



JOHN A. WAGNER
DIRECTOR

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



ARNOLD SCHWARZENEGGER
GOVERNOR

January 27, 2009

ALL COUNTY INFORMATION NOTICE NO. I-04-09

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

SUBJECT: ORGANIZATION OF THE CHILDREN AND FAMILY SERVICES DIVISION

<u>REASON FOR THIS TRANSMITTAL</u>	
<input type="checkbox"/>	State Law Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order
<input type="checkbox"/>	Clarification Requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by CDSS

The purpose of this All County Information Notice (ACIN) is to inform you of organizational changes that have occurred in the California Department of Social Services (CDSS) Children and Family Services Division (CFSD) over the last couple of years. The organizational changes have occurred in part to promote better continuity and oversight of county child welfare services functions, as well as to provide appropriate state staff support to counties in the delivery of child welfare services in California. In addition, the organizational changes have taken into consideration the state’s responsibilities associated with California’s Child and Family Services Review (C-CFSR) process. A description of each of the CFSD branch’s responsibilities and staff assignments in those branches is attached.

The CFSD plays a vital role in the development of policies and programs that support its vision of “every child will live in a safe, stable, permanent home, nurtured by healthy families and strong communities.” To that end, the goals of the CFSD are to prevent child abuse; provide services early to prevent foster care placement; assure foster care placements are short term and children reside in safe, permanent families; and prepare and support transitioning youth to be self sufficient and independent with a permanent adult connection.

During the last several years, California has made great strides in improving outcomes for children and families involved with the child welfare services system. The CFSD through its partnership with counties has achieved significant reforms within the child welfare services system. A greater emphasis has been placed on prevention and early intervention to support families before it becomes necessary for child welfare services to intervene. The state has also shifted to a focus on outcomes and accountability, and through implementation of the state’s Child Welfare Services Outcome and Accountability System

(Assembly Bill (AB) 636) and the federal government's Child and Family Services Review (CFSR) California's child welfare services system has evolved to a system that supports continuous quality improvement through recurring self assessment, planning, implementation and review. With the aid of the CFSR and subsequent Program Improvement Plan processes, coupled with implementation of the C-CFSR, the State is positioned to better analyze program areas and develop specific policies and improvement strategies to promote positive outcomes for children and families.

However, there is still much work to be done to achieve our mission. Although California is in the midst of a tough economic situation, a trend being felt nationwide, the CFSD remains committed to the continuous quality improvement of child welfare services in California. Despite this particularly challenging fiscal climate, we must not lose sight of the important work we do, our mission, and the vulnerable populations we serve. Through our partnership with counties and other stakeholders, we are confident that we can continue to advance our mutual goal of achieving positive outcomes for children and families. The CFSD looks forward to strengthening our partnership over the coming years so that together we can continue to improve the lives of children and families in California. Our thanks goes out to the many hardworking county staff whose tireless efforts and commitment will be key to California improving child safety, increasing family and community stability, and promoting child and family well being.

If you have questions regarding any of the descriptions that follow, please contact the appropriate branch at the phone number listed or me at (916) 657-2614. Additionally, each of the branches can be contacted in writing at the following address:

California Department of Social Services
Identify Branch/Bureau
744 P Street and MS #
Sacramento, California 95814

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Enclosure

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CHILDREN AND FAMILY SERVICES DIVISION OVERVIEW**

**CHILDREN'S SERVICES OPERATIONS AND EVALUATION BRANCH
(916) 651-8111, MS 8-12-31**

The Children's Services Operations and Evaluation Branch (CSOEB) is responsible for maintaining the integrity of child and family services by monitoring the uniform implementation of laws and regulations governing the provision of child welfare services by the 58 California counties. In addition, this Branch has primary responsibility for the implementation of the Child Welfare Services (CWS) System Improvements; the California Child and Family Services Review (C-CFSR); operating State Adoption District Offices and reviewing, maintaining, managing and ensuring the confidentiality of all California adoption records and providing post-adoption services.

The Children's Services Operations Bureau - (916) 651-8100, MS 8-12-90

The Children's Services Operations Bureau (CSOB) has primary responsibility for ensuring that the development of statewide policies governing the placement of children into relative and out-of-state group home foster care are uniformly implemented in county welfare and probation departments. The CSOB is also responsible for reviewing Child Fatality/Near Fatality Statement of Findings and Information forms (SOC 826) submitted by counties. The activities of CSOB are critical to ensuring that children placed into foster care are safe and protected from abuse and neglect, and that the integrity of families in the CWS system is maintained by assisting and supporting counties compliance with uniform implementation of laws and regulations governing the provisions of CWS. The CSOB is comprised of two units as follows:

Out-of-State Placement Policy Unit

This unit reviews and processes all out-of-state group home placement packages from county placing agencies, out-of-state placing agencies, and private placements to ensure compliance with the Interstate Compact on the Placement of Children (ICPC) and the Interstate Compact on Adoption and Medical Assistance (ICAMA). The unit also responds to Serious Incident Reports submitted by out-of-state group home facilities and coordinates activities with Community Care Licensing Division (CCLD) to ensure appropriate actions are taken to safeguard California children. Unit staff also provides technical assistance to counties, group home providers, other state staff, etc. on ICPC or ICAMA related issues. The manager of this unit also serves as the state's Deputy ICPC Administrator.

Relative Assessment and Monitoring Unit

This unit is responsible for conducting reviews of relative placements to ensure compliance with federal Title IV-E funding requirements as well as the Higgins v. Saenz settlement agreement. Staff within the unit conducts reviews of CWS/CMS system information to determine county compliance and prepares county oversight reports. Additionally, unit staff provides technical assistance to counties on relative assessment issues and corrective action plan compliance as needed.

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Outcomes and Accountability Bureau - (916) 651-8099, MS 8-12-91

The Outcomes and Accountability Bureau (OAB) has primary responsibility for the provision of comprehensive statewide oversight of county CWS operations through a variety of activities that include analysis, review, evaluation and monitoring of county performance on identified federal and state outcome indicators, systemic factors and specific case investigations. Additionally, OAB is responsible for federal reporting requirements pursuant to the federal Child and Family Services Review (CFSR) process. The activities of the OAB are critical in ensuring that the State and counties are able to maximize positive outcomes for children and families through improvement in the quality of CWS including ensuring that promising practices are identified, encouraged and disseminated to other counties leading to uniformity and consistency with program goals and targeted outcomes.

Outcomes and Accountability Units

These two units partner with counties to implement and monitor the California Outcomes and Accountability System as mandated by the Child Welfare System Improvement and Accountability Act of 2001 [AB 636 (Steinberg), Chapter 678, Statutes of 2001]. The units provide oversight and technical assistance to California's 58 counties as county child welfare and probation agencies improve outcomes for children and families. These units measure, track, monitor, and collaborate with counties on an ongoing basis. Additionally, the units provide focused attention and technical assistance during each component of the continuous improvement process: Quarterly Data Reports, Peer Quality Case Reviews, County Self-Assessments, and County System Improvement Plans.

CFSR Unit

The recently formed unit's focus is on development and implementation of the CFSR Program Improvement Plan (PIP). The CFSR unit will partner with counties and collaborate across the Children and Family Services Division (CFSD) to identify and address barriers to program improvement. This unit will analyze outcome data, make recommendations for continuous improvement strategies, and track and report on implementation of the PIP.

Adoptions Services Bureau - (916) 651-8089, MS 8-12-31

The Adoptions Services Bureau is responsible for providing direct agency and independent adoption services through seven district offices located in Arcata, Chico, Fresno, Monterey Park, Oakland, Rohnert Park, and Sacramento.

The Arcata, Chico, Fresno, Rohnert Park, and Sacramento District Offices provide Agency Adoption Program direct services for 28 counties that do not have their own public adoption services. Adoption services also include adoptive recruitment activities, adoptive parent training and post adoption services for adoptive families.

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All seven district offices provide Independent Adoption Program (IAP) services covering 55 of the state's 58 counties and also conduct investigations of set-aside petitions. In carrying out its role, the Adoptions Services Bureau ensures that children are legally available for adoption and are placed with suitable families.

Policy and Training Unit

The Policy and Training Unit is responsible for providing program and procedural direction to seven district offices located throughout California, which includes case consultation, staff training, personnel actions, denials, and set-aside reports. The unit is also responsible for the IAP, which includes the development and interpretation of policies and regulations. The unit provides technical assistance to the seven district offices, three delegated county adoption agencies (Alameda, Los Angeles, and San Diego), attorneys, adoptions service providers and private adoption agencies.

Counties should be aware the responsibility for the administration and oversight of the Adoption Assistance Program (AAP) has been transferred from the Foster Care Audits and Rates Branch, Rates Policy Unit, to the Adoptions Services Bureau. This reassignment was designed to better align adoption program payment and program policies, and to centralize adoption program operations. Responsibilities for this program include regulations, development and implementation of policies, and providing technical assistance to the district offices, counties, private adoption agencies, attorneys, and the public.

Another new responsibility for the unit is the oversight of the Child Welfare Services Disaster Response Plans for California under new federal and state guidelines (Child and Family Services Improvement Act of 2006 Public Law 109-288 Part B of Title IV of the Social Security Act and AB 703). The responsibilities include providing technical assistance to 58 counties to develop, amend, and/or enhance child welfare disaster plans to better ensure the safety of children and families.

Adoptions Support Unit

This unit establishes and maintains a record of all adoptions completed in California, with the exception of stepparent and adult adoptions. Upon receipt of child freeing documents from counties, private adoption agencies and district offices, and receipt of adoption petitions from superior courts throughout California, an adoption file is established using the Master Adoption Index (MAI). Upon receipt of various documents provided by counties, private adoption agencies, and superior courts, data regarding the placement of a child, information regarding the filing of an adoption petition, and information regarding the granting of an adoption petition is entered into the MAI. The unit is responsible for reviewing child freeing documents to assure compliance of applicable laws, regulations and policies. The unit issues an acknowledgment/ confirmation document to indicate that the adoptive placement may proceed. The unit responds to post-adoption inquiries, which include providing biological background information to adult adoptees; providing background information regarding adoptive parents to biological parents; and arranging

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contact between adult adoptees, birth parents, and siblings upon receipt of consent/waiver forms. The unit monitors and tracks Health Facility Minor Release Reports to verify that an adoption petition is filed regarding a child released from a health facility to prospective adoptive parents.

**FOSTER CARE AUDITS AND RATES BRANCH
(916) 324-4873, MS 20-74**

The Foster Care Audits and Rates Branch (FCARB) is responsible for ensuring that children placed in group homes and by foster family agencies are receiving the services for which providers are being paid; that overpayments are minimized; and that federal, state and county payment and funding systems are appropriately administered. The FCARB is comprised of two bureaus.

Foster Care Rates Bureau – (916) 324-4857, MS 20-74

The Foster Care Rates Bureau (FCRB) has primary responsibility for establishing the policies for foster care rates, funding and eligibility; and establishing rates for group homes and foster family agencies (FFAs) in California. The FCRB consists of three units: The Foster Care Rates Unit, the Funding and Eligibility Unit, and the Rates Policy Unit.

Foster Care Rates Unit

This unit is responsible for establishing and authorizing individual ongoing Aid to Families with Dependent Children – Foster Care (AFDC-FC) group home, and FFA rates, and for the review of new and program change rate applications from such providers. The unit provides training and technical assistance to new and existing providers, counties, and other department staff. The unit also maintains group home and FFA rates and overpayment collection databases, provides technical support to users, and develops data queries and statistical reports.

Funding and Eligibility Unit

This unit is responsible for the development and interpretation of the policies and regulations necessary to support eligibility for out-of-home care resources and services. The unit is responsible for funding statewide systems pertaining to out-of-home care eligibility; the development and monitoring of eligibility standards for the AFDC-FC program; and policy consultation and technical assistance to county staff, other departments, the Legislature and court personnel. The unit also prepares and administers the federally mandated Social Security Act Title IV-E State Plan.

Rates Policy Unit

The unit is responsible for the development and interpretation/implementation of policies and regulations governing payment systems necessary to support out-of-home care resources and services including group homes, FFAs, and foster family homes.

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Program and Financial Audits Bureau – (916) 324-1717, MS 20-23

The Program and Financial Audits Bureau (PFAB) has primary responsibility for conducting on-site provisional and non-provisional rate audits of group home providers, reviewing Financial Audit Reports (FARs) submitted by non-profit corporations that operate group home and/or FFA programs; conducting on-site fiscal audits of providers to follow-up on unstable financial conditions, and providing policy and support activities to the Bureau. The PFAB consists of three units: The Program/Provisional and Fiscal Audits Units, the Financial Audits Unit, and the Policy and Support Unit.

Program/Provisional and Fiscal Audits Units

The two units, located in Northern and Southern California, are responsible for conducting on-site provisional and non-provisional rate audits of group home programs. Both types of audits are conducted to determine whether providers are providing the level of services and maintaining the “points” for the Rate Classification Level (RCL) and rate for which they are paid. Provisional rate audits are conducted of new providers and existing providers requesting either a new program or a RCL increase for a two-month period. In contrast, non-provisional program audits are conducted of on-going group home providers for a fiscal year period. Both audits are conducted similarly resulting in a Final Audit Report that identifies the results of the audits. If a provider does not maintain the points for the paid RCL and rate, the RCL and rate is reduced to the audited RCL for both types of audits, and an overpayment is assessed only for non-provisional rate audits for repayment of state funds. Upon completion of any administrative appeal, the department makes a demand to the provider for repayment of the overpayment.

In addition, this unit is responsible for conducting on-site fiscal audits of non-profit corporations that operate group home and/or FFA programs to determine whether AFDC-FC program funds are spent on allowable and reasonable costs, that expenditures have the appropriate documentation, and whether non-profit corporations comply with all applicable financial laws and regulations related to program operations. Upon completion of the fiscal audit, a Final Management Decision Letter is issued that identifies such findings as unallowable or unsupported costs with an assessed overpayment for repayment of state funds. Upon completion of any administrative appeal, the department makes a demand to the provider for repayment of the overpayment.

Foster Care Financial Audits Unit

This unit is responsible for reviewing and overseeing the FARs submitted by independent Certified Public Accountants (CPA) for non-profit corporations who operate group home and/or FFA programs. The unit reviews the FARs submitted to assess the financial conditions of the non-profit corporations. In addition, the unit reviews the FARs to ensure that required auditing and reporting standards have been met and determines whether certain indicators of financial instability exist and any evidence of malfeasance. If there are indicators of financial instability or malfeasance, the unit assigns a risk factor and refers the non-profit corporation for an on-site fiscal audit.

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Policy and Support Unit

This unit is responsible for policy and support of the audit activities of PFAB. These activities include development and issuance of audit policy; development of statute and regulations; provision of technical assistance and training to group home providers; development and presentation of the formal training academy for PFAB audit staff; coordination of appeals and preparation of responses to appeals; collection of sustained overpayments; maintenance of the automated audit program and audits databases; and formal quality control of all program and fiscal audit reports.

**CHILD PROTECTION AND FAMILY SUPPORT BRANCH
(916) 651-6600, MS 8-11-83**

The Child Protection and Family Support Branch (CPFBSB) has primary responsibility for the emergency response, pre-placement and in-home services policy components, including child abuse prevention and the Title IV-E Waiver Demonstration projects. The CPFBSB is also responsible for statewide training and staff development activities of public child welfare service workers. The CPFBSB includes oversight of statewide child abuse prevention and family support services. These services are designed to increase family strengths and capacity to provide children with a stable and supportive family environment, and to enhance child development.

Child Welfare Policy and Program Development Bureau - (916) 651-6160, MS 8-11-87

The Child Welfare Policy and Program Development Bureau has primary responsibility for the development and implementation of statewide policies, procedures, regulations, and intervention strategies that promote safety through approaches that improve family assessments and decision making prior to removal of abused, neglected and exploited children in California. These specific up-front services include the Emergency Response and Family Maintenance services provided by county welfare departments, probation departments, and Indian Tribes. The two units, the Pre-placement Policy Unit and the Child Safety Unit, support AB 636 safety factors and provide collaboration between the 11 County Pilot Project for enhancement services, including Differential Response and the effective use of safety and risk assessments, as well as provide guidance for the other 47 counties with implementing these programs.

The Pre-placement Policy Unit

This unit is responsible for policy development and interpretation relative to emergency response (including intake, temporary/emergency shelter care/crisis nurseries, Safely Surrendered Baby Law, safety and risk assessment, etc.), and promoting proven early intervention strategies that keep children safely at home and within their own community (including family maintenance services and the Differential Response approach), the analysis of legislative proposals, and the development of regulations as necessitated by statutory change.

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The Child Safety Unit

This unit provides support and coordination for the CFSD to uphold legislative actions or federal mandates, including the implementation and technical assistance to counties on the Statewide Safety Assessment System via contracts for the Structured Decision Making (SDM) tool and the Comprehensive Assessment Tool (CAT), and the integration of strategies to address the educational, and substance abuse treatment needs of children and families receiving in-home services (Family Maintenance), the co-occurrence of domestic violence and child maltreatment, and disproportionately and disparity in child welfare services.

Office of Child Abuse Prevention - (916) 651-6960, MS 8-11-82

The Office of Child Abuse Prevention (OCAP) administers federal child abuse prevention grants, contracts, and state programs designed to promote best practices and innovative approaches to child abuse prevention, intervention and treatment. The OCAP serves as a statewide source of information, developing and disseminating educational material regarding prevention/early intervention programs, activities, and research. Additionally, OCAP supports the work being done statewide to promote the Indian Child Welfare Act (ICWA) and related Indian child welfare activities.

The Family and Community Support Services Unit

This unit is responsible for the research, development and implementation of innovative programs that lead to the dissemination of promising/evidence based practices. Additionally, the unit oversees the administration of the State Children's Trust Fund, Strategies, the Evidence Based Clearinghouse, the development of Parent Leadership activities and the Linkages Project. This unit also implements statewide public awareness campaigns, outreach and training projects, including the coordination of the annual CDSS Kids Day at the Capital, training of mandated reporters of child abuse, and parents/caregivers of medically fragile infants.

The Prevention Network Development Unit

This unit provides oversight of the following grants: Promoting Safe and Stable Families, Community Based Child Abuse Prevention, and the Child Abuse Prevention, Intervention and Treatment funding. The unit provides technical assistance to county child welfare service agencies, community based organizations, and regional consortiums of Child Abuse Prevention Councils (CAPCs), coordinates associated statewide training, sponsors prevention/early intervention conferences, and collaborates with CAPCs, public and private agencies on outreach and education.

Resources Development and Training Support Bureau - (916) 651-6600, MS 8-11-86

The Resources Development and Training Support Bureau (RDTSB) is responsible for promoting and implementing strategies to increase the capacity, capability and expertise of

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staff and caregivers providing child welfare services in the public and private sectors, and supports efforts to integrate programs and services across systems. The RDTSB consists of three units:

The Training Support Unit

This unit is responsible for capacity building and training of child welfare and allied professionals via contractual relationships with various institutions of higher learning, the California Social Work Education Center, statewide Regional Training Academies and the Resource Center for Family Focused Practice.

The Integrated Services Unit

This unit supports the development of cross-system integrated program models such as Wraparound and administers smaller demonstration projects authorized by State statutes (Youth Pilot Program, SB 933, Rates Waivers, Chapter 11, Statutes of 1998; and AB 315, Chapter 265, Statutes of 2007)

The IV-E Waiver Unit

This unit is responsible for the development, implementation, and oversight of counties participating in the Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project, including reporting annually to the U.S. Department of Health and Human Services, Administration for Children and Families, coordinating interdepartmental activities associated with the federal waiver, and liaison to stakeholders inquiring about the demonstration.

CHILD AND YOUTH PERMANENCY BRANCH (916) 651-7464, MS 8-13-73

The Child and Youth Permanency Branch (CYPB) supervises the delivery of services and benefits to children removed from their homes and placed into foster care, kinship care, guardianship or adoption. Responsibilities include program management through regulation development and policy directives. This is carried out through two bureaus: the Foster Care Support Services Bureau, and the Permanency Policy Bureau.

Foster Care Support Services Bureau - (916) 651-7465, MS 8-13-78

The Foster Care Support Services Bureau (FCSSB) assists public and private agencies to recruit and retain adoptive families and foster families. The FCSSB promotes policies and practices that enhance the physical, emotional, and educational well-being of children and youth while they are in state custody. The Bureau promotes policies and practices to ensure youth are successful upon transitioning out of foster care. The FCSSB consists of three units as follows.

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Recruitment Network Development Unit

This unit provides directly or through private contractors a toll-free information and referral telephone line, marketing activities and media campaigns to increase awareness of the need for adoptive and foster families in California. The unit provides technical assistance to public and private child welfare and adoptions agencies in developing local and regional recruitment networks, activities and other services. The unit administers specialized recruitment programs including Waiting Child the Adoptions Exchange and Specialized Training for Adoptive Parents programs.

Placement Services and Support Unit

This unit provides policy direction, interpretation and regulation development to maintain services standards for county social services and probation departments to ensure the safety and well-being of children and youth in foster family homes, foster family agencies, group homes and pre-adoptive homes. The unit engages in collaborative efforts with the CCLD and the Departments of Health, Mental Health, Alcohol and Drug Programs and Education.

Independent Living Program Policy Unit

The Independent Living Program Policy Unit provides policy direction, interpretation and regulation development to guide implementation of the Independent Living Program statewide. The unit is responsible for policies that implement the Transitional Housing programs and similar housing and employment programs, Chafee Education and Training Voucher program and services for transitioning and emancipated foster youth.

Permanency Policy Bureau - (916) 657-1858, MS 8-13-66

The Permanency Policy Bureau (PPB) is responsible for policy that promotes permanency outcome alternatives for all children in out-of-home care. The goal is to provide a stable, permanent family for children placed into out-of-home care, including family reunification, kinship care, adoption, and guardianship. The PPB consists of two units.

The Kinship Care Policy and Support Unit

The Kinship Care Policy and Support Unit is responsible for policy directives, regulatory development and practice guidance including the relative approval standards, Kinship Guardian Assistance Program, and the Kinship Support Services Program along with other issues and activities related to relative care-givers.

The Concurrent Planning Policy Unit

The Concurrent Planning Policy Unit is responsible for out-of-home placement services, regulations and policy development, adoption regulations, and development and implementation of policies and practice guidelines for concurrent services planning to achieve timely permanency for foster children.

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**CASE MANAGEMENT SYSTEM (CMS) SUPPORT BRANCH
(916) 651-7884, MS 8-5-75**

The Case Management System (CMS) Support Branch is composed of three units that provide program and fiscal leadership, support, direction and oversight of the Child Welfare Services/Case Management System (CWS/CMS). The CWS/CMS is California's federally funded Statewide Automated Child Welfare Information System (SACWIS). The CWS/CMS is fully operational in all of California's 58 counties and the State Adoption District offices. The system is comprised of over 380 sites within the counties, approximately 16,294 workstations, 327 servers, and over 23,000 active users. As of February 2008, a total of 1,267,320 cases and 5,169,528 total referrals have been recorded in the system since it first became operational in 1996. Currently, 117,000 active cases and 34,000 active referrals are in the system. The CMS Support Branch mission is "to facilitate the integration of Child Welfare program policy with CWS/CMS in support of those who serve children at risk."

Administrative Services Unit

The unit is responsible for core administrative business functions of the CMS Support Branch. These functions include identifying CWS/CMS fiscal policy questions; assisting the CMS Support Branch in developing plans for CWS/CMS costs, contracts administration, and the review of county and State Advance Planning Documents (APDs). The APDs are comprehensive documents that provide the detail for specific requests for state and Federal Financial Participation (FFP) in the planning and acquisition of electronic data processing (EDP) equipment and services used for CWS. They must follow a strict set of guidelines based on state and federal regulations and withstand scrutiny from oversight and control agencies. It is the role of the unit to work in conjunction with the Office of Systems Integration (OSI) to ensure that CDSS and the counties are fulfilling the necessary standards when requesting state and FFP funds.

Program Policy Unit

The unit provides consultation for all major program policy changes affecting CWS/CMS and coordinates the related system change requests. In addition, the unit performs legislative analysis for impact on CWS/CMS and ensures that changes to CWS/CMS are implemented in response to new laws and regulations, policy interpretations and clarification, and federal reporting requirements. The unit also has oversight responsibility for data management, including the federal Adoption and Foster Care Reporting System (AFCARS) report, ad hoc queries on CWS/CMS, and Outcome and Indicator Reports and provides data submissions to the Children's' Resource Center for Structured Decision Making (SDM) and Safe Measures.

System Support Unit

The unit is responsible for CWS/CMS application support and personal computer help desk support for the CFSD staff. This includes over 610 desktops, 600 user accounts, and 423 staff at 10 locations throughout California, including Sacramento (744 P Street, 1800 3rd Street, and Sacramento Adoptions), Arcata, Chico, Fresno, Monterey Park, Oakland, Riverside, and Rohnert Park.

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CWS/Web Planning and Development Unit

The CWS/Web Planning and Development unit facilitates the development of a replacement for CWS/CMS that is web-based and will use a contemporary technical architecture that allows for quicker and more efficient updates to the system. The state technical partner is the OSI that manages the current effort and various private sector consultants to develop the Request for Proposal for the new system. The unit works closely with OSI and the consultants.

The primary mission of this unit is to act as the project sponsor and to assure that the state's varied CWS business needs are appropriately reflected in the design specifications for the new system. Five county consultants acting as subject matter experts are included as staff to the unit.