ASSETS New and Updated Fields:
Intake Module Search/Review

The table includes **new** fields.

- **Enrollment Number:** The enrollment number is assigned by the *Online Enrollment Wizard.* The enrollment number will start with CS-XX. The third and fourth positions of the enrollment number (i.e., "XX") indicate the county code of the county of enrollment selected by the enrollee.

- **Safety Concerns**: If the enrollee selects "Yes" for safety concerns on the online enrollment, this field will be populated with a red "Y." For multiple Other Party enrollments, this red "Y" will appear on all associated enrollments. During the required outreach to the enrollee to address their safety concerns, CSEU staff will need to determine if the Family Violence Indicator (FVI) should be set. If the FVI should be set, then CSEU staff will also need to determine which of the cases require the entry of the FVI (i.e., the entry of the FVI may not be appropriate on all of the cases).

- **NCP-Other Party Name**: Each Other Party listed on the online enrollment will have a separate entry in this table.

- **Submitted Documents**: Supporting documentation submitted by the enrollee for a single Other Party enrollment will be auto-loaded to the ASSETS Document log upon case build, along with the specific LDSS-5258(E). For multiple Other Party enrollments, CSEU staff will need to download the supporting documents from the enrollment entry and then match and upload them to the appropriate case document log after the necessary cases are built.

The table also has **updated** fields.

- The ***Case Name*** field has been **renamed to *Client-Enrollee Name*.**

- The ***User ID*** field will be populated with the entry "ONLINE" if an enrollment form is submitted via the online enrollment tool. Manually entered enrollments with a disposition of "Open" will continue to reflect the worker's User ID.

  o After a change in disposition is entered, the User ID field will update from "ONLINE" to the User ID of the worker who entered the change.