



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

REASON FOR THIS TRANSMITTAL

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

March 16, 2015

ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-18-15

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHIEF PROBATION OFFICERS
ALL TITLE IV-E TRIBES
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: ACCESS TO CRIMINAL RECORD SUMMARY INFORMATION

REFERENCE: SENATE BILL (SB) 1136; HEALTH AND SAFETY CODE (HSC) 1522.08; WELFARE AND INSTITUTIONS CODE (WIC) SECTION 16504.7

The purpose of this ACIN is to inform counties of the implementation of SB 1136 (Chapter 222, Statutes of 2014) which amends section 1522.08 of the HSC, and adds section 16504.7 to the WIC. This legislation allows the California Department of Social Services (CDSS) to share with county child welfare agencies a list of individuals associated to state-licensed or certified foster homes that have been granted criminal record exemptions and summary information used when making the determination to grant the exemption.

Effective February 12, 2015, county child welfare and probation agencies and state adoption offices will have access to a secure CDSS website (<https://secure.dss.ca.gov/countysite/>) that will provide critical information regarding the licensing history of state-licensed facilities. This secure county site has a similar look and feel to the public Transparency Website (<http://cclid.ca.gov/PG3581.htm>) launched in June 2014. Users will be able to access five years of licensing data regarding state-licensed facilities. Additionally, Criminal Background Check status of individuals associated with state-licensed children’s residential facilities will be available. For each associated individual, one of the following three criminal record clearance statuses will

be noted: *pending, cleared or exemption*. For those associated individuals with an exemption, an additional link will provide summary information related to the criminal record exemption. It is critical to note that the summary information accessed by county child welfare and probation agencies and state adoption offices is confidential and cannot be shared with other individuals or agencies.

The CDSS is making this secure website available to counties who opt to access this information. Interested counties are responsible for designating one Single Point of Contact (SPOC) who will serve as site administrators. For large counties, you may identify two SPOCs. Site administrators will be responsible for administering user ID's and passwords for their county users, ensuring that only employees with appropriate authorization are provided access. Additionally, the site administrators are responsible for working with their county information technology staff to ensure the system generated emails that are sent from donotreply-DSS-Security@dss.ca.gov (IP 162.2.111.10) are not blocked by their firewalls in order for them to be able to reset their passwords.

The CDSS will be providing initial training to interested counties beginning March 19, 2015. Interested counties should send the following information to Nhan.Hoang@dss.ca.gov with a cc to cldappsuppdesk@dss.ca.gov to initiate both training and access to this secure website

1. Administrator's Name
2. County
3. Phone #
4. Email address

Webinar training sessions will be available to assist SPOCs with their administrative functions and to orient placement workers to the website and its functionality. If you have policy questions regarding this ACIN, send an email to Dorette.Pierce@dss.ca.gov or by phone at (916) 653-1923. If you have technology questions regarding this ACIN, please email Roger.Kaufmann@dss.ca.gov or by phone at (916) 651-5944.

Sincerely,

Original Document Signed By:

ELLIE JONES, Chief
Operations and Evaluations Branch
Children and Family Services Division