

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



January 8, 2007

ALL COUNTY INFORMATION NOTICE: I-95-06

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order
 Clarification Requested by
 One or More Counties
 Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
 ALL COUNTY PROBATION OFFICERS
 ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: CLARIFICATION FOR PROPERLY OPENING A CASE FOR THE INTERSTATE
 PLACEMENT OF CHILDREN ENTERING OR EXITING CALIFORNIA

REFERENCE: H.R. 5403, ALL COUNTY INFORMATION NOTICE I-44-05, ALL COUNTY LETTER
 05-26, ALL COUNTY LETTER 03-61

The purpose of this All County Information Notice (ACIN) is to clarify the importance of consistent use of the Child Welfare System/Case Management System (CWS/CMS) for entering information pertaining to the Interstate Compact on the Placement of Children (ICPC). The consistent entry of data will improve the reliability of the extracts used to determine county performance with regard to Assembly Bill (AB) 636 outcome measures. Additionally, on July 3, 2006, the President signed into law the Safe and Timely Interstate Placement of Foster Children Act of 2006 (H.R. 5403). As this law becomes effective in California the ability for accurate data collection regarding incoming ICPC requests will become increasingly important.

Specifically, this ACIN will clarify the use of CWS/CMS for all incoming ICPC requests (homestudy and/or placement) from other states and it will confirm the use of CWS/CMS for California children being placed under the ICPC in other states. All incoming ICPC requests are to be entered into CWS/CMS as a case not as a new referral.

ICPC State Policy

Incoming requests under the ICPC are made on behalf of children who have been adjudicated wards or dependents by another state's juvenile court and are being considered for placement in California. In incoming requests the sending state retains jurisdiction of the child. The sending states can make requests for placements in foster homes, group homes, residential treatment facilities, institutions, placement with a parent/guardian, relative or Non-Related Extended Family Member (NREFM), and placements of adjudicated wards or dependents in institutions in the receiving states. In this situation, California is considered as the "receiving" state.

Outgoing ICPC applies to all children who are dependants or wards of the juvenile court in California or are in foster care and being placed across state lines. In outgoing cases, California retains jurisdiction. These placements may include foster homes, residential treatment facilities, institutions, placement with a parent/guardian, relative or NREFM, and placements of adjudicated wards or dependents in institutions in the receiving states. In this situation, California is considered the "sending" state.

Data Entry Instructions

Incoming Requests:

A case must be opened for ICPC requests (homestudy and/or placements) when California is the receiving state. Do *not* enter these requests in CWS/CMS as a referral. It is important to record this information even if a request from a sending state was denied as it allows for tracking of all homestudy requests throughout California. When a child is incoming, create a case *without a referral* (see attachment). For the case *Intervention Reason*, choose *Incoming ICPC Request*. Be sure to record all contacts for the purpose of data collection for timeliness of actions taken.

Outgoing Requests:

When California is the sending state a case will have already been created in CWS/CMS. In the existing case, please complete the ICPC 100A page and generate the 100A form to send to the receiving state. Be sure to complete all mandatory fields on the 100A form and record all contacts for the purpose of data collection for timeliness of actions taken. Once interstate placement has been approved and the child is being placed, create the ICPC 100B page and generate the 100B form. Be sure to complete all mandatory fields on the 100B form.

Accessing Helpful Information for the Use of CWS/CMS

Data entry instructions for CWS/CMS are located in Attachment A included in this letter. In addition, you may access data entry instructions for ICPC on the CWS/CMS website in the Web Based Training application at www.hwcws.cahwnet.gov. (In the left-hand column, choose *Training*, then *Application Training -Web Based-Release 5.5*).

If you have any questions, I can be reached at (916) 657-2614 or you can reach the Officer of the Day in the Out-of-State Placement Policy Unit at (916) 651-8100.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachments



All County Information Notice XXX
CWS/CMS Data Entry Instructions

ICPC

The following data entry instructions describe the basic functionality in CWS/CMS in regard to ICPC.

Incoming ICPC Requests

Documenting an Incoming ICPC Request (Home study or Placement Supervision) requires the creation of case without a referral.

Creating a Case without a Referral

Assumptions:

These instructions assume the user has:

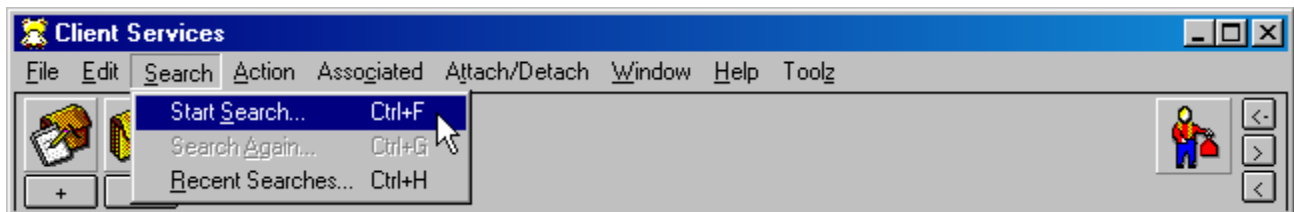
- ✓ *Opened the Client Services (Teddy Bear) application.*

Search for the child client:

1. Click on Search from the menu bar.
2. Select the Start Search command.
3. Enter client search criteria in the Search dialog box.
4. Click OK.

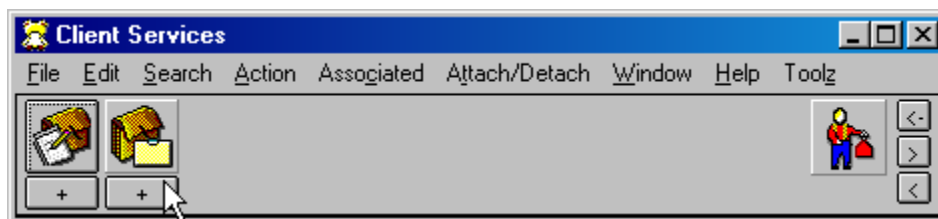
When the database has finished processing the search request, the Search Results grid will display.

5. If the client is listed in the Search Results grid, double click the child's row to open the Client's Abstract.
6. When the abstract has been retrieved, click the Yes button.

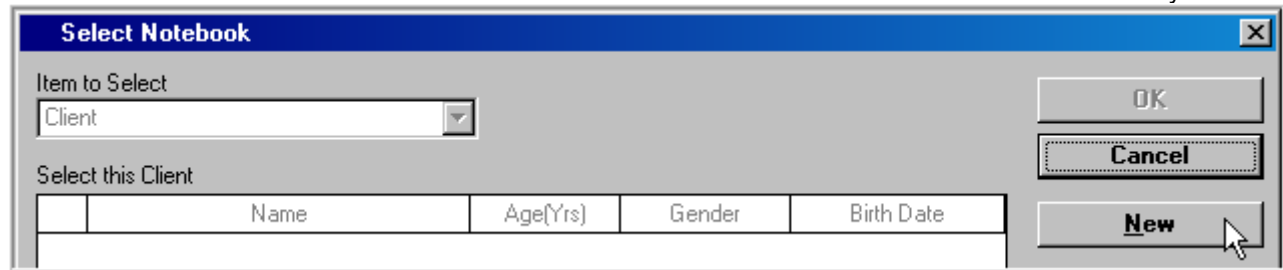


To create a new incoming ICPC case:

7. Click the + Create New Case Folder icon.



8. If the Client is listed in the Select Notebook dialog, select the client's row. If the Client is not listed proceed with the next step.
9. Click the New button in the Select Notebook dialog box.



Select Notebook

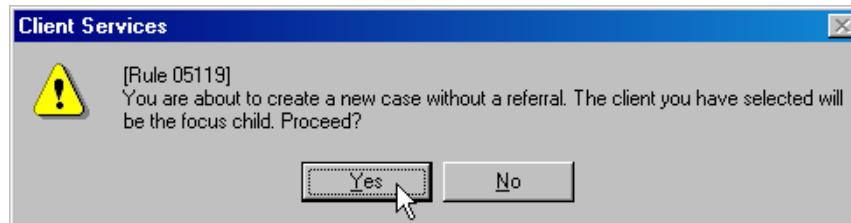
Item to Select
Client

Select this Client

Name	Age(Yrs)	Gender	Birth Date

OK
Cancel
New

10. Select the Yes button on the message box that asks if you want to create a case without a referral.



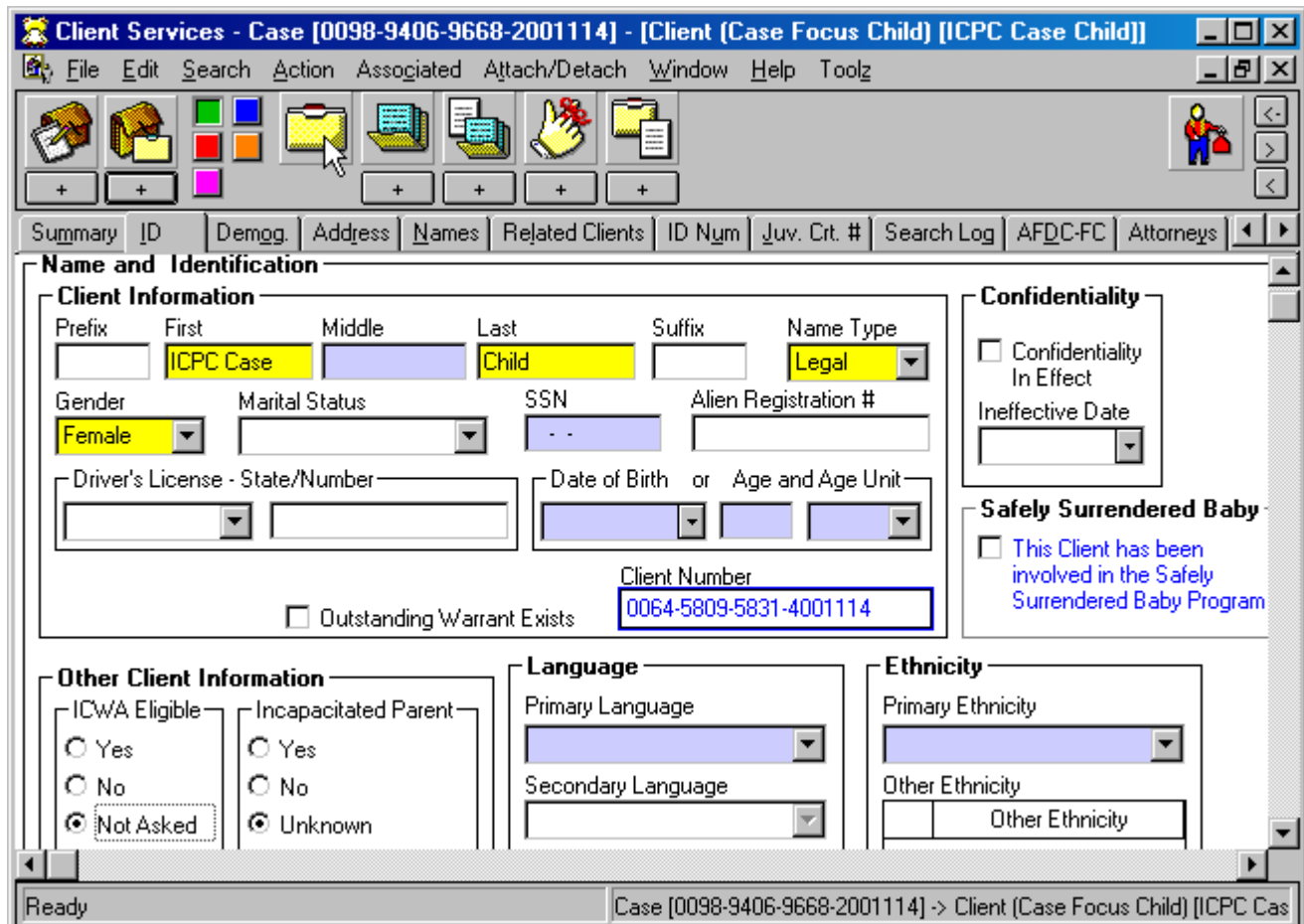
Client Services

[Rule 05119]
You are about to create a new case without a referral. The client you have selected will be the focus child. Proceed?

Yes No

A new case is created and the Client notebook is opened and in focus:

11. Complete all mandatory and necessary fields for the focus child first.
12. Attach and/or create additional clients if needed.
13. Click the Open Existing Case notebook to open the Case Information notebook.



Client Services - Case [0098-9406-9668-2001114] - [Client (Case Focus Child) [ICPC Case 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

Name and Identification

Client Information

Prefix First Middle Last Suffix Name Type
 ICPC Case Child Legal

Gender Marital Status SSN Alien Registration #
 Female - -

Driver's License - State/Number Date of Birth or Age and Age Unit

Outstanding Warrant Exists Client Number 0064-5809-5831-4001114

Confidentiality

Confidentiality In Effect
 Ineffective Date

Safely Surrendered Baby

This Client has been involved in the Safely Surrendered Baby Program

Other Client Information

ICWA Eligible Incapacitated Parent
 Yes Yes
 No No
 Not Asked Unknown

Language

Primary Language
 Secondary Language

Ethnicity

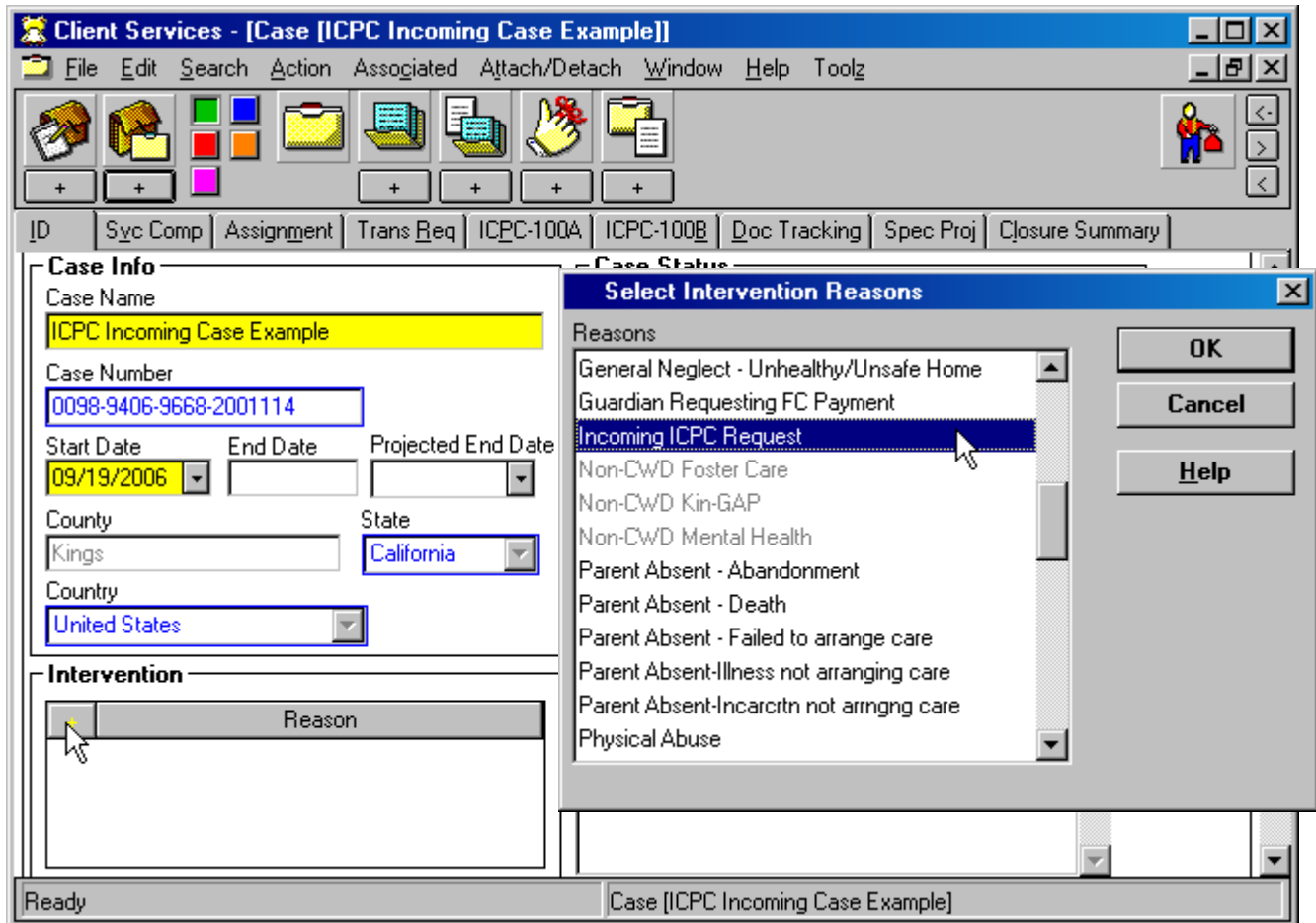
Primary Ethnicity
 Other Ethnicity

Ready Case [0098-9406-9668-2001114] -> Client (Case Focus Child) [ICPC Cas

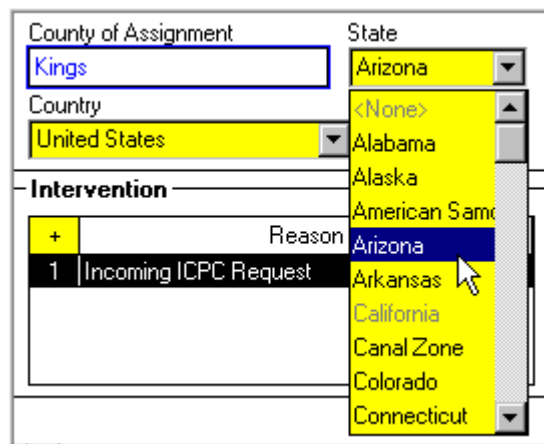
On the *Case Information ID* page:

14. Click the + in the Intervention grid.

15. Select Incoming ICPC Request in the Select Intervention Reasons dialog box.



16. Select the drop down for the State field. Select the sending state.

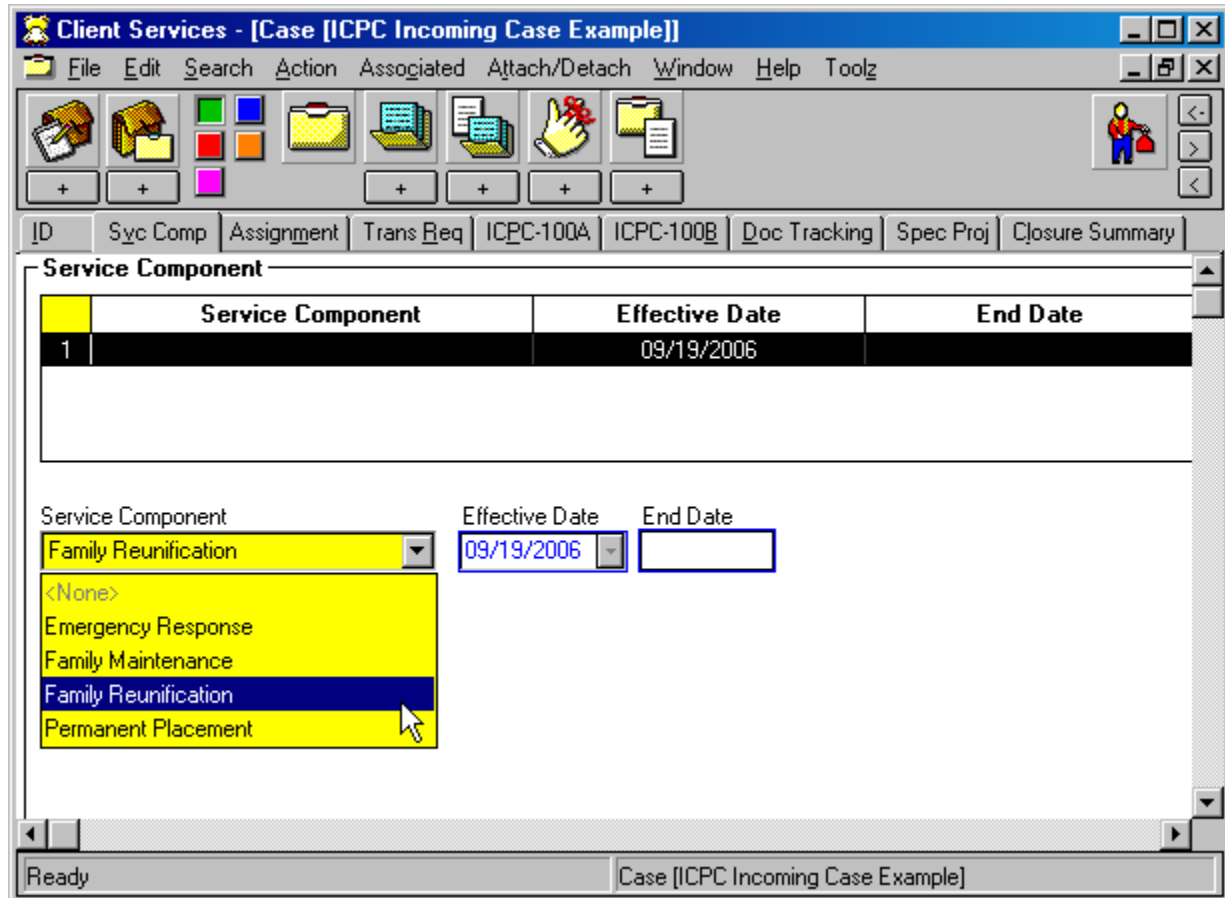


17. Completed all mandatory and necessary fields on the Case Information ID page.

18. Click on the Svc Comp page tab.

On the Service Component page:

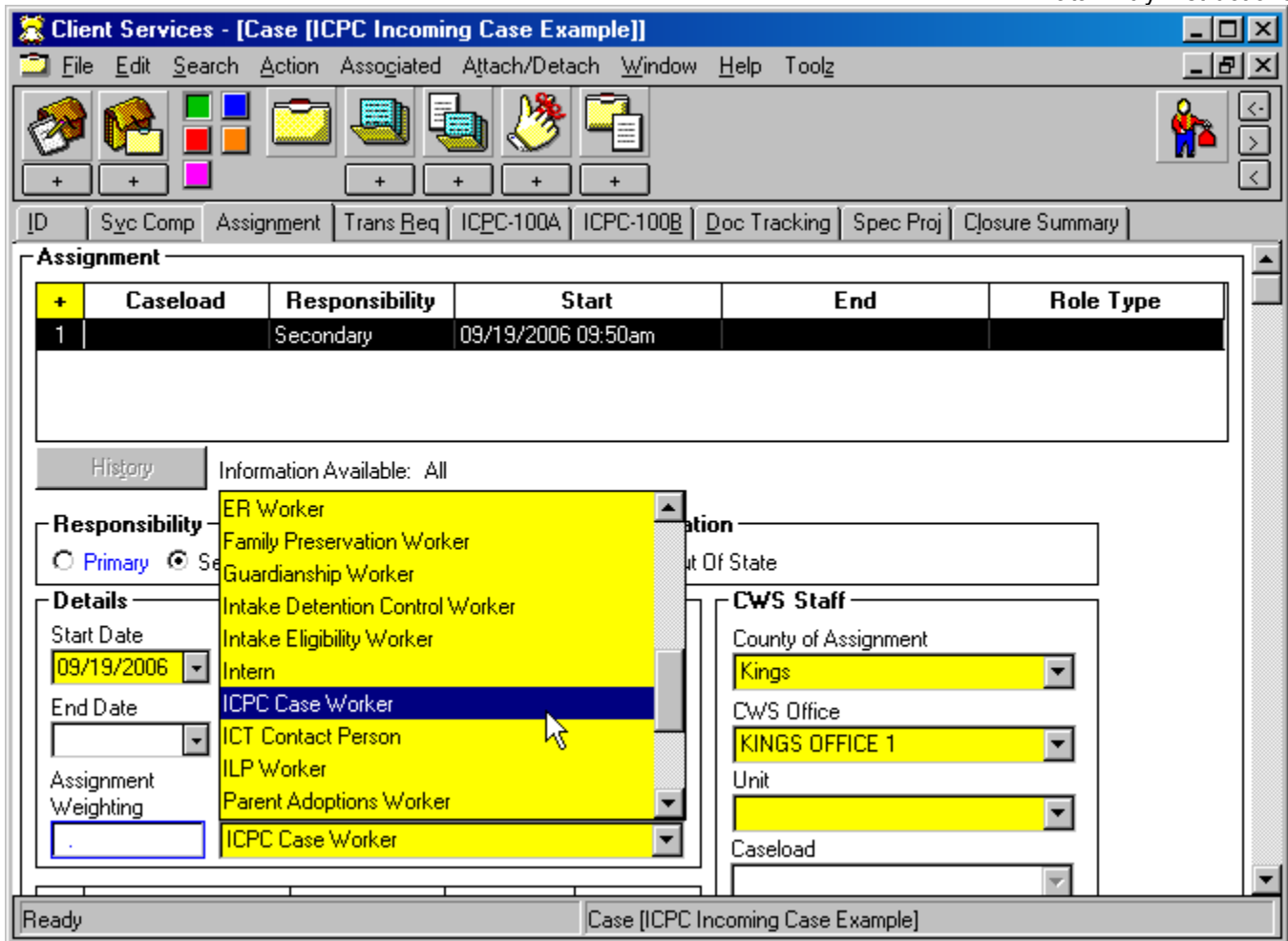
19. Click the + in the Service Component grid.
20. Select a service component in the Service Component drop-down box.



21. Click on the Assignment page tab

On the Assignment page:

22. Click the + in the Assignment grid
23. Select ICPC Case Worker in the Role Type drop-down box
24. Complete all mandatory and necessary fields



25. Complete other notebooks for the case.

26. Save to Database.

Outgoing ICPC Request

Documenting and generating the necessary documents for an Outgoing ICPC (Home study or Placement Supervision) requires the completion of the ICPC-100A & ICPC-100B pages in CWS/CMS and the creation of three documents, ICPC 100A, ICPC 100B and the Financial/Medical Plan.

Assumptions:

These instructions assume the user has:

- ✓ Opened the Client Services (Teddy Bear) application.
- ✓ Opened an existing Case.
- ✓ The Case Information notebook is in focus.

Creating an ICPC 100A

To complete the ICPC 100A to request a home study to place a dependent child in another state:

1. Click the ICPC-100A page tab.
2. Click the + in the ICPC-100A grid.
3. Enter the Status and the Status Date

4. Enter the State where the child is to be placed and where the ICPC-100A document will be sent.
5. Check the Adoptions check box if requesting an adoptive home study. (You will be able to select the Adoptions check box if Adoptions Services is one of the Case Intervention Reasons.)

The screenshot shows the 'Client Services - [Case [ICPC Outgoing Case Example]]' window. The 'ICPC-100A' tab is active, displaying a table with one entry:

ID	Date Sent	Status	Status Date	State	Administrator
1		Created	09/19/2006	Arizona	Smith, John

Below the table, the form fields are populated with the same data:

- Date Sent: [Empty]
- Status: Created
- Status Date: 09/19/2006
- State: Arizona
- Administrator: Smith, John
- Adoptions:

To generate the ICPC-100A document:

6. Click the + Create New Document – Case notebook.
7. Select ICPC 100A in the Generate New Documents dialog box.

The 'Generate New Documents' dialog box is shown with the following details:

- County: State of California
- Documents to Generate table:

	Type
1	Case Notes
2	Financial/Medical Plan
3	ICPC 100A

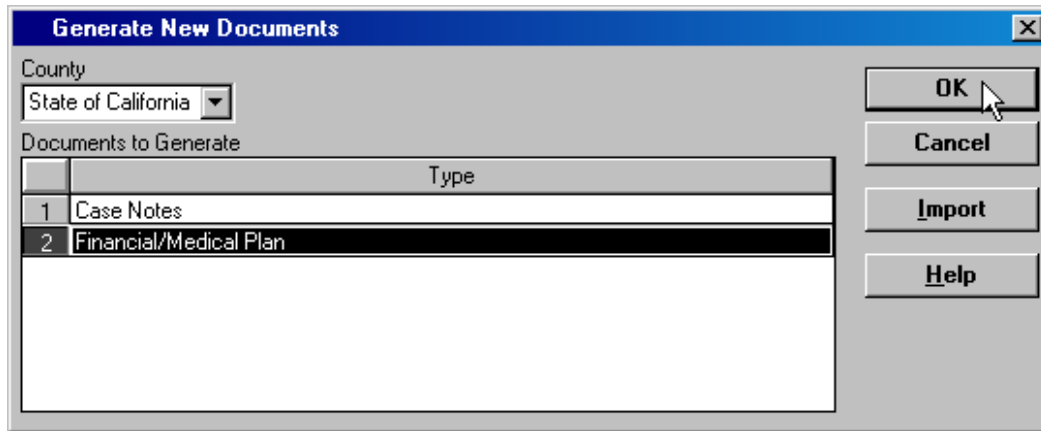
Buttons on the right: OK, Cancel, Import, Help.

8. Select the ICPC Request in the Select Notebook dialog box
9. After the document is generated, review Section I for accuracy and complete Sections II & III according to the instructions.
10. Save to Database.

Creating a Financial/Medical Plan

To generate the Financial/Medical Plan document:

1. Click the + Create New Document – Case notebook.
2. Select Financial/Medical Plan in the Generate New Documents dialog box.



3. Select the ICPC Request in the Select Notebook dialog box.
4. After the document is generated, review the document for accuracy and complete the remaining sections.
5. Save to Database.

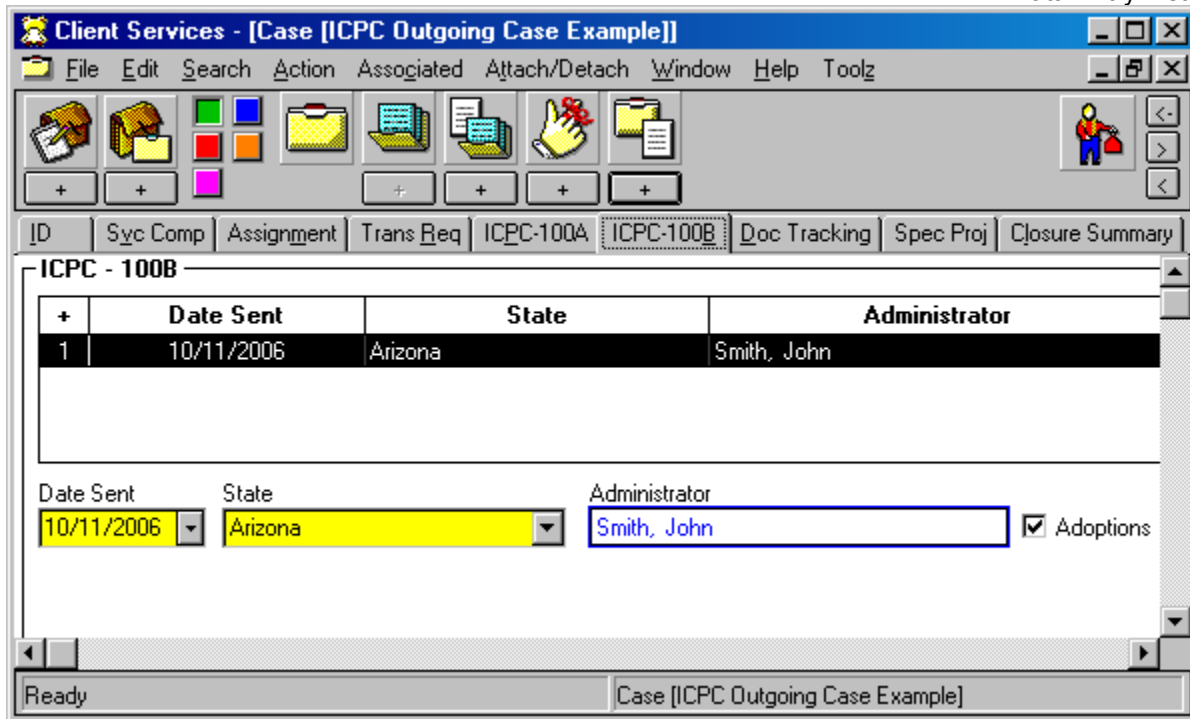
Creating an ICPC 100B

The ICPC-100B is created and sent to the receiving state for the following reasons:

- When the child is placed pursuant to receipt of written approval.
- When there is a change in the placement status of the child.
- When placement is terminated by adoption decree.
- When there is any other significant change in plans for the child.

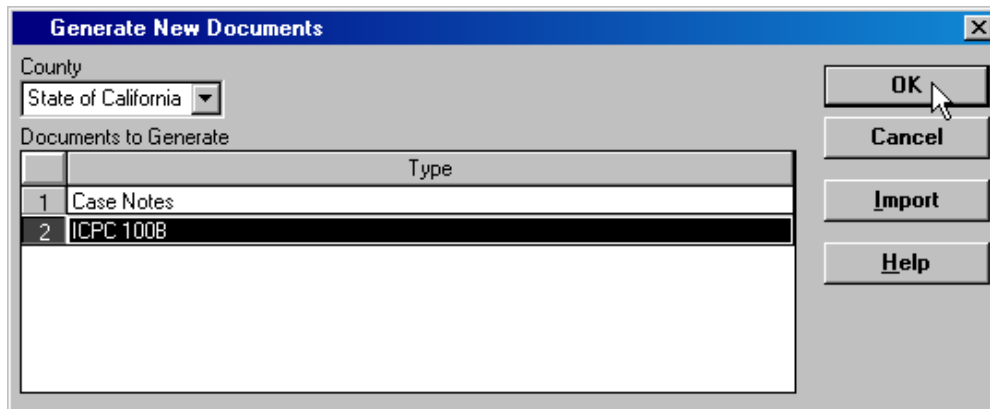
To complete the ICPC-100B document:

1. Click on the ICPC-100B page tab.
2. Click the + in the ICPC-100B grid.
3. Enter the Date Sent and the State.
4. Check the Adoptions check box if applicable. (The Adoptions check box will be enabled if Adoptions Services is one of the Case Intervention Reasons.)

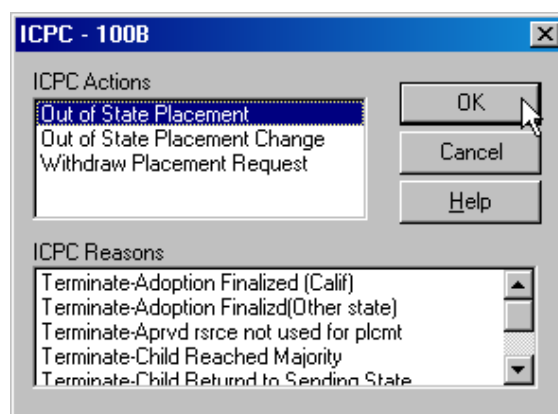


To generate the ICPC-100B document:

5. Click the + Create New Document - Case notebook.
6. Select ICPC 100B in the Generate New Documents dialog box.



7. Select the ICPC Placement Status in the Select Notebook dialog box.
8. Select an ICPC Action and the ICPC Reasons if applicable in the ICPC-100B dialog.



9. After the document is generated, review for accuracy.
10. Save to Database.

Note: If the child is placed in the approved home out of state, you should create a new placement in CWS/CMS with the child's new placement home.

Creating a Secondary Assignment for the Outgoing ICPC Placement

You can document the assigned caseworker in the receiving state by creating an assignment in the CWS/CMS case.

Assumptions:

These instructions assume the user has:

- ✓ Opened the Client Services application.
- ✓ Opened an existing outgoing ICPC Case.
- ✓ The Case Information notebook is in focus.

To assign an outgoing ICPC case to a case worker in the receiving state:

1. Click on the Assignment page tab.
2. Click the + in the Assignment grid.
3. Select the Secondary radio button in the Responsibility section.
4. Select the Out of State radio button in the Assignment Destination section.

The screenshot shows the 'Client Services - [Case [ICPC Outgoing Case Example]]' window. The 'Assignment' tab is active, displaying a grid with the following data:

ID	Caseload	Responsibility	Start	End	Role Type
1	In-box caseload	Primary	01/29/2004 03:35pm		
2		Secondary	10/11/2006 04:39pm		ICPC Case Worker

Below the grid, the 'Responsibility' section has radio buttons for Primary, Secondary (selected), and Read Only. The 'Assignment Destination' section has radio buttons for CWS Staff and Out Of State (selected).

The grid located at the bottom left of the page is now mandatory:

5. Click the + in the grid.
6. Complete all mandatory and necessary fields in the Out of State dialog box.

Client Services - [Case [ICPC Outgoing Case Example]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Out of State Contact

Agency Name
Arizona DSS

Phone Numbers

Phone Number	Ext	Message Number	Ext	Fax Number
(701) 555-5555	2356	(701) 555-4444	6532	(701) 444-5555

Contact

Prefix	First	Last	Suffix
	ICPC	Caseworker	

Address

Street No.	Street Name
1234	Main Street

City	State	ZIP	ZIP Ext.
Phoenix	Arizona	87562	

Address Description

Foreign Country

Foreign ZIP

Foreign Address Description (Province Name, etc.)

OK
Cancel
Help

ID Svc Comp Assignment Trans Req ICPC-10
weighting Role Type
ICPC Case Worker

Agency Name	Phone Number

Ready

Note: If the secondary assignment is entered, the out of state worker will be available in the Contact notebook in Select Participants dialog under Staff Persons.

7. Save to Database.