

# Case plan codes (for default entries)

## What it does:

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Allows you to define standard options for the different levels of a case plan. For example, Level 1 may represent the area of need, such as substance abuse, Level 2 may represent their goal, such as remain drug/alcohol free, and level 3 may represent steps they must take to reach their goal, such as attend AA meetings.

## Adding the table entry

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### Case Plan Codes (For Default Entries)

#### Entry details

Code (Plan Code) can be any length.  
Level - Can be blank, 1, 2, 3, or 4. If left blank, it applies to all levels.  
Notes for this entry will be default notes for the case plan entry

NOTE: Level 1 will automatically list Domains from the latest assessment (if it is specified for display on the List Case Plans screen).  
All levels will automatically list open requirements for the person.  
If you define 'ASSM' for Assessments and 'REQ' for requirements, and the user selects a specific assessment or requirement, we'll choose 'ASSM' or 'REQ' for you for the plan code, otherwise it will be blank in the database file.

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Code: AA  
Short description:\* AA  
Long description:\* Attend Alcoholics Anonymous open meetings  
Level: 3  
Active:\*  Yes  No

Notes:

- **Code** – Choose a code. It can be any length of characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **Level** – Type the plan level for which this code applies.
- **Notes** – whatever you type in the notes section will be used as default language when this code is selected.

Click the **Update** button to save your work.

Also see [Assessment Type](#)

- You can create custom descriptions for any of the levels. You can include standard notes that will appear that can be edited as needed.

Supervising **Allen Superior Court**  
 Agency:  
 Description:\* **Attend Alcoholics Anonymous open meetings**  
 Target date:    
 Status: **-- Select --**   
 Status date:    
 Notes: You will attend AA open meetings and provide proof of attendance slips to your probation officer.

Level 1, Level 2, Level 3.

