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July 23, 2019

COUNTY FISCAL LETTER (CFL) NO. 19/20-08

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: FISCAL YEAR 2019-20 CHILD WELFARE SERVICES/CASE
MANAGEMENT SYSTEM DATA CLEAN-UP ALLOCATION

REFERENCE: [CFL NO. 18/19-84, DATED JULY 1, 2019](#)
[ALL COUNTY LETTER \(ACL\) NO. 17-60, DATED JUNE 22, 2017](#)
[CFL NO. 11/12-18, DATED SEPTEMBER 16, 2011](#)

This letter informs counties of the Fiscal Year (FY) 2019-20 allocation for Child Welfare Services/Case Management System (CWS/CMS) Data Clean-up. A total of \$985,710 General Fund (GF) is available based on the Budget Act of 2019, as shown in Attachment I. The Local Revenue Fund (LRF) and the total CWS/CMS Maintenance and Operations (M&O) claimable amounts are also displayed for informational purposes.

To improve the effectiveness and accuracy of the CWS/CMS database, the California Department of Social Services, in partnership with the County Welfare Directors Association and Office of Systems Integration, have identified several data quality issues that have the greatest statewide impact on the CWS/CMS database. These issues include the duplication of client, placement home, and service provider records. The purpose of this allocation is to address the presence of duplicate records.

The GF is being provided for the proportion of CWS/CMS Data Clean-up costs that correspond with Title IV-E and Title IV-B, as determined through the CWS/CMS cost allocation methodology described in Attachment II. Federal financial participation for this portion of the CWS/CMS Data Clean-up costs is available under an Advance Planning Document (APD) approved by the Administration for Children and Families. As a reminder, the federally approved Title IV-E/Title IV-B related portion of costs for this project is capped under the APD.

The FY 2019-20 CWS/CMS Data Clean-up GF allocation is distributed based on each county's percentage of the total statewide blended CWS/CMS caseloads for client, placement home, and service providers.

Apart from the funds allocated through this letter, the CWS/CMS System Support Staff (SSS) LRF monies are also available to expend on these activities as outlined in [CFL No. 11/12-18](#), along with any subsequent growth received related to SSS, for costs that exceed the capped amounts for this project.

Claiming Instructions

Counties may continue to claim the Title IV-E/Title IV-B proportion of costs for CWS/CMS Data Clean-up activities (see Attachment II) to the non-time study code Program Code (PC) 365 (CWS/CMS Data Clean-up Title IV-E) as follows:

PC	365	CWS/CMS Data Clean-up Title IV-E
Direct-To-Program (DTP)	A83	CWS/CMS Data Clean-up Title IV-E

Costs will be funded at 50/50/00/00 (Federal/State/Health/County).

The PC 365 captures and funds CWS/CMS Data Clean-up activities that include, but are not limited to:

- Client De-duplication
- Address Standardization
- Placement Home De-duplication
- Service Provider De-duplication
- Archive & Retrieval, Purge of Data
- Convert Fixed Length Fields to Variable Length
- Correction of Maximum and Minimum Date Values
- Set Default Low and High Date Values
- Completion of Mandatory Fields
- Elimination of Non-Compliant Data
- Orphaned Records Investigation

The PC 365 will track both federal and state shares of cost for the Title IV-E related portion of the CWS/CMS Data Clean-up project using Ledger 173 (CWS/CMS Data Clean-up Title IV-E). All costs claimed to PC 365 that exceeds the amount approved for federal and state financial participation will be shifted to 100 percent county-only funds using State Use Only (SUO) code 380 (SUO – CWS/CMS Data Clean-up).

Non-CWS/CMS Data Clean-up Title IV-E costs should continue to be claimed to PC 536 (CWS/CMS M&O), as specified in [CFL No. 18/19-84](#). Other non-CWS/CMS Data

Clean-up costs should likewise be claimed according to the regular CWS/CMS methodology described in the CFL. As outlined in [CFL No. 13/14-51](#), for costs claimed to PC 536, counties are required to use the “Claim Notes” section under the “Additional Information Main Menu” to include the CWS/CMS information. All costs for the CWS/CMS System Support Staff/M&O must have an approved CWS/CMS APD before costs can be claimed.

For additional information on CWS/CMS Data Clean-up Project activities, counties may refer to [ACL No. 17-60](#).

For questions regarding the CWS/CMS Data Clean-up project, please contact the Child Welfare Digital Services Unit at CMSAdminSvcUnit@osi.ca.gov. Questions regarding this allocation and claiming instructions should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch

Attachments

FISCAL YEAR 2019-20
CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS) DATA CLEAN-UP
GENERAL FUND (GF) ALLOCATION

COUNTY	CWS/CMS SSS FY 2011-12 REALIGNED FUNDS CFL No. 11/12-18*	TOTAL CLAIMABLE FOR CWS/CMS** DATA CLEANUP	GF ALLOCATION***
Alameda	\$216,447	\$73,312	\$24,919
Alpine	\$0	\$116	\$40
Amador	\$0	\$3,074	\$1,045
Butte	\$0	\$24,476	\$8,320
Calaveras	\$0	\$4,988	\$1,696
Colusa	\$0	\$1,624	\$552
Contra Costa	\$102,524	\$59,798	\$20,326
Del Norte	\$9,130	\$4,350	\$1,479
El Dorado	\$13,985	\$14,645	\$4,978
Fresno	\$0	\$89,755	\$30,508
Glenn	\$0	\$4,234	\$1,439
Humboldt	\$0	\$15,341	\$5,215
Imperial	\$40,244	\$14,703	\$4,998
Inyo	\$3,136	\$2,842	\$966
Kern	\$26,279	\$84,303	\$28,655
Kings	\$19,860	\$15,776	\$5,363
Lake	\$453	\$7,279	\$2,474
Lassen	\$2,366	\$3,944	\$1,341
Los Angeles	\$3,011,873	\$859,502	\$292,130
Madera	\$8,143	\$15,428	\$5,244
Marin	\$9,777	\$12,586	\$4,278
Mariposa	\$0	\$2,204	\$749
Mendocino	\$4,726	\$12,035	\$4,091
Merced	\$29,578	\$26,013	\$8,842
Modoc	\$0	\$1,015	\$345
Mono	\$0	\$1,247	\$424
Monterey	\$47,322	\$31,697	\$10,774
Napa	\$13,832	\$10,962	\$3,726
Nevada	\$0	\$8,004	\$2,721
Orange	\$316,451	\$148,306	\$50,409
Placer	\$54,958	\$20,909	\$7,107
Plumas	\$0	\$1,682	\$572
Riverside	\$92,486	\$183,251	\$62,287
Sacramento	\$196,252	\$116,203	\$39,498
San Benito	\$0	\$5,162	\$1,755
San Bernardino	\$177,979	\$187,079	\$63,588
San Diego	\$298,458	\$254,127	\$86,378
San Francisco	\$14,716	\$44,863	\$15,249
San Joaquin	\$0	\$57,710	\$19,616
San Luis Obispo	\$0	\$18,821	\$6,398
San Mateo	\$82,075	\$33,408	\$11,356
Santa Barbara	\$0	\$33,176	\$11,277
Santa Clara	\$460,157	\$88,537	\$30,094
Santa Cruz	\$15,145	\$18,589	\$6,319
Shasta	\$28,375	\$18,328	\$6,230
Sierra	\$0	\$232	\$79
Siskiyou	\$0	\$4,582	\$1,558
Solano	\$0	\$32,683	\$11,109
Sonoma	\$42,022	\$25,607	\$8,704
Stanislaus	\$52,205	\$51,156	\$17,388
Sutter	\$0	\$6,873	\$2,336
Tehama	\$13,572	\$9,077	\$3,086
Trinity	\$968	\$1,769	\$602
Tulare	\$4,164	\$42,195	\$14,342
Tuolumne	\$424	\$5,307	\$1,804
Ventura	\$48,809	\$63,510	\$21,587
Yolo	\$29,035	\$13,079	\$4,446
Yuba	\$18,074	\$8,526	\$2,898
Total	\$5,506,000	\$2,900,000	\$985,710

* CFL No. 11/12-18 - for informational purposes only.

** For informational purposes only. This total claimable is to the CCWIS benefiting program methodology as delineated in CFL No. 18/19-84.

*** The federal portion will be matched to the general fund allocation for the Title IV-E benefiting program.

**Child Welfare Services/Case Management System (CWS/CMS)
Cost Allocation Methodology**

To comply with federal requirements, a CWS/CMS cost allocation methodology must be used to allocate the CWS/CMS Data Clean-up costs to programs that benefit from these expenditures. The allocation of costs to all benefitting programs was developed in accordance with the approved CWS/CMS allocation methodology included in the [Fiscal Year \(FY\) 2016-17 County Welfare Department Cost Allocation Plan \(CCAP\), Section IV: Electronic Data Processing Costs](#). Once the allocation methodology has been applied, the cost identified for each benefitting program is entered into the appropriate Program Code (PC) on the County Expense Claim.

The FY 2016-17 CCAP is the most recent version approved by the Administration for Children and Families. The CWS/CMS methodology percentages provided below were updated to reflect the most recent expenditure data and are based on those communicated in [CFL No. 18/19-84](#), dated July 1, 2019. All eligible FY 2019-20 CWS/CMS Data Clean-up costs, including salary and benefits of staff performing allowable CWS/CMS Data Clean-up activities, should be distributed and claimed in proportion to these percentages.

PC	Program Name	Percent	Program
365	CWS/CMS Data Clean-up Title IV-E	0.6798	Title IV-E/IV-B
970	CCWIS-EDP M&O-TANF 85	0.1869	TANF
971	CCWIS-EDP M&O-TANF 50	0.0090	TANF
972	CCWIS-EDP M&O-Title XIX-HR	0.1058	Title XIX
973	CCWIS-EDP M&O-Title XIX	0.0000	Title XIX
974	CCWIS-EDP M&O-ILP	0.0046	Chafee
975	CCWIS-EDP M&O-State Only	0.0027	State
976	CCWIS-EDP M&O-State 70	0.0053	State
977	CCWIS-EDP M&O-State 50	0.0046	State
978	CCWIS-EDP M&O-County Only	0.0013	County