

howto Work with DSS-5010 Documentation v1.0

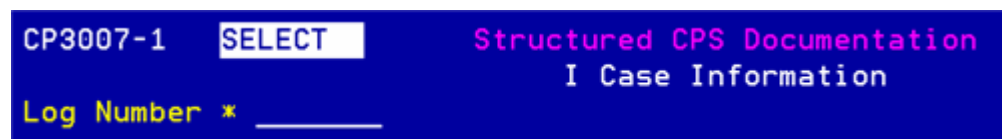
The CPS Assessment Structured Documentation Instrument is a tool designed to assist the assigned social worker in documenting their activities throughout the entire life of a CPS Assessment (210 services). The state form number is DSS-5010.

ONECase implements the form on menu 51, option 3. Using the menu option, you can enter all the information required by the form and can print a hard copy of the form. The hard copy contains data as well as the notes. The data that you key is also mergeable into a ONECase smart template.

This howto assumes that you are familiar with the requirements of the DSS-5010 as defined by the state and your agency. There is an Instructions PDF available at <http://info.dhhs.state.nc.us/olm/forms/dss/DSS-5010ins.pdf>.

Selection

The selection screen is identical in concept to the selection screen for “Work with CPS Incidents”.



CP3007-1 SELECT Structured CPS Documentation
I Case Information
Log Number * _____

Use the Log Number lookup to find the Log Number you want or simply type the number into the space, then press Enter.

The screen for section I Case Information will appear.

Only Assigned Incidents

The “Work with DSS-5010 Documentation” works only with CPS incidents that have been assigned to a worker for investigation. If you get the message below, you have not assigned the incident to a worker for investigation.



Incident must have been assigned to a worker for investigation first

Use the F9=Case function in “Work with CPS Incidents” to assign the incident to a worker for investigation. If you need a refresher on how to assign an incident, contact Cox and Company.

Notes, Contacts and Activities

As you navigate through the screens, you will notice three sections for Contacts, two sections for Activities, and many places for Notes. This howto will give you more information about Contacts, Activities and Note later in this document.

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Functions

Note the array of function keys at the bottom of the screen.

F1=Template	F2=Stored	F3=Exit	F4=Incident	F5=Case	
F14=Sect I	F8=Lookup*	F9=Previous	F10=Next	F18=Sect V	F13=Save
F19=Sect VI	F15=Sect II	F16=Sect III	F17=Sect IV	F23=Sect X	
	F20=Sect VII	F21=Sect VIII	F22=Sect IX		F24=Zip

F1=Template	Prints a hardcopy of the DSS-5010 form
F2=Stored	Lets you link a stored file to the incident
F3=Exit	Returns to Menu 51
F4=Incident	Accesses the Incident ("Work with CPS Incidents")
F5=Case	Accesses the Case ("Work with Cases")
F8=Lookup*	The lookup key
F9=Previous	Goes back
F10=Next	Advances
F13=Save	Saves the data
F14 thru F23	Accesses the section directly (that is, without using the F9 or F10 keys)
F24=Zip	Accesses the ZIP screen for this menu option

Navigation

The form contains ten sections. ONECase implements sections I (Roman numeral 1) through IX with 13 mainline screens. There are a few tributary screens that branch from the Child and Family Medical section.

The F10=Next and F9=-Previous keys let you cycle through these screen sequentially – either advancing or going back.

The program also lets you go directly to a section by using one of the F14 through F22 keys.

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Section I Case Information

There are two screens in Section I. The data on screen 1 pulls from the incident. To change a data element, you must change it in the "Work with CPS Incidents" program.

Section I Screen 1 Case Information

```
CP3007-1A Document Structured CPS Documentation 2/10/09 12:17:57
I Case Information
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note
Note
- Initiation Worker Smith, Charlotte W
- On-Going Case Worker Smith, Charlotte W
- Supervisor Cox, Thomas E
- Date of Referral 1/23/2009
- Date Assigned 2/04/2009
- Date Initiated 1/23/2009
- Type of Report N Neglect
- Additional Allegations N
- Response Time Frame Respond within 72 hours
- Accepted As ("Method") Family Assessment

F1=Template F2=Stored F3=Exit F4=Incident F5=Case
F8=Lookup* F9=Previous F10=Next F13=Save
F14=Sect I F15=Sect II F16=Sect III F17=Sect IV F18=Sect V
F19=Sect VI F20=Sect VII F21=Sect VIII F22=Sect IX F23=Sect X F24=Zip
```

Section I, Screen 2 Case Information

```
CP3007-1B Document Structured CPS Documentation 2/10/09 12:19:44
I Case Information
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note
Y/NA Note
- New Report on this Open Assessment? ___ N
- Response Method Switched Date _____
Reason _____
- Previous Record Reviewed? ___ N
(if yes, how many and dates)
- Finding of "Substantiated" or "Services Needed"? ___ N
(within past 12 months)
- Any other finding within the past 12 months? ___ N
(if yes, how many and dates)
```

Note the 'Y/NA' column. Type either 'Y' or 'NA' into this field, as appropriate.

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Section II Household Information

There are three mainline screens in this section. The 'Children' screen pulls VICs from the incident. The 'Adults' screen shows any member who is not a 'VIC'.

Section II, Screen 1 Children

```
CP3007-2A Document Structured CPS Documentation 2/10/09 12:20:39
II Household - Children
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note P=Person

Child Name/Nickname DOB Age SIS Number Note
_ Bear, Anna 3/13/2007 001 20052779827 N
Race * W NAH * N Lang * EN Sch/Gde Mbr Sts * RES
_ Bear, Ben 8/15/2007 001 20052779854 N
Race * W NAH * N Lang * ___ Sch/Gde Mbr Sts * RES
```

You can key the Race, North American Heritage, Language, and Member Status directly onto this screen. To key School or Grade, you must use key those data on the Person screen – that is, use the 'P=Person' option.

Be sure to press F13=Save if you key a code on this screen.

Section II, Screen 2 Adults

```
CP3007-2B Document Structured CPS Documentation 2/10/09 12:21:25
II Household - Adults
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note P=Person

Adult Name/Nickname DOB Relation Note
_ Bear, Alpha 6/01/1946 Parent N
Race * W NAH * N Lang * FR Mbr Sts * RES
_ Bear, Bravo 7/04/1948 Perpetrator N
Race * W NAH * N Lang * ___ Mbr Sts * RES
_ Bear, Papa 3/15/1940 Perpetrator N
Race * W NAH * N Lang * EN Mbr Sts * RES
```

You can key the Race, North American Heritage, Language, and Member Status directly onto this screen. Be sure to press F13=Save if you key a code on this screen.

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Section II Household Information, cont.

The third screen is this section stores address and contact information for the family.

Section II, Screen 3

```
CP3007-2C Document Structured CPS Documentation 2/10/09 12:21:56
II Household - Contact Info Worker ADM TOMCOX
Log Number 8147
H=Help N=Note

Household Physical Address Mailing Address (if different)
500 East Morehead Street
Charlotte, NC
_____
_____
_____

Contact Numbers
_____
_____
_____

_ Other Information N
```

You can key the address and contacts number directly onto this screen. Be sure to press F13=Save if you do.

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Section III Civil/Criminal Records

There is only one screen for this section.

Section III, Screen 1

```
CP3007-3  Document  Structured CPS Documentation  2/10/09 12:22:30
                III Civil/Criminal Records
Log Number      8147  Worker ADM TOMCOX
H=Help  N=Note

_ N.C.G.S. Section 50B: Order Currently in Place  Y/NA  Note
_ Criminal History Check as per AOC              —   N
_ 911 Response Log Reviewed                      —   N
```

Note the 'Y/NA' column. Type either 'Y' or 'NA' into this field, as appropriate.

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Section IV Diligent Efforts Contacts

There are two mainline screens for this section – the list of contacts the agency has made/attempted and a “have you done” screen.

To add a Diligent Efforts contact, press the F6=Add function key. If you want/need additional information about adding Diligent Efforts, Initial or On-Going contacts, contact Cox and Company (ie, send casey an email).

Section IV, Screen 1

```
CP3007-4A Document Structured CPS Documentation 2/10/09 12:39:01
IV Diligent Effort Contacts
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note S=Select R=Replicate +=Expand

S Date Whom Contacted + Method of Contact Note
| 2/10/2009 Bravo Bear Home Visit N
- 2/10/2009 School teacher Telephone N
```

Section IV, Screen 2

```
CP3007-4B Document Structured CPS Documentation 2/10/09 12:39:31
IV Diligent Efforts
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note

Y/NA Note
- If not INITIATED within specified timeframe, document rationale: — N
- If not COMPLETED within specified timeframe, document rationale: — N
- Family notified of the delay in making a case decision? — N
Document the discussion.
```

Note the ‘Y/NA’ column. Type either ‘Y’ or ‘NA’ into this field, as appropriate.

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Section V Case Activities

The DSS-5010 requires information on some 19 Case Activities. This screen displays a list of the activities and lets you key the appropriate 'Y'/'NA' code, 'Actual Completion' date, and note documentation for each activity.

Section V, Screen 1 Case Activities

```
CP3007-5 Document Structured CPS Documentation 2/10/09 12:40:43
V Case Activities
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note S=Select R=Replicate
*Actual Target Worker
Sel Y/NA Completion Activity Description Completion Assigned Note
█ Y 2/10/2009 1. Provider/Caregiver Contact 2/04/2009 CWS N
- NA 2/10/2009 2. CPS/MRS/RIL Process 2/04/2009 CWS N
- - - - - 3. Possible Finding Explained 2/04/2009 CWS N
- - - - - 4. Written Notice Delivered 2/04/2009 CWS N
- - - - - 5. Safety Assessment Received 2/04/2009 CWS N
- - - - - 6. Strengths/Needs Discussed 2/04/2009 CWS N
- - - - - 7. Provide Collaterals 2/04/2009 CWS N
- - - - - a. Participate During Contact 2/04/2009 CWS N
- - - - - b. Participated/Received Cont 2/04/2009 CWS N
- - - - - 8. Active WorkFirst Case? 2/04/2009 CWS N
- - - - - 9. Local Law/State Notified 2/04/2009 CWS N
- - - - - 10. District Attorney Notified 2/04/2009 CWS N
More...
F1=Template F2=Docs F3=Exit F4=Incident F5=Case F6=Add
F8=Lookup* F9=Previous F10=Next F11=Fold F13=Save
F14=Sect I F15=Sect II F16=Sect III F17=Sect IV F18=Sect V
F19=Sect VI F20=Sect VII F21=Sect VIII F22=Sect IX F23=Sect X F24=Zip
```

Note the 'Y/NA' and Actual Completion columns. Type either 'Y' or 'NA' and the completion date into the fields. Position the cursor on the Actual Completion field and press the F8=Lookup key to insert today's date.

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Section VI Child and Family Medical (family)

There are two mainline and two tributary screens for this section.

The first mainline screen is a list for the family members. The second mainline screen gives you an opportunity to key information about the medical providers serving the family – interpreting the state instructions that these data should apply to the whole family and not individuals.

Section VI, Screen 1 Child and Family Medical

```
CP3007-6A Document Structured CPS Documentation 2/10/09 12:41:23
VI Child and Family Medical
Log Number 8147 Worker ADM TOMCOX
P=Person S=Select

S Family Member Name Age Ishp Initial Changed Worker ID
| Bear, Anna 1 VIC
- Bear, Ben 1 VIC
- Bear, Alpha 62 PAR
- Bear, Bravo 60 PER
- Bear, Papa 68 PER
```

Section VI, Screen 2 Child and Family Medical

```
CP3007-6D Document Structured CPS Documentation 2/10/09 12:42:55
VI Child and Family Medical
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note
Primary Medical Provider:
Name |
Contact |
Dentist:
Name |
Contact |
Therapist/Psychiatrist:
Name |
Contact |
Specialist
Name |
Contact |
As result of information collected worker took/needs to take following action:
Sel -
Note N
F1=Template F2=Stored F3=Exit F4=Incident F5=Case
F8=Lookup* F9=Previous F10=Next F13=Save
F14=Sect I F15=Sect II F16=Sect III F17=Sect IV F18=Sect V
F19=Sect VI F20=Sect VII F21=Sect VIII F22=Sect IX F23=Sect X F24=Zip
```

Type the medical provider data as appropriate and press F13=Save to save it.

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Section VI Child and Family Medical (individuals)

There are two tributary screens for this section. To access a tributary screen for an individual, type 'S' next to the member, then press Enter. The screens show below will appear. Note that the information on these two screens applies to individuals, not the entire family. Type the information as appropriate, making sure to save it.

Section VI, Screen 3 Child and Family Medical (individuals)

```
CP3007-6B Document Structured CPS Documentation 2/10/09 12:42:07
VI Child and Family Medical
Log Number 8147 Bear, Anna 1 Worker ADM TOMCOX
H=Help N=Note
Place of Birth (City, State, Hospital):
_____  

Medication Name and Use Dosing/Dispensing/Refill Information
_____  

_____  

_____  

_____  

Explain status of child(ren)'s immunizations:
_____  

Explain Family's status as related to health insurance: Select _ Note N
_____  

Explain any medical issues for family member: Select _ Note N
_____  

_____  

F1=Template F2=Stored F3=Exit F4=Incident F5=Case F13=Save
F14=Sec I F8=Lookup* F9=Previous F10=Next F17=Sec IV F18=Sec V
F19=Sec VI F20=Sec VII F21=Sec VIII F22=Sec IX F23=Sec X F24=Zip
```

Section VI, Screen 4 Child and Family Medical (individuals)

```
CP3007-6C Document Structured CPS Documentation 2/10/09 12:42:28
VI Child and Family Medical
Log Number 8147 Bear, Anna 1 Worker ADM TOMCOX
H=Help N=Note Note
Explain any mental health and/or substance abuse issues for family member:
| _____ N
Explain any educational issues/challenges facing family member:
- _____ N
Explain the need for any child in the family under the age of 3 to be
evaluated by Early Intervention or provide details about any child who is
currently receiving Early Intervention services from a CDSA:
- _____ N
```

On screen 4 you can type a long comment or a note.

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Section VII Initial Family Contacts

There is one mainline screen for this section – the list of contacts the agency has made/attempted.

To add an Initial Family Contacts contact, press the F6=Add function key. If you want/need additional information about adding Diligent Efforts, Initial or On-Going contacts, contact Cox and Company (ie, send casey an email).

Section VII, Screen 1 Initial Family Contacts

CP3007-7	Document	Structured CPS Documentation	2/10/09 12:44:43	
		VII Initial Family Contacts		
Log Number	8147	Worker	ADM TOMCOX	
H=Help N=Note S=Select R=Replicate +=Expand				
S	Date	Whom Contacted	+ Method of Contact	Note
_	2/10/2009	Day Care Teacher	School/Day Care Visit	N

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Section VIII Case Initiation Activities

The DSS-5010 requires information on 9 activities related to Initiation Activities. This screen displays a list of the activities and lets you key the appropriate, 'Y/NA' code, the 'Actual Completion' date and note documentation for each activity.

Section VIII, Screen 1 Case Initiation Activities

```
CP3007-8 Document Structured CPS Documentation 2/10/09 12:45:23
VIII Case Initiation Activities
Log Number 8147 Worker ADM TOMCOX
H=Help N=Note S=Select R=Replicate
*Actual
Sel Y/NA Completion Activity Description Target Completion Worker Assigned Note
1 Y 2/10/2009 1. Child/Caregvr int. together 2/04/2009 CWS N
- - - 2. Anyone NOT present? 2/04/2009 CWS N
- - - 3. Indication of sexual abuse? 2/04/2009 CWS N
- - - a. Completed body inventory 2/04/2009 CWS N
- - - b. Child has marks, bruises 2/04/2009 CWS N
- - - c. Photographs taken 2/04/2009 CWS N
- - - d. Referral for CME or C/FE 2/04/2009 CWS N
- - - 4. Child is non-verbal 2/04/2009 CWS N
- - - 5. Initiation narrative 2/04/2009 CWS N
```

Note the 'Y/NA' and Actual Completion columns. Type either 'Y' or 'NA' and the completion date into the fields. Position the cursor on the Actual Completion field and press the F8=Lookup key to insert today's date.

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Section IX On-Going Family Contacts

There is one mainline screen for this section – the list of contacts the agency has made/attempted.

To add an On-Going Family Contacts contact, press the F6=Add function key. If you want/need additional information about adding Diligent Efforts, Initial Family or On-Going Family contacts, contact Cox and Company (ie, send casey an email).

Section IX, Screen 1 On-Going Family Contacts

CP3007-9	Document	Structured CPS Documentation	2/10/09 12:46:03
		IX On-Going Family Contacts	
Log Number	8147	Worker	ADM TOMCOX
H=Help N=Note S=Select R=Replicate +=Expand			
S	Date	Whom Contacted	+ Method of Contact
			Note