

**RIFIS Service Code Instruction Update
2/20/2020**

Steps for entering activity/service codes in RIFIS

Flex Fund - *example (A) shown below*

- Enter required fields (FCCP, Agency, etc.)
- Select Location/FCCP Funding as: Within FCCP
- Select Place of Service as: your FCCP agency
- Select Payer as: Flex Funds
- Under the activity heading, choose a service code that best describes what the Flex Funds were spent on by clicking the ellipsis, and selecting the service code
- Enter # of units (typically 1)
- Enter unit cost (the amount spent)
- Check the box if emergency expenditure
- General/Flex Fund Note: briefly elaborate on the service code selected (ie. housing: 1 week at hotel name, apartment security deposit to realtor name, etc.)
- Scroll to top of the page and enter Start/End date as: receipt of purchase date, 1 minute of time allotment and click ADD
- Lastly, change status to “complete”, save and close

In Kind Donation - *example (B) shown below*

- Enter required fields (FCCP, Agency, etc.)
- Select Location/FCCP Funding as: Within FCCP
- Select Place of Service as: your FCCP agency
- Select Payer as: In Kind Donation
- Under the activity heading, choose a service code that best describes what the In Kind Donation was given to the family by clicking the ellipsis, and selecting the service code
- Enter # of units (typically 1)
- Enter unit cost (a guesstimate of donation value)
- Check the box if emergency expenditure
- General/Flex Fund Note: briefly elaborate on the service code selected (ie. supplies: school, baby, cleaning, etc.)
- Scroll to top of the page and enter Start/End date as: date donation was given to the family
- Lastly, change status to “complete”, save and close

<p>Reoccurring service when family is referred to a service per their plan (FAAP and/or FSP) - example (C & D) shown below</p>	<ul style="list-style-type: none"> • Enter required fields (FCCP, Agency, etc.) • Leave status in “pending” • Select Location/FCCP Funding as: Referred to a Non FCCP Agency • Select Place of Service as: Non FCCP Agency • Select Payer as: Family’s Insurance (i.e. Medicaid, Private, No Insurance, etc.) • Under the activity heading, choose a service code that best describes what service was delivered per the FCCP Plan by clicking the ellipsis, and selecting the service code • Scroll to top of the page and enter Start/End date as: the date the family reports they have begun a service they were referred out to per the FCCP Plan, indicate 1 minute of time allotment and click ADD <ul style="list-style-type: none"> • Save and close as a “pending service” <p>When the family Reports the Service has Ended: UPDATE the “pending” service previously entered by:</p> <ul style="list-style-type: none"> • Clicking on the row of the service activity previously entered and saved as “pending” • Enter Start/End date of service ending, click ADD and change status to “complete”, save and close
<p>Face to Face with Primary Child Face to Face with Parent/Caregiver Face to Face with Primary Child & Parent/Caregiver- example (E) shown below</p>	<ul style="list-style-type: none"> • Enter required fields (FCCP, Agency, etc.) • Select Location/FCCP Funding as: Within the FCCP • Select Place of Service as: your own agency • Select Payer as: Service Contract • Under the activity heading, choose a service code that best describes who you had a Face to Face visit with by clicking the ellipsis, and selecting the service code (there should be a Progress Note DAP narrative that supports engagement) • Scroll to top of the page and enter Start/End date as: the date you had the Face to Face visit, indicate the time spent at the Face to Face visit (ie 15 min. increments) and click ADD • Mark the status of the activity “complete”, save and close

Entering a FLEX FUND (example A)

RIFIS Test (Copy of Live 1/27/20) - Internet Explorer
 https://hss.harmonyis.net/RIFISTest/Pages/Harmony.aspx?ChapterID=164&ViewType=SubPageView&PageID=29202&ChapterEntityID=71024&EntityID=51392&CallingChapter=Consumers&CallingPage=Activities+List&ParentEntityID=71024&popup_=1

harmony SOCIAL SERVICES Activities

Judy Garland Last Updated by schase at 2/19/2020 4:24:53 PM

Activities

Start Date *	Start Time	End Date *	End Time	Total Minutes	
2/12/2020	12:00 AM	2/12/2020	12:01 AM	1	Delete
2/12/2020	12:00 AM	2/12/2020	12:00 AM		Add

Activity Details

FCCP * **EB** Location/FCCP Funding: Within FCCP

Agency * **Child and Family Servic** Place of Service * Child and Family Services of Newport County

Worker * Chase, Sheila Payer * Flex Funds

Status * Complete

Activity Service

Service * SocialServ10
 Housing

Unit Type: \$

Units * 1.00

Unit Cost: \$500.00

Total Cost: \$500.00

Emergency Expenditure (FLEX FUND ACTIVITIES ONLY)

Status of Record Completion (FLEX FUND ACTIVITIES ONLY) 2/12/2020

General/Flex Fund Notes: One week at Roadway Inn

Entering an IN KIND DONATION (example B)

RIFIS Test (Copy of Live 1/27/20) - Internet Explorer
 https://hss.harmonyis.net/RIFISTest/Pages/Harmony.aspx?ChapterID=164&ViewType=SubPageView&PageID=29202&ChapterEntityID=71024&EntityID=51396&CallingChapter=Consumers&CallingPage=Activities+List&ParentEntityID=71024&popup_=1

harmony SOCIAL SERVICES Activities

Judy Garland Last Updated by schase at 2/19/2020 4:25:19 PM

Activities

Start Date *	Start Time	End Date *	End Time	Total Minutes	
2/12/2020	12:00 AM	2/12/2020	12:01 AM	1	Delete
2/12/2020	12:00 AM	2/12/2020	12:00 AM		Add

Activity Details

FCCP * **EB** Location/FCCP Funding: Within FCCP

Agency * **Child and Family Servic** Place of Service * Child and Family Services of Newport County

Worker * Chase, Sheila Payer * In kind donation

Status * Complete

Activity Service

Service * SocialServ14
 Supplies

Unit Type: \$

Units * 1.00

Unit Cost: \$25.00

Total Cost: \$25.00

Emergency Expenditure (FLEX FUND ACTIVITIES ONLY)

Status of Record Completion (FLEX FUND ACTIVITIES ONLY) 2/12/2020

General/Flex Fund Notes: Diapers for infant

Entering a SERVICE delivered per the family FCCP Plan (example C)

Internet Explorer
 https://hss.harmony.net/RIFISTest/Pages/Harmony.aspx?ChapterID=164&ViewType=SubPageView&PageID=29202&ChapterEntityID=71024&EntityID=51399&CallingChapter=Consumers&CallingPage=Activities+List&ParentEntityID=71024&popup_=1

harmony SOCIAL SERVICES **Activities**

Judy Garland Last Updated by schase at 2/12/2020 4:01:57 PM

Activities

Start Date *	Start Time	End Date *	End Time	Total Minutes	
2/3/2020	12:00 AM	2/3/2020	12:01 AM	1	Delete
2/19/2020	12:00 AM	2/19/2020	12:00 AM		Add

Activity Details

FCCP * **EB** Location/FCCP Funding: Referred Out to non-FCCP

Agency * **Child and Family Servic** Place of Service * Non FCCP Agency

Worker * Chase, Sheila Payer * Medicaid

Status * Pending

Activity Service

Service * BehHealth05
 Therapy - Family

Unit Type: 15 mins

Units * 1440

Unit Cost: \$0.00

Total Cost: \$0.00

Emergency Expenditure (FLEX FUND ACTIVITIES ONLY):

Status of Record Completion (FLEX FUND ACTIVITIES ONLY):

UPDATING a SERVICE delivered when the family reports service is complete. (example D)

Internet Explorer
 https://hss.harmony.net/RIFISTest/Pages/Harmony.aspx?ChapterID=164&ViewType=SubPageView&PageID=29202&ChapterEntityID=71024&EntityID=51399&CallingChapter=Consumers&CallingPage=Activities+List&ParentEntityID=71024&popup_=1

harmony SOCIAL SERVICES **Activities**

Judy Garland Last Updated by schase at 2/12/2020 4:01:57 PM

Activities

Start Date *	Start Time	End Date *	End Time	Total Minutes	
2/3/2020	12:00 AM	2/3/2020	12:01 AM	1	Delete
2/19/2020	12:00 AM	2/19/2020	12:01 AM	1	Delete
2/19/2020	12:00 AM	2/19/2020	12:00 AM		Add

Activity Details

FCCP * **EB** Location/FCCP Funding: Referred Out to non-FCCP

Agency * **Child and Family Servic** Place of Service * Non FCCP Agency

Worker * Chase, Sheila Payer * Medicaid

Status * Complete

Activity Service

Service * BehHealth05
 Therapy - Family

Unit Type: 15 mins

Units * 0.133

Unit Cost: \$0.00

Total Cost: \$0.00

Emergency Expenditure (FLEX FUND ACTIVITIES ONLY):

Status of Record Completion (FLEX FUND ACTIVITIES ONLY):

Entering a Face to Face visit (example E)

Activities
Last Updated by schase at 2/20/2020 12:08:08 AM

Activity Times

Start Date *	Start Time	End Date *	End Time	Total Minutes
2/12/2020	12:00 PM	2/12/2020	12:15 PM	15
2/12/2020	12:00 AM	2/12/2020	12:00 AM	

Activity Details

FCCP * **EB** Location/FCCP Funding: Within FCCP

Agency * **Child and Family Serv** Place of Service * Child and Family Services of Newport County

Worker * **Chase, Sheila** Payer * Service contract

Status * **Complete**

Activity Service

Service * **ServDelImp01_2**
Face to Face Visit w/ Child/Youth & Far

Unit Type: **15 mins**

Units * **1.00**

Unit Cost: **\$0.00**

Total Cost: **\$0.00**

Emergency Expenditure (FLEX FUND ACTIVITIES ONLY):

Status of Record Completion (FLEX FUND ACTIVITIES ONLY):

After entering these types of services, your Activity Summary List will look like the following (Therapy remains "pending" until you update the entry as shown in example D):

Activities
Last Updated by schase at 2/20/2020 12:28:59 AM

RIFIS ID: **71024** Status: **Active**

First Name: **Judy** SSN: **123-45-6789**

Last Name: **Garland** DOB: **8/17/2010**

4 Activities record(s) returned - now viewing 1 through 4

Date	Service	Agency	Worker	Units	Status
02/12/2020	Housing	Child and Family Services of Newport	Chase, Sheila	1.00	Complete
02/12/2020	Supplies	Child and Family Services of Newport	Chase, Sheila	1.00	Complete
02/12/2020	Therapy - Family	Child and Family Services of Newport	Chase, Sheila	8.00	Pending
02/12/2020	Face to Face Visit w/ Child/Youth & Family	Child and Family Services of Newport	Chase, Sheila	1.00	Complete

**Newest code names effective 04/04/19
Service/Delivery/ Implementation in RIFIS**

1. Housing Navigation provided specifically by the assigned FCCP Housing Navigator to the family
2. Housing Navigation provided by an FCCP Supervisor to the family
3. Housing Navigation provided by Primary Worker (FSCC) to the family
4. Housing Navigation provided by Secondary Worker (FSP) to the family
5. Housing Navigation provided by a "non" FCCP position and/or assigned worker to the family
6. Emergency housing secured
7. Temporary housing secured
8. Permanent housing secured
9. Moved from emergency housing to temporary housing
10. Moved from emergency housing to permanent housing
11. Moved from temporary housing to permanent housing
12. Emergency housing not secured at close/time of transition from FCCP
13. Temporary housing not secured at close/time of transition from FCCP
14. Permanent housing not secured at close/time of transition from FCCP
15. Child/youth referred to Youth Diversionary Program (YDP) while in FCCP care
16. Child/youth referred to Wayward Disobedient Program (WDP) while in FCCP care
17. Child/Youth WDP 197 form complete (record for all YDP/WDP cases)
18. FCCP referring child/youth to DCYF CRU
19. CRU service referral by FCCP accepted
20. CRU service referral by FCCP not accepted

Refer to page 7 of this document for definitions and when to use these codes.

- Enter required fields (FCCP, Agency, etc.)
- Select Location/FCCP Funding as: Within the FCCP
- Select Place of Service as: your own agency
- Select Payer as: Service Contract
- Under the activity heading, choose a service code that best describes what service was delivered by clicking the ellipsis, and selecting the service code
- Utilize the activities notes section (at the bottom of the activity page) to indicate other members of the housing "team" when multiple people work on a family's housing needs
- Scroll to top of the page and enter Start/End service date, indicate 1 minute for time allotment and click ADD
- Mark the status of the activity "complete", save and close

Please note: Code 17 should be recorded for all YDP/WDP youth – even those referred to YDP/WDP services right @ day 0.

Definitions

- **Housing type definitions:**

- o **Emergency:** DCYF defines emergency housing for FCCP's as short-term immediate housing that cannot be sustained. Emergency housing is for people who are homeless or in crisis in that moment. The goal of emergency housing is to ensure safety and shelter to avoid DCYF involvement until temporary or permanent housing can be secured.

- o **Temporary:** DCYF defines temporary housing for FCCP's as housing that can be sustained for a period of time but is subject to change. Temporary housing is for persons who are without housing or a fixed address. Temporary housing is not secure housing, it is to be sustained for a reasonable time until viable and safe, formal or informal resources are available. The goal of temporary housing is to transition to permanent housing.

- o **Permanent:** DCYF defines permanent housing as a community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Person must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month.

- **For codes 1-5,** please use a ranking system when housing activities began if there are multiple people assisting with the family. The ranking system is as follows:

- o If the housing Navigator Position is participating in anyway, in any capacity, please choose code 1. For example, this person may be coordinating the housing activities, consulting on the case, meeting with outside constituents, etc.

- o If team approach, with no Housing Navigator Position involvement, select the codes in the following order, based on team: Supervisor, Primary Worker (FSCC), Secondary Worker (FSP), Other/Non FCCP position

- When emergency or temporary or permanent housing is secured, choose the applicable code once. If the family changes physical home multiple times, but housing status does not change, only enter the code once at start date of period.

- o If the status changes, at that time, **use codes 9-11.**

- **Use codes 12- 14** at time of closing if no housing is secured.

Please Note:

- **Dispose of any other “draft” version of this documentation and disperse this update to all staff**
- **Report to RIFIS.support@dcyf.ri.gov if you have any questions when entering codes**