

TRACS Update – Re-engagement Record

On June 14, 2023, TRACS was updated, which included the following.

Local Review Team Members

When opening a Re-engagement record and scrolling down to the “Local review team members” section you will see the following.

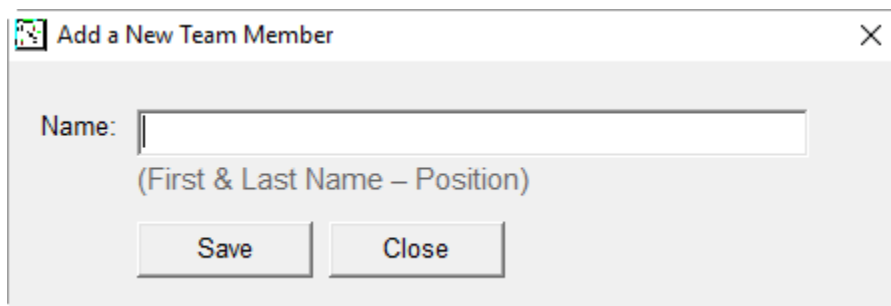
The screenshot shows the 'Re-Engagements for:' window. On the left is a tree view with '2023-Jun-15 - PD' expanded, showing 'Re-Engage Appt.', 'Situation', 'Review', 'Outcomes', and 'Overturn'. The 'Review' section is active. It contains a 'Local review team members:' label with 'Add New' and 'Remove' buttons. Below this is a large empty list box with '>>>' and '<<<' buttons. To the right is a 'Review Members:' section with a scrollable list box and a note: 'The Participant must be invited to be part of the re-engagement process. Case review and feedback provided by: - Family Coach - Engagement Specialist - Operations Manager or Lead - Jobs Partner'. Below these is the 'Re-Engagement Team Staffing:' section with dropdowns for 'Date of last Family Assessment' and 'Date of last 7819 reviewed with participant', and fields for 'Child Safety Check Completed on', 'Per Narration', and 'Child Safety Risk'. At the bottom are buttons for 'Close', 'New', 'Save', 'Overturn', 'Finalize', 'Print Summary', and 'Print Detail'.

There are no names listed. The names and positions will need to be added. Once added they will become part of the Branch list moving forward. This means that any names added by any FC or ES will show up on the list. This is a branch only function, which means an FC in another branch would not see the list. However, an individual from another office can be added to the list if needed.

To add a review member the user would click on the <Add New> button.

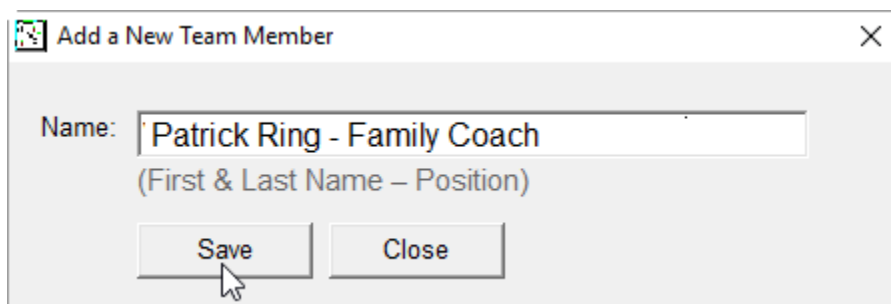
This is a close-up of the 'Review:' section. It shows the 'Local review team members:' label and the 'Add New' button, which is highlighted with a red rectangle. The 'Remove' button is also visible. Below the buttons is a large empty list box with '>>>' and '<<<' buttons.

Once clicked this window will appear and allow the user to add the name and position of the review team member.



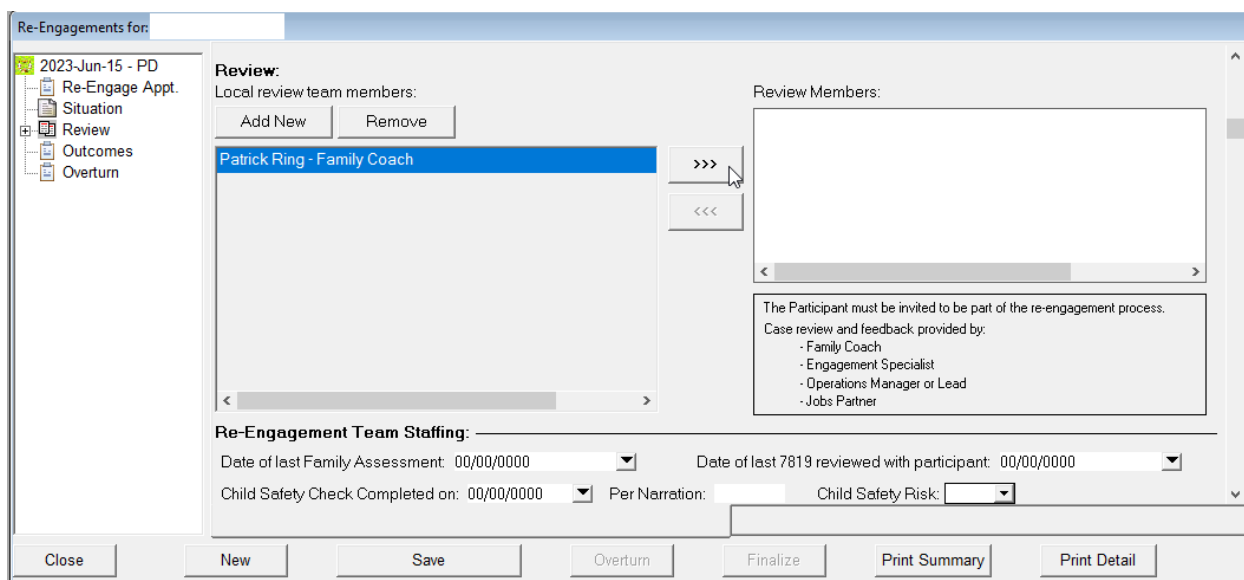
The screenshot shows a dialog box titled "Add a New Team Member" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Name:" with the placeholder text "(First & Last Name – Position)". Below the input field are two buttons: "Save" and "Close".

Add the information into the text window and click <Save>.



The screenshot shows the same "Add a New Team Member" dialog box, but now the "Name:" input field contains the text "Patrick Ring - Family Coach". A mouse cursor is pointing at the "Save" button. The "Close" button is also visible.

This person now shows up in the local review team members' list.



The screenshot shows a larger application window titled "Re-Engagements for:". On the left is a tree view with items: "2023-Jun-15 - PD", "Re-Engage Appt.", "Situation", "Review", "Outcomes", and "Overturn". The "Review" item is selected. The main area is divided into two sections. The top section is titled "Review:" and contains a list of "Local review team members:". Below this list are "Add New" and "Remove" buttons. The list contains one entry: "Patrick Ring - Family Coach", which is highlighted. To the right of this list are two buttons: ">>>" and "<<<". The bottom section is titled "Re-Engagement Team Staffing:" and contains several fields: "Date of last Family Assessment:" (00/00/0000), "Date of last 7819 reviewed with participant:" (00/00/0000), "Child Safety Check Completed on:" (00/00/0000), "Per Narration:", and "Child Safety Risk:". At the bottom of the window are several buttons: "Close", "New", "Save", "Overturn", "Finalize", "Print Summary", and "Print Detail".

The next step is to add the individual to the “Review Members” section. This is accomplished by clicking on the individuals name and then clicking the three arrows button >>>.

Re-Engagements for: [dropdown]

Review:
Local review team members:
Add New Remove

Review Members:
Patrick Ring - Family Coach

>>> <<<

The Participant must be invited to be part of the re-engagement process.
Case review and feedback provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000 Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000 Per Narration: Child Safety Risk: [dropdown]

Close New Save Overturn Finalize Print Summary Print Detail

Patrick Ring is now listed under the “Review Members”. The name no longer shows in the list on the left. This is to prevent accidentally adding a person’s name more than once.

Repeat the steps above to add other members to the list and then to the right under “Review Members”. The “Review Members” list should only include those who participated in this specific re-engagement.

Re-Engagements for: [dropdown]

Review:
Local review team members:
Add New Remove

Review Members:
Patrick Ring - Family Coach
Vicki Partridge-Hiland - Engagement Specialist
Ceri Villa - Manager

>>> <<<

The Participant must be invited to be part of the re-engagement process.
Case review and feedback provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000 Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000 Per Narration: Child Safety Risk: [dropdown]

Close New Save Overturn Finalize Print Summary Print Detail

When a user opens a new Re-engagement record the review members names will show up again under the “Local review team members” list.

Re-Engagements for: 2023-Jun-15 - PD / 2023-Jun-15 - NG

Review:
Local review team members:
Add New Remove
Ceri Villa - Manager
Patrick Ring - Family Coach
Shanon Sporseen - Family Coach
Vicki Partridge-Hiland - Engagement Specialist
>>>
<<<

Review Members:
The Participant must be invited to be part of the re-engagement process.
Case review and feedback, provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000 Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000 Per Narration: Child Safety Risk:

Close New Save Overturn Finalize Print Summary Print Detail

A user may notice a name, which wasn't part of the list they create. This is because other FC's will be entering names as well.

When filling out a new record, the user will need to move review members from the “Local review team members” list to the “Review Members” list. Click on the name and then click the three arrows >>>. The person is now listed under the “Review Members”.

Removing a Local Review Team Member from the List

There may be a time when a local review team member needs an update to their position or to be removed from the list. They may have left the branch or ODHS. This is a relatively easy process.

Changing a Person's Position

First the user will need to remove the person from the “Local review team members” list. Removing an individual is accomplished by clicking on the person's name and then the <Remove> button.

Re-Engagements for: 2023-Jun-15 - PD

2023-Jun-15 - PD
Re-Engage Appt.
Situation
Review
Outcomes
Overturn

Review:
Local review team members:

Add New Remove

Ceri Villa - Manager
Patrick Ring - Family Coach
Shanon Sporseen - Family Coach
Vicki Partridge-Hiland - Engagement Specialist

Review Members:

The Participant must be invited to be part of the re-engagement process.
Case review and feedback provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000
Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000
Per Narration: Child Safety Risk:

Close New Save Overturn Finalize Print Summary Print Detail

The follow warning will appear. If this is the correct person, click <Yes> to continue. The person is now removed.

Remove a Team Member

Are you sure you want to remove Shanon Sporseen - Family Coach?
They can be added again later if necessary.

Yes No

Re-Engagements for: 2023-Jun-15 - PD

2023-Jun-15 - PD
Re-Engage Appt.
Situation
Review
Outcomes
Overturn

Review:
Local review team members:

Add New Remove

Ceri Villa - Manager
Patrick Ring - Family Coach
Vicki Partridge-Hiland - Engagement Specialist

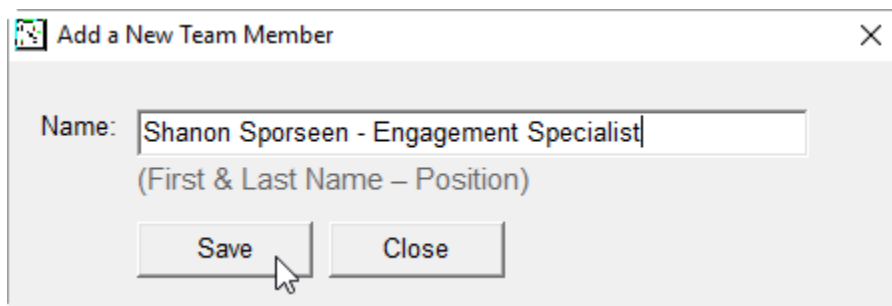
Review Members:

The Participant must be invited to be part of the re-engagement process.
Case review and feedback provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

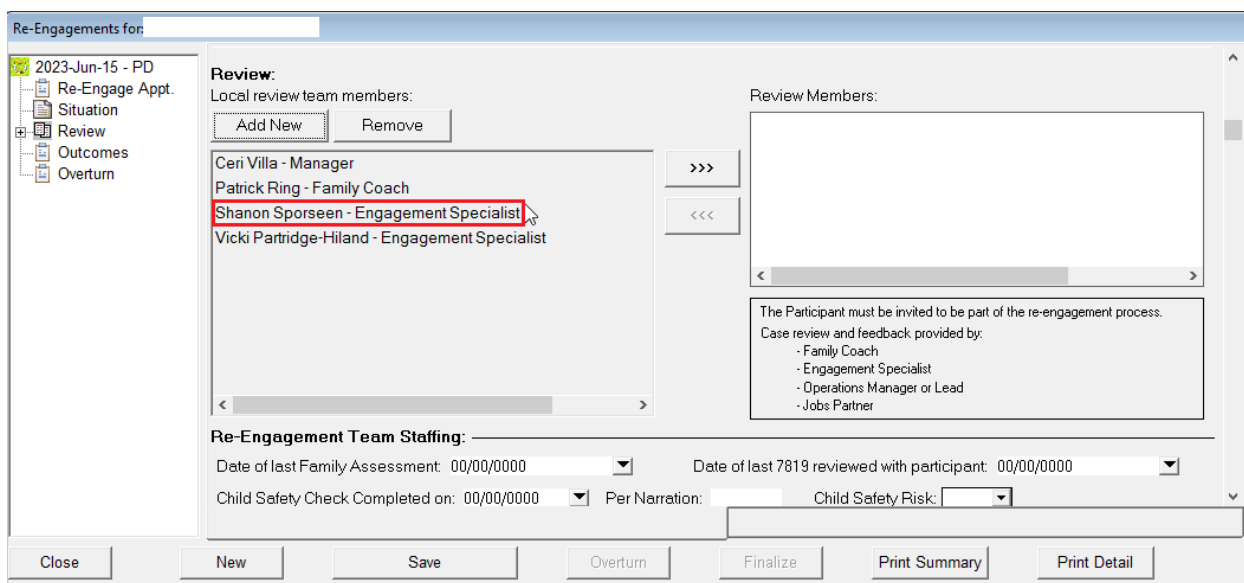
Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000
Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000
Per Narration: Child Safety Risk:

Close New Save Overturn Finalize Print Summary Print Detail

Next step is to click on the <Add New> button to add the individual back with the new position.



Click the <Save> button and Shanon will show up in the “Local review team members” list.



Removing a Person from the Local Review Team Members List

If an individual is no longer working in the branch or has left ODHS, their name should be removed from the “Local review team members” list. This is to prevent confusion around review team members when conducting re-engagements.

Click on the person’s name and then click the <Remove> button.

Re-Engagements for:

2023-Jun-15 - PD
2023-Jun-15 - NG

Review:
Local review team members:
Add New Remove
Ceri Villa - Manager
Patrick Ring - Family Coach
Shanon Sporseen - Family Coach
Vicki Partridge-Hiland - Engagement Specialist

Review Members:

The Participant must be invited to be part of the re-engagement process.
Case review and feedback provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000 Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000 Per Narration: Child Safety Risk:

Close New Save Overturn Finalize Print Summary Print Detail

The following message will appear. The individual can be added back later in necessary. Click the <Yes> button. The individual is now removed.

Remove a Team Member

Are you sure you want to remove Patrick Ring - Family Coach?
They can be added again later if necessary.

Yes No

Re-Engagements for:

2023-Jun-15 - PD
2023-Jun-15 - NG

Review:
Local review team members:
Add New Remove
Ceri Villa - Manager
Shanon Sporseen - Family Coach
Vicki Partridge-Hiland - Engagement Specialist

Review Members:

The Participant must be invited to be part of the re-engagement process.
Case review and feedback provided by:
- Family Coach
- Engagement Specialist
- Operations Manager or Lead
- Jobs Partner

Re-Engagement Team Staffing:
Date of last Family Assessment: 00/00/0000 Date of last 7819 reviewed with participant: 00/00/0000
Child Safety Check Completed on: 00/00/0000 Per Narration: Child Safety Risk:

Close New Save Overturn Finalize Print Summary Print Detail

Community Visit

This other change was not a significant as the “Local review team members” change. However, it helps to promote the idea of community visit as opposed to home visit or in-person visit.

The term “In Person Visit” was change to “Community Visit”. This aligns with rule and policy terminology.

Community Visit: (Reminder: the visit must be attempted within 30 days prior to disqualification effective date.)		
Outcome: <input type="text"/>	Date: 00/00/0000 <input type="text"/>	Documented per narrative: <input type="text"/>
Additional Information: (List any additional information not in narrative or that influenced the team decision.)		
<div></div>		
Re-engagement outcome: <input type="text"/>		