



April 1, 2016

Office of Child Welfare FSFN Highlight: 2016 Quarter 3 Release
HB 7013 Adoption Incentive Project

Case Notes: Non Face-to-Face Contacts Group Box

Important Facts

Who is impacted by this change?

Adoption Staff

Case Management Staff

Licensing Staff

Child Protection Investigators

Adult Investigators

What is Changing?

In order to access the **new Non Face-to-Face Contacts Group Box**, one of the following note categories must be chosen: **Adult Investigations, Child Investigations, Case, Post Adoption or Special Conditions**. The ability to document Non Face-to-Face contacts will be available for each of these categories and their associated types.

- **Category = Adult Investigations**
 - Type = Telephone Contact
 - Type= Telephone Contact-Legal
- **Category=Child Investigations**
 - Type=E-Mail Contact
 - Type=Facsimile
 - Type=Telephone Contact
 - Type=Telephone Contact-Case Manager
 - Type=Telephone Contact-CPT
 - Type=Telephone Contact-Legal
- **Category=Case**
 - Type=E-Mail Contact
 - Type=Facsimile
 - Type=Telephone Contact
- **Category= Post Adoptions**
 - Type=1 year Post Communication-Telephone Contact
 - Type=1 year Post Communication-E-Mail
 - Type=1 year Post Communication-Other Correspondence
 - Type=E-Mail
 - Type=Telephone Contact
- **Category=Special Conditions**
 - Type=E-Mail
 - Type=Facsimile
 - Type=Telephone Contact
 - Type=Telephone Contact Case Manager
 - Type=Telephone Contact CPT
 - Type=Telephone Contact Legal