

Activity Log Tickler Tip Sheet

Ticklers will only appear if your activity logs are not completed by the required deadlines, categories are not correct, or the activity logs are still in draft form.

TICKLER MESSAGE: Disposition Completed: Help Me Grow Staff Notification Required

CONTACT TYPE: Select method of how Help Me grow was notified
CASE CATEGORY: Assessment/Investigation or Ongoing
CATEGORY: Correspondence/Notices
SUBCATEGORY: "Help Me Grow"

TICKLER MESSAGE: Dispositions Completed: Family/ACV Notification required

CONTACT TYPE: Select method of how Family/ACV were notified
CASE CATEGORY: Assessment/Investigation or Ongoing
CATEGORY: Correspondence/Notices
SUBCATEGORY: Disposition (Family, ACV/CSR, APASR)

TICKLER MESSAGE: 7 day contact must be made with child in placement

CONTACT TYPE: Face to Face
CASE CATEGORY: Assessment/Investigation or Ongoing or Adoption
CATEGORY: Ongoing Visits
SUBCATEGORY: Initial 7 day not **including** day of placement
PARTICIPANT: Child in placement

TICKLER MESSAGE: 4 week contact must be made with child in placement

CONTACT TYPE: Face to face
CASE CATEGORY: Assessment/Investigation or Ongoing or Adoption
CATEGORY: Ongoing visits
SUBCATEGORY: Initial 4 weeks not including first week in placement
PARTICIPANT: Child in placement

TICKLER MESSAGE: Monthly contact must be made with child in placement

CONTACT TYPE: Face to Face
CASE CATEGORY: Assessment/Investigation or Ongoing or Adoption
CATEGORY: Ongoing Visits
SUBCATEGORY: Ongoing monthly visit
PARTICIPANT: Child in placement

TICKLER MESSAGE: 10 day CRC must be made

CONTACT TYPE: Face to Face
CASE CATEGORY: Assessment/Investigation or Ongoing or Adoption
CATEGORY: Ongoing visits
SUBCATEGORY: CRC-Initial contact within 10 days-not including day of placement
PARTICIPANT: Child in placement

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TICKLER MESSAGE: Monthly contact must be made with the child in CRC

CONTACT TYPE: Face to Face

CASE CATEGORY: Assessment/Investigation or Ongoing or Adoption

CATEGORY: Ongoing visits

SUBCATEGORY: CRC-Ongoing

PARTICIPANT: Child in placement

TICKLER MESSAGE: 7 day contact must be made with child in independent living setting

CONTACT TYPE: Face to Face

CASE CATEGORY: Assessment/Investigation or Ongoing

CATEGORY: Ongoing visits

SUBCATEGORY: Independent living facility-face to face with child within 7 days following placement

PARTICIPANT: Child in placement

TICKLER MESSAGE: Monthly contact must be made with child in independent living setting

CONTACT TYPE: Face to Face

CASE CATEGORY: Assessment/Investigation or Ongoing

CATEGORY: Ongoing visits

SUBCATEGORY: Independent living facility monthly visit

PARTICIPANT: Child in placement

TICKLER MESSAGE: Bi-weekly face to face must be made with child in intensive needs setting

CONTACT TYPE: Face to Face

CASE CATEGORY: Assessment/Investigation or Ongoing

CATEGORY: Ongoing visits

SUBCATEGORY: Intensive face to face bi-weekly

PARTICIPANT: Child in placement

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TICKLER MESSAGE: Weekly contact must be made for child in intensive needs setting

CONTACT TYPE: Face to Face
CASE CATEGORY: Assessment/Investigation or Ongoing
CATEGORY: Ongoing visits
SUBCATEGORY: Intensive needs – weekly contact
PARTICIPANT: Child in placement

OR

CONTACT TYPE: Phone call to/From
CASE CATEGORY: Assessment/Investigation or Ongoing
CATEGORY: Ongoing visits
SUBCATEGORY: Intensive needs – weekly contact
PARTICIPANT: Child in placement

EMERGENCY CA/N

TICKLER MESSAGE: 24 hour face to face contact must be made with ACV/CSR

CONTACT TYPE: Face to face
CASE CATEGORY: Assessment/Investigation
CATEGORY: Assessment/Investigation Mandate
SUBCATEGORY: ACV face to face or Child Subject of Report

TICKLER MESSAGE: 72 hour face to face contact must be made with ACV/CSR

CONTACT TYPE: Face to face
CASE CATEGORY: Assessment/Investigation
CATEGORY: Assessment/Investigation Mandate
SUBCATEGORY: ACV face to face or Child Subject of Report

If 24/72 hour ACVCSR Face to face contact was attempted and not completed then:

TICKLER MESSAGE: ACVCSR face to face contact must be made within 4 days

CONTACT TYPE: Face to face
CASE CATEGORY: Assessment/Investigation
CATEGORY: Assessment/Investigation Mandate
SUBCATEGORY: ACV face to face or Child Subject of Report

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If 4 day contact was attempted and not completed then:

TICKLER MESSAGE: ACVCSR face to face contact must be made within 5 days

CONTACT TYPE: Face to face

CASE CATEGORY: Assessment/Investigation

CATEGORY: Assessment/Investigation Mandate

SUBCATEGORY: ACV face to face or Child Subject of Report

Investigation Initiated

CONTACT TYPE: Face to face or Phone Call

CASE CATEGORY: Assessment/Investigation

CATEGORY: Assessment/Investigation Mandate

SUBCATEGORY: Assessment/Investigation Initiated

(Requires the entry of a start time and end time)

Intake #

Completed status