

**Program and Operational Changes Supported by CONNECTIONS  
Impact Analysis: CPRS General**

**Subject:** CPS Investigation

**Functional Area:** CPRS General

**Brief Description of Current Function/Process:**

The Child Protective Record Summary provides demographic information and investigative findings in one place in the Investigation Stage. It is a single window with multiple file tabs that allows workers to access, view and print CPS information easily. It is a way for workers to easily navigate through the various windows in the Investigation stage.

**What Remains the Same:**

- The CPRS tab structure continues to provide a way for workers to easily navigate through the various windows within the Investigation stage.
- There will still be some tabs which are view only and others which allow for access to a window in which data may be entered.
- Some work will still need to be completed through the tasks on the Task List for the stage.

**What is New or Changed:**

- There are a number of new tabs in the CPRS. The Safety Assessment task has been removed from the Task List and will be a tab in the CPRS. From this tab, workers will be able to create/view the Safety Assessments for the stage. There is a Risk Assessment Profile tab through which workers may create/view the Risk Assessment Profile for the stage. There is also a Progress Notes tab through which workers may create/view the Progress Notes for the investigation.
- The Notes tab has been renamed “Local Protocol.” This is only available for investigations within districts that have submitted a local template (ACS, Delaware, Erie, Putnam, and Schoharie). This tab will be disabled for districts without a local template. The local templates will no longer contain a section for Progress Notes since all Progress Notes should be entered in the new Progress Notes window.
- The Supportive District Notes tab has been deleted from the CPRS. The supportive district workers will record their Progress Note in the Progress Note window accessed through the Progress Notes tab.
- The Supervisor Review/Comments tab has been deleted from the CPRS. Supervisors will record their comments and reviews in the Progress Notes window accessed through the Progress Note tab.
- The Generate Report button replaces the Print All button on the footer in the CPRS. The print functionality has been expanded to include the option to print the information for the entire CPRS or specific tab(s).

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- There is a new view only Approval Status window in the CPRS. The Safety Assessment, Risk Assessment Profile and Investigation Conclusion will each have an Approval Status button through which a worker can navigate to the Approval Status window to check the status of the approval.
- Build 16 ease of use enhancements have streamlined the copy/paste functionality allowing workers to more easily copy/paste between the narrative fields of the Safety Assessment, RAP and Progress Notes. Note that this can only be done within the same stage in the RAP and Safety Assessment.
- The background of each CPRS tab has been augmented so that additional case information is always visible. Some of the additional information is district specific i.e. CD in NYC.

**Implications/Considerations:**

**System**

- The enhancements to the CPRS will provide the workers with the ability to perform additional tasks from the CPRS rather than from the Task List.
- Because CPS cases may have multiple intake and investigation stages, some cases could contain both implemented and Pre-Build 16 Investigation stages. Therefore, the display and function of the CPRS in these stages will be different. This could also be true for different INV stages on a worker's caseload, depending on whether the stage opened prior to or after Build 16 implementation.
- Workers will have more options regarding the printing of information in the CPRS and whether to use the Generate Report button on the CPRS or the print capabilities within some of the windows. For example, when the worker prints the Progress Notes through "Generate Report," all of the Progress Notes for the stage will be printed. If individual notes are needed, workers should use the print functionality found within the Progress Notes tab.

**Program**

- None to note

**Recommendations/Next Steps:**

1. Review/revise procedures for printing information from CPRS.
2. Initiate an effort to clean-up any overdue determinations prior to Day 1 of Build 16 in order to reduce the number of Pre-Build 16 Investigation stages on CPS staff workloads.