

Policy Title:	Dissemination of Client-Related Information – Policy		
Policy Number:	III-F.2.5		Effective Date: 01-02-1996

Approved By: *on file*

Date Approved:

[Policy](#)

[Forms, etc.](#)

[References](#)

[Contact](#)

Reference(s):

- None

Form(s) that apply:

- None referenced.

Policy:

Purpose

The purpose of this procedure is to establish that the Program Operations Section is responsible for all client-related statistical information released by the agency and is the agency's "clearing-house" for all client-related statistical gathering and reporting activities.

Procedure

(1) Client-Related Statistical Reports:

The Program Operations Section provides supportive services to all sections of the agency in collecting, compiling, analyzing, summarizing, and reporting client-related data. One of the section's major responsibilities is the production of scheduled periodic reports. These include all federal and state reports requiring client data.

All client-related statistical information that is released by the agency shall be compiled and/or approved by the Program Operations Section. In most instances, the unit will be directly involved in the collection, compilation and analysis of these data.

In some circumstances, it may be more efficient for another area to assemble and/or summarize routine reports, e.g., adoptions, abuse reports, permanent planning. In these circumstances, the Program Operations Section shall approve the data collection and summary process and specify changes where necessary to ensure reliable data. Requests to implement or change these data gathering efforts must be approved by the Program Operations Assistant Administrator.

Requests from outside the agency for client-related data shall be routed to Program Operations for reply. If the request is for information that is already contained in a routine publication, e.g., Trends, these data may be provided by the person receiving the request without approval by Program Operations. If the request is for data compiled by another section, Program Operations will consult with the appropriate manager before supplying the information.

(2) Forecasting Caseloads:

(a) In order to eliminate the possibility of the agency releasing conflicting information and to ensure that forecasts are based on justifiable methodologies, the Program Operations Section will be responsible for all caseload forecasts that are released. The following procedure will be followed whenever new forecasts are developed or major modifications are undertaken:

(A) A preliminary forecast will be made based on historical data and utilizing a procedure that provides the best statistical methodologies;

(B) The preliminary forecast will be discussed with the appropriate section managers to solicit input regarding policy or program changes that might affect the forecast;

(C) The forecast will then be finalized, giving due attention to the input from other section managers;

(D) A graph will be prepared displaying the relevant historical data, forecasts and trend lines.

(b) The Program Operations Section will prepare and periodically update forecasts for all major caseloads. These forecasts will be available from the Program Operations Section.

When a forecast is required that is not routinely done, the procedure for Requests for Information Services should be followed. (See Requesting Information Management Services, Manual III-F.1.1.)

Contact(s):

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