

RIFIS Update
January 28, 2011
FCCP Open/Close Page & Agency Intake/Worker Sub-Tab pages

The following steps are taken when an existing RIFIS record/case has been reassigned to a different FSOC.

1. Search and open the FCCP Open/Close record

1 FCCP Open/Close record(s) returned - now viewing 1 through 1

FCCP	Open Date/Date Assigned	Close Date	FCCP LOS	Primary Worker	Secondary Worker	Disposition
EB	05/04/2010		269	Chase, Sheila	Gonsalves, Naomi	Open

<< First < Previous Retrieve 15 Records at a time Next > Last >>

In order to modify the FCCP Open/Close record, select it from the Summary List by clicking on the row

2. Modify the Primary Worker & Secondary Worker in FCCP Open/Close page and SAVE.

Lucy Ball

FCCP Open/Close

FCCP * EB

Disposition * Open

Disposition Date 5/4/2010

Referral Date * 5/4/2010

Referral Time * 01 00 PM

Open Date/Date Assigned * 5/4/2010

Open Time 02 00 PM

First Contact Date 5/7/2010

First Face-to-Face Contact Date 5/13/2010

First Face-to-Face Contact Time 01 30 PM

Primary Worker * Chase, Sheila

Secondary Worker Gonsalves, Naomi

When cases are taken over by new FSOC, these fields in the "FCCP Open/Close" page need to be updated

... Clear Details

... Clear Details

3. Search and open the Agency Intake record

1 Agency Intake record(s) returned - now viewing 1 through 1

FCCP	Agency	Provider ID	Practice Model	FSOC	Intake Start Date	Transition Date	Agency LOS	Disposition Date	Disposition
EB	Child and Family Services of Newport	13-01	Wrap	Chase, Sheila	05/04/2010		269	10/21/2010	Open

In order to modify the Agency Intake record, select it from the Summary List by clicking on the row

4. Select Worker (by clicking on row) record and give “End Date”, SAVE page.

Lucy Ball

Agency Intake
Workers
Practice Model
Contact Notes
Track Disposition

Filter
Worker Name Add
Search Reset

click on "Workers" sub-tab to retrieve Worker Summary List

2 Workers record(s) returned - now viewing 1 through 2

Worker Name	Start Date	End Date ▲	Active	Primary Worker	<input type="checkbox"/>
Chase, Sheila	05/04/2010		Yes	Yes	<input type="checkbox"/>
Archer, Robert	05/04/2010		Yes	No	<input type="checkbox"/>

<< First < Previous Retrieve 15 Records at a time Next > Last >>

5. Go to “file” menu and select “Assign Workers”

RIFIS Training - Windows Internet Explorer

https://hsstest.rifis.harmonyis.net/RIFISTraining/Pages/Harmony.aspx?ChapterID=144&ViewType=SubPageView&P...

File Tools
Print
Assign Workers
Close Workers

Lucy Ball

Agency Intake
Workers
Practice Model
Contact Notes
Track Disposition

Filter
Worker Name Add
Search Reset

2 Workers record(s) returned - now viewing 1 through 2

Worker Name	Start Date	End Date ▲	Active	Primary Worker	<input type="checkbox"/>
Chase, Sheila	05/04/2010		Yes	Yes	<input type="checkbox"/>
Archer, Robert	05/04/2010		Yes	No	<input type="checkbox"/>

<< First < Previous Retrieve 15 Records at a time Next > Last >>

6. Create the new worker assigned by completing page and SAVE.

RIFIS Training - Windows Internet Explorer

https://hsstest.rifis.harmonyis.net/RIFISTraining/Pages/Harmony.aspx?ChapterID=144&ViewType=SubPagePlusView

File

harmony
INFORMATION SYSTEMS/INC.

Lucy Ball

Agency Intake | **Worker**

Workers

Detail

Practice Model

Contact Notes

Track Disposition

Worker Name * ...

Start Date * 1/28/2011

End Date

Primary Worker

Active

Comments

Use ellipse to search for worker

Don't forget to indicate if FSCC is "Primary" worker