

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 7, 1979

ALL-COUNTY INFORMATION NOTICE I-26-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: QUARTERLY REPORT ON FAMILY PLANNING SERVICES (FORM SOC 240)

REFERENCE: SOCIAL SERVICES STATISTICAL REPORTING LETTER NO. 1978-12,
DATED MAY 3, 1978

The County Welfare Directors Association Research and Statistics Committee, has brought to our attention that the Report on Family Planning Services, Form SOC 240, described in the above reference letter (attached) was revised with an effective date of July 1978, but was not routinely distributed to county welfare departments. There were also cosmetic changes in January 1979 which did not affect the content of the July 1978 revision.

This revision deleted Part II, Required Federal Program Instructions, as well as clarified appropriate reporting instructions. We are also attaching to the letter one copy of Form SOC 240 (1/79), with reporting instructions on the reverse. Additional copies may be ordered from the Department of Social Services warehouse in the usual manner.

We regret any inconvenience this oversight may have caused. Please contact the Statistical Reports Bureau at (916) 322-2230 or (ATSS) 492-2230 if there are any questions concerning this Information Notice.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. E. Reich".

R. E. REICH
Deputy Director
Administration Division

cc: CWDA

Attachments

GEN 654a (7/78)

Send one copy to:

State Department of Social Services
 Data Management and Analysis Bureau
 744 P Street, Mail Station 12-81
 Sacramento, California 95814

QUARTERLY REPORT ON FAMILY PLANNING SERVICES

(Required under W & I Code, Section 10053.3)

COUNTY
FOR QUARTER ENDING ;
, 19

INSTRUCTIONS FOR COMPLETION ON REVERSE SIDE OF THIS FORM.

Part I. Information Describing Family Planning Procedures

1. Briefly describe procedures used to inform current recipients and other eligible persons of childbearing age of their eligibility for and the availability of family planning services. (Describe procedures annually in the January-March report and either indicate "No Change" or describe changed procedure in subsequent quarterly reports.) See instructions on the back.

CHECK IF
 NO CHANGE

Please attach your written statement and submit with this Form as indicated in the instructions on the back.

Part II. Statistical Counts

	Current Cash Grant and Medi-Cal Recipients	Other Income Eligible Persons
2. Number of recipients age 15 - 44 inclusive during the quarter: A. Female		
B. Male		
3. Number of persons of childbearing age offered family planning services during the quarter: A. Female		
B. Male		
4. Number of live births among female recipients during the quarter		
5. Number of persons referred by county welfare departments to family planning clinics during the quarter (including responses to requests): ¹ A. Female		
B. Male		
PERSON TO CONTACT REGARDING THIS REPORT:	TELEPHONE NO.	DATE

¹ May include more than one referral of a given person during the report quarter.

PART I INFORMATION DESCRIBING FAMILY PLANNING PROCEDURES.

The information called for under Item 1 is collected once a year for the month of January using a special questionnaire mailed out to the family planning coordinator in each county welfare department who completes and returns it to the Data Management and Analysis Bureau as directed in the issuing letter.

This questionnaire takes the place of Item 1, and thus it is not necessary to respond to Item 1 on Form SOC 240 for the January - March report. On reports for other quarters, however, either check the box under Item 1 (if there was no change) or attach a written statement describing any changes from the description of the procedures submitted with the questionnaire for the previous January.

PART II STATISTICAL COUNTS.

Make an entry for each item on the form. If no cases are reported under items 2 - 5, enter a zero in the place provided. All items should contain an entry. Report all actions during the report quarter.

DEFINITIONS:

A current recipient is a person who receives financial assistance including direct money payments, vendor payments, or medical care at any time during the report quarter. (W & I Code, Section 10052.)

Income eligible persons are defined in Social Services Regulations, Section 10 - 220, as follows: (10-220-7) Income Eligibles are those persons who are eligible for services whose gross income does not exceed 80 percent of California's median income for a family of four for all services except at 84 percent for child care services.

"Family Planning Services" include, but are not limited to:

- (1) Medical treatment and procedures defined as family planning services under the published Medi-Cal scope of benefits.
- (2) Medical contraceptive services such as diagnosis, treatment, supplies, and follow-up.
- (3) Information and educational services.
- (4) Facilitating services such as transportation and child care services needed to attend clinic or other appointments.

Family planning services include social, educational, and medical services to enable appropriate individuals (including minors who can be considered to be sexually active) voluntarily to limit family size or to space children, and to prevent or reduce the incidence of births out of wedlock. Such services include printed materials, group discussions, and individual interviews which provide information about and discussion of family planning, medical contraceptive services and supplies, and help in utilizing medical and educational resources available in the community.

Item 2 calls for counts of men and women between 15 - 44 years of age inclusive who received public assistance from the County at any time during the report quarter. This item calls for an unduplicated count for the three-month period. This count can not be obtained by adding together the counts for each of the three months during the period. County procedures must provide for the collection and compilation of unduplicated countywide counts under this item.

In Item 3, an "offer" of family planning services occurs when the worker discusses the services available to the individual recipient and the means for their delivery or when printed material on family planning services is given to the individual recipient with or without discussion by the worker. The mailing of family planning service - offer form letters and brochures to an individual recipient is also an offer of service, excluding mass mailings with warrants to families. An available supply of family planning brochures or a family planning poster in the Welfare Office meets the requirement of providing information but is not to be reported as an "offer".

In Item 5, a referral to a family planning clinic or physician consists of discussion about family planning with the current recipient or other person eligible to receive family planning services to assist such persons in obtaining and using the service. The referral includes informing the person of a specific place or variety of places including clinics and private physicians where family planning services are available, and providing the person with a referral slip. A referral should be counted in Item 5 regardless of its outcome. That is, whether or not the person actually made or kept an appointment with the clinic or physician, and whether or not the person actually used any recommended practices or supplies.

Report in Item 5 every referral of every individual to a family planning clinic or to a professional person in the family planning field during the report quarter, including referrals of males, referrals of the same person more than once during the report quarter, and referrals of both the man and the woman in the case of a referred couple. If a couple is referred, report two referrals, one for each person. If an individual is referred to a family planning clinic more than once during the report quarter, report each referral.

If an offer of family planning services and a referral to a family planning clinic occur at the same interview, report both -- the offer of service in Item 3, and the referral in Item 5.