

FOR YOUR INFORMATION

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Issue 18-10

Date: 03/07/18

FOSTER CARE SEARCH SYSTEM (FCSS) - DCFS 280 AUTOMATION RELEASE 3.4 IMPLEMENTATION

This is to announce the implementation of Release 3.4 of the [FCSS - DCFS 280 Automation](#) on March 11, 2018.

To conform to DCFS Level of Care (LOC) Rate Protocol implementation of March 1, 2018 to all new placements to FFA-certified homes, the following enhancements have been made to FCSS (Automated 280):

1. The new Level of Care dropdown was added to the Placement Packet Request screen for the following home types:
 - FFA/Certified Home;
 - Foster Fam Agency Cert Resource Fam Home (FFACRFH).
2. The new Level of Care Action Type was added to the Miscellaneous Request screen to allow **only** LOC Determiners (LOC CSWs/SCSWs) to create LOC requests for processing.
3. Modifications were made to the Miscellaneous Request email program to generate email alerts for LOC requests that include LOC SCSWs, and a reminder that **only** LOC SCSWs can approve the Action Type.
4. The new Level of Care category was added to both Workload Management Log and Workload Management Summary reports.
5. Modifications were made to Placement Packet Request and Miscellaneous Request printed forms to display the additional LOC information.

To view complete information regarding the release, click on [FCSS 3.4 Release Notes](#). Instructions on how to process LOC requests will be issued separately by the Policy Section and the Revenue Enhancement Division.

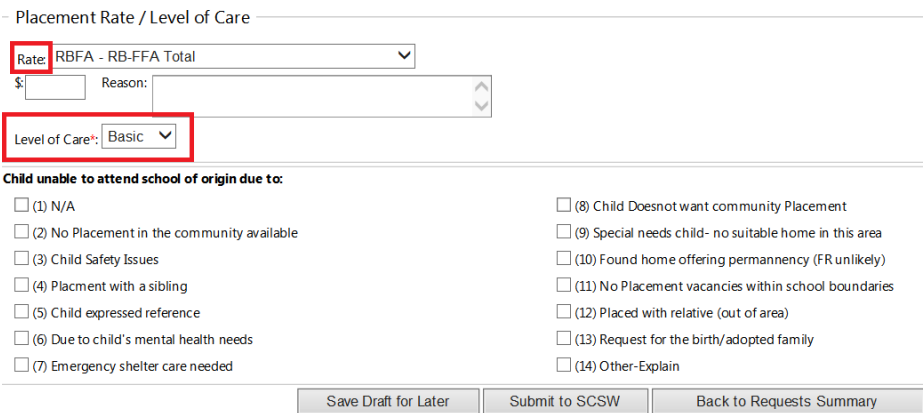


If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov.

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FCSS 3.4 Release Notes

<p>PLACEMENT PACKET REQUEST</p>	<ol style="list-style-type: none"> 1. Alphabetize the Home Type dropdown menu. 2. Change the title “Placement Rate” section to “Placement Rate/Level of Care” 3. Add the label “Rate” next to the existing dropdown for rate selection. 4. Create the new dropdown labeled “Level of Care” only for the following home type: <ul style="list-style-type: none"> • FFA/Certified Home (Non-Contracted FFA requires DCFS-4213); • Foster Fam Agency Cert Resource Fam Home (FFACRFH); 5. The selections for the “Level of Care” are: <ul style="list-style-type: none"> • Basic Rate (defaulted value) • Level 2 • Level 3 • Level 4 
<p>CSW/SCSW INFORMATION</p>	<ol style="list-style-type: none"> 6. Add “LOC Determiner” checkbox to flag an LOC CSW/SCSW user profile.
<p>MISCELLANEOUS REQUEST</p>	<ol style="list-style-type: none"> 7. Create an additional checkbox on the Miscellaneous Request Page labeled “Level of Care” with a reminder “If needed, remember to upload an LOC approval document [ARA and/or RA approval(s)].” 8. Add three fields in the column to the right of the checkbox. <ul style="list-style-type: none"> • Field 1 (dropdown, mandatory): Titled “Level of Care:” with the 4 options:

Basic, Level 2, Level 3, Level 4, with the defaulted selection of “Please Select”.

- Field 2 (dropdown): Titled “SCI:”, with the 3 options: **Mild, Moderate, Severe**, with the defaulted selection of “Please Select”
- Field 3 (Data Entry, mandatory): Titled “**Effective Date**”

Request Actions

<input type="checkbox"/> Address Change	
<input type="checkbox"/> Clothing Allowance	
<input type="checkbox"/> Education Travel Reimbursement (Foster Care Only)	
<input type="checkbox"/> Infant Supplement	
<input type="checkbox"/> Initiate Inter County Transfer	
<input type="checkbox"/> Kin-GAP	
<input type="checkbox"/> Medi-Cal	
<input type="checkbox"/> Non-Minor Dependent (AB12)	
<input type="checkbox"/> Rate Change <small>* D and F rates can be selected through the Specialized Rate (SCR) radio button</small>	
<input checked="" type="checkbox"/> Level of Care <small>* Remember to upload LOC approval documentation</small>	Level of Care Change To: <input type="text" value="--- Please Select ---"/> SCI: <input type="text" value="--- Please Select ---"/> Effective Date: <input type="text"/>
<input type="checkbox"/> SSI Referral	
<input type="checkbox"/> Vital Statistics <small>* Birth, Death, Marriage, Divorce Cert & SSN Card Appl</small>	
<input type="checkbox"/> Other	

9. Modify the logic to only allow LOC CSW, LOC SCSW, FCSS Admin roles to submit request for Level of Care. If any other type of user attempts to SUBMIT or SAVE TO DRAFT, display the following error message: **“This LOC request action is restricted to LOC personnel, only.”**
10. Modify the logic to only allow LOC SCSW and FCSS Admin roles to approve Level of Care (LOC) requests. If any other user roles attempt to approve the request, display the following error message: **“This LOC request action is restricted to LOC personnel, only.”**
11. Modify the logic to only allow LOC CSW, LOC SCSW, TA Supervisor, TA, and FCSS Admin roles to cancel LOC requests.

E-MAIL NOTIFICATIONS

12. Modify the Miscellaneous Request email program to generate email alerts for LOC requests that include LOC SCSWs, and a reminder that only LOC SCSWs can approve the Action Type.



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FCSS 3.4 Release Notes

REPORTS	<p>13. Add “Level of Care” column to the Workload Management Log .</p> <p>14. Add “Level of Care” row to the Workload Management Summary Report.</p> <p>15. On the Revenue Enhancement Placement Report, “Placement Facility Type Description” section, add the following descriptions:</p> <ul style="list-style-type: none">• FFACRFH – Foster Family Agency Cert Resource Family Home; and• RFH – Resource Family Home
FORMS	<p>16. Update the Placement Packet Request form, Placement Rate section to display Level of Care selected.</p> <p>15. Update Miscellaneous Request form, Request Action(s) section to display the fields of the Level of Care request.</p>
FCSS MOBILE APPLICATION	<p>17. Include logic for Level of Care (LOC) approval in FCSS Mobile. Only allow LOC SCSW and FCSS Admin roles to approve Level of Care (LOC) requests and block all other user roles with the following error message: “This LOC request action is restricted to LOC personnel, only.”</p>