

Ohio SACWIS Project
CM06 Record Participant Signatures
(CAPMIS) (UC317)
Version 2.0

November 15, 2004

Prepared for:



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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	08/11/2004		C. Roy		Initial version
1.1	9/26/2004		C. Roy		Revision
1.2	10/5/2004		C. Roy		Revision
1.3	10/6/2004		C. Roy		Revision during Use Case Session
1.4	10/15/2004		C. Roy		Revisions prior to RRD
1.5	10/28/2004		C. Roy		RRD Session
2.0	11/15/2004		Caroline Roy		RRD Final Version

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1 Description



This is a use case regarding recording participant's signatures as part of casework process.

This use case describes the process of capturing the participant signature process for each document that requires signatures in the system for ODJFS Forms. The documents that require a signature process include: Safety Plan, Case Plan and Case Plan Amendment, SAR, Independent Living Plan, Supplemental/Concurrent Plan, Case Review (review of Services). All other ODJFS forms will be captured in alternative flows on this use case for example, Disclosure Form (Adoption) (JFS 1667), ICCA. This process allows the user to select names of participants involved in the document, enter dates of their signatures and worker's comments for each version of each document. Recording the signature date indicates the selected participant has signed a hard copy of the signature page.

The worker also records whether each person listed agreed with and/or participated in the development of the plan/review and records any comments per person. If any person listed above did not agree with or did not participate in the development of the plan/review, the worker records the reason why (comments) for each person. The worker also records the agency representatives, their signatures and the dates the plan/review is signed by all parties.

Documents that require the worker and supervisor signatures only and do not require case participants signatures will be captured in the approval process. Route and Apply Approvals (UC) These ODJFS forms include Family Assessment, Safety Assessment (JFS # Pending), Case Review (JFS # Pending), Specialized Assessment and Investigation (JFS # Pending), Post Family Assessment and Investigation (JFS # Pending), Reunification Assessment (JFS # Pending)

2 Characteristic Information

Name	CM06 Record Participant Signatures (UC317)
Scope	 Business – Case Management
Level	 - Primary Task
Actor(s)	Worker, Supervisor
Stakeholders and Interests	<ol style="list-style-type: none"> 1. Child(ren) 2. Parent/guardian/custodian 3. Guardian ad litem 4. Court appointed special advocate 5. Child’s substitute care giver 6. Kin/relative who is providing care for the child 7. The pre-adoptive parent 8. Attorney (s) 9. Court 10. OWF Caseworkers 11. Tribal -Extended family (ICWA) 12. Probation officers 13. Service Providers 14. Private Agencies (PCPAs) 15. PCSA’s 16. ODJFS 17. SAR Panel Members 18. State ICPC worker
Pre-conditions	<p>Completion of the document requiring signatures.</p> <ul style="list-style-type: none"> • Safety Plan (JFS # Pending) • Case Plan including amendments to case plan (JFS 01444) • SAR (JFS 01414) • Supplemental/Concurrent Plan • Case Review (review of Services) • Independent Living Plan • Amended Case Plan Cover Sheet (Case Closure) (JFS

	<p>01445)</p> <ul style="list-style-type: none"> • ICCA • Disclosure Form (Adoption) (JFS 1667) • Voluntary Agreement for Temporary Custody • Notice to Parents when Agency takes Custody • Placeholder for other forms that require participant signatures
Post-conditions	
Trigger(s)	
Requirements Addressed	<p>RFP331, RFP373</p> <p>New Requirement</p>

Figure 1 – CM06 Record Participant Signatures (UC317)

3 Basic Flow

Scenario 1: Record Case Plan Participation

- Parent/Guardian/Custodian/ Client/GAL/CASA and Others Signature
- Participated in the Plan Y/N
- Agreed with Plan Y/N
- Date copy of Plan provided to Parent/Guardian/Custodian/ Client/GAL/CASA and Others
- Agency Representatives
- Name of required Person who did not participate or disagreed with the case plan or other and explanation.
- Journalized Case Plan disclosure

3.1 Usage Examples and Narratives

Scenario 1: Record Case Plan Participation The worker has attended a meeting where the document has been reviewed. All parties agree to the review and sign a hard copy. The worker records the date each participant signed the hard copy in the system.

4 Main Success Scenarios

Scenario 1: Record Case Plan Participation CM05 Maintain Case Plan (UC96)
JFS 01444

1. The worker accesses their workload which displays case assignments. Find a Workload (UC)
2. The worker selects the case.
3. The worker accesses the Participant Signature page.
4. The worker selects the signature document to be edited.
5. The system displays the names of all persons that will be parties to the document. (MSS)
6. The worker selects the participants from a list of participants in the case and their role.
7. The worker records participation narrative information concerning creation of the case plan. (parent/guardian/and age appropriate children, pre-adoptive parents) (textbox)
8. The worker records that the Parent/Guardian/Custodian/ Client/GAL/CASA signed the case plan and date.
9. The worker records that the Parent/Guardian/Custodian/ Client/GAL/CASA agreed with the case plan.
10. The worker records that the participant(s) has received a copy of the case plan and the participant has acknowledged receipt of document copy form. (Signature, date and indicator of receipt)

Alternative Flow

1a. Voluntary Case Plan.

1a1. The system “Locks” and displays the locked status for the case plan (voluntary) once the parents/guardians signature and date are recorded.

9a. Case Plan: The parties to the case did not participate in plan/review. (MSS)

- The parties to the case whereabouts unknown.
- The parties to the case are not available.

11a. Case Plan: The worker records that the signature was refused and records the reason. (MSS)

11a1. The worker records the parties to the case did not agree with plan/review.

4a. Record Safety Plan Signatures IV06 Maintain Safety Plan (UC81) (MSS)

4b. Record Semi-Annual Administrative Review Signatures CM13 Maintain Semi-Annual Administrative Review (SAR) (UC88) JFS 01414 (MSS)

4c. Record Independent Living Plan Signatures CM44 Record Independent Plan (UC344) (MSS)

4d. Record Supplemental Concurrent Signatures CM48 Record Supplemental Concurrent Plan (UC350) (MSS)

4f. Record Case Review (Services) Signatures CM41 Record Case Review (UC338) (MSS)

4e. Record Disclosure Form (JFS 1667) Signatures (MSS)

5 Important and Required Fields

MSS or AF Step	Fields
MSS 1 Step 5	<p>Case Plan Participants (Ability to Add/Remove)</p> <ul style="list-style-type: none"> ○ Substitute Caregivers ○ Treatment Providers ○ Network Providers/Case Managers (Contracted Placements) ○ Relatives Interested Individuals (ordered by court to be a 'party')GAL/CASA ○ Tribal Members (for ICWA extended family) ○ Third party Independent Reviewer ○ Mother's Attorney ○ Father's Attorney ○ Parent ○ Signature date ○ Date copy of Plan provided to Client/GAL/CASA ○ Agency Representatives – Names/Date of signatures <ul style="list-style-type: none"> -Caseworker -Supervisor
AF 1a	Case Plan Locked or Unlocked Status – System generated
AF 9a	<p>Voluntary</p> <ul style="list-style-type: none"> ● Date of Parental Signature <ul style="list-style-type: none"> ● Participated in Plan – Yes/No (if no then unable to locate/Not available, Disagreed w/ Plan, other text box) ● Date Indicated Unavailable ● Date Determined Whereabouts Unknown
AF 11a	<ul style="list-style-type: none"> ● Date of Refusal <ul style="list-style-type: none"> ● Agreed with Plan – Yes/No (if no then unable to locate/Not available, Disagreed w/ Plan, other text box)

<p>AF 4a Safety Plan Signatures</p>	<p>To enact a Safety Plan the parent(s) must participate, agree to safety plan and sign the safety plan. If there is no signature, date and agreement, and no flag indicating an active safety plan will be generated.</p> <p>1) The group wants the ability to execute safety plan without any signature for 24 hours. Present requirement is that the worker must have at least one signature by one parent.</p> <p>2) In situation where 2 parents and one parent signs the safety plan the other parent is unavailable to sign (may or may not have verbal agreement) The unavailable parent can not sign within 24 hours. (i.e. trucker out of state)</p> <p>Presently the Safety Plan is no longer effective: a) Can extend/waive 24 hour time frame b) can remove requirement??</p> <p>Important Information Disclosure:</p> <ul style="list-style-type: none"> • Parent/ Guardian/Custodian’s Initial <p>2) ‘Any questions I had about this safety plan were answered by Children Services. I understand and agree to follow the safety plan and have received a copy of the plan.’</p> <ul style="list-style-type: none"> • Parent/Guardian/Custodian’s Signatures • Other Signature • Caseworker’s Signature • Supervisor Signature • SAR Participant Signatures and Relationship to the Child(ren)
<p>AF4b Semi- Annual Administrative Review Signatures</p>	<p>The SAR gets locked after three panel signatures. The worker will record note if the participants: participated, signed and received a copy.</p> <p>1) Required Signatures: Three required review panel member for the SAR.</p> <ul style="list-style-type: none"> • Caseworker • Person not responsible for case management or service delivery (i.e. an objective party to the case who is not responsible for the case)

	<ul style="list-style-type: none"> • Other panel member. <p>2) Other SAR Participant Signatures</p>
<p>AF4c</p> <p>Independent Living Plan</p>	<p>1) Required Signatures:</p> <ul style="list-style-type: none"> • Caseworker • Supervisor • Child • Parents/Guardian/Custodian as applicable • Others
<p>AF4d</p> <p>Supplemental Concurrent Signatures</p>	<p>Required Signature:</p> <ul style="list-style-type: none"> • Caseworker • Supervisor • Parents/Guardian/Custodian
<p>AF4e</p> <p>Case Review(Services) Signatures</p>	<p>Signatures are optional for Case Review.</p> <p>Individuals with who services were reviewed</p> <ul style="list-style-type: none"> • Parent/Custodian/Guardian • Child • Others
<p>AF4f</p> <p>Adoption Disclosure Form (JFS 1667) Signatures</p>	<p>Required Signature:</p> <ul style="list-style-type: none"> ○ Parent/guardian/foster parent/caregiver ○ Caseworker ○ Supervisor
<p>Forms</p>	<ol style="list-style-type: none"> 1. ICCA 2. Placeholder for all other ODJFS forms that require signatures of participants 3. Signature Page for each Form 4. Receipt of Document Copy <ul style="list-style-type: none"> ○ I/We, (name), have received a copy of the (document name) document on (date). Signature(s) date

Figure 2 - Important Fields

6 Special Requirements

1. The signature page is the only part of any document that is not locked upon supervisory approval process and/or journalized entry date. The worker is able to go in and records signature information after the case plan is generated and distributed.
2. Case Plan: Needs mandatory fields to capture signature or reason there is not a signature and date.
3. Case Plan Form: Disclaimer needs to be on the printed out form:
 Note: Upon journalization of the case plan by the court, all parties, including the parents, guardian, or custodian of the child, are bound by the terms of the journalized case plan. A party that fails to comply with the terms of the journalized case plan may be held in contempt of court.

7 Notes, Background Information, User Interface Ideas

Requirements allocated to this common use case	
	<u>Primary Responsibility</u>
RFP331	Case Plan signatures received, refused, and comments
RFP373	Semi-Annual Administrative Review (SAR) signatures received, refused, and comments
New Requirement	The System will be able to record all required documentation on all ODJFS forms, assessments and plans including signature and participation.