

## JARVIS Reference Table of Contents

	Page
LOGIN .....	1
MODULES.....	2
PAGE HEADER.....	3
Case Load .....	3
Reports.....	3
Alerts .....	3
GENERAL FEATURES .....	4
ERROR MESSAGES AND REQUIRED FIELDS .....	5
DASHBOARD.....	6
SEARCH .....	7
CREATE NEW INTAKE .....	9
HOUSEHOLD INFORMATION .....	11
HOUSEHOLD COMPOSITION.....	13
COLLATERAL.....	19
PERPETRATOR INFORMATION .....	22
ALLEGATION.....	23
ADDRESS WHERE ABUSE OCCURRED .....	24
INTAKE INFORMATION .....	25
ADDITIONAL INFORMATION.....	27
SYSTEM CHECKS .....	28

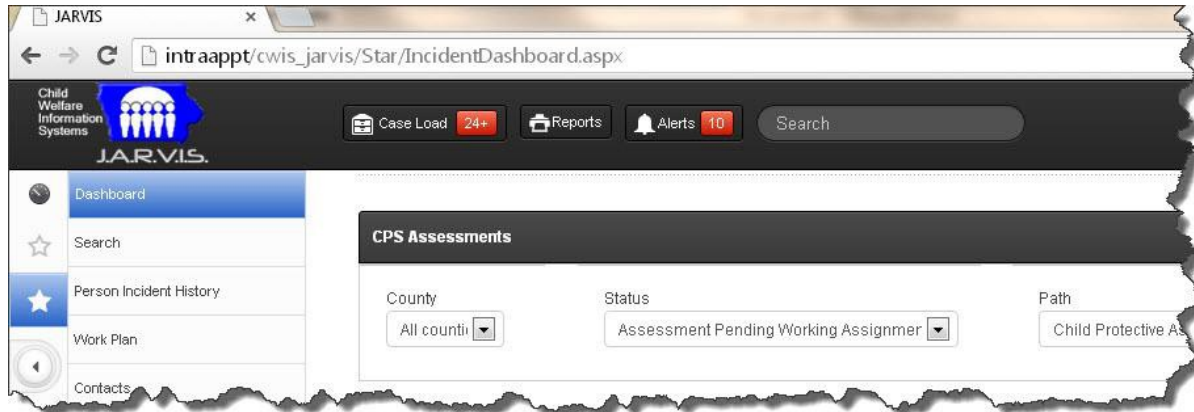
SPLITTING INTAKES.....	29
INTAKE DECISION (WORKER) .....	30
SUPERVISOR INFORMATION .....	36
Intake Supervisor Dashboard and Decision.....	36
CASE ASSIGNMENT .....	38
PRINTING INTAKE .....	39
ASSESSMENT.....	39
CONTACTS .....	40
PARENTAL NOTICES.....	41
DRUG TESTING .....	45
RISK ASSESSMENT.....	51
SAFETY ASSESSMENT .....	51
NO MORE STAT SCREENS .....	52
Child Subjects.....	52
ADDITIONAL ALLEGATION .....	53
RE-ASSIGN PATHWAY .....	54
FACTORS .....	56
ASSESSMENT DISPOSITION.....	59
OUTCOME NOTICES.....	60
CASE DISPOSITION .....	62
INTAKE DASHBOARD .....	63
ASSESSMENT DASHBOARD .....	64
WORK PLAN.....	65
ADDITIONAL INFORMATION.....	66
APPEALS .....	67

# JARVIS Reference

## LOGIN

The test site is accessed at this address: [http://intraappt/cwis\\_jarvis/](http://intraappt/cwis_jarvis/). The address is case sensitive. The site should open with the Google Chrome web browser. If it opens in Internet Explorer, you will know, because it will look pretty bad.

When you log in to JARVIS, you will see a screen similar to this:



There are different options on how to check the status of cases you are working on. See the picture of the drop down box below.

**Intakes in Progress**

County: All counties | Status: Intakes in Progress | Worker: Page, Ryan

10 records per page | Search:

Incident Nbr	Intake Date/Time	Intake Worker	Incident Date/Time	Intake Status	Child City	Child County	Reporter Name	Reporter Phone	
2013311005	11/7/2013	Ryan Page		New Intake		Cass	Anonymous Anonymous		Select
2013318009	11/14/2013	Ryan Page		Preliminary Acceptance	Johnston	Polk	TYLER TOMPKINS	515-770-4900	Select

Showing 1 to 2 of 2 entries | < Previous 1 Next >

## MODULES

JARVIS is divided into modules. The modules are on the far left. STAR is divided into two modules and are represented by the two stars on the far left side of the screen:



1. **STAR Intake** – Represented by the top star. All intake-related information is entered here. Once the intake is approved, the data is copied to the assessment module.
2. **STAR Assessment** – Represented by the bottom star. All assessment information including the final disposition and printing of the final reports happens here. Changes to data in the assessment module do not change the data in the intake module.

**Note:** The module you are in is indicated by the blue background. In this example, the assessment module is the active module.

## PAGE HEADER

There are several items in the page header that can be helpful to you.

### Case Load

- ❖ Case Load displays cases assigned to you. The number indicates how many cases are assigned to you. Clicking on the button will show you some details about those cases.
- ❖ This is context sensitive according to which module you are in.
  - If you are in the intake module, the case load count is the number of cases where you were the intake worker that have not received final supervisor approval yet.
  - In the assessment module, the case load will be the number of assessment cases assigned to you that have not been completed yet.
  - Clicking on a case in your case load will make that case your active case. When you click on a button that involves case specific information, then the case you selected from case load should be represented on that screen.

### Reports

There are currently no items in either STAR module for reports.

### Alerts

The JARVIS system generates many alerts. The number of unread alerts appears in the button. When you click on the alerts button, you will get a list of alerts. Click on an alert to see the details of the alert.

Once you view the details of the alert, you can mark it as read or delete it.

## GENERAL FEATURES

Here are some common buttons you will see throughout the system and what they mean.



This button is used to print. It is generally specific to the form you are working on. In the intake module, it will print the Intake form. On other pages, it is specific to the page you are on. For example, if you are on the Family Risk Assessment page, that is the form that will print. This is also how to view the intake document.



This button allows you to email a link to a specific page in JARVIS for a specific incident to another JARVIS user. Only the person you send the link to can click on the link and be taken to the page. The CWIS Help Desk does have the ability to open any link, so you can forward a link to them if you need assistance.



This button will display information regarding the CPS worker and the SWCM if there is an open FACS case. In the intake module, the CPS worker information will be regarding the worker who took the intake. In the assessment module, the CPS worker information will be the worker assigned to complete the assessment.

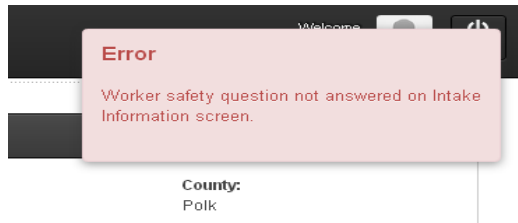


When this icon appears near the top of a page, it means there are worker safety concerns recorded in the Intake Information screen of the intake module or the Incident Information screen of the assessment module. If you click on the icon, it will take you to the worker safety concerns section of the screen they were entered on (depending on what module you are in). The worker safety concerns can be different from intake to assessment. For example, at intake the reporter states there is a big dangerous dog at the house. At assessment, the worker discovers the family does not have a dog. Or the reverse could happen too – at intake, there were no known concerns, but the assessment worker discovers that there is a big, dangerous dog.

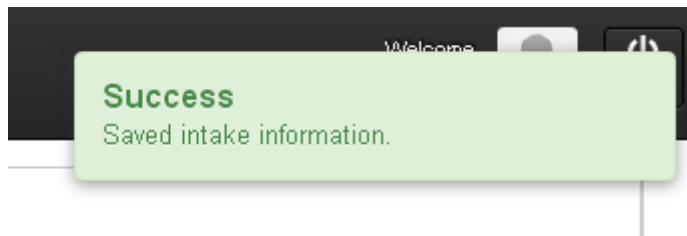
## ERROR MESSAGES AND REQUIRED FIELDS

Some screens have required fields. If you have not completed the necessary field, you will receive an “error” message on that screen and/or at the end of the intake sequence.

**Note:** To remove the error from your screen, close it by clicking on the X in the upper right hand corner.



If the screen and/or sequence is complete, you will receive a green “success” box.



# DASHBOARD

The screenshot shows the JARVIS STAR dashboard interface. At the top, there is a navigation bar with the JARVIS logo, a search bar, and a user profile for Ryan Page. Below the navigation bar is a sidebar menu with options like Dashboard, Create New Intake, Search, Household Information, etc. The main content area displays five summary cards for intake statistics: INTAKES TODAY (9), ACCEPTED INTAKES (2), REJECTED INTAKES (0), ACCEPTED TRADITIONAL PATH (0), and ACCEPTED FAR PATH (2). Below these is a section titled 'Intakes in Progress' which includes a table of active cases. The table has columns for Incident Nbr, Intake Date/Time, Intake Worker, Incident Date/Time, Intake Status, Child City, Child County, Reporter Name, and Reporter Phone. Two entries are shown, both with 'New Intake' status and a 'Select' button. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and there are navigation buttons for 'Previous', '1', and 'Next'. A 'Create New Intake' button is located at the bottom center of the dashboard area.

INTAKES TODAY	ACCEPTED INTAKES	REJECTED INTAKES	ACCEPTED TRADITIONAL PATH	ACCEPTED FAR PATH
9	2	0	0	2

Incident Nbr	Intake Date/Time	Intake Worker	Incident Date/Time	Intake Status	Child City	Child County	Reporter Name	Reporter Phone
2013311005	11/7/2013	Ryan Page		New Intake		Cass	Anonymous Anonymous	
2013318009	11/14/2013	Ryan Page		New Intake	Johnston	Polk	TYLER TOMPKINS	515-770-4900



# SEARCH

## How to Search

The screenshot displays the JARVIS (Child Welfare Information Systems) search interface. The browser address bar shows the URL `intraappt/cwis_jarvis/STAR/StarSearch.aspx`. The top navigation bar includes a search bar, a 'Case Load' indicator with a red '2', 'Reports', and 'Alerts' with a red '1'. The user is logged in as 'Ryan Page'.

The left sidebar contains a menu with the following items: Dashboard, Create New Intake, Search (highlighted), Household Information, Household Composition, Collateral Information, Perpetrator Information, Allegation, Address Abuse Occurred, Intake Information, Additional Information, System Checks, and Intake Decision.

The main content area is titled 'Search' and features three search sections:

- Search by Name:** Includes input fields for First Name, Last Name, Date of Birth, Social Security #, FACS Id, and Age. A Name Filter dropdown is set to 'All Persons'. There is a 'Use Soundex' checkbox and 'Search' and 'Clear' buttons.
- Search by Address Information:** Includes input fields for Address 1 and City. There are 'Search' and 'Clear' buttons.
- Search by Incident Number:** Includes an input field for Incident Nbr and a 'Search' button.

There are various ways to search for a person in the JARVIS Search Tab:

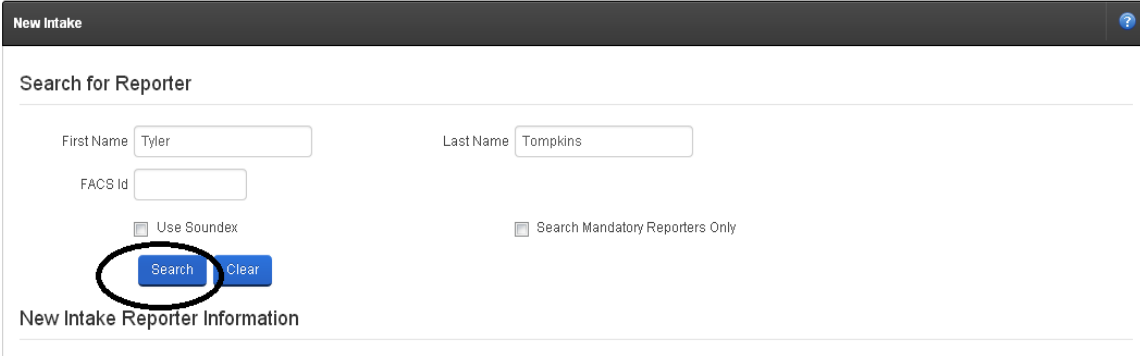
- ❖ We have the ability to look up by **First and Last name**. We also have the ability to look up partial names.  
I.e., Jo Smith will return results for any person with the first two letters of JO in the first name. I.e., John, Joanne, Joey Smith, etc.
- ❖ To further limit the search by name, we can include the persons **Date of Birth**, if known.
  - If spelling is unknown, you can do a phonetic search by checking "Use Soundex."
  - If we don't have a Date of Birth but have an approximate age, we can include this information in the "**age**" box. This will provide us with any person in the system with matching name and age plus or minus five years of the age you indicated.  
I.e., Age 20 will provide ages 15-25.
- ❖ You can look up by **SSN or FACS ID**, if known. Enter these in the appropriate box.
  - By clicking the "Search" button, any results yielded will appear.
- ❖ Search by **Address**:
  - If you have an exact address, this can be entered in the Search by Address Information.
  - If you have a house number and city but are unsure of the street, this can also be entered in the search boxes.
  - By clicking the "Search" button, any results yielded will appear.
- ❖ Search by **Incident Number**:
  - If you know the incident number for the case you are searching, please enter the information in the "Incident Number" box and search.
  - By clicking "Search," results will appear.

### **How to Prioritize Your Search List**

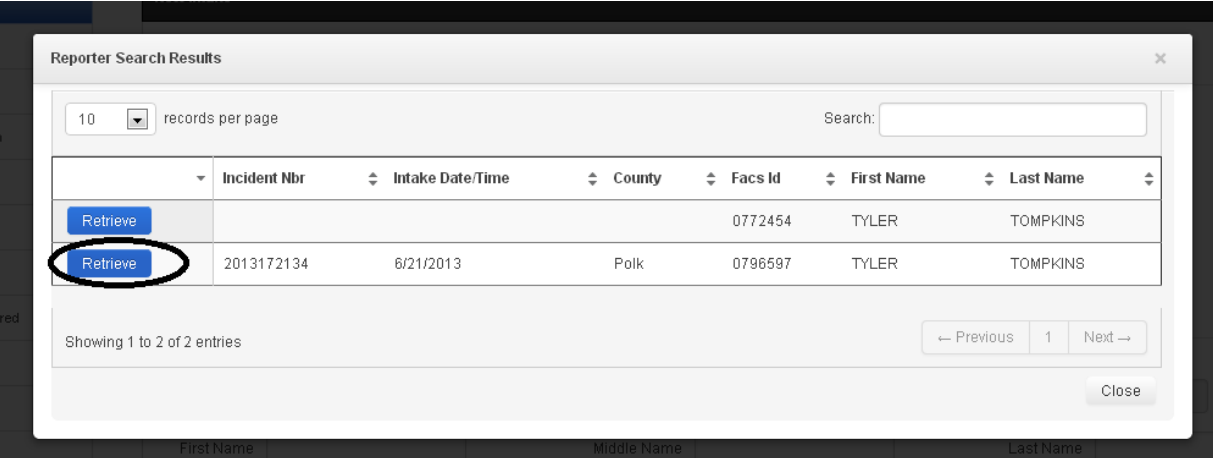
Each column has up/down arrows to help you organize it. This assists with filtering things chronologically, alphabetically, etc.

## CREATE NEW INTAKE

- ❖ Search for Reporter
  - Enter First and Last name of the reporter as provided.
  - If the person is located, click on "Retrieve." By doing so, the information will load into the "New Intake Reporter Information."



The screenshot shows a web form titled "New Intake" with a sub-header "Search for Reporter". It contains input fields for "First Name" (filled with "Tyler") and "Last Name" (filled with "Tompkins"). There is also an empty "FACS Id" field. Below the fields are two checkboxes: "Use Soundex" and "Search Mandatory Reporters Only", both of which are unchecked. At the bottom of the form are two buttons: "Search" and "Clear". The "Search" button is circled in red. Below the form, the text "New Intake Reporter Information" is visible.



The screenshot shows a "Reporter Search Results" window. At the top, there is a dropdown menu set to "10 records per page" and a search input field. Below this is a table with the following columns: Incident Nbr, Intake Date/Time, County, Facs Id, First Name, and Last Name. The table contains two rows of data. The "Retrieve" button for the second row is circled in red. At the bottom of the window, it says "Showing 1 to 2 of 2 entries" and includes navigation buttons for "Previous", "1", and "Next", along with a "Close" button.

	Incident Nbr	Intake Date/Time	County	Facs Id	First Name	Last Name
Retrieve				0772454	TYLER	TOMPKINS
Retrieve	2013172134	6/21/2013	Polk	0796597	TYLER	TOMPKINS

### New Intake Reporter Information

Reporter wants to remain anonymous

Facs ID: 0796597

First Name: TYLER Middle Name: Last Name: TOMPKINS

Phone: 515-770-4900 Reporter Type: Sheriff, Deputy, Police Officer  Send Notice

Agency: Johnston Police Department

Date of Birth: Suffix: SSN:

Gender: Male Ethnicity: Not hispanic or latin

Race:  White  Asian  
 Black or African american  Unable to determine  
 American indian or Alaskan native  Declined  
 Native hawaiian or Other pacific islander

Address 1: 6221 MERLE HAY RD  
Address 2:

City: JOHNSTON State: Iowa Zip Code: 50131

County: Polk

Comments:

**Add/Edit Phone Numbers** + Add Phone

❖ New Intake Reporter Information

- Update any information necessary.
  - Address, phone, agency, etc.
- If reporter wishes to remain anonymous, click on the “reporter wants to remain anonymous” box.
- “Send Notice” is automatically defaulted to send a Notice of Intake Decision to a reporter. If the reporter does NOT wish to receive a Notice of Intake Decision, uncheck the “Send Notice” box.
- To add or edit a phone number for the reporter, scroll to the bottom of the page.
  - If a phone number appears in this section, edit if necessary, and select from the drop down box next to “Type” to identify the appropriate category.
  - If any notes are required, i.e., extensions, message phone, etc., enter this in “Notes” box.
  - To add additional phone numbers, click on the “+ Add Phone.”
  - To delete a phone number, click on the small x on the far right side.

- ❖ If the Reporter is **NOT** in the system, enter the information manually.
- ❖ Create Intake by pushing the **“Create Intake”** button which will take you to the Household Information tab.

## HOUSEHOLD INFORMATION

At the top of this screen, under “Child Protective Intake” you will find the following:

- ❖ Newly created Incident Number
- ❖ Date and Time of Intake Entry (This will need to be updated at the end of the call.)
- ❖ Intake Worker Name
- ❖ Reporter Name and Phone Number

Child Protective Intake			
<b>Incident Nbr:</b> 2013318009	<b>Intake Date:</b> 11/14/2013	<b>Intake Time:</b> 9:50 AM	<b>County:</b>
<b>Intake Worker:</b> Ryan Page	<b>Reporter:</b> TYLER TOMPKINS		<b>Call Back #:</b> 515-770-4900

Household Information
<div style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Save &amp; Continue to Household Composition"/> <input type="button" value="Reset"/> </div>
Reporter/Intake Information

**Reporter/Intake Information**

First Name: TYLER      Last Name: TOMPKINS      Phone: 515-770-4900  
 Incident Number: 2013318009      Intake Date: 11/14/2013      Intake Time: 9:50 AM  
 Intake Worker: Page, Ryan      County: Polk

**Household Address Information**

Address: 123 Any St  
 Address2:  
 City: Johnston      State: Iowa      Zip Code:  
 Directions to Home: Blue House on the corner  
 Current location of child: Johnston School until 3:15 p.m.

**Contact Information**

**Add/Edit Phone Numbers**      + Add Phone

Phone #: 515-555-5555      Type: Mother Home      Notes: Message Phone

Save      Save & Continue to Household Composition      Reset

- ❖ First Select the County in which the child resides under the “Reporter/Intake Information.”
- ❖ Under “Household Address Information” enter the household address in which the child resides with all known information.
  - If information is unknown but you have a partial address, description of home, etc., include this in the “Directions to Home” box.
- ❖ Enter Current Location of child. If unknown, document unknown in this field.
- ❖ Enter Contact Information for the family.
  - To add or edit a phone number for the family, scroll to bottom of the page.
  - Enter the phone number and select from the drop down box next to “Type” to identify the appropriate category.
    - If any notes are required, i.e., extensions, message phone, etc., enter this in “Notes” box.
    - To add additional phone numbers, click on the “+ Add Phone.”
    - To delete a phone number, click on the small x on the far right side.
- ❖ Click on Save to save this information.
- ❖ Click on Save and Continue to Household Composition to go to the next Tab.

# HOUSEHOLD COMPOSITION

❖ See [How to Search](#) section.

**Person Lookup**

First Name

Last Name

Date of Birth

Age

SSN

Facs Id

Use Soundex

Search
Add New
Continue to Collateral
Reset

records per page

Search:

FACSID	Reporter	Alias	First Name	Last Name	Date Of Birth	SSN	Address	City	County	
0040854			MICHAEL	ROBINSON	2/29/1956	484				<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0043714			MICHAEL	ROBINSON						<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0123760			MICHAEL	ROBINSON	9/12/19	478				<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0123760			MICHAEL	ROBINSON	9/12/19	478		Marshall		<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0123760			MICHAEL	ROBINSON	9/12/19	478		Marshall		<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0123760			MICHAEL	ROBINSON	9/12/19	478		Polk		<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0123760	Permissive		MICHAEL	ROBINSON	9/12/19	478		Marshall		<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>
0123760		Alias	MIKE	ROBINSON	9/12/19	478				<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to Household</a>

❖ If person you are searching is located, click Add to Household button.

❖ Scroll down to "Intake Household Composition."

**Intake Household Composition**

FACSID	First Name	Last Name	Role	Gender	Date Of Birth	SSN	
0123760	MICHAEL	ROBINSON			9/12/19	478	<div style="display: flex; align-items: center; gap: 5px;"> <span style="background-color: #007bff; color: white; padding: 2px 5px;">✉</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px;">✕</span> <span style="background-color: #007bff; color: white; padding: 2px 5px;">👤</span> <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Pull Households</span> </div>

- Click on “pull households” button to see a list of correlating persons.
  - This information will come from the last assessment, last intake, or FACS RELL screen.
- Check mark any persons you wish to add to the household.

Incident Nbr	FacsId	First Name	Last Name	Date of Birth	SSN	
<input checked="" type="checkbox"/>	2008140160	966666	ALEXIS	ROBINSON	1/22/20 3	4;
<input checked="" type="checkbox"/>	2008140160	539286	MEGAN	LOCKE	4/15/19. 7	4E-----
<input type="checkbox"/>	2008140160	123760	MICHAEL	ROBINSON	9/12/19 2	478:

- ❖ If you wish to add a new person at this time, scroll back up to “person look up,” click reset, and complete search to determine if they are already in the system. See [How to Search](#).
- ❖ If person is not found through Person Lookup, click on “Add New.”
  - FACS ID will not be created unless you use the drop down box to do so. This box is automatically defaulted to “do not create FACS ID” (SCREEN PRINT DROP DOWN BOX).
    - This allows you to enter household members without complete identifying information. I.e., Grandma Jane, Uncle Bob, etc.
    - This also would allow for partial child subject names, parent names, and sibling names without creating an ID.



**Add New - Household Composition Info** ✕

FACSID Do not create Facsic ▼  Is Unknown?

First Name  Middle Name  Last Name

Date of Birth  Age  SSN

Gender  Race  White  Asian  
 Black or African american  Unable to determine  
 American indian or Alaskan native  Declined  
 Native hawaiian or Other pacific islander

Ethnicity  Role

Comments

- Other options in the Drop Down box have generic FACS IDs assigned to the various categories. These can be chosen as well to identify unknown persons in the household.
  - If necessary, use comment box to provide any identifying information.
- At the intake level, a New FACS ID is created only if information can be verified.
  - Choose "Create New FACS ID" from drop down box.
  - Enter all known information such as name, DOB, SSN, and gender.
  - Race and Ethnicity is not required.
  - You must select a role code from the "Role" drop down box.

FACSID	Do not create Facslc	
First Name	Manually Enter Facslc	Middle
Date of Birth	Do not create Facslc yet	
Gender	Create new Facslc	
Ethnicity	Unknown Person	
	Deceased Mom	
	Deceased Dad	
	TPR Mom	
	TPR Dad	
	Unknown Perpetrator	
	Unknown Child 3 No gender	
	Unknown Child 2 Female	
	Unknown Child 1 Male	
	Juvenile Court	
	Department of Human Services	
	Unknown ICAR Mom	
	Unknown ICAR Dad	

- Once household composition is complete, you will be required to edit **each** individual member as needed.



- Click on the blue box that looks like a paper and pen.
  - Here you can edit any information, to include the Role Code which will be required.

**Edit - Household Composition Info**

FACSID: 0123760  Is Unknown?

First Name: MICHAEL Middle Name: Last Name: ROBINSON

Date of Birth: 09/12/19: : Age: SSN: 478

Gender: Male  White  Asian  
 Black or African american  Unable to determine  
 American indian or Alaskan native  Declined  
 Native hawaiian or Other pacific islander

Ethnicity: Not hispanic or latino Role: **Select Role**

- Guardian
- Guardian Reporter
- Guardian Reporter/All Perp
- Guardian/All Perp
- Non-Custodial Parent - Perp
- Other
- Other / All Perp
- Other Reporter
- Other Reporter / All Perp
- Paramour
- Paramour / All Perp
- Paramour Reporter
- Paramour Reporter / All Perp
- Parent
- Parent / All Perp**
- Parent Reporter
- Parent Reporter / All Perp
- Relative
- Relative / All Perp
- Relative Reporter

Comments:

Please contact HELP DESK for comments, suggestions or report problems regarding the site at: 1-800-631-6312

- By clicking on the blue button with people on it, you may enter any alias required.
- If you need to delete any member from the household, click the orange X button.

Case Load 2 Reports Alerts

Welcome Ryan Page

Age  FACS ID

Use Soundex

The page at intraappt says:

Are you sure you wish to Delete this Person?

Intake Household Composition

10 records per page Search:

FACSID	First Name	Last Name	Role	Gender	Date Of Birth	SSN	
0123760	MICHAEL	ROBINSON	Parent / All Perp	Male	9/12/19	4782	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>
0539286	MEGAN	LOCKE	Parent	Female	4/15/19	4850	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>
0966666	ALEXIS	ROBINSON	Child Subject	Female	1/22/20	4783	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>
Not Created	Grandma	Joanne	Relative	Female			<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>

Intake Household Composition

10 records per page Search:

FACSID	First Name	Last Name	Role	Gender	Date Of Birth	SSN	
0123760	MICHAEL	ROBINSON	Parent / All Perp	Male	9/12/19	4782	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>
0966666	ALEXIS	ROBINSON	Child Subject	Female	1/22/20	4783	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>
Not Created	Grandma	Joanne	Relative	Female			<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Pull Households"/>

Showing 1 to 3 of 3 entries

← Previous 1 Next →

➤ Once completed, click on "Continue to Collateral."

# COLLATERAL

This Tab will have the reporter information previously entered documented in the "Intake Collateral Information" section. This is also where any additional reporters may be entered. Non-custodial parents will be entered on this screen.

## ❖ REPORTER

- You may need to edit the reporter information present to indicate reporter type if this has not already been completed.
  - Click on the blue box that looks like a paper and pen.

Child Protective Intake					Email Link	Worker Info
<b>Incident Nbr:</b> 2013318009	<b>Intake Date:</b> 11/14/2013	<b>Intake Time:</b> 9:50 AM	<b>County:</b> Polk			
<b>Intake Worker:</b> Ryan Page	<b>Reporter:</b> TYLER TOMPKINS	<b>Call Back #:</b> 515-770-4900				

Person Lookup					
First Name <input type="text"/>	Last Name <input type="text"/>	Date of Birth <input type="text"/>			
Age <input type="text"/>	SSN <input type="text"/>	Facs Id <input type="text"/>			
<input type="checkbox"/> Use Soundex					
<input type="button" value="Search"/>			<input type="button" value="Add New"/>	<input type="button" value="Continue to Perpetrator"/>	<input type="button" value="Reset"/>

Intake Collateral Information					
FACSID	First Name	Last Name	Date Of Birth	SSN	Relationship
0796597	TYLER	TOMPKINS			Reporter

- To add a NEW REPORTER, see the [How to Search](#) section.
  - If the person you are searching is located, click Add to Collateral.
  - Edit Relationship and any other necessary information.
- If person is not in system, click Add New and document required information and press SAVE. This information will drop to the “Intake Collateral Information” section.

❖ **NON-CUSTODIAL PARENT**

- If a Non-Custodial Parent is located through search, once selected it will appear in the Intake Collateral Information.

FACSID	Reporter	Alias	First Name	Last Name	Date Of Birth	SSN	Address	City	County
0539286			MEGAN	LOCKE	4/15/1985	485062306	519 N 1ST ST	MARSHALLTOWN	
									<a href="#">Add to Collateral</a>
0539286	Permissive		MEGAN	LOCKE	4/15/1985	485062306	519 N 1ST ST	MARSHALLTOWN	Marshall
									<a href="#">Add to Collateral</a>

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Intake Collateral Information						
10	records per page	Search: <input type="text"/>				
FACSID	First Name	Last Name	Date Of Birth	SSN	Relationship	
0539286	MEGAN	LOCKE	4/15/1985	485062306		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>
0796597	TYLER	TOMPKINS			Reporter	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

- Modify any necessary information by clicking the “Edit” button.
  - If unable to be located, click “Add New.” Use the same requirements previously identified regarding creating FACS IDs and how to save and edit this information.
- Enter required information and press SAVE.

- Once saved, you will be required to return to the edit function to correlate the correct child subject to the appropriate non-custodial parent.
  - At the bottom of the screen, click on the "+ Associate Child" button in the lower right hand corner.
  - A drop down box will appear with all child subject names.
  - Choose appropriate child.
  - If you need to add more children, continue to click on the "+ Associate Child" button.

**Edit - Collateral Information** [X]

Address 2

City  State  Zip Code

County

Comments

**Add/Edit Phone Numbers** [ + Add Phone ]

Add a new phone by clicking the (+) button above

**Child(ren)** [ + Associate Child ]

Child  [ X ]

- Select Child
- ROBINSON, ALEXIS

[ Save ] [ Close ]

## PERPETRATOR INFORMATION

- ❖ If you have already identified the perpetrator in the household composition section, it will show up on this screen automatically.
  - To SEARCH or ADD NEW for a perpetrator, see [How to Search](#) section.
  - If you need to edit any information regarding the perpetrator:
    - Click on the blue box that looks like a paper and pen.
    - Here you can edit any information, to include the Role Code which will be required.
    - By clicking on the blue button with people on it, you can enter any alias required.
    - If you need to delete any member from the household, click the orange X button.

Child Protective Intake			
<b>Incident Nbr:</b> 2013318009	<b>Intake Date:</b> 11/14/2013	<b>Intake Time:</b> 9:50 AM	<b>County:</b> Polk
<b>Intake Worker:</b> Ryan Page	<b>Reporter:</b> TYLER TOMPKINS	<b>Call Back #:</b> 515-770-4900	

Person Lookup			
First Name <input type="text"/>	Last Name <input type="text"/>	Date of Birth <input type="text"/>	
Age <input type="text"/>	SSN <input type="text"/>	Facs Id <input type="text"/>	
<input type="checkbox"/> Use Soundex			
<input type="button" value="Search"/> <input type="button" value="Add New"/> <input type="button" value="Continue to Allegation"/> <input type="button" value="Reset"/>			

Intake Perpetrator Information				
FACSID	First Name	Last Name	Date Of Birth	SSN
0123760	MICHAEL	ROBINSON	9/12/196	478-771110
<input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="People"/>				



## ALLEGATION

- ❖ Put a check mark next to the alleged type of abuse(s).
- ❖ Document the allegation in the Allegation Abuse section.
  - Spell check is an option.
  - Copy and paste is an option.
- ❖ Once complete, press "Save" or "Save and Continue to Address Abuse Occurred."

The screenshot shows a web form with two main sections: "Alleged Abuse" and "Allegation Abuse".

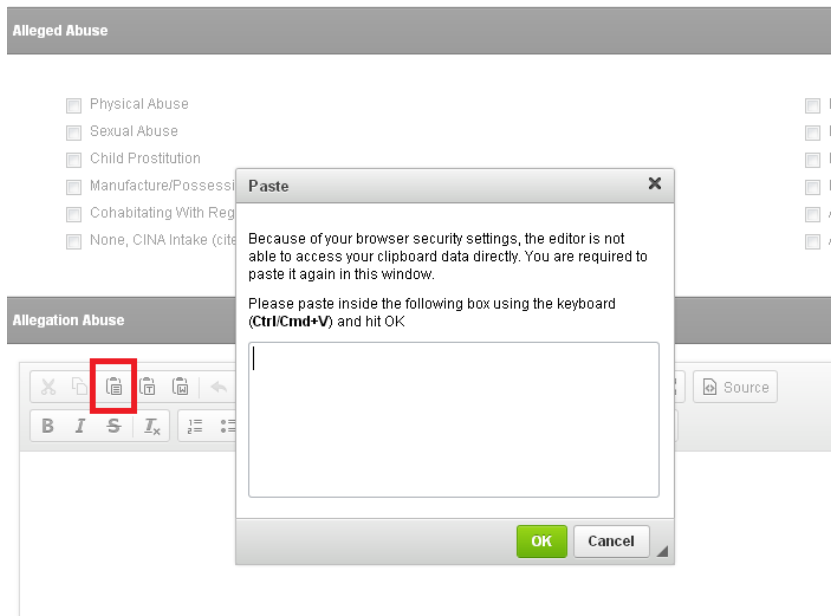
**Alleged Abuse Section:** This section contains a list of checkboxes for selecting types of abuse. The options are:

<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Mental Injury
<input type="checkbox"/> Sexual Abuse	<input checked="" type="checkbox"/> Denial of Critical Care
<input type="checkbox"/> Child Prostitution	<input type="checkbox"/> Presence of Illegal Drugs
<input type="checkbox"/> Manufacture/Possession of Dangerous Substances with Intent to Manufacture	<input type="checkbox"/> Bestiality In the Presence of Minor
<input type="checkbox"/> Cohabiting With Registered Sex Offender	<input type="checkbox"/> Allows Access to Registered Sex Offender
<input type="checkbox"/> None, CINA Intake (cite appropriate 232.6 criteria)	<input type="checkbox"/> Allows Access to Obscene Material

**Allegation Abuse Section:** This section features a rich text editor with a toolbar containing icons for undo, redo, search, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, insert image, table, source, and font color. Below the toolbar, the text reads: "It is alleged that Alexis (age 6) was founded unattended at the park approximately a mile away from home on 11/13/13. Alexis was in the care of her father, Michael Robinson, at the time of the incident. Denial of Critical Care, Failure to Provide Proper Supervision is alleged."

A green notification bar at the top right of the form states "Form Auto Saved at 10:36:58 A.M."

**Note:** If you wish to copy and paste your allegations, click on the boxed section shown below and a box will appear for you to do so.



## ADDRESS WHERE ABUSE OCCURRED

While not a required field, this section may be beneficial to identify where the abuse occurred.

- ❖ Click on the drop down box that indicates "Copy From."
  - Once chosen, the next drop down is "Select Address."
  - If listed, choose. This information will drop to Address Where Abuse Occurred section.
  - If you wish to include an address not already identified in the household, perpetrator, or collateral screen, you may enter it in this section.
- ❖ Click on "Save" or "Save and Continue to Intake Information."

The screenshot shows the JARVIS web application interface. The top navigation bar includes 'Case Load', 'Reports', 'Alerts', and a search bar. The user is logged in as 'Ryan Page'. The main content area is titled 'Child Protective Intake' and contains the following information:

<b>Incident Nbr:</b> 2013318009	<b>Intake Date:</b> 11/14/2013	<b>Intake Time:</b> 9:50 AM	<b>County:</b> Polk
<b>Intake Worker:</b> Ryan Page	<b>Reporter:</b> TYLER TOMPKINS	<b>Call Back #:</b> 515-770-4900	

Below this is the 'Address Where Abuse Occurred' section. It features a 'Copy Address' dropdown menu. Underneath, there are input fields for 'Address 1:', 'Address 2:', 'City:', 'State:' (with a dropdown menu), and 'Zip code:'. At the bottom of this section are two buttons: 'Save' and 'Save & Continue to Intake Information'.

## INTAKE INFORMATION

- ❖ During the intake call, you will ask the reporter the questions listed on this screen. You may type directly in each box.
  - Once a preliminary intake decision is provided to the caller, this can be documented in "Preliminary Decision From Intake Worker Provided To Reporter."
  - Worker Safety is a REQUIRED FIELD.
    - Mark "yes" or "no" next to "Are there worker safety concerns."
    - If yes, you MUST provide documentation in the Worker Safety section.
  - Click on "Save" or "Save and Continue to Additional Information."

JARVIS intranet/cwis\_jarvis/STAR/IntakeScript.aspx

Child Welfare Information Systems JARVIS

Case Load Reports Alerts Search

Welcome Ryan Page

Dashboard

- Districton
- Create New Intake
- STAR Intake
- Search
- Household Information
- Household Composition
- Collateral Information
- Perpetrator Information
- Allegation
- Address Abuse Occurred
- Intake Information
- Additional Information
- System Checks
- Intake Decision

Child Protective Intake

Incident Nbr: 2013318009	Intake Date: 11/14/2013	Intake Time: 9:50 AM	County: Polk
Intake Worker: Ryan Page	Reporter: TYLER TOMPKINS	Call Back #: 515-770-4900	

Intake Information

Save Save & Continue to Additional Information

PRELIMINARY DECISION FROM INTAKE WORKER PROVIDED TO REPORTER

HOW DOES THE REPORTER KNOW THE INFORMATION

WHEN WILL THE ALLEGED PERSON RESPONSIBLE HAVE NEXT CONTACT WITH THE CHILD VICTIM

SCHOOL/DAYCARE CHILD ATTENDS

# ADDITIONAL INFORMATION

This is an area for free text.

The screenshot displays the JARVIS Child Welfare Information Systems interface. The browser address bar shows the URL: `intraappt/cwis_jarvis/STAR/IntakeAdditionalInfo.aspx`. The top navigation bar includes 'Case Load', 'Reports', 'Alerts', and a search field. The user is logged in as 'Ryan Page'. The left sidebar contains a menu with options: Dashboard, Create New Intake, Search, Household Information, Household Composition, Collateral Information, Perpetrator Information, Allegation, Address Abuse Occurred, Intake Information, Additional Information (highlighted), System Checks, and Intake Decision. The main content area is titled 'Child Protective Intake' and contains a table with the following data:

<b>Incident Nbr:</b> 2013310009	<b>Intake Date:</b> 11/14/2013	<b>Intake Time:</b> 9:50 AM	<b>County:</b> Polk
<b>Intake Worker:</b> Ryan Page	<b>Reporter:</b> TYLER TOMPKINS	<b>Call Back #:</b> 515-770-4900	

Below the table is the 'Additional Information' section, which includes a rich text editor with a toolbar and a large text area. The text area contains the text 'body p'. At the bottom of the section, it says 'Last updated by Ryan Page on 11/14/2013 at 9:50 AM'.

## SYSTEM CHECKS

- ❖ JARVIS will pull all FACS look ups for children in the household. This will include the following:
  - PERD – identifies child’s information and if there is an open service worker.
  - EVEL – Event List for case.
  - AWIN – if the case is closed, it will provided the archived worker information.
- ❖ JARVIS will pull all STAR and CINA history for household members.
- ❖ We also must document look ups from IABC, ICAR, CRIMINAL, KINDERTRACK, and SOR. (See [RC-0147, System Checks Guidance for Intake.](#))
  - The defaulted search will be for ALL household members. If you wish to view an individual, click the drop down box and pick the person you would like to view.
  - When copying and pasting information into these sections, you must paste under an individual person. You cannot paste under ALL. Once saved, if you view ALL, you can see all information copied and pasted.

Incident Nbr:	Intake Date:	Intake Time:	County:
2013318009	11/14/2013	9:50 AM	Polk
Intake Worker:	Reporter:	Call Back #:	
Ryan Page	TYLER TOMPKINS	515-770-4900	

FACS STAR IABC ICAR Criminal KinderTrack SOR CINA

All

FACS ID : 0966666 State ID : 2706552B

Name : Robinson Alexis

**PERSON DETAILS**

Last Name : Robinson Open SVC : Facilitator : N

First Name : Alexis **ASSIGNED WORKER INFORMATION**

## SPLITTING INTAKES

If you wish to split the intake, click on the **Split Incident** button.

- ❖ Choose the screens you wish to copy by check marking.
- ❖ Identify how many new case numbers you wish to create.
- ❖ Click "Split Case."
- ❖ You will receive notification of the new case number in a green box on the right side of the screen. This number will also show on your Case Load.

Child Protective Intake					Email Link	Worker Info
<b>Incident Nbr:</b> 2013318009	<b>Intake Date:</b> 11/14/2013	<b>Intake Time:</b> 9:50 AM	<b>County:</b> Polk			
<b>Intake Worker:</b> Ryan Page		<b>Reporter:</b> TYLER TOMPKINS	<b>Call Back #:</b> 515-770-4900			

Split Incident		
<b>Split Incident into Multiple Cases</b>		
Split incident into <input type="text" value="1"/> additional incidents.		
Copy the following sections to the split cases:		
<input checked="" type="checkbox"/> Household Information	<input checked="" type="checkbox"/> Household Composition	
<input checked="" type="checkbox"/> Collateral Information	<input checked="" type="checkbox"/> Perpetrator Information	
<input checked="" type="checkbox"/> Allegation Information	<input checked="" type="checkbox"/> Additional Information	
<input checked="" type="checkbox"/> System Checks	<input checked="" type="checkbox"/> Intake Information	
<input type="button" value="Split Case"/>		

## INTAKE DECISION (WORKER)

- ❖ When you are ready to send your case for review go to the Intake Decision screen.

**Intake Decision**

---

**Intake Worker Decision**

---

Intake Type: **Child Protective Assessment (CPA)**      Initial Supervisor Decision:

Supervisor Making Initial Decision:

Worker:       Date/Time Supervisor Consulted:

Supervisor Assigned:       Assessment Path: **Child Protective Assessment**

Safety timeline:

System Checks Completed:     ICAR     FACS     Criminal     IABC     STAR     KinderTrack     SOR     CINA

Notes:

Last Updated by Ryan Page on 11/14/2013 10:48:57 AM

---

- ❖ Complete Intake Screening Tool if accepted.
  - If none of the criteria apply, check the appropriate box and press SAVE.



**Intake Screening Criteria**

*Check the box for any statement that is known to be true.*

- The alleged abuse type includes a category other than Denial of Critical Care
- The allegation constitutes a 1-hour response or alleges imminent danger, death, or injury to a child.
- The child has been taken into protective custody as a result of the allegation
- There is an open DHS service case on the alleged child victim or any sibling or any other child who resides in the home or in the home of the non-custodial parent if they are the alleged person responsible.
- The alleged person responsible is not a parent (birth or adoptive), legal guardian, or a member of the child's household.
- There has been TPR (in juvenile court) on the alleged person responsible or any caretaker who resides in the home.
- There has been prior Confirmed or Founded abuse within the past 6 months which lists any caretaker who resides in the home as the person responsible.
- It is alleged that illegal drugs are being sold from the family home.
- The allegation is failure to thrive or that the caregiver has failed to respond to an infant's life-threatening condition.
- The allegation involves an incident for which the caretaker has been charged with a felony under chapter 726 of the Iowa Code (including neglect or abandonment of a dependent person; child endangerment resulting in the death, serious injury, or bodily injury of a child or minor; multiple acts of child endangerment; or wanton neglect of a resident of a health care facility resulting in serious injury).

**If any box to the above criteria is checked, the accepted allegation is not eligible for a family assessment and MUST go down the child abuse assessment path.**

**Check the appropriate box:**

- None of the criteria apply - Assign as a family assessment
- One or more of the criteria apply - Assign as a child abuse assessment

[Save](#) [Return to Decision Screen](#)

**Intake Decision**

**Intake Worker Decision**

Intake Type: **Child Protective Assessment (CPA)**

Initial Supervisor Decision:

Supervisor Making Initial Decision:

Date/Time Supervisor Consulted:

Worker:

Assessment Path: **Family Assessment**

Supervisor Assigned:

Safety timeline:

System Checks Completed:  ICAR  FACS  Criminal  IABC  STAR  KinderTrack  SOR  CINA

Notes:

➤ If one or more of the criteria apply, check the appropriate box and press SAVE.

### Intake Screening Criteria

**Check the box for any statement that is known to be true.**

- The alleged abuse type includes a category other than Denial of Critical Care
- The allegation constitutes a 1-hour response or alleges imminent danger, death, or injury to a child.
- The child has been taken into protective custody as a result of the allegation
- There is an open DHS service case on the alleged child victim or any sibling or any other child who resides in the home or in the home of the non-custodial parent if they are the alleged person responsible.
- The alleged person responsible is not a parent (birth or adoptive), legal guardian, or a member of the child's household.
- There has been TPR (in juvenile court) on the alleged person responsible or any caretaker who resides in the home.
- There has been prior Confirmed or Founded abuse within the past 6 months which lists any caretaker who resides in the home as the person responsible.
- It is alleged that illegal drugs are being sold from the family home.
- The allegation is failure to thrive or that the caregiver has failed to respond to an infant's life-threatening condition.
- The allegation involves an incident for which the caretaker has been charged with a felony under chapter 726 of the Iowa Code (including neglect or abandonment of a dependent person; child endangerment resulting in the death, serious injury, or bodily injury of a child or minor; multiple acts of child endangerment, or wanton neglect of a resident of a health care facility resulting in serious injury).

**If any box to the above criteria is checked, the accepted allegation is not eligible for a family assessment and MUST go down the child abuse assessment path.**

**Check the appropriate box:**

- None of the criteria apply - Assign as a family assessment
- One or more of the criteria apply - Assign as a child abuse assessment

[Save](#) [Return to Decision Screen](#)

### Intake Decision

#### Intake Worker Decision

Intake Type: **Child Protective Assessment (CPA)**

Initial Supervisor Decision:

Supervisor Making Initial Decision:

Date/Time Supervisor Consulted:

Worker:

Assessment Path: **Child Protective Assessment**

Supervisor Assigned:

Safety timeline:

System Checks Completed:  ICAR  FACS  Criminal  IABC  STAR  KinderTrack  SOR  CINA

➤ Return to Decision screen.

- ❖ Complete required fields.
  - Choose the date and time a supervisor was consulted.
  - Choose the supervisor making the initial intake decision.
  - Choose your safety timeline (1 or 12 hours).
  - Document any notes, such as open case workers.

**Intake Decision**

---

**Intake Worker Decision**

Intake Type: **Child Protective Assessment (CPA)**      Initial Supervisor Decision: Accepted ▼

Supervisor Making Initial Decision: Geyer, Jason ▼      Date/Time Supervisor Consulted: 11/13/2013 10:59 AM

Worker: Page, Ryan ▼      Assessment Path: **Child Protective Assessment**

Supervisor Assigned: Assign to supervisor queue ▼      Safety timeline: 12 Hours ▼

System Checks Completed:     ICAR    FACS    Criminal    IABC    STAR    KinderTrack    SOR    CINA

Notes:

Last Updated by Ryan Page on 11/14/2013 10:55:58 AM

Split Incident
Intake Screening Tool
Save & Submit
Save

- Use drop down to identify the Initial Supervisor Decision.
  - If the case is a reject, Rejection Reasons will open.
  - Check mark appropriate reject decision.
    - If the case is rejected to a Duplicate Prior Report or Duplicate Current Report, you will be required to enter the incident number it correlates to.
    - If additional rationale is required, include in the "Rejection Reason" notes section.

**Intake Decision**

**Intake Worker Decision**

Intake Type: **Child Protective Assessment (CPA)** Initial Supervisor Decision: Rejected

Supervisor Making Initial Decision: Geyer, Jason Date/Time Supervisor Consulted: 11/13/2013 11:03 AM

Rejection reasons:

<input type="checkbox"/> Victim Not A Child	<input type="checkbox"/> Perpetrator Not Caretaker
<input type="checkbox"/> Caretaker Could Not Reasonably Prevent	<input type="checkbox"/> Insufficient Reason To Suspect Child Denied Adequate Care
<input type="checkbox"/> Insufficient Reason To Suspect Physical Inj Resulted	<input type="checkbox"/> Insufficient Reason To Believe Injury Non-Accidental
<input checked="" type="checkbox"/> Duplicate Prior Report	<input type="checkbox"/> Addendum/Additional Info For Prior Report
<input type="checkbox"/> REJECTED/REFD TO LAW ENFORCEMENT AGY	<input type="checkbox"/> Duplicate Current Report
<input type="checkbox"/> Not in County's Jurisdiction	<input type="checkbox"/> Rejected. Referred to Mental Health/Counselling
<input type="checkbox"/> Rejected. Referred to other agency	<input type="checkbox"/> Rejected. Referred to DHS services

Incident Number: 2013222222 Assigned Case Worker

Rejection reason:  
Called in earlier today

- The Supervisor Assigned drop down box will default to "Assign to Supervisor Queue." When you submit this case, anyone with access to this queue has the ability to review the case.
  - If you wish to send this directly to a person, choose their name in the drop down section. When you submit, they will receive an alert.

2013318009      11/14/2013      9:50 AM      Polk

**Intake Worker:** Ryan  
**Reporter:** TYLER TOMPKINS  
**Call Back #:** 515-770-4900

**Intake Decision**

**Intake Worker Decision**

Intake Type: \_\_\_\_\_

Supervisor Making Initial Decision: \_\_\_\_\_

Worker: \_\_\_\_\_

Supervisor Assigned: **Assign to supervisor queue**

Initial Supervisor Decision: **Accepted**

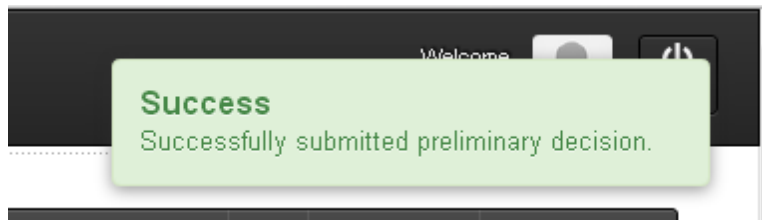
Date/Time Supervisor Consulted: 11/13/2013 10:59 AM

Assessment Path: **Child Protective Assessment**

Safety timeline: 12 Hours

System Checks Completed:  ICAR  FACS  Criminal  IABC  STAR  KinderTrack  SOR  CINA

❖ Save and submit.



# SUPERVISOR INFORMATION

## Intake Supervisor Dashboard and Decision

Intakes Waiting for Supervisory Decision									
County	All counties	Status	Intakes Waiting for Supervisor C	Worker	All workers				
10 records per page					Search:				
Incident Nbr	Intake Date/Time	Intake Worker	Incident Date/Time	Intake Status	Child City	Child County	Reporter Name	Reporter Phone	
2013311002	11/7/2013			Preliminary Acceptance	Des Moines	Polk	RYAN PAGE	515-362-7447	Select
2013311003	10/29/2013			Preliminary Acceptance	Fort Dodge	Webster	Jessica Pipal	515-570-5937	Select
2013311009	11/7/2013			Preliminary Acceptance	Des Moines	Polk	Detective Iori Kelly	515-685-2831	Select
2013311011	11/7/2013			Preliminary Acceptance	Des Moines	Polk	CARLA TURNER	515-242-8361	Select
2013318002	11/14/2013			Preliminary Acceptance	Urbandale	Winneshiek	RYAN PAGE	515-362-7447	Select
2013318004	11/14/2013			Preliminary Acceptance	des moines	Calhoun	RYAN PAGE		Select
2013318009	11/14/2013	Ryan Page		Preliminary Acceptance	Johnston	Polk	TYLER TOMPKINS	515-770-4900	Select

- ❖ Select case you wish to review. This will take you to the Intake Decision tab.
- ❖ Use the drop down to choose Intake Decision.
- ❖ Use the drop down for Timeframe for Assuring Child Safety.
- ❖ Click SAVE.

**Supervisor Decision**

**Intake Supervisor Decision**

Intake Decision Date: 11/14/2013 12:00:00 AM

Intake Type: **Child Protective Assessment (CPA)**

Intake Decision: Accepted

Supervisor: Page, Ryan

Assessment Path: **Child Protective Assessment**

Timeframe for assuring child safety: 24 - No immediate threat or high risk, but person responsible has access to the child

Assigned Worker: 24 - No immediate threat or high risk, but person responsible has access to the child

Notes:

# ASSESSMENT

## CASE ASSIGNMENT

- ❖ You will receive an email in Outlook and an alert in JARVIS about your case assignment.



- ❖ Access your intake by opening the email and clicking on “click here.” This will take you directly to the intake sequence in JARVIS.

**Maureen Barton** 11/7/2013 2:33:38 PM  
\*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

Please ignore this email. This is a TEST email.  
Please forward this email to [cwishelpdesk@dhs.state.ia.us](mailto:cwishelpdesk@dhs.state.ia.us)

A preliminary decision has been made on a new intake and it has been assigned to you for supervisory review and approval.

Incident Number:		
<b>2013311010</b>		
Assigned by:	Assigned Date:	Preliminary Decision:
<b>Maureen Barton</b>	<b>11-07-2013</b>	<b>Accepted</b>
Intake Worker Notes:		

To access this intake, [click here](#)

[Delete Alert](#) [Mark as read](#)

- ❖ You can also access your case by the alerts screen. Open the alert, review your information and either delete alert or mark as read. If you “mark as read,” the alert will stay in your alert screen but not highlighted in bold. If you “delete alert,” the alert will be removed from the alert screen.
- ❖ Cases will be in order for due date on your caseload. If a case is reassigned from a Family Assessment to a Child Abuse Assessment, JARVIS will recalculate the date and keep the reports in chronological order.



## PRINTING INTAKE

You can suppress the reporter's information before printing by clicking on "Suppress Confidential Information" button.

**Print Intake Form** ✕

[Suppress Confidential Information](#)

[Do Not Suppress Confidential Information](#)


NOTE: Printed reports should still be reviewed for confidential information before dissemination.

[Cancel](#)

## ASSESSMENT

Every tab in the assessment sequence will display the following:

**Child Protective Assessment - Victim(s): ETHAN DRAMAN** 🔍 Authorizations ✉ Email Link ➕ Add Contact ℹ Worker Info

	<b>Incident Nbr</b> 2013319004	<b>Intake Date</b> 11/15/2013	<b>Intake Time</b> 11:14 AM	<b>County</b> Dallas
	<b>CPS Worker</b> <input type="text" value="John Crouse"/> <span>▾</span> <a href="#">Assign</a>		<b>Assessment Path</b> Child Protective Assessment	<b>Due Date</b> 12/17/2013

The triangle will be on every tab and if clicked, it will take you to the intake information tab down to the "worker safety" entry.

## CONTACTS

- ❖ In the contacts tab, you will have the justification for confidential access on Child Abuse assessments. On Family Assessments, you will be able to type in the justification for confidential access. However, you will not be able to enter any contacts.
  - To add a contact, you can click on + Add Contact in the upper right hand corner.



- To Edit contact, click on the blue box with a square and pencil to edit that particular contact.

A form titled 'Confidential Access' with a dark header. It contains a checked checkbox labeled 'Confidential Access Authorized' and a text box labeled 'Justification' with the text 'To protect the integrity of the assessment.' A blue 'Save' button is at the bottom.

	Contact Date	Contact Summary
	11/15/2013	11/15/2013 12:00 pm, Phone, SWS Jennifer Carlson 1:30 pm, School Visit, Adel Middle School ...
	11/15/2013	4:00 pm, Phone, Johnny Carlson ...
	11/15/2013	...

## PARENTAL NOTICES

Parental NODs – you access the screen by clicking the Parental Notices menu item in the Assessment Module.

Step 1: When you come to the screen, the parents, NCPs, and children appear in different sections of the screen. You associate the child subject to the parents by dragging the child to the parent.

The screenshot displays the 'Parental Notices' interface. It features three main sections:

- Parents:** A list containing 'Peter Parker (Facs Id: 0000031)' and 'Mary Jane Watson (Facs Id: 0000033)'. Each name is followed by a light gray rectangular area, likely for notes or additional information.
- Non Custodial Parents:** A list containing 'Sue Richards (Facs Id: 0000035)', also followed by a light gray rectangular area.
- Children (Drag and Drop to Associate Parent):** A list containing 'Spidey Parker (Facs Id: 0000032)' and 'Suzie Richards (Facs Id: 0000034)'. Each name is enclosed in a light blue rectangular box, indicating they are draggable elements.

Step 2: After dragging the children to the parents, the screen will look similar to this. Now you can submit to Central Print and you can print locally.

The screenshot displays the 'Parental Notices' interface. It is divided into three main sections: 'Parents', 'Children (Drag and Drop to Associate Parent)', and 'Non Custodial Parents'.  
- The 'Parents' section contains two parent entries: Peter Parker (Facs Id: 0000031) and Mary Jane Watson (Facs Id: 0000033). Each parent has a 'Submit to Central Print' button and a list of associated children. Peter Parker and Mary Jane Watson are both associated with Spidey Parker (Facs Id: 0000032).  
- The 'Children' section contains two child entries: Spidey Parker (Facs Id: 0000032) and Suzie Richards (Facs Id: 0000034).  
- The 'Non Custodial Parents' section contains one parent entry: Sue Richards (Facs Id: 0000035), who is associated with Suzie Richards (Facs Id: 0000034).  
- Red arrows point from text boxes to the 'Submit to Central Print' buttons and the printer icon in the Sue Richards entry.  
- A text box explains that after matching parents and children, the 'Submit to Central Print' button should be clicked for each parent ready for submission. The notice will be printed and mailed on the 5th business day after intake acceptance.  
- Another text box explains that the printer icon can be used to print a copy of the notice at a local office, and that even if printed locally, the notice can still be sent through Central Print.

Step 3: You can make changes to your selections or to who the NOD is sent by using the checkbox or the x on the child row.

The screenshot displays the 'Parental Notices' interface, which is divided into three main sections: 'Parents', 'Children (Drag and Drop to Associate Parent)', and 'Non Custodial Parents'.  
1. **Parents Section:** It lists two parents: Peter Parker (Facs Id: 0000031) and Mary Jane Watson (Facs Id: 0000033). Each parent has a 'Submit to Central Print' link. Below each parent name are rows for associated children. For Peter Parker, the children listed are Spidey Parker (Facs Id: 0000032) and Suzie Richards (Facs Id: 0000034). For Mary Jane Watson, the child listed is Spidey Parker (Facs Id: 0000032). Each child row contains a checkbox and an 'X' icon.  
2. **Children Section:** It lists two children: Spidey Parker (Facs Id: 0000032) and Suzie Richards (Facs Id: 0000034).  
3. **Non Custodial Parents Section:** It lists Sue Richards (Facs Id: 0000035) with a 'Submit to Central Print' link. Below her name is a row for Suzie Richards (Facs Id: 0000034) with a checkbox and an 'X' icon.  
4. **Annotations:** Two red arrows point to the 'X' icons in the child rows of the 'Parents' section. The first arrow points to the 'X' for Suzie Richards under Peter Parker, with the text: 'If you click this 'X' it will remove this parent/child association.' The second arrow points to the 'X' for Spidey Parker under Mary Jane Watson, with the text: 'If you uncheck this box, it will keep the parent/child association, but the notice will not go to central print for this combination.'

Step 4: You can still make changes as long as the notices have not been sent by Central Print. When the notices have been sent, the date the notice was printed will appear beside the parent name. When sent to Central Print, the notices will print automatically on the fifth business day from the date the intake was accepted.

The screenshot displays a web interface titled "Parental Notices". It is divided into three main sections: "Parents", "Children (Drag and Drop to Associate Parent)", and "Non Custodial Parents".

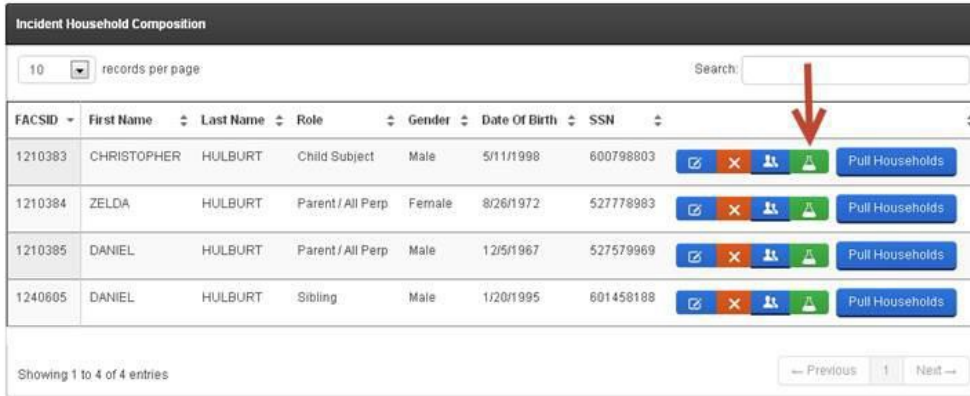
- Parents:** This section contains two parent entries. The first is "Peter Parker (Facs Id: 0000031)", which has a status of "Submitted To Central Printing" (circled in red) and a blue link icon. Below this are two child entries: "Spidey Parker (Facs Id: 0000032)" with a checked checkbox and a blue 'x' icon, and "Suzie Richards (Facs Id: 0000034)" with a checked checkbox and a blue 'x' icon. The second parent entry is "Mary Jane Watson (Facs Id: 0000033)", which has a "Submit to Central Print" link and a blue icon. Below it is one child entry: "Spidey Parker (Facs Id: 0000032)" with a checked checkbox and a blue 'x' icon.
- Children (Drag and Drop to Associate Parent):** This section contains two child entries: "Spidey Parker (Facs Id: 0000032)" and "Suzie Richards (Facs Id: 0000034)".
- Non Custodial Parents:** This section contains one parent entry: "Sue Richards (Facs Id: 0000035)", which has a "Submit to Central Print" link and a blue icon. Below it is one child entry: "Suzie Richards (Facs Id: 0000034)" with a checked checkbox and a blue 'x' icon.

A red arrow points from the "Submitted To Central Printing" text to a text box on the right. The text box contains the following text:

After clicking Submit to Central Print, the link changes to say Submitted To Central Print. You can still make changes at this point. Once it has printed from Central Print, the message will tell you the date and time notices were printed. You cannot make changes after that.

















## DRUG TESTING

- ❖ From the Household Composition screen in the assessment module the users will have the ability to create a new authorization by clicking the icon highlighted below:



Incident Household Composition

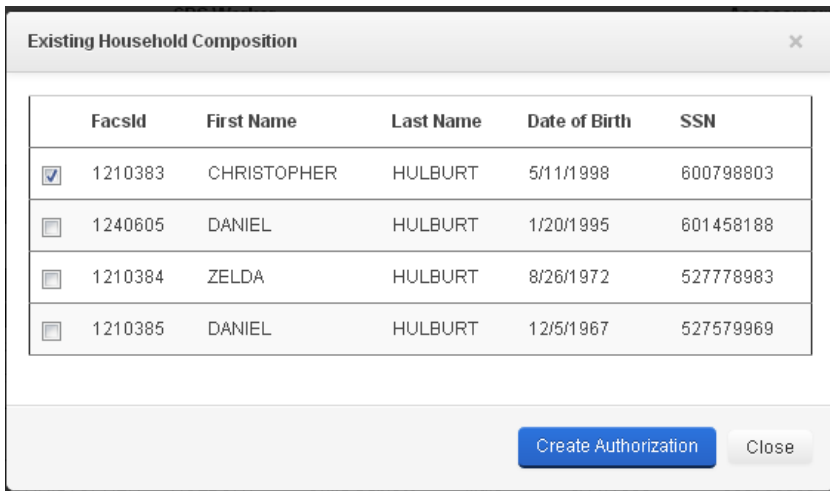
10 records per page Search:

FACSID	First Name	Last Name	Role	Gender	Date Of Birth	SSN		
1210383	CHRISTOPHER	HULBURT	Child Subject	Male	5/11/1998	600798803	   	<a href="#">Pull Households</a>
1210384	ZELDA	HULBURT	Parent/All Perp	Female	8/26/1972	527778983	   	<a href="#">Pull Households</a>
1210385	DANIEL	HULBURT	Parent/All Perp	Male	12/5/1967	527579969	   	<a href="#">Pull Households</a>
1240605	DANIEL	HULBURT	Sibling	Male	1/20/1995	601458188	   	<a href="#">Pull Households</a>

Showing 1 to 4 of 4 entries

← Previous 1 Next →

- ❖ Once clicked, the user will be presented with a listing of the household composition that will allow them to select the members that should be added to the authorization. (The system will default check the one that was selected on the screen.):



Existing Household Composition

Facslid	First Name	Last Name	Date of Birth	SSN	
<input checked="" type="checkbox"/>	1210383	CHRISTOPHER	HULBURT	5/11/1998	600798803
<input type="checkbox"/>	1240605	DANIEL	HULBURT	1/20/1995	601458188
<input type="checkbox"/>	1210384	ZELDA	HULBURT	8/26/1972	527778983
<input type="checkbox"/>	1210385	DANIEL	HULBURT	12/5/1967	527579969

[Create Authorization](#) [Close](#)

- Once the "Create Authorization" button is clicked, you will be taken to the authorization screen. From this screen you will be able to add tests to the individuals by clicking the "Add Test" button and making the appropriate selections. If you forgot to add a person, you can add a person from the household comp screen by clicking the "Add Person" button.

**Drug Testing Authorization**

<b>Date of Authorization</b>	<b>Date of Expiration</b>	<b>Approval Date</b>	<b>Total Cost</b> \$0.00
------------------------------	---------------------------	----------------------	-----------------------------

Comments

**Person(s) Test Summary** + Add Test + Add Person

Search:

Test Name	Collection Mode	Cost
CHRISTOPHER HULBURT		
DANIEL HULBURT		

Showing 1 to 2 of 2 entries

**Add/Modify Test**

Person List

Test Type

Test Description  
 null

Collection Mode

- Once an authorization is completed and the worker clicks "Approve," the authorization will become locked. (**Note:** They can save an authorization without approving it.)



**Success**  
Authorization approved successfully

<b>Incident Nbr</b> 2013313002	<b>Intake Date</b> 11/6/2013	<b>Intake Time</b> 7:17 PM	<b>County</b> Greene
<b>CPS Worker</b> Vacant Vacant	<b>Assessment Path</b> Child Protective Assessment		<b>Due Date</b> 12/11/2013

**Drug Testing Authorization**

<b>Date of Authorization</b> 11/14/2013	<b>Date of Expiration</b> 12/14/2013	<b>Approval Date</b> 11/14/2013	<b>Total Cost</b> \$12.60
--	---	------------------------------------	------------------------------

Comments:

**Person(s) Test Summary**

Search:

Test Name	Collection Mode	Cost
<b>CHRISTOPHER HULBURT</b>		
URINE Instant 10 Panel Cup: (AMP BARB BENZO COC METH OPI OXY PCP PROP THC with Alcohol)	Emergency/Situational	\$6.30 <input type="button" value="✉"/>
<b>DANIEL HULBURT</b>		
URINE Instant 10 Panel Cup: (AMP BARB BENZO COC METH OPI OXY PCP PROP THC with Alcohol)	Emergency/Situational	\$6.30 <input type="button" value="✉"/>

Showing 1 to 2 of 2 entries

**Drug Testing Authorization**

Date of Authorization	Date of Expiration	Approval Date	Total Cost
			\$0.00

Comments

[Save](#)

**Person(s) Test Summary** [+ Add Test](#) [+ Add Person](#)

Search:

Test Name	Collection Mode	Cost
CHRISTOPHER HULBURT		
DANIEL HULBURT		

Showing 1 to 2 of 2 entries

**Add/Modify Test**

Person List  
CHRISTOPHER HULBURT

Test Type  
URINE Instant 10 Panel Cup: (AMP BARB I)

Test Description  
null

Collection Mode  
Emergency/Situational

[Save](#) [Close](#)

- To access the Drug Testing authorizations for an assessment, the user can click the “Authorizations” button on the incident header:

**Child Protective Assessment - Victim(s): CHRISTOPHER HULBURT**

[Authorizations](#)
[Email Link](#)
[+ Add Contact](#)
[Worker Info](#)

<b>Incident Nbr</b> 2013313002	<b>Intake Date</b> 11/6/2013	<b>Intake Time</b> 7:17 PM	<b>County</b> Greene
<b>CPS Worker</b> Vacant Vacant <input type="text"/>	<a href="#">Assign</a>	<b>Assessment Path</b> Child Protective Assessment	<b>Due Date</b> 12/11/2013

- Once clicked, the user will be taken to a screen that lists the authorizations for the assessment and have the ability to view/edit (if not approved yet) and add additional authorizations:

Child Protective Assessment - Victim(s): CHRISTOPHER HULBURT

[Authorizations](#)
[Email Link](#)
[+ Add Contact](#)
[Worker Info](#)

<b>Incident Nbr</b> 2013313002	<b>Intake Date</b> 11/8/2013	<b>Intake Time</b> 7:17 PM	<b>County</b> Greene
<b>CPS Worker</b> Vacant Vacant	<b>Assessment Path</b> Child Protective Assessment	<b>Due Date</b> 12/11/2013	

Drug Testing Authorization List [Create Authorization](#)

Auth#	FACSID	Auth Date	Auth Expiration	Total Cost	Status
000067326	1210383	11/14/2013	12/14/2013	\$12.60	Approved <a href="#">✎</a>

- From the Drug Test Authorization system you can see the authorizations were created correctly. Here is the link to the **TEST** drug testing system: [http://intraappt/cwis\\_drugtesting/](http://intraappt/cwis_drugtesting/)

Department of Human Services  
Drug Testing

[Worker Home](#)
[Supervisor Home](#)
[Collection Agency Home](#)
[Lab Home](#)
[Invoice Details](#)
[Payment Details](#)
[Help Desk](#)
[Service Area](#)
[Admin](#)

[Add Authorization](#)  
[Search Authorizations](#)

**Existing Authorizations**

Auth #	V#	Primary Facsid	Primary Client	Worker Name	County Name	Start Date	End Date	Status	
000067315	01	360985		Patrick Brodeur	Winneskie			Approved	<a href="#">View Details</a>
000067323	01	453400		Patrick Brodeur	Black Hawk	11/13/2013	12/13/2013	Approved	<a href="#">View Details</a>
000067326	01	1210383	CHRISTOPHER HULBURT	Patrick Brodeur	Carroll	11/14/2013	12/14/2013	Approved	<a href="#">View Details</a>

**Iowa Department of Human Services  
Drug Test Authorization**

[Printable](#)

**Authorization #:**000067326-01      **Primary FacsId:**1210383      **Status:**New

**Service Area:** Western      **County:** Carroll      **Collection Agency:** 0-Central Iowa Juvenile Detention Center

**Funding Source:**

<input checked="" type="radio"/> <b>Protective Services</b> Incident Number: 2013313002	<input type="radio"/> <b>Court Ordered</b> Docket Number	<input type="radio"/> <b>Child Welfare</b>
---	---	--

Child(ren) Referred	FACS ID	Date of Birth	State ID	Title XIX	Gender
CHRISTOPHER HULBURT	1210383				
<b>Address</b>					
<b>City/State/Zip:</b>					
<b>Phone:</b>					

Test Id	Test Type Code	Test Type	Protocol	Other Desc	Is Retest Requested?	Stop Date	Collection Mode	Total Cost			
1	17	URINE Instant 10 Panel Cup: (AMP BARB BENZO COC METH OPI OXY PCP PROP THC with Alcohol)	URINE Instant 10 Panel Cup: (AMP BARB BENZO COC METH OPI OXY PCP PROP THC with Alcohol)		No	11/14/2013	Emergency/Situational	\$6.30	<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<a href="#">Retest</a>

Child(ren) Referred	FACS ID	Date of Birth	State ID	Title XIX	Gender
DANIEL HULBURT	1210385				
<b>Address</b>					
<b>City/State/Zip:</b>					
<b>Phone:</b>					

Test Id	Test Type Code	Test Type	Protocol	Other Desc	Is Retest Requested?	Stop Date	Collection Mode	Total Cost			
---------	----------------	-----------	----------	------------	----------------------	-----------	-----------------	------------	--	--	--

## RISK ASSESSMENT

- ❖ To be completed at the end of the assessment on the Family Assessment and on the Child Abuse Assessment. We do not complete a Risk Assessment on a CINA.

## SAFETY ASSESSMENT

- ❖ On a Family Assessment, we complete one safety assessment within 24 hours of your safety check back. On a Child Abuse Assessment, we complete within 24 hours of your safety check back. The second one is completed at the end of the assessment. We do not complete a Safety Assessment on a CINA.
- ❖ A Summary of Analysis of Safety/Risk Assessment can be found in the Safety Assessment tab.

**Summary and Analysis of Safety/Risk Assessments Identified**

Threat of Maltreatment:

Safety plan implemented.

Vulnerability:

Child is a risk for abuse due to his age and development.

Protective Capacity:

Dennis is an alcoholic.

**Incident Safety Assessment List** + Add New Assessment

10 records per page
Search:

Assessment Type	Worker Completed Date	Supervisor Completed Date			
INITIAL CPS SAFETY ASSESSMENT	11/15/2013	11/15/2013	<input type="button" value="Select"/>	<input type="button" value="Print"/>	<input type="button" value="Copy Assessment"/>
SUBSEQUENT CPS SAFETY ASSESSMENTS	11/15/2013	11/15/2013	<input type="button" value="Select"/>	<input type="button" value="Print"/>	<input type="button" value="Copy Assessment"/>

- The Family Functioning Domain Criteria guide (form 470-4138) can be found in Employees' Manual Title 18, Family Services Appendix. The guide is a great tool to be used when completing the domains.

## NO MORE STAT SCREENS

- ❖ Data that was collected on the STAT screens in STAR has been incorporated into other sections in JARVIS. The STAT screens included some data duplication, which we tried to eliminate.
- ❖ Most of the data that was collected here is now entered by editing specific individuals in the Household Composition screen or the Perpetrator Information Screen. Some examples are listed and pictured below.

### Child Subjects

When you edit a child subject in the assessment module, near the bottom of the screen are many of the elements that were formerly entered on the STAT 1 and STAT 2 screens. This includes Child Seen, Juvenile Court, Characteristics, and the Findings and Determinations. In the findings and determinations section, you match the child subject to alleged perpetrators, specific allegation types, and the finding for that allegation type. The Add/Edit Findings and Determinations section will not be visible if this is a Family Assessment or a CINA case.

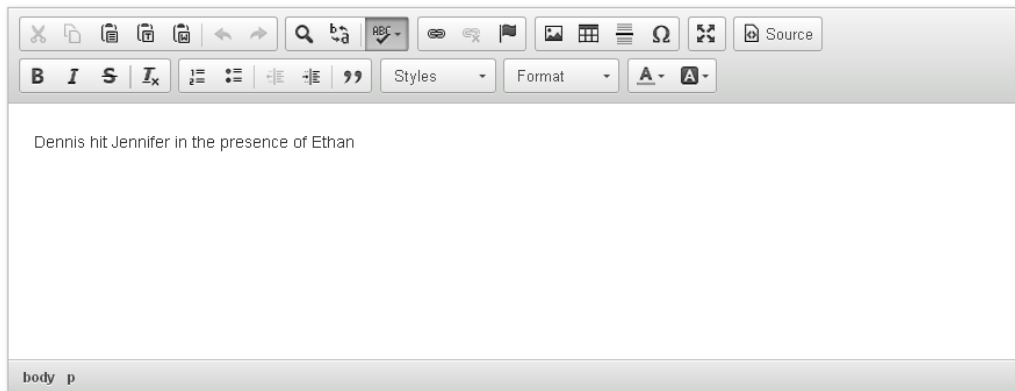
The screenshot displays a web-based form for editing a child subject. At the top, there is a checkbox labeled "Child is Unknown to Reporter" and a "Date of Death" input field. Below these are dropdown menus for "Juvenile Court" (set to "Select Juvenile Court") and "Fatality Type" (set to "Fatal – Abuse a contributing fac"). There is also a "Child Seen" dropdown (set to "Yes, child was seen") and a "Child Seen Date/Time" input field. A large text area for "Comments" is present. Below the comments section is a dark header for "Add/Edit Characteristic" with a "+ Characteristic" button. Underneath, a dropdown menu shows "Characteristic" set to "Behavior Disorder". Another dark header for "Add/Edit Findings & Determination" with a "+ Determination" button follows. This section contains three columns: "Perpetrator" with two dropdowns set to "Sam, Momma"; "Allegation" with two dropdowns set to "Failure to provider proper supervision" and "Bruise"; and "Finding" with two dropdowns set to "Not Confirmed" and "Founded". Each dropdown in the Findings section has a small "x" icon to its right.

## ADDITIONAL ALLEGATION

### Allegation Abuse

It was reported that Dennie hit Ethan (age 2) last night in which he sustained an injury.

### Additional Allegations During Assessment



A rich text editor interface with a toolbar at the top containing icons for cut, copy, paste, undo, redo, search, undo, redo, link, unlink, insert image, table, list, link, unlink, and source. Below the toolbar are buttons for bold (B), italic (I), strikethrough (S), underline (I<sub>x</sub>), bulleted list, numbered list, decrease indent, increase indent, quote, and styles. There are also dropdown menus for 'Format' and 'A' (font color), and a 'Source' button. The main content area contains the text: "Dennis hit Jennifer in the presence of Ethan". At the bottom of the editor, the text "body p" is visible.

Last Updated by Bob Norris on 11/15/2013 1:01:51 PM

## RE-ASSIGN PATHWAY

- ❖ In the **assessment module**, if the assessment path is “Family Assessment Response,” an option in the header tool bar will be available to Re-Assign Pathway.

The screenshot displays the 'Child Protective Assessment' interface. The header bar contains the title 'Child Protective Assessment' on the left and three buttons on the right: 'Re-Assign Pathway' (highlighted in yellow), '+ Add Contact', and 'Worker Info'. Below the header, the main content area is divided into two columns. The left column contains the following information: 'Incident Nbr' (2013284002), 'Intake Date' (9/26/2013), 'CPS Worker' (Darla Brown), and an 'Assign' button. The right column contains: 'Intake Time' (2:30 PM), 'County' (Adair), 'Assessment Path' (Family Assessment Response), and 'Due Date' (1/1/2014). Below this section is the 'Household Information' section, which includes a 'Reporter/Intake Information' field and three buttons: 'Save', 'Save & Continue to Household Composition', and 'Reset'.

- Clicking the “Re-Assign Pathway” button from the assessment header toolbar will open the Re-Assign Assessment Path screen.



**Re-Assign Assessment Path**

Select Assessment Pathway Re-Assignment Reasons

- The alleged abuse type includes a category other than Denial of Critical Care
- The allegation constitutes a 1-hour response or alleges imminent danger, death, or injury to a child.
- The child has been taken into protective custody as a result of the allegation
- There is an open DHS service case on the alleged child victim or any sibling or any other child who resides in the home or in the home of the non-custodial parent if they are the alleged person responsible.
- The alleged person responsible is not a parent (birth or adoptive), legal guardian, or a member of the child's household.
- There has been TPR (in juvenile court) on the alleged person responsible or any caretaker who resides in the home.
- There has been prior Confirmed or Founded abuse within the past 6 months which lists any caretaker who resides in the home as the person responsible.
- It is alleged that illegal drugs are being sold from the family home.
- The allegation is failure to thrive or that the caregiver has failed to respond to an infant's life-threatening condition.
- The allegation involves an incident for which the caretaker has been charged with a felony under chapter 726 of the Iowa Code (including neglect or abandonment of a dependent person; child endangerment resulting in the death, serious injury, or bodily injury of a child or minor; multiple acts of child endangerment; or wanton neglect of a resident of a health care facility resulting in serious injury).
- Intake criteria determined to be true:
- Child unsafe
- Family chose CAA

Assessment Pathway Re-Assignment Decision Information

Worker: Patrick Brodeur

Comments:

Supervisor:

Decision:  Date:

- From this screen the worker will check the appropriate criteria (at least one is required), select the reason for the re-assignment, add comments, and select the supervisor to send the request to.

**Alerts**

10 records per page Search:

**Messages**

**Assessment Path Re-Assignment - Supervisor Review and Approval Needed** High

Patrick Brodeur

**Patrick Brodeur** 10/13/2013 3:35:57 PM

Patrick Brodeur has requested that an assessment be re-assigned from the FAR path back to the traditional path. For additional information, [click here](#)

Showing 1 to 1 of 1 entries ← 1 →

- Once a worker submits a re-assignment for approval, an alert will be sent to the selected supervisor.

The screenshot shows a web form titled "Assessment Pathway Re-Assignment Decision Information". It contains the following fields:
 

- Worker: Patrick Brodeur
- Comments: Test case
- Supervisor: Brodeur, Patrick
- Decision: Accept - Assessment Transferred to Tradt
- Date: 10/14/2013

 At the bottom of the form are two buttons: "Save" and "Cancel Request".

- The supervisor will select the decision and enter/select the date of decision. Once a decision has been saved by the supervisor the screen will be in a read-only mode.

The screenshot shows a web form titled "Child Protective Assessment". It contains the following fields:
 

- Incident Nbr: 2013284002
- Intake Date: 9/26/2013
- Intake Time: 2:30 PM
- County: Adair
- CPS Worker: Darla Brown
- Assessment Path: Child Protective Assessment
- Due Date: 1/1/2014

 There is an "Assign" button next to the CPS Worker field. At the top right of the form are three buttons: "Path Info", "+ Add Contact", and "Worker Info".

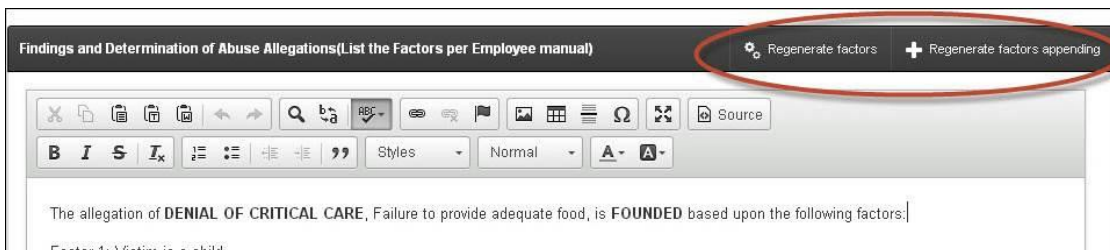
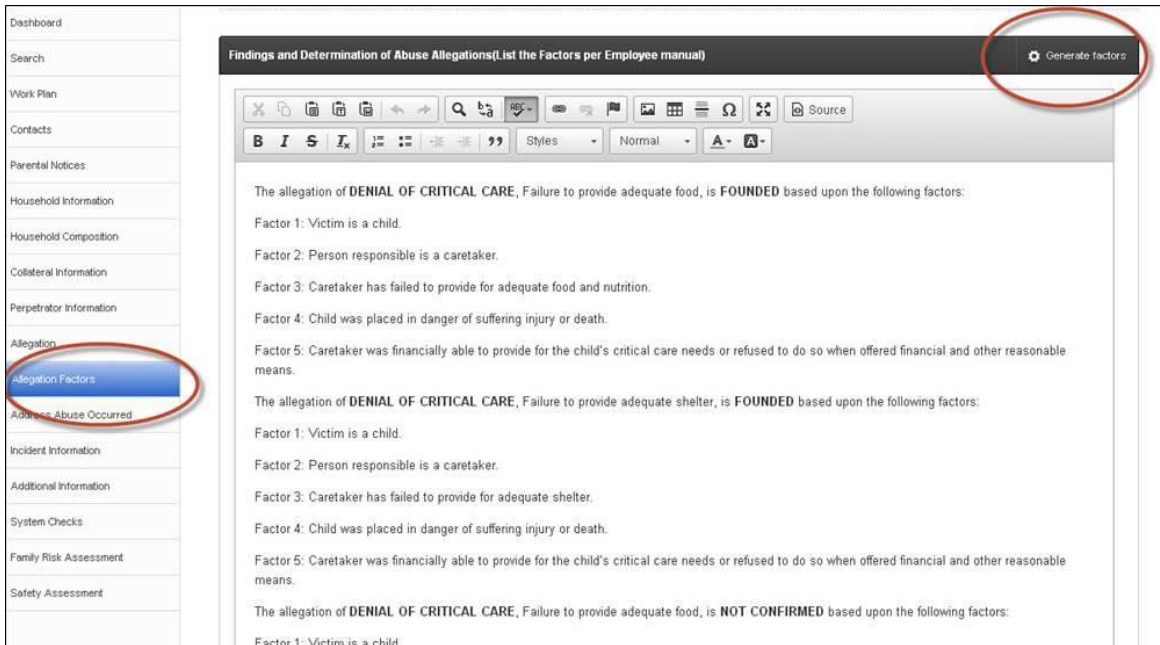
- ❖ After the supervisor accepts a path re-assignment, the path will change to CPA and the work plan item will be switched from the Family Assessment to CPS Assessment with the due date computed accordingly from the date of the accepted intake. A case that has had its assessment path re-assigned from Family Assessment to Child Abuse Assessment will show the "Path info" button on the Incident header. This way the workers can review the reasons why a case had been re-assigned.

## FACTORS

The Allegations Factors screen will generate the factors for you based on the findings and determinations you entered for the child subjects from the Household Composition screen.

1. In the Assessment Module section, the new screen is called Allegation Factors. It is circled on the left menu in the picture below.
2. If you have entered Findings and Determinations for Child Subjects from the Household Composition screen, you can generate the factors automatically by clicking the Generate Factors button in the upper-right hand corner (circled in the picture below).

3. A distinct list of factors will automatically be generated in the narrative box according to the allegations and findings. These are being generated in accordance to rules policy gave for what to display. Below, is a list of some examples on how the factors are generated. Basically, if the same allegation on the incident has multiple perps or child subjects associated with and the same finding, the factors for that allegation and findings combination are listed only once. If there are different combinations of findings for allegations, then the findings appear once for each combination of perps and findings. See the examples below.
4. Once the allegations are created, you can now type anywhere in the narrative box, just like it is a Word document.



5. The "Regenerate factors" button will delete everything in the narrative box and regenerate the factors. This would be useful if you add another allegation code and finding or if you change findings etc. If you typed anything in the box, it will be overwritten.
6. The "Regenerate factors, appending" button will create the entire list of factors again, but appends it to the end of the currently generated factors list. This could be useful if you have already entered a lot of narrative that you do not want to lose, but you have added a new allegation code and finding etc. You could regenerate factors, appending to the end of the narrative. Then you can manually delete the newly created factors that you already addressed above. Now you have just the new factors you need to address.
7. Currently, this button is showing on Family Assessment cases, but in the future it will not because you do not have findings on a Family Assessment case like you do a child abuse case.

## ASSESSMENT DISPOSITION

- ❖ The Assessment Disposition screen is where you do the final steps of a report including submitting it for supervisory approval and where supervisors do their approval. When you go to this screen, it will check to see if all required data has been entered on other screens before you can get to the disposition screen itself. If there are required fields that have to be completed, you will get a screen similar to the one below. If you click on the item in the Title column, it will take you to that screen so you can complete the entries.

Assessment Validation Review	
<b>Validation Errors</b> There are some validations errors needs to be fixed before submitting this case for Approval.	
Title	Error Messages
<a href="#">Luke Skywalker - in Household Composition screen</a>	<ul style="list-style-type: none"> <li>- Juvenile Court must have a selected value</li> <li>- Fatality Type must have a selected value</li> <li>- Child seen must have a selected value</li> <li>- Child seen Date Time not supplied</li> <li>- At least one person characteristic should be entered</li> <li>- At least one finding and determination should be entered</li> </ul>
<a href="#">Padme Skywalker - in Household Composition screen</a>	<ul style="list-style-type: none"> <li>- Employed must have a selected value</li> <li>- At least one person characteristic should be entered</li> <li>- Custodial Parent Interview Date not supplied</li> </ul>
<a href="#">Anakin Skywalker - in Household Composition screen</a>	<ul style="list-style-type: none"> <li>- Employed must have a selected value</li> <li>- At least one person characteristic should be entered</li> <li>- Custodial Parent Interview Date not supplied</li> </ul>
<a href="#">Anakin Skywalker - in Perpetrator screen</a>	<ul style="list-style-type: none"> <li>- Interview code must have selected value</li> <li>- At least one person characteristic should be entered</li> </ul>
<a href="#">Family Risk Assessment Screen</a>	- Must have a completed Family Risk Assessment
<a href="#">Safety Assessment Screen</a>	- Must have a completed Safety Assessment
<a href="#">Household Information Screen</a>	- Evaluation of Home Environment Date not supplied

- ❖ If you pass all validations, you will be on the actual Assessment Disposition screen. This must be completed before you can send to your supervisor.

## OUTCOME NOTICES

- ❖ Outcome notices are done the same way as the Parental Notices.
  - When you come to the screen, the parents, NCPs, and children appear in different sections of the screen. You associate the child subject to who is entitled to the assessment by dragging the child to that person.
  - Now you can submit to Central Print and you can print locally.

**Outcome Notices and Report Routing**

**Parents**

**Dennis Draman (Facs Id: 1231258)** Submitted To "Central Printing"

Ethan Draman (Facs Id: 1231262)  Outcome Notice  Final Notice

**Jennifer Kufner (Facs Id: 0122953)** Submitted To "Central Printing"

Ethan Draman (Facs Id: 1231262)  Outcome Notice  Final Notice


**Children**


Submit to Central Print

Ethan Draman (Facs Id: 1231262)  Outcome Notice  Final Notice


**Non Custodial Parents**


**Other**

**Jennifer-dhs Carlson (Facs Id: 0387384)** Submitted To "Central Printing"   
*Reporter*

Ethan Draman (Facs Id: 1231262)  Outcome Notice  Final Notice 

**Perpetrator**

**Dennis Draman (Facs Id: 1231258)** Submitted To "Central Printing"   
*Parent*

Ethan Draman (Facs Id: 1231262)  Outcome Notice  Final Notice 

**Children**

Submit to Central Print

Ethan Draman (Facs Id: 1231262)  Outcome Notice  Final Notice

## CASE DISPOSITION

- ❖ For Recommended Services, the top level of Information and Referral, Community Care and DHS Services will be automatically selected based on the Family Risk Assessment score and the highest finding if it is a child abuse case.

Placement on Registry			Case Disposition Decision Support Tree
Child's Name	Person Responsible	Abuse Type	Assessment Finding

**Recommendation for Service**

Information or Information and Referral-no additional services recommended

Community Care (Referral Date: 11/15/2013)

To reduce the likelihood of a future referral to the formal child welfare system, a service plan is necessary to address the following:

No referral to Community Care was made due to the following exception reason:

- Already engaged in DHS Services
- Court action by DHS or already engaged in JCS Services
- Abuse occurred in out of home setting
- Parent not willing to accept Community Care
- Already engaged in Community Care
- Family does not need additional supports beyond current formal/informal systems

Department Services (Referral Date: )

Case transferred to Social Work Case Manager or Supervisor Select



Recommendations for Court Involvement		
Jurisdiction	Date	Type of Action Requested
Juvenile	<input type="text" value="11/15/2013"/>	<input type="text" value="none"/>
Criminal	<input type="text" value="11/15/2013"/>	<input type="text" value="none"/>

CPW Worker	Date	<input type="text" value="11/15/2013"/>	
<input type="text" value="john crouse"/>			
Supervisor	Date	<input type="text" value="11/15/2013"/>	Decision
<input type="text" value="SWS Patterson"/>			<input type="text" value="Accepted"/> ▼
Reject Reason	<input type="text"/>		

## INTAKE DASHBOARD

You can look in this area and select "Assessment in Progress" to see if Intake is currently writing up a specific case.

## ASSESSMENT DASHBOARD

For Field Staff when you open JARVIS, it will default to the Assessment Dashboard. The Assessment Dashboard needs to be monitored for cases that have been accepted by Centralized Intake. You will only be able to see the intakes for your Service Area. Centralized Intake will not be sending an email to the Service Area email box for case notification. You can select "All Counties" and that will show all intakes for your Service Area. Or you can select a specific county.

### Supervisor view:

**CPS Assessments**

County	Status	Path	Worker
All counties	Assessment Pending Working Assignment	Child Protective Assessment	All workers

### Worker view:

**CPS Assessments**

County	Status	Path	Worker
All counties	Assessment Pending Working Assignme	Child Protective Assessment	Huisman, Staci

## WORK PLAN

You will be able to see what is due for select counties and select workers. Or you can select "All" for when workers cover cases in multiple offices. This screen replaces Workplan Screen in STAR.

Work Plan

Office: All offices

Worker: Darci Patterson

10 records per page
 Search:

	Item	Incident Nbr	Due Date	Completion Date	WorkerName
<a href="#">Select</a>	CPS Addendum	2007016014			Darci Patterson
<a href="#">Select</a>	Send Parental Notices	1999118103	5/5/1999		Darci Patterson
<a href="#">Select</a>	Send Parental Notices	1999137115	5/24/1999		Darci Patterson
<a href="#">Select</a>	CPS Assessment Report	1999118103	5/26/1999		Darci Patterson
<a href="#">Select</a>	CPS Assessment Report	1999137115	6/15/1999		Darci Patterson
<a href="#">Select</a>	Send Parental Notices	1999187014	7/13/1999		Darci Patterson
<a href="#">Select</a>	CPS Assessment Report	1999187014	8/3/1999		Darci Patterson
<a href="#">Select</a>	Send Parental Notices	1999270032	9/30/1999		Darci Patterson
<a href="#">Select</a>	CPS Assessment Report	1999270032	10/21/1999		Darci Patterson
<a href="#">Select</a>	Send Parental Notices	1999293050	10/27/1999		Darci Patterson

Showing 1 to 10 of 621 entries

← Previous
1
2
3
4
5
Next →

## ADDITIONAL INFORMATION

- ❖ You can update any of the screens in the Assessment section. You cannot update the screens in the Intake section. Once the intake has been accepted, the intake is locked.

Household Information
Household Composition
Collateral Information
Perpetrator Information
Address Abuse Occurred
Incident Information
Additional Information
System Checks

## APPEALS

You will be able to see if a case is under appeal. You will still have to go into the Appeals Website (if you are the assigned worker) <https://secureapp.dhs.state.ia.us/appealsis/home.aspx> for full information on the appeal.

Reviews and Appeals				+ Add Review
Review Date	Review Type	Review Summary		