

## Instructions for Encrypting and Emailing WFNJ FVO-115 Outcome Reports Southern Region - Burlington, Monmouth, Ocean, and Mercer Counties

The following procedures are relevant to Burlington, Monmouth, and Ocean. Separate instructions for Mercer County are located at the end of this document.

All WFNJ FVO-115 Outcome Reports should be submitted to the County liaisons at the County or Municipal Welfare Agencies (CWA/MWA) within 48 hours of the FVO assessment.

The Risk Assessors will complete the Outcome report(s) and fax them to the Regional Office at 609-208-0154.

The Regional Office receives faxed Outcome Report(s) with a cover sheet from the Risk Assessor (RA). The ACCs should receive two pages of the 115 Referral. If the ACC only receives receive page 1, Page 2 can be found in the FVO section in Files/Forms. Page 2 is the actual Outcome Report completed by the RA. Both pages must be sent back to the CWA/MWA.

- If the assessment was completed: The FVO Director must review all "assessment completed" Outcome Reports (115) before they are sent to the CWA/MWA. Continue to "Scanning Outcome Report."
- If the client did not show and/or is rescheduled: Verify that RA filled out all of the information as shown below:

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Work First New Jersey Family Violence Option Risk Assessment Referral/Report	Click on Tools, Sign, and Comment to access additional features.	^
DV / SASP OUTCOMES REPORT SECTION I: CLIENT AND DV AGENCY INFORMATION		
DV provider completes this form settis it to the CIMWA FVO staff and a copy is kept by DV provider.		
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SECTION II: SERVICE PLAN BASED ON CLIENT'S NEEDS IDENTIFIED IN RISK ASSESSMENT		
	to DV	

Note: If neither GA nor TANF box is checked and the client is receiving SSI, write SSI in that area; otherwise, check appropriate box.

The RA should have also signed/dated the form and written their name, email address, and phone number as shown below:

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If all of the above has been completed when the client did not show, there is no need for the Director's review. If something is missing, the ACC must complete it. If the ACC has any questions about what is missing, contact the RA for an answer. Continue to "Scanning Outcome Report" below.

### Scanning the Outcome Report:

The Regional Office scans Outcome Report(s) one at a time to <u>cwilliams@ncaddnj.org</u> (FVO-ACC), <u>abain@ncaddnj.org</u> (ACC) and <u>lgillespie@ncaddnj.org</u> (LACC).

-Press "Scan & Send"
-Open Address Book
-Press names of intended recipients
-Press "Okay"
-Review destinations for accuracy
-Press "Start"

Recipients of the scanned report(s) receive Canon Image(s) in Microsoft Outlook.

<u>If the assessment was completed</u>: Forward Canon Image to Ciara Guile (all recipients of image on copy) with subject: FVO# \_\_\_\_\_ Outcome Report. The message can be, "Please review the attached Outcome Report (<u>RA's name</u>) completed on (<u>client's first name/last initial</u>) and let me know if it's good to send to the CWA/MWA."

The Director will review the report and let the ACC know whether she can send the Outcome Report (115) to the CWA/MWA as is, or if a revision is needed.

If the Outcome Report (115) is okay to send, continue to "Saving & Encrypting the Outcome Report."

If a revision is necessary, the Director will follow up with RA and the ACC will receive a new fax of the Outcome Report (115) from the RA. Scan the revision directly to the Director for her review as outlined above, noting this is the revision. Wait for her approval before encrypting and emailing.

<u>If the client did not show and/or is rescheduled</u>: Continue to "Saving & Encrypting the Outcome Report" below.

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You have encrypted one Outcome report. Continue to encrypt each Outcome report within the county for that assessment date. Once completed, you will attach the encrypted Outcome reports to an email to our liaisons at the Board.

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The subject of the email should be: WFNJ FVO-115, the date of the assessment, and the County.

The message can be: Hi, attached please find 1 WFNJ FVO-115 Risk Assessment Outcome report from 3/14/18. If you have any questions, please let me know.

Our FVO contacts at the CWA/MWAs who want encrypted email Outcome Reports:

#### Burlington:

Irene Skacel: Irene.Skacel@bcbss.org

#### Monmouth:

Katrina Hawkins: katrina.hawkins@co.monmouth.nj.us

#### Ocean:

Georgeanne Bruno: <u>gbruno@xbp.dhs.state.nj.us</u> David DeVito: <u>ddevito@xbp.dhs.state.nj.us</u> Walter Korch: <u>wkorch@xbp.dhs.state.nj.us</u> Julianne Corsale: <u>jcorsale@xbp.dhs.state.nj.us</u> Michelle Blauser: <u>mblauser@xbp.dhs.state.nj.us</u> Sharon Johnson: <u>sharon.johnson@dhs.state.nj.us</u> Annette Riordan: <u>Annette.riordan@dhs.state.nj.us</u> Marveinia Kitchen: <u>Marveinia.Kitchen@dhs.state.nj.us</u> Nerissa Lara: <u>nlara@xbp.dhs.state.nj.us</u> Marie Snyder: <u>Marie.Snyder@dhs.state.nj.us</u> The following NCADD-NJ staff should be copied on all WFNJ FVO-115 Outcome reports emailed to the Boards:

Larenda Gillespie: <u>lgillespie@ncaddnj.org</u> Carol Williams: <u>cwilliams@ncaddnj.org</u> Ciara Guile: <u>cguile@ncaddnj.org</u>

Once the email has been sent, print and attach the email to the hard copy of the FVO Outcome report(s) and file in the binder entitled "WFNJ FVO-115s Sent."

Go into the FVO System and update client's service log: **Emailed encrypted WFNJ FVO-115 to FVO liaison at the CWA/MWA.** 

### Instructions for Mercer County WFNJ FVO-115 Outcome Reports

The Risk Assessors will complete the Outcome Report(s) and fax it to the Regional Office at 609-208-0154 for the FVO Director's review before faxing to the Board.

The Regional Office will scan the Outcome Report(s) one at a time to <u>cwilliams@ncaddnj.org</u> (FVO-ACC), <u>abain@ncaddnj.org</u> (ACC) and <u>lgillespie@ncaddnj.org</u> (LACC).

The ACC will encrypt the Outcome Report following the instructions above and will email it to the Director for review. Once the Outcome Report has been approved, the Director will instruct the RA to fax the Outcome Report to Mercer and the Director will email the approved Outcome Report to DFD.