TFACTS Storyboard - Adding and Ending Relative Caregiver Program (RCP) Episodes (Paid or Non-Paid)



# Storyboard

## Adding and Ending Relative Caregiver Program (RCP) Episodes (Paid or Non-Paid)

This storyboard demonstrates how to enter and end Relative Caregiver Program (RCP) Episodes (Paid or Non-Paid). It also demonstrates how to enter a Consultation, Need and Action Step for the services.

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# About Relative Caregiver Program (RCP)

The **Relative Caregiver Program (RCP)** is an option available for relatives to care for non-custodial youth who require out-of-home care. This allows for the relatives to receive supportive services to prevent youth age 18 and under from entering and/or reentering state custody. This extends to age 19 if the youth will complete high school or any equivalent vocation/technical training before age 20.

#### Step 1: Entering Relative Caregiver Episode for Paid or Non-Paid Services

The **Add Relative Caregiver Episode** may be created from *two* locations in TFACTS, depending if the youth already exists or not in TFACTS. There are also *three* different instances noted below which will determine the location where the episodes will be created.

1. If the youth is member of an open ongoing/family case, from the **Workload** tab, click to expand the

Ongoing Case, then click Person Overview icon

- a. From the Person Home Page, click Quick Actions drop-down list
- b. Select Add Relative Caregiver Episode
- c. Skip to number 4 below

rson Home Page				
Curre	Person: Mouse, Minnie (81694: DOB/Age: 04/21/2006 (14 Yrs) Address: Select an action Add External Assessment Add FCIP Episode End FSE Episode	24) Rd MOUNT JULIET, TN mni Visions Inc) (Level 2eds))		
Person Links	Add Health Service Confirmation			
TFACTS Hist	Add IPA Add Judicial Diversion Episode	<u> / Summary</u>	Documents	
Person Asso	Change Permanency Plan Add Probation Episode	<u>nent History</u>	Packets	
	Add Relative Caregiver Episode			
Quick Actions:	Select an action			

2. If youth is a member of an open or closed ongoing/family case, from the **Workload** screen, click the **Initial Actions** drop-down list and select **Add Relative Caregiver Episode** 

Home	Intake		Case		Resource		Finan	cia	ı -	Administration		
				We	orkload	Т	Desktop		Calendar	Appro	vals	
			_								1	help
Initial Action: Select an action	•	View: Worklo	ad View 🔻						Approv	als (0) My Worl	k (13)	0
Select an action Add Offline Payment Add Probation Episode		<b>∧</b> √iewi	ing for Bryson, Carol							Rea	assign	End
Add Relative Caregiver Add Resource Linkage	Episode Episode	Т	уре	7	ID	Ţ	Name	Ţ	Assignment Role		7	
Delete Card Receipt		0	ngoing Case		1406230624		Mouse, Minnie		On-Going Non-Custodial Work	er		<1
Delete Contract		0	ngoing Case		2759708		Liam, Llama		SS Custody Worker			2-3
Delete Invoice				10 🔻 it	ems per page					1 - 2	of 2 ite	ms

- a. On the **Person Search Criteria** screen, search for youth using the criteria, such as Name and SSN, or Name and DOB, etc...
- b. Click Search
- c. Click **<u>choose</u>** if youth is found in search results; then skip to number 4 below
- d. If youth is not found, click Add Person the Person Information screen displays
  - i. Name Type select **Reported** from drop-down list
  - ii. Enter **Name, Gender, DOB, SSN** & **Address** and any other identifying information provided
  - iii. Click **Save –** the **Add Relative Caregiver Episode** screen displays; note the new **Person ID** created for the youth and displays in the **Person Header**
  - iv. Skip to number 4 below
- 3. If the youth is a member of a closed ongoing/family case, the episode may be created from either location, **Workload** tab or **Person Home Page** as instructed in the numbers 1 and 2 above
- 4. To create the episode, from the **Add Relative Caregiver Episode screen**, enter the following required fields:
  - a. **Begin Date** enter date (may not be a future date)
  - b. Assign To enter worker assigned (Last Name, First Name)
  - c. Assignment Role select Relative Caregiver Worker from drop-down list
- 5. Click Save

**Note:** If the youth was not already a member of an open or closed ongoing/family case, the **Relative Caregiver Episode** will link to and create a new case, which may be seen in the **TFACTS History** – **Case History** link. If the youth was already a member of an ongoing/family case, the **Relative Caregiver Episode** will link and open (if not currently open) to the existing case in TFACTS of which the youth is a member.

Note: The Relative Caregiver Episode may now be selected and viewed from three locations in TFACTS as follows: 1. From the Electronic Case File on the Person Home Page – click <u>select</u> to view

Person       Mouse, Minie (8169424).         DoB/neg:       0/0/1/2021         Person       Mouse, Minie (8169424).         DoB/neg:       0/0/0/2021         Person       Mouse, Minie (8169424).         Minie (615) 907-7415       Mouse, Minie (8169424).         Minie (710) Minie	on Home Page									
Person:       Produce, Minine (strospr24)         DoB/Age:       04/21/2006 (14 Yrs)         Address:       contact:         contact:       (615) 907-7415         Current Location:       4455 BENDERSFERRY Rd MOUNT JULIET, TN         32       (Mt. Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))         Person Links       Monthly Summary         Person Association       Assignment History         Documents       Packets         Culck Action:       Select an action         Feetronic Case File       + more         select 3/3/01/2021       Relative Caregiver Episode         select 3/3/01/2021       Relative Caregiver Episode         select 0/3/01/2021       FSS Episode         projon (Contact)       Cechedula for 05/01/011         141       15       16       17       18       19       20	Bar	none Maura Minnia (9160424)								
Dob/Age:       04/21/2006 (14 Yrs) Address:         Address:       Contact:         Contact:       (615) 907-7415         Current Location:       4455 BENDERS FERRY Rd MOUNT JULIET, TN 37122 (Ht. Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))         Person Links       TEACTS History       Monthly Summary         Person Association       Assignment History       Documents         Person Association       Assignment History       Packets         Select on action       *       *         Fectronic Case File       *       *         select 03/01/2021       Relative Caregiver Episode       *         select 03/01/2021       FSS Episode       *       *         outed to p200/0011       Decoments       *       *         *       *       *       *       *         *       *       *       *       *         *       *       *       *       *       *         *       *       *       *       *       *         *       *       *       *       *       *         *       *       *       *       *       *         *       *       *       * <td< td=""><td>Pers</td><td>ion: Mouse, Minne (8109424)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Pers	ion: Mouse, Minne (8109424)								
Address:       contact:       (615) 907-7415         Current Location:       4455 BENDERS FERRY Rd MOUNT JULIET, TN 37122 (B 2001)       Select Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))         Person Links       Person Links       Person Association       Monthly Summary Assignment History       Documents         Person Association       Assignment History       Packets       Valuet Academy (Control Visions Inc) (Level 3 Continuum Special Needs))         Quick Action:       *       *       *       *         Select on action *       *       *       *       *         Select 03/01/2021       Relative Caregiver Episode       *       *       *       *         Select 03/01/2021       FSE Episode       *       *       *       *       *         Select 03/01/2021       FSE Episode       *       *       *       *       *         Select 03/01/2021       FSE Episode       *       *       *       *       *       *         Select 03/01/2021       FSE Episode       *       *       *       *       *       *       *         Select 03/01/2021       FSE Episode       *       *       *       *       *       *       *       *       *       *<	DOB/	Age: 04/21/2006 (14 Yrs)								
Contact: (613) 907-7415         Current Location: 4455 BENDERS FERRY Rd MOUNT JULIET, TN 37122 (Mt. Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))         Person Links         TEACTS History       Monthly Summary         Documents         Person Association       Assignment History         Person Association       Assignment History         Person Case File       +         select: 03/01/2021       Relative Caregiver Episode         select: 03/01/2021       FSS Episode         03/01/2021       FSS Episode         acity       Caregiver Episode         Select: 03/01/2021       FSS Episode	Address:									
Current Location:       4455 BENDERS FERRY Rd MOUNT JULIET, TN 3722 (Mt. Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))         Person Links         TEACTS History       Monthly Summary       Documents         Person Association       Assignment History       Packets         Quick Action:       Select on action <ul> <li>*more</li> <li>Select 03/01/2021</li> <li>Relative Caregiver Episode</li> <li>select 03/01/2021</li> <li>FSS Episode</li> <li>and an action</li> <li>FSS Episode</li> <li>and an action action to the second second</li></ul>	Contact: (615) 907-7415									
Mt. Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))         Person Links         TEACTS History       Monthly Summary       Documents         Person Association       Assignment History       Packets         Quick Action:       Select an action       Immere       March 2021       Immere         select 03/01/2021       Relative Caregiver Episode       1       2       3       4       5       6         Sulet 03/01/2021       FSS Episode       7       8       9       10       11       12       13         Select 03/01/2021       FSS Episode       Curted of the DE(0)/0021       14       15       16       17       18       19       20	Current Locat	ion: 4455 BENDERS FERRY Rd MOUNT JULIET, TN 37122								
S continuum special Needs))         Person Links         TEACTS History       Monthly Summary       Documents         Person Association       Assignment History       Packets         Quick Action:       Select an action       Image: Select an action       Image: Select an action         Etectronic Case File       tmore       Su       Mo       Tu       We       Th       Fr       Sa         Select 03/01/2021       Relative Caregiver Episode       Su       Mo       Tu       We       Th       Fr       Sa         Select 03/01/2021       FSS Episode       Th       Fr       Sa       A       5       6         Time       Time       Time       Time       Time       Time       Time       Time       Time         Image: 10/00/2021       Relative Caregiver Episode       5       6       7       8       9       10       11       12       13         Select 03/01/2021       FSS Episode       Su       Mo       Tu       Time       Time         Select 03/01/2021       FSS Episode       Select 05/01/2021       14       15       16       17       18       19       20		(Mt. Juliet Academy (Omni Visions Inc) (Level								
Person Links           TEACTS History         Monthly Summary         Documents           Person Association         Assignment History         Packets           Quick Action:         Select an action             Flectronic Case File         +more         March 2021             select 03/01/2021         Relative Caregiver Episode         5         6           select 03/01/2021         FSS Episode         10         11         12         13           valuet         01/01/2021         FSS Episode         14         15         16         17         18         19         20		3 Continuum Special Needs))								
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If FACTS History       Monthly Summary       Documents         Person Association       Assignment History       Packets         Quick Action:       Select:       Image:	i croon Linko									
Person Association       Assignment History       Packets         Quick Action:       *	TFACTS History	Monthly Summary	Documents							
Quick Action:           *	Person Association	Assignment History	Packets							
Quick Action:           * more           * * * * * * * * * * * * * * * * * * *										
Quick Action:         Select an action           Electronic Case File         *more           select         03/01/2021           Relative Caregiver Episode         Su         Mo         Tu         We         Th         Fr         Sa           select         03/01/2021         FSS Episode         Ta         28         1         22         3         4         5         6           select         03/01/2021         FSS Episode         Ta         7         8         9         10         111         12         13           select         03/01/2021         Parameers Barlenic Custedy: Estenduled for 05/02/0201         114         15         16         17         18         19         20										
Select an action         *           Flectronic Case File         +more           select         03/01/2021           Relative Caregiver Episode         28           select         03/01/2021           FSS Episode         56           03/01/2021         FSS Episode           10         11           12         13           14         15           16         17           18         19										
Electronic Case File         +more         March 2021         March 2021         >           select         03/01/2021         Relative Caregiver Episode         5         1         2         3         4         5         6           select         03/01/2021         FSS Episode         7         8         9         10         11         12         13           select         03/01/2021         FSS Episode         14         15         16         17         18         19         20	Quick Actions: Select ar	action 🔻								
Electronic Case File         Amore         March 2021         Ma										
Select         03/01/2021         Relative Caregiver Episode         Su         Mo         Tu         We         Th         Fr         Sa           select         03/01/2021         FSS Episode         28         1         2         3         4         5         6           select         03/01/2021         FSS Episode         7         8         9         10         11         12         13           select         03/00/2021         Progress Barling Curtedy, Scheduled for 05/02/2021         14         15         16         17         18         19         20	Electronic Case File	<u>+more</u>	•		Ma	rch 2021			•	
select         03/01/2021         Relative Caregiver Episode         28         1         2         3         4         5         6           select         03/01/2021         FSS Episode         7         8         9         10         11         12         13           select         03/01/2021         FSS Episode         7         8         9         10         111         12         13           select         03/00/2021         FSS Episode         14         15         16         17         18         19         20			Su	Mo	Tu	We	Th	Fr	Sa	
select         03/01/2021         FSS Episode         7         8         9         10         11         12         13           select         03/00/2021         FSS Episode         14         15         16         17         18         19         20	select 03/01/2021	Relative Caregiver Episode	28	1	2	3	4	5	6	
colort 03/00/3031 Programs Barlow Custody, Schodylad for 05/03/2021 14 15 16 17 18 19 20	select 03/01/2021	SS Episode	7	8	9	10	11	12	13	
	1 1 00 (00 (000)	An and a contraction of the database of (02/2021	14	15	16	17	18	19	20	

2. From the Workload screen, the Relative Caregiver Episode/assignment will display – click to view

Home	Home Intake Case		Resource			Financia	Financial		Administration	
			W	orkload	Т	Desktop	(	Calendar	Approvals	
										<u>help</u>
Initial Action:	View:									
Select an action	* Work	doad View 🔻						Approva	als (0) My Work (13)	0
	Vie	wing for Bryson, Carol							Reassion	End
Bryson, Carol										
Supervises		Туре		ID	T	Name T	Assignmen	Role	7	r
Supervises	•	Ongoing Case		1425960633		Anderso	ive Ca	regiver Worker		<1
	•	Ongoing Case		1406230624	I	Mouse,	ioing N	Ion-Custodial Work	cer	<1
	×	Ongoing Case		1406230624	I	Mouse, Minnie	Relative Ca	regiver Worker		<1

3. From within the ongoing family case, the **Relative Caregiver** episode will display from the **Non-Custody** 

link									
ASFA Review	Non-Custody Episodes –								
Eorms/Notices	childy roath	▼ Episode Type	▼ Episode Begin Da	ate 🔻	Episode End Date	Ŧ	Origination		T
Checklist	Mouse, Minnie	Relative Caregiver	03/01/2021						$\bigcirc$
Assessments		1 Titems per page						1 - 1 of 1 ite	ms
Investigations Linked	Edit Delete Assess	aast tilston i							
Immediate Protection Agreement	Edit Delete Assess	ment History							
Child Care Assistance Program									
Referral									
Case Services									
Court									
Removal Records									
Placement Referral									
Individual Program Plan									
Classification									
PreDisposition_Report									
Delinquency Information									
Special Caution Alert									
▶ Non-Custody									
Incident Reports									

#### Step 2: Entering Relative Caregiver Episodes for Sibling Groups

**Note:** To eliminate creating duplicate cases, it is very important when entering **Relative Caregiver Episodes** for sibling groups, to *first ensure all* sibling(s) are added to the **Members** tab of the existing **Ongoing/Family Case** as follows:

- 1. From the Person Home Page for the first sibling, click TFACTS History link
  - the **Person Overview** screen displays

Person Home Page									
Person:	Mouse, Minnie (8169424)								
DOB/Age:	04/21/2006 (14 Yrs)								
Address:									
Contact:	(615) 907-7415								
Current Location:	4455 BENDERS FERRY Rd MOUNT JULIET, TN 37122 (Mt. Juliet Academy (Omni Visions Inc) (Level 3 Continuum Special Needs))								
Person Links									
TFACTS History	Monthly Summary	Documents							
Person Association	Assignment History	Packets							

2. Click the plus sign to expand the list and click the case for the existing **Ongoing Case** – the **Case Overview** screen displays for the existing **Ongoing Case** 

ISOILOVELVIEW					
Person Header Mame: Person ID:	Mouse, Minnie 8169424	Gender: SSN:	FEMALE ***-**-1432	DOB: Age:	04/21/2006 14 Yrs
FACTS History					
Case History (3)					
0 TD					
Case ID	Case Name	Case Type	Case Status	Case Status Date	Organization
Case ID 1406230624	Case Name Mouse, Minnie	Case Type Ongoing	Case Status Open	Case Status Date	Organization Mid Cumberland Region
Case 10 1406230624 2708395	Case Name Mouse, Minnie	Case Type Ongoing Ongoing	Case Status Open Open	Case Status Date 12/08/2020 04/29/2020	Organization Mid Cumberland Region Mid Cumberland Region

3. Click View Case Information – the Case Detail tab displays

				1 Help
Case Overview	Case Header Case ID: 1406230624	Case Name: Mouse, Minnie	Case Status: Open	Organization: Mid Cumberland Region
Case Recording	Case Overview –			
ASFA Review	View Case Information		Case Address 1335 BRADYVILLE PIKE, APT D202	
Forms/Notices	View Case Status History		MURFREESBORO, TN 37130	
Checklist	Linked/Associated Cases			
Assessments	Case Summary			
Investigations Linked	Hazards	Hazard Type	Person/	Address
Immediate Protection Agreement	No current Hazards have be	een identified		
Child Care Assistance Program	Assignment Information —			
Referral				Assignment History
	Organization	Employee Name Supervisor Name	Assignment Role	Child/Youth Name
Case Services	DCS Central Office	Bryson, Carol Goff, Brenda	On-Going Non-Custodial Worker	Mouse, Minnie
<u>Court</u>	Mid Cumberland Region	Parker, Marta M Caseworker, Nancy	CPS Investigation Worker	Mouse, Minnie
Removal Records				

- 4. Click **Members** tab the **Case Member List** screen displays
- 5. Click Add Member the Person Search Criteria screen displays

Case Detail	Membe	ers	Relationships		Associated Persons		
Case Header	a n Maria Mirala		0.011.0222		Mid Cumberland Design		
Case ID: 1400230024	Case Name: Mouse, Minnie		Case Status: Open	Organizati	on: Mid Cumperiand Region		
Warning: Changing the Case Reference Person (	CRP) will change the Case Name an	d Case Address					
, , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,				View Memb	er History	
CRP Person ID	Name		DOB	Gender	Begin Date		
select    8169424	Mouse, Minnie		04/21/2006	Female	07/01/2020	delete	
select () 118108991	Ave		11/17/1993	Female	07/01/2020	delete	
select () 116515988	Tidı		01/06/2018	Male	07/01/2020	delete	
select () 119472925	Tid			Female	12/08/2020	delete	
Add Member Copy Address							

- 6. Search for youth using the criteria, such as name and SSN, name, and DOB, etc.
- 7. Click Search
- 8. Click <u>choose</u> if youth is found in search results; if youth is not found, click **Add Person** at the bottom of the screen the **Person Information** screen displays

					Results Pa	ge:   1   <u>2   3</u>	4   5   9 99
<u>choose</u>	select	92835	Dumi [RB]	N Interstate Highway 35 APT 1134, Austin, TX 78953 ( <u>unverified map</u> )	Male	11/02/2002 Age: 18	
choose	select	47326	Burk, [RB]		Male		
choose	select	40555	Barry	W TRINITY LN, NASHVILLE, TN 37218 ( <u>map</u> ) i-589-6246	Male	07/09/1943 Age: 77	
choose	<u>select</u>	37104	Barry [RW]	ARYLAND AVE, BRISTOL, TN 37620 (map) -764-2374	Female	06/22/1960 Age: 60	XXX-XX-3158
<u>choose</u>	select	85237	Muise [RW]	WILLIAMS HOLLOW RD, MC EWEN, TN 37101 ( <u>map</u> )	Female		

- Close Add Person
  - 9. Name Type select Reported from drop-down list

10. Enter **Name, Gender, DOB, SSN & Address,** and any other identifying information provided <u>11. Click **Apply – Person ID** displays in the **Person Header**</u>

Basic		Demographics	Address	Add'l	Background	s	afety Hazard
Person ID:	Mouse, Mary 120282961		Gender: SSN:	FEMALE	DOB: Age:	02/02/0200 1821 Yrs	
Education		Financia		Legal History		Military History	
Health		Person C	<u>Characteristics</u>	AFCARS Summary		Merge History	
Person Information-							
Name Type: *	Reported 💌						
Prefix:	×						
First Name: *	Mary	Middle Name 1:		Middle Name 2:		Middle Name 3:	
Last Name: *	Mouse	Suffix:	V	Populate Additional Name			
Gender: +	Female 🗸	SSN:	XXX-XX-2106				
DOB: +	02/02/2004	Age:	17 years 1 months 17 days				
Estimated Age:	Day(s)		Month(s)		Year(s)		
Birth City:		Birth County:		Birth State:	~	Birth Country:	
Tennessee Resident:	<b>V</b>	US Citizen:	~	Legal Alien Status:	V	If not U.S. Citizen, where?:	
Driver's License #:		Issue State:	$\checkmark$	Expiration:			
SSN Applied for:	Y	SSN Applied for Date:					
SSA Validation Date:	03/19/2021	Revalidate SSA:	No 🛩	Stop SSA Validation: No	Y		
SSA Validation:			SSA Validation Failed	Reason:		SSA	/alidation Details
Safety Hazard Exists		IP/	A Exists	Environmental Hazard Exists		Absconde	er.
Additional Names							
Na	me Type	Prefix	First Name	Middle Name	(s)	Last Name	Suffix
Add Additional Name							

ly Save Cancel

12. Click Address tab – add address and contact info, if known

		and the second			
Basic	Demographics	Address	Add'l	Background	Safety Hazard
Person Header					
Name:	Mouse, Mary	Gender:	FEMALE	DOB: (	02/02/2004
Person ID:	120282960	SSN:	***-**-2106	Age:	17 Yrs
Person Links					
Education	Financial		Legal History	Militar	y History
Health	Person_Chi	aracteristics	AFCARS Summary	Merge	History
Person Informatio	n				
Name Type: *	Reported				
Prefix:	×				
First Name: *	Mary Middle Name 1:		Middle Name 2:	Middle f	Name 3:

13. Click Save - the Members tab is returned and displays the new sibling

**Note:** Even though the added sibling displays on this tab, it is *very important* to also click **Apply** to begin adding the next sibling or click Save

- 14. Click **Add Member** to add additional siblings, repeat numbers 5-13 above for each additional sibling
- 15. If no other siblings to add, click the name link for the sibling just added the **Person Home Page** for the new sibling displays

		Case Detail	Memb	pers	Relationships		Associated Persons	
Case H Case I	leader D: 14	06230624	Case Name: Mouse, Minnie		Case Status: Open	Organizati	on: Mid Cumberland Region	
Case M	Case Member List Warning: Changing the Case Reference Person (CRP) will change the Case Name and Case Address							
	CRP	Person ID	Name		DOB	Gender	View Member Begin Date	History
select	۲	8169424	Mou		04/21/2006	Female	07/01/2020	delete
select	0	118108991	Ave		11/17/1993	Female	07/01/2020	<u>delete</u>
select	$^{\circ}$	120282960	Mouse, Mary		02/02/2004	Female	03/19/2021	<u>delete</u>
select	0	116515988	Tidy		01/06/2018	Male	07/01/2020	<u>delete</u>
select	0	119472925	Tidu			Female	12/08/2020	<u>delete</u>
Add P	1embe	r Copy Address						
Apply	Sav	e Cancel						

Note: Refer to number 1 above to create **Relative Caregiver Episode** from the **Person Home Page** for each sibling.

#### Step 3: Add Consultation

The following describes how to add needed case service requests related to the **Relative Caregiver Episodes.** 

- 1. From the Person Home Page for the youth, click Quick Actions drop-down list
- 2. Select Add Consultation the Consultation screen displays

Person Home Page				
	Person: Mouse, Minnie (8169	9424)		
	DOB/Age: 04/21/2006 (14 Yrs)			
	Address:			
	Select an action			
Curre	Delete CFTM	Rd MOUNT JULIET, TN		
	Hold CFTM	nni Visions Inc) (Level		
	Schedule CFTM	eds))		
Description of the last	Add Collateral Contact			
Person Links	Add Consultation			
TFACTS Hist	Add Crisis Management	/ Summary	Documents	
Dance Area	Add Emergency	and Watana	Destate	
Person Asso	Add External Assessment	nent History	Packets	
	Add FCIP Episode			
	End FSS Episode	~		
	Add Haalth Sanvice Confirmation			
Quick Actions:	Select an action	•		

- 3. Consultation Date enter date may not be a future date
- 4. **Consultation Type** select type from drop-down list
- 5. Consultation Time select or enter time
- 6. Participants
  - a. Select role of **Child Concerning** for the Role drop-down list
  - b. Click **Add** to add any siblings who will also be receiving the RCP services
  - c. Click **Add** to add worker and supervisor this confirms the communication and approval between worker and supervisor the **Add Participants** screen displays

Consultatio	n Time: * 02:30 AM O CT *			
articipants				
Person ID	Name 🔺	T	Role	7
8169424	Mouse, Minnie		Child Con	cerning

- 7. From the **Previously Involved Persons** list, click to highlight any sibling(s) if applicable, worker and supervisor from list
- 8. Click Choose OR
- 9. If sibling(s), worker or supervisor not found in list, click **Search -** the **Person Search Criteria** screen displays which allows for a person search
- 10. From the Person Search Results, check the box for the appropriate person and click Choose
- 11. The selected person now displays in the Previously Involved Person list; click to highlight
- 12. Click Choose the Consultation screen displays the selected participants in the Participants section

Person ID	▼ Full Name	т	DOB	T	Age	T	Association(s)	7
70663923	Arri							
11212036	Boo						Guardian Ad Litem	
0160516	Boy							
61222	Brys							
23078014	Case							
117196952	Con							
108206950	Ellis							
104733958	Farr						Child Support Worker	
35079089	Farr							
31677678	Hea		09/01/2000		20		Foster Brother	
H 4 1 2	3	Э						1 - 10 of 30 items

#### Step 4: Add Need

1. From the Strength and Needs section, click Add drop-down list.

**Note:** If an applicable need currently exists/displays from previous source activities, a new need record is not required, but only a new action step associated to the existing need. This helps to maintain the history of the existing need.

2. Select Need – the Add Need screen displays

Add	Strengths and Needs	\$
Add Strength	NEED /	Credit Check (IL Credit Check)
Need : is o	clear to increase his/her odds of achieving financial stability.	
Mouse, Minnie	NEED /	Education (IL Education)
Samantha will meet her educ	cation and vocational to help with her transition into college/adulthood.	
Mouse, Minnie	STRENGTH /	Education (IL Education)
Samantha has been identified	d for a gifted IEP at her school.	
Mouse, Minnie	NEED /	Independent Living Skills (IL Life Skills)

- 3. Concerned Person select youth from drop-down list; multiple siblings may be selected, if applicable
- 4. Begin Date enter date; may not be a future date
- 5. Category select Permanency or another appropriate category from drop-down list
- 6. Social, Medical & Educational Needs Addressed select Yes
- 7. Initial Description enter appropriate narrative
- 8. Click Save or click Save & Add Another to add Need for additional siblings if applicable

Add	Please fill out the info	prmation below to add a Need.				
Mouse,	Concerned Person:*	Mouse, Minnie ×	Initial Description:	Need description		ck)
Ensure Mouse,	Begin Date:*	03/01/2021				
Saman	Category:	Permanency	•			
M <b>ouse</b> , Saman	Social, Medical & Educational Needs Addressed?	Yes				
Mouse, Saman	Status:	Pending			-	n.
4ouse,	Save Save 8	& Add Another Cancel				

#### Note: The Strengths & Needs section now displays the new Need

Add •	Strengths and Needs	
Mouse, Minnie	(changed) NEED	/ Permanency
Need description		
Mouse, Minnie	NEED	/ Credit Check (IL Credit Check
Ensure Samantha's credit is clear to increase h	is/her odds of achieving financial stability.	

### Step 5: Add Action Step

- 1. Click the new or existing **Need** row to expand; click **Action Step** icon (blue stairsteps)
- 2. Click Add Action Step select Service from drop-down list the Add Service Action Step screen displays

Add	Strengths and Needs			\$
Mouse, Minnie		(changed)	NEED / Permanency	
Need description				
Add Action Step	Action Steps			
Mouse, Min Custody Recommendation	~		NEED / Credit Check (IL Credit	Check)
Ensure Sam	er odds of achieving financial stability.			
Mouse, Min Placement			NEED / Education (IL Educatio	n)
Samantha v Placement Recommendation	to help with her transition into college/adulthood.			
Mouse, Min Recommendation			STRENGTH / Education (IL Educatio	n)
Samantha r Recruitment	er school.			
Mouse, Min Restriction Samantha	V to adulthood.		NEED / Independent Living Ski Life Skills)	ills (IL

3. **Start Date** – enter date – may not be a future date

#### 4. Expected Completion Date – typically same date as Start Date

- 5. **Service Description** select one of the appropriate services from drop-down list for non-paid services **OR** skip to #6 below to enter paid service
  - a. Caregiver Respite
  - b. Caregiver Support Groups
  - c. Information and Referrals
  - d. Legal Services Cost
  - e. Material Assistance
  - f. Mentoring
  - g. Short-term Case Management
  - h. Teen Enrichment
  - i. Utilities Financial Aid
  - j. Whole Family Enrichment
  - k. Youth Enrichment
- 6. Service Description select Family First Kinship from drop-down list for paid services
- 7. Responsible County system generated when Service Begin Date and Service End Date are entered

Note: If the Responsible County does not display, the primary address for the youth is missing.

- 8. Is DCS Expected to Pay? field system generated only if Family First Kinship is selected in number 6 select Yes
- 9. **Resource –** optional
- 10. Service Begin Date & Service End Date enter date range of service
- 11. Instructions to Provider enter narrative; will display on service authorization for the provider
- 12. **Responsible Persons –** click **Add;** the **Add Responsible Persons** screen displays
- 13. Generic Person(s) select Service Provider DCS Worker from drop-down list
- 14. Click Choose the Add Service Action Step screen returns, and the Responsible Person displays

TFACTS Storyboard - Adding and Ending Relative Caregiver Program (RCP) Episodes (Paid or Non-Paid)

Start Date:*	03/01/2021			Expected Completion Date:	03/01/2021		
ce Description:*	Family First Kinshi	ip	Ŧ	Responsible County:	Rutherford		
DCS Expected to Pav?*	Yes		•				
Resource:	(Fiscal Defined Re	source)					
ice Begin Date:*	03/01/2021			Service End Date:*	03/15/2021	Ē	
structions to Pro	vider:* r						
structions to Pro ructions to provide Responsible Pers	vider:* r ons						
structions to Pro ructions to provide Responsible Pers Person ID	vider:* r ons Vame						<u>т</u>
structions to Pro ructions to provide Responsible Pers Person ID 8169516	vider:* r ons Name Boyle, Dana						Ţ

- 15. Initial Action Step Description enter description of service
- 16. In Progress select Yes
- 17. Click Save the Consultation screen is returned

Initial Action Step Description:	
description	
In Progress? No	
Save & Add Another Cancel	

**Note:** The **Action Step** may be copied to another youth's Need by clicking the **Copy Action Step** icon, select from **Available Needs** list and click **Copy to Selected Need.** This eliminates entering the same action step for multiple youth.

Add	Strengths and Needs	٥
Clark, Jack Martin	(changed) NEED / Support System	
test		
Add Action Step	<ul> <li>Action Steps</li> </ul>	
	(channed) SFRVICE	
notes		
	History	

- 19. Scroll to the bottom of the **Consultation;** enter **Narrative** if applicable not required
- 20. Change Status from In Progress to Complete
- 21. Click **Apply** or **Save**

Narrative:	
narrative not required	
Status: Completed	
Print	
Apply Save Cancel	

**Note:** Once the Consultation is in a **Completed** status, the service request will display in Fiscal's queue (assumption is user chose Family First Kinship) which would be a paid service.

#### Step 6: End Relative Caregiver Episode

- 1. From Person Home Page for youth, click Quick Actions drop-down list
- Select End Relative Caregiver Episode from drop-down list the End Relative Caregiver Episode screen displays

erson Home Page			
	Person: Mouse, Minnie (81694: DOB/Age: 04/21/2006 (14 Yrs) Address:	24)	
Curre	Select an action Aud Emergency Add External Assessment Add FCIP Episode End FSS Episode	Rd MOUNT JULIET, TN nni Visions Inc) (Level aeds))	
Person Links	Add Health Service Confirmation Add IPA		
TFACTS Hist	Add Judicial Diversion Episode	<u>y Summary</u>	Documents
<u>Person Asso</u>	Change Permanency Plan Add Probation Episode	nent History	Packets
	End Relative Caregiver Episode Add Resource Linkage Episode		
Quick Actions:	Select an action		

- 3. End Date enter end date of episode may not be a future date
- 4. Click Save the Person Home Page is returned

**Note:** Once the **Relative Caregiver Episode** is end-dated, it will no longer display on the **Workload** screen for the assigned worker. If the youth will not be receiving any further services, it is important that the ongoing/family case be closed also. In addition, if the ongoing/family case is closed *before* the **Relative Caregiver Episode** is end-dated, it will *not* end the **Relative Caregiver Episode**. The episode must *also* be end-dated otherwise, the case will be closed with an active episode in the **Non-Custody** link.

TFACTS Storyboard - Adding and Ending Relative Caregiver Program (RCP) Episodes (Paid or Non-Paid)

Non-Custody	pisode Header	
	Type: Relative Caregiver	Begin Date: 03/01/2021
End Relative O	aregiver Episode	
	End Date: * 03/18/2021	
Save Cancel		

**Note:** To view the episode once end-dated, click <u>**+more**</u> to locate in **Electronic Case File** as shown below.

- 5. Click select to view episode Begin Date and End Date
- 6. Click Close to exit and return to Person Home Page

Electronic Case File Search Criteria From Date:  To Date: To D	de ×			
Search Clear Form				
Electronic Case File Search Results			Viev	v Full Narrative
	Ŧ	Status	Ŧ	End Date 🔻
select 03/01/2021 Relative Caregiver Episode		Closed		03/18/2021
(H) (I) (H) IO (H) items per page			1 -	1 of 1 items
Close Print				

You have completed this storyboard.