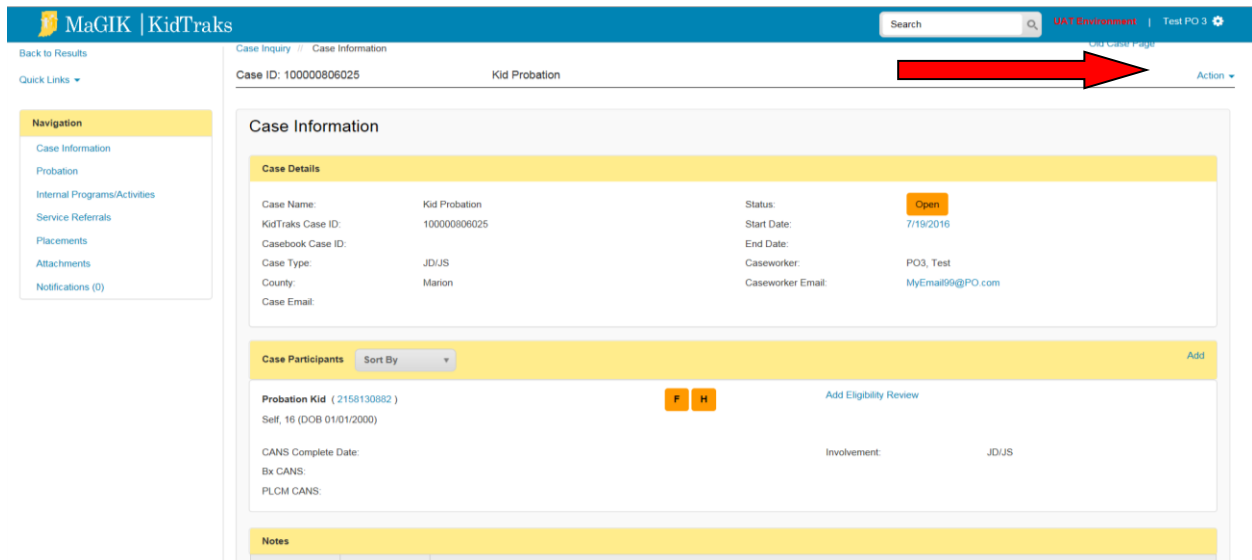
	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 1: Services	Effective Date: 9/30/2016
	Section 4: Service Referral in Kidtraks	Version: 1

PROCEDURE

Creating a Referral for Services

The first step for creating a referral for services is to log into Kidtraks. Select the case you want to refer services for, then navigate to the ‘Action’ drop down at the top right of the screen. From the drop down box, you would select “ Add New Service/ Activity”.



The screenshot displays the MaGIK | KidTraks interface. At the top, there is a search bar and environment information (UAT Environment | Test PO 3). The main content area shows 'Case Information' for Case ID: 10000806025, which is a 'Kid Probation' case. The 'Case Details' section includes fields for Case Name, Case ID, Casebook Case ID, Case Type, County, Case Email, Status (Open), Start Date, End Date, Caseworker, and Caseworker Email. Below this, the 'Case Participants' section lists 'Probation Kid (2158130882)' with 'F' and 'H' status indicators and an 'Add Eligibility Review' link. A red arrow points to the 'Action' dropdown menu in the top right corner of the case information section.

MaGIK | KidTraks

Search [] UAT Environment | Test PO 3

Case Inquiry // Case Information

Case ID: 10000806025 Kid Probation

Case Information

Case Details

Case Name:	Kid Probation	Status:	Open
KidTraks Case ID:	10000806025	Start Date:	7/19/2016
Casebook Case ID:		End Date:	
Case Type:	JD/JS	Caseworker:	PO3, Test
County:	Marion	Caseworker Email:	MyEmail09@PO.com
Case Email:			

Case Participants Sort By [] Add

Probation Kid (2158130882)	F H	Add Eligibility Review
Self, 16 (DOB 01/01/2000)		
CANS Complete Date:		Involvement: JD/JS
Bx CANS:		
PLCM CANS:		

Notes

https://magikuat.dcs.in.gov/Financials/Case_Mgmt/ServiceReferral/AddServiceReferral?Case_ID=10000806025&type=ServiceActivity

This screen will appear. This is the referral wizard. You would select. "I'd like to create a standard service referral".

MaGIK

Search [] UAT Environment | Test PO 3 | Sign Out


Case Name: 10000806025 - Kid Probation (click to view case information) Status: Open

Case Type: JD/JS Case County: Marion

Create Date: 7/19/2016 9:30:02 AM Created By:

I'd like to create a standard service referral
 Create PPS Referral
 Create YCP Referral

Cancel Proceed



The next screen will ask you to verify the address of the youth and/or case participants.

Referral Wizard:

Session

Select County: Marion

Source: Probation

Source ID: 100000896025

Description:

Case County: Marion

Current User: Test PO 3

For those checked, please verify their current addresses below. If any need updated, please exit the Referral Wizard and correct the addresses before entering the referral. Note: If a child is in a placement, the address displayed will be the address of the placement.

Referred Persons	Role	Birth Date	Age	Bx Health CANS	Interpreter Services
<input checked="" type="checkbox"/> Probation Kid (CB ID: KT ID: 2158130882) 1234 Milky Way Lane, Indianapolis, IN	Child	01/01/2000	16		<input type="checkbox"/>

Continue Cancel

Click on the type of service you would like to refer. For this example, we will be referring home based services.

Referral Wizard:

Session

Please select from the following services: Potential Participants Exit Wizard Finish

Pending Items

Quick Search:

Select County: Marion

Source: Probation

Source ID: 100000641299

Description:

Case County: Marion

Current User: Test PO 3

No items..

- MRO Assessment for Eligibility**
Do the parents need assistance to manage the behavioral health care needs of one or more of the children? MRO services are Medicaid services provided in the community or family's home in order to meet the behavioral health care needs of the child. Home based services are included as well as other services for the parents to learn to meet the needs of the child. Click here to send the child(ren) for an assessment for MRO services.
- Home Based Services**
Does this family need home based services to improve family functioning? Click here to find out about the array of home based services available.
- Counseling, Psychological or Psychiatric Services**
Are there members of the family who need counseling? Do you think that a psychological, intellectual, or emotional problem is contributing to the behavior of an adult or child? Is that problem interfering with the adult's ability to parent? Click here to find out more about psychological and psychiatric services.
- Drug Screens and Treatment for Substance Use Disorders**
Do you suspect someone in this family has a substance abuse problem? Click here to see services available to treat addictions.
- Domestic Violence Services**
Has there been an incident of DV with this family? Domestic Violence Intervention Services are services that would need to be implemented if there has been a history or pattern of assaultive or coercive behavior. It includes physical, sexual, or psychological attacks as well economic coercion with an adult or adolescent in an intimate relationship. Services include those for batterer, victim and child. Click here to find out more about treatment options for those affected by...

Select the participants for services. Use the drop down box to select the provider and enter any special instructions for the provider. It is helpful to enter the contact number for the caregiver/parent.

MaGIK | KidTraks UAT Environment | Test PO 3 | Sign Out

Referral Wizard:

Session Home Based Services - Home Based Therapy

This service is provided by a Master's level person and focuses on providing family centered therapeutic services in the home. Visitation Supervision can be provided under this service.

Select County: Marion

Source: Probation

Source ID: 100000641299

Description:

Case County: Marion


Current User: Test PO 3

Enter Service Dates: Service Start Date 07/31/2015

Is this referral for reports and court testimony only? Yes No

Please select the household members being referred for services and the family's intensity need level.
If you are referring two households you should complete two referrals.

<input type="checkbox"/>	Referred Persons	Role	Birth Date	Age	CANS
<input checked="" type="checkbox"/>	Probation Kid	Child	07/13/1999	16	
<input type="checkbox"/>	Probation Parent A	parent	03/13/1972	43	
<input type="checkbox"/>	Probation Parent B	parent	07/13/1970	45	

Select the provider from one of the following:
 ASPIRE INDIANA INC 

Please enter any special instruction for the provider related to this family:

Please contact Probation Parent A at 111-222-3334. Probation Parent A works 8-5pm Monday through Friday. The child is in school from 7-3pm.

In the special instructions field, please include the following information to assist the provider. The following information is helpful to include to the provider:

- Frequency/Duration of contact
- Court orders
- Medical Issues
- Medications
- Background Information (previously charged with _____. Previous DCS/Probation case for _____)
- Who can visit
- Who cannot
- Safety Issues

Select Save after completing the referral. This will take you back to the home screen where you will select Finish.

Referral Wizard:

Session: Home Based Services ? **Finish**

Select County: Marion

Source: Probation

Source ID: 100000641299

Description:

Case County: Marion

Current User: Test PO 3

Homemaker
This service is provided by a paraprofessional (without a degree) person and focuses on assisting the family with learning how to meet their basic needs, such as home management, basic parenting, transportation, child nutrition, and child development. Visitation Supervision can be provided under this service.

Home Based Casework Services
This service is typically provided by a bachelor's level person and focuses on the assisting the family with more complex needs, such as behavior modification techniques, managing crises, navigating service systems, and assistance developing and working toward long and short term goals. Visitation Supervision can be provided under this service.

Home Based Therapy
This service is provided by a Master's level person and focuses on providing family centered therapeutic services in the home. Visitation Supervision can be provided under this service.

1 Hour Crisis Response
These crisis services are for families who have children at imminent risk of removal. Imminent risk is defined as: Immediate threat of injury or harm to a child when no interventions have occurred to protect the child. The goal of this service is to resolve the immediate crisis, prevent removal of the child, and to transition and/or link the family to needed services.

Pending Items: [Home Based Therapy](#)

After selecting finish, you will be directed back to the Case Information page where it will show a referral is awaiting approval.

MaGIK | KidTraks

Search [] UAT Environment | Test PO 3

Quick Links

Case Inquiry / Case Information

Case ID: 100000806025 Kid Probation Action

Referrals for Approval (1)

Case Information

Case Details

Case Name:	Kid Probation	Status:	Open
KidTraks Case ID:	100000806025	Start Date:	7/19/2016
Casebook Case ID:		End Date:	
Case Type:	JD/JUS	Caseworker:	PO3, Test
County:	Marion	Caseworker Email:	MyEmail99@PO.com
Case Email:			

Case Participants Sort By [] Add

Probation Kid (2158130882) Self, 16 (DOB 01/01/2000)	F H	Add Eligibility Review	
CANS Complete Date:		Involvement:	JD/JUS
Bx CANS:			
PLCM CANS:			

Click “Approve” if you are ready to approve the referral or you can click “Review” if you would like to go back and review the referral again prior to approving it.

The screenshot shows the MaGIK | KidTraks interface. At the top, there is a search bar and user information: "UAT Environment | Test PO 3". Below this, the case ID "10000806025" and "Kid Probation" are displayed. A message states: "Action Required-The following referral(s) have not been submitted for approval".

The "Referrals" section contains a table with the following data:

		Date	Vendor Name	Service	Referred Persons	Delivery Method	Delete
Approve	Review	07/19/2016	ASPIRE INDIANA INC	HOME-BASED FAMILY CENTERED THERAPY SERVICES	Kid, Probation	Address On File	

Below the table, there are navigation controls: "Page 1 of 1", "25 items per page", and "1 - 1 of 1 items". A "Close" button is located at the bottom left of the referral section.

The final step is to click “Yes” and the referral has been created.

This screenshot is similar to the previous one, but it features a confirmation dialog box in the foreground. The dialog box has a yellow header with a warning icon and the text "Yes/No" and "Are you sure you want to approve this item?". At the bottom of the dialog box, there are two buttons: "Yes" and "No". A large red arrow points directly to the "Yes" button.

The background interface is dimmed, showing the same referral table and navigation controls as in the previous screenshot.