

Benefits to LDSS

- Supervisors have easy access to unit's case information
- Can monitor unit workload
- Assign & Reassign cases online
- Alerts can lead to better compliance with timeframes

Benefits cont...

- Ability to search the database for existing case records
- Produce reports
- Gather Statistics
- Approve and sign-off on cases online

Benefits to OCFS

- **Will have statewide information on scope of PSA program**
- **Can evaluate need for specialized training or technical assistance to districts**
- **Better able to advocate for PSA on state and national levels**

Entering Existing Cases

- All currently opened cases must be entered into the system by the time the next Review/Update is Due

Requirements for Current Caseload

- You must enter the original intake (3602-A)
- The original Assessment/ Services Plan (3602-B)
- The most recent Review/Update (3603)
- Remember to edit the date field to reflect the actual dates on the original forms

- <http://sdssnet5/>
- Select OCFS on map of NY


