



CDSS

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

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EDMUND G. BROWN JR.  
GOVERNOR

September 17, 2018

ALL COUNTY WELFARE DIRECTOR LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: M. AKHTAR KHAN, Chief  
Research Services Branch  
Administrative Division

SUBJECT: EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER  
CHILDREN (BRIDGE PROGRAM) MONTHLY STATUS REPORT  
CCB 18 (7/18)

REFERENCE: [ACL 18-73](#) EMERGENCY CHILD CARE BRIDGE PROGRAM FOR  
FOSTER CHILDREN (BRIDGE PROGRAM); [ACL 17-109](#)  
EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER  
CHILDREN (BRIDGE PROGRAM)

The purpose of this letter is to inform County Welfare Departments participating in the Emergency Child Care Bridge Program for Foster Children (Bridge Program) in Fiscal Year 2018-19 of revisions to the Emergency Child Care Bridge Program for Foster Children (Bridge Program) Monthly Status Report CCB 18 (7/18). In addition to language and formatting changes, the revised CCB 18 (7/18) report has been modified to a monthly submission.

**Background**

Effective January 1, 2018, the Bridge Program became a new component of the California Work Opportunity and Responsibility to Kids (CalWORKs) program and is housed under the Family Engagement and Empowerment Division in the CalWORKs and Child Care Branch. The goals of the Bridge Program are to increase the number of children placed in foster family homes, increase placement stability, increase the capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families.

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The CCB 18 report includes data on Bridge Program voucher eligibility and enrollment, type of voucher placements and child care settings, the length of time receiving voucher, and transition information. The data also includes the number of families referred and served by child care navigators and the number of trauma-informed care trainings held.

### **Summary of Changes**

Below is an overview of the major changes that have been made to the CCB 18 (7/18) report and instructions.

- The CCB 18 report has been revised to be a monthly report rather than a quarterly report.
- The report due date changed to the 5<sup>th</sup> calendar day of the second month following the report month (i.e., January's report is due on March 5<sup>th</sup>).
- The age categories are referenced in the Part B narrative rather than being written out in every item's instructions.
- Part B has two columns for data collection: Parenting Youth and Children.
- Item 6 (Of the children in Item 5, those receiving child care with a Bridge Program voucher for the first time) has been changed to only be collected the first time a child receives a Bridge Program voucher. Data in this item will only be collected one time per child.
- Item 15 (Children that stopped receiving a Bridge Program voucher for other reasons) and the Item 15 Explanation box have been added to the CCB 18 report.

### **Completion and Submission**

To complete the electronic form, counties are to download a copy of the accessible CCB 18 form from the [California Department of Social Services, Data Systems and Survey Design Bureau \(DSSDB\) website](#). The electronic form contains the report form and links to the instructions and validations. All participating counties are required to submit the report via e-mail to the designated [CCB 18 report inbox](#) by the 5<sup>th</sup> calendar day of the second month following the report month. The CCB 18 form, instructions, and validations are attached in PDF format as reference material.

Due to the timing of this notification, the July 2018 report will be due October 5, 2018, which is the same date that the August 2018 report is due. Each report must be submitted as a separate submission.

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**Contacts**

If you have any questions regarding the completion of this report, please contact DSSDB at (916) 651-8269 or via the [CCB 18 report inbox](#). Any program related questions should be directed to the CalWORKs and Child Care Programs Branch at (916) 657-2144 or via the [Child Care Bridge Program inbox](#).

Attachments

**Emergency Child Care Bridge Program for Foster Children (Bridge Program)**  
**Monthly Status Report**  
**CCB 18**

DOWNLOAD REPORT FORM FROM:  
<http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDB>  
E-MAIL COMPLETED REPORT FORM TO:  
[admCCB18@dss.ca.gov](mailto:admCCB18@dss.ca.gov)

Please keep the file in .xsm or .xls extensions.

| COUNTY NAME  | VERSION | REPORT MONTH | REPORT YEAR            |
|--|---------|--------------|------------------------|
| Select County Name   | Initial | Select Month | Select Year            |
| <b>PART A. FAMILIES</b>  |         |              | <b>Total</b>           |
| 1. Families receiving Bridge Program vouchers  |         |              | 1                      |
| 2. Of the families in Item 1, those receiving Bridge Program vouchers for the first time   |         |              | 2                      |
| <b>PART B. CHILDREN</b>  |         |              |                        |
|  |         |              | <b>Parenting Youth</b> |
|  |         |              | <b>Children</b>        |
| 3. Length of time a child was in a foster care placement before being determined eligible for a Bridge Program voucher                             |         |              |                        |
| a. Less than 30 days   |         |              | 3                      |
| 1. 0-2 years of age  |         |              | 4                      |
| 2. 3-5 years of age  |         |              | 5                      |
| 3. 6-12 years of age   |         |              | 6                      |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 7                      |
| b. 30 days or more, but less than 90 days  |         |              | 8                      |
| 1. 0-2 years of age  |         |              | 9                      |
| 2. 3-5 years of age  |         |              | 10                     |
| 3. 6-12 years of age   |         |              | 11                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 12                     |
| c. 90 days or more, but less than 180 days   |         |              | 13                     |
| 1. 0-2 years of age  |         |              | 14                     |
| 2. 3-5 years of age  |         |              | 15                     |
| 3. 6-12 years of age   |         |              | 16                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 17                     |
| d. 180 days or more, but less than 270 days  |         |              | 18                     |
| 1. 0-2 years of age  |         |              | 19                     |
| 2. 3-5 years of age  |         |              | 20                     |
| 3. 6-12 years of age   |         |              | 21                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 22                     |
| e. 270 days or more  |         |              | 23                     |
| 1. 0-2 years of age  |         |              | 24                     |
| 2. 3-5 years of age  |         |              | 25                     |
| 3. 6-12 years of age   |         |              | 26                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 27                     |
| 4. Length of time from when the child was determined eligible for a Bridge Program voucher to the child's first day in selected child care setting |         |              |                        |
| a. 1-7 days  |         |              | 28                     |
| 1. 0-2 years of age  |         |              | 29                     |
| 2. 3-5 years of age  |         |              | 30                     |
| 3. 6-12 years of age   |         |              | 31                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 32                     |
| b. 8-14 days   |         |              | 33                     |
| 1. 0-2 years of age  |         |              | 34                     |
| 2. 3-5 years of age  |         |              | 35                     |
| 3. 6-12 years of age   |         |              | 36                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 37                     |
| c. 15-21 days (Explain in Item 4c Explanation box)   |         |              | 38                     |
| 1. 0-2 years of age  |         |              | 39                     |
| 2. 3-5 years of age  |         |              | 40                     |
| 3. 6-12 years of age   |         |              | 41                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 42                     |
| d. Over 21 days (Explain in Item 4d Explanation box)   |         |              | 43                     |
| 1. 0-2 years of age  |         |              | 44                     |
| 2. 3-5 years of age  |         |              | 45                     |
| 3. 6-12 years of age   |         |              | 46                     |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)   |         |              | 47                     |

|   |    |    |     |   |
|---|----|----|-----|---|
| 5. Children receiving child care with a Bridge Program voucher  |    | 48 | 0   |   |
| a. 0-2 years of age   |    | 49 |     |   |
| b. 3-5 years of age   |    | 50 |     |   |
| c. 6-12 years of age  |    | 51 |     |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    | 52 |     |   |
| 6. Of the children in Item 5, those receiving child care with a Bridge Program voucher for the first time |    | 53 | 0   |   |
| a. 0-2 years of age   |    | 54 |     |   |
| b. 3-5 years of age   |    | 55 |     |   |
| c. 6-12 years of age  |    | 56 |     |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    | 57 |     |   |
| 7. Children in the following type of placement:   | 58 | 0  | 59  | 0 |
| a. Resource Family  | 60 |    | 61  |   |
| b. Emergency Placement or Compelling Reason   | 62 |    | 63  |   |
| c. Certified Family Home or Licensed Foster Family Home   | 64 |    | 65  |   |
| d. Approved Relative or Non-Relative Extended Family Member   | 66 |    | 67  |   |
| 8. Children that experienced a foster placement change  | 68 |    | 69  | 0 |
| a. 0-2 years of age   |    |    | 70  |   |
| b. 3-5 years of age   |    |    | 71  |   |
| c. 6-12 years of age  |    |    | 72  |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 73  |   |
| 9. Children using a Bridge Program voucher in the following type of child care settings:                  |    |    | 74  | 0 |
| a. Child Care Center  |    |    | 75  |   |
| b. Family Child Care Home   |    |    | 76  |   |
| c. License-Exempt Child Care Provider/Program   |    |    | 77  |   |
| 10. Children that stopped receiving a Bridge Program voucher  |    |    | 78  | 0 |
| a. Less than 90 days  |    |    | 79  | 0 |
| 1. 0-2 years of age   |    |    | 80  |   |
| 2. 3-5 years of age   |    |    | 81  |   |
| 3. 6-12 years of age  |    |    | 82  |   |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 83  |   |
| b. 90 days or more, but less than 180 days  |    |    | 84  | 0 |
| 1. 0-2 years of age   |    |    | 85  |   |
| 2. 3-5 years of age   |    |    | 86  |   |
| 3. 6-12 years of age  |    |    | 87  |   |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 88  |   |
| c. 180 days or more, but less than 270 days   |    |    | 89  | 0 |
| 1. 0-2 years of age   |    |    | 90  |   |
| 2. 3-5 years of age   |    |    | 91  |   |
| 3. 6-12 years of age  |    |    | 92  |   |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 93  |   |
| d. More than 270 days   |    |    | 94  | 0 |
| 1. 0-2 years of age   |    |    | 95  |   |
| 2. 3-5 years of age   |    |    | 96  |   |
| 3. 6-12 years of age  |    |    | 97  |   |
| 4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 98  |   |
| 11. Children that transitioned from the Bridge Program to other subsidized child care                     |    |    | 99  | 0 |
| a. 0-2 years of age   |    |    | 100 |   |
| b. 3-5 years of age   |    |    | 101 |   |
| c. 6-12 years of age  |    |    | 102 |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 103 |   |
| 12. Children that transitioned from the Bridge Program to non-subsidized child care                       |    |    | 104 | 0 |
| a. 0-2 years of age   |    |    | 105 |   |
| b. 3-5 years of age   |    |    | 106 |   |
| c. 6-12 years of age  |    |    | 107 |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 108 |   |
| 13. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months  |    |    | 109 | 0 |
| a. 0-2 years of age   |    |    | 110 |   |
| b. 3-5 years of age   |    |    | 111 |   |
| c. 6-12 years of age  |    |    | 112 |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 113 |   |
| 14. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months |    |    | 114 | 0 |
| a. 0-2 years of age   |    |    | 115 |   |
| b. 3-5 years of age   |    |    | 116 |   |
| c. 6-12 years of age  |    |    | 117 |   |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)          |    |    | 118 |   |

|   |           |           |                |
|---|-----------|-----------|----------------|
| 15. Children that stopped receiving a Bridge Program voucher for other reasons                              |           | 119       | 0              |
| a. 0-2 years of age   |           | 120       |                |
| b. 3-5 years of age   |           | 121       |                |
| c. 6-12 years of age  |           | 122       |                |
| d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)            |           | 123       |                |
| <b>PART C. CHILD CARE NAVIGATOR</b>   |           |           | <b>Total</b>   |
| 16. Bridge Program eligible families referred to child care navigators                                      |           | 124       |                |
| 17. Of the families in Item 15, those served by child care navigators                                       |           | 125       |                |
| 18. Families receiving Bridge Program vouchers served by child care navigators                              |           | 126       |                |
| <b>PART D. TRAUMA-INFORMED TRAINING</b>   |           |           | <b>Total</b>   |
| 19. Trauma-informed care trainings  |           | 127       |                |
| 20. Child care providers that attended trauma-informed care trainings                                       |           | 128       |                |
| 21. Coaching sessions   |           | 129       |                |
| 22. Child care providers that received coaching sessions  |           | 130       |                |
| <b>COMMENTS</b>   |           |           |                |
| Comments  |           |           |                |
|   |           |           |                |
| Item 4c Explanation (Complete if any cell in Item 4c is not 0)  |           |           |                |
|   |           |           |                |
| Item 4d Explanation (Complete if any cell in Item 4d is not 0)  |           |           |                |
|   |           |           |                |
| Item 15 Explanation (Complete if any cell in Item 15 is not 0)  |           |           |                |
|   |           |           |                |
| Revised Report Explanation (Complete if Revised is selected. If Initial is selected this box remains blank) |           |           |                |
|   |           |           |                |
| CONTACT PERSON  | TELEPHONE | EXTENSION |                |
| JOB TITLE/CLASSIFICATION  | E-MAIL    |           |                |
| SUPERVISOR  | TELEPHONE | EXTENSION |                |
| JOB TITLE/CLASSIFICATION  | E-MAIL    |           |                |
|   |           |           | DATE SUBMITTED |

**EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN  
(BRIDGE PROGRAM)  
CCB 18 (7/18)**

**INSTRUCTIONS**

**CONTENT**

The monthly CCB 18 report contains statistical information on the Emergency Child Care Bridge Program for Foster Children (Bridge Program) during the report month. The report includes data on Bridge Program voucher eligibility and enrollment, type of voucher placements and child care settings, the length of time receiving a voucher, and transition information. The data also includes the number of families referred and served by child care navigators and the number of trauma-informed care trainings held.

Each county provides program oversight of the Bridge Program. Some counties may contract with the Alternative Payment Programs (APP) to administer the child care voucher payment. The training and navigator portions are subcontracted to the local child care Resource and Referral (R&R) Agency.

**PURPOSE**

The Bridge Program aims to increase the number of children placed in foster family homes, increase the capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families. This report provides county and state entities with information needed for budgeting, staffing, program planning, and other purposes.

**COMPLETION AND SUBMISSION**

Each county 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 county 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 5<sup>th</sup> calendar day of the second month following the report month (i.e., January's report would be due March 5<sup>th</sup>). If the report's due date is on a Saturday, Sunday, or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s) and provide an explanation for the revision in the Revised Report Explanation box. The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs, if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.



Download an Excel version of the report form from [CDSS, Data Systems and Survey Design Bureau \(DSSDB\)](#), complete the downloaded form, and e-mail to the designated [CCB 18 report inbox](#). The electronic submission process contains automatic computations of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269 or via the [CCB 18 report inbox](#).

The report's statewide and county specific data is available on the [CDSS, Research and Data Reports \(RADR\) website](#). Counties are encouraged to review their data on the website each month to confirm that the county's data coincides with the data on file at 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 month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **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 e-mail 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 e-mailed to DSSDB.

## DEFINITIONS

Alternate Payment Programs (APPs): The APPs, funded with state and federal funds, offer an array of child care settings for parents, such as in-home care, family child care home, and center-based care. The APP helps families select and secure child care services and makes payment for those services directly to the child care provider. The APP is intended to maximize parental choice and accommodate the individual needs of the family. (EDC, Sections 8220; 8220.5)

Approved Home of Relative: The home of a relative or nonrelative extended family member that is exempt from licensure (as determined by the county) and is approved as meeting the same standards as those in Article 3. (CCR Title 22, Division 6, Chapter 9.5 Section 89201(a)(6))



Bridge Program Voucher: Time-limited payment for child care following the foster child's placement, or for a child whose parent is in foster care. The voucher shall be in an amount commensurate with the [Regional Market Rates](#) as described in Section 8357 of the California Education Code. For utilization of the Regional Market Rate Ceiling, refer to the California Code of regulations, Title 5, Division 1, Chapter 19, Subchapter 2.5. (WIC Section 11461.6; ACL 17-109)

Certified Family Home: A family residence certified by a licensed Foster Family Agency (FFA) and issued a certificate of approval by that agency as meeting licensing standards, and used only by that FFA for placements. (CCR Title 22, Division 6, Chapter 8.8, Section 88001(c)(3))

Child(ren): A person who is under 18 years of age placed or being considered for foster placement by a placement agency with or without a court order. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(14))

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that met the requirements for participation in the APP. (Title 5, Section 18074.2)

Child Care Navigator: A child care R&R Agency in a participating county, established to serve a defined geographic area, shall provide a child care navigator to support children in foster care, children previously in foster care upon return to their home of origin, and children of parents involved in the child welfare system, including the children of non-minor dependents. The navigator shall work directly with the child's family, county/social worker, and the Child and Family Team to assist in accessing child care at the time of placements as well as long-term, subsidized child care as necessary. (EDC Section 8212(5)(A)(i); WIC Section 11461.6(e))

Child Care Provider: A person who provides child care services or represents persons who provide child care services. (EDC Section 8499(c))

Coaching: Field training based on the trauma-informed care training curriculum for child care providers to assist them in applying strategies for working with children in foster care. (California Education Code, Section 8212(5)(A)(i))

Compelling Reason: A decision to place a child with an applicant prior to approval as a Resource Family based upon the best interest of the child, to include maintaining a child's family-like connections. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(17))

Determined Eligible: The date on which the county/social worker determined the eligibility of the child/family for voucher services.

Eligible: Eligibility criteria in the Bridge Program is determined by the county. (WIC Section 11461.6(d); ACL 17-109).

Emergency Placement: A placement of a child or non-minor dependent with a relative or non-relative extended family member prior to Resource Family Approval. (Resource Family Approval Written Directive, Version 4.1, Section 3-01(a)(28))

Family Child Care Home: Child care provider who:

- (A) Operate licensed family child care homes; or
- (B) Operate a child care business in a home setting on tribal land. (Title 5, Section 18074.2)

A home that regularly provides care, protection, and supervision for 14 or fewer children, the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away. (HSC Section 1596.78)

License-Exempt Child Care Provider: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. (Title 5, Section 18074.2)

Licensed Foster Family Home: The home owned, leased, or rented by the caregiver(s) as their residence and where the caregiver(s) is licensed or approved to provide 24-hour care and supervision for six or fewer foster children as defined in Health and Safety Code Section 1502(a)(5). A licensed foster family home may provide sibling care for up to eight children provided the requirements of Health and Safety Code Section 1505.2 are met. (CCR Title 22, Division 6, Chapter 9.5, Sections 89201(f)(3); 89201(h)(3))

Non-Minor Dependent: Youth who are eligible to continue receiving foster care services after turning 18 years of age up to 21 years of age. (WIC Section 1144(v))

Non-Relative Extended Family Member (NREFM): An adult caregiver who has an established familial relationship with a relative of a child or a familial or mentoring relationship with a child. (WIC Sections 11400(n); 362.7)

Parenting Youth: A person parenting their own biological child and is either under 18 years of age or a non-minor dependent that is placed or being considered for foster placement.

Relative: An adult who is related to a child by blood, adoption, or affinity within the fifth degree of kinship, including step-parents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand" or the spouse of any of these persons even if the marriage was terminated by death or dissolution. (WIC Section 11400(m); CCR Title 22, Division 6, Chapter 9.5, Section 89201(r)(2))

Resource Family: An individual or family, regardless of relationship to the child(ren) (includes relatives and NREFM), that a county determines to have successfully met the application and assessment criteria necessary for providing care for a child or non-minor dependent who is under the jurisdiction of the juvenile court, or otherwise in the care of a county child welfare agency or probation department. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(59))

Subsidized Child Care: Child care that is paid for in part or in full with government funds. Subsidies can take different forms, including government-contracted programs and vouchers paid to providers chosen by the parents. For-profit and non-profit providers may or may not choose to accept clients supported with government subsidies.

Trauma-Informed Care Training: The provision of trauma-informed training to child care providers working with children, and children of parenting youth, in the foster care system either in person, web-based, or via other training modalities. Training shall include, but not be limited to, infant and toddler development and research-based, trauma-informed best care practices. Child care providers shall be provided with supplemental coaching as needed to assist them in applying training techniques and strategies. (EDC, Section 8212(a)(5)(B)(i))

TrustLine Registry: TrustLine is California's registry of license-exempt child care providers who have been through a criminal background screening and clearance process. Background checks are required for license-exempt child care providers and providers that are not required to be licensed. Individuals must clear the Department of Justice Criminal History System (which includes the Federal Bureau of Investigation) and the Child Abuse Central Index. This means they have no disqualifying criminal convictions or substantiated child abuse reports. If cleared, the provider name and an identification number are placed on the TrustLine Registry. Child care providers who are, by marriage, blood, or court degree, the grandparent, aunt, or uncle of the child are exempt from becoming TrustLine-registered. (HSC Sections 1596.605; 1596.66; 1596.67)

## ITEM INSTRUCTIONS

|                         |
|-------------------------|
| <b>PART A. FAMILIES</b> |
|-------------------------|

Part A summarizes the total number of families issued Bridge Program vouchers and those families who were issued a Bridge Program voucher for the first time.

1. Families receiving Bridge Program vouchers: Enter the number of families that received one or more Bridge Program vouchers in the report month. [Cell 1]

2. Of the families in Item 1, those receiving Bridge Program vouchers for the first time: Enter the unduplicated number of families that received a Bridge Program voucher for the first time. [Cell 2]

## **PART B. CHILDREN**

Part B summarizes the child's status, including the age of the child receiving a Bridge Program voucher, placement type, and enrollment information. For the purposes of this report, the term "eligible" means that the child met the eligibility criteria, as set forth by the county and WIC Section 11461.6(d), to receive the Bridge Program voucher. For the purposes of this report, use January 1, 2018 as the start date of the Bridge Program.

The age categories for the CCB 18 report are as follows:

- 0 to 2 years of age: Children who are zero years old up to the day before they turn three years of age.
- 3 to 5 years of age: Children who turn three years old and are less than six years of age.
- 6 to 12 years of age: Children who turn six years old and are less than thirteen years of age.
- 13 to 21 years of age: Children ages thirteen years old up to the day before they turn twenty-two years of age. **Note: This age category is only applicable for children with exceptional needs or children who are severely disabled.**

The age of a child is to be reported based on the child's age at the end of the month. For example, if a child is two years old at the beginning of the month and turns three years of age during the month, the child would be reported on the CCB 18 report as three years old.

In Items 3 through 15, enter data regarding the child receiving a Bridge Program voucher in the Children column. If a child is not receiving a Bridge Program voucher, do not enter data into the Children column.

Children of parenting youth will be captured in Items 5 through 15 in the Children column. Do not report children of parenting youth in the Children column for Items 3 and 4.

3. Length of time a child was in a foster care placement before being determined eligible for a Bridge Program voucher: **Note: Data in this item is only to be collected one time per Bridge Program voucher once a child has been determined eligible for the voucher, regardless if the child received a voucher or not. Item 3 is a count based on the Bridge Program voucher.**

- 3a. Less than 30 days: Enter the number of children in foster care for less than 30 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3a is automatically calculated and is the sum of Items 3a1 through 3a4.** [Cells 3 to 7]
- 3b. 30 days or more, but less than 90 days: Enter the number of children in foster care for more than 30 days, but less than 90 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3b is automatically calculated and is the sum of Items 3b1 through 3b4.** [Cells 8 to 12]
- 3c. 90 days or more, but less than 180 days: Enter the number of children in foster care for more than 90 days, but less than 180 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3c is automatically calculated and is the sum of Items 3c1 through 3c4.** [Cells 13 to 17]
- 3d. 180 days or more, but less than 270 days: Enter the number of children in foster care for more than 180 days, but less than 270 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3d is automatically calculated and is the sum of Items 3d1 through 3d4.** [Cells 18 to 22]
- 3e. 270 days or more: Enter the number of children in foster care for more than 270 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3e is automatically calculated and is the sum of Items 3e1 through 3e4.** [Cells 23 to 27]
4. Length of time from when the child was determined eligible for a Bridge Program voucher to the child's first day in the selected child care setting: **Note: Item 4 is a count based on the Bridge Program voucher.**
- 4a. 1 to 7 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting within one to seven days in the age categories listed. **Item 4a is automatically calculated and is the sum of Items 4a1 through 4a4.** [Cells 28 to 32]
- 4b. 8 to 14 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting within eight to fourteen days in the age categories listed. **Item 4b is automatically calculated and is the sum of Items 4b1 through 4b4.** [Cells 33 to 37]

- 4c. 15 to 21 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting within fifteen to twenty-one days in the age categories listed. **Item 4c is automatically calculated and is the sum of Items 4c1 through 4c4. If any cell in Item 4c is not 0, then the Item 4c Explanation box must be completed.** [Cells 38 to 42]
- 4d. Over 21 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting after twenty-one days in the age categories listed. **Item 4d is automatically calculated and is the sum of Items 4d1 through 4d4. If any cell in Item 4d is not 0, then the Item 4d Explanation box must be completed.** [Cells 43 to 47]
5. Children receiving child care with a Bridge Program voucher: Enter the number of children that received child care with a Bridge Program voucher in the age categories listed. **Item 5 is automatically calculated and is the sum of Items 5a through 5d.** [Cells 48 to 52]
6. Of the children in Item 5, those receiving child care with a Bridge Program voucher for the first time: Enter the unduplicated number of children receiving child care with a Bridge Program voucher for the first time in the age categories listed. **Item 6 is automatically calculated and is the sum of Items 6a through 6d.** [Cells 53 to 57]

In Items 7 and 8, enter data regarding the parenting youth in the Parenting Youth column. These are the only items where the parenting youth are captured on the CCB 18 report. Consequently, children of parenting youth will be captured in Items 5 through 15 in the Children column.

7. Children in the following type of placement: **Note: Data in this item is to be collected based on the child's placement type at the end of the month. Item 7 is automatically calculated and is the sum of Items 7a through 7d.** [Cells 58 to 59]
- 7a. Resource Family: Enter the unduplicated number of children placed with a resource family. [Cells 60 to 61]
- 7b. Emergency Placement or Compelling Reason: Enter the unduplicated number of children placed for either an emergency placement or a compelling reason. [Cells 62 to 63]
- 7c. Certified Family Home or Licensed Foster Family Home: Enter the unduplicated number of children placed with either a certified family home or licensed foster family home. [Cells 64 to 65]

- 7d. Approved Relative or Non-Relative Extended Family Member: Enter the unduplicated number of children placed with either an approved relative or non-relative extended family member. [Cells 66 to 67]
8. Children that experienced a foster placement change: Enter the unduplicated number of children that experienced a foster placement change in the age categories listed. **Item 8 in the Children column is automatically calculated and is the sum of Items 8a through 8d.** [Cells 68 to 73]
9. Children using a Bridge Program voucher in the following type of child care settings: **Note: Children may be counted in multiple settings. Numbers may be duplicated in Items 9a, 9b, and 9c. Item 9 is automatically calculated and is the sum of Items 9a through 9c.** [Cell 74]
- 9a. Child Care Center: Enter the number of children receiving child care in a child care center with a Bridge Program voucher. [Cell 75]
- 9b. Family Child Care Home: Enter the number of children receiving child care in a family child care home with a Bridge Program voucher. [Cell 76]
- 9c. License-Exempt Child Care Provider: Enter the number of children receiving child care under a license-exempt provider with a Bridge Program voucher. [Cell 77]
10. Children that stopped receiving a Bridge Program voucher: **Note: Data in this item is only to be collected once a child stopped receiving a Bridge Program voucher. Children may still receive subsequent vouchers. Item 10 is a count based on the Bridge Program voucher. If data is collected in Item 10, data must also be in Items 11, 12, 13, 14, or 15. Item 10 is automatically calculated and is the sum of Items 10a through 10d.** [Cell 78]
- 10a. Less than 90 days: Enter the number of children that received a Bridge Program voucher for less than 90 days in the age categories listed. **Item 10a is automatically calculated and is the sum of Items 10a1 through 10a4.** [Cells 79 to 83]
- 10b. 90 days or more, but less than 180 days: Enter the number of children that received a Bridge Program voucher for 90 days or more, but less than 180 days in the age categories listed. **Item 10b is automatically calculated and is the sum of Items 10b1 through 10b4.** [Cells 84 to 88]
- 10c. 180 days or more, but less than 270 days: Enter the number of children that received a Bridge Program voucher for 180 days or more, but less than 270 days in the age categories listed. **Item 10c is automatically calculated and is the sum of Items 10c1 through 10c4.** [Cells 89 to 93]



- 10d. More than 270 days: Enter the number of children that received a Bridge Program voucher for more than 270 days in the age categories listed. **Item 10d is automatically calculated and is the sum of Items 10d1 through 10d4.** [Cells 94 to 98]
11. Children that transitioned from the Bridge Program to other subsidized child care: Enter the unduplicated number of children that transitioned from the Bridge Program to other subsidized child care in the age categories listed. **Note: If data is collected in Item 11, data must also be in Item 10. Item 11 is a count based on the Bridge Program voucher. Item 11 is automatically calculated and is the sum of Items 11a through 11d.** [Cells 99 to 103]
12. Children that transition from the Bridge Program to non-subsidized child care: Enter the unduplicated number of children that transitioned from the Bridge Program to non-subsidized child care in the age categories listed. **Note: If data is collected in Item 12, data must also be in Item 10. Item 12 is a count based on the Bridge Program voucher. Item 12 is automatically calculated and is the sum of Items 12a through 12d.** [Cells 104 to 108]
13. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months: Enter the unduplicated number of children that were unable to secure stable child care prior to the Bridge Program voucher expiring at six months in the age categories listed. **Note: If data is collected in Item 13, data must also be in Item 10. Item 13 is a count based on the Bridge Program voucher. Item 13 is automatically calculated and is the sum of Items 13a through 13d.** [Cells 109 to 113]
14. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months: Enter the unduplicated number of children that were unable to secure stable child care prior to the Bridge Program voucher expiring at twelve months in the age categories listed. **Note: If data is collected in Item 14, data must also be in Item 10. Item 14 is a count based on the Bridge Program voucher. Item 14 is automatically calculated and is the sum of Items 14a through 14d.** [Cells 114 to 118]
15. Children that stopped receiving a Bridge Program voucher for other reasons: Enter the unduplicated number of children that stopped receiving a Bridge Program voucher due to reasons other than those listed in Item 11, Item 12, Item 13, and Item 14. **Note: If data is collected in Item 15, data must also be in Item 10. Item 15 is a count based on the Bridge Program voucher. Item 15 is automatically calculated and is the sum of Items 15a through 15d. If any cell in Item 15 is not 0, then the Item 15 Explanation Box must be completed.** [Cells 119 to 123]

### **PART C. CHILD CARE NAVIGATOR**

Part C captures data regarding the child care navigator. Item 15 and Item 16 includes all families that meet the eligibility criteria to qualify for a Bridge Program voucher, whether they receive a voucher or not. Item 17 includes families who received Bridge Program vouchers that were served by child care navigators.

16. Bridge Program eligible families referred to child care navigators: Enter the number of Bridge Program eligible families that were referred to child care navigators. *[Cell 124]*
17. Of the families in Item 15, those served by child care navigators: Enter the number of Bridge Program eligible families who were referred to and served by child care navigators. *[Cell 125]*
18. Families receiving Bridge Program vouchers served by child care navigators: Enter the number of families receiving Bridge Program vouchers that were served by child care navigators. *[Cell 126]*

### **PART D. TRAUMA-INFORMED CARE TRAINING**

Part D summarizes the number of trauma-informed care trainings and coaching sessions provided for child care providers.

19. Trauma-informed care trainings: Enter the number of trauma-informed care trainings held for child care providers. *[Cell 127]*
20. Child care providers that attended trauma-informed care trainings: Enter the number of child care providers that attended trauma-informed care trainings. *[Cell 128]*
21. Coaching sessions: Enter the number of coaching sessions provided to child care providers. *[Cell 129]*
22. Child care providers that received coaching sessions: Enter the number of child care providers that receiving coaching sessions. *[Cell 130]*

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|-----------------|
| <b>COMMENTS</b> |
|-----------------|

Use the Comments section to:

- 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.
- Explain the reason it took 15 to 21 days for a child to begin child care after being determined eligible for a Bridge Program voucher in the Item 4c Explanation box.
- Explain the reason it took over 21 days for a child to begin child care after being determined eligible for a Bridge Program voucher in the Item 4d Explanation box.
- Explain the reason why a child's Bridge Program voucher ended in the Item 15 Explanation box.

**Emergency Child Care Bridge Program for Foster Children (Bridge Program)  
Monthly Status Report  
CCB 18**

**VALIDATION RULES AND EDITS**

All data cells in this report must be greater than or equal to 0. 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.

**Important Note:** For Part B, there are no validations for the Parenting Youth column.

**PART A. FAMILIES**

**Item 1 must be greater than or equal to Item 2 AND less than or equal to Item 5**

Cell 1 must be greater than or equal to Cell 2 AND less than or equal to Cell 48

**Item 2 must be less than or equal to Item 1**

Cell 2 must be less than or equal to Cell 1

**PART B. CHILDREN**

**Item 5 must be greater than or equal to Item 1, Item 6, and Item 8**

Cell 48 must be greater than or equal to Cell 1, Cell 53, and Cell 69

**Item 6 must be less than or equal to Item 5**

Cell 53 must be less than or equal to Cell 48

**Item 8 must be less than or equal to Item 5**

Cell 69 must be less than or equal to Cell 48

**Item 10 must be equal to (Item 11 + Item 12 + Item 13 + Item 14 + Item 15)**

Cell 78 must be equal to (Cell 99 + Cell 104 + Cell 109 + Cell 114 + Cell 119)

**Item 11 must be less than or equal to Item 10**

Cell 99 must be less than or equal to Cell 78

**Item 12 must be less than or equal to Item 10**

Cell 104 must be less than or equal to Cell 78

**Item 13 must be less than or equal to Item 10**

Cell 109 must be less than or equal to Cell 78

**Item 14 must be less than or equal to Item 10**

Cell 114 must be less than or equal to Cell 78

**Item 15 must be less than or equal to Item 10**

Cell 119 must be less than or equal to Cell 78