



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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ARNOLD SCHWARZENEGGER
GOVERNOR

August 6, 2010

RESIDENTIALLY BASED SERVICES (RBS) LETTER NO. 04-10

TO: SELECTED COUNTY WELFARE DIRECTORS
 SELECTED COUNTY FISCAL OFFICERS
 SELECTED COUNTY CHILD WELFARE SERVICES
 PROGRAM MANAGERS

SUBJECT: SUBMITTAL OF DATA INSTRUMENTS AND ENROLLMENT
 DOCUMENTS FOR THE RESIDENTIALLY BASED SERVICES (RBS)
 EVALUATION

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 18987.7

This letter provides instructions to pilot demonstration counties on transmitting documents necessary for the evaluation of the RBS Reform Project to the California Department of Social Services (CDSS). These documents include the Informed Assent Form for Children/Youth (assent), Informed Consent Form for Parent/Guardian (consent), Child and Adolescent Needs and Strengths (CANS), Youth Services Survey (YSS), and Youth Services Survey for Families (YSS-F).

Transmittal of Assent and Consent Forms:

The person obtaining the assent and consent must **sign the forms**, ensure they are **dated**, and make certain that the **child's first name only** is written on both the assent and consent forms. All signed assent and consent forms must then be provided to the County RBS Data Coordinator within one week after enrollment of the child into the RBS Reform Project.

The County RBS Data Coordinator must make copies of each form and mail the original forms to CDSS within one week of receiving them from the person who obtained the assent or consent. Assent and consent forms should be batched together and mailed on Friday of that week to:

California Department of Social Services
Attn: Megan Stout
744 P Street M.S. 8-13-73
Sacramento, CA 95814

When mailing the assent and consent forms, please use Golden State Overnight. The CDSS Golden State Overnight account number can be secured by emailing RBSreform@dss.ca.gov. To find the nearest Golden State Overnight drop box location, please visit <http://www.shipgso.com/tools/dropboxlocator.aspx>.

Assent and consent forms should **never** be mailed with other RBS data instruments, such as the CANS, YSS, or YSS-F.

On the Friday the forms are mailed, the County RBS Data Coordinator must send an email to RBSreform@dss.ca.gov stating the date the batch was mailed and the number of forms contained in the batch. This will allow CDSS to confirm the successful transmittal of the documents from the county.

Transmittal of CANS, YSS, and YSS-F Data Instruments:

The County RBS Data Coordinator is also responsible for preparing, batching and mailing copies of the CANS, YSS and YSS-F to CDSS, but **only for those families which have agreed to participate in the evaluation. Names must be removed** from these data instruments before mailing to CDSS. In addition, a randomly generated foreign client key number must be obtained from the Child Welfare Services/Case Management System (CWS/CMS). This number is composed of 10 alpha and numeric characters. It is used to track the documents without identifying the individual client. **The foreign client key must be printed on a label along with the name of the county and the name of the provider.** The label must then be affixed to the **bottom left corner of each page of each data instrument.**

These data instruments should be batched together and mailed on Friday of the week they were completed to:

California Department of Social Services
Attn: Megan Stout
744 P Street M.S. 8-13-73
Sacramento, CA 95814

When mailing the data instruments, please use Golden State Overnight. The CDSS Golden State Overnight account number can be secured by emailing RBSreform@dss.ca.gov. To find the nearest Golden State Overnight drop box location, please visit <http://www.shipgso.com/tools/dropboxlocator.aspx>.

The CANS, YSS, and YSS-F should **never** be mailed in the same batch with assent and consent forms.

On the Friday the data instruments are mailed, the County RBS Data Coordinator must send an email to RBSreform@dss.ca.gov stating the date the batch was mailed and the number of forms contained in the batch. This will allow CDSS to confirm the successful transmittal of the documents from the county.

Transmittal of Forms from CDSS to the Evaluator:

CDSS will match email notifications of batch mailings from the counties with batches received to confirm that none were lost in the mail. CDSS will contact the County Data Coordinator if a batch does not arrive to initiate appropriate corrective action. CDSS will review all documents to ensure that they do not contain last names or other identifying information. If any such information is found, it will be redacted. CDSS will then complete batch tracking sheets and batch the assents and consents together separately from the CANS, YSS and YSS-F data instruments for transmittal to the independent evaluator, Walter R. MacDonald and Associates (WRMA). WRMA will provide courier service to CDSS headquarters to collect the documents.

Should you have specific questions about the evaluation and data collection process, please direct these by either email or telephone to:

Dr. Fred Molitor, WRMA
fmolitor@wrma.com
(916) 239-4020 x246

If you have any general questions about the RBS Reform Project, you may contact me at (916) 651-7464 or Megan Stout, RBS Consultant, at (916) 654-1883.

Sincerely,



KAREN B. GUNDERSON, Chief
Child and Youth Permanency Branch

c: CWDA