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:

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

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: Cli Placement the reques	ck on the Search t.	e <mark>Foster</mark> Reques	t Com	Searc	t <mark>h Syste</mark> n email a	<mark>em</mark> link i alert to lo	n the ogin and view	,	
			/						
Message	FCSS I	Placement Search Re	quest Completio	on - Focus Child	: Gonzalez-Echeverri	a, Daniel, Request No	umber(s): 10007231-1 - Messag	e (HTML)	_ # × @
Reply Reply Forward De to All Bespond	ete Move to Create Folder Rule	Other Block Actions - Sender	Dot Junk	Categorize Foll	ow Mark as	elated * elect *			
From: fcss@dcfs.lacount To: Cc: Subject: FCSS Placement S PLEA Please be informed	r.gov earch Request Comple SE DO NOT RI that a Placeme	tion focus Child: (EPLY TO THIS ent Search Rec	5 EMAIL ***	e following	st Number(s): 100072 * child has beet	n completed:		Sent	t: Thu 4/23/2015 4:41 PM
Request# State & Person ID	Case/Referral#	ghild 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,	/								=
CSW/SCSW, Please login using th	e link below to	review and ta	ke further a	actions if ne	eeded.				=
CSW/SCSW, Please login using th Foster Care Search	ne link below to <u>NSystem</u>	review and ta	ke further a	actions if ne	eeded.				
CSW/SCSW, Please login using th Foster Care Search If this case/referral	ne link below to <u>I System</u> is no longer a	review and ta assigned to ye	ke further a our unit/off	ictions if ne	eeded. e forward this	s email notific	ation to the currently	assigned unit/office	a.
CSW/SCSW, Please login using th Foster Care Search If this case/referral CONFIDENTIALITY NOT it is addressed. It contains dissemination of this infor that any review, disclosure message in error, and des	te link beow to System is no longer a GE: This email mess information that ma nation, except to the , use, dissemination roy this message, in	review and ta assigned to you sage, including any ay be confidential p e extent permitted , distribution, or re ncluding any attach	ke further a bur unit/off attachments, f ursuant to appl under applicabl production of t iments.	icce, pleas rom the Depa icable law, inc his message o	eeded. e forward this intment of Children luding but not nece qoose the responsil or rits contents is st	s email notific and Family Servic searily limited to C Jele party to civil an ricity prohibited. Pi	ation to the currently es, is intended for the official alifornia Welfare and Institutio d criminal liability. If you have aase notify us immediately by	assigned unit/office and confidential use of the r ons Code sections 827 and 1 received this message in er reply email that you have re	ecipients to whom 0850. The ror, be advised aceived this

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



	<u>Step 2</u> : From /iew Search ne screen.	the reques Results a	t click t the bo	on the ottom of			
Facility Type	Specialize	d Home					
✓ Foster Family Home	LA - [) Rate Home		Pregnant Children			
✓ FFA Certified Home	LA - F	Rate Home (Guide)		Whole Foster Family H	ome		
✓ Small Family Home	Resou	ırce Family - Foster Only		GH with On-Grounds S	School		
Group Home	Resou	irce Family - Fost/Adop					
Caregiver's Ethinicity	Caregiver	's Primary Language		Caregiver's Religion			
No Preference Alaskan Native American Indian Asian Indian Black Cambodian	No Pref America Arabic Armenia Camboo Canton	erence an Sign Language an dian ese	< >	No Preference Agnostic Atheist Bahai Buddhist Christian			
(noid car key to select multiple	caregiver's endractenstics,						
No Preference City Z	Lip Oddress Office	SPA SUP					
Uploaded Documents -							
Up	load Documents:				Brows	e Upload	
		View Search	Results	Print Back	to Requests S	Summary	



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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 & Office CSW SCSW Created By Submitted By Approved By Assigned By Assigned To Completed By Rejected Cancelled Closed By By Person ID Ву 10033142-1 COMPLETED 2733370-07 Belvedere De La Cerda, De La Cerda, Harold, Leticia De La Harold, Lu, Jennifer Abajian, Ana tran, Kimberly Cerda, Leticia Rosario (01/30/17 Rosario (01/30/17 (01/31/17 (01/31/17 (01/31/17 (02/14/17 09:52AM) 09:52AM) 12:21PM) 12:27PM) 12:27PM) 04:15PM) (323) Rosario File# 725-4589 (323) 725-4474 (323) 725-4473 Child(ren) Information Status Request # Last First Gender DOB Age Referral Case # State & Current Replacement Replacement Replacement Home Packet Name Name Person ID Placement Home Home Type Home Address Request # 10033142-1 COMPLETED 1690-2363-2733370-07 LE ROY BOYS' М 08/30/2005 11 <u>Select</u> Home 4110-8056225 HOME 10033142-2 COMPLETED М 08/03/2006 10 1558-4345-2733370-06 LE ROY BOYS' <u>Select</u> 3221-2056225 HOME <u>Home</u>

- Possible Match(es)

Туре	Name	Address	Out LA	Manual (Added	CWS/CMS Beds Avail	Adjusted Beds Avail	Pending PPR	Gender	Age Served	Contact	Contact Phones	Efforts Made	
FFH	<u>NEAL FOSTER FAMILY</u> <u>HOME</u>	747 CAMBRIDGE CT, Lancaster, CA 93535			2	2	0	М	13-21	NEAL, Terrel	(626) 253- 7591,(661) 729-0130	02/14/17 04:14 PM A Possible Match(Notes: test)	<u>Continue</u> <u>Search</u> <u>Reason</u>
FFH	<u>PRATT FOSTER FAMILY</u> HOME	3319 W. 117 STREET, Inglewood, CA 90303			2	2	0	М	12-16	PRATT, NANNIE	(310) 675- 7363,(310) 678-6673	02/14/17 04:15 PM A Possible Match(Notes: test)	<u>Continue</u> <u>Search</u> <u>Reason</u>
					F	Print	Ref	turn to U	pdate S	Search R	lequest		



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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	s Summarv																\backslash		
iew the recomme	ew 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 Infor	rmation —																		
Request # Sta	tatus State Persor	& Offic ID	e (SW	SCSW		Created By		Submitted By			Approved By		Assigned By		Assigned To	Completed by	Rejected Cance By By	lled Closed By
10033142-1 COM	IPLETED 273337)-07 Belved	ere DeL Ro	a Cerda, osario F ile#	Harold Leticia (323) 72 4589	, De (0 5-	e La Cerda, 1/30/17 09	Rosario I:52AM)	De La Cer (01/30/17	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) Inf	formation																		
Request # Sta	tatus Last Name	First Name	Gender	DOB	Age	Referral #	Case #		State & Person ID		Curre	Current Placement Home		eplacement Replaceme Home Type		ernent Home	Replacement Home Address	Packet Request #	
10033142-1 COM	IPLETED (М	08/30/200)5 11		1690- 8	1690-2363-4110- 8056225		2733370-07		OYS' HO	ME		Recommer NEAL F HOME PRATT HOME	FOSTER FAMILY FOSTER FAMILY R HOME			<u>Update</u> <u>Cancel</u>
10033142-2 COM	IPLETED (М	08/03/200	06 10		1558- 2	4345-3221- 056225	27333	70-06	LE ROY B	E ROY BOYS' HOME							Select Home
Possible Mate	tch(es)																		
Туре	Name			Address		Out LA	: Manual Added	CWS/CMS Beds Avail	Adjusted Beds Avail	Pendin PPR	g Gender	r Age Served	Contact	t Contac Phone	t 5		Efforts Made		
FFH <u>NEAL FOSTE</u>	ER FAMILY HOME	747 CA	CAMBR 93535	IDGE CT, L	ancaste	6		2	2	0	М	13-21	NEAL, TERREL	(626) 253-7 (661) 729-0	591, 02/14/ L30	/17 04:14 PM A Possit	ole Match(Notes: test)		
FFH PRATT FOSTE	ER FAMILY HOME	331 CA	9 W. 117 90303	STREET, Ir	nglewoo	d,		2	2	0	М	12-16	PRATT, NANNIE	(310) 675-73 (310) 678-60	363, 02/14/ 573	/17 04:15 PM A Possit	ole 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 Ef	forts Sum	mary																					
our selected	d home infor	mation has b	een addeo	d. Click o	on the "Cr	reate Pli	nnt Po	<mark>kt Req" butt</mark>	on.														
Request	Informatio	on —																					
Request #	Status	State & Person ID	Office	(SW	SCSW	'	Created	Ву		Submitted	By		Approved	l By	As	signed By	Assig	jned To	Completed By	Rejected By	Cancelled By	Closed By
10033142-1	COMPLETED	2733370-07	Belvede	re DeLa Ro F	a Cerda, sario ile#	Harolo Leticia (323) 72 4589	l, i 5-	De La Cerda, (01/30/17 09:	Rosario 52.4M)		De La Cerda, F (01/30/17 09::	Rosario 52AM)	(0	Harold, Let 01/31/17 12:	ticia 21PM)	Lu, Jen 1 (32	nifer (01/31/ .2:27PM) 3) 725-4474	17 Abaj (01/31/1 (323)	an, Ana 7 12:27PM) 725-4473	tran, Kimberly (02/14/17 04:15PM)			
Child(rer	n) Informat	tion —																					
Request #	Status	Last Name	First Name	Gender	DOB	Age	Referr #	al Ca:	se ‡	S	tate & Perso ID	n Curi	rent P Ho	Placement ome	Replac Hom	icement ie Type	Replace	nent Home	Repla	cement Home Address	Packet	Request #	
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10033142-2	COMPLETED			М	08/03/200	6 10		1558-43 205	45-3221 [.] 6225	-	2733370-06	LE RO	Y BOY	'S' HOME								<u>Se</u> Ho	iect ome
Possible	Match(es)																						
Туре	Nai	me			Address		0 L	ut Manual A Added	CV S/CI Be Is Av	MS <i>F</i> vail B	Adjusted Per eds Avail F	nding Ge PR	ender	· Age C Served	ontact	Con Pho	itact ones			Efforts Made			
FFH <u>NEAL</u>	FOSTER FAMIL	Y HOME	747 CA 9	CAMBRI 93535	DGE CT, L	.ancaste	r,		2		2	0	М	13-21 NE Te	eal, Errel	(626) 25 (661) 72	3-7591, 02/: 9-0130	L4/17 04:14 P	M A Possible	e Match(Notes: test)			
FFH <u>PRATT</u>	FOSTER FAMI	<u>LY HOME</u>	3319 CA 9	9 W. 117 90303	STREET, Ir	nglewoo	d,		2		2	0	М	12-16 PR N/	ratt, Annie	(310) 67 (310) 67	5-7363, 02/: 8-6673	L4/17 04:15 P	M A Possible	e Match(Notes: test)			
	Create P							Create Pl	mnt Pcl	kt Req		Print		Return to	o Updat	te Searc	h Request]					
Search E	fforts																						
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±	1 223421 90												2				tran, I	Cimberly		02/14/1	/ 04:13 PM		

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





<u>Step 6</u>: 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.

	Placement	Search	Conf	iguration	Report	s Care	egiver F	FA RN	IU/OHCMD	Utilities Help	Logoff					
e Placer e Contir	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. e Continued Search Request(s) 10033142-2 has been submitted for processing.														st.	
arch Ef	orts Summ	nary														
(equest)	nformation	C4-4- 9.	0/6	COM	CCCW	(und Du	Cub		Assessed Dec	Assistent Du	AnimadTa	Completed Du	Datastad Du	C	
equest #	Status	Person ID	Unice	CSW	20200	Crea	теа ву	Subi	nitted By	Арргочеа ву	Assigned by	Assigned To	Completed By	кејестеа ву	Cance Ily	nea cios By
033142-2	CONTINUE SEARCH	2733370-06	Belvedere	De La Cer Rosario File#	da, Harold, Leticia (323) 725- 4589	De La Cer (01/30/17	da, Rosario 7 09:52AM)	De La C (01/30/	erda, Rosario '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)		
) Informatio	on —												1		
	Status	Last Name	First Name	Gender	DOB Age	Referral #	Case	#	State & Person ID	Current Placem Home	ent Replacement Home Type	Replacement Hon	ne Replacem	ent Home Address	Pic	ket Requ #
lequest #		-		М	08/30/2005 11		1690-2363	-4110-	2733370-07	LE ROY BOYS' HON	IE FFH	NEAL FOSTER FAMILY	747 CAMBRIDG 93535	E CT, LANCASTER, CA	<u>2005</u>	5 <u>1199-1</u>
equest #)033142-1	CLOSED						00,0024									

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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<u>Step 7</u>: 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 - V	lindows	s Inte	rnet Ex	plorer													_ 6
- (+ , X	e http://e	cfstaspr	net/FC	SS/Place	mentPacketReq	uest.aspx	?ReqID=	2000878 🔎 🗕	🔶 🦰 FC	SS Login Page		A Placeme	nt Packet F	×				5
Request	Inform	nation																00	00
Request #	Status	Start Date		Office	•	CSW	SCS	w	Creat	ed By	Submi	itted By	Assigned By	Assigned	To Co	ompleted By	Cancelled I	By Closed By	•
20008781-1	DRAFT	04/20/2015	San Fer	mando	o Valley	Arizon, Adriana	Littman, (818) 75	Sharon	tran, Kimberly (04	4/20/15 05:1	L3PM)								
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Child Inf	format	tion																	
.ast Name	First Name	Gender [ов /	Age F	Referral #	Case #	State ID	Person #	Referral/Case Name	Language	Placement Home Nam	e	Home Addre	ss Ho Tv	me	Caregiver Name	Caregiver Phone	Search Request #	1
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oster Care I	Rate:																		
		-						1											17 PM



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	Step 8: Click on Submit to submit the request for approval(s) and processing.
	/
Placement Rate Placement Rate Reason: Reason: Placement Rate Placement Rate Place	-
Child unable to attend school of origin due to:	
(1) N/A	(8) Child Doesnot want community Placement
(2) No Placement in the community available	(9) Special needs child- to suitable home in this area
(3) Child Safety Issues	(10) Found home offering permannency (FR unlikely)
(4) Placment with a sibling	(11) No Placement acancies within school boundaries
(5) Child expressed reference	(12) Placed with plative (out of area)
(6) Due to child's mental health needs	(13) Request for the birth/adopted family
(7) Emergency shelter care needed	(14) Other-Explain
Save Draft	Submit Return
🎝 Start 🜔 🔠 🎇 😪 🎑 🕼 📝 🔯	* P 🛞 ()) 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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