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Out of County Services Request		Out of County Services Request How Do I...Guide
How Do I...?	Selections	Tips & Guidelines
Create an Out of County Services Request – Create Case Work page	<p>From Desktop menu select Create>Case Work.</p> <p><i>f</i></p> <p>From File Cabinet select Out of County Services from dropdown menu.</p> <p><i>f</i></p> <p>From the list of Cases select the correct family name in the group box.</p> <p><i>f</i></p> <p>From the Case Participants group box select correct participant(s).</p> <p><i>f</i></p> <p>Click Create.</p>	<p><i>This window allows you to create an OCS Request for a family that already exists in FSFN.</i></p>
Create an Out of County Services Request – Out of County Services Request page	<p>Enter a County in the Sending County dropdown in the Case Details group box.</p> <p>Enter a County in the Receiving County dropdown in the Case Details group box.</p> <p>Select a Request Type for each Participant in the OCS Requests – Details group box.</p> <p>Click Save.</p> <p>Click Close.</p> <p><i>f</i></p>	<p><i>The Sending County is the County sending the request. The field is required and editable.</i></p> <p><i>The Receiving County is the County receiving the request from the OCS Specialist. The field is required and editable.</i></p> <p><i>The Case Participants selected on the Create Case Work page display in OCS Requests – Details group box in the Participants column.</i></p> <p><i>The Delete hyperlink is available at the end of the Participants row.</i></p>
Upload an OCS Image	<p>Select the Upload/Delete Image/Document link from the OCS page – Actions group box</p> <p>Enter a date in the Date Document Scanned field on the Imaging page</p> <p>Click Browse button to locate your file in the File Name field and select the file.</p> <p>Click Open button to download the file to FSFN.</p> <p>Entering information in the Comments text field is optional.</p> <p>Click Save.</p> <p>Click Close.</p>	<p><i>To view the uploaded image, select the View Image/Document link from the OCS page – Actions group box.</i></p> <p><i>The uploaded file is now loaded under File Cabinet and included in the case folder on the Desktop.</i></p> <p><i>Selecting Close returns you to the Out of County Services page.</i></p>

How Do I...?	Selections	Tips & Guidelines
<p>Create an Out of County Services Request – Home Study with Provider</p>	<p>Enter the Sending County and Receiving County dropdown fields in the Case Details group box on the Out of County Services Request page.</p> <p>Select the Search Provider link In the OCS Requests – Details group box.</p> <p>Search and retrieve a provider on the Provider Search page.</p>	<p><i>All Request Types selected on the Out Of County Services page display on the Desktop piece of work line, as well as the Date Uploaded, all Participants, and the Receiving County.</i></p>
<p>Create an Out of County Services Request – Note</p>	<p>From the Desktop, click Create>Case Work.</p> <p>On the Create Case Work page, select the appropriate Category from the Narrative drop down box.</p> <p>Select the appropriate Case from the list of Cases.</p> <p>Select the appropriate Case Participant(s), if applicable.</p> <p>Click Create.</p> <p>Select Out of county services from the Category dropdown, then the appropriate Request Type from the Type dropdown.</p> <p>Click Save.</p> <p>Click Close.</p>	