

## **Section 6 Overview**

This section is developed to guide Resource Development Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgment in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

## **Chapter 5 Overview**

This chapter will describe the process for the utilization of foster homes.

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### **Memoranda History:**

### 5.1 Foster Home Utilization:

1. The resource development worker providing supervision to the home will present the family's strengths and weaknesses to child's worker searching for a suitable placement and attempt to match foster home to child.
2. Ideally, during the first six months following initial licensure, no more than one child at a time should be placed in a foster home, except for a sibling group.
3. Ensure that foster home licensed capacity is never exceeded except for sibling placements. The number of children in the home includes the resource provider's own children; natural and adopted.

NOTE: This does not mean that the number of children in the home is ignored because siblings are placed there. The only time that the number may exceed a total of six children is when there are already children in the home and placing siblings in that home will result in exceeding the limit. If the number then exceeds six, slots should not be filled until the home again is within allowable capacity.

4. Maintain a log of children placed with the family (CD-104).
5. Record utilization facts every three (3) months.

### Chapter Memoranda History: (prior to 01-31-07)

**Memoranda History:**  
CD08-109, CD-14-64

## **5.2 Foster Home Support:**

1. The resource development worker who supervises the home will maintain, at a minimum, quarterly personal contact with foster parent to discuss generic issues relating to fostering (not related to specific children, which would be handled by child's worker).

Quarterly visits are conversational allowing for the sharing of concerns as well as accomplishments and development of a mutual relationship of trust. The visits are to be used as a prompt to have meaningful conversations about pertinent issues and assure compliance with licensing requirements.

2. Maintain availability to foster parent as an advocate or for policy clarification should the need arise.
3. Encourage networking between foster parents by sharing lists of foster parent names and addresses, and pairing up a newly licensed foster parent with an experienced foster parent.
4. Provide information about and encourage the use of Respite Services.
5. Record actions taken every three months as the quarterly home visit summary.
6. Enter required data in FACES timely to ensure timely payments.

### **Chapter Memoranda History:** (prior to 01-31-07)

#### **Memoranda History:**

CD14-64