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Authorized Signature

Number: SS-IM-05-015

Issue Date: 08/03/2005

Topic: Other

New TRACS tools - Narrative Type and Template for the TANF/JOBS

Subject: Program.

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees             | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities  |
| <input type="checkbox"/> County DD Program Managers    | <input checked="" type="checkbox"/> Other (please specify): DHS CAF Self-Sufficiency TANF/JOBS Staff including case managers, HSS4s, CRCs, lead workers, hearing representatives, line managers, and program managers. |

**Message:**

**TRACS – TANF/JOBS Program – Updates: New Narrative Type and Template**

TRACS went through a couple of changes over the weekend. These changes include a new Narrative Type called “DQ Review,” and Narrative Template called “DQ Review Narrative Template.” These two new features are used in the TANF/JOBS Disqualification Process. The template has five items to fill out for DJ1 – DJ4 and an additional three items for DJ5 and DJ6.

The Disqualification Process begins with conciliation. This is where all possibilities of good cause would be explored. If good cause is not determined, the case goes before the local disqualification review team. It is expected that the local review team will use of Narrative Type and Narrative Template. This will assist everyone involved with the case by providing easy access to information regarding the disqualification reviews.

**DQ Review Template**

- **Pending Disqualification Level:** *If the disqualification were to be applied, what would be the level? i.e., DJ1, DJ2...DJ6.*
- **Situation:** *What is the reason for the pending disqualification? Be specific.*

- **Review Team:** *Who took part on the Disqualification Review Team? Actual names are not necessary. i.e., MH provider, nurse, case manager, etc. Keep in mind that if there were A&D or MH issues it would be critical to have input from those professionals. Include qualified and appropriate professionals whenever possible.*
- **Home Visit Attempted:** *Include the outcome of the home visit.*
- **Alternate Resources:** *What alternate resources are available to the family in the event of a full family sanction?*
- **Child Safety Review:** *Are there any safety issues for the child(ren) in the event of a full family sanction? If so, what are the issues? Try to include Child Welfare whenever possible.*
- **Good Cause Determination:** *Was there good cause? If so, what were the factors that allowed for the good cause determination? If not, how did the review team arrive at that decision?*
- **Next Steps:** *Regardless of good cause or no good cause, what are the next steps regarding the family, the case plan, etc?*

## **How to make it work...**

DQ Narrative Type - To add a Narrative Type to a Narrative:

1. Select the “Quick Narrative” (the single pencil) button.
2. Click on the down arrow next to the “Narrative Type:” which is located on the left hand side of the Narrative Window.
3. Select “DQ Review.”

DQ Review Template - To add the DQ Review Template:

1. Select the “Import File...” button at the bottom left of the Narrative Window.
2. Select the file called “DQ Review Narrative Template [dot] txt” and click “Open.” This will load the template into the narrative window.
3. Enter the appropriate information.

Sorting Narratives by Narrative Type - To sort by Narrative Type(s):

1. Click on the “Narratives” (the three pencils) button.
2. Click the “Filter Results” tab in the Narratives Window. It may take a moment to load narratives.
3. At the bottom right select the “Set Filter...” button.
4. In the Narrative Filter Window select the appropriate information you want to use to filter the narratives. For the DQ Review: Check mark the box next to Narrative Type(s) then check mark the DQ Review.
5. Click “OK”

For additional information please contact Patrick J. Ring via GroupWise or telephone at (503) 945-7006.

*If you have any questions about this information, contact:*

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