

CID1 – Centralized Intake Detail 1

This screen is used by Centralized Intake staff to record all initial contacts including requests for information, requests for services, and reports of alleged child abuse/neglect.

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CAFSCID1          CENTRALIZED INTAKE DETAIL 1          07/11/2016    10:55
USER ID : C81285   MODIFY                                REPORT    1
R/R NUMBER: 0001074 R/R CATEGORY: CPS PRIORITY: 3 TAKEN BY: C74142CI PRIORS: N
INV START DATE: 05/01/2013 TIME: 15:01 ASSIGNED TO: C74142CI WORKER
----- REPORTER DETAIL -----
REPORTER: ANNIE APPLE                                REL: NBR SLFRPT: N PH: 406 444-1234
RPTR DETAIL: LIVES NEXT DOOR TO THE MOUSE FAMILY

----- REPORT GENERAL INFORMATION -----
REPORT NAME: MINNIE MOUSE                            PROV NO:          000
ADDRESS      : 754 RIVER ROCK RD                      PROV PHONE: 406
CITY/ST/ZIP: HELENA                                MT 59602         COUNTY: 025 LEWIS & CLARK
PHONES: (1) 406 443-4321 REL: SLF W/H/C: H (2) 406   REL:              W/H/C:
INVESTIGATION SUMMARY: CONCERNS CHILDREN ARE BEING EXPOSED TO PARENTAL METH
USE AND/OR METH MANUFACTURING IN THE HOME.

DRUG USE ALLEGED: Y DRUG LAB/MFG: Y DRUGS: MET
FIRST CNTCT DT:                                FIRST CNTCT TIME: DTRMN END DATE:
R/R STATUS: 0                                ACTION TAKEN:

-
PATH:
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Field Descriptions (F12) indicates code lookup is available.

REPORT

This field will display the report that the worker is on if multiple reports were selected from the RRRL (Report/Request List) screen. If a single report was selected, this field will display a '1'. If multiple reports were selected, a MORE indicator will display to indicate there are additional reports. These reports can be accessed by pressing the F8 key. Previous reports can be accessed by pressing the F7 key.

R/R NUMBER

This field will display the report number for the report. *This number is system generated when a new report is entered and updated.*

R/R CATEGORY (F12)

Enter the appropriate category for the report. *CPS, CPI and CFS categories must go through the Centralized Intake unit. All other report categories can be manually entered by field workers directly on the RRD1/RRD2/RRD3 (Report/Request Detail 1-3) screens. Tribal workers can also manually enter CPS, CPI and CFS categories on the RRD1/RRD2/RRD3 (Report/Request Detail 1-3) screens.*

PRIORITY (F12)

Enter the appropriate priority for the report. *Priority 1, 2 or 3 is required for CPS category. Priority 8 is required for CFS category if the report is a 3rd party abuse/neglect referral to law enforcement.*

TAKEN BY (F12)

This field will display the C number of the worker who entered the report information (the worker who pressed F11 to add the report.) *This C# cannot be changed.*

PRIORS

Enter a "Y" if any person identified on the current report has any prior report history. Enter an "N" if there is no prior report history for any of the people being entered on the current report.

INV START DATE

Enter the date the report was received. This will initiate the 60 day report determination time requirement for CPS reports.

TIME

When adding a new report, this field will default to the time the worker pressed F11 to add the report, but can be changed to the actual time the report was received.

ASSIGNED TO (F12)

When adding a new report, this field will default to the same C number as the 'taken by' C number. When the worker is ready to assign the report to a different worker, enter the C number of the new worker.

REPORTER

Enter the name of the person/agency that is making the referral. If the person wishes to remain anonymous simply enter 'anonymous' in this field.

REL (F12)

Enter the relationship of the reporter(s) to the individual(s) they are calling the referral on.

SLFRPT

Enter a "Y" if the person entered in the 'reporter' field is the abuser. *This information is gathered for a federal report – marking this field with a "Y", however, does not identify the reporter as an abuser in the CAPS system.*

PH

Enter a phone number for the reporter.

RPTR DETAIL

Enter any additional information regarding the reporter. This is a free-form text field.

REPORT NAME

Enter the report name (last name first, first name last – if known). This is, typically, the mother's name.

PROV NO (F12)

Enter the provider number if the report involves allegations being made against a licensed facility. *The assigned licensing worker and all workers with clients placed in the facility will receive an alert to notify them of the report.*

ADDRESS

Enter the address where the individual(s) identified in the 'report name' field and listed on the CID2 (Centralized Intake Detail 2) screen can be located.

PROV PHONE

If a provider number is being entered, enter the phone number for the provider.

CITY

Enter the city that corresponds to the address that was entered.

ST (F12)

Enter the state that corresponds to the city that was entered.

ZIP

Enter the zip code that corresponds to the city and state that was entered.

COUNTY (F12)

Enter the county where the report was initiated or where the incident occurred.

PHONES(1)

Enter a phone number where the individual(s) identified in the 'report name' field can be contacted.

REL (F12)

Enter the relationship of the person with the contact phone number to the individual(s) identified in the 'report name' field.

W/H/C

Enter a "W" if this is a work phone number, an "H" if this is a home phone number or a "C" if this is a cell (mobile) phone number.

(2)

Enter a second phone number where the individual(s) identified in the 'report name' field can be contacted.

REL (F12)

Enter the relationship of the person with the contact phone number to the individual(s) identified in the 'report name' field.

W/H/C

Enter a "W" if this is a work phone number, an "H" if this is a home phone number or a "C" if this is a cell (mobile) phone number.

INVESTIGATION SUMMARY

Enter a summary of the intake information – this would be a "snapshot" of all the information listed on the CID1 and CID2 (Centralized Intake Detail 1-2) screens and attached as notes in the DocGen system. This is a free-form text field.

DRUG USE ALLEGED

Enter a "Y" if there are allegations of drug use for the report. Enter an "N" if there are no allegations of drug use on the report. This field can be entered at any time, but will be required at the time the report is re-assigned to the investigating worker.

DRUG LAB/MFG

Enter a "Y" if there are allegations of the existence of a drug lab or drug manufacturing for the report. Enter an "N" if there are no allegations of the existence of a drug lab or drug manufacturing for the report.

DRUGS (F12)

If the 'drug use alleged' field has been marked with a "Y", enter the drugs that are being alleged on the report. Up to nine drug codes can be entered.

FIRST CNTCT DATE

This field can only be entered on the CID1 screen for CPI or TRB reports. For some report categories, the first contact date will be entered on the RRD1 (Report/Request Intake Detail 1) screen by the investigating field worker.

FIRST CNTCT TIME

This field can only be entered on the CID1 screen for CPI or TRB reports. For some report categories, the first contact date will be entered on the RRD1 (Report/Request Intake Detail 1) screen by the investigating field worker.

DTRMN END DATE

This field can only be entered on the CID1 screen for CPI or TRB reports. For some report categories, the determination end date will be entered on the RRD1 (Report/Request Intake Detail 1) screen by the investigating field worker.

R/R STATUS (F12)

When adding a new report, this field will default to “O” (open). Enter a “C” to close the report. *This field will not be changed on CID1 for CPS or CFS report categories. Centralized Intake workers can close a report with a CPI category.*

ACTION TAKEN (F12)

Enter the action taken on the report when changing the ‘R/R status’ field to “C”. *This field will not be entered on CID1 for CPS or CFS report categories. Centralized Intake workers will typically enter “RTI” (Report Taken as Information Only) when closing a report with a CPI category.*

Additional Information

When the ‘assigned to’ worker field is changed, the worker will be asked to SHIFT+F4 to confirm. Verify that the last name that appears next to the C# is correct before confirming.

Once the report has been transferred to another worker on CID1, or the report has been closed, the information on the CID1 and CID2 (Centralized Intake Detail 1-2) screens becomes protected. Only workers with the “CIC” supertask will maintain update authority.