

**Health Care for Children in Foster Care (HCPCFC)
Department of Children and Family Services (DCFS)
Intermediate Typist Clerk PM 160 Processing Guidelines**

Processing raw PM160

1. Nelly Lim or designee receives raw PM160s from CHDP offices, stamp each form with the date received in the back page and divides the forms equally to all ITCs from both nursing programs.
2. ITCs from both nursing programs receive PM160s, do a CWS/CMS search and notate the following data on PM160: case ID, assigned office, service component, CSW and SCSW (phone no.)
3. Forward PM160 to appropriate office as follow:
 - For those PM160s that have been identified with DCFS service components (FM, VFM etc...), please send to assigned ITC as per roster provided.
 - For those PM160s that have been identified with Foster Care service components (FR, PP etc...), please send to assigned ITC as per roster provided.
 - KinGap, Revenue Enhancement and adoptions please send to Nelly Lim or designee. (please do not send to CHDP as they will send them back)
 - No found or close cases **with no f/u needed** please send to CHDP headquarters office at Telstar attention Terry Johnson, PS
 - No found or close cases **with f/u needed** please give to your perspective PHNS regardless of service component.
4. If sensitive cases give to your department PHN assigned to sensitive cases in your office. PHN will identify which office the raw PM160 belongs to and will forward to the appropriate office PHN.
5. For out of county PM 160 please mail them directly to the county it belongs to.

Processing PM160

1. Receive PM160s and search CWS/CMS and assure that the following data on PM160 have been entered: case ID, assigned office, service component, CSW and SCSW (phone no.)
2. For all PM160s, check in the CWS/CMS if it has been previously entered and indicate

on the form as duplicate. If not yet entered, Link Service Provider to child.

- Enter Contact and Associated Services; and sign by entering your first name initial, last name and title.
 - Update Health Notebook,
 - Stamp "Entered in CWS/CMS", initial and date the form.
4. Make sure demographics have been entered and are up to date.
 6. Enter height, weight, birth weight, and head circumference if available.
 7. Enter immunizations
 8. Enter provider (search drop down menu before entering provider to avoid duplicates).
 9. Forward PM160 (both previously and newly entered forms) to assigned nurse.
 10. Record the number of received, processed and mail out PM160s in a monthly activity log.
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