



CDSS

JOHN A. WAGNER
DIRECTOR

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

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

December 31, 2008

ALL COUNTY LETTER NO. 08-66

REASON FOR THIS TRANSMITTAL

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

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

SUBJECT: ASSIGNMENT OF A WRAPAROUND SPECIAL PROJECT CODE IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)

REFERENCE: ALL COUNTY LETTER (ACL) 03-61; ALL COUNTY INFORMATION NOTICE (ACIN) I-91-08; ACIN I-25-06

The purpose of this ACL is to inform all counties participating in California's Wraparound Program (commonly known as Senate Bill (SB) 163 Wraparound, Chapter 795, Statutes of 1997), how to code an open Wraparound case in the CWS/CMS application. Counties will be required to associate children/youth that are receiving Wraparound services with a Special Project Code. Identifying these cases with a special project code will help to improve the accuracy of the case count and to better identify what services are associated with the Wraparound process. In addition, knowing which children are receiving Wraparound services will assist with future program development activities and supports for Wraparound.

Special Projects Code

The Special Projects Page is located in the CWS/CMS Case Management notebook. Counties should identify any open Child Welfare cases that are receiving Wraparound services (without regards to the funding source) using the State Special Project Code: "S-Wraparound Program". Any data reports generated by the state will recognize only this code. The goal is to have all entries completed by March 31, 2009.

Instructions for entering S-Wraparound Program Special Projects Code

1. In the Case Management Section, click on the Special Projects page tab to access the Special Project Grid. Click on the "+" to activate the drop down boxes. Using the drop down menu, select "S-Wraparound Program Special Project Code.
2. After selecting this Special Project Code, you will be required to enter a start date using the date the Wraparound services begin. End dates are to be entered when a child/youth and their family are no longer receiving services (formal or informal) associated with the Wraparound program. The end date will reflect the date the child exits Wraparound.

Placement Episode and Wraparound

For the purposes of tracking placement episodes for children in Wraparound, counties should follow the Placement Episode instructions provided in ACL 03-61, issued December 2, 2003 and ACIN I-25-06 issued April 7, 2006 (attached). Specifically, children who are reunified, open to family maintenance, or placed back home with their parents should have the placement episode closed.

Counties needing additional assistance regarding the entry of Wraparound cases in the Special Project Page should contact their System Support Consultant. If there are any questions regarding this letter, please contact me at (916) 657-2614, or Cheryl Treadwell at (916) 651-6600, or by email at wraparound.questions@dss.ca.gov.

Sincerely,

Original Document Signed By

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

c: Meg Sheldon, CWDA

Attachments

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 2, 2003

ALL COUNTY LETTER NO. 03-61

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY WELFARE SPOCs
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: CWS/CMS DATA ENTRY

This All-County Letter (ACL) is intended to assist counties in meeting critical Child Welfare Services Program (CWS) documentation, data reporting, and program performance measurement requirements. This and future ACLs will provide information to assist counties in uniformly following program policy and data entry protocols to continuously improve data in the Child Welfare Services Case Management System (CWS/CMS).

The recent federally approved CWS Program Improvement Plan (PIP) and Assembly Bill 636 (WIC 10601.2, Statutes of 2002) place increased importance on the need for accurate, timely, and complete CWS data. CWS/CMS is the primary source of information for both the PIP and AB 636 reports.

Effective January 2004, reports based on CWS/CMS data on State and federal outcome measures will be available to counties, advocates, and the public under the provisions of AB 636. These federal and State data reports will become the baseline and primary tool used to assess program outcomes and performance. The reports will be prepared and distributed on a quarterly basis. These reports will provide the basis for county management to focus efforts to improve program outcomes and support the allocation of staff and funding resources. Consequently, in addition to the critical importance of this information in providing effective services, the complete, accurate and timely entry and update of data in CWS/CMS is essential for accurate assessment of program needs and the ability to obtain resources and modify program practices by federal, State, and county government to improve outcomes for the children receiving services. The information produced from CWS/CMS will be used to evaluate Individual County as well as statewide CWS performance.

A key to understanding this process is an awareness of the California PIP and AB 636 measures (Attachment 1) as they relate to the core federal and State CWS program requirements. These measures are related to child safety, permanency, and

child and family well-being. They include multiple measures, many of which are in developmental stages and will not be ready for January 2004 reports. Examples of both outcome and process measures include the following:

- Recurrence of maltreatment
- Abuse and neglect in foster care
- Abuse or neglect following permanency
- Abuse and neglect in homes where children were not removed
- Time to investigate abuse and neglect referrals
- Assessment of kin and extended family foster homes
- Social worker contacts with children, parents and careproviders
- Frequency of foster care placement moves
- Length of time to exit foster care
- Foster care re-entries
- Length of time to reunification, adoption or other permanent outcome
- Placements with siblings
- Placements in least restrictive environments

In preparation for implementation of PIP/AB 636 performance outcome measures, county, State, and University of California, Berkeley staff have been participating in an AB 636 Data Workgroup sponsored by the County Welfare Directors Association and the California Department of Social Services. This workgroup has identified a number of policy and data entry issues and clarifications to assist county staff to improve documentation within the system and improve uniform and consistent reporting across the counties. The most critical items identified by the workgroup requiring standardization are addressed in this ACL. Future ACLs will include additional items identified as a result of on-going data report development.

Outcome Measures requiring clarification are as follows:

1B. Recurrence of maltreatment: In the year under review, of all children who had a substantiated report of maltreatment, what percent had a subsequent substantiated report and did it occur within 3, 6, 12, or 24 months?

This outcome measure has to do with the ability to identify and report subsequent substantiated reports of child abuse and neglect of children within the State. It is important that the data extracted for this outcome include only those children with successive new instances of substantiated abuse or neglect. Duplicate reports may be made to the county on the same child from different sources or with different details. Duplicate referrals are referrals that have different reporters but share all of the following:

- Same child victim(s)
- Same allegation
- Same incident

In order to insure that duplicate referrals are identified for exclusion from this measure, counties must follow one of these two options for entering data on duplicate referrals:

- Associate all subsequent referrals to a primary referral. Help text in CWS/CMS provides specific details on how to complete this action Under the “Add Associated Referral” section. It should be noted that the association must occur before the first face-to-face contact is entered on CWS/CMS. If the referrals have been associated, the N/A Secondary Report can be selected as the Decision Type in the Determine Response Dialog Box. The Determine Response Dialog Box is accessed by selecting the Determine Response command from the Action menu.
- Evaluate Out the Referral, selecting that choice as the Decision Type in the Determine Response Dialog Box. The Determine Response Dialog Box is accessed by selecting the Determine Response command from the Action menu.

Additional clarifications: For data reported on this outcome measure, allegations of “At-risk” will not be counted. Only subsequent substantiated reports of abuse or neglect allegations on a child will be included for data reporting purposes. If there are multiple substantiated allegations on a specific child, the most severe per incident will be counted.

1D. Incidence of child abuse and/or neglect in foster care: Of all the children in foster care in the State during the period under review, what percent were the subjects of

substantiated or indicated maltreatment by a foster parent or facility staff, adjusted by time in care and type of placement.

This outcome requires the ability to identify those substantiated abuse or neglect reports where the perpetrator is a foster parent or facility staff members. Although the recent CWS/CMS release added a perpetrator type of SCP/Rec. Facility Staff to the ID page of the Allegation Notebook in CWS/CMS, this identifying type can only be chosen if one of the clients associated with this referral is selected. Changes to CWS/CMS are being planned to correct this problem. Pending completion of those changes, the required work around and current rules to improve the completeness of this data are as follows:

- All reports of abuse or neglect in out-of-home settings with a substitute care provider must have a referral created within CWS/CMS, even in those counties where CCL does facility licensing. This does include reports on relative homes.
- The date of these referrals should be the date that the agency became aware of the incident – not the date that the reported incident occurred.
- The referral must be created whether or not the specific identity of the perpetrator is known beyond the fact that it is an SCP or facility staff person.
- If the perpetrator is known – he/she should be created in the Client Notebook or associated with the referral if already available.
- If the perpetrator is unknown, the workaround is to create a client following a temporary naming convention. This naming convention is to use the facility type as the first name and the facility name as the last name. For example, if the abuse occurred in the relative home of the John Smith family, the created client would be Relative (first name) and Smith (first name). The choice for first name given the various facility types in CWS/CMS would be as follows: Court, FFA, Foster, Group, Guardian, Medical, Relative, SmallFamily and Tribe,
- If the perpetrator is unknown but subsequently identified, the correction should be made to CWS/CMS to reflect the identified person.
- After identifying the appropriate client, select *the radio button SCP/Res Facility Staff* person in the perpetrator type box on the ID page of the Allegation Notebook.

Additional clarifications: For data reported on this outcome measure, allegations of “At-risk” will not be counted. Only subsequent substantiated reports of abuse or neglect allegations on a child will be included for data reporting purposes. If there are multiple substantiated allegations on a specific child, the most severe per incident will be counted.

2B. Child abuse and neglect referrals by time to investigate: Percent of child abuse and neglect referrals that have resulted in an in-person investigation stratified by IR and 10 days referrals.

This process measure will report the degree of compliance with time requirements for response to referrals. This calculation will be the time difference between the recorded date that the referral was received by the county and the first face-to-face contact on the referral. It is Important to enter information in CWS/CMS as follows:

- Record all initial in-person responses to referrals on the Contact Page of the Contact Notebook. Face-to-face Contacts which are *attempted or completed* will be selected for the calculation of time. Telephone or written contacts do not count.
- Selected contacts must have a contact purpose of *Investigate Referral*.
- If there are multiple contacts with the purpose of Investigate Referral, the earliest date to the referral date will be the one used in the calculation.

Additional clarifications: Counties need to note the difference between contacts used in the calculation of this outcome versus those for social work visits in the FM and FR programs. This outcome measure *does* allow for attempts to contact a client where the latter measure uses only completed in-person contacts.

2 C. Social worker visit: Stratified by program type and visits with child, parent and caregivers.

- Percent of cases with monthly social worker visits
- Percent of cases with valid visit exceptions

This outcome measure will determine the number of cases where the required monthly contact between the child and social worker has been met. Accurate credit for this outcome measure is dependent upon the following CWS/CMS data entry:

- Social workers must complete the following fields on the Contact Page of the Contact Notebook in CWS/CMS after completing a face-to-face visit with one child on one contact:
 - Contact Type: Staff person/child
 - Method: In-person
 - Status: Completed
 - Start and end date
- These same fields must be completed each time a social worker has an In-person contact with a child. Workers must not record multiple visits (dates) on one contact. Social Workers may record multiple participants on one contact, e.g. social worker/child and social worker/parent or guardian.
- Visits will not be expected on cases where the children have run away or have been abducted. These can only be identified when the placement episode is open and the last placement has been ended for the reasons runaway or abduction.

Cases with exceptions to the monthly visit requirement:

In order to identify cases where a visit is not required because a *signed contact waiver/exception* exists in the case,

- County staff must complete their case plans in CWS/CMS.
- Waiver/exceptions must be documented on the Case Management page of the Case Plan notebook. The specific field can be found under the Schedule for Service Frame, “Contact Exceptions Drop Down” Box on that page.
- The case plan in CWS/CMS needs to be approved and in effect. The effective date and approval date in CWS/CMS must be the same as on the signed hard copy document located in the paper case file.

Additional clarifications: Waivers/exceptions do not exist for children placed in group homes.

Reports on this outcome measure will be sorted by the program service component type – FM, FR or PP. It is important that workers make timely changes to update their service components to ensure that cases are correctly identified. Updates should be made on the Services Component Page in the Case Notebook on CWS/CMS.

3 A. Length of time to exit foster care: Of those children in entry cohort, percent exiting foster care within 3, 6, 12, 24, 36, 48 and 60 months of entry.

- Percent exiting to adoption
- Percent exiting to Kin-GAP
- Percent exiting to other guardianship
- Percent exiting to reunification
- Percent exiting to emancipation
- Percent exiting to probation or incarceration
- Percent exiting for other reasons
- Percent still in care

This outcome measure relies upon county staff to *end placement episodes* timely and accurately in CWS/CMS on those cases where children leave out-of-home care. Whenever possible, placement episode termination type will be used for these measures. Accuracy includes using the most appropriate identifier for a child’s placement episode termination type, or case closure reason as identified below. Workers need to select one of the reasons related to specific outcome measures if that

is accurate for the situation of the episode being closed. The following are guidelines for county staff to use to insure that data from CWS/CMS accurately reflects outcomes:

- Placement episode termination type, selected for adoption, guardianship, reunification, emancipation and incarceration will be the following: Adopt Finalized, Guardianship, Re-Unified with Parent/guardian (Court), Reunified with Parent/Guardian (Non-Court), and Emancipation/Age of Majority and Incarcerated. These are located on End Placement /Episode Page of the *Placement Notebook*.
- Kin-GAP cases will be identified specifically by the *case closure reason* since a placement episode termination type to Kin-GAP does not exist. This is entered in the End Case Dialog Box and displayed on the Case Closure Page of the Case Notebook. The End Case Dialog box is accessed by selecting the End Case command from the Action menu. This is the only identifier for these cases as they will no longer be identified by Special Projects labels.
- Cases exiting to probation or incarceration also will be identified by the *case closure reason* Not Incarcerated – Adjudicated 601-602 since a placement episode termination type indicating a transfer to probation does not exist. Again this information is entered in the End Case Dialog Box accessed through the End Case command from the Action menu.

Any other placement episode closing reasons will be counted in the category “exiting for other reasons.”

Additional clarifications: CWSCMS requires the entry of a reason for ending a placement episode and case. Since cases for the various categories of this outcome measure will be drawn from the placement episode termination types wherever possible and the case closure reasons when the required episode termination type does not exist, it is important to note some other considerations:

For Placement Episode Endings:

- It is important to end placement episodes timely. For children on runaway or probation, or who have been abducted, the placement must be ended but it may be appropriate to leave the placement episode open. For all other situations, the placement episode should be ended even if there is some possibility that the child will return to care. Returns to care should start a new placement episode.
- Ending a placement does not end a placement episode. This may be particularly important for counties who do trial home visits. For counties doing trial home visits, it is suggested that the worker create a reminder to end the placement episode at the end date of the trial visit status period.
- Counties may be ending placement episodes when children have been incorrectly put into an out-of-home placement. These kinds of erroneous out-of-home placements should be removed from CWS/CMS rather than just ended.

For case closures:

- It is recommended that Counties encourage workers to complete their CWS activities and close cases in CWS/CMS within 30 days after the last provision of service. This time frame includes supervisor approval in CWS/CMS.
- Supervisor approval for case closure must be given on CWS/CMS in order to have timely case closure. The case will not be considered closed on the system until it is approved.

4A. Sibling placements: For children in care, percent placed with some or all of their siblings?

This outcome measure will be looking at all children with open placements and depends upon the proper coding of the relationships between clients on CWS/CMS in order to determine sibling placements. The most significant rules are as follows:

- It is important that in making a selection on the relationship between the primary client and others associated to the referral or case that the client in-focus, meaning the one open on the screen, be the first half of relationship being selected. In other words, if you are working on the child, Joe Smith's case, and you want to change his relationship with his mother from step to adopted, you need to have the child, Joe Smith, Client Notebook in focus. Then you need to select the relationship Son/Mother (Adoptive) rather than Son/Mother (Step) on the Relationships Page of the Client Notebook.

4B. Use of least restrictive care settings: For children entering care, what is the predominant placement time:

- By entry cohort
- Stratify by distance
- Identify by relative and non-relative placement type

This outcome measure utilizes the placement settings of children with open placements in out-of-home care to determine how many are placed in the various placement types in order of the least restriction. Guidelines for counties in completing data entry to CWS/CMS are as follows:

- It is important that workers correctly identify the type of placement setting in which a child is placed. This should occur when a placement is being created or is selected because it already exists within CWS/CMS and the child is placed in the facility.

- Reported data for this outcome measure will use the following order of least to most restrictive for placement types: Relative, Foster, FFA, and Group homes. Placement types other than these four will not be selected for this outcome.
- The second specific measure under this outcome, compares the distance that children are currently placed from where they were when they came into placement. This will be done by calculating distance between the address of the current placement facility and the address of the address of the child at the beginning of the placement episode. This means that it is important that workers correctly enter addresses, including zip codes for placement facilities.
- In addition, it is important to be sure that zip code information is complete and accurate for parents as well as other primary clients associated with a child's case. Client addresses can be created or updated on the Address Page in the Client Notebook for any client related to a case. There are various types of client addresses within CWS/CMS – residence, business, day care, homeless, penal institute, and permanent mailing. The complete address, including zip code, should be entered for each type, as appropriate. For each type, all addresses except the current address should have an end date. Future changes to CWS/CMS are being planned which will make the maintenance of the current addresses for clients more efficient. These include end-dating an address when a new address is created and ending the residence address when penal or homeless types are entered. However, at the current time, it is necessary to manually make these changes to CWS/CMS fields.

Additional clarifications: The correct entry of client address into CWS/CWS has many benefits to workers beyond the PIP/AB636 measures. First and foremost is that it is good practice and provides immediate critical data on the location of primary people associated with a case. In times of emergency or provision of services such as visitation, this information could be vital. Once correctly entered, the address does populate to reports and other critical forms such as court notices and templates, including county and State surveys.

In general, program outcome measures include length of time in program service components and out of home care as well as the frequency and number of placement changes. Terminations or transfer of children and families between program components as well as changes or termination of out of home placement must be documented in the system as soon as possible. Failure to do so creates a possibility of inappropriate foster care payment, results in incorrect caseload counts, and does not accurately document successful provision of services by staff.

ACL 03-61
Page Ten

If you have any questions about this ACL, please contact Tom Burke at (916) 651-7884 or Judi Boring at (916) 654-0874.

Sincerely,

Original Document Signed By

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Attachment

c: CWDA

C-CFSR Outcomes and Indicators

Below is a proposed set of outcomes and indicators, developed by the Child Welfare Outcomes and Accountability Workgroup, in consultation with the Chapin Hall Center for Children.

- The far left column represents the outcome we would like to achieve.
- The second column, “Federal,” lists the measures included in the U.S. DHHS’ federal review of state child welfare programs, Child and Family Service Review.
- The middle column, “State Enriched,” describes the measures that the Workgroup is proposing to use. These measures will supplement the federal measures to provide a more comprehensive understanding of the State’s child welfare system.
- The fourth column, “Short-term Development,” holds measures we hope to develop for the next cycle of the California Child and Family Service Review. For data reasons, these measures were not available for the first cycle, but are planned for CWS/CMS enhancements.
- The far right column, “Future Development,” includes measures we would like to develop for subsequent C-CFSR cycles. These measures are contingent upon larger system changes, such as the implementation of the CDSS CWS Stakeholders’ Group’s Redesign efforts.

NOTES:

* These indicators were taken directly or adapted from the CWDA list of outcome measures.

Italicized & Bolded indicators measure process

Where possible, we propose that data be reported using these sub-populations.

- Age, by year and/or age group (under 1, 1-2, 3-5, 6-10, 11-15, 16+)
- Type of placement
- Race and ethnicity, and Native American/Indian heritage
- Gender

C-CFSR Outcomes and Indicators

PROFILE INFORMATION	Data Collected to Provide Background, Context and Demographics
	<p><u>A. Demographic and Census information by county and/or zip code, including information such as:</u></p> <ul style="list-style-type: none"> • age, race, ethnicity, or Native American/Indian heritage, other basic demographic characteristics • poverty rate • household income • unemployment rate • rate of families with no health insurance • level of education for head of household • receipt of public assistance • active tribes • other <p><u>B. Referral information:</u> Rate of children with initial and/or substantiated report(s) of abuse and/or neglect per 1,000 children in child population by age group, type of abuse and disposition (e.g. substantiated, inconclusive, unfounded and evaluated out) county by county.</p> <p><u>C. Foster care entries:</u> Rate of children entering out-of-home care per 1,000 children</p> <p><u>D. Child mortality information:</u> Number of child mortalities reported on CWS/CMS matched against vital statistics and other data sources. This data will come from the State Child Death Review Council Reconciliation Project, and will be made available on a flow basis.</p>

C-CFSR Outcomes and Indicators

Safety Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
1. Children are, first and foremost, protected from abuse and neglect.	<p><u>1A. Recurrence of maltreatment:</u> Of all children who were victims of substantiated or indicated child abuse and/or neglect during the first six months of the reporting period, what percent had another substantiated or indicated report within a six month period?</p> <p><u>1C. Incidence of child abuse and/or neglect in foster care:</u> Of all children in foster care in the State during the period under review, what percent were the subjects of substantiated or indicated maltreatment by a foster parent or facility staff?</p>	<p><u>1B. Recurrence of maltreatment:</u> Of all children who had a substantiated report of maltreatment, what percent had a subsequent substantiated report and did it occur within 3, 6, 12, or 24 months? Separate report for recurrence after first substantiated referral.</p>	<p><u>1D. Incidence of child abuse and/or neglect in foster care:</u> Same as 1C, but adjusted for time in care and type of placement.</p> <p><u>1E. Rate of abuse and/or neglect following permanency:</u> Percent of children with allegation/substantiated report of abuse or neglect, within 12 months following permanency (guardianship, kinship, reunification).*</p>	

C-CFSR Outcomes and Indicators

Safety Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
2. Children are safely maintained in their homes whenever possible and appropriate.	Source: No quantifiable federal measure available; obtained during review of 50 cases statewide.	<p><u>2A: Recurrence of abuse/neglect in homes where children were not removed:</u> Percent of children with an allegation (inconclusive or substantiated) who were not removed and whose next event was a substantiated allegation.</p> <ul style="list-style-type: none"> • Subsequent substantiated allegation at 3, 6, 12 months (a) after initial report, and (b) after case closure • By inconclusive vs. substantiated initial allegation • By abuse type • By perpetrator • By receipt of ER and FM services <p><u>2B: Child abuse and neglect referrals by time to investigation:</u></p> <ul style="list-style-type: none"> • <i>% of child abuse and neglect referrals that have resulted in an in-person investigation stratified by IR and 10-day referrals.</i> 	<p><u>2D. Recurrence of abuse/neglect in homes where children were not removed:</u> Percent of children with an allegation (inconclusive or substantiated) who were not removed and whose next event was a substantiated allegation, by receipt of remedial and rehabilitative services that are culturally appropriate</p> <p><u>2E. Assessment of kin and non-related extended family member homes: % of children in homes that have not had an annual reassessment within 12 months of the initial assessment or latest reassessment.</u></p> <p>NOTE: 2E is pending CWS/CMS system change.</p>	<p><u>2F: Recurrence of abuse/neglect for at-risk children:</u> Of “enrolled” (i.e., open case with circumstantial abuse/neglect), children & families receiving services, what percent went on to have a substantiated report/allegation?</p> <p>NOTE: 2F is contingent upon implementation of CWS Stakeholders differential response proposal, and defining and flagging “enrolled” children on CWS/CMS.</p>

C-CFSR Outcomes and Indicators

Safety Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
2. Children are safely maintained in their homes whenever possible and appropriate.		<p><u>2C: Social worker visits:</u> <i>Stratified by program type, and visits with child.</i></p> <ul style="list-style-type: none"> • <i>% of cases with monthly social worker visits.</i> • <i>% of cases with a valid visit exception.</i> 	2C. Social worker Visits: Percent of children with an exception to monthly visits who have had a visit based on the exception related frequencies and social worker visits with parents and caregivers stratified by program type.	

C-CFSR Outcomes and Indicators

Permanency Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
<p>3. Children have permanency and stability in their living situations (State modification: without increasing reentry).</p>	<p><u>3B. Stability of foster care placement:</u> Of all children who have been in foster care less than 12 months from the time of the latest removal, what percent had no more than two placement settings?</p> <p><u>3D. Length of time to achieve adoption goal:</u> Of all the children who exited foster care during the period under review to a finalized adoption, what percent exited care in less than 24 months from the time of latest removal from home?</p> <p><u>3E. Length of time to achieve reunification:</u> Of all children who were reunified with their parents or caretakers at the time of the discharge from foster care, what percent were reunified in less than 12 months from the time of the latest removal from the home?</p> <p><u>3F. Foster care re-entries:</u> Of all the children who entered care during the year under review, what percent re-entered foster care within 12 months of a prior foster care episode?</p>	<p><u>3A. Length of time to exit foster care:</u> Of those children in an entry cohort, % exiting foster care over time*</p> <ul style="list-style-type: none"> • % exiting to adoption • % exiting to Kin-GAP • % exiting to other guardianship • % exiting to reunification • % exiting to emancipation • % exiting to probation or incarceration • % exiting for other reasons • % still in care <p><u>3C. Multiple placements:</u> Of those children in an entry cohort, % of those remaining in care with 3,4,5 or more placements over time.</p> <p><u>3G. Foster care re-entries:</u> Of children in an entry cohort, for those exiting to <i>reunification</i> , % who re-entered care over time, stratified by time in care.</p>	<p><u>3H. Foster care re-entries:</u> Of children in an entry cohort, for those exiting to KinGAP, guardianship, or <i>adoption</i>, % who re-entered care within 12, 24 36, 48 and 60 months of a prior foster care episode.*</p> <p><u>3I. Timely court hearings:</u> <i>% of children who have had timely status review hearings, stratified by program type and age.</i></p> <p>3C. Constellations, and reason for placement change.</p> <p>3G. Foster Care Re-entries: Of children in an entry cohort, for those exiting to guardianship, % who re-entered care over time, stratified by time in care.</p>	<p><u>3J. Foster care re-entries:</u> Note: need an enhancement to CWS/CMS to track severity of abuse allegation to access the severity of events that preceded re-entry</p>

C-CFSR Outcomes and Indicators

Permanency Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
4. The continuity of family relationships and connections is preserved for children.	Source: No quantifiable federal measure available; obtained during review of 50 cases statewide.	<p><u>4A. Sibling placements:</u> For children in care, % placed with some or all of their siblings? stratified by placement type and sibling group size</p> <p><u>4B. Use of least restrictive care settings:</u> The placement facility type.</p> <ul style="list-style-type: none"> • By initial placement • By primary placement • By point in time placement 	<p>4B. <u>Distance</u> from home of removal to placement</p> <p>NOTE: Dependent on CWS/CMS changes clarifying removal address issues and reconsideration of use of removal address or current address of family.</p> <p>4C. <u>Identification of Native American Heritage:</u> % of children in out of home care identified as Native American within 1, 3, 6, 12, or 24 months of removal.</p> <p>NOTE: Dependent on inclusion of date in CWS/CMS when county first learned of possible Native American Heritage.</p>	

C-CFSR Outcomes and Indicators

Permanency Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
4. The continuity of family relationships and connections is preserved for children.		<p>.</p> <p><u>4E. ICWA placement preferences:</u> Of those children identified as Native American:</p> <ul style="list-style-type: none"> • % placed w/ extended family • % placed w/ other members of the child's Tribe • % placed w/ other Indian families • % placed w/ non-Indian families 	<p>4D. Notification to Tribes: Of those children identified as Native Americans, % where Tribal notification occurred within 30, 60, or 90 days.</p> <p>NOTE: Dependent on inclusion of date in CWS/CMS on which the county first identified possible Native American Heritage.</p> <p><u>4F. Visitation between parents and children.</u> % of children who visit their parents. Stratify by program type and visitation frequency i.e., weekly, monthly.</p>	

C-CFSR Outcomes and Indicators

Child & Family Well-Being Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
5. Children receive adequate services to meet their physical, emotional and mental health needs.	Source: No quantifiable federal measure available; obtained during review of 50 cases statewide.		<p>5A. <u>Health Information</u>: Percent children in care more than 30 days with a Health Passport.</p> <p>5B. <u>Receipt of Health Screenings</u>: Percent children in care with CHDP, dental exams, psychotropic medications, and immunizations that comply with periodicity table.</p> <p>NOTE: 5A and 5B dependent on CWS/CMS system changes to identify children who do not have health, medication needs in order to calculate the % who should have information on specific health factors.</p> <p>5C. <u>Receipt of mental health services among those referred</u>: Percent of CWS children with mental health referrals who receive mental health services. Stratify by in-home versus out-of-home care.</p> <p>NOTE: Calculation dependent on clarification and revisions to CWS/CMS referral types.</p>	<p>5D. <u>Prevention services</u>: FM Children receive Health Passport and screenings.</p> <p>5E. <u>Receipt of mental health screening</u>: Percent of children in care who received an initial mental health screening within 30 days of initial placement.</p>

C-CFSR Outcomes and Indicators

Child & Family Well-Being Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
6. Children receive appropriate services to meet their educational needs.	Source: No quantifiable federal measure available; obtained during review of 50 cases statewide.		<p><u>6A. Education information:</u> % in care more than 30 days with an Health Education Passport, and % in care more than 180 days with a complete HEP.*</p> <p><u>6B. School stability, attendance:</u> For children in out of home care for one or more school years*:</p> <ul style="list-style-type: none"> • % with school change during year, and # of school changes • % of children with IEP., • % of children performing below grade level 	<p><u>6E. School performance:</u> Percentage of children in care at grade level on standardized state tests (requires match to planned statewide education data); stratified by special and regular education (by entry cohort, age, and placement type).</p>

C-CFSR Outcomes and Indicators

Child & Family Well-Being Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
			<p><u>6C. School enrollment:</u></p> <ul style="list-style-type: none"> • % of school aged children enrolled within 1, 2, 3, and 4 weeks or more of initial out-of-home placement <p>% enrolled within 1, 2, 3, and 4 weeks of a placement change.</p> <p>NOTE: Dependent on improvement of mechanism to obtain information from schools and document it in CMS.</p> <p><u>6D. School stability, attendance:</u></p> <ul style="list-style-type: none"> • % with adequate (TBD) yearly attendance • # of school days missed • % in non-public schools • % of children enrolled in the same school • Of those children with an IEP, % who receive services <p>NOTE: 6D unavailable via CWS/CMS, and would require data match with education. May require MOU w/ CDE or statutory change.</p>	

C-CFSR Outcomes and Indicators

Child & Family Well-Being Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
7. Families have enhanced capacity to provide for their children's needs.	Source: No quantifiable federal measure available; obtained during review of 50 cases statewide.		<p><u>7. Receipt of support services</u>: Percentage of parents able to access and use support services identified in case plans, by case closure.</p> <p>NOTE: Post exit survey needed to access 7.</p>	

C-CFSR Outcomes and Indicators

Child & Family Well-Being Outcomes	Indicators			
	Federal	State Enriched	Short-term Development	Future Development
8. Youth emancipating from foster care are prepared to transition to adulthood.		<p><u>8A. Transition to self-sufficient adulthood:</u> Of youth emancipating from foster care, the percentage *:</p> <ul style="list-style-type: none"> • with High School diploma or GED • enrolled in college or higher education program • with receipt of ILP services • who completed a vocational training program • are employed or have other means of support <p>NOTE: Data source for this measure is the County ILP report. This data is subject to the limitations of the data reporting form.</p> <p>RECONCILE THIS LIST W/ NATIONAL STANDARDS TO BE RELEASED BY ACF (ie, Chaffee requirements and probation)</p>	<p><u>8B. Transition to self-sufficient adulthood:</u> <i>Of youth exiting from foster care, the percentage *:</i></p> <ul style="list-style-type: none"> • <i>with a legal emancipation hearing or termination of jurisdiction hearing.</i> • <i>with the documents required by AB 686</i> <p><u>8C. Self-sufficiency skills training:</u> <i>Of youth in foster care, who completed a Living Skills Assessment, the % who are identified as needing self sufficiency skills training.</i></p> <p>NOTE: 8C is contingent upon revision of Transitional Independent Living Plan form and changes to CWS/CMS.</p>	<p><u>8D. Probation or juvenile justice:</u> Of youth in foster care, the percentage *:</p> <ul style="list-style-type: none"> • who are on probation or incarcerated.* • who are transferred into the juvenile justice system. <p>NOTE: This measure would require a data match the Department of Corrections.</p>

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 7, 2006

ALL COUNTY INFORMATION NOTICE I-25-06

REASON FOR THIS TRANSMITTAL

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

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

SUBJECT: FOSTER CARE PLACEMENT EPISODE

The enactment of Assembly Bill 636, Steinberg, Ch. 678, Statutes of 2001, 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 Quarterly County Data Reports for the California Child and Family Services Review (C-CFSR) for each child welfare agency. This All-County Information Notice (ACIN) is intended to assist counties in meeting critical CWS program documentation, data reporting, and program performance measurement requirements. 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.

Outcome Measure Requiring Clarification:

Foster Care Re-Entry

This outcome measure reports children who reenter foster care to a new placement episode after being discharged from a previous episode. The validity of this outcome measure relies upon county staff to enter placement episode (PE) and out-of-home placement (OHP) information accurately into CWS/CMS. The data indicates there are a number of cases in which a child is discharged from and reenters foster care on the same day or the next day (e.g., within 24 hours)¹. An individual review of these cases indicated errors are made which artificially inflate the data measuring how often children re-enter foster care. To prevent invalid data, if a placement episode is closed in error, please correct the information rather than opening a new placement episode for the child.

¹ An analysis by the University of California, Berkeley found that 10.82% of the re-entries had a new placement episode start the same day that another placement episode ended.

To clarify, a PE should be closed only in the following circumstances:

- A child reunified (which includes leaving a PE to unite with a noncustodial parent who is assuming physical custody of the child).
- The child's dependency or delinquency was dismissed and the case is being closed.
- The child's adoption was finalized.
- The child died.

Unless one of those four conditions has been met, a PE should remain open regardless of a change in the legal authority for the placement, the agency responsible or the placement facility type. Similarly, the PE should remain open if the child has run away, been abducted or placed for adoption. If a child leaves an OHP due to incarceration or hospitalization, a non-foster care placement facility should be created within the same PE (For children adjudicated probation wards, this applies in Los Angeles County only).

The attached chart provides more detailed information about specific circumstances in which a PE should remain open even though the OHP is closed.

If you have questions or need further information, please contact your C-CFSR Consultant at (916) 651-8100 or send an e-mail to chldserv@dss.ca.gov.

Sincerely,

Original Document Signed By:

WESLEY A. BEERS, Chief
Operations and Evaluation Branch

c: California Welfare Directors Association

Attachment

Placement Episode (PE) Closure Instructions

Situation	Close PE	Close Placement ²	Open new Placement	Change:
Guardianship				
Caregiver becomes legal guardian, dependency/delinquency IS NOT dismissed				Create guardian home
Child exits foster care to Kin-Gap guardianship; case is closed; dependency IS dismissed	X	X		
Caregiver becomes a legal guardian; dependency/delinquency IS dismissed (non-KinGAP). Case remains open. ³				<ul style="list-style-type: none"> • Legal authority • Create guardian home
Adoption:				
Adoptive Placement Agreement is signed		X		Make adoptive placement
Child's adoption is finalized	X	X		
Child Leaves Placement:				
Child reunified, dependency IS dismissed	X	X		
Child reunified under FM	X	X		
Child goes home a trial visit for up to 6 months (court-ordered)		X		
Child is placed w/ noncustodial parent	X	X		
Child runs away from placement or is abducted; dependency/delinquency IS NOT dismissed		X		
Child is hospitalized or incarcerated ⁴		X	NFCP	Open non foster care placement
Child ages out of foster care; case is closed; dependency/delinquency IS dismissed	X	X		
Child Returns to Placement:				
Child returns from incarceration or hospitalization (Non foster care placement), runaway or abducted status; dependency/delinquency WAS NOT dismissed			X	<ul style="list-style-type: none"> • End non foster care placement • Placement facility type
Misc:				
Child visits a 23-Hour Assessment Center per ACIN I-26-06			NFCP	Open Non foster care placement
Child switches between dependency and delinquency	X	X		
Child is transferred to another county (ICT)				Follow ICT protocols

² Any time an OHP or NFCP is closed, the correct OHP change reason should be selected.

³ The placement, the PE and the case remain open even though dependency/delinquency is dismissed. The legal authority for the placement is now "guardianship" and the placement facility type is "guardianship".

⁴ The child may stay in this status until returning to a foster care placement or until dependency/delinquency is dismissed. New OHP should be opened when child returns to foster care regardless of whether the child returns to a previous placement.



JOHN A. WAGNER
DIRECTOR

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



ARNOLD SCHWARZENEGGER
GOVERNOR

November 25, 2008

ALL COUNTY INFORMATION NOTICE NO. I-91-08

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY CHILD WELFARE SERVICE PROGRAM MANAGERS
ALL CHIEF PROBATION OFFICERS
ALL ADOPTION DISTRICT OFFICES

SUBJECT: QUESTIONS AND ANSWERS ON CALIFORNIA WRAPAROUND SERVICES (SENATE BILL 163)

REFERENCE: SB 163 (CHAPTER 795, STATUTES OF 1997), ACIN I-28-99, ACIN I-55-00, ACIN I-39-02, ACL 01-55, ACL I2-01, CFL 98/99-18, CFL 98/99-19, CFL 01/02-32, CFL 01/02-51

The purpose of this All County Information Notice (ACIN) is to provide answers to frequently asked questions submitted by counties regarding the California Wraparound Services Program (hereinafter referred to as Wraparound). The questions and answers section relates to, but is not limited to, program and funding topics regarding Wraparound, the California Work Opportunity and Responsibility to Kids (CalWORKs) Program, and the Adoption Assistance Program (AAP).

Overview and Background

Wraparound was implemented in 1997 pursuant to Senate Bill (SB) 163. The SB 163 legislation allowed California counties to pilot the Wraparound process using non-federal Aid to Families with Dependent Children – Foster Care (AFDC-FC). Counties utilize non-federal foster care dollars to provide children and families with family-based service alternatives to group home care using the Wraparound process. The Wraparound process is designed to enhance the strengths inherent in families by maximizing the family’s voice to create independence for the family. As a result of the

Wraparound planning process, services and supports for children and their families are family-centered, strength-based, needs-driven, and individually tailored. Currently, there are 40 California counties that have implemented Wraparound and five counties actively planning for the implementation of Wraparound.

Wraparound Information

The following documents may be found by accessing the California Department of Social Services Wraparound Website at www.childsworld.ca.gov:

- Wraparound County List
- County Wraparound Contacts
- Wraparound Consultants

For questions regarding SB 163 Wraparound, please contact California Department of Social Services Wraparound Consultants at (916) 651-6600. There is also an email address which may be used to submit questions or request information. The email address is wraparound.questions@dss.ca.gov.

Sincerely,

Original Document Signed by

LINNÉ STOUT, Acting Chief
Child Protection and Family Support Branch

Attachment

Questions and Answers

California Wraparound

Eligibility

1. Who is eligible for California Wraparound services?

ANSWER: For the purpose of claiming Aid to Families with Dependent Children – Foster Care (AFDC-FC) assistance payments, the target population is children in or at risk of placement in group homes at Rate Classification Level (RCL) 10 to 14. Pursuant to Welfare and Institutions Code (W&IC), Section 18251, any child or youth meeting any of the following criteria is eligible for Wraparound services:

- a) A child who has been adjudicated as either a dependent or ward of the Juvenile Court and who would be placed in a group home licensed by the department at RCL 10 or higher,
- b) A child who is voluntarily placed in out-of-home care pursuant to Section 26.5 of the Government Code Assembly Bill (AB) 3632; or
- c) A child who is currently placed in, or who is at risk of being placed in, a group home licensed by the department at RCL 10 or higher.

In addition, adopted children who are eligible for Adoption Assistance Program (AAP) benefits in accordance with requirements of W&IC Section 16121, and who meet the definition of the target population, are also eligible for Wraparound using AAP as the underlying funding source. (See Questions #20 through #29 regarding AAP and Wraparound).

2. Foster care has very specific regulations regarding the claiming of AFDC-FC after a child reaches the age of 18. Do these regulations apply to a child in Wraparound?

ANSWER: The regulations regarding age do apply to a Wraparound child when the county is claiming AFDC-FC funding. The California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP), Section 42-101, states a child meets the age requirement until his/her 18th birthday. However, a child who is 18 years of age, enrolled as a full-time student in a program that does not result in a college degree (high school, General Equivalency Diploma, vocational, technical) is eligible for Wraparound provided that he/she can reasonably be expected to complete the program before reaching the age of 19. In addition, according to W&IC Section 18252 (a)(1), "Once a child is determined to be eligible for Wraparound services under this chapter, he or she shall remain eligible for the time period specified in his or her

individualized service plan.” The service plan referenced is the Wraparound plan developed with the child and family team. As the child moves closer to transitioning out of foster care or graduating from Wraparound, the individualized service plan should state the transitional goals and identify the needs and strategies to help the child achieve these goals.

Counties may continue to provide Wraparound to children who have reached the age limit for claiming AFDC-FC with Wraparound cost savings (reinvestment) or with Mental Health Services Act (MHSA) funding if these activities are part of their MHSA plan.

Funding

3. What is the source of funding for Wraparound?

ANSWER: Wraparound is funded with non-federal AFDC-FC assistance payments. The legislation does not provide new funding, but allows the flexible use of non-federal AFDC-FC funds, minus the cost of any out-of-home placement, to develop in-home service alternatives to high-end group home placement.

Federal AFDC-FC (Title IV-E) cannot be used to pay for Wraparound services. Therefore, federal AFDC-FC cannot be claimed when a federally-eligible child in Wraparound is placed **at home**. However, when a federally-eligible child is in an eligible placement, the county can claim the federal share of the actual placement costs, which is currently 50 percent.

4. What are the rates for Wraparound?

ANSWER: W&IC Section 18254 established the reimbursement rates for Wraparound services. These rates are based on the current RCL for group homes in California. The current Wraparound rates were published in All County Letter 08-01E, issued April 11, 2008. The rates are:

Non-Federal Child

- The rate for RCL 13 is \$6,294 per month
- The rate for RCL 10/11 is \$5,291 per month

Federally Eligible Child (State and County Share Only)

- The rate for RCL 13 rate is \$3,147 per month
- The rate for RCL 10/11 is \$2,646 per month (See answer to #3)

Per W&IC Section 18254(c), the county can claim up to 100 percent of the State share of non-federal funds, which must be matched by the county share.

As long as there is model fidelity and with approval from CDSS, it is allowable for the county to contract with the provider at a lower, capitated rate or cost reimbursement basis. The county can claim the full RCL rate even when their contract with the provider is less than the full rate.

5. Is there a limit on the amount of funds that can be spent on a youth and family for one month?

ANSWER: The CDSS issued the Wraparound Fiscal Standards in All County Information Notice (ACIN) No. I-28-99, issued April 7, 1999 to ensure that the Child and Family Individualized Wraparound Services Plan aligned with the vision and values of the Wraparound approach.

Each county's policies and procedures should include a process for accessing funds that will be spent on a child and family in any one month or year based on needs identified in the Child and Family Individualized Wraparound Services Plan. (Fiscal Standard #1) It is important to remember that once the claimed AFDC-FC funds are received by the county and identified as Wraparound flexible funds, they are not child-specific. Therefore, based on an individualized plan, a county may choose to spend more than the RCL rate for a child and family as long as the total Wraparound Services model is cost neutral to the State. Also, the Standard states that "the organization has fiscal procedures for managing and accounting for the use of the flexible fund." (Fiscal Standard #3) Therefore, it is the county's responsibility to manage the receipt of funds and expenditures of Wraparound's flexible funding to ensure that all participating children and families are served.

It is important to note that the amount a county may spend on a child and family differs from the amount a county claims for each Wraparound "slot."

Counties should remember that Wraparound requires a braided funding strategy. Children in foster care have multiple funding streams that should be accessed to pay for mental health and health care needs. It is important to continue to utilize and leverage these funding streams for the child and family.

Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program Medi-Cal

6. What information is available about EPSDT for a Wraparound youth who is Medi-Cal eligible?

Answer: The Department of Mental Health (DMH) issued a letter (DMH 08-07) on October 30, 2008 that provides clarification regarding Medi-Cal billing for specialty mental health services under the EPSDT Program for children in

foster care and the child welfare system. The letter may be accessed at http://www.dmh.cahwnet.gov/DMHDocs/2008_Letters.asp. This letter clarifies DMH Letter 06-05, issued on July 24, 2006.

The CDSS offers Technical Assistance (TA) on EPSDT Medi-Cal billing to participating Wraparound counties and providers. This TA is conducted jointly with county Medi-Cal auditing staff to ensure consistency with each county's practices and their contract with the provider(s). The TA assists providers in understanding billing codes and provides a method of ensuring accurate reporting.

7. Can a Wraparound youth who is placed in another county access specialty mental health services?

Answer: Yes. DMH Letter 08-24, issued on August 13, 2008 provides the SB 745 regulatory changes that require local mental health plans to establish a procedure to ensure access to outpatient specialty mental health services for foster children placed outside of their county of origin. This would include Medi-Cal eligible Wraparound youth.

Cost Savings

8. If Wraparound results in cost savings or reinvestment funds to the county, are there any restrictions on how the county may reinvest those savings?

ANSWER: Wraparound is an effective alternative to group home care. The purpose of implementing Wraparound services is not to generate savings. Nevertheless, the effective use of Wraparound can result in cost savings. Over time, the cost of providing Wraparound services to children and families may decrease, resulting in cost savings. The Fiscal Standards require that the county shall ensure that "Policies are in place to ensure that any cost savings realized from utilizing Wraparound are reinvested to further expand or enhance services and resources for children and families." (Fiscal Standard #6)

The W&IC Section 18254(c) states that CDSS will reimburse the county the non-federal share to be matched by the county share as established by law. If a county realizes cost savings, then both the state and county general fund must be used for resources or expansion of services for children and families.

Miscellaneous

- 9. County Fiscal Letter (CFL) 01/02-32 states that “All children in SB 163 Wraparound slots must remain Family Reunification cases in order to continue foster care board and care payment.” Please clarify this. Do Family Maintenance (FM) cases qualify for Wraparound?**

ANSWER: The information in CFL 01/02-32 is incorrect. A youth in FM can receive Wraparound services paid with SB 163 dollars. The youth’s designation should remain as FM to maintain the accuracy of the child’s placement. The FM youth must meet the target population outlined in WIC Section 18251(c), which states an eligible child is a child who is currently placed, or who would be placed, in a group home at RCL 10 or higher. Therefore, the county should have documentation stating why this child is “at risk” of placement into a group home at RCL 10 or higher. This is the population referred to as “at risk.”

However, it is important to remember that a county’s Wraparound Services Program must be cost neutral to the State. W&IC Section 18254(e) states that the costs for providing services to an eligible child shall not exceed the costs which would otherwise have been paid if the eligible child had been placed in a group home. This is the definition of cost neutral.

- 10. Does the county need to complete an eligibility determination for an FM child in Wraparound?**

ANSWER: Yes. The eligibility determination will determine the correct amount of the AFDC-C assistance payment the county can claim. The regulations regarding determination of federal eligibility are in CDSS MPP 45-201 and 202. These regulations do not change when a child is in Wraparound.

- 11. Are the FM time limits waived when a FM child is in Wraparound?**

W&IC Section 18252(a) (2) states that a child and family participating in a family maintenance services program and Wraparound shall not be subject to the time limitations specified in W&IC Section 16506.

- 12. Can a youth in Wraparound be included as an eligible person in the CalWORKs assistance unit?**

ANSWER: ACIN No. I-39-02 issued July 22, 2002, provides clarification regarding CalWORKs families who are receiving Wraparound services. Based on this ACIN, a youth in Wraparound can be included in the Assistance Unit when a family receiving CalWORKs cash aid as the foster care payment is not made directly to the family. Instead, the funds are used to provide

intensive services to the family either by the county or by an approved provider. The payment, therefore, is not considered a duplicate aid payment. Consequently, the family can continue to receive their CalWORKs payment, with the youth included in the assistance unit, provided all other eligibility requirements are met.

13. When a youth is in Wraparound, would the parent or relative caregiver receive any exemptions from meeting requirements for Welfare to Work (WTW) activities?

ANSWER: The parent or caregiver would need to meet the WTW exemption regulations in CDSS MPP Section 42-712. There are no special exemptions when a parent is participating in Wraparound.

14. Who pays for out-of-home placement or respite when a youth is in Wraparound?

ANSWER: The county or the provider would need to pay the placement cost out of the RCL rate. Per W&IC Section 18254(a) (1) and (2), when a child is in placement, the costs are paid from the Wraparound rate. For example, if a 15 year old non-federally eligible child is in an approved relative placement, the cost of the placement, per ACL 08-01 is \$627.

For a federally-eligible child who is in an eligible placement, the county can claim the federal share on the appropriate CA 800 assistance claim form. The non-federal share would be paid from the RCL rate as stated in W&IC Section 18254(a) (1) and (2).

For respite care, when deemed necessary by the child and family team, the cost would be paid from the RCL rate or other appropriate funding.

15. How does the Mental Health Services Act (Proposition 63) affect Wraparound?

ANSWER: The Mental Health Services Act (MHSA), also known as Proposition 63, became effective January 1, 2005. The MHSA intends to reduce the long-term adverse impact on individuals, families, and state and local budgets resulting from untreated serious mental illness. To prevent out of home placements for children, the MHSA “requires that counties provide children with services such as Wraparound services, pursuant to W&IC, Section 18250, commonly referred to as SB 163 Wraparound.” Specifically, the MHSA, Section 10, Part 3.7, 5847 (a) (2) requires that the plan counties submit to the California Department of Mental Health include the following:

“A program for services to children in accordance with Part 4 to include a program pursuant to Chapter 6 of Part 4 of Division 9 commencing with section 18250 or provide substantial evidence that it is not feasible to establish a wraparound program in that county.”

The CDSS provides technical assistance to individual counties to assess and address their specific needs and concerns, and ensure successful Wraparound implementation. More information about the MHSA can be found at the California Department of Mental Health’s website at [MHSA](#).

16. How do counties request Wraparound training and technical assistance provided by CDSS?

ANSWER: To receive training, counties must send a request (email or letter) to their CDSS Wraparound Consultant, who will forward the request to the UC Davis Extension, Resource Center for Family-Focused Practice. The Resource Center will work directly with the county to schedule the training.

The CDSS also has a contract with EMQ Family Partnership Institute (FPI) to provide TA to counties. The TA is available on a variety of topics. Additionally, the county can determine their specific TA needs and request TA through their CDSS Wraparound Consultant or from EMQ FPI directly.

Counties can also request training or TA needed to meet other specific needs of their county. The CDSS reviews and evaluates each request in consultation with the county and CDSS contractors. Limited fiscal TA is available and can be tailored to meet the specific needs of the requesting county.

The CDSS offers training and TA to counties at no cost to the county. The CDSS provides training to involve active family participation and helps ensure effective implementation of the Wraparound approach. Training is required for staff who provide direct services, as well as for supervisory and administrative staff. This ensures that staff have the education, training, and support necessary to design, implement, and operate Wraparound at the systems, program, and practice levels. Children and families are offered training and information that will support them in their roles as active, informed decisions-makers.

Wraparound training is defined by the standardized training required by W&IC Section 18253.5. The required training is between one and four days. Each county shall ensure that both county and community-based organization staff who participate in the project have completed training that is provided by or approved by CDSS. This may also include customized training that is based on regional areas and on county concerns.

Counties are required to address in their Wraparound Implementation Plan how they will develop and maintain the expertise and resources to meet ongoing training needs. To help counties meet this requirement, CDSS offers a Wraparound Training for Trainers course each year in both the north and south regions of the State. Counties are not required to use the CDSS trainers, but the curriculum used by counties must be approved by CDSS.

17.How is Wraparound claimed?

ANSWER: The SB 163 allows participating counties to use the assistance payment that is normally paid to a group home provider as the fund source for Wraparound. The counties claim the assistance payments on the appropriate CA 800 Assistance Claim form. According to W&IC Section 18254(e), Wraparound is cost neutral. Therefore, it is not necessary for the Assistance Claim form to track Wraparound as a separate payment.

18.How does CDSS collect specific data about Wraparound such as costs, caseload, participating counties, etc.?

ANSWER: The CDSS cannot access accurate aggregate Wraparound data from Child Welfare Services Case Management System (CWS/CMS). In order to further improve data collection from CWS/CMS, CDSS will instruct participating counties to identify a Wraparound child in CWS/CMS using one State Special Project Code. However, with the CWS/CMS 6.3 Release, it is anticipated that the application will also provide the capability to associate specified services with Wraparound.

The CDSS maintains the list of approved Wraparound counties, counties that are actively planning to implement Wraparound, and a list of current county Wraparound contacts. These documents are available on the Children and Family Services Division Webpage, and updated as needed. The CDSS also maintains a monthly count of the children receiving Wraparound services in California. Each county is requested to provide a monthly report via email to CDSS by the first Tuesday of each month. A standardized form and instructions for completing these counts is available from CDSS.

Counties should provide updates for the County Wraparound Contact list to their assigned Wraparound Consultant. The monthly count should be sent to Caroline Prod, Wraparound Consultant, at Caroline.Prod@dss.ca.gov.

When a county is initially approved to participate in Wraparound, a Memorandum of Understanding is executed for three years and requires a county to provide a bi-annual Wraparound Services Activity Report to CDSS. This report contains county specific data on claiming costs, approved slots, and outcomes.

Also, as stated in the Fiscal Standards and fiscal trainings, each county should track Wraparound costs and caseloads at the county level. (Fiscal Standard #6)

19. How should Wraparound cases be tracked in CWS/CMS?

Answer: An ACL will be issued shortly instructing all Wraparound counties to use the existing State Special Projects Code for any open CWS case that is receiving wraparound services. The State Special Project Code will be modified to label the special project code as “Wraparound.” The use of this Special Project Code statewide will allow CDSS to access consistent statewide data. Counties may, at their option, create county use Wraparound special project codes to track subpopulations of these children reported in the Wraparound State Project Code.

20. When a child is in Wraparound and at home with their parent(s), is that parent(s) required to pay child support to the Local Child Support Agency?

ANSWER: ACL No. 05-37, dated November 22, 2005, issued new regulations, found in the Child Welfare Services MPP Division 31-206 and 31-503, and the Eligibility Assistance Standards Manual, Division 45-201, which require the social worker to make and document a determination as to whether it is in a child's best interest to make a referral to the local child support agency. These regulations specify what should be considered in making this determination, even when there is an existing child support case. Social workers with a Wraparound child placed at home should review these regulations.

Adoption Assistance Program and Wraparound

21. What is the Adoption Assistance Program?

ANSWER: The Adoption Assistance Program (AAP) provides necessary assistance to families who are willing and able to assume parental responsibility for children in the foster care system, but need additional financial resources based on the needs of the child and the circumstances of the family. The AAP removes or reduces barriers to the adoption of children who would otherwise remain in long-term foster care. Recognizing that adoptive parents often experience financial difficulty meeting the special needs of children who were formerly placed in California's foster care system, AAP was created as an assistance program. The services are intended to benefit children in foster care by providing the security and stability of permanent homes.

Counties that provide their own adoption services or CDSS District Offices determine eligibility for participation in the program and negotiate a signed

Adoption Assistance Agreement with the adoptive parents. The Agreement stipulates the need for and the amount of the AAP benefit. The signed agreement must specify the duration of the assistance and a reassessment date that cannot exceed two years. The amount of the AAP payment is determined based upon the special needs of the child and the circumstances of the child and family, and is limited to the amount of AFDC-FC that shall not exceed the foster care maintenance payment.

More information on AAP can be found on CDSS website at www.childsworld.ca.gov.

22.What is the connection between SB 163 Wraparound and AAP?

ANSWER: In certain circumstances, AAP may cover an out-of-home placement. The adoptive parents must notify the responsible public adoption agency when the child has a condition that the parents believe requires placement in a group home or residential treatment facility in or out of California.

However, adopted children who are eligible for AAP-funded group home placement, in accordance with the requirements of W&IC Section 16121, and who meet the definition of the target population for SB 163 Wraparound, may also access the Wraparound planning process and services in lieu of a group home placement. Best practices dictate that counties should establish a process for providing Wraparound as part of any post-adoptive service array that exists for the adopted child. Counties, in consultation with CDSS, will determine the target population, number of allocated slots, and the eligibility determination process for adopted children.

The AAP children receiving Wraparound are not enrolled in a Wraparound slot as these children are in addition to the target population.

23.If a child is placed into an adoptive home at a rate consisting of the basic rate plus specialized care increment, is the adoptive family still entitled to receive the same amount while the child is receiving Wraparound services? If yes, who pays the family?

ANSWER: When an adoptive family agrees to participate in Wraparound, the amount of the AAP benefit is increased to the appropriate group home rate (RCL 13 or 10/11) for that child. The family continues to receive their negotiated AAP benefit – including any specialized care increment – and the remaining funds are used to pay for Wraparound services. Counties may distribute the funds using one of the following models:

- a) County pays the entire amount to the Wraparound provider, and the provider pays the family their AAP benefit (county issues one check).
- OR**
- b) County pays the family their AAP benefit directly and then pays the Wraparound provider per the contract established with that provider. (county issues two checks).

Counties should establish which method they will use, and take steps to ensure that it is applied consistently and appropriately. It is further suggested that counties or CDSS District Offices and providers develop a formal agreement, as well as an authorization form that is specific to AAP Wraparound Services. A formal agreement documents a family's choice to participate in Wraparound and should include terms that apply to a family, to the provider, and to both parties. An authorization form is needed to use the family's AAP benefit to pay for Wraparound services. This document should tell families that they will continue to receive their AAP payment and also identify who will pay them. The authorization form should also disclose what happens to the remaining funds and how they will be spent. Examples of these documents may be accessed on CDSS web site at www.childsworld.ca.gov.

24. What rate is used for AAP children who are receiving Wraparound?

ANSWER: The rates are the same for all children accessing services using the Wraparound planning process. The rate for AAP children placed in Wraparound is dictated by W&IC Section 18254 (a) (1) and (2), as explained in the answer in the Eligibility Section.

25. Can AAP funds be pooled into a flexible fund per the current Wraparound fiscal model? Do AAP/Wraparound dollars remain youth specific?

ANSWER: Unlike federal AFDC-FC funds, federal AAP funds are not limited to paying only board and care costs, but also to provide for payment to adoptive parent to enable them to meet the needs of the child.

1. Public Agencies should not "pool" AAP funds with SB 163 funding. However, the county may pool AAP funds separately, as long as children served are receiving the agreed upon service level and the county follows their standard accounting procedures regarding the use of these funds.
2. Private Wraparound providers are paid the specific rate for each child enrolled in Wraparound. As long as children served are receiving the agreed upon service level and the provider follows their standard accounting procedures regarding the use of the funds for adoptive children, then AAP funds received by the provider may be "pooled" in the same manner that providers "pool" any federal, state and county foster care funds.

26.What is the sharing ratio for AAP funding in Wraparound?

ANSWER: When Wraparound services are paid with AAP funds, AAP ratios for federally eligible children are 50 percent federal, 37.5 percent state, and 12.5 percent county.

For non-federally eligible children, the sharing ratio is 75 percent state, and 25 percent county.

Regardless of the service provided, the AAP funding source does not change for adoptive youth. The funding source would remain either federal or non-federal and would not change as a result of the youth/family choice to participate in Wraparound.

27.What are the key state statutes that address AAP criteria for financial aid to adoptive families?

ANSWER: The California statutes that specifically address AAP are W&IC Sections 16119 and 16120.

28.What are the key Federal statutes that address AAP?

ANSWER: The Social Security Act - Sections 473(a) (2) and 473(c) address the eligibility requirements for AAP.

29.How long can an adopted child receive Wraparound services funded by AAP?

ANSWER: Typically, time limits are associated with the child and family individualized plan. W&IC Section 18252 (1) reads, in part, "...once a child is determined to be eligible for Wraparound services under this chapter, he or she shall remain eligible for the time period specified in his or her individualized services plan." Time limits for Wraparound services are not to be confused with W&IC 16121(b) which states that "...benefits shall not be authorized for payment of an eligible child's group home or residential treatment facility placement that exceeds an 18 month cumulative period of time for a specific episode or condition justifying that placement." In Wraparound, the child is placed at home with their adoptive parents. The child and family individualized plan is created by the Wraparound service provider and the family. This plan establishes the needs, goals, strategies and time frames to help the family to manage the circumstances without the Wraparound supports.

30. Can there be consecutive use of Wraparound services or is there a wait period for adopted youth?

ANSWER: Ideally, a family should be able to access Wraparound as many times as needed with no wait period. Keep in mind that Wraparound is a process for coordinating the service needs. In some counties the ability to provide Wraparound is limited by the capacity of a provider to serve a child. Participation is subject to consultation with the AAP worker and/or CDSS District Office staff, or subject to the local decision making or review process that is in place to recommend post adoptive services.

31. If an AAP youth from another county is placed in our county and needs services, who can provide Wraparound services?

ANSWER: Nothing precludes a county from contracting with a Wraparound provider, who meets the requirements articulated in the Wraparound standards. A Wraparound provider should have the capacity and experience with the Wraparound planning process and able to adhere to the principles and values. The CDSS recommends that counties establish a process that requires the provider to meet specific Wraparound deliverables and outcomes.

Another reference for mental health services is DMH Letter 08-24 issued on August 13, 2008 regarding Senate Bill 745 regarding access to outpatient specialty mental health services for children placed outside the county of origin.

32. How are AAP funded Wraparound cases claimed?

Answer: The AAP funded Wraparound cases are claimed on the Summary Report of Assistance Expenditures Adoption Assistance federal CA 800A FED claim form or the Summary Report of Assistance Expenditures Adoption Assistance Program, Nonfederal CA 800A NONFED claim form.