STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 322-7443

September 16, 1981

ALL-COUNTY INFORMATION NOTICE I- 115-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: Foster Care Information System (Phase I) Magnetic Tape Input

REFERENCE:

The Department of Social Services is developing an automated Foster Care Information System (FCIS). This development will take place in two phases which are described in All-County Letter No. 81-95 dated August 31, 1981.

The FCIS data base will be created by an initial input of documents and/or magnetic tape records for all open Foster Care cases in the counties. The data base will be updated by weekly submission of documents or magnetic tape records.

There are several input/output options available to counties. These options are provided to allow the counties to select the most convenient and cost effective method for submitting data and receiving reports. For system planning purposes, it is essential that the Department receive information regarding county desired options no later than September 30, 1981.

County options (i.e. how each county will enter data initially, update weekly, and how output reports for counties are to be produced) are described below.

INITIAL INPUT -

There are three options for supplying initial input to the Foster Care Information System (Phase I).

1) Manual input only - Instructions for this option will be supplied in a separate All-County Letter.

2) Magnetic tape only - Counties selecting this option must submit their entire Foster Care caseload on magnetic tape. This tape will contain a record for each child in the caseload.

3) Magnetic tape combined with manual input - In this option, the magnetic tape input cases plus the manual input cases represent the entire Foster Care caseload for the county.

If counties choose to submit data on magnetic tape, the data must be in the format and conform to the specifications noted on Attachments A, B, C and D. The initial tape file must be received on or before November 1, 1981.

ONGOING WEEKLY UPDATES -

To provide weekly update information, counties may select one of two options.

1) Manual input only

2) Magnetic tape only

Refer to Attachment E for a description of the weekly update process using magnetic tape.

OUTPUT REPORTS

Counties may receive the Children in Foster Care Inventory Reports on either microfiche or paper. Refer to Attachment F for the sample report format.

All counties will receive one copy of each of these reports. Counties may request additional copies of these reports.

Please provide the following information relative to your county's choice of options no later than September 30, 1981. In view of the short time frame allowed for your response, please provide the information via phone to:

Derek Runstadler
Telephone (916) 924-2834
Data Processing Branch
Department of Social Services

1) Method of initial input:

   a) Manual input only
   b) Magnetic tape only
   c) Magnetic tape combined with manual input

2) Method of weekly update:

   a) Manual input only
   b) Magnetic tape only

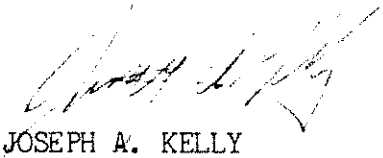
3) Report Media:

   a) Paper
   b) Microfiche

4) Number of report copies.

Your immediate attention will facilitate development of the Foster Care Information System (Phase I) and will be most appreciated.

Sincerely,



JOSEPH A. KELLY
Deputy Director
Information Systems
Management Division

cc: CWDA

Attachments:

A. Tape Specifications
B. Input Data Record Specifications
C. Magnetic Tape Shipping and Handling Instructions
D. Sample Transmittal
E. Weekly Update Process with Magnetic Tape
F. Sample "Children in Foster Care Inventory Report"

- ATTACHMENT "A" -

08/19/81

Tape Specifications

All magnetic tapes submitted by Counties to the State Department of Social Services for input into the Foster Care Information System must conform to the following specifications:

1) Media	Heavy duty MYLAR magnetic data tape
2) Configuration	IBM 9-track odd parity
3) Recording Density	1600 BPI or 6250 BPI
4) Labels (header,trailer)	No Label (NL) 1 tape mark beginning 2 tape marks ending
5) Record Size	200 bytes
6) Record Format	Fixed
7) Records per Block	One
8) Data Code	EBCDIC

NOTE: The magnetic tape must reside on one input volume.

System- Foster Care Information System (FCIS) File Name- FCIS County Automated Tape Input File

Record Format- Fixed Record Length- 200 Record/Include Name- FCIS Replacement Record / FCISREPL

* A=Alphabetic, B=Binary, AN=Alphanumeric, DN=Display Numeric, PN=Packed Numeric Revision Date- 08/19/81

Data Element Name	Field Num.	Start Pos.	End Pos.	Field Size	Usage*	Sort Seq.	Extended Description
FR-REPLACEMENT-RECORD							Position 1 - 200. The complete replacement record.
FR-COUNTY-USE	1	1	9	9	AN		All data is accepted. Must be left-justified.
FR-DATE-OF-SUBMITTAL	2						Position 10 thru 15. Must be present. Must NOT be blank.
FR-SUBMITTAL-MONTH		10	11	2	DN		Month of submittal. Valid values are 01 thru 12. Unsigned.
FR-SUBMITTAL-DAY		12	13	2	DN		Day of submittal. Valid values are 01 thru 31. Unsigned.
FR-SUBMITTAL-YEAR		14	15	2	DN		Year of submittal. Valid values are 81 thru 99. Unsigned.
FILLER		16	17	2	AN		Must be blank
FR-CHILDS-FULL-NAME	4						Position 18 thru 46.
FR-CHILDS-LAST-NAME		18	33	16	AN		Must be left-justified.
FR-CHILDS-FIRST-NAME		34	45	12	AN		Must be left-justified.
FR-CHILDS-MIDDLE-INITIAL		46	46	1	AN		
FR-CHILDS-AKA-FULL-NAME	5						Position 47 thru 75.

System- Foster Care Information System (FCIS) File Name- FCIS County Automated Tape Input File

Record Format- Fixed Record Length- 200 Record/Include Name- FCIS Replacement Record / FCISREPL

* A=Alphabetic, B=Binary, AN=Alphanumeric, DN=Display Numeric, PN=Packed Numeric Revision Date- 08/19/81

Data Element Name	Field Num.	Start Pos.	End Pos.	Field Size	Usage*	Sort Seq.	Extended Description
FR-CHILDS-AKA-LAST-NAME		47	62	16	AN		Must be left-justified.
FR-CHILDS-AKA-FIRST-NAME		63	74	12	AN		Must be left-justified.
FR-CHILDS-AKA-MIDDLE-INITIAL		75	75	1	AN		
FR-CASE-NUMBER	6						Position 76 - 89. Must be present. Must be an unique identifier. Must NOT be blank.
FR-COUNTY-NUMBER		76	77	2	DN		Valid values are 01 thru 58. Unsigned.
FR-AID-CODE		78	79	2	DN		Valid values are 00, 20 thru 47, 60 thru 69, and 90 thru 99. Unsigned.
FR-SERIAL-NUMBER		80	86	7	AN		All data is accepted. Must be right-justified. Leading zeroes must be present.
FR-FBU-NUMBER		87	87	1	AN		All data is accepted.
FR-PERSON-NUMBER		88	89	2	AN		All data is accepted.
FILLER		90	103	14	AN		Must be blank.
FR-CHILDS-STREET-ADDRESS	8	104	141	38	AN		All data accepted. Must be left-justified.
FR-CHILDS-CITY	9	142	159	18	AN		All data is accepted. Must be left-justified.

System- Foster Care Information System (FCIS) File Name- FCIS County Automated Tape Input File

Record Format- Fixed Record Length- 200 Record/Include Name- FCIS Replacement Record / FCISREPL

* A=Alphabetic, B=Binary, AN=Alphanumeric, DN=Display Numeric, PN=Packed Numeric Revision Date- 08/19/81

Data Element Name	Field Num.	Start Pos.	End Pos.	Field Size	Usage*	Sort Seq.	Extended Description
FR-CHILDS-STATE	10	160	161	2	A		Must be a two character state alphabetic abbreviation.
FR-SOCIAL-SECURITY-NUMBER	11	162	170	9	AN		May be blank. If not blank, must be numeric unsigned.
FR-BIRTHDATE	12						Position 171 thru 176.
FR-BIRTH-MONTH		171	172	2	DN		Valid values are 01 thru 12. Unsigned.
FR-BIRTH-DAY		173	174	2	DN		Valid values are 01 thru 31. Unsigned.
FR-BIRTH-YEAR		175	176	2	DN		Valid values are 60 thru 99. Unsigned.
FR-CONTACT-CODE	13	177	178	2	AN		All data is accepted.
FILLER		179	200	22	AN		Must be blank.

- ATTACHMENT "C" -

08/19/81

Magnetic Tape Shipping and Handling Instructions
FCIS (Phase I)

Shipping

Each County providing file replacement on magnetic tape in the in the format as described, will submit their initial tape on or before November 1, 1981; and thereafter, magnetic tapes on a weekly schedule to the following address:

Department of Social Services
Data Processing Branch
Post Office Box 15254
Sacramento, CA 95813

ATTN: Production Control

Handling

Each carton and the input magnetic tape reel must be clearly labeled as follows:

1) County Name
2) 'For Input to Foster Care Information'.

Each carton must contain a transmittal listing the following:

1) Submitting County name
2) Submitting County's address
3) Date of transmittal
4) Submitting County's contact person
5) Contact person's telephone number
6) Magnetic tape reel number
7) Magnetic tape record count.

- ATTACHMENT "D" -

08/19/81

SAMPLE TRANSMITTAL

TO: Department of Social Services
Data Processing Branch
Post Office Box 15254
Sacramento, CA 95813

ATTN: Production Control

FROM: County Name:_____

Address:

DATE:_____

COUNTY CONTACT PERSON:_____

CONTACT PERSON TELEPHONE:_____

REEL NUMBER:_____

RECORD COUNT:_____

Weekly Update Process Using Magnetic Tape

In the weekly update process, tape records will add to the data base or replace (not update) matching cases already on the file. Cases previously submitted on tape and not present on the next tape submitted will be carried as closed cases in the FCIS data base. Counties must use documents to delete any record that is to be purged from the FCIS data base.

Attachment F

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES
COUNTY: SAN LUIS OBISPO

FOSTER CARE INFORMATION SYSTEM
ALPHABETIC REPORT OF CHILDREN IN
FOSTER CARE - OPEN CASES

FCI030-1-40 PAGE 1
RUN DATE: 08/31/81 09:10:44

CHILD'S FULL NAME	CHILD'S FULL NAME CHILD'S STREET ADDRESS	CHILD'S FULL AKA NAME CHILD'S CITY	STATE	CASE NUMBER SSN	COUNTY USE BIRTHDATE	CONTACT CODE
ALAMONDO, JAMES C	ALAMONDO, JAMES C 1795 SOUTH BAY STREET	ALACRON, JOSEPH C SAN LUIS OBISPO	CA	40-41-W652342-1-01 543-21-9678	ABC123456 02/22/77	21
BERRYMORE, PETER R	BERRYMORE, PETER R 443 SERRIA BLVD.	FARNSWORTH, PETER B SAN LUIS OBISPO	CA	40-42-J444532-1-01 555-43-3754	ABD765432 03/09/75	AR

Report Variations

In addition to the sample Alphabetic report shown above there are similar reports in social security number and case number sequence. All reports are produced monthly by county and supplemented with weekly updates for added, reopened, changed, and closed cases.

The alphabetic report is actually two separate reports - a report of open cases in alphabetic sequence and a report of closed cases in alphabetic sequence. The Case Number report is likewise two reports. The SSN report is a single report that is produced for open cases only.

The SSN and Case Number reports are in the same format as the above Alphabetical report. The column at the far left hand side is a report sequence field. The title of this column will change to 'SOCIAL SECURITY NUMBER' or 'CASE NUMBER' depending on which report is being produced. The data listed under this column will also change to social security number and case number respectively.

'OPEN CASES' in the center title will change to 'CLOSED CASES' if this is a report of closed cases.

Counties will receive 1, 7, 15, or 30 copies of each of these reports. Note that these reports will be produced on paper <u>or</u> microfiche; the system cannot produce a mixture of the two forms of output for these reports.