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).
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-19.¹

This notice only addresses Population Served codes attached to placement facilities/homes. Please refer to ACIN I-31-20² 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.

¹ 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.
² 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\(^3\) 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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\(^3\) 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.).
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.

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
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.

Ensure enough criteria is selected to enable the OK button and click OK.
Placement Facility Match (continued)

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

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