

August 9, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-66

The purpose of this All County Letter is to notify all county child welfare services agencies of the reconciliation process regarding the discrepancies identified during the California State Auditor's audit regarding county reports to the Child Abuse Central Index.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

August 9, 2023

ALL COUNTY LETTER NO. 23-66

TO: ALL COUNTY WELFARE DIRECTORS
ALL PROGRAM MANAGERS
ALL EMERGENCY RESPONSE STAFF

SUBJECT: **RECONCILIATION OF CHILD ABUSE CENTRAL INDEX
RECORDS**

REFERENCE: [ASSEMBLY BILL 1707 \(CHAPTER 848, STATUTES OF 2012\);](#)
[PENAL CODE SECTIONS 11165.1 - 11165.6 AND 11169;](#)
[CHILD WELFARE SERVICES MANUAL OF POLICIES AND](#)
[PROCEDURES DIVISION 31, SECTIONS 31-002, 31-021, AND](#)
[31-501;](#)
[ALL COUNTY LETTER NO. 05-09;](#)
[ALL COUNTY LETTER NO. 17-85;](#)
[THE CHILD ABUSE CENTRAL INDEX 2021-112 REPORT](#)

The purpose of this All County Letter (ACL) is to notify all county child welfare services (CWS) agencies of the reconciliation process regarding the discrepancies identified during the California State Auditor's (CSA) audit regarding the Child Abuse Central Index (CACI), published in the [2021-112 report, The Child Abuse Central Index](#).

PROGRAM BACKGROUND

The CSA completed an audit of the CACI reports for the timeframe between July 1, 2017, through June 30, 2021, and identified approximately 27,000 substantiated reports of child abuse that the auditors believe are potentially missing from the CACI. The CSA also reported approximately 298 CACI listings without a corresponding substantiated record of child abuse in the Child Welfare Services/Case Management System (CWS/CMS) and approximately 36,000+ suspects in CACI with a missing date of birth (DOB). Additionally, the CSA expressed concerns with reporting and data entry protocols which may have contributed to these possible discrepancies. The audit involved several types of review, including:

- An electronic analysis that compared the reports housed in the CWS/CMS to those contained within the CACI database;
- A more in-depth review of selected counties, which included a review of the county's specific policies and procedures and interviews with county staff; and
- Interviews with staff from the California Department of Social Services (CDSS).

As a result of this audit, the CSA identified approximately 27,000 reports that potentially met the criteria to cross-report to the Department of Justice (DOJ) for the purpose of being listed on the CACI, that may be missing from the CACI and more than 36,000 reports for suspects entered into the CACI with a missing DOB.

CRITERIA FOR CROSS-REPORTING SUBSTANTIATED ALLEGATIONS TO THE DEPARTMENT OF JUSTICE

The CACI is a centralized list maintained by the DOJ of investigated and substantiated reports of child abuse (physical abuse, sexual abuse/assault/exploitation, mental/emotional suffering, willful harming/endangerment, unlawful corporal punishment/injury) and/or severe neglect of a child as defined in [Penal Code \(PC\) sections 11165.1 through 11165.6](#). Agencies that submit reports to the DOJ will provide a report in writing regarding every referral that was investigated and substantiated for these specific allegations for the purpose of listing on the CACI, in accordance with [PC section 11169](#).

A substantiated report is a determination by an investigator who conducted an active investigation that a reported allegation constituted child abuse or neglect, as defined in [PC section 11165.6](#), based upon evidence making it more likely than not that child abuse or neglect, as defined, occurred.

The suspect's DOB is also necessary of any person listed in the CACI to ensure the report is purged when the suspect reaches 100 years of age. ([PC section 11169\(f\)](#).) Additionally, any person listed in the CACI as of January 1, 2013, who was listed prior to reaching 18 years of age, and who is listed once in CACI with no subsequent listings, shall be removed from the CACI 10 years from the date of the incident resulting in the CACI listing. ([PC section 11169\(g\)](#).)

An agency shall not forward a report to the DOJ unless it has conducted an active investigation and determined that the report is substantiated. ([PC section 11169\(a\)](#).) An active investigation refers to the activities the CWS agency completed in response to a report of known or suspected child abuse. Examples of activities that constitute an active investigation include, but are not limited to:

- Completing an assessment of safety and risk of the household;
- Interviewing the victim(s), when appropriate and available;
 - There may be circumstances where it is not possible to interview a victim child, such as when doing so may subject the child to further trauma, or the child is not able to be interviewed due to limited language/expressive abilities.
- Interviewing the suspect, when appropriate and available;
 - The [ACL No. 05-09](#) states that counties can allege and substantiate allegations involving an unknown perpetrator and explains the naming convention for this purpose. The ACL also provides guidance on how to document in CWS/CMS that a perpetrator was not interviewed and the reason why the interview and active investigation did not take place.
 - The [ACL No. 17-85](#) states that a county may not have the opportunity to interview the perpetrator if the perpetrator is a dangerous criminal and/or law enforcement may tell child welfare to stand down to prevent interference in a criminal investigation. In these situations, the county may substantiate an allegation based on the outcome of law enforcement's investigation and/or criminal trial, as appropriate. The ACL also explains how to document the reason why the interview did not take place, and states that county social workers should work closely with their county counsel to determine whether they have met the requirements for an "active investigation" in a particular case for purposes of reporting to the CACI.
- Interviewing anyone else in the household that may be a witness;
- Gathering and preserving evidence;
- Contacting collateral contacts;
- Determining a disposition.

Attempts to interview the child, perpetrator, and/or witnesses or the reason why the interview(s) did not take place must be well documented in the case record to support whether an "active investigation" was completed. If there is a lack of clarity about whether the investigation meets the criteria for reporting to the CACI, it is recommended that county social workers always consult with their county counsel.

CHILD ABUSE CENTRAL INDEX RECONCILIATION PROCESS OF HISTORICAL RECORDS

Each county received a list of their referrals that were included in the approximately 27,000 substantiated reports of child abuse that the auditors believe potentially should have been listed on the CACI. The lists were securely disseminated to the counties via an encrypted email sent by the CDSS:

1. The CDSS emailed instructions to the staff member on how to access the encrypted email.
2. The CDSS sent a separate, encrypted email, containing the county's list of reports to reconcile on March 06, 2023.

The following instructions are provided to assist with the reconciliation process of past substantiated reports of child abuse or severe neglect in CWS/CMS that were identified in the CSA audit report to potentially be missing from the CACI. Counties will be responsible for conducting qualitative case reviews to assess whether each report meets criteria for CACI submission. As part of the case reviews, for each referral, counties should consider and verify the following information:

1. If there are multiple allegations, ensure that the allegations meet the definitions for child abuse and severe neglect contained in [PC sections 11165 – 11165.6](#).
 - a. If there are multiple perpetrators, the county must consider all of the below criteria for each perpetrator.
2. For substantiated allegations of physical abuse, sexual abuse/assault/exploitation, mental/emotional suffering, willful harming/endangerment, unlawful corporal punishment/injury and/or severe neglect of a child, verify that the Child Abuse or Severe Neglect Indexing Form ([BCIA 8583](#)) was submitted to the DOJ.
 - a. All fields on the BCIA Form are required and must not be left blank. To ensure the fields are completely filled out:
 - The county **must** enter “UNK” in fields it may not have discovered through its investigation, such as a Social Security Number (SSN) or Driver's License Number (DLN) for the suspect.
 - The county **must** enter “N/A” in fields where there is no available suspect information, such as a suspect's DLN where the suspect is too young to have a driver's license, or where the suspect does not have an SSN.

Practice Tip: The incident date **must** be entered on the BCIA form. If there is no incident date (occurrence start) entered in CWS/CMS, due to the exact date of the incident is unknown, an approximate date should be entered based on the information obtained during the investigation. If only an approximate date range is known, the first known approximate date must be entered. For example, when only the month or year is known, enter the first approximate date, such as 01/01/2020. **The CACI system will not be able to process the BCIA without an incident date.**

- b. If the report was not submitted to the DOJ, review the referral information to determine if the substantiated allegation was not eligible for submission by considering the following potential reasons:

- Allegation circumstances did not meet the [Penal Code definitions of child abuse/severe neglect](#), therefore, they did not meet the criteria for reporting to the CACI.
 - Example: The only incident is general neglect, therefore it did not meet criteria for listing on CACI; or
 - Example: Differences in child welfare definitions of emotional abuse¹ vs. the Penal Code definition of “willfully causing/permitting unjustifiable mental suffering.” ([PC section 11165.3](#).)
 - An active investigation was not completed because the substantiation was made **solely** on the basis of a law enforcement or another agency’s investigation.
 - Perpetrator name is unknown.
 - The underlying investigative report was not retained as required by [PC section 11169\(i\)](#).
 - The allegation was subsequently determined to be unsubstantiated after an internal review, CACI grievance hearing, or court proceeding. For more information regarding submitting an amended [BCIA 8583](#) form under these circumstances, see Section 5 below.
3. If the [BCIA 8583](#) was submitted, counties should review and verify whether:
- a. There were errors in CWS/CMS data entry.
 - Example: The [BCIA 8583](#) was completed, printed, and mailed to the DOJ, however, the corresponding field in CWS/CMS was not completed to reflect this.
 - b. There is any indication the DOJ returned the form to the county.
 - c. If the [BCIA 8583](#) was returned by the DOJ, counties should review and verify if there is documentation in CWS/CMS or the hard copy file, indicating the reason for the return.
 - Counties should further review and verify if there is documentation in CWS/CMS or the hard copy file, indicating the county resubmitted a corrected [BCIA 8583](#) after it was returned by the DOJ.
4. If the [BCIA 8583](#) was not initially submitted, or the county is unable to confirm it was submitted and the county has determined, upon their review that a cross-report to DOJ is warranted, the county will need to reopen the referral and

¹ [Child Welfare Services Manual of Policies and Procedures Division 31 Regulations § 31-002\(c\)\(9\)\(A\)](#): “Emotional abuse” means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse.

complete any missing information (i.e., perpetrator information, incident date, etc.), complete and submit the [BCIA 8583](#) form to DOJ, upload the form into CWS/CMS, and document the date the [BCIA 8583](#) was submitted to the DOJ.

- a. There are two ways to reopen a closed referral. Through the Client Disposition, the county can reopen the referral by modifying the disposition information. This can occur only when a referral was **not** promoted to a case. If a referral was promoted to a case, the county may still update the allegation disposition of the referral through the 'conclusion' tab. (See Instructions in Attachment A). In both scenarios, proceed to instructions in Attachment B.
 - If a referral is reopened, the county CWS agency must document in the case record the reason why the referral was reopened. For example, "This referral was reopened according to the instructions issued in ACL No. 23-66.
 - If the disposition is changed from "substantiated" to a different conclusion based upon the review, the county CWS agency must enter the reason in the "Conclusion Description" box.
 - b. All fields on the BCIA Form are required and must not be left blank. The county CWS agency must ensure perpetrator information and incident date(s) are documented.
 - As explained in 2a, the county **must** enter "UNK" in fields it may not have discovered through its investigation, such as SSN or DLN for the suspect.
 - The county **must** enter "N/A" in fields where there is no available suspect information, such as a suspect's DLN where the suspect is too young to have a driver's license, or where the suspect does not have an SSN.
 - c. If the county does not need to add additional information within the referral fields, and only needs to print out the BCIA and submit to the DOJ, this can be done without reopening the referral. (See Attachment C.)
5. Counties should review and verify whether there was a CACI grievance hearing or court proceeding to determine whether the allegation was substantiated.
- a. If there was a CACI grievance hearing or court proceeding, counties should review and verify whether the original disposition was modified or rescinded.
 - b. If the disposition was changed by the CACI grievance hearing or court proceeding that determined the allegation was not substantiated, counties should review and verify whether an amended [BCIA 8583](#) was submitted to the DOJ, notifying the DOJ to remove the perpetrator from the CACI.
 - If an amended [BCIA 8583](#) was not sent to the DOJ, counties should review and verify whether there is documentation stating why.

- See Attachment B for instructions on how to create and upload an amended [BCIA 8583](#).
- See Attachment C for instructions on how to create and upload the initial [BCIA 8583](#).

SPECIAL PROJECTS CODE TO DOCUMENT CACI RECONCILIATION COMPLETION

The county CWS agency must confirm completion and resolution of their review by selecting the appropriate Special Project Code (SPC) for each referral on their CACI reconciliation list. An SPC can be added to a referral without reopening the referral in CWS/CMS (See Attachment D). Upon completion of the CACI reconciliation for each referral, the county will select from the following options:

1. The S-BCIA 8583 previously sent.
 - a. This SPC should be selected when the county can confirm based on the documentation in CWS/CMS or in a paper file, that the [BCIA 8583](#) was already submitted to the DOJ and was not returned to the county for corrections.
2. The S-New BCIA 8583 submitted.
 - a. This SPC should be selected when the county submits a new [BCIA 8583](#) to the DOJ because the referral met the criteria for reporting to the CACI and the county could not verify that the [BCIA 8583](#) was previously submitted to the DOJ.
3. The S-CACI report criteria not met.
 - a. This SPC should be selected when the county determines, upon their review, that the referral does not meet the criteria for reporting to the CACI. (Examples of what would not be submissible are listed in 2(b).)

DUE PROCESS FOR CACI NOTIFICATIONS

After the completion of the CACI reconciliation reviews, for any referral that results in a new [BCIA 8583](#) being sent to the DOJ for the purpose of listing a perpetrator on the CACI, the county CWS agency must comply with the due process requirements outlined in the [Child Welfare Services Manual of Policies and Procedures \(MPP\) Division 31 Regulations, section 31-021](#). Such requirements include timely notification to the individual being reported to the CACI and providing them the opportunity to request a CACI grievance hearing. All individuals reported to the CACI must be provided appropriate notice of their CACI listing as well as the right to challenge the listing via a CACI grievance review hearing. Providing due process rights to the perpetrator includes sending the following forms:

- Notice of Child Abuse Central Index Listing ([SOC 832](#))

- Grievance Procedures for Challenging Reference to the CACI ([SOC 833](#)), and
- Request for Grievance Hearing ([SOC 834](#))

Depending on the individual circumstances of each historical report, counties may determine they are unable to provide sufficient due process and must notify the CDSS immediately at childprotection@dss.ca.gov.

County CWS agencies shall review and reconcile their portion of the 27,000 CACI records identified by the CSA audit, according to the instructions in this letter by February 15, 2025.

Each county CWS agency submitting reports to CACI must review its policies and procedures to ensure reporting to the CACI is accurate and updated as necessary, to comply with the reporting requirements outlined in the [MPP section 31-501](#). A subsequent ACL is forthcoming to provide additional guidance and support to county CWS agencies on reporting substantiated reports of child abuse to the DOJ for the purpose of listing the perpetrator on the CACI. Instructions on how to document that the [BCIA 8583](#) was submitted to the DOJ in CWS/CMS will also be included in the ACL.

CHILD ABUSE CENTRAL INDEX REPORTS FOR SUSPECTS MISSING DATE OF BIRTH

In June 2023, to address the findings in the CSA audit report, the DOJ returned to the counties approximately 37,000 [BCIA 8583](#) forms for records currently included in the CACI database, but are missing the suspect's DOB. The suspect's DOB is required as outlined in [Assembly Bill 1707](#) (Chapter 848, Statutes of 2012), which became effective January 1, 2013. ([PC sections 11169\(g\) and 11169\(f\)](#).)

To address this issue, the DOJ sent copies of the [BCIA 8583](#) forms with missing suspect DOB for correction and resubmission. Counties may be required to pull some of these records from hard files that are stored, given that these records may pre-date CWS/CMS. Counties are expected to correct and/or add the perpetrator's DOB. Additionally, when making the corrections, if the county discovers that the BCIA 8583 no longer needs to be submitted due to a grievance hearing, determining the BCIA 8583 should be retracted, then the county must resubmit that information as they typically would. Although DOJ's correspondence is requesting the suspect's DOB within 45 days of the request, the date has been extended to January 30, 2024.

As the county CWS agencies review the [BCIA 8583](#) forms and research the suspect's DOB, based upon its findings, they may respond to the DOJ by one of the following:

1. Return the form with the suspect's DOB.
2. If the suspect's DOB is unavailable enter "UNK" for unknown on the form and return the form to the DOJ.
3. Request DOJ to purge the report from the CACI database.

Forms received that were not initially submitted by the county CWS agency should be returned to the DOJ via fax or mail. Counties should indicate on the form that it was not submitted by the county CWS agency and return the form via one of the following methods:

Department of Justice
CACI Response Unit
FAX: (916) 227-5037

Department of Justice
ATTN: CACI Response Unit
P.O. BOX 903387
Sacramento CA 94203-3870

OR DOJ's physical mailing address is:

Department of Justice
4949 Broadway
Sacramento CA 95820
ATTN: CACI Response Unit
Room H-127

If you have any questions or need additional guidance regarding the information in this letter, contact the Family Centered Safety and Support Bureau at (916) 651-6160 or at childprotection@dss.ca.gov.

Sincerely,

Original Document Signed By:

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division

Attachments

cc: All Federally Recognized Tribes
County Welfare Directors Association of California

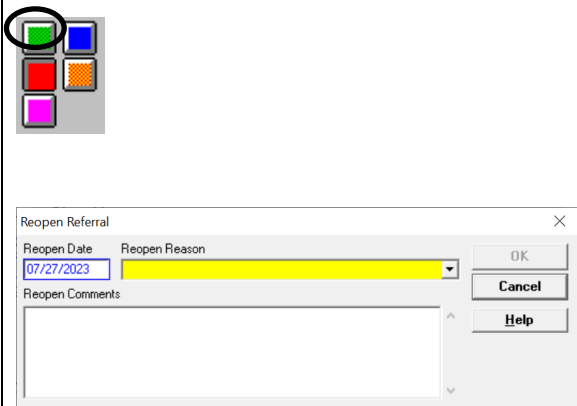
REOPEN A CLOSED REFERRAL

Please refer to the below guidelines to identify whether a “Referral Reopen” is required or not.

- When the disposition of the child’s allegation needs to be updated:
 - If the referral was not promoted to a case, the referral must be in ‘Open’ Status to edit the “Child’s Allegation Conclusion” (Referral Reopen Required, see below screenshot and instructions on Attachment A).
 - If the referral was promoted to a case, from the referral in focus, the referral must be in ‘Closed’ Status to edit the “Child’s Allegation Conclusion.” (Referral Reopen not required, see screenshots and instructions on Attachment B).

NOTE: Case openings are child specific. If a referral involved more than one child, it is possible that not all children were promoted to a case. Therefore, the county CWS agency will need to consider which path to proceed for each child within a referral if an allegation conclusion needs to be updated for more than one child.

- Pre-Requisite: Social Worker should have ‘Closed Case/Referral Update’ Privilege before performing the below steps.

<p>Open the Referral</p> 	<p>ACTION</p> <p>Client Disposition</p> <p>Select the child you want to remove the disposition for.</p> <p>Remove the date from ‘Closure Reason Date’, then choose ‘None’ as the Closure Reason. Click OK. The Reopen Reason dialog comes up.</p> <p>Complete the Reopen Reason dialog and click OK.</p> <p><u>SAVE TO DATABASE</u></p>
---	--

Once the referral is reopened, please follow the below screenshots to guide how you can update allegation conclusion and upload documents to CWS/CMS.

Scenario 1: Change Allegation Conclusion & Upload Amended BCIA to Child Welfare Services/Case Management System

Pre-Requisite: Social Worker should have 'Closed Case/Referral Update' Privilege before performing the below steps.

1. Open Referral
2. Open Existing Allegation Notebook
3. Select the appropriate allegation from the dialog and click OK

Client Services - [Referral [Test, CICS]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Contributing Factors Spec Prog

Identification and Common Address
****Active Safety Alert Exists - See Client Notebooks****

Referral Identification

Date: 07/31/2009 Time: 06:00am Referral Name: Test, CICS
 Screener: Report Method: Telephone Primary Agency Responsible: County Welfare Department

Common Address

Street No. Street Name Phone
 City State ZIP ZIP Ext Phone Ext
 County California Location of Children
 Address Comment Homeless

Screener Alerts

CACI Notice to Perpetrator

Date Sent	Delivery Method	Perpetrator

Date Sent: Delivery Method: ☐ In Person ☐ By Mail Perpetrator:

DOJ Grievance Request

Request Date	Resolution Date	Outcome	Filed By

Request Date Resolution Date Outcome Filed By

Open Notebook

Select Item to Open
 Allegation Load OK Cancel

For this Referral

Local	ID	Name	Received Date	Time	End Date
1	0024-4933-7509-5006860	Test, CICS	07/31/2009	06:00 AM	07/31/2009

Open this Allegation

Alleged Victim	Abuse	Alleged Perp	Allegation Conclusion
1 Test ADTP, Excel D	General Neglect	Test, CICS	Substantiated

New Remove Sort... Help

- Click on 'Conclusion' Tab and then from the 'Action' Menu, click on 'Edit Allegation Conclusion'

Client Services - Referral [Test, CICS] - [Allegation [Test ADTP, Excel O (24)]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Conclusion

Current Conclusion

People Involved

Alleged Victim: Test

Abuse Category: Gen

Alleged Perpetrator: Test

Abuse Information

Conclusion History

	Date	Conc	
1	05/22/2013	Inconclusive	
2	05/22/2013	Substantiated	
3	07/31/2009	Substantiated	Y

Allegation Conclusion modified as a result of DOJ Grievance?

☐ No ☒ Yes

Conclusion Description

Conclusion Description

Conclusion Description

Conclusion Description

- A Rule Dialog box will appear asking if this is the result of a DOJ Grievance Review. Mark your response accordingly.

Client Services - Referral [Test, CICS] - [Allegation [Test ADTP, Excel O ...]

[Rule 09244]

Is the allegation conclusion change due to a DOJ Grievance Review?

Yes No

- Modify the Allegation Conclusion by selecting the appropriate value from the 'Allegation Conclusion' drop down

Client Services - Referral [Test, CICS] - [Allegation [Test ADTP, Excel O (24)]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Conclusion

Conclusion

Current Conclusion

People Involved

Alleged Victim: Test ADTP, Excel O

Abuse Category: General Neglect

Alleged Perpetrator: Test, CICS

Conclusion Date: 05/22/2013

Allegation Conclusion: **Unfounded**

Conclusion Description

Abuse Information

	Abuse Subcategory
+	

Conclusion History

Allegation Conclusion History

	Date	Conclusion	Grievance	Name
1	05/22/2013	Inconclusive	N	
2	05/22/2013	Substantiated		
3	07/31/2009	Substantiated	Y	

Conclusion Description

Allegation Conclusion modified as a result of DOJ Grievance?

☒ No ☐ Yes

After Step 6, you have achieved modifying the allegation conclusion.

Now, we will brief how to create 'Amended BCIA Report' and how to upload it to the Referral.

Assumption: Referral already has a Cross Report Type of "Child Abuse Form" documented. This request is to record Amended Report to the Referral.

7. Click on the '+' sign under the 2nd tile, and then select 'Child Abuse Form' from Cross Report Type Dropdown and fill in all the details as needed.

Client Services - Referral [Test, CICS] - [Cross Report {}]

File Edit Search Action Associated Attach/Detach Window Help Toolz

+

+

+

+

+

ID

Identification

Date Time : am Staff Person Cross Report Type

Title Law Enforcement Official Contacted

Badge Number Reference # ☐ Cross Report Not Sent

Sent To

☐ Department of Justice ☐ Probation ☐ Community Care Licensing

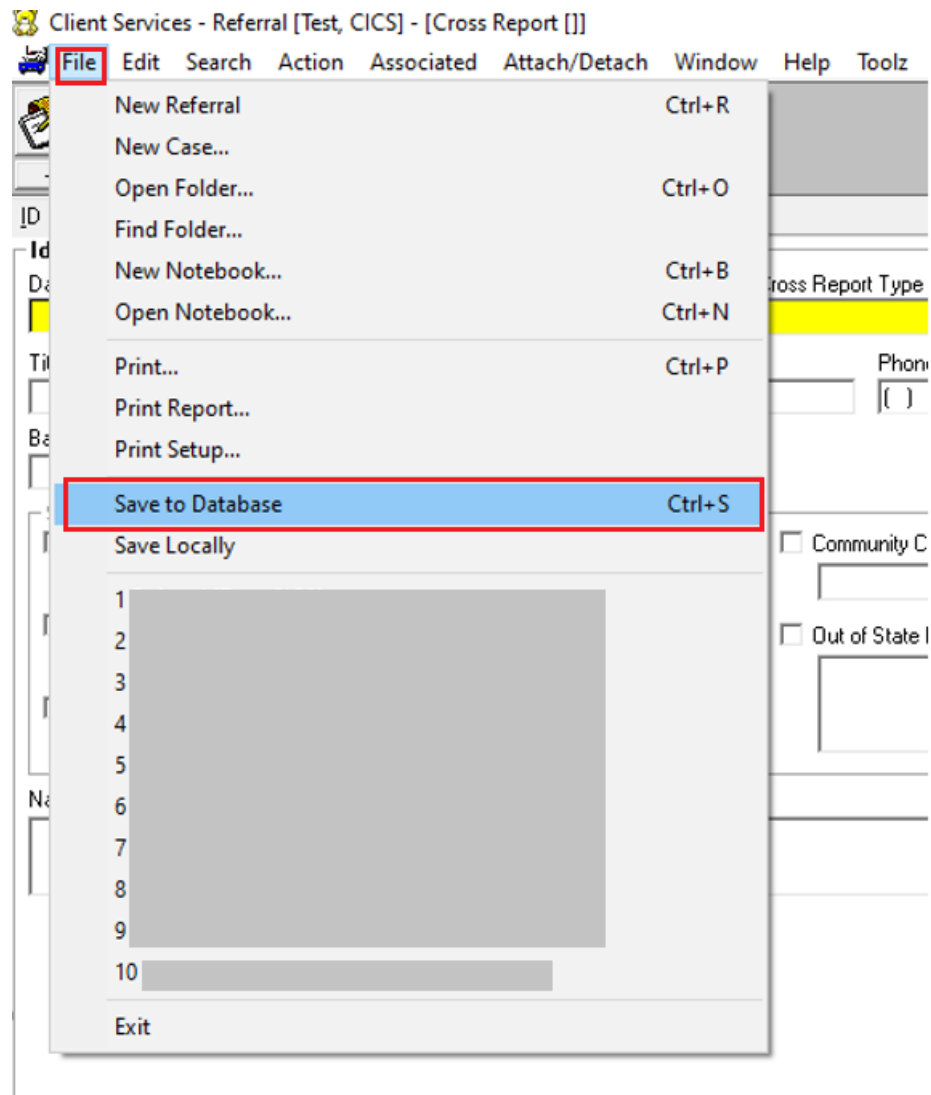
☐ County Licensing ☐ In-State Law Enforcement County

☐ District Attorney ☐ Out of State Law Enforcement

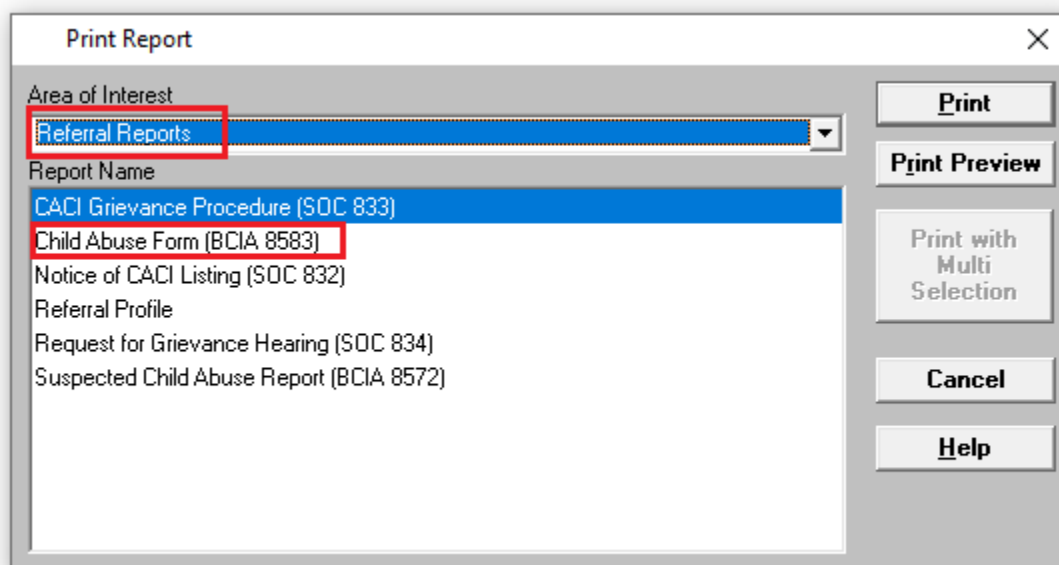
☐ Law Enforcement Agency

Narrative Description

8. After creating the cross report, you are now ready to Save to Database. Click on File Menu-> Save to Database.



9. Now, reopen the Referral and click on File Menu-> Print Report. In the resulting dialog box, select 'Referral Reports' under Area of Interest, and then select BCIA 8583 from the list. Click on Print and follow the prompt to produce the 'BCIA 8583' Amended Report. Save the Report in your local drive.



10. Click on '+' sign to create a new Referral Document. This is the tile at the extreme right-hand side of the referral notebook.

Client Services - [Referral [Test, CICS]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Contributing Factors Spec Proj

Identification and Common Address [Create New Document - Referral](#)

****Active Safety Alert Exists - See Client Notebooks****

Referral Identification

Date: 07/31/2009 Time: 06:00am Referral Name: Test, CICS

Screener: Report Method: Telephone Primary Agency Responsible: County Welfare Department

Common Address

Street No. Street Name Phone

City State ZIP ZIP Ext Phone Ext

County Location of Children

Address Comment

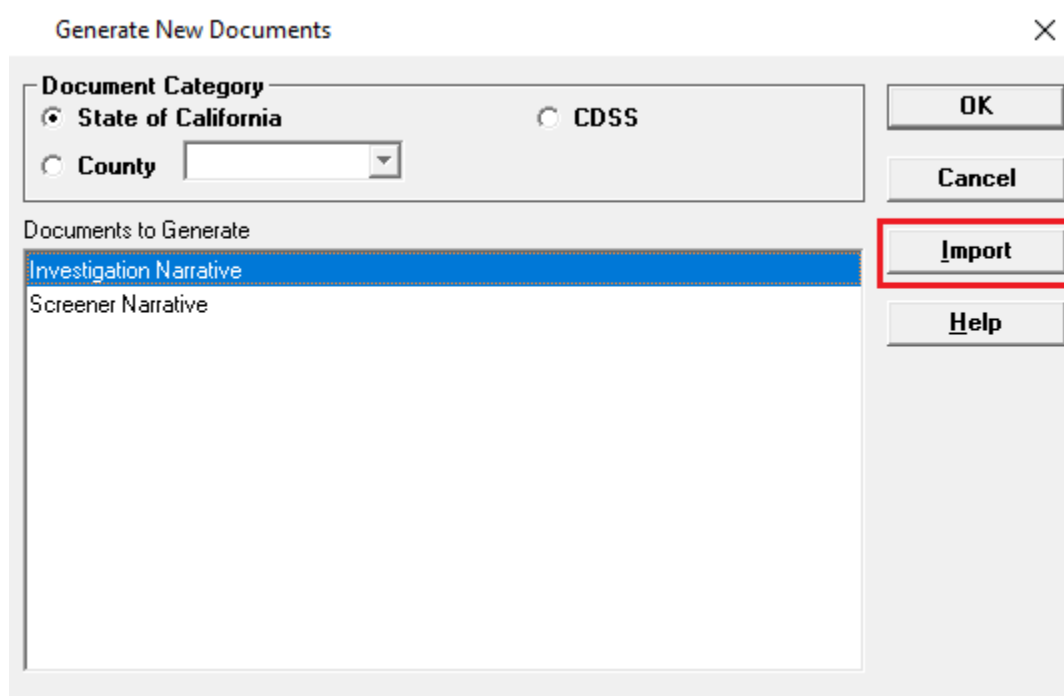
☐ Homeless

Screener Alerts

CACI Notice to Perpetrator

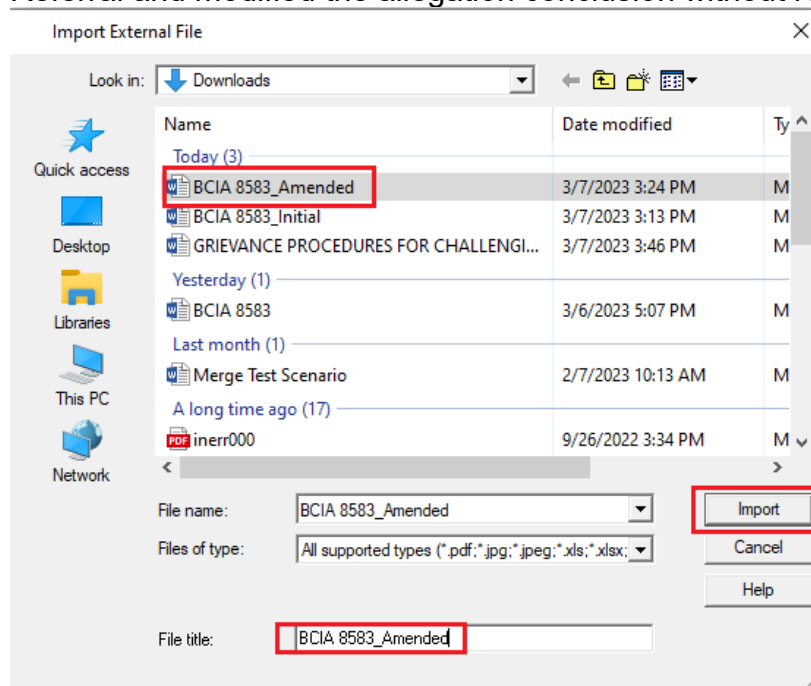
Date Sent	Delivery Method	Perpetrator
-----------	-----------------	-------------

11. Click on 'Import' from the 'Generate New Documents' Dialog box



12. Select the report from your local drive (which you had saved before) and import the document to the application.

13. When you complete step 12, you would have uploaded 'Amended' report to the Referral and modified the allegation conclusion without reopening the Referral.



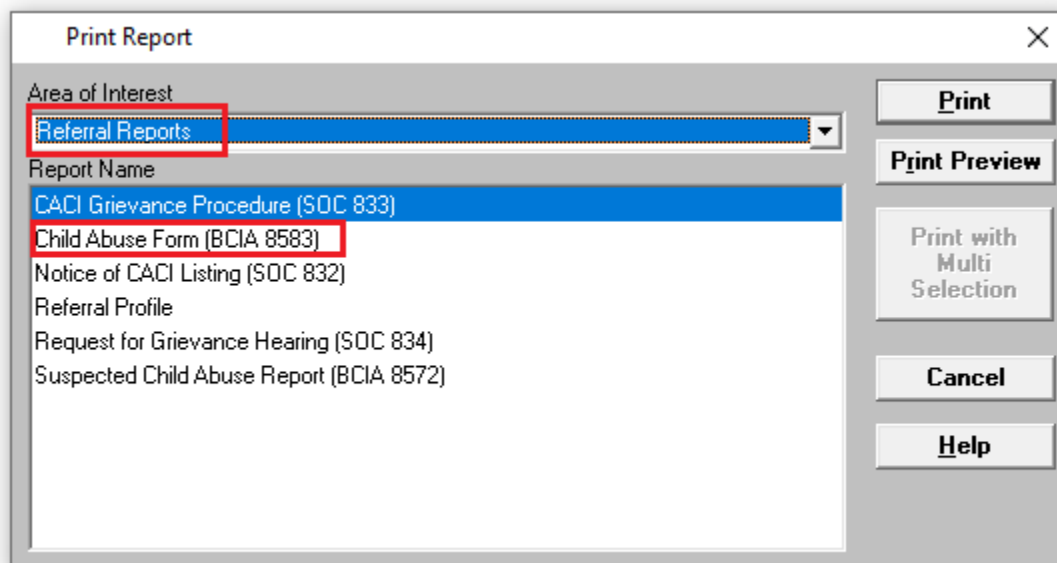
SCENARIO 2: NO CHANGES TO THE REFERRAL, UPLOAD BCIA INITIAL REPORT TO CWS/CMS

As mentioned previously, this section applies when the referral was promoted to a case from the in-focus referral.

This section applies when the child(ren) allegation data does not need to be modified, but CACI information needs to be updated and/or a document needs to be imported. In this case, Referral status can stay 'Closed' irrespective of whether the child(ren) went to a case or not.

Pre Requisite: Social Worker should have 'Closed Case/Referral Update' Privilege before performing the below steps.

1. Open Referral
2. Click on File Menu-> Print Report. In the resulting dialog box, select 'Referral Reports' under Area of Interest, and then select BCIA 8583 from the list. Click on Print and follow the prompt to produce the 'BCIA 8583' Initial Report. Save the Report in your local drive.



- Click on '+' sign to create a new Referral Document. This is the tile at the extreme right-hand side of the referral notebook.

Client Services - [Referral [Test, CICS]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Contributing Factors Spec Proj

Identification and Common Address Create New Document - Referral

****Active Safety Alert Exists - See Client Notebooks****

Referral Identification

Date: 07/31/2009 Time: 06:00am Referral Name: Test, CICS

Screener: Report Method: Telephone Primary Agency Responsible: County Welfare Department

Common Address

Street No. Street Name Phone Phone Ext

City State ZIP ZIP Ext

County ☐ Homeless Location of Children

Address Comment

Screener Alerts

CACI Notice to Perpetrator

Date Sent	Delivery Method	Perpetrator

4. Click on 'Import' from the 'Generate New Documents' Dialog box

Generate New Documents [X]

Document Category

☒ **State of California** ☐ **CDSS**

☐ **County** [dropdown]

Documents to Generate

- Investigation Narrative** (highlighted)
- Screener Narrative

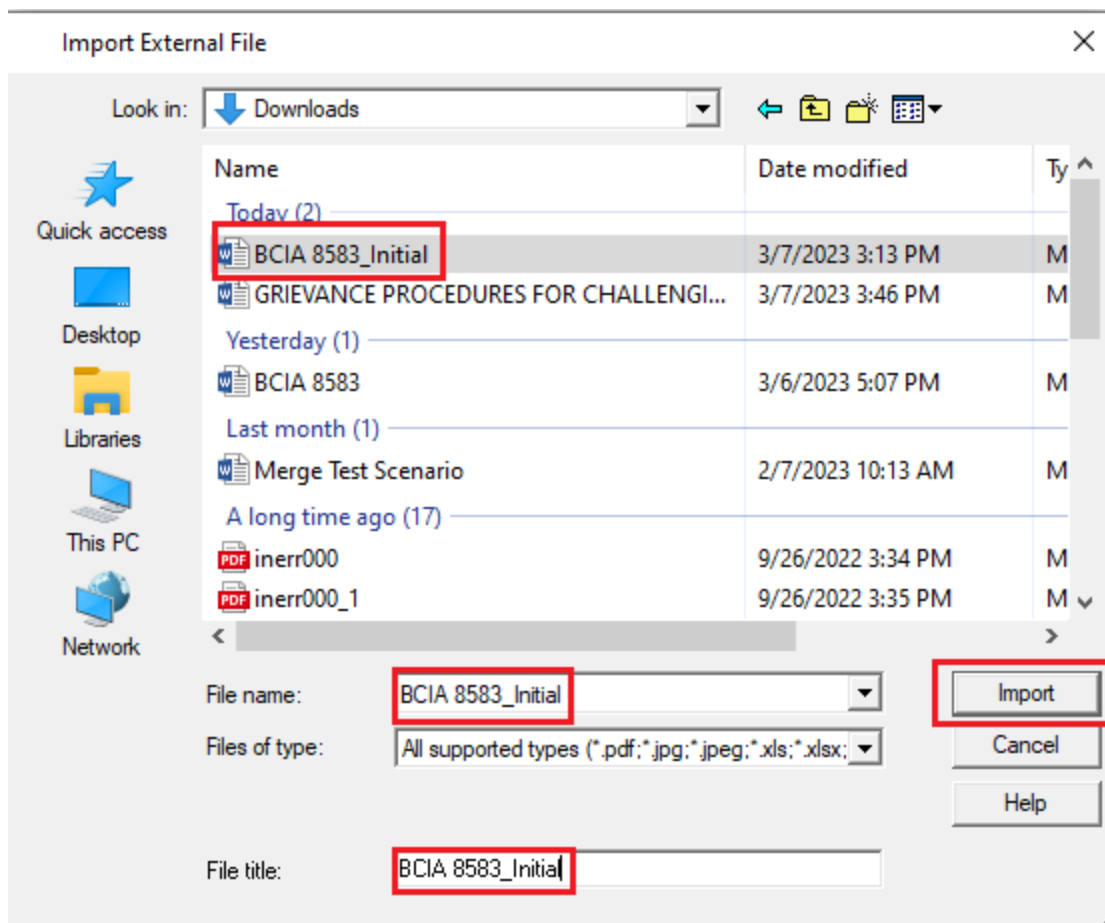
Import (highlighted with a red rectangle)

OK

Cancel

Help

5. Select the report from your local drive (which you had saved before) and import the document to the application.



ENTER SPECIAL PROJECTS CODE (SPC) TO CONFIRM RECONCILIATION COMPLETION

For each CACI Audit record, the county CWS agency must select a corresponding SPC to confirm the report has been reconciled according to the instructions in ACL No. 23-66.

1. The S-BCIA 8583 previously sent.
 - a. This SPC should be selected when the county can confirm based on the documentation in CWS/CMS or in a paper file, that the BCIA 8583 was already submitted to the DOJ and was not returned to the county for corrections.

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Contributing Factors Spec Proj

Special Project

+	Special Project Name	Start
1	S-BCIA 8583 Previously sent	

Special Project Name Start Date End Date County Description

S-BCIA 8583 Previously sent / / Statewide Selected when the county has completed their CACI Audit review of the referral and confirms the BCIA 8583 was already submitted to the DOJ and not returned to

2. The S-New BCIA 8583 submitted.
 - a. This SPC should be selected when the county submits a new BCIA 8583 to the DOJ because the referral met the criteria for reporting to the CACI and the county could not verify that the BCIA 8583 was previously submitted to the DOJ.

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Contributing Factors Spec Proj

Special Project

+	Special Project Name	Start Date
1	S-New BCIA 8583 Submitted	

Special Project Name Start Date End Date County Description

S-New BCIA 8583 Submitted Statewide Selected when the county has completed their CACI Audit review of the referral and submits a new BCIA 8583 to DOJ because the referral met criteria for CACI

3. The S-CACI report criteria not met.
 - a. This SPC should be selected when the county determines, upon their review, that the referral does not meet the criteria for reporting to the CACI.

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Contributing Factors Spec Proj

Special Project

	Special Project Name	Start Date
1	S-CACI Report Criteria Not Met	

Special Project Name Start Date End Date County Description

S-CACI Report Criteria Not Met [] [] [] Statewide Selected when the county has completed their CACI Audit review of the referral and determines, upon their review, that the referral does not meet the criteria for