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

WILL LIGHTBOURNE
DIRECTOR

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GOVERNOR

REASON FOR THIS TRANSMITTAL

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

October 19, 2016

ALL COUNTY INFORMATION NOTICE NO. I-73-16

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL CHILD WELFARE PROGRAM MANAGERS
ALL FOSTER FAMILY AGENCY DIRECTORS
ALL COUNTY ADOPTION AGENCIES
JUDICIAL COUNCIL OF CALIFORNIA

SUBJECT: DOCUMENTATION IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS) FOR PARENTING MINOR AND NON-MINOR DEPENDENTS

REFERENCE: SENATE BILL (SB) 528 (CHAPTER 338, STATUTES OF 2013) AND SB 794 (CHAPTER 425, STATUTES OF 2015; WELFARE AND INSTITUTIONS CODE (W&IC) SECTION 16002.5; ALL COUNTY LETTER 14-38 AND 16-32; ALL COUNTY INFORMATION NOTICE (ACIN) I-60-15

The purpose of this ACIN is to provide updated information and guidance regarding how to document minor and non-minor dependent parents CWS/CMS.

In September of 2015, ACIN I-60-15 was released, which included instructions on how to use Special Project Codes (SPCs) to record parenting information. These SPCs should not have been used after Release 7.4, which occurred on Saturday, May 21, 2016. The SPCs were end-dated on Monday, May 23, 2016 at 8:00 A.M. These parenting minor and non-minor dependents SPCs include:

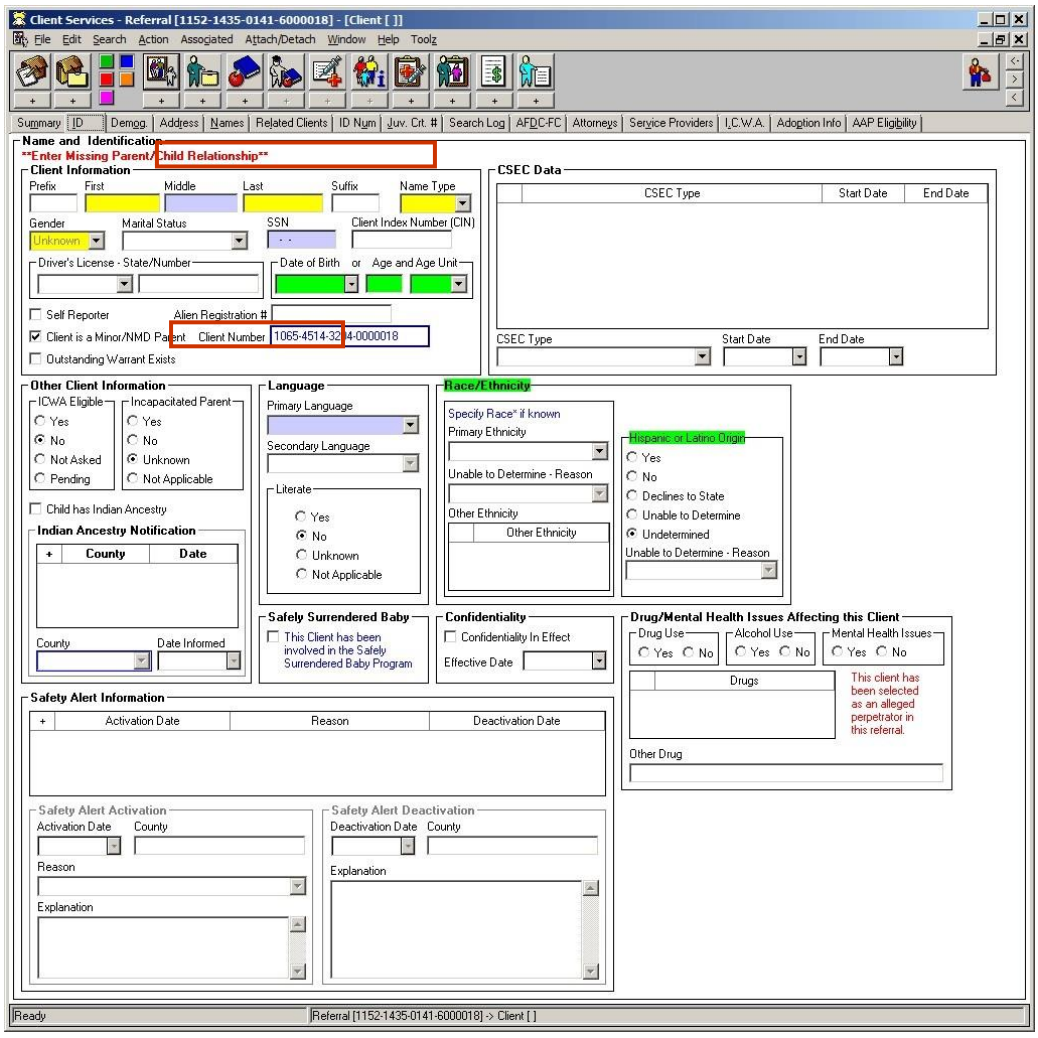
- S-DepMinorParent + 1
- S-DepMinorParent + 1 Dep
- S-DepMInorParent + 2
- S-DepMinorParent + 2 Dep
- S- DeptNonMinorParent + 1
- S- DepNonMinorParent + 1 Dep
- S- DepNonMinorParent + 2
- S- DepNonMinorParent + 2 Dep

A notice from the Case Management System Program Policy Unit at the California Department of Social Services was distributed on April 21, 2016, alerting county child welfare and probation agencies about the upcoming end dating of these SPCs. This notice is provided along with this ACIN as "Attachment A." Please note that there will not be a data recovery of existing parenting minor and non-minor dependent SPC data into the new parenting fields. Users should re-enter this information using the new fields available in CWS/CMS.

Using New Fields Available in CWS/CMS to Record Parenting Data

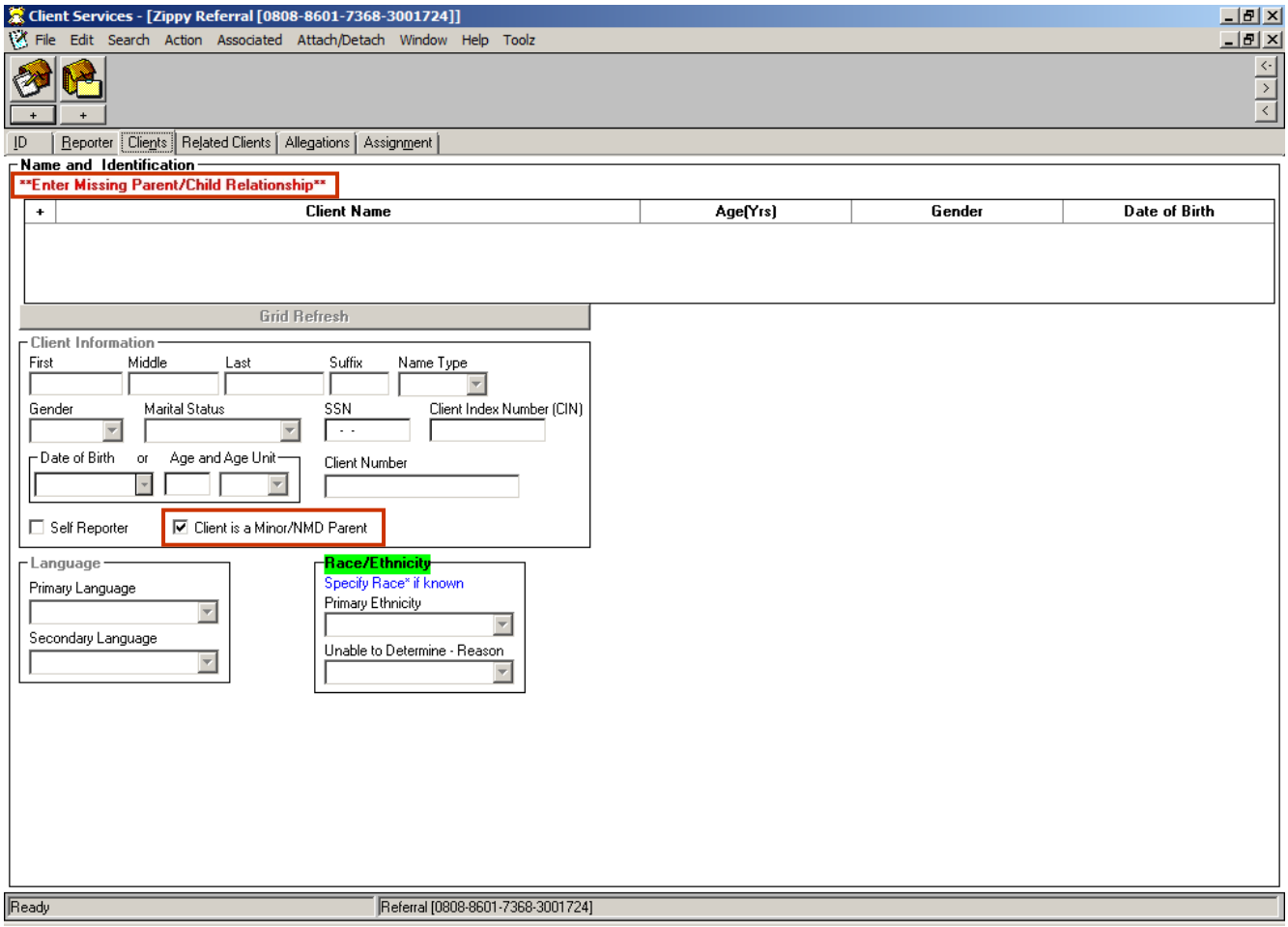
Client Notebook – Name and ID page

- The 'Client is a Minor Mother' checkbox has been renamed to 'Client is a Minor/NMD Parent'.
  - The checkbox is available in the Client Notebook for Case and Referral.
- If the parent/child relationship does not exist, a label will appear on the ID page of the Client Notebook reminding the user to document the Minor/NMD Parent and Client and Child relationship.
- The user will receive a warning message if the 'Client is a Minor/NMD Parent' checkbox is unchecked and result in the deletion of 'Child is Placed with Minor/NMD Parent' and 'Count of Child Placed with Minor/NMD Parent' data, if it exists.



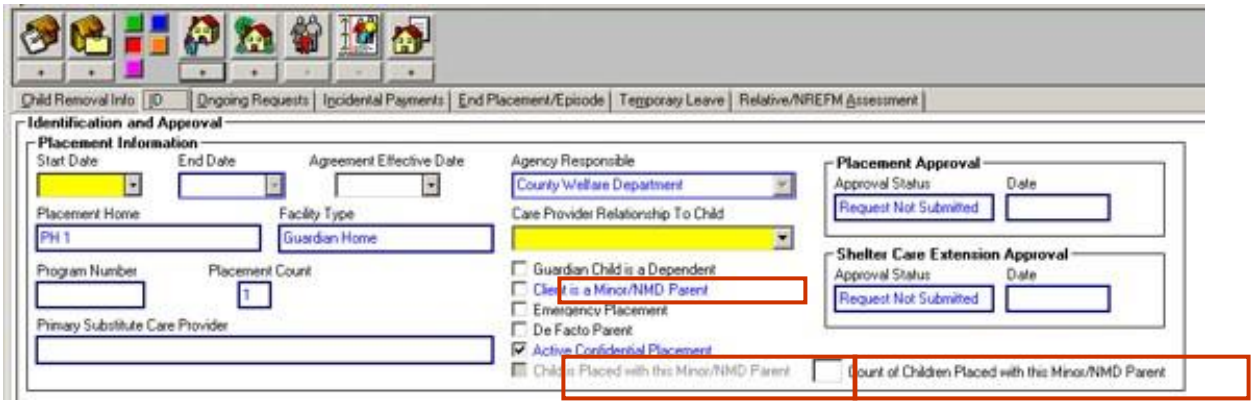
Zippy Referral Notebook – Clients page

- The 'Client is a Minor Mother' checkbox has been renamed to 'Client is a Minor/NMD Parent'.
- If the parent/child relationship does not exist, a label will appear on the Clients page of the Zippy Referral notebook reminding the user to document the Minor/NMD Parent and Client and Child relationship.
- A message will be displayed and the application will prevent the user from saving to the database if the 'Client is a Minor/NMD Parent' checkbox is checked on the Clients page of the Zippy Referral notebook and parent/child relationship does not exist where the Client is a parent. After the user acknowledges the message, focus will be returned to a Traditional Referral.


Client Services - [Zippy Referral [0808-8601-7368-3001724]]
File Edit Search Action Associated Attach/Detach Window Help Toolz
ID Reporter Clients Related Clients Allegations Assignment
Name and Identification
Enter Missing Parent/Child Relationship
+ Client Name Age(Yrs) Gender Date of Birth
Grid Refresh
Client Information
First Middle Last Suffix Name Type
Gender Marital Status SSN Client Index Number (CIN)
Date of Birth or Age and Age Unit
Client Number
Self Reporter
Client is a Minor/NMD Parent
Language
Primary Language
Secondary Language
Race/Ethnicity
Specify Race* if known
Primary Ethnicity
Unable to Determine - Reason
Ready
Referral [0808-8601-7368-3001724]

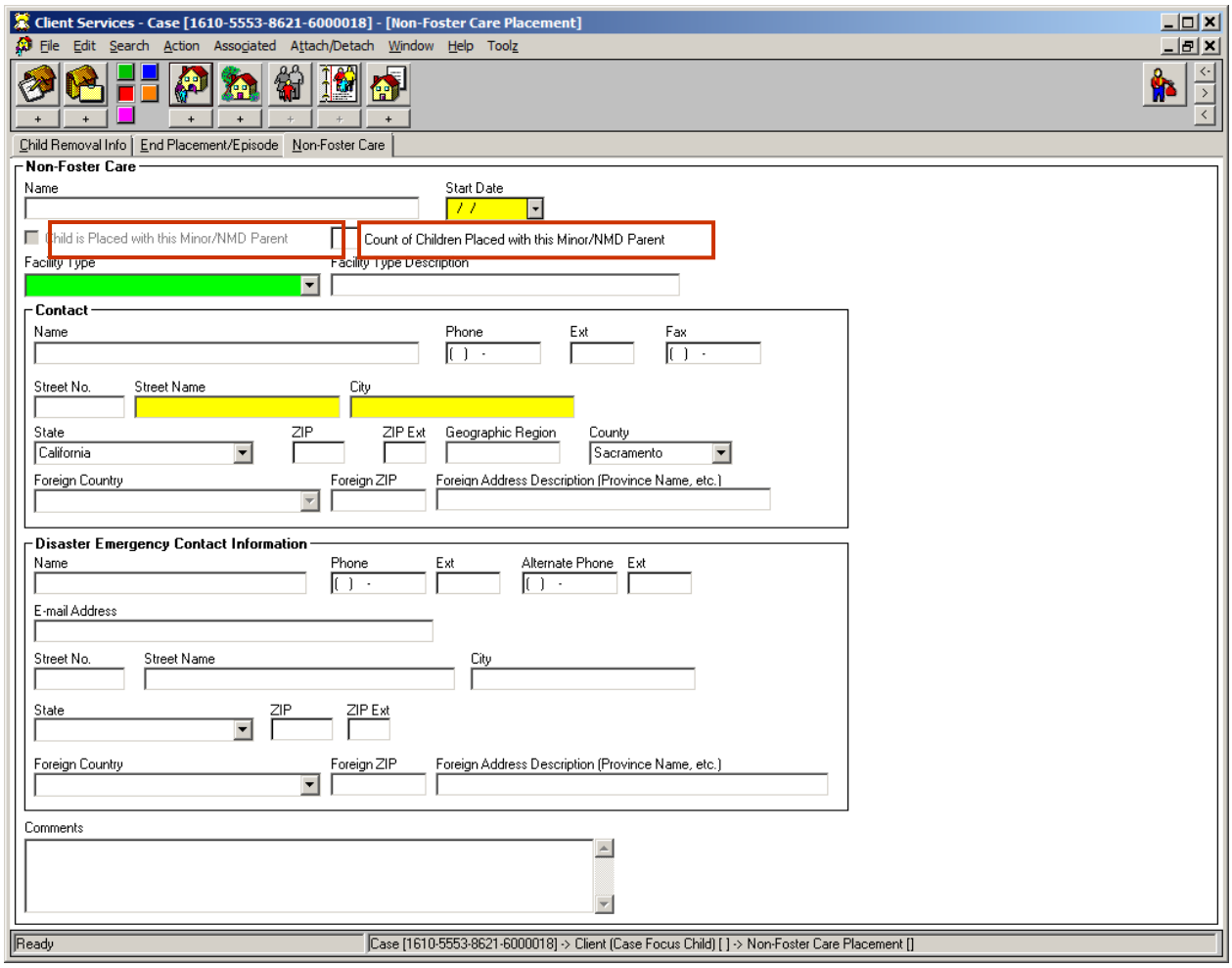
Placement Notebook – ID page

- A new read-only 'Client is a Minor/NMD Parent' checkbox has been added to the ID page in the Identification and Approval frame, below the Care Provider Relationship to Child combo box.
- A new checkbox has also been added to indicate that a child is placed with a Minor/NMD Parent, with a textbox to enter the number of children placed with this Minor/NMD Parent.



Placement Notebook – Non Foster Care page+

- A new checkbox has been added to indicate that a child is placed with a Minor/NMD Parent with a textbox to enter the count of children placed with the Minor/NMD Parent.


Client Services - Case [1610-5553-8621-6000018] - [Non-Foster Care Placement]
File Edit Search Action Associated Attach/Detach Window Help Toolz
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
California
ZIP
ZIP Ext
Geographic Region
County
Sacramento
Foreign Country
Foreign ZIP
Foreign Address Description (Province Name, etc.)
Disaster Emergency Contact Information
Name
Phone
Ext
Alternate Phone
Ext
E-mail Address
Street No.
Street Name
City
State
ZIP
ZIP Ext
Foreign Country
Foreign ZIP
Foreign Address Description (Province Name, etc.)
Comments
Ready
Case [1610-5553-8621-6000018] -> Client (Case Focus Child) [ ] -> Non-Foster Care Placement []

In the event that a parenting minor/NMD is no longer parenting due to termination of parental rights, or the child of the minor/NMD is deceased, then the checkboxes in all of the areas mentioned above should be unchecked in order to reflect their change in parenting status.

If you have any questions, please contact the Foster Care Support Services Bureau at (916) 651-7465.

Sincerely,

Original Document Signed By:

VALERIE EARLEY, Chief
Child and Youth Permanency Branch
Children and Family Services Division

c: County Welfare Directors Association

Attachment A

ATTACHMENT A

Date: April 21, 2016

To: All County CWS SPOC's & Probation SPOC's

Subject: Special Project Codes (SPCs) for Commercially Sexually Exploited Children (CSEC) and Parenting Minor and Nonminor Dependents (NMDs)

Summary/Description:

The following Statewide Special Project Codes (SPCs) should not be used after Release 7.4 on Saturday, May 21, and will be end-dated and no longer available beginning Monday, May 23 at 8:00 A.M. Please review R7.4 Release Notes for new functionality that will be replacing these SPCs. Additional details describing *how* to use the new CSEC and Parenting functionality can be found in upcoming All County Letters.

CSEC SPCs to be end-dated:

S-CSEC Absence From Placement
S-CSEC At-Risk
S-CSEC Victim Before Care
S-CSEC Victim During Care

Please note that there will be a one-time data recovery of existing CSEC SPC data to the new CSEC grid. Details about this data recovery can be found in R7.4 Release Notes. Any SPCs applied to referrals or cases after Release 7.4 on May 21 and before May 23 will not be recovered into the new CSEC grid, and will show an end-date of May 23. Users should re-enter this SPC data into the new CSEC grid.

Parenting Minor and NMD SPCs to be end-dated:

S-DepMinorParent + 1
S-DepMinorParent + 1 Dep
S-DepMinorParent + 2
S-DepMinorParent + 2 Dep
S-DepNonMinor Parent +1
S-DepNonMinorParent + 1 Dep
S-DepNonMinorParent + 2
S-DepNonMinorParent + 2 Dep

Please note that there will not be a data recovery of existing Parenting Minor and NMD SPC data to the new parenting fields. Any SPCs applied to referrals or cases will show an end-date of May 23, and users should re-enter this SPC data using the appropriate combinations of the new fields.

If you have any questions about CSEC or parenting data entry, please contact your CWS/CMS System Support Consultant, or contact the California Department of Social Services CMS Support Branch at CMSProgramPolicyUnit@dss.ca.gov.

Thank you.

Action Required: Review the 7.4 Release Notes.

Contact Information: CMSProgramPolicyUnit@dss.ca.gov