LEADS Daily Bulletin

April 21, 2025

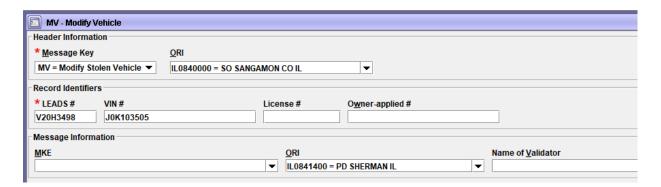
Entering/Modifying ORI Capability in CHF Records

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.

<u>which includes an automatic translation of the corresponding ORA.</u> 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.

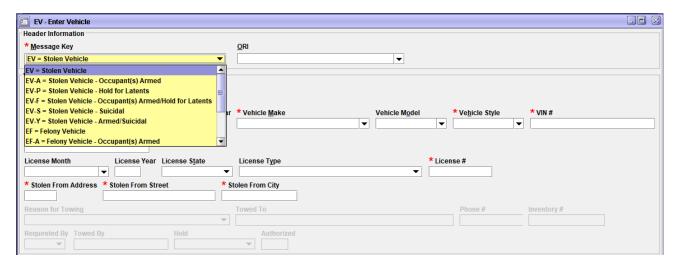
To modify a Records ORI, follow the below steps:

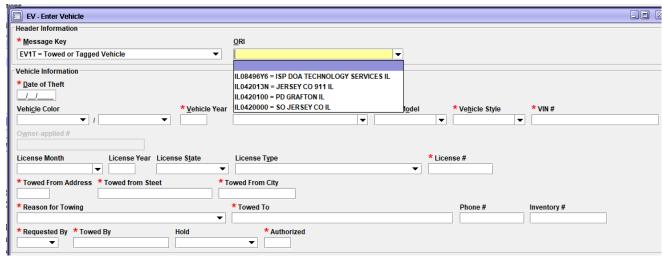
- Query the Record, Select Modify from the Hot Links choices, or open the modify form from the Forms Tree.
- Complete the Header Information, (Message key and ORI of the Entering agency)
- Record Identifiers will have auto populated. (<u>Double check to ensure modifying the correct record</u>).
- Message 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								