Version Notes
CHRIS Release 19.3 – September 28, 2010

STAFF INFORMATION:

Staff Information Screen
Path: Org/Staff

The '**Position'** picklist field on the Staff Information screen has been updated to include the most recent job role titles. The checkbox below this field has been changed from **'DCFS Area Manager'** to **'DHS Area Manager'**. Position titles with no staff members assigned have been inactivated and will appear in the Position picklist on the Staff Information screen as shaded (inactive).

INVESTIGATION:

General Information Screen
Path: Workload/Referral - Investigation/Existing/(investigation number)Ok/Investigation/Client/(select/client)/Show/Birthplace – Citizenship – Language

The **Citizenship/Alienage** fields in the **Citizenship** grouping on the **Birthplace/Citizenship/Language** sub-tab of the **Client Information** tab on the client **General Information** screen was changed to default to the display of the **US Citizen** value from the field's picklist. However, the field will remain editable until the investigation is closed, to change the value, if appropriate, to **Non-Qualified Alien** or **Qualified Alien**. Once closed the screen becomes Read Only and cannot be changed.

CASE:

Medical Visits Screen
Path: Workload/Client/Medical Visits

The text box field '**Other/Specify'** has been removed from the Characteristic Tab of the **Client General Information** screen and has been added under the '**Other Medical Condition' Select** box on the client's **Medical Visits** screen for Qualified Medical Professionals to document information when a Clinical Assessment is conducted and information is not contained in the following groupings: **Emotionally Disturbed** Select box, **Physically Disabled** Select box, **Mental Retardation** Select box, **Visually/Hearing Impaired** Select box and the **Other Medical Condition** Select box. There is No Conversion of existing text information from **'Other/Specify'** field, Characteristics tab.

Medical Visits Screen
Path: Workload/Client/Medical Visits

Update **'Other Medical Condition'** in the grouping **'A Qualified Professional Conducted a Clinical Assessment of Foster Child and Determined'.**

Medical Visits Screen
Path: Workload/Client/Medical Visits

The checkbox on the **Medical Visits** screen, **'Child Was Accompanied by Foster Parent?' has been restored.**

NYTD Clients Information Screen
Path: NYTD button on Main Toolbar

- The NYTD button was implemented in the 19.2 Release (August 19, 2010). The NYTD screens were enhanced for the 19.3 Release.
- **Area was added as a column on the screen. It d**isplays the Area based off the Primary Worker County. If there is no Primary Worker assigned, this column will show 0.
- **Primary Worker Phone Number column was removed.**
- The following Filter Criteria values were added on the NYTD Clients List Filter screen under the Filter button:
    - **County**
    - **Area**
    - **Baseline Population Type - Past Due Survey** - This will allow the user to view what Baseline Population youth did not submit the NYTD Survey timely (**by Survey Due Date**). This will help the user know when **34-Outcome Reporting Status** needs to be completed to document **why** the Survey was **not** Submitted timely.
- On the NYTD Clients Information screen, the **Take NYTD Web Survey** Link...command button will now be accessible when applicable. It will take the user to the web site to answer and Submit the Survey for that selected youth, based on what the youth answers:
    - This will be enabled if there is an **Initial Survey Email Sent Date** and there is a **NO** in the Survey Submitted? Column
    - If there is a **YES** in the Survey Submitted Taken? Column, then this link **will not** be accessible as there is no need to take the Survey again
    - **Note:** The **preferred method** for the Baseline Client to submit the Survey is through the NYTD Survey Email link the Client will be sent. The **Take NYTD Web Survey** Link in CHRIS should only be used when the Baseline Client is not able to submit with the NYTD Survey Email link.
- **The columns pertaining to the Baseline Population will now display applicable data. In 19.2 Release not all columns had data displayed.**
- On the NYTD Clients Information screen, within the **Show NYTD Info.** button, all tabs will now display data now when they did not in 19.2 Release. There are 4 tabs that capture the NYTD Elements and 1 tab that captures Contact Information from Survey (for Baseline Youth that have Submitted the Survey). The information on the tabs is display only and will help users determine what NYTD Information needs to updated/corrected for the NYTD Client. This information should help the user to ensure the data that is submitted to the Feds is accurate.

The following Tabs will be displayed:

- **Demographics - All Youth #4-13**
    - This tab pertains to **all Youth** (Served, Baseline and Follow-Up Population). It displays Demographic information for NYTD Elements #4-13 pertaining to the Client.
- **Youth Characteristics - Served Youth #14-20**
    - This tab pertains to youth in the **Served** Population. It displays information for NYTD Elements #14-20 pertaining to the Client.
- **Services Provided-Served Youth #21-33**
    - This tab pertains to youth in the **Served** Population. It displays information for NYTD Elements #21-33 pertaining to the Client.
- **Youth Outcomes #34-36**
    - This tab pertains to youth in the **Baseline** Population. It displays information for NYTD Elements #34-36 pertaining to the Client.
    - There is a dropdown on this tab for **Element #34-Outcomes Reporting Status** that will allow the user to indicate why a Baseline Client did not submit the NYTD Survey by the Survey Due Date. The following values will be available for selection **after** the Survey Due Date if the Survey **has not** been Submitted:
        - **Youth Declined -** Comments text box is mandatory if this value is selected.

        - **Parent Declined -** Comments text box is mandatory if this value is selected.
        - **Youth Incapacitated -** Comments text box is mandatory if this value is selected.
        - **Incarcerated -** This value can be selected if Client shows a Placement at 'Incarceration' OR 'Youth Services/Serious Offender Programs' during the required timeframe to submit the NYTD Survey. Comments text box is available but not mandatory if this value is selected.
        - **Runaway/Missing -** This value can be selected if Client shows a Runaway episode during the required timeframe to submit the NYTD Survey. Comments text box is available but not mandatory if this value is selected.
        - **Death -** This value can be selected if Client has a **Date of Death** value on the Client Information screen during the required timeframe to submit the NYTD Survey. Comments text box is available but not mandatory if this value is selected.
    - When Comments are entered, the **Entered By** field captures the name/Position of the person that enters value for 34-Outcomes Reporting Status. The **Entered Date** field captures the date the value is entered.
    - If a Survey is Submitted **after** the value is entered for 34-Outcomes Reporting Status, then the Entered Date and Comments will no longer show and the Entered Date will be updated with the Date the NYTD Survey was Submitted.
- **Contact Information from Survey**
    - This tab will display what contact information was entered on Page 3 of the NYTD Survey the **Baseline** Youth Submitted.
- ***Go to CHRIS Net and click on "National Youth in Transition Database (NYTD) – Want to Know More?" link for a better understanding of how CHRIS will capture the Feds requirements on youth receiving transitional services. The Help Screen Descriptions in CHRIS will be helpful to explain the data on the screens.
- On CHRIS Net, a NYTD Survey Template will be available. The worker will be able to print a NYTD Survey Template in situations where they need to print the survey and give/send to the youth. The worker would then complete the Youth's answers through the **Take NYTD Web Survey** link on the NYTD Client's Information screen.

NYTD Email Logic:

- The initial request email will be sent to Baseline Population youth **on** their 17th birthday. **Note:** This means those youth that turn 17 on October 1, 2010 will get the initial request email **on** October 1, 2010.
- If a youth age 17 and 45 days comes into care, then the initial request email will be sent to that youth **a day after** the 'Date Child Removed from PRFC' is entered on the Removal screen (Transaction Date) to show the youth is in Care.
- A follow-up email will be sent **every 5 calendar days** from the Initial Survey Email Sent Date**.**
- The emails will **stop** being sent if one of the following things happen:
    - the Survey has been Submitted
    - the youth has left care (Date Child Left Care shows on Client's Removal screen)
    - it's after the Survey Due Date (45th day)
- The Youth could still go to the link on the email and Submit the Survey afterward but they won't be sent reminder emails to do so since it will be outside the required timeframe.
- The initial request email and follow-up emails will be sent to the **Email Address** text field on the Baseline youth's Client Information screen. CC the Primary Assigned Staff Person, their Supervisor and NYTD Support Center.
- If there is **not** an email address for the youth, then the email will be sent **To** the Primary Assigned Staff Person and CC their Supervisor and NYTD Support Center
- If there is **No Primary Assigned Staff Person** when it is time to send the initial request email and follow-up emails:

    - If just **Unit** Assigned-It will be sent To the Supervisor of the Unit Assigned and CC NYTD Support Center
    - If no Unit assigned but only **County** Assigned- it will be sent just **To** NYTD Support Center since there is no identified Supervisor or Family Service Worker (this should be a rare occurrence)
- If the Baseline youth **did not** have an email address at the initial request email but there is one when the follow-up email is to be sent, then it will send the follow-up email to the youth. This would be checked for **each** follow-up email. For example, for the initial and first follow-up, there may not be an email address for the youth but for the 2nd follow-up, there is, then it would be sent to the youth at that time.
    - **Note:** The Youth's Email Address could even change between follow-up emails.
- A 'Thank You' email will be sent **a day after** the Survey has been Submitted for a Youth.
    - It will be sent to the Youth's Email Address and CC Primary Assigned Worker and their Supervisor and NYTD Support Center.
    - If there is **no** email address for the youth, the Thank You email will be sent To the Primary Assigned Staff Person and CC their Supervisor and NYTD Support Center so they are 'in the know' that the survey was completed.
- The Subject line will include what type of NYTD email it is:
    - Initial email Subject line: **NYTD Survey Participation-Initial Request**
    - Follow-Up email (Still not submitted) Subject line: **NYTD Survey Participation-Follow-Up Request**
    - Thank you email Subject line: **NYTD Survey Participation-Thank You**

Path: Workload/Case/Assign OR
Workload/Referral-Investigation/Assign OR
Provider/Directory/Assign

- On the Assign/Transfer screen, **ILP Sponsor Management** was made Inactive on the Secondary Responsibility **Description** list. This value can no longer be selected.
- For Past Assignments that had the **ILP Sponsor Management** Description selected, the value **Transitional Services Coordinator** will now be displayed.
- For current Transitional Services Coordinators staff persons, any open Secondary Assignment will show the Secondary Responsibility Description as **Transitional Services Coordinator.** A list of the Transitional Coordinators for each Area was provided by DCFS.

Foster Care Determination Screen
Path: Client/Finances/Eligibility

- The Foster Care Determination screen has been redesigned. The PCD (Payment Claimability Details) button has been removed from the screen and all placement information and the corresponding claimability status for that placement has been placed in the Summary of Claimability/ Non-claimability information section.
- The Foster Care Determination Pilot button has been removed from the screen.

Removal Screen
Path: Workload/(Case)/Removal

- **Time Child Left Care** – new field to capture the time a child left foster care. The new computer generated field is located below the 'Date Child Left Care' field on the Removal Screen. This field is populated from the Time fields on three screens:
    - **Child's Enter/Exit screen** (when Exit Reason is discharged from foster care);
    - **Child's Trial Home Visit screen** (when the Outcome selected indicates child is no longer in DHS Custody);

- **Child's Court Status screen** (when child has no open placement or when child has a Runaway end-date and is being discharged from foster care)

Court Status Screen
Path: Workload/(Case)/Court/Status/(Exit Reasons Response Window)

- **Time Child Left Care** – new field to capture the time a child left foster care when the Exit Reasons Response Window appears.

ADOPTION:

Adoption General Information Screen
Path: Workload/Adopt/General

The text box field, '**Other/Specify'**, has been added under the '**Other Medical Condition' Select** box on the adoptive client's **General Information** screen to capture information that is not contained in the following groupings: '**Emotionally Disturbed'** Select box, '**Physically Disabled'** Select box, '**Mental Retardation'** Select box, '**Visually/Hearing Impaired'** Select box and the '**Other Medical Condition'** Select box.

This field will also be populated with when a foster child's Medical information comes over to the adoption case.

PROVIDER:

Provider Household Members (ILP Sponsor Placement Service Only)
Path: Provider/Directory/Members

- **Warning Message Regarding Required Checks on ILP Sponsors** – removed message which incorrectly appears when adding ILP Sponsor's Members since ILP Sponsors are not required to receive Central Registry Checks, State Criminal Record Checks or FBI Checks prior to being approved.

Provider's Placement/Waiver Information Tab
Path: Provider/Directory/Plc Srv:

- **Age Column** – new information to show the age of all children who are currently residing with Provider. This information will be helpful when thinking about placing a child under the age of 2 or 6 years old with a family who may already have the required number of under-age children.