

Probation Foster Care Placement Monthly Caseload Statistical Report

SUBMIT THIS REPORT FORM VIA EMAIL
(See <http://www.cdss.ca.gov/dssdb/>)
OR SEND ONE COPY TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR
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1. Children in placement at least 30 days by the last day of the report month.....	1
2. Children AWOL during the report month.....	2

PART A. SAFETY OUTCOMES

For the children in Item 1, case files that document his/her probation officer had, during the report month:	
3. At least one face to face visit with the child.....	3
4. No face to face visit with the child (Items 4a plus 4b).....	4
a. Did have a valid visit exception.....	5
b. Did not have a valid visit exception.....	6
5. At least one contact with the out-of-home care provider.....	7
6. No contact with the out-of-home care provider.....	8
7. Received Family Reunification services (Items 7a plus 7b).....	9
a. At least one face to face visit with a parent.....	10
b. No face to face visit with a parent (Items 7b1 plus 7b2).....	11
1) Did have a valid visit exception.....	12
2) Did not have a valid visit exception.....	13

PART B. CHILD WELL-BEING OUTCOMES

For the children in Item 1, case files that document:	
8. A child received a mental health service referral.....	14
9. A child received a mental health service.....	15
10. A summary of the child's health information was included in the case plan or Health Passport within 30 days of each placement.....	16
11. A summary of the child's education information was included in the case plan or Education Passport within 30 days of each placement.....	17
12. A summary of the child's health information was included in the case plan or Health Passport within 180 days of each placement.....	18
13. A summary of the child's education information was included in the case plan or Education Passport within 180 days of each placement.....	19

PART C. PERMANENCY OUTCOMES

14. Children in Item 1 identified as an Indian (Native American) child.....	20
15. Children in Item 14 determined to be ICWA eligible (Items 15a plus 15b plus 15c).....	21
a. The child was placed in a relative's home.....	22
b. The child was placed with a non-relative Indian family.....	23
c. The child was placed with a non-relative non-Indian family.....	24
16. Of the children in Item 1 above, enter the number that have a WIC, Section 601 or 602 identified sibling already in placement.....	25
17. A child was put in placement with a Section 601 or 602 sibling within 30 days of the suitable placement order.....	26
18. A child's placement with a Section 601 or 602 sibling is unsuitable within 30 days of the suitable placement order.....	27

COMMENTS

CONTACT PERSON (Print)	TELEPHONE	EMAIL ADDRESS
TITLE/CLASSIFICATION	FAX	DATE COMPLETED

**PROBATION FOSTER CARE PLACEMENT
MONTHLY CASELOAD STATISTICAL REPORT
FC 23 (1/05)**

INSTRUCTIONS

CONTENT

The monthly FC 23 report contains statistical information on probation foster youth placements, contacts, visits, development of health and education passport information, and receipt of health and mental health services.

Copies of the report form and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports website at <http://www.cdss.ca.gov/research/>. The report's released monthly statewide and county-specific data is also available on the website.

PURPOSE

Pursuant to state law (AB 636, Steinberg, Statutes of 2001) the Child Welfare Services Outcome and Accountability System was implemented in January 2004 as a replacement for the Child Welfare Services Oversight System. Under the Outcome and Accountability System the CDSS is required to publish county data reports that provide summary level federal and state program measures that will serve as the basis for county self assessment reviews and track state and county performance over time. The intent of the new system is for each county, through their self assessment review, to determine the reason for their current level of performance and to develop a plan for measurable improvement.

The FC 23 report also provides county, state, and federal entities with information needed for budgeting, staffing, program planning, and related purposes. Completion and submission of the FC 23 report will provide the CDSS with the information needed to publish county data reports for foster care youth under the jurisdiction of County Probation Departments in California.

COMPLETION AND SUBMISSION

The County Probation Department 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 Probation Department 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.

The completed FC 23 report must be received by the CDSS on or before the 20th calendar day of the month following the report month. This report may be submitted via email or in hardcopy:

Email submission: Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/> to your PC desktop, complete the downloaded report form, and email to the CDSS, Data Systems and Survey Design Bureau (DSSDB). This email submission process contains automatic computation of some cells and easy email transmission of completed report forms to DSSDB; the website contains specific instructions and guidance.

Hard copy submission: If email submission is not possible, complete a paper copy of the report and fax or mail to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

If you have questions regarding this report, contact the DSSDB at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any item blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number, and email 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 completed.

DEFINITIONS

Where appropriate, the source for each definition is noted at the end of each paragraph. MPP is the California Department of Social Services, Manual of Policies and Procedures; WIC is the California Welfare and Institutions Code; USC is the United States Code.

AWOL (Absent Without Leave): Absent from placement without approval by the probation officer or court.

Child: A person under 18 years of age or a person up to 19 years of age who meets the requirements of WIC, Section 11403. For placement in a community treatment facility, a person under 18 years of age who is seriously emotionally disturbed as defined in WIC, Section 5600.3, including those individuals 18 through 21 years of age as specified in the California Code of Regulations, Title 9, Chapter 11, Section 1924(b).
MPP 31-002(c)(8)

Contact: Face to face meeting or communication in writing or by telephone by a probation officer or other person authorized by MPP, Division 31 regulations, to make case contacts with the child, parent(s)/guardian(s), out-of-home care providers, and/or other persons (e.g., siblings, other relatives) involved in the case plan.
MPP 31-002(c)(25)

Education Passport: Documents given to the out-of-home care provider that include the names and addresses of the child’s educational providers, grade level performance, school record, and assurances that the child’s placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement. If the education information is not contained in the case plan, explains where the information is located.
MPP 31-206.35 - .351

Family Reunification Services: Time-limited foster care services to prevent or remedy neglect, abuse, or exploitation of a child that cannot safely remain at home, and needs temporary foster care. The goal of these is to reunite the family.
WIC 16501(h)

Health Passport: Documents given to the out-of-home care provider that include the names and addresses of the child’s health providers, record of the child’s immunizations, child’s known medical problems, child’s medications, and, if the information is not included in the child’s case plan, where the information is located.
MPP 31-206.35 - .351

ICWA (Indian Child Welfare Act) Eligible: Either, a) a member of a federally-recognized Indian tribe or b) eligible for membership in a federally-recognized Indian tribe and the biological child of a member of a federally-recognized Indian tribe.
25 USC 1901 through 1963

Indian (Native American) Child: An unmarried person under 18 years of age who is identified as having American Indian ancestry/heritage. He or she may or may not be a member of any Indian tribe.

DEFINITIONS CONTINUED

Mental Health Services: Services which may include the evaluation, treatment, and psychometric testing performed by a mental health professional while together with the child. Also included are day treatment programs certified by the State Department of Mental Health.

MPP 11-400(5)

Non-Relative Indian Family: A family that has American Indian/Alaska Native ancestry, but is not related to the child. These families may be members of the child's tribe or other Indian tribe. The family can be a state or county licensed foster home, a home certified by a foster family agency, or a home approved by the child's tribe.

Non-Relative Non-Indian Family: A family that does not have American Indian/Alaska Native ancestry and is not related to the child. The family can be a state or county licensed foster home, a home certified by a foster family agency, or a home approved by the child's tribe.

Out-Of-Home Care Provider: A person, including a relative, or entity providing foster care.

MPP 31-002(o)(1)

Parent: The natural or adoptive father or mother, whether married or unmarried, or other adult fulfilling the parental role.

MPP 31-002(p)(1)

Placement: A licensed foster family home, licensed small family home, family home certified by a licensed foster family agency for its exclusive use, licensed group home for children, home of a relative other than the child's parent/guardian, or non-relative extended family home that meets the approval standards, including documentation of a caregiver assessment, health and safety inspection of the home, and all required criminal record clearances.

MPP 31-002(f)(8)(A-F)

Referral: Informing a service agency that a child and/or that child's family desires or requires that agency's services and assisting the child and/or family to avail themselves of such services. (The referral should be documented in the case file and can be a telephone call requesting services, form requesting services, or placement in the group home that provides services that were identified as needed and specified in the child's assessment and documented in the case plan.)

MPP 31-002(r)(2)

Relative: An adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including step-parents, step-siblings, and all relatives whose status is preceded by the words "step", "great", "great-great", or "grand", or the spouse of any of these persons, even if the marriage was terminated by death or dissolution.

MPP 31-002(r)(5)

Sibling: Related as full, half, or step-brother or sister.

Valid Visit Exception (Child): The probation officer shall be permitted to have less frequent visits with the child, to a minimum of once every three calendar months, if all of the criteria in MPP 31-320.411(a) through (e) are met, and written supervisory approval has been obtained. NOTE: There is no visit exception for minors in group home placement.

MPP 31-320.411(a-e)

Valid Visit Exception (Parent/Guardian): The probation officer shall be permitted to have less frequent visits, up to a minimum of once every two calendar months, if all of the criteria in MPP 31-325.21 through .33 are met and written supervisory approval has been obtained.

MPP 31-325.21 through .33

DEFINITIONS CONTINUED

Visit: Face to face contact between the probation officer and child, the child’s family, and/or the out-of-home care provider. The probation officer shall visit the child placed in a group home at least once each calendar month, with a minimum two-week interval between visits.

MPP 31-002(v)(1)(A-B), MPP 31-320.411(d)(5)

WIC, Section 601: Identifies and defines children under the age of 18 years who are habitually disobedient or truant; runaways.

WIC, Section 602: Identifies and defines children under the age of 18 years who commit an act that would be a violation of the law if committed by an adult.

ITEM INSTRUCTIONS

When completing the FC 23 report, enter the required data/information for each Item. If there is nothing to report for an Item, enter “0”.

These two Items collect information on children in out-of-home placement, and visits between the probation officer and: child, parent(s), and out-of-home care provider/caretaker.

1. Children in placement at least 30 days by the last day of the report month: Enter the total number of children in placement at least 30 days by the last day of the report month. Do not include a child with a suitable placement order that is: in Juvenile Hall, at home pending placement, on bench warrant status, or AWOL. [Cell 1]
2. Children AWOL during the report month: Enter the number of children who were AWOL during the report month. [Cell 2]

PART A. SAFETY OUTCOMES

For the children in Item 1, case files that document or lack documentation that his/her probation officer had, during the report month:

3. At least one face to face visit with the child: Of the children in Item 1 above, enter the number of case files that document at least one face to face visit between the child and his/her probation officer. [Cell 3]
4. No face to face visit with the child (Items 4a plus 4b): Skip this item if completing the Excel version: it will be automatically calculated. Of the children in Item 1 above, enter the number of case files without documentation of a face to face visit between the probation officer and the child. [Cell 4]
 - a. Did have a valid visit exception: Of the number in Item 4 above, enter the number of case files that document a valid visit exception.
NOTE: There is no visit exception for children in group home placements. [Cell 5]
 - b. Did not have a valid visit exception: Of the number in Item 4 above, enter the number of case files that did not document a valid visit exception. [Cell 6]
5. At least one contact with the out-of-home care provider: Of the children in Item 1 above, enter the number of case files that document at least one contact between the probation officer and the out-of-home care provider. [Cell 7]
6. No contact with the out-of-home care provider: Of the children in Item 1 above, enter the number of case files without documentation of a contact between the probation officer and the out-of-home care provider. [Cell 8]

ITEM INSTRUCTIONS CONTINUED

7. Received Family Reunification services (Items 7a plus 7b): Skip this item if completing the Excel version: it will be automatically calculated. Of the children in Item 1 above, enter the number of case files that document a child received Family Reunification services. [Cell 9]
- a. At least one face to face visit with a parent: Of the number in Item 7 above, enter the number of case files that document at least one face to face visit between the probation officer and a parent. [Cell 10]
- b. No face to face visit with a parent (Items 7b1 plus 7b2): Skip this item if completing the Excel version: it will be automatically calculated. Of the number in Item 7 above, enter the number of case files without documentation of a face to face visit between the probation officer and a parent. [Cell 11]
- 1) Did have a valid visit exception: Of the number in Item 7b above, enter the number of case files that document a valid visit exception. [Cell 12]
- 2) Did not have a valid visit exception: Of the number in Item 7b above, enter the number of case files that did not document a valid visit exception. [Cell 13]

PART B. CHILD WELL-BEING OUTCOMES

This section collects information on children who:

- *were referred for mental health services (as identified by the assessment of the child's needs and documented in the case plan)*
- *received mental health services (children who received services based on the identified need from the assessment and identified in the case plan)*
- *had a summary of the child's health information included in the case plan or Health Passport within 30 days of each placement*
- *had a summary of the child's education information included in the case plan or Education Passport within 30 days of each placement*
- *had a summary of the child's health information included in the case plan or Health Passport within 180 days of each placement*
- *had a summary of the child's education information included in the case plan or Education Passport within 180 days of each placement*

For the children in Item 1, case files that document:

8. A child received a mental health service referral: Of the children in Item 1 above, enter the number of case files that document a child received a mental health service referral during the report month. [Cell 14]
9. A child received mental health service: Of the children in Item 1 above, enter the number of case files that document a child received a mental health service during the report month. [Cell 15]
10. A summary of the child's health information was included in the case plan or Health Passport within 30 days of each placement: Of the children in Item 1 above, enter the number of case files that document a summary of the child's health information was included in the case plan or Health Passport within 30 days of the most recent placement. This is a cumulative count: include the child here even if the 30 day inclusion point was in the past. [Cell 16]

ITEM INSTRUCTIONS CONTINUED

11. A summary of the child's education information was included in the case plan or Education Passport within 30 days of each placement: Of the children in Item 1 above, enter the number of case files that document a summary of the education information was included in the case plan or Education Passport within 30 days of the most recent placement. This is a cumulative count: include the child here even if the 30 day inclusion point was in the past. [Cell 17]
12. A summary of the child's health information was included in the case plan or Health Passport within 180 days of placement: Of the children in Item 1 above, enter the number of case files that document a summary of the health information was included in the case plan or Health Passport within 180 days of the most recent placement. Do not include children counted in Item 10 above. This is a cumulative count: include the child here even if the 180 day inclusion point was in the past. [Cell 18]
13. A summary of the child's education information was included in the case plan or Education Passport within 180 days of placement: Of the children in Item 1 above, enter the number of case files that document a summary of the education information was included in the case plan or Education Passport within 180 days of the most recent placement. Do not include children counted in Item 11 above. This is a cumulative count: include the child here even if the 180 day inclusion point was in the past. [Cell 19]

PART C. PERMANENCY OUTCOMES

This section collects information on children identified as Indian children.

14. Children in Item 1 identified as an Indian (Native American) child: Of the children in Item 1 above, enter the number of case files that document the child is identified as an Indian (Native American) child. [Cell 20]
15. Children in Item 14 determined to be ICWA (Indian Child Welfare Act) eligible (Items 15a plus 15b plus 15c): Skip this item if completing the Excel version: it will be automatically calculated. Of the children in Item 14 above, enter the number of children determined to be ICWA eligible. [Cell 21]
 - a. The child was placed in a relative's home: Of the number in Item 15 above, enter the number of case files that document the child was placed with a relative. [Cell 22]
 - b. The child was placed with a non-relative Indian family: Of the number in Item 15 above, enter the number of case files that document the child was placed with a non-relative Indian family. [Cell 23]
 - c. The child was placed with a non-relative non-Indian family: Of the number in Item 15 above, enter the number of case files that document the child was placed with a non-relative non-Indian family. [Cell 24]

This section collects information on WIC, Section 601 or 602 wards in foster care who are placed with siblings that are also WIC, Section 601 or 602 wards.

16. Of the children in Item 1 above, enter the number that have a WIC, Section 601 or 602 identified sibling already in placement: Enter the number of case files that document a WIC, Section 601 or 602 child was in placement at least 30 days by the last day of the report month and has a WIC, Section 601 or 602 identified sibling already in placement. [Cell 25]
17. A child was put in placement with a Section 601 or 602 sibling within 30 days of the suitable placement order: Of the children in Item 16 above, enter the number of case files that document the child was placed with a sibling who was also a Section 601 or 602 child, within 30 days of the suitable placement order. [Cell 26]

ITEM INSTRUCTIONS CONTINUED

18. A child's placement with a 601 or 602 sibling is unsuitable within 30 days of the suitable placement order: Of the children in Item 16 above, enter the number of case files that document the child's placement with a Section 601 or 602 sibling is found to be unsuitable within 30 days of the suitable placement order. *[Cell 27]*

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide any other comments the county determines necessary.