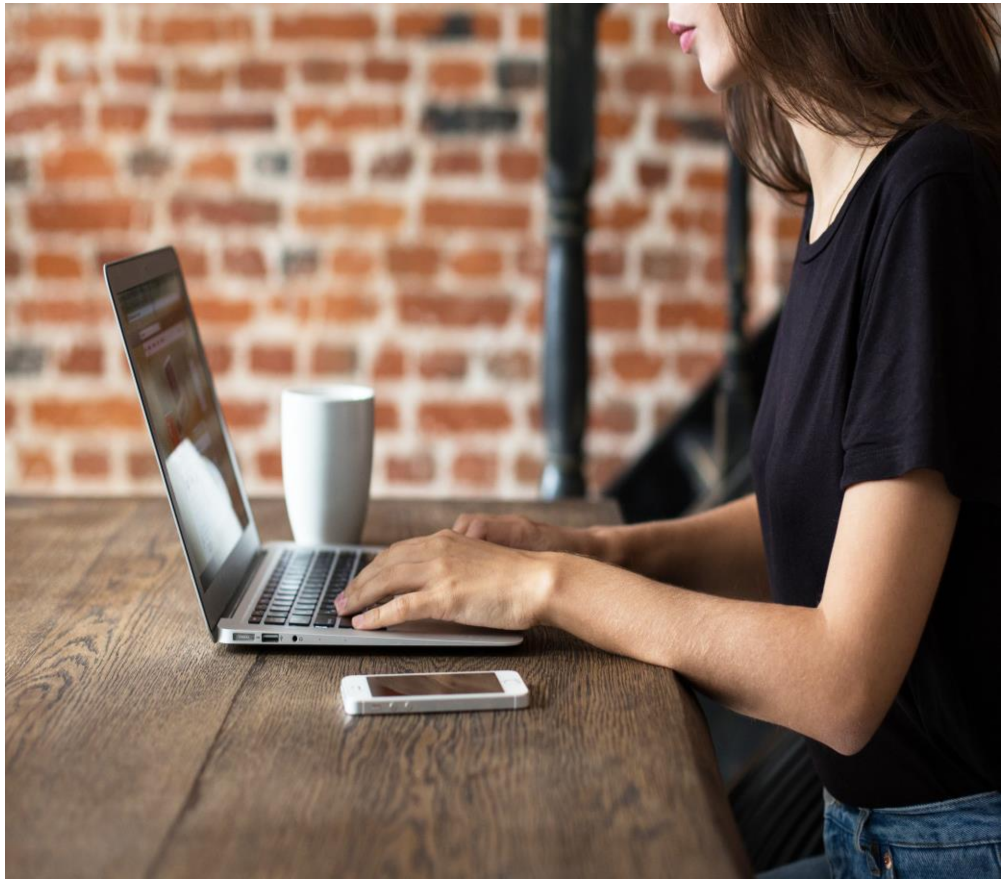
Los Angeles County
Department of
Children and Family Services

CSEC Tracking System

Utilization Training for
CSWs & SCSWs

Los Angeles County
Department of Children
and Family Services

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

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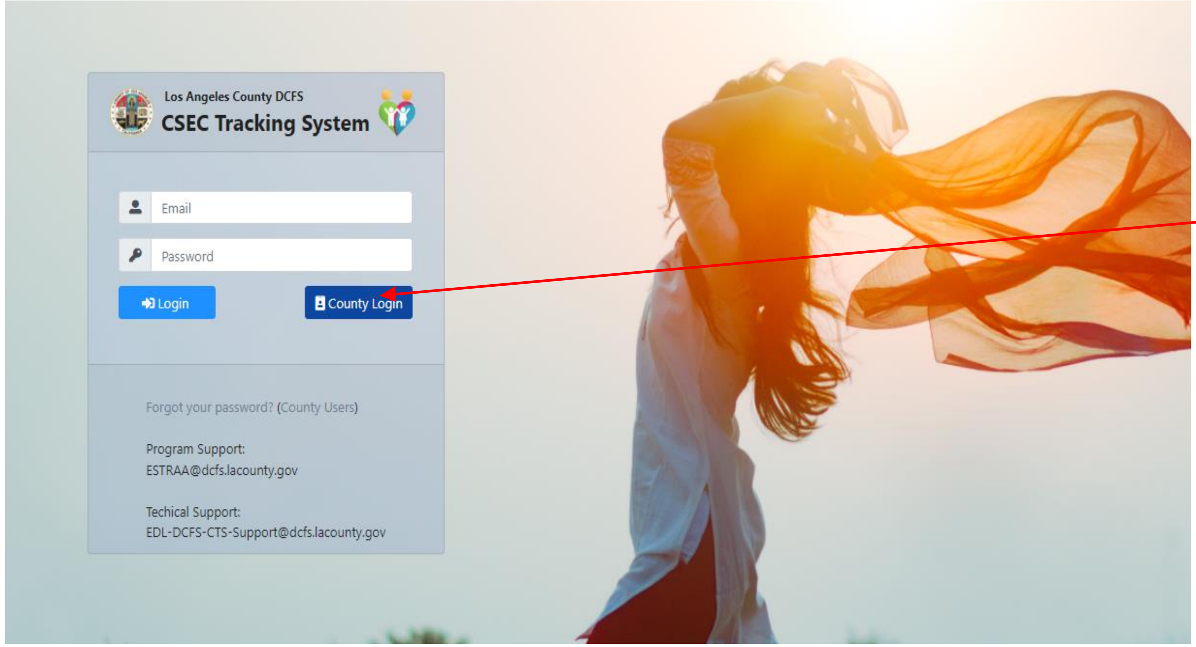
CSEC Tracking System

Logging In

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


Los Angeles County DCFS
CSEC Tracking System
Email
Password
Login
County Login

Forgot your password? (County Users)

Program Support:
ESTRAA@dcfs.lacounty.gov

Techical Support:
EDL-DCFS-CTS-Support@dcfs.lacounty.gov

LOGIN:

- Click the “County Login” button to enter The CSEC Tracking System

Forgot Password?

Click the “(County Users)” to reset password.

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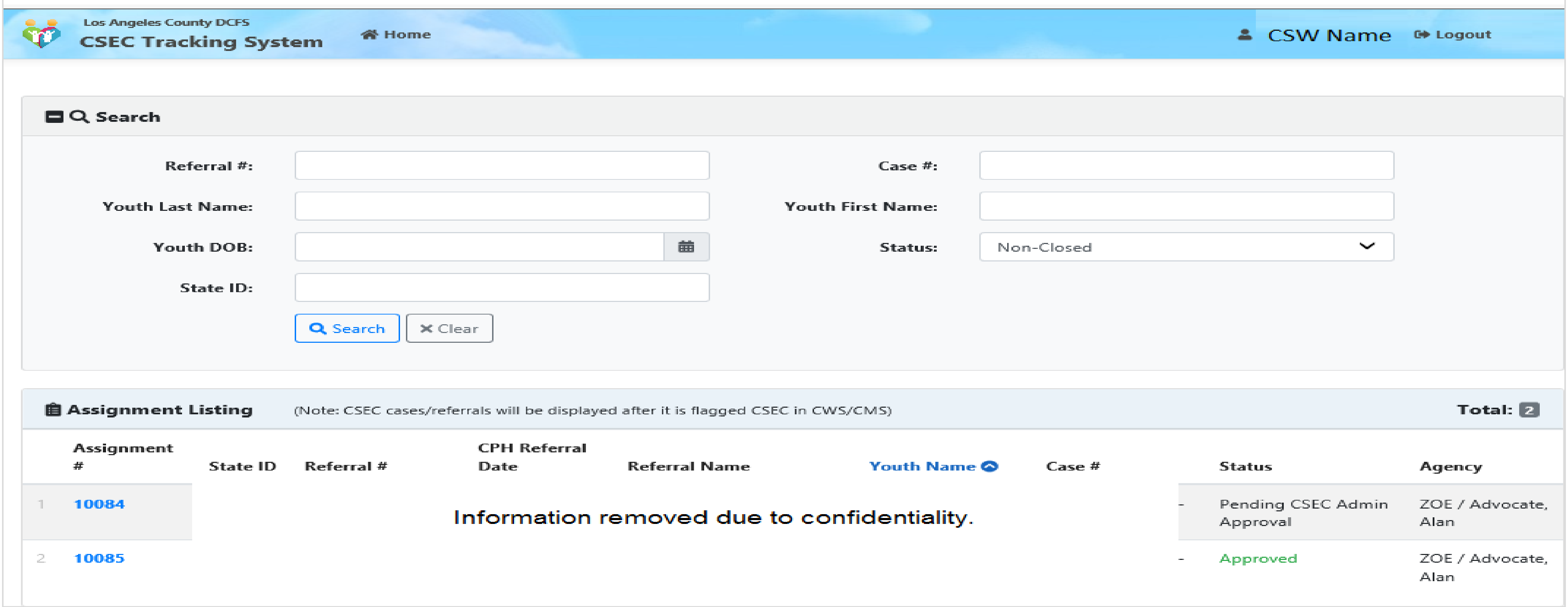
CSEC Tracking System

CSW Home Page

CSW Home Page includes:

- **Search:** Allows CSW to search youth that are in the CSEC CTS database
- **Assignment Listing:** Displays all *CSEC victims/at-risk of CSEC* youth on CSWs caseload. *Youth must be identified as at-risk or a victim of CSEC on CSEC Data Grid on Client ID page on CWS/CMS to display under Assignment Listing*



Los Angeles County DCFS
CSEC Tracking System

Search

Referral #:
Case #:
Youth Last Name:
Youth First Name:
Youth DOB:
Status: Non-Closed
State ID:

Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS) **Total:** 2

	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency
1	10084				Information removed due to confidentiality.		-	Pending CSEC Admin Approval	ZOE / Advocate, Alan
2	10085						-	Approved	ZOE / Advocate, Alan

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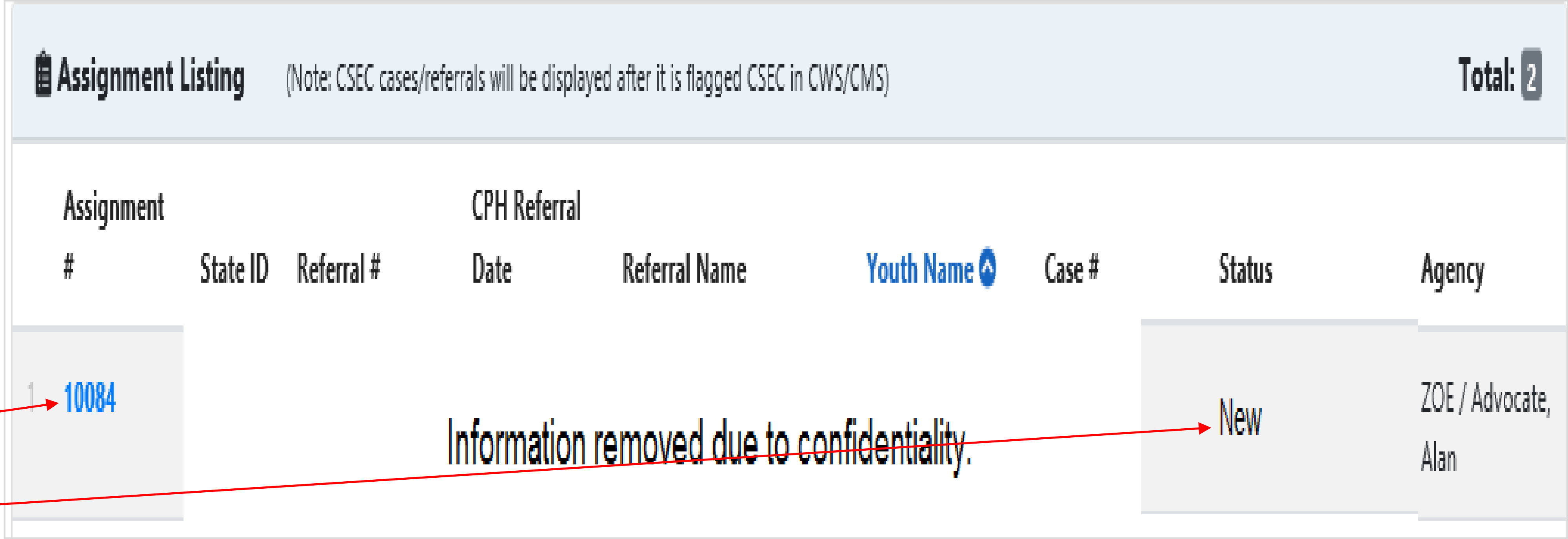
Department of Children
and Family Services

CSEC Tracking System

How to generate an Advocacy Services referral

How to Generate a CSEC Advocacy Services Referral:

CSW can generate a "**CSEC Advocacy Referral**" by clicking on system generated "**Assignment#**" with status displayed "**New**"



Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS)

Total: 2

	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency
1	10084	Information removed due to confidentiality.						New	ZOE / Advocate, Alan

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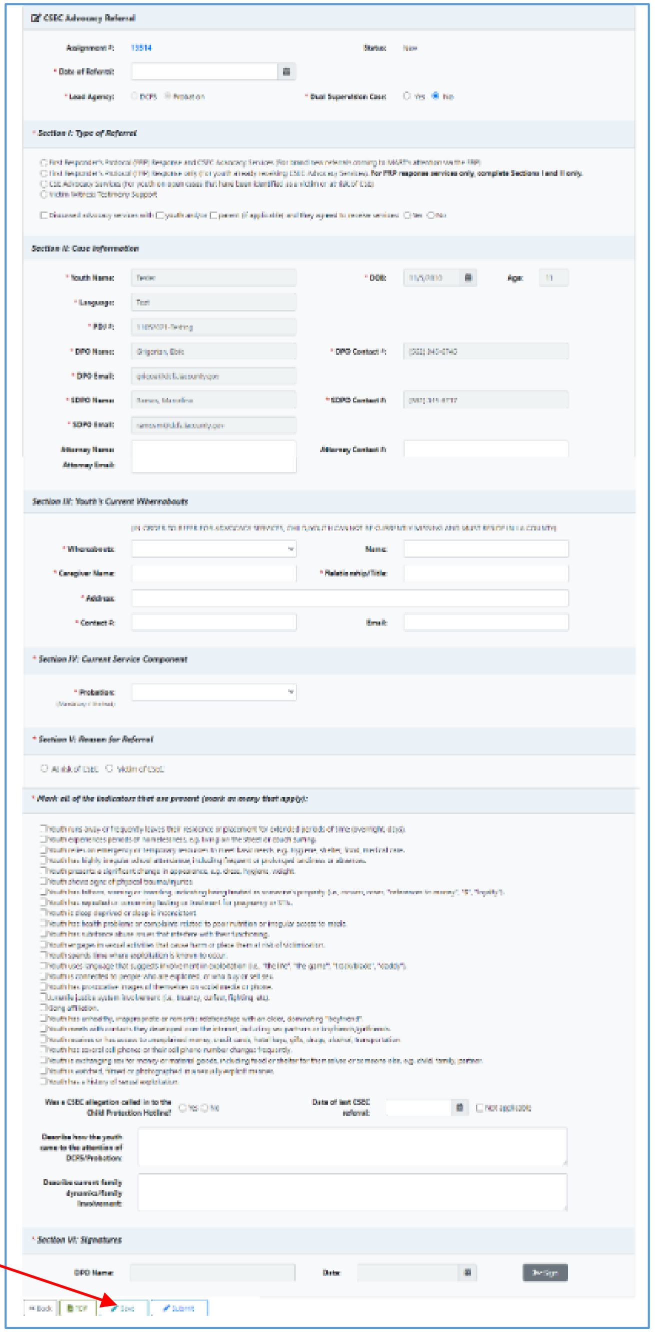
and Family Services

CSEC Tracking System

Submitting an Advocacy Services Referral

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.


CSEC Advocacy Referral
Assignment #:
13514
Status:
Date of Referral:
Lead Agency:
DCFS
Probation
Dual Supervision Case:
Yes
No
Section I: Type of Referral
For FRP response services only, complete Sections I and II only.
Section II: Case Information
Youth Name:
DOB:
Age:
Language:
PDU #:
DPO Name:
DPO Contact #:
DPO Email:
SDPO Name:
SDPO Contact #:
SDPO Email:
Attorney Name:
Attorney Email:
Attorney Contact #:
Section III: Youth's Current Whereabouts
Whereabouts:
Name:
Caregiver Name:
Relationship/Title:
Address:
Contact #:
Email:
Section IV: Current Service Component
Probation:
Section V: Reason for Referral
Mark all of the indicators that are present (mark as many that apply):
Was a CSEC allegation called in to the Child Protection Hotline?
Date of last CSEC referral:
Not applicable
Describe how the youth came to the attention of DCFS/Probation:
Describe current family dynamics/family involvement:
Section VI: Signatures
DPO Name:
Date:
Sign
Back
PDF
Save
Submit

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

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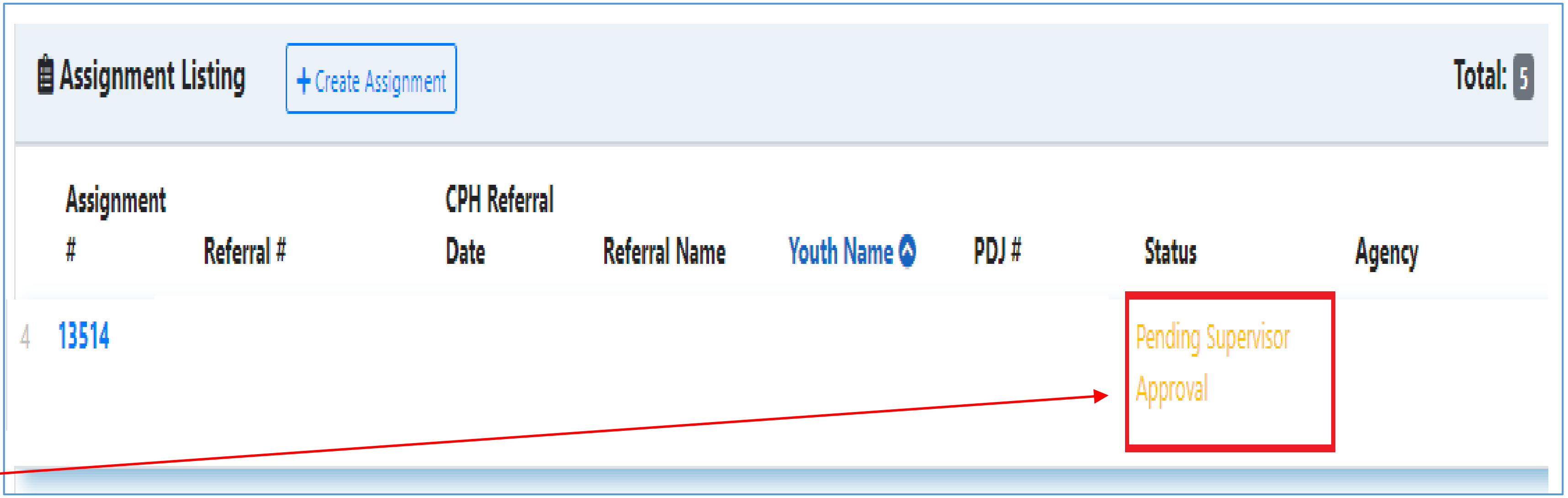
CSEC Tracking System

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”**



Assignment Listing

Total: 5

Assignment #	Referral #	CPH Referral Date	Referral Name	Youth Name	PDJ #	Status	Agency
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.

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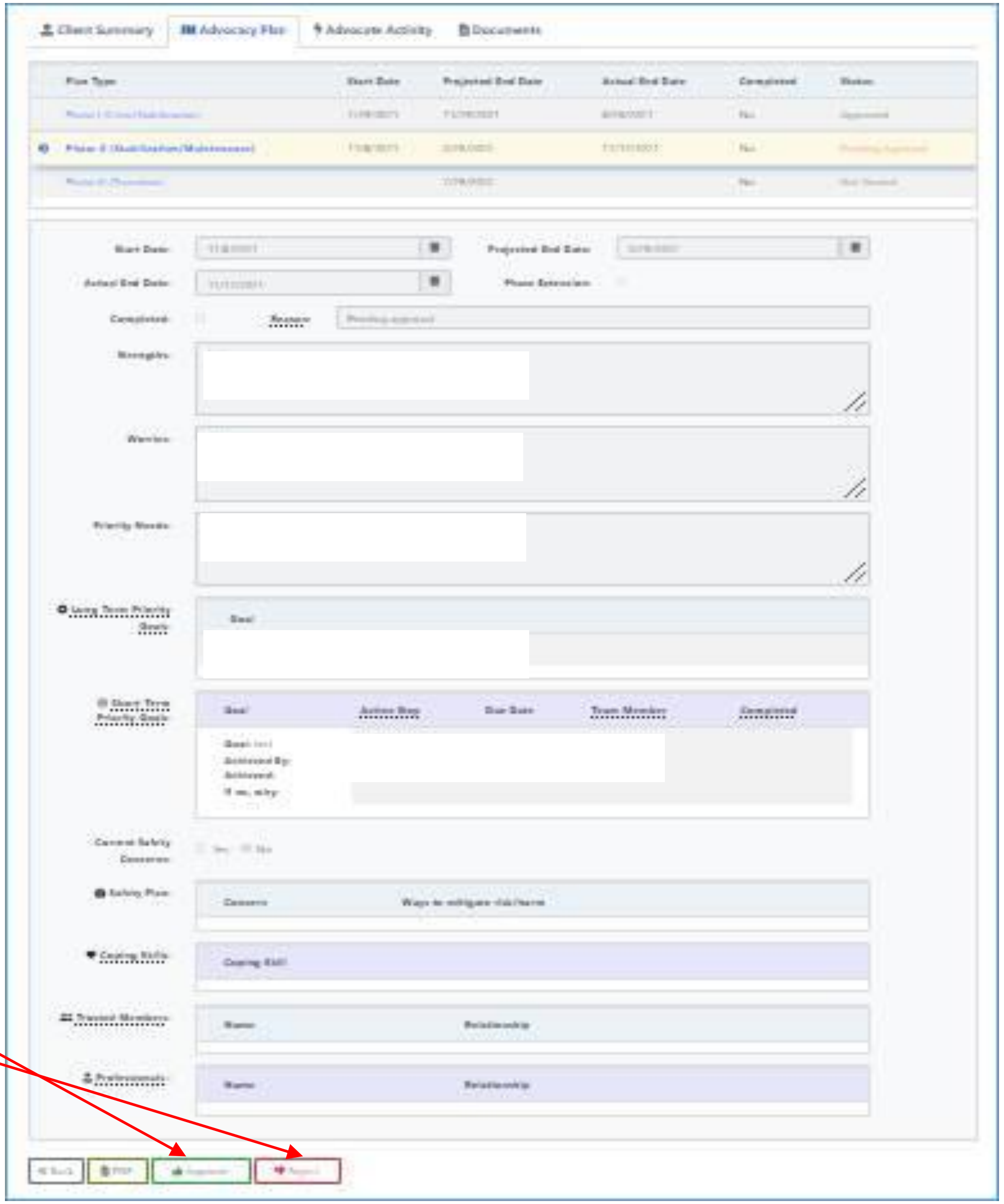
CSEC Tracking System

Advocacy Plans – Approve or Reject


Client Summary
Advocacy Plan
Advocate Activity
Documents

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

Los Angeles County
Department of Children
and Family Services

CSEC Tracking System

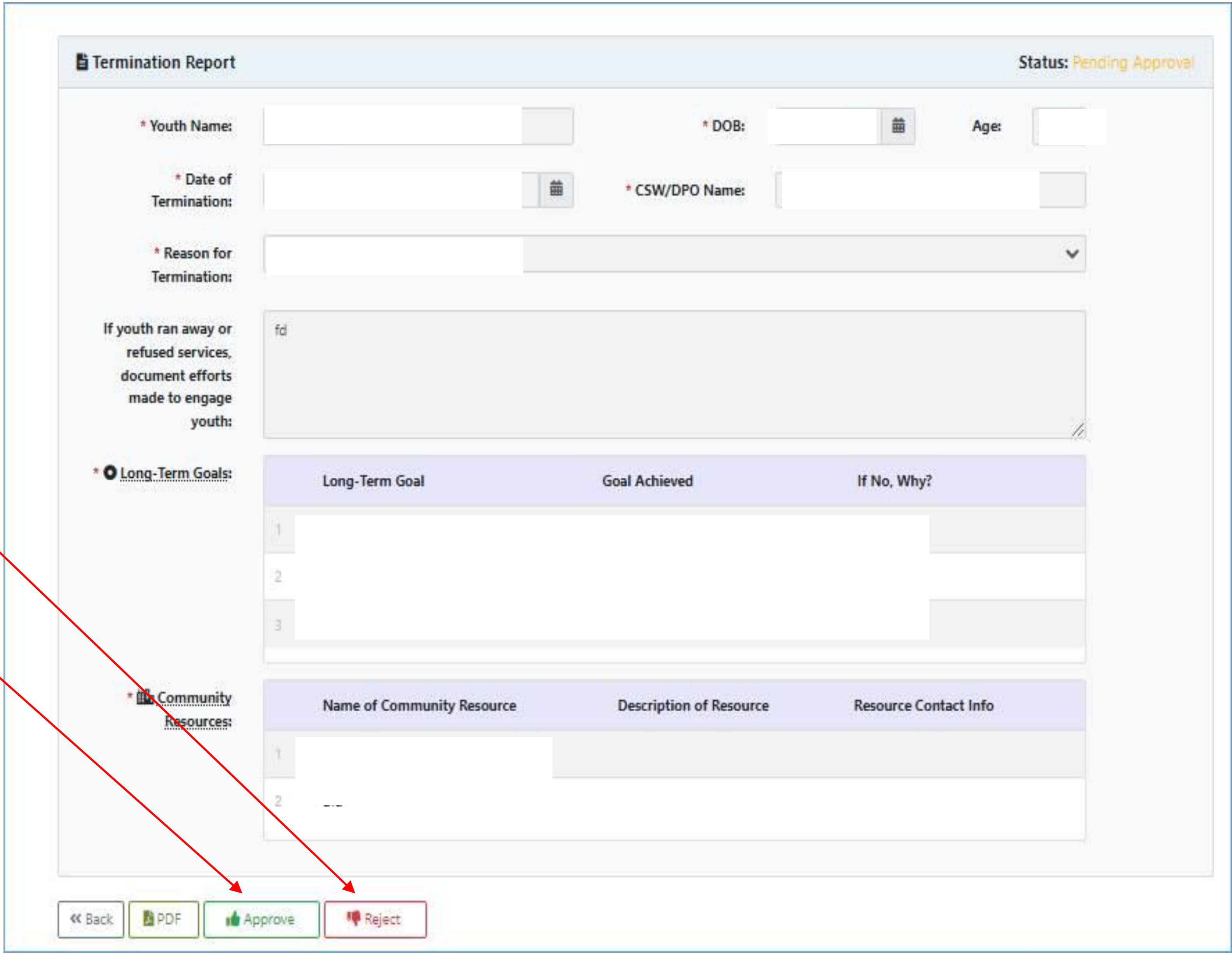
Approve/Reject Termination Reports

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.



Termination Report

Status: Pending Approval

If youth ran away or refused services, document efforts made to engage youth: fd

* Youth Name:
* DOB:
Age:
* Date of Termination:
* CSW/DPO Name:
* Reason for Termination:
* Long-Term Goals:
Long-Term Goal
Goal Achieved
If No, Why?
1
2
3
* Community Resources:
Name of Community Resource
Description of Resource
Resource Contact Info
1
2
Back
PDF
Approve
Reject

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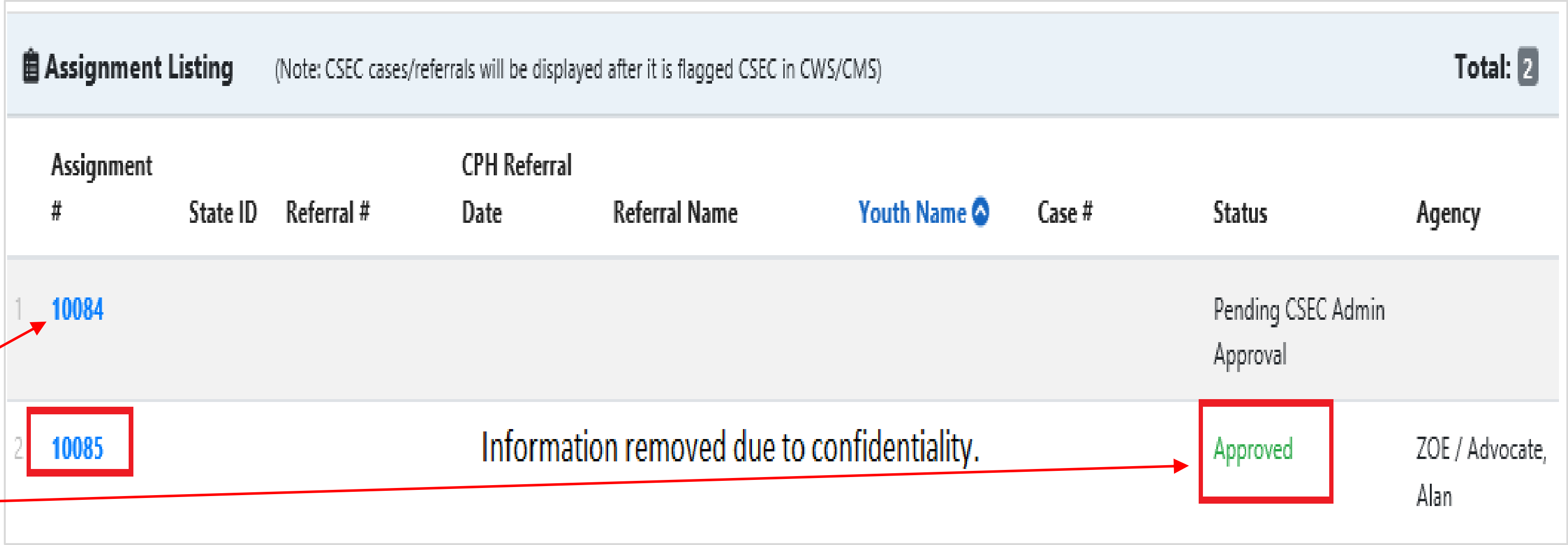
and Family Services

CSEC Tracking System

View Client Summary

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



Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS) **Total:** 2

	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency
1	10084							Pending CSEC Admin Approval	
2	10085				Information removed due to confidentiality.			Approved	ZOE / Advocate, Alan

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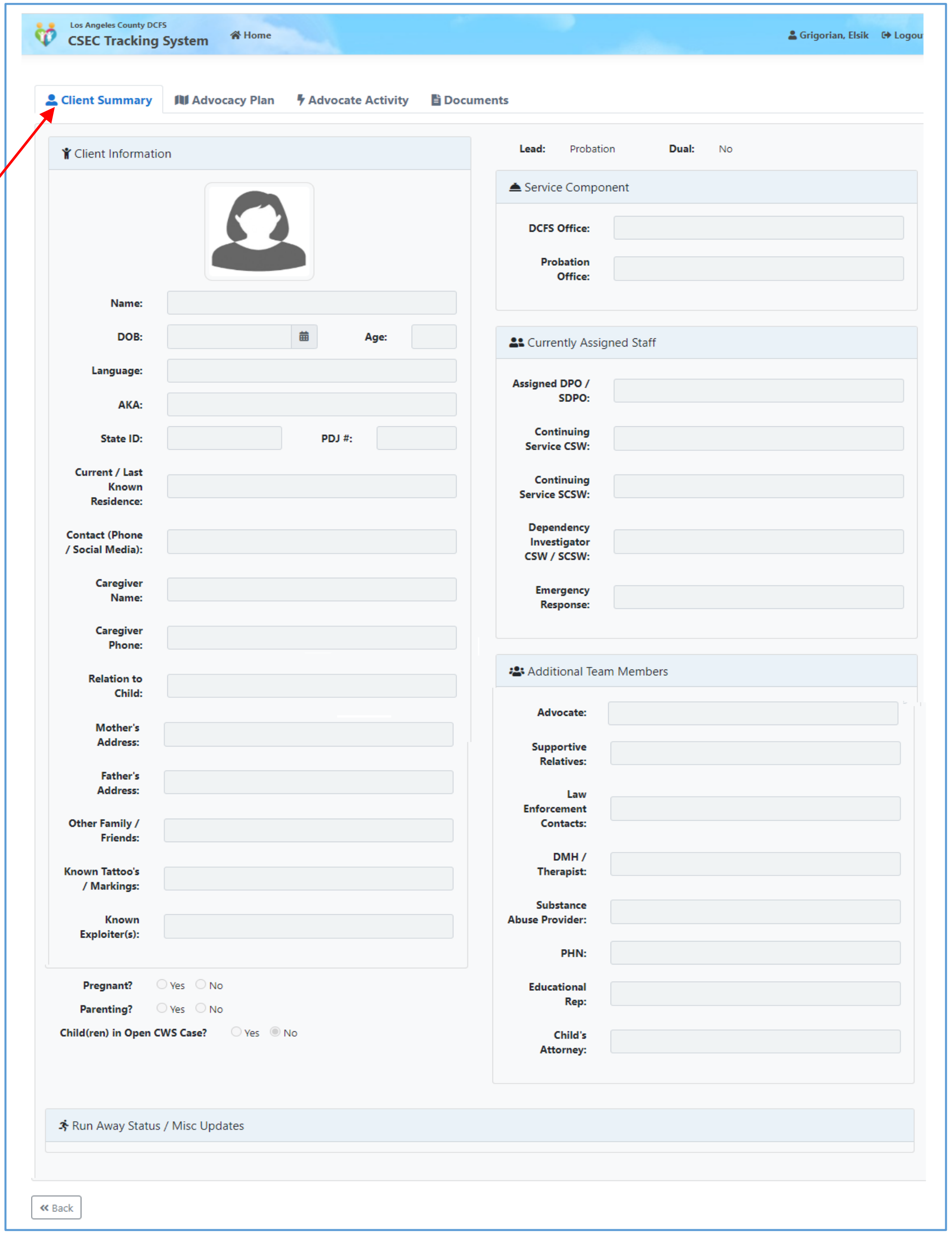
CSEC Tracking System

View Client Summary

The
Client Summary
Page

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



Los Angeles County DCFS
CSEC Tracking System
Home
Grigorian, Elsik
Logou
Client Summary
Advocacy Plan
Advocate Activity
Documents

Lead: Probation **Dual:** No

Client Information

Name:	
DOB:	
Age:	
Language:	
AKA:	
State ID:	
PDJ #:	
Current / Last Known Residence:	
Contact (Phone / Social Media):	
Caregiver Name:	
Caregiver Phone:	
Relation to Child:	
Mother's Address:	
Father's Address:	
Other Family / Friends:	
Known Tattoo's / Markings:	
Known Exploiter(s):	

Pregnant? ○ Yes ○ No
Parenting? ○ Yes ○ No
Child(ren) in Open CWS Case? ○ Yes ● No

Service Component

DCFS Office:	
Probation Office:	

Currently Assigned Staff

Assigned DPO / SDPO:	
Continuing Service CSW:	
Continuing Service SCSW:	
Dependency Investigator CSW / SCSW:	
Emergency Response:	

Additional Team Members

Advocate:	
Supportive Relatives:	
Law Enforcement Contacts:	
DMH / Therapist:	
Substance Abuse Provider:	
PHN:	
Educational Rep:	
Child's Attorney:	

Run Away Status / Misc Updates

Back

Los Angeles County
Department of Children
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CSEC Tracking System

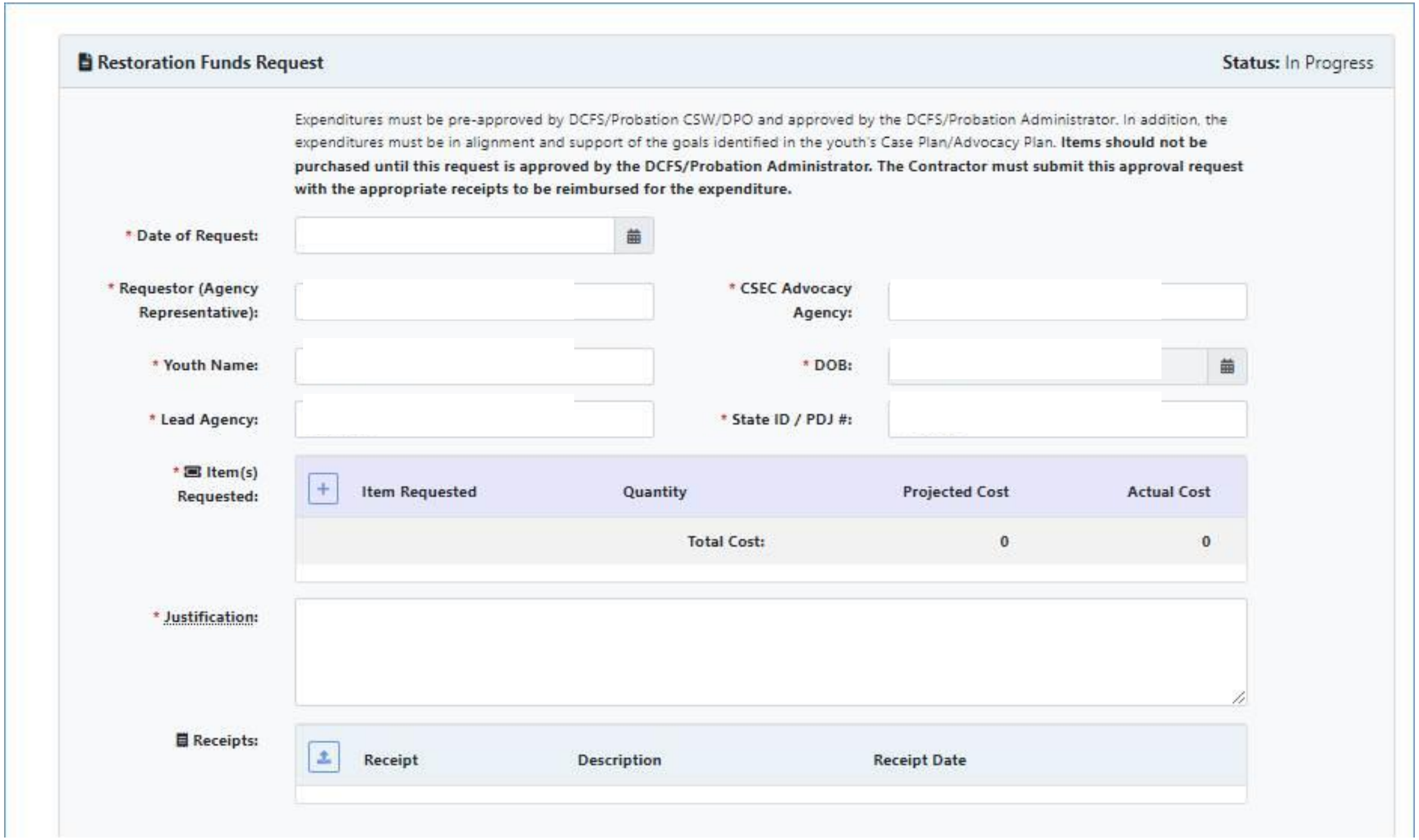
Restoration Fund Requests

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



Restoration Funds Request **Status:** In Progress

Expenditures must be pre-approved by DCFS/Probation CSW/DPO and approved by the DCFS/Probation Administrator. In addition, the expenditures must be in alignment and support of the goals identified in the youth's Case Plan/Advocacy Plan. **Items should not be purchased until this request is approved by the DCFS/Probation Administrator. The Contractor must submit this approval request with the appropriate receipts to be reimbursed for the expenditure.**

* Date of Request:
* Requestor (Agency Representative):
* CSEC Advocacy Agency:
* Youth Name:
* DOB:
* Lead Agency:
* State ID / PDJ #:
* Item(s) Requested:

Item Requested	Quantity	Projected Cost	Actual Cost
	Total Cost:	0	0

* Justification:

Receipts:

Receipt	Description	Receipt Date

Los Angeles County
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and Family Services

CSEC Tracking System
(CTS)
For the SCSW

Los Angeles County
Department of Children
and Family Services

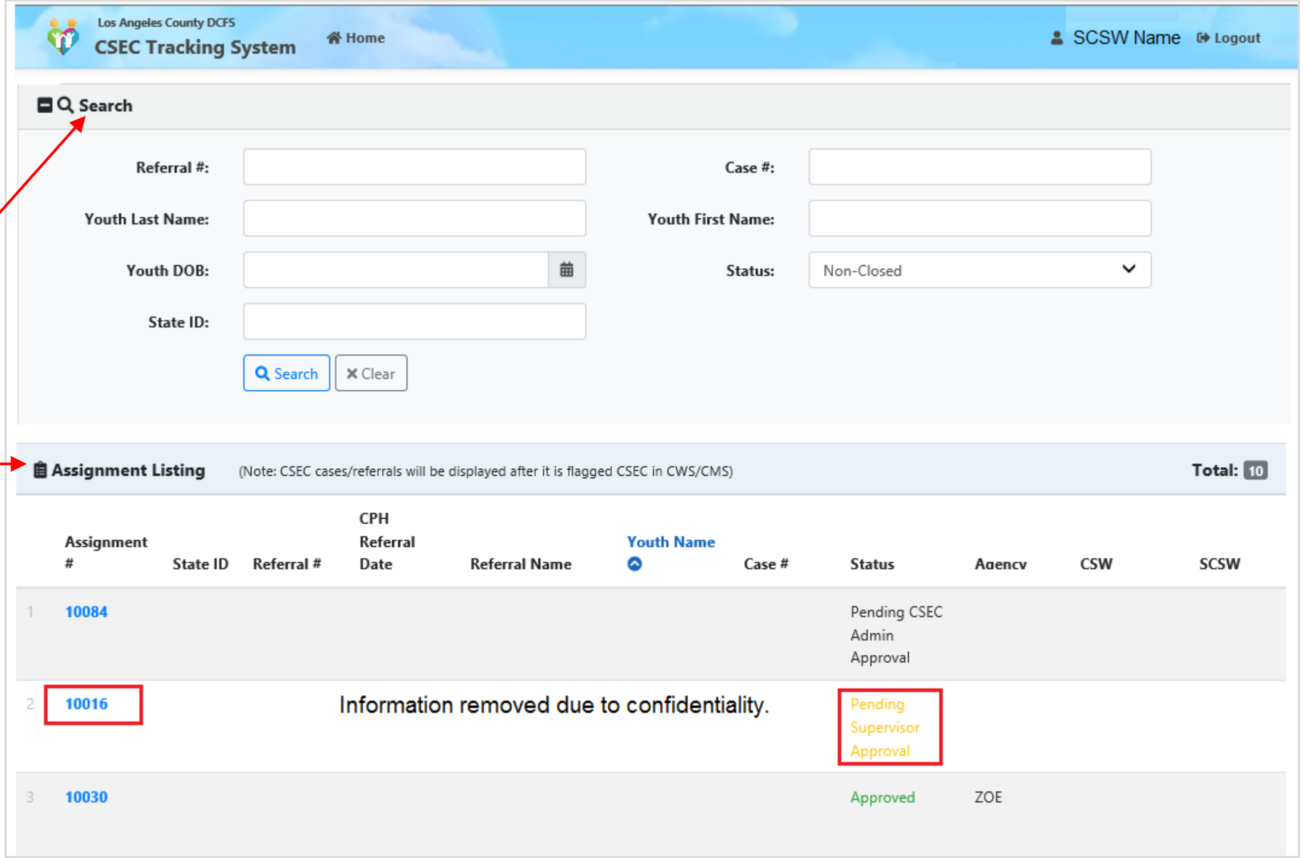
CSEC Tracking System

SCSW Home Page

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

SCSW Home Page:

Once you login, you will be taken to the "home page" that displays the **Search** and **Assignment Listing** sections:



Los Angeles County DCFS
CSEC Tracking System
Home
SCSW Name
Logout
Search

Referral #:	
Case #:	
Youth Last Name:	
Youth First Name:	
Youth DOB:	
Status:	Non-Closed
State ID:	

Search
Clear

Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged 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			Information removed due to confidentiality.				Pending Supervisor Approval			
3	10030							Approved	ZOE		

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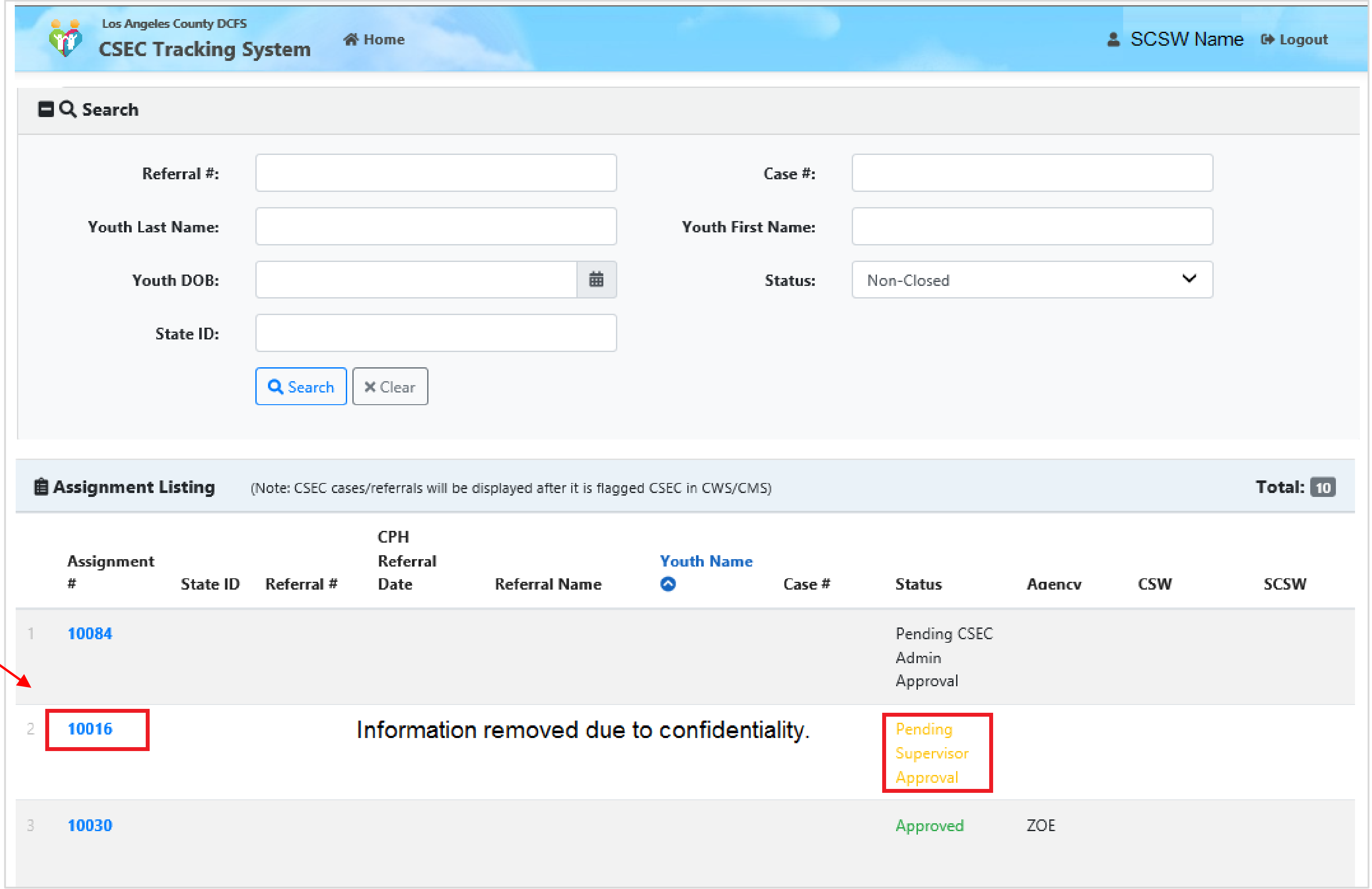
CSEC Tracking System

SCSW review/approval of referrals

Supervisor Review of Referrals:
SCSWs review CSEC Advocacy Referrals by clicking on system generated “**Assignment #**”
with status displayed “**Pending Supervisor Approval**”



Los Angeles County DCFS
CSEC Tracking System
Home
SCSW Name
Logout

Search

Referral #:		Case #:	
Youth Last Name:		Youth First Name:	
Youth DOB:		Status:	Non-Closed
State ID:			

Search
Clear

Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged 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							Pending Supervisor Approval			
3	10030							Approved	ZOE		

Information removed due to confidentiality.

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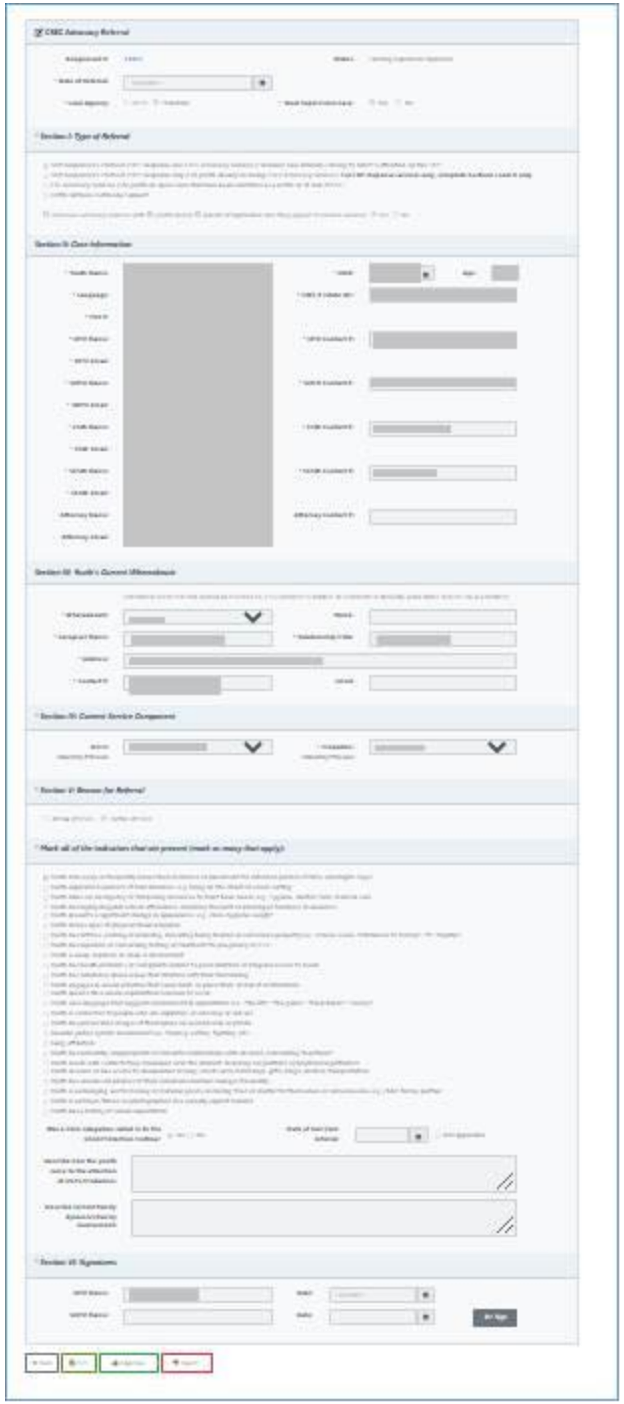
CSEC Tracking System

SCSW Review/Approval of referral

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.

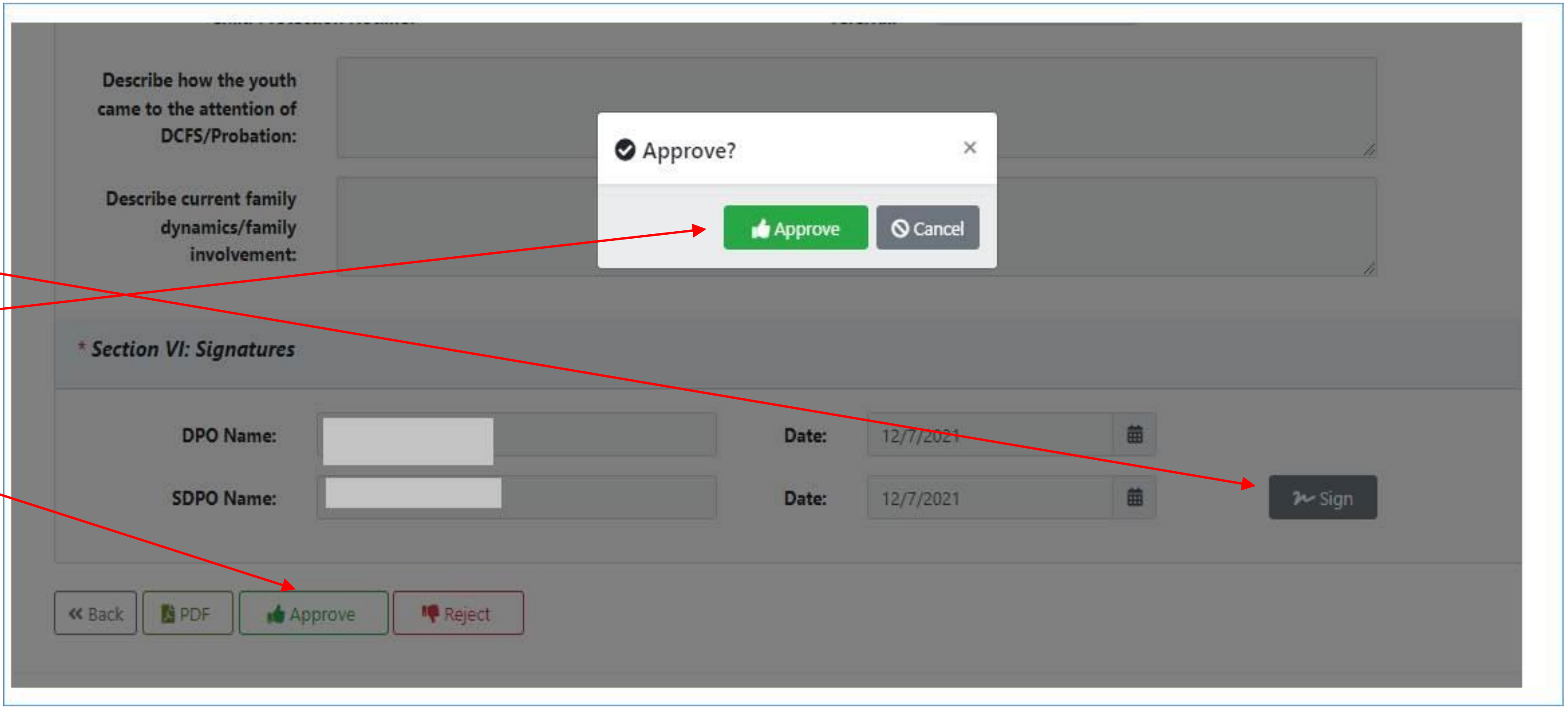


CSEC Tracking System

Supervisor Review/Approval of referral

How SCSWs Approve a CSEC Advocacy Referral:

After SCSW **signs** the document, click **Approve**



Describe how the youth came to the attention of DCFS/Probation:

Describe current family dynamics/family involvement:

Approve?

Section VI: Signatures

DPO Name: [redacted] Date: 12/7/2021

SDPO Name: [redacted] Date: 12/7/2021

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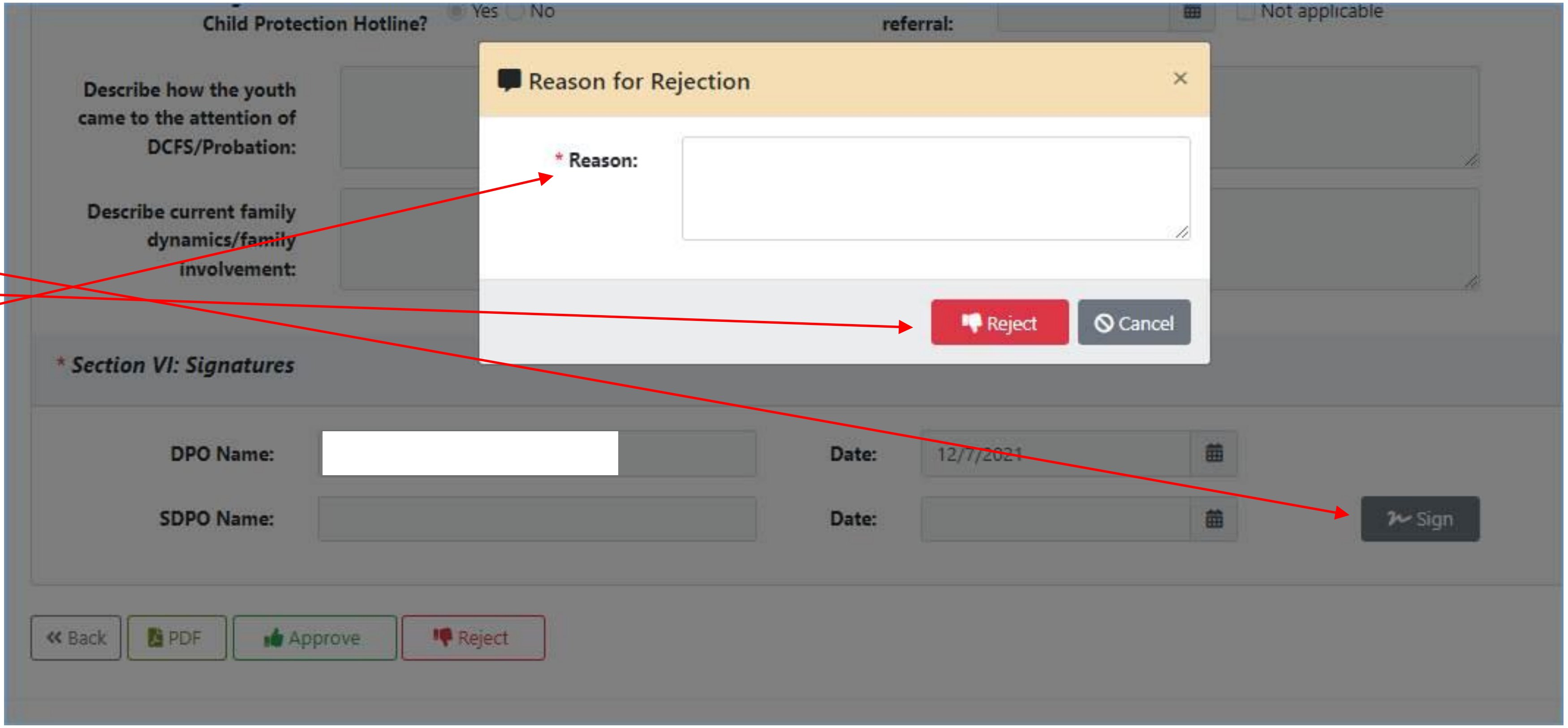
CSEC Tracking System

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



Child Protection Hotline? ○ Yes ○ No

referral: ☐ Not applicable

Describe how the youth came to the attention of DCFS/Probation:

Describe current family dynamics/family involvement:

Reason for Rejection

* Reason:

* Section VI: Signatures*

DPO Name: [redacted]

Date: 12/7/2021

SDPO Name:

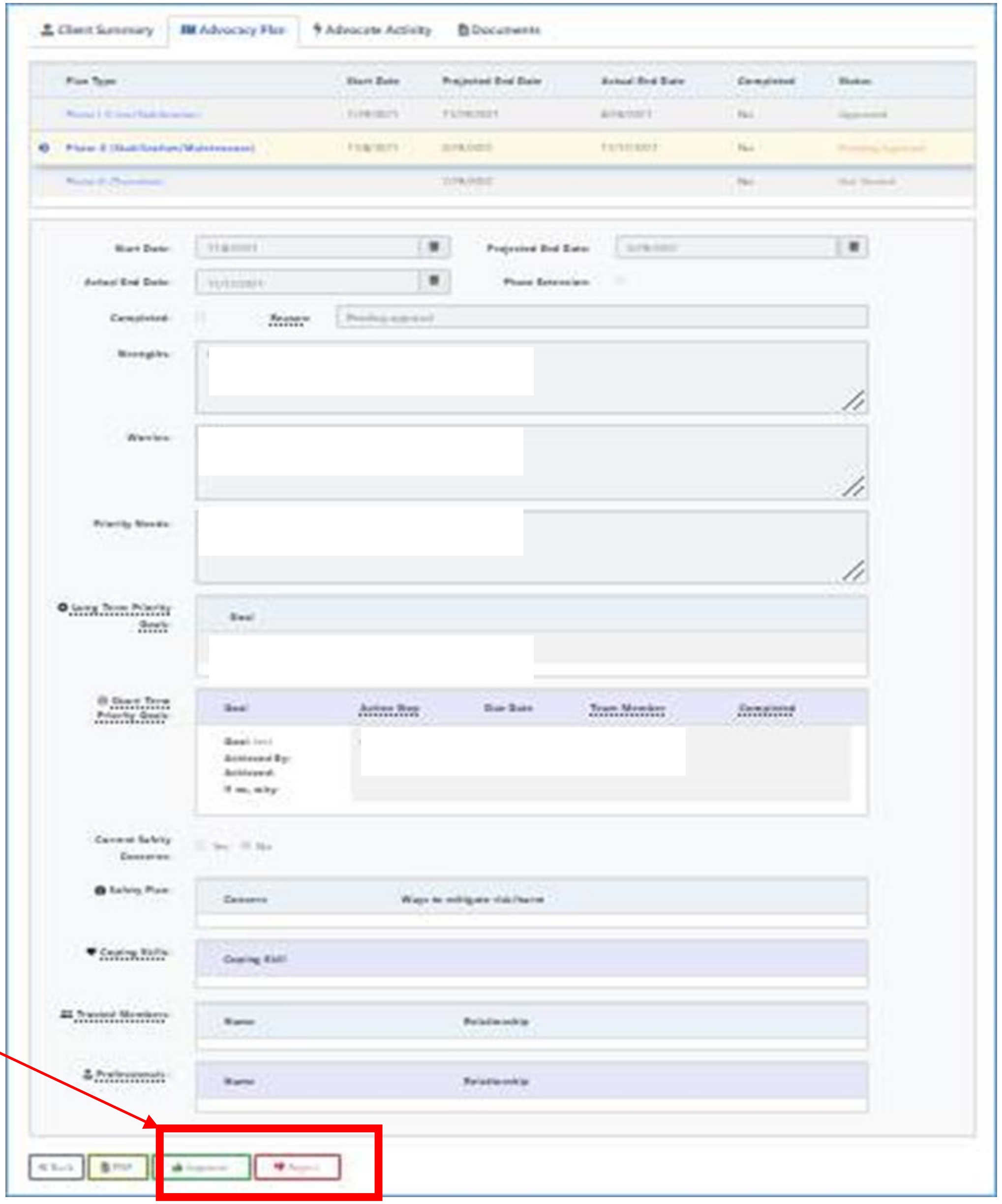
Date:

Supervisor review of Advocacy Plan

SCSWs Review/Approve/Reject Advocacy Plans:

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.


Client Summary
Advocacy Plan
Advocate Activity
Documents

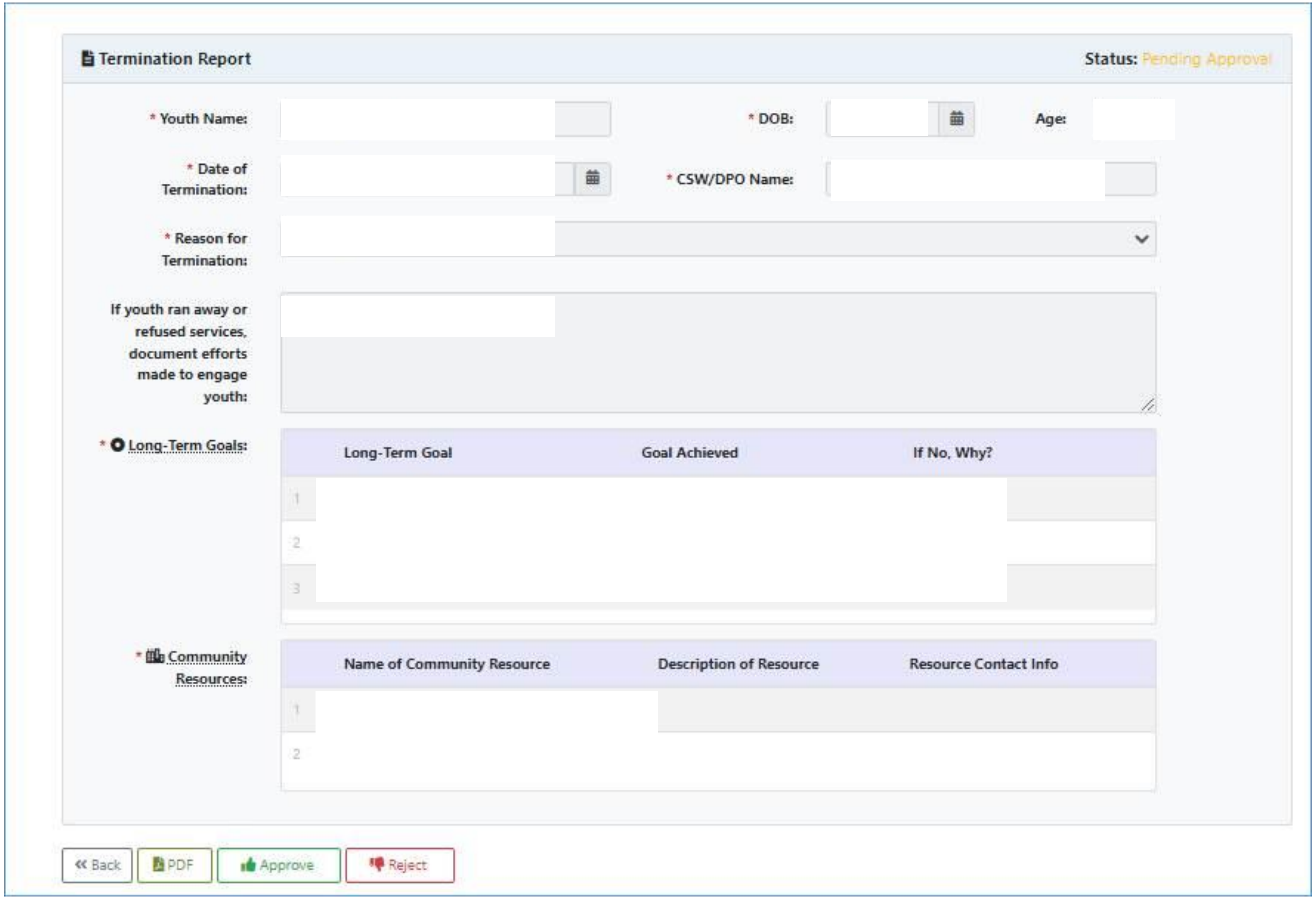
Los Angeles County
Department of Children
and Family Services

CSEC Tracking System

Approve/Reject Termination Report

How SCSWs Approve/Reject a Termination Report:
SCSWs will receive an e-mail 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.



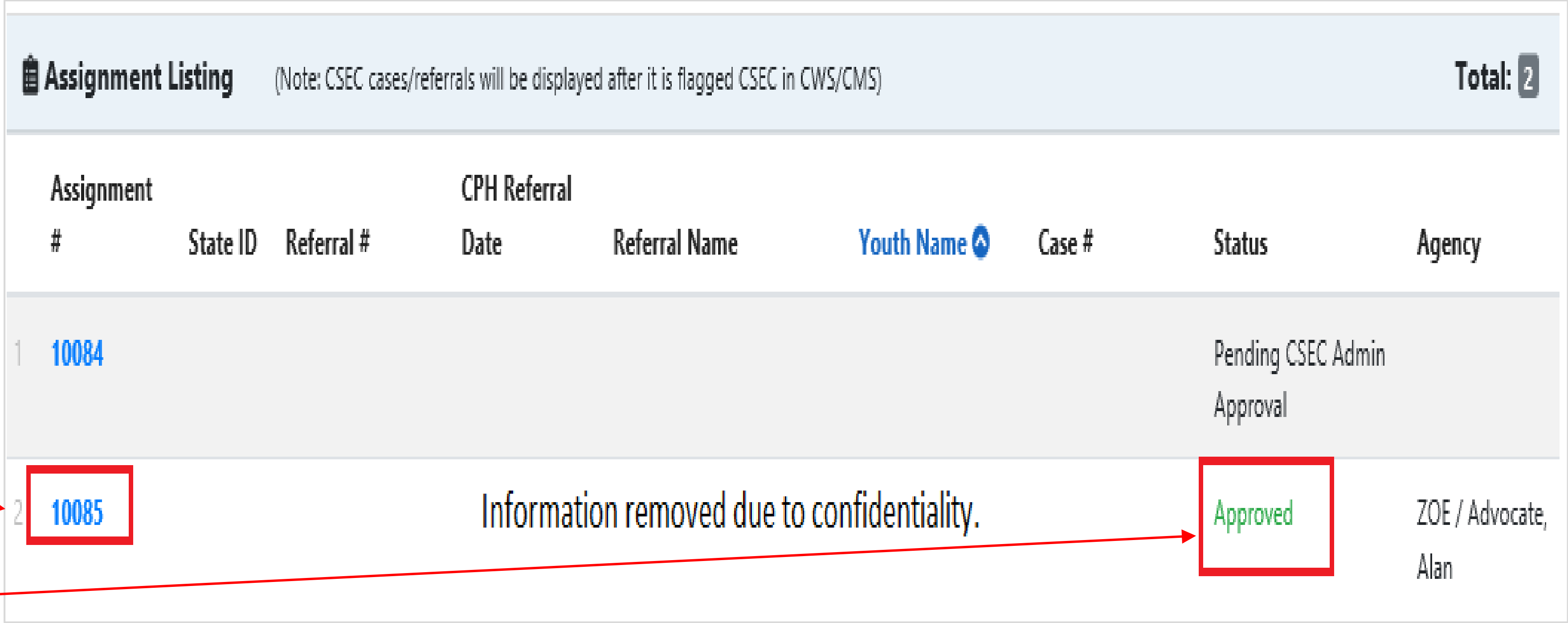
Status: Pending Approval

Termination Report
* Youth Name:
* DOB:
Age:
* Date of Termination:
* CSW/DPO Name:
* Reason for Termination:
If youth ran away or refused services, document efforts made to engage youth:
* Long-Term Goals:
Long-Term Goal
Goal Achieved
If No, Why?
1
2
3
* Community Resources:
Name of Community Resource
Description of Resource
Resource Contact Info
1
2
« Back
PDF
Approve
Reject

CSEC Tracking System

How SCSWs view Client Summaries:

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



Assignment Listing (Note: CSEC cases/referrals will be displayed after it is flagged CSEC in CWS/CMS) **Total: 2**

	Assignment #	State ID	Referral #	CPH Referral Date	Referral Name	Youth Name	Case #	Status	Agency
1	10084							Pending CSEC Admin Approval	
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:
EDL-DCFS-CTS-Support@dcfs.lacounty.gov

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