

***Operational Definitions for  
the Benchmark TFC! Project***



**2008**

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# BENCHMARK TFC! DATA DICTIONARY

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## *Youth Demographic Form*

### Agency Youth ID#

Provide an Agency provided ID number for the youth. If this a readmission for the youth into your program and the ID number you are using is the same, use a 2-digit extension number to differentiate this admission from previous admission starting with the extension number of 02 for the 2<sup>nd</sup> admission, 03 for the 3<sup>rd</sup> admission, and so on.

Ex. Original ID Number: ADM

2<sup>nd</sup> Admission ID Number: ADM02

### Hispanic/Latino Origin

Youth who identify their origin as Hispanic or Latino may be of any race.

Indicate whether youth identifies their ethnic origin as Hispanic or Latino. If you do not know, use the option “Do not have information”.

### Race (select only one option)

The terms **multiracial** and **mixed-race** describe people who are not easily classified into a single race.

### Kinship Care

Kinship care is the full time care, nurturing and protection of children by relatives, members of their tribes or clans, godparents, stepparents, or any adult who has a kinship bond with a child. This definition is designed to be inclusive and respectful of cultural values and ties of affection. It allows a child to grow to adulthood in a family environment. (adopted from CWLA’s definition)

### Placement Type (Select only one)

**Regular foster care:** foster care parents provide basic care and nurture youth but the foster parents are *not* the primary treatment agent in the youth’s care;

**Regular foster care for special population youth:** same as Regular Foster Care. Foster care is specifically for youth with a medical need and includes but is not limited to: medically fragile youth, terminally ill youth, youth with autism spectrum disorders, dual diagnoses, mental retardation, etc;

**Therapeutic/Treatment/Specialized foster care:** foster care placement is with treatment foster parents who are expected to deliver specific treatment strategies and are considered the primary treatment agent in the youth’s care;

**Therapeutic/Treatment/Specialized foster care for special population youth:** same as Therapeutic/Specialized foster care except that the treatment is specifically designed for youth with a medical need and includes but is not limited to: medically fragile youth, terminally ill youth, youth with autism spectrum disorders, dual diagnoses, mental retardation, etc

**Other:** this option should only be used sparingly and only when the foster care placement type clearly does not meet any of the options provided

## Diagnosis Information

**D1.** Does the youth have a DSM IV-TR diagnosis?

If yes, select one of the options below regarding when the most recent diagnosis was made:

- ❖ Within 2-years of admission (either before or after admission)
  - *Diagnosis was made no more than 24-months prior to admission to this program*
  - *Diagnosis was made after their admission to this program but not more than 24-months after admission*
- ❖ Historical – diagnosis made more than 2 years before admission to this program
  - *Diagnosis was made 24-months or more prior to this admission*
- ❖ Not Applicable (select if answer was “No” or “Don’t have info yet” to D1 above)

**D3.** If yes, was the diagnosis made by a psychiatrist, psychologist, other licensed mental health professional, or licensed social worker?

- ❖ Answer yes only if you have confidence that the diagnosis was provided by a psychiatrist, psychologist, licensed social worker, or other licensed mental health professional

**D4.** In the space below indicate the most recent primary and secondary diagnoses using diagnostic codes (e.g., 312.8) (see Appendix A for a list of commonly used codes)

Primary Axis 1 or 2 Diagnosis \_\_\_\_\_ . \_\_\_\_\_ *Only the primary diagnosis is entered on this line*

Secondary Axis 1 or 2 Diagnosis \_\_\_\_\_ . \_\_\_\_\_ *All secondary diagnoses go on these lines*

Secondary Axis 1 or 2 Diagnosis \_\_\_\_\_ . \_\_\_\_\_ *Order does not matter for purposes of data entry*

Secondary Axis 1 or 2 Diagnosis \_\_\_\_\_ . \_\_\_\_\_

Secondary Axis 1 or 2 Diagnosis \_\_\_\_\_ . \_\_\_\_\_

## CGAS

**D5.** In the space below indicate the Axis 5 Children’s Global Assessment Score (CGAS) associated with admission to your program.

Have you been provided a CGAS Score within 12-months of admission?

Yes (provide score)

No (leave score field blank)

CGAS Score

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*A score should only be entered if:*

- ❖ *It was provided by a licensed mental health professional*
- ❖ *It is a recent score (no more than 12-months prior to this admission)*

# Youth Admission Form

## ROLES at Admission

Where was youth living prior to this foster care placement?

*Choose the rating which **best** represents the living environment of the youth immediately prior to being admitted to this placement.*

## Number of Placements (select one option)

How many total formal placements have you had before this current placement?

*There are 6 categories to select from; select the option which most closely approximates the number of placements to the best of your knowledge.*

- ❖ *This is Youth's 1<sup>st</sup> placement: select this option if the youth has not been in a formal out-of-home placement prior to this foster care admission.*
- ❖ *Do not have information yet: select this option only if you have no information about the number of prior placements*

## Youth's Current School Involvement (select one option)

What is youth's current school involvement on the day of admission?

- ❖ Refers specifically to the actual school involvement of the youth on the day they were admitted to this foster care program.
  - *If the youth is on a session break (i.e., holiday, spring break, summer), refer to the last term that was in session.*

## Youth's Classroom Type (select one option)

Within the last 6 months, what type of class has youth been attending **most** of the time?

- ❖ *If the youth is on a session break (i.e., holiday, spring break, summer), refer to the last term that was in session.*
- ❖ *Refers to classes youth had been attending **IF** youth was attending school during the 6-month period; if not attending during this time period select "not attending"*
- ❖ *Refers to the type of class a youth attends the majority of the time while in school*
  - Regular school classes (K through 12)
    - *attending classes in a regular classroom;*
  - Special education classes
    - *instruction that is modified for students with special needs, such as [learning differences](#), [mental health problems](#), or specific [disabilities](#) ;*
  - Accelerated classes
    - *students are participating in honor classes and advanced placement (college courses offered through high school) and other sources of educational enrichment and acceleration;*
  - Special needs classes
    - *instruction that is modified for students with special needs, such as [learning differences](#), [mental health problems](#), or specific [disabilities](#) ;*

- Alternative school
  - *youth is attending classes in an alternative school (e.g., a school intended to accommodate students with behavioral problems; or a school with special remedial programs)*
- GED classes
  - *youth is taking classes specifically geared toward earning the GED*
- Vocational, technical or Post Secondary classes
  - *Refers to college courses taken at vocational, technical, junior college, university or classes taken for college credit as a Post Secondary Option while enrolled high school.*
- College classes
  - *has matriculated in a college; this does not refer to the Advanced Placement course a youth can take while in high school*

### Youth's Physical Fights (select one option)

- ❖ In the past 6 months, has youth been in at least one physical fight with ...
  - *Physical fight examples include, but are not limited to, hitting, assaulting, punching, kicking, scratching, or pulling hair*

### Youth's Criminal Activity (select one option)

- ❖ In the past 6 months has youth been arrested or cited for criminal activity?
  - *A youth can be either arrested or cited by a police office.*

### Youth's Relationship with others (select one option)

In the past 6 months how has youth been getting along with ...

- ❖ People his/her own age
- ❖ Family of origin
  - *refers to youth's birth parents, siblings, grandparents, adoptive parents or another relative*

### Youth Harm (select one option)

Has youth ever been harmed in any of the following ways?

- *Refers to whether youth has ever been harmed in any of these 3 areas*
- *This does not have to be substantiated harm*
- *It does need to be harm that was alleged*

# Youth Discharge Form

## Nature of Youth Discharge (select one option)

Youth aged out of care

- *Youth turned the age of majority and are no longer eligible for state funded foster care*

Youth was adopted by treatment foster parent

- *Youth was adopted by the treatment foster parents they were living with*

Youth was adopted by someone other than treatment foster parent

Youth achieved acceptable levels of services goals or successfully completed the program

Youth was removed from care against team recommendations

- *Includes but is not limited to being removed from care by the legal process, guardians, responsible third party*

Youth refused services

Youth was discharged from this placement and placed in a different type or level of care consistent with a change in the youth's service needs (this includes Step-up or step-down).

- *This could include another program within your agency.*
- *If the youth was not discharged from the program but was transferred to another home within the program, this is not a discharge from the program and this discharge form should not be completed.*

Youth's behavior resulted in termination of services

- *Includes but is not limited to youth running away, youth exhibited severe physical aggression, sexual offense, etc.*

Guardians refused to meet contractual agreements of the agency providing services

Other

## Legal Permanency Status

### Return home to biological parents

- *A legal decision has been made to return the child home to biological parents. Biological parents could include bio parent and a step parent or paramour.*

### Emancipation

- *The youth is deemed to be an adult by the court and is not placed in the custody of an adult*

### Adoption

- *Parental rights have been terminated during the time that the child has been in service and the court has determined that the child is legally freed for adoption*

### Long term care by a relative

- *This custody of the child has been transferred to a relative who has permanent custody of the child. This is done when the court has determined that the child should not be adopted but cannot go home. This is permanent care and control of a child by a relative caretaker.*

### **Long term care by a non-relative in a family**

- *This includes permanent long term placements with foster family. This occurs when the court decides that the child needs to be in long term care because he/she cannot return home, no kin are available to assume caretaking and the court determines that it is not appropriate for the child to be adopted.*

### **Long term care in a residential or institutional setting**

- *This occurs when the court determines that the child cannot function in a family setting: another situation that would necessitate this kind of permanency plan is when long term care is part of a transitional group living situation to prepare a young person for independent living.*

### **Permanency not yet established**

## **ROLES at Discharge**

3 options were added to Discharge ROLES

1. Runaway
  - a. *youth ran away from your program*
2. Military
  - a. *youth enrolled in the military upon leaving your program*
3. Died while in care
  - a. *youth died in care (irrespective of cause)*

## **Number of Placements**

Since being placed in your foster care program, how many separate homes/facilities has youth been placed in

- *if youth has stayed in the original placement before discharging from this program indicate that with a "1"*
- *do not include the discharge placement in this count*
- *do not include respite stays*
- *if a youth was moved or transferred to another home or facility while in care for this placement, indicate the number of moves of transfers*

## **Youth's Current School Involvement (select one option)**

What is youth's current school involvement on the day of admission?

- ❖ Refers specifically to the actual school involvement of the youth on the day they were admitted to this foster care program.
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### Youth's Relationship with others (select one option)

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- ❖ People his/her own age
- ❖ Family of origin
  - *refers to youth's birth parents, siblings, grandparents, adoptive parents or another relative*

### Youth Harm during care

While in care with this program has the youth ever been harmed in any of the following ways by either a foster parent or an agency staff member?

- ❖ *Refers to known harm during care by a foster parent or an agency staff member*

