

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



September 26, 2001

ALL-COUNTY LETTER NO. 01-68TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERSREASON FOR THIS TRANSMITTAL

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

SUBJECT: STATE FISCAL YEAR 2001-02 PROCESS FOR COUNTY CERTIFICATION TO FULL UTILIZATION OF THE CHILD WELFARE SERVICES CASE MANAGEMENT SYSTEM AND THE AVAILABILITY OF AN ASSOCIATED FUNDING AUGMENTATION

This letter updates last year's instructions to counties for certifying to full 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 remain essentially unchanged from last year as conveyed in All-County Letter No. 00-52 issued August 7, 2000, and its accompanying Errata dated November 6, 2000. They act in conjunction with information found in County Fiscal Letter (CFL) 01/02-26 issued August 28, 2001. Electronic copies of these letters can be found at the California Department of Social Services website: <http://www.dss.cahwnet.gov/cdssweb>. An additional CFL containing final allocation information will be issued in December of 2001, providing the final CWS augmentation allocation for State Fiscal Year 2001/02.

Pursuant to the Budget Act of 2001, an augmentation of \$123,834,000 (\$74.3 million in General Fund (GF)) 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 2001-02 budget year only and is subject to the following two criteria:

1. Counties must fully expend all budgeted CWS Basic GF allocations prior to drawing down this augmentation and;
2. Counties must provide a Letter to the Director of California's Department of Social Services (CDSS) identifying which certification option, from the "Certification Process" section listed below, the county currently meets or intends to meet.

Definition of Full Utilization

Pursuant to the Budget Act of 2000, and carried forward with the 2001/02 budget requirements, CDSS worked collaboratively with members from the County Welfare Directors Association and labor groups representing social workers in reaching an agreement on the definition of full utilization. The following is the result of that collaboration:

◆ Scope of functionality:

All functional areas within the client services and adoptions components will be utilized. (Refer to Enclosure "A", unchanged from the previous year, that identifies specific data fields within the designated functional areas).

◆ Data elements required:

All currently mandatory fields (those fields within the system appearing as "yellow" as stated in Enclosure "A") must be completed. Additionally, a small number of Adoption and federally required Foster Care Analysis and Reporting System (AFCARS) fields are to be completed in applicable cases. These fields appeared on the system as "green" in mid-September 2000 and became mandatory on October 1, 2000.

◆ Impacted cases:

Full utilization applies to all new referrals, new cases and all existing cases at the next regularly scheduled court review (court cases) or the next case plan renewal (voluntary and informal supervision cases).

Certification Process

To certify compliance with this definition of full utilization, County Welfare Directors shall use one of the following options:

- A. The county currently completes all mandatory yellow and green data fields applicable to the casework being done.
- B. The county cannot certify to full utilization as outlined above in (A) and submits an action plan indicating the current status of utilization, steps, milestones and timelines by which full utilization will be achieved or,
- C. The county cannot certify to full utilization as outlined above in (A) and submits an action plan indicating the current status of utilization, and the steps, milestones and timelines for those components/indicators by which full utilization will be achieved. Additionally, the county requests an exemption(s)

from some aspect(s) of full utilization. All exemption requests must be accompanied by a valid business case reflecting local circumstances that make full utilization infeasible.

Certification will be done via a letter from each County Welfare Director to the CDSS Director. The letter must include one of the scenarios as listed in A, B or C above. Any required action plan, exemption request or business case must be included in the letter. County action plans for full utilization shall use a target date of no later than June 30, 2002 or shall provide an alternate target date accompanied by appropriate justification. The CDSS shall seek to provide a confirmation of county certifications of full utilization, as referenced in (A) above, within two weeks. Validation and acceptance of county certifications referencing (B) or (C) shall be responded to as quickly as possible. All letters should be directed to the following address:

County Certifications of CWS/CMS
California Department of Social Services
CMS Support Branch, MS 19-75
744 P Street
Sacramento, California 95814

If any county fails to certify to the criteria required to access the augmentation funds under the definition of full utilization, the State will redistribute those funds to the counties with approved certifications. In order for the State 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, 2001. The distribution of the final augmentation calculation will occur in December 2001. 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 prior to December 10, 2001.

Select CWS/CMS data identified as indicators of full utilization (See attachment to CFL No. 00-52) will continue to be reported monthly by the CWS/CMS Project and delivered to the County Welfare Directors in the form of a self-monitoring report. Counties continue to be accountable for ensuring compliance with all aspects of full utilization.

Fiscal Impact/Claiming

Counties must match their total CWS Basic GF allocation prior to drawing down any portion of this augmentation. Distribution of these funds will be in accordance with the instructions outlined in CFL 01/02-26. The budget language does not contain a provision for rolling unexpended funds into the next fiscal year.

For questions or further clarification related to this allocation, please contact Julio Rodriguez, County Financial Analysis Bureau, at (916) 654-0701. For questions related to the claiming process, please contact Donna Richardson of the Fiscal Policy Bureau at (916) 654-0958. And, for questions or further clarification related to the certification process, please contact Melissa Gamer, Chief, CMS Support Branch, at (916) 445-2888.

Sincerely,

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Enclosure

c: CWDA

Attachment A

Full 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 exist in the Contact Notebook • Staff Person/Parent Contact exists in the Contact Notebook • Staff Person/Substitute Care Provider contact exist 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.

Functional Area	Indicators	Explanation
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

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
			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)
			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

Functional Area	Indicators	Explanation	Page	Mandatory	Required Fields
	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
	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 	
Functional Area	Indicators		Page	Mandatory Fields	Required Fields
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 	

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
	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)
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		