



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

March 28, 2013

ALL COUNTY INFORMATION NOTICE NO. I-34-13

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS  
ALL CHIEF PROBATION OFFICERS  
ALL TITLE IV-E AND DIRECT AGREEMENT TRIBES

SUBJECT: ORGANIZATION OF THE CHILDREN AND FAMILY SERVICES  
DIVISION

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-04-09

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All County Information Notice (ACIN) is to update the information previously distributed in ACIN No. I-04-09. A description of each of the Children and Family Services Division (CFSD) Branch’s responsibilities and staff assignments in those branches is enclosed.

The CFSD plays a vital role in the development of policies and programs that support its vision that “every child will live in a safe, stable, and permanent home, nurtured by healthy families and strong communities.” To that end, the goals of CFSD are to prevent child abuse and neglect; to provide services early to prevent foster care placement; to assure foster care placements are short term; to ensure that children reside in safe, permanent families; and to prepare and support transitioning youth to be self-sufficient and independent with a permanent adult connection.

During the last several years, California has made great strides in improving outcomes for children and families involved with the child welfare services (CWS) system. The CFSD through its partnership with counties has achieved significant reforms within the CWS system. A greater emphasis has been placed on prevention and early intervention to support families before it becomes necessary for CWS to intervene. The state has also shifted to a focus on outcomes and accountability through implementation of the state’s CWS Outcome and Accountability System (Assembly Bill 636) and the federal government’s Child and Family Services Review (CFSR).

California's CWS system has evolved into a system that supports continuous quality improvement through recurring self-assessment, planning, implementation and review. With the aid of the CFSR and subsequent Program Improvement Plan processes, the state is positioned to promote positive outcomes for children and families.

However, there is still much work to be done to achieve our mission. Although California is in the midst of a tough economic situation, a trend being felt nationwide, the CFSD remains committed to the continuous quality improvement of CWS in California. Despite this particularly challenging fiscal climate, we must not lose sight of the important work we do, our mission and the vulnerable populations we serve. Through our partnership with counties and other stakeholders, we are confident that we can continue to advance our mutual goal of achieving positive outcomes for children and families. The CFSD looks forward to continuing our partnership over the coming years so that together we can further improve the lives of children and families in California. Our thanks goes out to the many hardworking county staff whose tireless efforts and commitment will be key to California improving child safety, increasing family and community stability, and promoting child and family well-being.

If you have questions regarding any of the descriptions that follow, please contact the appropriate branch at the phone number listed. The current Division Organization Chart is located at <http://www.dss.ca.gov/dsssource/entres/cfs/res/pdf/CFSDOrg.pdf>.

Additionally, each of the branches can be contacted at the following address:

California Department of Social Services  
Branch/Bureau  
744 P Street, MS #  
Sacramento, CA 95814

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Enclosure

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CHILDREN AND FAMILY SERVICES DIVISION OVERVIEW**

**CHILDREN'S SERVICES OPERATION AND EVALUATION BRANCH (CSOEB)  
(916) 651-8111, MS 8-12-31**

The CSOEB is responsible for maintaining the integrity of child welfare services in California by providing technical assistance and oversight of the provision of child welfare services (CWS) by California county local agencies. The branch has primary responsibility for the implementation of the Child Welfare System Improvement and Accountability Act of 2001 including the evaluation of county performance on identified outcome indicators and through continuous quality improvement processes including county self-assessments and county system improvement plans. The Branch also has responsibility for the Annual Progress and Services Report (APSR) and California's Child and Family Services Review (C-CFSR). The branch is responsible for ensuring that interstate placements of children are in compliance with the Interstate Compact on the Placement of Children (ICPC) and the Interstate Compact on Adoption and Medical Assistance (ICAMA), and for reviewing child fatalities/near fatalities which are reported via statements of findings and information submitted by counties. The Branch also coordinates child welfare and probation disaster plans. Oversees adoption assistance program policy; operates State Adoption District Offices which provide direct adoption services, and reviews, maintains, manages and ensures the confidentiality of all California adoption records.

**The Children's Services Operations Bureau (CSOB) - (916) 651-8100, MS 8-12-90**

The CSOB has primary responsibility for ensuring that statewide policies governing the placement of children into out-of-state foster care and adoptive placements are uniformly implemented by county welfare and probation departments. The CSOB is also responsible for reviewing Child Fatality/Near Fatality Statement of Findings and Information forms (SOC 826) submitted by counties. The activities of CSOB are critical to ensuring that children placed into foster care are safe and protected from abuse and neglect, and that the integrity of families in the CWS system is maintained by assisting and supporting counties' compliance with uniform implementation of laws and regulations governing CWS. The CSOB is comprised of two units:

*Out-of-State Placement Policy Unit*

This unit is responsible for developing and implementing policies related to the placement of California children in other states pursuant to the Interstate Compact on the Placement of Children (ICPC), and for ensuring compact compliance for placements made from other states into California. The unit is responsible for ensuring compliance with state and federal regulations protecting the health, safety and personal rights of California children placed in other states. The unit reviews and processes all out-of-state group home (GH) placement packages from county placing agencies, out-of-state

placing agencies, and private placements to ensure compliance with the ICPC. In addition, the unit receives Serious Incident Reports submitted by out-of-state GH facilities and coordinates activities with Community Care Licensing Division (CCLD) to ensure appropriate actions are taken to safeguard California children. Unit staff also coordinate activities to ensure compliance with the Interstate Compact on Adoption and Medical Assistance (ICAMA), and provide technical assistance to the public, counties, group home providers, other state staff, etc. on ICPC or ICAMA related issues. The manager of this unit also serves as the state's Deputy ICPC and ICAMA Administrator.

#### *Relative Assessment Unit*

This unit is responsible for the review of critical incidents reported to the California Department of Social Services that involve child fatalities and/or near fatalities resulting from abuse and/or neglect. The unit is also responsible for the annual reporting of information gathered from these reviews pursuant to Senate Bill 39 (Chapter 468, Statutes of 2007) and the federal Child Abuse Prevention and Treatment Act, and for responding to federal inquiries and Public Records Act requests regarding child fatality and/or near fatality incidents and state oversight activities. The unit performs other program oversight duties involving the review of cross reports of allegations of abuse and neglect, child protective services alerts, and person locator requests. The unit also oversees and provides technical assistance to counties to ensure consistent application of child fatality and near fatality reporting, disclosure policies, and statutory and regulatory requirements.

#### **Outcomes and Accountability Bureau (OAB) – (916) 651-8099, MS 8-12-91**

The OAB has primary responsibility for the provision of comprehensive statewide oversight of county CWS operations through a variety of activities that include analysis, review, evaluation and monitoring of county performance on identified federal and state outcome indicators, systemic factors and specific case investigations. Additionally, OAB is responsible for federal reporting requirements pursuant to the federal CFPSR process. The activities of the OAB are critical in ensuring that the state and counties are able to maximize positive outcomes for children and families through improvement in the quality of CWS including ensuring that promising practices are identified, encouraged and disseminated to other counties leading to uniformity and consistency with program goals and targeted outcomes.

#### *Outcomes Units*

These two units partner with counties to implement and monitor the California Outcomes and Accountability System as mandated by the Child Welfare System Improvement and Accountability Act of 2001, AB 636 . The units provide oversight and technical assistance to California's 58 counties as county child welfare and probation agencies improve outcomes for children and families. These units measure, track, monitor, and collaborate with counties on an ongoing basis. Additionally, the units provide focused attention and technical assistance during each component of the

continuous improvement process: Quarterly Data Reports, County Self-Assessments, and County System Improvement Plans (SIP).

### *CFSR Unit*

The unit's focus is on development and implementation of the Child and Family Services Plan (CFSP), the Annual Progress and Services Report (APSR) and the CFSR Program Improvement Plan (PIP). The CFSR unit partners with counties and collaborates across the Children and Family Services Division (CFSD) to identify and address barriers to program improvement. This unit will analyze outcome data, make recommendations for continuous improvement strategies, and coordinate outcome related special projects.

### **Adoptions Services Bureau (ASB) – (916) 651-8089, MS 8-12-31**

The ASB is responsible for providing direct agency and independent adoption services through seven district offices located in Arcata, Chico, Fresno, Oakland, Monterey Park, Rohnert Park, and Sacramento.

The Arcata, Chico, Fresno, Rohnert Park, and Sacramento District Offices provide Agency Adoption Program direct services for 14 counties that do not have their own public adoption services. Adoption services also include adoptive recruitment activities, adoptive parent training, and post-adoption services for adoptive families. All seven district offices provide Independent Adoption Program (IAP) services covering 55 of the state's 58 counties and also conduct investigations of set-aside petitions. In carrying out its role, the ASB ensures that children are legally available for adoption and are placed with suitable families.

### *Policy and Training Unit*

This unit is responsible for providing program and procedural direction to seven district offices located throughout California, which includes case consultation, staff training, personnel actions, denials, and set-aside reports. The unit is also responsible for the development and interpretation of policies and regulations governing the IAP. The unit provides technical assistance to the seven district offices, three delegated county adoption agencies (Alameda, Los Angeles, and San Diego), attorneys, adoptions service providers and private adoption agencies.

In addition, this unit is responsible for overseeing the Adoption Assistance Program (AAP). Responsibilities include regulations, development and implementation of policies, technical assistance, ongoing regional trainings to CDSS, legislative staff, district offices, counties, private adoption agencies, attorneys, and the public, and monitoring of the AAP case files at the local level. The unit also maintains the Adoption Facilitator Registry, which lists persons or organizations who are approved to facilitate adoptions in California.

The unit provides oversight of the CWS Disaster Response Plans for California under federal and state guidelines (Child and Family Services Improvement Act of 2006, Public Law 109-288, Part B of Title IV of the Social Security Act and AB 703). The responsibilities include technical assistance to 58 counties to develop, amend, and/or enhance child welfare disaster plans to better ensure the safety of children and families.

**FOSTER CARE AUDITS AND RATES BRANCH (FCARB)**  
**(916) 651-9152, MS 9-6-38**

The FCARB is responsible for ensuring that children placed in group homes (GHs) and by foster family agencies (FFAs) are receiving the services for which providers are being paid; that overpayments are minimized; and that federal, state and county payment and funding systems are appropriately administered. The FCARB is comprised of two bureaus.

**Foster Care Rates Bureau (FCRB) – (916) 651- 2752, MS 9-6-38**

The FCRB has primary responsibility for establishing the policies for foster care rates, funding and eligibility, and establishing rates for GHs and FFAs in California. The FCRB consists of four units: Foster Care Rates Unit, Funding and Eligibility Unit, the Rates Policy Unit, and the Continuum of Care Reform Unit.

*Foster Care Rates Unit*

This unit is responsible for establishing and authorizing individual ongoing Aid to Families with Dependent Children-Foster Care (AFDC-FC) GH and FFA rates, and for the review of new program change rate applications from such providers. The unit provides training and technical assistance to new and existing providers, counties, and other department staff. The unit also maintains GH and FFA rates and overpayment collection databases, provides technical support to users and develops data queries and statistical reports.

*Funding and Eligibility Unit*

This unit is responsible for the development and interpretation of the policies and regulations necessary to support eligibility for out-of-home care resources and services. The unit also prepares and administers the federally mandated Social Security Act Title IV-E State Plan.

*Rates Policy Unit*

This unit is responsible for the development and interpretation/implementation of policies and regulations governing payment systems necessary to support out-of-home care resources and services including GHs, FFAs and Foster Family Homes.

### *Continuum of Care Reform Unit*

The purpose of this unit is to expedite the California Department of Social Services (CDSS) Continuum of Care Reform project, which focuses on improving the delivery of services to and achieving positive outcomes for children and families served by California's CWS programs.

This unit assists in developing performance standards and outcome measures for out-of-home care providers that include FFAs, GHs and transitional housing placement programs (THPs). This unit provides the needed support to coordinate and manage the reform project activities that will result in recommendations for revising the CWS system.

Additionally, pursuant to Welfare and Institutions Code (WIC) section 11467(e), the unit is responsible for collecting and compiling the information for CDSS management to report the Reform project's progress in 2013 and 2014 budget hearings. The unit will then summarize the Reform project's findings for incorporation in a report due by October 1, 2014, to the appropriate legislative policy and fiscal committees.

### **Program and Financial Audits Bureau (PFAB) – (916) 653-1802, MS 9-6-23**

The PFAB has primary responsibility for conducting on-site provisional and non-provisional rate audits of GH providers; reviewing Financial Audit Reports (FARs) submitted by non-profit corporations that operate GH and/or FFA programs; conducting on-site fiscal audits of providers to follow-up on unstable financial conditions; and providing policy and support activities to the bureau. The PFAB consists of three units:

#### *Program/Provisional and Fiscal Audits Unit*

The two units, located in Northern California and Southern California, are responsible for conducting on-site provisional and non-provisional rate audits of GH programs. Both types of audits are conducted to determine whether providers are providing the level of services and maintaining the "points" for the Rate Classification Level (RCL) and rate for which they are paid. Provisional rate audits are conducted of new providers and existing providers requesting either a new program or a RCL increase for a two-month period. In contrast, non-provisional program audits are conducted of ongoing GH providers for a fiscal-year period.

In addition, this unit is responsible for conducting on-site fiscal audits of non-profit corporations that operate GH and/or FFA programs to determine whether AFDC-FC program funds are spent on allowable and reasonable costs, that expenditures have the appropriate documentation, and whether non-profit corporations comply with all applicable financial laws and regulations related to program operations.

### *Foster Care Financial Audits Unit*

This unit is responsible for reviewing and overseeing the FARs submitted by independent Certified Public Accountants (CPA) for non-profit corporations who operate GH and/or FFA programs. The unit reviews the FARs submitted to assess the financial condition of the non-profit corporations. In addition, the unit reviews the FARs to ensure that required auditing and reporting standards have been met and determines whether certain indicators of financial stability exist and whether there is any evidence of malfeasance. If there are indicators of financial instability or malfeasance, the Program/Provisional Audits Unit assigns a risk factor and refers the non-profit corporation for an onsite fiscal audit.

### *Policy and Support Unit*

This unit is responsible for policy and support of the audit activities of PFAB. These activities include development and issuance of the audit policy; development of statute and regulations; provision of technical assistance and training to GH providers; development and presentation of the formal training academy for PFAB audit staff; coordination of appeals; maintenance of the automated audit program and audits databases and formal quality control of all program and fiscal audit reports.

## **CHILD PROTECTION AND FAMILY SUPPORT BRANCH (916) 651-6600, MS 8-11-83**

### **Child Welfare Policy and Program Development Bureau - (916) 651-6160, MS 8-11-87**

The Child Welfare Policy and Program Development Bureau is responsible for the development and implementation of statewide policies and procedures, as well as regulations and intervention strategies related to child safety. These specific up-front services include the Emergency Response and Family Maintenance services provided by county welfare departments, probation departments, and Indian Tribes. The two units, the Pre-Placement Policy Unit and the Child Safety Unit, support the Child Welfare System Improvement and Accountability Act of 2001, AB 636 safety factors and provide collaboration for enhancement services, including Differential Response and the effective use of safety and risk assessments, as well as provide guidance for the 58 counties with implementing these practices. This bureau is also responsible for coordinating the development of policies that provide effective and culturally appropriate child welfare services to Indian children and tribes in accordance with the Indian Child Welfare Act (ICWA). This includes the negotiation of agreements for the pass-through of federal Title IV-E funds to tribal governments electing to administer child welfare services.

### *The Pre-Placement Policy Unit*

This unit is responsible for policy development and interpretation relative to emergency response and promoting proven early intervention strategies that keep children safely at home and within their own communities. Additionally, the Pre-Placement Policy Unit provides support and coordination for the CSFD to uphold legislative actions or federal mandates, including the implementation and technical assistance to counties on the Statewide Safety Assessment System. Other responsibilities include the integration of strategies to address the educational, and substance abuse treatment needs of children and families receiving in-home services, the co-occurrence of domestic violence and child maltreatment and disproportionality and disparity in CWS.

### *The Child Safety Unit*

This unit is responsible for policy development and interpretation relative to family maintenance services. A specific area of focus is application of Indian Child Welfare Act (ICWA) requirements that are designed to keep American Indian families together. This unit provides consultation and guidance to various levels of staff within CDSS to interpret, develop, implement, and comply with federal and state laws, regulations, and policies in CWS programs related to ICWA. This unit also facilitates collaboration and communication among department staff, the state's Indian tribes, tribal organizations, tribal service providers, county child welfare and probation departments, other state and national agencies and departments, and key constituent groups on ICWA issues and programs. Other responsibilities include assisting in the negotiation, implementation, and oversight of tribal/state and tribal/federal Title IV-E agreements related to tribal jurisdiction over child custody proceedings and the provision of CWS to Indian children; answering inquiries from the public on ICWA related matters; providing technical assistance to counties on tribal related child welfare issues; convening bi-monthly ICWA Workgroup meetings; and maintaining a website of ICWA resources.

### **Office of Child Abuse Prevention (OCAP) - (916) 651-6960, MS 8-11-82**

The OCAP administers federal grants, contracts, and state programs designed to promote best practices and innovative approaches to child abuse prevention, early intervention and treatment. The OCAP serves as a statewide source of information for counties, non-profits, research entities and communities by developing and disseminating information regarding prevention, early intervention and treatment programs, activities, and research. OCAP actively seeks out partnerships with other prevention, intervention and treatment entities to promote the connectivity required for meaningful impact on prevention, intervention and treatment.

### *The Family and Community Support Services Unit*

This unit is responsible for the research, development and implementation of innovative programs that lead to the dissemination of promising/evidence based practices. Some of the best practices currently being supported include the California Evidence Based

Clearinghouse for Child Welfare, Strengthening Families, the Five Protective Factors, Family Development Matrix and parent leadership activities. OCAP sponsors a summit to disseminate these and other new innovative practices and service delivery models. In addition to investing in and supporting sound frameworks, OCAP also oversees online training of mandated reporters of child abuse, the statewide Safe Surrender Baby hotline, conducts statewide public awareness campaigns and provides training and technical assistance to help build capacity and increase sustainability for family support agencies that serve children and families.

#### *The Prevention Network Development Unit*

This unit is responsible for oversight of county child welfare agencies on program requirements of the Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), Promoting Safe and Stable Families (PSSF) and State Family Preservation programs. The PND Unit collects and reviews the CAPIT, CBCAP and PSSF annual reports which capture information and data used to meet state and federal reporting requirements for California. The PND consultants also provide critical technical assistance during the development of the County Self Assessment and SIP components of the California Child and Family Review process to child welfare agencies as well as community partners to ensure program compliance. The role of the consultants is primarily consultative and includes technical assistance on best practice programs that increase the chances of plans being effective.

#### **Resources Development and Training Support Bureau (RDTSB) – (916) 651-6600, MS 8-11-86**

The RDTSB is responsible for promoting and implementing strategies to increase the capacity, capability and expertise of staff and caregivers providing CWS in the public and private sectors, and supports efforts to integrate programs and services across systems. The RDTSB consists of two units:

#### *The Training Support Unit*

This unit is responsible for capacity building and training of child welfare and allied professionals via contractual relationships with various institutions of higher learning, the California Social Work Education Center, statewide Regional Training Academies and the Resource Center for Family Focused Practice.

#### *The Integrated Services Unit*

This unit supports the development of cross-system integrated program models such as Wraparound, and administers smaller demonstration projects authorized by state statutes, which permit County Welfare Systems (AB 315) to implement integrated programs and other initiatives. This unit also provides primary support for the implementation of the Katie A. Settlement Agreement and the Quality Improvement

Collaborative with the Department of Health Care Services on the use of psychotropic medications for children in foster care.

The *Title IV-E Waiver Unit* is no longer a unit of its own, but the project is supported by the Integrated Service Unit (ISU). In support of the Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project, the ISU is responsible for the development, implementation, and oversight and support of participating counties. Duties include annual reporting to the U.S. Department of Health and Human Services, Administration for Children and Families, coordination of interdepartmental activities associated with the federal waiver, and liaison with stakeholders inquiring about the demonstration. Most recently the ISU has been working on a multi-year extension of the project to include additional counties.

**CHILD AND YOUTH PERMANENCY BRANCH**  
**(916) 651-7464, MS 8-13-73**

The Child and Youth Permanency Branch supervises the delivery of services and benefits to children removed from their homes and placed into a range of foster care placement types from kinship care to group homes and, for young adults, supervised independent living settings. The services delivered to children and youth in foster care are focused on achieving permanency through reunification, guardianship or adoption and improving their well-being. Older youth and young adults also have access to services to support their successful transition to adulthood. Functions include program and policy development via regulation and policy letters; policy interpretation and technical assistance; analysis of pending legislation, etc. This work is carried out through two bureaus: the Foster Care Support Services Bureau and the Permanency Policy Bureau.

**Foster Care Support Services Bureau (FCSSB) – (916) 651-7465; M.S. 8-13-78**

The (FCSSB) develops and implements laws, regulations and policies concerning support services to youth who are in out-of-home placement. To that end, the FCSSB assists public and private agencies to recruit and retain adoptive and foster families; promotes policies and practices that enhance the physical, mental, emotional and educational well-being of youth and young adults in foster care; and promotes assists counties to locate and assess relative and nonrelative extended family members; and, promotes policies and practices concerning the care of foster youth and young adults who are placed with a relative. The Bureau consists of three units as follows:

*The Recruitment Network Development Unit*

This unit provides directly or through private contractors toll-free information and referral telephone line, marketing activities and media campaigns to increase awareness of the need for adoptive and foster families in California. The unit provides technical assistance to public and private child welfare and adoptions agencies in developing local and regional recruitment networks, activities and other services. The unit

administers specialized recruitment programs including Waiting Child, the Adoptions Exchange and Specialized Training for Adoptive Parents programs and assists the Foster Parent Association convene its annual conference.

#### *Placement Services and Support Unit*

This unit provides policy direction, interpretation and regulation development to maintain services standards for county social services and probation departments to ensure the safety and well-being of youth and young adults in foster family homes, foster family agencies, group homes and pre-adoptive homes. The unit engages in collaborative efforts with the Community Care Licensing Division, and the Departments of Health, Mental Health, Alcohol and Drug Programs and Education.

#### *The Kinship Care Policy and Support Unit*

This unit is responsible for all policy directives, regulatory development and practice guidance concerning all aspects of kinship care for foster youth and young adults. The unit provides support to counties, relative caregivers and families concerning the relative assessment/approval process and the Kinship Guardianship Assistance (Kin-GAP) Program.

#### **Permanency Policy Bureau (PPB) – (916) 657-1858, MS 8-13-66**

The PPB is responsible for policy related to services that promotes permanency outcomes for all children and young adults in out-of-home care. One of its goal is to provide a stable, permanent family for children and placed into out-of-home care, including family reunification, adoption and guardianship. The unit is also responsible for policy that promotes the successful preparation of youth transitioning from foster care and into the world of adult life. The Bureau consists of three units:

#### *The Concurrent Planning Policy Unit*

The Concurrent Planning Policy Unit is responsible for out-of-home placement services, regulations, policy development and development and implementation of policies and practice guidelines for concurrent services planning to achieve timely permanency for foster children.

#### *Independent Living Program Policy Unit*

The Independent Living Program Policy Unit focuses on services provided to older youth and young adults in foster care. It provides technical assistance, policy interpretation and regulation development related to the Independent Living Program, After 18 Program, Chaffee Education and Training Vouchers and transitional housing programs; and coordinates statewide compliance with federal mandated National Youth in Transitional Database.

### *Adoption Policy Unit*

The Adoptions Policy Unit is responsible for policy and program development, interpretation and technical assistance related to agency and intercountry adoption services. In collaboration with Community Care Licensing Division, the unit provides oversight of private licensed adoption agencies, including review of prospective adoption agency programs.

## **CASE MANAGEMENT SYSTEM (CMS) SUPPORT BRANCH (916) 651-7884, MS 8-5-75**

The Case Management System (CMS) Support Branch houses two bureaus that are responsible for the current CWS/CMS maintenance and operation (CWS/CMS-M&O) system; and the planning and development of the CWS New System (CWS-NS).

The CWS/CMS-M&O Support Bureau is composed of two units that provide program and fiscal leadership, support, direction and oversight of the current maintenance and operation phase of the CWS/CMS. The CWS/CMS is California's federally funded Statewide Automated Child Welfare Information System (SACWIS). The CWS/CMS is fully operational in all of California's 58 counties. The system is comprised of 426 sites within the counties, 110 servers and over 23,000 active users including public health nurses and county probation departments. Currently, 102,208 active cases and 43,057 active referrals are in the system. The CMS Support Branch mission is "to facilitate the integration of Child Welfare program policy with CWS/CMS in support of those who serve children at risk."

### *Administrative Services Unit*

The unit is responsible for core administrative business functions of the CMS Support Branch. These functions include identifying and resolving CWS/CMS fiscal policy questions, developing and negotiating CWS/CMS funding and expenditure authority that support the operations of the Office of System Integration (OSI) and the California Technology Agency (CTA), contracts and invoice administration, and the review of county and state Advance Planning Documents (APDs). The APDs are comprehensive documents that provide the detail for specific requests for state and Federal Financial Participation (FFP) in the planning and acquisition of electronic data processing (EDP) equipment and services used for CWS. They must follow a strict set of guidelines based on state and federal regulations and withstand scrutiny from oversight and control agencies. It is the role of the unit to ensure that the counties are fulfilling the necessary standards when requesting state and FFP funds.

### *Program Policy Unit*

The unit provides consultation for all major program policy changes affecting CWS/CMS and coordinates the related system change requests with the Child Welfare Directors

Association (CWDA), Technical Advisory Committee (TAC), Program Impact Advisory Committee (PIAC), Information Technology (IT) Governance, Regional User Groups and the Oversight Committee. In addition, the unit performs legislative analysis for impact on CWS/CMS and ensures that changes to CWS/CMS are implemented in response to new laws and regulations, policy interpretations and clarification, and federal reporting requirements.

#### Child Welfare System/New System (CWS-NS) Planning and Development Bureau

The CWS-NS Bureau facilitates the development of a new child welfare case management system, replacing the current system, CWS/CMS. The CWS-NS is responsible for providing CDSS project management leadership, oversight and the necessary program and funding information to support the planning, design, development and implementation of the CWS-NS.