

Family Stabilization

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Purpose

The purpose of this job aid is to provide instructions for entering information about Family Stabilization (FS) eligibility and issuing supportive services.

Overview

The Family Stabilization List and Family Stabilization Detail pages allow the User to enter FS eligibility, barriers, service arrangements, referrals, activities, and activity agreements with the associated dates for case members.

Family Stabilization List Page

The Family Stabilization List page displays a list of records that have been created through the Family Stabilization Detail page and provides access to that page. It allows Users to view all Family Stabilization records for a case.

By default, the Family Stabilization List page displays active records. To refine the results, select a name from the Name drop-down box and/or complete the From and To text boxes and then click the View button.

Accessing the Family Stabilization List Page:

Step	Action
1.	Place cursor over Employment Services Global navigation bar.
2.	Click Case Summary in the Local navigation.
3.	Click Family Stabilization in the Task navigation bar.

Family Stabilization Detail Page

The Family Stabilization Detail page is used to document the outcome of an FS referral. Field options dynamically display based on the eligibility determination. All CalWORKs case members are selection options in the Name drop-down box.

The FSP 3 Mailing Date field is used to enter when the User manually generated the notice from the template repository.

Adding a Family Stabilization Record:

Step	Action
1.	On the Family Stabilization List page: a) Click the Add button.
2.	On the Family Stabilization Detail page: a) Select <Yes or No> from the Eligible drop-down box. b) Select an <Option> from the Eligibility Outcome drop-down box. c) Select an <Option> from the Denied/Ineligible Reason drop-down box, if displayed. d) Enter a <Date> in the Begin Date text box , if displayed. e) Enter a <Date> in the Date Referred to FS text box, if appropriate. f) In the Person(s) section, select an <Option> from the Name drop-down box. Go to step 5h if you do not need to add more persons. g) Click the Add button and repeat step 5f to add another person in the Family Stabilization determination. h) Click the Save and Return button.

The Family Stabilization Detail page includes sections for Barriers, Needs, Activities, and Agreements. In Edit mode, these sections display an Add button to access the detail page allowing the User to add a record. Hyperlinks display if there are existing records.

Barriers

Barriers are obstacles that prevent Customers from becoming employed or participating in WTW. An FS barrier has a category of Family Stabilization. They can be added from the Family Stabilization Detail page in Edit mode or the Barriers List page.

Barrier Detail Page

The Barrier Detail page tracks the types of barriers an individual has to address such as behavioral problems and agency referrals. To access the Barrier Detail page, the User must click the Add button in the Barriers section.

Adding a Barrier from the Family Stabilization Detail Page:

Step	Action
1.	Go to the Family Stabilization Detail page in Edit mode.
2.	On the Family Stabilization Detail page:

	<ul style="list-style-type: none"> a) Expand the Barriers section. b) Click the Add button in the Barriers section.
3.	<p>On the Barrier Detail page:</p> <ul style="list-style-type: none"> a) Select an <Option> from the Name drop-down box. b) Select <Family Stabilization or Family Stabilization-Transportation> from the Category drop-down box. c) Select an <Option> from the Type drop-down box. d) Enter the <Date> in the Begin Date text box. e) Enter the <Date> in the End Date field, if applicable. f) Enter a <Description> in the Description text box, if applicable. g) Select an <Option> from the Status drop-down box. h) Select an <Option> from the Status Reason drop-down box. i) Click the Save and Return button.

Barrier List Page

The Barriers List page displays all barrier records including those with a category of Family Stabilization.

By default, the Barriers List page displays active records. To refine the results, select a name from the Name drop-down box and/or complete the From and To text boxes and then click the View button. From the Barriers List page, click the Add or Edit button, or Category hyperlink to access the Barrier Detail page in Add, Edit, or View mode.

Accessing to the Barriers List Page:

Step	Action
1.	Place cursor over Employment Services in the Global navigation bar.
2.	Click Case Summary in the Local navigation bar.
3.	Click Barriers in the Task navigation bar.

Needs

Needs are associated with service arrangements to issue supportive services and may also be associated with referrals. Needs can be added from the Family Stabilization Detail page in Edit mode or the Needs List page. To access the Need Detail page from the Family Stabilization Detail page, the User must click the Add button in the Needs section. For more information on needs, see the Needs – Create and Maintain job aid.

Adding a Need from the Family Stabilization Detail Page:

Step	Action
1.	Go the Family Stabilization Detail page in Edit mode.
2.	On the Family Stabilization Detail page: a) Click the Add button in the Needs section.
3.	On the Need Detail page: a) Select a <Option> from the Name drop-down box. b) Select <Family Stabilization or Family Stabilization - Transportation> from the Category drop-down box. c) Select an <Option> from the Type text box. d) Enter a <Date> in the Begin Date text box. e) Enter a <Date> in the End Date text box if appropriate. f) Select an <Option> from the Status drop-down box. g) Select an <Option> from the Status Reason drop-down box. h) Click the Save and Return button.

After adding the need, the User may access the Service Arrangement Detail to issue benefits. See the Service Arrangements – Process for WTW and CFET job aid for more information.

The User may also add referrals on the Referral Detail page for Family Stabilization Customers. See the Referrals – Manage job aid for more information.

Activities and Activity Agreements

Customer activities and activity agreements may be added for Family Stabilization Customers.

To add activities for Family Stabilization Customers from the Family Stabilization Detail page in Edit mode, click the Add button in the Activities section.

Adding an Activity from the Family Stabilization Detail page:

Step	Action
1.	Go the Family Stabilization Detail page in Edit mode.
2.	On the Family Stabilization Detail page: a) Click the Add button in the Activities section.
3.	On the Select Activity page: a) Enter search criteria. b) Click the Search button. c) Confirm or select the radio button for the appropriate activity. d) Click the Select button.
4.	On the Customer Activity Detail page: a) Select a <Option> from the Name drop-down box. b) Select an <Option> option from the Program Type drop-down box. c) Confirm or enter a <Date> in the Start Date text box. d) Enter a <Date> in the End Date text box if appropriate.

	<ul style="list-style-type: none"> e) Select an <Time> from the Start Time drop-down box if appropriate. f) Select an <Time> from the End Time drop-down box if appropriate. g) Enter <Number of Hours> in the Scheduled Hours per Week for this Activity text box. h) Select the appropriate Activity Days checkbox(es). i) Select <Yes or No> from the Show as Appointment drop-down box. j) Click the Save and Return button.
5.	<p>On the Family Stabilization Detail page:</p> <ul style="list-style-type: none"> a) Click the Save and Return button.

Activity Agreements

After enrolling the Customer in activities, the User may access the Activity Agreement Detail page from the Family Stabilization Detail page in Edit mode by expanding the Agreements section and clicking the Add button. Activity agreements can also be added from the Activity Agreements List page. When adding the activity agreement, select Family Stabilization from the Program drop-down box. See the Customer Activities – Manage job aid for more information.

WTW Good Cause Status Reason

When adding a Good Cause WTW status for Family Stabilization Customers, the User may select the Family Stabilization from the Status Reason drop-down box. After saving this WTW Good Cause status, the C-IV System will send a 408 Other Good Cause exception to WDTIP.

Accessing the WTW Status Detail page:

Step	Action
1.	Place cursor over Employment Services Global navigation bar.
2.	Click Case Summary in the Local navigation.
3.	Click WTW in the Task navigation bar.
4.	On the WTW Status List page: <ul style="list-style-type: none"> a) Click the Add Status button in the Program section.