

# FFA Web Application USER GUIDE

Rev. 01/2021

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# 1. Accessing the FFA Web-Application

Open your web browser and enter the following URL in the address:

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

(You may want to bookmark this site or add it to your favorites).

# 2. Creating a User Account

Access the website and click on “Sign up for FFA Web Application”



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](#)

## 2. Creating a User Account (cont'd)

Enter information in each field.

**\*\*Please note: Passwords must be in a minimum of eight characters and must contain at least three of the following four items:**

- Lowercase letters
- Uppercase letters
- Numbers
- Punctuation



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](#)

 Account

**Sign Up for Your New Account**

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Click "Create User" to create your account.

## 2. Creating a User Account (cont'd)

You should see a message “Your Account has been successfully created.”



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](#)



Account

Complete

Your account has been successfully created.

### 3. Signing in

Enter your Username and Password, then click “Sign in” button



**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)**

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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](#)

## 4. FFA Tab – Setting up your FFAs

This is the first screen you will see after signing in. It is called the “FFA Tab”.

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

FFAs 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

You will need to assign your FFAs to your account. To do this: enter the FFA facility number in this field and click “Assign New Office” button. Repeat this step to add each FFA or sub-office for which you are responsible.

After Adding your FFAs, they will display on the screen.

The FFA web app administrator will be required to give you authorization to work on the FFAs you added to your account. A check in the “Authorized” column means that you have permissions to make changes to the FFA or sub-office.

After the FFA Web App Administrator has given the authorization, he or she will send an email confirming that your request to add an FFA has been completed.

A check in the “In DB” column means that the FFA is a valid FFA in the CCLD system.

## 5. Editing FFA Information

To edit FFA information, click on the “Edit” button to the right of the FFA you want to edit.

[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) test.ffa [Sign out](#)  
**FFA Web Application - Ver. 2021-01-14**

**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"/>	<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>

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](#)



## 5. Editing FFA Information (cont'd)

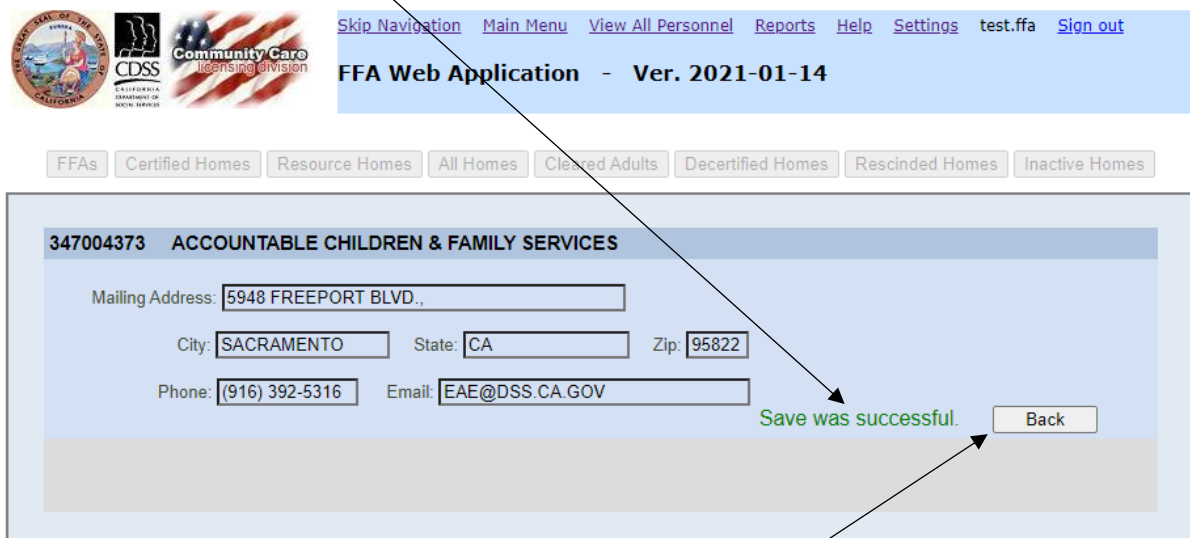
After clicking the “Edit” button, the web app will display the FFA Edit screen. Only the fields available for edit are displayed here.

Place your cursor in the field you wish to edit.



When you are finished, click on the “Save” button.

After editing your FFA and clicking on the “Save” button, you should see a message, “Save was successful.”



To return to the FFA tab, click on the “Back” button to proceed.

## 6. FFA Tab – Accessing Homes

To access the homes associated to an FFA, click on the “Homes” button to the right of the FFA. The FFA web app will display the Approved Homes tab.

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		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

## 7. Certified Homes Tab

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

To convert a CFH, click on the “Edit” button to the right of the CFH.

Skip Navigation Main Menu View All Personnel Reports Help Settings test.ffa 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
909439139	MUNSTER, HERMAN CFH	1313 MOCKINGBIRD LN.,	SACRAMENTO		08/07/2012	<input checked="" type="checkbox"/>	

## 7. Certified Homes Tab (cont'd)

### a. Converting a Certified Family Home to a Resource Family Home (cont'd)

The screenshot shows 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 this is the text "FFA Web Application - Ver. 2021-01-14". A breadcrumb trail includes: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, Rescinded Homes, and Inactive Homes. The main content area displays details for a home with ID 347004373, name ACCOUNTABLE CHILDREN & FAMILY SERVICES, phone (916) 392-5316, location SACRAMENTO, and zip 95822. Below this is a green header for home ID 909439139, name MUNSTER, HERMAN CFH. The form fields include: Home Name (MUNSTER, HERMAN RFH), Residence Address (1313 MOCKINGBIRD LN.,), County (SACRAMENTO), City (SACRAMENTO), State (CA - California), Zip (96828), Phone (9164272605), Email, Mailing Address (1313 MOCKINGBIRD LN.,), City (SACRAMENTO), State (CA - California), Zip (96828), Converted Date, Decertified Date, and Capacity (9). A Status History field is also present. At the bottom, there are buttons for Convert, Decertify, Transfer, Save, and Cancel. A blue circle highlights the Home Name field, a red circle highlights the Converted Date field, and a yellow circle highlights the Convert button.

- Change CFH to RFH in the “Home Name” field.
- Add date the home was converted in the “Converted Date” field.
- Click on the “Convert” button at the bottom of the screen.

A pop-up window will appear asking you to confirm your choice.

## 7. Certified Homes Tab (cont'd)

### a. Converting a Certified Family Home to a Resource Family Home (cont'd)

- When all necessary fields are entered, you will receive a confirming message “Save was successful” at the bottom of the screen.

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". Below the navigation is a menu with tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, Rescinded Homes, and Inactive Homes. The main content area shows a header for "ACCOUNTABLE CHILDREN & FAMILY SERVICES" with contact information: (916) 392-5316, SACRAMENTO, 95822. A yellow highlighted row shows "909439139 MUNSTER, HERMAN RFH". Below this, a form displays the following details: Home Name: MUNSTER, HERMAN RFH; Licensee Name: MUNSTER, HERMAN; Residence Address: 1313 MOCKINGBIRD LN., County: SACRAMENTO; City: SACRAMENTO, State: CA, Zip: 96828; Phone: (916) 427-2605, Email: [redacted]; Mailing Address: 1313 MOCKINGBIRD LN., City: SACRAMENTO, State: CA, Zip: 96828; Converted Date: 01/01/2021, Capacity: 9; Status: Active, Active Date: 01/01/2021. At the bottom right of the form, a green message says "Save was successful." and a "Back" button is visible.

Click the “Back” button to proceed. Feel free to check the Certified Homes and Resource Homes tabs to ensure the newly converted home is listed correctly.

## 7. Certified Homes Tab (cont'd)

### b. Decertifying a Certified Family Home

On the Certified Homes tab, find the home you want to decertify. Click the “Edit” button.


Skip Navigation Main Menu View All Personnel Reports Help Settings test.ffa 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		05/26/2016	<input checked="" type="checkbox"/>			<input type="button" value="Edit"/> <input type="button" value="Cleared Adults"/>

The edit screen will be displayed. Enter the decertification date, and then click on the “Decertify”  button to decertify the CFH.

Skip Navigation Main Menu View All Personnel Reports Help Settings test.ffa 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

9094516530 DUCK, DONALD & DAISY CFH

Home Name: DUCK, DONALD & DAISY CFH

Residence Address: 222 TOON DR., County: SACRAMENTO

City: TOON TOWN State: CA - California Zip: 95842

Phone: 9162847772 Email:

Mailing Address: 222 TOON DR., Copy Residence Address

City: TOON TOWN State: CA - California Zip: 95842

Converted Date: Decertified Date:

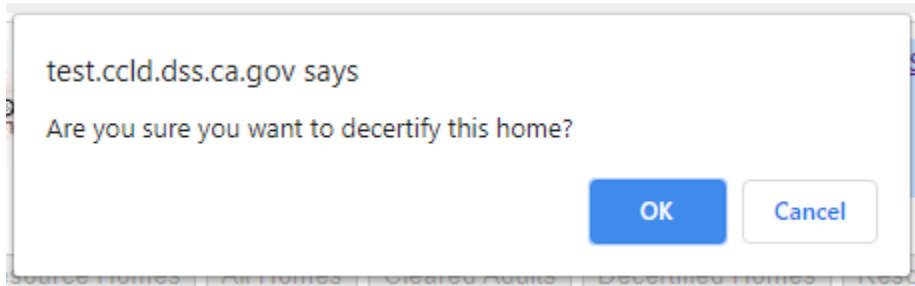
Capacity: 2

Status History:

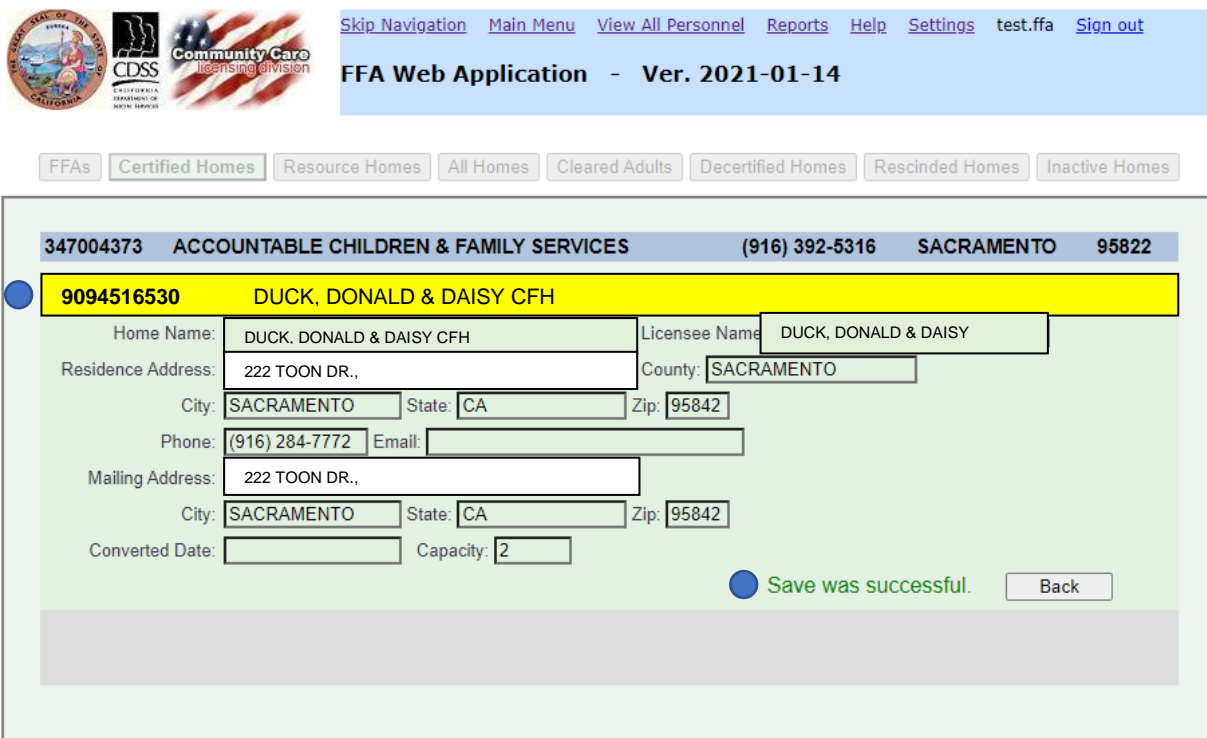
## 7. Certified Homes Tab (cont'd)

### b. Decertifying a Certified Family Home (cont'd)

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.



The home is now decertified. “Save was successful” is displayed, and the home is now highlighted in yellow.

A screenshot of the FFA Web Application interface. At the top left are logos for the State of California, CDSS, and Community Care Licensing Division. The top navigation bar includes links for "Skip Navigation", "Main Menu", "View All Personnel", "Reports", "Help", "Settings", "test.ffa", and "Sign out". Below this is the text "FFA Web Application - Ver. 2021-01-14". A secondary navigation bar contains buttons for "FFAs", "Certified Homes", "Resource Homes", "All Homes", "Cleared Adults", "Decertified Homes", "Rescinded Homes", and "Inactive Homes". The main content area shows a record for "347004373 ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316 SACRAMENTO 95822". A specific home record is highlighted in yellow: "9094516530 DUCK, DONALD & DAISY CFH". Below this, a form displays the following information: Home Name: DUCK, DONALD & DAISY CFH; Licensee Name: DUCK, DONALD & DAISY; Residence Address: 222 TOON DR., County: SACRAMENTO; City: SACRAMENTO, State: CA, Zip: 95842; Phone: (916) 284-7772, Email: [redacted]; Mailing Address: 222 TOON DR., City: SACRAMENTO, State: CA, Zip: 95842; Converted Date: [redacted], Capacity: 2. At the bottom right of the form area, a blue circular icon is followed by the text "Save was successful." and a "Back" button.

Click the “Back” button to proceed.

## 8. Cleared Adults Tab

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, select the FFA you wish to work in.

Click the “Homes” button to the right of the FFA.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. The page 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 'Cleared Adults' tab is selected. A table lists FFA entries with columns for FFA, Facility Name, City, Zip, In DB, and Authorized. The table has four rows. The second row, for FFA 347004373 (ACCOUNTABLE CHILDREN & FAMILY), has a red arrow pointing to the 'Homes' button. Below the table 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.) At the bottom, there is an input field for 'FFA Number:' and an 'Assign New Office' button.

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	Homes	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

## 8. Cleared Adults Tab (cont'd)

### a. Verifying Adult(s) have received a background check

On the “Cleared Adults” tab, all individuals associated to the selected FFA (or sub-office) are displayed. Before adding a new RFH, 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).

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

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

- 1) By PER ID
- 2) By Last Name
- 3) By scrolling through the list of individuals

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

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 #
7510009000	DAISY	DUCK	Y	Y	347004373	909500089
7510009001	DONALD	DUCK	Y	Y	347004373	909500089
7510000000	SHERLOCK	HOLMES	Y	Y	347004373	
7510000436	JOHN	WATSON	Y	Y	347004373	

Goto Page 1 of 2 First Previous Next Last



## 9. Resource Family Homes Tab

### a. Adding a New Resource Family Home

To access the RFHs associated to an FFA, click on the “Homes” button to the right of the FFA. The FFA web app will display the Approved Homes tab.



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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

## 9. Resource Family Homes Tab (cont'd)

### a. Adding a New Resource Family Home (cont'd)

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:

- Add a new RFH
- Edit a RFH
- Associate a cleared adult to a RFH

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

RFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
					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
					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
					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

To add a new home, click the “Add Home” button.

## 9. Resource Family Homes Tab (cont'd)

### a. Adding a New Resource Family Home (cont'd)

The FFA web app will display the “Add Home” screen. All fields on this screen must be completed using ALL Caps except for numbers.

- Home Name = LAST NAME, FIRST NAME RFH
- Licensee Name = FFA Name
- Residence Address including City and Zip
- County of location of Home
- Phone Number
- Email Address of Parent(s)
- Mailing Address including City and Zip unless same, click “Copy Address”
- Approval Date [MM/DD/YYYY]
- Capacity



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

Home Name:  Licensee Name:

Residence Address:  County:

City:  State:  Zip:

Phone:  Email:

Mailing Address:

City:  State:  Zip:

Approval Date:  Capacity:

When you have completed all fields, click the “Add as RFH” button.

After clicking “Add as RFH”, you should see the message: “Save was Successful.”

Click the “Back” button to proceed.

The web app will display the Cleared Adults tab.

## 9. Resource Family Homes Tab (cont'd)

### b. Associating Cleared Adults to Resource Family Home

Next you need to associate an individual to the RFH that you just added.

To do this, search for the individual, then click the “Associate” button to the right of the individual.

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

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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 #	
7510000000	SHERLOCK	HOLMES	Y	Y	347004373		Associate
7510000436	JOHN	WATSON	Y	Y	347004373		Associate

Next, click the “Confirm” button to complete the process. You may click “Cancel” to cancel the process.

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
7510000000	SHERLOCK	HOLMES	Y	Y	347004373		Confirm Cancel
7510000436	JOHN	WATSON	Y	Y	347004373		Associate

## 9. Resource Family Homes Tab (cont'd)

### b. Associating Cleared Adults to Resource Family Home (cont'd)

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

Do this step for each adult in the home.

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

Search Per ID:

All names  Starts with  Exact match

Search Last Name:  First Name:

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

The RFH number is now displayed next to the individual's name.

## 9. Resource Family Homes Tab (cont'd)

### c. Editing a Resource Family Home

To edit an RFH, click on the “Edit” button to the right of the RFH.

The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and the Community Care Licensing Division. Navigation links include 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". Below the title, there are tabs for FFA's, Resource Homes (selected), Cleared Adults, Decertified Homes, Rescinded Homes, and Inactive Homes. The main content area displays a table of Resource Family Homes (RFH) for ACCOUNTABLE CHILDREN & FAMILY SERVICES (916) 392-5316, SACRAMENTO, 95822. The table has columns for RFH, Name of Home, Residence Address, City, Date Converted, Date Cert, Parent, Capacity, Edit, and Cleared Adults. An arrow points to the 'Edit' button for the RFH with ID 909500089.

RFH	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
					0/22/2015	<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
					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'.

## 9. Resource Family Homes Tab (cont'd)

### C. Editing a Resource Family Home (cont'd)

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

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

909500089 DUCK, DAISY & DONALD RFH

Home Name: DUCK, DAISY & DONALD RFH

Residence Address: 221B BAKER ST., County: SACRAMENTO

City: SACRAMENTO State: CA - California Zip: 95822

Phone: 9162211690 Email: DND@GMAIL.COM

Mailing Address: 221B BAKER ST., Copy Residence Address

City: SACRAMENTO State: CA - California Zip: 95822

Converted Date: Active Date: 12/21/2020 Rescinded Date:

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

Capacity: 5

Status History: 12/21/2020 Approved/Active.

Rescind Tra... Save Cancel

After clicking the “Save” button, a dialog box will pop up asking “Are you 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.

Click the “Back” button to proceed.

## 9. Resource Family Homes Tab (cont'd)

### d. Rescinding a Resource Family Home

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

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347004373
ACCOUNTABLE CHILDREN & FAMILY SERVICES
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SACRAMENTO
95822

RFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
					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"/>		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



## 9. Resource Family Homes Tab (cont'd)

### d. Rescinding a Resource Family Home (cont'd)

The edit screen will be displayed.

- Enter the “Rescinded Date”, then click on the “Rescind” button to revoke approval of the RFH.

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

909452434 NEW ACTIVE 7/23 RFH

Home Name: NEW ACTIVE 7/23 RFH

Residence Address: 744 P ST, RESIDENCE County: SACRAMENTO

City: SACRAMENTO State: CA - California Zip: 95814

Phone: 9166541423 Email: JON@DSS.CA.GOV

Mailing Address: 744 P ST, RESIDENCE Copy Residence Address

City: SACRAMENTO State: CA - California Zip: 95814

Converted Date: Active Date: 11/25/2020 Rescinded Date:

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

Capacity: 0

Status History: 11/25/2020 Re-certified/Re-approved/Active. 11/25/2020 Inactive. 11/25/2020 Active.

Rescind Transfer Save Cancel

After clicking the “Rescind” button, a dialog box will pop up asking “Are you sure you want to rescind?” Click on “OK” to rescind or “Cancel” to cancel the process.

test.cld.dss.ca.gov says

Are you sure you want to rescind this home?


OK Cancel

The home is now rescinded. “Save was successful” is displayed, and the home is now highlighted in yellow.

## 9. Resource Family Homes Tab (cont'd)

### e. Reapproving a Resource Family Home

To reapprove a home, start by selecting the FFA by clicking the “Homes” button.



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


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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>

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](#)

Next, click on the “Rescinded Homes” tab.



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

RFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
					12/11/2020	<input checked="" type="checkbox"/>	3	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					12/16/2020	<input type="checkbox"/>	6	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					08/07/2012	<input checked="" type="checkbox"/>	9	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909500089	DUCK, DAISY & DONALD RFH	221B BAKER ST.,	SACRAMENTO		12/21/2020	<input type="checkbox"/>	5	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					10/22/2015	<input checked="" type="checkbox"/>	9	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909500090	HOLMES, SHERLOCK & WATSON, JOHN RFH	221B BAKER ST.,	SACRAMENTO		01/07/2021	<input checked="" type="checkbox"/>	2	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					08/07/2012	<input checked="" type="checkbox"/>	9	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					12/09/2020	<input checked="" type="checkbox"/>	6	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909500079	MOUSE, MICKEY & MINNIE RFH	2020 DECEMBER AVENUE APT 9	BEVERLY HILLS		12/09/2020	<input type="checkbox"/>	5	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					11/25/2020	<input type="checkbox"/>	0	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					04/28/2016	<input type="checkbox"/>	0	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					06/23/2014	<input checked="" type="checkbox"/>	0	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					02/17/2015	<input type="checkbox"/>	3	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					05/02/2016	<input checked="" type="checkbox"/>	6	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 9. Resource Family Homes Tab (cont'd)

### e. Reapproving a Resource Family Home (cont'd)

Find the home you want to reapprove.

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
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

Click the “Cleared Adults” button.

Before reapproving an RFH, make sure that the individual(s) you are searching for have received a background clearance in the “Cleared Adults” tab. (A “Y” in the Eligible column means the individual has received a background clearance).

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




## 9. Resource Family Homes Tab (cont'd)

### e. Reapproving a Resource Family Home (cont'd)

Next you need to associate an individual to the Rescinded Home that you are reapproving.

To do this, search for the individual, then click the “Associate” button to the right of the individual.

7513093068   NOAH   BERUMEN   Y   Y   347004373  

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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       All names     Starts with     Exact match

Search Per ID:       Search Last Name:       First Name:

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000069	New	Active	Y	Y	347004373		<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>

Next, click the “Confirm” button to complete the process. You may click “Cancel” to cancel the process.

751000069   New   Active   Y   Y   347004373  

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	FFA #	Home #	
751000069	New	Active	Y	Y	347004373	909452434	<input type="button" value="Disassociate"/>

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

Individual is now associated to the rescinded home.

## 9. Resource Family Homes Tab (cont'd)

### e. Reapproving a Resource Family Home (cont'd)

Find the home you want to reapprove, then click the “Re-Approve Home” button.

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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 checked="" 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

● Add Re-Approval date in the “Date Re-Approved” field.

Next click “Confirm” or “Cancel” to complete the process.

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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="text" value="01/07/2021"/>	<input checked="" type="checkbox"/>	Confirm Cancel	
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


## 9. Resource Family Homes Tab (cont'd)

### e. Reapproving a Resource Family Home (cont'd)

The home you reapproved has been removed from the “Rescinded Homes” tab.

Click on the “Resource Homes” tab to see the newly reapproved home displayed on the list.

The reapproved home is now displayed on the “Resource Homes” tab.



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RFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
				11/24/2020	12/11/2020	<input checked="" type="checkbox"/>	3	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					12/16/2020	<input type="checkbox"/>	6	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				01/01/2021	08/07/2012	<input checked="" type="checkbox"/>	9	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909500089	DUCK, DAISY & DONALD RFH	221B BAKER ST.,	SACRAMENTO		12/21/2020	<input type="checkbox"/>	5	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				12/09/2020	10/22/2015	<input checked="" type="checkbox"/>	9	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909500090	HOLMES, SHERLOCK & WATSON, JOHN RFH	221B BAKER ST.,	SACRAMENTO		01/07/2021	<input checked="" type="checkbox"/>	2	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				12/08/2020	08/07/2012	<input checked="" type="checkbox"/>	9	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
					12/09/2020	<input checked="" type="checkbox"/>	6	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909500079	MOUSE, MICKEY & MINNIE RFH	2020 DECEMBER AVENUE APT 9	BEVERLY HILLS		12/09/2020	<input type="checkbox"/>	5	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909452434	NEW ACTIVE 7/23 RFH	744 P ST, RESIDENCE	SACRAMENTO		01/11/2021	<input checked="" type="checkbox"/>	0	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				12/09/2020	04/28/2016	<input type="checkbox"/>	0	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				12/09/2020	06/23/2014	<input checked="" type="checkbox"/>	0	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				12/11/2020	02/17/2015	<input type="checkbox"/>	3	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
				12/14/2020	05/02/2016	<input checked="" type="checkbox"/>	6	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 9. Resource Family Homes Tab (cont'd)

### f. Placing a Resource Family Home on Active/Inactive Status

To assign Inactive status, click on the “Edit” button to the right of the RFH.

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

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RFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity	Edit	Cleared Adults
				11/24/2020	12/11/2020	<input checked="" type="checkbox"/>	3	Edit	Cleared Adults
					12/16/2020	<input type="checkbox"/>	6	Edit	Cleared Adults
				01/01/2021	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"/>		Edit	Cleared Adults
				12/09/2020	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
				12/08/2020	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
				12/09/2020	04/28/2016	<input type="checkbox"/>	0	Edit	Cleared Adults
				12/09/2020	06/23/2014	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
				12/11/2020	02/17/2015	<input type="checkbox"/>	3	Edit	Cleared Adults
				12/14/2020	05/02/2016	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults

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

Add Home



## 9. Resource Family Homes Tab (cont'd)

### f. Placing a Resource Family Home on Active/Inactive Status (cont'd)

The home will begin in “Active” status. To change to “Inactive”, toggle the status button, then enter the date the home became inactive. Once entered, click “Save”.

The screenshot displays the FFA Web Application interface for managing Resource Family Homes. The top navigation bar includes links for 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".

The main content area shows a list of tabs: FFAs, Resource Homes, Cleared Adults, Deactivated Homes, Rescinded Homes, and Inactive Homes. The "Resource Homes" tab is selected, showing a list of homes. The selected home is "909500089 DUCK, DAISY & DONALD RFH".

The form for this home includes the following fields:

- Home Name: DUCK, DAISY & DONALD RFH
- Residence Address: 221B BAKER ST., County: SACRAMENTO
- City: SACRAMENTO State: CA - California Zip: 95822
- Phone: 9162211690 Email: DND@GMAIL.COM
- Mailing Address: 221B BAKER ST., Copy Residence Address
- City: SACRAMENTO State: CA - California Zip: 95822
- Converted Date: (empty) Active Date: 12/21/2020 Rescinded Date: (empty)
- Status:  Active  Inactive Inactive Start Date: 01/12/2021 \*Inactive status cannot exceed two years.
- Capacity: 5
- Status History: 12/21/2020 Approved/Active.

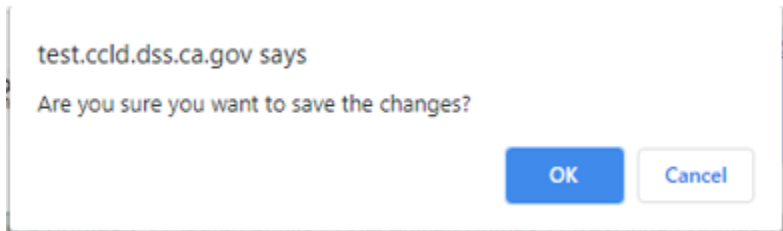
At the bottom of the form, there are buttons for Rescind, Trans (partially visible), Save, and Cancel. A red arrow points to the Save button.



## 9. Resource Family Homes Tab (cont'd)

### f. Placing a Resource Family Home on Active/Inactive Status (cont'd)

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



Once the changes have been made, “Save is successful” is displayed, and the home is now “Inactive”.

A screenshot of the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. The page title is "FFA Web Application - Ver. 2021-01-14". Below the navigation is a breadcrumb trail: FFAs > Resource Homes > Cleared Adults > Decertified Homes > Rescinded Homes > Inactive Homes. The main content area shows details for a resource family home with ID 909500089, named "DUCK, DAISY & DONALD RFH". The details include Home Name, Licensee Name, Residence Address, City, State, Zip, Phone, Email, Mailing Address, Converted Date, Capacity, Status, and Inactive Start Date. A green message at the bottom right says "Save was successful." and a "Back" button is visible.

Note that when looking for this home, it will no longer be listed under the ‘Resource Homes’ tab in the system.

Click the “Back” button to proceed.

## 9. Resource Family Homes Tab (cont'd)

### f. Placing a Resource Family Home on Active/Inactive Status (cont'd)

Click on the “Inactive Homes” tab to activate the home. Click on the “Activate RFH” button.

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

RFH	Name of Home	Residence Address	City	Zip	Parent	Inactive Start Date	Active Date	
909500089	DUCK, DAISY & DONALD RFH	221B BAKER ST.,	SACRAMENTO	95822	<input type="checkbox"/>	01/12/2021		Edit Activate RFH

Enter the activation date and press “Confirm Activation” to complete the process. This will again move the home from the “Inactive Homes” tab, back to the “Resource Homes” 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

RFH	Name of Home	Residence Address	City	Zip	Parent	Inactive Start Date	Active Date	
909500089	DUCK, DAISY & DONALD RFH	221B BAKER ST.,	SACRAMENTO	95822	<input type="checkbox"/>	01/12/2021	01/12/2021	Confirm Activation Cancel

## 9. Resource Family Homes Tab (cont'd)

### g. Changing Capacity

Enter capacity into “Capacity” field. Click “Save” button. A dialog box will pop up asking “Are you sure you want to save the changes?” Click “OK” to save or “Cancel” to cancel the process.

The screenshot displays the FFA web application interface. At the top left, there are logos for the State of California, CDSS (California Department of Social Services), and the Community Care Licensing Division. A navigation bar includes links for Settings, test.ffa, and Sign out. Below the navigation bar, a series of tabs are visible: FFA's, Resource Homes, Cleared Homes, Declined Homes, Rescinded Homes, and Inactive Homes. A confirmation dialog box is open, displaying the text: "test.cld.dss.ca.gov says Are you sure you want to save the changes?" with "OK" and "Cancel" buttons. The main form area shows details for a resource family home:

- 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.

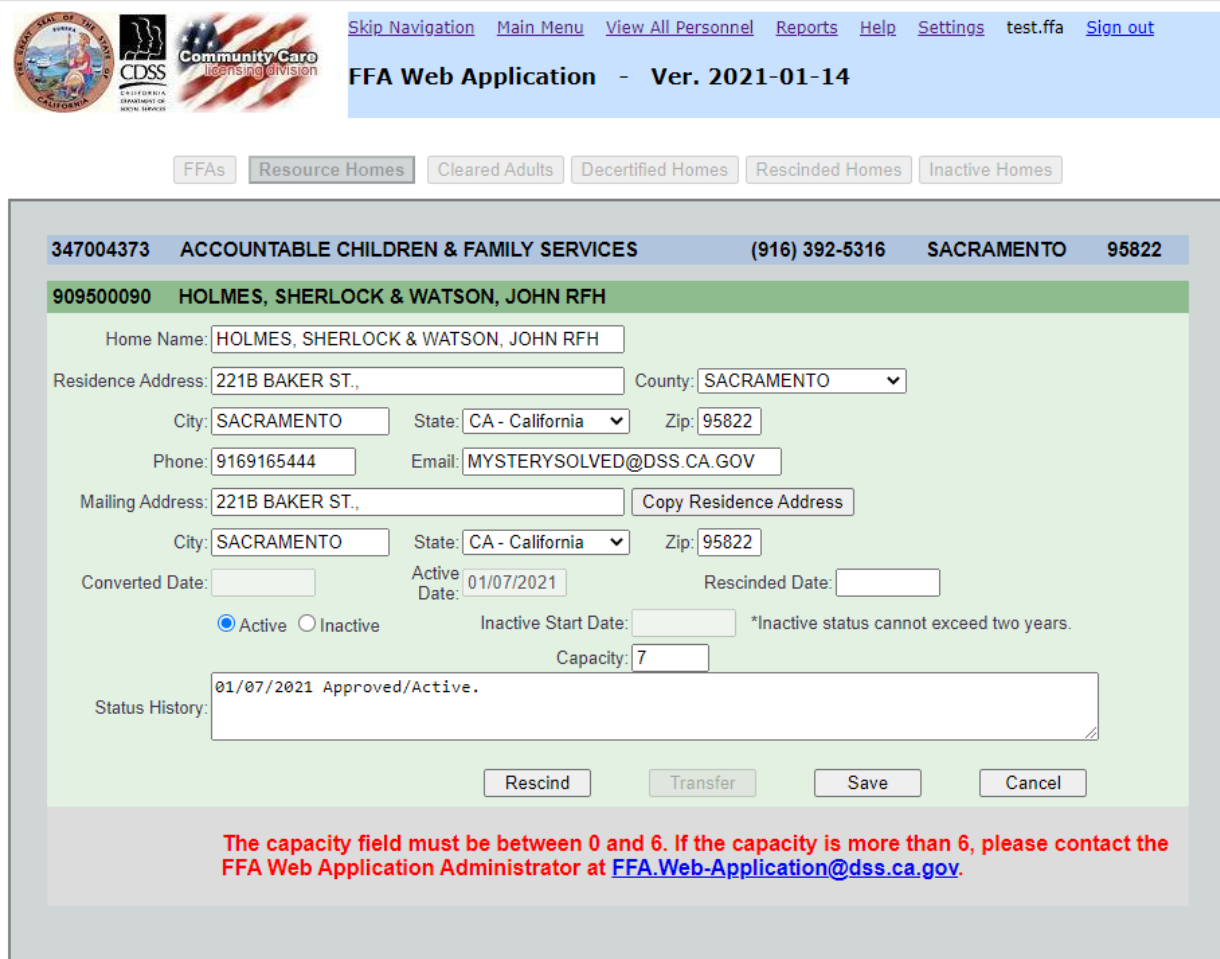
Buttons at the bottom of the form include Rescind, Transfer, Save, and Cancel.

## 9. Resource Family Homes Tab (cont'd)

### g. Changing Capacity (cont'd)

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).



The screenshot shows 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 this is the header "FFA Web Application - Ver. 2021-01-14". The main content area has a breadcrumb trail: FFA's > Resource Homes > Cleared Adults > Decertified Homes > Rescinded Homes > Inactive Homes. The form is for a Resource Home with ID 909500090, named "HOLMES, SHERLOCK & WATSON, JOHN RFH". The form fields are: 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: (empty), Active Date: 01/07/2021, Rescinded Date: (empty); Capacity: 7; Status History: 01/07/2021 Approved/Active. At the bottom of the form are buttons for Rescind, Transfer, Save, and Cancel. A red error message is displayed at the bottom of the form: "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)."

User has three choices:

1. User can change capacity to up to 6.
2. User can Cancel the changes.
3. User can contact the FFA Web Application Administrator by sending an email [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov) if capacity is seven or greater.

## 9. Resource Family Homes Tab (cont'd)

### g. Changing Capacity (cont'd)

Enter capacity from 0-6 into “Capacity” field. Click “Save” button. A dialog box will pop up asking “Are you 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.

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

**909500090 HOLMES, SHERLOCK & WATSON, JOHN RFH**

Home Name:  Licensee Name:

Residence Address:  County:

City:  State:  Zip:

Phone:  Email:

Mailing Address:

City:  State:  Zip:

Converted Date:  Capacity:

Status:  Active Date:




Save was successful.

Click the “Back” button to proceed.

## 9. Resource Family Homes Tab (cont'd)

### h. Associating a Cleared Adult to a Home

On the “Cleared Adults” tab, all individuals associated to the selected FFA are displayed. Before adding an individual to a home, make sure the individual has received a background clearance.

[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

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	SHERLOCK	HOLMES	Y	Y	347004373	909500090	<input type="button" value="Disassociate"/>
7510000436	JOHN	WATSON	Y	Y	347004373	909500090	<input type="button" value="Disassociate"/>

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:

All names   
  Starts with   
  Exact match

Search Last Name:     First Name:

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	DAISY	DUCK	Y	Y	347004373	909500089	<input type="button" value="Associate"/>
7510009001	DONALD	DUCK	Y	Y	347004373	909500089	<input type="button" value="Associate"/>
751000000	SHERLOCK	HOLMES	Y	Y	347004373	909500090	<input type="button" value="Associate"/>
7510000641	MARTHA	HUDSON	Y	Y	347004373		<input type="button" value="Associate"/>
7510000436	JOHN	WATSON	Y	Y	347004373	909500090	<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>

**Note:** If “Associate” button is grayed out/disabled the individual is either not cleared or showing associated to a different home.

Click “Associate”, then “Confirm” to add individual to the home.

7510000641	MARTHA	HUDSON	Y	Y	347004373	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>
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## 9. Resource Family Homes Tab (cont'd)

### h. Associating a Cleared Adult to a Home (cont'd)

The associated cleared adult is now showing associated to the resource home.

<b>347004373</b>	<b>ACCOUNTABLE CHILDREN &amp; FAMILY SERVICES</b>	<b>(916) 392-5316</b>	<b>SACRAMENTO</b>	<b>95822</b>			
<b>909500090</b>	<b>HOLMES, SHERLOCK &amp; WATSON, JOHN RFH</b>	<b>(916) 916-5444</b>	<b>SACRAMENTO</b>	<b>95822</b>			
Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
7510000000	SHERLOCK	HOLMES	Y	Y	347004373	909500090	<input type="button" value="Disassociate"/>
7510000641	MARTHA	HUDSON	Y	Y	347004373	909500090	<input type="button" value="Disassociate"/>
7510000436	JOHN	WATSON	Y	Y	347004373	909500090	<input type="button" value="Disassociate"/>

## 9. Resource Family Homes Tab (cont'd)

### i. Disassociating a Cleared Adult from a Home

From the Resource Homes tab, select the home, and click the “Cleared Adults” button to the right of it.



[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

RFH	Name of Home	Residence Address	City	Date Converted	Date Cert	Parent	Capacity		
				11/24/2020	12/11/2020	<input checked="" type="checkbox"/>	3	Edit	Cleared Adults
					12/16/2020	<input type="checkbox"/>	6	Edit	Cleared Adults
				01/01/2021	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
				12/09/2020	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
				12/08/2020	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
				12/09/2020	04/28/2016	<input type="checkbox"/>	0	Edit	Cleared Adults
				12/09/2020	06/23/2014	<input checked="" type="checkbox"/>	0	Edit	Cleared Adults
				12/11/2020	02/17/2015	<input type="checkbox"/>	3	Edit	Cleared Adults
				12/14/2020	05/02/2016	<input checked="" type="checkbox"/>	6	Edit	Cleared Adults

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

[Add Home](#)



## 9. Resource Family Homes Tab (cont'd)

### i. Disassociating a Cleared Adult from a Home (cont'd)

- Click “Disassociate”, then “Confirm”. If there are no cleared adults associated to the home, a text box appears with “No Parents are associated with this Home”.

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	FFA #	Home #	
7510009561	ALPUSIUS	SNUFFLEUPAGUS	Y	Y	347004373	909452434	<input type="button" value="Disassociate"/>

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	FFA #	Home #	
7510009561	ALPUSIUS	SNUFFLEUPAGUS	Y	Y	347004373	909452434	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>

347004373	ACCOUNTABLE CHILDREN & FAMILY SERVICES	(916) 392-5316	SACRAMENTO	95822			
909452434	NEW ACTIVE 7/23 RFH	(916) 654-1423	SACRAMENTO	95814			
<input type="button" value="No Parents are associated with this Home."/>							

## 9. Resource Family Homes Tab (cont'd)

### i. Disassociating a Cleared Adult from a Home (cont'd)

The Cleared adult will appear on the list of cleared adults associated to the FFA.

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:

All names   
  Starts with   
  Exact match

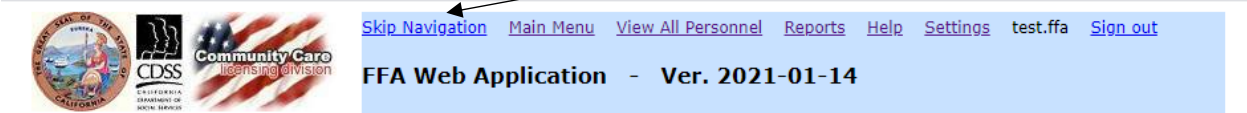
Search Last Name:  First Name:

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
							<input type="button" value="Associate"/>
7510009561	ALPUSIUS	SNUFFLEUPAGUS Y	Y		347004373		<input type="button" value="Associate"/>
							<input type="button" value="Associate"/>

# 10. Links at the top of the screen

## a. Skip Navigation

The “Skip Navigation” link is a feature available for visually impaired individuals. Click on this link if this applies to you.



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

- FFAs
- Resource 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

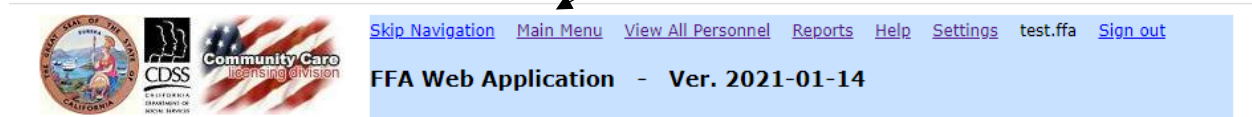
To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:

## 10. Links at the top of the screen (cont'd)

### b. Main Menu

The "Main Menu" link will direct you to the FFA tab. Click on this link at any time to return to the FFA tab.



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

FFAs Resource 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

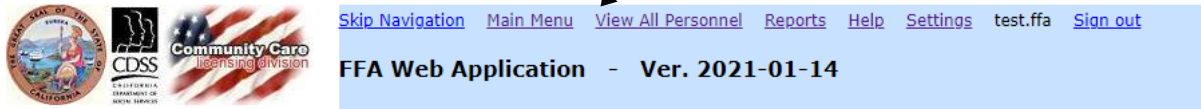
To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:  Assign New Office

## 10. Links at the top of the screen (cont'd)

### c. View All Personnel

Click on this link to display all individuals associated to your FFA(s).



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

[FFAs](#) [Resource Homes](#) [Cleared Adults](#) [Decertified Homes](#) [Rescinded Homes](#) [Inactive Homes](#)

Search the entire list of personnel and 'Select' an FFA or FFA/CFH.

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:

All names     Starts with     Exact match

Search Last Name:  First Name:

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	Home #	
751000000	DAISY	DUCK	Y	Y	347004373	9094516530	<input type="button" value="Select"/>
7510009001	DONALD	DUCK	Y	Y	347004373	9094516530	<input type="button" value="Select"/>
751000000	SHERLOCK	HOLMES	Y	Y	347004373	909500090	<input type="button" value="Select"/>
7510000641	MARTHA	HUDSON	Y	Y	347004373	909500090	<input type="button" value="Select"/>
7510000436	JOHN	WATSON	Y	Y	347004373	909500090	<input type="button" value="Select"/>

## 10. Links at the top of the screen (cont'd)

### d. Reports

To view reports, click on the “Reports” link at the top of the screen.

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

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

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

[FFAs](#) [Resource Homes](#) [Cleared Adults](#) [Decertified Homes](#) [Rescinded Homes](#) [Inactive Homes](#)

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>

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](#)

This is the Reports page.

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

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

Select a Report:

Report Instructions:  
1. Select a general type of report.  
2. Enter the 'Search' and 'Order' criteria.  
3. Click the 'Show Report' button.

Print Instructions:  
1. Use 'File --> Page Setup' and choose 'Landscape' orientation.  
2. Use 'File --> Print' menu to print.

Find an FFA:  Enter a full or partial FFA Name/Number or, to list all FFAs, leave blank.

Order by:

Statistics only Show the number of FFAs or homes only (Un-check this box for detailed report)

[Show Report](#)

## 10. Links at the top of the screen (cont'd)

### d. Reports (cont'd)

Report instructions are listed here: ●

● You may select the type of report you want by clicking the drop down in “Select a Report”:

- FFA List
- Certified Homes
- Decertified Homes
- Resource Homes
- Rescinded Homes
- Inactive

The screenshot shows the top navigation bar of the FFA Web Application. It includes links for Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. Below the navigation bar is the title "FFA Web Application - Ver. 2021-01-14". On the left, there are logos for the State of California, CDSS, and Community Care Licensing Division. The main content area features a "Select a Report" dropdown menu with "FFA List" selected. To the right of this menu are "Report Instructions" and "Print Instructions". Below the dropdown is a "Find an FFA" search box with a placeholder text: "Enter a full or partial FFA Name/Number or, to list all FFAs, leave blank." Below the search box is an "Order by" dropdown menu with "FFA #" selected. At the bottom, there is a checkbox for "Statistics only" and a "Show Report" button.

Skip Navigation Main Menu View All Personnel Reports Help Settings test.ffa Sign out

FFA Web Application - Ver. 2021-01-14

Select a Report: FFA List ▼

Report Instructions: ●  
1. Select a general type of report.  
2. Enter the 'Search' and 'Order' criteria.  
3. Click the 'Show Report' button.

Print Instructions:  
1. Use 'File --> Page Setup' and choose 'Landscape' orientation.  
2. Use 'File --> Print' menu to print.

Find an FFA:  Enter a full or partial FFA Name/Number or, to list all FFAs, leave blank.

Order by: FFA # ▼

Statistics only Show the number of FFAs or homes only (Un-check this box for detailed report)

Show Report

You may sort your report in various ways by clicking the drop down in “Order by”: ●

- FFA #
- Facility Name
- County, then by FFA#
- County, then by Facility Name

A list of RFHs or Rescinded homes can be sorted by:

- RFH number
- RFH name
- FFA#, then by RFH#
- FFA name, then by RFH name
- County, then by RFH#
- County, then by RFH name

## 10. Links at the top of the screen (cont'd)

### d. Reports (cont'd)

After selecting your report type and order criteria, decide if you want a detailed report or statistics only.

If you want a detailed report, remove the check in this box and click “Show Report”.



The screenshot shows the top navigation bar of the FFA Web Application. It includes logos for the State of California, CDSS, and Community Care Licensing Division. The navigation menu contains links for Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, test.ffa, and Sign out. The page title is "FFA Web Application - Ver. 2021-01-14".

Below the navigation bar, there are three columns of controls:

- Select a Report:** A dropdown menu with "FFA List" selected.
- Report Instructions:**
  1. Select a general type of report.
  2. Enter the 'Search' and 'Order' criteria.
  3. Click the 'Show Report' button.
- Print Instructions:**
  1. Use 'File --> Page Setup' and choose 'Landscape' orientation.
  2. Use 'File --> Print' menu to print.

Below these controls, there are two input fields:

- Find an FFA:** A text input field with the instruction: "Enter a full or partial FFA Name/Number or, to list all FFAs, leave blank."
- Order by:** A dropdown menu with "FFA#" selected.

At the bottom, there is a checkbox labeled "Statistics only" with the text "Show the number of FFAs or homes only (Un-check this box for detailed report)". A red arrow points to this checkbox. Below the checkbox is a "Show Report" button.



# 10. Links at the top of the screen (cont'd)

## d. Reports (cont'd)

This is a sample of a detailed report.

1/13/2021 12:07:53 PM	<b>REPORT: FFA List</b>				Total records found: 4
	<b>Ordered by: FFA #</b>				
	<b>FFAs</b>	<b>In DB</b>	<b>Authorized</b>	<b>Counties</b>	<b>Agents</b>
<b>Totals:</b>	4	3	3	2	1

FFA List						
FFA #	Facility	Phone	County	In DB	Auth	Agent
123456799	Res:			N	N	test.ffa
197800998	TEST FFA Res: Y37 PM STREET mail: 237 PM STREET	(424) 424-4476 INGLEWOOD INGLEWOOD	LOS ANGELES 90305 90305	Y	Y	test.ffa
197809965	ANGELS FOSTER FAMILY AGENCY Res: 1234 ANGELS STREET	(213) 555-5555 LOS ANGELES	LOS ANGELES 90030	Y	Y	test.ffa
347004373	ACCOUNTABLE CHILDREN & FAMILY Res: 5948 FREEPORT BLVD mail: 5948 FREEPORT BLVD..	(916) 392-5316 SACRAMENTO SACRAMENTO	SACRAMENTO 95822 95822	Y	Y	test.ffa

This is a sample of a report with totals only.

To print this report, please see the 'Print Instructions' above.

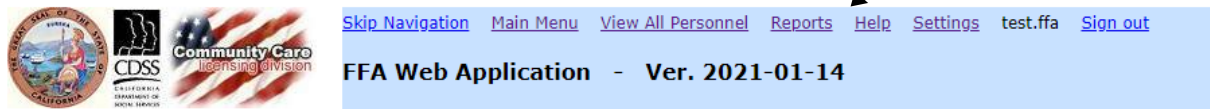
**(Statistics Only)**

1/13/2021 12:10:44 PM	<b>REPORT: FFA List</b>				Total records found: 4
	<b>Ordered by: FFA #</b>				
	<b>FFAs</b>	<b>In DB</b>	<b>Authorized</b>	<b>Counties</b>	<b>Agents</b>
<b>Totals:</b>	4	3	3	2	1

## 10. Links at the top of the screen (cont'd)

### e. Help

Clicking on the “Help” link will display the CCLD FFA Web administrator’s information.  
Contact this individual if you have questions or need assistance.



For help, please review the FFA Web Application [User Guide](#).

You may also wish to review the [Frequently Asked Questions](#).

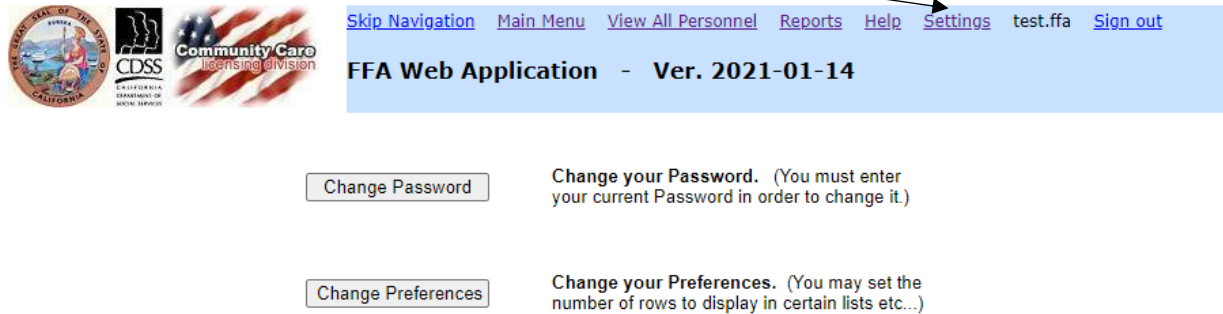
For additional help, please contact the FFA Web App Administrator:

[FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)

## 10. Links at the top of the screen (cont'd)

### f. Settings

Click on the “Settings” link and you will see the Settings page.



The screenshot shows the top navigation bar of the FFA Web Application. On the left, there are three logos: the State Seal of the State of California, the CDSS (California Department of Social Services) logo, and the Community Care Licensing Division logo. The navigation bar contains the following links: [Skip Navigation](#), [Main Menu](#), [View All Personnel](#), [Reports](#), [Help](#), [Settings](#), [test.ffa](#), and [Sign out](#). Below the navigation bar, the text "FFA Web Application - Ver. 2021-01-14" is displayed. Below this, there are two settings options, each with a button and a description:

<a href="#">Change Password</a>	<b>Change your Password.</b> (You must enter your current Password in order to change it.)
<a href="#">Change Preferences</a>	<b>Change your Preferences.</b> (You may set the number of rows to display in certain lists etc...)

On the Settings page, you can change your password or change your display preferences.

## 10. Links at the top of the screen (cont'd)

### g. Change Password

Click on the “Change Password” button to access the Change Password screen.

This is the Change password screen. To change your password, enter:

- Your current password
- New Password
- Confirm New Password



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

FFA Web Application - Ver. 2021-01-14


**Change your password on this screen.**

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 forgot your password, please go to the [Forgot Password](#) page.

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

 Account

Change Your Password

Password:

New Password:

Confirm New Password:

After you have changed your password, you should see a confirmation message:

“Change Password Complete Your password has changed!”



[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) tonyabw3 [Sign out](#)

FFA Web Application - Ver. 2019-05-14

**Change your password on this screen.**

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 forgot your password, please go to the [Forgot Password](#) page.

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

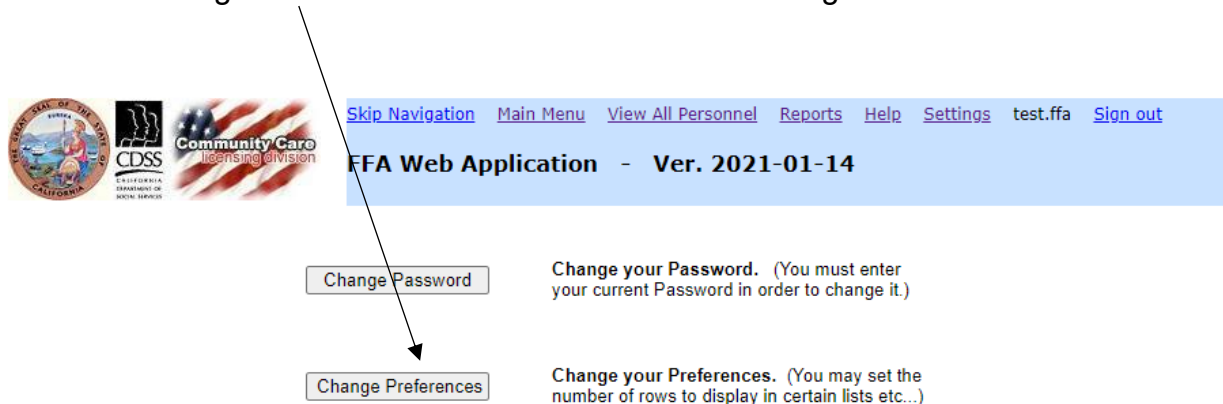
 Account

Change Password Complete  
Your password has been changed!

## 10. Links at the top of the screen (cont'd)

### h. Change preferences

Click on “Change Preferences” button to access the Change Preferences screen.



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

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

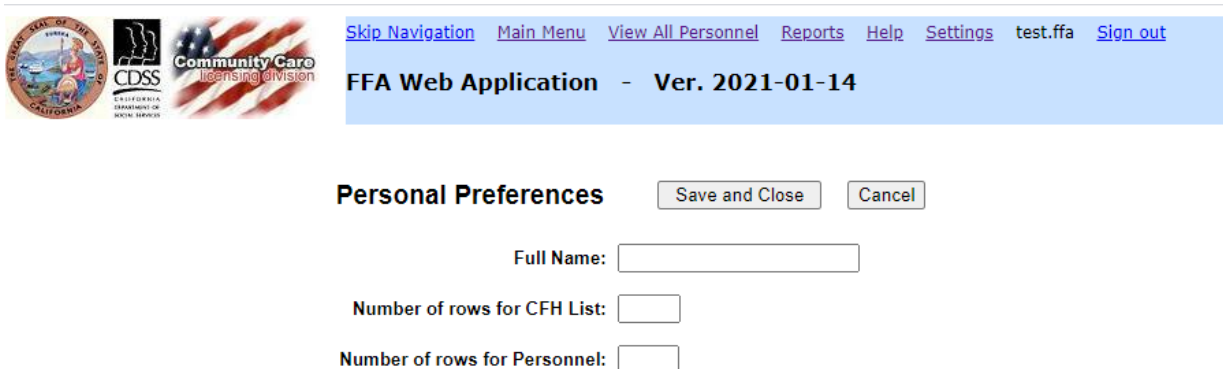
**Change your Password.** (You must enter your current Password in order to change it.)

**Change your Preferences.** (You may set the number of rows to display in certain lists etc...)

This is the Change Preferences screen. You may change the following:

- Your name
- The number of rows of homes displayed on the screen
- The number of individuals displayed on the screen (on the Cleared Adults tab)

After you click the “Save and Close” button, your changes can be seen immediately on the Homes and Cleared Adults tabs.



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

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

**Personal Preferences**

Full Name:

Number of rows for CFH List:

Number of rows for Personnel:

# 11. Forgot my Password

If you do not remember your password, click on the “I cannot access my account” link.



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](#)

Enter your User Name here and click “Submit”.




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.

If you provided your e-mail address when you signed up for your account, enter your User Name to the right. An e-mail will be sent to you with your temporary password.

If you did not provide an e-mail address when you signed up for your account, please contact the FFA Web Application Administrator at (323) 981-3300.

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

 Account

Forgot Your Password?  
Please enter your User Name to receive your password.

User Name:

## 11. Forgot my Password (cont'd)

Notice that your security question is displayed. You will need to answer your security question and click “Submit”.



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



Account

Identity Confirmation

Answer the following question to receive your password.

User Name: test.ffa

Question: FFA

Answer:

Click “[Back to Sign in to FFA Web-Application](#)”



**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.**

If you provided your e-mail address when you signed up for your account, enter your User Name to the right. An e-mail will be sent to you with your temporary password.

If you did not provide an e-mail address when you signed up for your account, please contact the FFA Web Application Administrator at (323) 981-3300.

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



Account

Your password has been sent to you.



## 11. Forgot my Password (cont'd)

You will receive a temporary password in your email in-box:

### Password



FFAWeb-Application@dss.ca.gov  
To Barnes-Woodard, Tonya@DSS

Please return to the site and log in using the following information.

User Name: test.ffa

Password: wllQrbeho-[\_n8

You will need to sign into the web app using your Username and temporary password.

If you do not want to keep your temporary password, you may change it by following the “Change password” procedure on page 51.



**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.**

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Sign in to FFA Web Application with your



Account

Username:\*

Password:\*

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