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

REASON FOR THIS TRANSMITTAL
[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

July 10, 2014

ALL COUNTY LETTER (ACL) NO. 14-41

TO: ALL COUNTY WELFARE DIRECTORS
     ALL COUNTY CHIEF PROBATION OFFICERS
     ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
     ALL TITLE IV-E AGREEMENT TRIBES
     ALL STATE ADOPTION OFFICES
     ALL PUBLIC ADOPTION AGENCIES
     ALL INTERSTATE COMPACT ON THE PLACEMENT OF
       CHILDREN (ICPC) COUNTY LIAISONS

SUBJECT: CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM
     (CWS/CMS) RELEASE 6.8 CHANGES FOR THE ICPC AND FOR
     CERTAIN CHILDREN RECEIVING REGIONAL CENTER BENEFITS

REFERENCE: PUBLIC LAW (PL) 109-239, SENATE BILL (SB) 703, CHAPTER 583,
     STATUTES OF 2007; FAMILY CODE SECTIONS 7901.1 AND 7906.5;
     ACLs 10-31, 08-26, 14-06, ACIN 1-95-06; ICPC REGULATION NO. 4;
     SB 84, CHAPTER 177, STATUTES OF 2007 AND WELFARE AND
     INSTITUTIONS CODE (WIC) SECTION 11464; ASSEMBLY BILL (AB)
     4, CHAPTER 4, STATUTES OF 2009; AB 12, CHAPTER 559,
     STATUTES OF 2010

The purpose of this ACL is to inform county Child Welfare Services/Probation agencies
and the California Department of Social Services (CDSS) State Adoptions Offices of
changes to the CWS/CMS that were implemented in Release 6.8, relative to: 1) ICPC
data entry and how to record complete, accurate, and timely ICPC case information
updates into the CWS/CMS, and, 2) children receiving Aid to Families with Dependent
Children–Foster Care (AFDC-FC), Kinship Guardianship Assistance Payment (Kin-
GAP), or Adoption Assistance Program (AAP) benefits who are also receiving services
from a California regional center.

ICPC BACKGROUND

PL 109-239, the Safe and Timely Interstate Placement of Foster Children Act of 2006
required, among other things, for states to:

- Develop a process to ensure that foster care and adoptive home studies for children placed across state lines are completed within 60 calendar days and maintain data on compliance.

- Establish a 14 day time-frame for agencies to reject the foster or adoption home study done in another state for the purpose of placing a California child across state lines.

SB 703 was passed to bring California laws into conformity with the Safe and Timely Interstate Placement of Foster Children Act of 2006. The pertinent provisions of SB 703 were effective January 1, 2008. ACL No. 10-31 reminded counties to manually track data requirements as outlined in ACL No. 08-26 until such time as CWS/CMS could be modified to accommodate these data elements. Release 6.8 now automates the data collection requirements of this Act and the ICPC.

ICPC STATE POLICY - CHILD WELFARE CASES

Incoming requests under the ICPC are made on behalf of children who have been adjudicated wards or dependents by another state's juvenile court and are being considered for placement in California. With incoming requests, the sending state retains jurisdiction of the child. In this situation, California is considered the "receiving" state. Outgoing ICPC applies to children who are dependents or wards of the juvenile court in California or are in foster care and being placed across state lines. With outgoing cases, California retains jurisdiction of the child. In this situation, California is considered the "sending" state. ICPC placement requests can be made for placement in foster homes, group homes, residential treatment facilities, institutions, placement with a parent/guardian, relative, or non-related extended family member and placements of adjudicated wards or dependents in institutions.

It is extremely important to have complete, accurate, and timely data entry in CWS/CMS of all incoming and outgoing ICPC requests so that workers have access to current and accurate records for the children placed across state lines, thereby ensuring those children receive appropriate care, supervision, and services. In addition, accurate and timely data entry is a critical factor which impacts state and federal outcome measures and funding, enables the State and counties to quickly identify out-of-state placements for emergency response purposes and allows the State to identify issues associated with Safe and Timely Home Study timeline requirements for state and federal compliance purposes.

ICPC DATA ENTRY INSTRUCTIONS

Incoming requests:

A case must be created in CWS/CMS for ICPC requests (home study and/or placements) when California is the receiving state. **Do not** enter these requests as referrals. A case must be created for the child so that contacts and ICPC transactions can be recorded. A separate case must be created for each child if the home study request is for a sibling group. It is important to record this information even if a request from a sending state was denied by a California county as it allows for tracking of all home study requests throughout California. For those cases in which the placement resource is denied by a California county, there isn't a "denied" option available on the ICPC 100B page. Until such time as the page/form is updated to document this data, counties are to select the "termination" option in the "ICPC Action" field and note that placement resource is denied in the "comment" section.

Outgoing requests:

If California is the sending state, a case should have already been created in CWS/CMS. In an existing case, the county must complete the ICPC 100A page documenting the request for services from another state (for data entry instructions specific to creating a case for group home placements, see Attachment I). The ICPC 100A page must be completed in order to generate the ICPC-100A Form that is sent to the receiving state or the CDSS Out-of-State Placement Policy Unit for group home placements. In addition, placement status updates (initial placement, placement change, termination of placement) must be documented in the ICPC-100B page in order to generate the ICPC-100B Form that is sent to the receiving state (CDSS Out-of-State Placement Policy Unit for group home placements).

ICPC RELEASE 6.8 CHANGES

The 6.8 Release Notes provide detailed descriptions of the ICPC CWS/CMS changes. You can access these documents as well as step-by-step ICPC data entry instructions reflecting the Release 6.8 changes on the CWS/CMS website at: http://www.hwcws.cahwnet.gov/ in the Training Portal.

DUAL AGENCY BACKGROUND

SB 84 addressed the extraordinary care and supervision needs of children who are either consumers of California regional center services or are receiving Early Intervention Services and are receiving AFDC-FC or AAP benefits (i.e. "dual agency" children.) The rate set forth in WIC section 11464 was established with the intent to create a rate structure that would maximize the rate for care and supervision of "dual

agency" children. AB 4 (Chapter 4, Statutes of 2009) applied the dual agency rate structure to the existing Kin-GAP program when a dual agency child exited the court dependency system to permanently reside with a related legal guardian. The dual agency rate structure was applied to the federal and state Kin-GAP programs when they were established by AB 12 (Chapter 559, Statutes of 2010).

DUAL AGENCY RELEASE 6.8 CHANGES

The Release 6.8 made changes in two areas: Client Management and Placement. In the Client Management section, the Health Notebook Summary page was updated to capture a history of the dual agency services received from California Children's Services, a California Regional Center, or a user-specified entity. These updates include the start and end dates identifying when the child received services.

In Placement notebook, a drop-down called Regional Center has been added to capture Regional Center information when "Regional Center Services" is selected as the Additional Payment Type. The Payment Rate Level drop-down has been renamed to "Rate/Service Level". This drop-down has been modified to capture regional service level information when "Regional Center Services" is selected as the Additional Payment Type.

The 6.8 Release Changes and Quick Guide to CWS/CMS can be accessed on the CWS/CMS website at: http://www.hwcws.cahwnet.gov/ by navigating to the Training Portal, Training 4 Trainers tab, Guides and Notes section. Step-by-step instructions for documenting a child's dual agency status in CWS/CMS can be found in Attachment II.

Questions regarding CWS/CMS may be directed to your County's System Support Consultant (SSC). Contact information for your SSC can be found at: http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/SSC_list.asp.

Please contact the Out-of-State Placement Policy Unit at (916) 651-8100 for questions related to ICPC and the Rates Policy Unit at (916) 651-2752 for questions related to rates for dual agency children.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
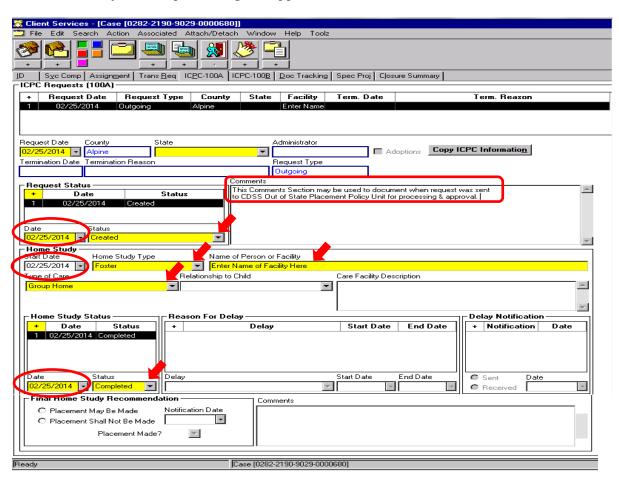Deputy Director
Children and Family Services Division

Attachments

ICPC **GROUP HOME** Placements – 100A Page

1) Client Services
2) In the Case Management Section (Green), open the Case Notebook.
3) Open the ICPC-100A page.
4) Ensure the Home Study Start Date & Home Study Status Dates reflect same date.
5) Ensure the following drop down menus reflect the requested instruction:
Status: Created
Home Study Type: Foster
Home Study Status: Completed
Type of Care: Group Home
6) First Comments section may be used to document when request was sent to CDSS Out of State Placement Policy Unit for processing and approval.

We have also verified with OSI the location of the 6.8 release changes & quick guide to CWS/CMS to be at the current location: http://www.hwcws.cahwnet.gov

To be found through simple Navigation to the Training Portal, Training 4 Trainers tab, Guides and Notes section.

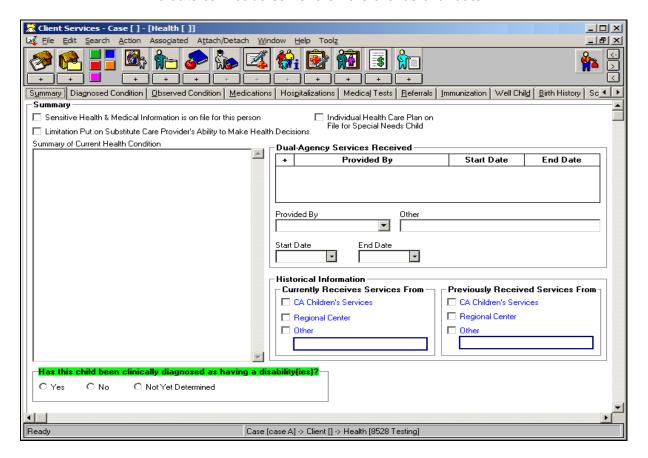# Documenting Dual Agency Status for a Child Client in CWS/CMS

Client Management Section

Health Notebook

- Users record dual-agency services received in a frame called Dual-Agency Services Received. The *"Provided By"* drop-down will now list *'CA Children's Services'*, *'Regional Center'*, and *'Other'*.
- *The "Currently Receives Services From"* and *"Previously Received Services From"* frames are found within a frame titled *"Historical Information"*. The controls within the frame display as read-only. The Historical Information frame is visible only when data exists there.

Health Notebook - Summary page

- To add a record click the *"+"* in the "*Dual-Agency Services Received*" frame. The *"Provided By"* and *"Start Date"* fields become mandatory.
- Enter data in the following fields:
  - *Provided By* – 'Select *'Regional Center'*
    - Note: If *Other* is selected the *'Other'* text field becomes mandatory.
  - *Start Date* – enter current date.
    - The Dual-Agency Services *Start Date* must be less than or equal to the Dual-Agency Services *End Date*.
    - The date cannot be earlier than the client's birth date

Client Management

- The Health and Education Passport includes dual-agency services and the timeframe in which these services were received in the CURRENT HEALTH SERVICE PROVIDERS and PAST HEALTH SERVICE PROVIDERS sections.
- During client merge, a client's history of dual-agency services will be retained and duplicate information will be deleted.
- The *Client notebook* will not permit the Client's date of birth from exceeding the start date of any dual-agency services received.
- The *Family Information notebook* will not permit a Client's date of birth to exceed the start date of any dual-agency services received.

Placement Notebook

- A drop-down called *"Regional Center"* captures Regional Center information when *'Regional Center Services'* is selected as the *Payment Type*.
- The *'Rate/Service Level'* captures regional service level information when *'Regional Center Services'* is selected as the *Payment Type.*

Placement Notebook - Ongoing Requests Page

- Click the *"+"* in the *Ongoing Requests grid*.
- Enter Data in the following fields:
    - *Additional Rate option button.*
        - Only the Start Date is mandatory.
    - *Start Date* - enter Date of your choosing.
    - *Additional Rate* – enter dollar amount. The Payment Type drop-down becomes mandatory tabbing out of the Additional Rate field.
    - *Payment Type* – select Regional Center.
        - The Rate/Service Level and Regional Center fields become mandatory.
    - *Rate/Service Level* – select from the list of values provided.
    - *Regional Center* – select from the list of values provided.