

YASI Assessment Report (YM02x100) Desk Guide

The purpose of this Desk Guide is to offer a quick reference document for understanding, navigating, and analyzing data using the YASI Assessment Report.

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Basic Report Info

The YASI Assessment Report provides detailed and summarized information on the Youth Assessment and Screening Instrument (YASI) assessments administered by counties. The YASI is administered to youth involved with the Youth Justice system and measures risk of re-referral, strengths, and needs. Youth demographics and the scores for each domain of the YASI assessment are included here. Only the YASI assessments administered or revised during the reporting period are included here.

What can I use this report for?

Use this report to:

- Provide a rough estimate of YASI assessment caseload by worker/county
- Analyze assessed risk/needs/strengths across demographics (age, race, gender, etc.)
- Check a youth's change in risk from assessment to assessment
- See how many assessments (completed or not) were administered in a given period
- Determine the number of youth who have different levels of need for each domain
- Determine how many cases were closed in the reporting period (provided users mark assessments as closing assessments when appropriate)

Think twice before using this report to:

- Determine if YASIs are being administered in a timely manner (relative to YJ referrals). An additional eWReport is being created to help counties determine this information.
- See which youth have pending reassessments. This could be accomplished by sorting by reassessment date and determining whether a youth's most recent reassessment is older than 6 months, but this could be time consuming.
- Review administration or content of case plans. This report does not include case planning data – only assessment information.

Population scrape: What assessments are included in this report?

The data in the YASI Assessment Report includes every YASI assessment that occurred during the reporting period (reporting period can be found in columns B and C in the detail tab and on row 2 of the summary tabs).

Important notes about included assessments

Data lag: Because data entry in CaseWorks may not occur on the same day as the assessment is administered, data within the 45 days prior to the run should be considered provisional as additional data may matriculate by the next report run.

Assignment of YASI assessments to counties in the report: When a county user downloads a YASI Assessment Report, they will see assessments where the CaseWorks user who created the assessment is assigned to that county. This will work in most instances and supports efforts to ensure assessments are administered at the correct touchpoints. However, there are a few notable instances where assessments may not appear where expected, or appear where not expected:

- If the user who created the assessment is now associated with a different county, then the new county – and not the original county – will see the assessment when they download a report.
- If the case transfers to a new county (but the original user does not), then the original county – not the county of the newly-assigned case manager – will see the assessment when they download a report. (This is the intended result.)

The included examples are true whether a given assessment is at the Prescreen stage or Full Assessment stage, since CaseWorks considers these completion statuses, not separate assessments.

Date fields: Each tab is populated using the YASI_ADMIN DATE or LAST_REVISION_DATE.

- **YASI_ADMIN_DATE:** the date that an assessment was first administered. This does not change in the event the assessment is updated later.
- **LAST_REVISION_DATE:** The most recent date when any information was saved for the assessment. This may include when the case plan for the overall admission is updated, or when the admission is closed or opened.
 - If either column contains a date that falls within the reporting period, that record will be brought into the report. While both dates could likely fall in the reporting period, for the record to be brought in only ONE of these dates needs to be a match.
 - For example a report run for 01/01/2021 – 01/31/2021 may contain a record with a YASI_ADMIN_DATE (the date the YASI was administered) of 12/05/2020, if it had a revision to the assessment on 01/16/2021.

CaseWorks reports vs. eWReports: What is the difference and how can they work together?

There are some key differences between the CaseWorks statistical reports features and how the information in this eWReport is pulled in. For the most part, the CaseWorks reports are only bringing in either a youth’s earliest or most recent assessment for a given reporting period. In contrast, this YASI Assessment Report brings in *every* assessment created or edited during the reporting period, regardless of whether the assessments were completed or not. This design supports a focus on whether assessments are being completed where needed but makes it difficult to compare exact numbers of assessments across the two systems.

Some tips to get you started

- The most accurate number to make one-to-one comparisons between CaseWorks and this eWReport is to compare the YASI_YOUTH_PRESSCREENS count in the Prescreen Summary tab to the number of completed prescreens in CaseWorks for the same reporting period.
- The number of completed prescreens in a reporting period in CaseWorks also gives the distinct number of youths completing a prescreen, which the YASI_YOUTH_PRESSCREENS column in the eWReport also tells us.
- Remember that CaseWorks reports only display youth belonging to a particular county when that county was selected in the Site dropdown on the Assessment Info page. Otherwise, those youth will be missing from a Caseworks report. In contrast, the eWReport pulls all assessments by worker county. For convenience the Site field value is still displayed, including when blank.

	A	B	C	D
1	SACWIS_CURRENT_COUNTY	YASI_PRESSCREENS	YASI_WORKERS_PRESSCREENS	YASI_YOUTH_PRESSCREENS
2	Report Run on 07/14/2022 for reporting period of 07/15/2021 to 07/14/2022			
3	Statewide	6783	398	4647
4	Adams	76	5	46

Accessing the Report & Functional Summary

Reports can be accessed through the eWReports portal of eWiSACWIS on the far right of the “Quick Links” tab. Reports can be run via a monthly report automatically generated in the “current” tab of eWReports, or by using the on-demand feature to set custom reporting dates.

A functional summary is a technical document that can be thought of as a data dictionary, and which also explains in detail how the report pulls in data, what population is included vs. excluded, and other technical aspects of the report. The document is organized by each tab of the report, provides an overview of what to expect in each tab, and provides explanations for each data element specific to each tab. When navigating the report, it can be helpful to use the functional summary in tandem because it precisely defines each variable and what is meant by each of its possible values.

Access the functional summary

1. Navigate to the Reports – Scheduled and & On Demand window in eWiSACWIS on the far right of the “Quick Links” tab.
2. Click on the report name in the window (YM02X100 – YASI Assessment Report). This will launch a new window with details and a description about the report.

Report Name	Status	Run Date	Start Date	End Date	Report Output
ADHOC021 - Child Fatality Report	Completed Parameters	02/07/2022 11:42:23	10/01/2020	09/30/2021	child_fatal.xlsx
ADHOC049 - Case Participant Demographic Information	Completed Parameters	02/02/2022 14:03:43	01/01/2021	01/03/2021	ADHOC049_DEMOGRAPHIC_INFO.xlsx
SM02X100 - Access Report (Enhanced)	Completed Parameters	01/19/2022 09:19:54	10/01/2021	12/31/2021	SM02X100_ACCESS_REPORT.xlsx
SM06A109 - Initial Assessment Report	Completed Parameters	01/20/2022 16:44:50	01/01/2021	12/31/2021	SM06A109_IA_REPORT.xlsx
SM06A130 - TSSF County Pre Enrollment Report	Completed Parameters	01/20/2022 16:13:47	01/01/2021	12/31/2021	SM06A130_IA_REPORT.xlsx
SM06A131 - TSSF Pre Enrollment By Case-Child Report	Completed Parameters	01/24/2022 09:41:46	01/01/2021	12/31/2021	SM06A130_TSSF_COUNTY_PRE_ENROLLMENT.xlsx
SM06A132 - TSSF Pre Enrollment By Case-Child Report	Completed Parameters	01/24/2022 10:02:34			SM06A131_TSSF_CASE_PRE_ENROLLMENT.xlsx
SM06A132 - TSSF Enrollment and Outcomes Report	Completed Parameters	01/24/2022 09:38:19	01/01/2021	01/31/2021	SM06A132_TSSF_ENROLLMENT_AND_OUTCOMES.xlsx
YM01X100 - Youth Justice Referral Report	Completed Parameters	01/20/2022 16:59:30	01/01/2021	12/31/2021	YM01X100_YJ_REFERRAL_REPORT.xlsx
YM01X100 - Youth Justice Referral Report	Completed Parameters	01/20/2022 16:07:48	01/01/2021	12/31/2021	YM01X100_YJ_REFERRAL_REPORT.xlsx
YM02X100 - YASI Assessment Report	Running Parameters	02/08/2022 10:23:12	01/01/2020	01/31/2020	Started on Tue Feb 08 10:23:12 CST 2022

3. Click the “View File” button seen in the bottom left of the window. Clicking “View File” will download the Functional Summary to your device.

eWReports Print

Regular On Demand

Report Details

Short & Full Name:

Topic Area: County Specific:

Report Category: Regular Schedule:

Sub-Category: On Demand Enabled: Reporting Period:

Quantity Displayed: Restricted: Recommended: Last Updated:

Description:

The purpose of this report is to track data associated with the Youth Assessment and Screening Instrument (YASI). The YASI measures youth involved with the Youth Justice system in terms of risk of re-offense, needs, and strengths.

Multiple File Dashboard?

Additional Information & Web Links:

Navigating this eWReport

Report tab descriptions

The YASI Assessment Report includes the tabs described below. Summary tabs present overall counts and percentages of assessments, such as by completion status and risk scores, likely to be of interest for policy and practice. The 'Detail' tab presents all raw data elements and individual records which can be used in more complex analysis. Data underlying the information in the summary tabs can usually be looked up in the detail tab.

YASI ASSESSMENT SUMMARY

This tab provides the total distinct count of assessments. This tab includes summarized counts on YASI prescreens, re-assessments, and full assessments including total number of youth and workers who received and administered YASI during the reporting period.

YASI PRESCREEN SUMMARY

This tab summarizes data for the YASI assessments where the 'Pre-Screen' was completed. This tab provides the total distinct count of completed pre-screen assessments and aggregate counts at the county and statewide level of the total number of prescreens, prescreen risk levels, prescreen protective levels, and prescreen levels across all risk factors.

YASI FULL ASSESSMENT SUMMARY

This tab summarizes data for the YASI assessments where the 'Full-Assessment' was completed and provides the total distinct count of full assessments. This tab provides aggregate counts at the county and statewide level of the total number of full assessments, reassessments, overall static and dynamic risk scores, overall static protective and dynamic protective risk scores, and full assessment levels across all risk factors.

YASI ASSESSMENT DETAIL

This tab will include all the assessments administered or revised within the reporting period, with each listed on a separate line. This includes assessments that are incomplete, pre-screen complete, or full assessment-complete, and includes Reassessments and Closing Assessments. Details include youth demographic information, administration and assessment dates, overall prescreen and full assessment scores, domain-specific scores, and the corresponding score for each question of the YASI.

Using the detail tab

The detail tab of the YASI Assessment report contains all the raw assessment data that is used to populate the summary tabs. At first glance, this tab can be daunting as it contains 170 columns to capture all the necessary information related to an assessment. However, having access to the raw detail data allows the user to manipulate and analyze the data in countless ways. See the **Quick Data Reference** section below for additional guidance.

Quick Data Reference

This section provides context for frequently asked questions, frequently used and important fields, including sets of related fields that capture slightly different information, and how to translate the values in certain fields to assessment responses or results. Think of it as a handy, slimmed-down version of the functional summary.

Assessment vs. Admission: What is the difference?

- **Assessment:** has 88 items that may be scored based on one or more interviews. There are 33 items that must be completed to see Prescreen results, and the other 55 are required to see Full Assessment results.
- **Admission:** roughly corresponds to an “episode” of YJ involvement in YASI/CaseWorks. It entails an Initial (“intake”) Assessment and, if the youth is placed on supervision, Reassessments and a Closing Assessment.

A note about initial assessments

Initial Assessments may only need to be Prescreen-complete to make an intake decision, but should be Full Assessment-complete if a youth will attend a dispositional hearing/complete a case plan. Reassessments and Closing Assessments should always be Full Assessment-complete.

Glossary/Abbreviations

Static/Dynamic, Risk/Protective	SR = Static Risk DR = Dynamic Risk SP = Static Protective DP = Dynamic Protective
Assessment Completeness	PS = Prescreen FA = Full Assessment
YASI Domains	LEG = Legal FAM = Family SCH = School COM = Community/Peers AODA = Alcohol and Other Drugs MH = Mental Health AGG = Aggression/Violence ATT = Attitudes SKI = Skills EMP = Employment/Free time

Description of grouped variables in the Details tab

County Variables

SACWIS_CURRENT_COUNTY	The county to which the case is currently assigned in eWiSACWIS.
YASI_CURRENT_COUNTY	The county of the worker currently assigned in CaseWorks.
ADMSN_CREATED_COUNTY	The county that created the admission to which the assessment

	belongs.
ASSMT_SITE_COUNTY	The county selected from the Site dropdown on the CaseWorks Assessment Info page.
ASSMT_CREATED_STAFF_COUNTY	The current county of the worker who created the assessment. <i>This variable drives which county sees each assessment in their reports!</i>

Youth/Case/Client Variables

These fields capture information about the youth and case in CaseWorks and eWiSACWIS (including whether there is a match either on ID or on name & DOB).

SACWIS_CASE_ID*	The eWiSACWIS Case ID.
SACWIS_CASE_NAME*	The eWiSACWIS Case Name on which the youth is an active participant.
SACWIS_YOUTH_ID*	The eWiSACWIS Person ID of the youth.
CLIENT_ID	The system-generated youth ID in CaseWorks.
CUSTOM_CLIENT_ID	The free-text ID on the CaseWorks Edit Client Page. Staff should enter the youth's eWiSACWIS Person ID for easier person-matching.
CUST_CLIENT_ID_MATCH	Flag that indicates whether CUSTOM_CLIENT_ID matches eWiSACWIS Person ID.
NAME_DOB_MATCH	If YOUTH_ID and CUSTOM_CLIENT_ID do not match, this flag indicates whether CaseWorks and eWiSACWIS both contain a person with matching First Name, Last Name, and DOB.
YOUTH_NAME*	The youth's name as found in eWiSACWIS.

**denotes fields that will be blank if both CUSTOM_CLIENT_MATCH and NAME_DOB_MATCH are "N", i.e. the report did not find a youth matched across systems via either method.*

Staff variables

If youth/case assignment transfers between staff in CaseWorks, these fields capture who created the assessment, who is currently assigned, and dates bracketing their respective assignments.

YASI_ASSMT_CREATED_STAFF_ID	The system-generated ID in CaseWorks for the case manager who created a given assessment.
YASI_ASSMT_CREATED_STAFF	The name of the case manager who created a given assessment in CaseWorks.
CREATE_STAFF_END_DATE	The date when the case manager who created the assessment stopped being assigned to the youth, if applicable.
YASI_CURRENT_STAFF_ID	The system-generated ID in CaseWorks for the case manager currently assigned to the youth.
YASI_CURRENT_STAFF	The name of the case manager currently assigned to the youth in CaseWorks.

Date variables

These fields capture the dates that admissions (i.e., episodes of YJ involvement) and assessments were created and edited, which can be useful for understanding the timeline of YASI casework.

YASI_ADMIN_DATE	The date the assessment was created/administered.
ADMISSION_START_DATE	The date the admission (i.e., episode) was created.
CLOSED_DATE	The date the admission (i.e., episode) was closed, if applicable.
DATA_ENTRY_DATE	Typically matches the Admission Start Date.
LAST_REVISION_DATE	The most recent date when any information was saved for the assessment. This may include when the case plan for the overall admission is updated, or when the admission is closed or opened.

Completeness Status

These fields capture where an assessment takes place in the span of an admission, and to what stage it has been completed.

ASSESSMENT_TYPE	The type of assessment within the admission: Initial Assessment, Reassessment, or Closing Assessment.
ASSESS_COMPLETE_PS	Indicates whether the assessment has all items entered that are required for the prescreen.
ASSESS_COMPLETE_FA	Indicates whether the assessment has all items entered that are required for the full assessment.

Assessment Results

These descriptions summarize how to interpret the assessment scores and domain-level results.

Overall Risk & Protective Scores	0 = No Risk/Protective, 1 = Low, 3 = Moderate, 5 = High
Prescreen Results	0 = Domain did not contribute to risk, 1 = Domain contributed to risk
Full Assessment Results	0 = No Risk/Protective, 1 = Low, 3 = Moderate, 5 = High
Flags for Mental Health, Agg/Violence	0 = No flag, 1 = 1 flag, 2 = 2 flags (similar to display from YASI Wheel)

Item-Level Results

These guidelines summarize common data types for item-level responses. See Functional Summary for full details.

Sliding Scale	Many items take a range of values from 0-5, with 5 contributing the most risk or protection. Others may run from 0-3 or 0-4, depending on the item. Note some items have reverse scales, such as Involvement in School Activities (SCH_C12).
Yes/No	Some items are 0 = No, 1 = Yes.

Counts	Some items count distinct instances, such as number of Police Contacts for Offenses (LEG_A03).
Categorical	Some items take different values but responses are not on a sliding scale, e.g. Current School Enrollment Status (SCH_C01).
NOTE: Multi-select	Some items have checkboxes or other features beyond single-answer radio buttons. To keep the report size manageable, these variables were excluded from the current report and may be introduced in future enhancements or reporting products.

Frequently Asked Questions (FAQs)

Q: Will there be any training opportunities to learn how to use this report?

A: Yes! State staff have presented at YASI Phase meetings (and may do so again in the future), and also plan to record and post a video online demonstrating use of the report. For individual technical support, see contact information at the end of this Desk Guide.

Q: The numbers between CaseWorks and the Assessment report differ. Is something wrong with the report?

A: Direct comparisons between the two systems may be difficult. What's being pulled into the eWReport isn't a one-to-one comparison of what's found in CaseWorks' statistical reports function. See the **CaseWorks vs. eWReports** section detailing how to compare the two.

Q: What is "Site Unspecified" and why are so many showing up in my county?

A: On the assessment information page there is a dropdown field labeled "site". As of July 2022 this field must be manually selected by the worker. If no selection is made the default value is 'Site Unspecified'. The DCF team is working with Orbis on a permanent fix to populate this field automatically for reduced data entry and increased accuracy.

Q: What are all of the numeric looking fields in the detail tab and what do the numbers in these fields represent?

A: These are abbreviations for different YASI domains and items; the numbers relate to how much the answers contribute to an assessed risk/need. See the **Quick Data Reference Section** for an overview. Also, consult the 'Functional Summary' for exact definitions for each variable.

DCF Contacts for this Report

To ask technical questions or report bugs contact DCF Bureau of Compliance, Research, and Analytics (BCRA): DCFCWRA@wisconsin.gov

To ask YASI policy/practice questions contact DCF Bureau of Youth Services Youth Justice team: DCFYJ@wisconsin.gov