



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

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:

REASON FOR THIS TRANSMITTAL

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

- S-DepMinorParent + 1
- S-DepMinorParent + 1 Dep
- S-DepMinorParent + 2
- S-DepMinorParent + 2 Dep
- S- DepNonMinorParent + 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.

The screenshot displays the 'Client Services - Referral' application window. The title bar shows the client ID: [1152-1435-0141-6000018]. The interface includes a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Tools) and a toolbar with various icons. Below the toolbar is a navigation pane with tabs: Summary, Demog, Address, Names, Related Clients, ID Num, Juv. Cr. #, Search Log, AFDC-FC, Attorneys, Service Providers, I.C.W.A., Adoption Info, and AAP Eligibility.

The main form area is divided into several sections:

- Name and Identification:** Contains a red-bordered box with the text: ****Enter Missing Parent/Child Relationship****. Below it is the **Client Information** section with fields for Prefix, First, Middle, Last, Suffix, Name Type, Gender (set to Unknown), Marital Status, SSN, Client Index Number (CIN), Driver's License - State/Number, Date of Birth, and Age and Age Unit. There are checkboxes for 'Self Reporter', 'Client is a Minor/NMD Parent' (checked), and 'Outstanding Warrant Exists'. The 'Alien Registration #' field contains the value 1065-4514-324-0000018.
- CSEC Data:** A table with columns for CSEC Type, Start Date, and End Date.
- Other Client Information:** Includes checkboxes for 'ICWA Eligible', 'Incapacitated Parent', 'Child has Indian Ancestry', and 'Indian Ancestry Notification'.
- Language:** Fields for Primary Language, Secondary Language, and Literate.
- Race/Ethnicity:** Fields for 'Specify Race' if known, Primary Ethnicity (set to Hispanic or Latino Origin), and Other Ethnicity.
- Safety Surrendered Baby:** A checkbox for 'This Client has been involved in the Safety Surrendered Baby Program'.
- Confidentiality:** A checkbox for 'Confidentiality In Effect' and an 'Effective Date' field.
- Drug/Mental Health Issues Affecting this Client:** Radio buttons for 'Drug Use', 'Alcohol Use', and 'Mental Health Issues' (Yes/No). A red text box states: 'This client has been selected as an alleged perpetrator in this referral.' There is also an 'Other Drug' field.
- Safety Alert Information:** A table with columns for Activation Date, Reason, and Deactivation Date. Below it are sections for 'Safety Alert Activation' and 'Safety Alert Deactivation' with fields for dates, reasons, and explanations.

The status bar at the bottom shows 'Ready' and the current window path: 'Referral [1152-1435-0141-6000018] -> Client []'.

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

Client Services | 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.

The screenshot displays the 'Identification and Approval' section of a software application. It includes several input fields and checkboxes. Two red boxes highlight specific changes:

- A red box highlights the checkbox labeled 'Client is a Minor/NMD Parent' located below the 'Care Provider Relationship To Child' dropdown menu.
- Another red box highlights the checkbox labeled 'Child is Placed with this Minor/NMD Parent' and the adjacent text box 'Count 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 ZIP ZIP Ext Geographic Region County

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 []

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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-DepNonMinorParent + 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