



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