



CWS/CMS PROBATION

Frequently Asked Questions (FAQs)

DATA ENTRY

For which probation youth must data be entered into the CWS/CMS?

Probation departments must enter data for foster care youth in AFDC-FC funded foster care placements under a Juvenile Court foster care placement order. This includes federally eligible, state eligible and county-only placements. Target populations include youth:

- Placed in licensed foster care, group homes or Foster Family Agencies
- Placed with relatives or Non-Relative Extended Family Member (NREFM) caregivers based upon an approved assessment, in addition to the placement order
- Placed in Transition Housing
- In out of home placement receiving 163 Wraparound services. This does not include children returned to their primary family as this is not considered out of home care.
- In a court ordered placement in an unapproved caregiver home
- Placed in Tribal Approved homes, (IV-E eligible tribes)
- With a foster care placement order in place and are awaiting placement

What data elements are probation departments required to enter into CWS/CMS?

The best answer to this question is to consult the document, "Probation Access Data Fields" on the CWS/CMS Website at:

http://www.hwcws.cahwnet.gov/projects/probation/docs/051710_Probation_Access_Data_Fields.pdf

This document lists each of the data fields that impact AFCARS, NCANDS, NYTD and CFSR-Outcome Measure reports. The pages in the CWS/CMS application where they are entered are also listed. The fields checked in the column headed "Mandatory" are there not to indicate that they are required entries by probation staff, but to indicate that the system defines them as mandatory, and will require that an entry be made before the user is permitted to save to the database. The document can be printed for reference.

Note: Mandatory Fields: In the Probation Access Data Fields guide, the fields marked in the column labeled "Mandatory" do not necessarily indicate that they are required entries for probation staff. Rather, they are fields that when "activated" by a data entry linked to that field (either by appearing in the same page or frame, or by being linked by a business rule to a field that the user has entered data into) the system will define them as mandatory. This requires that an entry be made in that field before the user is permitted to save to the database. If the user does not navigate to a specific page or notebook to which the field is linked, in most cases, the field will not trigger the mandatory entry requirement in the application.



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DATA ENTRY continued...

What is the SOC158 Migration Report?

The SOC158 Client Migration Report will assist the County Probation Office prior to migrating cases to CWS/CMS. The report provides a list of clients that are in the SOC158 and their placement history pulled from the CWS/CMS application. The report will help to identify placements that have not been entered.

The SOC158 Client Migration report is available thru your county's CWS Department's Business Objects (BO) administrator.

The county Probation Department can contact their CWS/CMS Office, System Support Consultant (SSC) for additional support. (http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/SSC_list.asp)

What is the Start Date for Probation Cases?

Here are four scenarios that have been asked for case start date:

- A child is new to probation. What is the case start date?
Answer: The case start date is the date of the placement order.
- A child is a 300 case. The 300 dependency is terminated. The child enters probation. What is the case start date?
Answer: The case start date is the date of the new placement order.
- A child is in an open 300 case in CWS. While in an open 300 case, the child becomes a probation (600) case. What is the case start date?
Answer: When a case is transferring jurisdiction (300 case to a 600 case) the case start date is the date that the probation court orders placement.
- A child is in an open 300 case in CWS. The child is subsequently ordered to a delinquency placement (300 to 600). How should this placement be entered into CWS?
Answer: CWS does not maintain the original removal date information when a child is migrated between 300 and 600 (or vice versa). The current case (300) must be closed and a new case created with a new placement episode (600). To reflect the continuous placement for the youth (bridge the episodes for reporting purposes), the start date of the subsequent placement must be within 24 hours of the previous end date.

Note: On the Probation SOC 158, the child "removed from home date" (D-5) that started the placement episode must be the same as the original 300 case "removed from home date". Because of limitations in the CWS/CMS, the removal date may need to be manually edited. This maintains the linkage for IV-E eligibility. For further information on completing the SOC 158A, please refer to ACIN #I-31-11.



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How much case history has to be entered into CWS/CMS for a probation youth?

At a minimum, case information should be entered that covers the current open placement episode.

CWS/CMS is used statewide by child welfare and probation departments. The benefit of having a statewide system is the ability to access information on clients/probation youth that move from place to place. Having history of current and prior referrals, services, and interventions may affect the outcomes for the children and families that are served.

What is the Case Closure date?

The case closure date for a probation case is the date when:

- Probation is terminated
- The minor has aged out of the system and the placement order has been vacated
- The minor is sentenced to a correctional facility
- The out of home placement order has been terminated, revoked, or lifted (minor may still be on probation)
- The minor's case has been transferred to Dependency Court

How do I obtain a State Identification (or C-IV/CALWIN) number to enter into CWS/CMS?

The State ID number is assigned by county eligibility. Your county Probation Department must develop a business process to obtain the State ID number from your eligibility department.

When a Probation youth is AWOL, how is this entered into CWS/CMS?

The following information must be documented in CWS/CMS for a minor who is AWOL:

- Identify the minor as AWOL
- The placement is closed with the Placement End Date as the date that the youth is determined to be AWOL
- When the youth returns, placements (non-foster care and foster care) are entered into the open placement episode
- The Placement Episode remains open until the Court has changed the out of home placement order