Placement Quick Guide For Probation



Resource Center for Family-Focused Practice January 2019

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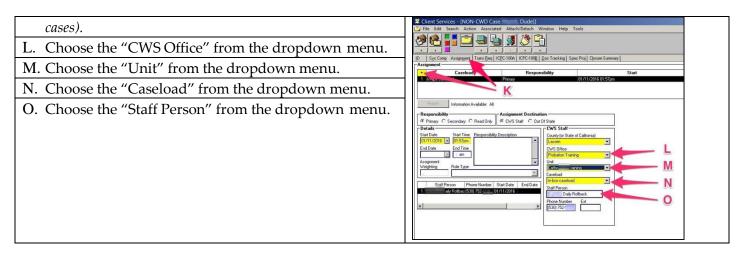
Creating a New Case for an Existing Client in the CWS/CMS Database

(Note: When searching for a client to create a new case, complete a diligent search of the database. This includes searching for the youth and if unable to locate, searching for the parents or siblings and double-clicking on their name to open their client abstract to determine if the youth you're searching for is listed under the family members tab with a different name, spelling, or DOB. Search the database by the new information you found to assure you will attach the youth's CWS case history to the new case and avoid duplicating a client that would then have to be merged.)

A. Search for	Client by Name and one other search	Search	×
	ch as DOB.	Search Type Client	OK
criteria su	ch as DOD.		Cancel
		Δ	Help
		Last Name 🗖 🗾	Phonetic Name Search
		First Name Test 🖌	Phonetic Street Name Search
		Social Security Number	Fartial Address Match
		Client Index Number (CIN)	
		Gender III	
		Date of Birth 01/01/2017	
		Ethnicity	
		Street Name City	
		County of Residence Lassen	
		State California	
		Home Phone State ID Number-County	
		State ID Number-Aid Code	
		State ID Number-Serial Number State ID Number-Assistance Unit Cd	
		State ID Number-Person Number	
		Juvenie Court vunder	
		Client Services - [Search Results [Client Abstract Search:Results]	
	ck on the client's name to open their client	Hile Edit Search Action Associated Attach/Detach Window Help	Toolz
	Review family members, referral history and		
	ry tabs to assure you have the correct client	Search Information	
and that n	o CPS referrals or cases are currently open	Status Search Citeria Sonding query to host1/11/2016 1:53:10 PM Phonetic Search Hot is processing query1/11/2016 1:53:10 PM Phonetic Search	Yes A
that would	d keep you from creating a new case.	Processing Complete!1/11/2016 1:53:11 PM Partial Address Search	No
	a keep you nom creating a new case.	Last Name First Name	Dude
		Sensitive Alert Name % Date of Birth SSN	CIN Gender Eth
		1 Dude 100 05/10/2001 465-73-8271	Male White
		B	
		Client Services - [Client Abstract Dude - Row #1]]	
		Image: Search Action Associated Attach/Detach Window Help Toolz Image: Search Action Associated Attach/Detach Window Help Toolz Image: Search Action Associated Attach/Detach Window Help Toolz	
		ID Other Names Other Addresses Family Members Referral History Case History	AW0L/Abducted
		Last Known Residence Address SSN Gender Client Index Number (CIN)	O AWOL
		Capitola, CA 95010 Date of Birth Age Primary Ethnicity	C Abducted
		05/10/2001 14 White* Bith Place/Hospital Name Bith City	Not Applicable
		Client ID Dominican Hospital Santa Cruz	Outstanding Warrant
		0732-1595-8078- Alien Registration # Emigration Country United States United States]
		Date of Death Juvenile Court # Drivers License # Last State ID #]
		Parental Rights Termination Related Person Term. Reason Term. Date Under Appeal Vol. Rel. Legal Desi	anation Bith Father Paternity Date
		Tribal Customary Adoption	
		Tribal Customary Adoption afforded full faith and credit	

C. Click the plus sign under Create New Case Folder (If your youth's name appears in the open window proceed . If it does not appear even though your search located the youth in the database, do not proceed as this means a CPS referral or case has not yet been closed and must be closed before proceeding or you will duplicate clients that will have to be merged).	Image: Section of the section of t
D. Click "Yes" to the message that appears "You're about to create a new case without a referral."	Client Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract Dude - Row #1]] Image: Services - [Client Abstract No Image: Services - [Client Abstract No Image: Services - [Client Abstract No
E. The "Client Notebook" opens already filled out (Check that all the information is up to date and change if needed. Assure that all Yellow, Green, and Periwinkle fields have been completed).	
F. Click on the "Demog" tab and complete all Periwinkle and Green fields to include immigration status, adjudicated delinquent, and previously adopted fields. Unknown is not an acceptable answer for previously adopted and will show you as out of compliance when reviewing AFCARS federal reporting data.	Client Service - Case (01964-0545-5060 Client (Case Focus Child) (Dude Focus Fo

	Click on the "Address" tab, click the plus sign under address to activate the fields and enter the youth's residence address prior to arrest.	Client Services - Case [0196-4545-5986] Client (Case Focus Child) [Dude Search Action Associated Attach/Datach Window Help Tools Search Action Associated Attach Vietnes Search Action Associated Attach Vietnes Search Action Associated Attach Vietnes Search Action Associated Active State Search Action Associated Active State Search Action Actions Street Name Search Action Actions State 20P ZIP Ext Copy State Copy State 20P ZIP Ext Copy State Copy State
	Click the Manila file folder Icon/ Notebook.	Client Services - [CaseAttach/Detach Window Help Tor File Edit Search Action Associated Attach/Detach Window Help Tor
I.	Complete all mandatory fields on the ID tab (<i>Remember the start date of the case and court involvement dates are the date the youth appeared in court and was ordered into placement by the Judge</i>).	File Edit Search Action Associated Attach/Detach Window Help Toolz Image: Status
J.	Click on the "Svc Comp" tab. Click the plus sign under service component to activate the fields. Add service component. (<i>The effective date populates from the</i> <i>ID tab and matches the start date of the case. Most</i> <i>common service component for a new case is "Family</i> <i>Reunification" and later changes to "Supportive</i> <i>Transition" for your NMD</i> (<i>Non-Minor Dependent</i>) youth who are eligible and opt-in to extended foster care services <i>per AB12</i>).	Client Services - [NON-CWD Case
K.	Click the "Assignment" tab. Click the plus sign under assignment (defaults to primary assignment. You may add as many secondary assignments as needed. Common secondary assignment goes to support staff, PHN's, and other assigned workers on dual jurisdiction or WIC 241.1	



(SAVE TO DATABASE)

Once you've created the case and saved it to the database, open the case and review client notebooks to see if you need to search and attach clients or create new client notebooks and relate them following the instructions in this guide. Each client must have a client notebook to be chosen as a participant in a contact note.

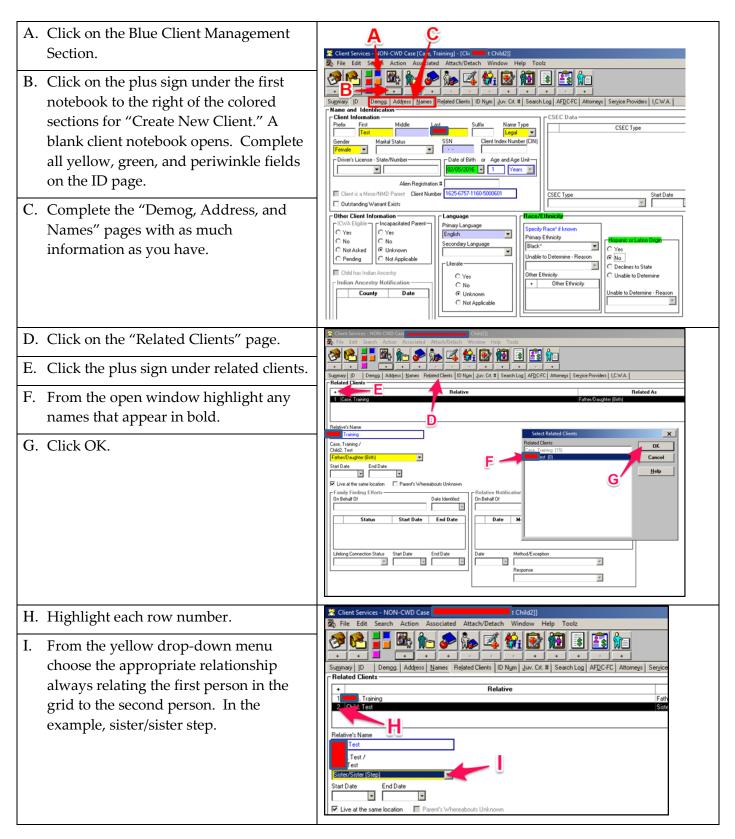
Note: To create a case without client history in the database, follow steps C through O above clicking on the plus-sign to create new case, choose "New" from the blank open window, and beginning with step D above, filling out the blank client notebook. Proceed with steps E-O. You can search and attach existing clients to the case or if unable to locate through search, create new client notebooks and relate all clients on the "Related Clients" tab as in step G above.

Searching and Attaching Existing Client Notebooks

 A. From your open case click on the search drop- down menu and choose start search. In the open window, type the name of the client you're searching for and at least one other identifying criterion such as birthdate. B. Click OK. 	Search Search Type Clere Search Type Clere Let Name First Name First Name First Name First Name First Name Clere II Gender Approximate App Date of Birth Giffer OI/01/2017 Elinnicity Steet Name Clere II Gender Date of Birth Giffer OI/01/2017 Elinnicity Steet Name Clere Clere II Gender Clere Clere II Gender Clere Clere Clere II Gender Clere
C. Double click on your search results to open the client abstract.	Client Service - [Search Results][[IIInt Abstract Search Results]] File Edit Search Action Associated Attach/Detach Window Help Toolz Search Information Stata Search Information Stata Search Information Stata Search Criteria Search Criteria Search Criteria Search Protect Search No Parial Address Search No Search Criteria Search Criteria Search Criteria Search Criteria Search No Parial Address Search No Parial Address Search No Parial Address Search No Search Criteria Search No Search
D. Review the page tabs for Family Members, Referral history and Case history to assure you have the correct client.	

E. Click on the window drop-down menu and choose the Non-CWD Case to get back in your open case.	Inter Services - [Client Abstract] est - Row #1]] Image: Services - [Client Abstract] Window Help Toolz Image: Services - [Client Abstract] Emiliary Minibal [Enternal] Window Ctil-L Image: Services - [Client Abstract] Emiliary Minibal [Enternal] Vindow Ctil-L Image: Services - [Client Abstract] Emiliary Minibal [Enternal] Client Window Ctil-L Image: Services - [Client Abstract] Emiliary Minibal [Enternal] Client Window Ctil-L Image: Services - [Client Abstract] Emiliary Minibal [Enternal] Client Window Ctil-W Image: Services - [Client Abstract] Services - [Client Abstract] F8 Image: Services - [Client Abstract] Enternal Registration # Client Abstract F9 Image: Services - [Client Abstract] Enternal Registration # Control Bar Status Bar Image: Services - [Client Abstract] Image: [Client Abstract] - Row #1] 2 Paterial Right: Temmination Tem. Duble U - S Client Abstract] - Row #1] Paterial Right: Temmination Tem. Duble U - S Client Abstract] - Row #1] Tibal Customary Adoption Tem. Duble U - S Client Abstrac
F. Click on the Attach/Detach drop-down menu and click on attach existing client.	Client Services - (NON-CWD Case File Edit Search Action Associated Ttach/Detach Window Help Toolz Attach Existing Client Attach Existing Client Attach Existing Client Attach Existing Reminder Attach Existing Client Attach Existing Client Attach Existing Client Attach Existing Client Attach Existing Sub Care Provider Balaxing Date Projected End Date County Status End Date County Status End Date Projected End Date Projected End Date Projected End Date Projected End Date County Status End Date Projected End
G. A new window appears with the name of the client you just searched for. Highlight their name.H. Click OK.	Attach Existing Client X Rem to Attach V Clevit V For this Care 0K Cancel 10 Name Start Date End Date 0F Attach this Client Sort Attach this Client Sort Attach this Client Sort Mane Ape(Yrs) Gender Birth Date Of Form56 Of Form56 Vij Additional items can be added to the fist by performing a search on Client, then opening the abstract.
 I. Click on the blue client management section. J. Click on the first icon to the right of the colored sections for "Open Existing Client." K. A new window opens with all the client notebooks and you should see the name of the client you just attached. L. Click on their name. M. Click OK and from the open client notebook review the information on the ID, Demog, Address and Names pages for accuracy and update as necessary. 	Central weightigt Central frameweightigt The Central frameweightigt Central frameweightigt Central frameweightig

Creating New Client Notebooks



Creating a Foster Care Placement

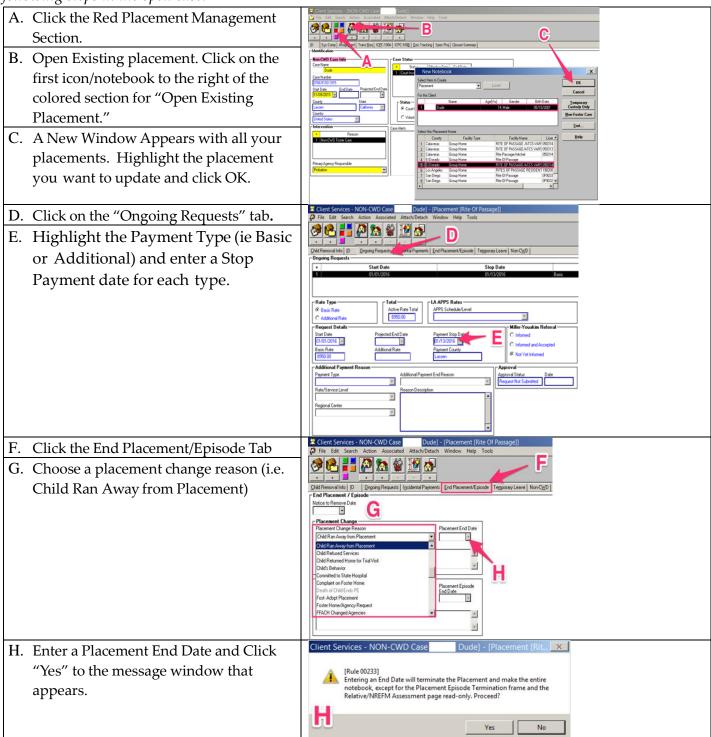
A. Start Search and change search criteria from client 🤣 🛃 🛄 🛄 🤐 🏷 🦹 to "Placement Facility." A second drop down menu appears titled "Placement Facility." (Search Tip: If Α searching in State choose "Group Home/FFA" from the second dropdown menu and type in the license number of the facility in the search field. If searching out of State, choose "Group Home" from the second dropdown menu and uncheck your county and type in the facility name. For best results use a portion of the name and your wild card (%). Example: for Rite of Passage type Rit% in the *facility name field).* B. Your Search list appears. (You do not need to double click on any of the search results unless you want more 1 C Ctrl+1 Ctrl+E information about the facility, such as address and Ctrl+V contact). Go to your "Window" dropdown menu Tile H and choose "Non-CWD Case" or any of the other ral Display Def open windows at the bottom of the list to get out of your search results and back to the case. 1 NON-CV ✓ 4 Search Results [Group Home Search:Results] C. Click on the Blue Client Management Section and from the first icon/notebook to the right, open existing client notebook. From the list of clients that appears, highlight your youth's name and Click OK. (You can skip steps C-F if this is not the first placement recorded and a State ID number has already been documented). D. Click on the "ID Num" tab. 🏝 🍋 🧈 🗽 🕰 餘 🗟 🖪 🛍 🕯 E. Click on the plus sign under "Identification Numbers" and choose "State ID" from the open window that appears. Start Date

F. Complete all mandatory Yellow fields with information obtained from your county eligibility staff.	Client Services - NON-CWD Case Dude] - (Client (Case Focus Child) [Dude] Price Edit Search Action Associated Attach/Detach Window Help Toolz Sugmay ID Demog Adders Name Sugmay ID Demog Adders Name I State ID Current Seaid Current Seaid Un Number Type State Date ID Number Type State Date First Midde Last Current Seaid Unit Number State Date Int Date Corrent Seaid Last Int Date Int Date <
 G. Click on the Red Placement Management Section. H. Click on the plus sign under the first Icon/notebook, the picture of the house with the people standing in front of it. I. From the window that appears, highlight your youth's name and highlight the facility from the list shown. Tab out of the field and Click OK. 	Image: Section Section Image: Section Section Image: Section Section Image: Section Section Section Image: Section Section Section Image: Section
J. Complete all Yellow and Green fields on the "Child Removal Info" Page. (<i>This step is only completed for</i> <i>the initial placement. Hereafter you will be directed to</i> <i>this page to begin recording your placement updates but</i> <i>you will skip directly to the "ID" page as the removal</i> <i>information doesn't change.</i>)	Client Services - NON-CWD Case Dude) - (Placement [Rite Of Passage]) File Edit Seach Action Associated Attach/Detach Window Help Tools Tool
K. Click on the ID page and complete all Yellow fields. (Do not forget the "Agreement Effective Date." It is not a yellow field, but you will not be able to close your case without one.)	Client Services - MON-CVD Case Dade] = [Placement (Rite Of Passage]) File Eds Search Action Associated Assoc
L. Complete the three CHDP fields.	Inte Of Prange Execution Providente Norgandan Seletter Care Program Nucle Providente Norgandan Seletter Care Provide Care Enservice Placement Enservice Placement Provide Care Providente Norgandan Providente Norgandan Provide Care Providente Norgandan Providente Norgandan Provide Care Providente Care Providente Norgandan Provide Care Providente Care Providente Care

M. Complete "Sibling Placement Rationale." unless youth is an NMD.	Pid Removal Into @ Organg Requesti @coderd# Persents End Removal Into Persenter Court Program Nubbe Persenter Court December Court Persenter Court Persenter Court Program Nubbe Persenter Court December Court Persenter Court Persenter Court Program Nubbe Persenter Court December Court Persenter Court Persenter Court Program Nubbe Persenter Court December Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Court Persenter Program Persenter Court Persenter Court Persenter Court Persenter Program Persenter Program Persenter Court Persenter Court Persenter Court Persenter Program Persenter Program Persenter Persent Persenter Program Persenter Program Persenter Program Persenter Program Persenter Persent Persenter Program Persenter Program
 N. Click the "Ongoing Requests" tab. O. Click the plus sign under "Ongoing Requests" to activate the fields on this page. P. Complete the two mandatory Yellow Fields. (<i>Rate type defaults to basic rate. Click the plus sign and click on "additional rate" if applicable for monthly supplemental payments such as Infant Supplement – Family. Complete one time "Incidental Payment" tab for expenses such as clothing allowances.)</i> 	Client Schvices - NON-CVD Case Control Control Contro
Q. Click on the Non-CWD tab and complete all fields as shown in the sample screen shot. You must update the Non-CWD tab with the latest hearing dates, last case plan date and last visit date after every review hearing.	★ Clerch Services - NON-CWD Case Dudg! - (Placement (Ret Of Passage!) Ø File Edit Servic Action Ansocial Attract/Presents Help Tool: Ø File Edit Servic Action Action Action Action Action Presents End Passage Passage Ø Passage Pass Dedit Passage Ø Passage Passage Dedit Passage Ø Passage Dedit Passage Ø Passage Dedit Passage Ø
R. Complete the SOC 158A. Click the plus sign under the last icon/notebook (<i>The house with the document behind it</i>) and choose "Soc158A Foster Child's Data" Click OK and OK again on the next window. Your document is populated. Print a hard copy for your file and send one to Eligibility. (<i>Note: The first time you complete a placement in the system to include the child removal page you will need to save to database before the information is available to create the SOC158A document. Thereafter, upon future placements, the document can be generated prior to saving to the database.</i>)	Open Notebooks Information Available: Current See Items 0 Poen Notebooks Information Poen Fac Name Fac

Ending a Placement Prior to Creating a New Placement

Note: Prior to creating a new placement you will need to close out the existing placement by completing the following steps in the open case.



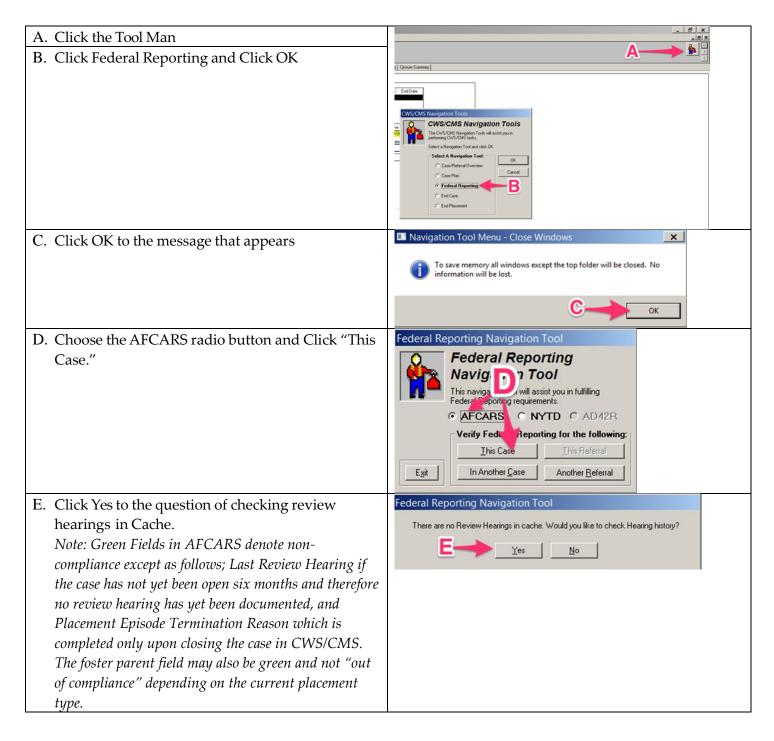
(SAVE TO DATABASE) *if your work is completed or begin a new Foster or Non-Foster Care Placement. The placement notebook becomes read only. If any changes need to be made, go to the "Action" drop down menu and click on "Update Placement."*

Creating a Non-Foster Care Placement

 A. Click on the Red Placement Management Section B. Click on the plus sign under the first Icon/Notebook to Create New Placement C. Highlight your Youth's Name in the Window that Appears D. Click on the Non-Foster Care Button. 	Constant Constan
E. Click on the Non-Foster Care tab and complete all Yellow and Green fields as shown in the sample Screen Shot. (<i>Note: The date field on this</i> <i>page will default to the date you input on the End</i> <i>Placement/ Episode tab. Be sure to change it to the</i> <i>correct date if for example your youth was AWOL for</i> <i>a period of time prior to being placed in Juvenile</i> <i>Hall</i>).	Client Services NON-CWD Case Dude] - [Non-Foster Care Placement] File Edit Search Action Associated Attach/Detach Window Help Toolz Child Berroval Into) End Placement/Epicode Mon-Foster Care Name Dial Berroval Into) Foreign County Facility Type Description Name Prome Extended Hell Facility Type Description Name Prome Extended Hell Facility Type Description Name [653] Street Name Curry Facility Type Facility Type Description Name [653] Street Name Curry Facility Type Description Facility Type Description Name Prome Ext Facility Type Toreign County Eations [653] State 21P State 21P Ext Alternate Phone Foreign County Foreign 21P Foreign County Foreign 21P Foreign County Foreign 21P Enail Address 21P State 21P Enail Address 21P

Federal Compliance with AFCARS (Adoption Foster Care Analysis-Reporting System)

Note: Check your federal reporting compliance tool after completion of each change of placement to assure your compliance is up to date with the current reporting period. Reporting periods are bi-annual October – March and April –September.



F.	General Child Client: This section is updated as				
	follows: Gender through Hispanic Origin –		Federal Reporting Navigation To	Caretaker Removed From:	Birth Parents:
	documented in the youth's client notebook (Blue		Federal Reporting Navigation Tool	Family Structure: Married Couple 2	Mo Rights Term Date: Fa Rights Term Date: Mother's Birthdate
	Section, first icon/notebook, open existing client.		CAFCARS C NYTD C AD425	2nd Citkr Birthdate: 04/23/1976 Foster Parents:	Father's Birthdate
G.	Previously Adopted: "Demog" page in client		Case Number 0766-5193-1915	1st Fstr Prnt Marital:	Adoptive Parents:
0.	notebook.		Reporting Dates 10/01/2015 - 03/31/2016	1st Fatr Pint Hisp Ori: Unknown 2nd Fatr Pint Mantal: 2nd Fatr Pint Bithdte:	Prim Birthdate. Prim Ethnicity: Prim Hispanic Origin:
н	Diagnosed Condition: Health Notebook (Blue	E	——General Child Client: M—	2nd Fatr Pint Ethnoty. 2nd Fatr Pint Hisp Ori. Placement Episode:	Sec Marital Status: Sec Birthdate: Sec Ethnicity:
11.	section, open existing health notebook (blue	1	Gender: Male Bithdate: 05/10/2001	Last Removal Date: 01/01/2016 Prim Rsn for Rmvt Law Violation	Sec Hispanic Origin
т		G	Ethnicity: White" Hispanic Origin: No Previously Adopted: No	Sec Rsn for Rmvt Click for List	Adoption Placement: Finalization Date:
I.	State Aid Code: Entered in Youth's client notebook	н—	Age at Last Adoptn:	Termination Reason: Episode End Date:	Monthly Subsidy Monthly Amount
	(Blue section, open existing client, ID NUM page	1	State Aid Code: 42	Foster Care Placement:	AAP Eligibility: Title IV-E Eligible
	tab.	9	Last Review Hearing:	Legal Authority Type: WIC 602 Basic Rate: 8950.	Prim Risn for AAP Elig:
J.	<u>Case:</u> This section is updated on the Non-CWD		Crint Case Plan Goat Return Home	Plomnt Home Type: Group Home	
	tab in the Red Section (First Icon/Notebook, open		Foster Care Adoption Both		Pause Print Egit
	existing placement)				
Κ.	Caretaker Removed From: Family Structure is				
	documented on the Child Removal Tab in the Red				
	Section, open existing Placement Icon/Notebook.				
L.	Foster Parents: When creating a THP+FC home				
	this information is found on the Substitute Care				
	Provider tab in the Red section, second				
	Icon/Notebook for open existing Placement Home.				
M	Placement Episode: Last Removal Date, Primary				
	Reason for Removal and Secondary Reason for				
	Removal are all documented in the Red Section,				
	first Icon/Notebook for open existing Placement				
	on the Child Removal Tab. (Placement Episode				
	Termination Reason is documented on the End				
	Placement/Episode tab in the existing placement				
NT	notebook.)				
IN.	Foster Care Placement: Start Date and Legal				
	Authority are documented on the ID tab of the				
	current placement notebook in the Red Section.				
	Basic Rate is documented on the Ongoing Request				
	Tab.				

Creating a Foster Care SILP (Supervised Independent Living Placement) Home and Placement

Note: Before you can create a SILP Placement you must first create the SILP Home following the directions below.

ven	<i>w</i> .	
A.	Click on the Red Placement Management Section	Client Services - NON-CWD Case Dude] - [Placement Home [Dude] F/ Edt Search Action Associated Attach/Detach Window Help Tool:
C.	Click the plus under the second Icon/Notebook for "Create New Placement Home." Enter your Youth's name in the "Name" field Enter the address and phone number where your youth resides. If other adults or children live in the home enter them on the "Other Children" and "Other Adults" tabs otherwise skip this step.	• • • • • • • • • • • • • • • • • • •
F.	Click on the Special Projects page. Click the plus under Special Projects to activate the fields. Choose S-NMD SILP from the drop- down menu and enter a start date.	Client Services - NON-CWD Case Dudej - [Placement Home [Liss File Edit Search Action Associated Attach/Detach Window Help Toolz ID Substitute Care Provider Qither Children Other Adgits Char/Pref License Info. Committee Special Projects Special Projects Special Projects Start Date End Date Example 2 I I I I I I I I I I I I I I I I I I I
G.	Click on the "Payee" tab and enter the payee information (i.e. name, address, and phone number)	Client Services - NON-CWD Case Dude] - [Placement Home [Dude] File Edit Search Action Associated Attach/Detach Window Help Toolz State Payee File Name MI Last Name Dude State Name California State State State Congress Foreign County Foreign Address Description (Plovince Name, etc.)

H. Click the plus sign under the first house icon/notebook to "Create New Placement." You will see the SILP home you just created. Highlight your youth's name and the SILP home from the open window and proceed with steps K-R of Creating a New Foster Care Placement. Pages 11-12 in this guide.

Creating a THP+FC Placement Home and Placement

A.	Click on the Red Placement Management	Client Services - NON-CWD Case Dude) - [Placement Home [Dude] Fie Edit Search Action Associated Attach/Detach Window Help Tool:
	Section.	Special Project Pagee APagee Hold Status Background Deck. Identification
В.	Click on the + sign under the second house	Narren D Pray Schlute Car Proveder Placement Name End Date Pray Schlute Car Proveder Placement Name End Date Fracement Name End Date Placement
	icon/notebook for create new placement home.	Found Faulty Agency Cartificat Home Found Faulty Agency Cartificat
C.	Name the home. Follow your county's rule for	Age Range From To D D D D D D D D D D D D D
	naming convention i.e. Test Child in a Families	Image Process A. Far The Tore is on hold Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process Image Process
	First placement might be Test Child FF. (note:	Contraction Contra
	Remember the exact name you called the home	
	including any spaces or hyphens. This will help you	
	locate the home in your search to complete the	
	placement.)	
D.	Choose the "Type" of home "Foster Family	
	Agency Certified Home."	
E.	Click the check box for "Transitional Housing	
	Placement Program Facility."	
F.	Click the "Operated By" search binoculars and	Total Set Total Set Set Set Set Set Set Set Set Set Set Set
	complete search criteria to find the agency your	Kall and the second secon
	home is attached to. Choosing Licensed,	Name Pacement Anne End Date End Date End Date End Date
	Region or Zip Code, or use of your wildcard	Type Statch X Footer Finish Agency Cested Hove Statuch Color Status
	like this "Fam%" in the facility name field are	Placement Subjects States and a state States
	all helpful search tips. (note: It may appear like	Point To D D D Transitional Housey Point Paint M X [0] [1] [4]
	your search yielded no results. Check the dropdown	License handle Dore Name Phone Ed. 20 Code State Data (State Data (State Data)) Ed.
	menu and you will find your results. If no results	Date in Store H to 122 See H to 9 State 20° State 20°
	found it is possible your social service agency hasn't	Caleven 10007 Foreign 200 F
	yet entered the home in the system. Contact	
	them for assistance with locating the agency.)	
G.	Locate the agency you just searched for in the	Image: Services = NONFRAUD Case Dudgi = [Placement Home [Dudg Image: Services = NonFraud Attributes Window Help Toolz
	dropdown yellow field under the "operated	Comparing a second
	by" search binoculars.	Name G Pinny Sublike Car Provide
H.	Complete the address fields (note: County field	Term Faels Approp CenterHore
	defaults to your county. Be sure to change it to the	App Range
	correct county associated with the city of the home	Backup Contact
	your youth resides in. You will need to recall the	None Processing ACCeptory
	county you entered when searching for this	Culture and P End Culture
	placement home to complete the placement of your	Foregr Country Foregr 20P Foregr Address Description (Powing Name, etc.) Comment
	youth.)	
I.	Click on the "Substitute Care Provider" page	
	tab.	
J.	Click the plus under "Substitute Care Provider"	
	on the open page to activate the yellow and	
	green fields.	
L	U	<u>-</u>

L.	Complete all yellow and green fields with as much information as you have. (<i>Note: Follow</i> <i>your county's naming convention for the SCP</i> <i>"substitute care provider."</i>) Check the "Primary Care Provider" box in the box titled "SCP associations to this home." (<i>Note: the start date in this box will default to the</i> <i>current date. Change it to the correct date if</i> <i>necessary.</i>) If there are other adults or children in the home, complete the page tabs for them.	Control Structures MONE CWD Case Durch 2 (Discernes Home) The Edit Stark Advance Advance Charles Window Help Tools Tools Tools See Advance Advance Advance Charles (Discernes Social Projects Project (Discernes (Disceru) (Discernes (Discernes (Discernes (Discernes (Discernes (Discerne
	Click on the "Special Projects" tab.	Client Services - NON-CWD Case Dude) - [Placement Home File Edit Search Action Associated Attach/Detach Window Help Toolz
O.	Click on the plus under "Special Projects to	
P	activate the fields on this page. Click on the dropdown menu under "Special	D Substitute Care Provider Other Children Other Adults Cha/Pref License Info. Comments Special Projects Pagee Special Project Special Project
1.	Projects" and choose S-NMD THP+FC. (<i>Note:</i>	
	You must have the "Resource Management	Special Projects
	Placement Facility" privilege assigned to you to	StarDave End Dave
	complete this entry.)	
Q.	Click on the "Payee" tab (Complete payee information using your county's naming convention.)	Cilient Services - NON-CWO Case Dude - [Placement Home Teite Sitk Search Action Associated Attach/Detach Window Help Tool: Section Associated Attach/Detach/Det
R.	Search for the placement home you just created using the County, Facility Name, and Region you recall from the ID page you completed for the placement home.	Search Search

Save to database, re-open the case, and search for the placement you just created.

Complete placement by following steps G-R of creating a foster care placement. **See pages 10-12** in this guide.

Creating a Resource Family Home Placement

