

Questions from the field: compiled by *The Center*

**How do I...**

**Create get information on old FAHIS Reports.....2**

How do I	Answer	Tips & Guidelines
<p>Get information on old FAHIS reports coming over in FSFN with strictly a Case # and Participants?</p>	<p><b>Two ways:</b></p> <p><b>ONE</b></p> <ul style="list-style-type: none"> <li>• Click on the Case Folder next to your Case Name ( Mom's Name is the blue hyperlink)</li> <li>• Drill down to the Investigations Icon</li> <li>• Click on the Investigations Icon- If there is an old FAHIS investigation, it will display as HSn Child Assessment Tool</li> <li>• Click on the Tool and Launch the document. Information is then displayed throughout the tabs.</li> </ul> <p><b>TWO</b></p> <ul style="list-style-type: none"> <li>• Click on the Case Folder next to your Case Name ( Mom's Name is the blue hyperlink)</li> <li>• Drill down to the Intake Icon (Remember, this displays the report information from the hotline rather than the actual investigation)</li> <li>• If there is a FAHIS report/investigation, you will see an Abuse Report with an Intake hyperlink</li> <li>• Click this Intake hyperlink</li> <li>• Look at the bottom left hand corner for the Options Drop Down Box</li> <li>• For Case Workers/Case Managers, Select <b>Historical Abuse Report without Reporter</b> and click <b>GO</b>.</li> <li>• This will launch your tabs in the intake/FAHIS report and you can review the tabs.</li> </ul>	<p>To be used when submitting report numbers for priors to the court, but have NO information on allegations, maltreatment codes, narratives, or dispositions.....</p>