

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES

P.O.BOX 88

JEFFERSON CITY, MISSOURI

JULY 17, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS, COUNTY DIRECTORS AND CHILDREN'S SERVICES STAFF

FROM: DENISE CROSS, DIRECTOR, DIVISION OF FAMILY SERVICE

SUBJECT: CHILDREN'S SERVICES MANAGED REPORTING – COMPREHENSIVE DCN HISTORY REPORT

REFERENCE: CHILDREN'S SERVICES

DISCUSSION:

The purpose of this memo is to inform staff of a comprehensive report using the DCN as a search feature. The DCN History Report will provide information on the client in the areas of CA/N, IIS, FCS and Alternative Care. The report will summarize an individual's case activity. If there is no activity for a particular service (CA/N, IIS, FCS or AC), a statement to that fact is displayed. Staff will have the ability to "drill down" the report for detailed information regarding each service.

To view the report, staff will need to have access to the Children's Services Managed Reporting file located on the Intranet. Proper clearance is required to access the Intranet reports. If you have not already obtained clearance to view managed reports on the Intranet, a DBF-137 must be completed and submitted to the MIS unit for processing.

Once access is obtained to the DCN History Report file, staff will need to type in the client DCN number. By clicking on a particular area, staff will be able to view the case activity history of each program the client is involved in. Information presented is pulled from the Production System mainframe and is current as of the previous day. If new case information is entered early in the morning (e.g. placement change for a child) that information will not be noted on the report until the following day. Due to the enormous amount of data, it may take several minutes for the report to completely download.

Please feel free to contact your Area Technical Coordinator, Remote Site Coordinator, FACES Help Desk at (573) 522-9651, or the Department's Help Desk at (573) 751-3811 or (800) 392-8725, if you have any questions or access issues.

NECESSARY ACTION:

1. Review this memorandum and access attached instructions entitled Web Focus Managed Reporting System with all Children’s Services staff.
2. All questions regarding this report should be cleared through normal supervisory channels.

DC/CG/ct

**WEB FOCUS MANAGED REPORTING SYSTEM
DCN HISTORY REPORT**

PURPOSE:

The purpose of this report is to provide staff with a comprehensive report using the DCN as a search feature. The DCN HISTORY Report will provide information on the client in the areas of CA/N, FCS, IIS, and Alternative Care. The information is drawn from the mainframe in the PRODUCTION System. This report can be used to replace the manual process of inquiry used in the CICS system. For very involved cases this may mean this report replaces 40-60 individual CICS screens used to gather the same information found on this report. This report does not include expunged records. The WebFOCUS report will be current only within the last 24 hours, and in some areas, the information will not go back prior to 10 years. This packet will explain how to access the information, and how to navigate through the report.



ACCESSIBILITY:



To access the DCN HISTORY Report, you will need to have the proper clearance, and have access to the intranet. If you need to request the clearance, you must complete a DBF-137, and submit it to the MIS unit for processing.

OPENING:

- 1) Double click on the INTERNET EXPLORER icon located on your desktop.
- 2) In the WEB BROWSER, you will need to type the following address: <http://www.dss.mo.gov/cs/> . This address should take you right to the website. If it doesn't you will need to click on the "GO" button at the end of the address text field, and the following will appear:



3) From this screen you will see four areas which can be accessed, CHILD WELFARE MANUAL; CHILD WELFARE OUTCOME REPORTS; FY2001-2002 EMPLOYEE SURVEY; and MANAGED REPORTING. You will need to click on MANAGED REPORTING. You will get the next box.

4) Click on OK and this dialog box will disappear, and you will now go to the logon screen.

5) On the logon screen you will need to type your USER ID, and your current PROD password. Click on the LOGON button. (Please note: You will to check and make sure that you currently have the DSS INTRANET selected in the last box. If you don't, you need to use the drop down arrow, and make that selection)



Once you have logged on to the WEB FOCUS screen it is going to bring you to this window.

This window is divided into two panes, On the left side, you will currently see two selections:

- * CS REPORTS VALIDATION
- * CHILDREN'S SERVICES AREA OFFICE REPORTS

6) Double click on the CS REPORTS VALIDATION, and you will notice that an icon appears on the right pane, and a folder with a "+" entitled DCN History. Double click on the DCN HISTORY folder, and it will open to the DCN report icon. Double click on the DCN HISTORY icon and the following window will open up:

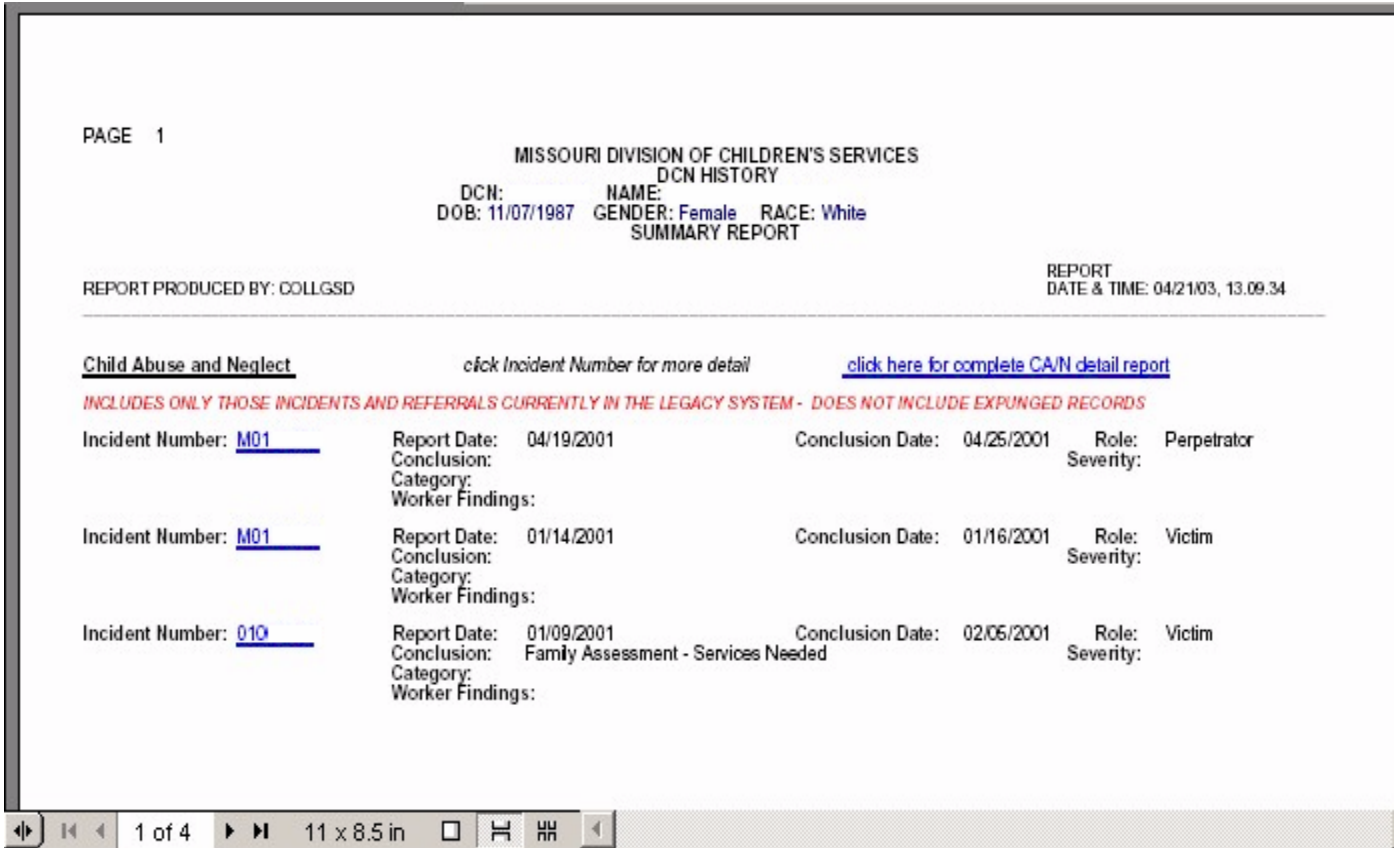


7) Type a DCN number in the text box, and click the submit button. You will need to give it time for the report to load. Remember, the information is

being pulled from different screens on the mainframe (PROD) and this could take several seconds to load the report.

Once the DCN is entered, and submitted, the report will load, and open up in ADOBE ACROBAT READER.

READING THE REPORT:



The pages of the report will be noted in the top left hand side of the report, as well as down in the bar of the window. On this report, it shows you that you are on page 1 of 4. The header of the report is going to display identifying information such as the DCN, the name of the person, date of birth, gender, race, who the report was

produced by, and the date and time that the report was ran.

The Comprehensive DCN History Report displays a summary report of the DCN history within Children’s Services. The detailed DCN history report is broken into four sections:

- Child Abuse and Neglect (CA/N) History
- Family Centered Services (FCS) History
- Intensive In-Home Services (IIS) History
- Alternative Care History

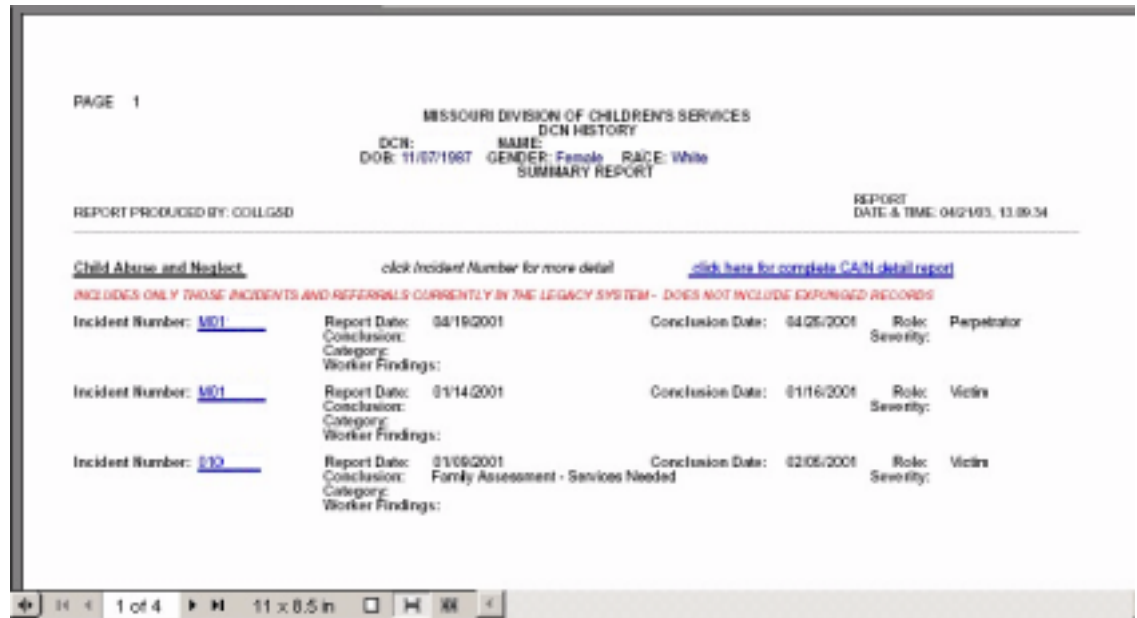
At the end of the summary report you will see *****End of Report For*****. This will indicate that you have come to the end of the summary report for that specific DCN entered.

CHILD ABUSE AND NEGLECT HISTORY:

The first section of the report will be a comprehensive Child Abuse and Neglect (CA/N) Incident History in which the DCN was involved regardless of his/her role in the CA/N Incident. The information in this section is going to include only those incidents currently in the CICS System, and will not include expunged records. You will note that there are some links on the report (they blue in color, and underlined). If you click on any of these links it will take you to additional information regarding the Child Abuse and Neglect History. Clicking on the link entitled **“COMPLETE CA/N DETAIL REPORT** is going to provide you with more information on each and every incident listed on the report. If you want to view individual reports, simply click on the particular incident which needs to be reviewed.

The information displayed on the basic report is going to include the following information:

- Incident Number
- Report Date
- Conclusion Date
- Role
- Conclusion
- Severity
- Category
- Worker Findings



When you open the detailed report, the following information will be displayed for each incident:

- Incident Report Date
- Incident Date
- Initial Contact Date
- Household Address
- Investigator/Assessor Worker ID and Name
- FCS Case Manager Worker ID and Name
- Incident Conclusion Reason
- Incident Conclusion Date
- Roles of All DCN's identified in the CA/N Incident

- Role of the person
- Name of person
- DCN of person
- Alleged Perpetrator Name
- Category of Abuse/Neglect
- Worker Finding for each victim listed
- Severity of each Worker Finding

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MISSOURI DIVISION OF CHILDREN'S SERVICES
DCN HISTORY

DCN: NAME: DOB: 02/21/1998 GENDER: Male RACE: Black/African American
DCN CAN HISTORY FOR INCIDENT #

REPORT DATE & TIME: 04/17/2017 13:41:53

REPORT PRODUCED BY: COLLESD

Report Date: 04/17/1997
Incident Date: 04/17/1997
Initial Contact Date: 04/17/1997
Household Address: Unk, Kc, MO
Investigator/Assessor:
FCS Case Manager:
Conclusion: Probable Cause Conclusion Date: 04/20/1997

Role	Name	DCN	Alleged Perp	Category of Abuse	Worker Findings	Severity
Victim(s)				Neglect	Abandonment Lack Of Appropriate Clothing Lack Of Supervision	Serious/Severe Serious/Severe Serious/Severe
				Neglect	Abandonment Lack Of Appropriate Clothing Lack Of Supervision	Serious/Severe Serious/Severe Serious/Severe
				Neglect	Abandonment Lack Of Appropriate Clothing Lack Of Supervision	Serious/Severe Serious/Severe Serious/Severe
Parent/Sub(s)						
Alleged Perp(s)						

FAMILY CENTERED SERVICES SECTION:

The second section of the report will be a comprehensive Family Centered Services Case History for the DCN requested. You should note that the Family Centered Services Section will only include cases closed within the last ten years only. As in the CA/N report section, this section also has links (blue and underlined). If you click on a link, it will take you to the more detailed report of the Family Centered Services Section.

The basic report is going to show you the following information:

- Case Number
- Open Date
- Open Reason
- Close Date
- Close Reason
- Case Manager Worker Name
- Case Manager County

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MISSOURI DIVISION OF CHILDREN'S SERVICES
DCN HISTORY

DCN: NAME: DOB: 11/03/1967 GENDER: Female RACE: White
SUMMARY REPORT

REPORT DATE & TIME: 04/17/2017 13:47:28

REPORT PRODUCED BY: COLLESD

Family Centered Services [click on Case Number for more detail](#) INCLUDES CASES CLOSED WITHIN LAST 10 YEARS ONLY

Case Number: [redacted]	Open Date: 03/15/2002 Close Date: Case Manager Worker Name: Case Manager County: Jackson	Open Reason: Case Opened Due To Court Order Only (Non-Caft) Close Reason:
Case Number: [redacted]	Open Date: 11/16/2006 Close Date: Case Manager Worker Name: Case Manager County: Jackson	Open Reason: Family Assessment And Services/Demonstration Area) Close Reason:
Case Number: [redacted]	Open Date: 09/24/2006 Close Date: 01/26/2007 Case Manager Worker Name: Case Manager County: Jackson	Open Reason: Probable Cause Caft Close Reason: Case Non-Archived And/Or Services Need No Longer Exist

The more detailed FCS report is going to provide you with the following information:

- Case Address
- Last Change Date

- Case Manager
- Case Manager County
- Service Worker name
- Service County
- County
- Court Report Date (last done)
- Court Report Date (next due)
- Telephone
- Case Plan (last done)
- Case Plan (next due)
- Case Transfer Date
- Destination County
- Open Date
- Reason Open
- Close Date
- Reason Closed
- Household Demographics
 - Person Type
 - Member Name
 - DCN
 - Race
 - Sex
 - DOB
 - Whereabouts

DCN HISTORY
 DCN: NAME:
 DOB: 11/07/1987 GENDER: Female RACE: White
 FAMILY-CENTERED SERVICES CASE INQUIRY FOR CASE #:

REPORT PRODUCED BY: COLGSD

REPORT DATE & TIME: 04/21/03, 13.50.35

Case Address: 7013 N Broadway
 Gladstone MO 64118
 County: Clay Telephone: 816-436-
 Last Change Date: 03/25/2003
 Case Mgr: Case Mgr Cnty: Jackson
 Service Worker Name: Service Cnty: Jackson
 Last Done Next Due
 Court Report Date: Case Plan:
 Case Transfer Date: Destination County:

Open Date: 03/01/2002 Reason: Case Opened Due To Court Order Only (Non-Ca/N)
 Close Date: Reason:

Person Type	Member Name	DCN	Race	Sex	DOB	Whereabouts
Case Name			White	Female	09/30/1968	In Home
Child			White	Female	11/07/1987	Out Of Home In Alternative Care
Child			White	Female	12/30/1988	In Home Following Return From Alternative Care (Aftercare)
Parent/Caretaker			White	Male	06/04/1968	In Home

INTENSIVE IN-HOME SERVICES SECTION:

The third section of the report will be a comprehensive Intensive In-Home Services history in which the DCN was involved. Once again, you will see the basic report, and you can link to a detailed report by clicking on the IIS Number which is underlined and displayed in blue.

The basic report is going to give you the following information:

- IIS Number
- Accepted Date
- Discharge Date
- Exist Status
- Provider Name

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 DCN HISTORY
 DCN: NAME:
 DOB: 11/17/1982 GENDER: Female RACE: White
 SUMMARY REPORT

REPORT PRODUCED BY: COLGSD REPORT DATE & TIME: 04/21/03, 15.00.52

Intensive In-Home Services [click on IIS Number for more detail](#)
 IIS Number: Accept Date: 02/07/2003 Discharge Date: 03/20/2003
 Exit Status: Family Inlet
 Provider Name: Jackson Co.

Alternative Care [click on ZCAS or ZPLA link below for more detail](#)
[Alternative Care Client Case Inquiry \(ZCAS\)](#) [Alternative Care Client Placement History Inquiry \(ZPLA\)](#)

Begin Date	End Date	Local Status	
10/25/2000	12/13/2000	1	Care - Custody With Dfs
01/24/2000	10/25/2000	3	Supervision Only By Dfs

*** END OF REPORT FOR ***
 DCN:

The detailed report will provide you with the following information:

- Case County
- IIS referral Date and Time
- IIS screening Date and Time
- Last Contact Date and Time
- Demographics of IIS Case
 - Member Type
 - Member Name
 - DCN
 - DOB
 - Race
 - Sex
 - Child at Risk Indicator
 - Special Education
 - Exit Date
 - Exit Status

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MISSOURI DIVISION OF CHILDREN'S SERVICES
DCN HISTORY

DCN: NAME:
DOB: 11/17/1992 GENDER: Female RACE: White
INTENSIVE IN-HOME SERVICES FOR CASE #:

REPORT
DATE & TIME: 04/21/03, 16:06:19

REPORT PRODUCED BY: COLGSD

Case County: Jackson

Referral Date: 02/06/2003
Screening Date: 02/06/2003
Last Contact:

Date: 02/06/2003
Time: 16:15:00

Member Type	Member Name	DCN	DOB	Race	Sex	Child at Risk	Special Education	Exit Date	Exit Status
Case Name			01/29/1972	White	Female			03/28/2003	
Child			04/28/1991	White	Female	Y	None	05/28/2003	Family Intact
Child			11/17/1992	White	Female	Y	None	03/28/2003	Family Intact
Child			07/02/1995	White	Male	Y	Learning Disabled	03/28/2003	Family Intact

ALTERNATIVE CARE HISTORY SECTION:

The Alternative Care History Section is composed of two subsection reports which include Alternative Care Client Case Inquiry (ZCAS) and the Alternative Care Client Placement History Inquiry (ZPLA). Both of these detailed reports can be obtained by clicking on the underlined blue link in the report.

DCN: NAME:
DOB: 11/17/1992 GENDER: Female RACE: White
SUMMARY REPORT

REPORT
DATE & TIME: 04/21/03, 15:06:52

REPORT PRODUCED BY: COLGSD

Intensive In-Home Services [click on IIS Number for more detail](#)

IIS Number: [XXXXXXXXXX](#) Accept Date: 02/07/2003 Discharge Date: 03/20/2003
Exit Status: Family Intact
Provider Name: Jackson Co.

[A](#)
[A](#)
[B](#)
10
01

PAGE 1

MISSOURI DIVISION OF CHILDREN'S SERVICES
DCN HISTORY

DCN: NAME:
DOB: 11/17/1992 GENDER: Female RACE: White
ALTERNATIVE CARE CLIENT CASE INQUIRY (ZCAS)

REPORT
DATE & TIME: 04/21/03, 16:25:19

REPORT PRODUCED BY: COLGSD

Name: Race/Hispanic: White / Unk Gender: Female D.O.B.: 11/17/1992 SSN: Religion: No Preference	Casemanager County: Jackson Service County: Jackson Residence County: Jackson Goal: Return Child To Parent/Caretaker Legal Status: 1 - Care - Custody With Dis Legal Status Date: 10/25/2000	Case Manager: Service Worker:
Court Hearing Type: Protective Custody Or Detention Family Support Team Date: 07/13/2000	Placement Type/Subtype: Foster Home Vendor Number: Placement Date: 11/21/2000 Placement Reason: Move Into Regular Placement From Emergency Placement	Court Date: 10/02/2000 Court Report Date: 07/13/2000 Vendor Name: Carson Geraldine Vendor Address: 7108 East 88th Street Kansas City MO 64133 Placement Mode: Planned Move
Maintenance Amount: 660.00 Medicaid Begin Date: 10/25/2000	Handicapping Conditions: Physical: None Visual/Hearing: None	Fund Code: 02 - Alternative Care - IV-E Medicaid End Date: 12/13/2000 Mental Retardation/Developmentally Disabled: None
Removal Conditions: Physical: None	Emotional: None Other: None	

The detailed section of the Alternative Care Client Case Inquiry (ZCAS) is going to provide you with the following information:

- Name of child
- Case Manager County
- Case Manager Worker
- Race/Hispanic Origin
- Service County
- Service Worker
- Gender

- Residence County
- DOB
- Goal
- SSN
- Legal Status
- Religion
- Legal Status Date
- Court Hearing Type
- Court Hearing Date
- Family Support Team Date
- Court Report Date
- Placement Type
- Vendor Name
- Vendor Number
- Vendor Address
- Placement Date
- Placement Reason
- Placement Mode
- Maintenance Amount
- Fund Code
- Medicaid Begin Date
- Medicaid End Date
- Handicapping Conditions which include Physical, Emotional, Mental Retardation/Developmentally Disabled, Visual/Hearing, Other
- Removal Conditions
- Close Date and Close Reason

The second detailed report is from the Alternative Care Placement History Inquiry screen (ZPLA), and it contains the following information:

- Placement Date
- Placement Type
- Vendor
- Reason
- Mode
- Goal
- Visits
- Close Date
- Close Reason

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MISSOURI DIVISION OF CHILDREN'S SERVICES
 DCN HISTORY
 DCN: NAME:
 DOB: 11/07/1987 GENDER: Female RACE: White
 ALTERNATIVE CARE CLIENT PLACEMENT HISTORY INQUIRY (ZPLA)

REPORT PRODUCED BY: COLLGSD

REPORT
 DATE & TIME: 04/21/03, 15:25:09

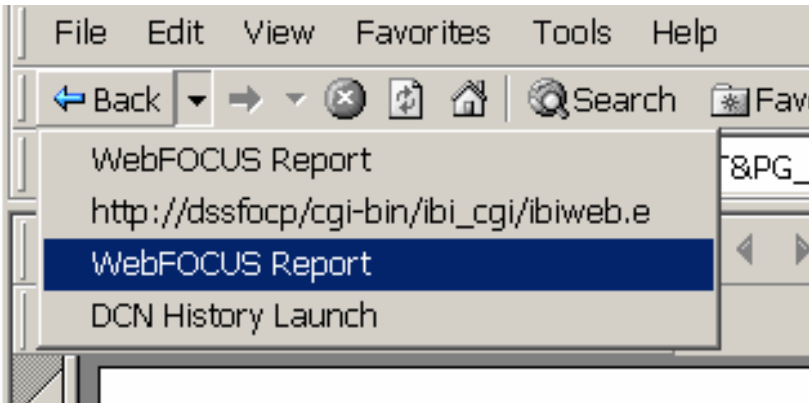
Date:	04/07/2003	Type/Subtype:	Residential Treatment Facility	
Vendor:			Crittendon Center	
Reason:	Alternative Care Disruption			
Mode:	Emergency/Unplanned Move			
Goal:	Return Child To Parent/Caretaker			
Visits:	No	Close Date:		Close Reason:

Date:	03/21/2002	Type/Subtype:	Residential Treatment Facility	
Vendor:			The Bridge Home For Children I	
Reason:	Move Into Regular Placement From Emergency Placement			
Mode:	Planned Move			
Goal:	Return Child To Parent/Caretaker			
Visits:	Yes	Close Date:		Close Reason:

NAVIGATION TIPS:

To navigate this report you can use the back button on the top toolbar as shown below

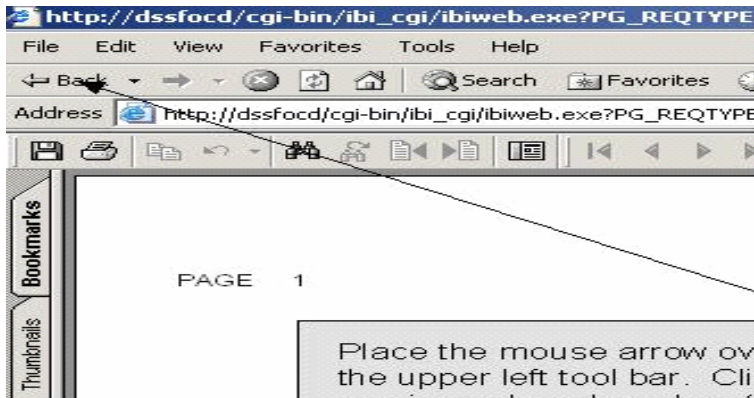
Go to the BACK Button on the tool bar, and click on the down arrow. This is going to bring up a drop down box which will show you the screens that you have had open previously. Place the mouse over the “WebFOCUS Report” text and using the left mouse button, click. You are returned to the DCN History Summary Report.



If you want to launch a new DCN report, Place the mouse over the text “DCN History Launch” and using the left mouse button, click. This will return you to the DCN History Launch Page, where you can type in a new DCN.

HOW TO GO BACK TO A PREVIOUS

REPORT:



Place the mouse arrow over the [← Back] button on the upper left tool bar. Click the right mouse button to receive a drop down box (see image below). Place the mouse arrow over the “WebFOCUS Report” text and using the left mouse button, click. You are returned to the DCN History Summary.

To return to the DCN History Launch Page place the mouse arrow over the “DCN History Launch” text and using the left mouse button, click. You are returned to the DCN History Launch Page.

