

CONNECTIONS Clue

You can add a progress note to a closed FSS case

Have you ever closed an FSS stage and then realized you forgot to enter a progress note? Any local social service district caseworker, with an historical role on a case can enter a missing progress note on an FSS stage using the specialty path:

- Select Person search from the Search/Maintain drop down; enter the name and search (if you have the case or stage id search by stage or case id saving steps and time- skip to step 3 below.)
- Select the person from the Person Search List
- Select the correct closed case from the Case List tab
- Select the correct stage from the Case Summary tab list; the Progress Notes link will turn blue in the Navigation pane.
- Select Progress Notes link and create the missing progress note

**Voluntary Agency workers cannot enter missing progress notes and will need to ask the local social service district caseworker for assistance.*