

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



September 1, 2006

ALL COUNTY LETTER NO. 06-32

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS

SUBJECT: STATE FISCAL YEAR 2006/2007 PROCESS FOR COUNTY
CERTIFICATION TO SYSTEM UTILIZATION OF THE CHILD
WELFARE SERVICES/CASE MANAGEMENT SYSTEM AND THE
AVAILABILITY OF AN ASSOCIATED FUNDING AUGMENTATION

REFERENCE: ACL NO. 05-26, DATED SEPTEMBER 26, 2005
CFL NO. 06/07-10, DATED AUGUST 4, 2006
CFL NO. 05/06-39, DATED MARCH 7, 2006
CFL NO. 05/06-27, DATED NOVEMBER 14, 2005
CFL NO. 05/06-25, DATED SEPTEMBER 22, 2005

REASON FOR THIS TRANSMITTAL

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

This letter updates last year's instructions to counties for certifying to system utilization of the Child Welfare Services/Case Management System (CWS/CMS) in order to secure the funding augmentation available for Child Welfare Services (CWS) programs. These instructions are similar to last year's and work in conjunction with information contained in County Fiscal Letter (CFL) No. 06/07-10, dated August 4, 2006. An additional CFL containing the final CWS augmentation allocation for State Fiscal Year (SFY) 2006/07 is scheduled for release in early 2007. Information regarding last year's augmentation may be found in All County Letter (ACL) No. 05-26, CFL No. 05/06-27, and CFL No. 05/06-39 and their respective attachments.

Pursuant to the Budget Act of 2006, an augmentation of \$91,440,000 (\$49,092,000 from the State General Fund [SGF] for SFY 2006/07) will be available to counties for Emergency Response, Family Maintenance, Family Reunification, and Permanent Placement services provided under county CWS programs. This augmentation is for the 2006/07 fiscal year only. In order for counties to access these funds, two criteria must be met:

1. Counties must fully expend all budgeted CWS Basic SGF allocations prior to drawing down this augmentation; and
2. Counties must provide certification to the California Department of Social Services (CDSS) that they are fully utilizing CWS/CMS as described in the following section.

Definition of System Utilization

Pursuant to the Budget Act of 2000 and carried forward in consecutive Budget Acts, including Assembly Bill 1801, Chapter 47, and Assembly Bill AB 1811, Chapter 48, Statutes of 2006, CDSS worked collaboratively with stakeholders in reaching an agreement on the definition of system utilization. These stakeholders included members from the County Welfare Directors Association (CWDA) and labor groups representing social workers. The following is the result of that collaboration:

All functional areas within the client services and adoptions components will be utilized, with all mandatory fields completed. The accompanying Attachment A details the mandatory data elements to be completed.

The selected CWS/CMS data identified as indicators of system utilization (see Attachment A) are reported monthly by the CWS/CMS Project and available to the County Welfare Directors in the form of a self-monitoring Full Utilization report. This high-level county activity report reflects your activity in all areas relevant to system utilization, regardless of any exemptions you may have received from the CDSS. The reports are electronically delivered to the CWS/CMS website under the County Specific Logon at the beginning of each month. We hope this information will provide you with beneficial information and productive feedback on your county's efforts to more fully utilize the CWS/CMS application.

In past years, the federal Adoption and Foster Care Analysis and Reporting System (AFCARS) and National Child Abuse and Neglect Data System reporting requirements have emphasized the need for complete, accurate, and timely data and information documentation in CWS/CMS. More recently, the extensive and frequent reporting of critical program outcomes of the federal Child and Family Services Review Program Improvement Plan (PIP) and Assembly Bill 636 (Chapter 678, Statutes of 2001) also have focused on CWS/CMS as the primary source of this data.

Counties continue to be accountable for ensuring compliance with all aspects of system utilization. Individual county performance will reflect how well counties utilize the system to document complete, accurate, and timely program and client information. Both county performance reporting and potential federal funding penalties will be based on data inputted into CWS/CMS by county staff. The CDSS continues to work with the counties to ensure that additional CWS/CMS data elements associated with performance outcomes are captured in CWS/CMS.

Certification Process

To certify compliance with the definition of system utilization, County Welfare Directors must use one of the following options:

- A. The county certifies that it currently completes all mandatory yellow data fields and green AFCARS fields applicable to the casework being done. (Supervisors and staff can review and update the AFCARS data fields from the AFCARS Navigation Tool [cross-reference ACIN I-44-05].)
- B. The county cannot certify to system utilization as outlined above in Option A, and submits an action plan indicating the current status of utilization, steps, milestones and timelines by which system utilization will be achieved.
- C. The county cannot certify to system utilization as outlined above in Option A, and submits an action plan indicating the current status of utilization, along with the steps, milestones and timelines for those components/indicators by which system utilization will be achieved. Additionally, the county requests an exemption(s) from some aspect(s) of system utilization. All exemption requests must be accompanied by a valid business case reflecting local circumstances.

Certification will be done via a letter from each County Welfare Director to Mary L. Ault, CDSS Deputy Director, Children and Family Services Division. The letter must specify one of the options listed above and, if applicable, also include the required action plan, exemption request, and business case.

All letters should be sent to the following address:

**County Certifications of CWS/CMS
California Department of Social Services
c/o CMS Support Branch
744 P Street, MS 10-75
Sacramento, California 95814**

If a county is unable to certify compliance, the county may develop and submit an action plan for reaching the goal of system utilization. The action plan should use a target date of no later than June 30, 2007, or provide an alternate target date accompanied by appropriate justification. The CDSS will provide confirmation of the county's certification of system utilization, as referenced in Option A above, within two weeks of receipt of the county certification. Validation and acceptance of county certifications referencing Option B or Option C will be provided as quickly as possible.

If a county is unable to certify to the system certification criteria described above, the CDSS will redistribute that county's funds to the counties with approved certifications. In order for CDSS to have the opportunity to redistribute the funds of those counties that fail to meet certification guidelines, counties must submit their letters no later than November 1, 2006. Distribution of the final augmentation calculation is scheduled for no later than March 2007. If any county fails to receive an approval letter from CDSS in response to a submitted Letter of Certification, please contact the CMS Support Branch at the number listed below by November 30, 2006.

Fiscal Impact/Claiming

Counties must match their total CWS Basic SGF allocation prior to drawing down any portion of this augmentation. Distribution of these funds will be in accordance with the instructions outlined in CFL No. 06/07-10. The budget language does not contain a provision for rolling unexpended funds into the next fiscal year.

Questions related to this allocation may be addressed to fiscal.systems@dss.ca.gov. For questions related to the certification process, please contact the CMS Support Branch at (916) 651-7884.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachment

c: Meg Sheldon, CWDA

Attachment A

System Utilization Indicators

| Functional Area | Indicators | Explanation |
|----------------------|--|--|
| Referral Management | <ul style="list-style-type: none"> • Referrals opened • Referrals disposed | This will capture all the work in the “Referral Management” section of the application. Referrals cannot be saved to the database without completing all the mandatory fields, including allegations, clients and contacts. |
| Client Management | <ul style="list-style-type: none"> • Child client created • Adult client created (at least one) | The completion of the demographic fields in the “Client” notebooks covers the mandatory and most important aspects of the Client Management section. |
| Court Management | <ul style="list-style-type: none"> • Complete the Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page. • Complete the Hearing Notebook for the next hearing. | This will provide the minimal Court information required on all court cases and take into consideration that some counties will not be able to use the Court Report or Petition sections of the application. |
| Service Management | <ul style="list-style-type: none"> • Staff Person/Child contact or attempted contact exists in the Contact Notebook • Staff Person/Parent contact or attempted contact exists in the Contact Notebook • Staff Person/Substitute Care Provider contact or attempted contact exists in the Contact Notebook | The Service Management section captures all the services in the form of contacts, services and visits. |
| Placement Management | <ul style="list-style-type: none"> • Current placement for all children in FR/PP or Adoption. • Mandatory AFCARS fields are entered. | These indicators will confirm that the placement is documented and that the placement home (FFH) information is supplemented to make the Placement Match process possible. |
| Case Management | <ul style="list-style-type: none"> • All Referrals/Cases over 30 days have an in-effect Case Plan. | The Case Plan is the main aspect of the Case Management section. The data for the Case Plan needs to be entered even if the user does not use the Case Plan Document. The In-effect Case Plan requires completion of the Case Plan Notebook, creation of the case plan document and supervisor’s approval. |
| Adoptions | <ul style="list-style-type: none"> • Adoptive placement made/Adoptions finalized. • Mandatory AFCARS fields are entered | These indicators will validate that the Adoption functionality is utilized and all AFCARS fields are completed. |

Functional Area Usage Indicators

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|---------------------|--------------------|---|----------------------|--|---|
| Referral Management | Referrals opened | Referrals opened and saved to the database | ID | <ul style="list-style-type: none"> • Date • Time • Report Method | |
| | | | Reporter | | <ul style="list-style-type: none"> • Unknown OR • First Name • Last Name • Street • City |
| | | | Assignment | <ul style="list-style-type: none"> • Start Date • County • CWS Office • Unit • Caseload | |
| Referral Management | Referrals opened | Referrals opened continued | Client | <ul style="list-style-type: none"> • First Name • Last Name • Name type • Gender | <ul style="list-style-type: none"> • DOB • Lang. • Ethn. • Common Address |
| | | | Allegation | <ul style="list-style-type: none"> • Start Date • Victim • Abuse Type | |
| Referral Management | Referrals disposed | Referrals disposed have the same fields as Referrals opened with these additional fields. | Determined Response. | Complete Response Dialog boxes (10) | Generate E/R Document (3) |

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|-------------------|-------------------------------------|---|--------------|--|--|
| | | | Contact | <ul style="list-style-type: none"> • Staff Person • Start Date • Contact Purpose • Method • Location • Status • Participant | |
| | | | Conclusion | <ul style="list-style-type: none"> • Allegation conclusion | |
| | | | Client Dispo | <ul style="list-style-type: none"> • Closure reason date • Closure Reason | |
| | | | Approval | <ul style="list-style-type: none"> • Pending • Submitted • Approved | |
| | | | | | <ul style="list-style-type: none"> • Generate x-report • Generate 1166/1169 |
| Client Management | Child client created | The Child client (focus child) has to be <19 and a victim. | ID | <ul style="list-style-type: none"> • First Name • Last Name • Name Type • Gender | <ul style="list-style-type: none"> • DOB • Language • Ethnicity • Common Address |
| | Adult client created (at least one) | | ID | <ul style="list-style-type: none"> • First Name • Last Name • Name Type • Gender | |
| Court Management | Hearing Notebook (current) | Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page. | ID | <ul style="list-style-type: none"> • Hearing Date • Court Info. | |
| | | | Minors | <ul style="list-style-type: none"> • Select Minor • Hearing type | |
| | | | Results | | <ul style="list-style-type: none"> • Findings • Orders |

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|----------------------|--|---|------------------|--|--|
| Court Management | Hearing Notebook (future) | Create Next Hearing by selection "ACTION" | ID | <ul style="list-style-type: none"> Hearing Date Court Info | |
| | | | Minors | <ul style="list-style-type: none"> Select Minor Hearing type | |
| Service Management | Staff Person/Child | Contacts | Contact | <ul style="list-style-type: none"> Staff Person Start Date Contact Purpose Method Location Status Participants On Behalf Contact Party Type | |
| | Staff Person/Parent | | | <ul style="list-style-type: none"> same as above | |
| | Staff Person/SCP | | | <ul style="list-style-type: none"> same as above | |
| | Child/Parent | Visit | Associated Visit | <ul style="list-style-type: none"> Start Date Participant Visit Party type Completed | <ul style="list-style-type: none"> Must have contact page |
| Placement Management | Current Placement for all children in FR/PP and adoption | Placement Notebook | ID | <ul style="list-style-type: none"> Start date Legal Authority Care provider Relationship to child Child Removal date Time Primary reason Primary Caretaker relationship | Need to have placement facilities in Cache (Search for facilities) |

| Functional Area | Indicators | Explanation | Page | Mandatory Fields | Required Fields |
|-----------------|---------------------|-------------|-----------------------|--|---|
| Case Management | In-Effect Case Plan | | Case Plan Participant | <ul style="list-style-type: none"> • Start date • End Date • Case Plan Goal | <ul style="list-style-type: none"> • Need client demographic information (language, ethnicity, education and Health Info.) |
| | | | | <ul style="list-style-type: none"> • Supervisor Approval | <ul style="list-style-type: none"> • Should have strengths and service objectives |

SUMMARY

| FUNCTIONAL AREA | INDICATORS | MANDATORY FIELDS | REQUIRED FIELDS |
|----------------------|-----------------------------|------------------|-----------------|
| Referral Management | Referrals Open | 15 fields | 8 fields |
| | Referrals Disposed | 30 fields | 12 fields |
| Client Management | Child Client | 4 fields | 4 fields |
| | Adult Client | 4 fields | |
| Court Management | Hearing Notebook-current | 4 fields | 2 fields |
| | Hearing Notebook-future | 4 fields | |
| Service Management | Staff person/Child-contact | 9 fields | |
| | Staff person/Parent contact | 9 fields | |
| | Staff person/SCP contact | 9 fields | |
| | Child/Parent-visit | 4 fields | |
| Placement Management | Placement-current | 7 fields | |
| | AFCARS | | |
| Case Management | In-Effect Case Plan | 4 fields | 6 fields |
| Adoptions | AFCARS | | |