

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 15, 2003

ALL-COUNTY INFORMATION NOTICE I-30-03

TO: ALL COUNTY WELFARE DIRECTORS

**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

**SUBJECT: ON-LINE AVAILABILITY OF DATA REPORT FORMS**

The California Department of Social Services (CDSS) is pleased to announce the online availability of selected statistical data report forms. The forms are in Excel format and are designed for counties to download, complete, and mail electronically to the CDSS Data Systems and Survey Design Bureau (DSSDB). This new process should simplify county data reporting by eliminating manual reporting, providing automatic calculations for certain data fields, and applying data validations that will identify potential discrepancies before report forms are submitted to DSSDB. Once a report has been completed, it can be electronically submitted to a pre-programmed e-mail address with the touch of a single button.

Now available are the following report forms.

- The Adult Protective Services and County Services Block Grant Monthly Statistical Report (SOC 242)
- Three CalWORKs report forms. Because the data in these forms are interdependent, all three are linked together in one single Excel workbook. These report forms are:
  1. California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement Report (CA 237 CW);
  2. CalWORKs Report on Reasons for Discontinuances of Cash Grant (CA 253 CW); and
  3. CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant (CA 255 CW)
- The Licensing of Facilities for Children Monthly Statistical Report (LIC 181)

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Copies of these forms are available on the DSSDB website at <http://www.dss.cahwnet.gov/dssdb/>. Instructions for the use of the forms are included at the site.

Over the next few months, CDSS intends to place additional report forms on this website. Future ACINs will inform counties as the new forms are made available for use.

If you have any questions regarding the completion of the CalWORKs report forms, please contact Pam Kian at (916) 657-4355. For the LIC 181 form, questions should be directed to Jaime Aguirre at (916) 657-3408. Questions regarding the SOC 242 or technical questions related to downloading or sending any of the forms, should be addressed to Tom Nguyen at (916) 654-1208.

Sincerely,

***Original Document Signed By  
Lois VanBeers on 5/15/03***

LOIS VANBEERS  
Deputy Director  
Research and Development Division