u>District/Agency</u>: 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".
- <u>Stage type(s)</u>: Select the Stage types (CCR, CWS) that you want to include in the report.
- <u>Month/Year</u>: Select the month and year for which you want to view data.

Notes	**Please be patient – these reports may take several minutes to run.** Data is available for completed months only, starting with January 2007. Individual columns in the report should not be added together – they are not meant to sum to the "Total" number. Instances where the number of tracked children in this report does not match the number at the top of the "Case Manager: Tracked Child Contacts" report are the result of children with multiple PIDs.

Data Item	Data Definition
LDSS/Agency Name	The name and 3-digit agency code for the Local District selected at the report prompt. This report can be run for only one District at a time.
	Since this report provides only aggregate data, LDSS staff can run this report for any other LDSS for comparative purposes.

Data Item	Data Definition
Site Code/Unit Number	There is no Unit prompt for this report; it runs for the entire District.
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). The user may select one or both Stage types for inclusion in the report.
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. This will indicate when the monthly data was last updated.
Total – Open Family Service Stages	The number of open Family Services Stages in CONNECTIONS during the Report Period for the Stage Types and District selected at the prompt.
(Column) **Total**	The total number of tracked children in CONNECTIONS during the Report Period. A tracked child is defined as a child in a Family Services Stage (FSS) with a Type of CWS or CCR *and* who has an active Program Choice and PPG. If a child is/was part of more than one open Stage during the month, the child is counted more than once.
(Column) **With 2 or More Successful Face-to-Face Contacts**	The number of tracked children with at least two Progress Notes as follows: • Type: Casework Contact • Method: Face to Face • Participant: Tracked child's name • Focus: Tracked child's name The percentage uses the "Total" column as the denominator. This column is a subset of the "With At Least One Successful Face-to-Face Contact" column.
(Column) **With At Least One Successful Face-to-Face Contact**	The number of tracked children with at least one Progress Note as follows: • Type: Casework Contact • Method: Face to Face • Participant: Tracked child's name • Focus: Tracked child's name The percentage uses the "Total" column as the denominator.

Data Item	Data Definition
(Column) **With No Successful or Attempted Contacts Recorded**	The number of tracked children with no "Casework Contact" or "Attempted Casework Contact" Progress Notes entered in CONNECTIONS. The percentage uses the "Total" column as the denominator.
(Column) **Total Successful or Attempted**	The number of contacts with the following Progress Note specification: • Type: Casework Contact or Attempted Casework Contact • Method: *any method* • Participant: Tracked child's name • Focus: Tracked child's name
(Column) **Total Successful Face-to-Face**	The number of contacts with the following Progress Note specification: • Type: Casework Contact • Method: Face to Face • Participant: Tracked child's name • Focus: Tracked child's name The percentage uses the "Total Successful or Attempted" column as the denominator.
(Row) **Tracked Children**	A count of Person ID-Stage ID combinations for tracked children during the Report Period. A "tracked child" is defined as a child in a Family Services Stage (FSS) with a Type of CWS or CCR *and* who has an active Program Choice and PPG. If a child was part of more than one open Stage during the month, the child is counted more than once. Tracked Children = Foster Care + Non-Foster Care
(Row) **Foster Care**	A count of the Person ID-Stage ID combinations for tracked children with a Program Choice of "Placement" (code C) in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first. Tracked Children = Foster Care + Non-Foster Care
(Row) **Non-Foster Care**	A count of the Person ID-Stage ID combinations for tracked children that do not have a Program Choice of "Placement" in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first. Tracked Children = Foster Care + Non-Foster Care
(Row; FC PPG) **Return to Parent / Discharge Resource**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Placement • PPG description: Return to Parent • PPG code/subcode: 1A or 1B

Data Item	Data Definition
(Row; FC PPG) **Placement with a Relative**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Placement • PPG description: Placement with a fit and willing Relative • PPG code/subcode: 4
(Row; FC PPG) **Adoption**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Placement • PPG description: Placement for Adoption • PPG code/subcode: 2
(Row; FC PPG) **Another Planned Living Arrangement**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Placement • PPG description: Place in another planned living arrangement – Independent Living • PPG code/subcode: 5A or 5B
(Row; FC PPG) **Adult Residential Care**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Placement • PPG description: Place in another planned living arrangement – Adult Residential Care • PPG code/subcode: 5C
(Row; FC PPG) **Other**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Placement • PPG description: All PPGs not listed elsewhere in the Foster Care PPG section • PPG code/subcode: All PPG codes not listed elsewhere in the Foster Care PPG section
(Row; Non-FC PPG) **Referral for Legal Guardianship / Custody**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Referral for Legal Guardianship / Custody • PPG code/subcode: 3A or 3B

Data Item	Data Definition
(Row; Non-FC PPG) **Placement with a Relative**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Placement with a fit and willing Relative • PPG code/subcode: 4
(Row; Non-FC PPG) **Prevent Placement**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Prevent Placement • PPG code/subcode: 6
(Row; Non-FC PPG) **Prevent Return to Placement**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Prevent Return to Placement • PPG code/subcode: 7
(Row; Non-FC PPG) **Protect Child**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Protect Child • PPG code/subcode: 8
(Row; Non-FC PPG) **Legalize Living Arrangements with Relative**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Legalize Living Arrangement with Relative / Resource • PPG code/subcode: 9B
(Row; Non-FC PPG) **Permanent Living Arrangement**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: Permanent Living Arrangement • PPG code/subcode: 9C

Data Item	Data Definition
(Row; Non-FC PPG) **Other**	A count of the Person ID-Stage ID combinations for tracked children with the following entries in CONNECTIONS at the end of the Report Period or the end of the Stage, whichever came first: • Program Choice: Any Program Choice, except Placement • PPG description: All PPGs not listed elsewhere in the Non-Foster Care PPG section • PPG code/subcode: All PPG codes not listed elsewhere in the Non-Foster Care PPG section