

GPS on Active (Office Decision) Workflow

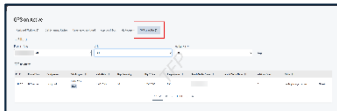
GPS on Active (Office Decision) Overview

The **GPS on Active (Office Decision)** formerly known as “**Active Pilot**” process has been built in KIDS TOO.

When Call Screening transfers these referrals to Intake or Regional Offices they will land in the assigned Unit’s GPS on Active tab. The assigned unit can put these referrals in focus, make their recommendation to Screen In for Investigation or Screen Out, and send it back to Call Screening to complete the Outcome based on the assigned office’s recommendation.

Where GPS on Active (Office Decision) Assignments will Land

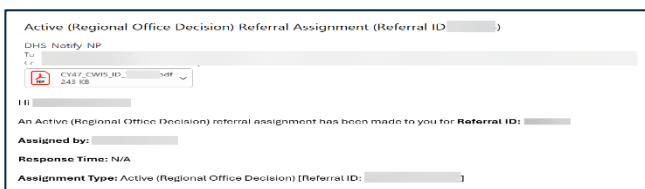
When Call Screening transfers a **GPS on Active (Office Decision)** referral it will land on a new **GPS on Active Tab** on your dashboard. RODs, Clinical Managers and



Caseworkers will have access to this new tab so that they can track and

manage these referrals.

An automated **GPS on Active (Office Decision)** Email will also be sent to the Assigned Unit once Call Screening transfers the referral.



How the Assigned Office Completes the Recommendation to Screen In or Screen Out

The assigned unit can click the **Show** button for an Active Assignment Referral on the **GPS on Active tab**.

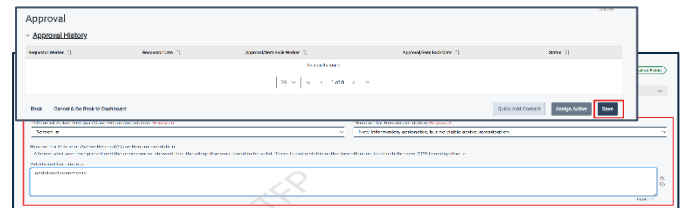
On click of Show, the user will be taken to the **Referral Outcome Screen** where they can input their Recommendation and Reason in the **Predisposition** section.

The values available in the **Reason for Recommendation** dropdown are based on the Selected Recommendation (Screen In or Screen Out). The **Reason for Office of Active Referral/Case Recommendation** Narrative will default based on the Reason value selected. The user can enter additional Narrative in the **Additional Comments** textbox.

***Please Note only Supervisors and above can complete the Recommendation Section**

How Assigned Office Transfers Referral back to Call Screening to complete Outcome

Once the Supervisor, Clinical Manager or ROD enters their recommendation, they must click the **Save** button at the bottom of the **Referral Outcome Screen**.



If a **Clinical Manager or ROD** clicks the Save button, then the system will automatically transfer the referral back to Call Screening Unit to complete the Outcome. **No further action** is required by the assigned office.

If a **Supervisor** clicks the Save button, then the status of the referral will change to **Pending Manager Review**. The **Clinical Manager or ROD** will then need to Review the Recommendations entered and **click the Save button**. The System will then automatically transfer the referral back to Call Screening Unit to complete the Outcome.

