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