

# Quick Guide to CWS/CMS Release 6.2 Changes



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# Quick Guide to 6.2 Changes

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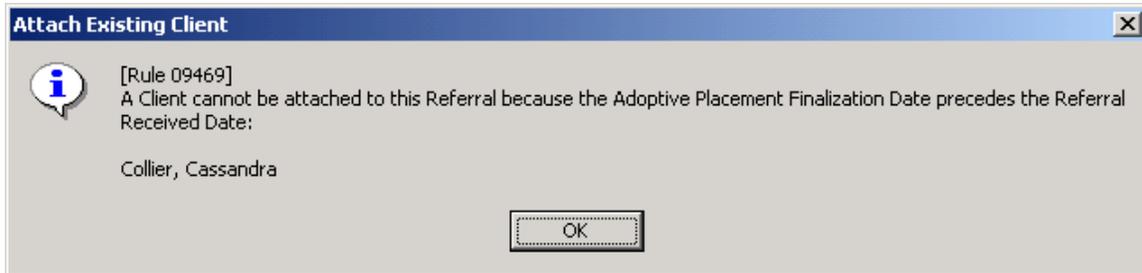
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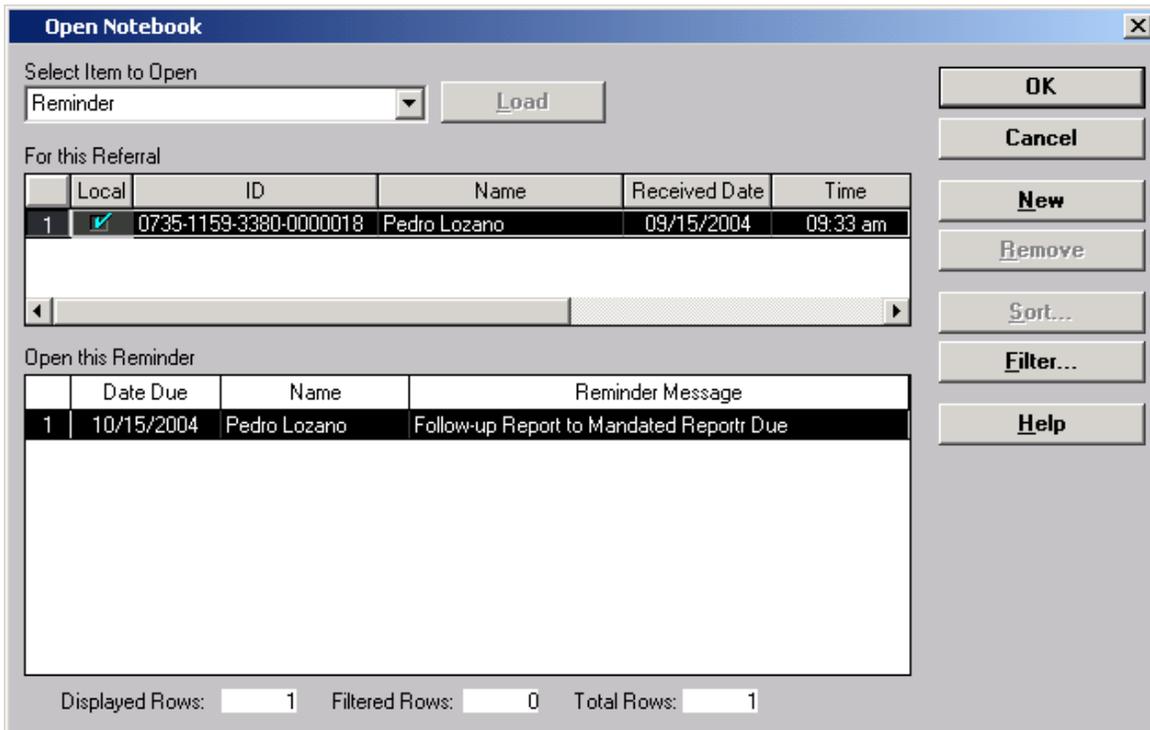
## Cannot Attach a Child with a Finalized Adoption to a New Referral:

User will get an error message when attaching a child to a New Referral, if they are currently in an Adoptive Placement. This will prevent the child's pre-adoptive history information from being linked with this post-adoptive referral.



## Referral Reminders will no longer be Filtered:

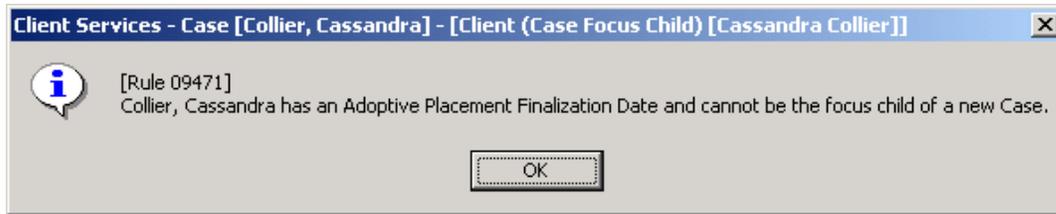
When disposing a Referral – worker will no longer have to go to the Filter button in order to display all reminders. All required reminders will automatically display.



## Changes in Cases:

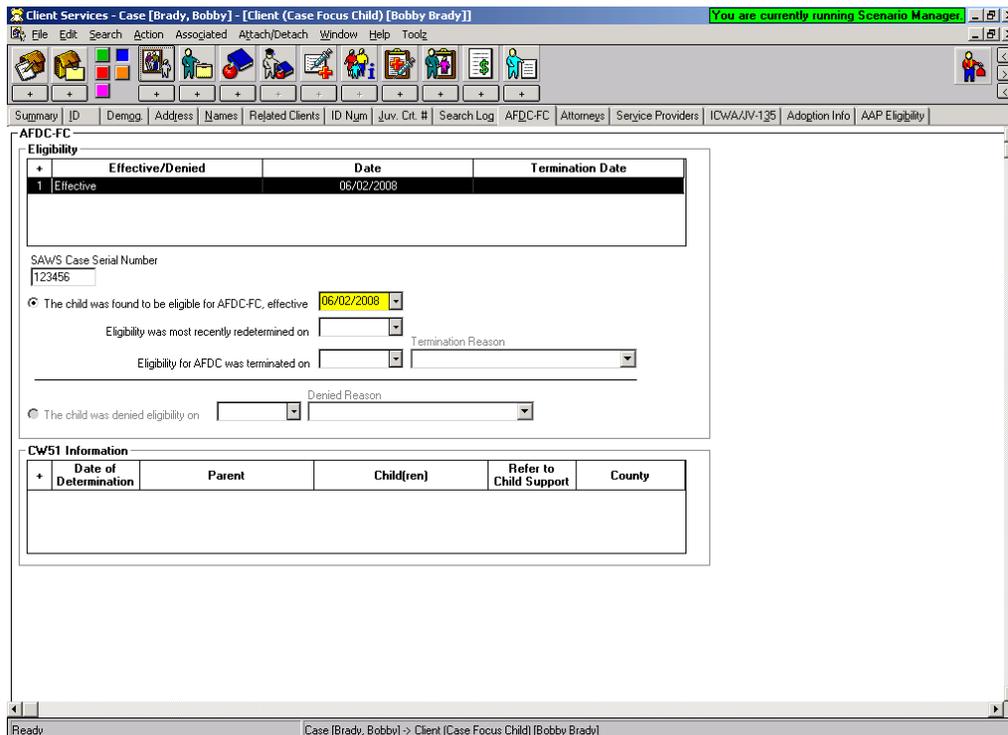
### Cannot Attach a Child with a Finalized Adoption to a New Case:

User will no longer be able to attach a child to a case if the child has an adoptive placement that is prior to the case open date. The child will also not be able to be selected as a Focus Child when opening a case without promoting from referral. This will prevent linking pre and post adoptive history for a child.

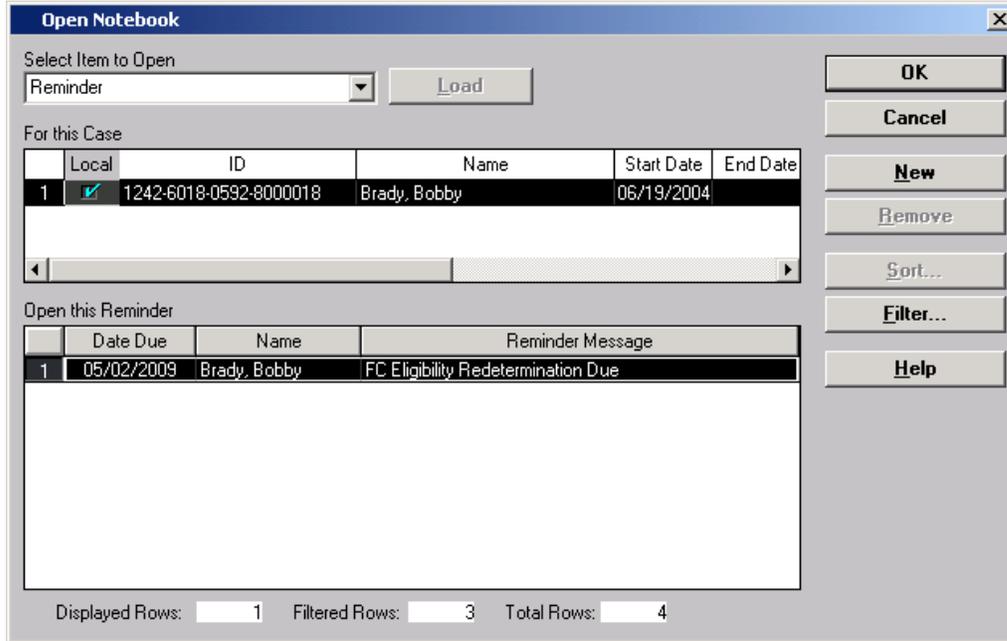


### FC Annual Redetermination – Reminder Updated

The FC2 – Redetermination reminder has been changed to reflect current regulations requiring an annual redetermination. In order for the reminder to be generated, the AFDC-FC page must be completed to show the FC effective date or redetermination date. The reminder will generate eleven months from the most recent determination date.



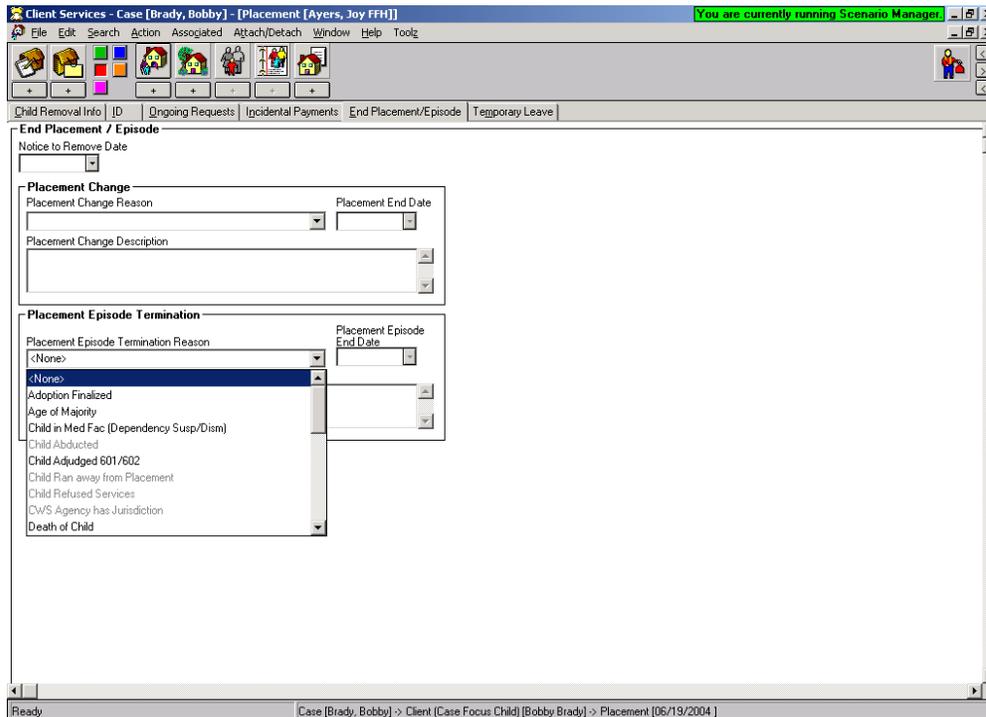
The reminder will display in the GREEN section – under the Reminder notebook:



## Changes in Placement:

Two Placement Episode Termination Reasons have been disabled:

- ✓ Child Ran Away From Placement
- ✓ Child Refused Services



# Changes in the Client Notebook:

## ID Page

The Hispanic or Latino Origin button will no longer default to undetermined. Worker must select the appropriate button. A message will display in **RED** when the button has not been checked and Hispanic has been checked in either primary or secondary ethnicity. The message will also display when Hispanic origin button has been selected but does not correspond with primary or secondary ethnicity.

The screenshot shows the 'Client Services - Referral' application window. The title bar indicates the client ID is [0343-6034-7658-8000018]. The interface includes a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Tools) and a toolbar with various icons. Below the toolbar is a navigation bar with tabs for Summary, ID, Demog, Address, Names, Related Clients, ID Num, Juv. Cr. #, Search Log, AFDC-FC, Attorneys, Service Providers, ICWA/JV-135, Adoption Info, and AAP Eligibility.

The main content area is titled 'Name and Identification' and contains several sections:

- Client Information:** Fields for Prefix, First (New), Middle, Last (Client), Suffix, Name Type (Legal), Gender (Male), Marital Status, SSN, Alien Registration #, Driver's License - State/Number, Date of Birth, and Age and Age Unit. There are checkboxes for Self Reporter, Client is a Minor Mother, and Outstanding Warrant Exists. The Client Number is 0808-8021-2183-6000018.
- Confidentiality:** A checkbox for Confidentiality In Effect and a field for Ineffective Date.
- Other Client Information:** Radio buttons for ICWA Eligible (Yes, No, Not Asked, Pending) and Incapacitated Parent (Yes, No, Unknown, Not Applicable). A checkbox for Child has Indian Ancestry and a table for Indian Ancestry Notification with columns for County and Date.
- Language:** Fields for Primary Language and Secondary Language, and radio buttons for Literate (Yes, No, Unknown, Not Applicable).
- Ethnicity:** A red warning message: 'Check to see if Ethnicity is in sync with Hispanic or Latino Origin.' The Primary Ethnicity dropdown is set to 'White'. There is a field for Other Ethnicity with a '+' button. Below this, the 'Hispanic or Latino Origin' radio button is selected (Yes), with options for No and Undetermined.

The status bar at the bottom shows 'Ready' and 'Referral [0343-6034-7658-8000018] -> Client [New Client]'.

## Demographic Page:

The 'Previously Adopted' radio button field located at the bottom of this page is now color-coded **GREEN** to remind worker that this is an AFCARS field. If not completed, the user will still be able to save to database, however, if the user has the information, it should be completed.

The screenshot shows a software window titled "Client Services - Referral [Lozano] - [Client [Pedro Lozano]]". The window has a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Toolz) and a toolbar with various icons. Below the toolbar is a navigation bar with tabs: Summary, ID, Demog., Address, Names, Related Clients, ID Num, Juv. Cit. #, Search Log, AFDC-FC, Attorneys, Service Providers, ICWA/JV-135, Adoption Info, AAP Eligibility. The main content area is titled "Demographics" and contains several sections:

- Origin:** Birth Country (United States), Immigration Status (U.S. Citizen), Birth State (California), Religion, Birth City, Origin Country, Birth Place / Hospital Name (Indio), Birth Place Verified (checkbox).
- Education Information:** Parental Right to Make Education Decisions for this Child Limited by Court (checkbox), All Available Education Information On File (checkbox), Plans/Attempts To Acquire Education Information (text field).
- Health Information:** All Available Health Information on File (checkbox), Plans/Attempts To Acquire Health Information (text field).
- Comments:** Text field.
- Deceased:** Date, Death Circumstances Type, Date of Death Verified (checkbox), Place of Death, Death Circumstances Comments.
- Client has been Arrested for:** Arrests table.
- Unemployed Parent:** Yes, No, Unknown, Not Applicable (radio buttons).
- Military Status:** Dependent, Active, Veteran, No Involvement, Unknown (radio buttons).
- Adoption Status:** Totally Free, Partially Free, Not Free, Not Applicable (radio buttons).
- Previously Adopted:** Yes, No, Unknown (radio buttons), Adoption Age (text field). This field is highlighted in green and has a red arrow pointing to it.

The status bar at the bottom shows "Ready" and "Referral [Lozano] -> Client [Pedro Lozano]".

## Changes in the Health Notebook:

### Summary Page

Now includes the ability for worker to document if child has been clinically diagnosed as having a disability – it is color-coded **GREEN** to indicate a new AFCARS field.

The screenshot shows the 'Client Services - Case [Brady, Bobby] - [Health [Bobby Brady]]' window. The title bar includes a status indicator: 'You are currently running Scenario Manager'. The menu bar contains: File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Tool. The toolbar has icons for file operations and navigation. The main content area has tabs: Summary, Diagnosed Condition, Observed Condition, Medications, Hospitalizations, Medical Tests, Referrals, Immunization, Well Child, Birth History. The 'Summary' tab is active, showing a 'Summary' section with checkboxes for 'Sensitive Health & Medical Information is on file for this person', 'Individual Health Care Plan on File for Special Needs Child', and 'Limitation Put on Substitute Care Provider's Ability to Make Health Decisions'. Below this is a 'Summary of Current Health Condition' text area. To the right are sections for 'Currently Receives Services From' and 'Previously Received Services From', each with checkboxes for 'CA Children's Services', 'Regional Center', and 'Other'. A green highlighted field asks 'Has this child been clinically diagnosed as having a disability?' with radio buttons for 'Yes', 'No', and 'Not Yet Determined'. The status bar at the bottom shows 'Ready' and the navigation path 'Case [Brady, Bobby] > Client [ ] > Health [Bobby Brady]'.

## Medications Page:

This page has been updated to allow more flexibility in recording psychotropic medications. 2 radio buttons have been added to indicate if the medication is a psychotropic medication and an indicator if the medication is prescribed for psychiatric purposes.

A new grid has been added that will allow the retention of court order/parental consent dates.

Reminders have been designed to:

Remind worker in the event a medication is psychotropic/used for psychiatric purposes and no court order exists – that a court order is due.

Remind worker one month prior to a court order expires that another is coming due.

**Medications**

	Alert	Prescribed Medication	Start Date	End Date
1	No	Ritalin	09/03/2007	

Client Condition: Attention Deficit Hyperactive Disorder  
 Onset Date / First Visit: 09/03/2007  
 End Date:   
 Alert Prescribed Medication: Ritalin  
 Prescribed By: Dr. Luna  
 Start Date: 09/03/2007 Projected End Date: 09/03/2008 End Date: / /  
 Comment / Instructions:   
**Is this a psychotropic medication?**  
 Yes  No  
**Is this medication administered for psychiatric reasons?**  
 Yes  No

**Parental Consent/Court Order**

	Consent Type	Date
1	Court Ordered	09/03/2007
2	Court Ordered	03/03/2008

**Consent Type**  
 Parental Consent  Court Ordered Date: 03/03/2008

## Immunizations Page:

The list of Immunizations has been updated with more values, and arranges them in the same order as the yellow immunization card.

Worker now has the ability to choose 'All Immunizations Waived'.

**Select Immunizations**

Date Given or Waived: 09/15/2008  Waived

Source of Information / Clinic / Physician: \_\_\_\_\_ Next Due Date: \_\_\_\_\_

Immunization Type:

- All Immunizations Waived
- IPV
- OPV
- DTaP
- Tdap
- DTP

Buttons: OK, Apply, Cancel, Help

Client Services - Case [Brady, Bobby] - [Health [Bobby Brady]]

Summary | Diagnosed Condition | Observed Condition | Medications | Hospitalizations | Medical Tests | Referrals | Immunization | Well Child | Bath History

Immunization Type	Date Given or Waived	Waived	Next Due Date
All Immunizations Waived	09/15/2008	Yes	

Immunization Type: All Immunizations Waived Date Given or Waived: 09/15/2008  Waived

Source of Information / Clinic / Physician: \_\_\_\_\_ Next Due Date: \_\_\_\_\_

Comments/Results: \_\_\_\_\_

TB Test Result:

- Positive
- Negative
- Not Read

If TB Test is chosen under the Immunization list – the worker can also indicate the result here.

Health & Education Passport and the Medi-Cal Application – MC250 have now been updated to the 5/07 version.

## Family Information Notebook:

### Paternity Page

User will now have the ability to choose a “Legal Designation” for father – either Alleged or Presumed. This action will update the Related Clients page for the father/child relationship.

The Birth Father field will turn **GREEN** – and worker can select Yes/No or Unknown.

Client Services - Referral [Lozano] - [Family Information [Pedro Lozano]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Paternity Finding | Parental Rights | Cohabitation

	Father Name	Finding	Finding Date	Test Date
1	Lozano, Joseph	Finding Not Made		

Father Name  
Lozano, Joseph

Legal Designation Birth Father Date of Birth Age (Years)  
Presumed Yes 07/09/1976 32

Court  
Location Finding Date  
Fresno County Juvenile Court

Paternity Finding  
 Established  Ruled Out  No Finding Made

Test Results  
Date  
Comments

Paternity Determination Comments

Ready Referral [Lozano] -> Client [Pedro Lozano] -> Family Information [Pedro Lozano]

Cohabitation Page: Married/Cohabitation field will no longer default to unknown and is now a mandatory field.

Client Services - Referral [Lozano] - [Family Information [Pedro Lozano]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Paternity Finding | Parental Rights | Cohabitation

	Parent	Partner	Begin Date	Term. Date	Relationship
1	Lozano, Joseph				Father/Son (Presumed)
2	Lozano, Pearl				Mother/Son (Birth)

Parent  
Lozano, Pearl

Partner  
Birth Date 7/7 Name

Marriage/Cohabitation Beginning  
 Married  No  Unknown  
 Begin Date Verification Status  
 Marriage Location (city, county, state, country)

Marriage/Cohabitation Termination  
 Termination Date Termination Type Verification Status  
 Divorce Location (city, county, state, country) Civil Case Number

Comment

Ready Referral [Lozano] -> Client [Pedro Lozano] -> Family Information [Pedro Lozano]

## Changes in the Court Section: 32 additional JV Documents added.

The following JV documents will be added to the application in the Hearing notebook:

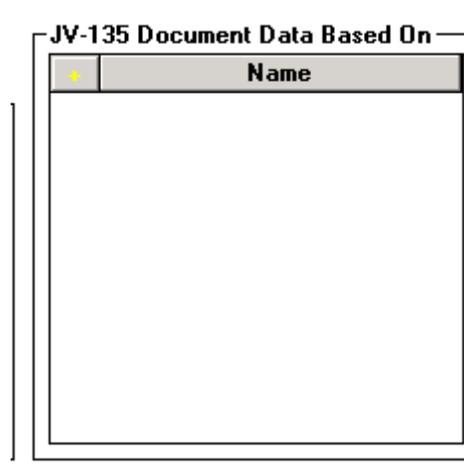
- JV 400- Visitation Attachment: Parent, Legal Guardian, Indian Custodian, Other Important Person (Available from Referral)
- JV 401- Visitation Attachment: Sibling (Available from Referral)
- JV 402- Visitation Attachment: Grandparent (Available from Referral)
- JV 405- Continuance-Detention Hearing (Available from Referral)
- JV 406- Continuance-General (Available from Referral)
- JV 410- Findings and Orders After Detention Hearing (W&I Code, § 319) (Available from Referral)
- JV 412- Findings and Orders After Jurisdictional Hearing (W&I Code, § 356)
- JV 415- Findings and Orders After Dispositional Hearing (W&I Code. Code, § 361 et seq.)
- JV 416- Dispositional Attachment: Dismissal of Petition With or Without Informal Supervision (W&I Code, § 360(b))
- JV 417- Dispositional Attachment: In-Home Placement With Formal Supervision (W&I Code, § 361)
- JV 418- Dispositional Attachment: Appointment of Guardian (W&I Code, § 360(a))
- JV 419- Guardianship (Juvenile) -Consent and Waiver of Rights
- JV 419A – Guardianship (Juvenile) -Child's Consent and Waiver of Rights
- JV 420- Dispositional Attachment: Removal From Custodial Parent-Placement With Previously Noncustodial Parent (W&I Code, §§ 361, 361.2)
- JV 421- Dispositional Attachment: Removal From Custodial Parent-Placement With Nonparent (W&I Code, §§ 361, 361.2)
- JV 425- Findings and Orders After In-Home Status Review Hearing (W&I Code, § 364)
- JV 426- Findings and Orders After In-Home Status Review Hearing-Child Placed With Previously Noncustodial Parent (W&I Code, §§ 364, 366.21)
- JV 430- Findings and Orders After Six-Month Prepermanency Hearing (W&I Code, § 366.21(e))
- JV 431- Six-Month Prepermanency Attachment: Child Reunified (W&I Code, § 366.21(e))
- JV 432- Six-Month Prepermanency Attachment: Reunification Services Continued (W&I Code, § 366.21(e))
- JV 433- Six-Month Prepermanency Attachment: Reunification Services Terminated (W&I Code, § 366.21(e))
- JV 435- Findings and Orders After 12-Month Permanency Hearing (W&I Code, § 366.21(f))
- JV 436- Twelve-Month Permanency Attachment: Child Reunified (W&I Code, § 366.21(f))
- JV 437- Twelve-Month Permanency Attachment: Reunification Services Continued (W&I Code, § 366.21(f))
- JV 438- Twelve-Month Permanency Attachment: Reunification Services Terminated (W&I Code, § 366.21(f))
- JV 440- Findings and Orders After 18-Month Permanency Hearing (W&I Code, § 366.22)
- JV 441- Eighteen-Month Permanency Attachment: Child Reunified (W&I Code, § 366.22)
- JV 442- Eighteen-Month Permanency Attachment: Reunification Services Terminated (W&I Code, § 366.22)
- JV 445- Findings and Orders After Postpermanency Hearing-Parental Rights Terminated; Permanent Plan of Adoption (W&I Code, § 366.3(f))
- JV 446- Findings and Orders After Postpermanency Hearing-Permanent Plan Other Than Adoption (W&I Code, § 366.3)
- JV 448- Order Granting Authority to Consent to Medical, Surgical, and Dental Care (W&I Code § 366.27)
- JV 365- Termination of Dependency Jurisdiction-Child Attaining Age of Majority

## ICWA

**ICWA-030 can be automatically generated from the Notices Page in the Hearing Notebook** (Any reference to JV 135 will be changed at next release) The actual document that will be produced is the ICWA-030.

Notices Page: When the JV 135 is selected, this box will appear on page:

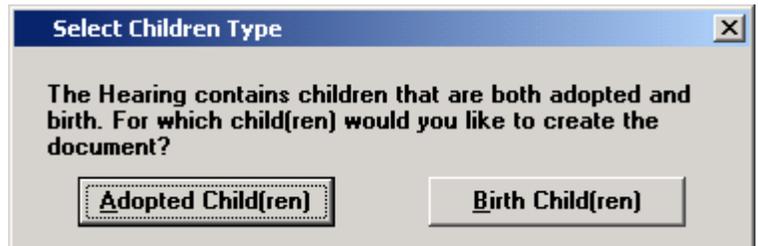
This box will allow worker to choose who the data for the ICWA-030 is based on.



A dialog box titled "JV-135 Document Data Based On" with a close button (X) in the top right corner. It contains a table with a single header row labeled "Name" and a small yellow plus sign in the top left corner of the table area.

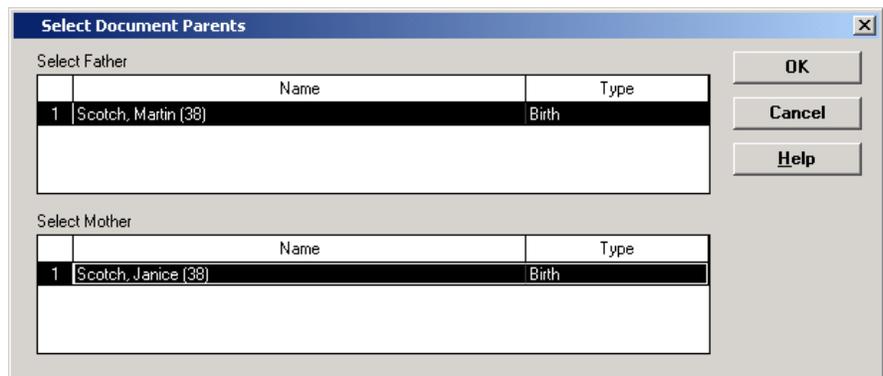
Name
------

If the client notebook contains children with adoptive relationship as well as birth children, this dialog box will appear - ICWA-030 must be generated separately for each.



A dialog box titled "Select Children Type" with a close button (X) in the top right corner. The text inside reads: "The Hearing contains children that are both adopted and birth. For which child(ren) would you like to create the document?". Below the text are two buttons: "Adopted Child(ren)" and "Birth Child(ren)".

If Birth children selected, then select parents from this box.



A dialog box titled "Select Document Parents" with a close button (X) in the top right corner. It has two sections: "Select Father" and "Select Mother". Each section contains a table with columns for "Name" and "Type".

Select Father

	Name	Type
1	Scotch, Martin (38)	Birth

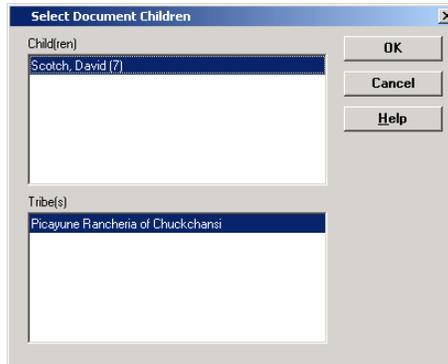
Select Mother

	Name	Type
1	Scotch, Janice (38)	Birth

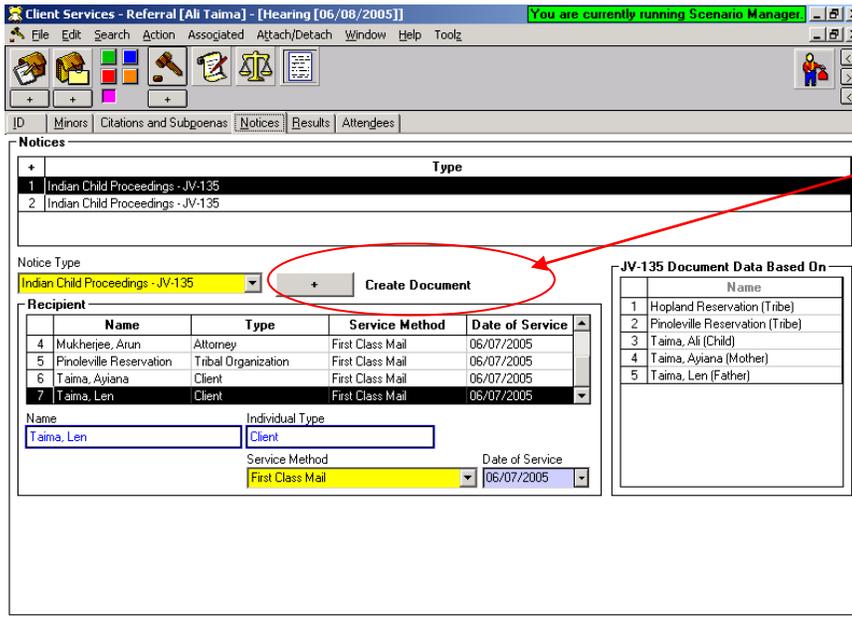
Buttons: OK, Cancel, Help

The ICWA-030 document is based on 'full' siblings – therefore the parents selected in this dialog will determine which children and tribes appear in the following box. The tribes populate from the ICWA/JV135 page of the client notebooks.

Select children and tribes from this dialog.

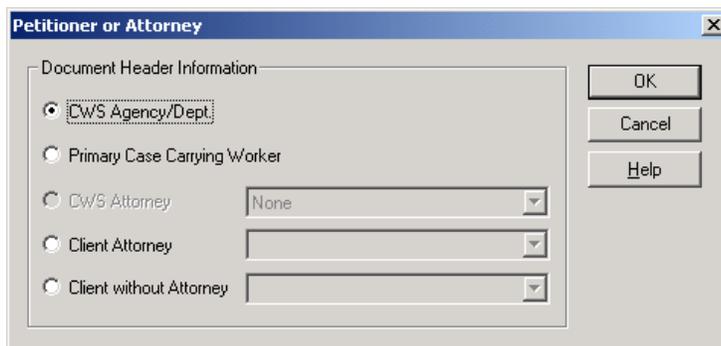


Once the JV-135 Data Based on box has been completed, choose recipients of the notice in the usual way:



Then use the + Create Document to produce the ICWA-030.

This is the first dialog to appear – select the petitioner here.



The next dialog will appear so that former addresses of parents can be selected. This information will populate to the ICWA-030.

**Select Parent Former Address(es)**

Father

Former Addresses  
 None  Unknown  Select Address(es)

Start Date	End Date	Address

Mother

Former Addresses  
 None  Unknown  Select Address(es)

Start Date	End Date	Address
05/07/2005	06/07/2005	8209 Alhambra St., Sacramento, California 95628

OK  
 Cancel  
 Help

**ICWA JV-135 Information**

Information on child who is the subject of an involuntary custody proceeding

Paternity Information  
 Birth father is named on birth certificate.  Unknown  
 Birth father has acknowledged paternity.  Unknown  
 There has been a judicial declaration of paternity.  Unknown

Have any family members ever:  
 Attended an Indian school?  
 Yes  No  Unknown  
 Received medical treatment at an Indian health clinic or U.S. Public Health Service hospital?  
 Yes  No  Unknown  
 Lived on federal trust land, a reservation or rancharia, or an allotment?  
 Yes  No  Unknown

Tribal Affiliation and Location  
 1906 Final Roll Name of relative:   
 Roll of 1924 Name of relative:   
 California Judgment Roll Roll number:

Indian Custodian  
 Name  Tribe(s)

OK  
 Cancel  
 Help

Paternity: at least one check box need to be checked or all three unknown checked.

Make the appropriate selections from the rest of this dialog box.

This box will **only** appear if YES was selected to any of the questions in center section of the previous dialog box.

**ICWA JV-135 Additional Information**

List all information for any family members who have ever:

Attended an Indian school  
 Yes  No  Unknown

Name/relationship	Type of school	Dates attended	Location of school

Received medical treatment at an Indian health clinic or U.S. Public Health Service hospital  
 Yes  No  Unknown

Name/relationship	Type of treatment	Dates treatment received	Location where treatment received

Lived on federal trust land, a reservation or rancheria, or an allotment  
 Yes  No  Unknown

Name/relationship	Name and address	Dates

Buttons: OK, Cancel, Help

This box will appear with any grandparents listed from the ICWA/JV-135 page of the client notebooks. Any grandparent selected will populate to the ICWA-030.

**ICWA JV-135 Select Grandparents/Great-Grandparents**

Maternal Grandparents

- Calac, Tadi (Grandfather)
- Tuwa, Daya (Grandmother)
- Tuwa, Kamal (Grandfather)

Maternal Great-Grandparents

Buttons: OK, Cancel, Help

Worker will be able to select addresses for each recipient as usual .

Once the document is produced – the worker has capability of ‘unprotecting’ it in order to edit as necessary.

From TOOLS menu – select ‘Unprotect Document’. Edit document, and save.

The ICWA-030 is a saved document – it is stored in the same place as court reports.

## Changes for Adoptions:

### Family Information Notebook:

#### Paternity Page

User will now have the ability to choose a “Legal Designation’ for father – either Alleged or Presumed. This action will update the Related Clients page for the father/child relationship.

The Birth Father field will turn GREEN – and worker can select Yes/No or Unknown.

Father Name	Finding	Finding Date	Test Date
Lozano, Joseph	Finding Not Made		

Father Name: Lozano, Joseph

Legal Designation: Presumed

Birth Father: Yes

Date of Birth: 07/09/1976

Age (Years): 32

Court: Fresno County Juvenile Court

Paternity Finding:  Established  Ruled Out  No Finding Made

Test Results: Date: [Dropdown], Comments: [Text Area]

Paternity Determination Comments: [Text Area]

Information from this page will populate to the AD90/AD551A.

## AAP Eligibility Page of Client Notebook:

**Federal Eligibility Based on FC 8**

SSI/SSP

**AFDC-FC (Title IV-E)**

AFDC-FG or U

**Expected Eligibility End Date**

18th Birthday

21st Birthday

11/25/2020

Home Search Waived Due to Significant Emotional Ties with Prospective Adoptive Parents

Efforts to Locate non-AAP Home

**Reasons for AAP Eligibility**

Race, Ethnicity, Color, or Language

Race, Ethnicity, Color, or Language Barrier Description

Age of 3 years or older

Membership in a sibling group that would remain intact

Mental, Physical, Emotional, or Medical Disability

Certifying Professional and Date

Description

Adverse Parental Background

Description

Primary Reason for AAP Eligibility

Membership in sibling group that should remain intact

Age of 3 years or older will no longer be checked automatically if it applies. Worker will now have to make the decision if it is applicable and check the box.

### Agency or Individual with Custody

**Type**

Public Agency

Private Agency

Tribal Agency

Birth Parent (Independent Adoption)

Agency

Downtown Sacramento, 660

**Location**

Within State

Another State

Another Country

This new frame has been added to the Adoption Info page of the child's client notebook.

Location section has been color coded GREEN to indicate a new AFCARS field.

**Adoptive Parent(s)' Previous Relationship to Child (check all that apply to either parent)**

Stepparent

Foster Parent - Relative

Foster Parent - NREFM

Foster Parent - Non Relative

Other Relative

Other NREFM

Other Non Relative

**Birth Parent Information**

Birth Parent(s) Participated in Selecting Adoptive Home

Birth Parent(s) Met the Adoptive Parents

On the ID page of the Adoptive Placement notebook, 3 new options regarding relationship have been added.