



STATE OF TENNESSEE

Evidence Based Services & TFACTS

01/2016

What is Evidence Based Services (EBS)?

- “Evidence-based” means a program or practice that meets the following requirements:
 - The program or practice is governed by a program manual or protocol that specifies the nature, quality and amount of service that constitutes the programs; and
 - Scientific research using methods that meet high scientific standards for evaluating the effects of such programs must have demonstrated with two (2) or more separate client samples that the program improves client outcomes central to the purpose of the program



Why?

- “The Department of Children’s Services, and any other state agency that administers funds related to the prevention, treatment of care of delinquent juveniles, shall not expend state funds on any juvenile justice program or program related to the prevention, treatment of care of delinquent juveniles, including any service model or delivery system in any form or by name, unless the program is evidence-based.”
- For more information, see:
 - **Tennessee Code Annotated, Section 37-5-121**



How?

- **Previously**, the Department has asked for routine submissions of spreadsheets to be sent in.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
1	Demographics							Provider	Length of Residential Stay				Individual Therapy				Group Counseling				Life Skills			
2	Kid ID	First Name	Last Name	DOB	Sex	Race	Adj	Location	Admiss Date	Release Date	Duration of service (wks)	Freq of service per wk	Face to face Hrs (total hrs)	Set protocol	Duration of service (wks)	Freq of service per wk	Face to face Hrs (total hrs)	Set protocol	Duration of service (in weeks)	Frequency of service per week	Face to face Hrs (total hrs)	Set protocol		
3	12345	John	Smith	1/4/95	M	H	D	New Visions	1/1/2009	5/15/2009	18	2	35	Yes	12	5	45	N	18	3	27	Y		
4																								
5																								

- **Now**, data can be entered routinely into TFACTS, and data reports can be pulled.

How? continued

- From this point forward, TFACTS will allow each user to add specific Evidenced Based Services (Service Sessions) for each youth.
- Each session will be entered individually. For example, if Harry Potter received individual counseling for 1 hour on 3 separate sessions in a month, you will be required to create a service session entry for each session.
- Additionally, a youth can only have one session type per day. For example, Harry Potter cannot receive individual counseling for alcohol and drugs more than once on a particular day...if separate sessions of the same type occur on the same day, create one service session entry and combine the duration of all the sessions.

Log into TFACTS

File Edit View Favorites Tools Help

TN Department of Children's Services | TFACTS

Login

Username: *

Password: *

[Log In](#)

[\[Forgot Password? \]](#)

[\[Confidentiality Statement \]](#)

What is SACWIS?: SACWIS stands for Statewide Automated Child Welfare Information System. DCS is committed to designing, developing and implementing a comprehensive Case Management System that will assist staff in managing their workloads and provide accurate & current data to assist in decision-making and program modification.

Mission: To provide automated technology solutions to Tennessee's state child welfare agency that supports service delivery and practice for the safety, permanency and well-being of children and families.

Assistance

[\[TFACTS Overview \]](#)

[\[Customer Care \]](#)

[\[Change Password \]](#)

Contact

436 6th Avenue North, 7th Floor
Cordell Hull Bldg.
Nashville, TN 37243

Customer Care
e-mail: CustomerCareCenter.EI-DCS@tn.gov

SIT31 version 01-08-2016 05:00 AM



Navigating to the Service Session Icon


- **Home Tab**
- **Workload** screen, you will expand the youth's **Ongoing Case**

The screenshot shows a web browser window with the URL <https://team1-sit.dcs.tn.gov/logon.do>. The page title is "TFACTS - Home - Workload". The navigation menu includes "Home", "Intake", "Case", "Resource", "Financial", and "Administration". The "Home" tab is highlighted with a red box. Below the navigation menu, the "Workload" tab is also highlighted with a red box. The main content area shows a table of employees with columns for "Type", "ID", "Name", and "Assignment Role". The "Ongoing Case" row is highlighted with a red box. The table contains the following data:

Type	ID	Name	Assignment Role
Ongoing Case	999999999	Skywalker, Luke	Private Provider Worker
Ongoing Case	777777777	Foster, John	Private Provider Worker

The footer of the page includes links for "HOME", "HELP & TRAINING", and "PRIVACY & SECURITY", along with the URL </administration/workload.jsp> and the text "cm60_s01_workload_screen SIT31 version 01-09-2016 05:00 AM".

Navigating to Service Sessions, continued...

- Once the **Ongoing Case** is expanded, you will see icons below the record.
- Select the Service Session icon..  ...the one that looks like a pencil.

Type	ID	Name	Assignment Role
▲ Ongoing Case	999999999	Skywalker, Luke	Private Provider Worker
Select Case Status: Open Organization: Knox Region Recordings Case Status Date: 09/05/2014			
   			

Evidence Based Services (EBS)

- If there are any existing service session records, they will appear in the grid.
- There are **Add**, **Edit**, **Delete** buttons below the grid.
- **Note** ▾ You are able to filter each of the following:
 - Session Date
 - Session Type
 - Session Sub-Type
 - Session Duration
- To add a Service Session, click the **Add** button

Home > Workload

Person Header

Name: Skywalker, Luke Gender: Male DOB: 12/19/1998
Person ID: 9999999 SSN: xxx-xx-xxxx Age: 17 Yrs

Service Sessions

Session Date ▾	Session Type ▾	Session Sub-Type ▾	Session Duration ▾
12/09/2015	Behavioral Contracting - Contingency Management		0.5
12/08/2015	ART - Aggression Replacement Therapy	Gathering/Melt	2.25

10 items per page 1 - 2 of 2 items

Add Edit Delete

Close

Adding a Service Session

- In this section, you will add the following required information:
 - **Session Date**
 - **Session Type**
 - **Session Hours**
 - **Narrative** about the youth's session

Home > Workload > Service Sessions

Person Header

Name:	Skywalker, Luke	Gender:	Male	DOB:	12/19/1998
Person ID:	9999999	SSN:	XXX-XX-XXXX	Age:	17 Yrs

Add Service Session

Session Date:*

Session Type:*

Session Hours: 0

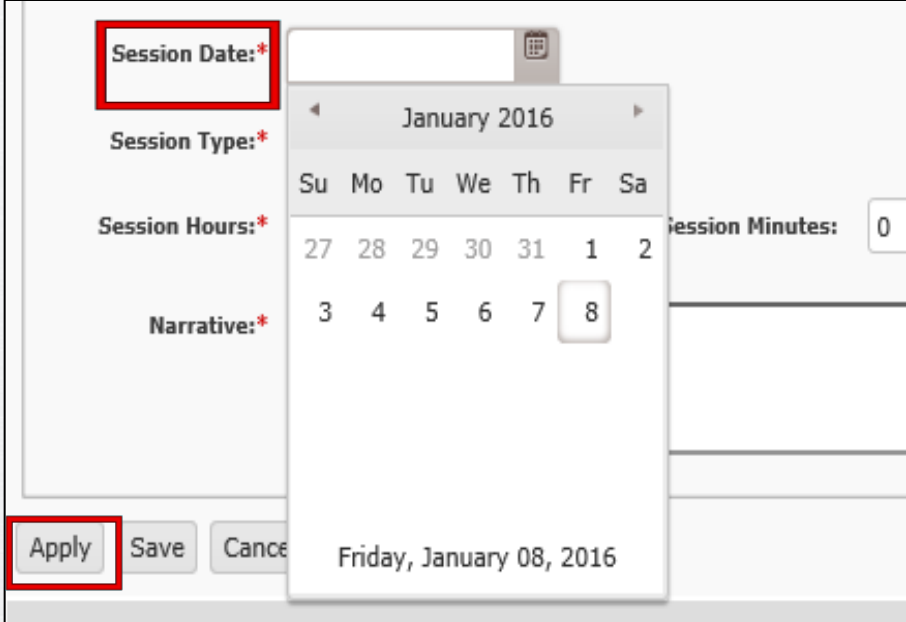
Session Minutes: 0

Narrative:*

Apply Save Cancel

Adding a Service Session, continued...

- When entering a date, you will notice that you cannot enter a service session for a date that has not yet occurred...no future dates allowed!
- **Note:** At any time you are entering a session, you can click the **Apply** button to “save” your work.



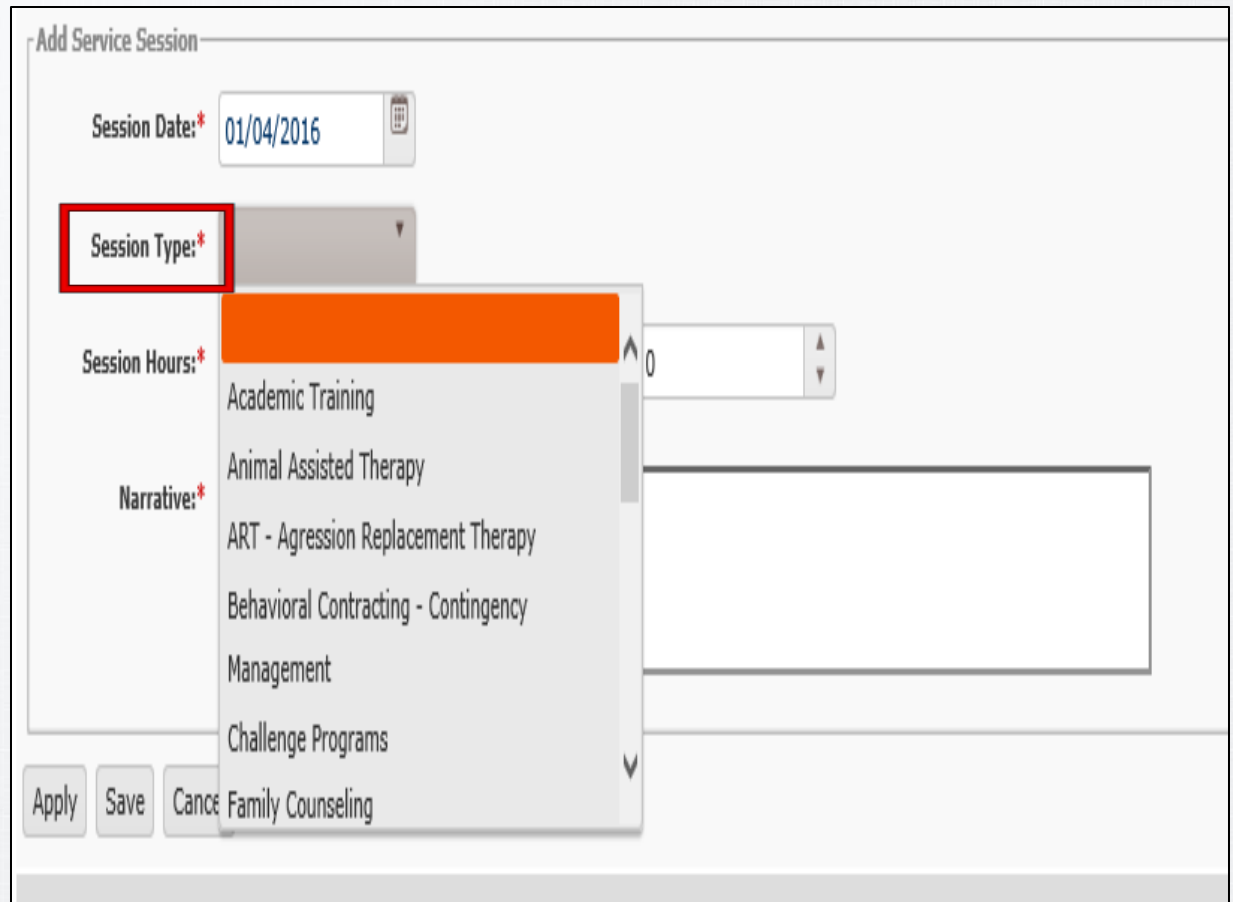
The screenshot shows a web form for adding a service session. The form includes fields for Session Date, Session Type, Session Hours, and Narrative, each with an asterisk indicating it is required. A calendar pop-up is displayed over the Session Date field, showing the month of January 2016. The date Friday, January 08, 2016 is selected. The Session Minutes field is set to 0. At the bottom of the form, there are three buttons: Apply, Save, and Cancel. The Apply button is highlighted with a red box.

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	

Friday, January 08, 2016

Adding a Service Session, continued...

- Select the appropriate Session Type from the drop down list
- There are 20 different session types to select from.



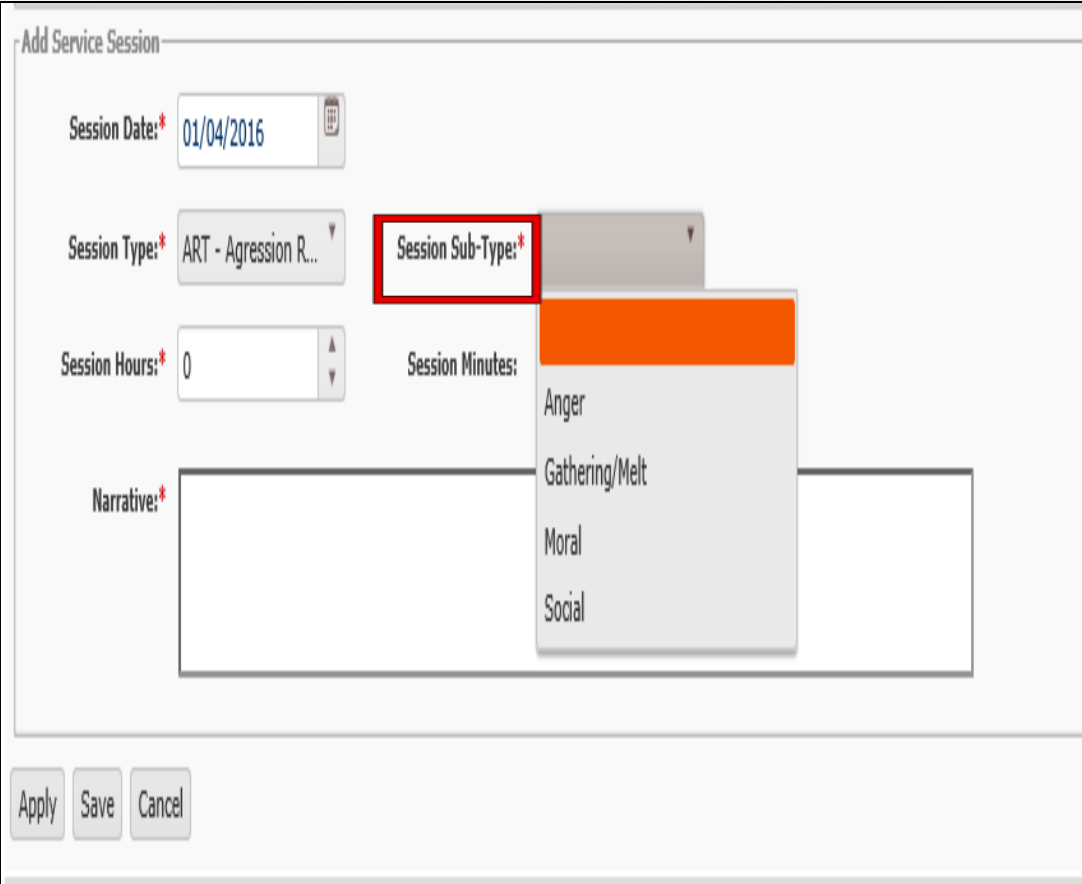
The screenshot shows a web form titled "Add Service Session". The form contains several fields: "Session Date:" with a calendar icon and the value "01/04/2016"; "Session Type:" which is a dropdown menu currently open, showing a list of 20 session types; "Session Hours:" with a numeric input field showing "0"; and "Narrative:" with a large text area. At the bottom of the form are three buttons: "Apply", "Save", and "Cancel". The "Session Type:" dropdown is highlighted with a red box, and the list of session types is visible below it.

Field	Value
Session Date:	01/04/2016
Session Type:	Academic Training
Session Hours:	0
Narrative:	

Buttons: Apply, Save, Cancel

Adding a Service Session, continued...

- If applicable, you will be required to enter a **Session Sub-Type** from the drop down list.



The screenshot shows a web form titled "Add Service Session". The form contains the following fields:

- Session Date:** A date input field with the value "01/04/2016" and a calendar icon.
- Session Type:** A dropdown menu with the value "ART - Agression R...".
- Session Sub-Type:** A dropdown menu that is currently open, showing a list of options: "Anger", "Gathering/Melt", "Moral", and "Social". The dropdown menu is highlighted with a red border.
- Session Hours:** A numeric input field with the value "0".
- Session Minutes:** A numeric input field.
- Narrative:** A large text area for entering a narrative.

At the bottom of the form, there are three buttons: "Apply", "Save", and "Cancel".

Adding a Service Session, continued...

- You will be required to enter the duration for each session.
- Enter the number of hours for the specific session in **Session Hours**.
- If applicable, enter additional minutes in **Session Minutes**.

The screenshot shows a web form titled "Add Service Session". The form contains the following fields and controls:

- Session Date:** A date picker showing "01/04/2016".
- Session Type:** A dropdown menu showing "ART - Agression R...".
- Session Sub-Type:** A dropdown menu showing "Anger".
- Session Hours:** A spinner control showing "1", highlighted with a red box.
- Session Minutes:** A spinner control showing "0", highlighted with a red box.
- Narrative:** A large text area for entering session details.
- Buttons:** "Apply", "Save", and "Cancel" buttons at the bottom.

Adding a Service Session, continued...

- In the **Narrative** box, provide information specific to the youth's progress, or lack thereof.
- To Save the Service Session, click the **Save** button.

The screenshot shows a web form titled "Add Service Session". It contains several input fields: "Session Date:" with a calendar icon and the value "01/04/2016"; "Session Type:" with a dropdown menu showing "ART - Agression R..."; "Session Sub-Type:" with a dropdown menu showing "Anger"; "Session Hours:" with a spinner box showing "1"; and "Session Minutes:" with a spinner box showing "0". Below these fields is a large text area labeled "Narrative:" with the placeholder text "Enter Narrative Information here about the youth's session". The "Narrative:" label and the "Save" button at the bottom of the form are highlighted with red boxes.

Editing an existing EBS

- Once a session is saved, you will be brought back to the main Service Session List page for the youth that is in focus.
- If you select a session, it will be highlighted. Once selected, you can **Edit** the session for any error in data entry.
- You are also able **Delete** a session if it was entered in error.

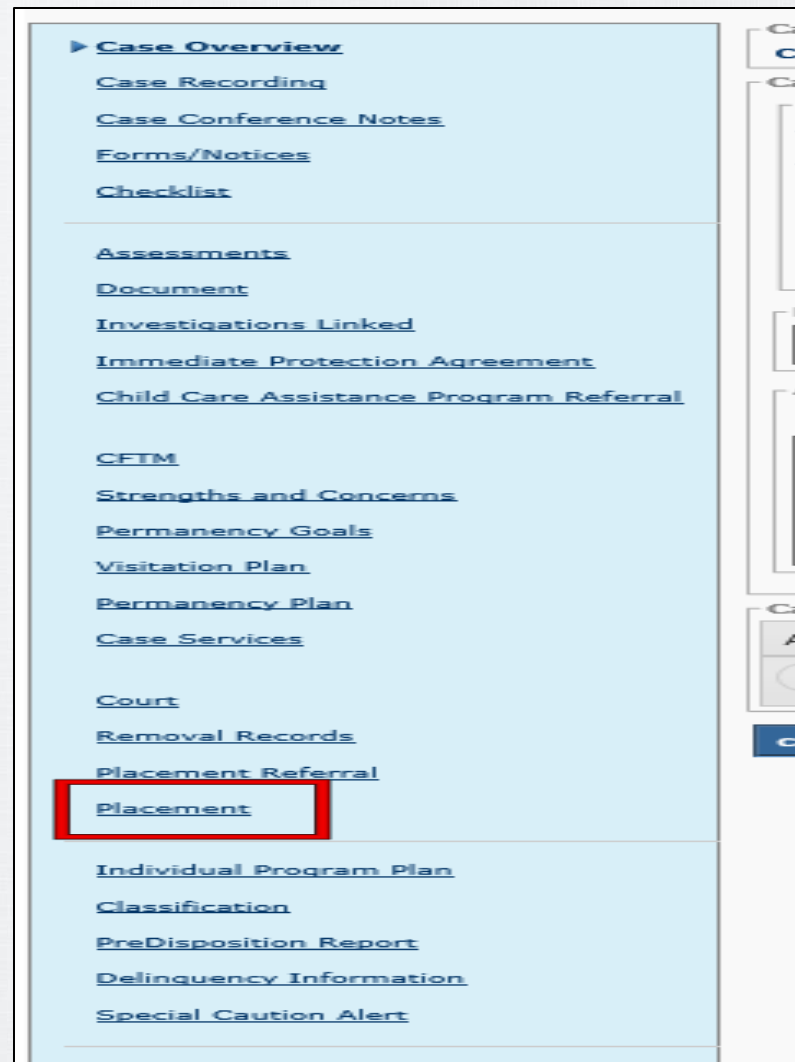
Session Date	Session Type	Session Sub-Type	Session Duration
12/09/2015	Behavioral Contracting - Contingency Management		0.5
12/08/2015	ART - Agression Replacement Therapy	Gathering/Melt	2.25
01/04/2016	ART - Agression Replacement Therapy	Anger	1

Navigation: 10 items per page, 1 - 3 of 3 items

Buttons: Add, Edit, Delete, Close

Accessing the Service Sessions thru Placement

- If you are already in the youth's family case, you are also able to access the Evidence Based Screens thru the youth's placement section. ***Note:** *If youth has changed placement or your assignment has otherwise ended before you are able to document a service session, you can still access and add here.*
- Click the "Placement" link in the blue navigation bar



Accessing Service Sessions thru Placement, continued

- Once in the placement screens, click the "Service Sessions" link on the applicable placement.

Placement records

Result(s) 1 to 3 of 3 Page 1 of 1

	Child's Name	Service Type/Description	Resource Name	Removal Begin/End Date	Begin/End Date	Status	
select	Skywalker, Luke 12/19/1998	Group Home	Provider Group Home	10/07/2014	03/03/2015	Completed	temporary break
Service Sessions		Group Home - Provider					documents
authorize							
Correction							
reports							

Accessing Service Sessions thru Placement, continued

- You will be brought to the Service Session List page.
- You are now able to **Add** a session or highlight a session to **Edit** or **Delete**

Session Date ▼	Session Type ▼	Session Sub-Type ▼	Session Duration ▼
12/09/2015	Behavioral Contracting - Contingency Management		0.5
12/08/2015	ART - Agression Replacement Therapy	Gathering/Melt	2.25
01/04/2016	ART - Agression Replacement Therapy	Anger	1

Navigation: [Previous] [1] [Next] [10] items per page [1 - 3 of 3 items]

Buttons: **Add** **Edit** **Delete**

Close

References

- Grand Region TFACTS Trainers
 - Benjamin.Harper@tn.gov- East Region
 - Rolanda.Perkins@tn.gov- Middle Region
 - Deborah.Elijah@tn.gov- West Region
- Regional FCCR's
 - [EI_DCS_\(Region Name\)@tn.gov](mailto:EI_DCS_(Region Name)@tn.gov)
- Customer Care
 - Toll Free- 888-853-4636 Local: 615-741-4636
- DCS Quality Control
 - DCS.QualityControl@tn.gov

Questions





THANK YOU