STATE OF CALIFORNIA -- HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

August 22, 1997

COUNTY FISCAL LETTER NO. 97/98-07

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

SUBJECT: ANNUAL STATISTICAL REPORT FOR THE INDEPENDENT LIVING PROGRAM

REFERENCE: ALL COUNTY LETTER NO. 96/97-21

The purpose of this letter is to provide you with reporting instructions for the annual statistical report on the Independent Living Program (ILP). Next year, this reporting process will be available on the Child Welfare Services Case Management System (CWS/CMS). The report period is for Federal Fiscal Year (FFY) 1997 which began on October 1, 1996 and ends September 30, 1997.

The format for this year's reporting is similar to prior years. The required information pertaining to client characteristics **must** be submitted on the SOC 405 and SOC 405A forms. The SOC 405A requests data concerning the number of youths served, program outcomes and additional client characteristics not available through the FCIS. Please note that the number of youths who are identified in Items 10-25, are components of Item 9. Therefore, Items 10-25 should reflect numbers less than or equal to the total in Item 9. For your use, we have enclosed camera-ready copies of both forms. Reports submitted in formats other than in the SOC 405 or 405A provided, could be returned for correction and delay the processing of your data.

As previously required, in addition to submitting the SOC 405 and SOC 405A, each county is to submit a narrative description of the ILP activities conducted and services provided. We would also appreciate personal success stories, newspaper articles about your program, or any positive stories about youths in your program going on to higher education or trade schools. This information is critical to the California Department of Social Services in order to complete the federal report, as well as to acknowledge and highlight the positive outcomes of youths as a direct result of their participation in ILP. The narrative should include, but not be limited to, the following: a brief program description, its current status, if there have been any program modifications or changes from previous years; and an account of any coordinating activities with other community agencies to achieve the goals of the ILP.

Please submit these reports no later than October 30, 1997 to:

CA Department of Social Services
Information Services Bureau
744 P Street, M.S. 12-81
Sacramento, CA 95814

Subject: Annual Report for the Independent Living Program

If you have any questions concerning these reporting instructions, please contact Arnita Paige of the Information Services Bureau at (916) 653-6480.

Jo Weber

JO WEBER
Bureau Chief
Information Services Bureau

Enclosures

c: CWDA

State of California - Health and Welfare Agency

Department of Social Services

INDEPENDENT LIVING PROGRAM (ILP)

Report of Individual Youths Served

Please staple in upper left if more than one page.

Key Entry Use ONLY:	
30007/	
E	V
RETURN TO INFORMATION SERVICES BUREAU, M.S. 12-81	

Sender's Name	County	County Code

Enter the FCIS serial number, name and birthdate of each youth to whom services were offered during the year.

The FCIS 7-digit serial number is printed in Item B1 of the Form SOC 158 turnaround document.

Enter all children counted in Item 1 of Form SOC 405A.

#	FCIS Serial Number	Child's Last Name	First Name	Birthdate		
				MM	DD	YY
1.						
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Send this copy to:
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
Information Services Bureau
744 P Street, M.S. 12-81
Sacramento, CA 95814

INDEPENDENT LIVING PROGRAM (ILP)

Annual Statistical Report
Federal Fiscal Year 1997
(October 1, 1996 through September 30, 1997)

County	County Code

PART A: YOUTHS SERVED AND CLIENT CHARACTERISTICS

1. Youths to whom ILP services were offered during the year **(must equal total number of names submitted on SOC 405)**			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			3
a. Youths who are teen fathers	3a		
b. Youths who are teen mothers	3b		
4. Youths who received ILP services and have special needs (educational, mental and/or physical)			4
5. Youths who received ILP services and are no longer in foster care (age 18-21)			5
6. Youths who received ILP services during the six month period following exit from foster care			6
7. Youths in Probation Department who received ILP services			7
8. Youths in County Welfare Department who received ILP services			8

PART B: PROGRAM OUTCOME/CLIENT PROGRESS

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
13. Youths who have completed vocational or on-the-job training			13
14. Youths continuing and/or currently enrolled in vocational education or on-the-job training			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 or Job 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 programs			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 requested and were denied transitional housing placement services			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

CONTENT:

The Independent Living Program (ILP) Annual Statistical Report, Form SOC 405A (7/97), records information concerning the number of ILP youths served, program outcome, and certain client characteristics currently not available in the Foster Care Information System (FCIS). The report period is Federal Fiscal Year (FFY) 1997, beginning **October 1, 1996 through September 30, 1997.**

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

DUE DATE: The report for Federal Fiscal Year 1997 is due in Sacramento on or before **October 30, 1997.**

SUBMITTAL: Send the completed SOC 405A to:

California Department of Social Services
Information Services Bureau
744 P Street, M.S. 12-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact Information Services at (916) 653-8730.

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.

Item 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.
The number stated in this line item must be the same as the total number of names submitted on the SOC 405. (The SOC 405 requests the names, foster care information numbers, and birthdates of each youth in ILP).

Item 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 this 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.)

Item 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.

Item 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.

Item 3 - Youths who received ILP services and are parents - Report the number of youths who are parents. (Sum of 3a and 3b.)

Item 3a - Youths who are teen fathers - Of the total number of youths who received ILP services reported in Item 3 above, enter the number of youths who are teen fathers.

Item 3b - Youths who are teen mothers - Of the total number of youths who received ILP services reported in item 3 above, enter the number of youths who are teen mothers.

Item 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.

Item 5 - Youths who received ILP services and are no longer in foster care (ages 18-21) - Report the total number of youths age 18-21 who received ILP services during the year.

Item 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.

Item 7 - Youths in Probation Department who received ILP services - Report the number of youths who received ILP services that are Probation Department youths.

Item 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 as of **June 10, 1997 for follow-up September 1997).**

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 by **June 10, 1997.** To facilitate meeting the reporting requirements stated herein, we suggest identification of this population on **June 10, 1997.** This is the population for whom a 90 day follow-up/progress report will be completed (results achieved 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, 1997.** An individual may have more than one program outcome or client progress report. Report all applicable program outcome/client progress.

Item 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 as of **June 10, 1997.**

OF THE TOTAL NUMBER OF YOUTHS SPECIFIED IN ITEM 9 ABOVE, REPORT THE INFORMATION REQUESTED IN ITEMS 10-25 BELOW. (Numbers in items below must be less than or equal to the total of Item 9)

Item 10 - Youths who are continuing to receive ILP services - Report services such as vocational training, scholarships, ILP workshops, etc.

Item 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.

Item 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.

Item 13 - Youths who completed vocational or on-the-job training - Report the number of youths who completed educational or on-the-job training.

Item 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.

Item 15 - Youths enrolled in college - Report the number of youths enrolled in college. (Sum of 15a and 15b.).

Item 15a - Youths in community college - Of the total number of youths reported in item 15 above, enter the number of youths enrolled in community college.

Item 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.

Item 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.

Item 17 - Youths enlisted in military or Job Corps - Report those who are military or Job Corps enlistees.

Item 18 - Youths actively seeking employment - Report the number of youths who are actively seeking employment.

Item 19 - Youths determined unemployable, SSI eligible, or other similar special category - Report the number of youths determined unemployable, SSI eligible, or other similar category.

Item 20 - Youths who are living independently of agency maintenance program (i.e. Aid to Families with Dependent Children, General Assistance, Food Stamps, etc.) - Report the total number of youths who are living independently of agency maintenance programs and are self sufficient.

Item 21 - Youths who obtained subsidized housing - Report the number of youths who obtained subsidized housing such as Homeless Youth Program, psychiatric/treatment facility.

Item 22 - Youths who transitioned into other government assisted services - Report the number of youths who transitioned into other government assisted services.

Item 23 - Youths who received transitional housing placement services - Report the number of youths who lived in a supervised, transitional housing placement program.

Item 24 - Youths who requested 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.

Item 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.