Children’s Trust Fund Data System (CTFDS)

User Manual

Updated December 2015

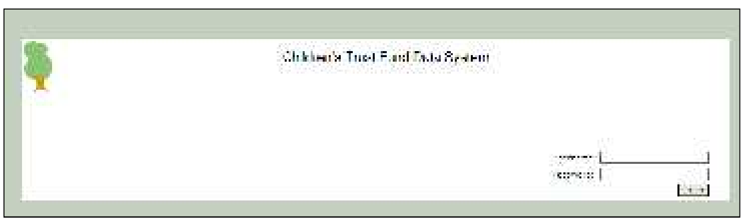
Table of Contents

Accessing CTFDS

The CTFDS site can be accessed by either creating a shortcut to the website or entering in the website: **https://ctfds.ct.gov** using Internet Explorer.

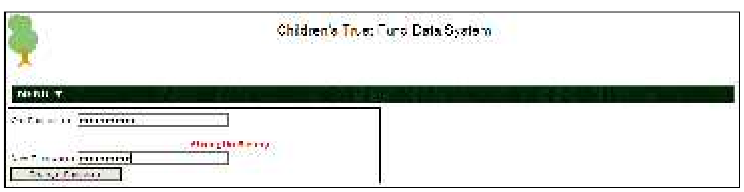
Logging into the CTFDS

1. Double click your shortcut or hit the enter key after typing in the website address into Internet Explorer.
2. The CTFDS login screen will display.
3. Enter your non-case sensitive username (email address) in the “Username” field.
4. Hit the “Tab” key to move to the next field.
5. Enter in your <u>case sensitive</u> password in the “Password” field.
6. Tab to the “Login” button and hit the “Enter” key or click on the button with your mouse.
7. You will then be prompted with the following message:
   “Please enter the security code that was just sent to your primary email address.”
8. Enter the security code and click the ‘Submit’ button.



Setting your password

First-time logins are prompted to change their passwords:



1. You must enter your current password (temporary password your Administrator has given you).
2. Then enter your new password. New passwords must be at least 6 characters long, and contain:
   a. Letters-at least one (passwords are case sensitive!)
   b. Numbers-at least one
   c. And at least one symbol (. @ ! #)

<u>Sample Passwords</u>:

Julie@2 (*in this example, the "J" must always be entered as a capital letter)*
john3.com (*in this example, the "j" must always be entered as lower case)*
1984s! *(again, the "s" must always be entered as lower case)*

The system will prompt you to change your password at minimum every 180 days. Passwords are reusable but need to be different when you are prompted to change it.

The system will lock your account after 6 attempts at logging in with the incorrect password.

If you get locked out, you need to contact the database administrator (CTF) directly.

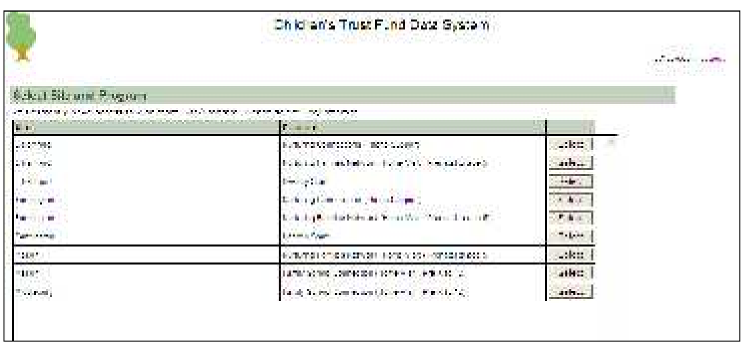
Selecting your Project

Once logged in, the "Select Site and Program" screen **will appear only if you have access to more than one project (site + program)**.

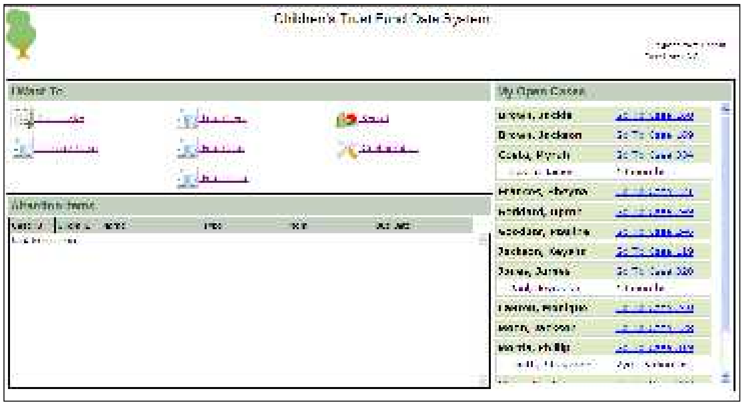
For the purposes of the web-based system, Nurturing Connections (NC) and Nurturing Home Visiting (NF) are considered two programs.

This screen **will not appear** if you do not have access to more than one project.

To select a project,
1. Click on the "Select" button to the right of the appropriate project.



2. Once a selection is made, the user's default screen main menu will display.



How Do You Know Which Project you are Logged In To?

At the upper right side of your screen will display your username/login and the project (site + program) you are currently logged in to. In the screen below I am logged in to "East Hart/NC".

Changing Access

Users who have access to multiple projects may switch between projects without having to log out of the system.

1. Click on the "Change" link located in the upper right side of your screen. It is next to the current project name. Only users with access to multiple projects will have this link.
2. The "Select Site and Program" screen will display. Click on the "Select" button to select a project.

Logging Out

To log out of the system, click the “Logout” link at the upper right side of your screen or you may close your browser.

<u>If you have not saved data you entered before logging out, the data will not be saved.</u>

Main Menu

<u>Nurturing Home Visiting program (NF)</u>
The screens for the various user types in NF are the same with the main menu at the top, attention items (reminders) on the bottom and the user’s open case list on the right side.

<u>Nurturing Connections program (NC)</u>
The screens for the various user types in NC are the same with the main menu at the top and the user’s open case list on the right side.

The NC does not have attention reminders.

Supervisor Access

In CTFDS users, who are the staff, are assigned to a Supervisor. This allows supervisors access to case and client information using the case and client numbers without needing to be assigned to the case.

It is strongly recommended that supervisors are assigned as active to all cases. This allows supervisors access to all active cases that the staff is providing services. The cases will listed on the supervisor's home page under open cases.

Intake

<u>Rule:</u>

- The intake must be added at the site which will provide the service.
- The screening site, is required to follow the procedures outlined in the transferring families between NFN program sites policy.
- The site adding the intake in CTFDS, is the site that is the last site responsible for recruiting the family. The last possible outcome.
- NC and NF projects display regular intakes and PFF intakes.
- The intake can be saved at any time as long as Part A has been completed.at which an intake identification number will generated.
- Each saved intake is assigned an intake ID number<u>. It is strongly recommended that each program creates and maintains an external log for all intake numbers.</u>
- The intake number can use to search for saved intake.

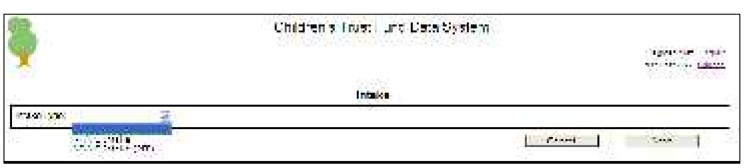
Adding a New Intake

An intake must be created in the project for which the parent agrees to participate:

- Parent agrees to participate in Nurturing Connections the intake must be created in the NC project
- Parent agrees to participate Nurturing Home Visiting the intake must be created in the NF project

1. Click on the "Add Intake" icon in your main menu.

2. Click on the dropdown arrow for "Intake Type".



3. Select the appropriate intake type. There are two intake types:
    - **<u>NF/NC Intake</u>**- Completed for all families being screened for nurturing connections or the traditional home visiting program other than those men who are being screened for and /or assigned to a fathering home visitor

    - **<u>NF/NC Intake (PFF)-</u>** Completed for all men being screened for the fathering home visiting program and/or assigned to a fathering home visitor

   ***It is very important to select the correct intake type as once it is saved; you will not be able to change the type.**

The intake will display.

4. Complete Part A.

It is important to enter the “Mother’s DOB”, “Father’s DOB” and “Date of REID” if at all possible. These are the fields that are used to search for an incomplete intake or one where the family did not accept service.

The intake can be saved at any time as long as Part A has been completed. An intake number will be assigned which you can use to search for it.

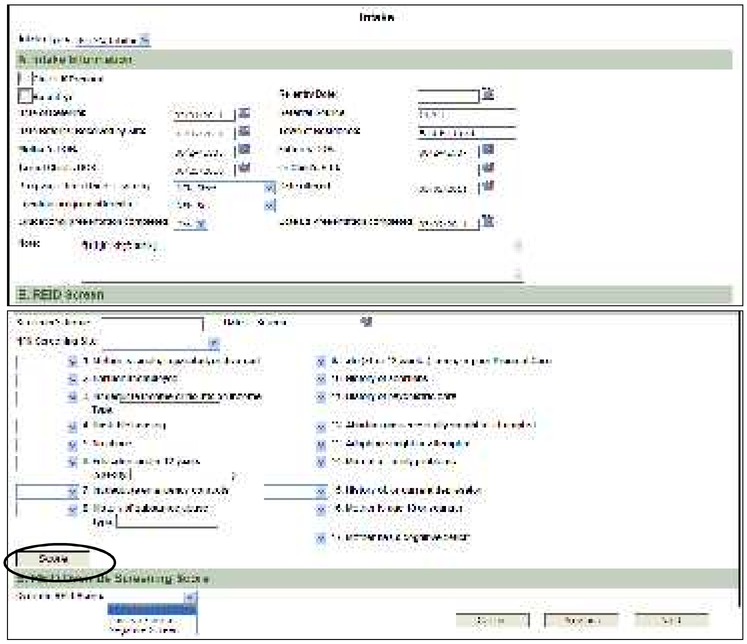
It is strongly recommended that all NC and NF staff maintain a list that contains the Intake ID#, Case ID#s and Clients ID#s, and also document which clients consented to participate in the program evaluation.

5. Complete the REID Screen. All items must be marked true, false or unknown. If any REID items are left blank, the system cannot score the REID.

Scoring

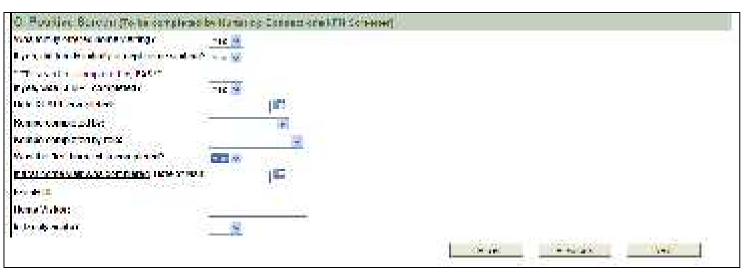
If the REID Screen is completed, click on the “Score” button.

6. Either Part C which indicates a positive score (family offered Home Visiting) or Part D (family offered Nurturing Connections services) will appear



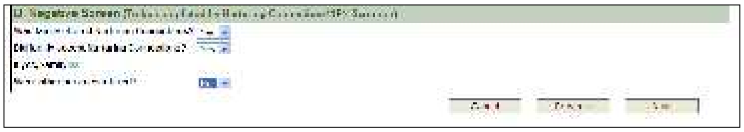
Positive Score-Part C

Part C will display if there is a positive score.



Negative Score-Part D

Part D will display if there is a negative score.



Enter in the appropriate data.

The "Family ID" field
***The "Family ID" field is completed only when an existing case (i.e. case opened before the web-based system was in place) is entered. Alpha, numeric, and special characters can be entered. Once this ID is entered, it is not editable.**

Overriding the REID Screen/Score for NC/NF Intakes

This function can only be used based on supervisory directive following a consultation and approval by the Children's Trust Fund staff . The scoring on the original screen can never be changed. The override function can only be considered for a family who initially scored at lower risk on the REID screen and agrees participate in home vising (NF) in two circumstances:

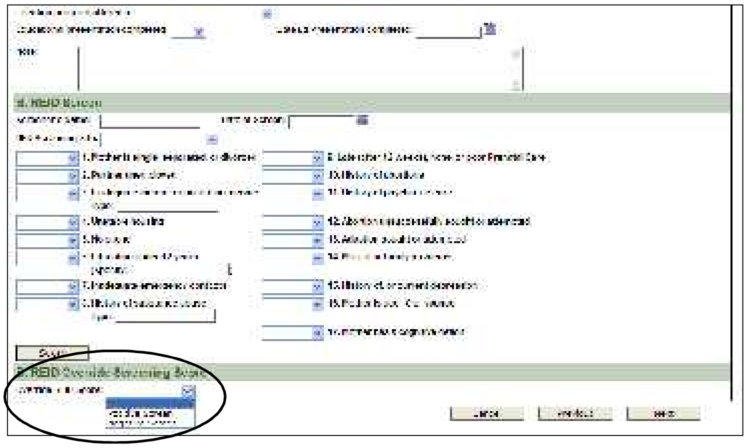
- Family discloses additional risk factors at point of screening
- Families participated in nurturing connections and then discloses additional risk factors

Commented [JA1]: See page XX in NFN Policy Manual

It is possible to waive/override the REID Screening as well as, the REID score results prompting.

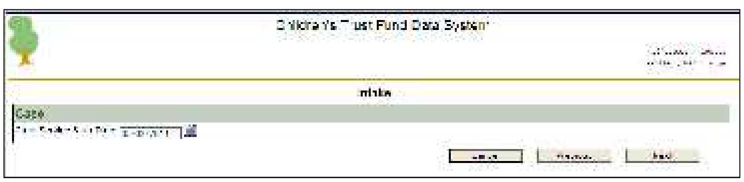
If the REID was not done, the user can scroll down to the "REID Override Screening Score" section, "Override REID Score", click on the dropdown arrow to select:

"Positive Screen" to display Part C
"Negative Screen" to display Part D



Accepting Service in Right Project

The following screen will display if you are logged into the program for which the family accepts service (i.e. logged into NC and the family accepts NC).



1. Enter in the date the family started receiving service (for home visiting programs this would be the date of the first home visit, for Nurturing Connections it is the date the family accepted services). **This date CANNOT be edited once the case is created.**

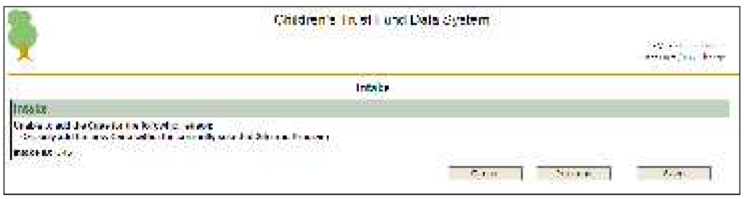
    - All clients added during the initial case creation will have the same client service start date.
    - The client service start date can be edited.
    - The case service start CANNOT be edited.

2. Click the “Next” button.

Accepting Service in Wrong Project

Users are not allowed to create a case in projects they are not logged in to.

The following screen will display if you are NOT logged into the program the case needs to be added into when the family accepts service (i.e. logged into NC and the family accepts home visiting).



Documentation of Unsuccessful Attempts to Schedule a Kempe or First Home Visit

Some families initially agree to participate in the program but then, staff efforts to complete the Kempe and/ or complete the first home visit are not successful. The following procedures detail how and where to document the engagement efforts.

Documentation of Unsuccessful Attempts to Schedule a Kempe

If attempts to schedule the kempe were unsuccessful (Kempe Not Completed); input attempted contacts and activities in the case, i.e., contacts, visits, and progress notes. Follow these steps:

In Section C. Positive Screen,

- Answer Yes to all applicable questions, then
- Select "No" to the question *if yes, was Kempe Completed?*
- For *reason Kempe not completed* select the most accurate response
- Click the next button at bottom of window
- The Intake Identification is generated in the next window
- Respond "yes" to the question – *Do you want to override the intake logic and create a case within the project you are logged in to?*
- Click the next button
- Select "OK" to the pop up question *Override?*
- Enter the case start date as 01/01/2000 (January 1, 2000)
- Click the next button
- In the case client screen- click on add new client (refer to adding clients to a new case, pg. 17)
- Enter attempted contacts and activities in the appropriate areas in the cases, i.e. contacts, visits, and progress notes
- Close the case on the date of last activity

Documentation of Unsuccessful First Home Visit After Completing the Kempe

If the first home visit was not completed after the Kempe; input attempted contacts and activities in the case, i.e., contacts, visits, and progress notes.
Follow these steps:
In section C. Positive Screen,

- Answer Yes to all applicable questions, then
- Select "No" to the question *Was the first home visit completed?*
- For *If no, reason first home visit not completed,* select the most accurate response
- Click the next button at bottom of window
- Intake identification number is generated in next window

- Respond “Yes” to the question – *Do you want to override the intake logic and create a case within the project you are logged in to?*
- Click the next button
- Select “OK” to the pop up question *override?*
- Enter the date case start date as 01/01/2000 (January 1, 2000)
- Click the next button
- In the case client screen- click on add new client (refer to adding clients to a new case, pg. 17).
- Enter attempted contacts and activities in the appropriate areas in the case, i.e. contacts, visits, and progress notes
- Close the case on the date of last activity

Documentation of MIECH-V track (federally funded home visiting)

- Check MIECH-V box
- Override score function according to the REID score
- Document each level of engagement
    - If family screens positive and enrolls in MIECH-V home visiting, date of 1st home visit and FAMILY ID, M and the assigned ID# generated by the MIECH-V staff.
    - If family screens negative and enrolls in MIECH-V, record date of 1st home visit and M and the assigned ID# generated by the MIECH-V staff in the Family ID field in section D Negative Screens
- Click the next button at bottom of window
- Intake identification number is generated in next window
- Do not select “Yes” to the question – Do you want to override the intake logic and create a case within the project you are logged in to?
- Click on the Save Button.

Please note: to retrieve the Intake again before it becomes a CTFDS CASE, go to the Main Menu and click on Find Intake to lookup intake.

Consent Section

Consent for Program Participation

Each adult caregiver who wants to participate in the program services must sign the appropriate Nurturing Families Network Consent for Home Visiting or Nurturing Connections Program Family Rights, Responsibilities and Confidentiality Policy form. The hard copy of this form is retained in the family’s hardcopy record/file.

In CTFDS, staff are required to document:

- Authorization form signed - there is only one response -yes

- Type of consent- there is only one response - written
- Consent start date- date of the participant’s signature on the Nurturing Families Network Family Rights, Responsibilities and Confidentiality Policy form

An adult caregiver client cannot be added to case within a program- NC or NF in the system, if they have not signed the form giving this consent.

Consent for Research Participation

Each caregiver who participates in the program should be invited to participate in the program evaluation. Caregivers who agree to participate must sign the Permission to Participate in the Evaluation of the Nurturing Families Network Home Visiting or Nurturing Connections Program form. The hard copy of the form is retained in the family’s hardcopy record /file.

In CTFDS, staff are required to document:

- Authorization form signed-   There is an option.
    - If yes is selected, any data entered for the family without identifying information will be included in data exports for the program evaluation.
    - If no is selected, any data entered for this family will not be included in the data exports for the program evaluation.
- Type of consent- There is only one response - written
- Consent start date - date of participant’s signature on the Permission to Participate in the Evaluation of the Nurturing Families Network Home Visiting or Nurturing Connections Program form.

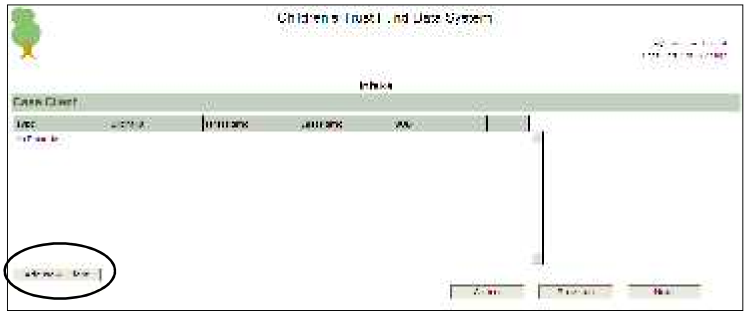
Creating a New Case

Rules:

- Cases can only be created following the completion of an intake.
- The final outcome of a NF enrollment process with a family must be known prior to creating a case.
- Process to Document Unsuccessful Efforts to Enroll Families in Who Agreed to Participate in the Program

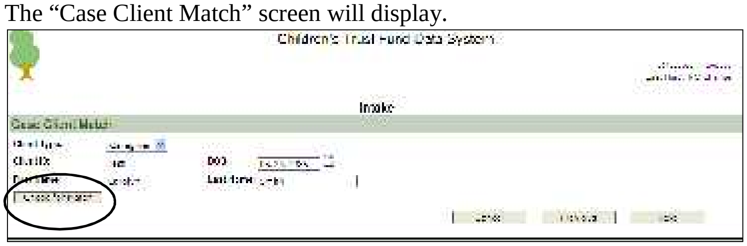
Adding Clients to a New Case

Once the case service has been added, clients need to be added. The below screen will display.



1. Click on the "Add New Client" button.

The "Case Client Match" screen will display.

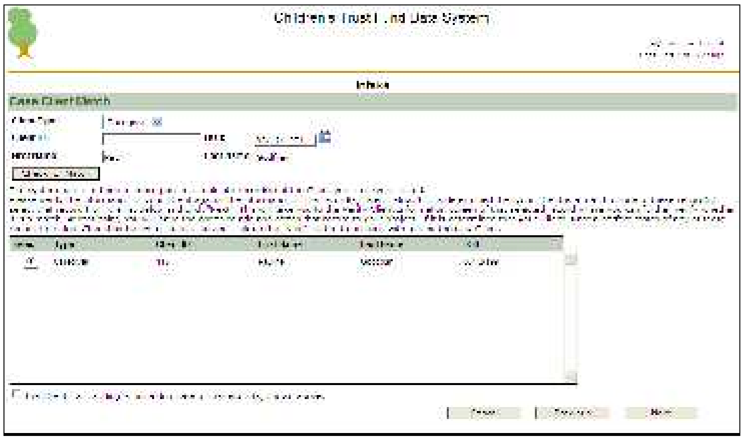


1. Click on the "Client Type" dropdown arrow and select the client type.
2. In the "Client ID" field, leave it blank. The system will auto-create a client ID#.
3. Enter in the date of birth in the "DOB" field in MM/DD/YYYY format.
4. Enter the client's first name in the "First Name" field.
5. Enter the client's last name in the "Last Name" field.
6. Click on the "Check for Match" button

The system will check for possible matching client records within the site and program by looking at the first 3 letters of the first and last names, client type and DOB. If there is a client record that matches some of the fields it will display as a possible match.

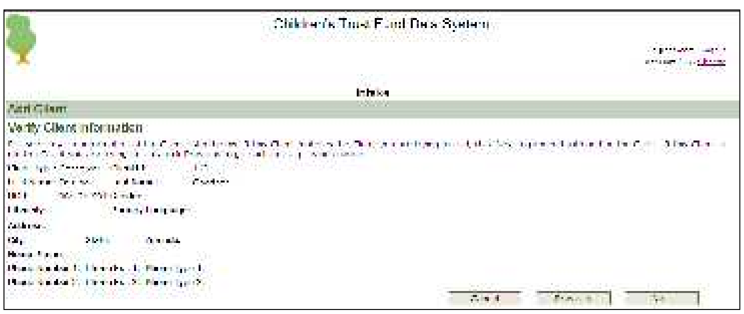
Finding a Matching Client Record

It is very important to look over the matching records displayed when adding a new client. CTF does not want duplicate records for the same client so users should check to make sure it is or, is not, their client.



Users have the option to check to see more information on a particular match before selecting it as a client for the case. **Once a client is added to a case, it cannot be removed.**

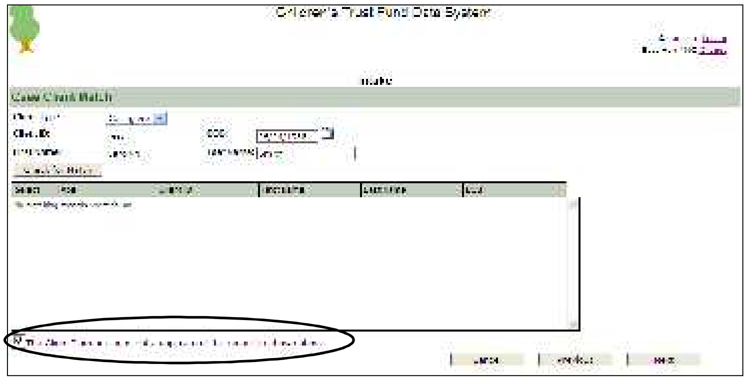
1. If an entry may be a match, click on the "Select" button next to the "Type" field.
2. Click on the "Next" button
3. The "Verify Client Information" screen will appear. The Verify Client Information screen provides additional data such as the client's ethnicity and address.



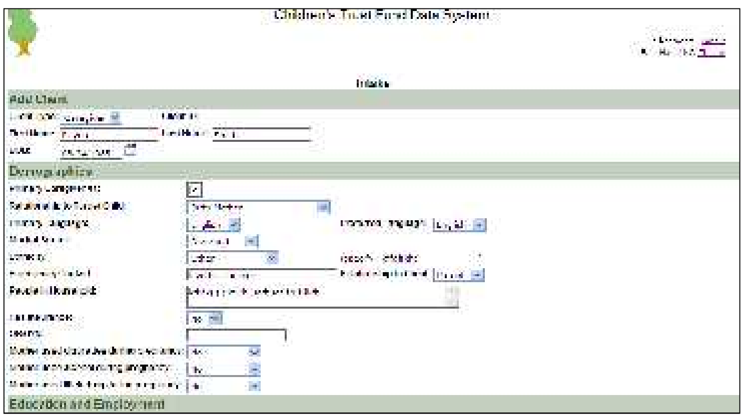
4. Click on the "Next" button if you have verified that this IS the client **OR**
5. Click on the "Previous" button to go back to the previous screen to select another match or add a new record.

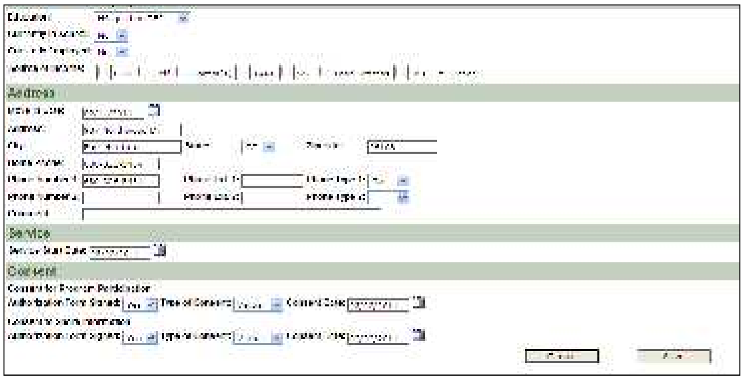
Adding a New Client If No Matching Record Is Found

If no matching record is found, a new client record needs to be created.



1. If NO matching record is found in the list, then check the “The Client I am adding is not a duplicate of the record(s) shown above.” Checkbox at the bottom of the screen.
2. Click on the “Next” button to move to the next screen and continue adding the client.





Adding Client Information

Each client is assigned a unique Client ID number. It is strongly recommended that each program creates and maintains an external log for all Client ID numbers.

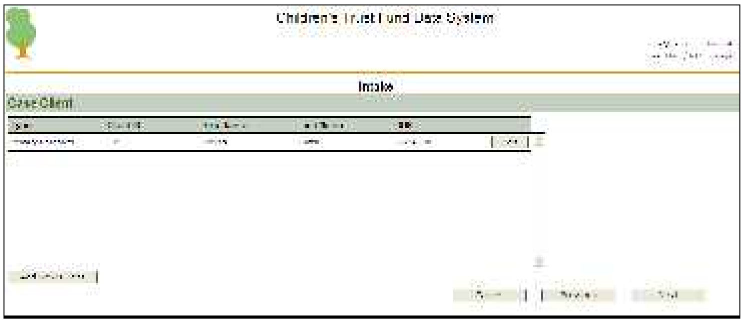
System rules when adding a caregiver client:

- A #1 Caregiver (also known as the primary caregiver) is required for every case. There can only be one #1 caregiver for a case at any one time.
- If a Caregiver is added and saved as #1 and then another Caregiver is added and marked as #1, the latest Caregiver marked as #1 will be saved as #1.
- #1 Caregivers can change.
- There is no limit on the number of Caregivers.
- The “Home Phone” DOES NOT display at the top of the client address screen.
- The “Phone Number 1” DOES display at the top of the client address screen.
- Client information can be added and edited after the case has been saved.

System rules when adding a child client:

- There is no limit on the number of children that can be added to a case.
- There can be more than 1 target child within a case.
- Child records do not have consent sections as they have the same consent as the Caregiver record.

1. Enter the client information
2. Click on the “Save” button.



3. The client will now display in the “Case Client” screen.
4. Click on the “Add New Client” to add another client to the case.

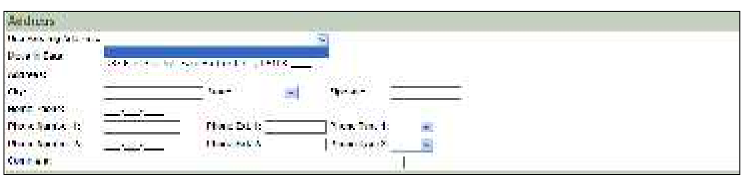
Clients can be added to the case after the initial case has been created.

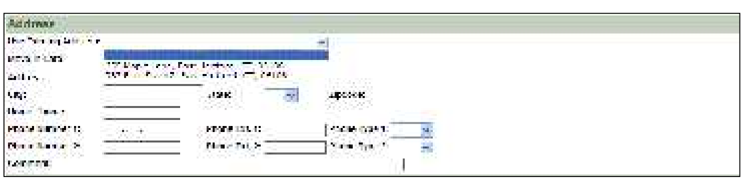
Using “Use Existing Address” rules

Once a client has been added to a case with an address, when additional clients are added, the same address may be selected for these clients.

In the add new client screen, “Address” section, there is a “Use Existing Address” dropdown menu. This menu will display all address of prior caregivers that have been added to the case.

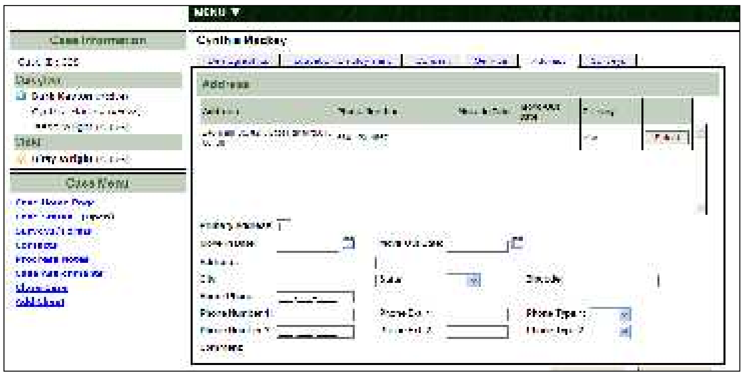
You may select to use this address or enter a new or same address.



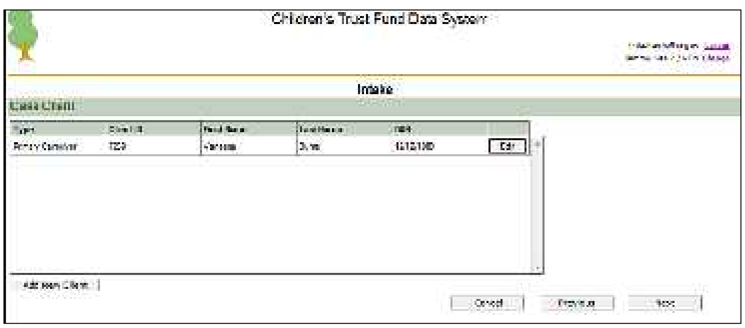


Any Caregivers’ addresses entered using the “Use Existing Address” dropdown are all linked to the same address. A change to one client address will change all the other client address to be the same.

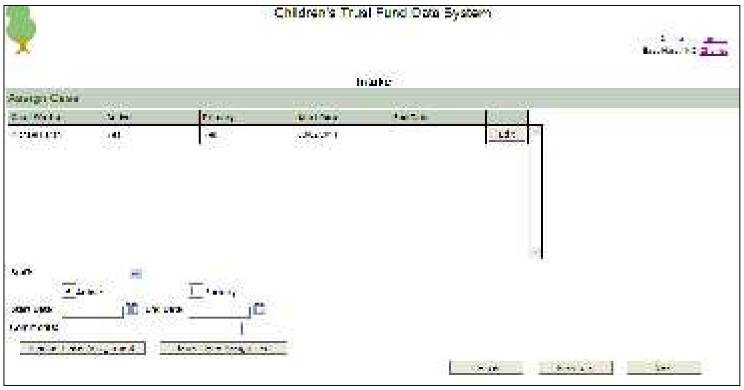
If a caregiver moves to a new address, the new address should be entered as a new primary address. The address screen allows the user to see the history of addresses for each caregiver.



5. Click on the “Next” button after all new clients have been added.



<u>**Please note the Client ID number in the above screen!!**</u>



Assigning the Case

The “Assign Case” screen will display next.
This is the area where the staff assignment is required.
The case assignment screen tracks all staff responsible for the case activities.

Each staff assignment must be ***saved*** before clicking the “next” button

If a staff assignment is not made following the creation of the case; all case and client information entered prior to this screen will not be accessible (client record will be visible, but you will be unable to retrieve it). Therefore all information will have to be re-entered.

Rules:

- The supervisor must assign themselves to the case first, as active and primary upon receipt of the referral.
- Primary staff assignment should reflect the date on which the individual becomes responsible for case activities.
- There can only be one primary staff assignment for a case at any one time. If another staff assignment is added and saved as primary and then the latest staff assignment be saved as primary.
- Each case must have an active and primary staff assignment.
  Each time a staff is reassigned to a case, record the start date in the case record
- Only the staff assigned to case and his/ her supervisor can view/ access the open case.

Case staff assignments should be made by or in conjunction with the Clinical Supervisor.

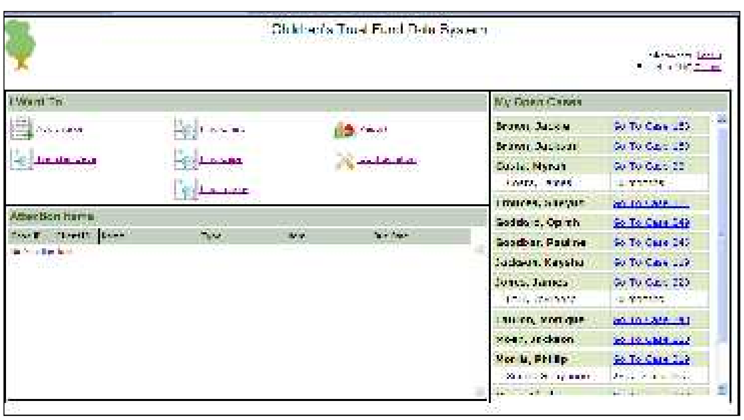
1. Click on the “Staff” dropdown arrow and make a selection.
2. Check the “Active” checkbox if this person is actively working on the case.

3. Check the “Primary” checkbox if this person is the primary person working on the case. Only one person can be marked as “Primary” at any one time. If a Staff is added and saved as Primary and then another Staff is added and marked as Primary, the latest Staff marked as Primary will be saved as Primary.
4. Enter the date the case was assigned to this person in the “Start Date” field in MM/DD/YYYY format.
5. Enter the date the case assignment is to end for this person in the “End Date” field in MM/DD/YYYY format. This field may be left blank.
6. Enter any comments in the “Comments” field.
7. Click on the “Save Case Assignment” button
8. Click on the “Next” button.

The “Verify Add Case to Project” screen will display.

9. Click on the “Save” button to save the case in the project. It will be assigned a case number. Record the case number on an external log for easy reference, as needed.

Each case is assigned a unique Case ID number. <u>It is strongly recommended that each program creates and maintains an external log for all Case ID numbers.</u>



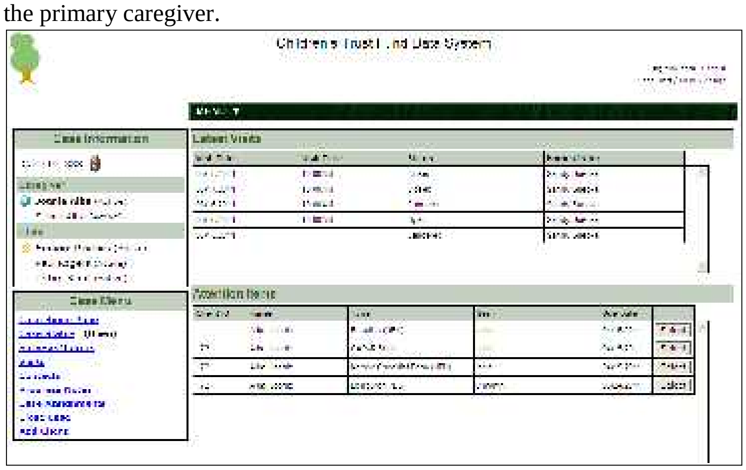
Once the case has been saved, it will display in the “My Open Cases” section of the staff the case has been assigned to. The name for the case will be the #1 (primary) caregiver.

Individual Case Record

The "Case Information" section in the upper left of the screen displays the case ID number and all clients (active and inactive) that are included in the case. The icon next to the Case ID number indicates that the case is in "Creative Outreach" status. The icon in the "Caregiver" section indicates that that is the #1 Caregiver. The icon in the "Child" section indicates that that is the target child.

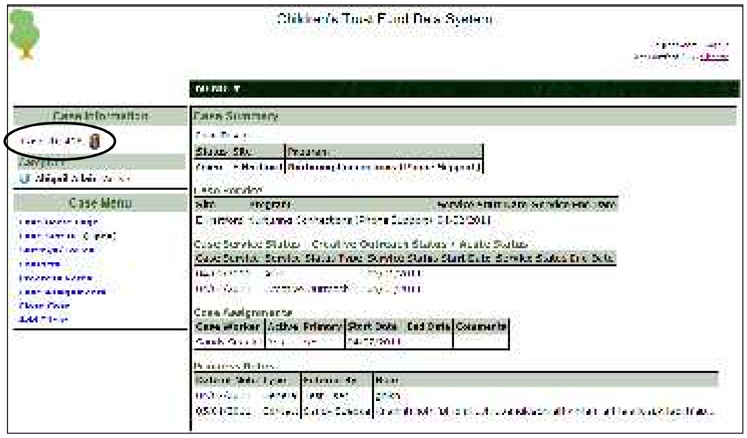
The "Case Menu" section contains links to all the sections of the case.

The "Latest Contacts" section lists the most recent contacts for the NC project.
The "Latest Visits" section lists the most recent visits for the NF project.
The "Attention Items" section lists the prompt reminders for items due for the case and the primary caregiver.

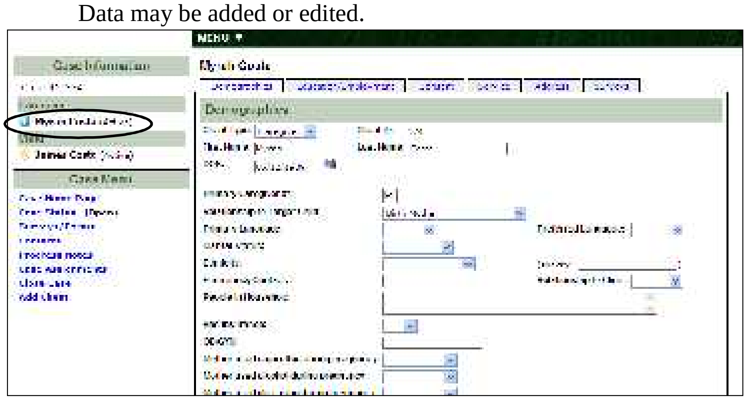


Case Information Section

1. Click on the "Case ID: XXX" and a summary of the case will display.



2. Click on a “Caregiver’s Name” or “Child’s Name” to open up that client’s record. Data may be added or edited.



Updating Client Information

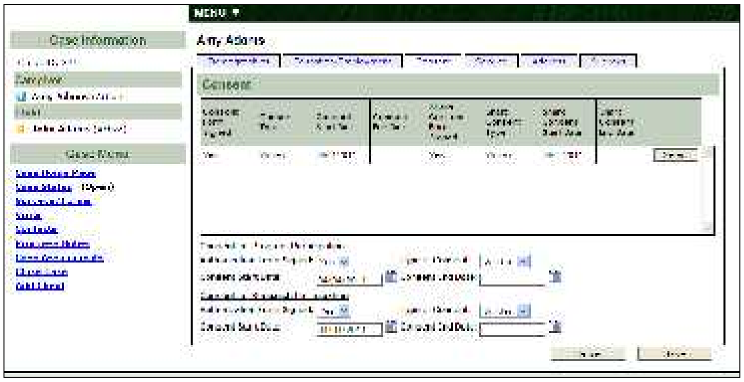
Client records are accessed via the case. Client data (i.e. surveys) are specific to each case. Research and program consents, however, are case level.

<u>Demographics and Education/Employment Screens</u>

The data in these screens may be updated at any time. **The system will not save the “old” data.**

<u>Consent Screen-End Consent</u>

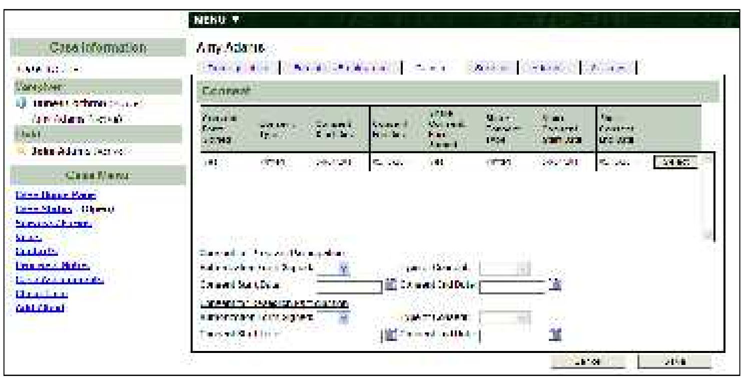
1. If the consent of a caregiver needs to be updated or ended, click on the “Select” button to the right of the appropriate service.
2. The information will be displayed in the lower part of the screen.
3. Make the appropriate changes or add the data.
4. Click on the “Save” button.



<u>Add new consent to existing client record</u>

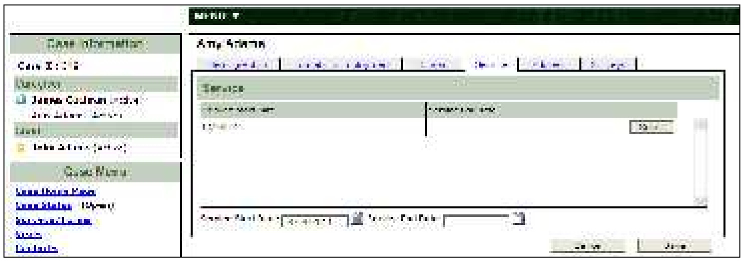
If a client record was deactivated and the consent was closed, a new consent must be added if they restart services (at the same or different site).

1. In the client record/Consent screen, enter the new consent information in the lower part of the screen.
2. Click on the "Save" button.



<u>Service Screen-End Client Service</u>

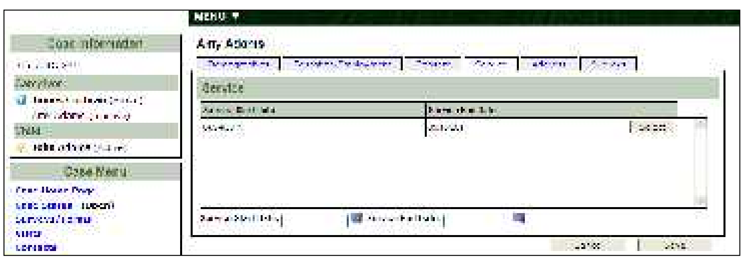
1. If the service for one of the clients needs to be updated or ended, click on the "Select" button to the right of the appropriate service.
2. The information will be displayed in the lower part of the screen.
3. Make the appropriate changes or add the data.
4. Click on the "Save" button.



Service Screen-Add new Client Service

If a client's service was ended and the now needs to be started again, a new service may be added.

1. In the client record/Service screen, enter the new service information in the lower part of the screen.
2. Click on the "Save" button.
3. A new consent for program and research participation must be completed when they restart services.



Client Survey Data

Surveys and forms attached to the client record can be viewed in the "Survey" screen.

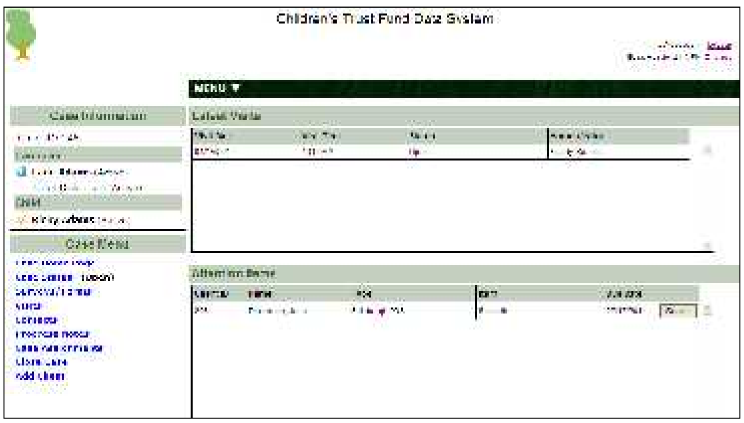
1. Click on the "Select" button to the right of the survey to view the survey.

Case Menu

Case Home Page

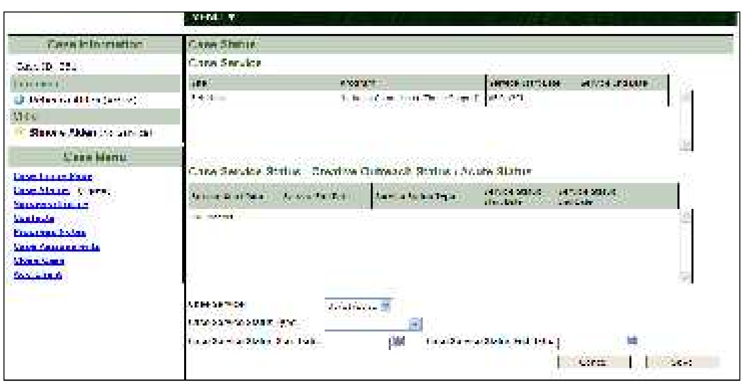
The case home pages for all projects in the system look similar and are based on the data each project collects. NC projects do not do home visits so will not have a “Visits” link. This is the default screen when accessing a case.

Surveys may be added by clicking on the “Select” button to the right of the survey in the “Attention Items” section.



Case Status

The “Case Status” screen will display all case services attached to the case. It is also where the “Acute” and “Creative Outreach” statuses are managed.



1. To add either an “Acute” or “Creative Outreach” status, click on the “Case Service” dropdown menu and select a service.
2. Click the “Case Service Status Type” dropdown arrow to select a type.
3. Enter a date in the “Case Service Status Start Date” date field.
4. Click on the “Save” button.

The status will now appear in the “Case Service Status-Creative Outreach Status/Acute Status” section.

A “Creative Outreach” status will display a red “Stoplight” icon next to the case.

5. To edit the status date or enter an end date, click on the “Select” button to the right of the appropriate status.
6. The data will populate the data fields below. Make the changes and click on the “Save” button.

Closing a case will automatically include status end dates in the “Case Status” screen. If the case is currently in “Acute” or “Creative Outreach” status, these statuses will end with the same case service end date.

Surveys/Forms

Rule:

- Individual surveys are completed for each participating caregiver.
- The baseline and all other reoccurring surveys/forms are to be completed at program entry (initial), 6 months, and annually - 1year, 2 year, 3 year, 4 year, and 5 year. The appropriate occurrence will automatically appear in the attention window.
- The baseline, Community Life Skills (CLS), Child Abuse Potential Inventory – Rigidity Scale CAPI-R and the Community Life Skills (CLS) are required at

program entry (initial occurrence), 6 months and then annually for five years. CTFDS will place the surveys/forms in the attention items based on the case start date for the primary caregiver.

- The Roles of the father questionnaire. (ROFQ)
- Only fathering home visitors complete the Roles of the father questionnaire. (ROFQ)
- Fathering home visitors must respond “yes” to the last question at the end of the Child Abuse Potential Inventory – Rigidity Scale (CAPI-R) survey to gain access to and complete the roles of the father questionnaire. (ROFQ)

Surveys and forms may be entered via the “Case Home Page/Attention Items” or from the “Surveys/Forms” screen.

Only the #1 Caregiver survey/forms attention items will appear in the prompt window. Surveys that were not entered within the prompt window are entered through the Surveys/Forms section.

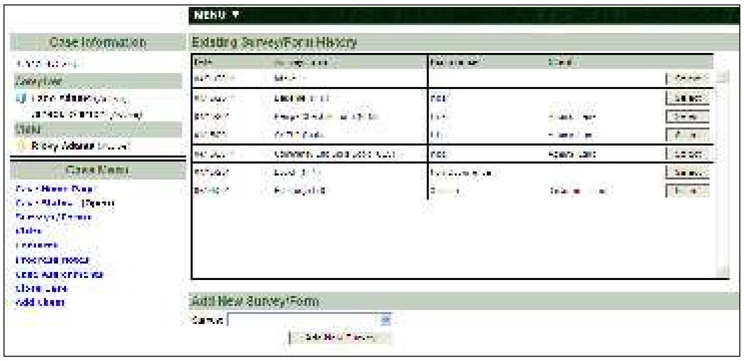
All other caregivers participating in the program are expected to complete the survey/forms.

The survey and forms for other caregivers must be created by selecting through the survey/forms section or by temporarily identifying the other caregivers as the #1 caregiver. This will allow all caregivers surveys/ forms to populate in the attention items to appear in the prompt window.

After completing the survey/forms it is important to remember to re-identify the primary caregiver as the #1 caregiver.

The “**Existing Survey/Form History**” section displays all surveys and forms that are attached to this case.

Clicking on the “Select” button allows the user to view the survey/form. If it is a survey /form is within the edit window the user may edit the item.



<u>Add New Survey/Form</u>

1. To add a new survey/form, in the "Add New Survey/Form" section, click on the "Survey" dropdown arrow.
2. Select a survey/form.
3. Click on the "Add New Survey" button.

Depending on the type of survey/form selected, various fields will display. (i.e.: A case level survey will not display a "Client" field.)

4. Select the appropriate data.
5. Click on the "Add New Survey" button.

Once a survey is saved, it will appear in the "Existing Survey/Form History" section and can usually be edited only on the day it was entered. Surveys are normally locked and cannot be changed from the day after it was entered into the system. The only exception to this is the Baseline survey which is open for 30 days.

<u>The Community Life Skills</u> (CLS) survey items must be manually scored.
The individual domain and the total scores must be place in the survey.
One (1) point is recorded for each yes answer.

<u>The Kempe assessment</u> is completed only at intake for each caregiver participating in the program- complete all items in the scoring section for which the parent score is highest.
Enter bullets vs. a narrative for each domain.
Place the highest domain score in the individual section and the total score in the survey.

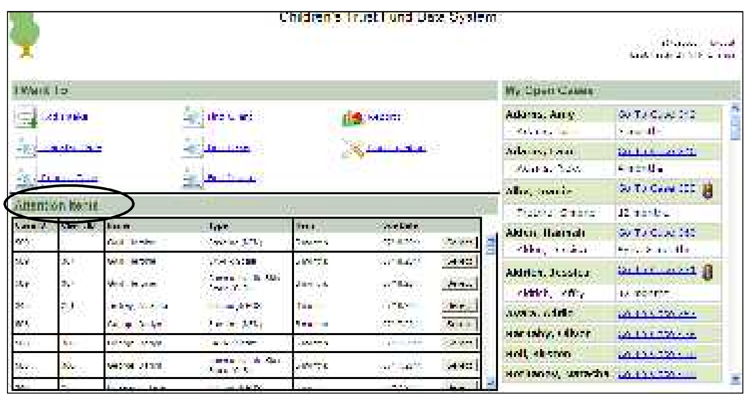
<u>The Edinburg</u> is completed for all mothers based on the schedule.

- The Edinburgh - glitch in the system temporary work around:

- At this time if a mother scores 11 points or more you will receive a system prompt which states “The score is 11 or higher. The client is at risk for possible depression. Be sure to check the response to item 10.”
- You will not able to save the screen in CTFDS with a score above 10.
- Hit the “okay” to remove the box and message.
- Print the screen or copy and paste it into a word document with the score above 10 for the paper file.
- In order to save this survey in the CTFDS you will have to decrease the score to 10 points or less.
- <u>Immediately speak to your supervisor to discuss the next steps to determine how the potential for depression –score over 10-will be addressed.</u>
  - Staff working in sites that previously participated in the In Home Cognitive Behavior Trial (IHCBT trial) can contact Kathy Novak at the University of Connecticut Health Center for further assessment and services.
  - All other site staff is to assist the mother with a community referral for additional assessment and services.

Survey Prompting

Survey prompts or reminders appear in 2 areas.
The first is in the user’s main screen/Attention Items if the user is the primary assigned staff. This section may be sorted by clicking or double-clicking on any of the column headers.



The second area is the “Attention Items” in the Case main screen.

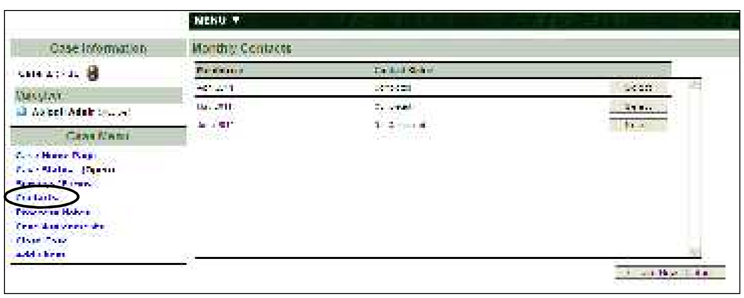
Click on the “Select” button to the right of the survey/form to enter the data.
Once a survey/form has been accessed and saved, the prompt will no longer display.

Contacts

The “Contacts” screen allows users to document individual contacts made with the family.

NC Contacts

NC Projects have a monthly contacts screen.



Previously saved contacts will display in the main screen. Users may create new or edit previously saved contacts.

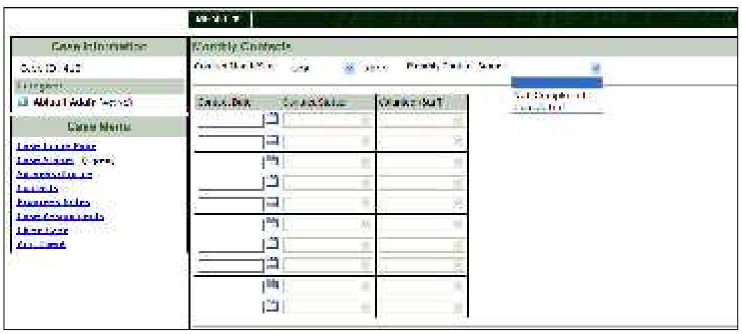
Create a new Monthly Contact

1. Click on the “Create New Contact” button on the bottom right.

The “Monthly Contacts” screen will display.

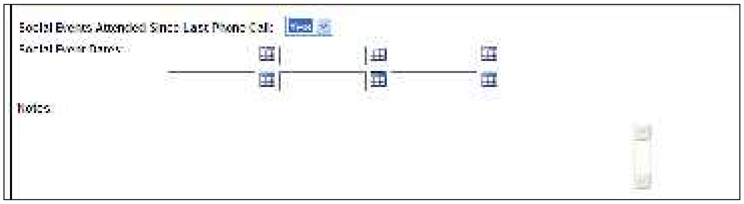
2. The current month will default in the Contact Month/Year fields. Edit the Month and Year if necessary. These fields are necessary to save the contact.
3. Click on the “Monthly Contact Status” dropdown arrow and select an option. This field is required to save the contact.
4. Enter in individual dates in the “Contact Date” column.
5. Tab or click to “Contact Status” and “Volunteer/Staff” fields.
6. Click in the “Contact Status” field and click on a selection.
7. Click in the “Volunteer/Staff” field and click on a selection.

Once a contact date is entered, the contact status and volunteer/staff are also required to save the contact. To add more contact date entry fields, click on the save button. When the contact is accessed, there will be 3 blank contact entries that can be used.
*Contact dates must fall within the Contact Month/Year.
**Individual contact dates do not need to be entered for contacts that only include notes.

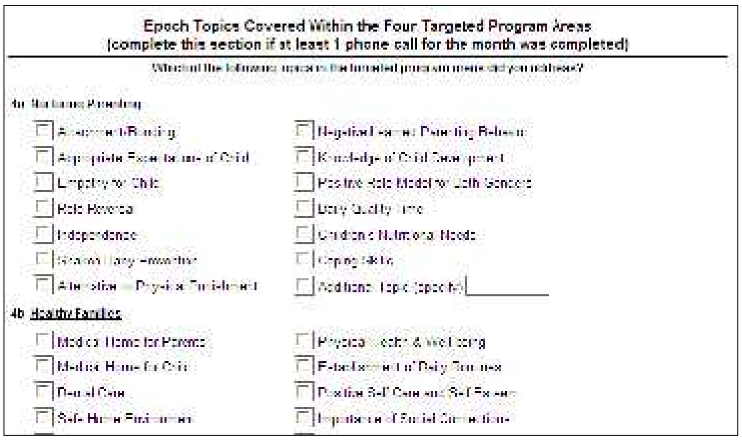


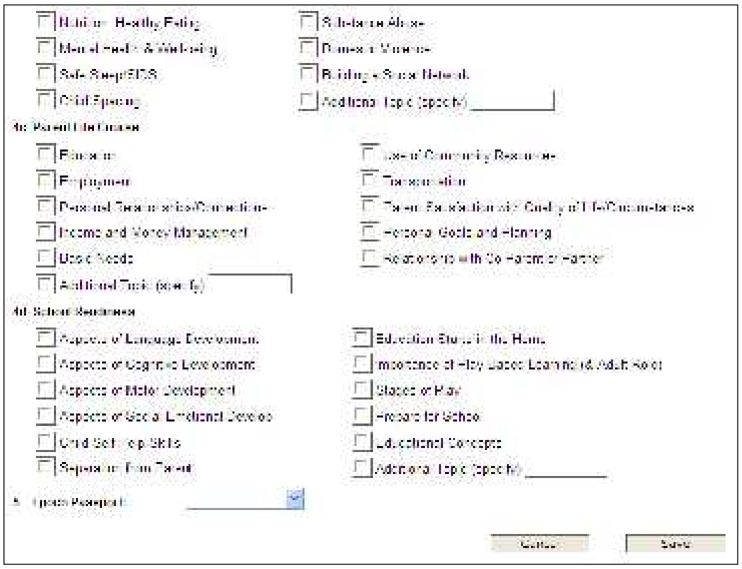
8. In the “Social Events Attended Since Last Phone Call” field, click on the dropdown arrow to select “Yes” or “No”.

9. If “Yes” is selected, 6 event date fields will display. Enter in the dates of the social events.
10. Enter any notes in the “Notes” field.



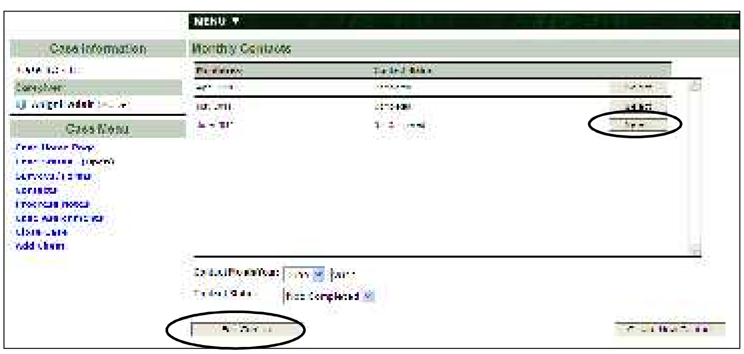
11. In the “Epoch Topics” section, check all topics addressed during the month.
12. In the “Epoch Passport” field, click the dropdown arrow to make a selection if applicable.
13. Click on the “Save” button to save the entry or “Cancel” button to cancel the entry.





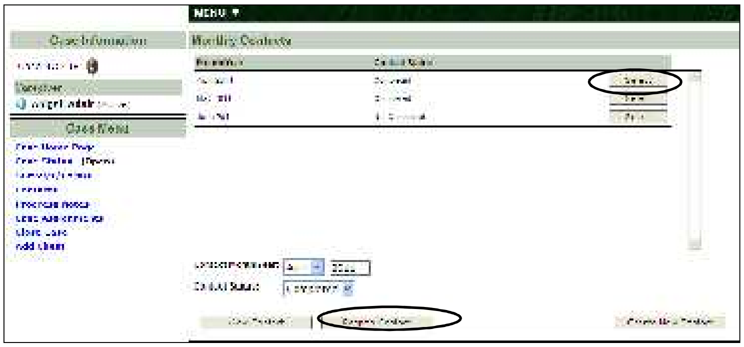
Edit an Incomplete Monthly Contact

1. Contacts saved with a status of "Not Completed" (i.e. attempted contact were no contact was made with caregiver) can be edited by clicking on the "Select" button.
2. The "Edit Contact" button will display at the bottom of the screen.
3. Click the "Edit Contact" button to open the contact screen and make changes.



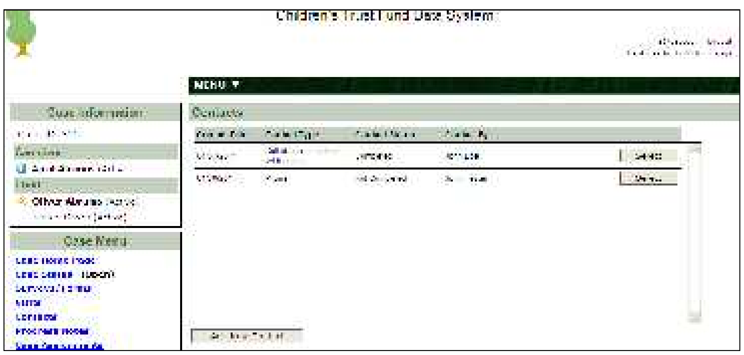
Edit a Completed Monthly Contact

1. Contacts saved with a status of "Completed" can be edited by first clicking on the "Select" button and then on the "Reopen Contact" button.



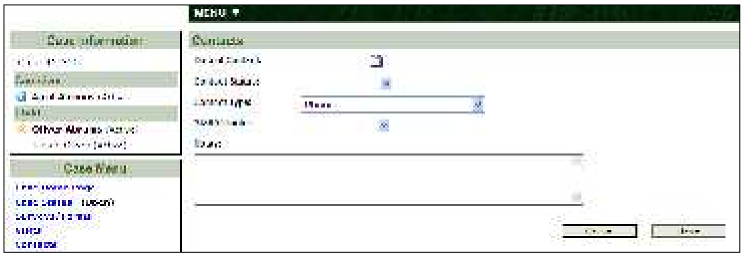
NF Contacts

These projects have date driven contacts screen.
Previously saved contacts will display in the main screen. Users may create new or edit previously saved contacts.



Create a new Contact

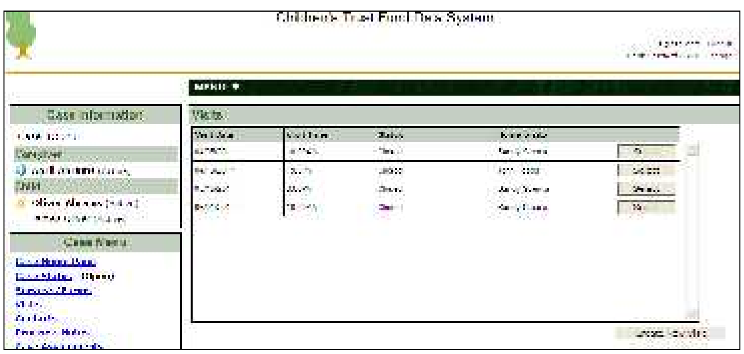
1. Click on the “Add New Contact” button on the bottom left.
2. A blank “Contacts” screen will display.
3. Enter a date in the “Date of Contact” field.
4. Select a “Contact Status” from the dropdown menu.
5. Select a “Contact Type” from the dropdown menu.
6. Select the “Staff” who made the contact with the client.
7. Enter any notes you may have in the “Notes” section.
8. Click on the “Save” button.



<u>Edit an Incomplete and Completed Contact</u>

1. Click on the “Select” button to the right of the contact.
2. The Contacts screen will display.
3. Make the changes and enter the data.
4. Click on the “Save” button.

Visits



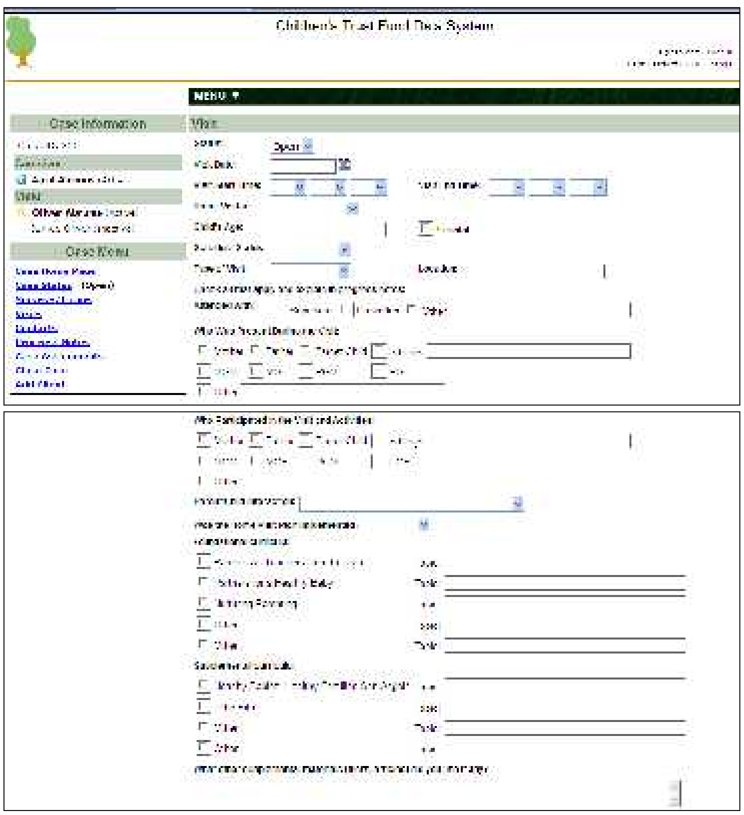
Home and other visits are documented in the Visits screen. Previously saved visits are listed on the main screen.

Create a New Visit

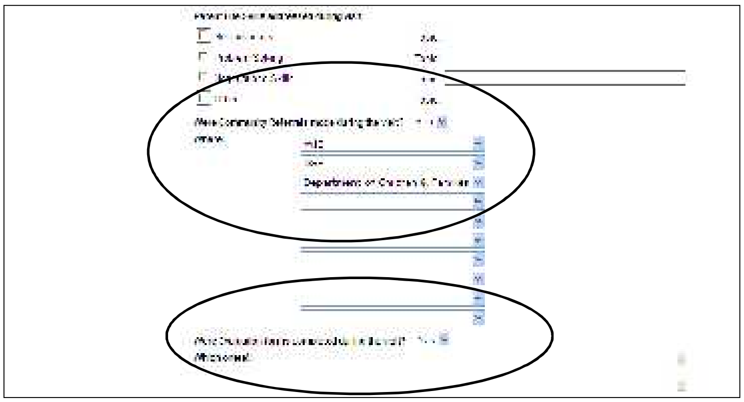
Make sure to add new clients before creating a new home visit if the new client is participating.

1. Click on the “Create New Visit” button on the lower right side of the screen.
2. Enter the appropriate information.
3. If a client was present during the visit, check the checkbox next to the name.
   a. More questions will appear for each client.
4. For child clients, ASQ questions will appear and if checked, questions applicable to the ASQs will display.

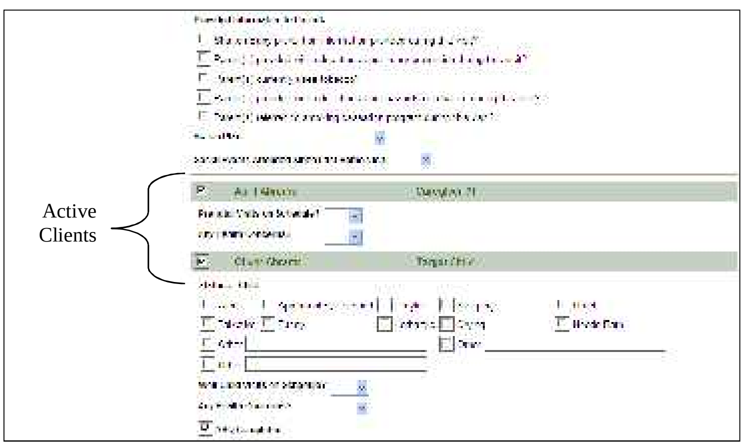
The “Status” defaults to “Open”.



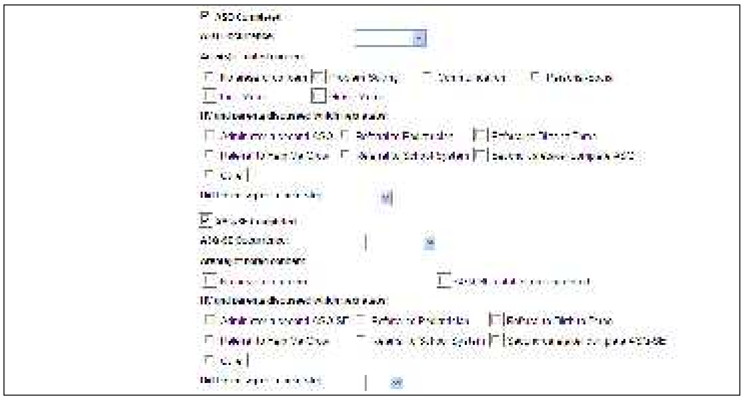
If the question “Were Community Referrals made during the visit?” is answered “Yes”, multiple selection dropdown boxes for where will display. 10 referral boxes will display initially. If all 10 are used and the visit is saved and re-opened, 3 more open boxes will display.



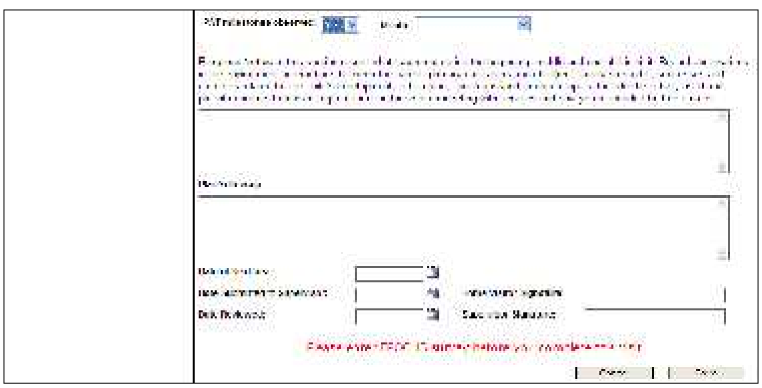
If the question “Were Evaluation forms completed during the visit?” is answered “Yes”, an open text box will display where the names of the forms can be entered. **You do not need to enter the instruments in the text box.**



Active
Clients



If the question “PAT milestones observed” is answered “Yes”, a “Month” field will display.



5. Click on the “Save” button when all data have been entered.
6. The visit has been created and saved.
7. Next, select the EPOCHS survey from the case menu (under surveys) and complete.
8. Clinical supervisors, upon review of the visit record, must type in their name and date reviewed at the bottom and then save the visit.

Once a visit has been created, it will display in the main “Visits” screen.

1. To access the visit, click on the “Select” button to the right of the visit.

The visit information will display in the lower part of the screen.

Adding a client to a case and visit after the visit was already created

Only “Active” client names will appear within the visit screen. Clients added to a case after a visit has been created and saved will NOT appear in the any of the existing visit screens.

A visit is created and closed on 3/10/11.
Michael Drake is added to the case on 3/15/11.
The 3/10/11 visit is re-opened.
Michael Drake will not appear in this visit.
If Michael was served in this visit, the following with need to be done:

All data, especially client data will need to be deleted out of the visit.
The visit will need to be cancelled.
A new 3/10/11 visit will need to be created.
Michael’s name will appear in the new 3/10/11 visit.

Referral to a family member in the home visiting program outside of a face to face contact

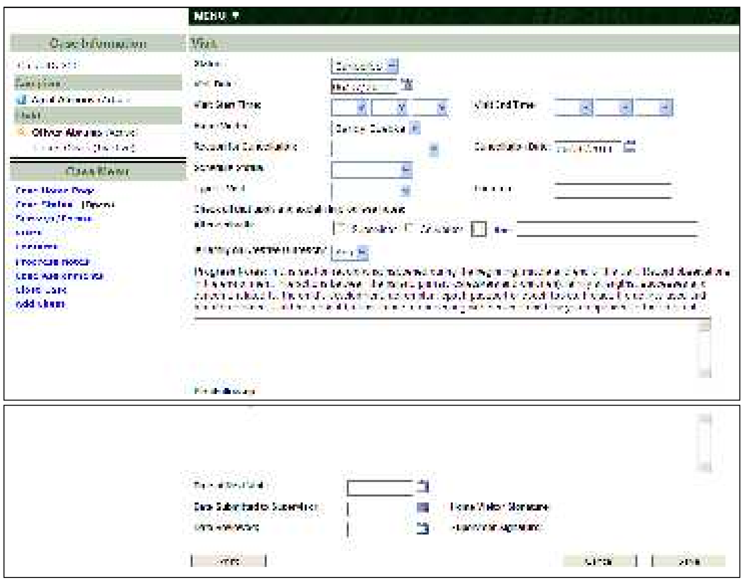
Create a visit and enter only:

- The date (of the referral)
- Home Visitors Name
- Complete the community referral section
- Save the visit

Cancel a Visit (Unsuccessful Home Visitation Program Record)

After the visit is created and saved with the required information select the visit using which was unsuccessful.

1. Click on the “Cancel Visit” button at the bottom of the screen.
2. Enter the appropriate data.
3. Click on the “Save” button.



Edit a Visit

Accessing a visit through the “Edit Visit” button will not close the visit. It only allows the user to enter and edit visit data. The visit will retain an “Open” status.

1. Click on the “Edit Visit” button.
2. Enter/edit the appropriate data.
3. Click on the “Save” button.

Close a Visit

Rule:

- All visits are to be closed by the supervisor.
- All visits must be closed prior to the 10th of the month following the visit.

A visit must be closed by going through the “Close Visit” button. This button allows the user to enter and edit visit data and change the visit status to “Closed”.

1. Click on the “Close Visit” button.
2. Enter/edit the appropriate data.
3. Click on the “Save” button.

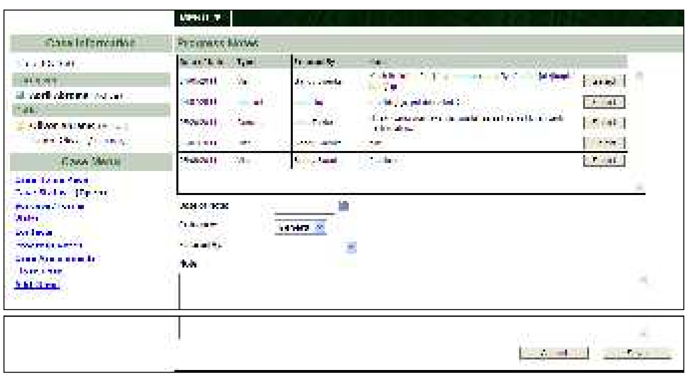
Progress Notes

This screen displays notes from the “Visits/Progress Notes” field, “Contacts/Notes” field and notes entered directly from the “Progress Notes” screen as a general note.
These notes will populate the top portion of the screen.

It is strongly recommended that progress notes are created in Word, spell checked, then copied and pasted into the progress notes section.

Enter a New Progress Note
From the “Progress Notes” screen,

1. Enter a date in the “Date of Note” field.
2. Select “General” from the “Category” dropdown menu.
3. Enter the note in the “Note” field.
4. Click on the “Save” button.



View a Progress Note
From the “Progress Notes” screen,

1. Click on the “Select” button to the right of the note.

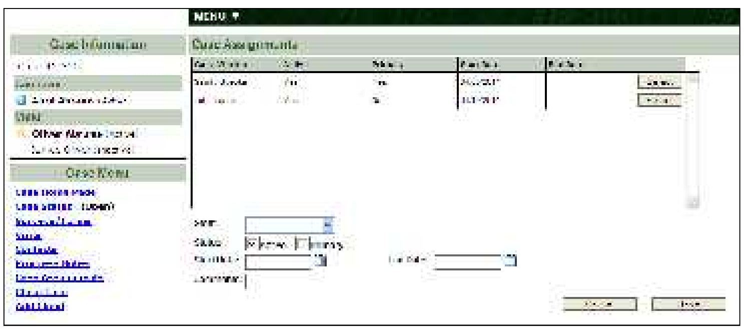
Edit a “General” Progress Note
A general progress note includes contract with others for or on behalf of case participants.
Only notes entered from the “Progress Notes” screen are editable from this screen. Notes entered in a visit or contact must be edited from the visits or contacts screen.

1. Click on the “Select” button to the right of the “general” note.
2. Make the appropriate changes.
3. Click on the “Save” button.

<u>Assign New Staff to a Case</u>

From the “Case Assignments” screen,

1. Select a staff from the “Staff” dropdown menu.
2. In the “Status” field, check the “Active” checkbox if the assignment is to be active. Leave it unchecked if this assignment is for a future date.
3. Check the “Primary” checkbox if this staff is the primary person responsible for the case. There can be only 1 primary for each case. Survey prompts in the “Attention Items” in the user’s main screen will only display the prompts for cases that the user is assigned as primary.
4. Enter in a date in the “Start Date” field.
5. Enter a comment in the “Comments” field.
6. Click on the “Save” button.



<u>Edit/End Staff Assignment</u>

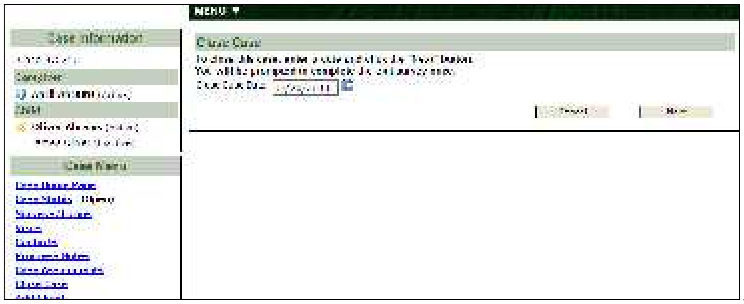
To edit or end an assignment, from the “Case Assignments” screen,

1. Click on the “Select” button to the right of the staff that needs to be edited/ended.
2. Make the changes.
3. Click on the “Save” button.
4.

Close Case

Cases need to be closed. The case can be re-opened if the family returns for additional services.

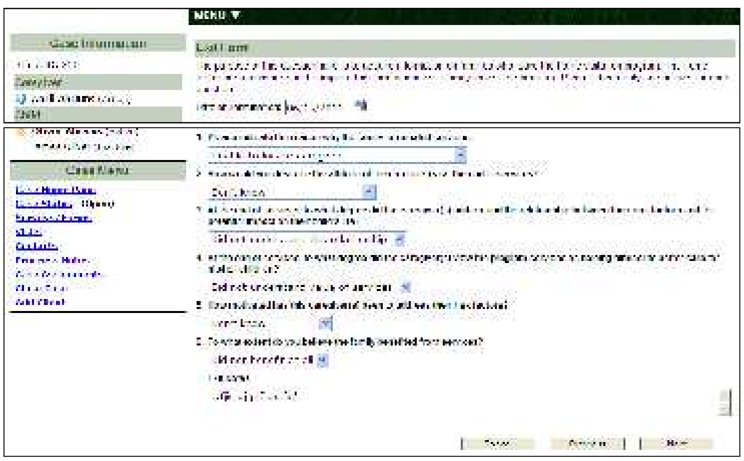
1. To close a case, click on the “Close Case” link on the left side of the screen.
2. When the “Close Case” screen opens, today’s date will default into the “Close Case Date” field. This date can be edited.
3. Click on the “Next” button.



.

An exit survey will display. Surveys are different for each program.

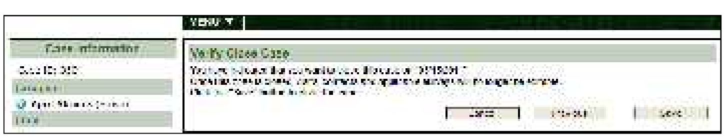
4. Select the appropriate responses to each question.
5. Enter notes in the “Exit Notes” section.
6. Click on the “Next” button.



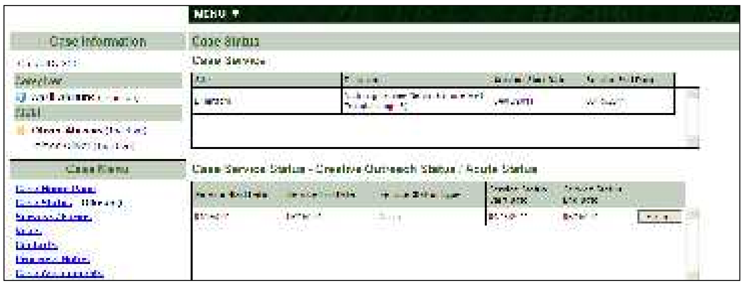
The “Verify Close Case” screen will display.

Please remember that once a case is closed, all data associated with this case will be locked.

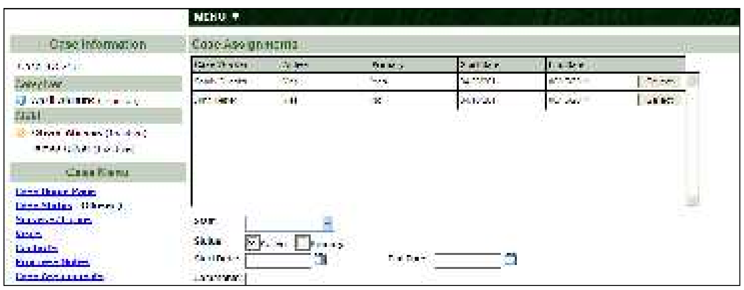
7. Click on the “Save” button to close the case.



Closing the case will automatically populate the “Service End Date” for this service. It will also use the same end date if the case has been put into “Acute” or “Creative Outreach” status.



Closing the case will also automatically put an “End Date” into any open ended “Case Assignments” for this case.



Search Screens

There are three search screens in CTFDS - one for finding a client, another for finding a case and the last to find an existing intake.

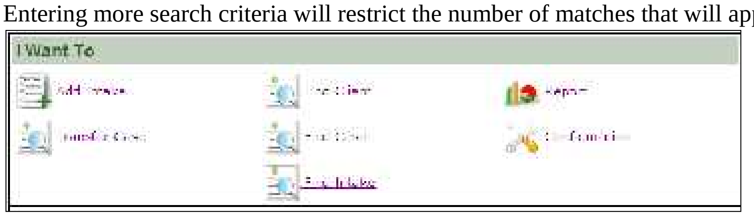
Search fields are limited to your user type –you cannot access intakes, cases or clients outside of your project.

For users such as Program Managers, more accessibility is possible due to having access to multiple programs. This means that this type of user could be logged into a NC program, search for and then access a NF case.

Date formats are MM/DD/YYYY.

Once an intake, client or case is saved, the system assigns it a number. Using this number is the most efficient way of doing a search as the system can find it by using only that number. If the number is not used, there is a minimum of 3 fields that must be the same for the system to find a match.

Entering more search criteria will restrict the number of matches that will appear.

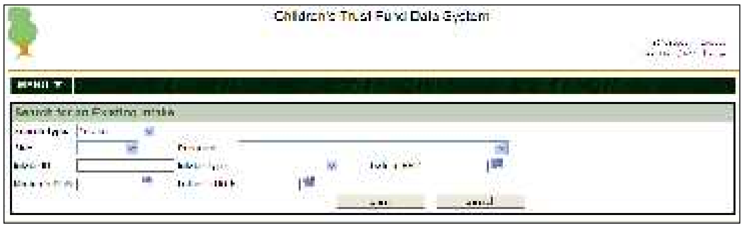


Find Intake

Searching for an intake is easiest when using the "Intake ID" filter as the system can find the intake by only the number. If you do not know the intake ID, a minimum of 3 fields (excluding search type) are required to match for the system to display any search results.

*The "Program" filter will only display results of intakes that have accepted service.

If you are searching for a partially completed intake where the client has not accepted service and use the "Program" filter, the intake will not display since it is not linked to a program.

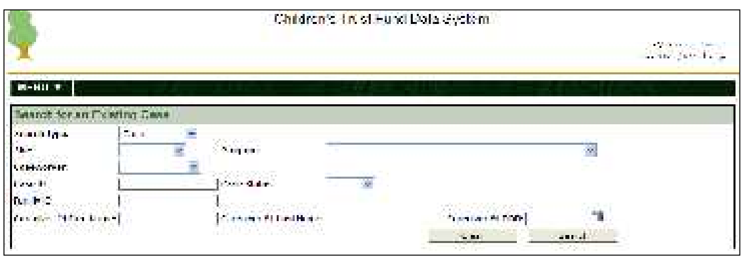


Find Case

Searching for a case is easiest when using the “Case ID” filter as the system can find the case by only the number. If you do not know the case ID, a minimum of 3 fields (excluding search type) are required to match for the system to display any search results.

The “Family ID” can be used to search for a case that was opened before the new web-based system began (using on old family ID#).

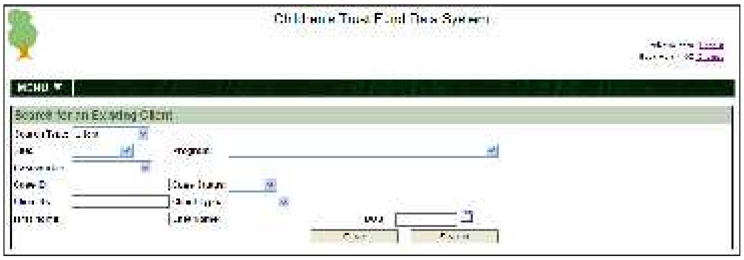
The “Caseworker” dropdown is the same as the “Case Assignment” “Staff” dropdown so will display active user names that have the roles of “Supervisor”, “Home Visitor, “Staff”, and “Case Worker”.



Find Client

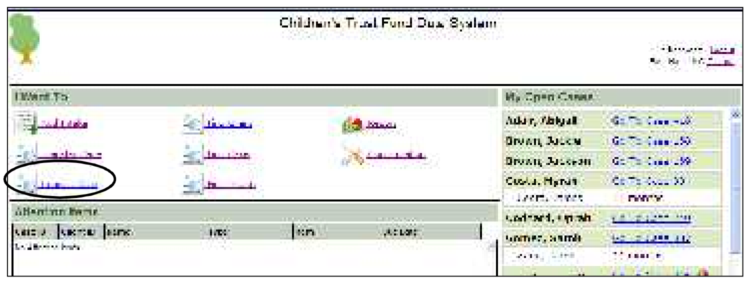
Searching for a client is easiest when using the “Client ID” filter as the system can find the client by only the number. If you do not know the client ID, a minimum of 3 fields (excluding search type) are required to match for the system to display any search results.

The “Caseworker” dropdown is the same as the “Case Assignment” “Staff” dropdown so will display active user names that have the roles of “Supervisor”, “Home Visitor, “Staff”, and “Case Worker”.



Re-Open/Add New Service to an Existing Case

Once a case is closed, the only reason it would be re-opened is to add an additional service.

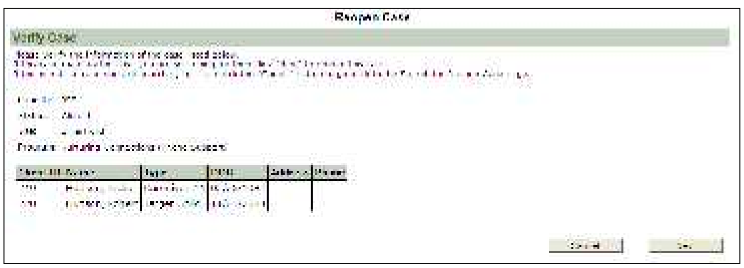


1. From the user's main menu, click on the "Reopen Case" icon.
2. Enter your search criteria.

3. Click on the "Search" button.

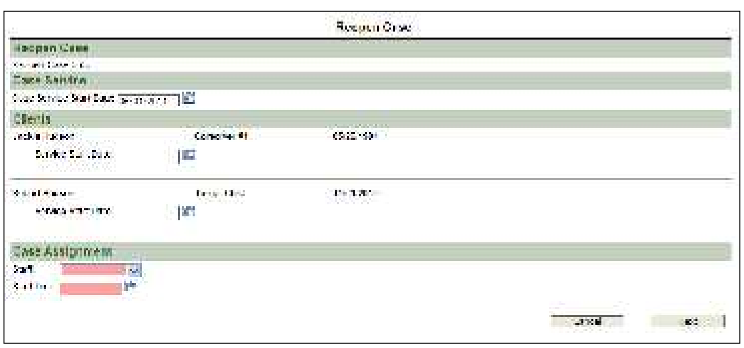
The cases matching your criteria will display.
If the case has been transferred to a different program it will display without the "Reopen" button.
Only cases that do not have an open service will display with the "Reopen" button.

4. Click on the "Reopen" button.
A case verification screen will display, providing the user the opportunity to verify that it is the correct case. Once a case is reopened, there is no way of cancelling the reopen function.



5. Click on the "Next" button.

Cancel will take you back to the Reopen search screen.

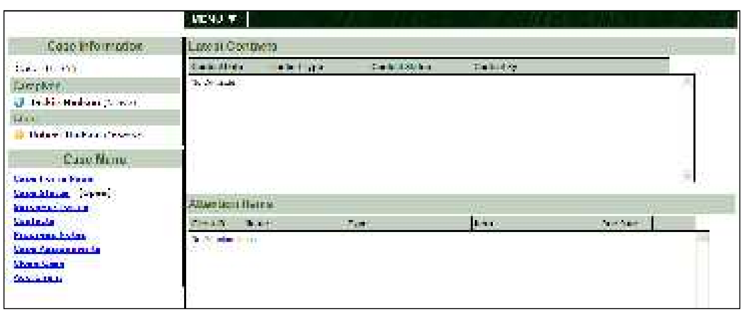


The Reopen case screen will display.
Enter in the new case service start date. **The new case service start date must be after the old service dates have ended as they are not allowed to overlap. If the dates overlap, the below screen will display.**

6. The only requirements to reopen a case are a case service start date and assigning the case to a staff person.

7. Enter in the service start date for each client. If a client is not being served this time, leave the service start date blank.

8. Click the “Next” button.



The case will display.

The intake is only editable for the day the case is reopened. **The intake (not including the REID screen) is editable for the day of re-opening only**. The intake will be locked and no changes can be made on the next day onward.

Note: When a case is reopened the survey dates will not align with the due dates based on participation in the program. Sites must contact the program evaluator for the actual due dates for surveys. Sites should maintain a log of all reopened cases and survey due dates determined by the program evaluator.

Transferring a case

Different Program, Same Site

Cases can be transferred INTO a new program/same site. Sites cannot transfer one of their cases to another site. The different program/site uses the closed the closed case number provided by transferring program to accept the case into the different program.

<u>Rules</u>:

- If a case has services in multiple projects, they all must be closed.
- A case is only eligible for transfer if they have been closed for at least one day.
    - The new service start date must be after the old service dates have ended as they are not allowed to overlap. If the dates overlap, the below screen will display.

Cases can be transferred to:

<u>Same Site</u>
NC to NF
NF to NC

Different or Same Program, Different Site

The new program/site is required to transfer the case into their site using the closed case number provided by transferring site.

Once the case is transferred into the new/ different site, a new case number will be assigned.

It is strongly recommended that all NC/NF staff maintain a list that contains the Old Case ID#s and the New Case ID#s for cases transferred into the site.

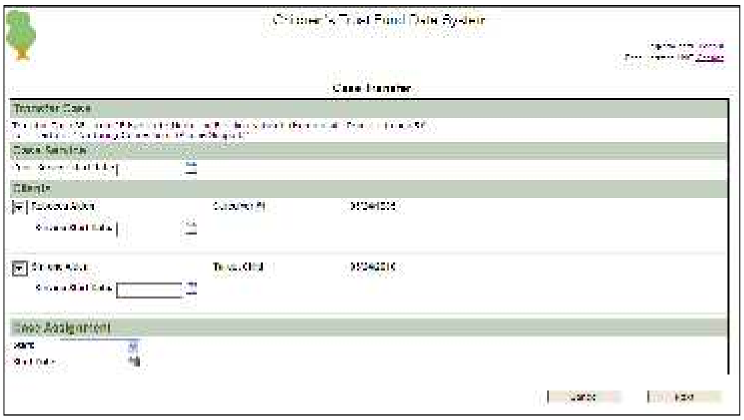
<u>Different Site</u>
NC to NC
NF to NF
NC to NF
NF to NC

1. From the Main Menu, click on the “Transfer Case” icon.

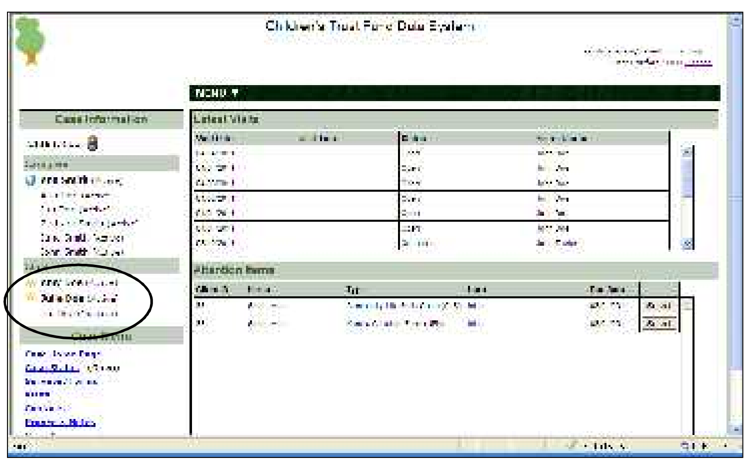
2. Search for the case. Only cases that meet the transfer rules will have a “Transfer” button. If the case does not have a “Transfer” button, it does not meet the transfer criteria.

3. Click on the “Transfer” button.
4. The “Verify Case” screen allows the user to verify that this is the case to be transferred. Click on the “Next” button if it is the correct case or the “Cancel” button if it is not the correct case.

5. Enter in the new “Case Service Start Date”.
6. Enter in a “Service Start Date” for **only** the clients that will be served in the transferred case.
7. Enter the staff person assigned to the case.
8. Click on the “Next” button.

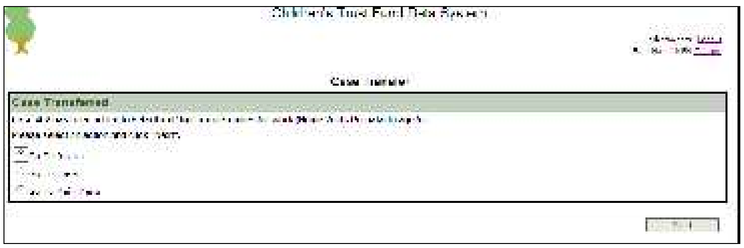


When the case is transferred, all clients in the previous case will display in the case screen whether they are to be served in this new service or not. Client names with statuses will display on the left side of the “Case Information” screen. Clients with an open service will have an “Active” status. Clients with no open service will have an “Inactive” status.



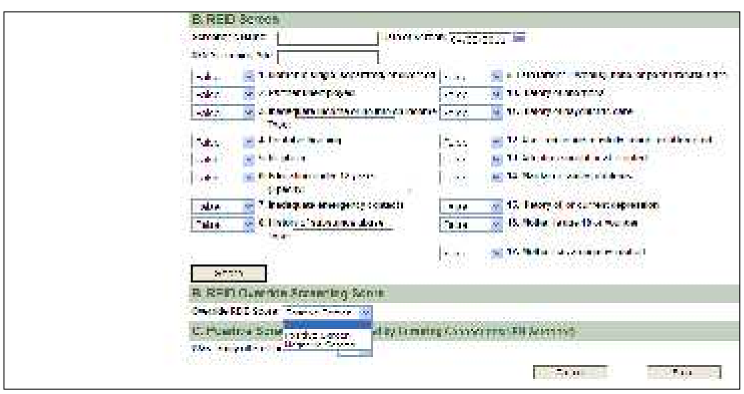
Once the initial transfer is done and the case is saved in the new project, any client that is added will require new consent information to be entered. When clients that were attached to the "old" case and not included in the transfer are added in after will also be required to have consent information added.

Once the case is transferred, the system allows the user 3 options.



<u>The intake (not including the REID screen) is editable for the day of transfer only</u>.
The intake will be locked and no changes can be made on the next day onward.
All clients will go over and a check is automatically place in the box next to their name. Only the ones for which you enter a service start date will have a service in the new program attached.
.
An "Override REID Score" option has been created in order to update the intake that does not display the appropriate part for the program the case is transferred into.

1. Click on the dropdown arrow and select:
   "Positive Score" if you wish to update Part C
   "Negative Score" if you wish to update Part D



Trouble Shooting and Correcting Errors Section

Making a case participant inactive to correct multiple entries:

1. Enter the case
2. Select the individual from the case information – located on the left hand side of the home page above case menu- that you want to end service (remove from the case)
3. Enter the service tab
4. Click on the select button next on the line with the service start date with no service end date
5. At the bottom of the screen, enter the service end date as the same date of "service start date".
6. Click save
7. Now only one individual will be listed as active

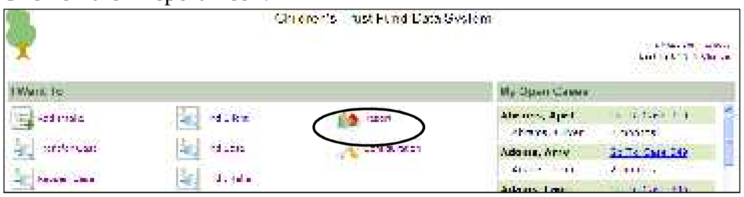
Error messages

1. Contact Jeff Ingram for error messages

Solicit advise from staff on common errors

Reports

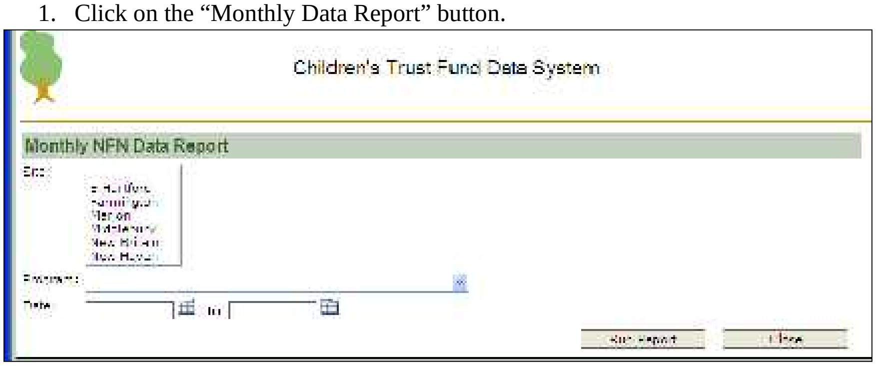
There are 2 reports that are accessible from the main menu.
Click on the “Report” icon.



The reports screen will display.

Monthly Data Report

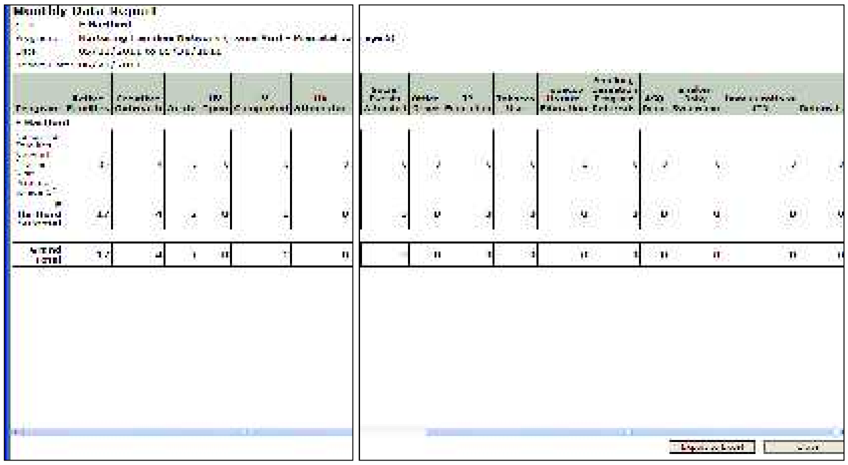
1. Click on the “Monthly Data Report” button.



2. Select a program. If no program is selected, data for all programs at the selected site will display.
3. Enter a date range.

The date filters may be used in 3 different ways.

- Enter a range using a begin date and end date.
- Enter only a begin date.
- Enter only an end date.

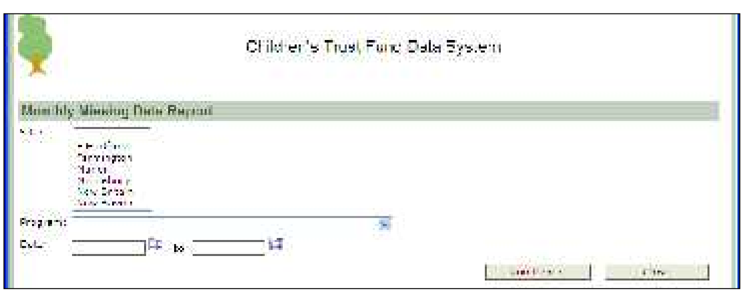


Monthly Data Report	For programs: NF
# Active Families	Case status=all, all cases with service start dates <=the end date.
# HV completed	Visits with "Visit Status"="Closed" and "Type of Visit" ="In Home" that have a "Visit Date" that is on and between the start and end date filters. If multiple visits for 1 case meet the criteria, do count each even if on same date. Once the report is done, if another "Type of Visit" is added, they will not be included in this report
# HV attempted	Cancelled home visits. Visits with "Visit Status"="Closed" & "Type of Visit" ="In Home" & "Out of Home" that have a "Visit Date" that is on and between the start and end date filters AND any with "Visit Status"="Cancelled" that have "Reason for Cancellation" ="Family Cancelled" and "Family Unavailable" with "Visit Date" that is on and between the start and end date filters. If multiple visits for 1 case meet these criteria, do count each even if on same date. Once the report is done, if another "Type of Visit" and/or "Reason for Cancellation" is added, they will not be included in this report
# in Creative Outreach	Case Status"="open" & "closed" AND "Case Service Status Type"="Creative Outreach" AND "Case Service Status Start Date" >= "report filter start date" AND "Case Service Status End Date" <= "report filter end date". Count case only 1 time if meet criteria more than once.
# parents attended social events	System to look for all visits and contacts with dates that fall within the specified date range, then count the number of "social event dates" entered.
# office/other visits completed	Visits with "Visit Status"="Closed" and "Type of Visit" ="Out of Home" that have a "Visit Date" that is on and between the start and end date filters. If multiple visits for 1 case meet this criterion, do count each even if on same date. Once the report is done, if another "Type of Visit" is added, they will not be included in this report

# acute	Case Status"="open" & "closed" AND "Case Service Status Type"="Acute" AND "Case Service Status Start Date" >= "report filter start date" AND "Case Service Status End Date" <= "report filter end date". Count case only 1 time if meet criteria more than once.
# shaken baby syndrome info given this month	system to look for all "completed" visits with dates that fall within the specified date range, then count the number of times "Shaken Baby prevention information provided during this visit?" are checked
# parent(s) provided IP education	system to look for all "completed" visits with dates that fall within the specified date range, then count the number of times "Parent(s) provided with education about injury prevention during this visit?" are checked
# parents using tobacco	system to look for all "completed" visits with dates that fall within the specified date range, then count the number of times "Parent(s) currently uses tobacco?" are checked
# parents provided tobacco hazard education	system to look for all "completed" visits with dates that fall within the specified date range, then count the number of times "Parent(s) provided with education about hazards of tobacco during this visit?" are checked
# parent(s) referred to smoking cessation program	system to look for all "completed" visits with dates that fall within the specified date range, then count the number of times "Parent(s) referred to smoking cessation program during this visit?" are checked
# ASQs done this month include, # identified as having a delay	system to look for all "completed" visits with dates that fall within the specified date range, then look for child client checked and then count the number of times "ASQ Completed" are checked
# immunizations UTD this month	system to look for all "completed" visits with dates that fall within the specified date range, then look for child client checked and then count the number of times "Well-Child Visits on Schedule?" have "Yes" selected.
# referrals made this month (total by category)	System to look for all visits with dates that fall within the specified date range, and then count the number of "referrals" entered.

Monthly Missing Data Report

This report displays items that are due and have not been completed or saved. Surveys that have an edit window will not display once the survey has been opened and saved.

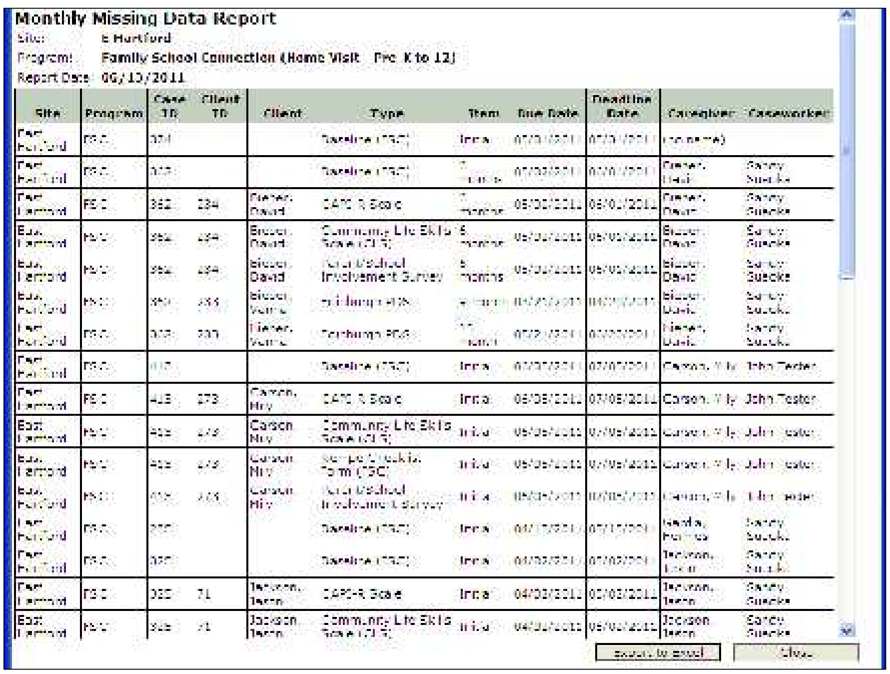


The report may be run by selecting one site or all sites.
The report may be run by selecting one program or no programs.

Run with No Start or End Dates

If the report is run without any Filter Start or End Dates then the report will show items that are currently due where **TODAY'S** date is used to determine the prompting period. The prompting period is the amount of time the due dates will appear in your missing data report based on the family's research due date. Please note that all current evaluation timelines are still being used.
For example, if today = 6/13/2011 and the item has a due date of 3/21/2011 with a prompting window period of 120 days (30 days before the due date + 90 days after the due date) = 02/19/2011 to 06/19/2011 then the item will show since today 6/13/2011 falls within the Window Prompt Period of 02/19/2011 to 06/19/2011.

The report below was run on 6/13/11. This means all items with prompting periods that fall within 90 days prior to today's date and 90 days after today's date 3/16/11 and 9/10/11 will appear on the report.



Monthly Missing Data Report
Site: E Hartford
Program: Family School Connection (Home Visit Pre K to 12)
Report Date: 06/13/2011

Site	Program	Case ID	Client ID	Client	Type	Item	Due Date	Deadline Date	Caregiver	Caseworker
East Hartford	FSC	[illegible]			Baseline (FSC)	Initial	[illegible]	[illegible]	(no name)	
East Hartford	FSC	[illegible]			Baseline (FSC)	[illegible] months	[illegible]	[illegible]	[illegible]	Sandy [illegible]
East Hartford	FSC	362	234	[illegible], David	CAFC R Scale	[illegible] months	05/02/2011	06/01/2011	[illegible]	Sandy [illegible]
East Hartford	FSC	362	234	[illegible], David	Community Life Skills Scale (CLS)	6 months	[illegible]	[illegible]	[illegible]	Sandy [illegible]
East Hartford	FSC	362	234	[illegible], David	Parent/School Involvement Survey	6 months	[illegible]	[illegible]	[illegible], David	Sandy [illegible]
East Hartford	FSC	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Sandy [illegible]
East Hartford	FSC	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Sandy [illegible]
East Hartford	FSC	[illegible]			Baseline (FSC)	Initial	[illegible]	[illegible]	Carson, [illegible]	John Tester
East Hartford	FSC	413	273	Carson, Mary	CAFC R Scale	Initial	06/05/2011	07/05/2011	Carson, [illegible]	John Tester
East Hartford	FSC	[illegible]	[illegible]	Carson, Mary	Community Life Skills Scale (CLS)	Initial	[illegible]	[illegible]	Carson, [illegible]	John Tester
East Hartford	FSC	[illegible]	[illegible]	Carson, Mary	[illegible] Form (FSC)	Initial	[illegible]	[illegible]	Carson, [illegible]	John Tester
East Hartford	FSC	[illegible]	[illegible]	Carson, Mary	Parent/School Involvement Survey	Initial	[illegible]	[illegible]	[illegible]	John Tester
East Hartford	FSC	[illegible]			Baseline (FSC)	Initial	[illegible]	[illegible]	[illegible]	Sandy [illegible]
East Hartford	FSC	[illegible]			Baseline (FSC)	Initial	[illegible]	[illegible]	Jackson, [illegible]	Sandy [illegible]
East Hartford	FSC	[illegible]	71	Jackson, [illegible]	CAFC-R Scale	Initial	04/02/2011	05/02/2011	Jackson, [illegible]	Sandy [illegible]
East Hartford	FSC	[illegible]	71	Jackson, [illegible]	Community Life Skills Scale (CLS)	Initial	[illegible]	[illegible]	Jackson, [illegible]	Sandy [illegible]

Export to Excel | Close

Other Helpful Options

Printing Visits

Visits may be printed from the "Edit", "Cancel" and "Close Visit" screens.
Access the screen and click on the "Print" button.

Here are parameters of what will print in these fields:
"Who was present during the visit" and "Who participated in the visit and activities?"
"Siblings" open text fields will currently print only the first 39 characters depending on the font used.
Users are allowed to enter more text but the printed version will only display approximately 39 characters depending on font.
"Other" open text field will currently print only the first 43 characters depending on the font used.
Users are allowed to enter more text but the printed version will only display approximately 43 characters depending on font.

"Foundational curricula" and "Supplemental curricula"
"Topic" open text fields will currently print only the first 51 characters depending on the font used.
Users are allowed to enter more text but the printed version will only display approximately 51 characters depending on font.

"What other supplemental materials (fliers, articles) did you use if any?"
The open text field will currently print only the first 112 characters depending on the font used.
Users are allowed to enter more text but the printed version will only display approximately 112 characters depending on font.

"Parent Life Skills addressed during visit:"
"Topic" open text fields will currently print only the first 51 characters depending n the font used.
Users are allowed to enter more text but the printed version will only display approximately 51 characters depending on font.

"Were Evaluation forms completed during the visit?" if answered "Yes"
"Which ones" open text field will currently print only the first 225 characters depending on the font used.
Users are allowed to enter more text but the printed version will only display approximately 225 characters depending on font.

"Target Child" and "Child"-"Status of Child"
"Other" open text field will currently print only the first 40 characters depending n the font used.

Users are allowed to enter more text but the printed version will only display approximately 40 characters depending on font.

"Progress Notes" and "Plan/Follow-up:"
Text fields will currently print only the first 530 characters depending on the font used. Users are allowed to enter more text but the printed version will only display approximately 530 characters depending on font.

Changing Case Assignments

Case staff assignments should be made by the Clinical Supervisor.

If the staff person terminates or goes on an extended leave, another staff person may be assigned to the case. More than 1 staff may be assigned to a case at any one time.

Nurturing Families Network Flowchart