Utilizing the SACWIS Comprehensive Visitation Report

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The **Comprehensive Visitation Report** provides child and adult visitation data for the foster care (custody) and in-home (non-custody) data populations. The report was originally designed as a management tool to assist supervisors in ensuring that required ongoing monthly foster care and in-home visits were completed and documented in SACWIS.

Public children services agencies (PCSAs) can use the summary version of the report to determine the percentage of child and adult visits that have been completed in any given month. The detailed version of the report lists each case/person combination requiring a monthly visit and allows PCSAs to easily identify which children and adults have not been visited. As a result, it was a logical choice for the Office of Families and Children (OFC) to utilize the Comprehensive Visitation Report as a means of determining the Performance-Base Caseworker Visitation Incentives.

Over the last few months PCSAs have been working diligently to review and clean up their visitation data in SACWIS. Based on feedback we received from county agencies, several changes have been made to improve the report performance. Recent changes to the report include the following:

- The report will now credit **three visit attempts** as a completed visit for the purpose of calculating the visitation percentages. (Note: The attempts cannot be emails, letters, faxes, or phone calls and must be made on different days.)

- The report logic for **shared cases** has been improved to more accurately reflect which agency is responsible for completing visits.

- The report will now automatically exclude **siblings of children in custody** from the data population when they are not listed on the active case plan.

In working with PCSAs to make corrections to SACWIS data, we have identified several common errors that can negatively impact an agency's visitation percentages. The most common errors are:

- Incorrectly coding activity logs when documenting monthly visits.

  - Failing to select a **Contact Status** on the Participants tab. A contact status of "Completed" indicates a completed visit and a contact status of "Attempted" indicates an attempted visit.

- The **Activity Log Status** must also be "**Completed"** in order to pull into the report calculations. Draft activity logs are not included in the calculations.

- Phone calls, letters, emails, voice messages, faxes **DO NOT** count as **Attempted or Completed Visits**.

- Failing to **Inactivate Case Members** who are no long Case Participants.

- **Untimely Completion** of Case Plan Amendments to remove case plan participants who are no longer active, especially adult case plan participants.

- Failing to **Close Cases** in a timely manner.

Please continue reviewing your visitation reports to ensure that none of the errors mentioned above are impacting your agency.

The resources below are available to assist your agency with understanding the Comprehensive Visitation Report.

Knowledge Base Articles

- *Generating the Comprehensive Visitation Report:*
  http://jfskb.com/sacwis/attachments/article/511/Generating%20the%20Comprehensive%20Visitation%20Report.pdf

- *Keys to Populating the Comprehensive Visitation Report:*
  http://jfskb.com/sacwis/attachments/article/576/Keys%20to%20Populating%20Data%20to%20the%20Comprehensive%20Visitation%20Report.pdf.

SACWIS Training Videos

- *Generating the Comprehensive Visitation Report:*
  https://www.youtube.com/watch?v=u-B692KKumA

- *Keys to Populating the Comprehensive Visitation Report:*
  https://www.youtube.com/watch?v=zV_3v8--lTA

- *Recording Monthly Visitation in an Activity Log:*
  https://www.youtube.com/watch?v=MQvED_j_pI8

For additional assistance, please contact the SACWIS_Help_Desk@jfs.ohio.gov.