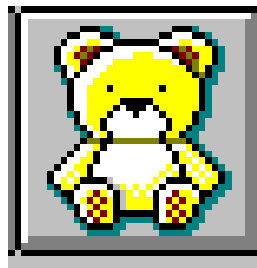


Quick Guide to CWS/CMS Release 7.5 Changes

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Quick Guide to Release 7.5 Changes

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Resource Family Approval

Authorities, Privileges, & Prerequisites

Worker must have the following staff rights:

- Resource Management
- Resource Management Placement Facility Maintenance (to create or modify placement homes)
- County License Case Management
- CWS Case Management System

Other Requirements:

- Worker must have a Licensing Worker ID number – designate this number on the ID page of the Staff Person notebook.

3 New Placement Facility types have been added to CWS/CMS:

- Resource Family Approval (RFH) – for County approved homes.
- Foster Family Agency Certified Resource Family Home (FFACRFH) – for FFA approved homes.
- Short Term Residential Therapeutic Program (STRTP)

Creating Resource Family Homes:

Resource Family Homes must be created in Resource Management :



On the ID page: you can now select 'Resource Family Home'

The screenshot shows the 'Resource Management - [Placement Home (Name, Test)]' application window. The 'Type' dropdown menu is highlighted with a red box, showing 'Resource Family Home' as the selected option. The form includes fields for Name, Type, Operated By, License Number, Age Range, Backup Contact, Address, and Disaster Emergency Contact Information.

RFH's can be created in a county other than logged on user. They can also be created with out of state addresses.

Complete the rest of the tabs the usual way. Don't forget to 'Attach Existing Substitute Care Provider' if the person has been associated with a placement facility in the past.

Having the County License Case privilege will not stop the user from entering a Hold on a RFH, FFACRFH, or STRTP.

Using the County License Case notebook to record the RFA Approval:

Resource Management - [County License Case [Home, Test, RF1000000]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

Identification

Number: RF1000000 Placement Facility Name: Home, Test

RFA # must be unique across all counties!

Application Status	Start date	End Date
1 Application Approved	08/01/2016	
2 Application Approved	06/01/2016	08/01/2016
3 Pending	05/02/2016	06/01/2016

License Status	Start Date	End Date
1 RFA Approved	08/02/2016	
2 RFA Probationary	08/01/2016	08/02/2016
3 RFA Pending	06/01/2016	08/01/2016

Current Application Status: Application Approved

Start Date: 08/01/2016 End Date: Closed

Current License Status: RFA Approved

Start Date: 08/02/2016 End Date: Closed

Application Received: 05/02/2016 License Issued: 08/02/2016 Expiration Date: Assigned Staff Person: Luna, Terry

Annual Visit Due: 08/02/2017 Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Annual visit due is calculated one year from annual visit completed, or one year from license issued date if no annual visit recorded.

The County License Case can be transferred to a staff person with appropriate privileges in another county. Use the binoculars to search, use County in the search criteria to bring all licensing workers to the list. If you have selected staff from another county, it will display a red message at top of screen to indicate what county it was assigned to.

Ready [County License Case [Home, Test, RF1000000]]

Use this page to track the progress of the application process.

Application Status

Pending
Application Approved
Application Denied
Application Withdrawn

License Status

RFA Pending
RFA Approved*
RFA Denied
RFA Discontinued
RFA Probationary*
RFA Suspended
RFA Withdrawal

*Use 'Application Approved: RFA Probationary' for emergency placements. Then once the full approval is completed, use 'Application Approved, RFA Approved'.

Complete the other pages as appropriate.

Foster Family Agency Certified Resource Family Home (FFACRFH)

As Foster Family Agency's implement RFA, the county must enter the homes into CWS/CMS as FFACRFH's.

Resource Management - [Placement Home [Test Home]]

File Edit Action Associated Window Help

ID Substitute Care Provider Other Children Other Adults Char/Pref License Info Comments Special Projects Payee LA Payee Hold Status Background Check

Identification

Name: Test Home

Primary Substitute Care Provider: Person - Test

Type: Foster Fam Agency Cert Resource Fam Home

Operated By: RAINBOW VALLEY FOSTER CARE, 247204084

License Number:

Placement Home End Date: End Date

Reason Type:

Comments:

Age Range

#Placements: 0 Beds Avail: 0 Adj. Cap.: 4

From: 0 To: 18

Primary Phone: Ext: Fax:

☐ Transitional Housing Placement Program Facility

☐ This home is on hold. Please see the Hold Status page.

☐ SCP Moved to New Address

☐ At Capacity

☐ Adoption Only

Backup Contact

Name: Phone: Ext:

Address

Street No.: 1000 Street Name: Anystreet City: Anywhere

State: California ZIP: 93700 ZIP Ext:

Geographic Region:

County of Location: Fresno

Foreign Country: Foreign ZIP: Foreign Address Description (Province Name, etc.):

Comment:

Disaster Emergency Contact Information

Name: Phone: Ext: Alternate Phone: Ext:

E-mail Address:

Street No.: Street Name: City:

State: ZIP: ZIP Ext:

Foreign Country: Foreign ZIP: Foreign Address Description (Province Name, etc.):

They will follow the same procedure as FFACH's are entered now, except use the new home type: FFACRFH.

This new home type must also be associated with the Foster Family Agency they are operated by.

Short Term Residential Therapeutic Program Facility Type (STRTP)

These homes will be created and input by LIS (Community Care Licensing's system).

The home must be associated with a Group Home Organization.

Process Placement Home Move

This functionality can do the following:

Change address for Resource Family Home – close previous address and move all children currently placed to the new address.

Change address for Foster Home – close previous address and move all children currently placed to the new address.

Change home type from Foster Family Home to Resource Family Home. The Foster Home will be closed, the new Resource Family home will be created, and all children that were in the Foster Home will be moved to the Resource Family home.

Action: Process Placement Home Move

Process Placement Home Move

You are about to change this Placement Home's License Status to 'RFA Discontinued'. A new Placement Home with the same active substitute care providers will be created. Please enter the following information that will be used to create the new Placement Home. Once the OK button is pressed, the new home will be created and all active placements will be moved to the new home.

Status Start Date: 08/16/2016 Application Received Date: Application Status: Application Approved

Resulting Home Type
☐ Foster Family Home ☒ Resource Family Home

License Number: Primary Phone: Ext: License Status:

Address
Street No.: Street Name: City: County of Location: Fresno State: CA ZIP: ZIP Ext: Comments:

OK Cancel Help

Complete this screen with the new information.

A message appears that reminds the user the new home will be saved, all current placements will be moved to the new home, and **the process cannot be undone**.

The License Status of the old home will be changed to Licensee Initiated Closure, and the ID page will indicate that SCP has moved to a new address.

Early Implementing Counties – Conversion of Currently Approved Homes:

The early implementing counties have been recording Resource Families as Foster Family Homes – with the following Special Project codes:

- S-Resou Family Placmt home
- S-RFH-out of county

All homes entered in this manner, will be automatically converted to Resource Family Homes and the special project code will be ended. License status rows will be updated:

Unlicensed	= RFA Denied
Pending	= RFA Pending
Licensed	= RFA Approved
Provisional License	= RFA Approved
Probationary License	= RFA Probationary
Licensed Pending Incr in Capacity/Toddlers	= RFA Approved
Licensed initiated closure	= RFA Discontinued
Revoked	= RFA Discontinued
Unlicensed Facility Closure	= RFA Discontinued
Suspended	= RFA Suspended

After implementation of R7.5, a report will be provided to counties listing homes that were not converted because:

- The license number conflicts with another active foster family home.
- The home is LIS home with RFH special project.

Placement Home Batch Merge

The 3 new placement home types will be added to the quarterly and semi-annual batch merge process.

Local Reports & Documents have been updated to include the new home types:

These documents have been updated to include all 3 types.

- JV100
- JV101A
- JV110
- SOC158A

These documents have been updated to include FFACRFH's and STRTP's:

- LA4892
- SOC154

This document has been updated to include FFACRFH's:

- SOC154A

This document has been updated to include Resource Family Homes:

- JV220

Program Management Reports have been updated to include the 3 new Placement Facility types.

Health Notebook

Users will now have the ability to update a child's Health Notebook in a closed case. The case can remain closed, but all pages of the Health Notebook are available to update.

A new Health & Education Passport **cannot** be created.

Hearing Notebook

The 366.32 NMD Review Hearing type has been replaced with the correct Hearing type of 366.31 NMD Review. This change will be reflected in all current and past history.

Reports and court documents have been updated to reflect the correct hearing type.

Client Notebook

Aid Codes added to ID Num Page:

2P: ARC – Medi-Cal coverage for foster children and youth up to age 18 yrs old who do not qualify for federal or state CalWORKs.

2R: ARC-NMD – Medi-Cal coverage for foster youth age 18 but under age 21 and who do not qualify for federal or state CalWORKs.

2S: ARC – Federal CalWORKs-Medi-Cal coverage for foster children and youth up to age 18 yrs old and who qualify for federal CalWORKs.

2T: ARC-State CalWORKs-Medi-Cal coverage for foster children and youth up to age 18 yrs old who qualify for state CalWORKs.

2U: ARC-State CalWORKs NMD-Medi-Cal coverage for foster youth age 18-21 yrs old as a NMD and who qualify for state CalWORKs

AB12 Codes:

43: AFDC-FC State Cash Aid/FFP Medi-Cal

49: AFDC-FC Title IV-E/Fed Cash and Medi-Cal