

Emergency Child Care Bridge Portal

Regional CSW/SCSW

1. Access Emergency Child Care Bridge Portal

- MyLakids -> Web Application
- Or click <http://dcfsapxbip1.dcfs.lacounty.gov/pls/apexprod/f?p=eccb>

The screenshot shows the LAKIDS dcfs intranet site. The top navigation bar includes "lacounty.gov", "DCFS Internet Site", and a search icon. Below the navigation bar, there are links for "Organizations", "Web Applications", "Services", "Resources", "Program Websites", and "Help". The main content area is titled "Web Applications" and features a search bar with the text "emergency" and a "Go" button. Below the search bar, it indicates "2 search results found. [Back to Web Applications]". The first result is "Command Post Contract Homes System (CPCH)", which is described as a system for Command Post designated users and administered by Emergency Shelter Care Program staff. The second result is "Emergency Child Care Bridge Portal", which is highlighted with a red box and described as a system providing access for child care navigators to fulfill children's emergency child care needs. A "Read More" link is provided for the second result.

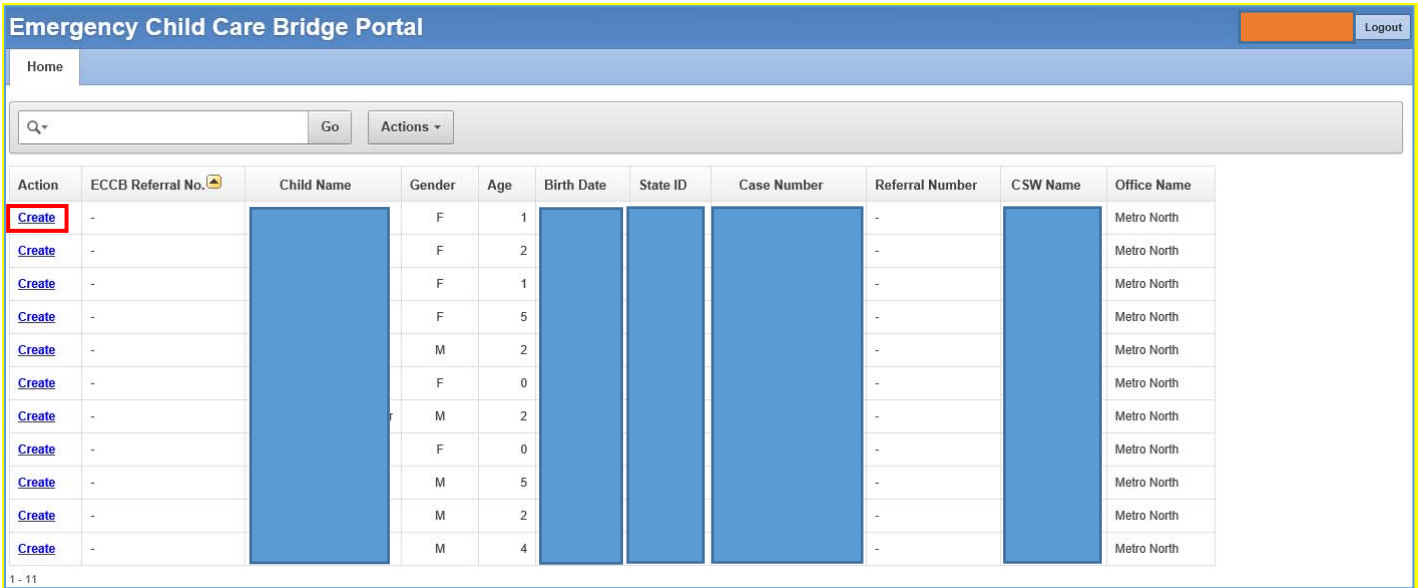
2. Log in

The screenshot shows the login page for the Emergency Child Care Bridge Portal. The page title is "Emergency Child Care Bridge Portal". There are two input fields: "User ID" with the value "e123456" and "Password" with a masked password represented by ten dots. A blue "Login" button is positioned to the right of the password field. Below the input fields, there are two links: "DCFS Password Reset" and "R&R Navigator Registration/Support".

- User ID is employee number (e123456).
- Password is internet password.
- Click on Login.

Emergency Child Care Bridge Portal

3. Submit a ECCB Referral to Agency



Emergency Child Care Bridge Portal

Home

Q

Go Actions

Action	ECCB Referral No.	Child Name	Gender	Age	Birth Date	State ID	Case Number	Referral Number	CSW Name	Office Name
Create	-		F	1				-		Metro North
Create	-		F	2				-		Metro North
Create	-		F	1				-		Metro North
Create	-		F	5				-		Metro North
Create	-		M	2				-		Metro North
Create	-		F	0				-		Metro North
Create	-		M	2				-		Metro North
Create	-		F	0				-		Metro North
Create	-		M	5				-		Metro North
Create	-		M	2				-		Metro North
Create	-		M	4				-		Metro North

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- Once log in, the system will list all CSW's caseloads for Primary child (under 6).

Note: SCSWs have access to all caseloads in his/her office.

- Please click "Create" to submit an ECCB referral.



Home Request Services

CWS/CMS Information

State ID	Person No.	Case No.	Referral No.	Case/Ref Start Date	CSW Name	CSW Phone	Office	CSW File No	SCSW Name
				09/22/2017			Metro North		

Child Information

Child Name	Gender	Birth Date	Age	Language
			1	English

Caregiver Information

Caregiver Name	Caregiver Address	Phone	Facility Type
PATRICIA GIL			Relative/NREFM Home

Phone *

Child Care Request Special Accommodation/Notes

X

- Click "X" to go back to previous page.
- Enter the Phone number (required field) under Caregiver Information.
- Enter Special Accommodation/ Notes if there is any.

Emergency Child Care Bridge Portal

Child Care Services Request

Action	Priority	Last Name	First Name	Gender	Language	Birth Date	Age	State ID	Person No.	Case No.	Referral No.	Special Accommodation
<input type="checkbox"/> Include in Referral <input type="checkbox"/> Exclude from Referral	Sibling			M	Spanish		9					
--	Sibling			F	Spanish		2					

Submit Child Care Referral

- Select “Include in Referral” or “Exclude from Referral” (required field) for each sibling.
- Click “Submit Child Care Referral” button.

Note: Associated siblings can be submitted together.

Emergency Child Care Bridge Portal

Home

Q- Go Actions

Action	ECCB Referral No.	Child Name	Gender	Age	Birth Date	State ID	Case Number	Referral Number	CSW Name	Office Name
Edit	ECCB0000080		F	2				-		Metro North
Edit	ECCB0000080		F	1				-		Metro North
Edit	ECCB0000081		M	2				-		Metro North
Create	-		M	2				-		Metro North
Create	-		F	0				-		Metro North

- ECCB referral message will pop up and confirmation email will be sent to CSW.
- ECCB Referral No. will be created ex. ECCB0000080.

Note: The referral will be distributed to the corresponding Navigator based on the Caregiver’s zip code.

4. Check ECCB Referral Status

Action	ECCB Referral No.	Child Name	Gender	Age	Birth Date	State ID	Case Number	Referral Number
Edit	ECCB0000080		F	2				-
Edit	ECCB0000080		F	1				-
Edit	ECCB0000081		M	2				-
Create	-		M	2				-
Create	-		F	0				-
Create	-		M	2				-
Create	-		F	0				-
Create	-		M	4				-
Create	-		F	5				-
Create	-		F	1				-
Create	-		M	5				-

Emergency Child Care Bridge Portal

- Click "Edit".
- You can check status under Focus Child and Sibling Child Care Request.

Focus Child and Sibling Child Care Request

Priority 	Child Name	Gender	Birth Date	Age	Language	State ID	Person No.	Status	Enrollment Type	Start Date	End Date	Movement Type	Navigator Notes	Special Accommodation
Sibling	[REDACTED]	M	[REDACTED]	9	Spanish	[REDACTED]		-	-	-	-	-	-	-
Sibling	[REDACTED]	F	[REDACTED]	2	Spanish	[REDACTED]		-	-	-	-	-	-	-
Primary	[REDACTED]	F	[REDACTED]	1	English	[REDACTED]		Accepted	Child Care Center	08/16/2018	08/16/2018	-	test	-