

# CWS/CMS CASE PLAN DOCUMENTATION OF REPRODUCTIVE AND SEXUAL HEALTH CARE NEEDS AND RIGHTS OF FOSTER YOUTH

There are two types of new information that must be entered into the case plan for youth in foster care, ages 10 or older and Nonminor Dependents (NMDs):

1. Information regarding a youth's/NMD's receipt of **Comprehensive Sexual Health Education** (CSHE), and
2. Information regarding the youth/NMD being informed of their **sexual and reproductive health rights and services**.

County child welfare agencies must document these requirements in the Case Plan Notebook in the Child Welfare Services/Case Management System (CWS/CMS) application.

Since CWS/CMS Release 8.5, the Case Plan Documents (both Initial Case Plan and Updated Case Plan, English and Spanish versions) now display Reproductive Rights and Sexual Health Education information.

<b><u>DELIVERED SERVICES RELATING TO SEXUAL HEALTH EDUCATION AND REPRODUCTIVE CARE / RIGHTS</u></b>			
<b><u>CASE MANAGEMENT SERVICES</u></b>			
<b>1. Assist Access to Sexual/Repro Care Svcs</b>			
<b><u>Service Recipient</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	
William A., Elizabeth B.	10/15/2018	10/15/2018	
<b>2. Inform Sexual and Repro Health Rights</b>			
<b><u>Service Recipient</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	
William A.	10/02/2018	10/02/2018	
<b><u>SEXUAL HEALTH EDUCATION SERVICES</u></b>			
<b>1. Sexual Health Education High School</b>			
<b><u>Service Recipient</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	
Rose B.	08/14/2017	08/14/2017	
<b>2. Sexual Health Education Middle School</b>			
<b><u>Service Recipient(s)</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	
Rose B.	04/22/2015	04/22/2015	

## A. Documenting Comprehensive Sexual Health Education (CSHE)

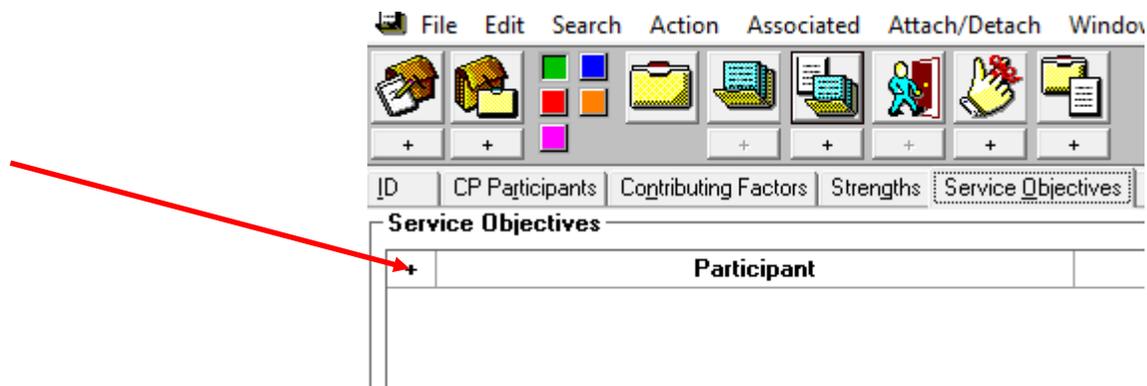
In order to document verification that either the youth or NMD has or has not received CSHE, it must be entered as a "Service Objective" or as a "Planned Client Service," whichever is appropriate for the youth or NMD.

**Entering CSHE as a Service Objective:** When the youth has *already received CSHE*, enter this as a "Service Objective." Once entered, this service objective will appear on the Case Plan document indicating the youth/NMD's receipt of CSHE during the respective grade level, and no further client responsibility is required to meet this annual requirement.

When updating the case plan, choose this Service Objective from the previous case plan and copy into the updated case plan document. This will ensure documentation of the youth or NMD's receipt of CSHE is copied into the updated case plan document until the youth is required to receive CSHE again according to the requirements of the California Healthy Youth Act.

Below are the steps to enter CSHE as a Service Objective: In the Client Services page,

1. Click "+" to "Create New Case Plan."
2. Select the new case plan participants and the start date for the case plan.
3. Click "OK"
4. Complete the Case Plan Participants page as needed.
5. Next, select the "Services Objectives" tab.
6. In the Service Objectives grid, click "+" to bring up the dialog box to create a new service



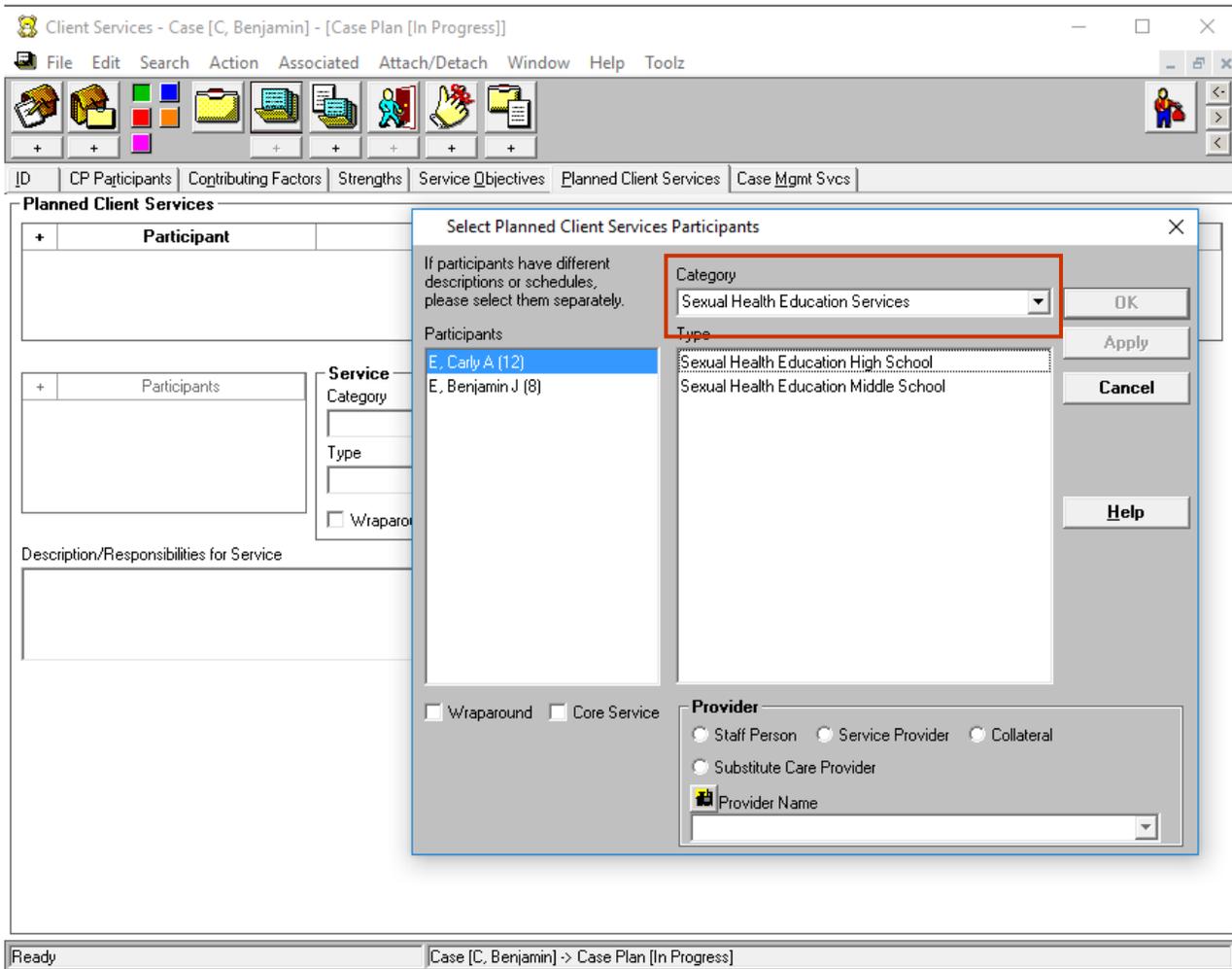
objective.

7. Select the youth or NMD from the participant list.
8. From the "Service Objectives" drop down menu, select "Sexual Health Education Services," and from the "Type" box, select either "Sexual Health Education High School" or "Sexual Health Education Middle School"
9. Click "OK."
10. Complete the "Additional Description for Participant" box, by entering, "Received CSHE in [X] grade," (with "X" being the grade level during which the youth or NMD received CSHE, for example, 7, 8, 9, 10, etc.).

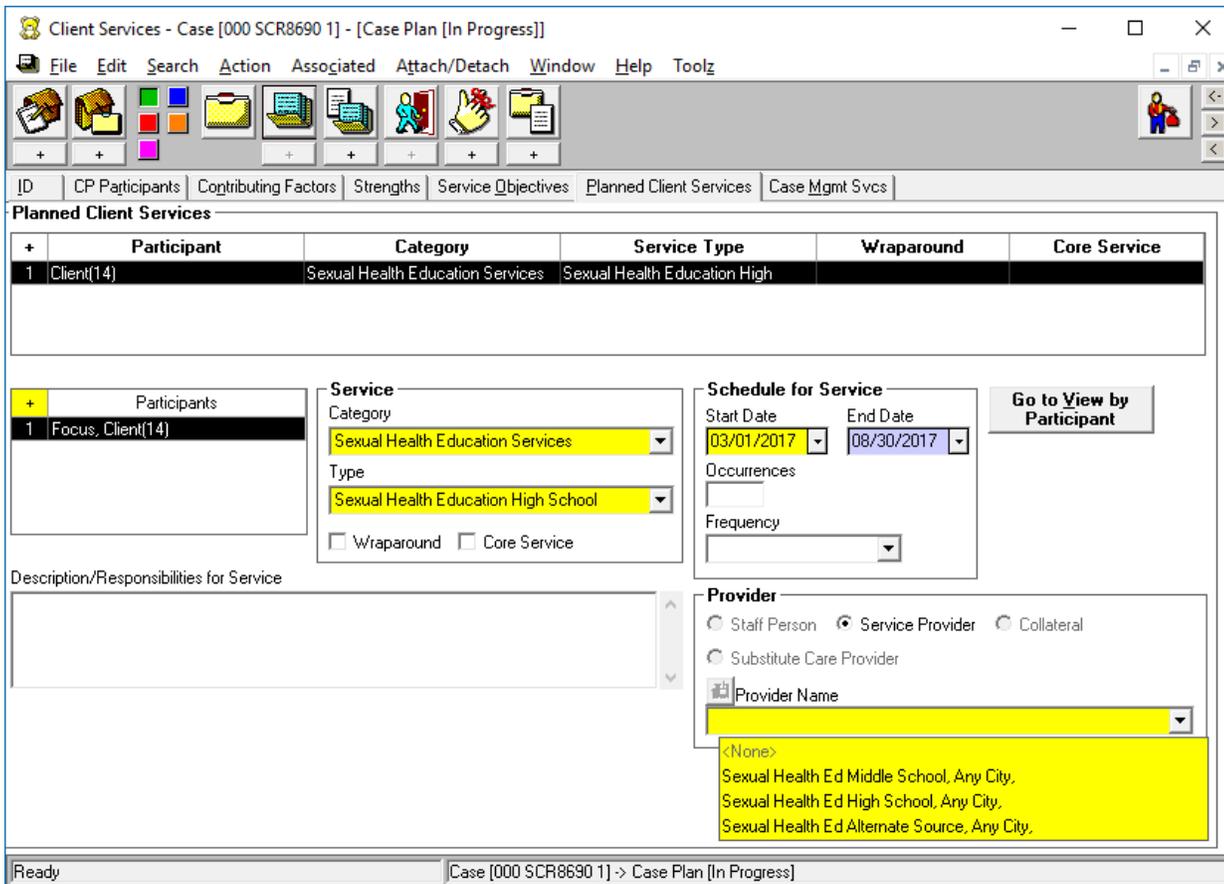
**Entering CSHE as a Planned Client Service:** When a youth has *not yet received* CSHE, enter this information under the "Planned Client Services" tab. This will document the participant's responsibility to receive CSHE at least once during middle school or high school, depending on the participant's grade level. This will result in the item appearing on the case plan document in the "Client Responsibilities" section.

In the Case Plan Notebook, in the "Planned Client Services" tab,

1. Click the "+" to bring up the dialog box.
2. Select the participant from the participant list.
3. Under the "Category" drop down menu, select **Sexual Health Education Services.**



4. Under the “Type” drop down menu, select either “Sexual Health Education High School” or “Sexual Health Education Middle School.”
5. Select the Provider Name of the service provider that will provide CSHE to the youth or NMD in the drop-down menu, then click “OK.” (Note: When ‘Sexual Health Education Services’ is selected, three static Service Providers -- Sexual Health Ed Middle School, Sexual Health Ed High School and Sexual Health Ed Alternate Source -- will automatically populate the Provider Name combo box. These three values will be the only values available for selection).
6. In the “Description/Responsibilities for Service” box, enter one of the following, depending on the participant’s grade level:
  - a. Receive CSHE at least once during middle school.
  - b. Receive CSHE at least once during high school.
  - c. Receive CSHE at least once, alternative source (describe).



7. Next be sure to “save to the database.”

## B. Documenting that the Youth/NMD has been informed of Sexual and Reproductive Health Rights and Services

Due to the addition of [Subdivision \(g\)\(21\) to Section 16501.1 of the W&IC](#), case management workers must update the youth/NMD’s case plan annually, or more frequently as needed, to indicate that they have informed the youth/NMD of certain information related to their sexual and reproductive health rights and services.

Entering “Sexual and Reproductive Health Rights and Services Delivered” as a “Case Management Service”: Using the Case Management Services tab (labeled as “Case Mgmt Svcs”), “Sexual and Reproductive Health Rights and Services Delivered” will be documented on the Case Plan document in the section, “Agency Responsibilities.” This documents the agency’s responsibility to provide the youth/NMD with information about their sexual and reproductive health rights, including the case management worker’s facilitation in assisting the youth or NMD to access care or removing any identified barriers to receive care, as needed.

1. From the Case Management Section (Green Square), select the “Case Mgmt Svcs” tab.
2. Click “+” to bring up the dialog box.



Planned Client Services

Participant	Category	Service Type
1 Bobby(18)	Education Services	Other

Participants: 1 B. Bobby(18)

Service Category: Education Services  
Type: Other  
 Wraparound  Core Service

Schedule for Service  
Start Date: 04/16/2018  
End Date: 10/15/2018  
Occurrences:   
Frequency:   
Contact/Visitation Waivers:   
Go to View by Participant

Description/Responsibilities for Service  
Receive CSHE at least once during high school.

Provider  
 Staff Person  Service Provider  Collateral  
 Substitute Care Provider  
Provider Name:   
Go to View by Participant

- Select the youth or NMD from the participant list.
- Under the Category drop down, select "Education Services."
- Under the Type drop down, select Other.
- Click "OK."
- In the "Agency Responsibilities for Service" box, enter "Sexual and Reproductive Health Rights and Svcs Delivered."
- In the "Provider" box, select "Staff Person."

Case Management Services

Participant	Category	Service Type
1 Marcia(19), Bobby(18)	Case Management Services	SW Plan Contact
2 Bobby(18)	Health/CHDP Services	Other

Participants: 1 B. Bobby(18)

Service Category: Health/CHDP Services  
Type: Other  
 Wraparound  Core Service

Schedule for Service  
Start Date: 04/16/2018  
End Date: 10/15/2018  
Occurrences:   
Frequency:   
Contact/Visitation Waivers:   
Go to View by Participant

Agency Responsibilities for Service  
Sexual and Reproductive Health Rights and Svcs Delivered

Provider  
 Staff Person  Service Provider  Collateral  
 Substitute Care Provider

Contacts/Visits  
Contact Party:   
Contact Method:   
Supervision Required:  Yes  No  Not Applicable

3. Lastly, remember to "save to the database."

Note: In addition to annually documenting the above sexual and reproductive health information in the case plan, corresponding contacts with the youth or NMD and any actions in assisting the youth or NMD in facilitating or accessing sexual and reproductive health care should be documented as a social worker contact in the case record. In the Contact Notebook, the Service Type 'Inform Sexual and Repro Health Rights' has been added under the Service Category 'Case Management Services' to assist staff with this documentation:

Client Services - Case [000 SCR8690 1] - [Contact [10/22/2018 ]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Contact Associated Services Associated Visits

**Associated Services**

	Start Date	End Date	Service Category	Service Type	Wraparound	Core Service
1	11/01/2018	11/01/2018	Placement Services	Daycare		
2	11/01/2018	11/01/2018	Case Management Services	Inform Sexual and Repro Health Rights		

**Service**

Offered but not delivered  Hard Copy On File  Well Child Exam

Start Date: 11/01/2018 Start Time: : am Service Category: Case Management Services

End Date: 11/01/2018 End Time: : am Service Type: Inform Sexual and Repro Health Rights

Wraparound  Core Service

**Provider**

Staff Person  Service Provider  Collateral

Substitute Care Provider

Provider Name: Provider One, Service - Secondary Agency Ste.2, Sacramento, CA

**Child and Family Team**

Lead Agency: [Dropdown]

Facilitator:  Staff Person  Service Provider

Facilitator Name: [Dropdown]

Key Roles	Attendees

\* denotes KEY ROLES that allow multiple attendees

Key Role: [Dropdown] Attendees: [Dropdown]

Ready Case [000 SCR8690 1] -> Contact [10/22/2018 ]

For instructions on entering **pregnancy-related information** in CWS/CMS (as either an observed condition or a diagnosed condition), please refer to [ACL 16-32](#), Documentation Of Pregnancy And Parenting In The Child Welfare Services/Case Management System For Minor And Non-Minor Dependents.