



JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

December 21, 2010

RESIDENTIALLY BASED SERVICES (RBS) LETTER NO. 08-10

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

SUBJECT: RESIDENTIALLY BASED SERVICES (RBS) COUNTY ANNUAL
REPORT

REFERENCE: WELFARE AND INSTITUTIONS (W&IC) CODE SECTION
18987.72(c)(3)

This letter provides RBS pilot demonstration counties and their RBS non-profit provider agencies with instructions and a template for preparing the RBS County Annual Report mandated in State statute.

Background

State law at W&IC Code 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 report is to contain analyses of specified child outcomes, the involvement and satisfaction of children and families in the project, the use of the program by the county and providers, payment and cost data and the impact of the program on state and county Aid to Families with Dependent Children-Foster Care program costs.

Instructions and Report Format

The County Annual Report is to be prepared and submitted by each pilot county in collaboration with its participating private nonprofit agency or agencies. The report is to

be prepared for each calendar year in which the RBS Reform Project is in operation and submitted to CDSS by March 1 of the following year.

Recognizing that none of the RBS pilot demonstration projects will have served youth for a full year by March 1, 2011, counties are expected to report activities and data for that portion of calendar year 2010 in which their RBS project was in operation. For all subsequent years, the County Annual Report will be prepared using program and fiscal data reflecting the full 12 months of the previous calendar year.

Attached is the report template to be used. Narrative responses and data must be provided in the space identified in sections A through H. Additional information may be attached as necessary.

Completed reports, and any attachments, should be sent electronically to RBSreform@dss.ca.gov by March 1, 2011, and every March 1 thereafter for the duration of the county's participation in the RBS Reform pilot demonstration project.

Should you have any questions about the County Annual Report please contact Megan Stout, RBS Consultant, at (916) 654-1883.

Sincerely,



KAREN B. GUNDERSON, Chief
Child and Youth Permanency Branch
Children and Family Services Division

Attachment

Residentially Based Services (RBS) Reform Project

County Annual Report

Demonstration Site: _____	Reporting Period: Calendar Year 20_____
County Contact: Name: _____ Phone: _____ Email: _____	

Instructions: The County Annual Report is to be prepared and submitted by each pilot county in collaboration with its participating private nonprofit agency(ies). The report is prepared for each calendar year in which the RBS Reform Project is in operation and submitted to the California Department of Social Services (CDSS) by March 1 of the following year. Narrative responses must be provided to Sections A through H, below. Additional information may be attached as necessary.

Section A - Client Outcomes: This section provides analysis of the outcomes for children and youth, including achievement of permanency, average length of stay, and rates of entry and reentry into group care.

1. Describe the demographics and characteristics of the target population served in this reporting period.
2. Provide a qualitative analysis of the Child Welfare Services/ Case Management System (CWS/CMS) outcome data provided by Walter R. McDonald & Associates (WRMA). Include in this analysis a discussion of the reasons for disenrollment during the reporting period and discussion of the experience of the children/youth that stepped down to lower levels of care and/or achieved permanency during the reporting period.
3. Describe the proportion of children/youth that spent some period of time in temporary group home stays for purposes of crisis stabilization? What were the reasons for the returns to group home care? From the county perspective, what steps will be used to improve the effectiveness of crisis stabilization?

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Section B - Client Involvement: This section addresses the involvement of children or youth and their families.

- 1. Provide a qualitative analysis of the Child and Adolescence Needs and Strengths (CANS), Youth Services Survey for Youth (YSS) and Youth Services Survey for Families (YSS-F) data provided by WRMA. (Do not duplicate the analysis required in Section C 1.)**
- 2. What proportion of youth actively participated in the child/family team meetings? If youth did not participate, why not?**
- 3. What proportion of youth had at least one supportive adult routinely participating in child/family team meetings?**
- 4. Discuss any best practices/lessons learned with regard to family search and engagement, enhancing family relations, etc.**

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Section C - Client Satisfaction: This section addresses the satisfaction of client children or youth and their families with the RBS Reform Project services they have received.

- 1. Provide a qualitative analysis of YSS and YSS-F data provided by WRMA, specifically address satisfaction measured in Items 1-15 of the YSS and YSS-F and outcomes measured in Items 16-22 of the YSS and YSS-F.**
- 2. Discuss any best practices/lessons learned in ways to enhance client satisfaction.**

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Section D – County Use of RBS Program: This section includes discussion of the use of the RBS Reform Project by the county.

- 1. Discuss how the county has put into operation the concepts contained in the approved plan.**
- 2. Discuss the quality assurance activities performed during this reporting period to ensure program fidelity to the approved plan.**
- 3. How has the operation of the program changed from the original concept proposed in the approved plan? When did this change occur? How was the required change identified and implemented? How has the program been adapted to improve the effectiveness of the project?**
- 4. How did the county manage program utilization and administer resources in the RBS project?**
- 5. Discuss how each county agency (e.g., Child Welfare Services, Mental Health, Probation, Regional Center) participated in the RBS program. Were there any significant differences from the roles and responsibilities described in the approved plan? If so, when and how were the differences identified?**
- 6. Describe the interactions among and between the county agencies, providers and community partners (e.g., collaborative efforts towards placements, exits, services planning, etc.).**
- 7. Describe any lessons learned/best practices.**

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Section E – Operation by Nonprofit Agency(ies): This section includes discussion of the operation of the RBS Reform Project by the private nonprofit agency(ies).

- 1. Discuss how the provider(s) has put into operation the concepts proposed in the approved plan.**
- 2. How has the operation of the program changed from the original concept proposed in the approved plan? When and how was the change identified? How has the program been adapted to improve the effectiveness of the project?**
- 3. How did the provider(s) manage program utilization and administer resources in the RBS project?**
- 4. Describe the interaction between the county and provider(s).**
- 5. Describe how crisis stabilization was provided. From the provider perspective, what steps will be used to improve its effectiveness?**
- 6. Discuss any lessons learned/best practices.**

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Section F – County Payments to Nonprofit Agency(ies): This section addresses the payments made to the private nonprofit agency(ies) by the county.

- 1. Report the total payments from all fund sources paid to the provider(s) for RBS during the period the report covers under each of the following:**
 - Aid to Families with Dependent Children – Foster Care (AFDC-FC)
 - Early Periodic Screening, Diagnosis and Treatment (EDSDT)
 - Mental Health Services Act (MHSA)
 - Grants, loans, other
- 2. Provide the following for all RBS enrolled children/youth in group home care during the reporting period:**
 - Average months of stay in group care
 - Average monthly cost per child/youth
 - Average monthly amount of AFDC-FC paid (both total AFDC-FC and State General Fund)
- 3. Provide the following for all RBS enrolled children/youth receiving community services (not in group home) during the reporting period:**
 - Average months of services provided per child/youth
 - Average monthly cost per child
 - Average monthly amount of AFDC-FC paid (both total AFDC-FC and State General Fund)
- 4. Discuss how the county and provider(s) managed any payment shortfalls/overages, incentives, refunds during the reporting period.**
- 5. Describe any changes that have been made or are being considered in the funding system for the program and explain why they are necessary.**

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Section G – Actual Costs of Nonprofit Agency(ies): This section addresses the actual costs incurred by the nonprofit agency(ies) for the operation of the program.

- 1. If the county has performed the fiscal audit required by the Memorandum Of Understanding (MOU), describe any problems/issues with the provider's operations or implementation of the Funding Model that were disclosed by the fiscal audit performed. If the fiscal audit has not been conducted, when will that occur?**
- 2. Were the expectations for operating the Funding Model met or were there issues that had to be addressed to make the Funding Model work?**
- 3. Provide an analysis of the actual costs compared to the proposed budget. Comment on any changes made by the provider(s) in operating the program within the funding framework. Discuss why those changes were necessary, when they were made, and how effective they were.**
- 4. Provide an analysis of total RBS provider expenditures and total RBS provider revenues. Address whether the rates paid under the Funding Model for the RBS residential and community components were greater than, equal to, or less than the actual expenditures for each component. If not equal to, discuss the degree to which the rates either exceeded or fell short of actual expenditures.**
- 5. Discuss any extraordinary costs associated with any particular child/youth (i.e., outliers), providing the amount of the cost and what it purchased.**
- 6. If after 24 months of operating the RBS project, has an analysis of the current approved RBS rates versus RBS expenditures been performed in the reporting period and will the RBS rates for continued operation of the program be increased, decreased, or remain the same? If not proposed to remain the same, by how much will they be proposed to increase or decrease and why? If such an analysis has not been performed, when will that analysis be completed?**

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Section H – Impact on AFDC-FC Costs: This section analyzes the impact of the RBS Reform Project on state and county AFCD-FC program costs for all children served by RBS, and for those children who have entered and exited RBS in 24 months.

- Using the RBS claim fiscal tracking sheets, please complete the information below for all children served by RBS from the start of the project to the end of the reporting period:

RBS Payments for All Children Enrolled in RBS during the Reporting Period:

Total Children Served In RBS:	Total:	Federal:	State:	County:
Federal Payments:				
Residential:	\$	\$	\$	\$
Community:	\$	\$	\$	\$
Post-discharge:	\$	\$	\$	\$
Total Federal Payments:	\$			
Non-federal Payments:				
Residential:	\$	\$	\$	\$
Community:	\$	\$	\$	\$
Post-discharge:	\$	\$	\$	\$
Total Non-federal Payments:	\$			
Total RBS Payments	\$			

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2. Of the children reported in H1 above, please complete the information below for all children who entered and exited RBS in 24 months:

Note: In the initial report, no children may have completed an RBS program cycle. If so, enter zero.

RBS Payments for Children Entering and Exiting RBS in the 24 month Period:				
Total Children Completing RBS:				
	Total:	Federal:	State:	County:
Federal Payments:				
Residential:	\$	\$	\$	\$
Community:	\$	\$	\$	\$
Post-discharge:	\$	\$	\$	\$
Total Federal Payments:	\$			
Non-federal Payments:				
Residential:	\$	\$	\$	\$
Community:	\$	\$	\$	\$
Post-discharge:	\$	\$	\$	\$
Total Non-federal Payments:	\$			
Total RBS Payments:	\$			

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3. Using the approved Attachment A from the Funding Model, please complete the information below regarding the expected base Foster Care costs for RBS target population children that otherwise would have been served in Foster Care:

Note: If zero have completed, enter zero for this reporting period comparison.

AFDC Base for Comparison:			
Approved Base Rate Per Child:	\$		
Number of Children Completing RBS:			(from H2, above)
Approved Base Months in Regular Foster Care:		24	
Applicable Federal Funds Rate:		50%	
	Total	Federal	State
	County		
Base Payment for Target Group:	\$	\$	\$
	\$	\$	\$

4. For those children who have completed the RBS program, using the information from H2 and H3 above, subtract H3 from H2 and complete the following information:

	Total	Federal	State	County
RBS Incremental Cost/(Savings)Based On Program Completion:	\$	\$	\$	\$

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Please provide narrative responses to H5 through H7 in the space provided after H7.

5. In viewing the results of Question 4, what aspects of operating RBS contributed to the positive fiscal impact or negative fiscal impact compared to regular Foster Care?
6. Discuss if/how the pattern of usage in EPSDT has changed when compared with the typical usage by similar children/youth in traditional foster care.
7. Discuss if/how the pattern of usage in MHSA has changed when compared with the typical usage by similar children/youth in traditional foster care.