

UPLOADING A PICTURE TO A REFERRAL ALREADY SUBMITTED

1. Log into the EDA using the website <https://edar.dcfslacounty.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

Office: Wateridge | User: []

Showing Referral Submitted of Wateridge and CSW (DI)

Referral Submitted

Active Referral contains all referrals with future test date, Referral Submitted displays all referrals group by clients

Active Referral (3) | Referral Submitted (1) | DI Caseload (5)

Show 10 rows | Search: []

Det Seq	Client Name	Client Information	Referral Information	SCSW Approval	PM Approval	Action
1642499		Child Name: Client Name: Client Dob: Client Age: Client Gender	Seq No: Child Name: Referral Type: Termination Date			Client - Termination Date - Referral -
		Child Name: Client Name: Client Dob: Client Age: Client Gender	Seq No: Child Name: Referral Type: Termination Date			Client - Termination Date - Referral -
1645088		Child Name: Client Name: Client Dob: Client Age: Client Gender...	Seq No: Child Name: Referral Type: Termination Date			Client - Termination Date - Referral -

Office: Wateridge | User: []

Showing Referral Submitted of Wateridge and CSW (DI)

Referral Submitted

Active Referral contains all referrals with future test date, Referral Submitted displays all referrals group by clients

Active Referral (3) | Referral Submitted (1) | DI Caseload (5)

Show 10 rows | Search: []

Det Seq	Client Name	Client Information	Referral Information	SCSW Approval	PM Approval	Action
1642499		Child Name: Client Name: Client Dob: Client Age: Client Gender	Seq No: Child Name: Referral Type: Termination Date			Client - Edit Client Medication Temp Id
		Child Name: Client Name	Seq No: Child 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”
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



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	

Seq No

5

6

Add Client's Picture Id

4

Browse

7

Send

Close