SCAR Creation (Walkthrough)

E-SCARS is designed to allow submission of SCARs from Child Welfare Services Case Management System (CWS/CMS) application for cross reporting to law enforcement agency without any additional data entry. There are fields that come with the SCARs when they are generated. In order to capture the fields that come with a SCAR two additional buttons have been created for the purpose of copying and pasting it to a Hot Cross Report. These two buttons are used in place of the normal copying and pasting of a SCAR to a Hot Cross Report that is currently done by Hotline CSWs. The following instructions explain how the buttons work:

🕱 Client Services - [Referral [Escars Test Referral2]]
🕅 File Edit Search Action Associated Attach/Detach Window Help Toolz
Summary ID Reporter Assignment Spec Proj
Identification and Common Address
Referral Identification
Date Time Referral Name
Screener Boost Mathed
Sanford, Kathy
Street No. Street Name Phone Phone
City City Chate Control City City Control City City City City City City City City
California ▼ 90010
County Location of Children
Los Angeles T Homeless
Address Comment
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Hequest Date Hesolution Date Uutcome Filed By
Ready Referral [Escars Test Referral2]

A. This process starts after the referral is already in CWS/CMS.

• Referral Management Section (starting point)

Client Services - Referral [Esc	ars Test Referral2] - [Allegatio	n [Escars2, Daughter (13)]]
📌 File Edit Search Action Associa	ated Attach/Detach Window Help	Toolz
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ID Conclusion		
Identification People Involved Alleged Victim Escars2, Daughter (13) Alleged Perpetrator Escars2, Mother (28) Abuse Category Emotional Abuse Placement Facility Type	Perpetrator Type Perpetrator Perpetrator Perpetrator-SCP/Res. Facility Staff Non-Protecting Parent Perpetrator Not Identified	Occurrence Information Start Date End Date Image: Start Date <t< th=""></t<>
Information Source Alleged By Reporter C Add	dded By Investigator	
Perpetrator History Allegation Perpetrator History	~	
Date	Name	
1 12/04/2008 Escars2, Mother		

- Location of Incident is required when submitting a SCAR.
- If location is unknown please state "unknown" do not leave the field blank.
- Location of Incident is **mandatory** for every allegation notebook.
- The location of incident may be different for each allegation notebook. But, **every** allegation notebook must have a location of incident.
- The location of incident field only allows <u>30 characters</u>. You may need to abbreviate the city name or words such as Street (St), Avenue (Av). But you must include a complete street address and zip-code.

File Edit Search Action Associated Attach/Detach Window Help Toolz New Referral Ctrl+R	
New Referral Ctrl+R	
Rew Case	
Open Folder Ctrl+O	
Find Folder	
New Notebook Ctrl+B	
Open Notebook Ctrl+N	
Print Ctrl+P Suspected Child Abuse Report	-
Print Report	
Print Setup sted Phone Number	Ext
Save to Database Ctrl+S	1
B Save Locally	
1 Referral [Escars Test Referral2]	
2 Referral [Herrera, Gladys - IR]	1
3 Referral [Martinson, Adele-ERCP-F/U-SOUTH COU]	
4 Referral [Keith Pitts, 5D]	
Exit Out of State Law Enforce	ment
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District Attorney	
Lakewood LASD,	~
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- Select: File \rightarrow Print Report
- Create a new SCAR

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• Create a new Hot Cross Report



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