

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



January 24, 2003

ALL-COUNTY INFORMATION NOTICE NO. I-03-03

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROBATION DEPARTMENTS

SUBJECT: ASSEMBLY BILL 1695 AND THE USE OF THE CHILD WELFARE
SERVICES/CASE MANAGEMENT SYSTEM

REFERENCE: ACL 00-85, ACL 01-85, ACL 02-58 and ACL 02-78

The purpose of this All County Information Notice (ACIN) is to act as a companion to All County Letters (ACL); 00-85, 01-85, 02-58 and 02-78 in identifying the processes within Child Welfare Services/Case Management System (CWS/CMS) for the input and tracking of Approved Relative Homes and Approved Non-Relative Extended Family Member Homes. The counties may input and track these in the Placement Home Notebook using two State Special Project Codes until such time as permanent system changes can be implemented. These project codes were developed to assist in the transition to the permanent system fix for these facility type categories.

The two California Department of Social Services-controlled State Special Project Codes that have been added to the system for each county are as follows:

S - Approved Relative Home

This is a State Special Project Code for the tracking of Approved Relative Homes created under the placement facility type of "Relative Home" in the Placement Facility Notebook.

S - Approved Non-Relative Home

This is the State Special Project Code for the tracking of Approved Non-Relative Extended Family Member Homes created under the placement facility type of "Relative Home" in the Placement Facility Notebook.

PROCESS ISSUES:**1. Access**

Counties are expected to access these State Special Project Codes via the resource management section of the system and navigate to the Placement Facilities red button. Then select the option to create a new Placement Home (the plus button under the Placement Home icon). Once the Placement Home Notebook is opened, users should select the home type of "relative" on the ID tab. Within the same notebook, the Special

REASON FOR THIS TRANSMITTAL

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

Projects tab allows counties to associate the home with one of the State Special Project Codes. County staff designated to carry out this function must have Resource Management Placement Facility Maintenance Privilege.

Some of these home types may also be processed through the Community Care Licensing Division's Licensing Information System (LIS) and downloaded onto CWS/CMS. These facilities will not be downloaded from LIS and made available in CWS/CMS until all approval criteria have been met.

2. Audit Trail and Re-approvals

The most reliable audit trail for tracking the individual approval processes is the approval document that must be sent to the Eligibility Worker. This document may be attached to the child's REFERRAL/CASE Notebook. You may also indicate the approval of the home on each individual child's Out of Home Placement Rationale page in addition to using the Special Project Code. The Special Project Indicator attached to the Placement Home shows the date for the first approval for this home. This becomes important later as periodic inspections of a home in order to verify continued compliance with approval standards is necessary.

3. Multiple Child Placements

Counties have reported difficulties when a second child is placed in a previously approved home. When designating the approval of a home in the Placement Home Notebook for the placement of a second child, the approval date of the home for the first child's placement is inadvertently changed to the second child's approval date. This problem will be rectified with permanent solutions being prepared for Release 5.3. In the meantime, counties should rely on paper files to supplement case data documented on CWS/CMS. Additionally, some users have reportedly been unable to link homes located outside of California to the Special Project Codes. Again, for the near term counties should rely on paper files to supplement case data documented on CWS/CMS.

A data recovery will incorporate the correct information at a later date. It should be noted that the current CWS/CMS process for Approved Relative Homes and Approved Non-Relative Extended Family Member Homes should be viewed as temporary in nature. Long-term changes to the system will be effected via a State-sponsored "System Change Request" that will be carried out under the CWS/CMS Oversight Committee structure.

CERTIFIED PENDING LICENSURE

The regulations pertaining to the Federal *Adoptions and Safe Families Act* prohibit the claiming of Title IV-E reimbursement for foster family homes that are not fully licensed. Assembly Bill 1695 removed the statutory licensing category of "Certified Pending Licensure" from Welfare and Institutions Code Sections 319, 361.2(h) and 16507.5(b). The system change for CWS/CMS, (Release 5.2 scheduled for December of 2002), disables the "Certified Pending Licensure" category except for the recording and

displaying of historical data. Counties should no longer have homes on the system within this category. In the event that there may still be facilities within the Certified Pending Licensure category, individual counties are encouraged to use an Ad Hoc query in order to identify and correctly categorize those facilities.

Any home that previously would have been identified as “certified pending”, due to the relocation of the foster home, should keep the current address in the system until the new location is licensed. The new address of the home should be temporarily documented in a hard case file. Counties may also opt to document the change in the child’s case plan notebook.

General CWS/CMS navigational and technical questions may be directed to your CWS/CMS System Support Consultant at (916) 263-1100. For licensing policy questions, please contact the Community Care Licensing Division at (916) 322-4887. Should you have questions regarding the policy issues in this ACIN, or previous ACLs, please contact either the Kinship Care Policy Unit, or the Foster Care Policy Bureau at (916) 323-9750.

Sincerely,

Original Signed by Sylvia Pizzini

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division