



Information contained in this report is confidential and to be used only for the purpose of establishing the appropriate Specialized Care Rate and documenting care in the minor's file for Tehama County Child Welfare Services Division. Information contained in this report may become a part of Court records, if applicable to social worker findings or case plan approval.

Information contained in this report may be subject to additional verification.

By completing and signing this report, the caregiver is verifying the information to be true and correct to the best of his/her knowledge.

INSTRUCTIONS:

- Complete report quarterly and return no later than the 10th of the month following the report period.

Quarterly Period	Quarterly Report Due Date
January through March	April 10th
April through June	July 10th
July through September	October 10th
October through December	January 10th

- Reports should be legible and in ink. Reports may be typed.
- Completed reports will be date stamped upon receipt.
- The agency will send a courtesy reminder regarding reports; however, it is the care provider's responsibility to submit the reports quarterly and timely regardless of reminders.
- Copies of receipts, attendance logs, records of extra-curricular activities or any other form of verification regarding information provided within the quarterly report should be attached to the report. Verifications must be submitted for a report to be considered complete.
- Caregivers are encouraged to include pictures of the youth or copies of awards or certificates during the month of review.

Quarterly progress reports cannot be substituted for the required CHDP records submission requirement. If you have already submitted information on a CHDP report, it is not necessary to repeat the same information on the quarterly report.

What happens if my quarterly progress report is not submitted timely?

- If a quarterly report is not received by the 10th of the month following the report period, you will receive a friendly reminder.
- If not received by the last date of the month following the report period, the SCR will be reduced to the basic rate regardless of the current level.
- In October each year the Placement Support Team will notify you if you have not completed your required training hours. If hours are not completed by January 10th your SCR will be reduced to the basic rate regardless of the current level.

If you need any assistance in completing the quarterly reports, please do not hesitate to contact the Placement Support Team or your Social Worker.

Caregiver Signature			
Caregiver Name <i>(Please Print)</i>		Date	
Date Received by PST			