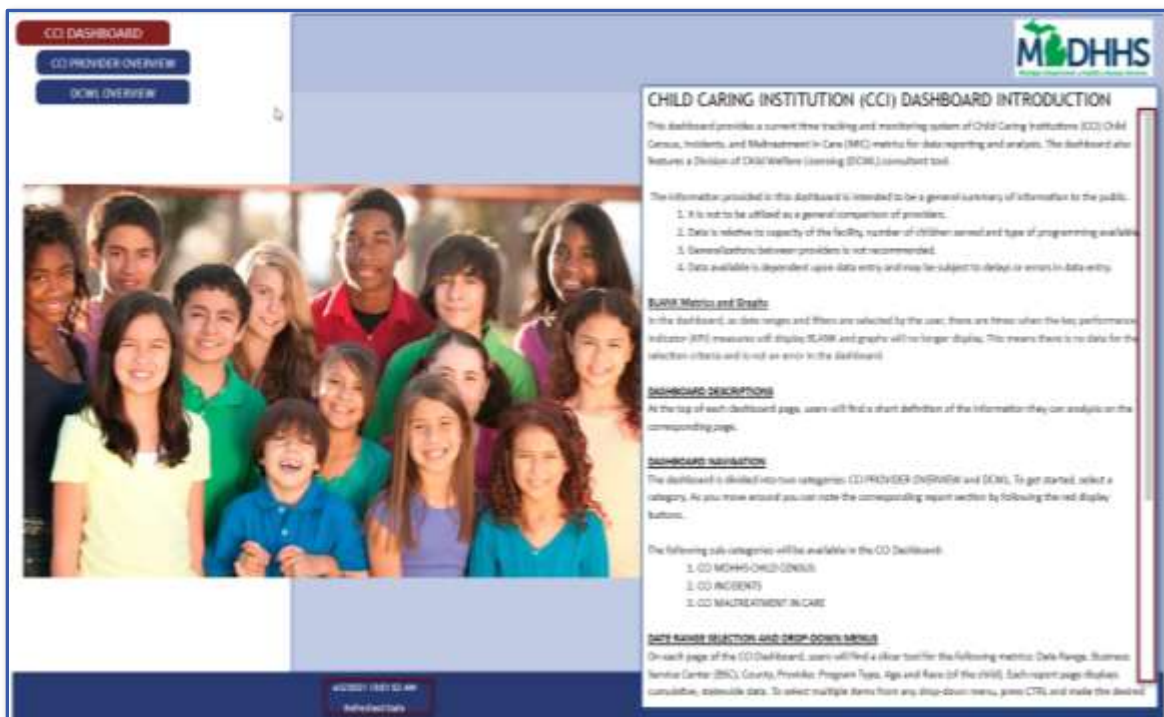


## > Job Aid: Child Caring Institution Dashboard Overview

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 Welfare 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 [MDHHS-CCI-Dashboard@michigan.gov](mailto:MDHHS-CCI-Dashboard@michigan.gov).

### 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.

## ➤ Job Aid: Child Caring Institution Dashboard Overview

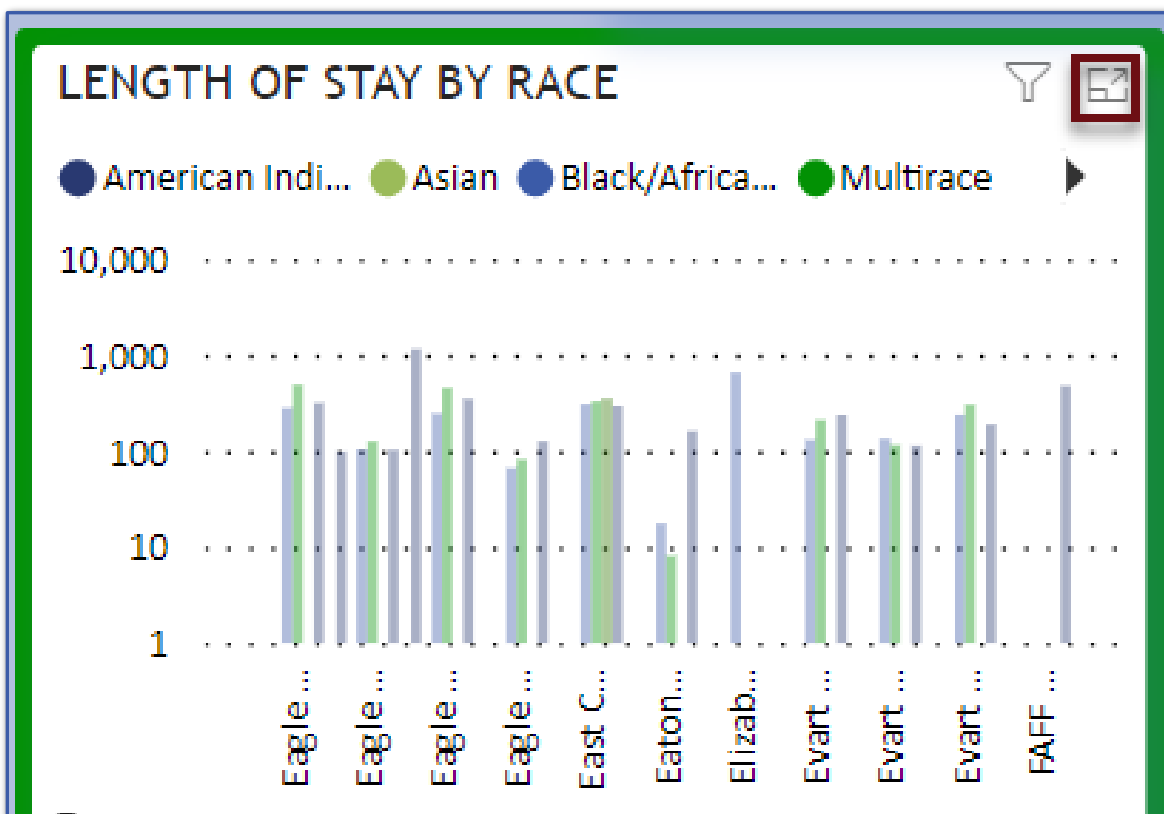
If the user wants to select multiple items in any single slicer, expand the slicer then hold the CTRL button and use your mouse to select all the applicable providers.

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



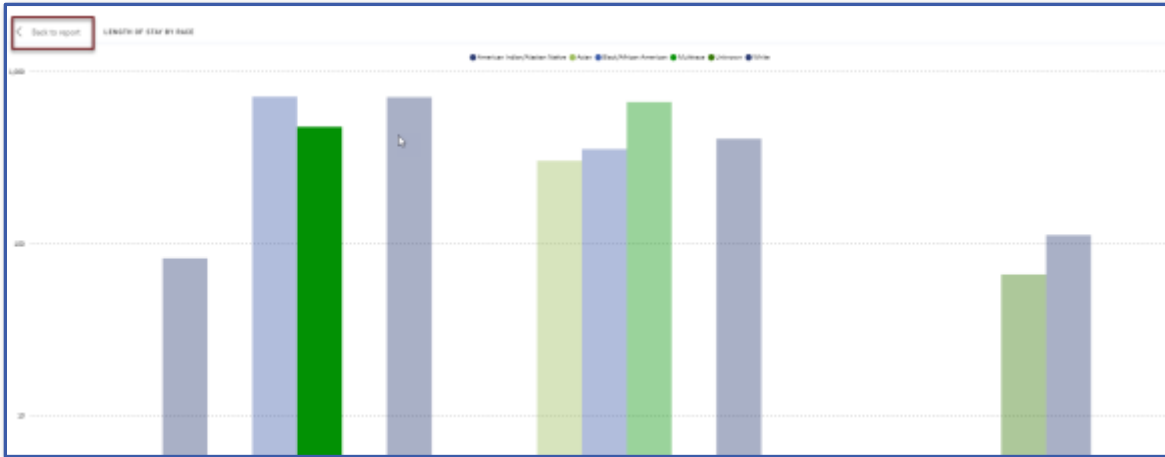
### FOCUS MODE

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



## > Job Aid: Child Caring Institution Dashboard Overview

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.

## > Job Aid: Child Caring Institution Dashboard Overview

**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.

select report	Misconduct	Approved	documents addocument(0) remove(0)
select report	Misconduct, Property, Seclusion	Pending Approval	documents addocument(0)

**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**.

select report	Misconduct	Approved	documents addocument(0) remove(0)
select report	Medication Error	Approved	documents addocument(0) remove(0)
select report	Mechanical Restraint, Misconduct, Physical Escort, Seclusion	Approved	documents addocument(0) remove(0)

**Note**  
 Prior to approving outstanding incident reports, users should review dates, times, linked youth and staff.

## > Job Aid: Child Caring Institution Dashboard Overview

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

The screenshot shows the 'Incident Information' tab of a dashboard. The 'Incident Details' section includes fields for Incident Date (06/01/2021), Incident Time, Incident #, Incident Submitted Date/Time, Provider (Cherry Hills (17910821)), License Type (Child Caring Institution), and Location. The 'Incident Type' dropdown menu is open, showing a list of options: Abuse, Injury - Child/Youth, Injury - Staff, Child Entry or Exit, Mechanical Restraint, Medical, Medication Error, Mental Health Crisis, Misconduct, Physical Restraint, and Unsubstantiated. The 'Mechanical Restraint' and 'Physical Restraint' options are highlighted with red boxes. The 'Restricted' checkbox is unchecked. The 'Incident Subtype' field is empty.

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

The screenshot shows the 'Incident Information' tab of a dashboard. The 'Incident Details' section includes fields for Incident Date (05/01/2021), Incident Time, Incident #, Incident Submitted Date/Time, Provider (Cherry Hills (17910821)), License Type (Child Caring Institution), and Location (East Wing). The 'Incident Type' dropdown menu is open, showing a list of options: Abuse, Injury - Child/Youth, Injury - Staff, Child Entry or Exit, Mechanical Restraint, Medical, Medication Error, Mental Health Crisis, Misconduct, Physical Restraint, and Unsubstantiated. The 'Seclusion' option is selected and highlighted with a red box. The 'Restricted' checkbox is unchecked. The 'Incident Subtype' field is empty.

# > Job Aid: Child Caring Institution Dashboard Overview

## 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.



Allegation	Reporting Person	Participants	Social Work Contacts	Maltreatment Types	MIC	Priority Tool	Decision	Reconsideration	Assignment
<b>Intake Header</b>									
Intake Name:	Hanson, Michele	Date & Time Created:	04/22/21 01:40 PM	Creator Name:	Sam Walker	Intake Status:	Awfuling Screening Decision		
Intake Category:	CPS	Intake ID:	270086						
Notes:	1/24	Case:	3qjvsn						
<b>Summary</b>									
Allegation Type	Alleged Victim		Alleged Perpetrator						
Physical Abuse	Anderson, Jack		Hanson, Arben						
<p><b>Allegation:</b> The reporting person witnessed Arben punching his step-son, Jack, in the face several times leaving marks.</p>									
<b>Decision Details</b>									
Screening Decision:									
Intake Action: <b>Accept and Assign for Field Investigator</b>									
Rejection Reason:									
Rejection Comments:									

## 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 and 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.

Child's Name	Service Type/Description	Provider Name/Living Arrangement	Begin/End Date	Status
Hughes, Frank 11/11/2001	Child Caring Institution 0740 - General Residential	Woodland Hills Youth Development Center	04/17/2013	Completed



## > Job Aid: Child Caring Institution Dashboard Overview

**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 > Worklist > Case Overview

Case Header  
 Case ID: 127874      Case Name: Hughes, Frank      Case Status: Open      Organization: Ingham County

Sort By: Begin Date      Filter      Clear Filters

Case Member	Program Type	Secondary Value	Begin Date	End Date	Closure Reason
0000 Hughes, Frank	Foster Care	WAF	11/14/2013		
0000 Hughes, Frank	Foster Care		04/17/2014		
0000 Hughes, Frank	Juvenile Justice		04/17/2013		

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

Basic
Demographics
Address

Person Header  
 Name: Hughes, Frank      Gender: Male  
 Person ID: 17660806      Age: 19 Year

Person Information  
 Name Type: Verified  
 Prefix:   
 First Name: Frank      Middle Name 1:   
 Last Name: Hughes      Suffix:   
 Ward Child

Gender: Male      SSN: 493-90-0043  
 DOB: 11/10/2012      Age: 8 years 6 months 22 days

## > Job Aid: Child Caring Institution Dashboard Overview

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

**Demographics**

Person Header  
 Name: Hughes, Frank      Gender: Male      DOB: 11/10/2001  
 Person ID: 17660806      Age: 19 Years 6 Months 22 Days

Demographic Information  
 Height: 5'      Feet      5      Inches      Weight: 110      Pounds      Outcast:      Eye Color:      Hair Color:     

**Race**

American Indian/Alaska Native       Foster       Black/African American  
 Native Hawaiian/Other Pacific Islander       MHI       Incarcerated  
 Absorbed       Deceased  
 Safe Home       Unable to Locate

**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.

Incident Report Search

Search Criteria

From Date: 01/01/2021 To Date: 04/01/2021

Incident Number: Incident Type: Status: Provider Member / Staff: Child / Youth Name:

Sort Results By:

Search Clear

Incident List

Result(s) 1 - 20 of 103 Page 1 of 6

Incident Number	Incident Date	Child/Youth Name	Provider Member/Staff	Incident Type	Status
115088174	04/01/2021			Medication Error	Approved
113110106	04/01/2021			Medical	Approved
113098177	04/01/2021			Misconduct, Search, Seclusion	Approved

## ➤ Job Aid: Child Caring Institution Dashboard Overview

**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**.

The screenshot shows a form with the following fields and values:

- Incident #: [ ]
- Incident Submitted Date/Time: [ ]
- Provider: **Cherry Hills (17910021)**
- License Type: **Child Caring Institution**
- Location: [ ]
- Contact Person Info: [ ]
- Submitted By: [ ]
- Web Location: [ ]
- Restricted:
- Incident Type dropdown menu is open, showing options:
  - Sexual Misconduct - Student
  - Injury - Child/Youth
  - Injury - Staff
  - Major Event at Agency
  - Mechanical Restraint
  - Medical
  - Medication Error
  - Mental Health Crisis
  - Misconduct
  - Physical Escort
  - Physical Restraint
  - Placement Referral Occurred
  - Positive Drug Test
  - Property
  - Rejection of Service
  - Search
  - Seclusion
  - Security Breach
  - Self-Harmful Behavior
  - Sexual Misconduct - Staff
  - Sexual Misconduct - Student
- Incident Subtype: **Alleged Confirmed PREA (Prison Rape Elimination Act) Incident**
- Sub Type: [ ]
- At contracts with or receives payment from a community mental health [ ]

**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 INVOLVED** – 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.

Incident Information		Child / Youth Involved	Provider Members / Staff Involved		Incident Factors	
Child / Youth Involved In Incident						
ID#	Child/Youth Name	DOB/Age	Gender	Incident Role	Injured	Date
	[ ]	09/12/2003 (17)	Male	Victim	No	Date

**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).

Incident Information		Child / Youth Involved	Provider Members / Staff Involved	Incident Factors		
Members / Staff Involved In Incident						
ID#	Member/Staff Name	Title	Gender	Incident Role	Injured	Date
	Brown, Sally	CCI Caring Institution Staff	Female	Witness	No	Date
	Johnson, Brian	CCI Caring Institution Staff	Male	Victim	Yes	Date

## > Job Aid: Child Caring Institution Dashboard Overview

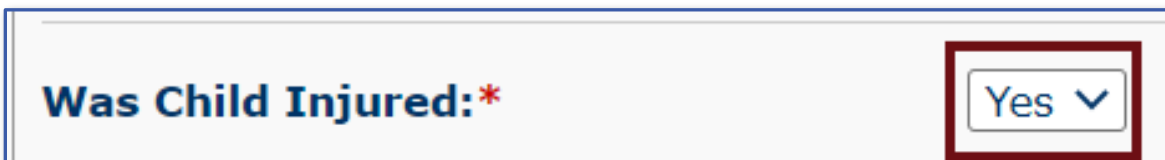
**MIC CPS REFERRALS** – The distinct count of Incident Reports on the Incident Information where the user indicated **Yes** to **Was a complaint file with Children’s Protective Services?**



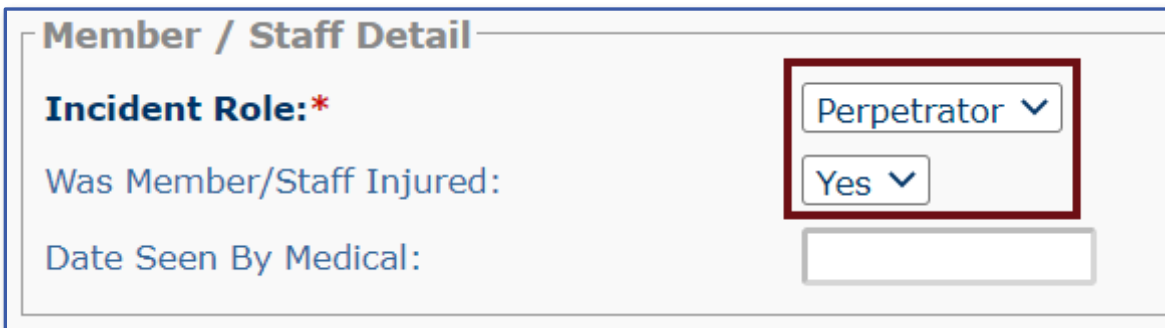
**REQUIRED CONTACT WITH LAW ENFORCEMENT** - The distinct number of Incident Reports on the Incident Information screen where the user indicated **Yes** to **Did Behavior Result in Contact with Law Enforcement?**



**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.



## ➤ Job Aid: Child Caring Institution Dashboard Overview

**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.



## ➤ Job Aid: Child Caring Institution Dashboard Overview

**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.

This screenshot shows the 'Incident Information' tab in the system. The 'Incident Date' is 06/01/2021. The 'Incident Type' dropdown menu is set to 'Physical Restraint'. The 'Incident Subtype' field is empty. The 'Add Incident Types' button is visible at the bottom left. The bottom of the screen shows a table with the headers 'Type' and 'Sub Type', and the text 'No results found.' below it.

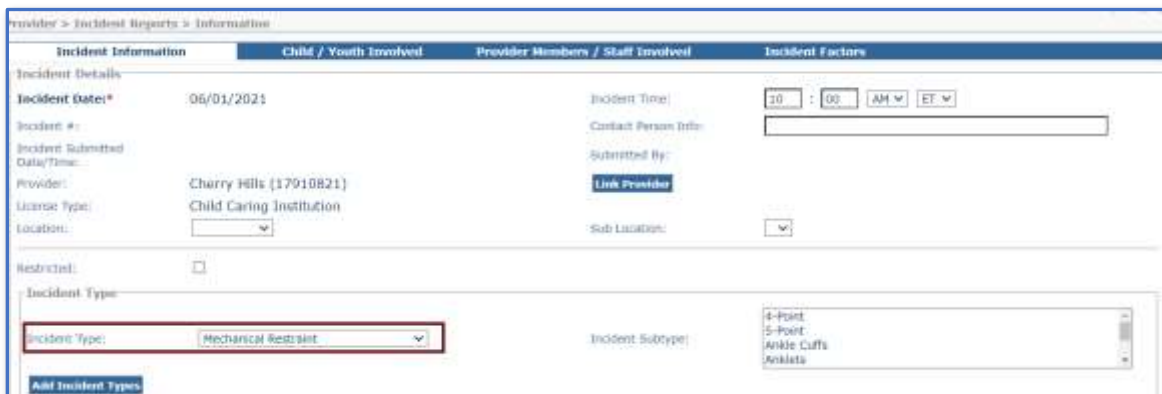
This screenshot shows the 'Incident Information' tab in the system. The 'Incident Date' is 06/01/2021. The 'Incident Time' is 19:00 AM. The 'Incident Type' dropdown menu is set to 'Mechanical Restraint'. The 'Incident Subtype' dropdown menu is open, showing options: '4-Point', '8-Point', 'Ankle Cuffs', and 'Anklets'. The 'Add Incident Types' button is visible at the bottom left.

**PHYSICAL RESTRAINTS** – The count based on the user selecting **Physical Restraint** from the **Incident Type** list on the Incidents (Incident Information) screen.

This screenshot shows the 'Incident Information' tab in the system. The 'Incident Date' is 06/01/2021. The 'Incident Type' dropdown menu is set to 'Physical Restraint'. The 'Incident Subtype' field is empty. The 'Add Incident Types' button is visible at the bottom left. The bottom of the screen shows a table with the headers 'Type' and 'Sub Type', and the text 'No results found.' below it.

## ➤ Job Aid: Child Caring Institution Dashboard Overview

**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.



Provider > Incident Reports > Information

Incident Information | Child / Youth Involved | Provider Members / Staff Involved | Incident Factors

Incident Details

Incident Date\*: 06/01/2021 Incident Time: 10 : 00 AM ET

Incident #: Contact Person Info:

Incident Submitted Date/Time: Submitted By: [Link Provider](#)

Provider: Cherry Hills (17910821) Sub Location:

License Type: Child Caring Institution

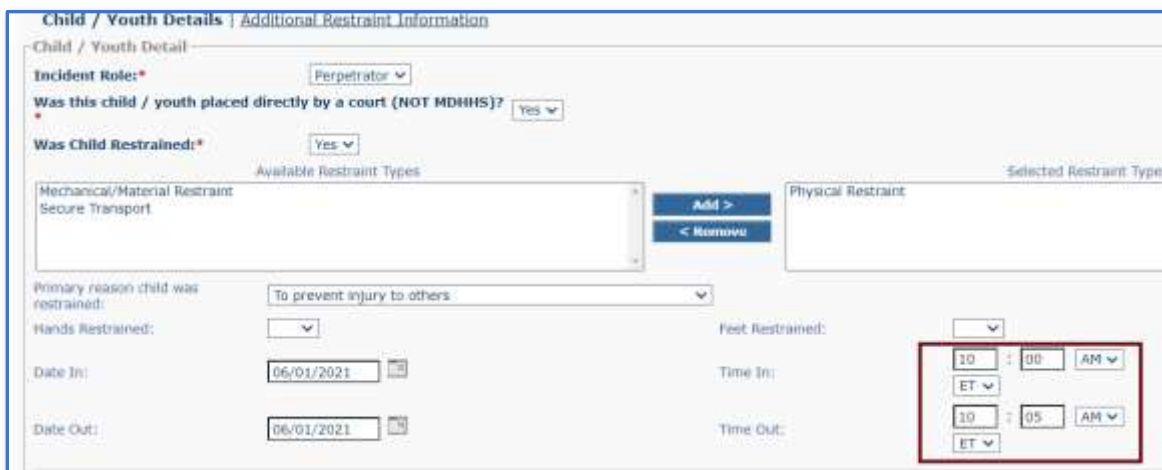
Location: Restricted:

Incident Type: Incident Subtype: 4-Point, 5-Point, Ankle Cuffs, Restraints

Incident Type: Mechanical Restraint

[Add Incident Types](#)

**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.



Child / Youth Details | Additional Restraint Information

Child / Youth Detail

Incident Role\*: Perpetrator

Was this child / youth placed directly by a court (NOT MDHHS)? Yes

Was Child Restrained\*: Yes

Available Restraint Types Selected Restraint Types

Mechanical/Material Restraint Physical Restraint

Secure Transport [Add >](#) [< Remove](#)

Primary reason child was restrained: To prevent injury to others

Hands Restrained: Feet Restrained:

Date In: 06/01/2021 Time In: 10 : 00 AM ET

Date Out: 06/01/2021 Time Out: 10 : 05 AM ET



## ➤ Job Aid: Child Caring Institution Dashboard Overview



**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 Information** | Child / Youth Involved | Provider Members / Staff Involved | Incident Factors

**Incident Details:**

Incident Date: 06/01/2021 Incident Time: 10 : 00 AM ET

Incident #: \_\_\_\_\_ Contact Person Info: \_\_\_\_\_

Incident Submitted Date/Time: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Provider: Cherry Hills (17910821) [Link Provider](#)

License Type: Child Caring Institution

Location: \_\_\_\_\_ Sub Location: \_\_\_\_\_

Restricted:

Incident Type: \_\_\_\_\_

Incident Type: Seclusion Incident Subtype: Control, Disciplinary, Protective Custody

[Add Incident Types](#)

## > Job Aid: Child Caring Institution Dashboard Overview

**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).

**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.



## CCI MALTREATMENT IN CARE

**CCI MALTREATMENT 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 between** 7/1/2021 and 7/30/2021.

Exception: The Open MIC 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.

# ➤ Job Aid: Child Caring Institution Dashboard Overview

**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.

**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.

Investigation Name	Person ID	Name	Bridge# Receipt ID	Role(s)	Age	DOB	Gender	Date Added to Investigation
MIC	2000021	Livingston, Rose	54121	Alleged Victim (AV)	10 Y 3 M	01/01/2005	Female	06/10/2021

## 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.



## > Job Aid: Child Caring Institution Dashboard Overview

**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.



## ➤ Job Aid: Child Caring Institution Dashboard Overview

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

EIC	COUNTY	PROVIDER	LICENSED CAPACITY	FACILITY TYPE	LICENSE NUMBER	FACILITY STATUS	CURRENT LICENSE STATUS	DATE ENROLLED	DATE LICENSED EFFECTIVE	DATE SEARCH EFFECTIVE	SEARCH DATE
NO MATCH FOUND	Cherokee		48	D	C89030399	ACTIVE	REGULAR	1/21/2014	1/24/2014	2/1/2020	1/21/2020
NO MATCH FOUND	Cherokee	Academy	24	D	C89030401	CLOSED	REGULAR	2/11/2014	2/18/2014	4/6/2018	4/6/2018
NO MATCH FOUND	Cherokee	Great Mt. School	1354	D	C89030427	CLOSED	REGULAR	11/9/2015	12/10/2015	12/10/2017	12/10/2017
NO MATCH FOUND	Cherokee	Mountain View	100	D	C89030482	ACTIVE	REGULAR	4/13/2017	4/13/2017	5/1/2020	5/1/2020
NO MATCH FOUND	Cherokee	Mountain View & Valley Woodlands	18	D	C89030416	CLOSED	REGULAR	6/12/1998	6/12/1998	8/1/2018	8/1/2018
NO MATCH FOUND	Cherokee	Mountain View Academy	152	D	C89030845	CLOSED	REGULAR	3/23/2010	3/8/2010	3/10/2018	3/10/2018
NO MATCH FOUND	Cherokee	Mountain View Center Inc.	289	D	C89030330	ACTIVE	REGULAR	10/1/2018	1/31/2017	1/31/2018	1/31/2018
NO MATCH FOUND	Cherokee	Mountain View Center	20	D	C89030418	ACTIVE	REGULAR	8/4/2018	9/5/2018	9/5/2018	9/5/2018
NO MATCH FOUND	Cherokee	Mountain View Academy	88	D	C89030488	CLOSED	REGULAR	8/17/2008	8/1/2008	8/1/2017	8/1/2017
NO MATCH FOUND	Cherokee	Mountain View Academy, Inc.	7	D	C89030351	CLOSED	REGULAR	4/15/2008	4/15/2008	3/31/2018	3/31/2018
NO MATCH FOUND	Cherokee	Mountain View Academy	5	D	C89030352	CLOSED	REGULAR	4/15/2008	4/15/2008	8/31/2018	8/31/2018
NO MATCH FOUND	Cherokee	Mountain View Academy, Inc.	88	D	C89030488	CLOSED	REGULAR	3/21/2008	3/15/2008	8/31/2018	8/31/2018
NO MATCH FOUND	Cherokee	Mountain View Academy	48	D	C89030850	CLOSED	REGULAR	7/27/2008	11/10/2008	11/10/2014	11/10/2014
NO MATCH FOUND	Cherokee	Mountain View Academy	16	D	C89030216	ACTIVE	REGULAR	6/18/2013	6/18/2013	6/18/2018	6/18/2018
NO MATCH FOUND	Cherokee	Robert Center for Young Dependents	9	D	C89030716	CLOSED	REGULAR	10/18/2013	11/21/2013	11/21/2018	11/21/2018
NO MATCH FOUND	Cherokee	Woodland Academy	28	D	C89030899	CLOSED	REGULAR	2/18/2008	2/18/2008	8/4/2018	8/4/2018
EIC 1 - Bertha	Cherokee	Cherokee	7	D	C710530488	CLOSED	REGULAR	5/18/2012	1/23/2012	1/23/2018	1/23/2018
EIC 1 - Cherokee	Cherokee	Cherokee County Family Home	12	D	C710530043	REVOLVED	REGULAR	12/16/2018			
EIC 1 - Cherokee	Cherokee	Cherokee Center	48	D	C513231494	ACTIVE	REGULAR	10/18/1991	5/1/1992	8/23/2020	8/23/2020
EIC 1 - DeKalb	Cherokee	Cherokee Center	38	D	C513231998	ACTIVE	REGULAR	10/18/1991	5/1/1992	8/23/2020	8/23/2020
EIC 1 - Grand Traverse	Cherokee	Cherokee Center	13	D	C513230094	ACTIVE	REGULAR	10/18/1991	5/1/1992	8/23/2020	8/23/2020
EIC 1 - Jackson	Cherokee	Cherokee Center	7	D	C493324044	CLOSED	REGULAR	7/18/2012	7/18/2012	1/24/2021	1/24/2021
EIC 1 - Lake	Cherokee	Cherokee County Family Home	8	D	C482331354	ACTIVE	REGULAR	8/17/1995	4/1/1995	4/29/2021	4/29/2021
EIC 1 - Macomb	Cherokee	Cherokee County Family Home	20	D	C849430187	ACTIVE	REGULAR	12/28/2003	4/2/2004	10/4/2020	10/4/2020
EIC 1 - Macomb	Cherokee	Cherokee County Family Home	8	D	C832330184	ACTIVE	REGULAR	4/11/2008	3/13/2008	1/23/2020	1/23/2020
EIC 1 - Macomb	Cherokee	Cherokee County Family Home	20	D	C832330184	ACTIVE	REGULAR	4/11/2008	3/13/2008	1/23/2020	1/23/2020
EIC 1 - Macomb	Cherokee	Cherokee County Family Home	8	D	C832330184	ACTIVE	REGULAR	4/11/2008	3/13/2008	4/8/2021	4/8/2021

**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.