

Quick Reference: CALPADS Local Foster Match

CSIS Tutorial Links:

Foster Youth Data in CALPADS

<http://csis.fcmat.org/Pages/MTC-Foster-Youth.aspx>

Foster Youth Local Match in CALPADS

<http://csis.fcmat.org/Pages/MTC-Foster-Youth-Local-Match.aspx>

Also see All County Letter (ACL) 16-75 for a complete listing of the CDSS file methodology.

Students included in the file from CDSS but NOT matched to a record in CALPADS can be locally matched by an LEA.

- Login to CALPADS
- Navigate to the “Maintain Local Foster Match” function.



- Use the students’ SSID and Case ID/Client ID to search for a possible match.

Hint: The Case ID/Client ID are unique identifiers from CWS/CMS and can be found on the Personal tab in Foster Focus.

[State Reporting](#) > [Online Maintenance](#) > **Maintain Local Foster Match**

Local Foster Match

Search for matches using an SSID and either the Case ID or Client ID

Enter an SSID:

Case ID (10 characters) Client ID (10 characters)

There are four possible local match outcomes:

1. “Match created.”

- The Case ID/Client ID is included in the CDSS file and has been matched to an existing record in CALPADS.
- The student will be included in the CALPADS 5.7 report.

[State Reporting](#) > [Online Maintenance](#) > **Maintain Local Foster Match**

Match Created

Local Foster Match

Search for matches using an SSID and either the Case ID or Client ID

Enter an SSID:

Case ID (10 characters) Client ID (10 characters)

2. “No match found.”

- This Case ID/Client ID cannot be matched to a record in CALPADS because it is not included in the file from CDSS.
- The CWS/CMS record must be updated in order to be included in the CDSS file (and then matched in CALPADS).

[State Reporting](#) > [Online Maintenance](#) > **Maintain Local Foster Match**

No match found.

Local Foster Match

Search for matches using an SSID and either the Case ID or Client ID

Enter an SSID:

Case ID (19 characters) Client ID (10 characters)

3. “Case ID/Client ID has already been matched to a student.”

- This Case ID/Client ID has already been matched to different SSID in CALPADS.
- If the student is not on the current CALPADS 5.7 report there is no way to confirm the other SSID without sending a ticket to the CALPADS Service Desk and having someone investigate.
- A student may have multiple records/SSIDs in CALPADS. The records must be merged and one SSID retired.
- Once the records are merged, CALPADS staff must “re-match” the CDSS data to the correct SSID in CALPADS.

[State Reporting](#) > [Online Maintenance](#) > **Maintain Local Foster Match**

Client ID has already been matched to a student.

Local Foster Match

Search for matches using an SSID and either the Case ID or Client ID

Enter an SSID:

Case ID (19 characters) Client ID (10 characters)

4. “SSID already matched.”

- This Case ID/Client ID has already been matched to this SSID.
- If the student is not already on your report:
 - The student may not be included in the statewide CDSS file anymore.
 - The student is not under the jurisdiction of your county and does not have a CALPADS enrollment in your county. (They may be on the CALPADS 5.7 report for a different LEA/COE.)

[State Reporting](#) > [Online Maintenance](#) > **Maintain Local Foster Match**

SSID already matched.

Local Foster Match

Search for matches using an SSID and either the Case ID or Client ID

Enter an SSID:

Case ID (19 characters) Client ID (10 characters)