Quick Guide to CWS/CMS Release 7.6 Changes

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Quick Guide to Release 7.6 Changes

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SEARCH:

Search dialogue box has been expanded vertically so all the search criteria fields are displayed and user does not have to scroll to see all.

This functionality is in Client, Client/SCP and Placement Facility Match Search dialogue boxes.

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Changes in County License Case Notebook for Resource Family Homes:

The 'application received date' is no longer required to be less than or equal to the License Issued date for RFA licenses.

This will allow a home to reflect the application status Approved, and license status RFA Probationary so that placements can be entered even if the application has not yet been received or the home has not yet been completely approved.

The 'application received' field is no longer mandatory when the current license status is RFA Probationary or RFA pending. The 'application received' date must be less than the 'expiration date'.

Worker no longer needs to enter the application received date until the application is actually received. This will not stop placement – if an emergency placement has already been made.

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Ready County License Case [Test Home, 123456789]	

Placement Home Document Notebook

A new notebook has been added in the Placement Facilities section of Resource Management that gives user the ability to store documents associated with placement facilities. It also allows users to import documents that are associated with a Placement Home. This feature can be used with any type of placement facility. The documents will only be able to be viewed in Resource Management in the placement facility they were added to.

Create New Document – Placement Home



You must have a Placement Home opened before you can use this functionality. If you use the plus before you have a home open, the search box will appear so that you can find and open the home.

When you use the plus+ to create a new Placement Home document: a list of templates will be in the list that have been loaded by the State. Some of the templates that will be loaded are sensitive and will require the user to have County License Case Privilege.

NOTE: The system templates will be added in a later release.

When added, documents under the State of California section will have the ability to be auto-populated, but documents under the CDSS Resource section will not auto-populate.

Generate New Documents		X
Document Category State of California	C CDSS Resource	ОК
		Cancel
Documents to Generate		11
Sample Home Doc 1 - sensitive		
Sample Home Doc 2 - non-sensitive		<u>H</u> elp

There is no 'county' section for counties to upload their own templates.

Import Documents to a Placement Home:

Open the Placement Home that you want to upload documents into, then use the plus+ under the Placement Home Document notebook:

Use	the	Import	button	to	beain:
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Find and select the document that you want to import, and give it a name in the File Title field. Note: there is a 5MB limit for any individual file.



Once imported, the document will show under 'Open Existing Document-Placement' associated with the Placement Home. Users in the same county can edit the document.

Documents can only be removed by users with 'county administration' authority and in the same county as the user that created the document. You cannot remove a document created or imported by another county but you can view it..

Note: If the Placement Home address changes and worker uses the Process Placement Home Move functionality, any documents associated with the old address will be moved to the placement home with the new address and will not be available in the old home.

Changes in Placement:

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In the Placement Program History grid, a new value of Intensive Services Foster Care has been added.

Current values now include:

- Dual Agency Placement
- Intensive Services Foster Care
- Intensive Treatment Foster Care
- Multidimensional Treatment Foster Care
- Whole Family Foster Home

Ongoing Requests Page:

Client Services - Case [Test, Child] - [Placement [Test Home]]	Brown a	Name and Add on the Owner	server the manufacture of the server	
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Basic				
Level 3	-			
Level 4				
Ready Case [Te	est, Child] -> Client (Case Focus Child) [Trinity Hunter] -> Pla	cement [11/24/2015]		

The Additional Payment Reason section has been renamed to Payment Reason. Once a basic rate has been entered, you will choose Home Based Family Care under Payment Type.

Home Based Family Care is the only value available. Once that is selected, you can choose the level of care value.

Choices are:

- Basic
- Level 2
- Level 3
- Level 4

The amount entered in the basic rate field will still populate the SOC158A.

New Values added in Contact Notebook to facilitate documentation of Child & Family Team Meetings:

Contact Page:

🞖 Client Services - Case [Test, Child] - [Contact [03/08/2017]]
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Ready [Case [Test, Child] > Contact [03/08/2017]

Under Case Management Services/Referrals grid, new value of CM-Child and Family Team added.

When this selection is chosen, it automatically completes the Associated Services page, but the worker must complete the mandatory fields on that page.

On the Associated Services page, the Child and Family Team line has been added, but the worker will now have to choose the lead agency and the roles of the team members that attended. Multiple values can be selected; however each role type can only be selected once.

Client Services - Case [Test, Child] - [Contact [03/08/2017]]	
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Values under the Key Roles section:

Behavioral Health Provider Child Child Welfare SW Clergy CASA Education Partner Ed Rights Holder FFA Staff Natural Support Other Community Support Other Family Parent/Father Parent/Mother Parent Partner Probation Placement Officer Regional Center Provider Resource Parent STRTP Staff Therapist Tribal Representative Youth Partner There are Narrative areas on both the Contact page and the Associated Services page to use for documenting the results of the meeting.

You will also be able to customize your Delivered Services Log with this new selection of Child and Family Team. The Lead Agency and Key Roles will be displayed on your Delivered Service Log.

Delivered Service	Select Filter	23
Date Range		Apply
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	03/08/2017	<u> </u>
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Visits	🗨 Yes 💿	No
	⊙Yes O	No
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Case Plan:

1.

Child and Family Team is included in the values under 'Case Management' and 'Planned Client Services' in the Case Plan.

If selected under 'Planned Client Services', it will appear in the Client Responsibilities section.

<u>CLIENT RESPONSIBILITIE</u> <u>Activity</u>	<u>ES</u> <u>Times</u>	<u>Freq.</u>	<u>Completion</u> <u>Date</u>	<u>Provider</u>	<u>Wrap</u>
Case Management Services Child and Family Team			09/06/2017		

If selected under 'Case Management Services', it will appear in the Agency Responsibilities section.

AGENCY RESPONSIBILITIES

CASE MANAGEMENT SERVICES

1. Child and Family Team <u>For Whom</u>

Test Child

BeginningProviderWrapDate03/08/2017