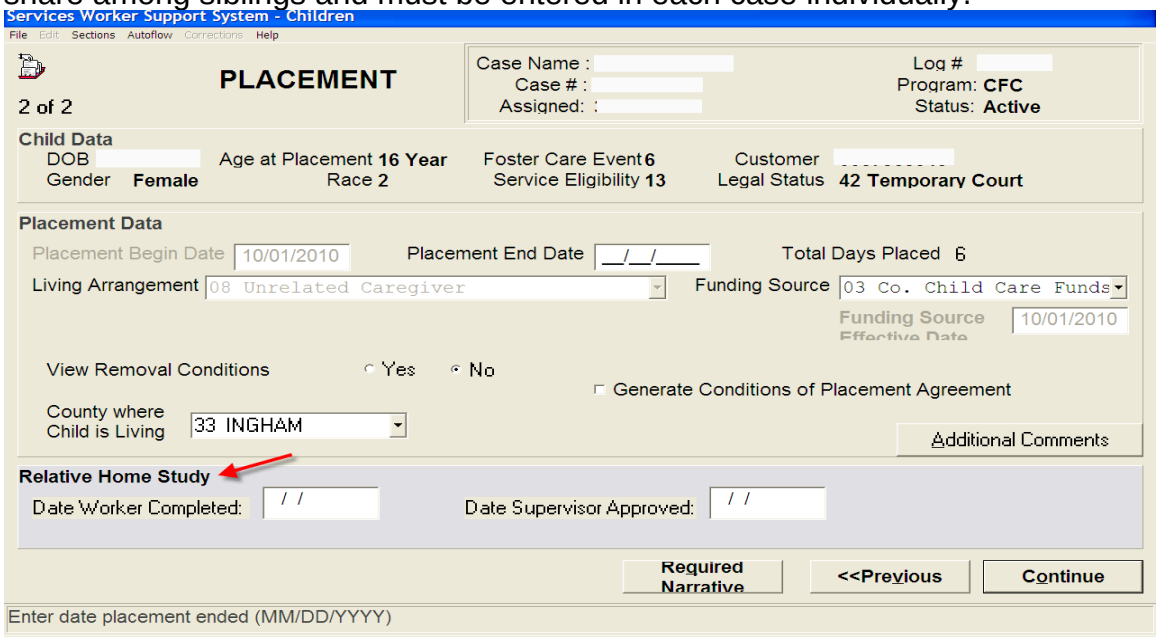
SWSS FAJ PLACEMENT MODULE (version 4.0.3; 10/5/2010):
In the placement section on screen 2 of 2 there are additional fields located at the bottom of the screen, "**Relative Home Study (DHS-197)**; Date Worker Completed; Date Supervisor Approved" and "**Relative Placement**; Was a Waiver Requested."

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.



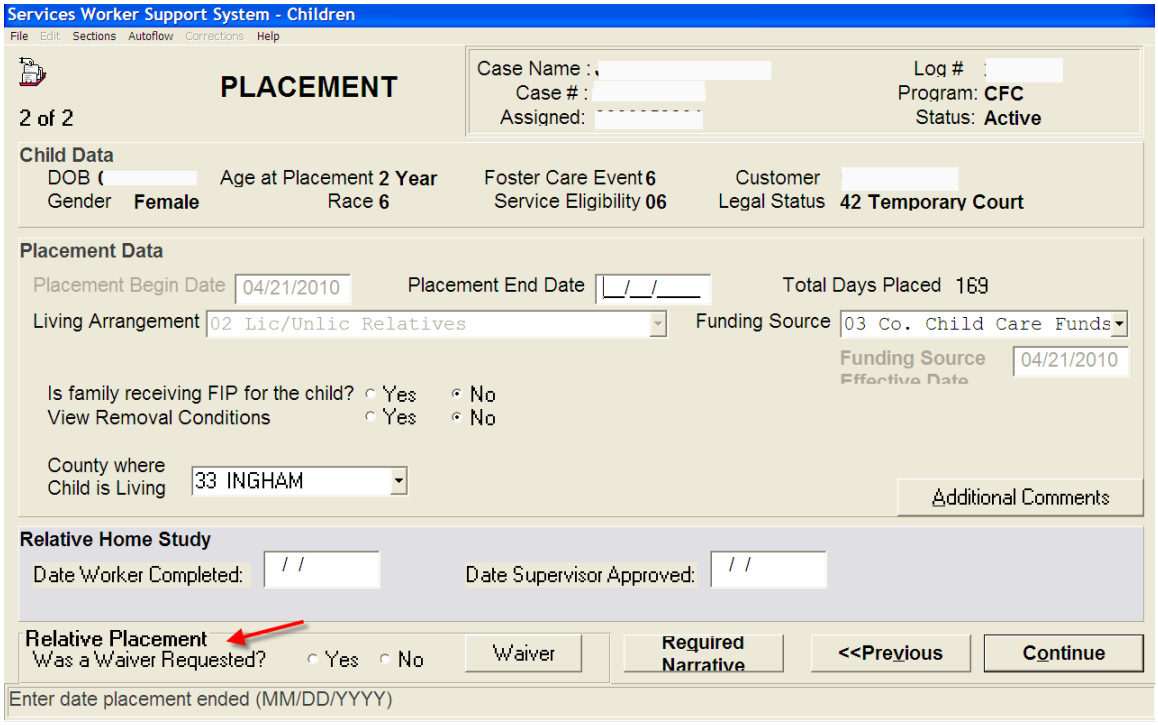
If the user does not enter a home study date for Living Arrangement 08 they will receive this pop-up message and will not be able to proceed.

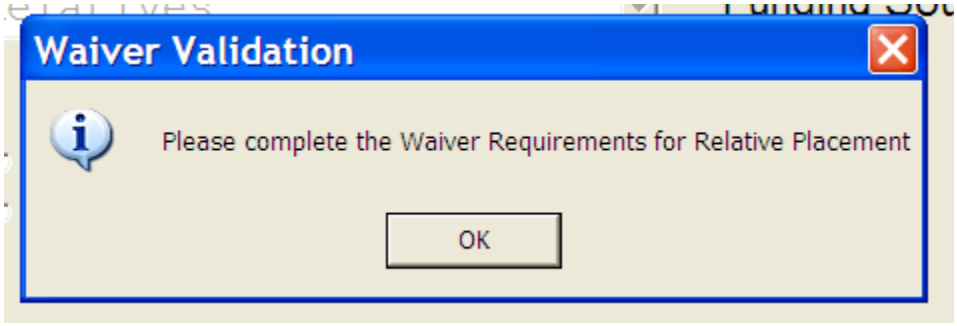
PLACEMENT WAIVER: (screen shots below)

- 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.

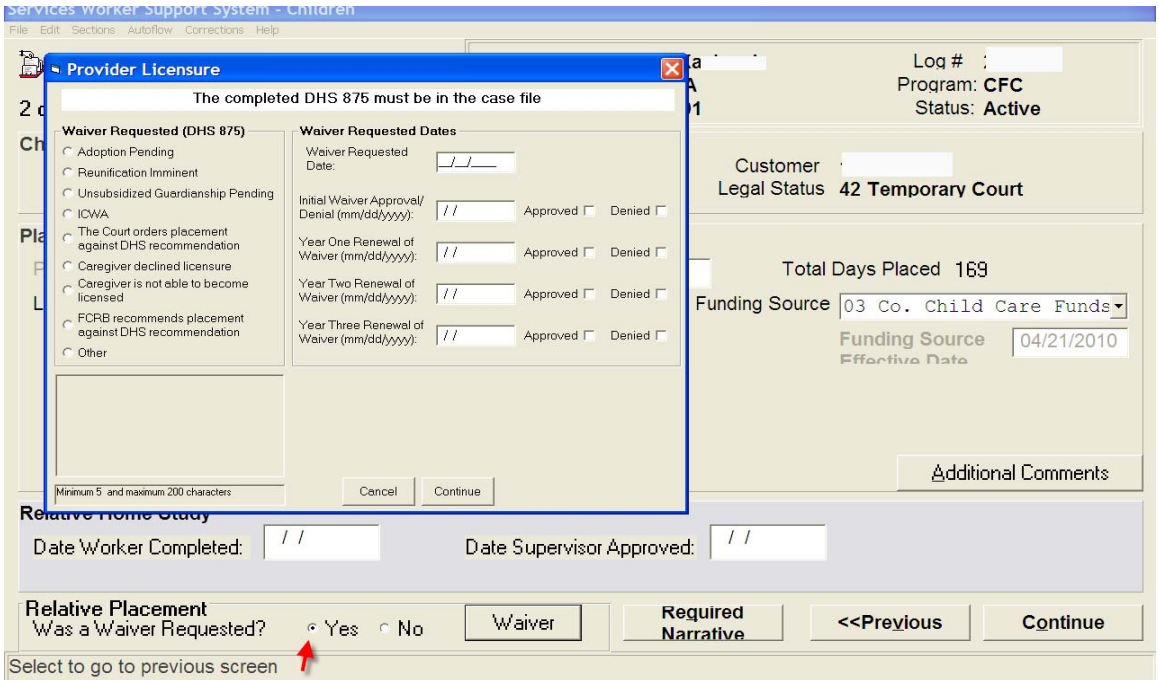
RELATIVE PLACEMENT WAIVER IN PLACEMENT MODULE:

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.

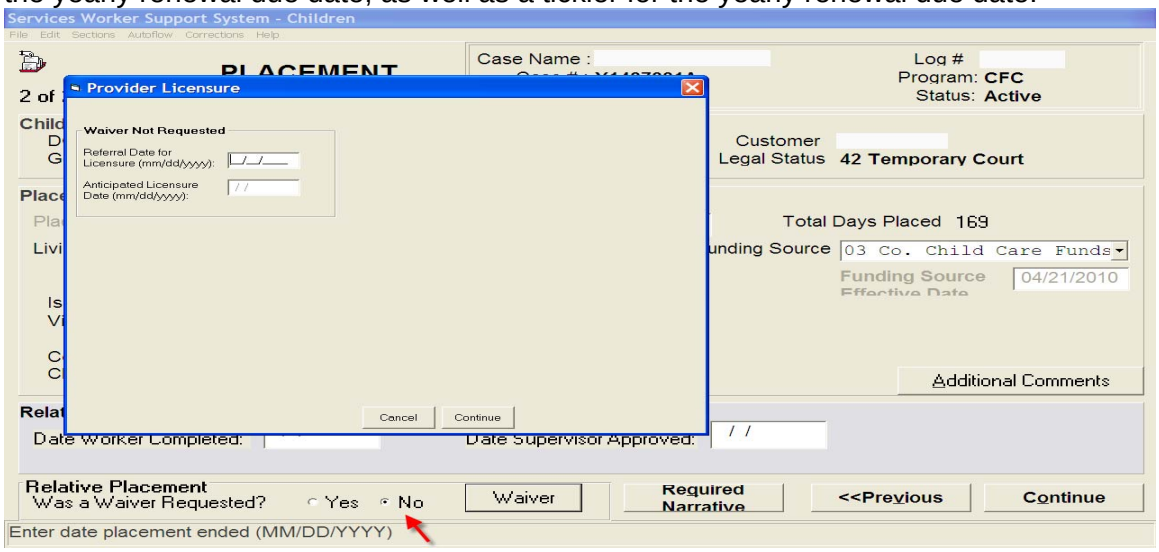




If the user does not answer the Relative Placement Waiver question, they will receive this pop-up error message.



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.



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.