

July 10, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY INFORMATION NOTICE NO. I-58-20**

The purpose of this All-County Information Notice (ACIN) is to provide instructions on the documentation of placement facilities/homes in the Child Welfare Service/Case Management System (CWS/CMS) that will accept the placement of children who have been exposed to, or tested positive for, the Novel Coronavirus Disease (COVID-19).



**KIM JOHNSON**  
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

July 10, 2020

ALL COUNTY INFORMATION NOTICE NO. I-58-20

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS  
ALL INDEPENDENT LIVING PROGRAM MANAGERS  
ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
ALL FOSTER CARE MANAGERS  
ALL TRANSITIONAL HOUSING COORDINATORS  
ALL COUNTY RFA AND ADOPTION PROGRAM MANAGERS  
ALL CDSS ADOPTION REGIONAL OFFICES  
ALL LICENSED CHILDREN'S RESIDENTIAL FACILITIES  
ALL LICENSED CHILDREN'S RESIDENTIAL PROVIDERS

SUBJECT: DOCUMENTATION OF PLACEMENT FACILITIES/HOMES THAT WILL ACCEPT PLACEMENT OF COVID-19 EXPOSED/POSITIVE CHILDREN IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)

REFERENCE: [GOVERNOR'S PROCLAMATION OF A STATE OF EMERGENCY, MARCH 4, 2020](#); DOCUMENTATION OF COVID-19 IN CWS/CMS [ACIN I-31-20](#)

The purpose of this notice is to provide instructions to county child welfare agencies and probation departments on how to utilize the two newly created Population Served codes that allow users to identify and/or search for placement facilities/homes that will accept the placement of children who have been exposed to, or tested positive for, COVID-19.<sup>1</sup>

This notice only addresses Population Served codes attached to placement facilities/homes. Please refer to [ACIN I-31-20](#)<sup>2</sup> for Special Project Codes related to the documentation of individual children, families, and caregivers who have been exposed to, exhibit symptoms of, or test positive for, COVID-19.

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<sup>1</sup> For the purpose of this notice, child includes minors and nonminor dependents that are child welfare and probation supervised or new referrals/re-entries as applicable.

<sup>2</sup> ACIN I-31-20 was extended for the duration of the COVID-19 State of Emergency by [ACL 20-74](#).

Two (2) COVID-19 specific Population Served codes have been created:

1. COVID-19 – Children Exposed to
2. COVID-19 – Children Tested Positive for

Instructions are included in Attachment A regarding the selection/deselection of the new Population Served codes and how to search for these codes in the Placement Facility Match.

### **USE OF THE TWO (2) COVID-19 POPULATION SERVED CODES**

The two (2) COVID-19 Population Served codes can be selected on the Characteristics and Preferences page of the Placement Home Notebook. The two codes allow for the identification of placement facilities/homes for children exposed to COVID-19 and children who tested positive for COVID-19. The two codes can also be selected in the Population Served option when using the Placement Facility Match search type in the Search functionality.

The new codes are active as of the release of this ACIN. Explanations for how to use the codes are below. See Attachment A for specific data entry and search instructions.

#### Population Served Codes Attached to the Placement Home for all Placement Types

- COVID-19 – Children Exposed to:
  - Use to identify placement facilities/homes that will accept placement of children who had direct exposure<sup>3</sup> to someone who tested positive for COVID-19; or
  - Use to identify placement facilities/homes that will accept placement of children who have symptoms consistent with COVID-19 and a doctor or health care professional presumes a COVID-19 diagnosis.
- COVID-19 – Children Tested Positive for:
  - Use to identify placement facilities/homes that will accept placement of children who tested positive for COVID-19.

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<sup>3</sup> For the purpose of this notice, direct exposure includes: (1) living in the same household as a sick person with COVID-19; (2) caring for a sick person with COVID-19; (3) being within six feet of a sick person with COVID-19 for at least 10 minutes; or (4) being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

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Counties seeking additional assistance regarding data entry should contact their System Support Consultant at the Office of Systems Integration. For other questions, please contact the Child Welfare System Branch at [CFSD\\_CARES\\_Admin@osi.ca.gov](mailto:CFSD_CARES_Admin@osi.ca.gov).

Sincerely,

***Original Document Signed By***

KEVIN GAINES, CHIEF  
Child Welfare System Branch  
Children and Family Services Division

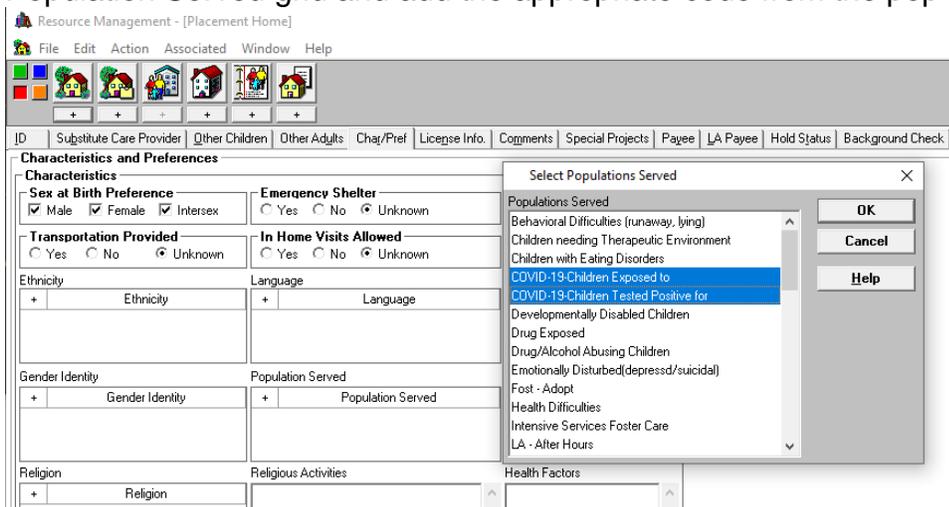
Attachments

c: County Welfare Directors Association of California  
All Title IV-E Agreement Tribes

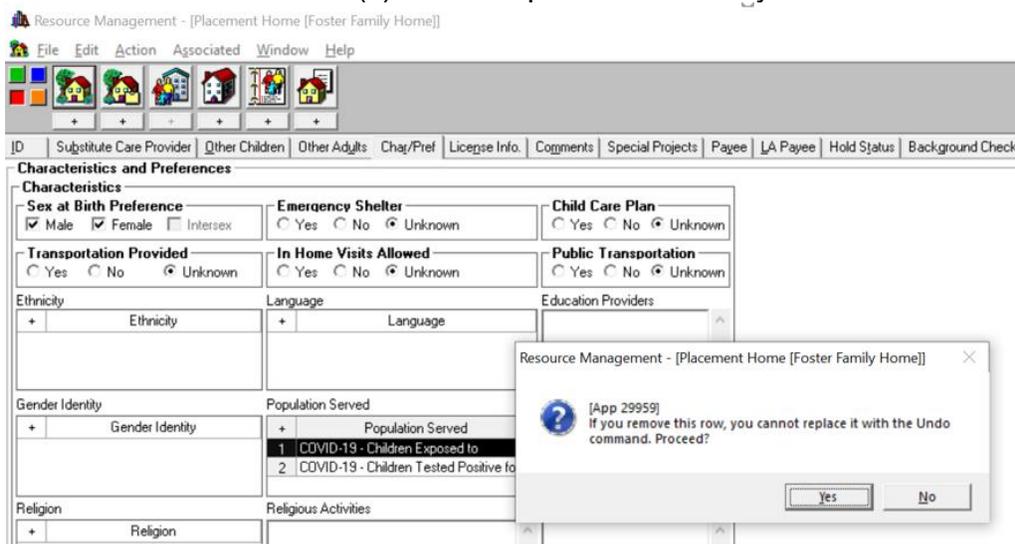
## Attachment A

### Placement Home Notebook

A placement worker/user with the correct permissions can use the Population Served codes to identify placement facilities/homes that are accepting children for placement who have had exposure to or tested positive for COVID-19. In the Placement Home Notebook, choose the Characteristics and Preferences page. Click the + sign in the Population Served grid and add the appropriate code from the pop-up window.



To remove the Populations Served code(s), click on the code(s) in the Populations Served grid to highlight it and press delete. A dialogue box will appear. Press the Yes button to delete the code(s) from the placement facility/home.



## Placement Facility Match

A placement worker/user with the correct permissions can use the Population Served codes to search for placement facilities/homes that are accepting children for placement who have had exposure to or tested positive for COVID-19. In the Search window, choose Placement Facility Match for the Search Type, then click on the Population Served button and add the appropriate code from the pop-up window.

The screenshot shows the 'Search' window with the following settings:

- Search Type: Placement Facility Match
- Placement Facility Match: Match - County Shelter/Receiving Home(Non EA/AFDC)

The 'Select Population Served' pop-up window is open, showing a list of categories:

- Behavioral Difficulties (runaway, lying)
- Children needing Therapeutic Environment
- Children with Eating Disorders
- COVID-19-Children Exposed to
- COVID-19-Children Tested Positive for
- Developmentally Disabled Children
- Drug Exposed
- Drug/Alcohol Abusing Children
- Emotionally Disturbed(depressd/suicidal)
- Fost - Adopt
- Health Difficulties
- Intensive Services Foster Care
- LA - After Hours

Ensure enough criteria is selected to enable the OK button and click OK.

The screenshot shows the 'Search' window with the following settings:

- Search Type: Placement Facility Match
- Placement Facility Match: Match - Foster Family Home
- Population Served: COVID-19 - Children Exposed to ...
- County: Alameda

The 'OK' button is now enabled, indicating that enough criteria have been selected.

Placement Facility Match (continued)

CWS/CMS will display search results that meet the search criteria.

Client Services - [Search Results [Match - Foster Family Home Search:Results]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

**Search Information**

Status  
 Sending query to host... 7/6/2020 5:41:20 PM  
 Host is processing query... 7/6/2020 5:41:20 PM  
 Processing Complete!... 7/6/2020 5:41:20 PM

Search Criteria  
 Phonetic Search No  
 Phonetic Street Search No  
 Partial Address Search No  
 Age Range From (in years)  
 Age Range To (in years)

Facility Name	City	Zip Code	Beds Available	License Status	Contact Name	Phone
1 Foster Family Home	FRH	11151	6	Licensed		

Activate Windows  
Go to Settings to activate Windows.

Ready [Search Results [Match - Foster Family Home Search:Results]]

Select the Char/Pref page to view the included codes in the Population Served frame.

Client Services - [Match - Foster Family Home [Foster Family Home]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID Substitute Care Provider Other Children Other Adults Char/Pref License Info. Comments Special Projects Payee LA Payee

**Characteristics and Preferences**

**Characteristics**

**Sex at Birth Preference**  
 Male  Female  Intersex

**Emergency Shelter**  
 Yes  No  Unknown

**Child Care Plan**  
 Yes  No  Unknown

**Transportation Provided**  
 Yes  No  Unknown

**In Home Visits Allowed**  
 Yes  No  Unknown

**Public Transportation**  
 Yes  No  Unknown

Ethnicity  
 Ethnicity

Language  
 Language

Education Providers

Gender Identity  
 Gender Identity

Population Served  
 Population Served

1	COVID-19 - Children Exposed to
2	COVID-19 - Children Tested Positive for

Environmental Factors/Pets

Religion  
 Religion

Religious Activities

Health Factors