

SUBSTITUTE CAREGIVER COLLATERAL CREATION
November 14, 2018

1) Collateral Groups that Qualify as Substitute Caregivers

- Licensed Care Providers (only types Related and Non-Related Foster Parents);
- Fictive Kin / Supports;
- Family;
- Paramours involved in caregiving;
- Unlicensed Substitute Care Providers; and
- Collateral has an existing relationship with a child(ren) as entered on the case Relationships tab.

2) Create Substitute Caregiver Collateral

- Click on the Collaterals / Contacts link on the Case Maintenance Person tab.

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Case Maintenance

Family Group ID: 2012521 Family Case Name: Barkau, Heather Case Status: Open Burgos: No
Case ID: 1048664 Case Name: Barkau, Heather Case Type: Family Case Cycle: April / October
Worker RSF: SA AD Worker Name: BARKAU, SA AD Open Date: 04/26/2018 10 Assign Date: 08/24/2018

[Create Child Case](#) [Assignment](#) [Change Log](#) [New Note](#) [Note Search](#) [Referral](#) [Child / Youth Incident](#) [Reviews](#) [1410 Case Form](#) [Case Summary](#)

General Person Relationships Assessments Planning Decision

Head Of Household County: Jefferson Head Of Household LAN: 8 Family Structure: Single Female

Case Members [Address/Phone](#) [New Case Member](#) [LEADS](#) [Prior History](#) [Collaterals / Contacts](#) [Placement Clearance](#)

| <input type="checkbox"/> | Name | Date Of Birth | Age | Role* | Open Child Case ID | Head Of Household | Household Member | CYCIS Family Member | |
|--------------------------|-----------------|---------------|-----|-----------|--------------------|----------------------------------|------------------|---------------------|---|
| <input type="checkbox"/> | Barkau, Heather | 04/12/1988 | 30y | Caregiver | | <input checked="" type="radio"/> | YES | YES | - |
| <input type="checkbox"/> | | 12/30/1981 | 36y | Caregiver | | <input type="radio"/> | NO | YES | - |
| <input type="checkbox"/> | | 09/30/1983 | 35y | Caregiver | | <input type="radio"/> | NO | YES | - |
| <input type="checkbox"/> | | 05/10/2010 | 8y | Child | 1048665 | <input type="radio"/> | NO | YES | - |

▶ Removed Case Members
▶ Language Line Service

Save Cancel

[Click Here](#) to return to the top of the page.

- Click the New Collateral link on the Collaterals screen.

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Collaterals

Case ID: 1048664 Case Name: Barkau, Heather Case Open Date: 04/26/2018

☒ Collaterals ☐ Contacts

Active Collaterals [New Collateral](#)

| Person ID | Name / Agency | Group / Type | Description |
|-----------|---------------|--------------|-------------|
| | | | |

- Enter the Collateral name, select the desired collateral group and type from the dropdowns, and press the Search button.

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Collateral Detail

Prefix: Last Name:* First Name:* Middle Name: Suffix:

Group:* Type:* Agency:

Description: Address Type:

Street 1: Street 2:

City, State Zip: County: Status: Not Verified

Phone:

[Click Here](#) to return to the top of the page.

- If the Collateral exists in the Collateral Search results, click on the radio button to the far left of the name and press the Link button. Otherwise press the Not Found button. Save the Collateral.

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Collateral Search

Person ID: SSN: Prefix:
Last Name: First Name: Suffix: ☐ Starts With ☒ Soundex
[More Search Criteria](#)

[Perform Search](#)

Results 1 - 1 of 1

| | Gender | Date Of Birth | Primary Race | Additional Information |
|--|--------|---------------|--------------|------------------------|
| <input checked="" type="radio"/> <input type="star"/> <input type="arrow-right"/> 16546445 Substitute, Caregiver | | | | |

[Link](#) [Not Found](#) [Cancel](#)

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- Collateral is added to the list of Active Collaterals.

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Collaterals

Case ID: 1048664 Case Name: Case Open Date: 04/26/2018

☒ Collaterals ☐ Contacts

[New Collateral](#)

| Person ID | Name / Agency | Group / Type | Description |
|--------------------------|---------------------------------------|-------------------------|-------------|
| 16546445 | Substitute, Caregiver | Licensed Care Providers | |
| | | Related Foster Parents | |

3) Add Relationship Between Substitute Caregiver Collateral and Child

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- On the Relationships tab on the Case Maintenance screen select a child(ren) from the Case Members list and the Substitute Caregiver Collateral from the list on the right hand side. Select a relationship from the dropdown list. Press the Add Relationship button.

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Case Maintenance

Family Group ID: [2012521](#) Family Case Name: [Burgos, Heather M.](#) Case Status: Open Burgos: No

Case ID: 1048664 Case Name: [Burgos, Heather M.](#) Family Case Cycle: April / October

Worker RSF: 5A AD Worker Name: [Burgos, Heather M.](#) 04/26/2018 10 Assign Date: 08/24/2018

[Create Child Case](#) [Assignment](#) [Change Log](#) [Ne](#)

[Incident](#) [Reviews](#) [1410 Case Form](#) [Case Summary](#)

General **Person**

Case Members

- [Burgos, Heather M.](#)
- Test, Child**
- [Burgos, Heather M.](#)
- [Burgos, Heather M.](#)

Relationships

- Adoptive Father (AF)
- Adoptive Mother (AM)
- Aunt (A)
- Brother (B)
- Brother in Law (BL)
- Child of Ward (CW)
- Child under private Guardianship (CP)
- Cousin 1st (CF)
- Cousin 2nd (CS)
- Daughter (D)
- Daughter in Law (DL)
- Father (F)
- Father in Law (FL)
- Fictive Kin (FK)
- Foster Brother (FB)
- Foster Daughter (FD)**
- Foster Father (FF)
- Foster Mother (FM)
- Foster Sister (FS)
- Foster Son (FN)
- Friend (FR)
- God Father (GF)
- God Mother (GM)
- Godddaughter (GD)
- Godson (GS)
- Granddaughter (GT)
- Grandfather (GP)

Planning **Decision**

[Family Findings, Relationships, and Supports](#)

Collaterals

- Substitute, Caregiver**

- View the relationships by expanding the case member names.

▼ Test, Child

Relationship(s)

Child Test is the **Foster Daughter** of Caregiver Substitute (Collateral)

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4) Create CANS Assessment

- Click on the Assessments tab on the Case Maintenance screen. Click on the Create CANS link. The Substitute Caregiver Collateral is included in the list of names. Select the child(ren) and click on the CANS link to complete the assessment.

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CANS CWS Assessment

CANS CWS ID: Family Case ID: 1048664 Family Case Name: [Redacted]
Worker Name: [Redacted] Date Assessed: 11/14/2018 10 Documents

| Person Name | Date Of Birth | Role | Reason Not Assessed | Children* | CANS |
|-----------------------|---------------|-----------|---------------------|-------------|----------------------|
| [Redacted] | 12/30/1981 | Caregiver | [Dropdown] | Test, Child | CANS |
| [Redacted] | 04/12/1988 | Caregiver | [Dropdown] | Test, Child | CANS |
| Substitute, Caregiver | | Caregiver | [Dropdown] | Test, Child | CANS |
| [Redacted] | 09/30/1983 | Caregiver | [Dropdown] | Test, Child | CANS |
| [Redacted] | 05/10/2010 | Child | [Dropdown] | | CANS |
| Test, Child | | Child | [Dropdown] | | CANS |

Approval

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