

# TFACTS

Tennessee's Family and Child Tracking System

## **Recording a Resource Home Inquiry and Home Study Approval**

# TFACTS

Tennessee's Family and Child Tracking System

Recording a Resource Home in TFACTS all begins with an inquiry. Once the inquiry is complete, it is linked to a resource home record. Resource Homes must have a home study completed and approved in TFACTS before a placement can be made.

# TFACTS

Tennessee's Family and Child Tracking System

This is the screen you will see when first accessing TFACTS. Enter your username and password to log in.

 TFACTS

**Login**

**Username:** \*

**Password:** \*

[Log In](#)

[\[ Forgot Password? \]](#)

[\[ Confidentiality Statement \]](#)

**Assistance**

[\[ TFACTS Overview \]](#)

[\[ TFACTS Helpdesk \]](#)

[\[ Change Password \]](#)

**Contact**

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**What is SACWIS?:** SACWIS stands for Statewide Automated Child Welfare Information System. DCS is committed to designing, developing and implementing a comprehensive Case Management System that will assist staff in managing their workloads and provide accurate & current data to assist in decision-making and program modification.

**Mission:** To provide automated technology solutions to Tennessee's state child welfare agency that supports service delivery and practice for the safety, permanency and well-being of children and families.

UAT version 1.48.0.0210100630

# TFACTS

Tennessee's Family and Child Tracking System

After you log in, the Switch Organization Profile screen appears, if you are assigned to multiple organizations. If you are not, you will be taken directly to your home screen.

On this screen you select the organization for which you want to do work. After you select the organization and click **Select**, the **Home Screen Desktop tab** appears.



The screenshot shows the TFACTS user interface. At the top left is the TFACTS logo. In the top right corner, there is a "log off" link and a "Welcome" message. Below the header, the page title "Switch Organization Profile" is displayed. The main content area features a "Select Organization" section with a dropdown menu currently set to "CPS Central Intake". A blue "Select" button is located below the dropdown menu.

# TFACTS

## Tennessee's Family and Child Tracking System

- From the **Resource** screen, click on the **Inquiry** tab.
- Before entering an Inquiry, user should first perform a filter to see if the inquiry person already has an active inquiry. Do this by entering a **Last Name, First Name**, and then click **Filter**.
- Chose an active inquiry returned from the search or if no results are found click **Add Inquiry**.

TFACTS - Resource - Inquiry - Microsoft Internet Explorer provided by Dept of Children's Services

http://ei0119006la003:8080/sacwis/searchResourceInquiryFilter.do

File Edit View Favorites Tools Help

TFACTS - Common Person Se... TFACTS - Resource - Inq... X

home search help & training log off  
Logged In:

Home Intake Case **Resource** Financial Administration  
Workload Directory Due Lists **Inquiry** Recruitment Training Contracts

Resource > Inquiry > Inquiry List

Inquiry Search Criteria

Organization: \* [dropdown]  
Name (Last, First, Middle): [text input]  
Inquiry Id: [text input]  
Inquiry Type: [dropdown] Inquiry Sub-Type: [dropdown]  
Begin Date: [date picker] End Date: [date picker]  
Status: [dropdown] Cancellation Reason: [dropdown]  
Sort Results By: [dropdown]

Filter Clear Form

Inquiry Information

Inquiry Name	Inquiry Date	Inquiry Type	Inquiry Sub-Type	Status	Organization
No Results Returned.					

Add Inquiry

# TFACTS

## Tennessee's Family and Child Tracking System

- After clicking **Add Inquiry**, user is taken to **Resource Home Inquiry** screen to enter **Organization**, **Inquiry Type**, **Inquiry Date**, **Inquiry Sub-Type**. **Status** will default to and should remain as "Pending Inquiry."
- Click **Add Member**

Resource > Inquiry > Resource Home Inquiry

**Resource Home Inquiry**

Inquiry Header

Inquiry Name: \_\_\_\_\_, Organization: \_\_\_\_\_ Type: \_\_\_\_\_ Sub-Type: \_\_\_\_\_

Organization: \* [dropdown]

Inquiry Type: \* [dropdown]

Inquiry Date: \* [calendar icon]

Status: \* Pending Inquiry [dropdown]

Inquiry Sub-Type: \* [dropdown menu open showing: Expedited, ICPC, ICPC Expedited, Regular]

No Contact Date: [calendar icon]

Member List

ID	Name	Gender	DOB	Age	Role	Prior Exp.
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**Add Member**

Specific Children of Interest

ID	Name	Related Resource Member	Relationship
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**Link Child**

\*See Helpful Hints for a description of the Inquiry types.

# TFACTS

## Tennessee's Family and Child Tracking System

- After clicking **Add Member**, user is taken to the **Person Search**. User must search for the inquiry person before adding them as a person in TFACTS. If available, searching by SSN is still the main way to search for a person. You can also search by the last 4 digits of the SSN as well. Enter all available search criteria then click **Search**.
- If person is returned from the search, click the box next to the correct result, then click the **Select** button.
- If no desired results are returned, click the **Add Person** button.

Quick Person Search Criteria

Person ID:

or

SSN:

or

Reference Type:

Reference Number:

or

Advanced Search Criteria

Last Name:

First Name:

Middle Name:

Street Number:

Street Name:

City:

State:

Zip Code:

Date of Birth:

Gender:

Race:

Last 4 Digit SSN:

Sort Results By:

Search Clear Form

Person Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

	Person ID	Name	Address	Gender	DOB	% Match
<input checked="" type="checkbox"/>				Female	C	

Add Person Select Return

\* Note, if you click on the checkbox for a returned result and then click **Add Person**, it will take you to the screen where you add a new person, which, if completed, will result in a duplication of that person; so, if you click the checkbox for a returned result, always make sure to click the **Select** button.

# TFACTS

## Tennessee's Family and Child Tracking System

- User will be taken to the **Basic** screen to add the inquiry person's information.
- **Name Type, First Name, and Last Name, DOB and Gender** are required fields. Any additional information about the person if available may be entered also at this time.
- Click **Apply**.

The screenshot shows the 'Basic' tab of the TFACTS system. The 'Person Information' section is highlighted with a blue box. The 'Name Type' dropdown is set to 'Repor'. The 'First Name' and 'Last Name' fields are circled in blue. The 'Gender' dropdown is set to 'Female'. The 'DOB' field is empty. The 'Estimated Age' field is set to 'Day(s)'. The 'Birth City' field is empty. The 'Tennessee Resident' dropdown is set to 'No'. The 'Driver's License #' field is empty. The 'SSN Applied for' dropdown is set to 'No'. The 'SSA Validation' field is empty. The 'Revalidate SSA' dropdown is set to 'No'. The 'Stop SSA Validation' dropdown is set to 'No'. The 'Populate Additional Name' button is visible.

\*Note, if user does not click **Apply** after entering the **Basic** information for the person, the system will not allow you to enter information on all upcoming screens.

# TFACTS

## Tennessee's Family and Child Tracking System

- Continue with the Inquiry by clicking on the **Demographics** Tab.
- Enter the inquiry's **Race** and **Hispanic origin**. If user has been provided any other information related to this screen, they can enter that as well.
- Click **Apply**.

The screenshot displays the TFACTS web application interface, specifically the 'Demographics' tab. The interface includes a header with the TFACTS logo and a 'CNV' indicator. Below the header, there are several tabs: 'Basic', 'Demographics' (which is circled in blue), 'Address', 'Add'l', and 'Backg'. The 'Demographic Information' section is expanded, showing a 'Race +' dropdown menu (circled in blue) with options for 'American Indian/Alaska Native', 'Native Hawaiian/Other Pacific Islander', 'Asian', and 'Unable to Determine'. Below this is an 'Ethnicity/Ancestry' section with a 'Hispanic/Latino +' dropdown menu (circled in blue). The 'Available Ancestry' list includes 'African American/Black', 'Arabic', and 'Asian Indian', with 'Add >>' and '<< Remove' buttons. The 'Selected Ancestry' field is empty. The 'Tribal Affiliation' section has two dropdown menus labeled '1: +' and '2: +'. The 'Available Language' list includes 'Acoli', 'Afrikaans', and 'Albanian', with 'Add >>' and '<< Remove' buttons. The 'Selected Language' field is empty. At the bottom, there is an 'Interpreter Needed' checkbox and an 'Interpreter Type' dropdown menu. The browser's status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.

# TFACTS

## Tennessee's Family and Child Tracking System

- Click on the **Address** tab to enter the inquiry's address and contact information.
- Click **Add Address**.
- User is taken to the **Address Search Screen**.

The screenshot shows the TFACTS web application interface. At the top, there is a header with the TFACTS logo, the user name 'CNV', and navigation links for 'home', 'search', 'help & training', and 'log off'. Below the header, there is a 'Logged In:' indicator and a 'help' link. The main content area has several tabs: 'Basic', 'Demographics', 'Address', 'Add'l', 'Background', and 'Safety Hazard'. The 'Address' tab is selected and circled. Below the tabs, there is a 'Person Header' section with fields for Name, Gender (MALE), DOB, Person ID, SSN, and Age. Below that is a 'Person Address' section with a table showing address history and a 'View Address History' link. The 'Add Address' button is circled. Below the address section is a 'Person Phone/Email' section with a table showing contact information and an 'Add Phone/Email' button. At the bottom of the form, there are 'Apply', 'Save', and 'Cancel' buttons, with the 'Apply' button circled. The footer contains navigation links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the CNV version number '1.58.0.0420101130'. The browser's address bar shows the URL '/sacwis/IntakePersonAddressModify.do' and the system tray shows 'Local intranet' and '100%' zoom.

# TFACTS

## Tennessee's Family and Child Tracking System

- Before adding an address you must first Search to see if the address is already in TFACTS.
- **Street Number, Street Name, City, State, and Zip Code** must be entered in the search criteria.
- Click **Search**.

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, the user name 'CNV', and links for 'home', 'search', 'help & training', and 'log off'. Below this, the page title is 'Profile > Address'. The main content area has two tabs: 'Domestic Address Search' (which is circled in red) and 'Foreign Address Search'. Under the 'Domestic Address Search' tab, there is a section titled 'Domestic Address Search Criteria' with a note: '[ Note: In order to add a new Address the following fields must be entered in the search criteria: Street Name (text field minimum), City, State and first 5 digits of the zip code ]'. The form includes fields for 'Street Number', 'Unit Name', 'City', 'Zip Code', 'Street Name' (with a dropdown menu), 'State\*' (with a dropdown menu), and 'County' (with a dropdown menu). Below the form are three buttons: 'Search', 'Clear Form', and 'Cancel'. The 'Search Results' section shows a table with columns 'Address', 'County', 'Hazard', and '% Match'. The table contains one row with the text 'Address not found in SACWIS database. Please add the address using Finalist.' Below the table is a 'Save New Address' button. At the bottom of the page, there is a footer with links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', and the text 'CNV version 1.60.1.0506101700'.

\* Note, if an address the user is searching for is already in the system but all of these specific search criteria details haven't been used in the search, the address will not be found, nor will the system allow user to save the address.

# TFACTS

Tennessee's Family and Child Tracking System

- If address search produces no correct results, click the **Save New Address** button to record the Inquiry's address.

The screenshot displays the TFACTS web application interface for address management. At the top, there is a navigation bar with the TFACTS logo, a user identifier 'CNV', and links for 'home', 'search', 'help & training', and 'log off'. Below this, a breadcrumb trail shows 'Profile > Address'. The main content area is titled 'Domestic Address Search' and includes a sub-link for 'Foreign Address Search'. A section for 'Domestic Address Search Criteria' contains a note and several input fields: 'Street Number', 'Unit Name' (with a dropdown set to 'Apartment'), 'City', 'Zip Code', 'Street Name' (with a dropdown), 'Street' (with a dropdown), 'State' (with a dropdown and an asterisk), and 'County' (with a dropdown). Below the form are 'Search', 'Clear Form', and 'Cancel' buttons. The 'Domestic Address Search Results' section shows a table with columns for 'Address', 'County', 'Hazard', and '% Match'. The table contains one row with the text 'Address not found in SACWIS database. Please add the address using Finalist.' Below the table, the 'Save New Address' button is highlighted with a blue circle. The footer contains links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the version number 'CNV version 1.60.1.0506101700'.

Profile > Address

[Domestic Address Search](#) | [Foreign Address Search](#)

Domestic Address Search Criteria

[ Note: In order to add a new Address the following fields must be entered in the search criteria: Street Name (text field minimum), City, State and first 5 digits of the zip code ]

Street Number:  Street Name:  Street

Unit Name:

City:  State:

Zip Code:  -  County:

Domestic Address Search Results

Address	County	Hazard	% Match
Address not found in SACWIS database. Please add the address using Finalist.			

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | CNV version 1.60.1.0506101700

# TFACTS

## Tennessee's Family and Child Tracking System

- Address information from the previous address search will automatically populate.
- Enter any other information available, then click **Save**.

Profile > Address Logged In: | help

**Domestic Address Details**

Street Number:  Street Name:  Street

Unit:

City: \*  State: \*  Zip Code: \*  -

County:  Other County:

School District:  Other District:

Census Tract:  Geographical Designation:

Neighborhood Name:

Law Enforcement Jurisdiction:

Environmental Hazard Details:

Spell Check Clear 4000

Directions:

Spell Check Clear 4000

# TFACTS

## Tennessee's Family and Child Tracking System

- If search produced a correct result, user clicks **select** next to the address and clicks **Save**.

Profile > Address

**Domestic Address Search** | [Foreign Address Search](#)

Domestic Address Search Criteria

[ Note: In order to add a new Address the following fields must be entered in the search criteria: Street Name (text field minimum), City, State and first 5 digits of the zip code ]

Street Number:  Street Name:  Street

Unit Name:  Building

City:  State\*:

Zip Code:  -  County:

Domestic Address Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

Address	County	Hazard	% Match
<a href="#">select</a> : <a href="#">PERSONS associated</a>		No	

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | CNV version [1.60.1.0506101700](#)

Local intranet 100%

# TFACTS

## Tennessee's Family and Child Tracking System

- After creating a new address or choosing an existing one the next screen is the **Address Details** screen.
- Enter the **Address Type** (always choose Residence for the primary address of the inquiry home) and the **Effective Date**; *these two fields are required.*
- Include any additional information, then click **Save**.

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for home, search, help & training, and log off. The user is logged in, as indicated by the 'Logged In:' status. The main content area is titled 'Profile > Address'. It contains several sections: 'Person Header' with fields for Name, Gender (MALE), DOB, Person ID, and SSN; 'Address Details' with fields for Address, Address Type (circled in red), Effective Date (circled in red), and End Date; 'C/O' (Care of) with a text area; 'Delivery Details' with a text area; and 'Environmental Hazard Details' with a text area. Each of the last three sections includes a 'Spell Check' button and a 'Clear' button with a '250' character limit indicator. The browser's status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.

# TFACTS

## Tennessee's Family and Child Tracking System

- Click **Apply** button to save address information.
- User is returned to the main address screen. The inquiry's address should now be in view.
- Next click the **Add Phone/Email** button.
- User will be taken to the **Contact Information** screen.

The screenshot displays the TFACTS web application interface. The 'Address' tab is highlighted and circled in blue. Below the 'Person Address' section, the 'Add Phone/Email' button is also circled in blue. The page includes a navigation bar with 'Basic', 'Demographics', 'Address', 'Add'l', 'Background', and 'Safety Hazard' tabs. The 'Person Address' section contains a table with columns for Type, Address, Effective Date, Primary, and Hazard. The 'Person Phone/Email' section contains a table with columns for Type, Detail, and Primary. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

Type	Address	Effective Date	Primary	Hazard
<a href="#">select</a> Residence			<input checked="" type="radio"/>	No <a href="#">delete</a>

Type	Detail	Primary
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# TFACTS

## Tennessee's Family and Child Tracking System

- Enter the **Type** from the dropdown menu.
- Under the **Contact** field, enter the phone number or email address, depending on what contact **Type** was selected.
- If this contact information is being entered for the primary person in the record (person with role of Resource Parent as opposed to Co-Parent), click the box marked **Primary**.
- Click the **Save** box
- User is returned to the main Resource Home Inquiry Screen.

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for 'home', 'search', 'help & training', and 'log off'. The user is logged in, as indicated by 'Logged In:'. The main content area is titled 'Person Header' and contains fields for Name, Gender (MALE), DOB, Person ID, SSN, and Age. Below this is the 'Contact Information' section, which includes a 'Type' dropdown menu, a 'Contact' field, and a 'Description' field. The 'Type' dropdown menu is open, showing a list of options: Cell, Email, Emergency, Fax, Forwarding, Home, International Phone, Message, Neighbor, No Telephone, Other, Pager, Primary On Call, Relative, Secondary On Call, TDD, Unknown, and Work. The 'Primary' checkbox is checked. At the bottom left of the form, there are 'Save' and 'Cancel' buttons. A blue arrow points to the 'Save' button. The footer of the page includes 'HOME', 'HELP & TRAINING', 'SECURITY', and 'CNV version 1.60.1.0506101700'. The browser's taskbar at the bottom shows 'Local intranet' and '100%' zoom.

\* Note, the **Description** field is optional.

# TFACTS

## Tennessee's Family and Child Tracking System

- Once inquiry person is added to the inquiry enter their **Role** of “Resource Parent”.
- Hit **Apply** on this screen to save the inquiry and stay in the record.
- Once this is done, the rest of the inquiry-related tabs will appear: **Address/Contact;** **Referral Sources;** **Preferences;** **Activity Log.**

Resource > Inquiry > Resource Home Inquiry

### Resource Home Inquiry

Inquiry Header

Inquiry Name: , Organization: Type: Sub-Type: Regu

Organization: \* [dropdown]

Inquiry Type: \* [dropdown] Inquiry Sub-Type: \* Regular [dropdown]

Inquiry Date: \* [calendar]

Status: \* Pending Inquiry [dropdown]

No Contact Date: [calendar]

Member List

ID	Name	Gender	DOB	Age	Role	Prior Exp.
?		Female			[dropdown]	ur

[Add Member]

Specific Children of Interest

ID	Name	Related Resource Member	Relationship
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[Link Child]

\*If user leaves a new inquiry (i.e., clicking Home or Search from the main menu) without first clicking **Apply** or **Save**, the inquiry **will not** be saved and user will have to start again.

# TFACTS

## Tennessee's Family and Child Tracking System

- To add a co-parent or other person to the home, click on the **Add Member** button and repeat the steps described earlier for adding a person.

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, the user name 'CNV', and links for 'home', 'search', and 'help & training'. A 'Logged In:' indicator is also present. Below the navigation bar, a message states 'To accept the modified data, click Apply.' with a 'close' button. The main content area is titled 'Resource > Inquiry > Resource Home Inquiry'. It features a tabbed interface with 'Resource Home Inquiry' selected. The form includes fields for 'Inquiry Name', 'Organization', 'Type', 'Sub-Type', 'Inquiry Date', and 'Status'. The 'Status' dropdown is currently set to 'Pending Inquiry'. Below the form is a 'Member List' table with columns for ID, Name, Gender, DOB, Age, Role, and Prior Exp. The 'Add Member' button is circled in blue. At the bottom, there is a 'Specific Children of Interest' section with a 'Link Child' button. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

ID	Name	Gender	DOB	Age	Role	Prior Exp.
					Resource Parent	

ID	Name	Related Resource Member	Relationship
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# TFACTS

## Tennessee's Family and Child Tracking System

- Once the co-parent or other person has been added, user will select the member's **Role** from dropdown for this additional person.
- If the inquiry person expresses interest in a specific child for whom they wish to provide foster care or adopt, user can link that child to the inquiry by clicking the **Link Child** button.

The screenshot displays the TFACTS web application interface for a 'Resource Home Inquiry'. The top navigation bar includes the TFACTS logo, a user name 'CNV', and links for 'home', 'search', and 'help & training'. The breadcrumb trail shows 'Resource > Inquiry > Resource Home Inquiry'. The main form is titled 'Resource Home Inquiry' and has tabs for 'Address/Contact', 'Referral Sources', 'Preferences', and 'Activity Log'. The 'Inquiry Header' section contains fields for 'Inquiry Name', 'Organization', 'Type', 'Sub-Type', and 'Req'. Below this are fields for 'Organization' (a dropdown), 'Inquiry Type' (a dropdown), 'Inquiry Date' (with a calendar icon), 'Status' (a dropdown set to 'Pending Inquiry'), 'Inquiry Sub-Type' (a dropdown set to 'Regular'), and 'No Contact Date' (with a calendar icon). The 'Member List' section features a table with columns: ID, Name, Gender, DOB, Age, Role, and Prior Exp. A dropdown menu is open for the 'Role' column, showing options: 'Resource Parent', 'Caretaker', 'Other Adult', 'Other Child', 'Resource Co-Parent', and 'Resource Parent'. The 'Caretaker' option is circled in blue. Below the table is an 'Add Member' button. The 'Specific Children of Interest' section has a table with columns: ID, Name, Related Resource Member, and Relationship. A 'Link Child' button is circled in blue at the bottom left of the page.

# TFACTS

Tennessee's Family and Child Tracking System

- Search for child's TFACTS record, click the checkbox to select it in search results, and click the **Select** button. User will be returned to **Inquiry List** screen.

The screenshot displays the TFACTS search interface. At the top, there are input fields for Person ID, SSN, Reference Type, and Reference Number. Below these is the 'Advanced Search Criteria' section, which includes fields for Last Name, First Name, Middle Name, Street Number, Street Name, City, State, Zip Code, Date of Birth, Gender, Race, and Last 4 Digit SSN. A 'Sort Results By' dropdown is set to '% Match (Descending)'. There are 'Search' and 'Clear Form' buttons. The 'Person Search Results' section shows 'Result(s) 1 - 1 of 1' and 'Page 1 of 1'. A table with columns for Person ID, Name, Address, Gender, DOB, and % Match contains one row with a checked checkbox in the first column. Below the table are 'Add Person', 'Select', and 'Return' buttons. The footer includes navigation links for HOME, HELP & TRAINING, and PRIVACY & SECURITY, along with system information like CNV version 1.58.2.0424101700 and a taskbar showing 'Resource home storyboard - Microsoft Word' and 'Local intranet'.

Person ID	Name	Address	Gender	DOB	% Match
<input checked="" type="checkbox"/>					

# TFACTS

## Tennessee's Family and Child Tracking System

- This screen is optional for providers.
- On the **Referral Sources** screen, user can enter how inquiry person heard about becoming a resource parent.
- Select one or more referral source choices on the left and clicking **Add**.
- Click **Apply**.

Resource > Inquiry > Referral Sources

Resource Home Inquiry Address/Contact **Referral Sources** Preferences Activity Log

Inquiry Header  
Inquiry Name: Organization: Type: Sub-Type: Regular

Referral Sources

Available Referral Sources:  
Brochure/Sign  
DCS Employee  
Friend/Relative  
Internet  
Local Foster Parent Association

Selected Referral Sources:

Description:

Spell Check Clear 10000

Attended Recruitment Events

Organization	Event Type	Event Name	Begin Date	End Date
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Link Event

Apply Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | CNV version 1.58.0.0421100630 | Local intranet | 100%

\* **Recruitment Events** can be recorded in TFACTS and linked to inquiries. The applicable recruiting event will only be available for selection if the person designated to document recruitment events in TFACTS has entered it. This option is not required for providers but available if they so choose.

# TFACTS

## Tennessee's Family and Child Tracking System

- On the **Preferences** screen, user will enter all preferred **Characteristics, Race** (more than one can be selected), and **Ethnicity/Ancestry** (more than one can be selected) of the children they wish to provide care for, if this information has been provided by the inquiry person.
- **Preference** information is not required for linking inquiry to a resource home. If preferences are entered at this time click **APPLY** for entry.

The screenshot displays the TFACTS web interface for the 'Preferences' screen. The 'Preferences' tab is highlighted with a blue circle. Below it, the 'Acceptable Child Characteristics' section is also circled, containing fields for 'Minimum Age' (set to 2), 'Maximum Age', 'Sibling Group' (Yes), 'Minor Mother', 'Gender' (dropdown menu), and 'Accept More Than 1 Child' (Female, Male, Both). The 'Race' section includes checkboxes for 'American Indian/Alaska Native', 'Black/African American', 'No Preference', 'Asian', 'Native Hawaiian/Other Pacific Islander', and 'White'. The 'Ethnicity/Ancestry' section features an 'Available Ethnicity' list (African American/Black, Arabic, Asian Indian, Cambodian, Caucasian) and a 'Selected Ethnicity' box. At the bottom, the 'Apply' button is circled. The top navigation bar includes 'home', 'search', 'help & training', and 'log off'. The bottom navigation bar includes 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY'.

**Activity Log** information is optional for providers when linking an inquiry to a resource home.

# TFACTS

## Tennessee's Family and Child Tracking System

- Once all information is entered, click **Apply** and return to the **Resource Home Inquiry** tab.
- If inquiry is complete, user can now put the inquiry in “Pending Approval” status or simply click Save to return to this Inquiry later.

The screenshot shows the TFACTS web interface for a Resource Home Inquiry. The top navigation bar includes the TFACTS logo, a user ID 'CNV', and links for 'home', 'search', and 'help & training'. The breadcrumb trail reads 'Resource > Inquiry > Resource Home Inquiry'. The main form has several tabs: 'Resource Home Inquiry' (circled in blue), 'Address/Contact', 'Referral Sources', 'Preferences', and 'Activity Log'. The 'Resource Home Inquiry' tab is active, showing an 'Inquiry Header' section with fields for 'Inquiry Name', 'Organization', 'Type', 'Sub-Type', and 'Status'. The 'Status' dropdown menu is open, showing options: 'Pending Inquiry', 'Canceled', 'Pending Approval', and 'Pending Inquiry' (circled in blue). Below the form is a 'Member List' table with columns for ID, Name, Gender, DOB, Age, Role, and Prior Exp. There are also 'Add Member' and 'Link Child' buttons. The bottom of the screen shows a Windows taskbar with 'Done', 'Local intranet', and '100%' zoom level.

\* At any time after the required information has been documented in the inquiry, the user can go to the **Resource Home Inquiry** screen in the inquiry and change the **Status** to “Pending Approval” in the dropdown box. After the inquiry has been updated to “Pending Approval” status, select **Save**, then the inquiry can be linked to a Resource Home record.

# TFACTS

## Tennessee's Family and Child Tracking System

- After saving the Inquiry Record, user will be returned to the **Inquiry List** screen.
- Now user can begin to create a Resource Home record for approval.
- To begin, simply locate the desired inquiry record and click on the **link** hyperlink associated with the record (the **link** hyperlink is only available once the inquiry record has been placed in "Pending Approval" status).

Workload Directory Due Lists **Inquiry** Recruitment Training Contracts

Your data has been saved. [close confirmation](#)

Resource > Inquiry > Inquiry List

Inquiry Search Criteria

Organization: \*

Name (Last, First, Middle):

Inquiry Id:

Inquiry Type:  Inquiry Sub-Type:

Begin Date:  End Date:

Status:  Cancellation Reason:

Sort Results By:

[Filter](#) [Clear Form](#)

Inquiry Information

Result(s) 1 - 1 of 1 Page 1 of 1

Inquiry Name	Inquiry Date	Inquiry Type	Inquiry Sub-Type	Status	Organization
<a href="#">select</a>			Regular	<b>Pending Approval</b>	
<a href="#">link</a>					

[Add Inquiry](#)

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | CNV version 1.58.0.0421101130

Done Local intranet 100%

Note: This screen could have many more inquiry records listed, depending on the amount that the selected Organization has assigned to it; user can better define the list by filtering on any of the options in the dropdowns or user can filter by name.

# TFACTS

## Tennessee's Family and Child Tracking System

- Once user has clicked **link**, user is taken to the **Potential Resource Home Matches** screen.
- On this screen, TFACTS displays any potential matches for the inquiry from existing resource home records. If the system returns a correct match, it will be listed on this screen and the user will click “link” to re-open the resource home. If no matches are returned, user will click **Add New Resource Home**.

The screenshot displays the TFACTS interface for viewing potential resource home matches. At the top, there is a navigation bar with the TFACTS logo, the user name 'CNV', and links for 'home', 'search', 'help & training', and 'log off'. Below this, the breadcrumb trail reads 'Resource > Inquiry > Inquiry List > Potential Resource Home Matches'. The main content area is titled 'Potential Resource Home Matches' and contains a table with the following columns: Resource Home Name, SSN, D.O.B, Type, Sub-Type, Address, and Organization. A blue button labeled 'Add New Resource Home' is positioned below the table and is circled in blue. A 'Close' button is located below the 'Add New Resource Home' button. The footer of the page includes links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the version number 'CNV version 1.58.0.0421101130'.

\* Note, if user tries to link an inquiry to a home that is in current **Active** status, and it is definitely a correct match, the home will have to be closed by the owning organization before an inquiry can be linked to it. This could happen in situations where an existing resource home is seeking to become a resource home for another organization while still in active status in their existing organization.

# TFACTS

## Tennessee's Family and Child Tracking System



SIT

[home](#)

[search](#)

[help & training](#)

[customer care](#)

[log off](#)

Logged In:

[help](#)

Resource > Inquiry > Inquiry List > Potential Resource Home Matches

### Potential Resource Home Matches

	Resource Home name	SSN	D.O.B	Type	Sub-Type	Address	Organization
<a href="#">select link</a>	Last Name, First			Private Provider Resource Home	Regular	37363 OOLTEWAH, TN	Youth Villages, Inc.
<a href="#">select link</a>	Last Name, First			Private Provider Resource Home	Regular	37363 OOLTEWAH, TN	Youth Villages, Inc.

Add New Resource Home

Close

If you know the Resource Parent has a prior history of fostering yet they are not returned as a potential match, you should contact your regional FCCR for assistance with finding the resource record.”

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

SIT version 1.180.0.0824120630

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, the text "UAT", and links for "home", "search", "help & training", and "log off". Below this, a breadcrumb trail reads "Resource > Inquiry > Inquiry List > Potential Resource Home Matches". The main content area features a table titled "Potential Resource Home Matches" with columns for "Resource Home Name", "SSN", "D.O.B", "Type", "Sub-Type", "Address", and "Organization". A blue button labeled "Add New Resource Home" is positioned below the table. A "Close" button is located to the left of a pop-up dialog box. The dialog box, titled "Windows Internet Explorer", contains a question mark icon and the text: "You are about to create a new Resource Home using this Resource Inquiry. This will also change the Status of the Inquiry to Completed. Once this action is taken, it cannot be reversed. Do you want to continue?". The "OK" button in the dialog box is circled in blue. At the bottom of the page, there is a footer with links for "HOME", "HELP & TRAINING", and "PRIVACY & SECURITY", along with the text "UAT version 1.69.0". The browser's address bar shows the URL "fscavis/lnkAddProvider.do" and the status bar indicates "Local intranet" and "100%" zoom.

- After selecting the **Add New Resource Home** button, a pop-up box will ask user if they wish to continue. Select "OK". User will be taken to the **Resource Summary** screen for that resource home record.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource > Workload > Resource Summary

Basic | Address/Contact | Members | Relationships | Preferences

Resource Header

Resource Name: ID: Type: Sub-Type: Regular

Resource Name

Resource Name	Begin Date	End Date
---------------	------------	----------

Resource Type Information

Result(s) 1 - 1 of 1 Page 1 of 1

Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date
	Regular		<a href="#">Pending Approval</a>		

Closed/On Hold/Suspended Information

Result(s) 1 - 1 of 1 Page 1 of 1

C/OH/SA	Standing	Reason	Begin Date
---------	----------	--------	------------

[View C/OH/SA History](#)

Add C/OH/SA

Resource Reference Information

Reference Type	Reference Number	Description
----------------	------------------	-------------

Add Reference

Apply Save Cancel

Done Local intranet 100%

Here information from the inquiry has been pulled over. ( If this is a previous home you can view the home's past history.)

# TFACTS

## Tennessee's Family and Child Tracking System

Resource > Workload > Resource Summary

Basic **Address/Contact** Members Relationships Preferences

Resource Header

Resource Name: ID: Type: Sub-Type: Regular

Resource Address

Type	Address	Begin Date	End Date
<a href="#">select</a> Residence	:		

Resource Contact

Type	Details	Primary	
<a href="#">select</a> Cell		Yes	<a href="#">delete</a>

[Add Contact](#)

[Apply](#) [Save](#) [Cancel](#)

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | CNV version [1.58.0.0421101130](#)

- If user clicks on the **Address/Contact** screen, they can select on the address to change the **Address Type** (however a resource home has to have a “Residence” type address).
- User can select the contact to change the **Contact Type** and the **Phone Number**.
- If a new address needs to be added for the Resource, it will need to be done through the home study.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource > Workload > Resource Summary

Basic | Address/Contact | **Members** | Relationships | Preferences

Resource Header  
Resource Name: / ID: Type: DCS Resource Home Sub-Type: Regular

Current Active Members  
[View Member History](#)

Name	Gender	DOB	Age	Role	Begin Date
				Resource Co-Parent	
				Resource Parent	

Household Marital Status

Resource Parent Marital Status	Significant Other/Spouse	Begin Date

\* Note: Marital Status Information can be maintained through Person Profile pages of the Resource Parent

Apply Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | CNV version 1.58.0.0421101130

- Click on the **Members** tab to view the members already listed for the home.
- \* Note: New members are entered through the home study, and not from this screen.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web interface. At the top, there is a navigation bar with the TFACTS logo, the user name 'CNV', and links for 'home', 'search', 'help & training', and 'log off'. Below this is a breadcrumb trail: 'Resource > Workload > Resource Summary'. The main content area has five tabs: 'Basic', 'Address/Contact', 'Members', 'Relationships', and 'Preferences'. The 'Relationships' tab is selected. Under the 'Resource Header', there are fields for 'Resource Name', 'ID', 'Type', and 'Sub-Type' (set to 'Regular'). Below this is a 'Relationship Grid' section with a dropdown menu set to 'Active Members' and a 'Filter' button. A table below the grid shows two rows of data. The first row has a 'select' link next to a name and a value of '1' in the 'Number of Unspecified Relationships' column. The second row has another 'select' link and a value of '1'. At the bottom of the grid is a 'View All Relationships' link. Below the grid are 'Apply', 'Save', and 'Cancel' buttons. The footer contains links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the version number 'CNV version 1.58.0.0421101130'.

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header

Resource Name: ID: Type: Sub-Type: Regular

Relationship Grid +

Member Status: Active Members Filter

View All Relationships

Name	Number of Unspecified Relationships
<a href="#">select</a>	1
<a href="#">select</a>	1

Apply Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | CNV version 1.58.0.0421101130

- Click on the **Relationships** tab to view and/or enter any unspecified relationships. If any household members have unspecified relationships they must be specified.
- Click the **Select** hyperlink next to the member's name that has an unspecified relationship for each.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, the text 'UAT', and links for 'home', 'search', 'help & training', and 'log\_off'. Below this, a breadcrumb trail reads 'Resource > Workload > Resource Summary > Relationships'. The main content area is titled 'Resource Her...' and contains a table with columns for 'Resource Name', 'ID', 'Type', 'DCS Resource Home', 'Sub-Type', and 'Expedited'. Below the table is a 'Relationships' section with a 'Relationship to:' label and a dropdown menu. The dropdown menu is open, showing a list of relationship types such as 'Great Grandmother', 'Great Grandson', 'Great Great Granddaughter', 'Great Great Grandfather', 'Great Great Grandmother', 'Great Great Grandson', 'Half Brother', 'Half Sister', 'Husband', 'Legal Father', 'Legitimated Father', 'Mother-in-law', 'Nephew', 'Niece', 'None', 'Other Non-relative', 'Other Relative', 'Putative Father', 'Sister', 'Sister-in-law', 'Son', 'Son-in-law', 'Stepbrother', 'Stepdaughter', 'Stepfather', 'Stepmother', 'Stepsister', 'Stepson', 'Uncle', and 'Wife'. The 'Relationship' column header in the table below is circled in blue. To the left of the dropdown menu, there are 'Save' and 'Cancel' buttons. A blue arrow points from the 'Save' button to the text box on the right. At the bottom of the page, there are links for 'HOME' and 'HELP & TRAINING', and the text 'UAT version 1.69.0'.

Resource Name	ID	Type	DCS Resource Home	Sub-Type	Expedited
---------------	----	------	-------------------	----------	-----------

Relationships

Relationship to:

Name	Relationship	Reciprocal Relationship
------	--------------	-------------------------

Save Cancel

HOME | HELP & TRAINING

UAT version 1.69.0

- Choose from the dropdown box the corresponding relationship that the person has to the individual you selected.
- Click **Save**.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web interface. At the top, there is a navigation bar with the TFACTS logo, a user ID 'UAT', and links for 'home', 'search', 'help & training', and 'log off'. Below this is a breadcrumb trail: 'Resource > Workload > Resource Summary'. The main content area has several tabs: 'Basic', 'Address/Contact', 'Members', 'Relationships' (which is selected), and 'Preferences'. Under the 'Relationships' tab, there is a 'Resource Header' section with fields for 'Resource Name', 'ID', 'Type' (set to 'DCS Resource Home'), and 'Sub-Type' (set to 'Expedited'). Below this is a 'Relationship Grid' section, which is circled in red. It includes a 'Member Status' dropdown menu set to 'Active Members' and a 'Filter' button. A table below the dropdown shows the number of unspecified relationships for two members, both of whom have a count of 0. The table has columns for 'Name' and 'Number of Unspecified Relationships'. At the bottom of the grid, there are 'Apply', 'Save', and 'Cancel' buttons, with 'Apply' circled in blue. A footer bar contains links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the text 'UAT version 1.69.0'.

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header

Resource Name: ID: Type: DCS Resource Home Sub-Type: Expedited

Relationship Grid +

Member Status: Active Members Filter

[View All Relationships](#)

Name	Number of Unspecified Relationships
<a href="#">select</a>	0
<a href="#">select</a>	0

Apply Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | UAT version 1.69.0

- After clicking “**Save**,” you are returned to the Relationship Tab area. The unspecified relationships now reflect a zero. Select “**Apply**” to save information and move to the next tab.

# TFACTS

## Tennessee's Family and Child Tracking System

TFACTS CNV home search help & training log off  
Logged In: help

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships **Preferences**

Resource Header  
Resource Name: ID: Type: Sub-Type: Regular

Demographic Preferences  
Gender: \* Number of Children : Willing to accept Sibling Group?: \*

Characteristics  
0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior.  
1 = Resource family have some previous experience or training AND is willing to parent children who experience this condition or who display this behavior, but has not demonstrated an ability to do so.  
2 = Resource family does not have past experience or training BUT is willing to learn how to parent children who experience this condition or who display this behavior.  
3 = Resource family is not willing to parent children who experience this condition or who display this behavior.  
4 = Not selected.

⊕ Age (Incomplete)  
⊕ Behavioral and Emotional Needs (Incomplete)  
⊕ Developmental Needs (Incomplete)  
⊕ Family Situation (Incomplete)

Done

- The **Preferences** tab contains two items of information that must be completed at this point, if it's not already been entered, before user can click **Save** and leave the **Resource Summary**. The fields required under **Preferences** are marked with a \* red asterisk, **Gender** and **Willing to Accept Sibling Group?**
- Click **Save**, which will return the user to the **Resource Overview** screen for the resource home record.

# TFACTS

## Tennessee's Family and Child Tracking System

This is the **Resource Overview** screen which is your main page for the Resource. Use your left hand navigation box to the left of this screen to navigate through different functions of this area.

home | search | help & training | customer care | log off

Logged In: Last Name, First

Home Intake Case **Resource** Financial Administration

Workload Directory Inquiry Due Lists Recruitment Training Contracts

help

**Resource Overview**

Resource Name: Last Name, First Organization: Northwest Region

Type: DCS Resource Home Sub-Type: Regular

Resource ID: Status: Approved

Primary Address: TN 38382 Gibson Northwest Primary Contact: Cell(731)

Approval Begin Date: 08/11/2011 Approval End Date: 08/10/2013

Approved Capacity: 2 Gender: Both

**Resource Alerts**

No Ticklers Available.

**Resource Actions**

Maintain Resource Information

**Assignment Information**

Worker Name	Effective
Last Name, First	09/05/2007
Last Name, First	09/05/2007
Last Name, First	07/26/2010

**Create Assignment**

Close

HOME | HELP & TRAINING | PRIVACY & SECURITY

- The **Assignment Information** area on this screen identifies the workers assigned to the resource and their role(s). Case assignment is critical in order for the proper user to enter data and receive alerts and notifications. Case assignment will also trigger alerts regarding cases awaiting approval.
- Select **"Create Assignment"** if you are no longer working on this case and wish to assign it to another user.
- Otherwise continue to the next screen to begin working on your Home Study.
- An assignment can only be made to another supervisor through this screen. To assign the resource home to an employee you supervise, you must do that on the "Assignments" tab.

# TFACTS

Tennessee's Family and Child Tracking System

- Go to the “**Assignments**” tab. Select the individual to which the assignments will be given.

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo on the left and links for 'home', 'search', 'help & training', and 'log off' on the right. Below this is a secondary navigation bar with tabs for 'Home', 'Intake', 'Case', 'Resource', 'Financial', and 'Administration'. Under the 'Administration' tab, there are sub-tabs for 'Desktop', 'Calendar', 'Approvals', and 'Assignments', which is circled in blue. The main content area is titled 'Work Assignments' and includes a dropdown menu for 'Assignments for:' set to 'Self' and a 'Show' button. Below this are three empty rows with checkboxes on the left. An 'Assign' button is located at the bottom of the main content area. The footer contains links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the text 'PRD version 1.69.0'. The browser's status bar at the bottom shows 'Trusted sites' and '100%' zoom.

# TFACTS

Tennessee's Family and Child Tracking System

The screenshot displays the TFACTS web application interface. At the top left is the TFACTS logo. The top navigation bar includes links for [home](#), [search](#), [help & training](#), and [log off](#). Below this is a secondary navigation bar with tabs for **Home**, **Intake**, **Case**, **Resource**, **Financial**, and **Administration**. Under the **Resource** tab, there are sub-tabs for **Desktop**, **Calendar**, **Approvals**, and **Assignments**. The **Assignments** sub-tab is currently selected. In the top right corner, it says "Logged In:" followed by a user name. Below the navigation is a "Work Assignments" section with a dropdown menu set to "Self" and a "Show" button. A list titled "Assigned Cases (9)" is visible, containing several entries, each with a checkbox and the letter "A". A blue callout box is overlaid on the right side of the interface, containing the following text:

- Select the **Resource Home** in which assignments will be given.

# TFACTS

Tennessee's Family and Child Tracking System

Spell Check Clear 1000

Assignment Roles

Assignment Role
<input type="checkbox"/> Supervisor
<input checked="" type="checkbox"/> Primary Case Worker
<input type="checkbox"/> Adoption Case Creator
<input type="checkbox"/> Adoption Worker
<input type="checkbox"/> Assessment/Investigation Supervisor
<input type="checkbox"/> Assessment/Investigation Worker
<input type="checkbox"/> CIR Responder
<input type="checkbox"/> Closed Adoption Reviewer
<input type="checkbox"/> Closed Incident Delete Role
<input type="checkbox"/> Family Service Worker
<input type="checkbox"/> IL Override Worker
<input type="checkbox"/> IL Program Reviewer
<input checked="" type="checkbox"/> Inquiry Decision Maker
<input type="checkbox"/> Intake Specialist
<input type="checkbox"/> Placement Service Division Worker
<input type="checkbox"/> Private Provider Worker
<input type="checkbox"/> RA Designee
<input type="checkbox"/> Residential Case Manager
<input checked="" type="checkbox"/> Resource Home & Assessment Worker

Done Trusted sites 100%

- The begin date will default to the current date on the top of the screen.
- Select the “**Primary Case Worker**” box and the “**Resource Home and Assessment Worker**” box
- Select “**Save**” at the bottom of the screen.

# TFACTS

## Tennessee's Family and Child Tracking System

home | search | help & training | customer care | log off  
Logged In: Last Name, First

Home Intake Case **Resource** Financial Administration  
Workload Directory Inquiry Due Lists Recruitment Training Contracts | help |

**Resource Overview**  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)  
[Placements/Services](#)  
[Home Study](#)  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[CPS Activity](#)  
[Incident Reports](#)  
[Avl. Serv./SH Agrmts/Pmt.](#)  
[Contracts](#)  
[Sites](#)

**Resource Overview**  
Resource Name: Last Name, First Organization: Northwest Region  
Type: DCS Resource Home Sub-Type: Regular  
Resource ID: Status: Approved  
Primary Address: TN 38382 Gibson Northwest Primary Contact: Cell(731)  
Approval Begin Date: 08/11/2011 Approval End Date: 08/10/2013  
Approved Capacity: 2 Gender: Both

**Resource Alerts**  
**No Ticklers Available.**

**Resource Actions**  
[Maintain Resource Information](#)

**Assignment Information** [Assignment History](#)

Worker Name	Effective Date	Role	Organization
Last Name, First	09/05/2007	Primary Case Worker	Northwest Region
Last Name, First	09/05/2007	Resource Home & Assessment Worker	Northwest Region
Last Name, First	07/26/2010	Resource Home & Assessment Worker	Northwest Region

[Create Assignment](#)

[Close](#)

HOME | HELP & TRAINING | PRIVACY & SECURITY | UAT version 1.116.3

Roles are reflected in the Assignment Information Box. The effective date is the date the assignments were made.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for [home](#), [search](#), [help & training](#), [customer care](#), and [log off](#). Below this, a secondary navigation bar shows the user is logged in as "Last Name, First". The main navigation menu includes categories like Home, Intake, Case, Resource, Financial, and Administration. Under the Resource category, there are sub-links for Workload, Directory, Inquiry, Due Lists, Recruitment, Training, and Contracts. A left-hand sidebar contains a list of links, with "Home Study" circled in blue. The main content area shows a "Resource Header" with fields for Resource Name, ID, Type, and Sub-Type. Below this is a "Maintain Home Study History" table with columns for Home Study Type and Begin Date. The table lists four entries: three Reassessments and one Initial study. At the bottom of the table, there are two buttons: "Add Home Study" and "Add Addendum", both of which are circled in blue.

	Home Study Type	Begin Date
<a href="#">select report</a>	Reassessment	07/25/2011
<a href="#">select report</a>	Reassessment	08/25/2010
<a href="#">select report</a>	Reassessment	08/11/2009
<a href="#">select report</a>	Initial	08/11/2008

**Click on the Home Study link to your left. This will take you to the Maintain Home Study screen. This is where the Resource Home Study is entered and becomes an approved resource home in TFACTS. It is also where a user will go to add home study re-approvals/addendums. Click Add Home Study button to continue to the Home Study Details Screen.**

If you are trying to reactivate a resource home and you don't see a home study here, that may signal a problem. Stop and double-check this before proceeding.

\*Note: this screen could have several home studies listed, depending on how many times the home has went through the home study or addendum process.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource » Workload » Home Study

Resource Header  
Resource Name: ID: Type: Sub-Type: Regular

Home Study Details  
Organization:  
Home Study Type: \* Initial  
Assessor: \*  
Begin Date: \*  
Recorded By: Created Date:

Approval Types \*  
 Adoptive  Juvenile Justice  ICPC Incoming  
 Medically Fragile  Therapeutic Treatment  ICPC Outgoing  
 Foster  Kinship  Expedited

Specific Children of Interest  
Name Related Resource  
Link Child

Save Cancel

HOME | HELP & TRAINING | PRIVACY & SE

- In the **Home Study Details** screen, enter the appropriate **Begin Date** (the date the home study process began) and **Approval Types** (more than one approval type can be selected). User can also link a specific child of interest to the home.
- Click **Save**
- The **Internet Links** and **Home Study Topics** screen appears.

# TFACTS

## Tennessee's Family and Child Tracking System

- In the **Internet Links** section, use the links to perform the required internet checks for your applicants.
- In the **Home Study Topics** section, click on each link to access a topic and complete the required information per home study process.

\*Note, the **Training Completed** topic does not have to be completed for the Home Study to be approved. The **RHET Checklist** topic is completed by the RHET team, and does not have to be completed for the home study to be approved. The **Child Specific** topic is only required for Expedited Homes.

The screenshot shows the TFACTS web application interface. At the top, there are navigation tabs: Workload, Directory, Inquiry, Due Lists, Recruitment, Training, and Contracts. A 'help' link is visible on the right. Below the tabs, there are several form sections:

- Resource Header:** A form with fields for Resource Name, ID, Type, and Sub-Type (set to Regular).
- Home Study Details:** A form with fields for Organization, Home Study Type, Begin Date, Assessor, Recorded By, and Created Date.
- Approval Types:** A form with a dropdown menu showing 'Foster'.
- Internet Links:** A section with a 'Links' table containing five rows of links: Abuse Registry Clearance, Methamphetamine Offender Registry Clearance, National Sexual Offender Registry Clearance, State Sexual Offender Registry Clearance, and TN Felony Offender Database Clearance.
- Home Study Topics:** A section with an 'Activity Log' button and a table of topics and their completion status.

Topic	Complete
<a href="#">Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)</a>	Not Completed
<a href="#">Verifications</a>	Not Completed
<a href="#">Safety Audit</a>	Not Completed
<a href="#">References</a>	Not Completed
<a href="#">Home Environment</a>	Not Completed

# TFACTS

## Tennessee's Family and Child Tracking System

home | search | help & training | log off  
Logged In:

Home Intake Case Resource Financial Administration  
Workload Directory Inquiry Due Lists Recruitment Training Contracts

Resource > Workload > Resource Summary

Basic Address/Contact **Members** Relationships Preferences

Resource Header  
Resource Name: ID: Type: Sub-Type: Regular

Current Active Members [View Member History](#)

Name	Gender	DOB	Age	Role	Begin Date
<a href="#">select</a>	I			Resource Co-Parent	<a href="#">training skills</a>
<a href="#">select</a>				Resource Parent	<a href="#">training skills</a>

[Add Member](#)

Household Marital Status

Resource Parent Marital Status	Significant Other/Spouse	Begin Date

\* Note: Marital Status Information can be maintained through Person Profile pages of the Resource Parent

[Apply](#) [Save](#) [Cancel](#)

HOME | HELP & TRAINING | PRIVACY & SECURITY | CNV version 1.59.0.0427100630

Local intranet 100%

- Under the **Basic Resource Home Information** topic, enter the **Resource Summary** information that was not previously entered, such as additional **Members** of the home if applicable, **Relationships**, and the **Preferences**.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships **Preferences**

Resource Header  
Resource Name: ID: Type: Sub-Type: Regular

Demographic Preferences  
Gender: \* Both Number of Children: Willing to accept Sibling Group?: \* YES

Characteristics  
0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior.  
1 = Resource family have some previous experience or trauma related to this behavior, but has not demonstrated an ability to do so.  
2 = Resource family does not have past experience or trauma related to this behavior.  
3 = Resource family is not willing to parent children who experience this condition or who displayed this behavior.  
4 = Not selected.

+ Age (Incomplete)  
+ Behavioral and Emotional Needs (Incomplete)  
+ Developmental Needs (Incomplete)  
+ Family Situation (Incomplete)

Done

- Under this **Preferences Tab**, user already entered **Gender** and **Willing to Accept Sibling Group** at the point the inquiry was linked to resource home record. The **Characteristics** section information more than likely has not been entered yet.
- Click on the + sign to expand each characteristic topic and rate each associated **Description 0** through 3 per the **Characteristics** scale provided on the screen; the 4 rating is the default at “Not selected,” and one of the other ratings must be selected before it’s considered completed.

*\*Note, this is the strengths and needs checklist typically completed in PATH. This area will eventually tie in to a matching function available in TFACTS that matches child characteristics to resource preferences.*

# TFACTS

## Tennessee's Family and Child Tracking System

0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior.

1 = Resource family have some previous experience or training AND is willing to parent children who experience this condition or who display this behavior, but has not demonstrated an ability to do so.

2 = Resource family does not have past experience or training BUT is willing to learn how to parent children who experience this condition or who display this behavior.

3 = Resource family is not willing to parent children who experience this condition or who display this behavior.

4 = Not selected.

### Age (Incomplete)

Apply All :

	Description	0	1	2	3	4
0						
1						
2	Infants (0 - 2 years)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3						
4	Toddlers (3 - 5 years)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Middle Childhood (6 - 12 years)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Teenagers (13 years and older)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### Behavioral and Emotional Needs (Incomplete)

### Developmental Needs (Incomplete)

### Family Situation (Incomplete)

### Language (Incomplete)

### Medical Needs (Incomplete)

- Mark each **Description** individually, or if the same rating applies to all Descriptions under the topic, user can choose that rating from the dropdown and it will apply it to all. Once all topics have been done, user will click Save and be returned to **Home Study Topics** screen.

# TFACTS

## Tennessee's Family and Child Tracking System

home | search | help & training | log off  
Logged In: | help

Verification Task List | Verification Task Waiver

Resource Header  
Resource Name: ID: Type: DCS Resource Home Sub-Type: Regular

Home Study  
Home Study Type: Initial Assessor: Begin Date:

Maintain Verification Tasks

Verification Task	Status	Date
Abuse Registry		
Authorization for Release of Information		
Autobiography		
Birth Certificates		
Court Checks		
DCS Records Checks (CPS/SSMS Checks)		

Done Local intranet 100%

Under the **Verifications** link, the user is taken to the **Verification Task List** screen.

- In the **Maintain Verification Tasks** section, click **Select** next to the name to reach the **Verifications Detail** page.

# TFACTS

## Tennessee's Family and Child Tracking System

**Verification Details:**

Task: Abuse Registry  
For: [text field]

Status: \* [dropdown menu]  
Date: [calendar icon]

Narrative: [text area]

Buttons: Spell Check, Clear, 2000

Buttons: Apply, Save, Cancel

Footer: HOME | HELP & TRAINING | PRIVACY & SECURITY | CNV version 1.59.0.0426101130

System tray: Done, Local intranet, 100%

- In the **Verification Details**, enter the appropriate **Status** and **Date**, and narrative if desired.
- Click **Save** and to go back to the **Verification Task List**.

# TFACTS

## Tennessee's Family and Child Tracking System

Verification Task List

Verification Task Waiver

Resource Header  
Resource Name: ID: Type: Sub-Type: Regular

Home Study  
Home Study Type: Initial Assessor: Begin Date:

Maintain Verification Tasks

Verification Task	Status	Date
Abuse Registry <a href="#">select</a>	VERIFIED	
<a href="#">select</a>	PENDINGWAIVER	
Authorization for Release of Information <a href="#">select</a>		
<a href="#">select</a>		
Autobiography <a href="#">select</a>		
<a href="#">select</a>		
Birth Certificates <a href="#">select</a>		
<a href="#">select</a>		
Court Checks <a href="#">select</a>		
<a href="#">select</a>		
DCS Records Checks (CPS/SSMS Checks)		

- On the **Verification Task List**, the recorded status is now displayed.
- Continue to verify each task on this list for the corresponding members of the home.

# TFACTS

Tennessee's Family and Child Tracking System

- Once **Topics** have been entered, they will automatically become marked as **Completed**.
- Under the **Safety Audit** link, enter information gathered for the **Home Safety Checklist**.
- Clicking on this link will take you to the Home Safety Checklist main page.

The screenshot displays the TFACTS web application interface. The top navigation bar includes tabs for Home, Intake, Case, Resource, Financial, and Administration. The 'Resource' tab is active, showing sub-tabs for Workload, Directory, Inquiry, Due Lists, Recruitment, Training, and Contracts. The main content area is divided into several sections: Resource Header, Home Study Details, Approval Types, Internet Links, and Home Study Topics. The 'Home Study Topics' section contains a table with columns for Topic and Complete. The 'Safety Audit' row is circled in blue, and a blue arrow points from the 'Safety Audit' link in the list to the 'Completed' status in the table.

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
Verifications	Completed
Safety Audit	Completed
References	Completed
Home Environment	Completed
Training Completed	Not Completed
Disposition	Not Completed
RHET Checklist	Not Completed
Specific Child	Not Completed

# TFACTS

## Tennessee's Family and Child Tracking System

[help](#)

### Home Safety Checklist

**Resource Header**

Resource Name:  ID:  Type:  Sub-Type: Regular

**Home Study**

Home Study Type: Initial Assessor:  Begin Date:

**Home Safety Checklist**

**Household Requirements** (Incomplete)

**Means of Communication** (Incomplete)

Yes	No	Will Comply	N/A	Not Selected	Description
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Telephone access available, land line not cellular.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	List of emergency telephone numbers readily accessible.

**Fire Safety** (Incomplete)

**Sleeping Arrangements** (Incomplete)

**Weapons** (Incomplete)

**Medicines and Hazardous Substances** (Incomplete)

**Specific Safety Precautions** (Incomplete)

**Pets** (Incomplete)

**Automobile Safety** (Incomplete)

**Water Source** (Incomplete)

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | CNV version 1.59.0.0426101130

Local intranet 100%

• Click the **+** (plus) sign in front of each checklist topic to enter appropriate responses. Once done, user clicks **Save** to return to **Home Study Topics** screen.

# TFACTS

## Tennessee's Family and Child Tracking System

- At the Home Study Screen click **References** link.

The screenshot shows the 'Home Study' section of the TFACTS interface. The 'References' link in the 'Home Study Topics' table is circled in blue. The 'Internet Links' section contains a list of links, with the 'References' link also circled in blue. The 'Resource Recording' button is highlighted in red.

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
Verifications	Completed
Safety Audit	Completed
References	Completed
Home Study Checklist	Completed
Training Completed	Not Completed
Disposition	Not Completed
RHET Checklist	Not Completed

The screenshot shows the 'Maintain References' screen. The 'Add Reference' button is circled in blue. The 'Reference Name' column in the table is also circled in blue.

Reference Name	Address	Reference For	Reference Type	Assessment
----------------	---------	---------------	----------------	------------

**Add Reference**

**Close**

- Under the **References** topic link, user will enter references for each resource parent by clicking **Add Reference**. User is taken to the **Reference Details Screen**.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, a user ID 'CNV', and links for 'home', 'search', 'help & training', and 'log off'. Below this is a 'Resource Header' section with fields for 'Resource Name', 'ID', 'Type' (DCS Resource Home), and 'Sub-Type' (Regular). The 'Home Study' section includes 'Home Study Type' (Initial), 'Assessor', and 'Begin Date'. The 'Reference Details' section is the main focus, containing fields for 'Reference Name', 'Reference For' (Resource Parent), 'Date Received', 'Address', and 'Verification Comments'. The 'Reference Type' is set to 'Relative' and the 'Assessment' dropdown is open, showing 'Positive' and 'Negative' options. A blue circle highlights the 'Link Person' button, which is located next to the 'Reference Name' field. Below the form are 'Apply', 'Save', and 'Cancel' buttons, and a footer with 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY' links.

- Click the **Link Person** button to go to a person search; if person is not found in the system, user proceeds to **Add Person**. Once added, user will be taken to search screen once again, searches, and selects person from results.
- Enter the rest of the reference information and click **Save**. You are returned again to the Home Study Details Screen.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS Home Study Detail Screen. At the top, there is a navigation bar with links for [home](#), [search](#), [help & training](#), and [log off](#). The user is logged in, as indicated by "Logged In: |". The main content area has four tabs: **Home Info**, **Living Conditions**, **Outdoor / Neighborhood**, and **Transportation**. The **Home Info** tab is selected and circled in blue. Below the tabs, the form is organized into several sections:

- Resource Header:** Fields for Resource Name, ID, Type (DCS Resource Home), and Sub-Type (Regular).
- Home Study:** Fields for Home Study Type (Initial), Assessor, and Begin Date.
- Maintain Home Information:** A text area for "Description of Home is Applicable to the Following Primary Address of the Resource Home:".
- Room Information:** Fields for # of Bedrooms, # of Bathrooms, # of Beds, Sq. Footage of Home, and Handicap Accessible? (checkbox).
- Local Schools:** Fields for Elementary School, Middle/Jr. High School, and High School.

At the bottom left, there is a "Done" button. At the bottom right, there are buttons for "Spell Check", "Clear", and a text input field containing "4000".

- Once at the Home Study Detail Screen click the link **Home Environment** and at this screen (shown) continue to enter the appropriate home environment information into the following four tabs:
- **Home Info, Living Conditions, Outdoor/Neighborhood, and Transportation.**
- Click **Apply** after entering information on each tab.
- Then select **Save** to return to the Home Study Topics links.

# TFACTS

Home Intake Case **Resource** Financial Administration  
Workload **Directory** Inquiry Due Lists Recruitment Training Contracts

| [help](#) |

### Resource Header

**Resource Name:** Last, First Name **ID:**  **Type:** Private Provider Resource Home **Sub-Type:** Regular

### Home Study Details

**Organization:** Omni Visions, Inc. **Home Study Type:** Initial  
**Begin Date:** 01/23/2012 **Assessor:** Last, First Name  
**Recorded By:** Last, First Name **Created Date:** 06/26/2012

### Approval Types

Foster

### Internet Links

#### Links

- [Abuse Registry Clearance](#)
- [National Sexual Offender Registry Clearance](#)
- [State Sexual Offender Registry Clearance](#)
- [TN Felony Offender Database Clearance](#)
- [Methamphetamine Offender Registry Clearance](#)

### Home Study Topics

**Resource Recording**

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
<a href="#">Verifications</a>	Completed
<a href="#">Safety Audit</a>	Completed
<a href="#">References</a>	Completed
<a href="#">Home Environment</a>	Completed
<a href="#">Training Completed</a>	Not Completed
<a href="#">Disposition</a>	Not Completed
<a href="#">RNFT Checklist</a>	Not Completed
<a href="#">Specific Child</a>	Not Completed

Click on  
**Disposition.**

**Close**

# TFACTS

## Tennessee's Family and Child Tracking System

- Under the **Disposition** topic, the worker will answer questions in the first section.
- Worker will change the disposition status to ***pending approval***. At that point, the supervisor will receive an alert to go in and approve the home.

***\*\* Dispositions can only be approved by a supervisor.***

- Supervisor enters appropriate disposition of home study, **Approved Capacity**, and **Gender Approved For**, and clicks **Save**.
- On **Home Study Topics** screen, user clicks **Close**.

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for 'home', 'search', 'help & training', and 'log off'. The user is logged in as 'CNV'. The main content area is divided into several sections:

- Resource Header:** Includes fields for 'Resource Name', 'ID', 'Type' (DCS Resource Home), and 'Sub-Type' (Regular).
- Home Study:** Includes fields for 'Home Study Type' (Initial), 'Assessor', and 'Begin Date'.
- Maintain Home Study Disposition:** Contains two 'Yes' buttons for 'Applicants have been informed of Adoption Assistance program?' and 'Agency's Supervisory Review Program has been Explained to Applicant(s)?'. Below these is a text area for 'Additional Comments' with the text 'Home is ready to be approved.'
- Disposition Information:** This section is highlighted with a blue circle. It features a 'Disposition:' dropdown menu currently set to 'Pending'. Other fields include 'Supervisory Approval Date', 'Verbal Approval Date', 'Approval Begin Date', 'Approved Capacity', 'Approved By', 'Orally Approved By', 'Approval End Date', and 'Gender Approved For'. There are 'Save' and 'Cancel' buttons at the bottom of this section.

A blue arrow points from the text in the first bullet point to the 'Disposition' dropdown menu.



# TFACTS

## Tennessee's Family and Child Tracking System

PRD [home](#) | [search](#) | [help & training](#) | [customer care](#) | [log off](#)  
Logged In:

Home Intake Case **Resource** Financial Administration  
Workload Directory Inquiry Due Lists Recruitment Training Contracts | [help](#) |

**Resource Overview**  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)  
  
[Placements/Services](#)  
  
[Home Study](#)  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[CPS Activity](#)  
[Incident Reports](#)  
  
[Avl. Serv./SH Aqrmts/Pmt.](#)  
[Contracts](#)  
[Sites](#)

**Resource Overview**  
Resource Name: [Redacted] Organization: Omni Visions, Inc.  
Type: Private Provider Resource Home Sub-Type: Regular  
Resource ID: [Redacted] Status: **Approved**  
Primary Address: Memphis, TN 38109 Shelby Shelby Primary Contact: Cell(001)  
Approval Begin Date: 04/21/2011 Approval End Date: 04/20/2013  
Approved Capacity: 2 Gender: Both

**Resource Alerts**  
[Redacted] [Not Mandatory] - Incident Response Alert - Incident # 07/25/2011 is submitted for your review 07/25/2011  
[Redacted] [Not Mandatory] - Resource Home is due a Reassessment by A Home Study for [Redacted] was completed on 04/21/2011 04:00 PM 07/04/2012

**Resource Actions**  
[Maintain Resource Information](#)

**Assignment Information** [Assignment History](#)  

Worker Name	Effective Date	Role	Organization
<a href="#">Create Assignment</a>			

[Close](#)

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | PRD version 1.115.3

When the home study disposition is 'Approved' the Status field located on the Resource Overview screen ALSO displays as 'Approved' and the approval period information is populated.

# TFACTS

## Tennessee's Family and Child Tracking System

PRD [home](#) | [search](#) | [help & training](#) | [customer care](#) | [log off](#)

Home Intake Case **Resource** Financial Administration  
Workload Directory Inquiry Due Lists Recruitment Training Contracts | [help](#) |

[Resource Overview](#)  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)

[Placements/Services](#)

**▶ Home Study**  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current](#)  
[Placements/Waitlist](#)  
[CPS Activity](#)  
[Incident Reports](#)

[Avl. Serv./SH](#)  
[Agrmts/Pmt.](#)  
[Contracts](#)  
[Sites](#)

Resource Header  
**Resource Name:** ID: Type: Private Provider Resource Home Sub-Type: Regular

Maintain Home Study History

	Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization	
<a href="#">select report</a>	Initial	04/20/2011	Approved	04/21/2011	04/20/2013	Omni Visions, Inc.	<a href="#">document</a>

[Add Home Study](#) [Add Addendum](#)

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | PRD version [1.115.3](#)

The Home Study screen also shows a **Disposition** of Approved.

# TFACTS

Tennessee's Family and Child Tracking System

## **Resource Home – Reassessment**

These instructions will detail how to enter a re-assessment on a Resource Home.

# TFACTS

## Tennessee's Family and Child Tracking System

- Providers will be able to access their resource homes from the Directory or from their assigned cases. For training purposes, we will access the Home through the Directory.
- First, select the appropriate resource home from your search results.

The screenshot displays the TFACTS web application interface. The top navigation bar includes 'Home', 'Intake', 'Case', 'Resource', 'Financial', and 'Administration'. The 'Resource' tab is active, and the 'Directory' sub-tab is highlighted. The main content area is titled 'Resource Search' and 'Resource Match'. It features a search criteria form with fields for Resource Name, Service Group/Category, Service Description, Resource Type, Organization, Approval Status, Member First Name, Member Last Name, Service Type, Resource Sub-Type, and C/OH/SA Status. A 'Search' button and a 'Clear Form' button are located below the form. The search results section shows two results for 'DCS Resource Home'.

Resource Name/ ID	C/OH/SA Status	Resource Type	Resource Sub-Type	Address
xxxxx	Active	DCS Resource Home	Expedited	
xxxxx	Active	DCS Resource Home	Regular	

# TFACTS

## Tennessee's Family and Child Tracking System



[home](#) | [search](#) | [help & training](#) | [customer care](#) | [log off](#)

Logged In: Last Name, First

Home	Intake	Case	Resource	Financial	Administration	
Workload	Directory	Inquiry	Due Lists	Recruitment	Training	Contracts

[help](#) |

[Resource Overview](#)  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)

[Placements/Services](#)

**Home Study**

[Linked Inquiries](#)

[Merge History](#)

[Corrective Action Plans](#)

[Current Placements/Waitlist](#)

[CPS Activity](#)

[Incident Reports](#)

[Avl. Serv./SH Agrmts/Pmt.](#)

[Contracts](#)

[Sites](#)

### Resource Header

**Resource Name:** Last Name, First      **ID:**      **Type:** DCS Resource Home      **Sub-Type:** Regular

### Maintain Home Study History

	Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization	
<a href="#">select report</a>	Reassessment	07/25/2011	Approved	08/11/2011	08/10/2013	Northwest Region	<a href="#">document</a>
<a href="#">select report</a>	Reassessment	08/25/2010	Approved	08/11/2010	08/10/2011	Northwest Region	<a href="#">document</a>
<a href="#">select report</a>	Reassessment	08/11/2009	Approved	08/11/2009	08/10/2009	Northwest Region	<a href="#">document</a>
<a href="#">select report</a>	Initial	08/11/2008	Approved	08/11/2008	08/10/2009	Northwest Region	<a href="#">document</a>

**Add Home Study**

**Add Addendum**

- Click the **Add Home Study** button.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource > Workload > Home Study

Resource Header  
Resource Name: ID: Type: DCS Resource Home Sub-Type: Regular

Home Study Details  
Organization:  
Home Study Type: Reassessment Assessor:  
Begin Date:  
Recorded By: Created Date:

Approval Types  
 Adoptive  Juvenile Justice  ICPC Incoming  
 Medically Fragile  Therapeutic Treatment  ICPC Outgoing  
 Foster  Kinship  Expedited

Specific Children of Interest

Name	Related Resource Member	Relationship	Significant Role
------	-------------------------	--------------	------------------

Link Child

Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY

- Select the correct **Begin Date** (begin date is the date the reassessment process begins).
- Under **Approval Types**, check the appropriate boxes that relate to the Resource Home.
- Click **Save**.

# TFACTS

## Tennessee's Family and Child Tracking System

Home	Intake	Case	Resource	Financial	Administration
Workload	Directory	Inquiry	Due Lists	Recruitment	Training Contracts

[help](#)

**Resource Header**

**Resource Name:** Last, First Name      **ID:**      **Type:** Private Provider Resource Home      **Sub-Type:** Regular

**Home Study Details**

**Organization:** Omni Visions, Inc.      **Home Study Type:** Initial  
**Begin Date:** 01/23/2012      **Assessor:** Last, First Name  
**Recorded By:** Last, First Name      **Created Date:** 06/26/2012

**Approval Types**  
Foster

**Internet Links**

Links
<a href="#">Abuse Registry Clearance</a>
<a href="#">National Sexual Offender Registry Clearance</a>
<a href="#">State Sexual Offender Registry Clearance</a>
<a href="#">TN Felony Offender Database Clearance</a>
<a href="#">Methamphetamine Offender Registry Clearance</a>

**Home Study Topics**

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
<a href="#">Verifications</a>	
<a href="#">Safety Audit</a>	
<a href="#">References</a>	
<a href="#">Home Environment</a>	
<a href="#">Training Completed</a>	
<a href="#">Disposition</a>	
<a href="#">RHET Checklist</a>	
<a href="#">Specific Child</a>	

**Resource Recording**

**Close**

- Continue to the **Internet Links** and **Home Study Topics** areas.
- In the **Internet Links** section, user can use the links to perform the required checks.

# TFACTS

## Tennessee's Family and Child Tracking System

- In the **Home Study Topics** section, user clicks on each link to access a topic and completes the required information per home study process.

- Continue to next screen for more instructions.

Topic	Complete
<a href="#">Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)</a>	Completed
<a href="#">Verifications</a>	Completed
<a href="#">Safety Audit</a>	Completed
<a href="#">References</a>	Completed
<a href="#">Home Environment</a>	Completed
<a href="#">Training Completed</a>	Not Completed
<a href="#">Disposition</a>	Not Completed
<a href="#">RHET Checklist</a>	Not Completed
<a href="#">Specific Child</a>	Not Completed

Close

Trusted sites | Protected Mode: Off | 115%

# TFACTS

## Tennessee's Family and Child Tracking System

- You will need to make sure the **Basic Resource Home Information** is complete.
- Under the **Verifications** tab you only need to complete the information that is necessary for a re-assessment as per policy 16.8 (along with any updates). However, you will need to check N/A on the items that are not required as part of the re-assessment process/paperwork. (ex. Application date; eco map; in-review forms, etc. these are due at the initial approval not the re-assessment therefore they are N/A for purposes of the re-assessment.)
- **Safety Audit** should be completed in accordance with the **Home Safety Checklist (CS-0676)**
- Select **Disposition (See next slide)**.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, a user ID field, and links for home, search, help & training, and log off. Below this, there are several form sections: 'Resource Header' with fields for Resource Name, ID, Type, and Sub-Type; 'Home Study' with fields for Home Study Type and Begin Date; and 'Maintain Home Study Disposition' with checkboxes for adoption assistance and supervisory review, and a large text area for additional comments. The 'Disposition Information' section is highlighted with a blue box and contains several fields: 'Disposition' (a dropdown menu set to 'Approved'), 'Verbal Approval Date', 'Approval Begin Date', 'Approved Capacity', 'Approved By', 'Verbally Approved By', 'Approval End Date', and 'Gender Approved For' (a dropdown menu set to 'Male'). The 'Disposition' and 'Approved Capacity' fields are circled in blue. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

- Under the **Disposition Information** tab, select **Approved** from the Disposition drop down menu.
- Complete **Approved Capacity** and **Gender Approved For**.

# TFACTS

## Tennessee's Family and Child Tracking System



[home](#) | [search](#) | [help & training](#) | [customer care](#) | [log off](#)

Logged In: Last Name, First

Home	Intake	Case	Resource	Financial	Administration	
Workload	Directory	Inquiry	Due Lists	Recruitment	Training	Contracts

[help](#) |

[Resource Overview](#)  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)

[Placements/Services](#)

▶ [Home Study](#)

[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[CPS Activity](#)  
[Incident Reports](#)

[Avl. Serv./SH Agrmts/Pmt.](#)  
[Contracts](#)  
[Sites](#)

### Resource Header

**Resource Name:** Last Name, First      **ID:**      **Type:** DCS Resource Home      **Sub-Type:** Regular

### Maintain Home Study History

	Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization	
<a href="#">select report</a>	Reassessment	07/25/2011	Approved	08/11/2011	08/10/2013	Northwest Region	<a href="#">document</a>
<a href="#">select report</a>	Reassessment	08/25/2010	Approved	08/11/2010	08/10/2011	Northwest Region	<a href="#">document</a>
<a href="#">select report</a>	Reassessment	08/11/2009	Approved	08/11/2009	08/10/2009	Northwest Region	<a href="#">document</a>
<a href="#">select report</a>	Initial	08/11/2008	Approved	08/11/2008	08/10/2009	Northwest Region	<a href="#">document</a>

[Add Home Study](#)

[Add Addendum](#)

• Back under the **Home Study Topic History**, the disposition will now show as Approved.

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for 'home', 'search', 'help & training', and 'log off'. Below this is a main menu with categories: 'Home', 'Intake', 'Case', 'Resource', 'Financial', and 'Administration'. Under 'Resource', there are sub-links for 'Workload', 'Directory', 'Inquiry', 'Due Lists', 'Recruitment', 'Training', and 'Contracts'. A left-hand sidebar contains a list of links, with 'Home Study' circled in blue. The main content area shows a 'Resource Header' section with fields for 'Resource Name', 'ID', 'Type' (set to 'Private Provider Resource Home'), and 'Sub-Type' (set to 'Regular'). Below this is a 'Maintain Home Study History' section containing a table with columns: 'Home Study Type', 'Begin Date', 'Disposition', 'Approval Date', 'Approval End Date', and 'Organization'. The table lists four entries, each with a 'select report' link and a 'document' link. At the bottom of the table are two buttons: 'Add Home Study' and 'Add Addendum', with the latter circled in blue. The footer of the page includes links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', and a URL: '/sacwis/providerHomeStudyList.do'.

	Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization
<a href="#">select report</a>	Reassessment		Approved			<a href="#">document</a>
<a href="#">select report</a>	Reassessment		Approved			<a href="#">document</a>
<a href="#">select report</a>	Reassessment		Approved			<a href="#">document</a>
<a href="#">select report</a>	Initial		Approved			<a href="#">document</a>

- Through the **Home Study Link**, Addendums are added by selecting the **“Add Addendum”** button under the Maintain Home Study History box. The only topics that can be used for an addendum are: Name Change, change Approval Capacity, Contact Change, Change Approved Gender, Inactivate Household Member, and Marriage. A Home Study Reassessment must be recorded to ‘Activate Household Member(s) and Change Resource Home Address’. Complete steps for resource home reassessment.

# TFACTS

Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, a 'PRD' status indicator, and links for 'home', 'search', 'help & training', and 'log off'. Below this, the breadcrumb trail reads 'Resource » Workload » Home Study'. The main form is divided into several sections:

- Resource Header:** Contains fields for 'Resource Name', 'ID', 'Type' (set to 'Private Provider Resource Home'), and 'Sub-Type' (set to 'Regular').
- Home Study Details:** Includes 'Organization', 'Home Study Type' (set to 'Reassessment - Addendum'), 'Assessor', 'Begin Date', 'Recorded By', and 'Created Date'.
- Approval Types:** A list of checkboxes for different approval types: Adoptive, Medically Fragile, Foster, Juvenile Justice, Therapeutic Treatment, Kinship, ICPC Incoming, ICPC Outgoing, and Expedited. 'Adoptive' and 'Foster' are checked.
- Addendum Information:** A section titled 'Addendum Information' with a sub-header 'Select All that Apply'. It contains checkboxes for 'Name Change', 'Change Approved Capacity', 'Contact Change', 'Change Approved Gender', 'Inactive HH Member', and 'Marriage Status'. This section is circled in blue.
- Comments:** A text area for entering comments.

At the bottom left of the form, there is a 'Done' button. A blue overlay at the bottom of the screen contains the following instructions:

- Enter information in required fields noted by red asterisks. **Select all addendum topics that apply.**
- Enter any comments in the narrative box.
- **Click “Save”** at the bottom of your screen.

# TFACTS

Tennessee's Family and Child Tracking System

## **Resource Home – Entering a Closed/On-Hold/Suspended Status**

# TFACTS

## Tennessee's Family and Child Tracking System

home | search | help & training | customer care | log off

Logged In: Last Name, First

Home Intake Case **Resource** Financial Administration

Workload Directory Inquiry Due Lists Recruitment Training Contracts

help

**Resource Overview**

Resource Recording  
Forms/Notices  
Document  
Checklist

Placements/Services

Home Study  
Linked Inquiries  
Merge History  
Corrective Action Plans  
Current Placements/Waitlist  
CPS Activity  
Incident Reports

Avl. Serv./SH Agrmts/Pmt.  
Contracts  
Sites

Resource Overview

Resource Name: Last Name, First Organization: Northwest Region  
Type: DCS Resource Home Sub-Type: Regular  
Resource ID: Status: Approved  
Primary Address: TN 38382 Gibson Northwest Primary Contact: Cell(731)  
Approval Begin Date: 08/11/2011 Approval End Date: 08/10/2013  
Approved Capacity: 2 Gender: Both

Resource Alerts

No Ticklers Available.

Resource Actions

**Maintain Resource Information**

Assignment Information

Worker Name	Effective Date	Role	Organization
Last Name, First	09/05/2007	Primary Case Worker	Northwest Region
Last Name, First	09/05/2007	Resource Home & Assessment Worker	Northwest Region
Last Name, First	07/26/2010	Resource Home & Assessment Worker	Northwest Region

Assignment History

Close

HOME | HELP & TRAINING | PRIVA

- User selects Home through Resource Directory or their Workload.
- Once on the **Resource Overview** screen, click on **Maintain Resource Information** under the **Resource Actions** section (middle of the screen).

# TFACTS

## Tennessee's Family and Child Tracking System

STG [home](#) | [search](#) | [help & training](#) | [log off](#)  
Logged In: ! [help](#)

Resource > Workload > Resource Summary

**Basic** | Address/Contact | Members | Relationships | Preferences

Resource Header  
Resource Name: ID: Type: Sub-Type: Regular

Resource Name

Resource Name	Begin Date	End Date
---------------	------------	----------

Resource Type Information  
Result(s) 1 - 1 of 1 Page 1 of 1

Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date
	Regular		<a href="#">Approved</a>		

Closed/On Hold/Suspended Information  
Result(s) 1 - 1 of 1 [View C/OH/SA History](#)  
Page 1 of 1

C/OH/SA	Standing	Reason	Begin Date
---------	----------	--------	------------

[Add C/OH/SA](#)

- Click on **Add C/OH/SA**

Resource Reference Information

Reference Type	Reference Number	Description
<a href="#">select</a> TNKids Resource Home Active Period ID		TNKIDS Converted Resource Home Activation Period ID <a href="#">delete</a>
<a href="#">select</a> TNKids Resource Home ID		TNKIDS Converted Resource Home ID <a href="#">delete</a>

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, the text 'STG', and links for 'home', 'search', 'help & training', and 'log off'. Below this, there is a 'Resource Header' section with fields for 'Resource Name', 'ID', 'Type', and 'Sub-Type' (set to 'Regular'). The main section is 'Resource Status Information', which contains a 'Resource Status' dropdown menu (circled in red) with a list of options: 'Suspended Admissions', 'Closed', 'On-hold', 'Probation', and 'Suspended Admissions'. The 'On-hold' option is selected. Below the dropdown are 'Begin Date' and 'End Date' fields. At the bottom left of the form, there are 'OK' and 'Cancel' buttons (the 'OK' button is circled in red). The footer of the application includes links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the text 'STG version 1.67.0'.

- Complete the **Resource Status**, **Suspended Admissions/On hold Reason**, and **Begin Date** fields; a future date cannot be entered. Here, On-Hold has been selected.
- Click **OK**.

# TFACTS

## Tennessee's Family and Child Tracking System

- The **On-hold** status is displayed on the **Resource Home Summary** screen.

Resource > Workload > Resource Summary

Basic | Address/Contact | Members | Relationships | Preferences

Resource Header

Resource Name: ID: Type: Sub-Type: Regular

Resource Name

Resource Name	Begin Date	End Date
---------------	------------	----------

Resource Type Information

Result(s) 1 - 1 of 1 Page 1 of 1

Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date
	Regular	I	<a href="#">Approved</a>		

Closed/On Hold/Suspended Information

[View C/OH/SA History](#)

Result(s) 1 - 1 of 1 Page 1 of 1

C/OH/SA	Standing	Reason	Begin Date
<a href="#">select</a> On-hold		At Maximum Capacity	

[Add C/OH/SA](#)

Resource Reference Information

Reference Type	Reference Number	Description
<a href="#">select</a> TNKids Resource Home Active Period ID		TNKIDS Converted Resource Home Activation Period ID <a href="#">delete</a>
<a href="#">select</a> TNKids Resource Home ID		TNKIDS Converted Resource Home ID <a href="#">delete</a>

[Add Reference](#)

# TFACTS

## Tennessee's Family and Child Tracking System

home | search | help & training | customer care | log off

Logged In: Last Name, First

Home Intake Case Resource Financial Administration

Workload Directory Inquiry Due Lists Recruitment Training Contracts

help

**Resource Overview**

[Resource Recording](#)

[Forms/Notices](#)

[Document](#)

[Checklist](#)

[Placements/Services](#)

[Home Study](#)

[Linked Inquiries](#)

[Merge History](#)

[Corrective Action Plans](#)

[Current Placements/Waitlist](#)

[CPS Activity](#)

[Incident Reports](#)

[Avl. Serv./SH Agrmts/Pmt.](#)

[Contracts](#)

[Sites](#)

Resource Overview

Resource Name: Last Name, First Organization: Northwest Region

Type: DCS Resource Home Sub-Type: Regular

Resource ID: Status: Approved

Primary Address: TN 38382 Gibson Northwest Primary Contact: Cell(731)

Approval Begin Date: 08/11/2011 Approval End Date: 08/10/2013

Approved Capacity: 2 Gender: Both

Resource Alerts

**No Ticklers Available.**

Resource Actions

[Maintain Resource Information](#)

Assignment Information

Worker Name	Effective Date
Last Name, First	09/05/2007
Last Name, First	09/05/2007
Last Name, First	07/26/2010

[Create Assignment](#)

[Close](#)

HOME | HELP & TRAINING | PRIVACY & SECURITY | UAT version 1.116.3

- To end an **On-hold** or **Suspended Admissions** status, click on the **Maintain Resource Information** link in the **Resource Overview** screen in the resource home record.
- You cannot **suspend** and **un-suspend** a resource home on the same day.



# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot shows the TFACTS web application interface. At the top, there is a navigation bar with the TFACTS logo, the text 'STG', and links for 'home', 'search', 'help & training', and 'log off'. Below this, there is a 'Logged In:' indicator and a 'help' link. The main content area is titled 'Resource Header' and contains a form with the following fields: 'Resource Name:', 'ID:', 'Type:', and 'Sub-Type: Regular'. Below this is the 'Resource Status Information' section, which includes: 'Resource Status: \*' with a dropdown menu set to 'On-hold'; 'Suspended Admission/On Hold Reason: \*' with a dropdown menu set to 'At Maximum Capacity'; 'Begin Date: \*' with a date input field and a calendar icon; and 'End Date:' with a date input field and a calendar icon. The 'End Date' field is circled in blue. At the bottom left of the form, there are two buttons: 'OK' and 'Cancel', both of which are circled in blue. The footer of the page contains links for 'HOME', 'HELP & TRAINING', and 'PRIVACY & SECURITY', along with the text 'STG version 1.67.0'.

Resource Header

Resource Name: ID: Type: Sub-Type: Regular

Resource Status Information

Resource Status: \* On-hold

Suspended Admission/On Hold Reason: \*

At Maximum Capacity

Begin Date: \* End Date:

OK Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | STG version 1.67.0

- Enter the **end date of the status** in the **Begin Date** field.
- Click **OK**.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource > Workload > Resource Summary

Basic	Address/Contact	Members	Relationships	Preferences												
<b>Resource Header</b>																
Resource Name	ID:	Type:	Sub-Type:	Regular												
<b>Resource Name</b>																
<table border="1"><thead><tr><th>Resource Name</th><th>Begin Date</th><th>End Date</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>					Resource Name	Begin Date	End Date									
Resource Name	Begin Date	End Date														
<b>Resource Type Information</b>																
Result(s) 1 - 1 of 1				Page 1 of 1												
<table border="1"><thead><tr><th>Resource Type</th><th>Sub-Type</th><th>Organization</th><th>Current Approval Status</th><th>Type Begin Date</th><th>Type End Date</th></tr></thead><tbody><tr><td></td><td>Regular</td><td></td><td><a href="#">Approved</a></td><td></td><td></td></tr></tbody></table>					Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date		Regular		<a href="#">Approved</a>		
Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date											
	Regular		<a href="#">Approved</a>													
<b>Closed/On Hold/Suspended Information</b>																
Result(s) 1 - 2 of 2				Page 1 of 1												
<table border="1"><thead><tr><th>C/OH/SA</th><th>Standing</th><th>Reason</th><th>Begin Date</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>					C/OH/SA	Standing	Reason	Begin Date								
C/OH/SA	Standing	Reason	Begin Date													
<a href="#">Add C/OH/SA</a>																
<ul style="list-style-type: none"><li>The <b>On-hold</b> status is no longer displayed. To view the <b>C/OH/SA</b> history, click the <b>View C/OH/SA History</b> link.</li></ul>																
<b>Resource Reference Information</b>																
<table border="1"><thead><tr><th>Reference Type</th><th>Reference Number</th><th>Description</th></tr></thead><tbody><tr><td><a href="#">select</a> TNKids Resource Home Active Period ID</td><td></td><td>TNKIDS Converted Resource Home Activation Period ID <a href="#">delete</a></td></tr><tr><td><a href="#">select</a> TNKids Resource Home ID</td><td></td><td>TNKIDS Converted Resource Home ID <a href="#">delete</a></td></tr></tbody></table>					Reference Type	Reference Number	Description	<a href="#">select</a> TNKids Resource Home Active Period ID		TNKIDS Converted Resource Home Activation Period ID <a href="#">delete</a>	<a href="#">select</a> TNKids Resource Home ID		TNKIDS Converted Resource Home ID <a href="#">delete</a>			
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<a href="#">select</a> TNKids Resource Home Active Period ID		TNKIDS Converted Resource Home Activation Period ID <a href="#">delete</a>														
<a href="#">select</a> TNKids Resource Home ID		TNKIDS Converted Resource Home ID <a href="#">delete</a>														
<a href="#">Add Reference</a>																

# TFACTS

## Tennessee's Family and Child Tracking System

The screenshot displays the TFACTS web application interface. At the top left is the TFACTS logo. To its right is the text 'STG'. Further right are navigation links: [home](#), [search](#), [help & training](#), and [log off](#). Below these links is the text 'Logged In:'. On the far right of the top navigation bar is a 'help' link. Below the navigation bar is a breadcrumb trail: 'Resource > Workload > Resource Summary'. The main content area is divided into two sections. The first section is titled 'Resource Header' and contains a table with the following columns: 'Resource Name:', 'ID:', 'Type:', and 'Sub-Type:'. The 'Sub-Type' column contains the value 'Regular'. The second section is titled 'C/OH/SA History' and contains a table with the following columns: 'C/OH/SA', 'Standing', 'Reason', 'Begin Date', and 'End Date'. The table has two rows: 'On-hold' with 'At Maximum Capacity' in the 'Reason' column, and 'Active'. Below the 'C/OH/SA History' table is a 'Close' button, which is circled in blue. At the bottom of the page is a footer with navigation links: [HOME](#), [HELP & TRAINING](#), and [PRIVACY & SECURITY](#). On the right side of the footer is the text 'STG version 1.67.0'.

- Select **Close** to return to the **Overview Summary Page**.

# TFACTS

## Tennessee's Family and Child Tracking System

Resource Header

Resource Name: ID: Type: Sub-Type: Regular

Resource Status Information

Resource Status: \* Closed

Closure Information

Closure Reason: \* Family has decided not to foster at this time. Standing: Good

Begin Date: \* End Date:

OK Cancel

HOME | HELP

- When closing a Resource Home (refer to slides 67-69 to see how to get to this screen), user will need to select a **Closure Reason**. Based on the reason selected, the Standing will auto-populate to **Good, Bad, or Not Applicable**.
- User will enter a **Begin Date** (note, this means “begin date” of the closed status; user will not enter an “end date,” it will be left blank).
- Click **OK**.

# TFACTS

Tennessee's Family and Child Tracking System

## **Resource Home – Resource Recordings**

Providers are not required to complete any Resource Recordings for Resources. However, it is an available feature for their use.

# TFACTS

Tennessee's Family and Child Tracking System

The Resource Home 'Activity Log' has been replaced with the 'Resource Recording' module. This module will function much like the TFACTS Case Recordings module...you will have the 'Expand' feature on the narrative, you can add an addendum to a recording that is in 'Completed' status, and you can mark a completed recording 'In Error'.

Best of all, you will be able to generate and print a summary report of the resource recordings.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#)

Logged In:

Home	Intake	Case	Resource	Financial	Administration
Workload	Directory	Inquiry	Due Lists	Recruitment	Training
					Contracts

- ▶ [Resource Overview](#)
- [Resource Recording](#)
- [Forms/Notices](#)
- [Document](#)
- [Checklist](#)

### Resource Overview

Resource Name: Home, Resource  
Type: DCS Resource Home  
Resource ID:  
Primary Address: TN 37076 Davidson Davidson HERMITAGE,  
03/30/2011  
Organization: Davidson Region  
Sub-Type: Regular  
Status: Approval Past Due  
Primary Contact: Cell(615)  
Approval End Date: 03/29/2012  
Gender:

available.

Information

Information

[Assignment](#)

Name	Effective Date	Role	Organization
	08/18/2010	Primary Case Worker	Davidson Region
	08/18/2010	Resource Home & Assessment Worker	Davidson Region

Create Assignment

Close

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#)

UAT version

Once you have a resource home record in focus, click on the RESOURCE RECORDING link in the left side (blue) navigation menu.

# TFACTS

## Tennessee's Family and Child Tracking System

### Resource Recording list page

Home Intake Case Resource

Workload Directory Inquiry Due Lists

[Resource Overview](#)  
**▶ [Resource Recording](#)**  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)

[Placements/Services](#)

[Home Study](#)  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[CPS Activity](#)  
[Incident Reports](#)

[Avl. Serv./SH Aqrmts/Pmt.](#)  
[Contracts](#)  
[Sites](#)

Resource Header  
Resource Name: Home, Resource ID:

Recording Search Criteria  
Activity From Date:   
Recorded By:   
Status: Draft, Completed & System Completed  
Activity Type:   
Sort Results By:

Recording List

Result(s) 15 of 15

	Activity Date	Status	Ac
<a href="#">select</a>	10/14/2011	Completed	
<a href="#">select</a>	10/06/2011	Completed	Phone
<a href="#">select</a>	10/05/2011	Completed	Announced Visit
<a href="#">select</a>	09/20/2011	Completed	
<a href="#">select</a>	08/05/2011	Completed	Email/Text/Correspondence

One difference between this page and the regular case recording list page is that you don't have to enter any search criteria or click the search button to have recordings display upon first entering the module. Resource Recordings has default search/sort criteria of 'Draft, Completed, & System Completed' so that when you enter this module, TFACTS will automatically display any recordings for the resource that have one of those statuses.

You can always change the criteria, or clear it out altogether and click search to modify the result set.

Notice that you have an 'Add Recording' button and a 'Print' button on the list page. These buttons appear both at the top and the bottom of the listing of recordings.

Let's address the 'Add Recording' button first. To add a Resource Recording, click the 'Add Recording' button.

# TFACTS

## Tennessee's Family and Child Tracking System

UAT

Resource > Resource Recording > Recording List

Resource Header

Resource Name: Home, Resource ID:

Recording Detail

Recording ID: Recorded By:

Activity Date: + \*

Activity Type: \*

Participant

Participant Name	Date of Birth
No results returned.	

**Add Participant**

Narrative Details

(Note: Provide a detailed documentation.)

Narrative:

Expand Spell Check Clear 32000

Status: \*

Apply Save Cancel

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | UAT version [1.114.4](#)

This is the Resource Recording detail page.

Activity Date is a REQUIRED field. This date represents the data that the activity you are documenting actually occurred.

Activity Type is also a REQUIRED field. Only one activity type can be selected for each resource recording. Values are: Announced Visit, CAP Review, DCS Office, Email/Text/Correspondence, Exit Interview, Other Contact, PAR/Licensing, Phone, Resource Home Concerns, Supervisory Conference, Unannounced Visit.

To add participants to your Resource Recording, click the 'Add Participant' button.

# TFACTS

Tennessee's Family and Child Tracking System

 **UAT** [home](#) | [search](#)

Your data has been saved.

Resource > Resource Recording > Recording List > Recording Detail

**Resource Header**  
Resource Name: Home, Resource ID: [redacted] Type: DCS Resc

**Select Person**

Child Present (3)

<input type="checkbox"/>	Name	DOB	
<input type="checkbox"/>			Child Present
<input type="checkbox"/>		12/28/2010	Child Present
<input type="checkbox"/>		05/19/2009	Child Present

Resource Member (1)

<input type="checkbox"/>	Name	DOB	
<input type="checkbox"/>	Home, Resource	05/20/1949	Resource Parent

Assigned Worker (1)

Person (0)

Other Worker (0)

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) |

This is the 'Add Participants' window. It looks and functions basically the same as the participants' window in case recordings.

Child Present participant category is populated with the names of any children/youth who were placed with the Resource **on the Activity Date**. This means that if the child has already been removed from the resource by the time you create your recording, as long as you enter an activity date that falls within the timeframe that the child was placed with this resource, the child's name will be available here for selection.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#)

[search](#)

[help & training](#)

[customer care](#)

[switch organization](#)

[log off](#)

Logged In:

[help](#)

Your data has been saved.

[close confirmation](#)

Resource > Resource Recording > Recording List > Recording Detail

### Resource Header

Resource Name: Home, Resource

ID: 123456789

### Select Person

Child Present (3)

<input type="checkbox"/>	Name	DOB	
<input type="checkbox"/>			Child Present
<input type="checkbox"/>		12/28/2010	Child Present
<input type="checkbox"/>		05/19/2009	Child Present

Resource Member (1)

<input type="checkbox"/>	Name	DOB	
<input type="checkbox"/>	Home, Resource	05/20/1949	Resource Parent

Assigned Worker (1)

Person (0)

Other Worker (0)

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

Choose your participants and click 'Save'.

Resource Member will list the names of the members of the Resource home. Assigned worker will populate with the name(s) of worker assigned to the Resource home. Person and Other Worker will allow you to search the TFACTS database for other persons or employees who may have participated in the activity in some way but do not have an active assignment or other affiliation with the Resource Home.

You always have the ability to 'delete' a participant or add additional participants as long as the recording is in 'Draft' status.

# TFACTS

## Tennessee's Family and Child Tracking System

 UAT [home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#) Logged In:   | [help](#)

Your data has been saved.  [close confirmation](#)

Resource > Resource Recording > Recording List

**Resource Header**

Resource Name: Home, Resource      ID:      Type: DCS Resource Home      Sub-Type: Regular

**Recording Detail**

Recording ID:      Recorded By:      Recorded Date: 05/02/2012

**Activity Date:** + \* 05/02/2012

**Activity Type:** \* Announced Visit

**Participant**

Result(s) 1 to 2 of 2 Page 1 of 1

Participant Name	Date of Birth	Role	
Home, Resource	05/20/1949	Resource Parent	<a href="#">delete</a>
	12/28/2010	Child Present	<a href="#">delete</a>

**Narrative Details**

(Note: Provide a detailed summary of purpose, interactions, discussions, observations, assessment of progress, agreements, decisions and next steps. Refer to HELP for further instructions on documentation.)

Narrative:

1. Applicants who wish to become a DCS resource parent must meet the following criteria:  
a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a sibling or other blood relative;  
b) A legal resident of Tennessee for at least six (6) months;  
c) A United States citizen or have been approved by the United States Citizen and Immigration Service as a lawful permanent resident;  
d) May be married or single; and/or  
e) Applicants will be approved regardless of gender, race, color, or natural origin;  
2. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements;  
3. DCS or a Private Provider will accept a referral/request on an identified Tennessee resident who desires to be placed in Tennessee or who may live outside of Tennessee.

27180

Status: \* Draft

The Resource Recording narrative will accommodate 32,000 characters. If you want to view the entire narrative, even while you are recording it, click the 'Expand' button.



Your data has been saved.

[close confirmation](#)

[Resource](#) > [Resource Recording](#) > [Recording List](#) > [Recording Detail](#)

### Resource Header

Resource Name: Home, Resource

ID: [ID]

Type: DCS Resource Home

Sub-Type: Regular

### Expand Narrative

#### Recording Narrative

1. Applicants who wish to become a DCS resource parent must meet the following criteria:  
a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a sibling or other blood relative. In this case, the relative applicant must be at least eighteen (18) years old;  
b) A legal resident of Tennessee for at least six (6)months;  
c) A United States citizen or have been approved by the United States Citizen and Immigration Service as a Legal Permanent Resident;  
d) May be married or single; and/or  
e) Applicants will be approved regardless of gender, race, color, or naturalorigin;  
2. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements and to promote DCS Standards of Professional Practice.  
3. DCS or a Private Provider will accept a referral/request on an identified Tennessee resident who desires to become a resource parent for a child in the custody of another state. The referral/request or application will be submitted in compliance with the Interstate Compact on the Placement of Children (ICPC) and this policy for a specific child/youth who is in the custody/guardianship/jurisdiction of another state, or who may live outside of Tennessee.  
Note: All adult household members or significant others (Paramours, fiancés, or partners) that have regular day-to-day access to the children placed in the home or provide a parental role (child care, transportation, discipline, or other support to children) will need to enroll and complete PATH training at initial approval or moving into the home.  
. Applicants who wish to become a DCS resource parent must meet the following criteria:  
a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a sibling or other blood relative. In this case, the relative applicant must be at least eighteen (18) years old;  
b) A legal resident of Tennessee for at least six (6)months;  
c) A United States citizen or have been approved by the United States Citizen and Immigration Service as a Legal Permanent Resident;  
d) May be married or single; and/or  
e) Applicants will be approved regardless of gender, race, color, or naturalorigin;  
2. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements and to promote DCS Standards of Professional Practice.  
3. DCS or a Private Provider will accept a referral/request on an identified Tennessee resident who desires to become a resource parent for a child in the custody of another state. The referral/request or application will be submitted in compliance with the Interstate Compact on the Placement of Children (ICPC) and this policy for a specific child/youth who is in the custody/guardianship/jurisdiction of another state, or who may live outside of Tennessee.  
Note: All adult household members or significant others (Pa  
transportation, discipline, or other support to children) will r

This is the Expand window in 'edit' mode...in other words, the recording is still in 'Draft' status. Once the recording is completed, the 'Save' and 'Cancel' button will be replaced with a 'Close' button.

Spell Check

Clear

28785

Save

Cancel

# TFACTS

## Tennessee's Family and Child Tracking System

 **UAI** | [home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)  
Logged In: | [help](#)

Your data has been saved. [close confirmation](#)

Resource > Resource Recording > Recording List

**Resource Header**  
Resource Name: Home, Resource      ID:      Type: DCS Resource Home      Sub-Type: Regular

**Recording Detail**  
Recording ID:      Recorded By:      Recorded Date: 05/02/2012

Activity Date: + \* 05/02/2012   
Activity Type: \* Announced Visit

**Participant**  
Result(s) 1 to 2 of 2 Page 1 of 1

Participant Name	Date of Birth	Role	
Home, Resource	05/20/1949	Resource Parent	<a href="#">delete</a>
	12/28/2010	Child Present	<a href="#">delete</a>

[Add Participant](#)

**Narrative Details**  
(Note: Provide a detailed summary of purpose, interactions, discussions, observations, assessment of progress, agreements, decisions and next steps. Refer to HELP for further instructions on documentation.)

Narrative:  
1. Applicants who wish to become a DCS resource parent must meet the following criteria:  
a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a sibling or other blood relative. In this case, the relative applicant must be at least eighteen (18) years old;  
b) A legal resident of Tennessee for at least six (6) months;  
c) A United States citizen or have been approved by the United States Citizen and Immigration Service as a Legal Permanent Resident;  
d) May be married or single; and/or  
e) Applicants will be approved regardless of gender, race, color, or natural origin;  
2. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements and to promote DCS Standards of Professional Practice.  
3. DCS or a Private Provider will accept a referral/request on an identified Tennessee resident who desires to become a resource parent for a child in the custody of another state. The referral/request or application will be submitted in compliance with the custody/guardianship/jurisdiction of another state, or who may live...

[Expand](#) [Spell Check](#) [Clear](#) 28797

Status: \* **Completed** 

[Apply](#) [Save](#) [Cancel](#)

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | .114.4

Once you are finished with the recording, make sure to change the Status to 'Completed'. Once a resource recording reaches this status, it is locked down from further edit.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#)

[search](#)

[help & training](#)

[customer care](#)

[switch organization](#)

[log off](#)

Logged In:

[help](#)

Resource > Resource Recording > Recording List

### Resource Header

Resource Name: Home, Resource

ID: 201205020001

Type: DCS Resource Home

Sub-Type: Regular

### Recording Detail

Recording ID:

Recorded By:

Recorded Date: 05/02/2012

Activity Date: + \* 05/02/2012

Activity Type: \* Announced Visit

### Participant

Result(s) 1 to 2 of 2

Page 1 of 1

Participant Name	Date of Birth	Role
Home, Resource	05/20/1949	Resource Parent
	12/28/2010	Child Present

### Narrative Details

(Note: Provide a detailed summary of purpose, interactions, discussions, observations, and documentation.)

Narrative:

Narrative Type: Original

Entry Date/Time: 05/02/2012 12:24:00

1. Applicants who wish to become a DCS resource parent must meet the following:
  - a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a child who is at least 18 years of age;
  - b) A legal resident of Tennessee for at least six (6) months;
  - c) A United States citizen or have been approved by the United States Citizenship and Immigration Services to become a United States citizen;
  - d) May be married or single; and/or
  - e) Applicants will be approved regardless of gender, race, color, or natural origin.
2. Approval is a mutual selection process and will be based on the applicant's ability to provide a safe and nurturing environment for the child.

[Expand](#)

[Add Addendum](#)

Status: \*

Completed

[Close](#)

[Mark In Error](#)

If you need to add additional information to the Resource Recording once it has reached a status of 'Completed', you must 'Add an Addendum'. Once the recording is in 'Completed' status, the 'Add Addendum' button is enabled.

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

UAT version 1.114.4

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)

Logged In:

Resource > Resource Recording > Recording List > Recording Detail

### Resource Header

Resource Name: Home, Resource

ID:

### Addendum Detail

Existing Narrative:

Narrative Type: Original      Entry Date/Time: 05/02/2012 12:24:51

1. Applicants who wish to become a DCS resource parent must meet the following criteria:
  - a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a
  - b) A legal resident of Tennessee for at least six (6) months;
  - c) A United States citizen or have been approved by the United States Citizen and Immigrati
  - d) May be married or single; and/or
  - e) Applicants will be approved regardless of gender, race, color, or natural origin;
2. Approval is a mutual selection process and will be based on the applicant's ability to meet

Expand

### Addendum Narrative: \*

Add your additional information here! Add your additional information here! Add your addition

Expand

Spell Check

Clear

9815

Save

Cancel

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

UAT version [1.114.4](#)

The 'Add Addendum' window in Resource Recordings looks and acts exactly the same as the one in Case Recordings. You can add multiple addendums to each recording.

Each addendum hold up to 10,000 characters.

Addendums also have the 'Expand' feature.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#)

[search](#)

[help & training](#)

[customer care](#)

[switch organization](#)

[log off](#)

Logged In:

[help](#)

Resource > Resource Recording > Recording List > Recording Detail

### Resource Header

Resource Name: Home, Resource

ID:

Type: DCS Resource Home

Sub-Type: Regular

### Expand Narrative

#### Recording Narrative

a) twenty-one (21) years of age, unless he or she is applying to be a resource parent for a sibling or other blood relative. In this case, the relative applicant must be at least eighteen (18) years old;  
b) A legal resident of Tennessee for at least six (6) months;  
c) A United States citizen or have been approved by the United States Citizen and Immigration Service as a Legal Permanent Resident;  
d) May be married or single; and/or  
e) Applicants will be approved regardless of gender, race, color, or natural origin;  
2. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements and to promote DCS Standards of Professional Practice.  
3. DCS or a Private Provider will accept a referral/request on an identified Tennessee resident who desires to become a resource parent for a child in the custody of another state. The referral/request or application will be submitted in compliance with the Interstate Compact on the Placement of Children (ICPC) and this policy for a specific child/youth who is in the custody/guardianship/jurisdiction of another state, or who may live outside of Tennessee.  
Note: All adult household members or significant others (Paramours, fiancés, or partners) that have regular day-to-day access to the children placed in the home or provide a parental role (child care, transportation, discipline, or other support to children) will need to enroll and complete PATH training at initial approval or moving into the home.  
. Applicants who wish to become a DCS resource parent must meet the following criteria:  
a) Twenty-one (21) years of age, unless he or she is applying to be a resource parent for a sibling or other blood relative. In this case, the relative applicant must be at least eighteen (18) years old;  
b) A legal resident of Tennessee for at least six (6) months;  
c) A United States citizen or have been approved by the United States Citizen and Immigration Service as a Legal Permanent Resident;  
d) May be married or single; and/or  
e) Applicants will be approved regardless of gender, race, color, or natural origin;  
2. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements and to promote DCS Standards of Professional Practice.  
3. DCS or a Private Provider will accept a referral/request on an identified Tennessee resident who desires to become a resource parent for a child in the custody of another state. The referral/request or application will be submitted in compliance with the Interstate Compact on the Placement of Children (ICPC) and this policy for a specific child/youth who is in the custody/guardianship/jurisdiction of another state, or who may live outside of Tennessee.  
Note: All adult household members or significant others (Paramours, fiancés, or partners) that have regular day-to-day access to the children placed in the home or provide a parental role (child care, transportation, discipline, or other support to children) will need to enroll and complete PATH training at initial approval or moving into the home.

Once you have added an addendum and saved it, you can expand your narrative on the detail page to view it:

Narrative Type: Addendum 1

Date/Time: 05/02/2012 12:34:04

Entered By:

Add your additional information here! Add your additional information here!

Close

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

UAT version [1.114.4](#)

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)

Logged In:

[help](#)

Resource > Resource Recording > Recording List

### Resource Header

Resource Name: Home, Resource

ID:

Type: DCS Resource Home

Sub-Type: Regular

### Recording Detail

Recording ID:

Recorded By:

Recorded Date: 05/02/2012

Activity Date: + \* 05/02/2012

Activity Type: \* Announced Visit

### Participant

Result(s) 1 to 2 of 2

Page 1 of 1

Participant Name	Date of Birth	Role
Home, Resource	05/20/1949	Resource Parent
	12/28/2010	Child Present

### Narrative Details

(Note: Provide a detailed summary of purpose, interactions, discussions, observations, assessment of progress, agreements, decisions and next steps. Refer to HELP for further instructions on documentation.)

#### Narrative:

Narrative Type: Original Entry Date/Time: 05/02/2012 05:00

1. Applicants who wish to become a DCS resource parent must:
  - a) Twenty-one (21) years of age, unless he or she is applying to become a foster parent;
  - b) A legal resident of Tennessee for at least six (6) months;
  - c) A United States citizen or have been approved by the United States Citizenship and Immigration Services;
  - d) May be married or single; and/or
  - e) Applicants will be approved regardless of gender, race, color, or ethnicity.
2. Approval is a mutual selection process and will be based on the best interests of the child.

[Expand](#)

[Add Addendum](#)

Status: \*

[Close](#)

[Mark In Error](#)



If you need to mark a 'Completed' resource recording 'In Error', then just click the 'Mark In Error' button. Marking a recording in error will NOT delete it or remove it from the record. Instead, it gives it an 'In error' status so that the system knows to exclude it from reporting.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)

Logged In:

[help](#) |

Resource > Resource Recording > Recording List > Record

### Resource Header

Resource Name: Home, Resource

### Mark In Error Detail

#### Mark In Error Narrative: \*

Oops! Made a mistake! I put this recording in the wrong resource record. My bad! Oops! resource record. My bad! |

Expand

Spell Check

Clear

9575

Save

Cancel

This is the 'Mark In Error' window. It looks and functions the same as Case Recordings. When marking a resource recording 'in error', you are required to enter a justification narrative to describe why this recording is errant.

Once you have entered your justification narrative, click 'Save'.

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

UAT version [1.114.4](#)



If you are sure....then click 'OK'.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#)

[search](#)

[help & training](#)

[customer care](#)

[switch organization](#)

[log off](#)

Logged In:

[help](#)

Resource > Resource Recording > Recording List

### Resource Header

Resource Name: Home, Resource

ID:

Type: DCS Resource Home

Sub-Type: Regular

### Recording Detail

Recording ID:

Recorded By:

Recorded Date: 05/02/2012

Activity Date: + \* 05/02/2012

Activity Type: \* Announced Visit

### Participant

Result(s) 1 to 2 of 2

Page 1 of 1

Participant Name	Date of Birth	Role
Home, Resource	05/20/1949	Resource Parent
	12/28/2010	Child Present

### Narrative Details

(Note: Provide a detailed summary of purpose, interactions, discussions, observations, assessment of progress, agreements, decisions and next steps. Refer to HELP for further instructions on documentation.)

Narrative:

Narrative Type: Original

1. Applicants who wish to become a DCS resource parent must meet the following requirements:
  - a) Twenty-one (21) years of age, unless he or she is a military member or a member of the United States Coast Guard;
  - b) A legal resident of Tennessee for at least one year immediately preceding the date of application;
  - c) A United States citizen or have been approved for naturalization;
  - d) May be married or single; and/or
  - e) Applicants will be approved regardless of marital status.
2. Approval is a mutual selection process and requires the approval of the child's biological parent(s) and the child's biological parent(s) must be approved for the child's placement with the resource parent.

Expand

Now the recording is in 'Created in Error' status and is locked from further edit. You cannot add an addendum to a 'Created in Error' recording.

Status: \* Created In Error

Error Date: 05/02/2012

Marked By:

Close

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

UAT version [1.114.4](#)

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)

Logged In:

Home

Intake

Case

Resource

Financial

Administration

Workload

Directory

Inquiry

Due Lists

Recruitment

Training

Contracts

[help](#)

[Resource Overview](#)

▶ [Resource Recording](#)

[Forms/Notices](#)

[Document](#)

[Checklist](#)

[Placements/Services](#)

[Home Study](#)

[Linked Inquiries](#)

[Merge History](#)

[Corrective Action Plans](#)

[Current Placements/Waitlist](#)

[CPS Activity](#)

[Incident Reports](#)

[Avl. Serv./SH Agrmts/Pmt.](#)

[Contracts](#)

[Sites](#)

Resource Header

Resource Name: Home, Resource

ID:

Type: DCS Resource Home

Sub-Type: Regular

Recording Search Criteria

Activity From Date:

Recorded By:

Status: Created In Error

Activity Type:

Sort Results By:

[Search](#)

[Clear Form](#)

Recording List

[Add Recording](#)

[Print](#)

Result(s) 1 to 1 of 1

	Activity Date	Stat
<a href="#">select</a>	05/02/2012 [A]	Created Error

[Add Recording](#)

[Print](#)

[Close](#)

So back to the list page...to view the recording you just marked in error, change your search criteria to 'Created In Error' status:

You can still view the recording...click the 'select' link.

Notice the red [A]....this is a visual indicator to you on the list page that a recording has an addendum attached to it. (works for all recordings with addendums, not just ones you marked in error.)

[HOME](#)

[HELP & TRAINING](#)

[PRIVACY & SECURITY](#)

Now for the moment you've all been waiting for...let's try out the new 'Print' button!

# TFACTS

## Tennessee's Family and Child Tracking System

UAT [home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#) Logged In:

Home Intake Case **Resource** Financial Administration  
Workload **Directory** Inquiry Due Lists Recruitment Training Contracts [help](#)

[Resource Overview](#)  
▶ **Resource Recording**  
[Forms/Notices](#)  
[Document](#)  
[Checklist](#)  
  
[Placements/Services](#)  
  
[Home Study](#)  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[CPS Activity](#)  
[Incident Reports](#)  
  
[Avl. Serv./SH Agrmts/Pmt.](#)  
[Contracts](#)  
[Sites](#)

Resource Header  
Resource Name: Home, Resource ID: Type: DCS Resource Home Sub-Type: Regular

Recording Search Criteria  
Activity From Date: Activity To Date:  
Recorded By:  
Status: Draft, Completed & System Completed  
Activity Type:  
Sort Results By:

**Search** **Clear Form**

Recording List  
**Add Recording** **Print**

Result(s) 1 to 45 of 45

	Activity Date	Status	Activi
<a href="#">select</a>	10/14/2011	Completed	
<a href="#">select</a>	10/06/2011	Completed	Phone
<a href="#">select</a>	10/05/2011	Completed	Announced Visit
<a href="#">select</a>	09/20/2011	Completed	
<a href="#">select</a>	09/20/2011	Completed	Announced Visit
<a href="#">select</a>	08/24/2011	Completed	
<a href="#">select</a>	08/19/2011	Completed	
<a href="#">select</a>	08/18/2011	Completed	Announced Visit
<a href="#">select</a>	08/17/2011	Completed	Resource Home Concerns
<a href="#">select</a>	08/16/2011	Completed	Resource Home Concerns
<a href="#">select</a>	08/14/2011	Completed	Phone
<a href="#">select</a>	08/09/2011	Completed	Phone
<a href="#">select</a>	08/07/2011	Completed	Phone
<a href="#">select</a>	08/05/2011	Completed	Phone
<a href="#">select</a>	08/05/2011	Completed	Resource Home Concerns
<a href="#">select</a>	08/05/2011	Completed	Email/Text/Correspondence

First, you need to find the recordings you wish to print. Enter the search criteria that will bring back the results you want and click the search button.

For purposes of this exercise, all recordings in Draft, Completed, & System Completed status recordings was chosen.

Then click the 'Print' button.

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)

Logged In:

[help](#)

Resource > Resource Recording List

### Resource Header

Resource Name: Home, Resource

ID:

Type: DCS Resource Home

Sub-Type: Regular

### Print Recordings

Result(s) 1 of 45

Page 1 of 1

<input type="checkbox"/>	Activity Date	Status	Activity Type	Recorded By
<input type="checkbox"/>	10/14/2011	Completed		
<input type="checkbox"/>	10/06/2011	Completed	Phone	
<input type="checkbox"/>	10/05/2011	Completed	Announced Visit	
<input type="checkbox"/>	09/20/2011	Completed		
<input type="checkbox"/>	09/20/2011	Completed	Announced Visit	
<input type="checkbox"/>	08/24/2011	Completed		
<input type="checkbox"/>	08/19/2011	Completed		
<input type="checkbox"/>	08/18/2011	Completed	Announced Visit	
<input type="checkbox"/>	08/17/2011	Completed	Resource Home Concerns	
<input type="checkbox"/>	08/16/2011	Completed	Resource Home Concerns	
<input type="checkbox"/>	08/14/2011	Completed	Phone	
<input type="checkbox"/>	08/09/2011	Completed	Phone	
<input type="checkbox"/>	08/07/2011	Completed	Phone	
<input type="checkbox"/>	08/05/2011	Completed	Phone	
<input type="checkbox"/>	08/05/2011	Completed	Resource Home Concerns	
<input type="checkbox"/>	08/05/2011	Completed	Email/Text/Correspondence	
<input type="checkbox"/>	07/27/2011	Completed	Announced Visit	
<input type="checkbox"/>	07/20/2011	Completed	Resource Home Concerns	
<input type="checkbox"/>	07/19/2011	Completed	Resource Home Concerns	
<input type="checkbox"/>	07/08/2011	Completed	Phone	
<input type="checkbox"/>	06/24/2011	Completed	Phone	
<input type="checkbox"/>	06/23/2011	Completed	Phone	
<input type="checkbox"/>	06/23/2011	Completed	Email/Text/Correspondence	

Click to print all.

The 'Print Recordings' window will display a list of the recordings you just brought back in your search.

You can choose to print all of the recordings from the search results by clicking the check box in the upper left column of the grid.

OR

You can select specific recordings to print by clicking the check box next to each recording you wish to print in your summary report.

# TFACTS

Tennessee's Family and Child Tracking System

<input type="checkbox"/>	02/11/2011	Completed	
<input type="checkbox"/>	02/07/2011	Completed	Announced Visit
<input type="checkbox"/>	01/19/2011	Completed	Resource Home Concerns
<input type="checkbox"/>	01/14/2011	Completed	Announced Visit
<input type="checkbox"/>	12/29/2010	Completed	
<input checked="" type="checkbox"/>	12/09/2010	Completed	Announced Visit
<input checked="" type="checkbox"/>	11/10/2010	Completed	Announced Visit
<input checked="" type="checkbox"/>	10/20/2010	Completed	Announced Visit
<input type="checkbox"/>	09/23/2010	Completed	
<input checked="" type="checkbox"/>	09/21/2010	Completed	Announced Visit

[Generate](#) [Close](#)

[HOME](#) | [HELP & TRAINING](#) | UAT version [1.114.4](#)

A few recordings toward the bottom of the list are selected for printing. You can also see the 'generate' button here at the bottom of the list.

Once you have selected the recordings you wish to print, click the 'Generate' button.

# TFACTS

Tennessee's Family and Child Tracking System

This is the standard 'Generate Report' window

UAT [home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)  
Logged In: \_\_\_\_\_ | [help](#)

---

Reports

Document Category:	RESOURCE	Document Title:	Resource Recording Summary - #NA
Work-Item ID:		Work-Item Reference:	Home, Resource
Task ID:	77	Task Reference:	

Document History

Document ID	Date	Document Name
-------------	------	---------------

[Generate Report](#) [Cancel](#)

Click 'Generate Report'.

---

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | UAT version [1.114.4](#)

# TFACTS

## Tennessee's Family and Child Tracking System



UAT

[home](#) | [search](#) | [help & training](#) | [customer care](#) | [switch organization](#) | [log off](#)

Logged In:

Home Intake Case Resource Financial Administration  
Staff Maintenance Security Reports Disciplinary Reports Incidents Utilities  
[help](#)

Save a Copy | Search | 118% | Sign

### Tennessee Department of Children's Services Resource Recording Summary

Resource ID: [ ] Resource Name: Home, Resource

#### Resource Recording Details

Activity Date:	12/09/2010	Recorded By:	
Activity Type:	Announced Visit	Recorded Date:	04/24/2012
Status:	Completed	Completed Date:	04/24/2012
Resource Type:	DCS Resource Home	Completed By:	
Resource SubType:	Regular	Resource Name:	
Organization:	Davidson Region		

Participant(s):  
No Participants Identified With This Activity

Narrative Details:  
Narrative Type: ORI  
CM visited with Ms.

**Save Form** | Cancel

HOME | [HELP & TRAINING](#) | UAT version [1.114.4](#)

You can preview the generated report. You can also print it and/or save it (Save Form). By using 'Save Form', you can come back at a later time and print the same summary without having to create a report or selecting the recordings again.