

CWS/CMS Placement



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Placement Facility Search Tips

County Licensed Foster Homes

Search

Search Type
Placement Facility

Placement Facility
Foster Family Home

County Fresno

LA Vendor ID

Substitute Care Provider First Name

Substitute Care Provider Last Name

License Status

Licensed By

License Number

Zip Code

as of License Status Date 06/05/2003

Region

Phonetic Name Search

1. Use License number if available.
Or
2. Use Zip Code if known.
Or
3. Use Substitute Care Provider's name. Be sure that Phonetic Search is

OK
Cancel
Help

When searching for county licensed foster homes, be sure to search for the home several different ways. This will make sure that if there are duplicate homes in the system, you will be able to determine the correct home.

Group Homes

Search [X]

Search Type
Placement Facility

Placement Facility
Group Home

Community Treatment Facility		<input type="checkbox"/>
County	Fresno	<input checked="" type="checkbox"/>
LA Vendor ID		<input type="checkbox"/>
Facility Name		<input type="checkbox"/>
Substitute Care Provider First Name		<input type="checkbox"/>
Substitute Care Provider Last Name		<input type="checkbox"/>
License Status		<input type="checkbox"/>
License Number	107200502	<input checked="" type="checkbox"/>
Organization Name		<input type="checkbox"/>
Zip Code		<input type="checkbox"/>
as of License Status Date	06/05/2003	<input type="checkbox"/>
Region		<input type="checkbox"/>

OK
Cancel
Help

1. Use License Number if available.

2. Use Wild Cards if searching by name – i.e. search for Bremer House by entering %Bremer%

Use this link <http://www.childsworld.ca.gov/PG1343.htm#Lists> to find a current statewide listing of Group Homes that includes the current license number of each that can be used to easily locate the home in CWS/CMS. The list is updated on a monthly basis.

FFA Certified Homes

Field	Value	Checked
Transitional Housing Plcmt Pgm Fac		<input type="checkbox"/>
County	Fresno	<input checked="" type="checkbox"/>
LA Vendor ID		<input type="checkbox"/>
Facility Name		<input type="checkbox"/>
Substitute Care Provider First Name		<input type="checkbox"/>
Substitute Care Provider Last Name		<input type="checkbox"/>
Foster Family Agency	%Aspira%	<input checked="" type="checkbox"/>
Zip Code		<input type="checkbox"/>
Region		<input type="checkbox"/>

1. Be sure the county where home is located is correct and checked.

2. Search by FFA – that brings all homes certified by that agency.

3. Use the Wild Card when searching by FFA.

If you search by FFA – it will bring the list of all homes certified by that particular FFA. This will reduce your chances of missing homes.

If there are duplicate homes in your search - you must pick the most correct one. Use the following criteria to determining the most correct home:

- Home is associated with the correct FFA.
- Home is 'licensed'.
- Address is correct.
- Payee is correct.



PLACEMENT **DEFINITIONS**

TEMPORARY CUSTODY

A child's detention in CWS custody after non-voluntary removal from the home.

NON-FOSTER CARE

A child's residence outside the home or foster family home due to incarceration or placement into a medical facility. A non-foster care placement is part of a placement episode.

PLACEMENT

A Placement is when a child is placed in an out of home foster care facility. These can include Foster Family Homes, FFA Certified Foster Homes, Relative Homes, Group Homes, etc.

PLACEMENT EPISODE

The time period from a child's first removal from the home to his or her final and permanent placement, whether back in the home or otherwise. This period may include one or more placements in foster or non-foster care.

Things that can **STOP** you from Making a Placement in CWS/CMS

- Missing or End Dated State ID for Victim
- Child's Current Placement needs to be Ended
- You have not Searched for the Home
- The Placement Home has been placed on "Hold" by your County
- The Placement Home is "At Capacity"
- The Placement Home has not been created in the System



Correcting Errors in the Placement Notebook

Under the ACTION MENU:

Update Placement

Use this command to modify any placement that is blue. This command will open the placement back up so that corrections can be made. It will generally only open one page at a time, but each page requiring correction may be opened separately. You can only modify the fields that are normally available prior to the close of the placement.

- You must have the placement you want to modify 'in focus'.
- The logged-on user must have the appropriate rights and authorities for the unit of the staff person with the primary assignment to this case or referral

Insert Placement

Use this command to insert a placement into an existing gap between two previously recorded placements. You can insert placements, non-foster care placements, temporary custody, and placement episodes.

- If a gap does not exist, you must create one using the Update Placement command to modify existing placements.
- You must have all existing placements in your current work before you can insert a placement.

Change Placement Home

Use this command to change the placement home of the placement specified. Only the information pertaining to the home will be changed, not the placement information.

- The case or referral must be in current work
- The new Placement Home notebook must be in current work.
- The logged-on user has the appropriate rights and authorities for the unit of the staff person with the primary assignment to this case or referral.



When to End a Placement Episode

DEFINITION of a PLACEMENT EPISODE:

The time period from a child's first removal from the home to his or her final and permanent placement, whether back in the home or otherwise. This period may include one or more placements in foster or non-foster care.

The CWS/CMS application was designed based on the premise that a placement would be ended when the child was physically returned to a parent. Normally, the initial return is considered "Trial" by the Court. Then, depending on the normal practice of the local jurisdiction, the case may come back to court in 30 or 60 days. At that time the Court will order a placement and will either dismiss dependency or will not. With that "placement" ordered (back to the parent), that is considered to be the appropriate time to end the placement episode. That order to place marks the point at which a SW would have to get a new protective hold to remove the child. The same premise would apply if the child is placed for adoption, or with a legal guardian. If you need a protective hold to remove, then you should not have a placement episode open.

Other appropriate times to end an episode include:

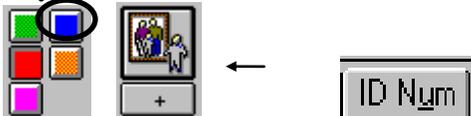
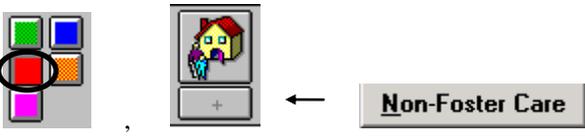
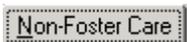
- Child emancipated.
- Child turns 18, and dependency is dismissed.
- Legal Guardianship has been established.
- Adoption has been finalized.

Leave episode open when:

- Child is on runaway status – as the county still has jurisdiction.

QUICK GUIDE TO A NON-FOSTER CARE PLACEMENT

The Non-Foster Care section of the Placement Notebook should be used to record information about a child's incarceration or placement into a medical facility only.

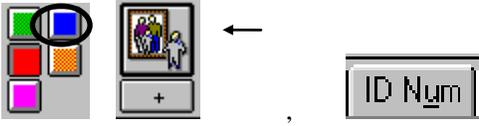
<p>STEP 1: Review Each Child's Client Notebook to be sure they have an Active State ID number .</p> 	<p>TIP: All children to be placed must have an active STATE ID number.</p> <p><i>If there is not an Active State ID number, follow your county's procedure for obtaining and entering number.</i></p>
<p>STEP 2: Create New Placement</p> 	<p>Select the child you want to place in non-foster care, then the Non-Foster Care button.</p>
	<p>Complete this page <i>ONLY</i> if this is the initial removal of the child.</p> <p>*** If this is NOT the initial removal of the child, SKIP THIS PAGE. ***</p>
	<p>Complete this page with information about the non-foster care placement.</p> <p style="text-align: center;">SAVE TO DATABASE</p>

ENDING A NON-FOSTER CARE PLACEMENT

<p>STEP 1: Open the Existing Non-Foster Care Placement</p> 	<p>Enter the placement change reason and the date the child is taken out of the facility.</p> <p>Only use the Placement Episode Termination if the child's involvement with Child Welfare Services is coming to an end.</p>
	<p style="text-align: center;">SAVE TO DATABASE</p>

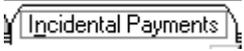
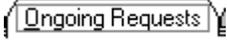
QUICK GUIDE TO A FOSTER CARE PLACEMENT

Note: If you are placing multiple children in the same home, you must open each child's case.

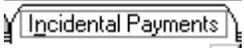
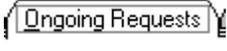
<p>STEP 1: Review Each Child's Client Notebook to be sure they have an Active State ID number .</p> 	<p>TIP: All children to be placed must have an active STATE ID number.</p> <p><i>If there is not an Active State ID number, follow your county's procedure for obtaining and entering number.</i></p>
<p>STEP 2: SEARCH for Placement Home</p>	<p>Search for 'Placement Facility' and select the facility type you are looking for, i.e., foster family home, group home, etc.</p> <p><i>Double click the row of the home you want to review to bring up the Abstract. Close Search Results.</i></p>
<p>STEP 3: Create New Placement</p> 	<p>Select child(ren) that you wish to place in the first box, then select the home you are placing in from the bottom box and click OK.</p> <p>Worker can multi select children for placement into the same home.</p>
	<p>Complete this page ONLY if this is initial removal of the child(ren).</p> <p>**If this is not the initial removal, SKIP this page.**</p>
	<p>Complete all YELLOW fields. Complete PERIWINKLE fields as applicable. Record any Foster Care payments on the Ongoing Requests page. Complete Incidental Payments page ONLY if authorized.</p> <p><i>If you are placing multiple children in the same home, you must complete these pages for each child. The system automatically opens each child's placement notebook; you will find them under WINDOW in the title bar.</i></p> <p>SAVE TO DATABASE</p>
<p>STEP 4: Create Placement Documents</p> 	<p>Create the Placement Agreement document for the type of home child placed in.</p> <p>SOC158A – Foster Child's Data Record can also be created here.</p>
<p>APPROVAL</p>	<p>Request Approval per your county policy for the Placement and any Payments authorized. Use the Approval command under the ACTION menu.</p> <p>SAVE TO DATABASE</p>

QUICK GUIDE TO ENDING A PLACEMENT or A PLACEMENT EPISODE

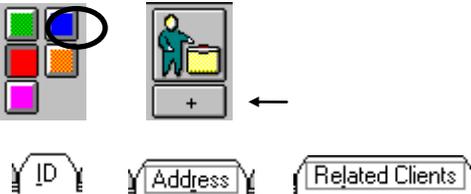
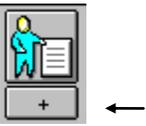
End a Placement

<p>STEP 1: Open the Placement you want to End.</p> 	<p>Select the placement that you want to end from the list and open it.</p>
	<p>Be sure an 'Agreement Effective Date' has been entered on this page. Should be the same date as the placement start date. Be sure that 'Legal Authorization for Placement' info has been entered.</p>
	<p>Be sure that any Incidental Payments listed on this page have an End Date.</p>
	<p>Record a Payment Stop Date for any payment listed on this page.</p>
	<p>Record the placement change reason, end date of placement and description. An automatic message will appear to remind you that the placement notebook will become read only.</p>
<p align="center">SAVE TO DATABASE</p>	

End a Placement Episode – when the child goes to his/her final and permanent placement, home or otherwise.

<p>STEP 1: Open the Placement you want to End.</p> 	<p>Select the placement that you want to end from the list and open it.</p>
	<p>Be sure an 'Agreement Effective Date' has been entered on this page. Should be the same date as the placement start date.</p>
	<p>Be sure that any Incidental Payments listed on this page have an End Date.</p>
	<p>Record a Payment Stop Date for any payment listed on this page.</p>
	<p>Record the placement episode termination reason, description, and end date of episode. This will automatically fill in the top part of the screen, and remind you that the placement notebook will become read only.</p>
<p align="center">SAVE TO DATABASE</p>	

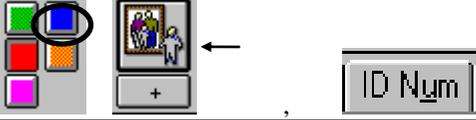
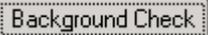
Using the Collateral Notebook to Record Relative/NREFM Assessment

<p>Create the Individual as a Collateral:</p> 	<p>Complete these pages with as much information as you have regarding the individual.</p> <p>Be sure that all children that may be placed are listed on the Related Clients page.</p>
<p>Background Check</p> <ul style="list-style-type: none"> ✓ LiveScan Rec'd ✓ DOJ CACI Rec'd ✓ FBI Requested ✓ DOJ RAP-Backs Requested <p>These checks at minimum must be entered.</p>	<p>The collateral's name will appear on this page.</p> <p>Use the + to add information regarding criminal clearances requested, rec'd, etc.</p> <p>Record status updates on this page as received.</p>
<p>Relative/NREFM Assessment</p>	<p>Use the + to select the children that the assessment is being done on behalf of. Complete this page with the appropriate relative assessment information.</p> <p>Note: The Approval Worker and Supervisor will not be enabled unless all the required background checks have been entered.</p> <p>Once all required entries are made, the screen becomes Read Only.</p>
<p>Generating the SOC 815, 817, 818 's</p>	
	<p>Select the document you want to create from the list.</p> <p>Select the relative you want the assessment document created for. The forms will be populated with information from the Relative/NREFM Assessment page.</p> <p>The Declaration and Agreement page of the SOC 818 can be created in English or Spanish.</p>
<p>SAVE TO DATABASE</p>	

If this relative is approved for placement, this assessment can be ATTACHED to the placement.

QUICK GUIDE TO RELATIVE PLACEMENT – 5.5 Release

Note: If you are placing multiple children in the same home, you must open each child's case.

<p>STEP 1: Review Each Child's Client Notebook to be sure they have an Active State ID number .</p> 	<p>TIP: All children to be placed must have an active STATE ID number.</p> <p><i>If there is not an Active State ID number, follow your county's procedure for obtaining and entering number.</i></p>
<p>STEP 2: SEARCH for Relative Placement Home</p>	<p>Search for 'Placement Facility' and Type as Relative/NREFM Home to see if this relative home has already been entered into CWS/CMS.</p> <p><i>If the Relative Home is already in the system, go to Step 5, then Open the Placement Home and go to Step 4:</i></p>
<p>STEP 3: Create New Placement Home</p> 	<p>Complete this page with as much information as you have. Be sure to enter the number of beds needed in the Adj. Cap. box on the ID page of the placement home.</p> <p>http://zip4.usps.com/zip4/welcome.jsp Use this link for Zip + 4 for the Placement Home address.</p>
<p>STEP 4:</p> <p>If the Relative Assessment has been approved in the Collateral Notebook – SKIP this step.</p> 	<p>If you found the SCP in your search, use the 'Attach Existing Sub Care Provider' command in the menu bar to attach them to the home.</p> <p>If your search did not find SCP, use the plus + sign in left corner to activate the page, and record as much information as you have. Be sure to check 'Resident' and 'Primary Provider'.</p>
	<p>Complete these pages with as much information as you have. Complete all YELLOW and GREEN fields.</p>
<p>If the Relative Assessment has been approved in the Collateral Notebook – SKIP this step.</p> 	<p>Complete this page with all background check information for individuals 18 and over that live in the home.</p>
<p>STEP 5: Create New Placement</p> 	<p>Select child(ren) that you wish to place in the first box, then select the home you are placing in from the bottom box and click OK.</p> <p>Worker can multi select children for placement into the same home.</p>
	<p>Complete this page ONLY if this is initial removal of the child(ren). If not the initial removal, SKIP this page.**</p>
 <p>Complete these pages for each child placed – the placements have been opened automatically – select under WINDOW.</p>	<p>Complete all YELLOW and applicable PERIWINKLE fields.</p> <p>Record any Foster Care payments on the Ongoing Requests page.</p> <p>Complete Incidental Payments page ONLY if authorized. IF Guardian Home – be sure to check box GUARDIAN CHILD IS A DEPENDENT on the ID PAGE!!</p>
<p>ATTACH EXISTING RELATIVE ASSESSMENT</p>	<p>ONLY use this command if Relative Assessment had been completed in the Collateral Notebook. Verify Reassessment Due Date.</p>
	<p>Complete this page if not completed in Collateral Notebook and attached in prior step.</p>
<p>STEP 6: Create Placement Documents</p> 	<p>Create the Placement Agreement document for the type of home child placed in.</p> <p>SOC158A – Foster Child's Data Record can be created here. SOC 815, 817 & 818 can be created here.</p> <p>SAVE TO DATABASE</p>

Reassessment of Relative/NREFM Home
Child is currently placed in this home.

Open the Existing Placement Home:



Substitute Care Provider

Be sure this page accurately lists care providers. Be sure all **GREEN** fields have been filled in.

Other Adults

Be sure this page accurately lists other adults living in the home. Persons listed on this page will also be listed on Background Check page.

Background Check

Use this page to record background checks on all adults. All adults 18 and over living in the home must be listed here. The system requires at least these 4 checks on each person:

- ✓ LiveScan Rec'd
- ✓ DOJ CACI Rec'd
- ✓ FBI Requested
- ✓ DOJ RAP-Backs Requested

If these 4 items have not been entered for all adults, the Approval Worker will be disabled on the Relative/NREFM Assessment page.

Open the Existing Placement:



ID

If home is a Guardian Home - be sure to check the box 'Guardian Child is a Dependent' - this will allow the plus sign to be enabled on the next page.

Relative/NREFM Assessment

Use the plus + sign to add the new reassessment row. Record reassessment information on this page. This page will show a history of assessments for the home.

Create all New Placement Documents here:



SOC 158A, SOC 815, 817, 818 can be created here.

SAVE TO DATABASE

CREATING AN FFA CERTIFIED HOME

The County that places the first child in an FFA Certified home is responsible to create the home.

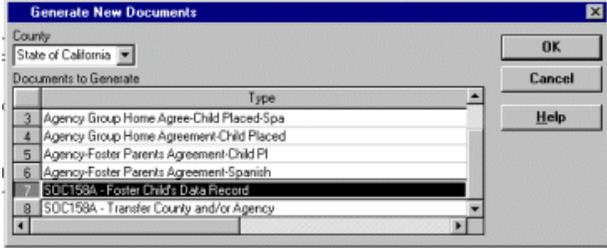
<p>1. RESOURCE MANAGEMENT</p> 	<p>Open the Resource Management section of CWS/CMS.</p>
<p>2. Open 'Existing Placement Home'</p> 	<p>Open the Placement Management section of Resource Management. Open the Existing Placement Home notebook, and use the Retrieve button to activate the Search screen.</p> <p>SEARCH for the home first (to be sure it is not in the database already).</p>
<p>3. Create 'New Placement Home'</p> 	<p>If the certified home was not located in the database, use the plus + sign to Create the New Placement Home.</p>
<p>ID</p> <p>SEARCH tip: When searching the FFA that licensed the home, search by License number if you have it.</p>	<p>Use this page to identify the type of home you are licensing – select 'Foster Family Agency Certified Home' as the home type. Then, you must select the FFA that the certified home is licensed by. Use the binoculars to activate the Search. Age range defaults to 0 to 18, adjust as necessary. Enter 'adjusted capacity' – usually the number of children home is licensed for. (No more than 6) Be sure to record the physical address of the home on this page.</p>
<p>Substitute Care Provider</p>	<p>Use the Plus +sign to add the substitute care provider(s). Be sure to complete all YELLOW and GREEN fields. You can use the Attach Existing Sub Care Provider command under the ACTION menu if you have the home open previously associated with this person.</p>
<p>Other Children Other Adults</p>	<p>Use these pages to record any children and adults living in the home. (Not children placed) Use the plus sign + to add each individual, and be sure to indicate their relationship to the substitute care provider.</p>
<p>Char/Pref</p>	<p>Record all applicable characteristics of the home on this page.</p>
<p>Comments</p>	<p>This page is used to record comments about the Placement home that have been brought to the attention of a CWS staff person.</p>
<p>Special Projects</p>	<p>Special Projects – are defined by the county.</p>
<p>Payee</p>	<p>Record information about the payee of Foster Care payments. This should be the Foster Family Agency.</p> <p>SAVE TO DATABASE</p>

CREATING A SOC158A



Create New Document – Placement.

Select the SOC158A from the list.



Select the Placement that you want the SOC158A for.

The SOC158A will be generated, populated with information from various notebooks. SAVE, PRINT & CLOSE.

SAVE TO DATABASE

UPDATING A SOC158A

UPDATE INFORMATION IN THE APPROPRIATE NOTEBOOKS, AND THEN SAVE TO DATABASE.

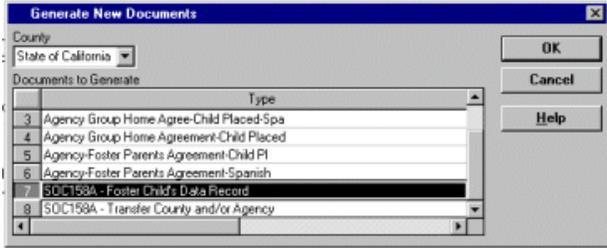


Open the Existing Document – Placement.

Highlight the SOC158A that you want to generate with updated information.

REMOVE it.

Then, click NEW.



Select the Placement that you want to generate the updated SOC158A for.

The SOC158A will be generated, populated with the updated information from various notebooks. SAVE, PRINT & CLOSE.

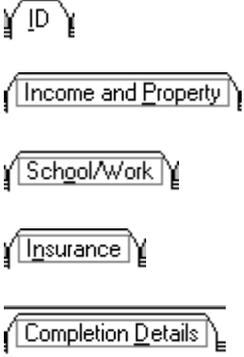
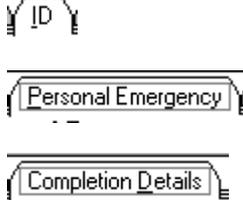
SAVE TO DATABASE

Creating Eligibility Forms

Create an FC-2

Create an MC250

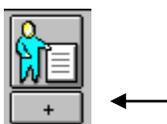
Create a SAWS-1

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Note: In order for the forms to be accurate, the following information needs to be entered in the following Notebooks and Pages.

<p>Birthplace</p> <p>Immigration Status</p> <p>US Citizen</p> <p>Unemployed Parent</p> <p>Military Status</p> <p>SS# -Child</p> <p>Parents Names</p> <p>Maiden Name</p> <p>Parents Addresses</p>	<p>----Client Notebook, Demog Page</p> <p>----Client Notebook, ID Page</p> <p>----Client Notebook, Related Clients Page</p> <p>----Client Notebook, Names Page</p> <p>----Client Notebook, Address Page</p>
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To Print the Forms: Use the Plus button – to Create New Document - Client



Then, select the document you want to create.

<p>FC-2 – Facts Supporting Eligibility for AFDC-FC</p> <p>Save - Print</p>	<p>MC250 – Medi-Cal Application</p> <p>Save - Print</p>	<p>SAWS 1 – Application for Cash Aid</p> <p>Save - Print</p>
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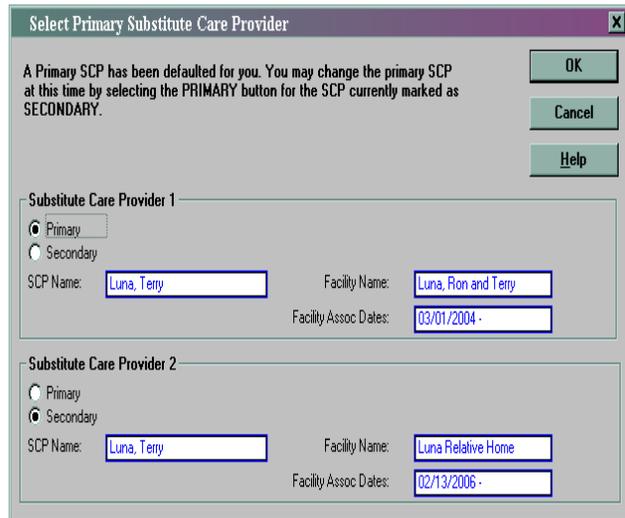
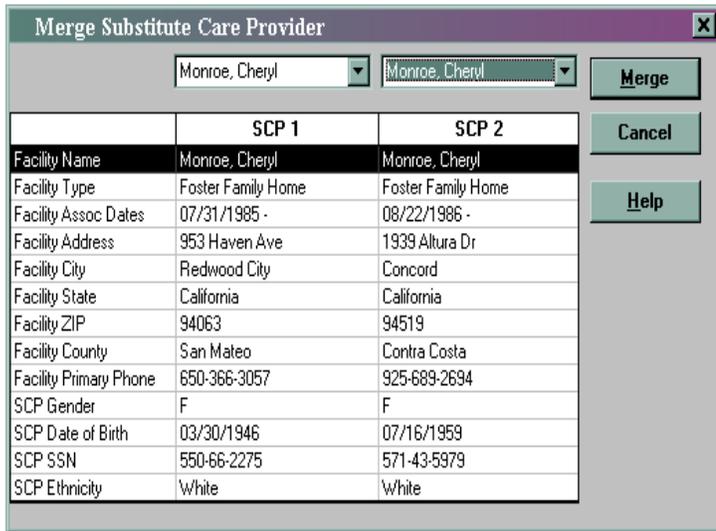
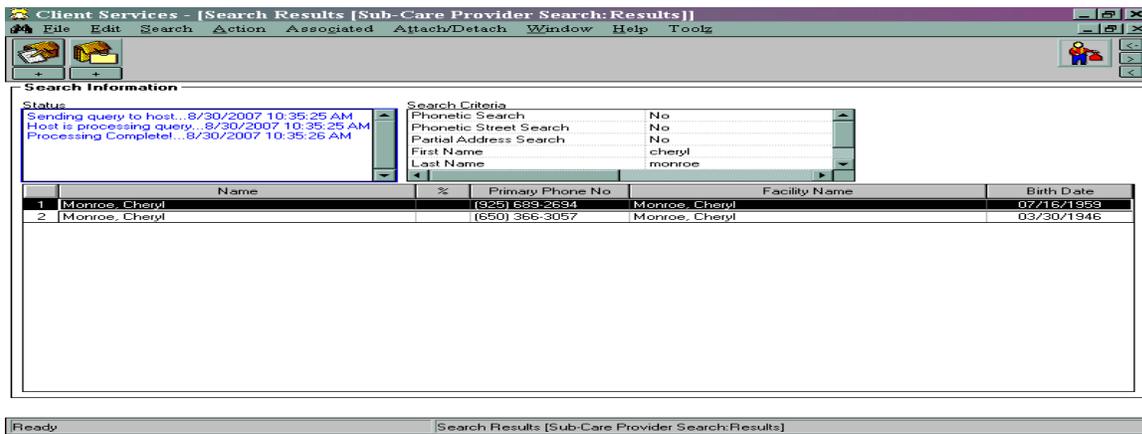
SAVE TO DATABASE

Merging Duplicate Substitute Care Providers

Be sure that 'cache' is cleared – either Save to Database before beginning, or log back on to clear cache.

Search for Duplicate Substitute Care Providers:

Double Click each client to bring up the 'SCP Abstract' for each.



ACTION – Merge Client

This dialogue box will allow you to see each client side by side before the merge.

Then select a client to be Primary .

Once you accept the Merge, it cannot be undone – even if you don't Save to Database!!

