

FOR YOUR INFORMATION

FYI	FYI	FYI	FYI	FYI	FYI	FYI	FYI	FYI	FYI
Issue 16-33							Date: 9/21/2016		

FOSTER CARE SEARCH SYSTEM (FCSS) - DCFS 280 AUTOMATION RELEASE 2.6 IMPLEMENTATION

This is to announce the implementation of Release 2.6 of the FCSS - DCFS 280 Automation on September 26, 2016.

The following major enhancements are included in this release of FCSS:

1. Automation of electronic approval(s) of Specialized-Rate placements according to DCFS Policy.
2. Automation of the monthly department-wide Workload Management Summary Report with the count of all request types by office.
3. To accommodate the implementation of the Leader Replacement System (LRS) on 10/24/16 (originally scheduled for 9/26/16), the following changes were added to the FCSS system:
 - a. For Relative and NREFM placements, the placement rate will default to the AE Rate on the Placement Packet Request screen.
Note: TAs should process these requests as usual in CWS/CMS until new instructions are provided at the implementation of LRS.
 - b. On the Placement Packet Request screen, a new "Emergency Placement Stipend" checkbox was added that is checked by default for emergency Relative and Non Relative Extended Family Member (NREFM) placement requests.
Note: Separate instructions will be provided. TAs will not have to process the stipend in CWS/CMS until the implementation of LRS.
 - c. On the Miscellaneous Request screen, CSWs will now have the ability to create an Infant Supplement Request for infants(s) who have been previously added to CWS/CMS. The system displays a reminder for CSWs to contact the SAAMS Unit in their office to have the infant(s) added if the infant(s) is/are not yet in CWS/CMS.
4. Added the option for CSWs to request an Infant Supplement for "Non-Minor Dependent Parent in SILP" on the Miscellaneous Request screen. The instructions for processing the payment are provided in the [attached memo](#) from Revenue Enhancement dated May 10, 2016.
5. Modified the Placement Packet Request and Miscellaneous Request forms to reflect all applicable screen changes in items #1, #3 and #4 above.
6. Created the following automated processes to improve FCSS according to users' requests:
 - a. Placement Search Request 30-day cancellation – all Placement Search Requests that are in *Pending*, *Draft* and *Completed* statuses will be cancelled after 30 calendar days. The default system cancellation reason will be "FCSS 30-Day Cancellation."
 - b. Improved the request process for transferred cases – FCSS will now retain all Approved requests (all request types) in the original office for transferred cases in CWS/CMS.
 - c. Provided dual access for requests transferred to ERCP or created by ERCP on behalf of regional

offices – all requests transferred to ERCP from a regional office or created by ERCP on behalf of a regional office will be automatically returned every morning to allow dual assignment.

7. The following minor fixes:

- a. Rearranged columns on the Workload Management Log to the same order of the requested actions on the Miscellaneous Request screen for consistency.
- b. Added Home Type for the existing placement on the Placement Search Request screen.



If you have any questions regarding this release please e-mail your question to:

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