

FOSTER CARE SEARCH SYSTEM VERSION 2.1 – MOBILE APPROVAL PROCESS FOR SCSWs, ARAs, RAs

The enhanced FCSS Version 2.1 allows SCSWs, ARAs and RAs to approve the online 280's from their mobile iPhone. The below link provides the instructions to create an icon on your iPhone and it is available on the FCSS Login Page:

<http://lakids.dcfslacounty.gov/dcfslacounty/BISCS2012/fostercaresearch/Setup icon on iPhone for FCSS.pdf>

When a request is submitted for approval(s), email alerts will be sent to the SCSW, ARAs, RA in the office for approval(s) depending on the required levels of approval of the request.

From the email alerts, the SCSW, ARAs, RA can click on the Mobile Foster Care Search System to approve the request.

From: fcss@dcfslacounty.gov Sent: Thu 3/26/2015 10:55 AM

To: Michelle Aguilar; Christian Charles; Constance Johnson

Cc: Bill Wang (BIS); Jason Ly (BIS); Jason Ly (BIS); My Trinh; Kimberly Tran (BIS); magullera@dcfslacounty.gov; Andy Ye

Subject: This is a TEST, please ignore! FCSS Stop Placement Request Submission - Focus Child: Jones, Kemon, Request Number: 30003639-1

***** THIS IS A TEST REQUEST, PLEASE IGNORE!!! *****

Please be informed that a Stop Placement Request for the following child has been submitted by your staff for your approval:

Request#	State & Person ID	Case/Referral#	Child Name	DOB	Office	Submitted By
30003639-1				08/20/2010	Wateridge Johnson, Constance	(03/26/15 10:54AM)

Please login using the link below to review and approve the request ASAP for immediate processing.

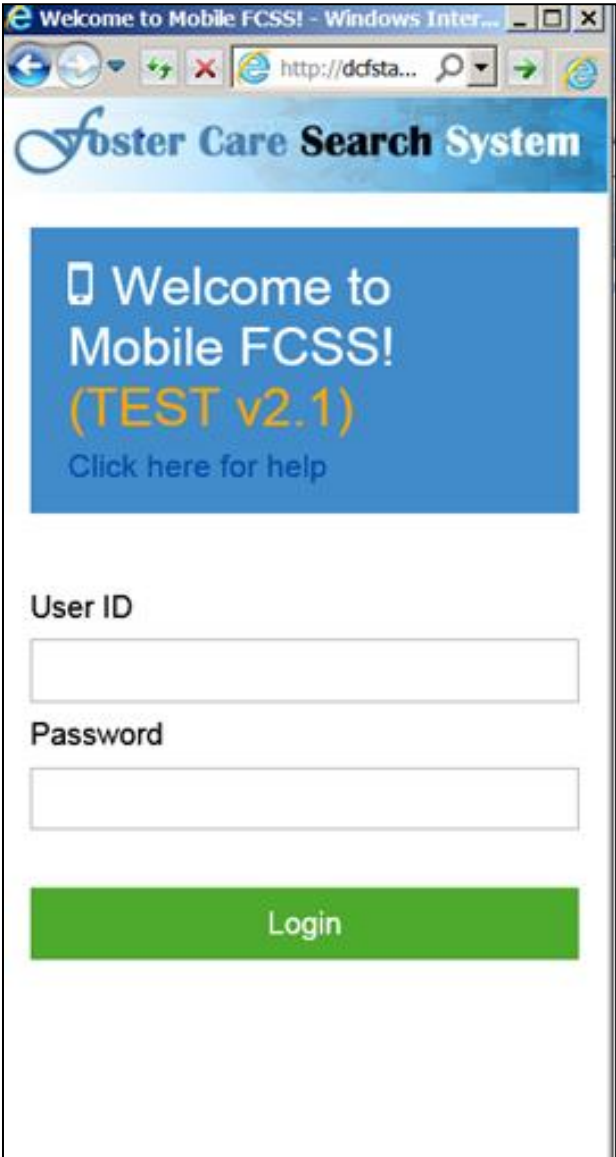
[Foster Care Search System](#)

[Mobile Foster Care Search System](#)

If this case/referral is no longer assigned to your unit/office, please forward this email notification to the currently assigned SCSW, ARA or RA.

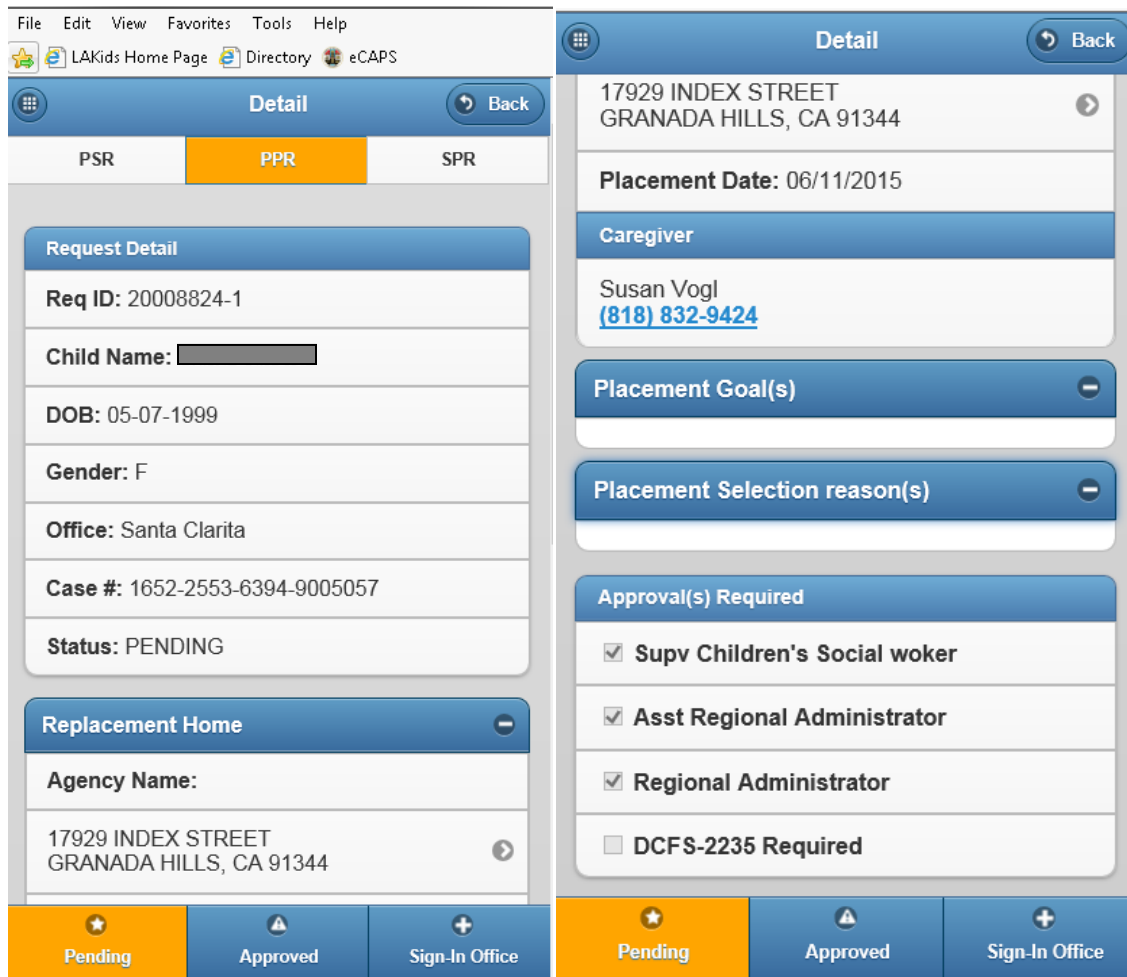
CONFIDENTIALITY NOTICE: This email message, including any attachments, from the Department of Children and Family Services, is intended for the official and confidential use of the recipients to whom it is addressed. It contains information that may be confidential pursuant to applicable law, including but not necessarily limited to California Welfare and Institutions Code sections 827 and 10850. The dissemination of this information, except to the extent permitted under applicable law, may expose the responsible party to civil and criminal liability. If you have received this message in error, be advised that any review, disclosure, use, dissemination, distribution, or reproduction of this message or its contents is strictly prohibited. Please notify us immediately by reply email that you have received this message in error, and destroy this message, including any attachments.

To login enter your internet ID and Password.



Request Detail Page

Once you are logged in, the information of the request will be displayed, scroll down the screen to view the request detail:

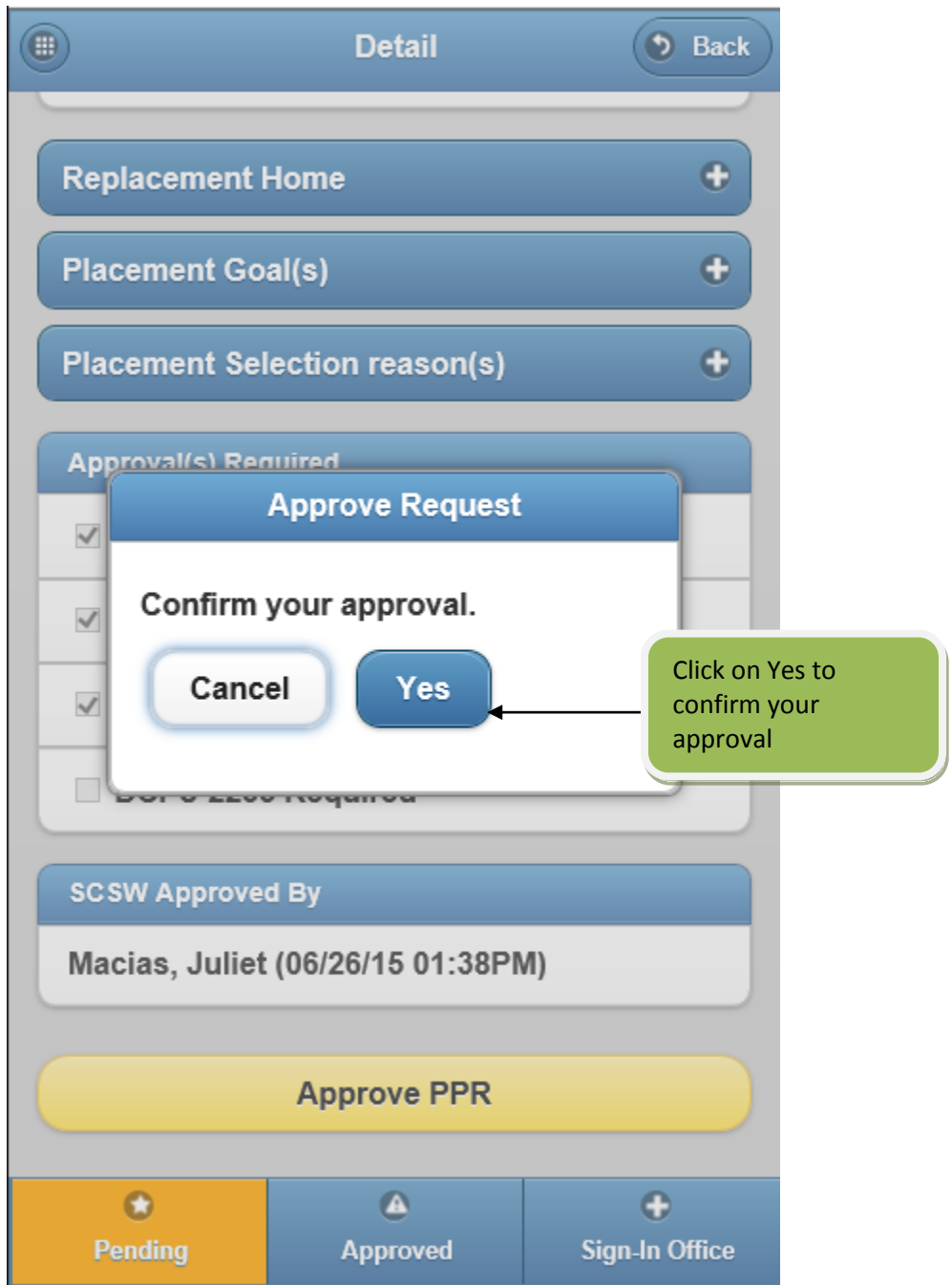


Request Detail Page (Continued)



To approve the request click on the Approve PPR button

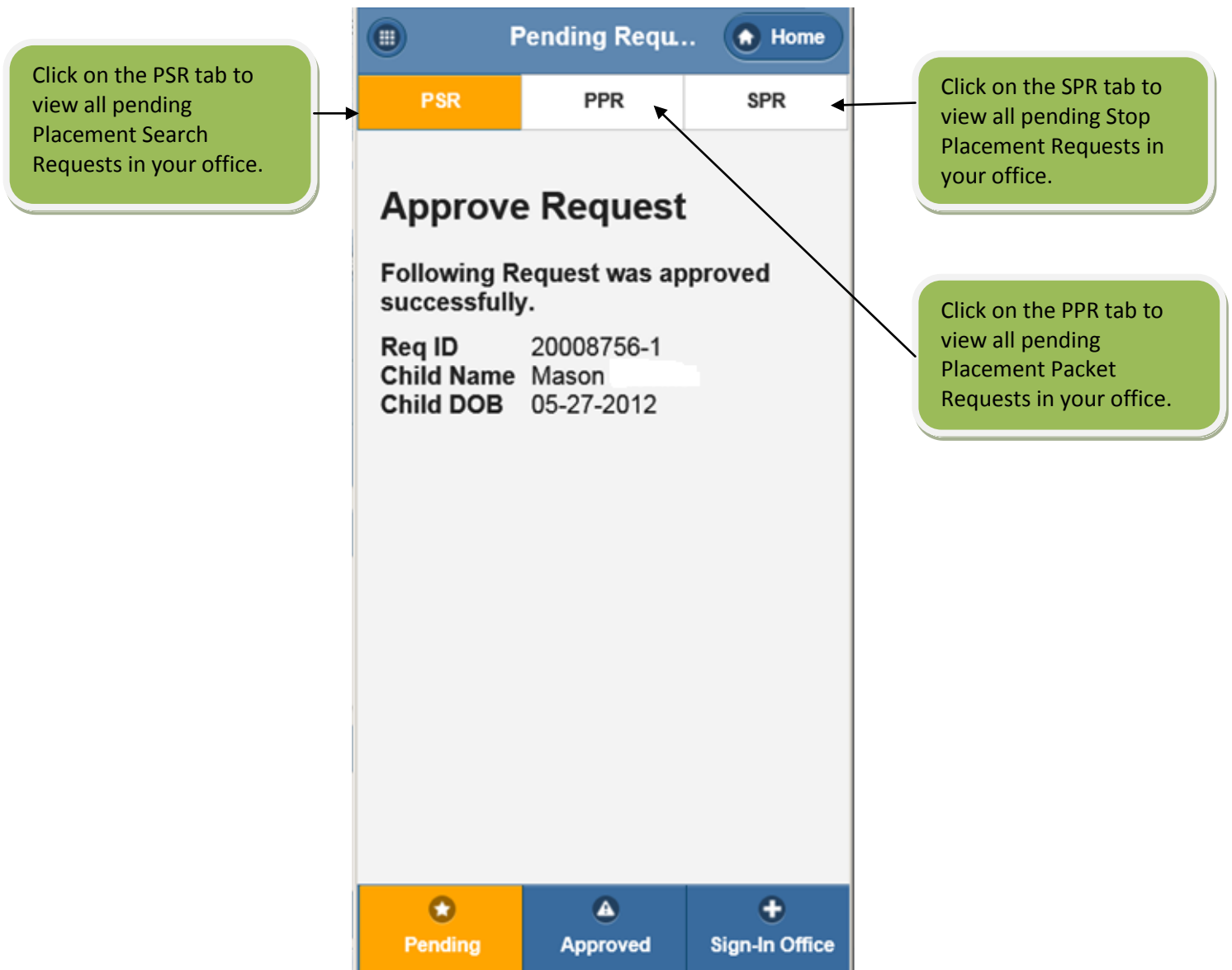
The application will ask you to confirm the approval



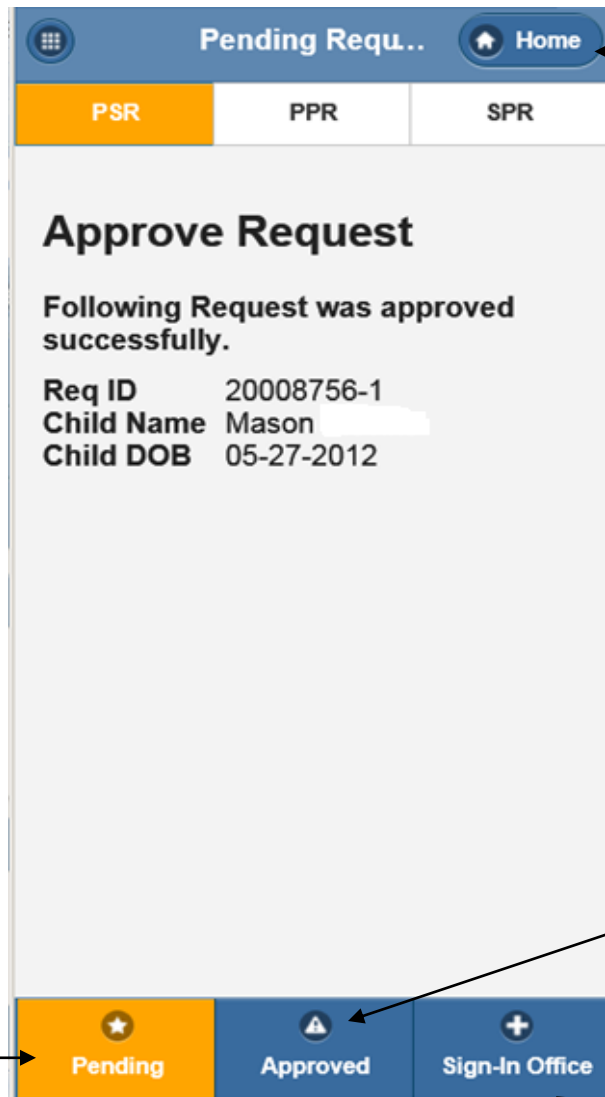
Approval Confirmation Page

After the approval is confirmed, the following message will be displayed. **The mobile approval is complete.** Email alerts will be sent to all people involved in the request for more approval(s) or to the TA Supervisor if your approval was the last one needed on the request.

Note: There is no “Proxy” approval available in the mobile application, users only can approve for their own level of approval.



Approval Confirmation Page (Continued)



Click on Home button to get to the Mobile FCSS Home Page

Click on Approved by button to view all requests approved by you within 1 month.

Click on Pending Requests button to view all requests pending your level of approval in your office.

Click on Reset Sign-In Office to change your office if you are assigned to multiple offices.

Mobile FCSS Home Page

The screenshot shows the Mobile FCSS Home Page interface. At the top, there is a 'Logout' button. Below the header, there are three main navigation buttons: 'Pending Requests', 'My Approved Requests (30 days)', and 'Reset Sign-In Office'. The 'Pending Requests' button has a right-pointing arrow, while the other two have left-pointing arrows. Below these buttons is a 'Login Info' section with fields for 'User name', 'Employee ID', and 'Access Level', and a 'Login Office' field set to 'Santa Clarita'. Underneath is a 'Pending Req Summary' table with three rows: 'Number of Pending PSR' (0), 'Number of Pending PPR' (3), and 'Number of Pending SPR' (0). Below that is another table for 'My Approved Requests (30 days)' with three rows: 'Number of Approved PSR' (0), 'Number of Approved PPR' (0), and 'Number of Approved SPR' (0). At the bottom, there are three buttons: 'Pending', 'Approved', and 'Sign-In Office', each with a corresponding icon (star, triangle, and plus sign).

Click on Pending Requests button to view all requests pending your level of approval in your office.

Click on My Approved Requests (30 Days) button to view all requests approved by you within 1 month.

Click on Logout to log out of FCSS Mobile application

Click on Reset Sign-In Office to change your office if you are assigned to multiple offices.

Click on the number links to view the requests for each status.