

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.



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


Rows per page: 10 ▾


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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) ~~Sex Gender~~ Female Language Spanish

Manage case ▾

Assign case manager

- Change level
- Extend close date
- Transfer case
- Close case

Details Relationships **Flags** Documents


Assign a case manager



Case manager


Tra ▾

- Tracy Kimmel
- Travis Michael
- William Trace


Assign cases





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 **Post-Release Services**


PRS Referrals


Cases 

 Search by A# or R#




Active Cases  Filter

Manage cases 



Assign case manager

		Child Name	Location	Level	Referred	Accepted 	Case Manager	Status	Exp. Closure
<u>Transfer cases</u>	197324	Eric Trejo	Kingston, NY	L2	12/14/23	02/28/24	Unassigned	Pending Case Manager	04/02/24
<input type="checkbox"/> R0093580	553197325	Raymond Trejo	Kingston, NY	L3	12/14/23	02/28/24	Unassigned	Pending Case Manager	08/28/24
<input type="checkbox"/> R0091459	553197326	Elena Domingo	Kingston, NY	L2	12/14/23	02/28/24	Unassigned	Pending Case Manager	08/28/24
<input type="checkbox"/> R0024189	321496445	Fernando Ariel	Lexington, NY	L2	12/17/23	02/15/24	Tracy Kimmel	Active	08/15/24
<input type="checkbox"/> R0014162	928583039	Ana Elizar Perez	Orangeburg, NY	L2	12/17/23	02/15/24	Frances Diaz	Active	08/15/24

REQUEST EXTENSION

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


Sex

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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

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

[Details](#) [Relationships](#) [Flags](#) [Documents](#)

March




Tracy Kimmell
PRS Case Manager

Case transfer
Only visible to you

[View](#)

February



PRS Report

(dsCorner)

[View](#)

☐ Recent safety concerns
☐ Child not enrolled in education services
☐ Child not enrolled in medical services
☐ Placement Disruption
☐ Other

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

×

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

Sex

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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

Assign case manager

Change level


Extend close date

Transfer case

Close case

Details Relationships Flags Documents

March




Tracy Kimmell
PRS Case Manager

Case transfer
Only visible to you

Draft Delete View

February



PRS Report

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

Feb 12, 2024, 5:00 PM View

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

- | | | | |
|-------------------------------------|---------------------------|---------------|----|
| <input checked="" type="checkbox"/> | 553197324 | Eric Trejo | L2 |
| <input checked="" type="checkbox"/> | 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

Sex

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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

Assign case manager


Change level

Extend close date Details Relationships Flags


Transfer case

Close case

March



February



Options if level is decreased:

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

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

Feb 12, 2024, 5:00 PM View

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.

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

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

×

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

Sex

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Post-Release Services PRS Referrals Cases Search by A# or R#

[Return to cases](#)



Elena Domingo (AKA Lena)

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

Assign case manager

Change level


Extend close date

Transfer case

Close case


Details Relationships Flag

March

 **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

Referral Details

Status
Active (PRS)

A#
005952456

Referral ID
R00068576

Level
L2

Reason for referral
Non-Relative Sponsor Multiple Sponsorship (TVPRA)

Length in PRS
41 days

Est. closure date
03/31/24

Sponsor

Sponsor Name
Theresa Sherman

Phone
(203) 887-4576

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

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

