UNITY CHEATSHEET/HANDOUT
Oversight Monitoring of Caseworker Contact to ensure federal compliance

Documentation: Meeting all other criteria, a valid Caseworker Contact Case Note requires the following documentation:

1) Must be assigned to the child's case in UNITY at any point during the month(s) a contact was required, or the assigned supervisor of the UNITY assigned worker, or the supervisor of the organization unit in the chain of command hierarchically above the unit the assigned worker (on the list above) per chart below:
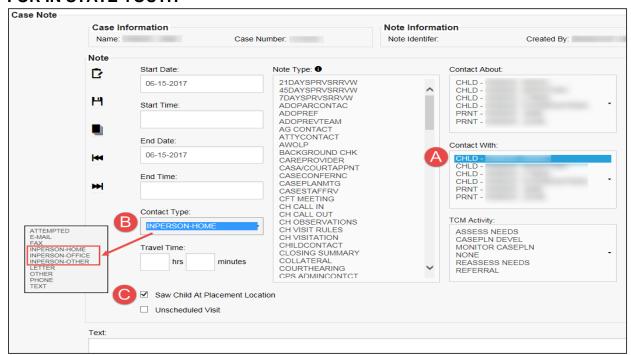
Qualified Staff Assignment Type in UNITY:

Staff Assignment Type (Drop Down Value in UNITY)	Long Description
PRIMARY	*PRIMARY CASE MANAGER*
INVESTIGATOR	*INVESTIGATIVE WORKER*
OUT OF HOME WRK	*OUT OF HOME PERMANENCY WORKER*
IN-HOMESERVICES	*ONGOING IN-HOME WORKER*
COURTESY SPRVSN	*COURTESY SUPERVISION WORKER*
IFS REUNIFICAT	*REUNIFICATION WORKER*
ILIP WORKER	*INDEPENDENT LIVING WORKER*
ICPC WORKER	*INTERSTATE COMPACT CASE WORKER*
ADOPTION WORKER	*ADOPTION CASE MANAGER*
ICJPAROLEOFFICR	*ICJ PAROLE OFFICER*
YOUTHPAROLEOFF	*YOUTH PAROLE OFFICER*

Note: Call the DCFS Helpdesk at 775-687-9010 during normal business hours if you need assistance determining your supervisory chain of command. If a caseworker writes the note and is later assigned to the case, if they are assigned in the month under review (when the contact is required) then the caseworker contact note will count for the compliance report.

2) Select the child's (or children's) name in the "Contact With" box.
3) IF the child(ren) are out of state the Note Type of "**NON-NV WORKER"** must be selected (There are no requirements for a Note Type for child(ren) in state).
4) Select a Contact Type of "**INPERSON-HOME**", "**INPERSON-OFFICE**", or "**INPERSON-OTHER**". When checking the "**Saw Child At Placement Location**" Checkbox the Contact Type should always be "**INPERSON-HOME**".
5) Select "**Saw Child At Placement Location**" checkbox ONLY when the visit occurred in the placement Location.
6) Complete other data entry fields as necessary to save the note.

FOR IN STATE YOUTH

FOR OUT OF STATE YOUTH