



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

July 1, 2011

ALL COUNTY INFORMATION NOTICE NO. I-40-11

TO: ALL COUNTY WELFARE DIRECTORS  
 ALL CHIEF PROBATION OFFICERS  
 ALL FOSTER CARE MANAGERS  
 ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
 ALL CHILD WELFARE SERVICES PROGRAM MANAGERS  
 ADOPTION SERVICE PROVIDERS  
 TITLE IV-E AGREEMENT TRIBES  
 ALL ADMINISTRATIVE LAW JUDGES  
 ALL CDSS ADOPTION DISTRICT OFFICES

SUBJECT: PROGRAM INFORMATION REGARDING ASSEMBLY BILL (AB) 12 AND THE EXTENSION OF FOSTER CARE TO AGE 20

REFERENCE: PUBLIC LAW (PL) 110-351; AB 12; WELFARE AND INSTITUTIONS CODE (W&IC); MANUAL OF POLICIES AND PROCEDURES (MPP); ALL COUNTY LETTER (ACL) 11-15

On September 30, 2010, AB 12 was signed into law. This bill allows California to implement provisions of PL 110-351, The Fostering Connections to Success and Increasing Adoptions Act of 2008. The AB 12 contains two major changes to foster care in California. One of the provisions of AB 12 implements new federal legislation which allows for Kinship Guardianship Assistance Payment (Kin-GAP) Program benefits to be eligible for Federal Financial Participation (FFP). The ACL 11-15, dated January 31, 2011, explains the changes to the Kin-GAP program.

The second major provision of AB 12 allows California to extend foster care up to age 20 for young adults who meet the federal participation criteria for continued eligibility after age 18, including those served under a State-Tribe IV-E agreement and supervised by probation. This provision is phased in over the next three years and the final extension to age 21 is subject to budget appropriation by the state legislature.

Former foster youth who are in the Kin-GAP program and youth in the Adoption Assistance Program (AAP) are also eligible for extended benefit payments provided the guardianship was established, or the initial adoption agreement, was signed when the youth was at least

16 years old and one of the eligibility criteria is met. The extension of foster care and other payment benefits is effective January 1, 2012, up to age 19, and January 1, 2013, up to age 20. Extension of foster care and other payment benefits up to age 21 is effective January 1, 2014, contingent upon legislature appropriation.

This notice is to provide counties with general information about the extension of foster care up to ages 19 and 20. The California Department of Social Services (CDSS) recognizes that there are many questions regarding the implementation of Extended Foster Care (EFC). The CDSS has convened a variety of teams that include AB 12 sponsors, stakeholders and counties to provide input into program policies that are currently being developed. Further clarification and instructions will be forthcoming in multiple ACLs projected to be released in October 2011.

Several questions have been raised about funding for the additional caseloads that will result from the extension of foster care. A County Fiscal Letter (CFL) will be released in the future that will discuss funding methodology.

The intent of this notice is to explain the basic framework of EFC, not to direct counties on how to implement EFC. Multiple ACLs and All County Information Notices (ACIN) will be released to further explain procedures for implementing EFC per AB 12.

General provisions of AB 12:

- Extends foster care up to age 19 for eligible dependents and wards of the court in foster care – referred to as Non-Minor Dependents (NMDs) – effective January 1, 2012, and up to age of 20 effective January 1, 2013.
- Defines NMDs (see page three).
- Adds two new placement settings for NMDs that will not be subject to licensure by Community Care Licensing (CCL) – Transitional Housing Program-Plus-Foster Care (THP-Plus-FC) and Supervised Independent Living Placement (SILP) setting. Funding for these placements will be eligible for FFP provided federal criteria are met.
- The existing Transitional Housing Program (THP)-Plus program structure does not change. However, there is a requirement to move 70 percent of the funding appropriated by the legislature for THP-Plus to fund THP-Plus-FC beds (see page five).
- Allows former foster youth or former NMDs who left care after age 18 and are under the maximum age to re-enter foster care.
- Provides extended payment benefits for Kin-GAP and AAP up to age 20, provided the guardianship was established, or the initial adoption assistance agreement was signed, when the youth was at least 16 years old (see exception on page five).

- Provides the mechanism to convert eligible state Kin-GAP cases into federally eligible cases for the purpose of drawing down Federal Title IV-E funds (see ACL 11-15).
- Makes a provision for the extension of foster care, Kin-GAP and AAP benefits up to age 21 beginning on January 1, 2014, contingent upon budget appropriation by the state legislature.

This notice will provide general information on definition of NMDs, EFC eligibility, placement options, and case management considerations for social workers and probation officers. The W&IC citations referred to below become effective on January 1, 2012.

### Definition of NMD

W&IC section 11400(v):

*“Nonminor dependent” means, on and after January 1, 2012, a foster child, as described in Section 675(8)(B) of Title 42 of the United States Code under the federal Social Security Act who is a current or former dependent child or ward of the juvenile court who satisfies all of the following criteria:*

- (1) He or she has attained 18 years of age but is less than 21 years of age.*
- (2) He or she is in foster care under the responsibility of the county welfare department, county probation department, or Indian tribe that entered into an agreement pursuant to Section 10553.1.*
- (3) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the federal Social Security Act (42 U.S.C. Sec. 675(8)), as contained in the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351).*

Young adults who are participating in one of the activities described below would meet this criterion.

### EFC Participation Criteria for Eligibility

At this time, significant work is underway to implement AB 12. Although specific policies on all aspects of EFC are not available at this point, this ACIN will provide counties with as much information as is available about EFC participation criteria for different groups of foster youth to help identify which youth will be eligible.

The following foster youth are eligible for EFC:

1. Those who turn 18 during calendar year 2011, AND meet the current statute for the high school completion requirement to remain in foster care up to age 19, including those supervised by probation.

2. Those who turn 18 on or after January 1, 2012, including those supervised by probation, and meet one of the eligibility criteria for EFC as described in W&IC section 11403(b) (defined below).
  - o These young adults remain eligible to continue in foster care until reaching age 20 in calendar year 2014, unless the Legislature acts to appropriate funds for the extension of benefits to nonminor dependents up to 21 years of age on or before January 1, 2014.

The following youth are not eligible for EFC:

1. Those in non-related legal guardianships established through the probate court per W&IC section 11405(e).
2. Those who turn 19 in calendar year 2011.
3. Those in Kin-GAP or AAP established under the age of 16 (with exception of those noted on page five).

Effective January 1, 2012, W&IC section 11403(b) states that these eligible young adults, as described above, can remain in foster care as NMDs, provided that at least one of the following participation criteria is met:

1. completing high school or an equivalency program;
2. enrolling in post-secondary or vocational school;
3. participating in a program or activity that promotes or removes barriers to employment;
4. employed at least 80 hours per month or;
5. is incapable of enrollment in school or employment due to a documented medical condition.

Specifics about program eligibility, definitions of the participation criteria and placements are currently being developed.

The NMDs must sign a mutual agreement that they are voluntarily consenting to remain in foster care as court dependents, be responsible for reporting changes to the case manager and reside in approved or licensed eligible and supervised placements. Former foster youth in non-related legal guardianships established in dependency court and foster youth placed with approved relative caregivers receiving benefits through California Work Opportunities and Responsibility for Kids (CalWORKs) are also eligible for extended benefit payments up to age 20, provided they meet at least one of the five participation criteria as described above. A separate ACL regarding CalWORKs is forthcoming.

Former foster youth receiving Kin-GAP or AAP benefits are also eligible for extended payment beyond age 18, if the guardianship was established or the initial adoption assistance agreement was signed when the youth was at least 16 years of age. These young adults also must meet at least one of the participation criteria to be eligible for

extending payments. Age eligibility for Kin-GAP and AAP is the same as described above for NMD's. However, note the following exception: youth receiving AAP benefits and, effective January 1, 2011, in Kin-GAP who have a mental or physical disability that warrants the continuation of assistance is/remains eligible until age 21, regardless of the age of the child when the initial adoption assistance agreement was signed or the guardianship was ordered (for more Kin-GAP information see ACL 11-15).

### EFC Placement Options

The NMDs will have access to the current range of placement options: approved relative, non-related extended family member, licensed Foster Family Home (FFH), Foster Family Agency (FFA), Certified Foster Home (CFH), Group Home (under specific circumstances), Small Family Home (SFH), and Transitional Housing Placement Program (THPP). In addition, AB 12 establishes two new placement options:

#### 1. THP-Plus-FC

A new foster care placement option called THP-Plus-FC is created via W&IC section 11403.2(a)(3). This housing program will be for NMDs (ages 18-20) who remain in EFC. This will be a Title IV-E eligible placement. This program will offer similar housing models and supportive services that are available in the current THP-Plus program. The specifics of this program are currently being developed. This placement option is not required to be licensed by CCL, but will be approved by the county. Counties will have flexibility in developing approval standards, but standards must meet minimum core health and safety standards and local ordinances. State policy regarding minimum approval standards is being developed. Additionally, the rate structure for THP-Plus-FC is being developed. More information will be in a future ACL.

There is no language in the bill that increases the funding for THP-Plus to accommodate additional beds for THP-Plus-FC. The allocation will need to be distributed between both programs. The W&IC section 11403.2 specifies that the allocation for THP-Plus must be split with 70 percent of the placements being made available for NMDs to have the option of a THP-Plus-FC placement. The county plan must contain this information as well as a contingency plan for moving funds between THP-Plus-FC and THP-Plus to accommodate the placement needs of young adults. This process is explained in the ACL regarding THP-Plus county plans and letters of intent, which is estimated to be released in July 2011.

#### 2. SILP

This is a flexible placement setting that can include an apartment, shared living situations, room and board arrangements or college dorms. This placement type must be specified in the NMD's case plan as described in W&IC section 11400(w). These placements will be approved by the county. While this is the least restrictive placement

option for NMD's, these young adults remain court dependents under the supervision of the county placing agency. A SILP will receive the basic foster care rate; the Specialized Care Increment cannot be paid for this type of placement. This is described in W&IC sections 11461(a) and 11461(e)(1). The specifics of this placement option are currently being developed.

As NMDs are legal adults, their desire for a specific placement should be accommodated, if appropriate and available. However, it is important to understand that NMDs may remain in foster care as long as they meet the eligibility criteria, but are not entitled to a specific placement.

### Placement Considerations

1. Until regulations are adopted regarding health and safety standards pertinent to NMDs as legal adults, licensing health and safety standards that apply to minor dependents shall apply to NMDs except where specified in ACLs and Information Releases from CCL to be effective on January 1, 2012.
2. All foster homes that accept NMDs must have an appraisal of those who are accepted into the home. The appraisal must review the needs of the NMD and the ability of the foster home to meet those needs. It must also confirm that placement of the NMD poses no threat to anyone under age 18 residing in the home. The appraisal must be conducted jointly by the placement agency and the FFH or, in the case of a CFH, the placement agency and the FFA. NOTE: The NMDs who remain in the same home with no break after turning age 18 do not need an appraisal.

Health and Safety Code section 1501.1:

*(d) Pursuant to this section, children with varying designations and varying needs, including, on and after January 1, 2012, nonminor dependents, as defined in subdivision (v) of Section 11400 of the Welfare and Institutions Code, except as provided by statute, may be placed in the same licensed foster family home or with a foster family agency for subsequent placement in a certified family home. Children, including nonminor dependents, with developmental disabilities, mental disorders, or physical disabilities may be placed in licensed foster family homes or certified family homes, provided that an appraisal of the child's or nonminor dependent's needs and the ability of the receiving home to meet those needs is made jointly by the placement agency and the licensee in the case of licensed foster family homes or the placement agency and the foster family agency in the case of certified family homes, and is followed by written confirmation prior to placement. The appraisal shall confirm that the placement poses no threat to any child in the home.*

Regardless of whether NMDs remain in or return to foster care, they are considered a "client" and are not subject to a criminal background clearance for purposes of

licensing requirements except for children's residential community care facilities that are dually licensed as a Family Child Care Home. In that case, they are subject to the Family Child Care Home background clearance requirements.

For NMDs who return to foster care after a period of trial independence, criminal background clearance is required by the placing agency for young adults who are placed in a home where a minor dependent resides to assess the appropriateness and safety of that placement as described in W&IC section 388(e)(4) and W&IC section 16504.5. However, the existence of a criminal conviction will not be reason to deny eligibility for reentry or resumption of dependency jurisdiction of a NMD.

3. Continuation of group home placement for an NMD is restricted, pursuant to W&IC section 16501.1(c)(1), to NMDs who will complete high school by age 19 or meet the EFC eligibility criteria of a medical condition that prevents the NMD from meeting any of the other participation criteria.

#### Period of Trial Independence/Return to Foster Care

If the court terminates dependency jurisdiction, the court may order a Period of Trial Independence pursuant to W&IC section 391(d). The Period of Trial Independence was developed as a mechanism to allow nonminor dependents who were federally eligible at the time that they exited foster care to re-enter foster care. Those youth continue to be eligible when they re-enter foster care without requiring a new determination of federal eligibility. This section of the statute requires federal approval before it can be enacted, per W&IC section 11400(y). Federal approval has not yet been attained.

The process for re-entry to foster care and the establishment of IV-E eligibility for a young adult whose juvenile court jurisdiction ended at age 18, but who is still under the maximum age of foster care, is still under discussion and will be addressed in a subsequent ACL.

#### Case Planning and Case Management Considerations

In addition to existing case management requirements for youth in foster care, AB 12 requires that social workers/probation officer's work with the youth to ensure the case plan includes a plan for the youth to meet at least one of the eligibility criteria to remain in foster care. This must be in the case plan that is presented to the court at the six month hearing review before the youth attains age 18 as described in W&IC section 366(a)(1)(F). The case plan shall also include efforts to assist the youth to find and maintain permanent connections with committed and caring adults. NMDs will have a case plan and a Transitional Independent Living Plan (TILP).

### Additional Information and Training

A team has been formed to identify training issues around AB 12 and working with young adults in foster care. More information about training opportunities will be available at a later date.

The AB 12 requires CDSS to issue instructions for implementation via ACLs by October 1, 2010. Regulations will follow. The CDSS is currently working with counties and stakeholders to develop implementing instructions and subsequent regulations.

The ACLs released will be regarding: program information, THP-Plus-FC and eligibility and rates. There will also be forthcoming CFLs and an Information Release published by CCL regarding licensing standards for NMDs placed in licensed children's residential community care facilities.

The program information ACL, to be released by October 1, 2011, will tentatively cover:

- ❖ Description of EFC
- ❖ Participation criteria definitions
- ❖ Program Implementation
- ❖ Mutual agreement
- ❖ Placement options and approval standards
- ❖ Placement agreements
- ❖ Case planning
- ❖ Caseload standards
- ❖ Supervision and visitation
- ❖ Court process
- ❖ Re-entry

The THP-Plus-FC ACL(s) will tentatively cover:

- ❖ County Plans
- ❖ Health and safety standards
- ❖ Approval standards
- ❖ Oversight process
- ❖ 70/30 bed split
- ❖ Contingency plan for moving funds between programs
- ❖ Letter of Intent



- ❖ IV-E federal audit standards
- ❖ Rates

The eligibility and rates ACL(s) will tentatively cover:

- ❖ Five eligibility criteria
- ❖ Requirements for entry and re-entry
- ❖ Mutual agreement
- ❖ Certification
- ❖ IV-E eligible placements
- ❖ Documentation/verification of documentation
- ❖ Aid codes

The CFL(s) will tentatively cover, as appropriate for, EFC, THP-Plus-FC, KinGAP, AAP:

- ❖ Aid codes
- ❖ Sharing ratios
- ❖ Claiming
- ❖ Fiscal tracking
- ❖ Federal audit standards
- ❖ Allocation planning
- ❖ Allocation (after budget signed)

- For questions related to Kin-GAP, please call the Permanency Policy Bureau at (916) 657-1858.
- For questions related to EFC, please call the Foster Care Support Services Bureau at (916) 651-7465.
- OR email EFC and Kin-GAP questions to: [AB12@dss.ca.gov](mailto:AB12@dss.ca.gov)
- For questions related to AAP please call the Adoptions Services Bureau at (916) 651-8089.
- ACL 11-15 can be found at:  
[www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11\\_15.pdf](http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11_15.pdf)
- To assist counties in preparation for implementation, several resources are enclosed that counties may find useful. The CDSS does not require counties to use any of the resources or tools. The following documents are enclosed:
  - The CDSS AB 12 fact sheet

- Organizational Readiness Assessment Tool for AB 12\*
- The AB 12 County Plan for Implementation\*

\*created by The Child and Family Policy Institute of California and Shared Vision Consultants, funded by the Stuart and Walter S. Johnson Foundation.

Additional online resources:

- The entire text of AB 12 is at:  
[http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab\\_0001-0050/ab\\_12\\_bill\\_20100930\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_0001-0050/ab_12_bill_20100930_chaptered.pdf)
- Further information is available at: [www.cafosteringconnections.org](http://www.cafosteringconnections.org)

Sincerely,

***Original Document Signed By:***

Karen B. Gunderson, Chief  
Child and Youth Permanency Branch  
Children and Family Services Division



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## California Fostering Connections to Success Act Assembly Bill (AB) 12 Extending Foster Care Benefits FACT SHEET

### Summary

The California Fostering Connections to Success Act was signed into law September 30 2010, through AB 12. This legislation recognized the importance of family and permanency for youth by extending payment benefits and transitional support services for Adoption Assistance Program (AAP), Kinship Guardianship Assistance Payment (Kin-GAP) Program and Foster Care.

Effective January 1, 2012, the bill allows eligible 18 year olds in foster care to remain in foster care up to age 19 years. Starting January 1, 2013, foster youth can remain in foster care up to age 20 years, and starting January 1, 2014, up to age 21 years contingent upon budget appropriation by the state legislature. Youth over age 18 years in foster care are designated as “non-minor dependents.”

### Goals and Benefits

- Foster youth will be able to maintain a safety net of support while experiencing independence in a secure and supervised living environment.
- Extended time as provided in the “non-minor dependent” status can assist youth in becoming better prepared for successful transition into adulthood and self-sufficiency through education and employment training opportunities.

### Basic Eligibility Requirements

- At the six month hearing prior to youth’s 18<sup>th</sup> birthday, the social worker/probation officer must have a plan to ensure the youth meets at least ONE of the following criteria:
  - 1) Completing high school or equivalent program (e.g. GED); OR
  - 2) Enrolling in college, community college or a vocational education program; OR
  - 3) Employed at least 80 hours a month; OR
  - 4) Participating in a program designed to promote or remove barriers to employment; OR
  - 5) Unable to do one of the above requirements because of a medical condition.
- Probation youth who are in a foster care placement may also be eligible to remain in foster care.
- "Non-minor dependents" must sign an agreement to reside in an eligible placement location and agree to work with a social worker to develop and meet the goals of a Transitional Living Plan.

- Remaining in foster care after age 18 years is voluntary. Foster youth can decide to exit at age 18, or at any subsequent time before they "age-out." Foster youth who exit foster care at 18 can change their mind and return to foster care at any time before age 20 (or 21 if the age limit is extended in 2014) the age extension for which they qualify.
- Once dependency is terminated for a youth age 18 or older, the court may establish a trial period of independence until the day before the youth's 21<sup>st</sup> birthday.
- In concert with AB 2418 (Statutes of 2010), for purposes of Indian child custody proceedings, this may also extend the provisions of the federal Indian Child Welfare Act of 1978 (ICWA) to an unmarried dependent youth between age 18 and 21 years old.

### **Foster Placement Options**

- Eligible placement options for youth after age 18 include:
  - 1) Remain in existing home of a relative, non-related extended family member, licensed foster family home, certified foster family agency home, or home of a non-related legal guardian.
  - 2) Transitional Housing Program-Plus Foster Care. This is a new placement option under development.
  - 3) Supervised Independent Living setting. This new placement option under development may include an apartment (with or without a roommate), room and board arrangements or college dorms. The placements will be approved and supervised by the county.
  - 4) Group home placement can only continue for a non-minor dependent who has graduated high school if he/she meets eligibility criteria number 5 (medical condition).

### **Kin-GAP**

- Youth living with a relative under the Kin-GAP Program who meet one of the criteria, will be eligible for extended care under AB12 if the guardianship was established when the youth was age 16 or older.
- To be eligible for the federal Kin-GAP Program, youth must meet the following:
  - 1) be a dependent of the juvenile court, AND
  - 2) live with an approved relative for at least six months prior to the guardianship, AND
  - 3) have a kinship guardianship with that relative ordered by the juvenile court, AND
  - 4) after guardianship is ordered, have his or her dependency case dismissed by the court.

### **Indian Child**

The ICWA-eligible youth between age 18 and 21 years who are under the jurisdiction of the dependency court would be considered Indian children for purposes of ICWA application in proceedings, including dependency, termination of parental rights and adoption proceedings. Additional considerations of AB 2418, which further defines "Indian child", are under review. Application of the ICWA for this population will address the youth's status as a legal adult capable of making independent decisions and allow this population of youth to opt out of ICWA application, if he or she so chooses.

## **Additional information**

- Youth who are custodial parents have the same rights to participate in foster care after age 18 as all other youth.
- Dual agency and supplemental rates will continue on behalf of youth who are consumers of Regional Center Services.
- The caregiver rates are in the process of being determined for approved living settings under AB 12.
- Former foster youth adopted at or after age 16, who meet the criteria, may be eligible for extended Adoption Assistance Payments.

This fact sheet summarizes the key elements of AB12 as passed by law. Many supporting and related elements pertaining to the implementation of AB 12 are in the process of being determined.

For more information visit: [www.cafosteringconnections.org](http://www.cafosteringconnections.org)

If you have questions or need additional information please email: [AB12@dss.ca.gov](mailto:AB12@dss.ca.gov) (CWPPDB Rev: 5/19/11)

## ORGANIZATIONAL READINESS SELF ASSESSMENT TOOL

Prepared by Shared Vision Consultants in conjunction with the Child and Family Policy Institute, Funded by the Stuart and Walter S. Johnson Foundation.

This tool was developed to assist counties with a framework for conducting an organizational assessment for the implementation of AB 12. Across California counties are taking different approaches to ready themselves for implementation of AB 12, this is a draft framework that may be helpful for some counties.

### Introduction

This template is provided to support child welfare service agencies in the assessment of their organizational strengths and challenges related to the implementation AB12. The results from the organizational self-assessment should be used by agencies to develop a comprehensive action plan that includes:

- Organizational Readiness Self Assessment Tool (below)
- Plan for Implementation
- Strategic Plan for AB12
- AB12 Planning Time Line

### Guidelines for Use

The information contained in this document is intended to be used as suggested guidelines.

The categories include:

- Information gathering,
- Data collection,
- Shared values and common language,
- Training,
- Family and youth engagement.

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### Part A: INFORMATION GATHERING

Information obtained for a self assessment may be gathered from many sources. For example, it will be helpful to gather information from the following sources:

- Review of the AB12 legislation and/or AB12 Primer
- Review of the Transitional Housing Program (THP)-Plus (+) Primer

Use the following two spaces to record additional things the county might consider related to gathering information and specific next steps for gathering information.

4. Things to consider: \_\_\_\_\_

5. Next steps:

**Part B: DATA**

**COLLECTION**

High quality data, including both qualitative and quantitative data, are essential for understanding the magnitude and impact of AB12 legislation on the current county child welfare agency. It is important to estimate the number of youth who may be eligible to remain in foster care after January 2012. You can access this information through:

- o Business Object queries
- o AB12 Estimator created by Contra Costa county
- o Currently, Safe Measures is developing a report to identify youth turning 18 years old by their birthday month for each month beginning 1/1/12.

6. Estimate the number of potential youth may remain in foster care in 2012.

7. Determine the impact to caseloads?

8. Will they increase or decrease?

Use the following two spaces to record additional things the county might consider related to data collection and specific next steps for collecting data.

10. Things to consider: \_\_\_\_\_

11. Next steps: \_\_\_\_\_

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**PART C: SHARED VALUES AND COMMON LANGUAGE**

There may be different stakeholders at the table who may have different values and understanding for similar words. One might ask who the stakeholders are. Have the stakeholders been identified and engaged? Are their thoughts about how to effectively engage stakeholders? This part of the organizational assessment examines shared values and common language. It should begin internally with the child welfare agency and then move to create a shared vision among the community stakeholders.

It may be necessary to conduct focus groups and administer surveys to obtain this information.

12. Have the stakeholders (broadly defined) identified shared values regarding AB12?

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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13. Have the stakeholders (broadly defined) identified a common language regarding AB12?

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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14. Have **all** the stakeholder roles been clearly defined in the implementation of this initiative?

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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Use the following two spaces to record additional things the county might consider related to shared values and common language and specific next steps for identifying shared values and common language.

15. Things to consider: \_\_\_\_\_

16. Next steps: \_\_\_\_\_

**PART D: STAFF TRAINING AND ENGAGEMENT**

A base line assessment of training needs should be established and an analysis of gaps identified. For each stakeholder below, training may be necessary. For example, participants can be asked about their knowledge, skills, values and attitudes regarding implementation of the initiative. Further, questions to solicit thoughts about additional items to make implementation more successful may be considered.

Assess the information below through a review of county policies, case reviews, focus groups, surveys or training needs assessments, to determine if the implementation participants need additional training.

17. Please provide a response to each of the boxes in the matrix below.

Stakeholder / Group	Have Key Knowledge, Skills and Values been identified?	Has a written Curriculum been developed?	Have Coaching Tools been developed?	Have Transfer of Learning Tools been developed?	Does the training need to be standardized?	Does training need to be mandated?
Management	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisors	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Staff	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Caregivers	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Partners	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Judicial/ Legal community	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Not Yet <input type="checkbox"/> Starting To <input type="checkbox"/> Somewhat <input type="checkbox"/> Just About <input type="checkbox"/> Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Use the following two spaces to record additional things the county might consider related to staff training and engagement and specific next steps for training and engaging staff about the program, intervention or initiative.

18. Things to consider: \_\_\_\_\_

19. Next steps: \_\_\_\_\_

**PART E: YOUTH ENGAGEMENT**

Youth, relatives and caregivers are integral partners in AB12 and must be included in every aspect of child welfare agency planning and decision-making.

This information can be gathered through management information systems, review of county policies, case reviews, focus groups or surveys to determine the level of family participation.

20. Has the child welfare agency engaged the following groups in planning for this initiative, program, or intervention?

1. Youth

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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2. Relatives

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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3. Caregivers

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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21. Has the child welfare agency engaged the following groups in decision making for the AB12 implementation?

4. Youth

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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5. Relatives

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
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6. Caregivers

1. <input type="checkbox"/> Not yet	2. <input type="checkbox"/> Starting To	3. <input type="checkbox"/> Somewhat	4. <input type="checkbox"/> Just About	5. <input type="checkbox"/> Complete
-------------------------------------	---	--------------------------------------	--	--------------------------------------

Use the following two spaces to record additional things the county might consider related to youth engagement and specific next steps for engaging caregivers and relatives.

23. Things to consider: \_\_\_\_\_

24. Next steps: \_\_\_\_\_

## AB12 CALIFORNIA FOSTERING CONNECTIONS TO SUCCESS ACT

### COUNTY IMPLEMENTATION PLAN

Prepared by Shared Vision Consultants in conjunction with the Child and Family Policy Institute, Funded by the Stuart and Walter S. Johnson Foundation.

This tool was developed to assist counties with a framework for the implementation of Assembly Bill (AB) 12. Across California counties are taking different approaches to ready themselves for the implementation of AB 12, this is a draft framework that may be helpful for some counties.

#### What do we mean by implementation?

- Implementation is a specified set of activities that are designed to put into action an initiative, program, or intervention. In this case AB 12, California Fostering Connections to Success Act.
- Implementation is a process, not an event. Even though the All County Letter's are not due to the counties until October 1, 2011, considerable pre-planning work can and should commence as early as possible.
- Implementation is synonymous with coordinated change at system, organization, program, and practice levels.
- Implementation requires change in skill levels, organizational capacity, and organizational culture, and requires education, practice, and time to mature.

#### What are some common challenges to implementation?

The research literature shows us common challenges to implementation.

- The challenges and complexities of implementation far outweigh the efforts of developing the practices and programs themselves.
- Staff filing manuals in file cabinets and/or putting manuals on shelves are not the same as implementing innovations into practice.

<sup>1</sup> Fixsen, D.L., Naoom, S.F., Blase, K.A., Friedman, R.M., & Wallace, F. (2005). Implementation Research: A synthesis of the literature. Tampa, FL: University of South Florida, Louis de la Parte Florida Mental Health Institute, The National Implementation Research Network (FMHI Publication #231).

### AB12 Implementation Planning Guide for California Counties

1. ASSESSMENT PROCESS		NOTES:
Self Assessment	Develop an AB12 Implementation committee/workgroup or use an existing committee	
	Complete the "Organizational Readiness Self-assessment Tool for AB12"	
2. GETTING READY		NOTES:
Prioritize	Review the "Organizational Readiness Self-assessment tool for AB12" and prioritize areas for implementation <ul style="list-style-type: none"> <li>• Information Gathering</li> <li>• Data Collection               <ul style="list-style-type: none"> <li>○ Currently, Safe Measures is developing a report to identify youth turning 18 by their birthday month for each month beginning 1/1/12.</li> <li>○ Contra Costa County developed</li> </ul> </li> </ul>	Priorities:

	<p>the AB 12 Estimator listed at the bottom of this document as a resource.</p> <ul style="list-style-type: none"> <li>○ Business Object queries can also access this data.</li> <li>● Shared Values/Common Language</li> <li>● Staff and Partners Engagement</li> <li>● Youth Engagement</li> </ul>	
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3. PRE-IMPLEMENTATION PLANNING		NOTES
Plan* for three focus areas: 1. Program & Service Delivery 2. Placement 3. Training/ Informing	Develop specific outcomes and goals the group intends to accomplish by answering the question, "What do we want to accomplish?"	
	Identify current practices that must change	
	Identify current aspects of agency culture that must change	

3. PRE-IMPLEMENTATION PLANNING		NOTES
	Identify or develop specific strategies necessary to realize the new vision by answering the question, "What will we do to get there?"	
	For each strategy, identify specific, measurable indicators of progress that will be assessed by answering the question, "How will we know if we are making progress?"	
	For each strategy, decide who will be responsible for implementation by answering the question, "Who will be responsible?"	

3. PRE-IMPLEMENTATION PLANNING		NOTES
	For each strategy, decide on a date by which it will be completed by answering the question, "What is the time frame for completion?"	
	<p>Compile above information in the "AB12 Strategic Plan".</p> <p>Circulate a draft of the plan for input and revise as needed</p> <p>Finalize the plan and submit it for approval (if needed)</p>	

County AB12 Strategic Plan

Focus Area: \_\_\_\_\_

Lead Staff: \_\_\_\_\_

List Strategy and Activities needed to be accomplished for each focus area: Program & Service Delivery, Placement, and Training/Informing

Strategy/Activity	Start Date	Day to be completed	Actual Completion Date	Task Assignment	Priority	Notes



Strategy/Activity	Start Date	Day to be completed	Actual Completion Date	Task Assignment	Priority	Notes

DRAFT

Strategy/Activity	Start Date	Day to be completed	Actual Completion Date	Task Assignment	Priority	Notes

DRAFT

### County AB12 Planning Timeline

April 2011	May	June	July	August
<ul style="list-style-type: none"> <li>- Create AB12 Implementation Committee</li> <li>- Identify members                             <ul style="list-style-type: none"> <li>o Child Welfare Services (CWS) &amp; Probation Staff of all levels</li> <li>o Community Partners including Transitional Housing Program (THP)-Plus (+) providers</li> <li>o Youth</li> <li>o Tribal representative</li> <li>o Education, Mental Health, Colleges</li> </ul> </li> <li>- Invite members</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee Kick Off Meeting</li> <li>- Orient Committee by showing AB12 Power Point</li> <li>- Complete "Organizational Self-Assessment Readiness Tool"</li> <li>- Prioritize focus areas</li> <li>- Set next meeting</li> <li>- Gather data regarding number of youth emancipating in 2012</li> <li>- Develop AB12 Youth Orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Review Data collection</li> <li>- Complete Strategic Plan for each focus area: Program and Service Delivery, Placement, Training/Informing</li> <li>- Develop sub groups for each focus group</li> <li>- Orient youth turning 18 in first quarter 2012, to AB12 and survey their plans to remain in foster care or not</li> <li>- Hold Staff and Community AB12 Orientation using AB12 Power Point</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Hold Focus Area Subgroups</li> <li>- Hold Staff and Community AB12 Orientation using AB12 Power Point</li> <li>- Develop AB12 Re-entry Intake Process</li> <li>- Determine how cases will be handled: spread through all ongoing units or specialized unit</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Hold Focus Area Subgroups</li> <li>- Hold Staff and Community AB12 Orientation using AB12 Power Point</li> <li>- Orient youth turning 18 in second/third quarter 2012, to AB12 and survey their plans to remain in foster care or not</li> <li>- Determine Dual Juris Probation/CFS process</li> </ul>

September	October	November	December	January 2012
<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Hold Focus Area Subgroups</li> <li>- Develop Youth AB12 Brochure</li> <li>- Develop Placement Process</li> <li>- Determine THP+ foster care approval process</li> <li>- Determine Supervised Independent Living Placement approval process</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Hold Focus Area Subgroups</li> <li>- Orient youth turning 18 in fourth quarter 2012, to AB12 and survey their plans to remain in foster care or not</li> <li>- Hold Staff and Community AB12 Orientation using AB12 Power Point</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Hold Focus Area Subgroups</li> <li>- Approve new THP+ Foster Care programs</li> <li>- Develop THP+ Foster care Implementation Sub group</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Hold Focus Area Subgroups</li> <li>- Approve housing for youth remaining in foster care in January 2012</li> <li>- Hold Staff and Community AB12 Orientation using AB12 Power Point</li> </ul>	<ul style="list-style-type: none"> <li>- Hold AB12 Implementation Committee</li> <li>- Complete Intake process with youth remaining in foster care as needed</li> </ul>

## Instructions for Using the AB12 Estimator

The AB12 estimator is an instrument that was developed by Contra Costa County to estimate how the AB12 Legislation will affect county foster care systems. The AB12 raises the foster care eligibility age limit from 18 years to 21 years. This legislation has the potential to increase the number of youth enrolled in foster care services at any given time because youth will not age out of the system when they turn 18. The AB12 estimator can help counties prepare for potential case and caseload increases in 2012.

The AB12 estimator offers two ways to estimate the impact that the legislation will have on county foster care departments. The first considers number of open cases and the second looks at caseload size. The information that you will need to use this estimator can be found via the CWS/Case Management System at [http://csr.berkeley.edu/ucb\\_childwelfare](http://csr.berkeley.edu/ucb_childwelfare) or through your county's data department.

### Projected Open Cases

The first estimator considers how AB12 may impact open cases in 2012. To estimate the number of emancipated youth remaining in the system, complete the following steps:

- 1) Enter the number of open cases in box A2.
- 2) Enter the percentage of those cases in A2 that were assigned to Continuing Services Social Workers in box B2.
- 3) Box C2 should automatically calculate the number of cases seen by Continuing Services Social Workers.
- 4) Enter the number of your county's Continuing Services Social Workers in box D2.
- 5) Box E2 should automatically calculate the caseload ratio for January 2011.
- 6) In box A6, enter the growth or loss in number of child welfare cases that your county experienced in 2011.
- 7) Box B6 should automatically calculate the expected projected number of open cases that your county will be serving in January 2012.

## Caseload Size

The second estimator considers the impact that AB12 may have on caseload size in 2012. You must first complete the seven steps listed above in order to predict caseload size.

- 8) Enter the number of youth who are expected to emancipate (because they will turn 18) in FY 2011 in box C6.
- 9) In box D6, enter the percentage of youth who are eligible to emancipate but will most likely remain in the system (typically 100%).
- 10) Box A10 should automatically calculate the projected number of cases assigned to Continuing Services Social Workers in 2012.
- 11) Enter the number of Continuing Services Social Workers that your county employs in box B10.
- 12) Box C10 should automatically calculate the estimated caseload size for Continuing Services Social Workers.
- 13) Box D10 should automatically calculate the estimated caseload increase.