

# Post-Release Services (PRS) Referral (Form S-19)



## Appendix – Administrative Actions

NOTE: The information displayed in this document is fake and does not belong to actual people.


### ACCEPT CASE



Data auto-populated from completed PRS Referral forms in UC Portal. Users may select a single case or multiple cases to accept.

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 Post-Release Services PRS Referrals Cases ▾  

### PRS Referrals Filter

Accept cases  View selected cases (3)

<input type="checkbox"/>	A#	Child Name	Age	Family Group	Location	Referred ↑	Referral ID	Level
<input type="checkbox"/>	<a href="#">553197324</a>	Eric Trejo	17 	<span>3</span> RG00900	<span>3</span> 110 Southern Pkwy, Kingston, NY 11232	12/14/23	R0098786	L2
<input checked="" type="checkbox"/>	<a href="#">553197325</a>	Raymond Trejo	15	<span>3</span> RG00900	<span>3</span> 110 Southern Pkwy, Kingston, NY 11232	12/14/23	R0093580	L3
<input checked="" type="checkbox"/>	<a href="#">553197326</a>	Elena Domingo	14	<span>3</span> RG00900	<span>3</span> 110 Southern Pkwy, Kingston, NY 11232	12/14/23	R0091459	L2
<input checked="" type="checkbox"/>	<a href="#">321496445</a>	Fernando Ariel	11		7448 Orange Lane, Lexington, NY 12020	12/17/23	R0024189	L2
<input type="checkbox"/>	<a href="#">928583039</a>	Ana Elizar Perez	9		403 Lancaster St, Orangeburg, NY 10988	12/17/23	R0014162	L2
<input type="checkbox"/>	<a href="#">198119307</a>	Lao Thongdee	9		54 Jones Ln, Apt #8A, Bronx, NY 10018	12/17/23	R0012895	L2
<input type="checkbox"/>	<a href="#">493793385</a>	Marco Cabrera	17 		859 Randall Rd, Apt #867, Azusa, NY 39531	12/17/23	R0068597	L2
<input type="checkbox"/>	<a href="#">734955531</a>	Keiry Manuel Lopez	13	<span>2</span> RG45118	<span>2</span> 12 Andrew Street, Yonkers, NY 10599	01/06/24	R0045891	L2
<input type="checkbox"/>	<a href="#">734955532</a>	Judith Manuel Lopez	14	<span>2</span> RG45118	<span>2</span> 12 Andrew Street, Yonkers, NY 10599	01/06/24	R0056894	L2
<input type="checkbox"/>	<a href="#">780948443</a>	Fabiola Rafael	7	RG80978	7757 Harvard St, Hague, NY 10772	01/06/24	R0094368	L3

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# ASSIGN CASE MANAGER

Users may assign a case manager for a single case or for multiple cases. The Case manager field is a searchable lookup field.

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Post-Release Services PRS Referrals Cases

Return to cases

 **Elena Domingo** (AKA Lena)  
DOB: 12/17/2009 (Age 14) | Gender: Female | Language: Spanish

Manage case

Assign case manager

Change level | Details | Relationships | Flags | Documents

Extend close date

Transfer case

Close case

Post-Release Services PRS Referrals Cases

### Active Cases

Manage cases

Assign case manager

	Child Name	Location	Level	Referred	Accepted	
Transfer cases	197324	Eric Trejo	Kingston, NY	L2	12/14/23	02/28/23
<input type="checkbox"/>	R0093580 <a href="#">553197325</a>	Raymond Trejo	Kingston, NY	L3	12/14/23	02/28/23
<input type="checkbox"/>	R0091459 <a href="#">553197326</a>	Elena Domingo	Kingston, NY	L2	12/14/23	02/28/23
<input type="checkbox"/>	R0024189 <a href="#">321496445</a>	Fernando Ariel	Lexington, NY	L2	12/17/23	02/15/23
<input type="checkbox"/>	<a href="#">R0014162</a> 928583039	Ana Elizar Perez	Orangeburg, NY	L2	12/17/23	02/15/23

Assign cases


# REQUEST EXTENSION

The system will generate an automated alert to inform ORR project officers that a request is ready for approval.

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**Post-Release Services** PRS Referrals Cases

[Return to cases](#)


 **Elena Domingo** (AKA Lena)

**DOB** 12/17/2009 (Age 14)    **Gender** Female    **Language** Spanish

**Manage case**

- Assign case manager
- Change level
- Extend close date**
- Transfer case
- Close case

Details Relationships Flags Documents

 **Tracy Kimmell**  
PRS Case Manager    Case transfer  
Only visible to you

Recent safety concerns


Child not enrolled in education services

Child not enrolled in medical services

Placement Disruption

Other

**February**

 **PRS Report**

Performed by: Tracy Kimmel (KidsCorner)

Performed on: 02/21/24

If "Other" is selected, an open text field appears for users to enter additional detail.

Optional "Note" text box appears for each document attached.

### Request extension



Current close date: 02/28/24

**New close date**  
Within 30 days of current close date, no later than 03/30/2024

**Reason for extension**

**Details**

**Attach supporting documentation**

 PRS event (virtual)    02/28/24    

**Note**

**Request extension**

# TRANSFER CASE

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[Return to cases](#)



**Elena Domingo** (AKA Lena)

**DOB** 12/17/2009 (Age 14)  
**Gender** Female  
**Language** Spanish

Manage case

Assign case manager

Change level

Extend close date

Transfer case

Close case

Details Relationships Flags Documents



**Tracy Kimmell**  
PRS Case Manager

Case transfer  
Only visible to you

Draft Delete View

February



PRS Report

Feb 12, 2024, 5:00 PM View

Performed by: Tracy Kimmel (KidsCorner)  
Performed on: 02/21/24

## Transfer case

Have you found another provider who can accept this case?

- No, please share this transfer request with POs and potential providers
- Yes

Reason for transfer

Details

Include family members

- [553197324](#) Eric Trejo L2
- [553197325](#) Raymond Trejo L3

Request transfer

Users can automatically apply the same transfer request to multiple family members.

### Transfer case

Have you found another provider who can accept this case?

No, please share this transfer request with POs and potential providers

Yes

New provider

Crittenton

Reason for transfer

- Child moved
- Duplication of services
- Provider capacity
- Child requires more services
- Coordinate services in shared household or family group
- Other

Request transfer

"Yes" is selected, a searchable lookup field appears for users to select the provider.

If "Child moved" is selected as the reason for transfer, field appears for users to enter the new location.

### Transfer case

Have you found another provider who can accept this case?

No, please share this transfer request with POs and potential providers

Yes

Reason for transfer

Child moved

New location

12 Forrest Street, Johnson City, TN 89765

Details

Lena is moving to Tennessee. We are working on transferring her to another PRS provider who can service her there.

Include family members


Request transfer

# CHANGE PRS LEVEL

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**Post-Release Services** PRS Referrals Cases

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**Elena Domingo** (AKA Lena)

DOB: 12/17/2009 (Age 14)  
Gender: Female  
Language: Spanish

**Manage case**

- Assign case manager
- Change level**
- Extend close date
- Transfer case
- Close case

Details Relationships Flags

**Options if level is decreased:**

- Circumstances improved
- Sponsor or family prefers less engagement
- Awaiting TVPRA
- Other

February

Performed on: 02/21/24

### Options if level is increased:

- Recent safety concerns
- Recent mental health concerns
- Recent medical concerns
- Risk of placement disruption
- Child not enrolled in education services
- Child involved in criminal activity
- Other

If "Other" is selected, an open text field appears for users to enter additional detail.

Optional "Note" text box appears for each document attached.

## Change PRS level

Elena's current PRS level is L2

New PRS level

L1

L3

Reason for level change

Details

Attach supporting documentation

+ Select documentation

PRS event (virtual) 02/28/24


Note

Update level




# CLOSE CASE

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**Elena Domingo** (AKA Lena)

DOB: 12/17/2009 (Age 14) | Gender: Female | Language: Spanish

**Manage case** ▾


- Assign case manager
- Change level
- Extend close date
- Transfer case
- Close case**

Details Relationships Flags Documents

Tracy Kimmell  
PRS Case Manager

Case transfer  
Only visible to you

February

 PRS Report

Performed by: Tracy Kimmel (KidsCorner)  
Performed on: 02/21/24

- Service period reached end date
- Child turned 18
- Child no longer requires services (PRS assessment)
- Legal status achieved
- Sponsor declined services (category 1)
- Sponsor and child declined services (category 2A, 2B, or 3)
- Child ran away
- Other

## Close case

Close date: 03/20/2024


Reason for case closure:

Details:

Child agrees to be contacted after case closure

Attach supporting documentation

+ Select documentation

 PRS event (virtual) 02/28/24

Note:

**Close case**

If "Other" is selected, an open text field appears for users to enter additional detail.

Optional "Note" text box appears for each document attached.