

## Bridges Case Analysis Tool Guidance Document

### Case Analysis Tool

The Bridges Case Analysis Tool is used to evaluate Bridges cases both through desk and onsite case file analysis. In completing the instrument, reviewers *may* conduct case file analysis and case-related interviews with young adult participants, liaisons, regional coordinators, and other professionals involved with the young adult. Reviews may be conducted at any time at the discretion of ODJFS, on any case that is or has been open for Bridges program services.

The beginning of the tool, Case Analysis Information, contains general case and review information. The tool is organized into the following sections: **Activity Log, Referral and Application Process, Tier Screening Process, Bridges Tools, Ongoing Eligibility and Title IV-E**. These six (6) sections focus on the major components of Bridges case work requirements, services and supports. The items in each section are based in Ohio Administrative Code, ODJFS Bridges Sub-Grant Agreement, and Bridges Provider Manual.

### Case Analysis Instruction

Reviewers must respond to each item. Reviewers should focus on both the quantitative and qualitative nature of each item, providing detailed information and notes based on the analysis of each item. When an item is marked "Yes" to indicate that the item requirement was met, or "No" to indicate that the item requirement was not met, detailed information should be recorded to support the reviewer's determination. If an item does not apply to the case, the reviewer should mark the item "N/A" to indicate it was not applicable and state the reason why it does not apply to the case analysis.

Reviewers should utilize case record information contained in the Statewide Automated Child Welfare Information System (SACWIS), onsite case record analysis, and interviews if applicable, to complete analysis of all items on the tool. Reviewers should use their professional judgment to determine how best to gather all the relevant information needed to respond to questions. Information gathered through case-related interviews should be considered when responding to questions.

## Item Specific Instruction

### Item 1 Instructions:

- Locate and record SACWIS VPA Effective Date as Date of Enrollment.
- Review SACWIS Activity Log and list each date of face to face contact with the young adult since time of enrollment.
- If the case has a dependent add on cost, it is also required to document each date of face to face contact that occur with each minor child in the home.
- “Yes” designation requires that contact with young adult, and minors if applicable, occurs every 30 calendar days.

### Item 2 Instructions:

- Review SACWIS Activity Log and list all location(s) of face to face visits that have occurred.
- “Yes” designation requires that a minimum of one face to face visit every 30 days occurred in the young adult’s living arrangement.
- Exception: if young adult is in college and resides in a dormitory, visits may occur at location other than the dormitory at the request of the young adult.

### Item 3 Instructions:

- Review SACWIS Activity Log for entries to compare: date service occurred versus date service was recorded, as documented via activity log created date.
- “Yes” designation requires that all activities are recorded within five calendar days of event.

### Item 4 Instructions:

- Locate and record SACWIS Intake Received Date field.
- Review I & R Activity Log on the PCSA case, if applicable, for date of contact/attempt and person attempted to contact.
- “Yes” designation requires that attempted contact occurred within two business days.

### Item 5 Instructions:

- Locate and record SACWIS Date of Case Assignment field.
- Review SACWIS Activity Log for date of contact/attempt and person attempted to contact.
- “Yes” designation requires that attempted contact occurred within two business days.

### Item 6 Instructions:

- Locate and record SACWIS Application Date field.
- Locate and record SACWIS Date Application Completed field.
- “Yes” designation requires that application process completed within thirty calendar days.

### Item 7 Instructions:

- Locate and record for each resubmission event in SACWIS: Date of Decline, Reason for Decline, Date of Resubmission, and any barriers to resubmission that were documented.
- “Yes” designation requires that any resubmission event was recorded in SACWIS including the dates of decline and resubmission, and reason for resubmission. Barriers to resubmission may or may not be applicable.

**Item 8 Instructions:**

- Locate and record SACWIS VPA Effective Date as Date of Enrollment.
- Locate and record date Tier Screening Tool was completed.
- “Yes” designation requires completion of tool within 5 calendar days of enrollment.

**Item 9 Instructions:**

- Locate and record SACWIS Initial Tier Screening Date field.
- Locate and record all subsequent Tier Screening Tool completion dates.
- “Yes” designation requires that Tier Screening Tool completion occurred every ninety calendar days from previous Tier Tool completion/signature date.

**Item 10 Instructions:**

- Review Bridges case record to ensure signed copy Tier Screening Tool is in case record.
- “Yes” designation requires that Tier Screening Tool is in case record AND is signed.

**Item 11 Instructions:**

- Review Bridges case record to locate date of Tier Override completion and supervisor signature, if applicable.
- “Yes” designation requires supervisor signature approval.

**Item 12 Instructions:**

- Review of Tier Screening Tool for: score, total and level assigned.
- “Yes” designation requires that tool was scored and totaled correctly, with appropriate level assignment.

**Item 13 Instructions:**

- Locate and record current SACWIS Tier Level.
- Locate and record current SACWIS Tier Span Dates.
- Review SACWIS Activity Log, Person Record, or other case file documents, for documentation that supports the scoring and assignment of Tier Level for the current Tier Span dates.
- “Yes” designation requires that there is supporting documentation for assignment of Tier Levels 2 or 3.

**Item 14 Instructions:**

- Locate and record SACWIS VPA Effective Date as Date of Enrollment.
- Locate and record SACWIS Assessment Completion Date field.
- “Yes” designation requires that Assessment completion occurred within 15 calendar days.

**Item 15 Instructions:**

- Locate and record SACWIS VPA Effective Date field.
- Locate and record SACWIS Plan Approval Date field.
- Locate and record SACWIS Plan Signature Date field.
- Review SACWIS Activity Log documentation of young adult’s participation in plan creation.
- “Yes” designation requires Plan approval AND YA signature w/in 45 calendar days.

**Item 16 Instructions:**

- Locate and record SACWIS Plan Approval Date field.
- Review Activity Log for date copy of plan provided to young adult.
- “Yes” designation requires copy of plan provision within 7 calendar days from YA signature.

**Item 17 Instructions:**

- Locate and record SACWIS Plan Approval Date field.
- Locate and record all subsequent SACWIS Plan Review dates.
- “Yes” designation requires Plan Review completion with YA signature occurred every ninety calendar days.

**Item 18 Instructions:**

- Locate and record SACWIS Review Approval Date field.
- Locate and record SACWIS Plan Amendment Date field, if applicable.
- “Yes” designation requires that Plan Amendment occurred within 7 calendar days.

**Item 19 Instructions:**

- Locate and record SACWIS Hearing Date field.
- Review Bridges case record or SACWIS Activity Log to record Date Plan or Review submitted to Court.
- “Yes” designation requires document submission to court 14 calendar days prior to hearing.

**Item 20 Instructions:**

- Review Bridges case record to locate Provisional End Date on Provisional Agreement form.
- “Yes” designation requires that eligibility documentation submitted within 30 calendar days.

**Item 21 Instructions:**

- Review SACWIS Activity Log for documentation that supports Provisional Status explanation to young adult.
- “Yes” designation requires that Provisional Status was explained AND recorded.

**Item 22 Instructions:**

- Review Bridges case record to locate Provisional End Date on Provisional Agreement form.
- Locate and record Notice of Ineligibility provided to young adult.
- “Yes” designation requires that Notice of Ineligibility provided within 30 calendar day Provisional period.

**Item 23 Instructions:**

- Record period under review begin and end dates.
- Review Bridges case record to ensure legible proof of eligibility documentation present.
- “Yes” designation requires that continuous proof of eligibility is located in case record for the entire period under review.

**Item 24 Instructions:**

- Locate and record all Notice of Ineligibility forms provided to young adult during period under review.
- Review Notice of Ineligibility forms to ensure Termination Dates are correct.
- Record method of Notice of Ineligibility form provision as hand delivery or USPS.
- “Yes” designation requires that all Notice of Ineligibility forms provided w/correct Termination Date.

**Item 24(A) Instructions:**

- Locate and record SACWIS date Notice of Termination created and saved in SACWIS.
- Record method of Notice of Termination form provision as hand delivery or USPS.
- Locate and record method and date Notice of Termination was provided to YA in case activity log.
- “Yes” designation requires Notice of Termination was saved in SACWIS, AND method and date of provision to YA was recorded in SACWIS activity log.

**Item 25 Instructions:**

- Locate and record SACWIS VPA Effective Date field.
- Locate and record SACWIS Initial Eligibility Effective Date field.
- Locate and record SACWIS Initial Reimbursability Effective Date field.
- “Yes” designation requires completion dates within 30 calendar days of VPA.

**Item 26 Instructions:**

- Locate and record SACWIS Best Interest Hearing Date field.
- Locate and record SACWIS Ongoing Eligibility Effective Date field.
- Locate and record SACWIS Ongoing Reimbursability Effective Date field.
- “Yes” designation requires determinations completed within 30 calendar days of Best Interest hearing date.

**Item 27 Instructions:**

- Locate and record SACWIS Reasonable Efforts Hearing Date field.
- Locate and record SACWIS Reimbursability Effective Date field.
- “Yes” designation requires determination completed within 30 calendar days of Reasonable Efforts hearing date.

**Item 28 Instructions:**

- Locate and record SACWIS Housing Change Date field.
- Locate and record SACWIS Reimbursability Effective Date field.
- “Yes” designation requires that determination was completed for each move from paid to non-paid, or non-paid to paid housing.

**Item 29 Instructions:**

- Locate and record SACWIS Leave Date field.
- Locate and record SACWIS Reimbursability Effective Date field.
- “Yes” designation requires that determination was completed for any applicable leave.

**Item 30 Instructions: (excluded from subsequent case analyses)**

- ~~Locate and record SACWIS Leave End Date field.~~
- ~~Locate and record SACWIS Reimbursability Effective Date field.~~
- ~~“Yes” designation requires that determination was completed for all returns from leave.~~