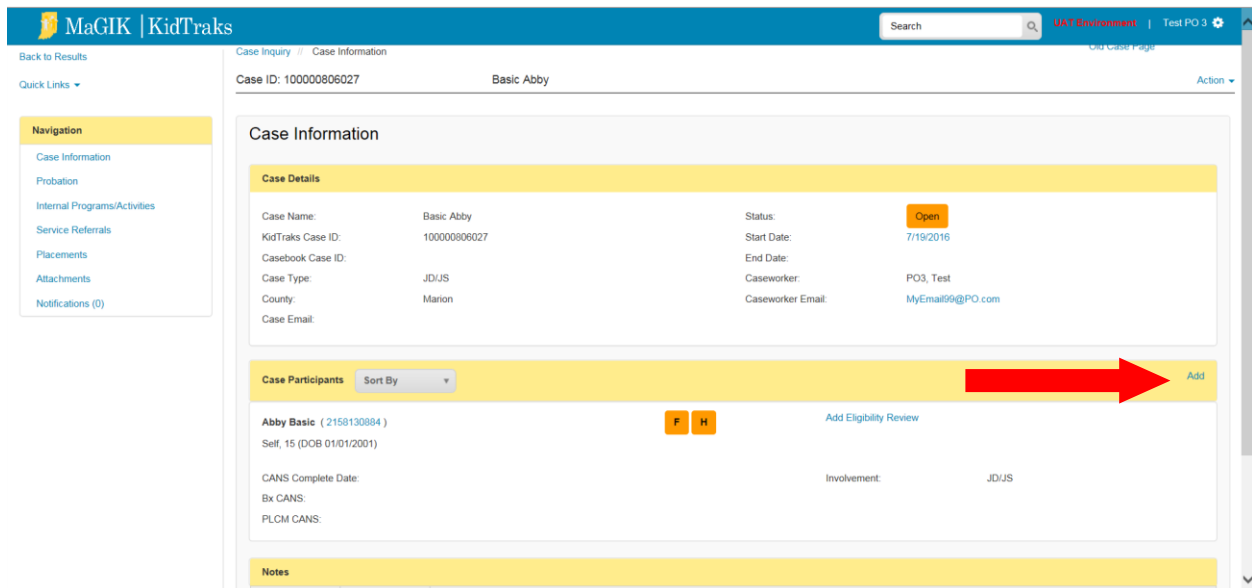
	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 1: Services	Effective Date: 9/30/2016
	Section 3: Adding Case Participants	Version: 1

PROCEDURE

For service cases, all persons who will be participating in the service(s) need to be added as Case Participants. If the service is for the child only, at least one parent/caregiver needs to be added so that service providers can contact the parent/caregiver. For placement cases, all members of the household at the time of removal need to be added as Case Participants. To add participants, click on the blue “Add” on the right side of the Case Participants Section. This activates the Person Wizard and opens the “Search Person” section.



Potential case participants are identified in the grid below the “Person Search” grid. These are identified from past relationships with the focus child. Choose from one of these or use the search function to search for case participants. If the search returns a match, add the person to the case by clicking “Select this Person” in the upper right corner of the expanded demographics box.

Use the same diligent and thorough search process described under “Search for a Youth” to determine if a case participant has an existing person profile or if a

new one needs to be created. This will help to reduce the number of duplicate person profiles.

KidTraks
Indiana Department of Child Services

Source: Probation Source ID: 100000806027 Current User: Test PO 3
Case County: Marion Description: Basic Abby

Search Person Demographic Information Address Information Confirmation

PERSON SEARCH

First Name: Mom Middle Name: Last Name: Basic Suffix: Search By: Soundex
Legacy Person #: SSN: DOB: [M]

Search Clear Cancel

SEARCH RESULTS

1 Record(s) Found. If your person is not listed, you might try expanding your search.
Once you are satisfied the person does not already exist in MaGIK, use the "Create New Person" button to create a new participant

Person ID	Person Name	DOB	SSN	Gender	Magik ID	Involvements
	Basic, Mom			F		1

Create New Person

If the family member is not found, you go to the next step of adding them by clicking "Create A New Person" located on the lower right side of the Search Results box.

KidTraks
Indiana Department of Child Services

Source: Probation Source ID: 100000806027 Current User: Test PO 3
Case County: Marion Description: Basic Abby

Search Person Demographic Information Address Information Confirmation

PERSON SEARCH

First Name: Mom Middle Name: Last Name: Basic Suffix: Search By: Soundex
Legacy Person #: SSN: DOB: [M]

Search Clear Cancel

SEARCH RESULTS

0 Record(s) Found. If your person is not listed, you might try expanding your search.
Once you are satisfied the person does not already exist in MaGIK, use the "Create New Person" button to create a new participant

Person ID	Person Name	DOB	SSN	Gender	Magik ID	Involvements
There are no records to display						

Create New Person

When an existing person profile is selected or if creating a new person profile to add as a Case Participant, four questions appear above the Demographic Information. All are required fields to proceed.

The screenshot shows the IN.gov interface for adding a case participant. At the top, there is a header with the IN.gov logo and the Indiana Department of Child Services logo. Below the header, there is a navigation bar with four tabs: "Search Person", "Demographic Information", "Address Information", and "Confirmation". The "Demographic Information" tab is currently selected. Below the navigation bar, there are four questions circled in red:

- When did this person become a case participant?*
- Does this participant live in the household?*
- Is this participant a caregiver?*
- How many members is related as [dropdown] to Basic Abby*

Below these questions is a section titled "DEMOGRAPHIC INFORMATION" with various input fields for personal details:

- First Name:*
- Middle Name:
- Last Name:*
- Suffix:
- SSN:
- SSN Verification:
- DOB:
- Age:
- DOB Verification:
- Date of Death:
- Death Verification:
- Gender:*
- Citizenship Status:*
- Citizenship Verification:*

When did this person become a case participant? This question is asking when the person joined the case. If the case participant is being added at the same time the case is being created, use the first day of the month in which services will start or the first day of the month in which removal occurred. If the case participant is being added to an existing active case, use the first day of the month that they joined the case.

Does this participant live in the household? A "Yes" response triggers the HHM (Household Member) identifier and the address that was entered for the focus child will be the same for the case participant. The date will default to the date that the person became a case participant. It can be modified to an earlier date if the actual date that the family began residing at the address is known. If the case participant is joining the household later – after the case was created – use the actual date that the person began residing at that address.

A "No" response means that the person does not reside in the youth's household. A separate address will be added for this person in the next screen. The address begin date should be the first day of the month in which services will start or the first day of the month in which removal occurred, unless the actual date is known.

Is this participant a caregiver? A "Yes" response triggers the caregiver identifier. Any number of persons may be identified as "caregiver" to the youth, including case participants that are non-household members.

Relationship to Focus Child – select the relationship of the case participant to the focus child from the drop-down options.

The “Person Wizard” that is activated when adding Case Participants is similar to the “Person Wizard” used when creating the focus child and case. However, there are only three sections: Demographic Information, Address Information and Confirmation. Movement through the sections is the same and the data is not saved until the PO clicks “Save” on the Confirmation section.

Address Information – Case Participants

For case participants who are household members, the address section will be auto-populated with the same address as the focus child. It cannot be edited. If an address for a HHM needs to be changed (i.e. the HHM moves out of the home), the HHM indicator question needs to be changed to “No” and then the participant’s address can be edited. The address begin date will be auto-populated to the same date identified that the person became a household member.

The screenshot displays the 'Address Information' section of the KidTraks web application. At the top, there are navigation links: 'Submit an Issue', 'Contact Us', 'Help', 'Log Out', and 'Welcome Test PO 3'. The main header includes the 'IN.gov' logo and the 'Indiana Department of Child Services' logo. Below the header, a navigation bar shows the current step: 'Address Information', with other steps being 'Search Person', 'Demographic Information', and 'Confirmation'. The 'Source' is 'Probation Marion' and the 'Source ID' is '10000806027'. The 'Description' is 'Basic Abby' and the 'Current User' is 'Test PO 3'. The 'Address Information' section is highlighted in yellow and contains the following fields: 'Select a known address:' (a dropdown menu), 'Address*' (text input with '12345 Jupiter Drive'), 'City*' (text input with 'Fort Wayne'), 'State*' (text input with 'IN'), 'Postal Code:' (text input), 'Country:' (text input with 'USA'), and 'Begin Date*' (text input with '1/1/2016'). There are 'Previous' and 'Next' buttons at the bottom of the form.

For case participants who are non-household members, the address information will need to be entered. If the participant already existed in the system, their previous address will auto-populate with the “Begin Date” reflecting when this address was created in the system. Both the address and the “Begin Date” can be modified if the case participant has a different current address. The modified “Begin Date” should be completed based on the first day of the month in which in which the service referral will start (for service cases) or the first day of the month in which the child was detained/removed (for placement cases), unless an earlier date is known.

Confirmation Page – Case Participants

After all data has been entered and verified, click “Save” in the lower, right corner and the person will be added to the case as a Case Participant. **Exiting this page prior to clicking the “Save” button will delete all data.**

Case County: Marion Description: Basic Abby

Search Person Demographic Information Address Information Confirmation

DEMOGRAPHIC INFORMATION Edit

When did this person become a case participant?:* 1/1/2016
Does this participant live in the household?:* Yes as of 1/1/2016
Is this participant a primary caregiver?:* Yes
Relationship:* New member is related as parent to Basic Abby

First Name:* Mom Middle Name: Last Name:* Basic Suffix:
SSN: SSN Verification:
DOB: Age: DOB Verification:
Gender:* Female Citizenship Status:* US Citizen (by birth)
Citizenship Verification:* Birth Certificate
Home: Cell: Work: Other:

ADDRESS INFORMATION Edit

Address:* 12345 Jupiter Drive
City:* Fort Wayne State:* IN Postal Code:
County: Country: USA Begin Date:* 1/1/2016
What is the Family Structure of this household?:* Married Couple

Previous Save

Once the case participant's data is saved, the person appears on the Case Information page.

MaGIK | KidTraks Search UAT Environment Test PO 3

Case Inquiry // Case Information

Case ID: 10000806027 Basic Abby Action

County: Marion Caseworker Email: MyEmail99@PO.com

Case Email:

Case Participants Sort By Add

Abby Basic (2158130884) Self, 15 (DOB 01/01/2001) CANS Complete Date: Bx CANS: PLCM CANS:	F H	Add Eligibility Review
Mom Basic (2158130885) parent, (DOB Unknown) CANS Complete Date: Bx CANS: PLCM CANS:	H C	Add Eligibility Review

Notes

Date	Type	Details
Page 0 of 0 10 items per page No items to display		