

OUT OF COUNTY SERVICES

USER GUIDE

OUT OF COUNTY SERVICES (OCS) REQUEST

FUNCTIONALITY ADDRESSED:

This guide outlines the steps to perform key tasks related to documenting requests for services from another county.

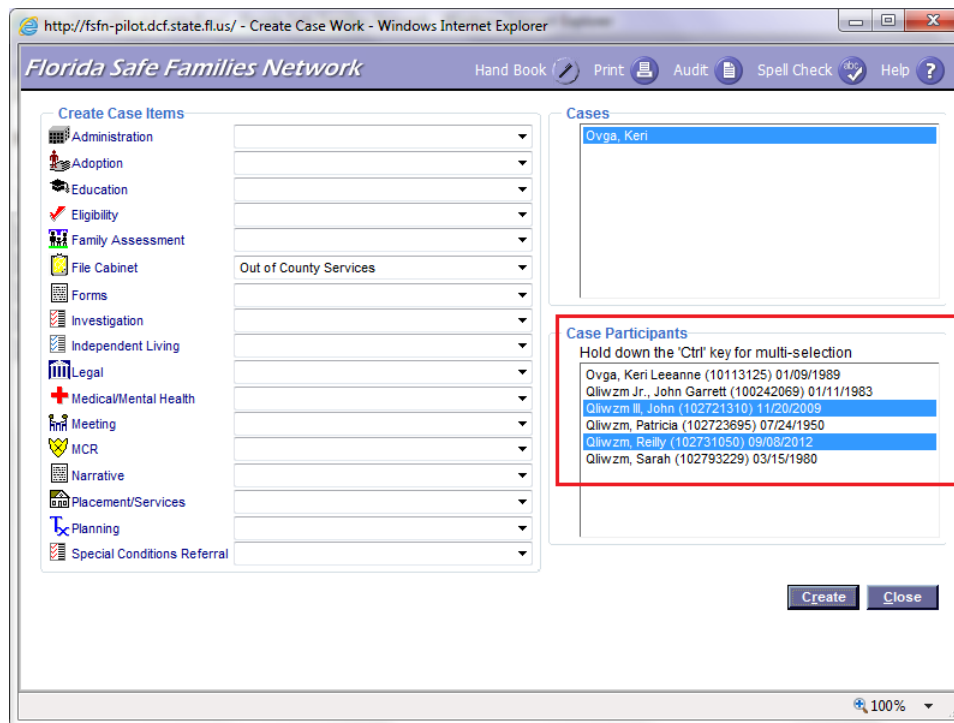
LEARNING OBJECTIVES:

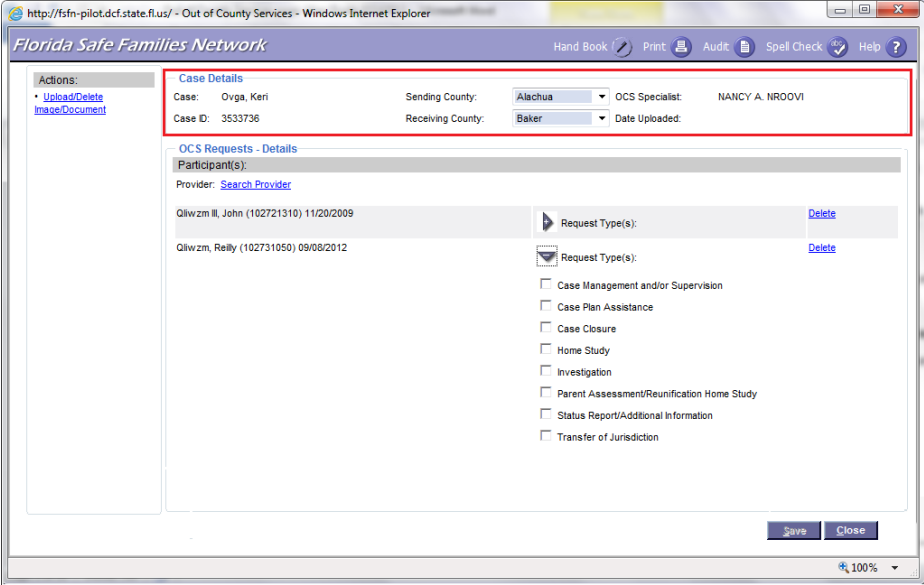
Upon completion of this course, the student will demonstrate the ability to:

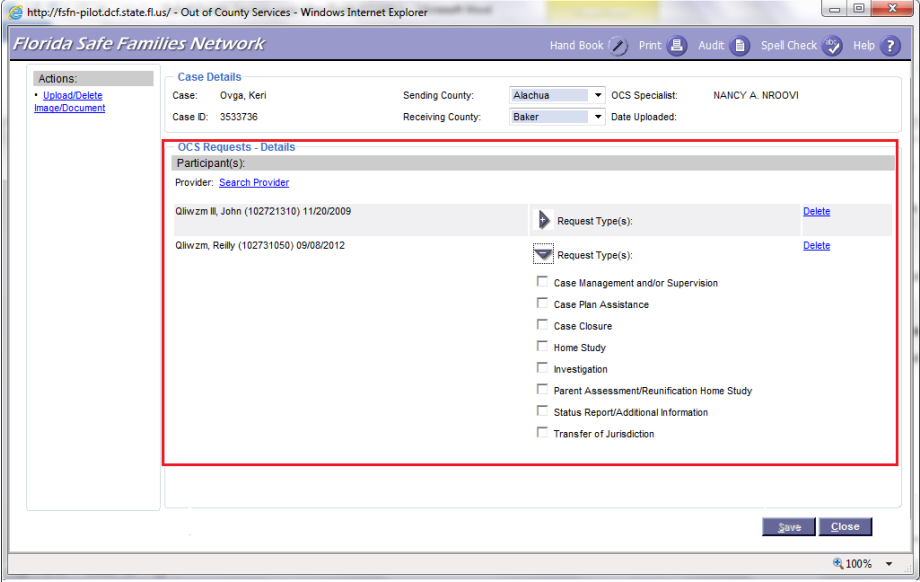
f Document requests for services from another county

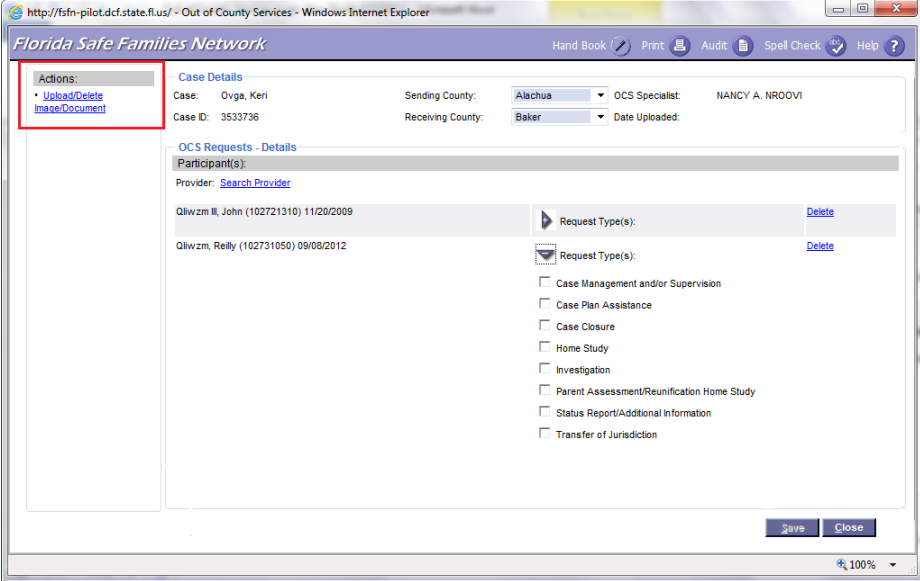
FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>CREATE CASE WORK PAGE</p>	<p>Click <i>Create>Case Work</i> and select Out of County Services from the File Cabinet dropdown.</p> <p>Select a Case.</p> <p>Select Case Participant(s).</p>	<p>This window allows you to create an OCS request for a family that already exists in FSFN.</p> <p>Case participants are now identified in the Case Participants list box with a Person ID and DOB.</p>

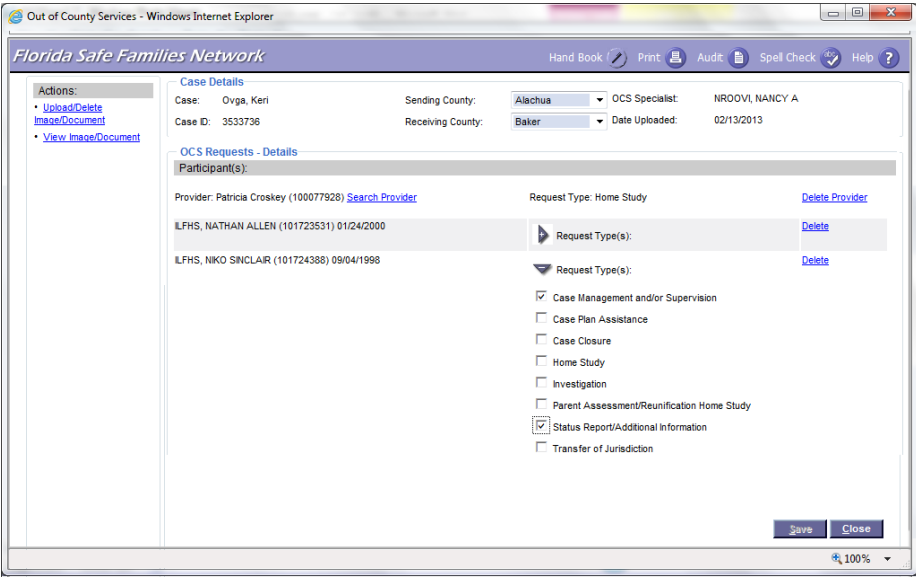
Create Case Work

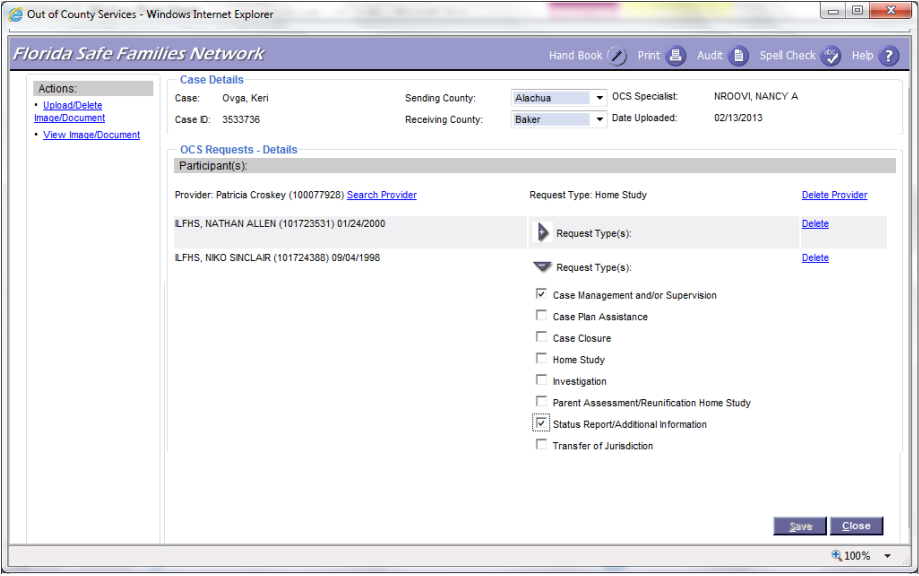


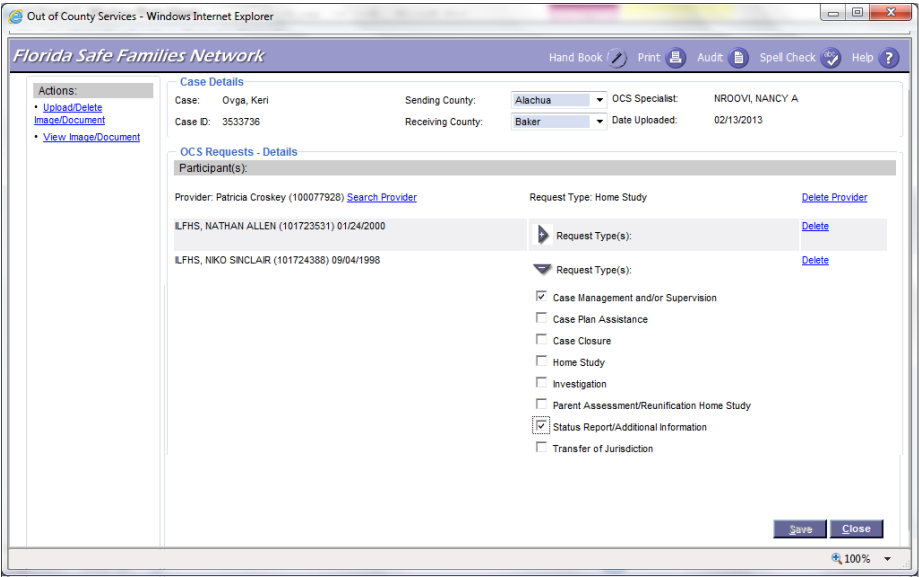
FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>In the Case Details group box, enter a County in the Sending County dropdown.</p> <p>In the Case Details group box, enter a County in the Receiving County dropdown.</p>	<p>The following fields in the Case Details group box are pre-populated:</p> <ul style="list-style-type: none"> Case Case ID OCS Specialist
<p>Case Details Group Box</p> 		<p>The Sending County is the county of the OCS Specialist creating the OCS request. The field is required and editable.</p> <p>The Receiving County is the County receiving the request from the OCS Specialist. The field is required and editable.</p> <p>The Sending County and the Receiving County cannot be the same county.</p> <p>The Date Uploaded is the date the OCS request is saved, not the date the Image was uploaded to FSFN.</p>

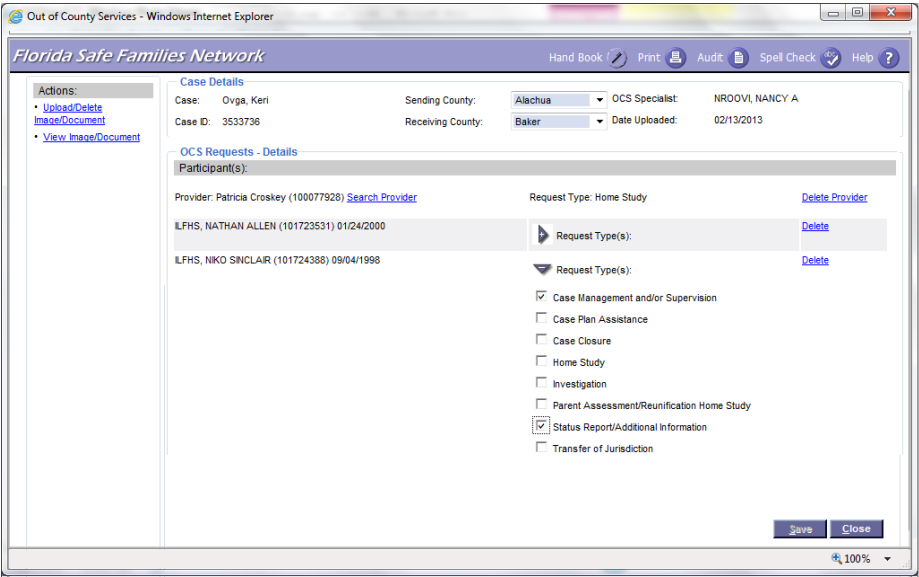
FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Select a Request Type for each Participant.</p> <p>The Delete hyperlink is now available at the end of the row.</p> <p>Select the Provider Search link to search and retrieve a provider for an OCS Request Type of Home Study.</p>	<p>The Case Participants selected on the Create Case Work Page display in OCS Requests – Details group box in the Participants column.</p>
<p>OCS Requests – Details Group Box</p> 		<p>At least one (1) Request Type must be selected for each participant.</p> <p>Selecting the Delete link deletes the selected Participant row.</p>

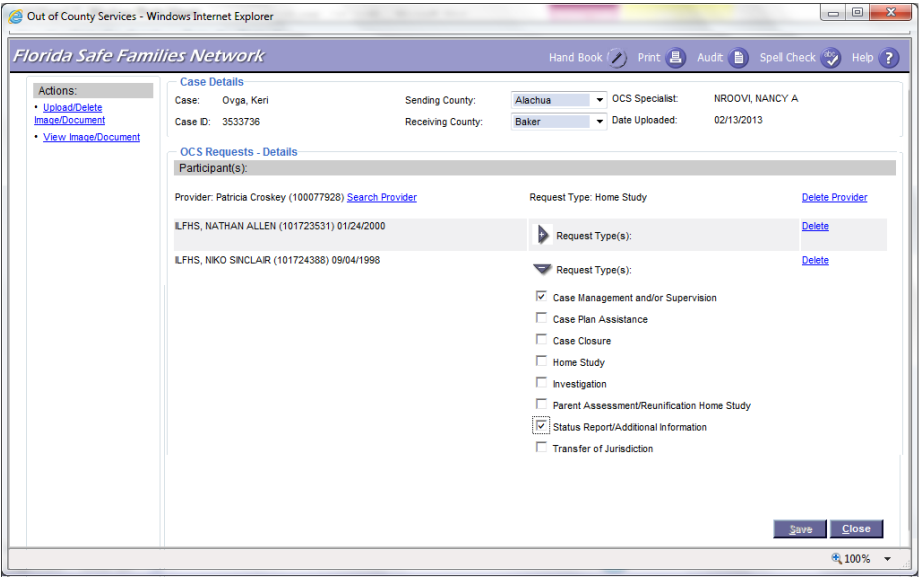
FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Select the Upload/Delete Image/Document link from the Out of County Services Page – Actions group box.</p> <p>The standard Imaging Detail page functionality has not changed.</p>	<p>An OCS Request cannot be created without an attached image.</p> <p>Selecting the Upload/Delete Image/Document link in the Action group box launches the Imaging Details Page.</p>
<p>Actions – Group Box</p> 		<p>The Image field on the Imaging Details Page defaults to Out of County.</p> <p>Selecting the View Image/Document link in the Action group box launches the Imaging Details Page in view only mode.</p>


FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Completing an OCS Request Deadline for Completion</p>	<p>Deadline for Completion is based on the type of Out of County Services Request:</p> <p>Case Management and/or Supervision is 5 Business Days from the Request Initiation Date</p> <p>Case Plan Assistance is 5 Business Days from the Request Initiation Date</p> <p>Home Study is 5 Business Days PLUS 30 calendar days</p>
		







FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Completing an OCS Request Request Completion Date</p>	<p>Request Completion Date is the date the request is completed, based on the Type of Request:</p> <p>Case Management and/or Supervision: Assignment of a worker to each Participant indicated on the Request with the Type of "Out of County"</p> <p>and</p> <p>Responsibility of "Case Management and/or Supervision."</p>
 <p>The screenshot shows the 'Florida Safe Families Network' interface. The 'Case Details' section includes Case: Ovga, Keri, Case ID: 3533736, Sending County: Alachua, Receiving County: Baker, OCS Specialist: NRO0VI, NANCY A, and Date Uploaded: 02/13/2013. The 'OCS Requests - Details' section lists participants: Patricia Croskey (100077928), LFHS, NATHAN ALLEN (101723531) 01/24/2000, and LFHS, NIKO SINCLAIR (101724388) 09/04/1998. The 'Request Type(s)' section shows a dropdown menu with 'Request Type(s):' and a list of checkboxes: Case Management and/or Supervision (checked), Case Plan Assistance, Case Closure, Home Study, Investigation, Parent Assessment/Reunification Home Study, Status Report/Additional Information (checked), and Transfer of Jurisdiction. There are 'Save' and 'Close' buttons at the bottom right of the form area.</p>		

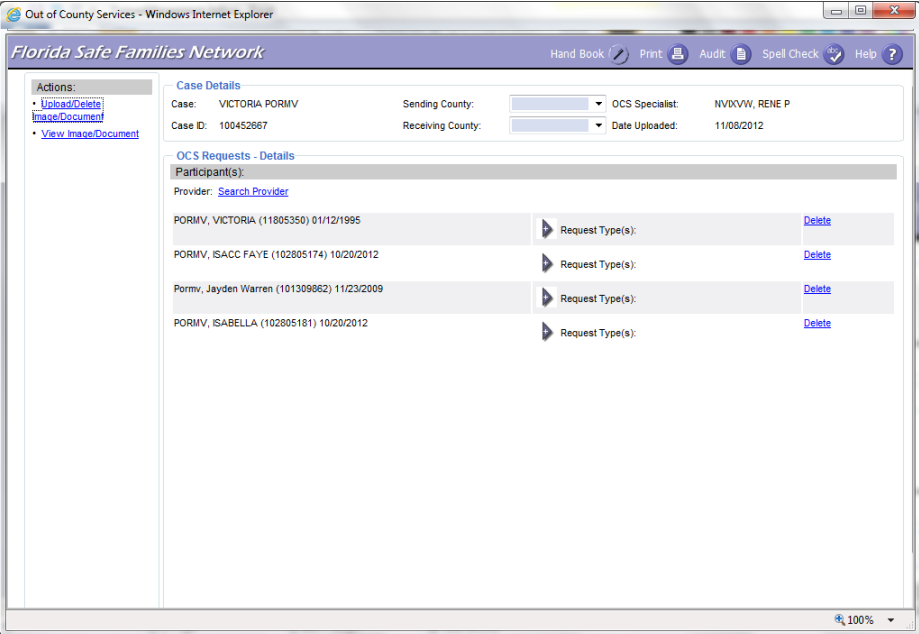
FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Completing an OCS Request Request Completion Date</p>	<p>Request Completion Date is the date the request is completed, based on the Type of Request:</p> <p>Case Plan Assistance: Assignment of a worker to each Participant indicated on the Request with the Type of "Out of County" and Responsibility of "Case Management and/or Supervision."</p>
		

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Completing an OCS Request Request Completion Date</p>	<p>Request Completion Date is the date the request is completed, based on the Type of Request:</p> <p>Home Study: Final approval of a Unified Home Study pop-up page where the provider selected on the Request is also selected on the Unified Home Study. This is based on the Provider ID, and if more than one approved Unified Home Study pop-up page exists where the Approval Date is equal to or greater than the Request Initiation Date, pull the earlier Approval Date.</p>
		

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<p>OUT OF COUNTY SERVICES PAGE</p>	<p>Completing an OCS Request Request Completion Date</p>	<p>Request Completion Date is the date the request is completed, based on the Type of Request:</p> <p>Parental Readiness Assessment/ Reunification Home Study: Approval Date is equal to or greater than the Request Initiation Date. This is based on the Case ID. If more than one approved Parental Readiness Assessment/Reunification Home Study exists, where the Approval Date is equal to or greater than the Request Initiation Date, pull the earlier Approval Date.</p>
		

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
FSFN OUTLINER		All OCS Requests images scanned into FSFN display under the File Cabinet icon on the Case outliner.
<p>FSFN Outliner</p> <p> Out of County Services 02/13/2013 - Qliwzm, Reilly - Case Plan Assistance; Transfer of Jurisdiction; 02/13/2013 - Qliwzm III, John - Case Management and/or Supervision; Status Report/Additional Information; Provider: Croskey, Patricia A (100077928) - Home Study Receiving County: Baker</p>		<p>All Request Types selected on the Out Of County Services Page display, as well as, the date the image is uploaded, all Participants, and the Receiving County. A row is created for each participant in the OCS Request.</p>

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<p>OUT OF COUNTY SERVICES PAGE</p>	<p>OUTLINER – PRIOR IMAGING DETAILS PAGE</p>	<p>An Imaging Details Page created prior to implementation of CR361 displays under the File Cabinet on the Outliner and looks the same as a newly created Out of County Services Page.</p> <p>The difference is that the Receiving County is blank on the Outliner.</p> <p>The Receiving County is a field on the new Out of County Services Page.</p>
<p>PRIOR IMAGING DETAILS PAGE</p> <p> Ovga, Keri (3533736) Actions</p> <p>Out-of-Home - Court Ordered 09/13/2012 PRHRNYR, MAXINE Pasco 18821 Jfzigvi Sltlv OM , Spring Hill, FL 346</p> <p> Related People</p> <p> Intakes</p> <p> Assignment</p> <p> File Cabinet</p> <p> Out of County Services</p> <p>11/06/2012 - Ovga, Keri Leeanne - Case Management and/or Supervision; Receiving County:</p>		

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
<p>OUT OF COUNTY SERVICES PAGE</p>	<p>OLD IMAGING DETAILS PAGE – NEW OUT OF COUNTY SERVICES PAGE</p>	<p>The Out of County Services Page will open in the edit mode.</p>
<p>OUT OF COUNTY SERVICES PAGE WITH PRIOR IMAGING DETAILS PAGE</p> 		<p>All fields are available for updating and follow the same rules as creating a new Out of County Services Page.</p> <p>The worker can access the old Imaging Details Page from the View Image/Document link.</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION	NOTES
Case Notes Page - Out of County Services Category		A new note category of Out of County Services is added to the Category dropdown.

The screenshot shows the 'Florida Safe Families Network' Case Note creation interface. The 'Category' dropdown menu is highlighted with a red box, showing 'Out of County Services' as the selected option. The page includes the following sections:

- Case Note:** Case Name: Abbott, Amy, Middle; Worker Creating Note: NANCY A. NROOVI; Worker Making Contact: NANCY A. NROOVI; Case Note ID: ; Version Number: ; Date Entered: ; Other:
- Note Information:** Contact Begin Date: 00/00/0000 00:00 AM/PM; Contact End Date: 00/00/0000 00:00 AM/PM; Category: Out of County Services; Type: Home Study; Invs/Assessment Number: ; Worker Activity Code: ; Commence Intakes; Request for Action
- Participants:**

Participants	Person ID	Date of Birth	Applies To
Alexander, Baby	11121	01/01/2007	<input type="checkbox"/>
Alexander, Max	11120	01/01/1996	<input type="checkbox"/>
Alexander, Tom	11122	01/01/1971	<input type="checkbox"/>
- Narrative:** (Empty text area)
- Contact Information:** Name; Face-to-Face Contact; Reason Not Seen; Different Date; Contact Date/Time

Buttons at the bottom: Clear Fields, Create, Save, Close. Zoom: 100%