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Workload:

Workload For Dialog Box

Path: Workload/Workload For Dialog Box

A **Bulk Transfer** button has been added to the bottom of the Workload For Dialog Box, which will allow supervisors to transfer an entire workload from one user to another. Bulk Transfer will allow transfer by user name; therefore a block will occur if the same name is selected for Transfer From and Transfer To, as this is not allowed. This is one of many blocks that will occur for different scenarios.

New Primary or Secondary assignments that have not been accessed will be displayed in **bold text** when populated to the **Workload For Dialog Box** of the Staff Person assigned.

- The new assignments that will populate to the Workload For Dialog Box and display in bold text when added by other staff selecting that Staff person in the Assign to Worker grouping on the Assign/Transfer Screen of the record assigned, and by selecting the Primary or Secondary radio button in the Responsibility grouping.
- A **new assignment** will remain in **bold text** until accessed by the assigned Staff Person:
 - From their **Workload For Dialog box** by clicking on an assignment row in the Case/Referral/other Listing inset grid and clicking on the **Show Button**; or
 - From the **New Workload Assignment For Response Window**
- After the **initial access** the **assignment** will be displayed in the Workload For Dialog box in standard text.
 - Assignments will remain in **bold text** if accessed from the Staff Person's Workload For Dialog Box by other Staff, or if accessed by entering the record ID number in the Workload/Case/Referral/I&R/Provider Dialog Box.
 - An assignment added by the Staff Person for themselves will **not** be displayed in bold text.

New Workload Assignment Alert For Response Window

Path: New Workload Assignment Alert For Response Window appears at CHRIS Log In

The **New Workload Assignment Alert For Response Window** will appear at **log in** displaying all new Primary or Secondary assignments added by other Staff that have not been accessed by the assigned Staff Person from their Workload For Dialog Box.

- The New Workload Assignment Alert For Response Window will appear last in the hierarchy of Alert Windows at log in.

The new assignments are displayed in rows in the **New Workload Assignments Inset Grid** in columns that match the Workload For Dialog Box columns.

The New Workload Assignment Alert For Response Window **Command Buttons**:

- **Show Button**
 - Selecting an assignment row in the inset grid and clicking this Button will navigate the Staff Person to the record assigned; or
 - Double clicking on an assignment row will navigate the Staff Person to the record.

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- **Print Button** enables printing the New Workload List.
- **Cancel Button** removes the New Workload Assignment Alert For Response Window from the screen.
- **Help Button** populates the Help screen description for the Response Window.

New CHRIS Workload Assignment Auto E-mail

A New CHRIS Workload Assignment Auto E-mail will be sent to the Inbox of a Staff Person when a new Primary or Secondary assignment is added for them by other Staff to their Workload For Dialog Box.

The E-mail body will display the new assignment information based on the record assigned.

Referral:

Abuse/Neglect Information screen

Path: Workload/Referral-Investigation/Referral/A-N Alleg AND Workload/Referral-Investigation/Investigate/A-N Alleg

Abuses/Neglect Specifics box was expanded from 400 characters to 750

Referral Notes screen

Path: Workload/Referral-Investigation/Referral/Notes

Expanded from 2000 characters to 4000

Alleged Victim's Interview screen

Path: Workload/Referral-Investigation/Investigate/Interview/Vctm Intv AND

Sibling Interview screen

Workload/Referral-Investigation/Investigate/Interview/Sblg Intv

A new "What Happened? Continued" text field was added that accepts 4000 characters. It is located below the "What Happened?" text field and above "When and Where?" text field.

PRFC/Alleged Offender/Alleged Juvenile Offender Interview screen

Path: Workload/Referral-Investigation/Investigate/Interview/O-P Intv

A new "What Happened? Continued" text field was added that accepts 4000 characters. It is located below the "What Happened?" text field and above "Response to Incident" text field.

Collateral/Other Person in Home Interview

Path: Workload/Referral-Investigation/Investigate/Interview/Coll Intv

A new "What Happened? Continued" text field was added that accepts 4000 characters. It is located below the "What Happened?" text field and above "Knowledge of family" text field.

Investigation Notes screen

Path: Workload/Referral-Investigation/Investigate/Inv Notes

Expanded from 2000 characters to 4000

Path: Workload/Referral/Investigation/Report Prosecuting Attorney

The Summary/Recommendation textbox has increased from 2000 to 4000 characters.

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Referral screen

Path: Workload/Referral-Investigation/Referral/Caller Information section AND

Client Demographics screen

Path: Workload/Referral-Investigation/Referral/Client Information section

First, middle and last names fields were expanded to accept and show a maximum of 25 characters

Request for DCFS Assessment Screen

Path: Workload/Referral-Investigation/Referral/R/A

Two new picklist values for the RA-FASD 'Reason' for closure have been added:

- **Due Diligence – Family Uncooperative**
- **Unable to Locate**

Client Demographics Screen

Path: Workload/Referral/Demo/Client Demographics

A new **Age** field has been added that displays the client's **age at the time of the Referral** which is calculated by the system when the **Date of Birth** has been added to the Referral Client Demographics Screen. The Age displayed will be frozen when the Referral Acceptance is approved.

A **Legend** appears when the Date of Birth is entered below the Age Field of '**Age at the Time of Referral**'.

Referral Acceptance Screen

Path: Workload/Referral/Ref.Accept/Referral Acceptance

Central Registry Queried Text Box

- The Central Registry Queried Text Box on the Referral Acceptance Screen has been expanded to accept 4000 characters.
- The overwrite protection rule (freezing narrative once saved) has been removed from the Central Registry Queried Text Box. Text may be changed until Referral Acceptance Approval.

Central Registry Query Dialog Box

A new **Central Registry Button** has been added on the **Referral Acceptance Screen** to assist with automating entry of the Central Registry History Search results in the Central Registry Queried Textbox.

- The **Central Registry Button** enables access to the **Central Registry Query Dialog Boxes** in this order:
 1. **Referral Clients Dialog Box**
 2. **Search Criteria Dialog Box**
 3. **Search Results Dialog Box**
 4. **Referral History Dialog Box**
- The Central Registry Query Dialog Box **Command Buttons** are as follows:

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- **>>Next Button** navigates the CHRIS User to the next screen.
 - **<<Back Button** navigates the CHRIS User to the previous Screen.
 - **Close Button** returns the CHRIS User to the Referral Acceptance Screen
 - **Help Button** populates CHRIS Help to the screen
- Hovering with the cursor on the Command Buttons will display the Button function of the Dialog Box or Screen to be navigated to.
- Clicking on the **Central Registry Button** populates the **Referral Clients Dialog Box** to the screen.

Referral Clients Dialog Box

The Referral Clients Dialog Box displays all Clients entered on the Client Demographics Screen in the Referral in focus. Each Client's information is displayed in the **Referral Clients Inset Grid** in a row in the following **columns**:

- **Client Name Column** displays the Last Name and First Name entered for the Client.
- **Client ID Column** displays the Referral Client ID.
- ***Age Column** displays the Client's Age at the time of the Referral from the Age Display Field on the Client Demographics Screen.
 - A Legend appears at the bottom of the Dialog Box Screen of **'*Age at the time of Referral'**.
- **Birth Date Column** displays the Date of Birth entered for the Client.
- **Gender Column** displays the Gender entered for the Client.
- **Participating As Column** displays if the Client is participating as a Child or an Adult.
- **Role In Referral Column** displays the Client's Role in Referral selection.
- **Address Column** displays the Client Address entered in the Referral.

Clicking on a Client's information **row** in the **Referral Clients Inset Grid** will highlight the row and elect that specific Client's information for the Central Registry Query History Search.

- With a row selected clicking on the **>>Next Button** will navigate the CHRIS User to the **Central Registry Query Search Criteria Dialog Box**.

Search Criteria Dialog Box

This dialog box is used to perform a client search in order to verify if an individual already exists as a client within the CHRIS system.

- The **Selected Client** field located below the Dialog Box Title displays the Client's information entered in the Referral in focus from the row selected in the Referral Clients Inset Grid: **Client Name, Client ID, Age, Date of Birth, Gender, Role In Referral, and Address**.
- **The Search Criteria Dialog Box Fields:**
 - **Selected Client** display field displays the **Client Name, Client ID, Gender, Age, Date of Birth, Role in Referral, and Address** from the client's information row selected in the Referral Clients Inset Grid.
 - The **Search Criteria Dialog Box Fields** are the following:

A CHRIS User may perform a search on a client by entering search criteria in these groupings:

- **Client Characteristics Checkbox** and grouping fields;
 - **Name** Grouping with **Last, First, and Middle** text fields

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- **Birth Date Field**
- **Gender Picklist**
- **Race Picklist**
- **Address grouping** for entry of the **Street Number, Street Name, Suffix, City, County**
- **SSN Number Field**
- **CHRIS Client ID Number Field**

When the **Search Criteria Dialog Box** is accessed the **Last Name, First Name,** and **Gender** fields in the **Client Characteristics Grouping** will be **prefilled** with the client's information from the row selected on the Referral Clients Dialog Box.

- If the selected client's **Last Name** is '**Unknown**' the Last Name, First Name, and Gender fields will **not** be prefilled. The **Address Fields will be prefilled** with the **Street Number, Street Name, Suffix, and County**, if entered.

Additional Search Criteria may be manually entered for the Client in the Search Criteria Dialog Box. Clicking on the Dialog Box **>>Next Button** will populate the **Search Results Dialog Box** to the screen.

Search Results Dialog Box

This Dialog Box displays any client search matches within the CHRIS system.

- A **Sort Button** enables the Client Matches List to be sorted by Client ID, Name, or Gender.

The Search Results Dialog Box Fields are as follows:

- **Selected Client** field displays the **Client Name, Client ID, Gender, Age, Date of Birth, Role in Referral, and Address** from the client's information row selected in the Referral Clients Inset Grid.
- **Client Matches Inset Grid** displays all matches discovered in a client search. Matches are displayed by their **Client ID, Name, SSN, DOB(Age), Gender**. The names appear in alphabetical order by the last name. The number of matches is displayed below the inset grid as Rows: (Number) of (Number).
- **Race grouping** displays the Races and the checkbox selected.
- **Client Investigation Details Inset Grid** displays Client Investigation Details for the client search match of **Referral ID, Role, County, Contact Date, Individual Finding**.
 - A **Sort Button** enables the Client Investigation Details results to be sorted by Contact Date, Individual Finding, County, Role, Referral ID.
- **Client Address Details Inset Grid** displays the Address Details for the Client search match of **Type, Address, City, State, Start Date, End Date**.
- Clicking a client search match **row** in the **Top Inset Grid** and clicking on the **>>Next Button** navigates the CHRIS User to the **Referral History Dialog Box**.

Referral History Dialog Box

This Dialog Box displays all the referrals associated with the client in focus.

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- **Selected Client** field displays the **Client Name, Client ID, Gender, Age, Date of Birth, Role in Referral, and Address** from the client’s information row selected in the Referral Clients Inset Grid.
- The Referral History Dialog Box Command Buttons:
 - **<<Back Button:** Clicking on this Button will navigate the CHRIS User back to the Search Results Dialog Box
 - **Copy Button:** When an Allegation information **row** is selected in the **Middle Inset Grid** and this Button is clicked on the Referral information will be copied to the **Central Registry Query Findings Inset Grid**
 - **Close Button:** Clicking on this Button when the Copy Button has not been clicked on will close the Central Registry Dialog Box
- The Referral History Dialog Box Fields:
 - **Top Inset Grid** displays all referrals the client has been involved in. The **Referral Name, Referral #, Restricted (***)**, **County of Referral, Priority, Received Date, Accepted Date**, and **Family Service Worker** are displayed.
 - **Middle Inset Grid** displays the Referral Allegations. When a Referral information row is selected in the **Top Inset Grid**, all Allegations for the selected Referral are populated to the Middle Inset Grid columns. The **Client ID, Client Name**, and **Date of Birth and (*Age)** of the Alleged Victim in the Allegation, the **Abuse Neglect Category, Abuse Neglect Type, Offender Name , Offender *Age, Offender Relationship** to the Alleged Victim, **Disposition** for the Allegation, and **Injury Char.**

Legends appear below the Inset Grid:

 - **‘*Age at the time of Referral’**
 - **‘*** Indicates Restricted’**
 - **Copy Central Registry Query Findings Inset Grid** displays the information that has been selected to be copied. When an allegation information **row** is selected in the **Middle Inset Grid** and the **Copy Button** is clicked on the **Central Registry Query Findings Inset Grid** displays the information that will be copied to the **Central Registry Queried text field** on the **Referral Acceptance Screen:**
 - **Client ID Column** displays the Client ID of the Client in focus
 - **Client Name Column** displays the Name of the Client in focus
 - **History Findings Column** displays the **Referral ID, Referral Date, Abuse/Neglect Category, Offender Name, Individual Finding** for the selected Allegation
 - The Copy Central Registry Query Findings Inset Grid **Delete Button** may be used to remove the selected row of information from the Inset grid if the information copied is not required
 - If an allegation **row** is selected and the **Copy Button** is clicked on and then the **Close Button** is clicked on a **Message** of “Copy selected Referral History to the Referral Acceptance Screen?” with **Yes, No**, and **Cancel Buttons** appears to allow copied information to be retained or discarded.

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- If the message **Yes Button** is clicked on the Central Registry Query Dialog Box will close, and the information copied will be added to the **Central Registry Queried Text Box** on the **Referral Acceptance Screen**
- If the message **No Button** is clicked on the Central Registry Query Dialog Box will close, and no information copied will be saved or added to the **Central Registry Queried Text Box** on the **Referral Acceptance Screen**
- If the message **Cancel Button** is clicked on the message will close to allow the search process to continue.

Investigation:

Assign/Transfer Window

Path: Workload/Case or Investigation/(case or investigation number)/Existing/OK/Assign

The **Description** field in the **Responsibility** grouping on the **Assign/Transfer** screen is now mandatory when the **Secondary** radio button is selected. A **Description Field Found Blank** message is generated when the **Ok** command button is clicked, if the **Secondary** radio button is selected and no value appears in picklist of the **Description** field.

The following changes were made to the picklist of the **Description** field:

The following new values were added:

- **ICPC**
- **Protection Plan**

The **Jurisdiction Only** value was changed to **OCC Assignment**.

Providers:

Provider Contact Information Screen

Path: Provider/Directory/Contacts

The **Provider Contact Information Screen** has been revised so that a CHRIS user with security levels 1 and 2 can now add/edit. This will allow for caseworkers/investigators to enter a Contact regarding a Provider as needed. The normal Supervisor Reviewed Contact approval process will apply.

Provider Services Tab

Path: Provider/Directory/Info/Services

A correction was made to ensure once a Provider Placement Service is entered, the service is now disabled so it cannot be changed to ensure the correct Payment Scale is paid.

Provider Information Screen
Services Tab

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Path: Provider/Directory/Info/Services Tab

Paragould Children's Home – Provider ID 648 and Searcy Children's Home – Provider ID 1779 were updated to become Master Providers.

- A new Placement Service of **Private Agency Foster Family Home** has been added that appears in the **Service Provided Picklist** when the Placement Service radio button is selected on the Provider Information Services Tab.
- The Private Agency Foster Family Home Service will be added only for **Sub Providers** of a Master Provider.

Address/Telephone Tab

Path: Provider/Directory/Info/Address/Telephone Tab

When the Private Agency Foster Family Home **Service** is **approved** the Address with **Address Type of 'Payment'** and with the notation in the address field of 'Payments Go to Master' will be **end-dated** by the system. This is to ensure the Payee Name is the Sub Provider Name and the board payment goes to the Sub.

Provider Service Status

IV-E Eligibility Status Tab

Path: Provider/Directory/Status

The Private Agency Foster Family Home Service Eligibility requirements must be met. **Eligible** or **Not Eligible** and the **Reason Not Eligible** will be displayed on the IV-E Eligibility Status Tab.

Provider Household Members Screen

Required Checks Tab

Path: Provider/Directory/Members/Required Checks Tab

The Member Required Checks for approval request of the Private Agency Foster Family Home Service on the Required Checks Tab of the Provider Household Members Screen are:

- **Adult Maltreatment Central Registry**
- **Child Maltreatment Central Registry**
- **CPR Certification**
- **DMV**
- **FBI**
- **First Aid Certification**
- **State Criminal Record**

Serv. Mgmt. Toolbar Button

Path: Provider/Directory/Serv. Mgmt

Service Admission Criteria Screen

Preferences Tab

When the Serv. Mgmt. Tool Bar Button is clicked on and the Private Agency Foster Family Home Service is accessed the User will be navigated to **Preferences Tab** of the Service Admission Criteria Screen. Entry of the preferences of the Provider is mandatory for approval request of the Service.

These Tabs will be locked.

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- Admission Tab
- Adoption Characteristics Tab
- Adoption Considerations Tab

Provider Board Rates Screen

Path: Provider/Directory/Serv. Mgmt/Rates

The Provider Board Rates Screen for the Private Agency Foster Family Home for Sub Providers will display the board payment rate based on the requirements of the Master Provider:

For **Paragould Children's Home Sub Providers**:

- **Service** field will display '**Private Agency Foster Family Home**'
- **Payment Scale** field will display '**None**'
- **Start Date** and **End Date** fields will display the date(s) entered for the Service on the Provider Information Screen Services Tab
- **Age Group Information for:** field will display '**None**'
Age Group fields will display the **Monthly Authorized Amount** of '**\$.00**'

For **Searcy Children's Home Sub Providers**:

- **Service** field will display '**Private Agency Foster Family Home**'
- **Payment Scale** field will display '**Normal**'
- **Start Date** and **End Date** fields will display the date(s) entered for the Service on the Provider Information Screen Services Tab
- **Age Group Information for:** field will display '**Normal**'
- **Age Group** fields will display the **Normal Monthly Authorized Amount** for each of the Age Groups

Provider Service Details Screen

Path: Provider/Directory/ Serv. Mgmt/Details

The requirements for the **Provider Service Details Screen** for the Private Agency Foster Family Home Service are the following:

- **Informal Respite Care** grouping is **not** required, and the field will be locked
- '**Provider can be contacted directly for placement**' Radio Button selection is mandatory
- '**Counties of Service Provided**' selection of the County or Counties in the Select Box is mandatory
- '**Initial Home Study Completion Date**' is mandatory
- **Re-evaluation Due Date** will be populated from the Provider Re-evaluation Screen for the Service
- **Number of Beds/Slots** grouping is **not** required
- **Number of Household Members under 18** will populate from the Members added on the Household Members Screen
- **ICPC Out of State Approved 'Yes' or 'No'** will populate based on the address entered on the Provider Information Address/Telephone Tab
- **Hours/Days of Operation** is **not** required
- **Comments** text field is **not** mandatory
- **Reason for Override** text field is **not** required and will be locked

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- **Placement Service Compliance Certification** Date is mandatory

Quick Check Screen

The **Quick Check Rules** required before approval may be requested of the Private Agency Foster Family Home Service

Foster Family Home Service are the following:

- **W-9 Check** is **not** required, and is not included in the Quick Check Rules

The Quick Check Rules will be displayed in the Rule Number, Business Rule, and Status Columns of the Quick Check Screen:

- 1) **Physical Location**
- 2) **Head of Household 1**
- 3) **Head of Household 2**
- 4) **Required Checks HOH1**
- 5) **Required Checks HOH2**
- 6) **Required Checks Non-Head**
- 7) **Service Details**
- 8) **Board Rate**
- 9) **Preferences**
- 10) **Availability Status**
- 11) **Training Hours HOH1** requirement is 27 Hours of Training
- 12) **Training Hours HOH2** requirement is 27 Hours of Training
- 13) **FEDERAL Employee NO – TIN** is not required for Person Sub Providers (is only required for Agency Master Providers)

Note: When the Private Agency Foster Family Home Service is approved an **Approval Letter** and automatic Provider Contact will **not** be created.

Provider Re-evaluation Screen

Path: Provider/Directory/ Serv. Mgmt/Re-eval

Annual Re-evaluations are required for the Private Agency Foster Family Home Service.

The Re-evaluation Quick Check Rules will be displayed in the Rule Number, Business Rule, and Status Columns of the Quick Check Screen:

- 1) **Required Checks HOH1**
- 2) **Required Checks HOH2**
- 3) **Required Checks Non-Head**
- 4) **Training Hours HOH1** requirement is 15 Hours of Training
- 5) **Training Hours HOH2** requirement is 15 Hours of Training
- 6) **Federal Employer NO – TIN** is not required for Person Sub Providers (is only required for Agency Master Providers)

Note: When the Private Agency Foster Family Home Service Re-evaluation is approved a **Re-evaluation Letter** and automatic Provider Contact will **not** be created.

Provider Recommendation Screen

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Path: Workload/Case/Place/Provider Recommendation Screen

A new value of '**Private Agency Foster Family Home**' has been added to the Find Provider Dialog Box on the Provider Recommendation Screen to select this Placement Service for addition of a placement for a child.

Childcare Referrals

Path: Case/Client/Finances/Childcare/CCRef.

All New, Changes and Renewal childcare referrals for foster children will now be based on the client's IV-E Eligibility and Claimability when the system selects the type of case. If the client is IV-E Eligible/Claimable the Foster Care IV-E radio button will automatically be selected. If the client is IV-E Eligible/Non-Claimable or Not Eligible/Non-Claimable the Foster Care Non IV-E radio button will automatically be selected.

Provider Household Members

Path: Provider/Directory/Members/Required Checks tab

The **FBI Received Date** no longer has to be *within one year* of the transaction date for request of approval of Family Type placement services that require FBI checks for Household Members age 18 and older. The 'Quick Check' logic that allows placement service approval request has been modified to reflect this.

Provider IV-E Eligibility Status

Path: Provider/Directory/Status/IV-E Eligibility Status tab

- A new 'Not Eligible' Reason of '**Overdue FBI Record Check**' has been added for Family Home placement services when there is not a FBI Received Date entered for all Active Household Members Age 18 and older.
 - If a Member turns 18, then the Provider will turn **Not Eligible** the day of their DOB if a FBI Yes 'passed' received date is **not** entered.
 - If a new member is added that meets the criteria for the Required Check, the Provider would turn **Not Eligible** the day **after** the Member is added if the appropriate Yes 'passed' received date is not entered.

Case:

Client Schedule/Waivers Tab

Path: Workload/Case/Services/Contacts/Client Schedule-Waivers Tab

The Case Contact Waiver Types '**Family Contact – None**' and '**Foster Child Contact – None**' are no longer available for selection. The terms will only be displayed on cases where these picklist values were used in the past.

Client Contact Information Screen

Path: Workload/Case/Services/Contacts/New/Client Contact Information Screen

A new **Add Collateral** button has been added, under the **Waiver Approval** button and above the new **Deny Contact...** button to allow users to add Collaterals without canceling out of the Case

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Contacts screen. Once a new Collateral has been added, the name will appear in the Select Client/Collateral Participants response window, under the Collateral **Role** radio button for selection as needed. The new Collateral will also appear directly on the Collateral Information screen.

General Information screen

Path: Login/Workload/Ok/(select case)/Show/Client/(select client)/Show

The **First** and **Last** name fields, in the **Client** grouping on the **Client Information** tab, are now mandatory fields and will appear with a yellow background. A new client record cannot be saved without an entry to these fields. A block message is generated any time a user clicks on the **Add** command button on the **General Information** screen, when there is no entry to these fields.

Client Contact Information Screen

Path: Workload/Case/Services/Contacts

The overwrite protection (freezing narrative once saved) has been removed from the Client Contact Information screen text boxes until the **'Supervisor Reviewed Contact'** box is checked indicating the supervisor has reviewed and approved the contact information. This will allow for minor changes to be made if the Supervisor chooses to do that instead of denying the Contact.

The **Client Contact Information Screen** has been enhanced to allow the supervisor to deny a contact and allow the worker to correct the contact information. A **'Deny'** button is now available for the Supervisor to select and provide a reason for denying the contact. After the Supervisor enters the reason and selects **'Deny'** an **automatic email** will be sent to the **'Contact Entered By'** staff person, with a courtesy copy sent to the **'Contact Attempted/Completed By'** staff person (if different) and a courtesy copy to supervisor denying the contact.

Then the worker, supervisor, or anyone with a security level 9 will be able to access the **'Resubmit Contact'** button. The **'Resubmit Contact'** button should be selected in order to resubmit the contact once necessary changes have been made and are ready for the Supervisor to review. The button will ask the worker if they are sure they want to resubmit. When **'Yes'** is selected it will automatically send the Contact Request to the supervisor's Approvals box. If **'No'** is selected it will not be sent.

The 'Denied' or 'Resubmitted' status will show on the Select Contact screens when applicable. A report will be created to help track Case Contacts that have been Denied and are pending resubmission.

The process flow will be as follows:

- 1) Once a contact has been added, it goes to **Supervisor Approvals** Inbox.
- 2) The supervisor can either a) Approve or b) Deny

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2.1) If supervisor APPROVES (by checking the checkbox of the **'Supervisor Review Contact'** and saving, it drops from the Supervisor Approvals Inbox. The buttons **"Deny Contact"** AND **"Resubmit Contact"** will be disabled.

2.2) If supervisor DENIES it, the system will generate an email and the contact will drop from the Supervisor's Inbox. The "Resubmit Contact" becomes enabled and

The **'Supervisor Reviewed Contact'** cannot be accessible.

If the Supervisor, worker, or anyone with a Security 9 selects **'Resubmit Contact'**, then it creates a record in the Supervisor Inbox and is ready for approval.

Document Tracking Screen:

Path: Workload/Case/Existing/(case number)/OK/Other/Doc Trkg/Standard/picklist

Several changes were made to the picklist associated with the **Standard** radio button in the **Document Information** grouping related to changes in investigative determination notification forms. They include:

The following new values were added:

- **CFS-223-T1 Child Maltreatment True Investigative Determination Notice to Underage Juvenile Offender (under 13 years old)**
- **CFS-223-T2 Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender 13-15 Years of Age**
- **CFS-223-T3 Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender 16-17 Years of Age**
- **CFS-223-T4 Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender Currently 18 or older**
- **CFS-224-T1 Child Maltreatment True Investigative Determination Notice to Legal Parents and Guardians of Underage Juvenile Offender (under 13 years old)**
- **CFS-224-T2 Child Maltreatment True Investigative Determination Notice to Legal Parents and Guardians of Alleged Juvenile Offender 13-15 Years of Age**
- **CFS-224-T3 Child Maltreatment True Investigative Determination Notice to Legal Parents and Guardians of Alleged Juvenile Offender 16-17 Years of Age**
- **CFS-224-T4 Child Maltreatment True Investigative Determination Notice to Current Foster Parents of the Alleged Offender in Foster Care**
- **CFS-240-U1 Unsubstantiated Child Maltreatment Investigative Determination to Alleged Underaged Juvenile Offender (under 13 years old)**
- **CFS-240-U2 Unsubstantiated Child Maltreatment Investigative Determination to Alleged Juvenile Offender 13-17 Years of Age**
- **CFS-340 Permanency Roundtable Referral**

The following values were made inactive and cannot be selected (they appear in gray on the picklist):

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- **CFS-224-T1 CM True Determination to Legal Parent(s) and Legal Guardian(s) of Alleged Juvenile Offender (10 through 17 Years of Age)**
- **CFS-224-T2 Child Maltreatment True Investigative Determination Notice to Legal Parent(s) and Legal Guardian(s) of Underaged Juvenile Aggressor**
- **CFS-224-T3 Child Maltreatment True Investigative Determination Notice to Current Foster Parents of Alleged Juvenile Offender in Foster Care**

The title of the following values were changed as indicated below:

- *CFS-428A Adopt. Ast. Agmt. State Fnd.* to **CFS-428-A: Adoption Assistance Agreement for State Funded Subsidy Payments**
- *CFS-428B Adopt. Ast. Agmt Fed. IV-E* to **CFS-428-B: Adoption Assistance Agreement for Federal IV-E Funded Assistance**

Path: Workload/Case/Removal/Child's Removal from PRFC

In Conditions a new Condition Of Removal Selection of '**Court Ordered Foster Care in FINS Case**', will be added to the pick list and only OCC Attorney's and OCC Staff (non-attorney's) will be allowed to select this condition.

Client:

Client Education Tab

Path: Workload/Client/General Information/Education Tab/New/Client Education Detail response window

When Client School Information is entered, the **School District** is now mandatory. A block message will appear if the School District is not entered when OK is selected. School District will also be mandatory and blocked if not completed on the response window after a Placement is requested on the Provider Recommendation screen. **Not Applicable** is available for selection if it is deemed necessary to use in applicable situations.

Eligibility:

Inbox Screen

Path: Workload/Case/Existing/(case number/OK/Client/(select client)/Show/Finances/Applications/(select application)/Show/ReDet-CH

To prevent the staff of the Eligibility Unit from submitting a "Left Care" Change before the Completed Medicaid/IV-E Application is sent and submitted, a block was added that generates the following message window when the **Submit** command button is clicked if the client also has an unsubmitted/unsent Completed Medicaid Application,

This client has a Completed Medicaid Application pending submission. You must submit the client's Completed Medicaid Application prior to submitting the Client's "Left Care" Change.

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The correct name of the Change will change as applicable. The message window contains an **OK** command button. Clicking on the **Ok** command button returns the user to the Change tab of the **Re-Determination/Change** screen.

Inbox Screen

Path: Inbox/EU/(select Completed Medicaid/IV-E Application)/Print Applications

Changes were made in the printing of the Completed Medicaid/IV-E Applications when accessed from the **Inbox** screen of the Eligibility Unit. The following sections will not appear on the printed report when printed from this location:

- **Eligibility Unit Use Only**
- **Eligibility**
- **Claimability**
- **Memo**

This change only occurs when printing the Completed Medicaid/IV-E Application accessed from the Inbox of the Eligibility Unit. There are no changes to the printed Completed Medicaid/IV-E Applicant when accessed from the **CM/IV-E A...** menu button on the **Applications** toolbar.

Medical Coverage/Insurance Screen:

Path: Workload/Case/Existing/(case number)/Ok/Client/select client/Show/Medical/Insurance

Staff of the Eligibility Unit will continue to have access to the **Medical Coverage/Insurance** screen under the **Insurance** menu button on the **Medical** toolbar even after a child has left care for the purpose of updating insurance coverage as necessary.

Ticklers:

Tickler List Window

Path: Ticklers/Nature/AFCARS PRFC DOB/OK

The generation of the **AFCARS PRFC DOB** tickler for, Investigation records only, was discontinued. All existing **AFCARS PRFC DOB** ticklers for staff with a Primary assignment of an Investigation have been removed.

Ticklers

Path: Workload/Ticklers OR

Ticklers command button on the main toolbar OR

Org/Reports/Tickler list

All **Adoption Recertification** ticklers were deleted from the Tickler Listing; noted under Nature of Tickler. Also the Adoption Recertification Tickler will no longer be created, even for State Funding Source.

Adoption Subsidy Screen

Path: Workload/Case/Adopt/Subsidy

- The **Recertify** button on the Subsidy screen was removed as it is no longer necessary to recertify any Adoption Subsidies, Federal or State. The **Recertification History** button will remain accessible and viewable for cases with past information.
- The Adoption Subsidy **Recertification Due Date** was removed as it is no longer needed.

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Org/Staff:

OCC Staff

Path: CHRIS/Org/Staff/Staff Information

When an OCC Attorney terminates employment, they will be flagged as **Inactive** in the Staff Information screen, but if they have cases attached a Semi-Inactive tag will appear, in red, at the top of the Staff Information screen when Change is selected.

The OCC Attorney will remain in Semi-Inactive status until the entire case load is transferred.

When the last case is transferred, an informational message box will appear stating **“This is the final case assigned to this user. Once this case is transferred, this user will be Inactive and no other cases can be assigned or transferred to this user.”** This means no further cases can be added or transferred to/from this attorney.

General Information:

If a **Case Type** is missing for a Case, the Type **‘Case (None)’** will show on the Workload and Inbox screens. Case type is mandatory on the Case Summary screen so this should not happen.

Unapproved Board Payment Adjustments report

Path: Reports/Category ‘State Management’/Type ‘Financial Reporting’/Unpaid Vouchers Statistical Reports

- The following changes were made:
 - Removed Staff SSN from report-‘Staff Ssn Nbr/Name’ Column will now show ‘Staff Name’
 - Removed Last Update Id column (between Payment Amount and Request Date columns)
 - Changed ‘Approve Date’ to ‘Approve Date’
 - Changed ‘Resource Id’ to ‘Provider ID’

NYTD Code Change for 2012A period.

NYTD logic changes were made in order for Reporting Period 2012 by May 15, 2012 submission to be accurate as the Baseline Population information did not have to be submitted.

Updated the logic for the Provider Relative Guardianship Service and the Subsidized Guardianship Case.