

## FCLL - Facility Caseload List

This screen displays a list of open facilities and referrals for a particular worker. The worker will be able to see facilities and referrals that are assigned to them, shared with them, if read-only access has been granted to them and if a facility or referral has been secured.

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CAFSFCLL                FACILITY CASELOAD LIST                07/08/2016    16:07
USER ID : C74142FS                                PAGE NO:    1

DISPLAY F=FACILITIES,R=REPORTS:  F                VIEWING CASELOAD OF USER: C74142FS
DISPLAY A=ACTIVE OR B=BOTH(ACTIVE & INACTIVE): A  FACILITIES OF THE ABOVE USER
TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER  DISPLAY VALUES:  -
  REPORT/          ASGN      ACTIVE LICENSES      RPT/ ALRT
SEL  FACILITY     NAME          TYP----- CODE/STAT -----FACL  IND
- 0001052 001 APPLE FAMILY HOME      A  CPA REG  KIN NIN          F
- 0001042 001 BRADY BUNCH YOUTH HOME    A  TKI REG  GKS REG  SHC REG  F
- 0001066 001 BUFFLE FOSTER CARE            A  YFH REG  ADP APP  KIN NIN  F
- 0001053 001 COCONUT GROUP HOME            A  TGH REG  TFF REG  YFH REG  F
- 0001067 001 COFFEE FOSTER HOME            A  TKI REG  YFH REG  ADP APP  F
- 0001059 001 CROSS FOSTER HOME              A  ADP APP  YFH REG          F
- 0001068 001 DINGLE HOME                    A  ADP APP  YFH REG  KIN INT  F
- 0001070 001 FARKLE FOSTER CARE            A  TFF REG  ADP APP  YFH REG  F
- 0001054 001 FINKLE FOSTER HOME            A  YFH REG  ADP APP  YGH REG  F
- 0001011 001 FRUED CONCEPTS              A  YGH REG  YFH REG  GKS REG  F
- 0001071 001 GOLDEN FOSTER HOME            A  YFH REG  ADP APP  GNK APP  F
- 0001074 001 GRIFFIN FOSTER HOME            A  YFH REG  KIN INT          F
- 0001074 002 GRIFFIN2 FOSTER CARE          A  YFH REG          F
- 0001074 003 GRIFFIN3 FOSTER CARE          A  YFH REG          F
TO VIEW REPORTS, DISPLAY USING (R); CHANGE STARTING VALUE FOR MORE FACILITIES
                                     PATH:  _
  
```

**Field Descriptions** (F12) indicates code lookup is available.

### DISPLAY F=FACILITIES, R=REPORTS

This field will default to "F" so only facilities will be displayed. Enter an "R" if you wish to view only reports.

### VIEWING CASELOAD OF USER

This field will default to the C number of the worker who is logged in to the system. You can enter the C number of another worker to view their caseload. *In order to view the caseload of another worker, you must be in the same county and have the same supervisor. Supervisors and Regional Administrators can view the caseload list of any worker in their county and/or region.*

### DISPLAY A=ACTIVE OR B=BOTH

This field will default to "A" (active) which indicates facilities with an active license (or licenses) will be displayed. Enter a "B" (both) and facilities with both active and inactive licenses will be displayed.

### *DISPLAY VALUES*

Enter the first letter or number for the facility name for quicker access to that facility on FCLL.

### *SEL*

On the select line, enter “S” if you want to select a facility or report to access additional details, “R” if you want to release shared or read-only access to a facility or report, or “T” if you want to transfer a facility or report to another worker.

### *REPORT/FACILITY*

This field will display the provider number for a facility and the report number for a report.

### *NAME*

This field will display the name of the facility (ID=provider number) or the name of the report (ID=report number.)

### *ASGN TYPE*

This field will display the type of assignment/access you have for a facility or report. “A” = assigned, “S” = shared, “R” = read-only, “P” = secured. Read-only records will also be highlighted in pink.

### *ACTIVE LICENSES CODE/STAT (F12)*

This field will display up to three (3) active licenses and the current license status code for those licenses for the listed facility.

### *RPT/FACL*

This field will display a “R” if this is a report or an “F” if this is a facility.

### *ALRT IND*

This field will display a “Y” if there are alerts related to the facility or report on the ALER (Alerts) screen.

## **Additional Information**

You can only release facilities and reports that you have shared or read-only access to. In order to remove an assigned facility from your caseload list, they must be transferred to another worker or closed on the FACD (Facility Detail) screen. In order to remove an assigned report from your caseload list, it must be transferred to another worker or closed on the RRD1 (Report/Request Detail 1) screen.

If you type an “R” to release a facility or report from being secured, it will only release the secure but will not remove the facility or report from your caseload list.

When a facility or report has been released, it will continue to display on your caseload list until the next day.

You can select multiple facilities and/or reports with a "T" to transfer. You will be taken to the AXED (Assignments/Transfers Detail) screen and you can enter the C number of the worker you are transferring each detail to.

If you select a facility or report with an "S" you will be taken to the FACD (Facility Detail) screen for a facility and the RRD1 (Report/Request Detail 1) screen for a report.