Reconciling LCFF Foster Youth Not Included in the CALPADS 5.7 Report

1. Use the guide below to determine the reason a youth may not be included in the weekly CALPADS 5.7 report.
2. Collaborate with other agencies as needed to correct data in the systems of record (CWS/CMS and CALPADS).

Action	What do you need?	Quick Tips	How can Foster Focus help?
Confirm the youth's LCFF foster status.	LCFF Foster Definition Placement Agency Contact Information	Verifying any questionable information with the agency of jurisdiction is best practice. Youth not included in the local CWS/CMS data feed to Foster Focus <u>and</u> not included in the CALPADS report are likely not LCFF foster youth.	Foster Focus users have access to reports displaying youth identified as foster in the local CWS/CMS data but missing from their CALPADS report. Foster Focus displays the agency of jurisdiction and placement worker contact information.
If the youth is LCFF foster, continue with possible actions below:			
Attempt a local match in CALPADS.	Access to CALPADS Case ID #/Client ID # SSID #	Some youth are included in the statewide CDSS file but are not successfully matched to an SSID record in CALPADS. These youth can be locally matched. If the local match result in CALPADS is "Match created", the youth will appear on the 5.7 report. Matched youth with no open enrollment in CALPADS are not included in the CALPADS 5.7 report results. Encourage your district to update enrollments in CALPADS as often as possible.	Foster Focus displays the Case ID #/Client ID # (from CWS/CMS) needed to complete the local match in CALPADS. Foster Focus stores current and historical data so that youth in transition are not lost. (CALPADS 5.7 is point-in-time snapshot only.)

Action	What do you need?	Quick Tips	How can Foster Focus help?
If the youth is LCFF foster <u>and</u> the local match in CALPADS is not successful, continue with possible actions below:			
Result: "No match found" **Contact the agency of jurisdiction and request a CWS/CMS data correction.**	Access to CALPADS Case ID #/Client ID # SSID # Placement Agency Contact Information	Some youth are missing from the CDSS file because data is not populated correctly in their CWS/CMS record. They cannot be locally matched. Reference All County Letter (ACL) 16-75 for specific data fields utilized for the CDSS file.	Foster Focus includes local data from CWS/CMS. Some LCFF foster youth in the local data are missing from the statewide CDSS file and CALPADS 5.7 report. Foster Focus displays the agency of jurisdiction and placement worker contact information.
Result: "Case ID/Client ID has already been matched to a youth" **Search for a second SSID and request an SSID merge as needed.**	Access to CALPADS Case ID #/Client ID # SSID #	If multiple SSIDs are identified for the same youth, work with your agency's CALPADS administrator to submit a merge request to the CALPADS helpdesk. If a second SSID is not identified, confirm that the identifiers used in the local match are tied to the same youth. Request a rematch as needed through the CALPADS helpdesk as needed.	Many youth have different names in CWS/CMS and CALPADS. Foster Focus stores SSIDs and AKAs and can be used to identify youth with multiple SSIDs.
Result: "SSID already matched" **Ensure the CALPADS enrollment is current (and in your county/LEA).** **Contact the agency of jurisdiction and request a CWS/CMS data correction.**	Access to CALPADS Case ID #/Client ID # SSID # Placement Agency Contact Information	Some youth may be under the jurisdiction of another county <u>and</u> enrolled in another county per CALPADS. These youth may be matched but do not appear on <u>your</u> CALPADS 5.7 report. The youth may have been matched previously but is not included in the current CDSS file/CALPADS or 5.7 report. LCFF foster youth with no out-of-home placement in the last 6 months may disappear from the CALPADS 5.7 report if appropriate CWS/CMS data fields are not populated. Reference All County Letter (ACL) 1675 for specific data fields utilized for the statewide file.	Foster Focus displays current and historical information about LCFF foster status, agency of jurisdiction and county of enrollment. Foster Focus users can view historical CALPADS data to determine when/where the youth was last matched.