

# RIFIS Cheat Sheet (revised 10/29/10)

## Steps for Creating a New RIFIS Target Child/Youth Record:

1. QUICK SEARCH WITH PARTICIPATION BOX UNCHECKED, WILL RETURN A LIST OF ALL TARGET CHILDREN/YOUTH WHO OPEN/CLOSE RECORD WHERE DISPOSITION IS = TO OPEN AND/OR CLOSED. QUICK SEARCH WITH PARTICIPATION BOX CHECKED, WILL RETURN A LIST OF TARGET CHILDREN/YOUTH WHO HAVE AN FCCP OPEN/CLOSE RECORD WHERE DISPOSITION IS = TO OPEN.

FCCP RIFIS USERS WHO HAVE "INTAKE WORKER ROLE" RESPONSIBILITIES ARE REQUIRED TO USE QUICK SEARCH FIRST BEFORE DOING AN ADVANCED SEARCH.

2. ADVANCED SEARCH WILL RETURN A LIST OF TARGET CHILDREN/YOUTH WHO HAVE AN AGENCY INTAKE RECORD WHERE THE DISPOSITION IS = TO OPEN.

IF NO RECORDS ARE FOUND:

SELECT FILE MENU & CLICK "ADD NEW DEMOGRAPHIC SEARCH"

3. DEMOGRAPHIC SEARCH = WILL RETURN A LIST OF ALL CHILDREN/YOUTH WHO FCCP OPEN/CLOSE DISPOSITION IS = TO OPEN.

ENTER REQUIRED LAST NAME, FIRST NAME, AND DOB (THIS SEARCH ENGINE IS FOR ADDING "NEW" CHILD/YOUTH TO RIFIS). CLICK "SEARCH", IF NO RECORD FOUND, CLICK "ADD NEW"

## DEMOGRAPHICS PAGE (THE START OF A RECORD IN RIFIS) :

Confidential

Consult with you Supervisor before utilizing. This box will mark all information private, but will continue to list and aggregate child/youth on reports/lists. This should be used RARELY and only upon supervisor approval.

Last Name \*

Brew ster

REQUIRED FIELD (REMEMBER- this is ALL for the child)

First Name \*

Punky

REQUIRED FIELD

Middle Name

Suffix

Alias

Family Name  (This is the mother's name or caregiver if mother not present)  
**LAST,(sp)FIRST = recommended for sorting on exported RIFIS Reports**

DOB \*  REQUIRED FIELD (child)  
**Use calendar ellipse OR type in mm/dd/yyyy**

Age

Gender \*  REQUIRED FIELD

SSN \*  **This will be Child/Youth SS#. If unobtainable, indicate "999-mm-ddyy" (Child/Youth DOB).** REQUIRED FIELD (child)

Family ID  **This will be mother's SS#. If unobtainable, indicate "999-mm-ddyy" (Mother's DOB). If still unobtainable, Caregiver #1 SS#**

Agency ID  **This is based on each Agency's current record keeping #. The Agency # utilized to track a child/youth record.**

PEP ID  **This will remain the same formula given by Yale Consultation Center.**

SAS ID  **This will remain the same # given by Education Department.**

Family Size  **The # of family members living in the household.**

Number of children (18 and under) receiving services through the FCCP (including target child)  **Extremely relevant for RIFIS Reports (aggregates ALL children/youth served by FCCP including target child)**

**FCCP OPEN/CLOSE PAGE: (For entry into region)**

FCCP \*  **The FCCP region that Family is referred to**

Disposition \*  \*

- Pending=Gathering Information (Typically pending until Disposition Mtg.; could change to "Open" sooner if Indicated DCYF case)
- Open=Family has been accepted into the FCCP. (Typically changes to 'open' after the Disposition meeting)
- Transition=The RIFIS step before "Closed" Disposition. A Work Flow Wizard is activated to guide you through closing steps: Provide Date & Reason
- Closed=Closed out of FCCP: Provide Date & Reason
- Not Eligible=Family not eligible for FCCP: Provide Date and Reason

Disposition Date  **Date reflects the "Disposition" above (when did Family "Open" to FCCP, "Transition" from FCCP or "Close" from FCCP)**

Referral Date \*  **Date Referral was made to FCCP. This date is preserved for aggregated count of days from FCCP Referral to FCCP Open for RIFIS Reports.**

Referral Time \*    **Time Referral was made FCCP**

Open Date/Date Assigned \*  **Date Family is recognized as "Eligible" for FCCP (Typically Management mtg. date/time)="Open" Disposition Date (This date is preserved for FCCP Length of Stay (LOS) RIFIS Reports)**

Open Time     
**Time Family is recognized as "Eligible" for FCCP="Open Disposition Time**

First Contact Date    
**Date Family is successfully contacted to be notified of their referral to FCCP (Log attempted contacts and ongoing contact in "Contact Notes" sub tab of FCCP Open/Close page)**

First Face-to-Face Contact Date    
**Date FSCC (or other) first meets with Family and/or family member (Typically the FSCC will revisit the FCCP Open/Close pg. and put this information in at the same time they change Primary Worker to themself and indicate the OpenDate/Date Assigned field)**

First Face-to-Face Contact Time     
**Time FSCC first meets with Family/member**

Primary Worker \*  
**This field will have original "Intake Worker" who started the record in RIFIS at the time of Referral (the "Demographics" page), it should be changed to the assigned FSCC when disposition is "Open".**

## AGENCY INTAKE PAGE: (For entry into specific agency)

FCCP \*   
**Name of FCCP**

Agency \*   
**Name of the assigned Agency**

Referral Date    
**The date that the child/youth is referred to an agency within an FCCP (Typically the date of the FCCP Disposition Mtg.) (This date is preserved for aggregated count of days from Agency Referral to Agency Intake Start Date for RIFIS Reports)**

Agency Intake Start Date \*    
**The date Agency Intake process begins for the child/youth, or the date someone else begins the Intake (supervisor, for example). (This date is preserved for Agency Length of Stay (LOS) RIFIS Reports) (The Intake can begin w/ a "pending" disposition prior to opening.)**

Disposition \*    

- Pending=When assigned to an agency and FSCC (or other), but not open yet.
- Open=Family agrees to participate and signs the "Release" paperwork
- Transition=The step before "Closed" Disposition. A Work Flow Wizard is activated to guide you through closing steps: Provide Date & Reason
- Closed =Closed to Agency: Provide Date & Reason in "Close Data" section

Disposition Date \*    
**Date reflects the "Disposition" above (when did Family "Open" to an Agency, "Transition" from one Agency to another within an FCCP or "Close" from an Agency)**

Practice Model \*    
**Go to Practice Model sub-tab in the Agency Intake page and record start & end dates of Family involvement in a Practice Model. You may need to visit this sub-tab more than once if family is involved in different practice models. There are RIFIS Reports that reflect this data.**

Agreement to Participate    
**Yes or No if family has agreed to participate w/ FCCP Agency.**

Date when DCYF intake summary received (if applicable)    
**Important to remember to revisit this Agency Intake pg. and indicate date of when summary was rec'd.**

Has family received FCCP services previously?

\* Yes or No.

If Yes, which agency provided the FCCP services?

If yes, indicate name of agency.

**FCCP Funding Category**

FCCP Funding Category

Indicate family category