



YFIRES Data System UPDATE BULLETIN

Youth Firesetting Information Repository and Evaluation System

Welcome to the YFIRES Data System Update Page. Please note the update number listed at the top of each bulletin. This will indicate the update by year and the chronological number within that year. It is imperative that you be familiar with all of the updates to be understand the changes that take place in the system. These bulletins will contain training advisories, system upgrades, or other improvements to the system.

Questions or comments can be submitted via the "Contact Us" buttons on the web page, www.YFIRES.com, or by calling 503-805-8482.

Update #2016-03

"User Tips - Manage Cases"

A minor change has been made to YFIRES. Program Admins and Program Users will notice that when you go to the "**Manage Cases**" view, the tabs near the top of the page are in a different order. This is to illustrate a more logical sequence of use for the tabs but changes nothing else about YFIRES.

Active Cases - This tab will contain your cases that are open and with which you are actively working.

Flagged Cases - The top corner of the "Youth" tab within a particular case allows you the option to switch a flag on or off. This can be used in any way you wish. The Program Admin may flag a case when it is placed under the responsibility of a Program User, flagging may be used for cases that have an urgent need, or flagging can be left unused.

Finalized Cases - Cases are moved to this tab when the "Close Out Date" element is filled out. Close Out Date is found under the "Communication" tab. This is intended to indicate that no more action will be taken by the program on this particular case. This element may be filled out after follow up work is done some months after the intervention has been performed or after the primary intervention is complete.

Submitted Cases - When a case is submitted to the national data set by clicking on the "Save & Submit" button under the "Submit" tab, it will be placed under the Submitted Cases tab. At that time, ONLY the Program Admin can make changes to the case, the Program User is locked out. Also, no changes can be made to the 20 national data elements (gold colored data elements) once a case is submitted.

Put simply, a new case will be Active. The case can be flagged to have it stand out if necessary, but it remains active but now listed under Flagged tab. When the program has completed its intervention services and fills out the "Close Out Date" element, the case is placed under the Finalized tab. Once Finalized, the case can be submitted to YFIRES' national data set, which places the case in the Submitted tab.

Please take a moment to review these updates. Suggestions for changes can be submitted via the "Contact Us" button on the YFIRES web site.