The purpose of this tip sheet is to make you aware of some changes regarding Outcome and Activity (O&A) blocks that are a result of Build 18.9. Prior to the implementation of Build 18.9, Service Plan edits that require workers to address O&A blocks carried from the previous FASP were not enforced; this issue was corrected in Build 18.9. The ability to delete an O&A block that was created in the current In-Process FASP was also added in Build 18.9.

Step-by-Step Instructions

Updating Outcome and Activity Blocks

Outcome and Activity Blocks that are carried forward from previous FASPs contain the information recorded at the time the FASP was approved. When O&A Blocks are carried forward from one FASP to the next, the Level of Outcome Achieved and related comments do not carry forward with the block. The achievement level for each block must be re-evaluated and re-recorded for each new FASP until the block is marked with a status of either "Achieved" or "Discontinued." If the O&A Blocks carried forward from the previous FASP had a status of "New" in the previous FASP, the **O&A Status** field must be updated. If a worker is updating an O&A Block that s/he did not create, the new worker's name and ID are saved on the O&A Block.

Updating an Outcome and Activity Block

1. On the *Service Plan* window, click on the box to the left of the Outcome and Activity Block that you want to modify or view.

2. Click on the **O&A Block Details** button.
   The Outcome and Activity window displays with the previously recorded information.

3. Make changes to any field, as necessary.

4. Click on the drop-down arrow for the **O&A Status** field and select a status from the resulting list.
   This field is disabled for a new O&A Block.

5. Click on the drop-down arrow for the **Level of Outcome Achieved** field and select from the resulting list.
   If you selected "Minimal or No Change" or "Problem/Concern Worsening", the following message displays: "A comment is required at this level of outcome." This field does not display for a new O&A Block.

6. Click on the **Comments** button.
   The Level of Outcome Activity Achievement window displays.

7. Record specific and concise comments that describe the facts supporting the conclusion.

8. Click on the **OK** button.
   The Outcome and Activity window displays.

9. Click on the **Save** button.

10. Click on the **Close** button.

Deleting an Outcome and Activity Block

With the implementation of Build 18.9, you will be able to delete an O&A Block that was created during the current In-Process FASP. If an O&A Block is carried over from a previous FASP, you will not be able to delete it. For example, if you are working on the Reassessment FASP and select an O&A Block that was added during the Comprehensive FASP, you will not be able to delete it because the block was added during a previous FASP (refer to "Updating an Outcome and Activity Block").

Deleting an Outcome and Activity Block

1. On the *Service Plan* window, click on the box to the left of the Outcome and Activity block that you want to delete.

2. Click on the **Options** menu and select the **Delete O & A Block** command.
   The following message displays "The selected O&A block will be deleted from the Service Plan. Do you wish to continue?"

3. Click on the **Yes** button.
   The selected O&A block is deleted from the Service Plan and the Service Plan window is refreshed and remains open.

   *Clicking the **No** button closes the message window. No information is deleted from the Service Plan and the Service Plan window remains open.*

If you need assistance performing any of the functions on this guide, please talk to your supervisor or contact the Enterprise Help Desk. The Enterprise Help Desk is staffed 24 hours a day, seven days a week. You can contact the Enterprise Help Desk at: 1-800-NYS-1323 (1-800-697-1323)