

# RIFIS Updates

## Activities

December 21, 2011

Some modifications have been made to the Activity tab in RIFIS to comply with the Standards and Medicaid.

Please use the protocol below to familiarize yourselves with the activities that need to be recorded for the January 2012 census.

**Love Rifis** Last Updated: bguglielmo at 12/14/2011 11:19:10 AM

RIFIS ID: 57634      Family ID: 333228888  
Status: Active      DOB: 2/14/2000  
Last Name: Rifis      SSN: 845-25-1436  
First Name: Love

Demographics    FCCP Open/Close    Agency Intake  
Family Relations    Natural Supports/Case Relations  
Assessments & Forms    Diagnosis    Plans  
**Activities**    Progress Notes    Notes

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Date ▼ Add  
Se

In order to report specific dates and occurrences for the census, supervisors are required to enter activities shown below. The documentation for codes and definitions are updated on the RIFIS web page.

**4 Activities record(s) returned - now viewing 1 through 4**

Date ▲	Service	Agency	Worker	Units	Status	Notes
12/14/2011	Supervision Record Review	Child and Family Services of Newport	Guglielmo, Barbara	1.00	Pending	False
12/14/2011	Supervisor Approval Date - SNCD	Child and Family Services of Newport	Guglielmo, Barbara	1.00	Complete	False
12/14/2011	Supervisor Approval Date - Family Service Plan	Child and Family Services of Newport	Guglielmo, Barbara	1.00	Complete	False
12/21/2011	<b>Early Intervention</b>	Child and Family Services of Newport	Chase, Sheila	1.00	Pending	False

Remember: this code pre-existed and is located under Service Type "ErlyEdSpEd" while the 3 "new" codes are located under Service Type "SerDel/Imp"

**Supervision Record Review** = To record in RIFIS this reoccurring activity, indicate a begin date and end date that match to reflect each date you are meeting. The start and end times should reflect the time the record was reviewed by the Supervisor. Please see below:

Love Rifs Last Updated by  
12/21/2011 2

Activities

Start Date *	Start Time	End Date *	End Time	Total Minutes	
12/14/2011	01:00 PM	12/14/2011	01:15 PM	15	Delete
12/21/2011	02:00 PM	12/21/2011	03:00 PM	60	Delete
12/14/2011		12/14/2011			Add

**Activity Details**

FCCP \*  Location/FCCP Funding

Agency \*  Place of Service

Worker \*  Payer

Status

**Activity Services**

Service \*

Unit Type

Units \*

Supervisors will leave this activity status pending in order to re-open the record to add reoccurring supervision dates & times.

**Supervisor Approval Date – SNCD:** To record in RIFIS this activity will have a specific activity date that reflects when a supervisor has reviewed, authorized and SIGNED a SNCD RIFIS Assessment (typically because the FSCC has marked the status “pending” to alert a supervisor it is ready for their review and to mark status as “complete”. Indicate a begin date and end date that match, a default time of 15 minutes, and status on this activity should be marked “complete”.(This is NOT a reoccurring activity and will be READ ONLY after status is marked “complete”).

Love Rifs bouglielm

Activities

Start Date *	Start Time	End Date *	End Time	Total Minutes	
12/14/2011	01:00 PM	12/14/2011	01:15 PM	15	Delete

**Activity Details**

FCCP \*  Location/FCCP Funding

Agency \*  Place of Service

Worker \*  Payer

Status

**Activity Services**

Service \*

Unit Type

Units \*

This is not a reoccurring activity, therefore supervisors will mark complete after indicating above the date & time authorization of the SNCD occurred.

**Supervisor Approval Date – Family Service Plan:** To record in RIFIS this activity will have a specific activity date that reflects when a **supervisor has reviewed, authorized and SIGNED** a Family Service Plan in RIFIS (typically because the FSCC has marked the status “pending” to alert a supervisor it is ready for their review and to mark status as “complete”). Indicate a begin date and end date that match, a default time of 15 minutes, and mark the status on this activity as “complete”. (This is NOT a recurring activity and will be READ ONLY after saving as marked “complete”).

**Activity Times**

Start Date *	Start Time	End Date *	End Time	Total Minutes
12/14/2011	01:00 PM	12/14/2011	01:15 PM	15

**Activity Details**

FSCP \* **EB** Location/FCCP Funding **Within FCCP**

Agency \* **Child and Family Ser** Place of Service **Child and Family Ser**

Worker \* **Guglielmo, Barbara** Payer **Service contract**

Status **Complete**

**Activity Services**

Service \* **SerDelImp08**

Supervisor Approval Date -

Unit Type **Session**

Units \* **1.00**

Unit Cost

This is not a recurring activity, therefore supervisors will mark complete after indicating above the date & time authorization of the Initial Family Service Plan occurred. Ongoing & Transitional reviews of the Family Service Plan will be recorded using the same codos as individual activity records)

**Early Intervention=** Start date child is enrolled in program and/or date worker obtains information if child entered FCCP already involved. End date will be modified when worker obtains date of when child completes program. See example of how to enter in RIFIS below:

**Activity Times**

Start Date *	Start Time	End Date *	End Time	Total Minutes
12/21/2011	01:00 PM	12/21/2011	01:15 PM	15
12/21/2011		12/21/2011		

**Activity Details**

FSCP \* **EB** Location/FCCP Funding **Referred Out to non-FCCP**

Agency \* **Child and Family Ser** Place of Service **Child and Family Services of Newport Cu**

Worker \* **Chase, Sheila** Payer **Federal Grant Funding**

Status **Pending**

**Activity Services**

Service \* **ErlyCdGpcCd05**

**Early Intervention**

... Clear

Unit Type **Session**

Units \* **1.00**

Unit Cost

This activity start date will be defined as the date child has started EI program. If child enters FCCP already enrolled, worker should use start date they obtained the information of child participating in EI. This is not a recurring activity, BUT worker should leave "pending" and when end date occurs, open EI activity record and modify the date, mark "complete", save and close.