



CDSS

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



EDMUND G. BROWN JR.  
GOVERNOR

February 11, 2011

ALL COUNTY LETTER NO. 11-18

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY CHIEF PROBATION OFFICERS  
ALL COUNTY WELFARE DIRECTORS

SUBJECT: MONTHLY CASEWORKER VISITS WITH CHILDREN FORMS AND DOCUMENTATION FOR PROBATION OFFICERS

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 16501.1 (k); SENATE BILL 703 (CHAPTER 583, STATUTES OF 2007); ALL COUNTY INFORMATION NOTICE I-34-07; ALL COUNTY LETTER 09-11; ALL COUNTY LETTER 10-19; COUNTY FISCAL LETTER 08/09-37, COUNTY FISCAL LETTER 10/11-04, AND COUNTY FISCAL LETTER 10/11-46

The purpose of this All County Letter (ACL) is to clarify information outlined in ACL 10-19 (Attachment B). The ACL 10-19 disseminated new federal requirements and reporting instructions in compliance with the Child and Family Services Improvement Act (the Act) of 2006 [Public Law (PL) 109-288] to county child welfare departments and county probation departments. Specifically, this ACL is to notify that both county child welfare departments and county probation departments are required to comply with mandates associated with the visitation and documentation of monthly caseworker visits with children as outlined in ACL 09-11 and ACL 10-19.

As discussed in ACL 09-11 and ACL 10-19, PL 109-288 requires that by federal fiscal year 2011, all children in foster care under the jurisdiction of the court be visited on a monthly basis, and a majority of those visits must occur in the child's residence. In order to meet this standard, it is imperative that face-to-face child contacts by caseworkers, including probation officers, be entered into the Child Welfare Services/Case Management System (CWS/CMS) so the state can demonstrate adherence to this federal mandate. Federal penalties will apply if compliance with the monthly visitation requirement falls below 90 percent.

Federal instructions allow a state to define "caseworker," for the purposes of federal reporting, with a caveat that the person must in some way be responsible for either the case or for the visitation of the child. County probation officers meet the definition of caseworkers and are included in the Manual of Policies and Procedures Division 31, section 31-320 (Social Worker/Probation Officer Contacts with the Child). In addition, county probation departments receive federal Title IV-E funding for children placed in out of home care such as group homes and foster homes.

In efforts to meet federal reporting requirements, county probation departments have been given access to the CWS/CMS to enter monthly visit information. Data entry instructions were included in the All County Information Notice I-34-07 (Attachment A) as well as the ACL 10-19 (Attachment B), and the California Department of Social Services (CDSS) along with the CWS/CMS Project Office are currently in the second phase of a two phase approach to provide user connectivity and new user training to county probation departments. The second phase of implementation should be completed with all counties by March 31, 2011. For information on how this mandate is funded, please see County Fiscal Letters 10/11-04 and 10/11-46.

Until total migration of all federally mandated data into the CWS/CMS has been completed and the data has been validated, it is necessary for Probation officers to continue to report data on the FC 23 form on a monthly basis. Questions regarding the FC 23 may be directed to the Data Systems and Survey Design Bureau at (916) 651-8269.

If you have any questions regarding this letter, please contact the Permanency Policy Bureau at (916) 657-1858. Any questions about data input should be directed to the County Single Point of Contact (SPOC) or the SPOC's System Support Consultant at the CWS/CMS Office. The following CDSS website link can be accessed to help identify each county's SPOC:

[http://www.hwcws.cahwnet.gov/countyinfo/county\\_contacts/default.asp](http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/default.asp)

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Division

Attachment(s)

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



July 3, 2007

ALL COUNTY INFORMATION NOTICE: I-34-07

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

SUBJECT: **RECORDING SOCIAL WORKER CONTACTS IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM**

**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 the California Child and Family Services Review (C-CFSR) 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.

**Measure Requiring Clarification:**

## Social Worker Contacts with Children

This measure is a process measure designed to determine if social workers are seeing the children in accordance with Manual of Policy and Procedures (MPP) Division 31 Section 31-320 (Social Worker Contacts with the Child). This measure is being modified to reflect the percent of completed visits for all children with an approved case plan. The previous methodology only showed county compliance for children who required a monthly contact and did not track the percentage of visits completed with children who were to be seen on a less frequent basis (i.e., two, three or six month exception frequencies). The validity of this measure relies on the importance of social workers entering their completed contacts correctly in the CWS/CMS. Please note that attempted contacts do not satisfy the requirements for this process measure. For a contact to be considered completed it must be recorded in CWS as "in person" with the status of "completed".

The MPP Division 31, Section 31.206.24 requires the social worker to establish a case plan that includes a schedule of "planned social work contacts and visits with the child". The contacts must take place in accordance with Section 31-320 (social worker/probation officer contacts with the child). Refer to this section in the MPP for detailed requirements of these child contacts and visits.

The MPP Division 31, Sections 31-320.4 and 31-320.412 provide for less than monthly visit exceptions if certain conditions are present. Visit exceptions are primarily based upon the stability of the child in their current foster care setting and the effectiveness of the services provided to meet the child's needs. A visit exception is to be granted if the conditions set forth in Division 31 are met and is only applicable to the placement home in which the child is placed at the time the exception is approved. Therefore, if a child's placement changes, the exception is no longer valid and the requirement for social worker

visits with the child becomes monthly until a new visit exception is approved. The following three provisions considered together inform this interpretation. Given the placement stability requirement of a three-month visit exception (MPP Division 31, Section 31-320-411 (b)), the role of the social worker when the child changes placement (MPP Division 31, Section 31-405.1 (a)), and the purpose of the social worker contacts with the child (MPP Division 31, Section 31-320.11), there is no basis for allowing an automatic extension of the six-month visit exception when a child moves. The social worker must visit the child in their new home and a new contact exception must be reviewed and approved by the supervisor. Furthermore, prevailing federal policy and accountability standards prescribe more frequent social worker visits with the child.

### **Data Entry Instructions**

The Outcomes and Accountability Data Subcommittee has developed detailed data entry instructions for this measure. The data entry instructions along with the appropriate screenshots from CWS/CMS can be found in Attachment A. All counties are strongly encouraged to review these instructions and implement any changes necessary to improve the data for this measure.

### **Methodology**

A detailed description of the currently agreed upon methodology for this process measure is provided in Attachment B. To determine if the child should be evaluated for a frequency other than one month, the measure will check the following frequencies from the CWS/CMS case plan notebook (planned service activity table): Daily, Weekly, Every two weeks, Monthly, Every two months, Every three months, or Every six months. If this field is blank it will default to monthly for Measure 2C.

Runaway/Abducted Children, Interstate Compact on the Placement of Children (ICPC) Outgoing and ICPC Incoming cases are not being included in the universe of cases that for social work visits with children. For non-dependent guardian children, the contact frequency is assumed to be six months.

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](mailto:chldserv@dss.ca.gov).

Sincerely,

### ***Original Document Signed By:***

MARY L. AULT  
Deputy Director  
Children and Family Services Division

Attachment



## All County Information Notice I-34-07

Outcome Measure 2C

Timely Social Worker visits with child

### **Measure 2C: Timely Social Worker visits with child**

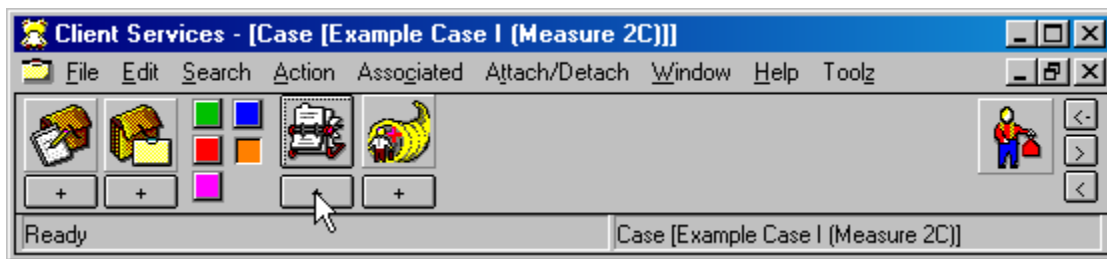
The following instructions outline the corresponding fields and values that are being utilized for Outcome Measure 2C. There are other mandatory and non-mandatory fields in CWS/CMS specifically used in the completion of a Contact notebook that are not included in the data collection for Outcome Measure 2C.

#### **Create a Contact**

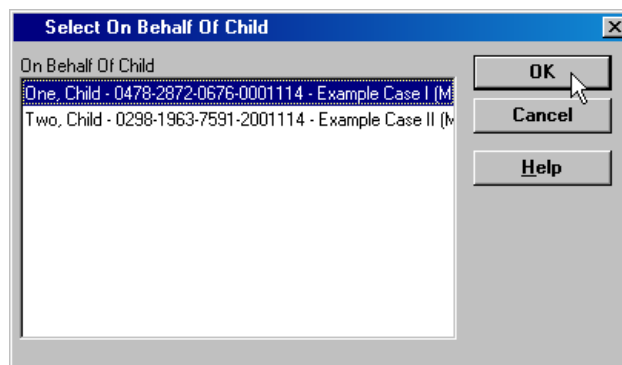
*Assumptions:*

*These instructions assume the user has:*

- ✓ Opened the Client Services (Teddy Bear) application.
- ✓ Opened an Existing Case Folder icon
- ✓ Clicked the Service Management Section button.



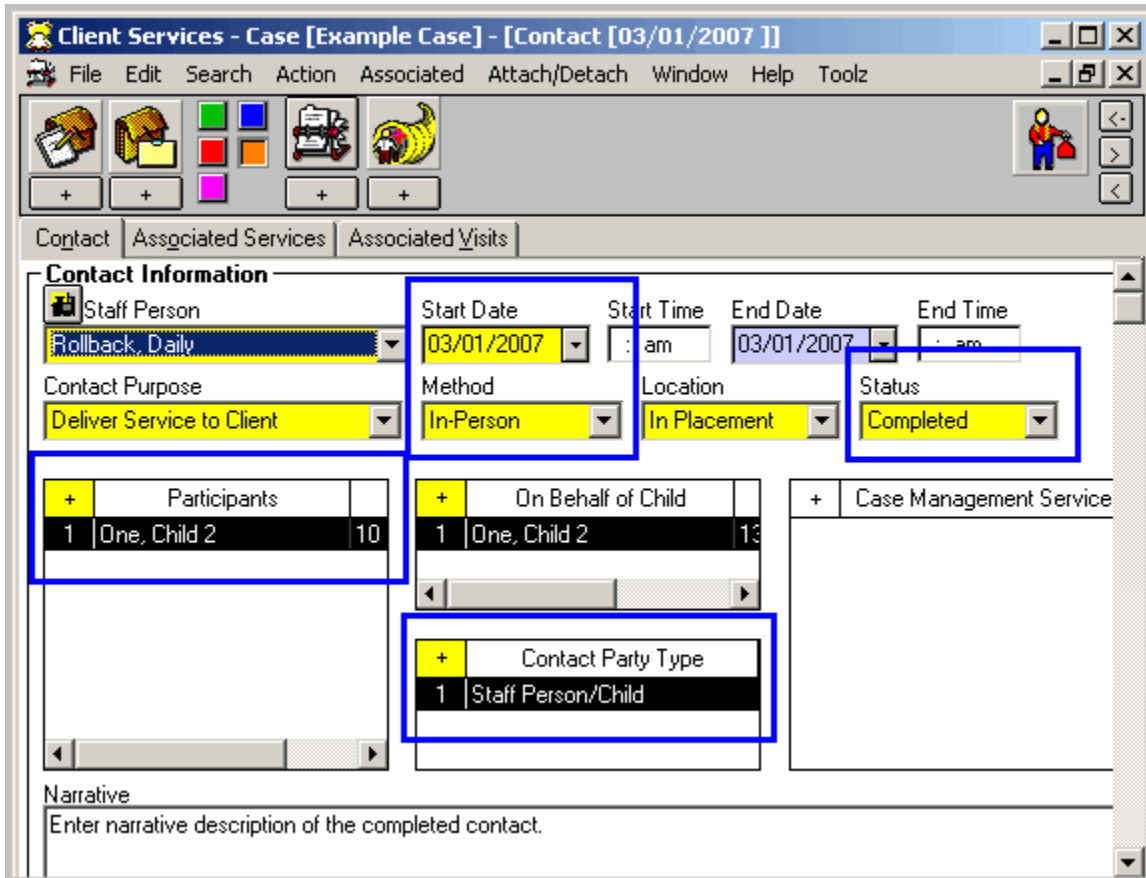
1. Click the "+" to create a new Contact notebook.



2. Select the child (ren) the contact is on behalf of and click the OK button.

**Create a Contact (Continued)**

Service Management Section, Contact notebook, Contact page



Complete the Contact page:

3. Click on the Staff Person field to select the staff person that made the contact.

CWS/CMS fields:	Specific data used for Outcome Measure 2C as outlined in blue in the screenshot above.
✓ Start Date	Date (mm/dd/yyyy)
✓ Method	In-Person
✓ Status fields.	Completed
✓ Participants grid <i>Select the clients with whom contact was made.</i>	Child's name
✓ Contact Party Type	Staff Person/Child

**SW Plan Contact Frequency**

In addition, to utilizing the data from the Contact notebook, data from the Case Plan notebook is being used to determine the required frequency of the “SW Plan Contact” with the child.

Case Management Section, Case Plan notebook, Case Mgmt Svcs page

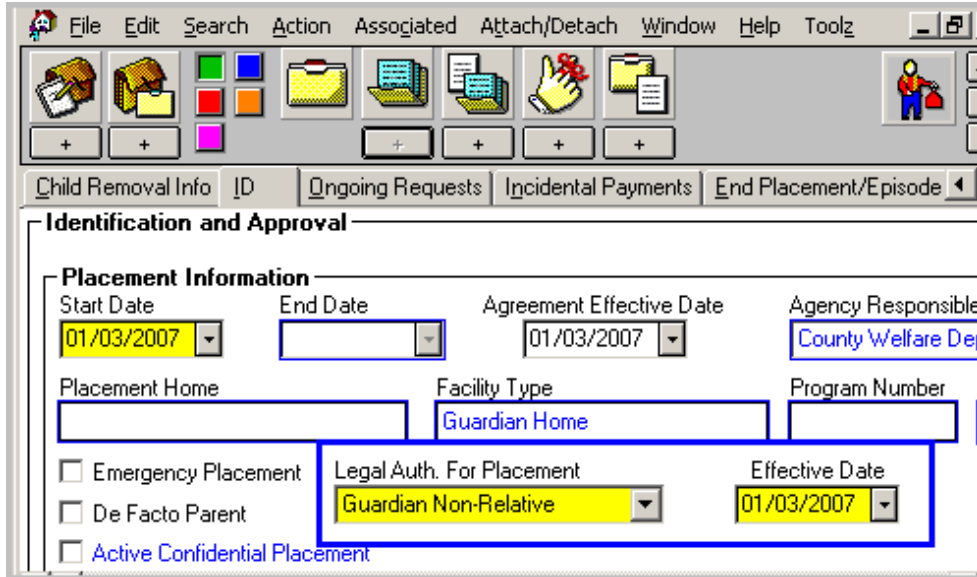
CWS/CMS fields:	Specific data used for Outcome Measure 2C as outlined in blue in the screenshot above.
✓ Start Date	Date (mm/dd/yyyy)
✓ End Date	Date (mm/dd/yyyy)
✓ Frequency	<p>Daily</p> <p>Weekly</p> <p>Every 2 Weeks</p> <p>Monthly</p> <p>Every 2 Months</p> <p>Every 3 Months</p> <p>Every 6 Months</p> <p>If this field is blank it will default to monthly for Measure 2C.</p>



**Non-Dependent Legal Guardianships**

Non Dependent Legal Guardianship cases require face to face contacts once every six months. The CWS/CMS fields being used to determine if the case is a Non Dependent Legal Guardianship are shown below. **Both** the Legal Auth. for Placement and Placement Facility Type are used to determine if the case is a Non Dependent Legal Guardianship.

Placement Management Section, Placement notebook, ID page

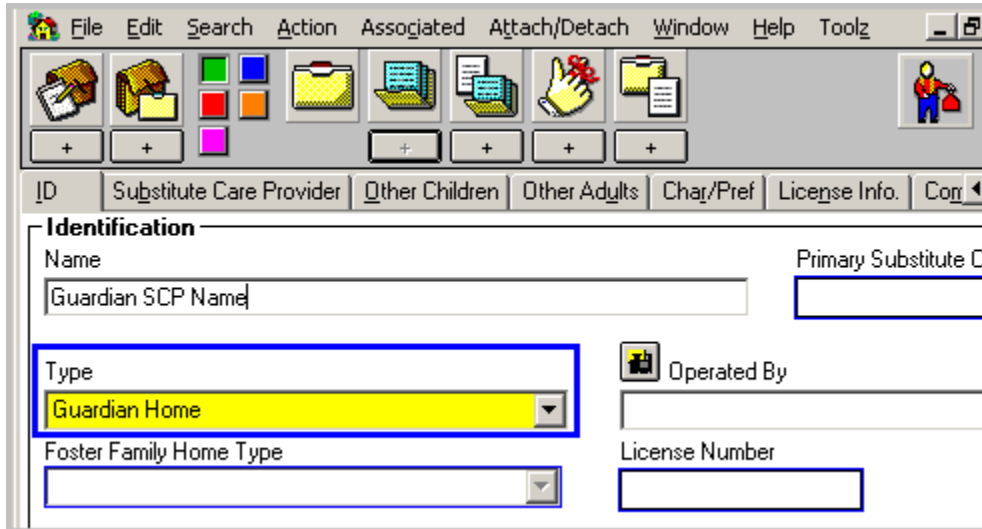


CWS/CMS fields:	Specific data used for Outcome Measure 2C as outlined in blue in the screenshot above.
✓ Legal Auth. for Placement	* <b>Guardian Non-Relative</b> , Child/Agency Agreement, Out-of-State ICPC, Out-of-Country, Parent-Agency Agreement, Relinquishment, Legal Authority Not Yet determined, Findings Never Made, Guardian Relative Kin-Gap
* <b>Guardian Non-Relative</b> is the correct entry for a Non Dependent Legal Guardian placement; however, the other Legal Auth. for Placement options listed above will also be considered in the data collection for Outcome Measure 2C.	
✓ Legal Authority Effective Date	Date (mm/dd/yyyy)

**Non-Dependent Legal Guardianships (Continued)**

➤ AND ◀

Placement Management Section, Placement Home notebook, ID page



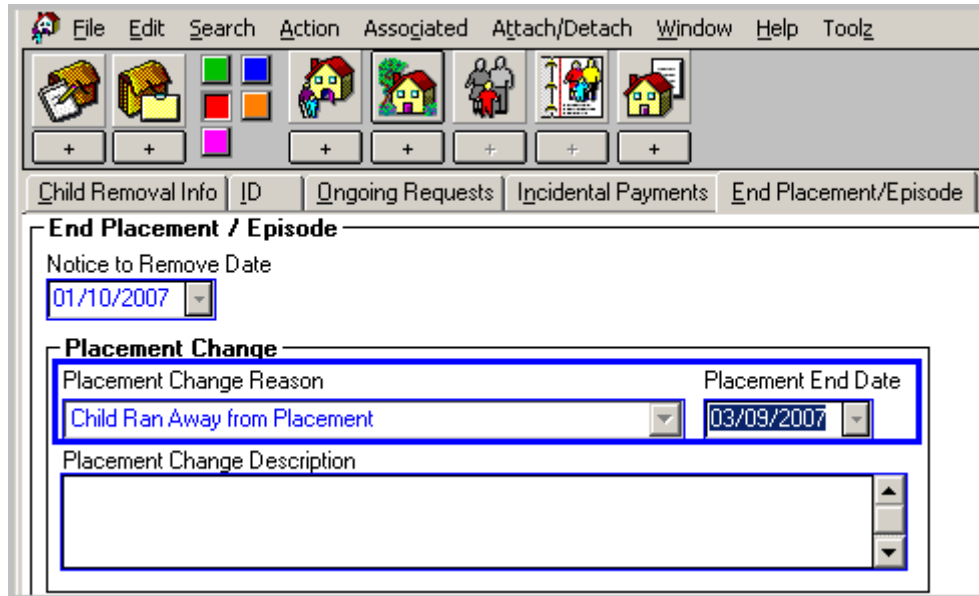
CWS/CMS fields:	Specific data used for Outcome Measure 2C as outlined in blue in the screenshot above.
✓ Facility Type	Guardian Home

**Exclusions**

Runaway/Abducted Children, ICPC Outgoing and ICPC Incoming cases are not being used for Outcome Measure 2C. The following screenshots illustrate the fields in CWS/CMS that are being utilized to exclude cases from Outcome Measure 2C.

***Runaway (AWOL) or Abducted Children (Out of Home Placement)***

Placement Management Section, Placement notebook, End Placement/Episode page



CWS/CMS fields:	Specific data used to exclude a child’s case from Outcome Measure 2C is outlined in blue in the screenshot above.
✓ Placement Change Reason	Child Ran Away From Placement Child Abducted
✓ Placement End Date	Date (mm/dd/yyyy)

**Exclusions (Continued)**

➤ OR ◀

Case Management Section, Case Plan notebook, Case Management Services page

**Schedule for Service**  
 Verify your Start and End Dates  
 Start Date: 01/01/2007    End Date: 07/01/2007  
 Occurrences: 1  
 Frequency: Every 6 Months  
 Contact/Visitation Waivers: **Child's Whereabouts Unknown**

CWS/CMS fields:	Specific data used to exclude a child's case from Outcome Measure 2C is outlined in blue in the screenshot above.
✓ Contact/Visitation Waiver	Child's Whereabouts Unknown
<b><i>Runaway (AWOL) or Abducted Children (NOT in Out of Home Placement)</i></b>	

Case Management Section, Case Plan notebook, Case Management Services page

**Schedule for Service**  
 Verify your Start and End Dates  
 Start Date: 01/01/2007    End Date: 07/01/2007  
 Occurrences: 1  
 Frequency: Every 6 Months  
 Contact/Visitation Waivers: **Child's Whereabouts Unknown**

CWS/CMS fields:	Specific data used to exclude a child's case from Outcome Measure 2C is outlined in blue in the screenshot above.
✓ Contact/Visitation Waiver	Child's Whereabouts Unknown

**Exclusions (Continued)**

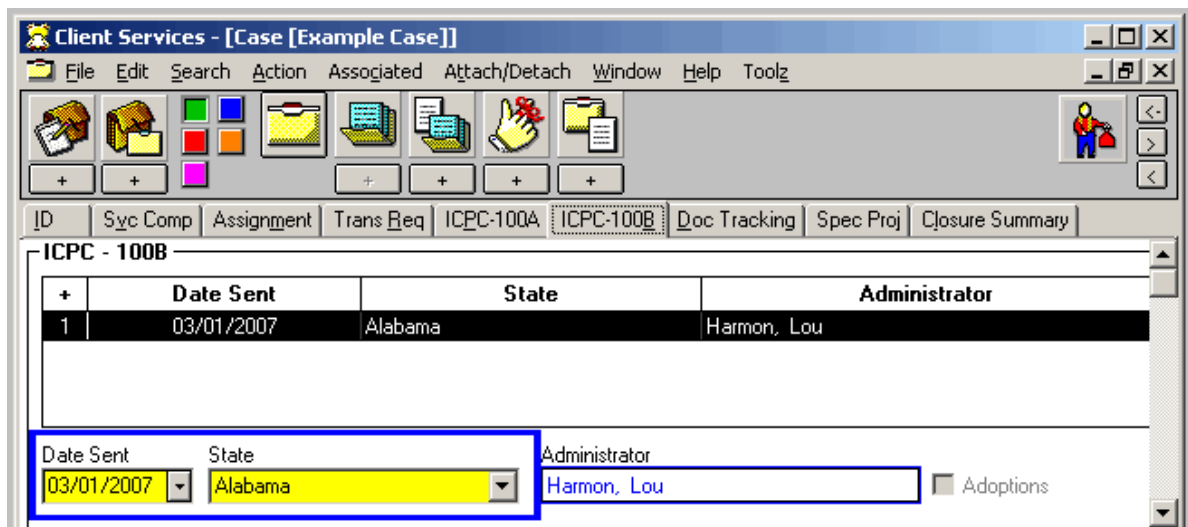
***ICPC Outgoing (Children placed out of state)***

*Assumptions:*

To enable the “+” on the ICPC -100B page in CWS/CMS the user must have:

- ✓ Opened the Client Services (Teddy Bear) application.
- ✓ Opened an Existing Case Folder icon
- ✓ Created a row in the grid on the ICPC 100-A page.
- ✓ Generated the ICPC 100-A document.

Case Management Section, Case Information notebook, ICPC 100 B page

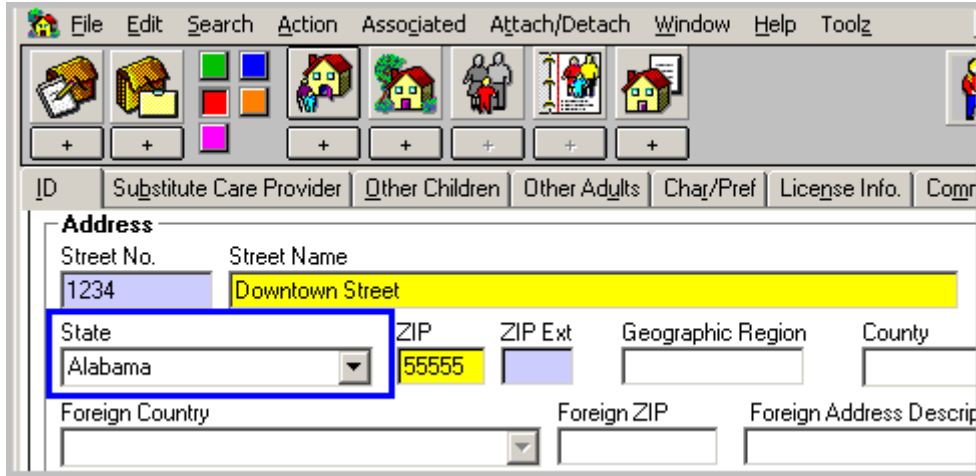


To eliminate the Out of State ICPC cases from this Outcome Measure an indicator is being used. The indicator is set by a row in the grid on the ICPC 100 B page.

**Exclusions (Continued)**

➤ AND ◀

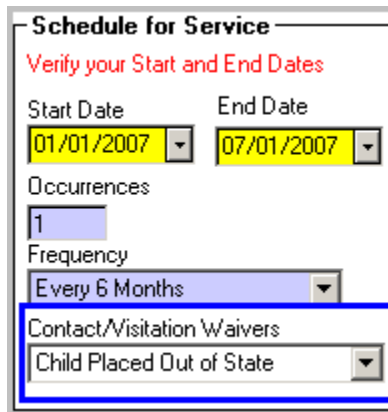
Placement Management Section, Placement Home notebook, ID page



CWS/CMS fields:	Specific data used to exclude a child’s case from Outcome Measure 2C is outlined in blue in the screenshot above.
✓ State	All states except California.

➤ OR ◀

Case Management Section, Case Plan notebook, Case Management Services page



CWS/CMS fields:	Specific data used to exclude a child’s case from Outcome Measure 2C is outlined in blue in the screenshot above.
✓ Contact/Visitation Waiver	Child Placed Out of State

***ICPC Incoming (Children placed from other states in California)***

Incoming ICPC cases do not have a Primary Assignment. A case must have a Primary Assignment to be counted in this Outlook Measure 2C.

**Methodology**

The compliance rate will be equal to the percentage of children requiring a social worker contact who received the contact in a timely manner. The reporting period will be one month. No partial month cases will be included in the measure. The measure will also be based on a client (not case) level.

**Denominator:**

The denominator will:

- Include Child Welfare Department supervised (not Kin-GAP or Probation) children with an open case during the reporting month (case start date must begin on or before the first day of the month and case end date must be open or have occurred on or after the last day of the month)
- Include all cases open for at least 30 days as of the end of the reporting month
- Exclude children who are placed out of California via ICPC, where the ICPC status field in the case table is equal to "Yes" and the state code in the placement home table (address notebook) is not in California.
- Exclude children who are placed in California via ICPC (where there is no primary assignment and only a secondary assignment in the assignment table)
- Exclude children with an open placement episode, but do not have a current placement setting as of the reporting month and the reason that the last placement closed was: the child was abducted or ran away
- Exclude all partial month cases either opened or closed.

**Numerator:**

The numerator is the count of non exempt children with:

- Completed contact (status code from the delivered services table is "C")
- The contact in-person (communication method from the delivered services table is equal to 408)

- Contact type is “staff person to child” (contact party type from the contact party delivered services table is equal to 425)
- Contact has occurred after the child’s case start date began (i.e. don’t count contacts that occurred for prior cases)
- Contact has been made in accordance with required frequencies (**See below**).
- Excludes all partial month cases either opened or closed

Note that required contact frequencies for children are assumed to be one month unless the service frequency from the case plan notebook contains a larger interval (2, 3, or 6 months), or in cases of non-dependent guardians. For non-dependent guardian children, the contact frequency is assumed to be 6 months. To determine if the child should be evaluated for a frequency other than one month, we will check the following frequencies from the case plan notebook (planned service activity table):

<b>Service Activity Frequency Type</b>	<b>Required Interval</b>
1704 - Daily	One Month*
1705 - Weekly	One Month*
1706 - Every 2 Weeks	One Month*
1707 - Monthly	One Month
1708 - Every 2 Month	Two Months
1709 - Every 3 Months	Three Months
1710 - Every 6 Months	Six Months
Blank	One Month

These frequency types depend on the case plan notebook being kept up to date.

The detail report will be created for counties by frequency type, including non-dependent guardian children, in addition to the summary report.

\* These codes are computed using a one month interval because Division 31 regulations do not mandate frequencies less than one month.





CDSS

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

April 21, 2010

ALL COUNTY LETTER NO. 10-19

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHIEF PROBATION OFFICERS  
ALL COUNTY CHILD WELFARE SERVICES PROGRAM MANAGERS  
ALL FOSTER FAMILY AGENCY DIRECTORS

SUBJECT: MONTHLY CASEWORKER VISITS WITH CHILDREN FORMS AND DOCUMENTATION

REFERENCE: WELFARE AND INSTITUTIONS CODE (W&IC) SECTION 16501.1(k); SENATE BILL (SB) 703 (CHAPTER 583, STATUTES OF 2007); ALL COUNTY LETTER (ACL) 09-11; AND COUNTY FISCAL LETTER (CFL) 08/09-37

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 purpose of this ACL is to transmit the new forms and document instructions for monthly caseworker visits with children. Two new forms have been developed: Placement Agency – Foster Family Agency Agreement (SOC 154A) and Foster Family Agency (FFA) Child Welfare Services/Case Management System (CWS/CMS) Contact/Service Delivery Log (SOC 160). This ACL also provides instructions on how counties are to input FFA Social Worker (SW), and Interstate Compact on the Placement of Children (ICPC) SW contacts into the CWS/CMS application and how this will impact Assembly Bill (AB) 636 Data Outcome Measure 2C.

**SOC 154A**

As discussed in ACL 09-11, Public Law 109-288 requires that by federal fiscal year 2011 at least 90 percent of children in foster care, under the jurisdiction of the court, must be visited each month the child is in foster care and a majority of those visits **must** occur in the child's home. The ACL 09-11 also explains that visits completed by FFA SWs for children in FFA certified homes and visits completed by SWs in other states that are providing supervision for California dependents placed out-of-state through an ICPC agreement, will be counted for federal reporting purposes, provided the data is

entered into CWS/CMS. County social workers or probation officers are still required to visit children placed in group homes out-of-state.

Accordingly, the California Department of Social Services (CDSS) and a workgroup of representatives from the county welfare and probation departments, the County Welfare Directors Association (CWDA), the Chief Probation Officers of California, and the California Alliance for Child and Family Services developed the attached Placement Agency -- Foster Family Agency Placement Agreement (SOC 154A—Attachment A) which includes, among other things, the new requirement to report minimum information on FFA SW visits with a child to the placing agency on a monthly basis. The SOC 154A is to be completed by both the FFA and the county placing agency.

We understand that, presently, counties generally use the SOC 154 (Agency – Group Home Agreement) for placements with FFAs. Henceforth, counties must use the SOC 154A for all new placements with an FFA and any placements into new homes within an FFA.

### **SOC 160**

When the FFA accepts the placement of the child and the responsibility for the visitation of the child by signing the SOC 154A (discussed above), the FFA is then required to document their visitation with the child on the new FFA CWS/CMS Contact/Service Delivery Log (SOC 160—Attachment B) and provide the SOC 160 to the Child Welfare Service (CWS) SW on a flow basis but at a minimum of once a month. If the FFA sends more than one SOC 160 in any given month, it is at the county's discretion whether to enter more than one visit into CWS/CMS. Some FFAs have requested that they be permitted to submit this data electronically and we encourage counties to work with their FFAs to facilitate this exchange. In addition, in any month in which both the FFA and county SW visit the child, the visit by the county SW shall be entered into CWS/CMS. It is also at the county's discretion whether to enter the additional FFA visit(s) into CWS/CMS.

### **ICPC Requests**

For ICPC requests, counties should continue to make requests of other states to provide supervision for California dependent children who are placed out-of-state through the existing ICPC agreement process. Supervision should be requested on a monthly basis for children placed out-of-state.

### **CWS/CMS Data Input Instructions**

Attached are screen shots from CWS/CMS illustrating the data input process which will be necessary for counties to input visits made by FFA SWs and by SWs in other states operating under an ICPC agreement into the CWS/CMS application. These visits will be counted in the State's Data Outcome Measure 2C (in Placement). However, CDSS will revise the description of the 2C methodology to reflect the incorporation of FFA SW and out-of-state visits.

Plans to update the CWS/CMS application in Release 6.5 are in progress so that this data can be captured within the application appropriately. However, Release 6.5 updates to the application are not scheduled to take effect until fall of 2011. Thus, the data input instructions explained below need to be implemented by counties now so that this new data can be captured and reported to the federal government to reflect compliance with the new federal visit requirements.

Funds have been allocated to counties for additional data entry. Please see CFL 08/09-37 for claiming instructions.

### **FFA SW Visits**

In order to input FFA SW visits into CWS/CMS, staff must first create an FFA staff person in the Resource Management Section (this only needs to be done once per staff person, per case). To do this, please perform the following tasks:

- Open the Resource Management Section.
- Open the desired CWS Office.
- Click on Create a New Staff Person.
- Complete the first and last name fields **exactly** as shown on the attached screen shots (Attachment C). Enter the first name as "FFA" and last name as "SW." Enter the FFA SWs phone number in the phone number field. The start date field should be completed with the date of the visit. The SW's actual name must be put in the narrative section. These fields are mandatory. It is imperative that data in these two fields be completed in every contact in the same manner by every county as shown in the attached screen shots in order to preserve data collection integrity. Other mandatory fields on this page should also be completed. Save to Database.

Once the FFA SW has been "created," please perform the following tasks to enter the contact information:

- Open desired case or referral and click on the Service Management Section icon.
- Click on Create New Contact.
- Select the On Behalf of Child and then click OK.
- Search for the FFA SW staff person.
- Select the FFA SW staff person and complete the Contact page as appropriate. An example is on Page 3 of Attachment C.
- Save to Database.

### **ICPC SW Visits**

In order to input ICPC SW visits into CWS/CMS, staff must first create the ICPC staff person in the Resource Management Section (this only needs to be done once per staff, person per case). To do this, please perform the following tasks:

- Open the Resource Management Section
- Open the desired CWS Office.
- Click on Create a New Staff Person.
- Complete the first and last name fields **exactly** as shown on the attached screen shots (Attachment C). Enter the first name as "ICPC" and last name as "SW." Enter the ICPC SWs phone number in the phone number field. The start date field should be completed with the date of the visit. The SW's actual name must be put in the narrative section. These fields are mandatory. It is imperative that data in these two fields be completed in every contact in the same manner by every county as shown in the attached screen shots in order to preserve data collection integrity. Other mandatory fields on this page should also be completed.
- Save to Database.

Once the ICPC SW has been "created," please perform the following tasks to enter the contact:

- Open desired case or referral and click on the Service Management Section icon.
- Click on Create New Contact.
- Select the On Behalf of Child and then click OK.
- Search for the ICPC SW staff person.
- Select the ICPC SW staff person and complete the Contact page as appropriate. An example is on Page 4 of Attachment C.
- Save to Database.

All County Letter No. 10-19  
Page Five

Any questions about data input should be directed to the County Single Point of Contact (SPOC). The SPOC's needing assistance should contact their System Support Consultant at the CWS/CMS Project. If you have any other questions you may contact me at (916) 657-2614, or the Concurrent Planning Policy Unit at (916) 657-1858.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

## PLACEMENT AGENCY - FOSTER FAMILY AGENCY AGREEMENT CHILD PLACED BY AGENCY IN FOSTER FAMILY AGENCY

NAME OF CHILD	FFA NAME
BIRTH DATE OF CHILD	DATE PLACED WITH FFA
CASE NUMBER	DATE FIRST ENTERED FOSTER CARE

The Placement Agency will pay \$ \_\_\_\_\_ per month in return for the above named child's care and supervision as defined in Welfare and Institutions Code 11460 and other applicable law and regulations. First payment to be made within 45 days after placement with subsequent payments to be made monthly.

PLACEMENT AGENCY AGREES TO	FOSTER FAMILY AGENCY AGREES TO
<ol style="list-style-type: none"> <li>1. Provide the Foster Family Agency (FFA) with knowledge of the background and needs of this child. This shall include but not be limited to the social work assessment, medical reports, educational assessments, psychiatric/psychological evaluations and identification of special needs. This shall be made available to the FFA within 14 days from date of placement.</li> <li>2. Inform the FFA, before placement, of this child's behaviors and proclivities that might be harmful to others (including pets) in the home, school or neighborhood.</li> <li>3. Work with the FFA in the development and progress of a needs and services plan. The county placing agency will notify and invite the FFA to participate in any child and family team meetings to discuss the child's needs and services plan.</li> <li>4. Work with FFA staff toward successful completion of the child's needs and services plan, a positive placement outcome and timely permanency for the child. Provide the FFA a JV 220A, Prescribing Physician's Statement, if applicable, and subsequent renewals.</li> <li>5. Work together with the FFA to develop and maintain positive relationships with the child's parents (or guardians) and other family members, and cooperate with the reunification process, e.g. provide written information regarding a child's medical and transportation needs.</li> <li>6. Maintain contact with the child monthly or as specified in the child's approved case plan.</li> <li>7. Continue paying for the child's care as long as the child remains in placement or in the absence of the child the placing agency asks the FFA to retain an open placement.</li> <li>8. Provide a MediCal card or other medical coverage and a Medical Consent form signed by the child's parents, legal guardian or court at the time of placement.</li> <li>9. Inform the FFA of its clothing allowance policy and provide the funding consistent with those policies or any revised policies.</li> <li>10. Pay for medical costs incurred prior to the establishment of Medi-Cal eligibility.</li> <li>11. Verify and remit/reconcile any underpayments within 45 days of FFA notification of such underpayments.</li> <li>12. Notify the FFA within 12 months of suspected overpayments, in accordance with applicable laws and regulations.</li> <li>13. Provide a contact telephone number for emergencies and after business hours: Emergency # _____</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide this child with foster parent(s) who have been certified to care for the child's needs in accordance with applicable laws and regulations.</li> <li>2. Conform to applicable Title 22, Division 6 regulations and all laws governing foster care.</li> <li>3. Notify the placing agency within 24 hours (unless there is a separate written agreement with the placing agency) by phone followed in writing of significant changes in the child's health, behavior or location as well as significant issues including suspected physical or psychological abuse, death, injury, unusual incidents, absence of a child, placement issues and school non-attendance and all items listed under Section 80061 of Title 22, Division 6.</li> <li>4. Work together with the placing agency to encourage the maintenance of the familial-child relationship and include the child's family members, as indicated in the needs and services plan, in treatment planning and/or child and family teams whenever possible and cooperate with the reunification process.</li> <li>5. Use constructive alternative methods of discipline; not use corporal punishment; deprivation of meals, monetary allowances, visits from parents, or home visits; threat of removal or any degrading or humiliating punishment.</li> <li>6. Respect and keep confidential information given about this child and his/her family.</li> <li>7. Work with the placing agency to develop and submit to them a needs and services plan that develops an understanding of the responsibilities, objectives and requirements of the agency in regard to the care of this child, including the information listed on the reverse side of this form, within 30 days of placement of the child. The needs and services plan shall be updated at least every six months.</li> <li>8. Written progress reports shall be provided at least every six months or more frequently by mutual agreement.</li> <li>9. Give placing agency 7 day notice of intent to discharge or move this child. Notify the placing agency of any intended move of this child between certified homes prior to the move. The FFA has the authority to move a child in the case of imminent risk to the child or family. The FFA shall notify the placing agency within 24 hours of such move.</li> <li>10. FFA social worker shall visit this child in private in their foster home at least once per calendar month and provide documentation of these visits to the placing agency caseworker/probation officer on a flow basis every month as visits are completed.</li> <li>11. Provide state and federal agencies access to records as provided by state and federal law.</li> <li>12. Notify the placing agency if the child receives any source of income such as income from work, SSI, SSA, child support, etc. Notify the county of any property the child obtains, including bank accounts. (It will be the county's responsibility to verify the income/property.)</li> <li>13. Follow any requirements associated with the county's clothing allowance policy and procedures.</li> <li>14. Remit any overpayment in full to the county welfare department upon receipt of a notice of action or following the completion of due process.</li> <li>15. Inform county upon discovery of any apparent overpayment.</li> </ol>

**Initial needs and services plan summary shall include:**

- A. Medical and Dental needs
- B. Psychological/psychiatric evaluation obtained or scheduled
- C. Staffing review summaries
- D. Educational assessment
- E. Peer adjustment
- F. Relationship to adults
- G. Involvement in recreation programs
- H. Behavior Problems
- I. Short-term treatment objectives (goals established for next 3 months)
- J. Long-range goals including anticipated length of placement
- K. Tasks planned to reach objectives and goals and who will be performing these tasks, including agency service activity
- L. Identification of unmet needs
- M. Involvement of child and his parents in the treatment program

**Periodic update of needs and services plan shall include:**

- A. Current status of child's physical and psychological health as well as confirmation of medical and dental exams
- B. Reassessment of child's adjustment to the foster home, treatment program, peers and school
- C. Progress toward short-term objectives and long-range goals including tasks which have been performed to reach these objectives and goals
- D. Reassessment of unmet needs and efforts made to meet these needs
- E. Modification of treatment plan, tasks to be performed and anticipated length of placement
- F. Involvement of child and his parents in treatment program

**By this signature I attest that I have read this agreement and agree to fulfill these requirements and I am authorized on behalf of my agency to sign this. The terms of this agreement shall remain in force until changed by mutual consent, in writing, of both parties.**

CHILD'S PLACEMENT WORKER REPRESENTATIVE'S NAME		PHONE	
PRINT:	SIGNATURE:	(    )	
COUNTY AND NAME OF AGENCY	TITLE	DATE	
FOSTER FAMILY AGENCY REPRESENTATIVE'S NAME		PHONE	
PRINT:	SIGNATURE:	(    )	
NAME OF AGENCY	TITLE	DATE	
FFA ADDRESS			

# FOSTER FAMILY AGENCY (FFA) CWS/CMS CONTACT/SERVICE DELIVERY LOG

PRIMARY ASSIGNED COUNTY SOCIAL WORKER'S NAME \_\_\_\_\_

COUNTY: \_\_\_\_\_

FOSTER FAMILY AGENCY NAME/ADDRESS: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Contact Purpose:	Method:	Location:	Status:
<input checked="" type="checkbox"/> Deliver Service to Client	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> COURT <input type="checkbox"/> CWS OFFICE <input type="checkbox"/> HOME--Referring to Biological or Reunification Home <input type="checkbox"/> IN-PLACEMENT--Certified Home <input type="checkbox"/> OTHER <input type="checkbox"/> SCHOOL	<input checked="" type="checkbox"/> Completed

Participants: [Include all contact participants including the FFA SW and child(ren)]	On behalf of Child (include name(s) and DOB(s) of all siblings present during visit who are also placed with the FFA):	Case Management Services
	CHILD'S NAME: _____ DATE OF BIRTH _____	<input checked="" type="checkbox"/> CM-SW Plan Contact
	CHILD'S NAME: _____ DATE OF BIRTH _____	
	CHILD'S NAME: _____ DATE OF BIRTH _____	
	CHILD'S NAME: _____ DATE OF BIRTH _____	
	CHILD'S NAME: _____ DATE OF BIRTH _____	
	CHILD'S NAME: _____ DATE OF BIRTH _____	
	Contact Party Type: <input checked="" type="checkbox"/> Staff person/Child	

**Narrative:** Required monthly visit completed by FFA social worker; narrative of this visit included in written progress report.

NAME OF FFA SOCIAL WORKER	DATE	NAME OF FFA SOCIAL WORK SUPERVISOR	DATE
FFA SW Phone Number: ( )		FFA SW Supervisor Phone Number: ( )	

\*Siblings seen on different days and/or different homes/locations MUST be entered on separate forms.  
 \*\*Unrelated children in the same home MUST be entered on separate forms.



# DOCUMENTING FFA AND ICPC CONTACTS WITH CHILDREN IN CWS/CMS

- Create the FFA staff person in **Resource Management**

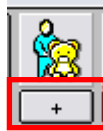
- ✓ Open **Resource Management**



- ✓ Open the desired **CWS Office**.

	Local	County	Office Number	Office Name	Phone #	Contact	Action
1	<input checked="" type="checkbox"/>	Sacrame		Administration			Yes

- ✓ Click on **Create New Staff Person**.



- ✓ Complete the **First, Last, and Primary Phone** fields as shown below.

**Identification**

Prefix: [ ] First: FFA Middle: [ ] Last: SW Suffix: [ ]

Primary Phone: (916) 000-0000 Ext: [ ]  Telecommuter Start Date: 08/11/2009 End Date: [ ]

Job Title: [ ] Licensing Worker ID: [ ]

- ✓ Save to Database

- Create the ICPC staff person in **Resource Management**


- ✓ Follow the steps above and complete the **First, Last, and Primary Phone** fields as shown below.

The screenshot shows a software window titled "Resource Management - CWS Office [Administration] - [Staff Person [SW ICPC]". The window has a menu bar with "File", "Edit", "Action", "Associated", "Window", and "Help". Below the menu bar is a toolbar with several icons, including a teddy bear, a person, a desk, and a folder, each with a "+" button below it. Below the toolbar is a tabbed interface with tabs for "ID", "Specialties", "Caseload", "Logon", and "Staff Rights". The "ID" tab is selected, and the "Identification" section is visible. The "Identification" section contains the following fields:

Prefix	First	Middle	Last	Suffix
	ICPC		SW	
Primary Phone	Ext	<input type="checkbox"/> Telecommuter	Start Date	End Date
(916) 000-0000			08/11/2009	
Job Title	Licensing Worker ID			

- ✓ Save to Database


- Create a contact with the FFA social worker as the staff person.

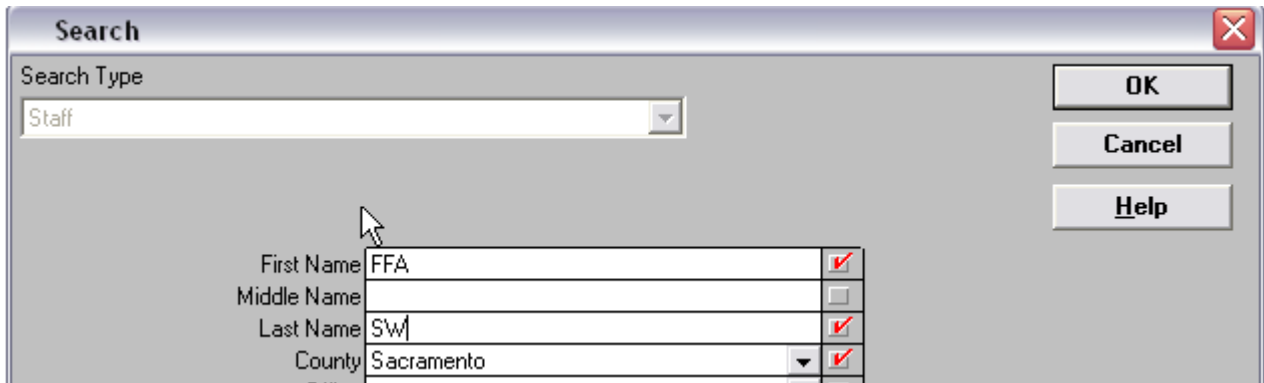
✓ Open desired case or referral and click on the **Service Management Section** icon. 

✓ Click on **Create New Contact**. 

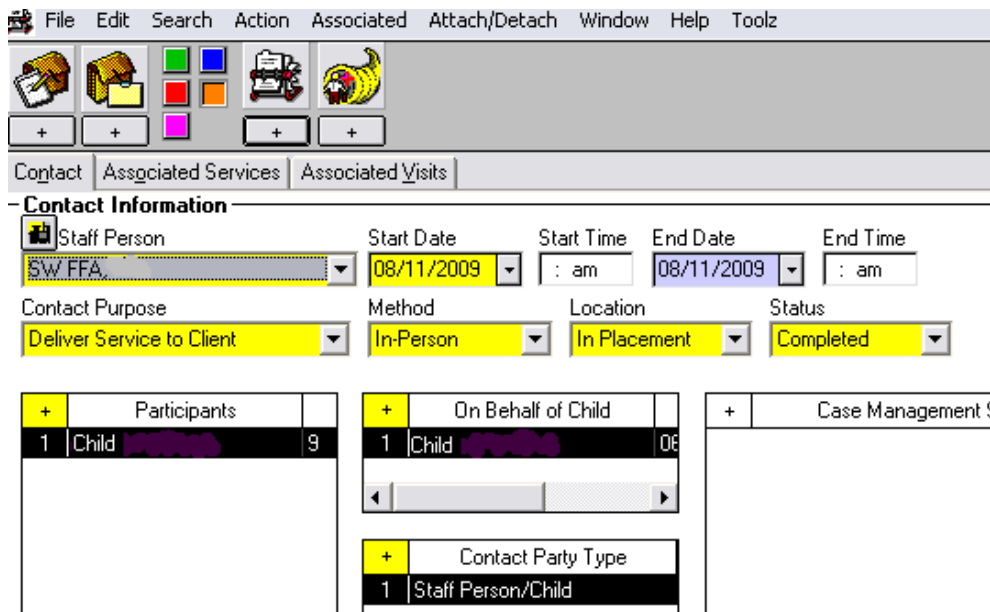
✓ Select the **On Behalf of Child** and then click **OK**.




✓ Search for the FFA SW staff person.  Staff Person



✓ Select the FFA SW staff person and complete the **Contact** page as appropriate. See example below.



✓ Save to Database

- Create a contact with the ICPC social worker as the staff person.
- ✓ Follow the steps above and search for the ICPC SW.  Staff Person

- ✓ Select the ICPC SW staff person and complete the **Contact** page as appropriate. See example below.

- ✓ Save to Database