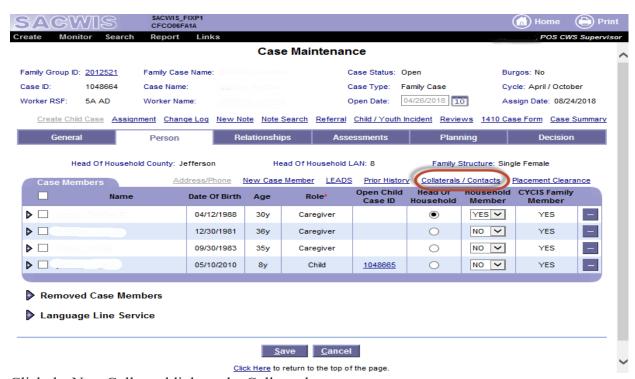
1) Collateral Groups that Qualify as Substitute Caregivers

- 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

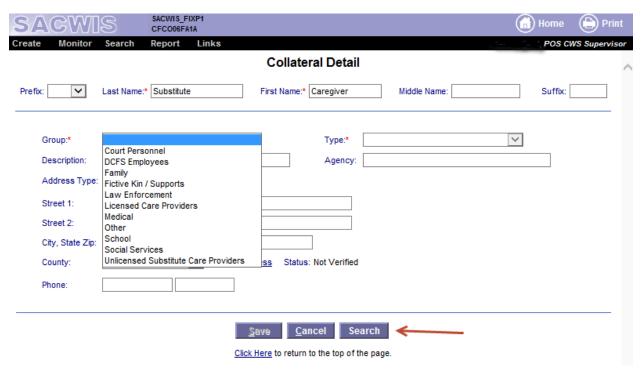
• Click on the Collaterals / Contacts link on the Case Maintenance Person tab.



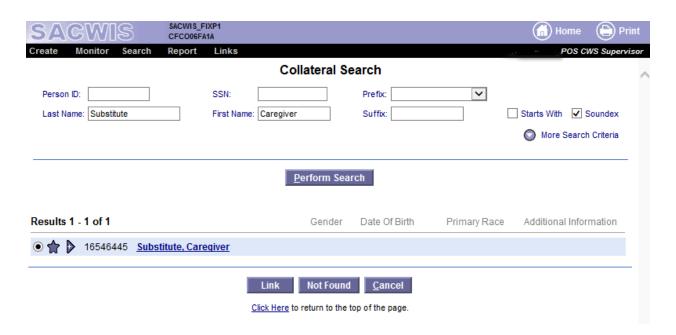
• Click the New Collateral link on the Collaterals screen.



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



• 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.

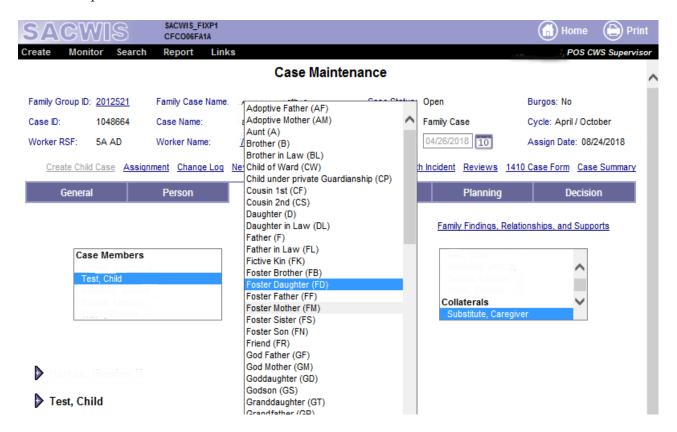


• Collateral is added to the list of Active Collaterals.

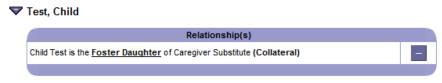


3) Add Relationship Between Substitute Caregiver Collateral and Child

• 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.



• View the relationships by expanding the case member names.



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.

