

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



April 28, 1987

ALL COUNTY LETTER NO. 87-62

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY COUNSELS

SUBJECT: DEFINITION OF CASE FOR CHILD WELFARE SERVICES PROGRAMS

This is to inform county welfare departments (CWD) of the adoption of a definition of "case" for each of the child welfare services (CWS) programs as mandated by 1986/1987 State Budget Act language, item 5180-151-001, provision 7. The Department is in the process of revising CWS regulations (MPP Division 30) to incorporate these definitions. The definitions clarify what constitutes a case in the Emergency Response Program (ER) and establish a uniform definition of elements which must be present to constitute a case in the other three CWS programs.

The definition of case in the ER program is purposely broader than the definition used in the other three CWS programs in deference to the County Welfare Director's Association (CWDA) position that the definition must allow for recognition of the full range of emergency response social worker activities. For purposes of accurately determining required levels of ER program effort a distinction is drawn between cases where the ER social worker responds and no further services are provided and cases where the worker responds, determines a need for additional CWS and establishes a service plan for continued ER services. It is only by making this distinction that an accurate description of ER workload can be made for purposes of determining program resource requirements.

Effective July 1, 1987 CWD's are required to use the attached definitions of case for each of the CWS programs for purposes of reporting CWS caseload in all statistical reports required by the Department. Instructions for reporting ER caseload based on new case definitions as well as a description of any required changes to the SOC 291 reporting form will follow in a separate All-County Letter.

The 1986/1987 State Budget Act also requires that the department ensure that CWS caseload figures used for budget and allocation purposes are correct. In accordance with this requirement, the Department will begin by January 1988, as part of the Operations Assessment review process, to verify ER and Family Maintenance (FM) caseload figures reported on the SOC 291 and Family Reunification (FR) and Permanent Placement (PP) caseload figures reported to the Foster Care Information System (FCIS). The Department will be working with CWDA to develop the verification procedures and will notify counties of the details of the process when they have been finalized. County caseload counts will be adjusted based upon the findings of this verification process and the adjustments will be applied to the entire fiscal year.

If you have any questions regarding the definition of case, please contact your Adult and Family Services Operations Consultant at (916) 445-0623.



LOREN D. SUTER  
Deputy Director  
Adult and Family Services Division

cc: CWDA

Attachment

"CASE", for child welfare services programs, means the following:

- (1) EMERGENCY RESPONSE REFERRAL CASE means the documented activities of the county welfare department emergency response social worker who has either attempted a face to face response, or who has conducted a face to face response to an emergency response referral as specified in MPP 30-132, conducted an initial evaluation as specified in MPP 30-134, and determined that no further child welfare services are required and no further action is necessary. Attempted face to face contact includes activities associated with identifying and/or locating the whereabouts of the child and/or parents, even when such efforts are unsuccessful and no physical attempt at contact can be made.
  
- (2) EMERGENCY RESPONSE SERVICES CASE means the documented activities of the county welfare department emergency response social worker who has responded to an emergency response referral as specified in MPP 30-132, conducted an initial evaluation as specified in MPP 30-134, determined that additional child welfare services as defined in Welfare and Institutions Code Section 16500 et seq. are required and prepared an assessment and services plan per MPP 30-142 and MPP 30-144.
  
- (3) In the Family Maintenance, Family Reunification, and Permanent Placement Programs, a "CASE" is a child with a service plan as specified in Sections 30-234, 30-334, and 30-434 which identifies the need for child welfare services as specified in Welfare and Institutions Code Section 16500 et seq. A "CASE" for purposes of meeting the time limits specified in Sections 30-234, 30-334, and 30-434 begins when a first level supervisor approves the transfer of case management services responsibilities to one of the above mentioned programs.