



Practice Matters Part II CPA Meeting

July 11, 2012

Agenda

- How to properly assess a home (Information that goes into each box)
- When to complete the re-evaluation
- Needed paperwork and verifications
- Assessing and documenting yearly training during re-evaluation period
- Reasons for using the 30 day grace selection during the re-evaluation period



The Foster Home Re-evaluation:

- Is a formal written summary of the overall quality and functioning of a foster home
- Is conducted before the current foster home approval expires
- Is an on-going process between the Case Manager and the foster parent and may be conducted, if circumstances require, at any point during the approval period



Foster Home Re-evaluation (*Policy 1015.37*)

Tips for completing assessment:

1. Whenever possible, include all members of the family in the discussion. If it is a two-parent home, include both the foster mother and the foster father.
2. Include the children who have been in placement during the past year and the foster parent's interaction with these children and ability to meet their needs.
3. Gather basic data to determine present household status, including significant information on current household, health, and employment and financial status.
4. Require proof of current motor vehicle license and insurance. Include a verification statement that the documents were reviewed and current.

Tips for completing assessment continued:

5. Examine the need for supplemental supervision to continue, if applicable.
6. Address the safety of the home environment, assessing carefully the foster home's maintenance of safety and minimum standards requirements.
7. Review and have foster parents initial, as indicated, the *DFCS Foster Parent Child Safety Agreement (Form 29)* at each re-evaluation. **Form 29 is being revised to add requirements for Safe Sleeping**



Foster Home Re-evaluation (*Policy 1015.37*)

Tips for completing assessment continued:

8. Address the relationship between the agency and the foster parent, including the foster parent's ability to accept supervision.
9. Discuss the effects of children leaving the home and the ability of the foster parents to prepare them for leaving.
10. Discuss the foster parent's ability to continue parenting the type children for which they were approved.
11. For foster-adopt homes, discuss efforts to identify children for placement, if applicable.
12. Evaluate the foster parent's strengths and needs as they relate to the following:
13. Making informed decision to continue fostering (Knows the rewards and challenges faced by their family as a result of fostering and have made a definitive choice to continue/discontinue fostering.)

Foster Home Re-evaluation (*Policy 1015.37*)

Discussion points and foster parent input:

- Teamwork and Communication
- Parenting Abused/Neglected Children
- Understanding Grief, Loss and Attachment Issues for Children in Care
- Understanding, Preventing and Managing Misbehaviors
- Supporting Primary or Birth Family Connections
- Providing a Safe, Nurturing and Healthy Environment

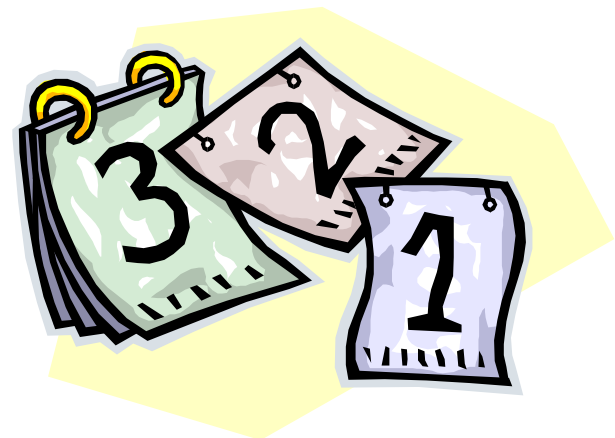


Foster Home Re-evaluation (*Policy 1015.37*)

Starting re-evaluation:

The re-evaluation process (*gathering information and assessing strengths and needs*) of the home begins at least *three months* prior to the due date. This allows the Case Manager to initiate proceedings for medical or criminal record updates, if applicable. *Policy 1015.36*

*The re-evaluation dates should be for the period under review, **not** for the future approval date.*



Criminal Records Check

GCIC and NCIC fingerprinting:

- Foster parents and all household adults (18 and over)
- Required at least once every five (5) years after the initial approval, *at the time of the re-evaluation.*
- A *Consent for Criminal Records Check* (Form 404) is obtained.
- Current household members (non-foster care), including adoptees who turn 18 years old during the approval period must have a CRC completed by the next re-evaluation due date. If the household member turns 18 less than 90 days prior to the re-evaluation due date, the CRC is due within 90 days of the 18th birth date. The home remains in approval status if all other qualifications are met.



Medical Statements

Foster parents must have medical evaluations completed every five years. A *physician's statement* is required on an annual basis if a foster parent has a diagnosed health problem that infers with their ability to care for children (lifting, walking, maneuvering, cognitions) or effects life expectancy.

Please be on the look up for new policy concerning the medical requirements and forms.



Other Forms and Verification

- DFCS Form 29 Foster Parent Child Safety Agreement must be signed by the foster parent when the foster home is re-approved.
- Update Form 44-Financial statement, if the foster family has experienced a change in income, job, etc.
- Obtain copies of car insurance and driver's licenses if they have expired
- Obtain copies of divorce decrees or marriage licenses, if a change in marital status has occurred
- Rerun all online checks (Board of Pardons and Parole, Department of Corrections, Sex Offenders registry)



Training Documentation

- Complete the required CPR and First Aid training during the first year of approval. All previously approved foster homes that have not completed CPR and First Aid training are required to complete these courses as a part of the annual continued parent development requirements. CPR and First Aid certification should be kept current.
- Remember, continued parent development training should be focused on the type of children the foster parent is approved to provide care for.



30 Day Grace

The 30 Day Grace Approval has been added to assist families with remaining in compliance until certain documents are obtained. These include:

1. Overdue medical
2. New household members
3. Overdue GCIC/NCIC clearances
4. Re-evaluation is not completed timely

Any other issues with the home may warrant the home being placed on hold or closed.

Rejection Reasons

Do not reject a foster home re-evaluations for the following reasons:

- Pet vaccinations pending
- No copy of driver's license or auto insurance (It is good practice to have a copy in the record, but policy only requires that the documents be seen.)

