

September 7, 2018

COUNTY FISCAL LETTER (CFL) NO. 18/19-09

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: FISCAL YEAR 2018-19 CHILD WELFARE SERVICES/CASE
MANAGEMENT SYSTEM DATA CLEAN-UP ALLOCATION

REFERENCE: [CFL NO. 17/18-79E, DATED SEPTEMBER 4, 2018](#)
[CFL NO. 17/18-79, DATED JUNE 28, 2018](#)
[ALL COUNTY LETTER \(ACL\) NO. 17-60, DATED JUNE 22, 2017](#)
[CFL NO. 11/12-18, DATED SEPTEMBER 16, 2011](#)

This letter informs counties of the Fiscal Year (FY) 2018-19 allocation for Child Welfare Services/Case Management System (CWS/CMS) Data Clean-up. A total of \$977,010 General Fund (GF) is available based on the Budget Act of 2018, as shown in the attachment. The Local Revenue Fund (LRF) and the total CWS/CMS Maintenance and Operations (M&O) claimable amounts are also displayed for informational purposes.

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

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

The FY 2018-19 CWS/CMS Data Clean-Up GF allocation is distributed based on each county's percentage of the total statewide blended CWS/CMS caseloads for client, placement home, and service providers.

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

Claiming Instructions

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

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

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

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

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

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

Non-CWS/CMS Data Clean-up Title IV-E costs should continue to be claimed to PC 536 (SACWIS M&O), as specified in [CFL No. 17/18-79](#) and [CFL No. 17/18-79E](#).

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

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

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

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch

Attachments

FISCAL YEAR 2018-19 CWS/CMS DATA CLEAN-UP ALLOCATION

COUNTY	CWS/CMS SSS FY 2011-12 REALIGNED FUNDS CFL11/12-18*	TOTAL CLAIMABLE FOR CWS/CMS** DATA CLEANUP	GENERAL FUND ALLOCATION***
Alameda	\$216,447	\$73,312	\$24,699
Alpine	\$0	\$116	\$39
Amador	\$0	\$3,074	\$1,036
Butte	\$0	\$24,476	\$8,246
Calaveras	\$0	\$4,988	\$1,681
Colusa	\$0	\$1,624	\$547
Contra Costa	\$102,524	\$59,798	\$20,146
Del Norte	\$9,130	\$4,350	\$1,466
El Dorado	\$13,985	\$14,647	\$4,935
Fresno	\$0	\$89,755	\$30,239
Glenn	\$0	\$4,234	\$1,427
Humboldt	\$0	\$15,341	\$5,169
Imperial	\$40,244	\$14,703	\$4,954
Inyo	\$3,136	\$2,842	\$958
Kern	\$26,279	\$84,303	\$28,402
Kings	\$19,860	\$15,776	\$5,315
Lake	\$453	\$7,279	\$2,453
Lassen	\$2,366	\$3,933	\$1,325
Los Angeles	\$3,011,873	\$859,527	\$289,481
Madera	\$8,143	\$15,428	\$5,198
Marin	\$9,777	\$12,586	\$4,240
Mariposa	\$0	\$2,204	\$743
Mendocino	\$4,726	\$12,035	\$4,055
Merced	\$29,578	\$26,013	\$8,764
Modoc	\$0	\$1,015	\$420
Mono	\$0	\$1,247	\$420
Monterey	\$47,322	\$31,697	\$10,679
Napa	\$13,832	\$10,962	\$3,693
Nevada	\$0	\$8,004	\$2,697
Orange	\$316,451	\$148,306	\$49,965
Placer	\$54,958	\$20,909	\$7,044
Plumas	\$0	\$1,682	\$567
Riverside	\$92,486	\$183,251	\$61,738
Sacramento	\$196,252	\$116,203	\$39,149
San Benito	\$0	\$5,162	\$1,739
San Bernardino	\$177,979	\$187,079	\$63,027
San Diego	\$298,458	\$254,127	\$85,616
San Francisco	\$14,716	\$44,863	\$15,115
San Joaquin	\$0	\$57,710	\$19,443
San Luis Obispo	\$0	\$18,821	\$6,341
San Mateo	\$82,075	\$33,408	\$11,255
Santa Barbara	\$0	\$33,189	\$11,182
Santa Clara	\$460,157	\$88,537	\$29,828
Santa Cruz	\$15,145	\$18,589	\$6,263
Shasta	\$28,375	\$18,328	\$6,175
Sierra	\$0	\$232	\$78
Siskiyou	\$0	\$4,582	\$1,544
Solano	\$0	\$32,683	\$11,011
Sonoma	\$42,022	\$25,607	\$8,627
Stanislaus	\$52,205	\$51,156	\$17,235
Sutter	\$0	\$6,873	\$2,316
Tehama	\$13,572	\$9,077	\$3,058
Trinity	\$968	\$1,769	\$596
Tulare	\$4,164	\$42,195	\$14,216
Tuolumne	\$424	\$5,307	\$1,788
Ventura	\$48,809	\$63,510	\$21,397
Yolo	\$29,035	\$13,079	\$4,407
Yuba	\$18,074	\$8,497	\$2,863
Total	\$5,506,000	\$2,900,000	\$977,010

* CFL 11/12-18 - for informational purposes only.

** For informational purposes only. This total claimable is to the SACWIS benefiting program methodology as delineated in CFL 17/18-79.

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

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

To comply with federal requirements, a CWS/CMS cost allocation methodology must be used to allocate the CWS/CMS Data Clean-up costs to programs that benefit from these expenditures. The allocation of costs to all benefitting programs was developed in accordance with the approved CWS/CMS allocation methodology included in the [FY 2015-16 County Welfare Department Cost Allocation Plan \(CCAP\), Section IV: Electronic Data Processing Costs](#). Once the allocation methodology has been applied, the cost identified for each benefitting program is entered into the appropriate PC on the County Expense Claim.

The FY 2015-16 CCAP is the most recent version approved by ACF. The CWS/CMS methodology percentages provided below were updated to reflect the most recent expenditure data and are based on those communicated in [CFL No. 17/18-79E](#), dated September 4, 2018. All eligible FY 2018-19 CWS/CMS Data Clean-up costs, including salary and benefits of staff performing allowable CWS/CMS Data Clean-up activities, should be distributed and claimed in proportion to these percentages.

PC	Program Name	Percent	Program
365	CWS/CMS Data Clean-up Title IV-E	0.6738	Title IV-E/IV-B
513	EA-ER	0.1871	TANF
544	CWS MPI (AB 908)	0.0071	TANF
556	CWS-MPS (AB 908)	0.0025	TANF
144	CWS-Health Related	0.1065	Title XIX
150	EPSDT	0.0000	Title XIX
168	FPP-Health Related	0.0005	Title XIX
838	EFC Health Related	0.0028	Title XIX
182	ILP-Case Management	0.0026	Chafee
184	ILP-Services	0.0022	Chafee
135	SSI/SSP OHC	0.0001	State
175	FPP Services/NonFed	0.0061	State
588	STOP-Assessment/Case Plan	0.0004	State
584	SB 163 COUNTY ONLY	0.0037	County
786	NREFM Under 18	0.0004	State
787	NREFM NRLG	0.0013	State
840	EFC Services NonFederal	0.0001	State
863	NRLG NMD	0.0008	State
864	NRLG Probate	0.0013	State
865	NRLG Juvenile	0.0007	State

Note: For instances in which a county does not use or have access to a particular PC specified above, the county must claim the proportion of costs for that program to another

PC that has the same funding source and sharing ratio. For example, if PC 144 is not valid in a county, its share of cost could be claimed to PC 168, which is also funded by Title XIX at a 50 percent rate of FFP.