

RBS DAYS OF CARE SCHEDULE – INSTRUCTIONS

County Annual Report – Section A, Question 3a

PURPOSE:

The Residentially Based Services (RBS) Days of Care Schedule captures the number of days that clients are in the RBS program or have participated in the RBS program, beginning with date of entrance in RBS Residential Group Care, to RBS Community "Bridge" Care, any periods of Crisis Stabilization, and then to a Permanent Placement.

INSTRUCTIONS FOR COMPLETION:

The "Days of Care Schedule" should be completed by either a county representative or the provider for all RBS participants who were active in the RBS program during the County Annual Report (CAR) reporting period. In entering the data, the form contains formulas in which the computer automatically calculates the length of time in care based on the date entered in the "Period Covered".

Non-Profit Corporation Name: Enter the name of the non-profit corporation.

Program Number: Enter the RBS program number assigned by the California Department of Social Services (e.g., 1234.10.01).

Period Covered: The CAR report period ends December 31 of each calendar year the RBS project is in operation. For the "Period Covered" enter 12/31 and the calendar year the CAR covers.

Contact Person: Enter the name of the person who completed the form.

Telephone Number: Enter the telephone number of the contact person who completed the form.

Date Completed: Enter the date the form was completed.

Complete Columns B Through T as Follows:

I. YOUTH ENROLLED

1. **RBS Client Initials:** Enter the initials of the client's first and last name in Column B.
2. **RBS Client's Date of Birth:** Enter the month, day, and year of the client's birth date in Column C.

II. RBS RESIDENTIAL GROUP CARE

3. **Date Entered:** Enter the date (month, day, and year) the client entered RBS Residential Group Care in Column D.
4. **Date Exited:** Enter the date (month, day, and year) the client exited RBS Residential Group Care in Column E. If the client has not exited RBS Group Care, leave Col E blank.
5. **Total Days Upon Exit:** The computer automatically calculates the total days upon exit in Column F, based on the difference in Col E minus Col D.
6. **If Still in Group Care:** If the client has not exited RBS Group Care, Columns E and F should be blank and the computer automatically calculates the days in care to date in Col G, based on the difference in the "Period Covered" date entered above and Col D.

III. RBS COMMUNITY-BASED "BRIDGE" FOSTER CARE

7. **Date Entered:** Enter the date (month, day, and year) the client entered RBS Community "Bridge" Care in Column H.
8. **Date Exited:** Enter the date (month, day, and year) the client exited RBS Community "Bridge" Care in Column I. If the client has not exited RBS Community "Bridge" Care, leave Col I blank.
9. **Total Days Upon Exit:** The computer automatically calculates the total days upon exit in Column J, based on the difference in Col I minus Col H.
10. **If Still in Community "Bridge" Care:** If the client has not exited RBS Community "Bridge" Care, Columns I and J should be blank and the computer automatically calculates days in care to date in Col K, based on the difference in the "Period Covered" date entered above and Col H.
11. **Number of RBS "Bridge" Placements:** Enter the number of RBS placements in Community "Bridge" Care that resulted in a change in a family in Column L.

IV. RBS EPISODES INCURRED FOR CRISIS STABILIZATION

12. **Episodes of RBS Crisis Stabilization?:** If the client required one or more episodes of placement in the residential facility for crisis stabilization purposes, then enter "Yes" in Column M. If no such removals occurred, then enter "No" in Col M.
13. If "Yes", complete a row in the form contained on the second tab of the RBS Days of Care Schedule entitled "Crisis Stabilization." Enter the client's initials and DOB in Columns B and C. Enter the dates the client entered and exited up to three (3) episodes of RBS crisis stabilization placement. The total number of days a client is in Crisis Stabilization runs concurrently and is included in the total number of days in Community "Bridge" Care.

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V. RBS AFTERCARE IN PERMANENT PLACEMENT

14. **Date Entered:** Enter the date (month, day, and year) the client entered a RBS Permanent Placement in Column N.
15. **Date Exited:** Enter the date (month, day, and year) the client exited a RBS Permanent Placement in Column O. If the client has not exited RBS Permanent Placement, leave Col O blank.
16. **Total Days Upon Exit:** The computer automatically calculates the total days upon exit in Col P, based on the difference in Col O minus Col N.
17. **If Still in Permanent Placement:** If the client has not exited a RBS Permanent Placement, Columns O and P should be blank and the computer automatically calculates the days in care to date in Col O, based on the difference in the "Period Covered" date entered above and Col N.
18. **Current Status Code:** Enter one of the Current Status Codes identified on the form below for either "Open Cases" (Open 1-3) or "Closed Cases" (Closed 4-8) in Column R. A definition of each Status Code is provided below.
 1. RBS Case Open with Youth in Residential Group Care – Use this code for youth who remain in RBS and are in RBS residential group care at the end of the reporting period.
 2. RBS Case Open with Youth in "Bridge" Foster Care – Use this code for youth who remain in RBS and are in "Bridge" Foster Care at the end of the reporting period.
 3. RBS Case Open with Youth in Permanent Placement with RBS Aftercare Services – Use this code for youth who remain in RBS and are in their permanent placement (e.g., a family setting with biological parents, relative, non-related extended family member, foster parent, etc.) at the end of the reporting period.
 4. RBS Case Closed: Graduation – Use this code for youth who exited and successfully graduated from the RBS program during the reporting period.
 5. RBS Case Closed: Exit before Graduation due to Emancipation – Use this code for youth who exited the RBS program before graduation due to emancipation during the reporting period.
 6. RBS Case Closed: Exit before Graduation for Reason other than Emancipation – Use this code for youth who exited the RBS program before graduation for any reason other than emancipation (e.g., extended AWOL, placed in a juvenile detention facility, etc.) during the reporting period.
 7. RBS Case Closed: Voluntary Closure – Use this code for youth who exited the RBS program due to family or youth's voluntary decision to no longer participate in RBS during the reporting period.
 8. RBS Case Closed: AB 3632 Eligibility Ends – Use this code for youth who exited the RBS program because their AB 3632 eligibility ended during the reporting period.
19. **Total Days in RBS – Closed Cases:** Leave Column S blank, as the computer automatically calculates and adds the total days in care (Col F or G), (Col J or K), and (Col P or Q).
20. **Total Days in RBS – Open Cases:** Leave Column T blank, as the computer automatically calculates and adds the total days in care (Col F or G), (Col J or K), and (Col P or Q).