CONDUCTING A STANDALONE SEARCH

The Standalone Search module is available to all users in the Foster Care Search System (FCSS) to conduct a placement search without an online DCFS 280.
Child Characteristic(s)

This section displays various characteristics of the Child(ren). The purpose of this section is to provide users the flexibility to find the best suitable home for the children based on the child(ren)’s characteristics.

- **And, Or, LA After Hours**
  - **And**: when this option is selected, the search will be done for homes that with the population served that match the child characteristics selected on a particular request. This is a default setting by the system.
  - **Or**: when this option is selected, the search will be done for homes with the population served that matches one of the a child characteristic selected on a particular request.
  - **LA After Hours**: when this option is selected, the search will be done for homes that are willing to take placement calls after business hours.

- **Behavioral**

  This is a list of the behavioral characteristics available for selection.

- **Emotional**

  This is a list of the Emotional characteristics available for selection

- **Mental Health**

  This is a list of the Mental Health characteristics available for selection.
- **Physical**
  This is a list of the Physical characteristics available for selection.

- **Delinquency/Probation**
  This is a list of the Delinquency/Probation characteristics available for selection.

- **Comments**
  CSW/SCSW can add any special comments regarding the child(ren) to assist TA/ES or TA/EW in the process of searching for the placement(s).

**Home Characteristic(s)**

This section displays various characteristics for home selection to narrow the search for a placement home. The purpose of this section is to provide users the flexibility to find the best suitable home for the children.

- **Number of Bed**
  The number of bed is the number of children a request is for, it is automatically pre-populated according to the number of children selected for a particular request but it also can be changed by users.

- **Gender**
  The home’s preferable gender of children for a particular request; this information is either in CWS/CMS or data entered by Foster Care Providers.

- **Age From & To**
The home’s preferable age group of children they service; this information is either in CWS/CMS or data entered by Foster Care Providers.

- **Facility type**
  This is the various types of placement homes available and the selection of the home search will be done according to policy to find the best suitable placement for DCFS children.

- **Specialized Home**
  These are Homes that are certified for specialized placement by DCFS.

- **Caregiver’s Ethnicity**
  The preferred ethnicity of the caregiver for a particular request; this information is either in CWS/CMS or data entered by Foster Care Providers.

- **Caregiver’s Primary Language**
  The preferred primary language of the caregiver for a particular request; this information is either in CWS/CMS or data entered by Foster Care Providers.

- **Caregiver’s Religion**
  The preferred religion of the caregiver for a particular request; this information is either in CWS/CMS or data entered by Foster Care Providers.

### Geographic Search

- **No Preference**
  No Geographic Search criteria is selected, this is defaulted by the system.

- **City**
  Search for homes within a City; the City Name has to be entered when this is selected.

- **Zip**
  Search for homes within a postal zip code; the Zip Code has to be entered when this is selected.

- **Address**
  Search for homes around a specific address, this could be the address of a parent; the address has to be entered when is selected.

- **Office**
  Search for homes around a DCFS office; the Office Name has to be selected when this is selected.

- **SPA**
Search for homes around a LA County Service Planning Area (SPA); the SPA has to be selected when this is selected.

- **SUP**

Search for homes around a Supervisorial District; the Supervisor District has to be selected when this is selected.

**Search**

When clicked, the system will allow users to perform a placement Search.

**Return**

When clicked, users will be brought back to the Requests Summary Page.

**Boundary Map**

- Displays the area set by the search criteria of a specific request and the homes within that boundary.
- Foster Family Agency Certified Homes are represented on the map with the green squares, when clicked; the home address will be displayed in a window.
- Foster Family Homes are represented on the map with the red squares, when clicked; the home address will be displayed in a window.
- Small Family Homes are represented on the map with the pink circles, when clicked; the home address will be displayed in a window.
- Group Homes are represented on the map with the purple diamonds, when clicked; the home address will be displayed in a window.

**Refine Search**

When clicked, it will take users back to the request for refining the search for a better set of homes.

**Export to Excel**

When clicked, it will allow users to export the search results to an Excel spreadsheet.

**Placement Home Results**

- **#**
  Sequential number of home returned from the search of a request. These numbers coincide with the numbers in the squares on the map.

- **Type**
  Foster care provider home Type.

- **Name**
  The Home Name from CWS/CMS or data entered by FFAs; clicking on the Home Name will take users to the Home Profile screen.

- **Address**
  Home address from CWS/CMS or data entered by FFAs.

- **CWS/CMS Beds Available**
  The number of available beds for each home from CWS/CMS or data entered by FFA.

- **Adjusted Beds Available**
  CWS/CMS beds available + Stop Placements – Confirmed Placement Packet Requests
- **Pending Placement Packet Request**
  The number of Placement Packet Request approved but not yet confirmed for the beds available of each home

- **Gender**
  Gender severed by the caregiver

- **Age Served**
  Age group severed by the caregiver

- **Contact**
  Caregiver’s contact information

- **Contact Phones**
  Caregiver’s phone number; for FFAs it is the Agency’s Intake Number.