



Child and Family Services Reviews Online Monitoring System User Manual

September 2015



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR
CHILDREN & FAMILIES
Administration on Children, Youth and Families
Children's Bureau

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Child and Family Services Reviews Online Monitoring System User Manual

I. Introduction

This manual provides an overview of the Child and Family Services Reviews (CFSR) Online Monitoring System (OMS) and will guide you as you access the site, enter case-level review data, document stakeholder interviews, and generate reports. The manual also describes each OMS role (Reviewer, State Site Leader, and Federal Site Leader), and the access each has to specific case and interview creation and quality assurance functions within the OMS.

Use this manual in conjunction with the Onsite Review Instrument and Instructions (OSRI) and the Stakeholder Interview Guide (SIG). The manual focuses on the technical use of the system and does not include information about understanding and answering the questions in the instruments. Please also visit the CFSR Information Portal and E-Training Platform for additional OMS and Round 3 training resources at <https://training.cfsrportal.org>.

About the OMS

The OMS is a Web-based application consisting of the OSRI, the SIG, and reporting tools. The OMS provides online automated OSRI and SIG instruments and tools that enable state and federal CFSR participants to conduct CFSR activities consistently. The OMS is used for states conducting both Traditional Reviews and State Conducted Case Reviews.

In addition, states can use the OMS for continuous quality improvement (CQI) and training purposes. CFSR case data, CQI case data, and training site data are maintained separately. Therefore, states may practice entry of cases for training purposes without accessing or affecting state CFSR or CQI data.

Children's Bureau Central and Regional Office staff and state staff will have access to OMS-generated reports that inform the determination of states' compliance with federal child welfare requirements. These reports may also be used to inform states' development of Program Improvement Plans (PIPs) that address areas in their child welfare systems needing improvement. If a state uses the OMS for its own CQI purposes, the results will be accessible to the state only, unless the state permits Children's Bureau access.

II. Getting Started

The OMS is a Web-based application accessible to authorized users on most common platforms, including desktop computers, laptop computers, and some mobile devices. For platforms smaller than a tablet, use of the OMS may be available, but such platforms are not supported at this time.

For best results, you should access the OMS on a laptop, multi-function tablet, or desktop computer that has a minimum level of hardware and software. Authorized users can access the

OMS through the portal or via a direct login through any Web browser. The OMS will automatically log users out of the system after 60 minutes of inactivity.

The minimum system specifications required to use the OMS include:

- Windows 7.x, 8.x, or 10.x with latest updates, or OS X 10.6 or later (patched with latest updates)*
- CPU: Intel Core i5 (or competitor equivalent) with 2 gigabytes (GB) of RAM (4 GB recommended) and minimum 200 megabytes (MB) of free disk space
- Screen resolution: X VGA (1024 x 768) or higher recommended to format the document properly on the screen
- Browser: these three supported browsers must be updated with the latest patches and updates: Microsoft Internet Explorer (IE) 10.x or higher; Google Chrome; Mozilla Firefox
- Browser setting: JavaScript and cookies enabled
- Additional applications may be required to view reports, including Adobe Acrobat and/or Windows Office 2007 or higher
- Broadband Internet connection or Wi-Fi connection

* **Note:** The OMS may run in environments other than those listed above; however, use has not been thoroughly tested in all environments and may not be supported.

To assist the user, the OMS displays instructions, definitions, and tips throughout its pages that can be displayed or hidden on each individual page. The OMS also has built-in logic to assist in completing the instruments accurately and consistently. While the built-in logic (and the associated messages that may appear) is implemented to streamline data entry into the OMS, it may sometimes be helpful to refer to complete lists of logic in the tables in Appendix A of this manual. These tables include each logic scenario and the associated error message that will display if triggered. A triggered error message will provide clear instructions about what change needs to be made before you can proceed.

Only authorized users can access the OMS. States will identify staff authorized to access their state's OMS CFSR Site, OMS CQI Site, and/or OMS Training Site. The Children's Bureau Regional Offices will work with each state to identify state staff who will be using the OMS and their role in the reviews. Upon receiving those names and roles and the period under review (PUR) dates, JBS International, Inc. (JBS) will set up each review site on behalf of the state.

Accessing the OMS

Once assigned a username and password, you can access the OMS Training Site to familiarize yourself with the OMS using mock data (deleted from the site monthly). If your state has requested a CQI review on the OMS, or is participating in a CFSR, then you will also have access to the OMS Review Site. Both sites can be accessed through the CFSR Information Portal (the portal) at <https://www.cfsrportal.org>, or via:

<https://oms-training.cfsrportal.org> (OMS Training Site)

<https://oms.cfsrportal.org> (OMS CFSR and CQI Sites)

A. Login

After navigating to the OMS login page, enter your assigned username and password. Your OMS role is pre-configured to your OMS account. Regardless of the number of OMS roles you play, you will only need to maintain a single OMS username and password. If you cannot remember your username or password, or want to change your password, please visit the portal and click “Forgot username and/or password” on the home page (<https://www.cfsrportal.org/user/password>).

Figure 1: OMS Login Page



The screenshot shows the login interface for the CFSR Online Monitoring System. At the top left, there is a dark blue box with the text "CFSR Online Monitoring System". To the right, there is a "HELP" link. Below this is a large photograph of a group of diverse children walking along a path near water. The main content area is a white box with the title "CFSR Online Monitoring System - Login". Underneath the title are two input fields: "Username" and "Password". To the right of the "Password" field is a dark blue button labeled "LOGIN". At the bottom of the page, there is a footer with the text "© 2007 - 2015 JBS International, Inc. | privacy policy | system use notification".

Once you have successfully logged in, read the system use notification on the next page, and indicate that you agree to the terms and conditions by selecting the checkbox and “Submit” button at the bottom of the page.

B. User Roles

The OMS features eight different review roles—State Reviewer, State Site Leader, Federal Reviewer, Federal Site Leader, Consultant Reviewer, Consultant Site Leader, State Administrator, and Observer—to manage the case review, interviews, and Quality Assurance (QA) process. Each of these roles has specific functions and limited capabilities that clearly define each role’s involvement in the process.

Depending on your role and whether the review is being conducted as part of a CFSR or an ongoing CQI review, certain OMS functions and pages within the OMS will be accessible or restricted to you. Information on the Reviewer, State Site Leader, and Federal Site Leader roles is provided in sections IV (The OSRI) and V (The SIG). The following is a description of the

State Administrator and Observer roles. Detailed instructions for the State Administrator are found in Section VII below.

State Administrator. Users assigned the system role of State Administrator have additional responsibilities. State Administrators can set up and manage several aspects of the state’s OMS training site, CQI review site, and CFSSR review site (for states conducting their own case review). State Administrators have all the privileges associated with Reviewers and State Site Leaders described below and may create a case, assigning themselves as the Reviewer on that case. In addition, they may be designated within a case in the role of Initial QA or Second Level QA.

- The State Administrator for a CFSSR review site (for states conducting their own case reviews) can manage users and sites.
- The State Administrator for a training review site can manage users, sites, and the PUR start date.
- The State Administrator for a CQI review site can manage users, sites, and the PUR start date, and can de-identify finalized cases and interviews.

Observer. Users assigned the system role of Observer have read-only privileges within the OMS. Observers may view the read-only version of cases and view reports.

C. Home Page

Once you have completed the login process, you will be redirected to the OMS home page. From here, you can select the review type and then choose to navigate to either the OSRI or SIG. If your only OMS role is Reviewer, you will only be able to navigate to the OSRI.

Figure 2: The Home Page

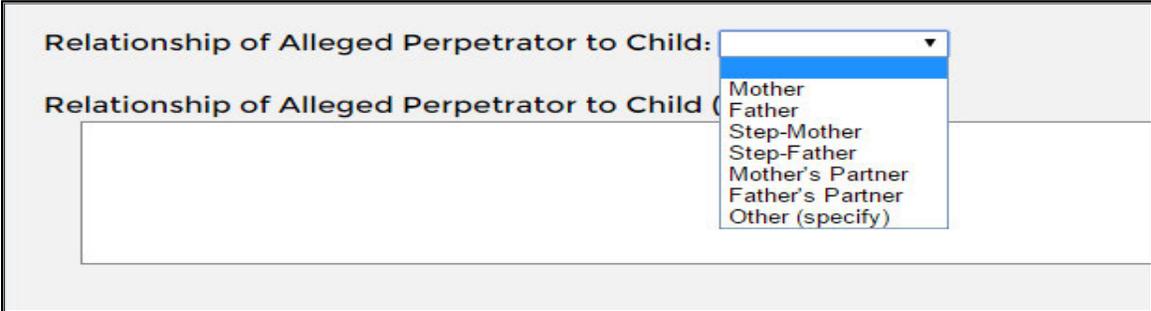


III. Data Entry

Questions found in the OMS OSRI and SIG use a variety of data entry formats. These formats include dropdown menus, checkboxes, date fields, narrative fields, prefilled fields, miscellaneous fillable fields, and tables.

Dropdown menus. Dropdown menus provide a list of possible answers from which to choose. Select the desired answer from the list so that it fills the selection box. You must select an answer for each question, and you may only select one answer from the list. Be sure to select NA for questions that are not applicable.

Figure 3: Dropdown Menu in OSRI Item 1, Table A1



The screenshot shows a form with two identical labels: "Relationship of Alleged Perpetrator to Child:". The first label is followed by a dropdown menu that is open, displaying a list of options: "Mother", "Father", "Step-Mother", "Step-Father", "Mother's Partner", "Father's Partner", and "Other (specify)". The second label is followed by a large, empty text input field.

Checkboxes. For questions where more than one answer from a selection is possible, a list of answers with corresponding checkboxes will be listed below the question. Select one or more answers to complete the question.

Figure 4: Checkboxes in OSRI Item 1, Table A1



The screenshot shows a list of checkboxes under the heading "Allegation:". The list includes the following items with their corresponding checkbox states:

- Physical abuse
- Sexual abuse
- Emotional maltreatment
- Neglect (not including medical neglect)
- Medical neglect
- Abandonment
- Mental/physical health of parent
- Mental/physical health of child
- Substance abuse by parent(s)
- Child's behavior
- Substance abuse by child
- Domestic violence in child's home
- Child in juvenile justice system
- Other (specify)

Date fields. Questions regarding a specific date will feature a blank date field. Click the cursor inside the field box to either type the answer (following the format MM/DD/YYYY and using leading zeros in the month and day), or simply select the date from the popup calendar that appears below the date field. Use the arrow icons on either side of the month to scroll to the appropriate month and year.

Figure 5: Date Field in OSRI Item 1, Table A1

The screenshot shows a form with five questions. The first question, "Date Assigned for an Investigation or Assessment:", has a text input field containing "04/07/2014". The second question, "Date Investigation or Assessment Initiated:", has an empty text input field. The third question, "Date of Face-to-Face Contact With Child:", has an empty text input field. The fourth question, "Relationship of Alleged Perpetrator to Child:", has an empty text input field. The fifth question, "Relationship of Alleged Perpetrator to Child (Other)", has a large empty text area. A calendar popup is displayed over the second and third questions, showing the month of April 2014. The calendar has a header "April 2014" with left and right arrow icons. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The dates 1 through 30 are arranged in a grid.

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Narrative fields. Questions that require further explanation once a certain answer has been selected are followed by narrative fields. Place the cursor inside of the text field to enter your answer. You may also paste text into narrative fields that you have copied from another location. You may also go back and edit these fields. Narrative fields have varying maximum character lengths, and you will be notified upon saving an entry if it exceeds the limit. Remember not to use proper names in the narrative fields, as these would have to be removed before the case can be finalized.

Figure 6: Narrative Field in OSRI Item 1, Table A1

The screenshot shows a form with one question: "Relationship of Alleged Perpetrator to Child (Other):". Below the question is a large, empty text area for entering a narrative response.

Prefilled fields. If a question's answer can be inferred from previous answers, the question will appear already answered and grayed out. Note that you cannot change a

prefilled answer without going back through the instrument and changing the corresponding previous answer(s).

Figure 7: Prefilled Field on the Case Applicability Page of OSRI Item 2

Item 2 Applicable Cases:

- In the list of criteria below, check Yes for any that apply and No for any that do not apply. A case is applicable for an assessment of this item if it meets at least one of the following criteria:
 - It is an in-home services case and the reviewer determines that there are concerns regarding the safety of at least one child in the family during the period under review.
 Yes No

Miscellaneous fillable fields. For questions that have a wide range of possible answers, especially those for which you have already indicated “Other,” type the answer in the corresponding empty text field. If you are unsure about your answer, remember to reference the question’s definition and instructions by selecting the “show” link. Fillable fields have varying maximum character lengths, and you will be notified upon saving an entry if it exceeds the limit.

Figure 8: Fillable Field in OSRI Item 1

A. In how many of the reports listed in the table was the investigation or assessment NOT initiated in accordance with the state’s time frames and requirements for a report of that priority?

Tables. Several tables can be found throughout the OSRI, including in the Face Sheet and in items 1, 4, 5, 16, 17, and 18. Select the plus icon and corresponding text (e.g., Add Table A1 Entry) to add information to the table.

Figure 9: Reports Table in OSRI Item 1, Table A1

Report Date	Name of Child	Allegation	Priority Level (if applicable)	Assessment or Investigation	Date Assigned for an Investigation or Assessment	Date Investigation or Assessment Initiated	Date of Face-to-Face Contact With Child	Relationship of Alleged Perpetrator to Child	Disposition	
10/25/2013	John Doe	Neglect (not including medical neglect)	2	Assessment	10/28/2013	10/29/2013	10/30/2013	Mother	Substantiated	Delete
10/25/2013	Jane Doe	Neglect (not including medical neglect)	2	Assessment	10/28/2013	10/29/2013	Did not occur	Mother	Substantiated	Delete

1 Report

[+ ADD TABLE A1 ENTRY](#)

You will be redirected to the question’s table form on a separate page. Be sure to check all appropriate boxes and complete all fields before saving. Once the form is complete, you may select “Save Row” to save and return to the item page, select “Save Row and Add Another” to save and remain within the table form for additional entries, or select “Back to Item” to return to the previous page without saving the current row to the table. To edit existing information in a table, click on the blue link within the first column of the row you want to edit (e.g., the Report Dates in Figure 9 above).

Figure 10: G1. Face Sheet Child Table Form

Table G1 Instructions: [SHOW]

Table G1 Tip: [SHOW]

Target Child:

Child's Name:

Race(s): (Select all that apply)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Unknown or Unable to Determine

Ethnicity:

Date of Birth:

Gender:

Interviewed:

[BACK TO FACE SHEET](#) [SAVE ROW AND ADD ANOTHER](#) [SAVE ROW](#)

IV. The OSRI

The OMS OSRI features eight different review roles—State Reviewer, State Site Leader, Federal Reviewer, Federal Site Leader, Consultant Reviewer, Consultant Site Leader, State Administrator, and Observer—to manage the case review and Quality Assurance (QA) process. Each of these roles has specific functions and limited capabilities that clearly define each role’s involvement in the process. The State Administrator and Observer roles were described in section II above, Getting Started. Depending on your case review role and whether the review is

being conducted as part of a CFSR or an ongoing CQI review, certain OMS functions and pages within the OMS OSRI will be accessible or restricted to you.

Reviewer. Users assigned the system role of Reviewer (whether State, Federal, or Consultant Reviewer) are primarily responsible for creating a case, entering and editing case-related data, and submitting the case for review by QA staff. After submission to QA staff for review, Reviewers can only view the read-only version of the case. As with State, Federal, and Consultant Site Leaders, the Reviewer can also add and edit his or her own case QA Notes, eliminate a case, and view case-level reports.

State Site Leader. Users assigned the system role of State Site Leader have the privileges associated with Reviewers described above and may create a case, assigning themselves as the Reviewer on that case. In addition, they may be designated within a case in the role of Initial QA or Second Level QA. In their QA role, State Site Leaders can eliminate cases, add and edit QA Notes, override case ratings, view the read-only version of a case, transfer the case back to data-entry mode, finalize the case, and view case-level and review-level reports.

Consultant Site Leader. Users assigned the system role of Consultant Site Leader have the privileges associated with Reviewers described above and may create a case, assigning themselves as the Reviewer in the case. In addition, they may be designated within a case in the role of Initial QA or Second Level QA. In their QA role, Consultant Site Leaders can eliminate cases, add and edit QA Notes, override case ratings, view the read-only version of a case, transfer the case back to data-entry mode, finalize the case, and view case-level and review-level reports. In addition to the privileges of State Site Leaders, a Consultant Site Leader can also take notes within the SIG.

Federal Site Leader. Users assigned the system role of Federal Site Leader have the privileges associated with Reviewers and State and Consultant Site Leaders described above. The Federal Site Leader, however, may be designated within a case in the role of Secondary Oversight. Federal Site Leaders, in their role as Secondary Oversight, share many of the same functions as State and Consultant Site Leaders, such as eliminating cases, adding and editing QA Notes, overriding case ratings, viewing the read-only version of a case, assigning QA roles, transferring the case back to data-entry mode, finalizing a case, and viewing case-level and review-level reports.

Table 1-A: OSRI Functions and Case-Level Authorizations for CFSRs in the OMS

Functions	Reviewer Role	State Site Leader Role*	Federal Site Leader Role
Create a case	Yes	Yes (as case-level Reviewer)	Yes (as case-level Reviewer)
Access/edit Case Setup page	Any time before case is finalized	Any time before case is finalized	Any time before case is finalized
Assign as QA role within case	No	Any time before case is finalized	Any time before case is finalized

Functions	Reviewer Role	State Site Leader Role*	Federal Site Leader Role
Assign as Secondary Oversight within case	No	No	Any time before case finalized
View case read-only	While case status is QA in Progress or Approved and Final	Always	Always
Access Help tab	Yes	Yes	Yes
Access Reports tab, download reports	Yes	Yes	Yes
Enter/edit data in case (for users with a role in the case)	Anytime while case status is <i>Not Started</i> or <i>In Progress</i>	Yes (as case-level Reviewer) No (as case-level QA staff**)	Yes (as case-level Reviewer) No (as case-level QA staff)
Submit case to QA (for users with a role in the case)	Yes	Yes (as case-level Reviewer) No (as case-level QA staff)	Yes (as case-level Reviewer) No (as case-level QA staff)
Add/edit QA Notes (for users with a role in the case)	Any time before case is finalized	Any time before case is finalized	Any time before case is finalized
Override rating (for users with a role in the case)	No	While case status is <i>QA in Progress</i> (as case-level QA staff)	While case status is <i>QA in Progress</i> (as case-level QA staff)
Eliminate case (for users with a role in the case)	Any time before case is finalized	Any time before case is finalized. Must Approve	Any time before case is finalized. Must Approve
Transfer back to data-entry mode (for users with a role in the case)	No	While case status is <i>QA in Progress</i> (as case-level QA staff)	While case status is <i>QA in Progress</i> (as case-level QA staff)
Finalize case (for users with a role in the case)	No	While case status is <i>QA in Progress</i> (as case-level QA staff)	While case status is <i>QA in Progress</i> (as case-level QA staff)

* Consultant Site Leaders have the same functionality as State Site Leaders and can take notes in the SIG.

** QA staff means Initial QA, Second Level QA, and Secondary Oversight.

Table 1-B: OSRI Functions and Case-Level Authorizations for CQI Reviews

Functions	Reviewer Role	State Site Leader Role	Federal Site Leader Role <i>If Invited by State</i>
Create a case	Yes	Yes (as case-level Reviewer)	NA
Access/edit Case Setup page	Any time before case is finalized	Any time before case is finalized	Any time before case is finalized

Functions	Reviewer Role	State Site Leader Role	Federal Site Leader Role <i>If Invited by State</i>
Assign as QA role within case	No	Any time before case is finalized	NA
Assign as Secondary Oversight within case	No	No	Any time before case is finalized
View case read-only	While case status is <i>QA in Progress</i> or <i>Approved and Final</i>	Always	Always
Access Help tab	Yes	Yes	Yes
Access Reports tab, download reports	Yes	Yes	Yes
Enter/edit data in case (for users with a role in the case)	Anytime while case status is <i>Not Started</i> or <i>In Progress</i>	Yes (as case-level Reviewer) No (as case-level QA staff*)	NA
Submit case to QA (for users with a role in the case)	Yes	Yes (as case-level Reviewer) No (as case-level QA staff)	NA
Add/edit QA Notes (for users with a role in the case)	Any time before case is finalized	Any time before case finalized	Any time before case finalized
Override rating (for users with a role in the case)	No	While case status is <i>QA in Progress</i> (as case-level QA staff)	NA
Eliminate case (for users with a role in the case)	Any time before case is finalized	Any time before case is finalized. Must Approve	NA (Oversight approval not needed for elimination of cases in CQI reviews)
Transfer back to data-entry mode (for users with a role in the case)	No	While case status is <i>QA in Progress</i> (as case-level QA staff)	NA
Finalize case (for users with a role in the case)	No	While case status is <i>QA in Progress</i> (as case-level QA staff)	NA

*QA staff means Initial QA, Second Level QA, and Secondary Oversight.

A. Reviewer

Dashboard

Access the OSRI dashboard by clicking “Cases” at the top of any given page. The OSRI dashboard is divided into three main components: the Create New Case option at the top, the search filters below that, and the list of existing cases in the main body of the page. Use the menu bar in the top right corner of the page to quickly navigate to other pages within the site, such as Home, Reports, and Help, or use the logout option at any time to leave the OMS.

Figure 11: The Dashboard Page

The screenshot shows the OSRI (Onsite Review Instrument) dashboard for ANYSTATE CFSSR. The page includes a header with navigation links (HOME, CASES, REPORTS, HELP, LOGOUT) and a 'CREATE NEW CASE' button. Below the header is a 'Filter Cases' section with a '[SHOW]' link. The main content is a table with the following data:

Case Name	Case Type	Site Name	Reviewer(s)	Initial QA Staff	Second Level QA Staff	Secondary Oversight Staff	Status
John Doe	Foster Care	Statewide	Brady Barret	Jeffrey Goode	Leyla Vicario	Rachel Huerta	QA in Progress
Kristin	Foster Care	Statewide	Brady Barret, Janeka Abrams, Jeffrey Goode	Leyla Vicario	Rachel Huerta		Case Eliminated (Pending Approval)
James K	In-Home Services	Statewide	Brady Barret, Janeka Abrams, Grace Martel	Leyla Vicario	Rachel Huerta	Jeffrey Goode	In Progress
Sally Smith	In-Home Services	Statewide	Brady Barret				Not Started

At the bottom of the dashboard, there is a footer with copyright information: © 2007 - 2015 JBS International, Inc. | privacy policy | system use notification.

Using the OSRI dashboard page, you can create new cases or search, review, or modify existing cases.

Create a new case. To start a new case, simply select the “Create New Case” link at the top of the page. Complete the fields for the new case on the Case Setup page and select the “Save” or “Save and Continue” option at the bottom of the page to create the new case. As a Reviewer within a case, you can select up to three reviewers from the Reviewer(s) list. You may assign Initial QA, Second Level QA, or Secondary Oversight staff at that time or revisit the Case Setup page to do so later. QA and Secondary Oversight staff may assign themselves to the case at a later time. Review the definitions and instructions for the form fields by selecting the “Show” link.

The PUR start date is filled in by the Reviewer at the individual case level, unless a request is made to have a fixed PUR pre-set for all cases within a review. Once the Case Setup questions are completed and saved, the new case will appear in the case list when you navigate back to the dashboard page. Select “Save and Continue” to continue directly to the Face Sheet.

Figure 12: The OSRI Case Setup Page

Case Setup: Face Sheet questions A-F

Definition and Instructions for Questions A through E below: [SHOW]

For question A, please verify that the site is accurate. You will not be able to change the site later.

A. Name of state and county (or local area):
Select One

B. Case name:

For question C, please verify that the PUR start date is accurate. You will not be able to change this date later.

C. Period under review begins on:

D. Review Participants:
Please select up to 3 reviewers.

- Brady Barret (All sites)
- Grace Martel (All sites)
- Janeka Abrams (All sites)
- Jeffrey Goode (All sites)

Initial QA completed by (name):
Select One

Second Level QA completed by (name):
Select One

Secondary Oversight completed by (name):
Select One

E. Date case review was completed:

Question F Instructions: [SHOW]

For question F, please verify that the case type is accurate. You will not be able to change the case type later.

F. What is the type of case reviewed:

- Foster Care
- In-Home Services
- In-Home Services - Differential/ Alternative Response

BACK **SAVE** **SAVE AND CONTINUE**

Search for existing cases. Select “Show” next to the Filter Cases text (see Figure 11, above) to reveal the case filter options. The dropdown menu filters that appear can be used to search for existing cases that you or other Reviewers have already created. Available filters include Site, Case Type, Case Status, PUR Start Date, Reviewer, Initial

QA Staff, Second Level QA Staff, and Secondary Oversight Staff. Once you have selected the desired filters, select the “Search” option just under the filters and the relevant case(s) will appear in the case list below. You may also use the “Reset” option to clear the filter fields and start the search process again.

Figure 13: The OSRI Case Filters Section

Filter Cases [HIDE]	
Site	Reviewer
Case Type	Initial QA Staff
Case Status	Second Level QA Staff
PUR Start Date	Secondary Oversight Staff

SEARCH RESET

Review or modify existing cases. Scroll down the OSRI dashboard (see Figure 11, above) to find a list of existing cases within your state. Each case row includes general information about the case, including the case name, type, Reviewers, QA, Secondary Oversight staff, and review status (e.g., Not Started, In Progress, Data Entry Complete, QA in Progress, Approved and Final, Case Eliminated). To modify this and other general case information for a specific case, click the case name and then click “Case Setup” located in the upper right corner of the case’s Case Overview page. Three fields on the Case Setup page cannot be changed after the case is created: site name, PUR start date, and type of case.

You can click “Cases” at any time to access the OSRI dashboard, and as mentioned, simply click the case name in the first column of the dashboard to open an existing case.

Case Overview Page

The Case Overview page (see Figure 14 below), accessible at the top of the navigation panel on the left provides an outline of the OSRI for the selected case, and enables you to navigate easily through the instrument. The page is divided into three main sections:

Case information bar. The case information bar at the top of the page provides general information about the case, including the case name, case type, case status, period under review, as well as the Reviewers, QA, and Secondary Oversight staff. The case information bar appears at the top of every page within the OSRI for easy reference.

Case Overview. The main body of this page includes the Face Sheet, OSRI Section, outcomes, and items. Options featured at the top of the page enable you to edit the case setup or eliminate the case entirely. The case status (e.g., Not Started, In Progress, QA in Progress) and rating of each outcome and item can be found to the right of the

outcome or item’s description and is a useful point of reference for determining your progress. Note that each item’s status within a given outcome must show as Completed before the corresponding outcome rating will generate.

Navigation panel. The navigation panel on the left side of the page can be used to navigate to the OSRI Face Sheet, the item applicability pages, the item questions themselves, and each item rating page. As with the main body of the overview page, the outcomes and items are listed in order. Hovering the mouse over an item will prompt a popup box indicating the outcome’s or item’s focus. You can view the applicability questions associated with each item by selecting the item number, after which the corresponding questions and rating links will appear below the item text in a blue box. Use the table, question, and rating links that appear under each item to navigate within each item’s sections.

Figure 14: The Case Overview Page

The screenshot displays the Case Overview Page for a case named John Doe. At the top, case details are provided: Case Name (John Doe), Status (QA in Progress), Reviewer(s) (Brady Barret), Initial QA (Jeffrey Goode), Second Level QA (Leyla Vicario), Case Type (Foster Care), Period Under Review (Jan 01, 2012 - Jan 31, 2015), and Secondary Oversight (Rachel Huerta). A navigation sidebar on the left lists sections: Case Overview, Face Sheet, Section I: Safety (with sub-outcomes and items), Section II: Permanency (with sub-outcomes and items), and Section III: Child and Family Well-Being (with sub-outcomes and items). The main content area shows a detailed view of 'Section I: Safety'. It includes a 'Face Sheet' with a 'Status: Completed' and links for 'Case Setup' and 'Eliminate Case'. Under 'Section I: Safety', there are three outcomes: 'Safety Outcome 1' (Rating: Substantially Achieved), 'Safety Outcome 2' (Rating: Partially Achieved), and 'Well-Being Outcome 1' (Rating: Area Needing Improvement). Each outcome lists specific items with their respective status and rating.

Face Sheet

The Face Sheet page enables you to enter information about the case and the child(ren) and participants involved. Start by completing the Child Table. Select the “Add child to table” option to access the table form. For foster care cases, make sure to check the “Target Child” box at the top of the form for the appropriate child. Select the “Add another child to table” option for cases with multiple children. Next, complete the Participant Table by selecting “Add participant to table” and completing the table form. Select the “Save Row and Add Another” option for cases

with multiple participants. After completing all of the questions on the Face Sheet, select “Save and Continue” to progress to the next page. Remember that the Child’s Name and Participant’s Name fields in these two tables are the only locations throughout the entire OSRI where proper names should be entered.

Figure 15: The Face Sheet Page

Face Sheet

Case Information

A. Name of state and county (or local area): Anystate - Statewide

B. Case name: Sally Smith

C. Period under review begins on: Jan 01, 2012

D. Reviewer(s): Brady Barret
 Initial QA completed by:
 Second Level QA completed by:
 Secondary Oversight completed by:

E. Date case review was completed: Feb 04, 2015

F. What is the type of case reviewed: In-Home Services

G1. Child Table

	Child's Name	Race	Ethnicity	DOB	Age	Gender	Interviewed	
1.	Sally	White	Non-hispanic	11/05/2002	12 yrs 2 mos	F	X	Delete

[+ ADD ANOTHER CHILD TO TABLE](#)

G2. Case Participant Table

Participant's Name	Participant's Role	Relationship to Child	Interviewed
Please complete the table before answering questions for the Face Sheet.			

[+ ADD PARTICIPANT TO TABLE](#)

Question H Instructions: [\[SHOW\]](#)

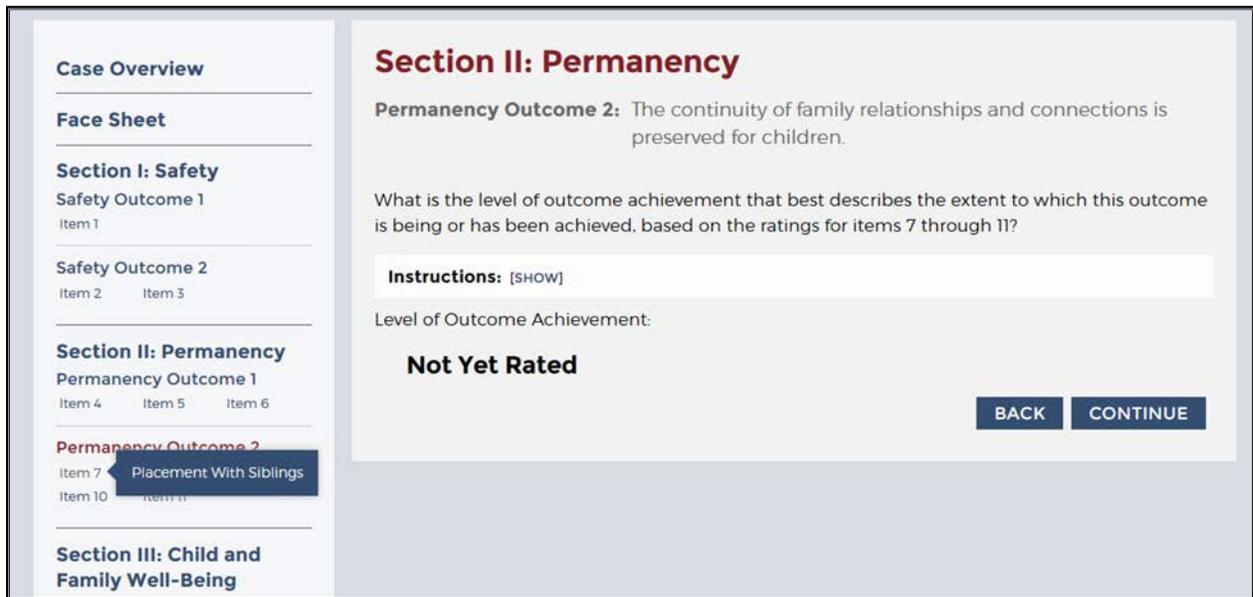
H. Was this case opened for reasons other than child abuse and neglect?

Yes No

Items

To begin completing an OSRI item from the Case Overview page, select the item number from the navigation panel on the left or from the Case Overview section (see Figure 16 below).

Figure 16: Selection of OSRI Item 7 From the Navigation Panel



The first page of the item (see Figure 17 below) provides information about the item’s purpose and the criteria the case must meet for the item to be applicable. After reading the case applicability criteria (and clicking “Show” for any Purpose of Assessment or Definitions that you may find helpful), select whether or not the case is applicable, and save. If a case is not applicable, you will automatically be redirected to the next item.

Figure 17: Case Applicability Page of OSRI Item 7

Case Overview

Face Sheet

Section I: Safety

Safety Outcome 1
Item 1

Safety Outcome 2
Item 2 Item 3

Section II: Permanency

Permanency Outcome 1
Item 4 Item 5 Item 6

Permanency Outcome 2

Item 7
Rating

Item 8 Item 9 Item 10
Item 11

Section III: Child and Family Well-Being

Well-Being Outcome 1
Item 12 Item 12A Item 12B
Item 12C Item 13 Item 14
Item 15

Well-Being Outcome 2
Item 16

Well-Being Outcome 3
Item 17 Item 18

Section II: Permanency

Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.

Item 7: Placement With Siblings

Purpose of Assessment: [SHOW]

Item 7 Applicable Cases:

- Cases applicable for an assessment of this item include all foster care cases in which the child has one or more siblings who are (or were) also in foster care during the period under review. If the child has no siblings in foster care during the period under review, the case is Not Applicable for an assessment of this item. For example, if the child in foster care has an older sibling who was in foster care at one time, but not during the period under review, this case would be Not Applicable.

Is this case applicable?
Select the appropriate response. If the response is No, the case will be rated as Not Applicable in the ratings section for this item.

Yes **No**

Optional: Provide comments in the narrative field below.

[Text Area]

BACK **SAVE** **SAVE AND CONTINUE**

Once the case applicability question has been answered Yes or No and saved, the item questions will appear highlighted in a blue box below the item number in the navigation panel on the left of the screen. After reading the item’s purpose and instructions, answer the questions within the item.

Logic Error Messages

If a question has not been answered, was answered incorrectly (e.g., a corresponding answer field was not completed), or the answer provided contradicts a previous answer, red text describing the question error(s) will appear both at the top of the page and above the question that must be addressed. You will not be able to save your answers and continue until the described errors have first been addressed. Whenever possible, resolve logic error messages and resave a page before moving on.

Figure 18: Example of Question Errors for OSRI Item 7

Case Overview

Face Sheet

Section I: Safety

Safety Outcome 1
Item 1

Safety Outcome 2
Item 2 Item 3

Section II: Permanency

Permanency Outcome 1
Item 4 Item 5 Item 6

Permanency Outcome 2
Item 7
Question A Question B
Rating
Item 8 Item 9 Item 10
Item 11

Section III: Child and Family Well-Being

Well-Being Outcome 1
Item 12 Item 12A Item 12B
Item 12C Item 13 Item 14
Item 15

Well-Being Outcome 2
Item 16

Well-Being Outcome 3
Item 17 Item 18

Case QA Notes

Section II: Permanency

Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.

Item 7: Placement With Siblings

* Item 7 contains errors; please scroll to view.

Question 7A Definitions: [SHOW]

Question 7A Instructions: [SHOW]

A. During the entire period under review, was the child placed with all siblings who also were in foster care?

Yes No

Question 7B Instructions: [SHOW]

B. If the answer to question A is No, was there a valid reason for the child's separation from the siblings?

* For question 7B, please select NA since Yes is selected in question 7A.

Yes No NA

If No, explain any concerns in the narrative field below.

[Narrative Field]

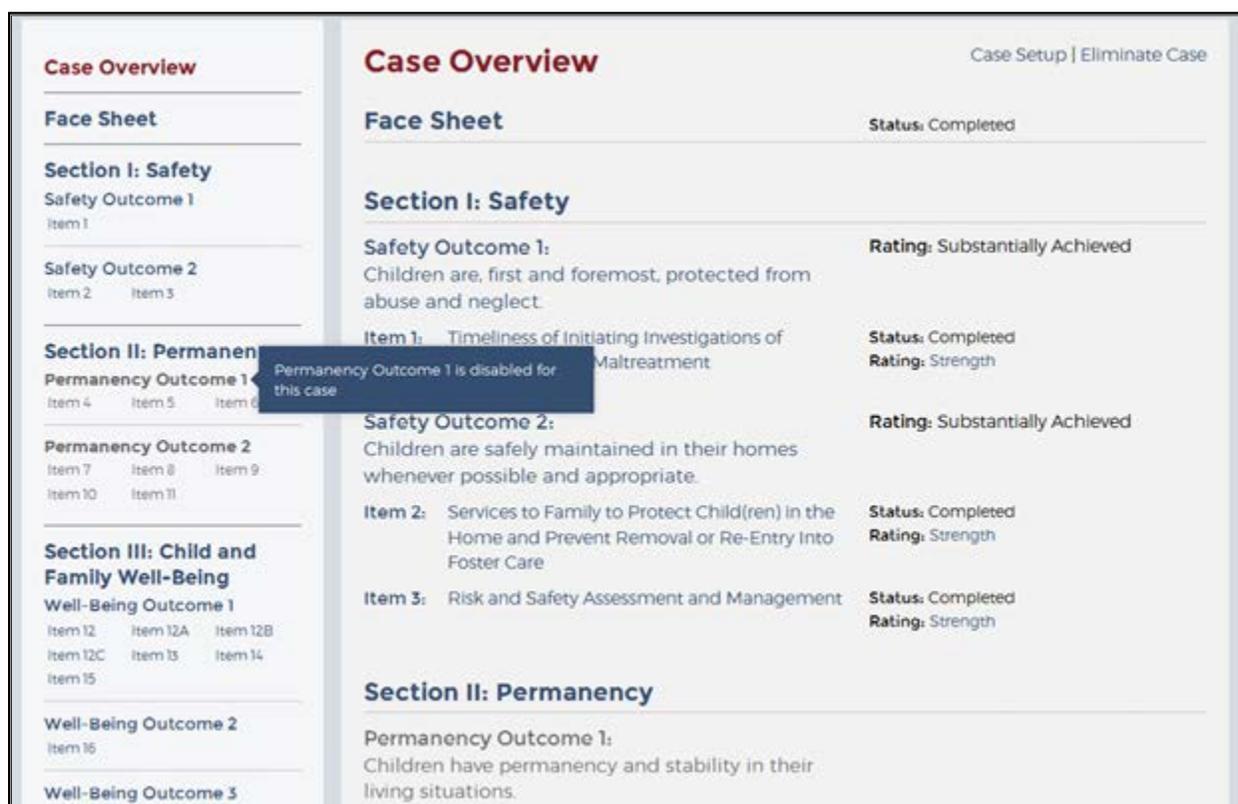
BACK **SAVE** **SAVE AND CONTINUE**

Item 7 QA Notes [SHOW]

Disabled Items

Some OSRI outcomes and items may be automatically disabled in the OMS because they are not applicable to a certain type of case. For example, when completing an in-home services case, Permanency Outcomes 1 and 2 are automatically disabled because these outcomes are not applicable to in-home services cases. Disabled outcomes and items are indicated by gray and black text within the Case Overview section. In addition, disabled outcomes and items appear in gray text within the navigation panel. Hovering the mouse over these will prompt a popup box indicating that the outcome or item has been disabled (see Figure 19 below).

Figure 19: Message That Permanency Outcome 1 Has Been Disabled for This Case



Item Ratings

The OSRI item ratings are automatically generated based on the answers saved within a given item. After completing all questions within an item, click “Save and Continue” to move to the item rating page where the item rating is displayed. The rating criteria for an item can also be viewed by clicking “Show” at the top of each item rating page. Use the Case Overview page to view all item ratings at once (see Figure 19 above).

Outcomes

The OSRI outcome ratings are dependent on the completion and rating of the related item(s) and are generated automatically by the OMS logic. The OSRI outcome rating pages can be accessed from either the navigation panel on the left or from the Case Overview page. Select the outcome name and number to navigate to the desired outcome rating page. Outcome rating pages feature information regarding the outcome’s purpose, rating instructions, and level of outcome achievement (i.e., rating) if the outcome’s item(s) have already been completed. If an outcome shows as Not Yet Rated, then not all of the items within it have been completed or marked as Not Applicable. The outcome rating can also be viewed on the Case Overview page.

Figure 20: Permanency Outcome 2 Page

Case Overview

Face Sheet

Section I: Safety

Safety Outcome 1
Item 1

Safety Outcome 2
Item 2 Item 3

Section II: Permanency

Permanency Outcome 1
Item 4 Item 5 Item 6

Permanency Outcome 2
Item 7 Item 8 Item 9
Item 10 Item 11

Section II: Permanency

Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.

What is the level of outcome achievement that best describes the extent to which this outcome is being or has been achieved, based on the ratings for items 7 through 11?

Instructions: [SHOW]

Level of Outcome Achievement:

Partially Achieved

BACK **CONTINUE**

Note that you cannot change the outcome rating from the outcome page. If you disagree with an outcome rating, revisit the outcome rating criteria and determine whether all items within that outcome have been answered appropriately. If you believe that all items within an outcome have been answered appropriately and you still disagree with the rating, see the following section for information about leaving a QA Note for your QA staff that explains your concern.

Quality Assurance

QA functionality was designed with the Children’s Bureau process in mind (see the OSRI Quality Assurance Guide at http://www.acf.hhs.gov/sites/default/files/cb/round3_qa_guide.pdf), but it is flexible enough to accommodate any state’s QA processes as well. QA Notes provide a way for Reviewers and QA staff to communicate within each case because the notes are used to question, explain, and justify answers and ratings. Reviewers can create QA Notes to flag an issue for QA staff or explain responses during QA. QA Notes can be reviewed by any individual assigned to that case in the role of Reviewer, QA staff, or Secondary Oversight, as well as Observer. Individuals can modify and delete their own QA Notes.

While most comments that a Reviewer provides in a case should be added within a question narrative or within the comment section on each item rating page, Reviewers might sometimes create a QA Note with a question or explanation for their QA staff to consider. More often than not, though, a Reviewer simply posts a QA Note in response to a QA Note left for the Reviewer by QA staff.

The following explains how to create, view or edit, delete, and respond to a QA case note.

Create a new case QA Note. Each page within an item features a QA Notes option at the bottom of the page. To add a new QA Note, select “Show” next to the QA Notes text at the bottom of any item page, type the note within the text box, and select “Save QA Note.”

Figure 21: QA Notes Section for OSRI Item 1

Create Item 1 QA Note

Subject:

Notes:

Resolved:

CANCEL **SAVE**

View or edit a case QA Note. To view a QA Note, select “Show” next to the QA Notes text at the bottom of any item page. To edit a case note you created, select the date the QA Note was made. Reviewers can also view all QA Notes in the case by selecting “Case QA Notes” at the bottom of the navigation panel on the left and then navigating into a specific QA Note by selecting the item for which the QA Note was made. Within this Case QA Notes page, Reviewers have the option to “Create New Case QA Note,” which is a case-level QA Note rather than an item-level QA Note previously discussed.

Figure 22: OSRI Case QA Notes Page

Item 1 QA Notes [HIDE]

+ CREATE NEW QA NOTE

Whereabouts of the children

Date: 01/31/2015 **Created By:** Leyla Vicario (Reviewer) **Resolved:** No

[EDIT] [DELETE] [RESOLVE]

This is a note about the whereabouts of the children when the investigation was conducted.

+ RESPOND TO QA NOTE

Once the QA Note is open, Reviewers can edit the note in the text box and then select “Save” below. Reviewers can also select the “Resolved” checkbox and then save to indicate that a QA Note has been closed. Resolving QA Notes is an optional tracking feature and is not required to finalize a case.

Delete a case QA Note. To delete a QA Note, select “Case QA Notes” at the bottom of the navigation panel on the left and then select “Delete” from the last column in the desired QA Note row. Confirm the deletion by selecting “OK.” QA Notes are usually only deleted if the note was created in error. Do not delete a QA Note after it has been resolved, unless the intent is to permanently remove the QA Note from the case.

Respond to a case QA Note. To respond to a QA Note, select “Case QA Notes” at the bottom of the navigation panel on the left and then select “Respond To QA Note” within the desired QA Note.

Submitting a Case for QA

When a Reviewer has finished answering all questions and confirms that all item and outcome ratings have generated (on the Case Overview page), a Submit for QA link appears in the upper right corner of the Case Overview page. If you do not see the Submit for QA link, it may be that an item status on the page is still listed as In Progress.

Figure 23: Case Overview Page With Submit for QA Link

The screenshot displays the Case Overview page interface. On the left is a sidebar with navigation links: Case Overview, Face Sheet, Section I: Safety, Section II: Permanency, and Section III: Child and Family Well-Being. The main content area is titled 'Case Overview' and includes a 'Submit for QA' link in the top right. Below this, the 'Face Sheet' shows a 'Status: Completed'. The 'Section I: Safety' section contains 'Safety Outcome 1' (Children are, first and foremost, protected from abuse and neglect) with a 'Rating: Substantially Achieved'. It lists 'Item 1: Timeliness of Initiating Investigations of Reports of Child Maltreatment' with a 'Status: Completed' and 'Rating: Strength'. 'Safety Outcome 2' (Children are safely maintained in their homes whenever possible and appropriate) has a 'Rating: Partially Achieved'. It lists 'Item 2: Services to Family to Protect Child(ren) in the Home and Prevent Removal or Re-Entry Into Foster Care' (Status: Completed, Rating: Strength) and 'Item 3: Risk and Safety Assessment and Management' (Status: Completed, Rating: Area Needing Improvement). The 'Section II: Permanency' section shows 'Permanency Outcome 1' (Children have permanency and stability in their living situations) with a 'Rating: Not Achieved'.

Click “Submit for QA,” and the OMS automatically verifies that the case passes all of the built-in logic. Although saving each page during data entry will display any logic issues on that given page, this final full-case validation ensures that all items and pages pass the logic requirements in relation to each other and that more recent items and answers pose no logic issues for the items and answers saved earlier.

If any logic issues remain, a red text error message will display on the Case Overview page: “The submission was unsuccessful. Please review the status of each item below and revisit those items that are not complete and rated.” The item status will have reverted to In Progress for those items that need resolution.

Once all items have been corrected and are again Complete and rated, the Submit for QA link will reappear in the upper right corner of the Case Overview page. Click “Submit for QA” to rerun the full-case validation, and if the submission was successful, you will be taken to a new page entitled Submit for QA.

The Submit for QA page requires you to first confirm that no proper names are included in narrative fields outside of the Face Sheet G1 and G2 tables. You can run and review the Proper Names Report, which uses information in the Face Sheet G1 and G2 tables to identify possible occurrences of proper names throughout the narrative fields of the OSRI.

Figure 24: Submit for QA Page

Submit for QA

Case Name: Wanda Fisher	Reviewer(s): Brady Barret, Janeka Abrams	Case Type: Foster Care
Status: In Progress	Initial QA: Jeffrey Goode	Period Under Review: Apr 01, 2013 - Aug 01, 2014
	Second Level QA: Leyla Vicario	Secondary Oversight: Rachel Huerta

To submit this case to QA, please first confirm that no proper names are included in narrative fields outside of the Face Sheet G1 and G2 tables. The Proper Names Report uses information in the Face Sheet G1 and G2 tables to identify possible occurrences of proper names throughout the OSRI. If any proper names appear in the Proper Names Report, you must go back through the OSRI and remove the proper names before submitting this case to QA. Click below to run the Proper Names Report.

[Run Proper Names Report](#)

BACK

I have reviewed the Proper Names Report and confirm that the OSRI does not contain proper names in any narrative fields outside of the Face Sheet G1 and G2 tables.

SUBMIT

Click “Run Proper Names Report” to run the report and review possible occurrences of proper names. If any proper names appear in the Proper Names Report, you must click “Back to Case Overview” to go back through the OSRI and remove the proper names before submitting this case to QA. You may export this report to PDF or Excel. If no proper names appear in the Proper Names Report, click “Back to Submit for QA” to return to the Submit for QA page.

From the Submit for QA page, you may click “Back” to return to the Case Overview page, or check the box to certify that the OSRI does not contain proper names in any narrative fields outside of the Face Sheet G1 and G2 tables, and click “Submit.”

You will now see a Submission Succeeded confirmation on the Case Overview page. The case is now ready for QA and will show its case status as Data Entry Complete, or as QA in Progress if a user has already been assigned to the Initial QA or Second Level QA fields.

Figure 25: Case Elimination Page

OSRI Case Elimination

Case Name: Test B	Reviewer(s): Grace Martel, Jeffrey Goode	Case Type: In-Home Services
Status: QA in Progress	Initial QA: Leyla Vicario	Period Under Review: Nov 02, 2014 - Mar 01, 2015
	Second Level QA:	Secondary Oversight: Rachel Huerta

Reason Case Eliminated: **Select One** ▼

If this case should not be in the sample, please explain below:

Signoff (QA):

Signoff (Secondary Oversight):

I have reviewed the narrative above (if any) and confirm that the case elimination explanation does not contain proper names.

CANCEL **SAVE AND CONTINUE**

B. State, Federal, and Consultant Site Leaders Acting in the Role of QA

Dashboard

Access the OSRI dashboard by clicking “Cases” at the top of any given page. The OSRI dashboard is divided into three main components: the Create New Case option at the top, the search filters below that, and the list of existing cases in the main body of the page. Use the menu bar in the top right corner of the page to quickly navigate to other pages within the site, including the Home, Reports, and Help pages, or use the logout option at any time to leave the OMS.

Figure 26: The OSRI Dashboard Page

The screenshot shows the OSRI (Onsite Review Instrument) dashboard for ANYSTATE CFSR. The page includes a navigation bar with links for HOME, CASES, REPORTS, HELP, and LOGOUT. A 'CREATE NEW CASE' button is visible. Below it is a 'Filter Cases' section with a '[SHOW]' link. The main content is a table with the following data:

Case Name	Case Type	Site Name	Reviewer(s)	Initial QA Staff	Second Level QA Staff	Secondary Oversight Staff	Status
John Doe	Foster Care	Statewide	Brady Barret	Jeffrey Goode	Leyla Vicario	Rachel Huerta	QA in Progress
Kristin	Foster Care	Statewide	Brady Barret, Janeka Abrams, Jeffrey Goode	Leyla Vicario	Rachel Huerta		Case Eliminated (Pending Approval)
James K	In-Home Services	Statewide	Brady Barret, Janeka Abrams, Grace Martel	Leyla Vicario	Rachel Huerta	Jeffrey Goode	In Progress
Sally Smith	In-Home Services	Statewide	Brady Barret				Not Started

At the bottom of the dashboard, there is a footer with the text: © 2007 - 2015 JBS International, Inc. | privacy policy | system use notification

Using the OSRI dashboard page, you can search or review existing cases.

Search for existing cases. Select “Show” next to the “Filter Cases” text to reveal the case filter options. The dropdown menu filters that appear can be used to search for existing cases that Reviewers have already created or to search directly for cases to which you have been assigned. Available filters include Site, Case Type, Case Status, PUR Start Date, Reviewer, Initial QA Staff, Second Level QA Staff, and Secondary Oversight Staff. Once you have selected the desired filters, simply select the Search option just under the filters and the relevant case(s) will appear in the case list below. You may also use the Reset option to clear the search fields and start the search process again.

Figure 27: The OSRI Case Filters Section

The screenshot shows a 'Filter Cases' section with a '[HIDE]' link. It contains eight dropdown menus arranged in two columns. The left column includes 'Site', 'Case Type', 'Case Status', and 'PUR Start Date'. The right column includes 'Reviewer', 'Initial QA Staff', 'Second Level QA Staff', and 'Secondary Oversight Staff'. At the bottom right, there are two buttons: 'SEARCH' and 'RESET'.

Review or modify existing cases. Scroll down the OSRI dashboard (See Figure 26 above) to find a list of existing cases within your state. Each case row includes general information about the case, including the case name, type, Reviewers, QA, Secondary Oversight staff, and review status (e.g., Not Started, In Progress, Data Entry Complete, QA in Progress, Approved and Final, Case Eliminated). To view this and other general information for a specific case, click the case name and then click “Case Setup” located in the upper right corner of the case’s Case Overview page. It is within this Case Setup page that you may assign yourself to QA or Secondary Oversight of a given case.

You can click “Cases” at any time to access the OSRI dashboard and simply click the case name in the first column of the dashboard to open an existing case.

Case Overview Page

The Case Overview page (see Figure 28 below), accessible throughout the OSRI at the top of the navigation panel on the left, provides an outline of the OSRI for the selected case and allows you to navigate easily through the instrument. The page is divided into three main sections:

Case information bar. The case information bar at the top of the page provides general information about the case, including the case name, case type, case status, and PUR, as well as the Reviewers, QA, and Secondary Oversight staff. As a State, Federal, or Consultant Site Leader, you can confirm here whether you have been assigned to QA or Secondary Oversight within a given case. The case information bar appears at the top of every page within the OSRI for easy reference.

Case Overview. The main body of this page includes the Face Sheet, OSRI section, outcomes, and items. Options featured at the top of the page enable you to edit the case setup or eliminate the case entirely. The case status (e.g., Not Started, In Progress, QA in Progress) and rating of each outcome and item can be found to the right of the outcome or item’s description.

Navigation panel. The navigation panel on the left side of the page can be used to navigate to the OSRI Face Sheet, the item applicability pages, the item questions themselves, and each item rating page. As with the main body of the overview page, the outcomes and items are listed in order of completion. Hovering the mouse over an item will prompt a popup box indicating the outcome's or item's focus. You can view the applicability questions associated with each item by selecting the item number, after which the corresponding questions and rating links will appear below the item text in a blue box. Use the table, question, and rating links that appear under each item to navigate to each item's sections.

Figure 28: The Case Overview Page

Case Name: John Doe	Reviewer(s): Brady Barret Initial QA: Jeffrey Goode Second Level QA: Leyla Vicario	Case Type: Foster Care Period Under Review: Jan 01, 2012 - Jan 31, 2015 Secondary Oversight: Rachel Huerta
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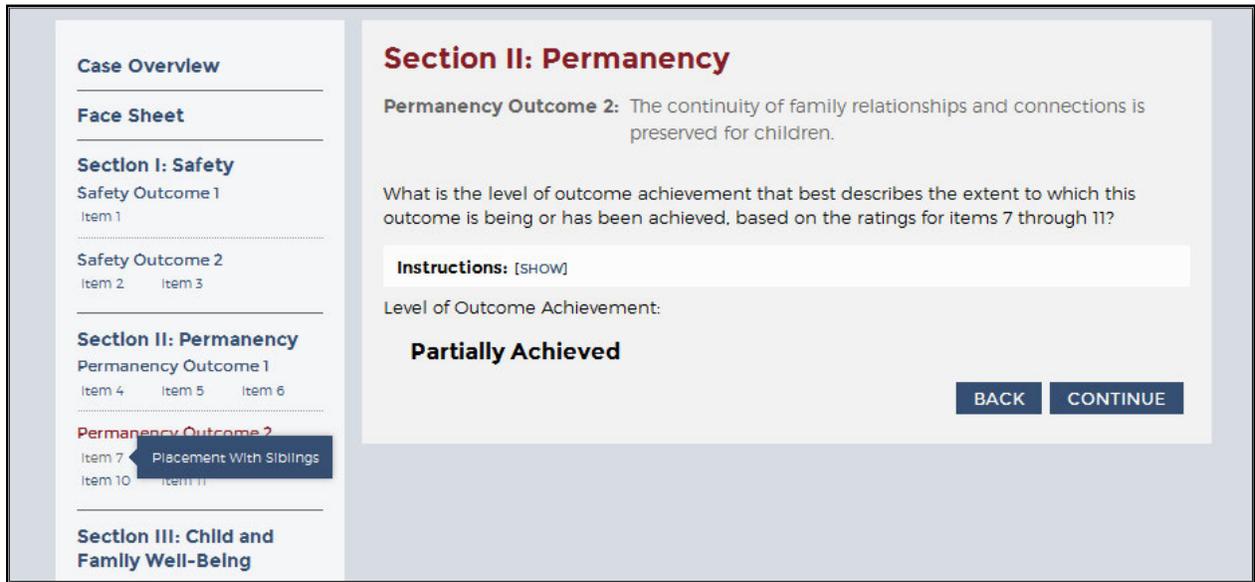
<p>Case Overview</p> <hr/> <p>Face Sheet</p> <hr/> <p>Section I: Safety</p> <p>Safety Outcome 1 Item 1</p> <hr/> <p>Safety Outcome 2 Item 2 Item 3</p> <hr/> <p>Section II: Permanency</p> <p>Permanency Outcome 1 Item 4 Item 5 Item 6</p> <hr/> <p>Permanency Outcome 2 Item 7 Item 8 Item 9 Item 10 Item 11</p> <hr/> <p>Section III: Child and Family Well-Being</p> <p>Well-Being Outcome 1 Item 12 Item 12A Item 12B Item 12C Item 13 Item 14 Item 15</p> <hr/> <p>Well-Being Outcome 2 Item 16</p> <hr/> <p>Well-Being Outcome 3 Item 17 Item 18</p> <hr/> <p>Case QA Notes</p>	<p>Case Overview</p> <p style="text-align: right;">Case Setup Eliminate Case Return Case to Reviewer Finalize Case</p> <hr/> <p>Face Sheet</p> <p style="text-align: right;">Status: Completed</p> <hr/> <p>Section I: Safety</p> <hr/> <p>Safety Outcome 1: Children are, first and foremost, protected from abuse and neglect.</p> <p style="text-align: right;">Rating: Substantially Achieved</p> <hr/> <p>Item 1: Timeliness of Initiating Investigations of Reports of Child Maltreatment</p> <p style="text-align: right;">Status: Completed Rating: Strength</p> <hr/> <p>Safety Outcome 2: Children are safely maintained in their homes whenever possible and appropriate.</p> <p style="text-align: right;">Rating: Partially Achieved</p> <hr/> <p>Item 2: Services to Family to Protect Child(ren) in the Home and Prevent Removal or Re-Entry Into Foster Care</p> <p style="text-align: right;">Status: Completed Rating: Strength</p> <hr/> <p>Item 3: Risk and Safety Assessment and Management</p> <p style="text-align: right;">Status: Completed Rating: Area Needing Improvement</p> <hr/> <p>Section II: Permanency</p> <hr/> <p>Permanency Outcome 1: Children have permanency and stability in their living situations.</p> <p style="text-align: right;">Rating: Not Achieved</p> <hr/> <p>Item 4: Stability of Foster Care Placement</p> <p style="text-align: right;">Status: Completed Rating: Area Needing Improvement</p> <hr/> <p>Item 5: Permanency Goal for Child</p> <p style="text-align: right;">Status: Completed Rating: Area Needing Improvement</p> <hr/> <p>Item 5: Achieving Reunification, Guardianship</p> <p style="text-align: right;">Status: Completed</p>
---	--

Face Sheet and Items

To begin reviewing the Face Sheet or an item from the Case Overview page, select the Face Sheet or item number from the navigation panel on the left or from the Case Overview page.

The Face Sheet page enables you to review information about the case and the child(ren) and participants involved. Select “Continue” at the bottom of the page to progress to Item 1.

Figure 29: Selection of OSRI Item 7 From the Navigation Panel



The first page of the item (see Figure 30 below) provides information about the item’s purpose and the criteria the case must meet for the item to be applicable. Select “Continue” at the bottom of the page to progress to the next item.

Figure 30: Case Applicability Page of OSRI Item 7

Case Overview

Face Sheet

Section I: Safety

Safety Outcome 1
Item 1

Safety Outcome 2
Item 2 Item 3

Section II: Permanency

Permanency Outcome 1
Item 4 Item 5 Item 6

Permanency Outcome 2
Item 7
Rating [REDACTED]

Item 8 Item 9 Item 10
Item 11

Section III: Child and Family Well-Being

Well-Being Outcome 1
Item 12 Item 12A Item 12B
Item 12C Item 13 Item 14
Item 15

Well-Being Outcome 2
Item 16

Well-Being Outcome 3
Item 17 Item 18

Case QA Notes

Section II: Permanency

Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.

Item 7: Placement With Siblings

Purpose of Assessment: [SHOW]

Item 7 Applicable Cases:

- Cases applicable for an assessment of this item include all foster care cases in which the child has one or more siblings who are (or were) also in foster care during the period under review. If the child has no siblings in foster care during the period under review, the case is Not Applicable for an assessment of this item. For example, if the child in foster care has an older sibling who was in foster care at one time, but not during the period under review, this case would be Not Applicable.

Is this case applicable?
Select the appropriate response. If the response is No, the case will be rated as Not Applicable in the ratings section for this item.

Yes No

Optional: Provide comments in the narrative field below.

[Text Area]

BACK **SAVE** **SAVE AND CONTINUE**

Item 7 QA Notes [SHOW]

Disabled Items. Some outcomes and items may be automatically disabled in the OMS because they are not applicable to a certain type of case. For example, when completing an in-home services case, Permanency Outcomes 1 and 2 are automatically disabled because these outcomes are not applicable to in-home services cases. Disabled outcomes and items are indicated by gray and black text within the Case Overview section. In addition, disabled outcomes and items appear in gray text within the navigation panel. Hovering the mouse over these will prompt a popup box indicating that the outcome or item has been disabled (see Figure 31 below).

Figure 31: Message That Permanency Outcome 1 Has Been Disabled for This Case

The screenshot displays the 'Case Overview' page with a navigation panel on the left and a main content area on the right. The navigation panel lists various sections and outcomes, including 'Section II: Permanency' and 'Permanency Outcome 1'. A blue callout box points to 'Permanency Outcome 1' in the navigation panel with the text: 'Permanency Outcome 1 is disabled for this case'. The main content area shows 'Section I: Safety' with 'Safety Outcome 1' and 'Safety Outcome 2', and 'Section II: Permanency' with 'Permanency Outcome 1'. The status of 'Permanency Outcome 1' is 'Completed' and the rating is 'Strength'.

Outcomes

The OSRI outcome ratings are dependent on the completion and rating of the related item(s) and are generated automatically by the OMS logic. The OSRI outcome rating pages can be accessed from either the navigation panel on the left or from the Case Overview page. Select the outcome name and number to navigate to the desired outcome rating page. Outcome rating pages feature information regarding the outcome's purpose, rating instructions, and level of outcome achievement (i.e., rating) if the outcome's item(s) has/have already been completed. If an outcome shows as Not Yet Rated, then not all of the items within it have been completed or marked as Not Applicable. You cannot submit a case for QA with unrated outcomes, so a State, Federal, or Consultant Site Leader would only see an unrated outcome if viewing a case before receiving it for QA. The outcome rating can also be viewed on the Case Overview page.

Figure 32: Permanency Outcome 2 Page

Case Overview

Face Sheet

Section I: Safety

Safety Outcome 1
Item 1

Safety Outcome 2
Item 2 Item 3

Section II: Permanency

Permanency Outcome 1
Item 4 Item 5 Item 6

Permanency Outcome 2
Item 7 Item 8 Item 9
Item 10 Item 11

Section II: Permanency

Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.

What is the level of outcome achievement that best describes the extent to which this outcome is being or has been achieved, based on the ratings for items 7 through 11?

Instructions: [SHOW]

Level of Outcome Achievement:

Partially Achieved

BACK **CONTINUE**

Quality Assurance

QA Notes provide an opportunity for Reviewers and QA staff to communicate within each case as the notes are used to question, explain, and justify answers and ratings. State, Federal, and Consultant Site Leaders can create QA Notes to flag an issue or ask for an explanation from a Reviewer. Any individual assigned to that case in the role of Reviewer, QA staff, or Secondary Oversight, as well as Observer, can review QA Notes. Individuals can modify and delete their own QA Notes.

State, Federal, and Consultant Site Leaders often lead the conversation by adding QA Notes throughout the OSRI and then sending the case back to the Reviewer to review the QA Notes and make appropriate adjustments to the case. Reviewers can, however, submit a case to QA with QA Notes already present, so State, Federal, and Consultant Site Leaders should look for QA Notes when they first receive a case for QA.

Create a new case QA Note. Each page within an item features a QA Notes option at the bottom of the page. To add a new QA Note, select “Show” next to the “QA Notes” text at the bottom of any item page, type the note within the text box, and select “Save QA Note.”

Figure 33: QA Notes From OSRI Item 1

Create Item 1 QA Note

Subject:

Notes:

Resolved:

CANCEL **SAVE**

View or edit a case QA Note. To view a QA Note, select “Show” next to the “QA Notes” text at the bottom of any item page. To edit a QA Note you created, select the date the QA Note was made. State and Federal Site Leaders can also view all QA Notes by selecting “Case QA Notes” at the bottom of the navigation panel on the left and then navigating into a specific QA Note by selecting the date the QA Note was made. Within this Case QA Notes page, State and Federal Site Leaders have the option to “Create New Case QA Note,” which is a case-level QA Note rather than an item-level QA Note previously discussed.

Figure 34: OSRI QA Notes Page

Item 1 QA Notes [HIDE]

+ CREATE NEW QA NOTE

Whereabouts of the children

Date: 01/31/2015 **Created By:** Leyla Vicario (Reviewer) **Resolved:** No

[EDIT] [DELETE] [RESOLVE]

This is a note about the whereabouts of the children when the investigation was conducted.

+ RESPOND TO QA NOTE

Once the QA Note is open, State and Federal Site Leaders can edit the note in the text box and then select “Save” below. You can also select the “Resolved” checkbox and then save to indicate that a QA Note has been closed. Resolving QA Notes is an optional tracking feature and is not required to finalize a case.

Delete a case QA Note. To delete a QA Note, select “Case QA Notes” at the bottom of the navigation panel on the left, and then select “Delete” from the last column in the desired QA Note row. Confirm the deletion by selecting “OK.” QA Notes are usually only

deleted if the note was created in error. Do not delete a QA Note after it has been resolved, unless the intent is to permanently remove the QA Note from the case

Respond to a case QA Note. To respond to QA Notes, select “Case QA Notes” at the bottom of the navigation panel on the left and then select “Respond To QA Note” within the desired QA Note.

Returning a Case to Reviewer

When a State, Federal, or Consultant Site Leader has finished adding QA Notes to a case, the case is ready to be returned to the Reviewer. Returning a case to a Reviewer enables the Reviewer to address the QA Notes and to once again make changes to answers throughout the case.

Return a case to the Reviewer by clicking “Return Case to Reviewer” in the upper right corner of the Case Overview page. Once a case has been returned to a Reviewer, the case status will change from “QA in Progress” back to “In Progress,” and the Reviewer will again be able to edit the case.

Figure 35: Case Overview Page With Return Case to Reviewer and Finalize Case Options Displayed

The screenshot displays the 'Case Overview' page. On the left is a navigation sidebar with sections: 'Case Overview', 'Face Sheet', 'Section I: Safety' (with sub-sections for Safety Outcome 1 and 2), 'Section II: Permanency' (with sub-sections for Permanency Outcome 1 and 2), 'Section III: Child and Family Well-Being' (with sub-sections for Well-Being Outcome 1 and 2), and 'Well-Being Outcome 3'. The main content area is titled 'Case Overview' and includes a 'Face Sheet' with a 'Status: Completed' indicator. It lists three safety outcomes and three permanency outcomes, each with a description and a rating. The top right of the main area contains links for 'Case Setup | Eliminate Case', 'Return Case to Reviewer | Finalize Case', and a 'Status: Completed' label.

Section	Outcome	Description	Rating
Section I: Safety	Safety Outcome 1	Children are, first and foremost, protected from abuse and neglect.	Substantially Achieved
	Item 1: Timeliness of Initiating Investigations of Reports of Child Maltreatment		Status: Completed Rating: Strength
	Safety Outcome 2: Children are safely maintained in their homes whenever possible and appropriate.		Rating: Partially Achieved
Section II: Permanency	Item 2: Services to Family to Protect Child(ren) in the Home and Prevent Removal or Re-Entry Into Foster Care		Status: Completed Rating: Strength
	Item 3: Risk and Safety Assessment and Management		Status: Completed Rating: Area Needing Improvement
	Permanency Outcome 1: Children have permanency and stability in their living situations.		Rating: Not Achieved

This process can be repeated as many times as needed before a State, Federal, or Consultant Site Leader determines that the Reviewer has appropriately addressed all of their QA Notes and that the case is ready to be finalized.

Conducting a Rating Override

The OMS calculates ratings using logic built into the system.

If the appropriate rating can be achieved by changing the answers to item questions, an override should not be used. In this event, the case should be returned to the Reviewer with a request to change the answers within the item to reflect the circumstances of the case.

However, it is possible that the answers to the questions within an item may lead to a rating that does not reflect the unique circumstances of the case. For such a case, if the questions have been answered correctly but the rating must be changed, a State, Federal, or Consultant Site Leader may conduct a rating override.

To conduct a rating override, you must be assigned to the case in the role of Initial QA, Second Level QA, or Secondary Oversight. If more than one of these roles is filled, you must consult with the other individuals in these roles and agree that the rating override is necessary.

If you have decided to conduct an override, from the Case Overview page, click on the item rating, which will take you to the item's rating page. On this page, check the box next to the question, "Override this rating?", select a new rating, and provide an override reason in the narrative field. When you have completed the rating override, click "Save. " You will see that the rating page now shows a rating override. The rating override also shows on the Case Overview page.

Figure 36: Rating Page With Override

Item 3 Rating Criteria: [SHOW]

Item Rating:
Area Needing Improvement

Rating override:
Strength

Provide any additional comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field below:

Override this rating?

Overridden rating:
 Strength Area Needing Improvement

Override reason:

Here is the reason for the override.

BACKSAVESAVE AND CONTINUE

If the case is subsequently returned to the Reviewer and the Reviewer makes data changes to that item that lead to a newly calculated rating, the rating override will disappear when the case is submitted again for QA.

The overridden rating will be reflected in reports, but the question level data from items with rating overrides are not included in aggregate reports.

Finalizing a Case

State, Federal, or Consultant Site Leaders in the role of Initial QA, Second Level QA, or Secondary Oversight have sole discretion in determining when a case is ready to be finalized.

Whether that's upon first receipt of the case from the Reviewer or after one or more rounds of QA and Reviewer corrections, a Finalize Case link will appear in the upper right corner of the Case Overview page whenever the case status is QA in Progress. If a case is returned to a Reviewer, the Finalize Case link will disappear until the Reviewer has resubmitted the case for QA.

Clicking "Finalize Case" updates the case status to Approved and Final, and neither a Reviewer nor a State, Federal, or Consultant Site Leader has the ability to make any further edits to the case or to QA Notes. The case is now final. Because any of the State, Federal, or Consultant Site Leaders in the role of Initial QA, Second Level QA, or Secondary Oversight can finalize a case, these individuals should communicate among themselves and with the Reviewer to determine when a case is ready to be finalized.

Eliminating a Case

Anyone who is assigned to the case in any role (Reviewer, Initial QA, Second Level QA, and Secondary Oversight) may eliminate a case any time before it is finalized.

Reasons to eliminate a case include:

- Case created in error
- Wrong type of case selected (foster care, in-home, or in-home differential/alternative response)
- Wrong PUR Start Date entered
- Duplicate case
- Wrong site selected
- Case should not be in the sample

To eliminate a case, go to the Case Overview page, click on "Eliminate Case" in the upper right corner of the case's Case Overview page. You will be asked whether you want to change the status of the case to "Case Eliminated"; select "Yes" to proceed.

On the OSRI Case Elimination page, select a reason. If the case should not be in the sample, you are required to add an explanation in the narrative field provided. If you have entered narrative in the field, check the box to confirm that the explanation does not contain proper names and click "Save and Continue."

Figure 37: Case Elimination Page

OSRI Case Elimination

Case Name: Test B
Status: QA in Progress

Reviewer(s): Grace Martel, Jeffrey Goode
Initial QA: Leyla Vicario
Second Level QA:

Case Type: In-Home Services
Period Under Review: Nov 02, 2014 - Mar 01, 2015
Secondary Oversight: Rachel Huerta

Reason Case Eliminated: **Select One**

If this case should not be in the sample, please explain below:

Signoff (QA):
Signoff (Secondary Oversight):
I have reviewed the narrative above (if any) and confirm that the case elimination explanation does not contain proper names.

CANCEL **SAVE AND CONTINUE**

Case elimination in a CF SR requires two signoffs: Initial QA or Second Level QA, and Secondary Oversight. Case elimination for CQI review sites requires one signoff only: Initial QA or Second Level QA.

While you are on the OSRI Case Elimination page, if QA staff have not been assigned to the case, a link will appear to assign QA and Secondary Oversight for final approval of case elimination.

To finalize a case elimination, QA staff should visit the Cases dashboard and select the case with Case Eliminated (Pending Approval) status, which will take you to the Case Elimination page. Depending on your role within the case, a “signoff” box will appear. Click the appropriate box, either QA Signoff or Secondary Oversight Signoff, to approve the case elimination.

V. The SIG

The OMS Stakeholder Interview Guide (SIG) is available to State, Federal, and Consultant Site Leaders and may be customized at the review level and at the stakeholder interview level. Any individual designated as Federal Site Leader (CB Regional Office Site Leader, CB CF SR Unit Site Leader, or Consultant Site Leader) may set up the SIG at the review and stakeholder interview levels for the Child and Family Services Reviews (CF SRs). States may also use the SIG for CQI purposes, and the State Site Leader would set up the SIG for CQI use.

The OMS SIG features three different user roles, including Interviewer, Notetaker, and SIG Approval to create interview templates, manage data entry, engage in the Quality Assurance (QA) process, and run reports. Each of these roles has specific functions that determine a user’s involvement. Depending on the user’s role and whether the SIG is used for CQI or CF SR

purposes, access to certain OMS SIG functions varies among users. The Federal Site Leader may serve in any of the three SIG roles for CFSTRs. For CQI reviews, the State Site Leader may serve in all three roles. For CFSTRs, state staff members do not serve as SIG Approval. For CQI reviews, federal staff members and consultants do not serve in any of the roles.

Interviewer: Users may assign themselves or be assigned as interviewers. In this role, the user is able to set up the SIG at the review level and create and customize stakeholder interviews at the item and question levels. During the actual interview, the Interviewer has read-only access to the SIG interview template (cannot enter information in the narrative text fields) but can create, delete, edit, and mark as resolved QA Notes that they created. The Interviewer may change interview status from “Interview Complete” to “In Progress.” The Interviewer may also eliminate an interview as well as generate and download reports.

Notetaker: Users may assign themselves or be assigned as Notetaker. In this role, the user is able to enter notes in narrative text box fields for all applicable items; edit text; and enter, edit, delete, and mark as resolved QA Notes they entered. Notetakers are able to change the status of the interview to Interview Complete. When the interview status is marked as complete, the Notetaker cannot add or edit information in the narrative text fields. The Notetaker may eliminate an interview and may generate and download reports.

SIG Approval: Users may assign themselves or be assigned as SIG Approval. During the actual interview, users in this role have read-only access to the SIG. Users with this role are able to enter QA Notes and edit, delete, and mark as resolved the QA Notes they created. The user in the SIG Approval role is able to change the status of the SIG to In Progress for the Notetaker to make changes, or to Approved and Final. The user in this role may eliminate an interview and is able to generate and download reports.

Table 2: SIG Roles and Functions

User Type	Notetaker (CFSTR)	Notetaker (CQI)	Interviewer (CFSTR)	Interviewer (CQI)	SIG Approval (CFSTR)	SIG Approval (CQI)
State Site Leader	Yes	Yes	Yes	Yes	No	Yes
Federal Site Leader	Yes	No	Yes	No	Yes	No

A. Home Page

After completing the login process, you are directed to the OMS Home page. From here, select a review and then select “Go to Stakeholder Interview Guide” to access the SIG.

B. SIG Set Up

The first time in a review that any user selects “Go to Stakeholder Interview Guide” on the Home Page, the user is notified that a SIG review template has not been set up for this review and is directed to select the navigation link “Admin Tools” located on the top right of the page.

Selecting this link takes you to the Admin Tools page, where you select the “Set Up SIG Template” link in the navigation bar on the left side of the screen. Selecting this link takes you to the Set Up SIG Template page.

Figure 38: Set Up SIG Template Page

Set up SIG Template

Disable items here to prevent them from being available on interviews for this review (items 29 and 30 are always available).

Display	Item
<input type="checkbox"/>	Item 19: How well is the statewide information system functioning statewide to ensure that, at a minimum, the state can readily identify the status, demographic characteristics, location, and goals for the placement of every child who is (or within the immediately preceding 12 months, has been) in foster care?
<input checked="" type="checkbox"/>	Item 20: How well is the case review system functioning statewide to ensure that each child has a written case plan that is developed jointly with the child's parent(s) and includes the required provisions?
<input checked="" type="checkbox"/>	Item 21: How well is the case review system functioning statewide to ensure that a periodic review for each child occurs no less frequently than once every 6 months, either by a court or by administrative review?
<input checked="" type="checkbox"/>	Item 22: How well is the case review system functioning statewide to ensure that, for each child, a permanency hearing in a qualified court or administrative body occurs no later than 12 months from the date the child entered foster care and no less frequently than every 12 months thereafter?
<input checked="" type="checkbox"/>	Item 23: How well is the case review system functioning statewide to ensure that the filing of termination of parental rights (TPR) proceedings occurs in accordance with required provisions?
<input checked="" type="checkbox"/>	Item 24: How well is the case review system functioning statewide to ensure that foster parents, pre-adoptive parents, and relative caregivers of children in foster care are notified of, and have a right to be heard in, any review or hearing held with respect to the child?
<input checked="" type="checkbox"/>	Item 25: How well is the quality assurance system functioning statewide to ensure that it is (1) operating in the jurisdictions where the services included in the Child and Family Services Plan (CFSP) are provided, (2) has standards to evaluate the quality of services (including standards to ensure that children in foster care are provided quality services that protect their health and safety), (3) identifies strengths and needs of the service delivery system, (4) provides relevant reports, and (5) evaluates implemented program improvement measures?
<input checked="" type="checkbox"/>	Item 26: How well is the staff and provider training system functioning statewide to ensure that initial training is provided to all staff who deliver services pursuant to the Child and Family Services Plan (CFSP) that includes the basic skills and knowledge required for their positions?
<input checked="" type="checkbox"/>	Item 27: How well is the staff and provider training system functioning statewide to ensure that ongoing training is provided for staff that addresses the skills and knowledge needed to carry out their duties with regard to the services included in the CFSP?
<input checked="" type="checkbox"/>	Item 28: How well is the staff and provider training system functioning to ensure that training is occurring statewide for current or prospective foster parents, adoptive parents, and staff of state licensed or approved facilities (that care for children receiving foster care or adoption assistance under title IV-E) that addresses the skills and knowledge base needed to carry out their duties with regard to foster and adopted children?
<input checked="" type="checkbox"/>	Item 29: How well is the service array and resource development system functioning to ensure that the following array of services is accessible in all political jurisdictions covered by the Child and Family Services Plan (CFSP)?

The Set Up SIG Template page displays each of the 18 systemic factor items. By selecting checkboxes in the column labeled Display, you determine which systemic factor items can be accessed for any interview template that is created for the review. Only those items that are checked will be accessible. Items that are not checked are disabled for the review. Because stakeholder interviews are required to inform the substantial conformity determination for the

Service Array systemic factor, Items 29 and 30 may never be disabled at the review level and therefore grayed out.

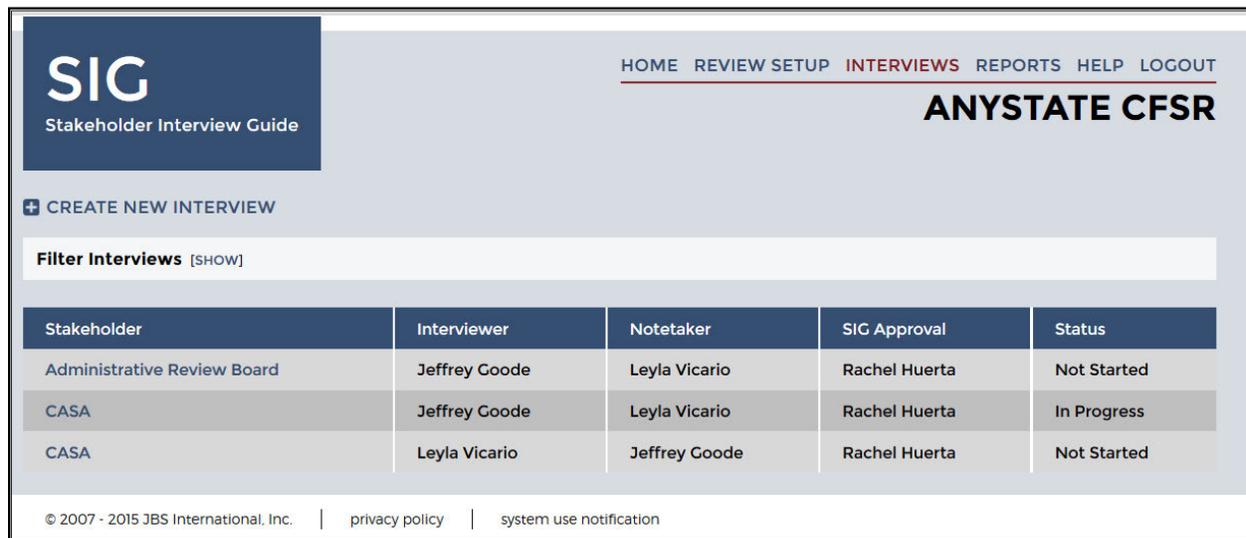
After selecting items, select “Save SIG template” to save your selections. You may edit the SIG template at the review level until the status of the interview in the review changes from Not Started to In Progress. Once that happens, the Set Up SIG Template link is no longer available. The SIG is now set up at the review level. To leave the Set Up SIG Template page and begin creating stakeholder interviews, select “Back to SIG” at the bottom of the page. This takes you to the SIG dashboard.

C. SIG Dashboard

As with the OSRI landing page, the SIG dashboard is divided into three main components: the Create New Interview option at the top, the search filters below, and the list of existing interviews in the main body of the page. Use the menu bar in the top right corner of the page to quickly navigate to other pages within the site, including the Home, Interview, Reports, and Help pages, or use the logout option at any time to leave the OMS.

The SIG dashboard includes general information about the interviews, including the stakeholder type, interviewer, notetaker, SIG approval, and status.

Figure 39: SIG Dashboard



From the SIG dashboard, you can create a new interview or search and access existing interviews.

Create a new interview. To create a new interview, select the Create New Interview link at the top left of the page. This takes you to the Interview Setup page. You must complete all fields marked with an asterisk to create the new interview. These fields include the Stakeholder, Interview Type (In-Person, Phone, or Both) and Interviewer name. At least one interviewer must be selected. Once these fields have been completed, select the “Save” option at the bottom of the page to create the new

interview. Users may return to the Interview Setup page to add information or edit existing information until the interview is finalized.

Figure 40: The SIG Interview Setup Page

Interview Setup

Stakeholder:*
Administrative Review Board []

Interview Date:
11/05/2014

Interview Type:*
 In-Person Telephone Both

Location:
[]

Interviewer name(s):*
 Janeke Abrams
 Jeffrey Goode
 Leyla Vicario
 Rachel Huerta

Notetaker name:
Leyla Vicario

SIG Approval name(s):
 Janeke Abrams
 Jeffrey Goode
 Leyla Vicario
 Rachel Huerta

Stakeholders Interviewed:
[]

Additional Notes:
[]

SAVE

As many as three users may be selected for the Interviewer and SIG Approval roles. Only one Notetaker may be selected. Enter the names of those participating in the interview as stakeholders in the text field labeled "Stakeholders Interviewed." The text

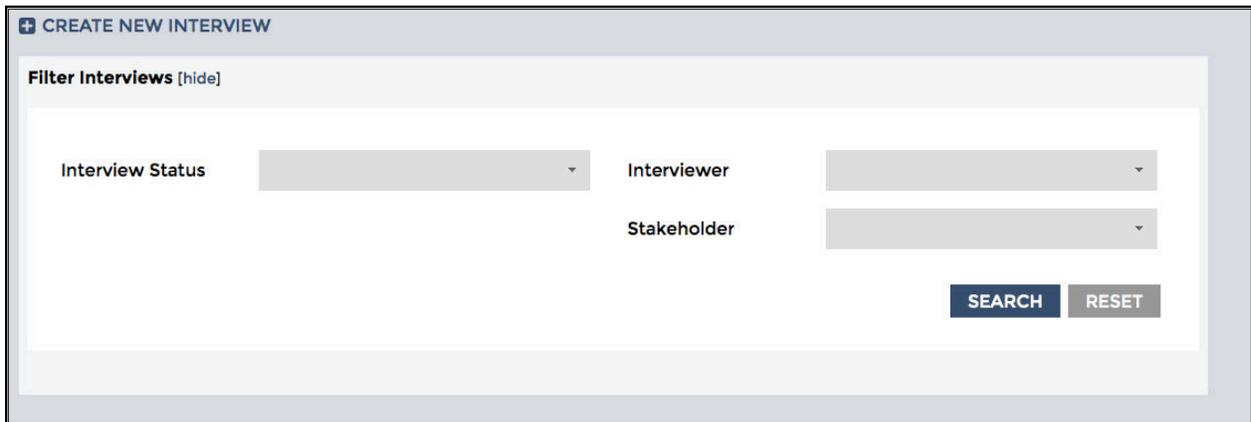
field labeled “Additional Notes” is available for documenting any additional information you want to capture. You may return to the Interview Setup page to add information or edit existing information until the interview is finalized.

Interviews may be further customized to focus on those items about which the specific stakeholder is most knowledgeable. See **Configure interview items** below for information about customizing each stakeholder interview.

After you have completed and saved the information, the interview will appear in the interview list in the main body of the SIG dashboard page.

Search for existing interviews. On the SIG dashboard page, select “Show” next to “Filter Interviews” at the top left to reveal filtering options. The dropdown menu filters that appear can be used to search for existing interviews that you or others have already created. Use these filters to search by interviewer, interview status, and stakeholder type. Once the desired filters have been selected, select the “Search” option just under the filters and the relevant interview(s) will appear in the interview list below. The “Reset” option clears the search fields to start the search process again.

Figure 41: The SIG Filters Section

The screenshot shows a web interface for filtering interviews. At the top left, there is a link labeled "CREATE NEW INTERVIEW" with a plus icon. Below it, a section titled "Filter Interviews [hide]" contains three dropdown menus: "Interview Status", "Interviewer", and "Stakeholder". At the bottom right of this section are two buttons: "SEARCH" and "RESET".

D. SIG Overview Page

Access the SIG Overview page by selecting the stakeholder in the Stakeholder column on the SIG dashboard. The SIG Overview page provides an outline of the SIG interview template for the selected interview and enables you to navigate through the SIG. The SIG Overview page is divided into three main sections:

Interview information bar. The interview information bar at the top of the page provides information about the interview, including the stakeholder type, the names of the stakeholders interviewed, interviewer, SIG approval, and interview status. The information bar appears at the top of every page within the SIG.

SIG Overview. The main body of the page lists the various sections and items of the SIG, as well as options to edit the interview setup, configure interview items, or eliminate the interview. There are also various options for changing the status of the SIG based

upon whether or not narrative text has been entered into all applicable narrative text fields. The status of each item (e.g., not started, in progress, disabled for this review, not applicable, or completed) can be found to the right of the item number and title and is a useful point of reference for assessing progress. Each item status must be marked as “Completed,” “Disabled for this Review,” or “Not Applicable” to complete the SIG.

Navigation panel. Use the navigation panel on the left side of the page to navigate to the SIG sections, items, and item questions. Hovering the mouse over an item will prompt a popup box indicating the item’s focus, or status if it is disabled for the review or not applicable for the particular interview.

Figure 42: The SIG Overview Page

The screenshot displays the SIG Overview page for an Administrative Review Board. At the top, it lists the stakeholder, interviewers, notetaker, and approval. Below this, there are three sections: Statewide Information System, Case Review System, and Quality Assurance System. Each section lists specific items and their current status, which is 'Not Started' for all items shown.

Stakeholder: Administrative Review Board	Stakeholders Interviewed: Interviewer: Jeffrey Goode	Notetaker: Leyla Vicario SIG Approval: Rachel Huerta
Status: Not Started		

SIG Overview	SIG Overview	Interview Setup Configure Interview Items Eliminate Interview
Section I: Statewide Information System Item 19	Section I: Statewide Information System Item 19: Statewide Information System	Status: Not Started
Section II: Case Review System Item 20 Item 21 Item 22 Item 23 Item 24	Section II: Case Review System Item 20: Written Case Plan	Status: Not Started
	Item 21: Periodic Reviews	Status: Not Started
	Item 22: Permanency Hearings	Status: Not Started
	Item 23: Termination of Parental Rights	Status: Not Started
Section III: Quality Assurance System Item 25	Item 24: Notice of Hearings and Reviews to Caregivers	Status: Not Started

Review or modify existing interview setup. To review or modify an existing interview setup, select the stakeholder from the first column on the SIG dashboard to access the interview. Then select “Interview Setup” in the upper right corner of the SIG Overview page. This will take you back to the Interview Setup page. Make the required edits and select “Save” at the bottom of the Interview Setup page to save changes and return to the SIG Overview page.

Configure interview items. Each stakeholder interview may be customized to capture information for specific items. To customize the interview template, select “Configure Interview Items” from the top right of the SIG Overview page. This brings up the SIG Interview Setup. Items listed may be enabled or disabled by checking the box in the display column. Items that have been disabled at the review level may not be enabled. Select “Save SIG Setup” to save the customized interview template and return to the SIG Overview page.

Figure 43: Configure Interview Item Page

SIG Overview

Section I: Statewide Information System

Item 19

Section II: Case Review System

Item 20 Item 21 Item 22
Item 23 Item 24

Section III: Quality Assurance System

Item 25

Section IV: Staff and Provider Training

Item 26 Item 27 Item 28

Section V: Service Array and Resource Development

Item 29 Item 30

SIG Interview Setup

Items listed below may be enabled or disabled for the current interview. Items that have been disabled for this review may not be enabled for this interview.

Display	Item
<input type="checkbox"/>	Item 19: How well is the statewide information system functioning statewide to ensure that, at a minimum, the state can readily identify the status, demographic characteristics, location, and goals for the placement of every child who is (or within the immediately preceding 12 months, has been) in foster care?
<input checked="" type="checkbox"/>	Item 20: How well is the case review system functioning statewide to ensure that each child has a written case plan that is developed jointly with the child's parent(s) and includes the required provisions?
<input type="checkbox"/>	Item 21: How well is the case review system functioning statewide to ensure that a periodic review for each child occurs no less frequently than once every 6 months, either by a court or by administrative review?
<input type="checkbox"/>	Item 22: How well is the case review system functioning statewide to ensure that, for each child, a permanency hearing in a qualified court or administrative body occurs no later than 12 months from the date the child entered foster care and no less frequently than every 12 months thereafter?
<input checked="" type="checkbox"/>	Item 23: How well is the case review system functioning statewide to ensure that the filing of termination of parental rights (TPR) proceedings occurs in accordance with required provisions?
<input checked="" type="checkbox"/>	Item 24: How well is the case review system functioning statewide to ensure that foster parents, pre-adoptive parents, and relative caregivers of children in foster care are notified of, and have a right to be heard in, any review or hearing held with respect to the child?
<input type="checkbox"/>	Item 25: How well is the quality assurance system functioning statewide to ensure that it is (1) operating in the jurisdictions where the services included in the Child and Family Services Plan (CFSP) are provided, (2) has standards to evaluate the quality of services (including standards to ensure that children in foster care are provided quality services that protect their health and safety), (3) identifies strengths and needs of the service delivery system, (4) provides relevant reports, and (5) evaluates implemented program improvement measures?
<input checked="" type="checkbox"/>	Item 26: How well is the staff and provider training system functioning statewide to ensure that initial training is provided to all staff who deliver services pursuant to the Child and Family Services Plan (CFSP) that includes the basic skills and knowledge required for their positions?

Configure interview questions. Each stakeholder interview may be further customized at the item question level to capture the specific information being sought from the stakeholder during the interview. To customize the item questions, the user must be in the Interviewer or SIG Approval role. The user selects the item number in the navigation panel on the left side of the Interview Overview page or from the list of items on the SIG Overview panel. This brings the user to the item's page. Under each question there is a small check box labeled "Not Applicable." Click on the checkbox to see all questions within the item that are not going to be asked during the interview with the stakeholder, and select "Save" at the bottom of the page. If you select all the checkboxes within an item and then select "Save," an error message will appear stating, "You marked all the questions in this item as NA; please consider whether the item should be NA."

Figure 44. Configure Interview Question Example

Item 24: Notice of Hearings and Reviews to Caregivers

How well is the case review system functioning statewide to ensure that foster parents, pre-adoptive parents, and relative caregivers of children in foster care are notified of, and have a right to be heard in, any review or hearing held with respect to the child?

1. **What statewide information and data are currently used by the state to show whether foster parents, pre-adoptive parents, and relative caregivers of children in foster care are notified of, and have a right to be heard in, any review or hearing held with respect to the child?**

Not Applicable

Follow-up Questions:

If statewide data or information exists, reviewers ask questions 1a and 1b:

1a. **What do the current statewide information and data indicate about whether foster parents, pre-adoptive parents, and relative caregivers of children in foster care are notified of, and have a right to be heard in, any review or hearing held with respect to the child?**

Not Applicable

E. Entering Information Into SIG Items

The Notetaker enters information into the SIG. To enter information about an item, select the item number in the navigation panel on the left side of the Interview Overview page or from the list of items on the SIG Overview panel. The item questions and follow-up questions will then appear. The Notetaker can then document information from the interviews in the narrative text box for each question. The Notetaker is reminded that proper names should not be included in the narrative text box for the questions and should only be captured on the Interview Setup page in the narrative text field labeled “Stakeholders Interviewed.” The SIG contains copy, cut, and paste capacities to support note-taking activities.

All applicable text boxes must be completed. If the stakeholder does not have relevant information, the Notetaker must document that the question was asked but information was not

provided. If time constraints or other issues result in a question not being asked, the Notetaker documents that the question was not asked. The Notetaker uses the Save option at the bottom of the page to save information. This changes the status of the item to “In Progress.” After information has been entered into all of the text boxes for each question in an item and is saved, the item status will automatically change to “Complete.”

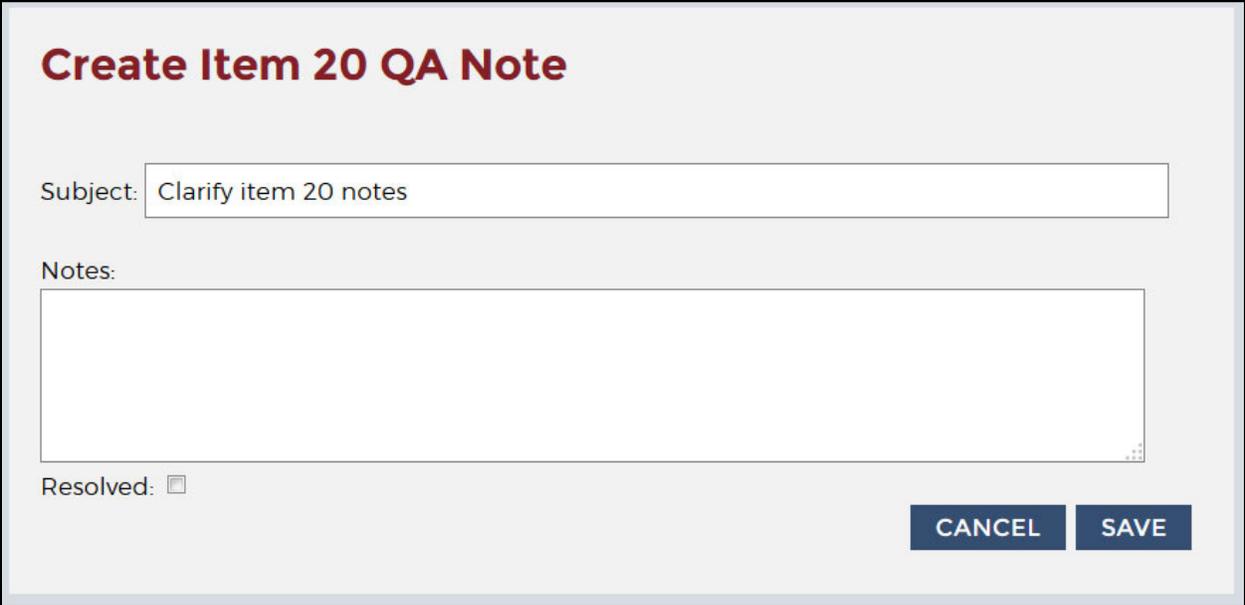
F. SIG Quality Assurance

Users serving in the Notetaker, Interviewer, and SIG Approval roles can create, review, modify, and delete QA Notes within the OMS SIG. Users may only edit, delete, or mark resolved QA Notes created by themselves.

Create a new case QA Note. Each page within an item features a QA Notes option at the bottom of the page. To add a new QA Note, select “Show” next to QA Notes at the bottom of any page within an item, type the note within the text box, and select “Save QA Note.”

View or edit a case QA Note. To view a QA Note, select “Show” next to QA Notes at the bottom of any page within an item and then select the date the QA Note was made. Users in the Notetakers, Interviewers and SIG Approval roles can also navigate to a QA Note by selecting “Case QA Notes” at the bottom of the navigation panel on the left and then select the date the QA Note was made.

Figure 45: QA Notes Section for SIG Item 20



Create Item 20 QA Note

Subject:

Notes:

Resolved:

CANCEL **SAVE**

Once the note is open, the user who created the note can edit the note in the text box and then select “Save” below. The user who created the note can also select the “Resolved” checkbox and then save to indicate that a QA Note has been closed. Resolving all QA Notes is not required to finalize a SIG.

Figure 46: The SIG QA Notes Page

The screenshot displays the 'SIG QA Notes' interface. At the top, there is a header 'SIG QA Notes' in red, followed by a '+ CREATE NEW QA NOTE' button. Below this, the first note is for 'Item 20' with the title 'Clarify item 20 notes'. It includes a date of '02/04/2015', 'Created By: Jeffrey Goode', and 'Resolved: No'. Action buttons for '[EDIT]', '[DELETE]', and '[RESOLVE]' are present, along with the text 'Please'. A '+ RESPOND TO QA NOTE' button is located below the note. The second note is for 'Item 32' with the title 'Question 1 title'. It also has a date of '02/04/2015', 'Created By: Jeffrey Goode', and 'Resolved: No'. Action buttons for '[EDIT]', '[DELETE]', and '[RESOLVE]' are present, along with the text 'In question 1, include the title of the report referenced by stakeholders.' and a '+ RESPOND TO QA NOTE' button.

Delete a case QA Note. To delete a QA Note, select “SIG QA Notes” at the bottom of the navigation panel on the left and then select “Delete” within the desired QA Note.

Respond to a SIG QA Note. To respond to a QA Note, select “SIG QA Notes” at the bottom of the navigational panel on the left and then select “Respond To QA Note” within the desired QA Note.

G. Reviewing, Approving, and Finalizing SIG

When the status of every item in the SIG is “Disabled for this Review,” “Not Applicable,” or “Complete,” the “Set Interview Complete” option will appear for the Notetaker on the SIG Overview page. The Notetaker selects “Set Interview Complete.” A pop-up message will appear asking, “Are you sure you want to mark this as complete?” Select “Okay” to change the interview status on the SIG dashboard to “Interview Complete.” If the names of the stakeholders have not been entered into the Stakeholders Interviewed narrative field on the Interview Setup page, the user will get an error message stating, “Please specify the stakeholders interviewed on the Interview Setup page.” Once the names have been entered and the page has been saved, the Notetaker will be able to change the interview status by selecting “Set Interview Complete.”

Users in the Interviewer, Notetaker, and SIG Approval roles all can review the SIG and provide feedback on the content of the notes. These users may also change the status of the interviewer to “Set Interview in Progress” to allow the Notetaker to make additional edits to the notes.

To approve and finalize the SIG, the user in the SIG Approval role selects the interview on the SIG dashboard from the stakeholder column. After review of the SIG Overview page to ensure that all fields are completed, and review of the applicable items and QA Notes, the SIG Approval user may mark the SIG as approved and finalized by selecting “Set Interview Final” on the SIG Overview page. The SIG interview is now final.

H. Eliminating a SIG

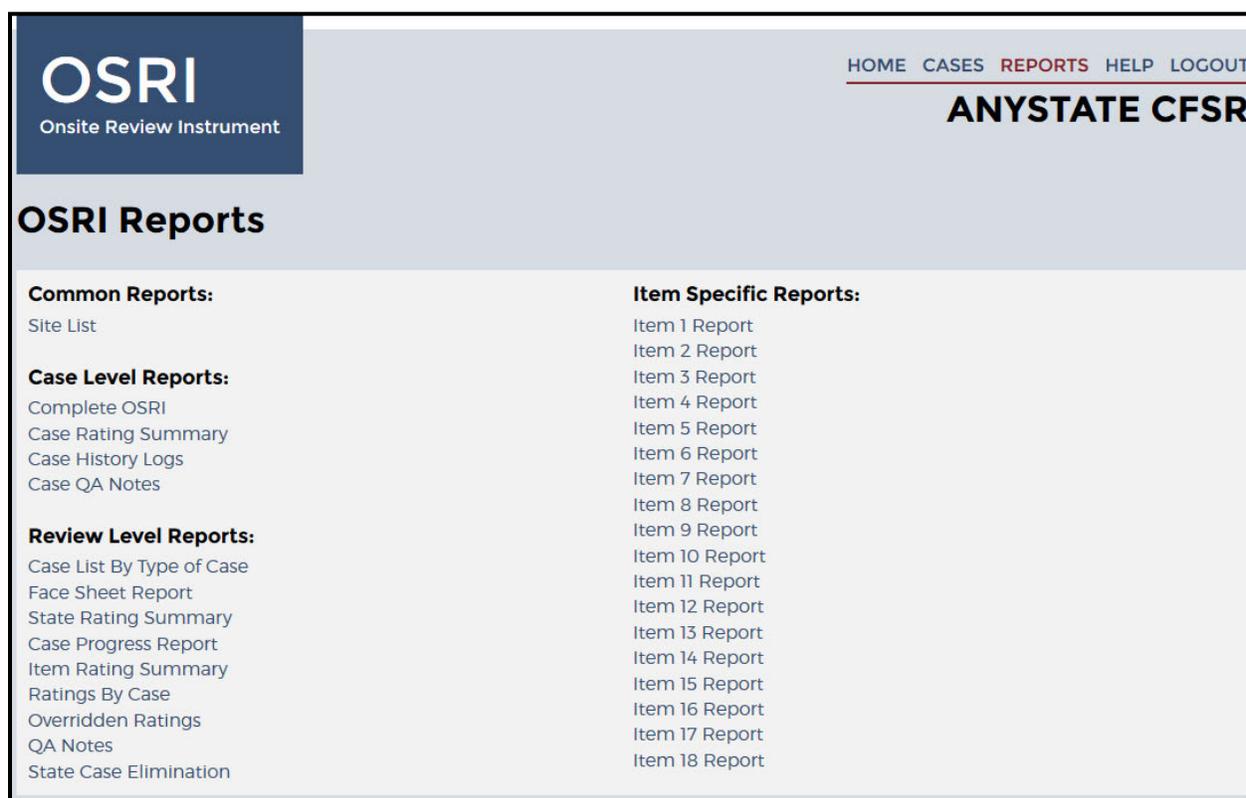
Anyone who is assigned to the interview in any role (Interviewer, Notetaker, Approval) may eliminate an interview any time before it is finalized.

To eliminate an interview, go to the SIG Overview page and click on Eliminate Interview in the upper right corner of the interview’s SIG Overview page. You will be asked whether you want to change the status of the interview to Interview Eliminated; select “Yes” to proceed. You will return to the Interview dashboard where the interview will show a new status: Interview Eliminated. No approval or justification is required to eliminate an interview.

VI. Generating Reports

You can select “Reports” from the top of any OSRI or SIG page to access the full set of reports available on the OMS. Reviewers have access to Case Level Reports. State, Federal, and Consultant Site Leaders have access to Case Level Reports, Review Level Reports, Item Specific Reports, and SIG Interview Reports.

Figure 47: The OSRI Reports Page as a Site Leader



The browser presents selected reports on screen (some reports require that you first select an item, case, or site, then click “Run Report”); however, users also have the option to export each report to a PDF or Excel file format, or a Word file format for certain reports.

Most reports are generated at the state level as an aggregate of data from all cases or interviews that exist within a state’s CFSR or CQI site. You also have the option to generate these reports at the site level, which presents an aggregate of data combining all cases or interviews within a specific review site. Those reports that are generated at the case level display a dropdown menu that lists each case name. Users must select a case name from the dropdown menu to generate case-level reports.

Certain reports will present optional filters, providing you with the flexibility to choose the fields that will display in the generated report. Depending on the report, filter options may include site, case type, PUR start dates, item, ratings, reviewers, and QA staff. Some reports offer more specific filter options, depending on the data presented.

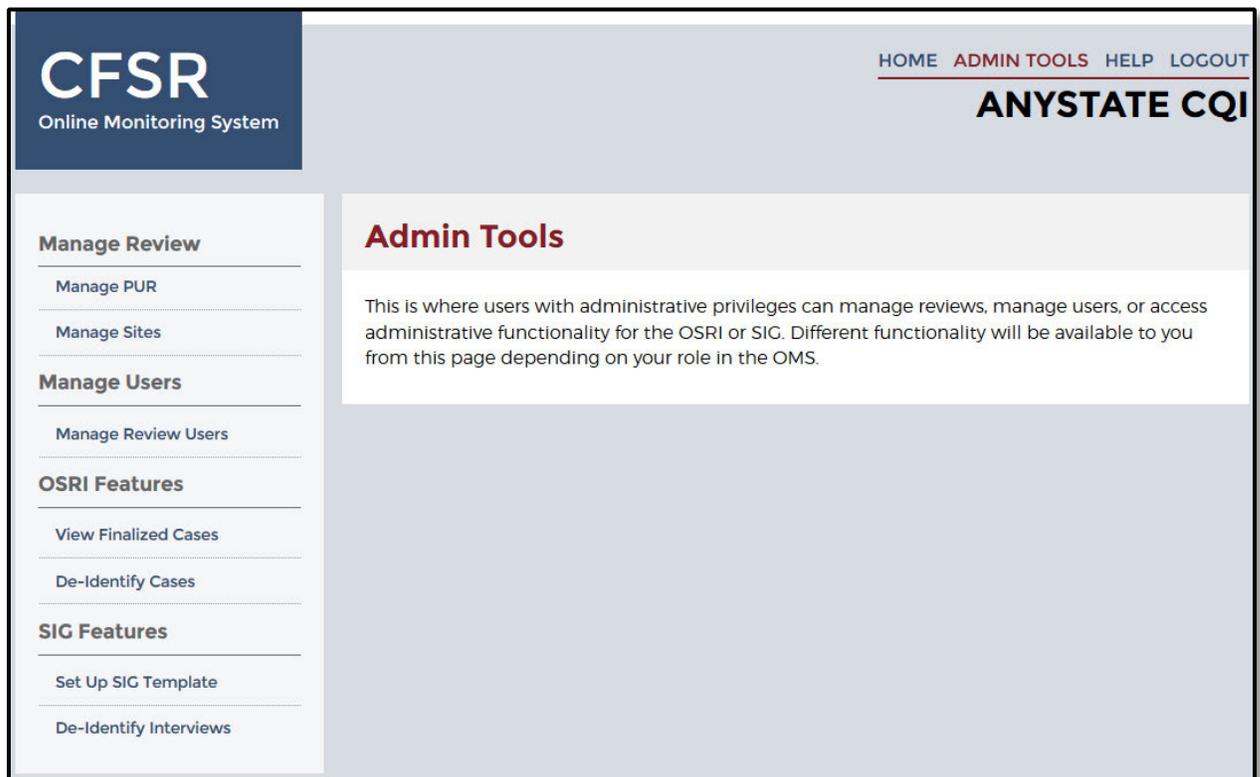
VII. State Administrator Responsibilities

State Administrators can set up and manage several aspects of the state’s OMS training site, CQI review site, and CFSR review site (for states conducting their own case reviews). State Administrators are given access to select review setup and management functions.

- As State Administrator for a CFSR review site (for states conducting their own case reviews), users may manage users, manage sites, and view a report on finalized cases.
- As State Administrator for a training review site, users may manage users, manage sites, manage the PUR start date, view a report on finalized cases, set up the SIG template, and practice de-identifying finalized cases and interviews.
- As State Administrator for a CQI review site, users may manage users, manage sites, manage the PUR start date, view a report on finalized cases, set up the SIG Template, and de-identify finalized cases and interviews.

Upon logging in and selecting a review, you will see “Admin Tools” in the upper right corner of the screen, next to Help. The Admin Tools page will present the options available to the State Administrator with that review type; e.g., CFSR, CQI, or Training. Within a CQI review, if you click “Admin Tools,” you will be taken to an Admin Tools screen where you will see seven options on the CQI review site on the left side of the page: Manage PUR, Manage Sites, Manage Review Users, View Finalized Cases, De-Identify Cases, Set Up SIG Template, and De-Identify Interviews.

Figure 48: Admin Tools Page—CQI Review Site



For CFSR sites, the “Admin Tools” page offers three options on the left side of the page: Manage Sites, Manage Users, and View Finalized Cases.

Figure 49: Admin Tools Page—CF SR Site



Click the function on the left side of this screen to navigate to that specific page. Guidance on each page follows below.

A. Managing PUR

“Manage PUR” is where the State Administrator can select a fixed or variable PUR for all cases within the review (this cannot be set on an individual case basis). The PUR type can be adjusted for the entire review until the first case has been created.

The PUR start date can be set for an entire review site as a fixed date or it can be open so that reviewers will enter a PUR start date when they create each case. Before any cases are created, you may set the PUR start date. The default setting is as an open PUR. This feature is available to State Administrators for the training and CQI review sites.

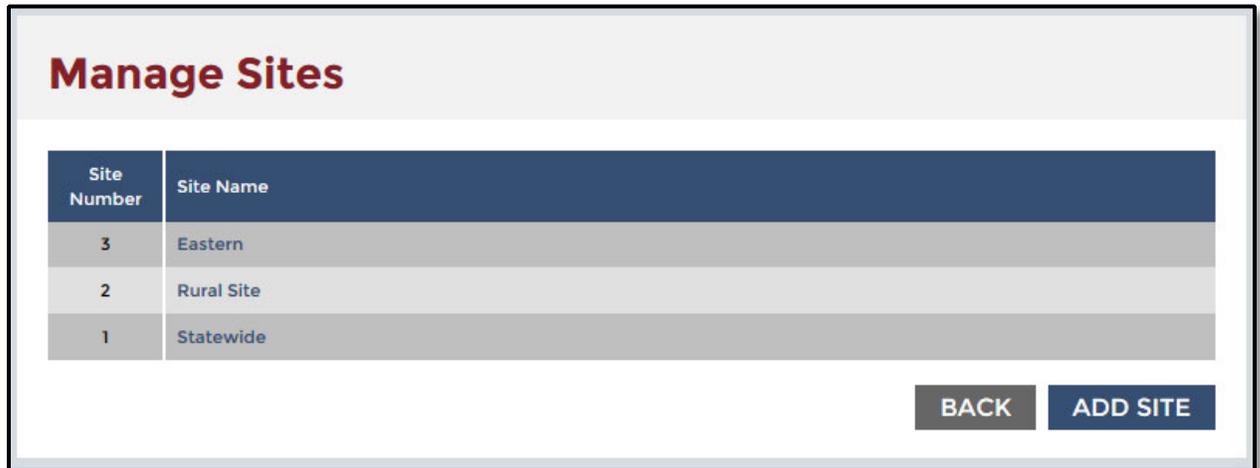
Figure 50: Manage PUR Page

The screenshot shows the 'Manage PUR' page. The title is 'Manage PUR'. Below the title, there is a 'PUR Type:' label with two radio button options: 'Fixed' and 'Variable'. The 'Variable' option is selected. Below this, there is a 'PUR Start Date:' label and an empty text input field. At the bottom right of the form, there are two buttons: 'BACK' and 'SAVE'.

B. Managing Sites

“Manage Sites” is where the State Administrator can add sites or edit the name of existing sites. Click “Add Site” to add sites (the “Site Number” associated with each site is automatically set by the OMS in chronological order). Click an existing “Site Name” to edit that individual site name. To delete a site entirely, please contact the OMS Help Desk. The State Administrator can add or change the names of sites for the training, CQI, and CFSR review sites.

Figure 51: Manage Sites Page



C. Managing Users

“Manage Review Users” is where the State Administrator can see all users assigned to the review, their status, their roles, and their site assignments. State Administrators can make changes to user roles or access by clicking the user’s name and selecting a different role from the dropdown menu, or assigning them to a specific site (or sites). Users have access to all review sites unless set otherwise. In addition, the State Administrator can activate or de-activate existing state users assigned to the review site. This feature is available to State Administrators for the training, CQI, and CFSR review sites.

Figure 52: Manage Review Users Page

Manage Review Users					
OMS Active	Review Active	User ID	User Name	CFSR Review Role	Sites
✓	✓	4953	Brady Barret	State Administrator	All sites
✓	✓	4955	Grace Martel	State Reviewer	All sites
✓	✓	81	Isaac Paul	State Administrator	All sites
✓	✓	4954	Janeke Abrams	State Reviewer	All sites
✓	✓	4956	Jeffrey Goode	State Site Leader	All sites
✓	✓	4957	Leyla Vicario	State Site Leader	All sites
✓	✓	4958	Rachel Huerta	State Administrator	All sites

[BACK](#)

D. Set Up SIG Template

Set Up SIG Template is discussed in Section V-B above.

E. De-Identifying Cases

De-Identify Cases is the page where State Administrators will de-identify all cases with the status of Approved and Final or that have been eliminated from the review. This page lists the cases that are ready to be de-identified. Click “Run De-Identification” to de-identify all cases displayed on this page (cases cannot be de-identified on an individual case basis, but de-identification can be run multiple times as additional cases are finalized). De-identification converts the case name into a consistent format (“State-Site#-Case#”) and converts all proper names in the Face Sheet into generic labels (e.g., Target Child, Child 1, Mother 1). Contact the OMS Help Desk for assistance in mapping a de-identified case name back to its original case name.

For CQI review sites, the OMS State Administrator ensures that cases are de-identified per an established schedule as soon as possible after they are finalized (JBS and the Children’s Bureau manage de-identification for CFSR review sites and the training site is wiped each month so does not need to be de-identified). De-identification of confidential information is an important step in fulfilling the security requirements. To ensure that data remain secure, we ask that each OMS State Administrator oversee the case finalization and de-identification process for your state. We recommend the following guidelines:

1. Cases should be finalized within 60 days of opening.
2. Cases should be de-identified within 14 days of finalization.

Figure 53: De-Identification Page

OSRI
Onsite Review Instrument

HOME REVIEW SETUP CASES REPORTS HELP LOGOUT

ANYSTATE CQI

De-identify Cases

Please use this page to convert proper names from the Face Sheet G1 and G2 tables into generic terms.

There is 1 approved and final or eliminated case that has not been de-identified. Please click here to de-identify it.

Case Name	Case Status
John Doe	Approved and Final

BACK RUN DE-IDENTIFICATION

F. View Finalized Cases

“View Finalized Cases” is the page where State Administrators can track all cases that have been finalized in the review to assist with managing the de-identification process. The table displays the Case Name, the Site, the date on which the case was created, the number of days from creation to finalization, the date on which the case was finalized, and the date on which the case was de-identified. The “Days From Creation to Finalization” and the “Days From Finalization to De-Identification” continues counting up until there is a finalization or de-identification date listed, at which point the number of days ceases counting. State Administrators can export this table to either PDF or Excel using the export links on the page.

Figure 54: View Finalized Cases Page

Finalized Cases

Export: PDF XLSx

Case Name	Site	Date Created	Days From Creation to Finalization*	Date Last Finalized	Days From Finalization to De-Identification*	Date De-Identified
AS-SITE01-02	Statewide	02/01/2015	74 days	04/16/2015	0 days	04/17/2015

*Ceases counting once there is a Finalization/De-Identification date.

VIII. Help Page

The Help page is accessible through the “Help” link found in the upper right corner throughout the OMS. This section serves as a landing page for all of the various resources and support

available to OMS users related to the CFSRs, the OMS, and the Children's Bureau. When clicked, the Help page opens in a separate browser window, so that you may reference resources and support from the Help page while still keeping your location in the OMS.

The Help page identifies categories of problems and directs you to the appropriate resources. On this page, you will find a link to Round 3 Resources on the CFSR Information Portal for policy information and instrument concerns, a link to the E-Training Platform and this OMS User Manual for usage concerns (including full CFSR and OMS training modules), a link to the OSRI Frequently Asked Questions where OMS users can submit questions to the Children's Bureau regarding the OSRI or the mock case that's available for practice on the E-Training Platform, a link to Regional Office contact information for CFSR concerns and questions regarding OMS access, a link to the OMS Change Log for a list of changes made to the OMS, and a link to the OMS Technical and Security Requirements document including a message to contact the user's state IT administration for Internet connectivity concerns.

The OMS Help Desk is also available from the Help page. The OMS Help Desk is a full-service support platform that allows all OMS users to submit technical assistance or support requests directly through the online page via a form or live chat feature, or by toll-free telephone call. The OMS Help Desk is available Monday through Friday, except for federal holidays, via phone between 7 a.m. and 10 p.m. eastern time, and for an immediate response through the online form and live chat from 8:30 a.m. to 5:30 p.m. eastern time. All support requests received outside of OMS Help Desk operating hours will be responded to the next business day.

OMS Help Desk staff will assist users with any OMS question or issue or will provide the user with the appropriate resources. All technical assistance or support requests made through the OMS Help Desk are tracked and will be used to improve both the OMS itself and Help Desk support.

Appendix: CFSR OMS Logic and Validation

This appendix presents three charts to explain the logic and validation embedded in the OMS. Each chart presents information item-by-item and describes features built into the OMS. The first chart is an item-by-item summary of internal logic validations. The second chart is a comprehensive list of every logic validation error message. The third chart is a comprehensive list of every field that is pre-filled and/or disabled using information provided earlier in the instrument.

Logic Summary

Item	Question	Logic Summary
Face Sheet		
	C	Prefilled at review setup for reviews with fixed PUR.
	D	Prefilled for reviewer completing instrument. Other reviewers can be added.
	E	Used in determining whether child has been in care 60 days for validations used in item 5.
	E	Used to validate DOB in table G1.
	E	Used in calculating time in care for questions 5D and 6A2.
	C and E	Used to set PUR that shows on every page, and to validate dates entered in rest of Face Sheet and tables 1A1 and 4A1.
	F	Used in disabling questions (Face Sheet questions J and K; item 2 applicability, questions 2B, 3E1, 3E, 3F1, 3F) and questions related to foster care cases only (items 4-11 and question 12C) for in-home cases and vice versa.
	F	Used to trigger display of child selection lists in items 12A, 13, 16, 17, and 18.
	G1	DOB validated to be less than 18 by date in Face Sheet question E.
	G1	DOB used to validate table 1A1 report date.
	G1	Child names used to populate in-home child selection lists in items 12A, 13, 16, 17, and 18.
	G1	Number of children entered used to determine applicability of item 7, and questions 8E1, 8E, and 8F.
	G2	Participant names used to populate parent selection lists in items 8, 11, 12B, 13, and 15.
	H	Used to validate selections in Face Sheet question M.
	I	Used to validate question 3A as NA.
	J	Used to populate question 6A1.
	J	Used to validate table 4A1 dates.
	K	Used to populate question 6A3.
	L	Used to validate dates entered in tables 1A1 and 4A1.
Item 1		
	Applicability	Must be applicable if either of 2 bullets in question 3D1 or 1 bullet in question 3F1 are checked.
	A1	Number of reports (unique report dates) used to validate questions 1A and 1B.
	A1	Substantiations used to validate bullets in questions 3D1 and 3F1.

Item	Question	Logic Summary
	A1	Report dates must be during PUR, before date of case closure, and after DOB.
	A	Used to validate question 1C as NA.
	B	Used to validate question 1C as NA.
Item 3		
	A	Date in Face Sheet question I is used to validate question 3A as NA.
	D1	Table 1A1 substantiations used to validate 3D1 selections.
	D1	Selections used to validate applicability of item 1.
	D	Validated against question 3D1.
	E	Validated against question 3E1.
	F1	Table 1A1 substantiations used to validate question 3F1 selections.
	F1	Selections used to validate applicability of item 1.
	F	Validated against question 3F1.
Item 4		
	A1	Placement dates must be before end of PUR (Face Sheet question E) and before date of case closure (Face Sheet question L).
	A	Pre-filled based on number of placements entered in table 4A1.
	B	Prefilled NA if only 1 placement entered in table 4A1.
Item 5		
	A1	Goals used to prefill questions 5A2.
	A2	Used to populate question 6A4.
	F	Validated using responses to questions 5D and 5E.
	G1	Validated using response to question 5D.
	G	Validated against question 5G1.
Item 6		
	A1	Populated by Face Sheet question J.
	A3	Populated by Face Sheet question K.
	A4	Populated by question 5A2.
	C1	Validated against table 4A1.
	C1, C2, C	Validated against question 6A4.
Item 7		
	Applicability	Face Sheet table G1 (number of siblings listed) used to determine applicability of item 7.
	A	Used to validate item 8 applicability question 1.
Item 8		
	Applicability	Question 1 validated against question 7A, and used to prefill NA in questions 8E1, 8E, and 8F (if No).
	Applicability	Face Sheet table G2 case participants used to populate parent selections.
	Applicability	Used to NA Mother or Father-related item 8 questions if No to pre-applicability questions.
	A	Validated against question 8A1.
	B	Validated against question 8B1.

Item	Question	Logic Summary
	E	Validated against question 8E1.
	C	Validated against question 8A.
	D	Validated against question 8B.
	F	Validated against question 8E.
	A1, A, C	Prefilled NA if applicability page NA's Mother.
	B1, B, D	Prefilled NA if applicability page NA's Father.
	E1, E, F	Prefilled NA if applicability page NA's sibling questions.
Item 11		
	Applicability	Face Sheet table G2 case participants used to populate parent selections.
	Applicability	Used to NA Mother or Father-related item 11 questions if No to pre-applicability questions.
	A, A1	Prefilled NA if applicability page NA's Mother.
	B, B1	Prefilled NA if applicability page NA's Father.
Item 12A		
	Applicability	Face Sheet table G1 children listed used to populate in-home case child selections.
	A2	Validated against question 12A1.
Item 12B		
	Applicability	Face Sheet table G2 case participants used to populate parent selections.
	Applicability	Used to NA Mother or Father-related item 12B questions if No to pre-applicability questions.
	B1, B3	Prefilled NA if applicability page NA's Mother.
	B2, B4	Prefilled NA if applicability page NA's Father.
	B3	Validated against question 12B1.
	B4	Validated against question 12B2.
Item 12C		
	C2	Validated against question 12C1.
Item 13		
	Applicability	Face Sheet table G1 children listed used to populate in-home case child selections.
	Applicability	Face Sheet table G2 case participants used to populate parent selections.
	Applicability	Used to NA Mother or Father-related item 13 questions if No to pre-applicability questions.
	Applicability	Question 1 used to prefill NA in question 13A.
	A	Prefilled NA if applicability page NA's child(ren).
	B	Prefilled NA if applicability page NA's Mother.
	C	Prefilled NA if applicability page NA's Father.
Item 14		
	A	Validated against question 14A1.
	B	Validated against question 14A.
Item 15		

Item	Question	Logic Summary
	Applicability	Face Sheet table G2 case participants used to populate parent selections.
	Applicability	Used to NA Mother or Father-related item 15 questions if No to pre-applicability questions.
	A1, A2, C	Prefilled NA if applicability page NA's Mother.
	B1, B2, D	Prefilled NA if applicability page NA's Father.
	A2	Validated against question 15A2.
	B2	Validated against question 15B1.
	C	Validated against question 15A2.
	D	Validated against question 15B2.
Item 16		
	Applicability	Face Sheet table G1 children listed used to populate in-home case child selections.
	B	Validated against question 16A.
Item 17		
	Applicability	Face Sheet table G1 children listed used to populate in-home case child selections.
	B2	Validated against question 17A1.
	B3	Validated against question 17A2.
Item 18		
	Applicability	Face Sheet table G1 children listed used to populate in-home case child selections.
	C	Validated against question 18A.

Logic Validation Error Messages

Location	Logic	Logic Validation Error Message
Home: Login	Either the username or password entered is incorrect. Username is typically the user's first and last name, separated by a space.	Invalid username/password.
Home: Login	An incorrect password was entered five times. The account is now de-activated and can only be reactivated by contacting the OMS Help Desk.	Your account has been de-activated due to too many unsuccessful login attempts. Please contact the OMS Help Desk (https://oms-helpdesk.cfsrportal.org) for assistance.
Home: System Use Notification	The OMS cannot be accessed until a user agrees to the terms and conditions (System Use Notification).	Before you can proceed, you must accept the terms and conditions. Please check the box at the bottom of this page.
Home: Select Review	A review must be selected from the dropdown before user can go to the OSRI or SIG.	Please select a review.
Home: OSRI Case Elimination	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	The OSRI Case Elimination page contains errors; please scroll to view.
Home: OSRI Case Elimination	A case cannot be eliminated without providing a reason.	Please select a Reason.

Location	Logic	Logic Validation Error Message
Home: OSRI Case Elimination	If "Case should not be in the sample" is selected for Reason Case Eliminated, a reason must be provided in the following narrative field.	Please enter reason case should not be included in the sample.
Home: OSRI Case Elimination	The explanation provided for a case elimination cannot contain proper names.	Please check the box to confirm that the case elimination explanation does not contain proper names.
Face Sheet (Case Setup)	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	The Case Setup page contains errors; please scroll to view.
Face Sheet (Case Setup)	Site (question A) is a required field.	Please select a site.
Face Sheet (Case Setup)	Case name (question B) is a required field.	Please specify a case name.
Face Sheet (Case Setup)	PUR start date (question C) is a required field.	Please enter the PUR start date.
Face Sheet (Case Setup)	PUR start date (question C) cannot begin in the future.	Please enter a PUR start date that is not a future date.
Face Sheet (Case Setup)	Reviewer name (question D) is a required field.	Please specify the reviewer name(s).
Face Sheet (Case Setup)	The same person cannot be assigned to multiple roles.	Please select unique staff for Reviewer, QA, and Oversight roles.
Face Sheet (Case Setup)	Reviewers can only be assigned to a case created within a site for which the Reviewer has access.	Please select Reviewer(s) associated with the site selected in question A.
Face Sheet (Case Setup)	Site Leaders can only be assigned to a case created within a site for which the Site Leader has access.	Please select Initial QA staff associated with the site selected in question A.
Face Sheet (Case Setup)	Site Leaders can only be assigned to a case created within a site for which the Site Leader has access.	Please select Second Level QA staff associated with the site selected in question A.
Face Sheet (Case Setup)	Site Leaders can only be assigned to a case created within a site for which the Site Leader has access.	Please select Secondary Oversight staff associated with the site selected in question A.
Face Sheet (Case Setup)	Date case review was completed (question E) is a required field.	Please specify the date case review was completed.
Face Sheet (Case Setup)	Date case review was completed (question E) must be after the PUR start date.	Please enter a date the case review was completed that is after the date in question C.
Face Sheet (Case Setup)	Case type (question F) is a required field.	Please select type of case.
Face Sheet	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	The Face Sheet contains errors; please scroll to view.

Location	Logic	Logic Validation Error Message
Face Sheet G1 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Table G1 contains errors; please scroll to view.
Face Sheet G1 table	Child's Name is a required field.	Please specify the child's name.
Face Sheet G1 table	Race is a required field.	Please select race.
Face Sheet G1 table	Ethnicity is a required field.	Please select ethnicity.
Face Sheet G1 table	Date of Birth is a required field.	Please specify date of birth.
Face Sheet G1 table	Gender is a required field.	Please select gender.
Face Sheet G1 table	At least one child must be entered into table G1.	For table G1, you have not entered any children. Please enter at least one child.
Face Sheet G1 table	A target child should be marked for foster care cases, even if there is only one child.	For table G1, you have not selected a target child. Please select a target child.
Face Sheet G1 table	Only one child can be marked as the target child in table G1.	For table G1, you entered more than one target child. Please ensure that only one child has been identified as the target child.
Face Sheet G1 table	The date of birth entered cannot result in the child being over 18 on the first day of the PUR (Face Sheet question C).	The date of birth you have entered indicates that the child is over 18. Please ensure that this date is correct. Cases involving children over the age of 18 at the beginning of the PUR are not eligible for assessment.
Face Sheet G1 table	The table is required before the remaining questions can be answered.	Please complete the table before answering questions for the Face Sheet.
Face Sheet G1 table	When navigating back to the Face Sheet after completing other items, validation will re-run on existing table G1 data.	Please review the data entered in each row of table G1, because an error has been identified. Please click on the child's name to review each row.
Face Sheet G1 table	If there is only one row saved to table G1, that row can be edited but not deleted.	This row cannot be deleted from table G1. Please click on the child's name to edit.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in item 1 table 1A1.	Child cannot be deleted because this child is referenced in item 1 table 1A1.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in the item 12A applicability page.	Child cannot be deleted because this child is referenced in case applicability for sub-item 12A.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in the item 13 applicability page.	Child cannot be deleted because this child is referenced in case applicability for item 13.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in the item 16 applicability page.	Child cannot be deleted because this child is referenced in case applicability for item 16.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in the item 17 applicability page.	Child cannot be deleted because this child is referenced in case applicability for item 17.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in the item 18 applicability page.	Child cannot be deleted because this child is referenced in case applicability for item 18.
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in rating item 7.	Child cannot be deleted because this child is considered in rating item 7.

Location	Logic	Logic Validation Error Message
Face Sheet G1 table	A row cannot be deleted from table G1 if the child is already referenced in rating item 8.	Child cannot be deleted because this child is considered in rating item 8.
Face Sheet G2 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Table G2 contains errors; please scroll to view.
Face Sheet G2 table	At least one participant must be entered into table G2.	For table G2, you have not entered any participants. Please enter at least one participant.
Face Sheet G2 table	If the Participant's Role is Other, the following narrative field is required.	Please fill out the Participant's Role narrative field for a response of Other.
Face Sheet G2 table	The table is required before the remaining questions can be answered.	Please complete the table before answering questions for the Face Sheet.
Face Sheet G2 table	Participant's Name is a required field.	Please specify the Participant's Name.
Face Sheet G2 table	Participant's Role is a required field.	Please specify the Participant's Role.
Face Sheet G2 table	Relationship to Child is a required field.	Please specify the Relationship to Child.
Face Sheet G2 table	When navigating back to the Face Sheet after completing other items, validation will re-run on existing table G2 data.	Please review the data entered in each row of table G2, because an error has been identified. Please click on the participant's name to review each row.
Face Sheet G2 table	Narrative text cannot be saved unless Participant's Role is Other.	You did not answer Other to Participant's Role and entered narrative to explain the answer that is not required. Please remove narrative from this field.
Face Sheet G2 table	If there is only one row saved to table G2, that row can be edited but not deleted.	This row cannot be deleted from table G2. Please click on the participant's name to edit.
Face Sheet G2 table	A row cannot be deleted from table G2 if the participant is already referenced in the item 8 applicability page.	Participant cannot be deleted because this participant is referenced in case applicability for item 8.
Face Sheet G2 table	A row cannot be deleted from table G2 if the participant is already referenced in the item 11 applicability page.	Participant cannot be deleted because this participant is referenced in case applicability for item 11.
Face Sheet G2 table	A row cannot be deleted from table G2 if the participant is already referenced in the item 12B applicability page.	Participant cannot be deleted because this participant is referenced in case applicability for item 12B.
Face Sheet G2 table	A row cannot be deleted from table G2 if the participant is already referenced in the item 13 applicability page.	Participant cannot be deleted because this participant is referenced in case applicability for item 13.
Face Sheet G2 table	A row cannot be deleted from table G2 if the participant is already referenced in the item 15 applicability page.	Participant cannot be deleted because this participant is referenced in case applicability for item 15.
Face Sheet G2 table	Participant's Role cannot be changed from Mother/Father/Other if the participant is already referenced in case applicability for item 8.	Participant's Role cannot be changed because this participant is referenced in case applicability for item 8.
Face Sheet G2 table	Participant's Role cannot be changed from Mother/Father/Other if the participant is already referenced in case applicability for item 11.	Participant's Role cannot be changed because this participant is referenced in case applicability for item 11.

Location	Logic	Logic Validation Error Message
Face Sheet G2 table	Participant's Role cannot be changed from Mother/Father/Other if the participant is already referenced in case applicability for item 12B.	Participant's Role cannot be changed because this participant is referenced in case applicability for item 12B.
Face Sheet G2 table	Participant's Role cannot be changed from Mother/Father/Other if the participant is already referenced in case applicability for item 13.	Participant's Role cannot be changed because this participant is referenced in case applicability for item 13.
Face Sheet G2 table	Participant's Role cannot be changed from Mother/Father/Other if the participant is already referenced in case applicability for item 15.	Participant's Role cannot be changed because this participant is referenced in case applicability for item 15.
Face Sheet H	Question H is a required field.	Please answer question H.
Face Sheet I	The date of the first case opening in question I must be before the last day of the PUR.	For question I, please enter a date of case opening that is before the last day of the PUR.
Face Sheet J	Question J: Date cannot be later than the final date of the PUR (question C).	For question J, please enter a date for the target child's most recent entry into foster care that is before the last day of the PUR.
Face Sheet J	Question J: Date cannot be before the date of case opening (question I).	For question J, please enter a date that is on or after the date of case opening recorded in question I.
Face Sheet J	The date of target child's most recent entry into foster care (question J) cannot be earlier than the child's date of birth.	For question J, please enter a date for the target child's most recent entry into foster care that is on or after the date of birth of the target child.
Face Sheet J	Question J is a required field.	For question J, please enter the date of the child's most recent entry into foster care.
Face Sheet J	Question J cannot save both a date and "NA".	For question J, please either specify a date or choose NA.
Face Sheet K	Question K is a required field.	Please answer question K.
Face Sheet K	For foster care cases only, date of discharge from foster care (question K) cannot be NA.	For question K, please enter a date of discharge or select Not Yet Discharged since this is a foster care case.
Face Sheet K	For foster care cases only, the date of discharge (question K) is a required field if the date of case closure is entered in question L.	For question K, if case is closed, please enter discharge date.
Face Sheet K	For foster care cases only, the date of discharge (question K) cannot be after the last day of the PUR (question E).	For question K, please enter a date of discharge that is on or before the last day of the PUR.
Face Sheet K	For foster care cases, the date of discharge from foster care (question K) must be after the child's most recent entry into foster care (question J).	For question K, please enter a date of discharge that is after the target child's most recent entry into foster care.
Face Sheet K	For foster care cases, the date of discharge from foster care (question K) must be after the child's date of birth.	For question K, please enter a date of discharge that is after the date of birth of the target child.
Face Sheet K	Question K cannot save both a date and one of the other two options.	For question K, please either specify a date or choose NA or Not Yet Discharged.
Face Sheet K	Question K cannot save both NA and Not Yet Discharged.	For question K, please choose NA or Not Yet Discharged, but not both.

Location	Logic	Logic Validation Error Message
Face Sheet L	The date of the most recent case closure in question L cannot be before the date of the child's most recent entry into foster care in question J.	For question L, please enter the date of the most recent case closure that is after the target child's most recent entry into foster care.
Face Sheet L	For foster care cases only, if question K is Not Yet Discharged, question L must be Case not closed by time of review.	For question L, please select Case not closed by time of review since question K is Not Yet Discharged.
Face Sheet L	The date of the most recent case closure (question L) must be on or before the last day of the PUR (question E).	For question L, please enter the date of the most recent case closure that is on or before the last day of the PUR.
Face Sheet L	The date of the most recent case closure (question L) must be on or after the first day of the PUR (question C).	For question L, please enter the date of the most recent case closure that is on or after the first day of the PUR.
Face Sheet L	For non-foster care cases, the date of the most recent case closure (question L) cannot be on or before the date the case was opened for services during the PUR (question I).	For question L, please enter the date of the most recent case closure that is after the date the case was opened for services during the PUR.
Face Sheet L	For foster care cases only, the date of the most recent case closure (question L) must be after the date of birth of the target child (if a date of birth is entered).	For question L, please enter the date of the most recent case closure that is after the date of birth of the target child.
Face Sheet L	Question L cannot save both a date and "Case not closed by time of review".	For question L, please either specify a date or choose Case not closed by time of review.
Face Sheet L	Question L is a required field.	Please answer question L.
Face Sheet M	Question M is a required field.	Please answer question M.
Face Sheet M	If question M is Other, the following narrative field is required.	For question M, please fill out the narrative field for a response of Other.
Face Sheet M	Narrative text cannot be saved unless Face Sheet question M is Other.	You did not answer Other to question M and entered narrative to explain the answer that is not required. Please remove narrative from this field.
Item 1 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 1 contains errors; please scroll to view.
Item 1 applicability	Item 1 applicability is a required field.	Please select Yes or No.
Item 1	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 1 contains errors; please scroll to view.
Item 1	The table is required before the remaining questions can be answered.	Please complete the table before answering questions for this item.
Item 1	Item 1 cannot be saved without first saving information to table 1A1.	You have not completed table 1A1. Please complete table 1A1.
Item 1	If there is only one row saved to table 1A1, that row can be edited but not deleted.	This row cannot be deleted from table 1A1. Please click on the report date to edit.

Location	Logic	Logic Validation Error Message
Item 1	When navigating back to item 1 after completing other items, validation will re-run on existing table 1A1 data.	Please review the data entered in each row of table 1A1, because an error has been identified. Please click on the report date to review each row.
Item 1	If a substantiated or indicated maltreatment report is checked in question 3D1, the item 1 page cannot then be saved with no substantiated or indicated reports in table 1A1.	You indicated in question 3D1 that there was a substantiated or indicated maltreatment report. Please compare the information you have in table 1A1 to ensure that you selected substantiated or indicated for the disposition of a report during the PUR.
Item 1	If a substantiated or indicated maltreatment report is checked in question 3D1, item 1 cannot then be saved as NA.	You indicated in question 3D1 that there were maltreatment reports during the PUR. Please change your answers to question 3D1 or mark item 1 as applicable.
Item 1	If a substantiated or indicated maltreatment report is checked in question 3F1, item 1 cannot then be saved as NA.	You indicated in question 3F1 that there were maltreatment reports during the PUR. Please change your answers to question 3F1 or mark item 1 as applicable.
Item 1A1 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 1 table contains errors; please scroll to view.
Item 1A1 table	Report Date must be during the PUR.	Please enter a report date that is during the PUR.
Item 1A1 table	Date Assigned for an Investigation or Assessment is a required field.	Please select either a date or Did not occur.
Item 1A1 table	Date Investigation or Assessment Initiated is a required field.	Please select either a date or Did not occur.
Item 1A1 table	Date of Face-to-Face Contact With Child is a required field.	Please select either a date or Did not occur.
Item 1A1 table	Date Assigned for an Investigation or Assessment cannot be earlier than the Report Date.	Please enter a date assigned for investigation that is on or after the report date.
Item 1A1 table	Date Investigation or Assessment Initiated cannot be earlier than the Report Date.	Please enter a date investigation or assessment was initiated that is on or after the report date.
Item 1A1 table	Date Investigation or Assessment Initiated cannot be earlier than the Date Assigned for an Investigation or Assessment.	Please enter a date investigation or assessment was initiated that is on or after the date assigned for investigation.
Item 1A1 table	Date of Face-to-Face Contact With Child cannot be earlier than the date assigned.	Please enter a date of face-to-face contact that is on or after the date investigation or assessment was initiated.
Item 1A1 table	Name of Child is a required field.	You have not selected the child. Please select a child who was the subject of the report.
Item 1A1 table	Allegation is a required field.	You have not selected an Allegation. Please select an Allegation for this report.
Item 1A1 table	If Other is selected as the Allegation, the corresponding Other narrative is a required field.	For Allegation, please fill out the narrative field for a response of Other.

Location	Logic	Logic Validation Error Message
Item 1A1 table	Text cannot be saved to the Allegation (Other) narrative field, unless Other is checked as the Allegation.	You did not answer Other to Allegation and entered narrative to explain the answer that is not required. Please remove narrative from this field.
Item 1A1 table	Assessment or Investigation is a required field.	You have not selected Assessment or Investigation. Please select Assessment or Investigation for this report.
Item 1A1 table	Relationship of Alleged Perpetrator to Child is a required field.	You have not selected the Relationship of Alleged Perpetrator to Child. Please select the Relationship of Alleged Perpetrator to Child for this report.
Item 1A1 table	If Other is selected as the Relationship of Alleged Perpetrator to Child, the corresponding Other narrative is a required field.	For Relationship of Alleged Perpetrator to Child, please fill out the narrative field for a response of Other.
Item 1A1 table	Disposition is a required field.	You have not selected the Disposition. Please select the Disposition of this report.
Item 1A1 table	Duplicate rows with the same child, report date, allegation, relationship of alleged perpetrator, and disposition are not allowed in table 1A1.	You have entered two rows with the same child, report date, allegation, relationship of alleged perpetrator, and disposition. Please change the data or return to item 1.
Item 1A1 table	Narrative text cannot be saved unless Allegation is Other.	You did not answer Other to Allegation and entered narrative to explain the answer that is not required. Please remove narrative from this field.
Item 1A1 table	Narrative text cannot be saved unless Relationship of Alleged Perpetrator to Child is Other.	You did not answer Other to Relationship of Alleged Perpetrator to Child and entered narrative to explain the answer that is not required. Please remove narrative from this field."
Item 1A	Question 1A is a required field and must be numeric.	For question 1A, please enter a number.
Item 1B	Question 1B is a required field and must be numeric.	For question 1B, please enter a number.
Item 1B	If either question 1A or 1B is greater than zero, the following narrative field is required.	Please fill out the narrative field if question 1A or 1B is greater than zero.
Item 1B	If questions 1A and 1B are both either blank or zero, no text can be saved in the following narrative field (i.e. either question 1A or 1B must be greater than zero for the narrative field to be applicable).	You have not entered a number greater than zero for question 1A or 1B and have entered a narrative explanation that was not required. Please remove the narrative explanation. Please provide any additional comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 1C	If questions 1A and 1B are both zero, question 1C must be NA.	For question 1C, please select NA since both questions 1A and 1B are zero.
Item 1C	Question 1C cannot be NA if questions 1A or 1B are greater than zero.	For question 1C, please select Yes or No since delays related to reports are indicated in question 1A or 1B.
Item 1 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.

Location	Logic	Logic Validation Error Message
Item 2 applicability	All pre-applicability questions must be answered.	Please answer all questions on this page.
Item 2 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 2 contains errors; please scroll to view.
Item 2 applicability	Item 2 applicability is a required field.	Please select Yes or No.
Item 2 applicability	If any of the first five pre-applicability bullets are Yes (but the sixth pre-applicability bullet is No), item 2 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 2 applicability	If any of the first five pre-applicability bullets are Yes (and the sixth pre-applicability bullet is Yes), item 2 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 2 applicability	If the first five pre-applicability bullets are No (but the sixth pre-applicability bullet is Yes), item 2 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 2 applicability	If all six pre-applicability bullets are No, item 2 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 2	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 2 contains errors; please scroll to view.
Item 2A	If question 2A is No, the following narrative field is required.	For question 2A, please fill out the narrative field for a response of No.
Item 2A narrative	Narrative text cannot be saved unless question 2A is No.	You did not answer No to question 2A and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 2B	Question 2B cannot be No if question 2A is Yes.	The answer to question 2B cannot be No if the answer to question 2A is Yes. Please review your answers and refer to the instructions for guidance.
Item 2B	If question 2B is No, the following narrative field is required.	For question 2B, please fill out the narrative field for a response of No.
Item 2B narrative	Narrative text cannot be saved unless question 2B is No.	You did not answer No to question 2B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 2 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.

Location	Logic	Logic Validation Error Message
Item 3	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 3 contains errors; please scroll to view.
Item 3A	If question 3A is No, the following narrative field is required.	For question 3A, please fill out the narrative field for a response of No.
Item 3A	Questions 3A and 3B cannot both be NA.	Please change question 3A or 3B so that both are not NA.
Item 3A narrative	Narrative text cannot be saved unless question 3A is No.	You did not answer No to question 3A and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 3B	If question 3B is No, the following narrative field is required.	For question 3B, please fill out the narrative field for a response of No.
Item 3B narrative	Narrative text cannot be saved unless question 3B is No.	You did not answer No to question 3B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 3C	If question 3C is No, the following narrative field is required.	For question 3C, please fill out the narrative field for a response of No.
Item 3C narrative	Narrative text cannot be saved unless question 3C is No.	You did not answer No to question 3C and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 3D1	If question 3D1 is Other, the following narrative field is required.	For question 3D1, please fill out the narrative field for a response of Other.
Item 3D1	If question 3D1 is "No safety-related incidents..." then no other selections can be made.	For question 3D1, if you have selected "No safety-related incidents occurred that were not adequately addressed by the agency", please ensure that no other selections were made.
Item 3D1	If question 3D1 is NA, no other selections can be made.	For question 3D1, if you have selected NA, please ensure that no other selections were made.
Item 3D1	Narrative text cannot be saved unless question 3D1 is Other.	You did not answer Other to question 3D1 and entered narrative to explain the answer that is not required. Please remove narrative from this field."

Location	Logic	Logic Validation Error Message
Item 3D	If NA is checked in question 3D1, then question 3D must be NA.	For question 3D, please select NA since NA is selected in question 3D1.
Item 3D	Question 3D cannot be No or NA if there is a safety-related incident identified in question 3D1.	For question 3D, please select Yes since safety-related incidents were identified in question 3D1.
Item 3D	If no safety-related incidents are identified in question 3D1, question 3D cannot be Yes.	For question 3D, please select Yes only if a safety concern was identified in question 3D1.
Item 3E1	If question 3E1 is Other, the following narrative field is required.	For question 3E1, please fill out the narrative field for a response of Other.
Item 3E1	If question 3E1 is No safety concerns, no other selections are allowed.	For question 3E1, if you have selected "No safety concerns related to visitation were present", please ensure that no other selections were made.
Item 3E1	If question 3E1 is NA, no other selections are allowed.	For question 3E1, if you have selected NA, please ensure that no other selections were made.
Item 3E1	Narrative text cannot be saved unless question 3E1 is Other.	You did not answer Other to question 3E1 and entered narrative to explain the answer that is not required. Please remove narrative from this field."
Item 3E	Question 3E cannot be No or NA if there are safety concerns identified in question 3E1.	For question 3E, please select Yes since safety concerns were identified in question 3E1.
Item 3E	If no safety-related incidents are identified in question 3E1, question 3E cannot be Yes.	For question 3E, please select Yes only if a safety concern was identified in question 3E1.
Item 3F1	Question 3F1 cannot be NA for foster care cases.	For question 3F1, please select a response other than NA because this is a foster care case.
Item 3F1	If question 3F1 is Other, the following narrative field is required.	For question 3F1, please fill out the narrative field for a response of Other.
Item 3F1	If question 3F1 is No concerns existed, no other selections are allowed.	For question 3F1, if you have selected "No concerns existed for the target child while in foster care placement that were not adequately addressed", please ensure that no other selections were made.
Item 3F1	If question 3F1 is NA, no other selections are allowed.	For question 3F1, if you have selected NA, please ensure that no other selections were made.
Item 3F1	Narrative text cannot be saved unless question 3F1 is Other.	You did not answer Other to question 3F1 and entered narrative to explain the answer that is not required. Please remove narrative from this field."
Item 3F	For foster care cases only, question 3F cannot be NA.	For question 3F, please select Yes or No since this is a foster care case.
Item 3F	If concerns are identified in question 3F1, then question 3F must be Yes.	For question 3F, please select Yes since concerns were identified in question 3F1.
Item 3F	If question 3F1 is No concerns, NA, or blank, question 3F cannot be Yes.	For question 3F, please select Yes only if a safety concern was identified in question 3F1.
Item 3 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.

Location	Logic	Logic Validation Error Message
Item 4	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 4 contains errors; please scroll to view.
Item 4	Table 4A1 is required before the item 4 page can be saved.	You have not completed table 4A1. Please complete table 4A1.
Item 4A1 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 4 table contains errors; please scroll to view.
Item 4A1 table	Placement Date is a required field.	You have not selected a placement date. Please select a placement date.
Item 4A1 table	Placement Type is a required field.	You have not selected a placement type. Please select a placement type.
Item 4A1 table	Reason for Change in Placement Setting is a required field.	Please enter a Reason for Change or indicate that this is the current placement.
Item 4A1 table	If Other is selected as the Reason for Change in Placement Setting, the corresponding Other narrative is a required field.	For Reason for Change in Placement Setting, please fill out the narrative field for a response of Other.
Item 4A1 table	When saving item 4, the last row in table 4A1 cannot have a Reason for Change in Placement Setting, but rather should indicate that this is the current placement.	The last row in table 4A1 should reflect the child's current placement and therefore should not show a reason it has changed. Please indicate that this is the current placement in the Reason for Change in Placement Setting field or, if this is not the current placement, enter a new row and indicate the current placement there.
Item 4A1 table	None of the placement dates in table 4A1 should be before the target child's date of birth (Face Sheet table G1).	Please enter a placement date that is on or after the date of birth of the target child.
Item 4A1 table	If there is a date listed for case closure in Face Sheet question L, the placement date in table 4A1 cannot be on or after that date.	Please enter a placement date that is before the date of case closure listed in Face Sheet question L.
Item 4A1 table	If there is no date listed for case closure in Face Sheet question L, the placement date in table 4A1 must be before the end of the PUR.	Please enter a placement date that is before the end of the PUR.
Item 4A1 table	The table is required before the remaining questions can be answered.	Please complete the table before answering questions for this item.
Item 4A1 table	When navigating back to item 4 after completing other items, validation will re-run on existing table 4A1 data.	Please review the data entered in each row of table 4A1, because an error has been identified. Please click on the placement date to review each row.
Item 4A1 table	Narrative text cannot be saved unless Reason for Change in Placement Setting is Other.	You did not answer Other to Reason for Change in Placement Setting and entered narrative to explain the answer that is not required. Please remove narrative from this field.
Item 4A1 table	If there is only one row saved to table 4A1, that row can be edited but not deleted.	This row cannot be deleted from table 4A1. Please click on the placement date to edit.
Item 4A	Question 4A will only accept numeric values.	For question 4A, please enter a number.

Location	Logic	Logic Validation Error Message
Item 4B	If there is only one placement listed in question 4A, then question 4B must be NA.	For question 4B, please select NA since there was only one placement indicated in question 4A.
Item 4B	If there is more than one placement listed in question 4A, then question 4B cannot be NA.	For question 4B, please select Yes or No since there was more than one placement indicated in question 4A.
Item 4C1	If question 4C1 is Other, the following narrative field is required.	For question 4C1, please fill out the narrative field for a response of Other.
Item 4C1	If question 4C1 is "None apply, placement is stable", no other selections are possible.	For question 4C1, if you have selected "None apply, placement is stable", please ensure that no other selections were made.
Item 4C1	Narrative text cannot be saved unless question 4C1 is Other.	You did not answer Other to question 4C1 and entered narrative to explain the answer that is not required. Please remove narrative from this field.
Item 4C	If any of the question 4C1 boxes are checked (except for "None apply, placement is stable"), then question 4C must be No.	For question 4C, please select No since case circumstances were identified in question 4C1.
Item 4C	If "None apply, placement is stable" is checked in question 4C1, then question 4C must be Yes.	For question 4C, please select Yes since "None apply, placement is stable" is selected in question 4C1.
Item 4 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 5 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 5 contains errors; please scroll to view.
Item 5 applicability	Item 5 applicability is a required field.	Please select Yes or No.
Item 5 applicability	If a date is selected in Face Sheet question K, use the dates in Face Sheet questions J and K to determine if the child has been in foster care for 61 days or longer. If so, item 5 applicability must be Yes.	You indicated on the Face Sheet that the child has been in foster care more than 60 days. Please answer Yes to the question of applicability for item 5.
Item 5 applicability	If a date is not selected in Face Sheet question K, use the dates in Face Sheet questions J and E to determine if the child has been in foster care for 61 days or longer. If so, item 5 applicability must be Yes.	You indicated on the Face Sheet that the child has been in foster care more than 60 days. Please answer Yes to the question of applicability for item 5.
Item 5	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 5 contains errors; please scroll to view.
Item 5	Table 5A1 is required before the item 5 page can be saved.	You have not completed table 5A1. Please complete table 5A1.
Item 5A1 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 5 table contains errors; please scroll to view.
Item 5A1 table	Time in Foster Care Before Goal Established will only accept numeric values.	Please enter a numeric value.
Item 5A1 table	Permanency Goal is a required field.	You have not selected a Permanency Goal. Please select a Permanency Goal.

Location	Logic	Logic Validation Error Message
Item 5A1 table	Date Established is a required field and cannot be after the last day of the PUR.	Please enter a date the goal was established that is on or before the last day of the PUR.
Item 5A1 table	Date Established must be on or after the target child's date of birth.	Please enter a date the goal was established that is on or after the date of birth of the target child.
Item 5A1 table	Date Goal Change is a required field when Reason for Goal Change is entered.	You have entered a Reason For Goal Change without a date the goal changed. Please enter a date the goal changed.
Item 5A1 table	Date Goal Changed must indicate either a date or that the goal indicated is/was the current goal.	Please select either a date or NA. This is/was the current goal.
Item 5A1 table	A Reason for Goal Change should not be entered if Date Goal Change is "NA. This is/was the current goal."	Please do not enter a Reason for Goal Change if you have selected NA. This is/was the current goal.
Item 5A1 table	The date a goal was changed must be on or after the target child's date of birth.	Please enter a date the goal changed that is after the date of birth of the target child.
Item 5A1 table	The date a goal was changed cannot be later than the last day of the PUR.	Please enter a date the goal changed that is before the last day of the PUR.
Item 5A1 table	The date a goal was changed cannot be earlier than the date the goal was established.	Please enter a date the goal changed that is after the date it was established.
Item 5A1 table	The table is required before the remaining questions can be answered.	Please complete the table before answering questions for this item.
Item 5A1 table	When navigating back to item 5 after completing other items, validation will re-run on existing table 5A1 data.	Please review the data entered in each row of table 5A1, because an error has been identified. Please click on the goal to review each row.
Item 5A1 table	If there is only one row saved to table 5A1, that row can be edited but not deleted.	This row cannot be deleted from table 5A1. Please click on the goal to edit.
Item 5A1 table	One of the rows of the table must indicate that it is the current goal.	For table 5A1, please ensure that one of the rows indicates that this is the current goal.
Item 5A1 table	If there are two current goals in table 5A1, they cannot be the same goal.	For table 5A1, please complete Date Goal Changed and Reason for Goal Change for all non-current goals. Please do not list two concurrent goals that are the same.
Item 5A1 table	Non-current goals must indicate the date the goal changed and the reason for change. There can be a maximum of two current goals.	For table 5A1, please complete Date Goal Changed and Reason for Goal Change for all non-current goals. Please record only two concurrent goals.
Item 5A3	If question 5A3 is NA, item 5 is not applicable for assessment.	If question 5A3 is NA, item 5 is not applicable for assessment. Please return to the applicability page for item 5 and select No.
Item 5A3	If a date is selected in Face Sheet question K, use the dates in Face Sheet questions J and K to determine if the child has been in foster care for 61 days or longer. If so, question 5A3 cannot be NA.	You indicated on the Face Sheet that the child has been in foster care more than 60 days. Please answer Yes or No to question 5A3.
Item 5A3	If a date is not selected in Face Sheet question K, use the dates in Face Sheet questions J and E to determine if the child has been in foster care for 61 days or longer. If so, question 5A3 cannot be NA.	You indicated on the Face Sheet that the child has been in foster care more than 60 days. Please answer Yes or No to question 5A3.

Location	Logic	Logic Validation Error Message
Item 5B	If question 5B is NA, item 5 is not applicable for assessment.	If question 5B is NA, item 5 is not applicable for assessment. Please return to the applicability page for item 5 and select No.
Item 5B	If a date is selected in Face Sheet question K, use the dates in Face Sheet question J and K to determine if the child has been in foster care for 61 days or longer. If so, question 5B cannot be NA.	You indicated on the Face Sheet that the child has been in foster care more than 60 days. Please answer Yes or No to question 5B.
Item 5B	If a date is not selected for Face Sheet question K, use the dates in Face Sheet questions J and E to determine if the child has been in foster care for 61 days or longer. If so, question 5B cannot be NA.	You indicated on the Face Sheet that the child has been in foster care more than 60 days. Please answer Yes or No to question 5B.
Item 5B	If question 5B is No, the following narrative field is required.	For question 5B, please fill out the narrative field for a response of No.
Item 5B narrative	Narrative text cannot be saved unless question 5B is No.	You did not answer No to question 5B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 5C	If question 5C is No, the following narrative field is required.	For question 5C, please fill out the narrative field for a response of No.
Item 5C narrative	Narrative text cannot be saved unless question 5C is No.	You did not answer No to question 5C and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 5E	If question 5D is No, question 5E cannot be NA.	For question 5E, please answer Yes or No since No is selected in question 5D.
Item 5E	If question 5D is Yes, then question 5E is automatically rated NA.	For question 5E, please select NA since Yes is selected in question 5D.
Item 5F	If questions 5D and 5E are No, then question 5F must be NA.	For question 5F, please select NA since No is selected for both questions 5D and 5E.
Item 5G1	If question 5F is Yes, then question 5G1 must be NA.	For question 5G1, please select NA since Yes is selected for question 5F.
Item 5G1	If question 5F is NA, then question 5G1 must be NA.	For question 5G1, please select NA since NA is selected for question 5F.
Item 5G1	If question 5F is No, question 5G1 cannot be NA.	For question 5G1, please do not select NA since the answer to question 5F is No.
Item 5G1	If questions 5D and 5E are No, then question 5G1 must be NA.	For question 5G1, please select NA since No is selected for both questions 5D and 5E.
Item 5G1	No selections can be made in question 5G1 in addition to NA.	For question 5G1, please ensure that no other selections are made in addition to NA.

Location	Logic	Logic Validation Error Message
Item 5G1	If "No exceptions apply" is selected in question 5G1, no other selections can be made.	For question 5G1, if you have selected "No exceptions apply", please ensure that no other selections were made.
Item 5G	If question 5F is No, question 5G cannot be NA.	For question 5G, please select Yes or No since the answer to question 5F is No.
Item 5G	If "exceptions" are selected in question 5G1, question 5G must be Yes.	For question 5G, please select Yes since exceptions were selected in question 5G1.
Item 5G	If question 5G1 is NA, question 5G cannot be Yes.	For question 5G, please do not select Yes since question 5G1 was answered NA.
Item 5G	If question 5F is Yes, then question 5G must be NA.	For question 5G, please select NA since Yes is selected for question 5F.
Item 5G	If question 5F is NA, then question 5G must be NA.	For question 5G, please select NA since NA is selected for question 5F.
Item 5 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 6	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 6 contains errors; please scroll to view.
Item 6A2	Question 6A2 will only accept numeric values.	Please enter a numeric value.
Item 6B	Question 6B must be NA if the only goal shown in question 6A4 is OPPLA.	Please select NA for question 6B, since OPPLA is the only goal selected in question 6A4.
Item 6B	Question 6B cannot be NA if OPPLA is not selected in A4.	Please select Yes or No for question 6B, since OPPLA was not selected as a goal in question 6A4.
Item 6B	If question 6B is No, the following narrative field is required.	For question 6B, please fill out the narrative field for a response of No.
Item 6B narrative	Narrative text cannot be saved unless question 6B is No.	You did not answer No to question 6B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 6C1	Question 6C1 cannot be NA if OPPLA is selected as the goal (or one of the goals) in question 6A4. Exception: Question 6C1 can be NA if OPPLA is one of two goals and question 6B is Yes.	For question 6C1, please select an answer other than NA since OPPLA was selected as a goal in question 6A4.
Item 6C1	Narrative text cannot be saved unless question 6C1 is Other.	You did not answer Other to question 6C1 and entered narrative to explain the answer that is not required. Please remove narrative from this field."
Item 6C2	Question 6C2 cannot be NA if OPPLA is selected as the goal (or one of the goals) in question 6A4. Exception: Question 6C2 can be NA if OPPPLA is one of two goals and question 6B is Yes.	For question 6C2, please select an answer other than NA since OPPLA was selected as a goal in question 6A4.

Location	Logic	Logic Validation Error Message
Item 6C2	The date entered in question 6C2 cannot be before the date of birth of the child (Face Sheet table G1).	For question 6C2, please enter a date that is after the child's date of birth.
Item 6C2	The date entered in question 6C2 cannot be after the PUR.	For question 6C2, please enter a date that is on or after the last day of the PUR.
Item 6C2	Question 6C2 cannot be No Date and have a date entered.	For question 6C2, please either specify a date or choose No Date.
Item 6C2	Question 6C2 cannot be both NA and No Date.	For question 6C2, please choose NA or No Date, but not both.
Item 6C	If there are two goals stated in question 6A4 and one goal is OPPLA, questions 6B and 6C cannot both be Yes, or a combination of Yes and No.	If concurrent goals are in place and one of the goals has been, or will likely be, achieved in a timely manner, answer question 6B or 6C based on the goal that has been or will be achieved and answer the other question as NA.
Item 6C	Question 6C cannot be NA if OPPLA is selected as the goal (or one of the goals) in question 6A4. Exception: Question 6C can be NA if OPPLA is one of two goals and question 6B is Yes.	For question 6C, please select an answer other than NA since OPPLA was selected as a goal in question 6A4.
Item 6C	If question 6C is No, the following narrative field is required.	For question 6C, please fill out the narrative field for a response of No.
Item 6C narrative	Narrative text cannot be saved unless question 6C is No.	You did not answer No to question 6C and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 6 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 7	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 7 contains errors; please scroll to view.
Item 7B	If question 7A is Yes, then question 7B must be NA.	For question 7B, please select NA since Yes is selected in question 7A.
Item 7B	If question 7A is No, then question 7B cannot be NA.	For question 7B, please select Yes or No since No is selected in question 7A.
Item 7B	If question 7B is No, the following narrative field is required.	For question 7B, please fill out the narrative field for a response of No.
Item 7B narrative	Narrative text cannot be saved unless question 7B is No.	You did not answer No to question 7B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 7 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.

Location	Logic	Logic Validation Error Message
Item 8 applicability	All pre-applicability questions must be answered.	Please answer all questions on this page.
Item 8 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 8 contains errors; please scroll to view.
Item 8 applicability	Item 8 applicability is a required field.	Please select Yes or No.
Item 8 applicability	If the first pre-applicability bullet is Yes, then item 8 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 8 applicability	If the first pre-applicability bullet is No and any of the last five pre-applicability bullets are Yes, item 8 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 8 applicability	If all of the six pre-applicability bullets are No, item 8 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 8 applicability	If there are no entries in Face Sheet table G2 as Mother or Other, a message indicating that no case participants are available for assessment will show on the item 8 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Mother.
Item 8 applicability	If there are no entries in Face Sheet table G2 as Father or Other, a message indicating that no case participants are available for assessment will show on the item 8 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Father.
Item 8 applicability	If the first pre-applicability bullet is Yes and the remaining five pre-applicability bullets are No, a parent must be selected for assessment.	Please select case participant(s) as Mother and/or Father because you indicated that this case is applicable for an assessment of this item.
Item 8 applicability	If the last five pre-applicability bullets are No and item 8 overall applicability is Yes, at least one parent must be selected for assessment.	Please select case participant(s) as Mother and/or Father because you indicated that this case is applicable for an assessment of this item.
Item 8 applicability	If there are no siblings listed in Face Sheet table G1, and item 8 applicability is Yes, there must be a case participant selected for Mother or Father.	Please select No since there are no siblings listed in this case and no case participants are included in this item as Mother or Father.
Item 8 applicability	A case participant for Mother cannot be selected if the case is not applicable for Item 8.	Please do not select case participant(s) who are included in this item as Mother because you indicated that this case is not applicable for an assessment of this item.
Item 8 applicability	A case participant for Father cannot be selected if the case is not applicable for Item 8.	Please do not select case participant(s) who are included in this item as Father because you indicated that this case is not applicable for an assessment of this item.
Item 8 applicability	If the first pre-applicability bullet is Yes and any of the last five pre-applicability bullets are Yes, and item 8 applicability is Yes, a Mother cannot be selected for assessment.	Please do not select case participant(s) who are included in this item as Mother because you indicated that parents in this case are not applicable for an assessment of this item.

Location	Logic	Logic Validation Error Message
Item 8 applicability	Different case participants must be selected for Mother and Father.	Please select different case participants for Mother and Father.
Item 8 applicability	If question 7A is Yes, the item 8 applicability page's first pre-applicability bullet must be No.	Please answer No to this question since question 7A is Yes.
Item 8 applicability	If question 7A is No, the item 8 applicability page's first pre-applicability bullet must be Yes.	Please answer Yes to this question since question 7A is No.
Item 8	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 8 contains errors; please scroll to view.
Item 8A	If question 8A1 is NA, then question 8A must be NA.	For question 8A, please select NA since NA is selected in question 8A1.
Item 8A	If NA is not selected in question 8A1, then question 8A must be Yes or No.	For question 8A, please select Yes or No since NA is not selected in question 8A1.
Item 8C	If question 8A is NA, then question 8C must be NA.	For question 8C, please select NA since NA is selected in question 8A.
Item 8C	If question 8A1 is Never, question 8C must be NA.	For question 8C, please select NA since Never is selected in question 8A1.
Item 8B	If question 8B1 is NA, then question 8B must be NA.	For question 8B, please select NA since NA is selected in question 8B1.
Item 8B	If NA is not selected in question 8B1, then question 8B must be Yes or No.	For question 8B, please select Yes or No since NA is not selected in question 8B1.
Item 8D	If question 8B is NA, then question 8D must be NA.	For question 8D, please select NA since NA is selected in question 8B.
Item 8D	If question 8B1 is Never, question 8D must be NA.	For question 8D, please select NA since Never is selected in question 8B1.
Item 8E	If NA is not selected in question 8E1, then question 8E must be Yes or No.	For question 8E, please select Yes or No since NA is not selected in question 8E1.
Item 8F	If question 8E is NA, then question 8F must be NA.	For question 8F, please select NA since NA is selected in question 8E.
Item 8 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 9 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 9 contains errors; please scroll to view.
Item 9 applicability	Item 9 applicability is a required field.	Please select Yes or No.
Item 9	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 9 contains errors; please scroll to view.
Item 9D	If C is NA (not a member of a Tribe), then D is NA.	For question 9D, please select NA since NA is selected in question 9C.
Item 9 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 10 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 10 contains errors; please scroll to view.
Item 10 applicability	Item 10 applicability is a required field.	Please select Yes or No.

Location	Logic	Logic Validation Error Message
Item 10	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 10 contains errors; please scroll to view.
Item 10A1	Item 10 cannot be completed until at least one placement is entered in table 4A1.	Please complete table 4A1 before answering questions in this item.
Item 10A2	If question 10A1 is No, then question 10A2 must be NA.	For question 10A2, please select NA since No is selected in question 10A1.
Item 10A2	If question 10A1 is Yes, then question 10A2 cannot be NA.	For question 10A2, please select Yes or No since Yes is selected in question 10A1.
Item 10B	The question 10B checkboxes cannot be selected if question 10B is Yes or NA.	Please specify concerns only if your answer to question 10B is No.
Item 10B	If questions 10A1 and 10A2 are both Yes, then question 10B must be NA.	For question 10B, please select NA since Yes is selected in both questions 10A1 and 10A2.
Item 10B	If question 10B is No, at least one of the four checkboxes that follows must be selected.	For question 10B, please specify the area in which concerns existed for a response of No.
Item 10C	The question 10C checkboxes cannot be selected if question 10C is Yes or NA.	Please specify concerns only if your answer to question 10C is No.
Item 10C	If questions 10A1 and 10A2 are both Yes, then question 10C must be NA.	For question 10C, please select NA since Yes is selected in both questions 10A1 and 10A2.
Item 10C	If question 10C is No, at least one of the four checkboxes that follows must be selected.	For question 10C, please specify the area in which concerns existed for a response of No.
Item 10 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 11 applicability	All pre-applicability questions must be answered.	Please answer all questions on this page.
Item 11 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 11 contains errors; please scroll to view.
Item 11 applicability	Item 11 applicability is a required field.	Please select Yes or No.
Item 11 applicability	If any of the six pre-applicability bullets are Yes, item 11 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 11 applicability	If all of the six pre-applicability bullets are No, item 11 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 11 applicability	If there are no entries in Face Sheet table G2 as Mother or Other, a message indicating that no case participants are available for assessment will show on the item 11 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Mother.
Item 11 applicability	If there are no entries in Face Sheet table G2 as Father or Other, a message indicating that no case participants are available for assessment will show on the item 11 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Father.

Location	Logic	Logic Validation Error Message
Item 11 applicability	If the case is applicable for assessment of item 11, a case participant must be selected for Mother and/or Father.	Please select case participant(s) as Mother and/or Father because you indicated that this case is applicable for an assessment of this item.
Item 11 applicability	A case participant for Mother cannot be selected if the case is not applicable for Item 11.	Please do not select case participant(s) who are included in this item as Mother because you indicated that this case is not applicable for an assessment of this item.
Item 11 applicability	A case participant for Father cannot be selected if the case is not applicable for Item 11.	Please do not select case participant(s) who are included in this item as Father because you indicated that this case is not applicable for an assessment of this item.
Item 11 applicability	Different case participants must be selected for Mother and Father.	Please select different case participants for Mother and Father.
Item 11	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 11 contains errors; please scroll to view.
Item 11A	If Mother was selected on the applicability page, question 11A cannot be NA.	For question 11A, please do not select NA since a case participant was selected as Mother and marked applicable for assessment in this item.
Item 11A1	If question 11A is Yes, question 11A1 cannot be NA.	For question 11A1, please select a response other than NA since question 11A is Yes.
Item 11A1	If question 11A is No, question 11A1 must be NA.	For question 11A1, please select NA since No is selected in question 11A.
Item 11A1	If question 11A1 is Other, the following narrative field is required.	For question 11A1, please fill out the narrative field for a response of Other.
Item 11A1	If question 11A1 is NA, no other selections can be made. If other selections should be made, NA cannot be selected.	For question 11A1, if you have selected NA, please ensure that no other selections were made.
Item 11A1	Narrative text cannot be saved unless question 11A1 is Other.	You did not answer Other to question 11A1 and entered narrative to explain the answer that is not required. Please remove narrative from this field."
Item 11B	If Father was selected on the applicability page, question 11B cannot be NA.	For question 11B, please do not select NA since a case participant was selected as Father and marked applicable for assessment in this item.
Item 11B1	If question 11B is Yes, question 11B1 cannot be NA.	For question 11B1, please select a response other than NA since question 11B is Yes.
Item 11B1	If question 11B1 is No, question 11B must be NA.	For question 11B1, please select NA since No is selected in question 11B.
Item 11B1	If question 11B1 is Other, the following narrative field is required.	For question 11B1, please fill out the narrative field for a response of Other.
Item 11B1	If question 11B1 is NA, no other selections can be made. If other selections should be made, NA cannot be selected.	For question 11B1, if you have selected NA, please ensure that no other selections were made.
Item 11B1	Narrative text cannot be saved unless question 11B1 is Other.	You did not answer Other to question 11B1 and entered narrative to explain the answer that is not required. Please remove narrative from this field."

Location	Logic	Logic Validation Error Message
Item 11 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 12 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 12A applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Sub-item 12A contains errors; please scroll to view.
Item 12A applicability	For in-home cases, at least one child must be selected on the sub-item 12A applicability page.	Please indicate the name of at least one child who is included in an assessment of this item.
Item 12A	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Sub-item 12A contains errors; please scroll to view.
Item 12A1	If question 12A1 is No, the following narrative field is required.	For question 12A1, please fill out the narrative field for a response of No.
Item 12A1 narrative	Narrative text cannot be saved unless question 12A1 is No.	You did not answer No to question 12A1 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12A2	If question 12A2 is No, the following narrative field is required.	For question 12A2, please fill out the narrative field for a response of No.
Item 12A2 narrative	Narrative text cannot be saved unless question 12A2 is No.	You did not answer No to question 12A2 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12A rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 12B applicability	All pre-applicability questions must be answered.	Please answer all questions on this page.
Item 12B applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Sub-item 12B contains errors; please scroll to view.
Item 12B applicability	Sub-item 12B applicability for Mother is a required field.	Please select Yes or No.
Item 12B applicability	Sub-item 12B applicability for Father is a required field.	Please select Yes or No.
Item 12B applicability	If any of the five pre-applicability bullets are Yes, sub-item 12B applicability for both Mother and Father must be No.	The answers above indicate that this case is not applicable. Please review answers above.

Location	Logic	Logic Validation Error Message
Item 12B applicability	If all of five pre-applicability bullets are No, sub-item 12B applicability for Mother and/or Father must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 12B applicability	If there are no entries in Face Sheet table G2 as Mother or Other, a message indicating that no case participants are available for assessment will show on the item 12B applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Mother.
Item 12B applicability	If there are no entries in Face Sheet table G2 as Father or Other, a message indicating that no case participants are available for assessment will show on the item 12B applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Father.
Item 12B applicability	A case participant for Mother cannot be selected if the case is not applicable for sub-item 12B.	Please do not select case participant(s) who are included in this sub-item as Mother because you indicated that sub-item 12B is not applicable for Mother.
Item 12B applicability	A case participant for Father cannot be selected if the case is not applicable for sub-item 12B.	Please do not select case participant(s) who are included in this sub-item as Mother because you indicated that sub-item 12B is not applicable for Father.
Item 12B applicability	If sub-item 12B is applicable for Mother, a case participant must be selected for Mother.	Please select case participant(s) to be included in this sub-item as Mother.
Item 12B applicability	If sub-item 12B is applicable for Father, a case participant must be selected for Father.	Please select case participant(s) to be included in this sub-item as Father.
Item 12B applicability	Different case participants must be selected for Mother and Father.	Please select different case participants for Mother and Father.
Item 12B	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Sub-item 12B contains errors; please scroll to view.
Item 12B1	If Mother was selected on the applicability page, question 12B1 cannot be NA.	For question 12B1, please do not select NA since a case participant was selected as Mother and marked applicable for assessment in this item.
Item 12B1	If question 12B1 is No, the following narrative field is required.	For question 12B1, please fill out the narrative field for a response of No.
Item 12B1 narrative	Narrative text cannot be saved unless question 12B1 is No.	You did not answer No to question 12B1 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12B3	If question 12B3 is No, the following narrative field is required.	For question 12B3, please fill out the narrative field for a response of No.

Location	Logic	Logic Validation Error Message
Item 12B3 narrative	Narrative text cannot be saved unless question 12B3 is No.	You did not answer No to question 12B3 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12B2	If Father was selected on the applicability page, question 12B2 cannot be NA.	For question 12B2, please do not select NA since a case participant was selected as Father and marked applicable for assessment in this item.
Item 12B2	If question 12B2 is No, the following narrative field is required.	For question 12B2, please fill out the narrative field for a response of No.
Item 12B2 narrative	Narrative text cannot be saved unless question 12B2 is No.	You did not answer No to question 12B2 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12B4	If question 12B4 is No, the following narrative field is required.	For question 12B4, please fill out the narrative field for a response of No.
Item 12B4 narrative	Narrative text cannot be saved unless question 12B4 is No.	You did not answer No to question 12B4 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12B rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 12C	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Sub-item 12C contains errors; please scroll to view.
Item 12C applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Sub-item 12C contains errors; please scroll to view.
Item 12C applicability	Sub-item 12C applicability is a required field.	Please select Yes or No.
Item 12C1	If question 12C1 is No, the following narrative field is required.	For question 12C1, please fill out the narrative field for a response of No.

Location	Logic	Logic Validation Error Message
Item 12C1 narrative	Narrative text cannot be saved unless question 12C1 is No.	You did not answer No to question 12C1 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12C2	If question 12C2 is No, the following narrative field is required.	For question 12C2, please fill out the narrative field for a response of No.
Item 12C2 narrative	Narrative text cannot be saved unless question 12C2 is No.	You did not answer No to question 12C2 and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 12C rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 13 applicability	All pre-applicability questions must be answered.	Please answer all questions on this page.
Item 13 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 13 contains errors; please scroll to view.
Item 13 applicability	The first pre-applicability bullet is a required field.	Please select Yes or No.
Item 13 applicability	Item 13 applicability is a required field.	Please select Yes or No.
Item 13 applicability	If the first pre-applicability bullet is Yes and any one of the remaining six pre-applicability bullets is Yes, item 13 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 13 applicability	If the first pre-applicability bullet is No, no matter how the remaining bullets are answered, item 13 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 13 applicability	If item 13 is applicable and any of the last six pre-applicability bullets are Yes, Mother cannot be selected for assessment.	Please select NA for case participants who are included in this item as Mother because you indicated that this case is not applicable for an assessment of this item.
Item 13 applicability	If item 13 is applicable and any of the last six pre-applicability bullets are Yes, Father cannot be selected for assessment.	Please select NA for case participants who are included in this item as Father because you indicated that this case is not applicable for an assessment of this item.
Item 13 applicability	If all of the last six pre-applicability bullets are No, no matter how the first bullet is answered, item 13 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 13 applicability	If all of the last six pre-applicability bullets are No and item 13 applicability is Yes, at least one parent must be selected for assessment.	Please select a case participant to be included in this item as Mother or Father.

Location	Logic	Logic Validation Error Message
Item 13 applicability	A case participant for Mother cannot be selected if the case is not applicable for item 13.	Please do not select case participant(s) who are included in this item as Mother because you indicated that this case is not applicable for an assessment of this item.
Item 13 applicability	A case participant for Father cannot be selected if the case is not applicable for item 13.	Please do not select case participant(s) who are included in this item as Father because you indicated that this case is not applicable for an assessment of this item.
Item 13 applicability	If item 13 is applicable, a case participant must be selected for Mother or Father.	Please select case participant(s) to be included in this item as Mother or Father.
Item 13 applicability	If there are no entries in Face Sheet table G2 as Mother or Other, a message indicating that no case participants are available for assessment will show on the item 13 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Mother.
Item 13 applicability	If there are no entries in Face Sheet table G2 as Father or Other, a message indicating that no case participants are available for assessment will show on the item 13 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Father.
Item 13 applicability	Different case participants must be selected for Mother and Father.	Please select different case participants for Mother and Father.
Item 13 applicability	For in-home cases only, if the first pre-applicability bullet is Yes and item 13 is applicable, a child cannot be selected for assessment.	Please do not select a child who is included in an assessment of this item since answers to the questions above indicate that the case is not applicable for assessment of a child.
Item 13 applicability	For in-home cases only, if the first pre-applicability bullet is No and item 13 is applicable, a child must be selected for assessment.	Please indicate the name of at least one child who is included in an assessment of this item.
Item 13 applicability	For in-home cases only, a child cannot be selected for assessment if item 13 applicability is No.	Please do not select a child who is included in an assessment of this item if the case is not applicable.
Item 13	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 13 contains errors; please scroll to view.
Item 13A	If the first pre-applicability bullet is No, item 13 applicability is Yes, but no case participant is selected for either Mother or Father, question 13A cannot be NA.	When question 13A is NA and no case participants are included in this item as Mother or Father, item 13 is not applicable for assessment. Please return to the applicability page for item 13 and select No.
Item 13A	If question 13A is No, the following narrative field is required.	For question 13A, please fill out the narrative field for a response of No.
Item 13A narrative	Narrative text cannot be saved unless question 13A is No.	You did not answer No to question 13A and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.

Location	Logic	Logic Validation Error Message
Item 13B	If a case participant was selected for Mother on the applicability page, question 13B cannot be NA.	For question 13B, please do not select NA since a case participant was selected as Mother and marked applicable for assessment in this item.
Item 13B	If question 13B is No, the following narrative field is required.	For question 13B, please fill out the narrative field for a response of No.
Item 13B narrative	Narrative text cannot be saved unless question 13B is No.	You did not answer No to question 13B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 13C	If a case participant was selected for Father on the applicability page, question 13C cannot be NA.	For question 13C, please do not select NA since a case participant was selected as Father and marked applicable for assessment in this item.
Item 13C	If question 13C is No, the following narrative field is required.	For question 13C, please fill out the narrative field for a response of No.
Item 13C narrative	Narrative text cannot be saved unless question 13C is No.	You did not answer No to question 13C and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 13 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 14	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 14 contains errors; please scroll to view.
Item 14A	If question 14A1 is Never, question 14A must be No.	For question 14A, please select No since Never is selected in question 14A1.
Item 14B	If question 14A1 is Never, question 14B must be NA.	For question 14B, please select NA since Never is selected in question 14A1.
Item 14B	If question 14A is Yes, question 14B cannot be NA.	For question 14B, please select Yes or No since Yes is selected in question 14A.
Item 14B	If question 14B is No, the following narrative field is required.	For question 14B, please fill out the narrative field for a response of No.
Item 14B narrative	Narrative text cannot be saved unless question 14B is No.	You did not answer No to question 14B and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.

Location	Logic	Logic Validation Error Message
Item 14 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 15 applicability	All pre-applicability questions must be answered.	Please answer all questions on this page.
Item 15 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 15 contains errors; please scroll to view.
Item 15 applicability	Item 15 applicability is a required field.	Please select Yes or No.
Item 15 applicability	If any of the six pre-applicability bullets are Yes, item 15 applicability must be No.	The answers above indicate that this case is not applicable. Please review answers above.
Item 15 applicability	If all of the six pre-applicability bullets are No, item 15 applicability must be Yes.	The answers above indicate that this case is applicable. Please review answers above.
Item 15 applicability	If the case is applicable for assessment of item 15, a case participant must be selected for Mother and/or Father.	Please select case participant(s) as Mother and/or Father because you indicated that this case is applicable for an assessment of this item.
Item 15 applicability	A case participant for Mother cannot be selected if the case is not applicable for item 15.	Please do not select case participant(s) who are included in this item as Mother because you indicated that this case is not applicable for an assessment of this item.
Item 15 applicability	A case participant for Father cannot be selected if the case is not applicable for item 15.	Please do not select case participant(s) who are included in this item as Father because you indicated that this case is not applicable for an assessment of this item.
Item 15 applicability	Different case participants must be selected for Mother and Father.	Please select different case participants for Mother and Father.
Item 15 applicability	If there are no entries in Face Sheet table G2 as Mother or Other, a message indicating that no case participants are available for assessment will show on the item 15 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Mother.
Item 15 applicability	If there are no entries in Face Sheet table G2 as Father or Other, a message indicating that no case participants are available for assessment will show on the item 15 applicability page.	There are no case participants in Face Sheet table G2 that can be assessed as Father.
Item 15	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 15 contains errors; please scroll to view.
Item 15A1	If a case participant was selected for Mother on the applicability page, question 15A1 cannot be NA.	For question 15A1, please do not select NA since a case participant was selected as Mother and marked applicable for assessment in this item.
Item 15A2	If a case participant was selected for Mother on the applicability page, question 15A2 cannot be NA.	For question 15A2, please do not select NA since a case participant was selected as Mother and marked applicable for assessment in this item.
Item 15A2	If question 15A1 is NA, question 15A2 must be NA.	For question 15A2, please select NA since NA is selected in question 15A1.

Location	Logic	Logic Validation Error Message
Item 15B1	If a case participant was selected for Father on the applicability page, question 15B1 cannot be NA.	For question 15B1, please do not select NA since a case participant was selected as Father and marked applicable for assessment in this item.
Item 15B2	If a case participant was selected for Father on the applicability page, question 15B2 cannot be NA.	For question 15B2, please do not select NA since a case participant was selected as Father and marked applicable for assessment in this item.
Item 15B2	If question 15B1 is NA, question 15B2 must be NA.	For question 15B2, please select NA since NA is selected in question 15B1.
Item 15C	If question 15A1 is NA, question 15C must be NA.	For question 15C, please select NA since NA is selected in question 15A1.
Item 15C	If question 15A1 is Never, question 15C must be NA.	For question 15C, please select NA since Never is selected in question 15A1.
Item 15C	If question 15C is No, the following narrative field is required.	For question 15C, please fill out the narrative field for a response of No.
Item 15C narrative	Narrative text cannot be saved unless question 15C is No.	You did not answer No to question 15C and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 15D	If question 15B1 is NA, question 15D must be NA.	For question 15D, please select NA since NA is selected in question 15B1.
Item 15D	If question 15B1 is Never, question 15D must be NA.	For question 15D, please select NA since Never is selected in question 15B1.
Item 15D	If question 15D is No, the following narrative field is required.	For question 15D, please fill out the narrative field for a response of No.
Item 15D narrative	Narrative text cannot be saved unless question 15D is No.	You did not answer No to question 15D and entered narrative to explain the answer that is not required. Please remove narrative from this field and provide any comments that highlight strengths or challenges related to specific practices, systemic issues, or resources that affected this item in the narrative field in the rating section of this item.
Item 15 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 16 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 16 contains errors; please scroll to view.
Item 16 applicability	Item 16 applicability is a required field.	Please select Yes or No.
Item 16 applicability	For foster care cases only, if the target child is age three or older (using first the date they exited care in Face Sheet question K, or the end of the PUR if still in care), then item 16 applicability must be Yes.	Please select Yes. This case is applicable for assessment because this is a foster care case of a child age three or older.

Location	Logic	Logic Validation Error Message
Item 16 applicability	For in-home cases only, item 16 can only be applicable if at least one child is selected for assessment.	Please indicate the name of at least one child who is included in an assessment of this item.
Item 16 applicability	For in-home cases only, a child cannot be selected for assessment if item 16 is not applicable.	Please do not select a child who is included in an assessment of this item if the case is not applicable.
Item 16A1 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 16 table contains errors; please scroll to view.
Item 16A1 table	Educational Needs is a required field.	You have not entered any educational needs. Please enter educational needs or enter None.
Item 16A1 table	Services Provided is a required field.	You have not entered any services provided. Please enter services provided or enter None.
Item 16A1 table	Services Needed But Not Provided is a required field.	You have not entered any services needed but not provided. Please enter services needed but not provided or enter None.
Item 16A1 table	When navigating back to item 16 after completing other items, validation will re-run on existing table 16A1 data.	Please review the data entered in each row of table 16A1, because an error has been identified. Please click on the educational need identified to review each row.
Item 16 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 16 rating	When overriding item 16, an overridden outcome rating must be selected as well.	Please select an Overridden outcome rating.
Item 16 rating	When overriding Well-Being 2 on the item 16 rating page, an overridden item rating must be selected as well.	Please select an Overridden item rating.
Item 16 rating	If item 16 is overridden to Strength, the Well-Being 2 overridden rating must be Substantially Achieved.	Please select Substantially Achieved as the Overridden outcome rating since the item 16 overridden rating is Strength.
Item 16 rating	If item 16 is overridden to ANI, the Well-Being 2 overridden rating must be either Partially Achieved or Not Achieved.	Please select either Partially Achieved or Not Achieved as the Overridden outcome rating since the item 16 overridden rating is Area Needing Improvement.
Item 16 rating	If item 16 is overridden to NA, the Well-Being 2 overridden rating must be NA.	Please select NA as the Overridden outcome rating since the item 16 overridden rating is NA.
Item 16 rating	An outcome rating cannot be overridden unless the box is checked.	Please do not indicate an overridden rating unless you check the box.
Item 16 rating	An outcome rating must be provided if the box is checked.	Please select the overridden outcome rating.
Item 17 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 17 contains errors; please scroll to view.
Item 17 applicability	Item 17 applicability is a required field.	Please select Yes or No.
Item 17 applicability	For in-home cases only, item 17 can only be applicable if at least one child is selected for assessment.	Please indicate the name of at least one child who is included in an assessment of this item.

Location	Logic	Logic Validation Error Message
Item 17 applicability	For in-home cases only, a child cannot be selected for assessment if item 17 is not applicable.	Please do not select a child who is included in an assessment of this item if the case is not applicable.
Item 17	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 17 contains errors; please scroll to view.
Item 17A1	For foster care cases only, question 17A1 cannot be NA.	For question 17A1, for foster care cases, please answer Yes or No.
Item 17A2	For in-home cases only, since item 17 is only applicable if a child is selected for assessment, questions 17A1 and 17A2 cannot both be NA.	For questions 17A1 and 17A2, please answer Yes or No to at least one question since a child was selected as applicable for assessment in this item.
Item 17A3 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 17 table contains errors; please scroll to view.
Item 17A3 table	Identified Physical or Dental Health Needs is a required field.	You have not entered any identified physical or dental health needs. Please enter identified physical or dental health needs or enter None.
Item 17A3 table	Services Provided is a required field.	You have not entered any services provided. Please enter services provided or enter None.
Item 17A3 table	Services Needed But Not Provided is a required field.	You have not entered any services needed but not provided. Please enter services needed but not provided or enter None.
Item 17A3 table	When navigating back to item 17 after completing other items, validation will re-run on existing table 17A3 data.	Please review the data entered in each row of table 17A3, because an error has been identified. Please click on the physical or dental health need identified to review each row.
Item 17A4	For foster care cases only, question 17A4 cannot be NA.	For question 17A4, please do not select NA since this is a foster care case.
Item 17A4	If "No exceptions apply" is selected in question 17A4, no other selections can be made.	For question 17A4, if you have selected "No evidence found", please ensure that no other selections were made.
Item 17 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Item 18 applicability	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 18 contains errors; please scroll to view.
Item 18 applicability	Item 18 applicability is a required field.	Please select Yes or No.
Item 18 applicability	For in-home cases only, item 18 can only be applicable if at least one child is selected for assessment.	Please indicate the name of at least one child who is included in an assessment of this item.
Item 18 applicability	For in-home cases only, a child cannot be selected for assessment if item 18 is not applicable.	Please do not select a child who is included in an assessment of this item if the case is not applicable.

Location	Logic	Logic Validation Error Message
Item 18	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 18 contains errors; please scroll to view.
Item 18	Table 18A1 is required before item 18 can be saved.	You have not completed table 18A1. Please complete this table.
Item 18A1 table	If any logic errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	Item 18 table contains errors; please scroll to view.
Item 18A1 table	Identified Mental/Behavioral Health Needs is a required field.	You have not entered any identified mental/behavioral health needs. Please enter identified mental/behavioral health needs or enter None.
Item 18A1 table	Services Provided is a required field.	You have not entered any services provided. Please enter services provided or enter None.
Item 18A1 table	Services Needed But Not Provided is a required field.	You have not entered any services needed but not provided. Please enter services needed but not provided or enter None.
Item 18A1 table	The table is required before the remaining questions can be answered.	Please complete the table before answering questions for this item.
Item 18A1 table	When navigating back to item 18 after completing other items, validation will re-run on existing table 18A1 data.	Please review the data entered in each row of table 18A1, because an error has been identified. Please click on the mental/behavioral health need identified to review each row.
Item 18A1 table	If there is only one row saved to table 18A1, that row can be edited but not deleted.	This row cannot be deleted from table 18A1. Please click on the mental/behavioral health need identified to edit.
Item 18 rating	All questions within an item must be answered to generate a rating.	Please complete all questions for this item to generate a rating.
Home: Case Overview (Submit for QA)	Reviewers must verify that there are no proper names in any narrative fields throughout the OSRI before submitting the case to QA.	Please check the box to indicate you have reviewed the Proper Names Report.
Home: Case Overview (Submit for QA)	A completed case will not submit for QA if there are any lingering errors.	The submission was unsuccessful. Please review the Status of each item below and revisit those items that are not complete and rated.
Narrative fields (All items)	Narrative text fields cannot exceed the allowed maximum length.	Please limit your entry to <max length> characters.
Rating Page (All Items)	If any override errors are present when the page is saved, an initial error message will instruct the reviewer to scroll down to view the specific error message.	The Item Rating contains errors; please scroll to view.
Rating Page (All Items)	An item rating cannot be overridden unless the box is checked.	Please do not indicate an overridden rating unless you check the box.

Location	Logic	Logic Validation Error Message
Rating Page (All Items)	An override reason cannot be given unless the box is checked.	Please do not indicate an overridden reason unless you check the box.
Rating Page (All Items)	An override reason cannot be saved without also indicating the override rating.	Please select the overridden rating.
Rating Page (All Items)	An item rating cannot be overridden without also indicating the override reason.	Please provide the override reason.
Rating Page (All Items)	An item cannot be overridden to the same item.	Please select a rating that is different from the calculated rating.
QA Notes (All Items)	QA Notes cannot be saved without a message.	Please specify a QA Note.
QA Notes (All Items)	QA Notes cannot be saved without a subject.	Please specify a subject.

Prefilled and Disabled

Location	Prefilled and Disabled (PFDA) Rule
Face Sheet J and K	For In-Home cases, set questions J and K to NA.
Face Sheet	If tables G1 or G2 have no rows, disable all Face Sheet questions.
Item 1A1 table	Prefill all fields with values from the most recently entered row.
Item 1	If table 1A1 has no rows, disable all item 1 questions.
Item 2 applicability	For foster care cases, set the first and second questions to No.
Item 2 applicability	For foster care cases, if the date of most recent entry into foster care (Face Sheet question J) is before the beginning of the PUR, set the third question to No.
Item 2 applicability	For foster care cases, if the date of most recent entry into foster care (Face Sheet question J) is during the PUR or if there is a date of discharge (Face Sheet question K), set the fifth question to No.
Item 2 applicability	For in-home cases, set the third, fourth, and fifth questions to No.
Item 2B	For non-foster care cases, set question 2B to NA.
Item 3E1, 3E, and 3F	For non-foster care cases, set questions 3E1, 3E, 3F1, and 3F to NA.
Item 3D1	If no Substantiated reports in table 1A1, uncheck and disable the third option in question 3D1.
Item 3D1	If no Opened For Services reports in table 1A1, uncheck and disable the fourth option in question 3D1.
Item 3F1	If no Substantiated reports in table 1A1, uncheck and disable the third option in question 3F1.
Item 3D1	If item 1 was marked NA, uncheck and disable the third option in question 3D1.
Item 3D1	If item 1 was marked NA, uncheck and disable the fourth option in question 3D1.
Item 3F1	If item 1 was marked NA, uncheck and disable the third option in question 3F1.
Item 4	If table 4A1 has no rows, disable all item 4 questions.
Item 4A	Prefill question 4A with the number of records in table 4A1 (but not disabled).
Item 5	If table 5A1 has no rows, disable all item 5 questions.
Item 5A2	Prefill question 5A2 from question 5A1 and disable.
Item 6A1	Prefill question 6A1 with Face Sheet question J, if it exists.
Item 6A3	Prefill question 6A3 with Face Sheet question K (date if it exists, NA otherwise).

Location	Prefilled and Disabled (PFDA) Rule
Item 6A4	Question 6A4 prefills with responses from table 5A1.
Item 6A4	If item 5 is NA, then question 6A4 is Reunification.
Item 6C1, 6C2, and 6C	If non-OPPLA goals are selected in item 5, set questions 6C1, 6C2, and 6C to NA.
Item 7 applicability	If no siblings, mark item 7 NA.
Item 8 applicability	If fewer than two children, set the first question to No.
Item 8E1, 8E, and 8F	If there is only one child or if the response to question 7A was Yes, set questions 8E1, 8E, and 8F to NA.
Item 8A1, 8A, and 8C	If item 8 is applicable and no Mother is specified, set questions 8A1, 8A, and 8C to NA.
Item 8B1, 8B, and 8D	If item 8 is applicable and no Father is specified, set questions 8B1, 8B, and 8D to NA.
Item 10	If table 4A1 has no rows, disable all item 10 questions.
Item 11A1	If item 11 is applicable and no Mother is specified, check the first option in question 11A1 and uncheck all others.
Item 11B1	If item 11 is applicable and no Father is specified, check the first option in question 11B1 and uncheck all others.
Item 12B applicability	For non-foster care cases, set all item 12B pre-applicability questions relating to parents to No.
Item 12B	If item 12B is applicable and no Mother is specified, set questions 12B1 and 12B3 to NA.
Item 12B	If item 12B is applicable and no Father is specified, set questions 12B2 and 12B4 to NA.
Item 12C applicability	For non-foster care cases, set to NA.
Item 13 applicability	For non-foster care cases, set all item 13 pre-applicability questions relating to parents to No.
Item 13A	If item 13 is applicable and no Child is specified, set question 13A to NA.
Item 13A	If item 13 is applicable and no Child is specified, clear the "No" narrative field for question 13A.
Item 13B	If item 13 is applicable and no Mother is specified, set question 13B to NA.
Item 13B	If item 13 is applicable and no Mother is specified, clear the "No" narrative field for question 13B.
Item 13C	If item 13 is applicable and no Father is specified, set question 13C to NA.
Item 13C	If item 13 is applicable and no Father is specified, clear the "No" narrative field for question 13C.
Item 15 applicability	For non-foster care cases, set all item 15 pre-applicability questions relating to parents to No.
Item 15A1, 15A2, and 15C	If item 15 is applicable and no Mother is specified, set questions 15A1, 15A2, and 15C to NA.
Item 15B1, 15B2, and 15D	If item 15 is applicable and no Father is specified, set questions 15B1, 15B2, and 15D to NA.
Item 17 applicability	For foster care cases, set to applicable.
Item 17B1	For non-foster care cases, set question 17B1 to NA.
Item 17A4	For non-foster care cases, check the first option in question 17A4 and uncheck all others.
Item 18	If table 18A1 has no rows, disable all item 18 questions.
Item 18B	For non-foster care cases, set question 18B to NA.