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

CDSS

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February 26, 2009

ALL COUNTY INFORMATION NOTICE NO. I-15-09

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TO: ALL COUNTY WELFARE DIRECTORS
            ALL CWS PROGRAM MANAGERS

SUBJECT: INDIVIDUALIZED EDUCATION PLAN

Assembly Bill (AB) 636 (Steinberg, Chapter 678, Statutes of 2001) required the establishment of the California Child and Family Service Review System to review all county child welfare systems. AB 636 also 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 California CWS Outcomes and Accountability Quarterly Data Reports for each child welfare agency.

The Welfare and Institutions Code (W&I Code) § 16010 requires that each child placed in foster care has an education record that includes the names and addresses of the child's education providers, the child's grade level performance, the child's school record, and assurances that the child's placement in foster care takes into account the proximity to the school in which the child is enrolled at the time of the placement.

This All County Information Notice (ACIN) is intended to assist counties in meeting critical CWS program documentation, data reporting and program performance measurement requirements in accordance with AB 636. 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.

Introduction of New Measure:

6B – Individualized Education Plan (IEP)

Measure 6B will report the percent of children in foster care who have an Individual Family Services Plan or an IEP documented in the CWS/CMS Education Record.

CWS/CMS Instructions:

The methodology for Measure 6B is provided in Attachment A. An outline of the corresponding fields and values in CWS/CMS that are used for Measure 6B are provided in Attachment B. Instructions for other fields in CWS/CMS that apply to the completion of the Education Notebook are included but are not used in data collection for Measure 6B.

Test Period:

Two quarters of test data will be shared with the counties following the release of this ACIN. Following the test period, the 6B measure will officially become a part of the quarterly California Child Welfare Outcomes and Accountability Reports. The quarterly reports are posted on the Child Welfare Dynamic Report System at
http://cssr.berkeley.edu/ucb_childwelfare/Ccfsr.aspx
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If you have questions or need further information, please contact your California Child and Family Services Review consultant at 916-651-8099, or send an email to
chldserv@dss.ca.gov.

Sincerely,

Original Document Signed By:

GLENN A. FREITAS, Chief
Children's Services Operations and Evaluation Branch

C: California Welfare Directors Association

Attachments

Attachment A:

METHODOLOGY FOR MEASURE 6B: INDIVIDUALIZED EDUCATION PLAN
10/31/08

Methodology

This is the percentage of children in out-of-home placements who have ever had an Individual Family Services Plan (IFSP) or Individualized Education Plan (IEP).   The reporting period is one quarter in duration. No partial month cases are included in the measure. The measure is based on case level information.

Denominator:

The denominator <u>includes</u>:
- Child Welfare Department supervised children in an open case and open placement during the quarter (the case must begin before the end of the quarter and the case must end after the beginning of the quarter or it is open)

- Placement episodes lasting 31 or more days

- Minors placed in California

The denominator <u>excludes</u>:
- Non-dependent legal guardianship cases

- Children placed in or out of the state under the Interstate Compact on the Placement of Children (ICPC)

- Children 19 years of age or older

Numerator:

The numerator is the count of foster children who have ever had an IFSP or IEP. The start date entered into CWS/CMS should correspond with the initiation of the IFSP or IEP and can occur prior to the start of the foster care placement.

Attachment B:

INSTRUCTIONS FOR DATA ENTRY FOR MEASURE 6B

Open the Client Notebook

Open the Client Management Notebook (Blue Button)
> Open the Existing Education Notebook, Create New (+)
> Select – Education
>> *If the client does not have an Education Provider see notes below
> Select the Education Provider
> Select – "OK"

Enrollment Information Tab
> Educational Decision Information Area
>> Place a check mark in the 'Parental Rights' if applicable, with the corresponding information
> Enter the Start Date – mandatory field (yellow)

Grade Level Information Tab
> Grade Level Information
>> Click the plus (+) button, the Grade Field will become enabled and the
>> Start Date becomes mandatory (yellow)
>>> Enter appropriate grade level and date
> Education Record
>> Click the plus (+) button, the Start Date, Information Type and Education
>> Record Comments become mandatory (yellow)
>>> Enter the date the IFSP or IEP began (This date can precede the start of the case)
>>> Enter IFSP (ages 0-2) or IEP (ages 3-22)
>>> Enter IEP participants; Outcomes of the IEP; Date the actual meeting was held; any updates that have occurred since first IEP (This information is not used for the measure but are important for case management purposes.)

Go to "File"

Select "Save to Database"

Under Save Options, select "Continue Working"

Reopen Client Notebook
      Select Document – Client Notebook, plus (+) button

The Generate New Documents Window will open.
      Select "Health and Education Passport (HEP)"
      Click "OK"
            *If you are updating the HEP, you will need to remove any existing
            document before creating a new HEP. The application will ask if
            you would like the previous document removed, click "Yes" to proceed.*
      Click "New"
      Select "Health and Education Passport"
      Select the Client, your child in focus
      Click "OK"

Filter Health and Education Passport Information
      Select the appropriate radial button in association with "Previous Schools"
      The application with upload the HEP with the newly entered *Education* information