



Effective January 20, 2020

## New Process for Submitting Child Mental Health Wraparound Follow-up Incident Reports

### Completing the FUR

1. Beginning from your *WF Dashboard* in Tobi, scroll to the bottom of the page

WF Dashboard ▾

Active Participants ▾

2. Under the heading *Cases- Follow up Required*, you will see a list of all incident reports that require a follow up report. If this heading is missing or there is nothing listed under the heading, then you currently do not have any follow-up reports that are due.

Cases - Follow Up Required ▾

Search for records

Case Title ↑	Status Reason	IR Case Participant ID...	IR Case Wraparound Facilitator	FUR Submission Deadline
647 - Casey	Open - Requires Follow-Up		Trn1 1915I	12/14/2019
648 - Phenis	Open - Requires Follow-Up		Trn1 1915I	12/14/2019

3. Click on the incident report name for which you are ready to submit a follow-up report

Cases - Follow Up Required ▾

Search for records

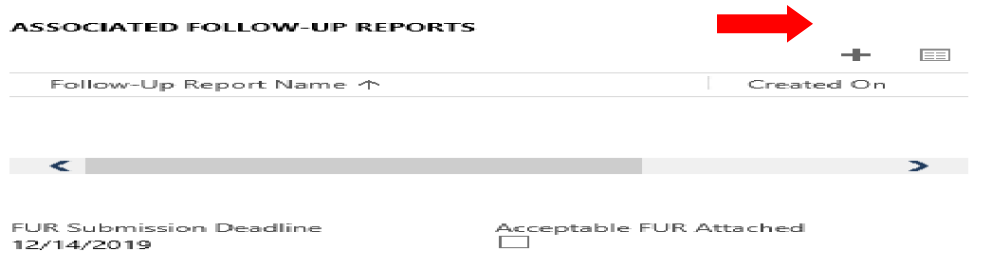
Case Title ↑	Status Reason	IR Case Participant ID...	IR Case Wraparound Facilitator	FUR Submission Deadline
647 - Casey	Open - Requires Follow-Up		Trn1 1915I	12/14/2019
648 - Phenis	Open - Requires Follow-Up		Trn1 1915I	12/14/2019

4. Once you click on the incident report name, the IR will open. At this time, you should review/re-read the initial IR that was submitted. This will help you be able to fully address, in the FUR, all the issues mentioned in the initial IR.



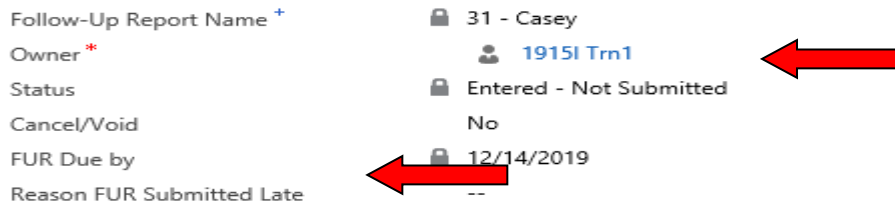
*Tip:* Follow-up is required in most instances because Department of Child Services involvement was mentioned in the initial IR. Please be prepared to address the status of DCS involvement in the FUR.

- Once you reread the initial IR and have gathered the necessary information, click the plus sign under the *Associated Follow-up Reports* section to begin the FUR. You may need to scroll over to see the plus sign. This section also shows you the date the FUR is due.



- Clicking the plus sign will open the FUR screen. The *General* section shows you the status of the FUR. Additionally if you are submitting the FUR late, you will be required to explain the reason for late submission.

#### General



The *Participant Data* and the *Reporting Information* sections, pull information over from the initial IR and in most cases should be completely filled in. However, if any information is missing please fill it in.

#### Participant Data

FUR Participant ID	52	FUR Participant ID Type	CMHW ID
Associated Case *	647 - Casey		
ParticipantLink	Casey		
Participant Last Name	Casey		
Participant First Name			
Follow-Up Incident Number	647		
Date Incident Occurred	11/13/2019		

#### Reporting Information

FUR Name Submitting	Trn1 19151
FUR Agency Submitting	Health Services -
FUR Agency Submitting Other	--
FUR Date Reported	1/7/2020
FUR Telephone of Person Submitting	7655555555
FUR Email of Person Submitting	teresa@roeing.com
FUR Number	31

The *Follow-Up Narrative* section is the main section that you will complete. This section has all the same questions from the previous FUR format and each question requires a response.

#### Follow-Up Narrative

Has this issue been addressed?  
**No**  
Please Explain  
--

What is the status of DCS Involvement?  
--

Was a CFTM held within 72 hours of the crisis? \*\*  
**No**  
Date of the CFTM  
--  
Was the Crisis Plan Updated?  
--

At this time you can disregard the *Historic Info* section. Nothing needs to be completed in this section. The *Validation Warnings* section lets you know the things that must be addressed before you can submit the report.

## ▶ Historic Info

## ◀ Validation Warnings

- 🔒 You must explain why the Follow-Up Report is late.
- You must give an explanation to Has the issue been addressed.
- You must answer what is the status of DCS Involvement.
- You must answer was the Crisis Plan updated.

### Submitting the FUR

1. Before you can submit the FUR, the validation warnings section must be blank. This means that you have addressed and responded to each of these questions.

## ◀ Validation Warnings

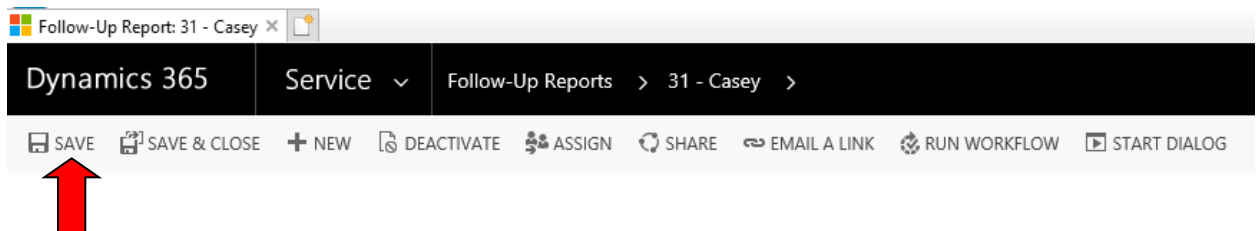


2. To submit the report, scroll back to the *General* section at the top of the form. Now you will see the *Ready to Submit* line has appeared. This line only appears when all *Validation Warnings* have been addressed.

## ◀ General

Follow-Up Report Name +	🔒 31 - Casey
Owner *	👤 1915I Trn1
Status	🔒 Entered - Not Submitted
Ready To Submit	No 
Cancel/Void	No
FUR Due by	🔒 12/14/2019
Reason FUR Submitted Late	busy


3. Change *No* on the *Ready to Submit* line to *Yes*. Then click *Save* at the top of the page.



Warning: Clicking save automatically submits the report. So please be sure you have completed the FUR and are ready to submit. Clicking Save and submitting the report can not be reversed.

- You will know that the report has been submitted because the *Status* in the *General* section automatically changes to *Submitted*. In addition if you check under the heading *Cases-Follow up Required*, on your WF dashboard, you should see that a follow-up is no longer required for this IR.

◀ **General**

Follow-Up Report Name +	31 - Casey
Owner *	1915I Trn1
Status	Submitted 
Ready To Submit	Yes
Cancel/Void	No
FUR Due by	12/14/2019
Reason FUR Submitted Late	busy

Cases - Follow Up Required ▾

Search for records

Case Title ↑	Status Reason	IR Case Participant ID...	IR Case Wraparound Facilitator	FUR Submission Deadline
648 - Phenis	Open - Requires Follow-Up		Trn1 1915I	12/14/2019

- You have now completed all the steps necessary to complete the FUR!!!

### Additional Tips

- If you are not able to complete the FUR in one sitting, you may save your work and finish it at a different time.
- To do this simply click on the IR you were working on under the *Cases -Follow-up Required* at the bottom of your *WF Dashboard*. The IR will still be listed here because the FUR has not yet been submitted.

Cases - Follow Up Required ▾


Search for records 🔍

Case Title ↑	Status Reason	IR Case Participant ID...	IR Case Wraparound Facilitator	FUR Submission Deadline
<a href="#">647 - Casey</a>	Open - Requires Follow-Up		<a href="#">Trn1 1915I</a>	12/14/2019
<a href="#">648 - Phenis</a>	Open - Requires Follow-Up		<a href="#">Trn1 1915I</a>	12/14/2019

- When the FUR screen opens up instead of clicking on the plus sign, you should see the FUR that has been started. You will click on this FUR and then complete the rest of the process described above.

**ASSOCIATED FOLLOW-UP REPORTS**

+ ☰

Follow-Up Report Name ↑	Created On
<a href="#">30 - Casey</a> 	1/7/2020 11:2

← ————— →

FUR Submission Deadline: 12/14/2019

Acceptable FUR Attached:

Warning: DO NOT click the plus sign when there is already a FUR that has been started. This creates multiple FURs for one IR and bogs the systems, creating additional work for all parties. Please always check to make sure no FUR that has been started before clicking the plus sign to begin a new FUR.