

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



December 16, 1992

ALL-COUNTY LETTER NO. 92-113

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by SDSS

SUBJECT: PREPLACEMENT PREVENTIVE SERVICES RECIPIENT CHARACTERISTICS SURVEY

The Statistical Services Bureau has been requested to conduct a Preplacement Preventive Services Recipient Characteristics Survey. This survey will collect statewide data relative to the Emergency Response (ER) and Family Maintenance (FM) Programs. The purpose of this letter is to notify you of the need for the survey and define the scope and activities of the survey.

The last survey conducted on the Preplacement Preventive Services (PPS) Program was during January 1989. In order to continue to evaluate and monitor the PPS Program, it is necessary to gather more current data. In addition, the SOC 291 (PPS Monthly Statistical Report) was modified in 1988. At that time, it was determined that the data elements which were eliminated from the SOC 291 could be gathered through a characteristics survey.

The data for this survey will be gathered from PPS cases which are closed or transferred from the Program during the month of January 1993. The purpose of using closed or transferred cases is to establish a data base that will encompass the entire period of time the case was active. We will be requesting data on the reason for the case opening, types of services provided, and recipient demographics.

The ER universe will include all ER dispositions in January 1993 as reported on the SOC 291, Section I, Part B, Items 2-6. The ER universe excludes those ER assessment cases closed or transferred and determined inappropriate for an in-person response (see SOC 291, Section I, Part B, Item 1). The reason for excluding these cases is because there may be insufficient information available in the case file to respond to a detailed questionnaire. This will eliminate approximately 30 percent of the ER dispositions from the universe listing.

The FM universe will include all FM cases closed or transferred from FM during January 1993 (see SOC 291, Section II, Part A, Item 5).

In order to identify the PPS cases to be included in the survey, we are asking counties to develop a universe list for the ER and FM cases closed or transferred in January 1993. We recommend that counties keep two separate ER and FM universe listings since the PPS universe will be stratified by ER and FM cases. In early February 1993, we will provide specific instructions to each county for drawing their sample cases from the county-generated listing of ER and FM cases closed or transferred in January 1993. The number of cases to be sampled from the two universes, along with copies of the questionnaire, will also be sent to you at that time.

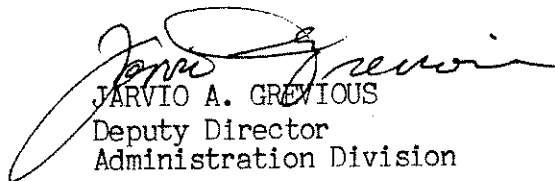
Counties are requested to retain the closed January case files in an accessible location because each questionnaire must be completed using information from the case record. We realize this may cause some storage problems, but it is very important for the case record to be available to the county worker at the time the questionnaire is completed.

As one of the first steps in this project, counties must submit the name of a person to act as liaison for the survey. Please provide the Statistical Services Bureau with the following information: County name, liaison name, mailing address, and telephone number. Attachment A is a form which may be used to transmit the name of the liaison person for your county. Please mail or fax the liaison information to the Statistical Services Bureau by January 11, 1993. Direct this information as well as any questions regarding this survey to:

Department of Social Services
Statistical Services Bureau
744 P Street, M.S. 19-84
Sacramento, CA 95814

Attention: Mary Ann Y. Kashiwagi
Phone: (916) 323-4668
FAX: (916) 445-1108

In the meantime, each county shall be responsible for identifying the ER and FM cases closed or transferred in January 1993, as defined above. Thank you for your cooperation.


JARVIO A. GREVIOUS
Deputy Director
Administration Division

Attachment

Attachment A

**PREPLACEMENT PREVENTIVE SERVICES
CHARACTERISTICS SURVEY**

STUDY MONTH: JANUARY 1993

COUNTY LIAISON INFORMATION

County: _____

Liaison Name: _____

Title: _____

Mailing Address: _____

Phone Number: (____) _____

PLEASE RETURN BY JANUARY 11, 1993 TO:

Department of Social Services
Statistical Services Bureau
744 P Street, M.S.: 19-84
Sacramento, CA 95814

Attention: Mary Ann Y. Kashiwagi