

SWSS FAJ PLACEMENT MODULE (version 4.0.3; 10/5/2010):

In the placement section on screen 2 of 2 there are additional fields located at the bottom of the screen, “**Relative Home Study (DHS-197)**; Date Worker Completed; Date Supervisor Approved” and “**Relative Placement; Was a Waiver Requested.**”

HOME STUDY DATES: (screen shots below)

- The Relative Home Study section will be available for living arrangements 08 Unrelated Caregiver, 23 Out of State unlicensed relative and 02 Lic/Unlic Relative.
- The data entered does NOT share among siblings and must be entered in each case individually.
- The user will be **required** to enter the date the worker completed the home study for Living Arrangement 08-Unrelated Caregiver. If they do not, the placement will not be saved and the user will have to cancel out of the placement section.
- The home study date fields can be enabled for data entry for previous placements by selecting corrections mode from the Main Menu and selecting the previous placement.

HOME STUDY COMPLETION DATES IN PLACEMENT:

As of 10/11/10 the user will now be required to enter Home Study Dates for Living Arrangement **08**, Unrelated Caregiver. Users should also enter Home Study Dates for Living Arrangement **02** Lic/Unlic Relatives (only for unlicensed relatives) and **23** Out of State unlicensed relative. The dates entered do NOT share among siblings and must be entered in each case individually.

Services Worker support System - Children
File Edit Sections Autoflow Corrections Help

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PLACEMENT


Case Name : _____ Log # _____
Case # : _____ Program: CFC
Assigned : _____ Status: Active

Child Data
DOB _____ Age at Placement 16 Year Foster Care Event 6 Customer _____
Gender Female Race 2 Service Eligibility 13 Legal Status 42 Temporary Court

Placement Data
Placement Begin Date 10/01/2010 Placement End Date ____/____/____ Total Days Placed 6
Living Arrangement 08 Unrelated Caregiver Funding Source 03 Co. Child Care Funds
Funding Source Effective Date 10/01/2010

View Removal Conditions Yes No Generate Conditions of Placement Agreement

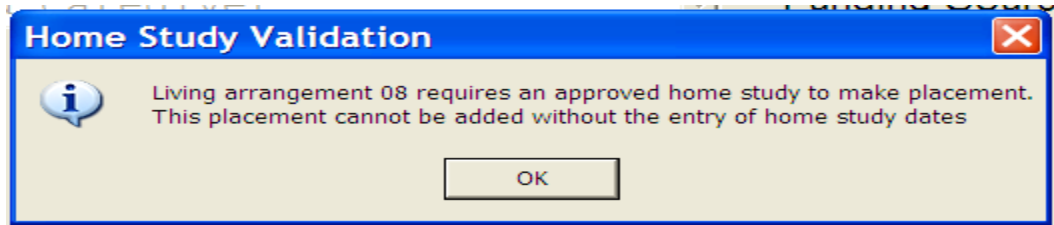
County where Child is Living 33 INGHAM Additional Comments

Relative Home Study 

Date Worker Completed: ____/____/____ Date Supervisor Approved: ____/____/____

Required Narrative <<Previous Continue

Enter date placement ended (MM/DD/YYYY)



If the user does not enter a home study date for Living Arrangement 08 they will receive this pop-up message and will not be able to proceed.

PLACEMENT WAIVER: (screen shots below)

- The Relative Placement Waiver Section will be available for living arrangements 23 and 02 (only for Unlicensed Relatives).
- The data entered does NOT share among siblings and must be entered in each case individually.
- The user will be required to answer "Yes" or "No".
- Once the user answers yes or no they will then click on the "Waiver" button.
- The user will be required to enter information in the "Waiver" section if they have answered "Yes".
- The user will not be required to answer information in the "Waiver" section if they answer "No". However, "No" answers will not save until information is entered in the "Waiver" section. This is to prevent the input of invalid dates if the referral for licensure has not yet been made.
- Once a 'Referral date for licensure' is entered a tickler will be established 4 months from that referral date.
- The 'Referral date for licensure' cannot be changed once it is entered and the user continues through the placement module.
- If 'Waiver Requested' is yes and a "Waiver Requested" date is entered, there is a tickler set for 30 days from the request date for the supervisor to notify them that the waiver was requested 30 days ago.
- When a waiver is approved, a tickler is set for 11 months from the approval date stating that the waiver renewal is due in one month.
- When a waiver is approved, a tickler is also set for 12 months from the approved date stating that the waiver renewal is due.
- When an out of state relative is licensed, the placement is to be changed to a LA 27, Out of State licensed relative.

RELATIVE PLACEMENT WAIVER IN PLACEMENT MODULE:

As of 10/11/10 the user will be required to enter Relative Placement Waiver information for Living Arrangements **23**, out of state relative and **02** Licensed/Unlicensed Relative (Unlicensed Relatives only). The user will not be required to enter information for Licensed Relatives. The Placement Waiver information does NOT share among siblings.

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PLACEMENT
 2 of 2

Case Name : _____ Log # : _____
 Case # : _____ Program: CFC
 Assigned: _____ Status: Active

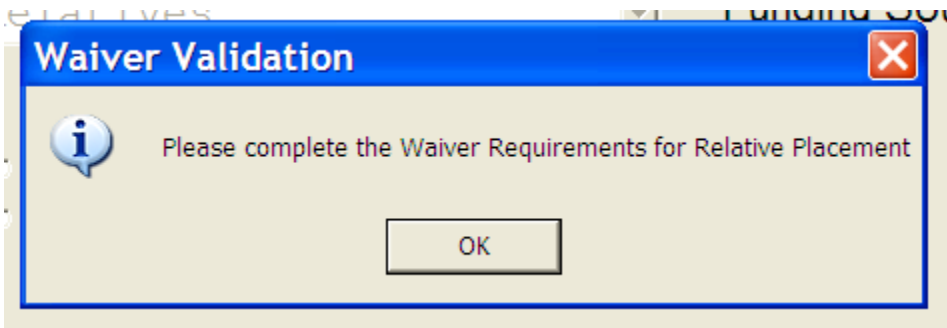
Child Data
 DOB (_____) Age at Placement 2 Year Foster Care Event 6 Customer _____
 Gender Female Race 6 Service Eligibility 06 Legal Status 42 Temporary Court

Placement Data
 Placement Begin Date 04/21/2010 Placement End Date ____/____/____ Total Days Placed 169
 Living Arrangement 02 Lic/Unlic Relatives Funding Source 03 Co. Child Care Funds
 Funding Source Effective Date 04/21/2010
 Is family receiving FIP for the child? Yes No
 View Removal Conditions Yes No
 County where Child is Living 33 INGHAM
 Additional Comments

Relative Home Study
 Date Worker Completed: ____/____/____ Date Supervisor Approved: ____/____/____

Relative Placement
 Was a Waiver Requested? Yes No

Enter date placement ended (MM/DD/YYYY)



If the user does not answer the Relative Placement Waiver question, they will receive this pop-up error message.

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File Edit Sections Autoflow Corrections Help

Log # : []
 Program: CFC
 Status: Active

Customer []
 Legal Status 42 Temporary Court

Total Days Placed 169

Funding Source 03 Co. Child Care Funds
 Funding Source Effective Date 04/21/2010

Additional Comments

Date Worker Completed: [] [] [] Date Supervisor Approved: [] [] []

Relative Placement
 Was a Waiver Requested? Yes No [Waiver] [Required Narrative] [<<Previous] [Continue]

Select to go to previous screen

When the user answers "Yes" and then clicks on the Waiver button, this is the pop-up that will appear. The user will be required to enter the reason the waiver was requested and the waiver requested date. The user will have to enter the initial waiver approval/denial date along with subsequent approval/denial dates regarding the waiver. Upon entry of the approval date a tickler is established. There is a tickler thirty days prior to the yearly renewal due date, as well as a tickler for the yearly renewal due date.

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Case Name : []
 Log # []
 Program: CFC
 Status: Active

Customer []
 Legal Status 42 Temporary Court

Total Days Placed 169

Funding Source 03 Co. Child Care Funds
 Funding Source Effective Date 04/21/2010

Additional Comments

Date Worker Completed: [] [] [] Date Supervisor Approved: [] [] []

Relative Placement
 Was a Waiver Requested? Yes No [Waiver] [Required Narrative] [<<Previous] [Continue]

Enter date placement ended (MM/DD/YYYY)

If the user selects "No" and then clicks on the Waiver button, this is the pop-up that will appear. The user will enter the "Referral Date for Licensure". The "Anticipated Licensure Date" will pre-fill with a date four months from the referral date when the user selects "Continue". The user will not be required to answer information in the "Waiver" section if they answer "No". However, "No" answers will not save until information is entered in the "Waiver" section. The user needs return to the placement section to input the 'referral date for licensure' once it occurs. If the user answers 'No' and enters a date of referral for licensure, a tickler is then set for the anticipated licensure date which is four months from the referral date.