

CWS/CMS Resource Family Approval



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Authorities, Privileges, & Prerequisites



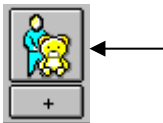


Worker must have the following staff rights:

- 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.

Check Authorities and Privileges here:

Open Resource Management 	
Open Existing Office 	Open the Office that the Worker is assigned to.
Open Existing Staff Person   	<p>Open the staff person that you want to check authorities.</p> <p>Licensing Worker ID Number is a Yellow field on the ID page.</p> <p>The 'Staff Rights' page will list the workers current Authorities and Privileges.</p> <p>Only designated persons in the county can update this page to authorize additional privileges.</p>

Before beginning the RFA process in CWS/CMS, it is a good idea to search the database for any placement facility the individual might have had previous involvement in. That way, the Substitute Care Provider can be attached to your Resource Family home. That way, all prior history with placement facilities

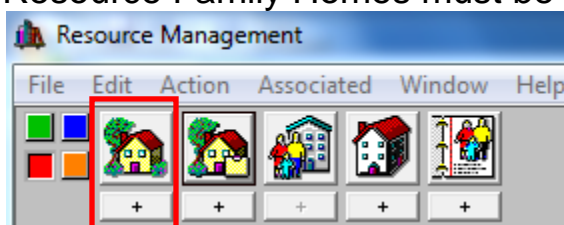
New Placement Facility types have been added to CWS/CMS:

- Resource Family Home (RFH) – for County approved homes.
- Foster Family Agency Certified Resource Family Home (FFACRFH) – for FFA approved homes.

Creating Resource Family Homes:

The home must be created and saved to database before any of the licensing work can be done.

Resource Family Homes must be created in Resource Management:



On the ID page: you can now select 'Resource Family Home' (early implementing counties used Foster Family Home before the 7.5 release)

Resource Management - [Placement Home [Name, Test]]

File Edit Action Associated Window Help

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

Identification

Name: [Name, Test] Primary Substitute Care Provider: []

Type: **Resource Family Home** (highlighted with red box)

Operated By: []

Foster/Resource Family Home Type: [] License Number: []

Age Range

#Placements: [0] Beds Avail.: [3] Adj. Cap.: [3]

From: [0] To: [18] Primary Phone: [] Ext.: [] Fax: []

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

☐ SCD Moved to New Address

☐ At Capacity

☐ Adoption Only

Backup Contact

Name: [] Phone: [] Ext.: []

Address

Street No.: [123] Street Name: [No Name St.] 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.): []

Ready Placement Home [Name, Test]

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

<http://zip4.usps.com/zip4/welcome.jsp>
Use this link to verify ZIP + 4 to fill in PERIWINKLE fields.

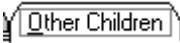
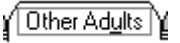
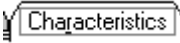
- ✓ Age range defaults to 0 to 18, adjust as necessary.
- ✓ Enter 'adjusted capacity' – usually the number of children home is licensed for.
- ✓ Enter physical address of the home on this page.

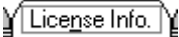

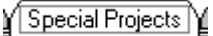

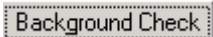
If you found the substitute care provider in your search, be sure to use the Attach Existing Sub Care Provider command in the Action menu to attach them. You can update their information once they are attached.

Only use the + Plus to Create a New Substitute Care provider.

Be sure to complete this page with as much information as you have.

Complete the following pages:

	<p>Use the + sign to list all children living in the home (not children placed). In the middle of the page, use the + sign to record the relationship of the child to the SCP.</p>
	<p>Use the + sign to list all adults living in the home. In the middle of the page, use the + sign to record the relationship of the other adult to the SCP.</p>
	<p>Record all applicable characteristics of the home on this page.</p>

	This page is read only – it is populated from the County License Case.
	This page is used to record comments about the Placement home that have been brought to the attention of a CWS staff person. Use the 'Referred to Licensing' checkbox if the comment refers to an incident, complaint or possible deficiency.
	Special Projects – as defined by the County or State.
	Record information about the person who will be the payee of Foster Care payments and where the payments are to be mailed. This information will populate the SOC158A when a child is placed.
	Use this page to document submission and receipt of background check information on SCP or any adult in the home. (This page is not required to save the home, but should be completed for all Resource Families)
SAVE TO DATABASE	

Once the Placement Home has been created and saved, you can record the application and approval process data in the County License Case notebook.



Create New County License case: then select the Resource Family Home you just created.

RFA applicant information should be entered at the beginning of the process on all applicants, including relatives. This gives the ability to track the application process from beginning to end in CWS/CMS. It will also show data regarding placement stability and permanency outcomes for children placed with resource families and will be used to evaluate the effectiveness of the RFA process.

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

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

Current Application Status: Application Approved

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

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 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.

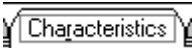

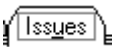
Then once the full approval is completed, use 'Application Approved, RFA Approved'.

Priority Information text box:

If an application is withdrawn, or assessment ends in a denial, choose 'application withdrawn' or 'application denied', and record the reason in the Priority Information text box.

If the assessment exceeds the 90-day time frame, briefly document the reason it was not completed on time in the Priority Information text box.

Other pages to complete:

	<p>This page is used to record the license capacity of the home (cannot exceed 6), age range home is licensed for, and gender. Use this page to note whether a fire clearance is needed, and the date it was received.</p> <p>Home Type defaults to 'Open', but can be categorized within the county, ie., Fost-Adopt, Medically Fragile, etc. Only one type can be selected.</p>
	<p>Use this page to document the date that the Licensing Worker makes certain contacts with the Foster Home, ie, initial visit, annual visit, etc. Use the plus + sign to record each contact.</p> <p>The narrative section is limited – only 4 full lines of information can be entered.</p>
 For a Fair Hearing: choose 'incident', enter date of hearing, choose 'other' for issue type. In notes, record 'fair hearing complaint' or 'fair hearing denial', and record outcome of 'affirm' or 'reverse' and date after hearing.	<p>Use this page to document complaints, deficiencies and incidents that occur for the Foster Home.</p> <p>Use the plus + sign to record each issue.</p> <p>The narrative section is limited – only 4 full lines of information can be entered.</p>

Fair Hearings should be recorded on the "Issues" page (see above).

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

Foster/Resource Family Home Type: License Number:

Placement Home End Date: End Date: Reason Type: Comments:

Age Range

#Placements: Beds Avail: Adj. Cap.:

From: To: 0 0 4

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: Fax:

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.):

Ready Placement Home [Test Home]

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.

There will be no 'County License Case ' in CWS/CMS associated with these homes.

Process Placement Home Move

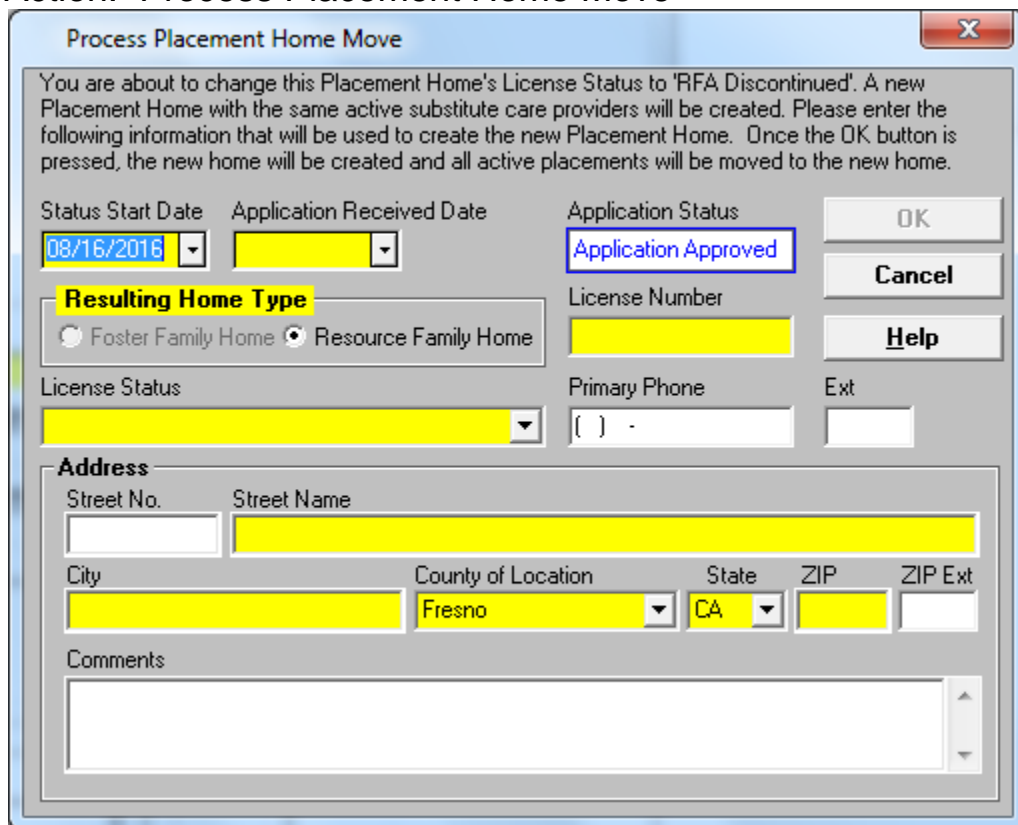
This functionality can do the following:

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.