



ProtectOHIO Data System Instruction Manual

As a part of the evaluation of Ohio's Title IVE Waiver, ProtectOHIO, Human Services Research Institute (HSRI) developed a web-based system for collecting data on two ProtectOHIO strategies: Family Team Meetings (FTM) and Kinship. This data will assist managers and policy makers to better understand county-level practice regarding the FTM and Kinship strategies.

To log in to the system use the following link: <https://systems.hsri.org/ProtectOhio>. HSRI has provided each county with two unique login passwords: one password for the Local Administrator User and one for the Local User. The Local Admin User has privileges that allow him or her to modify and/or delete records while the Local User is able to add and view records only. HSRI encourages each county to have no more than one Local Admin User in order to avoid database errors.

The homepage consists of three links: Family Team Meetings, Kinship, and Visitation. Previously, Supervised Visitation was a ProtectOHIO strategy for several counties; although it's no longer an official strategy, users may still use the Visitation section to manage county data. However, HSRI will no longer be evaluating that data. Users may return to the homepage from any other page on the site by clicking the "**Home**" link. Next to the "**Home**" link are "**Logout**" and "**Help**", which can also be accessed from any other page. The "**Help**" menu contains information specific to each page and provides additional help/instruction.

WARNING: Do NOT use the back/forward button to move from page to page. Information may be lost. Always use the links provided at the top and/or bottom of each page to maneuver throughout the website. After 30 minutes of inactivity the system will automatically log users out. This is an extra measure to ensure confidentiality; however, any unsaved information will be lost.

This manual follows the structure of the database and thus consists of three main sections: Family Team Meetings, Kinship, and Supervised Visitation. Each section consists of two parts: step by step instructions for entering data, followed by further detail and explanation regarding each section.

If you have any questions or concerns, please feel free to contact Cailin Wheeler at HSRI: 503-924-3783 ext. 22, cwheeler@hsri.org.

Instructions for Entering FTM Data

Step 1: Search to see if the family is already in the FTM database.

- Enter the SACWIS Case ID into the Search Meetings Box, click **“Go”**. If the family is in the FTM database the Family Details Page will appear; here you will see information including names and SACWIS Case and Person IDs associated with the given family. Click **“New Meeting”** at the top of the page to enter information about a new FTM for that family. See *Step 2: Enter FTM data*.
- It is best to search by the SACWIS Case ID; however, you may also search by the SACWIS Person (child) ID, or Child Name (first and/or last name). This will generate a list of matching records. Click **“New FTM”** next to the correct family to enter information about a new FTM for that family. See *Step 2: Enter FTM data*.

Note: Type **“%”** into the Search box to generate a list of all families with an FTM record in PODS.

- If you are unsure which family is correct, click **“Summary”** to the right of any family to bring you to the Family Details Page. Here you will see information including Names and SACWIS IDs associated with the given family. If it is the correct family, click **“New Meeting”** at the top of the page to enter information about a new meeting for that family. See *Step 2: Enter FTM data*.
- If no matching records are found after searching by the SACWIS Case ID, SACWIS Person (child) ID, and/or Child Name, then the family is not in the FTM database. Click **“New Family”** at the top of the page to enter information about a FTM for a new family. See *Step 2: Enter FTM data*.

Step 2: Enter FTM data.

- Enter the SACWIS Case ID (If the family is already in the FTM database, this will be pre-generated).
- Enter Meeting Data
 - Meeting Date
 - Meeting begin and end time
 - Facilitator Name
 - Facilitator Type
 - Meeting Location
 - Was Childcare Provided?
 - Was Transportation Provided?
- Enter Child Data
 - If the family is already in the FTM database the Child Data section will be pre-populated with a list of all children associated with the given family.
 - If the family is not already in the FTM database, child names and IDs must be added. To add a new child, click **“New Child”**. Enter the child’s SACWIS ID, last and first name.

Click **“Add Child”**. A box will appear asking you to confirm the child’s SACWIS Person ID, do so and the new child will be added.

- Next to each child’s name is a circle; click on the circle for the first child in the family case. Doing so enables you to enter information for that child. Use the drop down arrows to select the appropriate response for each question. **Repeat this** for each child. Only enter information for children the FTM was about. Add or remove children as appropriate. Removing a child will not permanently delete them from the case; it will only indicate that they were not associated with the given FTM.
- Enter Family Data
 - Purpose of Meeting: Pick the first relevant choice on this list. Record once per meeting.
 - Meeting-Outcome: Results of the meeting – check all that apply.
For this particular section, choose results based on what occurred **at the meeting. This includes decisions that were confirmed or finalized at the meeting, as well as any changes or new recommendations that arose based on input from meeting participants.*
- Enter Attendee data.
 - Enter the total number of people who attended the FTM including the facilitator.
 - Enter the *number* of people in each category who attended the meeting. For example, if there were two caseworkers at the FTM, enter “2”. Pick the BEST category for a given person; do not record one person in more than one category. See *Attendee Category Definitions*.

Step 3: Click **“Save”** to officially add the FTM to the database.

Further Details: FTM Homepage

The FTM Homepage is the main page where users can search for families within the FTM database. Users may return to this page at any time by clicking on the **“FTM Home”** link.

This FTM database saves information on each case entered, such as names and IDs of persons associated with a given case. Before entering a new family, always search to see if information on the given family is already in the FTM database.

Search Meetings: Search for families within the FTM database using any of the following criteria:

- 1.) SACWIS Case ID
- 2.) SACWIS Person (Child) ID
- 3.) Person (Child) First and/or Last Name

In the case of a numeric search for a particular SACWIS Case ID, the user will automatically be redirected to the Family Details page if a matching record is found. In the case of a numeric search for a particular

SACWIS Person (Child) ID or a text search for first or last name, a list of all matching families will be displayed in the Results table (see “**Results Table**”). If no matches are found after searching by SACWIS IDs and Person Names, then it is safe to assume this family is not in the FTM database.

Results Table: This table displays a list of those families which meet any search criteria described above. Each family record contains the following elements:

1. Case ID – The SACWIS Case (Family) ID for a given family.
2. FTM Count – The number of FTMs contained in the database for a given family.
3. Last FTM – The date of the most recent FTM for a given family.

The list of family records may be sorted by any of the three elements in the table by clicking on the corresponding column header. Each family record has a “**New FTM**” link which directs the user to the Meeting Details page to enter information about a new FTM for the given family. Each family record also has a “**Summary**” link which brings the user to the Family Details page where he/she can see full meeting and family member details.

Further Details: FTM Family Detail Page

Each SACWIS Case ID has a Family Details page. On that page, the names and SACWIS Person (child) IDs of all children associated with the SACWIS Case ID appear, as well as a Meeting History table. This table shows all previous FTMs entered for that family.

Each meeting record contains the following elements:

1. FTM Date – The date of the FTM
2. Entered By – Name of user who entered the record
3. Entry Date – Date the record was entered
4. Last Modified By – Name of user who last changed the record
5. Modification Date – Date record was last changed

By default, the Meeting History table is sorted by FTM date. It may be sorted by any other element described above by clicking on the corresponding column header. Local Users (data-entry users) will see a “**View**” link for each FTM recorded; clicking this will take him/her to a read-only version of the Meeting Details Page.

For Local Admin Users (PODS Administrators), each meeting record has a “**Modify**” link for editing an existing meeting record and a “**Delete**” link for permanently removing a meeting record. In addition, Local Admin Users have the ability to Change Case and Person IDs that were entered incorrectly by clicking the “**Change ID**” link. Here, Local Admin Users can enter a new Case or Person ID, these changes will apply to all previous meetings entered.

Further Details: Meeting Details Page

This page enables users to enter information about a new FTM. Information will not be saved until the “Save” button has been clicked. Once a new FTM has been saved, only Local Admin Users or HSRI will be able to modify information for that meeting.

SACWIS Case ID: If FTMs for a given family have previously been entered into the database, the SACWIS Case ID will be pre-generated. When users enter information for a new family the SACWIS Case ID must be entered twice.

Meeting Date: Enter the date the FTM occurred. Use the calendar icon to the right of the date field; click the date the FTM occurred and that date will automatically be entered. Users can also manually enter a date using the following format: mm/dd/yyyy.

Meeting Location: Choose the appropriate option from the drop down menu.

Meeting Begin and End Time: Enter using a valid time format: hh:mm AM/PM (e.g., 10:00 AM)

Transportation Provided: Answer for this meeting only. Choose yes if the agency provided (or paid for) a family member’s (or family support person’s) transportation to or from the FTM.

Childcare Provided: Answer for this meeting only. Choose yes if the agency provided (or paid for) a family member’s (or family support person’s) childcare during the FTM.

Facilitator Name: Enter the name of the facilitator.

Facilitator Type: Choose “Facilitator” if the person is an independent designated facilitator. In some instances, the supervisor may also be the ongoing facilitator for that case; in these instances, choose “Facilitator”. Choose “Supervisor” only when the person facilitating the meeting is in a supervisory role and is not the ongoing facilitator.

Child Data:

Use the drop down options for each question to record all Child Data.

- Click on the circle next to the left of each child to enter information for that child. Enter data for each child the meeting was about.

Family Data:

- When recording the “Purpose of Meeting”, more than one option may apply. Choose the **first** option that applies.
- When recording the “Child-Meeting Outcomes”, more than one option may apply. Choose **all** options that apply.

Attendee Category Definitions:

Enter the *number* of people in each category who attended the meeting. Pick the BEST category for a given person; do not record one person in more than one category.

- **Mother:** Mother to a child the FTM was about.
- **Father:** Father to a child the FTM was about.
- **Step Parents:** Step-parent to a child the FTM was about.
- **Significant Other/Unmarried Partner of either Parent:** A romantic partner of either parent
- **Kinship Caregiver, Relative:** A person the child is living with who is caring for the child. This person would NOT be the mother or father, but IS a relative to the child. Example: Grandparent.
- **Kinship Caregiver, Non-Relative:** A person the child is living with who is caring for the child. This person is NOT a relative of the child but is associated with the biological family in some way. Example: Friend of family.
- **Foster Parent/Pre-Adoptive Parent (non-relative):** A state licensed Foster Parent/Pre-Adoptive Parent (if this person is also a kinship caregiver, record them as the appropriate Kinship Caregiver type).
- **Children:** Children included in this family's case.
- **Relatives:** Any relative not otherwise specified. This could include older siblings not living at home.
- **Designated Facilitator:** A person who is independent of the case and whose position is specific to facilitating the FTM.
- **Supervisor:** A supervisor associated with the given case. In some instances, the supervisor may also be the ongoing facilitator for that case; in these instances, enter him/her as "Facilitator".
- **Caseworker:** Any caseworker assigned to the case. This could include immediate past/future caseworkers.
- **Other PCSA Staff:** PCSA Staff not otherwise specified.
- **Child Advocate:** An attendee whose main purpose at the meeting is to advocate for the child. Examples: CASA/GAL, mentor, friend, coach, neighbor.
- **Parent Support:** An attendee whose main purpose at the meeting is to support the parent. Example: Mother's friend, advocate, mentor, neighbor.
- **Clergy:** Someone who knows the family through religious affiliation.
- **Attorney/Legal Representative:** Any attorney or legal representative at the FTM.
- **Tribal Representative:** Any Indian Tribe representative at the FTM.
- **Probation officer:** Any probation officer at the FTM; this could be for a child or a parent.
- **Court Employee:** Employee of the judicial system not otherwise specified.
- **MH Professional:** Professional representative of this organization (Mental Health).
- **AOD Provider:** Professional representative of this organization (Alcohol and Other Drugs).
- **DD Provider:** Professional representative of this organization (Developmental Disability).
- **Health Provider:** Professional representative of this organization (to include agency or non-agency staff)

- **TANF Provider:** Professional representative of this organization (Temporary Assistance for Needy Families).
- **Child Support Worker:** County employee who has responsibilities for Child Support Enforcement.
- **Residential Treatment Care/Group Home Provider:** Staff who have broad responsibilities for the residents.
- **Education Provider:** Any attendee who is involved with the child’s education. Example: School teacher.
- **Other Service Provider:** Any Service Provider not otherwise specified.
- **Other:** Identify any person in attendance at the FTM who is not otherwise specified. When “Other” is chosen users are required to complete the “Specify Other” box below.

Further Details: FTM Reports Page

The Reports Page, accessed from the FTM Homepage, provides a menu from which users can select reports that summarize information contained in the FTM database. Clicking on the name of a report will bring the user to the desired report page. Report options include:

1. **Number of Meetings:** This report shows the number of FTMs conducted by month.
2. **Number of Children Served:** This report shows the number of children that participated in (or the FTM was about) by month.
3. **Number of Families Served:** This report shows the number of families that had FTMs by month.
4. **Child Meeting Frequency:** This report shows the number of children with a given number of FTMs (e.g. 5 children have had 2 FTMs, etc.)
5. **Family Meeting Frequency:** This report shows the number of families with a given number of FTMs (e.g. 3 families have had 2 FTMs, etc.)
6. **Attendee Fidelity:** This report shows the number of FTMs that met attendee fidelity by month.
7. **Attendee Frequency Distribution:** This report shows the number of meetings with a given number of attendees (e.g. 30 FTMs had 3 attendees, etc.)
8. **Meeting Outcome Frequency Distribution:** This report shows the number of meetings with a given Meeting Outcome.
9. **Meeting Purpose Frequency Distribution:** This report shows the number of meetings with a given Meeting Purpose.
10. **Duplicate IDs:** This report identifies any SACWIS Person IDs that are attached to two different children, and any children that have two different SACWIS Person IDs attached to him or her.
11. **Review Facilitator Names:** This report shows each person who has been entered as a facilitator and the number of FTMs that each person has facilitated. This report allows users to sync up records if a facilitator’s name has been spelled two different ways. In order to do so, select the incorrect spelling of a facilitator’s name by checking the box next to it and type in the correct spelling of the facilitator’s name in the text box. Click **“Update”**.

Reports may be run by any date range and facilitator or facilitator type. These reports can assist counties in understanding county-wide FTM practice.

Instructions for Entering Kinship Data

Step 1: Search to see if the family is already in the Kinship database.

- Search for families using any of the following criteria: (1) Provider ID, (2) Kinship Caregiver (KCG) SACWIS Person ID, (3) Child SACWIS Person ID, (4) KCG Name or (5) Child Name. A list of all matching families will appear in the Results list. Click the **“Details”** link to the right of the correct kinship family to enter information for that family. If no matches are found click **“New Kinship Family”** to enter information for a new kinship family.

Note: type **“%”** into the Search box to generate a list of all Kinship Families recorded in PODS.

Step 2: Enter and confirm the Provider ID for the kinship placement(s) OR check the box indicating that this is a living arrangement case.

Step 3: Add caregiver information for the Primary Caregiver associated with this Provider ID/Living Arrangement in SACWIS.

- Click **“Add Caregiver”**
- Enter and confirm the KCG’s SACWIS Person ID (required)
- Enter the KCG’s first and last names (required)
- Enter the Date of Birth (mm/dd/yyyy)
- Enter the Gender, Ethnicity, and Race (required)

Please note: once the KCG SACWIS Person ID, KCG First Name, and KCG Last name has been saved, this information can only be modified by a PODS Administrator.

Click **“Save”** to save the KCG information. Once you have clicked **“Save”**, the page will return to the Kinship Family Details page. Click **“View/Edit”** to modify or add KCG information.

Step 4: Add kinship child(ren) information. Please only enter information for kinship children whose cases opened to ongoing on or after Oct. 1st 2011. Do not enter information for any biological children living in the home.

- Click **“Add Kinship Child”**
- Enter and confirm the kinship child’s SACWIS Person ID.
- Enter the child’s First and Last Name

Please note: once child information has been saved, it can only be modified by a PODS Administrator.

Click **“Save”** to save the kinship child information. Click **“Add Kinship Child”** to enter information for additional kinship children as needed.

Home Assessment Part I and II

Note: If the home assessment is for a Living Arrangement case, the field next to 'Provider ID' will be blank, if it is not a Living Arrangement case this field will be pre-populated with the Provider ID.

Step 1: Click "**Home Assessment Part I/II**". Enter the date the Home Assessment was completed (mm/dd/yyyy)

Step 2: Check off all kinship children for whom the home has been assessed. If a kinship child is no longer in the home, simply do not check off the box next to them (do not delete that child's record in PODS).

Step 3: Use the drop down menus to answer each question.

Step 4: Click "**Save**" to save the information. Once you have clicked save, the information can only be modified by a PODS Administrator.

Family Resource Scale

Note: If the Family Resource Scale is for a Living Arrangement case, the field next to 'Provider ID' will be blank, if it is not a Living Arrangement case this field will be pre-populated with the Provider ID.

Step 1: Click "**Add FR Scale**". Enter the date the Family Resource Scale was completed (mm/dd/yyyy)

Step 2: Check off all children associated with this Family Resource Scale. If a kinship child is no longer in the home, simply do not check off the box next to them (do not delete that child's record in PODS).

Step 3: Use the drop down menus to answer each question.

Step 4: Click "**Save**" to save the information. Once you have clicked save, the information can only be modified by a PODS Administrator.

Needs Assessment

The Needs Assessment is an optional tool that was designed to assist with the translation of kinship caregivers' needs into service categories and types in SACWIS. PODS will automatically generate a new Needs Assessment for each Family Resource Scale completed. The results of each Family Resource Scale may pre-populate the 'Needs' column of the Needs Assessment; for example, if 'Food for two meals a day' was identified as a need that was 'Seldom' met in the Family Resource Scale, then the date that the Family Resource Scale was completed will pre-populate in the 'Needs' column for 'Food Stamps' of this worksheet. Users may edit, add, or delete information off any Needs Assessment as they see fit.

Step 1: Click "**Add Needs Assessment**" to enter information for a new Needs Assessment or click "**Edit**" to view and/or add information to an existing Needs Assessment.

Step 2: Enter the date the Needs Assessment was completed. If the Needs Assessment was pre-populated based off of a completed Family Resource Scale, the Needs Assessment date will be pre-populated with the date the Family Resource Scale was completed. Edit as needed.

Step 3: Enter information in any box in any row. The worksheet may be pre-populated with a date a Family Resource Scale was completed if needs were identified; however, other text besides dates may be entered into any field (though there is a **“Notes”** column specifically for adding notes, see Step 4).

Step 4: Click **“Add”** in the notes column if you wish to add notes to any particular row. Once you click **“Save”** the only way to view the notes in *this* particular screen is to click **“Edit”**; however there is a **“Print”** option for each Needs Assessment (see Step 6) for which the notes will appear.

Step 5: Click **“Save”** at any time to save the Needs Assessment information. Information may be edited after saving.

Step 6: Click **“Print”** to print the document. Any notes typed into the notes column will be viewable here.

To return to the Kinship Home Page, click the **“Kinship Home”** link at the top of the page.

Further Details: Kinship Reports Page

The Reports Page, accessed from the Kinship Homepage, provides a menu from which users can select reports that summarize information contained in the Kinship database. Clicking on the name of a report will bring the user to the desired report page. Report options include:

1. **Kinship Statistics by Month:** This report shows the number of caregivers, children, Home Assessments Part I, Home Assessments Part II, or Family Resource Scales have been completed by month. Use the drop down menu to choose which option (e.g. caregivers, children, etc.) you would like to report on.
2. **Number of Kinship Providers with X Number of Resource Scales Completed:** This report shows the number of families with a given number of family resource scales completed (e.g. five families have completed two Family Resource Scales, etc.)
3. **Kinship Summary Statistics:** This report summarizes the number of caregivers, children, Home Assessments Part I, Home Assessments Part II, and Family Resource Scales have been completed, by month.
4. **Kinship Home Assessments:** This report shows each kinship family who completed an initial Home Assessment Part I during a given time period.
5. **Kinship Data Issues:** This report shows any records that were created that are missing either child or caregiver information.

Reports may be run by any date range. These reports can assist counties in understanding county-wide Kinship Strategy practice.

Instructions for Entering Visitation Data

Step 1: Search to see if the child is already in the Visitation database.

- Enter the SACWIS Person (child) ID into the Search Meetings Box, click **“Go”**. If the child is in the Visitation database the Child Details Page will be appear; here you will see SACWIS Case and Person IDs as well as Visit History details about the given child. Click **“New Visit”** at the top of the page to enter information about a new visit for that child. See *Step 2: Enter Visitation data*.
- It is best to search by the SACWIS Person ID; however, you may also search by the SACWIS Case ID, or Child Name (first and/or last name). This will generate a list of matching records. Click **“New Visit”** next to the correct child to enter information about a new visit for that child. See *Step 2: Enter Visitation data*.
 - If you are unsure which child is correct, click **“Summary”** to the right of any child to bring you to the Child Details Page. Here you will see SACWIS Case and Person IDs as well as Visit History details about the given child. If it is the correct child, click **“New Visit”** at the top of the page to enter information about a new visit for that child. See *Step 2: Enter Visitation data*.
- If no matching records are found after searching by the SACWIS Person (child) ID, SACWIS Case ID, and/or Child Name, then that child is not in the Visitation database. Click **“New Child”** at the top of the page to enter information about a visit for a new child. See *Step 2: Enter Visitation data*.

Step 2: Enter Visitation data.

- Enter the SACWIS Person (child) ID, Name, and SACWIS Case ID. (If the child is already in the Visitation database, these will be pre-generated).
- Enter the visit date (mm/dd/yyyy).
- Enter Attendee Information
 - Use the drop down arrows to answer questions for each person who attended, or was scheduled to attend, the visit.
 - Click the different attendees (shaded in grey) to answer questions separately for each attendee, or use the arrows at the bottom of the box to move from one attendee to another.
- Enter Detailed Visit Information
 - Use the drop down arrows to select the appropriate answer for each question. If the visit did not occur, questions numbers two through eight do not apply and will be unable to be answered. Question number nine is required regardless of whether or not the visit occurred.

- Click **“Save”** to officially add the visit to the database.

Further Details: Visitation Homepage

The Visitation Homepage is the main page where users can search for children within the Visitation database. Users may return to this page at any time by clicking on the **“Visitation Home”** link.

This Visitation database saves information on each visit entered, such as names and SACWIS Person and Case IDs. Before entering a new visit always search to see if the child has previously been entered into the Visitation database. It is generally recommended to use the **“Search Meetings”** function; however, users may manually search through the **“Results”** table.

Search Visits: Search for children within the Visitation database using any of the following criteria:

1. SACWIS Person (Child) ID
2. Person (Child) Last Name
3. Person (Child) First Name
4. SACWIS Case ID

In the case of a numeric search for a particular SACWIS Person (Child) ID, the user will be automatically redirected to the Child Details Page if a matching child record is found. In the case of a numeric search for a particular SACWIS Case ID or a text search for first or last name, a list of all matching children will be displayed in the Results table (see **“Results Table”**). If no matches are found after searching by SACWIS IDs and Person Names, then it is safe to assume the child is not in the Visitation database.

Results Table: This table displays a running list of all children previously entered into the Visitation database, or just those children which meet any search criteria described above. Each visit record contains the following elements:

1. Person ID – The SACWIS Person (Child) ID for a given child
2. Last Name – Child’s last name
3. First Name – Child’s first name
4. Case ID – Case (Family) ID for the child
5. Visit Count – The number of visits contained in the database for a given child
6. Last Visit – The date of the most recent visit for a given child

This list may be sorted by any of the six elements in the table by clicking on the corresponding column header. Each child record has a **“New Visit”** link which directs the user to the Visit Details page where he/she can enter information about a new visit for that child. Each child record also has a **“Summary”** link which will bring the user to the Child Details page where he/she can see the full visit history for that child.

Further Details: Child Details Page

Each SACWIS Person (child) ID has a Child Details page. On that page, the child's name and SACWIS Case and Person ID appear, as well as a Visit History table. This table shows all previous visits entered for that child.

Each child record contains the following elements:

1. Visit Date – The date of the visit
2. Entered By – Name of user who entered the record
3. Entry Date – Date the record was entered
4. Last Modified By – Name of user who last changed the record
5. Modification Date – Date record was last changed

By default, the Visit History table is sorted by visit date. It may be sorted by any other element described above by clicking on the corresponding column header. Local Users will see a “**View**” link; clicking this will take him/her to a read-only version of the Visit Details page.

For Local Admin Users, each visit record has a “**Modify**” link for editing an existing visit record and a “**Delete**” link for permanently removing a visit record.

Further Details: Visit Details Page

This page enables users to enter information about a new visit. Information will not be saved until the “**Save**” button has been clicked. Once a new visit has been saved, only Local Admin Users or HSRI will be able to modify information for that visit.

SACWIS Person ID: When entering information for a new child, the Child's SACWIS Person (Child) ID must be entered twice. When entering information about a new visit for a child already in the database the Child's name and SACWIS IDs will be pre-generated. The Child's SACWIS Person ID will be shaded grey and will be unable to be modified. If this ID is incorrect, contact HSRI to modify the existing information.

Visit Date: Enter the date the visit occurred. Use the calendar icon to the right of the date field; click the date the visit occurred and that date will automatically be entered. Users can also manually enter a date using the following format: mm/dd/yyyy.

Attendee Information: For all sibling information (adult or child siblings) use the “**Relative**” link. All information must be completed for each person who attended, or was scheduled to attend, the visit.

Detailed Visit Information: If the visit did not occur, questions numbered two through eight do not apply and will be unable to be answered.

- For question number two: Where did the visit take place, choose “Agency Visitation Site” when the visit takes place at a site set up specifically for visitation, and located outside of the agency.
- For question number four: Who supervised the visit, choose “Visitation Worker” when the person supervising the visit is in a paid or contracted position specific to supervised visitation.
- For question number six: How supervised was the visit, choose the most appropriate option given the following as guidelines:
 - High –constant monitoring
 - Medium – periodic checks
 - Low – only contact at check-in/check-out

Save: Once all attendee and detailed visit information has been entered click “**Save**” to officially add the visit.

Further Details: Visitation Reports Page

The Reports Page, accessed from the Visitation Homepage, provides a menu from which users can select reports that summarize information contained in the Visitation database in various ways. Clicking on the name of a report will bring the user to the desired report page. Report options include:

1. Number of visits
2. Number of Children Served
3. Scheduled Visits
4. Parent Attendance
5. Detailed Visit Information
6. Multiple IDs

Reports may be run by any date range. These reports can assist counties in understanding county-wide Supervised Visitation practice.

Contact Information

If you have any questions or concerns regarding the ProtectOhio Web Data System, please contact:

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