

Substitute Family Resources Coordinators and the Data Management System



Department of Children, Youth, and Families



There may be instances when an assigned Family Resources Coordinator (FRC) will be absent for a prolonged period of time. For example, maternity leave, extended vacation or sick leave, etc. If the FRC knows that he/she is unable to attend the Individual Family Service Plan meetings or associated events, a substitute FRC will need to attend in the FRC's absence. When this occurs, the assigned FRC should provide prior written notice to the family and transfer the child record to the substitute FRC for the time of his/her absence.

If the FRC will only be absent for up to two weeks, use the proxy function to allow another FRC to access the child record.

The FRC is automatically associated to a child's record at the time of initial referral and will be included on all of the child's teams. The assigned FRC cannot be removed from these teams within the Data Management System (DMS). To ensure that the team is reflected accurately, a transfer to the attending FRC will need to be completed to add the substitute FRC to the child's team, removing the original FRC until they are able to resume their role related to the IFSP. The substitute FRC will not appear on the IFSP document in the DMS if the transfer takes place after the substitute FRC has conducted the meeting.

Transferring the child's record from the original FRC to a substitute FRC can be done by any staff with administrative rights in the program (for example agency manager or LLA) through the inter-agency transfer function under the Administration tab in the DMS. The substitute FRC can also request the transfer within the DMS which the original FRC can approve. The ESIT Help desk can also support programs and complete this transfer on their behalf.

Transferring the child's record instead of using the proxy function has several advantages:

- Fast and easy way to grant access to the FRC that attended the meetings
- Less errors during data entry
- Ability to track who entered data
- Accurate reflection of participants on the child's team

The following actions should not take place before transferring the child to the substitute FRCs caseload to avoid errors in the DMS:

- Any meetings with the family in regards to eligibility determination
- Entry or Exit COS Meetings
- IFSP Meetings
- Transition Conference Meetings

When the original FRC returns to work, the child can be transferred back to the FRC's caseload through the inter-agency transfer function.

Please contact the ESIT Help Desk esit.help@dcyf.wa.gov with any questions or concerns you may have.