

Version Notes
CHRIS Release 19.5 - January 27, 2011

CHRIS SPELL-CHECK:

Currently, there is a problem with Word Spellcheck within the CHRIS Application which causes CHRIS to crash. Technical is working to resolve this issue with hopes of implementing the fix within two weeks. The “work-around” for CHRIS Users at this time is to open Word prior to logging into CHRIS so that WORD can perform the Spellcheck when the CHRIS User clicks the Spellcheck functions in CHRIS.

In the meantime, we’ve enhanced CHRIS with a Warning Message to prevent a CHRIS crash when Word Application is not opened and Spellcheck is initiated. There are three ways to perform a Spellcheck in CHRIS:

- Click **Tools** to select Spellcheck;
- Click **F7** Key; or,
- **SpellCheck button in Zoom Box** (right mouse click while in a text field)

When Spellcheck is performed, the following message will appear if Word is not opened:

“CHRIS encountered an unexpected error while opening the Spellcheck window. In order to proceed, please open MicroSoft Word and keep it opened for the complete CHRIS session before opening the Spellcheck window.”

CHRIS prevents the crash of the system since it’s forcing the CHRIS User to open Word before the CHRIS User can proceed any further.

INVESTIGATION:

Referral/Investigation Reports – Select Report (Initial Referral Snapshot):

Path: Workload/(Referral/Investigation)/Reports

- **Initial Referral (Snapshot)** – only the Arkansas State Police Hotline Unit can access this report. If the Field Investigators (DCFS and CACD) attempt to Print this report, the following Warning Message appears:
“Only Hotline Staff can access the Initial Referral (Snapshot), CFS-6059. All other CHRIS Users should access the Referral Acceptance (Snapshot), CFS-6052, for information regarding the Investigation.”

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PROVIDER:

Provider Search Results Response Window

Path: Provider/Directory/Provider Search Results

- On the Provider Search Results (on Provider side), a new 'DCFS Employee?' column in the top **Provider Details** grouping will show.
- It will only show Yes if the 'Current DCFS Employee' question is answered Yes on the **Provider Service Details** screen.
- If the question is answered No then the 'DCFS Employee?' column will be blank.

Foster Family Support System Screen

Path: Provider/Directory/FFSS:

- **FFSS Button** – a new button located after the **Members** Button that will be accessible for Providers with an approved Foster Family Home or Pre-Adoptive Home service.
- **Select Foster Family Support System response window**– When the **FFSS** button is selected, this dialog box comes up. It enables the user to focus on a Foster Family Support System (FFSS) family. The user can also add New FFSS families from this response window. Only three Active FFSS families are allowed at one time. Once a FFSS family is selected, a **FFSS Info** and **Members** button appears.
- Under the **FFSS Info** button, there are two tabs to complete on the FFSS family information:
 - **FFSS General Information Tab** with the following fields:
 - Start Date
 - End Date
 - FFSS Family Name
 - Name fields to enter Head of Household Name (Prefix, First, Middle, Last and Suffix)
 - Initial Visual Home Inspection Date- The CHRIS user enters the date of the visual inspection of the FFSS home
 - **Address/Telephone Tab** with the following fields in a response window to complete:
 - A Physical Location Address grouping with the following fields:
 - Start Date
 - End Date
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Zip
 - County
 - Additional Header
 - Comments
 - A Phone grouping displays the Phone Number field.
 - Only one Address can be opened at a time and the user will be reminded to add one when the Members button is selected if there isn't an open Address for open FFSS families.
- **Select FFSS Members response window** - When the **Members** button is selected, this response window comes up. This dialog box enables the user to focus on a Foster Family Support System (FFSS) Member for the selected FFSS family. The user can also add New FFSS Members from this response window. Once a FFSS Member is selected, a **Household Information tab** and **Required Checks tab** appears.
- **Household Information Tab** with the following fields:
 - Start Date
 - End Date

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- Name (Prefix, First, Middle, Last, and Suffix)
- Date of Birth
- Age
- Gender
- SSN
- Head of Household checkbox- only one FFSS Member per FFSS Family can be selected at a time-will automatically populate name initially entered on the FFSS General Information tab
- Cell Phone
- Work Phone with Ext.
- Email Address
- Race with Ethnicity and Tribe fields
- **Required Checks Tab** with the following fields in a response window to complete:
 - Required Checks Name
 - Requested Date
 - Received Date
 - Passed? With Yes, No, N/A
 - Documented in Hard Copy File checkbox
 - Comments
- Required Checks are determined by the Household Member's age. Initially, the applicable Required Checks for each household member automatically populates to the Required Checks tab. Required Checks for FFSS Household Members are the following:
 - **Central Registry Check** - any FFSS Household Member 10 years and older; due every 2 years
 - **Department of Motor Vehicle (DMV) Check** - any FFSS Household Member 16 years and older
 - **State Criminal Record Check** - any FFSS Household Member 18 years and older; due every 2 years

Informal Respite Care grouping on Provider Service Details screen

Path: Provider/Directory/Serv. Mgmt/Details:

- This new grouping contains two questions that are only accessible to providers with an approved Foster Family Home or Pre-Adoptive Home service:
 - **'Willingness to Provide Informal Respite Care (no more than seven continuous days at one time) For Other Foster Families?'** with **Yes** and **No** radio buttons – a new question located on the Services Detail Screen that should be answered Yes when the Foster Family Home is willing to provide Informal Respite Care (no more than seven continuous days at one time). For current applicable Providers, this question will be defaulted to No and should be changed to Yes as needed. The question will be mandatory to answer for new Foster Family Home and Pre-Adoptive Home services.
 - **'Current DCFS Employee?'** with **Yes** and **No** radio buttons- a new question that will become mandatory when **Willingness to Provide Informal Respite Care (no more than seven continuous days at one time) For Other Foster Families?'** question is answered Yes. There will be no default for this question.
 - If Yes is answered to 'Current DCFS Employee', then the Availability Status will automatically switch to 'Unavailable' after the Service has been approved.
 - If it is already Unavailable it will remain as is.
 - If it is 'Available', then a new 'Unavailable' line will automatically be created with the Begin Date as the Service Approval Date. Comments will say 'DCFS Employee'.
 - **Note:** If the question is changed to No then the Availability Status will have to be changed by a worker. It will **not** automatically change back to 'Available'.
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CASE:

Provider Recommendation Screen

Path: Workload/(Case)/Placement/Place/Recommend:

- The **Other Recommendations** screen was removed in this release. Selecting the **Other Recommend History...** command button on the **Provider Recommendation** screen opens a response window displaying the information from the foster child's previous **Other Recommendations** screen for any applicable Placement episodes prior to January 27, 2011. The **Other Recommend History...** command button will **not** be visible if there is no applicable data for the selected Placement episode.
- When the user is Finding a Placement on the Provider Recommendation screen, those Providers that have 'Yes' answered for 'Current DCFS Employee' on the Provider Details screen will show in the Search Results. The user will get blocked if they attempt to select these Providers with the Foster Family Home or Pre-Adoptive Home placement service as these providers **cannot** be used for these services if a current DCFS employee.

Select Placement Episode Screen

Path: Workload/(Case)/Placement/Place

- When there is an open Alternate Care episode for an open Foster Family Home or Pre-Adoptive Home placement, the following **Message** will appear on the child's Select Placement Episode Screen to show the CHRIS User that child is in Alternate Care episode (similar to the Trial Home Visit message):

Child is currently in Alternate Care while in current placement. See Details on child's Alternate Care screen.

- An **Alternate Care** checkbox column was added on the response window. It will be checked if the Foster Family Home or Pre-Adoptive Home placement has any Alternate Care information on the Alternate Care for Children While in Current Placement screen (Alt Care button).

Alternate Care For Children While in Current Placement Screen

Path: Workload/(Case)/Placement/Place/Alt Care:

- **Alternate Care (Alt Care) Button** – a new button to open the new Alternate Care For Children While in Current Placement screen
- **Alternate Care For Children While in Current Placement** – a new screen to capture when the child receives Alternate Care while in a Foster Family Home or Pre-Adoptive Home placement. The screen will have a New Alternate Care/Edit Alternate Care response window to complete:
- The Alternate Care Type grouping displays the following radio buttons:
 - Normal Age Appropriate Activities
 - Foster Family Support System
 - Informal Family Respite Care
 - Formal Contract Respite Care
- The information displayed below the Alternate Care Type grouping will change based on which radio button is selected:
- Each Alternate Care Type grouping will include:
 - **Planned Begin Date and Time** with a.m. and p.m. radio buttons-mandatory field to document the anticipated begin date for which the child will go to this activity
 - **Planned End Date and Time** with a.m. and p.m. radio buttons- mandatory field to document the anticipated end date for which the child will leave this activity
 - **Actual End Date and Time** with a.m. and p.m. radio buttons-field to document the date that the child returns to the Foster Family Home or Pre-Adoptive Home once the activity has ended

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- When **Normal Age Appropriate Activities** (spend more than 24 continuous hours outside foster home) radio button is selected (defaulted radio button) on New Alternate Care response window:
 - **Normal Age Appropriate Activities** dropdown list for the user to enter the applicable activity-mandatory field with the following values:
 - Overnight visit with friends or Relatives
 - Extra-curricular activities
 - Church activities
 - Short-Term summer camps
 - Other
 - **Other Comments**-mandatory if Other is selected as the Normal Age Appropriate Activity
 - The **Activities Contact Information** grouping will display the following data entry fields:
 - Location Name-mandatory field to document Activity Location Name
 - Contact Person-mandatory field to document Contact name at identified location
 - Contact Phone - mandatory field to document Contact Phone number
 - Address Line 1 - mandatory field to document Activity Location Address
 - Address Line 2 - document a second address line as needed
 - City- mandatory
 - State - mandatory
 - Zip - mandatory
 - County - mandatory
 - Address Comments
- When the **Foster Family Support System** (transport/care for children in foster home or in home of FFSS Individual for no more than 72 continuous hours at one time) radio button is selected:
 - In the **FFSS Contact Information** grouping, the **Family Name** dropdown list is a mandatory field that displays all open Foster Family Support System (FFSS) families showing on the FFSS screens (Provider screens) for the Foster Family Home or Pre-Adoptive Home current placement.
 - Once the FFSS Family Name is selected, the following fields will be system generated from the Provider screens to display the information about the selected FFSS family:
 - Head of Household name
 - Address
 - County
 - Phone Numbers (Home, Work, Ext. and Cell for Head of Household Member)
 - Email (for Head of Household Member)
 - If all household members in the selected FFSS family do not meet all the applicable required checks or if there is not an Initial Visual Home Inspection Date listed for the FFSS family on the FFSS General Information tab (Provider screens), then the user will get blocked from selecting the family.
- When the **Informal Family Respite Care** (only approved Foster Family Home or Pre-Adoptive Home willing to provide Informal Respite Care) radio button is selected:
 - A **Find** button will appear on the response window. The user must find and select the appropriate Foster Family Home or Pre-Adoptive Home service Provider that the child is with during the Alternate Care episode.
 - Search Results will only show those approved Foster Family Home or Pre-Adoptive Home service Providers that have Yes answered to **Willingness to Provider Informal Respite Care for Other Foster Families?** on the Provider Service Details screen.
 - In the **Provider Contact Information** grouping, once the Provider is selected, the following fields will be system generated from the Provider screens to display the information about the selected Provider:

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- Provider ID
 - Provider Name
 - Physical Location Address
 - County
 - Phone Numbers (Home, Work, Ext. and Cell for Head of Household 1 Member)
 - Email Address (for Head of Household 1 Member)
- The maximum amount of time allowed at Informal Family Respite Care is 7 days. There is an Informal Extension process in CHRIS if the episode will need to be longer than 7 days. An **Approve Informal Extension** button will initially be displayed to Supervisors and Area Directors (Security Level 9) when the Planned Begin Date/Time and Planned End Date/Time equal 7 days. This button will allow for a Supervisor or Area Director to extend the Informal Family Respite Care placement for up to an additional 7 days by clicking the button and answering Yes to the question asking if they want to continue the Informal Extension.
 - If there is an Informal Extension, then an **Informal Extension Info...** button will be displayed to all users to view the Informal Respite Care Extension information of who extended and the date it was extended.
 - Only one Informal Extension is allowed per Informal Family Respite Care episode.
 - When the **Formal Contract Respite Care** (for no more than 7 days per three month period) radio button is selected:
 - A **Find** button will appear on the response window. The user must find and select the appropriate Agency Respite Care/Temporary Care service Provider the child is with during the Alternate Care episode.
 - Search Results will only show those approved Agency Respite Care/Temporary Care service Providers.
 - In the **Provider Contact Information** grouping, once the Provider is selected, the following fields will be system generated from the Provider screens to display the information about the selected Provider:
 - Provider ID
 - Agency Name
 - Physical Location Address
 - County
 - Phone

WORKLOAD:

Workload/Case/Referral/I&R/Provider

Path: **Workload/Case/Existing**

A problem with missing referrals/cases from the display of the last ten (10) referrals/cases accessed by the user, in response to a right click of the mouse, when the cursor is in the **Existing** field in the **Case / Referral / I&R / Provider** grouping on the **Workload / Case / Referral / I&R / Provider** window, and the **Referral** or **Case** radio button in the **Open** grouping of the same window is selected, was corrected.

FINANCIAL:

Childcare and Renewal for Childcare Referral Screens

Path: Workload/Workload/Ok/(select case/Show/Client/(select client)/Show/Finances/Childcare/(select child)/Show/CCRef

Path: Workload/Workload/Ok/(select case/Show/Client/(select client)/Show/Finances/Childcare/(select child)/Show/Renewals

A problem in the transfer of data between DCFS and Kidcare, as a result of differences in the county picklist of the two agencies was addressed by the display of a warning message when the address county of the parent(s) is State Office. A warning message was added to alert the user to this condition. If **State Office** appears in the **County of Placement** field on the **Child (Childcare Casehead)** grouping on the **New Childcare Referral** screen, the following warning message is generated when the user clicks on the **Find Childcare Provider ...** command button of the **New Childcare Referral** screen.

Parent County of Placement cannot be State Office.

The user must change the **County** field on the **Address / Phone #** tab on the **General Information** screen of the parent(s), to any other county value, before proceeding.