

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 screenshot shows the CWS/CMS software interface. At the top is a menu bar with File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Toolz. Below the menu bar is a toolbar with icons for various functions. The 'Ongoing Requests' tab is selected in the main window. The 'Ongoing Requests' table has columns for Start Date, Stop Date, and Rate Type. A new request is being added, indicated by a '+' sign in the first column. The 'Rate Type' section shows 'Basic Rate' selected. The 'Request Details' section shows 'Start Date' as 01/01/2018 and 'Basic Rate' as 100. The 'Payment Reason' section shows 'Payment Type' as 'Home Based Family Care' and 'Rate/Service Level' as 'Level 2'. The 'Approval' section shows 'Approval Status' as 'Request Not Submitted' and 'Date' as empty.

**Annotations:**

- A**: Open Existing Placement notebook icon in the toolbar.
- B**: Ongoing Requests tab in the main window.
- C**: '+' sign in the first column of the Ongoing Requests table.
- D**: Start Date field in the Request Details section.
- E**: Basic Rate field in the Request Details section.
- F**: Payment Type dropdown in the Payment Reason section.
- G**: Rate/Service Level dropdown in the Payment Reason section.

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**.

The screenshot displays the CWS/CMS software interface. The top menu bar includes File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Toolz. Below the menu is a toolbar with various icons. The main window is divided into several sections:

- Child Removal Info**: Includes tabs for ID, Ongoing Requests, Incidental Payments, End Placement/Episode, and Temporary Leave.
- Identification and Approval**: Contains fields for Start Date, End Date, Agreement Effective Date, Agency Responsible, Placement Home, Facility Type, Care Provider Relationship To Child, Program Number, Placement Count, Primary Substitute Care Provider, and checkboxes for Client is a Minor/NMD Parent, Emergency Placement, De Facto Parent, Active Confidential Placement, and Child is Placed with this Minor/NMD Parent. It also includes sections for Placement Approval and Shelter Care Extension Approval.
- Legal Auth. For Placement History**: A table with columns for Legal Auth. For Placement, Effective Date, and Placement Program. It includes a '+' button to add new entries.
- Placement Program History**: A table with columns for Start Date, End Date, and Placement Program. It includes a '+' button to add new entries.

Red circles and letters A through E mark specific steps in the process:

- A**: Points to the 'Open Existing Placement' notebook icon in the toolbar.
- B**: Points to the 'ID' tab in the Child Removal Info section.
- C**: Points to the '+' button in the Legal Auth. For Placement History table.
- D**: Points to the 'Start Date' field in the Placement Program History table.
- E**: Points to the 'Placement Program Type' dropdown menu in the Placement Program History table.

**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