

5/10/18

① Create Agency user—Please sort Iwia and agency name this whole field

② Also agency table has deactivation date, if the deactivate date is before system date, then this agency should not appear in this dropdown list.

Create Agency User

Agency:*

Select an Agency ▼

Select an Agency

- fet -Foothill Employment and Training Connection
- lai -Youth Opportunity Movement - Watts
- lai -Youth Policy Institute (YPI) - Spring Street
- lai -Youth Policy Institute (YPI) - Van Nuys Blvd.
- lai -Youth Policy Institute (YPI) Hollywood FamilySource Center
- lai -Youth Policy Institute (YPI) Community Center at Maclay Middle School
- lai -Youth Policy Institute (YPI) at SALEF
- lai -HACLA - Avalon Gardens ETC
- lai -HACLA - Estrada Courts Management Office
- lai -HACLA - Gonzaque Village Management Office
- lai -HACLA - Imperial Courts WorkSource Portal
- lai -HACLA - Jordan Downs WorkSource Portal
- lai -HACLA - Mar Vista Gardens Community Service Center

③ Only username for agency user is unique. Email, phoneall are attribute to a client, doesn't have to be unique.

④ For user responsibility set up, end date is not a required field. Leave it blank means active.

Edit Agency User

Agency:*

lao -Door of Hope ▼

Username:*

Door test2

First Name:*

Door of

Last Name:*

test

Middle Initial

Middle Initial

Client Email:*

ccui@csa.lacounty.org

Client Phone Number 1:*

2137384242

Client Phone Number 2

Client Phone Number 2

Address Line 1:*

3175 W. 6th Street

City:*

Los Angeles

State:*

CA

Zipcode:*

90020

Display Cancel

Application ID: 201810002	Application Date: 05/10/2018	Enrollment Date:	Assigned Agency: lao-Door of Hope	Current Status: Waitlist	
Last Name:* Jose	First Name:* Rivas	SSN#: 123 33 1234	Birth Date:* 01/02/1998	Age: 20	Phone(Residence):* 6262361111
<input type="button" value="Update Record"/>					
Address(Residence):*		City:*	State:* CA	Zip Code:*	Gender:* Male <input type="radio"/> Female <input type="radio"/> Did Not Self Identify
Citizen:* <input type="radio"/> Yes <input type="radio"/> No	Eligible to work in U.S.:* <input type="radio"/> Yes <input type="radio"/> No	Alien Doc#:	Race:* -- Select Race --	Ethnicity:* -- Select Ethnicity --	
Unincorporated Area:* <input type="radio"/> Yes <input type="radio"/> No	Email Address:	Funding Source:* -- Select Funding Source --	CalJOBS App#:		

11 Hide region below red line until the record is created. Hide update record button. After record created, save should save the whole application.

12 The next action allowed are Update, Assign to Caseload, Cancel, Attachment.

Update: Save entire record and display. Currently it is not displaying saved entry.

Assigned to Caseload: do everything like Update and also change the status to 'Assigned'

Cancel: will not save, and will go to Participant listing.

Attachment: which include Browse, select document type, and if document type selected is 'Other', then there is a descriptive field for other type. Once attachment is inserted, only the person who attach it can delete it.

13 A few thing in the application form need to be fixed:

Homeless:*
☐ Yes ☐ Yes ☐ No ☐ No

Please delete duplicate

Highest Grade Completed:*

remove default, leave it blank

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Case #	Application Number	Current Status	USER	Name	Foster Child	Funding Source	Eligibility Status	Enrollment Status	PET Status	PET Date	State	State ID	Current Address	Phone/Fax	Email
2016	201522483	ASSIGNED	View	THIEL MARCEL	Yes	NCC	APPROVED	PENDING	Not Scheduled	0	2449	-	-	-	-
2017	201538110	ASSIGNED	View	TURNER XAVIER	No	OUSY	APPROVED	PENDING	Not Scheduled	0	TH	-	-	-	-
2017	201534073	ASSIGNED	View	TOME ARGENTIS	No	OUSY	APPROVED	PENDING	Not Scheduled	0	TH	-	-	-	-

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Please work on this participant listing so that today sample record Jose Rivas will be displaying under Door of Hope account.