



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

MARCH 9, 2015

ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-12-15

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL COUNTY CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS) ADOPTIONS DISTRICT OFFICES

SUBJECT: ACCESSING CHILD WELFARE SERVICES/ CASE MANAGEMENT SYSTEM (CWS/CMS) DATA ENTRY INSTRUCTIONS FOR COUNTY LETTERS/ INFORMATION NOTICES

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 ACIN provides information on accessing All County Letters (ACL) and ACINs with data entry instructions for CWS/CMS. From 2014 on, newly released data entry instructions are located with other training materials behind the secure Office of Systems Integration (OSI)-CWS/CMS logon page. Data entry instructions and their associated ACLs and ACINs will also still be located on the California Department of Social Services website (<http://www.dss.cahwnet.gov/lettersnotices/default.htm>). The following directions briefly explain how to access the data entry instructions and their associated ACLs or ACINs that are located behind the OSI-CWS/CMS logon site.

There are three ways you can access the training materials on the OSI-CWS/CMS website.

If you have access to the CWS/CMS application, you can access training materials through the application:

1. Log in to the CWS/CMS application.
2. On the Control Panel, click on the “Help” menu and click on “Training Portal.” This will take you to the OSI-CWS/CMS website.
3. On this page, click on the “Training” tab.

4. On the new page you should see the link to the ACL Data Entry Instructions. Click on it and you should see the list of data entry instructions with their associated ACLs or ACINs.

If you access the secure OSI-CWS/CMS web pages as a county:

1. Go to the OSI-CWS/CMS Website Home Page:
<https://www.hwcws.cahwnet.gov/Default.asp>
2. Click on the “County Info” tab and then below that tab, click on the “County Logon” link.
3. Enter your login credentials. If you have questions or your county’s password has expired, contact your OSI-CWS/CMS System Support Consultant (SSC) or Single Point of Contact (SPOC) at the county.
4. Once logged in, click on the “Training” tab.
5. On the new page you should see the link to the ACL Data Entry Instructions. Click on it and you should see the list of data entry instructions with their associated ACLs or ACINs.

If you do not access the secure OSI-CWS/CMS web pages as a county:

1. Go to the OSI-CWS/CMS Website Home Page:
<https://www.hwcws.cahwnet.gov/Default.asp>
2. Click on the “Training” tab.
3. On the new page, click on the link after “ACL Data Entry Instructions.”
4. Enter your login credentials. If you have questions or your county’s password has expired, contact your OSI-CWS/CMS SSC or SPOC at the county.
5. Once logged in, click on the “Training” tab again.
6. On the new page you should see the link to the ACL Data Entry Instructions. Click on it and you should see the list of data entry instructions with their associated ACLs or ACINs.

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These directions should aid in finding data entry instructions and the corresponding ACLs or ACINs that are located behind the secure OSI-CWS/CMS logon site.

If you have any questions, please contact the Case Management System Support Branch Program Policy Unit at CMSProgramPolicyUnit@dss.ca.gov.

Sincerely,

Original Document Signed By:

KEVIN GAINES, Chief
Child Protection and Family Support Branch
Children and Family Services Division

c: County Welfare Directors Association