


Distribution Date	June 4, 2026
To	PPOC.All; Committee.Training; Committee.FosterCare
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guides - Child Placement API and Individual Demographics API

PPOCs, please forward to the appropriate impacted staff in your county:

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Description	<p>Purpose</p> <p>The purpose of this CIT is to inform Counties of two new Quick Guides developed for Foster Care Eligibility Determination (FCED).</p> <ul style="list-style-type: none"> ■ Child Placement API ■ Individual Demographics API <p>These Quick Guides are now available in the Learning Management System (LMS).</p> <p>Background</p> <p>The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience.</p> <p>Additional Information</p> <p>The Child Placement API Quick Guide provides information on the Child Placement and Determination Details Application Program Interfaces (APIs). It explains how to view the transactions transmitted through these APIs in the System and how to update data collection pages. The following topics are included:</p> <ul style="list-style-type: none"> ■ Child Placement API
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	<ul style="list-style-type: none"> ■ Child Placement Pages ■ Determination Details API ■ Finalizing Case Updates <p>The Individual Demographics API Quick Guide provides information on the Individual Demographics API. It explains how to view the transaction in the System and how to update data collections pages. The following topics are included:</p> <ul style="list-style-type: none"> ■ Individual Demographics Inbound Transaction ■ Individual Demographics ■ Social Security Number (SSN) ■ Contact Summary ■ Vital Statistics ■ Citizenship Status ■ Finalizing Case Updates <p>County Actions</p> <p>Please distribute this CIT and the CalSAWS Quick Guides to any County staff who perform these functions. The Quick Guides can also be found in the LMS.</p> <p>Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process.</p> <p>If you have questions on this CIT, please reach out to the Primary and Backup Project Contacts and cc your Regional Managers.</p>
<p>Primary Project Contact</p>	<p>Elizabeth Palm Training/Implementation Coordinator (916) 800-8363 Palme@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Juan Avila Lead Business Analyst (916) 800-8344 AvilaJJ@CalSAWS.org</p>
<p>Attachments</p>	<ul style="list-style-type: none"> ■ CalSAWS Quick Guide – Child Placement API ■ CalSAWS Quick Guide – Individual Demographics API
<p>Communication Portal Link</p>	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Hover over the Communications & Resources tab at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. 4. Click on the appropriate CIT # folder.