

# 2015 CAREGIVER RECRUITMENT AND RETENTION PLAN

STATE OF GEORGIA  
DIVISION OF FAMILY AND CHILDREN SERVICES



**January – December 2015**  
**Statewide Foster and Adoptive Caregiver**  
**Recruitment and Retention Plan**

**Overview**

The Georgia Division of Family and Children Services (DFCS), is committed to ensuring the safety and well-being of children who experience out of home placements due to safety threats in their own home. To fulfill this commitment, DFCS recruits and works closely with relatives and members of the community who are interested in serving as temporary caregivers and adoptive parents for children in foster care and emancipated youth age 18 years and older in Extended Youth Support Services. DFCS also partners with Child Placing Agencies (CPAs) and Child Caring Institutions (CCIs) (group home placements), faith-based and other interested community stakeholders to expand its number of available placement resources. The recruitment of foster and adoptive parents is a collaborative public, private and community-based effort aimed at maximizing the number and types of placement resources available to children and youth in need.

The Recruitment and Retention Plan functions as a part of the state's overall objectives to strengthen families, protect children from further abuse and neglect and ensure permanency for every child in care. The Plan is based on an assessment of the state's resource development system's strengths and challenges. It establishes statewide goals and interventions as well as regional implementation plans.

Please refer to the 2015-2019 Child and Family Services Plan (CFSP) Diligent Recruitment and Retention Plan for the detailed assessment that serves as the basis for this plan as well the complete five-year recruitment and retention goals.

## 2015 Statewide Recruitment and Retention Goals, Objectives and Interventions

**2015-2019 CFSP Diligent Goal 1: Ensure that children and youth are placed in the least restrictive and most appropriate placement.**

**Objective:** Expand the number of foster and adoptive resources (in either the county, CPAs or CCIs) to ensure that each child needing foster care placement has at least two potential placements that reflect their need for the least restrictive and most appropriate environment by September 2019. Initial 5 Year Targets: Approve 2,500 Partnership Parents, 1,000 Resource Parents, 700 Adoptive Parents, and 300 Relative Foster Parents.

**2015 Goal # 1: Each region to maintain current number of families and increase its total number of approved foster caregiver (foster, resource, and relative) resources by 20% and at least twice the number of bed spaces as newly approved resources by 11/30/2015. Baseline state goal = 360 new caregivers and 720 additional bed spaces.**

**2015 Goal # 2: Enlist the partnership of CPA providers to maintain current number of approved families and increase the number of their caregivers by 20% and at least twice the number of bed spaces as newly approved resources by 11/30/2015. Baseline RBWO goal =331 new caregivers and 662 additional bed spaces.**

**2015 Goal # 3: Enlist the partnership of CCI providers to develop at least 50 “no reject, no eject” acute MWO bed spaces by 11/30/2015.**

### **Regional Interventions:**

1. Publicize awareness of the need for foster, adoptive and relative caregivers (specifically for teens and siblings and any other targeted groups based on regional needs) through local / regional traditional and social media.
  - a. Ensure that at least twice quarterly a verifiable means of publicity has occurred (articles, participation in county/regional events, recruitment events etc..).
2. By February 2015, establish or continue a partnership with Fostering Together and Promise 686:111 and / or other external partner (faith-based, community organization, CPA or other stakeholder) to recruit, train and support foster parents.
  - a. Create a Memorandum of Understanding or other such written agreement that establishes partnership scope, expectations and goals by 2/28/15.
3. Ensure that 100% of the HGK inquiries are input into GA SHINES and follow-up contacts made with the prospective caregiver as per policy.
  - a. Fully document information Under the Home Info Tab (the Inquiry Information, Sources of Inquiry and Orientation/Pre-service Training Scheduling).
  - b. Document supporting narrative information in the Contacts/Summaries tab.
4. Publish quarterly the region’s Information Session and IMPACT training schedules at least 15 days prior to the start of each quarter (Q1- December 15, Q2-March 15, Q3-June 15, Q4-September 15).

5. By 1/31/15, institute a regional tracking process for monitoring the progress of prospective caregivers (including ICPC) from inquiry through approval; report progress via the monthly and quarterly report process.

6. Ensure that all ICPC cases are properly documented and processed as per policy. Ensure that no more than 5% of home studies are overdue at any time.

### **State Level Interventions:**

1. By 11/14/2014, provide baseline number of approved resources which establishes the annual regional goals.
2. Provide updated informational materials to staff including Information Session video and updated script by 1/31/2015. Provide updated e-materials to HGK by 1/31/2015.
3. Publicize the need for new foster parents through at least two verifiable means per quarterly.
4. Participate in the P686: Fostering Together workgroups to ensure that barriers to partnership are removed. Ensure that Volunteer Policy is published by March 30, 2014.
5. By 1/15/2015, provide means for monthly and quarterly reporting on progress of prospective caregivers' approval. Facilitate quarterly resource development meetings.
6. Improve state and county office ICPC processes including tracking and management of requests and accountability by September 2015. Ensure that no more than 5% of ICPC home evaluations are in overdue status.
7. Enlist partnerships with CPAs and CCIs in supporting recruitment efforts; and facilitate partnerships between CPAs / CCIs and regional RD-U teams.
8. Provide technical assistance and consultation to regional RD-U teams.
9. Establish a centralized recruitment / retention email box for state office communications; establish internet presence for caregiver recruitment and retention activities.
10. By 2/28/15, establish state level contract to support regions in facilitating pre-service training, conducting home evaluation and other approval activities to better leverage existing contracting funds and increase number of caregivers approved through use of contractors.

### **2015-2019 CFSP Diligent Recruitment Goal 2: Improve organizational effectiveness regarding placement resource development, retention and placement matching.**

**Objective:** Improve placement matching process, tools and training for resource development staff by September 2019.

**2015 Goal: Establish functional and productive RD-U teams in each region.**

1. Establish members and lead worker for the regional resource development-utilization (RD-U) team (if not already established).
  - i. Establish regional expectations and reporting structure for the RD team; initiate operations by January 9, 2015.
  - ii. Ensure that regional recruitment and retention plan is implemented.
  - iii. Ensure that monthly, quarterly and other reporting requirements are met and that the team participates in the quarterly statewide RD-U meeting.
2. Regional Directors support development and maintenance of the RD-U teams; report any personnel or role (including temporary) changes to the RD-U team to the Foster Care Services Director.
  - a. Ensure that staffing accounts for the needs of ICPC.
3. Establish regional review processes to track and monitor placement disruptions and placement stability. Utilize information to improve placement matching activities and support to caregivers. Implement processes no later than 2/28/15.

#### **State Level Interventions:**

1. Facilitate quarterly RD-U meetings; include a training component in each meeting.
2. Track placement disruptions and placement stability statewide. Ensure that regional performance is included on cadence calls at least monthly.
3. By June 30, 2014, develop with regions a Performance Management Form (PMF) for resource development and placement matching staff.
4. Establish state level placement matching unit for MWO level by March 30, 2014.
5. By April 30, 2014, develop with ETS the roll-out schedule for the Recruit, Prepare and Retain Curriculum for resource development staff.
6. Request technical assistance on increasing organizational effectiveness from the National Resource Center on Diligent Recruitment by November 30, 2014.

#### **2015-2019 Diligent Recruitment Goal 3: Increase the retention of prospective caregivers during the approval process and once approved, retain caregivers for at least five years.**

The number of families who terminate their involvement with the agency prior to approval will be decreased by 25%; and 2) 85% of foster parents will serve at least five (5) years and no more than 15% of foster parents will exit within 18 months of approval.

**Objective:** Develop reports that track how adequately prepared, supported and appropriately match families are for placement of foster, adoptive and relative placements as evidenced by the percent of parents who exit

after one placement, the maltreatment in care rate, number and type of policy violations and other indicators of safety and compliance with caregiver standards by July 2016.

**2015 Goal: Establish a tracking method that supports understanding of “drop-out” of prospective caregivers in the approval process; and reasons for closure of approved foster parents.**

**Regional Interventions:**

1. Ensure that at least 60% of foster parents whose homes close and prospective parents who do not complete the approval process complete an exit survey.
2. Establish regional tracking process for following the progress of prospective caregivers (including ICPC) from inquiry through approval; report progress via the monthly and quarterly report process.
3. Increase support to caregivers by establishing a regular and ongoing communication channel with foster, adoptive and relative caregivers in the county/region by February 2015.
4. Ensure that at least five hours of training opportunities are identified or facilitated and communicated to foster parents at least quarterly.
5. Ensure that during the month of May (Foster Care Month) and November (Adoption Month) that foster/adoptive parent recognition activities occur.

**State Level Interventions:**

1. Update the Foster Parent Exit survey and create the Prospective Caregiver “Drop-Out” survey by 1/31/2014.
2. Track regional inquiries, movement of prospective caregivers, approvals and closures including ICPC. Ensure that regional performance is included on cadence calls at least monthly.
3. Increase support by establishing a regular and ongoing communication channel with foster, adoptive and relative caregivers statewide by March 2015.
4. Ensure that during the month of May (Foster Care Month) and November (Adoption Month) that state level foster/ adoptive parent recognition activities occur.

**Note:** Regional Plans for 2015 will be included as appendices. Regional Plans are due by 12-15-2015.