

Dear Child Welfare Community Members,

We want to thank you for your continued support to Oregon children and families. We have made great strides in embodying the Guiding Principles of the [Child Welfare Vision of Transformation: Enhancing the Structure of our system by using Data with Continuous quality improvement](#).

Over the past two years, Child Welfare and Office of Reporting, Research, Analytics and Implementation (ORRAI) developed a partnership in support of data, data quality and data access. This has resulted in multiple tools and dashboards to expand and improve our data story. Having access to our data is a step towards transparency and accountability.

The [Results Oriented Management \(ROM\)](#) Website is a vital tool used by many partners and community members of Child Welfare. This tool offers a centralized location to access important data and information related to the children and families we serve.

Later this month, the interface for this website will be updated. This will impact the look and navigation of the website. The reports and data within the website will not be impacted. This new interface will update the web controls and options, resulting in a site that is cleaner, easier to navigate, and supported by multiple devices.

In support of these new changes to the look and navigation of the site, a user guide has been drafted and follows this message.

These are exciting changes to the ongoing use of our data use and application in Child Welfare. If you have any questions, or need a copy of the user guide in a different format, please send an email to [childwelfare.directoroffice@odhsoha.oregon.gov](mailto:childwelfare.directoroffice@odhsoha.oregon.gov). We appreciate your ongoing use and exploration into our data.

Thank you,

Aprille Flint-Gerner – Child Welfare Director

Alysia Cox – Child Welfare Deputy Chief of Strategy and Innovation

Peter Sprengelmeyer – Director of the Office of Reporting, Research, Analytics, and Implementation (ORRAI)

# ROM

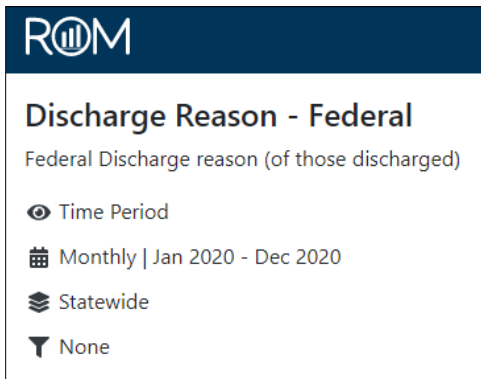
ROM Reports has a NEW LOOK for ROM! This new user interface uses new web controls and options so that the application is cleaner, sharper, and works much better on different devices.

Upon logging in, users are taken directly to the report menu page.

A search box in the top ribbon is available on every page allowing users to search for reports. The search functionality returns results that match values in the Report Names as well as the Report Subtitles, and are clickable links to open a report.

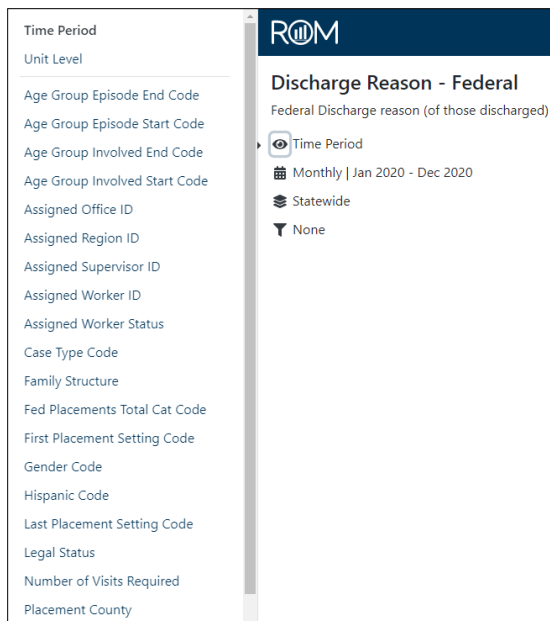


Controls for report views, time periods, levels and filters are located beneath the report title at the upper left on each report page.

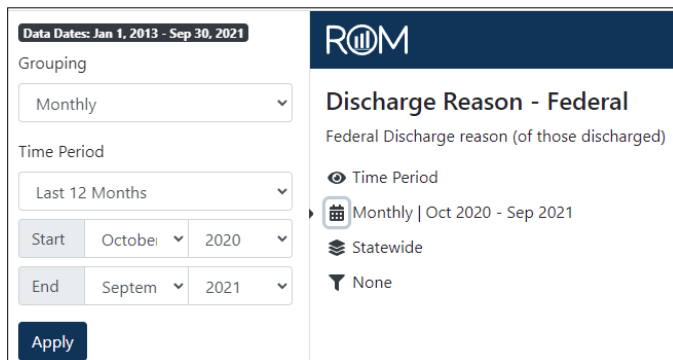


- Report Views are selected by clicking on the top icon (Time Period is the most common default view) and choosing an option from the side panel for Time Period (Trend), Unit Level, and an individual analytic variable. Not all options are available on every report.

NOTE: The side panel closes when a selection is made, or by clicking the icon again.



- Time Period selection with aggregation (Grouping) plus the Data Date are found by selecting the calendar icon. Different preset Time Period spans can be found in the Time Period dropdown list, or specific start and end dates can be chosen.



- Levels selections work in two different ways. A user can first select from an upper level, then move down (Selecting a Region, then a Subregion, etc.), or first select from a lower level, then move up (selecting a Supervisor, then an Office, etc.).



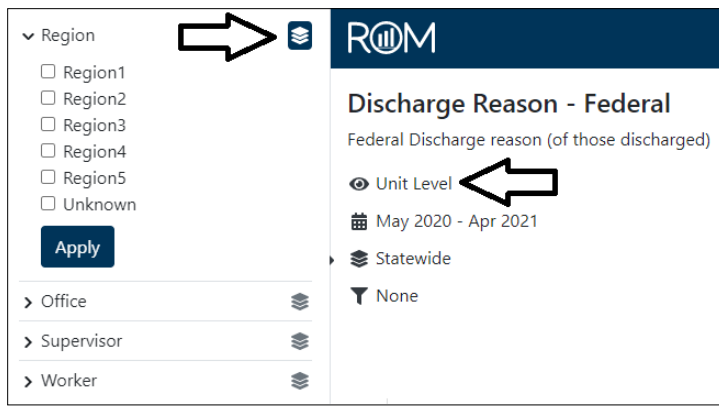
In the first example, selecting Region 2, then opening a lower level, in this case Subregion, the user will see a truncated list of only the Subregions that are within Region 2 for data at some point of time.

Similarly, selecting a Supervisor, then opening the Worker level, the user will see only the Workers associated with that Supervisor for data at some point of time.

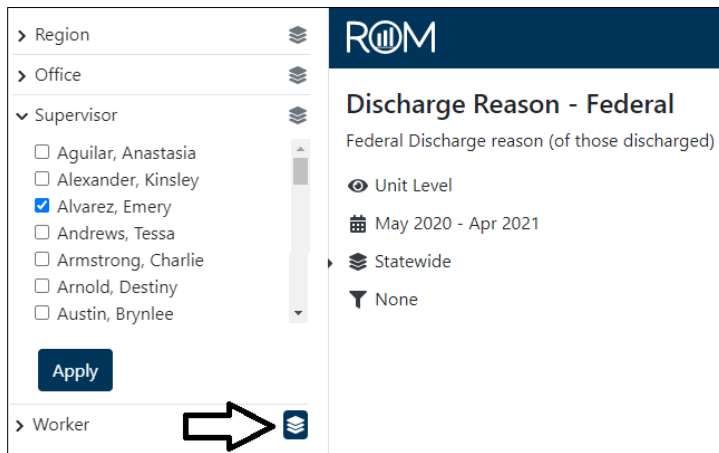
In the second example, selecting a worker first, then opening a higher level, in this case Supervisor, the user will see a list of the Supervisors associated with that Worker.

The applied level selections will be displayed as shown in the main report area. Individual items can be removed by clicking the X by the name or reopening the side panel to deselect. Reset removes all selections.

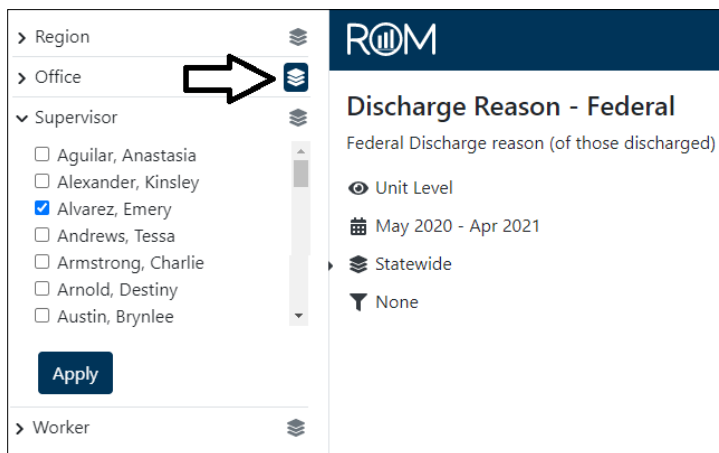
When in the Unit Level view of a report, and navigating to the levels selections, the Level to View icon becomes available in the side panel.



By default, the Level to View is the highest level (Level 1). If a user makes a level selection, the Level to View will automatically change to the level below that selection. For example, by selecting a Supervisor, the Level to View will change to the Worker level. When applied, the report data will display the Workers' data totaling up to the Supervisor.



Similarly, if the Level to View is then changed to a higher level by clicking on the icon and is then applied (in this case changed to Office), the report data will display the Office data adding up to the Supervisor total.



- Filters

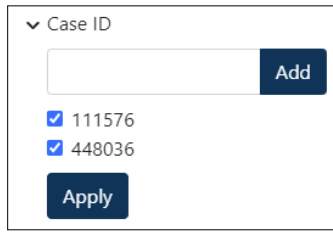
There are three types of filters:

- **Checkbox filters**, where one or more values can be selected and applied.

- **Comparison filters**, where a minimum/maximum range can be selected and applied.

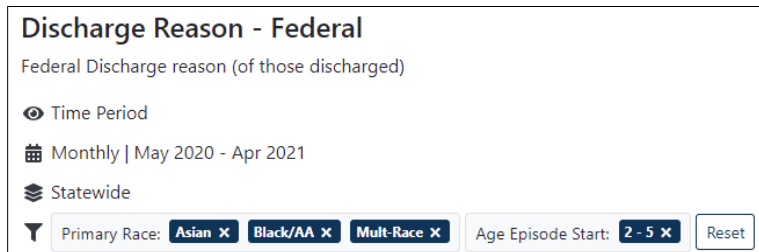
- **Lookup filters**, where one or more specific values, typically ID numbers (separated by a comma and a space), can be chosen and applied.

After inputting the values, select Add to confirm these are valid values. Additional values can be included. Confirmed values can be deselected here as well. Select Apply when completed.

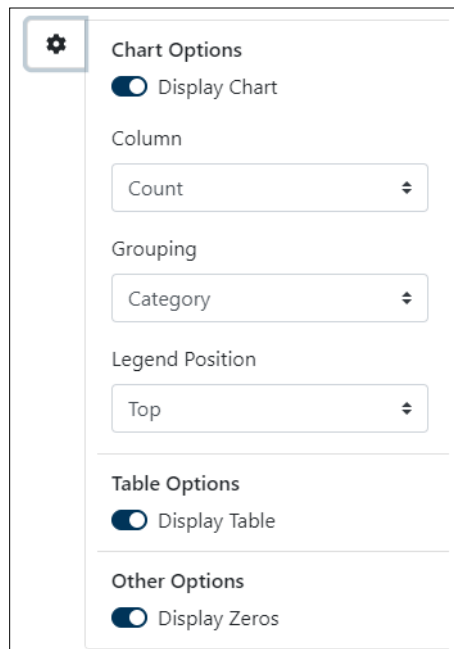
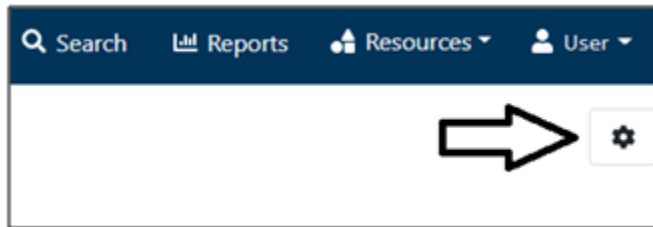


The filters side panel will close after selecting “Apply” on any filter or selecting the Filters icon again.

The applied filters will be displayed as shown in the main report area. Individual items can be removed by clicking the X by the name or reopening the side panel to deselect. Reset removes all selections.



Other Settings will pop out by selecting the gear in the top right of the report view.

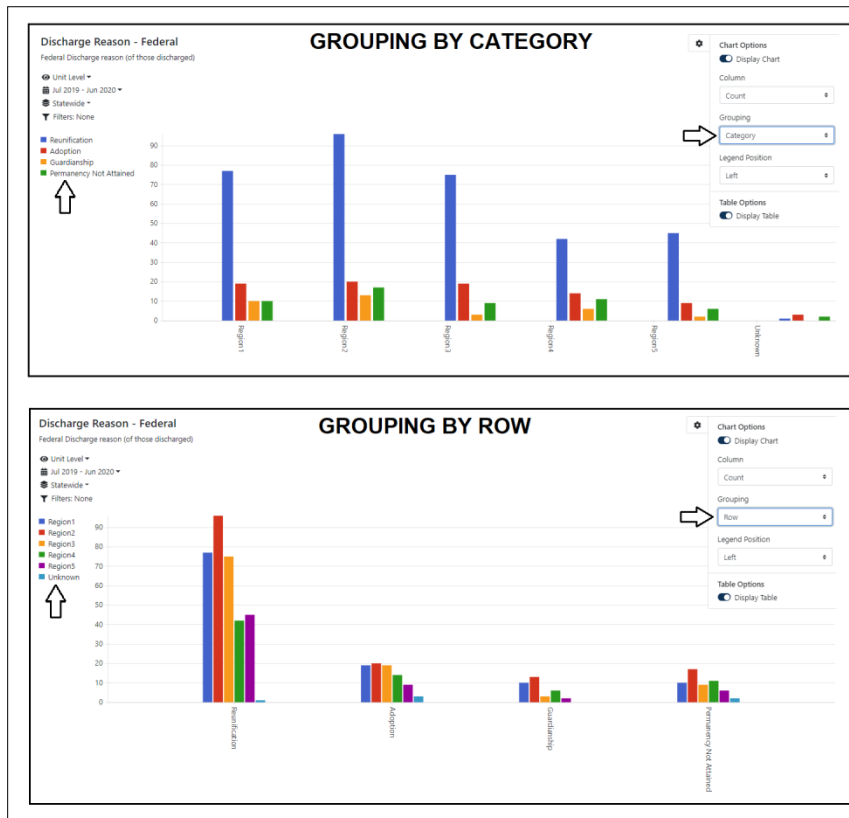


- The user can choose whether to display the chart or the data table by selecting the toggle switches.

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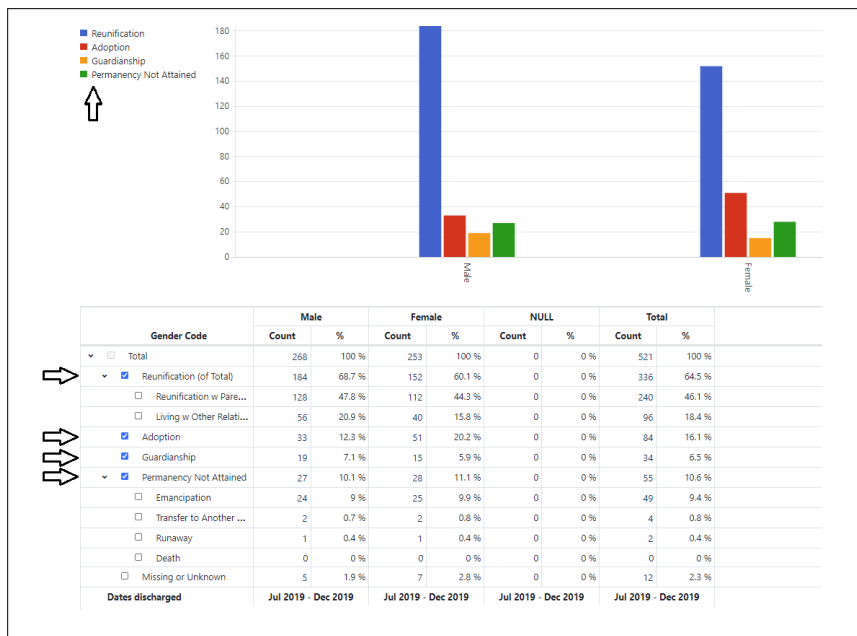
- This is where to select how to view the chart by specific column heading (typically count or percent), as well as selecting a legend position option.
- Also included is the ability to choose a chart “Grouping”: whether by Category or by Row.
  - Grouping by Category is the traditional method where the subcategories displayed are grouped together by a time period, unit level, or variable value.
  - In the “Grouping by Row” example below, each bar represents a unit level result for the selected subcategory.



- Another option is whether to display columns with no data (“Display Zeros”). Typically, this would be a Null column, or levels with no data for the other parameters selected on a report.

Within the Data Table, users are able to select / de-select individual subcategories to display in the chart by clicking the box next to the subcategory name.





NOTE: Colors of bars/lines may change when adding or deleting subcategories to display unless specific colors had been identified by a site administrator.

### Details (Drilldown)

- Upon selecting a cell from the data table in order to view the details, the data table remains displayed, and the detail view opens below. The selected cell from the data table is highlighted with a border, and the subcategory name, column heading, and cell value are identified at the top of the detail table.
- The detail options (Case, Core, Full) are selected from the dropdown in the top row of the detail table. Typically, Case being a smaller set of data specific to a report. Core, and then Full, return more expanded sets of data fields.
- The option to “Export Details” as a downloaded spreadsheet is also in this top row.
- The user can select a different cell from the data table without needing to first close the detail view.

Time Period	Dec 31, 2019		Jan 31, 2020		Feb 29, 2020		Mar 31, 2020		Apr 30, 2020		May 31, 2020	
	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
Total	516	100 %	509	100 %	495	100 %	486	100 %	494	100 %	499	100 %
Maintained Permanency	450	87.2 %	447	87.8 %	430	86.9 %	425	87.4 %	433	87.7 %	441	88.4 %
Re-entry	66	12.8 %	62	12.2 %	65	13.1 %	61	12.6 %	61	12.3 %	58	11.6 %
Entered Care During	Jan 2017 - Dec 2017		Feb 2017 - Jan 2018		Mar 2017 - Feb 2018		Apr 2017 - Mar 2018		May 2017 - Apr 2018		Jun 2017 - May 2018	

Total, Jan 31, 2020: 509										
Case - Export Details										Close Details
Row	Anchor Date	No Re-entry ...	Case ID	Person ID	Person Name	Person ID Ag...	Gender	Race	Date of Birth	Age Group
1	Jan 2018	Met	219272	94896	Person_94896	94896	Female	Hispanic	07/28/2000	15+
2	Jan 2018	Met	264712	67517	Person_67517	67517	Male	White	08/19/1999	15+
3	Jan 2018	Met	210876	93178	Person_93178	93178	Female	White	08/23/2009	6 - 8
4	Jan 2018	Met	93037	45928	Person_45928	45928	Female	Other	02/18/2017	0 - 2
5	Jan 2018	Met	237521	61867	Person_61867	61867	Male	Other	07/13/2000	15+
6	Jan 2018	Met	205495	67282	Person_67282	67282	Female	Other	02/11/2014	0 - 2
7	Jan 2018	Met	97951	44546	Person_44546	44546	Female	White	07/15/2016	0 - 2
8	Jan 2018	Met	265286	67859	Person_67859	67859	Male	White	01/23/2008	9 - 11
9	Jan 2018	Met	97344	9229	Person_9229	9229	Male	Hispanic	03/11/2002	12 - 14
10	Jan 2018	Met	314288	76126	Person_76126	76126	Female	Asian	06/28/2000	15+
11	Jan 2018	Met	178312	87450	Person_87450	87450	Female	Hispanic	04/10/2002	12 - 14
12	Jan 2018	Met	265144	67715	Person_67715	67715	Male	White	02/05/2017	0 - 2
13	Jan 2018	Met	266523	84647	Person_84647	84647	Male	White	02/26/2000	15+
14	Jan 2018	Met	93343	27250	Person_27250	27250	Female	White	08/12/2001	15+
15	Jan 2018	Met	235489	97591	Person_97591	97591	Male	AIAN	04/02/2011	3 - 5

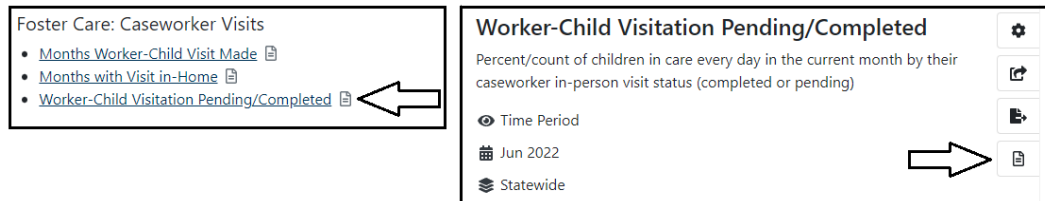
A cursor hover over the column name in the detail table displays the field definition. Clicking on a column name will provide a sorting of all the data based on the details in the column.

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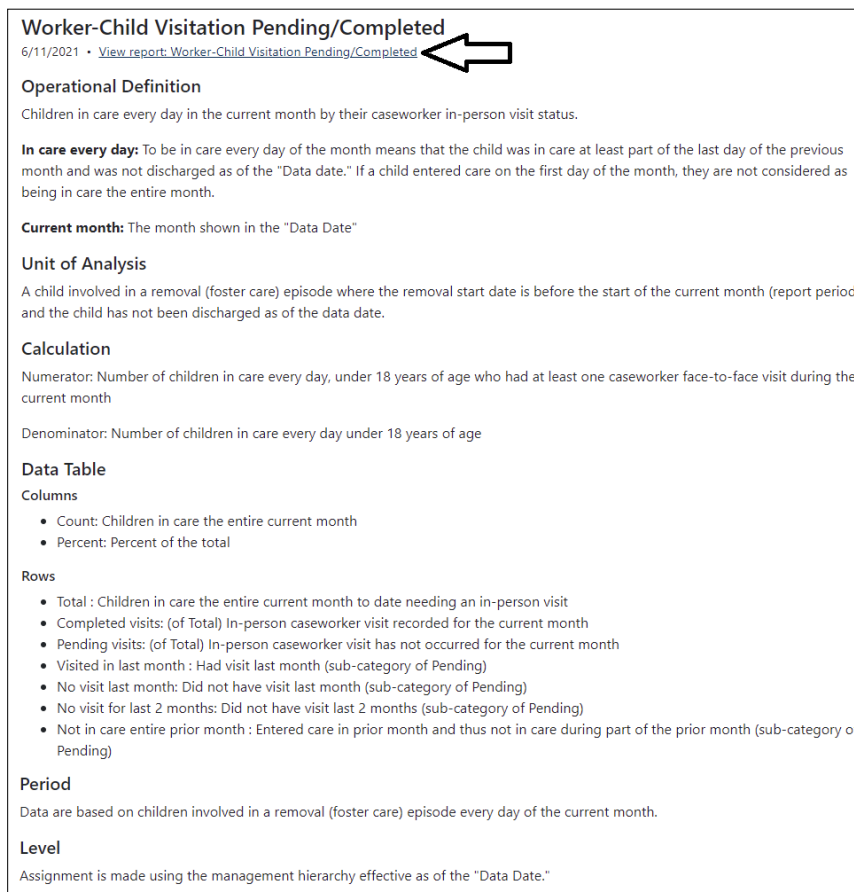
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Selecting “Close Details” at the top right of the detail table will close the detail view.

Individual Report Definitions can be accessed by clicking on the note icon on either the main report menu page, or within an individual report.



Selecting the “View report” link within the definition will open that report.

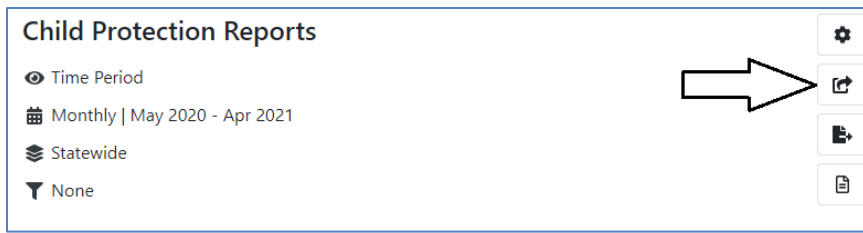


## Snapshots (Save Report)

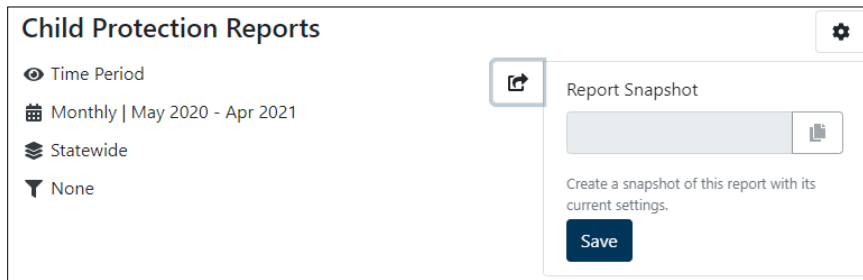
Snapshots create a URL (a link to the report) that the user may copy and paste into an email or message to send to another authorized user. The link created will provide access (to authorized users) to the same report view including all the selected parameters (e.g. filters, time period, detail view).

Detailed personal information is not shared in this manner as the recipient will need to log in to the application in order to view.

Selecting the Snapshots icon will open the save dialog box.



Selecting “Save” will generate and display the URL.

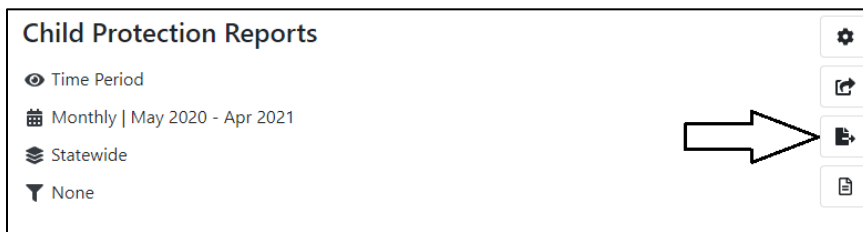


Selecting the “Copy” icon will copy the URL to the user’s clipboard.



Export Report (Create .pdf)

Exporting a report will create a .pdf version of the current report view as displayed.



Selecting the icon will open a dialog box where the user can select either Landscape or Portrait orientation.



The .pdf will then be created by selecting Export. The user’s browser settings will dictate how the .pdf is saved on their device.