

February 7, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 22-01

This All County Letter (ACL) authorizes county participation in the data clean-up activities that will require county end-user manual correction in the Child Welfare Services/Case Management System (CWS/CMS). The data clean-up activities described in this ACL are included in the CWS/CMS Comprehensive Child Welfare Information System support activities effective October 1, 2021.



KIM JOHNSON
DIRECTOR

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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

February 7, 2022

ALL COUNTY LETTER (ACL) NO. 22-01

TO: ALL COUNTY WELFARE DIRECTORS

**SUBJECT: CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM
DATA CLEAN-UP FOR FISCAL YEAR 2021-22**

REFERENCE: [CFL NO. 11/12-18, DATED SEPTEMBER 16, 2011](#)

The purpose of this All County Letter (ACL) is to inform counties that the Administration for Children and Families approved California's request for federal financial participation for the data clean-up activities for the Child Welfare Services/Case Management System (CWS/CMS) Comprehensive Child Welfare Information System (CCWIS) database. The claiming instructions and total claimable amount for each county, based on a percent of the statewide total of the overall blended caseloads for client, placement home, and service providers, will be provided in a forthcoming County Fiscal Letter (CFL). 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 ACL.

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 CCWIS system support activities effective October 1, 2021 through June 30, 2025. Counties are not required to submit an Advance Planning Document specific to the CWS/CMS CCWIS 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 transition to a new database. 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) have 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. The counties and stakeholders will also receive automated metric project status progress reports.

A second activity will entail oversight and identification of data quality improvement strategies by a stakeholder group. This group, the Data Quality Workgroup which is comprised of both county and state subject matter experts, will advise the OSI Data Quality Team on 1) priority areas for addressing data quality issues, and 2) strategies for ongoing data clean-up, improving data quality, and problem solving. 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.

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
- Completion of Mandatory Fields
- Elimination of Non-Compliant Data
- Orphaned Records Investigation

The OSI Data Quality Team will provide counties with detailed instructions for the data clean-up activities on an ongoing basis, and as the initiatives are released.

If you have any questions and/or need additional guidance regarding the information in this letter, please contact the Child Welfare System Branch at CMSAdminSvcsUnit@osi.ca.gov.

Sincerely,

Original Document Signed By

JESSICA ROUGEUX, Chief
Child Welfare System Branch
Children and Family Services Division