Initial Placement

Placement Management

Following the referral investigation in the example the child is detained. Now a placement for the child must be found and the child placed. Any time a child or children are removed from the care of their parents or guardians by formal action of the department or law enforcement, the whereabouts of the child must be documented as well as an explanation as to why the child was detained and who detained the child.

The starting point for a placement is to go to the "Placement Management" Section■. The "Placement Management" Section is available in both "Referral" and "Case" folders. It is identical in either folder. The child's placement will follow the child, so if a placement is made in a referral and then the referral is promoted to case, the placement will still be there.

The placement management section ■ consists of eight notebooks. (There are five large icons and 3 "+" icons. Two of the "+" icons are grayed out and not available to use.)

  Open existing and create new (+) "Placement" notebooks.

  Open existing and create new (+)"Placement Home" notebook.

 Open existing "Adoptive Placement" notebook. Note (+) is grayed out.

 Open existing "Home Study" notebook. Again, the (+) is grayed out.

The last two notebooks are open existing or (+) new "Placement Documents." Note that it is the right most option and that the icon has a representation of a paper form on it. In CWS/CMS, when an icon has such a representation behind it, it is generally referring to a document of some type.

To document a child's placement, first open either the referral or case for the child. In prior chapters, an existing referral was opened; the process would be the same here. To open an existing case, click on the "Open Existing Case" icon. Then find the child's case. An example of a worker's case listing is shown on the next page. The case "Training, Child" was opened by clicking on it. The entire line will be highlighted. Then click the "OK" button to the right.
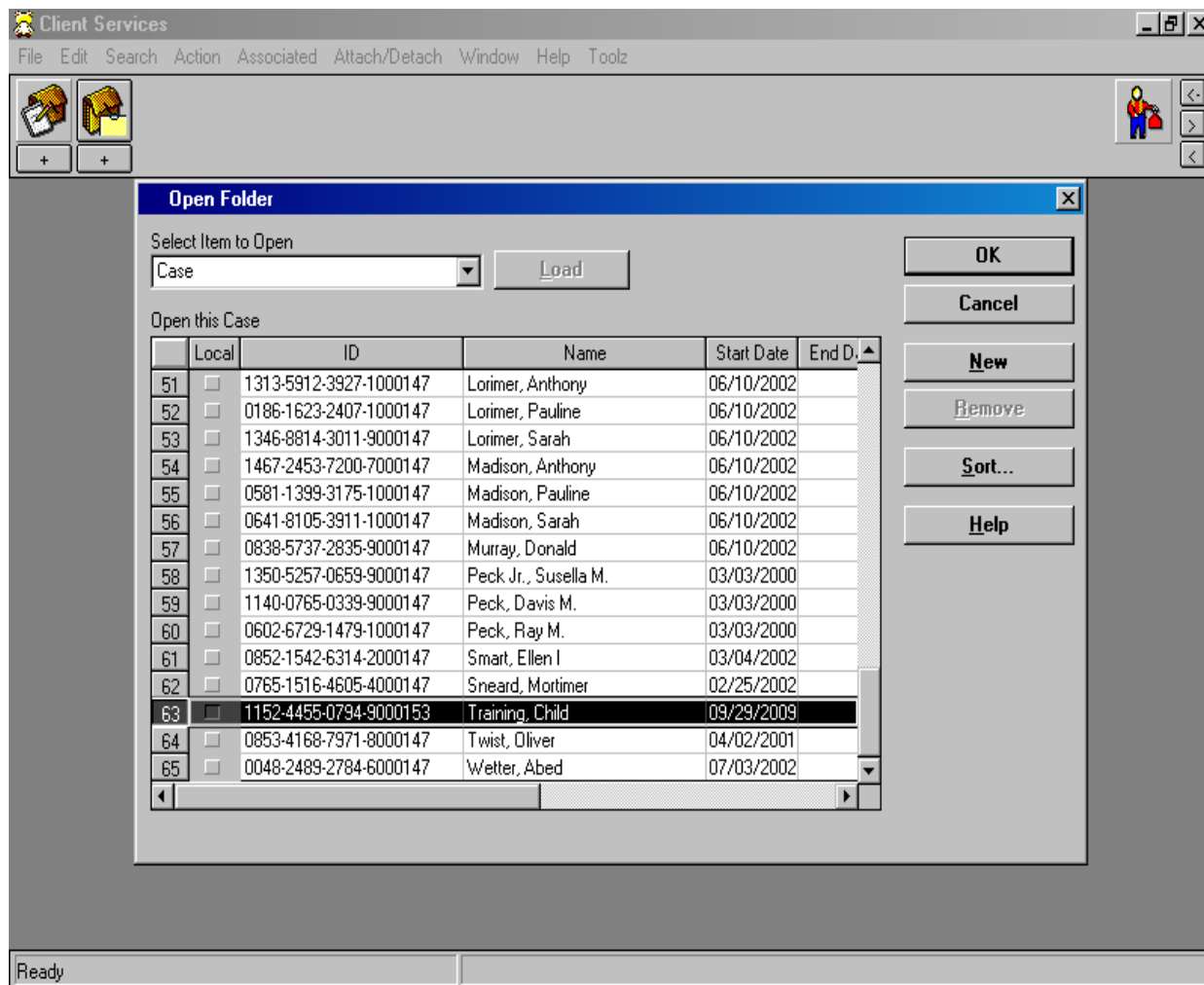
This would result in the following dialogue box.
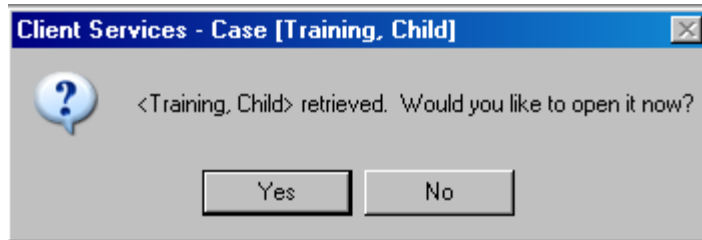
If this is the correct case, click on the "Yes" button.

This opens the case in the "Case Management" section. Note that unlike referral, which requires a worker to name the referral, the application will automatically name the case for the child. The case name and the child's name are the same by default. Case name is a required field, and although the application will default to the child's name, if a county wanted to change the case name for some reason, the case name can be changed by deleting the existing case name and typing a new case name in the field.

On the next page is a "Case, ID" page for this child.

Client Services - [Case [Training, Child]]

File   Edit   Search   Action   Associated   Attach/Detach   Window   Help   Toolz

ID | Svc Comp | Assignment | Trans Req | ICPC-100A | ICPC-100B | Doc Tracking | Spec Proj | Closure Summary

Identification

Active Safety Alert Exists - See Client Notebooks

Case Info

Case Name
Training, Child

Case Number
1272-7083-9793-3000147

Start Date   End Date   Projected End Date
09/30/2009   09/30/2010

County   State
Glenn   California

Country
United States

Case Status

+	Status	Effective Date	End Date
1	Court Involvement	04/08/2010	
2	Court Involvement	09/30/2009	

Status
○ Court Involvement
○ Voluntary

Effective Date
04/08/2010

End Date

Intervention

+	Reason
1	Physical Abuse

Primary Agency Responsible
County Welfare Department

Case Alerts

Case Suspension

	Start Date	End Date	Reason for Suspension
1	12/31/2009	04/08/2010	Child Adjudged 601/602

Start Date   End Date   Reason for Suspension
12/31/2009   04/08/2010   Child Adjudged 601/602
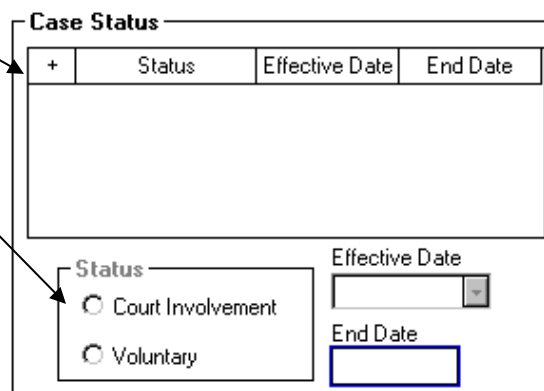
This information box documents which of three reasons a CWD case may be suspended:
  A. Child adjudicated 601/602
  B. Committed to State Hospital
  C. Guardianship Set Aside

Ready   Case [Training, Child]

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The first time a case is opened, the case status is entered.

To enter a case status, click on the "+" in the grid immediately under the heading "Case Status" in the case status information box.

Case Status

+	Status	Effective Date	End Date

There are only two choices. The case is either Court Involvement or Voluntary. To select which one, click in the appropriate radial button next to the choice. The "Effective Date" will default to the date the entry was made but can be changed to reflect the correct date. A case may move between "Court Involvment" and "Voluntary" during its course. "End Date" is automatically entered when the status is changed.

Status
○ Court Involvement
○ Voluntary

Effective Date

End Date

Projected End Date

There are other fields on this page that are to be completed. The first one is "Projected End Date." This is a "best guess" as to when services to the family or child will be ended. This is not the end date of the case plan. The "Projected End Date" may be one year from the current date, the child's 21st birthday or some other date. It never locks and can be changed if necessary.

The "Intervention Reason" already had data entered. That data represents the substantiaed allegation(s) in the referral .
By clicking on the "+" in the grid, other intervention reasons can be added. This is also how a case would be changed
into an "Adoptions" case at a later time.

When this page is completed, click on the "Placement Management" section. ■

In order to make a placement, click on the "+" under the "Open Existing Placement" icon. That will prompt the
application to create the dialogue screen on the next page.

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New Notebook

Select Item to Create

Placement ▼   Load

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	8	Male	01/01/2001

Select this Placement Home

	County	Facility Type	Facility Name	License

OK

Cancel

Temporary Custody Only

Non-Foster Care

Sort...

Help

By clicking on the child's name or selecting the child, the athree buttons to the right , "Cancel", "Temporay Custody Only' and "Non-Foster Care" will be enabled, turning from grey to black. At this point, they can be clicked.

Notice that only "Cancel," "Temporary Custody Only," "Non Foster Care" and "Help" are available.

OK
Cancel
Temporary Custody Only
Non-Foster Care
Sort...
Help

That is because there are some business rules that must be complied with prior to making a foster placement. The business rules do not apply to temporary custody or non-foster care.

Temporary Custody

Temporary Custody Only

Refers to placements that are temporary, that is, the department is waiting for a responsible
adult, usually a parent, to come to the office to pick up the child.

Below is a "Temporary Custody Only" page. There is only one page .

The date field defaults to the current date but can be reset if necessary. "Time" needs to completed. The "Removed By" information box defaults to "Law Enforcement." That is usually the corrent answer. Type in the officer's name, phone number and badge number. In the event that a staff person removes the child, select "Staff Person"and then select the
Staff Person from the drop down menu that will be enabled. "Safely Surrendered Baby" is only enabled if the child has been documented as a "Safely Surrendered Baby" in the referral special projects notebook.

The "Removed From" information box contains all drop-down menus. Just click the arrow and select the correct option.

The "Primary Reason for Removal" is also a drop down menu. Select the primary reason for the child's removal. In this example, the selection would be Physical Abuse. *Note, "Voluntary Reentry will only be available for youth over 18 years of age.*

"**S**econdary Reasons for Removal" is not enabled until a primary reason is selected. Once a primary reason has been selected, there will be a "+" in the green box. Clicking the "+" will create a drop down menu for secondary reasons. See the example on the next page.

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The widow is a "Multi Select" window. That is, click on as many of the choices as are appropriate before clicking on the "OK" button. Below is a list of the options.

Alcohol Abuse by Child
Care Taker Absence/Incapacity
Child Born with Drugs in System
Child Born with Fetal Alcohol Syndrome
Child's Behavior Problem
Child's Disability or Handicap
Drug Abuse by Child
Emotional Abuse
Exploitation
General Neglect
Homeless
Law Violation
Parent Absent - Abandonment
Parent Absent - Death
Parent Absent - Incarceration
Parent Skill Hindered by Alcohol Abuse
Parent Skill Hindered by Drug Abuse
Physical Abuse   ←Physical abuse is "grayed-out" because it was the "Primary" reason.
Relinquishment
Severe Neglect
Sexual Abuse
Status Offense
Unhealthy/Unsafe Home

If "Parent Skills Hindered by Drug Abuse" is selected, then the"Drugs" box becomes mandatory. Clicking the "+" in the "Drugs" grid will result in a list of drugs. If "Other" is selected, then the "Other Drug" line becomes a mandatory line and must be filled in by typing the name of the other drug.

	Drugs	Reason

Other Drug

The "Notification" information box is for documenting when each of the parties was notified of the temporary custody. Notification of the parents or legal guardian is required when custody of a child is taken. The child is also to be advised of the action. In all boxes, the date is a drop down menu. The time should be typed in, and the box next to "Notified of Civil Rights" should also be checked. This is usually true, most experienced emergency response workers carry a supply of the civil rights brochures and can give one to the parents at the time custody is taken. Use the "Notification Comments" box to document issues with notification.

Below is an example of a completed "Child Removal Info" page.

Because "Temporary Custody Only" was selected originally, this information box is enabled. That allows the user to document when and why the child was released. When the radial button for "Child Released" is selected, the following warning is received.
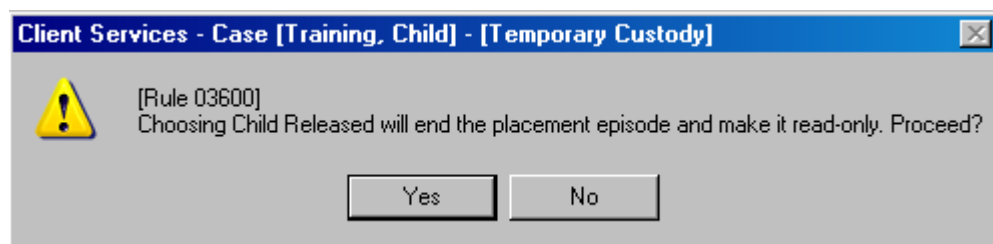
Unless the user wishes to change something on the page, select "Yes." The "Date," "Time" and "Reason for Release" fields become mandatory fields and must be completed. The "Date" field will default to the current date but can be corrected if necessary. "Time" must be typed in and "Reason for Release" is a drop down menu.

.

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Below is the complete drop down menu from "Reason For Release."

Child committed to State Hospital
Child dependent in other county
Child dependent in other state
Child legally emancipated
Child ran away/no petition filed
Child releasd home/parnt written agreemt
Child released home/Not in danger
Child released home/VFM agreement
Child released home/WIC 301 contract
Child released to probation/WIC 601, 602
Child released/Volun placement agreement
Child 18 yrs of age
Chld relsd to divrsn agncy/no petn filed

That completes a "Temporary Custody Only" placement. Next, "Non-Foster Care" placements will be examined.

Non-Foster Care Placements

Non-foster care is a child's residence outside the home or foster family home due to incarceration or care in a medical facility.

Non-Foster Care

The "Temporary Custody" page is used in "Non-Foster Care" placements and regular placements to document when the custody of the child was taken that is leading to the placement. Once completed, it never needs to be done again unless the entire "placement episode" is ended. "Placement Episode" refers to the time the child is in *temporary custody* and remains valid until the child has a permantent placement. *"Temporary Custody"* as used in these placements starts at the date and time the child is removed from the parent and lasts until a permanent placement for the child is made

To make a "Non-Foster Care" placement, first be sure that the Placement Management Section has been selected by clicking on the "Placement Management Section" icon.

Next, click the "+" under the "Open Existing Placement" icon.

The following screen will appear.

Click on the child's name, then select "Non-Foster Care."   That will result in opening a notebook with three pages.

The "Child Removal Info" is identical to the "Temporary Custody Only" page shown earlier. Complete it in the same manner.

The next page to complete is non-foster care. Non-Foster Care

Type the information in all the fields. There are two fields that cannot be typed in. The first field **Start Date** `09/29/2009 ▾` will default to

the current date. The date can be changed if necessary for accuracy. The second field **Facility Type** `_____ ▾` is a
drop down menu.

Facility Type
<None>
Assessment Center
Drug Rehabilitation Facility
Juvenile Camp/Ranch
Juvenile Hall
Medical Facility
Psychiatric Facility
Regional Center
Runaway Shelter
School Housing (Dormitory)
Other

Select one of the options.

Facility Type
`Other ▾`

Facility Type Description
`Hospital`

If "Other" is selected, the "Facility Type description" becomes mandatory.

At this time, the "Non-Foster Care" placement is complete.

To end a "Non-Foster Care" placment, go to the "End Placement/Episode page."
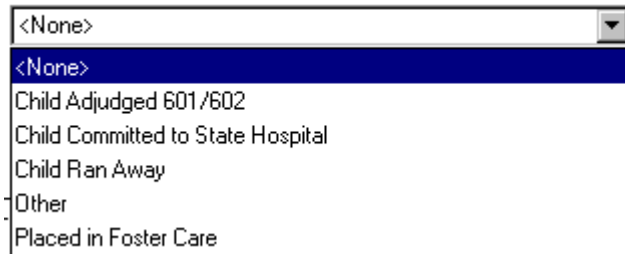Below is a sample of a blank "End Placement/Episode" Page.

Notice to Remove Date

The "Notice to Remove Date" is grayed out. [ ] The down arrow is not available. This is because in a "Non-Foster Care" placement, no notice to the care provider of an impending move is required. Use the down arrow next to"Placement Change Reason" to record why the placement being ended.

Placement Change Reason

<None>	▼
<None>	
Child Adjudged 601/602	
Child Committed to State Hospital	
Child Ran Away	
Other	
Placed in Foster Care	

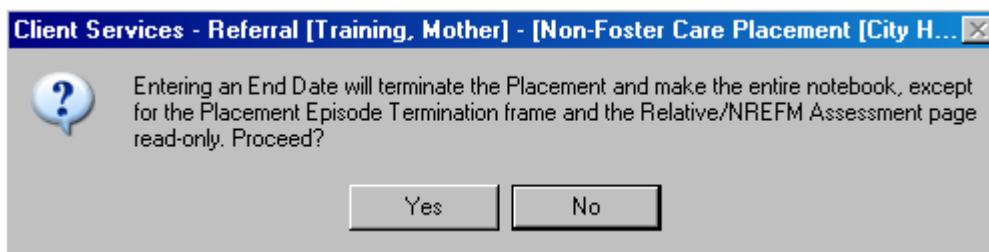Select one of the reasons to the left. Next, select the date the placement is ended in the "Placement End Date." Click the

Placement End Date

arrow and get a calendar, double click for the current date or type the date in. [ ] The "Placement End Date" is controlled by the "Non Foster Care Start Date" and cannot be prior to that date.

When a date is entered in the "Placement End Date," the dialogue box shown below appears.

Client Services - Referral [Training, Mother] - [Non-Foster Care Placement [City H...✕

? Entering an End Date will terminate the Placement and make the entire notebook, except for the Placement Episode Termination frame and the Relative/NREFM Assessment page read-only. Proceed?

Yes   No

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Be sure that all information is completed for the "Non Foster Care" placement before saying yes. If "No" is clicked, the date will disappear and any additional information may be added.

The last field on the page, "Placement Episode Termination," is to be used only when the child has achieved permanency. These are four ways to achieve permanency.

1. Reunited with family

2. Achieved age of majority (18)

3. Adopted

4. Died

There are other options, such as guardianship; however, before using other reasons check with your supervisor for directions.

Below is a completed "End Placement/Episode" page.

"Foster" Care Placement

As stated earlier, there are two business rules that must be followed to make a "Foster Placement." The first is that the child to be placed must have a "State ID Number." To confirm that the child has a "State ID Number," or create a new "State ID Number"click on the "Client Management Section." ■ Next, click on "Existing Client." That will result in the following screen.
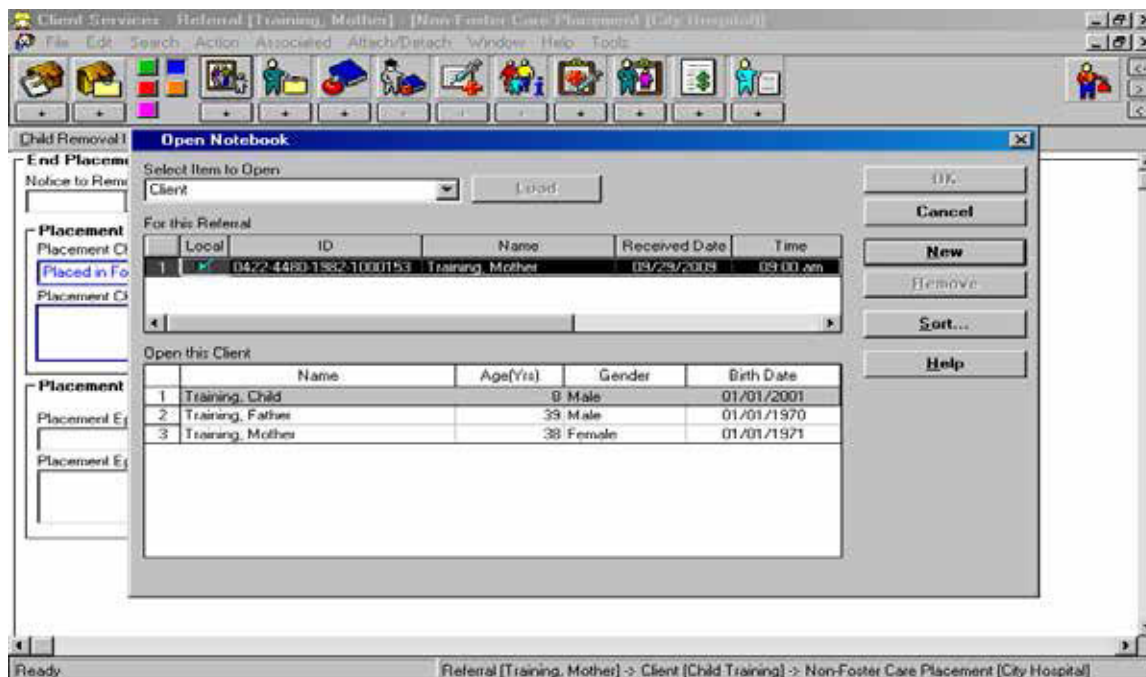
Select the child or children that are to be placed. CWS/CMS will allow a user to select multiple clients at one time. Also note that one line is grayed. It is highlighted, but is not selected. To select that line, a user must click on it. The application is attempting to forcast which client is likely to be opened.

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	8	Male	01/01/2001
2	Training, Father	39	Male	01/01/1970
3	Training, Mother	38	Female	01/01/1971

Open this Client

After selecting the client or clients that are to be opened, click on the "OK" button to the right

Below is a sample of a child ID page.

To confirm that a child has a "State ID Number" or to create a "State ID Number," click on the "ID" page.   Next, click on the "+" in the grid shown below.

Identification Numbers

+	Type

That will result in the following screen.

In the "Select ID" Box, select "State ID" then click on the "OK" to the right.

The application will create the following page.

Notice that the "County" is automatically completed and is read-only. The selection is determined by the county in which the user is logged on.

ID NumberType

State ID

	Current	Serial		Asst.	Person
County	Aid Code	Number		Unit	Number
11					

The "Current Aid Code" is also read-only and will be determined by an entry to be made later. The worker creating the "State ID Number" provides the "Serial Number." It is seven numbers, usually provided by eligibility. Although not a good idea, there are times when a pseudo number is used. Check with the county for specific county practice. The "Asst. Unit" refers to the unit within the county that is responsible for foster care aid. It is usually a letter, but the application would also allow a number. "Person Number" documents for this eligibility case which person this child is in numerical order. For example, if this were an existing eligibility case, the "Person Number" might be 04, or if this were a brand new case in which this client child was the only person, the number would be 01.

Start Date   End Date

09/28/2009

The start date is the actual start date for this aid case. The "End Date" is controlled by the "End Date" of the "Aid Code History" that is shown on the following page.

"Aid Code" specifically documents which type or kind of aid the child client is receiving.
In the example below, the child is receiving foster care. The "Start Date" in the "Aid Code History" information box is controlled by the "Start Date" in the "ID Number" code. The "End Date" in the "Aid Code History" controls the "End Date" in the "ID Number" code.

When all yellow fields are completed, the "State ID Number" has been documented.

The second requirement is that the placement facility must be in the cache or temporary memory of the computer being worked on. There are two ways to accomplish this. The first, and most common, is to "Search" for the placement resource. To do this, go to the dropdown menu and click on the "Search" option.
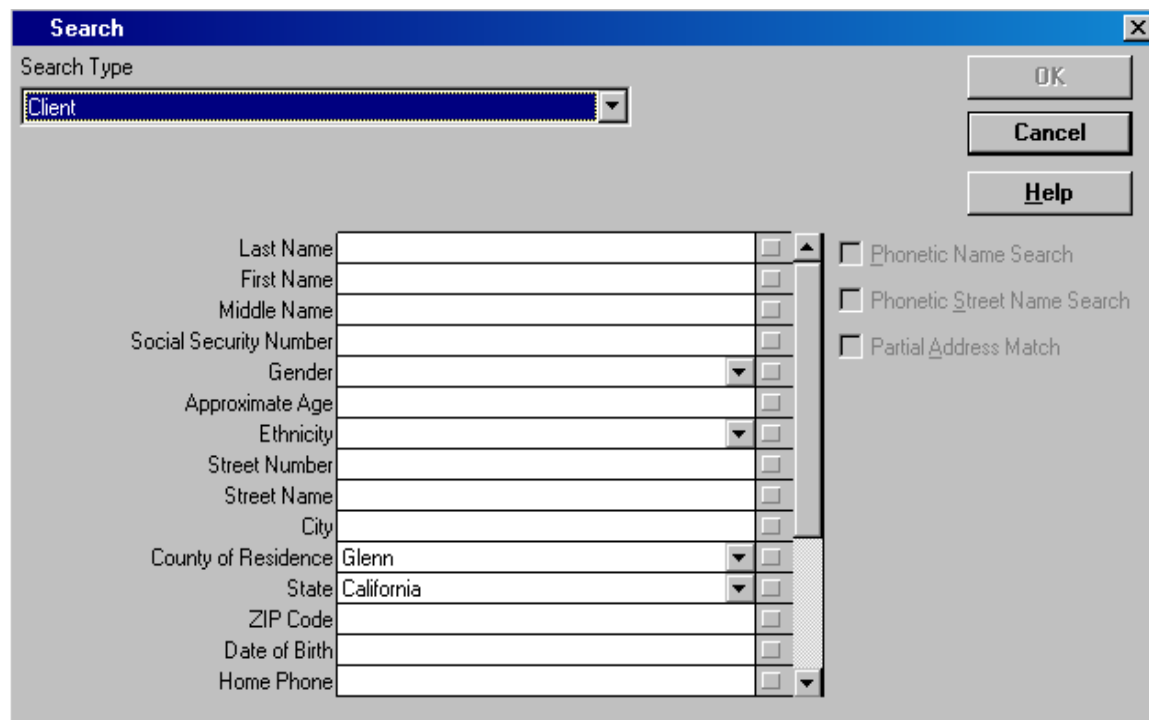

This will result in the following menu selections.
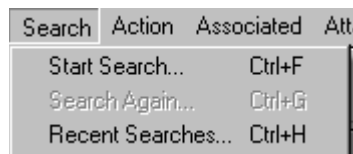
    Select "Start Search"

The following dialogue box will appear.

Change the "Search Type" from Client by clicking on the down arrow to the right of client.

This will result in a second dialogue box.
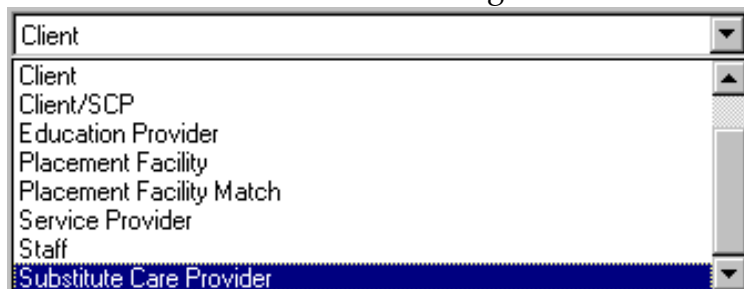
Click on "Placement Facility."

Note: "Placement Facility match" is not a good choice in the Northern part of California.

Clicking on "Placement Facility" will result in a different dialogue box, as shown on the following page.

Search

Search Type

Placement Facility

OK

Cancel

Help

Placement Facility

County Shelter/Recving Home(Non EA/AFDC)

County	Glenn ✔
LA Vendor ID	
Facility Name	
Zip Code	
Region	
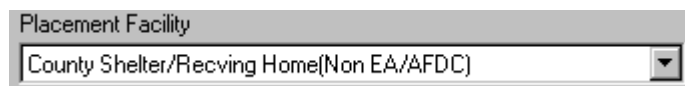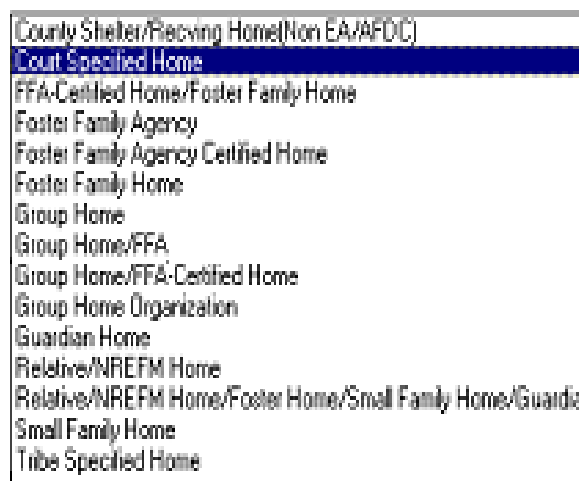
You can change the Placement Facility by clicking on the down arrow.

This will result in a dropdown menu from which to choose.

The better choice is probably to choose the line that has the most possible types of homes in it. It is sometimes difficult to know how a home is licensed. Selecting the line that the arrow is pointing to will get the most possible results.

This will result in the dialogue box shown on the next page.

Search

Search Type

Placement Facility ▼

Placement Facility

Relative/NREFM Home/Foster Home/Small Family Home/Guardi ▼

County	Glenn ▼	✓
LA Vendor ID		☐
Substitute Care Provider First Name		☐
Substitute Care Provider Last Name		☐
Zip Code		☐
Facility Name		☐
Region	▼	☐

OK

Cancel

Help

☐ Phonetic Name Search

Clicking on the "OK" button to the right will result in a screen that shows all the placement facilities (homes) that meet the criteria that was selected on the last screen. Searching to the criteria shown would have resulted in a search with approximately 50± homes. For purposes of this manual only, the search was limited intentionally to produce only one listing. **This would not be the norm for the search as shown.**

Below is the limited search result.

	City/County	Zip Code	Contact Name	Phone
1	Orland/Glenn	95963	Provider, SC	(563)986-5784

Now that the child to be placed has a "State ID" and a placement resource has been searched for and selected, a foster placment can be made.

What if there is nothing known about any of the homes shown? By double clicking on the home in the search results, the application will create and display an abstract. On the next several pages is a sample abstract for the home above.

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The entire abstract is read-only. The viewer cannot change any data in the abstract, only read it.

The first page is the "ID" page

The second page is the "Substitute Care Providers." This provides information regarding the adults in the home who are providing care for the child or children placed in the home.

The third page is "Other Children in Home." This provides information on other children who reside in the home, such as birth children. It does not include other children placed in the home.

This is followed by "Other Adults in Home," which informs the user about any other adults in the home who are not "caretakers" but are living in the home.

The Char*(acteristics)*/Pref*(rences)* page displays specific characteristics and preferences of the home in question. This is the page that CWS/CMS uses when it attempts to do a "Placement Match" search. In the North, this page is typically not completed, and this causes the "Placement Match" search to fail.

The "License Information" page provides information regarding the lincensure process -- when the license was applied for, when it was granted, etc.

The worker who created the placement facility being reviewed is allowed to enter comments about that home. This page documents those comments. Some comments may be issues that get referred to community licensing, others may not. Use the check box to determine if the comment was referred.

Use the "Special Projects" page to learn if the facility is a part of any special project.

The "Payee" page documents who should receive the foster care payment and where that payment should be sent.

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"LA Payee" serves the same purpose as "Payee" but is exculsively for Los Angeles County.

The "Hold Status" page serves a unique function. If a county places a placement facility or home on hold, that county is not able to place a child in that facility or home. However, another county may place a child there if they choose to. The "Hold Status" page will document who placed that resource on hold and a generic description of why. It will also provide a direct phone number of the staff person who placed the hold. This information provides the user a way to investigate the possibility of placing in the home regardless of the hold.

| ID | Substitute Care Provider | Other Children | Other Adults | Char/Pref | License Info. | Comments | Special Projects | Payee | LA Payee | Hold Status | ◄ | ► |

Hold Status

	Start Date	End Date	County	Reason

Start Date

Reason

End Date

Staff Person

County

Staff Person Phone Number

To make a placement of a child in a placement facility or home, click the "+" under the "Open Existing

Placement" icon. This will result in the same dialogue box as the one seen to create a "Non-Foster Care" placement.

New Notebook

Select Item to Create

| Placement | ▼ | Load |

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	8	Male	01/01/2001

Select this Placement Home

	County	Facility Type	Facility Name	License
1	Glenn	Court Specified Home	Training Placement Home	

This time, select the child to be placed by clicking on the child in the first grid , being sure that the correct home is selected in the botton grid. CWS/CMS allows the user to select multiple siblings in the top box. Use that option when the siblings are all being placed in the same home. It will start each child's placement; however, remember to complete the placement for each child.

New Notebook

Select Item to Create

| Placement | ▼ | Load |

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	8	Male	01/01/2001

Select this Placement Home

	County	Facility Type	Facility Name	License
1	Glenn	Court Specified Home	Training Placement Home	

When both grids have selections made, the "OK" button in the top right of the page becomes enabled. To make the placement, click on the "OK" button.

New Notebook

Select Item to Create

| Placement ▼ | Load |

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	8	Male	01/01/2001

Select this Placement Home

	County	Facility Type	Facility Name	License
1	Glenn	Court Specified Home	Training Placement Home	

Clicking the "OK" button will take the user to the "Temporary Custody" page. If this page was completed for a "Non-Foster Care" placement as in this example, the page will already be completed. See example below.

Next, complete the "ID" page of the placement. See the example below:

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Compete the "Start Date" field. This is the date that the child was first placed in the home. In the example, the date would be September 29, 2009. Next, complete the "Agreement Effective Date" field.

This is the date the placement agreement signed by CWS staff person and substitute care provider took effect. This should never be after the child was placed. It should be before placement. Although not a yellow or mandatory field, it is a required field. It will block ending a placement until it is completed.

There are several "Read Only" fields on the top of the page. These include the following:
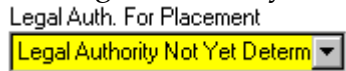
These fields all populate from other places and, if applicable, will already be completed.
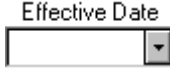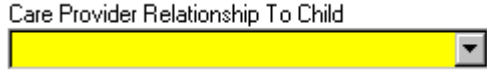
When "Emergency Placement" is checked, this indicates that the placement was made on an emergency basis.

When "De Facto Parent" is selected, ☐ De Facto Parent this choice indicates that the Juvenile Court has determined that the substitute care provider in this placement has assumed the role of parent for the child client on a day-to-day basis for a substantial period.

"Legal Authority for Placement" documents when Court Orders or some other legal authority for placement

Legal Auth. For Placement

exists. It will default to "Legal Authority Not Yet Determined" as shown. [Legal Authority Not Yet Determ ▼] It is best to leave this untouched until a legal authority has been determined. If the Intervention reason for the focus child is "Non-CWD Mental Health," this field defaults to "Child/Agency Agreement" and is read-only. If the Intervention reason for the focus child is "Non-CWD Kin-Gap," this field defaults to "Guardian Relative Kin-Gap" and is read-only. If the field is clicked on, the ability to select "Legal Authority Not Yet Determined" is lost and another option must be selected.

On April 28, 2012, four codes were added. Three were specific to Non Minor Dependents (NMD): WIC 300 (Dependency Jurisdiction [*new or resumed*]; WIC 450 (Transition Jurisdiction); and WIC 602 (Continued Delinquency Jurisdiction). These selections will not be available if the client is under 18 years of age. The last code added was Probate NRLG (Probate Non-Related Legal Guardian).

Effective Date

"Effective Date" is the date of the order. [▼] The next field, "Caregiver Relationship To Child," is a

Care Provider Relationship To Child

mandatory field. [▼] Choose one of the four options. Remember that "Guardian" refers to a Court appointed legal guardian.

Both "Placement Approval" and "Shelter Care Extension Approval" are read-only.

They populate based upon data entered in another way and cannot be completed by typing in them. The approval process in placement will be shown later.

The "Placement Program History" information box or frame allows a user to track specific programs which may be provided for a specific placement episode. To enter a program or programs a client received while in this placement, click on the "+" in the top left corner of the grid. Enter the start date in the yellow (Mandatory) "Start Date" field.

After entering the start date, the user next selects the program type by clicking on the down arrow and selecting the correct entry from the list of choices shown below.

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It is required that the "CHDP" information box be completed. Enter the date the Substitute Care Provider (Foster Parent) was provided with the brochure explaining the program, and if the SCP is requesting CHDP services, click in the box to record that request.

The next field is periwinkle. Periwinkle fields are related to the outcome measures and should be completed. The application will not stop if the fields are not completed, but outcome measures will be affected if they are not completed. Best practice would be to complete the periwinkle field if the information is available.

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The "Date SCP Given HEP and Informed of Purpose" translates to the date the substitute care provider was given the Health and Education Passport and informed of the document's purpose.

Date SCP Given HEP and Informed of Purpose The county has 28 days from the date of the initial placement and 48 hours from any subsequent placement to provide the SCP with the HEP.

The "Rationale "description will be completed for all licensed facilities or homes.

Rationale
☐ Certified License Pending Homes: Certification on file that home meets licensing standards and licensed facility not available or does not meet child needs
☐ Approved Homes: This home is suited to the child's needs
☐ Group Homes: Group Home placement is necessary to meet child treatment needs and this facility offers needed services

If the home is not licensed, such as a relative home or a "Court Specified" home, mark that the home is an "Approved Home" by clicking on the box to the immediate left of "Approved Homes."

The "Rationale Description" allows for a description of the reason for selecting specific placement home, especially an out-of-county placement home.

Rationale Description

Two hundred fifty-four (254) characters are allowed in this field.

The next sections deal with educational considerations when placing. The first field

Attends same school as prior to placement

Unknown

should never be left to the default answer "Unknown."   Select from the drop down
menu: "Yes," "No" or "Not Applicable." The next field should almost always have a check in it.

☐ Considered proximity to the school in which the child
was enrolled at the time of placement.

While not a yellow field, the consideration of the proximity of the child's school to the placement is a legally
required consideration.

When unable to place where the child is able to maintain attendance in his or her school, use the field to
explain why it was necessary to change the child's school.

Explanation if the child was not placed in proximity of school.

This field has space for 254 characters.

The last information box is "Sibling Placement Rationale," as seen on the next page.

Even when there is only one child being placed, the "Siblings placed together" field should always be completed. To complete the field, select one of the options from the dropdown menu by clicking on the down arrow.

In this example, "N/A, Only child placed" would be selected, as there is only one child being placed. If all siblings are being placed together, select "Placed with all." Neither of these two selections requires any explanation.
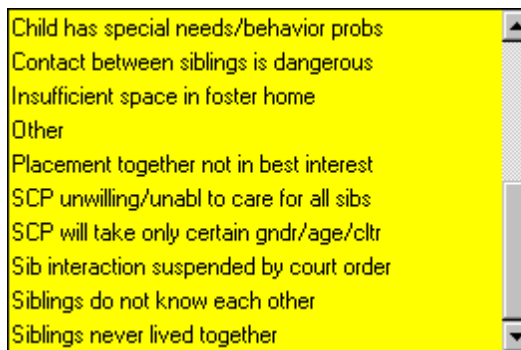
However, if "Placed with at least 1" or "Placed with none" are selected, then two more fields must be completed.

| Placed with at least 1 | ▼ |
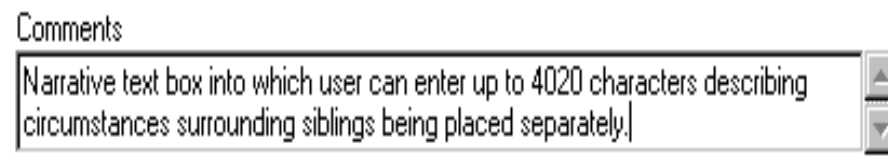
Reason

| | ▼ |

Select one of the options in the dropdown menu in "Reason."

Child has special needs/behavior probs	▲
Contact between siblings is dangerous	
Insufficient space in foster home	
Other	
Placement together not in best interest	
SCP unwilling/unabl to care for all sibs	
SCP will take only certain gndr/age/cltr	
Sib interaction suspended by court order	
Siblings do not know each other	
Siblings never lived together	▼

"None" was omitted from this list, as it is not a valid option at this time. The last field to complete for separated siblings is the "Comments" field.

Comments

| Narrative text box into which user can enter up to 4020 characters describing circumstances surrounding siblings being placed separately. | ▲ ▼ |

The next page to be completed is the "Ongoing Requests" page. This page documents the monthly payments being made on behalf of the child who has been placed. See the blank example below.

To complete this page, click on the "+" in the top left corner of the grid.

+	Start Date	Stop Date	Rate Type	Projected End Date

The application will default to a rate type of "Basic Rate." Next, complete the "Start Date" field. This is the date from which payments should be calculated. The next field to be completed is the "Basic Rate" field. This is the amount of the payment. Type in the dollar figure.

At this time, the application will enter that amount in the "Total" box.

Until an amount is entered, the "Active Rate Total" is 0.00.

The "Projected End Date" field may be completed. It is not mandatory.

To complete the Additional Rate, the steps are basically the same. Click the "+" on the grid again. This time select the Additional Rate option. If this option is not selected now, in order to create the "Additional Rate," it will be necessary to delete this row and start over.

Rate Type
○ Basic Rate
● Additional Rate

After an Additional Rate is typed in,

SCI Rate
150.

and the application knows that typing is complete, the

Total
Active Rate Total
500.00

application will change the "Active Rate Total" to show the new rate. In addition, there is now a

Payment Type

new mandatory field to complete. See the complete list below of dropdown options below.

Payment Type

```
<None>
─────────────────────
<None>
Bed Wetting
Behavioral Difficulties (runaway, lying)
County Authorized Allowance
Developmentally Disabled Children
Education Transportation          →
Foster Parent Participation in Therapy
Health Difficulties
Hearing Impairment
Infant Supplement - Family
Infant Supplement - Group Home
Intensive Supervision
Kidstep Supplement
Non-ambulatory Children
Ongoing School Problem
Physically Handicapped Children
Regional Center Services
Severely Emotionally Disturbed (SED)
Sexual Behavior Issues
Shelter Care Allowance
─────────────────────
Soiling of Pants
State Authorized Allowance
SOC158
Transportation
Vision impairment
```

If a user selects "Education Transportation" as a payment type, the "Rate/Service Level" field becomes a mandatory field, and one of the six options must be selected. See the example below.

Additional Payment Reason

Payment Type
Education Transportation

Payment Rate Level
<None>

Reason Description

<None>
Ed Trvl - Public Trans Flat Rate
Ed Trvl - Private Trans 4 - 8 miles
Ed Trvl - Private Trans 9 - 13 miles
Ed Trvl - Private Trans 14 - 18 miles
Ed Trvl - Private Trans 19 - 23 miles
Ed Trvl - Private Trans 24 or more miles

Similarly, if a user selects "Regional Center Services" The "Rate/Service Level" is mandatory and a selection must be made from the dropdown menu.   There is a total of 17 possible choices. See left chart below for a listing. The user must also document which regional center is working with this client. Select the correct center from the selection under "Regional Center". See the chart below to the right to see a list of choices.

1	4E
2 Owner	4F
2 Staff	4G
3 Owner	4H
3 Staff	4I
4A	Age 3 and Older
4B	
4C	Under Age 3
4D	
Age 3 and Older with Supplement	

Alta California Regional Center	Redwood Coast Regional Center
Central Valley Regional Center	Regional Center of the East Bay
Eastern Los Angeles Regional Center	Regional Center of Orange County
Far Northern Regional Center	San Andreas Regional Center
Frank D. Lanterman Regional Center	San Diego Regional Center
Harbor Regional Center	San Gabriel/Pomona Regional Center
Inland Regional Center	So. Central Los Angeles Regional Center
Kern Regional Center	Tri Counties Regional Center
North Bay Regional Center	Valley Mountain Regional Center
North Los Angeles County Regional Center	Westside Regional Center

Reason Description

Description of reason for special care increment. You can enter up to 140 characters in this field.

The last field on this page is the "Reason Description".
When completed, go to the next and last page in the initial placement process.

The last page is "Incidental Requests." Use this page to view or enter any one-time payment requests such as clothing allowances or adoption expenses. This page may also be used to enter payment requests that are "less than every month." Below is a blank example of an "Incidental Payment" page.

To complete the page, start with the "Ongoing Requests" page. Click the "+" in the top left of the grid. Then complete the "Request Details" information box.

Once the "Request Details" box is done, complete the "Incidental Payment Reason" information box.

At this time, the initial placement is completed. The application does not require "Approval" for placements. The application does, however, make the option available for counties and workers who want approval.

If either the county or the worker wants approval, go to the "Action" tab in the dropdown menu.

Click on "Action." At the bottom of the dropdown menu is "Approval." Clicking on "Approval" will result in the following screen.

Note that for each placement "action" taken, there is a corresponding line in the grid. There are also detail and action selections for each line. To send each action for approval, click the button in the action column. Select any one action, any combination of actions or all of the actions. When an action or actions are selected, the "Action Approval" information box is enabled.
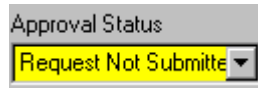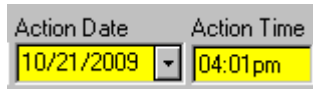
Change the "Request Not Submitted" to "Pending Approval" in the "Approval Status" field by clicking on the down arrow and selecting the appropriate entry.

Approval Status
Request Not Submitte ▼

The "Action Date" and "Action Time" fields will default to the date and time the action is taking place.

Action Date   Action Time
10/21/2009 ▼ 04:01pm   If necessary, change the date or time.

Until the "Approval Status" has been changed to "Pending Approval," the "Apply" and "OK" buttons at the bottom are disabled.

Apply   OK   Cancel   Help

On the following page is an example of a nearly completed approval dialogue box waiting for final action.

Approval Detail - <Placement [Training Placement Home]>

Approvals

Detail	Action	Start Date	End Date	Approval Type	Payment Amount	Approval Status
☑	☑	09/29/2009		Placement		Request Not Submit
☐	☑	09/29/2009		Ongoing Payment Request	350.	Request Not Submit
☐	☑	09/29/2009		Ongoing Payment Request	150.	Request Not Submit
☐	☑	09/29/2009	09/29/2009	Incidental Payment Request	120.	Request Not Submit

Approval Detail

Action Date: 10/21/2009
Action Time: 03:55pm
History

Submitted By
Weekly, Susan

Rationale

Approval Action

Approval Status: Pending Approval
Action Date: 09/29/2009
Action Time: 04:01pm

Further Approval Needed By

Rationale

Apply | OK | Cancel | Help

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If all actions have been selected and are to receive the same treatment (as in this example when they are all being sent to a supervisor for approval) select "Apply." The application would then apply the same action to all the lines in the grid that have the action button engaged or clicked.

If only one the actions is being selected, be sure that the correct action is the action selected, then click "OK."

Once the "Apply" or "OK" button is clicked, the following dialogue box will appear. It will show the approval status of each placement action. In the example, all actions are pending approval.

Approval Detail - <Placement [Training Placement Home]>

Approvals

Detail	Action	Start Date	End Date	Approval Type	Payment Amount	Approval Status
✔	☐	09/29/2009		Placement		Pending Approval
☐	☐	09/29/2009		Ongoing Payment Request	350.	Pending Approval
☐	☐	09/29/2009		Ongoing Payment Request	150.	Pending Approval
☐	☐	09/29/2009	09/29/2009	Incidental Payment Request	120.	Pending Approval

Approval Detail

Action Date
09/29/2009

Action Time
04:01pm

History

Submitted By
Weekly, Susan

Rationale

Approval Action

Approval Status

Action Date

Action Time
: pm

Further Approval Needed By

Rationale

Apply   OK   Cancel   Help

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Once an action, or any item, has been sent for approval, all associated pages will become read-only until a supervisor takes action. In this example, all three placement pages that were completed have had the "Approval Status" box changed to "Pending Approval."

This completes the chapter on "Initial Placement."

The next logical step in the flow or process of the referral that is being demonstrated is the "Initial Court Hearing." If this were a voluntary action, when the parent requested that the department temporarily place his/her child or children, "Initial Court Hearing" would not be necessary.
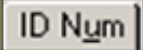
Activity

Go to the activity for chapter 4 in your activity book.

Mapped Documents/Process Maps/ Cheat Sheets
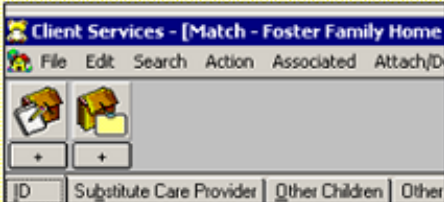
OPEN CLIENT SERVICES

1. Click the **Client Services** application.

2. Click the **Open Existing Case Folder** button.

3. Use the **Open Folder** dialog box to select the Case you want to open.

4. Click **OK**.

5. Click **Yes**.

ENTER STATE ID

6. Click the **Client Management Section** (**blue** button).

7. Click the **Open Existing Client** notebook.

8. Select the **Client notebook(s)** you want to open.

9. Click **OK**.

ID Num

10. Click the **ID Num** page tab of the **Client notebook**.

11. Click the "**+**" in the **Identification Numbers** grid.

12. Click on **State ID** in the **Select ID Type** dialog box.

13. Click **OK**.

14. Complete all mandatory (**yellow**) and known **fields**.

CONFIDENTIAL PLACEMENT

15. Click the **ID** page tab.

16. If the check box is not checked, select the **Confidentiality In Effect** checkbox and enter the **date** confidentiality took effect.

17. Double click the **Close Window** icon in the upper left corner or click the lower **X** in the upper right hand corner.

CREATE NON FOSTER CARE PLACEMENT

18. Click the **Placement Management Section** (**red** button)

19. Click the "**+**" **Create a New Placement**.

20. In the dialog box click the client in the **For this client** grid.

21. Click on **Non-Foster Care**.

22. Click **OK**.

23. Complete all mandatory and known **fields** on the **Child Removal Info** and **Non-Foster Care** pages.

SAVE TO DATABASE

24. Click the **File** drop-down menu.

25. Select **Save to Database**.

26. Click **Continue Working**.

Continue Working will automatically load M04_S01 – Placement (Part 2).arc

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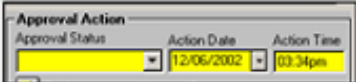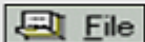
OPEN CLIENT SERVICES

27. Click the **Client Services** application.

28. Click the **Open Existing Case Folder** button.

29. Use the **Open Folder** dialog box to select the Case you want to open.

30. Click **OK**.

31. Click **Yes**.

OPEN NON FOSTER CARE PLACEMENT

32. Click the **Placement Management Section** (**red** button).

---

33. Click the **Open Existing Placement**.

34. Select the **non-foster care placement** to be ended in the **Open notebook** dialog box.

35. Click **OK**.

END NON FOSTER CARE PLACEMENT

End Placement/Episode

36. Click on the **End Placement/Episode** page tab.

37. Click the **Placement Change Reason** drop-down list and select the reason the child's placement is being changed.

38. Enter the date the placement ended in the **Placement End Date** drop-down list.

---

39. Click the **Yes** button to the resulting message dialog box.

- In Production Only -

SAVE TO DATABASE

File

40. Click the **File** drop-down menu.

41. Select **Save to Database**.

42. Click **Exit CWS/CMS**.

Created by the
CWS/CMS Project Office

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OPEN CLIENT SERVICES

1. Click the **Client Services** application.

2. Click the **Open Existing Case Folder** button.

3. Use the **Open Folder** dialog box to select the **Case** you want to open.

4. Click **OK**.

5. Click **Yes**.

PERFORM SEARCH

Search	Action	Associated	Atta
Start Search...	Ctrl+F		
Search Again...	Ctrl+G		
Recent Searches...	Ctrl+H		

6. Click the **Search** drop-down menu.

7. Select **Start Search**.

8. Click the **Search Type** drop-down list in the **Search** dialog box.

9. Select **Placement Facility Match**.

10. Click the **Placement Facility Match** drop-down list.

11. Select **Match – Foster Family Home**.

12. Enter the child's information in the search grid.

13. Make sure that the red ✓ check box is marked for each criterion you want to match on.

14. Click **OK**.

Search Information

15. To review a home found in a search, double-click the appropriate row in the grid.

Client Services - [Match - Foster Family Home

File   Edit   Search   Action   Associated   Attach/D

ID	Substitute Care Provider	Other Children	Other

16. Review the pages in the abstract to determine if this home will suit the needs of the client.

17. As a keyboard alternative to using the mouse, the Ctrl + W keys can be used to close the **Placement Home abstract** window and again to close the **Search Results** window.

ENTER STATE ID

Consider search for foster homes rather than Facility Match

...ient Management Section (**blue** button).

19. Click the **Open Existing Client** notebook.

20. Select the **Client notebook(s)** you want to open.

21. Click **OK**.

ID Num

22. Click the **ID Num** page of the **Client** notebook.

23. Click the "+" in the **Identification Numbers** grid.

24. Click on **State ID**.

25. Click **OK**.

26. Complete all mandatory (yellow) and known **fields**.

CREATE PLACEMENT

27. Click the **Placement Management Section** (red button).

28. Click the "+" **Create a New Placement**.

29. In the dialog box click the client in the **For this Client** grid.

30. Click the **home** in the **Select this Placement Home** grid.

31. Click **OK**.

Child Removal Info | ID

32. Complete all mandatory (yellow) and known **fields**.

33. Click the **ID** page tab.

34. Complete all mandatory (yellow) and known **fields**.

Ongoing Requests

35. Click the **Ongoing Requests** page tab.

36. Click the "+" in the grid.

37. Enter the **Start Date**, the **Projected End Date** and the **Basic Rate** of payment

38. Click the "+" in the grid.

39. Click the **SCI** option button.

40. Enter the **Start Date**, the **Projected End Date** and the **SCI Rate** of payment.

41. Click the **Payment Type** drop-down list to identify the reason for this payment.

Incidental Payments

42. Click the **Incidental Payment** page tab.

43. Click the "+" in the grid.

44. Enter the **Start Date**, the **Projected End Date** and the Incidental payment **amount**.

45. Click the **Payment Type** drop-down list to identify the reason for this payment.

46. Narrative can be entered to further explain the payment in the **Reason Description** text box.

REQUEST APPROVAL

Action

View Counts
Limit Access...
Approval...

47. Click the **Action** drop-down menu, and click **Approval**.

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Approvals
Detail | Action

48. Select the checkbox(es) in the **Action** column.

Approval Action
Approval Status | Action Date | Action Time
| 12/06/2002 | 03:34pm

49. Click on **Pending Approval** in the Approval Status list.

50. Click **OK**.

- In Production Only -

SAVE TO DATABASE
File

51. Click the **File** drop-down menu.
52. Select **Save to Database**.
53. Click **Continue Working**.

54. Click the **Open Existing Case Folder** button.
55. Use the **Open Folder** dialog box to select the **Case** you want to open.

---

56. Click **OK**.
57. Click **Yes**.

OPEN EXISTING PLACEMENT
NOTEBOOK

58. Click the **Placement Management Section** (red button).

CREATE PLACEMENT
DOCUMENTS

+

59. Click the "+" **Create New Document-Placement notebook**.
60. Select the document to be created in the **Generate New Documents** dialog box.
61. Click **OK**.
62. Select the **placement** for which the document is to be created in the **Select Notebook** dialog box.

---

63. Click **OK**.

Petition Information
Select a Petition
Wic Section
300 Original

64. Select the **Petition** in the **Petition Information** dialog box.
65. Click **OK**.
66. Review the document for accuracy.
67. Click the **File** drop-down menu.
68. Select **Print**.
69. **Save, close** and **minimize Microsoft Word**.

- In Production Only -

SAVE TO DATABASE
File

70. Click the **File** drop-down menu.
71. Select **Save to Database**.
72. Click **Exit CWS/CMS**.

Created by the
CWS/CMS Project Office

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY   CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

AGENCY- FOSTER PARENTS AGREEMENT
Child Placed by Agency in Foster Home

The agreement will be initiated when the child is placed
in the facility and whenever the rate changes.

Complete in Duplicate:
One Copy to: Foster Parents
            Child's Social
            Service Record

NAME OF CHILD Client NB, ID page	PARENT'S NAME Client NB, ID page
BIRTHDATE OF CHILD Client NB, ID page	DATE PLACED Placement NB, ID page CASE NUMBER Case Info NB, ID page
FOSTER PARENT'S NAME Placement Home NB, ID page	ADDRESS Placement Home NB, Address page

Anticipated duration of placement is   Placement NB, Ongoing Request page   months.

              See   Default set to

The agency will pay $ footnote   per   month   for room and board, clothing, personal needs, recreation, transportation, education, incidentals and supervision. First payment to be within 45 days after placement with subsequent payments no later than the 15th of the month following provision of care.

If additional amounts are to be paid, the reason, amount and conditions shall be set forth here: _____
Placement NB, Ongoing Request page

Special problems/needs: ☐ No   ☐ Yes   If yes, explain.   User supplied

Special Permissions: Special permission for substitute supervision is subject to Community Care Licensing granting an exception to the licensing regulation, which requires that substitute supervision in the foster home be limited to an adult. User supplied

☐ Child 15 years or older has permission to remain without adult supervision during temporary absences of the foster parent(s), not to exceed six (6) consecutive hours in any one 72- hour period.

☐ Substitute supervision may be provided to the foster child by someone 16 years of age or older (not a foster child) during temporary absences of the foster parents(s), not to exceed six (6) consecutive hours in any one 72-hour period.

☐ Other (Explain) _____

☐ No special permissions granted.

AGENCY AGREES TO	FOSTER PARENTS AGREE TO
1. Provide the foster parent with knowledge of the background and needs of the child necessary for effective care. This may include a social work assessment, medical reports, education assessment, and identification of special needs when necessary. This shall be made available to foster parents within 14 days from date of placement. 2. Develop a plan for the child and share pertinent aspects with the foster parents. 3. Inform foster parents they may give the same consents on behalf of the child as the parent, except for those prohibitions provided in Social Services Manual Regulations. 4. Not remove the child with less than 7 calendar days written notice unless: the child is physically or psychologically endangered; court orders removal; parents or guardians order removal (voluntary placement); signed waiver obtained from foster parents; removal is from an interim placement directly into an adoptive home. 5. Involve foster parents in future planning for the child. The placement shall be reviewed within 6 months. 6. Assist the child in his use of foster care.	1. Provide this child the nurture, care, clothing, and training suited to his needs. 2. Develop an understanding of the responsibilities, objectives, and requirements of the Agency in regard to the care of this child. 3. Recognize the Agency's responsibility for planning for this child, as given by the court or the parent(s). 4. Recognize any limitations of consent imposed by the court or the parent. 5. Increase their knowledge and ability to care for this child. 6. Encourage the child's relationships with his parents and relatives. 7. Cooperate in visiting arrangements between child and parents. 8. Not use corporal punishment, punishment in the presence of others, deprivation of meals, monetary allowances, visit from parent, home visits, threat of removal or any type of degrading or humiliating punishment, and to use constructive alternative methods of discipline. 9. Respect and keep confidential information given about the child and his family. 10. Immediately notify agency of significant changes in this child's health, behavior, or location. 11. Accept the child's special problems as given above in my provision of care.

7. Assist in the maintenance of the child's constructive relationships with parents and other family members and to involve parents in future planning for this child.
8. Provide procedure for grievances of foster parents.
9. Contact the child and foster parents at least once a month. If case plan would indicate less frequent contacts, the foster parent will be informed.
10. Inform foster parents if child has any tendencies toward dangerous behavior.
11. Provide Medi-Cal card or other medical coverage at time of placement. Arrange for medical examination within 30 days unless child has had such within past 6 months and information is available.
12. Provide a clothing allowance as permitted to meet initial clothing needs.
13. In cooperation with foster parents arrange for visiting by parents or relatives on: _____
14. Provide assistance with emergencies. Telephone number for after-hours or weekends is: _____

Footnote-
Placement NB, Ongoing Request page

12. Help with termination of placement including return to his own parents, relatives home, or adoptive placement.
13. Give the agency prior notice of at least 7 days if removal of child is requested unless it is agreed upon with the agency that less time is necessary.
14. Conform to the licensing/certification requirements.
15. Provide state and federal agencies access to documentation when documentation is maintained on children in their care.
16. Give advance written notice to the licensing agency and the person or agency responsible for the child of any (foster parent(s)) absence of 48 hours or longer. (Absence may be reported by telephone in case of emergencies.)
17. Notify the agency immediately if an application is made on behalf of this child for any kind of income. Examples of income include, but are not limited to, child support payments, Veterans Benefits, Railroad Retirement, Social Security, RSHDI, and Supplemental Security Income/State Supplemental Program (SSI/SSP).
18. Remit to Department of Public Social Services any income received on behalf of this child while in foster care up to the full cost of board and care plus medical cost. In addition, I will cooperate to have the Social Security Administration, or the appropriate agency, make the Department of Public Social Services the payee for any funds received on behalf of this child.

I have read the foregoing and agree to meet these requirements. The terms of this agreement shall remain in force until changed by mutual agreement of all parties or when this child is removed from home.

SIGNATURE OF CHILD PLACEMENT WORKER User supplied		SIGNATURE OF FOSTER MOTHER User supplied	
TITLE Staff Person NB, ID page	NAME OF AGENCY CWS Office NB, ID page	SIGNATURE OF FOSTER FATHER User supplied	
ADDRESS CWS Office NB, Address page		ADDRESS Placement Home NB, ID page	
PHONE NUMBER CWS Office NB, ID page	DATE User supplied	PHONE NUMBER Placement Home NB, ID page	DATE User supplied

State of California Health and Human Services Agency
California Department of Social Services
CWS Case Management System
SOC 156 (Rev 8/99)

**AGENCY - FOSTER PARENTS
PLACEMENT AGREEMENT**

Confidential in accordance with
Penal Code Section 11167.5 and/or
WIC Sections 827 and 10850
Page 1 of 2

CHILD'S NAME   CASE NUMBER

Long-Term Placement Intent

I have read the foregoing and agree to meet these requirements. The terms of this agreement shall remain in force until changed by mutual agreement of all parties or when this child is removed from home. In signing this section the agency, foster parents and foster care child signify their desire that this child remain in this home as a permanent member of this family

SIGNATURE OF CHILD PLACEMENT WORKER User supplied	SIGNATURE OF FOSTER MOTHER User supplied
TITLE Staff Person NB, ID page	SIGNATURE OF FOSTER FATHER User supplied

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