COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

FOSTER FAMILY AGENCY – EMERGENCY SHELTER CARE
(FFA–ESC BED HOLDS)

STATEMENT OF WORK

Yellow Highlights = Changes from original FFA-ESC SOW
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PART</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART A – INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>1.0 PREAMBLE</td>
<td>3</td>
</tr>
<tr>
<td>2.0 OVERVIEW</td>
<td>3</td>
</tr>
<tr>
<td>3.0 DCFS’ PRIORITIES FOR CHILDREN</td>
<td>4</td>
</tr>
<tr>
<td>4.0 PROGRAM GOALS</td>
<td>4</td>
</tr>
<tr>
<td>5.0 SERVICE DELIVERY SITES</td>
<td>6</td>
</tr>
<tr>
<td>6.0 CORE PRACTICE MODEL</td>
<td>7</td>
</tr>
<tr>
<td>PART B – TARGET DEMOGRAPHICS</td>
<td>7</td>
</tr>
<tr>
<td>PART C – COUNTY RESPONSIBILITIES</td>
<td>8</td>
</tr>
<tr>
<td>7.0 PROGRAM STAFF</td>
<td>8</td>
</tr>
<tr>
<td>PART D – SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS</td>
<td>9</td>
</tr>
<tr>
<td>8.0 SAFETY</td>
<td>10</td>
</tr>
<tr>
<td>9.0 RESOURCE FAMILY APPROVAL</td>
<td>11</td>
</tr>
<tr>
<td>10.0 REPORTING</td>
<td>16</td>
</tr>
<tr>
<td>11.0 CHILD AND FAMILY TEAM</td>
<td>19</td>
</tr>
<tr>
<td>PART E – SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS</td>
<td>20</td>
</tr>
<tr>
<td>12.0 WELL-BEING/SELF-SUFFICIENCY</td>
<td>21</td>
</tr>
<tr>
<td>13.0 PLACEMENT PROCESS (INTAKE/DISCHARGE)</td>
<td>21</td>
</tr>
<tr>
<td>14.0 VISITATION PLAN</td>
<td>24</td>
</tr>
<tr>
<td>15.0 TRAINING</td>
<td>26</td>
</tr>
<tr>
<td>16.0 MONITORING REQUIREMENTS</td>
<td>29</td>
</tr>
<tr>
<td>17.0 CHILDREN’S RECORDS</td>
<td>42</td>
</tr>
<tr>
<td>PART F – PERFORMANCE REQUIREMENTS SUMMARY</td>
<td>42</td>
</tr>
</tbody>
</table>
PART A: INTRODUCTION

1.0 PREAMBLE

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County’s contracting partners share the County and community’s commitment to provide health and human services that support achievement of the County’s Strategic Plan Mission, Values, Goals and Performance Outcomes.

The County’s vision is a value driven culture, characterized by extraordinary employee commitment to enrich lives through effective and caring service, and empower people through knowledge and information. This philosophy of service excellence is anchored in the County’s shared values of: 1) Integrity; 2) Inclusivity; 3) Compassion, and 4) Customer Orientation.

These shared values are encompassed in the County’s Strategic Plan’s three Goals: 1) Make Investments that Transform Lives, 2) Foster Vibrant and Resilient Communities, and 3) Realize Tomorrow’s Government Today.

Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

2.0 OVERVIEW

Foster Family Agencies (FFA) will engage in recruiting, approving, training of, and providing professional support to Resource Families (RFAs) who provide out-of-home care in a family home setting for the placement of children/youth, pregnant and parenting teens with children, and Non Minor Dependents (NMDs) who are supervised by DCFS and Probation and in need of care. FFAs will coordinate with DCFS and Probation Department to find homes and provide services and supports to RFAs and to the placed children to the extent possible and authorized by local, state and federal law.

Emergency Shelter Care (ESC) is a temporary placement, providing 24-hour care for children/youth taken into protective custody for a temporary period not to exceed twenty-one (21) days. The Resource Family would provide shelter, food, clothing, and other immediate necessities.

Because any payments CONTRACTOR makes to Resource Families as a result of this Contract may be taxable income to the recipients, Contractor is expected to report these payments to its Resource Families by issuing Internal Revenue Service Form 1099 as required by law for independent contractors.

CCLD regulations that apply to FFAs are from the Manual of Policies and
Procedures, Title 22, including, but not limited to:

(a) Division 6, Chapter 1, Sections 80000-80095 [except as otherwise noted in Section 88030(f)] (General Licensing Requirements), and Division 6, Chapter 4, Sections 83000 through 83088 (Small Family Homes), which can be found at http://www.dss.cahwnet.gov/ord/PG295.htm;

(b) Division 6, Chapter 8.8, Sections 88000 through 88087, which can be found at http://www.dss.cahwnet.gov/ord/PG295.htm; for FFA requirements;

(c) Division 6, Chapter 8.8, Sections 88200 through 88587.1, which can be found at http://www.cdss.ca.gov/cdssweb/entres/pdf/CCR/FFA_InterimLicensingStandards.pdf; for FFA and RFA requirements; and

(d) Division 2, Subchapters 1-9, Sections 35000-35409 (Adoptions Manual) for Foster-Adopt FFA requirements; which can be found at http://www.dss.cahwnet.gov/ord/PG295.htm.


3.0 DCFS’ PRIORITIES FOR CHILDREN

Safety: Safety is defined as freedom from abuse (non-accidental injury) and neglect (unwillingness or inability to meet the Child’s needs) as defined in the California Penal Code, Section 11165.5. The Service Task to Achieve Performance Outcome Goals addressing this priority is found in this Statement of Work (SOW), Part D, Section 8.0.

Access to effective and caring services for Well-Being/Self-sufficiency: It is the COUNTY’s goal to ensure placed children/youth receive Core Services as identified through the Child and Family Team in the spirit of the Core Practice Model to improve their level of functioning in the areas of education/career planning, emancipation preparation, physical, behavioral, social and emotional well-being and self-sufficiency. The Service Task to Achieve Performance Outcome Goals addressing this priority is found in Part E, Section 12.0 of this SOW.

4.0 PROGRAM GOALS

The COUNTY has incorporated the following program goals consistent with Assembly Bills 403 & 1997:

2. Increasing the use of Home-Based Family Care and the Provision of Services and Supports to Home-Based Family Care and wrap the necessary services around the child to ensure placement success and prevent replacements.

3. Reducing the use of Congregate Care Placement Settings.


Aligned with the above mentioned goals are program services which shall include the timely provision of an array of appropriate services that are coordinated, comprehensive, and community-based, and which address the needs of children and youth with more intensive needs requiring medically necessary specialty mental health services in their own home, or an appropriate homelike setting in order to facilitate reunification and to ensure their safety, permanence, and well-being. These program services shall be trauma informed, culturally relevant, age and developmentally appropriate. Additionally, programs shall collaborate with child welfare and mental health agencies for the provision of coordinated services to children and youth, and their family in accordance with the Core Practice Model as described in Section 6.0.

Additional goals include:

(1) Placing a child/youth in a safe environment free from abuse and neglect;

(2) Placing a child/youth in the least restrictive, most family-like environment consistent with the child/youth’s needs when temporary out-of-home placement is necessary; and

(3) Reducing racial disproportionally and eliminating disparities within the many systems that touch the lives of the children and families DCFS' serves.

**CONTRACTOR** shall ensure FFA-ESC services provided to children and Resource Parents do discriminate on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability or HIV status.

Provides 24/7 Emergency Intake and Placement in a Resource Family home for children and youth as described in the CONTRACTOR’s Plan of Operation and Program Statement.

FFA-ESC program is a time limited placement of up to a twenty-one (21) day stay.

FFA-ESC Program Manager may extend the stay up to thirty (30) days.
5.0 SERVICE DELIVERY SITES

CONTRACTOR’S Services shall be at the locations specified on Exhibit A-I, Service Delivery Sites.

5.1 CONTRACTOR shall provide notification to the DCFS Out-of-Home Care Management (OHCM) Division Chief or designee via email a minimum of thirty (30) Days before: (1) terminating services at any location(s); and (2) before commencing services at any other location(s) not previously approved in writing by the DCFS (OHCM) Division Chief or designee.

5.2 CONTRACTOR shall not place children at a service delivery site not approved on Exhibit A-I. Failure on the part of CONTRACTOR to comply with the provisions of this section shall constitute a material breach of this Contract upon which COUNTY may take all appropriate action including but not limited to, implementation of Hold Status, Do Not Refer Status, and/or Do Not Use Status, as set forth in Part I, Section 17.0, Hold Status, Do Not Refer Status, Do Not Use Status, Corrective Action Plan of the FFA Contract. If CONTRACTOR disagrees that there has been a material breach, CONTRACTOR may exercise any and all of its legal rights consistent with Part I, Section 23.0 Dispute Resolution Procedures of this FFA-ESC Contract.

5.3 CONTRACTOR shall obtain written approval from OHCM Division Chief or designee and (CAD) Division Chief or designee prior to changing, adding or terminating services at any serviced delivery site location(s).

5.4 CONTRACTOR shall not place children/youth at a service delivery site not approved on Exhibit A-I (Service Delivery Sites) and Exhibit A-II (Resource Family FFA-ESC Home).

5.5 CONTRACTOR shall identify the FFA-ESC foster parent and maintain the agreed number of beds unoccupied for the selected bed placement category listed in Exhibit A-III FFA-ESC Capacity Agreement, on a 24-hour, 7 days a week basis.

5.5.1 Changes to FFA-ESC Resource Family Homes, or bed types available for FFA-ESC shall be made by changing Exhibit A-III, FFA-ESC Capacity Agreement.

5.6 CONTRACTOR shall reserve a bed for each FFA-ESC Child/Youth, to keep them safe and comfortable.

5.7 Once the FFA-ESC Child/Youth is in the CONTRACTOR’S home, the CONTRACTOR will provide for the FFA-ESC Child/Youth’s basic needs.

5.8 CONTRACTOR shall not utilize the FFA-ESC program designated bed for a child(ren) not currently placed in the FFA-ESC program.
6.0 CORE PRACTICE MODEL

The Core Practice Model (CPM) prioritizes child safety by enabling stronger teamwork with children and families, grounded in strong community support. The CPM is a deeper way to work with families to improve safety and outcomes for children. The model helps children and families build supportive teams that enable them to identify their strengths and underlying needs in a trusting, positive environment. These insights become the foundation of more effective action plans for change that are tailored specifically to each child and family. The strategies of this model include:

- **Engagement:** This is an opportunity to hear the family, build trust, show empathy and honor the family's voice and choice.
- **Teaming:** Allows for teamwork to occur; shows how formal and informal supports can work together; promotes shared ownership and opportunity for change.
- **Assessment and Understanding:** Allows for shared identification of underlying needs and strengths; it is responsive to trauma, culture and empowers families.
- **Planning and Intervention:** Allows for the crafting of tailored services and attention to individual underlying needs.
- **Tracking and Adapting:** Allows for continuous monitoring of progress, while being thoughtful about the effectiveness of plans; creates an opportunity to make adjustments using team assessments so plans can evolve to achieve long-term goals.

The CPM is a process that is family centered, solution focused, trauma responsive, strength-based, team driven, and improves outcomes for children and families.

The CONTACTOR may refer to the Pathways to Mental Health Service Core Practice Model Guide, which can be found at [http://www.childsworld.ca.gov/res/pdf/CorePracticeModelGuide.pdf](http://www.childsworld.ca.gov/res/pdf/CorePracticeModelGuide.pdf).

For more information about the CPM, visit [www.gettothecore.org](http://www.gettothecore.org).

PART B: TARGET DEMOGRAPHICS

The COUNTY of Los Angeles Foster Family Agency – Emergency Shelter Care (FFA-ESC) program is designed to serve Children/Youth (0-17 years old) and Non-Minor Dependents (18-21 years old), as follows:

- Infant (0 – 2 years old),
- Child/Youth (3-12 years old),
- Teen parents and their infant (Whole Foster Family Homes [a bed and a crib
per room]),
- Sibling Homes (minimum of three beds per home [0-17 years old]), and
- Extended Foster Care Non-Minor Dependents 18-21 years old.

PART C: COUNTY RESPONSIBILITIES

7.0 PROGRAM STAFF

7.1 COUNTY shall designate a COUNTY Program Manager (CPM) who will be responsible for administering this Program and the daily management of this Program’s operations, and for the oversight of monitoring activities, compliance with the requirements of the Contract, and the delivery of services.

7.2 The CPM responsible for daily management of Program operation:

Robbie Odom, MSW
Program Manager
Department of Children and Family Services
Emergency Shelter Care Program
9320 Telstar Avenue, Suite 216
El Monte, CA 91731
(626) 569-6803

7.3 The CPM shall have a designee who may act in his/her place at all times. The CPM and designee are identified in COUNTY’S Administration (Exhibit J).

7.4 The CPM shall provide direction to CONTRACTOR in areas relating to DCFS policy, information, and procedural requirements.
PART D – SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS

### COUNTY’S PERFORMANCE MEASURE

#### SUMMARY/GOALS

#### 8.0 SAFETY

**PROGRAM TARGET GROUP:** Children or youth placed at an FFA-ESC home.

**PROGRAM GOAL AND OUTCOME:** Safety- Placed Children and Youth shall be free from harm, abuse and/or neglect as specified in California Penal Code 1165.1 – 1165.6 and WIC 300-304-7

<table>
<thead>
<tr>
<th>COUNTY’S OUTCOME</th>
<th>PERFORMANCE TARGETS</th>
<th>DATE AND REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children/Youth are placed in a safe nurturing home environment free of abuse and neglect by other children, family members and/or CONTRACTOR.</td>
<td>99.68 % of Children/Youth are free from substantiated allegations of child abuse and/or neglect.</td>
<td>CWS/CMS referral history and I-Track web- based system</td>
</tr>
<tr>
<td>CONTRACTOR shall ensure that Children/Youth are free from Child-to-Child injuries.</td>
<td>100% of the Corrective Action Plan (CAP)s successfully implemented.</td>
<td>Child’s Case</td>
</tr>
<tr>
<td>CONTRACTOR shall ensure that their home is safe and free of physical plant deficiencies.</td>
<td></td>
<td>File CAPs</td>
</tr>
</tbody>
</table>

1 The COUNTY maintains a zero tolerance policy for substantiated abuse and neglect of Placed Children while under the supervision of CONTRACTOR. Each incident of substantiated abuse or neglect that occurs under the CONTRACTOR’S supervision must be individually evaluated. The COUNTY will assess the factors that led to the abuse/neglect and make a determination as to appropriate corrective action.

CCLD Citations

Facility review
8.0 SAFETY

PERFORMANCE OUTCOME GOAL: Placed Children shall be free of abuse and neglect by Resource Family Parents, FFA staff, volunteers, other children, and family members.

SERVICE TASKS:

8.1 Staff Qualifications, Requirements, and Exemptions

The CONTRACTOR shall adhere to Title 22 Division 6, Chapter 8.8, Sections 88264, 88265.2, 88265.3, 88364, 88365.2 and 88365.3 requirements in connection with staff qualifications, requirements, and exemptions.

8.2 California Department of Justice (DOJ) authorization for RFA assessments

Any FFA implementing RFA must be authorized by the California Department of Justice (DOJ) to obtain criminal history information necessary to complete an RFA assessment. To become authorized, an FFA must establish mailing and billing information and obtain an Originating Agency Identifier (ORI) code by completing the application package which can be found on the Attorney General’s website at:

http://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/all-others.pdf

Additional information can be found at: http://oag.ca.gov/fingerprints/agencies.

8.3 Criminal Record Clearance Procedures, Criminal Record Statements, and Child Abuse Index Checks

The CONTRACTOR shall conduct a background check and criminal record exemption prior to the hiring or approval of each Resource Family applicant, all adults residing or regularly present in the home of an applicant, and as applicable for all employees, independent contractors, volunteer staff, or subcontractors who come into contact with children while providing services under the Contract according to Title 22, Chapter 8.8 Foster Family Agencies, Articles 9, and Subchapter 1, Sections 88331.3 and 88331.31.

The CONTRACTOR shall maintain all records related to background checks, criminal record clearance procedures, criminal record exemptions, criminal record statements, Child Abuse Central Index checks, and subsequent arrest request notification documentation shall be maintained and made available upon request.

The CONTRACTOR shall inform OHCMD of any criminal record exemption granted within 2 business days by submitting the Criminal Record Exemption
Notification (Exhibit A-IV) along with any related documentation.

The CONTRACTOR shall comply with the requirements in the FFA Contract, Part II, Section 18.0 Criminal Clearances. Criminal Record Clearances Procedures, Criminal Record Statements, and Child Abuse Index Checks.

8.4 Reporting of Subsequent Arrests or Convictions

The CONTRACTOR shall notify the COUNTY Program Manager in writing of any known arrest and/or subsequent conviction, other than for minor traffic offenses, of the following: (1) any Resource Family applicant, all adults residing or regularly present in the home of an applicant, employee, independent contractor, volunteer staff, or subcontractor who comes in contact with children while providing services under the contract; (2) any adult responsible for administration or direct supervision of staff; (3) if the CONTRACTOR is a firm, partnership, association, or corporation, the chief executive officer of CONTRACTOR or other person serving in like capacity; and (4) additional officers of the governing body of the CONTRACTOR or other persons with a financial interest in the applicant, as determined necessary by CDSS and by regulation. The Notification of Subsequent Arrest, Conviction, Probation or Parole Violation (Exhibit A-V) shall be given to OHCMD along any related documentation within one working day of the time such information becomes known to the CONTRACTOR.

The CONTRACTOR’S noncompliance to the criminal record clearance requirements specified in this Section is a material breach and LA County DCFS may place non-compliant CONTRACTORS on DNR or DNU with no advance notice requirement.

8.5 Supervision of Children

The CONTRACTOR shall, in accordance with Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88487.12, 88487.13, 88487.14, the Needs and Services Plan (as developed and modified by the CFT) and the Child Welfare Case Plan, Monitor for Compliance that Resource Families and caretakers will, to the best of their ability under the Prudent Parent Standard, know where children are at all times and are able to identify who is responsible for supervising the child(ren) at all times. The child(ren) may leave the Resource Family Home unaccompanied, if age appropriate, for specific purposes in accordance with the Needs and Services Plan.

9.0 RESOURCE FAMILY APPROVAL

CONTRACTOR shall abide by all regulations pertaining to the Resource Family recruitment, application, clearance, approval process, and monitoring of continuing requirements of Resource Family Homes according to Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Articles 1-7.
9.1 Pre-Approval Training

The CONTRACTOR shall ensure prospective Resource Families receive pre-approval training as described in Title 22, Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Sections 88331.4(a)(1), 88331.5(a)(C)(1), 88331.6, 88331.7(b)(6), 88431(a)(6) and 88431.3(a).

CONTRACTOR shall train Resource Families to meet the children’s needs and understand the Case Plan goals of: (1) family reunification; (2) adoption; (3) legal guardianship; (4) permanent placement; (5) placement of sibling groups in the same home; (6) teen parents and their children; (7) neighborhood/school-based placements; or (8) placement of children with special health care needs; or (9) self-sufficiency of youth and NMDs. CONTRACTOR shall recruit Resource Families with these objectives in mind.

9.2 Resource Family Approval Assessment Process

The CONTRACTOR shall ensure applicants meet all requirements as indicated on Title 22, Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Article 5.

The CONTRACTOR shall complete all recruitment, clearances, application process and necessary assessments for the approval of each prospective Resource Family in accordance with all sections found in Title 22, Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Article 2.

CONTRACTOR shall provide OHCMD Program Manager's designee a copy of each RFA approval certificate.

CONTRACTOR shall retain all documents associated to the Resource Family Approval process and made available upon request.

9.3 Additional Reference Checks Prior to Placement

Although the additional reference check is not a requirement for RFA approval, LA COUNTY has instituted this requirement as a safety precaution prior to placement. No child shall be placed with a Resource Family until the Resource Family Home has obtained an RFA Certificate.

Prior to placement with a newly approved Resource Family, the CONTRACTOR shall submit the Request for History of Child Abuse/Neglect (Exhibit A-VI) and the Recertification for History of Child Abuse/Neglect (Exhibit A-VII) for every annual update of the Resource Family Approved home to their assigned OHCMD monitor and inquire about any Resource Family adult household member child abuse/neglect history.

During the approval and annual update of the Resource Family, the
CONTRACTOR shall require prospective and current Resource Family adults in the household to sign a release of information form [Exhibit A-VIII] to ensure details of any and all prior child abuse history be released to the CONTRACTOR. The CONTRACTOR shall submit the release of information form to their assigned monitor. Based on the information provided to the assigned monitor, the COUNTY shall make a determination on the suitability of the Resource Family’s ability to provide care and supervision of LA County children/youth requiring out-of-home placement.

9.4 **Assessment Prior to the Placement of More Than Two Children in a Resource Family Home**

Prior to more than a total of two (2) children being placed in a Resource Family Home, the CONTRACTOR’S supervising social worker shall assess the placement to determine that the Resource Family: (1) are providing quality care for the currently placed children; (2) will be able to meet the needs of additional foster children; and (3) have at least 12 months of experience in caring for foster children.

The experience requirement in item (3) above may be less than 12 months to accommodate sibling groups or teenagers as long as all of the requirements in items (1) and (2) are met. This assessment shall be included in the Needs and Services Plan or other document in the child’s file; the Resource Family’s File and shall be readily accessible to the County Worker and/or audit staff.

The CONTRACTOR shall reassess a Resource Family Home with more than two children whenever there is a major event in the family (death, divorce, birth of another child, serious illness, etc.) or serious incident (as defined in Exhibit A-IX, Special Incident Reporting Guide for FFAs, Item #5) with the foster children that raises concerns about their care and supervision. The CONTRACTOR shall retain the reassessments, document any problems, and record how the problems were resolved.

9.5 **Declarations of Part-time Contract Social Workers**

The CONTRACTOR is responsible for obtaining written declarations from any contract social workers utilized on a part-time basis to the effect that the contract social worker’s total contracted caseload with all contracting agencies does not exceed 15 children. Contract social workers must meet staff requirements as indicated in Section 8.1 of this SOW.

9.6 **Staff Language Requirements**

The CONTRACTOR shall, to the extent possible and if resources are available, provide staff and social work personnel who are proficient in both speaking and writing the language of the CONTRACTOR’S Resource Family and the children.
9.7 **Required Services by CONTRACTOR's Social Work Staff**

The CONTRACTOR's social work staff shall provide services as set forth in the CONTRACTOR's Exhibit B, Plan of Operation and Program Statement, and any additional services identified in this SOW, as applicable. These services shall also include qualified social work personnel to be available on a 24-hour basis to respond to any emergency within a two-hour period.

9.8 **Required Visits by Social Work Staff with Child/Youth and Resource Family Parents**

The CONTRACTOR’s social work staff shall make weekly face-to-face contacts with the Child.

The CONTRACTOR’s social work staff shall document each visit with the Child and the Resource Family Parents and include the following information at minimum: (1) name or initials of the person recording; (2) both the date recorded and the date of the visit; (3) problems reported by the child; (4) problems reported by the Resource Family Parents; and (5) how the reported problems are being resolved.

9.9 **Second-Hand Smoke, Tobacco Products, Narcotics and/or Other Illegal Substances, and Alcoholic Beverages**

The CONTRACTOR shall monitor for compliance and ensure that: (1) children are not exposed to smoking, second-hand smoke, vaping and marijuana; (2) children under twenty-one (21) years of age are not permitted to use any tobacco, vaping, or marijuana products under any circumstances; and (3) children are not permitted to drink any alcoholic beverages or use any narcotics or illegal substances under any circumstances. The CONTRACTOR shall ensure adults in the Resource Family Home do not smoke tobacco products, marijuana, and/or vape in any room or enclosed space such as the garage, including when the children are not home. CONTRACTOR shall document the Resource Family's compliance with this section and take necessary corrective action to ensure compliance. “Second-hand smoke” and “Smoking” shall apply as defined in the Business and Professions Code sections 22950.5(c) and (d).

9.10 **Driver Licenses, Vehicle Safety, and Vehicle Equipment**

The CONTRACTOR shall monitor and maintain the necessary records to meet the transportation requirements of Title 22, Division 6, Chapter 1, Section 80074; Chapter 4, Section 83074; Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88487.10 and California Vehicle Code Sections 27360 and 27360.5.

The CONTRACTOR shall monitor and maintain records to verify that FFA Social Workers, Volunteers, Resource Families or any designated driver(s)
who transport children: (1) have and maintain a valid California driver’s license with the California Department of Motor Vehicles; and (2) insure their vehicles, if used to transport the children, at or above the minimum bodily injury and property damage limits required by the State of California. Such records shall be made available upon request.

The CONTRACTOR shall maintain non-owned auto liability coverage for their social workers and other staff that use their vehicles to transport children in accordance with the Contract, Part I, Section 4.0 Insurance Requirements.

9.11 Procedure for Emergency Replacement:

In the event of an emergency, the CONTRACTOR may move a child without prior authorization from the County Worker. The FFA shall make every effort to keep the child in the same school. For the purposes of this paragraph, an emergency is defined as any situation that threatens the health and safety of the child or others in the Resource Family Home.

The CONTRACTOR shall notify either the child's County Worker, the County Worker's supervisor, the County Worker's administrator, the CPM, or the after working hours, for DCFS children call the Child Protection Hotline (800-540-4000), of the emergency replacement. The CONTRACTOR shall then discuss the situation with the County Worker or the County Worker's supervisor, or the CPM and document the conversation and decision in the child’s record.

The CONTRACTOR shall initiate a CFT immediately or not later than 72-hours after emergency replacement.

A child shall not be moved from an approved Resource Family home to a non-approved Resource Family home. This includes changing a Resource Family home from a contracted site to a non-contracted site.

9.12 Educational Requirements

9.12.1 Stable School Placements

The CONTRACTOR shall comply with WIC Section 16501.1(d)(1), (d)(4), and (g)(8)(B), which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&sectionNum=16501.1.

The CONTRACTOR shall also comply with Education Code Section 48850(a), which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48850.&lawCode=EDC.

9.12.2 Right of Children to Remain in School of Origin
EXHIBIT A

The CONTRACTOR in collaboration with the CFT shall make every effort to maintain children in their school of origin (SOO) until court jurisdiction terminates. If court jurisdiction ends during an academic year and the child is in K – 8th grade, the right to remain in their SOO lasts through the end of that academic year. If court jurisdiction ends while the youth is in high school, the right to remain in their SOO lasts through graduation in compliance with Education Code (EDC) Section 48853.5, which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48853.5.&lawCode=EDC, and states in part, “At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue his or her education in the school of origin for the duration of the jurisdiction of the court.”

9.12.3 Immediate Enrollment of Children in School

Contractor shall ensure Resource Parents enroll children in school immediately in accordance with EDC Section 48853.5(e)(8)(B), which can be found at, http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48853.5.&lawCode=EDC.

10.0 REPORTING

10.1 Special Incident Via the I-Track System

In addition to the reporting requirements in the Reporting Requirements as described in Chapter 8.8 Foster Family Agencies, Articles 9, and Subchapter 1, Section 88361, the CONTRACTOR shall also notify the COUNTY of all reportable incidents via the I-Track web-based system at https://itrack.dcfs.lacounty.gov. Failure to report via the I-Track system may result in further action as described in Exhibit N, DCFS FFA Contract Investigation/Monitoring/Audit Remedies and Procedures.

All CONTRACTOR employees are mandated reporters of child abuse and neglect per Penal Code, Section 11165.7(a)(14): http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&sectionNum=11165.7. Child abuse and neglect in out-of-home care are defined in Section 11165.5: http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&sectionNum=11165.5.

10.2 Runaway Procedures

The CONTRACTOR shall try to locate a runaway child by:
10.2.1 Immediately calling the COUNTY

CONTRACTOR shall ensure that Resource Parents, as soon as it is discovered that a child has run away, must call the County Worker or their supervisor. If after hours or on the weekend, or, unable to reach the County Worker or their supervisor, Resource Parents must call the DCFS Child Protection Hotline at 1-800-540-4000. For Probation youth, Resource Parents must call the Placement Administrative Services AWOL OD. Any assistance you can provide to the County Worker about neighbors, friends of the child, school officials and family members would be helpful in gathering more information.

COUNTY staff will need as much detailed information as can be provided. For instance: Who did the child leave the home with? Did someone pick up the child or did they leave on foot? Which direction did the child go in? Was there a parent, relative or friend involved? What was the child’s state of mind – angry, depressed? What was the child wearing?

For child(ren)/youth with a history of or at risk of Commercial Sexual Exploitation (CSEC) the CONTRACTOR shall ensure Resource Parents document and report to the County Worker any of the following:

- Child/youth exhibits behaviors or otherwise indicates that she/he is being controlled or groomed by another person;
- Child/youth spends time with people known to be involved in commercial sex;
- Child/youth’s use of internet, cell phone, or social media involves social or sexual behavior that is atypical or his/her age.

Additionally, Resource Parents shall document and indicate if the child/youth fits any of the following descriptions:

- Child/youth has a history of running away, unstable housing, including multiple foster care placements, or periods of homelessness including couch surfing;
- Child/youth has had prior involvement with law enforcement or the juvenile justice system;
- Child/youth is frequently truant;
- Child/youth’s relationships are concerning, placing him/her at risk or in danger of exploitation;
• Child/youth has a history of substance abuse, specifically narcotics, opiates, crack/cocaine and amphetamines.

Immediately call law enforcement and file a Missing Persons Report. Have the phone number to nearest law enforcement agency on hand. Law enforcement will need a physical description of the child and any distinguishing physical characteristics. Photographs may be released to law enforcement only in an effort to expedite the location of affected children. Identifying information for law enforcement shall only include a photograph of the child, description of clothing when last seen, date of birth, last location of the child, and any distinguishing marks or tattoos. The CONTRACTOR shall ensure that information given to law enforcement including photographs, personal identifying information which may include the child’s social security number, shall not be posted in any communities and document this discussion with law enforcement in the submitted SIR via I-Track.

CONTRACTOR shall ensure to get a report number, the name of the person taking the report and follow up by getting a copy of report. All efforts to locate the child, as well as, documentation related to the missing child must be maintained in the child’s records.

Within 72 hours, the Missing Person’s Report and reporting number must be sent to the County Worker. An ITrack Special Incident Report must be completed and cross report to Community Care Licensing, DCFS Out-of-Home Care Management Division - Quality Assurance Division, Runaway Outreach Unit, Probation Placement Administrative Services’ AWOL OD and to the County Worker. Time and date the child was last seen and any significant details leading up to the incident must be included in the SIR and cross reports.

The CONTRACTOR shall additionally follow CDSS’ All County Information Notice (ACIN) I-13-17, “Promising Practices for Youth Who Are Missing or Run Away From Foster Care”, which can be found at, http://www.cdss.ca.gov/Portals/9/ACIN/2017/I-13_17.pdf?ver=2017-05-01-151257-900. In collaboration with the County Worker, the CONTRACTOR shall ensure the Substitute Care Provider Incident Report, the Special Incident Report-Runaway Addendum, the Safety Support Plan, and Missing/Runaway Youth De-briefing Form are completed accordingly and as stated on the ACIN I-13-17.

Keep all copies of reports and documentation for at least 6 months.
Important numbers to have on hand:
CSW
CSWs’ supervisor
Child Protection Hotline: (800) 540-4000
Runaway Outreach Unit: (213) 765-7310
Closest law enforcement agency

11.0 CHILD AND FAMILY TEAM

An effective Child and Family Team process will decrease the length of time to achieve permanency through the strengthening of family engagement and cross-agency networks of services and supports.

The Child and Family Team (CFT) process is aligned with the values of the County of Los Angeles Shared Core Practice Model (CPM), which can be found at http://lakids.dcfs.lacounty.gov/dcfs/cpm/documents/Los%20Angeles%20County%20Shared%20Child%20Welfare-Mental%20Health%20Core%20Practice%20Model.pdf. The shared values of both the CPM and the CFT process are the family-centered approach used to identify: (1) The family’s strengths and underlying needs; (2) Collaborative case planning; (3) Decision making; (4) The consideration of the long-term success of the family.

The CFT process is a solution-focused approach meant to draw on the family’s history of protection and ability to solve problems. The information assists families develop their vision for their future and assists them in gathering a formal and informal support network that will be available to them after termination of formal services.

An effective CFT continues the process of engagement with the family, child and/or youth, NMD, and/or caregivers, and provides a process for transparent communication to ensure that services are well coordinated in collaboration with service providers.

CONTRACTOR shall ensure participation in the CFT by the Resource Families and any other staff identified by the CONTRACTOR.

The CONTRACTOR shall refer to COUNTY’s policy on CFT for further details, which can be accessed at: http://policy.dcfs.lacounty.gov/Default.htm#Child_and_Family_Teams.htm?Highlight=chi.

CONTRACTOR shall additionally follow the CFT guidelines as described in Welfare and Institutions Code section 16501(a)(4) found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&lawCode=WIC and as described in the joint letter issued by the Department of...
Health Care Services (DHCS) CDSS All County Letter (ACL) No. 16-84, which can be found at http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf.

11.1 CFTs for FFA-ESC Placed Children

The CONTRACTOR shall contact the CSW to request a CFT Meeting, which shall be held no later than the 7th calendar day of placement.

The CFT meeting shall be documented by FFA staff in the Child’s Case File and record the date in the Child Intake and Discharge Log.

PART E – SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS

<table>
<thead>
<tr>
<th>COUNTY’S PERFORMANCE MEASURE SUMMARY/GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.0 WELL-BEING/SELF-SUFFICIENCY</td>
</tr>
</tbody>
</table>

PROGRAM TARGET GROUP: Children/Youth in Resource Family homes of FFA-ESC

PROGRAM GOAL AND OUTCOME: Well-Being/Self-Sufficiency: Children/Youth shall improve their level of functioning in the areas of health, mental health, social behavior, and education.

<table>
<thead>
<tr>
<th>COUNTY’S OUTCOME</th>
<th>PERFORMANCE TARGETS</th>
<th>DATE AND REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve levels of Child/Youth’s functioning and meet the Child/Youth’s health and emotional well-being.</td>
<td>At least 65% of Children/Youth will participate in educational activities and/or attendance.</td>
<td>CWS/CMS Child/Youth’s Case File Daily Child/Youth Log</td>
</tr>
</tbody>
</table>
12.0 WELL-BEING/SELF-SUFFICIENCY

PERFORMANCE OUTCOME GOAL: Placed Children/Youth shall improve their level of functioning in the areas of health, mental health, social behavior, education, and youth development services.

SERVICE TASKS:

13.0 PLACEMENT PROCESS (INTAKE/DISCHARGE)

Whenever possible the CONTRACTOR shall participate in the CFT for the initial and any subsequent placement transition to help determine the most appropriate placement for the child or NMD.

The CONTRACTOR shall comply with the intake requirements of Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Sections 88068.1, 88268.1 and 88268.11.

The CONTRACTOR shall ensure non-discrimination on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, tribal affiliation, color, religion, sex, sexual orientation, gender identity, mental or physical disability or HIV status.

13.1 Acceptance of All Children Who Meet CONTRACTOR’s Plan of Operation and Program Statement Criteria

The CONTRACTOR shall accept all children who meet the CONTRACTOR’s Plan of Operation and Program Statement criteria when an appropriate vacancy is available. The CONTRACTOR’S social work staff shall assess the FFA’s ability to: (1) provide the required services to meet the child’s needs in the child’s own neighborhood as appropriate based upon the information received from the CFT and/or as identified in the child’s NSP; and (2) facilitate family participation in treatment as appropriate based upon the information received from the CFT and/or as identified in the child’s NSP.

13.2 Requirement for Emergency Intake Placement 24/7

All CONTRACTORs shall provide Intake and Placement Services 24 hours, 7 days per week; and provide FFA-ESC Children/Youth temporary home with a bed, meals and general care for their protection and comfort.

All FFA-ESC CONTRACTORs shall provide 24 hours per day, 7 days a week intake placement services and an emergency number with staff available 24 hours, 7 days per week.

CONTRACTOR shall be available twenty-four (24) hours per day, seven days per week, to discuss detailed information of the Child/Youth to
determine if the CONTRACTOR’s FFA–ESC program meets the needs of the Child/Youth.

13.3 SIBLING-GROUP PLACEMENTS

Children/Youth, who are accepted as a sibling group and placed together, shall remain together unless approved by the CSW.

For sibling groups placed within different Resource Family Homes within the same FFA, in collaboration with the CSW, the CONTRACTOR shall document efforts to reunite siblings into one Resource Family Home, or the reasons it is inappropriate, in the Children/Youth’s case records.

13.4 Teen Parents and their Children

Teen parents and their non-dependent children shall be placed together while their teen parents are in out-of-home care.

13.5 Commingling of Children

The CONTRACTOR shall not place both DCFS and Probation children in the same Resource Family Home unless the identified Resource Family can meet the child/youth’s needs and the CONTRACTOR has written approval from both the CSW and DPO for a dual jurisdiction child (WIC 300/602 status) pursuant to WIC 16514(c), which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16514.&lawCode=WIC; and in accordance with CDSS All County Information Notice (ACIN) No. I-75-16, which can be found at http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acin/2016/I-75_16.pdf.

The CONTRACTOR must consider the safety and needs of the children in the Resource Family Home and the public safety of the community.

13.6 Declaration of Support of Access to Juvenile Records Form

The CONTRACTOR shall complete and submit the DCFS 4389 (4/94), Declaration In Support of Access to Juvenile Records (WIC 827) (see Exhibit A-X), in order for the County Worker to release any juvenile records. The CONTRACTOR will ensure that only persons permitted by law have access to records.

13.7 Orientation of Newly Placed Children

The CONTRACTOR shall provide each newly placed child, in an age-appropriate manner, a comprehensive overview of the CONTRACTOR’S program and procedures as described in the CONTRACTOR’S Plan of Operation and Program Statement (Exhibit B), LIC613B Personal Rights form, which can be found at http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC613B.PDF; the
Foster Youth Bill of Rights, which can be found at http://www.cdss.ca.gov/cdssweb/entres/forms/English/pub396.pdf; and for children 11 years old and older, the Legal Rights of Teens in Out-of-Home Care, which can be found at http://www.ylc.org/wp/wp-content/uploads/teenmanual2011.pdf. Such overview will include: (1) opportunities for achievement; (2) career/vocational and job training; (3) life-skill training; (4) recreation; (5) higher education options; 6) religious, spiritual, or ethical development in the faith of the child's or the child's parents’ choice; (7) identification of the child's FFA social worker; (8) child's clothing and weekly allowance; (9) Resource Family's house rules including discipline practices and grievance/complaint procedures; (10) school attendance requirements including school dress code and academic expectations; and (11) discharge procedures.

The CONTRACTOR shall have the child or the child's authorized representative sign an acknowledgement of completion of the orientation and the receipt of written copies of personal rights, Foster Youth Bill of Rights, the Legal Rights of Teens in Out-of-Home Care (11 years old and older), house rules, discipline practices, grievance/complaint procedures, and discharge procedures.

13.8 Intake and Discharge Log

CONTRACTOR shall maintain an Intake and Discharge Log and provide via e-mail to the CPM on a daily basis. The Child/Youth Intake Log contains the Child/Youth’s contact information, the CSW contact information, the date the Child/Youth arrived at the facility, date of discharge, and the Team Meeting date. The Discharge Log, maintained by CONTRACTOR and provided to the CPM, contains information about where the Child/Youth was discharged to and the date of discharge.

13.9 Denial of Placement of Children Who Do Not Meet the License or Program Statement Criteria

The CONTRACTOR is responsible for denying placement of children, within the limitations of the information provided at the time of placement, who do not meet the license or the Program Statement criteria for the FFA. If the CONTRACTOR determines that a referred child does not meet these criteria, the CONTRACTOR shall immediately notify the CFT. The CONTRACTOR shall provide an explanation in writing for such denial to the County Worker and to the OHCMD Quality Assurance Section Program Manager within three days.

The CONTRACTOR shall not accept children with special health care needs, within the limitations of the information provided at the time of placement, unless an appropriate placement is available in a specialized Resource Family Home as specified in Title 22, Division 6, Chapter 4, Sections 83065.1, 83066, 83069.1, 83070.1, 83072.2, 83087.1; and Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Article 7. Special
health care needs include, but is not limited to medical conditions requiring specialized in-home health care. Special health care needs include medical technology dependence and other medical conditions that could deteriorate rapidly, causing permanent injury or death, as defined in Title 22, Division 6, Chapter 4, Section 83001(m)(1).

13.9.1 Denial of Placement of FFA-ESC Children/Youth

CONTRACTOR shall accept all DCFS referred FFA-ESC Children/Youth and shall not refuse any such referrals unless exceptional conditions apply. Exceptional Conditions may include, but are not limited to: (a) Residency in the Certified home will endanger the FFA-ESC Child, other children in the home, and/or the safety of all FFA-ESC Children, children and family in the home; (b) Children that have been identified as requiring a higher level of care, a Level 14, WIC 601/602; (c) CONTRACTOR’s home is on official “Do Not refer,” “Do Not Use,” “Investigative Hold” status, and/or “Off-Call”.

13.10 DISCHARGE

CONTRACTOR shall not discharge any Child/Youth without approval from the Child/Youth’s CSW, SCSW, CPM or designee.

Intent to Discharge Notice does not apply for children/youth placed under the FFA-ESC Contract.

14.0 VISITATION PLAN

The CONTRACTOR shall collaborate with County Worker to develop a comprehensive family visitation plan by incorporating the CFT recommendations, DCFS Child Welfare Policy No. 0400-504.00, which can be found at http://policy.dcfslacounty.gov/Default.htm#Family_Visitation.htm?Highlight=visitation, as applicable and in accordance with Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Sections 88222.1 (20)(d).

14.1 Visitation Plan

The CONTRACTOR shall ensure the Family Visitation Plan (FVP) is recorded and updated in the Needs and Services Plan.

14.2 Family Visitation Guidelines

The Juvenile Court Visitation Committee of the Los Angeles County Superior Court has issued new requirements in a document called Family Visitation Guidelines, which is attached as Exhibit A-XI. The following requirements include, but are not limited to:
(a) Family Visitation Plans (FVPs) shall be developed by the CFT consistent with the dependency and criminal court orders [See Section 14.5 below];

(b) The FVP must include detailed, specified information [See Exhibit A-XI, p. 12];

(c) Resource Parents, including FFA staff, are required to perform specified tasks [See Section 14.3 below];

(d) Length and frequency of visitation should correspond to the child’s age and developmental stage and be consistent with the family’s permanency goal [See Section 14.4 below]; and

(e) The FVP must provide for regular and frequent visitation between siblings, unless inappropriate [Exhibit A-XI, p.21].

14.3 CONTRACTOR’s and Resource Parents’ Requirements

Resource Parents, including CONTRACTOR’s staff, are required to:

(a) ensure the well-being of the child including the provision of emotional support;

(b) comply with the finalized and/or court approved FVP;

(c) participate in the CFT meeting to develop and review the FVP as appropriate;

(d) be familiar with the Case Plan;

(e) inform the County Worker of any problems in complying with the FVP (scheduling conflicts, etc);

(f) respect the importance to the child of the child’s family, and make every effort to ensure appropriate communication/interaction (not in conflict with court orders) between the child and the family to the greatest extent possible. Where appropriate, this communication/interaction should include phone calls, text messages, mail, social media, and e-mail;

(g) accommodate adjustments to the FVP to the greatest extent possible;

(h) maintain contact with the County Worker regarding visitation progress. This should include an objective description of the child's behavior before and after visitation;

(i) maintain objectivity, and remain committed to the permanency plan;

(j) share with the parent any changes or concerns related to the child's health and education;

(k) prepare the child for visits. This should include describing the location of the visit to the child and what type of contact the child can expect during the visit to the greatest extent possible;
(l) dress child in accordance with visitation facility (e.g., jails, drug treatment facilities) regulations as informed by the County Worker or the facility;

(m) provide transportation as negotiated in the FVP; and

(n) notify County Worker of any unplanned contacts between the child and parent or caregiver and parent.

14.4 Frequency and Length of Visitation Guidelines

(a) For 0-6 months, families should visit at least three times a week for 30-60 minutes.

(b) For 6-12 months, families should visit at least three times a week for one hour.

(c) For 1-4 years, families should visit at least twice per week for 1 ½ hours.

(d) For 5-15 years, families should visit at least once per week for two or more hours.

(e) For 16-18 years, there is no recommendation except the child’s desires should be strongly considered in creating the FVP.

14.5 Honoring the Visitation Rights of Children

The CONTRACTOR shall honor the visitation rights of the child at all times unless one of the following two conditions exists: (1) a specified court order is in effect which prohibits or restricts the visitation rights of the child; or (2) the FVP developed by the CFT specifically prohibits or restricts visitation rights based upon existing court orders, legal authority and/or documented reasons such as the belief that the visits would be detrimental to the child.

The CONTRACTOR must allow visitation for the caseworker, attorney, and Court Appointed Special Advocate (CASA). The County Worker shall provide CONTRACTOR with copies of court orders regarding court ordered visitation and the FVP.

The FVP shall be discussed with the Resource Family to facilitate understanding of the COUNTY’S and the CONTRACTOR’S expectations of the Resource Family, including the transportation arrangements and the birth parent/guardian visiting the child in the Resource Family Home when applicable. A copy of the FVP shall be given to the Resource Family.

15.0 TRAINING

15.1 Training of Staff, Volunteers and Subcontractors

The CONTRACTOR shall develop comprehensive initial and ongoing training plans for agency staff, volunteers, subcontractors, working directly with children in accordance with Title 22, Chapter 8.8 Foster Family Agencies,
Articles 9, and Subchapter 1, Section 88222.1(4) and (5) and 88364(d) and (e), which shall be made available upon request.

15.2 Training by Qualified Staff

The CONTRACTOR shall ensure training is conducted by qualified staff as indicated in Title 22, Chapter 8.8 Foster Family Agencies, Articles 9, and Subchapter 1, Sections 88222(d)(7)(B)(3); 88264(g)(1)(B) and (5); 88265.2(c)(1); 88364(c) through (e); 88365.2(b); 88365.3(b).

15.3 Maintenance of Training Records

The CONTRACTOR shall maintain the individual records of the training staff qualifications and the training completed by staff, volunteers, subcontractors and Resource Families, which shall be made available upon request.

15.4 Additional Training

The COUNTY reserves the right to designate up to 16 hours of additional training per year as determined by the COUNTY.

15.5 Monitoring Compliance of Continuing Requirements for Resource Families

The CONTRACTOR shall monitor Resource Families to ensure they remain compliant as described in Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Articles 3, 4, 6, and 7 for Specialized Resource Families, when applicable.

15.6 Annual Training Requirements for Resource Families

CONTRACTOR shall ensure Resource Families receive annual training as specified in Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88372.

CONTRACTOR shall ensure Resource Families receive specialized training, as relevant, for the purpose of preparing the Resource Family to meet the needs of a particular child in care.

The COUNTY reserves the right to designate up to 16 hours of training for approved Resource Families per year as determined by the COUNTY. These hours may be in addition to the standard training requirements.

The CONTRACTOR shall ensure a licensed health care professional periodically reviews, corrects, or updates training for Resource Families to administer emergency medical assistance and injections in accordance with HS 1507.25.
The CONTRACTOR shall ensure approved Specialized Resource Families receive training as indicated in Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88487.16(c), 88565.1(b) and maintain records of training in accordance to Title 22, Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88566(a). Training records shall be made available upon request.

The CONTRACTOR shall provide specialized training for any emerging population(s) and or children/youth with unique treatment needs.

CONTRACTORs who choose to develop Whole Family Foster Homes (WFFH), must have a COUNTY and CCLD approved program providing services to the identified target population of teen parents and their children (teen/baby). CONTRACTOR must ensure the approved homes are specifically recruited and trained as WFFH. CONTRACTOR shall ensure that caregivers are trained and approved as a WFFH through a COUNTY approved WFFH curriculum. COUNTY approved WFFH certification training is provided free of charge by the Community Colleges. You may find an online list of Community Colleges at the California Community Colleges Registry at: https://www.cccregistry.org/jobs/miscellaneous/collegedirectory.aspx

Upon completion of the training, the caregiver will receive a WFFH certification document to present to CONTRACTOR for placement in the Resource Family’s file. Contractor shall submit copy of the WFFH certificate to the placing County Worker at the time of placement agreement for a parenting teen and their non-dependent child(ren), for appropriate coding and processing of a WFFH placement.

The contractor will ensure WFFH caregivers complete the required annual WFFH re-certification.

Payment to cover the costs of the care and supervision provided to foster teens and their non-dependent child(ren) placed in a WFFH will be higher than payment for FFA Homes that are not certified as WFFH. The infant supplement rate paid for a non-dependent child placed with the minor dependent parent in a WFFH will be increased to the equivalent of the County’s basic AFDC-FC rate for the age of the child. Additionally, the infant supplement payment in a WFFH where the caregiver and the minor dependent parent have developed a Shared Responsibility Plan (SRP) in collaboration with the county social worker shall be enhanced by an additional infant supplement payment of $200. (If placement involves more than one non-dependent child, a SRP must be developed for each child to obtain the additional infant supplement payment for each child.)

CONTRACTOR shall pass on to the certified foster parent the additional infant supplement payment to care for a nondependent child placed with the minor dependent parent in a certified home, where the certified foster parent
and the minor dependent parent have a SRP.

16.0 MONITORING REQUIREMENTS

16.1 Transportation Services

No child shall miss going to school, court, therapeutic or medical appointments because the CONTRACTOR does not provide or arrange transportation. The CONTRACTOR shall arrange transportation to activities as agreed with the COUNTY and as identified in the Needs and Services Plan. These activities may include school, ILP activities, teen clubs, place of child's employment, adoption-related events, visits with the family/relatives and prospective adoptive families, job training, cultural, extra-curricular and recreational activities, therapy, medical/dental appointments, religious service of the child or family's preference, sibling visits, etc. This can include teaching the child to take public transportation, and arranging transportation with other care providers or outreach advisors, ILP coordinators, County Workers, etc. The CONTRACTOR shall additionally provide transportation and transportation expenses as outlined in Exhibit B, the CONTRACTOR’s Plan of Operation and Program Statement.

16.2 Driver Licenses, Vehicle Safety, and Vehicle Equipment

The CONTRACTOR shall monitor and maintain the necessary records to meet the transportation requirements of Title 22, Division 6, Chapter 1, Section 80074; Chapter 4, Section 83074; Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88487.10 and California Vehicle Code Sections 27360 and 27360.5.

The CONTRACTOR shall monitor and maintain records to verify that FFA Social Workers, Volunteers, Resource Families or any designated driver(s) who transport children: (1) have and maintain a valid California driver's license with the California Department of Motor Vehicles; and (2) insure their vehicles, if used to transport the children, at or above the minimum bodily injury and property damage limits required by the State of California. Such records shall be made available upon request.

The CONTRACTOR shall maintain non-owned auto liability coverage for their social workers and other staff that use their vehicles to transport children in accordance with the Contract, Part I, Section 4.0 Insurance Requirements.

16.3 Extracurricular, Enrichment, Cultural, and Social Activities

The CONTRACTOR shall ensure that Resource Families encourage, allow and provide children opportunities to participate in age and developmentally appropriate cultural, extracurricular, enrichment, and social activities in accordance with Title 22, Chapter 8.8, Foster Family Agencies, Article 9, Subchapter 1, Section 88487.14, and document in the Needs and Services Plan including: (1) group interaction activities, both at the Resource Family
Home and in the community; (2) physical activities such as games, sports, and exercise, both at the Resource Family Home and in the community; (3) individual and family-oriented leisure time activities; (4) educational activities such as assistance with homework; (5) daily living skills activities such as bathing, dressing, grooming, manners, shopping, cooking, money management, and use of public transportation; and (6) For a child age 16 or older or a nonminor dependent, a Resource Family shall provide access to information regarding available vocational and postsecondary educational options. However, in accordance with Title 22, Division 6, Chapter 4, Section 83079(b), the child shall not be required to perform activities that interfere with school, training, treatment programs or family visits.

Resource Parents shall apply the Reasonable and Prudent Parent Standard as described and defined in Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88201(r)(1), when making decisions about allowing children's participation in age and developmentally appropriate cultural, extracurricular, enrichment, and social activities.

16.4 Culturally Appropriate Child-Centered Activities

The CONTRACTOR shall provide instruction to the Resource Family on developing cultural humility, competency and sensitivity and related best practices to provide adequate care for children across diverse ethnic and racial backgrounds, as well as children identifying as lesbian, gay, bisexual, or transgender and further develop ways to provide opportunities to encourage the development of the child’s cultural awareness, ethnic, racial and sexual identity, thereby increasing self-esteem.

CONTRACTOR shall explore ways for Resource Families to develop cultural humility and help identify, promote and engage in supportive, culturally appropriate, child-centered practices that respect Native American history, culture, retention of tribal membership and connection to the tribal community and traditions for children.

CONTRACTOR shall ensure Resource Parents encourage and allow children to participate in culturally appropriate, child-centered activities relevant to the child’s ethnic, racial and sexual identity, which may also include recreational extracurricular activities such as dance, art, sports, music, entertainment, etc.

16.5 Balanced Diet, Snacks, Special Diets, and Physical Activity

The CONTRACTOR shall ensure that Resource Families provide a balanced diet in sufficient quantities as defined in Title 22, Division 6, Chapter 1, Section 80076; Chapter 4, Section 83076; and Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, 88487.11. A variety of nutritious meals, snacks, and beverages shall be made reasonably available unless specified in the Needs and Services Plan. Any special dietary needs shall be
documented in the child’s Needs and Services Plan as recommended by the child’s physician or nutritionist. The CONTRACTOR shall inform the County Worker when special dietary needs arise due to medical problems/conditions. The quantity and quality of food available to household members shall be equally available to placed children.

The CONTRACTOR shall ensure Resource Families use the most current age-appropriate nutritional and physical activity guidelines as recommended by the Centers for Disease Control, Division of Nutrition, Physical Activity, Obesity at https://www.cdc.gov/nccdphp/dnpao/ and the American Academy of Pediatrics at https://www.healthychildren.org/English/Pages/default.aspx. CONTRACTOR shall include monitoring processes to ensure compliance with these guidelines.

The CONTRACTOR shall monitor for Compliance with Title 22, Section 80076, for food storage, food preparation, and sanitation procedures to prevent transmission of infectious illnesses. The CONTRACTOR shall monitor for compliance that Resource Families do not serve frozen or powdered milk for drinking.

16.6 Clothing Inventories

The CONTRACTOR shall maintain a written inventory of each Placed Child’s clothing.

16.6.1 Meeting of the Full Clothing Standard in a Timely Manner for FFA- ESC

CONTRACTOR shall minimally provide Child/Youth upon placement into the FFA- ESC program two (2) sets of clothing which shall include, but not limited to: pants, Shirts/blouses, socks and undergarments. In addition, FFA-ESC program shall ensure that each placed child has, or is provided with, the following items: at least one pair of shoes, a jacket/sweater, pajamas, and slippers.

The CONTRACTOR shall maintain a written inventory of each child’s clothing. The CONTRACTOR shall update clothing inventories at least every six (6) months.

After reaching the Clothing Standard, the child may decide to carry over any accrued amount of clothing allowance for use in the following months and can be spent on clothing, shoes and accessories. If an expensive item(s) is desired that is not within the child’s clothing allowance budget, the child may purchase the desired item(s) voluntarily using their own funds. Any amount not spent must be deposited in the child’s account and shall accompany the child when the child’s placement is terminated.
Clothing shall fit according to industry size charts and shall never be too small or more than two sizes larger than actual measurements indicate. The clothing shall also be clean, in good condition, and appropriate for the intended use and season, including the school dress code. The CONTRACTOR shall not provide used/second hand underwear or shoes. The CONTRACTOR may use donations of new clothing to meet the DCFS Clothing Standard (See form DCFS 2281) available at http://policy.dcfs.lacounty.gov/Default.htm#Clothing_Allowances.htm#Initial. The child shall be involved in the selection of clothing based on the developmental level and gender expression the child. The clothing is the property of the child and shall be retained by the child or the child’s representative upon termination of placement. The CONTRACTOR shall ensure the Resource Family provides for laundry, dry cleaning, and mending of clothing in accordance with the Program Statement.

16.6.2 Special Clothing Needs

The CONTRACTOR shall ensure that the Resource Family plans with the child and arrange for the purchase (as appropriate) of school uniforms, sports clothing, sports equipment, special occasion clothing, work uniforms, and other necessary items for dances, proms, employment interviews and graduation.

16.6.3 Clothing Storage and Security

The CONTRACTOR shall ensure that the Resource Family provides in each bedroom portable or permanent closets and drawer space to accommodate the child’s clothing and personal belongings. The COUNTY understands that clothing may disappear and clothing security is not entirely within the CONTRACTOR’S control. All losses shall be documented as part of the clothing inventory, including a brief description of the circumstances involved. The CONTRACTOR shall report two or more instances of clothing loss in a six-month period to the County Worker.

16.6.4 Collection and Storage of Personal Belongings at Termination of Placement

When the child is discharged, the CONTRACTOR shall ensure that the child’s clothing accompanies the child to the next placement. The child’s clothing and personal belongings shall be neatly packed in adequate luggage and/or duffel bags that are in good or fair condition. The CONTRACTOR shall ensure that the Resource Family does not pack the child’s clothing and
personal belongings in trash bags. If the child runs away, the CONTRACTOR shall ensure that the Resource Family collect all personal belongings, alert the County Worker, and the FFA-ESC CPM that they are at the home, and, if the County Worker does not collect the belongings, store them for up to 10 calendar Days. After 10 Days, the CONTRACTOR shall contact and inform the County Worker that the personal belongings will be mailed to the COUNTY at the COUNTY’S expense unless an alternate plan is agreed upon.

16.6.5 Personal Care Items

The CONTRACTOR shall ensure that Resource Families: (1) supply each child, initially and replace as needed, with new personal hygiene and personal care items. These shall include the child’s own toothbrush, toothpaste, comb and other hair-care items, shampoo, soap, deodorant, sanitary napkins, etc.; (2) offer choice among brands as long as the cost is reasonable; (3) give consideration to specific cultural and ethnic needs; (4) provide specific brands necessary for health reasons; and (5) monitor the use of all products in aerosol or glass containers to ensure safe use.

16.7 Supply, Cleanliness, and Condition of Linens, Blankets, Window Treatments, etc.

The CONTRACTOR shall ensure that Resource Families: (1) supply clean face cloths, towels, and sheets; (2) provide clean and serviceable blankets and bedspreads; and (3) replace worn, torn or frayed face cloths, towels, sheets, blankets, bedspreads, and window treatment(s) as needed.

16.8 Health and Medical Requirements

The CONTRACTOR shall ensure that the necessary medical, dental, and psychiatric needs of the child are met in accordance with the Child Health Disability Prevention (CHDP) Program found at http://www.lapublichealth.org/cms/CHDP.htm, the Medi-Cal program, and Title 22, Division 6, Chapter 1, Section 80075, Chapter 4, Section 83075 and Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88487.15, 88565.1, 88569.1 and 88572.2.

If a child does not have valid proof of Medi-Cal coverage, the CONTRACTOR shall immediately contact the Foster Care Payment Hotline (800-697-4444) and notify the County Worker.

16.9 Immunizations and Routine Health Care

The CONTRACTOR shall monitor the immunization and routine health care status of all children and shall accurately reflect this information in the child’s
medical records folder or health portion of the HEP or equivalent when provided by COUNTY.

16.10 Reimbursement for Medical, Dental, and Psychiatric Costs

The CONTRACTOR shall utilize the Medi-Cal program for all eligible medical, dental, and psychiatric care costs for children.

For any services not eligible for Medi-Cal reimbursement and not covered by private insurance, the CONTRACTOR shall, to the extent feasible, obtain medical, dental, or psychiatric care services for the child through a COUNTY or COUNTY contracted facility.

For any non-emergency services not eligible for Medi-Cal reimbursement, not covered by private insurance, and not obtainable at a COUNTY or COUNTY contract facility, the CONTRACTOR must request, by email or facsimile, prior written approval from the County Worker or the County Worker’s supervisor. If the County Worker does not respond to CONTRACTOR’S written request within three (3) business days, CONTRACTOR shall attempt to contact the County Worker’s supervisor. CONTRACTOR shall maintain written documentation of attempts to obtain said written approval.

The CONTRACTOR shall, to the extent possible, utilize a Child Health Disability Prevention (CHDP) provider doctor/dentist, who does CHDP equivalent exams and performs the initial medical/dental assessment, care, and follow through. CONTRACTOR shall follow Medical/Dental Exams Periodicity Schedule for children which can be found at: https://www.aap.org/en-us/Documents/periodicity_schedule.pdf

If CONTRACTOR needs assistance in locating a CHDP provider doctor/dentist, CONTRACTOR may (1) log onto the web site of the Los Angeles County Department of Public Health at http://www.lapublichealth.org/cms/CHDP.htm, (2) contact the child’s County Worker, (3) contact a COUNTY Public Health Nurse, or (4) contact the DCFS Medical Director’s Office at (213) 351-5614.

16.11 Plans for Emergency Medical, Dental, and Psychiatric Treatment

The CONTRACTOR shall ensure that Resource Foster Parents have plans for emergency medical, dental and psychiatric treatment for children. Each Resource Family shall be trained in the procedures to activate such plans prior to receiving a Resource Family Approval Certificate.

The CONTRACTOR shall participate in CFT meetings for children in a psychiatric hospital when requested by COUNTY.

16.11.1 Readmission of a Child after a medical or psychiatric hospitalization
The CONTRACTOR shall readmit any child after discharge from a medical or psychiatric hospitalization. Exceptions to this rule are if: (1) the CONTRACTOR in consultation with the CFT mutually agree that the child's readmission jeopardizes the health and safety of that child or others in the facility; or (2) a mutual treatment decision is reached with the CFT not to return the child to the facility. The CONTRACTOR shall immediately notify the child's County Worker of the decision not to readmit.

16.12 Physical/Dental Exams, Medical/Dental Care, and Medical/Dental Instructions Prior to Emancipation

To the extent reimbursed by Medi-Cal or private insurance or otherwise reimbursed by the COUNTY, the CONTRACTOR shall ensure that each child receives routine physical and dental exams, any needed medical or dental care, and information and instructions on any ongoing medical or dental treatment or medications needed within a three-month period prior to Emancipation.

16.13 Medications

The CONTRACTOR shall ensure that Resource Parents record the date and time of all prescription and non-prescription medication administered to the child.

CONTRACTOR shall ensure Resource Parents provide all necessary instructions to the person responsible for the care of the child when the child is away from the Resource Family Home for visits in order for the child to remain medication complaint as prescribed by a physician. Resource Parents shall encourage the person responsible for the care of the child to maintain a record of the date and time of all prescription and non-prescription medication administered to the child. CONTRACTOR shall ensure the Resource Parents maintain a record of the parties responsible for providing the child medication when the child is away from the Resource Family Home during visits.

16.14 Psychiatric Care and Mental Health Evaluations by Department of Mental Health (DMH) Approved Providers

The CONTRACTOR shall ensure that the mental health, psychological and psychiatric needs of the child are met in accordance with the Local Mental Health Plan (DMH), the CHDP program, the Medi-Cal program, and as described in Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88278.1 and the Core Services Matrix for Foster Family Agencies, which can be found at http://www.cdss.ca.gov/cdssweb/entres/pdf/CCR_FFA_CoreServicesMatrix.pdf, to the extent that funding and services are available.

The CONTRACTOR shall: (1) take all necessary steps to ensure that any
child in its care with a known history of mental health, psychological and/or psychiatric problems (including hospitalizations) receives a clinical evaluation, provided that such evaluation is authorized by DMH, conducted by a licensed mental health professional; and (2) submit to the County Worker the written results of such tests when obtained by the CONTRACTOR.

The CONTRACTOR shall ensure all documentation for the child’s mental health, psychological and/or psychiatric evaluations, including hospitalizations shall be maintained in the child’s file as described in Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Sections 88270 and 88270.1.

16.15 Psychological, Psychiatric Treatment and Psychotropic Medication

The CONTRACTOR shall ensure children on psychotropic medication have a psychiatric/psychological assessment within 30 days of admission, provided that such assessment is authorized by the DMH, indicating the child's diagnosis, need for treatment, prognosis, and possible side effects of the medication and submit the related documentation, when in possession, to the County Worker. The CONTRACTOR shall arrange for the child to receive monthly evaluations by the prescribing physician unless otherwise documented by the physician.

CONTRACTOR shall provide as needed services of a psychologist for psychological testing and treatment and a Physician or Psychiatrist to prescribe and monitor psychotropic medications in accordance with Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88278.1 and 88289.1. The CONTRACTOR shall also arrange any additional specialty mental health services as needed or as identified by the child’s CFT and the child’s Needs and Services Plan in accordance with Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88268.2, 88278.1, and 88289.1.

16.15.1 Assessment, Continuing Evaluation, and the Required Court Authorizations on Psychotropic Medication

State of California law and the Los Angeles Superior Court have provided specific guidelines and limitations regarding a physician’s provision of psychotropic medication to a child who is a dependent of the Los Angeles Juvenile Court and under the supervision of DCFS or Probation. These guidelines and Rules of Court were recently updated by SB 238 and SB 319. As a result, four (4) existing forms were revised, and five (5) new forms were introduced effective July 1, 2016. In addition, in accordance with the Superior Court of California, County of Los Angeles, Central District, Juvenile Division’s Blanket Order dated July 27, 2016, any prescribing physician that submits an
application for psychotropic medication authorization (JV-220A, JV-220B) for a foster child/youth in placement, seeking an order pursuant to WIC 369.5, shall be credentialed by the Los Angeles County Department of Mental Health. A summary of Psychotropic Authorization Forms and instructions for completion can be found at [http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic](http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic).

For each psychotropic medication prescribed to a child, the CONTRACTOR, in conjunction with the County Worker, shall monitor to ensure that: (1) the prescribing physician submits a request and obtains court authorization; and (2) these requests and orders are renewed every six (6) months (see JV-220 forms available at [http://www.courts.ca.gov/formnumber.htm](http://www.courts.ca.gov/formnumber.htm)) or as indicated at [http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic](http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic). Upon receipt from the County Worker or physician, the CONTRACTOR shall maintain copies of the court authorizations in the child’s case record.

CONTRACTOR shall follow COUNTY Policy as it relates to the Resource Parents as prescribed in DCFS Policy # 0600-514.10, which is available at: [http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic](http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic).

16.15.2 Resource Family’s feedback on the effects of Psychotropic Medication on a child

The CONTRACTOR shall educate and assist the Resource Family and children/youth regarding Psychotropic Medication use and document any pertinent observations of symptoms etc. for the completion and submission of court forms JV 218 and JV 219. CONTRACTOR shall ensure the forms are submitted as instructed in order to ensure timely receipt for the child’s hearing as instructed at: [http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic](http://policy.dcfslacounty.gov/Default.htm#Psychotropic_Meds.htm?Highlight=psychotropic).

16.15.3 Medications and Court Authorizations at Replacement

At the time of a child’s replacement, the CONTRACTOR shall give any medications and court authorizations for the administration of psychotropic drugs to the County Worker. If the medications and court authorizations are not available at the time of replacement outside the agency, CONTRACTOR shall send them to the County Worker within 24 hours of the
16.16 Maintenance of the Health Portion of the Health and Education Passport

The Health and Education Passport (HEP) consists of: (1) instructions on page 1; (2) medical and dental information in Section 1; (3) educational information in Section 2; and (4) placement documentation in Section 3.

The County Worker will provide CONTRACTOR with all medical information and reports in their possession to be contained in the child’s HEP or the equivalent at the time of placement subject to confidentiality law restrictions. The CONTRACTOR shall update the Health Portion of the child’s HEP during the course of treatment by following the instructions on page 1. This includes the mental health, dental, and health information regarding: (1) providers’ names and addresses; (2) all mental health, dental, and health problems identified and services provided, visits, and testing; (3) hospitalizations; (4) immunizations; (5) allergies; (6) current medications; and (7) any other relevant mental health, dental, and health information. The doctor or his staff must record medical and dental information such as immunizations given, medical diagnoses, and prescribed medication (For the Education Portion of the HEP or the equivalent see Section 11.24.8 below).

The County Worker shall provide the HEP or the equivalent within thirty (30) Days of initial placement of a child in foster care. If the child has already been placed elsewhere and is moved to CONTRACTOR’S facility, the HEP or the equivalent is to be provided within 48 hours of placement. If the HEP or the equivalent is not provided within the required timeframe, the CONTRACTOR shall: (1) initiate the HEP or the equivalent information as described in WIC Section 16010, which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16010.&lawCode=WIC and (2) immediately report lack of receipt of the HEP to and request it from DCFS Regional Administrator via e-mail. The CONTRACTOR shall not be held responsible in an audit or monitoring review for failure to have documents that were in existence at the time of placement but were not provided to the CONTRACTOR by the COUNTY.

The CONTRACTOR shall provide the updated HEP or the equivalent to the County Worker at the time the child departs from the CONTRACTOR’S program or provide the HEP or the equivalent within forty-eight (48) hours to the County Worker or the Duty County Worker if the assigned County Worker is not present at the time of the child’s departure. The CONTRACTOR shall update and be responsible for the HEP or the equivalent information only during the course of the
EXHIBIT A

The CONTRACTOR shall provide the Resource Parents with copies of updated relevant records when received from COUNTY for inclusion in the HEP or the equivalent.

The CONTRACTOR shall ensure that all records for children are current and accessible at all times, including during and after a disaster(s). This includes, but is not limited to, records related to Health, Medical, Dental, Mental Health, Vision, Education, Job Training, etc.

16.17 Grooming and Hygiene

The CONTRACTOR shall ensure that Resource Foster Parents provide children age-appropriate instructions in proper grooming and personal hygiene.

16.18 Educational Requirements

16.18.1 Stable School Placements

The CONTRACTOR shall comply with WIC Section 16501.1(d)(1), (d)(4), and (g)(8)(B), which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&sectionNum=16501.1.

The CONTRACTOR shall also comply with Education Code Section 48850(a), which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48850.&lawCode=EDC.

16.18.2 Right of Children to Remain in School of Origin

The CONTRACTOR in collaboration with the CFT shall make every effort to maintain children in their school of origin (SOO) until court jurisdiction terminates. If court jurisdiction ends during an academic year and the child is in K – 8th grade, the right to remain in their SOO lasts through the end of that academic year. If court jurisdiction ends while the youth is in high school, the right to remain in their SOO lasts through graduation in compliance with Education Code (EDC) Section 48853.5, which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48853.5.&lawCode=EDC, and states in part, “At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue his or her education in the school of origin for the
16.18.3 Immediate Enrollment of Children in School

Contractor shall ensure Resource Parents enroll children in school immediately in accordance with EDC Section 48853.5(e)(8)(B), which can be found at, http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48853.5.&lawCode=EDC.

16.18.4 Resource Foster Parents’ Participation in Child’s School Program

The CONTRACTOR shall ensure that the Resource Parent(s) are: (1) representing the child at parent meetings, open houses, etc.; (2) working with the child’s teachers and academic counselor to monitor educational progress, attendance, development, educational level, behavior, assessment of strengths and weaknesses, and the overall academic achievement; (3) encouraging and assisting the child to participate in school activities; and (4) arranging appropriate transportation to and from school as indicated in Chapter 8.8 Foster Family Agencies, Articles 9, and Subchapter 1, Section 88487.10.

16.18.5 Daily Homework and Cognitive/Developmental Stimulation

The CONTRACTOR shall ensure that Resource Parents engage the child in age and developmentally appropriate activities. These may include computer access time, tutoring, homework assistance, visits to the library or museums, reading, arts, crafts, music, dramas, extracurricular activities and other educational enrichment.

16.18.6 Tutoring

The CONTRACTOR shall arrange for tutoring to improve the child’s basic skills to the extent that these services are available and are specified in the Needs and Services Plan. The CONTRACTOR is not obligated to pay for items covered by public funds.

16.18.7 Educational Information

The CONTRACTOR shall document in the Needs and Services Plan and report to the County Worker the following information: (1) child’s attendance; (2) child’s academic and extra-curricular achievements; (3) issues of concern related to school matters;
(4) child's behavior; (5) school officials’ concerns about the child's health; (6) suspension or discipline of the child; (7) academic credits; and (8) strengths of the child.

16.18.8 Maintenance of the Education Portion of the Health and Education Passport (HEP)

The HEP or the equivalent consists of: (1) instructions on page 1; (2) medical and dental information in Section 1; (3) educational information in Section 2; and (4) placement documentation in Section 3.

The County Worker will provide CONTRACTOR with all educational information and reports in their possession to be contained in the child’s HEP or the equivalent at the time of placement subject to confidentiality law restrictions.

The County Worker shall provide the HEP or the equivalent within thirty (30) Days of initial placement of a child. If the child has already been placed elsewhere and is moved to the CONTRACTOR’s facility, the HEP or the equivalent is to be provided within 48 hours of placement. If the HEP or the equivalent is not provided within the required timeframe, the CONTRACTOR shall: (1) initiate the HEP or the equivalent information in accordance to, WIC Section 16010, which can be found at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16010.&lawCode=WIC; and (2) immediately report lack of receipt of the binder to and request it from DCFS Regional Administrator via e-mail. The CONTRACTOR shall not be held responsible in an audit or monitoring review for failure to have documents that were in existence at the time of placement but were not provided to the CONTRACTOR by the COUNTY.

The CONTRACTOR shall provide the updated HEP or the equivalent to the County Worker at the time the child departs from the CONTRACTOR’s program or provide the HEP or the equivalent within forty-eight (48) hours to the COUNTY’s office supervisor or on-duty County Worker if the County Worker is not present at the time of the child's departure. The CONTRACTOR shall update and be responsible for the HEP or the equivalent information only during the course of the placement.

The CONTRACTOR shall provide the Resource Parents with copies of updated relevant records when received from the COUNTY Worker for inclusion in the HEP or the equivalent.
CONTRACTOR shall ensure that all records for children/youth are current and accessible at all times, including during and after a disaster(s). This includes, but is not limited to Health, Medical, Dental, Mental Health, Vision, Education, Job Training, etc.

17.0 CHILDREN’S CASE RECORDS

The CONTRACTOR shall ensure that Resource Parents maintain, in a secure location (inaccessible to children), all documents as set forth in Title 22 Division 6, Chapter 1, Section 80070; Title 22, Division 6, Chapter 4, Section 83070 and 83070.1; Title 22, Division 6, Chapter 8.8, Section 88070 and 88070.1; and Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Sections 88270 and 88270.1, as applicable.

CONTRACTOR shall maintain the child’s case records in accordance with Part I, Section 10.0, Confidentiality, of the FFA Contract.

17.1 Secure Location for Records

The CONTRACTOR shall monitor for compliance that Resource Families Parents maintain in a secure location (inaccessible to children) all documents set forth in Title 22, Division 6, Chapter 4, Section 83070.

PART F – PERFORMANCE REQUIREMENTS SUMMARY

<table>
<thead>
<tr>
<th>CONTRACTOR’S PERFORMANCE</th>
<th>COUNTY ACTIONS FOR UNMET PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>99.68% of Children/Youth are free from substantiated allegations of child abuse and/or neglect.</td>
<td>CAD removed references to documents not part of this Contract.</td>
</tr>
<tr>
<td>100% of CAPs submitted on time. 100% of the CAPs successfully implemented</td>
<td></td>
</tr>
<tr>
<td>100% of placed Children will participate in educational activities and/or attendance.</td>
<td></td>
</tr>
</tbody>
</table>