

## Attachment B

### Instructions for Documenting Wraparound, including Family-Based Aftercare, into CWS/CMS

#### Instructions for entering “S-Wraparound Program” Special Project Code

1. In the Case Management section, click on the Special Projects tab to access the Special Project grid. Click on the “+” to activate the drop-down boxes. Using the drop-down menu, select the “S-Wraparound Program” Special Project Code.
2. After selecting this Special Project Code, the user will be required to enter a start date using the date the Wraparound services begin. End dates are to be entered when a child/youth and their family are no longer receiving services (formal or informal) associated with the Wraparound program. The end date will reflect the date the child and family exit Wraparound.

For additional instruction regarding Wraparound documentation in CWS/CMS, please see [ACL 08-66](#).

The screenshot shows the CWS/CMS interface. At the top, there is a menu bar with options: File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Tools. Below the menu bar is a toolbar with various icons. The main window displays a grid of Special Projects. The grid has columns for Special Project Name, Start Date, End Date, and County. The 'Special Project Name' column is highlighted in yellow, and a dropdown menu is open, showing options: (None), Parenting Training, S-NMD SILP, S-NMD THP+FC, and S-Safely Surrendered Baby. The 'County' column is also highlighted in yellow and contains the text 'Sacramento'. The 'Special Project Name' dropdown is circled in red. The 'Start Date' and 'End Date' fields are empty. The 'Description' field is also empty.

Because probation department use of CWS/CMS is subject to different requirements than child welfare departments, many probation departments close the case in CWS/CMS once the youth exits placement. As such, the CWS/CMS case may not be open to document the end date of Wraparound services, so the probation department can leave the end date field blank. CWS/CMS will auto-populate the end date as the CWS/CMS case closure date, once the case is closed. If a child and family are receiving services from both child welfare and probation and the probation case closes before the child welfare case, the child welfare department should ensure the accurate end date of Wraparound services is entered. However, child welfare and probation agencies should ensure the beginning and end dates of each Wraparound episode is accurate, and, if possible, update the end date of Wraparound services even after the case is closed in CWS/CMS.

Based on successful experiences of many counties who consistently and accurately identify Wraparound cases using this Special Project Code, CDSS recommends that counties task a Wraparound coordinator, an Interagency Placement Committee team member, or other administrative professional who tracks Wraparound referrals and

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enrollment to enter the Special Project Code into the CWS/CMS cases of families receiving Wraparound services, as these individuals may have privileges allowing for updating case information after a case has closed and as case worker documentation of Special Project Codes can be inconsistent and inaccurate.

### *Instructions for documenting Wraparound as a Delivered Service*

Although not required for Wraparound documentation and data collection, counties should accurately document contacts with and services delivered to children and families to ensure continuity of care and communication across all users with access to CWS/CMS who are supporting the child and family.

1. In the Service Management section, click on the Create New Contact “+” button to create a new contact note. Then click on the Associated Services tab. Click on the “+” to create a new Associated Service. Using the Service Category drop-down menu, select “Case Management Services.” Then, using the Service Type drop-down menu, select “Wraparound Services.”
2. The user will be required to enter a start date using the date of the contract or delivered service, the name of the staff person or the service provider, the child on whose behalf the service was delivered, and the service recipients. Counties should describe, in narrative format, the discussion, decision points, action items, and services that were provided.

Client Services - Case [B, Bobby] - [Contact [07/14/2021]]

You are currently running Scenario Manager

File Edit Search Action Associated Attach/Detach Window Help Tools

Contact Associated Services Associated Visits

+	Start Date	End Date	Service Category	Service Type	Wraparound	Core Service
	07/14/2021	07/14/2021	Case Management Services	Wraparound Services	Yes	

**Service**

Filtered but not delivered  Hard Copy On File  Well Child Exam

Start Date: 07/14/2021 Start Time: - am Service Category: Case Management Services

End Date: 07/14/2021 End Time: - am Service Type: Wraparound Services

**Provider**

Staff Person  Service Provider  Collateral

Substitute Care Provider

Provider Name: [ ] Display End Dated Addresses:

**Child and Family Team**

Lead Agency: [ ]

Facilitator:  Staff Person  Service Provider

Facilitator Name: [ ]

On Behalf of Child: 1 B, Bobby 2 B, Marcia

Service Recipient: 1 B, Bobby 2 B, Carol 3 B, Marcia

Other Participants: [ ]

Narrative: [ ]

Key Roles: [ ] Attendees: [ ]

\* denotes KEY ROLES that allow multiple attendees

Key Role: [ ] Attendees: [ ]

Ready [Case [B, Bobby] > Contact [07/14/2021]]

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### *Instructions for documenting Wraparound as a Planned Service*

Although not required for Wraparound documentation and data collection, counties should accurately document planned client and case management services for children and families to ensure continuity of care and communication amongst all parties supporting counties with case plan development and engagement. Further, as with the development of any case plan component, counties should ensure that children and families, and tribal representatives in the case of an Indian child, are engaged in Wraparound inclusion in case plans, their case plans are developed to meet the individualized needs of children and families, and that the voice and choice of children and families are centered in the development of case plans. Voluntary engagement of children and families in Wraparound is a central Wraparound principle, and as such, counties should be mindful of how Wraparound services are included in Court-ordered case plans. For example, including language in the Description/Responsibilities of Service narrative section of the case plan that Wraparound Services are not included in the Court's order to adopt the case plan.

1. In the Case Management section, click on the Create New Case Plan "+" button to create a new case Plan. Then select all Focus Children and Other Participants and the Case Plan Start Date and End Date. Then click on the Planned Client Services tab or the Case Management Services tab. Click on the "+" to create a new Planned Client or Case Management Service. Using the Category drop-down menu, select "Case Management Services." Then, using the Type drop-down menu, select "Wraparound Services."

2. The user will be required to enter a start date using the date of the planned service or case management Participants and Schedule for Service. Counties should describe, in narrative format, the responsibilities of each participant, including the child welfare or probation department, and the service goals and objectives, ensuring family voice and choice, and tribal recommendations for culturally appropriate care, were centered in the process.

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