

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-5462



November 18, 1983

ALL-COUNTY LETTER NO. 83-119

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL PUBLIC AND PRIVATE ADOPTION AGENCY DIRECTORS
ALL COUNTY MENTAL HEALTH DIRECTORS
ALL REGIONAL CENTER DIRECTORS
ALL LOCAL AGENCY FCIS LIAISONS

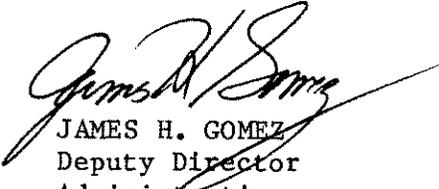
SUBJECT: FOSTER CARE INFORMATION SYSTEM (FCIS) UPDATE

REFERENCE: ALL-COUNTY LETTER (ACL) 83-06, FEBRUARY 1, 1983

The Department of Social Services and the Foster Care Information System (FCIS) Advisory Committee have conducted an extensive review of the FCIS to resolve system maintenance issues and develop and/or revise user reports. Attachment 1 accompanying this letter summarizes system maintenance changes that will be made effective November 15, 1983. Attachment 2 specifies revisions completed to existing reports and identifies new reports which will be distributed beginning this month. Examples of the new reports are also included as part of Attachment 2.

Please share this letter immediately with agency staff responsible for FCIS reporting, as it is a supplement to the FCIS Reporting Instructions Manual.

If you have any questions or additional issues that need to be addressed, please contact your FCIS Analyst in the Statistical Services Branch at (916) 322-5462 or (ATSS) 492-5462.


JAMES H. GOMEZ
Deputy Director
Administration

Atch.

cc: CWDA

November 14, 1983

FOSTER CARE INFORMATION SYSTEM (FCIS)

SYSTEM MAINTENANCE CHANGES
Effective November 15, 1983

1. Reason for Removal From Home (D4) - Corrections can now be made without the caseworker deleting incorrect data. The new data will automatically replace incorrect data.
2. Type of Facility (G1) - Updates and corrections can now be made without the caseworker deleting current data. Updates will move current data to history while corrections will automatically replace incorrect data with new data when a "C" is entered in the correction box.
3. Licensing Status (G2) - Updates and corrections can now be made without the caseworker deleting current data. Updates will move current data to history while corrections will automatically replace incorrect data with new data when a "C" is entered in the correction box.
4. Agency Responsible for Placement (G3) - Updates and corrections can now be made without the caseworker deleting current data. Updates will move current data to history while corrections will automatically replace incorrect data with new data when a "C" is entered in the correction box.
5. Agency Responsible for Supervision (G4) - Updates and corrections can now be made without the caseworker deleting current data. Updates will move current data to history while corrections will automatically replace incorrect data with new data when a "C" is entered in the correction box.
6. Emergency Foster Care (H1)
 - a. "Yes" is now accepted for "services only" cases except for initial placements.
 - b. Updates are now accepted without a change in placement but will be treated as a correction. The current data will be automatically replaced by new data and will not be moved to history.
 - c. Corrections can now be made, both to current and history data, without the caseworker deleting incorrect data. The new data will automatically replace incorrect data.
7. Legal Authority for Placement (H2-11) - Updates and corrections to the entire line can now be made without the caseworker deleting current data. The caseworker must enter all authorities that are now applicable. Updates

will move the entire line of current data to history. Corrections will automatically replace incorrect data with new data when a "C" is entered in the correction box.

8. Services Planned Until Next Reassessment (I2-11) - Updates and corrections can now be made without the caseworker deleting current data. The caseworker must enter all services that are planned. The new data will automatically replace current data.
9. Date of Current Reassessment (J1) - Updates and corrections can now be made without the caseworker deleting current data. An entry will be treated as an update if current data is valid and as a correction if current data is incorrect. Updates will move current data to history and corrections will automatically replace incorrect data with new data. If current data in the field does not reflect accurate case information, the caseworker must delete current data and on a subsequent document submit accurate information.
10. Services Provided Since Last Reassessment (J2-11) - Updates can now be made without the caseworker deleting current data. The caseworker must enter all services that were provided. The entire line of current data will be automatically moved to the K2-11 line and the new data accepted in J2-11.
11. Services Provided in the Six Months Preceding Last Reassessment (K2-11) - Corrections can now be made without the caseworker deleting incorrect data. The caseworker must enter all the services provided. The new data will automatically replace incorrect data.
12. Services Case Termination Reason (L5) - Corrections to the reason for services case termination can now be made without the caseworker deleting incorrect data. The new data will automatically replace incorrect data. If the current data in the field does not reflect accurate case information, the caseworker must delete current data and on a subsequent document submit accurate information.
13. New Error Messages

<u>Item#</u>	<u>Name</u>	<u>Message</u>	<u>Edit Criteria</u>
L2	AFDC-FC Termination Date	SVC Only Case, Close AFDC-FC Case.	If Case Number (B3) changed to Aid Code other than 40, 42 (AFDC-FC) or 43 (EA-FC), AFDC-FC Termination Date (L2) must have an entry.
L2	AFDC-FC Termination Date	Need SVC Case # or Close SVC Case.	If AFDC-FC Termination Date (L2) is entered and Services Case (L5) is not terminated, Case Number (B3) must be changed to Aid Code not 40, 42 (AFDC-FC) or 43 (EA-FC). Otherwise, Ending Date of Placement (F3) and Services Case Termination (L5) must have entries.

14. New Reminder Messages

<u>Item#</u>	<u>Name</u>	<u>Message</u>	<u>Edit Criteria</u>
M1-5	Six-Month Certifi- cation	Cert Completed, Need Reassess Date. (R)	If an entry is made in Six- month Certification (M1-5), Date Current Reassessment Completed (J1) must have an entry. Otherwise, delete entry in M1-5.

15. Revised Messages

a. The following reminder message has been changed to an error message:

<u>Item#</u>	<u>Name</u>	<u>Message</u>	<u>Edit Criteria</u>
H1	Emergency Foster Care	Emerg FC=Y, Aid Code Not 40, 42, or 43.	If "yes" and Date of Current Placement (F2) is the same as Initial Placement Date (F4), then Aid Code must be 40, 42 (AFDC-FC) or 43 (EA-FC).

b. The following error messages have been changed to reminder messages:

<u>Item#</u>	<u>Name</u>	<u>Message</u>	<u>Edit Criteria</u>
L1	AFDC-FC Beginning Date	Aid Not 40/42/43, Begin Date Pres. (R) (Aid Code not 40, 42, or 43 and beginning date reported. Data not accepted, zeros will be printed back on turnaround documents).	If Aid Code is other than 40, 42 (AFDC-FC) or 43 (EA-FC), date must not be entered.
L2	AFDC-FC Termination Date	Aid Not 40/42/43, Term Date Pres. (R) (Aid Code not 40, 42 or 43 and termination date reported. Data not accepted, zeros will be printed back on turnaround docu- ments.)	If Aid Code is other than 40, 42 (AFDC-FC) or 43 (EA-FC), date must not be entered.

<u>Item#</u>	<u>Name</u>	<u>Message</u>	<u>Edit Criteria</u>
L3	AFDC-FC Ongoing Payment	Invalid AFDC-FC, Aid Not 40/42/43. (R). (Aid Code not 40, 42, or 43 and AFDC-FC Ongoing Payment is reported. Data not accepted, zeros will be printed back on turnaround documents.)	If Aid Code is other than 40, 42 (AFDC-FC) or 43 (EA-FC), must not have an entry.
L4	County Approved Facility Rate	Invlid Cnty Rate, Aid Not 40/42/43. (R) (Aid Code not 40, 42, or 43 and County Approved Facility Rate is reported. Data not accepted, zeros will be printed back on turnaround documents.)	If Aid Code is other than 40, 42 (AFDC-FC) or 43 (EA-FC), must not have an entry.

November 14, 1983

FOSTER CARE INFORMATION SYSTEM (FCIS)
USER REPORTS

The following revisions have been made to the current FCIS reports, effective November 1, 1983:

<u>Report Number</u>	<u>Report Title</u>	<u>Revision</u>
1. FCI025-1	Non-Critical Errors Report	Discontinued distribution to agency liaison and Batch Control Mailing Point (BCMP).
2. FCI030-1	Critical Errors Report	Discontinued distribution to agency liaison.
3. FCI030-3	Transactions Processed Report	Discontinued distribution to agency liaison.
4. FCI035	Suspected Duplicate Cases for the Same Child	Discontinued distribution to agency liaison.
5. FCI050	Cases with Uncorrected Errors Report	Changed distribution from agency liaison to agency BCMP.
6. FCI050-1	Age of Children in Placement	Eliminated.
7. FCI060-1	AFDC-FC Payment Status	Eliminated.
8. FCI063-1	Alphabetic Microfiche (statewide)	Discontinued mid-month update.
9. FCI070-1	Address Location	Eliminated.
10. FCI090	Foster Child's Data Record Summary	Displays all data, current and history, for a child reported to the FCIS. Case specific hardcopy distributed to agency BCMP prior to reassessment due date, and also at case termination. County Welfare Department (CWD) specific microfiche distributed monthly to CWD liaison.

11. FCI513-5	Six-Month Reassessment Due (formerly FCI415-7)	Displays all active Phase II cases for which a six-month reassessment is overdue, due during the report month, or will be due during the next three months. Distributed monthly to agency BCMP.
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The following new monthly FCIS reports will be distributed beginning mid-November 1983. Each monthly report will be produced on the fifteenth day of the month following the report month. Data must be reported no later than the tenth day following the report month in order to be reflected in the report month's statistics.

<u>Report Number</u>	<u>Report Title</u>	<u>Description</u>
1. FCI511-4	Caseload Movement Report	Number of children in FCIS at start of report month, added or terminated during report month, and in FCIS at end of report month. Agency specific, distributed to agency liaison.
2. FCI512-4	Reassessment Activity	Number of reassessments overdue prior to report month, due during report month, and completed during report month. Agency specific, distributed to agency liaison.
3. FCI514-4	Type of Placement Facility by Average AFDC-FC and EA-FC Facility Rates and Payments	Number of children and average AFDC-FC and EA-FC rates and payments by facility type. Agency specific, distributed to agency liaison.

STATE OF CALIFORNIA
 HEALTH AND WELFARE AGENCY
 DEPARTMENT OF SOCIAL SERVICES
 COUNTY :

FCIS11-4 PAGE
 FOSTER CARE INFORMATION SYSTEM
 RUN DATE : 11/14/83

AGENCY : COUNTY WELFARE DEPARTMENT

CASELOAD MOVEMENT REPORT
 SEPTEMBER 1983

	AT START OF THIS MONTH	ADDED THIS MONTH	TOTAL SERVED THIS MONTH	TERMINATED THIS MONTH	TOTAL AT END OF MONTH	BOTH INITIAL PLAC & SERVICE TERM DATES INVALID
TOTAL CHILDREN	656	3	659	5	654	0
RECEIVING AFDC-FC FEDERALLY ELIGIBLE.....	576	.
STATE ONLY.....	376	.
					200	.
RECEIVING EA-FC	1	.
NOT RECEIVING AFDC-FC OR EA-FC	77	.
REFUGEE CASH ASSISTANCE.....	0	.
BLIND.....	0	.
DISABLED.....	0	.
AFDC-FG.....	0	.
AFDC-Y.....	0	.
AFDC-FC SERVICES.....	0	.
OTHER.....	76	.
					1	.

COUNTY :

AGENCY : COUNTY WELFARE DEPARTMENT

REASSESSMENT ACTIVITY
 SEPTEMBER 1983

COMPLETED DURING THE MONTH			
OVERDUE AT START OF MONTH	DUE DURING THE MONTH	TOTAL DUE DURING THE MONTH	AVERAGE DAYS BETWEEN DUE AND COMPLETED
93	33	126	-0.0
			NUMBER
			63
			OVERDUE AT END OF MONTH NUMBER
			112
			PERCENT
			88.9
			INVALID REASSESSMENT DATES
			22

STATE OF CALIFORNIA
 HEALTH AND WELFARE AGENCY
 DEPARTMENT OF SOCIAL SERVICES

TYPE OF PLACEMENT FACILITY BY
 AVERAGE AFDC-FC AND EA-FC FACILITY RATES AND PAYMENTS
 SEPTEMBER 1983

COUNTY :

AGENCY : COUNTY WELFARE DEPARTMENT

** TYPE OF * PLACEMENT FACILITY*	* TOTAL CHILDREN	***** AVERAGE FACILITY RATE *****		***** AVERAGE PAYMENT *****		***** INVALID PAYMENT *****	
		AFDC-FC STATE ONLY	EA-FC FACILITY RATE	AFDC-FC STATE ONLY	EA-FC FEDERALLY ELIGIBLE	AFDC-FC STATE ONLY	EA-FC INVALID PAYMENT
TOTAL				TOTAL			
TOTAL	581	\$337.70	\$329.49	\$326.89	\$322.36	\$335.53	0
FAMILY HOME :	149	\$293.45	\$286.95	\$287.47	\$285.26	\$293.45	0
NONRELATIVE- NONGUARDIAN	4	\$11.00	\$451.67	\$341.50	\$451.67	\$11.00	0
RELATIVE-GUARDIAN	2	\$205.00	0	\$205.00	0	\$205.00	0
NONRELATIVE- GUARDIAN	34	\$302.80	\$295.50	\$301.94	\$295.50	\$302.80	0
RELATIVE- NONGUARDIAN	109	\$293.67	\$261.66	\$280.96	\$279.81	\$293.67	0
GROUP CARE HOME :	16	\$1,344.00	\$1,243.70	\$1,277.13	\$1,243.70	\$1,344.00	0
CAPACITY 1 - 12	13	\$1,365.33	\$1,190.78	\$1,234.42	\$1,190.78	\$1,365.33	0
CAPACITY 13 - 25	3	\$1,312.00	\$1,720.00	\$1,448.00	\$1,720.00	\$1,312.00	0
CAPACITY 26 PLUS	0	0	0	0	0	0	0
OTHER :	416	\$316.39	\$311.87	\$306.35	\$302.18	\$313.43	0
SMALL OR LARGE FAMILY HOME	413	\$303.55	\$307.04	\$298.47	\$297.28	\$300.50	0
SOCIAL REHAB. FACILITY	0	0	0	0	0	0	0
INDEPENDENT LIVING SITUATION	0	0	0	0	0	0	0
OTHER	3	\$2,266.00	\$929.50	\$1,375.00	\$929.50	\$2,266.00	0
INVALID TYPE OF PLACEMENT FACILITY	0	0	0	0	0	0	0