LEADS Daily Bulletin

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Entering/Modifying ORI Capability in CHF Records

LEADS 3.0 technology overcomes the **LEADS 2000 programmatic restriction which automatically identified a Hot File record owner ORI as the agency who physically entered the record, not the authorizing agency, the record was entered on behalf of (ORA)**. Entering (servicing) agencies are required to use the actual authority/record owner (serviced agency) ORI when establishing Hot File records.

Records already on file should be MODIFIED to reflect the correct owner ORI (record authority) which includes an automatic translation of the corresponding ORA. For Messenger users, this requires the serviced agency ORI be included in the ORI drop-down in Hot File formats. If an ORI is not listed in a drop-down, should be submitted to the ISP HelpDesk to add any ORIs necessary.

To modify a Records ORI, follow the below steps:

- Query the Record, Select Modify from the Hot Links choices, or open the modify form from the Forms Tree.
- Complete the Header Information, (Message key and ORI of the Entering agency)
- Record Identifiers will have auto populated. (Double check to ensure modifying the correct record).
- Message Information
    - Leave **MKE**, (message key) field blank
    - **ORI** - choose the ORI of the agency who requested the record entry, from your dropdown choices.
- Select **Submit**. User will receive acknowledgement.
- Query the record again to ensure the ORI has changed.
    - Retain acknowledgement and updated record information with original entry.

To Enter:

- Select the Desired form for the appropriate entry
- Complete the Header Information – select the correct message key, and the Owning agency ORI from the dropdown.
- Complete the required remaining fields for the desired hot file entry.

If you have any questions or need additional help, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date