

**COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
AND  
PROBATION DEPARTMENT**

**FOSTER FAMILY AGENCY FOSTER CARE PLACEMENT SERVICES CONTRACT**

**STATEMENT OF WORK**



**Yellow Highlights** = Changes as of 1-10-18

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## **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 & BACKGROUND**

On January 1, 2017, specific sections of Assembly Bills 403 and 1997 became operative and established new requirements for all Foster Family Agencies (FFA). AB 403 and AB 1997 were sponsored by the California Department of Social Services (CDSS) to administer the Continuum of Care Reform (CCR), the main goals of which are to further improve California's child welfare system and its outcomes, by increasing the use of home-based family care and decreasing the length of time to achieve permanency. This will be accomplished in part through the strengthening of cross-agency networks of services and supports, coordinated through an effective CFT process, which support the ultimate goal of finding and maintaining a stable, permanent family.

Foster Family Agencies (FFA) will engage in recruiting, approving, training of, and providing professional support to Resource Families 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 Resource Families and to the placed children to the extent possible and authorized by local, state and federal law.

- 2.1 The County of Los Angeles Juvenile Court gives responsibility for the care, custody, and control for each dependent child to the Department of Children and Family Services (DCFS) and Probation Department (Probation). The Board of Supervisors, through the Contract, gives authorization for the provision of placement services.
- 2.2 The Community Care Licensing Division (CCLD) regulations (See Exhibit A-1, Reference Links) that apply to FFAs are from the Manual of Policies and Procedures and Title 22, 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*);
  - (b) Division 6, Chapter 8.8, Sections 88000 through 88087 for FFA requirements;
  - (c) Division 6, Chapter 8.8, Sections 88200 through 88587.1 for FFA and Resource Family Approval requirements; and
  - (d) Division 2, Subchapters 1-9, Sections 35000-35409 (*Adoptions Manual*) for Foster-Adopt FFA requirements.
- 2.3 The statutes referenced in this Exhibit A, Statement of Work (SOW), from the California Education Code (EDC), California Health and Safety Code (HSC), California Vehicle Code (VEH), Penal Code (PEN) and California Welfare and Institutions Code (WIC) (See Exhibit A-1, Reference Links).
- 2.4 Discrimination 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 is prohibited in the California foster care system.

### **3.0 COUNTY PRIORITIES FOR CHILDREN**

COUNTY has established the following priorities for children: (1) Safety; (2) Permanency; and (3) Access to effective and caring services for well-being/self-sufficiency.

CONTRACTOR shall provide data related to COUNTY'S priorities.

- 3.1 Safety: Safety is defined as freedom from abuse and neglect as defined in the California Penal Code, Section 11165.5 (See Exhibit A-1, Reference Links). The Performance Outcome Goals and Requirements Summary addressing this priority are found in Part D, Section 21.0 of this SOW.
- 3.2 Permanency: Permanency is defined as a safe and stable nurturing relationship achieved through maintaining the child in the home, reunification, adoption, or legal guardianship. The Performance Outcome Goals and Requirements

Summary and Service Tasks addressing this priority are found in Part D, Section 22.0 of this SOW.

3.2.1 It is a priority of COUNTY to place children with Resource Families. A Resource Family is one that will support the goal of family reunification, and, when reunification is not possible, be approved to provide legal permanence for a child. It is also a COUNTY priority to use a concurrent planning process if it is uncertain whether the permanency plan of family reunification will be successful. Additionally, it is COUNTY's goal to have many more FFA Resource Families. The use of Resource Families in concurrent planning in managing cases: (1) allows the adoption planning process to proceed simultaneously with the family reunification process so that the adoption can be completed in less time if the family reunification plan fails; and (2) reduces the number of placement disruptions for the child by allowing the Resource Family to become the adoptive family.

3.2.2 It is also a priority of COUNTY to place children with their teen parents whenever possible while their teen parents are placed in out-of-home care. A Whole Family Foster Home (WFFH) supports the COUNTY's efforts to achieve timely permanency for children by providing support and services to teen parent family units to strengthen the young family and foster safety and independence. A Whole Family Foster Home is a family home that provides care for a minor parent and his or her child, and is specifically recruited and trained to assist a teen parent in developing the skills necessary to provide a safe, stable, and permanent home for his or her child. Additionally, it is the goal of COUNTY to have many more FFA homes approved as Whole Family Foster Homes. The increase in Whole Family Foster Homes will assist the COUNTY with (1) increasing placement options for a teen parents and their child(ren); (2) the homes designed to care for teen parents and their children; and (3) removes the current financial disincentive to place teen parents and their children together.

3.3 Access to effective and caring services for Well-Being: 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 Performance Outcome Goals and Requirements Summary addressing this priority are found in Part D, Section 23.0 of this SOW.

#### **4.0 PROGRAM GOALS**

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

- Conducting comprehensive Initial Child Assessments;
- 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; and
- Creating faster paths to Permanency resulting in shorter durations of involvement in the Child Welfare and Juvenile Justice Systems.

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 CPM as described in Part A, Section 6.0.

## **5.0 TARGET DEMOGRAPHICS**

CONTRACTOR shall accept and provide services to children as indicated in the CONTRACTOR'S approved Plan of Operation Program Statement and in accordance to Title 22, Chapter 8.8 Foster Family Agencies, Articles 9, and Subchapter 1, Sections 88222 and 88222.1.

5.1 The overall target demographics for FFAs is children, ages 0-17 and Non-Minor Dependents, ages 18-21, in need of a temporary or permanent family setting. The principal target groups include children in which the Case Plan is for: (1) family reunification; (2) adoption; (3) legal guardianship; (4) permanent placement; (5) sibling group placement; (6) teen parents and their children; (7) neighborhood/school-based placement; (8) self-sufficiency; and (9) children with special health care needs as defined in Welfare and Institution Code (WIC) Section 17710(a) (See Exhibit A-1, Reference Links) and in Title 22, Division 6, Chapter 8.8, Article 9, Subchapter 1, Section 88201 (3)(A), for FFAs with Specialized Resource Families.

## **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.

For more information the CONTACTOR may refer to the Pathways to Mental Health Services Core Practice Model Guide and the COUNTY's CPM website (See Exhibit A-1, Reference Links)

## **PART B – PROGRAM REQUIREMENTS**

### **7.0 SERVICE DELIVERY SITES**

The CONTRACTOR's services described hereunder shall be provided through licensed FFA sites at the locations specified on Exhibit A-2, Service Delivery Sites.

7.1 CONTRACTOR shall provide notification to the DCFS Out-of-Home Care Management (OHCM) Division Chief or designee and the Probation Placement Permanency & Quality Assurance (PPQA) Director in writing 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 and/or the Probation Placement Permanency & Quality Assurance (PPQA) Director.

7.2 CONTRACTOR shall not place children at a service delivery site not approved on Exhibit A-2. 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 – Unique Terms and Conditions, Section 16.0, Hold Status, Do Not Refer Status, Do Not Use Status, Corrective Action Plan. 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 20.0 Dispute Resolution Procedures of this Contract.

- 7.3 In the event that a CONTRACTOR is put on Do Not Use Status, to ensure continuity of care for children, COUNTY may continue placement in the Resource Family Home if the Resource Family Parent applies for licensure by the State, becomes approved by another FFA, or DCFS approves the home as a Non-Related Extended Family Member (NREFM) RFA home.
- 7.4 CONTRACTORS shall check the Megan’s Law Website (See Exhibit A-1, Reference Links) prior to licensing a new site to ensure that no registered sex offender lives so close that he/she will be a potential threat to the safety of the children.
- 7.5 CONTRACTOR shall develop a Safety Plan for each service delivery site to ensure the safety of the children.

**8.0 STAFF QUALIFICATIONS, REQUIREMENTS AND EXEMPTIONS**

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.

- 8.1 California Department of Justice (DOJ) Authorization for Resource Family Approval Assessments

Any FFA implementing Resource Family Approvals must be authorized by the California Department of Justice (DOJ) to obtain criminal history information necessary to complete a Resource Family Approval 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 (See Exhibit A-1, Reference Links).

- 8.2 Criminal Record Clearance Procedures, Criminal Record Statements, and Child Abuse Index Checks

CONTRACTOR shall comply with the requirements with FFA Contract, Part I, Unique Terms and Conditions, Section 8.0 Background and Security Investigations and conduct a background check, request criminal record exemptions as applicable for all employees, independent contractors, volunteer staff, or subcontractors who comes in contact with children while providing services under the Contract according to HSC Sections 1522-1522

and as specified in Title 22, Division 6, Chapter 1, Section 80019 (See Exhibit A-1, Reference Links).

8.2.1 CONTRACTOR shall conduct a background check and request a criminal record exemption (when applicable) prior to the 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.

8.2.1.1 CONTRACTOR shall notify COUNTY of any approved or denied exemption request submitted to the California Department of Social Services (CDSS) Criminal Background Check Bureau (CBCB). Notifications shall be sent to CONTRACTOR's Out-of-Home Care Management assigned monitor within 2 business days of receipt by submitting the Criminal Record Exemption Notification (Exhibit A-3) along with any related documentation. The COUNTY has discretion not to utilize an approved resource home that has received a criminal record exemption. CONTRACTOR shall be notified of such decision within five (5) days of DCFS receipt of Exhibit A-3. The CONTRACTOR must receive written approval for anyone with a criminal record exemption prior to having contact with children.

8.3 CONTRACTOR shall check the Megan's Law Website (See Exhibit A-1, Reference Links) prior to: the approval of any Resource Family applicant and other adults residing in the home and/or on the premises of the Resource Family's property, the hiring of any prospective employee(s), the use of agency independent contractor(s), volunteer(s), or subcontractor(s) who may come in unsupervised contact with the children in the course of their work, volunteer activity, or performance of the subcontract, and shall maintain records documenting this.

8.4 Subsequent Arrests or Convictions

CONTRACTOR shall notify the County Worker and CCLD in writing of any known allegations in the Child Abuse Central Index (CACI), arrest and/or subsequent conviction, other than for minor traffic offenses, of all non-exempt persons in accordance with HSC, Sections 1522.1 and 1522(b) (See Exhibit A-1, Reference Links) and 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.

8.4.1 CONTRACTOR shall prepare and submit the Notification of Subsequent Arrest, Conviction, Probation or Parole Notification (Exhibit A-4) to the assigned OHCMD monitor along with any related documentation within one working day of the time such information becomes known to the CONTRACTOR.

8.5 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, which shall be made available upon request.

8.6 Staff Language Requirements

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.

8.7 Declarations of Part-time Contract Social Workers

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 8.0 of this SOW.

8.8 Required Services by CONTRACTOR'S Social Work Staff

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.

**9.0 TRAINING**

9.1 Training of Staff, Volunteers and Subcontractors

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.

9.2 Training by Qualified Staff

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).

9.3 Maintenance of Training Records

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.

9.4 Additional Training

The COUNTY reserves the right to designate up to 16 hours of additional training per year as determined by the COUNTY. Up to 16 hours may or may not be required by DCFS in any given year. Training needs will be researched and implemented by the CONTRACTOR as necessary.

**10.0 PROGRAM REPORTING REQUIREMENTS**

All CONTRACTOR employees, volunteers, subcontractors and Resource Parents are mandated reporters of child abuse and neglect per Penal Code, Section 11165 (See Exhibit A-1, Reference Links), Child abuse and neglect in out-of-home care are defined in Section 11165.5 (See Exhibit A-1, Reference Links).

10.1 The CONTRACTOR and Resource Parents shall report all suspected child abuse allegations and incidents immediately upon discovery for all children to: (1) CCLD; (2) the COUNTY's Child Protection Hotline; (3) for DCFS children, to the DCFS Contract Program Manager; (4) for Probation children, to the Placement Administrative Services' (PAS) Officer of the Day (OD).

10.2 CONTRACTOR agrees that the safety of the child will always be the first priority. To ensure the safety of the children, CONTRACTOR will train Resource Families to immediately, upon discovery, notify the County's Child Protection Hotline, the OHCMD assigned monitor, and CCLD, whenever CONTRACTOR reasonably suspects that a Child has been a victim of abuse and/or is in danger of future abuse. CONTRACTOR will remain with the child if imminent risk is present. The CONTRACTOR and Resource Families shall not investigate allegations of child abuse and establish disposition prior to the investigation by the OHCMD assigned investigator and CCLD. If the CONTRACTOR rescinds a Resource Family Home Approval at the request of the Resource Family during an investigation and prior to disposition,

CONTRACTOR shall notify the assigned OHCMD Monitor of the investigative status within 24 hours of the rescission.

- 10.3 CONTRACTOR shall ensure that all known or suspected instances of child abuse are reported to a child protective agency as defined in Penal Code, Section 11166 (See Exhibit A-1, Reference Links). This responsibility shall include:

10.3.1 A requirement that all employees, consultants, or agents performing Services under this Contract who are required by Penal Code, Section 11165.7 (See Exhibit A-1, Reference Links), to report child abuse, sign a statement that he or she knows of the reporting requirements and will comply with them.

10.3.2 To the extent possible and reasonable, CONTRACTOR will educate employees, consultants or agents who are not mandated reporters of child abuse, as defined in California Penal Code Section 11166 (See Exhibit A-1, Reference Links), on procedures for reporting any reasonable suspicion of child abuse.

- 10.4 Special Incident via the I-Track System

The CONTRACTOR shall prepare and submit a Special Incident Report, via the I-Track System, for each Child in accordance with the guidelines and time frames in Exhibit A-5, Special Incident Reporting Guide. In addition to the reporting requirements 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 (See Exhibit A-1, Reference Links).

For Probation children, the CONTRACTOR shall also report incidents by telephone to the PAS OD and the I-Track System. Failure to report via the I-Track system may result in further action as described in Exhibit N, Investigation/Monitoring/Audit Remedies and Procedures.

10.4.1 Each incident will be evaluated by the COUNTY on a case-by-case basis to determine appropriate corrective action.

- 10.5 Runaway and Child Abduction Procedures and Reporting

10.5.1 Call Law Enforcement

CONTRACTOR shall ensure the Resource Family keeps the contact information of the nearest law enforcement agency on hand and contact them immediately to file a Missing Persons' Report. Photographs may be released to law enforcement only in an effort to expedite locating 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. CONTRACTOR shall inform law enforcement that photographs and other personal identifying information which includes the child's social security number shall not be posted in any communities and document the discussion with law enforcement in the submitted Special Incident Report (SIR) via I-Track.

10.5.1.1 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 and document all efforts. All efforts to locate the child shall be documented and any documentation related to the missing child must be maintained in the child's records.

10.5.1.2 CONTRACTOR shall submit the Missing Person's Report and reporting number to the County Worker by the next day after the incident.

#### 10.5.2 Call the County

CONTRACTOR shall ensure that Resource Parents, as soon as it is discovered that a child has been abducted or ran 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 PAS 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.

10.5.2.1 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.

10.5.2.2 CONTRACTOR shall ensure Resource Parents 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.

10.5.3 CONTRACTOR shall ensure Resource Parents maintain important numbers to have on hand:

- CSW
- CSWs' supervisor
- Child Protection Hotline: (800) 540-4000
- Runaway Outreach Unit: (213) 765-7310
- Probation PAS AWOL OD  
(323) 730-4466
- Probation Group Home Monitoring Officer of the Day  
(323) 537-6297
- Closest law enforcement agency

10.5.4 I-Track Reporting

CONTRACTOR shall report a child abduction or runaway by completing an I-Track Special Incident Report. CONTRACTOR shall cross report to CCLD, the DCFS OHCMD Quality Assurance Section, Runaway Outreach Unit, PAS AWOL OD, and to the County Worker. The report shall include the time and date of the abduction or the runaway child was last seen and any significant details leading to the incident.

10.5.5 Supplemental Information

CONTRACTOR and Resource Families shall be familiar with the CDSS' All County Information Notice (ACIN) I-13-17, "Promising Practices for Youth Who Are Missing or Run Away From Foster Care" (See Exhibit A-1, Reference Links) shall assist the County Worker in completing the following forms: Substitute Care Provider Incident Report, the Special Incident Report-Runaway Addendum, the Safety

Support Plan, and Missing/Runaway Youth De-briefing Form as instructed in the ACIN I-13-17.

10.5.6 CONTRACTOR shall keep all copies of reports and documentation for at least six (6) months.

10.6 Foster Care Search System (FCSS)

CONTRACTOR shall notify COUNTY of any and all updates and/or changes to the agency, vacancy information and placement homes, including when the Resource Family Home is approved or has its approval rescinded. CONTRACTOR shall report these updates/changes using the Foster Care Search System (FCSS). Notification of a Resource Family Approval shall occur prior to placement. Notification of a Rescission of Resource Family Approval shall occur within 72 hours following the date of rescission and shall include the name of the resource parent(s), date of birth, social security number and reason for rescission. These notices shall be sent to the DCFS' Revenue Enhancement Division via email to [DCFS\\_REUNIT@dcs.lacounty.gov](mailto:DCFS_REUNIT@dcs.lacounty.gov) or uploaded on the FCSS. Failure to provide this information to the COUNTY may result in a Do Not Refer Status being placed on the FFA. Furthermore, the agency must provide an LIC 9185 and LIC 05A (See Exhibit A-1, Reference Links) or equivalent forms according to Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88331.8.

CONTRACTOR shall register in the FCSS (See Exhibit A-1, Reference Links) to create an account and access instructional training videos on the use of FCSS.

10.6.1 CONTRACTOR shall designate at minimum one staff per facility to update FCSS regularly, at a minimum weekly, to ensure information pertaining to the agency, caregiver preferences, population served, placement availability, RFA and RFA Rescission is current and accurate.

10.7 Utilization Report

CONTRACTOR shall provide OHCMD the total number of Resource Family Homes (Approved and Rescinded) and total number of bed vacancies on a monthly basis, by completing the monthly utilization reports (Exhibits A-6 and A-6a). CONTRACTOR shall submit the Monthly Utilization Report via e-mail at: [DevO@dcs.lacounty.gov](mailto:DevO@dcs.lacounty.gov) no later than the 10<sup>th</sup> day of each month or next business day if the 10<sup>th</sup> falls on a holiday or the weekend. This section will no longer be applicable once the FCSS's automated reporting capability is fully operational. COUNTY will notify CONTRACTORS in writing when the Utilization Report is no longer required.

## 10.8 Outcome Data Reporting

CONTRACTOR hereby agrees to participate in the collection and reporting of outcome data related to child safety, well-being, and permanency. CONTRACTOR shall provide a monthly report to DCFS OHCMD Quality Assurance Section, located at 9320 Telstar Avenue, Room 216, El Monte, CA 91731. The monthly report shall reflect: 1) the number of child abuse/neglect referrals and/or allegations made during the previous month; and 2) as to each child placed with CONTRACTOR, the number of changes in placement which have occurred with regard to that child since initial placement with CONTRACTOR. This report shall be provided by the 15<sup>th</sup> day of the following month in a format approved by OHCMD.

## 11.0 PROGRAM COMPLIANCE AND QUALITY ASSURANCE

CONTRACTOR shall develop and implement a continuous quality improvement plan in accordance with Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88263, which shall include internal controls and monitoring that comply with this Contract and the Office of Management and Budget (OMB) Super-Circular.

11.1 Throughout the term of this contract, the COUNTY will monitor the CONTRACTOR'S performance. Any failure by the CONTRACTOR to comply with the terms of this contract, including any failure to meet the performance targets described on each Performance Outcome Summary which follows, may result in COUNTY's termination of the whole or any part of the contract in accordance with Part II, Standard Terms and Conditions, Section 17.0, and/or placement of the CONTRACTOR on "Hold", "Do Not Refer" (DNR), or "Do Not Use" (DNU) Status or any other remedy specified in the Contract and as described in Exhibit N, Non-Compliance Remedies and Procedures.

### 11.2 Evidence-Based Practices

CONTRACTORS shall employ Evidence-Based Policy and Practices programs whenever possible in an effort to increase achievement of the COUNTY's Performance Outcome Goals as described in Exhibits A-7, A-8 and A-9.

## 12.0 PLAN OF OPERATION AND PROGRAM STATEMENT CHANGES

Any changes/addenda CONTRACTOR makes to the Plan of Operation and Program Statement must be submitted to the COUNTY and CCLD for approval. Changes may not be implemented until written approval from COUNTY is received. CONTRACTOR shall allow for sixty (60) days for COUNTY approval.

12.1 COUNTY may request that CONTRACTOR make revisions to its Plan of Operation and Program Statement by notifying CONTRACTOR in writing, thirty (30) days in advance, of any proposed changes.

- 12.2 CONTRACTOR shall coordinate with OHCMD staff to submit any changes via electronic submission through the web based electronic Program Statement Submission System (ePSSS) (See Exhibit A-1, Reference Links).

### **13.0 INTENTIONALLY LEFT BLANK**

## **PART C – PROGRAM SERVICES**

### **14.0 CHILD AND FAMILY TEAM**

CONTRACTOR shall develop and maintain a process to participate and collaborate with the CFT to decrease the length of time to achieve permanency through the strengthening of family engagement and cross-agency networks of services and supports in accordance with WIC Section 16501(a)(4) (See Exhibit A-1, Reference Links).

- 14.1 The CFT process shall be aligned with the values of the County of Los Angeles Shared Core Practice Model (CPM) (See Exhibit A-1, Reference Links).

14.1.1 The CPM and the CFT process shall be family-centered 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.

14.1.2 For further guidance when developing the CFT process, the CONTRACTOR shall refer to the COUNTY's policy on CFT (See Exhibit A-1, Reference Links).

- 14.2 CONTRACTOR shall follow the CFT guidelines as described in Welfare and Institutions Code section 16501(a)(4) and as described in the CDSS All County Letter (ACL) No. 16-84 (See Exhibit A-1, Reference Links).

14.3 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.

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

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

## 15.0 CORE SERVICES AND SUPPORTS

CONTRACTOR shall make Core Services and Supports available to children and non-minor dependents either directly or secured through formal agreements with other agencies, which are trauma-informed and culturally relevant as described in WIC 11463(b)(5) Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88278.1; the Core Services Matrix (See Exhibit A-1, Reference Links) and with the program statement. All children shall have a right to fair and equal access to all available services, placement, care, treatment, and benefits.

### 15.1 Specialty Mental Health and Additional Treatment Services

CONTRACTOR shall make Specialty Mental Health Services available to children who meet medical necessity criteria for specialty mental health services under the Medi-Cal Early and Periodic Screening, Diagnosis, and Treatment program, as the criteria are described in Section 1830.210 of Title 9, of the California Code of Regulations (See Exhibit A-1, Reference Links) and to the extent that funding and services are available and as identified in the Needs and Services Plan (NSP) in collaboration with the CFT and in accordance with Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88289.1.

#### 15.1.1 Psychiatric Assessment and Psychotropic Medication

CONTRACTOR shall take all necessary steps to ensure that any child in its care with a known history of psychiatric problems (including hospitalizations) receives a psychiatric assessment within thirty (30) days of admission, provided that such evaluation is authorized by DMH, conducted by a licensed mental health professional; and submit to the County Worker the written results of such tests and any other mental health treatment records when obtained by the CONTRACTOR.

15.1.1.1 Whenever psychotropic medication is prescribed as a result of the psychiatric assessment, the CONTRACTOR shall monitor psychotropic medications in accordance with Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88487.15.

15.1.1.2 CONTRACTOR shall follow the psychotropic medication guidelines JV-217-INFO (See Exhibit A-1, Reference Links) and ensure that any prescribing physician submitting an application for psychotropic medication authorization (JV-220A, JV-220B) for a foster child in residential placement, seeking an order pursuant to WIC 369.5, is credentialed by the DMH.

- 15.1.1.3 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 (JV-220 form) (See Exhibit A-1, Reference Links). Upon receipt from the County Worker or physician, the CONTRACTOR shall maintain copies of the court authorizations in the child's case record.
- 15.1.1.4 CONTRACTOR shall incorporate into the treatment plan all psychotropic medication(s) the child receives per Foster Youth Rights and per Legal Rights of Teens in Out-of-Home Care (See Exhibit A-1, Reference Links).
- 15.1.1.5 CONTRACTOR shall follow COUNTY Policy as it relates to the Resource Parents as prescribed in DCFS Policy # 0600-514.10 (See Exhibit A-1, Reference Links) and Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88487.16(g) regarding psychotropic medication: authorization, review, and monitoring for a DCFS supervised child.
- 15.1.1.6 CONTRACTOR shall educate and assist the Resource Family and children regarding Psychotropic Medication use in accordance to DCFS Psychotropic Medication Policy No. 0600-514.10 (See Exhibit A-1, Reference Links), and document any pertinent observations of symptoms etc. for the completion and submission of court forms JV 218 and JV 219 (See Exhibit A-1, Reference Links). CONTRACTOR shall provide the JV 218 and JV 219 forms to the child and Resource Parent(s). Although use of the forms are optional, CONTRACTOR as part of educating Resource Families, shall encourage the completion of the forms, which may be used to inform the court how they feel about the use of psychotropic medication, effectiveness of the medicine, and any side effects of the medicine. If the Resource Parent(s) opt(s) not to complete the JV-219 form, the Resource Parent(s) may send a letter to the Judge, confer with the judge at the hearing, or ask the social worker or Court Appointed Special Advocate to tell the judge how they feel. Upon request from the COUNTY, the Resource Parent(s) shall provide verbal responses to the questions in the JV-219 form.

15.1.1.7 At the time of a child's replacement, the CONTRACTOR shall follow the procedures for the transfer of psychotropic medication, as indicated in this SOW, Section 15.3.12.3.

15.1.1.8 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.

#### 15.1.2 Additional Treatment Services

CONTRACTOR shall assist in locating and referring children to School-Based Mental Health Services, Day Rehabilitation, Day Treatment Intensive, Crisis Stabilization and Therapeutic Behavioral Services, in collaboration with the CFT and whenever identified in the NSP, to be included as part of the treatment plan and in accordance with the Core Services Matrix (See Exhibit A-1, Reference Links).

### 15.2 Transition Services

CONTRACTOR shall provide transition support services for children and families upon initial entry and placement changes and for families who assume permanency through reunification, adoption, or guardianship and as identified in the NSP in collaboration with the CFT and in accordance with the Core Services Matrix (see Exhibit A-1, Reference Links) and Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88268.2, 88268.21 and 88268.3.

#### 15.2.1 Prior Authorization Required for Movement of Children

In collaboration with the CFT, the CONTRACTOR shall obtain prior authorization from the County Worker before a child is moved from one Resource Family Home to another or whenever a child leaves the CONTRACTOR's Program.

#### 15.2.2 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, if in the best interest of the child as determined by the child's education rights holder. 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.

- 15.2.2.1 For DCFS, CONTRACTOR shall notify either the child's County Worker, the County Worker's supervisor, the County Worker's administrator or, after working hours, for DCFS children call the Child Protection Hotline (800-540-4000), of the emergency replacement. For Probation, the CONTRACTOR shall contact the DPO of record during normal working hours, and PAS Officer of the Day. Notification shall be made as soon as possible but no later than 24 hours after the child is moved. CONTRACTOR shall then discuss the situation with the County Worker or the County Worker's supervisor and document the conversation and decision in the child's record.
- 15.2.2.2 CONTRACTOR shall inform the CFT immediately or not later than 72 hours after emergency replacement.
- 15.2.2.3 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.

### 15.3 Education, Physical, Behavioral, Mental Health, Extracurricular Supports

CONTRACTOR shall provide educational and physical, behavioral, and mental health supports, including extracurricular activities and social supports as identified in the NSP in collaboration with the CFT and in accordance with the Core Services Matrix (See Exhibit A-1, Reference Links).

#### 15.3.1 Stable School Placements

CONTRACTOR shall ensure that Resource Parents collaborate with the County Worker to ensure stable school placements in accordance with WIC Section 16501.1(d)(4), and (g)(8)(B) (See Exhibit A-1, Reference Links). CONTRACTOR shall also ensure that Resource Parents collaborate with the County Worker and the pertinent educational institution in accordance with Education Code Section 48850(a) and (b) (See Exhibit A-1, Reference Links).

#### 15.3.2 Right of Children to Remain in School of Origin

CONTRACTOR shall ensure Resource Parents work in collaboration with the CFT and make every effort to maintain children in their school of origin, if in the best interest of the child as determined by the child's education rights holder and in accordance with EDC Sections 48853.5(e)(1)-(4), 48853.5(d)(1 and 2), and 48853.5(d)(4)(A) (See Exhibit A-1, Reference Links).

15.3.2.1 CONTRACTOR shall transport children to their school of origin or utilize alternate systems for transportation put in place by DCFS and/or school districts.

### 15.3.3 Immediate Enrollment of Children in School

If the educational rights holder has made a determination that it is in the best interest of the child to transfer from their school of origin, the CONTRACTOR shall ensure Resource Parents immediately enroll the child in his/her local school in accordance with EDC, Section 48853.5(f)(8)(B) (see Exhibit A-1, Reference Links).

15.3.3.1 The CONTRACTOR shall ensure Resource Parents actively begin the enrollment process of the child immediately, in order to engage the school for possible assistance with an acute issue and/or arrange for home-hospital instruction or homeschooling.

15.3.3.2 In the event immediate enrollment is not possible due to an acute issue with the child, the CONTRACTOR shall ensure Resource Parents provide a written certification from a mental health or medical provider to the County Worker that there is an acute issue requiring a specific amount of time for resolution; or, the CONTRACTOR shall provide proof that the education rights holder agrees that the delay in school enrollment is in the child's best interest.

15.3.3.2.1 The acute issue experienced by the child causing the delay in school enrollment, shall be documented in a SIR and in the child's case file.

15.3.3.3 CONTRACTOR shall ensure the Resource Parents, in collaboration with the child's education rights holder, DCFS and the school district, ensure that the child is enrolled in classes that are appropriate to the child's academic level, that will fulfill graduation requirements, and that are on a comprehensive campus unless there is a current expulsion order, an IEP that requires an alternative school setting, or the education rights holder consents to a different school setting. If the CONTRACTOR believes the child needs an initial or updated IEP, the CONTRACTOR shall work with the child's education rights holder and the school district to initiate the IEP process. CONTRACTOR shall document all educational barriers in the Education Section of the NSP, Exhibit A-11.

- 15.3.3.4 CONTRACTOR shall ensure children participate in educational enrichment activities while awaiting school enrollment.

#### 15.3.4 Resource Foster Parents' Participation in Child's School Program

The CONTRACTOR shall ensure Resource Parents work with the child's education rights holder and the school district in supporting the educational needs and rights of the child. All efforts must be documented and reported in the Education Section of the NSP, Exhibit A-11.

- 15.3.4.1 CONTRACTOR shall ensure that the Resource Parent(s), in coordination with the child's education rights holder if the Resource Parent is not the education rights holder, 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.
- 15.3.4.2 The child has the right to be enrolled in the least restrictive environment at school. The child's education rights holder, school district, DCFS and the CONTRACTOR shall work together to ensure the child is enrolled in the appropriate academic level of classes to progress the child to a timely high school graduation.
- 15.3.4.3 The CONTRACTOR along with the Resource Parents shall work with the education rights holder and the County Worker to determine the most effective transportation method, assist the caregiver in obtaining transportation cost reimbursement from DCFS if needed, and identify other transportation options if the Resource Parents cannot transport the child to the school of origin.

#### 15.3.5 Daily Homework and Cognitive/Developmental Stimulation

CONTRACTOR shall ensure Resource Parents provide daily homework assistance and make every attempt to engage the youth in completing homework and studies to ensure completion thereof. This assistance should include positive reward systems access to each

class' homework assignment from the school (teacher email and/or parent portal) and reviewing the child's work. CONTRACTOR shall ensure Resource Parents communicate with the school regularly to ensure homework completion and academic progress. In addition, CONTRACTOR shall ensure Resource Parents arrange for a quiet working area with appropriate school supplies and computer(s).

- 15.3.5.1 CONTRACTOR shall ensure Resource Parents provide sufficient computer access in terms of amount of time and number of computers that are updated and maintained with internet access with parental controls and current technology.
- 15.3.5.2 CONTRACTOR shall ensure Resource Parents schedule at minimum one-hour per day during the summer break for youth to work online with literacy and/or math program opportunities.
- 15.3.5.3 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. CONTRACTOR shall document reasons for a child not participating in developmental appropriate activities in the Education Section of the NSP, Exhibit A-11.

#### 15.3.6 Tutoring

CONTRACTOR shall ensure Resource Parents work with the school district in determining the need for tutoring and if any tutoring is available at the child's school.

- 15.3.6.1 CONTRACTOR shall make the tutoring arrangements and provide the necessary supports for participation before or after-school.
- 15.3.6.2 CONTRACTOR may consider Los Angeles County Office of Education (LACOE) Foster Youth Service Coordinating Program (FYSCP) Tutoring Program and other community-based tutoring resources (See Exhibit A-1, Reference Links).
- 15.3.6.3 CONTRACTOR shall provide tutoring when the youth is struggling in their class work and homework, receiving D's or F's, working below grade level in reading, writing, math

or, if determined necessary by the CFT and/or the school's Student Study Team, to improve the child's basic reading, writing, and math skills.

- 15.3.6.4 The CONTRACTOR is not obligated to pay for items covered by public funds.

#### 15.3.7 Educational Information

CONTRACTOR shall document in the NSP and report to the County Worker and the educational rights holder 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; 8) strengths of the child; and 9) if the child is at risk of suspension or expulsion, or there is a concern related to the current or potential special education needs of the student, the CONTRACTOR shall additionally report them to the attorney for the child.

#### 15.3.8 School Photos, Uniforms, Proms, Graduations, etc.

CONTRACTOR shall ensure that each child receives school photos and uniforms when appropriate. CONTRACTOR shall ensure that each child is given the opportunity to attend his/her prom(s) and graduation(s).

#### 15.3.9 Immunizations and Routine Health Care

CONTRACTOR shall monitor the immunization and routine health care status of all children in accordance with the Child Health Disability Prevention (CHDP) Program (See Exhibit A-1, Reference Links).

- 15.3.9.1 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 (See Exhibit A-1, Reference Links).

- 15.3.9.2 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(See Exhibit A-1, Reference Links); (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.

#### 15.3.10 Medical and Dental Services

CONTRACTOR shall ensure that the necessary medical, dental, and psychiatric needs of the child are met according to 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.

15.3.10.1 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.

#### 15.3.11 Reimbursement for Medical, Dental, and Psychiatric Costs

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

15.3.11.1 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.

15.3.11.2 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.

15.3.11.3 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. Information for COUNTY or COUNTY contracted providers (See Exhibit A-1, Reference Links).

15.3.11.4 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.

15.3.12 Administration of Prescription and Non-Prescription Medications

CONTRACTOR shall ensure that Resource Parents record the date and time of all prescription and non-prescription medication administered to the child in accordance with Title 22, Division 6, Chapter 1, Section 80075 and Title 22, Chapter 8.8, Foster Family Agencies, Article 9, Subchapter 1, Section 88487.1.

15.3.12.1 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.

15.3.12.2 In accordance with Title 22, Chapter 1, Section 80087(h), medicine shall be stored as specified in Section 80075(j) and (k) and kept as separately from other items specified in Section 80087(g). The items specified in Section 80087(g) shall not be stored in food storage areas or in storage areas used by or for clients.

15.3.12.3 At the time of a child's replacement, the CONTRACTOR shall give any medications and court authorizations, including psychotropic medications to the County Worker. If the medications and court authorizations are not available at the time of replacement (outside the current agency), CONTRACTOR shall arrange for the transfer of medication within 24 hours to the child's new placement. CONTRACTOR shall use Exhibit A-16 to record the type of medication being transferred, the amount of

medication, and the receiving party and transferring party's information, which shall minimally include, name, title, address, telephone number, date and signatures.

15.3.13 Maintenance of the Education and Medical Portion of the Health and Education Passport (HEP) or the equivalent.

CONTRACTOR shall file and maintain copies of updated relevant records in the HEP when received from the COUNTY, in accordance with Title 22, Chapter 8.8 Foster Family Agencies, Articles 9, and Subchapter 1, Section (e)(2)(C) and WIC Section 16010 (See Exhibit A-1, Reference Links).

15.3.14 Extracurricular, Enrichment, Cultural, and Social Activities

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 WIC 362.05 (See Exhibit A-1, Reference Links) and Title 22, Chapter 8.8, Foster Family Agencies, Article 9, Subchapter 1, Section 88487.14, and document in the NSP including: (1) group interaction activities, both at the Resource Family Home and in the community; (2) school based and 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 non-minor 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.

15.3.14.1 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.

15.3.14.2 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.

15.3.14.3 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.

15.3.14.4 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.

#### 15.3.15 Balanced Diet, Snacks, Special Diets, and Physical Activity

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 NSP.

15.3.15.1 CONTRACTOR shall ensure Resource Parents provide for the special dietary needs of children including but not limited to vegetarian, vegan, religious and health based diets; and shall be documented in the child's NSP as recommended by the child's physician or nutritionist. 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.

15.3.15.2 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 and the American Academy of Pediatrics (See Exhibit A-1, Reference Links). CONTRACTOR shall

include monitoring processes to ensure compliance with these guidelines.

15.3.16 Food Preparation and Storage

CONTRACTOR shall monitor for Compliance with Title 22, Section 80076, for food storage, food preparation, and sanitation procedures to prevent transmission of infectious illnesses.

15.3.16.1 CONTRACTOR shall monitor for compliance that Resource Families do not serve frozen or powdered milk for drinking.

15.4 Transition to Adulthood Services

CONTRACTOR shall assist and ensure Resource Families provide activities designed to support transition-age youth and non-minor dependents in achieving a successful adulthood as identified in the NSP in collaboration with the CFT as described in Title 22, Chapter 8.8, Foster Family Agencies, Article 9, Subchapter 1, Sections 88222.1 (b)(2)(C) and in accordance with the Core Services Matrix (See Exhibit A-1, Reference Links).

15.4.1 For a child 16 years of age or older, the CONTRACTOR shall initiate family finding and engagement practices upon placement to assist the child and the County Worker in identifying biological or non-related family members to support lifelong connections that will help the child prepare for transition from foster care to independent living.

15.4.2 The Transition Independent Living Program (TILP)

CONTRACTOR shall participate with the County Worker in the development of a Transitional Independent Living Plan (TILP) for each youth 14 years or older and should receive an updated, signed TILP for any youth every 6 months after the initial TILP is received. CONTRACTOR shall have a copy of the TILP from the County Worker on file. CONTRACTOR and Resource Parents co-operate with the County Worker to implement the youth's TILP as appropriate.

15.4.3 Cooperation with the COUNTY's Youth Development Services (YDS)

CONTRACTOR shall ensure that Resource Parents facilitate participation by youth ages 16 years and older in the COUNTY's YDS.

15.4.4 Participation in the COUNTY's YDS Independent Living Program (ILP)

CONTRACTOR shall assist with and ensure that Resource Parents facilitate participation by youth, ages 16 and older, in the COUNTY's

YDS ILP, and Individualized Transitional Skills Program (ITSP), including plans for NMDs and emancipating youth, including career/vocational training, work experience, and higher education opportunities.

#### 15.4.5 Independent Living Skills

CONTRACTOR shall assist with and ensure that Resource Parents develop an individualized plan for each youth to learn basic living skills within the context of the family home setting. Such skills may include, as age appropriate: (1) learning to plan, shop for, and prepare balanced meals; (2) purchase and care of clothing; (3) basic housekeeping skills; (4) budgeting; (5) use of public transportation as appropriate; (6) personal safety; and (7) health care and personal hygiene.

15.4.5.1 CONTRACTOR shall assist with and ensure that Resource Parents facilitate participation in COUNTY approved Emancipation services and/or participate in community based Emancipation Services similar to the COUNTY's Independent Living Program for children unable to participate in the COUNTY'S Independent Living Program or approved Emancipation Services.

15.4.5.2 CONTRACTOR shall assist with and ensure that Resource Parents teach the child how to set short-term and long-term goals and objectives appropriate to the developmental level of the child. CONTRACTOR shall assist with and ensure that Resource Parents discuss possible short-term and long-term goals and objectives with the child as they relate to the NSP, career plans, strengths and interests, and educational possibilities. These discussions of life goals are to help prepare the child for Emancipation and adulthood, and, where the permanency plan is for Family Reunification, return to his/her family.

15.4.5.3 CONTRACTOR shall ensure that youth are not disciplined by preventing them from attending career/vocational training programs or working on the job.

#### 15.5 Permanency Support Services

CONTRACTOR shall assist with and ensure Resource Parents provide services to achieve permanency, including supporting efforts to reunify or achieve adoption or guardianship and efforts to maintain or establish relationships with parents, siblings, extended family members, tribes, or others important to the child or youth, as appropriate; and as identified in the NSP, in

collaboration with the CFT, in accordance with the Core Services Matrix (See Exhibit A-1, Reference Links) and Title 22, Chapter 8.8, Foster Family Agencies, Article 9, Subchapter 1, Sections 88331.4.

#### 15.5.1 Permanency Planning

CONTRACTOR shall assess the strengths, training, skills, and interests of each Resource Family in order to match them, to the extent possible and appropriate, to each child's:

- Permanency plan for family reunification/relative placement, adoption, legal guardianship, or planned permanent living arrangement.
- Need for sibling group placement, neighborhood/school-based placement, or special health care needs placement.

##### 15.5.1.1 Facilitating Legal Permanency Plans

CONTRACTOR, in collaboration with the CFT and the County Worker, shall facilitate the implementation of any permanent placement, such as family reunification, adoption, or legal guardianship, as determined by the COUNTY in collaboration with the CFT for a child under the CONTRACTOR's care. CONTRACTOR shall ensure that the Resource Family cooperates with the COUNTY in the facilitation of the identified permanency plan.

15.5.1.1.1 CONTRACTOR shall attend all CFT meetings to discuss permanency planning. The County Worker will provide as much advance notice of the meetings as possible.

15.5.1.2 Once a guardianship is finalized or an adoptive placement of a child in an approved home occurs, COUNTY shall notify CONTRACTOR.

15.5.1.3 Family Finding, Identifying, Developing, and Maintaining Important Relationships.

CONTRACTOR in collaboration with the COUNTY shall initiate family finding and engagement practices upon placement in order to assist the child in identifying, developing and maintaining important relationships with family, and non-related extended family members, provided that these relationships are in the child's best interests and are consistent with the COUNTY Case Plan. CONTRACTOR shall assist the County Worker in identifying these individuals as potential permanency resources.

CONTRACTOR shall, to the extent possible, partner with existing mentoring programs or develop their own mentoring resources to enable children to develop a connection with a caring adult, when important relationships are lacking, in accordance with the Core Services Matrix and WIC Section 16001.9(a)(15) (See Exhibit A-1, Reference Links).

15.5.1.3.1 For a youth 16 years of age or older, the CONTRACTOR shall assist the youth and the County Worker in identifying a caring adult that will help the child prepare for transition to self-sufficiency.

#### 15.5.1.4 Teen Parents and their Children

Teen parents and their non-dependent children shall be placed together whenever possible and appropriate. A WFFH supports the Department's efforts to achieve timely permanency for children by providing support and services to teen parent family units in order to strengthen the young family and foster safety and independence.

#### 15.5.2 Family Reunification

If the permanency plan is for family reunification, the CONTRACTOR shall assist the COUNTY in reunification efforts by: (1) placing a child at an RFA Home in his/her own neighborhood to the extent possible; (2) facilitating visits and arranging transportation for the child with the family consistent with the orders of the court and the NSP; (3) offering and/or supporting other reunification services such as family counseling; (4) monitoring the visits with the family consistent with the CFT recommendations, the case plan and court orders. CONTRACTOR shall ensure that the Resource Family cooperates with such reunification efforts and visitation.

#### 15.5.3 Legal Guardianship and Adoption

15.5.3.1 If the child's permanency plan is for legal guardianship or adoption, the CONTRACTOR shall participate with the County Worker to assess both the strengths and special needs of a child to assist in determining an appropriate match.

15.5.3.2 CONTRACTOR shall facilitate the child's involvement in legal guardianship or adoption-related activities and visits with the COUNTY identified proposed prospective family. CONTRACTOR shall provide counseling, support, and education for the child and the child's Resource Family in making decisions and transitions related to legal

guardianship, adoption or to any other legally permanent placement.

15.5.3.3 The COUNTY shall provide information, and the CONTRACTOR shall be fully informed, about the Adoption Assistance Program and the differences between legal guardianship, adoption, and foster care.

If the permanency plan is for relative legal guardianship, other legal guardianship, or adoption, the CONTRACTOR shall assist the COUNTY by: 1) facilitating visits and arranging transportation of the child with the COUNTY identified proposed prospective family consistent with the NSP; 2) offering support services such as family counseling to the child and the COUNTY identified proposed prospective family; and 3) monitoring visits with the COUNTY identified proposed prospective family as needed.

#### 15.5.4 Post Permanency

CONTRACTOR shall provide post permanency support services for children following reunification, guardianship, or adoption to sustain permanency.

#### 15.6 Indian Child Services

CONTRACTOR, whenever serving Indian children, as defined in subdivisions (a) and (b) of WIC Section 224.1, shall provide the core services as specified in the Core Services Matrix, Subparagraphs (A) to (E), inclusive, to eligible children consistent with active efforts pursuant to WIC Section 361.7 and in accordance to the Federal Indian Child Welfare Act (25 U.S.C. Sec. 1901 et seq.) (See Exhibit A-1, Reference Links), its historical significance, the rights of children covered by the act, and the best interests of Indian children as including culturally appropriate, child-centered practices that respect Native American history, culture, retention of tribal membership, and connection to the tribal community and traditions.

15.6.1 CONTRACTOR shall provide unique services to Indian children as identified in the NSP, in close collaboration with the CFT and the DCFS American Indian Unit in collaboration with COUNTY and in accordance with the federal Indian Child Welfare Act (ICWA) (See Exhibit A-1, Reference Links).

15.6.2 CONTRACTOR shall refer to the National Indian Child Welfare Association for further guidance (See Exhibit A-1, Reference Links).

**16.0 RESOURCE FAMILY APPROVAL**

CONTRACTOR shall abide by all regulations pertaining to the Resource Family recruitment, application, clearance, approval process, training, monitoring of continuing requirements and provide professional support of Resource Family Homes according to Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Articles 1-7, and this SOW, including any future amendments thereto.

16.1 The approval of the resource parent(s) by CONTRACTOR does not create a volunteer, subcontractor, employment, agency, partnership or joint-venture relationship between CONTRACTOR and the Resource Family Parent. CONTRACTOR's role includes, but is not limited to, approving the resource parent(s); making the placement match between COUNTY placing agency and the Resource Family Parent(s); and signing a placement Contract with the Resource Family Parent(s) for each child in the Resource Family Home. CONTRACTOR shall also provide support services to the Resource Families, the child and the child's family in accordance with CONTRACTOR's Plan of Operation and Program Statement (Exhibit B), and the child's Case Plan/Case Plan update.

16.1.1 CONTRACTOR shall ensure that Resource Families reside at legal addresses and do not utilize P.O. Boxes for their mailing addresses.

16.1.2 CONTRACTOR shall ensure that Resource Families have a telephone number with a local area code available in the home at all times in accordance with Title 22, Division 6, Chapter 9.5, Article 2, Section 39373 and Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88487.9.

16.1.3 COUNTY does not have any licensing, approval or certification relationship with CONTRACTOR's Resource Family Home. A FFA Resource Parent home may not be approved by more than one FFA at any given time.

16.1.3.1 As Resource Family Homes are approved with CONTRACTOR, it is CONTRACTOR's responsibility to submit disapproval for cause notices to COUNTY, in the event of a Hold status. COUNTY shall remove, or cause to be removed, all children from the Resource Family Home. CONTRACTOR shall not direct Resource Parents to contact COUNTY in the event of an imposed Hold action on a Resource Family Home. Further, as this Foster Care Agreement is with CONTRACTOR, Resource Family Homes, in such event a Hold status is imposed, no DCFS local agency grievance policies and procedures will occur.

16.1.3.2 Sub-section 16.1.3 above shall not prohibit COUNTY or FFA staff from giving individuals, including approved/licensed

foster parents, appropriate information about licensing, approval, legal guardianship and adoption upon request or in compliance with State adoption regulations.

16.1.4 COUNTY shall notify CONTRACTOR of its intent to place child(ren) in a home of a relative or extended family member in a Resource Family Home.

## 16.2 Pre-Approval Training

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).

16.2.1 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.

## 16.3 Resource Family Approval Assessment Process

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.

16.3.1 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.

16.3.2 CONTRACTOR shall provide OHCMD Program Manager's designee a copy of each Resource Family Approval Certificate.

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

## 16.4 Intent to Use Notification Prior to Placement

16.4.1 No child shall be placed with a Resource Family until the Resource Family Home has obtained a Resource Family Approval Certificate and the CONTRACTOR has received the Intent to Use Notification form with the COUNTY's decision to use the RFA Home.

16.4.2 Subsequent to approving the Resource Family Home and prior to placement with a newly approved Resource Family, the CONTRACTOR shall submit the Intent to Use Notification Form (Exhibit A-12) to their assigned OHCMD monitor.

16.4.3 After the approval of the Resource Family, the CONTRACTOR shall require the prospective and each of the Resource Family adults currently in the household to sign a Release of Information form (Exhibit A-12a), which shall be submitted with the Intent to Use Notification form (Exhibit A-12) to the CONTRACTOR's 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. After the Resource Home has been approved, the CONTRACTOR shall be notified of such decision within five (5) to ten (10) days of COUNTY receipt of the Intent to Use Notification form. No child shall be placed with a Resource Family until COUNTY provides CONTRACTOR a decision to use the RFA Home.

16.4.4 The Intent to Use Notification Form process may change based on any subsequent requirements or guidance provided by CDSS or Federal authorities. COUNTY only needs to notify CONTRACTOR in writing when there are any changes to this process.

16.5 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 NSP 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.

16.5.1 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-5, Special Incident Reporting Guide, Item #5) with the foster children that raises concerns about their care and

supervision. CONTRACTOR shall retain the reassessments, document any problems, and record how the problems were resolved.

16.6 Monitoring Compliance of Continuing Requirements for Resource Families

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.

16.7 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.

16.7.1 The COUNTY reserves the right to designate up to 16 hours of training for approved Resource Families per year as determined by the COUNTY. The 16 hours would be in addition to the standard training requirements. Up to 16 hours may or may not be required by DCFS in any given year. Training needs will be researched and implemented by the CONTRACTOR as necessary.

16.7.2 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 HSC 1507.25 (See Exhibit A-1, Reference Links) and Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88487.16.

16.7.3 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.

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

16.8 Recruitment and Retention of Resource Families

CONTRACTOR shall use positive recruitment strategies of Resource Families by using best practices, while being culturally sensitive toward children and families and by using a strength-based approach to recruitment.

Strategies for recruitment and retention can be found at (See Exhibit A-1, Reference Links).

16.9 Whole Family Foster Homes (WFFH)

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).

16.9.1 CONTRACTOR must ensure the approved homes are specifically recruited and trained as WFFH.

16.9.2 CONTRACTOR shall ensure that caregivers are trained and approved as a WFFH through a COUNTY approved WFFH curriculum. COUNTY approved WFFH approval 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 (See Exhibit A-1, Reference Links).

16.9.2.1 Upon completion of the training, the caregiver will receive a WFFH approval document to present to CONTRACTOR for placement in the Resource Family's file. Contractor shall submit copy of the WFFH approval 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.

16.9.3 CONTRACTOR will ensure WFFH Resource Parents complete the required annual WFFH updated approval.

16.9.4 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 by using the Shared Responsibility Plan Template (SRP) (See DCFS Policy for Services for Teen Parents, No. 0100-510.40, Exhibit A-1, Reference Links) 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).

16.9.4.1 CONTRACTOR shall pass on to the Resource 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.

16.10 Use of County-Approved Resource Families

CONTRACTOR may only use a county-approved resource family home in accordance to Title 22, Chapter 8.8, Foster Family Agencies, Article 9, Subchapter 1, Section 88235.

**17.0 MONITORING/OVERSIGHT OF RESOURCE FAMILIES AND OTHERS RESPONSIBLE FOR THE CARE AND SUPERVISION OF CHILDREN/YOUTH**

CONTRACTOR shall monitor for compliance that Resource Families and others who supervise children meet all the requirements and perform all the duties specified in (1) Title 22, Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, articles 1-7; (2) Title 22, Division 6, Chapter 1, Sections 80065(d)(2), 80065(e), and 80065(g) through (m); (3) Division 6, Chapter 4, Sections 83064(b), 83065(b), 83065.1; 83066(d); and (4) Whole Family Foster Homes Welfare & Institutions Code, Section 16501.25 and Department of Social Services All County Letter No. 06-04 (See Exhibit A-1, Reference Links).

17.1 CONTRACTOR shall document an inspection of each Resource Family Home for compliance with applicable Title 22 requirements no less than once every three months.

17.2 Required Visits by Social Work Staff with Child(ren) and Resource Families

CONTRACTOR's social work staff shall make weekly face-to-face contacts with the child(ren) during the first three months of placement. Two of the weekly contacts each month shall occur in the Resource Family Home. CONTRACTOR's social work staff shall make at minimum twice per month, approximately 14 days apart, face-to-face contacts with each child and Resource Parents after the first three months, all of which shall occur in the Resource Family's Home.

17.2.1 The FFA social workers shall interview the child(ren) privately during each weekly visit regarding quality of life issues and shall document the results of these interviews.

17.2.2 CONTRACTOR'S social work staff shall document each visit with the child(ren) and the Resource Family 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(ren); (4) problems reported by the Resource Family; and (5) how the reported problems are being resolved.

17.2.3 CONTRACTOR shall ensure that the FFA social worker visits with the child(ren) shall not occur at the CONTRACTOR'S offices more than once every three months and documentation of all visits shall be maintained.

17.2.4 Visits made with the Resource Family and/or the child(ren) who attend trainings, meetings, or other business-related meetings are not to be considered as a visit with the child(ren) or Resource Family. Visits that occur prior or after such aforementioned meeting are acceptable as long as all other visitation criteria is met. Such visits shall not occur more than once every three months and documentation of all visits are maintained.

17.2.4.1 An office visit or a visit before or after training, meeting, or other business-related meeting shall not occur within the same three month period.

### 17.3 Supervision of Children

CONTRACTOR shall ensure, in accordance with Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88487.12, 88487.13, 88487.14, the NSP (as developed and modified by the CFT) and the Child Welfare Case Plan, 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 NSP.

### 17.4 Housing, Furniture, Housekeeping, and Home Environment for Health, Safety, Appropriateness, Maintenance, Cleanliness and Storage of Medication.

CONTRACTOR shall monitor Resource Families for compliance in accordance to Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88331.2, 88347, 88487.1 through 88487.5, and 88587.1 for approved Specialized Resources Families; Title 22, Chapter 1, Sections 80087 and 80088, and Chapter 4, Sections 83087, 83087.1 through 83087.4, and 83088 for Specialized Resource Families.

### 17.5 Tobacco, Alcohol, Drugs and Illegal Substances

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 drugs, narcotics, or illegal substances under any circumstances.

17.5.1 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.

17.5.2 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) (See Exhibit A-1, Reference Links).

17.6 Child's Allowance, Logs, Security, Use of Allowance, Earnings, and Other Income

CONTRACTOR shall abide by the requirements outlined in Title 22, Division 6, Chapter 1, Sections 80025, 80026 and adhere to their own Plan of Operation and Program Statement.

17.6.1 CONTRACTOR shall monitor for compliance that Resource Families provide each child a base allowance appropriate to age and reasonably commensurate with peer group standards. The base amount shall not be less than the following amounts: \$7.50 (5-7 years); \$12.50 (8-10 years); \$15.00 (11-13 years); \$20.00 (14-15 years); \$25.00 (16-20) per week, starting with the first full week of placement. Allowances may be increased beyond the base amount according to CONTRACTOR's Plan of Operation and Program Statement. If a child is unable to handle money, the CONTRACTOR shall ensure Resource Parents provide the child with assistance and instruction on how to handle money. Any unspent money must be deposited in the child's account or held in a secured place until the child is able to handle his/her money independently or shall accompany the child when the child's placement is terminated.

17.6.1.1 CONTRACTOR shall increase personal allowances each and every time there is an Aid to Families with Dependent Children-Foster Care (AFDC-FC) rate and/or California Necessities Index (CNI) increase. The AFDC-FC rate and/or CNI increase percentage must be equally applied to the personal allowance schedule. Personal allowances increases shall be applied and calculated based on any AFDC-FC and/or CNI increase occurring after July 1, 2017.

- 17.6.1.2 CONTRACTOR shall monitor for compliance that the Resource Family maintains a log indicating the date, the amount of weekly monetary allowance the child receives, and the child's signature (when age appropriate) acknowledging receipt of the weekly monetary allowance.
- 17.6.1.3 CONTRACTOR shall ensure Resource Parents do not substitute monetary allowances with non-monetary items such as clothing, food, and other items that the CONTRACTOR is required to provide.
- 17.6.1.4 The weekly monetary allowances shall not be withheld from the child by the CONTRACTOR.
- 17.6.1.5 CONTRACTOR shall work with the Resource Families and the County Worker to mutually agree on a method of securing the child's income and monitoring the child's use of funds, including the establishment of a bank account where appropriate. Resource Families shall encourage children age fourteen (14) and older to save their earnings for emancipation.
- 17.6.1.6 CONTRACTOR shall ensure Resource Parents do not require a child to use his/her allowance or earnings to purchase items the Resource Parents or the CONTRACTOR are required to provide. These items include: (1) clothing; (2) personal care/hygiene items; (3) activities; (4) diapers, baby clothes, babysitter, etc., for child(ren) placed with a minor parent if the CONTRACTOR receives infant supplement money; (5) school supplies; and (6) snacks and meals.
- 17.6.1.7 The child's allowance, earnings, or other income may be applied toward special clothing items, tools, and other personal property above the basic services to be provided by the CONTRACTOR herein. Beyond supervision of spending for appropriateness, age, safety, and health, the CONTRACTOR shall ensure that Resource Families permit the child to spend his/her allowance, earnings, and other income in accordance with the NSP and as the child desires.

#### 17.6.2 Monetary Consequences

CONTRACTOR shall ensure that a child's cash resources are not taken in the form of fines unless the following requirements are met: (1) All fines levied shall be recorded and explained in the child's file, including the amount of the fine and the reason for the fine; (2) Such

finances shall be maintained in an account separate from the personal or business accounts of the licensee or facility; (3) Records shall be maintained accounting for any interest earned and expenditures from the account. (4) All fines collected shall be used for the benefit of the individual child or all children in placement; and (5) The circumstances under which fines are to be imposed shall be specified in writing.

17.6.2.1 Resource Families may apply monetary consequences but not in conflict with the child's personal rights as indicated in Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88487.8. Independent Living Program (ILP) incentive money is considered "income" to the child and shall not be withheld from the child by the CONTRACTOR or Resource Parents.

17.6.2.2 Portions of a child's allowance may be withheld through a fining system that has been previously approved by the licensing agency's Plan of Operation and Program Statement. Such records shall be made available upon request. When the child leaves the facility, monies accumulated in the child's account must be released to the child as the child's property.

17.6.2.3 For Probation Wards only, Court ordered restitution may be withheld from earnings.

## 17.8 Chores

CONTRACTOR shall ensure Resource Families assign children and supervise performance of chores with consideration to child's age and maturity and as they may apply within the context of a family setting. CONTRACTOR shall ensure Resource Families adequately apply the Reasonable and Prudent Parent Standard, as specified in Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Section 88487.12, in determining if it is age or developmentally appropriate for a child to have access to electric appliances, equipment, use of disinfectants and cleaning solutions for use in performing household chores.

## 17.9 Clothing Allowance, Standards, Inventories, Selection, Personal Belongings and Monitoring

CONTRACTOR shall monitor to verify that Resource Families provide a regular monthly clothing allocation starting not more than 30 days following the date of placement in the amount of at least \$70 to be spent on clothing. Donated clothing may supplement but not replace the \$70.

17.9.1 CONTRACTOR shall increase the clothing allowance each and every time there is an Aid to Families with Dependent Children-Foster Care

(AFDC-FC) rate and/or California Necessities Index (CNI) increase. The AFDC-FC rate and/or CNI increase percentage must be equally applied to the clothing allowance. The clothing allowance increase shall be applied and calculated based on any AFDC-FC and/or CNI increases occurring after July 1, 2017.

- 17.9.2 CONTRACTOR shall ensure that each child has the amount of clothing listed within the timeframes stated in the DCFS Clothing Standard (see DCFS Clothing Allowance Policy No. 0900-506.10 in Exhibit A-1, Reference Links).
- 17.9.3 CONTRACTOR shall maintain a written inventory of each child's clothing. CONTRACTOR shall update clothing inventories at least every six (6) months.
- 17.9.4 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.
- 17.9.5 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. CONTRACTOR shall not provide used/second hand underwear or shoes. CONTRACTOR may use donations of new clothing to meet the DCFS Clothing Standard (see DCFS Clothing Allowance Policy No. 0900-506.10 in Exhibit A-1, Reference Links). The child shall be involved in the selection of clothing based on the developmental level and gender expression of 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. CONTRACTOR shall ensure the Resource Family provides for laundry, dry cleaning, and mending of clothing in accordance with the Plan of Operation and Program Statement.

#### 17.9.6 Special Clothing Needs

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.

#### 17.9.7 Clothing Storage and Security

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 CONTRACTOR'S control. All losses shall be documented as part of the clothing inventory, including a brief description of the circumstances involved. CONTRACTOR shall report two or more instances of clothing loss in a six-month period to the County Worker.

#### 17.9.8 Monthly Clothing Allowance Logs

CONTRACTOR shall maintain logs which includes the date and amount of monthly clothing allowance the child receives. The log must also include the child's signature (when age appropriate), acknowledging receipt of the monthly clothing allowance.

#### 17.10 Cell Phones and Other Electronic Devices

The CONTRACTOR must provide for safe storage of personal belongings, including cell phones and other electronic devices. The CONTRACTOR is not required to pay for the child's cell phone service, and may impose reasonable time limits and other rules for cell phone use. The CONTRACTOR may not, however, prohibit a child from possessing or using cell phones unless prohibited by the County Worker in collaboration with the CFT and as documented in the child's NSP. The CONTRACTOR shall document in the NSP any restrictions that would create a serious risk of harm to the child and/or other persons. CONTRACTOR may and should apply the Prudent Parent standard to cell phone access and usage.

#### 17.11 Hygiene and Personal Care Items

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.

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

17.11.2 CONTRACTOR shall ensure that Resource Parents provide children personal care/hygiene items with consideration given to specific cultural and ethnic needs.

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

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.

17.13 Life Book/Photo Album

CONTRACTOR shall ensure Resource Families encourage and assist each child in creating and updating a life book/photo album (may be a digitally stored album) of items that relate to childhood memories. If the child has not taken the life book with him/her, the CONTRACTOR shall provide the child's life book either to the County Worker at the time the child departs from CONTRACTOR'S care or, when the County Worker is not present, to the duty County Worker within three (3) business days of the time of the child's departure.

17.14 Transportation Services

No child shall miss going to school, court, therapeutic or medical appointments because the CONTRACTOR does not provide or arrange transportation.

17.14.1 CONTRACTOR shall provide or arrange transportation for children to participate in activities as agreed with the COUNTY in collaboration with the CFT and as identified in the NSP. These activities may include school, school-based sports, band, performing arts, clubs, 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.

17.14.1.1 CONTRACTOR shall additionally provide transportation and transportation expenses as outlined in Exhibit B, the CONTRACTOR's Plan of Operation and Program Statement.

17.14.1.2 For Probation youth, the CONTRACTOR shall make the necessary arrangements for transporting children to and from court hearings.

17.14.2 Driver Licenses, Vehicle Safety, and Vehicle Equipment

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.

17.14.2.1 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.

17.14.2.2 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 5.0 General Insurance Requirements, and Section 6.0 Insurance Coverage Requirements.

**18.0 PLACEMENT PROCESS (INTAKE/DISCHARGE)**

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.

18.1 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.

18.2 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.

18.3 Acceptance of All Children Who Meet CONTRACTOR's Plan of Operation and Program Statement Criteria

CONTRACTOR shall accept all children who meet the CONTRACTOR's Plan of Operation and Program Statement criteria, shares common needs with the current population, and 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.

#### 18.4 Pre-Placement Visits

The County Worker shall arrange a visit to the proposed CONTRACTOR's Resource Family prior to the child(ren)'s placement whenever possible. The County Worker shall: (1) provide information to the CONTRACTOR regarding the child(ren)'s needs, including all court reports and social studies, in conformity with COUNTY policy and confidentiality laws; (2) discuss the plan for the child(ren)'s to stay in the same neighborhood and school district, including the transportation arrangement to the child(ren)'s home school(s); and (3) provide the Resource Parents information of any known or suspected dangerous behavior of the child being placed.

18.4.1 CONTRACTOR shall: (1) discuss with the County Worker the children currently living in the proposed Resource Family Home, including children's ages, backgrounds, and placing agencies; (2) discuss with both the County Worker and the child(ren) to be placed, when age appropriate, the school programs, social work services, and family and recreational activities that are available; (3) discuss the type of services the child requires; (4) provide the County Worker information concerning the proposed Resource Family's work schedules/outside commitments and day care plan for the child (if appropriate); and (5) provide the County Worker information relating to any child abuse/neglect referrals and/or allegations which have been made concerning the proposed Resource Family Home, and describe action the CONTRACTOR has taken in response to such referrals/allegations.

#### 18.5 Sibling-Group Placements

Children, who are accepted as a sibling group and placed together, shall remain together unless otherwise indicated by the CFT. For sibling groups placed in different Resource Family Homes within the same FFA, in collaboration with the CFT and County Worker, the CONTRACTOR shall document efforts to reunite siblings into one Resource Family Home, or the reasons it is inappropriate, in the Children's case records.

## 18.6 Commingling of Children

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) and in accordance with CDSS All County Information Notice (ACIN) No. I-75-16 (See Exhibit A-1, Reference Links). CONTRACTOR must consider the safety and needs of the children in the Resource Family Home and the public safety of the community.

## 18.7 Requirement for Intake

All CONTRACTORS with 30 (thirty) or more approved Resource Family Homes shall provide non-emergent intake services from 8:00 a.m. to 8:00 p.m. daily, including weekends and holidays.

18.7.1 CONTRACTORS with less than 30 (thirty) approved Resource Family Homes shall provide non-emergent intake services Monday through Friday from 8:00 a.m. to 8:00 p.m.

## 18.8 Health and Education Passport (HEP) or Equivalent

If the CONTRACTOR does not receive the HEP within thirty (30) days of initial placement or within forty-eight (48) hours of a replacement, the CONTRACTOR shall initiate the HEP as described in WIC Sections 10601 (See Exhibit A-1, Reference Links) and immediately report lack of receipt of the HEP to the DCFS Regional Administrator via e-mail. If the Probation HEP is not provided at the time of placement, the CONTRACTOR shall follow the same procedure as for DCFS, but the CONTRACTOR shall notify the PAS OD.

18.8.1 CONTRACTOR shall not be held responsible in an audit for failure to have documents that were in existence at the time of placement but were not provided to the CONTRACTOR by the COUNTY.

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

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 Plan of Operation and 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 County Worker and the assigned OHCMD Quality Assurance Section Monitor and provide an explanation in writing via email-within three days.

18.9.1 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).

18.10 Declaration in Support of Access to Juvenile Records Form

CONTRACTOR shall complete and submit the LAJUV010, Declaration In Support of Access to Juvenile Records Form (See Release of Confidential DCFS Case Record Information Policy No. 0500-501.20 in Exhibit A-1, Reference Links), in order for the County Worker to release any juvenile records. CONTRACTOR will ensure that only persons permitted by law have access to records.

18.11 Orientation of Newly Placed Children

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, the Foster Youth Bill of Rights; and for children 11 years old and older, the Legal Rights of Teens in Out-of-Home Care. Such overview will include: (1) opportunities for achievement; (2) career/vocational and job training; (3) life-skills 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.

18.11.1 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) (See Exhibit A-1, Reference Links), house rules, discipline practices, grievance/complaint procedures, and discharge procedures.

18.11.1.1 CONTRACTOR shall ensure each child receives a second review and discuss in an age appropriate manner the child's personal rights, Foster Youth Bill of Rights, the Legal Rights of Teens in Out-of-Home Care (11 years old and older) (See Exhibit A-1, Reference Links), house rules, discipline practices, grievance/complaint procedures, and discharge procedures in three (3) months from placement to ensure the child understands.

18.12 Readmission of a Child After Discharge From a Medical or Psychiatric Hospitalization

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. CONTRACTOR shall immediately notify the child's County Worker of the decision not to readmit.

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

18.12.2 CONTRACTOR shall collaborate with the County Worker to discuss if a bed hold is necessary to determine if the child should return to the facility. The bed hold shall not exceed seven (7) days.

18.13 Removal and Intent to Discharge Procedures

CONTRACTOR shall provide notification to the COUNTY Worker and CFT at least fourteen (14) calendar days prior to their intent to discharge unless it is agreed upon at the CFT meeting that less notice is necessary due to an immediate threat to the health and safety of the child or others. CONTRACTOR shall explore through the CFT process and document any interventions/remedies before replacement, including consideration of a move within the CONTRACTOR's placement facilities, if available. This section does not restrict the procedures for emergency replacement as outlined in Section 15.2.2 of this SOW.

18.13.1 COUNTY and CONTRACTOR mutually agree that the lack of stability in placement is harmful to children and that the goal of this section is to maximize communication to lead to increased stability for children. All reasonable efforts shall be made to stabilize a child's placement and to determine through the CFT process whether additional services may prevent an unnecessary and traumatizing

replacement of a child from the CONTRACTOR'S Resource Family Home.

18.13.2 Prior to discharging a child, the CONTRACTOR shall, for DCFS children, provide the DCFS Regional Administrator, and the child's County Worker's supervisor a Notice of Intent to Discharge that documents efforts to stabilize the placement, including police calls and mental health services, in advance of any anticipated replacement. The Notice of Intent to Discharge for a DCFS Child may be provided by way of e-mail. When the CONTRACTOR notifies the COUNTY of issues potentially affecting the stability of a child's continued placement in CONTRACTOR'S Program, COUNTY and CONTRACTOR shall convene a CFT meeting to determine whether the child's placement may be stabilized and/or additional Services may be provided without removing the child from the CONTRACTOR'S Program.

18.13.2.1 For Probation youth the CONTRACTOR shall: (1) provide oral notice to the PAS OD at (323) 730-4454 regarding Notice of Intent to Discharge; and (2) send the Notice of Intent to Discharge to the DPO of Record via e-mail.

18.13.2.2 CONTRACTOR shall provide the updated HEP to the County Worker at the time a child departs from the CONTRACTOR'S program. If the County Worker is not present at the time of child's departure, the CONTRACTOR shall provide the HEP within forty-eight (48) hours to: 1) the County Worker or the County Worker's office for DCFS; or 2) PAS OD for Probation. CONTRACTOR shall update and be responsible for the HEP information only during the course of the placement.

18.14 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. Under no condition should the child's belongings be placed in anything less than a suitcase or duffel bag. 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 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.

18.14.1 For the Probation child, CONTRACTOR shall hold clothing and personal belongings for up to thirty (30) days and make diligent efforts to contact parents or guardians to pick them up.

18.15 CONTRACTOR shall prepare and submit a Discharge Summary (Exhibit A-10) to a child's County Worker within 30 Days from the date the child's placement was terminated. The Discharge Summary shall include, but not be limited to, a closing summary of CONTRACTOR's records relating to the child, including the type of placement to which the child was discharged (such as reunification with parent(s), relative, adoptive home, legal guardianship, licensed foster home, FFA approved home, small family home, a STRTP, specified or specialized placement or hospital).

## **19.0 NEEDS AND SERVICES PLAN (NSP)**

CONTRACTOR shall ensure that NSPs are completed in accordance to Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88268.2, and 88268.21.

### **19.1 Required Use of the Provider Needs and Services Plan Template**

CONTRACTOR shall use the Provider Needs and Services Plan (NSP) template (Exhibit A-11), and in accordance with Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88268.2, and 88268.21.

19.1.1 The DCFS 709 form, Foster Child's Needs and Case Plan Summary (See DCFS Placement Responsibilities Policy No. 0100-510.61, Exhibit A-1, Reference Links) is to be used in the development of the NSP, but it is not to serve as the plan itself.

19.1.1.1 For Probation, the PROB 1385 form, Probation Foster Care Case Plan, is to be used for the development of the NSP.

19.1.2 The CONTRACTOR'S social worker shall prepare and submit a signed, comprehensive individualized NSP, based on the information received through the CFT, the County Worker, and CONTRACTOR'S initial assessment, by the 30<sup>th</sup> day of placement. Unless DCFS changes the format per Part II, Section 5.0, Changes and Amendments, the NSP for Children shall provide the following, which includes the items identified on the Agency Placement Agreement, SOC 154a (12/11) (See Exhibit A-1, Reference Links).

- 19.1.2.1 Document current status of Placed Child's physical and psychological health [Include the date of each medical/dental appointment, diagnosis, recommended treatment, follow-up, and medication the Placed Child received during the quarter. Include health and safety related Services provided to the Placed Child, specifying the dates of Service(s) for each occurrence.];
  - 19.1.2.2 Document any reassessment of the child's adjustment to the Resource Family Home, program, peers, school, and staff [Include copy of the school report card(s), school attendance, and IEP when applicable. Specify the type of school (i.e., public, private, non-public, on-grounds, community-based, etc.) and educational program provided.];
  - 19.1.2.3 Document progress toward short-term objectives and long-range goals including tasks that have been performed to reach these objectives and goals [Include the status of the permanency plan and, when applicable, the Transitional Independent Living Plan (TILP) including homemaking skills, status of vocational training and/or job experience, artistic abilities, etc. Include the most recent copy of the updated Emancipation Preparation Contract for each Placed Child age 14 years and older.];
  - 19.1.2.4 Document any reassessment of unmet needs and efforts made to meet these needs;
  - 19.1.2.5 Document any modifications of treatment plan, tasks to be performed and the likelihood of family reunification; and
  - 19.1.2.6 Document any Involvement of the child and his/her parent in treatment program [Include dates and type of contact with the CSW during the quarter, including telephone calls].
- 19.1.3 All required signatures (age-appropriate children, CFT, CONTRACTOR's treatment team, placement worker, Resource Family, etc.), shall be obtained for all initial NSPs within 5 days of development. In the event CONTRACTOR is unable to meet this requirement, CONTRACTOR shall provide documentation of all efforts and reasons for their inability to meet this requirement and attach to the NSP. Exceptions to this requirement may be granted only in cases where the CONTRACTOR is not responsible for the delay.
- 19.1.3.1 The completed initial NSP shall be submitted by the CONTRACTOR's staff to the placement worker by the 35<sup>th</sup> day from placement.

19.1.3.2 The NSP shall be updated/modified by the 90<sup>th</sup> day of placement, and every 90 days thereafter.

19.1.4 Updates/modifications to the NSP shall address: (1) the child's need for continuing services; (2) the need for (any) modification in services; and (3) the recommendation of the FFA staff regarding the feasibility of the child's return to their home, placement in another facility, or move to independent living.

19.1.4.1 All required signatures (age-appropriate children, CFT, CONTRACTOR's treatment team, placement worker, Resource Family, etc.), shall be obtained for all updated/modified NSPs within 5 days of development. In the event CONTRACTOR is unable to meet this requirement CONTRACTOR shall provide documentation of all efforts and reasons for their inability to meet this requirement and attach to the NSP. Exceptions to this requirement may be granted only in cases where the CONTRACTOR is not responsible for the delay.

19.1.4.2 The completed updated/modified NSPs shall be submitted by the Contractor's staff to the placement worker by the 95<sup>th</sup> day of continuing placement, and every 95 days thereafter.

19.1.5 The child's case file shall include complete documentation of all attempts to comply with the above (dates, times, methods, attempts, escalation and results). e.g., email, FAX, US Postal Service - times attempted (separate times).

19.1.6 For Probation children, the NSP shall address the criminogenic needs as identified in the DPO's assessment, and outline specific goals that target the identified criminogenic needs. All goals must be measurable.

## 19.2 Participation by the Child, County Worker, Resource Family, and CFT

CONTRACTOR shall ensure that: (1) the child, age and maturity permitting, the County Worker, and the Resource Family are offered the opportunity to participate in the development of NSP through the CFT; (2) the County Worker gives written approval of the NSP and any modifications thereto; (3) the child, age and maturity permitting, the County Worker and the Resource Family receive copies of the approved NSP and any modifications thereto.

### 19.3 Shared Responsibility Plan (SRP)

The development of the SRP applies to those CONTRACTORS who have elected to have FFA Homes trained and approved as Whole Family Foster Homes (WFFH).

19.3.1 WFFH Resource Parents and the teen parent have the option to develop a SRP. For Instructions for developing an SRP and an SRP Template, (See DCFS Policy for Services for Teen Parents, No. 0100-510.40, Exhibit A-1, Reference Links). The SRP is an agreement between the caregiver and the dependent teen parent which (a) outlines the duties, rights and responsibilities of the teen parent and the caregiver with regard to the teen parent's non-dependent child; (b) identifies supportive services to be offered to the teen parent by the caregiver and the agency providing direct and immediate supervision to the caregiver, or both; and (c) shall be written for the express purpose of aiding the teen parent and the caregiver to reach agreements aimed at reducing conflict and misunderstandings. The SRP shall in no way limit the teen parent's legal right to make decisions regarding the care, custody, and control of the child.

19.3.2 The CONTRACTOR'S social worker shall develop the SRP within 30 days of placement of the teen parent and his/her dependent child(ren) or the birth of the pregnant teen's child. The SRP shall be developed between the teen parent, caregiver, and CONTRACTOR's social worker in collaboration with the County Worker. Additional input may be provided through the CFT, which may include any individuals identified by the teen parent, the non-custodial parent, if appropriate, and other extended family members.

19.3.3 The SRP shall include, but not be limited to, all of the following: (a) feeding; (b) clothing; (c) hygiene; (d) purchase of any necessary items, including, but not limited to, safety items, food, clothing, and developmentally appropriate toys and books. This includes both at one-time purchases and items needed on an ongoing basis; (e) health care; (f) transportation to healthcare appointments, child care, and school, as appropriate; (g) provision of child care and babysitting; (h) discipline; (i) sleeping arrangements; and (j) visits among the child, his or her non-custodial parent, and other appropriate family members, including the responsibilities of the teen parent, the caregiver and CONTRACTOR, as appropriate, for facilitating the visitation.

19.3.3.1 The SRP shall not conflict with the teen parent's case plan and any visitation orders made by the court.

19.3.3.2 The initial SRP, as well as any updates, must be approved by the County Worker.

19.3.4 The SRP shall be updated, as needed, to account for the changing needs of infants and toddlers, and in accordance with the teen parent's changing school, employment, or other outside responsibilities, but not less than every six months. Upon completion of the SRP and any subsequent updates, CONTRACTOR shall provide a copy to the teen parent, the caregiver, and the County Worker, within 3 business days.

## 20.0 VISITATION

CONTRACTOR shall assist and ensure Resource Parents collaborate with the County Worker to develop a comprehensive family visitation plan by incorporating the CFT recommendations and court orders, in accordance with:

- a) DCFS Child Welfare Policy No. 0400-504.00 (See Exhibit A-1, Reference Links).
- b) The Juvenile Court Visitation Committee's Family Visitation Guidelines (See Exhibit A-1, Reference Links).
- c) Chapter 8.8 Foster Family Agencies, Article 9, and Subchapter 1, Sections 88222.1 (20)(d).

### 20.1 Visitation Plan

CONTRACTOR shall ensure the Family Visitation Plan (FVP) is recorded and updated in the NSP, as indicated in Section 19.0 of this SOW.

### 20.2 Family Visitation Guidelines

The Juvenile Court Visitation Committee of the Los Angeles County Superior Court has issued requirements in a document called *Family Visitation Guidelines* (See Exhibit A-1, Reference Links). 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;
- (b) The FVP must include detailed, specified information;
- (c) Resource Parents, including FFA staff, are required to perform specified tasks [See Section 20.3 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 20.4 below]; and
- (e) The FVP must provide for regular and frequent visitation between siblings, unless inappropriate.

### 20.3 CONTRACTOR 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 of communication between the child and 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.

- (o) Monitor visitation in accordance with court orders and the County Worker's instructions.

#### 20.4 Frequency and Length of Visitation Guidelines

CONTRACTOR shall at minimum follow the visitation frequency described in the following chart pertaining to face-to-face visits unless the Court orders or CFT recommends otherwise:

- (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

#### 20.5 Honoring the Visitation Rights of Children

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.

20.5.1 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.

20.5.2 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.

**PART D – PERFORMANCE OUTCOME GOALS AND REQUIREMENTS SUMMARY**  
**(Requires updates when information is available)**

Failure to meet performance target as outlined in the Performance Outcome Summary(ies) could result in a program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.

**21.0 SAFETY**

CONTRACTOR shall ensure a safe environment, which provides for the well-being of each child and leads to permanence for each child. Specifically, the CONTRACTOR shall provide all services related to safety described in this Contract and Statement of Work, including but not limited to Exhibit A-7, Safety Performance Outcome Summary. In addition, the CONTRACTOR shall meet or exceed the performance targets described in Exhibit A-7, Safety Performance Outcome Summary.

**22.0 PERMANENCY**

CONTRACTOR shall provide the necessary services to ensure permanency is achieved by facilitating safe and nurturing relationships, which will lead to reunification, adoption, or legal guardianship as described in this Contract and Statement of Work, including but not limited to Exhibit A-8, Permanency Performance Outcome Summary. In addition, the CONTRACTOR shall meet or exceed the performance targets described in Exhibit A-8, Permanency Performance Outcomes Summary.

**23.0 ACCESS TO EFFECTIVE AND CARING SERVICES FOR WELL-BEING**

CONTRACTOR shall ensure children/youth receive 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, transition and emancipation preparation, physical, behavioral, social and emotional well-being and self-sufficiency as described in this Contract and Statement of Work, including but not limited to Exhibit A-9, Access to Effective and Caring Services/Well-Being Performance Outcome Summary. In addition, the CONTRACTOR shall meet or exceed the performance targets described in Exhibit A-9, Access to Effective and Caring Services/Well-Being Performance Outcome Summary.

EXHIBIT A-1 – FOSTER FAMILY AGENCY REFERENCE LINKS	
SOW SECTION	REFERENCE LINKS
2.2 (a)	Title 22, Division 6, Chapter 1, Sections 80000-80095 [except as otherwise noted in Section 88030(f)] ( <i>General Licensing Requirements</i> ): <a href="http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential">http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential</a>
2.2 (a)	Division 6, Chapter 4, Sections 83000 through 83088 ( <i>Small Family Homes</i> ): <a href="http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential">http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential</a>
2.2 (b)	Title 22, Division 6, Chapter 8.8, Sections 88000 through 88087 ( <i>Foster Family Agencies</i> ): <a href="http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential">http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential</a>
2.2 (c)	Title 22, Division 6, Chapter 8.8, Sections 88200 through 88587.1 ( <i>Foster Family Agencies Interim Licensing Standards</i> ): <a href="http://www.cdss.ca.gov/Portals/9/VERSION_2.1_FFA_ILS_6.12.17_FINAL.pdf?ver=2017-06-12-202554-807">http://www.cdss.ca.gov/Portals/9/VERSION_2.1_FFA_ILS_6.12.17_FINAL.pdf?ver=2017-06-12-202554-807</a>
2.2 (d)	Title 22, Division 2, Subchapters 1-9, Sections 35000-35409 ( <i>Adoptions Manual</i> ) for Foster-Adopt FFA requirements: <a href="http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Adoptions-Regulations">http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Adoptions-Regulations</a>
2.3	California Education Code (EDC), California Health and Safety Code (HSC), California Vehicle Code (VEH), Penal Code (PEN) and California Welfare and Institutions Code (WIC), are all available at: <a href="http://leginfo.legislature.ca.gov/faces/codes.xhtml">http://leginfo.legislature.ca.gov/faces/codes.xhtml</a> .
3.1 & 10.0	Child abuse and neglect in out-of-home care are definition in Penal Code Section 11165.5: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&amp;sectionNum=11165.5">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&amp;sectionNum=11165.5</a>
5.1	Welfare and Institutions Code (WIC) 17710 (a): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=17710.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=17710.&amp;lawCode=WIC</a>
6.0	Pathways to Mental Health Service Core Practice Model Guide: <a href="http://www.childsworld.ca.gov/res/pdf/CorePracticeModelGuide.pdf">http://www.childsworld.ca.gov/res/pdf/CorePracticeModelGuide.pdf</a>
6.0	Los Angeles County Core Practice Model (CPM): <a href="http://www.gettothecore.org">www.gettothecore.org</a> .

7.4 & 8.3	Megan's Law Website at <a href="http://meganslaw.ca.gov">http://meganslaw.ca.gov</a>
8.1	Department of Justice Applicant Information and Certification Program: <a href="http://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/all-others.pdf">http://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/all-others.pdf</a>  Attorney General information for Applicant Agencies: <a href="http://oag.ca.gov/fingerprints/agencies">http://oag.ca.gov/fingerprints/agencies</a> .
8.2	Health and Safety Code (HSC) Sections 1522-1522.01: <a href="http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&amp;division=2.&amp;title=&amp;part=&amp;chapter=3.&amp;article=2">http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&amp;division=2.&amp;title=&amp;part=&amp;chapter=3.&amp;article=2</a>
8.2	Title 22, Division 6, Chapter 1, Section 80019 ( <i>Criminal Record Clearance</i> ): <a href="http://www.cdss.ca.gov/Portals/9/Regs/genman2.pdf?ver=2017-03-14-105242-523">http://www.cdss.ca.gov/Portals/9/Regs/genman2.pdf?ver=2017-03-14-105242-523</a>
8.4	Health and Safety Code Sections 1522.1 and 1522(b): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&amp;sectionNum=1522">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&amp;sectionNum=1522</a>
10.0 & 10.3.1	Child Abuse and Neglect Reporting Act (CANRA) Mandated Reporter Definition in Penal Code Section (PEN) 11165.7: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&amp;sectionNum=11165.7">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&amp;sectionNum=11165.7</a>
10.3 & 10.3.2	Penal Code, Section 11166: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=11166.&amp;lawCode=PEN">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=11166.&amp;lawCode=PEN</a>
10.4	I-Track: <a href="https://itrack.dcfslacounty.gov">https://itrack.dcfslacounty.gov</a>
10.5.5	All County Information Notice (ACIN) I-13-17 "Promising Practices for Youth Who Are Missing or Run Away From Foster Care": <a href="http://www.cdss.ca.gov/Portals/9/ACIN/2017/I-13_17.pdf?ver=2017-05-01-151257-900">http://www.cdss.ca.gov/Portals/9/ACIN/2017/I-13_17.pdf?ver=2017-05-01-151257-900</a>
10.6	LIC 9185 (8/08) - Foster Family Agency Certified Home: <a href="http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9185.PDF">http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9185.PDF</a>
10.6	LIC 05A (7/17) - Resource Family Approval Certificate: <a href="http://www.cdss.ca.gov/Portals/9/FMUForms/L/LIC%2005A.pdf?ver=2017-08-02-081625-743">http://www.cdss.ca.gov/Portals/9/FMUForms/L/LIC%2005A.pdf?ver=2017-08-02-081625-743</a>
10.6	Foster Care Search System (FCSS): <a href="https://fcss.dcfslacounty.gov/Login.aspx">https://fcss.dcfslacounty.gov/Login.aspx</a>

12.2	Program Statement Submission System (ePSSS): <a href="https://myapps.dcfslacounty.gov/epsss.html">https://myapps.dcfslacounty.gov/epsss.html</a>
14.0	Welfare and Institutions Code (WIC) 16501(a)(4) <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&amp;lawCode=WIC</a>
14.1	County of Los Angeles Shared Core Practice Model (CPM): <a href="http://lakids.dcfslacounty.gov/dcfscpm/documents/Los%20Angeles%20County%20Shared%20Child%20Welfare-Mental%20Health%20Core%20Practice%20Model.pdf">http://lakids.dcfslacounty.gov/dcfscpm/documents/Los%20Angeles%20County%20Shared%20Child%20Welfare-Mental%20Health%20Core%20Practice%20Model.pdf</a>
14.1.2	LA County DCFS Policy on the Child and Family Team Process: <a href="http://policy.dcfslacounty.gov/Default.htm#Child_and_Family_Teams.htm?Highlight=chi">http://policy.dcfslacounty.gov/Default.htm#Child_and_Family_Teams.htm?Highlight=chi</a>
14.2	Welfare and Institutions Code (WIC) section 16501(a)(4): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&amp;lawCode=WIC</a>
14.2	California Department of Social Services (CDSS), All County Letter (ACL) No. 16-84: <a href="http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf">http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf</a>
15.0	WIC 11463(b)(5), which can be found at: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=11463.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=11463.&amp;lawCode=WIC</a>
15.0, 15.1.2, 15.3, 15.4, 15.5, 15.6	Foster Family Agencies Core Services Matrix: <a href="http://www.cdss.ca.gov/cdssweb/entres/pdf/CCR/FFA_CoreServicesMatrix.pdf">http://www.cdss.ca.gov/cdssweb/entres/pdf/CCR/FFA_CoreServicesMatrix.pdf</a>
15.1	California Code of Regulations, Title 9, Division 1, Chapter 11, Subchapter 3, Article 2: <a href="https://govt.westlaw.com/calregs/Document/IF4D60C40DF4A11E4A54FF22613B56E19?originationContext=Search+Result&amp;listSource=Search&amp;viewType=FullText&amp;navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad720f20000015e5a24479c2a655f05%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&amp;rank=1&amp;list=REGULATION_PUBLICVIEW&amp;transitionType=SearchItem&amp;contextData=(sc.Search)&amp;t_T2=1830.210+&amp;t_S1=CA+ADC+s">https://govt.westlaw.com/calregs/Document/IF4D60C40DF4A11E4A54FF22613B56E19?originationContext=Search+Result&amp;listSource=Search&amp;viewType=FullText&amp;navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad720f20000015e5a24479c2a655f05%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&amp;rank=1&amp;list=REGULATION_PUBLICVIEW&amp;transitionType=SearchItem&amp;contextData=(sc.Search)&amp;t_T2=1830.210+&amp;t_S1=CA+ADC+s</a>
15.1.1.2 & 15.1.16	Psychotropic Medication Guidelines (JV-217-INFO): <a href="http://www.courts.ca.gov/formnumber.htm">http://www.courts.ca.gov/formnumber.htm</a>
15.1.1.3, 15.1.1.5	Psychotropic Medication: Authorization, Review, and Monitoring for DCFS Supervised Children DCFS Policy No. 0600-514.10:

and 15.1.1.6	<a href="http://policy.dcss.lacounty.gov/Default.htm#Psychotropic_Meds.htm">http://policy.dcss.lacounty.gov/Default.htm#Psychotropic_Meds.htm</a>
15.1.1.4	Foster Youth Rights: <a href="http://www.dss.cahwnet.gov/cdssweb/PG167.htm#P">http://www.dss.cahwnet.gov/cdssweb/PG167.htm#P</a>
15.1.1.4	Legal Rights of Teens in Out-of-Home Care: <a href="http://www.ylc.org/resource-bank/?folder_id=111&amp;root_folder_id=110">http://www.ylc.org/resource-bank/?folder_id=111&amp;root_folder_id=110</a>
15.3.1	Welfare and Institutions Code (WIC) Section 16501.1(d)(4), and (g)(8)(B): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&amp;sectionNum=16501.1">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&amp;sectionNum=16501.1</a>
15.3.1	Education Code (EDC) 48850(a) and (b): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48850.&amp;lawCode=EDC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48850.&amp;lawCode=EDC</a>
15.3.3	Education Code (EDC) 48853.5(f)(8)(B): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48853.5.&amp;lawCode=EDC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48853.5.&amp;lawCode=EDC</a>
15.3.6.2	Los Angeles County Office of Education (LACOE), Foster Youth Service Coordinating Program (FYSCP) Tutoring Program and other community-based tutoring resources: <a href="https://secure-web.cisco.com/10t5Lfw7XnEcXeRaQwg7I5NrkGzS4bBHONnOP7XXmCXopQTZhw7RniN6ffvD3zQY37K-864Vml8nVqtDjvIC_v2P_b6_wegV4HXnAANxWUoZvLNmrW8-m1dLH5qU8W7h4c8RRrj6pzPOF8-D-wT_Yrl8eqz692V8sW3XXTiLJda9z0fVRDaDsViD7SJVOZ5dfLF2L5lusAhSk6mnV6Nuz0xyxRkl7E75N14_1gpOhSr-T-36X_Ojf9_RGFCUv6cKAGnQnX1M_R5fs7JYywy3xpRsT8w98u1acrbSX-Jvf1J04m7tfsnJS03T7_v-bIV9Gk9beO8F0a55wjYprslLJc22ZjKeT0iBX-lkQJavVQ2UeiO0D_GstH678zTRQM4qNag_RSyjsQKh7d5_JMkx5A/https%3A%2F%2Fwww.lacoe.edu%2FStudentServices%2FHomelessFosterYouth%2FFosterYouth%2FTutoring.aspx">https://secure-web.cisco.com/10t5Lfw7XnEcXeRaQwg7I5NrkGzS4bBHONnOP7XXmCXopQTZhw7RniN6ffvD3zQY37K-864Vml8nVqtDjvIC_v2P_b6_wegV4HXnAANxWUoZvLNmrW8-m1dLH5qU8W7h4c8RRrj6pzPOF8-D-wT_Yrl8eqz692V8sW3XXTiLJda9z0fVRDaDsViD7SJVOZ5dfLF2L5lusAhSk6mnV6Nuz0xyxRkl7E75N14_1gpOhSr-T-36X_Ojf9_RGFCUv6cKAGnQnX1M_R5fs7JYywy3xpRsT8w98u1acrbSX-Jvf1J04m7tfsnJS03T7_v-bIV9Gk9beO8F0a55wjYprslLJc22ZjKeT0iBX-lkQJavVQ2UeiO0D_GstH678zTRQM4qNag_RSyjsQKh7d5_JMkx5A/https%3A%2F%2Fwww.lacoe.edu%2FStudentServices%2FHomelessFosterYouth%2FFosterYouth%2FTutoring.aspx</a>
15.3.9	Child Health Disability Prevention (CHDP) Program: <a href="http://www.lapublichealth.org/cms/CHDP.htm">http://www.lapublichealth.org/cms/CHDP.htm</a> ; and <a href="http://policy.dcss.lacounty.gov/Default.htm#Child_Health_and_Disabil.htm">http://policy.dcss.lacounty.gov/Default.htm#Child_Health_and_Disabil.htm</a>
15.3.9.1	Medical/Dental Exams Periodicity Schedule for children, which can be found at: <a href="https://www.aap.org/en-us/Documents/periodicity_schedule.pdf">https://www.aap.org/en-us/Documents/periodicity_schedule.pdf</a>
15.3.9.2	Los Angeles County Department of Public Health: <a href="http://www.lapublichealth.org/cms/CHDP.htm">http://www.lapublichealth.org/cms/CHDP.htm</a>
15.3.11.3	Los Angeles County Department of Health Services contracted providers:

	<a href="http://dhs.lacounty.gov/wps/portal/dhs/locations/">http://dhs.lacounty.gov/wps/portal/dhs/locations/</a>
15.3.13	Welfare and Institutions Code (WIC) Section 16010: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16010.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16010.&amp;lawCode=WIC</a>
15.3.14	Welfare and Institutions Code (WIC) Section 362.05: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=362.05.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=362.05.&amp;lawCode=WIC</a>
15.3.15.3	Centers for Disease Control, Division of Nutrition, Physical Activity, Obesity: <a href="https://www.cdc.gov/nccdphp/dnpao/">https://www.cdc.gov/nccdphp/dnpao/</a>
15.3.15.3	American Academy of Pediatrics: <a href="https://www.healthychildren.org/English/Pages/default.aspx">https://www.healthychildren.org/English/Pages/default.aspx</a>
15.5.1.3	Welfare and Institutions Code (WIC) Section 16001.9(a)(15), available at <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16001.9.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16001.9.&amp;lawCode=WIC</a>
15.6	Welfare and Institutions Code (WIC) 224.1: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=224.1.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=224.1.&amp;lawCode=WIC</a>
15.6	Welfare and Institutions Code (WIC) 361.7 <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=361.7.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=361.7.&amp;lawCode=WIC</a>
15.6	Federal Indian Child Welfare Act (25 U.S.C. Sec. 1901 et seq.): <a href="https://www.nicwa.org/wp-content/uploads/2016/11/Indian-Child-Welfare-Act-of-1978.pdf">https://www.nicwa.org/wp-content/uploads/2016/11/Indian-Child-Welfare-Act-of-1978.pdf</a>
15.6.1	Federal Indian Child Welfare Act (ICWA): <a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=5851874fabfe7843125fcdad04ef112d&amp;mc=true&amp;node=pt25.1.23&amp;rgn=div5">https://www.ecfr.gov/cgi-bin/text-idx?SID=5851874fabfe7843125fcdad04ef112d&amp;mc=true&amp;node=pt25.1.23&amp;rgn=div5</a>
15.6.2	National Indian Child Welfare Association for further guidance at <a href="http://www.nicwa.org/Indian-Child-Welfare-Act/history/">http://www.nicwa.org/Indian-Child-Welfare-Act/history/</a>
16.7.2	Health and Safety Code (HSC) 1507.25: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1507.25.&amp;lawCode=HSC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1507.25.&amp;lawCode=HSC</a>
16.8	Strategies for recruitment and retention: <a href="http://www.nrcdr.org/">http://www.nrcdr.org/</a>
16.8	Strategies for recruitment and retention:

	<a href="https://www.childwelfare.gov/topics/permanency/recruiting/recruitment-tools/">https://www.childwelfare.gov/topics/permanency/recruiting/recruitment-tools/</a>
16.9.2	Community Colleges at the California Community Colleges Registry at: <a href="https://www.cccregistry.org/jobs/miscellaneous/collegedirectory.aspx">https://www.cccregistry.org/jobs/miscellaneous/collegedirectory.aspx</a>
17.0	California Department of Social Services(CDSS), All County Letter (ACL) No. 06-04: <a href="http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl06/pdf/06-04.pdf">http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl06/pdf/06-04.pdf</a>
17.5.2	Business and Professions Code (BPC) Sections 22950.5(c) and (d): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=22950.5.&amp;lawCode=BPC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=22950.5.&amp;lawCode=BPC</a>
17.9.1 & 17.9.4	DCFS Clothing Allowance Policy No. 0900-506.10: <a href="http://policy.dcfslacounty.gov/Default.htm#Clothing_Allowances.htm#Initial">http://policy.dcfslacounty.gov/Default.htm#Clothing_Allowances.htm#Initial</a>
18.6	Welfare and Institutions Code (WIC) 16514(c): <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16514.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16514.&amp;lawCode=WIC</a>
18.6	CDSS All County Information Notice (ACIN) No. I-75-16, which can be found at: <a href="http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acin/2016/I-75_16.pdf">http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acin/2016/I-75_16.pdf</a>
18.8	Welfare and Institutions Code (WIC) Sections 10601: <a href="http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16010.&amp;lawCode=WIC">http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16010.&amp;lawCode=WIC</a>
18.10	Release of Confidential DCFS Case Record Information Policy No. 0500-501.20, Declaration in Support of Access to Juvenile Records Form <a href="http://policy.dcfslacounty.gov/default.htm#Release_of_Confidential.htm">http://policy.dcfslacounty.gov/default.htm#Release_of_Confidential.htm</a>
18.11	LIC613B Personal Rights form: <a href="http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC613B.PDF">http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC613B.PDF</a>
18.11 & 18.11.1	Foster Youth Bill of Rights: <a href="http://www.cdss.ca.gov/cdssweb/entres/forms/English/pub396.pdf">http://www.cdss.ca.gov/cdssweb/entres/forms/English/pub396.pdf</a>
18.11 & 18.11.1	Legal Rights of Teens in Out-of-Home Care: <a href="http://www.ylc.org/wp/wp-content/uploads/teenmanual2011.pdf">http://www.ylc.org/wp/wp-content/uploads/teenmanual2011.pdf</a>
19.1.1	DCFS 709 form, Foster Child's Needs and Case Plan Summary: <a href="http://mylacounty.info/dcfscms1_168830.doc">http://mylacounty.info/dcfscms1_168830.doc</a>
19.1.2	SOC 154A (12/11) - Placement Agency - Foster Family Agency Agreement -Child Placed By Agency In Foster Family Agency:

	<a href="http://www.cdss.ca.gov/cdssweb/entres/forms/English/SOC154A.pdf">http://www.cdss.ca.gov/cdssweb/entres/forms/English/SOC154A.pdf</a>
19.3.1	Shared Responsibility Plan (SRP) Template: <a href="http://policy.dcfs.lacounty.gov/Default.htm#Teen_Parent_DPSS_Service.htm#SRP">http://policy.dcfs.lacounty.gov/Default.htm#Teen_Parent_DPSS_Service.htm#SRP</a>
20.0	DCFS Family Visitation Policy No. 0400-504.00: <a href="http://policy.dcfs.lacounty.gov/Default.htm#Family_Visitation_.htm?Highlight=visitation">http://policy.dcfs.lacounty.gov/Default.htm#Family_Visitation_.htm?Highlight=visitation</a>
20.0	the Juvenile Court Visitation Committee's Family Visitation Guidelines: <a href="http://www.courts.ca.gov/cms/rules/index.cfm?title=standards&amp;linkid=standard5_20">http://www.courts.ca.gov/cms/rules/index.cfm?title=standards&amp;linkid=standard5_20</a>

# SERVICE DELIVERY SITES

Type of program:  Foster Family Agency

## Administrative Office/Headquarters

AGENCY NAME	AGENCY ADDRESS	AGENCY CONTACT PERSON	TELEPHONE AND EMAIL ADDRESS

## Licensed Facilities Included in this Contract

FACILITY NAME	YOUTH SERVED (DCFS, PROBATION, OR DUALY SUPERVISED)	FACILITY ADDRESS	FACILITY CONTACT PERSON	TELEPHONE AND EMAIL ADDRESS

# SERVICE DELIVERY SITES

Yes  No

Are any of the facilities listed above on County owned or County Leased property? If yes, please provide an explanation:

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Yes  No

Do any or your agency's Board members or employees, or members of their immediate families own any property leased or rented by your agency? If yes, please provide an explanation.

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On behalf of \_\_\_\_\_ (Contractor's name), I \_\_\_\_\_  
(Name of Contractor's authorized representative), certify that the information contained in this Service Delivery Sites – Exhibit A-1 is true and correct to the best of my information and belief.

\_\_\_\_\_  
Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the SOQ to the County.

\_\_\_\_\_  
Signature of Principal Owner, an Officer, or Manager responsible for submission of the SOQ to the County.

\_\_\_\_\_  
Date

**County of Los Angeles - Department of Children and Family Services (DCFS)**  
**Out-of-Home Care Management Division (OHCMD)**  
**Foster Family Agency (FFA) and Short-Term Residential Therapeutic Program (STRTP)**  
**Quality Assurance Section**

**CRIMINAL RECORD EXEMPTION NOTIFICATION  
INSTRUCTIONS**

The **Criminal Record Exemption Notification** form must be completed and e-mailed password protected with a unique password selected by the Contractor, as an attachment to the assigned OHCMD Quality Assurance (QA) Reviewer, within 2 business days of the FFA/STRTP **submitting** or **obtaining** a criminal record exemption. A subsequent e-mail should be sent to the OHCMD QA Reviewer with the password to open the document. Once the password has been emailed to OHCMD QA Reviewer, a subsequent email with the password will only be required when the Contractor changes the password. The OHCMD QA Monitor will notify the Contractor within 5 days of receiving the **Criminal Record Exemption Notification** form if a resource family home or a STRTP Facility, which has been granted a criminal record exemption, will or will not be utilized as a placement resource for DCFS children.

**County of Los Angeles - Department of Children and Family Services (DCFS)**  
**Out-of-Home Care Management Division (OHCMD)**  
**FFA and STRTP Quality Assurance Section**

**CRIMINAL RECORD EXEMPTION NOTIFICATION**

Contractor \_\_\_\_\_

Please complete the following areas if you have **requested** or **obtained** a criminal record exemption for a prospective/current resource parent, other household member, substitute caregiver/babysitter, or FFA/STRTP staff. Please submit this form password protected with a unique password selected by the Contractor within 2 business days of requesting or obtaining a criminal record exemption via e-mail to the assigned OHCMD Quality Assurance (QA) Reviewer.

**1. Information Pertaining to Criminal Record Exemption Request:**

Date of Exemption request: \_\_\_\_\_

Name of person requiring an Exemption:  
 \_\_\_\_\_

Relationship: *(Select One)*

- Prospective Resource Parent                       Current Resource Parent  
 Member of Household                       Substitute Caregiver/Babysitter                       Staff

**2. Information Pertaining to Criminal Record Exemption Obtained:**

Date Exemption was obtained: \_\_\_\_\_

Name of person granted an Exemption:  
 \_\_\_\_\_

Relationship: *(Select One)*

- Prospective Resource Parent                       Current Resource Parent  
 Member of Household                       Substitute Caregiver/Babysitter                       Staff

**3.  Criminal Record Exemption is No Longer Needed for this Individual**

Date Exemption no longer needed: \_\_\_\_\_

**FOR COUNTY USE ONLY**

Exemption Notification received on \_\_\_\_\_ by QA Reviewer \_\_\_\_\_

**Please Note:** It is the responsibility of the FFA/STRTP to assess for appropriateness of placement of DCFS children.

**County of Los Angeles - Department of Children and Family Services**  
**(DCFS) Out-of-Home Care Management Division (OHCMD)**  
**Foster Family Agency (FFA) and Short Term Residential Therapeutic Program**  
**(STRTP) Quality Assurance Section**

**NOTIFICATION OF SUBSEQUENT ARREST, CONVICTION,  
PROBATION OR PAROLE VIOLATION  
INSTRUCTIONS**

When a subsequent arrest, conviction, probation or parole violation of a prospective/current resource foster parent, other household member, substitute caregiver/babysitter, or FFA/STRTP staff is made known to a Contractor, the information shall be submitted within 2 business days by the Contractor to OHCMD by utilizing the **Notification of Subsequent Arrest, Conviction, Probation or Parole Violation** form.

This form must be completed and e-mailed password protected with a unique password selected by the Contractor, as an attachment to the assigned OHCMD Quality Assurance (QA) Reviewer within 2 business days of the Contractor receiving notification of a subsequent arrest, conviction, probation or parole violation for any Staff, Resource Parents, Substitute Caregivers, Babysitters or Household Members. A subsequent e-mail should be sent to the OHCMD QA Reviewer with the password to open the document. Once the password has been emailed to OHCMD QA Reviewer, a subsequent email with the password will only be required when the Contractor changes the password.

When County of Los Angeles supervised children are placed in a resource family home, the Contractor shall also be responsible for submitting this information to OHCMD and all other appropriate parties utilizing the I-Track system.

**County of Los Angeles - Department of Children and Family Services  
(DCFS) Out-of-Home Care Management Division (OHCMD)  
FFA and STRTP Quality Assurance Section**

**NOTIFICATION OF SUBSEQUENT ARREST, CONVICTION,  
PROBATION OR PAROLE VIOLATION**

Contractor: \_\_\_\_\_

Person for Whom Notification is Necessary: \_\_\_\_\_

**1. Relationship: (Select One)**

- Prospective Resource Parent       Current Resource Parent  
 Member of Household       Substitute Caregiver/Babysitter       Staff

*For Household Members and Substitute Caregivers/Babysitters, please indicate the Prospective or Resource Parent to whom the individual is associated:*

Name of Resource Parent: \_\_\_\_\_

**2. Please check to indicate the offense that occurred for the person listed above:**

- Arrest       Conviction       Probation Violation       Parole Violation

**3. Date Offense Occurred: \_\_\_\_\_**

*NOTE: This form must be completed and e-mailed password protected with a unique password selected by the Contractor, as an attachment to the assigned OHCMD Quality Assurance (QA) Reviewer within 2 business days of the Contractor receiving notification of a subsequent arrest, conviction, probation or parole violation for any Staff, Resource Parent, Substitute Caregiver, Babysitter or Household Member.*

*When County of Los Angeles supervised children are placed in the home, all information must also be reported by the Contractor to OHCMD and all other appropriate parties using the I-Track system.*

## **SPECIAL INCIDENT REPORTING (SIR) GUIDE FOR FOSTER CARE PLACEMENT SERVICES PROVIDERS**

The County of Los Angeles Departments of Children and Family Services (DCFS) and Probation Department (Probation) have developed this SIR guide. It does not supersede the requirements outlined in California Code of Regulations Title 22, Sections 80061, 84061, 87061, 87095.1, 88361, and 88487.6.

The Foster Care Placement Services provider shall maintain a copy of all reports as required in Sections 1 through 6 of this guide in the placed child's file. The provider shall also summarize the information in the child's quarterly reports to the county worker. Children's files shall be retained at the facility for at least five years following the term of this Contract.

Many of these special incident reporting decisions require good judgment and sound discretion. If in doubt whether to report, the group home should call the appropriate agency for clarification. Whoever is reporting should be prepared for follow-up questions and have expertise in the reporting procedure.

The agency shall report special incidents to the DCFS Out-of-Home Care Management Division Quality Assurance Section (OHCMD QAS), Children's Social Worker (CSW), Deputy Probation Officer (DPO), Placement Permanency & Quality Assurance STRTP Compliance Monitor (PPQA CM), Placement Administrative Services Officer of the Day (PAS OD), and Community Care Licensing Division (CCLD) via the **I-Track web-based system** at <https://itrack.dcfslacounty.gov> as specified in the tables below.

If the agency cannot obtain complete information regarding the incident within the required reporting timeframes, the agency should submit an initial SIR that includes as much information as possible. If the agency determines that it is necessary to provide additional information about an incident for which an I-Track report has already been submitted, the agency may submit an addendum within seven business days of becoming aware of the incident per the Title 22 requirements noted above. If the I-Track web-based system is off-line, the STRTP shall email the report per the tables below and resubmit the report via I-Track noting the date of the previously emailed transmission – when I-Track is available.

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1. **BEHAVIORAL/MENTAL HEALTH INCIDENT** – Incident that adversely affects the physical health, mental health, emotional health, educational well-being, or safety of a child.

Incident **may include, but is not limited to**, the following examples:

- Assaultive Behavior (Caregiver)
- Assaultive Behavior (Peer)
- Assaultive Behavior (Other)
- Inappropriate Sexual Behavior
- Medical Related \*
- Physical Restraint
- Police Involvement
- Property Damage
- Seclusion
- Self-Injurious Behavior \*
- Staff Related
- Substance Abuse
- Suicidal Ideation
- Suicide Attempt \*
- Theft

**\* Must be immediately reported**

HOW	TO WHOM	WHEN
Telephone	CSW or DPO	Within 24 hours
	PPQA CM OD	Within 24 hours
	Parent	Within 24 hours
I-Track (email if I-Track is down and follow with I-Track submittal when the system is available)	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA CM	Within 24 hours
	CCLD	Within 24 hours

**2. INJURY, ILLNESS OR ACCIDENT** – Incident that results in medical treatment by a health care professional beyond routine medical care, with the exception of planned surgery. *If in doubt, report or call the required agency for clarification.*

Incident **may include, but is not limited to**, the following examples:

- Accident
- Injury
- Illness
- Hospitalization (Medical or Psychiatric)

HOW	TO WHOM	WHEN
Telephone	CSW or DPO	Within 24 hours
	PPQA CM OD	Within 24 hours
	Parent/guardian	Within 24 hours
I-Track (E-mail only if I-Track is down)	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA CM	Within 24 hours
	CCLD	Within 24 hours

**3. DEATH**

HOW	TO WHOM	WHEN
Telephone	CSW or DPO (Agency to confirm that DCFS/Probation will contact parent/guardian)	Immediately
	PPQA CM OD	Immediately
	Child Protection Hotline (CPHL) at (800) 540-4000	Immediately
I-Track (E-mail only if I-Track is down)	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA CM	Within 24 hours
	CCLD	Within 24 hours

**4. UNAUTHORIZED ABSENCE** – Absence of a child without the permission and supervision of the caregiver, which threatens the physical health, emotional health, or safety of the child.

Incident **may include, but is not limited to**, the following examples:

- Abduction
- Runaway

HOW	TO WHOM	WHEN
Telephone	1. Law Enforcement	Immediately
	2. CSW (If after hours, call CPHL)	Immediately
	3. DPO	Immediately
	4. Parent/Guardian (if known)	Immediately
Email	PAS OD	Immediately
I-Track (email if I-Track is down and submit in I-Track when system is up)	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA CM	Within 24 hours
	CCLD	Within 24 hours

**5. ALLEGED CHILD ABUSE** – *All personnel are required by law to report known, suspected, or alleged incidents of child abuse as defined in Penal Code Section 11165-11174.4.*

Incident **may include, but is not limited to**, the following examples:

- Neglect (general and severe, including medical neglect)
- Physical – an injury purposefully inflicted upon a minor (including corporal punishment and willful cruelty or infliction of unjustifiable pain or punishment)
- Sexual (including sexual assault, sexual exploitation through pornography or prostitution, sexual activity between minors, and sexual activity between an adult and a minor)
- Verbal/Emotional

HOW	TO WHOM	WHEN
Telephone	CSW or DPO	Immediately
	PPQA CM OD	Immediately
	CPHL for DCFS and Probation	Immediately
	Law Enforcement	Immediately
	Parent/guardian	Within 24 hours
I-Track (Fax only if I-Track is down)	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA STRTP CM	Within 24 hours
	CCLD	Within 24 hours

NOTE: Written submission of State Form SS8572, "Suspected Child Abuse Report," within 36 hours is mandatory. Please indicate in the SIR (I-Track) that the SS8572 is forwarded to required parties.

**6. AGENCY EMERGENCY/DISASTER** – Incident that involves the community or physical plant and may have a serious impact on residents or create a potentially dangerous environment.

Incident **may include, but is not limited to**, the following examples:

- Earthquake Damage
- Epidemic
- Explosion
- Fire
- Flood

HOW	TO WHOM	WHEN
Telephone	Local Fire Authority for all fires and explosions (Section 80061(b)(1) of CCR)	Immediately
	Local Health Officer for all epidemic outbreaks [California Code of Regulations § 80061(b)(1)]	Immediately
	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA CM OD	Within 24 hours
	CCLD	Within 24 hours
I-Track (Email only if I-Track is down)	CSW or DPO	Within 24 hours
	OHCMD QAS or PPQA CM	Within 24 hours
	CCLD	Within 24 hours

**7. SIGNIFICANT OPERATIONAL CHANGES** – Changes in an organization’s operations and operational structure that may affect the services to the placed children and youth. **NOTE: While agencies are not required to report significant changes via I-Track, these incidents must be reported per the requirements in the California Code of Regulations Title 22, Sections 80061 and 84061, 87061, 88361, and 88487.6.**

Incident **may include, but is not limited to**, the following examples:

- Administration (e.g., Chief Executive Officer, Program Administrator, Mental Health Service Head, Facility Manager)
- Mailing Address (For any facility or resource home)
- Plan of Operation/Program Statement
- Staffing disruption (e.g., strike, disaster evacuation or staff shortage)

**LOS ANGELES COUNTY  
FOSTER FAMILY AGENCY MONTHLY UTILIZATION REPORT**

\*\* Data source shall be from DCFS contracted facilities only \*\*

NAME OF FFA \_\_\_\_\_ MONTH/YEAR: \_\_\_\_\_

Intake Worker(s): \_\_\_\_\_ Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**I. TOTAL NUMBERS OF DUALY CERTIFIED FAMILIES AND APPROVED RESOURCE FAMILIES (RFA) IN LOS ANGELES COUNTY & OUT-OF-COUNTY FOR L.A. COUNTY DCFS CHILDREN PLACEMENTS AS OF THE LAST DAY OF THE REPORTING MONTH:** (see definition)

**LOS ANGELES COUNTY (LA)**

**OUT-OF-COUNTY (O/C)**

- \_\_\_\_\_ Total # of homes (NDC, DC & RFA) in L.A.
- \_\_\_\_\_ Total # of Non-Dually Certified(NDC) homes
- \_\_\_\_\_ Total # of Dually Certified (DC) homes (not RFA)
- \_\_\_\_\_ Total # of RFA homes
- \_\_\_\_\_ Total Capacity (Total # of Beds)
- \_\_\_\_\_ L.A. County DCFS Children placed
- \_\_\_\_\_ Total # of Whole Family Foster Homes (WFFH)
- \_\_\_\_\_ Total # of Placed Teen Parents with \_\_\_#child(ren)
- \_\_\_\_\_ Total # of Non-L.A. County DCFS Children Placed
- \_\_\_\_\_ Total # of L.A. County Children placed in Non-DCFS Contracted sites via Special Placement (4213)

- \_\_\_\_\_ Total # of homes (NDC, DC &RFA) in O/C
- \_\_\_\_\_ Total # of Non-Dually Certified (NDC) homes
- \_\_\_\_\_ Total # of Dually Certified (DC) homes (not RFA)
- \_\_\_\_\_ Total # of RFA homes
- \_\_\_\_\_ Total Capacity (Total # of Beds)
- \_\_\_\_\_ L.A. County DCFS Children placed
- \_\_\_\_\_ Total # of Whole Family Foster Homes (WFFH)
- \_\_\_\_\_ Total # of Placed Teen Parents with \_\_\_#child(ren)
- \_\_\_\_\_ Total # of Non-L.A. County DCFS Children Placed

**II. TOTAL NUMBERS OF AVAILABLE VACANCIES (VACANT BEDS) FOR L.A. COUNTY DCFS CHILDREN PLACEMENTS:**

	<u>RFA Homes</u>		<u>Dually Certified Foster Homes</u>		<u>Non-Dually Certified Foster Homes</u>	
	<u>L.A.</u>	<u>O/C</u>	<u>L.A.</u>	<u>O/C</u>	<u>L.A.</u>	<u>O/C</u>
___# Total available vacancies	___	___	___	___	___	___
___# Vacant beds for ERCP (after hour or weekend)	___	___	___	___	___	___
___# Vacant beds for DCFS children (WFFH)	___	___	___	___	___	___
___# Vacant beds for DCFS children (age 0-2)	___	___	___	___	___	___
___# Vacant beds for DCFS children (age 3-5)	___	___	___	___	___	___
___# Vacant beds for DCFS children (age 6-12)	___	___	___	___	___	___
___# Vacant beds for DCFS children (age 13+)	___	___	___	___	___	___
___# Vacant beds for DCFS children (siblings)	___	___	___	___	___	___

**III. NEWLY APPROVED OR CERTIFIED HOMES / DE-CERTIFIED HOMES / WFFH :**

- A. \_\_\_\_\_ Total # of New Dually Certified and Approved RFA homes in the reporting month
- B. \_\_\_\_\_ Total # of existing Certified homes converted to RFA homes in the reporting month
- C. \_\_\_\_\_ Total # of New Dually Certified Homes in the reporting month
- D. \_\_\_\_\_ Total # of De-Certified homes (All types) in the reporting month.
- E. **Complete the Newly Approved RFA/ Newly Dually Certified Home/ De-Certified Home List and submit it with this self-report. Submit the certificate for RFA home or the home study for the Newly Dually Certified home.**
- F. **Total # of new Whole Family Foster Home (WFFH) Placements: \_\_\_\_\_.**

WFFH Foster Parents' names: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Name of Teen Parents: \_\_\_\_\_ Name of Baby: \_\_\_\_\_

**IV. Change in placement for L.A. County children only (attach requested information):**

# Total # of children moved to another home(s) associated with your FFA during the reporting month: \_\_\_\_\_

IMPORTANT: Please also attach a list of all the L.A. County children placed with your FFA and the date that each child was initially placed with your FFA. For those children moved to another foster home associated with your FFA during this reporting month, please indicate how many times they were moved this month and the reason for their replacements. This does not include respite placements unless they become long-term placements. Thank you.

**DEFINITION:**

**RFA Homes (Resource Families Approved)** – The streamlined and unified process for approving Resource Families as per the new Interim Licensing Standards, which went into effect January 1, 2017.

**Dually Certified Foster Families** – Existing foster families able to foster and adopt, which were dually certified or began the dual certification process prior to January 1, 2017.

**Non-Dually Certified Foster Families** – Existing certified foster families grandfathered prior to 2009, not dually certified.

**WFFH (Whole Family Foster Home)** – foster families that provide care for placed teen parents and their dependent child(ren).

**Total Capacities (Beds)** – Total number of beds provided for DCFS children placements.

**Non- L.A. County Children placed** - refers to those foster children who are not L.A. County DCFS children.

**Available Vacancies (Vacant Beds)** - refers to those open and active beds. Do not include the beds on hold or inactive.

**Vacancies for ERCP (Emergency Response Command Post) Placement** – refers to available beds that are currently capable of serving children referred by the ERCP.

**LOS ANGELES COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**FFA Monthly Newly Approved RFA (Resource Family) / Newly Dually Certified Home / De-certified Home**

**Agency Name** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Reason Code for De-certification:** (1) Sexual Abuse, (2) Physical Abuse, (3) Sickness, (4) Retired, (5) Different Agency, (6) Neglect, (7) CCL Violations, (8) Adoptive Home, (9) Legal Guardianship, (10) Moved, (11) Agency Standards Not Met, (12) Voluntary.

PARENTS' NAMES	ADDRESS	PHONE #	DATE OF RESOURCE FAMILY APPROVAL ( RFA )	DATE OF FOSTER HOME CERTIFICATION	DATE OF DE-CERTIFICATION	REASON CODE FOR DE-CERTIFICATION	<b>Indicate in this column for any of the followings:</b> 1. RFA Certificate is attached to the report. 2. Home Study is attached or was sent to PRU. 3. Brief Reason Description for De-certification.
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx		5/10/2017			Adoption HS was sent to PRU (or attached to the report)
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx	5/15/2017				RFA Certificate is attached to the report
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx	1/25/2017		5/20/2017	2, 7	Substantiated Allegaton of physical abuse
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx		3/25/2015	5/12/2017	8, 12	Adoption completed and FP doesn't want fostering any more.
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx		6/1/2016	5/28/2017	6, 7	FM left foster child in the car alone and went to the grocery store.
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx		12/9/2016	5/5/2017	11	FP(s) have never responded to the agency's phone calls.
Last name, First & Middle; Last name, First & Middle	Full address	(xxx) xxx-xxxx		8/8/2013	5//2/17	5	FP(s) moved and voluntarily de-certified.

1. Please use font "Arial" and size "12" to type in the information. Do not capitalize all the letters. Use semicolon to separate 2 persons' names.
2. Follow the format set for each column and each box. Do not alter. "Wrap Text" was set for each box, so go ahead to type in the information straight. For manually change the line in the same box, hit "Alt" and "Enter" on the keyboard.
3. The above sample information is for your reference only. Do not keep it on your list when submitting your list.

<b>SAFETY PERFORMANCE OUTCOME SUMMARY*</b>		
<b>PROGRAM TARGET GROUP:</b> Children in FFA Resource Family Approved homes.		
<b>PROGRAM GOAL AND OUTCOME:</b> Children shall be free of abuse and neglect by Resource Family, FFA staff, volunteers, other children, and family members and as specified in California Health and Safety Code Section 1522(b).		
<b>OUTCOME INDICATORS</b>	<b>PERFORMANCE TARGETS</b>	<b>METHOD OF DATA COLLECTION</b>
<p>Abuse and Neglect Referrals and their disposition including substantiated maltreatment as specified in California Health and Safety Code Section 1522(b) while under the care and supervision of an FFA.</p> <p>CCLD citations, Out-of-Home Care Management Division and Probation PPQA reports on safety and physical plant deficiencies.</p> <p>Child-to-child injuries resulting from lack of supervision that necessitate the submission of a SIR and require treatment by a health professional</p>	<p>99.68 % of children are free from a report of substantiated maltreatment as specified in California Health and Safety Code Section 1522(b) while under the care &amp; supervision of an FFA.<sup>1</sup></p>	<p>CWS/CMS referral history and I-Track Special Incident Reports (SIRs)</p> <p>CCLD Facility Review Reports and Citations, Monitoring Reports, SIR Reports and CAPs</p> <p>CCLD Facility Review Reports and Citations, Monitoring Reports, SIR Reports and CAPs</p>

<sup>1</sup>The COUNTY maintains a zero tolerance policy for substantiated abuse and neglect of 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.

\* These outcome indicators and performance targets may change based on any subsequent requirements or guidance regarding performance expectations provided by CDSS or federal authorities. DCFS may also change the outcome indicators or adjust performance targets for future contract periods to maintain optimal levels of performance.

<b>PERMANENCY PERFORMANCE OUTCOME SUMMARY*</b>		
<b>PROGRAM TARGET GROUP:</b> Children in FFA Resource Family Approved Homes		
<b>PROGRAM GOAL AND OUTCOME:</b> Children shall achieve timely permanency through family reunification, adoption, or legal guardianship.		
<b>OUTCOME INDICATORS</b>	<b>PERFORMANCE TARGETS</b>	<b>METHOD OF DATA COLLECTION</b>
Discharge to a permanent destination, family reunification, adoption, or guardianship.	81.3% of discharges from an FFA to family reunification. 73.5% of discharges from a FFA to adoption, and legal guardianship. <sup>2</sup>	CWS/CMS Placement History, Court Report, Child's Case File, Needs and Services Plan, and Discharge Summary
Placement stability: Number of children who experienced more than one move within the FFA in the past year.	At least 92.3% of children will maintain placement stability, with no moves between Resource Family Homes.	CWS/CMS Placement History, Court Report, Child's Case File, Needs and Services Plan, and Discharge Summary, SIRs

<sup>2</sup>This data will be collected by the Department's Business Information Services Division from the CWS/CMS database to ensure accuracy.

\*These outcome indicators and performance targets may change based on any subsequent requirements or guidance regarding performance expectations provided by CDSS or federal authorities. DCFS may also change the outcome indicators or adjust performance targets for future contract periods to maintain optimal levels of performance.

ACCESS TO EFFECTIVE AND CARING SERVICES/WELL-BEING PERFORMANCE OUTCOME SUMMARY*		
<b>PROGRAM TARGET GROUP:</b> Children in FFA Resource Family Approved Homes		
<b>PROGRAM GOAL AND OUTCOME:</b> Children shall 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, health, behavior, self-sufficiency, social and emotional well-being.		
OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Child(ren) enrollment following immediate registration in school following the first day of placement, attending school regularly, achieving academic progress, and participating in supplemental education and extra-curricular activities <sup>3</sup>	At least 82.15% of school-aged children will be enrolled following the first day of and will have increased educational scores and/or attendance.	School Attendance Logs, Report Cards, Health and Education (HEP), Child's Case Files, Needs and Services Plan, CWS/CMS
Youth achieving high school graduation or equivalent upon Emancipation	At least 90% of age appropriate youth will emancipate with a high school diploma or equivalent. <sup>4</sup>	Report Cards, Diploma, Health and Education (HEP), Child's Case Files, Needs and Services Plan

<sup>3</sup>CONTRACTOR shall document the reason(s) if a child was not enrolled in school following the first day of placement.

<sup>4</sup>CONTRACTOR shall document the reason(s) if a child did not achieve high school graduation or equivalency upon Emancipation.

\*These outcome indicators and performance targets may change based on any subsequent requirements or guidance regarding performance expectations provided by CDSS or federal authorities. DCFS may also change the outcome indicators or adjust performance targets for future contract periods to maintain optimal levels of performance.

**DISCHARGE SUMMARY FOR DCFS: FOSTER FAMILY AGENCY<sup>1</sup>**

1. What was the reason for the child's exit from the certified family home?
2. Who determined the child was ready to leave the certified family home?
3. Was the child discharged to Permanency?
 

Yes [ ] No [ ]

If "yes," check one: Reunification [ ] Adoption [ ] Legal Guardian [ ]

Provide the address to which the child was discharged, if available:
4. Was the child discharged according to their Permanency Plan?
 

Yes [ ] No [ ]
5. Was the child discharged to a less restrictive environment?
 

Yes [ ] No [ ]

If "yes" indicate whether to: Parent(s) [ ] Relative Home [ ] FFH [ ] SFH [ ]<sup>2</sup>
6. Did the child meet their Needs and Services Plan goals prior to discharge?
 

ILP/Emancipation goals: Yes [ ] No [ ]

Educational goals: Yes [ ] No [ ]

Mental Health Treatment goals: Yes [ ] No [ ]
7. What was the agency's assessment of the child's level of functioning upon discharge?
8. What was the Agency's recommendation for continued services for the child (individual/conjoint counseling, special education services, etc.)?

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<sup>1</sup> For DCFS Placed Children, complete and send to DCFS Out of Home Care Management, Division Chief, 9320 Telstar Avenue, Suite 216, El Monte, CA 91731. For Probation youth, contact the Central Placement OHC Unit at (323) 226-8600.

<sup>2</sup> FFH (foster family home); SFH (small family home).

Child's Name:

**Needs & Services Plan Form Index***Use CTRL+Home to return to this page***Form Sections****Needs & Services Sections**

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- [Case Plan Goal](#)
- [Concurrent Case Plan Goal](#)
- [For Updated NSP Only—GH / FFA](#)
- [LARRC Criminogenic Factors \(Probation Cases\)](#)
- [Medical / Physical / Dental Health](#)
  
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**Sections for Quarterly Updates**

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- [QUARTERLY—Life Skills Training and Emancipation Preparation](#)
- [QUARTERLY—Special Incident Reports](#)

Child's Name:

**Los Angeles County Provider Needs and Services Plan / Quarterly Report**

(Check all that are applicable)					Date of Report	
<input type="checkbox"/> Group Home <input type="checkbox"/> FFA <input type="checkbox"/> CTF <input type="checkbox"/> DCFS <input type="checkbox"/> Probation						
Child's Name: _____ D.O.B.: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female						
PDJ/Court Case #: _____						
Has Medi-cal/Medical # been received? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, Medical #: _____						
If No, please explain: _____						
Attorney Name: _____					Phone #: _____	
Email Address: _____					Fax #: _____	
DPO/CSW Name: _____					Phone #: _____	
Email Address: _____					Fax #: _____	
FFA/GH Name: _____					Date of Admission: _____	
Address: _____						
GH/FFA/CTF Social Worker: _____					Phone #: _____	
Email Address: _____						
Certified Foster Parent's Name: _____						
Address: (If confidential, state) _____						
<input type="checkbox"/> Initial Plan	<input type="checkbox"/> Quarterly Report	Period From:		To		Date of Next NSP
Date Agency Received Probation 1385 or DCFS 709: _____						
Reason for Placement: _____						
Planned Length of Placement: _____						
<b>Qtrly Only</b> <b>Adjustment to Placement:</b> _____						
<b>Case Plan Goal (Permanency):</b>					<input type="checkbox"/> See Addendum	
<input type="checkbox"/> Family Reunification <input type="checkbox"/> Adoption <input type="checkbox"/> Legal Guardianship <input type="checkbox"/> PPLA/Transition						
Comments: _____						
Reason for Modification to Permanency Plan (if applicable): _____						
<b>Concurrent Case-Plan Goal (Permanency):</b>					<input type="checkbox"/> See Addendum	
<input type="checkbox"/> Adoption <input type="checkbox"/> Legal Guardianship <input type="checkbox"/> PPLA/Transition <input type="checkbox"/> Family Finding Effort-Probation/DCFS						
Comments: _____						
Reason for Modification to Concurrent Case Plan (if applicable): _____						
<b>For Updated NSP Only GH/FFA recommendation regarding the feasibility of the child's return to his/her home, placement in another facility or move into Independent Living.</b>						

Child's Name:

(For Probation Cases only. Info provided by Probation)				Notes
Criminogenic Factors based on the Probation LARRC Assessment				
Factors and Sub-Factors	High	Moderate	Low	
<b>1. Problem Behaviors &amp; Substance Use</b>				
1.1 Problem Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Exposure to Risky Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Delinquent Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Substance Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Family Factor</b>				
2.1 Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Family Cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Parenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Family Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Social Relationships Factor</b>				
3.1 Social Relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Social isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Academic Engagement Factor</b>				
<b>5. Self-Regulation Factor</b>				
5.1 Stress Coping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Self-management/concept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Child's Name:

<b>Medical / Physical / Dental Health</b>	<input type="checkbox"/> <b>See Addendum</b>
Please list all (non-psychotropic) current medication prescribed to the youth (Dosage / frequency / duration):	
Does the youth require special medical devices? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:	
Does the youth have special dietary needs or allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:	
Are immunizations current? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain and indicate plan to bring current:	
Does youth have a current Health & Education Passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	
Was the initial medical exam completed within the required time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ If No, please explain:	
Was the initial dental exam completed within the required time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ If No, please explain:	

Child's Name: \_\_\_\_\_

<b>Qtrly Only</b>	<b>Medical / Physical / Dental Health Clinical Visits</b>	<input type="checkbox"/> See Addendum
Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____
<b>Date(s) seen during reporting period</b>	<b>Outcomes and Follow-up</b>	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____
<b>Date(s) seen during reporting period</b>	<b>Outcomes and Follow-up</b>	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____
<b>Date(s) seen during reporting period</b>	<b>Outcomes and Follow-up</b>	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____
<b>Date(s) seen during reporting period</b>	<b>Outcomes and Follow-up</b>	
1.	1.	
2.	2.	
3.	3.	
4.	4.	

Child's Name: \_\_\_\_\_

<b>Mental Health</b>	<input type="checkbox"/> See Addendum
Psychotropic Medication <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date of PMA _____ Copy attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please explain: _____	
Please list all current psychotropic medication prescribed to the youth (Dosage / frequency / duration) _____	

<b>Qtrly Only</b>	<b>Mental Health Clinical Visits</b>	<input type="checkbox"/> See Addendum
Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____

Date(s) seen during reporting period	Outcomes and Follow-up
1.	1.
2.	2.
3.	3.
4.	4.

Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____

Date(s) seen during reporting period	Outcomes and Follow-up
1.	1.
2.	2.
3.	3.
4.	4.

Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____

Date(s) seen during reporting period	Outcomes and Follow-up
1.	1.
2.	2.
3.	3.
4.	4.

Clinic Name: _____		
Physician Name: _____		
Address: _____		
Phone(s): _____		Fax: _____

Date(s) seen during reporting period	Outcomes and Follow-up
1.	1.
2.	2.
3.	3.
4.	4.

Child's Name:

<b>NSP Treatment</b>
Please list treatment services to be provided to youth and those who will participate. (Include transportation accommodations and whether your agency or an affiliated party will provide the services)
If no parental involvement, please explain:
If applicable, please list any special costs associated with the services to the youth and how your agency will accommodate this cost:

Child's Name:

<b>Education</b>		<input type="checkbox"/> <b>See Addendum</b>
<input type="checkbox"/> Not Applicable	Grade Level:	GPA:
Credits Earned:		
Name of Current School: _____		
Type of school: _____		
School address: _____		Phone: _____
Holder of Educational Rights: _____		Date enrolled in school: _____
If child was not enrolled within 3 school days of placement, please explain : _____ _____		
Transportation arrangements to/from School: _____		
Are school records complete? <input type="checkbox"/> Yes <input type="checkbox"/> No if no, explain plans to obtain records: _____		
IEP attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Contents of or a copy of the report card(s) attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
School attendance information/records on file? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Identified educational needs, explain :  Academic achievements and extra-curricular activities: (This may include outside extra-curricular activities such as dance classes, little league, music lessons).  Strengths of the child:  Participation in school-related activities by child and GH staff or Certified Foster Family: _____ _____		
School behavior problems, school discipline and school suspensions: _____ _____		
School officials' concerns about the child's health, academic abilities and social skills: _____ _____		
Other issues of concern related to school matters: _____ _____		
If a high school student, status of CAHSEE: _____ _____		
<b>Qtrly Only</b>	<b>Report progress of child's educational goals over the past three months. (If applicable, reference the goal number(s) from the Identified Outcome Goals Page)</b>	

Child's Name:

**NSP Visitation**

Please indicate the visitation plan for parent(s), siblings, extended family members, and other significant adults, including frequency, transportation arrangements, any restrictions, etc.:

If applicable, please list any special costs associated with the services to the youth and how your agency will accommodate this cost:

***This is for Quarterly Only***

**Visitation / Involvement / Contact with Family of Origin / Guardian**

Describe child's visitation with his/her parent(s)/family of origin/guardian over the past three months.

Type:  Phone \_\_\_\_\_  
Dates/Frequency \_\_\_\_\_

Type:  Face to Face at GH/FFA \_\_\_\_\_  
Dates/Frequency \_\_\_\_\_

Type:  Face to Face other location \_\_\_\_\_  
Dates/Frequency \_\_\_\_\_

Have efforts been made to unite siblings who are placed under your care?  Yes  No  
If No, please elaborate \_\_\_\_\_

Address participation of family and others in child's treatment program over the past three months. (Include dates)

Describe involvement of child with other individuals who are important to the child over the past three months. (Include dates)

Address the GH/FFA Contact with the CSW/DPO over the past three months. (Include dates)

**Address FFA Social Worker Contact with Child over the past three months (For FFA only)**

Type:  Phone \_\_\_\_\_  
Dates/Frequency \_\_\_\_\_  
Relationship/Details \_\_\_\_\_

Type:  Face to Face at CFH \_\_\_\_\_  
Dates/Frequency \_\_\_\_\_  
Relationship/Details \_\_\_\_\_

Type:  Face to Face other location \_\_\_\_\_  
Dates/Frequency \_\_\_\_\_  
Relationship/Details \_\_\_\_\_

Child's Name:

<b>Life Skills Training / Youth Development Preparation</b>	
1) Is the youth able to manage his/her own money? <input type="checkbox"/> Yes <input type="checkbox"/> No Does youth have/maintain bank account <input type="checkbox"/> Yes <input type="checkbox"/> No	Please explain: Comments: <input style="width: 95%;" type="text"/>
2) Is the youth able to leave the facility / home without adult supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please outline specific conditions:	Comments: <input style="width: 95%;" type="text"/>
3) Is the youth able to have unsupervised time in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide explanation:	Comments: <input style="width: 95%;" type="text"/>
4) Does the youth need assistance (other than age appropriate) with personal care/grooming? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Comments: <input style="width: 95%;" type="text"/>
5) Does youth's current clothing meet standards? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	Comments: <input style="width: 95%;" type="text"/>
6) Is youth 14 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please answer a through e:	
a) Please list any ILP Services, Youth Development Services, or Life Skills Training received by the youth:	Comments: <input style="width: 95%;" type="text"/>
b) Is the most recent copy of the TILP attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of TILP _____	Comments: <input style="width: 95%;" type="text"/>
c) What is the youth's post High School plan?	Comments: <input style="width: 95%;" type="text"/>
d) Is the youth currently employed or seeking employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments: <input style="width: 95%;" type="text"/>
e) Describe transportation arrangements for youth to participate in ILP and/or employment	Comments: <input style="width: 95%;" type="text"/>
<b>Qtrly Only</b>	<b>Report progress of child's Life Skills Training/Youth Development Preparation goals over the past three months. If applicable, reference the goal number(s) from the Identified Outcome Goals Page</b>

Child's Name:

<b>Qtrly Only</b>	<b>Number of Special Incidents Reports (SIRs) over the past three months:</b>		
Type of Special Incidents Reports (SIRs) over the past three months:		# of Special Incidents	
Behavioral/Mental Health Incident			
Injury, Illness, or Accident			
Death			
Unauthorized Absence			
Alleged Child Abuse			
Agency Emergency/Disaster			
Significant Change in Agency			
Other			
Comments:			

Child's Name:

<b>Outcome Goals</b>			
Outcome Goal — #1 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/Modified Goal.			
Reason for Goal: (note the problem, need, or deficit to be addressed)			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			
Outcome Goal — #2 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/ Modified Goal.			
Reason for Goal (note the problem, need, or deficit to be addressed):			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			
Outcome Goal — #3 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/Modified Goal.			
Reason for Goal (note the problem, need, or deficit to be addressed):			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			
Outcome Goal — #4 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/Modified Goal.			
Reason for Goal (note the problem, need, or deficit to be addressed):			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			

Child's Name:			
<b>Outcome Goals (Continuous)</b>			
Outcome Goal — #5 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/Modified Goal.			
Reason for Goal: <i>(note the problem, need, or deficit to be addressed):</i>			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			
Outcome Goal — #6 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/ Modified Goal.			
Reason for Goal <i>(note the problem, need, or deficit to be addressed):</i>			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			
Outcome Goal — #7 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/Modified Goal.			
Reason for Goal <i>(note the problem, need, or deficit to be addressed):</i>			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			
Outcome Goal — #8 Select One	Start Date	Modified Date	Projected Completion Date
Please report on the Specific Goal/Modified Goal.			
Reason for Goal <i>(note the problem, need, or deficit to be addressed):</i>			
Specific Goal/Modified Goal:			
Plan and Services:			
Method:			
Person(s) Responsible:			
Reason(s) for Modification:			

Child's Name:

Achieved Outcome Goals		
Outcome Goal — #1 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #2 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #3 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #4 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #5 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #6 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #7 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		
Outcome Goal — #8 Select One	Start Date	Date Goal Achieved
Please indicate the Goal. Goal:		

Child's Name: \_\_\_\_\_

**Signature Page**

Report prepared by: \_\_\_\_\_ / \_\_\_\_\_  
Name/Title

Signature

**Signatures:**

I have received a copy of the report:

\_\_\_\_\_  
Youth (if appropriate)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
FFA/Group Home Social Worker

\_\_\_\_\_  
Date

\_\_\_\_\_  
FFA/Group Home approval signature (if necessary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified Foster Parent (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
DPO/CSW

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Copy of Plan/Quarterly Report  emailed ON \_\_\_\_\_ or  handed to (DPO/CSW) ON \_\_\_\_\_  
Date Date

If unable to obtain DPO/CSW Signature, attach documented efforts made to obtain the signature.

Child's Name:

<b><u>Addendum</u></b>
<i>Click here to type addendum.</i>

**County of Los Angeles - Department of Children and Family Services (DCFS)****Out-of-Home Care Management Division (OHCMD)****INTENT TO USE NOTIFICATION FORM****INSTRUCTIONS**

Prior to using a Foster Family Agency Approved Resource Family Agency (RFA) Home for placement of Los Angeles (LA) County children, the Los Angeles County Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) must evaluate the appropriateness of all adults residing in the home in order to determine if the home is a suitable placement resource for children supervised by LA County. The following information must be provided to the assigned OHCMD Quality Assurance (QA) Reviewer for all initial requests. Based on the information provided, the assigned QA Reviewer shall make a determination on the suitability of the RFA's ability to provide care and supervision of LA County children/youth requiring out-of-home placement. The provider shall be notified of such decision within five (5) to ten (10) days of the QA Reviewer's receipt of this form. Please note that no Los Angeles County child(ren) shall be placed with the Resource Family until the OHCMD QA Reviewer issues the decision to use the Home. This form only needs to be completed one time and a copy must be retained in the RFA Home's file and kept by the Agency for future use.

**PLEASE NOTE:** Every Intent to Use Notification Form submitted must also include a signed **Release of Information** Form for each adult residing in the RFA Home.

**County of Los Angeles - Department of Children and Family Services (DCFS)  
Out-of-Home Care Management Division (OHCMD)  
FFA and GH Quality Assurance Section**

**INTENT TO USE NOTIFICATION FORM**

*(Please type or print legibly)*

Agency Name and Location: \_\_\_\_\_

Date: \_\_\_\_\_

Prospective Resource Parents (RP)	RP #1	RP #2
First Name		
Middle Name		
Last Name		
Maiden Name		
Other Names Used	1.	1.
<input type="checkbox"/> Not Applicable	2.	2.
	3.	3.
	4.	4.
Date of Birth		
California Driver License # or, if no Driver License, California Identification # or Military Identification #		
Current Address		
Prior Address(es) within the last 5 Years	1.	1.
	2.	2.
	3.	3.
	4.	4.
Have you ever been approved/certified by another FFA, licensed by a County or State as a Resource/Foster Parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list all agencies (including Out-of-County agencies), year of approval/certification and County or State where you were approved/certified or licensed as a Resource/Foster Parent.	1.	1.
	2.	2.
	3.	3.
If decertified or your approval was rescinded before, please provide FFA	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Name(s) and reason for decertification/rescission (attach additional page, if needed).	1. 2.	1. 2.
Have you ever been investigated for abuse or neglect allegations of any children (e.g. biological, adopted, legal guardian or foster parent)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**This Section Pertains to Other Adults Residing in the RFA Home and/or Substitute Caregivers/Babysitters**

Other Adult(s) in the Home

Adult #1                       Adult #2  
 Substitute Caregiver             Substitute Caregiver

First Name		
Middle Name		
Last Name		
Maiden Name		
Other Names Used		
Date of Birth		
Relationship to Applicant		
Prior Address(es) within last 5 Years	1. 2. 3. 4.	1. 2. 3. 4.
Has the adult residing in the home or backup caregiver ever been approved/certified by another FFA, licensed by a County or State as a resource/foster parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all agencies including Out-of-County agencies, year of approval/certification and County or State where the adult was licensed as a Resource/Foster Parent:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all agencies including Out-of-County agencies, year of approval/certification and County or State where the adult was licensed as a Resource/Foster Parent:
If decertified or approval was rescinded before, please give name(s) of the FFA(s) and reason for decertification/rescission (Please attach additional page, if needed).	<input type="checkbox"/> N/A 1. 2.	<input type="checkbox"/> N/A 1. 2.

**This Section Pertains to the Minor Children of the Resource Parent(s)**

Children's Names	#1	#2
First Name		
Middle Name		
Last Name		
Date of Birth		
Relationship	<input type="checkbox"/> Birth <input type="checkbox"/> Adopted <input type="checkbox"/> Step Child <input type="checkbox"/> Legal Gdn <input type="checkbox"/> NREFM	<input type="checkbox"/> Birth <input type="checkbox"/> Adopted <input type="checkbox"/> Step Child <input type="checkbox"/> Legal Gdn <input type="checkbox"/> NREFM

*(Please attach additional page, if needed)*

I (we) declare under penalty of perjury that I (we) understand the above questions and that the responses and accompanying attachments I (we) am (are) providing are true and correct.

\_\_\_\_\_

Resource Parent # 1 signature
Date

\_\_\_\_\_

Resource Parent # 2 signature
Date

I have reviewed the documentation provided and discussed the above information with the Resource Parent(s). I have received a signed release of information for every Resource Parent(s) and any other identified adult(s), which is/are attached to this form.

\_\_\_\_\_

Print name and Title of FFA Representative

\_\_\_\_\_

Signature of FFA Representative
Date

---

FOR COUNTY USE ONLY

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

OHCMD Quality Assurance Section Reviewer: \_\_\_\_\_

Intent to Use Form completed. No concerns noted as of \_\_\_\_\_

Concerns Noted. **This RFA Home shall not be used as a placement resource of LA County children.**

Name of Prospective Resource Parent(s): \_\_\_\_\_

Name of Current Certified/Resource Parent(s): \_\_\_\_\_

Name of Member of Household: \_\_\_\_\_

Name of Substitute Caregiver: \_\_\_\_\_

Name of Frequent Visitor: \_\_\_\_\_

Please contact your assigned DCFS OHCMD Reviewer if you have any questions.

**APPLICANT’S AUTHORIZATION  
FOR RELEASE OF INFORMATION**

\_\_\_\_\_  
(AGENCY OR INDIVIDUAL FROM WHOM INFORMATION IS REQUESTED)

**To:**

\_\_\_\_\_

1. \_\_\_\_\_, RESIDING AT \_\_\_\_\_

\_\_\_\_\_, HEREBY AUTHORIZE YOU TO RELEASE TO THE

\_\_\_\_\_, SPECIFIC  
(NAME OF AGENCY, INSTITUTION, INDIVIDUAL PROVIDER)

INFORMATION REQUESTED BY THIS AGENCY WHICH I CANNOT PROVIDE CONSCERNING \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS INFORMATION IS NEEDED FOR THE FOLLOWING PURPOSE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS FORM WAS COMPLETED IN ITS ENTIRITY AND WAS READ BY ME (OR READ TO ME) PRIOR TO SIGNING.

SIGNATURE OF APPLICANT		DATE
BIRTHPLACE	BIRTHDATE	MAIDEN NAME OF MOTHER
SIGNATURE OF APPLICANT		DATE
BIRTHPLACE OF SPOUSE	BIRTHDATE OF SPOUSE	MAIDEN NAME OF SPOUSE'S MOTHER

**FOSTER FAMILY AGENCY PLAN OF OPERATION AND PROGRAM STATEMENT**

**INSERT - FOSTER FAMILY AGENCY FACILITY LICENSE(S)**

**INSERT - FOSTER FAMILY AGENCY RATE LETTER**

**TRANSFER OF MEDICATION FORM**

**CHILD'S INFORMATION**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Date of Termination/Placement Move: \_\_\_\_\_

**ASSIGNED COUNTY WORKER**

County Worker (Indicate DCFS/Probation): \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

**PERSON TRANSFERRING MEDICATION\***

Agency Representative/Title: \_\_\_\_\_  
Name of Agency (Indicate FFA/STRTP): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

**PERSON RECEIVING MEDICATION**

Name/Title: \_\_\_\_\_  
Name of Agency, if applicable (Indicate FFA/STRTP/County): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

**MEDICATION INFORMATION**

Medication Name: \_\_\_\_\_  
Dosage (Quantity/Frequency): \_\_\_\_\_  
Date Prescribed: \_\_\_\_\_ Prescribing Physician: \_\_\_\_\_  
Date last seen by Psychiatrist: \_\_\_\_\_  
How many days of medication left? \_\_\_\_\_ How many refills left? \_\_\_\_\_  
Pharmacy/Address: \_\_\_\_\_  
Most Recent Psychotropic Medication Authorization (PMA) Date (provide receiving party a copy of PMA, if available): \_\_\_\_\_  
Please describe any significant side effects (Provide Receiving Party copies of the JV 218 form – Child's opinion about the medicine and the JV 219 form - Statement about medicine prescribed, if available): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name of Person Transferring Medication      Signature of Person Transferring Medication      Date

\_\_\_\_\_  
Print Name of Person Receiving Medication      Signature of Person Receiving Medication      Date

\*The person responsible for transferring medication must provide a completed copy of this form to the case carrying County Worker

**INSERT - ADOPTION LICENSE**