March 23, 2018

ALL COUNTY LETTER NO.18-32

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL LOCAL MENTAL HEALTH DIRECTORS
ALL COUNTY ADOPTION AGENCIES
ALL ADOPTION DISTRICT OFFICES
ALL GROUP HOME PROVIDERS
ALL FOSTER FAMILY AGENCIES
ALL TITLE IV-E AGREEMENT TRIBES
ALL OUT-OF-STATE GROUP HOMES
ALL COUNTY ELIGIBILITY SUPERVISORS

SUBJECT: INSTRUCTIONS FOR ENTRY OF THE LEVEL OF CARE (LOC) AND INTENSIVE SERVICES FOSTER CARE (ISFC) RATES INTO CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)

REFERENCE: ASSEMBLY BILL (AB) 403, CHAPTER 773, STATUTES OF 2015; AB 1997, CHAPTER 612, STATUTES OF 2016; WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11364, 11387, 11453, 11460, 11461, 11462, 11462.01, 11462.04, 11462.015, 11462.02, 11463, 16000, 16121, 16519.5, 16519.52, 16519.53, 16519.54, 16519.55, 18358.30, 18987.72, ALL COUNTY LETTER (ACL) 11-51; ACL 16-52; ACL 16.54; ACL 16-55; ACL 16-57; ACL 16-65; ACL 16-79; ACL 16-79E; ACL 16-84; ACL 17-11; ACL 17-75; ACL 17-111; ACL 18-06; ACL 18-06E; ACL 18-25

This ACL provides county child welfare and probation departments with guidance and instructions to perform the entry of the new LOC and ISFC rates into CWS/CMS. The California Department of Social Services is authorized under existing state law to administer a state system for establishing rates in the Aid to Families with Dependent Children-Foster Care program and the passage of AB 403 necessitated the implementation of a new rate setting system to support the goals of the Continuum of Care Reform effort.
As of March 1, 2018, FFA placements that entered into foster care between December 1, 2017 and February 28, 2018 at the Basic Level Rate were eligible for a LOC rate determination using the LOC Protocol based on a specified criterion. The criteria are outlined in ACL 18-06E.

Beginning May 1, 2018, counties will apply the LOC Protocol to all other new Home-Based Family Care (HBFC) placements and new Adoption Assistance Program (AAP) cases. Counties will also apply the LOC Protocol for any existing HBFC placements based on triggering events such as placement changes, increased needs, and transitions from Intensive Services Foster Care and Short Term Residential Treatment Program (STRTP)/Group Homes (GH) as outlined in ACL 17-11.

The ISFC rate became effective December 1, 2017 for existing ITFC FFAs. These FFAs should be receiving the ISFC rate and must submit amended program statements as outlined in ACL 18-25. Please refer to ACL 18-06 for more information on the HBFC LOC Protocol instructions.

Beginning March 1, 2018, the only entries into the CMS/CWS will be FFA placements using the following instructions:
CWS/CMS Instructions for LOC Data Entry:

1. Click the (A) Open Existing Placement notebook.
2. Click the (B) Ongoing Requests page.
3. Click the (C) “+” sign. The Rate Type of ‘Basic Rate’ is the default. The ‘Additional Rate’ is only available once you’ve already entered a Basic Rate.
4. Enter the (D) Start Date and (E) Basic Rate.
5. Select (F) Payment Type and (G) Rate/Service Level.
The ISFC rates were implemented December 1, 2017. Counties should be using the following instructions for new ISFC placements.

CWS/CMS Instructions for ISFC Placement Program Type Data Entry:

6. Click the (A) Open Existing Placement notebook.
7. Click the (B) ID page.
8. Click the (C) “+” sign.
9. Enter the (D) Start Date
10. Select the Placement Program Type of (E) Intensive Services Foster Care.
Inquiries

If you have any questions regarding the information in this ACL, please contact the Foster Care Audits and Rates Branch at (916) 651-9152. Counties needing additional assistance with CWS/CMS should contact their System Support Consultant at the Office of Systems Integration.

Sincerely,

Original Document Signed By

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

c: CWDA