

FOR YOUR INFORMATION

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Issue 19-03

Date: 01/31/19

DOCUMENTING CHILD AND FAMILY TEAM (CFT) MEETINGS IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS) – UPDATED INSTRUCTIONS

Please refer to the updated [instructions](#) on documenting all CFT meetings in CWS/CMS to implement [All County Letter \(ACL\) 17-104](#).

The updated instructions reflect changes resulting from recent CWS/CMS code drop and further clarifying information.

As a reminder and as previously instructed by FYI 18-76, all CFT meetings that take place **on and after January 1, 2018**, including family engagement efforts to prepare the family for the meeting must be documented in CWS/CMS.

Initial CFTMs for children and youth who entered foster care prior to 1/1/19, are also entered into the CFT Database regardless of CFT meeting date; and for those who entered foster care on or after 1/1/19, the CFTMs may only be documented in CWS/CMS following these [instructions](#). All necessary entries into the CFT Database can be made until 3/31/2019 since effective 4/1/019, the CFT Database becomes read-only.

Impacted Procedural Guides and the e-learning will be revised in the future to incorporate these updated [instructions](#).



If you have any questions regarding this release please e-mail your question to:

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