

CASA Program Staff



What's the story?



What's the story?

- HB 1227 – May 2013
- Requires DFPS to allow court-appointed volunteer advocates (CASA) to access child's case file electronically



Solution



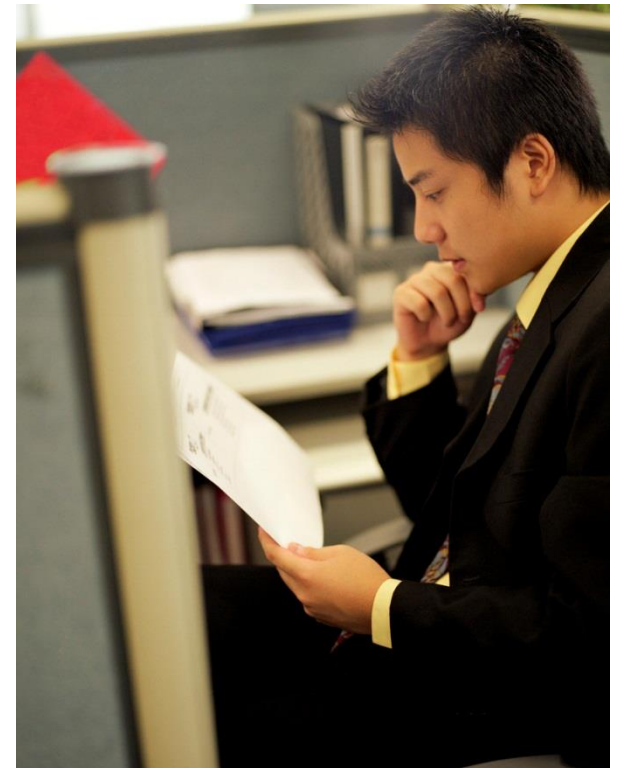
- New DFPS Case Connection application
- Provides CASA volunteers and staff with key information and printable documents from the child's electronic case file



Solution



- On web: accessible from CASA offices or homes



● ● ● | **Goal**

Improve permanency outcomes for Texas children through improved communication and collaboration between DFPS Child Protective Services and CASA



● ● ● | **Benefits**



- Access to child's data without having to go to the CPS office, which can be hours away
- New information entered by the worker in IMPACT is immediately accessible to CASA via Case Connection

● ● ● | **Benefits**

- Ability to print from the electronic record
- Ability to easily obtain information about case changes, such as assignment of new worker, with contact information for both the worker and the supervisor

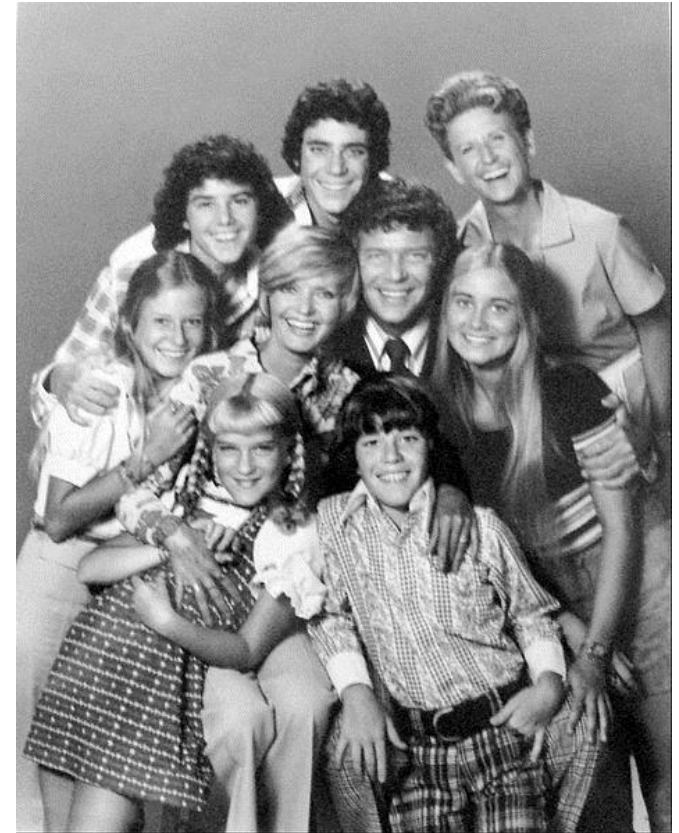


What information?



● ● ● | Let's take a quick tour

- Remember the Brady Bunch?
- We'll give you a sneak peek today with some test data
- All the details available for you in the **Case Connection User Guide**





Welcome to the Home Page

see page 5

Case Connection **Assigned Workload** is the home page for both CASA staff and volunteers

- The Workload page is **specific** to the CASA staff member or volunteer who is logged into Case Connection
- It **displays the cases** that CPS has given the CASA user access to view through direct assignment to the CASA user

Lou
Volunteer



Jenny
Staff



- My Workload**
- Team Workload

My Workload

Sensitive cases are identified with ! symbol

To sort, click on a column header.

New	Sensitive	Child Name	Person ID	Case Name	Case ID	Stage ID	Type
		<input type="text"/>					
New		Duncan,Timothy	864429482	Mays,Willie	43015097	64474464	SUB
New		Chamberlain,Witt	644284982	Ruth,Babe	25181349	64167057	SUB
New		Bird,Larry	844062684	Cobb,Ty	43191914	65219208	SUB
New		Abdul-Jabbar,Kareem	588626370	Johnson,Walter	43162966	64936572	SUB
New		James,Lebron	846658070	Aaron,Hank	44260274	67194029	SUB
		Johnson,Magic	684406783	Gehrig,Lou	43645478	65622718	SUB
		Jordan,Michael	698357321	Williams,Ted	43479229	65612412	SUB
		O'Neal,Shaquille	669810580	DiMaggio,Joe	29737769	62803880	SUB



Case Summary Page

The **Case Summary** page contains summary information in the following categories

- DFPS staff information
- Child Demographic summary information
- Placement summary information
- Legal summary information
- Permanency summary information
- Medical/Dental/Education summary information

Summary

Placement

Medical / Dental

Education

Permanency

Demographics

Reports

Legal

External Documents

Case Summary

Placement

Placement Name:
Placement Type:
Placement Contact #:
Date Placed:
Placement Address:
Level of Care:

Medical / Dental

Medicaid ID #:
Last Annual Medical
Appointment:
Last 6 Month Dental
Appointment:

This information at the top appears on every page

James,Lebron

Person ID:	88141781	Legal Status:	Adoption Consummated	DFPS Staff Info	
Date of Birth:	07/05/2012	TMC Dismissal Date:		Case Worker:	Brown, Larisa T
Age:	4	Ethnicity:	Declined to Indicate	Phone:	(254) 495-1735
Gender:	Male	Race:	Declined to Indicate	Email:	larisa.brown@dfps.state.tx.us
Language:	English			Case Supervisor:	Barnett,Andrea
Religion:				Phone:	(254) 717-8562
				Email:	andrea.barnett@dfps.state.tx.us



Placement Page

- Placement Name
- Placement Detail
- Daycare
- Additional Placement Information

Summary

Placement

Medical / Dental

Education

Permanency

Demographics

Reports

Legal

External Documents

Placement

Placement Name: Castaneda,Delores
Placement Type: Kinship only (non-licensed)
Placement Contact #: (254) 218-0078
Date Placed: 01/06/2015
Placement Address: 914 TAHOE TRL, HEWITT, TX, 76643
Level of Care: Basic

Placement Detail

Start Date: 01/06/2015
Description: Act Start 01/06/2015 Castaneda,Delo Relative's Home
More Info: [Placement Information Form](#)

Daycare

Name:
Address:
Phone:
Begin Date:

Additional Placement Information

[Generate Placement History Log](#)

No records found

To sort, click on a column header.

Date	Description



Med/Dental Page

The Med/Dental Page contains the following types of information

- Medical information
- Dental information
- Medical Consenter information

Summary

Placement

Medical / Dental

Education

Permanency

Demographics

Reports

Legal

External Documents

Medical / Dental Detail

Medicaid ID #: 703331314

Last Annual Medical Appointment: 01/21/2016

Last 6 Month Dental Appointment: 01/08/2016

Medical Consenter

To sort, click on a column header.

Type	Name	Phone Number	Court Authority	DFPS Designee	Rel/Int	Start Date
Primary	Castaneda, Delores	(254) 218-0078	DFPS	Live in caregiver	Aunt/Uncle	01/06/2015
Backup	Irby, Tiesha	(254) 292-3157	DFPS	DFPS employee	Staff	01/03/2015

Showing items: 1 to 2 of 2

Additional Information

Generate Medical/Mental Assessment Log

Medical/Developmental History



Education Page

The Education Page contains the following types of information

- School Name
- School Grade
- School Address

Summary
Placement
Medical / Dental
Education
Permanency
Demographics
Reports
Legal
External Documents

Education Detail

School Grade:

School Name:

School Address:

Last Admission Review Dismissal (ARD):

Additional Information

Generate Education Log



Demographics Page

The Education Page contains the following types of information

Demographic Details

Significant Persons

To sort, click on a column header.

Name	Role	Phone Number	Email
Frog, Tree,	CASA		frog.tree@CASA.org
James, Lebron,	Oldest Victim	(512) 555-6845	
Leonard, Kawhi,	Parent	(512) 555-6845	
Thompson, Klay,	Fictive Kin	(800) 555-5400	

Showing items: 1 to 4 of 4

Characteristics

To sort, click on a column header.

Category	Characteristic	Status
AFCARS Disability	Is the child disabled?	No



Permanency Page

The Permanency Page contains the following types of information

- Permanency Goal
- Concurrent Goal
- Next Child Plan of Service due

Summary
Placement
Medical / Dental
Education
Permanency
Demographics
Reports
Legal
External Documents

Permanency Detail

Child Plans	Family Plans	Permanency Planning Meeting (PPM)	Visitation Plan
Permanency Goal: Alt Family, Relative/Fictive Kin, Adoption			
Concurrent Goal:			
Next Child Plan Due Date:		05/31/2016	
Next Family Plan Due Date:		05/13/2015	

Child Plans

To sort, click on a column header.

Review Completed Date	Description
02/08/2016	Child's Service Plan -Review Completed 02/08/2016
06/30/2015	Child's Service Plan -Review Completed 06/30/2015
03/24/2015	Child's Service Plan -Review Completed 03/24/2015
01/31/2015	Child's Service Plan -Initial Plan Completed 01/13/2015

Showing items: 1 to 4 of 4

Permanency Page

Summary

Placement

Medical / Dental

Education

Permanency

Demographics

Reports

Legal

External Documents

Permanency Detail

Child Plans

Family Plans

Permanency Planning Meeting (PPM)

Visitation Plan

Permanency Goal: All Family: Relative/Fictive Kin, Adoption

Concurrent Goal:

Next Child Plan Due Date: 05/31/2016

Next Family Plan Due Date: 05/13/2015

Family Plans

To sort, click on a column header.

Review Completed Date	Description
01/13/2015	FSU REG Family Plan completed 01/13/2015

Showing items: 1 to 1 of 1

Summary

Placement

Medical / Dental

Education

Permanency

Demographics

Reports

Legal

External Documents

Permanency Detail

Child Plans

Family Plans

Permanency Planning Meeting (PPM)

Visitation Plan

Permanency Goal: All Family: Relative/Fictive Kin, Adoption

Concurrent Goal:

Next Child Plan Due Date: 05/31/2016

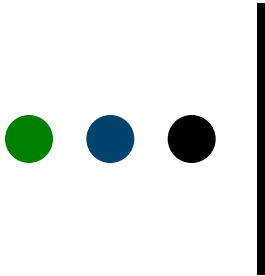
Next Family Plan Due Date: 05/13/2015

Permanency Planning Meeting (PPM)

To sort, click on a column header.

Review Completed Date	Description
05/28/2015	Permanency Conference 05/27/2015
01/28/2015	Permanency Conference 01/28/2015

Showing items: 1 to 2 of 2



Summary
Placement
Medical / Dental
Education
Permanency
Demographics
Reports
Legal
External Documents

Permanency Detail

Child Plans	Family Plans	Permanency Planning Meeting (PPM)	Visitation Plan
Permanency Goal: Alt Family: Relative/Fictive Kin, Adoption			
Concurrent Goal:			
Next Child Plan Due Date:		05/31/2016	
Next Family Plan Due Date:		05/13/2015	

Visitation Plan

No records found
To sort, click on a column header.

Review Completed Date	Description

External Documents

- The External Documents tab allows you to upload files.

The screenshot displays a web interface for managing external documents. On the left is a sidebar with a list of tabs: Summary, Placement, Medical / Dental, Education, Permanency, Demographics, Reports, Legal, and External Documents (which is highlighted). The main content area is titled 'External Documents' and contains an 'Uploaded Files' section. This section shows 'No records found' and a message 'To sort, click on a column header.' Below this is a table with five columns: File Name, Category, Description, Uploaded By, and Uploaded Date. An 'Add File' button is located to the right of the table. Further down is a 'DFPS Documents' section with a message stating 'The External Documentation Log consists of a list of documents related to this case that are available to the DFPS Case Worker.' and a 'Generate External Documentation Log' button.

External Documents

Uploaded Files

No records found
To sort, click on a column header.

File Name	Category	Description	Uploaded By	Uploaded Date

Add File

DFPS Documents

The External Documentation Log consists of a list of documents related to this case that are available to the DFPS Case Worker.

Generate External Documentation Log



File Upload

- To add a file to the case select the Add File Button. The upload a File page displays.

External Documents

Upload a File

The following document type extensions may be uploaded: .JPG, .doc, .docx, or .PDF.

File Size Limit is 25 MB.

Select a file

How information is presented

- Case information is presented in two formats
 - Information that appears directly on the screen
 - Information that can be accessed via hyperlinks to reports
- Case information in both formats (on the screen and in reports) can be printed via *File>Print* in your browser





How reports are presented

Each section has Reports once the report is Launch it can be accessed by hyperlink from the Reports tab.

Reports

To sort, click on a column header.

Child's Name ▾	Stage ID ▾	Description ▾	File Name ▾	File Status ▾	Date Generated ▾
James,Lebron	67194029	External Documentation	a6da1a58cfd8d1c1f83759858d8fae.pdf	COMP	08/17/2016
James,Lebron	67194029	Medical/Mental Log	1fbcd2534fbcbce7bad771f7356f1.pdf	COMP	08/17/2016
James,Lebron	67194029	Placement Log	a56f11ac59867b1298fb8cbb97aee0.pdf	COMP	08/17/2016
James,Lebron	67194029	Placement Log	f639f2fb88bf08dcca6f15badbba.pdf	PEND	
James,Lebron	67194029	Medical/Mental Log	ebc786fd464111706f7ef4c2d25c.pdf	COMP	08/17/2016



Reports open in a Pop-up Window

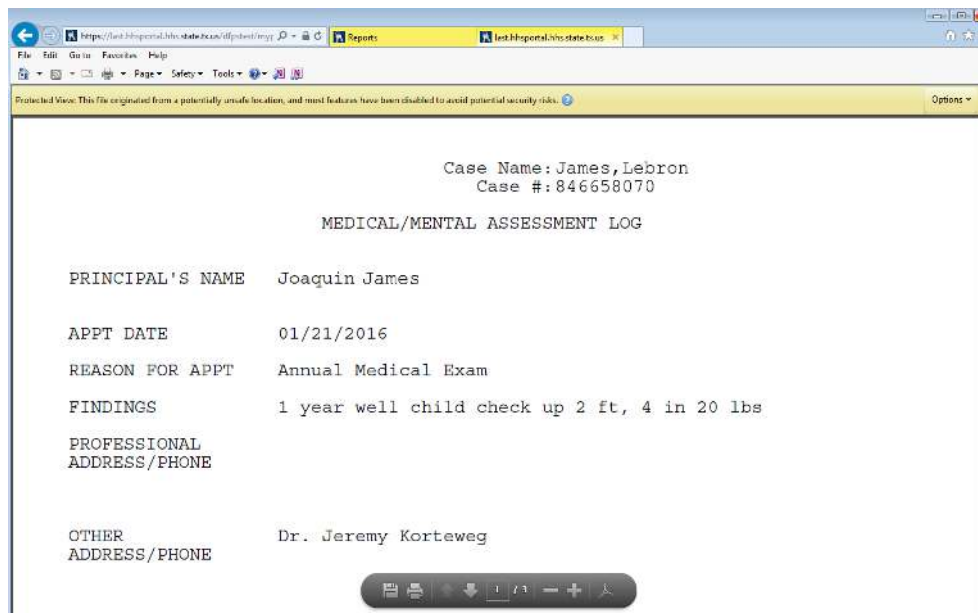
- First, we'll go back to the **Med/Dental** tab, the report is access from this tab.
- After the report is launched it can be accessed from the Reports tab.

Reports

To sort, click on a column header.

Child's Name ▾	Stage ID ▾	Description ▾	File Name ▾	File Status ▾	Date Generated ▾
James,Lebron	67194029	Medical/Mental Log	18975245224e51ae352926e5114990.pdf	PEND	null

This report will appear in a pop-up window





CASA roles and view

- Suppose Lou is a CASA volunteer and Jenny is a CASA staff person
- Jenny will see more than what Lou can see because she can see more cases in Case Connection

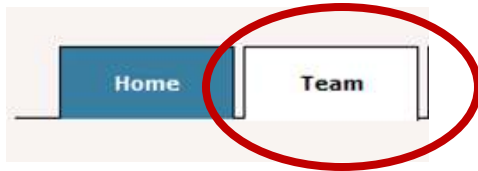


Lou
Volunteer

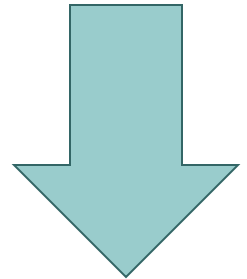


Jenny
Staff

For CASA staff only



- Jenny has access to the Team tab, but it will not be available to Lou when he opens Case Connection



Team Summary Page

- This page is only available to CASA staff
- It provides CASA staff members the ability to *search for* and *access* **all cases** that CPS has assigned to the volunteers and staff within the CASA staff person's local organization





Team Summary Page

There are two ways a staff member can search on the **Team Summary Page**:



1. Search by **Child's Name** to view information related to the child



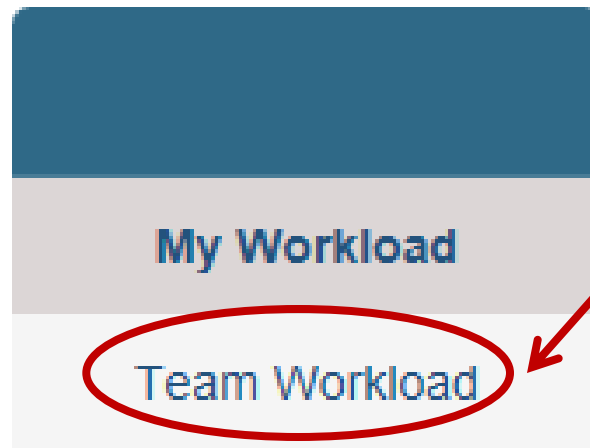
2. Search by **CASA User** to view the workload page of the CASA – this page contains hyperlinks to all cases to which the CASA User has been granted access in Case Connection



● ● ● | Team Summary Page **Exceptions**

- Sensitive cases will appear on the Team Summary page, but will *not be accessible* for viewing
- If Case Connection access has *not* been granted to any users in the staff member's local organization, the cases won't appear on the Team Summary page
- If Case Connection access has been *terminated for all* of the CASA users assigned access to the case, the cases won't appear on the Team Summary page





Just for CASA Staff

Volunteers won't have this tab

My Workload

Team Workload

Team Workload

Sensitive cases are identified with ! symbol

CASA User Child's Name

No records found

To sort, click on a column header.

CASA Name	Role	Unit Name	County

- Team tab contains two sections: *CASA User and Child Name*

My Workload

Team Workload

Team Workload

Sensitive cases are identified with ! symbol

CASA User

Child's Name

No records found

To sort, click on a column header.

CASA Name	Role	Unit Name	County
<input type="text"/>			<input type="text"/>

- To search by a particular CASA user, enter the *Name or Partial name*.

- My Workload
- Team Workload**

Team Workload

Sensitive cases are identified with ! symbol

CASA User

Child's Name

To sort, click on a column header.

New	Sensitive	Child Name	Person ID	Assigned To	County
		<input type="text" value="lebr"/> x			<input type="text"/>
		James,Lebron	88141781	Frog,Tree	TRAVIS

Showing items: 1 to 1 of 1

- Or you can search by *Child's Name*

This takes you to the *Case Summary* page the selected child



Summary
Placement
Medical / Dental
Education
Permanency
Demographics
Reports
Legal
External Documents

Case Summary

Placement

Placement Name:

Placement Type:

Placement Contact #:

Date Placed:

Placement Address:

Level of Care:

Medical / Dental

Medicaid ID #:

Last Annual Medical

Appointment:

Last 6 Month Dental

Appointment:

Getting Started

- Now that you've seen what information is contained in Case Connection, let's talk about how you get started...

