

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



Compelling Reason

To be used with
Module 6: Special Placements: Compelling Reasons and Good Cause
Participant Guide

May 2022
Quick Guide 6a
Version 5.0



Revision History

Revision / Version #	Date of Release	Author	Summary of Changes
1.0		Lauren Gray	Initial draft
2.0	01/19/2022	Betty Hanna	Updated
3.0	01/21/2022	Lori Savageau	ADA Compliance Check
4.0	02/15/2022	Melissa Smith	Revised ADA Compliance Check
5.0	3/1/2022	Lori Savageau	Final ADA Review and cert.

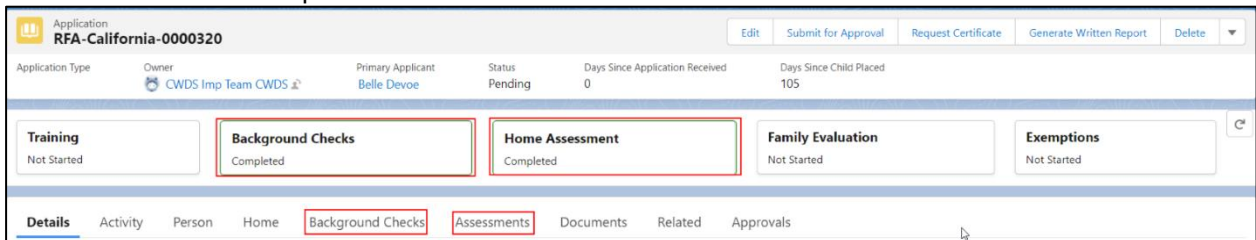
Compelling Reasons

NOTE:

- All background checks, exemptions and home assessments must be completed and approved in order to complete a Compelling Reason.
- Application Status must be Pending or Probationary to complete this section. (**NOTE:** If there is a child placed in the home, you must go to the ARP page for the child and the applicant(s) and complete the tribal affiliation section).

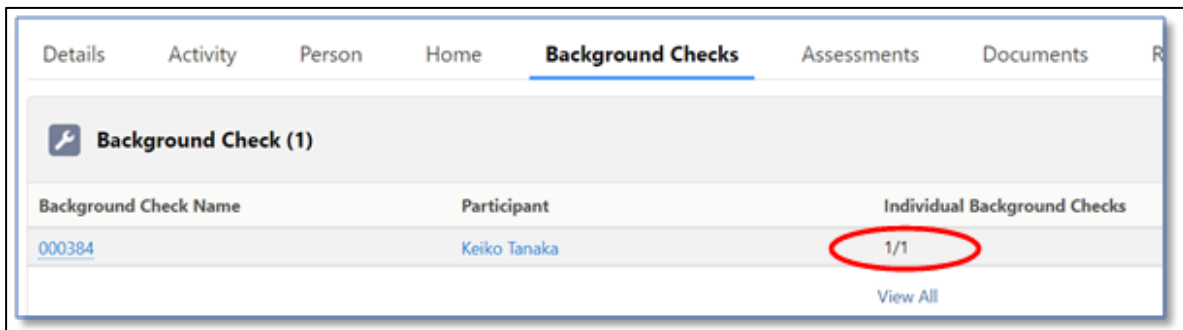
To verify the **Background Checks** and **Home Assessment** are done, start on the **Application** page:

You can see from the application progress boxes that both the **Background Checks** and the **Home Assessment** have been completed.



To check in more detail:

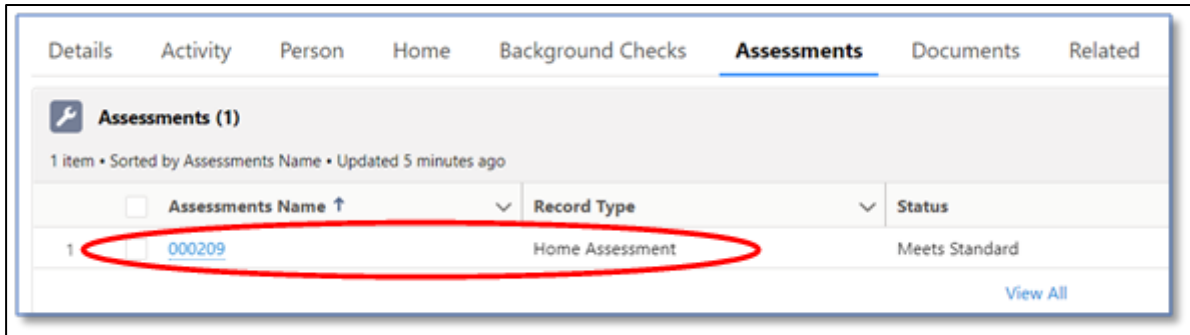
1. Click the **Background Checks** tab. - The **Background Checks** page displays.
2. Verify that a **Background Check** has been completed.



Background Check Name	Participant	Individual Background Checks
000384	Keiko Tanaka	1/1

[View All](#)

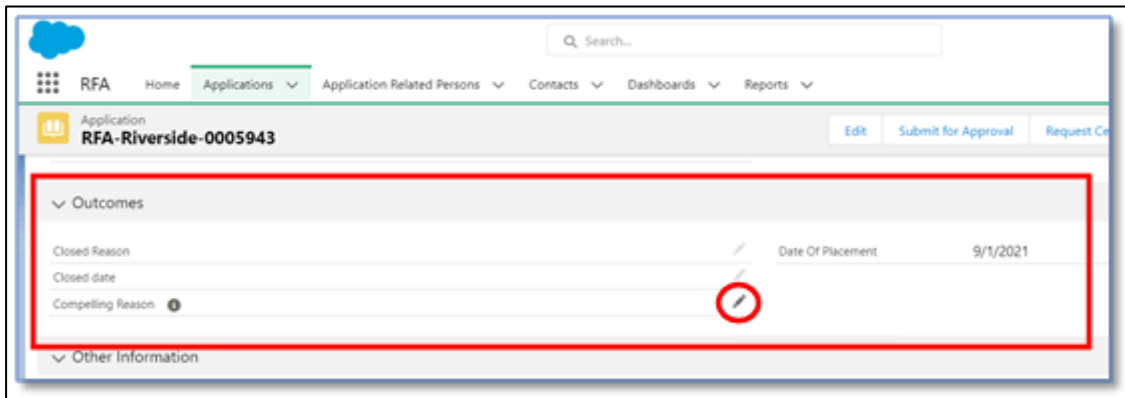
3. Click the **Assessments** tab. - The **Assessments** page displays.
4. Verify that a **Home Assessment** has been completed.



	Assessments Name ↑	Record Type	Status
1	000209	Home Assessment	Meets Standard

To enter the Compelling Reason:

1. Click the **Details** tab. - The **Details** page displays.
2. Scroll down to the **Outcomes** section of the page.
3. To the right of the **Compelling Reason** field, click the edit icon. - The **Outcomes** fields become enabled.




Application: RFA-Riverside-0005943

Outcomes

Closed Reason: _____ Date Of Placement: 9/1/2021

Closed date: _____

Compelling Reason: _____ 

Other Information

4. Click the **Compelling Reason** field, and on the dropdown list, select **Yes**.
5. On the bottom of the page, click the **Save** button. – The page refreshes with a **Yes** in the **Compelling Reason** field.

NOTE: Follow this process by logging an activity where you can add a narrative about the compelling reason. To see how, please refer to:

- Module 4: Recording Activities & Adding Persons – Lesson 2: Create an Activity
- Quick Guide 4b: Create an Activity