APS Business Process Intake & Screening - New Requirement/Clarification

**New Screening Requirement**

***Decision Comments & Response Time Reasons***



1) Decision comments box must contain the screeners reasoning for why the intake is being screened in or screened out.

2) The decision comment of SEE NOTE is no longer permitted within this field.

***Resolution***



1. The Resolution field is now required when Screening an Intake. The Resolution dropdown list is dynamic and will change based on a Screened In or Screened Out decision.

**Reviewed By/Date Field Clarification**

Purpose: Provides indication to the Central Intake Unit (CIU) that the report has been reviewed by a protective services representative. Central Intake will notify PS agencies in accordance with 5.08 (2) (b)(2) for any intake marked priority that does not have the Reviewed by/Date field populated prior to the CIU notification call.

REVIEW BY/DATE field:

1. To be utilized when **REVIEWING** an Intake Report Friday afterhours, weekends and holidays
2. Must be in **INTAKE ROLE** when updated this field. In intake role you are able to update this field triggering the Screening fields.
3. To **ONLY** be utilized on cases marked **PRIORITY** by the CIU on Friday after hours, weekends and holidays.

**After hours On Call Response Notes**

Purpose: Provides detailed information on type of response actions occurred, collaterals spoken to and supervisory guidance if required.

1. To be utilized when **RESPONDING** to an Intake report after hours.
2. If you are not screening the case and are only putting in a response note you must be in the **INTAKE ROLE**