The Child Caring Institution (CCI) Dashboard provides a current time tracking and monitoring system of CCI Child Census, Incidents, and Maltreatment In Care (MIC) metrics for data reporting and analysis. The dashboard also features a Division of Child Welf are Licensing (DCWL) consultant tool. This job aid should be used as a guide to understand where the data in the CCI Dashboard is being pulled from in MiSACWIS. For assistance with CCI Dashboard please email <u>MDHHS-CCI-Dashboard@michigan.gov</u>.

# **CCI Dashboard Homepage**



**REFRESHED DATE** – The date and time the dashboard is refreshed. Dashboard data is not live time. It is updated each morning at 11am with data that was input prior to 8pm the previous day.

**INTRODUCTION SLIDER** – Provides a general outline of information and processes to consider when navigating through the dashboard.

#### **SLICERS**

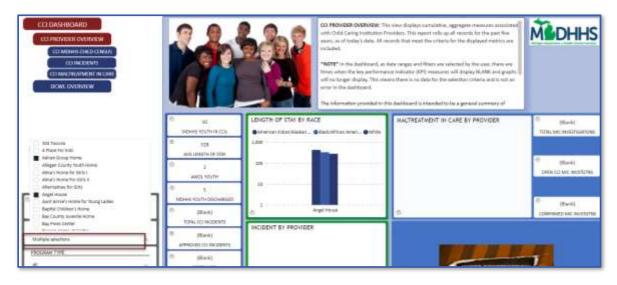
All slicers are linked together and work the same throughout the dashboard. The information within the dashboard will adjust as criteria selections are made with the slicers. Data can be filtered by County, Provider, Program Type, Age, and Race.

This works in multiple directions. For example, if a user select's a provider from the search criteria, all of the other slicers will adjust based on the provider selected, including the county, the program types of the children in the placements as well as the ages and races of children in that placement during the specified date range chosen by the user.



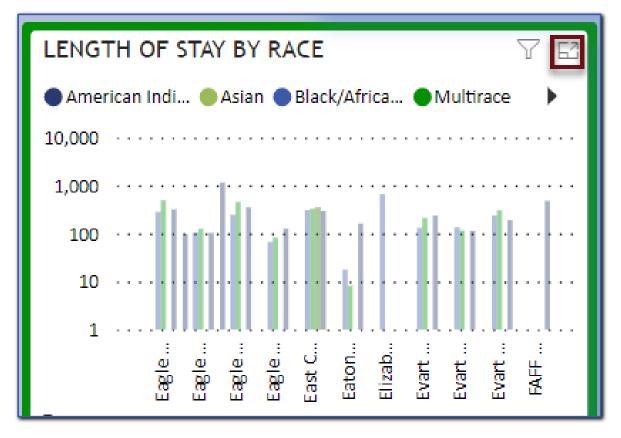
If the user wants to select mulitple items in any single slicer, expand the slicer then hold the CTRL button and use your mouse to select all the applicable providers.

To reset the slicer to default, hover over the slicer box and select the small eraser and it will automatically clear out search results.



#### FOCUS MODE

You can hover over any graph and select the focus mode icon to enlarge the graph.







Click < Back to report to return to associated screen.

The small filter at the top of all graphs can be expanded to provide information to help a user consider the filters that are being used to generate the graph. They are shown in alphabetical order.





### **CCI PROVIDER OVERVIEW**

**CCI PROVIDER OVERVIEW INFORMATION BOX** – Small informational box found at the top of each screen describing the intent and purpose of the associated CCI screen.

**CCI PROVIDER OVERVIEW BEGIN AND END DATES** – When entering begin and end dates on the CCI Provider Overview screen, the returned results will display all children who had an active placement in a child caring institution at any time between the begin and end date.

Example: Begin Date: 7/01/2021 End Date: 7/30/2021

Results:

All placements in CCIs, logged in MiSACWIS, where the child's placement overlaps the begin and end date.



**MDHHS YOUTH IN CCIs** – The distinct number of youths, based on Person ID, where the child's placement is in a CCI and the placement started/ended after the Begin Date or on or before the End Date.



#### Note

If you want a full month of data, the Begin Date should be the last day of the previous month. For example, if a user wants to review data for the month of December 2020, the Begin Date will be 11/30/2020 and your two End Dates will be 12/31/2020.

**AVG LENGTH OF STAY** – Calculated field based on the total number of days of children whose CCI placement ended during the specified date range, divided by the number of children whose CCI placement ended during the specified date range.

**AWOL YOUTH** – The distinct number of youths who went AWOL during the date range.



**MDHHS CHILDREN DISCHARGED** - The MDHHS youth who left a Child Caring Institution setting and were either placed in a home-like setting or were reunified.

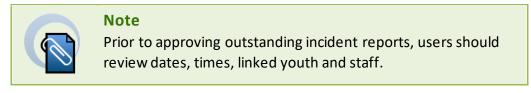


**TOTAL CCI INCIDENTS** – The number of distinct CCI Incident Reports found in MiSACWIS, under Incident List on the Incident Search screen, regardless of the **Status** of the incident reports.



**APPROVED CCI INCIDENTS** – The number of distinct CCI Incident Reports found in MiSACWIS, under Incident List on the Incident Search screen, where the **Status** of the Incident Reports are **Approved**.

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16601 Isbail	Medication Error	Approved	dataments acconduction toothaction(1)
select report	Mechanical Restmitt, Misconduct, Physical Escort, Saclusion	Approved	documents addendum(2) notification(4)



MISACWIS

**RESTRAINTS** – The distinct number of Incident Reports where the **Incident Type** indicated is **Physical Restraint** or **Mechanical Restraint**.

Incident Inform	ation Ehild / Youth Involved	Provider Mambers / Staff Involved	Incident Partors	1
Incident Details	86/01/2021	Divident Times	(AN ¥) (ET ¥)	
(todent #)		Contact Person Trilly		1
Insulari Submitted Data? Providen Lucence Type:	Cherry Hills (17910821) Child Carling Institution	Submitted By:		
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Restricted	0			
Enclident Type				
Traderit Tapes	2000 V	Dicident Schtyper		
Add Incident Types	Digars - Child Youth Snjars - Staff Hatar Event at Agency	0412-010		
No results found.	Veduarical Rectant Vedical Helication Error	Sult Typ		-
Child Protective Serv	Structured Sciences			
Was a complaint fied with	In Child Physical Restraint			

**SECLUSIONS** - The distinct count of Incident Reports where the **Incident Type** selected is **Seclusion**.

Incident Information	Child / Youth Involved	Provider Members / Shaff Involved	Incident Factore	
Incident Date:*	05/01/2021	Section Trees	00 1 00 (AM V) (ET V)	
Ströderst #		Contact Person Info		
brokert Sabrytted Date/Trine Provider: Literen Tenn	Cherry Hils (17910821) Child Caring Institution	Subvetted by		
Liscoffenc	[fort ming 9]	Stits Location:	( <u>•</u> )	
Restokted				
Incident Type	D.			
Iricklund, Yypn)	Sectorean v	Indiana' Subtype	Control Disclobistry Protective Custority	1



#### **MIC Investigations**

**TOTAL MIC INVESTIGATIONS** – The number of MIC investigations when the complaint date is during the date range and the **Intake Action** is **Accept and link**.

**OPEN CCI MIC INVESTIGATIONS** – The number of investigations where the complaint date is within the date range and the investigations has not been approved.

**CONFIRMED MIC INVESTIGATIONS** – The number of investigations where complaint date is within the date range and the investigation had a substantiation or preponderance of evidence.



Allegations	Reporting Person	Perticipante	Biocial Work H Centacte	allower Types	HIC	Priority Taul	Decision	Reconsideration	Analyzoment
Intake Header									
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#### **CCI MDHHS CHILD CENSUS**

**MDHHS YOUTH IN CCIs** - The distinct number of youths, based on Person ID, where the child's placement is in a CCI and the placement started/ended after the Begin Date or on or before the End Date.



Note

If you want a full month of data, the Begin Date should be the last day of the previous month. For example, if a user wants to review data for the month of December 2020, the Begin Date will be 11/30/2020 and your two End Dates will be 12/31/2020.

**CCI CHILD CENSUS BEGIN AND END DATES** – When entering begin and end dates on the CCI Child Census screen, the returned results will display all children who had an active placement in a child caring institution at any time between the begin and end date.

Example: Begin Date: 7/1/2021

End Date: 7/30/2021

Results:

All placements in CCIs, logged in MiSACWIS, where the child's placement overlaps the begin and end date.



**AVERAGE Length of Stay (LOS) BY PROVIDER** – Based on placement history of the child, when in a CCI.

enult(s) 1 to 1 of 1	Child's Name	Service Type/Description	Provider Name/Living Arrangement	Begin/Lind Date	Status	Page 1 of
ielest authorization messifa	Hagbes, Frank - 11/10/2001	Child Caring Institution 0740- General Residential	Woodland Hills Youth Development Centor	04/17/2013	Completed.	documenta Placement Escention Placement Outroe



**AVERAGE LOSS BY PROGRAM TYPE** – Based on the program type of the child, when placed in a CCI.

Case Overview
Case Actions
View Case Information
View Case Status History
Linked/Associated Cases
Program Type History

Case JD	uuler x 127074	Case Name: Hughe	se, Frank	Case Status: Open	Organ	Reation: Irigham County
	Bagn Date V	Duar Taint				
Voorar	n Type History	1				
rograr	n Type History	Pingram Type	Secondary Value	Regis Date	Find Date	Cheure Reneat
		Poligram Tabe Poeter Care	Secondary Value	Pegas Date	Food Dates	Cheure Roseet
rograr ettel	Care Member				End Date	Cheure Romann

AVERAGE LENGTH OF STAY BY AGE – Based on the child's age on the Placement Begin Date.

Bas	lic	Demographics	Addr	ess
Person Header		1.2.7		
Namo:		nes, Frank	Gendor:	Male
Person ID:	1/60	60806	Age:	19 Ye
Person Informat	tion			
Name Type: *	Verified	~		
Prefix:		~		
First Name: *	Frank	Middle Name 1:		Middle N
Last Name: *	Hughes	Suthe	<b>v</b>	Ward Ch
Gender: +	Male Y	SSN:	493-90-0043	
DOB: +	11/10/2012	8 years 6 months 22 days		



**AVERAGE LENGTH OF STAY BY RACE** – Based on the child's race located on the Demographics screen in the Person Profile.

Berle	Demograp	hics	Address	Add	Background	Befety Hazard
	Hughes, Frank 17660806	Gentle Age		Male 19 Years & Months 22 Days	bom	11/10/2001
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**MDHHS CHILDREN DISCHARGED** - The MDHHS youth who left a Child Caring Institution setting and were either placed in a home-like setting or were reunified.

**YOUTH RETURNED TO CCI IN 12 MONTHS** – The MDHHS youth who re-enter a CCI within 12 months of having exited a CCI placement.

**YOUTH RETURNED TO CCI IN LAST 13-24 MONTHS** - The MDHHS youth who re-enter a CCI after at least 13 months but within 24 months of having exited a CCI placement.





### **CCI INCIDENTS**

**CCI INCIDENTS BEGIN AND END DATES** – When entering begin and end dates on the CCI Incident screen, the returned results will display all incidents with a MiSACWIS incident date on or between the begin and end dates.

Example: Begin Date: 7/1/2021
End Date: 7/10/2021
Results: All incidents logged in MiSACWIS where the incident date was on or between 7/1/2021 and 7/10/2021.



**TOTAL INCIDENTS** – When an incident report is created it is provided with a unique ID. The dashboard is counting the total number of distinct Incident IDs within the selected reporting period. If the incident took place within the reporting period it should be considered as part of the count. All children involved in an incident should be included for that specific incident. Do not add multiple incidents for each child for one specific incident.

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ncident	tist	Incident Safe	Child/Youth Name	Provider Henders/Skatt	Louident Type	Status	Page ) of
ncident mult(s)	List 1 - 20 of 103	Decident Bate 04/01/2031	Child/Youth Name	Provider Hembert/Skall	Exclusion Type Pedication Street	Reasonal Agenced	
Incident	List 1 - 20 of 103	04/01/2021	Child/Youth Name		Halloution Grow	21.27	Page 1 of Descently Addressory Materials Addressory



PREA INCIDENTS – The distinct number of Incident IDs where the Incident Type is Sexual Misconduct -Staff or Student and the Incident Subtype selected was PREA (Prison Rape Elimination Act) Incident.

				Warned - Millionid
Recident #:-			Contact Person Info;	
Instituted Schweithad Gatta/Time-			Submitted By	
Provinter :	Cherry Hills (17910821)			
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		and a second sec		
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STORE IN STORE STORE	Seclusion			
Incident Description:*	Security Breech	-		
	Self Dilutious Behavior			
	Sexual Meconduct - Staff			
	Sexual Mecondult - Student			

**MDHHS YOUTH INVOLVED** – based on the youth attached on the Child/Youth Involved screen (where they were identified as the victim or perpetrator only) and the presence of a placement in MiSACWIS on the incident date.

**NON MDHHS YOUTH INVOVLED** – based on the youth attached on the Child/Youth Involved screen (where they were identified as the victim or perpetrator only) and the absence of a placement in MiSACWIS on the incident date.

Incider	t Enformation	Ehild / Youth Involved	Provider Mexthers / Shaff Involved	Incident Patters		
ild 7 Youth	involved In Tacinium					
	Cield/Youth Hartin	DDB/Age	Gender	Incident Rule	Injurnal	
stari.	martined, Anno 11 (thomas)	puleacheea (17)	Make	Withdow:	Nau-	disking.

**CCI STAFF INVOLVED** – based on the staff attached on the Provider Members / Staff Involved screen (where they were identified as the victim or perpetrator only).

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	Matulier/IttalT March	tille	Brinder	Technerit Biele	Tojanted	18
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intar .	- Inferrant, Aman	Chail Giving Institution Staff	Hole	30(239)	ND .	gaing



**MIC CPS REFERRALS** – The distinct count of Incident Reports on the Incident Information where the user indicated **Yes** to **Was a complaint file with Children's Protective Services?**.

Child Protective Services	
Way a complete filed with Children's Protective Services?	Yes W
If this, what was the artaka ID?	
If You, data compliant that	E

**REQUIRED CONTACT WITH LAW ENFORCEMENT** - The distinct number of Incident Reports on the Incident Information screen where the user indicated **Yes** to **Did Behavior Result in Contact with Law Enforcement?**.

Did Behavior Result in Contact with Law Enforcement?*	Yes 🗸
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**YOUTH INJURIES** – The distinct count of the number of Incident IDs where there is an associated child (who was the perpetrator or victim) and **Was Child Injured** is **Yes** on the Child/Youth Involved Details screen.



**STAFF INJURIES** – The distinct number of Incident IDs where there is an associated staff (who was the perpetrator or victim) and there is an indication that the staff was injured on the Member/Staff Details screen.

Member / Staff Detail			
Incident Role:*	Perpetrator 🗸		
Was Member/Staff Injured:	Yes 🗸		
Date Seen By Medical:			



**YOUTH RESTRAINED IN CCIs** – The distinct number of youth (based on Person ID) associated to the incident where the selections for **Was Child Restrained** is **Yes** on the Child/Youth Involved Details screen.





**TOTAL RESTRAINTS** – The distinct number of incident reports that took place during the specified report period, based on the user selecting an **Incident Type** of **Physical Restraint** or **Mechanical Restraint** on the Incidents (Incident Information) screen. We have additional data in the graphs that indicates more information about the incident subtype, so entering this information is key as well.

	Child / Youth Involved	Provider Hambers / Staff Involved	Indent Factors
Encident Elstails			
Incident Date:*	06/01/2021	Included Time:	AM W BT W
trubbent #		Contact Person Infor	
In Hert Subvettue Date/Time:		Solumitian Opt	1.0
Proshder1.	Cherry Hills (17910821)		
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Locations	Ener Wing 👻	Sub Lacation	(1997)
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No results found.	Table	Side Type	N
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**PHYSICAL RESTRAINTS** – The count based on the user selecting **Physical Restraint** from the **Incident Type** list on the Incidents (Incident Information) screen.

Incident Informat	Child / Youth Involved	Provider Rembers / Staff Involved	Indent Factors
Incident Datails	06/01/2021	Doubbard Three	
trubbent #		Contact Person Info	
Incident Subrittait Babi/To Provider:	Cherry Hills (17910821)	Scientifical Op-	
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Incident Type			
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Add Incident Types			
No results found.	Treet	Sidi Type	

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**MECHANICAL RESTRAINTS** – The count of restraints based on the user selecting the Mechanical/Material Restraint from the Available Restraint Types on the Incidents (Incident Information) screen.

<b>Incident Inform</b>	atton Child / Youth Involved	Provider Humbers / Staff Involved	Incident Factors	
Incident Details			No. 11282 - 122	
incident Date:*	06/01/2021	Incident Time	10 : 00 AM V EF V	
incident #1		Contact Person Info		
Incident Rubmitted Data/Time:		Submitted By:		
Provider:	Cherry Hills (17910821)	Link Provider		
License Type:	Child Caring Institution			
Location.	~	Sab Lanabas:	w	
Reputel)	<b>D</b>			
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incident Type:	Mechanical Register 👻	Incident Subtype	4-Poet 5-Poet Avide Cuffu Avidet	

**MEDIAN MINUTES IN RESTRAINTS** – This is calculated median minutes in restraints based on the **Time In** and **Time Out** from the Child/Youth Involved Details screen entered by the user.

Incident Role:*	Perpetrator 🛩		
Was this child / youth place	ed directly by a court (NOT MDHHS)?		
Was Child Restrained:*	Yes 🗸		
	Available Restraint Types		Selected Restraint Type
Mechanical/Material Restraint Secure Transport		Add >	
	To prevent injury to others	*	
restrained:			
Romary reason child was restrained: Hands Restrained: Date In:			V 10 : 00 AMV



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	Alternation			

**YOUTH SECLUDED IN CCIs** – Distinct number of youth (based on Person ID) associated to the incident where **Was Child Placed in Seclusion** answer is **Yes** on the Child/Youth Involved Details screen.

Was Child Placed in Seclusion:*	Yes 🗸		
Date In:	06/01/2021	Time In:	10 : 05 AM 🗸 ET 🗸
Date Out:	06/01/2021	Time Out:	10 : 10 AM 🗸 ET 🗸

**TOTAL SECLUSIONS** – The distinct number of total seclusions that took place during the specified report period, based on the user entering an **Incident Type** on the Incidents (Incident Information) screen. We have additional data in the graphs that indicates more information about the incident subtype, so entering this information is key as well.

Incident Informatio	D Child / Youth Involved	Provider Members / Staff Involved	Incident Factors
Incident Details			
Incident Date:*	06/01/2021	Incident Treat:	10 = 00 [AM • [ET •]
bricident =:		Contact Herson Info:	
Incident Submitted Evels/Time:		Sybrifted By:	
Provider:	Cherry Hills (17910821)	känk Pruvider	
License Type:	Child Caring Institution		
kmiällinni		Sub Location	
Restricted	Ŭ.		
Incident Type			
Docksent Type:	Seclusion v	Incident Bulitype:	Control Disclationary Protective Custody
Add Incident Types			



**MEDIAN MINUTES IN SECLUSION** – This is the calculated median minutes in seclusion based on the **Time In** and **Time Out** from the Child/Youth Involved Details screen entered by the user. (We use the median because we have several incidents with wrong Date in and Date Out, past dated/future dated, so the average is not an accurate reflection of length of time in a seclusion at this time).

Was Child Placed in Seclusion:*	Yes 🛩		
Date In:	06/01/2021	Time In:	10 : OS AM - ET -
Date Out:	06/01/2021	Time Out:	10 1 10 AM V ET V
- ALTERNIE -	R	Conservation	Toward Instant

**YOUTH AWOL FROM CCIs** – The distinct number of youths who had an AWOL placement entered in MiSACWIS. The number is based on a count of distinct person IDs for children who have an AWOL placement. The child would need to be AWOL for at least one night to count as an AWOL child in the context of the CCI dashboard. This number is very dependent on timeliness of an AWOL placement type being entered.

**AVERAGE DAYS YOUTH AWOL FROM CCIs** – This is a calculated field based on a view we have put together. It is figured out by taking the number of Days AWOL and dividing it by the number of children with an AWOL placement type, while at a CCI during the time frame specified by the user. This number is very dependent on timeliness of an AWOL placement type being entered.



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#### **CCI MALTREATMENT IN CARE**

CCI MALTREAMENT IN CARE BEGIN AND END DATES - When entering begin and end dates on the CCI Maltreatment in Care screen, the returned results will display all CCI Maltreatment in Care intakes and investigations where the MIC Intake Date is on or between the begin and end dates.

Example:	Begin Date: 7/1/2021
	End Date: 7/30/2021
Results:	All MIC intakes and investigations where the intake date was on or
	<i>between</i> 7/1/2021 and 7/30/2021.
Exception:	The Open MIC Investigations KPI includes any investigation without

Exception:

n IVITC Investigations KPI includes any investigation without an approval date, or the approval date is on or after the end date.



TOTAL MIC INTAKES – Intakes will be calculated into the dashboard under the following criteria: When the Maltreatment in Care check box is selected on the CPS Intake – MIC (Maltreatment in Care) screen and the Living Arrangement is 12, 88, or 99. Or the Living Arrangement is 12 AND the Provider Type is Child Care Facility/Home, CCI, Group Home, Other, or Unlicensed/Unrelated-Court Ordered Placements. Or the Provider Type is CCI and the Living Arrangement is empty.

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Michigan Statewide Automated Child Welfare Information System

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**TOTAL MIC INVESTIGATIONS** – We are counting the number of MIC investigations when the complaint date is during the date range and the **Intake Action** is **Accept and link**.

**OPEN CCI MIC INVESTIGATIONS** – This is the number of investigations where the complaint date is within the date range and the investigations has not been approved.

**CONFIRMED MIC INVESTIGATIONS** – This is the number of investigations where complaint date is within the date range and the investigation had a substantiation or preponderance of evidence.

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**YOUTH & STAFF VICTIMS / YOUTH & STAFF PERPETRATORS** – Identified from the Investigation Tasks within the Investigation Persons screen. A distinct count on the Person IDs to account for the number of victims and perpetrators.

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### **DCWL OVERVIEW**

**DCWL OVERVIEW BEGIN AND END DATES** – When entering begin and end dates on the DCWL Overview screen, the returned results will display results as of the end.

Example: Begin Date: 1/1/2019 End Date: 12/31/2020
Results: KPIs are measured as of the end date.
Exceptions: Closed CCI Provider KPI will include all closures where the closure date was *on or between* 1/1/2019 and 12/31/2020. Incidents, restraints, and seclusions include incidents, restraints and seclusions logged in MiSACWIS where the incident date was *on or between* 1/1/2019 and 12/31/2020.

**CCI LICENSED CAPACITY** – This is the total number of beds, DCWL has licensed, for all the licensed CCIs. This number comes from BITS/DCWL.

**MDHHS YOUTH IN CCIs** - The distinct number of youths, based on Person ID, where the child's placement is in a CCI and the placement started ended after the Begin Date or on or before the End Date.



#### Note

If you want a full month of data, the Begin Date should be the last day of the previous month, e.g. If you want to review data for the month of December 2020, your Begin Date will be 11/30/2020 and your two End Dates will be 12/31/2020.

**MDHHS BED UTILIZATION** – This is a calculation of the total number of MDHHS YOUTH IN CCIs / the total CCI Licensed Capacity. This gives us the total percentage of children, who are in the care and custody of MDHHS, placed in CCI Licensed Facilities.





**ENROLLED CCI PROVIDERS** – Data is pulled from DCWL and is the distinct count of CCI Providers with an ENROLLED license status as of the end date.

**AVERAGE DAYS CCIS ENROLLED** – Using the begin and end dates entered by the user, we calculate the average number of days CCI providers who are still enrolled (as of the end date) have been enrolled. This gives us an average number of days a CCI Provider is enrolled.

**ACTIVE CCI PROVIDERS** – Data is pulled from DCWL and is the distinct count of CCI Providers with an ACTIVE licensed status during the reporting period, on the last day of the reporting period.

**AVERAGE DAYS CCI LICENSED** - Using the dates entered by the user, we calculate the average number of days CCI providers who are active (as of the end date) have been active CCI providers. This gives us an average number of days/years a CCI Provider is licensed.

**CLOSED CCI PROVIDERS** – Data is pulled from DCWL and is the count of any CCI Provider's license where their Close Date is within the specified date range entered by the user.





**DCWL OVERVIEW TABLE** – Will provide additional search option to review enrolled, active and closed CCI providers.

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SLICERS - All work the same as the rest of the dashboard.

**NO MATCH FOUND** – Indicates that the CCI Provider is an out of state provider.

Back Arrow - returns you to the DCWL Overview screen.