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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

REASON FOR THIS TRANSMITTAL

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

April 1, 2011

ALL COUNTY LETTER (ACL) NO. 11-31

TO: ALL COUNTY WELFARE DIRECTORS
ALL PARTICIPATING FOSTER FAMILY AGENCIES

SUBJECT: INTENSIVE TREATMENT FOSTER CARE (ITFC) PROGRAM
QUARTERLY STATISTICAL REPORT [FC 19 (4/11)]

REFERENCE: ACL NO. 02-24, DATED FEBRUARY 27, 2002

This letter transmits the revised ITFC program Quarterly Statistical Report (FC 19) form and instructions. The revision to the FC 19 is a result of Senate Bill (SB) 1380 (Chapter 486, Statutes of 2008). The FC 19 report form, instructions, and target population, have been modified to capture information on the data elements that are currently required by SB 1380. Changes to this report include:

- Part A now includes items to track caseload movement.
- Part B and its items have been changed from “ITFC Service Provided to Children and Family” to “ITFC Special Information.”

This report is due on the last working day of the month following the report quarter. The first revised report, April – June 2011, is due on or before July 29, 2011. To complete the FC 19 report form, please download the FC 19 electronic form and instructions from the California Department of Social Services’ (CDSS) Data Systems and Survey Design Bureau (DSSDB) website at <http://www.cdss.ca.gov/dssdb/>, and submit the completed report form via e-mail to DSSDB at admfc19@dss.ca.gov.

Copies of the FC 19 form and instructions are included for reference. Copies in PDF format are also available from the CDSS Research and Data Reports website at <http://www.cdss.ca.gov/research/>.

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If you have any questions regarding completion or submission of this report form, please contact DSSDB at (916) 651-8269. For ITFC program related questions, please contact Victoria Moreno in the Foster Care Support Services Unit at (916) 651-7465.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Enclosures

Intensive Treatment Foster Care (ITFC) Program Quarterly Statistical Report FC 19

DOWNLOAD REPORT FORM (IN EXCEL) FROM:
<http://www.cdss.ca.gov/dssdb/>
E-MAIL COMPLETED REPORT FORM TO:
admfc19@dss.ca.gov

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|---------------------------|--|--|--|
| FOSTER FAMILY AGENCY NAME | | | |
|---------------------------|--|--|--|

| | | | |
|--------|--|----------------|------|
| COUNTY | VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED | REPORT QUARTER | YEAR |
|--------|--|----------------|------|

| PART A. CHILD CASELOAD MOVEMENT | TOTAL BY AGE GROUP (YEARS) | | | | | | |
|---|----------------------------|------------|------------|--------------|--------------|--------------|--------------|
| | 0-3 (A) | 4-6 (B) | 7-9 (C) | 10-12 (D) | 13-15 (E) | 16-18 (F) | TOTAL (G) |
| 1. Children continuing in ITFC placement at the beginning of this quarter (Item 4 from last quarter's report, as submitted to CDSS. Otherwise explain in Comments)..... | | | | | | | 1 |
| 2. New ITFC children in placement during the quarter..... | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 3. Placement outcomes for children who left ITFC during the quarter. (Sum of Items 3a through 3g, automatically calculated.) For Items 3a through 3g, select one placement outcome for each child. | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| a. Children discharged to a more intensive program..... | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| b. Children discharged to a less restrictive program, short of permanency..... | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| c. Children discharged to reunification with a parent or a guardian..... | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| d. Children discharged to adoption..... | 37 | 38 | 39 | 40 | 41 | 42 | 43 |
| e. Children discharged to kin guardianship (Kin-GAP)..... | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| f. Children discharged to any other permanent outcome (includes aged out)... | 51 | 52 | 53 | 54 | 55 | 56 | 57 |
| g. Children hospitalized and not returned to ITFC..... | 58 | 59 | 60 | 61 | 62 | 63 | 64 |
| 4. Children continuing in ITFC placement at the end of the quarter (Item 1 plus Item 2 minus Item 3, automatically calculated) Item 4 will be carried forward to next quarter's Item 1. | | | | | | | 65 |

| PART B. ITFC SPECIAL INFORMATION | TOTAL BY AGE GROUP (YEARS) | | | | | | |
|---|----------------------------|------------|------------|--------------|--------------|--------------|--------------|
| | 0-3 (A) | 4-6 (B) | 7-9 (C) | 10-12 (D) | 13-15 (E) | 16-18 (F) | TOTAL (H) |
| 5. The total prior lifetime number of foster care placements for the children who entered the ITFC program this quarter, if known..... | 66 | 67 | 68 | 69 | 70 | 71 | 72 |
| a. The average number of prior lifetime foster care placements for the children who entered the ITFC program this quarter (Item 5 divided by Item 2, automatically calculated)..... | 73 | 74 | 75 | 76 | 77 | 78 | |
| 6. Children in placement who drop down an ITFC level during the quarter..... | 79 | 80 | 81 | 82 | 83 | 84 | 85 |
| 7. Number of changes in ITFC family placements placed during the quarter, excluding respite and emergency placements | 86 | 87 | 88 | 89 | 90 | 91 | 92 |

| | | | |
|----------|--|--|--|
| COMMENTS | | | |
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|----------------|-----------|-----------|-----|
| CONTACT PERSON | TELEPHONE | EXTENSION | FAX |
|----------------|-----------|-----------|-----|

| | | |
|----------------------|--------|----------------|
| TITLE/CLASSIFICATION | E-MAIL | DATE SUBMITTED |
|----------------------|--------|----------------|

**INTENSIVE TREATMENT FOSTER CARE (ITFC) PROGRAM
QUARTERLY STATISTICAL REPORT
FC 19 (4/11)**

INSTRUCTIONS

CONTENT

The quarterly FC 19 report contains statistical information by age group on the number of children placed in the Intensive Treatment Foster Care (ITFC) Program during the quarter and the outcomes of the children referred to the program.

PURPOSE

The FC 19 is designed to gather selected information about the Intensive Treatment Foster Care services provided to children in accordance with Welfare and Institutions Code §18358, et seq. This report provides county, state and federal entities with information needed for budgeting, staffing, program planning and other purposes.

COMPLETION AND SUBMISSION

All participating foster family agencies are required to submit the completed report each quarter. The agency 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 agency 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 the last working day of the month following the report quarter.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/> to your computer desktop, complete the downloaded report form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at admfc19@dss.ca.gov. This e-mail submission process contains automatic computation of some cells and easy e-mail transmission of completed report forms to the 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 Data Systems and Survey Design Bureau at (916) 651-8269. The report's released quarterly statewide and agency-specific data is available at the Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the agency name, county name, version (Initial or Revised), report quarter 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.** If your agency does not provide a particular service/activity or; the service/activity is provided but the agency is unable to collect or track the data, enter "0" and explain in the 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 usually the date when the report is e-mailed to the DSSDB).

ITEM INSTRUCTIONS**PART A. CHILD CASELOAD MOVEMENT**

1. Children continuing in ITFC placement at the beginning of this quarter (Item 4 from last quarter's report, as submitted to the CDSS. Otherwise explain in Comments): Enter the number of children, who as of the first day of the current reporting quarter, are continuing in ITFC placement from last quarter. This number should be the same as Item 4/Cell 65 as reported on last month's report. If this cell does not match last quarter's Cell 65, explain the reason in the Comments section. *[Cell 1]*
2. New ITFC children in placement during the quarter: Enter the number of children by age who have been newly placed in ITFC during the quarter. *[Cells 2-8]*
3. Placement outcomes for children who left ITFC during the quarter (Sum of Items 3a through 3g, automatically calculated): **Skip this item: it will be automatically calculated when using the automated (Excel) form.** This is the sum for each age group of Items 3a through 3g. *[Cells 9-15]*

Items 3a through 3g are outcomes of children referred in program. **The entries should represent the final status of each child as of the end of the quarter, resulting in only one entry per child.**

- a. Children discharged to a more intensive program: Enter the number of children by age who were discharged to a more intensive program (i.e., higher level group home, etc.) during the quarter. *[Cells 16-22]*
- b. Children discharged to a less restrictive program, short of permanency: Enter the number of children by age who were placed in a less restrictive program short of permanency during the quarter (i.e., moved to a foster family home, non-relative extended family members, etc.). *[Cells 23-29]*
- c. Children discharged to reunification with a parent or guardian: Enter the number of children by age who were discharged and reunited with a parent or guardian during the quarter. *[Cells 30-36]*
- d. Children discharged to adoption: Enter the number of children by age who were discharged to adoption during the quarter. *[Cells 37-43]*
- e. Children discharged to kin guardianship (Kin-GAP): Enter the number of children by age who were discharged to kin guardianship (Kin-GAP) during the quarter. *[Cells 44-50]*
- f. Children discharged to any other permanent outcome (includes aged out): Enter the number of children by age who left the program for other reasons (e.g., runaway, death, moved to home of relative, aged out during the quarter). *[Cells 51-57]*
- g. Children hospitalized and not returned to ITFC: Enter the number of children by age who were hospitalized and not returned to ITFC during the quarter. *[Cells 58-64]*

ITEM INSTRUCTIONS (Continued)

4. Children continuing in ITFC placement at the end of the quarter (Item 1 plus Item 2 minus Item 3, automatically calculated): **Skip this item: it will be automatically calculated when completing the automated (Excel) form.** This is the number of children who are continuing in ITFC placement at the end of the quarter. This is Item 1 plus Item 2 minus Item 3. Note: When completing next quarter's report, enter this number in Item 1/Cell 1. [Cell 65]

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| PART B. ITFC SPECIAL INFORMATION |
|---|

5. The total prior lifetime number of foster care placements for the children who entered the ITFC program this quarter, if known: Enter the total prior lifetime number (aggregate number) of foster care placements for the children who entered the ITFC program this quarter. [Cells 66-72]
- a. The average number of prior lifetime foster care placements for the children who entered the ITFC program this quarter (Item 5 divided by Item 2, automatically calculated): **Skip this item: it will be automatically calculated when completing the automated (Excel) form.** This is Item 5 divided by Item 2. [Cells 73-78]
6. Children in placement who drop down an ITFC level during the quarter: Enter the number of children by age who are continuing in ITFC placement and who are dropped down an ITFC level during the quarter. [Cells 79-85]
7. The number of changes in ITFC family placements placed during the quarter, excluding respite and emergency placements: Enter the aggregated number of ITFC families in which children were placed during the quarter. Do not include the original family with whom the children were placed. Only include changes in ITFC family placements during the quarter. [Cells 86-92]

COMMENTS

Use the Comments section to:

- Explain any "0" data entry for an item if the agency does not provide the service/activity or if the agency is unable to collect or track the data.
- Explain any adjustments (see Item 1's instructions).
- Explain any major fluctuations in data.
- Provide any other comments the agency determines necessary.

Intensive Treatment Foster Care (ITFC) Program

Quarterly Statistical Report

FC 19

VALIDATION RULES AND EDITS

CELLS 1 - 92 Each data cell in this report must be a whole number greater than or equal to 0 (no decimals or negatives). No data cells should be left blank.

PART A. CHILD CASELOAD MOVEMENT

- CELL 1: **Cell 1** must be equal to last quarter's Cell 65 as reported to CDSS on last quarter's report
- CELL 8: **Cell 8** must be equal to (Cell 2 plus Cell 3 plus Cell 4 plus Cell 5 plus Cell 6 plus Cell 7)
- CELL 9: **Cell 9** must be equal to (Cell 16 plus Cell 23 plus Cell 30 plus Cell 37 plus Cell 44 plus Cell 51 plus Cell 58)
- CELL 10: **Cell 10** must be equal to (Cell 17 plus Cell 24 plus Cell 31 plus Cell 38 plus Cell 45 plus Cell 52 plus Cell 59)
- CELL 11: **Cell 11** must be equal to (Cell 18 plus Cell 25 plus Cell 32 plus Cell 39 plus Cell 46 plus Cell 53 plus Cell 60)
- CELL 12: **Cell 12** must be equal to (Cell 19 plus Cell 26 plus Cell 33 plus Cell 40 plus Cell 47 plus Cell 54 plus Cell 61)
- CELL 13: **Cell 13** must be equal to (Cell 20 plus Cell 27 plus Cell 34 plus Cell 41 plus Cell 48 plus Cell 55 plus Cell 62)
- CELL 14: **Cell 14** must be equal to (Cell 21 plus Cell 28 plus Cell 35 plus Cell 42 plus Cell 49 plus Cell 56 plus Cell 63)
- CELL 15: **Cell 15** must be equal to (Cell 9 plus Cell 10 plus Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)
Cell 15 must be equal to (Cell 22 plus Cell 29 plus Cell 36 plus Cell 43 plus Cell 50 plus Cell 57 plus Cell 64)
- CELL 22: **Cell 22** must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19 plus Cell 20 plus Cell 21)
- CELL 29: **Cell 29** must be equal to (Cell 23 plus Cell 24 plus Cell 25 plus Cell 26 plus Cell 27 plus Cell 28)
- CELL 36: **Cell 36** must be equal to (Cell 30 plus Cell 31 plus Cell 32 plus Cell 33 plus Cell 34 plus Cell 35)
- CELL 43: **Cell 43** must be equal to (Cell 37 plus Cell 38 plus Cell 39 plus Cell 40 plus Cell 41 plus Cell 42)
- CELL 50: **Cell 50** must be equal to (Cell 44 plus Cell 45 plus Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)
- CELL 57: **Cell 57** must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54 plus Cell 55 plus Cell 56)
- CELL 64: **Cell 64** must be equal to (Cell 58 plus Cell 59 plus Cell 60 plus Cell 61 plus Cell 62 plus Cell 63)
- CELL 65: **Cell 65** must be equal to (Cell 1 plus Cell 8 minus Cell 15)

PART B. ITFC SPECIAL INFORMATION

- CELL 72: **Cell 72** must be equal to (Cell 66 plus Cell 67 plus Cell 68 plus Cell 69 plus Cell 70 plus Cell 71)
- CELL 73: **Cell 73** must be (Cell 66 divided by Cell 2)
- CELL 74: **Cell 74** must be (Cell 67 divided by Cell 3)
- CELL 75: **Cell 75** must be (Cell 68 divided by Cell 4)
- CELL 76: **Cell 76** must be (Cell 69 divided by Cell 5)
- CELL 77: **Cell 77** must be (Cell 70 divided by Cell 6)
- CELL 78: **Cell 78** must be (Cell 71 divided by Cell 7)
- CELL 85: **Cell 85** must be equal to (Cell 79 plus Cell 80 plus Cell 81 plus Cell 82 plus Cell 83 plus Cell 84)
- CELL 92: **Cell 92** must be equal to (Cell 86 plus Cell 87 plus Cell 88 plus Cell 89 plus Cell 90 plus Cell 91)