CCS SDM V7 Child Protection Services CPT

Critical Path Test Script for CCS with SDM



**Cúram Family Services Suite**

© Copyright 2012 Cúram Software, an IBM Company

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic or other record, without the prior agreement and written permission of Cúram Software Ltd. The information in this book is distributed on an “as is” basis, without warranty. While every precaution has been taken in the preparation of this book, neither the authors nor Cúram Software Ltd. shall have any liability to any person or entity with respect to any liability, loss or damage caused or alleged to be caused directly or indirectly by instructions contained in this book or by the computer software or hardware products described herein. Throughout this manual, trademarked names may be used. Rather than put a trademark symbol in very occurrence of a trademarked name, we state that we are using the names only in an editorial fashion, and to the benefit of the trademark owner, with no intent of infringement of the trademark. All other product names and company names mentioned herein are the property of their respective owners.

Contents

[1 Intake Critical Path Test Scripts 5](#_Toc479769568)

[2 Intake Approval Critical Path Test 10](#_Toc479769569)

[3 Investigation Critical Path Test 11](#_Toc479769570)

[4 Investigation Approval Critical Path Test 20](#_Toc479769571)

[5 Ongoing Case Critical Path Test 21](#_Toc479769572)

[6 Outcome Plan Critical Path Test 25](#_Toc479769573)

[7 Adoptions Critical Path Test 37](#_Toc479769574)

Version History

| Date | Version | Changes | Modified By |
| --- | --- | --- | --- |
| 20 Mar 2017 | 0.1 | Initial version created from CCS+V6+SP3+CPT | FC |

**Test Preconditions**

**If you are running Section 5** - Ongoing Case then you will need to run the following setup steps to enable Legal Actons and External Party feature

**Configure Legal Actions**

1. Login in as admin user

2. Select the Legal Actions shortcuts menu item under the Case shortcuts section

3. Select the Legal Categories tab

4. Expand the Hearing row and a list of Legal Actions of type ‘Hearing’ will be displayed

5. Select “Add Integrated Cases…’ by one of the Legal Actions (Pre Detention)

6. Select the Ongoing Case type

7. Repeat steps 5 and 6 for as many Legal Actions of category ‘Hearing’ that should be displayed in the Ongoing case

8. Repeat steps 4 – 7 for the Petition and Order categories if needed

9. **Click on Publish**

10. Within the Ongoing Case the user should now be able to create legal actions of the types configured in the previous steps

**Configure an External Party** (for use when creating a Legal Action)

1. Login as superuser
2. Select to register an External Party
3. Enter an “External Party Name”, select ‘Legal Authority’ for “Type”, enter an address, and select Save.
4. Navigate to the Offices tab for the newly created external party
5. Select to create a new office
6. Enter a “Name” for the office, select an existing address of the external party or entere in a new one, and select Save.
7. Select the “New Office Member…” function on the row level action menu of the newly created office.
8. Enter a “Name” for the office member (e.g. Judge Smith as this office member will be selected as the judge when creating a legal action), accept the default “Profile” of ‘Administrator’ (if does not matter what value is selected here), and select Save.

**If you are running Section 6** – Outcome Plans then you will need to run the following setup steps to enable Recommendations on the Outcome Plan

1. Log in as admin user
2. Navigate to the Outcome Plans tab under the Outcome Management shortcut
3. Select the Child Welfare Outcome Plan
4. Navigate to the Objectives tab and select to create a new objective
5. Add the following objective ‘Provide education and support in the maintenance of the home environment’ objective from the dropdown, set “Recommendation to ‘Advised’, enter Reason text , and select Save
   * *Note: - if the above Objective is not avaialable (It is demo data) do the following:*
     1. *In the left Nav menu select Objectives*
     2. *Click on New*
     3. *Create the Objective*
     4. *Add the Objective to the Outcome Plan*
6. Navigate to the Assessment Definitions tab under the Outcome Management shortcut
7. Select the Caregiver Strengths and Needs assessment
8. Navigate to the Factors tab
9. Select the Parenting Skills factor
10. Navigate to the Recommendations tab
11. Select ‘Recommend Service…’
12. Search for the ‘Parenting Class’ service, select a “Recommendation” of ‘Advised’, select a “Classification” of ‘Need’, enter Reason text, and Save
13. Return to the Assessment Definitions tab under the Outcome Management shortcut
14. Select the Child Strengths and Needs assessment
15. Navigate to the Factors tab
16. Select the Education factor
17. Navigate to the Recommendations tab
18. Select ‘Recommend Service…’
19. Search for the ‘Educational Assessment’ service, select a “Recommendation” of ‘Advised’, select a “Classification” of ‘Need’, enter Reason text, and Save

# Intake Critical Path Test Scripts

## Child Protection Service Intake

| INTCPS | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as the intake worker | * **Login:** ccssdmintakeworker * **Password:** password | Open intake worker’s homepage |
| 002 | Click on “New Intake” linked text from the Quick Links pod |  | Open New Intake modal |
| 003 | Capture Intake Details | * **Category**: Child Protection Services * **Type**: Child abuse or neglect * **Date** (Today) * **Time** (Now) * **Method**: Phone |  |
| 004 | SAVE intake details |  | Open Intake Assistant in new tab |
| 005 | Capture large narrative in smart panel |  | Message appears after entering narrative indicating that the narrative must be saved. |
| 006 | Navigate to the Participant Tab in intake assistant |  | Open intake participants list page in intake assistant |
| 007 | Click on tab actions menu |  | Only New Participant… & New Reporter… should be enabled |
| 008 | Select to create a “New Reporter…” |  | Open wizard for adding Reporter details |
| 009 | Capture reporter’s information | * **Type:** Voluntary * **Role:** Friend or Neighbour * **Name:** Alyssa Smiley * **Address:** 1234 Street, San Francisco, CA 12345 | Reporter wizard that allows capture of reporter details, contact information and agency |
| 010 | Save reporter details |  | System returns to Participants tab, with name showing next to reporter label |
| 011 | Click on tab actions menu |  | System presents only one action “New Participant…” |
| 012 | Select to create a “New Participant…” |  | Open wizard for adding New Participant |
| 013 | Enter participant details (child) | * **Name**: Bobby Brown * **Age**: 7 Years * **Role**: Alleged Victim * **Primary Client**: Yes |  |
| 014 | Select NEXT |  | System displays Step 2 in the Wizard - Potential Matches. |
| 015 | Select FINISH |  | Do not select a matching record and select Finish to register the participant as a prospect person.  System adds Bobby Brown and returns to participant tab. |
| 016 | Click on tab actions menu |  | The New Participant…, New Collateral… and New Provider… functions will be enabled |
| 017 | Select to create a “New Participant…” |  | Open wizard for adding an intake participant |
| 018 | Enter participant details (adult) | * **Name**: Jackson Brown * **Age**: 55 Years * **Role**: Alleged Maltreater * **Primary Client**: No |  |
| 019 | Select NEXT |  | System displays Step 2 in the Wizard - Potential Matches. |
| 020 | Select FINISH |  | Do not select a matching record and select Finish to register the participant as a prospect person.  System adds Jackson Brown and returns to participant tab. |
| 021 | Navigate to the Assessments tab in the intake assistant |  | System displays the IEG player with the SDM screening assessment. *NB: Modifying the size of the smart panel will modify the display of the script within the intake assistant.* |
| 022 | Complete the assessment | 1. None 2. Yes 3. None 4. No 5. None 6. None 7. None 8. None 9. No 10. No 11. No 12. None | The following responses will result in the intake being screened in and an allegation of physical abuse being identified |
| 023 | Select FINISH |  | The system displays the assessment results in the intake assistant (Screened In) |
| 024 | Navigate to Allegations tab in the intake assistant |  | Allegations list page in the intake assistant is presented |
| 025 | Select “New…” |  | New Allegation modal opens |
| 026 | Capture allegation details | * **Alleged Victim**: Bobby Brown * **Alleged Maltreater**: Jackson Brown * **Date & Time** – Prior to intake date/time * **Type**: Physical Abuse | Only the participant identified as an alleged victim should be available in the AV list.  Only the participant identified as the alleged maltreater should be available in the AM list.  Only Physical Abuse should be available as an allegation option if the example above is followed. |
| 027 | Select SAVE |  | System returns to the allegation list page. Allegation record is created |
| 028 | Select “Open Intake…” from page action menu |  | System opens Intake Homepage in a new tab. (NB: This function should only be enabled once a primary client has been identified) |
| 029 | Navigate to the Recommendation tab in the intake |  | System presents the Recommendation page, which includes the allegations with an action menu to conduct the Response Priority Assessment (RPA). It will also show an information message indicating that the RPA must be completed before capturing a Recommendation. |
| 030 | In the Response Priority section select the row level action menu next to the allegation type (Phsyical Abuse) |  | System presents the row level actions. Only “Assess…” should be enabled. |
| 031 | Select “Assess…” |  | The system opens the IEG player in a modal |
| 032 | Complete the assessment | * Bruises: No * Discipline: Yes * Afraid: Yes * DV: No | The following responses will result in a recommendation of a response within 3 days (level 2). |
| 033 | Select FINISH |  | The system returns the user to the Recommendation page with the Respond within days set and the Response Priority status updated. |
| 034 | Click on recommendation page action menu |  | Only Add Information and Submit should be enabled. Approve…, Override… & Return… will be disabled |
| 035 | Select “Add Information…” |  | System opens the Add Information modal window |
| 036 | Select SUBMIT |  | No details need to be entered at this time. System returns the user to the recommendation page in the intake. |
| 037 | Navigate to the intake homepage |  | Case Status is updated to “Submitted” |
| 038 | Logout |  |  |

# Intake Approval

The following steps apply to the CPS intake submitted for approval.

|  |  |  |  |
| --- | --- | --- | --- |
| INTAPP | Description | Example | Expected Outcome |
| 001 | Login as Intake Supervisor | * **Login:** ccssdmintakesuper * **Password:**password | System opens Intake Supervisor Workspace |
| 002 | Navigate to the Available Tasks pod |  |  |
| 003 | Select the task for the intake submitted in the previous steps | Intake xxx - <participant name> has been submitted for approval | System opens the task in a new tab in the INBOX section of the application |
| 004 | Select “Make Decision” under the Primary Action cluster |  | System opens modal window for the supervisor to make a decision about the submitted recommendation |
| 005 | Select APPROVE |  | System opens Approve Recommendation modal |
| 006 | Enter Comments | **Comments**: I concur with this recommendation |  |
| 007 | Select SAVE |  | System closes modal and retuns user to task tab |
| 008 | Logout |  |  |

# Investigation Critical Path Test

## CPS Investigation

| INVCPS | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as Investigator | * **Login:** ccssdminvestigator * **Password:** password | Open Investigator’s homepage |
| 002 | Navigate to the Available Tasks pod |  |  |
| 003 | Select the task generated based on the approved CPS intake in the previous steps | Start an investigation for Intake xxx - <participant name> | The task hompage opens in the INBOX section for the investigator |
| 004 | Select “Create Investigation” under Primary Action label |  | System returns the Create Investigation modal |
| 005 | Create the Investigation by selecting the primary client and participants to be transferred to the investigation. | * **Primary Client:** Keep default * **Participants:** Select all listed participants | NB: A PC must be selected and all AVs and AMs associated with allegations must be selected. |
| 006 | Select START |  | System opens investigation homepage |
| 007 | Navigate to the Assessments tab |  | System presents assessments list page |
| 008 | Select “New…” |  | System opens the New Assessment modal. |
| 011 | Select roles | * Bobby: Child * Jackson: Primary Caregiver |  |
| 012 | Select Next |  | System presents the safety assessment in an IEG player |
| 013 | Complete first section (safety factors) of the Safety Assessment | * **Allegations:** Yes * **Factors:** Do not check  1. Yes    1. Excessive Discipline 2. No 3. No 4. No 5. No 6. No 7. No 8. No 9. No 10. No 11. No 12. No 13. No |  |
| 014 | Select NEXT |  | System presents the Protective Capacities section of the safety assessment |
| 015 | Select NEXT |  | No protective capacities need to be entered as these do not impact the business process. The system will now present the safety interventions in place |
| 016 | Complete the safety interventions section of the safety assessment | 1. Yes 2. No 3. No 4. No 5. No 6. No 7. No 8. No |  |
| 017 | Select NEXT |  | The system will present the New Assessment summary modal with one safety factor (Physical Harm) and one intervention (In home Intervention) identified. The finding will be CONDITIONALLY SAFE and the Create Safety Plan function will be enabled. |
| 018 | Select CREATE SAFETY PLAN |  | System will present Create Safety Plan modal. |
| 019 | Capture the safey plan details | * **Name:** Any Name * **Start**: Today * **Review**: 1 month from now * **Description for Safety Factor**: Enter in a brief descripton * **Action**: Enter in text |  |
| 020 | Select SAVE |  | System will return the user to the New Assessment summary page |
| 021 | Select COMPLETE |  | System will return the user to the assessment list page and complete the assessment. |
| 022 | Navigate to Contacts page group |  | System opens Contact Logs group |
| 023 | Navigate to Contact Logs page |  | System opens up Contact Logs list page |
| 024 | Select “New Contact…” to create a new contact log |  | System opens up New Contact Log wizard |
| 025 | Capture contact log details & select NEXT | * **Concerning:** Bobby Brown * **Purpose**: Initial Contact with Alleged Victim * **Location**: School * **Start/End Date:** Today for an hour in the past * **Type**: Interview * **Method**: Face to Face | Complete step 1 of contact log wizard and move on to step 2 |
| 026 | Capture contact log narrative & select NEXT | Long Narrative | Complete step 2 of contact log wizard and move on to step 3 |
| 027 | Capture participants & select SAVE AND EXIT | Select all investigation participants as attendees | System returns user to contact log list page and creates contact log record |
| 028 | Navigate to the allegations tab in the investigation |  | System opens Allegations page |
| 029 | Select “Dispose…” menu item from the Allegation row level action menu |  | Edit…. Is disabled for allegations captured via intake. The action will open the Dispose Allegation modal |
| 030 | Capture Disposition Details: | * **Disposition**: Substantiated * **Date of Disposition**: Today * **Comments**: Upon interviews with the child, allegations proven to be true. |  |
| 031 | Select SAVE |  | Captures disposition details and returns user to Allegations list page. Disposition status is Substantiated |
| 032 | Navigate to the participants tab in the investigation |  | System presents the investigation participants page group |
| 033 | Navigate to the case participants page group |  | System presents the case participants list |
| 034 | Select “Register…” from the row level action of **each** prospect person in the investigation. |  | System presents the Search Duplicates modal |
| 035 | Select SEARCH | Search values are included in the search criteria by default | No Matches |
| 036 | Select REGISTER |  | System presents Register Prospect Person as Person modal |
| 037 | Complete Person Registration Information | * **Date of Birth**: As you entered earlier * **Address**: Enter in Address |  |
| 038 | Select REGISTER |  | System returns user to the Case Participants list page and registers prospect person |
| 039 | Navigate to the Assessments tab |  | System presents the Assessment list page |
| 040 | Select “New…” |  | System presents the New Assessment modal with both the Safety and Risk assessment available |
| 041 | Select Risk Assessment |  |  |
| 042 | Select Next |  | System presents the Roles selection modal |
| 043 | Select Roles | * Bobby: Child * Jackson: Primary Caregiver |  |
| 044 | Select NEXT |  | System presents the Risk Assessment page |
| 045 | Complete Risk Assessment | 1. Abuse 2. No 3. Yes 4. One, two or three 5. Yes 6. Under two 7. Physical Disability 8. Justifies maltreatment 9. No 10. Excessive/Inappropriate Discipline 11. No 12. No 13. No secondary caregiver 14. Yes 15. No 16. Housing is Physically unsafe |  |
| 046 | Select NEXT | * Assessment Override - Select no Override |  |
| 047 | Select NEXT |  | System presents summary page with the following conditions:   * Neglect Risk: High * Abuse Risk: High * Overall Risk: High * Final Risk: High   Recommendation Decision: TRANSFER TO ONGOING |
| 047.1 | Select COMPLETE |  | System returns user to assessment list page. |
| 048 | Navigate to the Services page under Plan |  | System presents the Services list |
| 049 | Select “New”… to create a new Service |  | System opens up New Service wizard |
| 050 | Search for a Service by service name | **Service Name:** Abuse | System returns list of Services based on the search criteria. |
| 051 | Select a service from the list | **Name:** Abuse Treatment | Complete step 1 of New Service wizard and move on to step 2 |
| 052 | Enter the Service details and select NEXT | * **Client:** Bobby Brown * **Units:** 1 * **Nominee:** Person * **Sensitivity:** 1 * **Reason:** Free form text | Complete step 2 of New Service wizard and move on to step 3  For the Nominee, search for Jackson Brown (who has been registered as a person by this step) and select Jackson Brown as the nominee. |
| 053 | Enter the Schedule details and check for the client availability. | Leave as is | This provides the ability to check for potential scheduling conflicts. In reality, this is not something that would occur in the real world, so this step will be essentially skipped. |
| 054 | Select FINISH |  | System returns the Services page with the newly created record. |
| 055 | Select “Make Recommendation…” from the page action menu above the context panel |  | Prior to completing the dispositions and entering the contact log, the Make Recommendation.... feature would have been disabled. The action will open the Make Recommendation modal with a recommendationto transfer to ongoing. |
| 056 | Enter recommendation details | * **Recommendation**: Transfer to Ongoing * **Summary**: Free Text Form |  |
| 057 | Select SUBMIT |  | System returns to originating page (the participant list page) |
| 058 | Refresh context panel |  | Status updated to Submitted |
| 059 | Logout |  |  |

# Investigation Approval

The following Steps apply to the CPS investigation submitted for approval.

| INVAPP | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as the Investigation supervisor | * **Login:** ccssdminvsuper * **Password:** password | Open CCS Investigation Super Workspace |
| 002 | Navigate to the Available Tasks pod |  |  |
| 003 | Select the task created based on the investigation recommendation submitted in the previous steps | This case has been submitted for approval by SDM Investigator on <date> for <participant>. |  |
| 004 | Select “Approve Investigation” from the primary action cluster of the task |  | System opens a modal window to manage the investigation recommendation approval process |
| 005 | Select APPROVE from the Actions tab. |  | Approve Recommendation Page opens. |
| 006 | Enter the Response and select SAVE |  | System returns to the task page with the updated status. |
| 010 | Logout |  |  |

# Ongoing Case

## From approved CPS investigations for Reunification Assessment (REMOVAL)

| ONGRUA | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as the SDM child welfare caseworker | * **Login:** ccssdmcaseworker * **Password:** password | Open SDM Caseworker’s homepage |
| 002 | Navigate to the Available Tasks pod |  |  |
| 003 | Select the task created when the investigation recommendation was approved in the previous steps | Case for <participant> was approved by SYSTEM on <date time>. | System opens the selected task in the INBOX section |
| 004 | Select “Initiate Ongoing Case” under Primary Action label |  | System opens the Initiate Ongoing Case page in a modal |
| 005 | Capture the ongoing case details | * **Primary Client:** Maintain default * Select all the original investigation participants to include in the new case |  |
| 006 | Select SAVE |  | System presents the ongoing case homepage |
| 007 | Navigate to the Legal page group |  | System presents the legal page group |
| 008 | Navigate to Legal Actions |  | System presents the legal actions list page |
| 009 | Select “New…” |  | System presents the create legal action modal |
| 010 | Select the legal action category & type | * **Category:** Hearing * **Type:** Pre detention | System presents further details to be captured based on the legal action category and type selected |
| 011 | Capture legal action details | * **Legal Category:** Hearing * **Legal Action:** Pre detention * **Docket Number:** 99-JA-12 * **Outcome:** Blank * **Court Location:** Search for registered external party * **Judge:** Enter the office member for the registered external party * **Start Date:** Today * **Participants:** Select Bobby and Jackson Brown * **Narrative:** Free form text | NB: The Court Location & Judge details are maintained using Cúram’s External Party feature, and must be configured prior to running the CPT. The legal category & type details must also be configured and associated with the ongoing case as well. |
| 012 | Select SAVE |  | System Opens a new Tab with the Legal action. |
| 013 | Return to the Ongoing Case and Navigate to Removals and Placements Tab |  | System presents Placements page group |
| 014 | Navigate to the Removals and Placements page |  | System presents the Removals list page |
| 015 | Select “New Removal…” |  | System Presents Capture Removal modal |
| 016 | Enter Removal details | * **Children:** Bobby Brown * **Reasons:** Physical abuse * **Type:** Court * **Sub-Type:** Care and Protection Petition * **Date:** 10 days prior to today * **Associated Legal Action:** Select the legal action previously created |  |
| 017 | Select SAVE AND PLACE |  | System presents the New Placement wizard |
| 018 | Enter placement details | * **Type:** Foster Care. * **Date:** 10 days ago * **Children:** Select Bobby | *NB: Placement mapping must be defined.*   * ***Placement Type:*** *Foster care* * ***Service Offering:*** *Foster care* |
| 019 | Select NEXT |  | System presents page 2 of the placement wizard |
| 020 | Enter provider search criteria | **Name:** % | System displays the list of providers as per placement mapping |
| 021 | Select SEARCH |  | System returns all CPM providers with a service offering type FOSTER CARE |
| 022 | Select a provider |  |  |
| 023 | Select FINISH |  | System returns to the Removals list page |
| 024 | Logout |  |  |

## From approved CPS investigation for Risk Reassessment (NO REMOVAL) – Skip this if section 5.1 is ran

| ONGRRA | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as the SDM Child Welfare caseworker | * **Login:** ccssdmcaseworker * **Password:** password | Open CCS Caseworker’s homepage |
| 002 | Navigate to the Available Tasks pod |  |  |
| 003 | Select the task created when the investigation recommendation was approved in the previous steps |  | System opens the selected task in the INBOX section |
| 004 | Select “Initiate Ongoing Case” under Primary Action label |  | System opens the Initiate Ongoing Case page in a modal |
| 005 | Capture the ongoing case details | * **Primary Client:** Maintain default * Select all the original investigation participants to include in the new case |  |
| 006 | Select SAVE |  | System presents the ongoing case homepage |
| 007 | Logout |  |  |

# Outcome Plan Critical Path Test

The following Steps apply to any ongoing or adoption integrated case.

## Outcome Plan for Reunification Assessment (REMOVAL) – run this if section 5.1 is ran

| OP | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as the SDM child welfare caseworker | * **Login:** ccssdmcaseworker * **Password:** password | System opens the caseworker’s workspace |
| 002 | Navigate to the ongoing case created in the previous steps by going to the CASES section | My current Cases Pod should contain a link to the case also | System presents the ongoing case homepage |
| 003 | Navigate to the Outcome Plans tab |  | System presents the outcome plans list page |
| 004 | Select “New…” |  | System presents the New Outcome Plan modal |
| 005 | Capture outcome plan details. | * **Type:** Child Welfare Outcome Plan * **Name:** CPT Plan * **Start Date:** Today * **Select Clients:** Add all clients |  |
| 006 | Select SAVE |  | System presents Outcome Plan in a new tab |
| 007 | Navigate to Goals tab |  | System presents goals list page |
| 008 | Select New Goal… |  | System opens create new goal modal |
| 009 | Capture goal details | * **Goal:** Return Home * **Expected End Date:** Tomorrow * **Reason:** Work towards reunification of the family |  |
| 010 | Select SAVE |  | System returns user to the goals list page |
| 011 | Navigate to the Visits tab |  | System presents the visitation plan list page |
| 012 | Select NEW |  | System opens New Visitation Plan wizard (Step 1) |
| 013 | Capture visitation plan details | * **Clients to Visit:** Select the child * **Visitors:** Select participants not identified as being visited |  |
| 014 | Select NEXT |  | System presents step 2 of the New Visitation Plan wizard |
| 015 | Capture the visitation plan details | * **Start:** Today * **Frequency:** Weekly on Saturday * **Duration:** 2 * **Method:** Face to Face * **Primary Location:** Enter some text |  |
| 016 | Select Finish |  | System returns user to Visits |
| 017 | Open dropdown pane of the visitation plan record |  | System presents entered visitation plan details |
| 018 | Select the row level action |  | System presents row level action with all actions enabled |
| 019 | Select “New Visitation Log…” |  | System presents New Visitation Log modal |
| 020 | Capture visitation log details | * **Clients Visited:** Child * **Visitor:** All visitors * **Date:** Today * **Duration:** 2 * **Quality:** Limited * **Type:** Scheduled * **Method:** Face to Face * **Narrative:** Long narrative |  |
| 021 | Select SAVE |  | System returns user to the visits list page |
| 021.1 | Click on the Visitation Plan record |  | Visitation Plan is opened in a new tab |
| 022 | In the Visition record click on the Visitation Logs tab | Verify that the Visitation log entered above is listed and that the details are correct | System presents entered visitation plan details |
| 023 | Close the Visiting tab |  | You are back in the Outcome Plan page |
| 024 | Navigate to the Assessements & Factors page group |  | System presents the assessments and factors page group |
| 025 | Navigate to the Assessments page |  | System presents the Assessments list page |
| 026 | Select NEW |  | System presents the Select Assessment modal |
| 027 | Select Caregiver Strengths & Needs |  |  |
| 028 | Select Next |  | System presents the capture roles modal |
| 029 | Capture roles | * **Primary Caregiver:** Jackson * **Child:** Bobby |  |
| 030 | Select NEXT |  | System presents the caregiver strengths and needs script in IEG player |
| 031 | Complete the Caregiver Strengths & Needs | 1. **Substance Use:** b 2. **Relationships:** c 3. **Support:** d 4. **Parenting:** c 5. **Mental Health:** c 6. **Needs:** c 7. **Culture:** b 8. **Health:** a 9. **Strength/Needs:** b |  |
| 032 | Select NEXT |  | System presents the summary page with assessment graph and ability to capture priorities |
| 033 | Identify priorities factors | Select the Checkboxes for the following options   1. Social Support 2. Parenting Skills 3. Basic Needs |  |
| 034 | Select COMPLETE |  | System presents the assessment list page. The Assessment just created status is set to Complete |
| 035 | Select NEW |  | System presents the Select Assessment modal |
| 036 | Select Child Strengths & Needs |  |  |
| 037 | Select Next |  | System presents the capture roles modal |
| 038 | Capture roles | * **Primary Caregiver:** Jackson * **Child:** Bobby |  |
| 039 | Select NEXT |  | System presents the child strengths and needs script in IEG player |
| 040 | Complete the Child Strengths & Needs | 1. **Emotional:** c 2. **Disability:** d 3. **Education:** d **Spec Education:** No 4. **Family Relationship:** d 5. **Development:** c 6. **Substance Abuse:** b 7. **Culture:** b 8. **Peer Relationship:** b 9. **Delinquent:** b 10. **Strength/Need:** b |  |
| 041 | Select NEXT |  | System presents the summary page with assessment graph |
| 042 | Select COMPLETE |  | System returns user to assessment list page |
| 043 | Navigate to the Workspace tab in the created Outcome Plan |  | System presents the plan workspace with recommendations presented in the right panel |
| 044 | Select and drag the ‘Provide Education and support in the maintenance of the home environment’ objective for the primary caregiver |  |  |
| 045 | Enter an Expected End Date of two months in the future, enter Reason text, and Save |  |  |
| 046 | Select the Activities tab in the right panel of the workspace |  |  |
| 047 | Select and drag the recommended ‘Parenting Class’ service being recommended as a result of the results of the Parenting Skills factor for the Primary Caregiver to the objective previously created |  | System presents Parenting Education and Famly Services as service options |
| 048 | During step 1 of the New Service wizard select the primary caregiver as the client, enter Sessions of ‘10’, enter Reason text, and select Next |  |  |
| 049 | During step 2 set the Start Date to the current date and select Next |  |  |
| 050 | During step 3 select the Parenting Skills factor and select Finish |  | Activity is added to Objective |
| 051 | Select and drag the ‘Provide education and support in the maintenance of the home environment’ objective for the Child |  |  |
| 052 | Enter an Expected End Date of two months in the future, enter Reason text, and Save |  | Objective is added to Workspace |
| 053 | Select the Activities tab in the right panel of the workspace |  |  |
| 054 | Select and drag the recommended ‘Educational Assessment’ service being recommended as a result of the results of the Parenting Skills factor for the Child to the objective previously created |  |  |
| 055 | During step 1 of the New Service wizard select the primary caregiver as the client, enter Sessions of ‘1’, enter Reason text, and select Next |  |  |
| 056 | During step 2 set the Start Date to the current date and select Next |  |  |
| 057 | During step 3 select the Education factor and select Finish |  | Activity is added to Objective |

## Outcome Plan Review for Reunification Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| OP | Description | Example | Expected Outcome |
| 001 | Navigate to the reviews tab |  | System presents the review details. |
| 002 | Select “New” |  | System opens up the “New Review” modal window |
| 003 | Enter the review details | * **Review Period From:** Today * **Review Period To**: Today * **Expected Completion Date**: Today * **Type:** Planned * **Comments**: Free form text |  |
| 004 | Select “Save” |  | System presents review record in the list page. |
| 005 | Select the review period |  | System opens up the Plan Review in a new tab |
| 006 | Navigate to the “Assessments” tab |  | System opens up the assessment list page |
| 007 | Select “New” |  | System opens the “New Assessment” page with the list of assessments that are available for review. |
| 008 | Select “Reunification Assessment” from the list, and hit “Next” |  | System presents the client and role selection page. |
| 009 | Select the “Client” and their “Role” for the assessment, and hit “Next” | * **Primary Caregiver:** Jackson * **Child:** Bobby | System presents the “Reunification Assessment” page with the Risk Component enabled. |
| 010 | Enter the risk factors | 1. **Risk level :** Low 2. **New Substantiation:** No |  |
| 010.1 | Select “Next” | 1. **Progress toward the goal:** a |  |
| 011 | Select “Next” |  | System presents the summary page for risk, with the derived risk level and risk score. |
| 012 | Select an “Override” | **Override:** No Override |  |
| 013 | Select “Next” |  | System presents the assessment page with the Visitation component enabled. |
| 014 | Enter the interaction between the child and the caregiver based on the visitation logs and the compliance value | * **Interaction:** Strong * **Rationale**: Free form text |  |
| 014.1 | Select “Next” | * **Override:** No Override |  |
| 015 | Click on “Next” |  | System presents the safety threats section. |
| 016 | Complete the safety threats of the assessment | **Factors:** Do not check any   1. Yes    1. Serious injury or abuse to child other than accidendal 2. No 3. No 4. No 5. No 6. No 7. No 8. No 9. No 10. No 11. No 12. No 13. No |  |
| 017 | Hit “Next” |  | System presents the safety resolution section. |
| 018 | Enter the safety threat resolution | **Safety threat resolution:** Free form text |  |
| 019 | Click on “Next” |  | System presents the safety intervention section. |
| 020 | Complete the safety intervention section | 1. **Yes** 2. **No** 3. **No** 4. **No** 5. **No** 6. **No** 7. **No** 8. **No** |  |
| 021 | Hit “Next” | **Override:** No Override |  |
| 021.1 | Hit “Next” |  | System presents the summary page of the reunification assessment, with the risk, safety, visits results along with the recommendation. |
| 022 | Enter comments if required. | **Comments:** Free form text |  |
| 023 | Hit “Complete” |  | System presents the Assessments list page with the new record of the completed reunification assessment. |

## Outcome Plan Review for Risk Reassessment

|  |  |  |  |
| --- | --- | --- | --- |
| OP | Description | Example | Expected Outcome |
| 001 | Navigate to the “Assessments” tab |  | System opens up the assessment list page |
| 002 | Select “New” |  | System opens the “new assessment” page with the list of assessments that are available for review. |
| 003 | Select “Risk Reassessment” from the list, and hit “Next”. |  | System presents the client and role selection page. |
| 004 | Select the “Client” and their “Role” for the assessment, and hit “Next” | * **Primary Caregver:** Jackson * **Child:** Bobby | System presents the “Risk Reassessment” page. |
| 005 | Complete the assessment by entering all the details. | **Prior History:**   * **R1.** (b) * **R2.** (a) * **R3.** (b) * **R4.** (a)   **Observations:**   * **R5.** (a) * **R6.** (a) * **R7.** (a) * **R8.** (a) * **R9.** (a) * **R10.** (a) |  |
| 006 | Hit “Next” |  | System presents Scoring and Overrides section of the risk reassessment. |
| 007 | Select the override | **Assessment Override:** No Override |  |
| 008 | Hit “Next” |  | System presents the assessment summary/result page |
| 009 | Enter comments if required. | **Comments:** Free form text |  |
| 010 | Hit “Complete” |  | System presents the Assessments list page with the new record of the completed risk reassessment. |

# Adoptions Critical Path Test

This CPT covers the creation of an adoption (integrated) case and an adoption subsidy agreement (product delivery).

| ADPT | Description | Example | Expected Outcome |
| --- | --- | --- | --- |
| 001 | Login as the SDM child welfare caseworker | * **Login:** ccssdmcaseworker * **Password:** password | System opens the caseworker’s workspace |
| 002 | Navigate to the ongoing case created in the previous Steps by going to the CASES section | My current Cases Pod should contain a link to the Case | System presents the ongoing case homepage |
| 003 | Select page level Actions tab |  | System displays ongoing case actions |
| 004 | Select “Initiate Adoption Process…” |  | System displays Initiate Adoption Process confirmation modal |
| 005 | Select YES |  | Task generated for adoption worker |
| 006 | Logout |  |  |
| 007 | Login as adoption worker | * **Login:** ccsadoptionworker * **Password:** password | System presents CCS Adoption Worker homepage |
| 008 | Navigate to the Available Tasks pod |  |  |
| 009 | Select the task created in step 005 | Task will have subject: Initiate Adoption for Ongoing Case - xxx | System presents the taks homepage in the INBOX section |
| 010 | Select linked text - Initiate Adoption for Ongoing case-xxx under the label Primary Action |  | System presents the create adoption case modal |
| 011 | Capture Adoption Case details | Select child members |  |
| 012 | Select SAVE |  | System presents the adoption case in a new tab |
| 013 | Navigate to the Prospective Families page group |  | System presents the Prospective Families page group |
| 014 | Navigate to the Prospective Families page |  | System presents the Prospective Families list page |
| 015 | Select “New…” |  | System presents the New family search modal |
| 016 | Select the “Search” icon |  | System presents search modal |
| 017 | Enter search criteria | **Search for an Agency:** Johnnie & Camille Griffins (Pre configured Providers with a Category of Traditional Adoption) |  |
| 018 | Select a Prospective family |  | System returns user the the search modal with the selected Prospective family |
| 019 | Select SAVE |  | System returns user to the Prospective Families list page |
| 020 | Select “Capture Recommendation…” from row level action for the selected prospective family |  | System opens the Capture StaffRecommendation modal |
| 021 | Enter the staff recommendation details for the selected prospective family | * **Recommendation:** Yes * **Priority:** 1 * **Reason:** Appropriate family |  |
| 022 | Select SAVE |  | System returns user to the Prospective Families list page |
| 023 | Select “Capture Family Response…” from row level action for the selected prospective family |  | System opens the Capture Family Response modal |
| 024 | Capture family’s response to possible adoptive placement of child(ren) in the adoption case | * **Family Response:** Yes * **Children:** Select all |  |
| 025 | Select SAVE |  | System returns user to the Prospective Families list page |
| 026 | Select “Capture Agency Decision…” from row level action for the selected prospective family |  | System opens the Capture Agency Decision modal |
| 027 | Capture agency’s decision regarding placement of the child(ren) | * **Recommended:** Yes (Checkbox) * **Children:** Select all |  |
| 028 | Select SAVE |  | System returns user to the Prospective Families list page |
| 029 | Logout |  |  |
| 030 | Login as the sdm child welfare caseworker | * **Login:** ccssdmcaseworker * **Password:** password | System opens the caseworker’s workspace |
| 031 | Navigate to the ongoing case created in the previous steps by going to the CASES section | My Current Cases Pod should contain a link | System presents the ongoing case homepage |
| 032 | Navigate to the Removals and Placements page group |  | System presents the Placements page group |
| 033 | Navigate to the Removals and Placements page |  | System presents the Removals list page |
| 034 | Select “Transfer to Adoptions…” from the row level action for the removal record for the child |  | System presents Transfer to Adoptions modal |
| 035 | Select TRANSFER |  | Systerm returns user to removals list page with all manage functions disabled |
| 036 | Logout |  |  |
| 037 | Login as adoption worker | * **Login:** ccsadoptionworker * **Password:** password | System presents CCS Adoption Worker homepage |
| 038 | Navigate to the adoption case created in this Test by going to the CASES section | My current Cases Pod should contain a link to the case | System presents the adoption case homepage |
| 039 | Select “New Placement…” menu item from the page action menu of the adoption case |  | System presents New Placement modal |
| 040 | Capture placement details | * **Children:** Select all available * **Provider:** Select agency recommended adoptive family * **Start Date:** Today/Now * **Placement Type:** Adoption |  |
| 041 | Select SAVE |  | System returns user to adoption homepage and creates adoptive placement record |
| STOP CRITICAL PATH TEST | | | |
| 042 | Navigate to the Legal tab |  | System presents the Legal page group |
| 043 | Navigate to the Subsidies page |  | System presents the Subsidies list page |
| 044 | Select “New…” |  | System presents Create Product Delivery (or subsidy agreement) wizard |
| 045 | Select a child |  | System presents Select Case Member modal |
| 046 | Capture the product provider | Select Adoption Subsidy Agency | System presents Provider & Location modal |
| 047 | Capture the product’s delivery pattern | Select Monthly by Cheque | System presents Delivery Pattern modal |
| 048 | Capture delivery details | * **Receipt Date:** Today * **Start Date:** Today * **Currency:** US Dollars * **Expected Outcome:** Financial Support | System presents Create Delivery modal |
| 049 | Select CREATE DELIVERY |  | System presents Adoption Subsidy Product Delivery in a new tab. |
| 050 | Navigate to the Evidence tab in the Adoption Subsidy product |  | System presents evidence site map |
| 051 | Select ADOPTION SUBSIDY EVIDNECE link in the evidence workspace |  | System presents evidence list page |
| 052 | Select “New…” |  | System presents CREATE EVIDENCE page |
| 053 | Capture the Subsidy Agreement details | * **Creation Date:** Today * **Sign Date:** Today * **Start Date:** Today * **Monthly Subsidy:**  200 * **One-Time Expense:** 3,000 * **One-Time Expense Reason:** Legal Fees | System presents evidence page |
| 054 | Select SAVE |  | System stores agreement (evidence) details and returns to the evidence list page |
| 055 | Select APPLY CHANGES |  | System presents the Apply (Evidence) Changes modal |
| 056 | Select all evidence records |  |  |
| 057 | Select APPLY CHANGES |  | System activates the agreement (evidence) details and returns user to evidence list page |
| 058 | Select “Submit for Approval…” from the page actions menu |  | System presents Submit for Approval confirmation modal |
| 059 | Select “Yes” |  | System returns user to originating page (evidence list page) and changes the adoption subsidy to a Submitted state |
| 060 | Navigate to the certifications tab |  | System presents the certification list page |
| 061 | Select “New…” |  | System opens the Create New Certifications modal |
| 062 | Enter the certification period | * **From:** One month ago * **To:** A year from today |  |
| 063 | Select SAVE |  | System returns user to Certifications list page |
| 064 | Logout |  |  |