January 13, 2012

ALL COUNTY LETTER NO. 12-05

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

SUBJECT: IMPLEMENTATION OF EXTENDED FOSTER CARE SPECIAL
               PROJECT CODES IN THE CHILD WELFARE SERVICES/CASE
               MANAGEMENT SYSTEM (CWS/CMS)

REFERENCE: ASSEMBLY BILL (AB) 12 (CHAPTER 559, STATUTES OF 2010);
               PUBLIC LAW 110-351; ALL COUNTY LETTER (ACL) 11-15;
               ACL 11-69; ACL 11-77; ACL 11-85; ALL COUNTY INFORMATION
               NOTICE (ACIN) I-40-11.

This ACL provides instruction to the counties regarding the statewide Special Project Codes (SPCs) in CWS/CMS, and of additional new and revised forms, required for the implementation of Extended Foster Care (EFC). The SPCs and forms were created based on statutorily defined participation conditions and for placement of nonminor dependents (NMDs) in EFC. As there were no functionality changes to CWS/CMS with the implementation of EFC, the SPCs were developed for interim use until the necessary system changes can be made. Effective January 1, 2012, the SPCs are available for county use and the forms listed in this ACL were uploaded into CWS/CMS as county templates.

Special Project Codes:

There are five participation condition SPCs and two placement SPCs specific to EFC. These codes can be selected on the Special Project page of either the Case Info notebook or the Placement Home notebook when case information is entered into the CWS/CMS. These codes have been programmed into the application and active as of January 1, 2012. All counties must use the statewide EFC SPCs described below.

Case Management Section – Entering Nonminor Dependent Participation Conditions:

- **S-NMD Completing HS or Equiv**
  This participation condition code should be used to identify a NMD completing high school or a high school equivalent program.

- **S-NMD College/Vocational Ed**
  This participation condition code should be used to identify a NMD who is enrolled in a post secondary or vocational education program.

- **S-NMD Removing Emp Barriers**
  This participation condition code should be used to identify a NMD who is participating in a program or activity designed to remove barriers to employment.

- **S-NMD Employed Min 80 Hrs/Mo**
  This participation condition code should be used to identify a NMD who is employed for a minimum 80 hours per month.

- **S-NMD Medical Disability**
  This participation condition code should be used to identify a NMD who has a medical or psychiatric condition that leaves the NMD incapable of participating in any of the other four participation conditions.

  Instructions for entering the NMD participation condition SPCs:

  1. In the Case Management Section, Case Info Notebook 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 any of the above mentioned codes.

  2. After selecting this SPC, social workers are required to enter a start date using the date the activities began. When the NMD has ended the activity, or when they are no longer receiving services (formal or informal) associated with EFC, the worker must then enter an end date (as described below).

  3. To end-date a SPC, the user goes to the Case Management Section, Case Notebook and clicks on the Special Projects page tab to access the Special Project Grid. In the grid, the user enters a date in the End Date column on the row for the SPC that must be closed out and saved to the database.

4. NMDs may have more than one participation condition SPC at the same time (except for the **S-NMD Medical Disability** SPC, as as it means the NMD is incapable of participation in the other participation conditions). All applicable SPCs would be entered with the same start date with changes indicated by the SPC end date. For example, a NMD with **S-NMD Employed Min 80 Hrs/Mo** and **S-NMD Removing Emp Barriers**, who then loses employment and enrolls in college would keep **S-NMD Removing Emp Barriers**. The SPC **S-NMD Employed Min 80 Hrs/Mo** would be end dated and **S-NMD College/Vocational Ed** would be entered with the new start date (the SPC **S-NMD Removing Emp Barriers** remains the same with the original start date).

Placement Management Section – Identification of New Nonminor Dependent Placements:

- **S-NMD SILP**
  This placement code should be used to describe an approved Supervised Independent Living Placement (SILP) for NMDs. This code should be used in combination with Court specified Home Placement Home type.

- **S-NMD THP+FC**
  This placement code should be used to identify a Transitional Housing Program-Plus-Foster Care (THP-Plus-FC) for NMD. This code should be used in combination with Foster Family Agency Certified Home Placement Home type with checkbox Transitional Housing Placement Program Facility.

  Instructions for entering the NMD placement SPCs:
  1. In Client Services the Placement Management Section, Placement Home Notebook, 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 any of the above mentioned codes.

  2. After selecting this SPC, you will be required to enter a start date using the date the placement began. When the NMD has ended the activity, or when they are no longer receiving services (formal or informal) associated with EFC, the worker must then enter an end date (as described below).

  3. To end-date a SPC, the user goes to the Placement Management Section, Placement Home Notebook and clicks on the Special Projects page tab to access the Special Project Grid. In the grid, the user enters a date in the End Date column on the row for the SPC that must be closed out and saves to the database.

End Dating Special Project Codes:
The SPC end date will reflect the date the NMD exits EFC, or when the NMD has ended a participation activity or SILP or THP-Plus-FC placement. Therefore, end dates are to be entered when a NMD has ended or changed placements; when they are no longer receiving services associated with EFC based on that particular participation criterion; or when they are no longer receiving EFC services and the case is being closed. Social workers, at the time of updating the six month TILP, should review the participation condition SPC and end date any old ones while creating any applicable new ones.

Extended Foster Care Forms:

ACL 11-69, EXTENSION OF FOSTER CARE BEYOND AGE 18: PART ONE, dated October 13, 2011; and ACL 11-77, EXTENSION OF FOSTER CARE BEYOND AGE 18: (PART TWO), dated November 18, 2011; and ACL 11-85, EXTENSION OF FOSTER CARE BEYOND AGE 18: PART THREE (PROBATION), dated December 15, 2011; were provided to the counties by the California Department of Social Services (CDSS) with instructions regarding policy, procedures, and appropriate use of new and revised forms for the implementation of EFC. A matrix of the forms outlined in ACL 11-69, ACL 11-77, and ACL 11-85 is provided below.

In order to make the necessary forms available to counties as quickly as possible, a two pronged approach is being utilized. In order to understand the two approaches being pursued, a distinction must first be made between system and county templates in CWS/CMS.

System Template:
A system template is a form created by the vendor, and supported by vendor developed automation. These forms can be accessed in CWS/CMS in the "Generate New Document" dialog box, under "State of California." New system templates can only be added to the application in a major release. Existing system templates can be updated if needed in a forms release, which occurs twice a year.

County Template:
A county template is a form created manually that can have specific data elements "bookmarked" for mapping ("populating") data to the form when it is generated. These forms are accessed from the "Generate New Document" dialog box, under "County", "CDSS", or "CDSS Adoptions". Which of those three locations used will depend on who uploaded the form into the application.

All of the CDSS forms referenced in the Extended Foster Care Forms Matrix, below, are available as county templates under CDSS (or CDSS Adoptions).

Extended Foster Care Forms Matrix:

Form #	Title	Location	New or Revised	Date Available in CWS/CMS
State of California (SOC)/CDSS Forms				
SOC 152	THP Plus Foster Care Provider Agreement	County Template	New	January 1, 2012
SOC 153	Foster Family Agency Placement Agreement	County Template	New	January 1, 2012
SOC 154 B	Group Home Agreement	County Template	New	January 1, 2012
SOC 156 A	Foster Parents Placement Agreement	County Template	New	January 1, 2012
SOC 157 A	SILP Approval and Placement Agreement	County Template	New	January 1, 2012
SOC 157 B	SILP Inspection: Checklist of Facility Health and Safety Standards	County Template	New	January 1, 2012
SOC 161	Six-Month Certification of Extended Foster Care Participation	County Template	New	January 1, 2012
SOC 162	Mutual Agreement for Extended Foster Care	County Template	New	January 1, 2012
SOC 163	Voluntary Re-entry Agreement for Extended Foster Care	County Template	New	January 1, 2012
SOC 369 A	Kinship Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment	County Template	New	January 1, 2012
SOC 815	Approval of Family Caregiver Home	County Template	Revised	January 1, 2012
SOC 817 NMD	Checklist of Health and Safety Standards for Approval of Family Caregiver Home – Nonminor Dependent	County Template	New	January 1, 2012

Form #	Title	Location	New or Revised	Date Available in CWS/CMS
CDSS Forms				
SOC 818 NMD	Relative or Nonrelative Extended Family Member Caregiver Assessment - Nonminor Dependent	County Template	New	January 1, 2012
AD4320	Adoption Assistance Program (AAP) Agreement	County Template	Revised	January 1, 2012
Kin Gap 3	Kin-GAP Mutual Agreement for Nonminor Former Dependents.	County Template	New	January 1, 2012
JV Forms				
JV-365	Termination of Juvenile Court Jurisdiction — Attaining Age of Majority	County Template	Revised	January 1, 2012
JV-367	Findings Orders After Hearing to Consider Termination of Juvenile Court Jurisdiction Over Nonminor	County Template	New	January 1, 2012
JV-460	Findings and Orders for Minor Approaching Majority – Dependency	County Template	New	January 1, 2012
JV-462	Findings and Orders After Nonminor Dependent Review Hearing	County Template	New	January 1, 2012
JV-464	INFO Information About the Juvenile Court Resuming Jurisdiction Over a Nonminor	County Template	New	January 1, 2012
JV-466	Petition to Resume Juvenile Court Jurisdiction	County Template	New	January 1, 2012

Form #	Title	Location	New or Revised	Date Available in CWS/CMS
		JV Forms		
JV-468	Confidential Information Petition to Resume Juvenile Court Jurisdiction	County Template	New	January 1, 2012
JV-680	Findings and Orders for Minor Approaching Majority - Delinquency	County Template	New	January 1, 2012
JV-681	Hearing for Dismissal - Additional	County Template	New	January 1, 2012

Counties needing additional assistance regarding the entry of SPCs in the Special Project page should contact their System Support Consultant. If you have any questions or need additional guidance regarding the information in this letter, contact the CMS Support Branch at (916) 651-7884 or at CMSAdminSvcsUnit@dss.ca.gov.

Sincerely,

Original Document Signed By:

GREG E. ROSE
Deputy Director
Children and Family Services Division