SER MANUAL

# Rhode Island Family Information System RIFIS Version 7.3

# **User Manual**

November 2011



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# Welcome to RIFIS!

The Rhode Island Family Information System (RIFIS) is the data collection system for the Family and Community System of Care (FCSC) initiative of the Rhode Island Department of Children, Youth and Families (DCYF). The lead and partner agencies within the Family Care Community Partnerships (FCCPs) will use RIFIS to track the child, family and service information associated with wraparound service planning and delivery.

RIFIS utilizes the Harmony Integrated Case Management solution, a web-based application providing tools for case management, service coordination and reporting that has been configured to automate the requirements and instruments defined by the Data Analytic Center (DAC). RIFIS data will be used to monitor and evaluate care coordination performance and child welfare outcomes.

The wraparound service model implemented in RIFIS builds on a core workflow involving the following steps:

- 1. Referral and Screening
- 2. Intake
- 3. Assessment
- 4. Service Planning
- 5. Service Delivery
- 6. Transition





# **RIFIS ROLES**

# **RIFIS Roles**

Your Role determines your access to both tools – chapters, tabs, and pages – and information – child/youth records – within RIFIS. If you have access to more than one Role, you can "Change Role" to access different options.

#### RIFIS contains three basic types of Roles for agency users:

## Intake Worker

The Intake Worker role allows searching and adding child/youth records across FCCP region to facilitate the referral process, but without access to the full case

# FSCC

The FSCC role provides access to the full case for children/youth referred to the user's agency.

## Supervisor

The Supervisor role allows greater access to cases within the assigned FCCP region(s).

FSCC and Supervisor Roles are distinct for each FCCP region.



# **RIFIS CHAPTERS**

# **RIFIS Chapters**

## Children

The Children Chapter contains information on children/youth and recipients of services. Children/Youth demographics are the starting point of case management/care coordination. RIFIS uses a child-centered case management approach. Each case is built around a target child. The core components of a case include:

- Demographics
- FCCP Open/Close
- Agency Intake

Within a target child's case, family information is tracked in several places:

- Demographics: Family Name and Family ID
- Family Relations: Family Members
- Assessments & Forms: Additional Family Information
- Plans: Family Service Plan
- Activities: Services Delivered to Family Members

				Benn
Johnny Rocket				Last Up <sup>4</sup> 10/2.
RIFIS ID	60232	Family ID	999080767	
Status	Active	PEP ID		$\geq$
Last Name	Rocket	DOB	8/16/1997	
First Name	Johnny	SSN	999-08-1697	2
Demographics Family Relations Assessments & Fo	FCCP Open/Close Ag Natural Supports/Case orms Diagnosis	ency Intalce Relations		
Plans Activitie	s Progress Notes N	otes		ζ
Demographics				
Gender	Male	Age	14.1	
Race	Other	Family Name	Rocket, Jane	- 7
Agency ID	PS777	Primary Language	English	2
Contact Informatio	on			1
Street	7 Wipple Ln.	State	RI	
Street 2		Zip Code	02807	1
City	Block Teland	Home Phone Number	man of the	

In the Children Chapter, the header bar displays the name of the currently selected child/youth. The data for the child/youth is broken out into the following tabs:

• **Demographics** - Contains basic identifying and demographic data on a target child/youth including name, date of birth, ID numbers and contact information. The Demographics record is the primary record representing the child/youth in RIFIS.

- FCCP Open/Close Associates the child/youth to an FCCP region.
- Agency Intake Associates a child/youth with an agency, designating assigned worker(s) and practice model(s).
- **Family Relations** Identifies family members related to the target child/youth.
- Natural Supports/Case Relations Identifies other people associated with the child/youth, such as Parent Support Partners, social workers, and court appointed advocates.
- Assessments and Forms Contains additional assessment tools and FCCP data collection forms, including the Intake Form (1-A, 1-B, 1-C), the Risk Management Plan, the Strengths/Need/Cultural Discovery, the Team Meeting and the NCFAS, Ohio, Ages and Stages, CGAS.
- **Diagnosis** Identifies applicable diagnoses across the DSM Axes.
- **Plans** Documents the Family Service Plan for the child/youth/family, including Needs/Goals, Strengths, Objectives, Action Steps, and Planned Services.
- Activities Tracks services delivered to the child/youth and family members, both within and outside the FCCP.
- **Progress Notes** Tracks narrative progress note entries for case activity.
- **Notes** Tracks narrative general case note entries for case activity such as contacts with the referral source, family or natural supports.

# Menu Bar

Throughout the Children Chapter, a standard menu bar appears at the top of each tab with the following options:

#### File

The "File" menu item from the "Demographics" page allows users to "Add New Demographic Search", add a new record for the current tab, or "Print" the current screen.

## Ticklers

The "Ticklers" menu item allows users to view and edit ticklers that pertain to the currently displayed child/youth.

Ticklers are reminders to workers that an action is to be performed when an event occurs. The action to be performed could be a form to fill out, a screen to complete, a meeting to hold, complete an assessment or a risk management plan, etc.

Ticklers could be reminders for recurrent actions or for on-time events.

In addition, ticklers serve as the basis of the "Workflow Wizard" function. When users decline to complete a tickler item requested by a Workflow Wizard, they will receive a tickler prompting them to do so automatically. *Ticklers are established by the Systems Administrator and can be added or revised at any time*.

## **Providers**

The Providers Chapter contains records for each lead and partner agency serving children/youth/families in RIFIS. The Provider Chapter includes tabs for the primary Provider record and contact information, the agency's Workers, and the available services coordinated and/or offered by a provider.

When first accessed, the "Providers" chapter displays a search page allowing users to access a target provider's record from running a search using some of the criteria they gathered about the provider.

After returning a list of potential providers which records match the criteria entered, users may choose from the list the provider they target. Once a provider's record is accessed, a page similar to the following appears:

File Edit							
V	har		SIN C.				
Child and Famil	y Service	s of Newpo	rt				
Providers	FCCPs	Workers	Service Cod	es List	Agency Intal	es List	
<b>Basic Informati</b>	ion						
Provider Name		Child and Services	Family of Newport	Provid	der Type	Lead	
Short Name			-	Monit	or - DCYF	Veloz-Roc	heleau, Evelyn
Provider Numbe	er .	13-01		Monit	or - PEP	Pace, Frai	nk
Active		Yes		Monit	or - CPS	DeOrsey-	Smith, Karen
External		No		Comr	ment		
Contact Inform	ation						
Contact Name				Phone			
Street		31 John (	Clarke Road	Extens	ion		
Street 2				Fax			
City		Middletov	'n	Email			
State		RI		Websit	te	www.childa	ndfamilyri.com
Zip Code		02842					
Mailing Address	;						
Parent Compan	у	Child and Services	Family of Newport	Mailin	ng Street 2		
Attach Parent Co Address	ompany	No		Mailin	ng City	Middletow	'n
Mailing Address Contact Address	Same as	Yes		Mailin	ng State	RI	
Mailing Name				Mailin	ng Zip Code	02842	
Mailing Contact	Name	Child and Services	Family of Newport	Mailin	ng Phone	4 a 44	
Martin America	- And the second se		Anal	1	and the second second	and the second of the	

# The upper portion of the page always appears while users are accessing the various tabs of the "Providers" chapter.

In the Providers Chapter, the data for the provider is broken out into the following tabs:

- Providers Contains the demographic data on service providers and programs.
- FCCPs Contains all existing FCCP (fund) codes for the provider.
- Workers Contains information about employees of the provider.
- Service Codes List- Contains all services that are coordinated or delivered by a provider.
- Agency Intakes List Contains all existing children/youth with an Agency Intake record for a current provider.

## Menu Bar

Throughout the "Providers" chapter, a standard menu bar appears at the top of each page providing the following items: File and Edit.

#### File

The "File" menu item allows users to "Add Providers.

#### Edit

The "Edit" menu item provides users with the possibility to edit information contained in the "Provider" tab.

## Reports

The Reports Chapter contains child specific and aggregate reports across cases, including sandard, custom and ad hoc reports. There are two child/youth specific reports that available via the Children Chapter: The Intake Report and Family Service Plan Report.

	er/Hermony.aspx?ChapterID=1688CallingChapter=ConsumerBCallingPage  Web Size Gallery • @ Windows @ Windows Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda @ Windows  Neda  Windo	e=QuidSearchRealt	کو لیدہ Sarch کے لیے اور
ile Edk Vew Pavortes Tools Help	Web Sice Gallery • @ Windows @ Windows Meda @ Windows  Windows Meda @ Windows  Windows Meda @ Windows  No. Shella Chase  Filter Report By  Type	s Marketplace 🕐 RealPlayer 🖉 Customze Links	지 · · · /ল · Page · Safety · Tools · @ · Reports 4/16/2010 5024 PM
Fororites     Yes Harmony V2-31-22     File     Harmony V2-31-22     File     My RIFTS     Quick Search     Desrtcipating	Wheb Sice Gallery + Windows P Windows Meda W Windows	s Marketylace @ RealPlayer @ Customze Links 칩마 • (	S - File + Page + Safety + Tools + @ + Reports 4/16/2010 5124 PM
CPP Config Harmony v7.3.2.2 File Change Rola Supervisor EB © Co My RIFIS Quick Search Children © Participating	rey Sheila Chase	ि • ।	S - 二 時 - Page - Safety - Tools - の・ Reports 4/16/2010 5b24 PM
Harminy V7.51.22 File Change Role Supervisor EB II ED Welker Quick Search Children II Participating Children II ED	mp, Shella Chase		Reports 4/10/2010 5/24 PH
Change Role Supervisor EB My RIFIS Wolkon Quick Search Desrticipating Children Ep	mey Shella Chase		<b>Reports</b> 4/16/2010 5:24 PM
Welcon Quick Search Children Eg	me, Sheila Chase Filter Report By Type		4/16/2010 5:24 PM
Quick Search	Filter Report By		
Children Advanced Search Children Providers Reports Sign Out	Ad Noe Consumers Providers Vorders	20 Category   Ratieve	

Please refer to the **Reports** section in this document for more information.



# **Intake Worker Role**

# **Intake Worker Role**

Allows searching and adding child/youth records across FCCP region to facilitate the referral process, but without access to the full case

Harmony v7.3.2.2	File
Change Role RIFIS Intake Worker 🔽 Go	harmony INFORMATION BYBTEMBUING
	Welcome, Sheila Chase
Quick Search	
Children V Go	
Last Name	Select "Intake Worker" Role
Advanced Search	and Click "Go"
Children	
Sign Out	
Contraction and Antonia Contraction	and the second

RIFIS stores information on children/youth and recipients of services in the Children Chapter. When the Children Chapter is first accessed during a user's login session, the Advanced Search page displays, allowing users to search for an existing target child/youth's record.

Harmony v7.3.2.2	File				
Change Role RIFIS Intake Worker 🔽 Go	<b>h</b> ,		P. N.C.		
	Welcome, Sheila C	hase			
Quick Search	Filter				
Participa	ting X Last Name	Begins With		AND	~
Children 🔽 😡	X Show Children	Equal To	Only Parti	cipating 🔽 🗛 AND	~1
Last Name		Add			
Advanced Search	Click on Ivanced Search			Search Rese	t
Children	61 Advanced S	Search record(s)	returned - now v	viewing 1 through	15
Cian Out	RIFIS No.	Last Name	First Name	DOB	
Sign Out	57231	Brewster	Punky	05/03/2002	-
	57232	day	moon	01/01/1999	-
	57233	Lennon	John	01/01/1999	-
	57235	Doe	John	03/01/1998	+
	57238	Brown	Lucy	04/01/2009	-

- IF Advanced Search returns a record in the list view that is a match, select existing child/youth from the list view. Child/Youth demographic view will display as shown below.
- As shown below, the Intake Worker Role will only give access to the Demographics and FCCP Open/Close tabs.

Harmony v7.3.2.2	File Edit Reports Tick	lers		
Change Role RIFIS Intake Worker	h a r	M O N SYSTEMS YNG.		
Quick Search	John Lennon			
Children - Fo	RIFIS ID	57233	Family ID	22
	Status	Active	PEP ID	
Last Name 🔹	Last Name	Lennon	DOB	1/1/1999
Advanced Search	First Name	John 🖌	SSN	999-99-9999
	Demographics FCCP	Open/Close	Page Tabs	
	1			
Children	Demographics	•		
Sign Out	Date of Birth	1/1/1999	Age	11.3
Sign Ouc	Gender	Male	RIFIS ID	57233
	Race	Caucasian/White	Primary Language	English
	Contact Information			
	Street	22 Strawberry Field Dr.	State	RI
	Street 2		Zip Code	02840
	City	Newport	Home Phone Number	(401) 555-1212
- And Carl Carl and Carl and Carl	and the second	A.A. Anna - Andrew	بمراهض والمتعادية	March and and

# Entering a Target Child's Demographics is the Start of a Record in RIFIS.

**IF** Advanced Search does not find a match with the child/youth information you entered:

1. Select "Add New Demographic Search" from the "File" menu to display a "New Child/Youth Search" page.

File			
	N ON NY		5
Welcome, Sheila Chase			
- Filter			
🔀 Last Name	* Equal To 🛛 🗸	Sonite	AND 🔽 🔶
🕺 First Name	* Begins With 🔽	Sam	OR 🔽 🦿
DOB	* Equal To 🛛 🔽	7/7/2007	OR 🔽 >
FundCode 🔽 Add			
		Search Reset	Add New
In the second second	and a second	and the second	A second se

- 2. Enter Last Name, First Name, and DOB in the available fields.
- 3. Click on the "Search" button to run the search according to the criteria entered.
- 4. Click on the "Add New" -- button if no match is found to open the "Demographics" page.

- 5. Identify an FCCP (please be sure to select the correct region (EB, WB, NRI, or UC) it is easy to accidentally click on and save the incorrect one. If, this happens contact the RIFIS System Administrator before adding any other information to record.
- 6. Enter all required (\* marked with red asterisk) and ID information in the fields provided and select "Save" from the "File" menu.

Welcome, Sheila Chase			
Basic Demographics			
Confidential			
Initial FCCP *			· · · · · · · · · · · · · · · · · · ·
Last Name *	Chaplin	]	
First Name *	Charlie		
Middle Name			
Suffix	T		
Alias		]	1
Family Name		]	1
DOB *	8/16/2006		÷
Age		1	5
Gender *	•		
Target Child			÷
SSN *			
A second second	and the second	hanna an	and the second states of the

## Editing a "Demographics" Record

- 1. Select "Edit Demographics" from the "Edit" menu bar on a child/youth's record and the "Edit Demographics" page appears.
- 2. Perform any necessary changes and select "Save" from the "File" menu.

# Opening a Target Child to the FCCP

• Saving and Closing the NEW child/youth Demographics page will advance you to the FCCP Open/Close page automatically.

Sam Sonite FCCP Open/Close FCC Contact Notes FCC Track Disposition Disp Reference Reference	CP CP * position * position Date	EB Pending 💽 *	1	
FCCP Open/Close FCC Contact Notes Disp Track Disposition Disp Refe	CP CP * position * position Date	EB	I	
Contact Notes FCC Track Disposition Disp Refe	CP * position * position Date	EB Pending 💽 * 🔶		
Track Disposition Disp Disp Refe	position * position Date	Pending 💽 * 🔶	_	
Disp Refe	position Date			
Refe		4/30/2010		Discosition Develop
Ref	ferral Date *	4/30/2010		will automatically default
iver.	ferral Time *			See Glossary for
Ope	en Date	4/30/2010		FCCP Open/Close
Ope	en Time			disposition definitions
First	st Contact Date			
First Date	st Face-to-Face Contact te			
First Tim	st Face-to-Face Contact ne			
Prim	mary Worker *	Chase, Sheila	Clea	r Details
Sec	condary Worker		Clea	r
Data	ta Entry Date	4/30/2010		
Ref	ferral Source			

- 1. Enter at least all required information. The dates default to the current date; that and the "Primary Worker" can be overwritten.
- 2. Select "Save" from the "File" menu.

# Editing an "FCCP OpenClose" Record

1. Click on the target summary record from the "FCCP Open/Close" tab list view to display the "Edit FCCP Open/Close" page.

Rhode Island Family Information Systems User's Manual



**FSCC Role** 

# **FSCC Role**

# Initial Steps for FSCC Once Assigned a Child/Youth/Family

The FSCC role provides access to the full case for children/youth referred to the user's agency.

Harmony v7.3.2.2	File
Change Role FSCC EB Go My RIFIS	Select "FSCC" Role and Click "Go"
Quick Search Children Children Go Last Name Advanced Search	Children  Agency Intake  11 Open  2 Pending  Ticklers  20 Ticklers  FCCP OpenClose
\$	5 Pending
Children Reports	
Sign Out	]   ]
marine and the second s	And many market

RIFIS stores information on children/youth and recipients of services in the Children Chapter. When the Children Chapter is first accessed during a user's login session, the Advanced Search page displays, allowing users to search for an existing target child/youth's record within assigned FCCP region (i.e. EB, WB, NRI, UC).

Harmony v7.3.2.2	File				·
Change Role FSCC EB	<b>v</b> h.		* N C.		Advanced Searc
My RIFIS	Welcome, Sheila Ch	ase			4/30/2010 10:51 A
PTY KILIS	Filter				
Quick Search	X Last Name	Begins With	~	AND	
Participating	X Show Children	Equal To	Only Parti	cipating 💟 🛛 AND 💟	*
Children 🔽 😡	RIFIS No.	Add			
Last Name				Search Reset	
Advanced Search					>
	- 16 Advanced S	earch record(s)	returned - now v	riewing 1 through 15	7
Children	RIFIS No.	Last Name	First Name	DOB	
Children	57231	Brewster	Punky	05/03/2002 👻	
Reports	57233	Lennon	John	01/01/1999 👻	<
Sign Out	57271	tito	perez	03/11/2010 👻	
Sign Out	57278	Grisvold	Charles	03/01/2010 -	<b>.</b>
	Terrandor and the	and the second second	and the	and the second and	- Marine Marine Marine

After returning a list of potential children/youth whose records match the criteria entered, a user may select a record by clicking on a specific name/row from the list.

Harmony v7.4.0.1	File Edit Ticklers			4
Change Role FSCC EB	<b>1</b>	, meone y		{
	Johnny Rocket			
My Kill 15	RIFIS ID	60232	Family ID	999080767
	Status	Active	PEP ID	
Quick Search	Last Name	Rocket	DOB	8/16/1997 💐
Participating	First Name	Johnny	SSN	999-08-1697
Children 🔽 😡				l l
Last Name 🛛 🔽	Demographics FC	CP Open/Close Age	incy Intake	
Advanced Search	Family Relations	latural Supports/Case	Relations	T. T.
	Assessments & Forms	Diagnosis	Page T	abs
Children	Plans Activities	Progress Notes No	tes	
Reports	Demographics			
Sign Out	Geoder	Male	Ane	14.1
Sign out	Bace	Other	Family Name	Bocket, Jane
	Agency ID	PS777	Primary Language	English
	Contact Information			-
	Street	7 Wipple Ln.	State	RI
	Street 2		Zip Code	02807
	City	Block Island	Home Phone Number	
should be and the	march and		A A and a second	Sand Sunday

The Children Chapter and its tabs are then activated as shown below:

#### **IMPORTANT NOTE**

NOTE: Before adding a new child/youth to RIFIS, Workers must always perform a global search using the INTAKE WORKER role to check if the person already exists in the system. This prevents duplication of records in RIFIS application. The search will check all people including those that are designated as workers or relations.

# "Advanced Search" BEFORE Adding a Child/Youth

Welcome, Sheila Chase			
- Filter			
X Last Name	* Equal To	Chaplin	
	* Equal To	Change	
FundCode 🔽 Add			
		Search Re	eset Add New
	A A A A A A A A A A A A A A A A A A A	American	American

- 1. Select "Add New Demographic Search" from the "File" menu to display a "New Child/Youth Search" page.
- 2. Enter Last Name, First Name, and DOB in the available fields (all REQUIRED fields).
- 3. Click on the "Search" button to run the search according to the criteria entered.
- 4. Click on the "Add New" -- button if no match is found to open the "Demographics" page.

# Add a Child/Youth

#### **Continue with steps below if record not found:**

- 5. Identify an FCCP.
- 6. Enter all required (\* marked with red asterisk) and ID information in the fields provided and select "Save" from the "File" menu.

Welcome, Sheila Chase				
Basic Demographics				F.
Confidential				
Initial FCCP *	•		1. I I I I I I I I I I I I I I I I I I I	
Last Name *	Chaplin	]		,
First Name *	Charlie	]	à	į.
Middle Name		]		
Suffix	•		~	
Alias			1	
Family Name			3	
DOB *	8/16/2006			
Age		1		
Gender *	-		•	
Target Child			e	ł.
SSN *				k.
A second second	- Contraction of the second second	A second se	and the second sec	

If "Demographic Search" returns a record meeting the criteria you entered, the child/youth will be in the example of a Demographics List below. Click on child/youth.

Harmony v7.3.2.2	File				i i i i i i i i i i i i i i i i i i i
Change Role	<b>∨</b> h		IN G.		4
My RIFIS	Welcome, Sheila C	hase			2
	Filter	30	342		
Quick Search	X Last Name	<ul> <li>Begins With</li> </ul>	•	AND 💌	
Participating	X Show Children	Equal To	<ul> <li>Only Partic</li> </ul>	ipating • AND •	1
Children - Go	RIFIS No.	- Add			
Last Name				Search Reset	
Advanced Search	-				4
	□ 13 Advanced S	earch record(s)	returned - now v	iewing 1 through 1	13
Children	RIFIS No.	Last Name	First Name	DOB	
	57231	Brewster	Punky	05/03/2002	-
Providers	57233	Lennon	John	01/01/1999	<b>•</b>
Reports	57271	tito	perez	03/11/2010	<b>•</b> 1
	57278	Griswold	Charles	03/01/2010	+
Sign Out	57285	Rile	Gomer	07/07/2007	-
The second s	A manage and the same	A	and a second second second	to tra	and

Once you have selected the child/ youth the Demographics page the child/youth's name will appear in the header and the Children Chapter tabs will be available as shown below:

Harmony v7.4.0.1	File Edit Ticklers			4
Change Role FSCC EB				{
	Johnny Rocket			
MY KIEIS	RIFIS ID	60232	Family ID	999080767
	Status	Active	PEP ID	-
Quick Search	Last Name	Rocket	DOB	8/16/1997
Participating	First Name	Johnny	SSN	999-08-1697
Children 💟 😡				t the second sec
Last Name 🔽	Demographics	FCCP Open/Close A	gency Intake	
Advanced Search	Family Relations	Natural Supports/Cas	e Relations	5
	Assessments & F	orms Diagnosis		
Children	Plans Activitie	s Progress Notes 1	Notes	
Reports				
•	Demographics			
Sign Out	Gender	Male	Age	14.1
	Race	Other	Family Name	Rocket, Jane
	Agency ID	PS777	Primary Language	English
	Contact Informati	on		
	Street	7 Wipple Ln.	State	RI
	Street 2		Zip Code	02807
	City	Block Island	Home Phone Number	
And the strength and	mand a	and the second	and a second second	has been and and

## "Demographics" Tab

The "Demographics" tab contains basic data about a child/youth including name, address, telephone numbers, date of birth and ID numbers. The information displayed on the "Demographics" tab represents the core record for the child/youth.

Harmony \$7.4.0.1	File Eult Incoers			
Change Role	<b></b> h	a [ meron nesy		
	Johnny Rocket			
My RIFIS		60222	Exercise ID	000080757
	Statue	Active	DED TO	999000707
Quick Search	Last Name	Bocket	DOB	8/16/1997
Participating	First Name	Johnny	SSN	999-08-1697
Children 🔽 🕞		,		1
Last Name 🔽	Demographics	FCCP Open/Close Age	ency Intake	4
Advanced Search	Family Relations	Natural Supports/Case	Relations	× ×
	Assessments & Fo	rms Diagnosis		
Children	Plans Activities	Progress Notes No	ites	\$
Reports				
	Demographics			
Sign Out	Gender	Male	Age	14.1
	Race	Other	Family Name	Rocket, Jane
	Agency ID	PS777	Primary Language	English
	Contact Informatio	n		
	Street	7 Wipple Ln.	State	RI
	Street 2		Zip Code	02807
	City	Block Island	Home Phone Number	· · · · · · · · · · · · · · · · · · ·
and a second and and	m hand and	and the second s	S. S. Same	Prod Providence

## Editing a "Demographics" Record

1. Select "Edit Demographics" from the "Edit" menu bar on a child/youth's record and the "Edit Demographics" page appears.

Lennon				Last Upda jalexandre at 3/25 3:46
nographics	Basic Demographics			
resses	Confidential			
	Last Name *	Lennon		
	First Name *	John		
	Middle Name	Wilkes		
	Suffix	11 -		
	Alias			
	Family Name	Lennon		
	DOB +	1/1/1999		
	Age	11.3		
	Gender *	Male -		
	Target Child			
	SSN .	999-99-9999		
	Family ID	22		
	Agency ID			
	PEP ID			
	SAS ID			
	Race	Caucasian/White		
	Multi-racial Selections	Courseign (White	 Omeningen Terding (Olenhage Netig	
		Asian	Native Hawaiian/Pacific Island	er i i i i i i i i i i i i i i i i i i i

2. Perform any necessary changes and select "Save" from the "File" menu.

## "FCCP Open/Close" Tab

The "FCCP Open/Close" tab identifies the FCCP region, Open Date and Close Date for the child/youth's FCCP involvement. From this tab you can modify an existing OpenClose record or create a new record.

h 🔨		s.		4
Punky Brewster				1
IFIS ID tatus ast Name irst Name Demographics Family Relations Assessments & F Plans Activitie	57231 Active Brewster Punky FCCP Open/Close Natural Supports/C forms Diagnosis	Family ID PEP ID DOB SSN Agency Intake Case Relations Payers/Payment Sources	694-60-5453 12013015678 5/3/2002 904-58-2345	
Filter Open Date 💌 Search I	Add			
1 FCCP Open/0 Open Date  Clo 03/24/2010	Close record(s) ref ose Date FCCP Dispo EB Open < Previous Retrie	sition FCCP LOS Primary Worl 24 Dahlquist, Ga ve 15 Records at a time Ne	ker     Secondary Worker       il     Ison, Elizabeth       ext>     Last>>	4

Available fields for filtering are:

- Open Date
- Close Date
- FCCP
- Disposition

#### **IMPORTANT NOTE**

**NOTE:** For a child/youth to receive services of any kind, they must be "open" to an FCCP region.

## Adding an "FCCP OpenClose" Record

Although an initial "FCCP OpenClose" record is created when a child/youth is first added to RIFIS (possibly by an employee with an Intake Worker Role), additional records may be required later if the child/youth returns for services after a period of not receiving any or if the child/youth/family moves and needs to be opened to another FCCP code.

- 1. Select "Add FCCP Open/Close" from the "File" menu in the "FCCP Open/Close" tab page.
- 2. Enter at least all required information. The dates default to the current date; that and the "Primary Worker" can be overwritten.

V/h c	n r m o n v		ECCP Open/Clo
inro	RMATION SYSTEMS/INC.		
Brewster			Last Updated by gdahlqui 3/24/2010 9:42:31
Open/Close	FCCP		
art Notes	FCCP *	EB	
Disposition	Disposition *	Open N*	
Disposition	Disposition Date		
	Referral Date	Pending Tal	
		Transition	
	Kererral lime *	Not Eligible	
	Open Date	3/24/2010	
	Open Time	02 • 00 • PM •	
	First Contact Date	3/24/2010	
	First Face-to-Face Contact Date	3/24/2010	
	First Face-to-Face Contact Time	02 • 00 • PM •	
	Primary Worker *	Dahlquist, Gail Clear Details	
	Secondary Worker	Ison, Elizabeth Clear Details	
	Data Entry Date	3/23/2010	
	Referral Source		
	Referral Source	Self-Referral	*
	Response Priority		
	Response Priority	Crisis (without DCYF CPS Involvement)	
	Services Referred for Fam	ies Ineligible for FCCP	
	Service Requested 1	Parent education	
	Service Requested 2	Parent aide supports	
	Service Requested 3	Family stabilization	
	Close Data		

3. Select "Save" from the "File" menu.

## **Open/Close Dispositions**

For FCCP Open/Close Records there are five basic dispositions:

- **Pending** (a determination needs to be made to either open or close the child/youth to this FCCP code during pending Provider and FSCC is being determined.
- **Open** (family is eligible for FCCP care coordination/services and has been accepted/opened in RIFIS by a specific FCCP region for assignment to an agency supervisor and FSCC.)
- **Transition** (child/youth is in a transitioning phase and this disposition allows end user to complete RIFIS steps before closing record)
- **Closed** (family no longer involved with FCCP and the record is closed and "locked" (made read only) If the family re-enters an FCCP you will need to create a new Open/Close record
- Not Eligible (Family did not meet criteria for FCCP involvement)

# **Open/Close Sub-Pages**

There are 3 sub-pages associated with an FCCP Open/Close record:

## FCCP Open/Close

The detail page where the data for the record is modified

## **Contact Notes**

A list of any notes that have been associated with this FCCP Open/Close

#### **Track Disposition**

An accounting of the date and time that dispositions of this FCCP Open/Close record changed.



# Editing an "FCCP OpenClose" Record

**NOTE:** Only active FCCP Open/Close records can be edited. An FCCP Open/Close record that is set to closed would need to have its disposition reversed before changes could be made.

1. Click on the target summary record from the "FCCP Open/Close" tab list view to display the "Edit FCCP Open/Close" page.

	na (m.o.n.y	~	FCC	P Open/
Johnny Rocket				Last Updated by 5 10/26/2011 11:07
RIFIS ID Status	60232 Active	Family ID PEP ID	000090767	
Last Name First Name	lohnny	SSN	8/15/1997 999-08-1697	
Demographics Farrily Relations Assessments & F Plans Activitie Filter X Open Date/D FCCP	FCCP Open/Close Natural Supports/C forms Diagnosis Progress Notes ate Assigned V Great Add	Agency Intake		
- 1 FCCP Open.	/Close record(s) re	turned - new viewing 1 t	hrough 1	
FCCP Open Da EB 10/25/20	te/Date Assigned = C	bse Date FCCP LOS Primar 0 Chese,	y Worker Scondary Worker Shei a	Disposition Open
	< First C Previous	Retrieve 15 Records at a	time <u>Next&gt;</u> <u>Last&gt;&gt;</u>	

- 2. Perform any necessary changes. Notice that the additional sub-pages are available from the left navigation pane.
- 3. Select "Save" from the "File" menu.

unky Brewster			Last Updated by tatwoo 4/16/2010 1:03:33
FCCP Open/Close	FCCP		
Contact Notes	FCCP *	uc	
Track Disposition	Disposition *	Open 🔹 *	
	Disposition Date	3/26/2010	
	Referral Date *	3/26/2010	
	Referral Time *	03 • 03 • PM •	
	Open Date *	3/26/2010	
	Open Time	03 - 21 - PM -	
	First Contact Date	2/27/2010	
	First Face-to-Face Contact	3/26/2010	
	First Face-to-Face Contact Time		
	Primary Worker *	Atwood, Trevor	
	Secondary Worker	flear	
	Data Entry Date	3/26/2010	
	Referral Source		
	Referral Source	ECP - Preshool Special Education Program (Part B)	
	Response Priority		
	Response Priority	Crisis (without DCYF CPS Involvement)	
	Services Referred for Fam	ilies Ineligible for FCCP	
	Service Requested 1	Parent aide supports 🔹	
	Service Requested 2	Family stabilization	
	Service Requested 3	Legal services	
	Close Data	and the second	and the second
		IMPORTANT NOTE	

# Closing an "FCCP Open/Close" Record

- 1. Click on the target summary record from the "FCCP Open/Close" tab list view to display the "Edit FCCP Open/Close" page.
- 2. Change the status to "Closed" from the "Disposition" dropdown list.



- 3. Select "OK" from the ensuing warning message.
- 4. Enter all required additional information. Select "Save" from the "File" menu
- 5. Once the FCCP Open/Close is closed (saved with a Disposition of "Closed" or "Not Eligible"), the record becomes read-only and RIFIS considers the child/youth to be inactive.

#### **IMPORTANT NOTE**

The status of an "FCCP Open/Close" record should only be closed if all Agency Intakes are closed and all Assessments/Forms/Plans are marked complete.

# Deleting an "FCCP Open/Close" Record

#### **IMPORTANT NOTE**

Contact a RIFIS System Administrator to delete an "FCCP Open/Close" record if added in error. (Use e-mail RIFIS\_support@dcyf.ri.gov & include RIFIS id #)

#### NOTES:

- Changes to the "Disposition" field on the "FCCP Open/Close" tab can invoke a Work Flow Wizard that will prompt users to complete other screens and/or assessments as determined by their Systems Administrator. If the system is configured to invoke a Workflow Wizard, the Wizard screen will immediately open after the appropriate change is made to the "disposition" field and the record saved.
- A child/youth must be open to an FCCP code for an Agency Intake to occur. The child/youth should remain open to that FCCP Code until all services are closed.

Once all services have been closed, Workers may close the Child/Youth's FCCP Open/Close record.

• If the child/youth returns for additional services, a new FCCP Open/Close record should be added rather than editing the original OpenClose record.

# "FCCP Open/Close" Sub-Pages

As previously noted, when users access an "FCCP Open/Close" record, additional subpages are available to them from the left-navigation pane.

FCCP Open/Close
Contact Notes
Track Disposition

## FCCP Open/Close

This page is the records "detail" page with all the fields that are pertinent to the FCCP Open/Close record. If the record is closed then these fields may be read-only.

### **Contact Notes**

Additional notes (with and without attachments) can be associated with the FCCP Open/Close Record

### **Track Disposition**

A recording of the changes in the FCCP Open/Close disposition and when they occurred.

## **Reverse Disposition**

#### **IMPORTANT NOTE**

NOTE: Contact your Supervisor.

If a closed FCCP Open/Close needs to be re-opened, only a Supervisor or System Administrator has rights to reverse the disposition.

- 1. Click on the target summary tab list view.
- 2. Select "Reverse Disposition" from the "File" menu (disposition will revert to a default of "Pending"). The user may then select a different disposition.
- 3. Select "Save" from the "File" menu.

## **IMPORTANT NOTE**

**NOTE:** All ticklers created by the reversed disposition will be consequently deleted. Any cancelled or completed ticklers will remain unchanged.

## "Agency Intake" Tab

The "Agency Intake" tab is used to capture information about child/youth involvement with a specific agency within an FCCP region. The "Agency Intake" tab is also the area in which individual workers within an agency are assigned to a case, thereby, allowing them access to the child/youth's record.

A child/youth must first be open to an FCCP region in order to be eligible for Agency Intake into an agency. The child/youth's Agency Intake record should remain open until services are discontinued with that agency, at which time the Agency Intake record can be closed.

## Adding an "Agency Intake" Record

1. First click on Agency Intake tab, then select "Add Agency Intake" from the "File" menu in the "Agency Intake" tab page.



- 2. Enter at least the required information in the appropriate fields. Overwrite as needed the default fields.
- 3. Select "Save" from the "File" menu when done.

# Editing an "Agency Intake" Record

1. Click on the target summary record from the "Agency Intake" tab list view.

following Roo hort							1 ast Updat 10/26/20	ted by sch 11 11:07:
HETS TO	6023	2	East	mily TO		0080767		
itatus	Activ	re	PER	PID				
ast Name	Rock	et	DO	6	۵/	16/1997		
nst Narrie	John	ny .	881	N	99	ia-08-10av		
Demographics Family Relation	FCCP Open/	Close 1 A	ency intale Relations					
Assassante 8	Frances Disco	provensiona 🕴						
Plans Activi	ties Progress	Notes N	otes					
Editor								
Agency	💽 Ailil							
~	and a Research	1			_			
	earch    Kesec	1						1
			-					
1 Agency In	take record(s	) returned	- now vie	wing 1 throug	h 1			
ESSIP Agency	/ 🖌 📥	Provider	6-66 B	Intake Start Date	Close Date	Agency	Disposition Date	Disposit
	nd Family	13-01	Chase,	10/26/2011		α.	10/26/2011	Upen
EB Child a Service	s of Newport		- uniene					

- 2. Perform any necessary changes.
- 3. Select "Save" from the "File" menu when done.



# "Agency Intake" Tab Sub-Pages



The following sub-pages are associated with Agency Intakes:

#### **Agency Intake**

This page is the records "detail" page which displays some of the fields that are pertinent to the Agency Intake record. The rest of the Agency Intake details can be found under "Assessments and Forms" tab in screens 1A, 1B, 1C, and PEP. If the record is closed then some of these fields may be read-only.

## Workers

This page will list those responsible for the child/youth. Depending on your access level this may grant you the right to "see" the child/youth when performing a search.

## **Contact Notes**

This page provides the ability to add notes (with or without attachments) about attempted contacts, phone contacts and face to face contacts.

## **Track Disposition**

This page is a recording of the changes in disposition and when they occurred.

# Adding/Editing Workers in the Agency Intake

When initially adding a new Agency Intake record, users are required to assign one worker within the program to the case. The user logged in and who added the Agency Intake record is entered by default.

- 1. Click on the target summary record from the "Agency Intake" tab.
- 2. Click on the "Workers" menu item in the left navigation pane.

File Tools Print Assign Workers Close Workers						
Johnny Rocket						
Agency Intake Workers Contact Notes Track Disposition	Filter Worker Name Search	Add Reset				
	1 Workers reco	ord(s) return	ed - now vie	wing 1	through 1	
	Worker Name	Start Date	End Date 🔺	Active	Primary Worker	
	Chase, Sheila	10/26/2011		Yes	Yes	
	<< First < Pr	evious Retrie	we 15 Recor	ds at a ti	me Next> La	nst >>

- 3. If worker list view does not list the worker click on "File" then select "Assign Workers". Worker window will open.
- 4. Click on ellipse next to the worker name field and a dialog box will appear (search worker by last name).
- 5. Select worker from list.
- 6. Add the start date.
- 7. Indicate primary worker by clicking box.
- 8. Select "Save" from the "File" menu when done.

#### **IMPORTANT NOTE**

**NOTE:** A worker cannot be removed if designated as the primary worker. First, designate another worker as the primary and then remove. (Every Agency Intake must have a primary worker.)

# Adding Contact Notes



The "Contact Notes" sub-page displays a list of contact notes affiliated with the Agency Intake.

File Add Note Print Close Contact Notes	a't mons.	
Johnny Rocket		<
Agency Intake Workers Contact Notes Track Disposition	Filter Add Note Date Add Search Reset	
	1 Contact Notes record(s) returned - now viewing 1 through 1	4
	Note Date Note By Note Type	I
	10/2//2011 Chase, Sheila Attempted to Contact Family - Phone (other family)	5

# Track Disposition

The "Track Disposition" sub-page displays a list of Agency Intake dispositions start and end dates.

# Closing the Agency Intake

- 1. Click on the appropriate summary record from the "Agency Intake" tab view.
- 2. Change the status in the "Disposition" field from "Open" to "Closed."

Workers	Agency *	Child and Family Ser, Dataile					
Contact Notes	Referral Bate						
Track Disposition	Kelenal bate	10/26/2011					
	Agency Intake Start Date	10/26/2011	Be sure when changing disposition to				
	Disposition *	Closed V	"closed" to indicate a disposition close date.				
	Disposition Date *						
	bisposition bete	11/21/2011	This step will trigger the Close Data section 🦿				
	Date when DCYF intake summary received (if applicable)		at the bottom of this page.				
	For children needing a risk						
	plan been completed?		<u>}</u>				
	Has family received FCCP services previously?	Yes 🔽 *	1				
	If Yes, which agency provided the FCCP	Gateway Healthcare					
	services?						
	Sources of Information to complete intake (select all that apoly)	staff as caregiver case record review	giver (child's caregiver in a fé				
Repeat Close		Another child in family opened to DCYE® re	mained from home				
Date and		Another child in family opened to DCYF & re	moved from home				
indicate Close		Target child aged out of FCCP Channe in Target Child	1				
Reasonfrom	Drimpon, Dovor/Dovopont	Family moved out of area	5				
the dropdown	Sources	Family withdrew w/ notice	· · · · · · · · · · · · · · · · · · ·				
		FRAMILY WITHOREW W/O NOTICE					
	FCCP Funding and Service	Target child adjudicated out of FCCP	1				
	FCCP Funding/Billing	Target child opened to DCYF & remained home					
	Category (for the Census	Target child opened to DCYF & removed from home					
	Report)	Team agrees wrap completed (goals met, natural supports in place)					
👌	FCCP Service Category (Monthly Reporting Form)	Transfer Target Child to another agency within the FCCP					
	Class Oats	Transfer Target Child to another FCCP					
	Close Date *	Unable to Contact Family Family declined service (specify reason below in "other" close reason)					
	Close Date '	Triaged and Referred Out	with other close reasony				
	Close Reason						
	Other Close Reason						
all and the second s	and the second s		and an an and the second				

- 3. Overwrite as needed any default entry.
- 4. Select "Save" from the "File" menu.

# Deleting an "Agency Intake" Record

IMPORTANT NOTE Contact RIFIS System Administrators by e-mail: RIFIS\_Support@dcyf.ri.gov

#### **IMPORTANT NOTE**

NOTE: "Disposition" Changes to the field on the "Agency Intake" tab can invoke a Workflow Wizard that will prompt for the completion of other screens and/or assessments as determined by the Systems Administrator.

## **Workflow Wizards**

A Workflow Wizard is a tool in RIFIS that presents a list of forms to complete and reminder messages. Workflow Wizards will launch in different, pre-defined situations, such as when a user first saves an Agency Intake with a Disposition of "Open." Workflow Wizards are designed to streamline multi-step data entry processes and automate navigation through RIFIS.

Each Step in a Workflow Wizard is also a **Tickler**. A Workflow Wizard is really one or more Ticklers loaded automatically in a single window and meant to be completed immediately. If a Workflow Wizard Step is not completed or cancelled immediately, it remains on the Worker's Tickler list. Ticklers can also be sent directly to a Worker's Tickler list now or scheduled to show up later instead of popping up in a Workflow Wizard.

# Agency Intake Open Workflow Wizard

Here are the Workflow Wizards steps that appear when a user saves the Agency Intake with a Disposition of "Open." For a complete list of RIFIS Workflow Wizards, see **Appendix B**.

Agency Intake Open	
Page:	Agency Intake
Description:	When the Agency Intake is saved with Disposition = Open,
	the user is prompted to complete Intake documentation
	and fasks.
Tickler	Task
FCCP Intake - 1A	FCCP Intake - 1A
FCCP Intake - 1B	FCCP Intake - 1B
FCCP Intake - 1C	FCCP Intake - 1C
Diagnosis	Enter Diagnosis Information
NCFAS	Complete the NCFAS Baseline
Strengths, Needs, and	Complete Strengths, Needs, and Culture Discovery
Culture Discovery	

## "Family Relations" Tab

The "Relations" tab allows workers to view, edit or add data pertaining to family members associated with the child/youth in RIFIS. In this section of the application, the names, addresses, home, work telephone numbers and other identifying information for relatives are entered.

Each relation can be designated an emergency contact and/or caregiver 1 & 2.

The "Relations" tab is to contain individuals who are not already children/youth in RIFIS. Related Children/youth can be linked using the "Family ID" field in the "Demographics" area and displayed on the Household page (accessible from the "View" menu in the standard menu bar at the top of the "Children" Chapter).

# Adding a "Relations" Record

- 1. Select "Add Relations" from the "File" menu in the "Relations" tab page.
- 2. Enter all required information.
- 3. Select "Save & Close" from the "File" menu.

## Editing a "Relations" Record

- 1. Select from the summary list on the "Relations" tab page.
- 2. Enter all required information.
- 3. Select "Save & Close" from the "File" menu.

**NOTES:** When a valid address is entered, the "Street" hyperlink leads to a map of the location.

## "Natural Supports/Case Relations" Tab

The "Natural Supports/Case Relations" tab allows users to view, edit, or add data pertaining to persons associated with a child/youth's case into RIFIS. This screen is where the names, addresses, home and work telephone numbers, and other identifying information for **non-related** persons is entered.

# Adding a "Natural Supports/Case Relations" Record

- 1. Select "Add Natural Supports/Case Relations" from the "File" menu in the "Relations" tab page.
- 2. Enter all required information.
- 3. Select "Save & Close" from the "File" menu.

# Editing a "Natural Supports/Case Relations" Record

- 1. Select from the summary list in the "Relations" tab page.
- 2. Enter all required information.
- 3. Select "Save & Close" from the "File" menu.

**NOTES:** When a valid address is entered, the "Street" hyperlink leads to a map of the location.

# "Assessments and Forms" Tab

The "Assessments" tab allows users to view, edit, and add assessments and additional data collection forms for the child/youth and family. Existing assessments can be modified and new assessments can be added at any time.

# Adding an "Assessments and Forms" Record

- 1. Select "Add Assessments and Forms" from the "File" menu in the "Assessments and Forms" tab page.
- 2. Select the appropriate assessment from the "Please Select Type" dropdown list.

🟉 CFP Config - Wir	ndows Internet Explorer			
🙋 http://rifis.harmo	nyis.com/RIFISConfig/Pages/Harmony.aspx?ChapterID	=164&ViewType=DetailView&	PageID=29204&ChapterEntityID=57233&CallingChapter	=Consumers&CallingPage=ConsumerAsses
File				
			As	sessments & Forms 🍶
				2
John Lennon				4/16/2010 6:29 PM
Please Select Type	e:	1		
	Ages and Stages Questionnaire	N		
Assessments & F	CGAS			- *
Review *	FCCP Intake - 1A	Worker *	Chase, Sheila Clear Deta	il=
Review Date *	FCCP Intake - 1B FCCP Intake - 1C	Status *	Pending -	
FCCP *	Functional Assessment	Agency	•	2
Approved By	Ohio Scales - Agency Worker Rating	Approved Date		
	Ohio Scales - Youth Rating			
	PEP Risk Management Plan			1
	Strengths, Needs, and Culture Discovery			S.
	reammeeting			
				2
				2
				2
				£
				3
				<
	and the second processing the second second	A new Manner 1	man have been and the form	the second secon
1			and the second se	

## **Review Point-in-Time**

The "Review" field identifies when in the case life cycle the information was collected. "Review" is tracked in several areas in RIFIS, including Assessments, Plan Reviews, and Diagnosis records.
#### **Review Options:**

- Initial (Baseline)
- Ongoing (one or more interim points-in-time in between Initial and Transition)
- Transition
- 3. Enter Review Date that reflects the date review was started.
- 4. Mark status: Draft, Pending and/or Complete.

FSCC role only has Draft and Pending options. DRAFT means you are still working on the document. Indicate PENDING when the document is ready for a Supervisor to review and mark COMPLETE (which will make the document "Read Only".

- 5. Fill out the form as necessary with at least the required information.
- 6. Select "Save" from the "File" menu when done.

## Assessment and Forms Options

Some standard options are included in the "Assessment and Forms" tab to assist workers in the completion of their tasks.

For example, users can:

- Duplicate assessment to create a new copy of the current assessment using the "File" button.
- Get standard assessments and forms list of stored options (i.e. Team Meeting Form, Intake 1A, B, and C, Ages and Stages, NCFAS, etc.).
- Print an assessment.

## Viewing/Editing Assessments

1. Select a target summary report from the "Assessments" tab page.

h a r m o n	ING.						Α	ssessments &	Fo
phn Lennon								Last Updated by 3/25/201	jalexa 0 3:40
FIS ID 57233	Fa	mily ID	22						
atus Active	PE	P ID							
st Name Lennon	DC	B	1/1/1999	)					
st Name John	SS	N	999-99-9	999					
Demographics FCCP Open/Close	Agency Intak	•							
Family Relations Natural Support:	/Case Relations	1							
Assessments & Forms Diagoogia	Bayers/Bayro	ant Sources							
Diagnosis	Payers/Payring	incoorces							
Plans Activities Notes									
ilter						7			
Assessment/Form V Add									
Search Reset									
D Accorcinents 9 Forms record	i(s) recurned -	now viewing	j i urodgn 12		Chatlan				
2 Assessments & Forms record	Rautan	Dation Date	100 million and						
2 Assessments & Forms record Assessment/Form	Review +	Review Date	Worker	FCCP	Deadline				
2 Assessments & Forms record Assessment/Form FCCP Intake - 18	Review Ongoing	Review Date	Worker Harmony, Web	EB	Pending				
2 Assessments & Forms record Assessment/Form FCCP Intake - 18 FCCP Intake - 18	Review  Ongoing Initial	Review Date 03/25/2010 03/25/2010	Worker Harmony, Web Harmony, Web	EB EB	Pending Pending				
2 Assessments & Forms record Assessment/Form FCCP Intake - 18 FCCP Intake - 18 FCCP Intake - 1A	Review - Ongoing Initial Initial	Review Date 03/25/2010 03/25/2010 03/24/2010	Worker Harmony, Web Harmony, Web Vargas, Elder	EB EB EB	Pending Pending Complete				
2 Assessments & Forms recorn Assessment/Form FCCP Intake - 18 FCCP Intake - 18 FCCP Intake - 1A CGAS	Review           Ongoing           Initial           Initial           Transitional	Review Date 03/25/2010 03/25/2010 03/24/2010 03/24/2010	<ul> <li>Worker</li> <li>Harmony, Web</li> <li>Harmony, Web</li> <li>Vargas, Elder</li> <li>Alexandre, Jason</li> </ul>	EB EB EB EB	Pending Pending Complete Complete				

- 2. Perform any necessary changes.
- 3. When an assessment/form is completed, change status from "Draft" to "Pending".
- 4. Select "Save" from the "File" menu when done.

**IMPORTANT NOTE** 

**NOTE:** Once an assessment/form is marked "Complete", it becomes read only

#### "Diagnosis" Tab

The "Diagnosis" tab allows users to view, edit, or add five-scale Diagnostic and Statistical Manual of Mental Disorders IV (DSM- IV) diagnoses into RIFIS.

### Adding a Diagnosis

- 1. Select "Add Diagnosis" from the "File" menu in the "Diagnosis" tab page.
- 2. Complete the form as required.
- 3. Select "Save & Close" from the "File" menu when done.

h, a		<
John Lennon		
Section 1		
Review *	<b>•</b>	
Review Date *	4/24/2010	3
FCCP *	-	
Program *		
Diagnosis By *	Chase, Sheila	
Status *	Pending -	
Primary Diagnosis		
Primary Diagnosis Code		_
Axis I		- T
Diagnosis 1		
Diagnosis 2		 3
Diagnosis 3		 <
Diagnosis 4		
A seis TT	1	
Diagnosis 1		
Disesses 2		 <b>&gt;</b>
Diagnosis 2		
Diagnosis 3		
Diagnosis 4		 $\sim$
Axis III		- 2
Diagnosis 1		 
	·	

### Viewing/Editing a Diagnosis

- 1. Select the record from the "Diagnosis" tab page summary list.
- 2. Perform any necessary changes.
- 3. Select "Save & Close" from the "File" menu.

#### "Plan" Tab

All Family Service Plan information is accessed from the "Plan" tab.

**Caution:** Users must select "Save" from the "File" menu before moving from one section to another in order to ensure the saving of edited or added information.

## Adding a "Plan" Record

1. Select "Add Plan" from the "File" menu in the "Plan" tab page.

Harmony v7.4.0.1	Fic Tickers				
Change Role	Acd New Demographics Acd Plan Frin:		ŕ		Plan
My RIFIS	Johnny Rocket				L Updated 3chose o 10/26/201 11:07:1 Al
Participating	RIEIS ID	60232	Family 10	999080767	4
Children V Do	Status	Active	PEP TO		Ì
	Last Name	Rocket	DOB-	8/16/1997	
Last Name 🔽	First Name 🔥	Johnny	SSN	209-02-1697	1
Advanced Scarch					•
	Cernographes (	CCP Open/Close	Agency Intake		
Children	Family Relations	Natural Supports/	Case Relations		
Providers	Assessments & For	ma Diegnosis			<u> </u>
Utilities	Plans Activities	Progress Notes	Notes		
and the second second second second	Anna	a series and the	10 J. P. + + + + +	and the second	the second

2. Enter at least all required fields.

ha.	m on y	Plan Informatio
Johnny Rocket		11/1/2011 3:38
Plan Details		
FCCP *	EB 💌	
Agency Plan Type Worker Plan Date (date plan initially created) * Plan Verification Date	Child and Family Services of Newport  Detais  Initial Family Service Plan  Initial Family Service Plan  Transitional Family Service Plan	It is very important to indicate the Plan Type as "Initia" and a specific date of when you are beginning to develop a plan with a family. Creating this page will be the beginning of building a Family Service Plan report in RIFIS.
Status	Dreft	assess and an and a second second

- 3. Overwrite as necessary all default fields.
- 4. Select "Save" from the "File" menu and the "Plan" page appears.

**NOTE:** Once the status field on the Plan Information page is marked as "Complete" the entire plan can no longer be edited.

# "Plan" Tab Sub-Pages

The "Plan Information" page contains several features that allow users to create welldefined treatment and service plans for children/youth and their families. These features help to standardize the process yet still allow the worker the flexibility to create plans individualized to the needs of each of their children/youth/families.

### **Plan Information**

The "Plan Information" Page, which opens after saving a new plan or editing an existing plan, contains three additional sub-pages (shown at the bottom of this page):

Plan Date 🔽 Add Searth Reset	You must click I 'lan record yo	on the ou war	row of the nt to open		
Discourse of (-) astronomic					}
Plans record(s) returned *	now viewing 1 the				
Plan Date Plan Verification Date	Plan Type	FCCP	Agency	FSCC	Plan Status
11/02/2011	Initial Family Service Plan	ЕВ	Child and Family Services of Newport	t hase, Shella	Draft

Once you have opened the Plan Information page the Sub-tabs below will be listed to the left of the page. These are used to "build a plan" and should be accessed in the order they are listed. All steps within each tab are necessary. Please complete all pages (Plan Information, Plan Development, Needs, Planned Services) or you will have missing data when you run the Family Service Plan report.

Plan Information				
Plan Development				
Needs				
Planned Services				

#### **Plan Development**

Family Vision:

The Plan Development records are designed as data collection instruments for periodic case plan reviews required by the agency or funding source. The plan development information is merged into a pre-existing report format (the Family Service Plan).

1. Click on the "Plan Development" sub tab and Select add "Plan Development" from the menu item in the left navigation pane to activate the page.

ile		
Add Plan Development Prin: The Cost of the		Plan Development
Johnny Rocket		11/4/2011 1:34 PM
Plan Information Plan Development Needs Planned Services		
0 record(s) returned	a service and the	a grand and grand and and
harmony		Plan Developme
ohnny Rocket		Last Updated by schas 11/2/2011 3:56:16
amily Service Plan Review by review by	e and date information should match the ce and date on the Plan Information page	
ection 1 Initia	Worker Char	se, Sheila
eview Date 11/2/2011	Status Draf	t V
rogram Child and Family Services	of Yewoort V Details Drait Pend Com	Ing This page can be marked peter to complete by the worker when
amily Plan Information:	Family Service Plai	B Family Vision is obtained and participants in the development

2. Fill out the Family Vision and be sure to indicate who participated in developing the plan.



of the plan are indicated

3. Select "Save" from the "File" menu when done.

# Specifying Needs/Goals, Strengths, Objectives, and Action Steps

#### Needs

The needs, goals, objectives, action steps, and progress of the Family Service Plan are created in the "Needs" sub-page. The needs/goals of the child/youth/family must be identified before strengths, objectives and action steps can be created.

- 1. Click on the "Needs" sub-tab in the left navigation pane.
- 2. Select "Add Need/Goal" to create a new need/goal record for the child/youth.



3. Click on the ellipsis button ... to display a list of needs/goals and select the appropriate need/goal that will appear in the editable "Need/Goal" field.

una				
ype				
D	NeedCode		Description	
01	Family Relation	ons	Family Relations	
02	Crisis Manage	ment	Crisis Management	
103	Basic Needs		Basic Needs	
04	Educational		Educational	
105	Vocational/E	nployment	Vocational/Employment	
106	Social/Recrea	ational	Social/Recreational	
.07	Spirituality		Spirituality	
108	Living Skills		Living Skills	
109	Behavioral He	alth	Behavioral Health	
10	Medical		Medical	
11	Legal		Legal	

h

-V ha	[ m o n y	Need/Goa
Johnny Rocket		Last Updated by schase at 11///2011 11:10:53 AV
Need/Coal		
Need Code *	103	
Need/Ghal	Basic Needs	Status = "Pending" for each Need/Goal until Need/Goal has been met at which time the Worker is responsible to mark "complete" and indicate a "complete" date.
Status	Pending	l arget Date = Worker and child/youth/family agree on an estimated time frame to meet Need/Goal.
Target Date Updale/Progress Dale	Pending Complete	Update/Progress Date = the date the Worker and child/youth/family have reviewed the specific Need/Coal and declared progress has been made at achieving completion of Need/Coal.
Completion Date		Completion Date = the date the Worker documents a Need/Goal for a child/youth/family has met and Need/Goal status is changed to "complete".

- 4. Select "Save" from the "File" menu and it brings you back to the "Needs" page which will display the newly created need/goal.
- 5. Hover over the fly-out menu arrow to display a new menu.

h c	( MOD Y	Needs
Johnny Rocket		11/7/2011 2:53 PM
Plan Information Plan Development	Needs Collapse All	Add Need/Goal
Needs Planned Services	Need/Goal: Basic Needs	Add Strength
and the second s	- Anno - Anno - Anno - Anno	

- 6. Select "Add Strength" to perform the action.
- 7. Select "Save" from the "File" menu.

#### **IMPORTANT NOTE**

Goals/Needs, Objectives and Action Steps are records linked to one another, but need to be marked "Complete" with a completion date individually in order to keep track of progress.

	I DO DY		Strength
Johnny Rocket			11/7/2011 11:11
Strength			Ì
Strength Code * Strength	201 Enter Strength	Over-ride the instructions "enter strength" by clicking and dragging mouse until highlighted, then type the strength in the text field area.	
Status Update/Progress Date Completion Date	Pending Pending Complete	Workers can mark strength "complete" when it is no longer necessary to edit this page. "Complete" date should reflect the date child/youth/family informed you of the strength during the development stage of plan.	
المريونيية			- Andrew Contraction

- 8. Follow the same steps performed to add a need/goal in order to add the new strength.
- 9. Select "Save" from the "File" menu.
- 10. Follow steps 5-8 to identify related "Objectives" and "Action Steps"

File		
<b>V</b> h.c	i't mo'n N.	Needs
Johnny Rocket		11/7/2011 3:37 PM
Plan Information	Needs	
Plan Development	Vollapse All	Add Need/Goal
Needs	Need/Goal: Basic Needs	Pending 🔻
Planned Services	🗆 Strength: Enter Strength	Complete 🔻
	Objective: Enter Objective	Pending 🔻
	Action Step: Enter Action Step	Pending

#### **IMPORTANT NOTE**

Follow the same steps outlined to add "Objectives", Action Steps", and progress to the plan. When the "Needs/Goals/Objectives/Action Steps and progress" hierarchy is completed, the "Needs" sub-page should display a chain similar to what is shown above.

#### **Planned Services**

The "Planned Services" sub-tab records and displays services that are planned to meet the needs of the child/youth/family. Planned Services are services identified by the family along with their FSCC and/or team as the anticipated means of addressing the needs of the child/youth and family. (Service Codes/definitions are listed in the "Appendices" section of this manual).

- 1. Select the "Planned Services" sub-tab from the left navigation pane.
- 2. Select "Add Planned Services" from "File" menu to display an empty form.

File Tools	
Add Planned Service	Blanned Conviced
Close Planned Services	Planned Services
Johnny Rocket	11/7/2011 4:13 PM
Plan Information         Filter           Plan Development         Search         Reset	
Needs Planned Services	
to a second and and a second an	and the second s

- 3. Select *estimated* Start and End dates for the Planned Service to occur.
- 4. Click ellipse button ... to open a list of service codes. Select the appropriate planned service from the dropdown menu.
- 5. Click ellipse button ... next to the provider ID field and select the agency that the child/youth is open to.

File		Ĩ
	mony'	Planned Service
Johnny Rocket		11/7/2011 4:03 P
Planned Services		- (
Start Date	11/7/2011 This will be an estimated time frame the worker and child/weith/family bare agreed a planned service will be no	hata
End Date	12/31/2011 Typically discussed in the early stages of developing the l	Plan.
FCCP	EB	
Service Code *	BehHealth01	
Service Description	Psychiatric Evaluation - Identified Child	
Provider ID (choose your agency) *	128	
Agency	East Bay Mental Health Center	
Comments	I	
		- I

6. Select "Save" from the "File" menu when done.

ha.						Planned S
Johnny Rocket						11/7/26
Plan Information Plan Development Needs Planned Services	Filter Search Reset	imed - now i	viewing 1 ti	hrough 1-		
	Service .	Service Code	Siarl Date	Fud Date	Units Cost	t t
	Psychiatric Evaluation - Identified Child	Beh Health V 1	11/07/2011	12/31/2011		Summary List
Landon and the	and the second	19 <b>-</b> 19	Ve Lip	A COMPANY	weet i whe	the second

After completing these steps:

- Run the Family Service Plan Report , Print and have participants Sign
- Make Copy for the Family and Agency Record

File Reports		
		_/
This i Fam	s where you will find the nily Service Plan Report	
Lucy Ball		
Plan Informat	ion Plan Details	
Plan Develop	FCCP *	•
Needs	Agency	
Planned Servi	ces Plan Type	
	Worker	
11	Open 's *	1

You should only have ONE Plan Development record marked as an "initial" in the summary list matching up under your Initial Plan Information record as shown below:

Lucy Ball				
Plan Information	Filter	1		/
Plan Development	Assessment			
Needs	Search Reset			
Planned Services		10		
ſ	- 1 Plan Development	ecord(s)	returned - now	viewing 1 t
	Assessment	Review	Review Date	Worker
	Family Service Plan	Initial	06/01/20:10	Chase, She
	<< First < Previous	Retrieve	15 Records at a	time Ne
111	111		11	

When the status of the Initial Family Service Plan is ready to be marked complete by a Supervisor, the FSCC must open it and change the status from draft to pending. Communicating in supervision is a good "safety net" as well. Do not solely rely on RIFIS.

Part of the Supervisor's review will be confirming that the family has signed the completed plan.

## Viewing/Editing a "Plan" Record

- 1. Select the target summary record from the "Plan" tab page.
- 2. Perform any necessary updates
- 3. Select "Save" from the "File" menu when done.

#### **IMPORTANT NOTE**

- 1. Only plans with a "Draft" and/or "Pending" status can be edited.
- 2. Workers keep in mind that you do not have "Complete" as a Plan status choice.
- 3. "DRAFT" means you are still working in the record
- 4. "PENDING" means you are ready for a Supervisor to review and mark "Complete"
- 5. "COMPLETE" means a supervisor has reviewed and authorized the Plan (the authorizing supervisor name and date appear on the Plan after being saved and closed)

## Duplicating a "Plan" Record

In order to preserve the original Initial Family Service Plan that the family signed and agreed to, you will need to "duplicate" this version and create an Ongoing Family Service Plan.

Steps are as follows:

- 1. Open target child/youth record
- 2. Click on Plan tab
- 3. Select the Initial Family Service Plan from the Plan Information Summary List by clicking on the row
- 4. Go to File and select Duplicate

File Reports			
Duplicate			
Spell Check 서	0.0.10		Dian Information
Save Plan	SYSTEMS/INC.		Plan Information
Save and Add Planned Service			
Save and Add Need			
Save & Close Plan			Last Updated by schase at 2/28/2011 2:24:08 PM
Reverse Status			27 207 2022 212 1100 111
Delete Plan	etails		
Print		FB	
History			
Close Plan Information		Child and Family Services of Newport V Details	
Planned Services Plan 1	Type	Initial Family Service Plan	
Worke	er	Chase, Sheila	
Open	Date *	6/1/2010	
Plan	/erification Date		
Status	5	Draft 🔽	

You will see the following message:

	Dispusse duplicated and arrived as well as its	peode, plan reviewe, and earwices
<u></u>	Thai was uupincaleu and saved as well as its	recus, plant evens, and so vices.
	OK	

After clicking "OK", the page will open to the duplicated copy of the FSP and within that Plan Information page, you need to do the following\*

- 5. Change the Plan Type to "Ongoing Family Service Plan"
- 6. Make sure Open Date = the date you met with the family and they agreed to modifications to the plan
- 7. Status will automatically appear as "draft" (leave it so you are able to work within this duplicated record)

lan Information	FCCP *	EB	
leeds	Agency	Child and Family Services of Newport 💽 Details	
larned Services	Plan Type	Initial Family Service Plan	
	Worker Open Date *	Initial Family Service Plan Ongoing Family Service Plan Transitional Family Service Plan 🔖	
	Plan Verification Date Status	Draft 💟	

As you continue to meet with the family to review the Plan you will need to duplicate the previous Plan record stamped with the date and type of review (ongoing or transitional). Every time you duplicate a plan, be sure that the previous plan you are duplicating has been verified by a Supervisor.

When the family you are working with is ready for a Transitional Family Service Plan, you will open the target child/youth's previous (most current) Ongoing Family Service Plan record (there can be multiple) and follow the instructions for duplicating the plan.

à.

+						
Open Date	Plan Verification Date	Plan Type	FCCP	Agency	FSCC	Plan Status
06/01/201	0 08/10/2010	Initial Family Service Plan	EB	Child and Family Services of Newport	Chase, Sheila	Complete
± 08/10/201	0	Ongoing Family Service Plan	EB	Child and Family Services of Newport	McCombe, Michelle	Pending
± 03/01/201	1	Transitional Family Service Plan	ЕВ	Child and Family Services of Newport	McCombe, Michelle	Draft

Your "Plan Information" summary list will look as shown below:

REMEMBER: Any time you are making significant changes to the family's Plan and need them to sign a new copy, you will need to duplicate and could have multiple "Ongoing" plans with different dates showing when Goal/Needs were complete and/or modifications were made.

#### "Activities" Tab

The "Activities" tab is the area in which you will record all services delivered to the specified child/youth and other family members. (Service Codes/definitions are listed in the "Appendices" section of this manual).

### **Adding Activities**

1. Select "Add Activities" from the "File" menu in the "Activities" tab page.

File Edit View Favorites Tools Hel	p				Law Street St
🚖 🏘 🎉 RIFIS Test				😚 - 🖻 - 🖨	🔹 🔂 Page 🔻 🚳 Tools 🔻
Harmony v7.4.0.1	File Ticklers				4
Change Role RIFIS Sys Admin 🔽 Co	Add New Demographics Add Activities Print	Search I O D Y ERVICES			Activities
My RIFIS	Johnny Rocket				Last Updated by schase at 10/25/2011 11:07:19 AM
Quick Search	RIFIS ID	60232	Family (D	999030767	
Participating	Status	Active	PEP ID	0/16/1003	
Children 🔽 📭	First Name	Johnny	SSN	999-08-1697	
Last Name					
Advanced Search	Demographics 5		gency Intake		
	Family Relations	Natural supports/Cas	e Relations		4
Children	Assessments & Forn	ns Diacnosis			- 
Providers	Pans Activities	Progress Notes	Notes		1
Utilities	Filter				
Reports	Date 🔽 🗛	1			
Sign Out	Search Reset				
			all and a		a James

2. Select a Start Date, Start Time, End Date, and End Time and click on the "Add" button. You will see another blank row appear (shown below) for entering a reoccurring activities. Be mindful of the Activity page opening with Start Date and End Date that you are logged into RIFIS. Override the dates to indicate the date the activity actually occurred.

Johnny Rocket	d	ates and times pa so be sure to re	ning a record. y occurred		
Start Date * Star	t Time	End Date *	End Time	Total Minutes	•
11/9/2011 🔳 01	V 00 V PM V	11/9/2011	02 V 00 V PM V	60	Delete
11/9/2011 12		11/9/2011	12 V 00 V AM V		Add

3. Do not skip by the Activity Details! This header information must be filled out in order: FCCP, Agency, Worker, Status, Location/FCCP Funding, Place of Service, and Payer.

Johnny Rocket						11/9/2011 12:22 PM
Activity Times						
Start Date * S	tart Time	End Date *	End Time	Total Minutes		
11/9/2011	01 🔽 00 🔽 PM 🔽	11/9/2011	02 🔽 CO 🔽	РМ 🔽 60	Delete	
11/9/2011	12 🔽 00 🔽 AM 🔽	11/9/2011	12 🗸 CO 🗸	АЧ 🔽	Add	Location/FCCP Funding choices: Within FCCP
Activity Details						Referred to another FCCP
FOCP *	EB 🔽		Location/FCC	P Funding Within FCCP	V	Reterred to non-FCCP
Agency * enter	Child and Family	y Services 🔽	Details Place of Servi	ce enter Child and Fam	ily Services of New	port Court 🔽
Worker * in	Chase, Sheila		Payer	in	V	
Status	Pending 🔽			order Active Militage	CHAMPHS	
Activity Services				DCYF: Fee for	Service	
Service *			1	Federal Grant Flex Funds	Funding	٥
				In kind donati Mad caid	on	r -
	Clear			Medicare		
Unit Type				No Insurance Other		
Units *	0			Personal Reso	iurces	
Unit Cost				Private: Tufts	. /a	Service contract" will be the Payer for crivities directly provided by ECCP staff i e
Total Cost	ê0.00			Private: United Rite Care	" 🖌 F	amily Service Plan, Team Meeting, SNCD, et
F	20.00			Rite Share	t	

- 4. Click on ellipse button in to display a list of services. Searching by Service Type may help you find the specific code you are looking for (shown below).
- 5. Select the appropriate service and the service information populates the fields in the bottom portion of the screen.

Search Byr	Service Type	<u> </u>	Search Texti	ļ	V			Search	Cance	4
ServiceTD	ServiceCode	SecondaryCode	Service		la l	<b>bectiveDate</b>	FndDate	VerviceII	MaxAnt	Used
347	BehHealth01	BehHealth01	Psychiatric Evaluation Identified Child	Bohavioral Ho Case Managei	alth ment	/31/2011	1	5413	U	U
348	BehHealth02	BehHealth02	Psychiatric Evaluation Parent	Early Educatio	onon on/Special E	/31/2011		5414	0	0
349	BeliHealth03	BehHealth03	Psychiatic Evaluation Sibling	Intake Medicat	rts	/31/2011	1			0
350	Beli Health 04	BehHealth04	Therapy - Identified C	Medication		/31/2011	0.1	от		0
351	BehHealth05	BehHealth05	Therapy - Family	Parenting		/31/2011	Gelect	оегисе тур Калара		0
352	BehHealth06	BehHealthUo	Therapy - Sibling	Service Delive	ery/Implem	/31/2011	as ana aliak an	iich iexi an Feografi ta	(0) (b."	υ,
353	BehHealth07	BehHealth07	Day Treatment - Indentified Child	Sexual Abuse, Social Service	/Offending s	∛31/2011	COCK OF	i search ta		0
354	Dehilealth00	BehHealth08	Acute Residential Treatment Identified Child	Substance Ab Transportation	usc a	/31/2011		5420	0	0
35.5	RehHealth09	RebHealth09	Pediatric Partial Day Treatment - Identifier Child	6.00	Session 0	5/31/2011		5421	٥	n

- 6. Enter the required information.
- 7. Click "File" and "Save" when complete.

Service *	SerDelImp03	
	Team Meeting	
Unit Type	15 mins	After selecting the service code,
Units *	4.00	pre-determined based on the code
Unit Cost	\$0.00	setup.
Total Cost	\$0.00	Cost, Emergency Expenditure,
Emergency Expenditure (FLEX FUND ACTIVITIES ONLY)		Status of Record (date of check or purchase of giftcard), and General/Elex Fund Notes are
Status of Record Completion (FLEX FUND ACTIVITIES ONLY)		fielded areas left to fill in.
General/Flex Fund Notes		
		×

# Viewing/Editing an "Activity" Record

- 1. Click on a target summary record from the "Activities" tab page.
- 2. Perform any appropriate changes.
- 3. Select "Save" from the "File" menu.

4/24/2010 Ps	and the transmission of the state of the				
	sychiatric Evaluation - Identified Unitd	Newport County Mental Health Center	Alexandre, Jason	6.00	Pending
3/30/2010 St	trengths, Needs, and Cultural Discovery	Child and Family Services of Newport	Alexandre, Jason	9.00	Complete
3/25/2010 TH	herapy - Group	Child and Family Services of Newport	Alexandre, Jason	48.00	Pending
3/24/2010 M	Iedication Evaluation - Parent	Child and Family Services of Newport	Alexandre, Jason	2.00	Pending
3/23/2010 St	trengths, Needs, and Cultural Discovery	Child and Family Services of Newport	Alexandre, Jason	8.00	Complete
	<< First < Previous Retri	ieve 15 Records at a time Next>	Last >>		

#### **IMPORTANT NOTE**

- 1. Activities marked "Complete" cannot be edited.
- 2. Reoccurring activities are recorded within one record.
- **3.** EXCEPTION is a Team Meeting. Team Meetings need a new record created each occurrence with the date and time meeting occurred.
- **Start Date –** Begin date of the service activity. Users may not be able to change the service date once it has been saved.
- End Date End date of the service activity. This date defaults to the current date.
- **Start Time** The time the activity started. Users may enter up to three start and end times.
- End Time The time the activity ended. Users may enter up to three start and end times.
- **Total Minutes –** The total time for the activity. This time is calculated by RIFIS by summing all the minutes between each start and end time.
- **FCCP** Select the FCCP that the child/youth is open to.
- Agency Select the agency where the child/youth is open to.
- Worker Select the FSCC.

- **Status** the status of the activity:
  - If the status is "pending", the activity may be edited.
  - If the status is "complete", the activity many not be edited.
- Location/FCCP Funding: The user can select from the following:
  - Within FCCP service occurred within the FCCP;
  - **Referred to Another FCCP –** service occurred with another FCCP; and
  - **Referred out to a non-FCCP** service occurred with an agency/provider outside of a FCCP.
- Place of Service: The place where the activity occurred.
- **Payer:** The entity from which to receive payments or bill for services delivered to a child/youth.
- **Service** Pulled from the "service" box for the selected service code, which is automatically populated by RIFIS.
- **Service Description** The associated description of the selected service code, which is automatically populated by RIFIS.
- Unit Type Pre-determined based upon each service code's set-up.
- Units Enter the number of service units that the child/youth/family received.
- Unit Cost Cost of the service drawn from the "service codes setup" table.
- Total Cost Calculated by RIFIS based on the Unit Costs and the Units.
- **Source of In-kind Donation** If Payer = In kind donation, identify who provided the donation.
- **Estimated value of In-kind Donation** If Payer = In kind donation, enter the dollar amount of donation.
- Flex Fund Notes If Payer = Flex Funds or In kind donation, add notes related to activities delivered through this Payment Source.

## Completing an Activity

An activity should be marked "Complete" after the User enters required information. Once activity record is marked "Complete" the record is READ ONLY.

#### "Progress Notes" Tab

Users may enter a variety of information pertaining to a child/youth/family via the "Progress Notes" tab. These notes should include records of home visits and phone calls, case notes, meeting minutes, etc. The Progress Notes functionality allows users to maintain a log of case-related activities.

#### Adding a Progress Note

- 1. Select "Add Progress Notes" from the "File" menu to display the "Add Progress Notes" page.
- 2. Enter all information as shown below.

Notes Details		4
RIFIS ID		' <b>\</b>
FCCP *	NRI	<b>Į</b>
Agency	Comprehensive Community Action (NRI) 🔽 Distails	- I
Service Date *	11/2/2011	- t
Start Time	01 🔽 00 🔽 AN 💟	Ì
Duration	1 hr.	- 1
Note Category *	Care Coordination	- 1
Contact Type	Face to Face 🔽	
Contact With	Target Child	
Place	Community 🔛	
Family Service Plan: Needs/Goals	Basic Needis	•
Family Service Plan; Needs/Goals (select if note needs more than one need/goal)		
Data, Assessment & Plan (character limit: 9900)	DATA:	
	ASSESSMENT:	1
	PLAN :	
		1
Status *	Draft V	1
Note Ey *	Chase, Sheila	<u>}</u>
Litle		Σ
Bata Completed		
Marine and the second	management and have been a	

- Select a Note Status of Pending, Complete, or Alert.
- 3. Select "Save" from the "File" menu.

Alert Notes/Note Attachments/ Routing a Note to a Note Recipient (refer to "Add a Note" section below for instructions re: these 3 functions)

## Viewing/Editing a "Progress Notes" Record

- 1. Select the target summary record from the "Notes" tab page.
- 2. Perform any necessary changes and select "Save" from the "File" menu.

**NOTE:** Only "Pending" notes can be edited. Notes with their status marked as "Complete" return a non-editable record.

#### **IMPORTANT NOTE**

Once a User has viewed a Note from the My RIFIS > Unread Notes queue, the Recipient Status automatically updates from "Unread" to "Read", and the Note is no longer accessible to that User from My RIFIS.

### "Notes" Tab

Users may enter general information pertaining to a child/youth/family via the "Notes" tab. These notes, as determined by the users' agency's set-up, will include records of phone contact and/or face to face with other workers/persons concerning a case.

## Adding a Note

- 1. Select "Add Notes" from the "File" menu to display the "Add Notes" page.
- 2. Enter at least all required information.
- 3. Select a Note Category, which will filter the available options for Note Type:
  - a. Family, Professional, Case
- 4. Select a Note Type; this identifies the type of information documented in the Note.
- 5. Enter a Description. The Description should be a brief summary of the content of the note, similar to an email subject line entry.
- 6. Use the Note field for the narrative of the Note Entry.
- 7. Select a Note Status of Pending, Complete, or Alert.
- 8. Select "Save" from the "File" menu.

# Alert Notes

If Status = "Alert", then the Note will popup as an alert message when any User first accesses the child/youth's record. This is intended to be used for critical or time-sensitive information.

	Alert Notes
Lucy Brown	
NoteBy	Corinne Kulesh
NoteType	Followup
Subject	
Notes	On 3/23/2010 at 1:18 PM, Corinne Kulesh wrote: Focusing on strengths and identifying natural supports
Last Updated On	3/23/2010 1:19:07 PM
Last Updated Bv	ckulish

# Note Attachments

- 1. Access the "Add Notes" page as previously outlined.
- 2. Check the "Add attachment after save" box.
- 3. Select "Save" from the "File" menu to save all the data entered in the "Add Notes" page and the "Edit Notes" page appears with an activated "Add Attachment" link.
- 4. Click on the "Add Attachment" link to display the "Add Attachment" window.
- 5. Click on the "Browse" button to append the file to the note.
- 6. Select either the "Use file name from disk" or the "Use the following name" options.
- 7. Click on the "Submit" button.

# Routing a Note to a Note Recipient

- 1. To send a Note to another User's attention, click on Add Note Recipient: .... to search and select a Worker.
- 2. Select "Save" from the "File" menu.
- 3. The Note Recipient will see the Note in their My RIFIS > Unread Notes queue.

## Viewing/Editing a "Notes" Record

- 3. Select the target summary record from the "Notes" tab page.
- 4. Perform any necessary changes and select "Save" from the "File" menu.

**NOTE:** Only "Pending" notes can be edited. Notes with their status marked as "Complete" return a non-editable record.



## Viewing/Editing Ticklers

1.	Select the '	'Ticklers''	menu iter	n from t	the menu	bar and	the l	list of	ticklers	appears.
----	--------------	-------------	-----------	----------	----------	---------	-------	---------	----------	----------

coning - window	vs internet explorer								
p://rifis. <b>harmonyis.</b>	com/RIFISConfig/Pages/Harr	mony.aspx?Cha	pterID=1448/Viev	vType=DetailView&Pag	geID=27	9648	3.ChapterE	ntityID=57231&CallingChapter=Consumers&CallingPage=Demographics+List&SourceEntityID=	57231&SourceEntit
N h a	r m o n v								Ti
INPOR	MATION SYSTEMS INC.								
y Brewster									4/17/20
(				1					
tatus	<ul> <li>Equal To</li> </ul>	<ul> <li>New</li> </ul>	<ul> <li>AND</li> </ul>						
atus	- Add								
pply Alert Days	Before Due								
ch Reset									
				-					
klers record	(s) returned - now vi	ewing 1 thr	rough 9 —			_			
signed To	Tickler Name	Date Due	Date Created	Date Completed	Status				
ase, Sheila	Notify Lead Agency	03/23/2010	03/23/2010		New	- Im	Cancel	1	
sse, Sheila	Notify Lead Agency	03/23/2010	03/23/2010		New	Y	Reassign		
ase, Sheila	Notify Lead Agency	03/23/2010	03/23/2010		New	-	-	1	
hiquist, Gail	Add Family Information	03/24/2010	03/24/2010		New				
ase, Sheila	Notify Lead Agency	03/24/2010	03/24/2010		New				
ise, Sheila	Notify Lead Agency	03/24/2010	03/24/2010		New	-			
ase, Sheila	Notify Lead Agency	03/24/2010	03/24/2010		New	-			
niquist, Gail	Add Family Information	03/24/2010	03/24/2010		New	-			
gileimo, sarbara	Notiry Lead Agency	103/26/2010	03/26/2010		new				
<< First	< Previous Retriev	re 15 Recor	ds at a time	Next > Last >	>		J		

- 2. Click on any listed item to open and view it.
  - a. If the tickler is associated with a particular function, the form will appear.
  - b. If the tickler is a reminder to complete a task, the record will appear to be marked as "Complete."
- 3. Hover over the arrow button next to a target item and a menu appears to allow the performance of additional tasks related to the tickler selected: Edit, Add Another, Reassign, Cancel, etc. The items on the menu will be contextual and will only show operations that you can perform on this tickler.
- 4. Select "Save" (if some edit was completed) or "Close" (to quit the view) from the "File" menu.



# **SUPERVISOR ROLE**

# Supervisor Role

The Supervisor – allows greater access to cases within the FCCP region.

Harmony v7.3.2.2	File Edit Ticklers			
Change Role Supervisor EB Go	h a r	M O N Y		
My RIFIS	John Lennon			
Quick Search	RIFIS ID	57233	Family ID	22
Participating	Status	Active	PEP ID	· · · · · · · · · · · · · · · · · · ·
Children - Co	Last Name	Lennon	DOB	1/1/1999
	First Name	John	SSN	999-99-9999
Last Name	Demographics ECCD		atalca	
Advanced Search	Demographics PCCP	v Open/Close Agency II	паке	<
	Family Relations Nat	tural Supports/Case Relati	ons	Page Tabs 🖉 🍐
N CONTRACTOR	Assessments & Forms	Diagnosis Pavers/Pa	wment Sources	
Children				
Providers	Plans Activities N	lotes		
Boports	Demographics			
Reports	Date of Birth	1/1/1999	Age	11.3
Sian Out	Gender	Male	RIFIS ID	57233
3	Race	Caucasian/White	Primary Language	English
	Contact Information			
	Street	22 Strawberry Field Dr.	State	RI
	Street 2		Zip Code	02840
	City	Newport	Home Phone Number	(401) 555-1212
Marrie Contraction and	and a second second	Constant and a second	A second second	and and the second second

## **Children Chapter Responsibilities**

- If Supervisors are taking on any RIFIS data entry responsibilities of an FSCC, refer to the FSCC Role section of this manual for instructions.
- In the FSCC Role section of this manual there will be certain functions that will be done ONLY by a supervisor.

### For Example:

### **Reverse Disposition**

If a closed FCCP Open/Close needs to be re-opened, only a Supervisor or System Administrator has rights to reverse the disposition.

- 1. Click on the target summary tab list view.
- 2. Select "Reverse Disposition" from the "File" menu (disposition will revert to a default of "Pending"). The user may then select a different disposition.
- 3. Select "Save" from the "File" menu.

IMPORTANT NOTE

**NOTE:** All ticklers created by the reversed disposition will be consequently deleted. Any cancelled or completed ticklers will remain unchanged.

## "My RIFIS"

The "My RIFIS" page is a management tool for both FSCC's and Supervisors to manage their own caseloads. Supervisors have access to view all their assigned workers within their FCCP region.

harmony.	My RIFIS
Welcome, Sheila Chase	5/3/2010 12:.
Children	Tasks
🗆 Ticklers	E My Management
55 Ticklers	Family Queue
E FCCP OpenClose	Current Active Families
6 Pending	Enrollments
	Ticklers Due
	Pending Assessments Queue
	Pending Plans
	My Activities

The "My Management List" will give the Supervisor different ways to view the information entered by their workers on RIFIS children/youth/families. See example below:

File	h a		У., N. С.		Current Active Famili
We	elcome, Sheila Chase	e			5/3/2010 12:4
2	7 Current Active	Families rec	ord(s) returned	- now viewing 1 throug	ıgh 15
+	Worker	FCC	P Disposition	Number Of Cases	
=	Guglielmo, Barbar	a EB	Open	3	
	Child/Youth RI	FIS No Open	Date	ReferralDate	
	Brand, Trudy 57	339 4/14/2	2010 12:00:00 AM	4/14/2010 12:00:00 AM	4
	school, recess 57	337 4/14/2	2010 12:00:00 AM	4/14/2010 12:00:00 AM	
	twinkle, star 573	338 4/14/2	2010 12:00:00 AM	4/14/2010 12:00:00 AM	4
+	Guglielmo, Barbar	a EB	Pending	2	
+	Chase, Sheila	EB	Pending	4	
+	Gianfrancesco, Ma	ria EB	Pending	1	
+	Dahlquist, Gail	EB	Open	1	
÷	Dahlquist, Gail	EB	Pending	1	
÷	Puhacz, Michael		Open	1 August	and and a second and a second a second a second and a second as

## "Providers" Chapter Tabs

#### Provider

The "Provider" tab contains the demographic data on service providers and programs.

	O O N SYSTEMS INC.		
Child and Family Services	of Newport		
Basic Information			
Initial Fund Code *	EB	Provider Type	
Provider Name *	Harmony	Exclude from Dropdown	
Short Name		Monitor - DCYF	
Provider Number		Monitor - PEP	·
Parent Vendor	Clear	Monitor - CPS	
Active		Comments	×
External			
Contact Information			
Contact Name		Phone	
Street		Ext.	
Street2		Fax	
City		• Email	
	Clear		
State	flear	Website	
Zip Code		-	
	Clear		
Mailing Address			
Get Parent Company Mailing Address		<ul> <li>Mailing Street</li> </ul>	
Attach Parent Company Mailing Address		Mailing Street2	
Mailing Address Same as Contact Address		Mailing City	

## Editing a "Provider" Record

- 1. From Providers > Advanced Search, search and select a Provider record.
- 2. Select "Edit Providers" from the "Edit" menu to display the provider's detail record.
- 3. Perform any necessary changes
- 4. Select "Save" from the "File" menu.

**Tip:** When entering an address throughout RIFIS, enter a full or partial zip code and click the ellipsis ... button. If an exact match is found, the city and state fields will be autopopulated. If multiple matches are found, a list will appear to choose from. This list may contain only zip codes of the user's area.

#### FCCPs

The "FCCPs" tab lists all existing fund codes for the provider. They are displayed in a standard filter list view screen.

## Viewing "FCCPs"

• Click on the "FCCPs" tab in the "Providers" chapter to display a list of all available FCCP codes assigned to the provider.

#### Service Codes List

The "Service Codes" tab lists all program services that the provider offers as established in RIFIS.

Service Code	<b>Effective Date</b>	End Date	Unit Type	Description 🔺	Cost	Secondary	Code	Active	Comments	Billab
AsmtSrv1	07/01/2009		15 min	Biopsychosocial - Identified Child	\$0.00	AsmtSrv1		True		False
AsmtSrv10	07/01/2009		15 min	Medication Evaluation - Sibling	\$0.00	AsmtSrv10		True		False
AsmtSrv11	07/01/2009		15 min	Psychiatric Evaluation - Identified Child	\$0.00	AsmtSrv11	$\Lambda$			se
AsmtSrv12	07/01/2009		15 min	Paychiatric Evaluation - Parent	\$0.00	AsmtSrv12	7			se
AsmtSrv13	07/01/2009		15 min	Psychiatric Svaluation - Sibling	\$0.00	AsmtSrv1				se
AsmtSrv14	07/01/2009		15 min	Risk Management Plac	\$0.00	AsmtSn	-			se
AsmtSrv15	07/01/2009		15 min	Strengths, Needs, and Cultural Discovery	\$0.00	AsmtSn	In o	rder to	print full	se
AsmtSrv16	07/01/2009		15 min	Toxicology Screening - Identified Child	\$0.00	AsmtSr	Sen	vice C	ode List.	se
AsmtSrv17	07/01/2009		15 min	Toxicology Screening - Parent	\$0.00	AsontSn	ente	r a nur	nber that	se
AsmtSrv18	07/01/2009		15 min	Toxicology Screening - Sibling	\$0.00	AsmtSr e	xcee	ds the	number o	f se
AsmtSrv19	07/01/2009		15 min	Other (Assessment) - Identified Child	\$0.00	AsmtSn S	ervic	e code	es in RIFIS	i se
AsmtSrv2	07/01/2009		15 min	Biopsychosocial - Parent	\$0.00	AsmtSn (İ.	.e.25	0) as t	the numbe	ľ se
AsmtSrv20	07/01/2009		15 min	Other (Assessment) - Parent	\$0.00	AsmtSr	1000	to Ret	rieve	se
AsmtSrv21	07/01/2009		15 min	Other (Assessment) - Sibling	\$0.00	AsmtSr al	nd re	fresh y	our scree	n se
AsmtSrv3	07/01/2009		15 min	Biops mosocial - Jing	\$0.00	AsmtSr C	lick	on File	e then Prin	t se
		<< First	< Prev	ious Retrieve 15 ecords at a time	Next >	Las				

## Viewing/Printing a "Service Codes" List

**Caution:** The Service Codes List can be modified by RIFIS System Administrators only.. Follow protocol to alert RIFIS System Administrators of any changes and or updates to provider service codes.

#### Worker

The "Worker" tab contains information about employees of the provider. Each employee is entered into the system individually. Relationships to supervisors, work units, and divisions are also established in this area.

### Viewing/Editing an Existing "Worker"

- 1. Access a provider's record and select the "Worker" tab to display a list of all workers for the provider.
- 2. Click on a target record to open the worker's record.
- 3. Perform the necessary changes and select "Save & Close" from the "File" menu.

**Note:** To deactivate a worker, uncheck the "Active" box. Inactive workers are automatically not included in worker dropdown lists throughout RIFIS.

## Adding a "New Worker"

**IMPORTANT NOTE** 

Contact a RIFIS System Administrator

### **Agency Intakes List**

The "Agency Intakes List" tab displays a list of all Children/Youth with an Agency Intake record for the current Provider. This list is read-only; to edit or update an Agency Intake, a User must access the record through the Children Chapter.

Child and I	child and Family Services of Newport							
Providers Practice N	FC Model	CCPs Workers	Service Codes List	Agency Intakes I	ist			
X Dispos	ition y Intal	Vot Ec	qual To 💽 Close	ad 💌 AND 💌 Search Reset				
Case No	FCCP	Consumer	Agency Intake Date	Worker	gn 10 Disposition	Discharge Date	Expected Discharge Date	
57339	EB	Brand, New	04/14/2010	Guglielmo, Barbara	Open			$1 \ge$
57231	EB	Brewster, Punky	03/23/2010	McCombe, Michelle	Open			1 5
57278	EB	Griswold, Charles	03/24/2010	Puhacz, Michael	Open			1 🧶
57233	EB	Lennon, John	03/23/2010	Alexandre, Jason	Open		09/30/2010	
57337	EB	school, recess	04/14/2010	Guglielmo, Barbara	Open			
57301	EB	Shea, Hollie	03/24/2010	Vargas, Elder	Pending			
57320	EB	Tafe, Todd	04/01/2010	McCombe, Michelle	Open			
57271	EB	tito, perez	03/24/2010	Vargas, Elder	Open		03/23/2010	1 🤞
57338	EB	twinkle, star	04/14/2010	Guglielmo, Barbara	Open			
57298	EB	Zombie, Rob	03/24/2010	Alexandre, Jason	Open		09/24/2010	2
~~~~.		<< First	<pre></pre>	ieve 15 Records a	t a time N	ext > Last >		



# FCCP EXCEPTIONS AND SCENERIOS

# **Exceptions and Scenarios**

FCCP & Agency

## Transfer to another Agency within an FCCP

- 1. Click on "Advanced Search" and select child's name from summary list.
- 2. Click on "Agency Intake" tab.
- 3. Select Agency Intake from summary list.
- 4. On the Agency Intake page, change the disposition from "open" to "closed".

Contact Notes	Agency	Child and Family Ser Details
Track Disposition	Referral Date	10/26/2011
	Agency Intake Start Date *	10/25/2011
	Disposition *	Closed
	Disposition Date *	11/2/2011
	Date when DCYF intake summary received (if applicable)	
	For children needing a risk management plan, has a plan been completed?	
	Has family received FCCP services previously?	Yes 🔍 *
	If Yes, which agency provided the FCCP services?	Gateway Healthcare
	Sources of Information to complete intake (select all that apply)	staff as caregiver child's caregiver in a fr
	Primary Payer/Payment Sources	Another child in family opened to DCYF & remained from home Another child in family opened to DCYF & removed from home Target child aged out of FCCP Change in Target Child Family moved out of area family withdrew w/ notice Family withdrew w/o notice Family withdrew w/o notice FCCP Non Wrap Practice Model completed
	FCCP Funding and Service FCCP Funding/Billing Category (for the Census Report)	Target child adjudicated out of FCCP Target child opened to DCYF & remained home Target child opened to DCYF & removed from home Team agrees Wrap completed (goals met, natural supports in place)
	FCCP Service Category (Monthly Reporting Form)	Team agrees Wrap completed, child continuing to receive single service w/in Transfer Target Child to another egency within the FCCP
	Close Data	Unable to Contact Family
	Close Date *	Family declined service (specify reason below in "other" close reason)
	Close Reason	

5. When you select "closed" as your disposition the page will process



and at the bottom of the page, a subheader will appear, "Close Data." Select the down arrow on the Close Reason and select "Transfer Target Child to another agency within an FCCP."

6. Select "Save" from the "File" Menu.

**NOTE:** When transferring a child, keep the disposition on the FCCP OpenClose to "open."

Workflow Wizard	Fle	2
Complete FCCP Closing	hai mony	My RIFIS
	Cancel Arne, Sheila Chase Reassign V	11/2/2011 2:43
E		
		<
a solution	A succession and the second	mark and the former of the second

A "closed" disposition will trigger a workflow wizard with one tickler, "Complete FCCP Closing"

**Complete FCCP Closing**: This tickler is not relevant to this scenario. To cancel a tickler, hover your mouse over the arrow to the right of the tickler and a new window will appear (see above.)

Contact the new agency so they can open the child/youth to their agency.

**NOTE:** The new agency will have access to the child/youth's record.

#### Steps for transferring child/youth to the new agency

RIFIS No.	Last Name	First Name	DOB	
57231	Brewster	Punky	05/03/2002	
57232	day	moon	01/01/1999	
57233	Lennon	John	01/01/1999	
57235	Doe	John	03/01/1998	
57238	Brown	Lucy	04/01/2009	
57240	Joseph	John	02/23/2009	
57242	Bear	Teddy	02/02/2008	
57243	Smith	John	01/01/2001	
57244	Grivers	Jim	03/14/2000	
57253	Mature	Victor	04/10/1965	
57256	Simson	Bart	12/12/1999	
57257	James	Rick	03/07/1975	
57258	Phair	Liz	01/28/2001	
57259	Smith	Joe	11/26/1975	
57263	smile	happy	02/02/2002	

1. Do an advanced search.

- 2. Click on child's name.
- 3. Click on the "Agency Intake" tab and click on "Add Agency Intake" from the "File" menu.
- 4. Enter all required information and select "Save Agency Intake" from the "File" menu.
- 5. After screen refreshes and window appears that "Save was successful," click on "Workers" and identify the assigned workers to this child/youth's record.
- 6. After entering all required information, select "Save Enrolled Worker" from the "File" menu.

## Transfer to another FCCP

Families may transfer from one FCCP to another FCCP, e.g., family moves. When this occurs the FSCC needs to close the child/youth record and the new FCCP needs to open the child/youth to their region.

- 1. Click on "Advanced Search" and select child's name from summary list.
- 2. Click on "Agency Intake" tab.
- 3. Select Agency Intake from summary list.
- 4. On the Agency Intake page, change the disposition from "open" to "closed".
- 5. When you select "closed" as your disposition the page will process



and at the bottom of the page, a subheader will appear, "Transaction Data." Select the down arrow on the Transition Reason and select "Transfer Target Child to another FCCP."

INFO	IRMATION BYSTEMS/ING.		Last Unitstad by however
on day			4/26/2010 12:31:3
gency Intake	FCCP *	UC	
orkers actica Model	Agency *	Comprehensive Com Details	
ontact Notes	Referral Date	04/07/2010	
otes	Agency Intake Start Date	4/8/2010	
ack Disposition	Disposition *	Closed 💌	
	Disposition Date *	4/30/2010	
	Practice Model *	Wrap	
	Agreement to Participate	Yes	
	Date when DCYF intake summary received (if applicable)	Team agrees Wrap completed (goals met, natural supports in place)	
	Has family received FCCP	Target child opened to DCYF & removed from home	
	If Yes, which agency provided the FCCP services?	Target child appred to DCYF8 a remained home Target child aquidottated out of FCCP anget child aquidottated out of FCCP Another child in family opened to DCYF & removed from home	
	FCCP Funding Category	Another child in family opened to DCYF & remained from home Family withdrew w/ notice	
	FCCP Funding Category	Family withdrew w/o notice Family moved out of area	
	Transition Data (Date fami Transition Date *	Change in Target Child Transfer Target Child to another agency within an FCCP	
	Transition Reason	Transfer Target Child to another FCCP	
	Outcome	ul 2	
	l	×.	

- 6. Select "Save and Close Agency Intake" from the "File" Menu.
- 7. A disposition of "Closed" will trigger a work flow wizard. Complete the tasks on the list.
- 8. Click on "FCCP Open/Close.
- 9. Click on the target summary record from the "FCCP Open/Close" tab list view to display the "Edit FCCP Open/Close" page.
- 10. Change the status to "Closed" from the "Disposition" dropdown list.
- 11. A new dialog box with a warning message will appear. Select "OK."
- 12. Enter all required additional information. Select "Save and Close FCCP Open/Close" from the "File" menu.
- 13. Once the FCCP Open/Close is closed (saved with a Disposition of "Closed"), the record becomes read-only and RIFIS considers the child/youth to be inactive.

#### Different target child identified

Example: A child/youth is referred and open to a FCCP. After working with the child/youth, it is discovered that a sibling is actually the target child.

If the child was recently open and the following information is in the record: Demographics FCCP Open/Close Agency Intake

Click on "Advanced Search" and select child's name from summary list. Select "Edit Demographics" from the "Edit" menu. Change the Name, DOB, SS# and Gender and Select "Save and Close Demographics" from the "File" menu. If the child has been open greater than one month, close the child's record and Open the newly identified target child. Please refer to FSCC Role Section in the manual for the steps.

#### Multiple Target Children in the Same Family

Example: A child/youth is referred and open to a FCCP. After working with the child/youth, it is discovered that there are other sibling(s) that could be identified as a target child.

In this scenario, the original child that was initially referred to the FCCP will remain the target child for the family.

#### Plan Tab

In the Family Service Plan, include any planned services for the sibling(s) or parent(s). Document any Needs, Goals, Objectives and Action Steps that refer to a sibling(s) or parent(s).

File		
	IN SUBTEMBULIE.	Need/Goal
moon day		5/1/2010 10:29 PM
Need/Goal		-
Need Code *	104	
Need/Goal	Educational : Moon's brother, Dusty, needs to meet with a tutor 3 times a week after school.	
Status	Deadles (w)	
Update/Progress Date		
Completion Date		
Primary Need		

If a sibling or parent need/refer to a service(s):

Click on "Planned Service" under the "Plan" tab.

File	
h a l	
moon day	
Planned Services	
Start Date	4/2/2010
End Date	4/16/2010
FCCP	UC
Service Code *	AsmtSrv5
Service Description	Developmental Evaluation - Sibling
Provider ID *	125
Agency	Providence Center
Unit Type	15 min
Total Units	4
Unit Cost	\$0.00
Cost	\$0.00
Payer	Private: Tufts
Location/FCCP Funding	Referred Out to non-FCCP
Comments	

If an assessment (e.g. Ages and Stages), indicate the sibling's name

# When Referral does not lead to intake: Not Eligible, Services Declined

Sample Scenario: A family is referred to the FCCP by a homeless shelter. The intake worker creates a RIFIS record for the child and completes the Demographics and the FCCP OpenClose Tab. The disposition on the FCCP OpenClose is set to "pending" while it is determined if the family is eligible. Two days later, it is determined that the child is **not eligible** for the FCCP.

- 1. Click on the target summary record from the "FCCP OpenClose" tab list view to display the "edit FCCP OpenClose" page.
- 2. Change the disposition from "pending" to "not eligible."

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sposition	Disposition Date	4/27/2010			
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	Primary Worker *	Magaw, Darlene Clear			
	Secondary Worker	Clear			
	Data Entry Date	4/27/2010			
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	Referral Source				
	Referral Source	DCYF Child Protect. Inv. Indicated	<b>*</b>		
	Response Priority				
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	Service Requested 3		*		
	Close Data				

3. In the "Open Date" indicate the "Close Date." Close Data section will appear at the bottom of the page.

iy Bear			4/27/2010 3:25:05 PM
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	First Contact Date	4/27/2010	
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	Secondary Worker	Clear	
	Data Entry Date	4/27/2010	
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	Referral Source		
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	Service Requested 5	<u> </u>	
	Close Data		
	Close Date *	4/29/2010	
	Close Reason *	×	
	Other Close Reason		1
		Target Child not at Risk for DCYF Involvement	
		Target Child not Severely Emotionally Disturbed (SED)	
		Target Child opened to DCYF FSU and/or Probation	

4. Select a close reason.
| dy Bear         |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Last Updated by bguglielm<br>4/27/2010 3:25:05 |
|-----------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| CP Open/Close   | FCCP                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |
| optact Notes    | FCCP *                     | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |
| ack Disposition | Disposition *              | Not Eligible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |
|                 | Disposition Date           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |
|                 |                            | After-School Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
|                 | Referral Date *            | Audiology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                |
|                 | Referral Time *            | Ease management service/service coordination                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |
|                 | Open Date *                | Counseling/therapy (child)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |
|                 | On the Time                | Counseling/therapy (rannity)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |
|                 | Open fille                 | Drisis intervention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                |
|                 | First Contact Date         | Day treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                |
|                 | First Face-to-Face Contact | Domestic violence services (perpetrator)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                |
|                 | Date                       | Domestic violence services (victim)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                |
|                 | First Face-to-Face Contact | Orug abuse counseling (child)<br>Drug abuse counseling (parent)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |
|                 | Primary Worker *           | Early intervention program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |
|                 | ,                          | amily stabilization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                |
|                 | Secondary Worker           | Head Start                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |
|                 | Data Entry Date            | lousing services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
|                 |                            | ntensive home-based case management services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |
|                 | Referral Source            | egal services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                |
|                 | Referral Source            | Maternal and child health services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                |
|                 |                            | Vedication and monitoring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                |
|                 | Response Priority          | Nutritional consultation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                |
|                 | Response Priority          | Other in-school support<br>Parent aide supports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |
|                 | Services Referred for Fam  | Parent education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
|                 | Service Requested 1        | 1 and |                                                |
|                 | Service Requested 2        | ×                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |
|                 | Service Requested 3        | ×                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |
|                 | Close Data                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |
|                 | Close Date *               | 4/29/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                |
|                 | Close Reason *             | Target Child opened to DCYE FSU and/or Probation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
|                 | Other Close Reason         | ranget can't open de la contraction and an tractation (1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                |
|                 | other close Reason         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |
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- 5. Indicate up to 3 services that the ineligible family was referred to.
- 6. Select "save" from "File" menu.

Follow the same steps if:

child/youth/family declines services; or FCCP declines to serve the family.

### **Close Reasons**

WHEN TO USE: Another child in family opened to DCYF & remained from home Another child in family opened to DCYF & removed from home Target child aged out of FCCP Change in Target Child Family moved out of area Family withdrew w/ notice Family withdrew w/o notice FCCP Non Wrap Practice Model completed Target child adjudicated out of FCCP Target child opened to DCYF & remained home Target child opened to DCYF & removed from home Team agrees Wrap completed (goals met, natural supports in place) Team agrees Wrap completed, child continnuing to receive single service w/in Transfer Target Child to another agency within the FCCP Transfer Target Child to another FCCP Unable to Contact Family Family declined service (specify reason below in "other" close reason) Triaged and Referred Out



# **RIFIS REPORTS**

# **RIFIS REPORTS**

Your role determines what RIFIS reports you will have access to. There are three types of reports: Custom, Standard, and Ad Hoc.

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Children	C	Activities without Session Notes		Shows all activitie	es without session notes by p	program, worker, and consumer.	
	C	Activity By Program		Shows all activitie	es within the given date rang	e grouped by Provider.	
Providers	C	Activity By Worker		Shows all activitie	es within the given date rang	e grouped by Worker.	
Reports	C	Activity Report		Shows details ab	out a single activity.		
Sign Out	C	All Activities by Consumer and Service	Code	Shows details ab	out all activities for a given f	undcode and date range, by consumer	and service code.
	C	My Attendance - Consumer Calendar		Shows all activitie	es for a particular consumer	in a given date range.	
	C	My Attendance - Facility Calendar		Shows all activitie	es for a particular Program a	nd Faciltiy in a given date range.	
	C	My Attendance - Program Calendar		Shows all activitie	es for a particular Program in	i a given date range.	
	C	My Attendance - Status Calendar		Shows all activitie	es for a particular Attendance	Status (Activity Status) in a given date	range.
	C	My Attendance - Worker Calendar		Shows all activitie	es for a particular Worker in	a given date range.	
	C	My Attendance Program Roster		Consumers who	were given a particular servic	e as a group through My Attendance.	
	C	My Attendance Program Roster_My Att	tendance	Consumers who	were given a particular servic	e as a group through My Attendance.	
	C	Services Rendered Authorized		Shows all authori	zed services rendered in a p	articular date range by a particular prov	ider.
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### **Custom Reports**

RIFIS will include custom reports designed specifically to output RIFIS data.

- FCCP Intake Form a printout of the Intake Form for the current child and family.
- **Family Service Plan** a printout of the current Family Service Plan for the current child and family.
- **Functional Assessment Report** an aggregate report across children/youth displaying baseline, ongoing and transitional scores for one of six key assessments to evaluate functional change over time.
- **Quality Assurance Report** an aggregate report listing children/youth active within a report period and containing key dates and data points for monitoring data quality and compliance with care coordination standards.
- Flex Fund Report an aggregate report listing Flex Fund and In-Kind Donation activities delivered to children/youth within the report period.
- Summary Report on FCCP Intake an aggregate report across FCCP regions providing statistical breakouts by response category for two dozen key child and family characteristics.

## Intake Report (sample is included in RIFIS Manual)

## Family Service Plan Report (sample)

Child/Youth:	Duck, Donald	RIFIS ID:	57188	DOB:	2/1/1998	
amily Name:	Waterfowl	Family ID:	999999999	Age:	11	
Address:	123 Four St. Richmond, RI 02999	PEP ID:	999999999	SSN:	999-99-9999	
Worker:	Harmony, Web	Plan Date:	4/2/2007			
CCP:	UC	Review:	Ongoing			
Agency:	Family Services of RI (Urban)	Review Date:	4/12/2010			1
		Next Review Date:				
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Family Vision The Waterfowl far NeedS/Goal: Strength: Dbjective: Action Step: Dbjective: Action Step: Digettive: Action Step: Leed/Goal: Strength:	m ly is able to spend more time togeth <b>Is, Strengths, Objectives</b> Fam ily Relations Extended fam ily lives close by in 1 Explore possible babysitters to all Meet w/or call extended fam ily mo Identify the child's interests Go to local community ctr. and fin Basic Need Mom is a good driver and family h	ner. Mom is able to wor and Action Step the same city low/mom and dad to have embers in advance and id an activity to match th has a car	k more hours while exte <b>DS</b> ve date night once a mo coordinate schedules ie child's interests	Target Date 5/1 5/20 nth 4/1 / 20 6/1 / 20	Progress Date     0	Completion D ate

#### Page 2

Service	Service Code	Units		Unit Type	Start Date	End Date
Femporary Housing/Rental Assistance	SocSrv10		78	Day	3/1 2/201	0
Biopsychosocial - Identified Child	AsmtSrv1		18	15 min	3/1 2/201	0
Diagnosis Primary Diag Axis I [299.00] Autistic Disorder, [314.01] Att Axis II [902.00] Underinvolved Relationship, [	<b>jnosis:</b> [299.00] Autistic Dia n Deficit/hyperact D/o Com I 904.00] Angry/hostile Relati	sorder <b>[</b> o onship	Diagi	nosed by: Child P	sychologist,	
Axis III [477.3] Alergies, [433.3] Astrina Axis IV Drobleme veloted to Social Equirement	nt. Housing problem a Other	nauchococial	lonui	ropmontal problem	~	
Axis V 63.52	ni, nousing problems, other	psyurosoual	/envi	ronnienitai problem	٥ 	
Did Caregiver 1/Parent/Legal Guardian participate in th	e Development of the Plan?	Yes				
D id C aregiver 2/Parent/Legal Guardian participate in th	e Development of the Plan?	No				
D id C hild/Youth participate in the D evelopment of the P	lan (if age appropri <i>a</i> te)?	Yes				
Did Other participant(s) help in the Development of the	Plan?	Yes				
Caregiver 1/Parent/Legal Guardian Signature:				Date:		
Caregiver 2/Parent/Legal Guardian Signature:				Date:		
Child / Youth Signature:				Date:		
ESCC Simpleture:						

## **Standard Reports**

Standard reports are out-of-the-box, generic aggregate reports available through the Harmony solution.

- Windows Internet Explorer		
🔊 🗢 💌 http://rifis.harmonyis.com/RIFISConfig	Pages/Harmony.aspx?ChapterID=1788:CallingChapter=My+Harmony8:CallingPage=	My+Harmony 🔄 🔀 😽 🗙 🌠 Live Search
Edit View Favorites Tools Help 27 • 29 • 30 × 100 million 100 mill		
Favorites 🛛 👍 🏉 Suggested Sites 👻 🙋 Free Hot	mail 🙋 Web Slice Gallery 👻 🙋 Windows 🙋 Windows Media 🙋 Windows Mari	ketplace 🙋 RealPlayer 🙋 Customize Links
		🦓 🔹 🗔 , 🖃 🖶 🔹 Page 🔹 Safety 🔹 Tools 🔹
Harmony v7.3.2.2 File		
Change Role	harmon on y	Repo
My RIFIS	kome, Sheila Chase	4/13/2010 12:7
Quick Search  Children  Children  Providers  Children  C	Filter Report By Type Consumers	Category Enrollments Activities Assessments Enrollments General Notes OpprClose Ticklers Ran Report
Reports	Report Name Description	<u>&gt;</u>
Sign Out	C Census Report Lists Consumer enrollment by	program.
	C Census Tracking Includes name, case number,     Current Enrollments Exceeding 6	demographics, LOS, current payer name, and case worker.
	Months Drouidos totals for consumers	in which length of stay is greater than six months.
	C Discharge Dashboard discharge housing.	who were discharged by program, by discharge referrant, by discharge type, and by
	C and Enrollment Lists difference between referr	al date-time and enrollment date time by worker, with averages, by worker.
	C Enrollment Dashboard Provides totals for consumers enrollments housing, by gende	who were enrolled by program, by enrollments referral, by enrollments type, by er, by race, by level of need, and by age group.
	C Expected to Actual Discharge Lists, by program, expected vs	a. actual discharge date, with difference, LOS, and percentage of LOS. Includes chart.
	New Consumer Enrollments Lists Consumers enrolled in a	program during specified date range by disposition.
	C Program Closings by Type Lists program closing informat	ion grouped by closing type.

		Ne	ew Consu	mer Enrollme	ent		
Fund Code: WB			Dates Betwe	en: 1/6/2010 and 4/13	3/20		
Consumer Name	Case Number	Admit Date	Close Date	Worker			
Program: Family Service of RI (West Bay)							
Disposition: Closed							
RIFIS Training	57241	3/23/2010	3/23/2010	Michael Puhacz			
Teddy Bear	57242	3/23/2010	3/23/2010	Gail Dahlquist			
Betsy Ison	57245	3/23/2010	3/23/2010	Elizabeth Ison			
			Total for Clos	ed:	3		
Disposition: Open							
Teddy Bear	57242	3/24/2010		Gail Dahlquist			
			Total for Op	en:	1		
	Total for Fa	mily Service	of RI (West Ba	ay):	3		
Program: Kent Center							
Disposition: Closed							
Teddy Bear	57242	3/23/2010	3/23/2010	Gail Dahlquist			
Betsy Ison	57245	3/23/2010	3/23/2010	Elizabeth Ison			
			Total for Clos	ed:	2		

## Ad Hoc Reports

Ad Hoc reports are based on pre-defined data extracts that can be manipulated to create customized report views.



			Consum	ers Base Repor			
Welcome, schase				4/13/2010 11:54:29 Ai			
Warning: The amount of data available may cause the search to time-out. Please specify data filters to improve performance.							
Fund Code:	Consumer:	First:		7			
Consumer Status:		Last:					
Open/Close Disposition:	Cas	e No:		- E			
Enrollment Disposition:		City:					
Provider: Name:	•	State: Rhode Island 💌					
Number:		1		5			
Apply Da	ata Filters						
Saved ReportsDefault 💌 - Expor	rt: Excel PDF CSV			Hide Parameters			
		Adhoc reports can b Exported into Adol	oe filtered within RIFIS or be Acrobat (.pdf) and lor for ond usors to	5			
- + Data Table		manipulate data f	to meet their needs	\			
	$\gg$			1 5			
Case Last First No Name Name ContactID Co	ind de Status DOB DOD SSN Gende	r Race FIPS Code	Res Pay Legal County County County	, SIN Street Street2 C			
57 otta Standardaden Arring	Contraction Cook Canada Canada	and a second	m A	S Base			

## **Reports Translation Tables**

While the Children and Providers Chapter were configured to include RIFIS language, the Reports Chapter contains Harmony language. See Below.

## **Standard Reports**

Harmony	RIFIS
Fund Code	FCCP
Case No.	RIFIS ID
Consumer	Child/Youth
Client	Child/Youth
Worker	FSCC
Program	Provider
Enroll Date	Agency Intake Start Date (Agency Intake Page)

#### **Base Reports**

Activity Base Report				
Harmony	RIFIS			
Status	Status of Activity Record			
Member ID	Intake Worker/FSCC/Supervisor ID			
Attended	N/A			
Confidential	N/A			
Absence Reason	N/A			
Diagnosis 1 ID	N/A			
Diagnosis 1 Code	N/A			
Diagnosis 1 Description	N/A			
Diagnosis 2 ID	N/A			
Diagnosis 2 Code	N/A			
Diagnosis 2 Description	N/A			

Consumers Base Report			
Harmony	RIFIS		
ContactID	RIFIS generated ID		
DOD	N/A		
FIDS Code	Number of children (18 and under) residing		
FIFS Code	in home (including target child)		
Bas County	Number of children (18 and under)		
Kes County	receiving services through the FCCP		

	(excluding target child) (Demographics		
	Page)		
Day County	Does the family currently reside in		
Pay County	permanent housing? (Demographics Page)		
Lagal County	Is either caregiver currently incarcerated?		
Legar County	(Demographics Page)		
SIN	N/A		
SECID	Family ID		
TERID	SAS ID		
OpenID	RIFIS generated ID		
Referral Date	Agency referral date		
Onen Data	Date when Agency Intake Disposition =		
Open Date	Open		
Enroll type	Practice Model		
Admit Date	Agency Intake Start Date		
Reason1	FCCP Funding Category		
Reason2	N/A		
Reason3	N/A		
Foster Parent	N/A		

Consumer Notes Base Report	
Harmony	RIFIS
CaseNo	RIFIS ID
Note ID	RIFIS generated ID
Fund Code	FCCP

Diagnosis Base Report		
Harmony	RIFIS	
Case No	RIFIS ID	
Fund Code	FCCP	
Status	Refers to Diagnosis Record	
Diag ReviewID	RIFIS generated ID	
EnrollID	RIFIS generated ID	
VendorID	RIFIS generated Agency ID	
VendorNo	Agency Site Code	
OpenID	RIFIS generated ID	

Plan Review Base Report		
Harmony	RIFIS	

Case No	RIFIS ID
Fund Code	FCCP
Assess ID	RIFIS generated ID
Rater	Worker
Status	Refers to Plan
Plan ID	RIFIS generated ID
Lookup Value	N/A

Provider Facility Base Report	
Harmony	RIFIS
Vender ID	RIFIS generated Agency ID
Vendor No	Agency Site Code
Fund Code	FCCP
Vdisposition	Same as Status
Provider Type	Indicates if an agency is a lead or partner
Tax ID	N/A
SEC ID	N/A
Foster Parent	N/A
Level of Care	N/A
Capacity	N/A
County	N/A
Facility County	N/A
Generic Dropdown1	N/A
Location	N/A

Relations Base Report	
Harmony	RIFIS
Case No	RIFIS ID
Fund Code	FCCP
RECID	RIFIS generated ID
Legal Guardian	N/A
Emergency Phone	N/A
Alternate ID	N/A
District	N/A
County	N/A
Generic Dropdown1	Multi Racial Selections
Generic Dropdown2	Caregiver
Generic Dropdown3	Multi Hispanic Origin
Generic Dropdown4	Primary Language
Generic Dropdown5	Education Level
Generic Dropdown6	Employment Status

Workers Base Report		
Harmony	RIFIS	
Status		
Member ID	Intake Worker/FSCC/Supervisor ID	
Unit	N/A	
Vender ID	RIFIS generated Agency ID	
Vendor No	Agency Site Code	
Secondary ID	N/A	
Fund Code	FCCP	
Bravidar Tupa	Indicates if the Agency is a partner or a	
Plovidel Type	lead	
Vendor Generic Dropdown 1	N/A	
District	N/A	
Contact Generic Dropdown1	N/A	
Contact Generic Dropdown2	N/A	
Contact Generic Dropdown3	N/A	
Contact Generic Dropdown4	N/A	
Contact Generic Dropdown5	N/A	
Contact Generic Text1	N/A	
Contact Generic Text2	N/A	



# **Appendices**

# A. RIFIS Report List

The following standard and Ad Hoc reports are available in RIFIS.

	Report	Description
	Type: Consumers	
1	Activities Report	Shows details about all activities for a given program, consumer, and date range.
2	Activity By Program	Shows all activities within the given date range grouped by Provider.
3	Activity By Worker	Shows all activities within the given date range grouped by Worker.
4	Activity Report	Shows details about a single activity.
5	All Activities by Consumer and Service Code	Shows details about all activities for a given fund code and date range, by consumer and service code.
6	Caseload By Case Manager Agency	Lists Consumers open to a given Fund Code and Disposition by Open Close primary worker.
7	Caseload for Supervisor	Lists Consumers open in a given date range for a Supervisor.
8	Caseload for Worker	Lists Consumers open in a given date range for a Worker.
9	Census Report	Lists Consumer enrollment by program.
10	Census Tracking	Includes name, case number, demographics, LOS, current payer name, and case worker.
11	Change In Eligibility	Documents whether a person was placed on the Wait List. Includes demographic information.
12	Consumer Assessment	Shows all details of one particular consumer assessment.
13	Consumer Assessment Responses By Program	Lists responses to selected Consumer assessment for each scale.
14	Consumer Assessment Responses By Review Period	Lists each scale and response, number with response, and percentage with response. Drills down to Consumer name and review date.
15	Consumer Face Sheet	Consumer Details
16	Consumer ID	
17	Consumer Listing by Fund Code	Lists consumers and some consumer information by selected fund code.
18	Consumer Notes for Selected Consumer	Displays all consumer notes for selected consumer.
19	Consumer Plan	Shows details of a particular treatment plan.
20	Consumer Summary Notes	Displays all notes for a given consumer.
21	Consumer Ticklers Due	Lists all Consumer ticklers due by supervisor and worker.
22	Current Enrollments Exceeding 6 Months	List of Consumer enrollments in which length of stay is greater than six months.
23	Discharge Dashboard	Provides totals for consumers who were discharged by program, by discharge referral, by discharge type, and by discharge housing.
24	Elapsed Time Between Referral and Enrollment	Lists difference between referral date-time and enrollment date time by worker, with averages, by worker.

25	Eligibility History	Shows all changes made to a given eligibility record.
26	Enrollment Dashboard	Provides totals for consumers who were enrolled by
		program, by enrollments referral, by enrollments type,
		by enrollments housing, by gender, by race, by level
		of need, and by age group.
27	Expected to Actual	Lists, by program, expected vs. actual discharge
	Discharge Dates	date, with difference, LOS, and percentage of LOS.
	J. J	Includes chart.
28	Mailing Labels - Active	Produces mailing labels to Active Relations for active
	Relations	Consumers for selected fund code.
29	Mailing Labels - Consumers	Produces mailing labels to active Consumers for
		selected fund code.
30	Mailing Labels - Relations	Produces mailing labels to the relations of Consumers
		by relation type.
31	My Attendance - Consumer	Shows all activities for a particular consumer in a
	Calendar	given date range.
32	My Attendance - Facility	Shows all activities for a particular Program and
	Calendar	Facility in a given date range.
33	My Attendance - Program	Shows all activities for a particular Program in a given
	Calendar	date range.
34	My Attendance Session	
	Roster	
35	New Consumer Enrollments	Lists Consumers enrolled in a program during
		specified date range by disposition.
36	Note Detail	Shows note detail for Consumer, Provider, Inquiry and
		Incident notes.
37	Open Close Dashboard	Provides totals for consumers who are open to a fund
		code by disposition, referring agency, open reason,
		gender, race, level of need, and age group.
38	Pending Notes by Type	Sorts pending notes by type and worker.
39	Program Closings by Type	Lists program closing information grouped by closing type.
	Type: Providers	
1	All Activities by Program	Shows details about all activities for a given fund
	and Service Code	code and date range, by program and service
		code.
2	All Activities by Program	Shows details about all activities for a given fund
<u> </u>	and Worker	code and date range, by program and worker.
3	All Activities by Program,	Shows details about all activities for a given fund
	Region and Worker	code and date range, by program, region and
		Worker.
4	All Activities by Worker and	Shows details about all activities for a given date
		range, by worker and program.
5	Close Reason Analysis	Inis report will present summary data by reason for
	summary	case closure, including counts, percentage of all
		ciosures, lengin or stay in days, and the percentage
		or the close reason length of stay to the overall
4	Enrollment Statistical Papart	Includes number enrolled in program number male
0		number female, average age
1		Thombor lemale, average age.

7	Enrollment Summary by Age	Cross-tabs unduplicated Consumers by program and
	Group	age group.
8	Enrollments by Primary Case Worker	Summary list of consumers in the Program, broken down by primary worker. Shows name, case no., enrollment type, dates, consumer age, and assigned worker.
9	Enrollments for select Agency	Summary enrollment data for the selected Agency. Provides information such as type of enrollment, dates, clients age, and primary caseworker.
10	Length of Stay by Program	Lists average LOS by program, and drops down to show details such as Consumer, worker, enroll and discharge dates, and case number.
11	Mailing Labels - Providers	Produces mailing labels to active providers for selected fund code.
12	Notes Report	Displays all notes for a selected provider and date range.
13	Provider And Services Listing	Shows all providers (including mailing addresses, contact names, tax ID, etc.) in the selected fund code along with summary descriptions of the services they offer.
14	Provider ID	,
15	Provider Information	Shows Provider setup.
16	Provider Ticklers Due	Lists Provider tickler information in a specified date range, by supervisor, worker, and program.
17	Units of Service Summary	Summary report of clients and units for all services offered by a given provider.
	Type: Workers	
1	Workers	
	Туре: Аd Нос	
1	Activity Base Report	Activity Base Report
2	Consumer Notes Base Report	Consumer Notes Base Report
3	Consumers Base Report	Consumers Base Report
4	Diagnosis Base Report	Diagnosis Base Report
5	Plan Review Base Report	Plan Review Base Report
6	Plans Base Report	Plans Base Report
7	Provider Facility Base Report	Provider Facility Base Report
8	Relations Base Report	Relations Base Report
9	Workers Base Report	Workers Base Report

# **B. RIFIS Workflow Wizards**

1. Risk Management Plan		
Page:	FCCP Open/Close	
Description:	If the FCCP Open/Close is saved with Disposition = Open and Response Priority = CPS Urgent OR CPS Emergency OR CPS Routine, the user is prompted to complete a Risk Management Plan.	
Tickler	Task	
Risk Management Plan	Complete Risk Management Plan	

2. Risk Management Plan Completion		
Page:	Assessment	
Description:	When a Risk Management Plan is saved as Complete, the CPS Monitor is prompted to review that Risk Management Plan.	
Tickler	Task	
Assessments	Review completed Risk Management Plan	

3. Intake	
Page: Description:	Agency Intake When the Agency Intake is saved with Disposition = Open, the user is prompted to complete Intake documentation and tasks.
Tickler	Task
Indicate Practice Model	Please go to the Agency Intake > Practice Model sub page for this Intake to enter Practice Model and start date.
FCCP Intake - 1A FCCP Intake - 1B FCCP Intake - 1C Diagnosis NCFAS Strengths, Needs, and Culture Discovery	FCCP Intake - 1A FCCP Intake - 1B FCCP Intake - 1C Enter Diagnosis Information Complete the NCFAS Baseline Complete Strengths, Needs, and Culture Discovery

4. Transition	
Page: Description:	Transition When the Agency Intake is saved with Disposition = Transition, the user is prompted to complete Transition documentation and tasks.
Tickler	Task
Plans Assessments Complete NCFAS Assessment	Complete the Family Service Plan Complete the Transition Team Meeting Form Complete the NCFAS Transition

Complete Child	Enter the Transition Assessment for Ages/Stages, Ohio
Assessment	Scales, CGAS as applicable
Message	Close Case after two weeks

5. Closing	
Page: Description:	Agency Intake When the Agency Intake is saved with Disposition = Closed, the user is reminded to close the associated FCCP Open/Close record
Tickler	Task
Message	Update the FCCP Open/Close for the FCCP Region to set Disposition = Closed

# C. RIFIS Service Codes

SERVICE CODE	DEFINITION				
INTAKE					
Initial Behavioral Health	Initial corponing for family				
Screen					
Family Assessment					
FCCP Intake	Appointment with family to complete intake paperwork and process				
Child/Youth/Family	Groundwork and trust and shared vision among family and natural				
Orientation Engagement	supports				
Strengths, Needs, and Cultural Discovery	An assessment that assists the family in identifying strengths, needs and current resources in order to formulate a plan that prioritizes/addresses their concerns and help them achieve their goals				
Bio Psychosocial – Identified Child	Diagnostic/clinical assessment identifying strengths and needs of the target child in all FCCP cases				
SERVICE DELIVERY/IMPLEMENA	IATION				
Risk Management Plan	Plan developed with family typically within two weeks of intake that clearly depicts the family's risk and who, what, when is addressing those risks				
Crisis Stabilization Plan	Specific detailed plan of who will care for target child and siblings in the even the primary caretaker cannot. Plan may also be for intact family in event of crisis. Document plan in progress note				
Team Meeting	Use this code when doing any activity to arrange, and facilitating, the team meeting. Follow up with progress note.				
Family Service Plan (Develop	Use this code when facilitating and creating the wrap/service plan with				
Initial Plan of Care)	the family (should be within the first 30 days)				
Implementation	Research, locating resources and coordinating meetings				
Review of Family Service Plan	Use this code when facilitating or creating the Reviewed Family Service Plan, this should be done every three months				
Transition Meeting	Use this code when arranging, facilitating or creating the transition plan				
MEDICAL					
Speech – Language/Hearing – Identified Child	Treatment that provides speech/language rehabilitation				
Speech – Language/Hearing – Sibling	Treatment that provides speech/language rehabilitation for sibling of target child				
Medical Visit – Identified Child	Visit with primary care physician for target child				
Medical Visit – Parent	Visit with primary care physician for target parent				
Medical Visit - Sibling	Visit with primary care physician for target sibling				
Specialized Medical Visit – Identified Child	Visit to address a unique medical need (i.e. visit to Eye, Ear, Nose, Throat doctor, OBGYN, etc.) for target child				
Specialized Medical Visit – Parent	Visit to address a unique medical need (i.e. visit to Eye, Ear, Nose, Throat doctor, OBGYN, etc.) for a parent				
Specialized Medical Visit - Sibling	Visit to address a unique medical need (i.e. visit to Eye, Ear, Nose, Throat doctor, OBGYN, etc.) for a sibling(s)				
In Home Medical Service for Identified Child	Home visiting medical services for identified child (i.e. visiting nurse, specialized medically fragile infant, CNA, etc.)				
In Home Medical Service for Parent	Home visiting medical services for a parent (i.e. visiting nurse, CAN, etc.)				
In Home Medical Service for Sibling	Home visiting medical services for a sibling (i.e. visiting nurse, specialized medically fragile infant, CAN, etc.)				
	· · · · · · · · · · · · · · · · · · ·				

MEDICATION					
Medication Mgmt. – Identified Child	A visit with medical professional to monitor status of medication regiment				
Medication Mgmt. – Parent(s)	A visit with medical professional to monitor status of medication regiment				
Medication Mgmt. – Sibling(s)	A visit with medical professional to monitor status of medication regiment				
SUBSTANCE ABUSE					
Toxicology Screening – Identified Child	An evaluation of urine and/or blood to determine the presence of drugs and/or alcohol for target child				
Toxicology Screening –	An evaluation of urine and/or blood to determine the presence of drugs				
Parent	and/or alcohol for a parent				
Toxicology Screening – Sibling	An evaluation of urine and/or blood to determine the presence of drugs and/or alcohol for a sibling				
Substance Abuse Evaluation – Identified Child	Conducted by licensed provider for identified target child				
Substance Abuse Evaluation – Parent	Conducted by licensed provider for a parent				
Substance Abuse Evaluation – Sibling	Conducted by licensed provider for a sibling				
Substance Abuse Treatment – Identified Child	Treatment for substance abuse for child/youth by a masters level clinician and/or licensed professional				
Substance Abuse Treatment - Parent	Treatment for substance abuse for a parent by a masters level clinician and/or licensed professional				
Substance Abuse Treatment - Sibling	Treatment for substance abuse for a sibling by a masters level clinician and/or licensed professional				
SEXUAL ABUSE/OFFENDING					
Sexual Abuse Evaluation –	Evaluation for sexually abused child delivered by a masters level clinician				
Identified Child	and/or licensed professional				
Sexual Abuse Evaluation - Parent	Evaluation for sexually abused parent delivered by a masters level clinician and/or licensed professional				
Sexual Abuse Evaluation - Sibling	Evaluation for sexually abused sibling delivered by a masters level clinician and/or licensed professional				
Sexual Abuse Therapy – Identified Childe	Treatment for sexually abused child/youth delivered by a masters level clinician and/or professional				
Sexual Abuse Therapy – Parent	Treatment for sexually abused parent delivered by a masters level clinician and/or professional				
Sexual Abuse Therapy - Sibling	Treatment for sexually abused sibling delivered by a masters level clinician and/or professional				
Sexual Offender Evaluation – Parent	Evaluation delivered to parent by a masters level clinician and/or licensed professional				
Sexual Offender Evaluation –	Evaluation delivered to child/youth by a masters level clinician and/or				
Sexual Offender Evaluation –	Evaluation delivered to sibling by a masters level clinician and/or licensed				
Sexual Offender Therapy –	Sexual offender treatment delivered to the target child/youth by a				
Sexual Offender Therapy –	Sexual offender treatment delivered to a parent by a licensed clinician in				
Parent	group or individual setting				
Sexual Offender Inerapy -	Sexual offender freatment delivered to a sibling child/youth by a licensed				
Non Offending Evaluation -	Evaluation delivered to a parent by a masters level clinician and/or				
Parent	licensed professional				
BEHAVIORAL HEALTH					
Psychiatric Evaluation	An evaluation determining diagnosis and recommendation of				
Identified Child	medication and treatment can be scheduled or emergency for target child				
Psychiatric Evaluation – Parent	An evaluation determining diagnosis and recommendation of medication and treatment can be scheduled or emergency for a parent				

Psychiatric Evaluation -	An evaluation determining diagnosis and recommendation of
Sibling	medication and treatment can be scheduled or emergency for a sibling
Therapy – Individual Child	licensed professional to the target child/youth, can be in the home or community
Therapy – Family	Family counseling services delivered by masters level clinician and/or licensed professional to the family, can be in the home or community
Therapy – Sibling	Individual counseling services delivered by masters level clinician and/or licensed professional to a sibling, can be in the home or community
Day Treatment – Indentified	A structured day program providing psychiatric services for the target
Child	child/youth
Acute – Residential Treatment – Identified Child	
Pediatric Partial Day Treatment – Identified Child	Services provided to ages 0-5 focusing on emotional and social development for the target child
Psychiatric Hospitalization – Identified Child	Use this when documenting the target child/youth was hospitalized for psychiatric reasons. Please complete progress note with content.
Day Treatment – Parent	A structured day program providing psychiatric services for a parent
Psychiatric Hospitalization - Parent	Use this when documenting a parent was hospitalized for psychiatric reasons. Please complete progress note with content.
Home Based Services – Identified Child	Home based visits per week for therapeutic intervention for the target child/youth delivered by a masters level clinician (e.g. HBTS, EOS, MST, PASS)
Home Based Services – Parent(s)	Home based visits per week for therapeutic intervention for parent(s) delivered by a masters level clinician (e.g. RIACC, MTT)
Domestic Violence Services – Perpetrator	Services providing support and prevention education to someone who has issues with abuse
Domestic Violence Services -	Services providing support and prevention education to someone living in
Victim	a violent situation
PARENTING	
PARENTING Parent Aide Supports – Identified Child	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth
PARENTING Parent Aide Supports – Identified Child Parent Education Classes	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based Practice	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth         A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect         An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICES	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICES Advocacy	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobile	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.) Use when advocating for family in formal setting Use when money is spent on the purchase or repair of vehicle. Specific example purchase, maintenance, repairs.
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobileClothing	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.) Use when advocating for family in formal setting Use when money is spent on the purchase or repair of vehicle. Specific example purchase, maintenance, repairs. Use when money is spent on any sort of personal garment or fashion accessories
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobileClothingEnvironmental Modification	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth         A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect         An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)         Use when advocating for family in formal setting         Use when money is spent on the purchase or repair of vehicle. Specific example purchase, maintenance, repairs.         Use when money is spent on any sort of personal garment or fashion accessories         Use when money is spent on changes to the actual house and its surroundings. Specific examples: home repairs, alarm system, safety alterations, painting the walls, landscaping.
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobileClothingEnvironmental ModificationShelter	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth         A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect         An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)         Use when advocating for family in formal setting         Use when money is spent on the purchase or repair of vehicle. Specific example purchase, maintenance, repairs.         Use when money is spent on any sort of personal garment or fashion accessories         Use when money is spent on changes to the actual house and its surroundings. Specific examples: home repairs, alarm system, safety alterations, painting the walls, landscaping.         Services provided to advocate for homeless families and assist them by providing temporary shelter and case management
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobileClothingEnvironmental ModificationShelterFood Bank	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.) Use when advocating for family in formal setting Use when money is spent on the purchase or repair of vehicle. Specific example purchase, maintenance, repairs. Use when money is spent on any sort of personal garment or fashion accessories Use when money is spent on changes to the actual house and its surroundings. Specific examples: home repairs, alarm system, safety alterations, painting the walls, landscaping. Services provided to advocate for homeless families and assist them by providing temporary shelter and case management Services are provided through RI's network of certified member agencies to provide quality food to people facing hunger
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobileClothingEnvironmental ModificationShelterFood BankFood/Groceries	Services that focus on assisting parent(s) in providing a safe, secure learning environment that promotes emotional and physical well being/growth         A curriculum based class to strengthen and support families in communities to prevent child abuse and neglect         An individualized home-based service for developing parenting skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)         Use when advocating for family in formal setting         Use when money is spent on the purchase or repair of vehicle. Specific example purchase, maintenance, repairs.         Use when money is spent on any sort of personal garment or fashion accessories         Use when money is spent on changes to the actual house and its surroundings. Specific examples: home repairs, alarm system, safety alterations, painting the walls, landscaping.         Services provided to advocate for homeless families and assist them by providing temporary shelter and case management         Services are provided through RI's network of certified member agencies to provide quality food to people facing hunger         Use when money is spent on food and drinks. Specific examples: groceries, restaurant meals, snacks from vending machines, coffee, tea, soda bottled water
PARENTINGParent Aide Supports – Identified ChildParent Education ClassesParent Skills Training – Evidence Based PracticeSOCIAL SERVICESAdvocacyAutomobileClothingEnvironmental ModificationShelterFood BankFood/GroceriesFurnishings/Appliances	Services that focus on assisting parent(s) in providing a safe, secure         learning environment that promotes emotional and physical well         being/growth         A curriculum based class to strengthen and support families in         communities to prevent child abuse and neglect         An individualized home-based service for developing parenting         skills/responsibilities/tasks (i.e. HBTS, Parents & Teachers, Parenting Wisely, etc.)         Use when advocating for family in formal setting         Use when money is spent on the purchase or repair of vehicle. Specific         example purchase, maintenance, repairs.         Use when money is spent on any sort of personal garment or fashion         accessories         Use when money is spent on changes to the actual house and its         surroundings. Specific examples: home repairs, alarm system, safety         alterations, painting the walls, landscaping.         Services are provided to advocate for homeless families and assist them by         providing temporary shelter and case management         Services are provided through RI's network of certified member agencies         to provide quality food to people facing hunger         Use when money is spent on food and drinks. Specific examples:         groceries, restaurant meals, snacks from vending machines, coffee, tea, soda bottled water         Use when money is spent on household items that are non-consumable.

	improve the quality of life for those individuals and families least able to meet their basic needs by providing good quality furniture and household items			
Housing	Use when money is spent on a place for rest and shelter. Specific examples: rent deposits, mortgage payments, motels, hotels			
Immigration	Use when assisting the family with immigration issues			
Incentive	Therapeutic rewards, or gifts, or special treats provided to the child/youth or family to reinforce behavioral change (this does not include evaluation incentives such as payments for completing interviews). Specific examples: gift card to youth to reward regular school attendance			
Legal Services - Other	Use when legal funds/services are needed to keep the family intact (e.g. back fines)			
Supplies	Use when money is spent on consumable non-food related items. Specific examples: school supplies such as paper, notebooks, calculators, home supplies such as batteries, flashlights, duct tape, roach motels, maintenance supplies such as paper goods, cleaning products, laundry detergent; personal products			
Training (child/youth)	Training youth in basic life skills. Specific examples: money management trainings, "how to balance a checkbook" training, and other general life skills			
Training (caregiver other family member)	Training caregivers in basic life skills. Specific examples: money management trainings, "how to balance a checkbook" training, and other general life skills			
Utilities	Use when money is spent on heating, electricity, water, waste disposal sewage, and communications. Specific examples: gas, electric, water, cable, internet, phone (landline), cell phone			
Utilities/Heat Assistance	Services provided by funds to State and Community Action programs to assist eligible residents of RI who are experiencing a temporary emergency utilities and heating crisis (LIHEAP)			
Recreation – Identified Child	Service provided without cost to assist target child in engaging in social outlets (natural support)			
Recreation - Parent	Service provided without cost to assist parent(s) in engaging in social outlets (natural support)			
Respite – Identified Child	Service provided without cost. Only provided by staff with a Bachelors degree or below. Has goal of providing respite or a break for the family and includes provision of skilled child care and insuring the safety of the client. Respite is not activity centered.			
Respite - Parent	Service provided without cost. Only provided by staff with a Bachelors degree or below. Has goal of providing respite or a break for the family and includes provision of skilled child care and insuring the safety of the client. Respite is not activity centered.			
FAMILY SUPPORTS				
Citizenship Classes – Parent	Required class work focusing on goals for obtaining citizenship			
Faith Based	Used when assisting the family connect to faith based supports			
Natural Support – Identified Child	Service provided without cost, use when assist target child with connecting to natural supports			
Natural Support – Parent	Service provided without cost, use when assist parent(s) with connecting to natural supports			
Mentoring – Identified Child	When a mentor is assigned to a target child/youth			
Mentoring – Parent	When a mentor is assigned to a parent			
Support Groups – Identified Child	Services provided by an organization addressing needs of the child/youth			
Support Groups – Parent(s)	Services provided by an organization addressing needs of the parent(s)			
Translation/Interpretation Services – Identified Child	Services provided by an organization to assist non-English speaking target child/youth			
Translation/Interpretation	Services provided by an organization to assist non-English speaking			

Services – Parent(s)	parents/families			
Volunteer Program – Identified Child	Unpaid services offered through an organization to target child/youth			
Volunteer Program - Parent	Unpaid services offered through an organization to parent(s)			
Time Banks	When a family/target child is engaging in the PFN TIMEBANKS program			
TRANSPORTATION	·			
Transportation – Identified Child	When staff employed by an organization provides child/youth with transportation			
Transportation – Parent(s)	When staff employed by an organization provides parent(s) with transportation			
CASE MANAGEMENT				
Case Management – Identified Child	Task completed by non FCCP staff			
Case Management – Parent(s)	Task completed by non FCCP staff			
Case Management – Sibling(s)	Task completed by non FCCP staff			
CRISIS INTERVENTION	·			
Crisis Intervention – Identified Child	An immediate response to an unexpected child/youth and /or family disturbance primarily for target child/youth			
Crisis Intervention – Parent(s)	An immediate response to an unexpected child/youth and /or family disturbance primarily for parent(s)			
Crisis Intervention – Sibling(s)	An immediate response to an unexpected child/youth and /or family disturbance primarily for sibling(s)			
EARLY EDUCATION/SPECIAL ED	UCATION			
Special Education Services – Identified Child	Identified child receiving special education services; FSCC engaged in school meetings, planning			
Special Education Services – Sibling(s)	Sibling receiving special education services; FSCC engaged in meetings, planning			
Regular Education Services – Identified Child	When participating or assisting on a regular education issues for target child/youth			
Regular Education Services – Sibling(s)	When participating or assisting on a regular education issues for sibling(s)			
Early Intervention – Identified Child	Use when documenting early intervention for the identified child			
Early Intervention – Sibling(s)	Use when documenting early intervention for the sibling(s)			



# **RIFIS GLOSSARY**

# Glossary

# FCCP & Agency Intake Disposition Codes

## Family Engaged:

Business	FCCP	FCCP	Agency Intake	Agency Intake
Process	OpenClose	OpenClose	Start Date	Disposition
	Dates	Disposition		
Referral	Referral Date	Pending	Referral Date	N/A
Received				
Assigned to	Open Date	Open	Start	Pending
Agency, FSCC			Date/Assigned	
			Date	
Family Agrees				Open
to Participate				

### **FCCP Declined to Serve Family:**

Business	FCCP	FCCP	Agency Intake	Agency Intake
Process	OpenClose	OpenClose	Start Date	Disposition
	Dates	Disposition		
Referral	Referral Date	Pending	Referral Date	N/A
Received				
Assigned to	Open Date	Open	Start	Pending
Agency, FSCC			Date/Assigned	
			Date	
Service	Close Date	Closed	Start	Closed
Declined			Date/Assigned	
			Date, Closed	
			Date	

### **Family Declined FCCP Services:**

Business	FCCP	FCCP	Agency Intake	Agency Intake
Process	OpenClose	OpenClose	Start Date	Disposition
	Dates	Disposition		
Referral	Referral Date	Pending	Referral Date	N/A
Received				
Assigned to	Open Date	Open	Start	Pending
Agency, FSCC			Date/Assigned	
			Date	
Family	Close Date	Closed	Start	Closed
Declined FCCP			Date/Assigned	
Services			Date, Closed	
			Date	

Business	FCCP	FCCP	Agency Intake	Agency Intake
Process	OpenClose	OpenClose	Start Date	Disposition
	Dates	Disposition		
Referral	Referral Date	Pending	N/A	N/A
Received				
Determined	Open Date,	Not Eligible +	N/A	N/A
Ineligible	Close Date	Close Reason		

# Family Not Eligible: