



Case Management SUPPLEMENTAL SHEET

Updated 08/18/2009, Build 1.80.1

CM-1, Record a case plan

Task 14. Approve the case plan – P. 22

Step 4. Grid

Reviewers/Approvers: Select **Weaver##**, Sam – system does **not** default to reviewer.

CM-2, Prepare for the adjudicatory hearing

Task 1. Record the date and time of the hearing P. 28

Step 4. Skip this step.

Step 5. In the **Legal Action** table, at the bottom of the screen, select Record Hearing.

Step 6. Click **Add Action**. The Legal Actions screen appears. Click **Continue**. The Hearing Information screen appears.

Continue with the exercise as written.

CM-3, Record the outcome of the hearing

Task 1. Record the rulings for Rockette P. 32

Step 1. Skip this step.

Step 2. Click **Search**.

Step 3. Skip this step.

Step 4. In the **Legal Actions** table at the bottom of the screen, select Record Ruling.

Continue with Steps 5, 6, 7, and 8 of the exercise.

Step 9. Skip this step.

Step 10. In the **Legal Actions** table at the bottom of the screen, select Record Ruling.

Continue the exercise as written.

Task 2. Record the rulings for Sandy P. 34

Step 1. Click **Search**

Step 2. Skip this step.

Step 3. In the **Legal Actions** table at the bottom of the screen, select Record Ruling.

Continue with Steps 4, 5, 6 and 7 of the exercise.

Step 8. Skip this step.

Step 9. In the **Legal Actions** table at the bottom of the screen, select Record Ruling.

Continue the exercise as written.

Task 3. Record the rulings for Barney P. 36

Step 1. Click **Search**

Step 2. Skip this step.

Step 3. In the **Legal Actions** table at the bottom of the screen, select Record Ruling.

Continue with Steps 4, 5, 6 and 7 of the exercise.

Step 8. Skip this step.

Step 9. In the **Legal Actions** table at the bottom of the screen, select Record Ruling.

Continue the exercise as written.



Case Management SUPPLEMENTAL SHEET

Updated 08/18/2009, Build 1.80.1

CM-5, Record a new incident of abuse

Task 2. Record information about the reporter – P. 55

Step 8. To narrow your search for the provider add ## behind Franklin County Sheriff's Department.

Task 5. Record detailed information about the ACV and the AP

Step 8. Grid – additional field – P. 60

Field Name	Information to Enter/Select	Notes
Duration AP Will Be At Current Location	Until 7:00 a.m. tomorrow	

CM-6, Record the emergency removal of children from the home

Task 2. Record officer acceptance P. 69

Step 4. Grid. Complete the following fields

If Terminated, Reason: Change in Court Order

Task 5. Enter Rockette's medical provider – P. 75

Step 4. To narrow your search for the provider add ## behind Quarry.

Task 7. Record the initial 5-day screening – P. 77

Step 4. To narrow your search for the provider add ## behind Jackson.

CM-7, Record placement and custody information

Task 1. Record placement in the foster home – P. 82

Step 6. Skip this step as written on the exercise. The school district number does not display on the screen.

Complete the following steps before moving to Step 7:

Click the Additional Search Criteria link under Child Information section of the screen.

In the Characteristics to be Used in Match box, **highlight** and **remove** all identified characteristics. Proceed with Step 7 as written.

Task 2. Request an emergency hearing P. 84

Step 3. Skip this step

Step 4. Click Search

Step 5. Skip this step

Step 6. In the **Legal Action** table, at the bottom of the screen, select Create Motion.

Proceed with the exercise as written.



Case Management SUPPLEMENTAL SHEET

Updated 08/18/2009, Build 1.80.1

Task 3. Record the results of the shelter care hearing P. 87

Step 1. Skip this step

Step 2. Click **Search**

Step 3. Skip this step

Step 4. In the **Legal Actions** table, at the bottom of the screen, select Record Ruling.

Proceed with the exercise as written.

CM-8, Amend the case plan

Task 9. Authorize Sandy's speech therapy – P. 100

Skip this task.

CM-10, Record a dispositional ruling and legal status

Task 1. Record the hearing -- P. 116

Step 3. Skip this step.

Step 4. Click **Search**

Step 5. Skip this step.

Step 6. In the **Legal Action** table, at the bottom of the screen, select Record Hearing.

Step 7. Click **Add Action**. The Legal Actions screen appears. Click **Continue**. The Hearing Information screen appears.

Continue with the exercise as written.

Task 2. Record the ruling and change the children's legal status P.128

Step 4. Skip this step.

Step 5. Click **Search**

Step 6. Skip this step.

Step 7. In the **Legal Action** table, at the bottom of the screen, select Record Ruling.

Continue with the exercise as written.

CM-11, Record a case review and SAR

Task 2. Record safety review information – P. 133

Step 2. Grid

Safety Response Review – select Modify

Task 12. Record signatures – P. 148

Step 11. There will be **no** unresolved Case Review Topics displayed; proceed with exercise as written.

CM-12. Record a reunification assessment

Task 2. Address issues affecting the children's safety – P. 151

Perform Steps 12, 13 and 14 before steps 9,10 and 11.

Case Management
SUPPLEMENTAL SHEET

Updated 08/18/2009, Build 1.80.1

CM-13, Create a proposed case plan for Rockette's adoption case

Task 12. Approve the plan – P. 174

Step 2. Click **Close** vs. OK.**CM 14, Record a sunset motion and ruling.**

Task 1. Display the pre-trial/preliminary hearing – P. 176

Step 3. Skip this step.

Proceed with the exercise as written.

Task 2. Add a sunset motion – P. 177

Step 1. Skip this step.

Step 2. In the **Legal Action** table, at the bottom of the screen, select Record Motion.

Proceed with the exercise as written.

Task 4. Record the ruling for Rockette – P. 179

Step 1. Skip this step.

Step 2. Click **Search**

Step 3. Skip this step.

Step 4. In the **Legal Action** table, at the bottom of the screen, select Record Ruling.

Proceed with the exercise as written.

Task 5. Record the ruling for Sandy – P. 181

Step 1. Skip this step

Step 2. Click **Search**.

Step 3. Skip this step.

Step 4. In the **Legal Action** table, at the bottom of the screen, select Record Ruling.

Proceed with Step 5.

Step 9. After you click OK in Step 9, an information box appears stating: “Terminating the custody episode will terminate the child’s Title IV-E Eligibility. Do you wish to Continue?”

Click **OK**.

Proceed with step 10.

Task 6. Record the ruling for Barney – P. 183

Step 1. Skip this step.

Step 2. Click Search.

Step 3. Skip this step.

Step 4. In the Legal Action table, at the bottom of the screen, select Record Ruling.

Proceed with Step 5.

Step. 9 After you click OK in Step 9, an information box appears stating: “Terminating the custody episode will terminate the child’s Title IV-E Eligibility. Do you wish to Continue?”

Click **OK**.

Proceed with step 10.