

Attachment #3

TIPSHEETS COMPLETED, APPROVED AND IN USE BY END OF 69TH REPORT PERIOD

Audience	Summary	Link to Tip Sheet	Published
All Child Welfare	A step-by step guide to completing a contact note in CJAMS to ensure your monthly visit is counted on the Milestone Report	How to do a Contact Note Tip Sheet.docx	6/11/22
Education Unit Only	How to properly document the child's education record in CJAMS so it is captured on the Milestone Report	Education Tip Sheet.docx	5/11/22
All Child Welfare	Created to take the worker through the process of documenting these specific visits so they are captured on the LJ Report	How to Document Parent/Child and Sibling Visitation Tip Sheet	9/22/22
All Child Welfare	Serves as a reference tool for workers on how to view the child's health record in CJAMS. It examines various types of well-child and specialty visits for accurate documentation	Health Tip Sheet .docx	1/2/23
All Child Welfare	Takes the worker through the process of what to look for when closing a service.	Service Case Closure CJAMS Tip Sheet.docx	5/31/22
All Child Welfare	This tip sheet is to for all Child Welfare Staff. It should be used to properly document the Family Team Meeting in CJAMS so the data is collected for LJ recording	Family Team Meeting Tip Sheet.docx	9/26/22

All Child Welfare	The tip sheet explains the importance of a client's Relations in a service case/investigation and walks them through the process of updating those relationships	Relations Tip Sheet.docx	4/19/22
All Child Welfare	The tip sheet explains the importance of a client's Role in a service case/investigation and walks them through the process of updating those roles	Roles Tip Sheet.docx	4/19/22
All Child Welfare	The Best Interest Determination is completed each time a child changes placements. This tip sheet walks the worker through the process of completing this determination correctly so it is recorded for LJ reporting	Best Interest Determination	6/11/22
All Child Welfare	Explains how to complete the visitation log when the child visits with their parent and sibling	How to Document Parent/Child and Sibling Visitation Tip Sheet	8/1/22
All Child Welfare	Designed to assist the supervisor with reopening a case that may have been closed prematurely or in error.	How to Reopen a closed case in CJAMS Tip Sheet.docx	8/23/22
All Child Welfare	Details the steps needed to create the program assignment for a child born to a Minor Parent in foster care	Program Assignment for Child of a minor parent in care .docx	11/10/22
All Child Welfare	Details the steps needed to create the program assignment for a Parent with a child in foster care	How to document Program Assignments for Parents with Children in Foster Care.docx	11/10/22
All Child Welfare	Walks the worker through the process of how to complete a CPS clearance in CJAMS for a prospective caregiver. Explains how to view the person's previous history and the current case status	How to Complete a CPS History Clearance in CJAMS Tip Sheet.docx	10/1/22
OHP	Designed to assist the youth in developing a personalized plan with their worker as they prepare for their life after foster care.	How to complete the Youth Transition Plan in CJAMSTip Sheet 10.12.22.pdf	10/12/22
OHP	Guide to documenting the Permanency Review Action Plan in CJAMS to meet the LJ requirements.	Permanency Review Action Plan Tip Sheet.docx	7/21/22
OHP	A step by step guide on how to take an OHP child through the adoption process in CJAMS.	Adoptions How to Guide	3/28/22
OHP	This tip sheet walks through the process of putting a child in a placement in	How to enter a Placement	8/23/22

	CJAMS	(REVISED) Tip Sheet.docx	
OHP	How to complete a removal in CJAMS takes the worker through the process of completing the shelter authorization and removal in CJAMS	How to complete Removal Tipsheet.docx	7/19/22
OHP	Tip sheet explains the steps taken once you meet the prerequisites in CJAMS, the system builds your case plan.	Case Plan Tip Sheet 2.0	4/28/22
OHP	Explains the process of creating and completing the Inquiry, Application, and approval process of the Kinship Provider	Creating a Kinship Provider in CJAMS.docx	8/2/22
Baltimore City	This process is designed to walk the user through the process Baltimore City DSS undergoes to transfer a case	HOW TO DO A CASE TRANSFER.docx	
OHP	Tip sheet explains the caregiver's rights for the children in care.	How to Document (Kinship Caregiver Rights Notification) Tip Sheet (IVA)	8/2/22
OHP	Tip sheet takes the worker through the process of how to upload the Child Placement Notification Form delivery into CJAMS so it is captured for LJ Reporting	How to document Child Placement Information Form Delivery in CJAMS	9/21/22
OHP	Walks the worker through the process of updating the Child's Health Passport with every placement change	How to update the child's Health Passport in CJAMS Tip Sheet .docx	9/1/22
OHP	Explains to the process of establishing the permanency plan for the child and family and the approval process.	Permanency Plan Tip Sheet.docx	5/14/22
OHP	Walks the worker through the process of taking a Kinship Provider and converting them to a Custody and Guardianship provider	How to convert a Kinship Provider to Guardianship CJAMS Tip Sheet.docx	8/24/22
FTDM Staff	This tip sheet is for FTDM Facilitators only.	CJAMS Lab Tipsheet for FTDM updated 3.22.22 sc edits	9/2022
OHP	Describes the process of how to upload the Congregate Care Approval in CJAMS. These placements are placements medically or therapeutically necessary	Congregate Care Approval Tip Sheet.docx	8/15/22

OHP	Describes the process of documenting Congregate Care Step Down placements, which are placements medically or therapeutically necessary	How to upload the Congregate Care Step Down Plan Tip Sheet.docx	8/21/22
OHP	This tip sheet explains how to properly document the meeting children ages 12 and over are having to discuss placement decisions	Permanency Review Action Plan Tip Sheet.docx	7/21/22
OHP/In-Home Services	The service plan is an agreement between the family and the agency. Service plans should be completed within 45 days and updated every 6 months. You should be able to measure each objective and action. This tip sheet will also demonstrate how to modify the family goals once they are achieved.	Service Plan Tip Sheet.docx	5/9/22
Supervisors	This tip sheet will map the supervisor through the process of Restricting/Unrestricting a case that may be high-profile or limit the staff access that can access the case	How to Restrict/Unrestrict a Service Case in CJAMS Tip Sheet.docx	8/15/22