

FOR YOUR INFORMATION

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Issue 19-16

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DOCUMENTING SEXUAL ORIENTATION AND GENDER IDENTITY AND EXPRESSION (SOGIE) DATA INTO CWS/CMS

This is to remind staff that [FYI 18-15](#), states that Sexual Orientation and Gender Identity and Expression (SOGIE) should be documented, if consent is given, in the CWS/CMS Client Notebook ID page in the Sexual Orientation, Gender Identity, and Gender Expression fields. Staff must follow the outlined [instructions](#) to enter data in CWS/CMS.

Additionally, [All County Letter No.19-20](#), provides updated guidance and instructions for SOGIE documentation in CWS/CMS.

The following are important reminders for staff when collecting and documenting SOGIE information:

- The sharing of SOGIE information by the minor/Non-Minor Dependent(NMD) is voluntary and the minor/NMD may decline to disclose any of their SOGIE information.
- If consent is given by the minor/NMD, document in CWS/CMS what the minor/NMD discloses and update the information as changes are reported by the minor/NMD.
 - Subjective opinions or assumptions on the minor/NMD's SOGIE should neither be made nor documented in CWS/CMS.
- There is no right or wrong age to ask a minor/NMD about their sexual orientation and gender identity and expression.
- Staff should engage minors/NMDs who are developmentally and cognitively capable of understanding and discussing gender, in an age-appropriate discussion of their preferred gender expression and the gender with which they identify.
- A minor/NMD's SOGIE is not static and may change during the duration of a case.
- Per WIC 827, A minor/NMD's SOGIE is not to be disclosed to other individuals or agencies, without the minor/NMD's permission.
- Staff must refer to the [glossary of SOGIE data frame terms](#) to ensure consistent usage and unified understanding of SOGIE terms.



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

Policy@dcfs.lacounty.gov

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- Staff may also refer to the following additional resources: [“Best Practices for Asking Questions to Identify Transgender and Other Gender Minority Respondents on Population-Based Surveys”](#) by the Willimas Institute, [“Guidelines for Managing Information Related to the Sexual Orientation & Gender Identity and Expression of Children in Child Welfare Systems”](#) by Family Builders by Adoption, or [“SOGIE Data Collection”](#) by the Human Rights Campaign Foundation.

Pertinent policies will be revised in the future to incorporate the above information



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