

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 6, 2000

REFUGEE COORDINATOR LETTER NO. 00-05

To: County Refugee Coordinators

As mentioned at the last Refugee Coordinator's meeting, a workgroup to improve the "Refugee Services Program: Services Participation and Outcomes Report" (RS 50) has recently been formed. Improvements are intended to simplify completion and result in a more accurate and timely report. To become familiar with the various county systems for reporting, the Refugee Programs Branch workgroup is requesting that all counties completing the form send us a brief (preferably one-page or less) description of their reporting procedures system for collecting data, e.g. automated or manual, forms used to complete data and identify individuals and their positions who review the report. Include copies of your data collection forms and instructions for these forms or detailed procedures you may use. Please send, fax or E-mail your information by March 20, 2000 to:

California Department of Social Services
Refugee Programs Branch, MS 6-646
Sacramento, CA 95814
Attn. Bonnie Brady, Program Analyst
Fax: (916) 654-7187
E-Mail: bbrady@dss.ca.gov

If you have any questions, please call Ms. Brady of my staff at (916) 654-1461

Sincerely,

A handwritten signature in black ink, appearing to read "Robert A. Barton".

Robert A. Barton, Chief
Refugee Programs Branch