


DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201

DATE: July 1, 2015

POLICY #: SSA-CW #16-02

TO: Directors, Local Departments of Social Services
Assistant Directors, Services

FROM: 
Deborah Ramelmeier, Executive Director
Social Services Administration

RE: MD CHESSIE Documentation Time Frames

PROGRAMS AFFECTED: Screening, Child Protective Services, In-Home Services,
Out-of-Home Placement ORIGINATING OFFICE:
Operation System Development and Support Unit (MD
CHESSIE)

ACTION REQUIRED OF: All Local Departments

REQUIRED ACTION: Implement Policy and Procedures

ACTION DUE: July 1, 2015

CONTACT PERSON: Sheritta Barr-Stanley, Manager,
System Development and Support Unit (MD CHESSIE)
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Jill Taylor, Manager
Out-of-Home Placement
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PURPOSE:

The purpose of this policy is to provide guidance to the local departments of social services on the time frames to document case activity in MD CHESSIE, the official case record and the tool used to document all case activity. It is important that all case record information entered into MD CHESSIE is current, accurate and complete. This policy replaces and supercedes all directives issued prior to its effective date relating to timeframes for entering data into MD CHESSIE.

BACKGROUND:

During the last Child and Family Services Review (CFSR), documentation was noted as an area of improvement. All casework actions must be documented in MD CHESSIE the official case record. Documenting the information pertaining to the demographic information pertaining to the members of the family, supports to the family, health and education status, court, military status of active clients in MD CHESSIE is also a requirement that must be completed and maintained.

DOCUMENTATION REQUIREMENTS:

Documentation of case work activities includes all contacts, monthly visits, supervisory consults etc.; all information should be noted in the appropriate MD CHESSIE section(s).

Within 1 Business Day:

- All placements and/or living arrangements must be documented within one (1) business day of the physical change of placement for any child involved in the active service case. This applies to OHP and In Home cases.

Within 5 business Days:

- Monthly face to face visit with the child shall be documented as soon as possible in the case record but not later than (5) five business days after the visit occurs.
- Required face to face contact with family receiving Child Protective Services and In Home services shall be documented no later than 5 business days after the visit (per applicable policy)

Within 30 Business Days:

- All other case activities must be documented within thirty (30) business days or prior to reconsideration of case, whichever occurs first.

All other timeframes required for completion of assessments, planning tools and reconsiderations for adoption and guardianship assistance continue to apply as outlined in COMAR and specific policy directives.

LDSS staff can go to Knowledge Base "MD CHESSIE" folder to access instructions on how and where to enter data. If further assistance is needed, please contact the MD CHESSIE Unit, either the MD CHESSIE Program Manager - Sheritta Barr Stanley at 410-767-7440 (sheritta.barr-stanley@maryland.gov) or the MD CHESSIE Call Center *1-877-DHR -2Pay*.