

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 7, 2006

ALL COUNTY INFORMATION NOTICE I-26-06

TO: ALL COUNTY WELFARE DIRECTORS
ALL CWS PROGRAM MANAGERS

SUBJECT: 23-HOUR ASSESSMENT CENTERS

REASON FOR THIS TRANSMITTAL

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

The enactment of Assembly Bill 636, Steinberg, Ch. 678, Statutes of 2001, placed increased importance on the need for accurate, timely, and complete Child Welfare Services (CWS) data. The Child Welfare Services Case Management System (CWS/CMS) is the primary source of information for the Quarterly County Data Reports for each child welfare agency. This All-County Information Notice (ACIN) is intended to assist counties in meeting critical CWS program documentation, data reporting, and program performance measurement requirements. This and future ACINs will provide information to assist counties in uniformly following program policy and data entry protocols to continuously improve data in CWS/CMS.

Outcome Measure requiring clarification:

Placement Stability

This outcome measure relies upon county staff to enter placement settings accurately in CWS/CMS. The State is required to count a placement that lasts more than 24 hours while the child is in foster care under the placement, care or supervision responsibility of the CWS agency. A 23-hour assessment center is not a foster care placement. Such an organization is not licensed as a facility to provide 24 hour care and a child's visit to such a facility is not a placement. Therefore, a child's visit to a 23-hour assessment center should not be recorded into CWS/CMS as a foster care placement, rather as a non-foster care placement.

CWS/CMS Instructions

A child's visit to a 23-hour assessment center should be recorded as a non-foster care placement in the CWS/CMS application. It should be recorded in the Placement Management Section as a non-foster care placement. Placements that are less than 24 hours should not be counted statistically. By entering this as a non-foster care placement it will prevent CWS/CMS from erroneously counting this as a foster care placement. To record a child's visit to a 23-hour assessment center as a non-foster care placement. See attachment.

If you have questions or need further information, please contact your C-CFSR Consultant at (916) 651-8100 or send an e-mail to chldserv@dss.ca.gov.

Sincerely,

WESLEY A. BEERS, Chief
Operations and Evaluation Branch

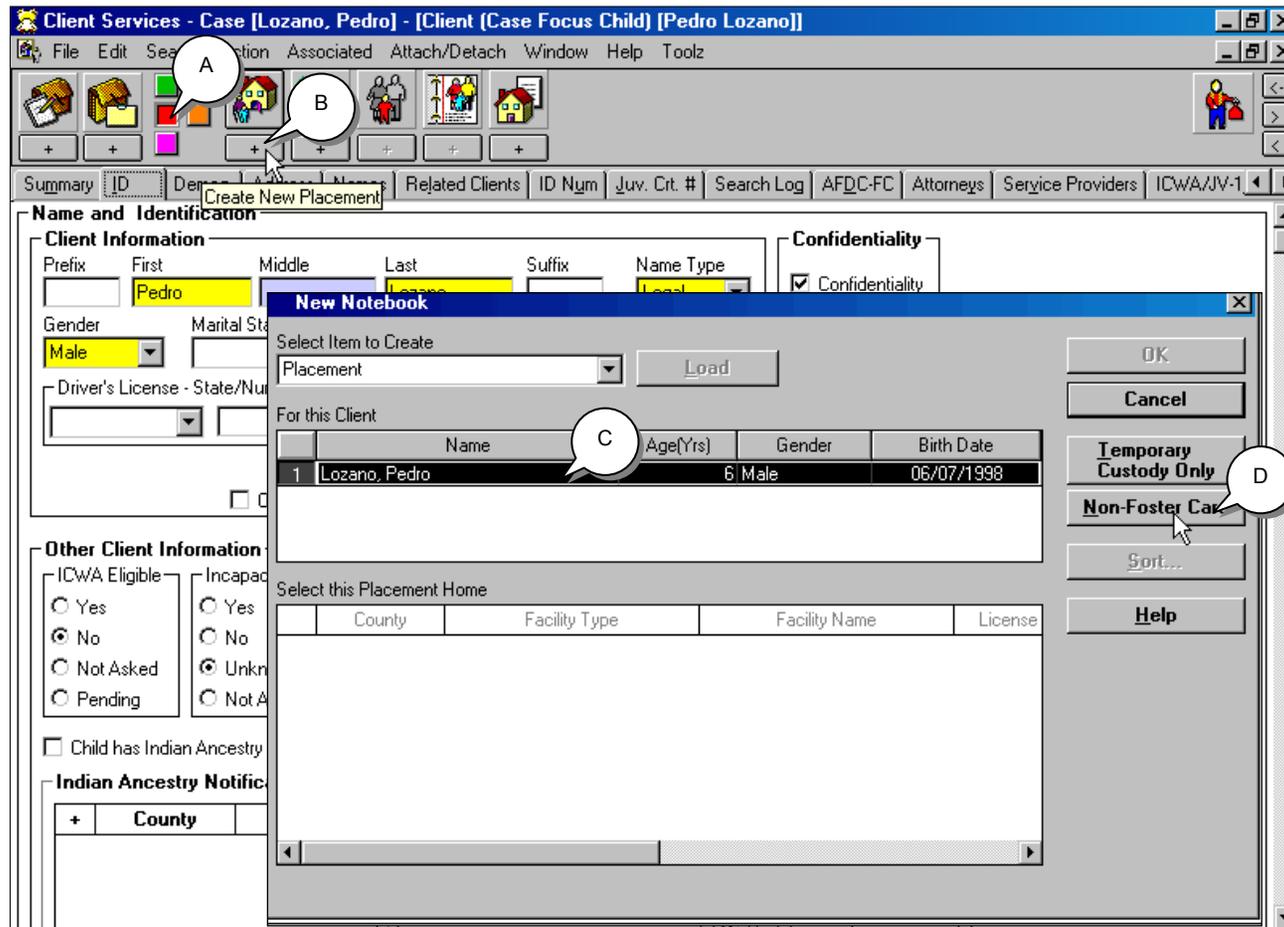
c: California Welfare Directors Association

Attachment

Creating a Non-Foster Care Placement - Placement Notebook

The Placement notebook is used to record a child's placement in any facility (foster care, relative/NREFM, hospital, juvenile hall, or psychiatric facility). A new Non-Foster Care Placement cannot be created if there is another open placement.

To create a new Non-Foster Care Placement, (A) click the Placement Management Section button and (B) click the Create New Placement notebook. In the New Notebook dialog box, (C) select the client for whom a non-foster care placement is to be created and (D) click the Non-Foster Care button.



Creating a Non-Foster Care Placement - Placement Notebook (continued)

The Child Removal Info Page

Use this page to view or enter information about:

- The removal date and time
- The persons from whom and by whom the child was removed as well as the reason(s) for which the child was removed
- Notification provided to the child's parents, guardian, and attorney that the child has been taken into temporary custody
- A child's release from CWS custody without being placed in out-of-home care

Complete all mandatory and known information on this page.

Client Services - Case [Lozano, Pedro] - [Non-Foster Care Placement]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info | End Placement/Episode | Non-Foster Care

Child Removal Information

Temporary Custody: Yes No

Removal Date: 09/13/2004
Removal Time: 04:02pm

Removed By

Law Enforcement Staff Person Safely Surrendered Baby

Law Enforcement

Officer: First MI Last Name
Buck [] McClanahan
Officer Phone Ext Badge/ID No.
(916) 681-4371 [] []

Staff Person Receiver of Safely Surrendered Baby

Removed From

First Caretaker Relationship To Child: Mother (Birth or Adoptive)
First Caretaker Removed From: Lozano, Pearl (27)
Second Caretaker Relationship To Child: Father (Birth or Adoptive)
Second Caretaker Removed From: Lozano, Joseph (28)

Primary Reason For Removal: Physical Abuse

Secondary Reasons for Removal

1	Parent Skill Hindered by Alcohol Abuse
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Notification Information

Mother Notified: Custody Notification Date: 09/13/2004
Time: : am
 Notified of Civil Rights

Father Notified: Custody Notification Date: 09/13/2004
Time: : am
 Notified of Civil Rights

Child Notified: Yes No Not applicable

Guardian Notified: Custody Notification Date: []
Time: []

Attorney Notified: Custody Notification Date: []
Time: []

Temporary Custody Termination

Child Released Continue In Custody

Date: [] Time: []

Removed By:

If a staff person removed the child, select the Staff Person option button and use the Staff Person drop down list to select the name of the staff person who removed the child from their caretaker. If the staff person is

Removed By Law Enforcement:

When a law enforcement officer has been entered on this page, Client Services will automatically create a

Creating a Non-Foster Care Placement - Placement Notebook (continued)

Non-Foster Care Page

Use this page to view or enter information about the location of the non-foster care facility.

To complete the Non Foster Care page, (A) click the Non Foster Care page tab and (B) complete all mandatory and known fields on this page.

Client Services - Case [Lozano, Pedro] - [Non-Foster Care Placement [Sutter Memorial Hospital]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info End Placement/Episode **Non-Foster Care**

Non-Foster Care

Name: Sutter Memorial Hospital Start Date: 09/13/2004

Contact

Name: Carol Hathaway

Officer Phone: (916) 739-2887 Ext: Fax No.:

Address

Street No.: 2100 Street Name: M St City: Sacramento

State: California ZIP: 95813 ZIP Ext: Geographic Region: County: Sacramento

Foreign Country: Foreign ZIP: Foreign Address Description (Province Name, etc.):

Comment:

Name:
Use this text box to enter the non-foster care facility name, not the name of the client.

Saving to Database

From the File Drop Down menu, select **Save to Database** and click **Continue Working**.

Ending A Non-Foster Care Placement - Placement Notebook

Use the End Placement/Episode page of the Placement notebook to record the end of a child's placement in a non-foster care facility.

To end a non-foster care placement, (A) click the Placement Management Section button and (B) click the Open Existing Placement notebook. In the Open Notebook dialog box, (C) select the non-foster care placement to be ended and (D) click the OK button.

The screenshot displays the Client Service software interface for a client named Lozano, Pedro. The main window shows the Placement Management section with a table of placements. An 'Open Notebook' dialog box is open, allowing the user to select a placement to end. Callouts A, B, C, and D indicate the steps for ending a placement.

Client Service [Lozano, Pedro]

File Edit Selection Associated Attach/Detach Window Help Tools

Placement Management Section

Case Info

Case Name: Lozano, Pedro

Case Number: 1610-5553-8621-6000018

Start Date: 09/03/2004

County: Sacramento

Country: United States

Case Status

	Status	Effective Date	End Date
+			
1	Court Involvement	09/13/2004	

Open Notebook

Select Item to Open

Placement

For this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Lozano, Pedro	6	Male	06/07/1998

Open this Placement

Start Date	End Date	Rem Date	PE End Date	Reason for Rem	Fac Name	Fac Type	Age
09/13/2004		09/13/2004		Physical Abuse	Sutter Men	Cour	

OK

Cancel

New

Remove

Sort...

History...

View PE History...

Help

Ending A Non-Foster Care Placement - Placement Notebook (continued)

End Placement/Episode Page

Placement Change

If a child were being moved from one placement facility to another, you would end the placement but not the placement episode.

To end a non-foster care placement, (A) click the End Placement/Episode page tab, (B) use the Placement Change Reason drop down list and select the reason the child's placement is being changed, (C) enter the date the placement ended in the Placement End Date drop down list, (D) click the Yes button to the resulting message dialog box.

