

GUIDE TO COMPLETING THE MONTHLY DATA WORKBOOK

PURPOSE OF THE WORKBOOK

This Child Welfare Data Workbook was developed to collect data that is requested by a wide variety of sources including the Administration for Children and Families, the General Assembly, researchers, county child welfare agencies, and the media. This data is used for information and planning at the local, state, and federal level. For county staffs, it provides an overview of activity, a picture of the effectiveness of processes in providing services to children and families at points in time and longitudinally, and a view of how agency resources are meeting the needs.

The workbooks are submitted to the Children's Program Representatives quarterly by the last day of the month following the end of the quarter: April 30, July 31, October 31, and January 31. **Do not make changes in the format of the workbooks.** The county workbooks are entered into a larger workbook to derive statewide totals. Any changes in format will skew the results when inserted into the state workbook.

ABOUT FULL TIME EQUIVALENTS (FTE's)

Full Time Equivalent, or FTE, is the unit of measure that is used in this Report. FTE's are not social **workers** in child welfare, but social work **positions** that are budgeted for child welfare. These are best observed on your agency's organizational chart as the boxes with the position titles in them. An FTE can be assigned a number of functions in Child Welfare.

In some instances the FTE breakdown can best be derived by looking at the **time assigned** to tasks. For example, the 5 FTE's in a unit that does CPS assessments may cover CPS Intake and complete Assessments. Each Assessor may be assigned to cover Intake 1 day per week, and spends half that day actually doing Intake. The breakdown would look like this:

	Total time for an FTE: 40 hours
	CPS Intake: 4 hours or 10%
	CPS Assessments: 36 hours or 90%
For a unit of 5 FTE's, record	
	CPS Intake .5 (10% of 5 FTE's)
	CPS Assessments 4.5 (90% of 5 FTE's)

In other instances, it may be easier to calculate the breakdown of a multi function FTE by looking at the **workload size**. For example we will look at an FTE that manages a blended Foster Care and Adoption caseload. The social worker in that FTE carries 10 children whose parental rights are intact and 5 whose parental rights are terminated and the plan is adoption. The breakdown would look like this:

	Foster Care: 10 children/15 children standard = 67%
	Adoption: 5 children/15 children standard = 33%
For this FTE, record	
	Foster Care .67 FTE
	Adoption: .33 FTE

In agencies in which social workers in FTE's carry multiple types of cases, calculate as close as possible the percentages of the caseloads

FORMAT

The Workbook has 13 individual pages: 1 for each of 12 months and a year-to-date (YTD) sheet. The tabs at the bottom of the screen enable access to each of the monthly pages.

All data entries are made on the 12 monthly sheets. The “YTD” sheet is password protected and provides an overview of all the data entered on the monthly sheets and provides a longitudinal view of the year’s data.

On the monthly sheets, only the cells in which information is needed are unprotected. The rest of the cells are protected to prevent the accidental erasing of calculations.

MONTHLY SHEETS

The Monthly sheets provide the information which is imported onto the Year to Date, or “YTD” sheet.

Line 1 provides a listing of the common service groupings for which funding is tracked.

Line 2: Provides the caseload standards for the service groupings.

A quick-guide for understanding the data required in each cell is attached. Each cell is identified by the Column and Row it is located.

Cell	Title	Description
C3	Total number of CPS reports received in the month	<p>This is the total number of CPS reports the agency received in the month that required screening decisions. Include reports received in which the child, parent, or caretakers reside in another county.</p> <p>Do not include reports received and accepted in other counties on behalf of your county in accordance with CPS policy.</p> <p>Do not include requests for assistance from other counties.</p>
C4	Total number of CPS reports accepted in the month	<p>This is the number of reports that were accepted for assessment during the month.</p> <p>Include reports accepted and sent to another county in accordance with CPS policy.</p>
D5	Cases open for 210 on the last day of the month	<p>This is the total number of assessments in the agency open on the last day of month.</p> <p>Do <u>NOT</u> include assists in which you are actively providing 210 services at the request of another county who continues to maintain case management responsibility for the CPS assessment. This will be counted elsewhere.</p>
E5	Cases open for 215 on the last day of the month	<p>This is the total number of In Home cases in the agency open on the last day of month.</p> <p>Include children open for after care services following a foster care episode to prevent re-entry into foster care. <i>There must be a service plan for the child and family in place</i> as the focus of casework</p> <p>Do <u>NOT</u> include assists in which you are actively providing 215 services at the request of another county who continues to maintain case management responsibility for the CPS In Home Services. This will be recorded elsewhere.</p>

F5	Children receiving foster care services on the last day of the month	<p>This is the total number of children open for foster care case management services in the agency on the last day of the month. Each child must have an open DSS-5027 and DSS-5094.</p> <p>Do NOT include assists in which you provide services locally during the month while collaborating with other counties who maintain case management responsibility. That will be recorded elsewhere.</p> <p>Do not include children who are included in the adoption count in G5.</p>
G5	Children receiving Adoption Services on the last day of the month	<p>This is the total number of children open for adoption case management services who are in the legal custody of your agency and have an open 5027 on the last day of the month.</p> <p>Children are counted here when parental rights are terminated and the children are available for adoption or in adoptive placements, and the plan is adoption.</p> <p>Do NOT include assists in which you provide services locally during the month while collaborating with other counties or states (through ICPC) who maintain case management responsibility.</p> <p>Do not count children recorded under Foster Care, F5.</p>
D6	Number of Inter-county and Interstate cases in which assistance was provided for CPS Assessments.	<p>This is the number of requests for assistance from other counties or states on CPS assessments which are <u>active</u> on the last day of the month.</p> <p>In this situation, the other county or state maintains case management responsibility.</p>
E6	Number of Inter-county and Interstate cases in which assistance was provided for CPS In Home Services	<p>This is the number of requests for CPS In Home case assistance from other counties or states which are <u>active</u> on the last day of the month.</p> <p>In this situation, the other county or state maintains case management responsibility.</p>
F6	Number of Inter-county and Interstate cases in which assistance was provided for Foster Care cases.	<p>This is the number requests for foster care assistance you are managing which are <u>active</u> on the last day of the month from other counties or through Interstate Compact on Placement of Children.</p> <p>In this situation, the other county or state maintains case management responsibility for the child in custody.</p>
G6	Number of Inter-county and Interstate cases in which assistance was provided for Adoption cases	<p>This is the number of requests for assistance for adoption services to children being managed by your agency on the last day of the month from other counties or through ICPC.</p> <p>In this situation, the other county or state maintains case management responsibility.</p>

I7	Number of families served in the month in Training of Foster and Adoptive Families	This is the total number of families who were in formal training during the month, including <ul style="list-style-type: none"> - families in pre-service training such as MAPP-GPS or Deciding Together - or any in service training required to maintain foster care licensing or adoption certification.
J7	Number of families served in the month as licensed foster parents or certified adoptive families or preparing to foster or adopt.	This is the total number of families who are: <ul style="list-style-type: none"> - licensed foster families on the last day of the month - certified for adoption on the last day of the month - completing a home study for foster home licensing or adoption certification in the month. - completing an ICPC home study which is incomplete on the last day of the month - kinship care when the family is actively pursuing foster home licensing or adoption certification <p>Do <u>NOT</u> count families when:</p> <ul style="list-style-type: none"> - the ICPC home study was completed before the end of the month - the kinship care family does not intend to pursue foster home licensing or adoption certification - temporary safety placements - the placement is the parent or caretaker from whom the child was removed.
K7	Other Child Placement Studies	This is the total number of families for whom home studies were begun for reasons other than kinship or safety placements, foster home licensing, or adoption certification. <p>This includes:</p> <ul style="list-style-type: none"> - non fee step-parent/ relative adoptions, - civil court home studies, - other non-fee adoption home studies. <p>Do not count studies that were initiated in prior months or for which fees were charged, assessments of safety or kinship care placements, foster home licensing or adoption certification.</p>
L7	Prevention Services	Total number of families being served on the last day of the month for voluntary services including Targeted Case Management, Family Support Services, or other applicable prevention service, including "third track" cases.
B8	Total number of social worker FTE's assigned to child welfare services	FTE's are full time equivalents used for budgeting. See the definition of Full Time Equivalent in the Instructions for use of this workbook. This figure includes all child welfare social workers in your child welfare section This number must equal the number in Cell O9. <p>It is advisable to utilize an organizational chart and/or consult with your agency budget personnel when deriving this number.</p>

C9	<p>The number of social worker FTE's budgeted to this function: <u>CPS Intake</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for CPS Intake (211). Record percentages as decimals.</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
D9	<p>The number of social worker FTE's budgeted to this function: <u>CPS Assessments</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for CPS Assessments (210). Record percentages as decimals</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
E9	<p>The number of social worker FTE's budgeted to this function: <u>CPS In Home Services</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for CPS In Home Services (215). Record percentages as decimals.</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
F9	<p>The number of social worker FTE's budgeted to this function: <u>Foster Care Services</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for Foster Care Services (109). Record percentages as decimals.</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
G9	<p>The number of social worker FTE's budgeted to this function: <u>Adoptions</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for Adoptions (009). Record percentages as decimals.</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
I9	<p>The number of social worker FTE's budgeted to this function: <u>Training Foster/ Adoptive Families</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for Training Foster/Adoptive Families (014, 102). Record percentages as decimals.</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
J9	<p>The number of social worker FTE's budgeted to this function: <u>License Foster Homes/ Certify Adoptive Homes</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for License Foster Homes/ Approve Adoptive Homes (011, 103). Record percentages as decimals</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>
K9	<p>The number of social worker FTE's budgeted to this function: <u>Other Home Studies</u></p>	<p>Of the total FTE's in B8, record the number of FTE's budgeted for Other Home Studies Record percentages as decimals</p> <p><u>DO NOT include FTE's classified as other than social worker</u></p>

L9	The number of social worker FTE's budgeted to this function: <u>Prevention Services</u>	Of the total FTE's in B8, record the number of FTE's budgeted for Prevention services Record percentages as decimals <u>DO NOT include FTE's classified as other than social worker</u>
M9	The number of social worker FTE's budgeted to this function: <u>Dedicated After Hours</u>	Of the total FTE's in B8, record the number of FTE's budgeted for dedicated After Hours Social Workers who do not carry caseloads. <u>DO NOT count social workers whose primary responsibility is in another area and this role is incidental to their primary function.</u>
N9	The number of social worker FTE's budgeted to this function: <u>LINKS</u>	Of the total FTE's in B8, record the number of FTE's budgeted for LINKS Record percentages as decimals <u>DO NOT include FTE's classified as other than social worker</u>
O9	The number of social worker FTE's budgeted to this function: <u>Facilitators</u>	Of the total FTE's in B8, record the number of FTE's budgeted for Facilitators Record percentages as decimals <u>DO NOT include FTE's classified as other than social worker</u>
C10	The number of social worker FTE's budgeted for <u>CPS Intake</u> in C9 above unavailable for more than 2 weeks in the month	Of the total FTE's in C9, record the number of social worker FTE's in C9 above that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. <u>DO NOT include unavailability due to vacation or annual leave.</u>
D10	The number of social worker FTE's budgeted for <u>CPS Assessment</u> in D9 above unavailable for more than 2 weeks in the month	Of the total FTE's in D9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. <u>DO NOT include unavailability due to vacation or annual leave.</u>
E10	The number of social worker FTE's budgeted for <u>CPS In Home Services</u> in E9 above unavailable for more than 2 weeks in the month	Of the total FTE's in E9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. <u>DO NOT include unavailability due to vacation or annual leave.</u>

F10	<p>The number of social worker FTE's budgeted for <u>Foster Care Services</u> in F9 above unavailable for more than 2 weeks in the month</p>	<p>Of the total FTE's in F9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals.</p> <p><u>DO NOT include unavailability due to vacation or annual leave.</u></p>
G10	<p>The number of social worker FTE's budgeted for <u>Adoption Services</u> in G9 above unavailable for more than 2 weeks in the month</p>	<p>Of the total FTE's in G9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals.</p> <p><u>DO NOT include unavailability due to vacation or annual leave.</u></p>
I10	<p>The number of social worker FTE's budgeted for <u>Training of Foster and Adoptive Families</u> in I9 above unavailable for more than 2 weeks in the month</p>	<p>Of the total FTE's in I9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals.</p> <p><u>DO NOT include unavailability due to vacation or annual leave.</u></p>
J10	<p>The number of social worker FTE's budgeted for <u>Licensing Foster Homes and Certifying Adoptive Homes</u> in J9 above unavailable for more than 2 weeks in the month</p>	<p>Of the total FTE's in J9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals.</p> <p><u>DO NOT include unavailability due to vacation or annual leave.</u></p>
K10	<p>The number of social worker FTE's budgeted for <u>Other Home Studies</u> services in K9 above unavailable for more than 2 weeks in the month</p>	<p>Of the total FTE's in K9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals.</p> <p><u>DO NOT include unavailability due to vacation or annual leave.</u></p>
L10	<p>The number of social worker FTE's budgeted for <u>Prevention services</u> in M9 above unavailable for more than 2 weeks in the month</p>	<p>Of the total FTE's in L9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals.</p> <p><u>DO NOT include unavailability due to vacation or annual leave.</u></p>

M10	The number of social worker FTE's budgeted for <u>dedicated After Hours Social Workers</u> in M9 above unavailable for more than 2 weeks in the month	Of the total FTE's in M9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. <u>DO NOT include unavailability due to vacation or annual leave.</u>
N10	The number of social worker FTE's budgeted for <u>LINKS</u> in M9 above unavailable for more than 2 weeks in the month	Of the total FTE's in M9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. <u>DO NOT include unavailability due to vacation or annual leave.</u>
O10	The number of social worker FTE's budgeted for <u>Facilitators</u> in N9 above unavailable for more than 2 weeks in the month	Of the total FTE's in N9, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. <u>DO NOT include unavailability due to vacation or annual leave.</u>