



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

September 25, 2012

ALL COUNTY LETTER (ACL) NO. 12-38

TO: ALL COUNTY WELFARE DIRECTORS
ALL PARTICIPATING FOSTER FAMILY AGENCIES

SUBJECT: INTENSIVE TREATMENT FOSTER CARE (ITFC) PROGRAM
QUARTERLY STATISTICAL REPORT (FC 19) 7/12

REFERENCE: ACL NO. 11-31, DATED APRIL 1, 2011

This letter transmits the revised ITFC FC 19 form and instructions. The FC 19 report form still captures the data elements that are required by Senate Bill 1380 (Chapter 486, Statutes of 2008) and include the following changes:

- Age ranges have been modified to be consistent with the age ranges used by the California Department of Social Services' (CDSS) Foster Care Rates Bureau.
- Age 20 has been added to capture the Assembly Bill 12 (Chapter 559, Statutes of 2010) population.
- Additional items have been added to capture more specific child outcomes.

This report is due on the last business day of the month following the report quarter. The first revised report, July–September 2012, is due on or before October 30, 2012. To complete the FC 19 report form, please download the FC 19 electronic form and instructions from the 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/>.

REASON FOR THIS TRANSMITTAL

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

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Page Two

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

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachments

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

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb/>
E-MAIL COMPLETED REPORT FORM TO:

FOSTER FAMILY AGENCY NAME

COUNTY VERSION INITIAL REVISED REPORT QUARTER YEAR

PART A. CHILD CASELOAD MOVEMENT

TOTAL BY AGE GROUP (YEARS)

0-4 (A)	5-8 (B)	9-11 (C)	12-14 (D)	15-19 (E)	20 (F)	TOTAL (G)
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1. Children continuing in ITFC placement at the beginning of this quarter (Item 4 from last quarter's report, as reported 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 3h, automatically calculated.) For Items 3a through 3h, select one placement outcome for each child.....	9	10	11	12	13	14	15
a. Children discharged to self.....	16	17	18	19	20	21	22
b. Children discharged to reunification with a parent or guardian.....	23	24	25	26	27	28	29
c. Children discharged to adoption.....	30	31	32	33	34	35	36
d. Children discharged to guardianship.....	37	38	39	40	41	42	43
e. Children discharged for any other reason (Sum of Items 3e1 through 3e3, automatically calculated).....	44	45	46	47	48	49	50
1) Runaway.....	51	52	53	54	55	56	57
2) Incarceration.....	58	59	60	61	62	63	64
3) Death.....	65	66	67	68	69	70	71
f. Children discharged to a less restrictive program, short of permanency (Sum of Items 3f1 through 3f5, automatically calculated).....	72	73	74	75	76	77	78
1) Moved to home of relative.....	79	80	81	82	83	84	85
2) Moved to Foster Family Home.....	86	87	88	89	90	91	92
3) Moved to Foster Family Agency.....	93	94	95	96	97	98	99
4) SILP (Supervised Independent Living Placement).....	100	101	102	103	104	105	106
5) THP+FC, THPP, THP Plus (Transitional Housing).....	107	108	109	110	111	112	113
g. Children discharged to a more intensive program (Sum of Items 3g1 plus 3g2, automatically calculated).....	114	115	116	117	118	119	120
1) Group Home.....	121	122	123	124	125	126	127
2) Community Treatment Facility.....	128	129	130	131	132	133	134
h. Children hospitalized and not returned to ITFC.....	135	136	137	138	139	140	141
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.....							142

PART B. ITFC SPECIAL INFORMATION	TOTAL BY AGE GROUP (YEARS)						
	0-4 (A)	5-8 (B)	9-11 (C)	12-14 (D)	15-19 (E)	20 (F)	TOTAL (G)
5. The total prior lifetime number of foster care placements for the children who entered the ITFC program this quarter, if known.....	143	144	145	146	147	148	149
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).....	150	151	152	153	154	155	
6. Children in placement who drop down an ITFC level during the quarter.....	156	157	158	159	160	161	162
7. Number of changes in ITFC family placements during the quarter, excluding respite and emergency placements.....	163	164	165	166	167	168	169
If your agency has an MTFC program, please fill out the Multi-Dimensional Treatment Foster Care (MTFC) Program Quarterly Statistical Report (FC 19A).							
COMMENTS							
CONTACT PERSON		TELEPHONE		EXTENSION		FAX	
TITLE/CLASSIFICATION		E-MAIL				DATE SUBMITTED	

**INTENSIVE TREATMENT FOSTER CARE (ITFC) PROGRAM
QUARTERLY STATISTICAL REPORT
FC 19 (7/12)**

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 and program planning.

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 business day of the month following the report quarter.

If an agency determines that a revision is needed to its previously submitted report, the agency shall submit a revised report for the applicable quarter(s). The California Department of Social Services' (CDSS) policy requires agencies to revise current state Fiscal Year (FY) reports and two prior FYs if needed.

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 DSSDB. The website contains specific instructions and guidance.

If you have questions regarding completion or submission of this report, contact DSSDB 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.

GENERAL INSTRUCTIONS (Continued)

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 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 reported to 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 142 as reported on last quarter's report. If this cell does not match last quarter's Cell 142, 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 3h, automatically calculated.) For items 3a through 3h, select one placement outcome for each child: ***This item will be automatically calculated when using the automated (Excel) form.*** This is the sum for each age group of Items 3a through 3h. *[Cells 9 - 15]*

Items 3a through 3h are outcomes of children in the 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 self: Enter the number of children by age who were discharged to self during the quarter (example: aged out of foster care). *[Cells 16 - 22]*
- b. Children discharged to reunification with a parent or guardian: Enter the number of children by age who were discharged to reunification with a parent or guardian during the quarter. *[Cells 23 - 29]*
- c. Children discharged to adoption: Enter the number of children by age who were discharged to adoption during the quarter. *[Cells 30 - 36]*
- d. Children discharged to guardianship: Enter the number of children by age who were discharged to guardianship during the quarter. *[Cells 37 - 43]*
- e. Children discharged for any other reason (Sum of Items 3e1 through 3e3, automatically calculated): ***This item will be automatically calculated when using the automated (Excel) form.*** This is the sum for each age group of Items 3e1 through 3e3. *[Cells 44 - 50]*
 - 1) Runaway: Enter the number of children by age who ran away during the quarter. *[Cells 51 - 57]*
 - 2) Incarceration: Enter the number of children by age who were incarcerated during the quarter. *[Cells 58 - 64]*
 - 3) Death: Enter the number of children by age who died during the quarter. *[Cells 65 - 71]*

ITEM INSTRUCTIONS (Continued)

- f. Children discharged to a less restrictive program, short of permanency (Sum of Items 3f1 through 3f5, automatically calculated): Enter the number of children by age who were discharged to a less restrictive program short of permanency during the quarter. ***This item will be automatically calculated when using the automated (Excel) form.*** This is the sum for each age group of Items 3f1 through 3f5. [Cells 72 - 78]
- 1) Moved to home of relative: Enter the number of children by age who moved to the home of a relative during the quarter. [Cells 79 - 85]
 - 2) Moved to Foster Family Home: Enter the number of children by age who moved to a Foster Family Home during the quarter. [Cells 86 - 92]
 - 3) Moved to Foster Family Agency: Enter the number of children by age who moved to a Foster Family Agency during the quarter. [Cells 93 - 99]
 - 4) SILP (Supervised Independent Living Placement): Enter the number of children by age who were discharged to SILP during the quarter. [Cells 100 - 106]
 - 5) THP+FC, THPP, THP Plus (Transitional Housing): Enter the number of children by age who were discharged to THP+FC, THPP or THP Plus (Transitional Housing) during the quarter. [Cells 107 - 113]
- g. Children discharged to a more intensive program (Sum of Items 3g1 plus 3g2), automatically calculated: Enter the number of children by age who were discharged to a more intensive program. ***This item will be automatically calculated when using the automated (Excel) form.*** This is the sum for each age group of Items 3g1 plus 3g2. [Cells 114 - 120]
- 1) Group Home: Enter the number of children by age who moved to a Group Home during the quarter. [Cells 121 - 127]
 - 2) Community Treatment Facility: Enter the number of children by age who moved to a Community Treatment Facility during the quarter. [Cells 128 - 134]
- h. 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 135 - 141]
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.: ***This item 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 142]

ITEM INSTRUCTIONS (Continued)**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 143 - 149]
 - 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): ***This item will be automatically calculated when completing the automated (Excel) form.*** This is Item 5 divided by Item 2. [Cells 150 - 155]
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 have dropped down an ITFC level during the quarter. [Cells 156 - 162]
7. Number of changes in ITFC family placements 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 163 - 169]

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 Each data cell in this report must be a whole number greater than or equal to 0 (no decimals or negatives).
1 - 169 No data cells should be left blank.

PART A. CHILD CASELOAD MOVEMENT

- CELL 1: **Cell 1** must be equal to last quarter's Cell 142 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 72 plus Cell 114 plus Cell 135)
- CELL 10: **Cell 10** must be equal to (Cell 17 plus Cell 24 plus Cell 31 plus Cell 38 plus Cell 45 plus Cell 73 plus Cell 115 plus Cell 136)
- CELL 11: **Cell 11** must be equal to (Cell 18 plus Cell 25 plus Cell 32 plus Cell 39 plus Cell 46 plus Cell 74 plus Cell 116 plus Cell 137)
- CELL 12: **Cell 12** must be equal to (Cell 19 plus Cell 26 plus Cell 33 plus Cell 40 plus Cell 47 plus Cell 75 plus Cell 117 plus Cell 138)
- CELL 13: **Cell 13** must be equal to (Cell 20 plus Cell 27 plus Cell 34 plus Cell 41 plus Cell 48 plus Cell 76 plus Cell 118 plus Cell 139)
- CELL 14: **Cell 14** must be equal to (Cell 21 plus Cell 28 plus Cell 35 plus Cell 42 plus Cell 49 plus Cell 77 plus Cell 119 plus Cell 140)
- 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 78 plus Cell 120 plus Cell 141)
- 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 44: **Cell 44** must be equal to (Cell 51 plus Cell 58 plus Cell 65)
- CELL 45: **Cell 45** must be equal to (Cell 52 plus Cell 59 plus Cell 66)
- CELL 46: **Cell 46** must be equal to (Cell 53 plus Cell 60 plus Cell 67)
- CELL 47: **Cell 47** must be equal to (Cell 54 plus Cell 61 plus Cell 68)
- CELL 48: **Cell 48** must be equal to (Cell 55 plus Cell 62 plus Cell 69)
- CELL 49: **Cell 49** must be equal to (Cell 56 plus Cell 63 plus Cell 70)
- 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 50 must be equal to (Cell 57 plus Cell 64 plus Cell 71)
- 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 71: **Cell 71** must be equal to (Cell 65 plus Cell 66 plus Cell 67 plus Cell 68 plus Cell 69 plus Cell 70)
- CELL 72: **Cell 72** must be equal to (Cell 79 plus Cell 86 plus Cell 93 plus Cell 100 plus Cell 107)
- CELL 73: **Cell 73** must be equal to (Cell 80 plus Cell 87 plus Cell 94 plus Cell 101 plus Cell 108)
- CELL 74: **Cell 74** must be equal to (Cell 81 plus Cell 88 plus Cell 95 plus Cell 102 plus Cell 109)
- CELL 75: **Cell 75** must be equal to (Cell 82 plus Cell 89 plus Cell 96 plus Cell 103 plus Cell 110)

- CELL 76: **Cell 76** must be equal to (Cell 83 plus Cell 90 plus Cell 97 plus Cell 104 plus Cell 111)
CELL 77: **Cell 77** must be equal to (Cell 84 plus Cell 91 plus Cell 98 plus Cell 105 plus Cell 112)
CELL 78: **Cell 78** must be equal to (Cell 72 plus Cell 73 plus Cell 74 plus Cell 75 plus Cell 76 plus Cell 77)
Cell 78 must be equal to (Cell 85 plus Cell 92 plus Cell 99 plus Cell 106 plus Cell 113)
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)
CELL 99: **Cell 99** must be equal to (Cell 93 plus Cell 94 plus Cell 95 plus Cell 96 plus Cell 97 plus Cell 98)
CELL 106: **Cell 106** must be equal to (Cell 100 plus Cell 101 plus Cell 102 plus Cell 103 plus cell 104 plus Cell 105)

CELL 113: **Cell 113** must be equal to (Cell 107 plus Cell 108 plus Cell 109 plus Cell 110 plus Cell 111 plus Cell 112)

CELL 114: **Cell 114** must be equal to (Cell 121 plus Cell 128)
CELL 115: **Cell 115** must be equal to (Cell 122 plus Cell 129)
CELL 116: **Cell 116** must be equal to (Cell 123 plus Cell 130)
CELL 117: **Cell 117** must be equal to (Cell 124 plus Cell 131)
CELL 118: **Cell 118** must be equal to (Cell 125 plus Cell 132)
CELL 119: **Cell 119** must be equal to (Cell 126 plus Cell 133)
CELL 120: **Cell 120** must be equal to (Cell 114 plus Cell 115 plus Cell 116 plus Cell 117 plus Cell 118 plus Cell 119)
Cell 120 must be equal to (Cell 127 plus Cell 134)
CELL 127: **Cell 127** must be equal to (Cell 121 plus Cell 122 plus Cell 123 plus Cell 124 plus Cell 125 plus Cell 126)

CELL 134: **Cell 134** must be equal to (Cell 128 plus Cell 129 plus Cell 130 plus Cell 131 plus Cell 132 plus Cell 133)

CELL 141: **Cell 141** must be equal to (Cell 135 plus Cell 136 plus Cell 137 plus Cell 138 plus Cell 139 plus Cell 140)

CELL 142: **Cell 142** must be equal to (Cell 1 plus Cell 8 minus Cell 15)
Cell 142 will be carried forward to next quarter's Item 1

PART B. ITFC SPECIAL INFORMATION

- CELL 149: **Cell 149** must be equal to (Cell 143 plus Cell 144 plus Cell 145 plus Cell 146 plus Cell 147 plus Cell 148)

CELL 150: **Cell 150** must be equal to (Cell 143 divided by Cell 2)
CELL 151: **Cell 151** must be equal to (Cell 144 divided by Cell 3)
CELL 152: **Cell 152** must be equal to (Cell 145 divided by Cell 4)
CELL 153: **Cell 153** must be equal to (Cell 146 divided by Cell 5)
CELL 154: **Cell 154** must be equal to (Cell 147 divided by Cell 6)
CELL 155: **Cell 155** must be equal to (Cell 148 divided by Cell 7)
CELL 162: **Cell 162** must be equal to (Cell 156 plus Cell 157 plus Cell 158 plus Cell 159 plus Cell 160 plus Cell 161)

CELL 169: **Cell 169** must be equal to (Cell 163 plus Cell 164 plus Cell 165 plus Cell 166 plus Cell 167 plus Cell 168)