

# Cal-Learn Program Teen Parent Monthly Status Report STAT 45

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COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR
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TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED	

**CAL-LEARN PROGRAM  
TEEN PARENT MONTHLY STATUS REPORT  
STAT 45 (4/13)**

**INSTRUCTIONS**

**CONTENT**

This monthly report includes data on the number of Cal-Learn teen parents, including those who were exempt, deferred, sanctioned and discontinued during the month. It includes data on the number of teen parents who were either issued a bonus payment or a sanction and the reasons. It also provides the number of teen parents who were issued a payment for transportation or ancillary expenses.

The report captures data on Cal-Learn teen parents. Child care data for these individuals are not included on this report since they are reported on the CW 115 Child Care Monthly Report – CalWORKs Families and CW 115A Child Care Monthly Report – Two-Parent Families report forms.

**PURPOSE**

This report provides county, state, and federal entities with information needed for budgeting, staffing and program planning. The STAT 45 also collects data required by Senate Bill 1041 (Statutes of 2012), provided to the Legislature annually.

**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 is required to review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20<sup>th</sup> calendar day of the month following the report month.

If a county determines that a revision is needed to its previously submitted report, the county will submit a revised report for the applicable month(s). The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports and two prior FYs if needed. Revisions involving additional fiscal years will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb>, complete the downloaded form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at [admstat45@dss.ca.gov](mailto:admstat45@dss.ca.gov). The e-mail submission process contains automatic computation of some cells and easy e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. Counties are to maintain an electronic (Excel) copy of all submitted Initial and all Revised reports to ensure the county's records match the records on file at CDSS. If you have questions regarding completion or submission of the report, contact DSSDB at (916) 651-8269.

For reference purposes, a PDF copy of the report form with instructions can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research>. The report's released monthly statewide and county-specific data is also available on the website. Counties are encouraged to review their data on the website each month to confirm the county's data matches the data on file at CDSS.

## GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name, version (Initial or Revised) and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank unless otherwise noted.** 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 the Comments box.

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 DSSDB.

## DEFINITIONS

The following definitions are to be used when completing the STAT 45. Whenever possible, regulatory cites from the Manual of Policy and Procedures (MPP) have been provided so that if additional information regarding the definition is needed it can be referenced.

Adequate progress (MPP 42-762.3a(1)): Making at least a “D” (1.0) grade point average on a report card.

Ancillary expenses (MPP 42-762.3a(2)): Expenses that are a direct result of a teen parent attending an educational program. This includes, but is not limited to, school books, General Education Diploma (GED) testing costs, laboratory fees, etc.

Bonus (MPP 42-762.3b(1)): A payment of money that is made as part of the Assistance Unit’s (AU) cash aid for teen parents making satisfactory progress in the education program they are attending or for completing the education program they were attending. Payments are:

- \$100 (MPP 42-762.22 & MPP 42-766.631) for satisfactory progress, or
- \$500 (MPP 42-762.23 & MPP 42-766.81) for completing the education program.

Completing an education program includes passing the GED examination, attaining a California High School (HS) certificate of proficiency, earning a HS diploma or its equivalent.

Note: The CWD shall not issue the \$100 bonus for satisfactory progress when the teen parent will receive a \$500 graduation bonus for the same report card period (MPP 42-769.124(a)).

Cal-Learn case: For statistical reporting purposes, a Cal-Learn case is considered a case when the Cal-Learn Registration/Program Information Notice (CL 1) is sent.

Cal-Learn case management services (MPP 42-766): Cal-Learn case management services described in regulations.

Deferred (MPP 42-762.3d(1)): A teen parent is not required to participate in the Cal-Learn Program because he/she meets any of the deferrals listed in regulations (MPP 42-763.3). A deferred teen parent receives Cal-Learn case management services, if available, but is not subject to sanctions or eligible for bonuses or supportive services.

**DEFINITIONS (Continued)**

Deferrals (MPP 42-763.3): Deferrals shall be granted by the CWD if the teen parent:

- Needs supportive services under Section 42-765 which are temporarily not available.
- Cannot be provided case management services.
- Has a special need that substantially deprives the teen parent's ability to meet program requirements or be successful in earning a high school diploma or its equivalent, and the special need cannot be addressed.
- Has been prescribed by a physician a period of time for postpartum recovery after the birth of a child.

Discontinued: A discontinuance is reported when a teen parent:

- Earns a HS diploma or equivalent. For purposes of this program, a HS equivalency shall include but not be limited to a GED, or the California HS certificate of proficiency, or
- Is no longer a custodial parent or the pregnancy no longer exists, or
- Attains age 19 or if a voluntary participant turns age 20, or
- Moves to another county, or
- Leaves the CalWORKs Cash Aid Program, or
- Is discovered to have been erroneously referred to the Cal-Learn Program.

Exempt (MPP 42-762.3e(1)): An individual who is not required to participate in the Cal-Learn Program because he/she meets any of the exemptions listed in regulations (MPP 42-763.2). An exempt individual receives no Cal-Learn case management services and is not subject to sanctions or eligible for bonuses.

Exemptions (MPP 42-763.2): Exemptions shall be granted by the CWD if an individual:

- Has a serious illness, injury or incapacity that prevents the teen parent from meeting the Cal-Learn Program requirements or enrolling in school and attending full-time under MPP 42-763.71 for a period of more than three months.
- Is expelled from school and enrollment in any alternative school cannot be arranged.
- Needs Cal-Learn Program paid child-care and/or transportation in order to meet Cal-Learn Program requirements and the service is not available for a period of three or more months.
- Cannot receive payment for child care or transportation expenses due to lack of program funding.
- Is eligible for Aid to Families with Dependent Children (AFDC)-Foster Care (FC) and payment is being made on behalf of the individual.

Repeat Pregnancy (W&IC 11334.6a(3)): Each repeat (new) pregnancy should be counted and counted only once, in the month the county was notified. If the pregnancy is ended due to miscarriage etc. and the teen becomes pregnant again, the new pregnancy would be counted once during the month the county was notified.

Sanction (MPP 42-762.3s(1)): The reduction in the cash aid payment for the AU is based on Cal-Learn sanction criteria. Sanctions occur when without good cause:

- A teen parent fails to demonstrate adequate progress (MPP 42-766.633), or
- A teen parent's report card is not submitted as required (MPP 42-766.643), or
- A teen parent's report card is submitted late (MPP 42-766.642).

Satisfactory progress (MPP 42-762.3s(2)): Making at least a "C" (2.0) grade point average on a report card.

**DEFINITIONS (Continued)**

Teen parent (MPP 42-762.3t(1)): An individual participating in the Cal-Learn Program. To be a participant an individual must:

- Be a CalWORKs Cash Aid recipient under the age of 19 or 19 years of age as a Cal-Learn volunteer; and
- Not have obtained a HS diploma or its equivalent; and
- Reside with his/her child in the same AU; or
- Be pregnant; and
- Have been notified of the Cal-Learn Program under Section 42-764.1; and
- Not be exempt from participation.

Teen parent status (also referred to as Cal-Learn status): Nonexempt or deferred from the Cal-Learn Program. Teen parents cannot be reported as both nonexempt and deferred during the month.

Transportation expenses (MPP 42-750.112): Reasonable transportation costs associated with getting to or coming from a Cal-Learn assignment. This includes transportation costs that arise when the individual drops off and picks up his/her own child.

**ITEM INSTRUCTIONS****PART A. TEEN PARENT STATUS**

Part A summarizes the teen parent status, including the data on the number of teen parents who hold either a nonexempt or deferred status during the month. Teen parents may not be reported as both nonexempt and deferred during the month.

1. Teen parents whose Cal-Learn status was carried forward from last month: Enter the number of teen parents with a Cal-Learn status carried forward from last month. *[Cell 1]*
  - a. Item 6 from last month's report, as reported to CDSS: Enter Item 6, Teen parents carried forward to next month, from last month's report. *[Cell 2]*
  - b. Adjustment (Item 1 minus Item 1a, positive or negative number, explain in Comments section if not 0): ***This item is automatically calculated.*** An adjustment is the difference between this month's beginning balance (Item 1) and last month's ending balance (Item 1a). If an adjustment has been calculated (either a positive or negative number), explain in the Item 1b Explanation box in the **Comments** section the reason(s) for the adjustment. An adjustment is only calculated when last month's Item 6 is not exactly the same number as this month's Item 1. If there is no adjustment, a zero will display in this cell and no explanation is required in the Comments section. *[Cell 3]*
2. Teen parents assigned a Cal-Learn status during the month: Enter the number of teen parents who were assigned either a nonexempt status (i.e., individuals that the CWD has determined are required to participate including intercounty transfers) or a deferred status this month. A teen parent may be reported as nonexempt or deferred for the month but cannot be reported as both nonexempt and deferred for the month. *[Cell 4]*
3. Total teen parents with Cal-Learn status during the month (Item 1 plus Item 2): ***This item is automatically calculated.*** This is the sum of Item 1 and Item 2. *[Cell 5]*

**ITEM INSTRUCTIONS (Continued)**

4. Teen parents who became exempt during the month (Less than or equal to Item 7): Enter the number of teen parents reported in Item 3 who lose either their nonexempt or deferred status and become exempt from the Cal-Learn Program this month. This item is an unduplicated count. If a county grants a teen parent an exemption for more than one reason, the county is to report only one exemption count in this item. This item must be less than or equal to Item 7. [Cell 6]
5. Teen parents who were discontinued during the month (Same as Item 9): ***This item is automatically calculated.*** This item is the same as Item 9. This is the number of teen parents reported in Item 3 who lose either their nonexempt or deferred status this month because they are discontinued from the Cal-Learn Program this month. This item is an unduplicated count. If a county discontinues a teen parent from the Cal-Learn Program for more than one reason, the county is to report only one discontinuance in this item. [Cell 7]
6. Teen parents carried forward to next month (Item 3 minus Item 4 minus Item 5): ***This item is automatically calculated.*** This is the number of teen parents who carry their status forward to the next month. This is Item 3 minus Item 4 minus Item 5. [Cell 8]

**PART B. REASONS FOR EXEMPTIONS, DEFERRALS AND DISCONTINUANCES**

Part B's Item 7 captures ongoing unduplicated data on the reason an individual is granted an exemption from the Cal-Learn Program. If the individual is granted an exemption for more than one reason, report only one reason. Counties may use their discretion when determining which reason to report. Also, since ongoing exemption counts are needed to complete this part, counties must keep a month-to-month cumulative count of all exempt individuals (i.e., exempt individuals reported in one month who continue to hold their exemption the following month would be reported in that month as well).

An individual may be granted an exemption prior to attending orientation or at orientation. The point where exemptions are determined is dependent on how a county has organized its program. Regardless of when the exemption is determined, counties must report all individuals who are exempt from the Cal-Learn Program. Since Part B's Item 7 captures data on all exempt teen parents and Item 4 provides counts on exemptions granted this month, Item 4 will be contained in Item 7.

Part B's Item 8 captures ongoing unduplicated data on the reason a teen parent is granted a deferral from the Cal-Learn Program. For reporting purposes, if a teen parent is granted a deferral for more than one reason, report only one reason for granting the deferral. Counties may use their discretion in choosing which deferral to report. Like Item 7, Item 8 captures ongoing/cumulative counts (i.e., deferred individuals reported in one month who continue to hold their deferral the following month would be reported in that month as well).

Part B's Item 9 captures unduplicated data on the reason either a nonexempt or an exempt teen parent is discontinued from the Cal-Learn Program. For reporting purposes, if a teen parent leaves the program for more than one reason, report only one reason. Counties may use their discretion in choosing which one of the reasons they will report. Part B's Item 9 is intended to record the reason why teen parents reported in Item 5 were discontinued from the Cal-Learn Program. Therefore, Item 9 will equal Item 5.

7. Teen parents in exemption status during the month (Sum of Items 7a through 7e, greater than or equal to Item 4): ***This item is automatically calculated.*** This is the total number of teen parents who have been determined exempt from the Cal-Learn Program. Since Item 4 represents only new exemptions, and Item 7 represents both new and continuing exemptions, Item 7 must be greater than or equal to Item 4. This item is the sum of Items 7a through 7e. [Cell 9]
  - a. Illness, injury, or incapacity (3 months or more): Enter the number of teen parents who are exempt from the Cal-Learn Program because of verifiable illness, injury or incapacity. [Cell 10]

**ITEM INSTRUCTIONS (Continued)**

- b. Expelled: Enter the number of teen parents who are exempt from the Cal-Learn Program because they are expelled from school and enrollment in any alternative school cannot be arranged. [Cell 11]
  - c. Supportive services unavailable (3 months or more): Enter the number of teen parents who are exempt from the Cal-Learn Program because they need Cal-Learn paid child care and/or transportation in order to meet program requirements but the service is unavailable for three or more months. [Cell 12]
  - d. Funding related problems (child care/transportation): Enter the number of teen parents who are exempt from the Cal-Learn Program because they cannot receive payment for child care or transportation expenses due to lack of program funding. [Cell 13]
  - e. CalWORKs-FC: Enter the number of teen parents who are exempt from the Cal-Learn Program because they are eligible for CalWORKs-FC and payment is being made on behalf of the individual. [Cell 14]
8. Teen parents in deferral status during the month (Sum of Items 8a through 8d, less than or equal to Item 3): **This item is automatically calculated.** This is the total number of teen parents who are currently deferred from the Cal-Learn Program. This is the sum of Items 8a through 8d. Since Item 3 is the sum of teen parents who are either nonexempt or deferred, and this item represents only deferred teen parents, this item must be less than or equal to Item 3. [Cell 15]
- a. Supportive services temporarily unavailable: Enter the number of teen parents who are in deferral status because the supportive services under MPP 42-750 are temporarily unavailable. [Cell 16]
  - b. Case management services unavailable: Enter the number of teen parents who are in deferral status because they cannot be provided case management services. [Cell 17]
  - c. Special needs: Enter the total number of teen parents who are in deferral status because they have a special need which cannot be addressed and this need substantially deprives the teen parent's ability to meet program requirements or be successful in earning a HS diploma or its equivalent. [Cell 18]
  - d. Postpartum recovery: Enter the total number of teen parents who are in deferral status because they have been prescribed a period of time for postpartum recovery by a physician after the birth of a child. [Cell 19]
9. Teen parents discontinued during the month (Sum of Items 9a through 9i, same as Item 5): **This item is automatically calculated.** This is the total number of teen parents who were discontinued this month. This item is the sum of Items 9a through 9i. [Cell 20]
- a. Earned High School (HS) diploma or equivalent: Enter the number of teen parents who were discontinued because they earned a HS diploma or equivalent. [Cell 21]
  - b. No longer pregnant or custodial parent: Enter the number of teen parents who were discontinued because they are no longer pregnant or no longer a custodial parent. [Cell 22]
  - c. Attained age 20: Enter the number of teen parents who were discontinued because they attained age 20. [Cell 23]
  - d. County transfer: Enter the number of teen parents who were discontinued because they transferred to another county. [Cell 24]

**ITEM INSTRUCTIONS (Continued)**

- e. No longer receiving aid: Enter the number of teen parents who were discontinued because they are no longer receiving aid. [Cell 25]
- f. Erroneously referred to Cal-Learn: Enter the number of teen parents who were discontinued because they were erroneously referred to the Cal-Learn Program. [Cell 26]
- g. Age 19, chose not to continue: Enter the number of teen parents who were discontinued because they chose not to continue participating in the Cal-Learn Program. [Cell 27]
- h. Age 19, not eligible to volunteer to continue participating: Enter the number of teen parents who were discontinued because they were not eligible to volunteer to continue participating in the Cal-Learn Program. [Cell 28]
- i. Other discontinuances (explain in comments section): Enter the number of teen parents who were discontinued for reasons not listed in Items 9a through 9h. Explain the reasons in the Item 9i Explanation box in the **Comments** section. [Cell 29]

**PART C. EARNED BONUS OR RECEIVED SANCTION**

Part C is designed to capture unduplicated data on those teen parents reported in Item 3 who are issued a bonus or who are sanctioned because they did not meet Cal-Learn Program requirements. Data reported in this part excludes teen parents who are deferred from the Cal-Learn Program because they are not subject to sanction nor are they eligible for bonuses. Note that teen parents cannot be issued a \$100 bonus for satisfactory school progress if the teen will receive a \$500 graduation bonus for the same report card period (MPP 42-769.124(a)). Also, since a teen parent's sanction is spread over two months, report a person count only for the initial month of the sanction.

- 10. Teen parents issued a bonus payment during the month (Item 10a plus Item 10b; less than or equal to Item 3): **This item is automatically calculated.** This is the total number of teen parents who were issued a bonus this month. It is the sum of Items 10a and 10b, and must be less than or equal to Item 3. [Cell 30]
  - a. Teen parents issued \$100 bonus during the month because report card showed satisfactory progress: Enter the number of teen parents who were issued a \$100 bonus this month because they showed satisfactory progress in the education program where they were enrolled. [Cell 31]
  - b. Teen parents issued \$500 bonus during the month because they earned HS diploma or equivalent: Enter the number of teen parents who were issued a \$500 bonus this month because they earned a HS diploma or equivalent. [Cell 32]
- 11. Teen parents sanctioned during the month (Sum of Items 11a through 11c; less than or equal to Item 3): **This item is automatically calculated.** This is the total number of teen parents who were sanctioned this month because they did not meet Cal-Learn Program requirements. Report a person count only for the initial month of the sanction. This is the sum of Items 11a, 11b, and 11c. It must also be less than or equal to Item 3. [Cell 33]
  - a. Teen parents sanctioned during the month because report card showed less than adequate progress: Enter the number of teen parents who were sanctioned (\$100) this month because they made less than adequate progress in the education program where they were enrolled. Report a person count only for the initial month of the sanction. [Cell 34]



**ITEM INSTRUCTIONS (Continued)**

- b. Teen parents sanctioned during the month because report card was not submitted: Enter the number of teen parents who were sanctioned (\$100) this month because the teen parent did not submit a report card as required by Cal-Learn Program requirements. Report a person count only for the initial month of the sanction. *[Cell 35]*
- c. Teen parents sanctioned during the month for submitting a late report card without good cause: Enter the number of teen parents who were sanctioned (\$50) because, without good cause, they submitted a report card (either with adequate or better progress or with good cause for less than adequate progress) outside the time frames required by the Cal-Learn Program. Report a person count only for the initial month of the sanction. *[Cell 36]*
12. Dollar value of sanctions issued during the month (dollars): Enter the total dollar amount of the sanctions that were applied this month (round total to the nearest dollar, do not enter decimals). For example, in February an AU is eligible for a grant of \$35. The teen parent's apportioned sanction amount is \$50. Since the grant amount is less than the apportioned sanction amount, the grant will be zero. The sanction amount collected and reported in Item 12 would be \$35. Amounts are to be reported in the months that the grant was impacted. *[Cell 37]*

**PART D. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES**

Part D captures unduplicated data on those teen parents (deferred teen parents are ineligible for services) who are issued payment for transportation and/or ancillary services this report month. For reporting purposes, if a teen parent is issued multiple payments for the same type of service in the same month, count the teen parent only once in that month. For example, if a teen parent is issued two payments for transportation and one payment for ancillary services in the same month, he/she would be reported once in Item 13 and once in Item 14 for that month.

13. Teen parents issued payment for transportation expenses during the month (Less than or equal to Item 3): Enter the total number of teen parents who were issued payment for transportation expenses this month. This is a persons count, not a dollar amount. *[Cell 38]*
14. Teen parents issued payment for ancillary expenses during the month (Less than or equal to Item 3): Enter the total number of teen parents who were issued payment for ancillary expenses this month. This is a persons count, not a dollar amount. *[Cell 39]*

**PART E. REPEAT PREGNANCIES**

Part E captures data on teen parents with a repeat pregnancy during the reporting month.

15. Teen parents with repeat pregnancy during the month (Less than or equal to Item 3): Each repeat pregnancy should be counted regardless if it is with the same parent. Each individual pregnancy should be counted only once during one reporting month, most likely the month the county was notified. If the pregnancy is ended due to miscarriage, etc. and the teen becomes pregnant again, the new pregnancy would be counted once during the month the county was notified. *[Cell 40]*

## 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 in the Comments box.
- Provide any other comments the county determines necessary in the Comments box.
- Explain the reason(s) for Item 1b (Cell 3) adjustment in the Item 1b Explanation box.
- Explain the reason(s) for Item 9i (Cell 29) in the Item 9i Explanation box.
- Explain the reason(s) for revised report in the Revised Report Explanation box.

**Cal-Learn Program  
Teen Parent Monthly Status Report  
STAT 45 (4/13)**

**VALIDATIONS**

**Cells 1 - 40** Each data cell in this report must be a whole number equal to or greater than zero (0), except Item 1b (Cell 3), which may be either a positive or negative number. Except as noted for Item 1b (Cell 3), do not enter negatives. Do not enter decimals. No data cells should be left blank, unless otherwise noted.

**Initial reports:** If "Initial" is selected, the Revised Report Explanation box near the bottom of the report form must be left blank.

**Revised reports:** If "Revised" is selected, enter the reasons for the revision in the Revised Report Explanation box in the Comments section near the bottom of the report form.

**PART A. TEEN PARENT STATUS**

CELL 2 **Cell 2** must be equal to last month's Cell 8, as reported to CDSS  
 CELL 3 **Cell 3** must be equal to (Cell 1 minus Cell 2)  
 CELL 5 **Cell 5** must be equal to (Cell 1 plus Cell 4)  
 CELL 6 **Cell 6** must be less than or equal to Cell 9  
 CELL 7 **Cell 7** must be equal to Cell 20  
 CELL 8 **Cell 8** must be equal to (Cell 5 minus Cell 6 minus Cell 7)

**PART B. REASONS FOR EXEMPTIONS, DEFERRALS AND DISCONTINUANCES**

CELL 9 **Cell 9** must be equal to (Cell 10 plus Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)  
**Cell 9** must be greater than or equal to Cell 6  
 CELL 15 **Cell 15** must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)  
**Cell 15** must be less than or equal to Cell 5  
 CELL 20 **Cell 20** must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24 plus Cell 25 plus Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)  
**Cell 20** must be equal to Cell 7

**PART C. EARNED BONUS OR RECEIVED SANCTION**

CELL 30 **Cell 30** must be equal to (Cell 31 plus Cell 32)  
**Cell 30** must be less than or equal to Cell 5  
 CELL 33 **Cell 33** must be equal to (Cell 34 plus Cell 35 plus Cell 36)  
**Cell 33** must be less than or equal to Cell 5

**PART D. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES**

CELL 38 **Cell 38** must be less than or equal to Cell 5  
 CELL 39 **Cell 39** must be less than or equal to Cell 5

**PART E. REPEAT PREGNANCIES**

CELL 40 **Cell 40** must be less than or equal to Cell 5