

# FOR YOUR INFORMATION

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Issue 17-06

Date: 02/24/17

## FOSTER CARE SEARCH SYSTEM (FCSS) - DCFS 280 AUTOMATION RELEASE 3.0 IMPLEMENTATION

This is to announce the implementation of Release 3.0 of the FCSS - DCFS 280 Automation on February 26, 2017.

The following are the major enhancements included in this release of FCSS:

1. CSWs/SCSWs now have the ability to create a Placement Packet Request(s) for one or more children and request the TA to continue the placement search for the rest of the children of a sibling set on a Placement Search Request. See below for detailed instructions.
2. A new feature has been added for setting up placement search reservations of newly approved Foster Family Homes (FFH) and newly FFH released beds for immersion offices for a specified period of time prior to releasing the placements to other offices.
3. The Help Menu in FCSS has been reorganized for ease of use and now includes links to related policy for users' reference.
4. An Emergency Placement Stipend count has been added on all Workload Management reports.
5. Button labels and banner language was changed to improve usability.
6. The Miscellaneous Request screen was modified to align the option to request a Specialized Rate change so the required approval(s) can be properly applied.

To view more information regarding the release, click on [FCSS 3.0 Release Notes](#).



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

## 15. How to split a Placement Search Request for a sibling set to create Placement Packet Request(s) for one or more children and request a continue search for the rest.

When the TA completes the placement search process, **Placement Search Request Completion** email alerts will be sent to CSW and SCSW of the action. At this point, CSW/SCSW can either create Placement Packet Request(s) from the search request or request a continue search.

To create a Placement Packet Request, perform the following steps:

**Step 1:** Click on the [Foster Care Search System](#) link in the Placement Search Request Completion email alert to login and view the request.

FCSS Placement Search Request Completion - Focus Child: Gonzalez-Echeverria, Daniel, Request Number(s): 10007231-1 - Message (HTML)

From: fcss@dcs.lacounty.gov Sent: Thu 4/23/2015 4:41 PM

To: [Redacted]

Cc: [Redacted]

Subject: FCSS Placement Search Request Completion - Focus Child: [Redacted] Request Number(s): 10007231-1

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS EMAIL \*\*\*\*\*

Please be informed that a Placement Search Request for the following child has been completed:

Request#	State & Person ID	Case/Referral#	Child Name	DOB	Office	Submitted By	Approved By	Assigned By	Assigned To	Completed By
10007231-1	8304204-08	0087-4860-1022-7031605		12/18/2007	Wateridge	(04/22/15 02:22PM)	(04/22/15 06:14PM)	(04/23/15 08:58AM)(323) 290-8656	(04/23/15 08:58AM)(323) 290-8658	(04/23/15 04:40PM)

CSW/SCSW,

Please login using the link below to review and take further actions if needed.

[Foster Care Search System](#)

If this case/referral is no longer assigned to your unit/office, please forward this email notification to the currently assigned unit/office.

**CONFIDENTIALITY NOTICE:** This email message, including any attachments, from the Department of Children and Family Services, is intended for the official and confidential use of the recipients to whom it is addressed. It contains information that may be confidential pursuant to applicable law, including but not necessarily limited to California Welfare and Institutions Code sections 827 and 10850. The dissemination of this information, except to the extent permitted under applicable law, may expose the responsible party to civil and criminal liability. If you have received this message in error, be advised that any review, disclosure, use, dissemination, distribution, or reproduction of this message or its contents is strictly prohibited. Please notify us immediately by reply email that you have received this message in error, and destroy this message, including any attachments.

**Note:** Users can also search for a request on the Request Summary Screen by Request Number or Child's Name.



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**Step 2:** From the request click on the **View Search Results** at the bottom of the screen.

**Facility Type**

- Foster Family Home
- FFA Certified Home
- Small Family Home
- Group Home

**Specialized Home**

- LA - D Rate Home
- LA - F Rate Home ([Guide](#))
- Resource Family - Foster Only
- Resource Family - Fost/Adop

Pregnant Children

Whole Foster Family Home

GH with On-Grounds School

**Caregiver's Ethnicity**

- No Preference
- Alaskan Native
- American Indian
- Asian Indian
- Black
- Cambodian

**Caregiver's Primary Language**

- No Preference
- American Sign Language
- Arabic
- Armenian
- Cambodian
- Cantonese

**Caregiver's Religion**

- No Preference
- Agnostic
- Atheist
- Bahai
- Buddhist
- Christian

(Hold Ctrl key to select multiple caregiver's characteristics)

**Geography Search**

No Preference  City  Zip  Address  Office  SPA  SUP

**Uploaded Documents**

Upload Documents:



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**Step 3: Click on Select Home.**

**Search Efforts Summary**

Either (1) click on the "Select Home" link at the end of the second section to select a placement, OR (2) click on the "Continue Search Reason" link at the end of the third section to continue the search.

**Request Information**

Request #	Status	State & Person ID	Office	CSW	SCSW	Created By	Submitted By	Approved By	Assigned By	Assigned To	Completed By	Rejected By	Cancelled By	Closed By
10033142-1	COMPLETED	2733370-07	Belvedere	De La Cerda, Rosario File# 725-4589	Harold, Leticia (323) 725-4589	De La Cerda, Rosario (01/30/17 09:52AM)	De La Cerda, Rosario (01/30/17 09:52AM)	Harold, Leticia (01/31/17 12:21PM)	Lu, Jennifer (01/31/17 12:27PM) (323) 725-4474	Abajian, Ana (01/31/17 12:27PM) (323) 725-4473	tran, Kimberly (02/14/17 04:15PM)			

**Child(ren) Information**

Request #	Status	Last Name	First Name	Gender	DOB	Age	Referral #	Case #	State & Person ID	Current Placement Home	Replacement Home Type	Replacement Home	Replacement Home Address	Packet Request #
10033142-1	COMPLETED			M	08/30/2005	11		1690-2363-4110-8056225	2733370-07	LE ROY BOYS' HOME				<a href="#">Select Home</a>
10033142-2	COMPLETED			M	08/03/2006	10		1558-4345-3221-2056225	2733370-06	LE ROY BOYS' HOME				<a href="#">Select Home</a>

**Possible Match(es)**

Type	Name	Address	Out LA	Manual Added	CWS/CMS Beds Avail	Adjusted Beds Avail	Pending PPR	Gender	Age Served	Contact	Contact Phones	Efforts Made	
FFH	<a href="#">NEAL FOSTER FAMILY HOME</a>	747 CAMBRIDGE CT, Lancaster, CA 93535			2	2	0	M	13-21	NEAL, TERREL (626) 253-7591,(661) 729-0130		02/14/17 04:14 PM A Possible Match(Notes: test)	<a href="#">Continue Search Reason</a>
FFH	<a href="#">PRATT FOSTER FAMILY HOME</a>	3319 W. 117 STREET, Inglewood, CA 90303			2	2	0	M	12-16	PRATT, NANNIE (310) 675-7363,(310) 678-6673		02/14/17 04:15 PM A Possible Match(Notes: test)	<a href="#">Continue Search Reason</a>

Print

[Return to Update Search Request](#)



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**Step 4:** Select the placement home and click on **Update**.

**Note:** If there are multiple children on the request, repeat Steps 3 – 4 to select a placement home for each child.

**Search Efforts Summary**

View the recommended homes in the second section. Click on the radio button of the home you select. Then, click on "Update" at the end of the section.

**Request Information**

Request #	Status	State & Person ID	Office	CSW	SCSW	Created By	Submitted By	Approved By	Assigned By	Assigned To	Completed By	Rejected By	Cancelled By	Closed By
10033142-1	COMPLETED	2733370-07	Belvedere	De La Cerda, Rosario File#	Harold, Leticia (323) 725-4589	De La Cerda, Rosario (01/30/17 09:52AM)	De La Cerda, Rosario (01/30/17 09:52AM)	Harold, Leticia (01/31/17 12:21PM)	Lu, Jennifer (01/31/17 12:27PM) (323) 725-4474	Abajian, Ana (01/31/17 12:27PM) (323) 725-4473	tran, Kimberly (02/14/17 04:15PM)			

**Child(ren) Information**

Request #	Status	Last Name	First Name	Gender	DOB	Age	Referral #	Case #	State & Person ID	Current Placement Home	Replacement Home Type	Replacement Home	Replacement Home Address	Packet Request #	
10033142-1	COMPLETED			M	08/30/2005	11		1690-2363-4110-8056225	2733370-07	LE ROY BOYS' HOME		<b>Recommended Homes</b> <input checked="" type="radio"/> NEAL FOSTER FAMILY HOME <input type="radio"/> PRATT FOSTER FAMILY HOME <input type="radio"/> OTHER HOME			<input type="button" value="Update"/> <a href="#">Cancel</a>
10033142-2	COMPLETED			M	08/03/2006	10		1558-4345-3221-2056225	2733370-06	LE ROY BOYS' HOME					<a href="#">Select Home</a>

**Possible Match(es)**

Type	Name	Address	Out LA	Manual Added	CWS/CMS Beds Avail	Adjusted Beds Avail	Pending PPR	Gender	Age Served	Contact	Contact Phones	Efforts Made
FFH	<a href="#">NEAL FOSTER FAMILY HOME</a>	747 CAMBRIDGE CT, Lancaster, CA 93535			2	2	0	M	13-21	NEAL, TERREL	(626) 253-7591, (661) 729-0130	02/14/17 04:14 PM A Possible Match(Notes: test)
FFH	<a href="#">PRATT FOSTER FAMILY HOME</a>	3319 W. 117 STREET, Inglewood, CA 90303			2	2	0	M	12-16	PRATT, NANNIE	(310) 675-7363, (310) 678-6673	02/14/17 04:15 PM A Possible Match(Notes: test)

[Print](#)

[Return to Update Search Request](#)



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**Step 5: Click on Create Plmnt Pckt Req to create Placement Packet Request(s).**

**Search Efforts Summary**

Your selected home information has been added. Click on the "Create Plmnt Pckt Req" button.

**Request Information**

Request #	Status	State & Person ID	Office	CSW	SCSW	Created By	Submitted By	Approved By	Assigned By	Assigned To	Completed By	Rejected By	Cancelled By	Closed By
10033142-1	COMPLETED	2733370-07	Belvedere	De La Cerda, Rosario File#	Harold, Leticia (323) 725-4589	De La Cerda, Rosario (01/30/17 09:52AM)	De La Cerda, Rosario (01/30/17 09:52AM)	Harold, Leticia (01/31/17 12:21PM)	Lu, Jennifer (01/31/17 12:27PM) (323) 725-4474	Abajian, Ana (01/31/17 12:27PM) (323) 725-4473	tran, Kimberly (02/14/17 04:15PM)			

**Child(ren) Information**

Request #	Status	Last Name	First Name	Gender	DOB	Age	Referral #	Case #	State & Person ID	Current Placement Home	Replacement Home Type	Replacement Home	Replacement Home Address	Packet Request #	
10033142-1	COMPLETED	[REDACTED]	[REDACTED]	M	08/30/2005	11		1690-2363-110-8056225	2733370-07	LE ROY BOYS' HOME	FFH	NEAL FOSTER FAMILY HOME	747 CAMBRIDGE CT, Lancaster, CA 93535		<a href="#">Select Home</a>
10033142-2	COMPLETED	[REDACTED]	[REDACTED]	M	08/03/2006	10		1558-4345-3221-2056225	2733370-06	LE ROY BOYS' HOME					<a href="#">Select Home</a>

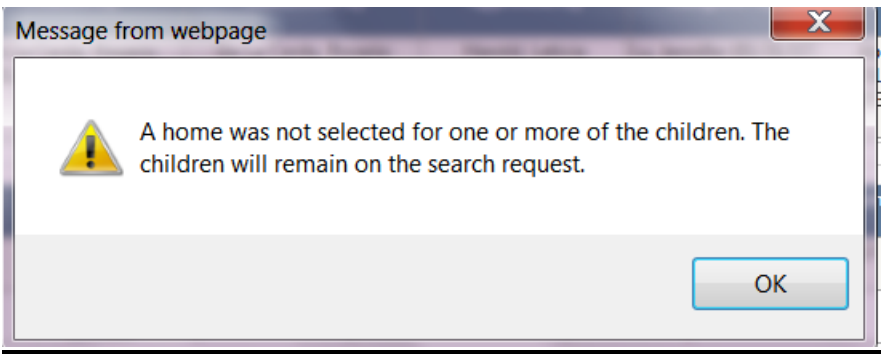
**Possible Match(es)**

Type	Name	Address	Out LA	Manual Added	CV S/CMS	Adjusted Beds Avail	Pending PPR	Gender	Age Served	Contact	Contact Phones	Efforts Made
FFH	<a href="#">NEAL FOSTER FAMILY HOME</a>	747 CAMBRIDGE CT, Lancaster, CA 93535			2	2	0	M	13-21	NEAL, TERREL (626) 253-7591, (661) 729-0130	(626) 253-7591, (661) 729-0130	02/14/17 04:14 PM A Possible Match(Notes: test)
FFH	<a href="#">PRATT FOSTER FAMILY HOME</a>	3319 W. 117 STREET, Inglewood, CA 90303			2	2	0	M	12-16	PRATT, NANNIE (310) 675-7363, (310) 678-6673	(310) 675-7363, (310) 678-6673	02/14/17 04:15 PM A Possible Match(Notes: test)

**Search Efforts**

	Search #	Criteria ID	Homes Found	Efforts Made	Searched By	Date Searched
<input type="checkbox"/>	1	223421	90	2	tran, Kimberly	02/14/17 04:13 PM

A pop-up will display to confirm the child(ren) without a placement home selected will remain on the request.



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**Step 6:** Click on the **Packet Request #** to view the packet request(s) created from the search request.

**Note:** The Placement Packet Request(s) are created with a **Draft** status because there is additional information needed to complete the request(s) prior to submission.

DCFS-280 Placement Search Configuration Reports Caregiver FFA RMU/OHCMD Utilities Help Logoff

Welcome: Admin - Kimberly tran sign-in at Belvedere

*The Placement Packet Request(s) 20051199-1 has been successfully created. Click on the Packet Request # link at the end of the second row to complete and submit the request. The Continued Search Request(s) 10033142-2 has been submitted for processing.*

### Search Efforts Summary

Request Information

Request #	Status	State & Person ID	Office	CSW	SCSW	Created By	Submitted By	Approved By	Assigned By	Assigned To	Completed By	Rejected By	Cancelled By	Closed By
10033142-2	CONTINUE SEARCH	2733370-06	Belvedere	De La Cerda, Rosario File#	Harold, Leticia (323) 725-4589	De La Cerda, Rosario (01/30/17 09:52AM)	De La Cerda, Rosario (01/30/17 09:52AM)	Harold, Leticia (01/31/17 12:21PM)	Lu, Jennifer (01/31/17 12:27PM) (323) 725-4474	Abajian, Ana (01/31/17 12:27PM) (323) 725-4473	tran, Kimberly (02/14/17 04:15PM)	tran, Kimberly (02/14/17 04:48PM)		

Child(ren) Information

Request #	Status	Last Name	First Name	Gender	DOB	Age	Referral #	Case #	State & Person ID	Current Placement Home	Replacement Home Type	Replacement Home	Replacement Home Address	Packet Request #
10033142-1	CLOSED			M	08/30/2005	11		1690-2363-4110-8056225	2733370-07	LE ROY BOYS' HOME	FFH	NEAL FOSTER FAMILY HOME	747 CAMBRIDGE CT, LANCASTER, CA 93535	<a href="#">20051199-1</a>
10033142-2	CONTINUE SEARCH			M	08/03/2006	10		1558-4345-3221-2056225	2733370-06	LE ROY BOYS' HOME				

Possible Match(es)

Type	Name	Address	Out	Manual	CWS/CMS	Adjusted	Pending	Gender	Age	Contact	Contact	Efforts Made
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**Note:** Placement Search Request #10033142-1 for the child with a Placement Packet Request created is now closed automatically by the system, and the Placement Search Request #10033142-2 has a Continue Search status. The assigned TA on the search request will get an email alert to continue the placement search for the remaining child.



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**Step 7:** Fill out the rest of the information for the Placement Packet Request as applicable; the mandatory field is the **Placement Date** and other information as applicable.

Placement Packet Request - Windows Internet Explorer

Request Information

Request #	Status	Start Date	Office	CSW	SCSW	Created By	Submitted By	Assigned By	Assigned To	Completed By	Cancelled By	Closed By
20008781-1	DRAFT	04/20/2015	San Fernando Valley	Arizon, Adriana File# GV04	Littman, Sharon (818) 755-5760	tran, Kimberly (04/20/15 05:13PM)						

Cancel Request:

Child Information

Last Name	First Name	Gender	DOB	Age	Referral #	Case #	State ID	Person #	Referral/Case Name	Language	Placement Home Name	Home Address	Home Type	Caregiver Name	Caregiver Phone	Search Request #
[REDACTED]	Yvette	F	01/31/1998	17		0880-8812-4862-4030185	7693667	05	[REDACTED]		PENNY LANE - MAIN FACILITY	15302 RAYEN STREET, NORTH HILLS, California 91343	Group Home	Carpenter, Wendy	(818) 892-1112	<a href="#">10004598-1</a>

Placement Home

Home Type:

Home Search:

Caregiver/Relative Name & Address

Agency Name:

Home Name:

Last Name:  First Name:  Phone:

Street No:  Street Name:  City:

State:  Zip:

License No:  Vendor ID:

Placement Date:

Previous Placement End Date:

If contact person is out of county, out of state or out of country, specify Foster Care Rate:  
Foster Care Rate:



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**Step 8:** Click on **Submit** to submit the request for approval(s) and processing.

Placement Rate

\$  Reason:

**Child unable to attend school of origin due to:**

<input type="checkbox"/> (1) N/A	<input type="checkbox"/> (8) Child Doesnot want community Placement
<input type="checkbox"/> (2) No Placement in the community available	<input type="checkbox"/> (9) Special needs child- no suitable home in this area
<input type="checkbox"/> (3) Child Safety Issues	<input type="checkbox"/> (10) Found home offering permannency (FR unlikely)
<input type="checkbox"/> (4) Placment with a sibling	<input type="checkbox"/> (11) No Placement vacancies within school boundaries
<input type="checkbox"/> (5) Child expressed reference	<input type="checkbox"/> (12) Placed with relative (out of area)
<input type="checkbox"/> (6) Due to child's mental health needs	<input type="checkbox"/> (13) Request for the birth/adopted family
<input type="checkbox"/> (7) Emergency shelter care needed	<input type="checkbox"/> (14) Other-Explain

Save Draft **Submit** Return

Start 9:48 AM 4/24/2015

**Note:** Once a PPR is submitted, the SCSW will get an email alert to approve the request. After the SCSW approves the request, if higher levels of approval are required, the ARAs/RA will get the email alert to approve the request.



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