UPLOADING A PICTURE TO A REFERRAL ALREADY SUBMITTED

- 1. Log into the EDA using the website https://edar.dcfs.lacounty.gov
- 2. Click on Referrals Submitted under the blue CSW tab on the left hand side
- 3. Look for the client's referral and click the grey "client" box under the Action column on the far right side

🤀 EDA 💏	Office		User						
Drug and Alcohol Testing Referral	Wateridge	¥			1				
Scsw 🗸	Showing Referral Submit	ted of Wateridge and		CSW (DI)					
CSW Caseload				I	Referral Submitted				
Client Information Active Referral contains all referrals with future test date, Referral Submitted displays all referrals group by clients									
Pending Approval	tive Referral (3)	Referral Submitted (1) DI C	Caseload (5)						
📜 Referrals Submitted	2 Show 10 rows - x						c	arch.	
L Drug Test Results	Show To Lows						31		
😧 CSW Clients	Det Seq 📫 Clie	ent Name	Client Information	:	Referral Information	SCSW Approval	2 PM Approval	Action	
Impending Termination			Child Name: Client Name:		Seq No:			Client -	
🕑 Shared DI Caseload	1642499		Client Dob: Client Age:		Child Name: Referral Type: Termination Date			Termination Date -	
💿 Image Temp Ids			Client Gende						
🍟 Family Information			Child Name: Client Name:		Seq No: Child Name:			Client *	
👶 Client Multiple Referral			Client Age: Client Gender:		Referral Type: Termination Date:			Referral -	
Q Search <			Child Name:					Client -	
😫 Reports 🔹 📢	1645088		Client Name Client Dob:		Seq No: Child Name: Referral Type:			Termination Date -	
🛱 Help 📢			Client Age Client Gender:		Termination Dati			📜 Referral 🝷	
Office		User							
Wateridge	~	•		~					
Showing Referral Submitted o	f Wateridge and		CSW (DI)						
					11. I				
Referral Submitted Active Referral contains all referrals with future test date, Referral Submitted displays all referrals group by clients									
Active Referral (2) Defer	ral Submitted (1)	Caseload (5)							
Show 10 rows 🔻	Search:								
Det Seq 🏌 Client Nat	ne :	Client Information		Referral Information		SC SW Approval	PM Approval	Action	
		Child Name: Client Name:		Seq No: Child Name:				Client -	

Referral Type:

Seq No:

Termination Date:

Client Age:

Client Gender Child Name:

Client Name

UPLOADING A PICTURE TO A REFERRAL ALREADY SUBMITTED

Click Browse under the "Add client's Picture ID" box

- 4. Click Browse under the "Add client's Picture ID" box
- 5. Locate the picture of the client on your PC and select the picture
- 6. Verify the picture shown is that of the client
- 7. Click "Send"

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8. A small version of the uploaded picture will show in the Client Name column of the referral and it will be ready for use within 30 minutes.

Update Temp Id

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Note: Please ensure that the picture of the client is a clear color picture of the client's face only and does not show their full ID information or their child

Client Name		Sequence No	
Client Dob		Referral Type	
Client Age		Lab Test Type	
Client Gender		Termination Date	
		5 6	4
Seq No	~	Add Client's Picture Id	Browse
Send Close			