

# CWS/CMS PROBATION FORUM QUESTIONS

January – March 2013

The following questions were discussed at Probation Forum meetings between January – March 2013.

1. A youth leaves placement because he/she has reached the age of majority (not an AB12 case but has the option of Reentry at a later date). Do these cases get closed under a “suspended caseload” so that it can be re-opened in the future as a Reentry?

***The user will end the case and obtain approval on CWS/CMS. The reason is – NMD eligible for reentry.***

***For further information regarding CWS/CMS and AB12, please refer to:***

[http://www.hwcws.cahwnet.gov/countyinfo\\_private/release\\_presentation/docs/6.6/R6.6\\_ReleaseNotes.pdf](http://www.hwcws.cahwnet.gov/countyinfo_private/release_presentation/docs/6.6/R6.6_ReleaseNotes.pdf)

2. When a closed case is re-opened for Reentry purposes what is the “suspension reason”? Is the “suspension reason” documented at the time the case is being closed or is that something that is only addressed at time of re-opening a closed case?

***There are three values available in the application specific to re-entry in the Reason for Suspension drop down box:***

- ***NMD Reentry as 300***
- ***NMD Reentry as 450***
- ***Nonminor Non- related Legal Guard Reentry***

***The Reason for Suspension is documented in the application at the time of re-opening a closed case.***

3. Who has the ability to reopen a closed case? Is it only the person who closed the case in the first place? Is it a County Administrator? Can a supervisor or other available staff re-open a closed case and how?

***A non-CWD case can only be reopened in the county in which it was last opened and you must have county administrator privilege or be the supervisor of the last primary assignment.***

***To re-open the Case:***

- a. go to the Case notebook, Assignment page***
- b. Click the History button, and retrieve all Assignment History. The Reopen Closed Case option on the menu bar will not be enabled until all Assignment History has been retrieved.***
- c. Go to the Action drop-down menu and select Reopen Closed Case. The Reopen / Suspend Case dialog will appear. You have the option of reopening the Case with or without a Suspension period. If you wish to re-open the case without a Suspension, click OK (No is already selected as the default option). If you wish to document a***

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*Suspension period, change the option button to 'Yes', then complete the mandatory fields and click OK.*

- d. *If the Case has been reopened without a Suspension period and you later realize it should have had a Suspension, go to the Case ID page. There you can enter the Suspension period in the Case Suspension frame. This frame only shows for Cases that have been reopened. Adding a row to the grid will bring up the Reopen / Suspend Case dialog. When invoked from the Case ID page the dialog looks a little different than when invoked from the Action menu. The Yes/No options will not be available as the Case is already opened. The purpose of this dialog from the Case ID page is to enter the Suspension period.*

4. Probation renews the SOC 161 Six Month Certification of EFC Participation with Participation Activities and submits it to an eligibility worker every six months. Initially the Participation Codes are entered in CWS/CMS with certification dates. Do the Participation Codes in CWS/CMS have to be renewed/updated every time the SOC161 form is renewed/updated?

**Codes have to be updated but the dates do not.**

Do the Participation Codes in CWS/CMS have to be changed in the system when the Participation Activity changes?

**Yes. The codes have to be changed.**

5. CWS has a section to enter the TILP date & 90 Day Transition Plan date. Do these sections only have to be completed prior to closing a case or does the TILP date have to be added/updated every 6 months in CWS/CMS too even though Probation does not utilize the Case Plan Documents from CWS/CMS?

**The TILP is updated every 6-months. Dates are to be entered in CWS/CMS.**

For AB12 cases, does Probation have to update the Case Plan goal section in CWS/CMS to reflect Permanent Connections? If so does this update only occur once when a case is transferred to AB12?.

**Yes.**

6. When a PO reviews/updates a Case Plan with an NMD, does that get entered in CWS as an Associated Service?

**It is recorded as a Delivered Service.**

7. Do we have to enter in CWS/CMS the date the Mutual Agreement was signed for every case or Reentry cases only?

**The Mutual Agreement fields are only available for data entry when the active Case Service Component is Supportive Transition.**

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8. What Special Project Codes are important to ensure compliance with CWS/CMS for AB12 cases.

***Special Project Codes were end dated when the code drops were released with Release 6.7.***

9. When entering a new SILP for an NMD, are counties required to complete the HEP to SCP and Siblings placed together (periwinkle fields)? If so, what date are they using for the HEP, which should have been given to the youth at 18?

***A SILP is "self-placement" and not placement with a caregiver (SCP). We give SCPs a copy of the Health Education Passport (HEP) when the youth is placed with a new caregiver. Youths also receives a copy of the HEP when they age out of the system.***

10. What Placement Episode Termination reason should be used for NMD's who leave EFC services?

***The Placement Episode Termination reason is "Age of Majority" or "Emancipation".***

11. The curriculum leaves out the need to enter an adjusted capacity of 1 when creating the SILP as a placement home (Page 27 of the NMD-SILP section which doesn't have its own tab and is behind Placement.) Is this needed for the SOC 158?

***This information is not on the SOC158. CWS/CMS does allow for a capacity to be entered.***

12. Is data being drawn from CWS/CMS regarding Probation staff monthly contacts with SCP's?

***It is not being reported for AFCARS but it is required under the Child and Family Service Reviews (CFSR) Division 31 regulations.***

13. There may be some differences in how counties view NMD status, such as continuing 602 status beyond 18 (when the youth is still finishing high school) or changing the status to 450 for NMD. Which is the correct status?

***Foster youth under the supervision of probation may be eligible to continue in the EFC Program in one of three jurisdictional statuses: transition jurisdiction 450, dependency Jurisdiction 300 (new or resumed), or continued delinquency jurisdiction 602. The criteria for these statuses are:***

***Transitional Jurisdiction 450:***

- ***Older than 17 years, five months and younger than 18 years and in foster care placement.***
- ***Has met the rehabilitative goals set forth in their case plan.***

***Dependency Jurisdiction 300:***

- ***Does not meet the criteria for 450 status and cannot be returned home safely.***

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- *Has met their rehabilitative goals.*
- *Are younger than age 18.*

***Delinquency Jurisdiction 602:***

- *On or after their 18<sup>th</sup> birthday*
- *They are on an order for foster care placement that occurred no later than their 18<sup>th</sup> birthday and are not yet 19 years old.*

***For further clarification regarding NMD status:***

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11-85.pdf>