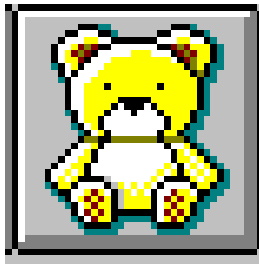


# Quick Guide to CWS/CMS Release 6.3 Changes



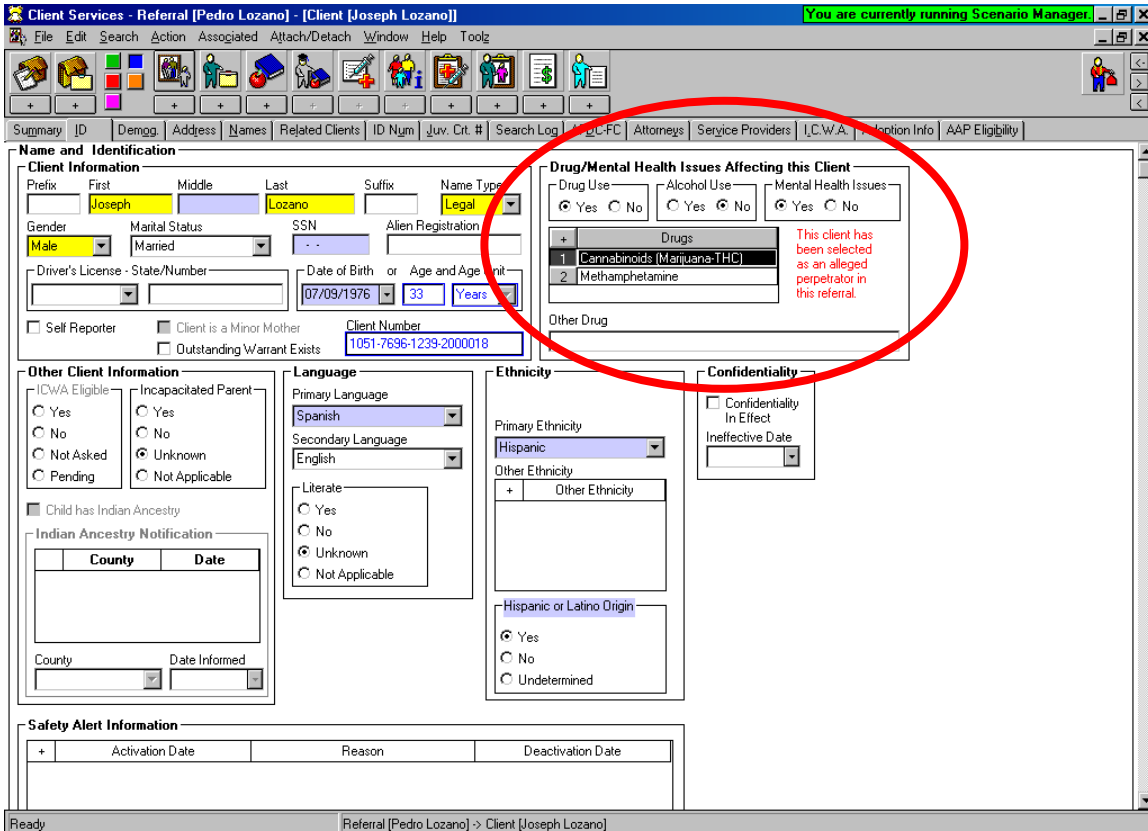
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## Quick Guide to 6.3 Changes

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# Recording Drug/Alcohol and Mental Health Issues

In a referral, once a client has been identified as an 'alleged perpetrator', a new section has been added to the ID page of the perpetrator's Client notebook to allow worker the ability to record any drug/alcohol or mental health issues of that individual.



If this client is a 'parent' with drug/alcohol or mental health issues, and the child is promoted to case: the Intervention Reason for the case shall include: Parent Alcohol or Drug Use, or Parent Mental Health issues.

## Substantial Risk Allegation Inactivated:

Substantial Risk was listed as a primary abuse category in the Allegation notebook. It does not have a statutory basis as an abuse category and therefore has been inactivated.

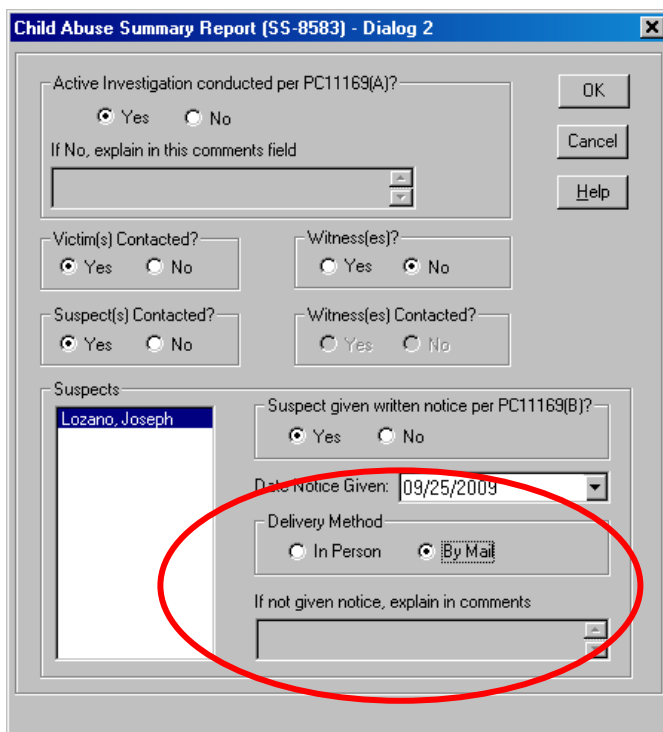
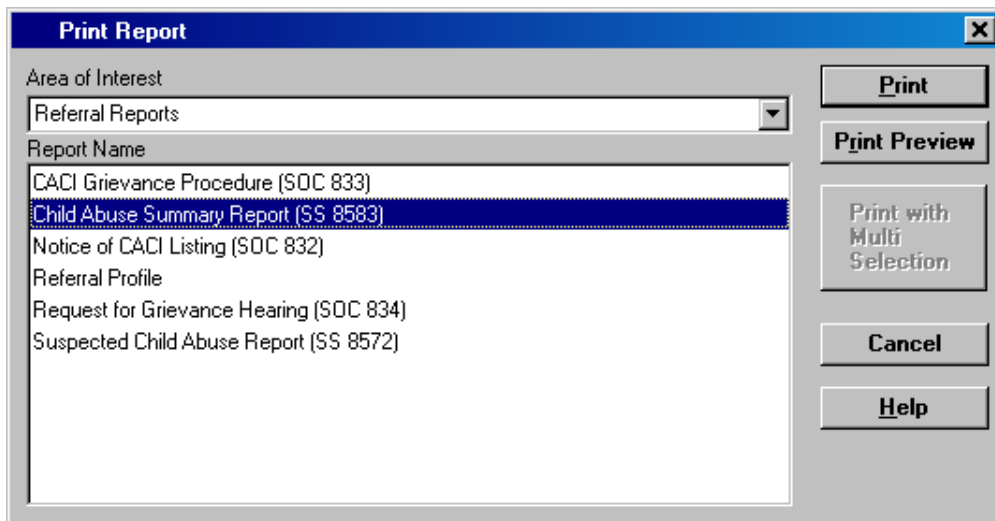
## Referral can now be Promoted to Case without a Substantiated Allegation:

A substantiated allegation is no longer required to promote a referral to case, and a new Intervention Reason Type of 'Family Services', has been added as the Intervention Reason when an unsubstantiated referral is promoted to a case.

## Child Abuse Summary Report (SS8583) will include the Notification and Grievance Procedure forms:

Notice of Child Abuse Central Index Listing (SOC 832), Grievance Procedures (SOC 833), and Request for Grievance Hearing (SOC 834) are automatically generated when an initial Child Abuse Summary Report (SS 8583) is created.

To generate the SS 8583, choose File – Print Report, and select the Child Abuse Summary Report:



New section added to record the date and method of delivery of the notice to perpetrator informing them that their name was entered into the Child Abuse Central Index (CACI) database.

**Client Services - [Referral [0187-6642-7556-5000018]]**

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Spec Proj

Date: 09/25/2009 Time: 08:06pm Referral Name: [ ]

Screener: Wallace, Chris Report Method: In-Person

**Common Address**

Street No. Street Name Phone  
 City State ZIP ZIP Ext Phone Ext  
 County Homeless Location of Children  
 Address Comment

Screener Alerts

Date Sent	Delivery Method	Perpetrator
1 09/25/2009	By Mail	Lozano, Joseph

Date Sent: 09/25/2009 Delivery Method:  In Person  By Mail Perpetrator: Lozano, Joseph

**DDJ Grievance Request**

Request Date	Resolution Date	Outcome	Filed By
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Ready Referral [0187-6642-7556-5000018]

Date and delivery method of notice to Perpetrator automatically populates to the ID page of the referral.

## Supplemental Child Abuse Summary Report (SS8583):

Create a second SS8583 to update information previously submitted on Form SS8583.

- A previously substantiated allegation is being reclassified to inconclusive.
- A previously substantiated, unsubstantiated or inconclusive allegation is being reclassified to unfounded.
- Additional information is being provided for a previously submitted form.

**Child Abuse Summary Report (SS-8583)**

Date of Incident: 09/24/2009 Time of Incident: [ ]

Supplemental Information

Action Taken:  
 Inconclusive  Unfounded  Additional Info

Check to print CACI forms

If Abuse Occurred in Out-Of-Home Care:  
 Family Day Care  Child Care Center  Foster Family Home  Small Family Home  
 Group Home or Institution:  
 Name/Address: [ ]  
 Not Applicable

Victims  
 Lozano, Pedro Injuries: [ ]  
 Present Location: [ ]

Suspects  
 Lozano, Joseph Height: [ ] Weight: [ ]  
 Eye Color: [ ] Hair Color: [ ]

Check to print instructions. OK Cancel Help

Choose appropriate selection from Action Taken, and checking the 'print CACI forms' will automatically produce the SS8583, SOC 832, 833, and 834.

All CACI forms can be produced individually if desired under the File – Print Report section.

# Identifying Near Fatalities Resulting from Suspected Child Abuse/Neglect:

ACL 08-13 dated March 14, 2008 requires the reporting and public disclosure of information in cases of child abuse or neglect that result in fatalities or near fatalities that occur on or after January 1, 2008.

Client Notebooks in the CWS/CMS have been modified to include this reporting mechanism.

On the Demographic Page of the Client notebook a new grid has been added to report a near fatality and the date of occurrence. Fatality information grid is also on this page.

This page is available in Referrals and Cases, and for all Client's.

The screenshot displays the 'Client Services - Referral' application window for a client named Stephen Mobukuna. 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 pane with tabs for Summary, ID, Demog, Address, Names, Related Clients, ID Num, Juv. Cit. #, Search Log, AFDC-FC, Attorneys, Service Providers, L.C.W.A., Adoption Info, and AAP Eligibility. The main content area is divided into several sections: Demographics (Origin, Education Information, Health Information, Comments), Near Fatality (Near Fatality Date), Deceased (Date, Death Circumstances Type, Date of Death Verified, Place of Death, Death Circumstances Comments), Client has been Arrested for (Arrests), and Adoption Status (Adoption Status, Unemployed Parent, Military Status). A red box highlights the 'Near Fatality' and 'Deceased' sections. Callouts point to the 'Near Fatality Date' field and the 'Deceased' section. A definition box explains that a 'near fatality' is a severe injury or condition caused by abuse or neglect that results in the child receiving critical care for at least 24 hours following admission to a critical care unit.

## Creation of a Safety Alert:

At the bottom of the ID page of a Client Notebook, a section called Safety Alert Information has been added to allow worker to document any safety issues related to a client.

When a Safety Alert is Active, it will display in **RED** at the top of the ID Page of a Referral or at the top of the ID Page of the Case. It will also display in a search – on the Client Abstract.

Only Supervisors or staff with Approval, or Approval and Assignment/Transfer Authority can record a Safety Alert.

The screenshot shows the 'Client Services - Case [Scotch, David] - [Client [Janice Scotch]]' window. The 'Safety Alert Information' section is highlighted with a red border. It contains a table of active alerts, activation and deactivation details, and a list of categories.

	Activation Date	Reason	Deactivation Date
1	09/01/2009	Dangerous Animal on Premises	

**Safety Alert Activation**

Activation Date: 09/01/2009  
County: Sacramento  
Reason: Dangerous Animal on Premises  
Explanation: Large brown pit bull is chained in the front yard next to the front door.

**Safety Alert Deactivation**

Deactivation Date: / /  
County:   
Explanation:

**Categories include:**

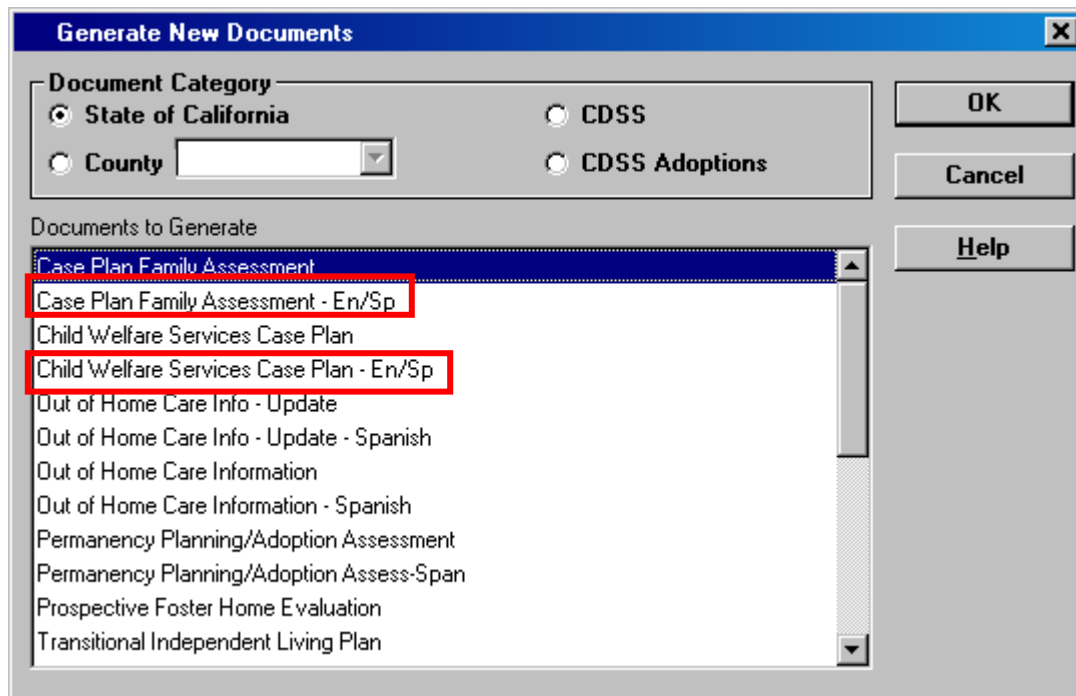
- Dangerous Animal on Premises
- Dangerous Environment
- Firearms in Home
- Gang Affiliation or Gang Activity
- Hostile, Aggressive Client
- Remote or Isolated Location
- Severe Mental Health Status
- Threat or Assault on Staff Member
- Other

When 'deactivating' a Safety Alert – an explanation of why becomes a Mandatory field.

## Creating an English/Spanish Assessment or Case Plan:

The application now has the ability to produce a combination Assessment or Case Plan in the two languages: English and Spanish. The English document is paginated first, and immediately following is the Spanish Version.

The Spanish Version is still only just the template created in Spanish, all drop down menus selected in the application will still populate in English. Description boxes will populate in English only unless typed in Spanish.





# WrapAround Services Added to Contacts and Case Plans:

## Contact Page:

A new Case Management Service of Wraparound Services has been added to this menu. You can also designate **any** service as a 'wraparound' service.

## Associated Services Page:

The 'Provider' of a service can now be either:

- Staff Person
- Service Provider
- Collateral

Wraparound Indicator here also.

## Case Plan Notebook:

Planned Client Services and Case Management Services Pages:

**Select Planned Client Services Participants**

If participants have different descriptions or schedules, please select them separately.

Participants

- Brady, Marcia (17)
- Brady, Bobby (14)
- Brady, Mike (37)
- Brady, Carol (35)

Category: Counseling/Mental Health Services

Type

- Domestic Violence Program
- General Counseling
- Other
- Psychiatric/Psychological Evaluation
- Psychotropic Med Eval/Monitoring
- Sexual Abuse
- Therapeutic Day Treatment Services

Provider

Staff Person  Service Provider  Collateral

Provider Name: Smith, Jane

Wraparound

OK Apply Cancel Help

Any 'service' selected for the case plan can be identified as a Wraparound Service.

Under the category of 'Case Management' – you will find a service called: Wraparound Services.

Provider of service can be designated as Staff Person, Service Provider or Collateral.

**Client Services - Case [Brady, Bobby] - [Case Plan [In Progress]]**

You are currently running Scenario Manager

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID	Participant	Category	Service Type	Wraparound
1	Bobby(14)	Counseling/Mental Health Services	General Counseling	Yes

Participants

- 1 | Brady, Bobby(14)

Service

Category: Counseling/Mental Health Service

Type: General Counseling

Wraparound

Schedule for Service

Start Date: 10/06/2009 End Date: 04/06/2010

Occurrences: 1

Frequency: Weekly

Go to View by Participant

Description/Responsibilities for Service

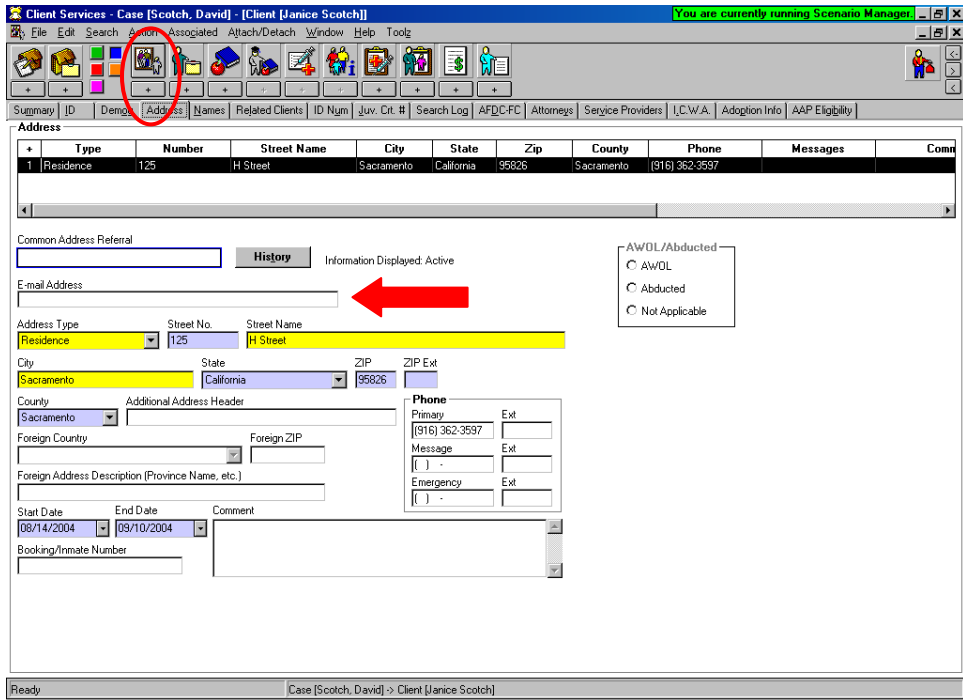
Provider

Staff Person  Service Provider  Collateral

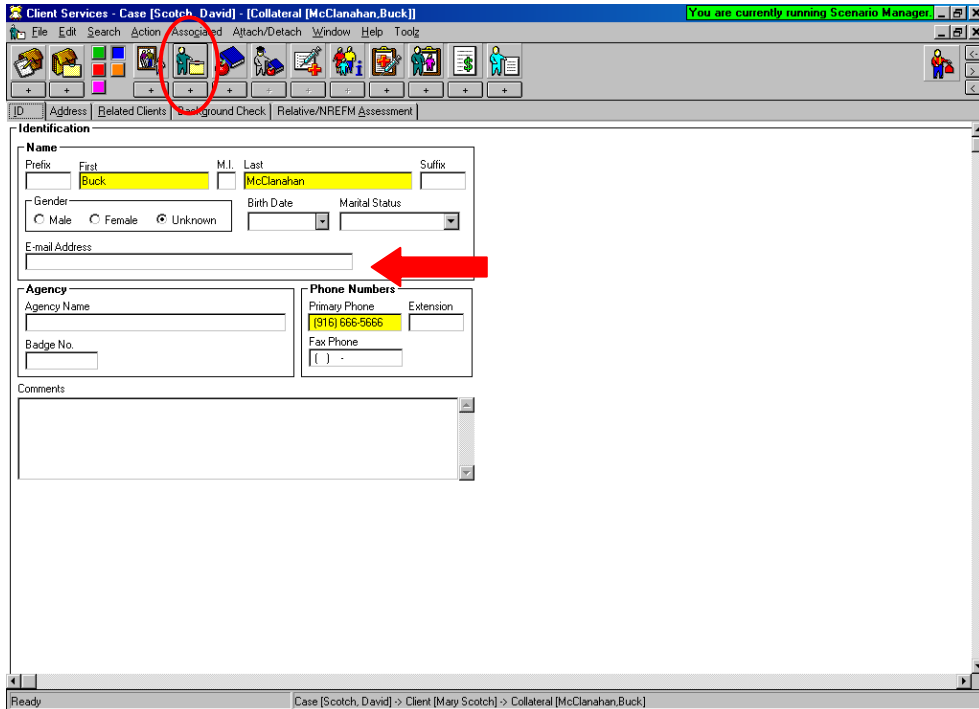
Provider Name: Smith, Jane

# E-Mail Contact Area Added to Client and Collateral Notebooks:

## Client Notebook:



## Collateral Notebook:



## Placement Home: Disaster Contact/Email/Phone Info Added:

The screenshot shows the 'Placement Home' form for 'Case [Lozano, Pedro]'. The 'Disaster Emergency Contact Information' section is highlighted with a red box. A callout box points to this section with the text 'Disaster Contact information can be recorded here.'

Disaster Emergency Contact Information

Name: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ Alternate Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ ZIP Ext: \_\_\_\_\_

Foreign Country: \_\_\_\_\_ Foreign ZIP: \_\_\_\_\_ Foreign Address Description (Province Name, etc.): \_\_\_\_\_

## Substitute Care Provider Page: Record "E-Mail" address of SCP and additional Phone Numbers:

The screenshot shows the 'Substitute Care Provider' form for 'Case [Lozano, Pedro]'. Two red arrows point to the 'Phone Numbers' and 'E-mail Address' fields.

Substitute Care Providers

ID	Name	Assoc Start Date	Assoc End Date
1	Stewart, Martha	10/06/2009	

Name: Title First MI Last Suffix

Marital Status:  Never Married

Phone Numbers

Phone Number	Type	Gender
( ) - ( ) - ( ) - ( ) - ( ) - ( )		<input checked="" type="radio"/> Male <input type="radio"/> Female

E-mail Address: martha@fireking.com

SCP Associations to This Home

Provider	Start Date	End Date	Licensee
1	10/06/2009		Unknown

Attorneys Associated to This SCP

Attorney	Start Date	End Date

## Non-Foster Care Placement Types Expanded:

New Facility Type section has been added to the Non-Foster Care notebook to give the worker more flexibility in recording the whereabouts of a child.

The screenshot shows a software window titled "Client Services - Case [Brady, Bobby] - [Non-Foster Care Placement [The Sanctuary]]". The window contains a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Tools) and a toolbar with various icons. Below the toolbar is a tabbed interface with "Child Removal Info", "End Placement/Episode", and "Non-Foster Care" tabs. The "Non-Foster Care" tab is active, displaying a form for "The Sanctuary" with a start date of "06/19/2004". The form includes a "Facility Type" dropdown menu with a list of options: Runaway Shelter, Assessment Center, Drug Rehabilitation Facility, Juvenile Camp/Ranch, Juvenile Hall, Medical Facility, Psychiatric Facility, Regional Center, Runaway Shelter, School Housing (Dormitory), and Other. The "City" field is set to "Fresno". Below the facility type section is a "Disaster Emergency Contact Information" section with fields for Name, Phone, Ext, Alternate Phone, Ext, E-mail Address, Street No., Street Name, City, State, ZIP, ZIP Ext, Foreign Country, Foreign ZIP, and Foreign Address Description. A "Comments" field is also present at the bottom of the form. The status bar at the bottom of the window reads "Ready Case [Brady, Bobby] -> Client (Case Focus Child) [Bobby Brady] -> Non-Foster Care Placement [The Sanctuary]".

### Facility Types Added:

- Assessment Center
- Drug Rehabilitation Facility
- Juvenile Camp/Ranch
- Juvenile Hall
- Medical Facility
- Psychiatric Facility
- Regional Center
- Runaway Shelter
- School Housing (Dormitory)
- Other

## New JV - Court Documents Added:

The following new JV Documents have been added to CWS/CMS under the FILE – PRINT REPORT section – Area of Interest – Court Reports:

- JV-321, (1/1/08) Request for Prospective Adoptive Parent Designation
- JV-323, (1/1/08) Notice of Intent to Remove Child
- JV-324, (1/1/08) Notice of Emergency Removal

Note: When JV-323 or JV-324 selected – a copy of the JV-321, 325 & 326 will print automatically also.

- JV-325, (1/1/08) Objection to Removal
- JV 326, (1/1/08) Proof of Notice
- JV-326-INFO, (1/1/08) Instructions for Notice of Prospective Adoptive Parent Hearing
- JV-327, (1/1/08) Prospective Adoptive Parent Designation Order
- JV-328, (1/1/08) Prospective Adoptive Parent Order After Hearing
- JV-185, (1/1/06) Child's Information Sheet – Request To Change Court Order
- ICWA 020 – Parental Notification of Indian Status

All the documents are in Microsoft WORD format – will auto-populate certain fields and are completely editable.

ICWA 010(A) - Indian Child Inquiry Attachment – can now be produced as a stand alone document from the Hearing Notebook – use the +plus sign at the bottom of the ID Page – ICWA/JV Document.

## New Adoptions Court Documents Added:

The following new Adoptions Court Documents have been added to CWS/CMS under the FILE – PRINT REPORT section – Area of Interest – Adoptions:

- ADOPT 200, (1/1/07) Adoption Request
- ADOPT 210, (7/1/07) Adoption Agreement
- ADOPT 215, (7/1/07) Adoption Order
- ADOPT 220, (1/1/03) Adoption of Indian Child
- ADOPT 230, (1/1/07) Adoption Expenses
- ADOPT 310, (1/1/03) Contact After Adoption Agreement

The VS 44 local report can only be generated by a user with Adoptions privilege. The report will not be available for selection by other users.

## Import Functionality Expanded:

The 'Import Functionality' in CWS/CMS will now allow worker to import the following file types:

- Word Documents (\*.doc)
- Adobe PDF Files (\*.pdf)
- JPEG Image (\*.jpg;\*.jpeg)
- Microsoft Office Excel Workbook (\*.xls)
- Text (\*.txt)

Maximum Size cannot exceed 1250 KB for Documents and 3500 KB for .jpg and .pdf files.

