



CDSS

WILL LIGHTBOURNE  
DIRECTOR

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

744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

June 22, 2017

ALL COUNTY LETTER (ACL) NO. 17-60

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: **CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)  
DATA CLEAN-UP FOR FISCAL YEAR (FY) 2017-18**

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 letter informs counties that the Administration for Children and Families approved the state's request for federal financial participation for data clean-up activities for the CWS/CMS Statewide Automated Child Welfare Information System (SACWIS) database. The claiming instructions and total claimable amount for each county, based on a percent to statewide total of the overall blended caseloads for client, placement home, and service providers, will be provided in a forthcoming County Fiscal Letter. It is important to note that counties must expend their designated CWS/CMS System Support Staff Local Revenue Funds as reflected in [CFL No. 11/12-18](#) prior to accessing the State General Fund allocation for the data clean-up activities described in this All County Letter. Additional details on this will also be contained in the forthcoming County Fiscal Letter.

This letter authorizes county participation in the data clean-up activities that will require county end-user manual correction in the CWS/CMS or county subject matter expert (SME) consultation. The data clean-up activities described in this ACL are included in the CWS/CMS SACWIS system support activities limited to fiscal year FY 2017-18. Counties are not required to submit an Advance Planning Document specific to the CWS/CMS SACWIS data clean-up activities.

## BACKGROUND

The growing presence of duplicate records in the CWS/CMS database has reached a critical mass not only for child welfare practice, but also for the preparation activities required for the eventual replacement of the current application. The ability of California's child welfare workers to quickly acquire accurate information about the children in their care is imperative. The County Welfare Directors Association and the Office of Systems Integration (OSI) acted together to address these data quality issues.

## ACTIVITIES

The data quality initiatives that will have the greatest statewide impact on the CWS/CMS database, such as client duplication, placement home duplication, and service provider

duplication records, are very large in scope and cannot be effectively managed by the counties in the absence of additional county level resources. Funding is available for counties to assign county staff to support the data clean-up effort. The state will continue to provide counties with detailed exception reports that may require updates and data clean-up instructions through FY 2017-18. The counties and stakeholders will also receive automated metric project status progress reports.

The identified county representatives and stakeholders will participate in the Data Quality Workgroup comprised of both county and state SMEs to provide expertise and input on CWS/CMS functionality that adversely affects the quality of data. This workgroup will be an advisory entity to the OSI Data Quality Team assisting to prioritize issues and present strategies for on-going data analysis and problem solving. In order to mitigate duplicate record entry county SME support is necessary during the planning and release cycles of the data clean-up initiatives. Counties shall use available funding for staff to perform necessary activities to inspect the detailed exception reports, identify records appropriate for modification, and manually update the CWS/CMS database as an end-user to complete the manual review and correction of duplicate records.

The data clean-up initiatives identified under the data clean-up effort that will require county end-user manual correction in the CWS/CMS or county SME consultation include, but are not limited to:

- Client De-duplication
- Address Standardization
- Placement Home De-duplication
- Service Provider De-duplication
- Archive & Retrieval, Purge of Data
- Convert Fixed Length Fields to Variable Length
- Correction of Maximum and Minimum Date Values
- Set Default Low and High Date Values
- Completion of Mandatory Fields
- Elimination of Non-Compliant Data
- Orphaned Records Investigation

The OSI Data Quality Team will provide the counties with detailed instructions for the data clean-up activities as the initiatives are released through FY 2017-18.

If you have any questions, please contact Kevin Gaines, Digital Services Director at (916) 891-3146 or [Kevin.Gaines@dss.ca.gov](mailto:Kevin.Gaines@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

KEVIN GAINES  
Digital Services Director  
Child Welfare Digital Services