

How do I...

Create an Unmet Need..... 2

How Do I...?	Selections	Tips & Guidelines
<p>Create an Unmet Need</p>	<ul style="list-style-type: none"> ▪ From the Desktop menu select Create > Case Work > Administration > Unmet Needs ▪ Select the Case ▪ Select the Case Participant ▪ Click the Create button. ▪ The Register Unmet Needs page is displayed. ▪ The Case Participant group box is pre-filled from the Create Case Work page. ▪ In the Unmet Needs group box, select Service Category within FSFN radio button. ▪ From the Service Category dropdown, select an option. ▪ From the Service Type dropdown, select an option. ▪ From the Outcome dropdown, select an option. ▪ Enter a date in the Outcome Date field. ▪ Add additional information in the narrative field. ▪ Click Save ▪ Click Close ▪ An Unmet Needs hyperlink displays under the Administration icon on the desktop. 	<p><i>An Unmet Need is a service need that cannot be met by Department of Children and Families/ Community-Based Care/Sheriff's Office Partners or another agency at the present time.</i></p> <p><i>Unmet Needs are recorded whenever caseworkers are unsuccessful at locating a service provider for a specific service need. Recording this information can serve as a tracking system for the Department of Children and Families /Community-Based Care/Sheriff's Office Partners development of services in the future.</i></p> <p><i>The Register Unmet Needs page consists of two group boxes:</i></p> <ul style="list-style-type: none"> - Case Participant - Unmet Needs <p><i>All fields within the Case Participant group box are pre-filled from the Person Management record of the Case Participant selected on the Create Case Work page. Any changes needed to these fields must be done through Person Management.</i></p> <p><i>Service Category is conditionally required if Service Category within FSFN is selected.</i></p> <p><i>Service Type is conditionally required if Service Category within FSFN is selected, and is driven based on the Service Category selected.</i></p> <p><i>Other is conditionally required if Non-Standard Service is selected.</i></p> <p><i>Outcome and Outcome Date are required fields.</i></p> <p><i>The narrative field is used to provide additional information concerning the Unmet Need.</i></p>