HELPING FAMILIES INITIATIVE
USER GUIDE

Revision History

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Welcome to the HFI
User Guide

HFI allows our team to manage attendance and behavior incidences from local schools.

For quick navigation of the guide, click on any of the headers within the table of contents!

Contributing Authors

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Dashboard

When opening the HFI solution, a dashboard will display unexcused absences and violations/infractions for your district, including cases that are assigned to you as a case worker.

Each student's information is downloaded from ALSDE for each academic school year weekly so you have the most up to date information on students in your district.

When clicking on the arrows or one of the statuses shown in My Cases, you will be taken to a list of cases based on your choice. The system will build a list of students for each category.

When you click on the arrow in Snapshots, it will take you to a list of students and their absences or students involved in violations. New offenses will display based on the dates chosen.

Dashboards update daily at noon and overnight.

Students with 3 UA & No Violations will create a list of students to send Attendance Warning letters. Students with 1 Violation & No UA will create a list of students to send Violation Warning letters.

"Clicking" on the arrow on the Dashboard will display a list of students who should receive an Attendance Warning letter. Choosing the envelope icon will autogenerate the letters in either email, text, or print versions.

The student's State ID, Date of Birth, and Ethnicity are displayed as well as what status a student is operating in within our organization.

Batch Letters To Print

If you click on the 3 UA list from the Dashboard and then narrow down your search to your cases – using the "Caseworker" filter that should allow you to only print letters where you are assigned to them.

Here's the process to limit to your Students only:

1. From your Dashboard choose the arrow icon by 3 UA.

Missing Reason Codes	0
3 UA & No Violations - Warning Eligible ❓	75
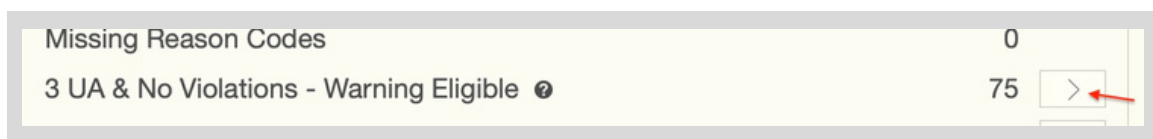
2. Once the list of students displays, click on the "Filter."

75 CASES
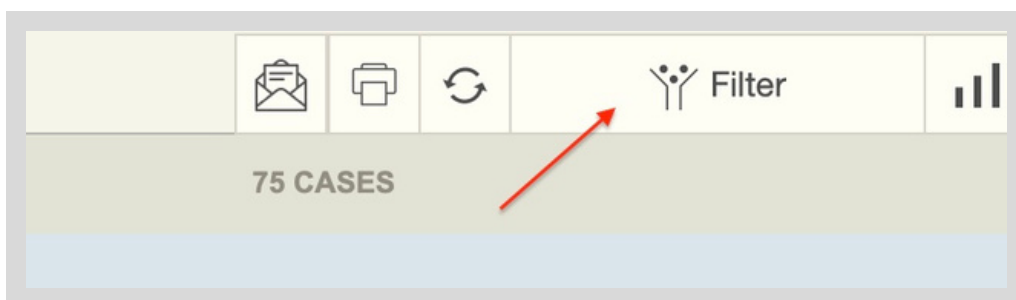
3. Choose the case worker's list of students you want to print.

Filter Cases

Case Worker
Days Open
In Progress > 10 Days
Active Cases > 90 Days
Active
In Progress
School Name
Cancel

4. The list of students for you, Joyce Peeples, appears.

5. Then you can print the narrowed list of letters for your students only.
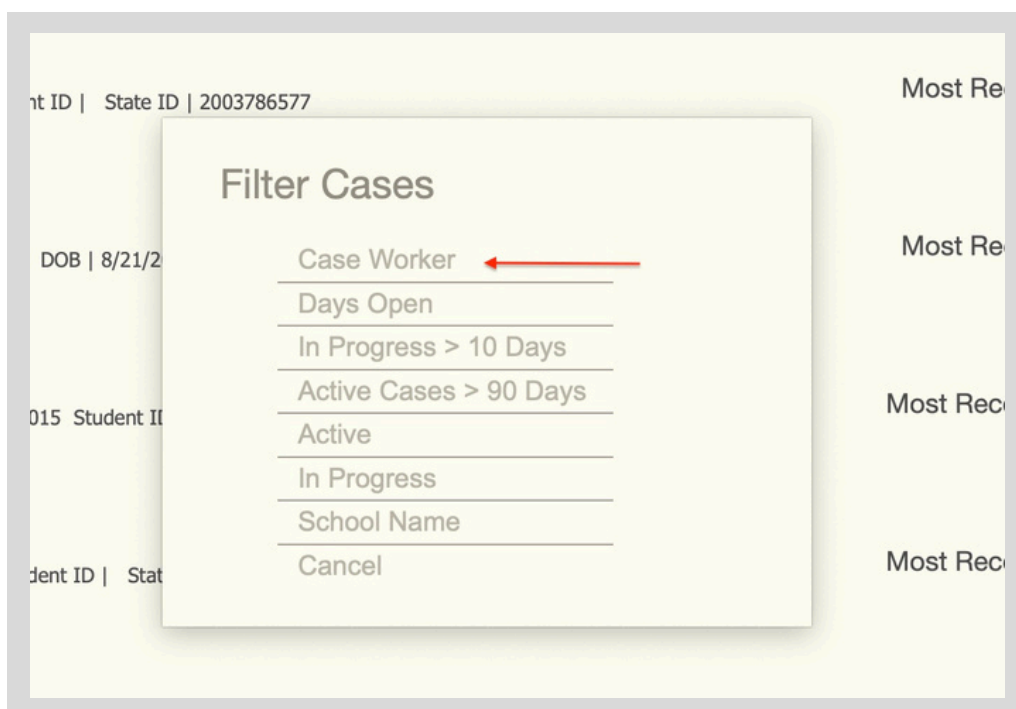
Another option is to generate letters by school system.
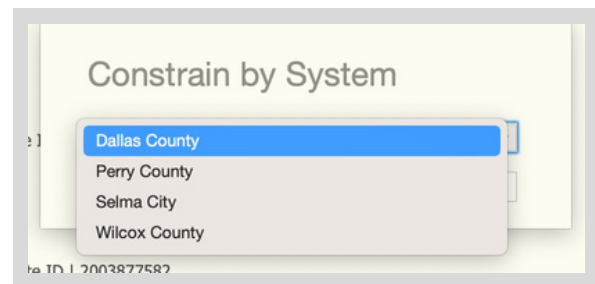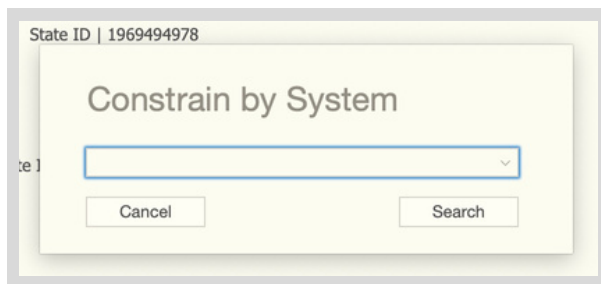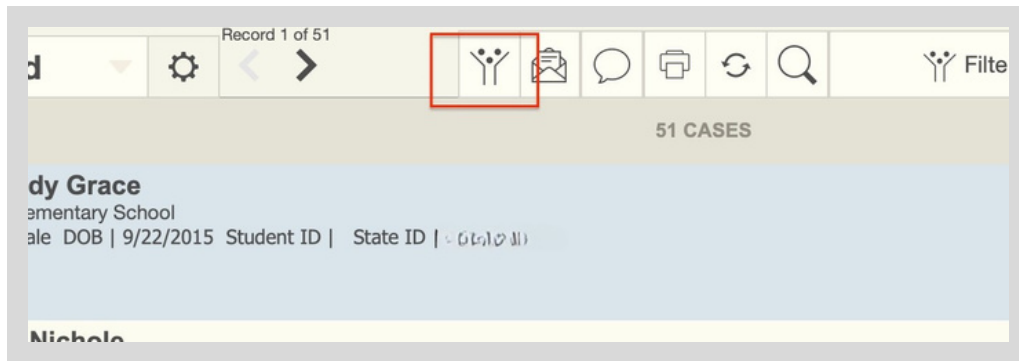
If you only want to send to a few of the students in 3 UA, 4 UA, 1 violation, 2 violation or Weapons lists, you may "Select All" students and only choose the students needed.
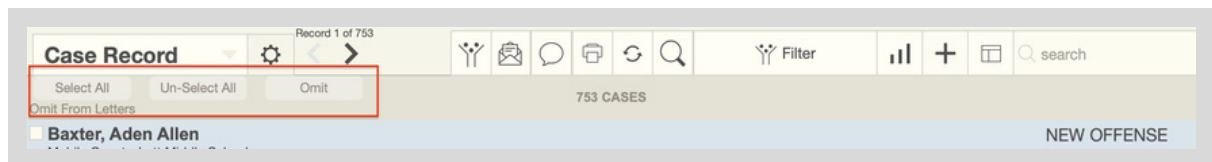
By choosing "Select All," you are removing "x" letters from the list to print. If you want to print one or more students, simply uncheck their name.

Unchecking each checkbox will allow you to print only those letters by hitting the "Omit" button to omit all other letters.
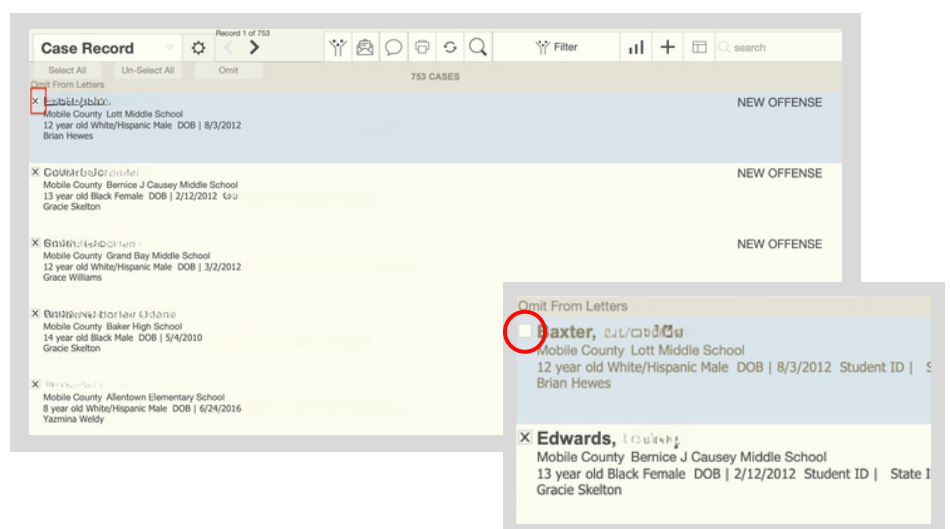
Student Info Tab

Clicking on a Student Name will open the Student Info page. Most of this data will come from ALSDE, but additional information can be added here.

Journal Notes are displayed on this screen. Letters are automatically posted here when sent.

Details regarding the student displayed here can be used to locate a student residence and email a student directly. To contact the primary guardian quickly, you can either text or email by clicking one of these icons.

Primary Guardian information is displayed on this screen, but is added in the school tab.

Case Status will show "New Offense" when initially added from ALSDE. Once letters are sent it will display "In Progress."

The first task to address for each student is to check Juvenile Court status.

Each status will indicate at what stage a student's case is currently being managed.

> **Pending** — No determination has been made regarding Juvenile Court.
> **New Offense** — The student is not currently active or has no record in Juvenile Court and is eligible for HFI participation.
> **In Progress** — An Assessment letter has been sent.
> **Active** — The Family Assessment is being conducted; Intervention plan created; IAT meeting involved.
> **Closed** — Reasons for Closure will be based on several criteria, including no further action needed.

See Tools and Tips on to gather more details on these statuses.

A list of "Reasons for Closure" will automatically close the case for you. Always choose a Reason for Closure when closing a case.

The checklist provided guides you as you serve the student and family. You can clearly document your process.

After each task is complete, you check it off or it is automatically checked off for you.

Reason Reported has been added back to the Student Detail page and will display on the IAT meeting information.

Guardians and Students can be assigned an ACES score from this tab.

A new note can be added by choosing the "+" button. A note completed by the user can be edited but it must be on the same date. A note can also be printed.

The 3 dots will give you options regarding your note. Also, hovering over a case note will display the entire note.
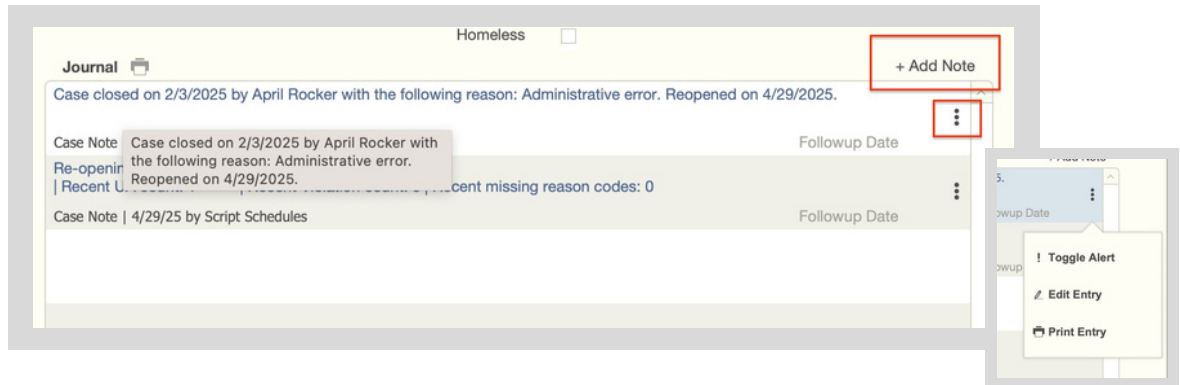
When the "+" button is chosen, a new note is created and you can record the type of note you added. You can select multiple Journal Types if needed.
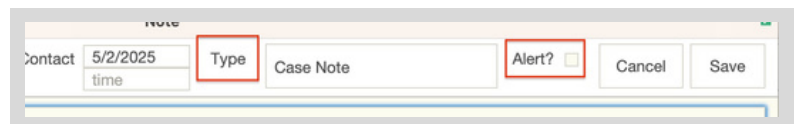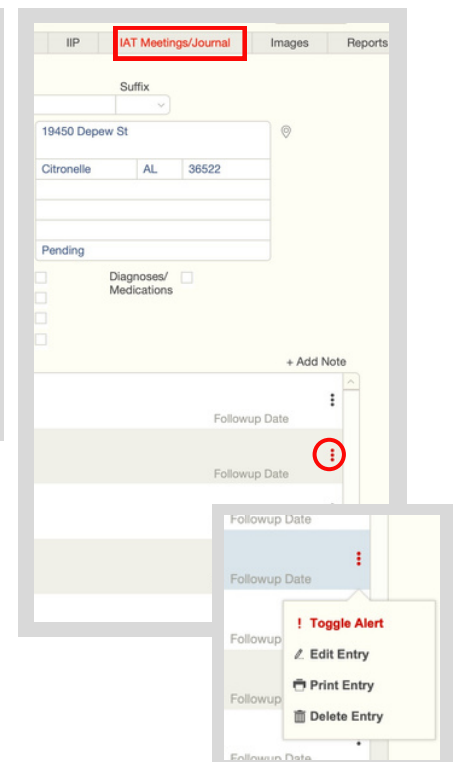

Also, checking the "Alert" will highlight the exclamation point on the screen and turn the Journal tab "red" on the Student Detail tab.
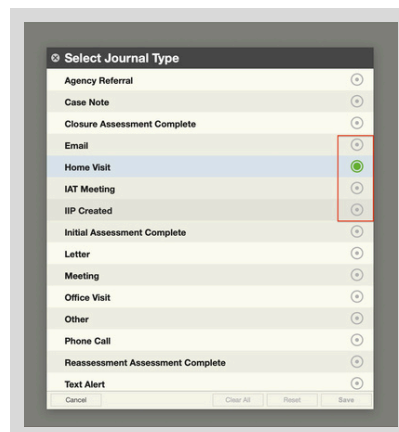
When letters are sent from the system, a journal entry is automatically created.

The "red" alert can also be chosen from this screen if needed.

School Tab

The School tab retains the student's school history and additional information gathered in interviews.

Primary Guardian is also chosen here so it will display on the Student Info screen. Choosing the "flag" icon will display the Primary Guardian.

Always record the guardian relationship and number of adults and children in the household. The count of the household members will be recorded from the NCFAS-G assessment automatically.

Attendance/Violations Tab

The Attendance/Violations tab will display the current information from ALSDE regarding a student's absences in the "Attendance" tab.

Attendance Tab

It will provide for the current year a count of Unexcused and Excused Absences for a specific student who qualifies for HFI assistance. Letters can be sent by email, text, or print from this screen by "clicking" either of the checkboxes and a date will automatically populate when sent. Each checkbox when checked will print, text, and/or email the letter to the guardian and a case note is automatically created in the Journal.

Petition requests and/or exceptions when checked will print and/or email notifications to the attendance office and guardian.

See Letters, <u>Texting</u>, and Email sections for further details.

This is the Early Warning Truancy section before it goes to Petition. You will be adding the information for EWT here.

EWT is early warning truancy (the last step before court action). The boxes are whether or not they attended and the date they were scheduled to attend.

When an Early Warning Truancy meeting is attended, a Journal Entry will be created for you.

Attendance types (UA, EA, DE, SK) indicate when letter should be sent to students. The attendance type is a description from ALSDE. These codes are updated regularly from schools.

The icon at the top right will allow you to see an explanation of all attendance types, but hovering over the type will also give the definition of the absence.

HFI displays any absences from any school or school system even if a student transfers.

Violations Tab

Violations are also imported from ALSDE. Please refer to the ALSDE Data Code Manual for Infraction Codes or Disposition Codes for detailed explanations of these violations.

Explanations of the Infraction code can be reviewed with the "i" icon.

Violation History from prior years will display at the bottom. The creation of violation letters uses the same functionality as attendance.

If a student has been arrested for the violation, you may indicate the arrest by checking this box.

Clicking on the icon in the Violations tab will display the list the behavior violations of the student, if any.
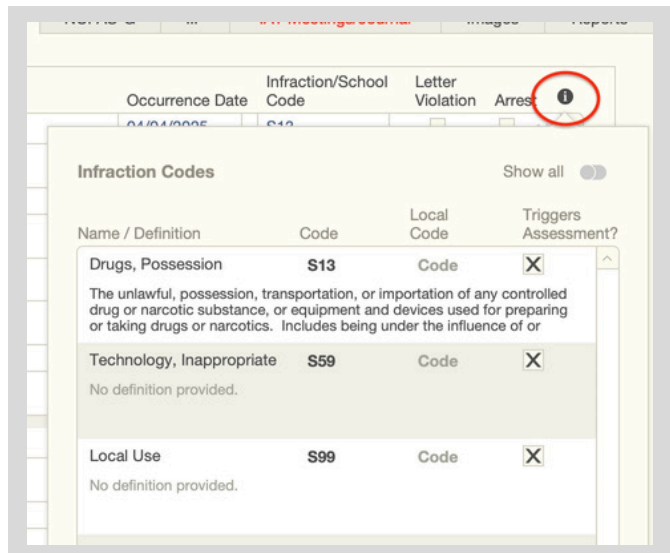
If you toggle the "Show All" button, all violation codes will display.
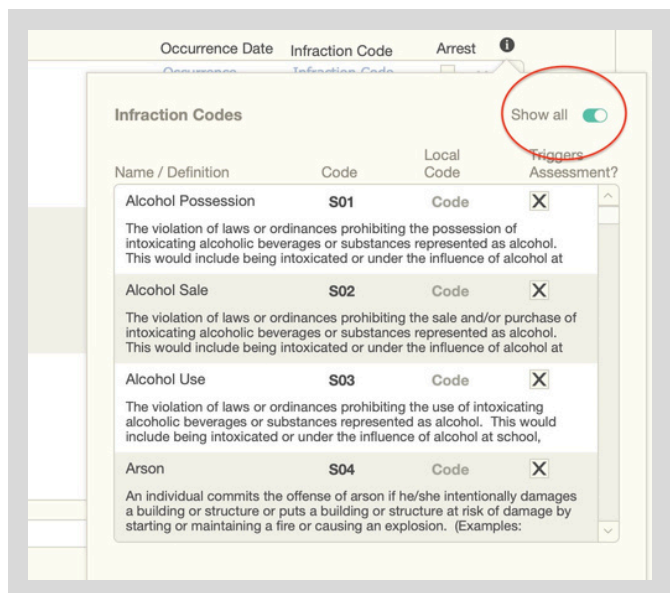
NCFAS-G

The Assessment categories will allow you to assess what the primary needs of the student are.

After clicking the "+" button, you will choose whether this assessment is an Intake, Closure, or Reassessment.
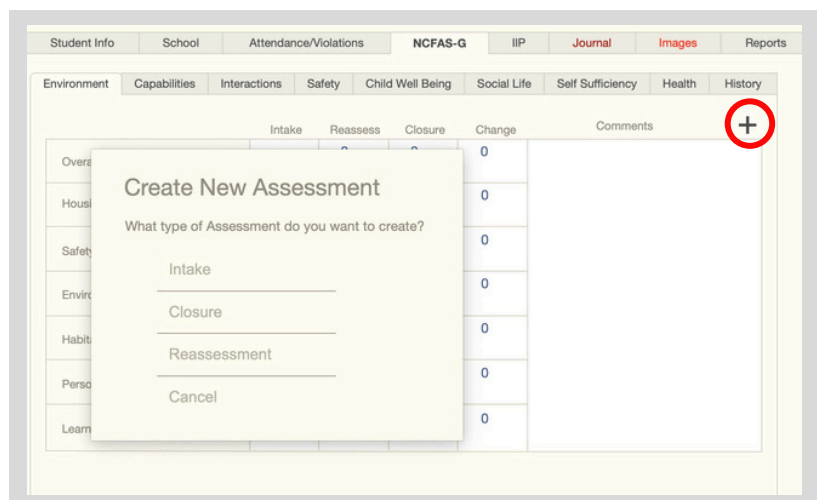
An overall summary of all domains will display. Choose the ranking for each sub-scale in each domain with comments.

All fields are required including the # of adults and # of children in a household.

When a sub-scale has a negative number, the sub-scale will turn red.

Notes created on the NCFAS-G Assessment for each subscale will display in the comments sections of the Case Record.

Completing the NCFAS-G in the system ensures the capture of data for families and the legislature.

When # of adults and # of children are added to the NCFAS-G assessment, the totals populate the Primary Guardian in the School tab.

A new Intake Assessment does not clear any of the other fields or copy them to the history tab. Intake, Reassessment and Closure Assessments are displayed in the history tab when the case is closed.

Each domain allows you to assess the personal well being of the student and make recommendations regarding their needs.

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Once NCFAS-G is complete, each domain will display the rankings. Then goals and their referral agencies must be established.

Domains with negative scores in their overall category will change the title of the domain "red" to give indication of what areas need to be addressed with the student and their family.

At the bottom of the screen, add a Goal for specific service on no more than 3 domains or subdomains.

Change the word "number" to "score" in the next to last paragraph

When you click the "+" button, it will open a list of possible services provided for each student based on their Intake number. Negative numbers indicate greater needs.

Always choose the Services Provided for this sub-domain, which will display on the IIP.

Each goal established should show a recommended community resource and their Services Provided, along with whether services are being utilized.

The dropdown list of of Community Service Agencies will display.

Once the Goal is chosen, then you may assign a Referral Agency or Agencies for the student.

For each goal established, set up a Follow Up Date for the goal and the data will display on your Dashboard for a reminder.

Always complete a reassessment if a case is not closed. Only create a new intake when you have a new offense or a case has been reopened.

Duplicating a NCFAS-G

If a student lives with another student, this duplicate button will allow you to duplicate the NCFAS-G for all family members.

Once the duplicate button is chosen, a list of students will display. Choose the assessment type, based on the original students' NCFAS-G assessment.
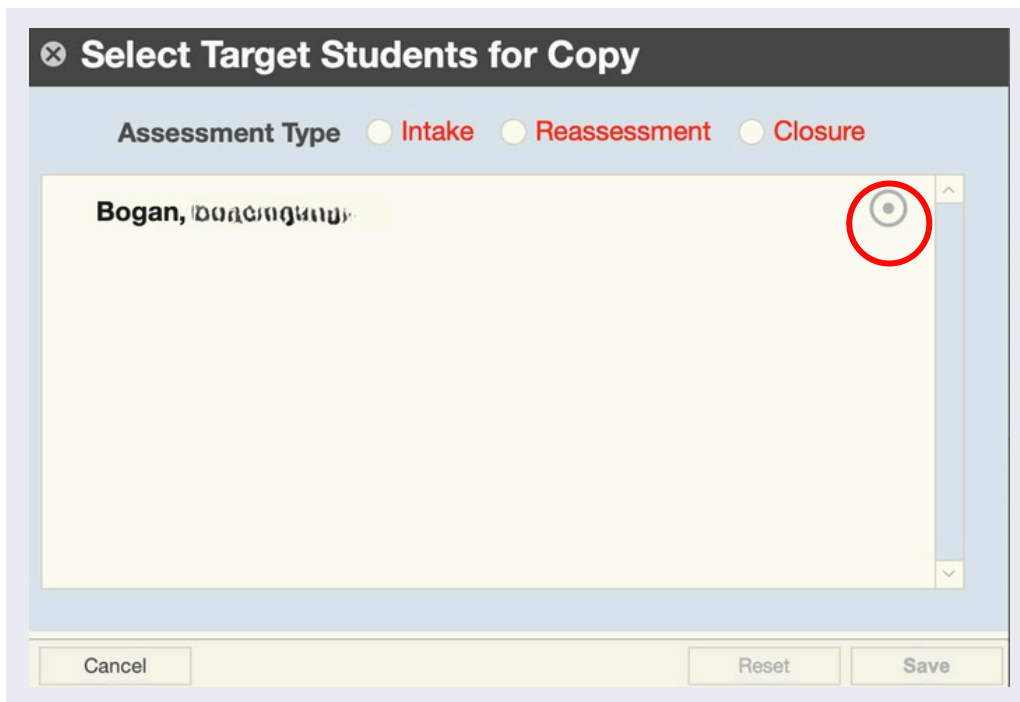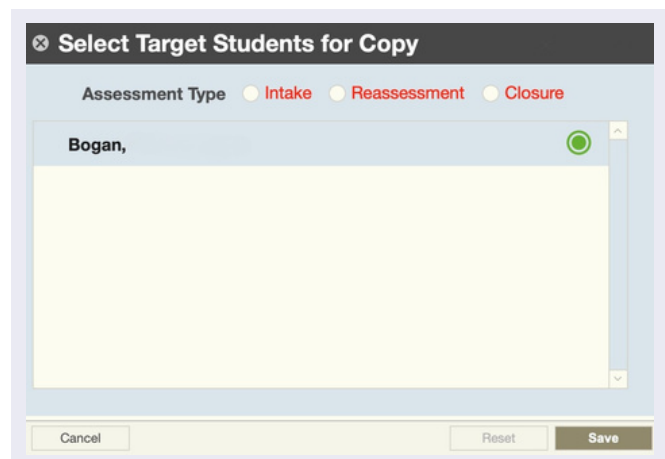
Click on the image to choose the student who will receive the NCFAS-G scores from the original student.

Press save and the document will be copied to the new student's assessment page.

When NCFAS-G is closed, the case will be closed and the Intake, Reassessment, and Closure Assessments will be displayed on the history tab. A reviewer may check for completeness and appropriate action by reviewing a closed case.

Once an Intake, a Reassessment (if needed), and a Closure Assessment have been completed, you may save it in History by creating a new Intake.

Student Info	School	Attendance/Violations		NCFAS-G	IIP	Journal	Images	Reports

Environment	Capabilities	Interactions	Safety	Child Well Being	Social Life	Self Sufficiency	Health	History

Type	Last Time Assessment Modified	Date Created In History	Employee Moved To History	
Reassessment		7/29/2024	Mitzi Howard	
Closure		7/29/2024	Mitzi Howard	
Intake		7/29/2024	Mitzi Howard	

Prior assessments are stored in the History tab and pressing the Document icon will allow you to display the Assessment, which can be printed or emailed.

When a closure Assessment is completed, the case status is still "Active," but a Journal Entry is created stating the "IIP is complete."

Individualized Intervention Plan (IIP)

The IIP for each student will be displayed based on the Goals chosen in each domain. You can print the IIP for any meetings you want to have with the parent or team members.

The agency who will be serving the student and/or their family will display here and you can choose who in the family will be receiving their services.

Services Provided is critical for statistical data needed by the state team. Please add the information for any and all Services Provided.

If additional notes need to be shared in the IIP, you may add them in the Notes field and they will display on the IIP report for parents.

IAT Meetings/Journal

Case notes can be added to the Journal and an alert (!) will turn the Journal tab red if a note is considered critical in a case.

Any time a Violation or Attendance Warning or Assessment is sent to a student a Note to the Journal is automatically added. All notes record the day and time they were added and by whom.

The 3 dots provides a drop down of the choices in the Journal. Follow up dates can be added to a journal note and it will display on the Dashboard under my cases.

Journal types drive ALL reports surrounding data gathered.

Notes can be deleted by administrators and team leaders.

Journal Notes can be printed if needed.

Images

Documents can be added to the student record by dragging the document into the Images section of the file, including photos of a student if needed.

Images can be emailed if necessary using the email icon on the images screen.

If someone in the family has a criminal history, the word images will turn "red" and will display an icon next to the guardian name.

Always choose a type of image so that reports can be generated at a later time.

Reports

Most reports have been moved to the Reports Module on the drop down menu at the top of your screen. Here are a few reports that can be handled on this tab.

Individual Student Reports

Print Violations List
for a Specific Student

Guardian Information

Primary Guardian information displays on the Student Info tab. The School tab contains additional information on all guardian contacts.

If a guardian has a criminal history (which is recorded in the Images tab), then an icon will display by their name indicating the criminal history.

In order for student guardian information to show up in the HFI Case Management...

1. In Power School, school personnel must enter a Student Profile, then enter Contact Management, click on the "Edit" pencil under Actions, and choose "Receives Mail" and "Custody" in order for the Contact to come into the HFI system.

2. School personnel must choose "Receives Mail" on the Contact Management edit page for a contact to be added to HFI. "Custody" will initiate "Primary Guardian" status, but "Receives Mail" will at least show the guardian contact information for HFI.

PLEASE NOTE: The "Receives Mail" checkbox only displays on the Power School Quick Contacts screen below and not in the Student Profile -- Contact Management area without clicking the "edit" pencil icon.

Administration

Users

Only Administration and Team Leaders may add a User to the solution. Team Leaders may add Users for their district only.

Community Resources

Please add Community Resources within your Circuit, including email addresses. We recommend adding email addresses so that future emails may be sent.

By choosing the "+" button, you can now assign multiple services provided by an agency. This information is critical to counting how many services each agency provides.

Documents

All letters may be viewed but not edited. State staff and developers will make changes as needed.

InterAgency Team

InterAgency Team Members can be added to the system by clicking the "+" button.

The IAT member agency will be chosen from the drop down list of agencies for each circuit.

Adding an email and phone number will help you maintain contact for IAT meetings.

You can also cancel adding a new member.

School System

School system information will be displayed here. Adding details for each system will assist caseworkers with contacts.

Circuit

The circuit tab will provide details about the current District Attorney. Each of these fields can be added to each letter by State Staff and developers only.

Preferences

Provide canned email information for Warning Letters. Each HFI member will add a privacy notification to their individual emails.

Reports

Multiple reports can be generated based on date range, school system, school and, in some instances, a case worker.

Attendance Reports

Attendance reports provide the number UA/SK per school.

Count of Letters Sent

Count of Letters Sent with Student Demographics — includes a list of student names and their demographics. This list can be exported as an EXCEL document or .pdf document. This report includes emails, texts, and letters.

	Attendance Text	Behavior Text	Assessment Text	Petition Text	Attendance Email	Behavior Email	Assessment Email	Petition Email	Attendance Mail	Behavior Mail	Assessment Mail	Petition Mail	Attendance	Behavior
Circuit: 4	0	0	0	0	25	2	1	9	97	43	96	9	122	45
System: Dallas County	0	0	0	0	25	2	1	9	97	43	96	9	122	45
Dallas County High School	0	0	0	0	25	2	1	9	97	43	96	9	122	45

EXCEL Count of Letters Sent:

	School_Name	count_attendance_letters_sent	count_behavior_letters_sent	count_assessment_letters_sent	count_petition_letters_sent
2	Auburn Early Education Center	0	0	5	0
3	Auburn High School	2	0	41	0
4	Auburn Junior High School	1	0	17	0
5	Cary Woods Elementary School	0	0	5	0
6	Creekside Elementary School	0	0	5	0
7	Dean Road Elementary School	0	0	1	0
8	Drake Middle School	0	0	9	0
9	East Samford School	1	0	8	0
10	Margaret Yarbrough Elementary School	0	0	3	0
11	Ogletree Elementary School	0	0	4	0
12	Pick Elementary School	0	0	1	0
13	Richland Elementary School	0	0	3	0
14	Woodland Pines Elementary School	0	0	6	0
15	Wrights Mill Road Elementary School	0	0	3	0
16	Beauregard Elementary School	0	0	9	0
17	Beauregard High School	0	0	4	0
18	Beulah Elementary School	1	0	0	0
19	Beulah High School	0	0	1	0
20	East Smiths Station Elementary School	0	0	8	0
21	Loachapoka Elementary School	0	0	1	0
22	Loachapoka High School	1	0	3	0
23	Sanford Middle School	0	0	3	0
24	Smith Station Freshman Center	0	0	0	0
25	Smiths Station High School	0	0	29	0
26	Smiths Station Junior High School	2	0	9	0
27	South Smiths Station Elementary School	0	0	8	0
28	Wacoochee Elementary School	0	0	4	0
29	West Smiths Station Elementary School	0	0	10	0
30	Carver Primary School	0	0	15	0
31	Fox Run School	1	0	7	0
32	Jeter Primary School	0	0	11	0
33	Morris Avenue Intermediate School	0	0	6	0
34	Northside School	0	0	5	0
35	Opelika High School	4	0	84	1
36	Opelika Middle School	0	0	31	0
37	Southview Primary School	0	0	8	0
38	Unique Situations	0	0	0	0
39	West Forest Intermediate School	0	0	19	0

Count of Letters Sent - Student List

Student Name	Student State ID	DOB	Gender	Race	Attendance	Behavior	Assessment	Petitions Request	Petitions Exception
Circuit: 4					865	125	407		7
System: Dallas County					396	59	191		0
Atondo,		/17/2013	F	M			11/26/2024		
Austin,		27/2014	M	B	11/21/2024				
Boone,		4/2015	M	B	9/23/2024		10/7/2024		
Bradle		14/2015	M	B	10/18/2024				
Bryan		/4/2014	F	W	10/18/2024				
Crowe		/24/2015	F	B	10/31/2024				
Eaton		1/9/2015	M	B	10/18/2024				
Flore		16/2012	M	W	11/21/2024				
Fost		/2013	F	B	10/18/2024				
Gree		/2013	F	B	10/18/2024	9/23/2024	10/7/2024		
Harris		2018	M	B	9/23/2024				

Count of Violations

Violations Reports will breakdown behavior violations into specific categories based on the nature of the event. See pg. 57 for SIR Category Breakdown.

Violations Report

School Name	Interpersonal Violence	Non-violent	Substance Use	Weapon	Total
Circuit: 4	177	457	39	6	679
System: Dallas County	96	224	24	1	345
School: Brantley Elementary School	0	0	0	0	0
School: Bruce K Craig Elementary School	4	6	0	0	10
School: Dallas County High School	12	83	6	0	101
School: JE Terry Elementary School	0	0	0	0	0
School: Keith Middle-High School	0	7	0	0	7
School: Salem Elementary School	0	0	0	0	0
School: Southside High School	12	38	11	0	61
School: Southside Primary School	0	4	0	0	4
School: Tipton Durant Middle School	34	61	2	1	98
School: Unique Situations	0	0	0	0	0
School: Valley Grande Elementary School	16	1	0	0	17
School: William R Martin Middle School	18	24	5	0	47

Count of Journal Entries by Type

Pages   Save as Excel   Save as PDF   Print   Page Setup
Layout: Journal E...se Officer   View As: Exit Preview

Journal Entries Report

	Agency Referral	Case Note	Closure Assess Complete	Emails	Home Visits	IAT Meeting	IIP Created	Initial Assess Complete	Letters	Meetings	Other	Calls	Reassess Assess Complete	Text Alert	Text Conversation	Attendance Warning Letter	Discipline Warning Letter	Assessment Letter
Circuit: 13	0	1	0	0	6	1	9	0	711	2	0	3	0	4	0	353	1	0

IIP Report

IIP REPORT

Student Name	Date Created	Caseworker
Circuit: 13	Total IIPs: 3	
	2/11/2025	
	2/7/2025	Yazmina Weldy
	2/14/2025	Brian Hewes

NCFAS-G Report

		NCFAS-G REPORT			
Student Name		Initial Date	Reassess Date	Closure Date	Caseworker
Circuit: 4					
		11/22/2024			Joyce Peeples

Services Provided Report

School System	Dallas County								
HFI Specific Program Services		K-5th	6th-8th	9th-12th	Female	Male	Black	Hispanic	White	Other
Assessments									
Home Visits									
IAT									
BP									
Letters									
Total									
Other Referrals - Community Services		K-5th	6th-8th	9th-12th	Female	Male	Black	Hispanic	White	Other
Addiction Counseling/Training									
Child Care/After School									
Clothing									
Domestic Violence/Rape/Sexual Assault Support									
Education Support									
Food Support									
Housing/Utilities Support									
Job Placement/Prep/Training									
Legal Assistance									
Medical Care Services									
Mental Health Counseling									
Transportation									
Total									

Percent of Negative Scores by Domain (Pie Chart)
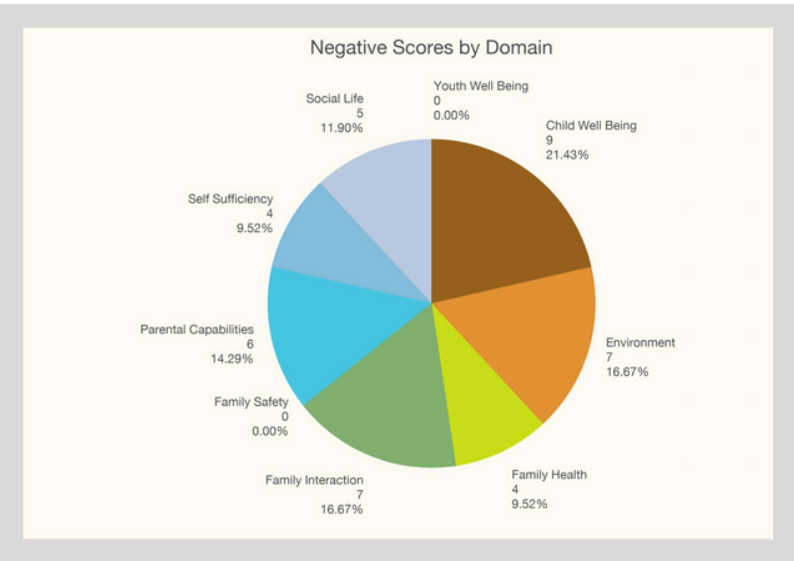
Percent of Negative Scores by Sub-Scale (Pie Chart)

Negative Scores by Environment

Environment Learning Environment
5
20.83%

Environment Overall Environment
5
20.83%

Environment Housing Habitability
2
8.33%

Environment Housing Stability
5
20.83%

Environment Environment Risks
3
12.50%

Environment Community Safety
4
16.67%
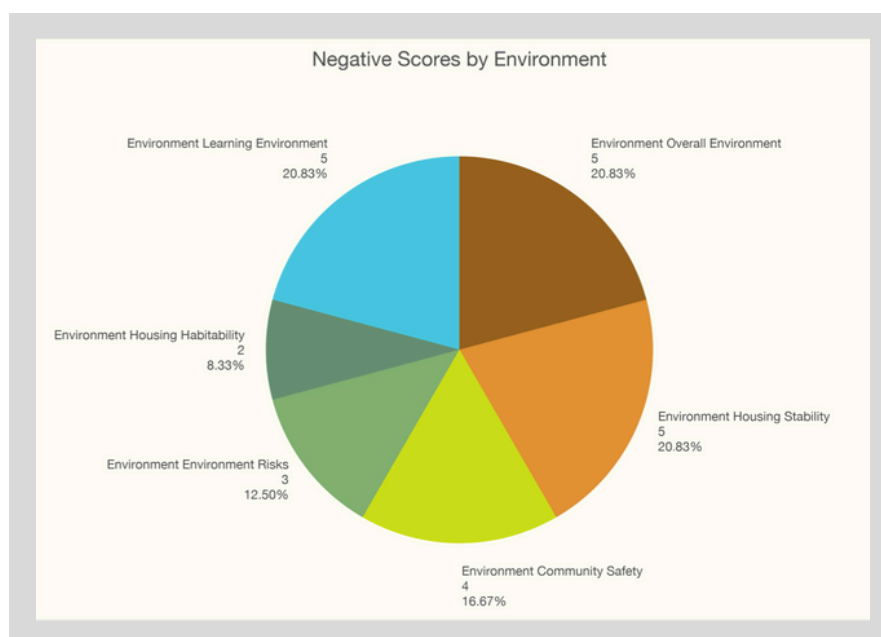
Referrals

Information Referrals can be added when a formal case is not created.

Each referral can have a different circuit chosen.

IAT Meeting

To create an IAT meeting, choose the "+" button and an IAT meeting will automatically generate.
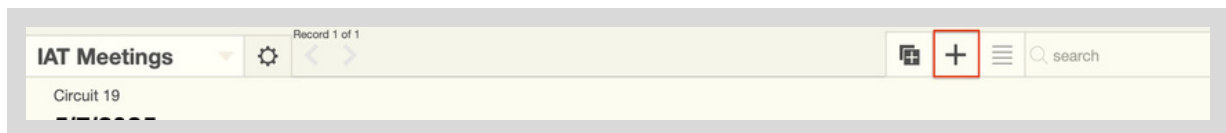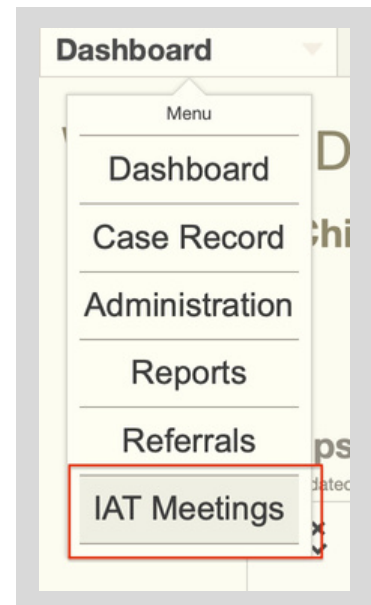
After the meeting display shows, choose a date for your IAT meeting.

Auto reminders will be sent to ALL IAT Team members 2 weeks prior to the meeting date. But the auto reminder date chan be changed if needed.

After the meeting date is chosen, choose a date to send a reminder to your IAT team with student names. If the meeting is on Zoom or Teams, you can add the URL and it will be included in the reminder email that is sent.

Once the time, location, and URL are added, "Select Members" for your meeting.

Team members will display and will be sent a reminder on the established date if their emails are added to the Interagency Team tab in the Administration section. You may email all team members at once or you can email them individually.

You can email individual team members or remove them.

Next, go to the Students tab and add students your IAT team will review.
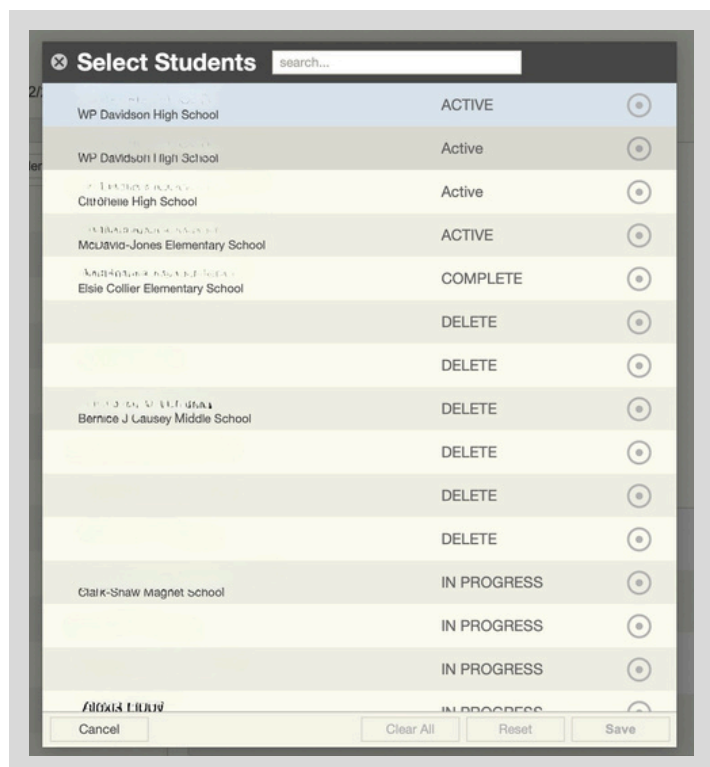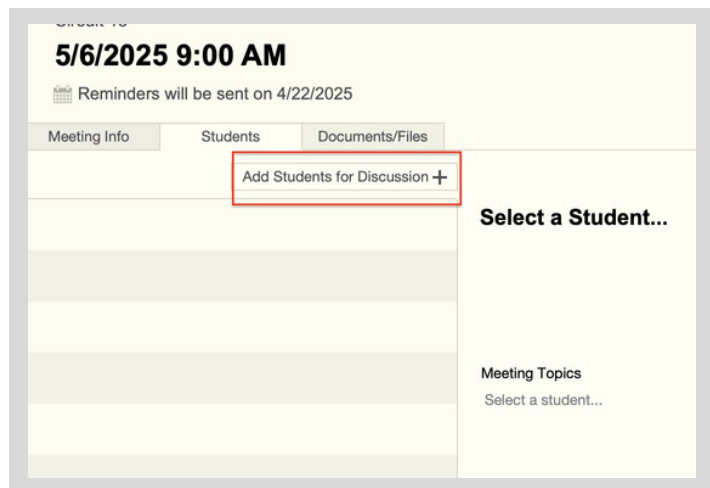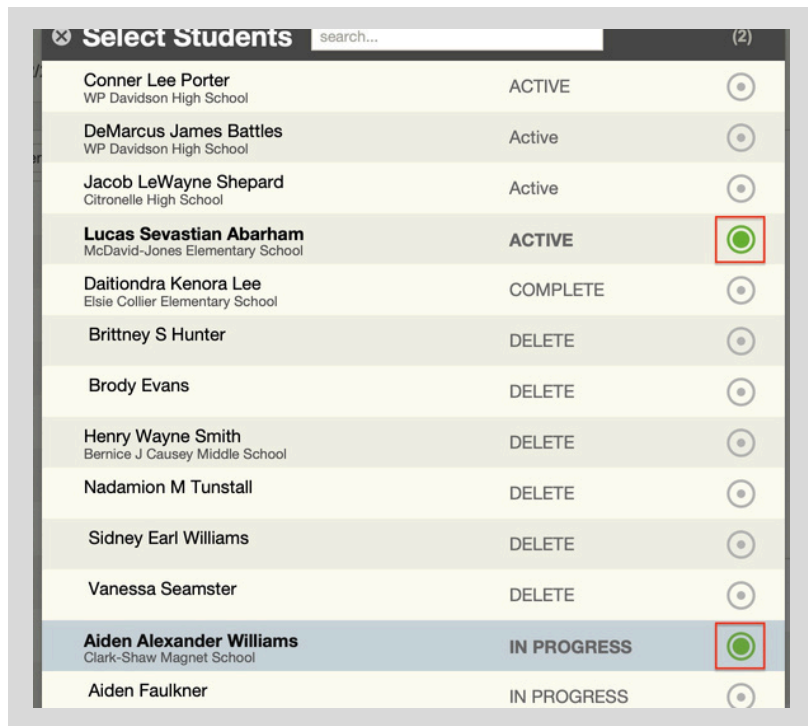
Once chosen, hit the Save button and the student along with their Journal notes will display in a list for you.
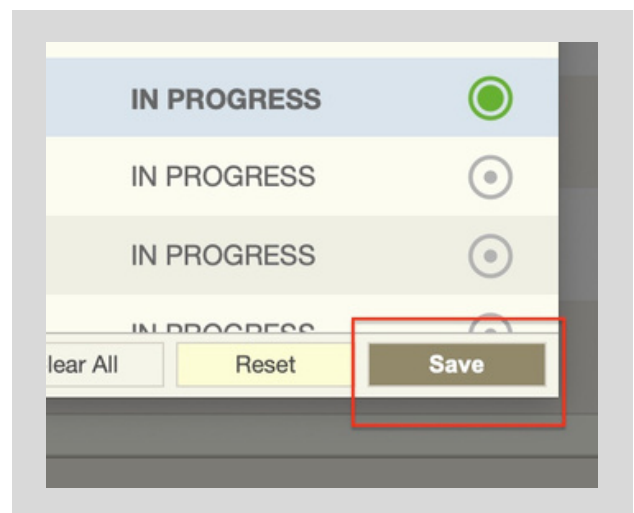
You can add details for discussion on the Meeting Topics which will be emailed to ALL team members (if needed).

Also, if you need additional details, the small button with the arrow will take you to their case.

Once an IAT meeting is completed and you want to duplicate it for a future event, hit the duplicate button and it will add all of the students and the IAT team members for your next event.

Also, the "+" will allow you to create a new IAT meeting.

Letters

Currently, one template is being used by circuits. We're working on multiple templates for offices.

More coming soon.....

Emailing

From the case lists on your Dashboard, emails can be sent from several different places. When you decide to send a batch email, you can choose how you want to reach out to a family. If an email is present in the system, the email will be sent.

Currently, emails work with Outlook "Classic" software ONLY.

ID | State ID | 1973701665

Choose Letter Delivery Type

How do you want to send the letter?
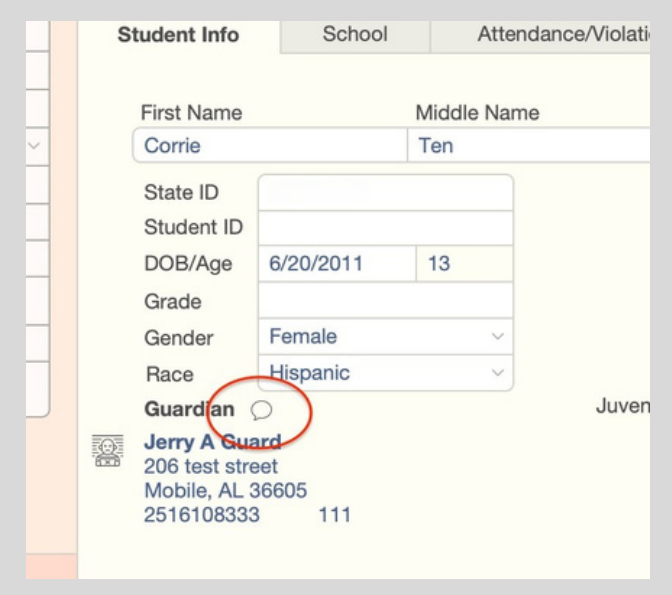
Print

Email

Email with Attachment

Print and Email

Text Message

Email and Text

Check box and update date

Cancel

nt ID | State ID | 1971907389

Texting

You can send one-way texts to a guardian, but you are limited to 1600 characters. Each circuit must provide an HFI Office Phone number for their circuit, which will be sent to the guardian. If your phone number is added to your User record, then you will have the choice to add your personal number as well.

Student Info tab — next to Primary Guardian information

School Tab — next to each name of family listed.

Text messages can be customized
and phone numbers can be
added.

When a phone number is present,
it can be added to the message.

Phone numbers auto fill when the
arrows are chosen.

Here is the default message to the
guardian if they try to reply to the
message.

Create Texting Templates

Click the pencil to add/edit text templates. Only Team Leaders and Admins have this ability.

Create a template using the placeholders on the right. Hover over the "?" icons for helpful info on how placeholders work.

Batch Texting

In addition to sending letters or email, you will be able to batch send "Text" messages to families.

You can send text messages to all families who have a cell phone. Families who do not have a cell phone will not receive a text and must be handled by either email or letter.

When batch texting you may type a personal message or choose one of the templates you create for your families.
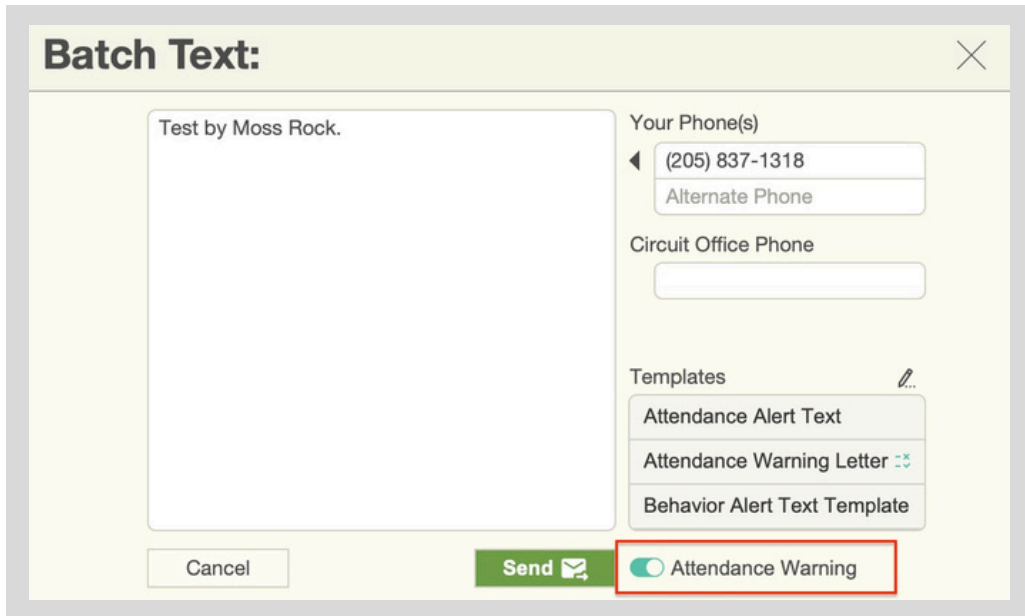
In order for the text templates to generate a journal entry, change case status, and record letter counts, assign one of the following.

On each template you want to use to create an Attendance, Behavior or Assessment letter count, choose one of the following radio buttons to cause a journal entry to be created for you.
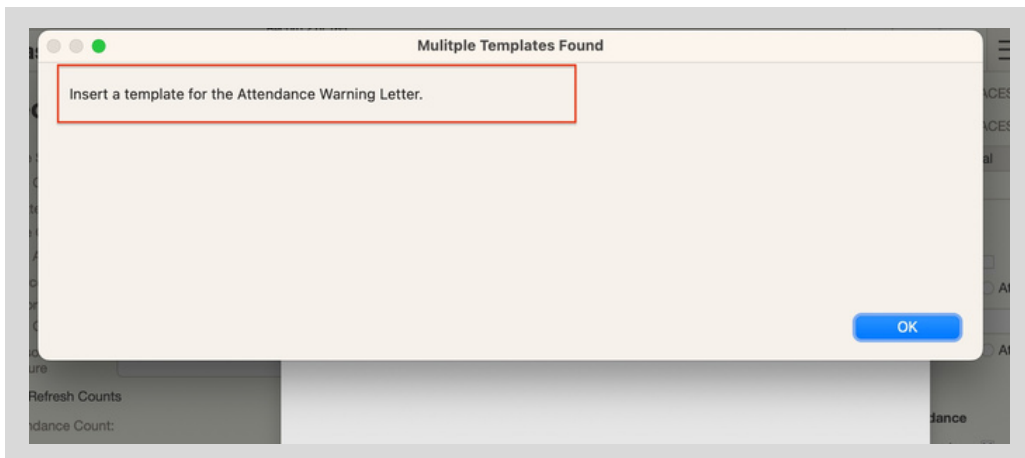
Once the choice of template has been made, the indicator for how it will be managed in HFI will display below.

If you choose not to have this text be counted in the letter count, you can toggle off the Attendance image on this screen.

If when batch texting you have more than one warning template, the system will prompt you to choose one template to use.

Choosing the template automatically fills the information for each family when batch texting.

Lastly, press send and text messages will be sent to all families involved.

Clicking "Use Template" will navigate back to the text message body and insert the template. For single texts, each placeholder is replaced with the matching data. For batch texts, student-specific placeholders are not replaced until the user clicks "Send".

Simply replace the "{Date}", "{Time}" and "{Location}" placeholders to send. Users will be prevented from sending the text if these placeholders remain in the text message body.

Merge Process

To merge students, go to the case record for one of the students you want to merge.

Go to the Reports tab and click the "Merge" button in the lower right corner.

The original student will be displayed in the lower left. Use the search area in the upper right to search for the other student to merge.

Click on the other student to be merged.

The second student to be merged will be displayed in the lower right. Choose which student should be the primary. Generally, the primary is the student with the most correct information in their contact information and demographic data (address, phone, email, race, gender, etc.).

Click the Merge button in the lower right.

You will be prompted to confirm the merge.
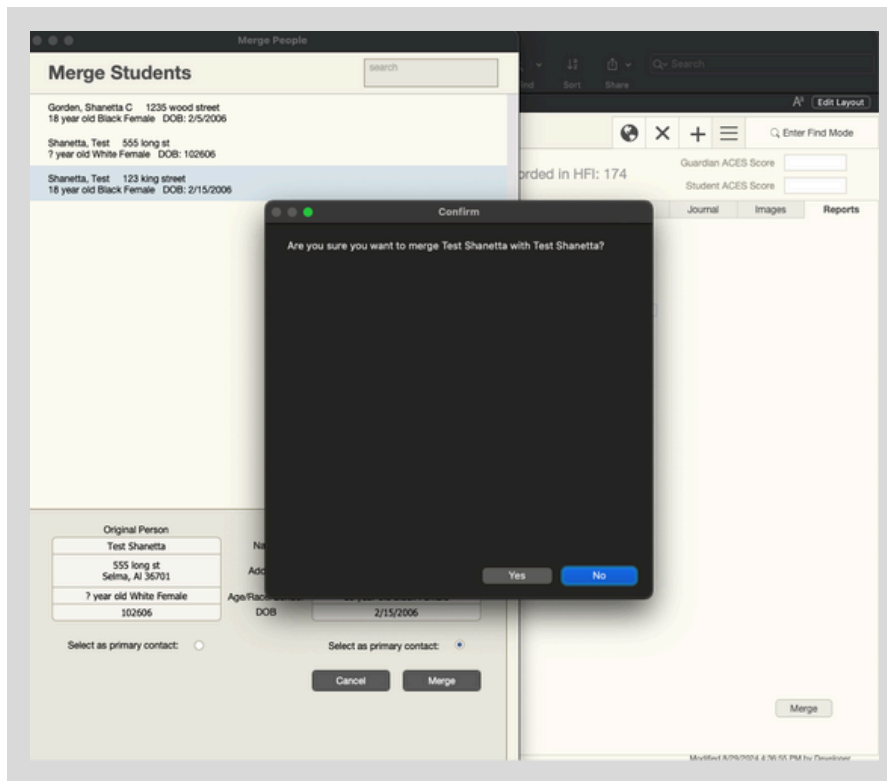
If everything is correct, click the "Yes" button. The system will merge all the contact and demographic information from the secondary student to the primary student. If there is information in a field in both the primary and secondary students, the information from the primary student will be used. If there is no information in a field for the primary student, but there is information in the field for the secondary student, the information will be copied from the secondary to the primary. It will also move all journal entries, school history, absences, and violations from the secondary student to the primary student.

Web Portal

You can access the web portal from the solution by clicking on the world globe at the top of any screen displayed.

Our web portal may be accessed by this URL: Information Referrals can be added when a formal case is not created.

Juvenile Court personnel will be able to access our new web portal to change the status of all cases from "Pending" to "Closed" for Active Juvenile Status for students currently in the court system. All other students will change the status in Case Works to "New Offense" for Inactive or No Record students.

Though still in development at this User Guide printing, the portal will display the following: Pending, Inactive, No Record, and Active.

Juvenile Court personnel will only need to check each name against AOC or their current case management program to determine the Juvenile Court status of each student. Court personnel will click one of the choices and the student's data will be updated in the HFI solution.

All Users may access the list of students from their district so they can see who is Pending, Inactive, No Record, or Active.

By clicking on the tabs at the top, users will be able to see each list (if needed)
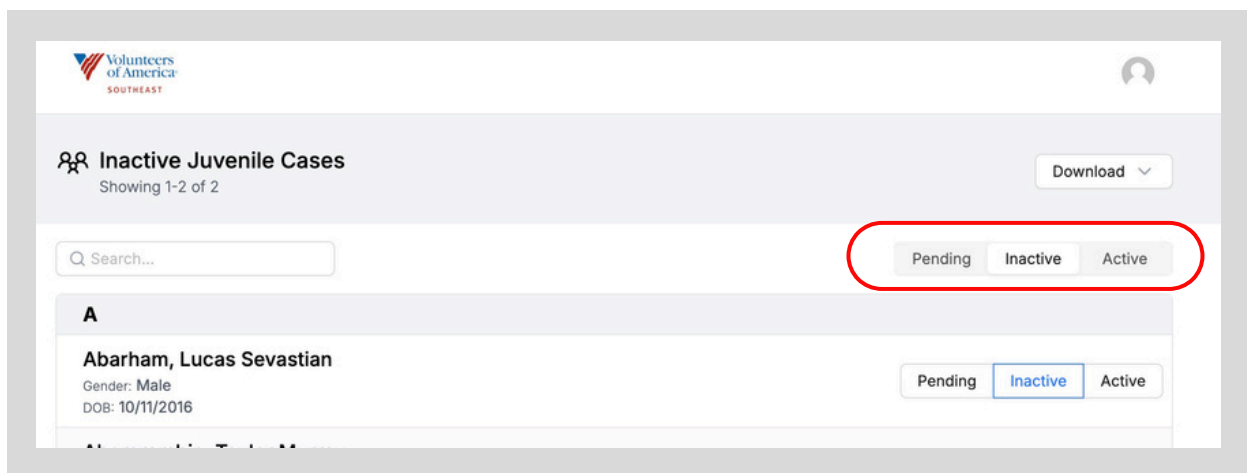
Tools and Tips

Status in Juvenile Court Web Portal	Case Status in FRC Case Works	Definition	Action Taken by HFI
Pending	Pending	No Determination has been made as to the student's status in Juvenile Court.	
Inactive (The student is not active in the court system)	New Offense[1]	A determination has been made in juvenile court. The student is not under the supervision of the court and the student is eligible to participate in HFI.	If 3 UA[2] and no behavior violations: Send Warning Letter to family in batch mode. If 4 UA and no Violations: Send assessment letter to the family in batch mode.[3] If 7 UA active in HFI: Send request to retain email to Attendance Ofc Record remains Active in HFI.

[1] The Case Management System automatically changes the status of the case from Pending to New Offense
[2] Three Unexcused Absences
[3] Four Unexcused Absences or 3 UA and behavior violation.

Status in Juvenile Court Web Portal	Case Status in FRC Case Works	Definition	Action Taken by HFI
			If 7 UA not active in HFI: Send Parent Notification; Send request to review email Attendance Ofc and close record.
			If 1st Violation not involving alcohol, drugs or weapons, send warning letter to family in batch mode.
			If 2nd Violation or if involving alcohol drugs or weapon: Send assessment letter from the case record.
			If both UA and Violations total < 3 incidents: Send both letters from the case record.

Status in Juvenile Court Web Portal	Case Status in FRC Case Works	Definition	Action Taken by HFI
			If both UA and Violations total >3: Send assessment letter from the case record.
No record	New Offense	There is no record of previous involvement with the Juvenile Court in the state	If 3 UA[4] and no behavior violations: Send Warning Letter to family in batch mode.
			If 4 UA: Send assessment letter to the family from the case record.[5]
			If 7 UA active in HFI: Send request to retain email Attendance Ofc Record remains Active in HFI.

[4] Three Unexcused Absences
[5] Four Unexcused Absences or 3 UA and behavior violation.

Status in Juvenile Court Web Portal	Case Status in FRC Case Works	Definition	Action Taken by HFI
			If 7 UA not active in HFI: Send Parent Notification; Send request to review email Attendance Ofc and close record.
			If 1st Violation not involving alcohol, drugs or weapons, send warning letter to family in batch mode.
			If 2nd Violation or if involving alcohol drugs or weapon: Send assessment letter from the case record.
			If both UA and Violations total < 3 incidents: Send both warning letters from the case record.

Status in Juvenile Court Web Portal	Case Status in FRC Case Works	Definition	Action Taken by HFI
			If both UA and Violations total >3: Send assessment letter from the case record.
Active (The student is active in the court system)	Closed[6]	A determination has been made in juvenile court. The student is under the supervision of the court and the student is NOT eligible to participate in HFI.	No action needed. The case is closed.
	In Progress	An assessment letter has been sent to the family.	Schedule family visit
	Active	The case is in the HFI process.	Family Assessment conducted; Intervention
			Plan Created; Interagency Team Meeting for family

[6] The Case Management System automatically changes the status of the case from to Closed

If the status in the Juvenile Court Web Portal is **Pending**, then no determination has been made.

If the status in the Juvenile Court Web Portal is **Inactive**, then the student is eligible for HFI.

If the status in the Juvenile Court Web Portal is **Active**, then the student is NOT eligible for HFI.

If the status in the Juvenile Court Web Portal is **No Record**, then the student is eligible for HFI.

What is the definition of "In Progress"?
The HFI process has begun with Parent Notification through email or post.

What is meant by the "Active" status?
The term "Active" has its usual meaning. The status is changed to active on the first response to the Parent Notification and remains active as long as the Case Officer is working on or monitoring the case. The Active status remains the same throughout the HFI process from Assessment, through NCFAS-G rating, IIP development and implementation, IAT review, monitoring, closure assessment and all the way to final closure review.

FileMaker "Find" Function

The "Find" function can be accessed at the top right of your screen. Once you access the find, any field with a small magnifying glass can used to isolate a request in your solution.

You may use the School Tab to look for Parents and/or Street Addresses to see who all is living at a single location.

The below list are some of the functions that you can use to "FIND" records.

=	match whole (or match empty)	//	todays date
==	match entire field	?	invalid date or time
!	find duplicate values	@	any one character
<	less than	#	any one digit
≤	less than or equal	*	zero or more characters
>	greater than	""	match phrase (from word start)
≥	greater than or equal	*""	match phrase (from anywhere)
...	range	CMD-J	show all

A new extended search function has been added. To access it, click on the large magnifying class icon on the list view. This will open a window from which you can choose the fields you want to search. There is a dropdown list of available fields.

Extended Find

Case Officer	Grady Lacher
Date Closed	10/1/24...10/31/24
Gender	Female

field to search

Case Officer
Date Closed
Date Created
DOB
Gender
Grade
Race
School Name
School System

Cancel   Find

SIR Code Categories

	Local Use		599	
Alcohol Drugs Tobacco Vape	Alcohol Possession	SIR	501	✓
Alcohol Drugs Tobacco Vape	Alcohol Sale	SIR	502	✓
Alcohol Drugs Tobacco Vape	Alcohol Use	SIR	503	✓
Alcohol Drugs Tobacco Vape	Drugs, Possession	SIR	513	✓
Alcohol Drugs Tobacco Vape	Drugs, Sale	SIR	514	✓
Alcohol Drugs Tobacco Vape	Drugs, Use	SIR	515	✓
Alcohol Drugs Tobacco Vape	Tobacco, Possession	SIR	532	✓
Alcohol Drugs Tobacco Vape	Tobacco, Sale	SIR	533	✓
Alcohol Drugs Tobacco Vape	Tobacco, Use	SIR	534	✓
Alcohol Drugs Tobacco Vape	Vape/Vapor, Possession	SIR	560	✓
Alcohol Drugs Tobacco Vape	Vape/Vapor, Usage	SIR	561	✓
Alcohol Drugs Tobacco Vape	Vape/Vapor, Sale	SIR	562	✓
Alcohol Drugs Tobacco Vape	E-Cigarettes, Possession	SIR	563	✓
Alcohol Drugs Tobacco Vape	E-Cigarettes, Usage	SIR	564	✓
Alcohol Drugs Tobacco Vape	E-Cigarettes, Sale	SIR	565	✓
15				
Interpersonal Violence	Assault	SIR	505	✓
Interpersonal Violence	Fighting	SIR	517	✓
Interpersonal Violence	Harassment	SIR	520	✓
Interpersonal Violence	Homicide	SIR	521	✓
Interpersonal Violence	Inciting a Disturbance	SIR	522	✓
Interpersonal Violence	Kidnapping	SIR	523	✓
Interpersonal Violence	Robbery	SIR	527	✓
Interpersonal Violence	Sexual Battery	SIR	528	✓
Interpersonal Violence	Sexual Harassment	SIR	529	✓
Interpersonal Violence	Sexual Offenses, Other	SIR	530	✓
Interpersonal Violence	Threat/Intimidation	SIR	531	✓
12				
Non-Violent Offense	Arson	SIR	504	✓
Non-Violent Offense	Bomb Threat	SIR	506	✓
Non-Violent Offense	Burglary	SIR	507	✓
Non-Violent Offense	Criminal Mischief	SIR	508	✓
Non-Violent Offense	Defiance	SIR	509	✓
Non-Violent Offense	Disobedience	SIR	510	✓
Non-Violent Offense	Disorderly Conduct	SIR	511	✓
Non-Violent Offense	Disruptive	SIR	512	✓
Non-Violent Offense	Unauthorized Communication Device	SIR	516	✓

Non-Violent Offense	Fire Alarm Abuse/Tampering	SIR	518	✓
Non-Violent Offense	Gambling	SIR	519	✓
Non-Violent Offense	Theft/Larceny	SIR	524	✓
Non-Violent Offense	Theft/Motor Vehicle	SIR	525	✓
Non-Violent Offense	Profanity/Vulgarity	SIR	526	✓
Non-Violent Offense	Trespassing	SIR	535	✓
Non-Violent Offense	Unauthorized Absence	SIR	536	✓
Non-Violent Offense	Other Incident	SIR	558	✓
Non-Violent Offense	Technology, Inappropriate Use	SIR	559	✓
18				
Weapons	Handgun, Possession	SIR	537	✓
Weapons	Handgun, Sale	SIR	538	✓
Weapons	Handgun, Use	SIR	539	✓
Weapons	Rifle/Shotgun, Possession	SIR	540	✓
Weapons	Rifle/Shotgun, Sale	SIR	541	✓
Weapons	Rifle/Shotgun, Use	SIR	542	✓
Weapons	Firearm Component, Possession	SIR	543	✓
Weapons	Firearm Component, Sale	SIR	544	✓
Weapons	Firearm Component, Use	SIR	545	✓
Weapons	Explosive/Poison Gas, Possession	SIR	546	✓
Weapons	Explosive/Poison Gas, Sale	SIR	547	✓
Weapons	Explosive/Poison Gas, Use	SIR	548	✓
Weapons	Other Weapon, Possession	SIR	549	✓
Weapons	Other Weapon, Sale	SIR	550	✓
Weapons	Other Weapon, Use	SIR	551	✓
Weapons	Knife, Possession	SIR	552	✓
Weapons	Knife, Sale	SIR	553	✓
Weapons	Knife, Use	SIR	554	✓
Weapons	Other/Unknown Weapon, Possession	SIR	555	✓
Weapons	Other/Unknown Weapon, Sale	SIR	556	✓
Weapons	Other/Unknown Weapon, Use	SIR	557	✓
21				