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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

March 5, 2015

RESIDENTIALLY BASED SERVICES LETTER NO. 01-15

TO: COUNTY WELFARE DIRECTORS ASSOCIATION
SELECTED COUNTY WELFARE DIRECTORS
SELECTED COUNTY FISCAL OFFICERS
SELECTED COUNTY CHILD WELFARE SERVICES PROGRAM
MANAGERS
ALL RBS PROVIDERS

SUBJECT: REVISED FORMAT FOR RESIDENTIALLY BASED SERVICES
(RBS) COUNTY ANNUAL REPORT (CAR)

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC)
SECTION 18987.72(c)(3);
RBS LETTER NO. 08-10, DATED DECEMBER 21, 2010;
RBS LETTER NO. 04-11, DATED AUGUST 16, 2011;
RBS LETTER NO. 01-12, DATED JANUARY 25, 2012;
RBS LETTER NO. 03-12, DATED JUNE 22, 2012

The purpose of this RBS Letter No. 01-15 is to describe recent changes made to the County Annual Report (CAR). The changes were made in response to the comments received from all RBS counties and providers during the RBS Seminar at U.C. Davis on October 23, 2014, and again, during a telephone conference on February 19, 2015. This letter also provides RBS pilot demonstration counties and their RBS non-profit provider agencies with instructions and a revised template for preparing the statutorily mandated RBS CAR.

Background

State law (WIC section 18987.72[c][3]) requires an annual evaluation report be prepared jointly by each RBS pilot demonstration county and its RBS providers for submittal to the California Department of Social Services (CDSS). The CDSS is required to make these reports available to the State Legislature upon request.

The finalized CAR template is in the attached RBS Letter No. 01-15, dated March 5, 2015. Changes are reflected in the program and fiscal sections of the revised CAR. The following sections include formulas:

- **Section A** – Client Outcomes and Exceeded Targeted Length of Stay;
- **Section E** – County Payments to RBS Providers and Impact on Aid to Families With Dependent Children-Foster Care Costs;

- **Section F** – Providers Cost of Operating RBS Programs; and
- **Section H** – Total Length of Stay for each Youth's Enrollment in RBS Program since Implementation.

Additionally, changes in the narrative sections of the revised CAR include:

- **Section B** – Client Involvement;
- **Section C** – Client Satisfaction;
- **Section D** – County and Provider Use of RBS Program; and
- **Section G** – Lessons Learned.

Instructions and Report Format

The report will be based on a Fiscal Year (FY), instead of a Calendar Year, and will be prepared and submitted electronically to CDSS (RBSreform@dss.ca.gov) beginning with October 1, 2015, and October 1 thereafter. The attached and revised CAR template is for reporting program and fiscal data for FY 2014-15.

Attached are the three documents which comprise the revised CAR. The document titled "Residentially Based Services (RBS) Reform Project County Annual Report" is the report template (Attachment 1). Narrative responses and data must be provided in the fields (Excel cells) and spaces identified below each question. The document titled "RBS Days of Care Schedule" is an attachment to question two under Section A of the CAR (Attachment II). The document titled "RBS Days of Care Schedule-Instructions" provides the instructions for completing the Days of Care Schedule in the Excel format (Attachment III). The electronic version of the CAR and attachments are available on the CDSS website at: <http://www.childsworld.ca.gov/PG2119.htm>

If you have any questions about the CAR or its attachments, please contact Vince Richardson, Research Program Specialist II, at (916) 651-7392, or John Sanfilippo, Bureau Chief of the Foster Care Rates Bureau, at (916) 651-0652.

Sincerely,



CHERYL TREADWELL, Chief
Foster Care Audits and Rates Branch
Children and Family Services Division

Attachments