Storyboard

CPS – Linking an Investigation to a Family Case

This storyboard demonstrates how to link a CPS Investigation to a Family Case.

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CPS Investigation Topics Screen

Note: The option to **Link Investigation to Case** will not display until all **Investigation Persons** have been established.

Link Investigation to a Case

1. Navigate to the CPS **Investigation Topics** screen by navigating to **Home Workload** screen (select a CPS Case) > **Investigation Overview** screen> **Investigation Topics** tab.

2. Click **Link Investigation to Case**. The **Link Case** screen displays listing possibly one or more cases.

Note: These cases are options to link to because one or more of the Investigation Persons are listed as Members in the family case. This is where it is decided which case to link to. If no cases are listed or none are applicable options, a new case may be created. Refer to the following instructions.

- **Link to an existing family case:** If a correct case is presented, follow these next steps; if no correct case is presented, skip to **Link to a new family case** instructions section.

3. From the **Link Case** screen, click the **link** option next to the case to link to.
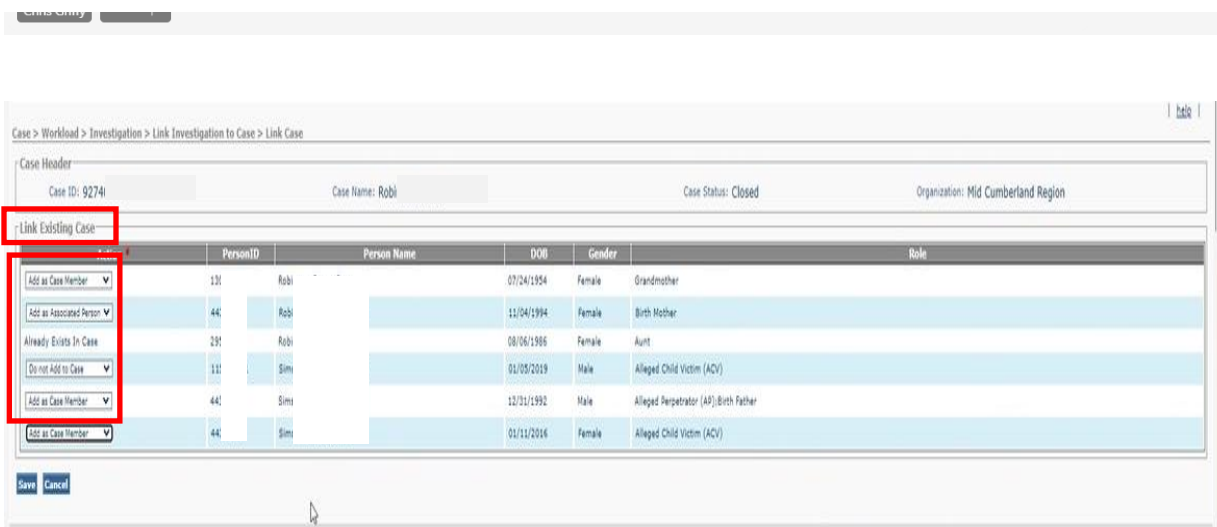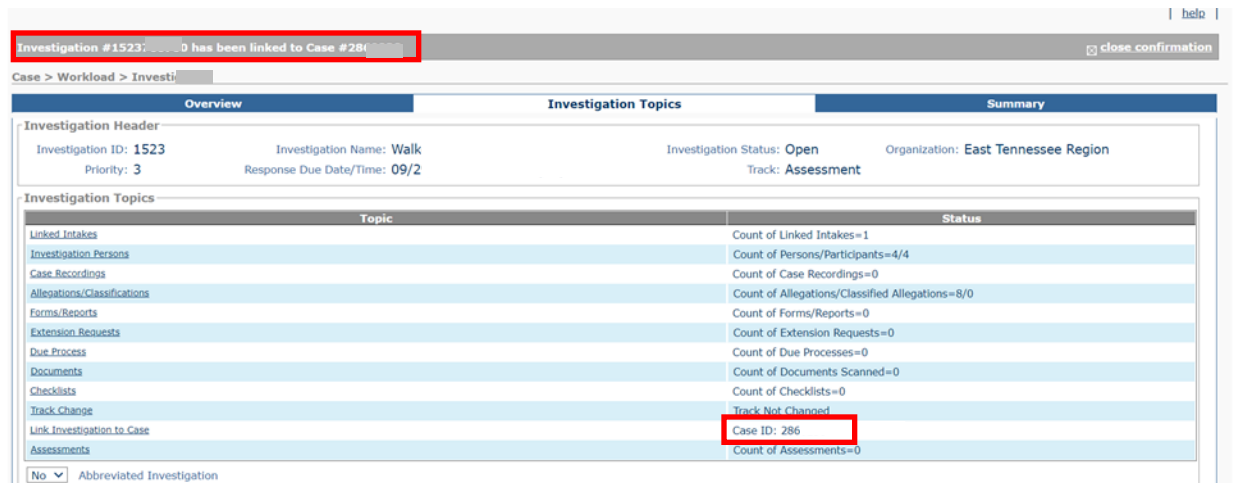
In the **Link Existing Case** screen, choose which action should be taken for each person listed.
Note: Some members may display as **Already Exists in Case**.

4. Click **Save**

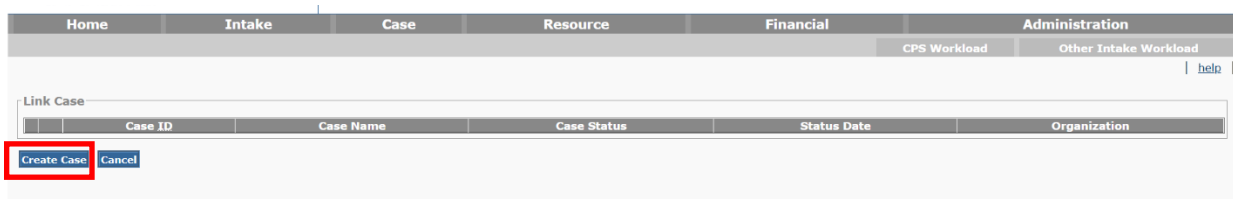The **Investigation Topics** screen returns and displays a message the investigation ID has been linked to the family case. The **Case ID** now displays next to **Link Investigation to Case** topic.

- **Link to a new family case:**

    1. Click **Create Case**

    2. **Create Case** screen, select whether each person should be a **Case Member** or an **Associated Person** by clicking the appropriate radio buttons.

3. **Case Reference Person** section, click on the person's name who will be the case reference person in the family case
4. **Responsible County** dropdown, select the correct county
5. Click **Save**

Case Member	Associated Person	Person ID	Person Name	DOB	Role
●	○	168	Wal		Alleged Child Victim (ACV)
●	○	109	Walk		Alleged Perpetrator (AP), Birth Father, Stepfather
●	○	130	Unknown Participant 13		Alleged Perpetrator (AP), Birth Mother
●	○	130	Unknown Participant 13864		Alleged Child Victim (ACV), Brother

Case Reference Person: Wal / Wa / Unk / Unk

Responsible County: * [dropdown]

Save **Cancel**

6. The **Link Case** screen now displays a message the investigation case ID has been linked to a new family case ID. Click on the case name hyperlink to access the family case or click **Close** to return to the **Investigation Topics** screen.

Investigation #15237___0 has been linked to Case #1524(___1   ⊠ close confirmation

Link Case

		Case ID	Case Name	Case Status	Status Date	Organization
⊞		152	Wal	Open	09/29/2023	DCS Central Office

Close

You have completed this storyboard.