

CONTRACT TRANSACTION REQUEST (Internal)**If requested, return material to:**

Contracts and Financial Analysis Bureau
M.S.8-14-747

				DATE 4/8/2011	AGREEMENT NUMBER 10-6077	
<input type="checkbox"/> Program Resources Development and Training Support Attn: Caroline Caton M.S. 8-11-86		<input type="checkbox"/> M.S. 9-4-71, Fiscal Systems <input type="checkbox"/> M.S. 9-4-72, Fund Acct and Rept. (Enc) <input type="checkbox"/> M.S. 20-84, Financial Services (Pay) <input type="checkbox"/> M.S. 8-100, Fiscal Policy Bureau <input type="checkbox"/> M.S. 12-56, Research and Eval Bureau		<input checked="" type="checkbox"/> M.S. 9-4-76, Fund Acct. and Rept. (Rec) <input type="checkbox"/> M.S. 20-72, Financial Services Bureau <input type="checkbox"/> Other: M.S.		
<input type="checkbox"/> M.S. 8-601, Budget Bureau <input type="checkbox"/> M.S. 17-33, Information Security Offcr						
CONTRACTOR NAME Department of Mental Health				TERM From: 7/1/2010 Through: 6/30/2013		
PURPOSE Support for MHTSA related duties.				TYPE OF DOCUMENT MOU		
ACCOUNT TYPE <input type="checkbox"/> Payable <input checked="" type="checkbox"/> Receivable	AMOUNT \$0.00	INDEX CODE 2545	FUNDING TYPE <input checked="" type="checkbox"/> Support <input type="checkbox"/> Local Assistance	FUNDING SOURCE <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State	PCA 42305	
CONTRACT OFFICER Faisal Aziz				TELEPHONE (916) 653-5032	FAX NUMBER (916) 657-2362	
<input type="checkbox"/> Please review and comment on the attached proposed Agreement or amendment, sign below, and return by <input type="checkbox"/> Please forward a Board Resolution. Contracts in excess of \$5,000 by State Boards must be accompanied by a copy of the resolution authorizing the Agreement. <input type="checkbox"/> Please encumber funds for the attached Agreement and return to the Contracts and Financial Analysis Bureau. <input checked="" type="checkbox"/> We are forwarding a copy of the fully executed Agreement. <input checked="" type="checkbox"/> Requestor is responsible for approving the appropriate expenditures within contract limitations, ensuring contractor compliance with contractor responsibilities as identified in the attached contract, and distributing all progress and final reports. Contract irregularities are to be reported to the Contracts and Financial Analysis Bureau. <input type="checkbox"/> Requestor is responsible for evaluating contractor's performance for compliance with the terms of the contract within 60 days after completion of the contract. The attached STD 4, Contract/Contractor Evaluation, must be completed and submitted to the Contracts and Financial Analysis Bureau before <input type="checkbox"/> Requestor must notify the Business Services Bureau, Safety/Security Section of contractors providing on-site service at 744 P Street. <input type="checkbox"/> The contract has been terminated. Please disencumber funds effective <input type="checkbox"/> The pending contract has been canceled. The cancellation was authorized by <input type="checkbox"/> Other:						
REVIEWER COMMENTS/SIGNATURE:						
<input type="checkbox"/> Acceptable as is.		<input type="checkbox"/> Acceptable with revisions. See attached marked up contract.		<input type="checkbox"/> No impact on my area of responsibilities.		
SIGNATURE (Bureau Chief or above)			BUREAU	DATE		
ENCUMBRANCE INFORMATION						
FISCAL YEAR	INDEX	OBJECT	AGENCY	PCA / AMOUNT	CFDA #	
IF FEDERALLY FUNDED, PROVIDE THE FOLLOWING INFORMATION:						
CFDA TITLE	CFDA NUMBER	AWARD NAME	AWARD NUMBER	AWARD YEAR	NAME OF FEDERAL AGENCY	R& D (Y or N)

MEMORANDUM OF UNDERSTANDING
Between
THE CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)
And
California Department of Social Services
For the
MENTAL HEALTH SERVICES ACT

I. Purpose

This Memorandum of Understanding (MOU) is entered into by and between the California Department of Mental Health (DMH) and the California Department of Social Services (CDSS) to define the relationship between DMH and CDSS as it relates to the implementation of the Mental Health Services Act (MHSA) and the use of MHSA funds.

II. Background

The passage of Proposition 63 (MHSA) in November 2004 provides an opportunity to transform the public mental health system in California by addressing a broad continuum of prevention, early intervention, treatment, and infrastructure support. In addition to the funding available to the county mental health departments, MHSA allows DMH to provide resources to other state entities to enhance their capacity to support the overarching goals of MHSA and its various components. The MHSA components are Community Services and Support, Prevention and Early Intervention, Workforce Education and Training, Innovation, and Capital Facilities and Technological Needs.

There are five fundamental concepts inherent in MHSA which must be embedded and continuously addressed in both local and state level collaborations. These concepts are a client/family driven mental health system, cultural competence, community collaboration, service integration, and a focus on recovery, wellness, and resiliency.

III. Statement of Work

- A. This MOU is based on the activities delineated and approved in the Governor's Budget Act for fiscal year (FY) 2007/2008 supported with MHSA funds. A copy of this Budget Change Proposal (BCP) is attached in Exhibit A.

B. Summary of Proposed Activities

The MHSA requires CDSS to provide counties with technical assistance to establish and administer a Wraparound program, as defined in Welfare & Institutions Code (WIC), Section 18250, hereafter referred to as California Wraparound, or provide “substantial evidence” why it is not feasible. Obligations also exist for CDSS to achieve improved well-being outcomes for children in foster care under requirements of the federal Child and Family Services Review. Specifically, CDSS must meet federally mandated performance targets to improve the identification of mental health and developmental needs of children in foster care. Under the MHSA and supported with this agreement, CDSS and DMH will collaborate to provide leadership, oversight, and program expertise to social services and mental health partners in order to ensure appropriate mental health services reach vulnerable children and families served by both departments, and to improve well-being outcomes for children in foster care.

The MHSA funding facilitates access to additional training and technical assistance necessary for counties to implement and administer California Wraparound as a process for service delivery. This training and technical assistance includes direct, on-site work with counties to address specific challenges or barriers, as well as opportunities for more structured learning related to implementing or administering California Wraparound. State-level collaboration also includes sharing and analyzing data between CDSS and DMH to further enable California to meet the mental health needs of children in foster care and to improve federal and State well-being outcomes. Additionally, developmental and mental health screening tools will be developed and disseminated for use by physicians in the Child Health and Disability Prevention Program.

This agreement involves staff from the State Level Programs Branch at DMH and the Resources Development & Training Support Bureau at CDSS. The DMH State Level Programs Branch encourages a system of care approach to coordinate service delivery in providing comprehensive mental health treatment and support services to children, youth, and their families. The CDSS Resources Development & Training Support Bureau provides support and assistance to county and community agencies in the implementation of programs and services, which, like California Wraparound, are designed to ensure children’s well being, safety, and permanence.

C. Work Plan

1. A copy of the annual workplan is attached in Exhibit B.
 - a. The work plan is based on activities proposed and approved in the BCP (Exhibit A) and negotiations between DMH and CDSS.

D. Staffing

Positions include four permanent Associate Governmental Program Analysts in the Children and Family Services Division (CFSD), and a Research Program Specialist I in the Administration Division.

E. CDSS Responsibilities

- Attend the quarterly MHSA Interagency meetings
- Provide periodic updates on program implementation issues, concerns or questions to the DMH program liaison
- On an as-needed basis, present accomplishments, findings, best practices, and challenges at meetings, training sessions or conferences pertaining to the implementation of MHSA
- Arrange an annual site visit for the DMH program liaison and other DMH representatives as needed
- Other requests as needed for supporting the implementation of MHSA

F. Role of DMH program liaison

1. General Duties

- Be the primary contact for CDSS on MHSA implementation in regards to this MOU.
- Provide MHSA updates to CDSS as needed.
- Negotiate the annual work plan.
- Provide feedback on reports.
- Provide other necessary support to CDSS in building a collaborative relationship in fulfilling the purpose of this MOU and the overall goals of MHSA.

2. Specific Duties, if applicable

- Attend Wraparound Project Management meetings.
- Attend Wraparound Institute Planning Committee meetings and actively support DMH's participation in the event.
- DMH shall provide to CDSS a copy of all county MHSA Plans and Annual Updates that include Community Services and Supports Plans, Prevention and Early Intervention Plans, and other components that impact mental health services for children in foster care, including California Wraparound implementation or expansion.
- DMH shall refer any requests from counties for assistance or information regarding California Wraparound to CDSS for response.

G. Subcontracts

The CDSS requires that training be provided to any county that is planning to implement a Wraparound Program. CDSS manages contract funds in the amounts shown below to provide Wraparound training and technical assistance to counties:

Fiscal Year	Amount
2009/2010	\$220,000
2010/2011	\$300,000
2011/2012	\$300,000

The DMH program liaison will be provided with a copy of the signed training contract(s) specifying the scope of work, including proposed deliverables and timelines, as it becomes available.

H. Reporting Requirements

1. CDSS shall provide, at least annually or more frequently if specified, the following reports/updates to DMH:
 - a. Contact list updates for both program and fiscal contacts. Deadline: quarterly, or as needed
 - b. Annual report summarizing activities on related MHSA activities for the previous fiscal year. Format will be provided by DMH. The annual report includes program and fiscal information. Deadline: July 30.
 - c. Mid year update summarizing activities on related MHSA activities for the current fiscal year and projected budget activities for budget year. Format will be provided by DMH. The mid year update includes both program and fiscal information. Deadline: January 31.
 - d. Additional requests for information as needed to provide updates to the Administration, Legislature and stakeholders.
2. DMH may revise the reporting requirements as needed and present the proposed changes at the MHSA Interagency meetings.
3. All reports (see b and c above) must be submitted to the MHSA State Coordinator or his/her designee.
4. Reports must be submitted electronically.
5. Information collected from the reports will be published and shared with the public.

I. Department/Program Contacts

Both DMH and CDSS will designate the following representatives to act in a liaison capacity throughout the term of this MOU:

Department Representatives

DMH Contact	CDSS Contact
Name: Debbie Manas	Name: Cheryl Treadwell
Title: MHSAs State Coordinator	Title: Bureau Chief
Address: 1600 9 th St., Rm. 140	Address: 744 P Street, MS 8-11-87
City, Zip: Sacramento, 95814	City, Zip: Sacramento, CA 95814
Phone: 916-654-3551	Phone: 916/651-6020
Email: Debbie.Manas@dmh.ca.gov	Email: Cheryl.Treadwell@dss.ca.gov

Program Liaisons

DMH Contact	CDSS Contact
Name: Jamilah Bridges	Name: Caroline Caton
Title: Program Analyst	Title: Wraparound Consultant
Address: 1600 9 th Street	Address: 744 P Street, MS 8-11-87
City, Zip: Sacramento, CA 95814	City, Zip: Sacramento, CA 95814
Phone: 916/657-1147	Phone: 916/651-6194
Email: Jamilah.Bridges@dmh.ca.gov	Email: Caroline.Caton@dss.ca.gov

IV. TERM

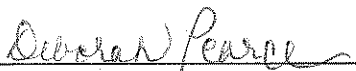
The term of this MOU is July 1, 2010 through June 30, 2013.

V. GENERAL PROVISIONS

- A. Exhibit B (work plan) must be updated annually by both DMH and CDSS. It may also be amended at any time by written mutual consent of both parties.
- B. CDSS shall provide copies of the BCP or Spring Finance Letters requesting additional MHSAs funds to DMH for approval prior to submission to the Health and Human Services Agency or other reporting agency and/or the Department of Finance. When available, a copy of the budget concept paper shall also be forwarded to DMH. Failure to provide DMH with the above documents may prevent DMH from having a timely review and concurrence of the proposed MHSAs funding requests and affect CDSS's request for funding under MHSAs.

Draft budget concept paper, BCP or Spring Finance Letters shall be submitted to Debbie Manas, Community Services Division, 1600 9th Street, Room 140, Sacramento, CA 95814, Debbie.Manas@dmh.ca.gov.

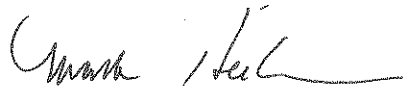
- C. It is mutually agreed that if the funding for the current year and/or any subsequent years covered under this Agreement is reduced or discontinued for purposes of this program, DMH and CDSS will have the option to either cancel this MOU or offer an agreement amendment to reflect the reduced amount. Either party may terminate this MOU by giving 30 days written notice to the other party. The notice of termination should specify the effective date of termination.
- D. Funding for this MOU shall be subject to the provisions set forth in Welfare and Institutions Code 5891 regarding non-supplantation.
- E. This MOU is not effective until signed by both parties.



DEBORAH PEARCE, Chief
Contracts Bureau
California Department of Social Services

4-7-11

Date



MARK HEILMAN, Acting Deputy Director
Community Services Division
California Department of Mental Health

3/29/11

Date

STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL - COVER SHEET
FOR FISCAL YEAR 2007/08
 F-46 (WORD Version)(REV 07/06)
 Please report dollars in thousands.

Department of Finance
915 L Street
Sacramento, CA 95814
IMS Mail Code: A-15

BCP # CFSD-1	PRIORITY NO. CDSS-3	ORG. CODE 5180	DEPARTMENT SOCIAL SERVICES
PROGRAM 25-Social Services	ELEMENT 25.30 - Children and Adult Services and Licensing	COMPONENT	

TITLE OF PROPOSED CHANGE
 Strengthening State Leadership, Accountability, and Improved Outcomes in Child Welfare Services

SUMMARY OF PROPOSED CHANGES

The Children and Family Services Division (CFSD or the Division) of the Department of Social Services has structured this request to ask for the resources needed for child welfare services to provide effective State leadership, oversight, and technical support to counties who are working to improve children's programs in a manner that is consistent with federal and state law, mandated outcome measures mandates, and best practices. The proposal has three key components: 1) Oversight and Quality Assurance, 2) Leadership, Federal Requirements and Program Expansion, and 3) Caseload Increase and Additional Workload Pressures. This proposal requests four (4.0) Limited-Term positions be made permanent and requests 4 new positions.

REQUIRES LEGISLATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CODE SECTION(S) TO BE AMENDED/ADDED	BUDGET IMPACT—PROVIDE LIST AND MARK IF APPLICABLE <input checked="" type="checkbox"/> ONE-TIME COST <input type="checkbox"/> FUTURE SAVINGS <input type="checkbox"/> FULL-YEAR COSTS <input type="checkbox"/> REVENUE <input type="checkbox"/> FACILITIES/CAPITAL COSTS
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PREPARED BY	DATE	REVIEWED BY	DATE
DEPARTMENT DIRECTOR	DATE	AGENCY SECRETARY	DATE
<i>Robby L. Smith</i>	12/14/06	<i>[Signature]</i>	12/13/06
		<i>[Signature]</i>	12-15-2006

DOES THIS BCP CONTAIN INFORMATION TECHNOLOGY (IT) COMPONENTS? YES OR NO
 IF YES, DEPARTMENT CHIEF INFORMATION OFFICER SIGNATURE _____ DATE _____

FOR IT REQUESTS, SPECIFY THE DATE SPECIAL PROJECT REPORT (SPR) OR FEASIBILITY STUDY REPORT (FSR) WAS APPROVED BY THE DEPARTMENT OF FINANCE.

DATE _____ PROJECT # _____ FSR OR SPR

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL?

YES NO ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

DEPARTMENT OF FINANCE ANALYST USE
(ADDITIONAL REVIEW)

CAPITAL OUTLAY OTROS FSCU OSAE CALSTARS

DATE SUBMITTED TO THE LEGISLATURE: _____ PPBA: _____

STATE OF CALIFORNIA

BCP #:
 DATE:

CFSD 1
3/16/2007

BUDGET CHANGE PROPOSAL-FISCAL DETAIL

STATE OPERATIONS

(DOLLARS IN THOUSANDS)

TITLE OF PROPOSED CHANGE:

Strengthening State Leadership, Accountability, and Improved Outcomes in Child Welfare Services

PROGRAM: Social Services and Licensing
ELEMENT: Children & Adult Services and Licensing
PRIORITY NUMBER: CDSS 3

	PERSONNEL YEARS			DOLLARS		
	CY	BY	BY+1	CY	BY	BY +1
TOTAL SALARIES AND WAGES ¹	0.0	8.0	8.0	\$0	\$445	\$445
Salary Savings	0.0	-0.6	-0.6	0	-22	-22
NET TOTAL SALARIES AND WAGES	0.0	7.4	7.4	\$0	\$423	\$423
Staff Benefits ²				0	174	174
TOTAL PERSONAL SERVICES	0.0	7.4	7.4	\$0	\$597	\$597

OPERATING EXPENSES & EQUIPMENT ³

General Expense				\$0	\$14	\$10
Printing				0	0	0
Communications				0	6	6
Postage				0	2	2
Travel-In State				0	28	28
Travel-Out-Of-State				0	0	0
Training				0	0	0
Facilities Operations				0	78	54
Utilities				0	0	0
Consulting & Professional Services: Interdeptmental ³				0	0	0
Consulting & Professional Services: External ³				0	300	300
Department of Technology Services Consolidated Data Center				0	2	2
Data Processing				0	6	6
Equipment ³				0	0	0
Debt Service				0	0	0
Other Items of Expense (Specify Below)				0	0	0
				0	0	0
TOTAL OPERATING EXPENSES AND EQUIPMENT				\$0	\$436	\$408
Special Items of Expense ⁴				\$0	\$0	\$0

TOTAL STATE OPERATIONS EXPENDITURES

\$0 \$1,033 \$1,005

SOURCE OF FUNDS

APPROPRIATION NO.

	APPROPRIATION NO.					
	ORG	REF	FUND			
General Fund	5180	0001	0001	\$0	\$228	\$211
Special Funds	5180	0001	3085	0	743	736
Federal Funds	5180	0001	0890	0	62	58
Other Funds (Specify)				0	0	0
Reimbursements	5180	0001	0995	0	0	0

BCP TITLE:

**Strengthening State Leadership, Accountability, and Improved Outcomes in Child Welfare Services
 (DOLLARS IN THOUSANDS)**

DEPARTMENT:	BCP #:	FISCAL YEAR:
Social Services	CFSD 1	2007-08

	CURRENT YEAR	BUDGET YEAR	BUDGET YEAR + ONE
PROPOSED EQUIPMENT			
	\$0	\$0	\$0
	0	0	0
	0	0	0
TOTAL	\$0	\$0	\$0

PROPOSED CONTRACTS (EXTERNAL & INTERDEPT'L)			
Training and Technical Services	\$0	\$300	\$300
	0	0	0
	0	0	0
TOTAL	\$0	\$300	\$300

ONE-TIME COSTS (LIST BY ITEM)			
General Expense	\$0	\$4	\$0
Facilities Operations	0	24	0
	0	0	0
	0	0	0
	0	0	0
TOTAL	\$0	\$28	\$0

FUTURE SAVINGS			
	\$0	\$0	\$0
	0	0	0
TOTAL	\$0	\$0	\$0

FULL-YEAR COST ADJUSTMENTS			
	\$0	\$0	\$0
	0	0	0
	0	0	0
	0	0	0
TOTAL	\$0	\$0	\$0

FACILITIES/CAPITAL COSTS ⁸			
	\$0	\$0	\$0
	0	0	0
TOTAL	\$0	\$0	\$0

¹ Itemized detail on page 3 by classification (as in Salaries and Wages Supplement)

² Provide detail on page 3.

³ Provide list on page 4.

⁴ Special Items of Expense must be titled. Please refer to the Uniform Codes Manual for a list of the standardized special items of expense that may be used.

⁵ Use standard abbreviations per the Salaries and Wages Supplement. Use footnotes to reflect any effective date or limited term if position is not proposed for a full year. Note: Information provided should appear in the same format as it would on the Schedule 2 (Changes in Authorized Positions).

⁶ List type of retirement, i.e., miscellaneous, safety, industrial, etc.

⁷ Totals must be rounded to the nearest thousand dollars before posting to page 2.

⁸ Indicate one-time or ongoing.

BCP #: CFSD 1
DATE: 03/16/07

BCP TITLE:

Strengthening State Leadership, Accountability, and Improved Outcomes in Child Welfare Services

2006-07 (CY) PROGRAM TOTALS (IN THOUSANDS)

ITEM 0001	SOCIAL			DISABILITY			GRAND
	WELFARE	SERVICES	& OTHER				
FUND	PROGRAMS	& LICENS	SERVICES				TOTAL
0001 General	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0890 Federal	0	0	0	0	0	0	0
0995 Reimbursement	0	0	0	0	0	0	0
0803 SCTF	0	0	0	0	0	0	0
0163 CCPFF	0	0	0	0	0	0	0
0271 Certification	0	0	0	0	0	0	0
0270 Tech Assist	0	0	0	0	0	0	0
0279 CHSF	0	0	0	0	0	0	0
GRAND TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2007-08 (BY) PROGRAM TOTALS (IN THOUSANDS)

ITEM 0001	SOCIAL			DISABILITY			GRAND
	WELFARE	SERVICES	& OTHER				
FUND	PROGRAMS	& LICENS	SERVICES				TOTAL
0001 General	\$0	\$228	\$0	\$0	\$0	\$0	\$228
0890 Federal	0	62	0	0	0	0	62
0995 Reimbursement	0	0	0	0	0	0	0
0803 SCTF	0	0	0	0	0	0	0
0163 CCPFF	0	0	0	0	0	0	0
0271 Certification	0	0	0	0	0	0	0
0270 Tech Assist	0	0	0	0	0	0	0
3085 MHSF	0	743	0	0	0	0	743
GRAND TOTAL	\$0	\$1,033	\$0	\$0	\$0	\$0	\$1,033

A. NATURE OF REQUEST

The California Department of Social Services (CDSS) is mandated by state and federal law to improve outcomes for children and families receiving CWS. These relatively new mandates require a shift from *maintaining* a set of program requirements to *proactively directing* the program toward continuous improvement. Current resources are inadequate to fulfill the new mandates and meet public, client and legislative expectations and avoid fiscal sanctions and negative media coverage.

To meet state and federal mandates, California's child welfare program must demonstrate measurable statewide program performance toward achieving desired child safety, permanence and well being outcomes. In State Fiscal Year 2006/07, the Governor made a significant investment in local child welfare services (CWS). While investing fiscal resources in direct services at the local level is laudable, the lack of commensurate investment in CDSS' capacity to provide oversight and support has impaired the State's ability to ensure federal compliance and avoid fiscal penalties. In order to maximize this investment in local programs, the Child and Family Services Division (CFSD) has developed strategies to ensure improved outcomes for children and families. Implementation of these strategies requires the following:

- **Strong and effective state leadership** to ensure coordinated, statewide implementation of improvement strategies and to communicate the goals and rationale for improvement to key stakeholders.
- **Strategic investment of workforce and fiscal resources** for cost-effective implementation of program improvements in targeted areas.
- **Competent program implementation and oversight** through training, technical assistance and monitoring necessary to achieve programmatic improvements and avoid fiscal sanctions.
- **Increased collaboration across levels of government and among various state and local agencies** to reduce duplication, improve client services and maximize federal funding.

Implementation of these strategies will improve the state's ability to effectively direct programmatic changes necessitated by recent data modifications to the federal Child and Family Services Review (CFSR) and newly established federal outcomes for prevention, early intervention and emancipating youth programs. While the state has successfully implemented a new oversight system required under Assembly Bill (AB) 636, with current resources the CFSD is unable to effectively integrate AB 636 information into policy and program development designed to improve the CWS program. This directly compromises the ability of the state to meet federal and legislative expectations for continuously improving the program. Additionally, it compromises the state's ability to implement programs to meet the newly established federal outcomes thereby placing the state in jeopardy of losing federal financial support for the program. For example, in the 2002 CFR, the federal government determined that the State was not providing consistent services for children and families across all jurisdictions. As a result of this and other similar findings, California entered into a two-year Program Improvement Plan (PIP). With the current staffing levels, the CFSD was not able to direct staff to ensure that specific strategies contained within the PIP were implemented in all counties or determine if these

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES DIVISION

Title: Prevent Child Trafficking in Intercountry Adoptions Through Compliance with New Federal Requirements

#2

Task I.D. #	Activity / Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours	Staff Being Requested
	Research: Conduct research on international adoption treaties ratified by the US, federal regulations and state legislation on international adoptions, to identify required changes in California adoptions regulations pertaining to intercountry adoptions.	20	5	Based on current and past Bureau experience researching federal rules, Congressional Acts, and state legislation.	100	AGPA /SSC III
	Analysis of Reports: Analyze and review private adoption agencies quarterly reports on intercountry adoptions to identify best practices and areas in need of improvement.	10	8	Based on current and past Bureau experience reviewing and analyzing quarterly reports of mediation services and Judicial Council's interdisciplinary trainings on concurrent planning.	80	AGPA /SSC III
	Develop/Modify Regulations: Develop and/or modify regulations relative to the changes identified from the research of new federal regulations and state legislation.	20	10	Based on current Bureau experience anticipate an overhaul of the entire state regulations on intercountry adoptions.	200	AGPA /SSC III
	Issue Identification and Regulations Development: Develop regulations and manage their progress through the approval process. Review regulations developed by other programs to assess their impact on the intercountry adoptions program.	10	12	Based on current and past Bureau experience with Regulations Development anticipate entire preparation process and submission to ORD.	120	AGPA /SSC III
	Review/Comment: Obtain and analyze input from Bureau/Branch management on the developed/modified regulations. Incorporates changes resulting from input received. Present recommendations to Bureau/Branch management and obtain approvals/decisions.	20	5	Based on current Bureau experience.	100	AGPA /SSC III
	Procedure Development and Support: Provide an on-going policy and systems consultation to CDSS, County Welfare Departments, private adoption agencies, and the public to ensure correct and uniform application of policy.	20	5	Based on current Bureau experience.	100	AGPA /SSC III
	Expert Resource: Serve as an expert policy resource to the Branch Chief, management, and legislators.	10	5	Based on current Bureau experience.	50	AGPA /SSC III

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES DIVISION

Title: Prevent Child Trafficking in Intercountry Adoptions Through Compliance with New Federal Requirements #2

	Policy interpretation and Dissemination: Act as liaison to Federal and county government, CDSS, and other department staff, stakeholders, and other interested parties on policy issues related to intercountry adoptions.	15	6	Based on current Bureau experience on policy issues related to Indian Child Welfare Act (ICWA), independent adoptions, and the Multi Ethnic Placement Act (MEPA).	90	AGPA /SSC III
	Workgroup Meetings: Schedule location, sent notice, prepare agenda/materials and attend workgroup meetings to review ongoing recommendations and suggested protocols on intercountry adoptions especially for adoptive children emigrating from the United States/California.	5	5	Based on current Bureau experience in working with counties and CWDA on Permanency and Transition to comply with the Child Welfare Services Improvement Plan.	25	AGPA /SSC III
	Program Planning: Analyze and evaluate the implementation of new intercountry adoption regulations to identify areas needing improvement. Initiate studies on organizational, administrative, and other aspects of the program commenced by certification of adoption entities (agencies and persons) based on federal regulations.	30	5	Based on current Bureau experience in evaluating the implementation of new regulations for resource family assessment, and past experience in kinship care policy.	150	AGPA /SSC III
	Review/Approval: Review intercountry adoptions program statements submitted for approval by petitioners seeking certification in California as an intercountry adoption agency.	10	3	Based on current Bureau experience reviewing domestic and intercountry adoptions program statements.	30	AGPA /SSC III
	Coordination: Coordinates and follows up on all activities related to the development and approval of regulations between the Bureau/Branch and other Bureaus/Branches such as Legal, Office of Regulations Development, and Forms Management.	7	5	Based on current Bureau experience.	35	AGPA /SSC III
	Represent Bureau/Branch: Collaborate with other Bureau/Branch and Divisions on intercountry adoption policies and their implementation by counties and private adoption agencies. Represent the Bureau/Branch in inter-divisional meetings and in meetings with county, State, and Federal representatives and advocate agencies.	10	3	Based on current Bureau experience in representing the Bureau in areas such as ICWA, MEPA, licensing of adoption agencies, and Resource Family Assessment.	30	AGPA /SSC III
	Prepare ACL/ACIN: Prepare ACLs and ACINs to disseminate policy instructions and information to Counties, adoption agencies, and stakeholders. This includes drafting letters, review and	10	4	Based on current Bureau experience preparing and finalizing ACLs and ACINs for distribution on a variety of adoption and	40	AGPA /SSC III

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES DIVISION

Title: Prevent Child Trafficking in Intercountry Adoptions Through Compliance with New Federal Requirements

#2

	comment by supervisor, Bureau, Branches, and other CDSS staff; incorporating changes; obtaining Deputy level approvals; and preparing for distribution.			kinship care issues.		
	Legislative Proposal: Preparation of legislation to expand or revise statutes to implement new legislation in line with the new federal rule on intercountry adoptions.	16	10	Based on current Bureau experience preparing legislation on Resource Family Assessment (AB 2161).	160	AGPA /SSC III
	Bill Analysis: Analyze proposed state and federal legislation on intercountry adoptions to determine impact. Make recommendation on CDSS position.	15	6	Based on current Bureau experience	90	AGPA /SSC III
	Bill Negotiation and Amendment Drafting: Meet with or provide background information for meeting with parties concerned with bill language with input from CDSS' legal staff, legislative staff, and/or bill author's offices; draft amendment language.	6	5	Based on current Bureau experience.	30	AGPA /SSC III
	Legislative Activity and Legislative Hearings: Prepare testimony and background information for legislative hearings.	2	5	Based on current Bureau experience in preparation for legislative hearings.	10	AGPA /SSC III
	Technical Assistance: Provide consultation on technical questions related to bill language to consultants, Administration Division (Fiscal), and Legal Division.	5	2	Based on current Bureau experience	10	AGPA /SSC III
	Review/Revise/Approval: Administer the entire process of receiving requests to establish an adoption agency, review program statements, communication with the applicants, and approval/disapproval of the agencies program statements.	10	5	Based on current Bureau experience in the area of adoption agencies' program statements review and approval.	50	AGPA /SSC III
	General Correspondence: Draft and forward appropriate entities' written correspondence relating to a variety of intercountry adoption regulations and procedures. This is in addition to written correspondence related to specific areas (e.g. ACL, ACIN, etc.). It also includes review and comment by Bureau/Branch management and incorporating changes. Prepare final version, obtain signoff as appropriate.	10	5	Based on current Bureau experience in preparing and finalizing general correspondence on issues concerning adoptions and kinship care.	50	AGPA /SSC III

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES DIVISION

Title: Prevent Child Trafficking in Intercountry Adoptions Through Compliance with New Federal Requirements #2

	Administration: Perform various administrative functions such as responding to phone inquiries regarding intercountry adoptions.	10	3	Based on current Bureau experience in the area of adoptions and kinship care policy.	30	AGPA /SSC III
	Technical Assistance/Problem Identification Resolution and Evaluation: Provide increased technical assistance and consultation to address training and program needs. Answer questions from counties and private adoption agencies regarding policies, procedures, and guidelines as they relate to intercountry adoptions.	10	5	Based on current Bureau experience on issues such as MEPA.	50	AGPA /SSC III
	Draft Forms: Draft and review language, format, and form completion instructions as policy changes dictate.	6	4	Based on current and past Bureau experience drafting and reviewing forms for adoptions specifically in the areas related to ICWA.	24	AGPA /SSC III
	Training Plan and Support: Identify the information needed to be provided, develop training materials and responses to anticipated questions and concerns, and present training to CDSS staff .	6	4	Based on current and past Bureau experience developing and presenting training to Branch staff on Permanency Policy and Adoptions	24	AGPA /SSC III
	Corrective Activities: Work with all appropriate state, county, and private agencies staff to correct activities that would jeopardize the integrity of the intercountry adoptions.	10	6	Based on current Bureau experience in relation to domestic and intercountry adoptions.	60	AGPA /SSC III
	Federal Reporting: Perform all functions related to preparation of Federal reports.	8	5	Based on current and past Bureau experience preparing for PIP.	40	AGPA /SSC III
				TOTAL (1 FTE)	1,778	1.0 FTE

**WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
 CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES
 DIVISION**

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

Activity/ Task ID	Activity/Task Name	Total unit hrs		SSC III/ AGPA
100	System procedures	315		105
101	Forms Development	180		60
102	Training	726		242
103	Policy Interpretation & Dissemination	480		160
104	Legislative Activity	168		56
105	General Correspondence	123		41
106	Technical Assistance and Implementation	2,358		786
107	Data Collection	252		84
108	Coordination	240		80
109	Review County Plans	522		174
110	Monitoring	348		116
	TOTAL HOURS	5,712		1,904

No. of PEs (Total hours / 1,778)

<u>Total Hours</u>	<u>PE(s)</u>	<u>Classification</u>
5,712	3	SSC III/ AGPA

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
Estimates and Research Branch – Child Welfare Data Analysis Bureau

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

TASK I.D. #	ACTIVITY / TASK NAME DESCRIPTION	UNITS	HOURS/ UNITS	BASIS FOR WORKLOAD	TOTAL HOURS	STAFF BEING REQUESTED
100	Provide bi-annual data extracts from the Child Welfare Services / Case Management System (CWS/CMS) to the Department of Mental Health (DMH) to enable it to conduct analyses related to the Mental Health Services Act (MHSA).					
100.1	Coordinate efforts with DMH: <ul style="list-style-type: none"> • Serve as the primary point of contact with DMH staff; • Obtain documentation on, and gain an understanding of, DMH data systems and data formats to coordinate data sharing efforts; • Work with DMH staff to reach a consensus on the methodology that will be used and data elements needed; • On an on-going basis, identify and research issues and concerns gathered from program staff or other key stakeholders • Periodically meet with DMH staff to ensure that the methodology for the bi-annual and other extracts continues to meet programmatic and regulatory requirements; • On an on-going basis, update methodology based on input from DMH and programmatic and legislative changes and others, as needed. • Respond to DMH requests on whether the data shows that their policy and programmatic decisions have been effective. 			Based on branch experience with similar workloads	50	RPS I
100.2	SAS Programming for Extracts: <ul style="list-style-type: none"> • Create and maintain the initial SAS program codes to perform the necessary extracts using the agreed upon methodology • Review code to verify that the program follows the agreed-upon methodology. • On an on-going basis, continue to review and refine the code and make any needed corrections to reflect changes in the methodology based on agreements reached with DMH. 	2 extracts		Based on the number of extracts and branch experience with similar workloads	40	RPS I
100.3	Create the bi-annual extracts:	2 extracts	20 hrs /	Based on the	40	RPS I

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
Estimates and Research Branch – Child Welfare Data Analysis Bureau

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

TASK I.D. #	ACTIVITY / TASK NAME DESCRIPTION	UNITS	HOURS/ UNITS	BASIS FOR WORKLOAD	TOTAL HOURS	STAFF BEING REQUESTED
	<ul style="list-style-type: none"> • Run the SAS program codes and extract data. • Perform data verification and quality control review to ensure data meets reliability standards (accuracy, relevance, and completeness tests). • Prepare data for internal departmental review to ensure that data integrity and information technology security protocols are adhered to. • Conduct follow-up discussions after communicating extract results with DMH to ensure that data meets user's needs. • Perform follow-up based on changes to program codes or methodology as needed. If necessary and as requested, adjust prior data extracts for changes made in future quarters. • Prepare extract results, codes, and methodology for internal retention to ensure that all documentation is maintained and accessible in accordance with policies and procedures. 		extract	number of extracts and branch experience with similar workloads		
101	Assist in data security and data and system improvement efforts, including using DMH input to help in the development of additional CWS/CMS data analysis capability.					
101.1	Data Sharing agreement: <ul style="list-style-type: none"> • Assist in the review of the data-sharing memorandum of understanding (MOU) that currently exists between the California Department of Social Services (CDSS) and DMH to help develop any necessary amendments or extensions necessary to meet MHS data requirements. • Participate in periodic meetings with CDSS and DMH staff to reach a consensus on data sharing and to ensure that data sharing agreement properly addresses information security concerns. 			Based on branch experience with similar workloads	20	RPS I
101.2	Information Security: <ul style="list-style-type: none"> • Participate in periodic information security meetings within the department on a periodic basis to 			Based on branch experience with similar workloads	124	RPS I

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
Estimates and Research Branch – Child Welfare Data Analysis Bureau

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

TASK I.D. #	ACTIVITY / TASK NAME DESCRIPTION	UNITS	HOURS/ UNITS	BASIS FOR WORKLOAD	TOTAL HOURS	STAFF BEING REQUESTED
	assist in developing and reviewing data confidentiality standards. <ul style="list-style-type: none"> • On an on-going basis, review report and data requests and verify that information being shared does not violate data confidentiality policies and procedures. • As needed, provide additional information and data to decision makers within the department to enable them to make a determination on whether selected data can be shared in accordance with departmental and branch policies and procedures on data security. • Ensure that confidential materials are stored in a secure location and destroy these materials when they are no longer being used. 					
101.3	CWS/CMS System Changes: <ul style="list-style-type: none"> • Participate in periodic workgroups related to the CWS/CMS data reports, data dictionary changes, and data maintenance; • Conduct necessary research and gather requested feedback from outside sources to assist the workgroups in identifying CWS/CMS needs for new, additional or modified data fields related to mandated mental health research or data requests; • Help users to define data elements for any changes (additions, modifications, etc) to the CWS/CMS system. • Track changes made and review data being entered on an on-going basis to ensure data meets user's requirements. 			Based on branch experience with similar workloads	124	RPS 1
101.4	Data Quality review: <ul style="list-style-type: none"> • On an on-going basis, develop and maintain documentation of business rules, data quality issues, and system changes to the CWS/CMS system related to mental health data requests and bi-annual extracts. 			Based on branch experience with similar workloads	50	RPS 1

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
Estimates and Research Branch – Child Welfare Data Analysis Bureau

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

TASK I.D. #	ACTIVITY / TASK NAME DESCRIPTION	UNITS	HOURS/ UNITS	BASIS FOR WORKLOAD	TOTAL HOURS	STAFF BEING REQUESTED
102	<p>Coordinate development and application of accurate methodology to respond to CDSS's expanded (mandated) work with mental health services and outcomes and to produce the required periodic reports and/or analyses. Also coordinate, develop, and perform statistical analyses requested on an ad-hoc basis from program staff, DMH, and key stakeholders.</p>					
102.1	<p>Develop measurement outcomes and periodic reports:</p> <ul style="list-style-type: none"> • Meet with program staff or other key stakeholders to gain an understanding of the data needed for periodic reports; • Develop a list of measurable mental health outcomes and goals for mental health performance improvements; • Reach a consensus with end users on the methodologies that will be used to perform baseline review and to set reasonable performance goals for the state and counties. • On an on-going basis, identify and research issues and concerns gathered from program staff or other key stakeholders • Periodically meet with end users to ensure that the methodology for the reports and outcome measures continues to meet programmatic and regulatory requirements; • On an on-going basis, update methodology based on input from DMH and programmatic and legislative changes and others, as needed. • Respond to DMH and end-user requests on whether the data shows that their policy and programmatic decisions have been effective 	16 reports (4 reports run quarterly)	25 hrs /report	Based on the number of reports and branch experience with similar workloads	400	RPS I
102.2	<p>Ad Hoc Report Development:</p> <ul style="list-style-type: none"> • Meet with program staff or other key stakeholders to gain an understanding of the data needed for ad hoc requests; • Reach a consensus on the methodologies that will be used. • Once initial draft methodology has been developed, communicate with 	14 reports	4 hrs /report	Based on the number of reports and branch experience with similar workloads	56	RPS I

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
Estimates and Research Branch – Child Welfare Data Analysis Bureau

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

TASK I.D. #	ACTIVITY / TASK NAME DESCRIPTION	UNITS	HOURS/ UNITS	BASIS FOR WORKLOAD	TOTAL HOURS	STAFF BEING REQUESTED
	ad hoc report requesters to ensure that methodology will allow the report or analysis to meet their needs. <ul style="list-style-type: none"> • As needed, refine initial methodologies based on end user feedback and use to draft and complete final methodologies used. • Document methodology in accordance with department and branch policies and procedures. 					
102.3	SAS Programming: <ul style="list-style-type: none"> • Create the SAS program codes to perform the necessary extracts from the CWS/CMS system for the periodic and ad-hoc reports using agreed upon methodologies. • Perform quality control review of programming to ensure that all required data elements have been captured (completeness) and that no data has been unnecessarily excluded. • Document SAS program code in accordance with department and branch policies and procedures. • As needed, refine SAS programs in response to requesters' changes and/or legislative and programmatic input. Make appropriate changes to documentation and ensure that quality control reviews are again performed on revised code. 	17 reports	30 hrs / report	Based on the number of reports and branch experience with similar workloads	510	RPS I
102.4	SAS Extracts: <ul style="list-style-type: none"> • On a periodic basis and as necessary, run the SAS program codes and extract data needed for periodic and ad-hoc reports and analyses. • Perform data verification and quality control reviews to ensure that data is in a usable format and is complete and accurate. • Perform any additional statistical analyses and/or create reports of 	11 reports	20 hrs / report	Based on the number of reports and branch experience with similar workloads	220	RPS I

WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
Estimates and Research Branch – Child Welfare Data Analysis Bureau

Title: Improve Access to Mental Health Treatment Resources for Foster Children and Children at Risk of Foster Care Entry

#3

TASK I.D. #	ACTIVITY / TASK NAME DESCRIPTION	UNITS	HOURS/ UNITS	BASIS FOR WORKLOAD	TOTAL HOURS	STAFF BEING REQUESTED
	findings or extracted information so that information can be communicated to users in a format they can readily access and understand. <ul style="list-style-type: none"> For periodic reports, run data using changes to code that ensure most recent data available is used and that any recent programmatic or legislative changes made to the program are reflected in the data. Conduct follow-up discussions with program staff or other end users of the information to make appropriate corrections or modifications to the methodology and program language as necessary. 					
102.5	Outcome Measurement: <ul style="list-style-type: none"> Create and maintain spreadsheets or other reporting mechanisms to track the progress of each county in reaching or improving mental health outcomes for periodic outcomes. Submit prepared information to departmental reviewers to ensure information disseminated meets data security requirements. 	16 reports (4 reports run quarterly)	9 hrs / report	Based on the number of reports and branch experience with similar workloads	144	RPS I
				TOTAL	1,776	1 FTE (RPS I) (LT position to be made permanent)

**WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
 CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES DIVISION**

Title: Improve Identification of Mental Health & Developmental Needs of Children in Foster Care #4

Task I.D. #	Activity / Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours	Staff Being Requested
100	Foster Care Support Services Bureau – Placement Services and Support Unit					
101	Research- This activity represents the workload associated with establishing and disseminating best practices regarding mental health and development assessment protocols for children and youth in foster care.	1 Worker 29 counties per year	8 hours per county		232	SSC III
101.1	Analysis- Review county documents/practice to determine adherence to best practices and existing requirements regarding screening, comprehensive assessment, treatment and follow up services for mental, medical and dental health and developmental issues.	1 Worker	32 hours per county	Based on current and past start-up analysis projects FCSSB	32	SSC III
101.2	On-Site County Review- Review of county practice/procedures. Examine practices and records, interview foster care providers, health care providers, and child welfare service workers.	1 Worker 10 Counties per year	24 hours per county	Based on experience of similar monitoring within Division.	240	
101.3	Assess State Systems: Using CWS/CMS data, analyze and report on county performance in ensuring that the health care needs of children in foster care are assessed and met.	1 Worker	80 hours	Based on special projects experience with 58 county involvement	80	SSC III
101.4	Complete Studies- prepare findings and draft reports; discuss with and make presentations to staff, departmental management, and the Legislature upon request.	1 Worker	120	Based on past FCARB study experience involving 58 counties	120	SSC III
113	Represent Branch/CDSS	1 Worker	40	Requires constant collaboration with counties and other agencies	40	SSC III
114	LEGISLATIVE ANALYSIS OF RECRUITMENT/TRAINING ISSUES					
114.1	Bill Analysis					
114.2	Legislative hearing Testimony	1 Worker	20	Based on current legislative experience	20	SSC III

**WORKLOAD ANALYSIS for FISCAL YEAR 2007/08
 CHILD PROTECTION AND FAMILY SUPPORT BRANCH, CHILDREN & FAMILY SERVICES DIVISION**

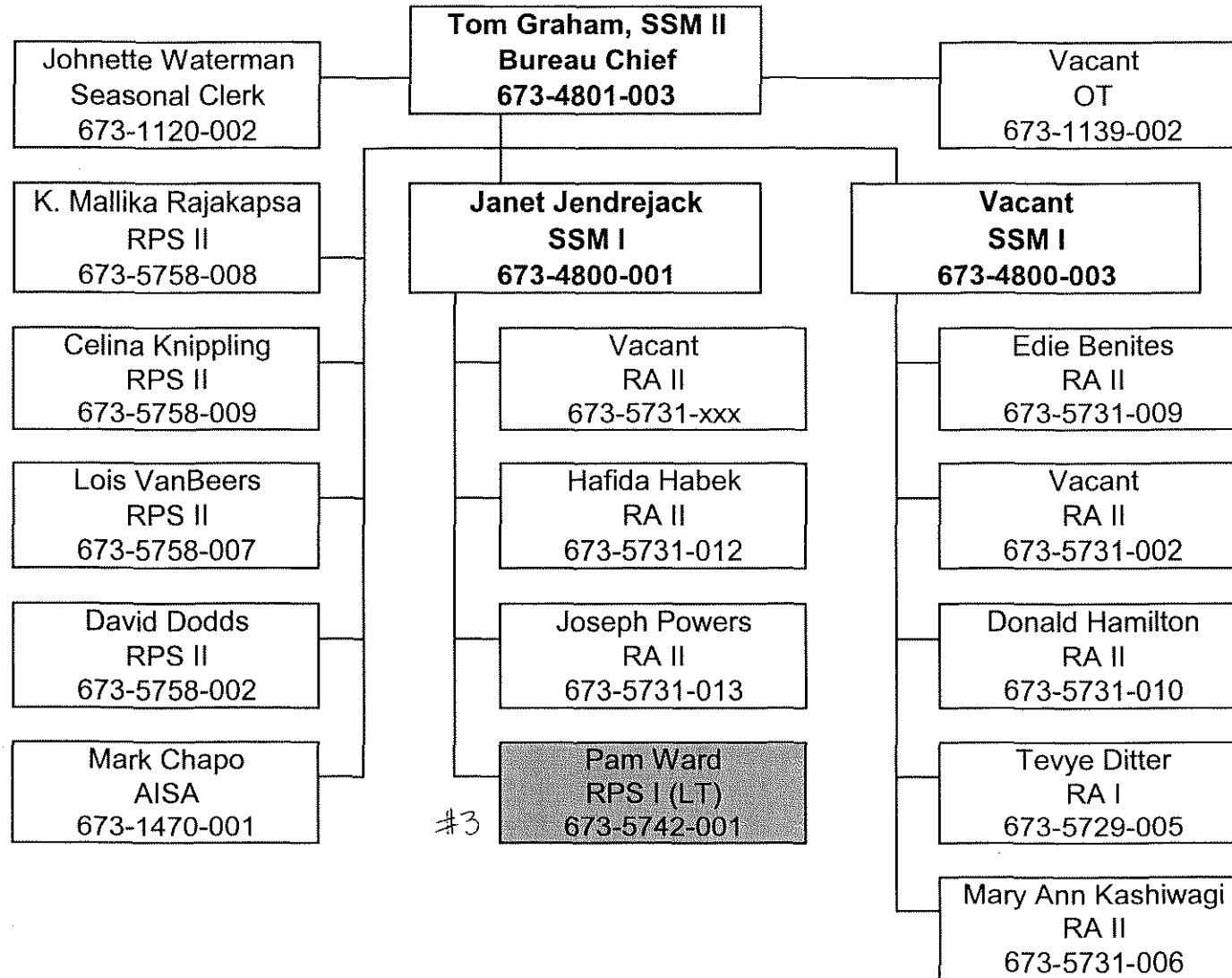
Title: Improve Identification of Mental Health & Developmental Needs of Children in Foster Care #4

Task I.D. #	Activity / Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours	Staff Being Requested
115	REGULATION DEVELOPMENT					
115.1	Develop/Manage Regulations					
115.2	Review Draft Regulations—Other Entities	1 worker	80	Based on current experience	80	SSC III
116	ACL/ACIN DEVELOPMENT					
116.1	Draft ACL/ACIN Language	1 Worker	120	Based on current experience 40 hours from beginning through finalization of documents	120	SSC III
117.2	Technical Assistance- Document, research, and respond to general questions and specific policy questions via phone, fax, e-mail, or mail. Obtain clarification from other units within the CDSS when needed to resolve policy issues.	58 Counties 1 Worker	10 hours per county	58-county accessibility for technical assistance	580	SSC III
117	RECRUITMENT/RETENTION TRAINING					
117.1	Acquire and evaluate best practices and training materials.	1 Worker	160	Anticipate preparation and ending training seminar at one per fiscal year. Requires 80 hours from preparation to completion	160	SSC III
117.2	Distribute Training Materials	1 Worker	50	Generate training materials to 58 counties as prepared	50	SSC III
118	ADMINISTRATIVE					
118.1	Time Reporting	1 worker	12	Reporting time study information as required	12	SSC III
118.2	Activity Reports	1 worker	12	Generation of activity reports to upper management and executive staff	12	SSC III
				TOTAL	1,778	1 SSC III

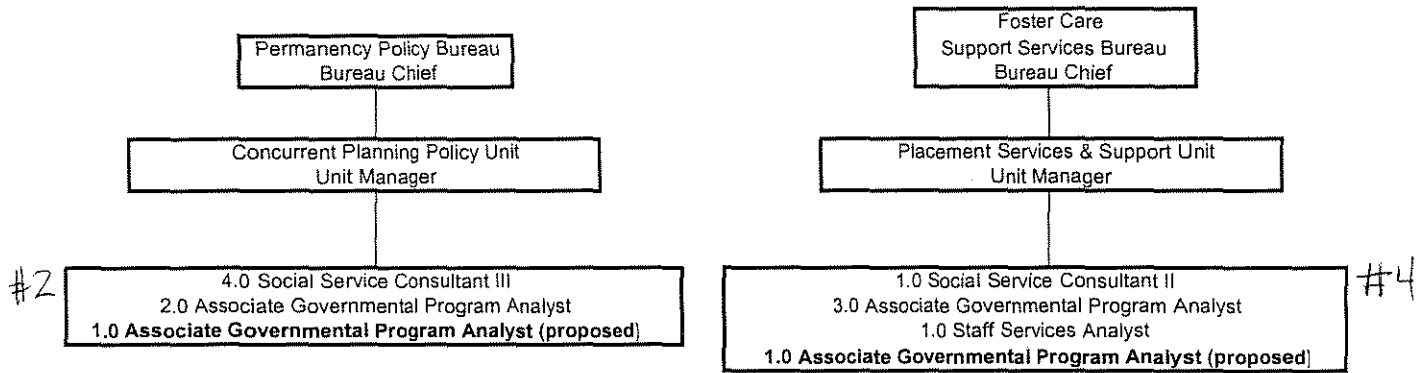
Number of PE (total hours 1,778)

Total Hours	PE	Classification
1,778	1	SSC III

Child Welfare Data Analysis Bureau Showing Limited Term RPS Position



CHILDREN AND FAMILY SERVICES DIVISION Child and Youth Permanency Branch



Mental Health Services Act Work Plan 2010-11

Updated January 11, 2011

Function 1	
Assist counties with developing local plans to develop, implement, and administer a California Wraparound Program	
Activities/Tasks	Provide necessary support and assistance to counties to develop procedures, protocols, and tools necessary to implement and administer California Wraparound. Provide trainings related to implementing Wraparound program and fiscal processes.
	Respond to county requests and provide training and technical assistance regarding issues related to administration of California Wraparound.
Function 2	
Coordinate implementation of a statewide program in all 58 counties and across all relevant CDSS program areas	
Activities/Tasks	Develop procedures, protocols, and tools necessary to implement and operate programs established pursuant to components of the MHSA and other programs and services common to both CDSS and DMH.
	Provide instruction and consultation to county public health nurses to ensure accurate and adequate documentation in the Health and Education Passport in the CWS/CMS system.
	Collaborate on relevant policy documents or proposed regulations that may impact or relate to programs and services common to both departments.
	Organize and participate in collaborative project development and implementation, such as the biannual California Wraparound Institute and Wraparound Project Team meetings.
	Develop an annual schedule for regular county site visits to support the administration of California Wraparound.
Function 3	
Coordinate ongoing data collection efforts, and work with relevant State and county staff in order to collect, analyze, and report on relevant outcomes for children participating in California Wraparound	
Activities/Tasks	Facilitate county implementation of program monitoring of Wraparound outcomes in alignment with the State mandated outcomes and accountability and system.
	Facilitate county implementation and systemic alignment of the MHSA components with major CDSS initiatives, specifically the Program Improvement Plan (PIP) resulting from the Federal Child and Family Services Review (CFSR), as well as other relevant federal and State mandates in other program areas.

**California Department of Social Services
Mental Health Services Act Work Plan 2010-11**
Updated January 11, 2011

Function 3 (continued)	
Coordinate ongoing data collection efforts, and work with relevant State and county staff in order to collect, analyze, and report on relevant outcomes for children participating in California Wraparound	
Activities/Tasks (continued)	Coordinate development of the MHSA performance outcomes with the Federal CFSR outcomes and California Wraparound Standards. Work with relevant teams/workgroups and county personnel regarding analysis of the collected data, and respond to issues that the data identifies in order to improve performance with respect to well-being outcomes for children in foster care.
	Collaborate and contract with outside national partners to build a framework that supports program fidelity for California Wraparound. This framework will focus on the safety, permanency, and well-being of children receiving child welfare services.
Function 4	
Coordinate interagency collaboration at the State and County levels to assure effective partnerships exist between all entities involved in the life of a child in the child welfare system	
Activities/Tasks	Collaborate with organizations to support policies and initiatives that assure children receive care and services consistent with good child welfare and mental health practices and the requirements of federal and state law.