

According to HFA training manual, I see that the case weight should remain at whatever level the family was on before they went on Level X. But on the Current Weighted Caseload report, participants on Level X have a reduced case weight, which makes our staff's caseload numbers incorrect. How can this be handled in PIMS?

In the "intent" section of BPS 4-2.A relating to assigning case weights to levels of service, it states:

*Level X = .5 point - 2 points
 (Sites are encouraged to maintain a family's case weight while on Level X equal to the family's level prior to being placed on creative outreach to ensure space is retained to move family back to that level if re-engaged)*

To account for this in PIMS, it is necessary to create additional levels of service for creative outreach that are weighted according to the family's previous level. In **Site Definitions**, go to Service Level and add levels as shown below. For the new levels XP, X1, X2, and X3, there are no home visits expected for the month, but the case weights reflect active levels of service, and the "creative outreach" box is checked.

Note: Do not delete the original Level X. This needs to be retained in order to preserve historical data. You may reassign current families on creative outreach to the new levels of service.

Service Level Definition				Current Site ID: IL000			
Site/Enrollment	Service Level	Groups	EthnicCategories				
Immunizations	Well Baby	Outcome Instr					
Site ID	Name of Service Level	# visits scheduled per month	Case weight assigned to level	Creative Outreach	Prenatal	Other Program	Temporary Termination
IL000	Level P-1	2.00	2.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level I	4.00	2.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level II	2.00	1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level III	1.00	0.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level IV	0.33	0.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level X	0.00	0.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level 1-SS	4.00	3.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level XP	0.00	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level X1	0.00	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level X2	0.00	1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000	Level X3	0.00	0.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL000				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>