

March 24, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 23-32**

The purpose of this All County Letter is to provide child welfare workers and juvenile probation officers with clarification on how to properly document specific placements and locations of children, youth, and nonminor dependents in court-specified placements, facilities/homes imported from the Licensing Information System, and Non-Foster Care settings, as well as when they are missing from care or “runaway” (absent from care or left placement without permission), and other out-of-home care settings in the statewide child welfare information system. This letter also provides specific information for accurately entering this data into the current system, the Child Welfare Services/Case Management System.



KIM JOHNSON  
DIRECTOR

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**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

March 24, 2023

ALL COUNTY LETTER NO. 23-32

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS  
ALL FOSTER CARE MANAGERS  
ALL EMERGENCY RESPONSE STAFF  
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS  
ALL ADOPTION REGIONAL OFFICES  
ALL COUNTY ADOPTION OFFICES  
ALL INDEPENDENT LIVING PROGRAM MANAGERS  
ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
ALL COUNTY TRANSITIONAL HOUSING COORDINATORS  
ALL PLACEMENT WORKERS  
ALL FOSTER FAMILY AGENCIES

SUBJECT: DOCUMENTING PLACEMENT INFORMATION FOR CHILDREN,  
YOUTH, AND NONMINOR DEPENDENTS IN THE CHILD  
WELFARE SERVICES/CASE MANAGEMENT SYSTEM

REFERENCE: [TITLE 45, CODE OF FEDERAL REGULATIONS SECTION 1355;](#)  
[85 FEDERAL REGULATIONS 28424; WELFARE AND](#)  
[INSTITUTIONS CODE 11400\(k\); 11400\(x\)\(3\); 11401\(m\);](#)  
[361.4\(c\)\(2\); 361.3; 362.7; HEALTH AND SAFETY CODE](#)  
[1502\(a\)\(18\); 1502.3; MANUAL OF POLICY AND PROCEDURES](#)  
[31-137; 31-320; 31-002; SENATE BILL 354 \(CHAPTER 687,](#)  
[STATUTES OF 2021\); ALL COUNTY LETTERS 11-64; 11-77;](#)  
[15-49; 16-08; 16-15; 16-85; 19-87; 20-14; 21-95; 21-114; 21-146;](#)  
[AND 22-08; ALL COUNTY INFORMATION NOTICES I-93-00;](#)  
[I-25-06; I-26-06; I-42-17; I-14-19; I-84-21; I-65-22; AND I-07-23;](#)  
[INTERIM LICENSING STANDARDS - TITLE 22 REGULATIONS](#)

The purpose of this All County Letter (ACL) is to provide child welfare workers and juvenile probation officers with clarification on how to properly document specific

placements and locations of children/youth<sup>1</sup> and nonminor dependents (NMDs) in court specified placements, facilities/homes imported from the Licensing Information System (LIS), and Non-Foster Care (Non-FC) settings, as well as when they are missing from care or “runaway” (absent from care or left placement without permission), and other out-of-home care settings in the statewide child welfare information system. This letter also provides specific information for accurately entering this data into the current system, the Child Welfare Services/Case Management System (CWS/CMS).

Note: This ACL does not provide guidance for all placement settings. For guidance on documenting placement settings not explained in this letter, refer to the training materials, ACLs, and All County Information Notices (ACINs) at the end of this letter.

## **BACKGROUND**

To ensure the safety of all children/youth and NMDs in out of home placement, it is critical that the placement and/or location of each child/youth and NMD is always accounted for in the statewide child welfare information system. The proper documentation of children/youth and NMDs’ placement information provides the necessary information to workers and back-up workers so they can easily identify where the children/youth or NMDs are, especially in cases of emergency or caseworker absence. All placement information must be documented accurately, clearly, and consistently.

Furthermore, documenting the placement of all children/youth and NMDs in foster care is a federal reporting requirement for the Adoption and Foster Care Analysis and Reporting System (AFCARS) ([Title 45, Section 1355 of the Code of Federal Regulations](#)). The data elements required to report for AFCARS are outlined in [ACIN I-93-00](#) and in the AFCARS federal regulations ([85 Federal Regulations 28410](#)). It is critical that placements are documented correctly and timely in the statewide child welfare information system so that the outcome measures and data are accurate and up to date. This will allow the State to identify where further support is needed.

Additionally, in the case of an Indian child, active efforts require that the agency maintain a record of each foster care or adoptive placement ([Welfare and Institutions Code \(WIC\) section 361.31\(m\)](#)).

## **PLACEMENT POLICY**

### **Placement Documentation Requirements**

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<sup>1</sup> For the purpose of this letter, child/youth includes minors that are child welfare and probation supervised, as applicable.

The Manual of Policy and Procedures ([MPP 31-320](#) and [ACL 19-87](#)) describe the placing agency's responsibilities, including caseworker visits and monitoring of the child/youth or NMD's safety, permanency, and well-being. To be able to monitor a child/youth or NMD's safety, permanency, and well-being, it is crucial that the caseworker, or if the caseworker is absent, the worker covering the case, can easily identify the placement and/or location of the child/youth or NMD. Therefore, placement information must be accurate and entered timely. Additionally, the [MPP 31-137](#) outlines the responsibilities of the agency when a child/youth or NMD is (1) transitioning from the care of their parent(s), legal guardian(s), or Indian custodian(s) to detention or placement; or (2) transitioning from one licensed or approved care provider to another.

To be able to meet this responsibility, a child/youth or NMD's current placement, or, if between placements, the current location, must always be accurately documented in the statewide child welfare information system. The child/youth or NMD's placement and location should **not** reflect:

- a past placement,
- a facility when it is *holding* a bed for the child/youth or NMD who has not yet been placed in the facility, or
- a placement in which the child/youth or NMD has never actually resided.

It is important to note that the requirement to document placement information applies to all placement types and all locations that a child/youth or NMD is in, including but not limited to, Temporary Shelter Care Facilities (TSCF), court specified placements, and Non-FC.

### **Timeliness of Documenting Placement Information Best Practices**

It is best practice to enter or update placement information in the CWS/CMS for all children/youth and NMDs within 72 hours of and no later than seven days after placement or of being in any placement setting. Entering and updating placement information in the CWS/CMS is critical in ensuring that the whereabouts of the children/youth and NMDs are known, and that the worker and the placing agency can support the children/youth, NMDs, their caregivers, and Tribes in the case of an Indian child, especially during times of emergency or worker absence.

### **Placement Documentation Responsibility**

Placement documentation is the responsibility of the placing agency. The specific persons responsible will vary based on the placing agency's practice and policy. The guidance in this letter is for the persons responsible for documenting and/or updating placement information in the CWS/CMS.

### **Temporary Leave Page Documentation**

If a child/youth or NMD **is in a placement**, is temporarily in another known location (e.g. a brief hospital stay, at a friend's house, on a visit with a relative, etc.), **and will be returning to their current placement which is already recorded in the CWS/CMS**, do not change the placement information in the CWS/CMS. These situations should be documented as follows.

The child/youth or NMD's location and contact information for the temporary location should be documented on the Temporary Leave Page in the Placement Notebook in the CWS/CMS (screenshot below) so the worker and placing agency can locate the child in the case of an emergency. Enter the following information on the Temporary Leave Page (screenshot below) and follow the placing agency policy for any additional documentation requirements:

- Start Date
- Expected Return Date
- Update the Actual Return Date upon the child/youth or NMD's return to their current placement
- In the Comments section, enter the contact names, address, and other relevant information for the temporary location.

If a Temporary Leave is documented in the CWS/CMS and there is no Actual Return Date entered, in some instances the CWS/CMS will create a Reminder "Return to Out of Home Placement Due." The Due Date reminder will be set based on the date the child/youth or NMD is expected to return.

Only use the Temporary Leave Page to document if the child/youth or NMD is at another location **and** is expected to return to their current placement. If the child/youth or NMD is not expected to return to their placement, then the Temporary Leave Page should not be used; in this situation, the Placement page should be updated. The Temporary Leave Page is **not** to be utilized for Temporary Shelter Care Facilities, when a child has been abducted, or for other placements and situations listed in this letter.

CWS/CMS Screenshot: Temporary Leave Page

Client Services - Case | ] - [Placement [ Home]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode **Temporary Leave** Relative/NREFM Assessment

**Temporary Leave**

Start Date	Expected Return Date
1	

Start Date: / / Time: : am

Expected Return Date: / / Time: : am

Actual Return Date: / / Time: : am

Canceled Date: / /

Comments

## Placement Episodes

The [ACIN I-25-06](#) provides guidance on how and when to properly document and close placement episodes to allow for accurate data outcomes. Please note that a placement *episode* is different from a placement *home* and is different from the Non-FC Notebook. In the CWS/CMS, a placement *episode* indicates the time frame from the date on which a child/youth or NMD is first removed from their home until they are reunified with a parent (with or without court oversight), exit foster care to guardianship or adoption, or the dependency or delinquency case is otherwise closed. This period of time could include more than one placement home, type, or setting as well as a Non-FC setting.

If a placement *episode* is accidentally closed, it should be reopened. The Placement *Episode* should **not** be closed if the child/youth or NMD is simply changing placements or changing to or from a Non-FC setting. Refer to the [CWS/CMS Training Portal](#) for instructions on how to change placements and not end the placement episode (instructions to access the CWS/CMS Training Portal are at the end of the letter).

## **PLACEMENT TYPES AND SITUATIONS FOR CHILDREN/YOUTH OR NONMINOR DEPENDENTS AND CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM INSTRUCTIONS**

The information and instructions below provide information on (1) what placement, facility, or Non-FC types must be selected, given a case's specific circumstances, and (2) any additional documentation that must be recorded in the statewide child welfare information system.

**Court Specified Placement (in the Child Welfare Services/Case Management System this is called "Court Specified Home")**

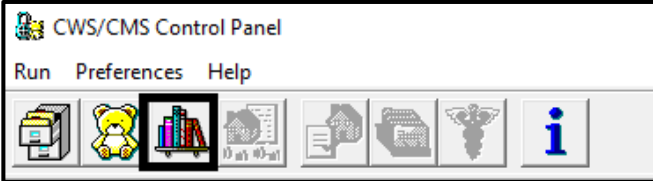
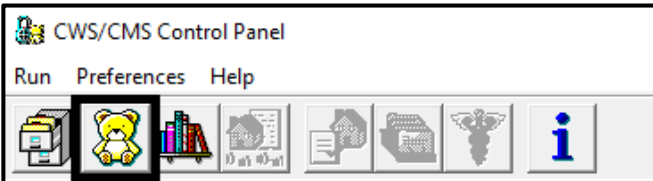
A court specified placement is a home of a relative or nonrelative extended family member (NREFM), or an extended family member of an Indian child,<sup>2</sup> that cannot be licensed or approved as a Tribally Approved Home (TAH) or a Resource Family, through the Resource Family Approval process (RFA), and into which the court has ordered placement of the child/youth or NMD. A home pending approval as a TAH or Resource Family through RFA would **not** be a court specified home because it is not yet known if it can or cannot be licensed or approved. County homes with placement prior to RFA approval would be marked as probationary ([ACL 20-14](#)). Homes that are pending TAH approval are not able to be marked as probationary, so pending notations would need to be made ([ACL 22-08](#)). Homes that are pending RFA approval by a Foster Family Agency are not able to be marked as probationary; see [ACL 20-14](#) Attachment A, Page 12 for CWS/CMS documentation instructions.

A home that is *already licensed or approved* is *not* a court specified home whether it is a RFA, TAH, or Foster Family Agency Certified Resource Family Home. Refer to the [CWS/CMS Training Portal](#) for CWS/CMS data-entry instructions for homes that are already licensed or approved.

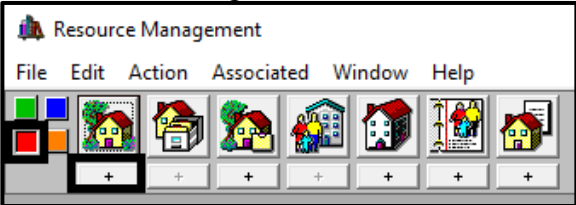
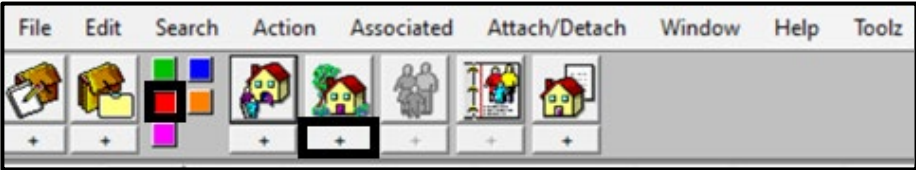
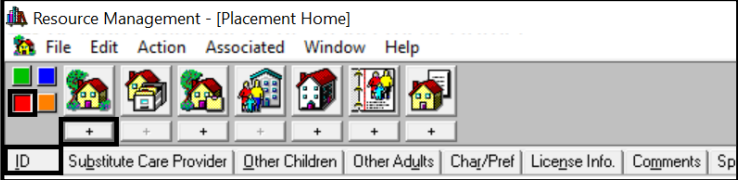
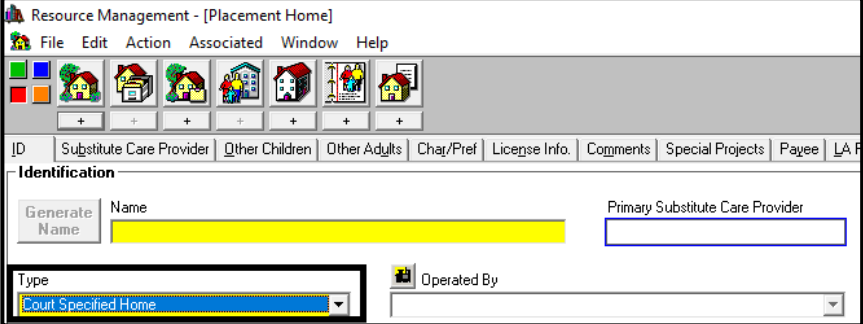
#### CWS/CMS Instructions – Court Specified

To ensure that court specified homes are documented correctly in the CWS/CMS, when the Placement Home is created in Resource Management or Client Services, in the Create a Placement section, the appropriate drop-down for “Placement Type” of “Court Specified” must be selected (see screenshots below).

Note: If the placement home was already created, start at step 7.

Instructions	Screenshot
<p>1. If not already created, create the Placement Home. The Placement Home can be created in either <b>Resource Management</b> (books icon) or in <b>Client Services</b>.</p> <p>If creating in Client Services, select Client Services (teddy bear</p>	<p>Resource Management:</p>  <p>Client Services:</p> 

<sup>2</sup> Extended family member for an Indian child is as defined in Section 1903 of the federal Indian Child Welfare Act of 1978 (25 U.S.C. Sec. 1901 et seq.)

Instructions	Screenshot
<p>icon) and then select the case.</p> <p>Note: Steps 1-6 can be completed in Resource Management or Client Services.</p>	
<p>2. Go to the Placement Facilities Section (red section). Create a New Placement Home (select the “+” under the first house icon).</p> <p>If creating in Client Services, click the + for Create new Placement Home in the Placement Management section (red section).</p>	<p>Resource Management:</p>  <p>Client Services:</p> 
<p>3. Go to the ID Page/Tab.</p>	
<p>4a. When creating a Placement Home in Resource Management or Client Services, select “Court Specified Home” as the Type.</p>	



## Instructions

5. Fill out the address and all other mandatory (yellow) fields.

## Screenshot

Resource Management - [Placement Home]

File Edit Action Associated Window Help

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

**Identification**

Generate Name Name Primary Substitute Care Provider

Type Court Specified Home Operated By

Foster/Resource Family Home Type License Number

**Age Range** #Placements Beds Avail. Adj. Cap.

From To 0 0 0

Primary Phone Ext. Fax

**Backup Contact**

Name Phone Ext.

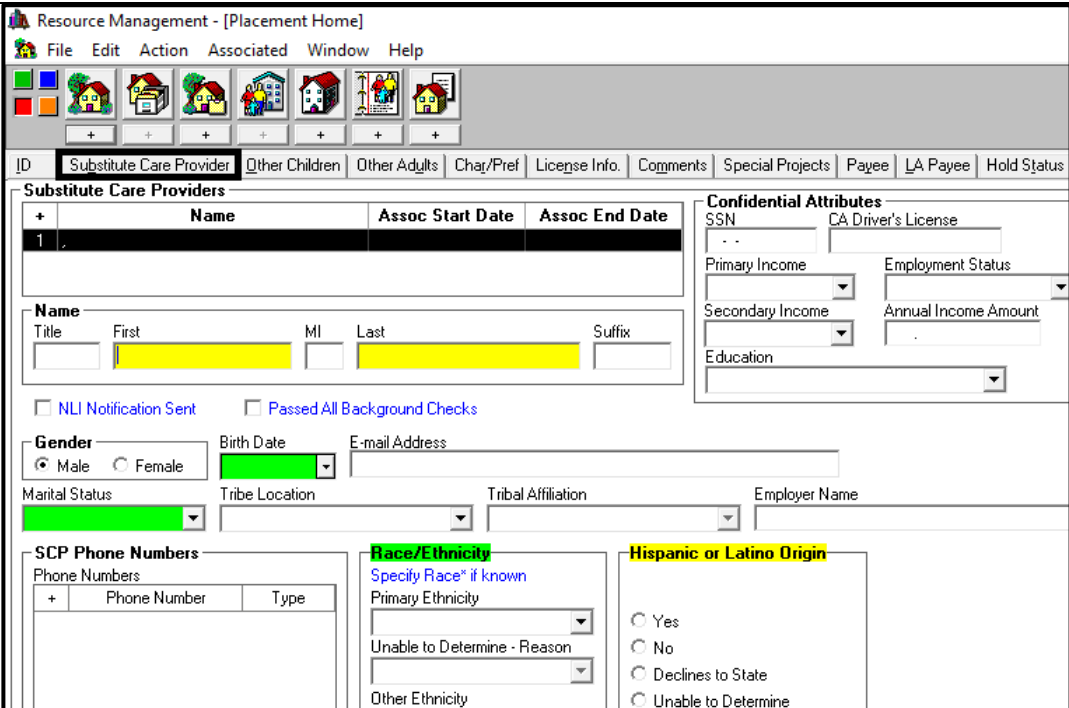
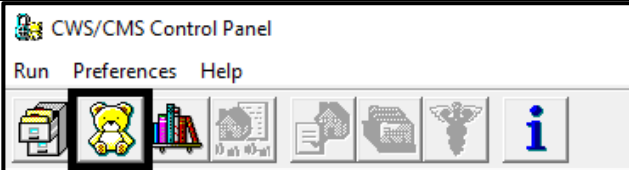
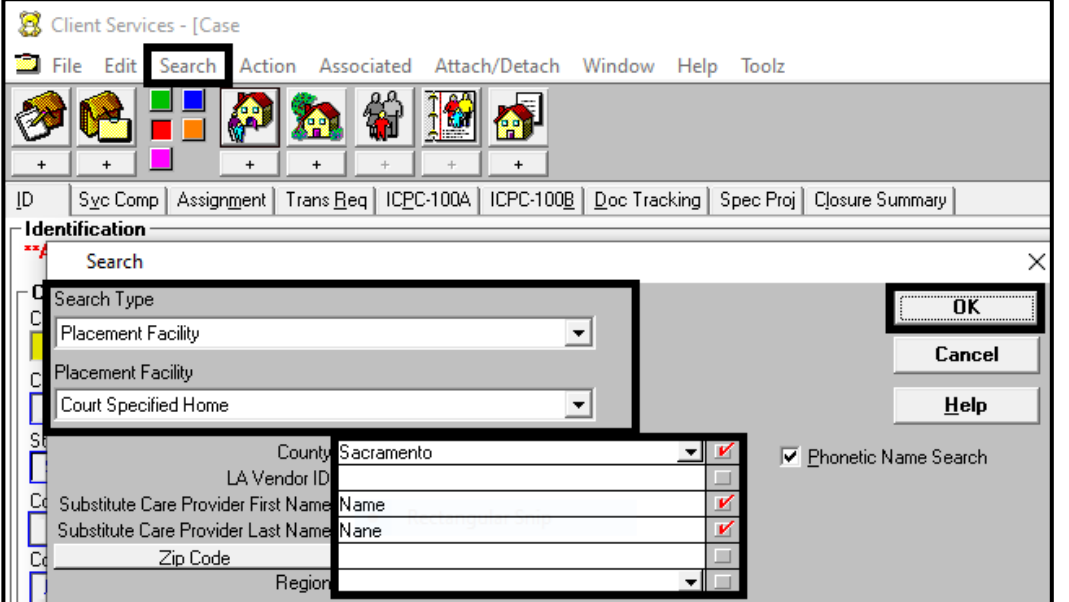
Comment

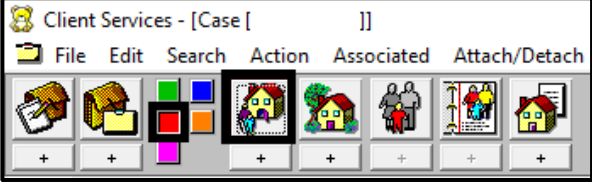
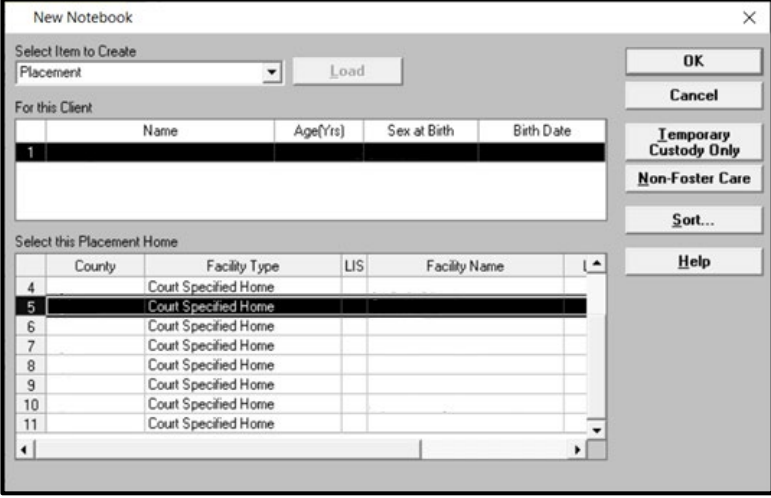
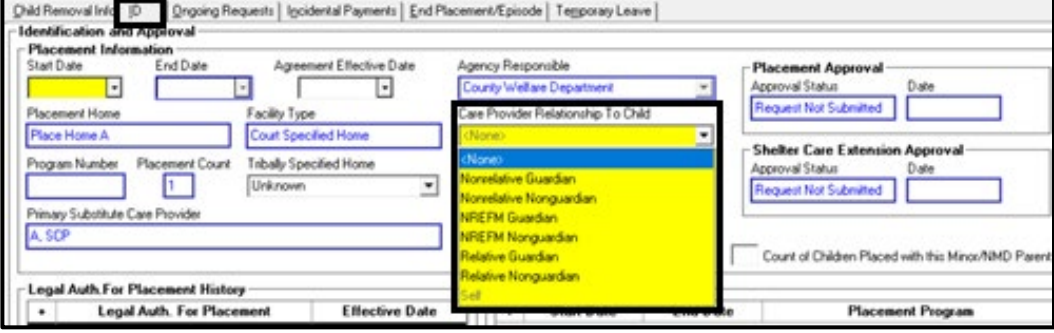
**Address**

Street No. Street Name City

State ZIP ZIP Ext Geographic Region County of Location

Foreign Country Foreign ZIP Foreign Address Description (Province Name, etc.)

<p><b>Instructions</b></p> <p>6. To add Substitute Care Provider (SCP) either (1) attach an existing SCP if the SCP already exists or (2) if the SCP does not already exist in the CWS/CMS, enter the information, and complete all mandatory fields.</p> <p>Complete “Payee” Page mandator fields.</p> <p>Go to the “File” dropdown menu and select “Save to Database.”</p>	<p><b>Screenshot</b></p> 
<p>7. Once/If the Placement Home is (already) created, go to Client Services (teddy bear icon).</p>	
<p>8. Click the Search drop-down menu and select Start Search.</p> <p>For Search Type, select “Placement Facility.”</p> <p>For Placement Facility, select “Court Specified Home.”</p> <p>Enter the Substitute Care Provider First Name and Last Name and check the boxes next to each search criteria. Click OK.</p>	

Instructions	Screenshot
<p>Double-click on the appropriate home and check this is the home the child/youth will be placed in.</p>	
<p>9. Go to the Placement Management Section (red section) and click the “+” under the first icon to “Create a New Placement.”</p>	
<p>10. In the dialog box click the client in the “For this Client” grid.</p> <p>Click the home in the Select this Placement Home grid.</p> <p>Click OK.</p>	
<p>11. Complete all mandatory fields on the: (1) Child Removal Info Page, (2) ID Page, and (3) Ongoing Requests Page.</p> <p>Specifically indicate the “Care Provider Relationship to Child.”</p> <p>Go to the “File” dropdown menu and select “Save to Database.”</p>	

Note: If the placement is already created, limited fields will be able to be edited in the Placement Notebook. For information on editing placement information, refer to the [CWS/CMS Training Portal](#).

## **Facilities/Homes Which Have Information Transferred from the Licensing Information System**

### *CWS/CMS Instructions – Facilities Which Have Information Transferred from the LIS*

Certain facilities' information is transferred to the CWS/CMS from the LIS and this information cannot be edited. The facility/home information should already be populated in the CWS/CMS from LIS, including the appropriate "Placement Type." It is crucial that facility/home information, like all other placement information, is recorded accurately and timely. Facility and home information that is transferred from LIS includes the following:

- **Short-Term Residential Therapeutic Program (STRTP):** Means "a residential facility operated by a public agency or private organization and licensed by the department pursuant to [Health and Safety Code Section 1562.01](#) that provides an integrated program of specialized and intensive care and supervision, services and supports, treatment, and short-term, 24-hour care and supervision to children that is trauma-informed, as defined in standards and regulations adopted by the department. The care and supervision provided by a short-term residential therapeutic program shall be nonmedical, except as otherwise permitted by law" ([Health and Safety Code 1502\(a\)\(18\)](#)).
- **Community Treatment Facility (CTF):** "A CTF provides 24-hour non-medical care and mental health treatment services to children in a secure environment, which are less restrictive than a hospital" (California Department of Social Services ([CDSS](#)) [Website – Community Care Licensing – Facility Types](#)). *Note: this will show up as a "Group Home" and "Community Treatment Facility" check box will be checked in the CWS/CMS.*
- **Temporary Shelter Care Facility (TSCF)** ([Temporary Shelter Care Definition Interim Licensing Standards Version 1 - 6.1.17](#)): A residential facility that is (1) "owned and operated by the county or by a private, nonprofit agency on behalf of a county" and (2) "is a 24-hour care facility that provides no more than 10 calendar days of residential care and supervision for children under 18 years of age who have been removed from their homes as a result of abuse or neglect, or both, as defined in [Section 300 of the Welfare and Institutions Code](#)."
- **Small Family Homes:** "Any residential facility in the licensee's family residence providing 24-hour a day care for six or fewer children who are mentally disordered, developmentally disabled, or physically handicapped, and who require special care and supervision as a result of such disabilities" ([Title 22, Div. 6, Chap 1, Art 1-2 - General Licensing Requirements](#)).
- **Group Home** is "a facility which provides 24-hour care and supervision to children, provides services specified in this chapter to a specific client group, and

maintains a structured environment, with such services provided at least in part by staff employed by the licensee. The care and supervision provided by a group home shall be nonmedical except as permitted by [WIC section 17736\(b\)](#)” ([Title 22, Div. 6, Chap 5, Art 1-6 - Group Homes](#)). *In accordance with [WIC section 11462.04](#), group homes are generally no longer allowable as a placement for children/youth in foster care, with the exception of licensed group homes that have been vendorized by a regional center to serve regional center clients.*

- **Enhanced Behavioral Support Homes (EBSHs):** “A facility certified by the [Department of Developmental Services] and licensed by [Community Care Licensing Division] as a [Community Care Facility] that provides 24-hour non-medical care to individuals with developmental disabilities who require enhanced behavioral supports, staffing, and supervision in a homelike setting” ([CDSS Website – Community Care Licensing – Facility Types](#)). Please note that EBSHs will appear in the CWS/CMS as a “Group Home.”

*Facilities and Congregate Care Settings Which Do **Not** Have Information Transferred from the LIS*

Due to system limitations, Community Crisis Homes for children (i.e., Stabilization Training Assistance Reintegration) do not transfer from LIS into the CWS/CMS. Please see the end of the letter for documentation instructions.

**Non-Foster Care**

*Non-FC should be selected in the CWS/CMS when a child/youth or NMD is placed in one of the following facility types:*

- **Psychiatric Facility (inclusive of Psychiatric Health Facility)**
- **Juvenile Hall, juvenile ranches, camps, or forestry camps**
- **Substance Use Treatment Residential Programs:** This would be considered Non-FC when the child/youth or NMD is placed for their own treatment needs. However, if the child is placed with a parent who is receiving treatment in a Substance Use Treatment Facility, as described in [WIC section 11402\(m\)](#) and further clarified in [ACL 21-103](#), it should be documented as a placement (follow instructions in the [CWS/CMS Training Portal](#)).
- **Hospital**
- **Skilled Nursing Facility**

*Other*

The following “Other” locations are also documented in the CWS/CMS as **Non-FC**. Select “Other” as the Facility Type for the following non exhaustive list of locations pending an appropriate placement:

- **Child Welfare Office**

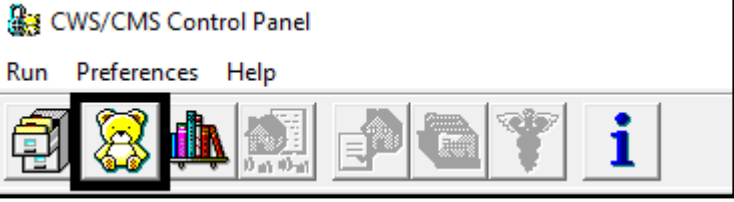

- **Hotel/Motel**
- **Airbnb/Vrbo or other short-term stay location**
- **“Couch surfing”**
- **Homeless Shelters**

If “Other” is selected as the facility type, it is crucial to document as much information as possible regarding where the child/youth or NMD is physically located. The following information must be documented:

- Address of where the child/youth or NMD is or if the address is unknown, note that the address is unknown.
- If known, the facility type description must be included (e.g. hotel and provide an address; couch surfing).
- Contact information (e.g., phone number, if applicable).
- Name of person they are staying with, if applicable.

**CWS/CMS Instructions – Non-FC (screenshots below)**

To ensure that the above Non-FC Placements are documented correctly in the CWS/CMS, when the Non-FC Placement is created in Client Services for the child/youth, the appropriate drop-down for “Facility Type” must be selected (see screenshots and “Facility Type Selection” table below).

Instructions	Screenshot
1. Go to Client Services (teddy bear icon).	 <p>The screenshot shows the 'CWS/CMS Control Panel' window. It has a menu bar with 'Run', 'Preferences', and 'Help'. Below the menu bar is a row of icons. The second icon from the left, which is a yellow teddy bear, is highlighted with a black rectangular box.</p>
2. If the child/youth or NMD is already in a placement, you will first need to end the placement.  Open Existing Placement (first house icon).	 <p>The screenshot shows the 'Client Services - [Case [ ]]' window. It has a menu bar with 'File', 'Edit', 'Search', 'Action', 'Associated', and 'Attach/Detach'. Below the menu bar is a row of icons. The first icon from the left, which is a small house, is highlighted with a black rectangular box.</p>

3. Select the current Placement Notebook (the placement without an end date). Click OK.

Open Notebook: Information Available: All

Select Item to Open  
Placement

For this Client

	Name	Age(Yrs)	Sex at Birth	Birth Date
1				

Open this Placement

Start Date	End Date	Rem Date	PE End Date	Reason for Rem	Fac Name	Fac Type	Age
08/31/2004	09/01/2004	08/31/2004					
09/02/2004	09/03/2004	08/31/2004					
09/03/2004	08/31/2004						

Buttons: OK, Cancel, New, Remove, Sort..., History..., View PE History..., Help

4. Go to “End Placement/Episode” Page/Tab.

Select the appropriate Placement Change Reason and Placement End Date. Only End Placement, do NOT end the Placement Episode.

Client Services - Case [ ] - [Placement [ ]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info ID Ongoing Requests Incidental Payments **End Placement/Episode** Temporary Leave

**End Placement / Episode**

Notice to Remove Date

**Placement Change**

Placement Change Reason Placement End Date

Placement Change Description

7. Go to the Placement Management Section (red box).

Create new Placement Notebook (select the “+” under the first house icon).

Client Services - [Case [ ]]

File Edit Search Action Associated Attach/Detach Window

ID Syc Comp Assignment Trans Req ICPC-100A ICPC-100B Doc Track

8. Select the child/youth or NMD and then click “Non-Foster Care.”

New Notebook

Select Item to Create  
Placement

Load

OK

Cancel

Temporary Custody Only

Non-Foster Care

Sort...

Help

For this Client

	Name	Age(Yrs)	Sex at Birth	Birth Date
1	L			
2				

Select this Placement Home

County	Facility Type	LIS	Facility Name	Lice
--------	---------------	-----	---------------	------

9a. Complete all mandatory fields (yellow):

Select the Start Date.

Select the appropriate Facility Type (see Facility Type Selection table options below). Complete the address information. Specifically indicate the facility in which the child/youth or NMD is placed in the Contact Name field.

When “Other” is selected as the “Facility Type,” The Facility type Description field becomes mandatory, indicate the specific facility type e.g., “Hotel/Motel,” “Airbnb/Vrbo” or “Child Welfare Office.”

When “Other” is selected, specify the circumstances in the case contact notes.

Click File and Save to Database.

Client Services - Case [ ] - [Non-Foster Care Placement [ ]]

File Edit Search Action Associated Attach/Detach Window Help Tool

Child Removal Info End Placement/Episode Non-Foster Care

Non-Foster Care

Name

Start Date

Child is Placed with this Minor/NMD Parent

Count of Children Placed with this Minor/NMD Parent

Facility Type

Facility Type Description

Contact

Name

Phone

Ext

Fax

Street No.

Street Name

City

State

ZIP

ZIP Ext

Geographic Region

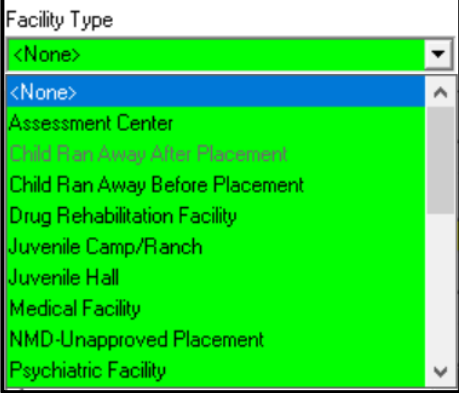
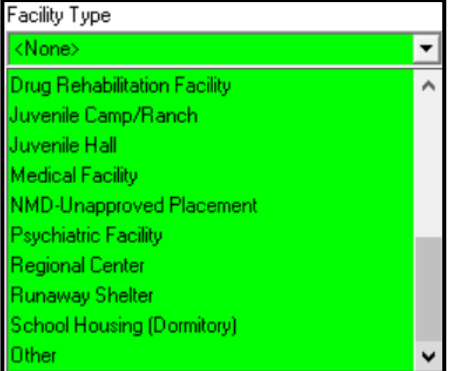
County

Foreign Country

Foreign ZIP

Foreign Address Description (Province Name, etc.)



9b. Screenshot 1 of 2 of the Facility Type drop down options.		
9c. Screenshot 2 of 2 of the Facility Type drop down options.		

For more information about creating a Non-FC Notebook in the CWS/CMS, refer to [ACIN I-26-06](#), the [CWS/CMS Training Portal](#), and the [R8.9 and 8.11 Release Notes and Quick Guides](#).

*Facility Type Selection for Non-Foster Care placement in CWS/CMS:*

The possible setting the child/youth or NMD resides in	Which <u>CWS/CMS</u> “ <u>Facility Type</u> ” to select
Psychiatric Facility	Psychiatric Facility
Juvenile Hall	Juvenile Hall
Hospital	Medical Facility
Skilled Nursing Facility	Medical Facility
Drug Rehabilitation Facility/SUD Residential Programs for a child/youth or NMD receiving treatment.	Medical Facility
Drug Rehabilitation Facility/SUD Residential Programs when a child is placed with a parent who is receiving treatment in a Substance Use Treatment	Refer to <a href="#">ACL 21-103</a> and the <a href="#">CWS/CMS Training Portal</a> to document this placement.

The possible setting the child/youth or NMD resides in	Which <u>CWS/CMS</u> “ <u>Facility Type</u> ” to select
Facility, as described in <a href="#">WIC section 11402(m)</a> and <a href="#">ACL 21-103</a> .	
Any other Non-FC setting that is not already identified above.	Other

*Do **not** select the following “Facility Type” options for Non-FC:*

CWS/CMS Non-FC Facility Type to not use	How to document the placement facility instead
Regional Center	All regional center facilities are licensed by Community Care Licensing and vendorized by a regional center. These facilities will come from LIS into the CWS/CMS or should be documented as a placement. This is not a Non-FC.
School Housing (Dormitory)	School Housing is a placement and not a Non-FC setting.

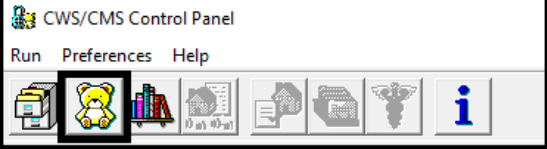
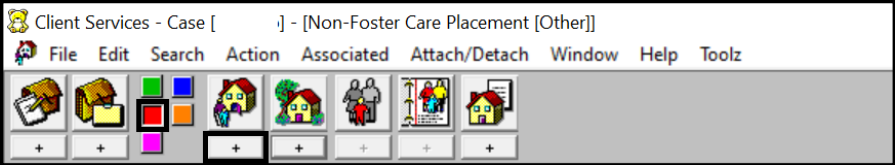
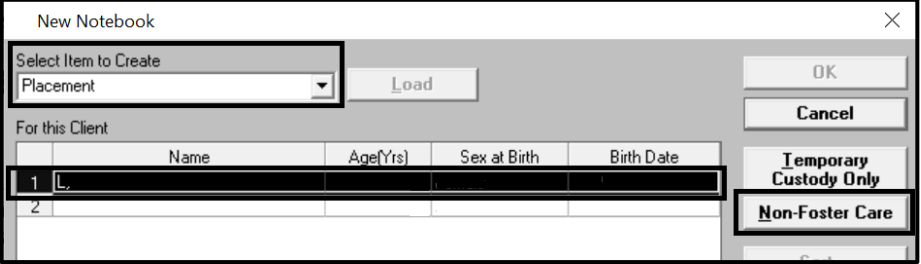
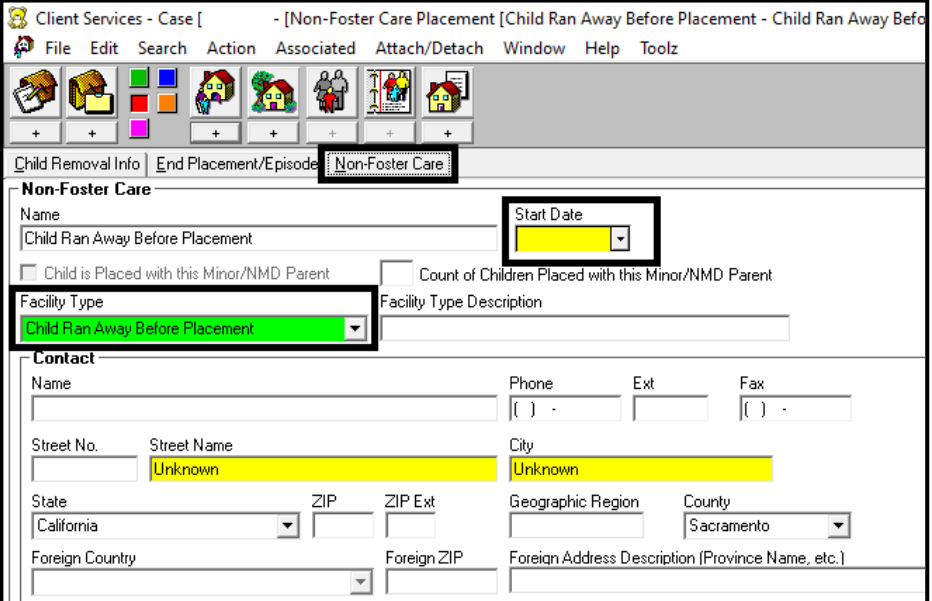
### **“Runaway” or Missing - Absent from Care or Left Placement without Permission**

For determinations regarding when to document a child/youth or NMD as missing from care or “runaway,” as applicable, please see [ACL 16-08](#), [ACL 16-15](#), [ACIN I-13-17](#), and [ACIN I-14-19](#). These letters provide guidance regarding policies, procedures, criteria, documentation, and reporting requirements regarding children/youth or NMDs who run away or go missing from foster care (which may include an abduction).

*CWS/CMS Instructions – “Runaway” or Missing - Absent from Care or Left Placement without Permission - see screenshots below*

For a child/youth or NMD who is missing from care or has “runaway”, the *Placement Episode* should remain open. For documentation instructions on how to document if a child/youth or NMD is missing from care, refer to the instructions below. For guidance regarding Placement Episodes refer to [ACIN I-25-06](#).

For specific policy guidance regarding children/youth or NMDs impacted by Commercial Sexual Exploitation, refer to [ACL 16-85](#). For documentation instructions, refer to [ACL 16-49](#).

Instructions	Screenshot
1. Go to Client Services (teddy bear icon).	
2. If the child/youth or NMD is missing or left without permission ("ran away") <b>after</b> placement go to step 6. If the child/youth is missing or left without permission ("ran away") <b>before</b> placement, begin at this step. Go to the Placement Management Section and Create a New Non-FC Notebook.	
<p>3. "Placement" should already be selected under "Select Item to Create". Select the child/youth or NMD's name.</p> <p>Click "Non-Foster Care" to create a new Non-FC Notebook.</p>	
<p>4. For the "Facility Type" dropdown, select "Child Ran Away Before Placement". Indicate all information known about the current circumstances in the case contact notes.</p> <p>"Unknown" will automatically populate Street Name and City.</p> <p><u>Note:</u> "Ran Away" means that the child/youth or NMD is absent from care or left without permission.</p>	

## Instructions

5. Go to the “Child Removal Info” Page/Tab and complete all mandatory fields and enter information about when the child/youth or NMD became missing or left without permission (“ran away”).

## Screenshot

Client Services - Case [ ] - [Non-Foster Care Placement [Child Ran Away Before Placement - Child Ran Away Before Placement]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info End Placement/Episode Non-Foster Care

**Child Removal Information**

Temporary Custody  
☒ Yes ☐ No

Removed From  
 First Caretaker Relationship To Child  
 First Caretaker Removed From  
 Second Caretaker Relationship To Child  
 Second Caretaker Removed From

Reasons For Removal  
 Primary Reason For Removal  
 Secondary Reasons for Removal  
 1  
 2  
 + Drugs Reason  
 1  
 Other Drug

Removed By  
☒ Law Enforcement ☐ Staff Person ☐ Safely Surrendered Baby

Law Enforcement  
 Officer: First MI Last Name  
 Officer Phone Ext Badge/ID No.

Staff Person Receiver of Safely Surrendered Baby

Notification Information  
**Mother Notified**  
 Custody Notification Date  
 Time : am  
☐ Notified of Civil Rights  
**Father Notified**  
 Custody Notification Date  
 Time : am  
☐ Notified of Civil Rights  
**Guardian Notified**  
 Custody Notification Date  
 Time : am  
☐ Notified of Civil Rights  
**Attorney Notified**  
 Custody Notification Date  
 Time : am

Child Notified  
☐ Yes  
☒ No  
☐ Not applicable  
 Notification Comments  
☒ Confidential Placement

6. Go to Client Management (blue section) and Open existing client (first icon).

Client Services - Case [ ] - [Client (Case Focus Child) [ ]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

7. Select the client notebook of the child/youth or NMD. Click OK.

Open Notebook

Select Item to Open  
 Client Load

For this Case

Local	ID	Name	Start Date	End Date	Serv. Comp.	
1						<input checked="" type="checkbox"/>

Open this Client

	Name	Age(Yrs)	Sex at Birth	Birth Date	Alert
1					
2					
3					

OK Cancel New Remove Sort... Help

## Instructions

8. Go to the “Address” Page/Tab. If the child/youth or NMD is missing or left without permission “ran away”, select “AWOL” in the “AWOL/Abducted frame” (this should already be selected if the user created a new Non-FC Notebook). Please note that selecting “AWOL” will not automatically end date the Placement.

Note: AWOL means that the child/youth or NMD is missing or left without permission.

If the child/youth or NMD was abducted, select “Abducted”.

Specify the circumstances in the contact notes. Provide any known information (date and time, where the child/youth was last seen, etc.).

9. Click File and Save to Database.

If the child/youth or NMD is missing or left without permission (“ran away”) **before** placement, then this is the last step.

If the child/youth or NMD is missing or left without permission (“ran away”) **after** placement, continue to the next step.

## Screenshot

Client Services - Case [ ] - [Client (Case Focus Child) [ ]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Demog Address Names Related Clients ID Num Juv Cr#: Search Log AFDC-FC Attorneys Service Providers I.C.W.A. Contrib

Type	Number	Street Name	City
1 Placement		Unknown	Unknown
2			

Common Address Referral:

History: Information Displayed: Active

Placement Facility Type:  E-mail Address:

Address Type:  Street No.:  Street Name:

City:  State:  ZIP:  ZIP Ext:

AWOL/Abducted: ☒ AWOL ☐ Abducted ☐ Not Applicable

Client Services - Case [ ] - [Client (Case Focus Child) [ ]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Demog Address Names Related Clients ID Num Juv Cr#: Search Log AFDC-FC Attorneys Service Providers I.C.W.A. Contrib

Type	Number	Street Name	City	State	Zip	County
1						
2						
3						

Common Address Referral:

History: Information Displayed: Active

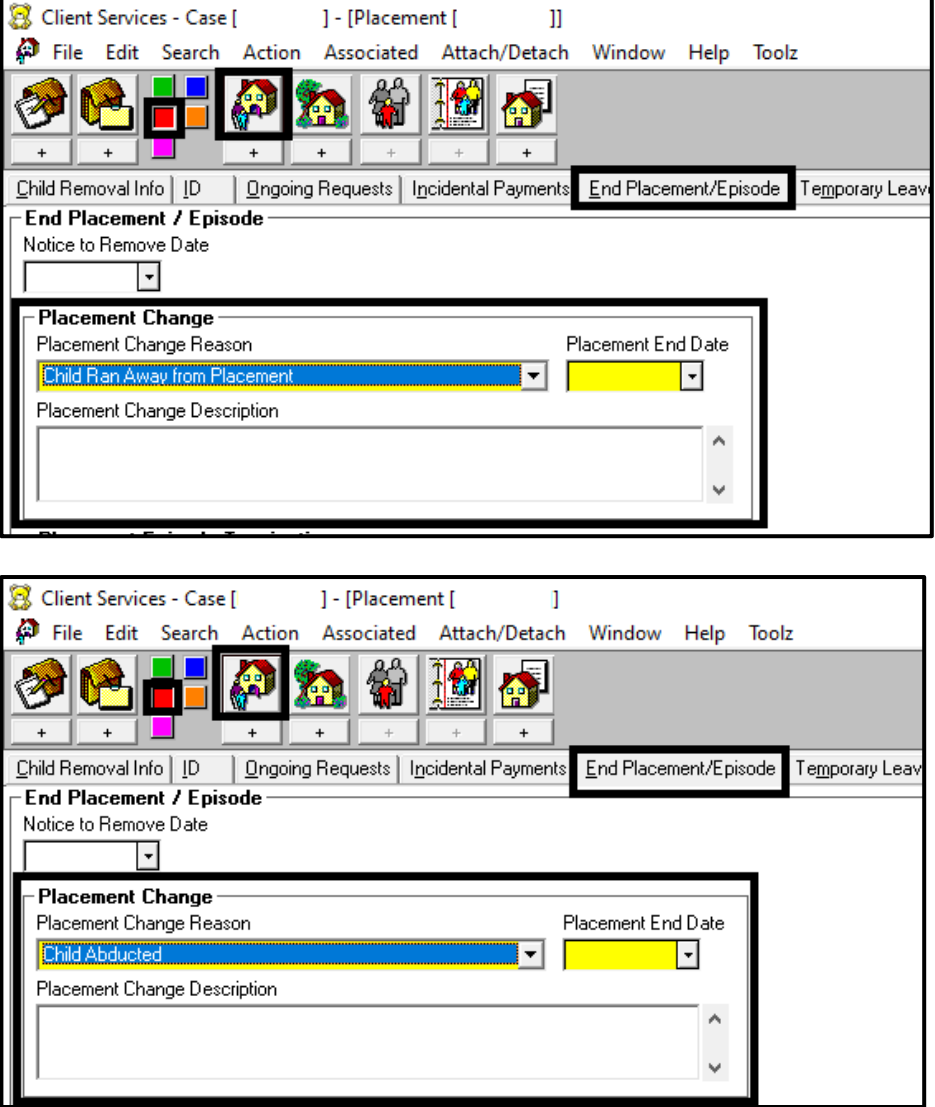
Placement Facility Type:  E-mail Address:

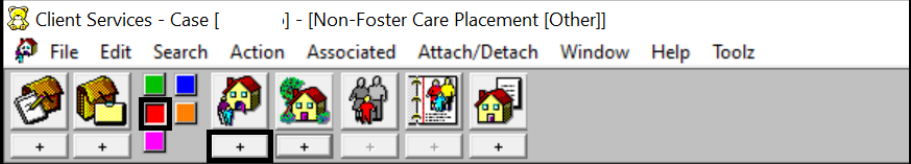
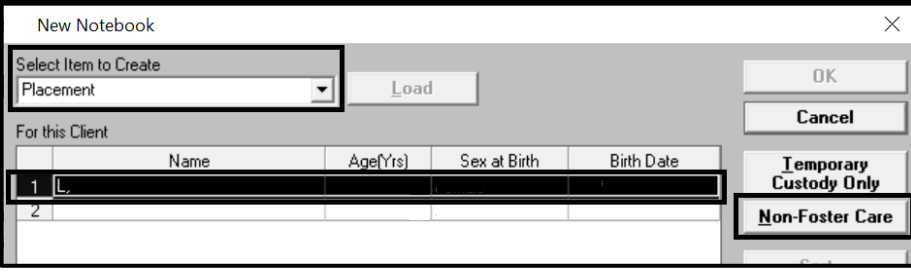
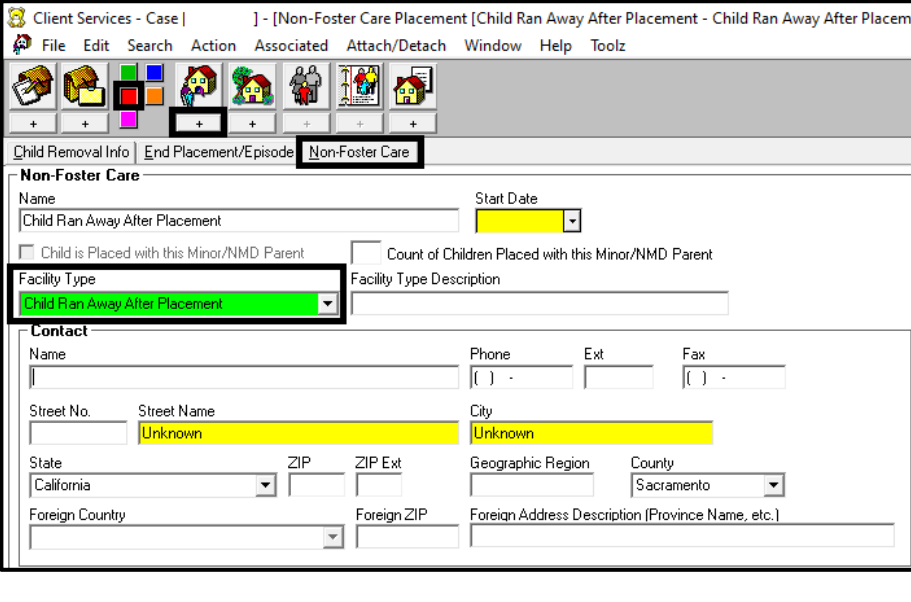
Address Type:  Street No.:  Street Name:

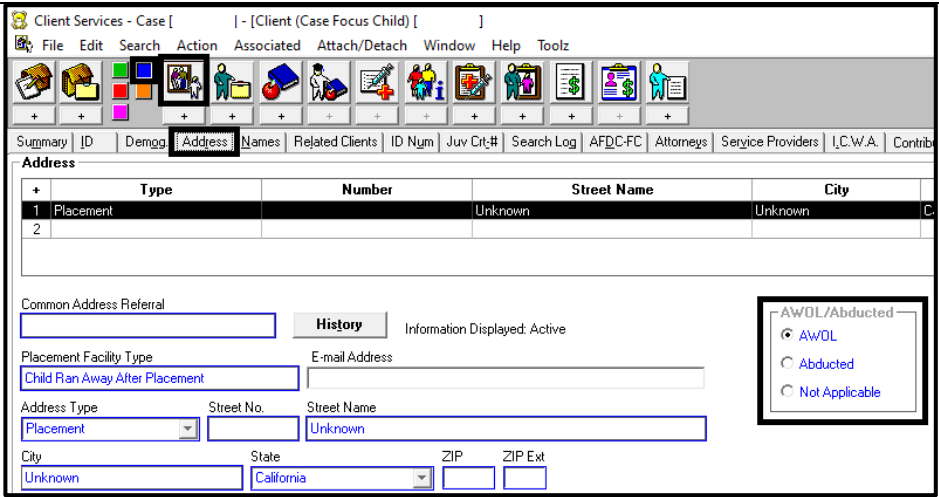
AWOL/Abducted: ☐ AWOL ☒ Abducted ☐ Not Applicable

File Edit Search Action Associated

- New Referral Ctrl+R
- New Case...
- Open Folder... Ctrl+O
- Find Folder...
- New Notebook... Ctrl+B
- Open Notebook... Ctrl+N
- Print... Ctrl+P
- Print Report...
- Print Setup...
- Save to Database Ctrl+S

Instructions	Screenshot
<p><b>10. If the child/youth or NMD has not returned, then end the Existing Placement Home</b> as appropriate, at discretion of worker and Child and Family Team.</p> <p>Open the Placement Section and open the existing placement. Go to the “End Placement/Episode” Page.</p> <p>If the child/youth or NMD is missing or left placement without permission, select “Child Ran Away from Placement” for the Placement Change Reason.</p> <p>If the child/youth or NMD was abducted, select “Child Abducted” for the Placement Change Reason.</p> <p>Select the appropriate Placement End Date. End Placement and do <b>NOT</b> end the Placement Episode.</p> <p>When the ‘Child Abducted’ Placement Change Reason for the placement is selected, the AWOL/Abducted indicator on the Client Address page is set to Abducted.</p> <p>If the Placement Change Reason is changed from ‘Child Abducted’ to another reason, the AWOL/Abducted indicator is set to ‘Not Applicable’.</p>	 <p>The screenshots show the 'End Placement / Episode' form in the Client Services application. The form includes a 'Placement Change' section with a 'Placement Change Reason' dropdown menu and a 'Placement End Date' field. The 'Placement Change Description' is a text area. In the top screenshot, 'Child Ran Away from Placement' is selected. In the bottom screenshot, 'Child Abducted' is selected. The 'End Placement/Episode' tab is highlighted in the top navigation bar.</p>

Instructions	Screenshot
<p>11. Create a new Non-FC Notebook. Go to the Placement Management Section and select the “+” icon under the first house.</p>	
<p>12. “Placement” should already be selected under “Select Item to Create”. Select the child/youth’s name.</p> <p>Click “Non-Foster Care” to create a new Non-FC Notebook.</p>	
<p>13. In the “Facility Type” dropdown select the appropriate dropdown (see “Non-FC Facility Type selection” table below).</p> <p>“Unknown” will automatically populate Street Name and city.</p> <p>Complete all mandatory fields (highlighted in Yellow).</p> <p>Specify the circumstances in the contact notes. Provide any known information (date and time, where the child/youth or NMD was last seen, etc.).</p>	

Instructions	Screenshot
<p>14. Verify that “AWOL” is selected in the “AWOL/Abducted frame” (follow steps 6-8).</p> <p>Click File and Save to Database.</p>	

**Non-FC Facility Type selection:**

Situation	Which CWS/CMS Facility Type to select
Absent from care but the whereabouts are known (e.g., the child/youth went to a friend's house and is checking in).	“Child Ran Away After Placement” or “Child Ran Away Before Placement” (select the appropriate dropdown).
Absent from care and the whereabouts are unknown.	“Child Ran Away After Placement” or “Child Ran Away Before Placement” (select the appropriate dropdown).  Additionally, record “unknown” in the “State” and “City” fields.
Absent from care or left placement without permission prior to the jurisdictional hearing and before the first Out-of-Home Placement has been created within the Placement Episode.	“Child Ran Away Before Placement”

**DOCUMENTATION OF PLACEMENT OPTIONS SPECIFIC TO NONMINOR DEPENDENTS**

Due to the adult status of NMDs, NMDs have additional placement options that are not available to children under the age of 18 and are sometimes documented differently. This section provides guidance regarding the CWS/CMS and statewide child welfare information system documentation instructions for NMDs in specific placements.



For more details regarding NMD placement options and policies, refer to [ACL 11-77](#).  
For information regarding placement forms, refer to [ACIN I-42-17](#).

## Supervised Independent Living Placement – Documentation Instructions

Supervised Independent Living Placements (SILPs) should be documented in the CWS/CMS as a Placement. Create the SILP as a Placement in the CWS/CMS. Utilize the [CWS/CMS Training Portal “Nonminor Dependent –SILP” instructions](#) to create a SILP (instructions to access the CWS/CMS Training Portal are at the end of the letter). Please note that SILPs can only be created through Client Services and are attached to a client.

Refer to [ACL 11-77](#), for policy guidance regarding SILPs.

### Screenshot of the Placement Home ID Page in Client Services for a Supervised Independent Living Placement:

The screenshot shows the 'Placement Home ID' page in the Client Services application. The page is titled 'Client Services - Case [ ] - [Placement Home [Transitional Living Setting - [insert name of TLS]]]'. The main form is divided into several sections:

- Identification:** Includes fields for Name, Primary Substitute Care Provider, Type (Supervised Independent Living Placement), Foster/Resource Family Home Type, License Number, and Operated By.
- Age Range:** Includes fields for From, To, #Placements, Beds Avail., and Adj. Cap.
- Backup Contact:** Includes fields for Name, Phone, and Ext.
- Address:** Includes fields for Street No., Street Name, City, State, ZIP, ZIP Ext, Geographic Region, and County of Location.
- Comments:** A large text area for additional information.
- Placement Home End Date:** Includes fields for End Date, Reason Type, and Comments.

There are also several checkboxes on the right side of the form, including 'This home is on hold', 'Home Inactivated by Process', 'At Capacity', 'Adoption Only', and 'Complaint Investigation'.

## Transitional Housing Placement Program – Documentation Instructions

In the CWS/CMS, Transitional Housing Placement Programs (THPP) are marked as Foster Family Agency Certified Resource Family Homes (FFACRFH) or as a Foster Family Agency Certified Home **and** there is an additional check box “Transitional Housing Placement Program Facility” on the Placement Home ID page to indicate the facility is a THPP. Once the box is checked, manually type in the name of the THPP facility. If an NMD is in a THPP setting, utilize the [CWS/CMS Training Portal](#) instructions to search for the THPP or if not already created, to create the THPP.

Refer to [ACL 11-77](#) and [ACL 12-44](#), for more policy guidance regarding the Transitional Housing Placement Program.

### Transitional Living Setting - Documentation Instructions

Due to the CWS/CMS limitations, a Transitional Living Setting (TLS) should be documented in the CWS/CMS with the following:

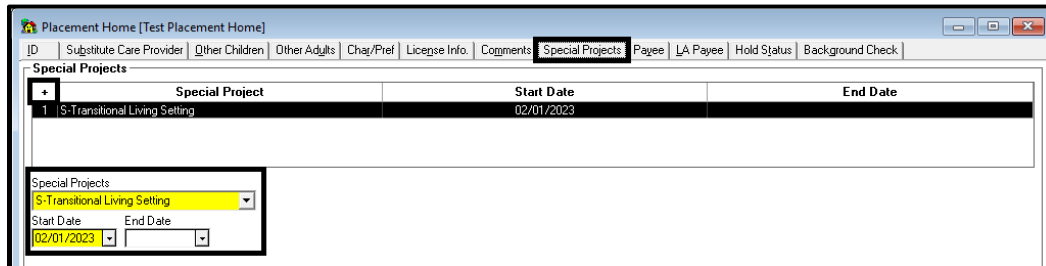
- as a Placement with “Supervised Independent Living Setting” selected as the “Facility Type”,
- with “Transitional Living Setting – [insert name of TLS]” in the “Name” field, and
- to differentiate a Supervised Independent Living Placement from a TLS, it is best practice to also add the Special Project Code “S-Transitional Living Setting” for any TLS that is entered into the CWS/CMS. The start and end dates should reflect the dates that the NMD is residing in the TLS.

See screenshots below for an example of how to complete the Placement Home ID page and how to add the Special Project Code. For more detailed instructions on creating a placement in the CWS/CMS, refer to the [CWS/CMS Training Portal](#). Refer to [ACL 21-95](#) for policy information regarding TLS’s, which is defined in [WIC section 11400\(x\)\(4\)](#).

### CWS/CMS Screenshot: Placement Home ID Page in Client Services for a Transitional Living Setting

The screenshot displays the 'Placement Home ID Page' in the 'Client Services' application. The window title is 'Client Services - Case [ ] - [Placement Home [Transitional Living Setting - [insert name of TLS]]]'. The menu bar includes File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Toolz. The toolbar contains icons for various functions. The 'ID' tab is selected, showing a list of tabs: ID, Substitute Care Provider, Other Children, Other Adults, Char/Pref, License Info, Comments, Special Projects, Payee, LA Payee, Hold Status, and Background Check. The 'Identification' section includes a 'Generate Name' button, a 'Name' field with the value 'Transitional Living Setting - [insert name of TLS]', a 'Primary Substitute Care Provider' field, a 'Type' dropdown menu set to 'Supervised Independent Living Placement', a 'Foster/Resource Family Home Type' dropdown menu, a 'License Number' field, and a 'Placement Home End Date' section with 'End Date' and 'Reason Type' dropdowns. The 'Age Range' section has 'From' and 'To' dropdowns set to '0' and '18' respectively. The 'Backup Contact' section includes 'Name', 'Phone', and 'Ext.' fields. The 'Address' section includes 'Street No.', 'Street Name', 'City', 'State' (set to 'California'), 'ZIP', 'ZIP Ext', 'Geographic Region', and 'County of Location' (set to 'Sacramento'). There are also checkboxes for 'This home is on hold', 'Home Inactivated by Process', 'Placement Home Move', 'At Capacity', 'Adoption Only', and 'Complaint Investigation'.

CWS/CMS Screenshot: “S-Transitional Living Setting” Special Project Code



Special Project	Start Date	End Date
1 S-Transitional Living Setting	02/01/2023	

Special Projects  
S-Transitional Living Setting  
Start Date: 02/01/2023 End Date:

**PLACEMENT DOCUMENTATION INSTRUCTIONS NOT COVERED IN THIS LETTER**

This ACL does not provide guidance for all placement settings. If you do not find the guidance in this letter, you can refer to the below information and resources. To access the CWS/CMS Training Portal the user will be prompted to log in or create an account if not already created.

- For creating a new placement refer to the [CWS/CMS Training Portal New User Curriculum](#) Placement Instructions.
- For attaching a placement home to a child/youth or NMD or changing the child/youth or NMD's placement when the placement is licensed or approved (i.e. RFA, TAH, or FFACRFH), refer to the [CWS/CMS Training Portal Process Maps](#). This includes:
  - adding a placement of the child/youth or NMD in the CWS/CMS (“Match and Foster Family Home Emergency Placement”) and
  - changing a child/youth or NMD's placement (“Relative/NREFM Placement”).
- For properly documenting a TAH that is approved, refer to [ACL 22-08](#).
- For properly documenting Intensive Services Foster Care and Therapeutic Foster Care (TFC), refer to [ACIN I-65-22](#), which provides documentation guidance utilizing Special Project Codes in the CWS/CMS. Additionally, for TFC homes, the “Intensive Treatment Foster Care” dropdown option under the Placement Home Type dropdown field is now repurposed to identify children/youth and NMDs receiving TFC services in TFC homes.
- For properly documenting closing a placement episode for accurate data outcomes, refer to [ACIN I-25-06](#).
- For recommended best practices for a child/youth or NMD who goes missing from care and information about policies and procedures, refer to [ACIN I-14-19](#) and [ACL 16-85](#).
- For Out of State Residential Facilities policies, refer to [ACL 21-146](#) and [ACIN I-07-23](#).
- For Community Crisis Homes for children (i.e. Stabilization Training Assistance Reintegration) and Tribal child/youth or NMD placed out of state, follow the

Training Portal instructions for creating and/or attaching a placement above.  
These facilities do not transfer to the CWS/CMS from LIS.

- For policy guidance for Licensed Residential Substance Abuse Treatment Facilities with a placement made pursuant to [WIC section 11402\(m\)](#) that qualify for AFDC-FC maintenance payments, refer to [ACL 21-103](#) and [ACL 21-103E](#) and refer to Release 8.16 Release Notes (under SCR 8877) found in the [CWS/CMS Training Portal](#) for documentation instructions.

If there is a placement setting or location that is not listed in this letter and is not referenced above, please contact the Child Welfare System Branch at [UserResourceUnit@osi.ca.gov](mailto:UserResourceUnit@osi.ca.gov) for assistance.

## **CONCLUSION**

If you have any questions regarding the information in this letter or need additional guidance for data entry, contact the Child Welfare System Branch, User Resource Unit at (916) 891-3100 or at [UserResourceUnit@osi.ca.gov](mailto:UserResourceUnit@osi.ca.gov). If you have questions regarding Placement Policy, please contact Family Permanency and Support Services Branch, Family Reunification and Pathways to Permanency Policy Unit at [Reunification-Permanency@dss.ca.gov](mailto:Reunification-Permanency@dss.ca.gov).

Sincerely,

### ***Original Document Signed By***

ANGIE SCHWARTZ  
Deputy Director  
Children and Family Services Division

cc: Title IV-E Agreement Tribes