

Uploading an Important Document to *Extended Reach Foster Family Portal*

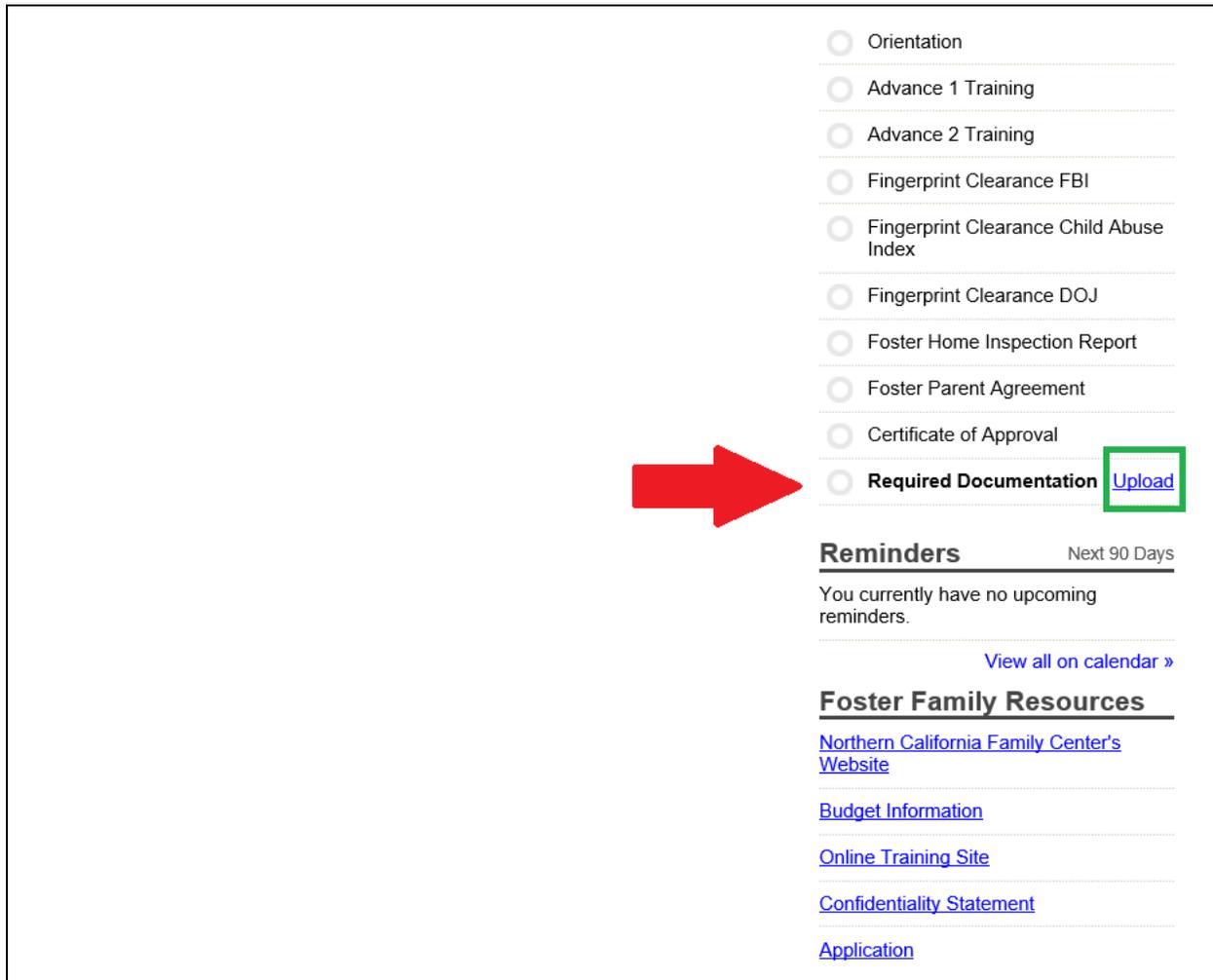
1. Foster Parent will Log in to the *Extended Reach Foster Family Portal* using their Email and Password

<https://cahome.extendedreach.com/Clients/California/cafcfp.nsf>

2. Once in the portal, the Foster parent will see this:

The screenshot shows the user interface of the Extended Reach Foster Family Portal. At the top, there is a navigation bar with three main sections: 'Communication' (Updates & Reminders), 'Children' (Bio, Medical, Photos...), and 'My Foster Home' (License, Training, Payments...). A 'Logout' link is located on the far right. Below the navigation bar, the main content area is titled 'Newsroom'. On the right side of the Newsroom, there is a logo for 'NCFC' (Northern California Family Center). Below the Newsroom title, there are three tabs: 'Private Posts with Caseworker', 'Community Posts', and 'For'. The 'Private Posts with Caseworker' tab is selected, and it contains a text box with the instruction: 'Click to record a note, ask a question, or notify Northern California Family Center.' To the right of the Newsroom, there is a 'Foster Parent Applicant Checklist' section. This checklist contains ten items, each with a radio button: Application, Request for Livescan, Statement Requirement to Report Child Abuse, Confidentiality Agreement, Foster Parent Applicant Reference, Foster Parent Applicant Reference, Foster Parent Applicant Reference, Criminal Record Statement Out of State Disclosure, Budget Information, and Home Study Outline.

3. To Upload a Required Document, the foster parent will scroll down to the bottom of the page and click the “Upload” link, next to “Required Documentation.”



Orientation

Advance 1 Training

Advance 2 Training

Fingerprint Clearance FBI

Fingerprint Clearance Child Abuse Index

Fingerprint Clearance DOJ

Foster Home Inspection Report

Foster Parent Agreement

Certificate of Approval

Required Documentation [Upload](#)

Reminders Next 90 Days

You currently have no upcoming reminders.

[View all on calendar >](#)

Foster Family Resources

[Northern California Family Center's Website](#)

[Budget Information](#)

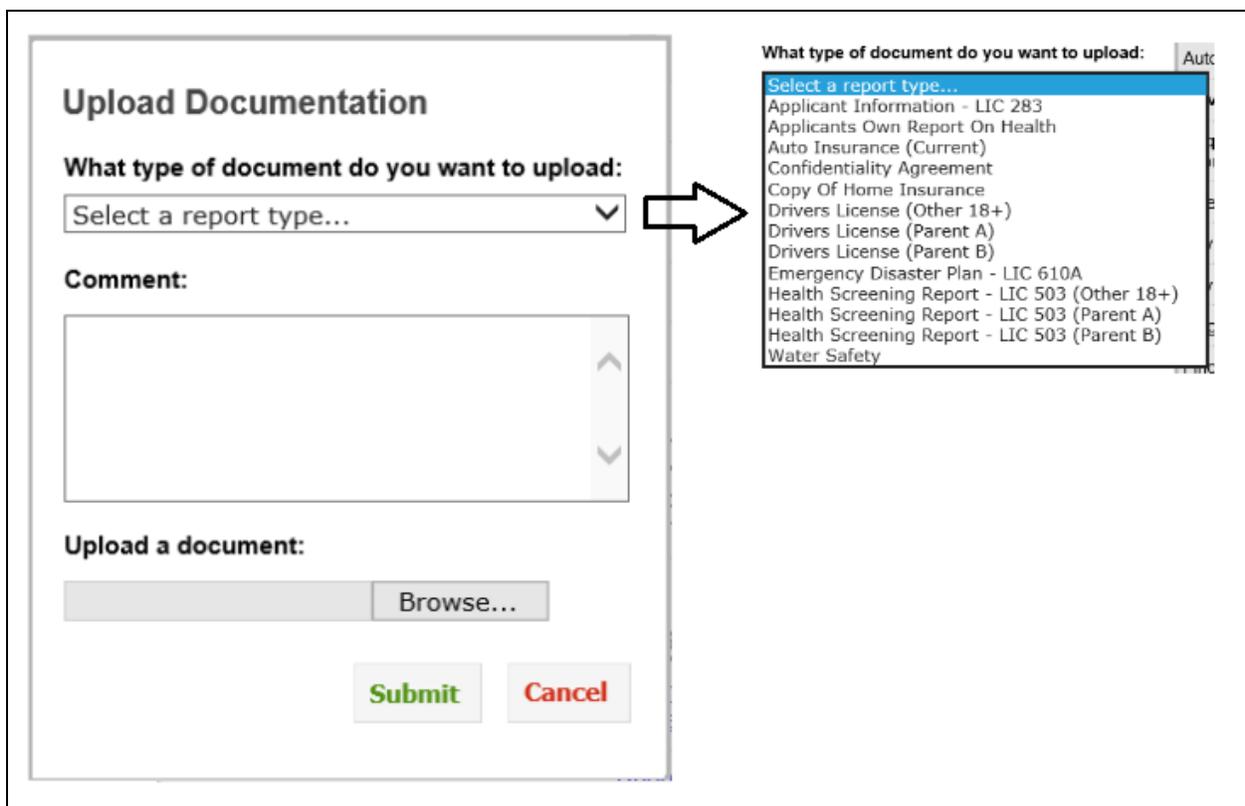
[Online Training Site](#)

[Confidentiality Statement](#)

[Application](#)

4. A window will pop-up, where the Foster parent can upload a document.

- First, they will “select a report type.”
- Second, type a comment in the comment box.
- Then select the document via the “Browse” button.
- Press “submit” to complete the task.



The image shows a screenshot of a web form titled "Upload Documentation". The form contains the following elements:

- What type of document do you want to upload:** A dropdown menu with the text "Select a report type...". An arrow points from this dropdown to a separate window showing the list of options.
- Comment:** A large text area for entering a comment.
- Upload a document:** A file input field with a "Browse..." button.
- Submit** and **Cancel** buttons at the bottom.

The dropdown menu is open, showing the following options:

- Select a report type...
- Applicant Information - LIC 283
- Applicants Own Report On Health
- Auto Insurance (Current)
- Confidentiality Agreement
- Copy Of Home Insurance
- Drivers License (Other 18+)
- Drivers License (Parent A)
- Drivers License (Parent B)
- Emergency Disaster Plan - LIC 610A
- Health Screening Report - LIC 503 (Other 18+)
- Health Screening Report - LIC 503 (Parent A)
- Health Screening Report - LIC 503 (Parent B)
- Water Safety

5. Once complete, the foster parent's Newsroom screen will look like this:

The screenshot displays the NCFC Newsroom interface. At the top is a dark blue navigation bar with three main sections: 'Communication' (Updates & Reminders), 'Children' (Bio, Medical, Photos...), and 'My Foster Home' (License, Training, Payments...). A 'Logout' link is positioned on the far right. Below the navigation bar, the page is titled 'Newsroom' on the left and features the NCFC logo on the right. A tabbed interface is present, with 'Private Posts with Caseworker' selected. Below the tabs is a text input area with a placeholder: 'Click to record a note, ask a question, or notify Northern California Family Center.' A 'Note' is posted by 'bob BOB' on 07/23/2014 at 01:50 PM EST, stating 'Hi Jennifer attached is my Health Screening Report' and including a PDF attachment link: 'LIC503 Health Screening Report.pdf'. On the right side, a 'Foster Parent Applicant Checklist' is shown with six items, each preceded by an unchecked radio button: 'Application', 'Request for Livescan', 'Statement Requirement to Report Child Abuse', 'Confidentiality Agreement', 'Foster Parent Applicant Reference', and 'Foster Parent Applicant Reference'.

6. The NCFC Staff will receive an email notification concerning the new uploaded document. If the document is complete and acceptable, it will be added to the foster parent file.