

October 8, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 19-98**

Beginning in October 2019, counties shall use the new Resource Family Approval Quarterly Report (RFA 181 [7/19]) form and instructions effective in the July – September 2019 report quarter. The RFA 181 is a quarterly report used to collect data on new Resource Family Home applications, including Portability applications, and conversions of existing caregiver (Foster Family Homes and Approved Relative/Non-Relative Extended Family Member) homes.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

October 8, 2019

ALL COUNTY LETTER (ACL) NO. 19-98

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL CHIEF PROBATION OFFICERS  
ALL COUNTY WELFARE DIRECTORS ASSOCIATION  
ALL CDSS ADOPTION REGIONAL AND FIELD OFFICES  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: RESOURCE FAMILY APPROVAL (RFA) QUARTERLY REPORT  
(RFA 181 [7/19])

REFERENCE: [ACL 17-37E](#) ERRATUM TO LICENSING OF FACILITIES FOR  
CHILDREN MONTHLY STATISTICAL REPORT (LIC 181 [1/17])  
[ACL 17-16EII](#) RESOURCE FAMILY APPROVAL PROGRAM –  
EXTENSION OF CONVERSION OF EXISTING APPROVED AND  
LICENSED FOSTER CAREGIVERS TO RESOURCE FAMILIES  
[ACL 17-16E](#) RESOURCE FAMILY APPROVAL PROGRAM –  
CONVERSION OF EXISTING APPROVED AND LICENSED FOSTER  
CAREGIVERS TO RESOURCE FAMILIES  
[ACL 17-16](#) RESOURCE FAMILY APPROVAL PROGRAM –  
CONVERSION OF EXISTING APPROVED AND LICENSED FOSTER  
CAREGIVERS TO RESOURCE FAMILIES  
[ACL 18-02](#) RESOURCE FAMILY APPROVAL PROGRAM –  
CONVERSION OF LICENSED FOSTER FAMILY HOMES (FFH) AND  
CERTIFIED FAMILY HOMES THAT PROVIDED RESPIRE SERVICES  
IN 2017  
[ACL 16-10](#) RESOURCE FAMILY APPROVAL PROGRAM

Beginning in October 2019, counties shall use the new electronic RFA Quarterly Report (RFA 181 [7/19]) form and instructions effective in the July – September 2019 report quarter. The RFA 181 is a quarterly report used to collect data on new Resource Family Home applications, including Portability applications, and conversions of existing caregiver (Foster Family Homes (FFH) and Approved Relative/Non-Relative Extended Family Member (NREFM)) homes.

## **Background**

The RFA Program was enacted by legislation sponsored by the County Welfare Directors Association in 2007, and expanded through Senate Bill 1013 (Chapter 35, Statutes of 2012). The statute requires the California Department of Social Services (CDSS), in consultation with county child welfare agencies, including juvenile probation, foster parent associations, and other interested community parties, to implement a unified, family-friendly and child-centered RFA process.

The [Welfare and Institutions Code Section 16519.5](#) and [Health and Safety Code Section 1517.1](#) require that all currently licensed foster family homes and Approved Relative/NREFM caregivers must be approved as Resource Families by no later than December 31, 2020, in order to care for, or continue to care for a child or non-minor dependent.

## **RFA 181 Form**

Currently, the CDSS provides all counties with a quarterly request for RFA data via email. This email data request process will now be replaced with the new electronic RFA 181 form that will standardize the collection of RFA data for Continuum of Care Reform, providing a more streamlined experience for counties.

The RFA 181 form will help gauge the various metrics of RFA. The form will also allow the CDSS access to data not readily available in the Child Welfare Services/Case Management System (CWS/CMS). The CDSS will use the collected RFA data to provide targeted technical assistance including, but not limited to, data cleanup and specific RFA policy improvement. Additionally, the CDSS will use the data to keep the legislature apprised using more accurate and timely RFA information. Currently, the method of data collection for RFA is limited to county CWS/CMS data entry. The RFA 181 will supplement this data with county self-reported data. Self-reporting, in conjunction with CWS/CMS data, will allow the CDSS to have a more accurate picture of county specific and statewide progress of the RFA process, as many counties use third party services to track RFA internally.

Results from the RFA 181 will be gathered quarterly and will have a similar submission method to the current LIC 181 form that is distributed to 38 counties. Information regarding submission is outlined in detail below.

## **Completion and Submission**

Counties are required to use the RFA 181 (7/19) form beginning with the July - September 2019 report quarter. The report is due on or before the 20<sup>th</sup> calendar day of the month following the report quarter, or the next business day if it falls on a Saturday, Sunday, or state holiday. For example, the report for the quarterly reporting period of July - September 2019, is due on October 21, 2019.

To complete the electronic form, counties are to download a copy of the accessible RFA 181 report from the CDSS' Data Systems and Survey Design Section (DSSDS) [Report Form and Instructions website](#). The electronic form contains links to the instructions and validations. All 58 counties are required to submit the report via email to the designated RFA 181 report inbox at [admRFA181@dss.ca.gov](mailto:admRFA181@dss.ca.gov) by the 20<sup>th</sup> calendar day of the month following the report quarter, or the next business day if it falls on a Saturday, Sunday, or state holiday. The RFA 181 form, instructions, and validations are attached in PDF format as reference material.

### **Contacts**

If you have any questions regarding the completion of this report, please contact the DSSDS at (916) 651-8269 or via [admRFA181@dss.ca.gov](mailto:admRFA181@dss.ca.gov). Program and/or policy related questions should be directed to the CDSS Resource Family Approval Policy Unit at (916) 651-1101 or via [RFA@dss.ca.gov](mailto:RFA@dss.ca.gov).

Sincerely,

#### ***Original Document Signed By***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

#### ***Original Document Signed By***

KÄREN DICKERSON  
Deputy Director  
Administration Division

Attachments

**Resource Family Approval (RFA)  
Quarterly Report  
RFA 181 (07/19)**

DOWNLOAD REPORT FORM FROM:

<https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>

EMAIL US FOR QUESTIONS ABOUT THE FORM OR INSTRUCTIONS

[admRFA181@dss.ca.gov](mailto:admRFA181@dss.ca.gov)

EMAIL US FOR TECHNICAL SUPPORT QUESTIONS:

[admdssdbts@dss.ca.gov](mailto:admdssdbts@dss.ca.gov)

COUNTY NAME <b>Select County Name</b>	VERSION <b>Initial</b>	REPORT QUARTER <b>Select Quarter</b>	REPORT YEAR <b>Select Year</b>
RESOURCE FAMILY APPROVAL ACTIVITY		CHILD WELFARE	PROBATION
<b>PART A. APPLICATIONS</b>			
1. Total RFA applications pending at the beginning of the quarter	1		2
a. Item 4 from last quarter's report, as reported to CDSS	3		4
b. Adjustment	5	0	6 0
2. New RFA applications received during the quarter	7		8
3. Number of RFA applications resolved during the quarter	9	0	10 0
a. Number of RFA applications approved during the quarter	11		12
b. Number of RFA applications denied during the quarter	13		14
c. Number of RFA applications withdrawn during the quarter	15		16
d. Number of RFA applications ceased during the quarter	17		18
4. Total RFA applications pending at the end of the quarter	19	0	20 0
<b>PART B. PORTABILITY</b>			
5. Total Portability applications pending at the beginning of the quarter	21		22
a. Item 8 from last quarter's report, as reported to CDSS	23		24
b. Adjustment	25	0	26 0
6. New Portability applications received during the quarter	27		28
7. Number of Portability applications resolved during the quarter	29	0	30 0
a. Number of Portability applications approved during the quarter	31		32
b. Number of Portability applications denied during the quarter	33		34
8. Total Portability applications pending at the end of the quarter	35	0	36 0
<b>PART C. CONVERSIONS</b>			
9. Conversions approved during the quarter	37	0	38 0
a. Licensed FFH converted during the quarter	39		40
b. Approved Relative/NREFM converted during the quarter	41		42
10. Conversions denied during the quarter	43	0	44 0
a. Licensed FFH denied RFA conversion during the quarter	45		46
b. Approved Relative/NREFM denied RFA conversion during the quarter	47		48
11. Total number of licensed FFHs and Approved Relatives/NREFMs at the end of the quarter	49	0	50 0
a. Licensed FFH	51		
b. Approved Relative/NREFM	52		53
<b>PART D. RESOURCE FAMILY HOME APPROVALS/REDUCTIONS/TOTALS</b>			
12. Total number of existing approved Resource Family Homes at the beginning of the quarter	54		55
a. Item 15 from last quarter's report, as reported to CDSS	56		57
b. Adjustment	58	0	59 0
13. New Resource Family Homes approved during the quarter	60	0	61 0
14. Resource Family Home reductions during the quarter	62	0	63 0
a. Total Resource Family Homes rescinded during the quarter	64		65
b. Total Resource Family Homes forfeited during the quarter	66		67
c. Total Resource Family Homes surrendered during the quarter	68		69
d. Total Resource Family Homes subsequently approved by a FFA	70		71
15. Total Resource Family Homes remaining at the end of the quarter	72	0	73 0
<b>PART E. COMPLAINTS</b>			
16. Number of complaints on Resource Family Homes during the quarter	74		75
<b>COMMENTS</b>			
Item 1b Explanation			

Item 5b Explanation		
Item 12b Explanation		
Revised Report Explanation		
CONTACT PERSON	TELEPHONE	EXTENSION
JOB TITLE/CLASSIFICATION	E-MAIL	
SUPERVISOR	TELEPHONE	EXTENSION
JOB TITLE/CLASSIFICATION	E-MAIL	
		DATE SUBMITTED

**RESOURCE FAMILY APPROVAL (RFA)  
QUARTERLY STATISTICAL REPORT  
RFA 181 (7/19)**

**INSTRUCTIONS**

**CONTENT**

The quarterly RFA 181 report contains statistical information reported by local agencies (county welfare and county probation departments). Information is collected on the following RFA activities: applications received, pending, approved, denied, withdrawn, or ceased; Portability applications received, approved, or denied; new Resource Family Home approvals; Resource Family Home reductions; approved Resource Family Homes at the beginning and end of the current quarter; converted Licensed Foster Family Homes (FFHs) and Approved Relative/Non-Relative Extended Family Members (NREFMs), and complaints.

**PURPOSE**

The purpose of this report is to provide the California Department of Social Services (CDSS), with counties' RFA information to update the legislature on the progress of RFA and pursuant to Section 4-03 of the RFA Written Directives. See the latest version of the [CDSS RFA Written Directives](#) or at <http://www.cdss.ca.gov/inforesources/Resource-Family-Approval-Program>. This data collection provides a statistical base for RFA program management, and also provides county and state entities with information needed for county progress, implementation, staffing, and program planning.

**COMPLETION AND SUBMISSION**

Each county Child 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 or by outside organizations, the CWD contact person is required to compile the data into one document and review the report for completeness and accuracy prior to submittal to the CDSS. Only one report per county will be accepted per quarter.

**Statutory Authority:**

**Welfare and Institutions Code (WIC) Section 16519.5(g)** - Counties shall be responsible for all of the following:

**(g)(11)** - Submitting information and data that the department determines is necessary to study, monitor, and prepare the update specified in paragraph (7) of subdivision (f).



Reports are to be submitted on or before the 20<sup>th</sup> calendar day of the month following the report quarter. If the report's due date is on a Saturday, Sunday, or state holiday, the report is due on the next business day.

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable quarter(s) and provide an explanation for the revision in the Revised Report Explanation box. When sending revisions, only include one report per email. **Emails containing multiple reports will not be accepted by the CDSS.**

Download an Excel version of the report form from the CDSS' Data Systems and Survey Design Section (DSSDS) [Report Form and Instructions website](#), complete the downloaded form, and email to [admRFA181@dss.ca.gov](mailto:admRFA181@dss.ca.gov). The electronic submission process contains automatic computations of some cells and provides for the email transmission of completed forms to the DSSDS. For questions regarding the completion or submission of this report, please contact the DSSDS at (916) 651-8269 or via [admRFA181@dss.ca.gov](mailto:admRFA181@dss.ca.gov). Program and/or policy related questions should be directed to the CDSS Resource Family Approval Policy Unit at (916) 651-1101 or [RFA@dss.ca.gov](mailto:RFA@dss.ca.gov).

The report's statewide and county specific data is available on the CDSS' [Research and Data Reports \(RADR\) website](#). Counties are encouraged to keep an electronic/soft copy of their submitted data for each reporting period that coincides with the data on file at the CDSS. For reference purposes, copies of the report form, instructions, and validations can be downloaded from the RADR website.

## GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised), and the report quarter and year in the boxes provided near the top of the form. Enter the data required for each item. Enter whole numbers only (no decimals), greater than or equal to zero. If there is nothing to report for an item, enter "0". **Do not leave any items blank unless otherwise noted.**

Enter in the boxes at the bottom of the form: the name, job title or classification, telephone number, extension (if applicable), and email address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the same information for the contact person's supervisor. Enter the date the report is submitted; this is the date when the report is emailed to the DSSDS.



## DEFINITIONS

For a comprehensive reference to definitions of terms related to RFA, please refer to the following definitions and the [CDSS RFA Written Directives](#).

Approved Relative/NREFM: Relative/NREFM approved by the county using the relative approval process. ([ACL 02-78](#); WIC 319 & 362.7)

Complaint: One or more allegations made concerning a Resource Family and a possible violation of the Written Directives or any applicable law.

Conversion Approved: Previously licensed FFHs or Approved Relatives/NREFMs who have completed the RFA conversion process and are now a Resource Family during the report quarter. To meet this criteria, the family has been either deemed or approved as a Resource Family by meeting all requirements for RFA conversion in accordance with [ACL 17-16](#) and [ACL 17-16E](#) and has been issued a certificate of approval for RFA.

Conversion Denied: Previously licensed FFHs or Approved Relative/NREFMs who applied to convert to become a Resource Family but did not meet the qualifications for Resource Family Approval.

Foster Family Agency (FFA): Any public agency or private organization, organized and operated on a nonprofit basis, engaged in any of the following: recruiting, certifying, approving, and training of, and providing professional support to, foster parents and Resource Families, as well as, coordinating with county placing agencies to find homes for foster children in need of care.

Licensed FFH: A licensed FFH is a family residence of the licensee, in which 24-hour care and supervision are provided for not more than six foster children, exclusive of the licensee's own children. The license is issued through Community Care Licensing.

New Resource Family Home Approved: A caregiver that successfully meets the applicant qualifications, comprehensive assessment, including the home environment assessment and permanency assessment of the RFA standards. This approval is the single process for approving families for foster care, legal guardianship, and adoption. This is also considered an approved RFA application. This does not include applicants who were approved through the conversion process.

New RFA Application Received: An application that was submitted to the child welfare or probation agency for Resource Family Approval.

Portability: The process by which either a Resource Family currently approved by a licensed FFA may transfer their approval to a County or a Resource Family currently approved by a County may be approved by a subsequent licensed FFA.

Portability Application Received: A portability application (RFA 10) that a Resource Family, currently approved by a FFA, submitted to the child welfare or probation agency for subsequent approval.

Portability Application Approved: A portability application where the Resource Family successfully met qualifications and requirements of portability and was subsequently approved as a Resource Family with the child welfare or probation agency.

Portability Application Denied: A portability application that was denied because the Resource Family did not meet the qualifications or requirements for subsequent approval with the child welfare or probation agency.

Resource Family Home Forfeit: A Resource Family whose approval was forfeited pursuant to WIC Section 16519.501. This does not include Resource Families who surrendered their approval.

Resource Family Home Rescinded: A Resource Family that no longer meets the qualifications for continued approval as a Resource Family and has been issued a Notice of Action informing the Resource Family of the rescission of their approval.

Resource Family Home Surrendered: A Resource Family who notified the agency that they no longer wish to be approved as a Resource Family and surrendered their approval.

RFA Application Approved: An application where all components of the RFA process were completed and the applicant was approved as a Resource Family. This is considered an approved new Resource Family Home. However, this does not include applicants who were approved through the conversion process.

RFA Application Ceased: An application for RFA where the applicant was unresponsive to the agency's requests to complete the RFA process, and after sending the required notice, the agency ceased review of the application.

RFA Application Denied: An application that was denied RFA because the applicant did not meet the qualifications to become a Resource Family.

RFA Application Resolved: An application for RFA that has either been approved, denied, withdrawn, or review of the application has ceased.

RFA Application Withdrawn: An application for RFA where the applicant notified the agency that they were no longer interested in completing the RFA process.

## COLUMN INSTRUCTIONS

Columns labeled Child Welfare indicate the county child welfare agency is responsible for the approval and monitoring of Resource Family applicants and Resource Families.

Columns labeled Probation indicate that the county probation department is responsible for the approval and monitoring of Resource Family applicants and Resource Families.

NOTE: County would only submit one report per county per quarter.

## ITEM INSTRUCTIONS

### PART A. APPLICATIONS

Part A collects quarterly information on the processing of Resource Family Home Application activity. This collection includes new applications received, applications denied, withdrawn or ceased, applications approved, and applications pending at the beginning and end of the quarter.

1. Total RFA applications pending at the beginning of the quarter: Enter the number of RFA applications that were brought forward to the current quarter at the end of the preceding report quarter. *[Cells 1 to 2]*
  - 1a. Item 4 from last quarter's report, as reported to CDSS: Enter Item 4, Total RFA applications pending at the end of the quarter, **from last quarter's report.** *[Cells 3 to 4]*
  - 1b. Adjustment: ***Item 1b is automatically calculated and is equal to Item 1 minus Item 1a.*** This item is a correction to last quarter's Item 4, Total RFA applications pending at the end of the quarter. This item can be a positive or negative number. This adjustment is provided in the event a county's ending balance last quarter is not the same as this quarter's beginning balance (Item 1) due to a delay or error in posting an action that applies to last quarter's applications. ***If Item 1b is not zero, then the Item 1b Explanation box must be completed.*** *[Cells 5 to 6]*
2. New RFA applications received during the quarter: Enter the number of new RFA applications received during the report quarter. Applications are to be reported as new only once in this item, in the quarter in which the application is first received. If an approval action **is not** taken in the quarter that the application is initially received, the application will be accounted for in Item 4, Total RFA applications pending at the end of the quarter. *[Cells 7 to 8]*

3. Number of RFA applications resolved during the quarter: **Item 3 is automatically calculated and is the sum of Items 3a through 3d.** [Cells 9 to 10]
- 3a. Number of RFA applications approved during the quarter: Enter the number of RFA applications approved during the report quarter. [Cells 11 to 12]
- 3b. Number of RFA applications denied during the quarter: Enter the number of RFA applications denied during the report quarter. [Cells 13 to 14]
- 3c. Number of RFA applications withdrawn during the quarter: Enter the number of RFA applications withdrawn when the withdrawal was requested by the applicant during the report quarter. Applications withdrawn include: Applications voluntarily withdrawn because plans for care have been abandoned or the applicant has filed a new application for approval to provide a different type of care. [Cells 15 to 16]
- 3d. Number of RFA applications ceased during the quarter: Enter the number of RFA applications ceased during the report quarter. [Cells 17 to 18]
4. Total RFA applications pending at the end of the quarter: **Item 4 is automatically calculated and is equal to Item 1 plus Item 2 minus Item 3.** [Cells 19 to 20]

## **PART B. PORTABILITY**

Part B collects quarterly information on the processing of portability applications to subsequent approvals. This collection includes portability applications received, approved, and denied at the end of the quarter, as well as pending portability applications at the beginning and end of the quarter.

5. Total Portability applications pending at the beginning of the quarter: Enter the number of portability applications that were brought forward to the current quarter at the end of the preceding report quarter. [Cells 21 to 22]
- 5a. Item 8 from last quarter's report, as reported to CDSS: Enter Item 8, Total Portability applications pending at the end of the quarter, **from last quarter's report.** [Cells 23 to 24]
- 5b. Adjustment: **Item 5b is automatically calculated and is equal to Item 5 minus Item 5a.** This item is a correction to last quarter's Item 8, Total Portability applications pending at the end of the quarter. This item can be a positive or negative number. This adjustment is provided in the event a county's ending balance last quarter is not the same as this quarter's beginning balance (Item 5) due to a delay or error in posting an action that applies to last quarter's applications. **If Item 5b is not zero, then the Item 5b Explanation box must be completed.** [Cells 25 to 26]

6. New Portability applications received during the quarter: Enter the number of new portability applications received during the report quarter. Applications are to be reported as new only once in this item, in the quarter in which the application is first received. If an approval action **is not** taken in the quarter that the application is initially received, the application will be accounted for in Item 8, Total Portability applications pending at the end of the quarter. [Cells 27 to 28]
7. Number of Portability applications resolved during the quarter: **Item 7 is automatically calculated and is the sum of Items 7a and 7b.** [Cells 29 to 30]
  - 7a. Number of Portability applications approved during the quarter: Enter the number of portability applications approved during the report quarter. [Cells 31 to 32]
  - 7b. Number of Portability applications denied during the quarter: Enter the number of portability applications denied during the report quarter. [Cells 33 to 34]
8. Total Portability applications pending at the end of the quarter: **Item 8 is automatically calculated and is equal to Item 5 plus Item 6 minus Item 7.** [Cells 35 to 36]

## **PART C. CONVERSIONS**

Part C provides information on the processing of conversions to Resource Family Homes. This collection includes conversions approved, conversions denied, and remaining licensed FFHs and Approved Relative/NREFMs at the end of the quarter.

9. Conversions approved during the quarter: **Item 9 is automatically calculated and is the sum of Items 9a and 9b.** [Cells 37 to 38]
  - 9a. Licensed FFH converted during the quarter: Enter the number of existing FFHs converted to RFA during the report quarter. To meet this criteria, the family has been either deemed or approved as a Resource Family by meeting all requirements for RFA conversion in accordance with [ACL 17-16](#) and [ACL 17-16E](#), and has been issued a certificate of approval for RFA. This means that the caregiver's previously existing license has been forfeited upon approval as a Resource Family. [Cells 39 to 40]
  - 9b. Approved Relative/NREFM converted during the quarter: Enter the number of existing Approved Relative/NREFMs converted to RFA during the report quarter. To meet this criteria, the family has been either deemed or approved as a Resource Family by meeting all requirements for RFA conversion in accordance with [ACL 17-16](#) and [ACL 17-16E](#), and has been issued a certificate of approval for RFA. This means that the caregiver's previously existing license has been forfeited upon approval as a Resource

Family. [Cells 41 to 42]

10. Conversions denied during the quarter: **Item 10 is automatically calculated and is the sum of Items 10a and 10b.** [Cells 43 to 44]
  - 10a. Licensed FFH denied RFA conversion during the quarter: Enter the number of existing FFHs who failed to meet the criteria for RFA during the report quarter. [Cells 45 to 46]
  - 10b. Approved Relative/NREFM denied RFA conversion during the quarter: Enter the number of existing Approved Relative/NREFMs who failed to meet the criteria for RFA during the report quarter. [Cells 47 to 48]
11. Total number of licensed FFHs and Approved Relatives/NREFMs at the end of the quarter: **Item 11 is automatically calculated and is the sum of Items 11a and 11b.** [Cells 49 to 50]
  - 11a. Licensed FFH: Enter the number of remaining licensed FFHs at the end of the quarter. **This item does not apply to Probation.** [Cell 51]
  - 11b. Approved Relative/NREFM: Enter the number of remaining Approved Relative/NREFMs at the end of the quarter. [Cells 52 to 53]

<b>PART D. RESOURCE FAMILY HOME APPROVALS/REDUCTIONS/TOTALS</b>
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Part D provides information on the new Resource Family Home approvals, Resource Family reductions, and approved Resource Families at the beginning and end of the quarter.

12. Total number of existing approved Resource Family Homes at the beginning of the quarter: Enter the number of approved Resource Family Homes at the beginning of the current report quarter. [Cells 54 to 55]
  - 12a. Item 15 from last quarter's report, as reported to CDSS: Enter Item 15, Total Resource Family Homes remaining at the end of the quarter, **from last quarter's report.** [Cells 56 to 57]
  - 12b. Adjustment: **Item 12b is automatically calculated and is equal to Item 12 minus Item 12a.** This item is a correction to last quarter's Item 15, Total Resource Family Homes remaining at the end of the quarter. This item can be a positive or negative number. This adjustment is provided in the event a county's ending balance last quarter is not the same as this quarter's beginning balance due to a delay or error in posting an action that applies to last quarter's Resource Family Homes. **If Item 12b is not zero, then the Item 12b Explanation box must be completed.** [Cells 58 to 59]

13. New Resource Family Homes approved during the quarter: **Item 13 is automatically calculated and is the sum of Item 3a (Number of RFA applications approved during the quarter) and Item 7a (Number of Portability applications approved during the quarter).** [Cells 60 to 61]
14. Resource Family Home reductions during the quarter: **Item 14 is automatically calculated and is the sum of Items 14a through 14d.** [Cells 62 to 63]
- 14a. Total Resource Family Homes rescinded during the quarter: Enter the total number of approved Resource Family Homes that were rescinded during the quarter. [Cells 64 to 65]
- 14b. Total Resource Family Homes forfeited during the quarter: Enter the total number of approved Resource Family Homes that were forfeited during the quarter. [Cells 66 to 67]
- 14c. Total Resource Family Homes surrendered during the quarter: Enter the total number of approved Resource Family Homes that surrendered their approval during the quarter. [Cells 68 to 69]
- 14d. Total number of Resource Family Homes subsequently approved by a FFA: Enter the total number of Resource Family Homes who are subsequently approved by a FFA through portability and are no longer approved by the child welfare or probation agency. [Cells 70 to 71]
15. Total Resource Family Homes remaining at the end of the quarter: **Item 15 is automatically calculated and is equal to Item 9 plus Item 12 plus Item 13 minus Item 14.** [Cells 72 to 73]

## PART E. COMPLAINTS

Part E collects quarterly information on complaints received by the county for approved Resource Family Homes.

16. Number of complaints on Resource Family Homes during the quarter: Enter the number of complaints received on Resource Family Homes during the report quarter. **Count all** Resource Family Home complaints received in the same quarter, whether or not the allegations are ultimately substantiated. [Cells 74 to 75]

## COMMENTS

Use the Comments section to:

- Explain the Item 1b adjustment in the Item 1b Adjustment Explanation box.
- Explain the Item 5b adjustment in the Item 5b Adjustment Explanation box.



- Explain the Item 12b adjustment in the Item 12b Adjustment Explanation box.
- Explain any "0" data entry for an item if the county does not provide the service or if the county is unable to collect or track the data.
- Explain any major fluctuations in data, including major changes in procedures, programming or staffing that have affected the data.
- Provide any other comments the county determines necessary.
- If submitting a revised report, explain the reason for the revision in the Revised Report Explanation box.

**Resource Family Approval (RFA)  
Quarterly Report  
RFA 181 (7/19)**

**VALIDATION RULES AND EDITS**

All data cells in this report must be greater than or equal to zero, except Item 1b (Cells 5 and 6), Item 5b (Cells 25 and 26). and Item 12b (Cells 58 and 59) which may be either a positive or negative number. Enter whole numbers only: no decimals. No data cell should be left blank.

**Initial reports:** If Initial is selected, the Revised Report Explanation box must be left blank.

**Revised reports:** If Revised is selected, enter the reasons for the revision in the Revised Report Explanation box.

**PART A. APPLICATIONS**

**Item 1a must be equal to Item 4 from last quarter's report, as reported to CDSS**

Cell 3 must be equal to Cell 19 from last quarter's report

Cell 4 must be equal to Cell 20 from last quarter's report

**PART B. PORTABILITY**

**Item 5a must be equal to Item 8 from last quarter's report, as reported to CDSS**

Cell 23 must be equal to Cell 35 from last quarter's report

Cell 24 must be equal to Cell 36 from last quarter's report

**PART D. RESOURCE FAMILY HOME APPROVALS/REDUCTIONS/TOTALS**

**Item 12a must be equal to Item 15 from last quarter's report, as reported to CDSS**

Cell 56 must be equal to Cell 72 from last quarter's report

Cell 57 must be equal to Cell 73 from last quarter's report