

RIFIS UPDATE
SERVICE CATEGORY
May 29, 2013

Some changes had to be made to accommodate the new RIFIS Census Report that will be made available June 2013. Starting today, we are asking workers to enter the service category through a sub tab available on the agency intake page. Workers are currently entering this information on the agency intake page under the FCCP Funding/Billing Category header. This field will be de-activated on Monday, June 10 allowing workers time to familiarize themselves with the new process and move the information over for current families.

Please contact Sheila or Barbara at RIFIS.Support@dcyf.ri.gov if you have any questions/comments.

ENTERING A SERVICE CATEGORY

1. Open the Agency Intake Record.

The screenshot shows the 'Agency Intake' interface. At the top right, it says 'Last Updated by bguglielmo at 7/20/2012 10:42:15 AM'. Below this, there are fields for RIFIS ID, Status (Active), Family ID (88888888), DOB (10/10/2000), Last Name, and First Name. A navigation menu includes tabs for Demographics, FCCP Open/Close, Agency Intake (highlighted with a red box), Family Relations, Natural Supports/Case Relations, Assessments & Forms, Diagnosis, Plans, Activities, Progress Notes, and Notes. A 'Filter' section has a dropdown menu set to 'Agency' with 'Add', 'Search', and 'Reset' buttons. A callout box with a red arrow points to the 'Agency Intake' tab, containing the text 'Open the active agency intake record.' Below the filter is a table with the following data:

FCCP	Agency	Provider ID	FSCC	Intake Start Date	Transition Date	Agency LOS	Disposition Date	Disposition
EB	Child and Family Services of Newport	13-01	Guglielmo, Barbara	08/11/2010		1022	07/20/2012	Pending

At the bottom of the table, there are navigation buttons: '<< First', '< Previous', 'Retrieve 15 Records at a time', 'Next >', and 'Last >>'.

- Click on the Service Category sub tab.

- Click on File > Add Service Category.

- Enter a Service Category by selecting a choice from the dropdown list. Also enter a start date.

5. Go to File > Save and Close Service Category. The screen will close and bring you back to the page below.

File

 **Service Category**

James Purple 5/29/2013 10:33 AM

Agency Intake
Workers
Service Category
Contact Notes
Track Disposition

Filter

1 Service Category record(s) returned - now viewing 1 through 1

Service Category	Start Date	End Date	Active
Family Stabilization	05/29/2013		True

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

If the service category changes, please follow these instructions to enter a new service category.

1. Click on the Service Category sub tab. Click on the active service category.

The screenshot shows the 'Service Category' page in the Harmony Social Services system. The user is logged in as James Purple. A search filter is applied, and the results show one record for 'Family Stabilization' with a start date of 05/29/2013 and an active status of True. A red arrow points to the 'Family Stabilization' text in the table, with a callout box that says 'Click on service category.'

Service Category	Start Date	End Date	Active
Family Stabilization	05/29/2013		True

2. Enter an End Date. Go to File > Save and Close Service Category.

The screenshot shows the 'Service Category' page in the Harmony Social Services system. The user is logged in as James Purple. The 'Service Category' dropdown is set to 'Family Stabilization'. The 'Start Date' is 05/2/2013 and the 'End Date' is 05/29/2013. A red arrow points to the 'End Date' field, with a callout box that says 'Enter an End Date.'

Service Category: Family Stabilization
Start Date: 05/2/2013
End Date: 05/29/2013

3. After save & close, you will be brought back to the page below. Go to File > Add Service Category.

The screenshot shows the 'Service Category' page in the Harmony Social Services system. The user is logged in as James Purple. The search results show one record for 'Family Stabilization' with a start date of 05/02/2013 and an end date of 05/29/2013.

Service Category	Start Date	End Date
Family Stabilization	05/02/2013	05/29/2013

- Add new service category and start date.

File


Service Category

James Purple 5/29/2013 10:49 AM

Group

Service Category * Behavioral Health (SED) ▼

Start Date * 5/29/2013

End Date

- Go to File > Save and Close Service Category.

File


Service Category

James Purple 5/29/2013 10:50 AM

Agency Intake

Workers

Service Category

Contact Notes

Track Disposition

Filter

Search Reset

2 Service Category record(s) returned - now viewing 1 through 2

Service Category	Start Date	End Date
Behavioral Health (SED)	05/29/2013	
Family Stabilization	05/02/2013	05/29/2013

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