#### Instructions for Completing the Foster Family Agency (FFA) Outcomes Report

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| Reporting Requirements | The FFA Memorandum of Understanding (MOU) requires FFAs to provide to Child Protective Services (CPS) an outcomes report every six (6) months to determine progress in meeting performance standards set by CPS. |

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| Reporting Periods | FFAs who have entered into the MOU with CPS are required to provide outcome reports twice a year on the following dates:   * March 1 – for the period July 1 through December 31 of the previous year * September 1 – for the period January 1 through June 30 of the same year   FFAs with scores in the low range will be required to submit quarterly (instead of semiannual) reports. Quarterly reports are due as follows :   |  |  | | --- | --- | | **Reporting Period** | **Due Date** | | January through March | June 1 | | April through June | September 1 | | July through September | December 1 | | October through December | March 1 |   Agencies will return to the semiannual reporting cycle after two consecutive quarters with an overall score above the low range. |

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| Report Components | The FFA Outcomes Report has three components:   1. A census worksheet listing all children served by FFA during the reporting period; 2. The Outcomes Report Tool used to report data associated with specific areas of focus; and 3. The Narrative Template which can be used to provide additional information about the data reported on the Outcomes Report Tool. |

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| Site Visit | Site visits are an integral part of the reporting process/cycle. Several agencies will be randomly selected for a site visit every reporting period. In addition, agencies submitting a report after the due date will be automatically selected for a site visit. CPS has developed a site visit tool to facilitate the exchange of information between FFAs and CPS regarding key areas of focus. The tool will be provided to agencies in advance, to help them prepare for the visit. FFAs will also receive a copy of the tool containing all of the information gathered during the site visit, including any corrective action plan or follow up needed. |

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| How to Report Children with Multiple Entries and Exits During the Reporting Period | Some children may experience more than one entry and exit into care during the reporting period. For the purposes of this tool, the length of time between each entry and the corresponding exit or discharge from the FFA, represents an “episode of care.” It is important to track the services a child receives during each and every “episode of care” as well as the reasons for each discharge or exit. The instructions below provide examples of how to report children with multiple entries and exits or “episodes of care” during the reporting period. |

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| Census Worksheet | A census sheet has been added to the reporting tool to facilitate data input and calculations. On the census sheet, please list all the children (all ages) served by the agency during the reporting period. Please make sure to provide the following:  1. Child’s name  2. Date of Birth (DOB)  3. Date of Admission (DOA)  4. Date of Discharge (DOD)  In addition, please indicate if the child was served during the entire period by typing Y for “yes” or N for “no” in the appropriate column. Please note that age and length of stay (LOS) will be calculated automatically. Data from the census will populate linked fields on the Outcomes Report Tool and will be used to calculate performance. |

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| Outcomes Report ToolDescription and Instructions | CPS has developed the attached reporting tool (Excel Spreadsheet) to facilitate the reporting process. The reporting tool has six columns which are from Left to Right:   |  |  | | --- | --- | | **Column 1** | The number assigned to the measure (i.e. 1a, 1b, etc). | | **Column 2 – “Measure”** | The actual measure (for example, “Total number of discharges during the reporting period”). | | **Column 3 – “Number”** | The **data** (number) **you are entering** corresponding to the measure described in Column 2.  **NOTE: data for measures 3h, 3i and 5a are calculated automatically.** | | **Column 4 – “Goal”** | The goal CPS has set for the measure. | | **Column 5 – “Performance”** | The FFA’s current performance based on the data entered in Column 3  **NOTE**: **The performance level is calculated automatically.** | | **Column 6 – “Score”** | The score assigned to the FFA based on how closely the performance level (Column 5) matches the goal set by CPS (Column 4).  **NOTE:** **The score is calculated automatically.** |     **PLEASE** enter data in Column 3 **ONLY**.  The reporting tool should be completed as follows:   |  |  | | --- | --- | | **Section/Question** | **What to Report** | | Heading | Provide the name of the FFA, date of submission and reporting period. Check the appropriate box to indicate if the FFA is on a quarterly reporting cycle. | | **0** - Accreditation | Indicate if the FFA is currently accredited. Respond “Yes” or “No.” | | **Occupancy Section** | | | **1a –** Number of children ( ages 0-18) served by FFA with LOS of 30 days or more who had multiple entries, or episodes of care, during the reporting period. | **EXAMPLE**: A child and her sibling were served by your agency for 35 days at the beginning of the reporting period and were then reunified with the mother. After reunification failed the siblings were returned to your agency and remained with your agency for over 30 days through the end of the period. Report these two children here and others in similar situations. | | **Safety Section** | | | **2a** – Number of :   * Unfounded Allegations * Inconclusive Allegations * Substantiated Allegations | This number should match findings in CCL Reports (LIC 9099 & LIC 809) received by FFA during the reporting period. Report allegations by occurrence not by the number of children affected.  **EXAMPLE**: if one (1) substantiated allegation affected three (3) children, the number to report is one (1) not three (3). If necessary, provide additional information in the narrative section of the report. | | **2b** – Of the substantiated allegations reported in 2a, how many where:   * **Type A**- Immediate health or safety threat * **Type B**- Potential health or safety threat * **Type C**- Technical/no threats | Type of allegation can be found on the LIC9099 and LIC 809 reports from CCL.  **NOTE: Please submit with your report a copy of each of the LIC9099 & LIC 809 forms that explain the Type A & B findings made by CCL.** | | **2c** – Number of children served by FFA for 30 days or more who had regular monthly safety assessments conducted by FFA social worker. | Include **only** children (18 years or younger) with LOS of 30 days or more, who had a safety assessment **every** month of the reporting period (or every month of the reporting period prior to discharge, if discharged sometime during the reporting period).  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care or entries during the reporting period, each of 30 days or more, and a safety assessment was conducted each and every month the child was in care both times, then count this child as two (2). If a monthly safety assessment was conducted for this child during one episode of care, but not the other, then count this child as one (1).  **NOTE: Any child served by FFA for 30 days or more should have a monthly safety assessment. The safety assessment should include, but not be limited to, the topics found in the FFA MOU under section IV.A.2.c. (Top of page 4). The monthly safety assessment should be documented in the SOC160.** | | **Permanency and Stability Section** | | | **3a** – Total number of children (ages 0-18) served by FFA during the reporting period (include all children with LOS over 72 hrs). | **NOTE: This number is computed automatically based on the information entered on the census sheet.** | | **3b** – Number of children (ages 0-18 with LOS over 72 hrs) transferred within the agency during the reporting period for the following reasons:   * Placement with siblings * 7-Day notice * Complaint/ referral * Respite over 72 hours (explain in the narrative) * Other (explain in the narrative section) | Include only children 0-18 years of age who were served by the agency for more than 72 hours. For respite, count all respite lasting over 72 hours only if the child did not return to the foster family of origin after the respite episode. Also, count respite started during the reporting period even if it ended in the next reporting period.  If the reason is “other,” please explain in the narrative.  **EXAMPLES**: (1) If foster family gave 7-day notice for a child and as a result of that notice the child was later placed with siblings, within the agency, count the transfer as a 7-day notice. (2) If a child has two entries or episodes of care during the reporting period, and during each episode of care the child experienced one transfer within the agency, count the child under each of the appropriate categories. (3) If a child experienced more than one transfer within the agency during the same episode of care, report the child under each of the appropriate categories. | | **3c –** Number of children (ages 0-18 with LOS over 72 hours) who returned to the foster family of origin after a respite episode lasting over 72 hours. | Self-explanatory. | | **3d –** Number of children listed in 3b, who experienced more than one transfer within the agency during the reporting period. | Count only children 0-18 years of age with LOS over 72 hours.  **EXAMPLES**: Report a child with a single episode of care but with more than one transfer within agency during the reporting period, as one (1). A child with two episodes of care during the period, who experienced more than one transfer within agency during each of the two episodes of care should be reported as two (2). A child with two episodes of care during the period, who experienced more than one transfer within the agency during one of those episodes but not during the other, should be reported as one (1). | | **3e** – Number of children (ages 0-18 with LOS over 72 hrs) discharged during the reporting period as a result of one of the following permanency options:   * Reunification * Adoption * Guardianship * Relative/NREFM | Include only children 0-18 years of age with LOS over 72 hours. If a child had two or more discharges during the reporting period, report each discharge.  The example below explains how to report children with multiple entries and discharges during the reporting period.  **EXAMPLE:** If a child was reunified with the parent after being with your agency for 30 days during the reporting period, was later placed with your agency again after reunification failed and was then discharged to a relative, all within the reporting period, report the child under both discharge categories (reunification and relative/NREFM). | | **3f** – Number of children (ages 0-18 with LOS over 72 hrs) discharged during the reporting period for the following reasons:   * Transfer to higher level of care * Emancipated * 7-Day notice * AWOL * Complaint/ referral * Other (explain in the Narrative Template) | Include only children 0-18 years of age with LOS over 72 hours. If a child had two or more discharges during the reporting period, report the child under each of the applicable discharge categories.  **EXAMPLE**: A youth was served by your agency for 25 days during the period and went AWOL. After coming back into care, the youth was again placed with your agency, turned 18 before the end of the period and emancipated. This youth should be included in each discharge category (AWOL and emancipated). | | **3g -** Number of children (ages 0-18 with LOS over 72 hrs) discharged during the reporting period for the following reasons:   * Hospitalization (medical/psychiatric) * Juvenile Justice * Lower Level of Care * County/child request * Maintain school of origin * Other (explain in Narrative Template) | Include only children ages 0-18 with LOS over 72 hours. Hospitalization includes psychiatric or medical hospital stays. Lower level of care includes SILP and county foster homes. If a child had two or more discharges during the period, report the child under each of the applicable discharge categories. | | **3h** –Number of children discharged during the reporting period. | **NOTE: This number is computed automatically based on the data reported.** | | **3i** – Number of children served by FFA during the reporting period who did not experience a placement change. | **NOTE: This number is computed automatically based on the data reported. All transfers within the agency are considered placement changes. For the purpose of this report all respite lasting 72 hours or longer is considered a placement change if the child does not return to the foster family of origin after the end of the respite episode.** | | **3j** – Number of children served by FFA (ages 4-18) served by FFA during the entire reporting period. | **NOTE: This number is computed automatically based on the information reported on the census sheet.** | | **3k** – Number of children served by FFA served by FFA for the entire reporting period between the ages of 4 and 18 who had a minimum of two documented permanency discussions during the reporting period. (If reporting quarterly only one permanency discussion is required.) | Include only children 4-18 years served during the entire reporting period and whose progress towards permanency was discussed twice during the reporting period (or once if reporting quarterly) with foster parent and child (separately and if age appropriate) and documented in SOC160 and/or case notes. | | **3l –** Number of children (ages 0-17) served by FFA during the reporting period for whom the FFA conducted an icebreaker between the bio-parent (or primary caregiver) and the foster parent (during the first or second visit) | Include children, regardless of LOS who were placed with FFA during the reporting period as a result of a new Protective Custody (PC) petition. | | **Well-Being Section** | | | **4a** – Number of children (ages 0-18) served by FFA during the reporting period with current physical exams (per periodicity table). | Include all children up to age 18 with LOS of 30 days or more with current physical exams as of the end of the reporting period or at discharge.  The example below explains how to report children with multiple entries.  **EXAMPLE:** If a child had two episodes of care (entries) during the reporting period, each of 30 days or longer, and the child received timely medical exams during both episodes, then count this child as two (2). If the child received timely medical exams during one episode of care, but not the other, then count this child as one (1). | | **4b** - Number of children (ages 1-18) served by FFA during the period with current dental exams (per periodicity table). | Include children ages 1-18 with LOS over 30 days with current dental exams as of the end of the reporting period or at discharge.  The examples below explain how to report children with multiple entries during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child received timely dental exams during both episodes, then count this child as two (2). If the child received timely dental exams during one episode of care, but not the other, then count this child as one (1).  **NOTE: According to the local Dental Society and the First 5 Sacramento Commission, children should begin to see a dentist at “First Tooth or First Birthday.”** | | **4c** – Number of school-age children (6-18 years of age) served by FFA during the reporting period involved in enrichment activities lasting two or more weeks. | Include all school age children (ages 6-18) with LOS of 30 days or more who were involved in enrichment activities at any time during the reporting period or at discharge. Enrichment activities include sports teams, student government, clubs, boys/girls scouts, church groups, music/art lessons, volunteering, employment, etc.  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child was involved in an enrichment activity during both episodes, then count this child as two (2). If the child participated in an enrichment activity during one episode of care, but not the other, then count this child as one (1). | | **4d** – Number of children served by FFA during the entire reporting period. | **NOTE: This number is computed automatically based on the information reported on the census sheet.** | | **4e** – Number of children served by FFA for the entire reporting period who had a minimum of two clothing inventory reviews during the reporting period. (If reporting quarterly only clothing inventory is required). | Of the children reported in 4e, indicate how many received a minimum of two clothing inventory reviews during the reporting period. | | **4f** – Number of children served by FFA during the reporting who were referred to or assessed as needing mental health services (i.e. medical necessity has been established). | Include all children (ages 0-18) with LOS of 30 days or longer who were assessed and referred to mental health services by the Child Access Team (even if the assessment and referral took place prior to the beginning of the reporting period).  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child was assessed as needing mental health services during both episodes of care, then count this child as two (2). If the child needed mental health services during one episode of care, left the agency and completed services before returning for the second episode of care, then count this child as one (1). | | **4g-** Number of children served by FFA during the reporting period who received mental health services. | Of the children reported in 4g, indicate how many received needed mental health services (i.e. counseling, support groups, medication monitoring, etc) as of the end of the reporting period or at discharge.  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child received needed mental health services during both episodes of care, then count this child as two (2). If the child received needed mental health services during one episode of care but not the other, count this child as one (1). | | **Education Section** | | | **5a** – Number of school-age (6 to 18 years old) children served by FFA during the reporting period | **NOTE: This number is computed automatically based on the information provided on the census sheet. For the purposes of this report, school-age children are defined as children 6-18 years of age.** | | **5b** – Number of school-age children served by FFA during the reporting period with 95% school attendance or higher (excluding excused absences) | Include all school-age children (ages 6-18) with LOS of 30 days or more.  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child had 95% or better school attendance during both episodes of care, then count this child as two (2). If the child had 95% or better school attendance during one episode of care, but not the other, then count this child as one (1).  **NOTE: This information should come from school report cards.** | | **5c** – Number of school-age children served by FFA during the reporting period who have been identified as needing educational support services such as IEP, Student Study Team, etc. | Include all school-age children (ages 6-18) with LOS over 30 days.  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child needed educational supports during both episodes of care, then count this child as two (2). If the child needed educational supports during one episode of care, but not the other, then count this child as one (1). | | **5d** – Number of school-age children served by FFA who have educational support services in place such as IEP, Student Study Team, etc. | Of the children reported in 5c, indicate how many had educational supports in place. Include all school-age children with LOS of 30 days or longer.  The example below explains how to report children with multiple entries, or episodes of care, during the reporting period.  **EXAMPLE**: If a child had two episodes of care during the reporting period, each of 30 days or longer, and the child needed and had educational supports in place during both episodes of care, then count this child as two (2). If the child needed educational supports and had them during one episode of care, but not the other, then count this child as one (1). | | **Extended Foster Care Addendum** | | | **6a** – Number of non-minor dependents served by FFA during the reporting period who opted to participate in extended foster care (AB12). | Self-explanatory. | | **6a** – Number of non-minor dependents served by FFA during the reporting period who were employed at least 80 hours per month. | Self-explanatory. | | **6b**- Number of non-minor dependents served by FFA during the reporting period who were attending college or vocational program. | Self-explanatory. | | **6c**- Number of non-minor dependents served by FFA during the reporting period who participated in employment readiness services. | Self-explanatory. | | **6d** - Number of non-minor dependents served by FFA during the reporting period who were in high school. | Self-explanatory. | |

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| The Narrative Template Description and Instructions | The attached Narrative Template should be used to explain any unusual circumstances reflected in the data. All the measures included in the Outcomes Report Tool are listed in the Narrative Template to facilitate reporting. Provide as much information as necessary. |

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| Supporting Documentation | FFAs may be asked to provide CPS with copies of supporting documentation to verify the data provided in the FFA Outcomes Report tool. CPS will revise the scores accordingly if/when the documentation provided does not validate the data submitted by the agency on the FFA Outcomes Report tool. |

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| Outcomes | The measures FFAs are reporting on directly impact CPS’ performance on the following state and federal outcomes:  Safety (Child and Family Services Review):   * No Recurrence of Maltreatment * No Maltreatment in Foster Care   Placement Stability (Child and Family Services Review):   * Placement Stability (8 days to 12 Months) * Placement Stability (12 to 24 Months) * Placement Stability (at least 24 months in care)   Permanency (Child and Family Services Review)   * Reunification within 12 Months * Exits to Permanency (24 months in care)   Well-Being (AB636)   * Placement with Siblings * CHDP Physical Exams * CHDP Dental Exams |

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| ALERTS! | * Please provide the outcomes report in Excel. Reports provided in other formats will not be accepted. * Please provide reports on time. Late reports will trigger a site visit. In addition, agencies who fail to submit a report by the 30th day after the due date will not receive any placements until the overdue report is submitted. * It is important that you provide all the data requested on the reporting tool. **Missing information may negatively impact your score.** |

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| CPS Contact Information | If you have any questions about the tool, please contact:  **Alicia Blanco** at 916-876-5530 or at [blanca@saccounty.net](mailto:blanca@saccounty.net)  **Catherine Johnson** at 916-875-5447 or at [johnscd@saccounty.net](mailto:johnscd@saccounty.net) |

#### Foster Family Agency (FFA) Outcome Report Scores

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| Background | Child Protective Services (CPS) is implementing performance-based contracting in order to strengthen accountability and improve outcomes for children and families. |

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| How the FFA Outcomes Reporting Tool is Scored | The measures included in the reporting tool are divided into six (6) sections which reflect key areas of focus for CPS:   * Section 0 = Accreditation * Section 1 = Occupancy * Section 2 = Safety * Section 3 = Permanency and Stability * Section 4 = Well-Being * Section 5 = Education * Section 6 = Extended Foster Care   Measures are automatically assigned a score based on how close the performance (derived from the data entered by the FFA) is to the goal assigned by CPS. Some measures/sections are not scored because there is no goal assigned to them. Scores are then added up in each of the scored sections (sections 2 through 5) to determine the weighted score for that particular area of focus. Section scores are weighted as follows:   * Safety – 30% * Permanency and Stability – 30% * Well-Being – 20% * Education – 20%   The overall score is computed by adding up the scores for each of the scored sections. FFAs with a perfect safety score will receive 0.5 bonus point which is added to the overall weighted score. |

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| Evaluating FFA Performance Based on the Scores | The maximum possible overall weighted score is 6.4 (not including the safety bonus). FFAs will be ranked according to their overall weighted scores as follows:   |  |  |  | | --- | --- | --- | | Score | Percent of Maximum Possible Score | Performance Level | | 5.6 – 7.0 | 80% - 100% | High | | 4.1 – 5.5 | 59% - 79% | Moderate | | 4.0 or less | Less than 59% | Low |   FFAs with low-level performance will be asked to submit quarterly outcome reports (or more frequently if necessary) and may be asked to develop a corrective action plan (CAP) which will be closely monitored by CPS until performance levels improve. Agencies with low performance scores may not receive placements until performance levels improve.  CPS will also evaluate performance in each area of focus. FFAs with a low score in any of the areas of focus may be asked to develop a CAP targeted to that specific area and to submit quarterly (or more frequent) reports until performance improves. Maximum possible scores for the areas of focus are included in the table below:   |  |  | | --- | --- | | **Area of Focus** | **Maximum Possible Score** | | Accreditation | Not Applicable | | Occupancy | Not Applicable | | Safety | 1.2 (plus 0.5 bonus) | | Permanency | 3.0 | | Well-Being | 2.0 | | Education | 0.8 | |

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| ALERT! | **FFAs with low-level performance scores may not receive additional placements until performance levels improve.** |