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Family Finding Response

- If you are a Kinship Navigator Supervisor, navigate to Family finding tab in the dashboard and select the request that needs to be assigned and click on the 'Assign /Transfer' role.

Home - Dashboard

Family Finding

Assigned Workload **Family Finding (7)** My Requests

Filters

Referral/Case ID: Family Name: Request Urgency: Assigned Kinship Navigator: Request Date From: Request Date To:

Search **Reset**

Assign/Transfer

| Case ID | Family Name | Number of Request | Latest Request Date | Urgency | Search Type | Assigned To | Caseworker | Office | |
|--|-------------|-------------------|----------------------|---|----------------|--------------|-------------------|--------|------|
| <input checked="" type="radio"/> 83909 | Asd | 1 | 2/4/2025 11:14:14 PM | Emergency - expected removal soon | Family Finding | | Emily Fries | INTAKE | Show |
| <input type="radio"/> 83908 | Sampledata | 1 | 2/4/2025 10:49:06 AM | Non-emergency - no intention of removal | Family Finding | | Deborah Moncrieff | CRO | Show |
| <input type="radio"/> 83905 | Asd | 1 | 2/4/2025 4:27:46 AM | Non-emergency - removal may happen | Family Finding | Warren, Earl | Frederick Dukes | INTAKE | Show |
| <input type="radio"/> 83903 | Sampledata | 2 | 2/3/2025 1:49:17 PM | Emergency - expected removal soon | Family Finding | Warren, Earl | Harrison Ross | CRO | Show |

- The section to select the Kinship Navigator will open. Select one or more Kinship navigators who will be working on the request and click on the 'Update Assignment' button.

Home - Dashboard

Family Finding

Assigned Workload **Family Finding (7)** My Requests

Filters

Referral/Case ID: Family Name: Request Urgency: Assigned Kinship Navigator: Request Date From: Request Date To:

Search **Reset**

Assign To

Warren, Earl

Update Assignment **Cancel**

| Case ID | Family Name | Number of Request | Latest Request Date | Urgency | Search Type | Assigned To | Caseworker | Office | |
|--|-------------|-------------------|----------------------|---|----------------|--------------|-------------------|--------|------|
| <input checked="" type="radio"/> 83909 | Asd | 1 | 2/4/2025 11:14:14 PM | Emergency - expected removal soon | Family Finding | | Emily Fries | INTAKE | Show |
| <input type="radio"/> 83908 | Sampledata | 1 | 2/4/2025 10:49:06 AM | Non-emergency - no intention of removal | Family Finding | | Deborah Moncrieff | CRO | Show |
| <input type="radio"/> 83905 | Asd | 1 | 2/4/2025 4:27:46 AM | Non-emergency - removal may happen | Family Finding | Warren, Earl | Frederick Dukes | INTAKE | Show |
| <input type="radio"/> 83903 | Sampledata | 2 | 2/3/2025 1:49:17 PM | Emergency - expected removal soon | Family Finding | Warren, Earl | Harrison Ross | CRO | Show |

JOB AID: Family Finding Response



- If you are a Kinship Navigator, upon login you will by default see the Family Findings requests assigned to you. Click on the 'Show' for the request to work on.

The screenshot shows the 'Family Finding' dashboard. At the top, there's a 'Home - Dashboard' header. Below it, the 'Family Finding' section has tabs for 'Assigned Workload', 'Family Finding (3)', and 'My Requests'. A 'Filters' section includes input fields for 'Referral/Case ID', 'Family Name', 'Request Urgency' (set to 'All'), 'Assigned Kinship Navigator' (set to 'All'), 'Request Date From', and 'Request Date To'. Below the filters is a table with columns: Case ID, Family Name, Number of Request, Latest Request Date, Urgency, Search Type, Assigned To, Caseworker, Office, and an action column. The first row shows Case ID 83909, Family Name Asd, Number of Request 1, Latest Request Date 2/4/2025 11:14:14 PM, Urgency Emergency - expected removal soon, Search Type Family Finding, Assigned To Warren, Earl, Caseworker Emily Piles, Office INTAKE, and an action column with a 'Show' button highlighted by a red box.

- On click of show the user will be navigated to the Family Finding Response screen -> Methods of identification tab. To document a new support effort, click on the 'New' button.

The screenshot shows the 'Family Finding Response' screen, specifically the 'Methods of Identification' tab. At the top, there's a 'Request Summary (1)' section with a 'Completion Status' dropdown. Below this, there's a 'Method of Identification Completed' section with a list of methods: Accurint Search, Genogram/Family Tree, Interview, Social Media, and Other. To the right, there's a 'Total Support Identified' section with two cards: 'Total Potential Support' (0) and 'Total Potential Placement' (0). Below these is a 'Methods of Identification' section with filters for 'Potential Support' (set to 'All'), 'Potential Placement' (set to 'All'), and 'Method of Identification' (set to 'All'). At the bottom right, there's a 'Family Division Request' button and a 'New' button highlighted by a red box. Below the filters is a table with columns: Support & Effort Information, Relationship to Client(s), Target Children, Contact Information, and Method of Identification. The table shows 'No results found' and a pagination bar at the bottom.

JOB AID: Family Finding Response



- On click of 'New' the New Potential support effort section gets displayed. Select the Target Child(ren) this support effort applies to. This field will populate the target children having an active Family Finding Request. Fill all the required fields including the methods of identification and save it. Please note that if any changes are made to the existing Support effort, the history for Contact Attempted, Contact Completed, Potential Support and Potential Placement and notes will be saved and displayed in the History grid.

New Potential Support Effort

6/6 Required Fields

* Select Target Child(ren) this Support Effort Applies to *Required*

James Smith

Search Information

* Search Date *Required*

02/04/2025

* Select Method of Identification *Required*

Genogram/Family Tree

* Participants Involved In Process *Required*

James Smith

* Were you able to find someone from this search? *Required*

☒ Yes ☐ No

Potential Support Information

* Select Potential Support Person *Required*

Test Data - New Person

Potential Support Person Details

Test Data (New Person)

- After documenting all the support efforts and completing the response, click on the 'Send Notification to Caseworker' button to notify the assigned caseworker.

Document Upload (1)

Upload Document

| Document Name | Description | Date Uploaded |
|--|-------------|---------------------|
| MTW Instructions effective 2.1.2025.docx | | 02/04/2025 23:28:19 |

Send Notification to Caseworker **Preview**

Cancel & Go Back to Dashboard

Quick Add Contact

- To add the Contact attempted/completed for the potential support, click on 'Quick Add Contact' button.

Efforts to Contact Potential Support

Quick Add Contact

Most Recent Attempted Contact: mm/dd/yyyy

Most Recent Completed Contact: mm/dd/yyyy

Potential Placement: ☐ Yes ☐ No ☐ Not at this time

Potential Support: ☐ Yes ☐ No ☐ Not at this time

Notes

History

| Most Recent Attempted Contact | Most Recent Completed Contact | Potential Support | Potential Placement | Last Updated By |
|-------------------------------|-------------------------------|-------------------|---------------------|-----------------|
| No results found | | | | |

Historical Notes

- On clicking the quick add contact button the pop up gets displayed. The user can fill in all the details and click on save.

Quick Add New Contact

New Contact

General Information

*Status Required: ☐ Attempted ☒ Completed

*Notification Required: ☒ Announced ☐ Unannounced

*Date Required: mm/dd/yyyy

*Time Required: HH:MM TT

*Type/Location Required: Email

*Contact Description Required: Family Finding Results

Child(ren) (Select all that apply): James Smith

Other Participants (Select all that apply): Select all that apply

Contact Details

*Contact By Required: CYF Caseworker - Referral/ Case

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Quick Add New Contact

Family Finding Results

Child(ren) (Select all that apply) James Smith Other Participants (Select all that apply) Select all that apply

▼ Contact Details

** Contact By Required* CYF Caseworker - Referral/ Case

** Purpose (Select all that apply) Required* Family Finding

** Narrative Required* Name: Test Data, DOB: null, Address: , Phone Number: null

Cancel Save Contact

Document Upload

- To upload the documents, click on the upload documents button and select the documents that need to be uploaded.

20 << < 1 of 0 > >>

Historical Notes

Save Support Effort

▼ Document Upload (0)

Upload Document

| Document Name ↑↓ | Description ↑↓ | Date Uploaded ↑↓ |
|------------------|----------------|------------------|
| No results found | | |

20 << < 1 of 0 > >>

Send Notification to Caseworker Preview

Cancel & Go Back to Dashboard

JOB AID: Family Finding Response



- Enter the description for the document. Click on the Upload button. Multiple documents can be uploaded at once.

A screenshot of a web application window titled "Upload Document". The window has a light gray header bar with the title and a close button. Below the header is a large gray area with an upward arrow icon and the text "Choose files or drag them here". Below this is a list of uploaded documents. The first document is titled "MTW Instructions effective 2.1.2025.docx" and is preceded by a document icon with a large "W". To the right of the document title is a "Delete" button. Below the document title is a text input field labeled "Description". At the bottom left of the window is a "Cancel" button. At the bottom right is an "Upload" button, which is highlighted with a red rectangle.