

12/5/13

CONNECTIONS Clue: Can't Create a CCR for Freed Child?

A child on my workload has been freed and I'm trying to create a CCR, but I'm getting an error message. Is there a workaround?

In short, yes. This is a common issue – but does have an easy solution!

In the FSS:

1. Navigate to the Tracked Child Detail window (FASP tab>Tracked Children button>Placement Information tab).
2. Highlight the child's name to reveal the CCRS/CONNECTIONS Placement Data.
3. Click the View/Edit button.
4. Write down the information in the CONNECTIONS Information on the right side of the screen (You'll need this information in a later step).
5. Click the Delete button.
6. Click the Save button.
7. Return to the Placement Information window and click the checkbox to completely free the child and create the CCR.

BE SURE ALL THE NECESSARY STEPS HAVE BEEN COMPLETED BEFORE RECORDING THE CHILD AS FREED (See box to the right)

In the newly created CCR:

8. Repeat steps 1-3 above.
9. Re-enter the placement information on the CONNECTIONS side of the window.
10. Click the Save button.



BEFORE CREATING THE CHILD CASE RECORD

- ✓ *Be sure all Casework Contacts & progress notes relating to the child have been entered in the FSS.*
- ✓ *Make sure any Service Plan Review documentation involving the child is complete.*
- ✓ *Check to be sure no FASP or Plan Amendment is in pending status.*
- ✓ *Check to be sure all PHRs for the child are in Final status.*
- ✓ *Be sure required AFCARS information has been entered on the Placement Information and Removal Information tabs in the Tracked Child Detail window of FASP module.*
- ✓ *Verify that the WMS case linked to the Family Services Stage is in "No Pend" status.*
- ✓ *Verify that CCRS legal, movement and adoption activities are up to date.*