



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

September 10, 2018

ERRATUM

ALL COUNTY LETTER (ACL) NO. 17-104E

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: DOCUMENTATION OF CHILD AND FAMILY TEAMS (CFT) IN
THE CHILD WELFARE SERVICES/CASE MANAGEMENT
SYSTEM (CWS/CMS)

REFERENCE: [ACL 17-104](#), [ACL 16-84](#), [ACL 15-11](#), [ALL COUNTY INFORMATION NOTICE I-67-09](#); [ASSEMBLY BILL \(AB\) 403 \(CHAPTER 773, STATUTES OF 2015\)](#), [AB 1997 \(CHAPTER 612, STATUTES OF 2016\)](#); [WELFARE AND INSTITUTIONS CODE SECTION 16501.1](#)

This erratum to [ACL 17-104](#), which was issued on December 4, 2017, is to clarify that county juvenile probation agencies are required to document CFTs in CWS/CMS in the Contact Notebook.

The data entry instructions that were included with [ACL 17-104](#) describe the steps necessary to document CFTs in the Case Plan Notebook and in the Contact Notebook in CWS/CMS. Counties are required to document all CFTs provided to children, youth, and non-minor dependents in CWS/CMS consistent with the instructions provided via [ACL 17-104](#), as follows:

- County child welfare agencies are required to document CFTs in the Case Plan Notebook and in the Contact Notebook.
- County juvenile probation agencies are required to document CFTs in the Contact Notebook.

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Counties needing additional assistance with CWS/CMS should contact their System Support Consultant at the Office of Systems Integration. If you have any questions or need further information regarding CFTs, please contact the Integrated Services Unit, at (916) 651-6600, or CWSCoordination@dss.ca.gov.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

c: County Welfare Directors Association
Chief Probation Officers of California