

Suggested Work Flow

Permanent Ward-- Direct Services Case

PWSP



Beginning Work on Your PWSP

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.
- Legal – Update/Add hearings, if applicable. Complete PW fields, if not already done.
- 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 with new USP date and entered information.
- Social Work Contacts – enter contacts for current report period

Remember to complete information for each of the companion members as Basic SWSS only shares pieces of information in Legal, Member Information, and Placement.

Suggested Work Flow

Permanent Ward-- Direct Services Case



Case Management Menu

- Family Information
 - Establish Permanent Ward household, if necessary.
- DHS – 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.

Parent-Agency Treatment Plan/Service Plan

- Services/Action Steps/Goal for Assessed Needs – complete for each child.
- Caregiver Activities
- Foster Care Worker Activities

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
- PWSP Reasonable Efforts
- Placement with Sibling – if there has been a move during the report period
- Kinship Resources
- Sibling/Kinship Visits

Service Plan

- Select child(ren) to include in report
- Enter Report Period Begin date and tab – End date will prefill
- Select PWSP
- Clean up missing values, if necessary
- Enter number of Signature lines
- View a draft document – do corrections, if needed, and return to Service Plan
- Select desired documents to print
- 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 PWSP