

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 24, 1987

ALL COUNTY LETTER NO. 87 -86

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ADDITIONAL REPORTING INSTRUCTIONS FOR PREPLACEMENT
PREVENTIVE SERVICES MONTHLY STATISTICAL REPORT,
FORM SOC 291, (1-86)

REFERENCE: ALL COUNTY LETTERS 85-10 AND 86-28

With regard to reporting on the Preplacement Preventive Services Monthly Statistical Report on Emergency Response Program Activity and Family Maintenance Program Activity, Form SOC 291, a large number of counties have been either submitting late reports or repeatedly revising reports. This has become a serious problem for the Department of Social Services because it delays the availability of final figures for users of the data.

This letter transmits the attached additional reporting instructions for Form SOC 291. These instructions, effective immediately, are to be used in conjunction with those issued in All County Letter 85-10 dated January 23, 1985. They specify the types of documentation necessary to support revisions and the time periods within which revisions to reports must be made. In effect, these instructions outline a one-year process to allow counties to more accurately report data without necessitating revisions.

Any questions regarding this letter or reporting on the Form SOC 291 should be directed to Ms. Stevelyn Christopher of the Statistical Services Section at (916) 920-7376 or ATSS 430-7376.

Jane R. Owens
JANE R. OWENS
Acting Deputy Director
Management Systems and
Evaluation Division

Attachment

cc: CWDA

ADDITIONAL REPORTING INSTRUCTIONS
FOR PREPLACEMENT PREVENTIVE SERVICES
MONTHLY STATISTICAL REPORT
FORM SOC 291 (1/86)

Revisions to Form SOC 291 for the report months of October through December 1986 or January through March 1987 must be submitted to the State Department of Social Services in Sacramento before July 31, 1987. Subsequent revisions to reports for these months WILL NOT BE ACCEPTED. (Please note the attached reporting schedule.)

For the report months of April through June 1987, revisions will not be accepted after 90 days following the report month. For example, revisions to the report for the month of April 1987 will not be accepted after July 31, 1987.

For the report months of July through December 1987, revisions will not be accepted after 60 days following the report month. For example, revisions to the report for the month of July 1987 will not be accepted after September 30, 1987.

Beginning with the January 1988 report month, no revision will be accepted to Form SOC 291 reports. The monthly reports will be due on or before the last working day of the month following the report month as specified in Section 26-518.04 of the reporting instructions attached to All County Letter 85-10 dated January 23, 1985.

All revised Form SOC 291 reports must be accompanied by an explanation and documentation of any revisions made to the report. A copy of the documentation which must include case name, case number and justification of the adjustment should be submitted with the revised report. This documentation must also be maintained and available at the county welfare department.

After January 1988, if a case should be inadvertently omitted from a prior report, this case can only be included by entering it as an addition on that current month's report. Such a case will not be accepted as a revision to a submitted report for an earlier month.

June 15, 1987

REPORTING SCHEDULE FOR FORM SOC 291

<u>Report Month</u>	<u>Due Date</u>	<u>Last Date Revisions Will Be Accepted for This Report Month</u>
<u>1987</u>		
January	2-27-87	July 31, 1987
February	3-31-87	July 31, 1987
March	4-30-87	July 31, 1987
April	5-29-87	July 31, 1987
May	6-30-87	August 31, 1987
June	7-31-87	September 30, 1987
July	8-31-87	September 30, 1987
August	9-30-87	October 30, 1987
September	10-30-87	November 30, 1987
October	11-30-87	December 31, 1987
November	12-31-87	January 29, 1988
December	1-29-88	February 29, 1988

1988

Jan-Dec See below

The reporting instructions attached to All County Letter No. 85-10 contain the statement:

26-518.04 All counties are required to submit the completed report to the Department of Social Services each month.

Monthly reports are to be received in Sacramento on or before the last working day of the month following the report month.