

FAMILY VIOLENCE CHECKLIST



UPDATING THE CSFVU SCREEN

- When a case member reports family violence, either in writing or verbally, update the case to reflect this situation with the CSFVU (Family Violence Protective Order Update) screen. Access the CSFVU screen by typing CSFVU (space) FGN.
- Tab to the case member who has claimed family violence. Insert one of the following values in the VIC field:
 - Blank- This case member did not claim family violence
 - S- Non-Disclosure statement signed (03EN008E (ADRFVS/CSED-8))
 - W- CSS worker initiated non-disclosure
 - O- Protective or other order issued
 - G- Good cause (from IV-A/IV-D referral)
 - I- FV- Interstate determination
 - E- Foster care plan precludes cooperation
- Tab to the INITOR field and enter the case member who is claiming family violence:
 - IVA – FV was initiated automatically through the IVA interface updates
 - IVE – FV was initiated because of foster care
 - CPU – FV was initiated automatically through the custodial parent updates
 - CSA - New case creation cause family violence to be updated
 - OTH - Some other entity initiated the FV
 - NCP - the NCP initiated the FV
 - BP - the BP initiated the FV
 - Cxx – This CP sequence number initiated the FV
 - Kxx – This child sequence number initiated the FV
- Tab to the PERP column and enter the case member against whom family violence is claimed (NCP, BP, OTH, Cxx, or Kxx).
- Enter a case log describing your actions.
- If any case member is considered potentially dangerous, populate the PDN field with a Y, indicating that the member is a potential danger to other case members and/or OCSS staff. *THIS IS NOT A REQUIRED ENTRY FIELD.*

NOTES

- Populating the CSFVU screen with any value causes the FV-date field to populate with the current date and the FVS field populates automatically on all screens that display the FVS field.
- Only populate the CSFVU screen unless a case member claims family violence or a caseworker believes family violence exists.
- When family violence does exist, obtain an AOR for the victim that is different from his/her physical finding address. For example, a friend or relative's address, PO Box, etc.