

December 8, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**COUNTY FISCAL LETTER NO. 20/21-51**

This letter provides instruction to counties regarding the CWS/CMS Duplicate Data Clean-Up activities, updates the methodology for cost allocation, and advises of the application of the Foster Care Title IV-E Nonfederal Discount Rate for a Program Code included in its methodology for Maintenance and Operations (M&O) activities related to this project.



**KIM JOHNSON**  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

December 8, 2020

COUNTY FISCAL LETTER NO. 20/21-51

**TO:** ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHIEF PROBATION OFFICERS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR-CONTROLLERS

**SUBJECT:** CLAIMING INSTRUCTIONS RELATED TO THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM ELECTRONIC DATA PROCESSING MAINTENANCE AND OPERATION ACTIVITIES

**REFERENCE:** [CFL NO. 19/20-98, DATED JULY 2, 2020; CFL NO. 11/12-18, DATED SEPTEMBER 16, 2011; CFL NO. 06/07-36, DATED MAY 21, 2007; COUNTY WELFARE DEPARTMENT COST ALLOCATION PLAN FISCAL YEAR 2018-19](#)

The purpose of this letter is to provide the County Welfare Departments (CWDs) with claiming instructions related to Child Welfare Services/Case Management System (CWS/CMS) Electronic Data Processing (EDP) Maintenance and Operation (M&O) activities requiring county end-user manual correction to reduce the number of duplicate records in the CWS/CMS.

### **Background**

The growing presence of duplicate records in the CWS/CMS database has reached a critical mass not only for child welfare practice, but also for the preparation activities required for the eventual replacement of the current application. The ability of California's child welfare workers to quickly acquire accurate information about the children in their care is imperative. To improve the effectiveness of the CWS/CMS database, several duplicate data quality issues that have the greatest statewide impact include the duplication of client, placement home, and service provider records.

Counties received a State General Fund (GF) allocation with enhanced Title IV-E federal financial participation for the CWS/CMS Data Clean-Up Project for Fiscal Years (FY) 2017-18, 2018-19 and 2019-20. Beginning FY 2020-21, counties may claim the

Title IV-E and Title IV-B in conjunction with using Local Revenue Funds to reduce the number of duplicate records in the CWS/CMS and continue this critical work.

**Claiming Instructions**

Counties may continue to claim Title IV-E and Title IV-B for duplicate data clean-up activities to the non-time study code Program Code (PC) 365 (CWS/CMS Data Clean-Up Title IV-E).

All eligible FY 2020-21 CWS/CMS Data Clean-Up activities should be distributed and claimed in proportion to the percentages in the table below. Please note, the revised table below differs from previous Data Clean-Up tables and condenses the previous lengthier methodologies.

<u>PC</u>	<u>Program Name</u>	<u>Percent</u>	<u>Program</u>
365	CWS/CMS Data Clean-up Title IV-E	0.6654	Title IV-E/ IV-B
970	CCWIS-EDP M&O-TANF 85	0.1785	TANF
971	CCWIS-EDP M&O-TANF 50	0.0047	TANF
972	CCWIS-EDP M&O-Title XIX-HR	0.1360	Title XIX
973	CCWIS-EDP M&O-Title XIX	0.0000	Title XIX
974	CCWIS-EDP M&O-ILP	0.0051	Chafee
975	CCWIS-EDP M&O-State Only	0.0015	State
976	CCWIS-EDP M&O-State 70	0.0050	State
977	CCWIS-EDP M&O-State 50	0.0034	State
978	CCWIS-EDP M&O-County Only	0.0004	County

**Note:** If a county does not use or have access to a particular PC specified above, the county must claim the share 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.

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

Effective the September 2020 quarter, the Title IV-E Non-federal Discount Rate shall be applied to PC 365. The State Use Only (SUO) code 375 (CWS/CWS Data Clean-Up Nonfederal) and will shift non-federal costs to Ledger 173 (CWS/CMS Data Clean-Up). Unlike the CWS/CMS Data Clean-Up activity allocations from FY 2017-18 through

FY 2019-20, there is no GF allocation for M&O costs related to CWS/CMS Data Clean-Up Costs for FY 2020-21. Accordingly, Ledger 173 (CWS/CMS Data Clean-Up) shall be set to zero and the SUO 380 (SUO - CWS/CMS Data Clean-Up) shall shift the former state share of costs to 100 percent Local Revenue Funds for FY 2020-21.

The PC 365 captures and funds CWS/CMS duplicate 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 Office of Systems Integration (OSI) Data Quality Team will continue to provide counties with detailed instructions for the activities to reduce the number of duplicate records in the CWS/CMS. Counties are encouraged to participate in the [OSI Data Quality Workgroup](#).

For program related questions, please contact the Child Welfare Digital Services, Child Welfare System Branch at [CMSAdminSvcsUnit@osi.ca.gov](mailto:CMSAdminSvcsUnit@osi.ca.gov). Questions regarding claiming instructions should be directed to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

Salena Chow, Chief  
Fiscal Forecasting and Policy Branch  
Administration