RIFIS Reminders by Tabs

Revised, 12/19/2014

Demographics:

Family Name – enter as the Primary Caregiver (LAST Name, FIRST Name)

Family ID – enter the SS # of the Primary Caregiver identified as the Family Name (DO NOT enter Dashes). If SS# is unobtainable at time of referral, TEMPORARILY use 999 & their DOB (i.e. 999081668).

# of children (18 & under) receiving services through the FCCP (including TC) – be sure to enter.

In order to preserve the family's original address, remove OLD address from the address field on the Demographic page and create a record using the ADDRESS subtab located to the far left of the Demographic page. Record NEW address in Demographic page field.

FCCP Open/Close:

Secondary Worker Field – designated for FSP only. If no FSP assigned, leave field BLANK.

Agency Intake:

WORKER subtab – record FSP as a worker assigned to each case so Worker Report lists them.

SERVICE CATEGORY subtab – record family category as soon as information is obtained. If category changes, give end date in original record and add new service category record.

Family Relations: each family member needs to be recorded individually as the information is obtained (usually at Referral/Intake).

Natural Supports: each Natural Support and Case Relation needs to be recorded individually as the information is obtained.

RIFIS
Rhode Island Family Information Systems

NOTE TO SUPERVSIORS RE: ELECTRONIC SIGNATURES

When using the signature feature always, review and approve, by SIGNING, SAVING, then mark status COMPLETE, SAVE & CLOSE

Assessments/Forms:

Utilize "MY RIFIS" ticklers to keep track of what assessments and forms are outstanding instead of creating BLANK "draft" records.

It is no longer necessary to record Activities for any/all Assessments/Forms. We are using the "Consumer Assessment Response by Agency Report" and requested from Harmony Systems, an aggregate version of this report that has been approved and will come out in RIFIS version 7.6

Diagnosis:
Diagnosis details are taken from an evaluation completed by a professional and transferred into RIFIS fields using DSM-IV

RIFIS version 7.6 will have the DSM-V detail page to use for those evaluations completed by professionals already utilizing DSM-V

RIFIS will phase out the use of DSM-4 as directed by the Department

Plan:

PLAN DEVELOPMENT subtab – create a record with the date a formal Review of each item on the plan has been completed with the family and properly label: Initial, Ongoing, Transitional.

PLANNED SERVICES subtab – create a record for any services discussed with the family and is documented and will be part of their plan development.

Activities:

Report any Planned Services that were delivered after confirming with the family. This information is not mapped to billing in any way. It is meaningful data for RI to study what services our FCCP families are requesting/needing while they participate in the Wrap process.

FLEX FUNDS/INKIND DONATIONS – are recorded using the date $ was spent out of FLEX budget and no longer when staff hands off $ to family. Indicate "w/in FCCP, location is your Agency and unit cost needs to be recorded in order for correct amounts spent by your agency to accurately be processed on the FLEX FUND TOOL REPORT.