

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814

August 7, 2000



All-County Letter No. 00-52

TO: ALL COUNTY WELFARE DIRECTORS

**REASON FOR THIS TRANSMITTAL**

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

**SUBJECT: THE PROCESS FOR COUNTY CERTIFICATION TO FULL UTILIZATION OF THE CHILD WELFARE SERVICES CASE MANAGEMENT SYSTEM AND THE AVAILABILITY OF AN ASSOCIATED FUNDING AUGMENTATION**

This letter is to provide instructions to counties in certifying to full utilization of the Child Welfare Services Case Management System (CWS/CMS) in order to secure the funding augmentation available to County Welfare Departments for their Child Welfare Services (CWS) Programs. These instructions are in conjunction with information found on page five of County Fiscal Letter 00/01-18 issued July 24, 2000. A final County Fiscal Letter will be issued in December of 2000 to provide the final CWS augmentation allocation for State Fiscal Year 2000-01.

Pursuant to the Budget Act of 2000, an augmentation of \$125,932,000 (\$40 million in General Fund (GF) from 1999-00 and \$43 million (GF) in new funding) will be available to counties for Emergency Response, Family Maintenance, Family Reunification and Permanent Placement services provided under county Child Welfare Services Programs. In order for counties to access these augmented funds, two criteria must be met:

1. Counties must fully expend all Child Welfare Services Basic GF allocations prior to drawing down this augmentation and;
2. Counties must provide to the CDSS Director a Letter of Certification.

**Definition of Full Utilization**

Pursuant to the Budget Act of 2000, CDSS has worked collaboratively with members from the County Welfare Directors Association and with labor groups representing social workers in

reaching an agreement in the definition of full utilization. The following is the result of that collaboration:

◆ Scope of functionality:

All functional areas within the client services and adoptions components will be utilized. (Refer to Attachment "A" that identifies specific data fields within the designated functional areas).

◆ Data elements required:

All currently mandatory fields (those fields within the system appearing as "yellow" as stated in Attachment "A") must be completed. Additionally, a small number of Adoption and Foster Care Analysis and Reporting System (AFCARS) fields, currently non-mandatory yet federally required, are to be completed in applicable cases. These fields will appear on the system as "green" by mid-September and will become mandatory on October 1, 2000.

◆ Impacted cases:

Full utilization applies to all new referrals, new cases and all existing cases at the next regularly scheduled court review (court cases) or the next case plan renewal (voluntary and informal supervision cases).

### **Certification Process**

To certify consistency with this definition of full utilization, County Welfare Directors shall use one of the following options:

- a) The county completes currently mandatory yellow fields applicable to the casework being done and has a policy that all forthcoming green data fields will be completed beginning October 1, 2000,
- b) The county cannot certify to full utilization as outlined above in (a) and submits an action plan indicating the current status of utilization, steps, milestones and timelines by which full utilization will be achieved or,
- c) The county cannot certify to full utilization as outlined above in (a) and submits an action plan indicating the current status of utilization, and the steps, milestones and timelines for those components/indicators by which full utilization will be achieved. Additionally, the county requests an exemption(s) from some aspect(s) of full utilization. All exemption requests must be accompanied by a valid business case reflecting local circumstances that make full utilization infeasible.

Certification will be done via a letter from each County Welfare Director to the CDSS Director. The letter must include one of the scenarios as listed above in 2 a, b or c. Any required action plan, exemption request or business case must be included in the letter. County action plans for full utilization shall use a target date of no later than June 30, 2001 or shall provide an alternate target date accompanied by appropriate justification. The CDSS shall seek to provide a confirmation of county certifications of full utilization, as referenced in (a) above, within two weeks. Validation and acceptance of county certifications referencing (b) or (c) shall be responded to as quickly as possible.

Select CWS/CMS data identified as indicators of full utilization (Attachment "A") will be reported monthly by the CWS/CMS Project and delivered to the County Welfare Directors for self-monitoring. On-demand reports will also be made available for counties to proactively manage their progress in meeting and/or maintaining full utilization.

### **Fiscal Impact/Claiming**

Counties must match their total CWS Basic GF allocation prior to drawing down any portion of this augmentation for child welfare services. Distribution of these funds as well as the necessary program codes for claiming will be in accordance with the instructions outlined in CFL 00/01-18.

### **Forum**

The CDSS will host a half-day forum to further discuss the details and answer questions pertaining to this All County Letter including scope of functionality, required data elements, impacted cases, the certification process and fiscal impact/claiming. The forum is scheduled to take place from 1:00 p.m. until 5:00 p.m. on Monday, August 28 in the first floor auditorium, Room 102 of the CDSS main office located at 744 P Street, Sacramento, CA.

Please contact Melissa Gamer, Chief, CMS Support Branch, (916) 445-2888, with questions.

Sincerely,

***Original document signed by  
Sylvia Pizzini on August 7, 2000***

SYLVIA PIZZINI  
Deputy Director  
Children and Family Services Division

c: CWDA

# Attachment A

## Full Utilization Indicators

Functional Area	Indicators	Explanation
Referral Management	<ul style="list-style-type: none"> <li>• Referrals opened</li> <li>• Referrals disposed</li> </ul>	This will capture all the work in the “Referral Management“ section of the application. Referrals cannot be saved to the database without completing all the mandatory fields, including allegations, clients and contacts.
Client Management	<ul style="list-style-type: none"> <li>• Child client created</li> <li>• Adult client created (at least one)</li> </ul>	The completion of the demographic fields in the “Client” notebooks covers the mandatory and most important aspects of the Client Management section.
Court Management	<ul style="list-style-type: none"> <li>• Complete the Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page.</li> <li>• Complete the Hearing Notebook for the next hearing.</li> </ul>	This will provide the minimal Court information required on all court cases and take into consideration that some counties will not be able to use the Court Report or Petition sections of the application.
Service Management	<ul style="list-style-type: none"> <li>• Staff Person/Child contact exist in the Contact Notebook</li> <li>• Staff Person/Parent Contact exists in the Contact Notebook</li> <li>• Staff Person/Substitute Care Provider contact exist in the Contact Notebook</li> </ul>	The Service Management section captures all the services in the form of contacts, services and visits.
Placement Management	<ul style="list-style-type: none"> <li>• Current placement for all children in FR/PP or Adoption.</li> <li>• Mandatory AFCARS fields are entered.</li> </ul>	These indicators will confirm that the placement is documented and that the placement home (FFH) information is supplemented to make the Placement Match process possible.
Case management	<ul style="list-style-type: none"> <li>• All Referrals/Cases over 30 days have an in Effect Case Plan.</li> </ul>	The Case Plan is the main aspect of the Case Management section. The data for the Case Plan needs to be entered even if the user does not use the Case Plan Document. The In Effect Case Plan requires completion of the Case Plan Notebook, creation of the case plan document and supervisor’s approval.
Adoptions	<ul style="list-style-type: none"> <li>• Adoptive placement made/Adoptions</li> </ul>	These indicators will validate that the Adoption

Functional Area	Indicators	Explanation
	finalized. <ul style="list-style-type: none"> <li>Mandatory AFCARS fields are entered</li> </ul>	functionality is utilized and all AFCARS fields are completed.

## Functional Area Usage Indicators

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
Referral Management	Referrals opened	Referrals opened and saved to the database	ID	<ul style="list-style-type: none"> <li>Date</li> <li>Time</li> <li>Report Method</li> </ul>	
			Reporter		<ul style="list-style-type: none"> <li>Unknown OR</li> <li>First Name</li> <li>Last Name</li> <li>Street</li> <li>City</li> </ul>
			Assignment	<ul style="list-style-type: none"> <li>Start Date</li> <li>County</li> <li>CWS Office</li> <li>Unit</li> <li>Caseload</li> </ul>	
Referral Management	Referrals opened	Referrals opened continued	Client	<ul style="list-style-type: none"> <li>First Name</li> <li>Last Name</li> <li>Name type</li> <li>Gender</li> </ul>	<ul style="list-style-type: none"> <li>DOB</li> <li>Lang.</li> <li>Ethn.</li> <li>Common Address</li> </ul>

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
			Allegation	<ul style="list-style-type: none"> <li>Start Date</li> <li>Victim</li> <li>Abuse Type</li> </ul>	
Referral Management	Referrals disposed	Referrals disposed have the same fields as Referrals opened with these additional fields.	Determined Response.	Complete Response Dialog boxes (10)	Generate E/R Document (3)
			Contact	<ul style="list-style-type: none"> <li>Staff Person</li> <li>Start Date</li> <li>Contact Purpose</li> <li>Method</li> <li>Location</li> <li>Status</li> <li>Participant</li> </ul>	
			Conclusion	<ul style="list-style-type: none"> <li>Allegation conclusion</li> </ul>	
			Client Dispo	<ul style="list-style-type: none"> <li>Closure reason date</li> <li>Closure Reason</li> </ul>	
			Approval	<ul style="list-style-type: none"> <li>Pending</li> <li>Submitted</li> <li>Approved</li> </ul>	
					<ul style="list-style-type: none"> <li>Generate x-report</li> <li>Generate 1166/1169</li> </ul>
Client Management	Child client created	The Child client (focus child) has to be <19 and a victim.	ID	<ul style="list-style-type: none"> <li>First Name</li> <li>Last Name</li> <li>Name Type</li> <li>Gender</li> </ul>	<ul style="list-style-type: none"> <li>DOB</li> <li>Language</li> <li>Ethnicity</li> <li>Common Address</li> </ul>

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
	Adult client created (at least one)		ID	<ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Name Type</li> <li>• Gender</li> </ul>	
Court Management	Hearing Notebook (current)	Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page.	ID	<ul style="list-style-type: none"> <li>• Hearing Date</li> <li>• Court Info.</li> </ul>	
			Minors	<ul style="list-style-type: none"> <li>• Select Minor</li> <li>• Hearing type</li> </ul>	
			Results		<ul style="list-style-type: none"> <li>• Findings</li> <li>• Orders</li> </ul>
	Hearing Notebook (Future)	Create Next Hearing by selection "ACTION"	ID	<ul style="list-style-type: none"> <li>• Hearing Date</li> <li>• Court Info</li> </ul>	
			Minors	<ul style="list-style-type: none"> <li>• Select Minor</li> <li>• Hearing type</li> </ul>	
Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
Service Management	Staff Person/Child	Contacts	Contact	<ul style="list-style-type: none"> <li>• Staff Person</li> <li>• Start Date</li> <li>• Contact Purpose</li> <li>• Method</li> <li>• Location</li> <li>• Status</li> <li>• Participants</li> <li>• On Behalf</li> <li>• Contact Party Type</li> </ul>	
	Staff Person/Parent			<ul style="list-style-type: none"> <li>• same as above</li> </ul>	
	Staff Person/SCP			<ul style="list-style-type: none"> <li>• same as above</li> </ul>	

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
	Child/Parent	Visit	Associated Visit	<ul style="list-style-type: none"> <li>• Start Date</li> <li>• Participant</li> <li>• Visit Party type</li> <li>• Completed</li> </ul>	<ul style="list-style-type: none"> <li>• must have contact page</li> </ul>
Placement Management	Current Placement for all children in FR/PP and adoption	Placement Notebook	ID	<ul style="list-style-type: none"> <li>• Start date</li> <li>• Legal Authority</li> <li>• Care provider Relationship to child</li> <li>• Child Removal date</li> <li>• Time</li> <li>• Primary reason</li> <li>• Primary Caretaker relationship</li> </ul>	Need to have placement facilities in Cache (Search for facilities)
Case Management	In Effect Case Plan		Case Plan Participant	<ul style="list-style-type: none"> <li>• Start date</li> <li>• End Date</li> <li>• Case Plan Goal</li> </ul>	<ul style="list-style-type: none"> <li>• need client demographic information (language, ethnicity, education and Health Info.)</li> </ul>
				<ul style="list-style-type: none"> <li>• Supervisor Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Should have strengths and service objectives</li> </ul>



## SUMMARY

FUNCTIONAL AREA	INDICATORS	MANDATORY FIELDS	REQUIRED FIELDS
Referral Management	Referrals Open	15 fields	8 fields
	Referrals Disposed	30 fields	12 fields
Client Management	Child Client	4 fields	4 fields
	Adult Client	4 fields	
Court Management	Hearing Notebook-current	4 fields	2 fields
	Hearing Notebook-future	4 fields	
Service Management	Staff person/Child-contact	9 fields	
	Staff person/Parent contact	9 fields	
	Staff person/SCP contact	9 fields	
	Child/Parent-visit	4 fields	
Placement Management	Placement-current	7 fields	
	AFCARS		
Case Management	In Effect Case Plan	4 fields	6 fields
Adoptions	AFCARS		