

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
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July 9, 1986

ALL-COUNTY INFORMATION NOTICE NO. 1-61-86

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHIEF PROBATION OFFICERS
ALL PRIVATE ADOPTION AGENCIES
ALL FCIS LIAISONS

SUBJECT: REVISION TO FOSTER CARE INFORMATION SYSTEM

REFERENCE:

The Statistical Services Section of the State Department of Social Services, in conjunction with the Foster Care Information System (FCIS) Advisory Committee appointed by the County Welfare Directors Association, has been involved in an effort to revise the FCIS. Prior to statewide implementation, a pilot test of the new system will begin July 1, 1986 in four counties. They are: Kern, Sacramento, Santa Clara, and Ventura. Statewide implementation of the new system is scheduled for January, 1987. As part of the revision, data elements from the current Certification of AFDC-FC Requirements (FC 5) have been combined with those from the Foster Child's Data Record (SOC 158) to create a single document which will be used to meet both FCIS reporting requirements and foster care income maintenance needs. The document will consist of an original and two NCR copies. The original and one copy will be used for FCIS purposes. The third copy is intended to be used in place of the current FC 5. A copy of the form and revised FCIS instructions will be disseminated to all reporting agencies prior to regional training planned for December, 1986 and January, 1987.

In anticipation of the implementation of the new system, counties are encouraged to reconcile FCIS reporting with their current active foster care caseload and to assure that all cases being reported are error free. Reconciliation of FCIS reporting with the current caseload includes: 1) opening or reopening all foster care cases which are included in the report population but are not currently on the system; 2) eliminating duplicate cases

on the system; and 3) reporting case terminations which have not previously been reported. Error resolution means correcting open and closed cases in which any data element reflects an error.

Error resolution is particularly important at this time. The new system will not accept a transfer, a case closure or a reopening unless the FCIS record is error free. A previously closed case which is in error will not be accepted as a reopen transaction on the new system until the closed case is error free. The correction of errors now and the maintenance of error free records will assure reporting agencies of a smoother transition from one system to another and fewer reporting problems in the future.

The FCIS Case Specific Listing (FCI501-3) which is distributed quarterly should be of assistance in both caseload reconciliation and error resolution. This listing identifies all cases reported by agencies in a specific county except public and private adoption agencies and cases transferred from another county not yet updated by the receiving agency. The supervising agency, active status (open, closed or partial) and error status (in error or error free) of each case is shown.

More detailed information will be made available on system conversion and training plans as they are developed. Questions regarding this letter and the FCIS should be directed to your FCIS analyst at (916) 322-5462. Questions regarding the current FC5 form requirements should be directed to the Foster Care Program Management Bureau at (916) 445-0813.

Jim R. Owens

JR JOANNE ICHIMURA-HOFFMANN
Deputy Director
Management Systems and
Evaluation Division

cc: CWDA