

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 6, 1999

ALL-COUNTY LETTER No. 99-83

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY INDEPENDENT LIVING PROGRAM COORDINATORS

SUBJECT: INDEPENDENT LIVING PROGRAM (ILP) ANNUAL STATISTICAL REPORT (SOC 405A)

All-County Letter 98-77, dated October 1, 1998, informed counties that the data reported on the ILP Annual Statistical Report (SOC 405A) for federal fiscal year (FFY) 1998/1999 had to be kept manually and submitted in hard copy. This manual system is necessary because the reporting inconsistencies in the Child Welfare Services Case Management System (CWS/CMS), which was to have provided the report electronically, have not been addressed completely at this time. Attached is a copy of the SOC 405A, which counties are to complete and submit to the California Department of Social Services (CDSS), Data Operations Branch by November 1, 1999.

The ILP data for FFY 1999/2000 also must be kept manually and reported in hard copy until you are notified that CWS/CMS can provide accurate data.

This year, each county will submit the narrative Year-End Report for the ILP under separate cover for FFY 1998/1999. An All-County Letter will be sent at a later date with instructions for completion of the narrative report in the newly revised format. Note, in order to meet federal reporting requirements, counties should be prepared to include a copy of the ILP budget for FFY 1998/1999 and a thorough description of:

- Listed ILP activities
- Program policies
- Measurable program objectives and outcomes

Currently, eleven counties have a CDSS-approved Transitional Housing Placement Program (THPP). Those counties with a THPP also will be asked to provide information regarding their program with submission of the ILP narrative Year-End Report. If you have any questions regarding this report, please contact Lupe Humphrey of the Placement Resources Unit at (916) 323-6214.

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Please submit the completed SOC 405A to the following address:

California Department of Social Services
Data Operations Branch, M.S. 19-81
P.O. Box 944243
Sacramento, CA 94244-2430

***Original Document Signed By
WernerSchink on 10/6/99***

WERNER SCHINK
Acting Deputy Director
Program Planning and Performance Division

Attachments

c: CWDA

INDEPENDENT LIVING PROGRAM (ILP)
 Annual Statistical Report
 Federal Fiscal Year
 (October 1 through September 30)

Send one copy of this report to:
 California Department of Social Services
 Data Operations Branch, M.S. 19-81
 P.O. Box 944243
 Sacramento, CA 94244-2430
 FAX Number: (916) 322-9254

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|-------------|-----------|--------|-------------|
| FISCAL YEAR | 1998-1999 | COUNTY | COUNTY CODE |
|-------------|-----------|--------|-------------|

PART A. YOUTHS SERVED AND CLIENT CHARACTERISTICS

| | | |
|--|----|--|
| 1. Youths to whom ILP services were offered during the year..... | 1 | |
| 2. Youths who received ILP services during the year (sum of a and b below)..... | 2 | |
| a. Youths who are single..... | 2a | |
| b. Youths who are married..... | 2b | |
| 3. Youths who received ILP services and are parents (sum of a and b below)..... | 3 | |
| a. Youths who are teen fathers..... | 3a | |
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| 5. Youths who received ILP services and are no longer in foster care (age 18-21)..... | 5 | |
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| 8. Youths in County Welfare Department who received ILP services..... | 8 | |

PART B PROGRAM OUTCOME/CLIENT PROGRES

| | | |
|---|-----|--|
| 9. Youths who completed ILP services or a component of services..... | 9 | |
| 10. Youths who are continuing to receive ILP services..... | 10 | |
| 11. Youths who completed high school/GED or adult education..... | 11 | |
| 12. Youths continuing and/or currently enrolled in high school/GED or adult education... | 12 | |
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| 14. Youths continuing and/or currently enrolled in vocational education or on-the-job tra | 14 | |
| 15. Youths enrolled in college (sum of a and b below)..... | 15 | |
| a. Community college..... | 15a | |
| b. Four-year University..... | 15b | |
| 16. Youths who obtained employment (sum of a and b below)..... | 16 | |
| a. Youths who obtained full-time employment..... | 16a | |
| b. Youths who obtained part-time employment..... | 16b | |
| 17. Youths enlisted in military, Job Corps, or California Conservation Corps..... | 17 | |
| 18. Youths actively seeking employment..... | 18 | |
| 19. Youths determined unemployable, SSI eligible, or other similar special category..... | 19 | |
| 20. Youths who are living independently of agency maintenance program..... | 20 | |
| 21. Youths who obtained subsidized housing..... | 21 | |
| 22. Youths who transitioned into other government assisted services..... | 22 | |
| 23. Youths who received transitional housing placement services..... | 23 | |
| 24. Youths who were appropriate for and were denied transitional housing placement se | 24 | |
| 25. Youths for whom no information could be obtained..... | 25 | |

| | | |
|-------------------|------------------|------|
| Person to contact | Telephone number | Date |
|-------------------|------------------|------|

INDEPENDENT LIVING PROGRAM ANNUAL STATISTICAL REPORT
FORM SOC 405A

ITEM INSTRUCTIONS

PART A. YOUTHS SERVED AND CLIENT CHARACTERISTICS (for Federal Fiscal Year)

All foster youths age 16 and older to whom ILP services have been offered must be counted in the ILP Annual Statistical Report, Form SOC 405A

1. Youths to whom ILP services were offered during the year – Report the number of youths to whom a component of ILP services were offered by the county during the year, include in this item those youths who had been determined by the county to be eligible for services but who declined services when offered. A mass mailing of general information to perspective participants is not considered services offered.
2. Youths who received ILP services during the year – Report the number of youths who participated in ILP services provided by the county during the year. Count each youth only once for the year, regardless of the number of services that he/she received. Youths who were placed in your county (out-of-county placements) for ILP services may be included in the count. Both the sending county and the receiving county may count the same individual in their respective reports if the counties provided either an ILP service or conducted a needs assessment. (Sum of 2a and 2b).
 - 2a. Youths who are single – Of the total number of youths who received ILP services reported in item 2 above, enter the number of youths who are single.
 - 2b. Youths who are married – Of the total number of youths who received ILP services reported in item 2 above, enter the number of youths who are married.
3. Youths who received ILP services and are parents – Report the number of youths who are parents. (Sum of 3a and 3b).
 - 3a. Youths who are teen fathers – Of the total number of youths who received ILP service reported in item 3 above, enter the number of youths who are teen fathers.
 - 3b. Youths who are teen mothers – Of the total number of youths who received ILP service reported in item 3 above, enter the number of youths who are teen mothers.
4. Youths who received ILP services and have special needs (educational, mental and/or physical) – Report the number of youths who have special needs which are educational, medical, mental and/or physical in nature that impact or create significant impediment toward transitional planning, as compared to other youths eligible for ILP services.
5. Youths who received ILP services and are no longer in foster care (ages 18-21) – Report the number of youths age 18-21 who received ILP services during the year.
6. Youths who received ILP services during the six month period following exit from foster care – Of those youths reported in item 2 above, report the number of youths who received services during the six month period following exit from the foster care system. Exit is defined as the point in time when a youth becomes ineligible for foster care or when he/she is emancipated. This category includes those youths who have returned home and are in the Family Maintenance Program and/or those youths whose Family Reunification service plans have been successful in that they were returned home and their Child Welfare Services cases closed.
7. Youths in Probation Department who received ILP services – Report the number of youths who received ILP services that are Probation Department youths.
8. Youths in County Welfare Department who received ILP services – Report the number of youths who received ILP services that are County Welfare Department youths.

PART B. PROGRAM OUTCOME/CLIENT PROGRESS (clients identified during the FFY and received follow-up by September 30.)

This part provides information concerning program outcome and client progress. ILP results are measured by the status of participant achievement 90 days after completion of all services to be provided, or after completion of a component of services, which can lead to a measurable program outcome. The county having jurisdiction for the youth is responsible for identifying and reporting the program outcome/client progress on the Form SOC 405A.

The youths for whom program outcome/client progress is to be reported are those youths who have completed all ILP services or a component of services during the FFY. This is the population for whom a follow-up/progress report will be completed (results achieved at least 90 days after participants completed the program). The 90-day follow-up or program outcome or client contact to ascertain program outcome/client progress should be made between September 9 and September 30. An individual may have more than one program outcome or client progress report. Report all applicable program outcome/client progress.

9. Youths who completed ILP services or a component of services – Report the total number of youths who completed ILP services or a component of services during the FFY.

OF THE TOTAL NUMBER OF YOUTHS SPECIFIED IN ITEM 9 ABOVE, REPORT THE INFORMATION REQUESTED IN ITEMS 10-25 BELOW.

(Numbers in each of items 10-25 below must be less than or equal to the total in item 9).

10. Youths who are continuing to receive ILP services – Report services such as vocational training, scholarships, ILP workshops, etc.
11. Youths who completed high school/GED or adult education – Report the number of youths who completed high school/GED or adult education during the year.
12. Youths continuing and/or currently enrolled in high school/GED or adult education – Report the number of youths who are continuing and/or currently enrolled in high school/GED or adult education.
13. Youths who have completed vocational or on-the-job training – Report the number of youths who completed vocational or on-the-job training.
14. Youths continuing and/or currently enrolled in vocational education or on-the-job training – Report the number of youths who are continuing and/or currently enrolled in vocational education or on-the-job training.
15. Youths enrolled in college – Report the number of youths enrolled in college. (Sum of 15a and 15b).
 - 15a. Youths in community college – Of the total number of youths reported in item 15 above, enter the number of youths enrolled in a community college.
 - 15b. Youths in four-year University – Of the total number of youths reported in item 15 above, enter the number of youths enrolled in a four-year university.
16. Youths who obtained employment – Report the number of youths who obtained either full-time or part-time employment. Provide the breakout of full-time and part-time employment in items 16a and 16b.
17. Youths enlisted in military, Job Corps, or California Conservation Corps – Report those who are military, Job Corps, or California Conservation Corps enlistees.
18. Youths actively seeking employment – Report the number of youths who are actively seeking employment.
19. Youths determined unemployable, SSI eligible, or other similar special category – Report the number of youths determined unemployable, SSI eligible, or other similar category.
20. Youths who are living independently of agency maintenance programs (i.e. Temporary Assistance for Needy Families, General Assistance, Food Stamps, etc.)
21. Youths who obtained subsidized housing – Report the number of youths who obtained subsidized housing such as Homeless Youth Program, psychiatric/treatment facility.
22. Youths who transitioned into other government assisted services – Report the number of youths who transitioned into other government assisted services.
23. Youths who received transitional housing placement services – Report the number of youths who lived in a supervised, transitional housing placement program.
24. Youths who were appropriate for and were denied transitional housing placement services – Report the number of youths who would have lived in a supervised, transitional housing placement program if it were available.
25. Youths for whom no information could be obtained – Report the number of youths for whom no information could be obtained or whose whereabouts are unknown.

The purpose of this report is to meet the reporting requirements specified by the U.S. Department of Health and Human Services in Public Law 100-647.
