

## RRRL - Report/Request List

This screen displays all report/requests in reverse chronological order by the date received, based on the entered search criteria.

```
CAFSRRRL          REPORT/REQUEST LIST          06/30/2016    10:59
USER ID : C81285          PAGE NO:    1

TO SELECT, ENTER I=INQUIRE, M=MODIFY, V=INQUIRE(CID1), OR C=MODIFY(CID1)

R/R NO:          CAPS ID:          PROV:          000  WORKER ID: C81285
START FROM:          CO:          R/R CAT:          R/R STAT:

SEL  RPT NO  DATE      R/R      DETERMIN  WORKER
     RPT NO  RECEIVED  CAT STS  REPORT NAME  END DATE  ASSGND
-   0001169  06/23/2016  CPS  0  NEIGHBOR CHILD  C81285
-   0001131  10/03/2014  CPS  0  BARKER CHILD   C81285
-   0001130  10/03/2014  CPS  0  DINKLE KIDS    C81285
-   0001112  05/01/2014  CPS  0  NEIGHBOR CHILD  C81285

                                     PATH:
```

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

### *R/R NO*

Enter the specific report/request number that you want to display on the list.

### *CAPS ID (F12)*

Enter the CAPS ID of the person you want to view report/request history for on the list. *All reports that contain that CAPS ID will be displayed, regardless of the individual's involvement on the report.*

### *PROV (F12)*

Enter the provider number of the provider you want to view report/request history for on the list. *All reports that contain that provider number will be displayed, regardless of the provider's involvement on the report.*

### *WORKER ID (F12)*

This field will default the C number of the worker accessing the screen and will display all reports assigned to that worker. Enter the C number of other workers to view their RRRL list. *If CAPS ID or provider number is entered, worker ID must be removed.*

### *START FROM*

Enter the date you want to view report/request history for on the list. *All reports from the entered date to current date will be displayed.*

### *CO (F12)*

Enter the county you want to view report/request history for on the list. *All reports from the entered county will be displayed.*

### *R/R CAT (F12)*

Enter the category of report you want to view report/request history for on the list. *All reports for the entered category will be displayed. Up to three (3) categories can be entered.*

### *R/R STAT (F12)*

Enter the status of the report you want to view report/request history for on the list. *All reports for the entered status code (open or closed) will be displayed.*

### *SEL*

On the select line, enter "I" if you want to inquire on a report or "M" if you want to modify a report. Both of these functions will take you to the RRD1 (Report/Request Intake Detail 1) screen. *Centralized Intake staff cannot select reports with "M".*

On the select line, enter "V" if you want to inquire on a report or "C" if you want to modify a report. Both of these functions will take you to the CID1 (Centralized Intake Detail 1) screen. *Field workers cannot select reports with "C".*

### *RPT NO*

This field will display the report/request number for the listed report.

### *DATE RECEIVED*

This field will display the date the listed report was received.

### *R/R CAT (F12)*

This field will display the category currently assigned to the listed report.

### *STS (F12)*

This field will display the current status of the listed report.

### *REPORT NAME*

This field will display the report name currently identified on the listed report. *This information defaults from what is entered in the REPORT NAME field on CID1 (Centralized Intake Detail 1) or RRD1 (Report/Request Intake Detail 1).*

### *DETERMIN END DATE*

This field will display the date a determination (substantiated, unsubstantiated, etc) was made on the listed report.

*WORKER ASSGND (F12)*

This field will display the C number of the current assigned worker for the listed report.

**Additional Information**

Only Centralized Intake staff can select reports with a “C” to modify report details on CID1 (Centralized Intake Detail 1) and CID2 (Centralized Intake Detail 2). However, once the report is either closed on CID1 or assigned to a field worker, centralized intake information can no longer be modified.

Workers can inquire/modify up to 50 referrals at a time from RRRL.

CPS (Child Protective Services), CPI (Child Protective Information) and CFS (Child Protective Services Request for Services) report categories cannot be entered by field staff – they must be entered by Centralized Intake staff. Tribal Social Services staff, however, can add these categories directly from RRRL.

R/R NO, CAPS ID, PROV and WORKER ID must be entered as individual search criteria. START FROM, CO, R/R CAT and R/R STAT can be entered with other search criteria from that line.