

ALABAMA DEPARTMENT OF HUMAN RESOURCES SOCIAL SERVICES DIVISION
ADMINISTRATIVE CODECHAPTER 660-5-53
CHILD WELFARE CASELOAD STANDARDS AND ADDITIONAL STAFF REQUIREMENTS

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660-5-53-.01 Caseload Standards.

Subject to the provisions of Chapter 660-5-53-.04, the following standards, which are divided into components, apply to all 67 counties within Alabama unless otherwise noted.

(1) The "Intake" position in a county shall be staffed at 1 FTE (full-time equivalent position) per 25,000 county population and extending to 50,000 county population with an additional .5 FTE for each additional increment of 50,000 persons.

(2) Investigation Workers.

(a) 1 worker for every 8 child sexual abuse reports based on a preceding 12 month average;

(b) 1 worker for every 10 child abuse/neglect reports, where children enter foster care, based on a preceding 12 month average of the county's foster care population; and

(c) 1 worker for every 12 child abuse/neglect reports, which do not fall within a and b above, based on a preceding 12 month average.

(3) The "CPS Prevention Assessment" position in a county shall be staffed at 1 worker for every 12 referrals received which is based on a preceding 12 month average.

(4) The "Family Services" position in a county shall be staffed at 1 worker for every 18 open family services cases.

(5) The "Foster Care" position in a county shall be staffed at 1 worker for every 18 children in foster care.

(6) The "Adoption" position in a county shall be staffed at 1 worker for every 22 children available for adoption.

(7) Each county shall have a minimum of 1 supervisor with an additional supervisor for each increment of 6 workers. A supervisor shall be added when the increment of need reaches .5 FTE.

(8) Each county with a population over 60,000 persons shall receive 1 program supervisor, and all counties with a population over 100,000 shall receive an additional program supervisor. Jefferson and Mobile Counties shall receive program supervisors based on the ratio of 1 program supervisor for every 7 supervisors, rounded up for fractional needs over .5 FTE.

Author: Brenda J. Gore

Statutory Authority: R.C. v Walley, No 88-H-1170-N, Consent Decree (M.D. Ala. Approved December 18, 1991); R.C. v Walley, No 88-D-1170-N, Consent Decree (M.D. Ala. Approved January 12, 1998); R.C. v Walley, No 2:88cv-1170-D, Consent Decree (M.D. Ala. Approved December 13, 2004).

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660-5-53-.02 Additional Allocation Factors For Jefferson, Mobile, Madison And Montgomery Counties.

Jefferson, Mobile, Madison and Montgomery Counties shall be allocated additional direct care staff persons equal to ten percent (10%) of the direct staff projected need to address the significantly higher turnover rates and large numbers of extremely complex children.

Author: Brenda J. Gore

Statutory Authority: R.C. v Walley, No 88-H-1170-N, Consent Decree (M.D. Ala. Approved December 18, 1991); R.C. v Walley, No 88-D-1170-N, Consent Decree (M.D. Ala. Approved January 12, 1998); R.C. v Walley, No 2:88cv-1170-D, Consent Decree (M.D. Ala. Approved December 13, 2004).

History: New Rule: Filed March 8, 2005; effective April 12, 2005.

660-5-53-.03 Additional Staffing Requirements.

(1) Each county shall have 1 worker for every 40 resource cases.

(2) Infrastructure Supports.

(a) Counties with populations larger than 80,000 shall receive 1 supervisor for quality assurance; 1 supervisor for resource

development; and 1 account clerk. Jefferson and Mobile Counties have an additional allocation of 1 position each for staff development.

(b) Counties with less than 80,000 populations shall receive .5 FTE for quality assurance; and .5 FTE for resource development. Counties without a full-time person assigned to quality assurance shall assign at least a half-time person.

(3) Clerical Support.

(a) Each county shall have 1 clerical position, and counties with 3 or more supervisors shall receive an additional clerical position. One clerical position shall be added for each additional 3 supervisors and this clerical position supports 21 staff, including supervisors and workers.

Author: Brenda J. Gore

Statutory Authority: R.C. v Walley, No 88-H-1170-N, Consent Decree (M.D. Ala. Approved December 18, 1991); R.C. v Walley, No 88-D-1170-N, Consent Decree (M.D. Ala. Approved January 12, 1998); R.C. v Walley, No 2:88cv-1170-D, Consent Decree (M.D. Ala. Approved December 13, 2004).

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660-5-53-.04

Monitoring And Correcting Implementation.

(1) Notwithstanding any other provision in this Chapter, the responsibility for compliance with these caseload standards rests exclusively with the State of Alabama, and not with any individual employee or agent of the State of Alabama, including, without limitations, child welfare workers, line or program supervisors, county supervisors, county directors or assistant directors, state office employees or the Commissioner. Nothing in this Chapter imposes any requirement on any individual worker, supervisor, direct care staff, clerk or clerical worker or other employee denominated in Sections 660-5-53.01-01ER through 660-5-53.03-.03ER. Due to a variety of factors, including, without limitations, increase in cases, attrition, resignations, retirements, terminations and leave, from time to time the caseload and staff allocation standards will be exceeded. A county of the State which exceeds the standards of this Chapter is not in violation of any provision of this Chapter so long as the county complies with the provisions of subsection (3) of this Section 660-5-53-.04-.04ER.

(2) The processes of increasing or decreasing staff and evaluating the need for adjusting staff allocations and caseloads in accordance with this Chapter by those or any other means are and shall remain discretionary functions requiring the exercise of judgment by those employees of the State involved in making such decisions in the administration of the Department.

(3) Monitoring the implementation of the caseload standards shall be accomplished in the following manner.

(a) Each county shall, on a monthly basis, determine the average caseload for each standard component (e.g., family services, foster care, supervisors) and document each worker's average caseload during the month.

(b) Each county shall report 3 months of caseload data by worker and a quarterly average on the quality assurance reports.

(c) Counties that have more than 10% of workers who exceed the standard caseload, or who have a quarterly average that exceeds the standard for a component, will file an exception report identifying the reasons for the assignment of caseloads over standard and the actions that will be taken to correct the situation during the next 30 days.

(d) If a county reports in excess of the standard for 2 consecutive quarters, the State Department and County Department shall collaborate to analyze the problem and determine what factors are creating the overload.

(e) Corrective action shall be taken on the analysis within 30 days, including increasing the county staff allocation if it is determined that the caseloads in excess of the standard are a result of increasing incidence and demand.

Author: Brenda J. Gore

Statutory Authority: R.C. v Walley, No 88-H-1170-N, Consent Decree (M.D. Ala. Approved December 18, 1991); R.C. v Walley, No 88-D-1170-N, Consent Decree (M.D. Ala. Approved January 12, 1998); R.C. v Walley, No 2:88cv-1170-D, Consent Decree (M.D. Ala. Approved December 13, 2004).

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