



Department of
Children's Services

Storyboard

Processing NOAs from Placement (for placement staff)

This storyboard demonstrates <specify topic details>.

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Processing NOAs from Placement

The placement team received notice that Alhusseini, Margit (ID: 9251786) needed a placement change.

Locate a Placement

You will go into TFACTS and enter the name or person ID in Person Search Criteria and click the Search button:

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with links for home, search, incident reporting, help & training, customer care, and log off. The user is logged in as Vener, Brooks [DCS Central Office]. The main content area is titled 'Person Search' and contains several search criteria fields: Person ID (9251786), SSN, Reference Type, Reference Number, Last Name, First/Middle Name, Date of Birth, Gender, and Race. There are also 'Advanced Search Criteria' and 'Sort Results By' options. Below the search criteria are 'Search' and 'Clear Form' buttons. The search results section shows one result for Margit Alhusseini with ID 9251786, address 234 ALLEN Rd Cookeville, TN 38501, gender Female, and DOB 01/18/2002. A 'select' link is visible next to the name. The footer contains links for HOME, HELP & TRAINING, and PRIVACY & SECURITY, along with a version number and date.

Click on the select link beside the person’s (child’s) name in Person Search Results. This will take you to the Person Home Page for the selected person.

TFACTS Storyboard • Processing NOAs from Placement

The screenshot shows the 'Person Home Page' for Margit Alhusseini. At the top, there is a navigation bar with links for home, search, incident reporting, help & training, customer care, and log off. The user is logged in as Vener, Brooks [DCS Central Office].

Person Home Page

Person ID: 9251786
Name: Alhusseini, Margit
Address: 234 ALLEN RD
 Cookeville, TN 38501
Phone/Contact:

Gender: Female
DOB: 01/18/2002
Age: 14 Yrs
Employee: No

Person Links

- Person Profile
- Person Characteristics
- Scan Documents
- Education
- Legal History
- Monthly Summary
- Health
- TFACTS History (highlighted with a blue arrow)
- Military History
- Financial
- AFCARS Summary
- Merge History
- Assessment History
- Person Association
- Assignment History

Quick Actions: Select an action...

Electronic Case File

Date	Description
select 08/19/2016	Consultation - Removed for obfuscation.
select 07/29/2016	NOA -
07/28/2016	Placement - << Summary coming soon >>
select 07/01/2016	Monthly Summary - << Summary coming soon >>
select 06/01/2016	CFTM - Removed for obfuscation.

Calendar: November 2016

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Close

/intake/intake_person_basic.jsp p001_View_person_overview TRN32 version 3.000.16 (09-15-2016 02:44 PM)

This is Margit’s Home Page. Click on the TFACTS History link.

TFACTS Storyboard • Processing NOAs from Placement

Click on the + sign beside Case History to expand folder to see the person's TFACTS Case History.

Person Overview

Person Header

Name: Alhusseini, Margit
Person ID: 9251786

Gender: Female
SSN: ***-**-6732

DOB: 01/18/2002
Age: 14 Yrs

TFACTS History

- Case History (2)
- Investigation History (0)
- Associated Case History (0)
- Intake History (1)
- Resource History (1)
- Resource Inquiry History (1)
- Placement History (4)
- Non-Residential Service History (0)
- Title IV-E Eligibility History (1)
- View Original Person (1) (NOTE: Access restricted to Closed Adoption workers)
- Marriage History (0)

Close

HOME | HELP & TRAINING | PRIVACY & SECURITY | /intake/intake_person_sacwis_history.jsp pmo02_s01_view_tfacts_history TRN32 version 3.000.16 (09-15-2016 02:4

This shows 2 open cases, I would click on the Case ID with the latest Case Status Date. For Margit, I would choose the 3/23/2016 date. This will take you to the Family Case.

Person Overview

Person Header

Name: Alhusseini, Margit
Person ID: 9251786

Gender: Female
SSN: ***-**-6732

DOB: 01/18/2002
Age: 14 Yrs

TFACTS History

- Case History (2)
- Investigation History (0)
- Associated Case History (0)
- Intake History (1)
- Resource History (1)
- Resource Inquiry History (1)
- Placement History (4)
- Non-Residential Service History (0)

Case ID	Case Name	Case Type	Case Status	Case Status Date	Organization
182720619	Brown, Joe	Adoption	Open	03/23/2016	Upper Cumberland Region
2875932	Brown, Joe	Ongoing	Open	10/19/2015	Upper Cumberland Region

- Investigation History (0)
- Associated Case History (0)
- Intake History (1)
- Resource History (1)
- Resource Inquiry History (1)
- Placement History (4)
- Non-Residential Service History (0)

TFACTS Storyboard • Processing NOAs from Placement

The screenshot displays the TFACTS Case Overview page. The browser address bar shows the URL: <https://trn.valid.dcs.tn.gov/target.do?Targets/adptCaseOverview>. The page title is "TFACTS - Case - Workload...". The user is logged in as "Wener, Brooks [DCS Central Office]".

The main navigation bar includes: Home, Intake, Case, Resource, Financial, Administration. The sub-navigation bar includes: Overview, Due Process, Placement Referral.

The left navigation menu contains the following links:

- Case Overview
- Case Recording
- ASFA Review
- Forms/Notices
- Document
- Checklist
- Potential Adoptive Families
- Family Consideration Process
- Confidential Court Report
- Child Care Assistance Program Referral
- Assessments
- Investigations Linked
- Immediate Protection Agreement
- CFRM
- Case Services
- Permanency Plan
- Strengths and Concerns
- Visitation Plan
- Permanency Goals
- Court
- Removal Records
- Placement Referral
- Placement

The main content area shows the following information:

Case Overview

Case Header:
Case ID: 182770619 Case Name: Brown, Joe Case Status: Open Organization: Upper Cumberland Region

Case Actions:
[View Case Details](#)
[Access Original Case](#)

Hazards:
No current Hazards have been identified

Case Assignment Information:

Organization	Employee Name Supervisor Name	Assignment Role	Child/Youth Name
Upper Cumberland Region	Ruehle, Michaela Marca, Cameron	SS Custody Worker	Alhousseini, Margit
Florence Crittenton Agency	Wiechman, Kandice Jakstic, Bulah	Private Provider Worker	Alhousseini, Margit

Case Alerts:
Alert Message +
0 items per page No items to display

A blue arrow points to the "Placement" link in the left navigation menu.

From this screen, click on the Placement Link in the Left Navigation menu.

TFACTS Storyboard • Processing NOAs from Placement

- [Case Overview](#)
- [Case Recording](#)
- [ASFA Review](#)
- [Forms/Notices](#)
- [Document](#)
- [Checklist](#)
- [Potential Adoptive Families](#)
- [Family Consideration Process](#)
- [Confidential Court Report](#)
- [Child Care Assistance Program Referral](#)
- [Assessments](#)
- [Investigations Linked](#)
- [Immediate Protection Agreement](#)
- [CFTH](#)
- [Case Services](#)
- [Permanency Plan](#)
- [Strengths and Concerns](#)
- [Visitation Plan](#)
- [Permanency Goals](#)
- [Court](#)
- [Removal Records](#)
- [Placement Referral](#)
- Placement**
- [Individual Program Plan](#)
- [Delinquency Information](#)

Case Header

Case ID: 182770619 **Case Name:** Brown, Joe **Case Status:** Open **Organization:** Upper Cumberland Region

Placement Records Filter Criteria

From Begin Date: To Begin Date:

Child's Name: Status:

Sort Results By:

Placement Records

Result(s) 1 to 4 of 4 Page 1 of 1

	Child's Name	Service Type/Description	Resource Name	Removal Begin/End Date	Begin/End Date	Status	
select authorize Correction reports	Alhuseini, Margit - 01/18/2002	DCS Foster Care Regular Board Rate	Provider, Polly	11/17/2015	07/28/2016	Completed	temporary break documents NOA
select Service Sessions authorize Correction reports	Alhuseini, Margit - 01/18/2002	Level 2 Special Population Level 2 Special Population - Education	Provider, Polly	11/17/2015	04/20/2016 07/28/2016	Completed	temporary break documents
select Service Sessions authorize Correction reports	Alhuseini, Margit - 01/18/2002	L3 SED-PRTF L3 SED-PRTF	Provider, Polly	11/17/2015	11/18/2015 04/20/2016	Completed	temporary break documents
select authorize Correction reports	Alhuseini, Margit - 01/18/2002	DCS Foster Care Emergency Resource Home Placement (72 HRS)	Provider, Polly	11/17/2015	11/17/2015 11/18/2015	Completed	temporary break documents

Child Name:

You will notice that Margit is currently placed in a Level 1 DCS Foster Home. **You received word from the FSW that she now needs a Level 2 Placement.** Click on Margit's Name in the Child Name drop down box and click Add Placement Record.

Add a New Placement

This is the screen where you will add the new placement information.

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TN Department of Children's Services | TRACTS | **TRN** | HOME | SEARCH | TRACKING | HELP & TRAINING | CUSTOMER CARE | LOG OUT | Logged In: Vener, Brooks [DCS Central Office] | help

Case > Workload > Placement

Person Header

Name: Alhusseini, Margit | Gender: Female | DOB: 01/18/2002
Person ID: 9251786 | SSN: ***-**-6732 | Age: 14 Yrs

Removal Information

Removal Address: 234 ALLEN RD, Cookeville, TN 38501 | Current Adjudication Type:
Custody Removal Date: 11/17/2015 | Assigned PSD Worker:
Commitment County: Jackson

Placement Information

Service Type: Level 2 Continuum | AFCARS Setting: Not Applicable
Placement Begin Date: 11/11/2016 | Estimated End Date:
Placement End Date: | Placement End Reason:
Intent to Adopt Date: | Intent to obtain guardianship:
Case Participants: | Address:

Additional Placement Information

ICPC Placement | Emergency Placement | After-Hours Placement | ICWA Placement
 Kinship Approved | Kinship Approved By: |
Discuss the appropriateness of the placement in regards to safety, geographic proximity, and least restrictive environment:
Complete something here but you should get from the FSW.
Spell Check | Clear | 39/44
What efforts were made to keep the child at the same school? If not the same school the child attended then why?
Document something here - this should come from the FSW.
Spell Check | Clear | 39/44

Resource Information

Match Score	Resource	Service Description	Primary Address	Relationship To Child
Link Resource				

Justification Information

Received Verbal Approval for Level 3 or Level 4
Spell Check | Clear | 8/888

Status: * | Completed By: | Completed Date:
Assign To: |
Save | Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | /case/case_placement_record_details.jsp cm31_w02_placement_details TRN32 version 3.000.16 (09-15-2016 02:44 PM)

Enter Service Type, Placement Begin Date, Discuss the appropriateness of the placement..... and the What efforts were made to keep the child at the same school?..... (This information should be given to you by the FSW). Click on the Link Resource button.

TFACTS Storyboard • Processing NOAs from Placement

TRN
 home | search | incident reporting | help & training | customer care | log off
 Logged In: Vener, Brooks [DCS Central Office]

Home Intake Case Resource Financial Administration
 Directory Due Lists Inquiry Recruitment Training Contracts

Child Information
 Child / Person Name: Alhuseini, Margit DOB / Age: 01/18/2002/14

Resource Match Search Criteria

Resource Information

Resource Type: Network Provider Minimum Match Percentage: []
 Service Group/Category: Custodial Services/Placement Service Type: Level 2 Continuum
 Service Description: Level 2 Continuum

Available Regions: Mid Cumberland, Northeast, Northwest, Shelby, Smoky Mountain
 Add >> << Remove
 Selected Regions: Davidson, East Tennessee, Knox, Upper Cumberland

Available Counties: []
 Add >> << Remove
 Selected Counties: Davidson, Anderson, Campbell, Loudon, Monroe
 OR Zip Code: []

Additional Search Criteria [These criteria are not used in Adoptive Home searches]
 Child Information [Child Characteristics only apply to a search for Placement Services. These criteria are ignored for all other match searches.]

Sort Results By: Resource Name (Ascending)

Search Clear Form

HOME | HELP & TRAINING | PRIVACY & SECURITY | /resource/provider_match.jsp?rm11_001_resource_match_from_placement TRN32 version 3.000.16 (09-15-2016 02:44 PM)

Enter Resource Type, Service Description and Service Type. Margit is from the UC Region so you click on Upper Cumberland and using the slider box move to selected Region. You may also put in other regions where you think a placement might be found. Click Search.

Resource Match Search Results

Result(s) 1 - 10 of 15 Page 1 of 2

	*Match Score %	Resource Type	Organization	Resource Name	*Siblings Placed With Resource	*Previously Placed With Resource	*In Region	*Miles From Child's Home	*Vacancies/ Waitlisted	*# OF PERs
select	per	Network Provider	Helen Ross McHabb Center	Provider, Polly	No	No	No			
select	per	Network Provider	CFT Continuum Services LLC	Provider, Polly	No	No	No			
select	per	Network Provider	Keys Group Holdings LLC	Provider, Polly	No	No	No			
select	per	Network Provider	Florence Crittenton Agency	Provider, Polly	No	No	No			
select	per	Network Provider	Therapeutic Interventions Inc	Provider, Polly	No	No	No			
select	per	Network Provider	Centerstone Of Tennessee Inc	Provider, Polly	No	No	No			
select	per	Network Provider	Volunteer Behavioral Health Care System	Provider, Polly	No	No	Yes			
select	per	Network Provider	Omni Visions Inc	Provider, Polly	No	No	No			
select	per	Network Provider	Residential Services Inc	Provider, Polly	No	No	No			
select	per	Network Provider	Child & Family Tennessee	Provider, Polly	No	No	No			


* These values are displayed for Placement match results only.

Results Page: 1 | 2 | 3 | 8

Generate Map Close

The system populates our options for placement. You will select the chosen placement by clicking on the select link.

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TRN

[home](#) | [search](#) | [incident reporting](#) | [help & training](#) | [customer care](#) | [log off](#)
Logged In: Vener, Brooks [DCS Central Office]

Case > Workload > Placement [help](#)

Person Header

Name: Alhuseini, Margit Gender: Female DOB: 01/18/2002
 Person ID: 9251786 SSN: ***-**-6732 Age: 14 Yrs

Removal Information

Removal Address: 234 ALLEN RD, Cookeville, TN 38501 Current Adjudication Type:
 Custody Removal Date: 11/17/2015 Assigned PSD Worker:
 Commitment County: Jackson

Placement Information

Service Type: AFCARS Setting: Not Applicable
 Placement Begin Date: Estimated End Date:
 Placement End Date: Placement End Reason: Case Participants:
 Intent to Adopt Date: Intent to obtain guardianship: Address:

Additional Placement Information

ICPC Placement Emergency Placement After-Hours Placement ICWA Placement
 Kinship Approved Kinship Approved By:

Discuss the appropriateness of the placement in regards to safety, geographic proximity, and least restrictive environment:

Complete something here but you should get from the FSW.

What efforts were made to keep the child at the same school? If not the same school the child attended then why?

Document something here - this should come from the FSW.

Resource Information

Match Score	Resource	Service Description	Primary Address	Relationship To Child
match score	Provider, Polly	Level 2 Continuum	1544 DICK LONAS Knoxville TN 37909 School District:	Resource Parent <input type="text" value="Resource Parent"/> ←

[Link](#)

Justification Information

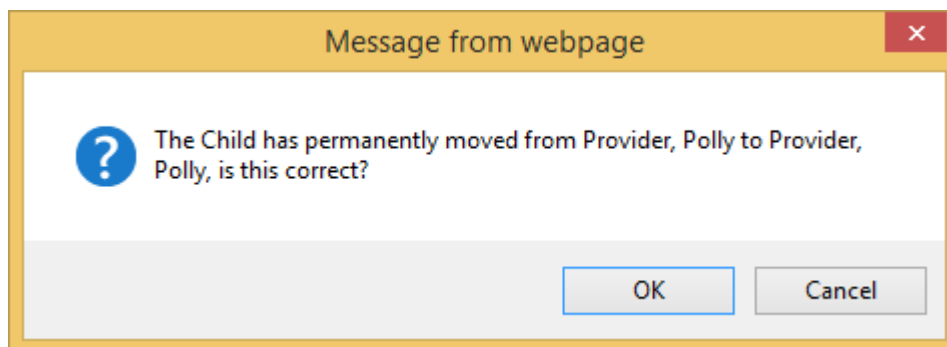
Received Verbal Approval for Level 3 or Level 4

Status: Completed By: Completed Date:

Assign To:

HOME | HELP & TRAINING | PRIVACY & SECURITY | [/case/case_placement_record_details.jsp](#) cm31_x02_placement_details 1K932 version 3.000.16 (09-15-2016 02:44 PM)

You will need to make a choice in the Relationship To Child Drop down box – in this case, it is the Resource Parent. Change the Status to Completed. Click the Save button.



A message will pop up and you will answer OK.

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You will need to select a value from the End Reason Drop Down – this should also come from the FSW. After selecting the End Reason, click Save.

This takes you back to your placement Record where it now shows the new placement for Margit. You can navigate to the NOA from this page by clicking on the NOA link

Child's Name	Service Type/Description	Resource Name	Removal Begin/End Date	Begin/End Date	Status	Links
Alhusseini, Margit - 01/18/2002	Level 2 Continuum	Provider, Polly	11/17/2015	11/11/2016	Completed	temporary break documents NOA
Alhusseini, Margit - 01/18/2002	DCS Foster Care Regular Board Rate	Provider, Polly	11/17/2015	07/28/2016 11/11/2016	Completed	temporary break documents NOA

This will take you directly to the NOA that needs to be completed.

Process the NOA

The boxes that you see with Red Asterisks all need to be completed – the FSW should provide you with all of this information.

TFACTS Storyboard • Processing NOAs from Placement

NOA Detail

Child Name: Alhusseini, Margit
Birth Date: 01/18/2002
SSN: XXX-XX-6732

Custody Date: 11/17/2015
DCS Region: Upper Cumberland
DCS County: Jackson

Date: 11/23/2016
Start Date: 11/11/2016

Current Placement: Level 2 Continuum
Previous Placement: DCS Foster Care

Who Decided: FSW to provide

Where Decided: FSW to provide

How Decided: Child and Adolescent Needs (CANS) Assessment X

This Is Why: Current Assessments indicate a higher/lower level of care is needed X

Contact Number: (615) 555-1212 X

Recipients

Person ID	Name	Role	NOA Given	Date Given/Mailed	Phone Number	Present At Staffing	Appeal
1359912	Alhusseini, Elvin	Involved Adult					

Add Delete

Status: Draft

Print

Apply Save Cancel

On the questions of “How Decided” and “This is Why” – you may choose more than one option.

If you click the apply button now, it will save you information and allow you to add additional information.

Now you need to add the other participants or recipients for the NOA. In the Recipients section, click the Add button.

Recipients

Person ID	Name	Role	NOA Given	Date Given/Mailed	Phone Number	Present At Staffing	Appeal
9251786	Alhusseini, Margit	Child Concerning	No	11/11/2016		No	No

10 items per page 1 - 1 of 1 items

Add Delete

To find others, you can click on the Associated Persons + all work items.

Select Person

Associated Persons

Person ID	Full Name	DOB	Age	Association(s)
1359912	Alhusseini, Elvin	10/07/1966	50	Adoptive Father
9391520	Alhusseini, Gale	03/08/2005	11	Adoptive Brother
11119896	Alhusseini, Rodney	04/19/2008	8	Adoptive Brother
760026	Alhusseini, Yolanda	09/05/1969	47	Adoptive Mother

1 - 4 of 4 items

Select Person Search

Select Person

Associated Persons + All Work Items

Person ID	Full Name	DOB	Age	Association(s)
1359912	Alhusseini, Elvin	10/07/1966	50	Adoptive Father
9391520	Alhusseini, Gale	03/08/2005	11	Adoptive Brother
11119896	Alhusseini, Rodney	04/19/2008	8	Adoptive Brother
760026	Alhusseini, Yolanda	09/05/1969	47	Adoptive Mother
10536024	Argo, Rubi			
4724690	Boutros, Tracy			
61194	Cauthron, Samara			
2960	Douthett, Tegan			
7769568	Edmond, Enda			
1402	Erle, George			

1 - 10 of 26 items

Select Person Search

To add assigned workers, click on the Assigned Employees drop down.

Select Person

Assigned Employees

Person ID	Full Name	DOB	Age	Association(s)
29642862	Rapkowicz, Amie			
6317876	Ruehle, Michaele			
6690702	Wiechman, Kandice			

1 - 3 of 3 items

Select Person Search

THE FSW should be giving you the names of the persons actively involved in this case and what their relationship is to the child in focus .

Person ID	Name	Role	NOA Given	Date Given/Mailed	Phone Number	Present At Staffing	Appeal
1359912	Alhusseini, Elvin						
9251786	Alhusseini, Margit	Child Concerning	No	11/11/2016		No	No
760026	Alhusseini, Yolanda						
61194	Cauthron, Samara						
7769568	Edmond, Enda						
6690702	Wiechman, Kandice						

Under the Role, you will need to highlight each name and click on the role box, adding the role of this person to Margit.

Person ID	Name	Role	NOA Given	Date Given/Mailed	Phone Number	Present At Staffing	Appeal
1359912	Alhusseini, Elvin	Involved Adult					
9251786	Alhusseini, Margit	Child Concerning	No	11/11/2016		No	No
760026	Alhusseini, Yolanda	Involved Adult					
61194	Cauthron, Samara	Residential Service Provider					
7769568	Edmond, Enda	Involved Adult					
6690702	Wiechman, Kandice	DCS case Manager					

The System also requires you to enter for each recipient, were they present at the staffing and did each recipient receive appeal information. This information should also come from the FSW.

Person ID	Name	Role	NOA Given	Date Given/Mailed	Phone Number	Present At Staffing	Appeal
1359912	Alhusseini, Elvin	Involved Adult				No	No
9251786	Alhusseini, Margit	Child Concerning	No	11/11/2016		No	No
760026	Alhusseini, Yolanda	Involved Adult				Yes	Yes
61194	Cauthron, Samara	Residential Service Provider				No	No
7769568	Edmond, Enda	Involved Adult				Yes	Yes
6690702	Wiechman, Kandice	DCS case Manager				Yes	Yes

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Person ID	Name *	Role	NOA Given	Date Given/Mailed	Phone Number	Present At Staffing	Appeal
1359912	Alhusseini, Elvin	Involved Adult				No	No
9251786	Alhusseini, Margit	Child Concerning	No	11/11/2016		No	No
760026	Alhusseini, Yolanda	Involved Adult	Yes	11/11/2016		Yes	Yes
61194	Cauthron, Samara	Residential Service Provider				No	No
7769568	Edmond, Enda	Involved Adult				Yes	Yes
6690702	Wiechman, Kandice	DCS case Manager				Yes	Yes

10 items per page 1 - 6 of 6 items

Add Delete

You can now see that everyone was present at the staffing and that appeal rights were given. If the FSW actually gave the recipients a handwritten NOA at the conclusion of the CFTM, they would have also let you know this and you would add yes under the NOA Given section.

The FSW did give you this information and you entered yes under NOA Given and the Date Given was the date of the CFTM where this decision was made. If you hit apply, it will save your data and stay on this page, if you hit save, they system will take you back to Margit's Home Screen Page.

YOU HAVE NOW COMPLETED YOUR NOA and the NOA unit in Central Office will receive notice that a Placement NOA was generated for Margit on the date of the placement change. Their role is to mail out NOA's to all of the appropriate involved adults that were not given one at the CFTM and for those in which a CFTM was not held but a placement change occurred.

For information on how to generate/process NOAs from a CFTM, please refer to the 'Generating NOA via CFTM' document.

You have completed this storyboard