Community Service Work

A Requirement is added

When Community Service Work (CSW) is ordered, a requirement is added.
The requirement adds Thomas Cordell to the case as a CSW Coordinator.
Thomas will receive a quest message notifying him that he has been added to the case.

Add Provider

Click on the Assigned date before the Community Service Requirement to get into the Requirement Detail screen.

- Scroll down a couple lines to the Provider, and add the location where the child will be doing their CSW.
- Click the Update button to save your changes.

My Caseload

Menu | Supervision | My Caseload
User ID=Tho.Cor
Limit to Role=CSWC (if not an option click on the link: click here to toggle more/less screen options
Click Submit to see the results

Add Events

In the Case Detail screen, click the Add at the end of the Events line.

- Event date/time: date of their first CSW day (it will default to 8:00 am)
- Event Type: Select CSW
- Click the Update button to save

    Since there is no court selected, it will add the person adding the event to this event as well as an "appointment" between the two.

Click the New button at the bottom to schedule the next date.
Repeat until all dates are added.

You will see these events on the **My Caseload** screen by clicking the Calendar button at the bottom of the screen.

Send Letter

Click on the Case Link (3rd column) to go to that **Case Detail** screen.
Add a document: Letter Assigning CSW hours

- Answer the questions.
- This will pull in the events that were scheduled.
- Click the Finish button.
- Print and mail or Email to family

To Log hours worked

Scan the paperwork they provide.
Add document: Scanned proof of hours worked

- This will reduce the number of hours remaining.

To manually show hours worked:

- In the case, click on the date of the CSW requirement
- In the requirement detail screen, scroll to bottom right corner,
- Click Options
- Click Add a Transaction
  - Date/time worked
  - Type = Where was work performed
  - Amount = number of hours worked.
  - Note if necessary
- Click Update to save your changes.

To Waive hours

In the requirement detail screen

- Scroll to bottom right corner,
- Click Options
- Click Add a Transaction
  - Date/time
  - Type: Public Service Hours Waived
  - Amount: hours to be waived
  - Memo
  - Click Update

To close a Requirement

When the child has completed all hours, go into Requirement Detail

Click on Status drop-down, select successfully completed.
Status date = date they finished hours.
Update to save.

Contact Notes

Click on the Contacts link at the top of the **Case Detail** screen.
Or click on the Contacts link from **My Caseload** screen.
Add a contact note to track missed assignment or any information necessary.

To remove your name from case

When the child has successfully completed their hours, you can remove your name from the case.
On the **Case Detail** screen
Under Names currently assigned to the case
Click on your ROLE, and add an End date.
Update to save

To see all cases with a CSW Requirement

Menu | Miscellaneous | Requirements | Requirement Counts
Scroll down to the Special Conditions section
Click on the Community Service Work option
This provides a list of all cases with an open CSW requirement.
You can click on the Start Date link to get into the Requirement Detail screen to add hours, waive hours, or show hours worked

You can Select a specific provider to limit the list to certain work locations.

To see how many hours have been worked at specific locations

Menu | Miscellaneous | Financial | Chart of Accounts
Grouping: Probation
Unclick Posting Only
Click the Submit button to see the results

To see total hours worked

click on the Community Service Performed description.
Put in the date range you need.

Click the Include sub-accounts transactions
Click the Submit button to see the results
You will see a list of all requirements, cases, and hours worked.

To see specific locations worked

In that chart of accounts click on each location to see the number of hours worked.