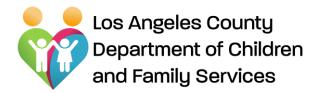
Los Angeles County Department of Children and Family Services

CSEC Tracking System Utilization Training for CSWs & SCSWs





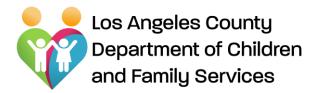
WELCOME



OBJECTIVES:

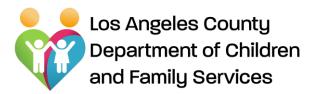
Purpose of CSEC Tracking System Learn how to use/navigate CTS Know how to troubleshoot







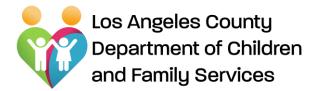
CSEC Tracking System (CTS) For the CSW



CSEC Tracking System (CTS)

CSWs use the CTS platform to do the following:

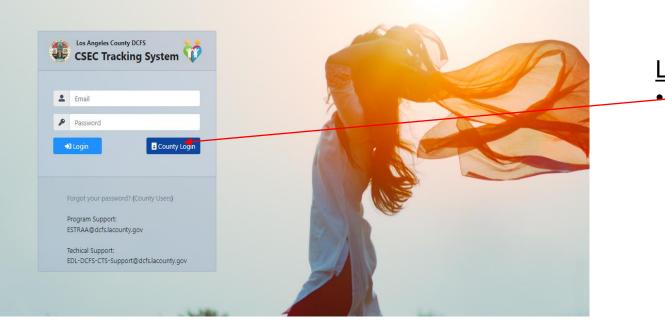
- 1. Initiate and submit CSEC Advocacy Referrals for youth who are victims of or at-risk of CSE.
- 2. View Client Summary and forms/reports completed by the Advocate assigned to youth (read Only)
- 3. Review, Approve/Reject the following documents **completed by the Advocacy Agency:**
- Advocacy Plans: A document that outlines the goals, timeframe for goals, and youth's safety plan
- **Termination Reports**: A document that provides the reason for termination of services, a summary of the goals achieved, and information on community based services to which the youth is linked
- **Restoration Fund Requests** A document that provides a request for the use of CSEC funding to meet the needs of youth that are not covered through other funding streams
- Extension Requests A request by Advocate to extend services beyond 12 month
- 4. View all youth on CSW/DPO caseload currently assigned to Advocacy Services, along with the Advocacy Agency and Advocate assigned to the youth
- 5. Search for history of prior CSEC Advocacy Services provided to a youth and youth currently assigned to Advocacy Services



CSEC Tracking System

Logging In

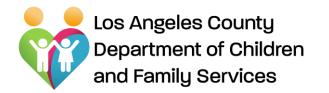
Login Screen will be located on CSEC Platform on LA Kids under Web Applications/Quick Links



LOGIN: Click the "County Login" button to enter The CSEC Tracking System

Forgot Password?

Click the "(County Users)" to reset password.



CSEC Tracking System

CSW Home Page

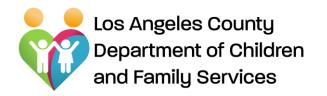
CSW Home Page includes:

- Search: Allows CSW to search youth that are in the CSEC CTS database
- Assignment Listing: Displays all <u>CSEC victims/at-risk of CSEC</u> youth on CSWs caseload.

Youth must be identified as at-risk or a victim of CSEC on CSEC Data Grid on

<u>Client ID page on CWS/CMS to display under Assignment Listing</u>

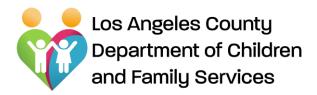
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🗎 Assignment Lis	ting	(Note: CSEC cases/re	ferrals will be displayed	after it is flagge	ed CSEC in CWS/C	MS)				Total: 2
Assignment # S	State ID	Referral #	CPH Referral Date	Referral Nam	ne	Youth Name	Case #		Status	Agency
1 10084			Information re	emoved d	ue to confi	dentiality.		-	Pending CSEC Admin Approval	ZOE / Advocate, Alan
2 10085								-	Approved	ZOE / Advocate, Alan



CSEC Tracking System

How to generate an Advocacy Services referral

How to Generate a CSEC Advocacy	â Assignment	Listing	(Note: CSEC cases/re	ferrals will be displaye	ed after it is flagged CSEC in	CWS/CMS)			Total: 2
Services Referral: CSW can generate a "CSEC Advocacy	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name 🔕	Case #	Status	Agency
Referral" by clicking on system generated "Assignment#" with status displayed "New"	10084			Information	removed due to c	confidentiality.		New	ZOE / Advocate, Alan



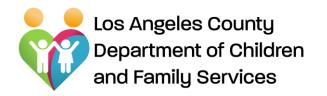
Submitting a CSEC Advocacy Services Referral:

CSW can Save/Submit "CSEC Advocacy Referral" after filling all required fields and signing by clicking on "Sign" button and then "Submit" button.

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Section V: Reason for R	derral			
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CSEC Tracking System Submitting an Advocacy Services Referral

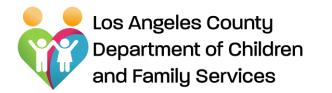
Note: Fields on the referral will be pre-populated based on the information that is on CWS/CMS.



CSEC Tracking System Submitting an Advocacy Services Referral

When the CSW submits a referral to the SCSW, it will display on "Assignment Listing" with the status of "Pending Supervisor Approval"

								Total: 5
Assignmen #	t Referral #	CPH Referral Date	Referral Name	Youth Name 🛇	PDJ #	Status	Agency	
4 13514						Pending Supervisor Approval		



CSEC Tracking System

Reviews/Approvals of Advocacy Services Referral

Once the CSW submits the CSEC Advocacy Services Referral, it goes to the Supervisor and CSEC Administration for review/approval.

If approved:

- If the SCSW approves, the referral goes to CSEC Administration for review/approval/rejection.
- If CSEC Administration approves, referral is assigned to an Advocacy Agency, who will then assign an Advocate to the referred youth.
 - CSW will receive an assignment alert via e-mail once CSEC Administration has assigned the referral to an Advocacy agency.

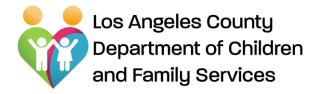
If not approved:

If the referral is rejected by the SCSW, it will be sent back to the CSW for modifications. CSW will receive an e-mail alert that referral was rejected.

What is my Supervisor is not available to review/approve?

If your Supervisor is on vacation/on leave, the CSW can submit the referral to another SCSW in the regional office/program. CSW will need to inform the substitute SCSW via e-mail/call that a referral needs to be reviewed/signed.

All SCSWs within the same office can review/approve/reject the referral so CSW needs to inform a SCSW within the same office via e-mail/call.



CSEC Tracking System

Advocacy Plans – Approving/Rejecting

Advocacy Plans:

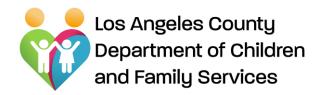
Advocates are required to provide an initial Advocacy Plan and updated Advocacy Plans. The Advocate will complete and submit Advocacy Plans to the CSW for review/approval/rejection.

CSWs and SCSWs must Review/Approve/Reject Advocacy Plans:

CSWs will receive an e-mail alert when an Advocacy Plan has been submitted by the Advocate for review/approval by the CSW. Once CSW approves, the Advocacy Plan goes to the SCSW for review/approval/rejection.

Note: The Advocate will receive an e-mail notification of rejected and approved Advocacy Plans.

Note: CSWs and SCSWs will receive e-mail notifications every day to remind them to take action on a pending Advocacy Plan.

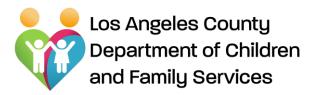


Approving and Rejecting Advocacy Plans: Upon review, the CSW can Approve or Reject

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CSEC Tracking System

Advocacy Plans – Approve or Reject



How to Approve/Reject Termination Reports:

CSW will receive an e-mail notification that a Termination Report has been submitted by the Advocate for the CSW's review and approval. CSW may review and **Approve or Reject** the Termination Report.

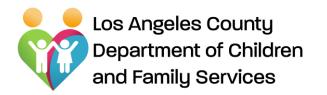
If CSW approves the Termination Report, the report goes to the SCSW for review/approval.

Note: Reminder e-mail notifications are sent each day until action is taken on the Termination Reports.

CSEC Tracking System

Approve/Reject Termination Reports

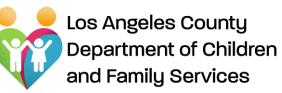
Termination Report				Status: Pending A
* Youth Name:			DOB:	Age:
* Date of Termination:		* CSW/DPO N	lame:	
* Reason for Termination:				*
If youth ran away or refused services, document efforts made to engage youth:	fd			li.
* O Long-Term Goals:	Long-Term Goal	Goal Achieved	If No, Why?	
	1 2 3			
* 🛍 Community Resources:	Name of Community	v Resource Description of	Resource Resource Cor	ntact Info
	2			
Back	pprove Reject			



CSEC Tracking System View Client Summary

	🗎 Assignment	Listing	(Note: CSEC cases/refe	errals will be displayed	d after it is flagged CSEC in CWS	5/CMS)			Total: 2
	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name 🛇	Case #	Status	Agency
k v	1 10084							Pending CSEC Admin Approval	
	2 10085			Informatio	on removed due to co	onfidentiality.		Approved	ZOE / Advocate, Alan

How to view Client Summary page: CSWs can view "Client Summary" information and advocate activities by clicking on "Assignment#" for a referral with "Approved" status



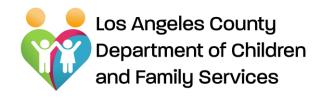
The Client Summary Page

- Includes autopopulated data from CWS/CMS system
- Advocate can add information to the Client Summary Page (others have Read Only access)

Client Summary	🕅 Advocacy Plan	Advocate Activity	Documents		
Y Client Informati	ion		Lead: Probat	tion Dual: No	
-			▲ Service Comp	onent	
			DCFS Office:		
			Probation		
Name:			Office:		
DOB:		Age:	Le Currently Ass	igned Staff	
Language:			Assigned DPO /		
AKA:			Assigned DPO / SDPO:		
State ID:		PDJ #:	Continuing Service CSW:		
Current / Last Known			Continuing		
Residence:			Service SCSW:		
Contact (Phone / Social Media):			Dependency Investigator CSW / SCSW:		
Caregiver			Emergency		
Name: Caregiver			Response:		
Phone:					
Relation to Child:			Additional Te	am Members	
Mother's			Advocate:		
Address: Father's			Supportive Relatives:		
Address:			Law		
Other Family / Friends:			Contacts:		
Known Tattoo's / Markings:			DMH / Therapist:		
/ Markings: Known			Substance Abuse Provider:		
Exploiter(s):			PHN:		
Pregnant?	Ves No		Educational		
	○Yes ○No		Rep:		
Child(ren) in Open (CWS Case? O Yes 🖲	No	Child's Attorney:		
🖈 Run Away Statu	s / Misc Updates				

CSEC Tracking System

View Client Summary



CSEC Tracking System Restoration Fund Requests

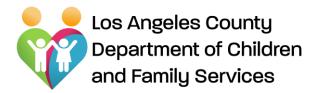
Reviewing Restoration Funds Requests:

CSWs should review Restoration Fund Requests submitted by Advocate.

Restoration Funds may be used when there are no other existing funding resources available to meet the need.

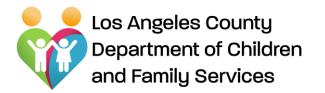
Advocates submit Restoration Funds request to CSEC Administration for review and approval

	expenditures must be in alignment ar	of support of the goals identified oved by the DCFS/Probation A	d approved by the DCFS/Probation Adr in the youth's Case Plan/Advocacy Pla dministrator. The Contractor must su	n. Items should not be
Date of Request:		#		
equestor (Agency Representative):		* CSEC	Advocacy Agency:	
* Youth Name:			* DOB:	*
* Lead Agency:		* State	D / PDJ #:	
* 🔳 Item(s) Requested:	+ Item Requested	Quantity	Projected Cost	Actual Cost
		Total Cost:	0	0
* Justification:				
🛢 Receipts:	2 Receipt	Description	Receipt Date	





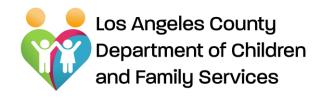
CSEC Tracking System (CTS) For the SCSW



CSEC Tracking System SCSW Home Page

- **Search:** Allows SCSWs to search youth on CTS database
- Assignment Listing: Displays "CSEC" assignments assigned to SCSW's unit.

	ġ		County DCFS	1	Home						SCSW Nan	ne Թ Logout
		Q Search										
		Ref	erral #:					Case #:				
SCSW Home Page:		Youth Last	Name:				Youth	First Name:				
Once you login, you will be		Yout	h DOB:			Ē	i i i i i i i i i i i i i i	Status:	Non-Closed		~	
taken to the "home page"		S	tate ID:									
that displays the Search				Q Search	× Clear							
and Assignment Listing	<u>ف</u> 🔶	ssignment L	istina	(Note: CSEC case	c/referrals will be	e displayed after it is	flagged CSEC in CW	S/CMS)				Total: 10
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		Assignment #	State ID	Referral #	Referral Date	Referral Name	Youth Na e O	ame Case #	Status	Agency	CSW	SCSW
	1	10084							Pending CSEC Admin Approval			
	2	10016			Informatio	n removed d	lue to confid	entiality.	Pending Supervisor Approval			
	3	10030							Approved	ZOE		



Supervisor Review of Referrals: SCSWs review CSEC Advocacy Referrals by clicking on system generated "Assignment

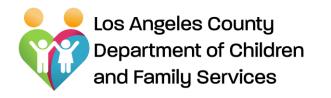
#" with status displayed "Pending Supervisor Approval"

\$	Los Angeles County D CSEC Trackin		🖀 Home						SCSW Name	🗘 🕞 Logout
	Q Search									
	Referral #:					Case #:				
	Youth Last Name:				Youth First	Name:				
	Youth DOB:			曲	:	Status:	Non-Closed		~	
	State ID:									
		Q Search	× Clear							
Ê	Assignment Listing	(Note: CSEC ca	ses/referrals will be	e displayed after it is flagg	ged CSEC in CWS/CMS)				Total: 10
	Assignment # State	ID Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency	CSW	SCSW
1	10084						Pending CSEC Admin Approval			
2	10016		Informatio	n removed due	to confidenti	ality.	Pending Supervisor Approval			
3	10030						Approved	ZOE		

CSEC Tracking System

SCSW review/approval of

referrals



How SCSWs Approve/Reject a CSEC Advocacy Services Referral:

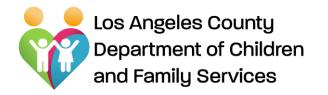
Review the referral to ensure that the referral has been completed thoroughly and correctly.

Ensure that any safety alerts are documented on the referral so that the Advocacy Agency is aware so they can take proper safety precautions.

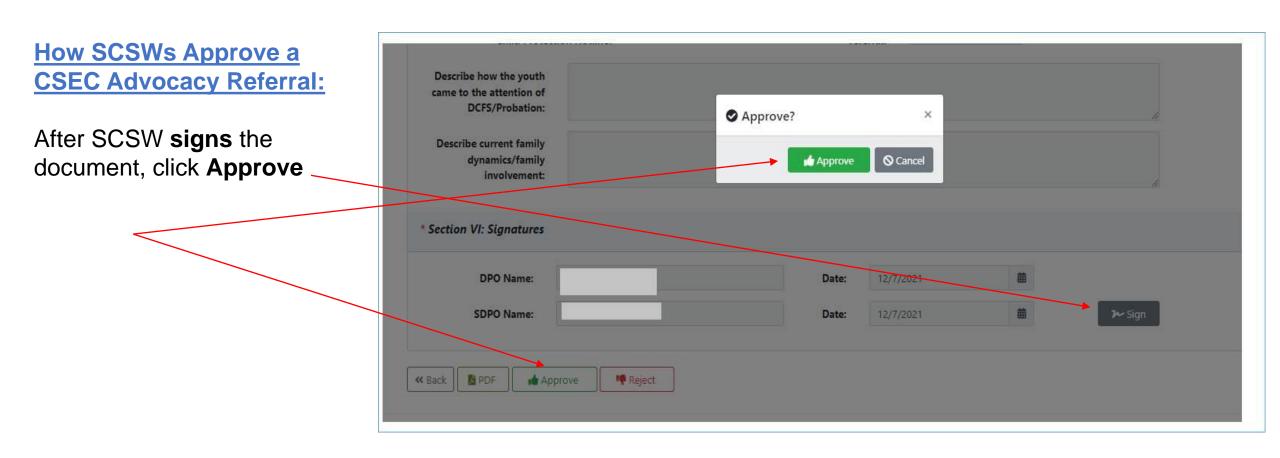
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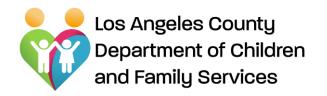
CSEC Tracking System

SCSW Review/Approval of referral



CSEC Tracking System Supervisor Review/Approval of referral



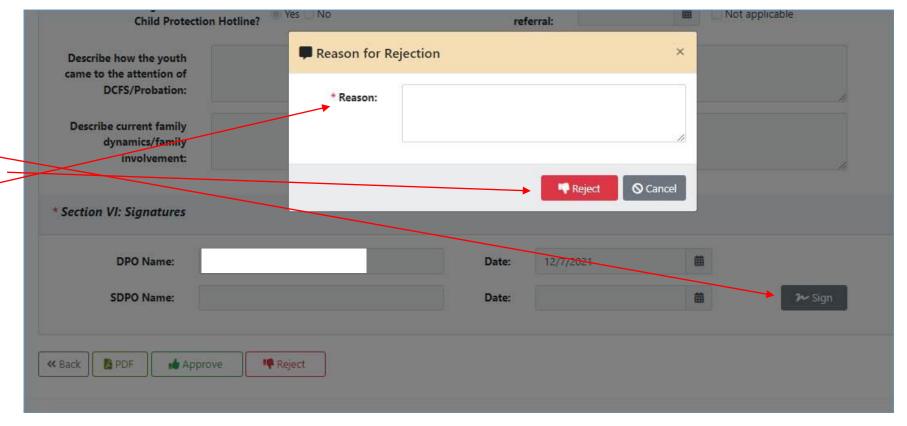


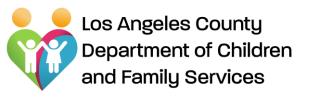
CSEC Tracking System

Supervisor review of Advocacy Referral

How SCSWs Reject a CSEC Advocacy Services Referral:

After SCSW **signs** the document, click on **Reject** and state the **Reason** in the pop-up window box





<u>SCSWs</u> <u>Review/Approve/Reject</u> <u>Advocacy Plans:</u>

Supervisors will receive an e-mail notification that an Advocacy Plan is pending approval.

Review and then click Approve or Reject. The Advocate will receive notification of the approved/rejected Advocacy Plan. If rejected, Advocate will need to resubmit.

CSEC Tracking System

Supervisor review of Advocacy Plan

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Los Angeles County Department of Children and Family Services

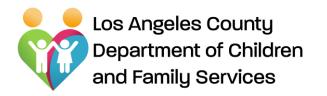
How SCSWs Approve/Reject a Termination Report: SCSWs will receive an email notification to review and approve/reject the Termination Report after the CSW has reviewed and approved.

CSEC Advocacy Agencies are required to submit a Termination Report when a youth has exited or graduated from the CSEC Advocacy Services program.

Termination Report			Status: P	ending Appr
* Youth Name:		* DOB:	Age:	
* Date of Termination:		* CSW/DPO Name:		
* Reason for Termination:			v	
If youth ran away or refused services, document efforts made to engage youth:				é
O Long-Term Goals:	Long-Term Goal	Goal Achieved	If No, Why?	
	3			
Community Resources	Name of Community Res	ource Description of Resource	Resource Contact Info	
	2			

CSEC Tracking System

Approve/Reject Termination Report



How SCSWs view Client Summaries

SCSWs can view "Client Summary" information and advocate activities by clicking on "Assignment #" for a referral with status "Approved".

<u>W</u> 25:	Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS)							Total: 2		
/ y "	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name 🔕	Case #	Status		Agency
es by for a	1 10084							Pending CSEC / Approval	Admin	
IS	2 10085 Information removed due to confidentiality.							Approved		ZOE / Advocate, Alan

Adela Estrada

CSEC Program Administrator DCFS CSEC Program Phone: (310) 210-3835 Email: estraa@dcfs.lacounty.gov Website: www.dcfs.lacounty.gov

TECHNICAL SUPPORT:

For technical support from Bureau of Information Services, e-mail: <u>EDL-DCFS-CTS-Support@dcfs.lacounty.gov</u>

Los Angeles County **Department of Children** and Family Services

Promoting Child Safety and Strengthening Families