FCRB & Quest

- Keep track of DCS Custody list in Menu > Miscellaneous > Requirements > Requirement Counts > Out-of-Home Placement > DCS Custody/Commitment

    o DCS Custody list is accurate when…

        1) The DCS custody requirement is *added* to the case

            AND when

        2) The DCS custody requirement is *updated* after court.

- Also can add children to your "caseload" as an FCRB coordinator

    o Assign yourself to the case, click that you "represent" the children on the case

- Scheduling FCRB events after children come into custody

    o If FCRB coordinator is assigned to the case, they can see upcoming events for children in DCS custody on their My Caseload screen

    o Event Deadlines (Montgomery as example)

        ▪ When a dcs custody req is added, fcrb deadline for the initial fcrb hearing is auto-added.

        ▪ When the initial fcrb hearing is completed, another fcrb deadline for the subsequent fcrb hearing is auto-added.

- Printing off the FCRB docket

- Uploading FCRB Forms

- Sending out FCRB Forms

    o After uploading completed FCRB forms from prior hearings, can email them out to FCRB members, etc. (Sumner Count example: Bill created a report or something that gathers FCRB documents and emails a link to whom Tammytha picked. He was not able to password protect the link.)

- Case Attributes

    o Can add here that the case is a DCS Case and/or a Custodial case.

- Sumner County – piloted creating FCRB forms in Quest, divided up by the different sections on the model FCRB form (FCRB summary sections can be created separately and pulled in by a question in the FCRB summary document.)