

Comprehensive Implementation Plan Resource Family Approval (RFA)

County of San Luis Obispo
Implementation Date: November 1, 2013

Program Statement:

San Luis Obispo County is committed to implementing a unified, family friendly and child-centered Resource Family Approval (RFA) process that eliminates duplication, increases approval standards, and increases training and ongoing support for all RFA homes.

The RFA process will be sensitive to the individual needs of the children and families we serve while supporting a high quality level of permanency and care. There will be supports in place and resources available for caregivers who are valued partners in the care of the children entrusted to them.

Program Goals, Objectives, Outcomes:

Goal #1	
Implement thorough RFA process by November 1, 2013.	
Objectives	
1.	Have tools, forms and resources prepared.
2.	Ensure that staff is adequately trained and in support of RFA process.
Proposed Outcome(s)	
Ensure safety and well-being of children placed in RFA homes San Luis Obispo County will implement an RFA process that is safe and protective, is family focused, and results in permanent families for children with the absolute minimum number of placements and moves.	
Goal #2	
Develop a unified process to approve Relative, Non-Relative Extended Family Member (NREFM), licensed and adoptive homes providing care for children in out-of-home placement.	
Objectives	
1.	Increase approval standards by incorporating a comprehensive evaluation of all families that want to foster, adopt, or provide legal guardianship to a child.
	Replace existing multiple processes with a unified process that will eliminate duplication.
3.	Provide all Resource Families access to additional knowledge, skill building and support.
4.	Build permanent families for children, which is very different from just licensing families.
Proposed Outcome(s)	
Fewer placement moves for children and improved permanency outcomes. More stability in placement and improved caregiver satisfaction. This correlates to the County's SIP goal of improving outcome C4.3 Placement stability.	

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Goal #3	
All homes providing care for children in out-of-home placement will receive professional level training and support.	
Objectives	
1.	Caregivers will be better prepared to help children transition home or achieve self-sufficiency.
2.	Caregivers will be able to be a resource and support for birth parents.
3.	Eliminate barriers to achieving permanency for Relatives and Non-Relative Extended Family Members.
Proposed Outcome(s)	
<p>Decrease rate of children experiencing a subsequent substantiated report of abuse/neglect. These children will not need to re-enter the foster care system as dependents or wards of San Luis Obispo County. This correlates to the County’s SIP goal improving S1.1 No Recurrence of Maltreatment.</p> <p>Children will be able to transition home more quickly as the caregivers work with the birth parents to encourage them to fully participate in their case plan. This correlates to the County’s SIP goal of improving outcome S1.1 No Recurrence of Maltreatment and also to the County’s SIP goal of improving outcome C1.1 Reunification within 12 months.</p> <p>In addition, this outcome correlates to the Children’s Family Services Review (CFSR) outcome S2.1 No Maltreatment in Foster Care and will be monitored.</p>	

Organizational Structure:

<p>The County of San Luis Obispo has a designated organizational structure that allows DSS and Probation to work together during RFA implementation.</p> <p>Currently DSS Social Workers are charged with processing home approvals and monitoring licensing activities. These Social Workers report to an assigned Social Worker Supervisor. The Social Worker Supervisor reports to an assigned Regional Manager, and the Regional Manager reports to the Assistant Director. In addition, San Luis Obispo County DSS has designated Program Managers who are responsible for monitoring state requirements and working with staff to implement changes and requirements. The Program Managers are supported by Program Review Specialists who create training materials and update county policy and procedure guides.</p> <p>Probation Social Workers are charged with placing youth in relative/non-relative homes or group homes and monitoring their probationary period. Typically, the youth has already</p>

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been living with the relative/non-relative for a year or more prior to their involvement with Probation. The Probation Social Worker reports to an assigned Probation Social Worker Supervisor.
DSS and Probation are co-involved in implementation planning to ensure consistency in practice between the two departments.

Staff Roles and Responsibilities:

Social Services / Probation Leadership:

Title: Assistant Director, Social Services

Implementation Responsibilities: The Assistant Director will participate in all decision-making surrounding the implementation of RFA. This includes attending implementation committee meetings, facilitating stakeholder meetings, interfacing with CDSS representatives, working with partner agencies and approving revised policy and procedures.

Practices Roles: The Assistant Director will be responsible for evaluating exemptions for approval/ denial from substantiated child welfare history and certain felony convictions.

Title: Program Manager, Social Services, Child Welfare Services

Implementation Responsibilities: The Program Manager will guide implementation by ensuring timelines are met, workgroups report back in a timely manner, and support staff are on target to create training and supporting documents.

Practices Roles: The Program Manager will be responsible for coordinating Fair Hearings and the denial processes.

Title: Regional Manager, Social Services

Implementation Responsibilities: Regional Managers will be responsible for facilitating assigned work groups and ensuring the work group accomplishes its goals in the time allotted. Regional Managers will participate in all decision-making meetings and will work to come to a consensus regarding any changes in policy and procedures needed to implement the RFA program.

Practices Role: The Regional Manager will be responsible for overseeing Fair Hearings and the denial processes.

Title: RFA Social Worker Supervisor, Social Services

Implementation Responsibilities: The RFA Social Worker Supervisor will be responsible for participating in all decision-making meetings, ensuring RFA Unit Social Workers are

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able to attend scheduled RFA trainings, working with information technology staff to develop a tracking and reporting mechanism for Resource Family Approvals and renewals, and reviewing complaints filed against Resource Family Approved homes.

Practices Role: The Resource Family Social Worker Supervisor will review all applications and be responsible for determining final approval with recommendation from Assistant Director.

Title: Adoptions Unit Social Worker Supervisor, Social Services

Implementation Responsibilities: The Adoptions Unit Social Worker Supervisor will be responsible for participating in all decision-making meetings, ensuring Adoption Unit staff attend scheduled RFA trainings, and working with both County staff and partner Foster Family Agencies to determine how home approvals will be handled under the new Resource Family guidelines and determine how the Adoptions Unit Social Workers role will change.

Practices Roles: The Adoptions Unit Social Worker Supervisor will support and oversee the Adoptions Social **Workers** in working with the resource families towards adoption.

Title: Supervising Deputy Probation Officer, Probation

Implementation Responsibilities: The Supervising Deputy Probation Officer will be responsible for participating in all decision-making meetings, ensuring that Probation Officers are able to attend scheduled RFA trainings, working with Social Services staff and information technology staff to develop a tracking and reporting mechanism for RFAs and renewals, and reviewing complaints filed against Resource Family Approved homes.

Practice Roles: Supervising Deputy Probation Officer will oversee RFA applications for Probation.

Social Services Staff:

Title: Program Review Specialist

Implementation Responsibilities: Program Review Specialist staff will be responsible for attending all RFA implementation, stakeholders, and work group meetings and providing support as appropriate. Program Review Specialist staff will revise current policy and procedure manuals, and create new policy and procedure manuals as needed. Additionally, Program Review Specialist staff will create training materials and present RFA training to social services line staff.

Practice Roles: Following RFA implementation, Program Review Specialist staff will monitor outcomes and provide ongoing support and training to social services line staff as needed. Program Review Specialist Staff will assist in developing tools to support staff and will assist the **Program** Manager and Assistant Director in preparing progress reports

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Title: Resource Family Social Workers

Implementation Responsibilities: Resource Family Social Workers are responsible for attending implementation, stakeholders, and work group meetings and providing input as to how they see RFA impacting their daily duties. Resource Family Social Workers will attend scheduled trainings, and will keep Supervisors apprised of any issues or concerns that arise.

Practice Roles: Resource Family Social Workers will monitor RFA applicants' progress and provide support when necessary. The Resource Family Social Workers will complete RFA Annual Updates. The Resource Family Social Workers will work in conjunction with community partners and Cooperative Agencies to successfully complete RFA processes. The Resource Family Social Worker will report issues and concerns to the Resource Family Social Worker Supervisor as they arise.

Title: Case Carrying Social Workers
Dependency Investigation Social Workers
Family Maintenance/Family Reunification Social Workers
Adoption Social Workers

Implementation Responsibilities: Case carrying Social Workers will attend implementation meetings and scheduled RFA trainings. Staff will keep their direct Supervisor informed of any issues or concerns they have or any areas they identify as needing additional training.

Practice Role: Case carrying Social Workers will continue to keep their direct Supervisor informed of any issues or concerns they have or any areas they identify as needing additional training. Case carrying Social Workers will support the RFA in encouraging the child's birth parents to fully participate in their case plan.

Title: Emergency Response Social Workers

Implementation Responsibilities: None.

Practice Role: Emergency Response Social Workers will respond to allegations of abuse or neglect of children in a Resource Family in conjunction with a Resource Family Social Worker.

Title: Foster Care Employment Resource Specialists, Social Services

Implementation Responsibilities: A Foster Care ERS will participate in steering committee and stakeholders meetings.

Practice Role: Foster Care ERSs will assist Resource Families in receiving appropriate benefits for the children in their care. Whenever possible, the Foster Care ERS will be involved during the RFA process to assist the applicants in making adequate arrangements

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for the child's health and well-being.

Title: Information Technology Staff, Social Services

Implementation Responsibilities: Information Technology Staff will work with the Program Review Specialists and Supervisors to revise the current database to accommodate the tracking and reporting requirements of the RFA program.

Practice Role: IT staff will maintain databases and modify if necessary to accommodate the tracking and reporting requirements of the RFA program.

Title: Social Worker IV, Social Services

Implementation Responsibilities: The Social Worker IV will coordinate adaptation of PRIDE training to meet RFA processes.

Practice Role: The Social Worker IV responsible for PRIDE training will make recommendations for changes to the training to support Resource Family applicants in completing the approval process. Time will be allocated during training to complete necessary paperwork and processes.

Probation Staff:

Title: Supervising Deputy Probation Officer

Implementation Role: The Supervising Deputy Probation Officer will attend RFA planning meetings and provide an opportunity for Deputy Probation Officer to provide input in the RFA plan development process.

Practice Role: The Supervising Deputy Probation Officer will ensure that all Deputy Probation Officers are trained in RFA processes and can see benefits of processes for Probation youth.

Title: Deputy Probation Officer:

Implementation Role: The Deputy Probation Officer will participate in RFA planning meetings when possible and will provide input in the RFA plan development process.

Practice Role: The Deputy Probation Officer will provide CWS with information regarding youth placed in relative and non-relative homes so that CWS can proceed with internal processes.

Cooperative Agencies

Role: Completion of a Resource Family Permanency Assessment.

Responsibilities: The completion of Resource Family Permanency Assessment to be

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added to the Comprehensive Assessment used by SLO County Child Welfare Services to qualify a Resource Family applicant.

I. Conduct interviews

- (1) A minimum of three interviews with each applicant
 - a. If more than one applicant, an individual interview with each applicant and a joint interview with all applicants must occur
 - b. At minimum, at least one additional interview with all applicants, either separately or jointly
- (2) A separate face-to-face with all other persons living in the home of the applicant
- (3) Additional interviews as deemed necessary by the SLO County Child Welfare Services

II. Gather the following information necessary to complete a through psychosocial evaluation for the applicant(s) to be assessed and approved or denied by SLO County Child Welfare Services:

- a. Childhood upbringing and experiences
- b. Adult experiences and personal characteristics
- c. Past and current alcohol and other substances use and abuse history
- d. Physical, emotional, sexual abuse and family domestic violence history
- e. Children living in or out of the home
- f. Parenting Approaches
- g. Social support system
- h. Motivation to become a Resource Family.

III. Notify Child Welfare Services timely as barriers to completion occur.

IV. Maintain ongoing communication with Child Welfare Services in support of the completion of the Resource Family Permanency Assessment completion.

V. Submit a completed Resource Family Permanency Assessment to complete the Comprehensive Assessment within 60 days.

Plan for maintaining Staffing Qualifications, Skills, and Program Expertise:

Requirement	How will you accomplish this requirement?
Ensuring Minimum Staffing Qualification	<p>Resource Family Social Worker III, IV positions require the following:</p> <p>Possession of a Bachelor’s degree in Social Work AND more than one year of experience performing duties in a public social services agency (One year</p>

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	<p>of the required experience may be substituted with a related Master’s degree);</p> <p><u>OR B:</u> Bachelor’s degree in Psychology, Sociology, or a closely related Social Science AND more than two years of experience performing duties in a public social services agency (One year of the required experience may be substituted with a related Master’s degree);</p> <p><u>OR C:</u> Two years of experience as a Social Worker III in San Luis Obispo County.</p>
<p>Development of Staff Skills in Resource Family Approvals</p>	<p>With the assistance of CDSS, Program Review Specialists will develop and present a training program on RFA prior to implementation. The training program will include the following:</p> <ul style="list-style-type: none"> • Orientation • Roles and Responsibilities • Timeframes • Tools • Renewals • Complaints and Investigations <p>In addition, Policies and Procedures will be updated and modified to meet RFA.</p>
<p>Development and Maintenance of Program Expertise</p>	<p>Program Managers and Program Review Specialists will continue to develop training on RFA as training needs are identified, modify Policies and Procedures as needed, and create tools for use by staff as needs are identified.</p> <p>In addition, ongoing training will be provided in Structured Decision Making (SDM) and Safety Organized Practice (SOP). Negotiations are underway to provide Adoption Clinical Training (ACT) to DSS adoption social workers.</p>

Proposed Implementation Assessment Tools:

Implementation Assessment Tools	
Tool	Description

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Monthly generated RFA Implementation overview report	DSS will generate a monthly report to monitor RFA activities. This report will include such areas as the percentage of placements with relatives versus in stranger care, percentage of realignment versus federal dollars being used to fund foster care, and the average length of time to achieving permanency (reunification, legal guardianship, or adoption).
Foster Parent Review Tool	This tool has been generated out of the QPI workgroup and is designed to solicit feedback from foster parents as to their experience with our department. Ongoing use of this tool will allow the department to monitor our foster parent's experience with the RFA program.
QPI Partnership Plan	This tool will be used to discuss expectations of both the Resource Family and the Department and how both parties will work together to support the child.
RFA Implementation Steering Committee meetings	The implementation committee will meet monthly during the implementation period to review the tools above and make recommendations about additional training that needs to be delivered or tools that need to be developed.
RFA Data Base Reports	Existing database reports and data gathering processes are being modified to identify the number of RFA applicants, the number of approvals/declinations, and compliance performance.

Resource Family Approval Process: Initial Emergency Placement

Initial Emergency Placement:

DSS Placing Social Worker will:

- Assess caregivers' suitability and willingness to provide care
- Conduct an in-person safety assessment of the home
- Ensure caregiver understands the Child's Personal Rights
- Perform a criminal records check and prior child abuse/neglect history
- Start a conversation about becoming a Resource Family (RFA) for the child
- Approve Family Caregiver Home for emergency placement only

A Team Decision Meeting will be held within 48 hours of any placement to assure the least restrictive placement that is in the child's best interests.

Prospective TDM participants to be considered are:

Parent(s)/Guardian(s)

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Foster Parent/Caregiver
Resource Family Social Worker
Probation Officer
Placement Social Worker
Adoptions Social Worker, as the assigned Secondary Social Worker
Placement Social Worker's Supervisor
Foster Parents/Resource Families (past, present, and future)
Employment Resource Specialist
Court Appointed Special Advocate
School Foster Care Liaison
Child(if age appropriate)
Family's support network
Community Partners

The TDM Facilitator will introduce the RFA process, after the Concurrent Planning discussion to engage the TDM participants to identify a primary RFA for the child.

After the Initial Placement TDM, a Resource Family Social Worker will be assigned to begin the RFA process with the identified primary potential Resource Family.

Resource Family Approval Process

Resource Family Approval Process:

During the initial 30 days of the RFA process, DSS staff will work with the Resource Family(RF) applicant(s) to comply with the RFA process:

The Resource Family (RF) Social Worker will meet with the potential RF applicant(s) to discuss the RFA process and requirements. If the applicant(s) is ready to move forward, the DSS RF Social Worker will have the applicant(s) sign the RFA application.

Once the RFA application is signed, the DSS Resource Family Social Worker will work with the RF applicant(s) to:

- Assess the RF applicant's suitability and willingness to provide care
- Ensure the RF applicant understands Child's Personal Rights
- Complete the Initial Risk Assessment
- Conduct an in-person safety assessment of the home and complete the Home Environment Assessment
- Perform a criminal records check
- Refer the RF applicant to enroll in PRIDE training
- Provide a list of documents and verifications to be collected by the DSS Placing Social Worker within 30 days

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PRIDE training will include time for:

- Completing necessary RFA paperwork
- Live Scan Fingerprinting
- Distribution of TB Test voucher
- CPR & First Aid Certification
- Health Screening

At 30 days, the Child Welfare Services Licensing Unit will assess the RF application status and compliance record to consider referring the RF applicant to a Cooperative Agency for completion of a Resource Family Permanency Assessment.

The DSS RF Social Worker will complete a written referral for the RF applicant being referred to a Cooperative Agency for a RF Permanency Assessment. Included with the referral shall be:

- Resource Family Initial Comprehensive Plan—based on the information and documents that have been collected by DSS within the initial 30 days
- A signed release from the RF applicant(s) for DSS to share information with the Cooperative Agency
- A signed release from the RF applicant(s) for the Cooperative Agency to share information with DSS
- An informed consent form signed by the RF applicant(s) acknowledging that they understand the nature and purpose of the RF Permanency Assessment and that DSS retains final authority and responsibility for any decisions pertaining to the RFA process and the adoption for the child(ren)

CWS and the assigned Cooperative Agency will then work concurrently for the next 60 days to assist the RFA applicant in successfully completing the Resource Family Comprehensive Assessment. Any time there is a need for further clarification or discussion on the status of the RFA Permanency Assessment, DSS or the Cooperative Agency may request a staffing. Resource Families referred to Cooperative Agency will continue to be “case managed” by DSS. The RFA liaison will be the assigned RF Social Worker. The local Cooperative Agencies have agreed to use a standardized RF Permanency Assessment for both Matched and Unmatched Resource Family applicants.

The Cooperative Agencies are:

- Aspiranet
- Kinship Center
- Family Connections Christian Adoptions
- Family Care Network Incorporated (pending adoption license)

Upon completion, the Cooperative Agency will submit the completed RFA Permanency Assessment to the Resource Family Social Worker. The RF Social Worker Supervisor

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will then review the RF Application and Comprehensive Assessment to ensure professional standards of practice and consistent compliance with state regulations. In addition, the Social Worker Supervisor will affirm the appropriateness of the applicant(s) to be certified as a San Luis Obispo County Resource Family. The RFA application and Comprehensive Assessment is then forwarded to the DSS Assistant Director for a decision pertaining to the Resource Family application.

Again, DSS retains final authority and responsibility for any decisions pertaining to the RFA process and the adoption for the child(ren). DSS will retain the RFA approval certificate and all documents filed in court.

Once the RF application is approved, DSS will determine financial eligibility of the child, benefit amount and duration and prepare RF paperwork as needed.

SLO County Resource Family Approval Cooperative Effort Agreements

The RFA cooperative effort will include DSS working with the Resource Family applicant to complete all requirements prior to the start of a point in time RF Permanency Assessment. It is agreed by all agencies that:

- SLO County DSS understands it is solely responsible for approving, denying, and rescinding Resource Families and will not delegate this responsibility to any agency, entity, or individual, to include Adoption Agencies and Foster Family Agencies.
- SLO County DSS agrees to limit contracted services to “permanency assessments” and such services will be conducted by licensed Adoption Agencies.
- SLO County DSS agrees not to delegate its responsibility to conduct “home environment assessment” or any criminal background check to any agency, entity, or individual, to include Adoption Agencies and Foster Family Agencies.
- SLO County DSS understands it is responsible for obtaining the necessary information needed to approve, deny, or rescind the Resource Family.
- SLO County DSS understands it is solely responsible for defending all denials of Resource Family applications, even if SLO denies a Resource Family based upon a “RF Permanency Assessment” conducted by a contracted Adoption Agency.

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- SLO County DSS understands it is responsible for ensuring all staff have the education and experience necessary to complete the “RF Permanency Assessment”.
- SLO County DSS agrees that a Memorandum of Understanding with a contracted Adoption Agency will include the following:
 - Contracted services are limited to “RF Permanency Assessments”.
 - Conflict of Interest Provision
 - Confidentiality Provision: The Adoption Agency must protect the confidentiality of the information submitted.
 - Non-Compete Provision: The Adoption agency will not compete with SLO County DSS in the recruitment of foster parents.
 - Staff Requirements: The Adoption agency will ensure that its staff has the education and experience necessary to complete the permanency assessment as required by the county.
- Ongoing communication and scheduled monthly staffing meetings are key to making this cooperative effort work efficiently and successfully.
- Post–Referral Communication: SLO County Social Workers will continue working with the family. If a concern or issue arises, the Social Worker will notify the Cooperative Agency Social Worker. Conversely, should the Cooperative Agency Social Worker identify an area of concern during the RF Permanency Assessment, they will communicate their concerns to the DSS Social Worker timely. Telephone case staffings between DSS and the Cooperative Agency will take place on no less than a weekly basis.
- Post- Resource Family Placement Communication: When a child is placed with a Resource Family, the DSS RF Social Worker will notify the assigned cooperative agency.
- Upon Adoption, the Cooperative Agency and DSS will sign a Cooperative Placement agreement for the Cooperative Agency to obtain reimbursement for the cooperative efforts made in completing the RFA process and the finalized adoption of the child(ren).

CONFIDENTIALITY

To ensure confidentiality the following steps will be followed:

SOCIAL SERVICES:

- All staff will follow DSS Confidentiality policies and procedures. This

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includes, but is not limited to, use of encryption when e-mailing confidential information to Probation or Cooperative Agencies.

- A series of Release of Information forms will be obtained from non-probationary placement homes allowing DSS to release information to Cooperative Agencies.

PROBATION:

- A Release of Information will be obtained from the placement home allowing Probation to release information to the Department of Social Services and the Cooperative Agencies.
- The RFA database will allow Probation to view only data pertaining to Probation cases. Probation will not have access to DSS non-probation cases.
- Probation staff will be trained in and will follow Confidentiality Guides as outlined in DSS Policies and Procedures. This includes, but is not limited to, use of encryption when e-mailing confidential information to DSS or Cooperative Agencies.
- Multi-Disciplinary Team Certification will be provided.

COOPERATIVE AGENCIES:

- Cooperative Agencies will be trained in and will follow Confidentiality Guides as outlined in DSS Policies and Procedures. This includes, but is not limited to, use of encryption when e-mailing confidential information to DSS or Probation.
- Cooperative Agencies will not have access to the DSS RFA database.
- Under no circumstance will Cooperative Agencies share information regarding RFA applicants or RFA homes with anyone other than the assigned DSS Social Worker or DSS Social Worker Supervisor.
- Multi-Disciplinary Team Certification will be provided.

Training Plan and Support for Resource Families:

Initial Training:

Resource Families will receive initial training through PRIDE, and meet ongoing training requirements by attending Foster and Kinship Care Education courses offered through Cuesta Community College, a community partner.

Pride Class Curriculum

- Class 1 – Connecting with Pride – Explains the curriculum
- Class 2 – Teamwork towards Permanence
- Class 3 – Meeting Developmental Needs: Attachment
- Class 4 – Meeting Developmental Needs: Loss
- Class 5 – Strengthening Family Relationships, LGBTQ
- Class 6 – Continuing Family Relationships

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Class 7 – Meeting Developmental Needs: Discipline
Class 8 – Planning for Change
Class 9 – Making an Informed Decision/Panel

CPR and First Aid Certification will be added to the PRIDE class curriculum.

Time will be set aside at each PRIDE class for completion of RFA paperwork and processes. Arrangements are being made to provide Live Scan fingerprinting, and Health Screening processes to occur at PRIDE sessions. Applicants will be provided with vouchers for free TB testing at any SLO County Public Health location. In addition, a DSS Foster Care Employment Resource Specialist will provide a general orientation to services available to RFA families and foster children.

Families who were licensed or approved prior to RFA implementation will receive an informing notice about the new process and an invitation to attend an orientation to learn about the benefits of becoming a Resource Family.

Ongoing Support and Education:

DSS will maintain a public webpage accessible to all in the community with a wide variety of resources and information for foster families. A monthly publication, which includes a self-assessment test, will be sent to all Resource Family Approved homes. Families who return the test will be given a credit for one hour of training.

Outreach Education:

The Parent Empowerment Newsletter (“The Pen”) is published on a quarterly basis with educational materials for those caring for foster children. In addition, an annual Foster Family retreat is provided for the support and education all foster families.

Monitoring of Resource Families:

The County of San Luis Obispo will monitor resource families by conducting periodic evaluations and onsite visits, developing correction action plans when deficiencies are identified, and requiring RFA to comply with corrective action plans.

Process	Responsible Staff	Procedures
General Practice	Social workers and RFA Project Manager	<p>Upon identification of a condition that puts the Resource Family out of compliance, the Social Worker will take appropriate actions and report findings to the RFA Project Manager.</p> <p>Resource Family will be responsible for reporting incidents to the County of San Luis Obispo CWS consistent with reporting</p>

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Process	Responsible Staff	Procedures
		<p>requirements specified in California Code of Regulations, Title 22, Division 6, Chapter 9.5, Foster Family Homes, Section 89361.</p> <p>In all cases, the input of the child and the input of the Resource Family shall be given high priority.</p>
<p>Annual Updates</p>	<p>Resource Family Social Workers and Resource Family Social Worker Supervisor</p>	<p>SLO County shall update RFA homes on an annual basis using the Resource Family Annual Update (RFA-04) and all internal forms will be updated to reflect the RFA requirements and language.</p> <p>The update shall include an annual in-home visit, verification of background clearance for all adults in the home, interview of all individuals in the home or documentation of why an interviewee was not available, and a determination as to whether RFA training is current and up-to-date. A copy of the update will be provided to the Resource Family.</p>
<p>Investigating Complaints</p>	<p>Resource Family Social Workers and Licensing Unit Social Worker Supervisor</p>	<p>Upon receipt of a complaint against an RFA, information will be gathered including the date the event occurred, the alleged victim, and the alleged perpetrator. This information will be forwarded to the Resource Family Social Worker Supervisor who will log the complaint in the tracking log and assign a Resource Family Social Worker to investigate. Whenever possible, the Social Worker assigned to the investigation will not be the same Resource Family Social Worker who initially approved the home.</p> <p>Notices of the result of the complaint investigation will be sent to the Resource Family and filed in their case folder.</p>
<p>Corrective Action Plans</p>	<p>Resource Family Social Workers and Resource Family Social Worker Supervisor</p>	<p>When deficiencies are noted, Resource Families will be assisted in developing and submitting a written Corrective Action Plan. The Corrective Action Plan will include describe how the deficiency will be corrected, and the timeline as</p>

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		<p>to when the correction will be made. This plan will be developed in partnership between the Resource Family Social Worker and the Resource Family. The assigned Resource Family Social Worker will be responsible for monitoring the plan and ensuring the corrections are made timely.</p> <p>If a deficiency is so severe that the County determines it is necessary to rescind the home's approval as a Resource Family, the County will inform the home in writing and provide appeal rights information. The County will ensure that the health and safety of any child(ren) placed in the home is considered first and foremost and that if the children are to be moved, that those placement moves are made in concordance with current county business practices.</p>
Fair Hearing	<p>Program Manager, (Coordination)</p> <p>Regional Manager, (Oversight)</p>	<p>If a complaint investigation results in a substantiated finding, the Resource Family will receive information about how to file a Fair Hearing request. After the Fair Hearing, notices will be sent to the Resource Family and the Resource Family Unit for inclusion in the Resource Family's case file.</p>

Placement Transition Plan

Requirements	How will this be accomplished?
Minimize disruption to families	<p>Counties will follow the existing placement transition guidelines anytime a placement move is being considered. Placement moves will be made in the manner that most honors the needs of the child and the family.</p> <p>PRIDE classes will include time and assistance in completing RFA paperwork. The curriculum will be modified to include CPR and First Aid certification and an orientation to available services by a DSS Foster Care Employment Resource Specialist. Arrangements will be made to provide Live Scan fingerprinting, TB tests and health screenings during PRIDE training.</p>

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Requirements	How will this be accomplished?
	A process will be implemented that will allow DSS to obtain and pay for DMV records for relative and non-relative extended family members.
Maximize child safety	The child's safety will always be considered first and foremost in all situations.
Ensure that Resource Families will operate in accordance with: Federal Authority – Title IV-E, Section 471(a),(10) of the Social Security Act; State Authority -Welfare and Institutions Code 16519.5	Resource Families will be consistently monitored for compliance with all applicable W&IC and Health and Safety codes. Resource Families who no longer meet the qualifications will be recommended for placement hold and staff will work with them to bring them back into compliance.
Ensure that eligibility for foster care payments will not be delayed or interrupted.	At no time will a disruption to eligibility for foster payments occur. DSS Social Workers and Foster Care Employment Resource Specialists will work together to ensure seamless service delivery.

Timeline for Implementation:

2013					
Task/Step	August	September	October	November	December
Implementation Committee Meetings	x	x	x	x	x
Stakeholder meeting	x		x		
Task Focused Work Groups	x	x	x	x	
Development of Training Materials	x	x	x		
Gathering of baseline data	x	x	x	x	
Training of Staff			x		
Implementation				x	
Mass Mailing				x	

Comprehensive Implementation Plan Resource Family Approval (RFA)

County of San Luis Obispo
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to Existing approved homes to inform them about RFA					
Orientation for existing homes to invite them to choose to become a Resource Family Home				x	
Follow up with staff to review implementation					x

2014					
Task/Step	January	February	March	April	May
Follow up with staff to review implementation	X	X	x	x	
Follow up with stakeholders to review implementation	x	x	x	x	
Post Implementation data comparison				x	x
Implementation workgroup reconvenes to review overall process and determine what additional steps are needed				x	x
Follow up meetings and/or additional trainings as needed	x	x	x	x	x

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