

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



August 2, 2004

ALL-COUNTY INFORMATION NOTICE I-16-04

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

**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: SAFELY SURRENDERED BABY LAW UPDATES

REFERENCES: SENATE BILL 139, CHAPTER 150, STATUTES OF 2003;  
ALL-COUNTY INFORMATION NOTICE I-68-02 (PUBLIC AWARENESS);  
ALL-COUNTY LETTER NO. 02-01 (SAFELY SURRENDERED BABY);  
SENATE BILL 1368, CHAPTER 824, STATUTES OF 2000

The purpose of this All-County Information Notice (ACIN) is to provide revisions to the Safely Surrendered Baby reporting instructions in All-County Letter No. 02-01 issued January 12, 2001; the provisions in Senate Bill (SB) 139, Chapter 150, Statutes of 2003; updated California Department of Social Services (CDSS) contact information; and, updated processes for ordering Safely Surrendered Baby Law public awareness campaign materials.

**SB 139, Chapter 150, Statutes of 2003**

SB 139, Chapter 150, Statutes of 2003, amended Section 1255.7 of the Health and Safety Code to eliminate the requirement that a child be surrendered to a designated individual on duty at a hospital or other location designated by the board of supervisors. As a result of the amendment, a baby can be surrendered to any person who is an officer or employee of a safe-surrender site or who has staff privileges at the site. Additionally, SB 139 provides that any personal identifying information about the parent or guardian who surrenders a child which has been obtained from the medical questionnaire is confidential and exempt from disclosure to the child protective services or other county agency. Pursuant to SB 139, personal identifying information is to be redacted from any medical information provided to child protective services or the county agency providing child welfare services. SB 139 also provides that hospitals and any other safe surrender site designated by the county board of supervisors must post the Safely Surrendered Baby statewide logo, which has been adopted by CDSS.

Electronic copies of the Safely Surrendered Baby logo can be obtained by contacting Forms Management/Graphic Arts at (916) 657-1893. Questions about the placement of the logo, etc. should be directed to the Public Affairs Office at (916) 657-2268.

### **Public Awareness Campaign Materials**

Counties and all other interested parties are encouraged to order public education materials, at no charge, by using the following procedures:

- For quantities of 100 total items (example: an order of 50 brochures, 30 wallet cards and 20 posters equals a total of 100 items) or less, contact the Office of Child Abuse Prevention at (916) 651-9988 or facsimile the request to (916) 651-6328.
- For quantities of more than 100 total items, facsimile a County Forms Order (GEN 727B) to (916) 371-3518 or submit to:  
CDSS Warehouse  
P.O. Box 980788  
West Sacramento, CA 95798-0788

Camera-ready copies of the public education materials can be obtained from the following CDSS website: <http://www.dss.cahwnet.gov/cdssweb/On-lineFor 271.htm>. Camera-ready "hard copies" of the public education materials may be obtained by contacting the CDSS' Forms Management Unit at (916) 657-1907 or CALNET at 437-1907.

### **Reporting Procedures**

As counties are aware, the CDSS implemented a new Special Project Code on January 1, 2001, so that social workers could uniquely mark safely surrendered babies in Child Welfare Services/Case Management Services (CWS/CMS). This temporary documentation in the system made it possible for county and statewide tracking of these important clients in the database.

The permanent solution for documenting these cases was to provide some additional data fields on the Special Project Page, the Placement Notebook, and the Client Notebook. These new changes were implemented in CWS/CMS through a new release on December 12, 2002. Attached to this ACIN is updated information about these new data fields and instructions for utilizing them.

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If you have any questions regarding the Safely Surrendered Baby data reporting process, please contact the Case Management System Support Branch staff at (916) 654-1086. For questions regarding child fatalities and the reporting of those cases, please contact the Children's Services Operations and Evaluation Branch at (916) 651-8400. Other questions regarding the Safely Surrendered Baby Law should be directed to the Child Welfare Policy and Program Development Bureau at (916) 651-6160.

Sincerely,

*Original Signed by Patricia Aguiar*

PATRICIA AGUIAR, Chief  
Child Protection and Family Support Branch

Attachment

c: County Welfare Directors Association

## Safely Surrendered Baby Instructions

With the Release 5.2, several pages in the Child Welfare Services/Case Management Services (CWS/CMS) application were updated that are relevant to recording cases involving Safely Surrendered Babies (SSB). This summary will provide a review of those new changes and instructions to complete each step.

### FIRST STEP: REFERRAL

- Before entering the Special Project Codes for a SSB, workers must perform the following steps to fully enable the data fields:
- Create a new referral following the usual procedures.
- The referral must be assigned to a worker.
- Create a child client notebook with name, DOB, and complete all mandatory and known fields including necessary items on the ID NUM Page. (e.g., State ID, Aid Code, appropriately issued serial number, Assistance Unit, and Person Number).
- Create an allegation notebook with the allegation of “caretaker absence/incapacity”.

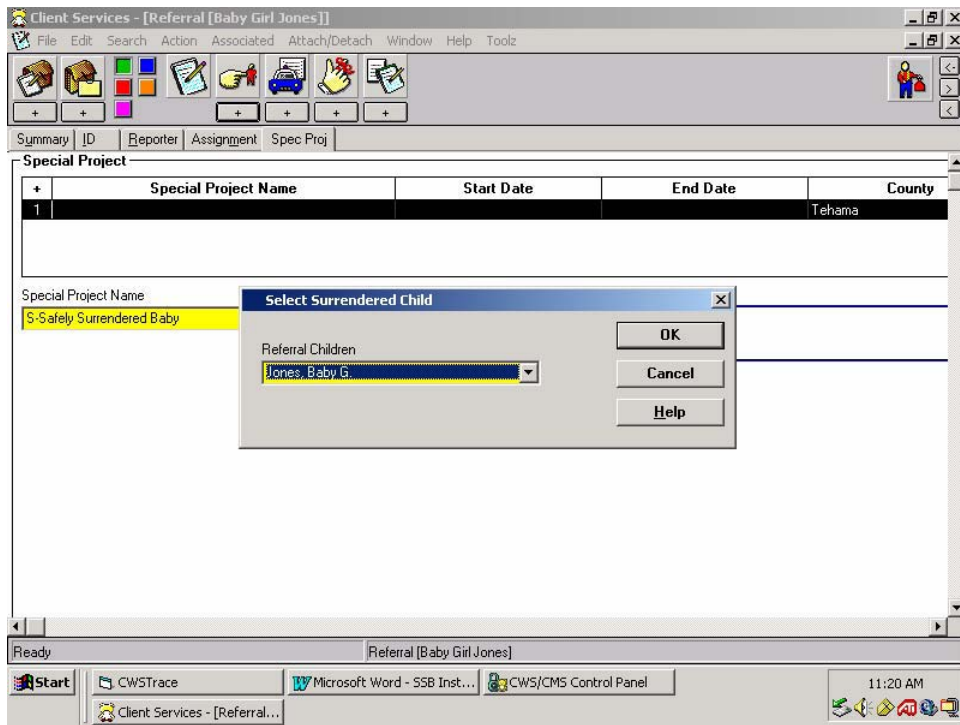
### SECOND STEP: REFERRAL INFORMATION NOTEBOOK: SPECIAL PROJECTS PAGE

#### Referral: Special Project Page

- From the Referral in CWS/CMS, click on the, “Special Projects” page tab. Select the (+) button in the information grid. This will enable the Special Project drop down list. From the drop list, select “S-Safely Surrendered Baby” (See Figure 1 Below). (This option is not available (disabled) on the Special Project page in Case and Placement Home notebooks).

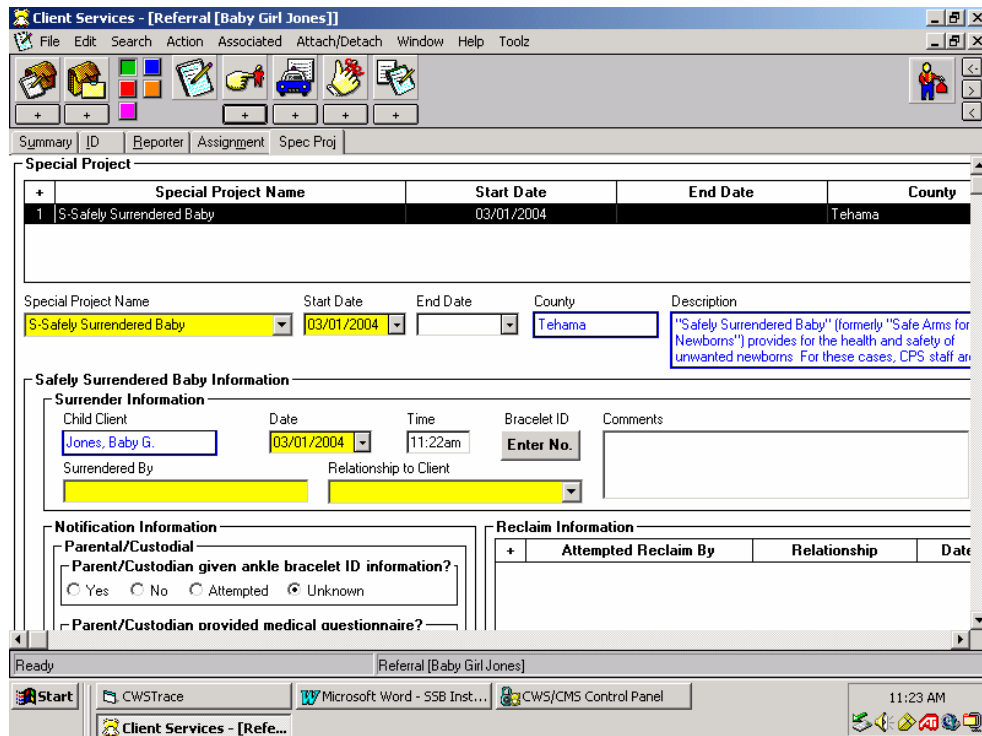
#### Special Project: Special Project Name

- In the “Special Project Name” field, click the arrow to display the available list of Special Projects. Select “S-Safely Surrendered Baby” indicator.
- This will bring up a dialogue box. Click the arrow and select the child client that has been surrendered. If correct, click the “OK” button (See Figure 1 below). Additional babies can be entered by clicking on the “+” for multiple births.



(Figure 1)

When you select this option; The “Safely Surrendered Baby Information” frame appears and additional fields become available for completion.



(Figure 2)

## Special Project: Start Date

- Enter the date the surrendered baby was taken into protective custody and designated by use of the special project code.

## **Safely Surrendered Baby Information: Surrender Information: Child Client**

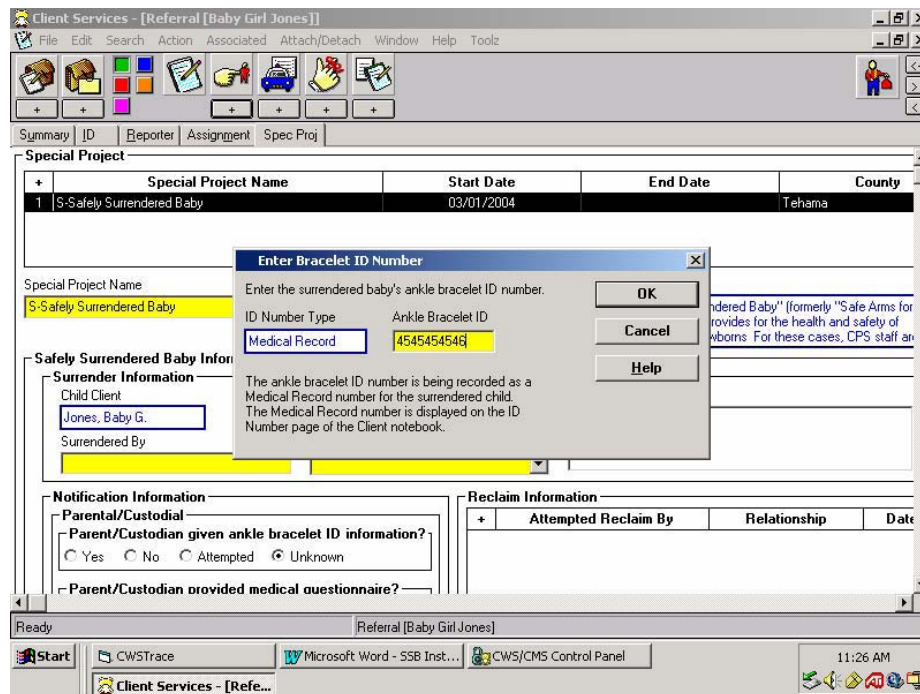
- Shows the name of the child client surrendered as an infant. If more than one child is involved (e.g. multiple births), the grid will show the other child only if the social worker created a row for each child using the Safely Surrendered Baby Special Project Codes.

## **Safely Surrendered Baby Information: Date, Time**

- Enter in the date and time the baby was surrendered. (This field defaults to the date the data is entered make sure you change this if the surrender date is different.)

## Safely Surrendered Baby Information: Bracelet ID

- Click on the Bracelet ID button (see Figure 2) and the following dialogue box will open as shown below in figure No. 3.



(Figure 3)

- The user should enter in the number of the child's bracelet that identified this child at the hospital. If entered correctly, click, "OK." This Medical Record Number is then populated on the ID Number page of the child's Client notebook.

### **Safely Surrendered Baby Information: Surrendered By**

- Enter the name of the parent/custodian. If a parent surrendered anonymously, enter in "Mother Unknown" or "Father Unknown." If the parent(s) verbally provided their names, you may enter in their names as they have waived their privilege of confidentiality. However, if a parent reveals their name on the medical background questionnaire, the name should not be entered into CWS/CMS. Health and Safety Code 1255.7(d)(2) states, "Any personal identifying information that pertains to a parent or individual who surrenders a child that is obtained pursuant to the medical information questionnaire is confidential and shall be exempt from disclosure by the Child Protective Services (CPS) or county agency. Any personal identifying information that pertains to a parent or individual who surrenders a child shall be redacted from any medical information provided to CPS or the county agency providing child welfare services." (*emphasis added*)

### **Safely Surrendered Baby Information: Relationship to Client**

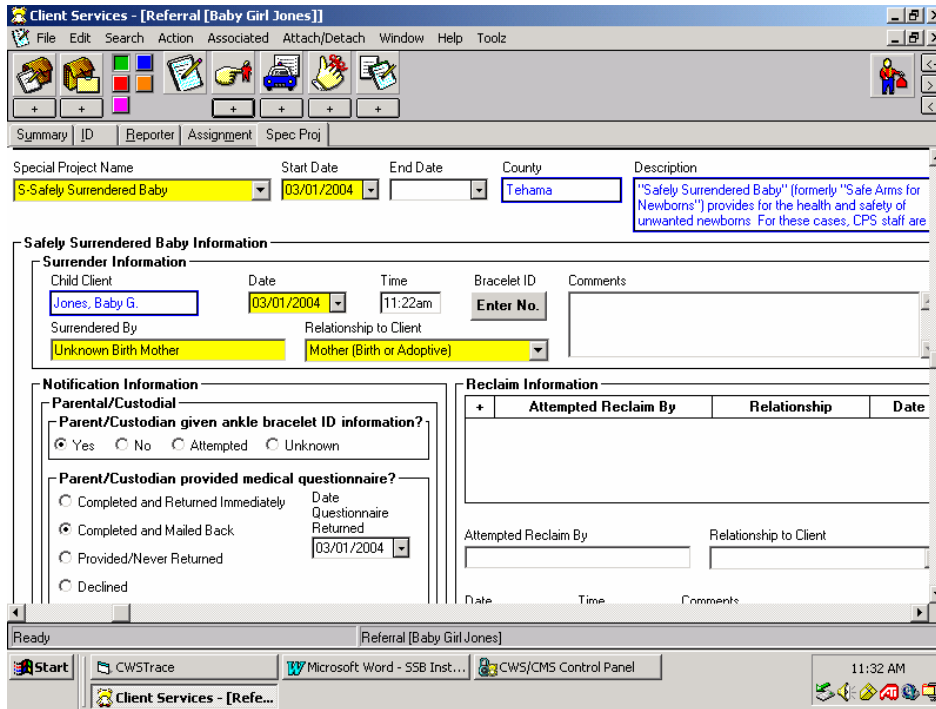
- Click the arrow that will display a drop down list of possible relationships to the child. Indicate the relationship of the surrendering adult to the child if known. If the relationship is not known select, "Unable To Identify."

### **Safely Surrendered Baby Information: Comments**

- You may enter any relevant information in the "comments" section about the contact of the adult(s) who surrendered the infant.

### **Notification Information: Parent/Custodian Given Ankle Bracelet ID Information:**

- This field defaults to "unknown". When the "yes" option button is selected, it indicates the parent/custodian was given the opportunity to receive the ankle bracelet ID number for the child client who was surrendered. Workers should indicate, "Yes", "No", "Attempted" or "Unknown." For Case Info notebooks, this field is read-only. (See Figure 4)



(Figure 4)

### **Notification Information: Parent/Custodian Provided Medical Questionnaire**

- If known, the worker should indicate if the custodial client completed and returned the questionnaire and the manner in which it was done. The worker should select the appropriate option button that answers this question. (e.g. Unknown, Provided/Never Returned, etc.)
- The “Date Questionnaire Returned” field is only enabled when the option button, “completed and returned “immediately” or “completed and mailed back” has been selected. If the “completed and mailed back” option is selected the system will default to the current date.

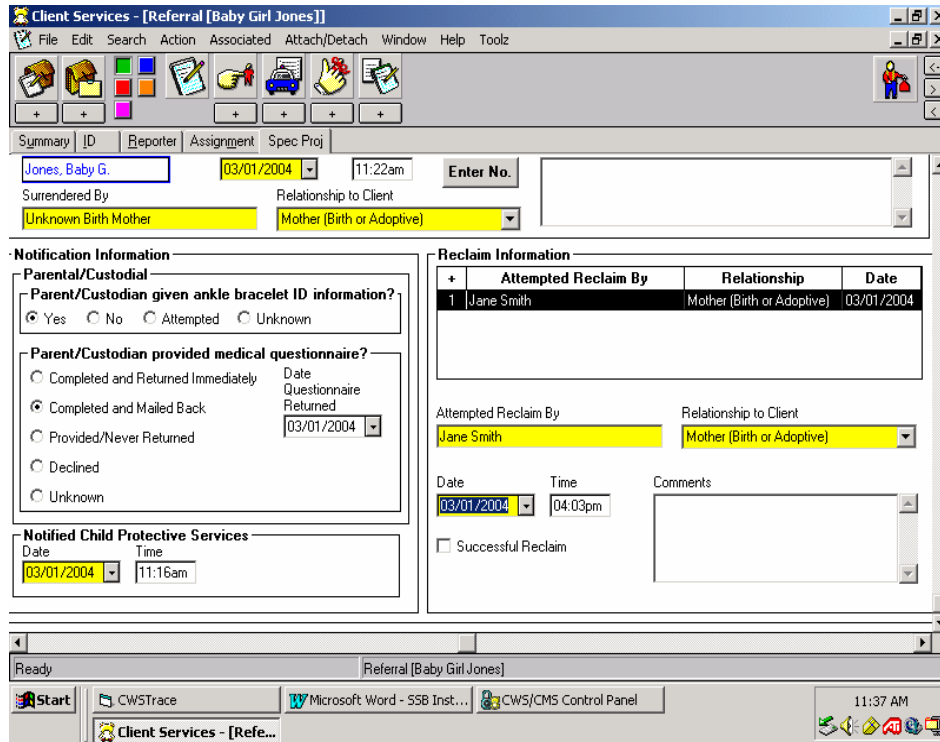
### **Notified Child Protective Services**

- Record the date and time that facility contacted CPS. If no date is entered, the system will default to the date and time the initial referral was saved to the CWS/CMS database.

### **Reclaim Information**

- Click on the (+) button to activate the grid “Attempted Reclaim By”, “Relationship” and “Date.” The fields then become mandatory fields. The social worker must enter the appropriate data on, “Attempted Reclaim By” and “Relationship” fields. If left unchanged, the date and time will populate to the current date and time as seen immediately below. (See Figure 5)





(Figure 5)

#### Reclaim Information: Attempted Reclaim By:

- For the selected reclaim episode enter the name of the individual who attempted to reclaim the child client if provided to the staff. If the name was provided only via the medical questionnaire, then the parent's name should not be entered in CWS/CMS. (See above explanation in the section: "Safely Surrendered Baby Information: Surrendered By")

#### Reclaim Information: Relationship to Client

- Click the arrow and select the appropriate relationship to the child or "unable to identify."

#### Reclaim Information: Date, Time

- The user may click the date field twice to enter in the current date or the arrow to select a date from the calendar. The Reclaim date must be greater than or equal to the surrender date.

#### Reclaim Information: Comments

- Worker may add additional comments entered for the selected reclaim episode as appropriate.

#### Reclaim Information: Successfully Reclaimed

- This check box should be marked if the parent is successful in reclaiming the child.

## Client Notebook: ID Page Safely Surrendered Baby

- The ID page in the Child Client notebook has a single check box located under the “confidentiality frame. It is located on the right side of the page. This check box is auto-populated if the client child is identified as an SSB child on the Special Projects Page. This checkbox is not available in adult client notebooks. (See Figure 6)

The screenshot shows a software window titled "Client Services - Referral [Baby Girl Jones] - [Client [Baby Jones]]". The window contains a form with several sections:

- Name and Identification:** Fields for Prefix, First (Baby), Middle (Girl), Last (Jones), Suffix, Name Type (Doe), Gender (Unknown), Marital Status (Never Married), SSN, Alien Registration #, Date of Birth (02/27/2004), and Age and Age Unit (3 Days).
- Confidentiality:** A checkbox for "Confidentiality In Effect" and an "Ineffective Date" field.
- Safely Surrendered Baby:** A checked checkbox for "This Client has been involved in the Safely Surrendered Baby Program" and a "Client Number" field with the value "0908-7267-6823-2026410".
- Other Client Information:** Radio buttons for "ICWA Eligible" (No selected), "Incapacitated Parent" (No selected), "Child has Indian Ancestry" (unchecked), "Not Asked", and "Pending".
- Language:** Fields for "Primary Language" and "Secondary Language", and radio buttons for "Literate" (No selected).
- Ethnicity:** Fields for "Primary Ethnicity" (White) and "Other Ethnicity".

(Figure 6)

### Other Information to Know About the Special Project/SSB Page:

- If the SSB Special Project information row is deleted and the other data fields still contain information, an error message will be displayed in a dialogue box, stating; “If “yes” is selected, then all the associated SSB information will be deleted. If “no” is selected, the system will not delete the information.”

## Other Information to Know About the Special Project/SSB Page

- When a SSB referral is closed with a reason of, "Open A New Case" or "Child Already In Case" the system will automatically populate the Special Project Information for each Referral Client who was a SSB into the client case.
- When this information is viewed from the Case Notebook, it will be in "Read Only." Any modifications can only be made from Referral.
- The "Closed Case/Referral Update" privilege would provide the user the ability to update these pages for closed cases and referrals.

## **THIRD STEP : PLACEMENT NOTEBOOK**

### **Placement of A SSB Child Client:**

#### **Placement Notebook: Child Removal Info Page: Removed By:**

- On the Child Removal Info page, there is a frame entitled, "Removed By." This is for recording that either law enforcement or a CWS staff person took the child into custody. If received as a Safely Surrendered Baby, the worker should click on the "Safely Surrendered Baby" radio button which will enable the field, "Receiver of the Safely Surrendered Baby." Enter the name of the staff person to whom the baby was surrendered. Please note when selecting this item, only one choice is permitted. Within this field the child must be removed by Law Enforcement, a CWS staff person, or a designated SSB facility staff. (See Figure 7 below)

The screenshot displays the 'Child Removal Info' page within the 'Client Services - Referral' application. The page is divided into several sections:

- Child Removal Information:** Includes 'Temporary Custody' (Yes/No), 'Removal Date' (03/01/2004), and 'Removal Time' (12:02pm).
- Removed From:** Fields for 'First Caretaker Relationship To Child' (Mother (Birth or Adoptive)), 'First Caretaker Removed From', 'Second Caretaker Relationship To Child', and 'Second Caretaker Removed From'.
- Removed By:** Radio buttons for 'Law Enforcement', 'Staff Person', and 'Safely Surrendered Baby' (selected). Below, there are fields for 'Law Enforcement' (Officer: First, MI, Last Name; Officer Phone, Ext, Badge/ID No.) and 'Staff Person' (Receiver of Safely Surrendered Baby: John Q. Public).
- Notification Information:** Includes 'Mother Notified' (Custody Notification Date, Time, Notified of Civil Rights), 'Father Notified' (Custody Notification Date, Time, Notified of Civil Rights), and 'Child Notified' (Yes/No/Not applicable, Notification Comments).
- Primary Reason For Removal:** Care Taker Absence/Incapacity.
- Secondary Reasons for Removal:** A list box for additional reasons.
- Temporary Custody Termination:** A section at the bottom of the form.

The Windows taskbar at the bottom shows the Start button, several open applications (CWSTrace, Microsoft Word - SSB Inst..., CWS/CMS Control Panel), and the system clock (12:06 PM).

(Figure 7)

## **Placement Notebook: Child Removal Info Page: Receiver of Surrendered Baby**

- When a child has been identified with an SSB Special Project code, this field will become enabled and mandatory. Unless otherwise entered, the system default will populate the name of the Officer or Staff person or SSB based on the selected "Removed By" option button (See figure 7 above).

## **ADDITIONAL CHANGES: PROGRAM MANAGEMENT REPORT CHANGES**

- The following program management documents have been modified to incorporate the new reason for removal of "Safely Surrendered Baby."
  - FCI542 Foster Care Case Termination by Reason for Termination from Home and Foster Care Transfers.
  - FCI584 Characteristics of Children by Reason for Removal from Home.
- The new reason for removal will be included in the "Other Column of the Program Management Reports". These report documents may be accessed in the following manner:
  - From the CWS/CMS Control Panel, click on the Caseload application (File Cabinet Icon).
  - Go to the upper left hand corner and click on the "File" Menu option and select, "Print Report." This will bring up a dialogue box.
  - Under the "Areas of Interest" Menu, click the arrow and scroll down to "Program Management FCIS." You may then select the report of your choice.