

TFACTS On-Line Help: Strengths

Strengths may only be added/updated from a source activity. Source activities are those actions that take place during casework where a child and family's strengths, needs and action steps are identified. Examples are CFTMs, Consultations, Collateral Contacts, External Assessment, and Immediate Protection Agreements. Source activities may be created by selecting the appropriate value from the **Quick Actions** list.

NOTE: To add a Strength, the source activity status must be **'In Progress'**.

From the **Strength and Needs** section of the source activity i.e., CFTM, Consolation, Collateral Contact

- **Add Strength** – the following fields are required.
 - Click **Add** and select **'Strength'** from drop-down list – the **Add Strength** screen displays
 - Select **Concerned Person** from drop down – at least one: if multiple persons are selected, TFACTS will automatically create a separate Strength record for each person. The list of **Concerned Persons** is derived from the persons in the **Team Members** section
 - **Begin Date** – may not be a future date
 - **Category** – select one from drop down
 - **Initial Description** -enter description of strength – this is what will display for the strength
 - Click **Save** to save the action step, click **Cancel** to delete or click **Save & Add Another** and TFACTS will automatically generate another **Add Strength** screen.

If saved, the CFTM screen is returned, and the new strength will display.

NOTE: TFACTS is designed to allow Strengths to be added to multiple Concerned Persons at the same time. A Strength may be literally the same for all Concerned Persons, or they may be different (individualized) for each.

- If the Strength being added is the same for all selected Concerned Persons, avoid re-entry of Strength information by completing all elements of the Strength before clicking Apply or Save. This will create a separate Strength record for each Concerned Person.

➤ **View Strengths**

Strengths may be viewed from the **Electronic Case File (ECF)** and from within a source activity record. To view a Strength from the ECF:

- Navigate to the **Person Home Page** for the youth
- The Strength may display in the list at the bottom of the screen but if not, click the **+more** link: the ECF search screen will display
- **Event Type** drop down- select **Strength**
- Click **Search**; all Strength records will display
- Click **select** to view the desired Strength - the **Strength History** screen will display the strength and indicate **'Where Update Occurred'** (meaning what source activity the strength was documented or updated)
- Click the "source activity" to view the source and strength details

➤ **Correct Strength Details**

Only Strength records with status of **'Pending'** may be corrected. While the Strength is in **'Pending'** status, it may not be viewed, or updated from any source activity other than the source from which it was created. All elements of the Strength record may be updated except for the Concerned Person field

- Access the Strength record to be updated via the ECF or from the source activity record
- Click the Strength row to review the information and make necessary corrections
 - TFACTS automatically saves the information entered when moving from one strength to another

TFACTS On-Line Help: Strengths

- Clicking **Apply** or **Save** will also save updates to the Strength but will also cause the Strength card to collapse or close. Auto-save allows the Strength to remain open if needed.

➤ Review/Update Strength

Only Strength records with status of '**Open**' may be reviewed/updated.

- Access the Strength record to be reviewed/updated via ECF or from the source activity record
 - Once a Strength record is in '**Open**' status, it may be accessed from any source activity record for that person.
 - Reviews are not limited to the same source activity record, i.e., the strength is entered in a CFTM but may also be reviewed/updated in a consultation.
 - A review may only be entered in a new source activity record of any type but may not be entered via any source activity record that is in '**Completed**' status, including the source activity where it was created.
- Click the Strength to display the information; there will be two tabs enabled
-  - Strength info - read only information
-  - Review - enter necessary information for current review of strength
 - **Update**
 - **Review End Date** - conditionally required if ending the **Strength**
 - **Review Status**
- Change Review status to '**Completed**' when all review info has been entered

➤ Delete Strength

Only Strength records with status of '**Pending**' may be deleted

- Access the Strength record to be deleted via ECF or from the source activity record
- Click the Strength row to display the information
- Click the **blue trashcan**  to delete the Strength (right to corner of strength record)
- Click **OK** to confirm and delete the Strength
- Click **Cancel** to cancel the delete action

➤ Mark Strength in Error

Only Strength records with status of '**Open**' or '**Closed**' may be marked in error.

- Access the Strength record to be marked in error via ECF or form the source activity record
- Click the Strength row to display the information
- Click the **blue !** in right corner of Strength to mark the Strength in error
- Click **OK** to confirm and mark the strength in error
- Click **Cancel** to cancel the action

Items that have been marked in error may only be viewed/access from the ECF when the '**Created in Error**' events box is checked.