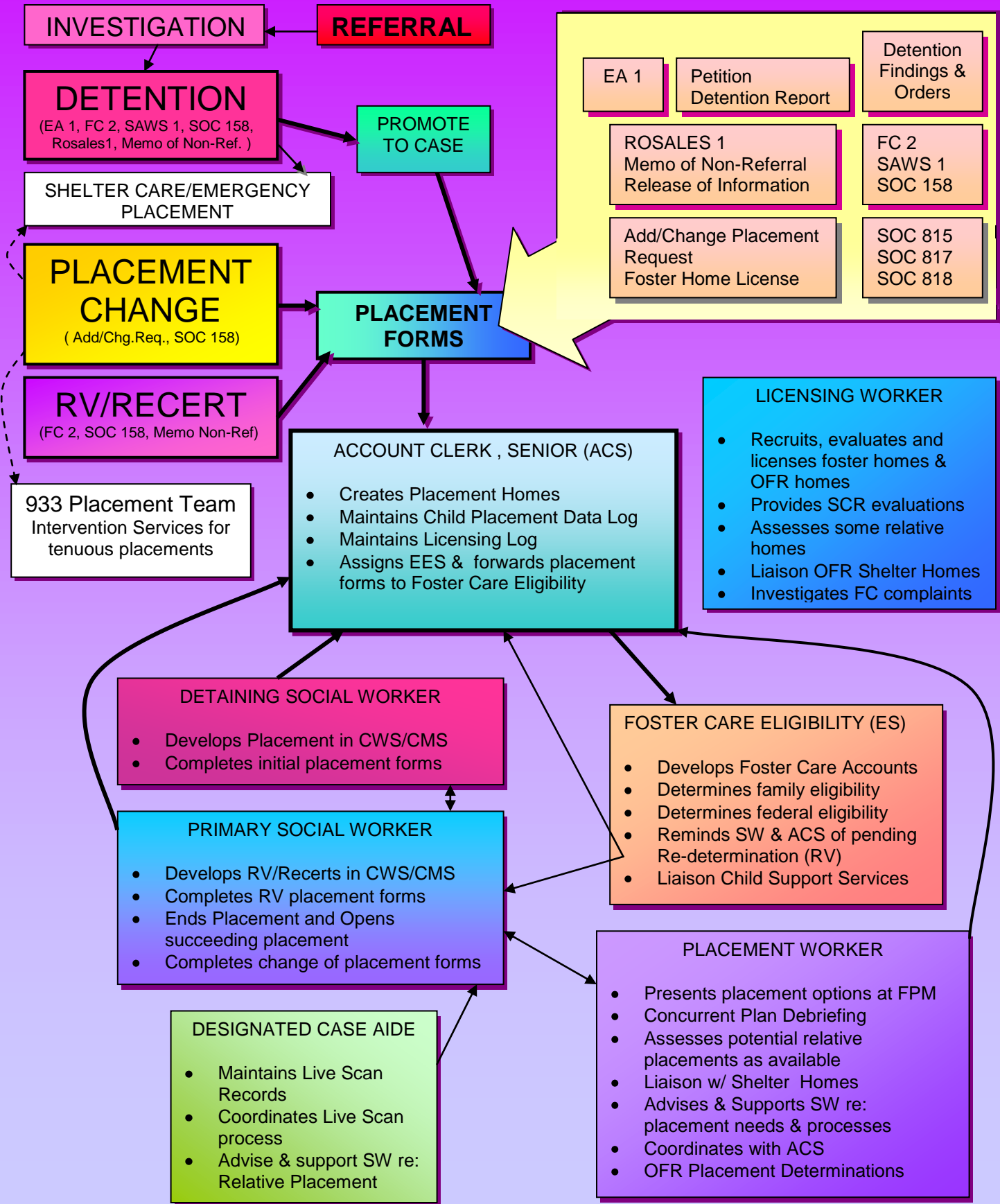





PLACEMENT PROCESS FLOW CHART



PROCEDURE FOR DOCUMENTING PLACEMENT CHANGES IN CWS/CMS

GO TO:





- a. Placement Management Section
 1. Open "Existing Placement Home" Notebook 
 2. Open the Ongoing Requests Page
 - A. Highlight the existing rate(s)
 - B. Enter a Payment Stop Date
 3. Open the End Placement Episode Page
 - A. Complete the Notice to Remove Date (7 days ago)
 - B. Complete the Change of Placement Reason
 - C. Complete the Placement End Date
- 
- 

This will end the current placement and allow the development of the new placement.

- b. SEARCH for the placement home
 1. Search Type: Placement Facility
 2. Placement Facility: Select the category that fits the selected home (Shelter Home, FFA Certified Home, Foster Family Home, Group Home, Relative/NREFM Home)

If no hits,

Complete form: [Butte County CWS/CMS Add/Change Placement Facility Request](#) and forward it to the Account Clerk, Senior (Christy Morrow) and the Placement Specialist . The ACS will Create the home in CWS/CMS and complete procedure c.1.(A)(B)(C) below:

- c. Create New Placement Home
 1. ID Page
 - A. Name of Relative/SCP
 - B. Type: Relative/NREFM Home
 - C. Address
- d. If found in Search, Open "Create New Placement" Notebook: 
 1. Highlight Child to be placed and the placement home just found
 2. ID Page
 - A. Complete Start Date
 - B. Complete Care Provider Relationship to Child
 3. Ongoing Requests Page
 - A. Complete Payment Rate(s)
 - B. Complete Start Date
- e. Open "Existing Placement Home" Notebook 
 1. complete all pertinent pages