

## How to Identify and Track Dual Supervision Cases in CWS/CMS

- Click “Client Services” Notebook
- Click “Open Existing Case” Folder
- Select the youth in the “Open this Case” dialog box, and click “OK”.
- Click on “Spec Proj” page tab
- Click “+” to add a row to the Special Projects page
- Click “V” (down arrow) to open the drop down menu of the Special Project Name
- Select “Dual Supervision Cases”
- Select “Start Date” when Dual Supervision was initiated by the court.
- County text box automatically populates: Los Angeles
- Description text box automatically populates

The screenshot shows the 'Special Project' section of the CWS/CMS software. At the top, there is a menu bar with options: File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Wizard. Below the menu is a toolbar with various icons. The main window has several tabs: ID, Syc Comp, Assignment, Trans Req, ICPC-100A, ICPC-100B, Doc Tracking, Spec Proj, and Closure Summary. The 'Spec Proj' tab is active, displaying a table with the following data:

+	Special Project Name	Start Date	End Date	County
1	Dual Supervision Cases	06/19/2000		Los Angeles

Below the table, there are form fields for editing the selected project:

- County:** Los Angeles
- Special Project Name:** Dual Supervision Cases
- Start Date:** 06/19/2000
- End Date:** / /
- Description:** A current dependent of the court placed on probation without delinquency court wardship, under either WIC Section 654/725 (a). The goal of dual supervision is to provide services, which provide for the protection & safety of both the child &