

March 16, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 20-14**

This All County Letter (ACL) provides guidance on how to consistently enter data in the Child Welfare Services/Case Management System for Resource Family Approval for all 58 counties and is intended for county child welfare agencies, probation departments, and other interested stakeholders.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

March 16, 2020

ALL COUNTY LETTER (ACL) NO. 20-14

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL CHIEF PROBATION OFFICERS  
ALL COUNTY WELFARE DIRECTORS ASSOCIATION  
ALL CDSS ADOPTION REGIONAL AND FIELD OFFICES  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: RESOURCE FAMILY APPROVAL (RFA) PROGRAM- CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS) INSTRUCTIONS FOR RESOURCE FAMILY APPROVAL

REFERENCE: [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 16519.5;](#)  
[ASSEMBLY BILL \(AB\) 404 \(CHAPTER 732, STATUTES OF 2017\);](#)  
[SENATE BILL \(SB\) 1013 \(CHAPTER 35, STATUTES OF 2012\); SB](#)  
[1083 \(CHAPTER 935, STATUTES OF 2018\); AB 1930 \(CHAPTER](#)  
[910; STATUTES OF 2018\);](#)

The purpose of this ACL is to provide instructions to county child welfare departments, probation departments, and other interested stakeholders for using the Resource Management section of CWS/CMS (Child Welfare Services/Case Management System) when entering in Resource Family Approval (RFA) data (see Attachment A). The updated instructions will ensure accurate and consistent data entry in all 58 counties regarding **all** RFA application entries and the recent legislative changes ([SB 1083](#) and [AB 1930](#)).

## **BACKGROUND**

[SB 1013](#) (Chapter 35, Statutes of 2012) enacted the RFA program providing a statewide unified process for approving families to care for children in foster care including relatives, non-relative extended family members (NREFMs), county licensed foster parents, and certified foster families. The vision of the Continuum of Care Reform (CCR) expanded the RFA program through subsequent legislation to expand the

Resource Families (RFs) population and to retain quality caregivers for the children and youth in care.

The CWS/CMS system was updated on July 20, 2019 to incorporate new legislative changes for the RFA program. The updated CWS/CMS instructions now include how to document the following scenarios in the Resource Management section of CWS/CMS:

- Inactive Status
  - Ending the “inactive status” of a Resource Family (RF)
- Surrendered RFA
  - Reactivating a Surrendered RFA
- Withdrawn RF application
  - Removing the “withdrawn” status within 12 months of “withdrawn” date.
- Cease Review
  - Reactivating a RF application within 12 months of “cease review” date.
- Forfeiture of Approval
- Portability

Definitions for the above can be found in the [RFA Written Directives](#). Counties and probation departments are not required to change any previous entries in the system but shall use the attached instructions upon the release of this ACL for any new entry that would meet the categories listed above.

For any questions related to this ACL please contact the RFA Policy Unit at [RFA@dss.ca.gov](mailto:RFA@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

## DATA ENTRY INSTRUCTIONS FOR RESOURCE FAMILY APPLICATIONS AND PLACEMENTS

This document instructs counties on how to enter data into the Child Welfare Services (CWS)/Case Management System (CMS) for Resource Family Approval (RFA) applicants, emergency and compelling reason placements prior to approval, and placements with an approved Resource Family.

**RFA APPLICANT INFORMATION** should be entered when an application is received from **any** applicant, including all relatives, even if there are multiple relative applicants for the same child, non-relative extended family members and community families. Data is being collected on all applicants not just approved families. There are two RFA facility types: Resource Family Home (RFH) and Foster Fam Agency Cert Resource Fam Home (FFACRFH).

Instructions for the Resource Family identification numbers can be found on page 6.

These instructions only address items specific to RFA and do not include the normal steps for creating a Placement Home or a County License Case (CLC). If you need instructions on creating a CLC please contact your county CWS Single Point of Contact (SPOC).

The intent of these instructions is to track all applications and capture some important data elements of the RFA process in CWS/CMS. The system has limitations and is unable to capture all aspects of RFA, thus some process documentation will need to remain out of the system.

Although under the RFA program families are approved rather than licensed, the CLC is being temporarily utilized to document approval of families in CWS/CMS until an appropriate alternative is designed in the new system that is under development.

**QUESTIONS** regarding CWS/CMS data entry should be directed to your county CWS SPOC or your county System Support Consultant (SSC). To identify who the county CWS SPOC is go here [SPOC info](#). If the county CWS SPOC or SSC needs further assistance email [RFA@dss.ca.gov](mailto:RFA@dss.ca.gov).

## Attachment A

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## Placement Home/Substitute Care Provider Page

1. When an application is received, enter all necessary information to create a Placement Home in Resource Management, even if there is no current placement.
2. Next, select Facility Type of "Resource Family Home" for all applicants. Additional information regarding entry for relatives and other **Emergency/Compelling Reason Placements** is on page 9.
3. Enter all information you have available in the Substitute Care Provider tab.
  - Note: All applications are entered for applications received by the county.

**Resource Management - [Placement Home [Candy A]]**

File Edit Action Associated Window Help

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

**Substitute Care Providers**

ID	Name	Assoc Start Date	Assoc End Date
1	A, Candy	12/19/2016	

**Confidential Attributes**

SSN: 100-00-0000 CA Driver's License: 12345678

Primary Income: Earnings or Wage: Employment Status: Employed Full Time

Secondary Income: Annual Income Amount: .

Education: High School or Equivalent

**Name**

Title: First: Candy MI: A Last: A Suffix:

**Gender**

☒ Male ☐ Female Birth Date: 03/01/1998 E-mail Address: name@email.com

**Marital Status**

Divorced Tribe Location: Tribal Affiliation: Employer Name:

**Phone Numbers**

ID	Phone Number	Type
1	(916)987-6543	Home

**Hispanic or Latino Origin**

☐ Yes ☒ No ☐ Declines to State ☐ Unable to Determine

Unable to Determine - Reason:

**Race/Ethnicity**

Specify Race\* if known

ID	Ethnicity
1	Chinese*

Unable to Determine - Reason:

**SCP Associations to This Home**

Provider	Start Date	End Date	Licensee
1 Primary	12/19/2016		Unknown

☒ Primary Provider CDS Person #: Start Date: 12/19/2016

☐ Secondary Provider End Date:

**Licensee**

☐ Yes ☐ No ☒ Unknown

**Resident**

☐ Yes ☐ No ☒ Unknown

**Attorneys Associated to This SCP**

Attorney	Start Date	End Date	D

Attorney: Start Date: End Date:

Address:

Address End Date:

Description:

Ready Placement Home [Candy A]

4. If the county is processing an application for a RFH that resides in a different county, the user can select the county in which the home is located.
  - Note: If a RFH is located outside of the county where the data is entered, please ensure that the correct county location is used to retrieve the home when using the search function.

## Out of County Placements Prior to Approval

- When a placement is made out of county, prior to approval, the county of jurisdiction who made the placement shall create the placement home. The RFA ID number **MUST** start with an X to identify that it has been created by the county of jurisdiction, then followed by the two-digit county code for the county of jurisdiction to avoid duplicating numbers. For example, **X0800123**
  - Note: This numbering convention is only required if the RFA process will be completed by the host county. If the county of jurisdiction will complete the RFA process, then the county will use their own numbering convention.
- After the out of county approval protocol has been initiated, and the host county has confirmed their intent to complete the RFA process, the county of jurisdiction will reassign the CLC to the identified host county staff. Once the CLC is reassigned, the host county must change the RFA ID number to align with their county numbering convention by using Process Placement Home Move (see page 16).

Resource Management - [Placement Home [Apple FFACRFH home]]

File Edit Action Associated Window Help

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

**Identification**

Name: Apple FFACRFH home

Primary Substitute Care Provider: [Empty]

Type: Foster Fam Agency Cert Resource Fam Home

Foster/Resource Family Home Type: [Empty]

Age Range: From 0 To 18

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

Primary Phone: [Empty] Ext. [Empty] Fax: [Empty]

License Number: [Empty]

Operated By: [Empty]

Placement Home End Date: End Date [Empty] Reason Type [Empty] Comments [Empty]

Transitional Housing Placement Program Facility [ ]

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

SCP Moved to New Address [ ]

At Capacity [ ]

Adoption Only [ ]

**Backup Contact**

Name [Empty] Phone [Empty] Ext. [Empty]

**Address**

Street No. 123 Street Name alphabet lane City Sacramento

State California ZIP 55555 ZIP Ext. [Empty] Geographic Region [Empty] County of Location Sacramento

Foreign Country [Empty] Foreign ZIP [Empty] Foreign Address Description (Province Name, etc.) [Empty]

Comment [Empty]

Ready Placement Home [Apple FFACRFH home]

## Placement Home/Background Check Page & Other Adults Page

1. Add background check information.
2. Exemptions: Background Check tab, under **Background Check Type** add row for "Exemption Granted" or "Exemption Denied" from dropdown and enter date.
3. Other Adults: Use the Other Adults page to add information about the other adults who live in the home or would have regular presence in the home but are not living in the home.

**Resource Management - [Placement Home {}]**

File Edit Action Associated Window Help

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

**- Background Information**

Name	Individual Type
1 Candy A	Substitute Care Provider

Individual Passed All Background Checks  
☒ Yes ☐ No ☐ Unknown

**Background Checks**

	Background Check Type	Requested Date	Received Date
1	CLETS	10/20/2016	
2	DOJ Live Scan	10/21/2016	10/21/2016
3	FBI Live Scan	10/21/2016	10/21/2016
4	CACI Live Scan	10/21/2016	10/24/2016
5	CWS/CMS Search	10/20/2016	
6	DOJ RAP-Backs	10/21/2016	

Background Check Type: **CLETS** Requested Date: **10/20/2016** Received Date:

**- Out of State Child Abuse Registry**

Resided outside California in the last 5 years?  
**No**

+	State	Registry	Status Date	Status

State:  Maintains Registry?:  Date Requested:   
 Date Received:  Status:  Status Date:

Ready Placement Home {}



## CLC Notebook/ID Page

A CLC will need to be created for all applicants. The following steps are for applicants who do not have an Emergency/Compelling Reason Placement.

1. Enter date in **Application Received** field to identify when the application was received. Under **Application Status** add row for "Pending." Under **License Status** add row for "RFA pending."
2. Enter the applicant/RF identification (ID) number in the **Number** field on the ID page of the CLC. The applicant/RF ID number **must begin with the county numeric code**. The field allows for nine (9) alphanumeric characters, and the county may determine the rest of the numbering convention.
  - Note: Existing RFHs may keep their current ID numbers, but all new ID numbers need the specified numbering convention to prevent duplicate ID numbers among counties.
3. Once the applicant is fully assessed and approved, update the CLC by adding a row for "Application Approved" under **Application Status** and under **License Status** add a new row for "RFA Approved" and enter the date. The annual visit due date will auto fill.
  - Note: The RF ID number should not be changed when changing the License Status as this can create multiple licenses associated with one family.

Resource Management - [County License Case [Test Home for RFH, 39-781236]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

Identification

County of Assigned Staff Person - San Diego

Number: 39-781236 Placement Facility Name: Test Home for RFH

Application Status			License Status				
	Application Status	Start date	End Date		License Status	Start Date	End Date
1	Application Approved	10/15/2016		1	RFA Approved	10/15/2016	10/15/2016
2	Pending	10/01/2016	10/15/2016	2	RFA Pending	10/01/2016	10/15/2016

Current Application Status: Application Approved

Current License Status: RFA Approved

Start Date: 10/15/2016 End Date: [ ] Closed

Application Received: 10/01/2016 License Issued: 10/15/2016 Expiration Date: [ ] Assigned Staff Person: S. Christa

Annual Visit Due: 10/15/2017 Annual Visit Completed: [ ] Training Review Date: [ ] Next Training Planned: [ ]

Training Completed: [ ] Priority Information: [ ]

Ready County License Case [Test Home for RFH, 39-781236]

Start 1:13 PM 11/3/2016

## CLC Notebook/ID Page (continued)

4. If application is denied, under **License Status** add a new row for “RFA Denied.”  
**Application Status** does not need to be updated. This is also used for homes that have an approval rescinded. The term denied should only be used for homes in which a written report documenting the denial occurs which affords the family due process rights.
  - In the **Priority Information** text box write “denied” or “rescinded” and briefly state the reason (i.e. home environment; non-exemptible crime, etc.).
5. **License Status.** The following License Status options should be entered depending on the scenario:
  - “RFA Denied”- should only be used for a denial in which a written report is completed that affords the family due process rights. This can be when an applicant is denied due to not meeting a specific standard.
  - “RFA Withdrawal” - should be used when an applicant decides to no longer continue the Resource Family Approval process.
  - “RFA Discontinued” - will automatically populate when the Process Placement Home Move function is used.
  - “RFA Pending”- should be used for applicants currently going through the RFA process. This should also be used to document when an applicant has resubmitted an RFA application after it was previously withdrawn or ceased.
  - “RFA Probationary”- should be used to document when a placement prior to approval is made.
  - “RFA Rescinded”- should be used to document when an applicant’s approval has been rescinded by the County.
  - “RFA Surrendered”- should be used when an approved RF surrenders their approval.
  - “RFA Ceased”- should be used when a County ceases review of an application for an applicant.
  - “RFA Forfeited”- should be used when a Resource Family Approval is forfeited by the operation of law.

**Do not leave homes in a pending status.** Once a disposition has been made regarding an application, the license status should be end-dated to reflect the status of the application.

The values of “RFA Approved” and “RFA Probationary” are the only values that allow for placements to be made in the home.

The “RFA Probationary” value is only to be used for emergency/compelling reason placements.

The values of RFA Denied, RFA Discontinued, RFA Withdrawal, RFA Surrendered, RFA Ceased, RFA Rescinded, and RFA Forfeited all close the CLC and will result in the “Closed” checkbox being checked.

## CLC Notebook/ID Page (continued)

6. **Placement Home End Date.** When using one of the above CLC statuses to close a RFH or a FFH, the system will automatically populate **Placement Home End Date** with the date the CLC was ended. When the CLC is end dated, a message will display: “Ending the current active license status will end date the associated Placement Home and make the Placement Home notebook read-only. Do you want to proceed?” with Yes and No Buttons.

Clicking Yes will populate the Placement Home End Date field with the end date of the CLC. The Reason Type of ‘Other’ will be selected, and the Comments field will be filled with ‘This home’s license/approval has been ended in the associated CLC notebook.’ The Placement Home notebook will be read only.

Clicking No will remove the change to the CLC that ended the license/approval.

- Note: if the application is unable to end date the home you will receive an error message. Reasons are the same as listed on page 10.

To make edits in a closed RFH or FFH Placement Home notebook, the user will need to reopen the CLC.

**Placement Home End Date**

End Date: 03/23/2017

Reason Type: Other

Comments: This home's license/approval has been ended in the associated County License Case notebook.

Number: SCR8692 Placement Facility Name: SCR 8692 RFA Approved By: Alpine

**Application Status**

	Application Status	Start date	End Date
1	Application Approved	03/01/2016	03/23/2017

Current Application Status: Application Approved

Start Date: 03/01/2016 End Date: 03/23/2017 ☒ Closed

**License Status**

	License Status	Start Date	End Date
1	RFA Surrendered	03/23/2017	03/23/2017
2	RFA Approved	03/01/2016	03/23/2017

Current License Status: RFA Surrendered

Start Date: 03/23/2017 End Date: 03/23/2017 ☒ Closed

## Emergency/Compelling Reason Placements

In these placements, a child is placed with a caregiver prior to the caregiver obtaining approval. Placement Homes and CLCs are created; although the applicant is not approved, the License Status of “RFA Pending” cannot be used. It will not allow for a placement to be made in the home. For an Emergency/Compelling Reason Placement, in the CLC:

- Under **Application Status** add row for “Application Approved” and use the date of placement even if the application has not been received. Under **License Status** add row for “RFA Probationary.” The “Application Approved” must be selected to add the license status row.
  - Note: The 90-day timeline for approval starts from the date of placement. Placement cannot be entered without first documenting an approved application. Approved application does not mean that applicant has been approved. If the applicant does not become approved, that will be documented via the **License Status** field.

**Resource Management - [County License Case [Test Home for RFH, 39-781239]]**

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**  
 County of Assigned Staff Person - San Diego  
 Number 39-781239 Placement Facility Name Test Home for RFH

**Application Status**

	Application Status	Start date	End Date
1	Application Approved	11/01/2016	11/01/2016
2	Application Approved	09/01/2016	11/01/2016

Current Application Status: Application Approved  
 Start Date: 11/01/2016 End Date: Closed

**License Status**

	License Status	Start Date	End Date
1	RFA Approved	11/01/2016	11/01/2016
2	RFA Probationary	09/01/2016	11/01/2016

Current License Status: RFA Approved  
 Start Date: 11/01/2016 End Date: Closed

Application Received: 09/01/2016 License Issued: 11/01/2016 Expiration Date: Assigned Staff Person: S. Christa

Annual Visit Due: 11/01/2017 Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [Test Home for RFH, 39-781239]]

Start 11:19 AM 11/16/2016

## Emergency/Compelling Reasons Placements (continued)

2. If the applicant who has placement prior to approval withdraws, prior to approval, **only** update the **License Status** field by adding a row for “RFA Withdrawal” and date. In the Priority Information text box provide a short explanation e.g. “child returned home.” Similarly, if the applicant is denied, add a row for “RFA Denial.”
  - Note: adding an additional row in the **Application Status** to note a withdrawal or denial sometimes results in system error messages. It appears this problem is unique to the placement prior to approval scenarios. This error message will pop-up when the placement home cannot be end dated. The three situations which prevents a home from being end dated is:
    - If the Placement Home has not been saved to the database.
    - If there are any active Out of Home Placements associated to the home.
    - If there are any Adoptive Placements associated to the Placement Home that do not have a Removal Date or there is an associated Adoptive Child Client with an Expected Eligibility End Date that is on or before the current system date.
  - Do NOT delete the RFA Probationary license status
3. Once the applicant is fully assessed and approved, under **Application Status** add a second row for “Application Approved” and date and under **License Status** add a new row to change license status to “RFA Approved” and date. For historical purposes, ensure that the additional application approved row is added in order to change the status from “RFA Probationary” to “RFA Approved.”
  - **If the assessment/approval exceeds the 90-day time frame** under the **Priority Information** text box briefly document the reason it was not completed on time.
  - The annual visit date will auto-fill based on full approval date.

## Emergency/Compelling Reasons Placements (continued)

**Regarding the identification of relative homes:** CDSS and the California Child Welfare Indicators Project (UC Berkeley dynamic website) will identify relative Resource Family placements by using the “Care Provider Relationship to Child” field along with the RFA facility type.

- As of July 8, 2017, new values for Non-Related Extended Family Members (NREFMs) have been added to identify placement with the following substitute care providers:
  - NREFM Guardian
  - NREFM Nonguardian
- Relative/NREFM homes are displayed on the CCWIP site which includes RFHs and FFA RFHs with Caregiver Relationship type of Relative Guardian, Relative Nonguardian, NREFM Guardian and NREFM Nonguardian. Relative or NREFM homes can be looked at separately by choosing the “Caregiver Relationship” subgroup. Note that RFHs are currently unavailable to select as a placement type.

Client Services - Case [A, Madelyn] - [Placement [Heathcliff RFH]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

**Identification and Approval**

Placement Information

Start Date: 06/12/2019 End Date: Agreement Effective Date: Agency Responsible: County Welfare Department

Placement Home: Heathcliff RFH Facility Type: Resource Family Home Care Provider Relationship To Child: NREFM Nonguardian

Program Number: Placement Count: 2

Primary Substitute Care Provider: Heathcliff, H

Placement Approval

Approval Status: Request Not Submitted Date: Shelter Care Extension Approval

Approval Status: Request Not Submitted Date: Count of Children Placed with this Minor/NMD Parent: ☐

**Legal Auth. For Placement History**

Legal Auth. For Placement	Effective Date
1 Legal Authority Not Yet Determined	

Legal Auth. For Placement: Legal Authority Not Yet Determined Effective Date: Start Date: End Date: Placement Program Type: Placement Program:

**CHDP Program**

CHDP Program: Date Substitute Care Provider informed of CHDP Program and brochure given: Substitution Care Provider Requested CHDP Services: ☐

**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

**Health & Education Passport**

Health & Education Passport: Date SCP Given HEP and Informed of Purpose: Interagency Placement Committee Approval

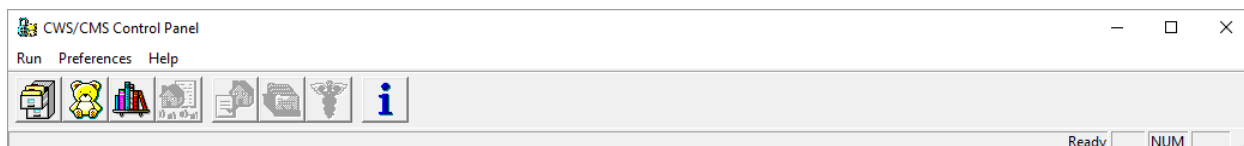
IPC Status Type: Status Date: IPC Status Type: Status Date:

Ready Case [A, Madelyn] -> Client [Case Focus Child] [Madelyn A] -> Placement [Heathcliff RFH]

## Applicants Pending Approval with a FFA and Placement Prior to Approval

When an emergency/compelling reason placement is made with a Resource Family applicant pending approval with a FFA, a Placement Home must be created in Resource Management, however, because the applicant is pending approval with an FFA, the following steps must be completed.

1. (A) Open Resource Management



2. (A) Create a new Placement Home by clicking the “+” under the “Existing Placement Home” notebook. Enter all necessary information. (B) Select type as “Court Specified Home.”

3. Enter necessary information in the Substitute Provider tab.

## Applicants Pending Approval with a FFA and Placement Prior to Approval (continued)

4. (A) Select Special Projects tab. (B) Select “S-FFACRFH Pending” and start date.

Resource Management - [Placement Home [K]]

File Edit Action Associated Window Help

Special Projects

	Special Project	Start Date	End Date
1	S-FFACRFH Pending	09/18/2019	

Special Projects

S-FFACRFH Pending

Start Date End Date

09/18/2019

Ready Placement Home [K]

5. Complete all necessary information on remaining tabs.  
6. Save to Database.

Please note that a County License Case should not be created for these applicants as they are not the County's responsibility and if entered as a County License Case, then these entries will be present on any County backlog.

**FOSTER FAMILY AGENCY (FFA) APPROVED HOMES.** Once the applicant is approved by the FFA, the County will update the placement home information by selecting the Facility Type as “Foster Fam Agency Cert Resource Fam Home” (FFACRFH). The **Operated By** field will become mandatory. The binoculars can be used to search for the associated FFA. The blue read only fields for which there is corresponding data will auto-populate when the FFA is selected.



## Updates

In the **Annual Visit Completed** box, in the CLC, enter the date the completed update report was signed by the supervisor or designee. Once the date is entered, this will auto fill the **Annual Visit Due** box.

- **Note:** When the **Annual Visit Completed** date is entered the next **Annual Visit Due** date auto fills based on the date of completion, not original approval.

1. Visits related to the update can be added to the Visits tab.

**Resource Management - [County License Case [Test Home for RFH, 39-781239]]**

File Edit Action Associated Window Help

Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - San Diego

Number: 39-781239 Placement Facility Name: Test Home for RFH

Application Status			License Status				
	Application Status	Start date	End Date		License Status	Start Date	End Date
1	Application Approved	11/25/2015		1	RFA Approved	11/25/2015	

Current Application Status: Application Approved  
Start Date: 11/25/2015 End Date: Closed

Current License Status: RFA Approved  
Start Date: 11/25/2015 End Date: Closed

Application Received: 10/25/2015 License Issued: 11/25/2015 Expiration Date: Assigned Staff Person: S. Christa

Annual Visit Due: 11/03/2017 Annual Visit Completed: 11/03/2016 Training Review Date: / / Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [Test Home for RFH, 39-781239]]

Start 1:45 PM 11/3/2016

## CLC notebook/Issues page

### Complaints/State Hearings

1. To record a complaint – under **Category** click “Complaint,” enter **Date**, **Issue Type** and **Complaint Finding**.
2. To record a due process State Hearing or Office of Administrative Hearing– under **Category** – click “Incident”; enter **Date** of the hearing; for **Issue Type** select “Other.”
3. In the **Issue Notes** box – write “State Hearing” or “Office of Administrative Hearing.” Identify if the hearing is due to a complaint against the family or due to the denial of an applicant by writing “complaint” or “denial.” Also include the outcome – “affirm” or “reverse” and date.

Resource Management - [County License Case [Larsen, ]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Licensing Issues**

	Date	Category	Issue Type
1	04/15/2015	Incident	19 - Other
2	04/13/2015	Complaint	05 - Fire Clearance
3	04/06/2015	Deficiency	11 - Food Service

**Category**

☐ Complaint
 ☐ Deficiency
 ☒ Incident

**Date** 
**Issue Type** 
**Complaint Finding** 
**Deficiency Corrected**

**Issue Notes**

fair hearing denial affirm 5/1/15

## Process Placement Home Move

The Process Placement Home Move can only be completed by the county assigned to the CLC. The move only works for CLCs which have a status that does not close the CLC (the Process Placement Home Move will not work if the CLC is “RFA Pending”).

1. To create a new address for a RFH. This function works for a RFH the same as it does for a FFH. Be sure to choose the correct **Resulting Home Type**. The Resource Family ID number can remain the same when making an address change. The **License Status** for the original home will be set to “RFA Discontinued.”
2. To transfer an existing licensed FFH and Relative/NREFM home to a RFH. The following placement home transition options are available in the Process Placement Home Move (PPHM) dialog:

- FFH (non-LIS) > **FFH**, RFH (*existing*)
- RFH>**RFH** (*existing*)
- FFH (LIS) > **RFH**
- FFACH > **FFACH**,FFCRFH
- FFACRFH > **FFACRFH**

Relative/NREFM > RFH, FFACRFH, **Relative/NREFM**

**Note:** Default values for the Resulting Home Type dropdown are shown in **bold**.

3. The change to a RFH can only be done once all requirements have been met to convert the licensed or approved relative/NREFM to a Resource Family per ACL 17-16 and ACL 17-16E. The process is completed the same way as an address change except in **Resulting Home Type** choose “Resource Family Home.” When converting to a RFH, note the following information:
  - Address, and application received date must be re-entered.
  - You must use the new RFA ID numbering convention for the “license number” field.
    - Note: History of the family home is maintained in the system and can be found when searching the Substitute Care Providers (SCPs) under the SCP’s Facility History.
  - All SCPs and other adults will be transferred to the new home.
  - All children placed in the current home will be moved to the new home. This will not count as a placement move.
  - Holds on the home will be transferred. If there is a hold on a home that you want to use as a RFH be sure to remove the hold before it is converted.
  - The license status for the old FFH will be automatically set to “Licensee Initiated Closure” and dated as of the transfer date.
  - This will automatically check the box **Home inactivated by Process Placement Home Move** on the Placement Home ID page even though the address remains the same. There is no way to uncheck this box.

## Process Placement Home Move (continued)

**Process Placement Home Move** [X]

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

Resulting Home Type: **Foster Family Home** License Capacity: **1**

License Status: **[Yellow]** End Date/Status Start Date: **01/09/2018**

License Number: **[Yellow]** Application Status: **Application Approved** App. Rec'd Date: **[Yellow]**

Operated By: **[Yellow]**

☐ Transitional Housing Placement Program Facility

**Address**

Street No.: **[Yellow]** Street Name: **[Yellow]**

City: **[Yellow]** County of Location: **Fresno** State: **CA** ZIP: **[Yellow]** ZIP Ext: **[Yellow]**

Primary Phone: **[Yellow]** Ext: **[Yellow]**

Comments: **[Yellow]**

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

☒ Home Inactivated by Process Placement Home Move

☐ At Capacity

☐ Adoption Only

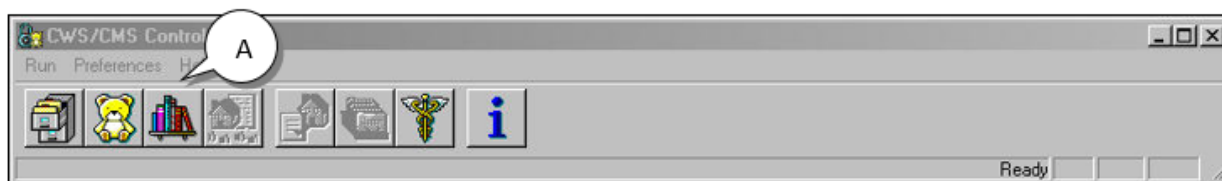
This field is mandatory if resulting home type is FFH or RFH. It populates to the Co License Case.

This field is mandatory if resulting home type is FFACH or FFACRFH. If THPP Facility is checked, only THPP FFAs will appear in menu.

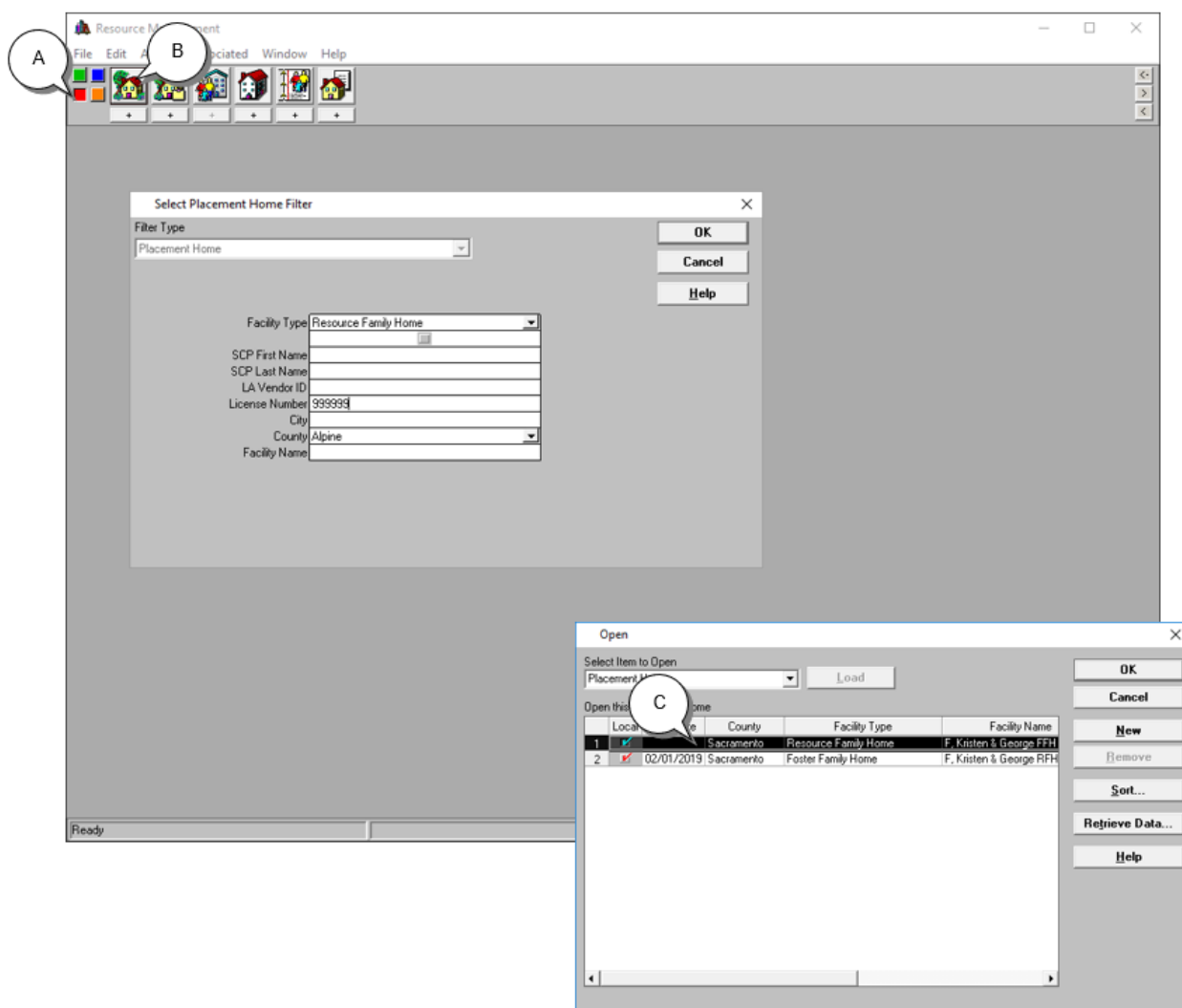
After using 'Process Placement Home Move' – the old home will be 'inactivated' and will be 'read only'. A new home will be created with the new home type and same SCP's. Any children placed in the old home will be moved to the new home.

## Inactive Status

1. (A) Open Resource Management.



2. (A) Open the Placement Facilities Section (red button). (B) Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. (C) Select the desired home and press OK.



## Inactive Status (continued)

3. (A) Open Existing CLC Notebook and (B) select the specific home. (C) Click OK.

**Open**

Select Item to Open: County License Case

Load

Local	Staff Person	Facility Name	License Number
1	W, Chris	A, Joy FFH	999999
2	W, Chris	B, Stella FFH	999999
3	W, Chris	C, Libby FFH	999999
4	W, Chris	Children's Home FFH	999999
5	W, Chris	F, J FFH	999999
6	W, Chris	F, Kristen & George FFH	999999
7	W, Chris	F, Kristen & George RFH	999999
8	W, Chris	G, Karen FFH	999999
9	W, Chris	H, Kim FFH	999999
10	W, Chris	M, Maria FFH	999999
11	W, Chris	Rainbow House for Children FFH	999999
12	W, Chris	S, Jessica FFH	999999

OK Cancel New Remove Sort... Retrieve Data... Help

Placement Home End Date: License Case Ended

Comments: Some's license/approval has been in the associated County License notebook

**Identification**

Name: F, Kristen & George

Type: Foster Family Home

Age Range: From 0 To 18

Backup Contact Name:

Address: Street No. 1717 State California Foreign Country

Disaster Emergency Contact Information: Name Phone Exit Alternate Phone Exit E-mail Address

## Inactive Status (continued)

- The ID page of the County Licensed Case will display.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**

**County of Assigned Staff Person - Sacramento**

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Sacramento

**Application Status**

+	Application Status	Start date	End Date
1	Application Approved	10/24/2018	

Current Application Status: Application Approved

Start Date: 10/24/2018 End Date: Closed

**License Status**

+	License Status	Start Date	End Date
1	RFA Approved	10/24/2018	

Current License Status: RFA Approved

Start Date: 10/24/2018 End Date: Closed

Application Received: 01/01/2018 License Issued: 10/24/2018 Expiration Date: Assigned Staff Person: W, Chris

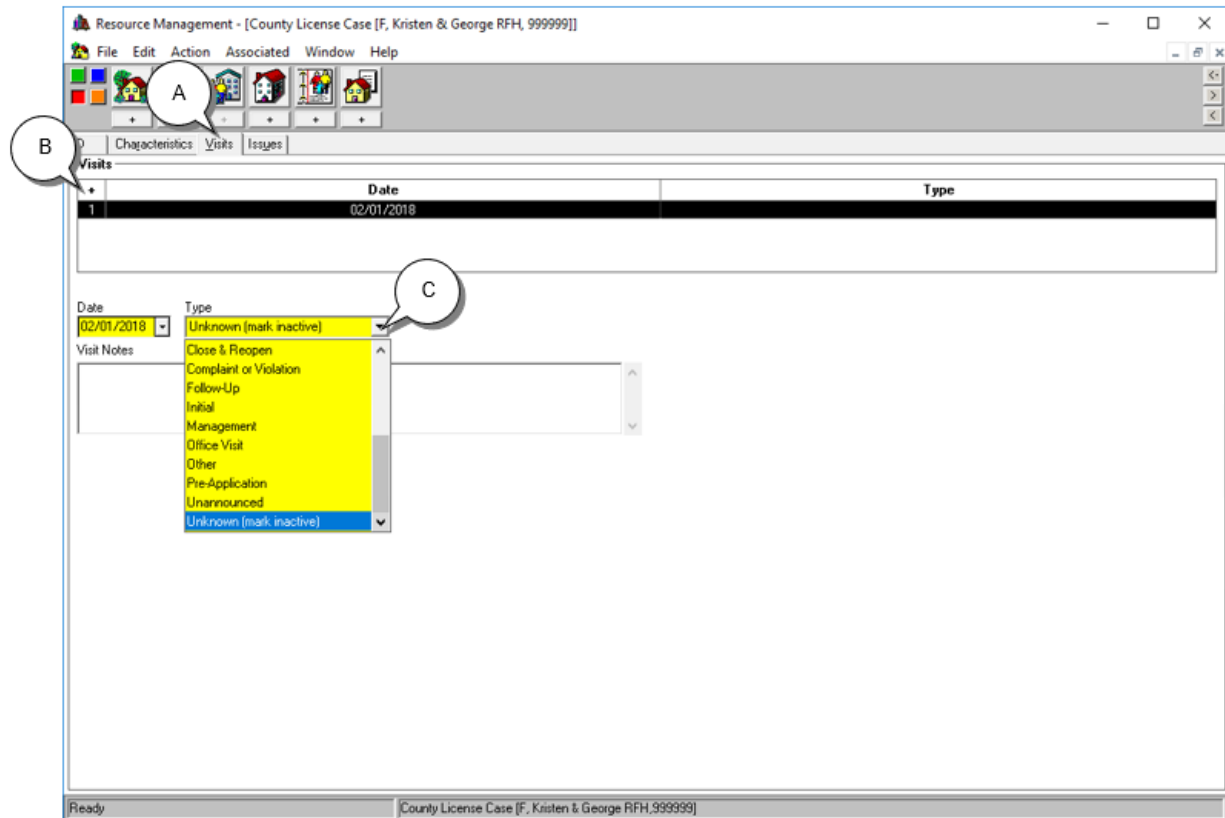
Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready | County License Case [F, Kristen & George RFH, 999999]

## Inactive Status (continued)

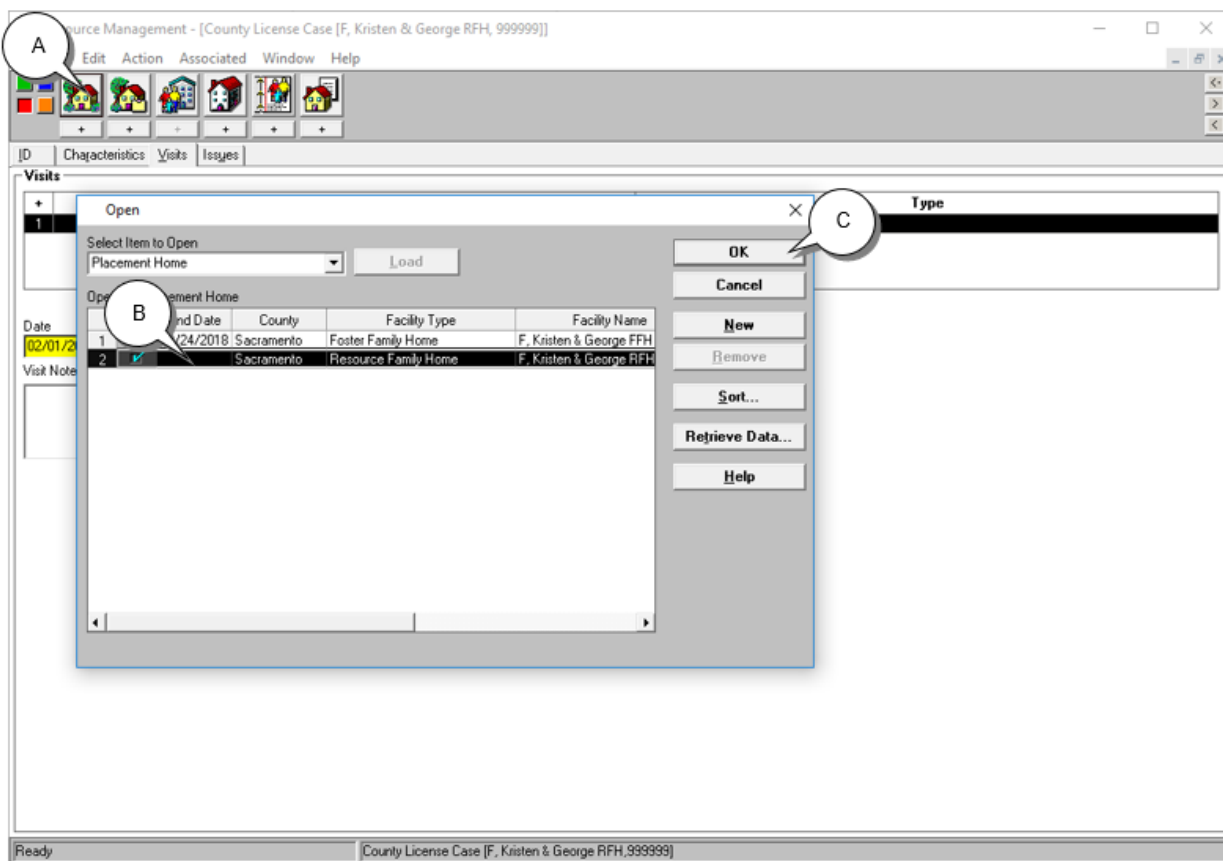
5. (A) Click the Visits tab. (B) Press the plus sign and (C) select the type as “Unknown (mark inactive).” Enter the date and Visit Notes.





## Inactive Status (continued)

6. (A) Click on the Open Existing Placement Home Notebook. (B) Select the Resource Family Home (RFH) you are working on and (C) press “OK.”



## Inactive Status (continued)

7. (A) Check the “At Capacity” check box. Checking “At Capacity” will prevent other counties from placing in that home during this time without first discussing with the county who maintains responsibility for the case management of the RF.

Resource Management - [Placement Home [F, Kristen & George RFH]]

File Edit Action Associated Window Help

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

**Identification**

Name: F, Kristen & George RFH Primary Substitute Care Provider: F, Kristen

Type: Resource Family Home Operated By: [ ]

Foster/Resource Family Home Type: Open License Number: 999999

#Placements: 1 Beds Avail: 3 Adj. Cap: 0

Age Range: From: 0 To: 18 Primary Phone: [ ] Ext: [ ] Fax: [ ]

Backup Contact: Name: [ ] Phone: [ ] Ext: [ ]

Address: Street No.: 1717 Street Name: Side Street City: Sacramento

State: California ZIP: 95834 ZIP Ext: [ ] Geographic Region: [ ] County of Location: Sacramento

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

Comment: [ ]

Disaster Emergency Contact Information: Name: [ ] Phone: [ ] Ext: [ ] Alternate Phone: [ ] Ext: [ ]

Ready Placement Home [F, Kristen & George RFH]

**Placement Home End Date**

End Date: [ ]

Reason Type: [ ]

Comments: [ ]

**At Capacity**

☒ At Capacity

☐ Adoption Only

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

☐ Home Inactivated by Process Placement Home Move

## Inactive Status (continued)

8. (A) Click the Hold Status tab. (B) Add Hold Status by pressing the plus sign. Enter a Start Date and (C) select Reason as “RFA Inactive.”

The screenshot shows the 'Resource Management - [Placement Home [F, Kristen & George RFH]]' window. The 'Hold Status' tab is selected. A table lists existing hold statuses. Below the table, there are input fields for Start Date, End Date, Reason, County, and Staff Person Phone Number. The 'Reason' dropdown menu is open, showing various options, with 'RFA Inactive' selected. Callout A points to the 'Hold Status' tab, Callout B points to the plus sign icon, and Callout C points to the 'RFA Inactive' option in the Reason dropdown.

ID	Start Date	End Date	County	Reason
1	02/01/2018		Alpine	

Start Date: 02/01/2018  
 End Date:   
 Reason: RFA Inactive  
 County: Alpine  
 Staff Person Phone Number: (916)891-3359

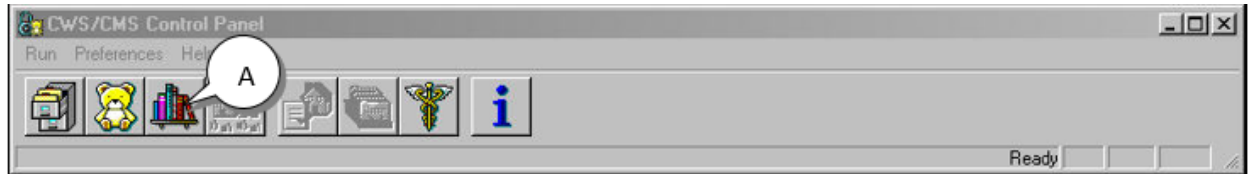
This will check mark the box for “This home is on hold” on the Placement Home ID tab.

- ☒ This home is on hold.  
Please see the Hold Status page.
- ☐ Home Inactivated by Process  
Placement Home Move
- ☒ At Capacity
- ☐ Adoption Only

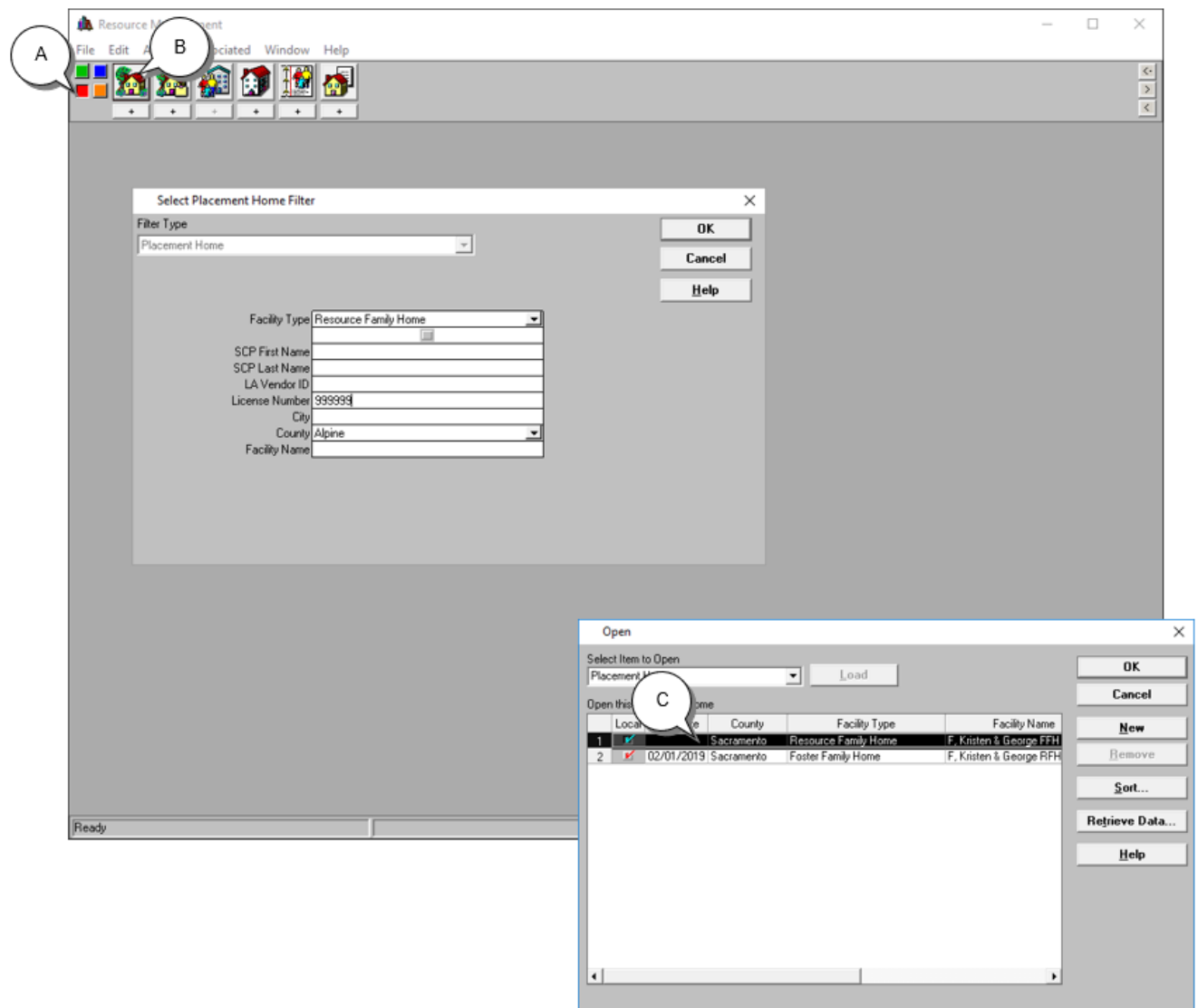
9. Save to database.

## Removing Inactive Status for Resource Family Approvals

1. (A) Open Resource Management.



2. (A) Open the Placement Facilities Section (red button). (B) Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. (C) Select the desired home and press OK.



## Removing Inactive Status for Resource Family Approvals (continued)

3. (A) Open Existing CLC Notebook and (B) select the specific home. (C) Click OK.

**Open**

Select Item to Open  
County License Case

Load

Open this County License Case

	Local	Staff Person	Facility Name	License Number
1	<input type="checkbox"/>	W, Chris	A, Joy FFH	999999
2	<input type="checkbox"/>	W, Chris	B, Stella FFH	999999
3	<input type="checkbox"/>	W, Chris	C, Libby FFH	999999
4	<input type="checkbox"/>	W, Chris	Children's Home FFH	999999
5	<input type="checkbox"/>	W, Chris	F, J FFH	999999
6	<input checked="" type="checkbox"/>	W, Chris	F, Kristen & George FFH	999999
7	<input checked="" type="checkbox"/>	W, Chris	F, Kristen & George RFH	999999
8	<input type="checkbox"/>	W, Chris	G, Karen FFH	999999
9	<input type="checkbox"/>	W, Chris	H, Kim FFH	999999
10	<input type="checkbox"/>	W, Chris	M, Maria FFH	999999
11	<input type="checkbox"/>	W, Chris	Rainbow House for Children FF	999999
12	<input type="checkbox"/>	W, Chris	S, Jessica FFH	999999

**OK**  
**Cancel**  
**New**  
**Remove**  
**Sort...**  
**Retrieve Data...**  
**Help**

**Placement Home End Date**  
County License Case Ended

**Identification**

Name  
F, Kristen & George

Type  
Foster Family Home

Foster/Resource Family  
Open

**Age Range**  
From To  
0 18

**Backup Contact**  
Name

**Address**  
Street No. 1717  
State California  
Foreign Country

**Disaster Emergency Contact Information**  
Name Phone Ext Alternate Phone Ext  
E-mail Address

Ready Placement Home [F, Kristen & George RFH]

## Removing Inactive Status for Resource Family Approvals (continued)

- The ID page of the County Licensed Home will display.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**

County of Assigned Staff Person - Sacramento

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Sacramento

**Application Status**

+	Application Status	Start date	End Date
1	Application Approved	10/24/2018	

Current Application Status: Application Approved

Start Date: 10/24/2018 End Date: Closed

**License Status**

+	License Status	Start Date	End Date
1	RFA Approved	10/24/2018	

Current License Status: RFA Approved

Start Date: 10/24/2018 End Date: Closed

Application Received: 01/01/2018 License Issued: 10/24/2018 Expiration Date: Assigned Staff Person: W, Chris

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [F, Kristen & George RFH, 999999]]

## Removing Inactive Status for Resource Family Approvals (continued)

5. (A) Click the Visits tab. (B) Press the plus sign and (C) select the type as “Other.” Enter the date and a Visit Note documenting that the Resource Family is no longer on inactive status.

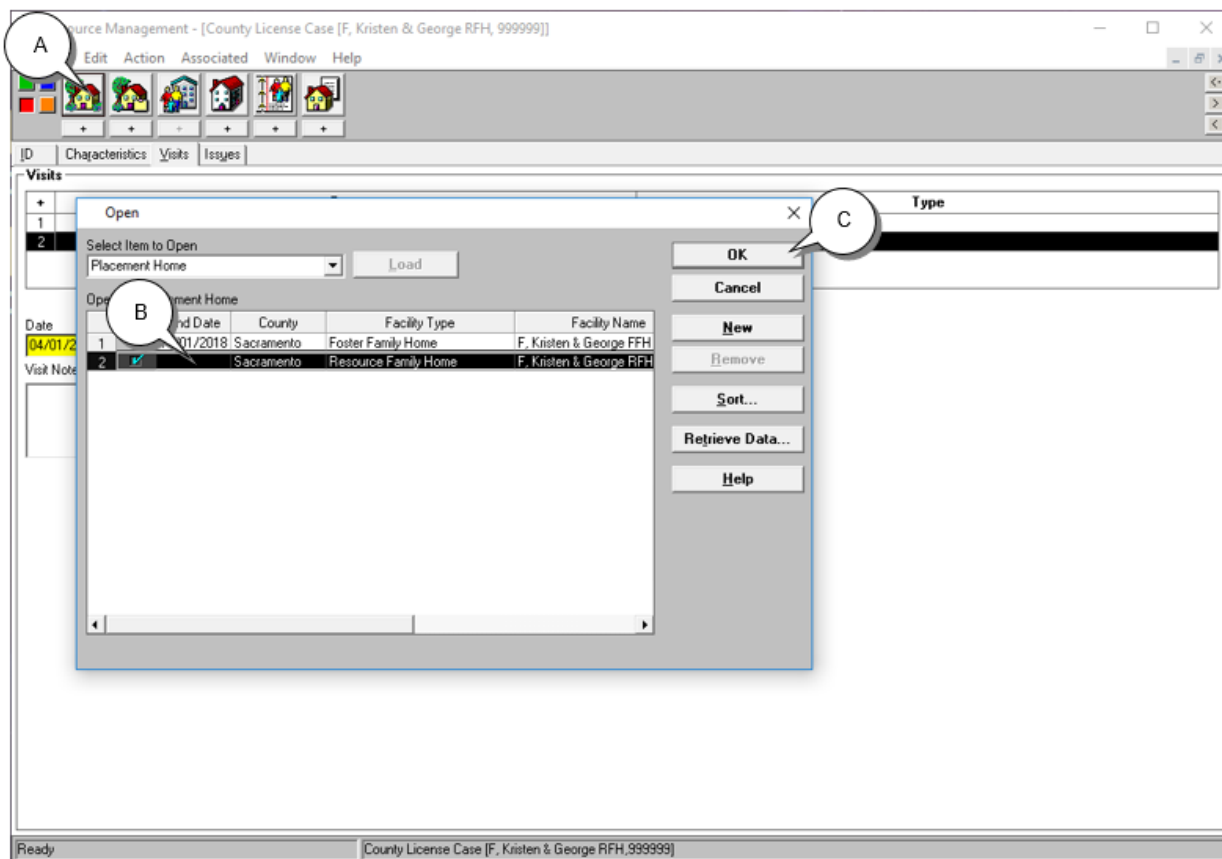
The screenshot shows the 'Resource Management - [County License Case [F, Kristen & George RFH, 999999]]' window. The 'Visits' tab is selected. A table lists visits with columns 'Date' and 'Type'. The first row shows '02/01/2018' with 'Unknown (mark inactive)'. The second row shows '04/01/2018' with 'Other'. Below the table, the 'Date' dropdown is set to '04/01/2018'. The 'Type' dropdown is open, showing a list of options: 'Close & Reopen', 'Complaint or Violation', 'Follow-Up', 'Initial', 'Management', 'Office Visit', 'Other' (highlighted), 'Pre-Application', 'Unannounced', and 'Unknown (mark inactive)'. The 'Visit Notes' field is empty.

	Date	Type
1	02/01/2018	Unknown (mark inactive)
2	04/01/2018	Other

Date: 04/01/2018  
Type: Other  
Visit Notes:

## Removing Inactive Status for Resource Family Approvals (continued)

6. (A) Click on the Open Existing Placement Home Notebook. (B) Select the Resource Family Home (RFH) you are working on and (C) press “OK.”





## Removing Inactive Status for Resource Family Approvals (continued)

7. (A) Uncheck the “At Capacity” check box.

The screenshot shows the 'Resource Management - [Placement Home [F, Kristen & George RFH]]' window. The 'Identification' tab is active. The form contains the following fields and sections:

- Name:** F, Kristen & George RFH
- Primary Substitute Care Provider:** F, Kristen
- Type:** Resource Family Home
- Foster/Resource Family Home Type:** Open
- License Number:** 999999
- Age Range:** From 0 To 18
- #Placements:** 1
- Beds Avail:** 3
- Adj. Cap:** 0
- Primary Phone:** ( ) -
- Ext.:** ( ) -
- Fax:** ( ) -
- Backup Contact:** Name, Phone, Ext.
- Address:**
  - Street No.: 1717
  - Street Name: Side St
  - City: Sacramento
  - State: California
  - ZIP: 98534
  - ZIP Ext:
  - Geographic Region:
  - County of Location: Sacramento
  - Foreign Country:
  - Foreign ZIP:
  - Foreign Address Description (Province Name, etc.):
  - Comment:
- Disaster Emergency Contact Information:** Name, Phone, Ext, Alternate Phone, Ext

A callout bubble labeled 'A' points to the 'At Capacity' checkbox, which is currently checked. The text next to the checkbox reads: 'This home is on hold. Please see the Hold Status page. Home Inactivated by Process Placement Home Move'. Other checkboxes include 'Adoption Only'.

## Removing Inactive Status for Resource Family Approvals (continued)

8. (A) Click the Hold Status tab. (B) Enter end date of inactive status.

The screenshot shows the 'Resource Management - [Placement Home [Kristen & George RFH]]' window. The 'Hold Status' tab is selected. The table below shows the current hold status:

ID	Start Date	End Date	County	Reason
1	02/01/2018	09/01/2018	Alpine	RFA Inactive

Below the table, the form fields are populated with the following information:

- Start Date: 02/01/2018
- End Date: 09/01/2018
- Reason: RFA Inactive
- Staff Person: W, Chris
- County: Alpine
- Staff Person Phone Number: (916)891-3359

Callout A points to the 'Hold Status' tab, and callout B points to the 'End Date' field.

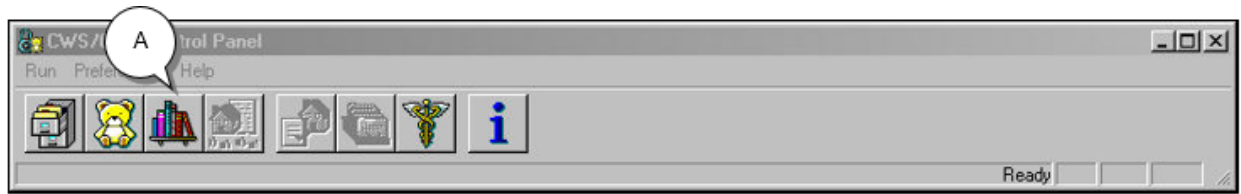
This will uncheck mark the box for “This home is on hold” on the Placement Home ID tab.

- ☐ This home is on hold.  
Please see the Hold Status page.
- ☐ Home Inactivated by Process  
Placement Home Move
- ☐ At Capacity
- ☐ Adoption Only

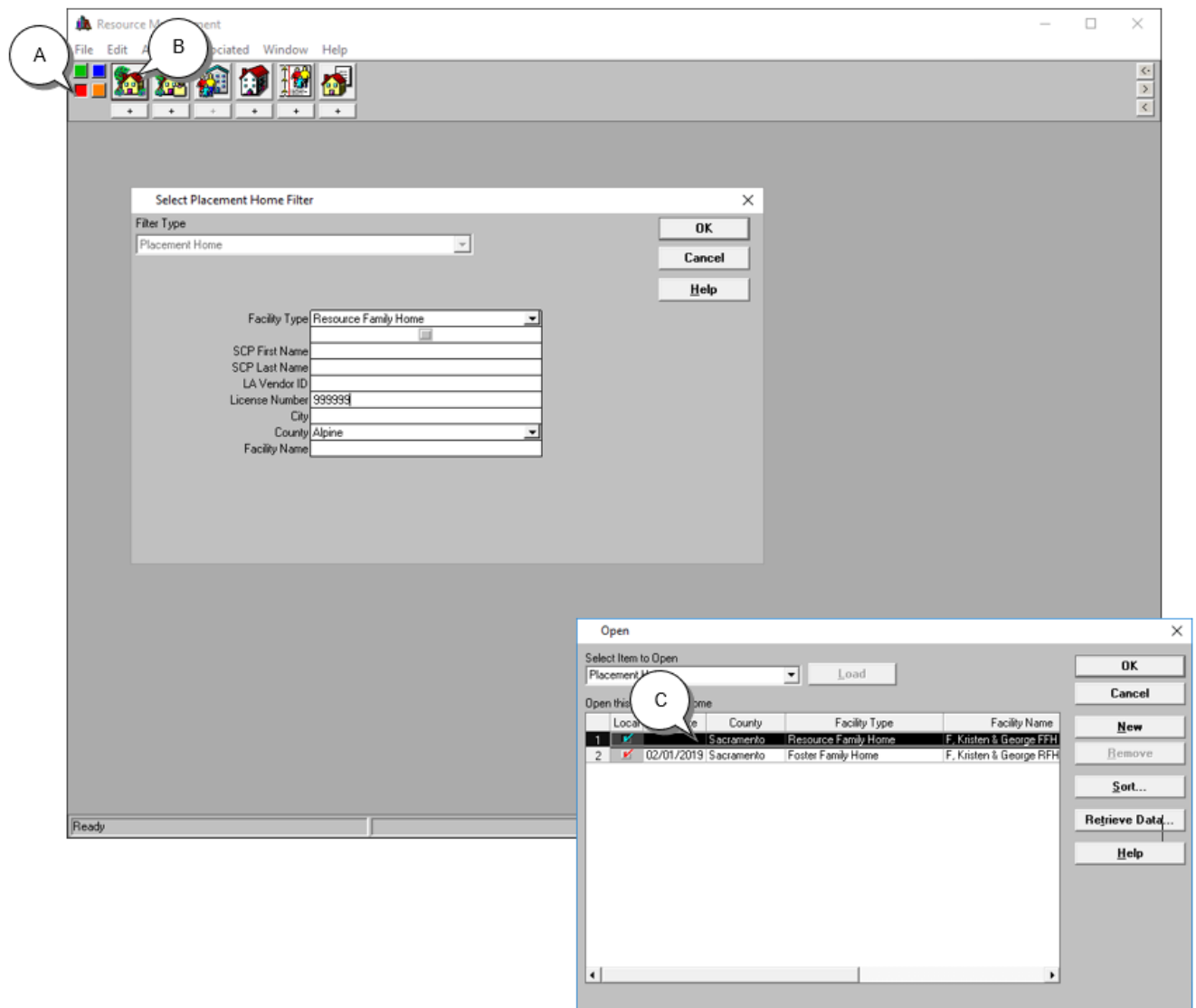
9. Save to database.

## Surrendered Resource Family Approval

1. (A) Open Resource Management.



2. (A) Open the Placement Facilities Section (red button). (B) Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. (C) Select the desired home and press OK.



## Surrendered Resource Family Approval (continued)

3. (A) Open Existing CLC Notebook and (B) select the specific home. (C) Click OK.

**Resource Management - [Placement Home [F, Kristen & George RFH]]**

File Edit Action Help

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

**Identification**

Name: F, Kristen & George

Type: Foster Family Home

Age Range: From 0 To 18

Backup Contact Name:

Address: Street No. 1717 State California Foreign Country

Comment:

**Disaster Emergency Contact Information**

Name: Phone: ( ) - Ext: Alternate Phone: ( ) - Ext: E-mail Address:

**Open**

Select Item to Open: County License Case Load

Open this County License Case

	Local	Staff Person	Facility Name	License Number
1	<input type="checkbox"/>	W, Chris	A, Joy FFH	999999
2	<input type="checkbox"/>	W, Chris	B, Stella FFH	999999
3	<input type="checkbox"/>	W, Chris	C, Libby FFH	999999
4	<input type="checkbox"/>	W, Chris	Children's Home FFH	999999
5	<input type="checkbox"/>	W, Chris	F, J FFH	999999
6	<input type="checkbox"/>	W, Chris	F, Kristen & George FFH	999999
7	<input checked="" type="checkbox"/>	W, Chris	F, Kristen & George RFH	999999
8	<input type="checkbox"/>	W, Chris	G, Karen FFH	999999
9	<input type="checkbox"/>	W, Chris	H, Kim FFH	999999
10	<input type="checkbox"/>	W, Chris	M, Maria FFH	999999
11	<input type="checkbox"/>	W, Chris	Rainbow House for Children FF	999999
12	<input type="checkbox"/>	W, Chris	S, Jessica FFH	999999

OK Cancel New Remove Sort... Retrieve Data... Help

Placement Home End Date: License Case Ended

Ready Placement Home [F, Kristen & George RFH]

## Surrendered Resource Family Approval (continued)

- The ID page of the County Licensed Home will display.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Sacramento

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Sacramento

Application Status			License Status				
	Application Status	Start date	End Date		License Status	Start Date	End Date
1	Application Approved	10/24/2018		1	RFA Approved	10/24/2018	

Current Application Status: Application Approved  
Start Date: 10/24/2018 End Date: Closed

Current License Status: RFA Approved  
Start Date: 10/24/2018 End Date: Closed

Application Received: 01/01/2018 License Issued: 10/24/2018 Expiration Date: Assigned Staff Person: W, Chris

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [F, Kristen & George RFH, 999999]]

## Surrendered Resource Family Approval (continued)

5. (A) Add a new row to License Status by pressing the plus sign and (B) selecting “RFA Surrendered.” (C) Enter the start date. After entering the start date, (D) press “OK” on the dialogue box. The end date will automatically be entered.
  - Note: if the application is unable to end date the home you will receive an error message. Reasons are the same as listed on page 10.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**

County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

**Application Status**

Application Status	Start date	End Date
1 Application Approved	01/01/2018	02/01/2018

Current Application Status: Application Approved

Start Date: 01/01/2018 End Date: 02/01/2018 ☒ Closed

**License Status**

License Status	Start Date	End Date
1 RFA Surrendered	02/01/2018	02/01/2018
2 RFA Approved	01/01/2018	02/01/2018

Current License Status: RFA Surrendered

Start Date: 02/01/2018 End Date: 02/01/2018 ☒ Closed

Application Received: 01/01/2018 License Issued: 01/01/2018 Expiration Date: Training Review Date: Next Training Planned: Staff Person: County CDSS

Annual Visit Due: 01/01/2019 Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

[Rule 11149]  
The License will be end dated but the Placement Home End Date cannot be set due to conditions surrounding the Placement Home. Please review Help Text on end-dating Placement Homes.

OK

6. Save to database.

## Reactivating a Resource Family ID Number

- Note: if a family desires to be approved as a RF after they surrendered their RFA, or their approval has been forfeited, the family must submit a new RFA application, however, the county can follow these specific steps to use the family's previous ID number
1. Open Resource Management.
  2. Open the Placement Facilities Section (red button). Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. Select the desired licensed home and press OK.
  3. Open Existing CLC Notebook and select the specific licensed home. Click OK. The ID page of the County Licensed Home will display.
  4. (A) Add new application status by pressing the plus sign by application status. (B) Select current application status as "Pending" and (C) add date. (D) Press "Yes" on the dialogue box.
    - Note: If an emergency placement is made, the instructions for an emergency placement should be followed on page 9 regarding the application status and license status.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

Application Status			License Status				
	Application Status	Start date	End Date		License Status	Start Date	End Date
1	Pending	03/01/2018		1	RFA Forfeited	02/01/2018	02/01/2018
2	Application Approved	01/01/2018	02/01/2018	2	RFA Approved	01/01/2018	02/01/2018

Current Application Status: Pending (B)

Start Date: 03/01/2018 (C) End Date: Closed

Current License Status: RFA Forfeited

Start Date: 02/01/2018 End Date: 02/01/2018 Closed

Application Received: 01/01/2018 License Issued: 01/01/2018 Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: 01/01/2019 Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

[Rule 06965]  
You are starting a new license for this home, the following dates will be reset: Application Received, Expiration Date, Training Review Date, and Next Training Planned. Continue?

Yes No (D)

Ready [County License Case [F, Kristen & George RFH, 999999]]

## Reactivating a Resource Family Approval ID Number (continued)

5. (A) Application received date will clear. Add new "Application Received" date.
  - Note: This date may be the date an emergency placement is made, or a new application is received.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**

County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

Application Status				License Status			
	Application Status	Start date	End Date		License Status	Start Date	End Date
1	Pending	03/01/2018		1	RFA Forfeited	02/01/2018	02/01/2018
2	Application Approved	01/01/2018	02/01/2018	2	RFA Approved	01/01/2018	02/01/2018

Current Application Status: Pending

Current License Status: RFA Forfeited

Start Date: 03/01/2018 End Date: Closed

Start Date: 02/01/2018 End Date: 02/01/2018 Closed

Application Received: License Issued: 01/01/2018 Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [F, Kristen & George RFH, 999999]]



## Reactivating a Resource Family Approval ID Number (continued)

6. (A) Add new License Status by pressing the plus sign next to License Status and (B) select “RFA Pending” and enter start date.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

**Application Status**

	Application Status	Start date	End Date
1	Pending	03/01/2018	
2	Application Approved	01/01/2018	02/01/2018

Current Application Status: Pending

Start Date: 03/01/2018 End Date: Closed

**License Status**

	License Status	Start Date	End Date
1	RFA Pending		
2	RFA Forfeited	02/01/2018	02/01/2018
3	RFA Approved	01/01/2018	02/01/2018

Current License Status: RFA Pending

Start Date: 03/01/2018 End Date: Closed

Application Received: 03/01/2018 License Issued: Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [F, Kristen & George RFH, 999999]]

## Reactivating a Resource Family Approval ID Number (continued)

7. (A) Once application is approved, add new application status and (B) select “Application Approved” and enter start date.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

**Application Status**

	Application Status	Start date	End Date
1	Application Approved	04/01/2018	
2	Pending	03/01/2018	04/01/2018
3	Application Approved	01/01/2018	02/01/2018

Current Application Status: Application Approved

Start Date: 04/01/2018 End Date: Closed

**License Status**

	License Status	Start Date	End Date
1	RFA Pending	03/01/2018	
2	RFA Forfeited	02/01/2018	02/01/2018
3	RFA Approved	01/01/2018	02/01/2018

Current License Status: RFA Pending

Start Date: 03/01/2018 End Date: Closed

Application Received: 03/01/2018 License Issued: Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready County License Case [F, Kristen & George RFH, 999999]

## Attachment A

### Reactivating a Resource Family Approval ID Number (continued)

8. (A) Add new License Status and (B) select “RFA Approved” and enter start date.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**

County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

**Application Status**

	Application Status	Start date	End Date
1	Application Approved	04/01/2018	
2	Pending	03/01/2018	04/01/2018
3	Application Approved	01/01/2018	02/01/2018

Current Application Status: Application Approved

Start Date: 04/01/2018 End Date: Closed

**License Status**

	License Status	Start Date	End Date
1	RFA Approved		
2	RFA Pending	03/01/2018	
3	RFA Forfeited	02/01/2018	02/01/2018

Current License Status: RFA Approved

Start Date: 04/01/2018 End Date: Closed

Application Received: 03/01/2018 License Issued: Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

9. Save to database.

## Resource Family Application Cease Review

1. Open Resource Management.
2. Open the Placement Facilities Section (red button). Open Existing Placement Home Notebook. Search for the RFH by using the License Number or SCP Name and press OK. Select the desired home and press OK.
3. Open Existing CLC Notebook and select the specific home. Click OK. The ID page of the County Licensed Home will display.
4. (A) Add new license status by pressing the plus sign by application status. Select current license status as "RFA Ceased." Enter Start Date, this will automatically check the "Closed" box. (B) Press OK on dialogue box.
5. (C) Update Annual Visit Due for 365 days to capture the date of the reopen deadline for RFA CEASED.
6. (D) Enter "RFA CEASED MM/DD/YYYY" into Priority Information section.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: [dropdown]

**Application Status**

Application Status	Start date	End Date
1 Application Approved	01/01/2018	02/01/2018

Current Application Status: Application Approved

Start Date: 01/01/2018 End Date: 02/01/2018 ☒ Closed

**License Status**

License Status	Start Date	End Date
1 RFA Ceased	02/01/2018	02/01/2018
2 RFA Pending	01/01/2018	02/01/2018

Current License Status: RFA Ceased

Start Date: 02/01/2018 End Date: 02/01/2018 ☒ Closed

Application Received: 01/01/2018 License Issued: [dropdown] Expiration Date: [dropdown] Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: 01/31/2019 Annual Visit Completed: [dropdown] Training Review Date: [dropdown] Next Training Planned: [dropdown]

Training Completed: [dropdown]

**Priority Information**  
RFA CEASED 02/01/2018

Resource Management - [County License Case [F, Kristen & George R...]

[Rule 11149]  
The License will be end dated but the Placement Home End Date cannot be set due to conditions surrounding the Placement Home. Please review Help Text on end-dating Placement Homes.

OK

RFA Instructions for CWS/CMS (03/2020)

## Resource Family Application Cease Review (continued)

7. (A) Click Visits tab. (B) Add new visit by pressing the plus sign. (C) Select “Close & Reopen” under Type and enter date. In Visits Notes, add effective date and reopen deadline.

The screenshot shows the 'Resource Management' application window for a 'County License Case [F, Kristen & George RFA, 999999]'. The 'Visits' tab is selected. A table lists visits with columns for ID, Date, and Type. A new visit is being added with ID 1, Date 02/01/2018, and Type 'Close & Reopen'. The 'Visit Notes' field contains the text: 'Ceased RFA per Kristen F effective 02/01/2018 - deadline to reopen is 01/31/2019'.

ID	Date	Type
1	02/01/2018	Close & Reopen

Visit Notes:  
Ceased RFA per Kristen F effective 02/01/2018 - deadline to reopen is 01/31/2019

8. Save to database.

## Reactivate Resource Family Application within 12 Months

1. Open Resource Management.
2. Open the Placement Facilities Section (red button). Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. Select the desired home and press OK.
3. Open Existing CLC Notebook and select the specific home. Click OK.  
The ID page of the County Licensed Home will display.
4. (A) Add new application status by pressing the plus sign by application status, select current application status as "Application Approved", and add Start Date. (B) Press Yes on Dialogue box. (C) Application Received date will clear. Enter **new** "Application Received" date. This is the date the applicant requested to reactive the application.
5. (D) Add new license status by pressing the plus sign by application status. Press Yes on the dialogue box, select current license status as "RFA Pending", and add Start Date. Annual Visit will be updated.
6. (E) Update Priority Information with application reactivated date.
  - Note: If an emergency placement is made, please follow instructions on Page 9.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

Identification  
County of Assigned Staff Person - Sacramento

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: [Dropdown]

**Application Status**

	Application Status	Start date	End Date
1	Application Approved	04/01/2018	
2	Application Approved	01/01/2018	04/01/2018

Current Application Status: Application Approved  
Start Date: 04/01/2018 End Date: [Dropdown] ☐ Closed

**License Status**

	License Status	Start Date	End Date
1	RFA Pending	04/01/2018	
2	RFA Withdrawal	02/01/2018	02/01/2018
3	RFA Pending	01/01/2018	02/01/2018

Current License Status: RFA Pending  
Start Date: 04/01/2018 End Date: [Dropdown] ☐ Closed

Application Received: 04/01/2018 License Issued: [Dropdown] Expiration Date: [Dropdown] Assigned Staff Person: W, Chris

Annual Visit Due: 04/01/2019 Annual Visit Completed: [Dropdown] Training Review Date: [Dropdown] Next Training Planned: [Dropdown]

Training Completed: [Dropdown]

Priority Information  
Application reactivated 04/01/2018  
RFA CEASED 02/01/2018

Resource Management - [County License Case [F, Kristen & George R...]

[Rule 06965]  
You are starting a new license for this home, the following dates will be reset: Application Received, Expiration Date, Training Review Date, and Next Training Planned. Continue?

Yes No

## Reactivate Resource Family Application within 12 Months (continued)

7. (A) Click Visits tab. (B) Add new visit by pressing the plus sign. (C) Select “Close & Reopen” under Type and enter date. In Visits Notes, add effective date.

Resource Management - [County License Case [F, Kristen & George RFA, 999999]]

File Edit Action Associated Window Help

Visits

ID	Date	Type
1	02/01/2018	Close & Reopen
2	04/01/2018	Close & Reopen

Date: 04/01/2018 Type: Close & Reopen

Visit Notes

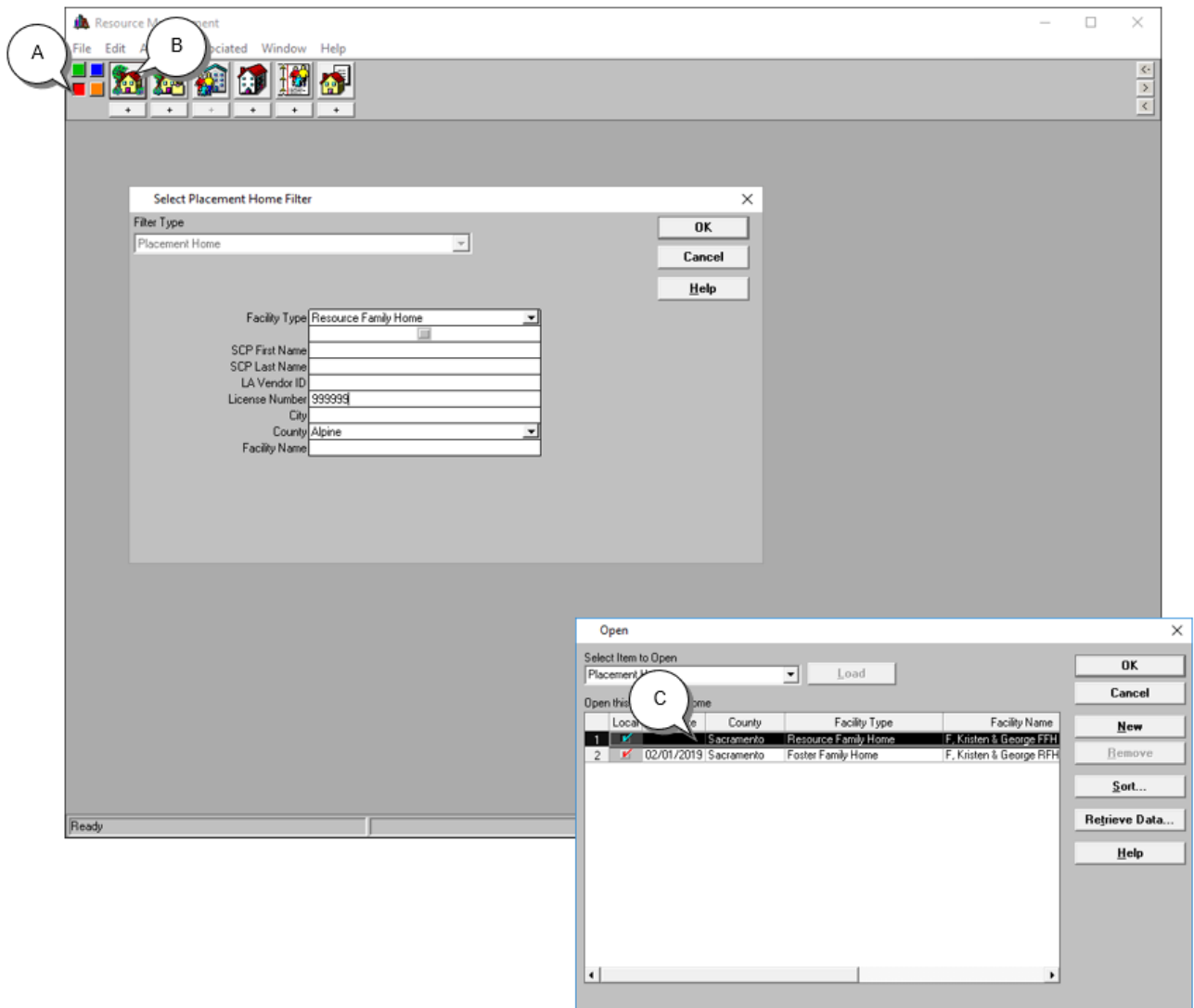
Reactivated RFA per Kristen F effective 04/01/2018

Ready [County License Case [F, Kristen & George RFA, 999999]]

8. Save to database.

## Specific Child Approval

1. Open Resource Management.
2. (A) Open the Placement Facilities Section (red button). (B) Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. (C) Select the desired home and press OK.





## Specific Child Approval (continued)

- The ID page of the Placement Home will display. (A) Select the Hold Status tab.

Resource Management - [Placement Home [F, Kristen & George RFH]]

File Edit Action Associated Window Help

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

**Identification**

Name: F, Kristen & George RFH Primary Substitute Care Provider: F, Kristen

Type: Resource Family Home Operated By: [ ]

Foster/Resource Family Home Type: Open License Number: 999999

**Age Range**

From	To	#Placements	Beds Avail	Adj. Cap.
0	18	1	3	0

Primary Phone: [ ] Ext: [ ] Fax: [ ]

**Backup Contact**

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

**Address**

Street No.: 1717 Street Name: Side St City: Sacramento

State: California ZIP: 95834 ZIP Ext: [ ] Geographic Region: [ ] County of Location: Sacramento

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

Comment: [ ]

**Placement Home End Date**

End Date: [ ]

Reason Type: [ ]

Comments: [ ]

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

☐ Home Inactivated by Process Placement Home Move

☐ At Capacity

☐ Adoption Only

Ready Placement Home [F, Kristen & George RFH]

## Specific Child Approval (continued)

4. (A) Add a new Hold by pressing the plus sign. (B) Select “RFA Child Specific” from the drop-down menu and (C) enter in Start Date.

Resource Management - [Placement Home [F, Kristen & George RFH]]

File Edit Action Associated Window Help

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

	Start Date	End Date	County	Reason
1	02/06/2019		Alpine	RFA Child Specific

Start Date: 02/06/2019 Reason: RFA Child Specific

End Date: Staff Person: Louie, Sophia County: Alpine Staff Person Phone Number: (916)891-3359

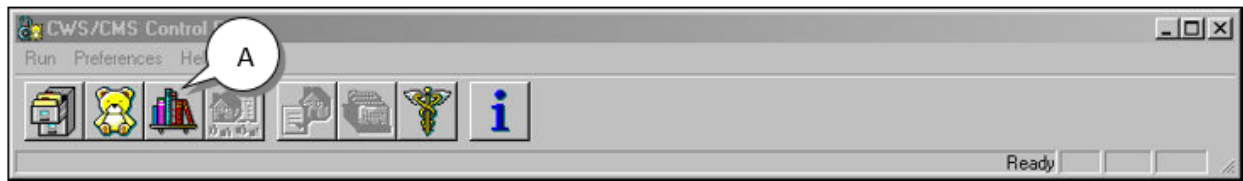
Comments

Ready Placement Home [F, Kristen & George RFH]

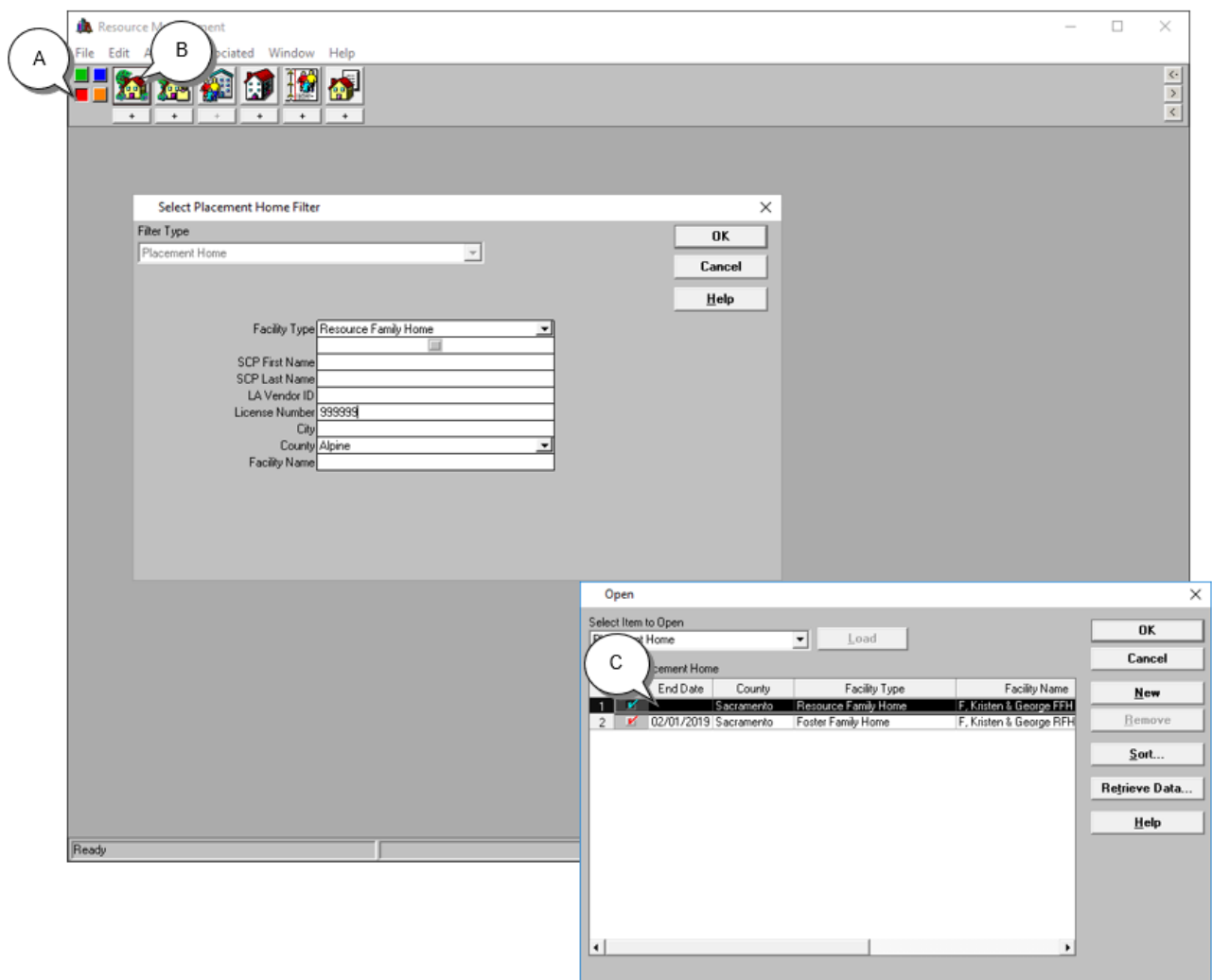
5. Save to database.

## Forfeiture of Resource Family Approval

1. (A) Open Resource Management.



2. (A) Open the Placement Facilities Section (red button). (B) Open Existing Placement Home Notebook. Search for the Resource Family Home by using the License Number or SCP Name and press OK. (C) Select the desired home and press OK.



## Forfeiture of Resource Family Approval (continued)

3. (A) Open Existing CLC Notebook and (B) select the specific home. (C) Click OK.

The screenshot shows the 'Resource Management - [Placement Home [F. Kristen & George RFH]]' window. The 'Open' dialog box is open, displaying a table of County License Cases. The table has columns for 'Local', 'Staff Person', 'Facility Name', and 'License Number'. The row for 'F. Kristen & George FFH' is selected. Callout A points to the 'Open' button, B points to the selected row, and C points to the 'OK' button.

Local	Staff Person	Facility Name	License Number
1	W. Chris	A. Joy FFH	999999
2	W. Chris	B. Stella FFH	999999
3	W. Chris	C. Libby FFH	999999
4	W. Chris	Children's Home FFH	999999
5	W. Chris	F. J FFH	999999
6	W. Chris	F. Kristen & George FFH	999999
7	W. Chris	F. Kristen & George RFH	999999
8	W. Chris	G. Karen FFH	999999
9	W. Chris	H. Kim FFH	999999
10	W. Chris	M. Maria FFH	999999
11	W. Chris	Rainbow House for Children FF	999999
12	W. Chris	S. Jessica FFH	999999

## Forfeiture of Resource Family Approval (continued)

- The ID page of the County Licensed Home will display.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**

**County of Assigned Staff Person - Sacramento**

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Sacramento

**Application Status**

+	Application Status	Start date	End Date
1	Application Approved	10/24/2018	

Current Application Status: Application Approved

Start Date: 10/24/2018 End Date: Closed

**License Status**

+	License Status	Start Date	End Date
1	RFA Approved	10/24/2018	

Current License Status: RFA Approved

Start Date: 10/24/2018 End Date: Closed

Application Received: 01/01/2018 License Issued: 10/24/2018 Expiration Date: Assigned Staff Person: W, Chris

Annual Visit Due: Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [F, Kristen & George RFH, 999999]]

## Forfeiture of Resource Family Approval (continued)

5. (A) Add a new row to License Status by pressing the plus sign and (B) selecting “RFA Forfeited.” (C) Enter the start date.
6. (D) Press “OK” on the dialogue box. The end date will automatically be entered.
7. (E) Enter reason for forfeiture (Portability, abandoned home, etc.) into Priority Information section.

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

File Edit Action Associated Window Help

JD Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Alpine

Number: 999999 Placement Facility Name: F, Kristen & George RFH RFA Approved By: Alpine

Application Status			License Status				
	Application Status	Start date	End Date		License Status	Start Date	End Date
1	Application Approved	02/01/2019	02/01/2019	1	RFA Forfeited	05/01/2018	05/01/2018
2				2	RFA Approved	02/04/2018	05/01/2018

Current Application Status: Application Approved

Current License Status: RFA Forfeited

Start Date: 02/01/2019 End Date: 02/01/2019 ☒ Closed

Start Date: 05/01/2018 End Date: 05/01/2018 ☒ Closed

Application Received: 02/01/2018 License Issued: 02/04/2018 Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: 02/04/2019 Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information: RFA FORFEITURE 05/01/2018

Resource Management - [County License Case [F, Kristen & George RFH, 999999]]

[Rule 11149]  
The License will be end dated but the Placement Home End Date cannot be set due to conditions surrounding the Placement Home. Please review Help Text on end-dating Placement Homes.

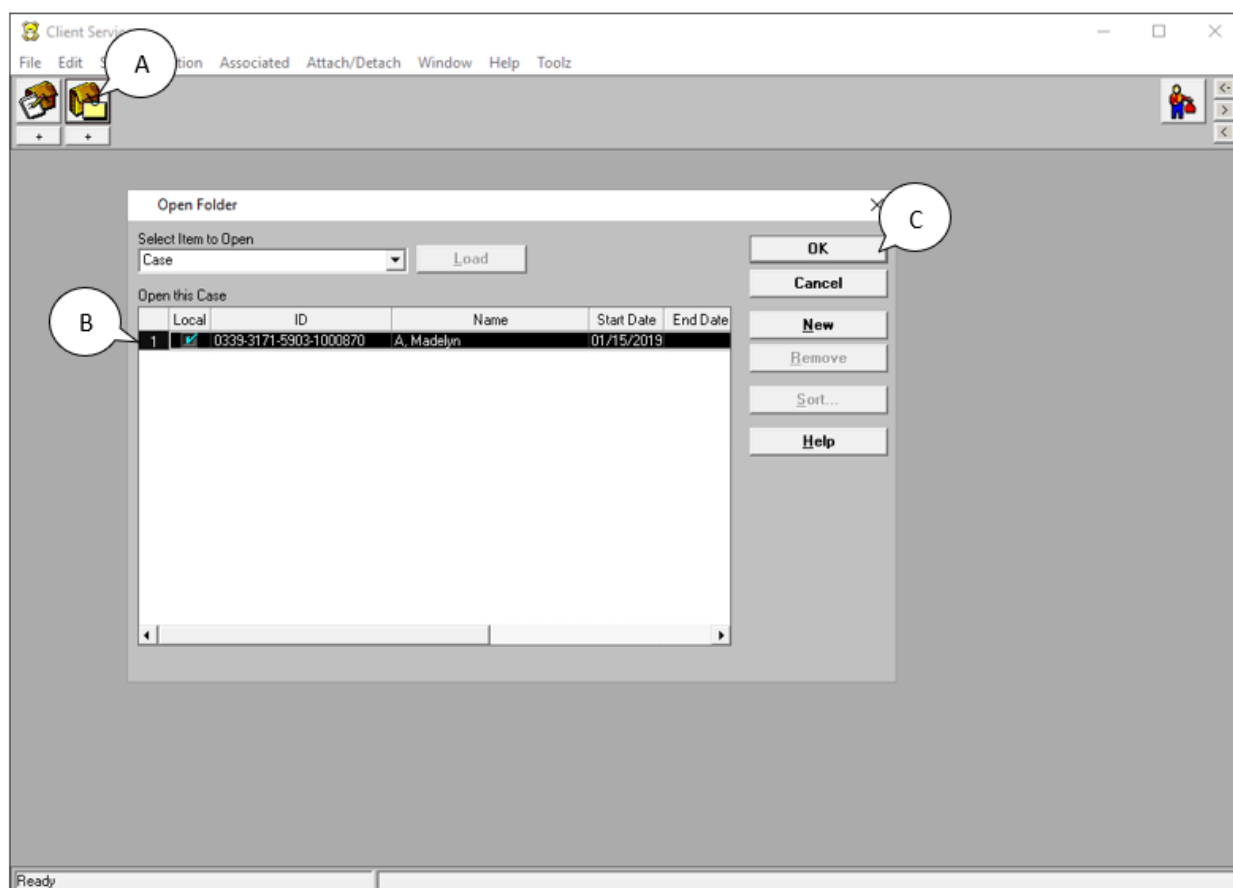
OK

8. Save to database.

## Portability Instructions: FFA (FFACRFH) to County (RFH)

Note: A Resource Family's portability application should not be entered into Resource Management until the portability process is complete and the Resource Family has been subsequently approved by the County. The following steps refer to when a child is currently placed in the Resource Family Home.

1. In Client Services, (A) select "Open Existing Case Folder," (B) select the focus child, and (C) press "OK."



## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

2. (A) In the “Placement Management” section (red button), (B) open the child’s current placement by clicking the “Existing Placement” notebook and (C) select “Ongoing Requests” tab. If there is both an Additional payment and a Basic Rate payment, end the Additional Payment first by (D) selecting Additional payment row, then (E) inserting “Payment Stop Date.”

Client Services - Case [Baby b.] Placement [Test SCP]

Search Add Existing Attach/Detach Window Help Tools

Child Rep. Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

	Start Date	Stop Date	Rate Type	Projected End Date
1	11/21/2019		Additional	
2	11/19/2019		Basic	

**Rate Type**  
☐ Basic Rate  
☒ Additional Rate

**Total**  
 Active Rate Total: 1050.00

**LA APPS Rates**  
 APPS Schedule/Level: [Dropdown]

**Request Details**  
 Start Date: 11/21/2019  
 Projected End Date: [Dropdown]  
 Basic Rate: [Dropdown]  
 Additional Rate: 150.

**Payment Stop Date**  
 [Calendar: December, 2019]

**Miller-Youakim Referral**  
☐ Informed  
☐ Informed and Accepted  
☒ Not Yet Informed

**Payment Reason**  
 Payment Type: Foster Parent Participation in Therapy  
 Rate/Service Level: [Dropdown]  
 Regional Center: [Dropdown]

**Approval**  
 Approval Status: Request Not Submitted  
 Date: [Text Box]

Ready | Case [Baby b.] -> Client [Case Focus Child] [Baby B] -> Placement [Test SCP]



## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

3. (A) Select Basic Rate row then (B) insert "Payment Stop Date."

Client Services - Case [Baby b.] - [Placement [Test SCP]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

**Ongoing Requests**

	Start Date	Stop Date	Rate Type	Projected End Date
1	11/21/2019	12/05/2019	Additional	
2	11/19/2019		Basic	

**Rate Type**

☒ Basic Rate  
☐ Additional Rate

**Total**  
Active Rate Total: 900.00

**LA APPS Rates**  
APPS Schedule/Level: [Dropdown]

**Request Details**

Start Date: 11/19/2019  
Basic Rate: 900.  
Projected End Date: [Dropdown]  
Additional Rate: [Dropdown]

**Payment Stop** (B)

December, 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Miller-Youakim Referral**

☐ Informed  
☐ Informed and Accepted  
☒ Not Yet Informed

**Payment Reason**

Payment Type: [Dropdown]  
Rate/Service Level: [Dropdown]  
Regional Center: [Dropdown]  
Additional Payment: [Text]  
Reason Description: [Text]

**Approval**

Approval Status: Request Not Submitted  
Date: [Text]

Ready [Case [Baby b.] -> Client [Case Focus Child] [Baby B] -> Placement [Test SCP]]

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

4. (A) Select the “End Placement/Episode” tab. (B) Select “Other” for the “Placement Change Reason” and (C) type in the description. (D) Insert the “Placement End Date” and (E) press “Yes” on the dialogue pop-up.

Client Services - Case [A, Madelyn] - [Placement [Daisy Duck RFH]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

**End Placement / Episode**

Notice to Remove Date

Placement Change

Placement Change Reason: Other

Placement End Date: 02/17/2019

Placement Change Description: Placement changed from FFACRFH to RFH.

**Placement Episode Termination**

Placement Episode Termination Reason

Placement Episode End Date

Placement Episode Less Than 24 Hours

Placement Episode Termination Description

Client Services - Case [A, Madelyn] - [Placement [Daisy Duck RFH]]

[Rule 00233]  
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

Ready Case [A, Madelyn] -> Client (Case Focus Child) [Madelyn A] -> Placement [Daisy Duck RFH]

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

5. (A) Select the “Existing Placement Home Notebook” and select the Foster Family Agency Certified Resource Family Home (FFACRFH) in which the child was placed. Note the information in the following tabs if applicable: ID, Other Children, Other Adults, Char/Pref, Comments, Special Projects, Payee, LA Payee, and Hold Status.

The screenshot shows a software window titled "Client Services - Case [A, Madelyn] - Placement Home [Daisy Duck RFH]". The window has a menu bar (File, Edit, Search, Action, Ass, Attach/Detach, Window, Help, Tools) and a toolbar with icons for different placement home types. A callout bubble with the letter 'A' points to the "Existing Placement Home Notebook" icon. Below the toolbar is a tabbed interface with tabs for ID, Substitute Care Provider, Other Children, Other Adults, Char/Pref, License Info, Comments, Special Projects, Payee, LA Payee, Hold Status, and Background Check. The "ID" tab is active, showing a form with the following sections:

- Identification:** Name (Daisy Duck RFH), Primary Substitute Care Provider (Duck, Daisy), Type (Foster Fam Agency Cert Resource Fam Home), Operated By (Better Life Child Svcs, LA0000683), License Number, Foster/Resource Family Home Type.
- Age Range:** #Placements (0), Beds Avail. (3), Adj. Cap. (3), From (0), To (18), Primary Phone ((916) 333-3333), Ext. ( ), Fax ( ).
- Backup Contact:** Name, Phone, Ext.
- Address:** Street No. (123), Street Name (Side St), City (Sacramento), State (California), ZIP (95833), ZIP Ext. ( ), Geographic Region (Alpine), County of Location (Alpine), Foreign Country, Foreign ZIP, Foreign Address Description (Province Name, etc.), Comment.
- Disaster Emergency Contact Information:** Name, Phone, Ext., Alternate Phone, Ext.

On the right side of the form, there is a section for "Placement Home End Date" with fields for End Date, Reason Type, and Comments. There are also several checkboxes for "Transitional Housing Placement Program Facility", "This home is on hold. Please see the Hold Status page.", "Home Inactivated by Process Placement Home Move", "At Capacity", and "Adoption Only".

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

6. (A) Create a new Placement Home by clicking the “+” under the “Existing Placement Home” notebook. Insert the same ID information as the FFACRFH from step 5. (B) Select “Resource Family Home” for the home “Type.”

Client Services - Case [A, Madelyn] - [Placement Home [Daisy Duck RFH]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

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

**Identification**

Name: Daisy Duck RFH Primary Substitute Care Provider: [ ]

Type: Resource Family Home Operated By: [ ]

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

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

Age Range: From: 0 To: 18 Primary Phone: (916) 333-3333 Ext: [ ] Fax: [ ]

Backup Contact: Name: [ ] Phone: [ ] Ext: [ ]

Address: Street No.: 123 Street Name: Side St. City: Sacramento State: California ZIP: 95833 ZIP Ext: [ ] Geographic Region: [ ] County of Location: Alpine Foreign Country: [ ] Foreign ZIP: [ ] Foreign Address Description (Province Name, etc.): [ ]

Disaster Emergency Contact Information: Name: [ ] Phone: [ ] Ext: [ ] Alternate Phone: [ ] Ext: [ ]

Ready Case [A, Madelyn] -> Placement Home [Daisy Duck RFH]

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

7. (A) At the top menu, Select the “Attach/Detach” dropdown menu. (B) Select “Attach Existing Sub Care Provider.” (C) Select the desired Substitute Care Provider (SCP) and (D) press “OK.” This will attach the original SCP information to the “Substitute Care Provider” tab and both homes will have the same SCP. This will ensure that the child’s Placement Count does not increase (continuity with SCP). Repeat this step if there are multiple SCPs in this home.

The screenshot shows the 'Client Services' application window. The 'Attach/Detach' menu is open, and the option 'Attach Existing Sub Care Provider...' is highlighted. A dialog box titled 'Attach Existing Sub Care Provider' is open, showing a table of existing providers for the placement home.

**Attach Existing Sub Care Provider**

Item to Attach: Substitute Care Provider

For this Placement Home:

	County	Facility Type	Facility Name	License
1	Alpine	Resource Family Home	Daisy Duck RFH	

Attach this Substitute Care Provider:

	Name	Gender	Licensee	Resident	End Date
1	Duck, Daisy	Female			

Buttons: OK, Cancel, Sort..., Help

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

8. The SCP has now been copied to the “Substitute Care Provider” tab. The “Background Check” information has also been copied. Insert other relevant information from step 5 in the remaining tabs.

Client Services - Case [A, Madelyn] - [Placement Home [Daisy Duck RFH]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

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

**Substitute Care Providers**

	Name	Assoc Start Date	Assoc End Date
1	Duck, Daisy	05/17/2019	

**Name**

Title First MI Last Suffix

Daisy  Duck

**Gender**

☐ Male ☒ Female

Birth Date  01/01/1980 E-mail Address

☒ Passed All Background Checks

**Marital Status**

Divorced  Tribe Location  Tribal Affiliation  Employer Name

**SCP Phone Numbers**

	Phone Number	Type
1	(916)333-3333	Home

**Race/Ethnicity**

Specify Race\* if known

Primary Ethnicity  White

Unable to Determine - Reason

Other Ethnicity

**Hispanic or Latino Origin**

☐ Yes ☒ No ☐ Declines to State ☐ Unable to Determine

Unable to Determine - Reason

**SCP Address**

Street No.  123 Street Name  Side St. City  Sacramento

State  California ZIP  95833 ZIP Ext

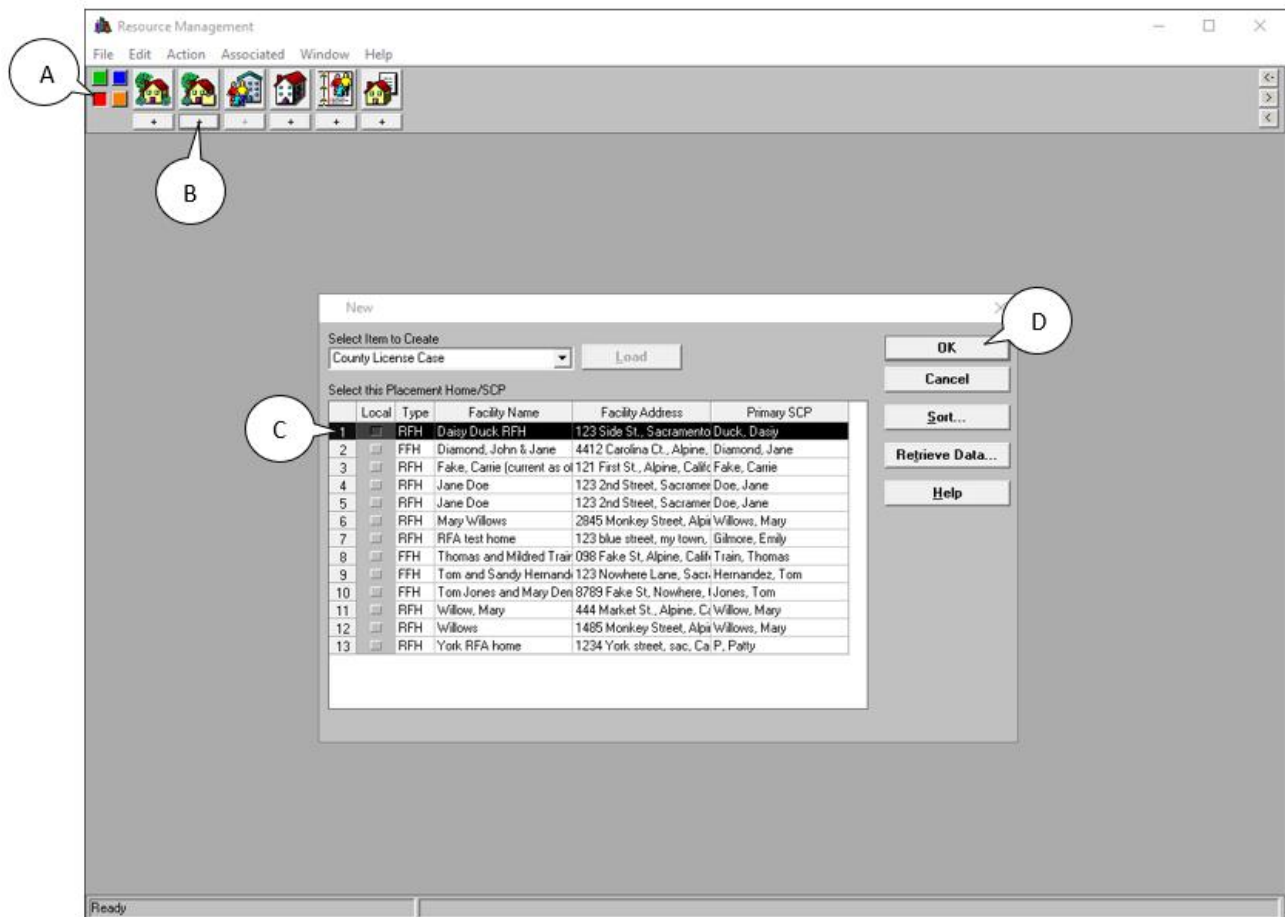
Foreign Country  Foreign ZIP  Foreign Address Description (Province Name, etc.)

Ready Case [A, Madelyn] -> Placement Home [Daisy Duck RFH]

9. Save to database and exit out of Client Services.

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

10. Open Resource Management and (A) select “Placement Facilities” (red button). (B) Create a new county license case by clicking the “+” under the “Existing County License Case” notebook. (C) Select the desired home and (D) press “OK.”



## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

11. (A) In the ID page, enter the license number in the “Number” field. (B) Add an application status by clicking the “+” in the “Application Status” grid, select “Application Approved” for the status, and insert a start date. (C) Next, add a license status by clicking the “+” in the “License Status” grid, select “RFA Approved” for the status, and insert a start date. (D) Insert the “Application Received” date.

Resource Management - [County License Case [Daisy Duck RFH, 998877665]]

File Edit Action Associated Window Help

ID Characteristics Visits Issues

**Identification**  
County of Assigned Staff Person - Alpine

Number: 998877665 Placement Facility Name: Daisy Duck RFH RFA Approved By: Alpine

**Application Status**

	Application Status	Start date	End Date
+	Application Approved	02/17/2019	

Current Application Status: Application Approved

Start Date: 02/17/2019 End Date: Closed

**License Status**

	License Status	Start Date	End Date
+	RFA Approved	02/17/2019	

Current License Status: RFA Approved

Start Date: 02/17/2019 End Date: Closed

Application Received: 02/17/2019 License Issued: 02/17/2019 Expiration Date: Assigned Staff Person: CountyAdmin, CDSS

Annual Visit Due: 02/17/2020 Annual Visit Completed: Training Review Date: Next Training Planned:

Training Completed: Priority Information:

Ready [County License Case [Daisy Duck RFH, 998877665]]



## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

12. (A) Select the “Characteristics” tab. (B) Insert the License Capacity and (C) select “Open” for the “Foster/Resource Family Home Type.”

The screenshot shows the 'Resource Management' application window for a 'County License Case [Daisy Duck RFH, 998877665]'. The 'Characteristics' tab is selected. The 'License Capacity' field is highlighted with a yellow background and contains the value '5'. The 'Foster/Resource Family Home Type' dropdown menu is open, showing 'Open' as the selected option. The 'Fire Clearance' section has a 'Required' checkbox and a 'Date Received' field. The 'Licensed For Age' section has 'From' and 'To' fields with values '0' and '18' respectively. The 'Licensed For' section has checkboxes for 'Male', 'Female', and 'Intersex', all of which are checked. The status bar at the bottom indicates 'Ready' and 'County License Case [Daisy Duck RFH, 998877665]'.

Resource Management - [County License Case [Daisy Duck RFH, 998877665]]

File Edit Action Associated Window Help

Characteristics Visits Issues

License Capacity 5 Foster/Resource Family Home Type Open

Fire Clearance

☐ Required Date Received / /

Licensed For Age

From 0 To 18

Licensed For

☒ Male ☒ Female ☒ Intersex

Ready County License Case [Daisy Duck RFH, 998877665]

13. Save to database and close Resource Management.
14. In Client Services, open “Existing Case Folder,” select the focus child, and press “OK.”

## Portability Instructions: FFA (FFACRFH) to County (RFH) (continued)

15. (A) In the Placement Management section (red button), (B) add a new placement by clicking the “+” under the “Existing Placement” notebook. (C) Select the new Resource Family Home that was created. (D) Press “OK.”

NOTE: Use the search feature at the top menu if the new RFH is not visible when creating a new placement. After finding the RFH, repeat step 14.

The screenshot displays the 'Client Services - [Case [A, Madelyn]]' window. The toolbar includes buttons for Search, Action, Associated, Attach/Detach, Window, Help, and Tools. The 'Placement Management' section is highlighted with callout A. The 'Existing Placement' notebook has a '+' button highlighted with callout B. The 'New Notebook' dialog is open, showing a table of placements for 'A, Madelyn'. The 'Primary Agency Responsible' dropdown is set to 'County Welfare Department', highlighted with callout C. The 'OK' button in the dialog is highlighted with callout D.

ID	Case Name	Case Number	Start Date	End Date	Projected End Date	County	State
1	A, Madelyn	0339-3171-5903-1000870	01/15/2019			Alpine	California

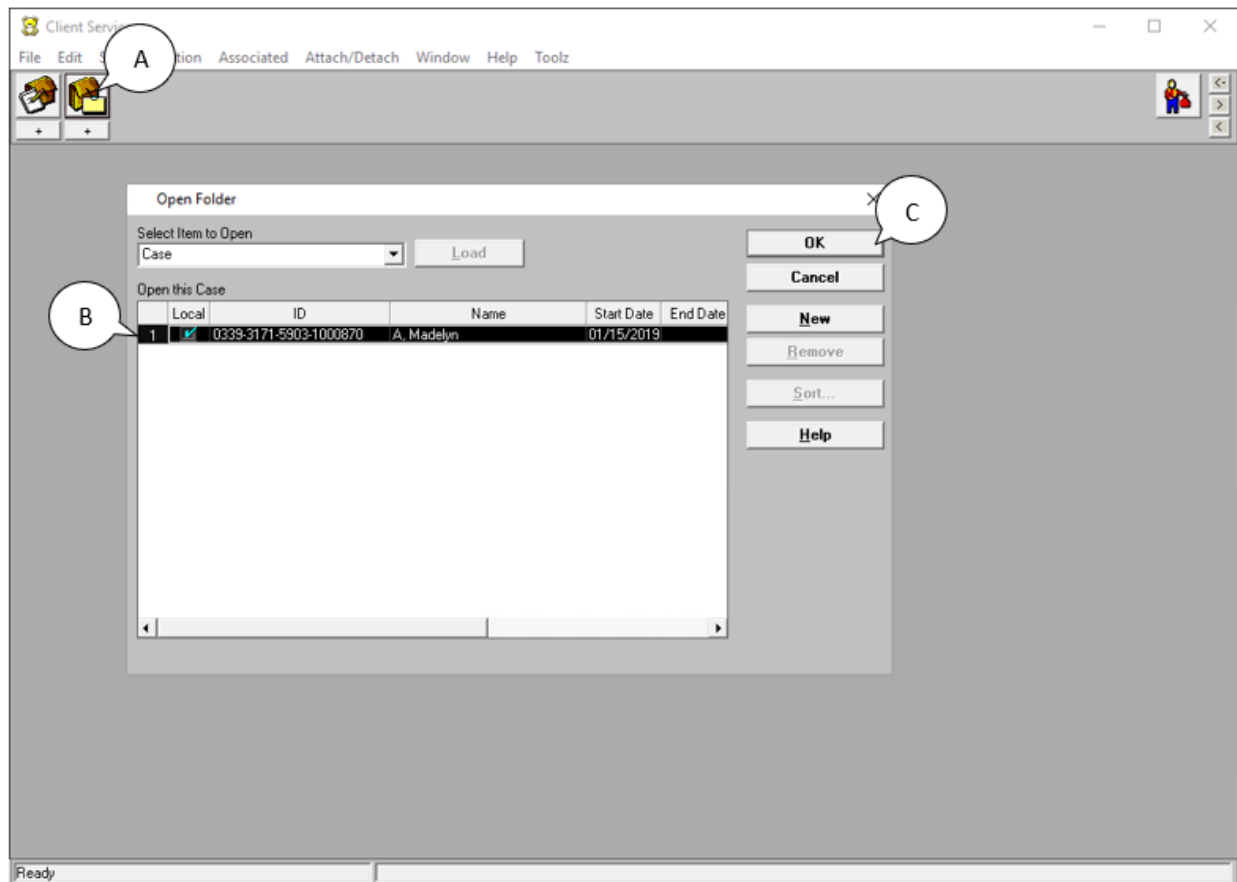
County	Facility Type	Facility Name	License
1 Alpine	Resource Family Home	Butterfly, Brandi & Brad	02384949S
2 Alpine	Resource Family Home	Candy RFH	123123123
3 Alpine	Foster Fam Agency Cert Resourci	Daisy Duck RFH	
4 Alpine	Resource Family Home	Daisy Duck RFH	321654987

16. Insert necessary information for the placement. Save to Database.

## Portability Instructions: County (RFH) to FFA (FFACRFH)

1. In Client Services, (A) select “Open Existing Case Folder,” (B) select the focus child, and (C) press “OK.”

Note: The following steps refer to when a child is currently placed in the Resource Family Home. These steps should not be completed until the County has received verification that the Resource Family is subsequently approved by a FFA.



## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

2. (A) In the “Placement Management” section (red button), (B) open the child’s current placement by clicking the “Existing Placement” notebook and (C) select “Ongoing Requests” tab. If there is both an Additional payment and a Basic Rate payment, end the Additional Payment first by (D) selecting Additional payment row, then (E) inserting “Payment Stop Date.”

Client Services - Case [Baby B] Placement [Test SCP]

Search Add Existing Attach/Detach Window Help Tools

Child Rep. Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

	Start Date	Stop Date	Rate Type	Projected End Date
1	11/21/2019		Additional	
2	11/19/2019		Basic	

**Rate Type**  
☐ Basic Rate  
☒ Additional Rate

**Total**  
 Active Rate Total: 1050.00

**Request Details**  
 Start Date: 11/21/2019  
 Projected End Date:   
 Basic Rate:   
 Additional Rate: 150.

**Payment Reason**  
 Payment Type: Foster Parent Participation in Therapy  
 Rate/Service Level:   
 Regional Center:   
 Reason Description:   
 Additional Payment:   
 Reason Description:   
 Miller-Youakim Referral:   
☐ Informed  
☐ Informed and Accepted  
☒ Not Yet Informed

**Approval**  
 Approval Status: Request Not Submitted  
 Date:   
 Request Not Submitted

Ready [Case [Baby b.] -> Client [Case Focus Child] [Baby B] -> Placement [Test SCP]

## Attachment A

### Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

3. (A) Select Basic Rate row then (B) insert "Payment Stop Date."

Client Services - Case [Baby b.] - [Placement [Test SCP]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

**Ongoing Requests**

	Start Date	Stop Date	Rate Type	Projected End Date
2	11/19/2019	12/05/2019	Additional	
			Basic	

**Rate Type**

☒ Basic Rate  
☐ Additional Rate

**Total**  
Active Rate Total: 900.00

**LA APPS Rates**  
APPS Schedule/Level: [Dropdown]

**Request Details**

Start Date: 11/19/2019  
Projected End Date: [Dropdown]  
Basic Rate: 900  
Additional Rate: [Text Box]

**Payment Reason**

Payment Type: [Dropdown]  
Rate/Service Level: [Dropdown]  
Regional Center: [Dropdown]  
Reason Description: [Text Area]

**Payment Stop**

December, 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Miller-Youakim Referral**

☐ Informed  
☐ Informed and Accepted  
☒ Not Yet Informed

**Approval**

Approval Status: Request Not Submitted  
Date: [Text Box]

Ready Case [Baby b.] -> Client [Case Focus Child] [Baby B] -> Placement [Test SCP]

## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

4. (A) Select the “End Placement/Episode” tab. (B) Select “Other” for the “Placement Change Reason” and (C) type in the description. (D) Insert the “Placement End Date” and (E) press “Yes” on the dialogue pop-up.

Client Services - Case [A, Madelyn] - [Placement [Daisy Duck RFH]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave

**End Placement / Episode**

Notice to Remove Date

Placement Change

Placement Change Reason: Other

Placement End Date: 02/17/2019

Placement Change Description: Placement changed from FFACRFH to RFH.

**Placement Episode Termination**

Placement Episode Termination Reason

Placement Episode End Date

Placement Episode Less Than 24 Hours

Placement Episode Termination Description

Client Services - Case [A, Madelyn] - [Placement [Daisy Duck RFH]]

[Rule 00233]  
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

Ready Case [A, Madelyn] -> Client (Case Focus Child) [Madelyn A] -> Placement [Daisy Duck RFH]

## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

5. (A) Select the “Existing Placement Home Notebook” and select the Resource Family Home (RFH) in which the child was placed. Note the information in the following tabs if applicable: ID, Other Children, Other Adults, Char/Pref, Comments, Special Projects, Payee, LA Payee, and Hold Status.

**Client Services - Case [A, Madelyn] - Placement Home [Daisy Duck RFH]**

File Edit Search Action Ass Attach/Detach Window Help Toolz

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

**Identification**

Name:  Primary Substitute Care Provider:

Type:  Operated By:

Foster/Resource Family Home Type:  License Number:

**Age Range**

From:  To:  #Placements:  Beds Avail:  Adj. Cap.:

**Backup Contact**

Name:  Phone:  Ext.:

**Address**

Street No.:  Street Name:  City:

State:  ZIP:  ZIP Ext.:  Geographic Region:  County of Location:

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

Comment:

**Disaster Emergency Contact Information**

Name:  Phone:  Ext.:  Alternate Phone:  Ext.:

Ready Case [A, Madelyn] -> Placement Home [Daisy Duck RFH]

## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

6. (A) Create a new Placement Home by clicking the “+” under the “Existing Placement Home” notebook. Insert the same ID information as the RFH from step 5. (B) Select “Foster Fam Agency Cert Resource Family Home” for the home “Type.” (C) Select the desired Foster Family Agency (FFA). If the desired (FFA) is not listed, (D) search for the FFA by pressing the search icon.

Client Services - Case [A, Madelyn] - [Placement Home [Daisy Duck RFH]]

File Edit Search Action Associated Attach/Detach Window Help Tools

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

**Identification**

Name: Daisy Duck RFH

Type: Foster Fam Agency Cert Resource Fam Home

Foster/Resource Family Home Type:

Primary Substitute Care Provider:

Operated By: Better Life Child Svcs, LA0000683

License Number:

Placement Home End Date:

Reason Type:

Comments:

**Age Range**

From: 0 To: 18

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

Primary Phone: (916) 333-3333 Ext.: ( ) Fax: ( )

**Backup Contact**

Name: Phone: Ext.:

**Address**

Street No.: 123 Street Name: Side St. City: Sacramento

State: California ZIP: 95833 ZIP Ext.: Geographic Region: County of Location: Alpine

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

Comment:

**Disaster Emergency Contact Information**

Name: Phone: Ext.: Alternate Phone: Ext.:

Ready Case [A, Madelyn] -> Placement Home [Daisy Duck RFH]



## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

7. (A) At the top menu, Select the “Attach/Detach” dropdown menu. (B) Select “Attach Existing Sub Care Provider.” (C) Select the desired Substitute Care Provider (SCP) and (D) press “OK.” This will attach the original SCP information to the “Substitute Care Provider” tab and both homes will have the same SCP. This will ensure that the child’s Placement Count does not increase (continuity with SCP). Repeat this step if there are multiple SCPs in this home.

**Client Services - Case [A, Madeleine] Placement Home [Daisy Duckk RFH]**

File Edit Search Action **Attach/Detach** Window Help Toolz

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

**Identification**

Name: Daisy Duckk RFH Primary Substitute Care Provider: [B]

Type: Foster Fam Agency Cert Resource Fam Home Operated By: Better Life Child Svcs, LA0000683

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

Age Range: From: 0 To: 18 #Placements: 0 Beds Avail: 3 Adj. Cap: 3

Backup Contact: Name: Phone: ( ) -

Address: Street No.: 123 Street Name: Side St. State: California ZIP: 95833 ZIP Ext: Foreign Country: Comment:

Disaster Emergency Contact Information: Name: Phone:

**Attach Existing Sub Care Provider**

Item to Attach: Substitute Care Provider

For this Placement Home:

County	Facility Type	Facility Name	License
1 Alpine	Foster Fam Agency Cert Resource	Daisy Duckk RFH	

Attach this Substitute Care Provider:

	Name	Gender	Licensee	Resident	End Date
1	Duckk, Daisy	Female			

OK Cancel Sort... Help

## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

8. The SCP has now been copied to the “Substitute Care Provider” tab. The “Background Check” information has also been copied. Insert other relevant information from step 5 in the remaining tabs.

Client Services - Case [A, Madelyn] - [Placement Home [Daisy Duckk RFH]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

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

### Substitute Care Providers

ID	Name	Assoc Start Date	Assoc End Date
1	Duck, Daisy	05/22/2019	

**Name**

Title First MI Last Suffix

**Gender** Birth Date E-mail Address

☐ Male ☒ Female

☒ Passed All Background Checks

**Marital Status** Tribe Location Tribal Affiliation Employer Name

**SCP Phone Numbers**

ID	Phone Number	Type
1	(916)333-3333	Home

**Race/Ethnicity**

Specify Race\* if known

Primary Ethnicity

Unable to Determine - Reason

Other Ethnicity

**Hispanic or Latino Origin**

☐ Yes

☒ No

☐ Declines to State

☐ Unable to Determine

Unable to Determine - Reason

**SCP Address**

Street No. Street Name City

State ZIP ZIP Ext

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

Ready Case [A, Madelyn] -> Placement Home [Daisy Duckk RFH]

## Portability Instructions: County (RFH) to FFA (FFACRFH) (continued)

9. (A) In the Placement Management section (red button), (B) add a new placement by clicking the “+” under the “Existing Placement” notebook. (C) Select the new FFACRFH that was created. (D) Press “OK.”

NOTE: Use the search feature at the top menu if the new FFACRFH is not visible when creating a new placement.

The screenshot shows the 'Client Services - [Case [A, Madelyn]]' window. The interface is divided into several sections:

- Identification:**
  - Case Info:** Case Name: A, Madelyn; Case Number: 0339-3171-5903-1000870; Start Date: 01/15/2019; End Date: ; Projected End Date: ; County: Alpine; State: California; Country: United States.
  - Intervention:** A table with 2 rows: 1. Caretaker Absence/Incap - Pos Tox Child; 2. Physical Abuse.
  - Primary Agency Responsible:** County Welfare Department.
- Case Status:**
  - New Notebook:** Select Item to Create: Placement; Load button.
  - For this Client:** A table with 4 columns: Name, Age(Yrs), Sex at Birth, Birth Date. Row 1: A, Madelyn, 0, Female, 11/15/2018.
  - Select this Placement Home:** A table with 5 columns: County, Facility Type, Facility Name, License. Rows 1-5: Alpine, Resource Family Home, Butterfly, Brandt & Brad, 023849498; Alpine, Resource Family Home, Candy RFH, 123123123; Alpine, Resource Family Home, Daisy Duck RFH, 321654987; Alpine, Foster Fam Agency Cert Resource Daisy Duck RFH; Alpine, Foster Fam Agency Cert Resource Daisy Duck RFH.
- Associated Referral Information:** Referral Name: ; OK, Cancel, Temporary Custody Only, Non-Foster Care, Sort..., Help buttons.

Annotations A, B, C, and D are placed on the interface to guide the user through the steps: A points to the Placement Management section, B points to the '+' button under the 'Existing Placement' notebook, C points to the new FFACRFH entry in the 'Select this Placement Home' table, and D points to the 'OK' button.

10. Insert necessary information for the placement. Save to Database.
11. Update County License Case by following “Forfeiture of Resource Family Approval” Instructions on page 48. Save to Database.

## Additional Information

### RESOURCE FAMILY HOME (RFH) FACILITY TYPE

The facility type is modeled after Foster Family Home Facility Type. There are some different features with the RFH Facility Type. The main features are:

- Users can create a RFH in a county of location other than the user's county.
- Counties have the capability to assign the CLC for a RFH to a staff person with CLC privileges in another county.
  - The County Administrator can add, modify or delete CLC of the assigned Staff Person.
  - To assign a staff person outside of your county, the Binocular Search icon above Assigned Staff Person can be used.
  - There are seven RFA specific values (detailed in the instructions).
- Capability to edit a RFH is restricted to users with the Resource Mgmt Placement Facility Maint privilege.
  - ❖ Must also meet one of the following:
    - ✓ A staff person in the county that created the home.
    - ✓ In the county that has an active assignment to a child currently placed in the home.
    - ✓ Or they must be in the same county as the CLC worker.
- Users with the CLC privilege can enter and end a hold on a RFH; but not an existing FFH.
- Users with the ability to edit the RFH can add a statewide SPC and a SPC for their county to the home.
- For the home types, counties can merge placement homes that have the same **County of Location** regardless of facility type.
- New search dialogue added to Client Services; mirrors the FFH search dialogue
  - Available license status values will be the RFA specific values
  - County field is editable
  - Search results mirror FFH search results

### **FOSTER FAM AGENCY CERT RESOURCE FAM HOME (FFACRFH) FACILITY TYPE**

- Modeled after Foster Family Agency Certified Home (FFACH) Facility Type
- Will be a county created home
- Must be associated to a FFA
- Holds can be used as FFACRFH Facility Types
- Homes may be merged if you have update capabilities for the home; however, the two homes must be in the same County of Location

### **PLACEMENT HOME BATCH MERGE**

The Placement Home Quarterly report will be distributed to all counties with active placements in the placement home, the county with the CLC assignment and the county/ies that created the duplicate placement homes.

The Placement Home Semi-Annual report and Exception Report will be distributed to the county with the CLC assignment; if no county has a CLC assignment then the home will be populated in the report for the county that created the most recent duplicate placement home in a group.

### **FORMS**

The mappings for the following forms will be updated to take the new RFA facility types into account:

- JV100 – Juvenile Dependency Petition
- JV101A – Juvenile Dependency Petition – Additional Children Attachment
- JV 110 – Juvenile Dependency Petition Version 2
- JV 220 – Application Regarding Psychotropic Medication
- SOC 158A – Foster Child's Data Record and AFDC-FC Certification

The mappings for the following forms will be updated to take the new facility type of FFACRFH into account:

- LA4892 – DCFS 48998-2 Placement Termination of Foster Child
- SOC 154A – Agency-Group Home Agreement

The mapping for the SOC 154A – Placement Agency – Foster Family Agency Agreement will be updated to include FFACRFH.

The mapping for the JV220 – Application Regarding Psychotropic Medication will be updated to include RFH and FFACRFH.

## **Additional Information (continued)**

### **PROGRAM MANAGEMENT REPORTS**

For county level PM Reports, RFHs will print for the County who owns the CLC, or the county who created the home if no CLC exists.

The following PM Reports report on FFHs as well as RFHs:

- List of Children in Closing Foster Homes
- List of Licensing Cases
- Listing of Licensing Cases on Hold
- Licensing Management Report
- Licensed Registry by Type
- Licensing Statistics Report
- Summary of Registry for Age and Gender of Licensed Capacity
- Summary of Registry for Ethnicity by Placement Home Ethnicity
- Summary of Registry for Language by Placement Home Language

The following PM Reports were previously updated to include the RFHs facility type:

- Characteristics of Children by Type of Placement Facility
- Out of Home Placements by Type of Facility
- Type of Placement Facility and Length of Time in Current Placement Facility
- The mapping document for PM Report 'Type of Placement Facility by Average AFDC-FC Basic Facility Rates and Additional Rates' will be updated to take the new facility types in to account. The template did not require changing.