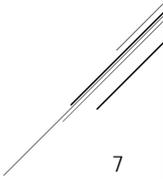






ON TO THE DOCUMENTS



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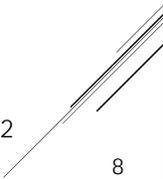
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- ▶ CPS Notice of Determination
- ▶ CPS Summary Disposition Notice
- ▶ CPS Notice of Assessment Summary
- ▶ CPS Family Assessment Mandated Reporter Summary Notice
- ▶ CPS Family Investigation Notice of Reconsideration
- ▶ APS Initial Disposition Letter

DOCUMENTS UPDATED IN VERSION 15.2



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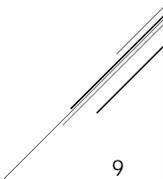
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- ▶ Licensing Disqualification – Risk of Harm
- ▶ APS Notice of Findings
- ▶ APS Reconsideration Letter
- ▶ Dual Reconsideration Letter
- ▶ Report to Court documents

DOCUMENTS YET TO BE DONE



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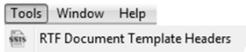
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### ABOUT THOSE HEADERS...

- ▶ All of these documents are letters that will need Local Agency headers attached.
- ▶ Use the RTF Document Template Headers tool to add the Local Agency's header.



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### THE CPS NOTICE OF DETERMINATION LETTER

- ▶ Once the Maltreatment Report is done, navigate to Chronology to do the letters.
- ▶ Remember...the Child Maltreatment Report comes first.



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### TRICKY TEMPLATE SEARCH

- ▶ The Template Search Preview may not look like the correct document.
- ▶ DON'T WORRY! The correct template is not selected until you complete the Setup tab.



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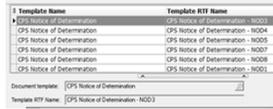
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### TEMPLATE SEARCH GRID

- ▶ Currently, there is a grid that displays above the document in the preview.
- ▶ It looks like there are multiple documents to choose from.
- ▶ It is not necessary to pick any specific one.
- ▶ There are plans to "hide" the grid in a future release, but plans are not yet set.
- ▶ Remember the document text is not "calculated" until the Setup tab is complete.



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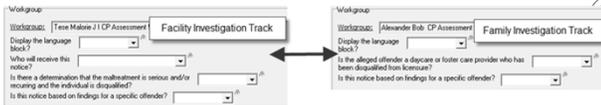
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### THE SETUP TAB

- ▶ The 'Workgroup' section contains questions based on what the CP Track was for the Maltreatment Report.
- ▶ The questions will look different for Family Investigation versus a Facility Investigation.



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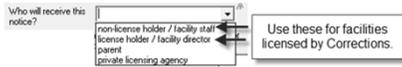
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Is there a determination that the maltreatment is serious and/or recurring and the individual is disqualified?

Does the license holder pose a risk of harm requiring immediate removal?

Is the individual disqualified in connection with a family child care license?



### FACILITY-RELATED QUESTIONS

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### FACILITY-RELATED QUESTIONS PART DEUX

- ▶ "Serious and Recurring" refers to Licensing Disqualification.
- ▶ Answering "Yes" generates text specific to a situation where both Child Protection and County Licensing are involved.
- ▶ Answering "No" generates the corrections option.

Is there a determination that the maltreatment is serious and/or recurring and the individual is disqualified?

Does the license holder pose a risk of harm requiring immediate removal?

Is the individual disqualified in connection with a family child care license?

Is there a determination that the maltreatment is serious and/or recurring and the individual is disqualified?

Is the facility licensed by corrections?



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### FAMILY INVESTIGATIONS WITH A LICENSED PROVIDER

Is the alleged offender a daycare or foster care provider who has been disqualified from licensure?

Who will receive this notice?

Does the license holder pose a risk of harm requiring immediate removal?

Is the individual disqualified in connection with a family child care license?

- ▶ Answering "yes" to the question produces the Facility-related questions.



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### SPECIFIC OFFENDER

- ▶ The CPS Notice of Determination letters can be generated specific to an offender.
- ▶ The letters cannot be generated specific to a victim.
- ▶ Each allegation of abuse for each victim must have NOD generated for Offenders/Non-Offenders/Mandatory Reporters if requested.

Is this notice based on findings for a specific offender?



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- ▶ At the end of the Setup tab is a section titled "Child maltreatment report".
- ▶ This is all information pulled from the Child Maltreatment Report.
- ▶ "Facility information" and "Alleged offenders" can be edited.
- ▶ Select one of the available names in the dropdown if the "specific offender" answer is "yes".



LOOKS FAMILIAR...

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### AGENCY CONTACT

- ▶ The documents currently merge only one "Agency Contact".
- ▶ The data pulls from the System Administration.
- ▶ Add additional contact language directly in the document.



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### THE RTF DOCUMENT TAB

- ▶ The new documents utilize the RTF Editor.
- ▶ Click the blue E to open the editor. RTF features are only available when the editor is expanded.
- ▶ Reminder! Documents can only be edited in the expanded view.



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### YOU CAN EDIT THESE!

- ▶ Personal, strength-based language can be added to the letter.
- ▶ Client Name fields can be edited to make the letter more personal.
- ▶ Change the font size, style, color, etc., to best suit the situation.
- ▶ Add or remove Page Breaks
- ▶ There is no need to copy and paste between the RTF editor and MS Word. Make text changes directly in the RTF editor.

Peggy Pyrenees and  
Gone to the Dogs  
Konoha, MN 55555

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Peggy EDITED Pyrenees and  
Gone to the Dogs  
Konoha, MN 55555



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- ▶ Most of the letters allow for multiple addressees on the Setup tab.
- ▶ The document needed to account for multiples, but the appropriate language is not a merge field.
- ▶ That means the document will have the word "and," in the Salutations.
- ▶ Since the word is not a merge field, it can be edited or deleted.

Address 1  
Participant: Pyrenees, Peggy G V

Address 2  
Participant:

Peggy Pyrenees and  
Gone to the Dogs  
Konoha, MN 55555

Dear Peggy Pyrenees and :

### SALUTATIONS

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- ▶ The date picker and combination box display as selectable blue, underlined text.
- ▶ Click on the arrow to display the calendar or the available selections.
- ▶ Don't forget to click the checkmark to save your selection.

Select an item

Select an item

serious  
recurring  
serious and recurring

### SOME OF THE DOCUMENTS USE THE DATE PICKER AND/OR THE COMBINATION BOX.

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- ▶ Do not delete text.
- ▶ Do not alter or delete the Appeals or Reconsideration text. This is state-approved language.
- ▶ Do not alter or delete the ADA text. This is federal language and settings.
- ▶ Be aware that due to increased cultural diversity in Minnesota, it is increasingly important to use the Language Block. New immigrant populations may speak English better than they are able to read or write it.

### QUICK REMINDERS



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- ▶ HTML versions of the documents cannot be copied forward to the RTF version.
- ▶ Existing HTML versions can be completed as long as they are not finalized.
- ▶ Be sure to read through the document carefully before printing to ensure any directional text is replaced with necessary comments (e.g. TEXT IN ALL CAPITAL LETTERS).
- ▶ View the document in "Print Layout" to verify all page breaks, spacing, etc., looks correct before sending the letter.



### QUICK REMINDERS PART DEUX

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### LET'S TALK

What to do when your worker is not getting the letter they need



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- ▶ A new view has been added to alert users when there is no document that matches their setup criteria.
- ▶ The view displays on the RTF Document tab.

**Document Matching Error**

Unable to find a document that matches the entered parameters. Adjust the Document Setup parameters or, if you believe they are correct, contact the SSIS Help Desk for assistance.

**Document Information**  
 Agency Name:  
 Workgroup ID:

**Document Parameters**  
 Child Maltreatment Report Finding:  
 CP Services Needed:  
 Prompts  
 Screened Out:  
 No Release:  
 Sent To:

DOCUMENT MATCHING ERROR

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**FIRST STEP...**

- ▶ Clarify which document the worker is using.
- ▶ NODs, CP NODs, CPS Notice of Determination letters...often is a reference to any of the available letters.

- CPS Family Assessment Mandated Reporter Summary Notice
- CPS Family Investigation Notice of Reconsideration
- CPS Notice of Assessment Summary
- CPS Notice of Determination
- CPS Summary Disposition Notice

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- ▶ Verify that the Setup tab is complete and correct.
- ▶ If changes were made to an existing Setup tab, remember to Reset to Template.

SECOND STEP...

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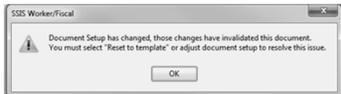
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- ▶ The new RTF documents had to be designed in a different way to accommodate all of the variations.
- ▶ This means the "Re-merge Document" option will not fully update a document when the Setup tab is changed.
- ▶ Instead, changing the Setup tab will cause a new warning message to display on the RTF Document tab.
- ▶ Select "OK" and "Reset to Template" to update the document.
- ▶ **WARNING!** Any text or other manual changes made to the document will be cleared.



SIDE NOTE...RESET TO TEMPLATE

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- ▶ Check the Child Maltreatment Report.
  - ▶ Is the report complete?
  - ▶ Is the report filled out correctly?
    - ▶ Victim/Offender Information
    - ▶ Determination
    - ▶ Report Track

THIRD STEP...

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- ▶ Determining maltreatment on an unknown offender
- ▶ Not determining maltreatment due to several potential offenders not yet determined.
- ▶ Facility Investigation where the alleged offender is not a "facility staff person".

COMMON ISSUES REPORTED TO THE HELPDESK

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- ▶ This is in the works.
- ▶ The release for this is unknown given other projects that are taking precedence.
- ▶ One of the big hurdles is finding a way to convert current Local Agency templates to the new format without having to re-do templates.
- ▶ Continue to create what you need using the HTML format.

### WHEN CAN AGENCIES CREATE THEIR OWN DOCUMENTS?

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- ▶ Child Safety and Permanency is reviewing all of the Child Protection documents as part of the task force process.
- ▶ The Child Protection documents cannot ever be Person documents. They are workgroup-specific.

### MORE PARTING REMARKS

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- ▶ Does the appeal or reconsideration text need to be on separate pages from the letters?
  - ▶ Not that I am aware of.
- ▶ Will the RTF editor have font style issues copying from an email or MS Word document?
  - ▶ This is dependent on how you paste the text into the RTF editor...it acts the same as pasting into other word processing programs.

### QUESTIONS?

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