

**Independent Living Program (ILP)
Annual Statistical Report for
ILP Eligible Probation and Aftercare Youth
Federal Fiscal Year
October 1 through September 30**

DOWNLOAD REPORT FORM IN EXCEL FROM:
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COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT PERIOD
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Part A. Youth Served and Youth Characteristics During the Year
For Items 1 - 2 (Cells 1 through 6) count youth who met the criteria for inclusion during the year.

1. Youth who were eligible for ILP services.....	1
a. Of the youth in Item 1, youth in the Probation Department who were eligible for ILP services.....	2
2. Youth who received ILP services.....	3
a. Of the youth in Item 2, youth who were unwed mothers of at least one child.....	4
b. Of the youth in Item 2, youth who were unwed fathers of at least one child.....	5
c. Of the youth in Item 2, youth in the Probation Department who received ILP services.....	6

Part B. Program Outcome/Youth Progress During the Year
For Items 3 - 8 (Cells 7 through 14) count youth who met the criteria for inclusion during the year.

3. Youth who completed high school/GED or adult education.....	7
4. Youth continuing and/or enrolled in high school/GED or adult education.....	8
5. Youth enrolled in college.....	9
6. Youth who obtained employment (Items 6a plus 6b).....	10
a. Youth who obtained full-time employment.....	11
b. Youth who obtained part-time employment.....	12
7. Youth who are living independently of agency maintenance programs.....	13
8. Youth who had an episode of homelessness.....	14

COMMENTS

CONTACT PERSON	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED	

**INDEPENDENT LIVING PROGRAM (ILP)
ANNUAL STATISTICAL REPORT FOR
ILP ELIGIBLE PROBATION AND AFTERCARE YOUTH
FEDERAL FISCAL YEAR
OCTOBER 1 THROUGH SEPTEMBER 30
SOC 405A.1 (Oct11)**

INSTRUCTIONS

CONTENT

The annual SOC 405A.1 report contains statistical information on ILP Eligible Probation and Aftercare youth, age 16 through 20, who received services from the Independent Living Program (ILP) during a Federal Fiscal Year (FFY). It identifies the number of Probation and Aftercare youth receiving ILP services, the program outcomes for those youth, and certain youth characteristics.

Aftercare youth are former foster care youth who are no longer in foster care and do not have an open Child Welfare Services/ Case Management System (CWS/CMS) case including Kin-GAP, and children adopted after age 16.

PURPOSE

The purpose of this report is to meet the reporting requirements specified by the U.S. Department of Health and Human Services in 42 U.S.C 677 (f). This report also provides county, state, and federal entities with information needed for budgeting, staffing, and program planning.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/ or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before November 15th each year.

If a county determines that a revision is needed to its previously submitted report(s), the county shall submit a revised report for the applicable year(s). The California Department of Social Services' (CDSS) policy requires counties to revise current FFY reports and two prior FFYs if needed. Counties are required to keep a copy of the electronic SOC 405A.1 forms submitted as directed by their county's file retention policies.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/> to your computer, complete the downloaded report form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at admsoc405A@dss.ca.gov. This e-mail submission process contains automatic computation of some cells and easy e-mail transmission of completed report forms to DSSDB. The website contains specific instructions and guidance.

If e-mail submission is not possible or if you have questions regarding completion or submission of this report, contact the DSSDB at (916) 651-8269. For reference purposes, copies of the report form and instructions are available from the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. The report's statewide and county-specific data is also available on the website.

GENERAL INSTRUCTIONS

Enter the county name in the box provided near the top of the form. Enter the version (Initial or Revised) in the box provided near the top of the form. In the Report Period box, enter the FFY which this report covers.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank.** If your county does not provide a particular service/activity or; the service/activity is provided but the county is unable to collect or track the data, enter “0” and explain in Comments section.

Enter in the boxes at the end of the form the name, job title or classification, telephone number, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was submitted. This is the date when the report is e-mailed to the DSSDB.

ITEM INSTRUCTIONS

Part A. Youth Served and Youth Characteristics During the Year

For Items 1 – 2 (Cells 1 through 6) count youth who met the criteria for inclusion during the year.

This part collects information on ILP eligible Probation and Aftercare youth who were eligible for ILP services, with further detail on those who received ILP services. Probation youth are current foster care youth under the supervision of the Probation Department. Aftercare youth are former foster care youth who are no longer in foster care and do not have an open CWS/CMS case including Kin-GAP, and children adopted after age 16.

1. Youth who were eligible for ILP services: Enter the number of Probation and Aftercare youth who were eligible to receive ILP services. *[Cell 1]*
 - a. Of the youth in Item 1, youth in the Probation Department who were eligible for ILP services: Of the youth in Item 1, enter the number of youth in the Probation Department who were eligible for ILP services. *[Cell 2]*
2. Youth who received ILP services: Enter the number of Probation and Aftercare youth who participated in ILP services provided by the county during the year. Count each youth only once for the year, regardless of the number of services that he/she received. **The county in which the youth resides, and is receiving services, is the county with the reporting responsibility to report on the SOC 405A.1.** *[Cell 3]*
 - a. Of the youth in Item 2, youth who were unwed mothers of at least one child: Of the youth in Item 2, enter the number of youth who were unwed mothers of at least one child. *[Cell 4]*
 - b. Of the youth in Item 2, youth who were unwed fathers of at least one child: Of the youth in Item 2, enter the number of youth who were unwed fathers of at least one child. *[Cell 5]*
 - c. Of the youth in Item 2, youth in the Probation Department who received ILP services: Of the youth in Item 2, enter the number of youth in the Probation Department who received ILP services. *[Cell 6]*

ITEM INSTRUCTIONS (Continued)**Part B. Program Outcome/Youth Progress During the Year**

For Items 3 – 8 (Cells 7 through 14) count youth who met the criteria for inclusion during the year.

This part collects information on program outcome/youth progress during the year. ILP results are measured by the status of participant achievement 90 days after completion of all services to be provided or after completion of a component of services which can lead to a measurable program outcome. Therefore, program outcome/youth progress should be reported only for those youth for whom a 90-day follow-up report has been completed by **September 30th**. An individual may have more than one program outcome or youth progress report. **The county in which the youth resides, and is receiving services, is the county with the reporting responsibility to report on the SOC 405A.1.**

3. Youth who completed high school/GED or adult education: Enter the number of youth who completed high school/GED or adult education. [Cell 7]
4. Youth continuing and/or enrolled in high school/GED or adult education: Enter the number of youth who are continuing and/or enrolled in high school/GED or adult education. [Cell 8]
5. Youth enrolled in college: Enter the number of youth enrolled in college (i.e., a two-year community college and/or a four-year university). [Cell 9]
6. Youth who obtained employment (Items 6a plus 6b): ***This item will be automatically calculated.*** Enter the number of youth who obtained either full-time or part-time employment. If the youth has one or more full-time jobs during the year, count once in the full-time category, Item 6a. If the youth has one or more part-time jobs during the year, count once in the part-time category, Item 6b. If the youth has one or more full-time jobs and one or more part-time jobs during the year, whether concurrently or sequentially, count only once in the full-time category. Full-time equals 35 or more hours per week. Part-time equals less than 35 hours per week. Provide the breakout of full-time and part-time employment in Items 6a and 6b. (Sum of Item 6a plus Item 6b.) [Cell 10]
 - a. Youth who obtained full-time employment: Enter the number of youth who obtained full-time employment. [Cell 11]
 - b. Youth who obtained part-time employment: Enter the number of youth who obtained part-time employment. [Cell 12]
7. Youth who are living independently of agency maintenance programs: Enter the number of youth who are living independently of agency maintenance programs (i.e. California Work Opportunity and Responsibility to Kids (CalWORKs), General Assistance, CalFresh). [Cell 13]
8. Youth who had an episode of homelessness: Enter the number of youth who did not emancipate into safe and affordable housing. A youth is considered homeless if he/she is without housing, has experienced at least one night of homelessness or is in an unsafe, unaffordable, and/ or unstable housing situation which would include a homeless shelter. [Cell 14]

COMMENTS

Use the Comments section to:

- Explain any “0” data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data.
- Explain any major fluctuations in data
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

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VALIDATION RULES AND EDITS

CELLS 1 - 14: Each data cell in this report must be a whole number equal to or greater than 0 (no negatives or decimals). No data cells should be left blank.

PART A. YOUTHS SERVED AND YOUTH CHARACTERISTICS DURING THE YEAR

CELL 1 Cell 1 must be greater than or equal to Cell 2
CELL 2 Cell 2 must be less than or equal to Cell 1
CELL 3 Cell 3 must be greater than or equal to Cell 4
 Cell 3 must be greater than or equal to Cell 5
 Cell 3 must be greater than or equal to Cell 6
 Cell 3 must be greater than or equal to Cell 7
 Cell 3 must be greater than or equal to Cell 8
 Cell 3 must be greater than or equal to Cell 9
 Cell 3 must be greater than or equal to Cell 10
 Cell 3 must be greater than or equal to Cell 13
 Cell 3 must be greater than or equal to Cell 14
CELL 4 Cell 4 must be less than or equal to Cell 3
CELL 5 Cell 5 must be less than or equal to Cell 3
CELL 6 Cell 6 must be less than or equal to Cell 3

PART B. PROGRAM OUTCOME/YOUTH PROGRESS DURING THE YEAR

CELL 7 Cell 7 must be less than or equal to Cell 3
CELL 8 Cell 8 must be less than or equal to Cell 3
CELL 9 Cell 9 must be less than or equal to Cell 3
CELL 10 Cell 10 must be equal to (Cell 11 plus Cell 12)
 Cell 10 must be less than or equal to Cell 3
CELL 13 Cell 13 must be less than or equal to Cell 3
CELL 14 Cell 14 must be less than or equal to Cell 3