

CONNECTIONS Tip Sheet

Family Services OCI Report

Family Services Open Caseload Inquiry (OCI) Report

The Family Services Open Caseload Inquiry (OCI) Report is a “real time” report that lists the Family Services Intakes and Family Services Stages assigned to individual workers with coming-due and overdue FASPs. **Note: It does not list every open Family Services Stage or any information regarding CPS stages.**

The Family Services OCI Report can be accessed via the **Reports** menu on the *Assigned Workload* of the specific child welfare worker. Any worker with either a role in the case (Case Manager, Case Planner, Caseworker or CPS Worker/Monitor), or any worker who has access to the *Assigned Workload* of a worker with a role in the case (via the *Unit Summary* window), can generate this report.

Note to Supervisors: If you do not currently have access to the Assigned Workloads of your workers, contact your agency’s CONNECTIONS Security Coordinator to request that the appropriate access be granted.

The report can be used as a supervisory tool for monitoring the work of staff, which supports compliance with Federal Performance Improvement Plan (PIP) standards to follow good casework practice, State and Federal regulations and agency policy. Workers can use the report to help prioritize the completion of their FASPs according to due date, FASP type, current FASP status, etc..

The Family Services OCI Report identifies the following information:

- Case ID
- Case Name
- Stage Start date
- Stage ID
- Stage (FSI or FSS)
- Stage Type (CWS, OTI, ICPC, COI or ADVPO)
- Date FSI Last Updated
- Days No FSI Activity
- Case Planning Agency (by Agency Code)
- FASP Type (Initial, Comprehensive or Reassessment)

- FASP Status (Not Launched or In Process)
- FASP Due Date
- Days FASP Overdue
- Total Number of Open Family Services Intake stages including FSI's with no Activity within the past 30 and 60 days
- Total Number of Open Family Services Stages (with coming-due or overdue FASPs)
- Total Number of Overdue FASPs by type
- Total Number of FASPs due within 7 days
- Total Number of FASPs due within 14 days

Generating the Family Services OCI Report

- 1 On the desired worker’s *Assigned Workload*, click on the **Reports** menu and select **Family Services OCI by Worker**.
The following message displays:
“The report has been launched. Check Report List Window.”
- 2 Click on the **OK** button.
- 3 Click on the **Close** button to close the *Assigned Workload*.
- 4 Click on the **RPRTS** button on the CONNECTIONS Toolbar.
The Report List displays.
- 5 Select the OCI Report you just generated.
*Make sure the value in the **Status** column is “DONE.” If the status is “PEND” or “RUN,” click on the **Refresh** button.*
- 6 Click on the **Open** button.
The report opens as a Microsoft Word document.
- 7 To print the Family Services OCI report, click on the **Print** () button.
—OR—
Click on the **File** menu and select the **Print** command.
- 8 Click on the **File** menu and select the **Close** command.
The Report List displays.
- 9 Click on the **Close** button to close the *Report List*.

Note: The number that displays in the "Days FASP Overdue" column depends on whether a FASP has been completed on the case since Build 18 Implementation. For example, if a Comprehensive UCR was due on 11/25/04 (pre-Build 18), the column may show the FASP as being overdue by 244 days even though it was completed on paper.

SAMPLE ONLY

FAMILY SERVICES OPEN CASELOAD INQUIRY REPORT

****WARNING****

CONFIDENTIAL INFORMATION

AUTHORIZED PERSONNEL ONLY

Wilson114, Darryl Agency/County : 031/ONONDAGA Site : 301 Unit : F67 Report Date : 07/27/2005

FAMILY SERVICES OPEN CASELOAD INQUIRY

FAMILY SERVICES						FSI		FSS				
CASE ID	CASE NAME	STAGE START	STAGE ID	STAGE	STAGE TYPE	DATE FSI LAST UPDATED	DAYS NO FSI ACT	CASE PLAN AGENCY	FASP TYPE	FASP STATUS	FASP DUE DATE	DAYS FASP OVERDUE
34000140	Collins, Kristy	09/27/2004	24000463	FSS	CWS	N/A	N/A	031	CMP	NLNC	11/25/2004	244
36000242	Harri son, Kathy	09/30/2004	26000531	FSS	CWS	N/A	N/A	031	REA	NLNC	03/27/2005	122
36100171	Adams, Maggie	10/07/2004	26100283	FSS	CWS	N/A	N/A	031	CMP	NLNC	11/25/2004	244
36200200	Murray, Marsha	10/08/2004	26200301	FSS	CWS	N/A	N/A	031	REA	NLNC	04/07/2005	111
						N/A	N/A	031	CMP	NLNC	11/25/2004	244
						N/A	N/A	031	REA	NLNC	04/07/2005	111



FAMILY SERVICES OPEN CASELOAD INQUIRY REPORT

****WARNING****

CONFIDENTIAL INFORMATION

AUTHORIZED PERSONNEL ONLY

Wilson114, Darryl Agency/County : 031/ONONDAGA Site : 301 Unit : F67 Report Date : 07/27/2005

FAMILY SERVICES OPEN CASELOAD INQUIRY

FAMILY SERVICES						FSI		FSS				
CASE ID	CASE NAME	STAGE START	STAGE ID	STAGE	STAGE TYPE	DATE FSI LAST UPDATED	DAYS NO FSI ACT	CASE PLAN AGENCY	FASP TYPE	FASP STATUS	FASP DUE DATE	DAYS FASP OVERDUE

Number of Open FSI : 0
 FSI with no Activity in 30 days: 0
 FSI with no Activity in 60 days: 0

Number of Open FSS : 4

OVERDUE	DUE WITHIN SEVEN DAYS	DUE WITHIN FOURTEEN DAYS
Initial FASP: 0	Initial FASP: 0	Initial FASP: 0
Comprehensive FASP: 4	Comprehensive FASP: 0	Comprehensive FASP: 0
Reassessment FASP: 4	Reassessment FASP: 0	Reassessment FASP: 0