

June 28, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 19-53**

The purpose of this letter is to provide County Welfare Departments (CWD) Probation Departments (PD), and Behavioral Health (BH) Departments/Providers with information about the Active Supportive Intervention Services for Transition (ASIST) program, which provides funding for short-term interventions designed to provide targeted transition and specialized permanency support for children, youth, and nonminor dependents (NMD) moving from residential placements to family-based settings.





PAT LEARY  
ACTING 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)



GAVIN NEWSOM  
GOVERNOR

June 28, 2019

ALL COUNTY LETTER NO. 19-53

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHILD WELFARE PROGRAM MANAGERS  
ALL TITLE IV-E AGREEMENT TRIBES  
ALL ADOPTION REGIONAL AND FIELD OFFICES  
ALL LICENSED ADOPTION AGENCIES  
ALL FOSTER FAMILY AGENCIES  
ALL GROUP HOME DIRECTORS  
ALL SHORT TERM RESIDENTIAL THERAPEUTIC PROGRAM DIRECTORS  
ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
ALL COUNTY BEHAVIORAL HEALTH DIRECTORS  
COUNTY WELFARE DIRECTORS ASSOCIATION OF CALIFORNIA  
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA  
CHIEF PROBATION OFFICERS OF CALIFORNIA

SUBJECT: REQUIREMENTS AND GUIDELINES FOR PARTICIPATION IN THE ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST) PROGRAM FOR CHILDREN, YOUTH, AND NONMINOR DEPENDENTS (NMD) TO TRANSITION FROM RESIDENTIAL PLACEMENTS TO FAMILY-BASED SETTINGS.

REFERENCE: [ASSEMBLY BILL \(AB\) 403; WELFARE AND INSTITUTIONS CODE, SECTIONS 832 AND 827 \(A\)\(I\)\(K\); ALL COUNTY LETTER \(ACL\)/MENTAL HEALTH AND SUBSTANCE USE DISORDER SERVICES INFORMATION NOTICE 18-09/18-007; ACL 19-53; ACL 18-100; ALL COUNTY INFORMATION NOTICE \(ACIN\) I-52-15; ACIN I-36-19; ACIN I-36-19; ACIN I-28-18; ACIN I-21-18; COUNTY FISCAL LETTER \(CFL\) 18/19-66;](#)



The purpose of this All County Letter (ACL) 19-53 is to provide guidance to counties participating in the Active Supportive Intervention Services for Transition (ASIST) program. The ASIST program is a short-term resource to aid in the transition of all children, youth, and Non-Minor Dependents (NMDs) who are currently residing in residential placements, with prioritization toward those children residing in residential care facilities that are not transitioning, by choice or due to denial of an application, to a Short-Term Residential Therapeutic Program (STRTP) or are at risk of not becoming an STRTP. For the remainder of this document, the term “youth” will be used to substitute the terms “children, youth, and NMD.” Using a high-fidelity Wraparound approach, the ASIST program will provide additional funding to counties to support extensive family finding, engagement, specialized permanency services, youth and caregiver coaching specific to a child’s identified needs, and in-home support services or to other contracted providers who deliver intensive permanency-focused transition support services.

The ASIST program funding does not change the existing case planning and service obligations of the county. The availability and provision of the counties’ full range of specialty mental health services (SMHS) for which a youth is otherwise eligible are assumed and must also be included in services, planning, and delivery. The ASIST program funds will be distributed to counties based on criteria enumerated in the body of this ACL. Counties will submit invoice claims for reimbursement for ASIST approved services and/or supports. With the extensive number of youth residing in residential care facilities not transitioning to STRTPs, and those youths residing in STRTPs in need of transition support, there is an urgent need for timely transition planning.

## **BACKGROUND**

The Continuum of Care Reform (CCR) was established following the passage of Assembly Bill (AB) 403 (Chapter 773, Statutes of 2015) and made sweeping changes to California’s foster care system. The AB 403 provides the statutory and policy framework to ensure that services and supports provided to children, youth, and families are tailored toward the goals of increasing the success and stability of family-based care and to limit the use of congregate care to circumstances when a child or youth requires intensive short-term therapeutic care in a residential setting. Following full implementation of the reform, residential care facilities that do not convert to the STRTP license model will no longer be eligible for foster care placements. Additionally, all licensed STRTPs may only accept children requiring the level of care provided by the STRTP and must work to support a timely transition plan for the child to return to a home-based setting. The availability of a continuum of well-coordinated home-based services and supports that are individualized and responsive to the unique needs of children and families is necessary to support the transitions of many children currently



placed in a residential care facility that will no longer be eligible following full implementation of the reform.

Services provided to dependent youth in California are guided by the California Integrated Core Practice Model (ICPM) released in [ACIN I-21-18](#). The ICPM is a framework based on a set of values and principles which support strengths-based, family centered practice and are built upon the National Wraparound Institute (NWI) model. The Child and Family Team (CFT) process is the primary vehicle for ensuring youth, and families are authentically engaged in the service planning process, and that their voice and perspectives are reflected throughout the process. As such, the CFT provides a shared opportunity for making decisions and ensuring services and plans from all providers are integrated into a coordinated plan, which includes engagement, assessment, initial CFT planning, monitoring and adapting the case plan and transition planning. This comprehensive plan for transition should inform the case plan.

Effective CFTs include trained and skilled facilitators, completion of the Child and Adolescent Needs and Strengths (CANS) tool as outlined in [ACL 18-09](#), extensive engagement, family finding, and linkage to appropriate services and community resources. These elements are essential in preparing a youth and family for successful transition and permanency. The CFT members will also be provided with written and or electronic information developed by the California Department of Social Services (CDSS) on services and activities, including specialized permanency services. These documents will assist families and team members with information which has shown to be effective in achieving and sustaining permanency for all youth.

### **ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST)**

The CDSS partnered with county placing agencies to identify youth residing in residential placements, with priority of those youth residing in residential care facilities that are not converting to STRTPs. The ASIST program funding is short term and time limited for the 2019/2020 fiscal year, which provides funding to support the successful transition of youth from residential placements to family-based settings.

The ASIST program is intended to create a partnership between:

1. CDSS, Children and Family Services Division (CFSD)
2. Counties of jurisdiction
3. Tribes
4. Experienced, high-fidelity Wraparound providers with specialized permanency expertise, or other intensive supportive transition programs
5. Residential care facilities/STRTTP providers
6. Youth, families and caregivers



Through this partnership, ASIST program funding will augment existing Wraparound services or other intensive supportive transition programs, which work through the CFT process to collaboratively develop a transition plan. The ASIST funded services assume significant emphasis on the teaming and engagement practices captured by the ICPM.

**The ASIST program supplements, but not supplants, existing Wraparound programs or other intensive supportive transition programs.** Instead, ASIST augments existing funding to provide extensive direct services, resources, and activities required to support youth to transition from a residential placement to family-based settings. When a family-based setting is not appropriate, alternative supportive placement options, such as Transitional Housing Program (THP) or STRTPs can be utilized to meet the youth's individual needs on a case by case basis. The transition plan for youth transitioning to a family based or lower level of care should be reviewed by a local multi-disciplinary team, which can be an existing committee, such as an Interagency Placement Committee (IPC), or other local entity. Although consultation with an IPC or a multi-disciplinary team is not required, it is recommended.

## **SERVICE DELIVERY STANDARDS**

Counties will ensure their contracted providers deliver services which meet the guidelines of the California Wraparound Standards, outlined in [ACIN I-52-15](#). Counties will also ensure specialized permanency services are provided and documented for youth whose case plan indicates permanent placement or supportive transition as described in [ACL 18-100](#), which may include but are not limited to the following:

- Services to achieve, stabilize, and sustain the dependent youth in a permanent family.
- Services designed to prepare the identified permanent family to meet the youth's needs, set appropriate expectations before and after permanency is achieved, and stabilize the placement.

Providers will coordinate individualized, intensive services for identified youth and families who need assistance as they transition from residential care to family-based care or other supportive placement options. Wraparound providers or other intensive supportive transition providers are required to use trauma-informed, permanency competent clinical strategies and interventions for the transition of youth with complex and co-occurring needs from residential placements to family-based settings.

The ASIST program will include use of extensive family-finding efforts, specialized permanency services, targeted ongoing transition support of youth (up to 24-hours a day), and youth and caregiver coaching to reinforce permanency and achieve stabilization. Services will be specific to the identified youth and/or caregiver in



consultation with the CFT. Concurrent planning is essential to the success of the ASIST program. The youth and family must be linked to natural supports, formal services, and community resources to help ensure sustainability of the placement and contribute to the positive well-being of the youth and caregiver. These services shall be provided until the CFT determines Wraparound or other intensive supportive transition services are no longer needed and the transition plan is complete, including follow-up services to assure long-term stability of the permanent family.

## **ORGANIZATIONAL ASSESSMENT**

Counties are encouraged to conduct an organizational assessment that identifies and addresses the counties organizational, cultural, and practice issues that create barriers to successfully achieving and sustaining permanent families for youth in foster care. Participating counties will be responsible for ensuring the provision of additional high-fidelity, permanency competent Wraparound services, or other intensive supportive transition programs, through agreements with local providers.

Counties that participate in this program must ensure they have appropriate contracts/agreements with community-based provider(s) that increase capacity to deliver direct services to youth and families and provide and deliver youth and caregiver coaching, per the terms of this program.

Again, for those counties utilizing Wraparound as their ASIST provider, they shall adhere to the standards for California Wraparound. Other ASIST providers should offer services equivalent to or exceeding those outlined in [ACIN I-52-15](#). Services should be delivered consistent with the ICPM, include permanency expertise as recommended in [ACL 18-100](#), and ensure the CANS assessment is updated.

## **PRIORITIZATION FOR SERVICE**

Given the short-term nature of the funding available to the ASIST program, counties must prioritize:

1. Youth currently residing in residential placements, with prioritization toward youth who are currently residing in group homes not transitioning by choice or due to denial of an application, to a STRTP or are at risk of not becoming an STRTP.
2. Youth who have been identified in the Child Specific Transition Plan submitted by the county in accordance with [ACIN I-36-19](#).
3. Youth who are in need of permanency.

All youth being served through the ASIST program must receive Wraparound services or other intensive supportive transition services, even if they do not meet the local criteria for eligibility. This includes development of a short-term intensive transition plan



with clear and actionable steps. The plan must be developed in consultation with the CFT. The ASIST program funding may be used to ensure extensive family finding through records research that may involve additional outreach and engagement, as needed.

Additionally, in-home, individualized youth and caregiver services shall be available 24/7, as needed. This also includes the provision of SMHS, consistent with the CFT recommendations. The CFT should be focused to address needs, build strengths, and identify resources that will support successful transition to family-based settings.

### **County Reporting Requirements**

1. The ASIST Progress Report and CFT minutes/notes should be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after the month in which services are provided.
2. The Invoice Claim Form will be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after each quarter for reimbursement. The invoice will be provided to those counties who opt-in.

### **COUNTY PARTICIPANTS OF THE ASIST PROGRAM WILL ENSURE THE FOLLOWING REQUIREMENTS ARE MET IN PARTNERSHIP WITH CONTRACT PROVIDERS AND/OR COMMUNITY PARTNERS**

1. Complete and submit an ASIST Opt-In letter within two-weeks of the release of ACL 19-53.
2. In collaboration with CDSS, prioritize selection of youth targeted for ASIST program funding using an updated Child Specific Transition Plan document provided to CDSS pursuant [ACIN I-36-19](#) combined with information consistent with the youth's readiness for permanency and other factors influencing prioritization.
3. Participate in monthly webinars, technical assistance calls, and child specific consultations to identify and overcome barriers in state, local, and county child welfare services organizational practice to achieving and sustaining permanent families for youth in foster care.
4. Ensure appropriate provider networks and existing contracts are prepared to provide intensive services including specialized permanency services to identified youth, in addition to services provided by residential care facility/STRTP staff and child welfare social workers.
5. Create a sustainability plan with community partners to ensure access to adequate funding sources to provide appropriate services for youth and families. Counties are encouraged to continue to utilize these resources and strategies after the ASIST program is completed.



6. Ensure prospective caregivers will be supported through the Resource Family Approval (RFA) process, which may include becoming an Intensive Services Foster Care (ISFC), Therapeutic Foster Care (TFC) approved home, or emergency placement.
7. Utilize additional services including specialized permanency services and referrals and access to SMHS are authorized and accessible. Ensure access to respite services, in consultation with the CFT, to support the family-based caregiver.
8. Ensure that all youth supported with ASIST program funding receive a CANS assessment, either initial and/or updates as appropriate, as part of the CFT process.
9. Refer youth with emotional or behavioral needs for a mental health assessment. Behavioral Health (BH) services should be delivered by a permanency competent provider and focused on stabilization of behavioral needs that may make placement in a family-based setting difficult.
10. Ensure collaboration between representatives from the County Welfare Department (CWD), probation department (PD), BH, and provider organizations including Wraparound, adoption agencies, foster family agencies, and family search and engagement providers in the delivery of ASIST funded, high-fidelity services.
11. The county is encouraged to develop a committee to guide and monitor progress for youth participating in the ASIST program. This committee can be an existing committee within the county, such as an IPC or another multi-disciplinary team, which should include the contract providers. The committees are encouraged to review and discuss the ASIST Progress Report.
12. The CWD and PD will actively participate in the CFT process, attending CFT meetings at a minimum of one time per month. which includes engagement, assessment, initial CFT planning, monitoring and adapting the case plan, and transition planning.
13. Provide access to Child Welfare case files for Wraparound or other contracted providers as permitted by [Welfare and Institutions Code \(a\) \(WIC\) 832 and 827 \(a\) \(i\) \(k\)](#) for the purpose of family finding and engagement.
14. Ensure active and timely communication with providers to support exploring or re-exploring natural supports and connections for the youth and family and addressing any related safety concerns.
15. Ensure contracted providers make available a parent partner and or youth partner (individual with lived experience) to provide support to the youth and family, by increasing involvement in the program, and helping them work collaboratively to build skills, confidence, and increase natural and community resources.
16. The transition plan for each assigned youth should be actionable, with specific assigned tasks, deliverables, identified timelines, and in adherence with the



guidelines and expectations stated in [ACIN I-28-18](#). They also must include priority areas of need, as identified in the CANS assessment, that pose a barrier to successful transition to family-based care and reflect priorities and preferences of the youth and families.

17. Provide extensive family finding efforts and engagement for each youth to create more options for support and planning, in consultation with the CFT and county. Activities may include all or some of the following identified promising techniques:
  - a. Use of extensive engagement with the identified youth, family, and natural supports;
  - b. Use of engagement strategies with professionals who are currently or previously involved with the youth or family;
  - c. Use of dedicated software for family finding;
  - d. File mining search;
  - e. Use of genograms, eco maps, connectograms, or other family finding tools
18. Provide individualized trauma-informed, permanency competent interventions, and youth and caregiver coaching specific to case plan goals, in consultation with the CFT and in adherence with the guidelines and expectations stated in [ACIN I-28-18](#).
19. Partner with residential care facility/STRTP staff to support strategies and interventions which support permanency-focused transition.
20. Ensure contract providers complete the National Adoption Competency Training, mental health version. Child welfare workers or probation officers are encouraged to complete the child welfare version. These training provides guidance to support permanency, well-being and stability. This is a web-based training to enhance the capacity of child welfare and mental health professionals to effectively address the complex mental health needs of children moving to permanency through adoption or guardianship. The training will be made available in September of 2019. Counties will be provided with a link and enrollment instructions as available. For additional information regarding the training review the National Training Initiative website at [www.adoptionsupport.org/nti](http://www.adoptionsupport.org/nti).
21. Identify and provide linkage to programs, formal supports, and community resources ensuring availability to the youth and family to support transition from the ASIST program. Supports should be sustainable and comprehensive, to address the needs of the youth.

## **CDSS REQUIREMENTS**

1. Provide support to local county placing agencies with technical assistance to identify and support youth in need of additional intensive services, including



- specialized permanency services, to successfully transition from residential placements to family-based settings or other supportive placement options.
2. Provide specialized, targeted technical assistance in the areas of family finding and engagement, specialized permanency services, and youth and caregiver coaching.
  3. Track and analyze county data to monitor program effectiveness, identification of best practices and increased positive outcomes. This will support CDSS's ongoing efforts to ensure that the California Wraparound Standards are updated to reflect these promising practices to further support permanency outcomes.
  4. Provide participating counties with a County Fiscal Letter (CFL), which outlines the allotment distribution for each individual county. Priority eligibility for the ASIST program will be determined collaboratively by counties and CDSS based on the needs of the youth as documented in the Child Specific Transition Plans as required by [ACIN I-36-19](#).
  5. Review the ASIST Progress Report and ASIST Invoice Claim Form to ensure compliance with ASIST requirements.

## **INSTRUCTIONS FOR COUNTY PARTICIPATION**

To receive ASIST program funds counties must indicate their intention to participate by submitting a letter of intent to CDSS no later than **two-weeks** following the issuance of this letter.

## **ASIST FUNDING**

Counties who opt into the ASIST program will be funded in fiscal year (FY) 2019-20. The total distribution for FY2019-20 is \$3,000,000. If counties do not have identified youth who meet the eligibility criteria for the ASIST program, or do not choose to participate, remaining funds may be redistributed to participating counties.

The ASIST program funding must be used for services and supports that augment existing funding. All participating programs must first use all other available funds provided by other funding sources, prior to accessing ASIST program funds. Innovative thinking will help to ensure long-term support options if appropriate. Examples of cross system resources to consider: Regional Center, Special Education, Home Health Services, SMHS. Counties are also encouraged to leverage funds, such as Early and Periodic Screening Diagnosis and Treatments (EPSDT), Foster Parent Recruitment, Retention, and Support (FPRRS) funds, Adoption Incentive funds as outlined in [CFL 18/19-66](#), Wraparound reinvestment dollars and Mental Health Services Act (MHSA) funds.



## **CLAIMING INSTRUCTIONS & ALLOWABLE ACTIVITIES**

The ASIST program funds are flexible and are intended to be used based on the needs of the youth and families to support transition from residential placements into family-based settings; increase permanency; and or placement stability efforts. The CWD and PD's will claim the costs allowable activities identified in the youth's transition plan, including activities which are beyond typical program activities, not already funded by another funding source.

Counties are authorized to expend ASIST program funds for (but not limited to) the following:

1. Extensive case management and coordination;
2. Extensive family finding and engagement beyond what is provided through high-fidelity Wraparound services;
3. Travel expenses for family finding and engagement activities which support the transition plan, in consultation with the CFT;
4. Supporting and guiding families through the RFA process and or certification for ISFC or TFC;
5. Child specific, trauma-informed, permanency-focused, youth and caregiver coaching and support including specialized permanency services;
6. Respite care needs determined in consultation with the CFT;
7. Other items determined to be important by the CFT which support the transition plan.

Counties interested in participating in the ASIST program should complete and submit the Opt-In letter within **two-weeks** from the release of ACL 19-53, via email to the Wraparound inbox at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov). The CDSS will host a series of webinars to provide more information and guidance regarding the ASIST program.

If you have additional questions, please contact the CDSS Integrated Services Unit at (916) 651-6600 or via e-mail at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

David McDowell for  
GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Enclosures

c: County Welfare Directors Association



California Department of Social Services  
Active Supportive Intervention Services for Transition (ASIST) program  
AB 403/W&I Code 16501  
Invoice Claim Form – Fiscal Year 2019/2020

For CDSS use only:

Approved	Disallowed
ACL #: 19-53	Invoice #:
Index #:	Amount:
Analyst:	Date:
Manager:	Date:

**Instructions: Please complete the following and submit to email below within 15 days after each quarter for reimbursement. If additional space is needed, please attach a separate sheet of paper.**

**E-mail Completed Invoice 15 days after each quarter for reimbursement to [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) with the subject: ASIST Invoice – [ \_\_\_\_\_ County Name].**

Invoice #	Date of Submission	Total Expenditure Amount Due
		\$

Child Welfare      Probation			
Qtr 1 Jan., Feb., March	Qtr 2 April, May, June	Qtr 3 July, August, Sept.	Qtr 4 Oct., Nov., Dec.

**Authorized Representative:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**County Social Worker/Probation Officer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Reimbursable Services and/or Supports:**

Extensive Case Management	Case Coordination, CFT Participation
Family Finding	Extensive File Mining, Engagement Activities, Travel (Travel exceeding \$1000 must be approved by CDSS)
Resource Family Approval (RFA) Support	RFA process, Intensive Services Foster Care, Therapeutic Foster Care Services
Training	Field-Based Services, Caregiver Coaching, Behaviorally-Based Training for Youth, Permanency Training, or other training that supports the transition process.
Respite Care	Short-term Supportive Placement, Relief, Childcare



Client ID Number	Services / Supports	Dates of Services/ Supports	Approved by CFT	Expenditure
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
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			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<b>Total Expenditure Amount</b>	\$



## ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST)

### INVOICE REFERENCE GUIDE

The purpose of the Invoice Quick Reference Guide is to provide Counties participating in the ASIST program with guidance from the California Department of Social Services (CDSS) for completing and submitting invoices. The reference guide is based on the ASIST program guidelines and summarizes the requirements and key elements that ASIST funding utilizes to review and approve invoices for processing.

The ASIST program allotment should fund activities identified in the youth's transition plan, not already funded by another funding source.

Invoices shall be submitted to [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) within 15 days after each quarter for reimbursement.

Claiming Service Period	Due to CDSS
07/01/2019 — 09/30/2019	10/15/2019
10/01/2019 — 12/31/2019	01/15/2020
01/01/2020 — 03/30/2020	04/15/2020
04/01/2020 — 06/30/2020	07/15/2020

- Invoice forms
  - Counties must use the attached invoice form for submitting claims for ASIST reimbursement.
  - Invoice #, Date of submission (refers to the date the invoice is submitted), quarter of service and total expenditure amount due should be completed.
- Identifying Information must be listed
  - Authorized Representative including title and contact information
  - County Social Worker/Probation Officer and contact information
  - Provider name and contact information
- Services and Supports
  - Each client ID# (19-digit code found in CWS/CMS) and their services should be listed separately (use additional sheets as needed).
  - Invoices must identify the type(s) of services or supports provided (drop down menu).
  - If a service falls in another category, please list separately.
  - When inputting a client with more than one service type, you do not need to repeat the client ID#, only add additional services under the original service(s) listed.
  - If "Other" category is chosen, please provide additional detail regarding selected activity.
  - "Date of Service" refers to the date(s) services were provided.
  - "Approval by CFT" refers to the service being included in the youth's transition plan that was developed by the CFT.
  - "Expenditure" refers to the cost per each individual service provided.





PAT LEARY  
ACTING 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)



GAVIN NEWSOM  
GOVERNOR

California Department of Social Services  
Attention: Integrated Services Unit  
744 P Street, MS 8-11-86  
Sacramento, CA 95814  
[WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov)

To Whom It May Concern:

Subject: Active Supportive Intervention Services for Transition (ASIST) program

The purpose of this letter is to inform the California Department of Social Services (CDSS) that \_\_\_\_\_ County Child Welfare Department and/or \_\_\_\_\_ Probation Department elects to participate in the ASIST program. By choosing to participate in this optional program, the county agrees to the terms and conditions of the program to access related state funds of the ASIST program, as described in the All County Letter (ACL) 19-53.

**Participation Requirements:**

1. Participate in monthly webinars, technical assistance calls and child specific case consultations to identify and overcome barriers in state, local and county child welfare/probation department organizational practices to achieving and sustaining permanent families for children, youth and nonminor dependents in residential placements.
2. Ensure prospective caregivers will be supported through the Resource Family Approval (RFA) process, which may include becoming an Intensive Services Foster Care (ISFC) or Therapeutic Foster Care (TFC) approved home or emergency placement.
3. Ensure an enhanced partnership with County Mental Health Plan monitors/coordinators and develop an infrastructure which supports the implementation and monitoring of ASIST requirements.
4. Ensure existing contracts are prepared to provide intensive services including specialized permanency services to identified youth, in addition to services provided by residential care staff and child welfare social workers.
5. Utilize the Child and Family Team (CFT) process to effectively implement the ASIST program. Additional services will be identified by the CFT using the Child and Adolescent Needs and Strengths (CANS) tool ACL 18-81.



6. Ensure collaboration between representatives from child welfare, probation, specialty mental health services, and provider organizations including wraparound, adoption agencies, foster family agencies, and family search and engagement providers in the delivery of ASIST funded, high-fidelity services.
7. Develop a transition plan for each assigned youth that is actionable, with specific assigned tasks, deliverables, identified timelines, and in adherence with the guidelines and expectations stated in ACIN I-28-18 that reflects priorities and preferences of the youth and families.

### **Reporting Requirements:**

1. The ASIST Progress Report and CFT minutes/Action Plans should be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after the month in which services were provided.
2. The Invoice Claim Form should be submitted to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) by the 15th day after each quarter for reimbursement.

### **Program Provisions:**

The county also understands and agrees to the following provisions of the ASIST program:

- Funds are allocated to participating counties based on the number of children, youth and nonminor dependents in need of this additional transitional support
- All children, youth and nonminor dependents being served through the ASIST program must receive wraparound services or other intensive supportive transition services, even if they do not meet the local criteria for eligibility.

#### County Social Worker/Probation Officer:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### County Mental Health Plan:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Provider:

Agency: \_\_\_\_\_  
Point of Contact (if known): \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Direct questions to [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) or call (916) 651-6600



## ACTIVE SUPPORTIVE INTERVENTION SERVICES FOR TRANSITION (ASIST) PROGRESS REPORT

Please complete each section and mark the appropriate boxes below. If additional space is needed, please attach a separate sheet of paper. **Please attach all CFT minutes/Action Plans from this reporting month.** Report is to be submitted monthly to CDSS at [WraparoundQuestions@dss.ca.gov](mailto:WraparoundQuestions@dss.ca.gov) within **15 days after each month.**

**County:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**County Social Worker/Probation Officer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**County Mental Health Plan:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Provider:** \_\_\_\_\_ **Facilitator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Client ID #:** \_\_\_\_\_ **Current Living Location:** \_\_\_\_\_

**Length of Time in Current Living Location:** \_\_\_\_\_ **Number of Placements Total:** \_\_\_\_\_

**Transition Date:** \_\_\_\_\_ **Identified Living Location:** ☐ Family-Based Setting ☐ STRTP ☐ ISFC  
☐ TFC ☐ Transitional Housing Program ☐ Unknown ☐ Other: \_\_\_\_\_

**Date of last CFT Meeting:** \_\_\_\_\_ ☐ **CFT Minutes/Action Plan Attached**

**Services Currently Receiving:** ☐ Wraparound ☐ Individual Therapy ☐ TBS ☐ CASA  
☐ Family Specialist ☐ Behavioral Specialist/Skills Trainer ☐ Youth Partner ☐ Other: \_\_\_\_\_

**Pending Referrals:** \_\_\_\_\_

**Follow-Up Plan:** \_\_\_\_\_

**Community Supports (Camps, Sports, Clubs, Religious Organization, Cultural Affiliations, Other):**  
\_\_\_\_\_  
\_\_\_\_\_

**Family Finding Progress:** ☐ Interview Youth/NMD ☐ Interview Family/Natural Supports ☐ File Review  
☐ Connectogram ☐ Genogram ☐ Eco Map ☐ Other: \_\_\_\_\_

**Engagement Progress:** ☐ Youth/NMD Interviewed ☐ Family Contacted ☐ Family Interviewed  
☐ Natural Support Contacted ☐ Natural Support Interviewed ☐ Other: \_\_\_\_\_

**Resource Family Approval Progress:** ☐ N/A ☐ Not Started ☐ In Progress ☐ Approved  
☐ Placement Prior to Approval/Emergency RFA

**Caregiver Coaching Provided:** ☐ Yes ☐ No **Other Caregiver Support:** \_\_\_\_\_  
\_\_\_\_\_

**Barriers or Delays to Transition:** \_\_\_\_\_  
\_\_\_\_\_

**Strategies Used To Eliminate Barriers:** \_\_\_\_\_  
\_\_\_\_\_

**Case Consultation:** ☐ Yes ☐ No **Provided By:** ☐ CDSS ☐ Denise Goodman ☐ Gail Johnson-Vaughn  
☐ Kate Messina ☐ Other: \_\_\_\_\_

**Additional Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_