

September 29, 2025

HCPCFC PROGRAM LETTER: 25-04

TO: HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE
ADMINISTRATORS

SUBJECT: HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE
PERFORMANCE MEASURES 1 AND 2 SUBMISSION GUIDELINES

The purpose of this letter is to provide Health Care Program for Children in Foster Care (HCPCFC) administrators and staff with information on the submission guidelines for:

- Performance Measures (PM) 1: Care Management; and
- PM 2: Public Health Nurse (PHN) Health Care Management Plan¹

that are required for the administration and operation of the HCPCFC.

The Department of Health Care Services (DHCS) has instructed local programs to begin collecting PM 1 & 2 data starting July 1, 2025, for fiscal year (FY) 2025-26. This data will be due to DHCS with budget submissions for FY 2026-27, using the PM sheet located in the HCPCFC Budget Workbook.² Local programs should only submit one PM sheet annually along with each local program's HCPCFC budget submissions. As a reminder, the scope of data for PM 1 & 2 is limited to foster youth who entered foster care during the fiscal year being reported. More information on budget submission instructions can be found in the HCPCFC Financial Policy and Procedure Manual.³

PM data source(s) may be the local program's tracking system of choice and may include the use of data obtained from resources such as the California Child Welfare Indicators Project (CCWIP). If your local program does not have a tracking system in place, all PM data must be tracked manually and should be detailed in local policies and procedures (P&Ps).

Local programs who do not have access to the Child Welfare Services/Case Management System (CWS/CMS) can use a manual tracking system that captures each assigned referral made during the FY, initial contact, and both Health Care Management Plan and Health and Education Passport (HEP) review and update. The HCPCFC Program Administrator/Supervising Public Health Nurse (SPHN) will compile

¹ [HCPCFC Program Manual](#)

² [HCPCFC Budget Workbook](#)

³ [HCPCFC Financial Policy and Procedure Manual](#)

all PM data into one tracking sheet in order to fill out the PM sheet for DHCS submission. If your local program would like a template to manually track PMs data, please contact DHCS via email at HCPCFC@dhcs.ca.gov.

Local programs who have access to CWS/CMS and Business Objects can ask the county CWS/CMS Administrator to create special project codes within CWS/CMS to facilitate the collection of PM 1 & 2 data. The special project codes create "Business Objects" queries and reports into an Excel spreadsheet. The PHN must be assigned as secondary once a child is placed in foster care in CWS/CMS and must complete review of the health information within 30 days of being assigned. In addition, the PHN must complete the health care management plan within 60 days of being assigned. After each task is complete, the PHN enters the corresponding special project code with a start and end date. These steps can differ for each local program and may need adjustment to how each local program uses CWS/CMS.

For a sample of the CWS/CMS generated report or any program related questions, please contact DHCS via email at HCPCFC@dhcs.ca.gov.

Fiscal questions may be directed to: ISCDFiscal@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

Joseph Billingsley

Assistant Deputy Director
Health Care Delivery Systems
Department of Health Care Services

Attachments:

1. HCPCFC Special Projects Codes in CWS/CMS via Business Objects: How-to-Guide

Attachment 1:
Health Care Program for Children in Foster Care
Special Projects Codes in Child Welfare Services/ Case Management Services
(CWS/CMS) via Business Objects: How-to-Guide

» **Overview**

Local programs who have access to CWS/CMS and Business Objects can ask the county CWS/CMS Administrator to create three queries in Business Objects:

1. Youth assigned to a Public Health Nurse (PHN) (excluding Non-Dependent Guardianship (NDG) cases)
2. Youth assigned to a PHN who are in NDG cases
3. Fiscal year date objects

These queries are used to build four reports:

- 2 reports for Measure 1 (with and without NDG)
- 2 reports for Measure 2 (with and without NDG)

» **Before You Begin**

Ensure your county has created Special Project Codes in CWS-CMS for:

- Initial Health Information Review
- Initial PHN Health Management Plan

PHNs will use these codes to indicate when each activity was completed for a youth.

» **Query 1: Youth Assigned to PHN (Excluding NDG Cases)**

The screenshot displays the Business Objects query builder interface. The top section, titled "Result Objects", contains a grid of 13 fields: Focus Special Proj Client Start Date, Case Sec Assgn Start Date, Case Sec Assgn Name Formatted, Case Sec Assgn Unit Name, Case ID Number, Focus Client ID Number, Focus First Name, Focus Last Name, Focus Birth Date, Focus Special Proj Name, Focus Special Proj Desc, Focus Special Proj Client Comment, and Focus Special Proj Client End Date. The bottom section, titled "Query Filters", contains four filter conditions: Case Sec Assgn Unit Name is In List Nursing Unit (with a dropdown menu and a "zz" value), Case Sec Assgn Name Formatted is In List PHN's Name, Case Current Caseload is Not In List Non-Dependent Guardianships, and Case Start Date is Greater than or Equal to This State/County Fiscal Year Beginning-CD (Dates).

Filters:

- Case Second Assignment Unit Name and Case Second Assignment Name: Filter for the specific PHN staff.
- Case Current Caseload: Exclude NDG cases. Adjust this filter to match your county's process for flagging NDG cases.
- Case Start Date: Filter for the current fiscal year. You can use a date prompt to enter the date manually each time.

» **Query 2: NDG Youth Assigned to PHN**

The screenshot shows the Query Builder interface for Query 2: NDG Youth Assigned to PHN. The interface is divided into two main sections: 'Result Objects' and 'Query Filters'.

Result Objects: This section contains a list of fields that can be added to the query results. The fields are arranged in a grid and include:

- Focus Special Proj Client Start Date
- Case Sec Assgn Start Date
- Case Sec Assgn Name Formatted
- Case Sec Assgn Unit Name
- Case ID Number
- Focus Client ID Number
- Focus First Name
- Focus Last Name
- Focus Birth Date
- Focus Special Proj Name
- Focus Special Proj Desc
- Focus Special Proj Client Comment
- Focus Special Proj Client End Date
- Focus Special Proj Reason or Authority

Query Filters: This section contains a list of filters that can be applied to the query results. The filters are arranged in a grid and include:

- Case Sec Assgn Unit Name: In List, Nursing Unit, :ZZ
- Case Sec Assgn Name Formatted: In List, PHN's Name
- Case Current Caseload: In List, Non-Dependent Guardianships
- Case Start Date: Greater than or Equal to, This State/County Fiscal Year Beginning-CD (Dates)

This query is nearly identical to Query 1, except:

- Case Current Caseload: Filter to only include NDG cases.

» **Query 3: Date Objects**

The screenshot shows the Query Builder interface for Query 3: Date Objects. The interface shows the 'Result Objects' section with a single field selected:

- This State/County Fiscal Year Beginning-CD

Select the first day of the current fiscal year.

Note: If you're using date prompt, you'll need to run and reopen the query before adding the filters to the other two queries.

» Building the Reports

You'll create four separate report tables:

1. Measure 1 – without NDG

=NameOf ([Without NMD].[Focus Special Proj Client Start Date])	=NameOf ([Without NMD].[Focus Special Proj Name])	=NameOf ([Without NMD].[Case ID Number])	=NameOf ([Without NMD].[Focus Client ID Number])	=NameOf ([Without NMD].[Focus First Name])	=NameOf ([Without NMD].[Focus Last Name])	=NameOf ([Without NMD].[Focus Birth Date])	=NameOf ([Without NMD].[Case Sec Assign Name Formatted])	=NameOf ([Without NMD].[Case Sec Assign Start Date])	=NameOf([De	=NameOf([Nu
=([Without NMD].[Focus Special Proj Client Start Date])	=([Without NMD].[Focus Special Proj Name])	=([Without NMD].[Case ID Number])	=([Without NMD].[Focus Client ID Number])	=([Without NMD].[Focus First Name])	=([Without NMD].[Focus Last Name])	=([Without NMD].[Focus Birth Date])	=([Without NMD].[Case Sec Assign Name Formatted])	=([Without NMD].[Case Sec Assign Start Date])	= [Denomin ator 1]	= [Numerator or 1]

2. Measure 2 – without NDG

=NameOf ([Without NMD].[Focus Special Proj Client Start Date])	=NameOf ([Without NMD].[Focus Special Proj Name])	=NameOf ([Without NMD].[Case ID Number])	=NameOf ([Without NMD].[Focus Client ID Number])	=NameOf ([Without NMD].[Focus First Name])	=NameOf ([Without NMD].[Focus Last Name])	=NameOf ([Without NMD].[Focus Birth Date])	=NameOf ([Without NMD].[Case Sec Assign Name Formatted])	=NameOf ([Without NMD].[Case Sec Assign Start Date])	=NameOf ([Denomin ator 2])	=NameOf ([Numerator or 2])
=([Without NMD].[Focus Special Proj Client Start Date])	=([Without NMD].[Focus Special Proj Name])	=([Without NMD].[Case ID Number])	=([Without NMD].[Focus Client ID Number])	=([Without NMD].[Focus First Name])	=([Without NMD].[Focus Last Name])	=([Without NMD].[Focus Birth Date])	=([Without NMD].[Case Sec Assign Name Formatted])	=([Without NMD].[Case Sec Assign Start Date])	= [Denomin ator 2]	= [Numerator or 2]

3. Measure 1 – NDG only

=NameOf ([NMD].[Case ID Number])	=NameOf ([NMD].[Focus Client ID Number])	=NameOf ([NMD].[Focus First Name])	=NameOf ([NMD].[Focus Last Name])	=NameOf ([NMD].[Focus Birth Date])	=NameOf ([NMD].[Focus Special Proj Client Start Date])	=NameOf ([NMD].[Case Sec Assign Start Date])	=NameOf ([NMD].[Case Sec Assign Name Formatted])	=NameOf ([NMD].[Case Sec Assign Unit Name])	=NameOf ([NMD].[Focus Special Proj Name])	=NameOf ([Denominator 1 (NMD)])	=NameOf ([Numerator 1 (NMD)])
=([NMD].[Case ID Number])	=([NMD].[Focus Client ID Number])	=([NMD].[Focus First Name])	=([NMD].[Focus Last Name])	=([NMD].[Focus Birth Date])	=([NMD].[Focus Special Proj Client Start Date])	=([NMD].[Case Sec Assign Start Date])	=([NMD].[Case Sec Assign Name Formatted])	=([NMD].[Case Sec Assign Unit Name])	=([NMD].[Focus Special Proj Name])	=([Denominator 1 (NMD)])	=([Numerator 1 (NMD)])

4. Measure 2 – NDG only

=NameOf ([NMD].[Case ID Number])	=NameOf ([NMD].[Focus Client ID Number])	=NameOf ([NMD].[Focus First Name])	=NameOf ([NMD].[Focus Last Name])	=NameOf ([NMD].[Focus Birth Date])	=NameOf ([NMD].[Focus Special Proj Client Start Date])	=NameOf ([NMD].[Focus Special Proj Name])	=NameOf ([NMD].[Case Sec Assign Start Date])	=NameOf ([NMD].[Case Sec Assign Name Formatted])	=NameOf ([NMD].[Case Sec Assign Unit Name])	=NameOf ([Denominator 2 (NMD)])	=NameOf ([Numerator 2 (NMD)])
=([NMD].[Case ID Number])	=([NMD].[Focus Client ID Number])	=([NMD].[Focus First Name])	=([NMD].[Focus Last Name])	=([NMD].[Focus Birth Date])	=([NMD].[Focus Special Proj Client Start Date])	=([NMD].[Focus Special Proj Name])	=([NMD].[Case Sec Assign Start Date])	=([NMD].[Case Sec Assign Name Formatted])	=([NMD].[Case Sec Assign Unit Name])	=([Denominator 2 (NMD)])	=([Numerator 2 (NMD)])

» **Creating Variables for Numerator and Denominator**

Each report needs two variables: one for the Numerator and one for the Denominator. Please use the following formulas below to create variables for measures 1 and 2 in Business Objects:

- Measure 1 (30+ days):

Numerator 1:

=If DaysBetween([Case Sec Assgn Start Date];CurrentDate()) > 29 And
[Focus Special Proj Name] = "Initial Health Info. Review" Then "Numerator"

Denominator 1:

=If DaysBetween([Case Sec Assgn Start Date];CurrentDate()) > 29 Then
"Denominator"

- Measure 2 (60+ days):

Numerator 2:

=If DaysBetween([Case Sec Assgn Start Date];CurrentDate()) > 59 And
[Focus Special Proj Name] = "Initial PHN Health Mgmt. Plan" Then
"Numerator"

Denominator 2:

=If DaysBetween([Case Sec Assgn Start Date];CurrentDate()) > 59 Then
"Denominator"

» **Export to Excel and Calculate Counts**

Once reports are complete, export them to Excel.

In Excel:

- Create cells to calculate the total number of unique clients for each numerator and denominator.
- Use the following formulas below to create variables for measures 1 and 2 in Excel (adjust column letters as needed):

Numerator Formula:

=SUM(--(LEN(UNIQUE(FILTER(D:D, K:K="Numerator", "")))>0))

Denominator Formula:

=SUM(--(LEN(UNIQUE(FILTER(D:D, J:J="Denominator", "")))>0))

Where:

- Column D = Client ID

- Column K = "Numerator" column
- Column J = "Denominator" column

These formulas:

- Filter rows by whether they contain "Numerator" or "Denominator."
- Remove duplicates by client ID.
- Count the number of unique clients for each category.