



CDSS

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ARNOLD SCHWARZENEGGER
GOVERNOR

June 21, 2010

RESIDENTIALLY BASED SERVICES (RBS) LETTER NO. 03-10

TO: SELECTED COUNTY WELFARE DIRECTORS
SELECTED COUNTY CHILD WELFARE SERVICES
PROGRAM MANAGERS

SUBJECT: ASSIGNMENT OF RBS SPECIAL PROJECT CODES IN THE CHILD
WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 18987.7; ALL
COUNTY LETTER (ACL) 03-61; ALL COUNTY INFORMATION
NOTICE (ACIN) I-25-06

The purpose of this letter is to inform all counties participating in California's Residentially Based Services (RBS) Reform Project, authorized through Assembly Bill (AB) 1453 (Soto, Chapter 466, Statutes of 2007), how to code RBS cases in the Child Welfare Services/Case Management System (CWS/CMS) application. Counties are required to associate children/youth enrolled in RBS with Special Project Codes. Identifying CWS/CMS cases with Special Project Codes is necessary to accurately track all participants and comply with the evaluation plan requirements of the RBS Reform Project. It is the county's responsibility to ensure the appropriate data is collected on all RBS enrolled youth. In the case of probation youth, counties may opt to have child welfare services staff input necessary data into CWS/CMS once the Code Release 6.4 has been released in mid August 2010.

Special Project Codes for RBS

Enrollment in RBS: All children/youth enrolled in RBS will be identified in CWS/CMS using the State Special Project Code: "S-RBS-Enrollment". A start date is required when assigning a Special Project Code to an open case in CWS/CMS. The start date for the "S-RBS-Enrollment" code should be the date when RBS services begin. End dates are to be entered when a child/youth (and their family) is no longer receiving RBS services. The end date will reflect the date the child exits the RBS Reform Project.

Disenrollment from RBS: Although most reasons for determining disenrollment of a child/youth will be identified through CWS/CMS data, the following additional Special Project Codes are necessary to assist in tracking children/youth that disenroll from RBS for the specific reasons outlined below. These codes are in addition to the "S-RBS-Enrollment" code. The "End Date" for the enrollment code should be the same as the "Start Date" and "End Date" of the disenrollment code, please reference the example following each code description.

Graduation: Any child/youth that disenrolls from RBS due to substantial progress and/or graduation from the program should be identified in CWS/CMS as State Special Project Code "S-RBS-Exit-Graduation". A start date is required when assigning a Special Project Code to an open case in CWS/CMS. The start date for the "S-RBS-Exit-Graduation" code should be the date in which the child/youth graduates from the RBS program and RBS services are no longer being provided. The end date for this code should match the start date.

Example: Sally started participating in RBS on January 15, 2010. A Special Project Code is entered into CWS/CMS to indicate her enrollment: "S-RBS-Enrollment", with a Start Date of 01/15/2010. Sally remains in the RBS program for 18 months and demonstrates substantial progress, allowing her to graduate from the program on June 21, 2011. Sally's CWS/CMS case should be updated to reflect the disenrollment: "S-RBS-Enrollment", Start Date of 01/15/2010, End Date 06/21/2011.

Additionally, a second Special Project Code should be added to reflect the specific reason of the disenrollment: "S-RBS-Exit-Graduation", Start Date 06/21/2011, End Date 06/21/2011. The "Start Date" and "End Date" of the disenrollment code is the same as the "End Date" for the enrollment code, which in this example is 06/21/2011.

Decision to End Prior to Graduation: Any child/youth that disenrolls from RBS due to safety concerns or would be better served with other non-RBS services should be identified in CWS/CMS as State Special Project Code "S-RBS-Exit-Before Graduation". A start date is required when assigning a Special Project Code to an open case in CWS/CMS. The start date for the "S-RBS-Exit-Before Graduation" code should be the date in which the child/youth exits from the RBS program and RBS services are no longer being provided. The end date for this code should match the start date.

Example: Sally started participating in RBS on January 15, 2010. A Special Project Code is entered into CWS/CMS to indicate her enrollment: "S-RBS-Enrollment", with a Start Date of 01/15/2010. Sally remains in the RBS program for 10 months at which time it has been determined that Sally would be better

served by another program. Therefore, Sally is disenrolled from RBS on November 1, 2010. Sally's CWS/CMS case should be updated to reflect the disenrollment: "S-RBS-Enrollment", Start Date of 01/15/2010, End Date 11/1/2010.

Additionally, a second Special Project Code should be added to reflect the specific reason of the disenrollment: "S-RBS-Exit-Before Graduation", Start Date 11/1/2010, End Date 11/1/2010. The "Start Date" and "End Date" of the disenrollment code is the same as the "End Date" for the enrollment code, which in this example is 11/1/2010.

AB 3632 Eligibility Ends: Any Child Welfare child/youth who is also an AB3632 IEP Mental Health placement that disenrolls from RBS due to no longer being AB 3632 eligible should be identified in CWS/CMS as State Special Project Code "S-RBS-Exit-Not AB3632 Eligible". A start date is required when assigning a Special Project Code to an open case in CWS/CMS. The start date for the "S-RBS-Exit-Not AB3632 Eligible" code should be the date in which the child/youth exits from the RBS program and RBS services are no longer being provided. The end date for this code should match the start date.

Example: Sally started participating in RBS on January 15, 2010. A Special Project Code is entered into CWS/CMS to indicate her enrollment: "S-RBS-Enrollment", with a Start Date of 01/15/2010. Sally remains in the RBS program for 12 months at which time Sally's AB 3632 eligibility has been removed. Therefore, Sally disenrolls from RBS on January 1, 2011. Sally's CWS/CMS case should be updated to reflect the disenrollment: "S-RBS-Enrollment", Start Date of 01/15/2010, End Date 1/1/2011.

Additionally, a second Special Project Code should be added to reflect the specific reason of the disenrollment: "S-RBS-Exit-Not AB3632 Eligible", Start Date 1/1/2011, End Date 1/1/2011. The "Start Date" and "End Date" of the disenrollment code is the same as the "End Date" for the enrollment code, which in this example is 1/1/2011.

Voluntary Closure: Any child/youth that disenrolls from RBS due to a voluntary decision by the family or youth to end prior to completing the RBS program should be identified in CWS/CMS as State Special Project Code: "S-RBS-Exit-Voluntary Closure". A start date is required when assigning a Special Project Code to an open case in CWS/CMS. The start date for the "S-RBS-Exit-Voluntary Closure" code should be the date in which the child/youth exits from the RBS program and RBS services are no longer being provided. The end date for this code should match the start date.

Example: Sally started participating in RBS on January 15, 2010. A Special Project Code is entered into CWS/CMS to indicate her enrollment "S-RBS-Enrollment", with a Start Date of 01/15/2010. Sally remains in the RBS program for 6 months at which time Sally's family decides to end their participation in the RBS program. Therefore, Sally disenrolls from RBS on July 20, 2010. Sally's CWS/CMS case should be updated to reflect the disenrollment: "S-RBS-Enrollment", Start Date of 01/15/2010, End Date 7/20/2010.

Additionally, a second Special Project Code should be added to reflect the specific reason of the disenrollment: "S-RBS-Exit-Voluntary Closure", Start Date 7/20/2010, End Date 7/20/2010. The "Start Date" and "End Date" of the disenrollment code is the same as the "End Date" for the enrollment code, which in this example is 7/20/2010.

For any other disenrollment reason outside of the disenrollment Special Project Codes above, only an End Date for the RBS enrollment Special Project Code "S-RBS-Enrollment" is necessary. Please note that an old Special Project Code "S-RBS" is still visible in CWS/CMS but is not functional and should be ignored. For information of the other possible disenrollment reasons that do not require a Special Project Code, please see Attachment 1 "RBS Disenrollment Reasons Matrix".

Instructions for entering RBS Special Project Codes in CWS/CMS

1. In the CWS/CMS 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 the appropriate RBS Special Project Code.
2. After selecting the appropriate RBS Special Project Code, you will be required to enter a start date. Start dates should be selected for the reasons identified above under each RBS Special Project Code. End dates are also to be entered for the reasons identified above under each RBS Special Project Code.

Placement Episode and RBS

For the purposes of tracking placement episodes for children in RBS, counties should follow the Placement Episode instructions provided in All County Letter (ACL) 03-61, issued December 2, 2003, and All County Information Notice (ACIN) I-25-06 issued April 7, 2006. Specifically, children/youth that are reunified, open to family maintenance, or placed back home with their parents not on a trial home visit should have the placement episode closed.

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Counties needing additional technical assistance regarding the entry of RBS cases in the Special Project Page should contact their System Support Consultant. If there are any questions regarding this letter, please contact Megan Stout, RBS Consultant at (916) 654-1883.

Sincerely,

A handwritten signature in black ink, appearing to read 'K.B. Gundersen', with a long horizontal flourish extending to the right.

KAREN B. GUNDERSON, Chief
Child and Youth Permanency Branch

c: CWDA

ATTACHMENT 1

RBS DISENROLLMENT REASONS MATRIX

Disenrollment Reasons

These disenrollment reasons will be tracked for all enrolled RBS children upon exit. All exits will be displayed by disenrollment reason, grouping number and percent who graduated compared to all other grouped disenrollment reasons by number and percent and then number and percent for each non graduation reason.

DISENROLLMENT REASONS	DEFINITIONS	DATA SOURCE
Change of jurisdiction	Original RBS county no longer has legal responsibility	CWS/CMS
Decision to end services before graduation	1. Better served with other services 2. safety concerns	Special Project Code
Child AWOL	Self explanatory/ Local county practice	CWS/CMS
Aged out of system	Self explanatory/ Not made sufficient progress	CWS/CMS
Incarcerated / hospitalized / non-foster care	Local county practice	CWS/CMS
600 Court case dismissed / No longer Ward	Court order	CWS/CMS
300 Court case dismissed/No longer dependent	Court order	CWS/CMS
Voluntary closure	Family/Youth not interested in RBS	Special Project Code
AB 3632 eligibility ends	No longer eligible	Special Project Code
Graduation	Completed RBS program/CFT determined RBS no longer needed, substantial progress	Special Project Code
Child moves out of county	RBS not available in new location	CWS/CMS
Non RBS Group Home placement	Local county practice	CWS/CMS