Version Notes
Release 19.1 - June 30, 2010

Referral:

Child Maltreatment Incident Date
Path: Workload/Referral/Abuse/Neglect Information Screen:

- **Recent Child Maltreatment Allegation Incident Date** - a new field for the Hotline Worker to complete when the Reporter calls in a report on each child maltreatment allegation. The Hotline Worker will obtain this information from the Reporter. This date cannot be a greater date than the Referral Date or System date. This is not a mandatory field but the Hotline Unit should make every effort to obtain the date, if possible.
- **No Available Source to Provide Incident Date** – this new checkbox will not be accessible in Referral since it's for the Investigator to complete on "Inactive (Unable to Locate)" Findings.

Investigation:

Child Maltreatment Incident Date
Path: Workload/Investigation/Abuse/Neglect Information Screen:

- **Recent Child Maltreatment Allegation Incident Date** – a new field which will be completed by the Hotline Unit from information received by the Reporter. If the date is blank, the Investigator will need to obtain this information from the Reporter, Collateral, or another person familiar with the situation. This field will be accessible to the Investigator without having to click Clear button. If the Investigator discovers new victims and/or allegations in the ongoing investigation, they will need to enter this date (Collected During Investigation radio button), according to DCFS Policy (Procedure II-D1).
- **No Available Source to Provide Incident Date** – a new checkbox is available should the investigation result in an "Inactive (Unable to Locate)" Finding. This field will also be accessible to the Investigator without having to click Clear button. Either of these two incident fields is mandatory; therefore, the Investigation Closure screen cannot be completed until the incident date is addressed.

Alleged Victim's Interview Screen
Path: Workload/Investigate/Alleged Victim's Interview

'Child Interviewed/Observed Outside Presence of Alleged Offender' field should only be accessible when **'Face to Face' Type of Contact** values are selected in the **Alleged Victim's Interview** screen.

Investigation Due Alert Window
Path: CHRIS/User ID/Password/Ok

Changes were made to the **Investigations Due Alert** window that appears at login to supervisors with staff assigned an investigation that is due for completion within five (5) days, to comply with State law requiring investigations to be completed within 30 days. These changes include the following:

- Expansion of the window to display more investigations before scrolling is necessary.
- Addition of a **Print** command button to allow the investigator to print the contents of the window. When printed the document will contain the following information:

    1. The name of the person logged in who prints the report.
    2. The date the report was printed.
    3. The time the report was printed.
    4. The following information for all investigations appearing in the **Investigation Due Alert** window:

        A. **Referral ID** Number
        B. **Referral Name (**family name)
        C. **Due on** date

Adoption:

Recertify Button and Recertification History Button
Path: Workload/Adopt/Adoption Subsidy

The Recertify and Recertification History Buttons are only accessible for State funded Adoption Subsidies.

Ticklers:

Adoption Recertification Tickler
Path: Ticklers/Filter Criteria

Adoption Recertification Tickler – the definition and logic was revised to only pertain to State funded Adopted Subsidies (no longer includes Federal Subsidies).

Case:

Select Contact Dialog Box
Path: Workload/Case/Services/Contacts

The **Select Contact dialog box** in Case has a new look. The following changes were made:

- Instead of a separate line showing per Purpose for Contacts entered, now the Contact will show per Contact Date/Time. This reduces the 'look' of the number of Contacts.
- **Staff Person** column shows the name of the 'Contact Attempted/Completed By' Name on the Client Contact Information screen.
- **Purpose** is no longer a column heading. It is now the first grouping under the Staff Person Name.
- **Date, Time, AM/PM** fields were combined in a **Contact Date/Time** column.
- **Participants** list no longer shows at the bottom of the Select Contact dialog box when a Contact is highlighted. It now shows as a grouping per Contact.
- In the **Supervisory Review** column, if the 'Supervisor Reviewed Contact' checkbox is **not checked** for that Contact, then instead of the column being blank, a **N** now shows. **Y** continues to show if the 'Supervisor Reviewed Contact' checkbox **is** checked for the Contact.
- The **Total Number of Contacts** is displayed on the top right. The **Total Number of Contacts** on the top right changes based on the Filter Criteria.

The following groupings per Contact Date/Time now appear:

- **Purpose-**All Purposes listed for the Contact will show in this grouping. The Purposes will be separated by a comma. If more Purposes are listed that can be seen, then if the Contact is highlighted and grouping selected, a scroll bar will appear.
- **Participants-** All Participants listed for the Contact will show in this grouping. The Names will be separated by a comma. If more names are listed that can be seen, then if the Contact is highlighted and grouping selected, a scroll bar will appear.
- **Comments-**The Comments entered for the Contact will appear. If more text appears that what can be seen, then if the Contact is highlighted and the grouping selected, a scroll bar will appear.

New Filter Criteria was added.

- In the 'Filter Criteria for Contacts' response window (**Filter** button) a '**Participant**' radio button was added. This allows the filter to be by a Participant. Only Clients/Collaterals that are listed in a Contact in the Case as a Participant will show on the 'Participant' dropdown list.

Client Contact Information Screen

<u>Path: Workload/Case/Services/Contacts</u>

The following changes were made on the **Client Contact Information screen** in Case:

- The following four arrows were added to the top of the screen so the Contacts can be viewed in order without going back to the Select Contact dialog box:
  - **Double arrows to left**-will take the user to the First Contact (earliest contact date/time entered)
  - **Single arrow to lef**t-will take the user to the Previous Contact (previous earlier contact date/time entered)

    - **Single arrow to righ**t-will take the user to the Next Contact (next later contact date/time entered)
    - **Double arrows to right**-will take the user to the Last Contact (latest contact date/time entered)
- The Contacts will appear based on the **Contact Date/Time**.
- **Contact # of #** appears in between the two arrows on the left and two arrows on the right to identify what contact number the user is on out of the total number of contacts.
    - The earliest contact date/time entered is considered the First Contact #1.
    - The latest contact date/time entered is considered the Last Contact #.
    - If Filter Criteria has been selected on the Select Contact dialog box, then the total number of contacts is based on that filter criteria.
- Under the **General Info.** grouping:
    - The **'Child Welfare Staff:'** title was changed to **'Contact Attempted/Completed By:'**
        - When entering a new Contact, the name and position (from Staff Information screen) of the person logged in will show in this field.
        - If the staff person who attempted/completed the contact is **different** than the staff person who entered it, the **Find** button can be used to find the correct Staff Person who attempted/completed the contact. This will only change the name and position in the 'Contact Attempted/Completed By' field.
    - The **'Position'** field was removed. It now appears next to the Name.
    - A new system generated field titled **'Contact Entered By:'** was added.
        - When entering a new Contact, the name and position (from Staff Information screen) of the person logged in that ADDED the Contact will show in this field.
        - This field will be blank for previously entered contacts.
    - A new system generated field titled **'Contact Entered Date:'** was added and will display the date the ADD button was clicked to capture when the contact was initially entered.
        - This field will be blank for previously entered contacts.
    - The 'Position' (from Staff Information screen) of the user who checked the 'Supervisor Reviewed Contact' checkbox will now show next to the name in parenthesis in the **'Supervisor Reviewed'** field.
- The screen was rearranged. The **Purpose/Participants** were combined into one grouping (instead of Purpose/Comments grouping) in the middle. The **'Comments**' text box and the question '**Worker ensured the Health and Safety Needs of the Child(ren)'** with Yes and No radio buttons are in the bottom grouping.
- **Comments** text box was increased from 2000 characters to 4000 characters.
- The **Clear** button on Contacts that are Read Only was disabled.
- The following **Purpose** values were made Inactive but will show the word if they were used in the past:

    - IFS Contact
    - ILP Coordinator Contact
    - SSA Contact
    - These values will continue to show on the **Select Contact** Filter Purpose picklist so these values can be filtered out.
- The following new **Purpose** values were added:
    - Case Consultation
    - Family Search
    - ****Homemaking**
    - ****Housekeeping**
    - ****Personal Care**
    - Purchases
    - ****Relationship Support**
    - ****Substitute Parenting**
    - ****Teaching**
    - Transitional Service
    - Transitional Skills Class
    - Transitional Team Meeting

    ****from CFS-322 Homemaker Referral form**
    - The system will allow only one of the three Transitional Purposes (**Transitional Service, Transitional Skills Class, Transitional Team Meeting**) to be selected per Contact. The user will get blocked if more than one of the three new Transitional Service Purpose values is selected.
    - A new **Transitional Service Category** Select box will show and be mandatory to complete if any of the three new Transitional Purpose values are selected. It will be hidden/not visible otherwise.
    - The **Transitional Service Category** dialog box is where the user documents all the Transitional Service Categories that were provided or offered for each applicable Client for that contact.

The list of the 18 '**Transitional Service Category**' values include the following:

1. **Career/Job Guidance**
2. **Education Financial Assistance**
3. **Educational Supports**
4. **Educational Supports-Post Secondary**
5. **Employment/Vocational/Training**
6. **Health Care Life Skills**
7. **Home Management**
8. **Housing Life Skills**
9. **Interpersonal/Social Skills**
10. **Mentoring**

11. **Money Management Life Skills**
12. **Parenting Skills**
13. **Providing Information/ACT 391**
14. **Special Stipend or Incentives**
15. **Transitional Financial Assistance Other**
16. **Transitional Housing**
17. **Transitional Room and Board Financial Assistance**
18. **Transportation**

- ***See Help and Separate 'Transitional Service Categories Definitions' Document for Definitions.**
- In the **Participants** grouping/Select Client/Collateral Participants response window the following changes were made:
  - **Client/Collateral ID and Age** were added to the Participants list. The **Age** column will be blank if a **Collateral** Participant is selected since a Collateral does not have an Age.
  - The 'Participation' column Title was changed to '**Staffing/Team Meeting Participation'**
  - The **Staffing/Team Meeting Participation** radio buttons (Invited-Attended, Invited-Not Attended, Not Invited-Attended, Not Invited-Not Attended) will be **mandatory** to complete per selected Participant if any of the following **Purposes** are selected. 'N/A' will not be allowed.:
    - 90 Day Staffing
    - Closure Staffing
    - FP Removal Request Staffing (48 Hours)
    - Initial Staffing
    - Other Staffing
    - Permanency Planning Staffing
    - Special Staffing
    - Subsequent Staffing
    - Transitional Team Meeting (new value)
  - A new Contact can be entered in a closed case as long as the Contact Date is equal to or after the last Close Date on the Case Summary screen.
    - Previous Contacts cannot be edited in any way.
    - The 'Contact Request' entered in a Closed case will go to the Supervisor of the staff person that entered the Contact so the contact can be reviewed.

Independent Living Checklist Screen
Path: Workload/Case/Services/IL/IL Checklist

The following changes were made on the **Independent Living Checklist screen** in Case:

- This screen was moved from under the **Case Plan** button to under the **Services** button.

- A **Select Client** response window will now appear when the **IL** button is selected with the two following radio buttons:
    - **All Clients with IL Information-** This radio button will be defaulted. Any Client that has IL Services OR IL Checklist information will show.
    - **Active Clients Participating as Child**
- Once a Client is selected two buttons will appear: **IL Services** and **IL Checklist**
- When the IL Checklist button is selected, a **Select Independent Living Checklist** response window will appear with the following columns:
    - **Checklist Date**
    - **Life Skills Assessment Date**
    - **Life Skills Assessment Review Date**
- The checklists are sorted by Checklist Date in descending order.
- A specific Checklist can be selected or a new checklist can be initiated from the Select box.
- If the Client Selected is less than 14 or has no DOB, then the user will get blocked when they click on the **IL Checklist** button.

IL Services Screen
Path: Workload/Case/Services/IL/IL Services

- A new IL Services screen was added.
- This screen automatically opens once a Client is selected on the Select Client response window.
- It displays an aggregate list of all Independent Living Services for those Clients with a Transitional Service Category documented with a **Completed** Status in the General Information section on the **Client Contact Information** screen.
- This screen is for viewing only.
- The screen can be Sorted by the column headings and Printed, even in a Closed Case.

Principal Family Caretakers
Path: Workload/Removal/Child's Removal from PRFC Screen

- **New grouping of 'Principal Family Caretakers'** located under 'Caretaker Family Structure' picklist field on the Child Removed From PRFC Screen:
    - **'Primary Caretaker'** picklist field: only active Clients not participating as a child should appear for selection and is a mandatory field.
    - **'Secondary Caretaker'** picklist field: only active Clients not participating as a child should appear for selection. Although this field is accessible, it becomes mandatory when 'Married Couple' or 'Unmarried Couple' is selected in the 'Caretaker Family Structure' picklist.

- **Removed Address of Parent/Guardian at Time of Removal** from screen

Medical Visits Screen Revision

Path: Workload/Case/(number)/Ok/Client/Select Client/Show/Medical/Med. Visits

The **Medical Visits** screen was expanded to fit the new screen resolution. As a result, the display of each tab was changed as indicated below:

- **Medical Visits** Tab:
  - The display of the **Medical Visits** tab was extended to the right so that the display fills the entire screen.
  - The radio buttons for **a.m.** and **p.m.** and the **Yes** and **No** radio buttons associated with the **Results Of A Comprehensive Health Assessment Recommendation?** field, were extended to the right so that they appear on a single line with the **Visit Date** and **Time** fields.
  - The inset grid in the **Medical Visits** grouping was lengthened so that as many as six (6) episodes are visible before scrolling is necessary.

- **CHA** Tab:
  - The display of the **CHA** tab was expanded to the right so that the display fills the entire screen.
  - The inset grid in the **CHA Recommendation** grouping was lengthened so that as many as seven (7) episodes can be viewed, before scrolling is necessary.
  - Stop the scrolling of data appearing in the fields associated with the inset grids in the **Medical Visits** grouping on **Medical Visits** tab and the **CHA Recommendation** grouping on the **CHA** tab of the **Medical Visits** screen, to data associated with episodes, other than the episode highlighted in the inset grid, when clicked in the fields of the grouping and rolling the wheel on the mouse back and forth.

Document Tracking

Path: Workload/Case/(number)/Ok/Other/Doc Trkg

Path: Workload/Referral/(number)/Doc Trkg

Several changes were made to the picklist for the field associated with the **Standard** radio button in the **Document Information** grouping of the **Document Tracking** screen. They include the following:

- The **CFS-316 Request for Child Protective Service (CPS) Central Registry Check** value was removed and replaced with a new multipurpose Child Maltreatment Central Registry Check form to be used for all Child Maltreatment Central Registry Checks, the **CFS-316 Request for Child Maltreatment Central Registry Check**.
- The **CFS-319 Notification to Child Maltreatment Petitioner of Amendment Approval** was removed because it is no longer needed as it facilitated a process that no longer exists.

- A new value, **CFS-367 Admissions Form SPU-Placement Programs**, was added.
- The value for **Pub-11 Your Child in Foster Care** was re-titled to **Pub-11 What Happens When Your Child and Family Are Involved with DCFS?.**

ICAMA Case:

Primary case assignment of the ICAMA cases will be transferred from Adoption Specialist to the Eligibility Unit.

Medicaid Application Screen
Path:Workload/Case/Client/Medical/Med Appl.:

- The send and submit button has been disabled on the Medicaid Application Screen.
- The Application Status button is updated when the CHRIS user enters the Medicaid information on the Insurance screen.

ICAMA/ICPC Re-Determination Screen
Path:Workload/Case/Client/Medical/Redet:

- The send and submit button has been disabled on the Re-Determination screen.
- Selecting Add will send and submit the record.

ICAMA/ICPC Changes Screen
Path: Workload/Case/Client/Medical/Changes:

- The changes screen will be disabled for ICAMA cases.