

PROGRAM CODE DESCRIPTIONS SEPTEMBER 2019

Please Note: All Program Codes are subject to change pending federal approval.

Effective Date: July 1, 2018 through June 30, 2019

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1. SOCIAL SERVICES FUNCTION

UPDATED: 09/19

GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

TIME STUDY STAFF

Staff performing the activities listed below are required to record time to the Social Services programs. Also, staff who are not listed must obtain prior authorization from California Department of Social Services (CDSS) to record casework time to Social Services programs.

- A. Caseworkers performing social services activities specified in the program descriptions below;
- B. Staff performing adoptions and appeals activities; and
- C. First-line supervisors of the staff listed in A and B above

The criteria to be considered Skilled Professional Medical Personnel (SPMP) are as follows:

- Must have completed a two-year or longer program leading to an academic degree or certificate in a medically related profession;
- Must possess a medical license or certificate issued by a recognized national or state medical licensure or certifying organization or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
- Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
- Must be County Welfare Department (CWD) or other county agency staff contracted to perform allowable activities.
- The services rendered by a SPMP must be to a Medi-Cal eligible individual in order to be reimbursed at the enhanced 75% federal financial participation level.
- The definition and activities of an SPMP must meet the criteria found in Section 1903(a)(2) of the Social Security Act and 42 CFR 432.

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NOTE: "Caseworkers" are CWD staff that performs activities that benefit public assistance recipients. Caseworker activities may include any of the following:

- Case management;
- Determination of eligibility for grants and services;
- Grant maintenance;
- Needs assessment;
- Arranging for and providing employment training services or social services; and
- Welfare fraud investigations.

See Manual of Policies and Procedures (MPP) Section 25-810.4 entitled "Nonallocable Activities" that states: "This is a provision shown on each time study to record time for the activities that are not considered either Social Services or Eligibility functions. An example would be the time a social worker or eligibility worker spends on administrative duties."

ADOPTIONS:

CODE 1171 ADOPTIONS – CASE MANAGEMENT

This includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, home study, Adoptions Assistance Program assessment, and adoption backlog. Use for activities generally supportive of the county's adoption program. (See Child Welfare Services Case Management examples). Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences; and
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 1181 ADOPTIONS INDEPENDENT/NONFED

Include activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. This code is also to be used for non-recurring adoption expenses for children who are not eligible for Title IV-E non-recurring adoption expenses. However, in the event the child is determined to be a child with special needs, as defined in section 473(c) of the Act, and has been placed for adoption in accordance with applicable state and local laws, the child

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need not meet the categorical eligibility requirements at section 473(a) (2) and non-recurring costs can be claimed to Program Code (PC) 121.

CODE 1511 – FEDERAL ADOPTION AND GUARDIANSHIP INCENTIVE PROGRAM

- Providing post adoption services to to avert adoption disruptions for children and youth.
- Conducting family finding to locate relatives willing to make lifelong commitments to youth, including adoption and guardianship.
- Recruiting adoptive and guardianship parents who are committed to keeping sibling sets together.
- Preparing youth for successful permanency options.
- Resolving barriers to adoption and guardianship.
- Providing other related activities and supports to ensure successful permanency options for foster youth including reunification with family members whose reunification services were previously terminated.

ADULT PROTECTIVE SERVICES (APS):

CODE 5691 APS-EMERGENCY RESPONSE

Includes time spent performing activities in response to all reports or referrals alleging abuse, neglect, or exploitation of elder or dependent adult clients who meet APS criteria. Public Guardians (PG), who are employees of the CWD, may time study to this code only if the PG is responsible for performing APS activities or for activities that would normally be the responsibility of APS workers. APS clients are defined as only elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resources; or deprived of entitlements due them. Allowable response activities may include, but are not limited to:

- Immediate in-person face-to-face response for purposes of providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases;
- Implementing and operating a 24-hour APS response program;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.
- Investigation activities include, but are not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;

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- Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
 - Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.
- Determining client risk for response by screening in-coming calls, and when necessary, through face-to-face meetings or during home visits;
 - Determining response needs;
 - Providing social work activities designed to remedy or prevent situations of abuse, neglect, or exploitation;
 - Arranging for the provision of food, housing, medical, counseling, emergency shelter, and in-home temporary services, as needed;
 - Providing crisis intervention;
 - Assisting clients voluntarily into shelter in response to emergencies;
 - Gathering documentation of abuse for law enforcement agencies during an investigation, as requested;
 - Documenting client activities in the case file;
 - Locating a friend or relative to act as a collateral contact or a support system;
 - Processing court petitions and declarations for Conservatorship; and
 - Preparing written reports and assessments.

CODE 5701 APS - CASE MANAGEMENT

Includes time spent performing case management activities during the period following the initial investigation and response to reports involving abuse, neglect, or exploitation of elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers. Allowable activities are those necessary to bring about changes in the lives of victims and to provide a safety net to enable victims to protect themselves in the future. Case management activities are those performed after the initial response and investigation of reports of abuse. Such activities may include, but are not limited to:

- Further investigation of alleged abuse after the case has been established and subsequent reporting of protection issues including, but not limited to, social, medical, environmental, physical, emotional, socio-economic, or developmental issues;
- Investigation activities including, but not limited to:
 - A systematic inquiry to determine the validity of a report of elder or dependent adult abuse;

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- Gathering of information to develop an intervention plan to address any condition that places the elder or dependent adult at risk;
- Interviews with the elder or dependent adult and with other persons including other members of the family or household, service providers or other members of the multidisciplinary team.
- Assessing the client's concerns and needs as well as concerns and needs of other members of the family and household as it pertains to the report, occurrence, prevention, or remediation of adult abuse or neglect;
- Identification of the client's strengths, problems, and limitations;
- Establishing and updating a service plan to alleviate identified problems and coordinating with other agencies that may include:
 - Identification of problems to be alleviated;
 - Time-limited objectives based on problems and strengths identified in the assessment;
 - The services to be provided and activities to meet service plan objectives and goals;
 - Description of how the client will be stabilized and linked with community services;
 - Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the service plan;
 - Brokering case management services with peripheral agencies;
 - Money management;
 - Voluntary placement;
 - Removal of client from their home;
 - Family issues, including stress, conflict, management, and care-giving issues;
 - Conservatorship in-home services needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the service plan, including negotiating, mediating, and participating in problem solving;
- Training for law enforcement, banking officials, etc.;
- Arranging for food, housing, medical, and counseling services, as needed;
- Conducting Conservatorship investigations when appropriate, and preparing petitions for Conservatorship and;
- Providing 24-hour shelter, respite care for providers, in-home temporary services for clients whose caregivers have left the home or been arrested.

CODE 5711 APS - SPMP RESPONSE

Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM)

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performing eligible administrative activities in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adults who meet eligibility criteria for APS (see definition in Code 5691). Activities may only be claimed, at the level of SPMP, if the worker performing the activity meets the requirements to be an SPMP. Activities are limited to those necessary to help clients access services covered under the State's Medi-Cal plan, in order to reduce the risk of poor health outcomes. Allowable response activities by SPMP staff include those program planning and policy development activities to include:

- Liaison on medical aspects of the program with providers of Medi-Cal services and other agencies that provide medical care covered by the Medi-Cal program;
- Furnishing of expert medical opinions in order to facilitate access to Medi-Cal services;
- Assessing, through case management activities, the necessity for and the adequacy of medical care and services provided by Medi-Cal providers;
- Developing and reviewing policies and procedures for coordinating medical services for geriatric patients with Medi-Cal providers; and
- Consult with medical providers on Medi-Cal policies and procedures to ensure clients receive the Medi-Cal services for which they are eligible.

“SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.”

CODE 5721 APS - SPMP CASE MANAGEMENT

These activities will be performed by a SPMP qualified person. Includes selected activities to help eligible elder or dependent adult clients who meet the criteria for APS (see definition in Code 5691), and who are Medi-Cal eligible, to gain access to services covered under the State's Medi-Cal plan, in order to reduce their risk of poor health outcome. Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). These activities include, but are not limited to, development, implementation and management of Medi-Cal service plans; interagency coordination and liaison with Medi-Cal providers to improve the service delivery system; completing, updating, and disseminating any paperwork necessary to completion of these activities; and receiving or providing training related to these activities.

NOTE: SPMP performing non-enhanced health related activities record this time to Program 570.

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The following describes eligible activities, which may be claimed under the enhanced rate of 75 percent.

- Developing and monitoring progress on time-limited objectives, based on problems and strengths identified in the assessment;
- Monitoring the Medi-Cal plan covered services to be provided and activities to be performed in order to meet Medi-Cal service plan objectives and goals;
- Providing description of how the client will be stabilized and linked with services covered by the Medi-Cal plan;
- Monitoring, follow-up, and reassessment to determine effectiveness of the Medi-Cal service plan.
- Assisting clients and significant others to implement the Medi-Cal service plan;
- Stabilizing and linking with community Medi-Cal services for treatment of health related needs; and
- Arranging for medical, mental health counseling, transportation, and other services covered by the Medi-Cal state plan, as needed.

SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.

CODE 5731 APS – HR RESPONSE

Includes time spent performing activities necessary to assist APS clients in gaining access to services covered by the DHCS state Medicaid plan in order to reduce risk of poor health outcomes in response to reports or referrals alleging abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS (see definition in Code 5691). Public Guardian's (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or for activities which would normally be the responsibility of APS workers, and only if the PG is not claiming for this activity under Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). Allowable activities are limited to those necessary to help clients gain access to services covered by the DHCS state Medicaid plan in order to reduce risk of poor health outcomes. Allowable response activities include, but are not limited to:

- Addressing clients' needs for services covered by the DHCS state Medicaid plan and evaluating the need for a Medi-Cal service plan: (1) when providing immediate intake or intervention to new reports of immediate life-threatening circumstances or imminent danger to an elder or dependent adult or to crisis in existing cases; or (2) when evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline.

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Allowable health-related activities include, but are not limited to:

- Gathering information to develop an intervention plan involving Medi-Cal services to address any condition that places the elder or dependent adult at risk of a poor health outcome;
- Determining immediate health needs that may be covered by the DHCS state Medicaid plan; and
- Preparing written reports and assessments.

CODE 5741 APS – HR CASE MANAGEMENT

Includes time spent performing case management activities involving Medi-Cal state plan covered services during the period following initial investigation and response to reports involving abuse, neglect, or exploitation of Medi-Cal eligible elder or dependent adult clients who meet the criteria for APS (definition in Code 5691). Public Guardians (PG), who are CWD employees, may time study to this code only if the PG is responsible for performing APS activities or is responsible for activities that would normally be the responsibility of APS workers and only if the PG is not otherwise claiming these activities under Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM). Allowable activities are those necessary to help clients gain access to services covered by the State Medi-Cal plan, including guidance and recommendation for appropriate services and transportation to medical and mental health appointments, in order to reduce risk of poor health outcomes, to provide a safety net to enable victims to protect themselves in the future and bring about changes in the lives of victims. Such case management activities may include, but are not limited to:

- Gathering of information to develop an intervention plan involving Medi-Cal state plan covered services, to address any health-related condition that places the elder or dependent adult at risk of a poor health outcome;
- Assessing client's health-related needs, and the concerns and needs of other members of the family and household, in order to arrange Medi-Cal state plan covered services for the client;
- Analyzing health problems and strengths of the client and family or household so as to arrange the most useful combination of Medi-Cal state plan covered services for the client;
- Establishing and updating a health-related service plan to alleviate identified problems and coordinating with other agencies by:
 - Identification of health problems to be alleviated using Medi-Cal services;
 - Inclusion of time-limited objectives based on health problems and strengths identified in the assessment;
 - Inclusion of health-related services to be provided by Medi-Cal and action steps to meet the health-related service plan objectives and goals;

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- Description of how the client will be stabilized and linked with community services covered by the State Medi-Cal program;
- Provisions for monitoring, follow-up, and reassessment to determine effectiveness of the health-related service plan;
- Inclusion of family issues related to health-related care-giving issues;
- Providing non-medical guidance for clients and significant others to facilitate implementation of the Medi-Cal service plan; and
- Stabilizing the client and linking the client with Medi-Cal community services for treatment of medical and psychological needs.

CHILD WELFARE SERVICES (CWS):

CASE MANAGEMENT

Case Management means a service-funded activity performed by a social worker that includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided. Manual of Policies and Procedures (MPP) Section 31-002(c) (1).

CASE PLAN

Case Plan means a written document that is developed based upon an assessment of the circumstances which required child welfare services intervention and that the social worker identifies a case plan goal, objectives to be achieved, specific services to be provided, and case management activities to be performed. MPP Section 31-002(c) (2).

PUBLIC LAW # 96-272

Public Law # 96-272 requires developing a case or services plan for a child including an initial plan and a comprehensive reunification plan.

Additional reference: Public Law # 101-239.

COUNSELING

Counseling means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and exploring alternative behavior. MPP Section 31-002(16).

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CODE 1381 CWS - SPMP

These activities will be performed by a SPMP qualified person. This includes selected activities to help children who are Medi-Cal eligible, including children in foster care, to gain access to services covered by the state Medi-Cal plan in order to reduce their risk of poor health outcome. These activities will not duplicate TCM activities provided through the state plan. These activities require the use of medical expertise and include, but are not limited to:

- Development, implementation and management of health related service plans for Medi-Cal covered services;
- Interagency coordination and liaison with Medi-Cal providers to improve the Medi-Cal service delivery system;
- Completing, updating, and disseminating any paperwork necessary to completion of these activities; and
- Receiving or providing training related to these activities

NOTE: SPMP performing non-enhanced health related activities also record this time to Time Study Code 1441-1444.

“SPMP can include time spent on referrals and coordination involved in managing the client’s medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.”

CODE 1501 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. This does not include information and referral activities performed by eligibility workers.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION:

CODE 1431 CWS - PRE-PLACEMENT PROGRAM

CODE 1432 CWS - FAMILY MAINTENANCE PROGRAM

CODE 1433 CWS - FAMILY REUNIFICATION PROGRAM

CODE 1434 CWS - PERMANENT PLACEMENT PROGRAM

Includes activities related to preparing for determination of a child's eligibility for the Foster Care or Adoption Assistance Program; not actual eligibility determination. For example:

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- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Querying systems, records, and other staff for current AFDC status;
- Preparing and conducting Title IV-E eligibility reviews; and
- Travel time associated with any of the above activities.

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN:

CODE 1441 CWS - PRE-PLACEMENT PROGRAM

CODE 1442 CWS - FAMILY MAINTENANCE PROGRAM

CODE 1443 CWS - FAMILY REUNIFICATION PROGRAM

CODE 1444 CWS - PERMANENT PLACEMENT PROGRAM

Any activity to help children who are Medi-Cal eligible, or potentially eligible, including all foster children, gain access to services covered by the Medi-Cal State plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate TCM activities provided through the state plan. Such activities include, but are not limited to:

- Assisting Medi-Cal eligible children in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application, by explaining the Medi-Cal eligibility rules and the eligibility process to parents/guardian of prospectively eligible children; assisting such applicants to fill out the eligibility applications; gathering information related to the application and eligibility determination or redetermination from the client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department; providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination.
- Development, implementation and management of care plans for Medi-Cal eligible children for their health-related needs covered by Medi-Cal;
- Referrals to other agencies and programs in order to meet the Medi-Cal covered health care needs of Medi-Cal eligible clients;
- Statistical reporting;
- Outreach activities to Medi-Cal eligible or potential eligible to communicate about available Medi-Cal services and programs; and
- Liaison activities with Medi-Cal providers to facilitate case planning.

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CODE 1456 CWS - TRAINING

This Program Code (PC) for CWS Training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training is limited to topics necessary for performing the following specific foster care program administrative functions:

- Referral to services
- Case plan development
- Case Management and Supervision
- Preparation for and participation in judicial determinations
- Placement of the child
- Case reviews
- Recruitment and licensing of foster homes and institutions and,
- Eligibility determination

CODE 1465 CWS - SERVICES

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1);
- Parenting training.

CWS - COURT-RELATED ACTIVITIES:

CODE 1471 CWS - PRE-PLACEMENT PROGRAM

Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without case management or preventive services out of home care would be necessary. This code may also be used when a petition for the child's removal has been filed or when a court hearing has been held but the child has not yet been removed from his home. These activities include, but are not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;

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- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with a District Attorney, County Counsel, or guardian to prepare a case for court;
- Filing a motion for extension or termination of a dependency or custodial orders,
- Preparing/presenting pre-dispositional reports;
- Arranging for pre-placement visits;
- Case management and supervision;
- Travel time associated with the above activities.

CODE 1472 CWS - FAMILY MAINTENANCE PROGRAM

Any court-related activity directed to a child who is a candidate for foster care at imminent risk of removal or not in out of home-placement but whose case record indicates that without preventive services, out of home care would be necessary. These activities include, but are not limited to the following

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with a District Attorney, County Counsel, or guardian to prepare a case for court;
- Filing a motion for extension or termination of a dependency or custodial orders;
- Preparing/presenting pre-dispositional reports;
- Arranging for pre-placement visits;
- Case management and supervision;
- Travel time associated with the above activities.

CODE 1473 CWS - FAMILY REUNIFICATION PROGRAM

Any court-related activity directed to a foster care child who is in out-of-home placement, but who is receiving family reunification services in order to be reunited with his or her parent. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;

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- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CODE 1474 CWS - PERMANENT PLACEMENT PROGRAM

Any court-related activity directed to-foster care child-who remains in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;
- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

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CWS CASE MANAGEMENT

CODE 0371 CWSOIP

This includes federally eligible Title IV-E activities required to implement the System Improvement Plans. Activities shall include, but not be limited to the following:

- Implementing new procedures;
- Providing special training to staff or caregivers;
- Conducting focused/targeted recruitment of caregivers;
- Improving coordination between public and/or private agencies;
- Reducing high worker caseloads;
- Increasing clerical or paraprofessional support;
- Implementing permanency and youth transition practice improvements;
- Implementing system improvements to support better service delivery;
- Implementing additional home visits;
- Enhancing and/or expanding family finding efforts;
- Developing better methods and procedures for collecting and analyzing data;
- Improving internal communication and information sharing;
- Improving oversight of social workers.

CODE 0591 CWSOIP/NONFED SGF/COHORT 1

These activities are required to implement the county Improvement Plans and include services provided to a child and/or the child's family. The range of service activities shall include, but not be limited to, the following: Emergency/Temporary in-home caretakers; therapeutic day services; teaching and demonstrating to homemakers; parenting training services and respite care.

CODE 0771 CHILD WELFARE SERVICE (CWS) BASIC NON-FEDERAL

This includes activities performed on behalf of non-federally Title IV-E eligible child, the child's family or the child's foster family, and non-federal eligible activities on behalf of federally eligible and non-federally eligible children. This includes all services: documentation of services in the case plan, investigative activities and case management activities for children, when these activities do not meet the Title IV-E requirements and are not specific to the CWSOIP. The range of services and activities shall include, but not be limited to the following: prevention and early intervention services, permanency and youth services, and other activities to better serve children and families that are not eligible for Title IV-E funding and cannot be claimed to PC 146 – CWS – Services/Non-Federal.

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CODE 0881 PEER REVIEW (PR)

Includes federally eligible Title IV-E activities to learn, evaluate and promote the exchange of best practice ideas for the Child Welfare Services (CWS) delivery systems and social worker practices to obtain measurable outcomes. Activities shall include, but not be limited to the following:

- Preparing, coordinating, and participating in entrance/exit reviews for the host and peer reviewers;
- Provide technical assistance and training for host county staff and reviewers;
- Identifying trends, program weaknesses and strengths, and improvement areas;
- Facilitating and developing better methods and procedures for collecting and analyzing data and review tools;
- Reviewing and validating case file information;
- Summarizing findings, data and writing reports;
- Coordinating post review meetings to present findings; conducting oversight, focus and/or stakeholder interviews.

CODE 8281 PEER REVIEW (PR) NON-TITLE IV-E

Includes PR costs allocated to all benefiting programs, not just Title IV-E. Activities include travel and review time for county peer reviewers to chair, conduct, or participate in county peer reviews and include the following:

- Conducting entrance meetings;
- Oversight coordination of onsite interviewers;
- Conducting focus and/or stakeholder interviews;
- Facilitating daily briefings;
- Conducting exit meetings;
- Collecting and analyzing completed review tools;
- Summarizing findings and writing reports;
- Conducting post review meetings to present findings.

Additionally, reviewers of the host and peer ~~quality case~~ review counties perform the following activities:

- Participate in entrance meetings and interview training;
- Review case file information;
- Prepare and complete interview tool;
- Conduct on-site interviews;
- Present interview findings and discuss emerging themes, trends, program strengths and areas for improvement at daily debriefings;

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- Participate in exit meetings.

CODE 1481 CWS – PRE-PLACEMENT PROGRAM

CODE 1482 CWS – FAMILY MAINTENANCE PROGRAM

Activities claimed to this code can only be performed on candidates for foster care who are at serious risk of removal from home as evidenced by the state agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal and (1) have a defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child, (2) an eligibility determination form which has been completed to establish the home. (Evidence of AFDC eligibility in and of itself is insufficient to establish a child's candidacy for foster care.), or (3) evidence of court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order, or a transcript of the court proceedings. Activities may include the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

CODE 1483 CWS – FAMILY REUNIFICATION PROGRAM

CODE 1484 CWS – PERMANENT PLACEMENT PROGRAM

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;

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- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization;
- Credit check of youth in care age 16 and older (SB 1521);
- Visits for non-group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing- these are Code 147 (CWS-Court Related Activities).

CODE 1485 NOTIFICATION OF RELATIVES

When a child has been removed from parental custody (as mandated by federal Fostering Connections to Success and Increasing Adoptions Act (P.L.110-351), signed into law October 7, 2008, Section 103 requires that counties perform due diligence to identify and provide notice to all adult relative with 30 days of removal with the exception of potentially abusive relatives. Relatives will be notified that the child has been or is being removed from parental care, the options they have under federal, state, and local laws and the requirements to become a foster family home. Activities will include but not limited to:

- Providing written and oral notifications to a relative or non-relative extended family member (NREFM) with 30 days of removal from the biological parent(s).

CODE 0071 RELATIVE/NONRELATIVE HOME APPROVAL PROCESS

Includes time spent assessing the relative/nonrelative caregiver suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to relative concerns and other tasks related to the relative grievance procedure process.

CODE 3591 CWS – LIVE SCAN/CLETS BACKGROUND CHECKS

Includes activities associated with conducting CWS Live Scan/CLETS Background Checks, using Live Scan equipment to fingerprint foster parents and conducting searches through the Child Abuse Index, Federal Bureau of Investigation and California Department of Justice databases when processing background checks for criminal records of parents, relative foster parents, or legal guardians.

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NOTE: Caseworkers performing activities associated with processing background checks when licensing non-relative foster parents should report their time to TSC 1551 (Licensing/Foster Family Home).

CODE 5231 SA/HIV INFANT-RECRUIT

Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5441 CWS - MINOR PARENT INVESTIGATIONS (MPI) AB 908 (CHAPTER 307, STATUTES OF 1995)

This code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigation activities include:

- Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect and returning the CA 25s to the eligibility worker indicating the results of the investigation;
- Completing an in-person assessment of the minor parent and his/her child(ren);
- Developing a safety plan that will include MPS for the minor parent and his/her child(ren);
- Referrals of minor parent to other available services.

CODE 5561 CWS - MPS (AB 908)

Supportive services provided to parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

COMMUNITY CARE LICENSING (CCL):

CODE 1551 FOSTER FAMILY LICENSING

This includes recruitment, study, certification, and licensing of foster family homes for children; re-certification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities. Includes the following training activities for the Foster Family Licensing Program:

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- Preparing and providing training to prospective foster parents on foster family home licensing requirements;
- Participating in continuing training received after induction training;
- Participating in short term training provided by outside agencies;
- Participating in training conferences.

CODE 1571 LICENSING/DAY CARE

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required on-site evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.

Additional activities include:

- Review facility records prior to visits;
- Contact local resource and referral agencies for information about the facility;
- Review staff and child records on site;
- Interview children regarding facility conditions;
- Interview staff regarding qualifications and training;
- Provide licensees with copies of licensing regulations and inform licensees about changes in licensing law and regulations since the last on-site visit;
- Provide information about new community resources.

COUNTY SERVICES BLOCK GRANT (CSBG):

CODE 1131 CSBG - SPMP

Includes time spent by SPMP staff who are not claiming these same activities through Medi-Cal Administrative Activities (MAA) or Targeted Case Management (TCM) performing activities which require the expertise of a medical professional to help adult CSBG clients who are Medi-Cal eligible to gain access to services covered by the State Medi-Cal plan in order to reduce their risk of poor health outcome. These activities include coordination and management of required Medi-Cal services, as assessed for the client, if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.

NOTE: SPMP staff cannot charge their time to 75% administrative costs if the activities were performed at the time of a medical service, as the medical service reimbursement rate includes administrative activities such coordinating and managing the client's medical services, mental health services, home health care or durable medical equipment.

Please Note: All Program Codes are subject to change pending federal approval.

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CODE 1142 CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible or potentially eligible, gain access to services covered under the State Medi-Cal plan in order to attain and/or maintain a favorable physical condition. Activities described in this code will not duplicate TCM activities provided through the DHCS state Medicaid plan. These activities include, but are not limited to:

- Assisting Medi-Cal recipients in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application;
- Development, implementation and management of care plans for Medi-Cal eligible CSBG recipients for health-related needs covered by Medi-Cal;
- Outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs covered by Medi-Cal;
- Providing assistance to eligible recipients to access needed health services covered by the Medi-Cal state plan, including transporting and/or accompanying them to appointments, or arranging transportation; and Statistical reporting.

CODE 1151 CSBG

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes out-of-home care for adults and optional services funded under CSBG.

EMERGENCY ASSISTANCE (EA):

CODE 2231 EMERGENCY ASSISTANCE (EA) - FOSTER CARE (FC)-ELIGIBILITY

This program was previously entitled “Emergency Assistance (EA) Child Welfare Services (CWS) Eligibility”. It includes eligibility determinations, screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notice.

CODE 5131 EMERGENCY ASSISTANCE (EA) - ER APPLICATION COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parent's signature on the EA application may be included.

CODE 5132 EMERGENCY ASSISTANCE (EA) - ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

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CODE 5134 EMERGENCY ASSISTANCE - ER REFERRALS

Includes time spent receiving emergency referrals, completing the ER protocol, and investigating emergency allegations in response to an investigation of all reports or referrals alleging abuse, neglect or exploitation of children, assessing whether the referral is a child welfare services referral, making collateral contacts with community partners for purpose of implementing Differential Response and utilizing safety/risk assessments.

This includes time spent closing those cases in which allegations are unfounded. For those cases that the allegations are not unfounded, it includes time spent in investigation activities, reporting to the California Department of Justice and notifying the parents regarding the temporary custody of the child. Allowable Emergency Hotline Response activities include but are not limited to:

- Operating a 24-hour emergency hotline response program;
- Evaluating and investigating telephone reports of abuse, neglect or exploitation, including reports on the 24-hour hotline;
- Determining client risk for emergency response by screening in-coming calls;
- Determining whether a reported situation is an emergency or non-emergency within required timeframes;
- Determining emergency response needs;
- Providing crisis intervention;
- Referring clients to appropriate emergency response service agencies;
- Gathering documentation of abuse for law enforcement agencies;
- Documenting and completing all required forms;
- Preparing written reports and assessments.

FAMILY PRESERVATION PROGRAM (FPP):

CODE 1591 FAMILY PRESERVATION PROGRAM - SPMP

These activities will be performed by a SPMP qualified person. This includes selected activities to help children who are Medi-Cal eligible, including children in foster care, gain access to services covered by the state Medi-Cal plan in order to reduce their risk of poor health outcome. Activities described in this code will not duplicate TCM activities provided through the Medicaid State Plan. These activities require the use of medical expertise and include, but are not limited to:

- Development, implementation and management of Medi-Cal service plans;
- Interagency coordination and liaison with Medi-Cal providers to improve the Medi-Cal delivery system;

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- Completing updating and disseminating any paperwork necessary to complete these activities; and
- Receiving or providing training related to these activities.

NOTE: SPMP performing non-enhanced activities should use PC 1681. "SPMP can include time spent on referrals and coordination involved in managing the client's medical services, mental health services, home health care, durable medical equipment, etc. If these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate."

CODE 1651 SB 163 WRAPAROUND SERVICES PILOT

Captures costs associated with pilot program to keep eligible children in or return them to permanent family settings.

CODE 1681 FAMILY PRESERVATION PROGRAM - HR

Activity to help children who are Medi-Cal eligible, including foster, gain access to services covered by the state Medi-Cal plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate TCM activities provided through the state plan.

Such activities include, but are not limited to:

- Assisting children and their caregivers in identifying and understanding the child's health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating Medi-Cal eligibility;
- Development, implementation and management of care plans for coordinating Medi-Cal services;
- Referrals to other agencies and programs which are Medi-Cal providers;
- Statistical reporting;
- Outreach activities to Medi-Cal eligible or potentially eligible persons about available Medi-Cal services and programs; and
- Liaison activities with Medi-Cal providers.

CODE 1751 FAMILY PRESERVATION PROGRAM - SERVICES/NON-FEDERAL

Services include, but are not limited to, counseling, parenting, Respite, day treatment, transportation, and homemaking.

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CODE 1771 FAMILY PRESERVATION PROGRAM- PRE-PLACEMENT PREVENTION CASE MANAGEMENT

Includes activities directed to a specific child when the child remains in the home to prevent out-of-home placement. This code does not include time associated with the delivery of or documentation of family preservation preventative services. Included with this code is the development of the case plan which indicates specific services necessary to meet the protective needs of the child. Following are allowable case management activities:

- Assessing needs and developing a case plan as required;
- Referrals for services;
- Monitoring the case plan;
- Management and supervision of the case.

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

(A separate code for the FPP case management was established only for State budgeting purposes. Activities in this code duplicate those of code 148 and enable counties to access funds the State budgets in a separate line item only.)

CODE 1791 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Includes activities directed to a specific child when the child is in out-of-home placement. Also, includes development of the case plan, which indicates specific services necessary to meet the protective needs of the child. Activities include but are not limited to:

- Assessing the needs and developing a case plan as required;
- Referrals for services;
- Monitoring the case plan;
- Management and supervision of the case;
- Working with foster parents to receive the child;
- Arranging pre-placement visits.

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

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(A separate code for the FPP case management was established only for State budgeting purposes. Activities in this code duplicate those of code 148 and enable counties to access funds the State budgets in a separate line item only.)

KINSHIP SUPPORT SERVICES (STATE PROGRAM):

CODE 5821 KINSHIP SERVICES

Activities include the implementation and expansion of existing Kinship Support Services Programs through AB 1193 (Chapter 794, Statutes of 1997). The programs provide community based family support services to relative caregivers and children placed in their homes by juvenile court and those at risk of dependency or delinquency. Also provides post permanency services to relative caregivers who become legal guardians or adoptive parents of formerly dependent children.

PROMOTING SAFE AND STABLE FAMILIES (PSSF):

CODE 5151 PSSF - FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5161 PSSF - FAMILY SUPPORT SERVICES

Family support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 6751 PSSF - ADOPTION PROMOTION AND SUPPORT

Includes pre-and post-adoptive services designed to expedite the adoption process and support adoptive families; identifying prospective adoptive parents; assuring a foster care permanency option or, with older adolescents preparing for independent living; and preparing an adoption plan assessment on child.

CODE 6761 PSSF -TIME LIMITED FAMILY REUNIFICATION

This includes activities that are provided to a child who is removed from the child's home and placed in a foster family home or a childcare institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate

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reunification of the child safely and appropriately, but only during the 15-month period that begins on the date that the child is considered to have entered foster care. Services include individual, group and family counseling; inpatient, residential or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including crisis nurseries; and transportation to and from any of the above services.

CODE 6771 PSSF – MONTHLY CASEWORKER VISITS

Includes time spent by caseworkers with an approved case plan performing activities designed to support increased monthly caseworker visits to children in foster care to create positive outcomes for children; and activities to improve caseworker retention, recruitment, training, and the ability to access the benefits of technology (i.e. to report/record the frequency of completed “in person” visits of children in their residence to the Child Welfare Services Case Management System (CWS/CMS). The requirements for “Increase Funding for Caseworker Visits” activities are associated with the children included below:

- Children who are in stable placement with a relative or foster parent who has had the child at least 12 months;
- Children placed voluntarily and the child’s parents/guardians who visit at least monthly;
- The child is under two years of age and less frequent Social Worker (SW) visit can facilitate more frequent parent/SW visit thus facilitating reunification;
- Children residing out of state in a facility other than a group home;
- A dependent child’s case has approval by the court for less frequent visits;
- A voluntary child’s case has approval by a county deputy director for less frequent visits.

FOSTER CARE (FC):

CODE 5041 AB 2129 (CHAPTER 1089, STATUTES OF 1993) FOSTER PARENT TRAINING

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5061 AB 2129 FOSTER PARENT RECRUITMENT

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with recruitment activities.

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CODE 5771 MONTHLY VISITS/GROUP HOMES/CWD

Includes those activities performed by CWD social workers when providing monthly visits to all children placed in-group homes (in-and out-of-state).

FOSTER FAMILY AGENCY (FFA):

CODE 5331 COUNTY-OPERATED FFA

Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County.

IN-HOME SUPPORTIVE SERVICES (IHSS):

CODE 0031 IHSS - QUALITY ASSURANCE

Includes activities performed by staff at county social services offices that are charged with the responsibility of assuring that services are consistent with federal and State regulations, policies and guidelines. Such activities are within the scope of Senate Bill 1104 (Chapter 229, Statutes of 2004) may include, but are not limited to the following: reading case files; conducting desk reviews and home visits with program recipients to validate the assessment of need and ensure that services authorized are provided; providing training to other county social staff regarding the quality assurance process; providing written and verbal feedback to county management; compiling and reporting quality assurance data; evaluating data for potential overpayments or fraud; meeting with State and other designated staff regarding quality assurance issues. Also includes activities related to the detection and identification of suspected fraud; and the referral of suspected fraud-as specified in protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).

CODE 1021 IHSS - SPMP

Includes the following activities for welfare staff meeting SPMP requirements:

- A registered/public health nurse reviewing the case, reviewing services authorized by the social worker as outlined in the needs assessment, reviewing the certification of medical necessity for consistency with authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.

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“SPMP can include time spent on referrals and coordination involved in managing the client’s medical services, mental health services, home health care, durable medical equipment, etc. if these activities are not claimed at the time of a medical service since these activities are included in the medical service reimbursement rate.”

IHSS – PCSP/HR:

Program code 103 captures costs for PCSP and HR activities for the IHSS program, including Supported Individual Providers (SIP) and SPMP costs not eligible for enhanced Federal Financial Participation. Related time study codes are as follows:

CODE 1031 IHSS –HR –ELIGIBILITY/ REDETERMINATIONS

This includes facilitating the eligibility process; and making IHSS eligibility determinations/re-determinations for PCSP/Plus Option.

CODE 1032 IHSS - SUPPORTED INDIVIDUAL PROVIDERS (SIP) PCSP/PLUS OPTION

Includes time spent assisting IHSS-PCSP/Plus Option recipients in selecting individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from, and conducting orientation for recipients and individual providers on the IHSS program.

CODE 1033 IHSS - SIP HR

Includes time spent assisting IHSS-Non PCSP who are HR and Medi-Cal eligible recipients in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1034 PCSP/PLUS OPTION- CASE MANAGEMENT

Includes development, implementation, and management of the plan of treatment; assessing service needs for PCSP/ Plus Option applicant; explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; referrals to other agencies and programs; referring IHSS PCSP/Plus Option recipients to potential individual providers to assist them in selecting a provider; explain the new provider reimbursement process; transporting or accompanying recipients to obtain services related to Medi-Cal personal care services; obtaining a

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completed doctor's certificate as part of the process of arranging State Plan covered services; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; statistical reporting; Fair Labor Standards Act (FLSA) related activities; voter registration activities; processing provider grievances and managing provider reimbursements for incorrect Medi-Cal SOC pay warrant deductions.

CODE 1035 IHSS PCSP/Health Related

Includes time spent on a variety of case management and administrative activities performed by a CCT IHSS caseworker assisting CCI participants. IHSS caseworkers perform functions necessary for the administration of the program including assessments and determining authorized hours. With the IHSS recipient's consent, IHSS caseworkers may share information with other CCT team members to facilitate care management, develop and implement a care plan, meet periodically including at the recipient's request, work closely to stabilize medical conditions, maintain functional status and meet care plan goals.

CODE 1041 IHSS - SIP NON-HR/PCSP/PLUS OPTION

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP/non-Plus Option recipients, in selecting an individual provider(s); assisting and training the recipient in supervision of their individual provider(s); and actual transporting or accompaniment of the recipient to services.

CODE 1042 IHSS – NON-HR/PCSP/PLUS OPTION

This includes IHSS activities not eligible for Title XIX funding. These activities are related to non-PCSP/non-Plus Option cases. This includes time spent explaining IHSS program benefits to applicants/recipients; the new provider reimbursement process; employee and employer responsibilities; assessing service needs; development, implementation, and management of treatment plans; implementation activities for any IHSS court case; processing a claim form and calculating benefits related to a court case ruling; managing provider reimbursements for incorrect Medi-Cal SOC pay warrant deductions; data input of claims; preparing reports; Fair Labor Standards Act (FLSA) related activities; participation in case reviews and audits; voter registration activities, appeals, case dictation, and statistical reporting.

CODE 2721 IHSS – CONLAN v. BONTA PCSP

County welfare department (CWD) responsibilities include:

- Referring clients, as needed, to the DHCS Beneficiary Service Center for assistance with questions or obtaining/completing Conlan claim forms;

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- Providing copies of NOAs (690) that demonstrate medical necessity and/or SOC 828 County Verification Forms;
- Responding to questions and/or providing documentation for State Hearings upon request from State staff.

CODE 3301 IHSS – NON-HR/PCSP/PLUS OPTION FRAUD

This includes fraud activities related to the IHSS Residual Program that are not eligible for Title XIX funding performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

CODE 7391 IHSS ANTI-FRAUD BACKGROUND CHECKS

Includes activities performed by staff at county social services offices who are charged with the responsibility of monitoring the delivery of supportive services to detect and prevent potential fraud and maximize the recovery of overpayments. Such activities may include but are not limited to the following: conducting criminal background checks of any provider including processing criminal offender record information, review of the fingerprinting results, subsequent arrest information, and appeals; providing written and verbal feedback to county management; compiling and reporting data; and meeting with State and other designated staff regarding anti-fraud issues.

~~CODE 7401 IHSS NON-PCSP/PLUS OPTION ANTI-FRAUD PLAN~~

~~Includes all non-Title XIX eligible activities specified in a county's anti-fraud plan, approved by the appropriate County Board of Supervisors and CDSS. This includes implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.~~

~~CODE 7411 IHSS PCSP/PLUS OPTION ANTI-FRAUD PLAN~~

~~This includes all Title XIX eligible activities specified in the county's anti-fraud plan approved by the appropriate County Board of Supervisors and CDSS. In addition, the implementation activities related to the provision of fraud prevention, detection, referral, investigation and program integrity, which must not be duplicated by other activities claimed to other IHSS codes.~~

CODE 7431 IHSS ANTI-FRAUD INITIATIVE

Includes activities performed by staff at county social services offices or its designee who are charged with the responsibility of monitoring the delivery of supportive services to detect, prevent and mitigate potential fraud, and investigate suspected cases to

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maximize the recovery of overpayments. Such activities may include but are not limited to the following: reviewing referred case files to ensure compliance with documentation requirements; reviewing provider timesheets; conducting targeted program integrity activities including targeted mailings and unannounced in-home monitoring; providing written and verbal feedback to county management; compiling and reporting data; meeting with State and other designated staff regarding anti-fraud issues; and performing duties related to the investigation of suspected fraud in the PCSP/Plus Option programs that are within the scope of the protocols established pursuant to Assembly Bill 19 of the Fourth Extraordinary Session (2009).

CODE 8361 - IHSS PROVIDER EXCLUSIONS

Includes reviewing and processing requests for waivers to provider exclusions for applicant providers who have been convicted of a Tier 2 crime. These crimes as specified in section 12305.87 of the Welfare and Institutions Code include:

- Violent or serious felonies, as specified in sections 667.5 (c) and 1192.7 (c) of the Penal Code.
- Felonies for which the individual is required to register as a sex offender, as specified in section 290(c) of the Penal Code.
- Felonies of fraud against a public social services program, as specified in sections 10980(c) (2) and 10980(g) (2) of the Welfare and Institutions Code.

Allowable activities may include, but are not limited to:

- Reviewing and processing requests for waivers for applicant providers whose applications were denied on the basis of a conviction(s) of a Tier 2 crime.
- Determining what convictions are exclusionary.
- Contacting recipients who wish to hire a person who is applying to be a provider and has been convicted of a Tier 2 crime.
- Including a summary explanation of exclusionary crimes, the waiver process, waiver form, the provider appeal process, and the general exception process.
- Administering the waiver process and ensuring that all needed information is clearly stated for applicant providers.
-

INDEPENDENT LIVING PROGRAM (ILP):

CODE 1821 ILP - CASE MANAGEMENT

This includes ILP case management activities for children: assessing need for ILP services, developing ILP service plan, and referring the child to services.

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CODE 1841 ILP - SERVICES

Includes provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services; including administrative activities related to the implementation of NYTD surveys.

CODE 7451 ILP NONFED CASE MANAGEMENT

Includes activities for ILP case management, for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were placed in NRLGs or KinGAP placements prior to age 16). These activities include assessing the child's need for ILP services, developing the ILP service plan, and referring the child to services.

CODE 7461 ILP NONFED SERVICES

Includes activities for ILP services for non-federally eligible ILP populations (youth between the ages of 16 and 17 who were placed in NRLGs or KinGAP placements prior to age 16). These activities include independence counseling, providing training on occupational and college preparatory high school classes, financial aid and scholarships, acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management, and referral to necessary services.

EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM:

CODE 0671 EDUCATION AND TRAINING VOUCHER

Includes social work time spent on notifying and counseling former foster youth of the availability of, and potential eligibility for ETV funds, time spent on the preparation and distribution of flyers, pamphlets, and other outreach activities as necessary to advertise information about the ETV program.

SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM (STEP):

CODE 3001 STEP-ELIGIBILITY

Allowable activities include: conducting eligibility determinations; benefit payment functions; Medi-Cal Program functions; and various intake activities such as screening, approvals, denials, and other dispositions of requests for aid, including restorations, budget computations, and authorizing actions.

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OFFICE OF CHILD ABUSE PREVENTION (OCAP):

CODE 1671 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

This includes provision of services for child abuse and intervention.

REFUGEE RESETTLEMENT PROGRAM (RRP):

CODE 1401 RRP - CWS

Includes time spent arranging for and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services,
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services

Social adjustment services include:

- Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
- Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
- Home management services as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
 - Day care for children;
 - Transportation;
 - Translation and interpretation services;
 - Case management services.

CODE 1411 RRP - CSBG

Includes same activities specified for Code 1401 except activities identified must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

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SPECIALIZED TRAINING FOR ADOPTIVE PARENTS (STAP):

CODE 0051 STAP - RECRUITMENT

Includes time spent performing STAP recruitment activities that are performed in order to find and develop required resources that either do not exist, or do not exist in sufficient quantity to meet the needs of the population being served. This includes travel time associated with recruitment activities.

CODE 0052 STAP - TRAINING

Includes time spent preparing for and providing training to recruit adoptive parents to care for eligible children.

STATE MANDATES:

Case Management activities include:

- SB 1667 – Instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form.
- AB 1331 – Screening foster youth in foster care who are at least 16.5 years of age and not older than 17.5 years of age in order to determine whether the youth is eligible for federal SSI benefits, submitting SSI applications for eligible youth in foster care.
- SB 703-this legislation aims to minimize the risk of predictable and preventable harm to vulnerable children in out-of-home care by detecting the presence/residence of a registered sex offender check (RSOC) in prospective and approved licensed facilities and prospective and approved relative/Non-Relative Extended Family Member (NREFM) homes.

CODE 7091 STATE MANDATES FEDERAL

Includes state mandated Title IV-E eligible activities performed by county welfare departments to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form in caregiver's native language, screening foster youth to determine eligibility for SSI benefits and submitting SSI applications that are Title IV-E eligible youth in foster care. This code is only used for state mandates with no county share for Title IV eligible youth in foster care.

Also, includes but not limited to the following out of home care activities:

- Assessing relative/NREFM caregiver suitability

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- Performing criminal records checks, checking for prior child abuse/neglect allegations and completing in-home safety inspections
- Responding to relative/NREFM concern and other tasks related to grievance procedure process, performing a registered sex offender check (RSOC)
- Checking Megan's Law Public Website for address match with prospective and approved relative/NREFM caregiver homes at initial approval and reassessment, investigation of matches,
- Conducting grievance review hearings associated with a match, removal and placement of dependent child due to RSOC address match.

CODE 7101 STATE MANDATES NON-FED

Includes state mandated non-federally activities performed by county welfare departments to improve outcomes for case management activities such as instructing caregivers on filing caregiver information forms, ensuring the child's caregiver is provided a copy of the form in caregiver's native language, screening foster youth to determine eligibility for SSI benefits and submitting SSI applications that are non-federally eligible youth in foster care. This code is only used for State mandates with no county share for non-federally eligible youth in foster care.

SUPPLEMENTAL SECURITY INCOME/STATE SUPPLEMENTAL PAYMENT (SSI/SSP):

CODE 1351 SSI/SSP - OUT OF HOME CARE

This includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by Form SSP 22.

SUPPORTIVE AND THERAPEUTIC OPTIONS PROGRAM (STOP):

This is a state program.

CODE 5881 STOP-ASSESSMENT/CASE PLAN

Activities are directed at developing a case plan, which indicates specific services necessary to promote a successful transition home and allows for continuity in service delivery. Activities include but are not limited to, the following:

- Identifying and developing specific services needed by children and their families;
- Developing a strength-based assessment;
- Linking families with community-based services and local service providers, along with teaching families how to access needed services;

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- Coordinating with service providers and community based organizations;
- Activities that are directed towards enhancing, expanding or supporting STOP; and
- Travel time associated with any of the above activities.

CODE 5882 STOP-SERVICES

Includes, but is not limited to, services designed to help families alleviate crisis to prevent out-of-home placement, parent education, individual and family counseling, social and vocational skills training, and therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems and behaviors.

OTHERS:

CODE 0161 IV-E WAIVER EVALUATION

This Time Study Code can only be used by Los Angeles Department of Children and Family Services and Alameda County Social Services Agency as these counties have been approved by CDSS to participate in the Title IV-E Waiver Demonstration Project.

The Time Study Code has been established to capture staff time participating in the collection Title IV-E Waiver evaluation information during face-to-face meeting, conference calls, or in completing specific forms for the Title IV-E Waiver evaluation. A support staff DPT has also been established for clerical staff providing support to the above referenced staff.

CODE 7071 – GOMEZ v. SAENZ LAWSUIT

County welfare department (CWD) responsibilities include:

- Providing a notification and information regarding the process for requesting a grievance hearing to individuals currently on or about to be added to the Child Abuse Central Index (CACI);
- Track actual time spent in the implementation of the *Gomez v. Saenz* settlement by both clerical and social worker staff (including supervisors and managers).

Implementing and carrying out the notification and grievance process actual activities may include, but are not limited to; staff development of clerical and social worker staff (including supervisors and managers); and aspects of the hearing process, such as obtaining the underlying case file, preparing testimony, and follow-up activities once the hearing is concluded. Support staff activities directly related to the *Gomez v. Saenz* grievance hearings are to be claimed to the Direct to Program Support Staff Code A66.

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AB 1512 HEALTH BENEFIT DETERMINATION:

AB 1512 mandates counties to develop urgent disenrollment determinations and procedures for foster children enrolled in a county organized health system that are placed out-of-county. A determination must be made no later than one working day after an out-of-county placement begins.

When foster children are placed out-of-county, they face existing and ongoing health care barriers which interfere with access to routine medical care, non-emergency mental health services, dental care, and prescription medications; also causes providers to mistakenly deny children their health care benefits.

CODE 7161 AB 1512—HEALTH BENEFIT DETERMINATION

Captures costs for activities performed by county welfare departments to make disenrollment determinations and to request timely disenrollment from a county organized health system for foster care children placed out-of-county. This is for the Medical Eligibility Date System (MEDS) only.

CODE 7301 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING – FOSTER CARE

Includes costs providing short-term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies engage in the development and/or implementation of the case plan for current foster care children and those residing in home who receives Title IV-E assistance. The expanded list of allowable trainees include agencies and/or individuals who are, contracted or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

- Parent/Family Support Partners individuals or organizations: activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan;
- Faith based community: provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level;
- Extended family members, caregivers and non-caregivers: maintain the continuity of care, connection, and support for children in care. As the child transitions to

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permanency, sustain and implement the case plan, and support and facilitate visitation;

- Tribal ICWA workers without a Title IV-E plan: provide essential service and supports for tribal children youth and families;
- Licensed child care providers: support families in the implementation of the case plan and address protective issues;
- Providers of visitation services: link providers who support visitation with case plan goals and objectives for children and families;
- Providers of domestic violence and child abuse services: support team members in assessment, case planning, and implementation to address protective issues for children and families;
- Regional Center staff, licensed medical staff, providers of mental health services, educational providers and advocates: assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan;
- Licensed counselors: support the child and family in resolving key issues and make necessary changes as described in their case plan;
- CalWORKs Linkages staff: support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.

Funding is available at differing FFP rates during a five-year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

CODE 7321 INCREASE FAMILY CASE PLANNING MEETINGS TO IMPROVE CHILD WELFARE OUTCOMES

In accordance with requirements of the State's Program Improvement Plan (PIP); for activities associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes that includes parents, extended family members, community service providers, and others in order to strengthen reunifications and decrease foster care reentries. This includes but is not limited to the following activities:

- Assessment of the child's/family's needs and developing a case plan as indicated in regulations;
- A joint development of safety plan based on safety and risk assessments;
- Facilitating a discussion with parents, foster parents and as appropriate, the children regarding the review of referrals and services associated with the case plan for the child and family;

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- Team decision meeting/family case conferences that includes facilitating a formal family meeting involving the development of specific measurable goals and family objectives, upon their participation and agreement;
- Administrative arrangement (scheduling) of specific participants: Social Worker, Social Work Supervisor, child, birth parents, foster parents, relatives, CalWORKs staff, professional staff support (therapists, doctor, etc);
- Documentation of minutes of the meeting in CWS/CMS;
- Mediation with family involving specifically court mediation meeting with the family to resolve issues related to the court hearings;
- Including travel associated with the activities above.

The training costs captured to this code are those associated with the operation of the staff development office and the provision of CWD staff training. FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

CODE 7331 INCREASE RELATIVE SEARCH AND ENGAGEMENT (IRSAE)

Counties are provided additional funding sources to increase family finding and engagement efforts statewide in compliance with the state's federal Program Improvement Plan. This would facilitate the location of relatives as a placement option for children who are not currently placed with relatives upon entry into foster care and establishing strong familial connections for youth non-relative placements approaching emancipation. Activities include but not limited to:

- Collecting relative/NREFM information including search/identification, engagement, and referral for assessment.

The training costs captured to this code are those associated with the operation of the staff development office and the provision of CWD staff training. FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

CODE 7471 KIN-GAP TITLE IV-E CASE MANAGEMENT

Includes the following activities performed on behalf of Kin-GAP cases: Conducting benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions;

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child support referrals; home visits; intercounty/interstate transfers; and program status changes.

CODE 7481 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING - ADOPTION

Includes activities providing short term training to current or prospective relative guardians, State-licensed or State approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies engage in the development and/or implementation of the case plan for current adoptive children who receive Title IV-E assistance. The expanded list of allowable trainees includes agencies and/or individuals who are contracted, or voluntarily participate in support of the child and family at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

- Parent/Family Support Partners individuals or organizations: activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan;
- Faith based community: provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level;
- Extended family members, caregivers and non-caregivers: maintain the continuity of care, connection, and support for children in care;
- As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation;
- Tribal ICWA workers without a Title IV-E plan: provide essential service and supports for tribal children youth and families;
- Licensed child care providers: support families in the implementation of the case plan and address protective issues;
- Providers of visitation services: link providers who support visitation with case plan goals and objectives for children and families;
- Providers of domestic violence and child abuse services: support team members in assessment, case planning, and implementation to address protective issues for children and families;
- Regional center staff, licensed medical staff, providers' of mental health services, educational providers and advocates: assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan;
- Licensed counselors: support the child and family in resolving key issues and make necessary changes as described in their case plan;

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- CalWORKs Linkages staff: support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.

Funding is available at differing FFP rates during a five-year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, expenditures will be reimbursed at 55 percent and will increase by five percent each FFY thereafter until reaching 75 percent in FFY 2013.

CODE 7851 ADOPTIONS ELIGIBILITY FOR NON-MINOR DEPENDENTS (NMDs)

Per AB 118 (Chapter 4, Statutes of 2011), the funding for agency adoptions was realigned to the Local Revenue Fund to allow for these services to be provided for at the county level. In addition, ABX 1-16 (Chapter 14, Statutes of 2011) allowed for counties that have not previously provided agency adoption services, one of four options which are to:

- 1) contract with CDSS to continue to provide services;
- 2) directly provide agency adoption services;
- 3) contract with another county to provide services; or
- 4) form a consortium of counties to provide services.

This Program Code (PC) is meant to capture the eligibility costs for Non-Minor Dependents (NMD) (18-21 years old). Allowable activities include: Conducting eligibility determinations; Title IV-E determinations and benefit payment functions; reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including restorations; budget computations and authorizing actions; child support referrals; home visits; inter-county/interstate transfers; program status changes; and case maintenance.

CODE 7861 NON-RELATED EXTENDED FAMILY MEMBER (NREFM) UNDER 18

Assessing the nonrelative caregiver suitability; performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

CODE 7871 NREFM NMD

For non-minor dependents: Assessing the nonrelative caregiver suitability; performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections. Also includes time spent responding to nonrelative concerns and other tasks related to the nonrelative grievance procedure process.

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CODE 8921 NMD ADOPTIONS – CASE MANAGEMENT

This TSC includes activities directed to a NMD who is being adopted, such as advising and providing instruction on the process of obtaining his or her historical and psychosocial background information and allowable case management activities supportive of the county's AAP. Training activities include the following for all elements of the AAP:

- Preparing for or providing training to County Welfare Department staff;
- Participating in continuing training received after induction training;
- Participating in short-term training provided by outside agencies;
- Participating in training conferences;
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 9221 – CWS CASE REVIEW

Captures staff time on qualitative case review activities for cases receiving child welfare services. Case reviews include, but are not limited to, an extensive online review process and in-depth interviews with individuals involved in the case plan for each case selected for review. Activities shall include, but are not limited to:

- Completing the federal assessment instrument;
- Developing a process for qualitative reviews;
- Reviewing selected case records;
- Planning, scheduling and conducting interviews with the children, parents, caseworkers, foster parents and service providers;
- Training for staff.

AB 12 - EXTENDED FOSTER CARE (EFC)

AB 12 allows California to implement provisions of Public Law (PL) 110-351, the Fostering Connections to Success and Increasing Adoptions Act of 2008. This law provides states the option to fund the federal Kinship Guardianship Assistance Payment (Kin-GAP) program through the Title IV-E option of the Social Security Act for relatives who assume legal guardianship of foster youth. AB 12 also allows the extension of FC, federal Kin-GAP, Kin-GAP, and Adoptions Assistance Program (AAP) benefits to eligible youth up to age 21 on a staggered schedule. The extension of benefits up to age 19 will implement on January 1, 2012. On January 1, 2013, the extension of benefits will increase to age 20. On January 1, 2014, if the California Department of Social Services (CDSS) determines that there are sufficient funds available, benefits may be extended up to age 21.

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CODE 8371 EFC ELIGIBILITY DETERMINATION

Includes activities related to preparing for determination of a child's eligibility for Foster Care (FC) or Adoption Assistance Program (AAP); not actual eligibility determination. For example:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support;
- Filling out and processing necessary forms;
- Querying systems, records, and other staff for current Aid to Families with Dependent Children (AFDC) status;
- Preparing and conducting Title IV-E eligibility reviews;
- Travel time associated with any of the above activities.

CODE 8381 EFC HEALTH RELATED SERVICES

Any activity to help children who are Medi-Cal eligible, or potentially eligible, including all foster children, gain access to services covered by the Medi-Cal state plan in order to attain or maintain a favorable physical or mental health condition. These activities will not duplicate Targeted Case Management activities provided through the State Plan. Such activities include, but are not limited to:

- Assisting Medi-Cal eligible children in identifying and understanding their health needs in order to secure and utilize treatment and health maintenance services covered by Medi-Cal;
- Facilitating the Medi-Cal eligibility application, by explaining the Medi-Cal eligibility rules and the eligibility process to the parents/guardian of prospectively eligible children; assisting such applicants to fill out the eligibility applications; gathering information related to the application and eligibility determination or redetermination from the client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department or providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination;
- Development, implementation, and management of care plans for
- Medi-Cal eligible children for their health-related needs covered by Medi-Cal;
- Referrals to other agencies and programs in order to meet the Medi-Cal covered health care needs of Medi-Cal eligible clients;
- Statistical reporting;
- Outreach activities to Medi-Cal eligibles or potential eligibles to communicate about available Medi-Cal services and programs;
- Liaison activities with Medi-Cal providers to facilitate case planning.

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CODE 8391 EFC TRAINING

This PC is for CWS training, at the enhanced rate of 75 percent, is for people employed or preparing for employment in all classes of positions by the state or local agency administering the program. Training is limited to topics necessary for performing the following specific FC program administrative functions:

- Referral to services;
- Case plan development;
- Case management and supervision;
- Preparation for and participation in judicial determinations;
- Placement of the child;
- Case reviews;
- Recruitment and licensing of foster homes and institutions;
- Eligibility determination.

CODE 8401 EFC SERVICES/NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of CWS. Services include, but are not limited to, the following:

- Providing counseling or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. Manual of Policies and Procedures 31-002(t) (1);
- Parenting training.

CODE 8411 EFC COURT RELATED ACTIVITIES

Any court-related activity directed to foster care child who remains in out-of-home placement. Includes, but not limited to the following:

- Preparing for and/or participating in any judicial determination regarding a child;
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order;
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody, which is being reviewed;
- Paperwork and contacts related to judicial activity;
- Working with foster parents to prepare them to receive a child;
- Assessing child's/family's needs and developing a case plan as indicated in regulations;

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- Evaluation or assessment of the child and family's condition;
- Arranging for provisions of protective services when necessary;
- All planning, assessments, and paperwork which contribute to the above activities;
- Case management and supervision;
- Recruitment activities, finding and developing resources, coordinating and consulting with service providers and community groups, distributing resource materials;
- Travel time associated with the above activities.

CODE 8421 EFC CASE MANAGEMENT

Includes activities directed to a specific child when the child is in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan, which indicates specific services necessary to meet the protective needs of the child. The following are allowable activities:

- Assessing the child's/family's needs and developing a case plan as indicated in regulations;
- Referrals to services when necessary;
- Arranging for pre-placement visits;
- Working with foster parents to prepare them to receive a child;
- Monitoring progress in meeting case plan objectives and updating the case plan;
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative review;
- Recruitment activities, developing and distributing resource materials, consulting and coordinating with service providers and community based organization;
- Visits for non-group home FC placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements and TSC 8431 for visits related to NMDs in group home placements;
- Travel time associated with any of the above activities;
- Do not include court document preparation or petition filing. These are Code 147 (CWS-Court Related Activities) and Code 841 (EFC-Court Related Activities).

CODE 8431 EFC GROUP HOME MONTHLY VISITS (CWD)

Includes those activities performed by County Welfare Department (CWD) social workers when providing monthly visits to all children placed in group homes (in-and out-of-state).

CODE 8481 OVER 18 KIN-GAP IV-E ELIGIBLE CASE MANAGEMENT

Includes the following activities performed on behalf of Kin-GAP cases: conducting reassessment activities; various intake activities such as screening, approvals, denials; written agreement activities; other dispositions of requests for aid, including

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restorations; budget computations and authorizing actions; child support referrals; home visits; intercounty/interstate transfers; and program status changes.

NON-RELATED LEGAL GUARDIANS (NRLG):

Due to federal guidance received from the Administration on Children and Families (ACF), PCs 863, 864 and 865 have been created for county caseworkers to direct charge their time study hours to a specific time study code for the NRLGs. Previously, the NRLGs were not included in the non-federal IV-E Foster Care discount rate. ACF has advised the California Department of Social Services to create direct charge codes which counties can claim to instead of including this population in the discount rate.

CODE 8631 NON-RELATED LEGAL GUARDIANS NMD

This code is for case management activities for NRLGs participating in EFC. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8641- NON-RELATED LEGAL GUARDIANS PROBATE COURT

This code is for case management activities for NRLGs in the probate court system. Activities include but are not limited to: Developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8651 NON-RELATED LEGAL GUARDIANS JUVENILE COURT

This code is for case management activities for NRLGs in the juvenile court system. Activities include but are not limited to: developing and updating written assessment and case plan, and conducting caseworker visits.

CODE 8881 RESOURCE FAMILY APPROVAL (RFA)

The time study code includes activities performed for an applicant or an approved family applicant or an approved resource family (resource families may be related or non-related caregivers). Activities include RFA recruitment, completing the comprehensive assessment as described in the Resource Family Written Directives and may also include but are not limited to:

- Background checks, clearances and assessment
- Home environment assessment
- Permanency assessment
- Pre-approval training

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- Written assessment
- Activities related to emergency placements and placements based on a compelling reason
- Information and data system activities
- Travel related to any of the above activities

Background check clearances include Child Welfare Services Live Scan/California Law Enforcement Telecommunications System, Child Abuse Index searches, Federal Bureau of Investigation and California Department of Justice databases background checks for criminal records. Activities may also include tasks associated with the provision of information to resource families including their rights to a due process.

CODE 9181 COMMERCIAL SEXUALLY EXPLOITED CHILDREN (CSEC) YOUTH TRAINING, SERVICES AND SUPPORT

Allows costs for specialized county staff that are trained to work with children who are victims of commercial sexual exploitation to support victims and their caregivers, and to provide support for case management and the interagency and cross-departmental response.

CODE 9201 CSEC PROGRAM PROTOCOL AND DEVELOPMENT

For those counties who are participating in the CSEC Program, staff are able to report time spent on administrative activities related to the interagency protocol development of a multidisciplinary team to serve CSEC youth.

Allowable activities include, but are not limited to:

- Developing the required CSEC program interagency protocol;
- Developing the required multidisciplinary team; and/or
- Establishing new policy and procedures, if needed.

Costs associated with training qualify for reimbursement at the enhanced rate of 75 percent for people employed or preparing for employment in all classes of positions by the local agency administering the program.

CODE 9281 – FEDERAL PREVENTING SEX TRAFFICKING AND RUNAWAY ACTIVITIES

Allowable activities include those directed to a child, identified as a victim, or at risk of, commercial sexual exploitation (CSE). Activities are limited to Title IV-E administrative activities directly related to the Federal Sex Trafficking and Runaway Provisions. These activities are codified in state law in W&I Code Sections 16501.1(f)(19), 16501.35, 16501.45; and Penal Code Section 11166(j)(2)-(3). These activities include:

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- Developing and implementing policies and procedures for identifying, documenting, and determining services for children and youth who are victims or at risk of sex trafficking.
- Developing and implementing specific protocols for expeditiously locating and responding to children who run away from foster care, including screening youth for CSE.
- Identifying, documenting and determining services for children and youth who are victims, or at risk of sex trafficking, including conducting human trafficking screenings, documenting victims in case files, determining appropriate services, including referrals to services and completing reports required for law enforcement.
- Expeditiously locating any child or non-minor dependent missing from care, determining the primary factors that contributed to them being absent from care, responding to such identified factors in subsequent placements, determining their experience while absent from care, determining whether they are a possible victim of CSE, and documenting these activities and this information.
- Reporting to law enforcement instances of sex trafficking when a child or youth receiving child welfare services is identified as a victim.
- Reporting to law enforcement when a child or youth receiving child welfare services, who is reasonably believed to be the victim or at risk of CSE, is missing or abducted, for entry into the National Crime Information Center and to the National Center for Missing & Exploited Children.
- Documenting in CWS/CMS when a child is receiving child welfare services and is a victim or at risk of CSE.

Counties may not claim the costs for conducting investigations of allegations of sex trafficking or other forms of child abuse or neglect or for providing social services, such as counseling or treatment, to victims of sex trafficking or other children or youth.

CODE 9511 – FEDERAL PREVENTING SEX TRAFFICKING AND RUNAWAY ACTIVITIES – PRE-PLACEMENT

Allowable administrative pre-placement activities should be reported to TSC 9511 and are limited to those directly related to the Federal Sex Trafficking and Runaway program provisions. These activities are codified in state law in Welfare and Institutions Code (WIC) sections 16501.1(f)(19), 16501.35, 16501.45 and Penal Code section 11166(j)(2)-(3). These activities include the following:

- Developing and implementing policies and procedures for identifying, documenting and determining services for children and youth who are victims or at risk of sex trafficking.
- Developing and implementing specific protocols for expeditiously locating and responding to children who run away from foster care, including screening youth for commercial sexual exploitation.

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- Identifying, documenting and documenting services for children and youth who are victims or at risk of sex trafficking, including conducting human trafficking screenings, documenting victims in case files, determining appropriate services, including referrals to services and completing reports required for law enforcement.
- Reporting to law enforcement instances of sex trafficking when a child or youth receiving child welfare services is identified as a victim.
- Reporting when a child or youth receiving child welfare services, who is reasonably believed to be the victim or at risk of commercial sexual exploitation, is missing or abducted, for entry into the National Crime Information Center and to the National Center for Missing & Exploited Children.
- Documenting in Child Welfare Services/Case Management System (CWS/CMS) when a child or youth receiving child welfare services is a victim or at risk of CSE.

CODE 9321 – FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT (FPRRS) - FEDERAL

Allowable activities include those outlined in the county's approved FPRRS plan. The FPRRS Title IV-E allowable activities include but are not limited to:

- Administrative activities to provide and improve direct services and supports to foster parents, relative caregivers, and resource families;
- Removal of barriers in those areas defined as priorities in the county's FPRRS plan and subsequent reports on outcomes;
- Intensive relative finding, engagement and navigation efforts;
- Emerging technological, evidence-informed or other non-traditional approaches for outreach to potential foster parents, relative caregivers and resource families.

CODE 9351 – FPRRS FP TRAINING – FEDERAL

Includes time spent preparing for and providing short-term training to current and prospective foster parents. Activities must be included in the county's approved FPRRS plan (staff development enhanced training for FPRRS should be claimed to PC 932).

CODE 9441 CHILD AND FAMILY TEAM (CFT) – FEDERAL

This PC captures costs related to the CWD activities associated with the convening and facilitation of child, youth and family-centered CFT meetings to assess, plan, identify and monitor support and services that are needed to achieve safety, permanency and well-being. Activities include, but are not limited to:

- Providing input for the development of a child and family-centered case plan that articulates specific strategies for achieving the child, youth and the family's goals based on addressing identified needs, including meeting related court orders when required and building on or developing strengths.

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- Providing input into the placement decision made by the CFT and the services to be provided in order to support the child or youth.
- Engaging and developing CFT members.
- Coordinating and conducting a CFT meeting.
- Participation time at the CFT meeting.
- Documenting results of the CFT.
- Contracted costs related to the facilitation of CFT meetings.

CODE 3911 CCR SERVICES ONLY

The SO rate is available to children/youth placed with RFs or those who are transitioning to a home based setting in order to stabilize the placement. The county may secure services and supports from a FFA, STRTP, CBO or other appropriate public or private entity for children/youth placed with RFs.

Allowable activities include, but are not limited to, the following:

- Additional visits to a RF home when a foster youth has recently transitioned from an STRTP or Intensive Services Foster Care (ISFC) program to support the youth and caregiver.
- Securing new RF placements to avoid placement in a higher level of care.
- Supporting visits to the RF home for a youth who is on extended visits in anticipation of discharging from an STRTP or moving from an ISFC or a Therapeutic Foster Care RF (particularly helpful if the youth was placed out-of-county).
- Acquisition of services or tangible items to secure the placement, such as covering the costs of registration, equipment and incidentals for extracurricular activities to support youth well-being, or tangible items to enable a RF to accommodate a foster youth (e.g. furniture, clothes, etc.).

CODE 4141 HOME BASED FAMILY CARE LEVEL OF CARE PROTOCOL (HBFC LOCP)

This code shall be used to capture the Social Worker time to complete the Home-Based Family Care (HBFC) Level of Care Protocol (LOCP) tool by scoring each domain based on the child/youth care and supervision needs.

CODE 4621 ADOPTION ASSISTANCE PROGRAM LOCP (CWD)

This code shall be used to capture the Social Worker time to complete the Adoption Assistance Programs (AAP) Level of Care Protocol (LOCP) tool by scoring each domain based on the child/youth care and supervision needs.

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CHILD WELFARE SERVICES - CALIFORNIA AUTOMATED RESPONSE AND ENGAGEMENT SYSTEM (CWS-CARES) PROJECT MODULE PARTICIPATION (CWS – CARES):

The goal of the CWS-CARES project is to allow child welfare workers to better ensure the safety, well-being, and permanency of children at risk of abuse, neglect, or exploitation through a comprehensive system, and to comply with federal regulations for the administration of Title IV-B and IV-E plans (45 CFR §1355.50 et seq.). To that end, participating core county groups were approved by the California Welfare Directors Association (CWDA) to represent the interests of all counties for each digital service module. Designated counties will receive funding for core county participants to be embedded in the project team and actively participate in research, design, and development efforts. Additional funding was allocated based on each county's estimated cost in staff time for activities related to the statewide implementation of the scheduled incremental releases of the CWS-CARES digital services.

CODE 9651 CWS-CARES INTAKE MODULE

For each module, research, design, and development activities include but are not limited to:

- Design and development through the on-site and remote discovery process.
- Assist in planning the functionality to be built.
- Provide business expertise for discovery and user research.
- Implement and train for the digital service module functionality (service area).
- Participate as the first users to implement digital service functionality.
- Test delivered functionality.
- Coordinate with county agencies for a holistic child welfare services perspective.

CODE 9661 CWS – CARES CASE MANAGEMENT MODULES 1 AND 2

For each module, research, design, and development activities include but are not limited to:

- Design and development through the on-site and remote discovery process.
- Assist in planning the functionality to be built.
- Provide business expertise for discovery and user research.

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- Implement and train for the digital service module functionality (service area).
- Participate as the first users to implement digital service functionality.
- Test delivered functionality.
- Coordinate with county agencies for a holistic child welfare services perspective.

CODE 9671 CWS – CARES COURTS MODULE

For each module, research, design, and development activities include but are not limited to:

- Design and development through the on-site and remote discovery process.
- Assist in planning the functionality to be built.
- Provide business expertise for discovery and user research.
- Implement and train for the digital service module functionality (service area).
- Participate as the first users to implement digital service functionality.
- Test delivered functionality.
- Coordinate with county agencies for a holistic child welfare services perspective.

CODE 9681 CWS – CARES CALS MODULE

For each module, research, design, and development activities include but are not limited to:

- Design and development through the on-site and remote discovery process.
- Assist in planning the functionality to be built.
- Provide business expertise for discovery and user research.
- Implement and train for the digital service module functionality (service area).
- Participate as the first users to implement digital service functionality.
- Test delivered functionality.
- Coordinate with county agencies for a holistic child welfare services perspective.

CODE 5281 CWS – CARES STATEWIDE IMPLEMENTATION

This code captures costs related to the statewide implementation of the incremental releases of the CWS-CARES digital services. Activities include but are not limited to:

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- Project Management: Activities associated with initiating, planning, executing, controlling, and closing the statewide release of functionality.
- Change Management: Updating policy and procedures, documenting as-is business processes, and participating in the to-be business processes for each digital service.
- Data Conversion: Data conversion activities for implementation, incremental testing, and full load data conversion tests.
- Application/Organizational Change Management (OCM) Training: Conducting “train-the-trainer” training for county trainers who will then train county staff.
- Application/OCM/System Administrator Training: Staff time associated with application and OCM training.
- Help Desk: Activities related to providing incident management, support for resolving events, incidents, problems, and end user requests.

BRINGING FAMILIES HOME:

For counties with approved CDSS plans:

CODE 4961 BRINGING FAMILIES HOME

This code includes activities performed to provide housing support services to eligible families experiencing homelessness by assisting in finding and retaining safe, affordable and stable housing.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

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