

Reactivate Out of County Case (Shadow Case)

Complete the steps below to reactivate a previously closed out-of-county case, activate a new supervision order and assign the case to a program unit.

1. Reactivate Closed OOC Case

- a. In the left navigation tree expand Common Supervision > expand Out of County Case > Click on OOC Case.
- b. Inquire.
- c. Select case and click **Reactivate Case**.
- d. Complete the Reactivate Out of County Case page, click **Next** then **Finish**.

2. Create New Supervision Order

- a. In the left navigation tree expand Common Supervision > expand Process Adult Supervision Case > Click on Supervision Order.
- b. Inquire.
- c. Select the out-of-county case and click **Create Order**.
- d. Complete the Prepare Order Presentation page then click **Next**.
- e. From the Select Suggested Order page select the appropriate suggested order.
- f. To use the suggested order as is, click **Save & Continue**, or to add or remove conditions, click **Customize Suggested Order** then **Save & Continue**.
- g. On the Set Details page enter information in the required fields which are shaded in yellow.
- h. Click the **Validate Fields** button to see if any required fields are missing data.
- i. From the Set Details page click **Save & Continue** then **Finish**.
- j. On the Confirmation page verify that the following message displays: **Supervision Order successfully activated**.

3. Assign the Case

When the supervision order is activated, an assignment task is created.

- a. Access Tasks > View Tasklist.
- b. Inquire on Workgroup CS OOC Intake.
- c. Find and process the New Order for Supervision task to assign the case to the appropriate program unit.