DCN: 27283069   NAME: JONES FREDDIE

              ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

              ABCD……H………….P………………………………

PFK1:HELP PFK2;S035
S008: END OF DATA.

_____

PURPOSE:

        SPAR is a transaction that can be used to search through the different programs
        the person may be associated with in the system.
        You may enter the screen by keying in SPAR and the DCN or by placing the
        cursor in the left column by the DCN of the person and pressing the PFK2 when
        on a menu screen. It will display the new coding of A-Z plus the numbers 0-9 to
        look like this:

        "ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789".

        It will have the perferated line below with the letters or numbers of any programs
        they may be associated with.

        NOTE: Press the Help Key (PF1) to display a window explaining the codes.
        (The letter "H" indicates Children Services.)

FAMILY CENTERED SERVICES SUBSYSTEM
FAMILY CENTERED SERVICES CASE INQUIRY
KCAS
Case Inquiry Detail Screen
K = Family Centered Services
CAS = Inquiry of PS Case Data

KCAS 001545010   06022000   PAGE 01

FAMILY-CENTERED SERVICES CASE INQUIRY FOR CASE #: 00154501-0

CASE NAME & ADDRESS   REASON   DATE   LAST CHG DATE: 06022000
    SPRING   STEVE   B OPEN   B 06022000   CASE MGR ID: 06024
2880 PLANTER BLVD   CLOSE   CASE MGR CNTY: 051
NORTHSHORE MO 65606

                                                    LAST DONE   NEXT DUE
                        COURT REPORT DATE: (OVERDUE)
HHLD CNTY: 051   CASE PLAN: (OVERDUE)
TELEPHONE: 573-555-7777   CASE TRANSFER DATE: DESTINATION CNTY:
SERVICE WKR ID: 06024   EAS AUTH DATE: SERVICE CNTY: 051

INQ	DCN	CASE MEMBER NAME (FIRST	MI	LAST	SFX)	R/S	DOB	P/T	W/ AB	JU CT	CT HS
X	60013225	STEVE		SPRING		1 M	04-24-1958	A	2	N	
	60013233	SANDRA		SPRING		1 F	10-22-1957	B	2	N	
	60013241	TOMMY		TOMATO		1 M	09-28-1994	C	3	N	
	60013259	PENNY		PEPPER		1 F	09-28-1989	C	2	N	

MESSAGES: INQUIRY COMPLETE

INSTRUCTIONS: This inquiry screen is used along with and after the KDCN screen, when you need to check if a family has ever had a CS case or if any member has been on a CS case. Key in KCAS and the case ID (from KDCN). When an "X" is entered in the left column of the screen next to the DCN: of the Case Name and the enter key is pressed, it will bring up a screen displaying if there has ever been another CS case. CASE MGR ID and CASE MGR CNTY indicates the CS worker and county location in the upper right hand corner of the screen.

FAMILY CENTERED SERVICES SUBSYSTEM
FAMILY CENTERED SERVICES DCN INQUIRY
KDCN
DCN Inquiry Detail Screen
K = Family Centered Services
DCN = Inquiry of Individual in PS

KDCN 18519043   MM/DD/YY

    FAMILY-CENTERED SERVICES INQUIRY FOR DCN: 18519043

	INDIVIDUAL NAME (FIRST MI LAST SFX)	RACE	SEX	-D.O.B.-
	STEVE SPRING	1	M	04-24-1958

INQ	CASE-ID	CASE NAME (LAST FIRST)	HHLD CNTY	CASE OPEN REASON/DATE	CASE CLOSE REASON/DATE	DAYS OPEN
X	00154501-0	STEVE SPRING	051	B 06022000		
	99002501-0	SANDRA SPRING	051	B 04-13-99	A 12-31-99	0 070

MESSAGES: INQUIRY COMPLETE

INSTRUCTIONS: KDCN can be used by entering the DCN of anyone on the CS case to learn if a CS case was opened. Any DCN of a member of the household may be used to make inquiry in this screen. The screen will display at the top of the screen, the name, birth date etc., of that person. The display line of the case will indicate the "Case Name" for the head of the household. KDCN must be used (with a DCN) to get case ID, which is used with KCAS. It also displays the county where the case is located. The following are codes and reasons for a case opening:

        "A" – Child Abuse
        "B" – Preventive Services Indicated (PSI)
        "C" – Non-CA/N
     "D" – Newborn Crisis Assessment

ALTERNATIVE CARE CLIENT SUBSYSTEM
ALTERNATIVE CARE CLIENT CASE INQUIRY
ZCAS
Client Case Inquiry
Z = Children's Services
CAS = Alternative Care Inquiry

ZCAS   MM/DD/YY

ALTERNATIVE CARE CLIENT CASE INQUIRY
(Screen 1 of 2)

DCN: 32944169   CASE MANAGER COUNTY: 021
NAME: TANNER MICHELLE   CASE MANAGER: 06024
RACE/SEX: 1/F   CASE LOAD:
BIRTH DATE: 12-24-1987   SERVICE COUNTY: 021
SSN: SERVICE WORKER: 06024
LAST ACTION: A   FUND CATEGORY: 12
DATE UPDATED: A/C IV-E ELIG. DETER:
                                A IV-E ELIGIBLE:
                                IV-E REMINDER:

VENDOR/PLACEMENT INFO.   MEDICAID SOURCE CODE:
DATE: 0720000   EAS: 01   EAS AUTH. START DATE:
TYPE: FHO   MODE: 3   MAINTENANCE CODE: 1
VISITS:N   MAINTENANCE AMOUNT: 259.00
VENDOR: 000022272   XIX BEGIN DATE: 07/20/00
NAME: TINKERBELL TIM AND JILL   XIX END DATE: 07/20/00
       HOME IMPROVIMENT DR. #26   CASE CLOSE DATE: 07/20/00
       TINSEL TOWN MO 64508   CLOSE REASON: 09
MESSAGE: FOR SECOND SCREEN, HIT ENTER

INSTRUCTIONS: This inquiry screen may be used to determine when a child has an Alternative Care case. Enter ZCAS, the DCN, and press the enter key. This screen indicates the CS worker and county location in the upper right hand corner by CASE MANAGER COUNTY and CASE MANAGER.

SOCIAL SERVICES WORKER INQUIRY SCREEN

SWOR

PURPOSE:

Find a worker's name and county when only the worker number is known.

Commonly used when cases are transferred and the worker's name is not available.

ACCESS:

Type SWOR, SPACE, the five digit worker number, and press ENTER.

SWOR 99999	ENTER.

You will get a screen that looks like this:

```
SWOR  99999              DEPARTMENT OF SOCIAL SERVICES                DATE

WORKER NO:      99999

NAME:           RICHARD         LINVILLE


LOCATION:
   DIVISION:    JACKSON COUNTY
   CITY:        KANSAS CITY           MO    64106


DATE TERM:
```