	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 1: Sending a Case for Review in Kidtraks	Version: 1

GUIDANCE

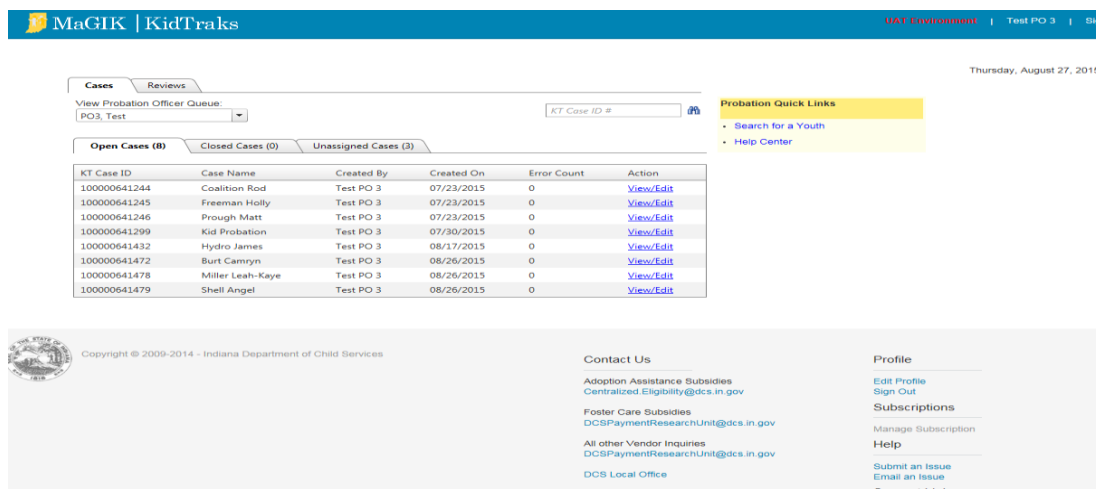
IC 31-37-5-8

Juvenile court submission of proposed service, program, or placement to department; approval or disapproval by department; emergencies; entry of order by juvenile court; appeal by department

Sending a Case for Review through Kidtraks:

Recommendations for placements and comprehensive services need to be sent to a Probation Service Consultant for Review.

1. From your Landing Page, click on the “Reviews” tab located behind the “Cases” tab:



MaGIK | KidTraks

UAT Environment | Test PO 3 | Skip

Thursday, August 27, 2015

Cases | **Reviews**

View Probation Officer Queue: PO3_Test

KT Case ID #

Probation Quick Links

- Search for a Youth
- Help Center

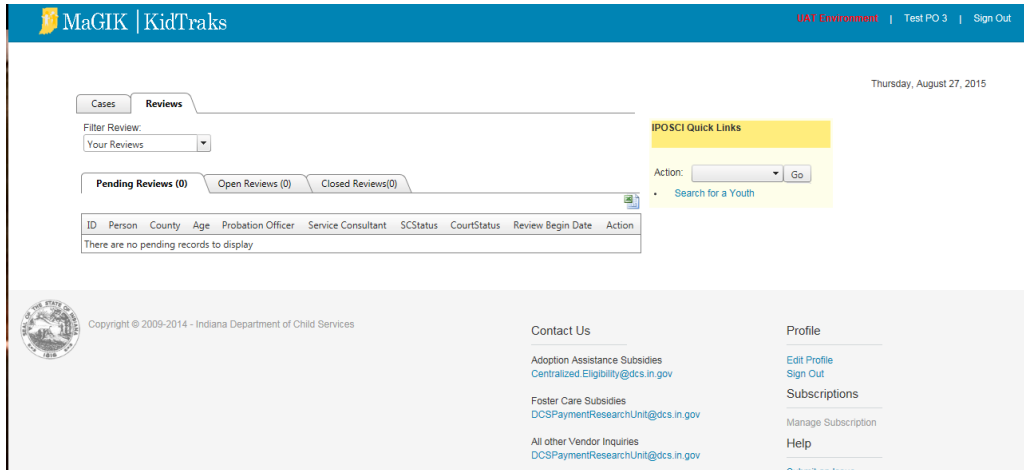
KT Case ID	Case Name	Created By	Created On	Error Count	Action
100000641244	Coalition Rod	Test PO 3	07/23/2015	0	View/Edit
100000641245	Freeman Holly	Test PO 3	07/23/2015	0	View/Edit
100000641246	Prough Matt	Test PO 3	07/23/2015	0	View/Edit
100000641299	Kid Probation	Test PO 3	07/30/2015	0	View/Edit
100000641432	Hydro James	Test PO 3	08/17/2015	0	View/Edit
100000641472	Burt Camryn	Test PO 3	08/26/2015	0	View/Edit
100000641478	Miller Leah-Keye	Test PO 3	08/26/2015	0	View/Edit
100000641479	Shell Angel	Test PO 3	08/26/2015	0	View/Edit

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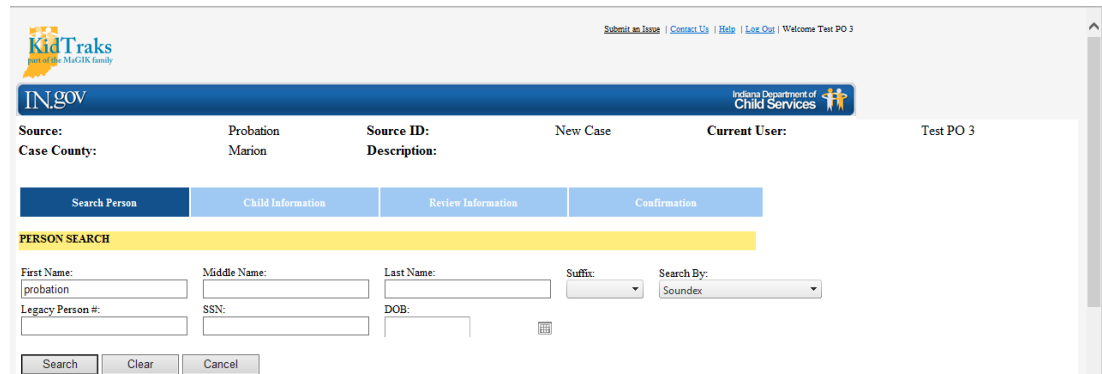
Contact Us
 Adoption Assistance Subsidies
 Centralized_Eligibility@dcs.in.gov
 Foster Care Subsidies
 DCSPaymentResearchUnit@dcs.in.gov
 All other Vendor Inquiries
 DCSPaymentResearchUnit@dcs.in.gov
 DCS Local Office

Profile
 Edit Profile
 Sign Out
 Subscriptions
 Manage Subscription
 Help
 Submit an Issue
 Email an Issue
 Support Links

2. Click “Search For Youth” under the IPOSCI quick links tab on the right side of the screen:



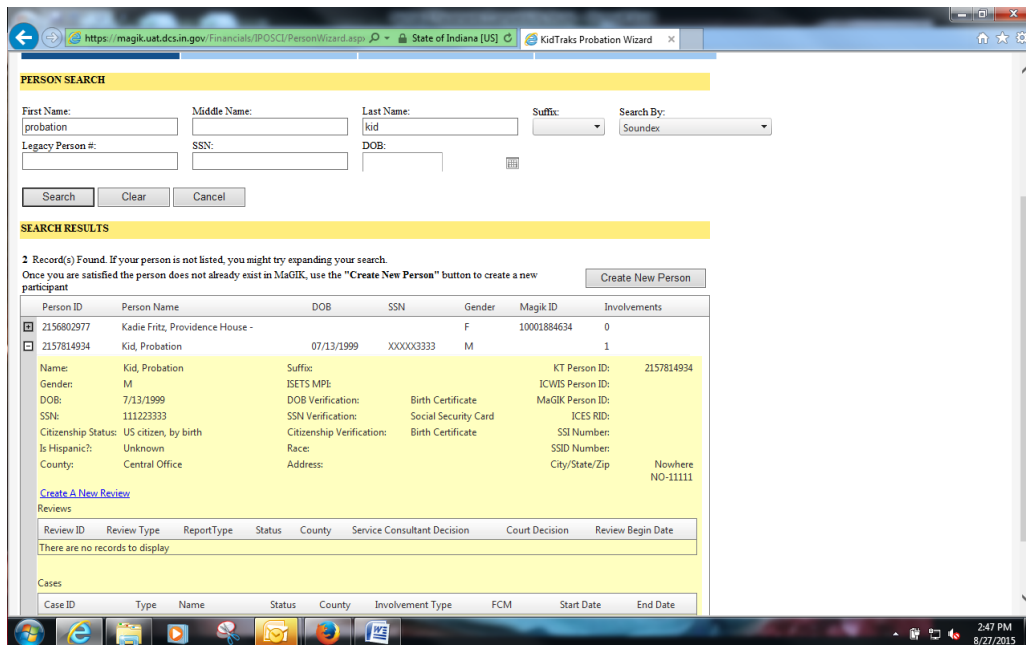
- a. To return the best results, enter the person’s first and last names in the text fields, leave the “Search By:” filter set to “Soundex” and click “Search”. This will return the largest number of potential matches. To narrow the results, enter additional information (e.g. DOB, middle name) and/or change the filter:



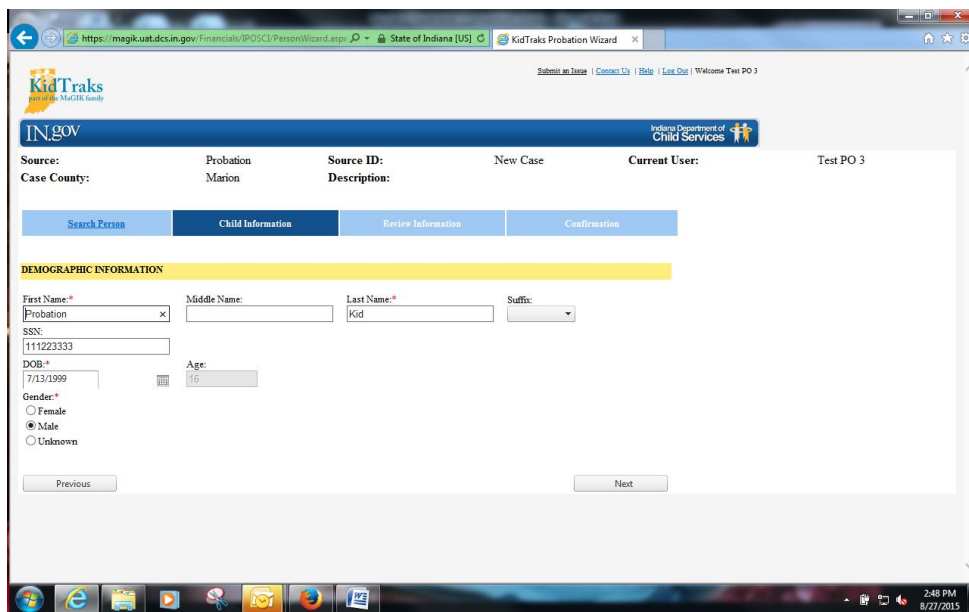
- b. The search will either display results (as shown above, sorted by DOB) or a statement indicating that zero records were found with a suggestion to expand the search criteria. ***Ideally, each person has only one person profile ID, regardless of his/her involvement in both the DCS and probation systems. To avoid creating duplicate person profiles, it is of paramount importance that a diligent and thorough person search/screen be conducted.*** If the results return several Person ID numbers for the same name, review the demographics and case history for each to determine to which profile the case should be attached. Select the profile with the most case history OR if a couple of the Person ID #s

have about the number, select the one with the most recent case activity attached. If uncertain about which person to choose, please contact the assigned Probation Service Consultant or email DCS Probation Services (probation.services@dcs.in.gov).

3. After expanding the Person Profile, click on “Create A New Review”:



4. Complete the Demographic Information Page and click “Next”:



5. Complete any open fields in the Review Information Page. It is important to note if this review is for a placement or a service. For a Placement, if you are unsure

of the Resource Number, click on the magnifying glass to search by name. If it is for a service, click service from the drop down box and manually enter the name of the service to be reviewed:

The screenshot shows the 'KidTraks Probation Wizard' web application. The browser address bar displays 'https://magik.uat.dcs.in.gov/Financials/POSLC/PersonWizard.aspx'. The page header includes the 'IN.gov' logo and 'Indiana Department of Child Services'. The main content area shows the following information:

- Source: Probation
- Case County: Marion
- Source ID: New Case
- Description: Test PO 3
- Current User: Test PO 3

The 'REVIEW INFORMATION' tab is active, displaying various fields for review:

- County: Marion
- Probation Officer: PO3, Test
- Case Status: Dispositional
- Service Program Or Placement: Placement
- Placement Type: Residential
- Resource ID: [Empty field with magnifying glass icon]
- Resource Name: [Empty field]
- Service: [Dropdown menu]
- Placement Component: Other
- Court Date: [Empty field with calendar icon]
- Court Case Number: [Empty field with 'Add # To List' button]
- Service Consultant: Hoffman, Andrea
- Service Consultant Decision: Pending
- Service Consultant Decision Date: [Empty field]
- Review Status: Pending
- Court Decision: [Empty field]
- Submitted Date: [Empty field]
- Review Begin Date: [Empty field with calendar icon]
- Expiration Date: [Empty field]

Navigation buttons 'Previous' and 'Next' are visible at the bottom of the form.

6. It is also important to enter the cause number for the case so the Consultant knows which case to complete the report for:

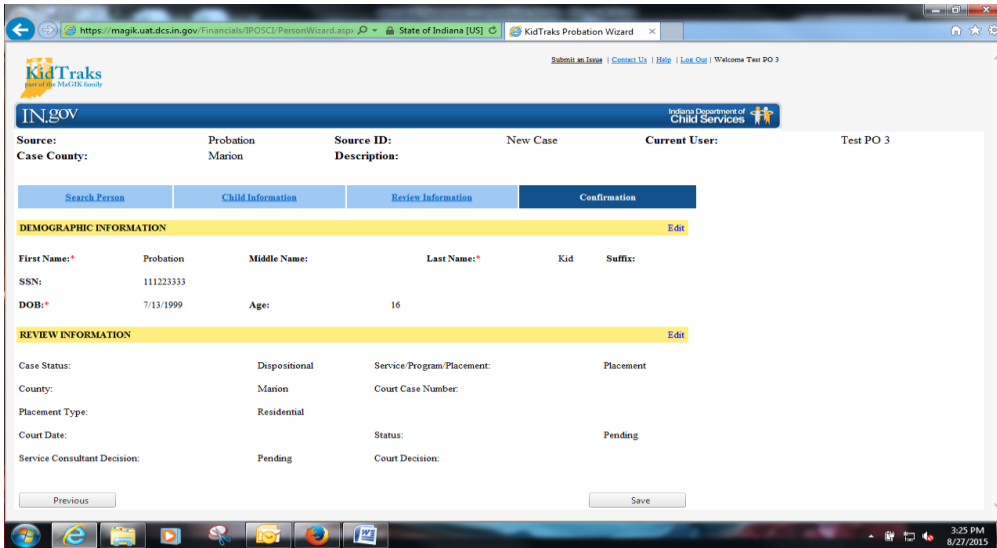
The screenshot shows the same 'KidTraks Probation Wizard' web application, but with a 'Resource Lookup' dialog box open. The dialog box contains the following fields:

- Resource ID: [Dropdown menu: Contains] [Empty field]
- Resource Type: [Dropdown menu: Equal] [Empty field]
- Resource Name: [Dropdown menu: Contains] [Empty field]
- County: [Dropdown menu: Equal] [Empty field]
- Legacy Resource ID: [Dropdown menu: Equal] [Empty field]
- MaGIK Resource ID: [Dropdown menu: Equal] [Empty field]

Buttons 'Search', 'Clear', and 'Cancel' are present. Below the fields, the 'Search Results' section displays 'There are no records to display...'. The background web application shows the same 'REVIEW INFORMATION' tab as in the previous screenshot.

7. The Review Information page also will list the Service Consultant assigned to the case for review as well as the start date, expiration date, Review Status, and Service Consultant Decision:

8. When completed, Click “Next” which will bring you to the “Confirmation Page”:



9. If everything is correct, Click “Save” and the review will then be submitted to the appropriate Probation Service Consultant.

10. Under the documents tab, upload the needed documents for case review. Those would include but is not limited to: IYAS, PDR and/or PI, Monthly reports, any psychological assessments, police reports (if applicable), and Court Orders.

