

10/9/13

CONNECTIONS Clue:

Got a new FSS on your workload?

*Take 10 minutes now and save yourself time and aggravation later!*



Doing some basic Data Maintenance now can save hours of “catch up” prior to a report Due Date! Making a habit of these simple steps every time a new FSS Stage is assigned to you ensures that data is correct and up to date for the children in your care - *and* maintains your ability as the worker to access all areas within the case you need to complete.

- ✓ Review all demographic information for all members on the **Stage Composition tab**. Make sure contact information is up to date. Complete any missing information, including race/ethnicity information.
- ✓ Check each child’s **PPG/Program Choice** (FASP tab>Tracked Child button>PPG/Program Choice tab) to be sure it is accurate so the correct version of the FASP is launched.
- ✓ **Associate yourself** to the child(ren) you are responsible for (FASP tab>Tracked Child button>Associate Worker tab). This will allow you to access and complete all goals and scales for the appropriate child(ren).

**Note:** Case Worker access is only available until the Case Planner Summary is launched and saved. If you are the Case Planner *be sure everyone has finished their contributions* before launching the Case Planner Summary. There is no need to juggle roles from worker to worker to complete the FASP. This causes unnecessary delays in processing time and results in overdue reports.

- ✓ Make sure **Placement Information** is up to date and accurate (FASP tab>Tracked Child button>Placement Information tab). Note: Upstate Agency staff cannot update CCRS Placement information, so contact the Case Manager about any inaccuracies as soon as possible.
- ✓ Make sure your Agency is designated as **Health Responsible** so you can enter health information immediately. Case Managers and Case Planners (or those with access to their workloads) can designate Health Responsibility.
- ✓ Enter school/vocational information on the **Education tab**. School years run from August through July. Education information should be entered by October 1<sup>st</sup> of each year or whenever a child enters a new education program or school district. Be sure to add a new entry, not modify the existing one to preserve the education history.