

**California Automated Response and Engagement System (CWS-CARES)
Resource Family Application (RFA) Project**



Worker Entered Caregiver Application

To be used with **Module 1: Worker Entered Caregiver Application** Participant Guide

May 2022
Quick Guide 1a
Version 7.0

Revision History

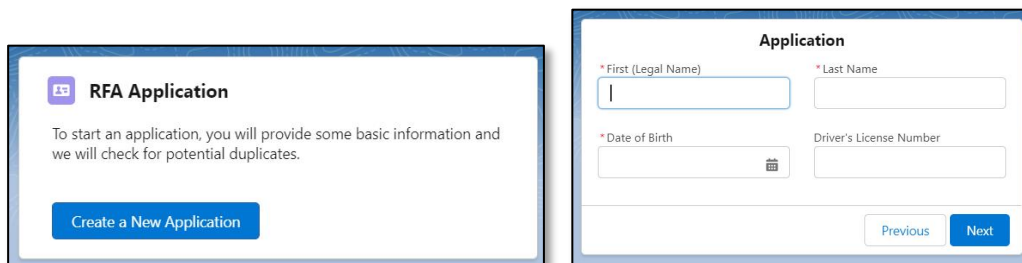
Revision / Version #	Date of Release	Author	Summary of Changes
1.0		Melissa Smith	Initial draft
2.0		Melissa Smith	Updated Draft
3.0	02/10/2022	Lori Savageau	ADA Review and Revision
4.0	02/22/2022	Ericka Durant	Updated sections on driver's licenses
5.0	03/01/2022	Lori Savageau	Final ADA Revision and Review
6.0	04/05/2022	Melissa Smith	TI.05 Update (ADA Cert. run on this version by Lori Savageau)
7.0	5/15/2022	Barney Smith	TI.06

Worker Entered Caregiver Application in CWS-CARES RFA

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Beginning the Application




The image shows two side-by-side screenshots of a web application interface. The left screenshot displays a box titled 'RFA Application' with a sub-header 'RFA Application' and a paragraph: 'To start an application, you will provide some basic information and we will check for potential duplicates.' Below this is a blue button labeled 'Create a New Application'. The right screenshot shows a form titled 'Application' with four input fields: '* First (Legal Name)', '* Last Name', '* Date of Birth' (with a calendar icon), and 'Driver's License Number'. At the bottom right of the form are 'Previous' and 'Next' buttons.

1. From the **Home** page, in the **right panel**, click the **Create New Application** button. - In the same panel, an **Application** section displays.
2. In the **First (Legal name)** field, enter the *first name of the primary applicant*.
3. In the **Last name** field, enter the *last name of the primary applicant*.
4. In the **Date of Birth** field, enter *date of birth of the primary applicant*. (**NOTE:** You can click on the calendar icon to select the date as well.)
5. In the **Driver's License Number** field, enter the *Driver's License Number of the applicant*. (**NOTE:** If the participant does not have a driver's license, leave it blank, since it is not a required field as indicated by a red asterisk *.)
6. Click the **Next** button. – The **RFA Application Creation** page displays.

NOTE: If the system finds a duplicate, a **Duplicate check** pop-up window will display. Compare the names. If your person already exists in the system, select the radio button next to their name.

Otherwise, select the **Not Found/Create New Application** radio button and then click the **Next** button.



You have entered a person that exists in our system. Please confirm person information

▼	First Name	Last Name	Date of Birth	▼	Driver's licen... ▼
<input type="radio"/>	Riley	O'Dare	1989-08-02		****6677

Create New Applicant No

Proceed **Cancel**

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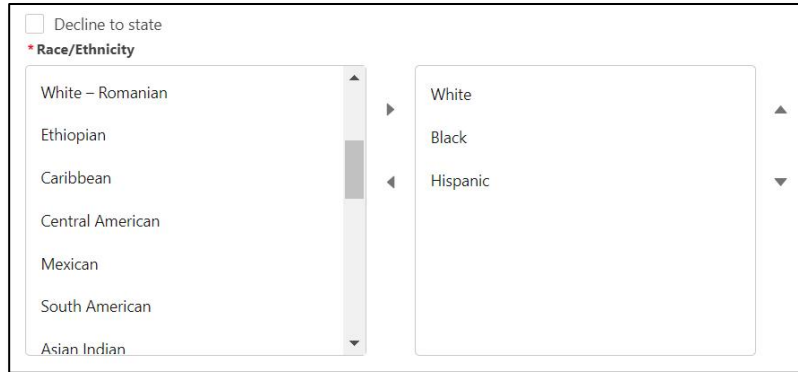
The Applicant Information Tab



NOTE:

- Across the top of the page is a series of chevrons (**Applicant Information, Co-Applicant, Residence, Relationship, Other in Home, Child Desired, Licensure History, References, and Declaration**). This will show your progress in completing the application.
 - The information you just entered on the **Home** page, in the **Application** section, populates on this tab. You can edit it if you find any errors.
 - The only required fields (which are shown with an asterisk *) are **Gender** and **Race/Ethnicity** fields, but you should also fill in any information you have available such as contact and occupation/income information.
 - Phone numbers can be entered without dashes, spaces, or slashes. The system will auto-format.
7. Click the **Gender** field and from the dropdown list, select *the appropriate value as identified by the primary applicant*.
 8. In the **Race/Ethnicity** left box, select *the appropriate value as identified by the primary applicant*, click the **right facing arrow** and it will move the value to the right box. You can do this for multiple races/ethnicities, if needed.

Note: If the applicant declines to state their Race/Ethnicity, there is a checkbox for **Decline to State**.



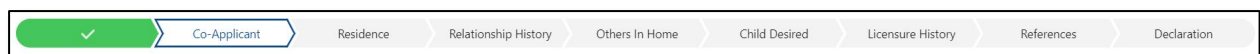
9. Scroll down to see the rest of the page.
10. In the **Email Address** field, enter the *applicant's email address*.
11. In the **Cell Phone Number** field, enter *the applicant's cell phone number*.

NOTE: Remember, phone numbers can be entered without dashes, spaces, or slashes. Also, although we are only covering the mandatory fields, if you have additional information, you should enter them.

12. At the bottom of the page, select the appropriate radio button for **Have you lived in a state other than California within the last five years** if applicable to the primary applicant.
13. Click the **Save and Next** button.

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The Co-Applicant Tab



14. If there is no co-applicant, in the **Do you want to add Co-Applicant** section, select the **No** radio button.
15. Click the **Save and Next** button and proceed to **The Residence Tab** section below.
- Or -
16. If there is a co-applicant, in the **Do you want to add Co-Applicant** section, select the **Yes** radio button. – The **Add Co-Applicant** button will display to the right of the page.
17. Click the **Add Co-Applicant** button. – An expanded **Co-Applicant 1** section displays (as indicated by the down-pointing arrow left of Co-Applicant 1).

NOTE: If you click the **Add Co-Applicant** button again, an additional section will display for **Co-Applicant 2**. Up to 3 co-applicants can be added. To expand or collapse a Co-Applicant section, click the down-pointing or right-pointing arrow to the left of each Co-Applicant. If you created a section



for a Co-Applicant in error, click the **Delete** button found on the right-hand side for that expanded section.

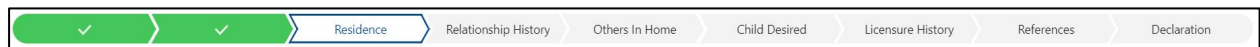
18. In the **First Name** field, enter *the first name of the co-applicant*.
19. In the **Last Name** field, enter *the last name of the co-applicant*.
20. In the **Date Of Birth** field, enter *the date of birth of the co-applicant*.
21. Click the **Gender** field and from dropdown list, select *the appropriate value as identified by the co-applicant*.
22. In the **Race/Ethnicity** left box, select *the appropriate value as identified by the co-applicant*, click the **right facing arrow** and it will move the value to the right box. You can do this for multiple races/ethnicities, if needed.
23. Scroll down to the bottom of the page to see additional fields.

NOTE: Here you can enter driver's license information, contact information, and work information as well as indicating if the co-applicant has lived outside of California in the last five years.

24. Click the **Relationship to Applicant** field and from the dropdown list, select *the appropriate value as identified by the co-applicant*.
25. Scroll back to the top of the page.
26. On the right-hand side at the top of the page, click the **Find Duplicates** button. – The **Duplicate Search** pop-up window displays.
27. If there is an existing person in the system, select the radio button next to the name. If not, select the **Create New Applicant** button.
28. On the **Duplicate Search** pop-up window, click the **Proceed** button. – The pop-up window closes, and you are returned to the **Co-Applicant** tab.
29. Scroll back to the bottom of the page.
30. In the bottom right-hand corner of the page, click the **Save and Next** button.

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The Residence Tab



31. Click the **Physical Address** field and enter *the physical address of the applicant*.
32. Enter a **Unit Number**, if applicable.
33. Click the **City** field and enter *the city of the applicant*.
34. Change the **State** field, if needed.
35. Click the **Zip** field and enter *the zip code of the applicant*.

NOTE: There is a check box for **Mailing Address is different than Physical**. Checking this box will open additional fields to enter a different address for mailing.

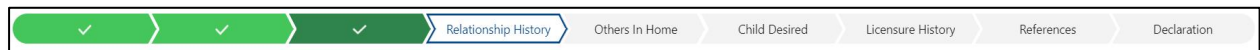
36. For the **Do you Own, Rent or Lease** question, select *the appropriate radio button*.
37. For the **Weapons in Home** question, select *the appropriate radio button*.
38. For the **Bodies of water** question, select *the appropriate radio button*.
39. For the **Does any person not listed in this document use residence as their mailing address** question, select *the appropriate radio button*.

NOTE: If the **Yes** radio button is selected, new fields to enter the person's **First Name** and **Last Name** display. This person will then be included in the **Background Check** page, requiring a background check be done.

40. In the **Available box of Languages Spoken in the Home** left box, select *the appropriate value as identified by the applicant*, click **the right facing arrow** and it will move the value to the right box. You can do this for multiple languages, if needed.
41. Click the **Save and Next** button.

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The Relationship History Tab



NOTE: This page contains information regarding the relationships of all applicants, starting off with the primary. If any of the **N/A** checkboxes are selected, the fields for that question no longer display.

42. In the **If currently married or in a domestic partnership with other applicant** section:
 - In the **Date** field, enter *the date the relationship (marriage or domestic partnership) was established*.
 - In the **City** field, enter *the city the relationship was established*.
 - In the **State** field, enter *the state the relationship was established*.
 - Or -
 - Select the **N/A** checkbox, if applicable.

NOTE: Following are sections for each applicant to indicate whether they are married to someone other than their co-applicant; as well as the number of previous marriages/relationships.

43. For **Applicant One**:
 - Enter the **Date** field
 - Enter the **City** field

- Enter the **State** field
- Or -
- select the **N/A** checkbox, if applicable.

44. For the **Have you had previous marital or domestic partnership** question, select *the appropriate radio button* for Applicant One.

NOTE: If you select the **Yes** radio button, a **If yes, how many** field, displays.

45. If there is an **Applicant Two** section:

- Enter the **Date** field
- Enter the **City** field
- Enter the **State** field
- Or -
- select the **N/A** checkbox, if applicable. (**NOTE:** If there is no 2nd applicant, do not select the checkbox.)

46. For the **Have you had previous marital or domestic partnership** question, select *the appropriate radio button* for Applicant Two.

NOTE: If you select the **Yes** radio button, a **If yes, how many** field, displays.

47. Click the **Save and Next** button.

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The Others in Home Tab



NOTE: This is the page where minor children or other adults in the home who are not applicants are added to the application.

Minor children residing in the home section

48. If there is no minor child, for the **Do you want to enter minor child details** question, select the **No** radio button, and move on to the **Other Adult residing in the home** section below.

- Or -

49. If there is a minor child, for the **Do you want to enter minor child details** question, select the **Yes** radio button. – The **Add Minor Child** button will display to the right of the page.

50. Click the **Add Minor Child** button. – An expanded **Minor Child 1** section displays (as indicated by the down-pointing arrow left of Minor Child 1).

NOTE: If you click the **Add Minor Child** button again, an additional section will display for **Minor Child 2**. Up to 6 minor children can be added. To expand or collapse a Minor Child section, click the down-pointing or right-pointing arrow to the left of each Minor Child. If you created a section for a Minor Child in error, click the **Delete** button found on the right-hand side for that expanded section.

51. In the **First Name** field, enter *the first name of the minor child*.
52. In the **Last Name** field, enter *the last name of the minor child*.
53. Click the **Relationship to Applicant** field and from the dropdown list, select the *appropriate value*.

NOTE: If **Other (specify)** is selected, an **Other** field will display, where you can enter how the child is related to the applicant.

54. Click the **Date of Birth** field and enter *the date of birth of the minor child*.
55. Click the **Gender** field and from the dropdown list, select *the appropriate value of the minor child*.
56. For the **Do you financially support this child** question, select *the appropriate radio button*.

Other Adults residing in the home section

57. If there are no other adults, for the **Do you want to enter adult details** question, select the **No** radio button, and click the **Save and Next** button and move to **The Child/NMD Desired tab** below.

- Or -

58. If there is another adult, for the **Do you want to enter adult details** question, select the **Yes** radio button. – The **Add Other Adult** button will display to the right of the page.
59. Click the **Add Other Adult** button. – An expanded **Other Adult 1** section displays (as indicated by the down-pointing arrow left of Other Adult 1).

NOTE: If you click the **Add Other Adult** button again, an additional section will display for **Other Adult 2**. Up to 6 other adults can be added. To expand or collapse an Other Adult section, click the down-pointing or right-pointing arrow to the left of each Other Adult. If you created a section for an Other Adult in error, click the **Delete** button found on the right-hand side for that expanded section.

60. In the **First Name** field, enter *the first name of the other adult*.
61. In the **Last Name** field, enter *the last name of the other adult*.
62. Click the **Relationship to Applicant** field and from the dropdown list, select the *appropriate value*.

NOTE: If **Other (specify)** is selected, an **Other** field will display, where you can enter how the other adult is related to the applicant.

63. Click the **Date of Birth** field and enter *the date of birth of the other adult*.
64. Click the **Residing In The Home** field and from the dropdown list, select *the appropriate value of the other adult*.
65. For the **Regularly Present**, select *the appropriate radio button*.
66. Click the **Save and Next** button.

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The Child/NMD Desired Tab



Child / NMD Desired section

67. For the **Has a child or non-minor dependent been identified** question, select *the appropriate radio button*.
68. For the **Is the child or Nonminor dependent currently in your home** question, select *the appropriate radio button*.

NOTE: Selecting the **Yes** radio button for either of the two questions above will display the **Do You want to enter Name of Child or NMD** question. If **No** was selected for both questions, continue with the **PLEASE INDICATE YOUR PREFERENCES** section (step 81 below).

69. If you do not want to enter the child's name, for the **Do you want to enter Name of Child or NMD** question, select the **No** radio button and click the proceed to the **PLEASE INDICATE YOUR PREFERENCES** section below.

- Or -

70. If you do want to enter the child's name, for the **Do you want to enter Name of Child or NMD** question, select the **Yes** radio button. – The **Add Child/NMD** button will display to the right of the page.
71. Click the **Add Child/NMD** button. – An expanded **Child/NMD 1** section displays (as indicated by the down-pointing arrow left of Child/NMD 1).

NOTE: If you click the **Add Child/NMD** button again, an additional section will display for **Child/NMD 2**. Up to 6 children can be added. To expand or collapse a Child/NMD section, click the down-pointing or right-pointing arrow to the left of each Child/NMD. If you created a section for a Child/NMD in error, click the **Delete** button found on the right-hand side for that expanded section.

72. In the **First Name** field, enter *the first name of the child*.
73. In the **Last Name** field, enter *the last name of the child*.
74. In the **Date of Placement** field, enter *the date the child was placed*.
75. Click the **Relationship to Applicant** field and from the dropdown list, select the *appropriate value*.

NOTE: If **Other (specify)** is selected, an **Other** field will display, where you can enter how the child is related to the applicant.

76. Click the **Date of Birth** field and enter *the date of birth of the other adult*.
77. Click the **County of Jurisdiction** field and from the dropdown list, select *the appropriate county*.



78. Click the **Gender** field and from the dropdown list, select *the appropriate value for the child*.

PLEASE INDICATE YOUR PREFERENCES section

79. If the applicant has no age preference, select the **No Age Preference** check box.

NOTE: This will remove the **Age Preference** option box.

80. If the applicant has an age preference, in the **Age Preference** option box, select the applicant's age preference range, then click the right-pointing arrow to move that selection to the right box. Repeat for every age preference range.

81. If the applicant has no sibling group preference, select the **No Siblings Group Preferences** check box.

NOTE: This will remove the **Sibling Group Preference** option box.

82. If the applicant has a sibling group preference, in the **Sibling Group Preference** option box, select the applicant's sibling group preference range, then click the right-pointing arrow to move that selection to the right box. Repeat for every sibling group preference range.

83. Click the **Save and Next** button.

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The Licensure History Tab



NOTE: Each applicant will have a section with 7 questions. All but one question will default to the **No** radio button. Change those radio buttons to **Yes** as needed.

84. For the **Have you previously been or are you currently approved for adoption, an approved relative or nonrelative extended family member, or previously or currently licensed, certified, or approved to provide foster care** question, select or verify *the appropriate radio button is selected*.

85. For the **Are you aware of any pending complaints or administrative actions** question, select *the appropriate radio button*.

NOTE: This is the one question where the radio button does not default to **NO**.

86. For the **Have you previously been or are you currently licensed to operate a childcare center, family childcare home, or residential care facility for the elderly or chronically ill** question, select or verify *the appropriate radio button is selected*.

87. For the **Have you previously been or are you currently employed by or volunteering at a community care facility, childcare center, family childcare home, or residential care facility for the elderly or chronically ill** question, select or verify *the appropriate radio button is selected*.

- 88. For the **Have you had a previous license, certification, relative or nonrelative extended family member approval, Resource Family approval, or portability application denial** question, select, or verify *the appropriate radio button is selected*.
- 89. For the **Have you had a license, certification, or approval suspended, revoked, or rescinded** question, select, or verify *the appropriate radio button is selected*.
- 90. For the **Have you been subject to an exclusion order** question, select or verify *the appropriate radio button is selected*.
- 91. Repeat the steps above for all applicants, as needed.
- 92. Click the **Save and Next** button.

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The References Tab



- 93. If the applicant does not want to enter references at this time, for the Do you want to enter reference details question, select the **No** radio button.
- Or -
- 94. If the applicant does want to enter references at this time, for the Do you want to enter reference details question, select the **Yes** radio button. –The **Add Reference** button displays to the right of the page.
- 95. Click the **Add Reference** button. – An expanded **Reference1** section displays (as indicated by the down-pointing arrow left of Reference1).

NOTE: If you click the **Add Reference** button again, an additional section will display for **Reference2**. Up to 6 references can be added. To expand or collapse a Reference section, click the down-pointing or right-pointing arrow to the left of each Reference. If you created a section for a Reference in error, click the **Delete** button found on the right-hand side for that expanded section.

- 96. In the **First Name** field, enter *the first name of the reference*.
- 97. In the **Last Name** field, enter *the last name of the reference*.
- 98. In the **Mailing Address** field, enter *the reference’s street address*.
- 99. In the **City** field, enter *the reference’s city*.
- 100. In the **State** field, enter *the reference’s State*.
- 101. In the **Zip Code** field, enter *the reference’s zip code*.
- 102. In the **Telephone** field, enter *the reference’s phone number*.

NOTE: Repeat the steps above for Reference2, as needed.

- 103. Click the **Save and Next** button.

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The Declaration Tab



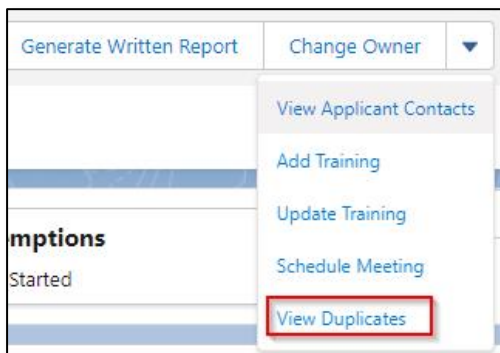
104. Select the **Applicant signature Verified** check box.
105. Click **Date Application Received** field and enter *the date the application was received*.
106. Click the **Upload Files** button.
107. An **Explorer pop-up window** will display. Navigate to *the scanned copy of the application* and select.
108. On the **Explorer pop-up window**, click the **Open** button.

NOTE: The **Explorer pop-up window** closes, and the application file/document displays on the **Declaration** tab, under the **Upload Document** section.

109. On the **Declaration** tab, on the bottom right of the page, click the **Upload** button.
110. Click the **Submit** button. – The **Success** message will display.

NOTE: The application has been created and put into the **Unassigned Queue**.

View Duplicates



111. From the **Details** tab on the application click the **Change Owner** drop-down and select **View Duplicates**.
112. In the **Duplicate Record Set: View Duplicates** column select **View Duplicates**.
113. Click on **each link in the Record column** (if any) to review to determine if a duplicate application exists.