

B. FAMILY REGISTRATION

Families receiving services are registered in Micro-FACSYS by assigning them a unique five (5) digit identification number and entering as much available demographic information as possible (**Family Identification Number and Name are required**). Once a family is registered, information should be reviewed/updated as it becomes available. **The Family must be registered in Micro-FACSYS before any events are entered. The following event is not state mandated and is not transmitted to Host-FACSYS; however, the following event must be entered before other subsequent state events can be entered.**

EVENT 410: FAMILY CASE OPENING

- Purpose:** This initial Family Event documents an open family case that is receiving services provided by the Agency in order to track family status activities.
- Usage:** This event does not get transmitted to the state; however, this event **must** be entered prior to entering any other events except Central Registry.
- Event Date:** The event date is the date the Agency decides to accept the case and provide services for the family.
- Elements:** Elements for Event 410: Family Case Opening are (1) Case Status, (2) Case Category, (3) Worker Assigned, and (4) Referral Source.
1. Case Status: Identifies the opening status of the family case.
Values (2-digit codes) are county defined.
 2. Case Category: Identifies the opening category of the family case.
Values (2-digit codes) are county defined.
 3. Worker Assigned: Identifies the initial worker assigned to the family case.
Values (1-4 digit codes) are county defined.

4. Referral Source: Identifies the person who referred the family case for services.
Values (2-digit codes) are county defined.