

## PAPSS Dashboard Tipsheet

**\*To be used in conjunction with Managing PAPSS Placements:**

### **Adding and Ending Services TWIST Tips**

**Step One:** The worker enters the initial consult/meeting notes with the family under the Add Placement Tab. This allows for the data to be captured on the M433 PAPSS Placements Summary management report.

**Step Two:** The worker completes the Placement Identified and selects 'yes' (radio button) when the youth has been determined eligible for PAPSS, and a placement with an RTF has been secured. To capture the youth's specific placement, the worker will need to search for the placement name in the database after selecting 'yes.'

When families reach out for post-adoption services, many things are set in motion. The family is often experiencing a period of crisis, and considerable effort is being made to stabilize the situation. As a result, the next step is a bit more complicated.

**Step Three:** This reflects the amount of work that is being done with the family and stabilization efforts with the family. There are two "sub-sections" for Placement Not Identified-No (radio button).

The following radio buttons should be considered a fluid status:

1. Placement Search Ongoing
2. Youth Placed on Waitlist

The remaining radio buttons should be selected when **PAPSS is no longer being considered as a possible service** for the family. These selections will require an end date to be entered.

1. Placement Not Found/Located
2. Youth Stabilized in Home/Community
  - a. This should be selected when PAPSS (residential treatment) is not being pursued and an action plan has been developed with the family focusing on other preventative services such as Intercept, Flourish, Aetna SKY services, etc.

b. If circumstances within the family change and the family reaches out again for additional services, step one may be repeated with a new meeting date.

3. Youth Entered OOHC Prior to PAPSS Placement

4. Parents No Longer Cooperative with Return to Parent