

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



December 21, 2001

ALL COUNTY INFORMATION NOTICE I-109-01

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by  
One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FOSTER CARE SUPERVISORS  
ALL COUNTY FOSTER CARE EDUCATION PROJECT COORDINATORS  
THE CHANCELLOR'S OFFICE OF CALIFORNIA COMMUNITY COLLEGES  
CALIFORNIA STATE FOSTER PARENT ASSOCIATION  
CALIFORNIA STATE CARE PROVIDERS ASSOCIATION  
COUNTY AB 2129 PROJECT COORDINATORS  
THE FOSTER CARE EDUCATION COORDINATORS OF THE  
CALIFORNIA COMMUNITY COLLEGES  
COMMUNITY CARE LICENSING COUNTY LIAISONS  
ALL COUNTY FISCAL OFFICERS  
CALIFORNIA STATE OFFICE OF THE FOSTER CARE OMBUDSMAN

SUBJECT: **FOSTER PARENT RECRUITMENT, TRAINING AND RETENTION  
ANNUAL YEAR-END REPORT FORMAT**

REFERENCE: ALL COUNTY LETTER NO. 01-34

The purpose of this Notice is to provide counties the report format for completing the annual year-end report requested by All County Letter No. 01-34 dated June 14, 2001. This report replaces the requirement of submitting an annual county plan in order to claim the Welfare and Institution Code Section 903.8 (Assembly Bill [AB] 2129, Chapter 1089, Statutes of 1993), Foster Parent Training and Recruitment allocation. The report format is designed to collect recruitment, training and retention program data and accomplishments achieved during the fiscal year regardless of funding source. The attached annual report format was developed in conjunction with the California Welfare Directors Association and the California State Foster Parents Association.

Please note, the annual report *must* be forwarded under the signatures of the county, the foster parent advisory committee, and the college foster care education coordinator. This will ensure the continued collaborative efforts among the above entities.

It is critical to follow the report format, as the data will be compiled into one report for statewide distribution. The statewide report will also include an analysis of the data and information including charts and graphs. This statewide report will be useful to both the State and the counties for planning purposes.

In September 2002, the federal government will be reviewing all California child welfare services activities. Counties' recruitment, training and retention data and information provided in the annual reports will be used in preparation for the federal reviews.

Beginning Fiscal Year 2001/02, counties are required to submit the annual reports by August 30, 2002. You may email an advance copy of the annual report to the address below, followed by the mailing of the original annual report that includes the approval signatures. An electronic copy of the report format may be obtained from the California Department of Social Services' website at [www.dss.cahwnet.gov](http://www.dss.cahwnet.gov).

California Department of Social Services  
Child and Youth Permanency Branch  
Recruitment Network Development Unit  
Attention: Vebra Switzer  
744 P Street, MS 19-78  
Sacramento, CA 95814  
Email Address: [Vebra.Switzer@dss.ca.gov](mailto:Vebra.Switzer@dss.ca.gov)

Should you have any questions or concerns regarding the above, please contact Robert Markell, Chief, Foster Care Support Services Bureau at (916) 445-0813 or your regional county representative (list attached). Your staff may also contact Vebra Switzer, Recruitment Network Development Unit at (916) 323-0592.

Sincerely,

***Original Document  
Signed By***

SYLVIA PIZZINI  
Deputy Director  
Children and Family Services Division

Attachments

c: CWDA

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



June 14, 2001

ALL COUNTY LETTER NO. 01-34

**REASON FOR THIS  
TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

**TO:** ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FOSTER CARE SUPERVISORS  
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THE CHANCELLOR'S OFFICE OF CALIFORNIA COMMUNITY COLLEGES  
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CALIFORNIA STATE CARE PROVIDERS ASSOCIATION  
COUNTY AB 2129 PROJECT COORDINATORS  
THE FOSTER CARE EDUCATION COORDINATORS OF THE CALIFORNIA COMMUNITY COLLEGES  
COMMUNITY CARE LICENSING COUNTY LIAISONS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
ALL COUNTY FISCAL OFFICERS  
CALIFORNIA STATE OFFICE OF THE FOSTER CARE OMBUDSMAN

**SUBJECT:** ASSEMBLY BILL (AB) 2129 FOSTER PARENT TRAINING AND RECRUITMENT PROCEDURAL CHANGES

The California Department of Social Services (CDSS), Foster Care Branch has reevaluated its policy of requiring an annual Foster Parent Training and Recruitment Plan. Currently, in order to claim program funds, counties are required to submit plans for foster parent training and recruitment activities to be accomplished during the fiscal year in which the funds are allocated.

In an effort to provide more flexibility to counties, CDSS has decided to not require county plans beginning Fiscal Year 2001/2002. Instead of an annual county plan, counties will submit an annual report at the end of each fiscal year outlining certain program accomplishments achieved during the fiscal year. The annual report will require signatures from the county, the foster parent advisory committee, and the college foster care education coordinator. This practice will ensure the continued collaborative efforts among the above entities. An All-County Letter is forthcoming providing instructions to counties on completing the annual reports. The annual reports will be compiled into one report for statewide distribution.

To simplify the claiming and reimbursement process, counties participating in the Foster Parent Training and Recruitment Program will no longer be blocked from using the following Program Codes:

504	AB 2129 Foster Parent Training
505	AB 2129 Foster Parent Training NF
506	AB 2129 Foster Parent Recruitment
507	AB 2129 Foster Parent Recruitment NF

Should you have any questions or concerns regarding the above, please contact Sylvia Spencer, Chief, Foster Care Services Bureau at (916) 445-7001 or have your staff contact Vebra Switzer, Program Specialist, Recruitment, Training, and Retention Unit, at (916) 323-0592.

Sincerely,

SYLVIA PIZZINI  
Deputy Director  
Children and Family Services Division

c: CWDA

**FOSTER AND ADOPTIVE PARENT  
RECRUITMENT, TRAINING  
AND RETENTION  
ANNUAL YEAR-END REPORT  
FOR FISCAL YEAR 7/1/01 – 6/30/02**

**DUE: AUGUST 30, 2002**

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
RITA SAENZ, DIRECTOR**

## Instructions

Please address each of the elements included in the Annual Year-End Report. There may be questions in which your county may only be able to provide an estimate. If there is not enough space provided to accommodate all your information, attach additional sheets.

The Annual Year-End Report must be e-mailed to the address below. An original of the report, including original approval signatures from the county, the foster parent advisory committee, and the college foster care education coordinator, must be mailed to the address below by **August 30, 2002**:

CDSS – Child and Youth Permanency Branch  
Recruitment Network Development Unit  
Attention: Vebra Switzer  
744 P Street, MS 19-70  
Sacramento, CA 95814  
E-mail address: [vebra.switzer@dss.ca.gov](mailto:vebra.switzer@dss.ca.gov)

If there are questions regarding the completion of the Annual Year-End report, contact your county regional consultant listed below:

### **Region I**

**Cheryl King**  
**(916) 323-7793**  
[cheryl.king@dss.ca.gov](mailto:cheryl.king@dss.ca.gov)

Inyo  
Kern  
Los Angeles  
San Bernardino

### **Region II**

**Marsha Tagawa**  
**(916) 327-6925**  
[marsha.tagawa@dss.ca.gov](mailto:marsha.tagawa@dss.ca.gov)

Alameda  
Contra Costa  
Marin  
Monterey  
San Benito  
San Francisco  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara  
Santa Cruz

### **Region III**

**Vebra Switzer**  
**(916) 323-0592**  
[vebra.switzer@dss.ca.gov](mailto:vebra.switzer@dss.ca.gov)

Amador  
Calaveras  
El Dorado  
Napa  
Nevada  
Placer  
Sacramento  
San Joaquin  
Sierra  
Solano  
Sonoma  
Sutter  
Yolo  
Yuba

### **Region IV**

**Frank Cisneros**  
**(916) 445-9124**  
[frank.cisneros@dss.ca.gov](mailto:frank.cisneros@dss.ca.gov)

Butte  
Colusa  
Del Norte  
Glenn  
Humboldt  
Lake  
Lassen  
Mendocino  
Modoc  
Plumas  
Shasta  
Siskiyou  
Tehama  
Trinity

### **Region V**

**Anthony Garcia**  
**(916) 322-9201**  
[anthony.garcia@dss.ca.gov](mailto:anthony.garcia@dss.ca.gov)

Alpine  
Fresno  
Kings  
Madera  
Mariposa  
Merced  
Mono  
Stanislaus  
Tulare  
Tuolumne

### **Region VI**

**Yvette Hernandez**  
**(916) 322-9205**  
[yvette.hernandez@dss.ca.gov](mailto:yvette.hernandez@dss.ca.gov)

Imperial  
Orange  
Riverside  
San Diego  
Ventura

1. How much did your county expend for the recruitment, training and retention of foster parents for FY 2001/2002? This amount should include your State and Federal matching funds. If there are any applicable funding sources not listed, please provide those and enter the dollar amounts in the chart below.

FUNDING SOURCE	AMOUNT EXPENDED
Assembly Bill 2129	
Special Training for Adoptive Parents (STAP)	
Specialized Care Incentive and Assistance Program (SCIAP)	
Options For Recovery (OFR)	
Grants:	
Public Grants	
Private Grants	
Foundation Grants	
County only Funds	
Other (please Specify)	

2. Rank the categories below in order from most difficult to recruit/place to least difficult to recruit/place. (10 being the most difficult to recruit and 1 being the least difficult.)

CATEGORIES OF CHILDREN	RECRUITMENT	PLACEMENT
Infants		
Infants born substance exposed		
Infants with physical disabilities		
Infants with psychological/mental disabilities		
Adolescents/Teens		
Adolescents/Teens with physical disabilities		
Adolescents/Teens with psychological/mental disabilities		
Teen mothers with child		
Pregnant Teen		
Neighborhoods with high entry rates		
Other (please specify)		

3. Does your county conduct specialized recruitment for the categories listed below?

CATEGORIES OF CHILDREN	YES	NO
Infants		
Infants born substance exposed		
Infants with physical disabilities		
Infants with psychological/mental disabilities		
Adolescents/Teens		
Adolescents/Teens with physical disabilities		
Adolescents/Teens with psychological/mental disabilities		
Teen mothers with child		
Pregnant Teen		
Neighborhoods with high entry rates		
Other (please specify)		

4. Please indicate the staff your county has dedicated to recruitment of foster parents in FY 2001/02? Please include the job title, the number of positions and hours worked on recruitment during the week.

TITLE	NUMBER OF POSITIONS	HOURS PER WEEK

5. Does your county have bilingual staff dedicated to foster family home recruitment?

☐ Yes   ☐ No

If yes, please indicate the languages of fluency of your bilingual staff:



6. Rank from most effective to least effective the media/materials used in your recruitment efforts (*10 being most effective and 1 being the least*). If you do not know or do not use a particular media/material please indicate with a "0."

MEDIA/MATERIALS	RANK
Brochures	
Billboards	
TV Advertisements	
Radio Advertisements	
Newspaper Advertisements	
Magazine Advertisements	
Magnets	
Calendars	
Pens	
Foster parent incentives for successful referrals	
Presentation to Local Organizations	
Presentation to Local Faith-Based Organizations	
Event Booths	
Other (please specify)	

7. Provide the total number of pre-service and post-service foster parent training hours provided by your county above the statutory requirements. *Do not include training provided by the Community Colleges.*

Pre-training: \_\_\_\_\_

Post-training: \_\_\_\_\_

8. Please identify the provider(s) that conducted pre-service training for your county in FY 2001/02.

PROVIDER	CONTACT PERSON	PHONE NUMBER	E-MAIL ADDRESS

9. Was childcare available to foster parents attending pre-training and post-training in your county for FY 2001/02?

☐ Yes

☐ No

If yes, through what funding source(s)?

10. What forms of respite care were provided in your county in FY 2001/02?

☐ Specialized Care Incentive and Assistance Program (SCIAP)

☐ Special Training for Adoptive Parents (STAP)

☐ Options for Recovery (OFR)

☐ Other (please specify) \_\_\_\_\_

11. Did your county have benchmarks, goals, or performance indicators in place to measure the success of your recruitment efforts in FY 2001/02?

☐ Yes

☐ No

If yes, please indicate what they were?

12. Did your county have benchmarks, goals, or performance indicators in place to measure the success of your retention efforts in FY 2001/02?

☐ Yes

☐ No

If yes, please indicate what they were?

13. Indicate the number of calls from prospective foster parents received by your county offices and/or toll-free information lines?

\_\_\_\_\_

a. How many of these prospective foster parents attended orientations?

\_\_\_\_\_

b. How many of these prospective foster parents submitted applications?

\_\_\_\_\_

c. How many of these prospective foster parents were licensed?

\_\_\_\_\_

d. How many of these licensed foster family homes received placements in FY 2001/02?

\_\_\_\_\_

14. Indicate the number of licensed foster family homes no longer available for placements in FY 2001/02 due to the reasons listed.

REASON FOR LOSS OF FFH	NUMBER OF FFH LOST
Adoption	
Entered into Guardianship	
Reunification with parents	
Dissatisfaction	
- Social Worker related	
- Case Management	
- Lack of Support	
- Transportation	
- Lack of Training	
- CCL requirements	
- System is overwhelming	
- Lack of Communication	
- Rates	
- Lack of Child Care/Respite	
- Remain in System (On Hold)	
Other (please specify)	

15. Indicate the number of beds that were lost in FY 2001/02 due to closure of foster family homes.

\_\_\_\_\_

16. How many foster parent mentors did you have in your mentoring program in FY 2001/02?

\_\_\_\_\_

17. What foster parent organization(s) and/or foster parent chapters of organizations operated in your county in FY 2001/02? Please provide the names, telephone numbers and e-mail addresses in the chart labeled *Attachment A*.

18. Identify how your county collaborated with the foster parent associations and colleges this past year to improve your recruitment, training and retention efforts.

19. What are your plans for the coming fiscal year 2002/03 to improve this collaboration?

20. How many foster parents did the county sponsor financially to send to the state and national foster parent conferences in FY 2001/02?

\_\_\_\_\_

21. How many foster family homes use Kinship Emergency Funds?

\_\_\_\_\_

**[Note: the Year-End Report must be forwarded under the signature of the county, the college foster care education coordinator, and the foster parent advisory committee.]**

## ATTACHMENT A: Question #6

## FOSTER PARENT ORGANIZATIONS AND CHAPTER OF ORGANIZATIONS IN YOUR COUNTY

Please provide the following information requested on all organizations.

[illegible]

**YEAR-END REPORT  
AUTHORIZATION SIGNATURES**

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County Welfare Department

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Foster Care Education Coordinator

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Foster Parent Advisory Committee

**YEAR-END REPORT COMPLETED BY:**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_



**CALIFORNIA STATE FOSTER PARENT ASSOCIATION, INC.**

*Nina Coake, President • Tel (909) 350-1559 Fax (909) 824-7589  
17405 Baseline, Fontana, California 92336*

November 5, 2001

Marika Wolf, Manager  
Foster Parent Recruitment, Training  
and Retention Unit

So glad to hear from you. It seems like we have never had enough time to spend together to discuss issues and resolutions.

I have reviewed the draft of the Recruitment, Training and Retention Annual Report.

As it stands, most of the accountability will be from records that the county has available, funding sources, methods of recruiting and meeting the needs of the specialized care homes, also how and why we are losing foster homes.

The California State Foster Parent Association wants to help in any way we can. Some of our larger more populated counties have set in place most of the amenities in the survey. Smaller counties have the disadvantage because of limited funds and personnel.

I hope this survey will make us more aware of ways we can improve the system.

Sincerely

Nina Coake, President  
California State Foster Parent Association