

FSP Quick Guide

Residential Approval Letters

Finding Residential Approval Letters

The screenshot shows a web application interface for finding residential approval letters. At the top is a navigation bar with links: Create New Review, Respond to Add'l Info, Online Helpline, Utilities, Reports, Search, Attachments, Letters, and Update My Profile. Below this is a 'Letters Search' header. On the left is a vertical menu with 'Menu' and 'Errors' options. The main content area has three tabs: 'Completed', 'In Process', and 'Reconsiderations'. Below the tabs are 'Admit Date:' fields for 'Start Date' and 'End Date', each with a calendar icon. A 'Search' button is located below the date fields. A red circle with the number '1' points to the 'Letters' tab in the top navigation bar. A red circle with the number '2' points to the 'Start Date' field. A red circle with the number '3' points to the 'Search' button. A magnifying glass icon is positioned over the 'Search' button. To the right of the search interface is a section titled 'Residential Letters Online' with a sub-header 'Continued Stay letters prior to 9.1.2021 were emailed the RTF and do not appear online'. Below this are three numbered steps: 1. Click **Letters tab** on menu bar; 2. For all FSP Youth admitted to your facility prior to August 2021, please use the Admit Date Range 06/01/2021 to 07/30/2021. New RTF admissions from August or after, will use the true admit date range.; 3. Click **Search** button and find the FSP Youth by name. Click the **View Letter** link to open or download the PDF file. (*Ensure you view the latest approval letter by time frame. Use the TAN on the current letter to submit the next Continued Stay*)