

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



August 23, 2006

ALL COUNTY INFORMATION NOTICE: I-50-06

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

SUBJECT: CALIFORNIA CHILD AND FAMILY SERVICES TRIENNIAL REVIEW
PROCESS AND SCHEDULE

REFERENCE: ALL-COUNTY LETTER 04-05

The purpose of this letter is to provide information regarding the California-Child and Family Services Review (C-CFSR) triennial review process and schedule that each county is to follow when reviewing its county child welfare system.

BACKGROUND

Assembly Bill 636 (Steinberg), Chapter 678, Statutes of 2001, enacted the Child Welfare Services Outcome and Accountability Act of 2001. This law required the California Department of Social Services (CDSS) to establish the C-CFSR system by April 1, 2003 and to commence reviews by January 2004. The C-CFSR commenced in January 2004 with implementation instructions provided to local child welfare services and probation agencies through issuance of All-County Letter (ACL) 04-05.

The purpose of the C-CFSR system is to significantly strengthen the accountability system used in California to monitor and assess the quality of services provided on behalf of maltreated children. As such, the C-CFSR operates on a philosophy of continuous quality improvement, interagency partnerships, community involvement and public reporting of program outcomes. The C-CFSR is comprised of county child welfare system reviews and maximizes compliance with federal regulations for the receipt of Federal IV-E and IV-B funds. Principle components of the C-CFSR include: 1) Outcome and Accountability County Data Reports, 2) County Peer Quality Case Reviews (PQCR), 3) County Self-Assessments (CSA), 4) County System Improvement Plans (SIP), and 5) State Technical Assistance and Monitoring.

C-CFSR IMPLEMENTATION PERIOD

In order to accommodate the significant changes represented by the new C-CFSR system, a phased-in approach was taken during implementation whereby counties did not complete all C-CFSR components. However, all counties did complete the C-CFSR CSA and County SIP components by June 2004 and September 2004, respectively. Fifteen counties volunteered to begin their PQCR processes during the first year of C-CFSR implementation (State Fiscal Year (SFY) 04/05).

For the purpose of implementation, counties were designated as a year one, year two or year three county. These three C-CFSR cycle designations were developed based upon when a county was anticipated to begin its PQCR review process. Counties beginning their PQCR in SFY 04/05 were identified as year one counties; counties beginning their PQCR in SFY 05/06 were identified as year two counties; and, counties beginning their PQCR in SFY 06/07 were identified as year three counties.

REASON FOR THIS TRANSMITTAL

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

TRIENNIAL REVIEW PROCESS AND SCHEDULE

As stated above, counties were placed in one of three C-CFSR cycles based on when they were to begin their PQCR reviews. This staggered implementation approach established the basis for the triennial review schedule and allowed for maximum use of available staff resources at both the State and local levels. Under the triennial review process, it is envisioned that a county will use information gathered from its Quarterly Data Reports, PQCR and CSA to develop the County SIP. However, until one full review cycle has been completed, development of a county's PQCR, CSA and County SIP may not occur in optimal sequence. If a county has had this experience, it is an initial implementation issue only and will be resolved once a full cycle of reviews is completed.

Under the triennial review process, a third of the counties will complete all components in the review process every third year, with updates to their County SIPs due on an annual basis. At the end of the three-year cycle, the PQCR, CSA and County SIP cycle is repeated resulting in a continuous process of improvement that builds on baselines, projections, monitoring and annual updates. For an in-depth description of the elements/features of each C-CFSR component, please refer to ACL 04-05.

The triennial review schedule was developed by CDSS in conjunction with input from California's county child welfare services agencies. Attached is a copy of the review schedule for SFY 04/05 through SFY 09/10, as well as, review schedule descriptions and instructions. Should you have any questions or comments, please call CDSS' C-CFSR contact number at (916) 651-8100 or e-mail chldserv@dss.ca.gov.

We look forward to working with you on our mutual efforts to achieve better outcomes for the children and families served by California's child welfare services program.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachments

California Department of Social Services

California Child and Family Services Review Triennial Review Schedule Instructions

This document provides an explanation of acronyms used on the California Child and Family Services Review (C-CFSR) Triennial Review Schedule, as well as, column specific descriptions and instructions for each C-CFSR cycle designation.

Acronyms Used on the Triennial Review Schedule:

BOS	Board of Supervisors
C-CFSR	California Child and Family Services Review - The purpose of the C-CFSR system is to strengthen the accountability system used in California to monitor and assess of the quality of services provided on behalf of maltreated children. The C-CFSR is comprised of county child welfare system reviews and maximizes compliance with federal regulations for the receipt of Federal IV-E and IVB funds. Principle components of the C-CFSR include: 1) Outcome and Accountability County Data Reports, 2) County Peer Quality Case Reviews, 3) County Self-Assessments, 4) County System Improvement Plans, and 5) State Technical Assistance and Monitoring.
PQCR	Peer Quality Case Review - The purpose of the PQCR is to learn how to improve child welfare service and practices in California. The PQCR supplements the CSA by including outside expertise in examining County child welfare practices and identifying the strengths and challenges of a County's child welfare services delivery system and social work and probation officer practices. The PQCR, in addition to the CSA, guides the development of the County's SIP.
CSA	County Self-Assessment – The CSA provides an opportunity for counties to review how their local program operations and other systemic factors affect their measured outcomes. The CSA review encompasses data pertaining to demographic profile and outcomes data; public agency characteristics; systemic factors; and county-wide primary prevention efforts aimed at improving program outcomes. Although additional indicators may come from existing data sources and analysis, the primary source of data for the CSA comes from the California Child Welfare Services/Case Management System.
SIP	System Improvement Plan - The County SIP is developed by the county's child welfare and probation agencies in collaboration with its local partners. The County SIP establishes program priorities, defines specific action steps to achieve improvement and establishes specific percentage increase in performance the county will achieve within the term of its plan. The County SIP is based upon the County Peer Quality Case Review and Self-Assessment.
SFY	State Fiscal Year

California Child and Family Services Review Triennial Review Schedule Instructions

Triennial Review Schedule Instructions: Triennial review schedules and accompanying instructions have been developed for each of the three C-CFSR cycle designations (i.e., Year One, Year Two, or Year Three). Depending on a county's cycle designation, C-CFSR review requirements and due dates for the first full review cycle may vary. Therefore, please be sure to reference the instructions for your county's specific triennial review schedule. County review schedule instructions should be used as a companion document to All-County Letter (ACL) 04-05. ACL 04-05 contains the C-CFSR instructions and templates to be used by counties for conducting the various C-CFSR review components.

Year One Counties –SFY 2004/2005 (El Dorado, Imperial, Inyo, Kern, Kings, Lassen, Nevada, Riverside, Sacramento, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Clara, and Tulare)

Column 1: County

This column lists the counties that have been designated as Year One Counties.

Year One Counties are those counties that started their PQCR in SFY 2004/2005. The one exception is Santa Barbara. Although Santa Barbara began its PQCR in September 2005, it was deemed close enough to SFY 2004/05 to be included with Year One Counties and its inclusion helped facilitate the initial C-CFSR implementation roll-out. Probation agencies that did not participate in their counties PQCR will be added to the Year Three schedule.

Column 2: PQCR Start Date

This column identifies the date the county began its PQCR.

Specifically, this is the date the County PQCR team began its on-site PQCR activities such as: training; review of referrals or cases; collection and review of any additional data deemed relevant to the outcomes of concern in the County; host county interviews and focus groups; and, preparation of the PQCR report.

Column 3: PQCR Final Report

This column reflects the date the PQCR final report was due to CDSS.

The PQCR final report is jointly developed by the CDSS and the County and prepared by the PQCR County Co-Chairs. It summarizes the review findings and is to include a clear set of recommendations to be used in the development of the County's SIP. The PQCR final report is due to CDSS within 60 days from the PQCR start date.

Column 4: June 2004 CSA Update

This column captures the date by which the County's June 2004 CSA update is due to CDSS.

The CSA focuses on service delivery outcomes and provides the opportunity for the County to evaluate how local program operations and other systemic factors affect measured outcomes and indicators. The CSA is completed once every three years. Typically, no annual updates are required. However, as part of initial C-CFSR roll-out, Year One Counties are required to provide a CSA update this one time only. As a result, this update column is unique to Year One

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Counties and will not appear on future review schedules. The June 2004 CSA update is due to CDSS within six months from the date of the PQCR final report.

Column 5: 3-Year SIP with BOS Approval

This column shows the date by which the County's 3-year SIP is due to CDSS.

The County's 3-year SIP is the operational agreement between the County and the State and outlines how the County will improve its system of care for children that rely on its services. The 3-year SIP requires BOS approval. The 3-year SIP focuses on high priority outcomes and indicators and is due no later than 120 days from the due date of the most recent 3-year CSA.

Column 6: 3-Year Sip Update

This column is where the due date for the 3-year SIP update is reflected.

The 3-year SIP update is due to CDSS annually from the due date of the most recent BOS approved 3-year SIP. The SIP update does not require BOS approval.

Column 7: Next PQCR

This column reflects the next state fiscal year in which the County will begin a new PQCR process.

Year Two Counties – SFY 2005/2006 (Alameda, Contra Costa, Fresno, Glenn, Humboldt, Madera, Marin, Mariposa, Modoc, Mono, Napa, Orange, Placer, San Francisco, San Mateo, Solano, Sonoma, Tehama, Trinity, and Ventura)

Column 1: County

This column lists the counties that have been designated as Year Two Counties.

Year Two Counties are those counties that start their PQCR in SFY 2005/2006. Probation agencies that did not participate in their counties PQCR will be added to the Year Three schedule.

Column 2: PQCR Start Date

This column identifies the date the county will begin its PQCR.

Specifically, this is the date the County PQCR team begins its on-site PQCR activities such as: training; review of referrals or cases; collection and review of any additional data deemed relevant to the outcomes of concern in the County; host county interviews and focus groups; and, preparation of the PQCR report.

Column 3: PQCR Final Report

This column reflects the date the PQCR final report is due to CDSS.

The PQCR final report is jointly developed by the CDSS and the County and prepared by the PQCR County Co-Chairs. It summarizes the review findings and is to include a clear set of recommendations to be used in the development of the County's SIP. The PQCR final report is due to CDSS within 60 days from the PQCR start date.

**California Child and Family Services Review
Triennial Review Schedule Instructions**

Column 4: 3-Year CSA

This column captures the due date for the 3-Year CSA.

The CSA focuses on service delivery outcomes and provides an opportunity for the County to evaluate how local program operations and other systemic factors affect measured outcomes and indicators. The CSA is completed once every three years. No annual updates are required. The CSA is due to CDSS within six months of the PQCR final report due date.

Column 5: 3-Year SIP with BOS Approval

This column shows the date by which the County's 3-year SIP with BOS approval is due to CDSS.

The County's 3-year SIP is the operational agreement between the County and the State and outlines how the County will improve its system of care for children that rely on its services. The 3-year SIP requires BOS approval. The 3-year SIP focuses on high priority outcomes and indicators and is due no later than 120 days from the due date of the most recent 3-year County SA.

Column 6: 3-Year Sip Update

This column is where the due date for the 3-year SIP update is reflected.

The 3-year SIP update is due to CDSS annually from the due date of the most recent BOS approved 3-year SIP. The SIP update does not require BOS approval.

Column 7: Next PQCR

This column reflects the next state fiscal year in which the County will begin a new PQCR process.

Year Three Counties – SFY 2006/2007 (Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Lake, Los Angeles, Mendocino, Merced, Monterey, Plumas, San Benito, San Joaquin, Santa Cruz, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tuolumne, Yolo, and Yuba)

Column 1: County

This column lists the counties that have been designated as Year Three Counties.

Year Three Counties are those counties that will start their PQCR in SFY 2006/2007.

Column 2: PQCR Start Date

This column identifies the date the county will begin its PQCR.

Specifically, this is the date the County PQCR team begins its on-site PQCR activities such as: training; review of referrals or cases; collection and review of any additional data deemed relevant to the outcomes of concern in the County; host county interviews and focus groups; and, preparation of the PQCR report.

Column 3: PQCR Final Report

This column reflects the date the PQCR final report is due to CDSS.

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The PQCR final report is jointly developed by the CDSS and the County and prepared by the PQCR County Co-Chairs. It summarizes the review findings and is to include a clear set of recommendations to be used in the development of the County's SIP. The PQCR final report is due to CDSS within 60 days from the PQCR start date.

Column 4: 3-Year CSA

This column captures the due date for the BOS approved 3-Year CSA.

The CSA focuses on service delivery outcomes and provides an opportunity for the County to evaluate how local program operations and other systemic factors affect measured outcomes and indicators. The CSA is completed once every three years. No annual updates are required. The CSA is due to CDSS within six months of the PQCR final report due date.

Column 5: Update September 2004 SIP

This column reflects the due date for the County's September 2004 SIP update.

The 3-year SIP update is due to CDSS annually from the due date of the most recent BOS approved 3-year SIP. The SIP update does not require BOS approval.

Column 6: 3-Year SIP with BOS Approval

This column shows the date by which the County's 3-year SIP is due to CDSS.

The County's 3-year SIP is the operational agreement between the County and the State and outlines how the County will improve its system of care for children that rely on its services. The 3-year SIP requires BOS approval. The 3-year SIP focuses on high priority outcomes and indicators and is due no later than 120 days from the due date of the most recent 3-year County SA.

Column 7: 3-Year Sip Update

This column is where the due date for the 3-year SIP update is reflected.

The 3-year SIP update is due to CDSS annually from the due date of the most recent BOS approved 3-year SIP. The SIP update does not require BOS approval.

Column 8: Next PQCR

This column reflects the next state fiscal year in which the County will begin a new PQCR process.

**California-Child and Family Services Review
Triennial Review Schedule**

Year One Counties - State Fiscal Year 2004/2005

County	PQCR		June 2004 CSA Update	SIP		Next PQCR
	Start Date	Final Report		3-Year SIP with BOS Approval	3-Year SIP Update	
		a/	b/	c/	d/	
El Dorado	05/23/05	07/05/05	01/05/06	05/05/06	05/05/07	2007/08
Imperial	04/18/05	07/07/05	01/07/06	05/07/06	05/07/07	2007/08
Inyo	06/13/05	08/18/05	02/18/06	06/18/06	06/18/07	2007/08
Kern *	06/06/05	07/18/05	01/18/06	05/18/06	05/18/07	2007/08
Kings	05/09/05	07/01/05	01/01/06	05/01/06	05/01/07	2007/08
Lassen	05/31/05	12/16/05	06/16/06	10/16/06	10/16/07	2007/08
Nevada	06/06/05	07/25/05	01/25/06	05/25/06	05/25/07	2007/08
Riverside *	05/01/04	06/29/04	12/30/05	04/30/06	04/30/07	2007/08
Sacramento	05/16/05	07/07/05	01/07/06	05/07/06	05/07/07	2007/08
San Bernardino*	03/01/04	04/01/04	02/28/06	06/28/06	06/28/07	2007/08
San Diego	04/11/05	06/03/05	03/31/06	07/31/06	07/31/07	2007/08
San Luis Obispo*	03/07/05	05/16/05	11/16/05	03/16/06	03/16/07	2007/08
Santa Barbara **	09/19/05	05/03/06	11/03/06	03/03/07	03/03/08	2008/09
Santa Clara *	06/06/05	10/13/05	04/13/06	08/13/06	08/13/07	2007/08
Tulare	06/20/05	09/14/05	03/14/06	07/14/06	07/14/07	2007/08

a/ Due within 60 days of PQCR start date.

b/ Due within 6 months of PQCR final report due date. **NOTE:** For Year One Counties, this column represents the actual date the final PQCR report was submitted to CDSS.

c/ Due within 120 days of the due date for the June 2004 CSA update.

d/ Due annually from the due date for the most recent 3-year SIP with BOS approval.

* Probation Departments that did not participate in the PQCR will be added to the Year Three schedule.

** Santa Barbara included in Year One Counties on an exception basis despite its PQCR start date.

NOTE: Reports with due dates that fall on a Saturday or Sunday are due the following Monday.

California Child and Family Services Review Triennial Review Schedule

Year Two Counties - State Fiscal Year 2005/2006

County	PQCR		3-Year CSA	SIP		Next PQCR
	Start Date	Final Report		3-Year SIP with BOS Approval	3-Year SIP Update	
		a/	b/	c/	d/	
Alameda	05/15/06	07/15/06	01/15/07	05/15/07	05/15/08	2008/09
Contra Costa	03/20/06	05/20/06	11/20/06	03/20/07	03/20/08	2008/09
Fresno	03/27/06	05/27/06	11/27/06	03/27/07	03/27/08	2008/09
Glenn	05/15/06	07/15/06	01/15/07	05/15/07	05/15/08	2008/09
Humboldt	01/19/06	03/19/06	09/19/06	01/19/07	01/19/08	2008/09
Madera	04/10/06	06/10/06	12/10/06	04/10/07	04/10/08	2008/09
Marin^	06/05/06	08/05/06	02/05/07	06/05/07	06/05/08	2008/09
Mariposa	06/12/06	08/12/06	02/12/07	06/12/07	06/12/08	2008/09
Modoc	11/07/05	01/07/06	07/07/06	11/07/06	11/07/07	2008/09
Mono	06/12/06	08/12/06	02/12/07	06/12/07	06/12/08	2008/09
Napa^	06/05/06	08/05/06	02/05/07	06/05/07	06/05/08	2008/09
Orange	05/22/06	07/22/06	01/22/07	05/22/07	05/22/08	2008/09
Placer	03/13/06	05/13/06	11/13/06	03/13/07	03/13/08	2008/09
San Francisco	03/22/06	05/22/06	11/22/06	05/22/07	03/22/08	2008/09
San Mateo	02/06/06	04/06/06	10/06/06	02/06/07	02/06/08	2008/09
Solano	01/23/06	03/23/06	09/23/06	01/23/07	01/23/08	2008/09
Sonoma^	06/05/06	08/05/06	02/05/07	06/05/07	06/05/08	2008/09
Tehama	05/22/06	07/22/06	01/22/07	05/22/07	05/22/08	2008/09
Trinity	06/20/06	08/20/06	02/20/07	06/20/07	06/20/08	2008/09
Ventura	01/30/06	03/30/06	09/30/06	01/30/07	01/30/08	2008/09

a/ Due within 60 days of PQCR start date.

b/ Due within 6 months of PQCR final report due date.

c/ Due within 120 days of the due date for the most recent 3-year CSA.

d/ Due annually from the due date for the most recent 3-year SIP with BOS approval.

^ Tri-county PQCR

NOTE: Reports with due dates that fall on a Saturday or Sunday are due the following Monday.

**California Child and Family Services Review
Triennial Review Schedule**

Year Three Counties - State Fiscal Year 2006/2007

County	PQCR		3-Year CSA	SIP			Next PQCR
	Start Date	Final Report		September 2004 SIP Update	3-Year SIP with BOS Approval	3-Year SIP Update	
Alpine	10/02/06	12/02/06	06/02/07	09/30/06	10/02/07	10/02/08	2009/10
Amador	03/19/07	05/19/07	11/19/07	09/30/06	03/19/08	03/19/09	2009/10
Butte	04/16/07	06/16/07	12/16/07	09/30/06	04/16/08	04/16/09	2009/10
Calaveras	04/30/07	06/30/07	12/30/07	09/30/06	04/30/08	04/30/09	2009/10
Colusa	04/30/07	06/30/07	12/30/07	09/30/06	04/30/08	04/30/09	2009/10
Del Norte	01/22/07	03/24/07	09/24/07	09/30/06	01/24/08	01/24/09	2009/10
Lake	05/22/07	07/22/07	01/19/08	09/30/06	05/19/07	05/19/08	2009/10
Los Angeles	02/26/07	04/26/07	10/26/07	09/30/06	03/31/08	03/31/09	2009/10
Mendocino	05/07/07	07/07/07	01/07/08	09/30/06	05/07/08	05/07/09	2009/10
Merced	03/12/07	05/12/07	11/12/07	09/30/06	03/12/08	03/09/09	2009/10
Monterey	01/22/07	03/24/07	09/24/07	09/30/06	01/24/08	01/24/09	2009/10
Plumas	04/17/07	06/17/07	12/17/07	09/30/06	04/17/08	04/07/09	2009/10
San Benito	01/22/07	03/24/07	09/24/07	09/30/06	01/24/08	01/24/09	2009/10
San Joaquin	02/12/07	04/14/07	10/14/07	09/30/06	02/14/08	02/14/09	2009/10
Santa Cruz	01/22/07	03/24/07	09/24/07	09/30/06	01/24/08	01/24/09	2009/10
Shasta	10/30/06	12/30/06	06/30/07	09/30/06	10/30/07	10/30/08	2009/10
Sierra	03/19/07	05/19/07	11/19/07	09/30/06	03/19/08	03/19/09	2009/10
Siskiyou	05/15/07	07/15/07	01/15/08	09/30/06	05/15/08	05/15/09	2009/10
Stanislaus	09/18/06	11/18/06	05/18/07	09/30/06	09/18/07	09/18/08	2009/10
Sutter	01/15/07	03/15/07	09/15/07	09/30/06	01/15/08	01/15/09	2009/10
Tuolumne *	10/23/06	12/23/06	06/23/07	06/12/07	10/23/07	10/23/08	2009/10
Yolo	03/07/07	05/07/07	11/07/07	9/30/06	03/07/08	03/07/09	2009/10
Yuba	09/12/06	11/12/06	05/12/07	9/30/06	09/12/07	09/12/08	2009/10

a/ Due within 60 days of PQCR start date.

b/ Due within 6 months of PQCR final report due date.

c/ Due annually from the due date for the most recent 3-year SIP with BOS approval.

d/ Due within 120 days of the due date for the most recent 3-year CSA.

e/ Due annually from the due date for the most recent 3-year SIP with BOS approval.

* Tuolumne included in Year Three Counties on an exception basis.

NOTE: Reports with due dates that fall on a Saturday or Sunday are due the following Monday.