

Good Morning

My name is Tonya Barnes-Woodard, and I will be your presenter today. Thank you for joining me for the 2021 Foster Family Agency Web-Application and Fee training. For some, this may feel like a refresher, but today I will be sharing with you some new enhancements and discussing how to enter and accurately maintain your homes in the web-app so that there will not be any billing issues.

# General Information of the Foster Family Agency Web Application

## I. FFA Web Application History

- SB 933 (Chapter 311, Statutes of 1998) required CCLD to investigate complaints involving CFHs
- In late 2001, CCLD piloted the original web application
- Three month pilot was completed but not rolled out statewide due to resource constraints
- Pilot group continued to utilize web app until 2005, when it was disabled due to technology changes
- 2007: New and improved web app includes additional program requirements and items requested by the original pilot group

## Section I

Due to Senate Bill 933 (Chapter 311 – Statutes of 1998) it required Community Care Licensing Division to investigate complaints involving Certified Family Homes. In late 2001, Community Care Licensing Division piloted the original web application. There was a 3 month pilot that was completed, however it was not rolled out statewide due to resource constraints. The pilot group continued to utilize the web app until 2005, when it was disabled due to technology changes. In 2007, the new and improved web app included additional program requirements and items that were requested by the original pilot group. Throughout the years there have been additional enhancements, which included the phasing out of Certified Family Homes to approved Resource Family Homes, etc.

## General Information of the Foster Family Agency Web Application

### II. FFA Web Application

- This application was designed to automate the process of certifying & decertifying Certified Family Homes (CFHs)
- Empowers FFAs and FFA Sub-offices to approve, decertify/rescind, and edit certified/resource homes
- Designated CCL employees serve as the Administrator of this web application
- The FFA WebApp allows foster family agencies and the Department to track Resource Families approved by foster family agencies

#### Section 2 – FFA Web-Application

The Foster Family Agency Web-Application was designed to automate the process of certifying and decertifying Certified Family Homes.

It empowers the foster family agencies and their sub-offices to approve, decertify and/or rescind, and edit their existing homes as well as gives the Department the ability to track the homes approved by the Agencies.

There are designated CCL employees who serve as the Web-App Administrators.

## General Information of the Foster Family Agency Web Application

### III. Interim Licensing Standards

- Section 88271(a) A foster family agency shall ensure that for each Certified Family Home or Resource Family all elements of the Foster Family Agency Web Application (FFA WebApp) are completed and remain up to date with any changes.
- Section 88271(b) A foster family agency shall ensure that each adult that resides in or is associated with a Certified Family home or Resource Family is correctly associated with the home in the FFA WebApp.
- Section 88271(c) A foster family agency shall update the FFA WebApp when a Resource Family is placed on inactive status and when a Resource Family ends inactive status.
- Section 88361 (j) A foster family agency shall provide to the Department a log of Resource Families that were approved, placed on or taken off inactive status, had an approval rescinded, or surrendered approval during the month by the tenth day of the following month.

### Section 3 – Interim Licensing Standards

Title 22 Regulations covers the subject of Social Security and apply to all community care facilities regulated by Community Care Licensing Division.

Currently, the foster family agencies are following Interim Licensing Standards, Version 5 which was effective on January 15, 2021.

Section 88271(a) states a Foster Family Agency shall ensure that for each Certified Family Home or Resource Family all elements of the FFA Web-App are completed and remain up to date with changes.

Section 88271(b) states a Foster Family Agency shall ensure that each adult that resides in or is associated with a Certified Family Home or Resource Family is correctly associated with the home in the FFA Web-App.

Section 88271(c) states a Foster Family Agency shall update the FFA Web-App when a Resource Family is placed on inactive status and when a Resource Family ends inactive status.

Section 88361(j) states a Foster Family Agency shall provide to the Department a log of Resource Families that were approved, placed on or taken off inactive status, had

an approval rescinded, or surrendered approval during the month by the 10<sup>th</sup> day of the following month.

\*\*When approving the home, the date of approval is defaulted to the date entered so it is important to update the home information as soon as possible.

## General Information of the Foster Family Agency Web Application

### IV. Benefits

- Paperless method of approving, decertifying/rescinding, editing and placing a home on inactive status
- Simplifies billing accountability
  - \$1513 Annual Fee
  - \$88 per Certified/Resource Home
  - \$756 Late Fee
- FFA direct input uploads to LIS and CWS-CARES
- Nightly file to CWS/CMS contains enhanced information provided by FFA
- Counties receive updated and timely information from CWS/CMS

### IV. Benefits

Some of the benefits for using the FFA Web-App are:

It is a paperless method of approving, decertifying/rescinding, editing and placing a home on inactive status.

It will empower your agency and simplify billing accountability.

The standard annual fee that is charged for an FFA is \$1513 and \$88 per home.

Per statute, late fees can only be assessed based off the annual fee.

For example, your agency was billed an annual fee of \$1513 and for 36 homes at \$88 per home. However, you only paid the annual fee and 35 homes. Your Agency will be billed a late fee of \$756 in addition to the \$88 for the home you didn't decertify and/or rescind prior to the due date.

If the CFH/RFH is under a Sub-FFA, no late fee will be applied because the Sub-FFA doesn't get assessed an Annual Fee.

The direct input of homes into the FFA Web-App is uploaded into LIS nightly.

The counties will receive a nightly file to CWS/CMS that contains enhanced information provided by your Agency which is used to search for placements.

The Counties have asked that when adding a home to the Web-App, to please ensure to add the name of your agency in the Licensee field.



## General Information of the Foster Family Agency Web Application

### V. What's New

- Resource Family Capacity
  - Capacity is the total number of placements that a CFH or RFH is allowed.
- Transfer Button is inactive
- Automatic disassociation from a home when decertified/rescinded  
<https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2021/CRP/PIN%2021-02-CRPWebAppUpdate.pdf>

For more information and updates:

<https://www.cdss.ca.gov/inforesources/community-care-licensing/policy/provider-information-notice/childrens-residential>

### V. What's New

Resource Family Capacity was added.

Capacity equals the total number of placements allowed in the home.

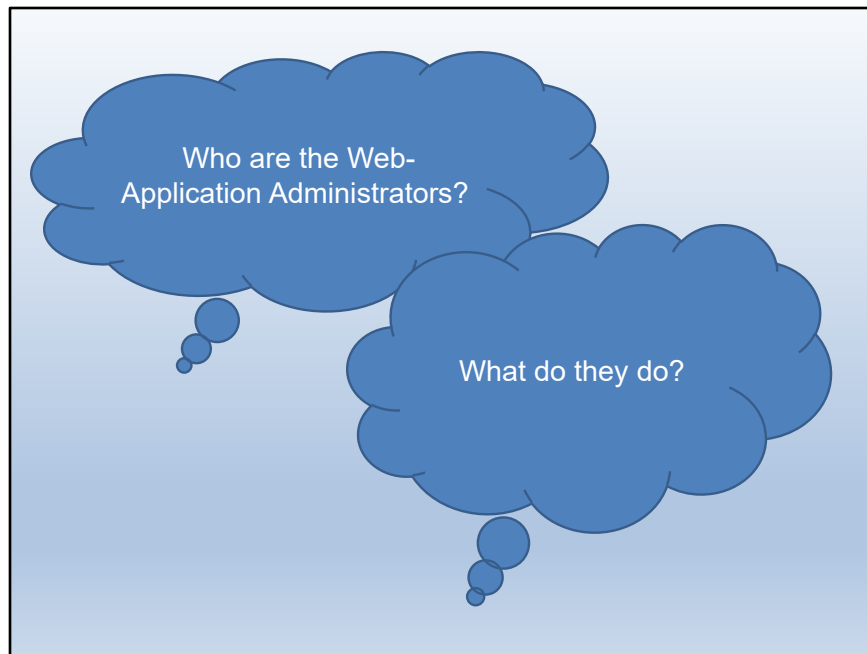
This will give your agency the ability to enter the capacity of each Certified and/or Resource Family Home and it is a required field for all new entries and updates.

The transfer button has been deactivated.

Your Agency can no longer transfer approved Resource Families between your agency's multiple sites.

Another added feature is that when a home is decertified or rescinded, the adults associated to the home will be automatically disassociated.





## Who are the FFA Web-App Administrators and What do they do?

There are two staff designated as the points of contact for the FFA Web-App. Elnora Smith is your Administrator and main contact person. Karen Suh is her back-up who also has an Adoption Agency caseload.

Just to give you an idea of what they can assist your Agency with:

- In decertifying and/or rescinding a home after the 30-day time frame has lapsed
- In entering capacities over 6
- Issues with Associations and Disassociations
- When a user is locked out, and
- Updating a user's profile, such as their email

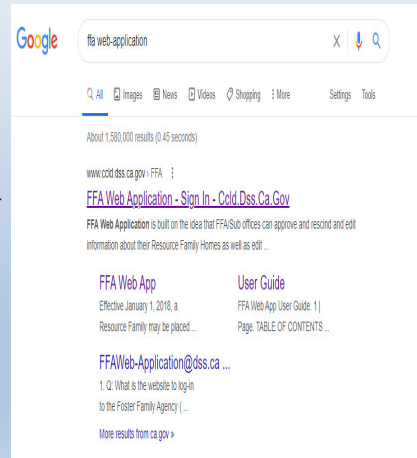
Both individuals are Licensing Program Analysts who work out of the Monterey Park Children's Residential Regional Office.

## FFA Web-Application

- Each individual is required to create their own user account.
- Go directly to web-site by entering the web address:

<https://www.cclid.dss.ca.gov/FFA/Login>.

or



If you are a New Agency, you are required to create a user account in the FFA Web-Application.

To do this, you can either go directly to the website that is provided here or you can go straight to Google and in the search bar, type in “FFA Web-Application”.

Also, as of May 31, 2021, the FFA Web-Application will not support Microsoft Internet Explorer.



This is a screenshot of the FFA Web-Application home page

**Point to the “Message” in green –**

This is a message or a call to action

**(Read)**

Effective January 1, 2018, a Resource Family may be placed on inactive status for a period of time that may not exceed two years. The FFA Web Application has been updated to allow FFAs to report when a Resource Family is placed on or taken off inactive status.


**Point to each of the “links” –**

On this page there are multiple links: We have added a new version of the **User Guide and Frequently Asked Questions**. There is a link to the **Adam Walsh Child Protection and Safety Act of 2006**. The link to **Background Check Information** is disabled at this time.

On this page, you can also create an account, by clicking **“Sign up for FFA Web Application”**

## CREATING YOUR ACCOUNT

[Back to Sign in to FFA Web Application](#)

 Account

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

- Create Username (Example: Your Name)
- Create a Password (Must be 8 characters long and include upper case letters, lower case letters, numbers, and/or punctuation. You are required to use 3 of those 4 listed. Confirm Password.
- You will need a valid e-mail address. It's important to notify the Web-Application Administrator when there is a change.
- Create a security question (Example: favorite color)
- Input your answer to the question (Example: black)
- Click on "Create User" to create your account.
- Remember, keep it simple, write it down and secure it in a safe place.
- Three (3) unsuccessful attempts will lock you out of the system. You will need to contact the Web-App Administrator to unlock you. You will need to request a temporary password that will be sent to your e-mail address. The password will consist of numbers, punctuation, and letters.
- You will need to log in using the temporary password, then change your password by clicking the "Settings" link.

To create a user account, you must first fill in the following fields on this screen.

To create your account, you must first fill in the following fields on this screen.

The first field is "**Username**". Examples of a username can be your name, the name of your FFA, etc.

In the "**Password**" field, you will need to create a password using 3 of the 4: upper case letters, lower case letters, numbers, and/or punctuation.

In the "**Confirm Password**" field, you will retype your newly created password

In the "**E-mail**" field, you will type in their email address

In the "**Security Question**" field, you will need to create a security question. (Ex. What is my favorite color?) and,

In the "**Security Answer**" field, you will input your answer to your question, then click "**Create User**" to create your account.

# CREATING YOUR ACCOUNT

Effective January 1, 2018, a Resource Family may be placed on inactive status for a period of time that may not exceed two years. The FFA Web Application has been updated to allow FFAs to report when a Resource Family is placed on or taken off inactive status.

Sign up for a new account on this page. Your account gives you access to the FFA Web Application and the ability to certify and decertify homes.

Your password must be at least 8 characters long and contain at least three of the following four items:

- Lowercase letters
- Uppercase letters
- Numbers
- Punctuation

If you already have an account but forgot your password, please go to the [Forgot Password](#) page.

[Back to Sign in to FFA Web Application](#)

Complete  
Your account has been successfully created.

[Continue](#)

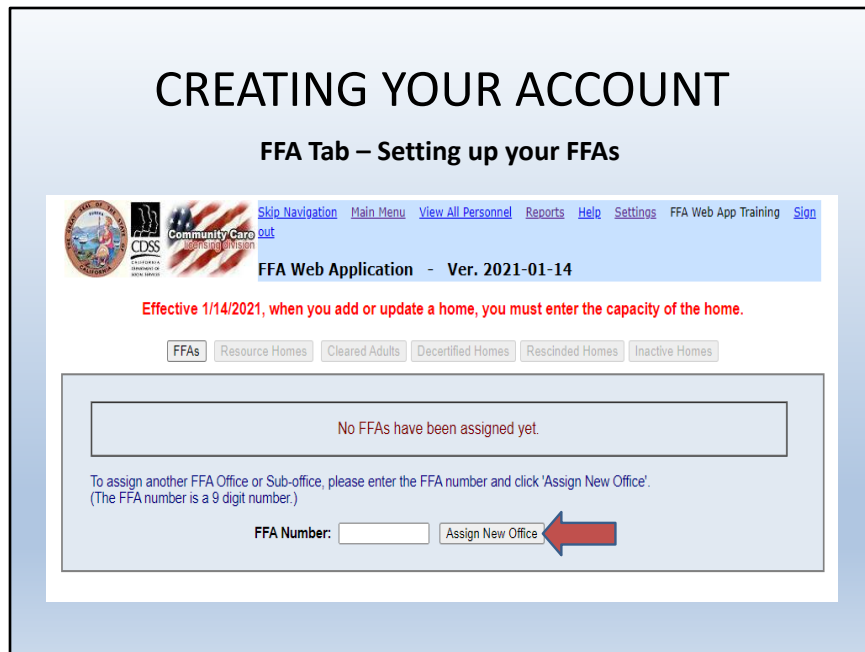
Your account has successfully been created.

You have two options:

Click on “**Continue**” which will keep you logged in, or

Click “**Back to Sign-In Page**” which will take you to the Home Page.

For this example, we are [clicking] “**Continue**”.



After clicking, “**Continue**”, it will take you to the “FFA Tab”.

As you can see on this screen, “**No FFAs have been assigned yet**”.

To assign your facility, you will place your cursor in the “**FFA Number**” field, then type in your facility license number, and click “**Assign New Office**”.

If you are assigned to do updates for more than one office, you will repeat the process for each location.

# Signing In

Effective January 1, 2018, a Resource Family may be placed on inactive status for a period of time that may not exceed two years. The FFA Web Application has been updated to allow FFAs to report when a Resource Family is placed on or taken off inactive status.

**FFA Web Application: the approach to home approval for Community Care Licensing (CCL)/Foster Family Agencies (FFA)/Resource Family Homes (RFH)**

FFA Web Application is built on the idea that FFA/Sub offices can approve and rescind and edit information about their Resource Family Homes as well as edit Certified Family Homes using an Extranet Web application. Now you can streamline the process with a paperless work process and rapid web response. For help, please review the FFA Web Application [User Guide](#) or the [Frequently Asked Questions](#) document.

The Community Care Licensing Division (CCLD) of the California State administration promotes the health, safety, and quality of life of each person in community care by promoting continuous improvement throughout the community care licensing system, strategies to increase voluntary compliance, providing technical assistance to care providers and by working collaboratively with clients, their families, advocates, care providers, placement agencies, and others involved in community care.

This FFA Web Application concerns actions of an existing FFA who would like to approve, rescind, and edit the information about their homes and the FFA information. [Learn more](#) about CCLD.

Sign in to FFA Web Application with your Account

Username:

Password:

[I cannot access my account](#)  
An \* signifies a required data entry

[Sign up for FFA Web Application](#)

[Adam Walsh Child Protection and Safety Act of 2006](#)

[Background Check Information](#)

Let's say you chose option 2 "**Back to Sign In to FFA Web-Application**" after creating your account.

This will take you to the home screen and you will "sign in" using your username and password.

If you have 3 unsuccessful attempts logging in, you will be locked out of the system. If this happens, you will need to contact the FFA Web-App Administrator by simply sending an email.

Once you are unlocked, you will need to request a temporary password. To do this, go to the home page, click "**I cannot access my account**".

A temporary password will be sent to the email address you entered when setting up your account. The temporary password will consist of numbers, punctuation and letters (as a suggestion, copy and paste it into the password field). Once you have logged in using the temporary password, you will need to change your password. To do this, click on the "**Settings**" link, click "Change Password", enter the temporary password, then create a new one, then confirm, and click "Change Password".

# FFA Tab

Effective 1/14/2021, when you add or update a home, you must enter the capacity of the home.

FFAs | Resource Homes | All Homes | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

FFA	Facility Name	City	Zip	In DB	Authorized			
123456799				<input type="checkbox"/>	<input type="checkbox"/>	Edit	De-Assign	Homes
347004373	ACCOUNTABLE CHILDREN & FAMILY	SACRAMENTO	95822	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197800998	TEST FFA	INGLEWOOD	90305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197809965	ANGELS FOSTER FAMILY AGENCY	LOS ANGELES	90030	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:  Assign New Office

After successfully logging in, the first screen you will come to is the **FFA Tab**. As you can see all other tabs are grayed out.

A checkmark in the **“In DB”** column, where the (Red Dot) is, means the FFA is valid in the CCLD system. A checkmark in the **“Authorized”** column, where the (Yellow Dot) is, means FFA Web-App Admin has granted you authorization to start using the database.

If your Agency has relocated, and is licensed at the new location, you will need to add the license number in the FFA Number field where the (Blue Dot) is, then click **“Assign New Office”**. Once authorization is granted, the user will see the homes have transferred over from the previous licensed facility.



## FFA Tab – Editing FFA Information



The screenshot displays the FFA Web Application interface. At the top, there are navigation links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. The application title is "FFA Web Application - Ver. 2021-01-14". A red notice states: "Effective 1/14/2021, when you add or update a home, you must enter the capacity of the home." Below this, there are tabs for FFA types: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, Rescindad Homes, and Inactive Homes. The main content area features a table with the following data:

FFA	Facility Name	City	Zip	In DB	Authorized			
123456799				<input type="checkbox"/>	<input type="checkbox"/>	Edit	De-Assign	Homes
347004373	ACCOUNTABLE CHILDREN & FAMILY	SACRAMENTO	95822	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197800998	TEST FFA	INGLEWOOD	90305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197809965	ANGELS FOSTER FAMILY AGENCY	LOS ANGELES	90030	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

Below the table, there is a note: "To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)" and a form with the label "FFA Number:" and an "Assign New Office" button.

You can do many things on this screen.

Such as viewing all personnel associated to your FFA, you can create Ad Hoc reports, and in settings you can change your password and change your personal preferences on how many rows of data you see.

You can view the homes associated to your FFA by clicking the “Homes” button and you also have the ability to edit FFA information, by clicking on the “Edit” button.

For this demonstration I will be editing “Accountable Children and Family” FFA.

## FFA Tab – Editing FFA Information

The screenshot shows the FFA Web Application interface. At the top, there are logos for FFA, CDS, and Community Care, along with navigation links: Skio Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. The version number is 2021-01-14. Below the navigation is a menu with buttons for FFA's, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, Rescinded Homes, and Inactive Homes. The main content area is titled '347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES'. It contains a form with the following fields: Mailing Address (5948 FREEPORT BLVD.), City (SACRAMENTO), State (CA - California), Zip (95822), Phone (9163925316), and Email. A red arrow points to the 'Save' button. Below the form, a confirmation message 'Save was successful.' is displayed, and a red arrow points to the 'Back' button.

After clicking the “Edit” button, the web app will display the FFA Edit screen.

The fields available for edit are: Mailing Address, City, State, Zip Code, Phone Number and Email Address.

To update the information, you will place your cursor in the field you wish to edit.

When finished, you will click the “Save” button. You will receive a “Save was successful” message.

To return to the FFA tab, you will simply click the “Back” button to take you back to proceed.

## FFA Tab – Accessing Homes

The screenshot displays the FFA Web Application interface. At the top, there are navigation links: [Skip Navigation](#), [Main Menu](#), [View All Personnel](#), [Reports](#), [Help](#), [Settings](#), [test.ffa](#), and [Sign out](#). Below these is the header: **FFA Web Application - Ver. 2021-01-14**. A red notice states: **Effective 1/14/2021, when you add or update a home, you must enter the capacity of the home.**

Below the notice is a navigation bar with tabs: **FFAs**, [Certified Homes](#), [Resource Homes](#), [All Homes](#), [Cleared Adults](#), [Decertified Homes](#), [Rescinded Homes](#), and [Inactive Homes](#).

The main content area shows a table of FFA records:

FFA	Facility Name	City	Zip	In DB	Authorized			
123456799				<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">De-Assign</a>	<a href="#">Homes</a>
347004373	ACCOUNTABLE CHILDREN & FAMILY	SACRAMENTO	95822	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">De-Assign</a>	<a href="#">Homes</a>
197800998	TEST FFA	INGLEWOOD	90305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">De-Assign</a>	<a href="#">Homes</a>
197809965	ANGELS FOSTER FAMILY AGENCY	LOS ANGELES	90030	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">De-Assign</a>	<a href="#">Homes</a>

Below the table, there is a note: **To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.** (The FFA number is a 9 digit number.) Below this note is a form with **FFA Number:**  and an [Assign New Office](#) button.

The bottom part of the screenshot shows the same navigation bar as above, but with a red arrow pointing to the **Certified Homes** tab.

To access the homes associated to your FFA, click on the “Homes” button to the right of the FFA.

This will activate all other tabs which may include: Certified Homes (if applicable), Resource Homes, All Homes, Cleared Adults, Decertified Homes (if applicable), Rescinded Homes, and Inactive Homes.

# Certified Homes Tab

## Converting a Certified Family Home to a Resource Family Home

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

CFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
909439139	MUNSTER, HERMAN CFH	1313 MOCKINGBIRD LN., SACRAMENTO		08/07/2012		<input checked="" type="checkbox"/>		<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
								<a href="#">Edit</a>	<a href="#">Cleared Adults</a>

This is the Certified Homes Tab.

If your FFA has any homes that are certified and either need to be converted or decertified, you will start here.

To convert a CFH, you will click on the **“Edit”** button to the right of the CFH. This will take you to the **“Edit”** home screen.

# Certified Homes Tab

## Converting a Certified Family Home to a Resource Family Home

The screenshot displays the 'ACCOUNTABLE CHILDREN & FAMILY SERVICES' web application. The user is logged in as '347004373' in 'SACRAMENTO'. The main content area shows the 'Edit' screen for 'MUNSTER, HERMAN CFH'. The form contains the following fields and values:

- Home Name: MUNSTER, HERMAN RFH (with a blue dot in the text box)
- Residence Address: 1313 MOCKINGBIRD LN., County: SACRAMENTO
- City: SACRAMENTO, State: CA - California, Zip: 96628
- Phone: 9164272605, Email: (empty)
- Mailing Address: 1313 MOCKINGBIRD LN., Copy Residence Address (checked)
- City: SACRAMENTO, State: CA - California, Zip: 96628
- Converted Date: (empty, with a red dot in the text box)
- Capacity: 0 (with a green dot in the text box)
- Decertified Date: (empty)
- Status History: (empty text area)

At the bottom of the form, there are five buttons: 'Convert' (with a yellow dot), 'Decertify', 'Transfer', 'Save', and 'Cancel'.

As the user, you are responsible for updating the home information for your FFA to ensure its accuracy.

This is the “Edit” home screen for Herman Munster CFH. Any editable field on this screen can be updated, such as Home Name, Residence Address, Capacity, etc.

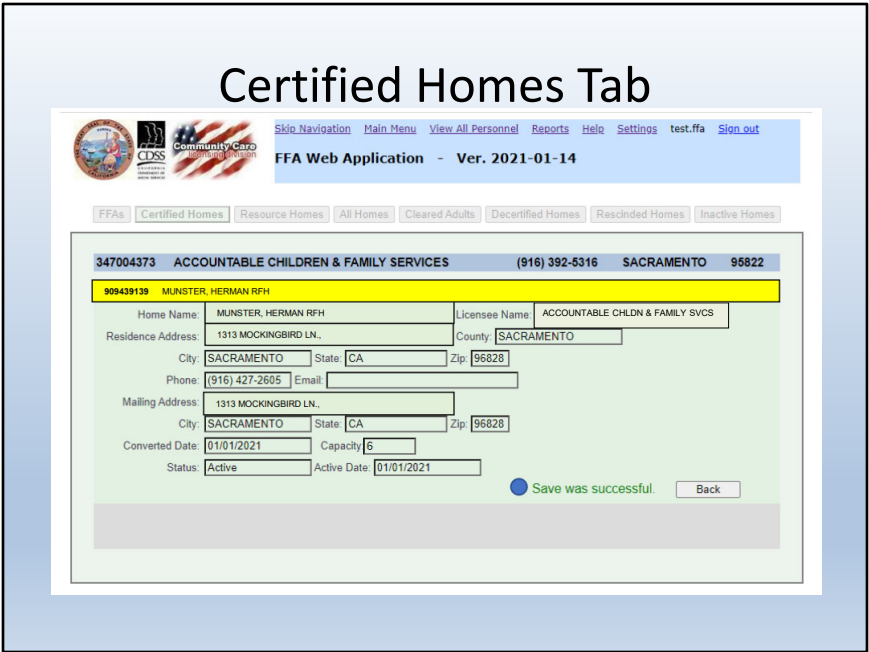
To convert the Certified Home to a Resource Family Home, you will first click in the “Home Name” field **where the (Blue Dot) is** and change CFH to RFH.

At the “Converted Date” field **where the (Red Dot) is** you can add the date the home was converted.

At the “Capacity” field **where the (Green Dot) is** you can add the total number of placements the home is approved for (0-6). If the capacity is greater than 6, you will need to contact the FFA Web-Application Administrator to change capacity.

Once the updates have been made, you will click the “Convert” button **where the (Yellow Dot) is** located at the bottom of the screen to make the changes.


A dialog box will appear asking you “Are you sure you want to save the changes?” You will click “OK” to continue or the “Cancel” button to stop the process.



After clicking “OK” to continue, you will receive a confirming message “**Save was successful**” at the bottom of the screen. To proceed, you will click the “**Back**” button. The home has been removed from the Certified Homes tab and will now show on the Resource Homes tab.

## Certified Homes Tab

### Decertifying a Certified Family Home



[Site Navigation](#) | [Main Menu](#) | [View All Personnel](#) | [Reports](#) | [Help](#) | [Settings](#) | [test.fha](#) | [Sign out](#)

**FFA Web Application - Ver. 2021-01-14**

FFAs
**Certified Homes**
Resource Homes
All Homes
Cleared Adults
Decertified Homes
Rescinded Homes
Inactive Homes

347004373
ACCOUNTABLE CHILDREN & FAMILY SERVICES
(916) 392-5316
SACRAMENTO
95822

CFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity	
909451653	DUCK, DONALD & DAISY CFH	222 TOON DR.	TOON TOWN		05/26/2018			<input type="button" value="Edit"/> <input type="button" value="Cleared Adults"/>

347004373
ACCOUNTABLE CHILDREN & FAMILY SERVICES
(916) 392-5316
SACRAMENTO
95822

**9094516530 DUCK, DONALD & DAISY CFH**

Home Name:

Residence Address:  County:

City:  State:  Zip:

Phone:  Email:

Mailing Address:   Copy Residence Address

City:  State:  Zip:

Converted Date:  Decertified Date:

Capacity:

Status History:

To decertify a home, you will [click] on the **“Certified Homes”** tab to find the home you want to decertify. Next to the name of the home, you will [click] the **“Edit”** button.

Donald and Daisy Duck CFH edit screen is displayed. You will [enter] the **“decertification date”**, then [click] on the **“Decertify”** button to decertify the CFH. After [clicking] the **“Decertify”** button, a dialog box will pop up asking **“Are you sure you want to decertify this home?”** [Click] **“OK”** to decertify or **“Cancel”** to cancel the process.

## Certified Homes Tab

FFA Web Application - Ver. 2021-01-14

FFAs | Certified Homes | Resource Homes | All Homes | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

9094516530 DUCK, DONALD & DAISY CFH

Home Name: DUCK, DONALD & DAISY CFH Licensee Name: ACCOUNTABLE CHLDN & FAMILY SVCS

Residence Address: 222 TOON DR., County: SACRAMENTO

City: SACRAMENTO State: CA Zip: 95842

Phone: (916) 284-7772 Email:

Mailing Address: 222 TOON DR.,

City: SACRAMENTO State: CA Zip: 95842

Converted Date: Capacity: 2

Save was successful. Back

Donald and Daisy Duck CFH is now decertified. “**Save was successful**” is displayed, and the home is now highlighted in yellow. You will [click] the “**Back**” button to proceed and return to your Certified Homes tab.



## Cleared Adults Tab

The screenshot shows the 'Cleared Adults Tab' in the FFA Web Application. At the top, there are navigation links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. The application title is 'FFA Web Application - Ver. 2021-01-14'. A red notice states: 'Effective 1/14/2021, when you add or update a home, you must enter the capacity of the home.' Below this are tabs for FFA types: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, Rescinded Homes, and Inactive Homes. The main content area features a table with columns: FFA, Facility Name, City, Zip, In DB, Authorized, Edit, De-Assign, and Homes. A red arrow points to the 'Homes' button for the 'TEST FFA' row. Below the table, there is a text instruction: 'To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)' and a form with an 'FFA Number' input field and an 'Assign New Office' button.

FFA	Facility Name	City	Zip	In DB	Authorized	Edit	De-Assign	Homes
123456799				<input type="checkbox"/>	<input type="checkbox"/>	Edit	De-Assign	Homes
347004373	ACCOUNTABLE CHILDREN & FAMILY	SACRAMENTO	95822	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197800998	TEST FFA	INGLEWOOD	90305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197809965	ANGELS FOSTER FAMILY AGENCY	LOS ANGELES	90030	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:

Before approving a new home, you must check to make sure that the individual has received a background clearance and is associated to your Foster Family Agency. From the “**FFA**” tab, you will select the FFA the home was approved under, then click the “**Homes**” button to the right of the FFA.

# Cleared Adults Tab

Verifying Adult(s) have received a background check

The screenshot shows the 'Cleared Adults' tab in the FFA Web Application. At the top, there are navigation links: Home, Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. Below this is the application title 'FFA Web Application - Ver. 2021-01-14' and a breadcrumb trail: FFA's > Resource Homes > Cleared Adults > Decertified Homes > Rescinded Homes > Inactive Homes. The main content area has a header for 'ACCOUNTABLE CHILDREN & FAMILY SERVICES' with contact information '(916) 392-5316' and 'SACRAMENTO 95822'. A red message states: 'If an individual is not on this list, please contact your local licensing office.' Below this is a search form with three options: 'Enter a full or partial Per ID Number' (selected), 'All names', and 'Exact match'. The search form includes fields for 'Search Per ID', 'Search ID', 'Search Last Name', and 'First Name'. Below the search form is a table with the following data:

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #
7510009000	DAISY	DUCK	Y	Y	347004373	909500889
7510009001	DONALD	DUCK	Y	Y	347004373	909500889
7510000000	SHERLOCK	HOLMES	Y	Y	347004373	
7510000436	JOHN	WATSON	Y	Y	347004373	

At the bottom of the table, there is a pagination control: 'Goto Page 1 of 2' with buttons for 'First', 'Previous', 'Next', and 'Last'.

On the “**Cleared Adults**” tab, all individuals associated to the selected FFA (or sub-office) are displayed. Before adding a new RFH, the user will make sure that the individual has received a background clearance by searching for him/her through the “Cleared Adults” tab. (A “Y” in the Eligible column means the individual has received a background clearance).

On the Cleared Adults tab, the user may search for an individual in three ways:

- 1 - (Blue Dot) By PER ID
- 2 - (Yellow Dot) By Last Name
- 3 - (Red Dot) By scrolling through the list of individuals

Please note: If an individual your Agency is searching for is not on this list, you should contact your local licensing office.

# Resource Homes Tab

## Adding a New Resource Family Home

Effective 1/14/2021, when you add or update a home, you must enter the capacity of the home.

FFAs | Certified Homes | Resource Homes | All Homes | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

FFA	Facility Name	City	Zip	In DB	Authorized			
123456799				<input type="checkbox"/>	<input type="checkbox"/>	Edit	De-Assign	Homes
347004373	ACCOUNTABLE CHILDREN & FAMILY	SACRAMENTO	95822	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197800998	TEST FFA	INGLEWOOD	90305	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes
197809965	ANGELS FOSTER FAMILY AGENCY	LOS ANGELES	90030	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:  Assign New Office

After you have checked the cleared adults tab and verified the individual(s) are associated to your FFA and they are cleared, you can proceed to add the home.

To access the RFHs associated to your FFA, you will [click] on the “**Homes**” button to the right of the FFA. The FFA web app will display the homes listed on the “**Approved Homes**” tab.

# Resource Homes Tab

FFA Web Application - Ver. 2021-01-14

FFAs | **Resource Homes** | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

REH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity	Edit	Cleared Adults
					12/11/2020	<input checked="" type="checkbox"/>	3	Edit	Cleared Adults
					12/16/2020	<input type="checkbox"/>	6	Edit	Cleared Adults
					08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
90950089	DUCK, DAISY & DONALD RFH	1940 WALT DISNEY WY.,	SACRAMENTO	12/21/2020	12/21/2020	<input type="checkbox"/>	5	Edit	Cleared Adults
					10/22/2015	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
					08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
					12/09/2020	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults
909500079	MOUSE, MICKEY & MINNIE RFH	2020 DECEMBER AVENUE APT 9	BEVERLY HILLS	12/09/2020	12/09/2020	<input type="checkbox"/>	5	Edit	Cleared Adults
909452434	NEW ACTIVE 7/23 RFH	744 P ST RESIDENCE	SACRAMENTO	11/25/2020	11/25/2020	<input type="checkbox"/>	0	Edit	Cleared Adults
					04/28/2016	<input type="checkbox"/>	0	Edit	Cleared Adults
					06/23/2014	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
					02/17/2015	<input type="checkbox"/>	3	Edit	Cleared Adults
					05/02/2016	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'.

Add Home

The Resource Homes Tab displays all approved Resource Homes currently associated to the selected FFA. On the RFH tab, there are a number of functions available: 1. Add a new RFH 2. Edit a RFH 3. Associate a cleared adult to a RFH To add a new home, the user will click the “Add Home” button.

## Resource Homes Tab

The screenshot displays the 'Resource Homes Tab' interface. At the top, there is a navigation bar with links for 'Skip Navigation', 'Main Menu', 'View All Personnel', 'Reports', 'Help', 'Settings', 'test.ffa', and 'Sign out'. Below this is the 'FFA Web Application - Ver. 2021-01-14' header. A secondary navigation bar contains tabs for 'FFAs', 'Resource Homes', 'Cleared Adults', 'Decertified Homes', 'Rescinded Homes', and 'Inactive Homes'. The main content area shows a form for adding a new resource home, with the following fields and options:

- Home Name:
- Licensee Name:
- Residence Address:
- County:
- City:
- State:
- Zip:
- Phone:
- Email:
- Mailing Address:
- Copy Residence Address:
- City:
- State:
- Zip:
- Approval Date:
- Capacity:

At the bottom right of the form, there are two buttons: 'Add as RFH' and 'Cancel'.

The FFA Web-App will display the “**Add Home**” screen. All fields on this screen must be completed using ALL Capital letters and numbers.

When entering the “**Home Name**” you should add it as follows: LAST NAME, FIRST NAME RFH.

When entering the “**Licensee Name**” you should add the name of your Foster Family Agency.

If the “**Residence Address**” is the same as the “**Mailing Address**”, you can simply click “**Copy Residence Address**”

It is important for you to remember to change the “**County**” using the drop-down arrow to the County of Residence of the home.

If the “**Capacity**” is greater than 6, you should contact the FFA Web-App Administrator.


When all fields are completed, and you click the “**Add as RFH**” button, you will see “**Save was Successful.**”

You will then click the “**Back**” button to proceed.

This will take you directly to the Cleared Adults Tab for the home that was newly created.

## Resource Homes Tab

### Associate Cleared Adults to Resource Family Home



[Skip Navigation](#) | [Main Menu](#) | [View All Personnel](#) | [Reports](#) | [Help](#) | [Settings](#) | [test.ffa](#) | [Sign out](#)

**FFA Web Application - Ver. 2021-01-14**

FFAs | Resource Homes | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373	ACCOUNTABLE CHILDREN & FAMILY SERVICES	(916) 392-5316	SACRAMENTO	95822
909500090	HOLMES, SHERLOCK & WATSON, JOHN RFH	(916) 916-5444	SACRAMENTO	95822

No Parents are associated with this Home.

If an individual is not on this list, please contact your local licensing office.

Enter a full or partial Per ID Number

Search Per ID:

Search ID

All names   
  Starts with   
  Exact match

Search Last Name:     First Name:

Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	SHERLOCK	HOLMES	Y	Y	347004373		Associate
7510000436	JOHN	WATSON	Y	Y	347004373		Associate

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	SHERLOCK	HOLMES	Y	Y	347004373		Confirm    Cancel
7510000436	JOHN	WATSON	Y	Y	347004373		Associate

Next you will need to associate a cleared adult to the Sherlock Holmes and John Watson RFH. To do this, you will search for the individual, then click the “Associate” button to the right of the individual’s name. You will click the “Confirm” button to complete the process or you may click “Cancel” to cancel the process. You should follow the same steps to associate additional adults to the home.

## Resource Homes Tab

347004373	ACCOUNTABLE CHILDREN & FAMILY SERVICES	(916) 392-5316	SACRAMENTO	98822
909500090	HOLMES, SHERLOCK & WATSON, JOHN RFH	(916) 916-5444	SACRAMENTO	95822

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	SHERLOCK	HOLMES	Y	Y	347004373	909500090	Disassociate

If an individual is not on this list, please contact your local licensing office.

Enter a full or partial Per ID Number

All names  Starts with  Exact match

Search Per ID:  Search ID

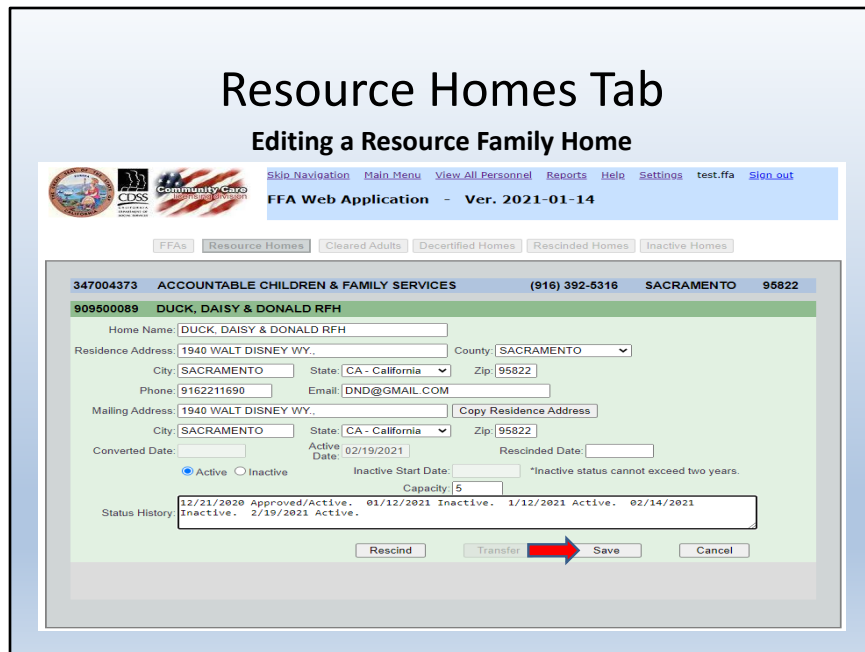
Search Last Name:  First Name:  Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	SHERLOCK	HOLMES	Y	Y	347004373	909500090	Associate

After clicking “Confirm”, the user will see that the “Associate” button has been grayed out and the individual is now associated to the RFH.

The RFH number is now displayed next to the individuals name on the list.

To disassociate an individual, the user will simply click the “Disassociate” button, then confirm, and the name will appear on list below and the “Associate” button will be LIVE.



To edit an RFH, you will start on the Resource Homes Tab. You will [click] on the “**Edit**” button to the right of the RFH.

The edit screen is displayed. Any field on this screen may be edited. When you have made your changes, you will [click] the “**Save**” button.

After clicking the “Save” button, a dialog box will pop up asking “**Are you sure you want to save your changes?**” You will [click] “**OK**” to save or “**Cancel**” to cancel the process.

Once the edits have been saved, “**Save was successful**” is displayed.

You will [click] the “**Back**” button to proceed

A change log is maintained automatically in the “Status History” box of changes made to the home.

12/21/2020 the home was approved. On 01/12/21, the home became inactive. On 01/12/21 the home became active again, On 02/14/21 the home became inactive, then again became active on 02/19/2021.




## Resource Homes Tab Changing Capacity

The screenshot shows a web application interface for managing resource homes. At the top, there are logos for the state of California, CDFS, and Community Care. A navigation bar includes 'FFAs', 'Resource Homes', and 'Inactive Homes'. A header bar displays '347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822'. The main form is for resource home '909500090 HOLMES, SHERLOCK & WATSON, JOHN RFH'. The form fields include: Home Name (HOLMES, SHERLOCK & WATSON, JOHN RFH), Residence Address (221B BAKER ST., SACRAMENTO, CA - California, 95822), Phone (9169165444), Email (MYSTERY SOLVED@DSS.CA.GOV), Mailing Address (221B BAKER ST., SACRAMENTO, CA - California, 95822), Converted Date, Active Date (01/07/2021), Rescinded Date, and Capacity (7). A 'Status History' field shows '01/07/2021 Approved/Active.'. A dialog box is open in the center, asking 'test.ccd.dss.ca.gov says Are you sure you want to save the changes?' with 'OK' and 'Cancel' buttons. The 'Save' button is visible at the bottom of the form.

The user will enter the capacity of the home into “Capacity” field. After clicking the “Save” button, a dialog box will pop up asking “Are you sure you want to save the changes?”. The user will click “OK” to save or “Cancel” to cancel the process.

## Resource Homes Tab



FFA Web Application - Ver. 2021-01-14

FFAs | Resource Homes | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

909500090 HOLMES, SHERLOCK & WATSON, JOHN RFH

Home Name: HOLMES, SHERLOCK & WATSON, JOHN RFH

Residence Address: 221B BAKER ST. County: SACRAMENTO

City: SACRAMENTO State: CA - California Zip: 95822

Phone: 9169165444 Email: MYSTERY SOLVED@DSS.CA.GOV

Mailing Address: 221B BAKER ST. Copy Residence Address

City: SACRAMENTO State: CA - California Zip: 95822

Converted Date: Active Date: 01/07/2021 Rescinded Date:

Active  Inactive Inactive Start Date: \*Inactive status cannot exceed two years.

Capacity: 7

Status History: 01/07/2021 Approved/Active.

Rescind Transfer Save Cancel

The capacity field must be between 0 and 6. If the capacity is more than 6, please contact the FFA Web Application Administrator at [FFA.Web-Application@dss.ca.gov](mailto:FFA.Web-Application@dss.ca.gov).

If capacity entered is 7 or greater, you will receive the below error message at the bottom of the edit screen: \*\*The capacity field must be between 0 and 6. If the capacity is more than 6, please contact the FFA Web Application Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov).

You have three choices: 1. User can change capacity to up to 6; 2. User can Cancel the changes; or 3. User can contact the FFA Web-Application Administrator by sending an email if the capacity is seven or greater.

If capacity entered is 0-6, the user can click the "Save" button. You will receive a dialog box asking if you are sure you want to save the changes. Click "OK" to save, or "Cancel" to cancel the process. Once the edit(s) have been saved, "Save was successful" is displayed. You will then click the "Back" button to continue.

# Resource Homes tab

## Rescinding a Resource Family Home

FFA Web Application - Ver. 2021-01-14

FFAs | **Resource Homes** | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

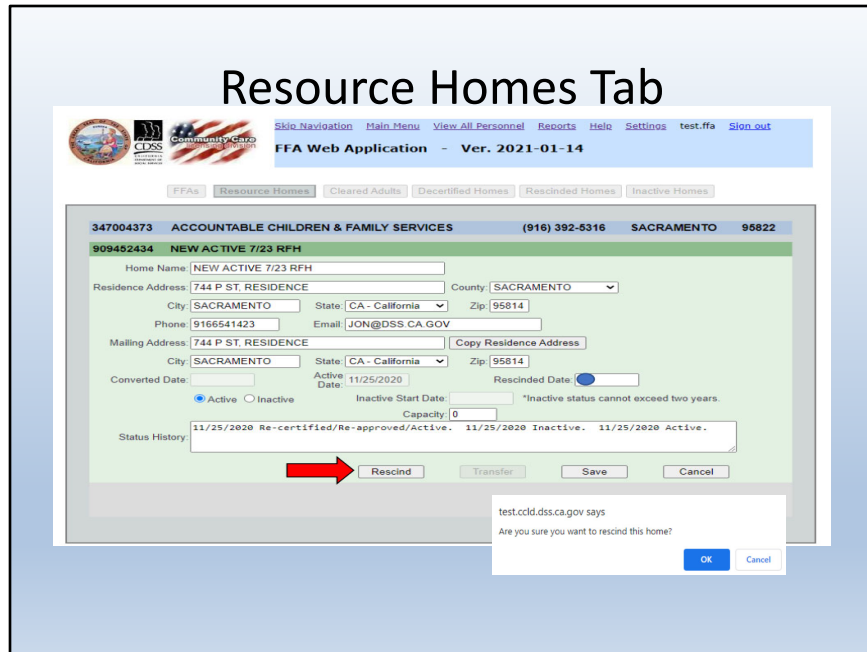
347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

REH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity	Edit	Cleared Adults
					12/11/2020	<input checked="" type="checkbox"/>	3	Edit	Cleared Adults
					12/16/2020	<input type="checkbox"/>	6	Edit	Cleared Adults
					08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
909500089	DUCK, DAISY & DONALD RFH	221B BAKER ST.	SACRAMENTO		12/21/2020	<input type="checkbox"/>	5	Edit	Cleared Adults
					10/22/2015	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
909500090	HOLMES, SHERLOCK & WATSON, JOHN RFH	221B BAKER ST.	SACRAMENTO		01/07/2021	<input checked="" type="checkbox"/>	2	Edit	Cleared Adults
					08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
					12/09/2020	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults
909500079	MOUSE, MICKEY & MINNIE RFH	2020 DECEMBER AVENUE APT 9	BEVERLY HILLS		12/09/2020	<input type="checkbox"/>	5	Edit	Cleared Adults
909452434	NEW ACTIVE 7/23 RFH	744 P ST RESIDENCE	SACRAMENTO		11/25/2020	<input type="checkbox"/>	0	Edit	Cleared Adults
					04/28/2016	<input type="checkbox"/>	0	Edit	Cleared Adults
					05/23/2014	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
					02/17/2015	<input type="checkbox"/>	3	Edit	Cleared Adults
					05/02/2016	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'.

On the Resource Homes tab, you will find the home you want to Rescind, then click the “Edit” button.

# Resource Homes Tab



The edit screen is displayed for New Active 7/23 RFH. You will enter the “Rescinded Date” (Blue Dot), then click the “Rescind” button to revoke the approval of the RFH. After clicking the “Rescind” button, a dialog box will pop up asking “Are you sure you want to rescind?” You will click “OK” to rescind or “Cancel” to cancel the process.

# Rescinded Homes Tab

## Reapproving a Resource Family Home

FFA Web Application - Ver. 2021-01-14

FFAs | Resource Homes | Cleared Adults | Decertified Homes | **Rescinded Homes** | Inactive Homes


RFH	Name of Home	Residence Address	City	Zip	Date Closed	Date Re-Approved	Parent		
					12/03/2020		<input type="checkbox"/>	Re-Approve	Cleared Adults
909452434	NEW ACTIVE 7/23 RFH	744 P ST RESIDENCE	SACRAMENTO	95814	01/07/2021		<input type="checkbox"/>	Re-Approve	Cleared Adults
909452435	New Test 7/23 RFH	744 P ST RESIDENCE	SACRAMENTO	95814	12/03/2020		<input type="checkbox"/>	Re-Approve	Cleared Adults
					12/10/2020		<input type="checkbox"/>	Re-Approve	Cleared Adults

Before reapproving a RFH, you will need to make sure that the individual has received a background clearance, and is showing on the “Cleared Adults” tab.

**\*\*Please Note:** If an individual is not on the list, you should contact your local licensing office.

You will click on the “Rescinded Homes” tab. Find the home you want to reapprove. Then click the “Cleared Adults” button.

# Cleared Adults Tab



[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [test.ffa](#) [Sign out](#)

FFA Web Application - Ver. 2021-01-14

FFAs Resource Homes **Cleared Adults** Decertified Homes Rescinded Homes Inactive Homes

347004373	ACCOUNTABLE CHILDREN & FAMILY SERVICES	(916) 392-5316	SACRAMENTO	95822
909452434	NEW ACTIVE 7/23 RFH	(916) 654-1423	SACRAMENTO	95814

No Parents are associated with this Home.

If an individual is not on this list, please contact your local licensing office.

Enter a full or partial Per ID Number

Search Per ID:

Search ID

All names   
  Starts with   
  Exact match


Search Last Name:     First Name:

Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000069	New	Active	Y	Y	347004373		<div style="display: flex; flex-direction: column; gap: 2px;"> <div style="border: 1px solid gray; padding: 2px; text-align: center; font-size: x-small;">Associate</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; font-size: x-small;">Associate</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; font-size: x-small;">Associate</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; font-size: x-small;">Associate</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; font-size: x-small;">Associate</div> </div>

As you can see, New Active is cleared and has a “Y” under “Eligible”. To associate them to their Rescinded Home, you will click the “Associate” button to the right of their name.

## Cleared Adults Tab

751000069	New	Active	Y	Y	347004373		Confirm	Cancel
-----------	-----	--------	---	---	-----------	--	---------	--------

347004373	ACCOUNTABLE CHILDREN & FAMILY SERVICES	(916) 392-5316	SACRAMENTO	95822			
909452434	NEW ACTIVE 7/23 RFH	(916) 654-1423	SACRAMENTO	95814			
Per ID	First Name	Last Name	Eligible	Transfer	EFA #	Home #	
751000069	New	Active	Y	Y	347004373	909452434	Disassociate

If an individual is not on this list, please contact your local licensing office.

You will click the “Confirm” button to complete the process or “Cancel” to cancel the process.

New Active is now associated to the rescinded home.

# Rescinded Homes Tab

## Reapproving a Resource Family Home

FFA Web Application - Ver. 2021-01-14

Navigation: Skip Navigation | Main Menu | View All Personnel | Reports | Help | Settings | test.admin | Sign out

Logos: CDS, Community Care Licensing Division

Navigation Tabs: FFAs | Resource Homes | Cleared Adults | Decertified Homes | **Rescinded Homes** | Inactive Homes

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

RFH	Name of Home	Residence Address	City	Zip	Date Closed	Date Re-Approved	Parent		
					12/03/2020		<input type="checkbox"/>	Re-Approve	Cleared Adults
					01/12/2021		<input type="checkbox"/>	Re-Approve	Cleared Adults
909452434	NEW ACTIVE 7/23 RFH	744 P ST. RESIDENCE	SACRAMENTO	95814	01/31/2021		<input type="checkbox"/>	Re-Approve	Cleared Adults
					12/10/2020		<input type="checkbox"/>	Re-Approve	Cleared Adults

You will go to the “Rescinded Homes” tab to find the home you want to reapprove, then you will click the “Re-Approve Home” button.



# Rescinded Homes Tab

## Reapproving a Resource Family Home

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

RFH	Name of Home	Residence Address	City	Zip	Date Closed	Date Re-Approved	Parent		
					12/03/2020	<input type="checkbox"/>	Re-Approve	Cleared Adults	
					01/12/2021	<input type="checkbox"/>	Re-Approve	Cleared Adults	
909452434	NEW ACTIVE 7/23 RFH	744 P ST, RESIDENCE	SACRAMENTO	95814	01/31/20	<input type="text"/>	<input type="checkbox"/>	Confirm	Cancel
					12/10/2020	<input type="checkbox"/>	Re-Approve	Cleared Adults	

You will add the Re-Approval date in the “Date Re-Approved” field, then click “Confirm” to proceed or “Cancel” to cancel the process.

# Resource Homes Tab

FFA Web Application - Ver. 2021-01-14

FFAs | **Resource Homes** | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-6316 SACRAMENTO 95822

RFH	Name of Home	Residence Address	City	Date Connected	Date Cert	Parent	Capacity		
					12/16/2020	<input type="checkbox"/>	6	Edit	Cleared Adults
					08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
909500089	DUCK, DAISY & DONALD RFH	1940 WALT DISNEY WY.,	SACRAMENTO		12/21/2020	<input type="checkbox"/>	5	Edit	Cleared Adults
					10/22/2015	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
909500090	HOLMES, SHERLOCK & WATSON, JOHN RFH	2218 BAKER ST.,	SACRAMENTO		01/07/2021	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults
					08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
					12/09/2020	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults
909500079	MOUSE, MICKEY & MINNIE RFH	2020 DECEMBER AVENUE APT 9	BEVERLY HILLS		12/09/2020	<input type="checkbox"/>	5	Edit	Cleared Adults
909452434	NEW ACTIVE 7/23 RFH	744 P ST, RESIDENCE	SACRAMENTO		01/11/2021	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
909452435	New Test 7/23 RFH	744 P ST, RESIDENCE	SACRAMENTO		02/19/2021	<input type="checkbox"/>	0	Edit	Cleared Adults
					04/29/2016	<input type="checkbox"/>	0	Edit	Cleared Adults
					06/23/2014	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
					02/17/2015	<input type="checkbox"/>	3	Edit	Cleared Adults
					05/02/2016	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'.

The New Active home you reapproved has been removed from the “Rescinded Homes” tab, and is now showing on the “Resource Homes” tab with the new date.

# Resource Homes Tab

## Placing a Resource Family Home on Inactive Status

FFA Web Application - Ver. 2021-01-14

FFAs | **Resource Homes** | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822

REH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
			SACRAMENTO	12/16/2020		<input type="checkbox"/>	6	Edit	Cleared Adults
			SACRAMENTO	01/01/2021	08/07/2012	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
90950089	DUCK, DAISY & DONALD RFH	1940 WALT DISNEY WY.	SACRAMENTO	12/21/2020		<input type="checkbox"/>	9	Edit	Cleared Adults
			SACRAMENTO	12/09/2020	10/22/2015	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
90950090	HOLMES, SHERLOCK & WATSON, JOHN RFH	221B BAKER ST.	SACRAMENTO	12/08/2020	08/07/2012	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults
			SACRAMENTO	12/08/2020	08/07/2012	<input checked="" type="checkbox"/>	9	Edit	Cleared Adults
			SAN BERNARDINO	12/09/2020		<input checked="" type="checkbox"/>	6	Edit	Cleared Adults
90950079	MOUSE, MICKEY & MINNIE RFH	2029 DECEMBER AVENUE APT 9	BEVERLY HILLS	12/09/2020		<input checked="" type="checkbox"/>	5	Edit	Cleared Adults
909452434	NEW ACTIVE 7/23 RFH	744 P ST. RESIDENCE	SACRAMENTO	01/11/2021		<input type="checkbox"/>	0	Edit	Cleared Adults
909452435	New Test 7/23 RFH	744 P ST. RESIDENCE	SACRAMENTO	02/19/2021		<input type="checkbox"/>	0	Edit	Cleared Adults
			SACRAMENTO	12/09/2020	04/28/2016	<input type="checkbox"/>	0	Edit	Cleared Adults
			PLUMAS LAKE	12/09/2020	06/23/2014	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
			SACRAMENTO	12/11/2020	02/17/2015	<input type="checkbox"/>	3	Edit	Cleared Adults
			ELK GROVE	12/14/2020	05/02/2016	<input type="checkbox"/>	6	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'.

Your Agency wants to place Donald and Daisy Duck RFH on **“Inactive Status”**. First, you will go to the **“Resource Homes”** tab to locate their home on your list. Then you will [click] the **“Edit”** button to the right of their home.

# Resource Homes Tab



The screenshot shows the 'Resource Homes Tab' in the FFA Web Application. The page header includes the FFA logo, CDSS logo, and 'Community Care' logo. The navigation menu contains links for 'Skip Navigation', 'Main Menu', 'View All Personnel', 'Reports', 'Help', 'Settings', 'test.admin', and 'Sign out'. The application title is 'FFA Web Application - Ver. 2021-01-14'. Below the navigation menu, there are tabs for 'FFAs', 'Resource Homes', 'Cleared Adults', 'Decertified Homes', 'Rescinded Homes', and 'Inactive Homes'. The 'Resource Homes' tab is selected. The main content area displays the details for a resource home with ID '909500089' and name 'DUCK, DAISY & DONALD RFH'. The form includes fields for Home Name, Residence Address, City, State, Zip, Phone, Email, Mailing Address, City, State, Zip, Converted Date, Active Date, Rescinded Date, Inactive Start Date, Inactive status, Approval Date, Capacity, and Status History. The 'Active' radio button is selected, and the 'Save' button is highlighted with a red arrow.

To change the Donald and Daisy Duck RFH to “Inactive” status, you will toggle the status button to “Inactive”, then enter the date the home became inactive. Once entered, the user will click “Save”.

A dialog box will appear. Click “OK” to save or “Cancel” to cancel the process. Once the changes have been made, “Save was successful” is displayed, and the home is now “Inactive” and will show on the “Inactive Homes” tab.

## Inactive Homes Tab

### Placing a Resource Family Home on Active Status

[Skip Navigation](#) | [Main Menu](#) | [View All Personnel](#) | [Reports](#) | [Help](#) | [Settings](#) | [test.admin](#) | [Sign out](#)

**FFA Web Application - Ver. 2021-01-14**

FFAs | Resource Homes | Cleared Adults | Decertified Homes | Rescinded Homes | Inactive Homes

347004373
ACCOUNTABLE CHILDREN & FAMILY SERVICES
(916) 392-5316
SACRAMENTO
95822

RFH	Name of Home	Residence Address	City	Zip	Parent	Inactive Start Date	Active Date	
909500089	DUCK, DAISY & DONALD RFH	1940 WALT DISNEY WY.	SACRAMENTO	95822	<input type="checkbox"/>	02/14/2021		<a href="#">Edit</a>   <a href="#">Activate RFH</a>

347004373
ACCOUNTABLE CHILDREN & FAMILY SERVICES
(916) 392-5316
SACRAMENTO
95822

RFH	Name of Home	Residence Address	City	Zip	Parent	Inactive Start Date	Active Date	
909500089	DUCK, DAISY & DONALD RFH	1940 WALT DISNEY WY.	SACRAMENTO	95822	<input type="checkbox"/>	02/14/2021		<a href="#">Confirm Activation</a> <a href="#">Cancel</a>

[Confirm Activation](#)  
[Cancel](#)

To place a home back on **“Active Status”** you will go to the **“Inactive Homes”** tab and find the home you want to activate. You will click on the **“Activate RFH”** button, enter the **“Date of Activation”**, and press **“Confirm Activation”** to complete the process. The Daisy and Donald Duck RFH will be moved to the Resource Homes tab.

This concludes the FFA Web-App portion of the training, and now we will be overviewing **“How to Process fees”**.

## Processing Fees Overview

- In December 2007, CCLD discontinued the fee hotline. As a result, the division is returning to the protocol of Regional Offices handling fee related customer service.
- A major component of the Community Care Licensing Division (CCLD) program budget is funded through the collection of licensing fees. This offsets the Departments General Fund expenditure and allows the division to maintain it's critical functions.
- This is detailed in SB1104 chapter 229 amending Health & Safety Code 1523.1

### **Processing Fees Overview**

In December 2007, CCLD discontinued the fee hotline. As a result, the Division returned the protocol of Regional Offices handling fee related customer service.

#### **Why do we have fees anyway?**

A major component of the Community Care Licensing Division (CCLD) program budget is funded through the collection of licensing fees. This offsets the Departments General Fund expenditure and allows the division to maintain it's critical functions. This is detailed in SB1104 chapter 229 amending Health and Safety Code 1523.1

## **Annual Fees & Misc. Fees related to FFAs**

- Annual Fee – A standard fee charged to all facilities except Foster Family Homes and Sub-FFAs (Sub-Offices are only required to pay a fee for each CFH associated to the Sub-Office at the time of billing.
- Change of Location Fee – 50% of an established application fee when an existing licensee moves the facility to a new address;
- Late Fee – A late fee that represents an additional 50% of the established annual fee when the licensee fails to pay the annual licensing fee on or before the facility anniversary date as indicated by the date the payment is received by the Cashier;
- Dishonored Check Fee (aka Administrative Fee) – A fee to recover any costs incurred by the Department for processing payments including, but not limited to, dishonored check charges (\$25 fee), charges for credit and debit transactions, and postage due charges. Again, this fee will be added to the licensees' annual billing.
- Civil Penalties are not billed via LIS. It is important that the Provider put the invoice number on the check and also include "civil penalty payment". If not, it may result in the mis-association of payment.

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Civil Penalties are not billed via LIS. It is important that the Provider put the invoice number on the check and also include "civil penalty payment". If not, it may result in the mis-association of payment.

## Notice of Community Care Licensing Fees Important Facts

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY	GAVIN NEWSOM, GOVERNOR
<b>DEPARTMENT OF SOCIAL SERVICES</b> 744 P Street, Sacramento, CA 95814	
ANNUAL FEE TRAINING 300 CONTINENTAL BLVD., #290A EL SEGUNDO, CA 90245	 06/23/2021 RO #: 34 Facility #: 198000001 PIN: 807259
NOTICE OF COMMUNITY CARE LICENSING FEES These fees are non-refundable. To avoid late fees/forfeiture of your license, pay by 09/01/2021.	
Annual Fee	\$ 1513.00
Resource Family Home Fee	\$ 2288.00
Total amount due on or before 09/01/2021:	\$ 3,801.00
Late fee assessed AFTER 09/01/2021:	\$ 756.50
Total amount due if paid after 09/02/2021:	\$ 4,557.50
When making payment, send a check or money order payable to the Department of Social Services. If paying for multiple facilities, enclose a list of all facility numbers you are paying for and the amount you want applied to each to ensure proper credit of your payment. YOU MAY ALSO PAY YOUR FEES ONLINE WITH YOUR CREDIT OR DEBIT CARD BY VISITING OUR WEBSITE AT <a href="https://secure.dss.ca.gov/net.gov/ccld/securenet/FacilityBill/default.aspx">https://secure.dss.ca.gov/net.gov/ccld/securenet/FacilityBill/default.aspx</a> USING THE PIN NUMBER IN THE UPPER RIGHT CORNER OF THIS NOTICE.	

### Important Facts:

The Notice of Community Care Licensing Fees is automatically generated by LIS and is centrally mailed out from the CDSS mailroom to the facility’s mailing address, 60 days prior to the facility’s anniversary date.

Payment of the annual fee is due on or before the facility’s anniversary date.

The bill will fluctuate as the FFA approves and decertifies/rescinds homes.

Your Agency is responsible for paying the newly approved homes that were added prior to the Anniversary date.

If your Agency decertifies/rescinds a home prior to the Anniversary date, you are not required to pay for the home.

Annual Fees can be paid on-line. The bill contains the web-site address, the PIN number, and your amount due.

CCLD only mails one LIS-generated bill. A copy of the bill cannot be generated nor duplicated.

If the payment is not reflected in LIS by approximately the 22nd day preceding the facility’s anniversary date, LIS will generate a FINAL NOTICE BEFORE FORFEITURE OF LICENSE.



## Notice of Community Care Licensing Fees continued

Send payment and this notice to the Department of Social Services Cashiering Office at:  
Department of Social Services  
MS 9-3-67  
PO Box 944243  
Sacramento CA 94244-2430

198000001

Please make the necessary corrections to the facility information below:

Facility Name: ANNUAL FEE TRAINING  
Licensed Capacity: Facility Type: FOSTER FAMILY AGENCY  
Facility Address: 300 Continental Blvd., #290A  
El Segundo, CA 90245  
Mailing Address, if different: 300 Continental Blvd., #290A  
El Segundo, CA 90245  
Telephone Number: (424) 301-3077 Email Address: [Tonya.Barnes-Woodard@dss.ca.gov](mailto:Tonya.Barnes-Woodard@dss.ca.gov)  
Name of Trainer: Tonya Barnes-Woodard

PA843

If your Agency requests a copy of your bill, CCLD will access the Facility Transaction Screens of the LIS and provide screen prints.

If your Agency has requested a change of relocation, but have an annual fee due, the fee is in addition to the annual fee.

If your Agency has outstanding annual fees (billed and not paid), then the entire payment history is transferred from the old facility number to the new facility number, and the licensee owes both the outstanding annual fees and the change of location.

If your facility only pays a partial amount of annual fees (includes CFH/RFH homes), the amount will accrue.

As payments are received, they are applied to your past due amounts.

## Facility Transaction History Screen 1

The screenshot shows a terminal-style interface for 'Licensing Information System - Facility Transaction History'. It displays facility details, license status, and billing information. Callouts include: 'Verify License Status Here' pointing to the license status; 'Did You Know: A Credit is shown like this (\$200-)' pointing to a negative balance; 'Press to see details' pointing to the due date; and 'Balance Due or Credit Shown' pointing to the balance field.

```
CLE551MB LICENSING INFORMATION SYSTEM DATE 03/23/21
FACILITY TRANSACTION HISTORY

FACILITY NUMBER: 367900023 DO NBR: 32 LA & TRI-C
NAME:
ADDRESS:

TYPE: 420 FOSTER FAMILY AGENCY
STATUS: 03 LICENSED

LICENSE EFFECTIVE DATE: 07/06/20 FAC BILLING DATE: 07/06/20
LICENSE EXPIRATION DATE:
HCO RENEWAL NOTICE DATE:
DUE DATE: 09/20/20 FAC BILLING DATE: 07/07/20
BALANCE: 15,860.00

CDSS must receive payment by this date or it is late
ENTER B TO RETURN TO MENU OR REPORT DESTINATION (O=ONLINE/P=PRINT)
```

This is Screen 1 of the Facility Transaction History

You can verify the license status here. You can see the due date for when the annual fees are due (generally two months after the bill date). It will also show a balance due or if there is a credit. A credit is shown as (\$200-).

## Payment History Screen Detail 1 of 2

LICENSING INFORMATION SYSTEM DATE: 03/23/21  
FACILITY TRANSACTION HISTORY

FAC 0003 00# 32 LA & TRI-COASTAL CR TYPE: 430 ST: 03 EVAL: 09923

ASSESSED DATE	BILLED & DEP DATE	TRANSACTION	A.C.R./C.N.E. DOC#	BILLED AMOUNT	PAID AMOUNT	DUE AMOUNT
05/14/20		LATE		756.00		2,268.00
07/07/20	07/07/20	CHANGE OF LOCATION		1,512.00		
02/25/20		*CERTIFIED HOMES		616.00		3,240.00
09/04/19	02/06/20	*ANNUAL				
04/25/19	02/06/20	*CERTIFIED				
01/13/20	01/13/20	CHANGE OF				
	07/15/20	*CHECK				
	12/17/19	CHECK				
04/02/19	02/06/20	*CERTIFIED				
02/06/19	02/06/19	ANNUAL				
02/06/19	02/06/19	*CERTIFIED				
	04/11/19	CHECK				

(\*) These are comb  
<F2> PROF <F4> ALT <F7> - <82> Y <132> EXP <F102> EXT <F112> INFO <F122> CUFBI  
ENTER B TO RETURN TO MENU OR REPORT DESTINATION (O-ONLINE/P-PRINTER):

This is the Payment History Detail Screen

There are 8 columns: Assessed Date is the first column. The Assessed Date is auto-generated two months prior to the Anniversary Date (Date Due). The second column is Billed and Deposit Date. The Billed Date is the date the bill is printed and the Deposit Date is the date the Cashier deposited the payment. Transaction is the third column. It tells you the fee type that was billed, or payment type (check, money order or online).

## Payment History Detail 2 of 2

CLE551M1 LICENSING INFORMATION SYSTEM DATE: 03/23/21  
FACILITY TRANSACTION HISTORY

F. ACR/CNF: A Cash Receipt (ACR), is the number stamped on the check by Cashier (7 digits), Confirmation (CNF) is only for online payments. This is a unique identifier of your check/payment that also serves as visual confirmation of payment.

DATE	DEP DATE	TRANSACTION	ACR/CNF	DOC#	AMOUNT	AMOUNT	AMOUNT
05/14/20		LATE			756.00		2,268.00
07/07/20	07/07/20	CHANGE OF LOCATION			1,512.00		
02/25/20		*CERTIFIED HOMES			616.00		3,240.00
09/04/19	02/06/20*	ANNUAL			4,136.00		
04/25/19	02/06/20*	CERTIFIED HOMES			1,512.00		
01/13/20	01/13/20	CHANGE OF LOCATION				1,512.00	
	07/15/20*	CHECK	102041	142		1,512.00	
			129895	3471		1,512.00	
					352.00		352.00
					1,513.00		
					2,024.00		
			234598	2823			

G. Document Number: Check or Money Order Number  
H. Billed Amount: Amount billed for fees, auto-generated based on facility type, capacity, and anniversary date.  
I. Paid Amount: Amount Paid for assessed or annual fees.  
J. Due Amount: Amount due to CDSS

For a complete list click here!

(F) These are confirmed records, use (F3) to...  
(F2) PROF (F4) ALT (F7) - (F8) + (F9) EXP (F10) Extr (F11) ... 811  
ENTER B TO RETURN TO MENU OR REPORT DESTINATION (0=ONLINE/P=PRINTER):

The fourth column is the ACR/CNF.

This is a unique identifier of the check/payment and also serves as a visual confirmation of payment.

ACR stands for "A Cash Receipt" and is the 7-digit number stamped on the check by the Cashier.

CNF stands for Confirmation and it is only for online payments.

The fifth column is the Document Number. In this column you will find the check number or the money order number.

The sixth column is the Billed Amount for fees which is autogenerated based on the facility type, capacity, and anniversary date.

Here you will see the billed amount for certified/resource homes. Each home is \$88. If you divide the amount due by 88, it will tell you how many homes you are being billed for. (47)

Paid Amount is the seventh column. In this column you will see the paid amount for assessed or annual fees.

The last column is the Due Amount which is basically the amount due to CDSS.

## Transaction History Detail Legend

- A. Assessed Date: Auto-generated two months prior to Anniversary Date (Due Date)
- B. Billed Date: Date Bill is Printed (Basically a screen shot of what was current for that day)
- C. Deposit Date: Date Cashier deposited payment
- D. Transaction Type: Fee Type Billed
- E. Transaction Type: Payment Type (Check, Money Order, Online)
- F. ACR/CNF: A Cash Receipt (ACR), is the number stamped on the check by Cashier (6 digits), Confirmation (CNF) is only for online payments. This is a unique identifier of your check/payment that also serves as visual confirmation of payment.
- G. Document Number: Check or Money Order Number
- H. Billed Amount: Amount billed for fees, auto-generated based on facility type, capacity, and anniversary date.
- I. Paid Amount: Amount paid for assessed or annual fees.
- J. Due Amount: Amount due to CDSS

This is the Transaction History Detail Legend of what we just went over. The important thing to remember is the day the bill is generated (Billed Date) it is a screen shot of what was current for that day. With Foster Family Agencies, the bill will fluctuate up and down as your Agency approves or rescinds homes. Your Agency is responsible for paying for each home as well as the annual fee (if applicable).

## Important Links

- FFA Web-App Frequently Asked Questions  
<https://www.ccl.dss.ca.gov/FFA/FFAwebappFAQ-Final.pdf>
- Notice of Community Care Licensing Fees  
<https://www.cdss.ca.gov/inforesources/community-care/licensing-fees>
- Current Fee Schedule  
<https://www.cdss.ca.gov/Portals/9/CCLD/Old/res/pdf/annualfees2015.pdf>
- Background Clearance Checks  
<https://search.ccl.dss.ca.gov/BackgroundCheck>

### Your FFA Points of Contacts

Elnora Smith [elnora.smith@dss.ca.gov](mailto:elnora.smith@dss.ca.gov)

Karen Suh [Karen.suh@dss.ca.gov](mailto:Karen.suh@dss.ca.gov)

In closing, I have listed some important links that you can use as reference: FFA Web-App FAQ, the Notice of Community Care Licensing Fees, Current Fee Schedule and Background Clearance Checks.

Your point of contact for fee related issues will be your Licensing Program Analyst (LPA) at your local licensing office and your point of contacts for the FFA Web-App are Elnora Smith and Karen Suh.