



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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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
- Initiated by CDSS

March 24, 2015

ALL COUNTY LETTER: 15-11

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL ADOPTIONS DISTRICT OFFICES
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: RECORDING DEVELOPMENTAL AND MENTAL HEALTH
SCREENING, REFERRAL, AND PLAN INTERVENTION
INFORMATION IN THE CHILD WELFARE SERVICES/CASE
MANAGEMENT SYSTEM

REFERENCE: *KATIE A., ET AL., V. DIANA BONTA, ET AL.*;
ALL COUNTY LETTER 06-54; KEEPING CHILDREN AND
FAMILIES SAFE ACT OF 2003 (PUBLIC LAW 108-36)

This letter is to provide counties with information and instructions related to recording developmental health and mental health screening, referral, and plan intervention information into the Child Welfare Services/Case Management System (CWS/CMS). Over the past several years, California has increased its efforts to ensure that children and youth served by the child welfare system receive screenings and appropriate developmental and mental health services. These efforts are supported by requirements under the federal Child Abuse Prevention and Treatment Act (CAPTA), and the settlement agreement approved by the federal court in the class action lawsuit known as *Katie A. v. Bonta*.

Requirements Related to Developmental Health Screens

The federal CAPTA was originally enacted in 1974, under Public Law 93 -247 (P.L.), and has been amended several times. Most recently, it was amended by the Keeping Children and Families Safe Act of 2003 (P.L. 108 -36). The CAPTA requires that child protective services refer children “under the age of 3 who” are “involved in a substantiated case of child abuse or neglect to early intervention

services funded under Part C of the Individuals with Disabilities Education Act...” 42 U.S.C. 5106a(b)(2)(B)(xxi). Federal law requires states to provide ongoing oversight and coordination of health care services for children in foster care, which includes mental health and developmental services (42 U.S.C. § 622(b) (15)).

County child welfare departments are responsible for ensuring that all children under the age of three who are involved in a substantiated case of child abuse or neglect receive a developmental screening. If the screen indicates a need for services, the child must be referred for developmental services. Children in foster care over the age of three are not required to receive a developmental screening and/or referral for developmental services automatically. However, if there are concerns about a child’s development,¹ social workers, probation officers, foster parents, and other involved adults should refer that child for a screening.

Requirements Related to Mental Health Screens

County child welfare departments are also responsible for ensuring that every child or youth with an open child welfare case is screened for possible mental health needs at intake and at least annually thereafter. If a child’s screen is positive, the child should be referred for a full, clinical mental health assessment. As a matter of best practice, mental health screenings should also be completed any time there are concerns about a child or youth’s mental health. For example, if a child experiences a traumatic event or if behavioral changes are observed, a mental health screen should be completed to determine if there is a possible need for services. The child or youth must be referred to a mental health services agency if the screening indicates a need for further assessment.

Using CWS/CMS to Record Developmental and Mental Health Information

Information regarding a child or youth’s developmental and/or mental health screen, including results, should be recorded into the CWS/CMS application. Information regarding referrals and plan interventions, once obtained from developmental health or mental health agencies or providers, should also be recorded into the CWS/CMS application. If plan interventions change, the plan intervention section should be updated, as needed. Counties are reminded that a signed consent from the family may be needed to receive information regarding a child’s developmental health or mental services. Child welfare and probation departments should work collaboratively with developmental health and mental service agencies and providers to establish protocols that facilitate the appropriate exchange of information.

The functionality to record this information in CWS/CMS can be found in the Health Notebook. Step-by-step instructions are provided as an attachment. Counties may find additional guidance from the CWS/CMS website at the following address:

<http://www.hwcws.cahwnet.gov/default.asp>

¹ Manual of Policies and Procedures (MPP) 31-405 (l) and (n)

If you have any questions or need further assistance in regards to recording developmental information, please contact the Foster Care Support Services Bureau at (916) 651-7465. If you have any questions or need further assistance in regards to recording mental health information, please contact the Resources Development and Training Support Bureau at (916) 651-6600.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Attachment

c: County Welfare Directors Association
California Behavioral Health Directors Association
California Department of Health Care Services
All County Mental Health Directors

Recording Developmental and Mental Health Screenings, Referrals, and Plan Interventions in CWS/CMS

A new page in the Health Notebook is used to document Developmental and Mental Health screenings, referrals, and treatment data. This page will only be enabled for a focus child client in a case, or victim in a referral.

SCREENINGS TAB

Screenings Frame

1. Click on the “+” in the “Screenings” section (shown below)

– Screenings and Referrals

Screenings				
+	Date	Type	Screened By	Results
1	08/28/2013	Initial Mental Health 5+ Years Old	Staff Person	Referral for Services

Date: 08/28/2013 Type: Initial Mental Health 5+ Years Old Screened By: Staff Person

Comments:

Results: Referral for Services No Referral Needed

– Referrals

2. Enter the date of the screening.
 - *Future dates are not allowed*
 3. Click the “Type” drop-down menu
 4. Select from a list of 12 values, depending on the type of mental health or developmental screening the client received
 5. Click the “Screened By” drop down menu. Select from:
 - *Caregiver*
 - *Early Start Professional*
 - *Health Care Provider*
 - *Mental Health Professional*
 - *Public Health Nurse*
 - *Regional Center*
 - *Service Provider*
 - *Staff Person*
 6. In the box labeled “Results,” click radio button for “Referral for Services” or “No Referral Needed”
 - *The Results field will not be enabled until the Date, Type, and Screened By information is recorded.*
 7. Enter details in “Comments” field.
 - *Comments field allows up to 4,020 characters*
- ✓ *This grid is sorted by Date, with the most recent on top*
- ✓ *Date and Type are mandatory when creating a new row*

Referrals Frame

1. Click on the “+” in the “Referrals” section (shown below)

Referrals				
+ 1	Referral Date	Referral Type	Referred To	
	08/28/2013	Mental Health	County Mental Health	

Referral Date	Referral Type	Referred To	<input type="checkbox"/> Out of County	Comments
08/28/2013	Mental Health	County Mental Health		

Outcome of Referral	Outcome Date	Consent Type	Consent on File Date
<input checked="" type="radio"/> Accepted <input type="radio"/> Not Accepted	08/28/2013	Court	08/28/2013

2. Enter the date of the referral
 - *Future dates are not allowed*
3. Click the “Referral Type” drop-down menu
4. Select “Mental Health” or “Developmental”
5. Click the “Referred To” drop down menu. Select from:
 - *County Mental Health*
 - *Early Start*
 - *Local Education Agency*
 - *Regional Center*
 - *Service Provider*
6. If referral is sent to another county, select the “Out of County” radio button.
7. Indicate outcome of referral as “Accepted” or “Not Accepted”
8. Enter details in the “Comments” field
 - *Comments field allows up to 254 characters*
9. Enter the Outcome Date
 - *The outcome date refers to the date the decision was made whether or not to accept the referral. This field is enabled after the Outcome of Referral field is completed.*
 - *The date of the outcome must be greater than or equal to the referral date*
 - *Future dates are not allowed*
10. Click on the “Consent Type” drop down menu. Select from:
 - *Parent/Legal Guardian*
 - *Court*
 - *Child 12 and older*
 - *Consent Denied*
 - *Nonminor Dependent*
 - *Educational Rights (IFSP)*
 - *Early Start Surrogate Parent*
 - *PPLA Relative Caregiver*

11. Consent on File Date refers to the date the consent was received. Future dates are not allowed.

- ✓ *This grid is sorted by Referral Date, with the most recent rows at the top.*
- ✓ *Referral Date, Referral Type, and Referred To are mandatory for creating a new row.*

Intervention Plans Frame

1. Click on the “+” in the “Intervention Plan” section (shown below)

+	Start Date	Plan Type	End Reason	End Date
1	08/28/2013	Initial Mental Health		

Start Date: 08/28/2013 | Plan Type: Initial Mental Health | Comments: [Text Area]

End Reason: [Dropdown] | End Date: [Dropdown]

2. Enter the Start Date
 - *Future dates are not allowed*
3. Click the “Plan Type” drop down menu.
4. Select from the four plan type choices: “Initial Mental Health,” “Updated Mental Health,” “Initial Developmental” or “Updated Developmental”
5. Enter details in the “Comments” field.
 - *Comments field allows up to 4020 characters*
6. Record end reason and date, as appropriate.
 - *Complete both fields or leave blank. Users cannot enter an end reason or end date only.*
7. Click on the “+” in the “Plan Detail” section (shown below)

+	Start Date	Recommended Intervention Choices	End Date
1	08/28/2013	Intensive Home Based Services	

Start Date: 08/28/2013 | Recommended Intervention Choices: Intensive Home Based Services | End Date: [Dropdown] | Comments: [Text Area]

8. Click on the “Recommended Intervention Choices” drop down menu. Select from 13 different mental health plan types and 11 different developmental plan types (The list of choices varies depending on the Plan Type selected).:
 - ✓ *Please note that one or more “Recommended Intervention Choices” can be associated to a single Intervention Plan*

The following options are available for mental health intervention choices:

- *Assessment*

- *Child & Family Team*
- *Community Based Services*
- *Crisis Intervention*
- *Inpatient Treatment*
- *Intensive Care Coordination*
- *Intensive Home Based Services*
- *Medication Support Services*
- *Outpatient Treatment*
- *Social Emotional*
- *Therapeutic Behavioral Services*
- *Treatment Foster Care*
- *Other (If "Other" is selected, the comments field is mandatory, Comments field allows up to 254 characters.)*

The following options are available for recording developmental intervention choices:

- *Adaptive*
- *Assessment*
- *Child and Family Team*
- *Cognitive*
- *Communication*
- *Community Based Services*
- *Early Intervention Services/IFSP*
- *Gross/Fine Motor*
- *Natural Supports*
- *Social Emotional*
- *Other*

- ✓ *Start Date and Plan Type are mandatory when creating a new row.*
- ✓ *The Intervention Plan grid is sorted with active plans on top.*
- ✓ *Ended plans will be sorted by End Date with the most recent enddate first.*

For further instruction on recording mental health and developmental services into the Health Notebook, please visit the CWS/CMS Training Website, at: <http://www.hwcws.cahwnet.gov/Training2/public/default.asp> . From this webpage, select the Training Tab, then click on the highlighted link "CWS/CMS Training Portal". Next under topics, scroll on the drop down menu to "Health and Education". Under "How to's" select "How do I record Developmental and Mental Health Screenings Information?" Lastly, click on the blue oval "How to". A brief tutorial will then begin.