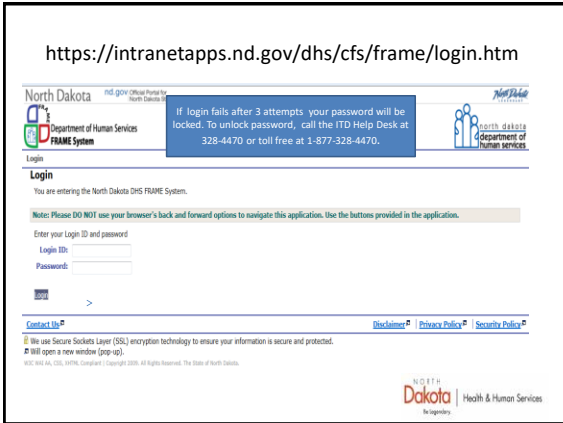




1



2



3

1ST SCREEN AFTER LOGIN - MAIN MENU

The screenshot shows the main menu interface with several sections: 'Main Menu', 'Assigned Cases', 'Assigned Offline Team Member Cases', 'Assigned Supervisors', and 'Reports/Forms'. A callout box on the right side of the screen contains the text: 'Reports/Forms and Searches are only accessible from the Main Menu'. The interface includes various tables and lists of items with columns for ID, Case Name, Status, Action Date, Date, Status, and Action.

4



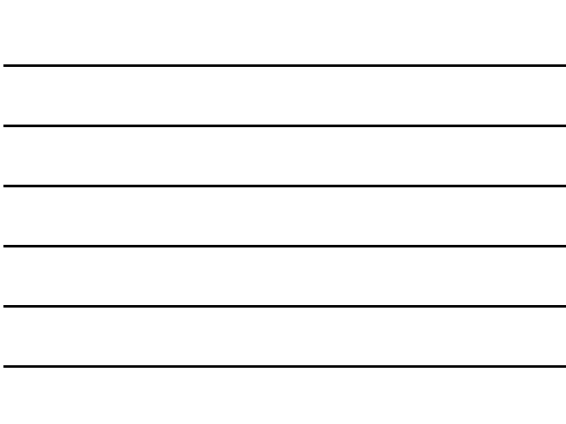
The screenshot shows the 'Reports/Forms' menu with categories: Forms, Administration, Reports, Worker - Supervisor, CPS, and Analytics. The 'Forms' section lists various tools like 'IIS - Continued Care Agreement', 'Blank Care Plan', and 'CPS Universal Application'. The 'Administration' section includes 'Generate AF-CARS Report', 'Generate NC-CARS Report', and 'Generate NYID Report'. The 'Reports' section includes 'Agency Open Cases by Supervisor', 'Open/Closed cases by worker', 'Outcomes Due', 'Team Members by Supervisor', and 'Workbooks by Supervisor'. The 'CPS' section includes 'Cases Pending', 'Agency', 'Multi-County Chat', 'CPS Near Deaths', and 'Payment Details'. The 'Analytics' section includes 'Data Warehouse'.

5



The screenshot shows the 'SEARCHES' page with four numbered search options: 1. Case Search, 2. Child Abuse & Neglect Intake records, 3. Foster Care Provider Search, and 4. CPS Report Search. Each search option has a corresponding form with input fields and search buttons. The 'Case Search' form includes fields for Case Number, Agency, and Supervisor. The 'Child Abuse & Neglect Intake records' form includes fields for Search Name, Date, and Status. The 'Foster Care Provider Search' form includes fields for Name, Number, and County. The 'CPS Report Search' form includes fields for Report Number, Agency, Supervisor ID, and Facility/ID or Team Member ID.

6



SESSION TIME REMAINING

The screenshot shows the North Dakota Department of Human Services FRAME System Main Menu. At the top, it displays 'Session Time Remaining: 20:41'. A red circle highlights this timer. Below the timer, there are navigation links for 'Main Menu', 'Reports', and 'Searches'. The user is identified as 'Social Worker Frame' and there is a 'Logout' link.

- Each window is allowed **30 minutes** until the session on that window times out. The timer will restart if an action in the application is taken.
- An action is selecting update, save, finish later, continue or return. **Typing information into FRAME is not an action**
- At 10 minutes, the time will change to orange. At 5 minutes, the time will change to red
- A dialogue box will appear on the window if time is allowed to expire.

7

SESSION TIMEOUT

The screenshot shows a 'Session Timeout' dialog box with the message: 'Your session has timed out. Click continue to return to the main menu.' There is a 'Continue' button. In the background, a table of cases is visible:

schetter	Court Order Expiration	05/31/2011	Open		Log
schetter					Log
en tschetter					Log
gnak					Add Activity Log
gnak					Log
illy					Log
sherman					Log
en fuhrman					
en Wolkenha					
epkenhauer	CPS Assessment 11547 Due	03/04/2011	Draft		
en Wolkenhauer	Next In-Home Review	06/29/2011	Draft		Add Activity Log
en Wolkenhauer	Next In-Home Review	06/29/2011	Draft		

WARNING: any new information entered where an action has not been taken to save it, will be lost if the system is allowed to time out.

To start a new session click continue. FRAME will return to the Main Menu. If the session is timed out for an extended period of time, FRAME will require the worker to log back in.

8

ALERTS

Alerts are located in two areas on the Main Menu. Highlighted cases have outstanding alerts that need attention.

The screenshot shows the 'Alerts' section of the Main Menu. Two callout boxes point to specific areas:

- 'Alerts for the entire caseload can be accessed here.' points to the 'Alerts' link in the navigation bar.
- 'Specific case alerts can be accessed here.' points to the 'Alerts' link in the 'Assignment Cases' table.

The 'Assignment Cases' table is shown below:

Case Number	Case Name	Client	Action Due	Date	Status	Action
22228	CPS Test Case 2		CPS Assessment 603 Due	01/26/2008	Draft	View Alert Add Activity Log
			CPS Assessment 608 Due	01/12/2008	Draft	
22222	Michael Family Case	Demetrius Michael	Court Order Expiration	08/11/2008	Open	Add Activity Log
		Demetrius Michael	Next In-Home Review	09/29/2009	Open	

Alerts are set up to assist a worker in the management of cases.

9

MANAGING ALERTS

Through the active Alerts function, the worker can see all alerts outstanding on all assigned cases in date created order. Alerts can be deleted or accessed by clicking on the case number.

Delete	Case Number	Case Name	Created	Alert	Due Date
<input type="checkbox"/>	121926	test	10/13/2012	No placement for open program	
<input type="checkbox"/>	131980	Regression Test	10/14/2012	Proposed FC permanency goal end date has expired; a new proposed end date is needed.	
<input type="checkbox"/>	132024	AASK B	10/16/2012	Open case exists with no open program	

Select All | Deselect All

Return | Delete



10



Main Menu

There are no active Alerts

Agency Case Search | New Case | CPS Report with Unknown Information

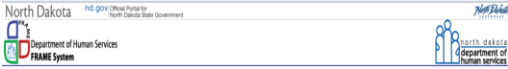
- Agency Case Search will open a Case Search window with a variety of Search Criteria. The agency case search can also be found under Searches at the top of the Main Menu.
- New Case - If no clients match the agency case search criteria, a new case will need to be registered.
- CPS Report with Unknown Information - This is only used in those cases where the subject is not known, the report has the child's first name only or no other information is available. This will allow the worker to enter the CPS report with limited information and edit later as more details are discovered.



11



https://intranetapps.nd.gov/dhs/cfs/frame/login.htm



Login

You are entering the North Dakota DHS FRAME System.

Note: Please DO NOT use your browser's back and forward options to navigate this

Enter your Login ID and password

Login ID:

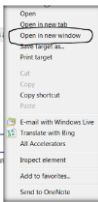
Password:

Contact Us

We use Secure

Will open a new window

To report an incident, RIGHT click "Contact Us" and select "Open in new window"



12



CONTACT US

- » About CIFS
- » Services and Help
- » Business Services
- » Online Services
- » Direct Service Locations
- » Providers
- » News Room
- » Calendar
- » Human Resources/Jobs
- » Publications/Research

Contact Children and Family Services

600 East Boulevard Avenue, Dept 325
 Bismarck, N.D. 58505-0250
Phone: (701) 328-2316
Toll Free: (800) 245-3736
Fax: (701) 328-3538

To contact the FRAME/CCWIPS help desk, call (701) 328-4470, or toll free (877) 328-4470, or [submit a request](#) online.

You will be required to provide:

- » Case number
- » Client name(s)
- » System (FRAME or CCWIPS)
- » Program (Eligibility, Child Protective Services, In-Home or Foster Care)
- » Detailed reason for your inquiry
- » Wording of any alert messages
- » If the issue relates to a Child Support referral or payment

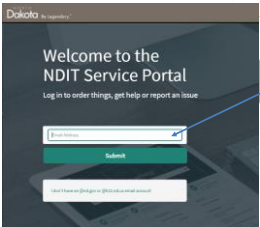
You will receive an e-mail confirmation following your call or online submission within 24 hours.

PLEASE INCLUDE THE BASICS IN THE INCIDENT REPORT

[Top of page](#) [Back to previous page](#)

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URL: https://northdakota.service-now.com/serviceportal/?id=ndit_landing



If you do not have a @nd.gov email account, then you will click on the link below the "Submit" button to submit a public incident.

If you still have trouble, call the ITD Help Desk at 328-4470 or toll free at 1-877-328-4470 to report your incident

14

REGISTRATION OF NEW CASE AND UPDATING A REOPENED CASE

15

Client Records

Master Client Index


- FRAME uses for search, plus pulls in addition client records used by other programs
- MCI displays First Name, Middle Initial, Last Name
- Other programs display First Name, Middle Name, Last Name

New Client

- Creates a WA record used by FRAME
- Creates an FC record used by CCWIPS

MMIS –client known to system


- WA and FC Information match client information
- Combine WA into MMIS



16

**FAMILY
FOSTER
CARE
PROVIDERS
AND
DAYCARE
PROVIDERS
AND
RESIDENTIAL
FACILITY**

- **FAMILY FOSTER CARE PROVIDER:**
 - The family unit consists of the foster care provider, their family living in the household, and the foster care child.
- **DAYCARE PROVIDER:**
 - The family unit consists of the daycare employees only. The children are listed as non-family members in the report. Only the children directly impacted that require findings should be listed as non-family members in the report.
- **RESIDENTIAL/INSTITUTIONAL FACILITY:**
 - School, PRTF, Residential Facility Reports are NOT entered in FRAME and are handled by the ICPS Unit.




17

Active Family Members Populate

CPS – Individuals/Caregivers/Victims Table

Service Period Client Selection List

Care Plan Members



18

HOUSEHOLD UNIT CONSISTS OF MANY VARIETIES, BUT THE MAIN FAMILY MEMBERS LIVING IN THE HOUSEHOLD SHOULD BE INCLUDED IN THE FAMILY UNIT. Those can include:

- ❖ Biological or stepparents living in the home (heads of the household)
- ❖ Biological parents that are not living in the home but are an active part of the child's life (valid date of birth is required for case management services).
- ❖ Biological/adopted/stepchildren who are full/half/step siblings living in the home
- ❖ Live-in relatives/roommates – NOT visitors to the home at the time of a CPS report
- ❖ Deceased child in which the death is the result of a new or active child abuse and neglect report
- ❖ Children can be listed in two family units if they move from one home to another
- ❖ **DO NOT REGISTER AN UNBORN BABY OR AN UNKNOWN TO THE FAMILY UNIT**

WHO SHOULD BE REGISTERED IN THE FAMILY UNIT ?

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19

SEARCH FOR ALL FAMILY MEMBERS
Main Menu/Agency Case Search/Search Criteria...

Case Search

Search Criteria

Case Number:

Case Name:

Agency:

Supervisor ID:

Facilitator ID or Team Member ID:

Client ID:

Client Last Name, First:

SSN:

Search for different client name variations (full name and 3:2 search):

LOCKER, PATTY (PATRICIA, PAT)

LOCKER, BILLY (WILLIAM, BILL, WILL)

LOCKER, MAGGIE (MARGARET, MEG, MAG)

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Search Results

Person not known to the system:
Search Results (No Cases match the Search Criteria)

Search Results:

Client Last Name, First:

SSN:

Search Results

Result Page: 1 [Entities 1 - 5 of 5]

Case Number	Case Name	Status
56554	YOUNG	Closed
94129	309096779	Closed
118241	JONES, JESSICA	Closed
121800	Jones	Closed
124045	Jones, Marger	Reopened

Result Page: 1 [Entities 1 - 5 of 5]

CONVERSION CASE! DO NOT USE!

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21

New Case

Click New Case located on Main Menu screen

22



Case Registration

*Case Name:

Naming Convention: LAST NAME ALL CAPITALIZED, First name of oldest child
Do not use hyphens or apostrophes.
Names should be one word.

Click Continue – CASE NUMBER ASSIGNED (RIGHT HAND CORNER OF SCREEN)

Register first family unit member

Case Registration: ALPINE, Adeline

Search for Family Unit Member(s) to Add to Case

Search Criteria: Name: SSN: Date of Birth: Sex:

Enter first and last name (Partial or full name). Optional to add DOB and Sex – Click Search

Lock all caps on during registration

23



ENTER NAME INTO SEARCH CRITERIA

If client is known to the system, Search Results will display

Case Registration: LOCKER, Patty

Search for Family Unit Member(s) to Add to Case

Search Criteria: Name: SSN: Date of Birth: Sex:

Add client to Case ONLY if the entity matches without a doubt! Each entity is specific to a client ID number. When in doubt, Create New Member!

Case ID	Last	First	MI	Suffix	Sex	SSN	Birth Date	Primary Address	Phone	Action
6.0	LOCKER	PATTY			F	000000000	01/16/1990	4100 MARSHALL WAY, BISMARCK, ND 58102	701-3222000	View Details Add to Case
2.7	LOCKER	RAYTON	E		F	001219201	07/02/2000	42104 22 1ST ST, BISMARCK, ND 58102	605-3289440	Add New Client to Case
2.7	LOCKER	RAYTON	E		F	001219201	07/02/2000	42104 22 1ST ST, BISMARCK, ND 58102	605-3289440	Add New Client to Case
2.7	LOCKER	RAYTON	E		F	001219201	07/02/2000	42104 22 1ST ST, BISMARCK, ND 58102	605-3289440	Add New Client to Case

Create a new member if Search Results have the middle name spelled out!

If no scored match:
Search Results (No Clients match Search Criteria)

Previous Finish Later

24



Selected family unit members will populate the Family Unit Members Added table

Family Unit Members Added

Last	First	MI	Suffix	Sex	SSN	Date of Birth	Primary Address	Phone	Action
LOCKER	PATTY			F		01/16/1996	200 N 5TH ST BISMARCK, ND 58501	H - 7013222000	Remove View Details

WHEN THERE ARE NO CLIENT MATCHES...

CREATE NEW MEMBER RECORD

Add Member Details

Member Details


General Information

*Name: First: MI: Last: Suffix:
 BILLY LOCKER

Date of Birth: (mmddyyyy)
 03152000 (mmddyyyy)

SSN: (333224444)

Alias: [Add Alias](#)



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Primary Contact

Address Type: Home

Address 1: 200 N 5TH ST

Address 2:

City, State, Zip: BISMARCK North Dakota 58501 (53554444)

County of Residence: BURLEIGH

Telephone: 7013222000 (2223334444) Ext:

Mobile: (2223334444)

Email:

Secondary Contact

Address Type:

Address 1:

Address 2:


City, State, Zip: North Dakota Ext: (2223334444)

Case Addresses

Primary	Secondary	Address
<input checked="" type="radio"/>	<input type="radio"/>	200 N 5TH ST BISMARCK, ND 58501

Case Telephones

Primary	Secondary	Mobile	Telephone	Ext
<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	7013222000	<input type="text"/>



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The address fields completed when registering the first family unit member will auto populate for additional family unit members by clicking a radio button! ALWAYS INCLUDE THE COUNTY FOR A VALID ADDRESS!

26

PERSONAL DETAILS – DO NOT GUESS!
 The Marital Status, Race, and Hispanic details must be client provided or verified.

Personal Details

Sex: Male Female Not Known Unborn

Marital Status: Single Married Unknown

Race: Asian
 African American
 American Indian or Alaskan Native
 Native Hawaiian or Pacific Islander
 White
 Unable to determine
 Refusal by client

Hispanic: Yes No Unable to determine Refusal by client


U.S. Citizenship: Yes No Unknown

Birthplace City, State:

Mother Married at Child's Birth: Yes No Unknown

Indian Enrollment Number:

BOAP Number:



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Although Unborn is an option – DO NOT REGISTER AN UNBORN INTO THE FAMILY UNIT

27

Table populates with each family member added

Add remaining family members


At this point, any client can still be removed from the family unit

Family Unit Members Added

Name	SSN	Date of Birth	Sex	Address	Action
ARNOLD ALPINE		06/01/1973	Male	205 OAKTREE WAY BISMARCK, ND 58501	Remove View Details
ADELL ALPINE		07/01/1974	Female	205 OAKTREE WAY BISMARCK, ND 58501	Remove View Details
ADELINE ALPINE		08/01/2003	Female	205 OAKTREE WAY BISMARCK, ND 58501	Remove View Details
ASTER ALPINE		09/01/2005	Male	205 OAKTREE WAY BISMARCK, ND 58501	Remove View Details

[Previous](#) [Finish Later](#) [Continue](#)

Click Finish Later or Continue



28



Case Registration: ALPINE, Adeline

Family Unit Details

Case: 8158 ALPINE, Adeline | [Case Adeline Link](#)

Add Family Members

Name	SSN	Date of Birth	Sex	Address	Marital Status	Race	Relationship	Action
ARNOLD ALPINE		06/01/1973	Male	205 OAKTREE WAY BISMARCK, ND 58501	Married	Single to determine	ADD	EDIT
ADELL ALPINE		07/01/1974	Female	205 OAKTREE WAY BISMARCK, ND 58501	Married	Single to determine	ADD	EDIT
ADELINE ALPINE		08/01/2003	Female	205 OAKTREE WAY BISMARCK, ND 58501	Single	Single to determine	ADD	EDIT
ASTER ALPINE		09/01/2005	Male	205 OAKTREE WAY BISMARCK, ND 58501	Single	Single to determine	ADD	EDIT

[Add Member](#)

[Previous](#) [Finish Later](#) [Continue](#)

Action/Edit allows user to edit the Member Details for the individual

The Relationship status changes from Add to Edit when a relationship is entered. All relationships must be updated with the addition of a new member

Add Relationship for each family member


Case Registration: ALPINE, Adeline

Family Unit Details

Add Relationships to ARNOLD ALPINE

Name	Relationship
ADELL ALPINE	Wife
ADELINE ALPINE	Step Daughter
ASTER ALPINE	Son

[Previous](#) [Finish Later](#) [Continue](#)



29



UPDATE Family Unit Details

Family Unit Details

Add Family Members

All In Household Statuses must be set before you can continue.

Name	Sex	SSN	Date of Birth	Address	*In Household
PATTY LOCKER	Female		10/02/1996	200 N 5TH ST BISMARCK, ND 58501	Unknown
BILLY LOCKER	Male		03/15/2000	200 N 5TH ST BISMARCK, ND 58501	Unknown
STAN LOCKER	Male			200 N 5TH ST BISMARCK, ND 58501	Unknown
MAGGIE LOCKER	Female			200 N 5TH ST BISMARCK, ND 58501	Unknown

[Add Member](#)

Family Unit Structure

Structure: Unknown

Family Unit Address

*Select Address


200 N 5TH ST
BISMARCK, ND 58501

Family Unit Preferred Telephone

Telephone: (2223334444) Ext: (123)

[Previous](#) [Finish Later](#) [Continue](#)

Complete:
 • In Household
 • Family Unit Structure
 • Select the Family Unit Address
 • and enter Preferred Telephone number



30



Click Continue

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Add Roles

Child Information

BILLY LOCKER

Date of Birth: 03/15/2000 SSN: Sex: Male

Child Ever Adopted:

Age at Adoption:

Placing Agency:

Child adopted from foreign country:

ICWA Applies:

Living on a Reservation:

Tribal Affiliation: OTHER
 SPIRIT LAKE SIOUX
 STANDING ROCK SIOUX
 THREE AFFILIATED
 TURTLE MOUNTAIN BAND OF CHIPPEWA

Absent Parent
[Add Absent Parent](#)

Previous Spell Check Continue

Child Ever Adopted and ICWA Applies must be answered when opening a Service Period

ICWA DOES NOT APPLY WHEN THE TRIBE HAS CUSTODY OF A NATIVE AMERICAN CHILD

31

School information should be added if known, otherwise click Complete Registration

Case Registration: LOCKER, Patty

Add School Information

Name	Sex	Date of Birth	School Type	School Name	School District	Action
BILLY LOCKER	Male	03/15/2000				Add School Information

Previous Finish Later Complete Registration

Option to Finish Later displays case on Main Menu under Incomplete Registration

Incomplete Registration

Case Number	Case Name	Last Updated	Action
126448	LOCKER, Patty	11/02/2014 09:13 PM	Continue Registration Delete

Continue Registration returns the case to the last screen entered in the registration process.

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32

School Information:

Annual School Information Verification:


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School Information
No School Information
[Add School Information](#)

Individual Education Plan (IEP)
No Individual Education Plan (IEP)
[Add Individual Education Plan \(IEP\)](#)

Current School Grade
No Current School Grade
[Add Current School Grade](#)

Most Recent School Grade Completed
No Most Recent School Grade Completed



33

Add School Information: MICHAEL ROBIN

*School Type: Public/Private School

*School:

*Address 1:

*City, State, Zip: (North Dakota) (355554444)

School Contact:

*Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Comment:

600 character(s) left

*Required

Contact Us

Case Registration: ROBIN, Mikala

Add School/District Details:

Search Criteria

School Name:

School Number:

District:

District Number:

City:

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Early Head Start
Home School
Head Start
Out of State/Other School
Preschool
Public/Private School

It is recommended to search for a school by CITY only. This will provide a list of all schools. School names may vary as does the district numbers.

34



Search by City

Search Results

School Name	District	District Number	City	Action
APPLE CREEK ELEMENTARY SCHOOL	APPLE CREEK ELEMENTARY	8039	BISMARCK	Select
BISMARCK HIGH SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
BISMARCK VOCATIONAL CENTER	BISMARCK VOC. CENTER	8500	BISMARCK	Select
CENTRAL ELEM SCH - BISMARCK	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
CENTURY HIGH SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
DOROTHY MOSES ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
GRMSRUD ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
HIGHLAND ACRES ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
HORIZON MIDDLE SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
JEANNETTE MYHRE ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
PRAIRIE ROSE ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
MANCHESTER HOUSE	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
MANRING SCHOOL	MANRING SCHOOL	8046	BISMARCK	Select
MARTIN LUTHER SCHOOL	MARTIN LUTHER ELEM SCHOOL	8420	BISMARCK	Select
MISSOURI VALLEY MONTESSORI	MARTIN LUTHER ELEM SCHOOL	8420	BISMARCK	Select
NAUGHTON SCHOOL	NAUGHTON SCHOOL	8025	BISMARCK	Select
ROBERT PLACE MILLER SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
NORTHBRIDGE ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
PIONEER ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select
RICHOLT ELEM SCHOOL	BISMARCK SCHOOL DISTRICT	8001	BISMARCK	Select

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35



Add School Information: MICHAEL ROBIN

*School Type: Public/Private School

*School:

*Address 1:

*City, State, Zip: (North Dakota) (355554444)

School Contact:

*Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Comment:

600 character(s) left

*Required

School Information: MICHAEL ROBIN

Annual School Information Verification:

Type	Start Date	End Date	School	Last Update	Action
Public/Private School	08/24/2020		BISMARCK HIGH SCHOOL	11/23/2020	Edit Delete

Individual Education Plan (IEP)

Current School Grade:

Most Recent School Grade Completed:

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Enter the approximate date the family is first known to the system, the area, or the actual start date if known

SELECTING EACH SECTION INDIVIDUALLY WILL ENABLE USER TO SKIP A SECTION. SELECTING EDIT ALL REQUIRES USER TO COMPLETE ALL FIELDS

36



EDIT SCHOOL INFORMATION

Annual School Information Verification:

School Information:

*School Type: (Public/Private School) Search Schools
 *School: BISMARCK HIGH SCHOOL
 *Address 1: 908 N 8TH ST
 *Address 2:
 *City, State, Zip: BISMARCK ND 58103 Health District: (580)313633 (585)544444

School Contact:
 *Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy)
 Comments:

Individual Education Plan (IEP):
 *Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy)
 *IEP:

Current School Grade:
 *Effective Date: (mm/dd/yyyy) *End Date: (mm/dd/yyyy)
 *School Grade:

Most Recent School Grade Completed:
 Most Recent School Grade Completed field must be populated for all youth age 4+. The federal MTED report will record the most recent entry for each youth receiving IL services.
 *Completed Date: (mm/dd/yyyy) *School Grade:

USER IS REQUIRED TO COMPLETE ALL FIELDS WITH AN ASTERISK BEFORE SAVING!

You must correct the following error(s) before proceeding:

- *IEP Start Date is required.
- *IEP is required.
- *Current School Grade Effective Date is required.
- *Current School Grade is required.
- *Most Recent School Grade Completed Date is required.
- *Most Recent School Grade is required.

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Case Details: LOCKER, Patty

Summary
 Case Number: 126449 Edit Case Status: Opened

Family Unit Details
 Address: 200 N 5TH ST BISMARCK, ND 58501
 Structure: Married two parent household with one biological/adoptive and one step

Name	Sex	SSN	Date of Birth	Participation Start	End	In Household	Action
PATTY LOCKER	F		10/02/1996	11/04/2014	Yes	Yes	View Details Medical Information View Face Sheet
BILLY LOCKER	M	03/15/2000	11/04/2014	Yes		Yes	View Details Medical Information View Face Sheet
STAN LOCKER	M		11/04/2014	Yes		Yes	View Details Medical Information View Face Sheet
MARGIE LOCKER	F		11/04/2014	Yes		Yes	View Details Medical Information View Face Sheet

Intake Assessment Case Management Legal Placement Plans

CHILD ABUSE AND NEGLECT REPORTS
 Add CPS Report

The Participation Start Date defaults to the current date and must be updated through the Edit Family Unit function

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CHANGE CASE NAME THROUGH EDIT CASE FUNCTION

Case Details: LOCKER, Patty

Summary
 Case Number: 126449 Edit Case Status: Opened

Edit Case Details
 *Case: 126448
 *Case Name: LOCKER, Patty
 Status: Opened
 Cancel Update *required

The individual client's Medical Information is accessible View Details (located at the bottom of the Member Details Screen) or a direct link through Medical Information

Name	Sex	SSN	Date of Birth	Participation Start	End	In Household	Action
BILLY LOCKER	M	03/15/2000	11/04/2014	Yes		Yes	View Details Medical Information View Face Sheet

Medical Information: BILLY | 03/15/2000

Medical Information: BILLY | 03/15/2000
 Health Tracks Physical/Emotional Health Provider Medical History Conditions Medications

Comments:
 800 character(s) left

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Medical Information: BILLY LOCKER

Immunizations | **Health Tracks** | Physical/Emotional Health Provider | Medical History | Conditions | Medications

Add Health Track

Name: [] (60 characters)

Comment:

600 character(s) left

Medical Information: BILLY LOCKER

Immunizations | **Health Tracks** | **Physical/Emotional Health Provider** | Medical History | Conditions | Medications

Add Physical/Emotional Health Provider

*Name: []

*Type: []


Affiliation/City: []

Telephone: (202)334-4444 State: (12345)

Comment:

600 character(s) left

Spell Check



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Medical Information: BILLY LOCKER

Immunizations | Health Tracks | Physical/Emotional Health Provider | **Medical History** | Conditions | Medications

Add Medical History

*Diseases/Conditions Type: []

Description: []

*Occurrence: Current History

Comment:

600 character(s) left

Spell Check



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Clinically Diagnosed Condition is required for Foster Care Placements

Medical Information: BILLY LOCKER

Immunizations | Health Tracks | Physical/Emotional Health Provider | Medical History | **Conditions** | Medications

Other Non-Clinical Problems

Description: Behavior Problems Other Runaway

Comment:

IQC: []

Add Clinically Diagnosed Conditions

*Description: []


*Start Date: [] (mm/dd/yyyy)

End Date: [] (mm/dd/yyyy)

Comment:

200 character(s) left

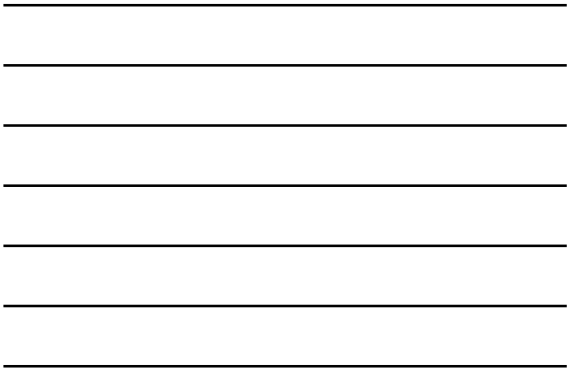
Spell Check



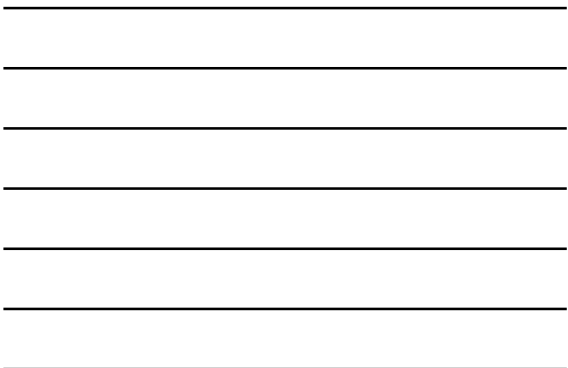
The Clinically Diagnosed Condition is required for case management services!

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Name	Sex	SSN	Date of Birth	Participation Start	End	In Household	Action
PATTY LOCKER	F		10/02/1996	11/04/2014		Yes	View Details Medical Information View Face Sheet
BILLY LOCKER	M		03/15/2000	11/04/2014		Yes	View Details Medical Information View Face Sheet
STAN LOCKER	M		11/04/2014			Yes	View Details Medical Information View Face Sheet
MAGGIE LOCKER	F		11/04/2014			Yes	View Details Medical Information View Face Sheet

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Edit Family Unit

Family Unit Members

Name	Sex	SSN	Date of Birth	Participation Start	End	*Set Relationship	*In Household	Action
PATTY LOCKER	Female		10/02/1996	08/01/2014		Edi	Yes	View Details View Participation
BILLY LOCKER	Male		03/15/2000	08/01/2014		Edi	Yes	View Details View Participation
STAN LOCKER	Male			08/01/2014		Edi	Yes	View Details View Participation
MAGGIE LOCKER	Female			08/01/2014		Edi	Yes	View Details View Participation

[Add Member](#)

Family Unit Structure
Structure: Married two parent household with one biological/adoptive and one step

Family Unit Address

*Select	Residents	Address
<input checked="" type="checkbox"/>	PATTY LOCKER BILLY LOCKER STAN LOCKER MAGGIE LOCKER	208 N 8TH ST BISMARCK, ND 58501

Family Unit Preferred Telephone
Telephone: (2223334444) Ext: (12345)

[Cancel](#) [Update](#)

Change Participation Start date to the date the agency Received the first CPS report or the date the family member began services. The case history appears after participation information is updated.

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Case Details: LOCKER, Patty Case: 126449 LOCKER, Patty

Summary

Case Details
Case Number: 126449 [Edit Case](#) Status: Opened

Family Unit Details
Address: 208 N 8TH ST
BISMARCK, ND 58501
Structure: Married two parent household with one biological/adoptive and one step

Name	Sex	SSN	Date of Birth	Participation Start	End	In Household	Action
PATTY LOCKER	F		10/02/1996	08/01/2014		Yes	View Details Medical Information View Face Sheet
BILLY LOCKER	M		03/15/2000	08/01/2014		Yes	View Details Medical Information View Face Sheet
STAN LOCKER	M		08/01/2014			Yes	View Details Medical Information View Face Sheet
MAGGIE LOCKER	F		08/01/2014			Yes	View Details Medical Information View Face Sheet

[Edit Family Unit](#)

Intake | **Assessment** | **Case Management** | **Legal** | **Placement** | **Plans**

Child Abuse and Neglect Reports
[Add CPS Report](#)

[Home](#) | [Members](#) | [Management](#)

Case History is now available after participation has been updated.

Case History

Name	Sex	SSN	Date of Birth	Action
PATTY LOCKER	Female		01/16/1999	Link
BILLY LOCKER	Male	123-34-4567	03/15/2000	Link
MAGGIE LOCKER	Female		11/02/1976	Link
STAN LOCKER	Male			History

Member Details: PATTY LOCKER

Member History

Case Number	Name	Status	Participation Start	End	Action
0002	LOCKER, Patty	Reopened	02/04/2016		View Participation

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Case Registered...

- With wrong family members in family unit
 - ✓ Case can be deleted and registered correctly – Help Desk is able to delete the case
- With family members not attached to an E5100K record and later the correct record is added
 - ✓ Client record can be combined by Help Desk
- Relationships incorrect
 - ✓ Edit Family Unit and update relationship of each family unit member

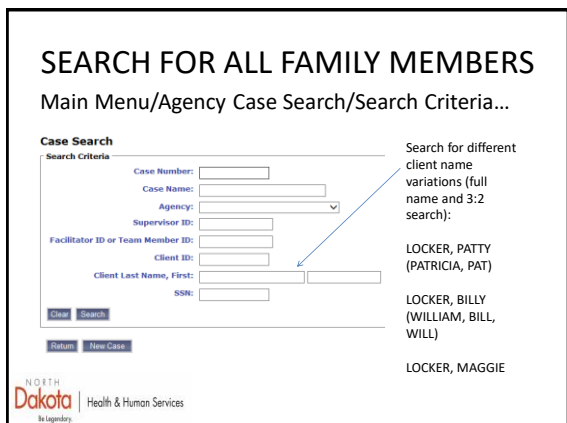
NORTH Dakota Health & Human Services
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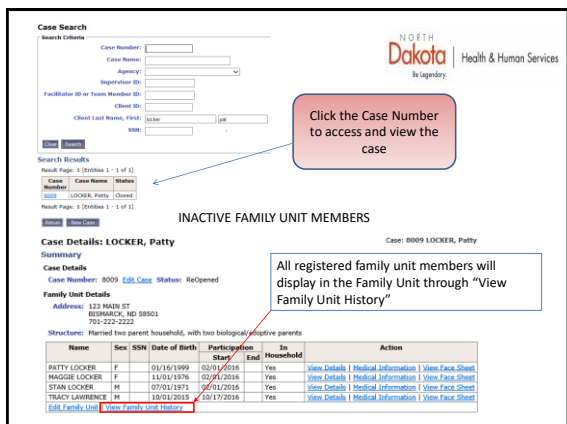




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DECIDING WHETHER TO REOPEN OR ENTER NEW CASE

- ❖ If a youth has aged out (18+)/moved out of the household and the new interaction is specific to that overage person – create a new case as they should no longer be under their parent’s family unit.
- ❖ If an adult (boyfriend, girlfriend, live-in relative) was in a household unit and has moved out of that household and is now in a new household – create a new case or add them into the household they moved into
- ❖ If a child (under age 18) previously resided with one biological parent and now resides with the other in a different household – create a new case
- ❖ If a child has been adopted, a new case must be opened using the adoptive family unit members and a new client record added for the child under their adoptive name. **DO NOT USE THE PREADOPTIVE RECORD AND MAKE CHANGES!!**

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CASE HISTORY AND REOPEN CASE

[Return](#) [Reopen Case](#) [Case History](#)

Case History

Name	Sex	SSN	Date of Birth	Action
PATTY LOCKER	Female		02/16/1999	History
BILLY LOCKER	Male	123-34-4567	03/15/2000	History
MARGIE LOCKER	Female		11/01/1978	History
STAN LOCKER	Male		07/01/1975	History
TRACY LAURENCE	Male		10/01/2015	History

Member Details: BILLY LOCKER

Member History

Number	Name	Status	Participation Start	End	Action
8009	LOCKER, Patty	Reopened	02/01/2016	2017-01	View Participation

Case Details: LOCKER, Patty

View BILLY LOCKER Participation

Participation History		
Start Date	End Date	End Participation Reason
02/01/2016	06/01/2017	Case Program

[Return](#) [Reopen Case](#) [Case History](#)

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Return to the Case Details Screen and Edit Family Unit

Case Details: LOCKER, Penny

Case: 8012 LOCKER, Penny | [Case](#)

Summary

Case Details

Case Number: 8012 [Edit Case](#) Status: Opened

Family Unit Details

Address: 200 N 3TH ST
BISMARCK, ND 58501
701-223-1999@

Structure: Married two parent household with one biological/adoptive and one step

Name	Sex	SSN	Date of Birth	Participation		In Household	Action
				Start	End		
PENNY LOCKER	F		10/18/2000	02/01/2015		Yes	View Details Medical Information View Fact Sheet
BOBBY LOCKER	M		03/28/2001	02/01/2016		Yes	View Details Medical Information View Fact Sheet
SAH LOCKER	M		06/28/1971	02/01/2016		Yes	View Details Medical Information View Fact Sheet
MARGIE LOCKER	F		07/28/1973	02/01/2015		Yes	View Details Medical Information View Fact Sheet

[Edit Family Unit](#)

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Edis Family Unit

Family Unit Members

Name	Sex	SSN	Date of Birth	Participation Start	End	*Set Relationship	*In Household	Action
PATTY LOCKER	Female		10/02/1994	08/01/2014	<input checked="" type="checkbox"/>	EGD	Yes	View Details View Participation
BILLY LOCKER	Male		03/15/2000	08/01/2014	<input checked="" type="checkbox"/>	EGD	Yes	View Details View Participation
STAN LOCKER	Male			08/01/2014	<input checked="" type="checkbox"/>	EGD	Yes	View Details View Participation
MARGIE LOCKER	Female			08/01/2014	<input checked="" type="checkbox"/>	EGD	Yes	View Details View Participation

[Add Member](#)

Case Details: LOCKER, Patty
View BILLY LOCKER Participation
Start Date: 08/01/2014

[Return](#) [End Participation](#)

End BILLY LOCKER Participation
Start Date: 08/01/2014
*End Date:
*Reason:

[Cancel](#) [End Participation](#)

*Required

The participation end date must be prior to the date of the first new CPS report date or opening effective date of the Service Period. Participation must be updated prior to entering CPS report or opening a Service Period.

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ACTION /EDIT - UPDATE MEMBER DETAILS SCREENS – COMPLETE
ADDITIONAL INFO FOR BILLY

Child Information

Child Ever Adopted:
Age at Adoption:
Placing Agency:
Child adopted from foreign country:
ICWA Applies:
Living on a Reservation:
Tribal Affiliation: OTHER
 SPIRIT LAKE SIOUX
 STANDING ROCK SIOUX
 THREE AFFILIATED
 TURTLE MOUNTAIN BAND OF CHIPPEWA

Absent Parent

[Add Absent Parent](#)

[Cancel](#) [Update](#)

Complete "Child Ever Adopted" and "ICWA Applies" only if it is known. These fields are required at the time a service period is opened.

Click Update to continue past screen. "Add Absent Parent" should be added only AFTER this screen has been updated.

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OPEN CASES

BEFORE ENTERING CPS REPORT

- CURRENT CASE MANAGER SHOULD BE NOTIFIED OF THE CPS REPORT
- COMPARE FAMILY MEMBERS ON THE SFN 960 AGAINST THOSE ALREADY REGISTERED IN THE FAMILY UNIT (VIEW FAMILY UNIT HISTORY)
- DISCUSS THE FAMILY UNIT MEMBERS WITH THE CURRENT CASE MANAGER TO ENSURE ADDING NEW MEMBERS OR DEACTIVATING CURRENT MEMBERS IS APPROPRIATE.
- REACTIVATE ANY FAMILY UNIT MEMBER THAT MAY HAVE HAD THEIR PARTICIPATION ENDED IF THEY ARE LISTED AS A CLIENT ON THE SFN 960
- ONCE THE REPORT HAS BEEN ENTERED, THE REACTIVATED FAMILY UNIT MEMBERS CAN BE DEACTIVATED (end participation) IF NECESSARY.



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QUESTIONS?



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