

Michigan -
CHILD CARE PLACEMENT INFORMATION SYSTEM

CCPIS DATA ELEMENTS

CURRENT ACTIVITY ACTION DATE		OFFICE IDENTIFICATION AGENCY BRANCH		LOAD NUMBER		CCPIS CASE STATUS REPORT CLIENT'S NAME	
REC. NO.	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	HANDICAP NO. 1	HANDICAP NO. 2	SOURCE OF REFERRAL
LEGAL INVOLVEMENT LEGAL STATUS LATEST OFFENSE HEARD BY OFF. TOTAL		RESIDENCE STATUS CHILD LIVING WITH NO. PLACEMENT DATE RESID. COUNTY COMMITMENT DATE					
CURRENT SERVICE STATUS NO.		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL NO.	REVIEW DATE
SOURCES OF SUPPORT PRIMARY OTHER OTHER		CHARGE COUNTY	AGENCY CASE NUMBER TAG		CLOSING INFORMATION	LOCAL AGENCY INFORMATION	AD. SUFF.

CCPIS CASE CHANGE SECTION

ACTION EFFECTIVE DATE		LOAD NUMBER (NEW OR CHANGE)		CLIENT'S NAME LAST NAME (NEW OR CHANGE)		FIRST NAME	
RECIPIENT ID NUMBER		BIRTHDATE MO DA YR		CLIENT IDENTIFICATION SEX RACE ETHNIC RELIGION		HANDICAP CODES NO. 1 NO. 2	
LEGAL STATUS CODE		LATEST OFF. A.A.		HEARD BY		OFF. TOTAL	
CURRENT SERVICE STATUS CODE		CASE EVENT OR OTHER		SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL CODE	
SOURCES OF SUPPORT PRIMARY OTHER OTHER		CHARGE COUNTY	AGENCY CASE NUMBER TAG		CLOSING CODE	LOCAL AGENCY INFORMATION	AD. SUFF.

PLEASE SEND CHANGE SECTION ONLY TO CCPIS CONTROL UNIT

TWO-SECTION CCPIS CARDS ↑

The bottom half is used by the worker to report case transactions (openings, changes, closings). In about 10 days he receives a set in return with all information, updated, on the top card, the bottom card preprinted with identifiers and ready for the reporting of future transactions.

- Item #1 and 2. Action Code and Effective Date indicate the type of action a worker is reporting on a case and the date the action was effected.
- Item #3 and 4. Agency Code and Branch Code identify the reporting agency by number and the specific branch of the agency, if applicable.
- Item #6, 7 and 8. Last Name, First Name and Middle Initial identify the child being reported.
- Item #9. Recipient I.D. is the number assigned by the computer to each individual child being reported.
- Item #10. Birthdate registers the child's exact date of birth for the purpose of identification and to allow for the computation of age at any point in time.
- Item #11. Sex Code indicates the sex of the child being reported.
- Item #12. Race-Ethnic Group indicates the racial/ethnic background of children presently in care throughout the state and can be useful in future planning for resource development.
- Item #13. Religion records the religion of the child if it is an important factor in planning for the care of the child.
- Item #14. Handicap #1 and #2 records the number of children in care with handicaps of several types which can be useful in planning for care, treatment and rehabilitation programs.
- Item 15. Source of Referral indicates the type of organization or individual who referred a client to the agency. This information is useful in generating "traffic patterns" showing how client find their way to agencies.
- Item 16. Performance Levels: Part A (Ability Performance Level) describes, in general terms, the academic performance (for school-age children) or developmental (for pre-school age children) levels. Part B (Social Performance Level) reports on minor or major problem areas in school, home or community. These measurements assist workers describing children and in making placements. They also furnish additional information of a background or historical nature about all clients being served.
- Item 17. Legal Status Code reflects the major cause of client involvement with an agency (basically for delinquency, neglect or adoption) and the type and the degree of court involvement leading up to and including court or state wardship. Legal status is one of the most important types of information collected because it determines the treatment or service, including placement, furnished to the client.
- Item #18. Petition/Complaint D/N/A records the number of petitions or complaints of each type received by the probate courts each month.
- Item #19. Latest Offense describes the nature of client offenses which are adjudicated by courts or are heard by administrative conferences or Parole and Review Boards, in lieu of formal adjudication. Offense information (including number and type of offense) permits the development of offense and recidivism patterns for case and program evaluation.
- Item #20. Offense Code Suffix records the specific type of offense committed under general classification categories.
- Item #21. Heard By records the type of hearing by which a child's case was adjudicated which will show the extent of the use of the three types of adjudicative processes.
- Item #22. Offense Total will record the total number of offenses on which a child has been adjudicated at any point in time.
- Item #23. Child Living Arrangement records the family setting or type of residence facility in which the child lives. This information will generate reminder messages to caseworkers when placements in temporary or short-term type facilities become extended in time; it will also permit the generation of placement patterns showing the type of clientele which use the various kinds of facilities, lengths of stay, and turnover rates.
- Item #24. Placement Date records the date a child was physically moved into a new type of placement.
- Item #25. County Where Living records the county in which the child is physically located.
- Item #26. Commitment Date records the date that commitment orders were authorized, including commitment as a temporary or permanent court ward, or as a state ward under BTS, GTS, MCI, or MCI-N.
- Item #27. Current Service Status reflects the general status of a case as it progresses, from intake or screening through evaluation and treatment to ongoing maintenance. It also shows foster care placement or need for either foster or adoptive home. This information is used to generate reminder messages to caseworkers when temporary conditions become extended in time.
- Item #28. Client Case Events include occurrences involving education, employment, behavior, and special program participation. Case events are specific in nature, and supplement more general data items; they report on activity taking place concurrently with casework and often resulting from the caseworker's efforts, thus presenting a relatively broad view of the results of casework.
- Item #29. Services Seeking or Heeded entries show those services that are either being sought or planned which will allow the child to move into a more permanent status. This information shows services or programs needed to more adequately provide for children in care.
- Item #30. Long Range Goal is intended to stimulate and guide caseworkers in thinking about long-term outcomes for children early in the casework process. Goals are general in nature and may be changed if conditions indicate, based upon case re-evaluation. Reminder messages are generated to the caseworkers using Long Range Goal information, usually in conjunction with other types of information. Comparison of planned versus actual outcome may be made by comparing Goal against Reason for Closing. This item also provides a basis for projected planning for the development of services and resources.
- Item #31. Review Date allows the worker to record the date that the case being reported should be reviewed for whatever purpose. the computer will print *NOW* in this field on the case card and the Case Listing when this date occurs.
- Item #32. Sources of Support indicate the funding arrangements contributing to a client's maintenance and treatment, and show the organizations, individuals, programs, and types of accounts which are involved financially. This information is used in determining the general activity level of the various types of financial support.
- Item #33. Charge County records the county responsibilities in part for financial support of court or state wards.
- Item #34. Agency Case Number allows the worker to enter the number assigned by the agency to the case being reported. Space is designated for entering DSS alphabetic prefix and suffix, and a tag for entry when children must or should be adopted together.
- Item #35. Reason for Closing reports the outcome of service provided by the agency and the reason for discontinuing case activity. The intent to have casework continued in another agency is included in this item via the "transfer" codes, thus permitting the highlighting of cases which were intended to be transferred but in fact were not served by a subsequent agency.
- Item #36. Local Agency Information allows the individual agency to enter data of any type which they might need for their own use.
- Item #37. Adoptive Placement Suffix records the relationship of the adopting parents to the child being adopted, and the original birth status of the child. This information is entered at the time of placement.

25863

CHILD CARE PLACEMENT INFORMATION SYSTEM

CURRENT ACTIVITY ACTION DATE		OFFICE IDENTIFICATION AGENCY BRANCH LOAD NUMBER			CCPIS CASE STATUS REPORT CLIENT'S NAME	
CLIENT IDENTIFICATION						
REG. ID NO.	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	HANDICAP NO. 1	HANDICAP NO. 2
LEGAL INVOLVEMENT LEGAL STATUS LATEST OFFENSE HEARD BY OFF. TOTAL			RESIDENCE STATUS CHILD LIVING WITH MO. PLACEMENT DATE RESID. COUNTY COMMITMENT DATE			
CURRENT SERVICE STATUS MO.		CASE EVENT OR OTHER CURRENT STATUS		CASE STATUS SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL MO.
SOURCES OF SUPPORT PRIMARY OTHER OTHER		CHARGE COUNTY	AGENCY CASE NUMBER TAG	CLOSING INFORMATION	LOCAL AGENCY INFORMATION	AD SUP.

IDENTIFICATION SECTION OF THE CCPIS CASE REPORT CARD

Items 5 through 14 record information identifying the child who is being reported on the system. With the exception of item No. 9, a computer-generated identification number, all items through No. 11 must be filled in by the worker in order to open the child on CCPIS. This information serves to differentiate the particular child from others on the system.

Item #5 - LOAD NUMBER

The individual agencies determine the load number given each caseworker. It may be a name or a number.

Item #6 - LAST NAME

The child's last name; not an abbreviation. If the name is longer than the spaces allow, the last letters may be dropped. Pseudonyms may be used in adoptions, if desired, to conceal the identity of the child, but should be changed to the actual last name at the time the case is closed on CCPIS.

Item #7 - FIRST NAME

For children who have not been named (foundlings, for example) a sequence of letters may be used for a first name (e.g. first child: AAAA, second child AAAB, etc.)

Item #8 - MIDDLE INITIAL

Item #9 - CCPIS RECIPIENT ID#

This number is computer generated on receipt of information opening the child and remains uniquely his as he continues active through the system. This number should not be confused with the CIS ID number used for medicaid billing.

Item #10 - BIRTHDATE Entered as month-day-year.

Item #11 - SEX

M = male, F = female

Item #12 - Race-Ethnic

This data is required on various federal and state forms. CCPIS differentiates white, black, oriental, American Indian, biracial (black-white), Spanish and other.

Item #13 - Religion

A preference is sometimes useful for planning, as with adoptions. CCPIS codes are: no preference (includes unknown), Catholic, Protestant, Jewish, Other.

Item #14 - HANDICAP

Handicaps are to be recorded only if professional diagnosis or treatment has been provided. Space is given for up to two handicaps, defined as follows:

- | | |
|-------------------------|------------------------------------|
| 1. None | 5. Correctable Learning Disability |
| 2. Correctable Physical | 6. Permanent Learning Disability |
| 3. Permanent Physical | |
| 4. Emotional | |

CCPIS CASE CHANGE SECTION													
ACTION DATE		LOAD NUMBER (NEW OR CHANGE)				CLIENT'S NAME LAST NAME (NEW OR CHANGE)				FIRST NAME			
CLIENT IDENTIFICATION													
BIRTHDATE		SEX	RACE ETHNIC	RELIGION	HANDICAP CODES		SOURCE OF REFERRAL		PERMANENT		AD SUP.		
LEGAL INVOLVEMENT				RESIDENCE STATUS				CASE STATUS					
LEGAL STATUS CODE	DATE	OFF. TOTAL	CHILD LIVING WITH CODE	PLACEMENT DATE	RESID. COUNTY	COMMITMENT DATE	CURRENT SERVICE CODE	CASE EVENT OR OTHER CURR. STAT.	SERVICES SEEKING OR NEEDED NUMBER 1	SERVICES SEEKING OR NEEDED NUMBER 2	LONG RANGE GOAL CODE	REVIEW DATE	
SOURCES OF SUPPORT		CHARGE COUNTY	AGENCY CASE NUMBER	TAG	CLOSING INFO	LOCAL AGENCY INFO							

PLEASE SEND CHANGE SECTION ONLY TO CCPIS CONTROL UNIT

TWO-SECTION CCPIS CARDS ↑

The bottom half is used by the worker to report case transactions (openings, changes, closings). In about 10 days he receives a set in return with all information, updated, on the top card, the bottom card preprinted with identifiers and ready for the reporting of future transactions.

CHILD CARE PLACEMENT INFORMATION SYSTEM

LEGAL INVOLVEMENT SECTION OF THE
CCPIS CASE REPORT CARD

CURRENT ACTIVITY ACTION DATE		OFFICE IDENTIFICATION AGENCY BRANCH		LOAD NUMBER		CCPIS CASE STATUS REPORT CLIENT'S NAME	
CLIENT IDENTIFICATION							
REG. NO.	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	HANDICAP NO. 1	HANDICAP NO. 2	SOURCE OF REFERRAL
LEGAL INVOLVEMENT				RESIDENCE STATUS			
LEGAL STATUS	LATEST OFFENSE	HEARD BY	OFF. TOTAL	CHILD LIVING WITH	PLACEMENT DATE	RESID. COUNTY	COMMITMENT DATE
CURRENT SERVICE STATUS		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL NO.	REVIEW DATE
PRIMARY	SOURCES OF SUPPORT OTHER	OTHER	CHARGE COUNTY	AGENCY CASE NUMBER TAG	CLOSING INFORMATION	LOCAL INFORMATION	AD SUP.
CCPIS CASE CHANGE SECTION							
ACTION DATE		LOAD NUMBER (NEW OR CHANGE)		CLIENT'S NAME LAST NAME (NEW OR CHANGE)		FIRST NAME	
RECEIPT NUMBER	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	HANDICAP CODE NO. 1 NO. 2	PLACEMENT DATE	RESID. COUNTY
LEGAL INVOLVEMENT				RESIDENCE STATUS			
LEGAL STATUS CODE	LATEST OFF. N/A	HEARD BY	OFF. TOTAL	CHILD LIVING WITH CODE	PLACEMENT DATE	RESID. COUNTY	COMMITMENT DATE
CURRENT SERVICE STATUS		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL CODE	REVIEW DATE
PRIMARY	SOURCES OF SUPPORT OTHER	OTHER	CHARGE COUNTY	AGENCY CASE NUMBER TAG	CLOSING CODE	LOCAL AGENCY INFORMATION	AD SUP.

PLEASE SEND CHANGE SECTION ONLY TO CCPIS CONTROL UNIT

TWO-SECTION CCPIS CARDS

The bottom half is used by the worker to report case transactions (openings, changes, closings). In about 10 days he receives a set in return with all information, updated, on the top card, the bottom card preprinted with identifiers and ready for the reporting of future transactions.

Items 17 through 22 pertain to the legal involvement of the child being reported on CCPIS. These data elements collect important information concerning the kind and extent of the involvement, up to and including court and State wardship, as well as specific offense data, if any.

Item #17 - LEGAL STATUS

This important code registers the cause of client involvement with the agency and the type and degree of court involvement. The 30 codes for Legal Status are divided, for convenience only, into those most used by the Courts, by Courts and Private Agencies, and by State and Private Agencies.

Those most pertinent to the Courts (01-10) are further subdivided into codes suitable during pre-adjudication or post-adjudication. Those codes most used by Courts and Private Agencies (15-23) differentiate between the types of wardships and the kinds of adoptions. State and Private Agency codes (25-35) deal with types of DSS commitments to wardship, and releases and placements in which no wardship is involved.

Several codes are also available for cases in which other states maintain jurisdiction, and for voluntary, other or unknown statuses. Be sure to update this code when court action results in a change of legal status.

Item #18 - PETITION/COMPLAINT

This item records the acceptance of a petition or complaint on a CCPIS case (D - delinquency, N - neglect, A - adoption) and is used to record

new petitions when opening a case or supplemental petitions on cases already open. Every petition accepted by the court should be counted by sending in an additional CCPIS card with D, N, or A indicated.

Item # 19 LATEST ADJUDICATED OFFENSE

Offenses are coded to conform with the Uniform Crime Reporting format - from homicide through juvenile status offenses.

Item #20 OFFENSE CODE SUFFIX

Many of the offense codes (Item #19) can be further classified according to the specific type of offense, i.e.; robbery may be either "armed" or "strong arm".

Item #21 HEARD BY

This code differentiates the type of hearing by which a child's case was adjudicated as:

- adjudicated by court
- parole and review board
- administrative hearing

Item #22 OFFENSE TOTAL

This field is changed whenever a new offense is entered in Item #19, thus keeping track of the number of offenses on which the youth has been adjudicated in separate actions.

CHILD CARE PLACEMENT INFORMATION SYSTEM

CURRENT ACTIVITY ACTION DATE		OFFICE IDENTIFICATION AGENCY BRANCH LOAD NUMBER			CCPIS CASE STATUS REPORT CLIENT'S NAME		
CLIENT IDENTIFICATION							
REC. NO. / HT ID NO.	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	HANDICAP NO. 1	HANDICAP NO. 2	SOURCE OF REFERRAL
LEGAL INVOLVEMENT LEGAL STATUS LATEST OFFENSE HEARD BY OFF. TOTAL			RESIDENCE STATUS CHILD LIVING WITH MO. PLACEMENT DATE RESID. COUNTY COMMITMENT DATE				
CURRENT SERVICE STATUS MO.		CASE EVENT OR OTHER CURRENT STATUS		CASE STATUS SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL MO.	REVIEW DATE
PRIMARY	SOURCES OF SUPPORT OTHER OTHER	CHARGE COUNTY	AGENCY CASE NUMBER TAG	CLOSING INFORMATION	LOCAL INFORMATION	AD. SUFF.	

RESIDENCE STATUS SECTION OF THE CCPIS CASE REPORT CARD

Item #23 through 26 pertain to the residency arrangements which are in effect for each child on CCPIS. Typical patterns of placement for different types of clients, their lengths of stay and turnover rates may be seen by inspection of statistical summaries from these data elements.

006 220 15/78

CCPIS CASE CHANGE SECTION											
ACTION EFFECTIVE DATE		LOAD NUMBER (NEW OR CHANGE)			CLIENT'S NAME LAST NAME (NEW OR CHANGE)				FIRST NAME		
RECEIPT NUMBER		BIRTHDATE MO DA YA		SEX	RACE ETHNIC		RELIGION	HANDICAP CODES NO 1 NO 2		PERMANENT	
LEGAL INVOLVEMENT LEGAL STATUS CODE		0 N/A	LATEST OFF	OFF. BY	OFF. TOTAL	RESIDENCE STATUS CHILD LIVING WITH CODE		PLACEMENT DATE MO DA YA	RESID. COUNTY	COMMITMENT DATE MO DA YA	
CURRENT SERVICE STATUS CODE		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL CODE		REVIEW DATE MO DA YA			
SOURCES OF SUPPORT		CHARGE COUNTY	AGENCY CASE NUMBER SAMPLE CASE NO.		TAG	CLOSING CODE		LOCAL AGENCY INFORMATION			

006 220 15/78 PLEASE SEND CHANGE SECTION ONLY TO CCPIS CONTROL UNIT

Item #23 - CHILD LIVING ARRANGEMENT

The current living arrangement of the child is recorded here. Thirty-six codes are available which range from the various family settings (including adoptive), family substitutes, institutional care, and state youth institutions (by name).

Item #25 - COUNTY WHERE LIVING

A list of county codes is supplied. This item shows the county where the child is physically residing.

Item #26 - COMMITMENT DATE

Use this field to record any type of court or state commitment order. Commitments are recorded as of the date authorized.

Item #24 - PLACEMENT DATE

The caseworker records the date the child entered the placement given in Item #23. On the basis of this information he will later receive computer generated messages if a placement in a temporary or short-term type of facility becomes extended in time beyond normal expectancy. A move should be recorded by entering the new placement date even if the child moves to a similar type placement, as from one foster home to another or one group home to another.

TWO-SECTION CCPIS CARDS ↑

The bottom half is used by the worker to report case transactions (openings, changes, closings). In about 10 days he receives a set in return with all information, updated, on the top card, the bottom card preprinted with identifiers and ready for the reporting of future transactions.

CHILD CARE PLACEMENT INFORMATION SYSTEM

CASE STATUS SECTION OF THE CCPIS CASE REPORT CARD

CURRENT ACTIVITY ACTION DATE		OFFICE IDENTIFICATION AGENCY BRANCH		LOAD NUMBER		CCPIS CASE STATUS REPORT CLIENT'S NAME	
REG. ID NO.	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	HANDICAP NO. 1	HANDICAP NO. 2	SOURCE OF REFERRAL
LEGAL INVOLVEMENT LEGAL STATUS LATEST OFFENSE		HEARD BY OFF. TOTAL		RESIDENCE STATUS CHILD LIVING WITH MO.		PLACEMENT DATE RESID. COUNTY COMMITMENT DATE	
CURRENT SERVICE STATUS MO.		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		LONG RANGE GOAL MO. REVIEW DATE	
SOURCES OF SUPPORT PRIMARY OTHER OTHER		CHARGE COUNTY		AGENCY CASE NUMBER TAG		CLOSING INFORMATION LOCAL INFORMATION AD. SUF.	

Items #27 through 31 describe what happens to the child throughout supervision, and range from a report of the general situation, to a listing of specific needs, case goals, and important events taking place in the life of the child.

ITEM # 27 - CURRENT SERVICE STATUS

Changes in this item record the progress of the child through the system, from preliminary intake through various treatments and services, to school attendance and employment. Foster care placement or the need for either foster or adoptive homes may be shown here. One code automatically registers the child on the State Adoption Exchange. When certain temporary conditions recorded here become prolonged, the computer generates reminder messages to the case worker.

ITEM #30 - LONG RANGE GOAL

The caseworker is encouraged by the inclusion of this item to begin planning for desired long-term outcomes early in the casework process. It is expected that changes in the long-term goal may be made as the case progresses and conditions indicate a re-evaluation is in order. It is possible to compare the assigned goal with actual Reason for Closing (Item #35) for evaluative purposes.

ITEM # 28 - CLIENT CASE EVENT

Specific events relating to education, jobs, social/behavior, courts, and other programs (such as Project Adult and MISTY) are reported by using the 29 codes provided for Item #28. A second Current Service Status code may be recorded here if more than one applies.

This is one of the data elements which generates a reminder message, usually in conjunction with other information.

Item #31 - REVIEW DATE (OPTIONAL)

The computer will automatically print a reminder to "Review Case" at a date inserted here by the caseworker, who uses this item for his or her own convenience. The worker should be aware that he will receive the reminder approximately 15 days following printing, and should schedule his review date accordingly.

ITEM # 29 - SERVICES SEEKING OR NEEDED

This item pinpoints services being sought in order to more adequately provide for the child, and range from types of treatment and evaluation, to education and employment related opportunities, admittance to various institutions and foster or adoptive home placement.

ACTION DATE		LOAD NUMBER (NEW OR CHANGE)		CLIENT'S NAME LAST NAME (NEW OR CHANGE)		FIRST NAME	
REC'D ID NUMBER	BIRTHDATE MO DA YR	SEX	RACE ETHNIC	RELIGION	HANDICAP CODES NO. 1 NO. 2	SOURCE OF REFERRAL	PREPARED BY
LEGAL STATUS CODE	LATEST OFF. MO DA YR	HEARD BY	OFF. TOTAL	CHILD LIVING WITH CODE	PLACEMENT DATE MO DA YR	RESID. COUNTY	COMMITMENT DATE MO DA YR
27 CURRENT SERVICE STATUS CODE	28 CASE EVENT OR OTHER CURRENT STAT	29 SERVICES SEEKING OR NEEDED NUMBER 1 NUMBER 2		30 LONG RANGE GOAL CODE		31 REVIEW DATE MO DA YR	
32 SOURCES OF SUPPORT PRIMARY OTHER OTHER		33 CHARGE COUNTY		34 AGENCY CASE NUMBER FAMILY CASE NO. TAG		35 CLOSING CODE LOCAL AGENCY INFORMATION	

PLEASE SEND CHANGE SECTION ONLY TO CCPIS CONTROL UNIT

TWO-SECTION CCPIS CARDS ↑

The bottom half is used by the worker to report case transactions (openings, changes, closings). In about 10 days he receives a set in return with all information, updated, on the top card, the bottom card preprinted with identifiers and ready for the reporting of future transactions.

CHILD CARE PLACEMENT INFORMATION SYSTEM

CURRENT ACTIVITY		OFFICE IDENTIFICATION		CCPIS CASE STATUS REPORT	
ACTION	DATE	AGENCY	BRANCH	LOAD NUMBER	CLIENT'S NAME
CLIENT IDENTIFICATION					
REG. ID NO.	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	SOURCE OF REFERRAL
LEGAL INVOLVEMENT			RESIDENCE STATUS		
LEGAL STATUS	LATEST OFFENSE	HEARD BY	OFF. TOTAL	CHILD LIVING WITH	PLACEMENT DATE
CASE STATUS		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1	NUMBER 2
CURRENT SERVICE STATUS	NO.	LONG RANGE GOAL		NO.	REVIEW DATE
SOURCES OF SUPPORT		CHARGE COUNTY	AGENCY CASE NUMBER	TAG	CLOSING INFORMATION
PRIMARY	OTHER	OTHER			LOCAL AGENCY INFORMATION
CCPIS CASE CHANGE SECTION					
LOAD NUMBER (INDICATE CHANGE)		CLIENT'S NAME LAST NAME (INDICATE CHANGE)		FIRST NAME	
CLIENT IDENTIFICATION					
REGISTRATION NUMBER	BIRTHDATE	SEX	RACE ETHNIC	RELIGION	SOURCE OF REFERRAL
LEGAL INVOLVEMENT			RESIDENCE STATUS		
LEGAL STATUS CODE	OFF. NO.	HEARD BY	OFF. TOTAL	CHILD LIVING WITH CODE	PLACEMENT DATE
CASE STATUS		CASE EVENT OR OTHER CURRENT STATUS		SERVICES SEEKING OR NEEDED NUMBER 1	NUMBER 2
CURRENT SERVICE STATUS CODE	NO.	LONG RANGE GOAL CODE		NO.	REVIEW DATE
SOURCES OF SUPPORT		CHARGE COUNTY	AGENCY CASE NUMBER	TAG	CLOSING INFORMATION
PRIMARY	OTHER	OTHER			LOCAL AGENCY INFORMATION

PLEASE SEND CHANGE SECTION ONLY TO CCPIS CONTROL UNIT

ITEMS # 1 and 2 - ACTION CODE AND EFFECTIVE DATE
With the action code, the worker shows what he wants to do, whether opening or closing a case, registering changes that have occurred, or making a needed correction. The effective date refers to the date the reported action took place, or the correction is being made.

ITEMS # 3 and 4 - AGENCY CODE AND BRANCH CODE
Workers record assigned agency codes in Item #3. Probate Court codes consist of county numbers preceded by 100; DSS office codes are county numbers preceded by three zeros; private agencies and institutions use their licensing number. Branch codes are needed for those offices with multiple offices, as, for example, a probate court with a district office or branch.

ITEM # 15 - SOURCE OF REFERRAL

The worker indicates here the type of organization or individual referring the child to the agency.

ITEM # 16 - PERFORMANCE LEVEL

This item, which is divided into Ability and Social Performance Levels, allows the worker to report the child's academic achievement (or developmental tasks for pre-schoolers) as well as problems in social behavior in the home, school and community.

ITEM # 32 - SOURCE OF SUPPORT

Primary and secondary sources may be reported, and show the types of financial support which are contributing to the child's maintenance and treatment.

Item #33 - CHARGE COUNTY (ADOPTION COUNTY)

The county of the child's permanent residence before commitment is recorded here, and indicates where support costs should be charged. The court initiating

and handling an adoption case is shown in Item 33, and should be recorded whether the action is to finalize, deny, or withdraw the petition.

ITEM # 34 - AGENCY CASE NUMBER

The worker enters here any number which may be assigned the case by the local agency. This item also provides space for information which will link children from the same family who ought to be adopted together.

ITEM # 35 - REASON FOR CLOSING INCLUDING TRANSFERS

This item contains four sections; three can be roughly defined as positive, neutral, and negative reasons for closing a child off the system, and a fourth provides transfer codes when casework will be continued in another agency. Closing information is very useful in the evaluation of various types of treatment.

ITEM # 36 - LOCAL AGENCY INFORMATION

This item provides agencies with space to enter data to be used for their own purposes.

ITEM # 37 - ADOPTIVE PLACEMENT SUFFIX

Information regarding the relationship of the adopting parents as compared with the child's original birth status is entered here at the time of placement. This information is required on some state and federal forms.

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

The Primary Case Roster

This report, which is delivered monthly to each individual worker reporting cases on CCPIS, is a listing by name of all children currently active on his or her caseload. The information displayed across the row for each child includes the child's age in years, his current service status and the number of months it has been in effect (after the slash), the latest case event reported, the primary service being sought for the child, the long-range goal and number of months in effect, review date for the case (optional), where the child is living and the number of months in that setting, his primary source of support, his legal status, and any remarks from the computer to the worker about a case which has gone by a reasonable expectancy for worker action (set by the CCPIS Change Committee).

The information in this report is primarily case status information; that is, information which may change as the case progresses (as opposed to characteristics information, which is static in nature). Using this report, the worker can quickly check to see if all his or her cases are listed, whether all the information is current and accurate, and whether all the children's needs and progress are accurately reported. The worker is reminded of review dates as they arise, and a glance at the computer generated messages indicates on which cases examination is recommended. The Primary Case Roster may help the worker in preparing case reports required by his agency, and may be used in conjunction with the CCPIS Case Summary Report in case management and planning activities. It may also assist the caseworker supervisor in monitoring the worker's caseload status.

AGENCY CODE: 00085 ZUIDER COUNTY DSS
 BRANCH: 00
 LOAD NUMBER: 12

CHILD CARE & PLACEMENT INFORMATION SYSTEM

PRIMARY CASE ROSTER
 AS OF 09/30/73

NAME	AGE	CURR. SVC. STAT.#2 OR SVCS SEEK	LONG - RANGE GOAL - MO	REV. DATE	LIVING WITH - MO	SOURCE OF SUPPORT #1	LEGAL STATUS	REMARKS
CHARLES	2	24 AD PL /04	05 ADOPT /04	12-73	06 ADOPT /04	09 FAMIL	21 IND AD	
JOSEPH	12	07 IN SCH./02	10 PENDING/02	10-73	01 PARENT/02	07 ADC	25 MCI	ESTAB GOAL
MAUREEN	16	09 EMPL. /02	47 INCREAS	08 INDEP /08	11-73	11 INDEP /03	04 MDSS	29 GTS
MARY A	15	10 CONT. /05	50 RETURN 12. HALF	08 INDEP /02	11-73	40 ADRIAN/05	04 MDSS	29 GTS
JERRY K	15	07 IN SCH./10	07 FOSTER /13	*NOW*	10 FOSTER/12	04 MDSS	36 D-OTH	
JOAN L	2	24 AD PL /04	05 ADOPT /06	12-73	06 ADOPT /04	09 FAMIL	21 IND AD	
GEORGIA	17	08 JOB TNG/01	34 TERM ED 09 EMPL	08 INDEP /07	01-74	11 INDEP /06	04 MDSS	29 GTS
ROSE A	16	04 PSY EV./04	48 ON LEAV	08 INDEP /06	10-73	40 ADRIAN/11	04 MDSS	29 GTS
RUSSELL	17	09 EMPL. /08	45 IMP REL	08 INDEP /13	*NOW*	11 INDEP /12	04 MDSS	28 BTS
ANDREW	12	07 IN SCH./03	07 S.SC	01 RET PAR/04	12-73	02 RELAT /01	07 ADC	17 MCI-0
DAWN	13	07 IN SCH./05	02 PL REL /05	10-73	02 RELAT /03	09 FAMIL	25 MCI	
SHERRY	16	09 EMPL. /03	35 REJ SCH	08 INDEP /06	11 INDEP /04	04 MDSS	19 GTS	
VICTOR	13	07 IN SCH./03	02 PL REL /03	12-73	02 REL /03	04 MDSS	25 MCI	
IOLA	14	06 C.V.S. /01	51 PREG OR	08 INDEP /02	02-74	02 REL /01	09 FAMIL	27 MCI-0
THOMAS	13	07 IN SCH./04	02 PL REL /04	11-73	02 REL /04	07 ADC	25 MCI	
PATTY	3	24 AD PL /14	05 ADOPT /14	*NOW*	06 ADOPT /14	09 FAMIL	21 IND AD	CLOSE ADOP

This report lists all the children on an individual worker's caseload by name and shows primary status information on each child. The number of months a code has been in effect is shown on Current Service Status, Long Range Goal and Living With. The Remarks column contains messages to the worker about specific cases. This will be produced each month for each caseworker reporting to CCPIS.

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

The Secondary Caseload Listing

The format of this monthly report is identical to the Primary Case Roster except for one important change -- the cases listed are not those active on the worker's caseload, but are a listing of children who have been transferred by him to DSS, another court or a licensed private child caring agency. In this way the worker and his court or agency can monitor all cases which are their continuing responsibility. It can be ascertained whether the current caseworker responsible for day-to-day supervision is moving the child toward the long-range goals previously set, or whether any conditions are not being handled in a timely manner. Source of support are also readily determined through the Secondary Caseload Listing. Children are listed on this report as long as their cases are active on CCPIS.

AGENCY CODE: 10085		CHILD CARE & PLACEMENT INFORMATION SYSTEM						RPT. NO. 4-3	
BRANCH: 00		SECONDARY CASELOAD LISTING							
LOAD NUMBER: JCR		AS OF 10/25/73							
NAME	AGE	CURR. SVC. STAT. #1/MO.	OR SVCS SEEK CASE EVENT OR NEED #1	LONG - RANGE GOAL	REV. DATE	LIVING WITH - NO.	SOURCE OF SUPPORT #1	LEGAL STATUS	REMARKS
00085	[REDACTED]								
[REDACTED]	SUSAN	17	10 CONT. /12			01 RET PAR/12	-	10 FOSTER/01	08 ADC-F 29 YRS EVALUATE TR
00086	[REDACTED]								
[REDACTED]	RALEY	16	10 CONT. /07			01 RET PAR/07	-	?????????/01	04 MDSS 26 YRS
00087	[REDACTED]								
[REDACTED]	DOUGL	18	10 CONT. /13			08 INDEP /04	-	11 INDEP /01	04 MDSS 28 YRS
[REDACTED]	DEAN	18	10 CONT. /13			01 RET PAR/13	-	01 PARENT/01	09 FAMIL 35 CT MD
[REDACTED]	GILBE	16	10 CONT. /13			08 INDEP /13	-	01 PARENT/01	09 FAMIL 28 YRS
[REDACTED]	THOMA	17	10 CONT. /13			08 INDEP /13	-	01 PARENT/01	09 FAMIL 28 YRS
[REDACTED]	DAVID	57	10 CONT. /13			01 RET PAR/13	-	?????????/01	04 MDSS 28 YRS
[REDACTED]	ALBER	16	10 CONT. /13			08 INDEP /13	-	01 PARENT/01	12 SELF 28 YRS
[REDACTED]	SIONE	17	10 CONT. /13			07 FOSTER /13	-	01 PARENT/01	06 MDSS 28 YRS
[REDACTED]	HENRY	18	03 MED TR./12			08 INDEP /04	-	02 RELAT /01	04 MDSS 29 YRS EVAL MED BY

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CHILD CARE AND PLACEMENT INFORMATION SYSTEM

Case Summary Report

This statistical summary of monthly caseload activity is produced at all reporting levels: Caseworker, Branch, Agency, DSS Region, Sector Totals and State Totals. The information contained in this report is particularly useful when used for caseload management purposes.

The report period and the source of data contained in the report can be found in the upper left-hand corner. The report is divided into four areas:

Part I: Shows the level of reporting activity for the reporting period and gives the total number of active cases at the end of each month.

Part II: Breaks down the total active cases by client characteristics of age, sex, race, ethnic group and handicaps as reported by caseworkers.

Part III: Shows the current service status, living arrangement and long-range goals for the active caseload reported during the monthly period. It also breaks the cases down by types. Separate reports are produced each month on the agency level for delinquency, neglect and adoption cases. With this information the number of each type of case attending school, in job training, receiving community voluntary services, in adoptive placement, etc., may be determined, as well as the number of months each type of case status has been active.

In the same way, where children are living (for example, the number of delinquency cases living with parents, relatives, in foster homes, group homes, boarding schools, halfway houses, Adrian, Maxey, Arbor Heights, etc.) can be determined, as well as the number of months children have been living in that situation.

Part IV: Shows a summary of closing activities for the month by type of closing. For example, it can be seen how many cases completed probation or parole, were placed with parents, how many adoptions were confirmed, how many cases were waived to adult court or were transferred to DSS or private agencies, and so on. In this way court administrators or DSS county directors can measure the outcomes for their youthful offenders and neglected children against the goals set for these children by the caseworkers.

CHILD CARE AND PLACEMENT INFORMATION SYSTEM
CASE SUMMARY REPORT - AS OF 10/16/73

FORM 1
RPT. NO. 3-1

AGENCY: 00085 BRANCH: 00 LOAD: SMITH
PART 1: CASE ACTIVITY DURING MONTH

OPENED: 0 REOPENED: 0 CHANGED: 0 CORRECTED: 0 CLOSED: 0 OPEN/CLOSED: 0 ACTIVE END OF MONTH: 4
PRE-OPENED: 0 PRE-CLOSED: 0

PART 2: CHARACTERISTICS OF CURRENT CASELOAD

AGE (IN YRS.)	SEX	RACE-ETHNIC	HANDICAPS	#1	#2	TYPES OF CASES
0-11	MALE: 1	WHITE: 1	NONE	1	4	DELINQUENT: 1
1-4	FEM: 3	BLACK: 1	CORR. PHYS.	1		NEGLECT: 1
5-12		AMER. IND:	PERM. PHYS.	1		ADOPTION: 1
13-15		SPANISH: 1	EMOTIONAL	1		UNKNOWN: 1
16-19		ALL OTH:	CORR. LRN.	1		
			PERM. LRN.	1		
			UNKNOWN	1	4	

PART 3: STATUS OF CURRENT CASELOAD

A. CURRENT STATUS BY MONTHS				B. LIVING WITH BY MONTHS				C. LONG-RANGE GOAL BY MONTHS			
CURRENT STATUS	MONTHS			LIVING WITH	MONTHS			LONG-RANGE GOAL	MONTHS		
	1	2-3	4-6		1	2-3	4-6		1	2-3	4-6
PRELIM. INTAKE	1			PARENTS				RETURN PAR.			
MEDICAL EVAL.				RELATIVES				PL. RELAT.			
MEDICAL TREATMENT				GUARDIAN				COMP. PROT.			
PSYCH. EVALUATION				ADOPTIVE HOME				COMP. SUP.			
PSYCH. TREATMENT				FOSTER HOME			2	ADOPT FREE			
COMM. VOL. SERVICE				INDEPENDENT LIV.				ADOPT LAT.			
ATTENDING SCHOOL				BOARDING SCHOOL				L.Y. FOSTER			3
JOB TRAINING				GROUP HOME				IND. LIVING			
EMPLOYED				SMELTER CARE				INST. LIVING			
CONTINUING SERVICE			2	HALFWAY HOUSE				STAT. PEND.			
REG. FOSTER HOME X				OTHER FAMILY SUB.				UNKNOWN			
FOSTER HOME PLACE				DETENTION							
REG. STATE ADOPT X				JAIL							
REG. NAT. ADOPT X				MEDICAL INSTIT.							
ADOPT FAMILY CONS.				MENTAL HEALTH FAC							
PARENTS				PRIVATE INSTIT.							
UNKNOWN				OTHER INSTITUTION							
				ADRIAN TRNG SCHL.							
				H. J. MAXEY							
				GREEN OAK CTR.							
				WHITMORE L. REC.							
				CAMP LA VICTOIRE							
				CAMP NOKONIS							
				ARBOR HEIGHTS CTR							
				INTAKE CENTER DET							
				UNKNOWN							

PART 4: SUMMARY OF MONTH'S CLOSINGS

01 SUCCESSFUL COMP. PROB/PAROLE	13 MILITARY SERVICE	30 TRANSFER TO DSS
02 PLACED WITH PAR/REL/GUARDIAN	14 DIED	31 TRANSFER TO DSS OTHER COUNTY
03 OWN RESPONSIBILITY	15 OTHER	32 TRANSFER TO STATE WARD CONNCT.
04 NEGLECT REDUCED	20 WAIVER TO ADULT COURT	33 TRANSFER/COMMIT TO PRIVATE AGENCY
05 ADOPTION CONFIRMED	21 JURIS. ASSUMED BY ADULT COURT	34 TRANSFER/COMMIT TO PVT. AG. DTH. ST.
06 CLOSED TO YOUTH SERVICE BURE	22 RAN AWAY	35 TRANSFER TO COURT
07 CLOSED TO DSS PROTECTIVE SER	23 NEG RESPONSE TO TREATMENT	36 RETURN TO COURT
10 PETITION DISMISSED	24 ADOPT. PETITION WITHDRAWN	37 JURIS. ASSUMED BY DTH. JUV. CT.
11 UP AGE	25 ADOPT. PETITION DENIED	38 OTHER TRANSFER
12 MARRIED	26 IN FAC. DISMISSED FROM COURT	

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

Supervisor's Review Roster

This exception report is a central listing of all messages produced by the computer on cases in each agency. The report lists by worker load number, the name of the child and his recipient ID number and the message (or messages) produced on that case. The item number, code, and number of months the code has been in effect are shown for each message produced to indicate which field of information and which code conditions have caused the message to appear.

This report permits supervisors to observe in one listing all agency cases whose case status has caused the computer to produce a message suggesting examination of the case. These cases, grouped by load number (worker) are the same as those listing messages on the worker's Primary Case Roster, thus expediting review of the appropriate cases with the worker. The case status which has suggested that the case may need attention can be ascertained by referring to "item no.", "code" and "number of months the code has been in effect" which follow the message for each case. Messages usually indicate that the information has remained the same for some time or that action may presently be appropriate.

PERIOD END= 09/18/73
AGENCY FAIRFIELD COUNTY DSS

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

PAGE 0003
RPT. NO. A-0

SUPERVISORS REVIEW ROSTER

***** THESE CASES MAY REQUIRE ATTENTION *****

AGENCY CODE 00085 BRANCH CODE 00

LOAD NUMBER	NAME	ID NO.	MESSAGE	ITEM NO.	CODE	NO. MONTHS
00000050	[REDACTED]	80000556	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000592	REQUEST ADOPTION EXCHANGE SUPPORT	30	05 ADOPT	06
	[REDACTED]		IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			REVIEW CASE FOR POSS. ADOPTION	23	10 FOSTER	06
00000050	[REDACTED]	80000574	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000627	REQUEST ADOPTION EXCHANGE SUPPORT	30	05 ADOPT	06
	[REDACTED]		IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			REVIEW CASE FOR POSS. ADOPTION	23	10 FOSTER	06
00000050	[REDACTED]	80000618	REQUEST ADOPTION EXCHANGE SUPPORT	30	05 ADOPT	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
	[REDACTED]		REVIEW CASE FOR POSS. ADOPTION	23	10 FOSTER	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000313	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000681	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000663	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000672	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000707	EVALUATE TREATMENT PLAN	30	01 RET PAR	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000761	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000814	EVALUATE TREATMENT PLAN	30	01 RET PAR	06
	[REDACTED]		IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000805	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000832	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000485	REQUEST ADOPTION EXCHANGE SUPPORT	30	05 ADOPT	06
			ESTABLISH CASE PLAN	27	01 PRELIM	06
	[REDACTED]		REVIEW CASE FOR POSS. ADOPTION	23	10 FOSTER	06
			REQUEST ADOPTION EXCHANGE SUPPORT	30	05 ADOPT	06
00000050	[REDACTED]	80000494	ESTABLISH CASE PLAN	27	01 PRELIM	06
			REVIEW CASE FOR POSS. ADOPTION	23	10 FOSTER	06
00000050	[REDACTED]	80000476	REQUEST ADOPTION EXCHANGE SUPPORT	30	05 ADOPT	06
			ESTABLISH CASE PLAN	27	01 PRELIM	06
	[REDACTED]		REVIEW CASE FOR POSS. ADOPTION	23	10 FOSTER	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000850	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000538	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000547	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000387	EVALUATE TREATMENT PLAN	30	01 RET PAR	06
	[REDACTED]		IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000378	EVALUATE TREATMENT PLAN	30	01 RET PAR	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050	[REDACTED]	80000402	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
00000050		80000897	EVALUATE TREATMENT PLAN	30	01 RET PAR	06
	[REDACTED]		IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			EVALUATE TREATMENT PLAN	30	01 RET PAR	06
00000050	[REDACTED]	80000420	IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			EVALUATE TREATMENT PLAN	30	01 RET PAR	06
	[REDACTED]		IS CASE INFORMATION CURRENT?	27	10 CONT.	06
			IS CASE INFORMATION CURRENT?	27	10 CONT.	06

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

Worker's Transaction Listing

This is a listing by worker load number of all cases on which activity was reported to CCPIS during the month. The name of the child is shown, last name first, the date of the reported action, and the action code which indicates the type of action which was reported. If more than one action is reported on a case during the same month, the child is listed once for each action. The total number of cases acted on during the month, and the number of each type of action reported, are listed at the end of the listing for each individual worker.

This listing is designed to give supervisory personnel a rapid overview of agency cases for which activity was reported during the month. Cases are grouped by worker (load number), with totals of particular case actions also given per load number, providing a synopsis of movement within any particular worker's caseload.

CHILD CARE AND PLACEMENT INFORMATION SYSTEM										PAGE 3	
WORKERS TRANSACTION LISTING										RPT. NO. A-5	
AGENCY FAIRFIELD COUNTY DSS											
AGENCY CODE 00085 BRANCH CODE 00											
LOAD NUMBER	NAME	ACTION DATE	ACTION CODE	LOAD NUMBER	NAME	ACTION DATE	ACTION CODE				
00000000	DANNY	08/24/73	3	CASES ON CCPIS--							0 REOPENED= 0 CHANGES= 1 CORRECTIONS= 0 CLOSED= 0 OPEN/CLOSED= 0 MONTHLY TOTAL= 1
0000	ALICE	10/02/73	3	0000		09/07/73	4				
0000	RONDA	09/11/73	1	CASES ON CCPIS--							1 REOPENED= 0 CHANGES= 1 CORRECTIONS= 1 CLOSED= 0 OPEN/CLOSED= 0 MONTHLY TOTAL= 3
0000	DEBRA	09/12/73	3	0000	DEBRA	08/01/73	3				
0000	ELLA	07/25/73	5	0000	CYNTHIA	07/01/73	3				
0000	CYNTHIA	09/21/73	5	0000	CYNTHIA	07/25/73	5				
0000	JAMES	07/01/73	5	0000	SAMMIE	07/25/73	5				
0000	MARIA	07/25/73	5	0000	CYNTHIA	07/25/73	5				
0000	MICHAEL	07/25/73	3	CASES ON CCPIS--							0 REOPENED= 0 CHANGES= 4 CORRECTIONS= 0 CLOSED= 7 OPEN/CLOSED= 0 MONTHLY TOTAL= 11
00000NEAL	SHARON	07/19/73	5	CASES ON CCPIS--							0 REOPENED= 0 CHANGES= 0 CORRECTIONS= 0 CLOSED= 1 OPEN/CLOSED= 0 MONTHLY TOTAL= 1
00000JOHN	BETTY	08/01/73	4	00000JOHN	BETTY	08/29/73	4				
00000JOHN	BRENDA	08/29/73	4	00000JOHN	BRENDA	08/08/73	3				
00000JOHN	PRESTON	08/01/73	3	00000JOHN	PRESTON	08/28/73	4				
00000JOHN	CHRISTINE	08/29/73	4	00000JOHN	CHRISTINE	07/23/73	3				
00000JOHN	CHRISTINE	10/05/73	5	00000JOHN	TONI	07/23/73	3				
00000JOHN	TONI	08/28/73	4	00000JOHN	THOMAS	07/23/73	3				
00000JOHN	THOMAS	08/28/73	4	00000JOHN	JOANN	07/26/73	5				
00000JOHN	SUSAN	07/26/73	5	00000JOHN	SANDRA	08/01/73	5				
00000JOHN	HARRY	08/01/73	5	00000JOHN	CYNTHIA	07/23/73	3				
00000JOHN	CYNTHIA	08/29/73	4	00000JOHN	BRADFORD	07/08/73	3				
00000JOHN	JAMES	07/25/73	3	00000JOHN	JAMES	08/29/73	4				
00000JOHN	SHERYL	08/29/73	4	00000JOHN	SHERYL	07/25/73	3				
00000JOHN	CHAD	07/25/73	3	00000JOHN	CHAD	08/29/73	4				
00000JOHN	BRIAN	08/29/73	4	00000JOHN	BRIAN	07/25/73	3				
00000JOHN	MARILYN	07/23/73	3	00000JOHN	MARILYN	08/29/73	4				
00000JOHN	KENNETH	08/29/73	4	00000JOHN	KENNETH	07/23/73	3				
00000JOHN	MARLA	07/23/73	3	00000JOHN	MARLA	08/29/73	4				
00000JOHN	THOMAS	08/29/73	4	00000JOHN	THOMAS	07/23/73	3				
00000JOHN	CATHERINE	10/03/73	3	00000JOHN	CATHERINE	08/17/73	1				
00000JOHN	HARRY	01/03/73	1	00000JOHN	BHEMIA	01/03/73	1				
00000JOHN	DEE	08/16/73	1	CASES ON CCPIS--							4 REOPENED= 0 CHANGES= 16 CORRECTIONS= 16 CLOSED= 5 OPEN/CLOSED= 0 MONTHLY TOTAL= 41
00000JUDY	RICHARD	08/31/73	4	00000JUDY	RICHARD	09/24/73	5				
00000JUDY	RICHARD	08/02/73	3	00000JUDY	CHARLES	08/02/73	3				
00000JUDY	CHARLES	08/31/73	4	00000JUDY	CHARLES	09/28/73	5				
00000JUDY	DOREENA	09/24/73	5	00000JUDY	DGREENA	08/02/73	3				
00000JUDY	DOREENA	08/31/73	4	CASES ON CCPIS--							0 REOPENED= 0 CHANGES= 3 CORRECTIONS= 3 CLOSED= 3 OPEN/CLOSED= 0 MONTHLY TOTAL= 9
00000SAM	DEBRA	10/08/73	3	CASES ON CCPIS--							0 REOPENED= 0 CHANGES= 1 CORRECTIONS= 0 CLOSED= 0 OPEN/CLOSED= 0 MONTHLY TOTAL= 1
0000 BETH	ARNOLD	06/29/73	5	0000 BETH	DOUGLAS	12/28/72	7				
0000 SHER	GLENN	08/30/73	3	0000 SHER	GLENN	09/26/73	8				
0000 SHER	LEE	09/28/73	3	0000 SHER	LEE	08/24/73	3				

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

Uncompleted Transfers

This report is a listing by name of children closed with a transfer code by the agency receiving the report, who have not been opened by any other agency on CCPIS. This exception listing displays the load number of the worker who reported the child to CCPIS, the child's last and first name, the reason for closing the case, the closing date and the number of months which have passed since the case was closed for the purpose of transfer to another agency.

PERIOD END-- 10/16/73 CHILD CARE AND PLACEMENT INFORMATION SYSTEM ATTACHMENT C PAGE 2
AGENCY O'HARE COUNTY DSS RPT. NO. 5-9

AGENCY CODE 00087 BRANCH CODE 00
REPORT NAME-- UNCOMPLETED TRANSFERS
* THE FOLLOWING CHILDREN THAT WERE CLOSED FROM *
* YOUR AGENCY FOR THE PURPOSE OF TRANSFER TO *
* ANOTHER AGENCY HAVE NOT YET BEEN OPENED IN CCPIS *
* BY THE NEW AGENCY. *

LOAD NUMBER	NAME	REASON FOR CLOSING	CLOSING CODE	CLOSING DATE	NUMBER OF MONTHS
0000000	[REDACTED] ERNEST	RETURN TO COURT	36	04/03/73	06
000	[REDACTED] STEVEN	RETURN TO COURT	36	04/15/73	06

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CHILD CARE AND PLACEMENT INFORMATION SYSTEM

How to check the accuracy and completeness of agency reporting using the Case Summary Report

I. Monitoring the Quantity of Reporting

- A. In the Report's Part I (Case Activity During the Month). Compare the month's total of successfully processed transactions ("A") with the Active Case count ("B"). In this report there were 911 transactions for 8033 cases, meaning that only 11% of the cases had any activity reported on them. This is undoubtedly too low. We would expect that, in general, somewhere between one-quarter and one-half of all cases would have reportable activity during any month.
- B. The total Active Case count itself ("B") may be an indication of under-reporting.

II. Monitoring the Quality of Reporting. Although the report presents data from a limited number of CCPIS data elements, these constitute most of the key elements in the system. The general quality of reporting can be determined at a glance.

In Part 2 (Characteristics):

- "C" - Race-Ethnic Group "Unknown": This figure should be zero.
- "D" - Handicaps: "Unknown" should be zero.
- "E" - Types of Cases: This is derived from the Legal Status Codes, and is very important in reporting. The "Unknown" figure should be very small, if not zero.

In Part 3 - Status of Current Active Caseload:

Current Status:

- "F" - Preliminary Intake: There should be no figures in any columns except the first. Preliminary Intake should only be used when the case is still new to the agency, before case planning and treatment have begun.
- "G" - "Unknown" Current Status: This should be zero.

The "Continuing Service" line should legitimately reflect substantial numbers, but should not reflect a large majority, as this report does. There are 113 + 961 + 683 + 3111 = 5185 cases reporting Continuing Services, or 65% of the 8033 total. Most of the school-aged children are probably in school or working.

Living With

- "H" and "I" - Detention and Jail: We hope that children are not being kept in such accommodations longer than one month. The figures in all columns except the first should be zero.
- "J" - Unknown should be zero.

Long-Range Goal

- "K" - Status Pending should have figures only in the first column, since it is to be used when a case is still in the very early stage in an agency. "L" - "Unknown" should be zero.

CHILD CARE AND PLACEMENT INFORMATION SYSTEM
CASE SUMMARY REPORT - AS OF 06/30/74

PAGE 543
RPT. NO. W1

DSS TOTAL

PART 1. CASE ACTIVITY DURING JUNE

OPENED= 197 REOPENED= 7 CHANGED= 390 CORRECTED= 49 CLOSED= 195 OPN/CLOSED= 3 UNC/OPEN= 38
UNC-CLOSED= 32 MONTH TOTAL= 911 TOTAL ACTIVE CASES= 8033

PART 2. CHARACTERISTICS OF CURRENT ACTIVE CASELOAD

AGE CYRS.	SEX	RACE-ETHNIC	HANDICAPS	TYPES OF CASES (LEGAL STATUS)	
0-11 349	MALE 4712	WHITE 4715	NONE 6341 228	DELINQUENT 2931	
1-5 929	FEM. 3321	BLACK 2657	CORR. PHYS. 126 21	NEGLECT 3975	
5-12 2198		AMER. IND. 153	PERM. PHYS. 204 31	ADOPTION 333	
13-15 1312		SPANISH 221	EMOTIONAL 730 53	OTHER 142	
16-19 3300		ALL OTH. 230	CORR. LRN. 108 38	UNKNOWN 612	
20+ 95		UNKNOWN 57	PERM. LRN. 149 69		
			UNKNOWN 375 87		

PART 3. STATUS OF CURRENT ACTIVE CASELOAD

A. CURRENT STATUS BY MONTHS						B. LIVING WITH BY MONTHS						C. LONG RANGE GOAL BY MONTHS						
CURRENT STATUS	1	2-3	4-6	7-12	13+	LIVING WITH	1	2-3	4-6	7-12	13+	LONG RANGE GOAL	1	2-3	4-6	7-12	13+	
PRELIM. INTAKE	44	95	131	59	104	PARENTS	85	327	445	1237		RETURN PAR	83	233	567	373	1325	
MEDICAL EVALUATION	3	14	11	25	40	RELATIVES	30	46	142	306		PL. W RELAT.	6	22	115	52	188	
MEDICAL TREATMENT	5	7	36	11	47	GUARDIAN			21	192		COMP. PROT.	14	39	131	21	30	
PSYCH. EVALUATION	5	14	19	10	36	ADOPTIVE HOME	26	105	197	103		CDHP. SUP.	22	35	144	15	33	
PSYCH. TREATMENT	8	9	34	11	53	FOSTER HOME	108	246	509	1999		ADOPT FREE	38	104	257	117	312	
COMM. VOL. SERVICE		1	2			INDEPENDENT LIV.	20	42	106	195		ADOPT LAT.	8	30	87	26	65	
ATTENDING SCHOOL	31	80	344	16		BOARDING SCHOOL		4	1	6		L.T. FOSTER	26	39	185	153	699	
JOB TRAINING	3	9	25			GROUP HOME	12	27	68	28		IND. LIVING	46	110	404	154	506	
EMPLOYED	13	25	90	5		SHELTER CARE	7	25	14	6		INST. LIVING	1	2	12	10	51	
CONTINUING SERVICE	113	317	961	683	3111	HALFWAY HOUSE	9	28	38	25		STAT. PEND.	33	69	147	93	311	
REG. FOSTER HOME X	1		3			OTHER FAMILY SUB	6	15	54	13		UNKNOWN	25	190	59	25	142	
FOSTER HOME PLACE	17	54	130	32		DETENTION	12	13	27	1								
REG. STATE ADOPT. X	15	25	26	7	10	JAIL	7	4	20	10								
REG. NAT. ADOPT. X						MEDICAL INSTIT.	3	2	6	1								
ADOPT. FAMILY CONS.	20	13	42	13	38	MENTAL HEALTH F.	2	8	12	52								
ADOPTIVE PLACEMENT	21	87	144	92	127	PRIVATE INSTIT.	5	10	21	5								
UNKNOWN	21	178	55	150	4	OTHER INSTITUT.	2	1	17	4								
						ADRIAN TRNG SCH.	2	10	67	30								
						W. J. MAXEY	20	25	143	62								
						GREEN OAK CNTR.	5	13	46	23								
						WHITMORE L. REC.	2	2	10	3								
						CAMP LA VICTOIRE	2	6	17	2								
						CAMP NOKOMIS	5	11	13	3								
						ARBOR HEIGHTSCTR		1	3	9								
						INTAKE CNTR. DET.	1	2	4									
						UNKNOWN	14	12	6	225								

PART 4. SUMMARY OF MONTHS CLOSINGS

01 SUCCESSFUL COMP. PROB/PAROLE	6	13	MILITARY SERVICE	2	30	TRANSFER TO DSS	8
02 PLACED WITH PARAREL/GUARDIAN	37	14	DIED	3	31	TRANSFER TO DSS OTHER COUNTY	38
03 OWN RESPONSIBILITY	1	15	OTHER	3	32	TRANSFER TO STATE WARD COMM.	0
04 NEGLECT REDUCED	5	20	WAIVEN TO ADULT COURT	2	33	TRANSFER/COMMIT TO PRIV-AGCY	0
05 ADOPTION CONFIRMED	22	21	JURIS. ASSUMED BY ADULT COUR	8	34	TRANSFER/COMMIT PVT AG OT ST	0
06 CLOSED TO YOUTH SERVICE BURE	1	22	RAN AWAY	3	35	TRANSFER TO COURT	4
07 CLOSED TO DSS PROTECTIVE SER	6	23	NEG RESPONSE TO TREATMENT	3	36	RETURN TO COURT	4
08 PETITION DISMISSED	12	24	ADOPT. PETITION WITHDRAWN	1	37	JURIS. ASSUMED BY OTH JUV CRT	0
09 OF AGE	19	25	ADOPT. PETITION DENIED	1	38	OTHER TRANSFER	0
10 MARRIED	4	24	IN FAC. DISMISSED FROM COURT				

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

Initial Placement of Newly Committed Delinquent State Wards

This monthly report lists newly committed delinquent state wards alphabetically, grouped by county and region. It is designed to show the first placement made in each case, temporary or permanent. However, children who are placed in temporary placements continue to appear on this roster until assigned a permanent type placement. In addition, the type of wardship, agency case number, commitment date, and placement date is given for each child. Thus, this report provides in easily accessible form the information needed to monitor the initial assignment of children to the various types of placement, and to identify temporary dispositions which may have become prolonged.

CHILD CARE AND PLACEMENT INFORMATION SYSTEM
 INITIAL PLACEMENTS OF NEWLY COMMITTED DELINQUENT STATE WARDS
 MONTHLY REPORT AS OF 11/30/74

REGION CODE 10
 COUNTY CODE 93
 COUNTY-NAME CABOT

NAME	WARD SHIP	AGENCY CASE NO.	COMMIT DATE	OWN HOME	REL HOME	FOST HOME	GRP HOME	H-WAY HOUSE	TRNG SCH	BTS CAMP	IND LIV	M H FAC	PRIV INST	INT OTH	PERM OTH	DETN TION	JAIL	OTH/ UNK	DATE PLACED
DELLA	GTS	8999667A	09/14/74	X															11/17/74
TOTAL FOR CABOT			1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

COUNTY CODE 102
 COUNTY-NAME LEWIS

ALICE	GTS	8899553A	11/29/73	X															11/29/73
EDWARD	BTS	8899025A	10/04/74				X												11/13/74
LEWIS	BTS	8899554A	08/23/74	X															00/00/00
THOMAS	BTS	8899331A	08/30/74	X															00/00/00
SUSAN	GTS	8899445A	00/00/00			X													00/00/00
STANLEY	BTS	8899346A	00/00/00																00/00/00
TOTAL FOR LEWIS			6	4	0	1	1	0	0	0	0	0	0	0	0	0	0	0	

COUNTY CODE 110
 COUNTY-NAME POWELL

MARION	GTS	8787656A	11/06/74			X													11/06/74
PAUL	BTS	8787616A	11/15/74	X															11/15/74
TOTAL FOR POWELL			2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	

REGION 10 TOTAL

37 14 1 8 4 2 4 0 2 0 1 0 1 0 0 0

NOTE PERM INCLUDE: ADOPTING, BOARDING SCHOOL, GROUP HOME-PRIVATE, OUT OF STATE FAMILY RESIDENCE, OTHER FAMILY SUBSTITUTE, MEDICAL INSTITUTION, OUT OF STATE INST FACILITY, OTHER INSTITUTIONAL

CHILD CARE AND PLACEMENT INFORMATION SYSTEM

Critical Error Listing

A critical error listing is generated and sent to a worker when he has submitted a card with errors which make it impossible to process without corrections. Upon receipt of such a listing, the worker should check the information at the bottom of the sheet, which will tell him the exact code (or codes) that are holding up processing. He should then make the necessary corrections, right on the critical error listing and return it to the Control Unit. Until he does this, he will not receive a card back on the particular case.

Certain errors are commonly the cause of a critical error listing. Essential case information (codes 1-11) may have been omitted or coded with invalid codes. Or the worker may have attempted to record an action on a case already closed on CCPIS, or one in the process of being transferred to another agency. He may have coded a closing code in item 1 and omitted a reason for closing in item 34, or reported an adoption without supplying an adoption suffix. Whatever the reason, the worker is encouraged to call the Control Unit if he doesn't understand a critical error listing he has received. The run date, which is supplied in the top left hand corner, will help the staff there locate the information they need in order to be of assistance.

DATE: 11/04/74

CCPIS CRITICAL ERROR LISTING

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ACTION	CO	DATE	AGENCY	RR	LOAD NO.	LAST NAME	FIRST NAME I	M	RECIPIENT ID NO.	DATE OF BIRTH	SEX	RACE	ETH.	RELIG	HANDICAPS #1	SOURCE #2	REFER. REFERRAL	LEGAL LEVEL	STATUS	D.N.P.		
0	0	0	0	1	11	1	2	2	3	3	4	4	4	5	5	6	6	6	6	6	6	7
1	2	7	9	2	34	5	4	5	5	6	7	4	5	0	1	2	3	4	5	8	9	01
5	090674		10095	00																		0

LATST OFFNS	OFFNS SUFFIX	HEARD BY	OFFNS TOTAL	CHILD LIVING	ADMISS DATE	RESI. CNTY	CUMMIT. DATE	CURNT SERV.	CASE EVNT	SERV. SEEK.	LONG GOAL	REVIEW DATE	SOURCE SUPPORT	CHRG CNTY	AGENCY CASE NO.	CLOSE CODE	LEGAL INFO.	ADP SUP					
00	0	0	00	00	0	0	0	00	00	01	11	11	1	1	11	11	11	11	1	1	1	1	
77	7	7	77	78	8	8	8	99	99	90	00	00	0	1	11	11	11	11	1	2	23	3	3
34	5	6	78	90	1	6	78	9	4	90	12	34	5	0	12	34	56	78	9	8	90	1	6
27	E		05		051074		051074		50						03	16	60			028097		30	

- RID CANT BE BLANK FOR CLOSE
- FIRST NAME FIRST COLUMN BLANK
- LAST NAME FIRST COLUMN BLANK
- DATE OF BIRTH INVALID
- SEX IS INVALID CODE-NOT M OR F