



Storyboard

Adding, or Ending FSS/FCIP Episodes

This storyboard provides instruction for adding, reassigning, or ending an FSS or FCIP Episode

Table of Contents

Person Search.....	2
Adding FSS or FCIP Episode via Initial Action.....	2
Add FCIP via Initial Action.....	3
Add FSS via Initial Action.....	3
Adding FSS or FCIP Episode via Quick Actions.....	4
Add FSS via Quick Actions.....	4
Add FCIP via Quick Actions.....	5
Reassigning an FSS or FCIP Episode	6
Ending an FSS or FCIP Episode.....	7

Person Search

Perform a Person Search to determine whether the youth in focus has previously had involvement with DCS. Depending on whether the youth has previous involvement will determine how a worker is advised to enter an episode.

If the youth does NOT exist in TFACTS, the **FSS/FCIP Episode** may be added via the **Initial Action**.

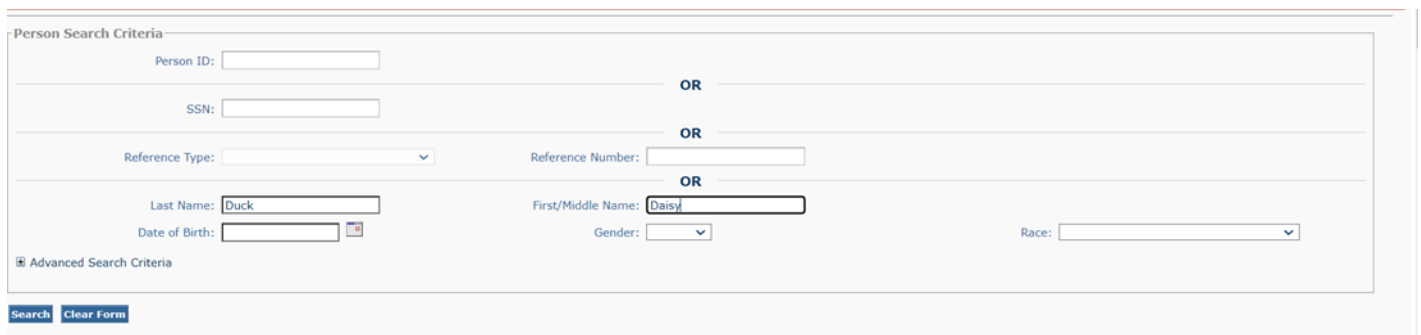
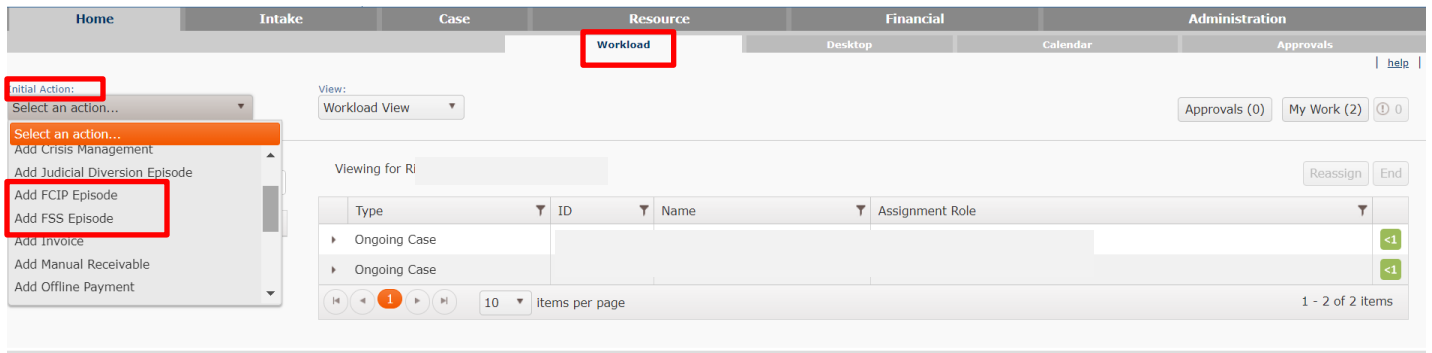
If the youth exists in TFACTS, the **FSS/FCIP Episode** may be added via **Quick Action**.

Adding FSS or FCIP Episode via Initial Action

Use the **Initial Action** option when the youth has no previous involvement with DCS. (The correct youth is not returned in a Person Search.)

From **Workload** screen, click **Initial Action** dropdown; select one of the following:

- **Add FCIP Episode**
- **Add FSS Episode**



If search results do not return the correct youth's name, click **Add Person**.



On the **Basic** tab, complete Person Information and click **Save**. The **Add FCIP Episode** screen displays.

The screenshot shows the 'Basic' tab of a person's profile in TFACTS. The 'Person Information' section is active, showing fields for Name Type (Reported), Prefix, First Name (Daisy), Last Name (Duck), Gender, DOB, Estimated Age, Birth City, Tennessee Resident, Driver's License #, SSN Applied for, SSA Validation Date, SSN, Middle Name 1, Middle Name 2, Middle Name 3, Birth County, US Citizen, Issue State, Revalidate SSA, Birth State, Legal Alien Status, Expiration, Birth Country, and Stop SSA Validation. At the bottom, there are checkboxes for Safety Hazard Exists, IPA Exists, Environmental Hazard Exists, and Absconder. Below this is a table for 'Additional Names' with columns for Name Type, Prefix, First Name, Middle Name(s), Last Name, and Suffix. The 'Save' button is highlighted with a red box.

Add FCIP via Initial Action

- Enter **Begin Date*** - Use the calendar function or enter the date FCIP assignment/episode begins
- **Assign To*** - Type the Last Name of the Employee and choose the employee
- Click **Save** if correct. Click **Cancel** to leave this screen/discontinue entry of this FCIP episode

The screenshot shows the 'Add FCIP Episode' form. The 'Begin Date' field has a calendar icon and is highlighted with a red box. The 'Assign To' field is also highlighted with a red box. At the bottom, there are 'Save' and 'Cancel' buttons, both highlighted with red boxes.

Add FSS via Initial Action

- **Begin Date** - Use the calendar function or enter the date FSS assignment / episode begins
- **Origination** - Select one: **Court**, **CPS**, **Resource Linkage**, **SS/JJ** or **Walk-in** from the dropdown list.
- **Intensity Level** - select one -options based on selection for Origination
- **Referral Received Date** - Use the calendar function nor enter the date referral received
- **Assign To*** - Type the Last Name of the Employee and choose correct employee from list
- **Assignment Role*** - Select **On-Going Non-Custodial Worker**

Note: DCS workers should not choose **Non-custodial Provider Worker**.

- Click **Save** or **Cancel** to discontinue entry of episode

The screenshot shows a form titled "Add FSS Episode". It features three primary input fields: "Begin Date: *" with a calendar icon, "Origination: *" with a dropdown arrow, and "Assign To: *" with a text input and "Assignment Role: *" with a dropdown arrow. At the bottom left, there are "Save" and "Cancel" buttons.

Adding FSS or FCIP Episode via Quick Actions

If the youth is returned in a **Person Search**, go to youth's **Person Home Page** and click the **Quick Actions** dropdown. Choose **Add FSS Episode** or **Add FCIP Episode**.

The screenshot shows a "Person Home Page" with a dropdown menu for "Quick Actions". The "Add FSS Episode" option is highlighted with a red box. Other options include "Add Crisis Management", "Add Emergency", "Add External Assessment", "Add FCIP Episode", "Add Foster Care Request", "Add Health Service Confirmation", "Add IPA", "Add Judicial Diversion Episode", "Add Life Skills Assessment", and "Add Outgoing ICPC Instance".

Add FSS via Quick Actions

- **Begin Date*** - Use the calendar function or type FSS assignment/episode Begin Date
- **Origination** - Select one: **Court**, **CPS**, **Resource Linkage**, **SS/JJ** or **Walk-in** from the dropdown list
- **Intensity Level**-- select one -options based on selection for Origination
- **Referral Received Date**-Date referral received.
- **Assign To*** - Type the Last Name of the employee and choose the employee.
- **Assignment Role** – Select **On-going Non-Custodial Worker**
 - **Note:** DCS workers should not choose **Non-custodial Provider Worker**.
- **Save** if correct. **Cancel** to leave this screen/discontinue entry of this FSS episode.

TFACTS Storyboard • Adding, Reassigning, or Ending FSS/FCIP Episodes

Electronic Case File now displays FSS Episode starting on 08/17/2023.

Add FCIP via Quick Actions

- **Begin Date*** - Use the calendar function or type the assignment/episode Begin Date
- **Assign To*** - Type the Last Name of the employee and choose the employee
- **Save** if correct. **Cancel** to leave this screen/discontinue entry of this FCIP episode

Electronic Case File now displays **FCIP episode** starting on 08/17/2023

The screenshot shows the 'Person Home Page' with a 'Person' profile section, 'Person Links' (TFACTS History, Monthly Summary, Documents, Person Association, Assignment History, Packets), and 'Quick Actions'. The 'Electronic Case File' section is highlighted with a red box and contains a table:

	08/17/2023	FCIP Episode
select	08/17/2023	FSS Episode

To the right of the table is a calendar for August 2023 showing dates from 30 to 12.

Reassigning FSS or FCIP Episodes

From the worker's **Workload**, click to highlight the **row** for the youth to be reassigned.

Note: Multiple episodes may be reassigned at the same time to the new Worker, if applicable; the re-assignment date must be after the date of assignment to current worker.

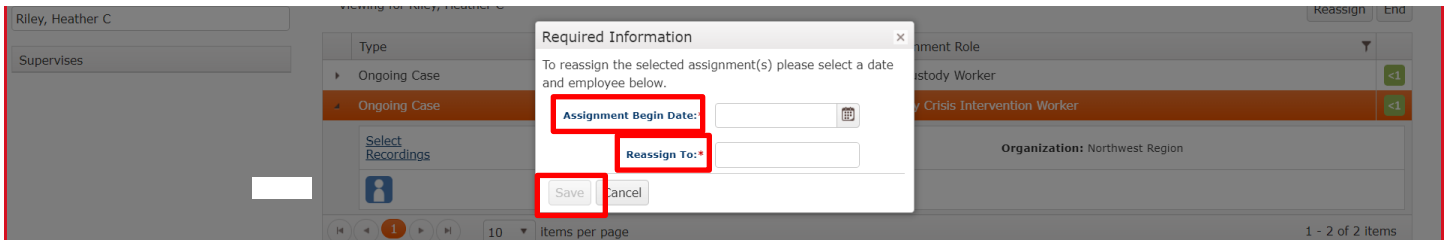
- To select multiple episodes that are not listed sequentially, hold **CTRL** key and click each row to select
- To select multiple episodes that are listed sequentially, hold **Shift** and click first and last row in the sequence to select all rows between
- Click the **Reassign** button

The screenshot shows the 'Workload' view for Riley, I. The table lists two 'Ongoing Case' entries:

Type	ID	Name	Assignment Role
Ongoing Case	152	Pri	SS Custody Worker
Ongoing Case	152	Presle	Family Crisis Intervention Worker

The 'Reassign' button is highlighted with a red box. Below the table, case details are shown: Case Status: Open, Case Status Date: 08/17/2023, Organization: Northwest Region.

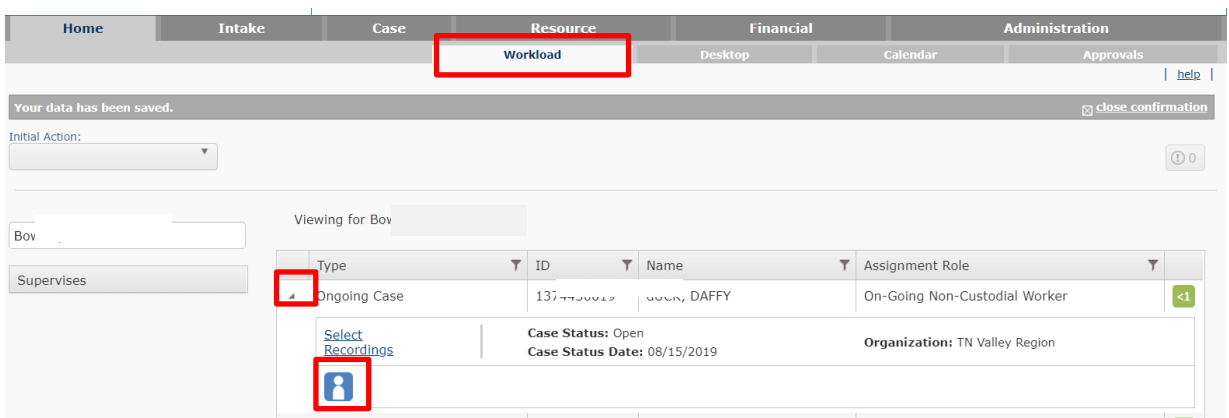
- Enter **Assignment Begin Date**
- Enter **Reassign To**
- Click **Save**



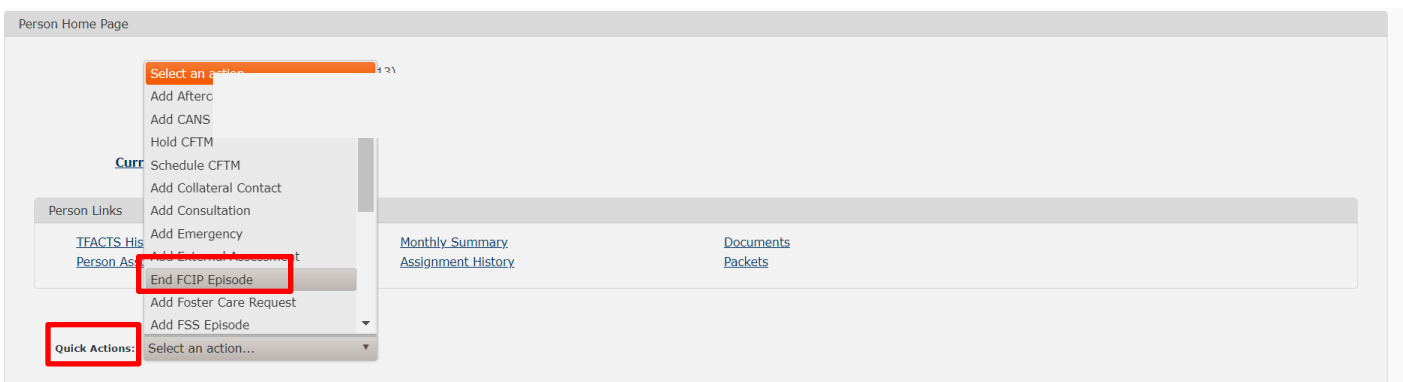
Ending an FSS or FCIP Episode

From the **Workload** screen, click the **arrow** to select the youth whose FSS or FCIP episode is to be ended

- Click the **Person Overview** icon



- Click **Quick Actions** drop-down and select **End FSS Episode** or **End FCIP Episode**



The **End Episode** screen displays

- Enter, or select from date picker, the episode **End Date**
- Click **Save**

TFacts Storyboard • Adding, Reassigning, or Ending FSS/FCIP Episodes

Person Homepage

Non-Custody Episode Header

Type: FSS Begin Date: 08/01/2019

End FSS Episode

End Date: *

Save

- Go to **Assignment History** to confirm worker assignment ended.

Person Home Page

Person: Presle
DOB/Age:
Address:
Contact:
Current Location: (Same)

Person Links

[TFacts History](#) [Monthly Summary](#) [Documents](#)
[Person Association](#) [Assignment History](#) [Packets](#)

Quick Actions:

Electronic Case File [+ more](#)

select	08/17/2023	FCIP Episode
select	08/17/2023	FSS Episode

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12

- Assignment History** page shows the assignment has an **End date**.

Person Homepage

Person Header

Name: Pre: Gender: DOB:
 Person ID: 12 SSN: Age:

Assignment History

Employee Name	Supervisor	Supervisor Job	Assignment Role	Begin Date*	End Date	Child/Youth
RI	W	Info Resource Specialist 3	SS Custody Worker	08/17/2023	08/17/2023	F
MI	M	Program Manager	Child Welfare Benefits Counselor	08/17/2023		F
RI	W	Info Resource Specialist 3	Family Crisis Intervention Worker	08/17/2023	08/17/2023	F
RI	W	Info Resource Specialist 3	On-Going Non-Custodial Worker	08/17/2023	08/17/2023	F
RI	W	Info Resource Specialist 3	SS Custody Worker	08/17/2023		F

10 items per page 1 - 5 of 5 items

- If no other services are being provided to any Members of the Ongoing/Family Case, proceed to the **Case Overview** screen and add **Case Closure**.

TFACTS Storyboard • Adding, Reassigning, or Ending FSS/FCIP Episodes

Case Overview

[Case Recording](#)

[ASFA Review](#)

[Forms/Notices](#)

[Checklist](#)

[Investigations Linked](#)

[Immediate Protection Agreement](#)

[Child Care Assistance Program Referral](#)

Court

[Removal Records](#)

[Placement Referral](#)

[Individual Program Plan Classification](#)

[PreDisposition Report](#)

[Delinquency Information](#)

[Special Caution Alert](#)

[Non-Custody](#)

[Incident Reports](#)

[ICPC/ICJ](#)

[IL Program Eligibility and Service Referral](#)

[Relative Caregiver](#)

[Transitional Survey](#)

[Adoption](#)

[Case Closure](#)

Case Header

Case ID: 152 **Case Name:** Pres **Case Status:** Open **Organization:** Northwest Region

Case Overview

Case Actions

[View Case Information](#)

[View Case Status History](#)

[Linked/Associated Cases](#)

[Case Summary](#)

Case Address

Hazards

Hazard Type	Person/Address
No current Hazards have been identified	

Assignment Information

Organization	Employee Name Supervisor Name	Assignment Role	Child/Youth Name
DCS Central Office	R W	SS Custody Worker	Pre

[Assignment History](#)

Case Alerts

Alert Message ▲

◀ 0 ▶ 10 items per page

No Items to display

[Close](#)

You have completed this storyboard.