

Suggested Work Flow

Temporary Ward -- Direct Services Case

USP

Beginning Work on Your USP

Main Menu

NOTE: For companion groups: Child, Member, Legal, Placement, and Education must be updated within each companion members SWSS FAJ case. Social Work Contacts may be added for all companion group members through one member's SWSS FAJ case using Social Work Contacts on the Main Menu.

NOTE: Check all information, including prefilled information, for accuracy!

- Child Information – update information as needed, checking for accuracy.
- Member Information- Add new members, or update inactive members or address changes.
- Legal – Update/Add hearings, if applicable. Do not share legal unless same legal status.
- Funding Determination-Complete Redetermination of Funding every six months.
- Placement – Update placement information for child, making sure all information is accurate. Update Required Narrative in this section. Do not need to complete Replacement Information, Replacement Prep, Replace Reasons, or Information Shared with Caregivers unless the child has moved. Remember to Continue out of this section to save narrative.
- Education – update/add current school and grade level, if necessary. Enter required narrative from screen 2.
- BRIDGES Transaction-Clean up any missing values and then transmit information to BRIDGES to update the case.
- Social Work Contacts – enter contacts.

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Beginning work on USP:

Case Management Menu

- Family Information
 - Establish / Modify Households, if necessary
 - Update Narrative for each participating household: Complete Family Resources, Updated Family Self Assessment, and Progress Update. Update other tabs if needed.

- DHS– 145 Family Assessment
 - Add new FANS for each participating household

- DHS– 146 Child Assessment
 - Add new CANS for each child in the companion group – all companion members CANS may be completed from within one member's SWSS FAJ case.

- DHS– 147 Reunification Assessment
 - Add New Assessment

- DHS– 149 Safety Assessment, if needed
 - Add New Safety Assessment

NOTE: SWSS will take you to Safety Assessment from the Reunification Assessment if necessary. All questions must be answered and the date of the assessment must be within the report period.

Parent-Agency Treatment Plan/Service Plan

- Services/Action Steps/Goal for Assessed Needs – complete for each member of participating households
- When a secondary caretaker needs to be updated
 1. Highlight the need the caretaker share
 2. Select from the case member list the secondary caretaker
 3. Proceed to identify and input services (Services/Action Steps/Goal for Assessed Needs share when there are two caretakers in household)
- Additional Parent Activities
- Parenting Time – complete for each appropriate household
- Caregiver Activities
- Foster Care Worker Activities
- Signature Information

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Children's Status

NOTE: For companion cases, narrative for all companion members is entered through one member's SWSS FAJ case.

- Remain Out of Home
- USP Reasonable Efforts
- Placement with Sibling – if there has been a move during the report period
- Kinship Resources
- Sibling/Kinship Visits

Service Plan

- Highlight last service plan completed and select add new.
- Select child(ren) and adults to include in report
- Report period begin date and end date will pre-fill.
- Select USP
- Clean up missing values, if necessary
- Enter number of Signature lines
- View a draft document – do corrections, if needed, and return to Service Plan
- Print the selected document from module that it was completed in
- Check box to send an e-mail to Supervisor advising that the Service Plan is ready for review
- Select [Continue] -- await supervisory approval and pick up printed documents from printer
- After supervisory approval, print finalized USP and secure signatures.
- Transmit information to BRIDGES to update the case with new USP date.

Note: If required narrative from the placement module is contained from a previous placement use corrections mode to update narrative.

If primary caretakers need to be moved to another household a helpdesk ticket is required.

Best Practice is to activate all siblings before working on service plans. If this is not possible each case must be registered and all members must be fully updated.