Foster Care Program Monthly Statistics

Number: 45-001
Date: 12/1/2007

PURPOSE

The purpose of this procedure is to provide guidelines for the completion of the monthly statistics for the Foster Care, Adoption Assistance Program (AAP), and Kinship Guardian Assistance Payment (KinGAP) programs. It is imperative that Eligibility Technicians (ET) accurately record case movement into and out of their caseloads as well as dispositions in order to reflect their caseload status for the statistical period. ET's must also complete physical case counts prior to completing the statistics to coincide with CalWIN records.

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010.

POLICY

INTAKE ET

One count is given for each application and each disposition taken during the statistical period. The disposition count is taken for the statistical period in which the one of the following occurs:

1. Approval action is taken.
2. Denial action is taken.
3. Withdrawal action is taken.

If a pending application is transferred prior to disposition it is counted by the ET who completes the action. Only one application count and one disposition count is allowed for each case opening. The Intake register must be updated daily to ensure accurate disposition counts. When a case is approved and transferred to Continuing, it is logged in the Continuing register as a new case assigned from intake.

CONTINUING ET

A continuing case is defined as any case in which the status is shown approved/active/open. One case count is given for each continuing case that is active during the statistical period. If the case is discontinued, the ET who discontinues the case takes the discontinuance case count.

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Integrated Intake-Monthly Statistics	F063-29-73
Foster Care Continuing Activities	F063-29-74
Medi-Cal Continuing Activities	F063-29-72
Daily Statistics	Template

PROCEDURE

REQUIRED ACTION

The following actions are required when completing the monthly statistics.

Responsibility	Step	Required Action

CDSA

Intake ET	1.	Records on the Intake Register as follows: • **Month-Year:** Month and year of the statistical period. • **Pending From Last Month:** Number of prior month pending. • **Total New Applications:** Number of new applications received. • **Transfer-In:** Number of pending applications transferred in (TRI) from another Intake worker. • **Transfer Out:** Number of pending applications transferred out (TRO) from another Intake worker. **Note:** TRI and TRO's must match to ensure all case counts are accurate. • **Number of Approvals:** Number of approvals taken during the statistical period. • **Number of Denials:** Number of denials taken during the statistical period. • **Number of Withdrawals:** Number of withdrawals taken during the statistical period. • **Number of Interim:** Number of new interim (new approvals) that will remain in Intake due to pending documentation. • **Total Pending:** Number of total pending for the statistical period. **Note:** Must complete physical case counts to ensure case counts are accurate and match the Intake assignment board counts as well as CalWIN case counts.
	1.	Forwards to Eligibility Supervisor (ES) by the first working day of the following month.
Continuing ET	1.	Records on the Continuing register as follows: • **Case Beginning of Month:** Enters number of total continuing cases from prior month. • **Case Assigned from Intake:** Enters number of continuing cases assigned from Intake that have been approved and transferred out during the same statistical period. • **Continuing Case Transferred in within District:** Enters number of continuing cases transferred in within the district. • Example: A continuing case that was transferred from another continuing caseload. • **Number of Rescinded Discontinuances:** Enters number of rescinded discontinuances. • **Total Continuing Cases:** Enters total number of continuing cases at end of month. • **Internal Transfers:** Enters number of continuing cases transferred out within the district. • **Number of Discontinuances:** Enters number of cases closed during the month. • **Total Cases and End of Month (EOM):** Enters total of continuing cases at end of month. **Note:** Must complete physical case counts to ensure all case counts are accurate, and match CalWIN case counts.
	1.	Forwards to ES by the first working day of the following month.
ES	1.	1. each ET's CalWIN register and compares with records e.g. case assignments, dispositions, TRI's, and TRO's for accuracy.

OCSSA

	1.	1. and totals the ES Monthly statistics.
	1.	Sends soft copies of ES Monthly statistics to Social Services Supervisor I (SSS I) via email by the second working day of the month.
	1.	Routes hard copies of ET registers as well as ES monthly statistics to Foster Care Program Integrity SSS I by the second working day of the month.
Foster Care Program Integrity SSS I	1.	Reviews all unit statistics to ensure case counts are accurate.
	1.	Links all records for the Regional Office on the Foster Care statistics Excel workbook.
	1.	Distributes the statistics as follows: • Sends soft copy of the Medi-Cal statistics Medi-Cal Operations. • Sends soft copy of the Foster Care statistics to SSA Research. • Sends soft copy of the Out Of State Placement statistics to SSA Accounting. • Sends the Kin-GAP statistics to Research. • Sends the Kin-GAP Accounting statistics to SSA Accounting. • Sends hard copies of Medi-Cal and Foster Care statistics to the Foster Care Program Manager, SSSI's, and ES's.
	1.	Maintains Regional Office Statistical files.

OCSSA