



PATRICIA S. PLOEHN, LCSW
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

May 27, 2009

Dear Service Providers, Prospective Contractors and Interested Parties:

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

**ADDENDUM NUMBER NINE TO REQUEST FOR STATEMENT OF
QUALIFICATIONS (RFSQ) CMS# 07-021/023 FOR FOSTER FAMILY
AGENCY/GROUP HOME FOSTER CARE SERVICES**

Addendum Number Nine is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Foster Family Agency/Group Home Foster Care Services RFSQ CMS "07-021/023 released August 31, 2007. Addendum Number Nine amends sections of the RFSQ as provided below.

A prospective contractor's failure to incorporate the requirements of Addendum Number Nine may result in their Statement of Qualifications not being considered, as determined at the sole discretion of the County.

The following changes/additions are being made to the RFSQ:

- I. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Populations, Sub-paragraph 1.4.2 Target Populations for GH Program is being amended to read as follows:

Target Populations for GH Program

~~The target populations for the GH Program are children 6-17 years old who require a structured program serving the following specific needs and areas:~~

~~1.4.2.1 For Los Angeles Countywide Services:~~

~~1.4.2.1.1 Rate Classification Level (RCL) 14 GH for DCFS, Probation, or Dually Supervised Youth~~

~~1.4.2.1.2 RCL 12 GH for DCFS placed youth~~

~~1.4.2.2 For SPA 1:~~

- ~~• RCL 9 through 11 for DCFS Placed Youth~~

- 1.4.2.3.1 For SPA 2:
- ~~RCL 9 through 11 for DCFS Placed Youth~~
- 1.4.2.4 For SPA 4:
- ~~RCL 7 through RCL 10 Emergency Shelter Care Group Home Program for DCFS, Probation, and Dually Supervised Youth~~
- 1.4.2.5 For SPA 6:
- ~~RCL 9 through 12 six-bed or less community-based GH for Probation youth~~
- 1.4.2.6 For SPA 8:
- ~~RCL 9 through 12 six-bed or less community-based GH for Probation youth~~

~~A description of the Target Populations for the Master Contract for Group Home Foster Care Services may be found in Appendix I, Exhibit A – Statement of Work, Part B – Target Demographics, and Exhibit Y – Target Populations with Corresponding Rate Classification Levels.~~

County of Los Angeles DCFS:

Will accept submissions from qualified **existing RCL 12 GHs within Los Angeles County** for programs serving the target population of placed youth, ages 12-18 who identify as gay, lesbian, bi-sexual and/or transgender.

Contractor shall ensure that the home(s) is gender-oriented, placing males and females at different sites.

County of Los Angeles Probation Department (Probation):

Will accept submissions from qualified existing GHs:

- **Within Los Angeles County for RCL 11–12** programs serving the target population of placed youth, ages 13 – 17.5, who identify as gay, lesbian, bi-sexual and/or transgender.

Contractor shall ensure that the home(s) is gender-oriented, placing males and females at different sites.

- **Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), for RCL 11–12** programs serving sex offenders, ages 13 – 17.5.

- **Within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties), for RCL 14 programs serving high-end youth with serious mental and emotional disorders, ages 13 – 17.5.**

II. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications is amended to read as follows:

2.4 Prospective Contractor's Minimum Qualifications

2.4.1 Interested and qualified prospective Contractors that meet the Minimum Qualifications stated below are invited to submit an SOQ.

2.4.1.1 Prospective Contractor shall have a current placement history within the last twenty-four months and shall have been in good standing for the prior twelve months with the County of Los Angeles, including but not limited to DCFS' FFA and GH Performance Management Section, DCFS' Fiscal Monitoring Section, Probation Central Placement, Auditor-Controller and/or California Department of Social Services (CDSS) Community Care Licensing Division (CCLD). Additionally, Prospective Contractor shall not have any history of being placed on Do Not Refer, Do Not Use, or Non-Compliance status with any County, State, or out of State department or agency.

2.4.1.2 Prospective Contractor must indicate which programs he/she is attempting to qualify.

2.4.1.3 Prospective Contractor must have licensure through the State of California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) for each program he/she is attempting to qualify, and must provide a copy for each program and each site.

2.4.1.4 Prospective Contractor must provide a copy of their organization's 501(c)(3) Non-Profit Corporation Status letter from the Internal Revenue Service.

2.4.1.5 Prospective Contractor must provide a copy of their organization's Non-Profit Determination letter from the State of California Franchise Tax Board.

- 2.4.1.6 Prospective Contractor must provide a certified copy of their organization's Statement of Information by Domestic Non-Profit from the California Secretary of State.
 - 2.4.1.7 Prospective Contractor must certify adherence to the requirements of the GH Master Contract for Foster Care Services and/or the Foster Family Agency Master Contract for Foster Care.
 - ~~2.4.1.8~~ ~~Prospective Contractor must not have current and/or prior "Do Not Use" status.~~
 - ~~2.4.1.9~~ 2.4.1.8 Prospective Contractor must prove fiscal viability as evidenced through a review and evaluation of financial documents.
 - ~~2.4.1.10~~ 2.4.1.9 Prospective Contractor must meet insurance requirements for the programs he/she is attempting to qualify as specified in Appendix F, Sample FFA Master Contract, and/or Appendix H, Sample GH Master Contract, Part I, Section 5.0, General Insurance Requirements.
 - ~~2.4.1.11~~ 2.4.1.10 Prospective Contractor must respond positively to a willingness to consider hiring GAIN/GROW participants. (Reference Sub-section 2.26 in this Section)
 - ~~2.4.1.12~~ 2.4.1.11 Prospective Contractor must comply with the County's Child Support Compliance Program. (Reference Sub-section 2.22 in this Section)
 - ~~2.4.1.13~~ 2.4.1.12 Prospective Contractor must certify intent to comply with the County's Jury Service Program. (Reference Sub-section 2.31 in this Section)
- 2.4.2 Prospective Contractors attempting to qualify a FFA program must meet these additional requirements:
- 2.4.2.1 Provide a copy of their organization's Foster Family Agency Treatment Notification letter from CDSS Foster Care Funding and Rates Bureau. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS

Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.

2.4.2.2 ~~COUNTY seeks to place children with CONTRACTOR who is dually licensed for foster family agency and adoption services. For qualified SOQ submissions received on or before February 29, 2008, if CONTRACTOR is unable to obtain an Adoption License by October 1, 2009, CONTRACTOR shall refer all new foster families to an adoption agency who can provide the home study and other adoption services for the placement family. The relationship between the FFA and the adoption agency shall be evidenced by a Memorandum of Understanding (MOU). The MOU must be available upon request of the COUNTY after October 1, 2009. Effective October 1, 2009, all newly certified foster families, meaning those families who are certified by CONTRACTOR after the commencement of this Contract, shall have the capability to adopt children in their placement, in order for the COUNTY to place with the CONTRACTOR.~~

~~For SOQ submissions from July 21, 2008 onward: CONTRACTOR must be dually licensed for foster family agency and adoption services.~~

2.4.2.3 Prospective Contractor of an FFA program must certify adherence to requirements as specified in Appendix G, FFA Exhibits, Exhibit A, Statement of Work - Part C Service Tasks to Achieve Performance Outcome Goals, Section 1.0 Safety, Sub-section 1.1, Staff Qualifications, Requirements and Duties.

2.4.2.4 ~~For SOQ submissions submitted beginning July 21, 2008, p~~
Provide a copy of the organization's Adoption license issued by CDSS CCLD.

2.4.3 Prospective Contractors attempting to qualify a GH program must meet these additional requirements:

2.4.3.1 Provide a current AFDC-FC rate letter from CDSS Foster Care Funding and Rates Bureau for each GH service delivery site to be covered under this Contract. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau

acknowledging the change in the organization's name and/or address.

2.4.3.2 Prospective Contractor of a GH program must certify adherence to the staffing requirements as specified in Appendix I, GH Exhibits, Exhibit A, Statement of Work, Part A, Section 5.0, Staff Qualifications, Requirements, and Duties.

2.4.3.3 **The prospective Contractor must currently operate one or more of the following specific programs:**

2.4.3.3.1 ~~RCL 14 beds in Los Angeles County for DCFS children or Probation youth, or dually supervised youth.~~ RCL 12 beds within Los Angeles County for **DCFS children** ages 12 through 18 who identify as gay, lesbian, bi-sexual, and/or transgender.

2.4.3.3.2 ~~RCL 12 beds in Los Angeles County for DCFS children.~~ RCL 11-12 beds within Los Angeles County for **Probation youth** ages 13 through 17.5 who identify as gay, lesbian, bi-sexual, and/or transgender.

2.4.3.3.3 ~~RCL 7-10 beds in Los Angeles County for emergency shelter placements in SPA 4.~~ RCL 11-12 beds within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties) for **Probation youth** ages 13 through 17.5 who are sex offenders.

2.4.3.3.4 ~~RCL 9-11 beds in Los Angeles County for DCFS children in SPA 1.~~ RCL 14 beds within Southern California (includes San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial counties) for **Probation youth** ages 13 through 17.5 with serious mental and emotional disorders.

2.4.3.3.5 ~~RCL 9-11 beds in Los Angeles County for DCFS children in SPA 2.~~

2.4.3.3.6 ~~RCL 9-12 6-bed or less community-based group homes in SPA 6 in Los Angeles County, serving Probation youth only.~~

~~2.4.3.3.7 RCL 9-12 6 bed or less community-based group homes in SPA 8 in Los Angeles County, serving Probation youth only.~~

2.4.3.4 **Meet this additional requirement if the GH program is RCL 14:** Provide a copy of the certification letter issued by the Department of Mental Health, 550 S. Vermont Avenue, Los Angeles, California 90020, (213-738-2906), for the mental health treatment component of RCL 14 programs.

~~2.4.3.5 **Meet these additional requirements if the GH program is for emergency care:** (1) have a rate of RCL 11 or above; (2) provide emergency care for Placed Children 12-17 years old for 30 days or less; (3) provide intake services 24 hours per day, seven days per week; (4) provide a diagnostic assessment that includes specific recommendations for the long term or permanent placement; and (5) serve exclusively DCFS or Probation children at an individual emergency care site.~~

III. RFSQ, Section 3.0 – Instructions to Prospective Contractors, Sub-section 3.7 – Preparation and Format of the SOQ, Sub-paragraph 3.7.5 – Required Documents, Sub-paragraph 3.7.5.1: number C11 is amended to read as follows:

~~C11. In separate binders, prospective Contractor shall submit their current CCLD approved Program Statement for each program in the standardized Program Statement format according to the respective General Program Statement Instructions for Foster Family Agencies and Group Homes. ~~for each program.~~ All requests for modifications to the CCLD approved Program Statements are required with the SOQ submission on 2/29/08. The exception is the FFA Program Statement that must reflect the inclusion of the Adoptions component 11 months after the FFA contract execution.~~

~~Current contracts expire October 31, 2008. The deadline to submit verification of CCLD approval of Program Statement modifications to Contracts Administration is extended to December 31, 2008.~~

IV. RFSQ, Section 3.0 – Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-paragraph 3.8.1 is amended to read as follows:

3.8.1 The complete original SOQ and two (2) copies labeled as Copy #1 and Copy #2, of the complete SOQ shall be submitted. The original SOQ shall be typewritten or word-processed with a one (1) inch margin on all sides on 8 1/2" x 11" white bond paper. Each SOQ (including copies) shall be placed in separate three-ring binders for a total of three, three-ring binders. Each binder shall have tabs for each section letter of the SOQ.

SOQs and all documents submitted in connection with this RFSQ shall be securely bound in a three-ring binder which can be easily opened and closed, for the removal of material by COUNTY, identified by prospective Contractor as "Trade Secrets", "Confidential", or "Proprietary". No paper clipped, stapled, or rubber banded documents shall be accepted. All SOQ pages shall be clearly and consecutively numbered. The original SOQ binder and the two copies shall be clearly labeled with the name and address of the prospective Contractor.

Two complete copies of the organization's currently CCLD approved Program Statement for each FFA program and three complete copies of the organization's currently CCLD approved Program Statement for each GH program, shall also be submitted with the SOQ submission. ~~on 2/29/08.~~

~~All requests for modifications to the CCLD approved Program Statements are required with the SOQ submission on 2/29/08. The exception is the FFA Program Statement that must reflect the inclusion of the Adoptions component 11 months after the FFA contract execution.~~

~~Current contracts expire October 31, 2008. The deadline to submit verification of CCLD approval of Program Statement modifications to Contracts Administration is extended to December 31, 2008. Contractors who do not submit their CCLD approval to Contracts Administration to December 31, 2008, may be deemed in default of the Contract pursuant to the RFSQ, sample FFA and/or GH Contract, Part II: Standard Terms and Conditions, Section 21.0 Events of Default.~~

Each Program Statement shall be in separate three-ring binders for a total of two, three-ring Program Statement binders for each FFA program, and a total of three three-ring binders for each GH program. Each binder shall be clearly labeled with the name and address of the prospective Contractor, and entitled "Program Statement".

- V. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable is amended to read as follows:

3.3 RFSQ Timetable

RFSQ Addendum Number Nine Release and SOQ Submission Review Periods:

- Release of RFSQ August 31, 2007
- Release of Supplemental Submission Period Addendum Number Nine June 30, 2008 May 27, 2009
- Written Questions Due (*optional*) ~~July 11, 2008~~ June 3, 2009

- Request for a Solicitation Requirements Review Due ~~July 15, 2008~~
June 10, 2009
- Prospective Contractor's Conference Date (*optional*) ~~July 16, 2008~~
June 10, 2009
- Questions and Answers Released By On or About ~~July 21, 2008~~
June 19, 2009
- SOQ Submission Period ~~August 3-17, 2009~~
- SOQ due by (Pacific Time) 6:00 PM, ~~August 1, 2008~~ August 17, 2009

VI. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3, RFSQ Timetable, Sub-paragraph 3.3.3 SOQ Submission Period (2009), is added to read as follows:

3.3.3 SOQ Submission Period (2009)

SOQs will be accepted for review during the following SOQ Submission Period. These submissions must adhere to the minimum qualifications set forth in Section 2.0, General Information, Sub-section 2.4, Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.3.

SUBMISSION DATES	CONTRACT TERM DATES
<u>August 3, 2009 through August 17, 2009</u>	<u>November 1, 2009 through October 31, 2010</u>

VII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review is amended to read as follows:

3.4 Solicitation Requirements Review

A person or entity may seek a Solicitation Requirements Review by submitting *Appendix C - Transmittal Form to Request a RFSQ Solicitation Requirements Review* along with supporting documentation. A Solicitation Requirements Review shall only be granted under the following circumstances:

- The request for a Solicitation Requirements Review is received by the department by **5:00 PM, ~~July 15, 2008~~ June 10, 2009**;
- The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a bid;
- The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and

- The request for a Solicitation Requirements Review asserts either that:
 - application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the prospective Contractor; or,
 - due to unclear instructions, the process may result in the County not receiving the best possible responses from the prospective Contractors.

The Solicitation Requirements Review shall be completed and the department's determination shall be provided to the prospective Contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Review should be submitted to:

Department of Children and Family Services
Contracts Administration, Attn: Contract Manager
425 Shatto Place, Room 400
Los Angeles, California 90020

- VIII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.5 Contractors' Questions (optional) is amended to read as follows:

3.5 Contractors' Questions (*optional*)

Prospective Contractors may submit written questions regarding this RFSQ by mail, fax or e-mail to the Contracts Analyst identified below. Questions received after the ~~July 16, 2008~~ June 10, 2009 Prospective Contractor's Conference will not be answered or included in the Question and Answer Addendum. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the RFSQ. The addendum will be posted on DCFS' Website at www.lacdcfs.org/contracts/index.html, and the County's Website at <http://camisvr.co.la.ca.us/lacobids/>

When submitting questions please specify the RFSQ section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage prospective Contractors or, due to unclear instructions, may result in the County not receiving the best possible responses from prospective Contractor.

Questions should be addressed to:

Name: Felicia Carreker
Address: Department of Children and Family Services
Contracts Administration
425 Shatto Place, Room 400
Los Angeles, California 90020

Fax #: (213) 380-4623
e-mail address: ffagh@dcs.lacounty.gov

- IX. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.6 Prospective Contractors' Conference (optional) is amended to read as follows:

3.6 Prospective Contractor's Conferences (optional)

A Prospective Contractors Conference will be held to discuss the RFSQ. The conference is optional for prospective Contractors, however, attendance is highly recommended. It is also recommended that prospective Contractors bring a copy of the RFSQ to the conference for reference. County staff will first respond to questions received from prospective Contractors prior to the conference date, and as time allows, questions received during the conference. The conference is scheduled as follows:

Date: ~~July 16, 2008~~ June 10, 2009

Time: 2:00 PM until the last question or 4:00 PM, whichever is sooner

Address: Department of Beaches and Harbors
Burton Chace Park – Community Room
13650 Mindanao Way
Marina Del Rey, CA 90292

- X. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-paragraph 3.8.5 is amended to read as follows:

3.8.5 The deadline for submission of the SOQ is **August 4 ~~17, 2008~~ 2009, at 6:00 PM, local time. It is the sole responsibility of the submitting prospective Contractor to ensure that its SOQ is received before the submission deadline. Submitting prospective Contractors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. SOQs received after the submission deadline will not be**

**reviewed for the initial contract term effective for November 1, 2008
2009.**

- XI. RFSQ, Appendix A, Required Forms, Form 3 – Contractor’s EEO Certification is amended and attached as Attachment I.
- XII. RFSQ, Appendix A, Required Forms, Form 5 – Familiarity with the County Lobbyist Ordinance Certification is amended and attached as Attachment II.
- XIII. RFSQ, Appendix A, Required Forms, Form 9 – Los Angeles County Contractor Employee Jury Service Program – Certification Form and Application for Exception is amended and attached as Attachment III.
- XIV. RFSQ, Appendix A, Required Forms, Form 10 – Charitable Contributions Certification is amended and attached as Attachment IV.
- XV. RFSQ, Appendix A, Required Forms, Form 16 – Contractor’s Certification of Compliance with Child, Spousal, and Family Support Orders is amended and attached as Attachment V.
- XVI. RFSQ, Appendix A, Required Forms, Form 17 – Contractor’s Certification of Compliance with all Federal and State Employment Reporting Requirements is amended and attached as Attachment VI.
- XVII. RFSQ, Appendix A, Required Forms, Form 21 – Service Delivery Sites is amended and attached as Attachment VII.
- XVIII. RFSQ, Appendix A, Required Forms, Form 22 – Contractor’s Administration is amended and attached as Attachment VIII.
- XIX. RFSQ, Appendix F, Sample FFA Master Contract, Table of Contents, List of Exhibits is amended to read as follows:

LIST OF EXHIBITS

Exhibit A	Statement of Work (DCFS)
Exhibit A-I	Foster Youth Bill of Rights
Exhibit A-II	Legal Rights of Teens in Out of Home Care
Exhibit A-III	Line Item Budget
Exhibit A-IV	Foster Youth Rights
Exhibit A-IVa	Personal Rights – Children’s Residential Facilities (LIC. 613B)
Exhibit A-V	Foster Child’s Needs and Case Plan Summary
Exhibit A-Va	Needs and Services Plan/Quarterly Report Template
Exhibit A-VI	Clothing Standard
Exhibit A-VII	Agency Placement Agreement
Exhibit A-VIII	Special Incident Reporting Guide for Foster Family Agencies
Exhibit A-IX	Requirements for Medical/Dental Exams for Placed Children

Exhibit A-X	Administration of Psychotropic Medicines to DCFS Supervised Children
Exhibit A-XI	Emancipation Preparation Goal Contract <u>Intentionally Left Blank</u>
Exhibit A-XII	Foster Family Agency Monthly Report
Exhibit B	Foster Family Agency's Program Statement
Exhibit C	Office of Management and Budget (OMB) Circular No. A-122
Exhibit C-I	Auditor-Controller Foster Family Agency Contract Accounting and Administration Handbook
Exhibit C-II	Auditor-Controller/Department of Children and Family Services Fiscal/Audit Phases, Fiscal/Audits of Foster Family Agency Foster Care Services Contractors
Exhibit D	Contractor Employee Acknowledgment and Confidentiality Agreement Form
Exhibit D-I	Certified Foster Parent Acknowledgment and Confidentiality Agreement
Exhibit E	Semi-Annual Revenue and Expenditure Report
Exhibit F	Health and Safety Code 1522
Exhibit G	DCFS 4389 (4/94) Declaration in Support of Access to Juvenile Record (WIC 827) Including Additional Confidentiality Issues and CWS Handbook Procedural Guide 0500-501.20
Exhibit H	Welfare and Institutions Code Section 16001.9
Exhibit I	Welfare and Institutions Code Section 16010 and CWS Handbook Procedural Guide 0600-510.15
Exhibit J	Statement of Dangerous Behaviors (DCFS)
Exhibit K	Intentionally Left Blank
Exhibit L	Notice to Employees Regarding Federal Earned Income Credit (FEIC)
Exhibit M	Payment Resolution Notification
Exhibit N	DCFS Foster Family Agency Contract Investigation/Monitoring/Audit Remedies and Procedures
Exhibit O	Jury Service Program Certification and Los Angeles County Code 2.203 (Jury Service Program)
Exhibit P	Contractor's Certification of Compliance with Child, Spousal and Family Support Orders
Exhibit P-I	Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Exhibit Q	Contractor's Equal Employment Opportunity (EEO) Certification
Exhibit R	FYI 02-08 Quality of Life
Exhibit S	Safely Surrendered Baby Law Fact Sheet
Exhibit T	Overpayments
Exhibit U	Charitable Contributions Certification
Exhibit V	County's Administration
Exhibit W	Service Delivery Sites
Exhibit X	Family Visitation Guidelines

Exhibit Y	Contractor's Obligation Under the Health Insurance Portability and Accountability Act (HIPAA)
Exhibit Z	Discharge Summary for DCFS: Foster Family Agency
Exhibit AA	Certification of Compliance with Adoption Requirement
Exhibit BB	Intentionally Left Blank
Exhibit CC	Contractor's Administration
<u>Exhibit DD</u>	<u>CDSS All County Letter No. 06-04</u>
<u>Exhibit EE</u>	<u>Shared Responsibility Plan Instructions</u>
<u>Exhibit FF</u>	<u>Shared Responsibility Plan</u>
<u>Exhibit GG</u>	<u>Community Colleges Directory</u>

XX. RFSQ, Appendix F, Sample FFA Master Contract, Part I - Unique Terms and Conditions, Section 1.0 Applicable Documents, Sub-section 1.4 is amended to read as follows:

1.4 In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, contents or description of any task, deliverable, product, service, or other work between this Contract, Statement of Work, and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Contract, Statement of Work, and Attachments according to the following priority:

- Exhibit A Statement of Work (DCFS)
- Exhibit A-I Foster Youth Bill of Rights
- Exhibit A-II Legal Rights of Teens in Out of Home Care
- Exhibit A-III Line Item Budget
- Exhibit A-IV Foster Youth Rights
- Exhibit A-IVa Personal Rights – Children's Residential Facilities (LIC. 613B)
- Exhibit A-V Foster Child's Needs and Case Plan Summary
- Exhibit A-Va Needs and Services Plan/Quarterly Report Template
- Exhibit A-VI Clothing Standard
- Exhibit A-VII Agency Placement Agreement
- Exhibit A-VIII Special Incident Reporting Guide for Foster Family Agencies
- Exhibit A-IX Requirements for Medical/Dental Exams for Placed Children
- Exhibit A-X Administration of Psychotropic Medicines to DCFS Supervised Children
- Exhibit A-XI ~~Emancipation Preparation Goal Contract~~ Intentionally Left Blank
- Exhibit A-XII Foster Family Agency Monthly Report
- Exhibit B Foster Family Agency's Program Statement
- Exhibit C Office of Management and Budget (OMB) Circular No. A-122
- Exhibit C-I Auditor-Controller Foster Family Agency Contract Accounting and Administration Handbook
- Exhibit C-II Auditor-Controller/Department of Children and Family Services Department Fiscal/Audit Phases, Fiscal/Audits of Foster Family Agency Foster Care Services Contractors

Exhibit D	Contractor's Employee Acknowledgment and Confidentiality Agreement Form
Exhibit D-I	Certified Foster Parent Acknowledgment and Confidentiality Agreement
Exhibit E	Semi-Annual Revenue and Expenditure Report
Exhibit F	Health and Safety Code 1522
Exhibit G	DCFS 4389 (4/94) Declaration in Support of Access to Juvenile Record (WIC 827) Including Additional Confidentiality Issues and CWS Handbook Procedural Guide 0500-501.20
Exhibit H	Welfare and Institutions Code Section 16001.9
Exhibit I	Welfare and Institutions Code Section 16010 and CWS Handbook Procedural Guide 0600-510.15
Exhibit J	Statement of Dangerous Behaviors
Exhibit K	Intentionally Left Blank
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Exhibit O	Jury Service Program Certification and Los Angeles County Code 2.203 (Jury Service Program)
Exhibit P	Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders
Exhibit P-I	Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Exhibit Q	Contractor's Equal Employment Opportunity (EEO) Certification
Exhibit R	FYI 02-08 Quality of Life
Exhibit S	Safely Surrendered Baby Law Fact Sheet
Exhibit T	Overpayments
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Exhibit Z	Discharge Summary for DCFS: Foster Family Agency
Exhibit AA	Certification of Compliance with Adoption Requirement
Exhibit BB	Intentionally Left Blank
Exhibit CC	Contractor's Administration
<u>Exhibit DD</u>	<u>CDSS All County Letter No. 06-04</u>
<u>Exhibit EE</u>	<u>Shared Responsibility Plan Instructions</u>
<u>Exhibit FF</u>	<u>Shared Responsibility Plan</u>
<u>Exhibit GG</u>	<u>Community Colleges Directory</u>

XXI. RFSQ, Appendix G, Exhibits (FFA), Exhibit A – Statement of Work is amended and attached as Attachment IX.

- XXII. RFSQ, Appendix G, Exhibits (FFA) and Appendix I, Exhibits (GH), Exhibit A-Va, Needs and Services Plan/Quarterly Report Template is amended and attached as Attachment X.
- XXIII. RFSQ, Appendix G, Exhibits (FFA), Exhibit A-XI, Emancipation Preparation Goal Contract is deleted.
- XXIV. RFSQ, Appendix G, Exhibits (FFA), Exhibit A-XII, Foster Family Agency Monthly Report is amended and attached as Attachment XI.
- XXV. RFSQ, Appendix G, Exhibits (FFA), Exhibit DD – CDSS All County Letter No. 06-04 is added and attached as Attachment XII.
- XXVI. RFSQ, Appendix G, Exhibits (FFA), Exhibit EE – Shared Responsibility Plan Instructions is added and attached as Attachment XIII.
- XXVII. RFSQ, Appendix G, Exhibits (FFA), Exhibit FF – Shared Responsibility Plan is added and attached as Attachment XIV.
- XXVIII. RFSQ, Appendix G, Exhibits (FFA), Exhibit GG – Community Colleges Directory is added and attached as Attachment XV.
- XXIX. RFSQ, Appendix I, Exhibits (GH), Exhibit A – Statement of Work is amended and attached as Attachment XVI.
- XXX. RFSQ, Appendix H, Sample GH Master Contract, Table of Contents, List of Exhibits is amended to read as follows:

LIST OF EXHIBITS:

Exhibit A	Statement of Work
Exhibit A-I	Foster Youth Bill of Rights
Exhibit A-II	Legal Rights of Teens in Out-of-Home Care
Exhibit A-III	Group Home (GH) Program Statement Instructions
Exhibit A-IV	Personal Rights – Children’s Residential Facilities
Exhibit A-V	Probation Case Plan Form (PROB 1385) and Foster Child's Needs and Case Plan Summary (DCFS 709)
Exhibit A-VI	Clothing Standard
Exhibit A-VII	Agency Placement Agreement
Exhibit A-VIII	Special Incident Reporting Guide for Group Homes
Exhibit A-IX	Requirements for Medical/Dental Exams for Placed Children
Exhibit A-X	Administration of Psychotropic Medicines to DCFS Supervised Children
Exhibit A-XI	Emancipation Preparation Goal Contract <u>Intentionally Left Blank</u>
Exhibit A-XII	Intentionally Left Blank

Exhibit A-XIIIa	Medical Examination Form DCFS 561(a)
Exhibit A-XIIIb	Dental Examination Form DCFS 561(b)
Exhibit A-XIIIc	Psychological/Other Examination Form DCFS 561(c)
Exhibit B	Group Home Foster Care Program Statement as approved by the California Department of Social Services
Exhibit C	Office of Management and Budget (OMB) Circular No. A-122
Exhibit C-I	Auditor-Controller Group Home Contract Accounting and Administration Handbook
Exhibit C-II	Auditor-Controller/Department of Children and Family Services/Probation Department Fiscal Audit Phases, Fiscal Audits of Group Home Foster Care Services Contractors
Exhibit C-III	Line Item Budget
Exhibit D	Contractor Employee Acknowledgment and Confidentiality Agreement
Exhibit E	Semi-Annual Expenditure Report
Exhibit F	Health and Safety Code 1522
Exhibit G	DCFS 4389 (4/94) Declaration in Support of Access to Juvenile Record (WIC 827) Including Additional Confidentiality Issues and CWS Handbook Procedural Guide 0500-501.20
Exhibit H	Welfare and Institutions Code Section 16001.9 and Health and Safety Code, Section 1522.41(a-c)
Exhibit I	Welfare and Institutions Code Section 16010 and CWS Handbook Procedural Guide 0080-505.20
Exhibit J	Statement of Dangerous Behaviors
Exhibit K	Intentionally Left Blank
Exhibit L	Notice to Employees Regarding Federal Earned Income Credit (FEIC)
Exhibit M	Payment Resolution Notification
Exhibit N	Group Home Contract Investigation/Monitoring/Audit Remedies and Procedures
Exhibit O	Los Angeles County Code 2.203 (Jury Service Program Certification)
Exhibit P	Contractor's Certification of Compliance with Child, Spousal and Family Support Orders
Exhibit P-I	Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Exhibit Q	Contractor's Equal Employment Opportunity (EEO) Certification
Exhibit R	FYI 02-08 Quality of Life
Exhibit S	Safely Surrendered Baby Law Fact Sheet
Exhibit T	Overpayments
Exhibit U	Group Home Program Cost Report, SR 3
Exhibit V	Health and Safety Code, Sections 1180-1180.6
Exhibit W	Probation Quarterly Report Format
Exhibit X	Discharge Outcome and Placement Stability Report

Exhibit Y	Target Populations with Corresponding Rate Classification Levels
Exhibit Z	Charitable Contributions Certification
Exhibit AA	County's Administration
Exhibit BB	Service Delivery Sites
Exhibit CC	Family Visitation Plan Guidelines
Exhibit DD	Reporting Runaways: A Guide for Caregivers
Exhibit EE	CONTRACTOR's Obligations Under Health Insurance Portability & Accountability Act (HIPAA)
Exhibit FF	Discharge Summary: Group Home
Exhibit GG	Contractor's Administration

XXXI. RFSQ, Appendix H, Sample GH Master Contract, Part I, Unique Terms and Conditions, Section 1.0 Applicable Documents, Sub-section 1.4 is amended to read as follows:

- 1.4 In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, contents or description of any task, deliverable, product, service, or other work between this Contract, Statement of Work, and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Contract, Statement of Work, and Attachments according to the following priority:

In the event of any conflict in the definition or interpretation of any word, responsibility, Service, schedule, or contents of a deliverable product between this Contract and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to this Contract, and then to the Exhibits according to the following priority:

Exhibit A	Statement of Work
Exhibit A-I	Foster Youth Bill of Rights
Exhibit A-II	Legal Rights of Teens in Out-of-Home Care
Exhibit A-III	Group Home (GH) Program Statement Instructions
Exhibit A-IV	Personal Rights – Children's Residential Facilities
Exhibit A-V	Probation Case Plan Form (PROB 1385) and Foster Child's Needs and Case Plan Summary (DCFS 709)
Exhibit A-VI	Clothing Standard
Exhibit A-VII	Agency Placement Agreement
Exhibit A-VIII	Special Incident Reporting Guide for Group Homes
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Exhibit A-X	Administration of Psychotropic Medicines to DCFS Supervised Children
Exhibit A-XI	Emancipation Preparation Goal Contract <u>Intentionally Left Blank</u>
Exhibit A-XII	Intentionally Left Blank

Exhibit A-XIIIa	Medical Examination Form DCFS 561(a)
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Exhibit Y	Target Populations with Corresponding Rate Classification Levels
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Exhibit EE	CONTRACTOR's Obligations Under Health Insurance Portability & Accountability Act (HIPAA)
Exhibit FF	Discharge Summary: Group Home
Exhibit GG	Contractor's Administration

XXXII. RFSQ, Appendix I, Exhibits (GH), Exhibit A-XI, Emancipation Preparation Goal Contract is deleted.

Except as provided by addendum, all other terms and conditions of the RFSQ remain unchanged.

Sincerely,

Walter Chan, Manager
Contracts Administration

WC:rml:fc

VENDOR'S EEO CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Contractor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Contractor has written policy statement prohibiting discrimination in all phases of employment.	()	()
2. Contractor periodically conducts a self-analysis or utilization analysis of its work force.	()	()
3. Contractor has a system for determining if its employment practices are discriminatory against protected groups.	()	()
4. When areas are identified in employment practices, Contractor has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	()	()

Signature of Authorized Person Responsible for Submission of the SOQ to the County

Date

Name and Title of Authorized Person Responsible for Submission of the SOQ to the County (please print)

**FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE
CERTIFICATION**

The Prospective Contractor certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Contractor's organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

(Legal Name of Agency)

Print Name and Title of Authorized Person Responsible for Submission of the SOQ to the County

Signature of Authorized Person Responsible for the Submission of the SOQ to the County

Date

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
CERTIFICATION FORM AND APPLICATION FOR EXCEPTION**

The County's solicitation for this Request for Statement of Qualifications is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All Contractors, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the Contractor is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- My business does not meet the definition of “contractor,” as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

“**Dominant in its field of operation**” means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

“**Affiliate or subsidiary of a business dominant in its field of operation**” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts “CT” number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California’s Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

Vendor or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California’s Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General’s Registry of Charitable Trusts when filed.

OR

Vendor or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature of Authorized Person responsible for
Submission of the SOQ to the County

Date

Name and Title of Signer (please print)

**CONTRACTOR’S CERTIFICATION OF COMPLIANCE
WITH CHILD, SPOUSAL, AND FAMILY SUPPORT ORDERS**

_____do hereby certify that our
(Name of Prospective Contractor)

organization complies with all orders for Child, Spousal, and Family Support and we have complied with all lawfully served wage assignments and notices of assignment.

We understand that failure to implement lawfully served wage assignments or notices of assignment will constitute a default under the contract, which shall subject the contract to termination if such default is not cured within 90 days.

Failure to comply with the above requirement may be cause for debarment.

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

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

**CONTRACTOR’S CERTIFICATION OF COMPLIANCE WITH ALL FEDERAL
AND STATE EMPLOYMENT REPORTING REQUIREMENTS**

_____do hereby certify that our
(Name of Prospective Contractor)

organization complies with all Federal and State reporting requirements related to Employment Reporting Requirements for our employees.

We understand that failure to comply with Employment Reporting Requirements will constitute a default under the contract, which shall subject the contract to termination if such default is not cured within 90 days.

Failure to comply with the above requirement may be cause for debarment.

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

(Submit a separate Form 21a for each type of program, eg FFA or GH)
Use additional sheets if necessary.

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:

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.

On behalf of _____ (Contractor's name), I _____
(Name of Contractor's authorized representative), certify that the information contained in this Service Delivery Sites – Form #21
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

ADMINISTRATION OF CONTRACT
CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NOTICES SHALL BE SENT TO CONTRACTOR'S CORPORATE ADDRESS. PLEASE ENTER YOUR ORGANIZATION'S CORPORATE ADDRESS AS INDICATED ON THE ORGANIZATION'S CERTIFIED STATEMENT OF INFORMATION. THE DESIGNATED CONTACT PERSON WILL RECEIVE ALL CORRESPONDENCE RELATED TO THIS CONTRACT.

Organization Name: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Facsimile: _____
E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

(Individuals authorized by the Board to bind Contractor in a Contract with the County)

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-Mail Address: _____

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-Mail Address: _____

IF THERE ARE ANY CHANGES, A NEW CERTIFIED SOI MUST BE SUBMITTED TO:

**DCFS Contracts Administration
Attn: Contracts Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020**

I hereby certify that the above information is correct. If any changes occur an updated Contractor's Administration Form 22 and a new certified Statement of Information will be submitted to DCFS Contracts Administration at the above address.

Print Name of Individual Authorized to Bind Contractor in a Contract with the County

Signature of Individual Authorized to Bind Contractor in a Contract with the County

Date

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

FOSTER FAMILY AGENCY CONTRACT FOR FOSTER CARE

STATEMENT OF WORK



**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
FOSTER FAMILY AGENCY CONTRACT FOR FOSTER CARE**

STATEMENT OF WORK

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PART A: INTRODUCTION

1.0 PREAMBLE

For over a decade, the COUNTY has collaborated 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 vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is to improve the quality of life in the COUNTY by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- | | |
|-------------------|-------------------------|
| ➤ Responsiveness | ➤ Integrity |
| ➤ Professionalism | ➤ Commitment |
| ➤ Accountability | ➤ A Can-Do Attitude |
| ➤ Compassion | ➤ Respect for Diversity |

These shared values are encompassed in the COUNTY Mission, to enrich lives through effective and caring service and the COUNTY Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. 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.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the COUNTY'S outcomes of well-being for children and families, consensus has emerged among

COUNTY and community leaders that making substantial improvements in integrating the COUNTY'S health and human services system is necessary to significantly move toward achieving these outcomes. The COUNTY has also established the values and goals for guiding this effort to integrate the health and human services delivery system.

- Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- There is no "wrong door": wherever a family enters the system is the right place.
- Families receive services tailored to their unique situations and needs.
- Service providers and advocates involve families in the process of determining Service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- The COUNTY service system is flexible, able to respond to Service demands for both the countywide population and specific population groups.
- The COUNTY service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- In supporting families and communities, COUNTY agencies work seamlessly with public and private Service providers, community-based organizations, and other community partners.
- COUNTY agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user friendly, responsive, cohesive, efficient, professional, and accountable.
- COUNTY agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- COUNTY agencies and their partners pursue multi-disciplinary Service delivery, a single Service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.

- COUNTY agencies and their partners create incentives to reinforce the direction toward Service integration and a seamless Service delivery system.
- The COUNTY human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the COUNTY human services system for children and families should ultimately be judged by whether it helps achieve the COUNTY'S five outcomes for children and families: good health, economic well-being, safety and survival, emotional and social well-being, and education and workforce readiness.

The COUNTY, its clients, contracting partners, and the community will continue to work together to develop ways to make COUNTY services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. COUNTY departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The COUNTY of Los Angeles' health and human service departments and their partners are working together to achieve the following *Customer Service and Satisfaction Standards* in support of improving outcomes for children and families.

Personal Service Delivery

The Service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly
- Build on the strengths of families and Communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and Service information
- Outreach to the community and promote available services

- Involve families in Service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all COUNTY health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The COUNTY and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

2.0 OVERVIEW

A Foster Family Agency (FFA) means any organization engaged in the recruiting, certifying, and training of, and providing professional support to, certified parent(s), or in finding homes for placement of children for temporary or permanent care who require that level of care as an alternative to a group home. Private Foster Family Agencies shall be organized and operated on a nonprofit basis.

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

- (a) Division 6, Chapter 1, Sections 80000-80095 [except as otherwise noted in Section 88030(f)] (*General Licensing Requirements*) and Division 6, Chapter 4, Sections 83000 through 83088 (*Small Family Homes*) for the certified family home requirements;
- (b) Division 6, Chapter 8.8, Sections 88000 through 88087 (*FFA*) for Treatment FFA requirements and;
- (c) Division 2, Subchapters 1-9, Sections 35000-35409 (*Adoptions Manual*) for Foster-Adopt FFA requirements.

These regulations are available at <http://www.dss.cahwnet.gov/ord/default.htm>.

The statutes referenced in this Exhibit A, Statement of Work (SOW), from the California Education Code (Education Code), California Health and Safety Code

(Health and Safety Code), California Vehicle Code (Vehicle Code), and California Welfare and Institutions Code (WIC), are available at <http://www.leginfo.ca.gov/>.

3.0 DCFS PRIORITIES FOR CHILDREN

DCFS has established the following priorities for children: (1) safety; (2) permanency; and (3) well being.

3.1 Safety: Safety is defined as freedom from abuse and neglect.¹ The Performance Outcome Summary and Service Tasks addressing this priority are found in Part C, Section 1.0 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 Summary and Service Tasks addressing this priority are found in Part C, Section 2.0 of this SOW.

It is a priority of DCFS 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. A Resource Family shall be dually trained and certified as both a Certified Family Home and a certified adoptive home. It is also a DCFS priority to use a concurrent planning process if it is uncertain whether the permanency plan of family reunification will be successful. Additionally, it is DCFS' goal to have many more FFA homes dually prepared as Resource Families. The use of Resource Families in concurrent planning 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. (See Part C, Section 2.1.3.)

3.3 It is also a priority of DCFS to place children with their teen parents whenever possible while their teen parents are in foster care. A Whole Family Foster Home supports the Department'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 foster care for a minor parent and his or her child, and is specifically recruited and trained to assist a minor 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 DCFS to have many more FFA homes certified as Whole Family Foster Homes. Whole Family Foster

¹ Abuse or neglect in out-of-home care is defined in the California Penal Code, Section 11165.5.

Homes (1) increase placement options for a teen parent and his/her child(ren); (2) are designed to care for teen parents and their children; and (3) remove the current financial disincentive to place foster teens and their children together. Well-Being: This priority refers to a child's educational, Emancipation preparation, medical, dental, psychological and psychiatric well-being. The Performance Outcome Summary and Service Tasks addressing this priority are found in Part C, Section 3.0 of this SOW.

4.0 PROGRAM GOALS

The Department of Children and Family Services (DCFS) has incorporated in this Exhibit A, SOW, the following principles of child placement in which DCFS: (1) places a child in the least restrictive environment (2) determines a Placed Child's permanency plan as quickly as possible; (3) implements permanency plans in family settings; and (4) if the permanency plan is for out-of-home placement, wraps the necessary services around the Placed Child to ensure placement success and prevent replacements.

Consistent with these actions, the COUNTY has included in this SOW the following requirements regarding: (1) Certified Foster Parent training [Section C 3.6]; (2) permanency planning [Section C 2.1]; (3) adoption [Section C 2.3]; (4) sibling-group placements [Section C 2.1.6]; and (5) neighborhood/school-based placements [C 3.3.8].

5.0 SERVICE DELIVERY SITES

CONTRACTOR'S Services shall be at the locations specified on Exhibit W, Service Delivery Sites.

CONTRACTOR shall request approval from the DCFS Out of Home Care Management (OHCM) Division Chief or designee in writing a minimum of thirty (30) Days before: (1) terminating Services at any of the above 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.

PART B: TARGET DEMOGRAPHICS

1.0 TARGET DEMOGRAPHICS

The overall target demographics for FFAs is children, 0-17 years old, in need of a temporary or permanent family setting as an alternative to a group home. 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; ~~(67)~~ neighborhood/school-based placement; and ~~(78)~~ children with special health care needs as defined in Title 22, Section 88001(c)(5) and (m) for FFAs with Specialized Certified Family Homes. (See Section C 3.1.6, below).

PART C – SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS

PERFORMANCE OUTCOME SUMMARY

1.0 SAFETY

PROGRAM TARGET GROUP:
Placed children in certified FFA homes.

PROGRAM GOAL AND OUTCOME:
Placed children shall be free of abuse and neglect as specified in California Health and Safety Code Section 1522(b), other children, and family members.

OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Reports of substantiated maltreatment as specified in California Health and Safety Code Section 1522(b) while under the care and supervision of an FFA.	99.67 % 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 & supervision of an FFA. ²	CWS/CMS referral history and I-Track web-based system
CCLD citations, Out of Home Care Management Division, and Auditor Controller reports on safety and physical plant deficiencies.	100% of CAPs submitted on time. ³	Child’s Case File
Timeliness and successful completion of agencies’ Corrective Action Plans (CAPs).	100% of the CAPs successfully implemented.	Needs and Services Plan/Quarterly Reports
		CAPs
		Auditor Controller Reports
		CCLD Citations
		Facility review reports
		Special Incident Reports

² The COUNTY maintains a zero tolerance policy for substantiated abuse and neglect of Placed Children while under the supervision of CONTRACTOR. Each incident of substantiated abuse or neglect that occurs under the CONTRACTOR’S supervision must be individually evaluated. The COUNTY will assess the factors that led to the abuse/neglect and make a determination as to appropriate corrective action.

³ This indicator measures the timeliness of a CONTRACTOR’S CAP. CONTRACTOR shall comply with timelines provided in Exhibit N.

1.0 SAFETY

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

SERVICE TASKS:

1.1 Staff Qualifications, Service and Rate Requirements, Staff Requirements and Staff Duties:

1.1.1 Staff Qualifications, Requirements, and Exceptions

The CONTRACTOR shall adhere to all CCLD requirements in connection with staff qualifications, requirements, and exceptions.

1.1.2 Services and Rates

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

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

1.1.23 Fingerprint Clearances, Criminal Record Statements, and Child Abuse Index Checks

The CONTRACTOR shall submit the Child Abuse Central Index Check for State Licensed facilities (LIC 198 A) for all Certified Foster Parent applicants, staff having contact with clients, and all other persons designated in California Health and Safety Code Section 1522(b). (These codes are available at <http://www.leginfo.ca.gov/>).

The CONTRACTOR shall comply with the requirements for fingerprint clearances, criminal record statements, and Child Abuse Index checks as specified in Title 22, Division 6, Chapter 1, Article 3, Sections 80019, 80019.1, and 80019.2 and in Chapter 8.8, Sections 88019 and 88019.2, and Health and Safety Code Section 1522.

4.4.3 1.1.4 Reference Checks Prior to Certification

The CONTRACTOR shall comply with California Health and Safety Code, Section 1506.8, which states, "Before certifying a family home, a Foster Family Agency shall contact any Foster Family Agencies by whom an applicant has been previously certified and any state or COUNTY licensing offices that have licensed the applicant as a foster parent, and shall conduct a reference check as to the applicant."

The CONTRACTOR shall comply with Health and Safety Code Section 1506.7 which states, "A Foster Family Agency shall require the owner or operator of a family home applying for certification to sign an application that shall contain, but not be limited to, the following information: (1) whether the applicant has been certified, and by which Foster Family Agency; (2) whether the applicant has been decertified, and by which Foster Family Agency; (3) whether a placement hold has been placed on the applicant by a Foster Family Agency, and by which Foster Family Agency; and (4) whether the applicant has been a foster home licensed by a county or by the state and, if so, by which county or state, or whether the applicant has been approved for relative placement by a county and, if so, by which county."

The CONTRACTOR shall comply with Health and Safety Code Section 1536(c) which states, "Notwithstanding subdivision (b) [Health and Safety Code Section 1536(b)], the department, a county, or a Foster Family Agency may request information from, or divulge information to, the department, a county, or a Foster Family Agency regarding a prospective certified parent, foster parent, or relative caregiver for the purpose of, and as necessary to, conduct a reference check to determine whether it is safe and appropriate to license, certify, or approve an applicant to be a certified parent, foster parent, or relative caregiver."

4.4.4 1.1.5 Reporting of Subsequent Arrests or Convictions

The CONTRACTOR shall notify the COUNTY Program Manager in writing of any known arrest and/or subsequent conviction, other than for minor traffic offenses, of the following: (1) any employee, independent CONTRACTOR, volunteer staff, or Subcontractor who comes in contact with Placed Children while providing Services under the Contract; (2) any adult responsible for administration or direct supervision of staff; (3) any person residing in the facility; (4) any person who provides a Placed Child assistance in dressing, grooming, bathing or personal hygiene; (5) if the CONTRACTOR is a firm,

partnership, association, or corporation, the chief executive officer of CONTRACTOR or other person serving in like capacity; and (6) additional officers of the governing body of the CONTRACTOR or other persons with a financial interest in the applicant, as determined necessary by CDSS by regulation. Such notice shall be given within one working day of the time such information becomes known to the CONTRACTOR.

~~4.4.5~~ 1.1.6 Declarations of Part-time Contract Social Workers

The CONTRACTOR shall place any CCLD approved exceptions in the affected employee's personnel file and make them available to DCFS upon request. The CONTRACTOR is responsible for obtaining written declarations from any contract social workers utilized on a part-time basis to the effect that the contract social worker's total contracted caseload with all contracting agencies does not exceed 15 Placed Children.

~~4.4.6~~ 1.1.7 Staff Language Requirements

The CONTRACTOR shall, to the extent possible and if resources are available, provide staff and social work personnel who are proficient in both speaking and writing the language of the CONTRACTOR'S Certified Foster Parents and the Placed Children.

~~4.4.7~~ 1.1.8 Required Services by CONTRACTOR'S Social Work Staff

The CONTRACTOR'S social work staff shall provide Services as set forth in the CONTRACTOR'S Program Statement, Exhibit B of the Contract, and in Title 22, Division 6, Chapter 8.8, Sections 88065(a)(9), 88065.3(a) and (g), 88068.1(b)(2) and (3), 88068.2(a), and 88068.3(a). These Services shall include: (1) qualified social work personnel available on a 24-hour basis to respond to any emergency within a two-hour period; (2) provision of social Services of the FFA; (3) orientations for potential Certified Foster Parents; (4) initial and continued evaluation and assessment of Certified Foster Parents and Certified Foster Parents' homes; (5) intake and continued assessments of Placed Children to determine if the FFA can meet the Placed Child's Service needs; (6) placement of the child in the Certified Family Home; (7) development of the Needs and Services Plan and updates of the Needs and Services Plan; (8) development of the Shared Responsibility Plan (SRP) and updates to the SRP for Whole Family Foster Homes (WFFH); ~~(89)~~ supervision of the placement including direct contact with the Placed Child and the Certified Foster Parents; and ~~(910)~~ provision of support Services to the Certified Foster Parents.

~~4.4.8~~ 1.1.9 Required Visits by Social Work Staff with Placed Child and Certified Foster Parents

The CONTRACTOR'S social work staff shall make weekly face-to-face contacts with the Placed Child during the first three months of placement.

Two of the weekly contacts each month shall occur in the Certified Family Home. These requirements apply to: (1) initial placements of children of any age; (2) any subsequent replacements within the FFA of children five years old and younger for three months and of children six years and older for one month. Thereafter, there shall be no fewer than two face-to-face contacts per month, approximately 14 Days apart, with each Placed Child and Certified Foster Parent. The FFA social workers shall interview the Placed Children privately at least monthly regarding quality of life issues and shall document the results of these interviews.

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

1.2 Monitoring Requirements:

1.2.1 Requirements and Duties of Certified Foster Parents and Others Who Supervise Placed Children

The CONTRACTOR shall Monitor for Compliance that the Certified Foster Parents and others who supervise the Placed Children meet all the requirements and perform all the duties specified in (1) Title 22, Division 6, Chapter 1, Sections 80065(d) (2), 80065(e), and 80065(g) through (m); and (2) Division 6, Chapter 4, Sections 83064(b), 83065(b), 83065.1., and 83066(d); and for Whole Family Foster Homes, (e) Welfare & Institutions Code, Section 16501.25 and Department of Social Services All County Letter No. 06-04 (Exhibit DD). The CONTRACTOR shall document an inspection of each Certified Family Home for compliance with applicable Title 22 requirements at least every six months or per the timelines and provisions of the approved Program Statement.

1.2.2 Supervision of Placed Children

The CONTRACTOR shall, in accordance with Title 22 and the Needs and Services Plan, Monitor for Compliance that Certified Foster Parents and caretakers will, to the best of their ability under the prudent parent standard, know where the Placed Children are at all times and are able to identify who is responsible for the Placed Child's supervision at all times. The Placed Child may leave the Certified Family Home unaccompanied, if age appropriate, for specific purposes in accordance with the Needs and Services Plan.

1.2.3 Housing, Furniture, Housekeeping, and Home Environment for Health, Safety, Appropriateness, Maintenance, and Cleanliness

The CONTRACTOR shall: monitor Certified Foster Parents for compliance with Title 22, Chapter 1, Sections 80087 and 80088, and Chapter 4, Sections 83087, 83087.1, 83087.2, and 83088, to provide: (1) a home and yards that are safe, well-maintained, and appropriately furnished; (2) age appropriate environment; (3) a bedroom, or sufficient space in a shared bedroom, with a comfortable mattress in good condition and adequate space to store clothing and personal items; (4) an appropriate and well-lit space for studying; (5) acceptable housekeeping; and (6) safety gates and latches as applicable.

In accordance with Title 22, Chapter 1, Section 80087(g)(1) through (3), (h), and (i), disinfectants, cleaning solutions, poisons, firearms, and other items that could pose a danger if readily available to clients shall be stored where inaccessible to clients. Storage areas for poisons, and firearms and other dangerous weapons shall be locked. In lieu of locked storage of firearms, the licensee may use trigger locks or remove the firing pin. Firing pins shall be stored and locked separately from firearms. Ammunition shall be stored and locked separately from firearms. Medicines shall be stored as specified in Section 80075(m) and (n) and separately from other items specific 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.

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

The CONTRACTOR shall Monitor for Compliance that: (1) Placed Children are not exposed to second-hand smoke; (2) Placed Children under eighteen (18) years of age are not permitted to use any tobacco products under any circumstances; and (3) Placed Children are not permitted to drink any alcoholic beverages or use any narcotics or illegal substances under any circumstances. CONTRACTOR shall document the Certified Foster Parent's compliance with this section and take necessary corrective action to ensure compliance.

1.2.5 Drivers' Licenses, Vehicle Safety, and Vehicle Equipment

The CONTRACTOR shall monitor and maintain the necessary records to meet the transportation requirements of California Department of Social Services Manual of Policy and Procedures, Title 22, Division 6, Chapter 1, Section 80074 and Chapter 4, Section 83074 as well as California Vehicle Code Sections 27360 and 27360.5. These requirements include the following: (1) drivers must be licensed for the type of vehicle operated; (2) the manufacturer's rated seating capacity must not be exceeded;

(3) vehicles used to transport Placed Children must be maintained in a safe operating condition; (4) infants must be secured in a car seat designed for infants; (5) children up to six years of age who weigh less than 60 pounds must be secured in a child passenger restraint system meeting applicable federal motor safety standards; and (6) children over six and less than sixteen years of age, and who weigh 60 pounds or more, must be secured in a child passenger restraint system or safety belt meeting applicable federal motor vehicle safety standards.

1.2.6 Driving Records and Auto Liability Insurance of FFA Social Workers, Other FFA Staff, and Certified Foster Parents Who Use Their Vehicles to Transport Placed Children

The CONTRACTOR shall monitor and maintain records to verify that Certified Foster Parents or their designated drivers who transport the Placed 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 Placed Children, at or above the minimum bodily injury and property damage limits required by the State of California.

The CONTRACTOR shall also maintain for their social workers and other staffs that use their vehicles to transport children no less than \$1,000,000 non-owned auto liability coverage per accident in accordance with the Contract, Part I, Section 5.0 General Insurance Requirements, and Section 6.0 Insurance Coverage Requirements.

1.3 Procedure for Emergency Replacement:

In the event of an emergency, the CONTRACTOR may move a Placed Child without prior authorization from the Children's Social Worker (CSW). The FFA shall make every effort to keep the child in the same school. For the purposes of this paragraph, an emergency is defined as any situation that threatens the health and safety of the Placed Child or others in the Certified Family Home.

The CONTRACTOR shall notify either the Placed Child's CSW, the CSW's supervisor, the CSW's administrator or, after working hours, the Child Protection Hotline (800-540-4000), of the emergency replacement. Notification shall be made as soon as possible but no later than 24 hours after the Placed Child is moved. The CONTRACTOR shall then discuss the situation with the CSW or the CSW's supervisor and document the conversation and decision in the Placed Child's record.

1.4 Runaway Procedures:

The CONTRACTOR shall try to locate a runaway child by:

1.4.1 Immediately calling DCFS.

As soon as you have discovered that a child has run away, please call the CSW or their supervisor. If it is after hours or on the weekend, or, you are unable to reach the CSW or their supervisor, call the **DCFS Child Protection Hotline at 1-800-540-4000**. Any assistance you can provide to the case-carrying social worker about neighbors, friends of the child, school officials and family members would be helpful in gathering more information.

DCFS staff or the Hotline will need as much detailed information as you can give them. 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 or relative involved? What was the child's state of mind – angry, depressed?

1.4.2 Immediately call law enforcement and file a Missing Persons' Report. Have the phone number of your nearest law enforcement agency on hand. Law enforcement will need a physical description of the minor and any distinguishing physical characteristics. Be sure to get a report number and the name of the person taking the report and follow up by getting a report in writing. Document all of your efforts.

1.4.3 Within 72 hours, send the Missing Person's Report and reporting number to the CSW. If you are reporting a runaway, fill out an ITrack Special Incident Report. Forward the report to Community Care Licensing, the DCFS Out-of-Home Care Management Division and to the CSW. Be sure to include the time and date the child was last seen and any significant details leading up to the incident.

1.4.4 Keep all of your copies of reports and documentation for at least 6 months.

Important numbers to have on hand:

CSW

CSWs' supervisor

Child Protection Hotline: 1-800-540-4000

Closest law enforcement agency

PERFORMANCE OUTCOME SUMMARY

2.0 PERMANENCY

PROGRAM TARGET GROUP:
Placed Children in Certified FFA Homes.

PROGRAM GOAL AND OUTCOME:
Placed children shall achieve timely permanency through family reunification, adoption, or legal guardianship.

OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
<p>Discharge to a permanent destination, family reunification, adoption, or guardianship.</p> <p>Placement stability: Number of children who experienced more than one move within the FFA in the past year.</p>	<p>81.5% of discharges from an FFA to family reunification, adoption, legal guardianship, and Emancipation.⁴</p> <p>At least 90% of children will maintain placement stability, with no moves between foster homes.</p>	<p>CWS/CMS</p> <p>Child's Case File</p> <p>Needs and Services Plan/Quarterly Reports</p> <p>Discharge Summary</p>

⁴ This data will be collected by the Department's Information Technology Section from the CWS/CMS database to insure accuracy. CONTRACTOR shall also maintain documentation demonstrating the implementation of the child's permanent plan.

2.0 PERMANENCY

PERFORMANCE OUTCOME GOAL: Placed children shall achieve timely permanency through reunification, adoption, or legal guardianship.

SERVICE TASKS:

2.1 Permanency:

2.1.1 Permanency Planning

For all Placed Children the CONTRACTOR shall document on the CONTRACTOR'S intake form the Placed Child's permanency plan as provided by the CSW.

The CONTRACTOR shall assess the strengths, training, skills, and interests of each Certified Foster Parent 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.

The CONTRACTOR shall assess the strengths, training, skills, and interests of each Certified Foster Parent in order to match them, to the extent possible and appropriate, to each child's need for sibling group placement, neighborhood/school-based placement, or special health care needs placement.

When the permanency plan is immediate adoption (the Placed Child has been identified as Fast Track to Permanency), the CONTRACTOR shall determine and document in the CONTRACTOR'S intake form whether the Certified Family Home has an approved adoption home study and is available and appropriate prior to accepting the child. If there is no adoptive home available, preference shall be given to Certified Resource Families.

2.1.2 Facilitating Legal Permanency Plans

The CONTRACTOR shall, in collaboration with the CSW, facilitate the implementation of any permanent placement, such as family reunification, adoption, or legal guardianship, determined by the COUNTY for a Placed Child under the CONTRACTOR'S care.

2.1.3 Resource Families

It is DCFS' goal to significantly increase the number of FFA homes certified as Resource Families. The CONTRACTOR shall, in full communication and cooperation with the CSW, use Resource Families to

the fullest extent possible when a concurrent Case Plan includes both family reunification and adoption.

2.1.4 Location Information Prior to Placement

The CONTRACTOR shall provide to the COUNTY, the location of the Certified Family Home prior to placement.

2.1.5 Prior Authorization Required for Movement of a DCFS Placed Child

The CONTRACTOR may move a Placed Child from one home to another home within the CONTRACTOR'S Program only after receiving prior authorization from either the Placed Child's CSW, the CSW's supervisor, or the CSW's administrator, except as set forth in Exhibit A, SOW, Section 1.3. This Exhibit A, SOW, Part C, Section 1.3 shall apply to any movement of a Placed Child to a Certified Foster Parent to provide respite care. The CONTRACTOR shall document the name of the approving CSW or administrator and place it in the Placed Child's record.

The COUNTY shall not unreasonably withhold or delay authorization for the CONTRACTOR to move a Placed Child from one home to another.

2.1.6 Sibling-Group Placements

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

2.1.7 Teen Parents and their Children

Teen parents and their non-dependent children shall be placed together whenever possible while their teen parents are in foster care. A WFFH supports the Department'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. It is DCFS's goal to have many more FFA homes certified as WFFHs.

2.1.7 2.1.8 Identifying, Developing, and Maintaining Important Relationships

CONTRACTOR shall assist the Placed Child in identifying, developing and maintaining important relationships, provided that these relationships are in the Placed Child's best interests and are consistent with the COUNTY Case Plan. CONTRACTORS shall assist the CSW in identifying these individuals as potential permanency resources. CONTRACTORS shall, to the extent possible, partner with existing mentoring programs or develop

their own mentoring resources to enable children 10 years of age and older to develop a connection with a caring adult, when important relationships are lacking (Welfare and Institutions Code, Section 16501.1(i)). For a Placed Child 16 years of age or older, the CONTRACTOR shall assist the Placed Child and the CSW in identifying a caring adult that will help the child prepare for the transition from foster care to independent living (Welfare and Institutions Code, Section 16501.1(f)(15)).

2.2 Family Reunification

If the permanency plan is for family reunification, the CONTRACTOR shall assist the COUNTY in reunification efforts by: (1) placing the child with a home in his/her own neighborhood to the extent possible; (2) facilitating visits and arranging transportation for the Placed Child with the family consistent with the orders of the court and the Needs and Services Plan; (3) offering and/or supporting other reunification Services such as family counseling; (4) monitoring the visits with the family as needed. The CONTRACTOR shall Monitor for Compliance that the Certified Foster Parents cooperate with such reunification efforts and visitation.

2.3 Adoption:

For Contractors who submitted a qualified SOQ by February 29, 2008, 6:00 P.M., the adoption requirements become effective October 1, 2009.

For all SOQ submissions received beginning July 21, 2008, the following adoption requirements apply.

2.3.1 Adoptions Assessments

If the Placed Child's permanency plan is for adoption, the CONTRACTOR shall participate with the CSW and/or Adoptions Worker to assess both the strengths and special needs of a Placed Child to assist in determining an appropriate adoptive home.

2.3.2 Adoption-Related Services

The CONTRACTOR shall facilitate the Placed Child's involvement in adoption-related activities and visits with prospective adoptive families. The CONTRACTOR shall provide counseling, support, and education for the Placed Child and his/her Certified Foster Parents in making decisions and transitions related to adoption or to any other legally permanent placement.

2.3.3 Adoption-Related Information

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.

2.4 Legal Guardianship:

If the permanency plan is for legal guardianship, the CONTRACTOR shall assist the COUNTY by: (1) placing the child in the neighborhood of the legal guardian/proposed legal guardian to the extent possible; (2) facilitating visits and arranging transportation of the Placed Child with the legal guardian/proposed legal guardian consistent with the orders of the court and the Needs and Services Plan; (3) offer and /or support other support Services such as family counseling to the legal guardian/ proposed legal guardian; (4) monitoring visits with the legal guardian/proposed legal guardians as needed. The CONTRACTOR shall Monitor for Compliance that the Certified Foster Parents cooperate with such legal guardianship efforts and visitation.

2.5 Maintaining and Developing the Community Network for DCFS Children:

Permanency planning starts with maintaining a child's Community network that he or she had prior to placement to the greatest possible extent consistent with the best interests of the child. This is powerfully stated in: (1) Sections 2.1.1; (2) the new Family Visitation Plan requirements in Section 3.2 and Exhibit Y; (3) the new requirements for Identifying, Developing, and Maintaining Important Relationships in Section 2.1.7; (4) Sibling-Group Placements in Section 2.1.6; (5) Family Reunification in Section 2.2; (6) Community-Based placement in Section 3.3.9; (7) the right of a Placed Child to remain in his or her school of origin in Section 3.10.2; and (8) the right of immediate enrollment in school in Section 3.10.3.

Developing a Community network for children is also stated in some of these same sections as well as in: (1) arranging for tutoring for a child whose basic skills are below grade level in Section 3.10.6; (2) using Resource Families in Section 2.1.3; (3) providing adoption-related Services in Section 2.3; (4) providing legal guardianship-related Services in Section 2.4; (5) promoting participation in extracurricular, enrichment, and social activities in Section 3.4; and (6) facilitating participation of youths 14 years and older in the DCFS ~~Emancipation~~ County's Youth Development Services Program, including plans for attending vocational training programs, work experience, and education opportunities in Sections 3.11.3 and 3.11.4.

In addition to the above requirements, the CONTRACTOR shall work in coordination with the County Worker, and shall jointly arrange with the receiving family for each child going to a lower level of placement (a foster family, adoptive, or legal guardian home, or a relative/parent home), prior to or at the time of

termination, the appropriate services in the Community into which the child will be going. These services could include: (1) counseling, tutoring, and medical resources; (2) special school programs and non-public schools information; (3) transportation information; and (4) the locations of faith communities consistent with the child's preferences. The goal is to achieve the greatest continuity and the least disruption of services as possible.

PERFORMANCE OUTCOME SUMMARY

3.0 WELL-BEING

PROGRAM TARGET GROUP:
Placed children in certified family homes of FFAs

PROGRAM GOAL AND OUTCOME:
Placed children shall improve their level of functioning in the areas of education/
Emancipation preparation, health, behavior, social, and emotional well-being.

OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Placed children enrolled in school within three school days of placement.	At least 80% of school-aged children will be enrolled in school within three school days of placement. ⁵	Health and Education Black Binder Child's Case Files
Placed children who achieved high school graduation or equivalent upon Emancipation.	At least 90% of age appropriate Placed Children emancipated with high school diploma or equivalent. ⁶	Needs and Services Plan/Quarterly Reports CWS/CMS

⁵ CONTRACTOR shall document the reason(s) if a child was not enrolled in school within 3 school days of placement.

⁶ CONTRACTOR shall document the reason(s) if a child did not achieve high school graduation or equivalency upon Emancipation.

3.0 WELL-BEING

PERFORMANCE OUTCOME GOAL: Placed children shall improve their level of functioning in the areas of education/ Emancipation preparation, health, behavior, social, and emotional well-being.

SERVICE TASKS:

3.1 Intake Requirements:

The CONTRACTOR shall comply with the intake requirements of Title 22, Chapter 8.8, Section 88068.1. The CONTRACTOR shall also comply with the intake requirements in paragraphs 3.1.1 through 3.1.7 below.

3.1.1 Declaration in Support of Access to Juvenile Records Form

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

3.1.2 Assessment Prior to the Placement of More Than Two Children in a Certified Family Home

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

The experience requirement in Item (3) above may be less than 12 months to accommodate sibling groups or teenagers as long as all of the requirements in Items (1) and (2) are met. This assessment shall be included in the Needs and Services Plan or other document in the Placed Child's file and be readily accessible to the CSW and/or audit staff.

The CONTRACTOR shall reassess a Certified 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-VIII, Special Incident Reporting Guide for FFAs, Item #5) with the foster children that raises concerns about their care and supervision. The CONTRACTOR shall retain the reassessments, document any problems, and record how the problems were resolved.

3.1.3 The CONTRACTOR shall not place both DCFS and Probation children in the same Certified Family Home unless the Contractor has written approval from both the CSW and DPO for a dual jurisdiction child (WIC 300/602 status)..

3.1.4 Requirement for Emergency Intakes 24/7

All CONTRACTORs shall provide intake Services from 8 a.m. to 8 p.m. on weekdays, and an emergency number with staff available 24 hours, 7 days per week.

3.1.5 Pre-Placement Visits

The CSW shall arrange a visit to the proposed CONTRACTOR'S Certified Foster Parents prior to the child's/children's placement whenever possible. The CSW shall: (1) provide information to the CONTRACTOR regarding the child's/children's needs, including all court reports and social studies, in conformity with DCFS policy and confidentiality laws; (2) discuss the plan for the child(ren) to stay in the same neighborhood and/or school district, including the transportation arrangement to his/her home school(s); and (3) provide the out-of-home care provider(s) information of any known or suspected dangerous behavior of the child being placed.

The CONTRACTOR shall: (1) discuss with the CSW the children currently living in the proposed Certified Family Home, including Placed Children's ages, backgrounds, and placing agencies; (2) discuss with both the CSW 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 CSW information concerning the proposed Certified Foster Parents' work schedules/outside commitments and day care plan for the child (if appropriate); and (5) provide the CSW information relating to any child abuse/neglect referrals and/or allegations which have been made concerning the proposed Certified Family Home/Certified Foster Parents, and describe action the CONTRACTOR has taken in response to such referrals/allegations.

If, in consideration of the information provided by the CONTRACTOR, the CSW does not believe that the child's needs can be adequately met in the home of the proposed Certified Foster Parents, CONTRACTOR shall not place the child with the proposed Certified Foster Parents.

3.1.6 Acceptance of All Children Who Meet Program Statement Criteria

The CONTRACTOR shall accept all children who meet the CONTRACTOR'S Program Statement criteria when an appropriate vacancy is available. The CONTRACTOR'S social work staff shall assess the FFA's ability to: (1) provide the required Services to meet the child's

needs in the child's own neighborhood as appropriate based upon the information received from the child's CSW; and (2) facilitate family participation in treatment as appropriate based upon the information received from the child's CSW.

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

The CONTRACTOR is responsible for denying placement of children, within the limitations of the information provided at the time of placement, who do not meet the license or 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 CSW. Upon request, the CONTRACTOR shall provide an explanation for such denial to the CSW.

The CONTRACTOR shall not accept children with special health care needs, within the limitations of the information provided at the time of placement, unless an appropriate placement is available in a specialized Certified Family Home as specified in Title 22, Division 6, Chapter 4, Sections 83065.1, 83066, 83069.1, 83070.1, 83072.2, and 83087.1. Special health care needs includes, 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).⁶

3.1.8 Community-Based Placement

The CONTRACTOR shall, to the extent possible and appropriate and in full communication and cooperation with the CSW, place each child in an appropriate Certified Family Home in the child's own neighborhood or in the same school district so that the child may continue to attend his/her home school.

3.1.9 Orientation of Placed Children

The CONTRACTOR shall provide each newly Placed Child, in an age-appropriate manner, a comprehensive overview of the CONTRACTOR'S Program and procedures as described in the CONTRACTOR'S Program Statement (Exhibit B), the LIC 613, Personal Rights form (Exhibit A- IV), the Foster Youth Bill of Rights (Exhibit A-I), WIC Section 16001.9 (Exhibit H), and, for children 11 years old and older, the Legal Rights of Teens in Out of Home Care (Exhibit A-II). Such overview will include: (1) opportunities for achievement; (2) vocational and job training; (3) life-skills training; (4) recreation; (5) educational choices; 6) religious, spiritual, or ethical development in the faith of the Placed Child's or his/her parents'

choice; (7) identification of Placed Child's FFA social worker; (8) Placed Child's clothing and weekly allowance; (9) Certified Foster Parent's house rules including discipline practices and grievance/complaint procedures; (10) school attendance requirements including school dress code and academic expectations; and (11) discharge procedures. The CONTRACTOR shall have the Placed Child or Placed Child's authorized representative sign an acknowledgement of completion of the orientation and the receipt of written copies of personal rights, Foster Youth Bill of Rights, the Legal Rights of Teens in Out of Home Care (11 years old and older), house rules, discipline practices, grievance/complaint procedures, and discharge procedures.

3.2 Visitation Plan:

3.2.1 Family Visitation Guidelines

The Juvenile Court Visitation Committee of the Los Angeles County Superior Court has issued new requirements in a document called *Family Visitation Guidelines*, which is attached as Exhibit X. The following requirements include, but are not limited to:

- (a) Family Visitation Plans (FVPs) shall be developed by a TEAM consistent with the dependency and criminal court orders [See Section 3.2.2 below];
- (b) The FVP must include detailed, specified information [See Exhibit X, p. 12];
- (c) Caregivers, including FFA staff, are required to perform specified tasks [See Section 3.2.3 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 3.2.4 below]; and
- (e) The FVP must provide for regular and frequent visitation between siblings, unless inappropriate [Exhibit X, p. 21].

3.2.2 The TEAM

The TEAM may refer to the following program models: (1) Team Decision-Making [TDM]; (2) Family Group Decision-Making [FGDM]; (3) Permanency Planning Conferences; (4) Family Conferencing; (5) Meetings convened to specifically plan visitation; (6) Point of Engagement [POE]; and (7) Multidisciplinary Assessment Teams [MAT].

Each TEAM, with the exception of FGDM, shall include the following members: (1) TEAM Facilitator; (2) DCFS CSW, Emergency Response Worker and/or Supervising CSW; (3) parents/legal guardians; (4) care-

givers [including residential facility representatives and FFA personnel]; (5) Children 10 years of age and older, unless inappropriate; and (6) other individuals to the extent possible and appropriate as listed in Exhibit X, p. 7, including siblings.

3.2.3 Caregivers' Requirements

Caregivers, including FFA 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 TEAM meeting to develop and review the FVP as appropriate;
- (d) be familiar with the Case Plan;
- (e) inform the CSW of any problems in complying with the FVP (scheduling conflicts, etc);
- (f) respect the importance to the child of his/her family, and make every effort to ensure communication/interaction between the child and the family to the greatest extent possible. Where appropriate, this communication/interaction should include phone calls, mail and e-mail;
- (g) accommodate adjustments to the FVP to the greatest extent possible;
- (h) maintain contact with the CSW 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 CSW or the facility;
- (m) provide transportation as negotiated in the FVP; and
- (n) notify CSW of any unplanned contacts between the child and parent or caregiver and parent.

3.2.4 Frequency and Length of Visitation Guidelines

The frequency and length of visitation guidelines are as follows:

- (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

3.2.5 Honoring the Visitation Rights of Children

The CONTRACTOR shall honor the visitation rights of the Placed 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 TEAM specifically prohibits or restricts visitation rights based upon existing court orders, legal authority and/or documented reasons such as the belief that the visits would be detrimental to the child.

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

The FVP shall be discussed with the Certified Foster Parent to facilitate his/her understanding of COUNTY'S and the CONTRACTOR'S expectations of the Certified Foster Parent, including the transportation arrangements and the birth parent/guardian visiting the Placed Child in the Certified Family Home when applicable. A copy of the FVP shall be given to the Certified Foster Parent.

3.3 Needs and Services Plan and Related Social Services:

3.3.1 Required Content Use of the "Provider Needs and Services Plan/Quarterly Report Template

~~The CONTRACTOR'S social worker shall develop a comprehensive, individualized Needs and Services Plan, based upon the information provided by the CSW and CONTRACTOR'S initial assessment, within 30~~

Days of placement that: (1) contains both long-term and short-term goals that treat the identified needs of the Placed Child; (2) is specific, measurable, attainable, and time-limited; and (3) meets the requirements specified in Title 22, Division 6, Chapter 8.8, Sections 88070, 88070.1, 88068.2, 88068.3, and 88069.1. It shall include the following topics [*additional COUNTY requirements in brackets*]:

~~(1) **reason for placement** [CSW to provide a description of circumstances and the presenting problems that resulted in the child becoming a dependent of the court. The CSW shall also provide the Placed Child's permanency plan of family reunification, permanent placement, or adoption.];~~

~~(2) **education** [CSW to provide the Placed Child's educational history and history of services that were delivered to the child. The CONTRACTOR is to report on the Placed Child's educational needs and progress related to academic needs, school records, type and location of school, and the transportation arrangements to and from school];~~

~~(3) **health** [CSW to provide the Placed Child's health history and services that were delivered to the child. The CONTRACTOR is to provide a health plan, which includes information regarding immunizations, medical problems, and medications];~~

~~(4) **training** [Include a description of Services that will assist a Placed Child 14 years old or older with the transition to independent living such as establishing connections in the communities to which he/she will be going after placement to meet his/her counseling, educational, employment, medical, spiritual, and transportation needs];~~

~~(5) **personal care and grooming;**~~

~~(6) **ability to manage his/her own money, including the maximum amount of money the Placed Child shall be permitted to have in her/her possession at any one time;**~~

~~(7) **visitation, including the frequency of and any other limitation on visits to the family residence and other visits inside and outside the Certified Family Home** [Include the transportation arrangements for family visits];~~

~~(8) **other specific Services, including necessary Services to the Placed Child's parent(s) or guardian(s)** [Include the short and long-term goals in the permanency plan and the tasks the CONTRACTOR will perform in achieving these goals. Include the appropriateness of returning the child to his/her own neighborhood or his/her own school district];~~

~~(9) **types of Services necessary, including treatment plan for placement with a treatment agency** [Include assessment of the Placed Child's needs, an evaluation of prior treatment services for the child, and~~

~~specific time-limited treatment goals and Services. Specify the responsibility and participation of the Placed Child, parent or guardian, CONTRACTOR'S social worker, and CSW to implement the Needs and Services Plan]; and~~

~~(10) **planned length of placement, including the discharge plan specified in Section 88068.4** [Include projected date of completion of Case Plan objectives and termination of Services].~~

The CONTRACTOR shall use the "Provider Needs and Services Plan/Quarterly Report" electronic template for CCLD and DCFS. (A printed copy is attached for informational purposes only as Exhibit A-Va.)

The DCFS 709 (Exhibit A-V) is to be used in the development of the Needs and Services Plan, but it is not to serve as the plan itself.

~~3.3.2~~ Required Content of the Modifications to the Needs and Services Plan

~~The Needs and Services Plan shall be updated at least every three months. Modifications to a Placed Child's Needs and Services Plan, shall contain sections addressing: (1) the Placed Child's need for continuing Services; (2) the need for modification in Services; and (3) the FFA's recommendation regarding the feasibility of the Placed Child's return to his/her home, placement in another facility, or move to independent living. Copies of the modifications of the Needs and Services Plan and the quarterly report shall be provided to the CSW within ten business days of the end of the quarter.~~

~~3.3.3~~ 3.3.2 Participation by the Placed Child, CSW, Certified Foster Parents, and Family

The CONTRACTOR shall ensure that: (1) the Placed Child, age and maturity permitting, the CSW, and the Certified Foster Parents are offered the opportunity to participate in the development of any modifications to the Needs and Services Plan in accordance with Title 22, Division 6, Chapter 8.8, Sections 88068.2(b) and 88068.3(b); (2) the CSW gives written approval of the Needs and Services Plan and any modifications thereto in accordance with Title 22, Division 6, Chapter 8.8, Sections 88068.2(b)(1) and 88068.3(b)(1); and (3) the CSW and Certified Foster Parents receive copies of the approved Needs and Services Plan and any modifications thereto in accordance with Title 22, Division 6, Chapter 8.8, Section 88068.2(c) and 88068.3(c).

Efforts to comply with the above requirements shall be documented in the Placed Children's case files.

~~3.3.4~~ 3.3.3 Attendance at Team Decision-Making and Permanency Planning Conferences

The CONTRACTOR shall attend all DCFS Team Decision-making and Permanency Planning conferences, to which the CONTRACTOR receives advance notice of. The County Worker will provide as much advance notice of the conferences as possible.

~~3.3.5~~ 3.3.4 Life Goals and Objectives

The CONTRACTOR shall discuss with Certified Foster Parents on teaching the Placed Child how to set short-term and long-term goals and objectives appropriate to the developmental level of the Placed Child. The CONTRACTOR shall discuss possible short-term and long-term goals and objectives with the Placed Child as they relate to his/her Needs and Services Plan, career plans, strengths and interests, and educational possibilities. These discussions of life goals are to help prepare the Placed Child for Emancipation and adulthood, and, where the permanency plan is for family reunification, return to his/her family.

~~3.3.6~~ 3.3.5 Placed Children's Cultural Awareness

The CONTRACTOR shall discuss with Certified Foster Parents ways to provide opportunities to encourage the development of the Placed Child's cultural awareness, thereby increasing self esteem. Placed Children should be encouraged and allowed to participate in activities in which they have an interest such as dance, art, sports, music, etc.

~~3.3.7~~ 3.3.6 Transportation Services

No Placed Child shall miss going to school or medical appointments because the CONTRACTOR does not provide or arrange transportation. The CONTRACTOR shall arrange transportation to activities as agreed to by the CONTRACTOR in the Needs and Services Plan. These activities may include school, ILP, teen clubs, place of child's employment, adoption-related events, visits with the family/relatives and prospective adoptive families, job training, extra-curricular or recreational activities, therapy, medical/dental appointments, religious service of Placed Child's or family's preference, sibling visits, etc. This can include teaching the Placed Child to take public transportation, and arranging transportation with other care providers or outreach advisors, ILP coordinators, CSWs, etc. CONTRACTOR shall ensure that all persons providing non-public transportation consistent with and in support of the Needs and Services Plan developed with the Department, for a Placed Child pursuant to this Section comply with the requirements of Title 22, Division 6, Chapter 1 Section 80074 and Chapter 4, Section 83074, California Vehicle Code Sections 27360 and 27360.5, and maintain vehicle insurance at or above the minimum bodily injury and property damage limits required by the State of California. The CONTRACTOR shall provide transportation and

transportation expenses as outlined in Exhibit B, the CONTRACTOR'S Program Statement.

3.3.8 3.3.7 Shared Responsibility Plan

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

A WFFH certified caregiver and the teen parent have the option to develop a SRP (See Exhibit EE, Shared Responsibility Plan-Instructions and Exhibit FF, Shared Responsibility Plan.) 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.

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, CONTRACTOR'S social worker in collaboration with the CSW. Additional input may be provided by any individuals identified by the teen parent, the non-custodial parent, if appropriate, and other extended family members.

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.

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

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 CSW, within 3 business days.

The initial SRP, as well as any updates, must be approved by the CSW.

3.4 Extracurricular, Enrichment, and Social Activities:

The CONTRACTOR shall comply with WIC Section 362.05, which states, in part, that, "Each state and local entity shall ensure that private agencies that provide foster care services to dependent children have policies consistent with this section and that those agencies promote and protect the ability of dependent children to participate in age-appropriate extracurricular, enrichment, and social activities. Caregivers, as defined in paragraph (1) of subdivision (a) of Section 362.04 shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. The caretaker shall take reasonable steps to determine the appropriateness of the activity in consideration of the child's age, maturity, and developmental level." (See Welfare and Institutions Code, Section 362.04(a)(2), for the definition of "reasonable and prudent parent standard.")

3.5 Written Notice at Least Seven Days Prior to Discharge:

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 with the CSW whether additional Services may prevent an unnecessary and traumatizing replacement of a child from the CONTRACTOR'S Certified Family Home.

Prior to discharging a Placed Child, the CONTRACTOR shall, for DCFS Children, provide the DCFS Regional Administrator, DCFS Resource Utilization Management (RUM) Section Program Manager, and the Placed Child's CSW'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 or fax. 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 Team Decision Making (TDM) meeting/case conference 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.

CONTRACTOR shall provide Notice of Intent to Discharge no less than 7 Days prior to the anticipated discharge date, unless it is agreed upon at the case conference (Team Decision Making meeting) that less notice is necessary due to an immediate threat to the health and safety of the Placed Child or others.

Whenever a Placed Child is discharged, CONTRACTOR shall complete a Discharge Summary for DCFS: Foster Family Agency, per Exhibit Z.

3.6 Training Requirements for Certified Foster Parents:

The CONTRACTOR shall train Certified Foster Parents to meet the Placed 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 (78) placement of children with special health care needs. The CONTRACTOR shall recruit Certified Foster Parents with these objectives in mind.

The CONTRACTOR shall provide a minimum of 18 hours of initial Model Approach to Partnership in Parenting (MAPP) or equivalent training for each Certified Foster Parent prior to the placement of children and an additional 12 hours of training during the first year of certification. Training topics shall include the following: (1) cultural diversity; (2) discipline techniques; (3) child development; and (4) parenting skills. If possible, the CONTRACTOR shall include former foster youth in the training presentations. The CONTRACTOR shall provide an additional 15 hours of ongoing training for each Certified Foster Parent each year thereafter. Three of these hours may be provided in face-to-face training in the home.

CONTRACTORS who choose to develop Whole Family Foster Homes (WFFH), must have a DCFS and CCL approved program providing services to the identified target population of teen parents and their children (teen/baby). CONTRACTOR must ensure the certified homes are specifically recruited and trained as WFFH. CONTRACTOR shall ensure that caregivers are trained and certified as a WFFH through a DCFS approved WFFH curriculum. (Currently, DCFS approved WFFH certification training is provided, free of charge, by the Community Colleges. See Community Colleges Directory, Exhibit GG))

Upon completion of the training, the caregiver will receive a WFFH certification document to present to Contractor for placement in certified foster parent's file. Contractor shall submit copy of WFFH certificate to CSW at the time of placement agreement for a parenting teen and their non-dependent child(ren), for appropriate coding and processing of WFFH placement.

The contractor will ensure WFFH foster parents complete annual WFFH re-certification.

3.7 Monitoring Requirements:

The CONTRACTOR shall monitor items 3.7.1 through 3.7.16; 3.8.1; 3.9.1 through 3.9.7; 3.10.4 through 3.10.5; 3.10.9; and 3.11.2 through 3.11.5 quarterly.

Planned Activities and Use of Community Resources

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents provide opportunity for and encourage, as appropriate, activities in accordance with Title 22, Division 6, Chapter 4, Section 83079(a), and the Needs and Services Plan including: (1) group interaction activities, both at the Certified Family Home and in the community; (2) physical activities such as games, sports, and exercise, both at the Certified Family Home and in the community; (3) individual and family-oriented leisure time activities; (4) educational activities such as assistance with homework; and (5) daily living skills activities such as bathing, dressing, grooming, manners, shopping, cooking, money management, and use of public transportation. However, in accordance with Title 22, Division 6, Chapter 4, Section 83079 (b), the Placed Child shall not be required to perform activities that interfere with school, training, treatment Programs or family visits.

3.7.2 Allowance Logs

The CONTRACTOR shall Monitor for Compliance that the Certified Foster Parent maintains a log indicating the date, the amount of allowance the Placed Child receives, and the Placed Child's signature (when age appropriate) upon receipt of the allowance.

3.7.3 Placed Child's Allowance, Security and Use of Allowance, Earnings, and Other Income

The CONTRACTOR shall abide by the requirements outlined in Title 22, Division 6, Chapter 1, Section 80026 and adhere to their own Program Statement.

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents provide a weekly allowance, which is appropriate to the Placed Child's age and reasonably commensurate with peer group standards as described in the CONTRACTOR'S Program Statement. The CONTRACTOR shall work with the Certified Foster Parents and the CSW to mutually agree on the method of securing the Placed Child's income and monitoring the Placed Child's use of funds, including the establishment of a bank account where appropriate. Certified Foster Parents shall encourage Placed Children age fourteen (14) and older to save their earnings for Emancipation. If a Placed Child is unable to handle money, the CONTRACTOR shall provide the Placed Child with instruction

on how to handle money and put the Placed Child's money in a secure place until the Placed Child is able to handle his/her money independently.

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents not require a Placed Child to use his/her allowance or earnings to purchase items that Certified Foster Parents or the CONTRACTOR is responsible to provide as described in the CONTRACTOR'S Program Statement. If the Certified Foster Parents receive infant supplement money for child(ren) placed with a minor parent, such money should be used to buy items including: (1) clothing; (2) personal care/hygiene items; and (3) items such as diapers and baby clothes, or baby sitting services etc.

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents do not substitute monetary allowances with non-monetary items such as clothing, food, and other items that Certified Foster Parents are responsible for providing.

The Placed 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 Monitor for Compliance that Certified Foster Parents permit the Placed Child to spend his/her allowance, earnings, and other income in accordance with the Needs and Services Plan and as the Placed Child desires.

3.7.4 Monetary Consequences

Certified Foster Parents may apply monetary consequences in accordance with the Foster Youth Bill of Rights (Exhibit A-1). Certified Foster Parents shall maintain an account of monetary fines collected. Independent Living Program (ILP) incentive money is considered "income" to the Placed Child and shall not be withheld from the Placed Child by the CONTRACTOR or Certified Foster Parents.

3.7.5 Chores

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents appropriately assign and supervise performance of chores within the context of a family setting appropriate to the Placed Child.

3.7.6 Balanced Diet, Snacks, and Special Diets

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents provide a balanced diet in sufficient quantities as defined in Title 22, Division 6, Chapter 1, Section 80076, and Chapter 4, Section 83076.

A variety of snacks shall be made reasonably available unless specified in the Needs and Services Plan.

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents provide for the special dietary needs of the Placed Child including, but not limited to, vegetarian diets, religious diets, or diets based on health needs as identified in the Needs and Services Plan. The CONTRACTOR shall inform the CSW when special dietary needs arise due to medical problems/conditions.

3.7.7 Food Preparation and Storage

The CONTRACTOR shall Monitor for Compliance with Title 22, Section 80076, for food storage, food preparation, and sanitation procedures to prevent transmission of infectious illnesses. The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents do not serve frozen milk for drinking.

3.7.8 Clothing Inventories

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

3.7.9 Meeting of the Full Clothing Standard in a Timely Manner

The CONTRACTOR shall Monitor for Compliance that each Placed Child has the amount of clothing listed within the timeframes stated in the DCFS Clothing Standard (Exhibit A-VI).

3.7.10 Clothing Size, Condition, Appropriateness, Selection, Cleaning, Mending, monitoring, etc

Clothing shall fit according to industry size charts and shall never be too small or more than two sizes larger than actual measurements indicate. The clothing shall also be clean, in good condition, and appropriate for the intended use and season, including the school dress code. The CONTRACTOR shall not provide used/second hand underwear or shoes. The CONTRACTOR may use donations of new clothing to meet the DCFS Clothing Standard (Exhibit A-VI). The Placed Child shall be involved in the selection of clothing based on the developmental level of the child. The clothing is the property of the Placed Child and shall be retained by the Placed Child or his/her representative upon termination of placement. The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents provide for laundry, dry cleaning, and mending of clothing in accordance with the Program Statement.

3.7.11 Special Clothing Needs

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents plan with the Placed Child and arrange for the purchase (as appropriate) of school uniforms, sports clothing, sports equipment, special occasion clothing, and other necessary items for dances, proms, and graduation.

3.7.12 Clothing Storage and Security

Certified Foster Parents shall provide appropriate storage for the Placed Child's clothing. The COUNTY understands that clothing often disappears, particularly during home visits, and that clothing security is not entirely within the CONTRACTOR'S control. All losses shall be documented as part of the clothing inventory, including a brief description of the circumstances involved. The CONTRACTOR shall report two or more instances of clothing loss in a six-month period to the CSW.

3.7.13 Collection and Storage of Personal Belongings at Termination of Placement

When the Placed Child is discharged, the CONTRACTOR shall ensure that the Placed Child's clothing accompanies the Placed Child to the next placement. If the Placed Child runs away, the CONTRACTOR shall Monitor for Compliance that the Certified Foster Parents collect all personal belongings, alert the CSW that they are at the home, and, if the CSW does not collect the belongings, store them for up to 14 calendar Days. After 14 Days, the CONTRACTOR shall contact and inform the CSW that the personal belongings will be mailed to the COUNTY at the COUNTY'S expense unless an alternate plan is agreed upon.

3.7.14 Personal Care Items

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents: (1) supply each Placed Child, initially and replace as needed, with new personal hygiene and personal care items. These shall include the Placed 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.

3.7.15 Supply, Cleanliness, and Condition of Linens, Blankets, Window Treatments, etc

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents: (1) supply sufficiently 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.

3.7.16 Life Book/Photo Album

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents encourage and assist each Placed Child in creating and updating a life book/photo album of items that relate to childhood memories. If the Placed Child has not taken the life book with him/her, the CONTRACTOR shall provide the Placed Child's life book either to the CSW at the time the Placed Child departs from CONTRACTOR'S care or, when the CSW is not present, to DCFS or the CSW within three (3) business days of the time of the Placed Child's departure.

3.8 Health and Medical Requirements:

3.8.1 Medical, Dental, and Psychiatric Needs

The CONTRACTOR shall monitor that the necessary medical, dental, and psychiatric needs of the Placed Child are met in accordance with the Child Health Disability Prevention Program (Exhibit A-IX), the Medi-Cal program, and Title 22, Division 6, Chapter 1, Section 80075, and Chapter 4, Section 83075.

If a Placed 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 CSW.

3.8.2 Reimbursement for Medical, Dental, and Psychiatric Costs

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

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

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

The CONTRACTOR shall, to the extent possible, utilize a Child Health Disability Prevention (CHDP) provider doctor/dentist, who does CHDP equivalent exams and performs the initial medical/dental assessment, care, and follow through. See Exhibit A-IX, Requirements for Medical/Dental Exams for Placed Children (Periodicity Schedule for Health Assessment Requirements by Age Groups).

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 Health Services at <http://lapublichealth.org/cms/chdp/>, (2) contact the Placed Child's CSW, (3) contact a DCFS Public Health Nurse, or (4) contact the DCFS Medical Director's Office at (213) 351-5614.

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

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

3.8.4 Emergency Psychiatric Treatment

The CONTRACTOR shall have a plan for emergency psychiatric treatment for a Placed Child. Each Certified Foster Parent shall be trained in the procedures to activate this plan prior to certification.

3.8.5 Maintenance of the Health Portion of the Health and Education Passport

The Health and Education Passport (Black Binder, or the equivalent) consists of: (1) instructions on page 1; (2) medical and dental information in Section 1; (3) educational information in Section 2; and (4) placement documentation in Section 3.

The CSW will provide CONTRACTOR with all medical information and reports in their possession to be contained in the Placed Child's Black Binder, or the equivalent, at the time of placement subject to confidentiality law restrictions. The CONTRACTOR shall update the Health Portion of the Placed Child's Black Binder during the course of treatment by following the instructions on page 1. This includes the mental health, dental, and health information regarding: (1) providers' names and addresses; (2) all mental health, dental, and health problems identified and services provided, visits, and testing; (3) hospitalizations; (4) immunizations; (5) allergies; (6) current medications; and (7) any other relevant mental health, dental, and health information. The doctor or his staff must record

medical and dental information such as immunizations given, medical diagnoses, and prescribed medication. (For the Education Portion of the Black Binder, or the equivalent see Section 3.10.8, below.)

The CSW shall provide the Black Binder, or the equivalent within thirty (30) Days of initial placement of a child in foster care. If the child has already been placed elsewhere and is moved to CONTRACTOR'S facility, the Black Binder, or the equivalent is to be provided within 48 hours of placement. If the Black Binder, or the equivalent is not provided within the required timeframe, the CONTRACTOR shall: (1) initiate the Black Binder or the equivalent information (See Exhibit I, WIC Section 16010); and (2) immediately report lack of receipt of the binder to and request it from DCFS Regional Administrator via e-mail. The CONTRACTOR shall not be held responsible in an audit or monitoring review for failure to have documents that were in existence at the time of placement but were not provided to the CONTRACTOR by the COUNTY.

The CONTRACTOR shall provide the updated Black Binder, or the equivalent to the CSW at the time the Placed Child departs from the CONTRACTOR'S Program or provide the Black Binder, or the equivalent within forty-eight (48) hours to the COUNTY or the CSW if the CSW is not present at the time of the Placed Child's departure. The CONTRACTOR shall update and be responsible for the Black Binder, or the equivalent information only during the course of the placement.

The CONTRACTOR shall provide the Certified Foster Parents with copies of updated relevant records when received from DCFS for inclusion in the Black Binder, or the equivalent.

3.8.6 Medications and Court Authorizations at Replacement

At the time of a child's replacement, the CONTRACTOR shall give any medications and court authorizations for the administration of psychotropic drugs to the CSW. If the medications and court authorizations are not available at the time of replacement outside the agency, CONTRACTOR shall send them to the CSW within 24 hours of the replacement.

3.9 Health and Medical Monitoring Requirements:

3.9.1 Immunizations and Routine Health Care

The CONTRACTOR shall monitor the immunization and routine health care status of all Placed Children and shall accurately reflect this information in the Placed Child's medical records folder or Health Portion of the Health and Education Passport when provided by DCFS.

3.9.2 Medications

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents record type, date, and time of all prescription and non-prescription medication administered to the Placed Child.

3.9.3 Psychiatric Care and Clinical Evaluations by DMH Approved Providers

The CONTRACTOR shall Monitor for Compliance that psychiatric needs of the Placed Child are met in accordance with the CHDP program, Medi-Cal program, and CCLD regulations to the extent that funding and services are available.

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

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

The CONTRACTOR shall Monitor for Compliance that Placed Children on psychotropic medication have a psychiatric/psychological assessment, indicating the Placed Child's diagnosis, need for treatment, prognosis, and possible side effects of the medication. The CONTRACTOR shall arrange for the Placed Child to receive monthly evaluations by the prescribing physician unless otherwise documented by the physician.

For each psychotropic medication prescribed to a Placed Child, the CONTRACTOR, in conjunction with the CSW, 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 (Exhibit A-X). Upon receipt from the CSW or physician, the CONTRACTOR shall maintain copies of the court authorizations in the Placed Child's case record.

The CONTRACTOR shall monitor the incorporation of all psychotropic medication(s) the Placed Child receives into the treatment plan.

3.9.5 Plans for Emergency Medical and Dental Treatment

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents have plans for emergency medical and dental treatment of a Placed Child.

3.9.6 Grooming and Hygiene

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents provide Placed Children age-appropriate instructions in proper grooming and personal hygiene.

3.9.7 Secure Location for Records

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents maintain in a secure location (inaccessible to children) all documents set forth in Title 22, Division 6, Chapter 4, Section 83070.

3.10 Educational Requirements:

3.10.1 Stable School Placements

The CONTRACTOR shall comply with WIC Section 16000(b). CONTRACTOR shall also comply with Education Code Section 48850(a), which states, in part, that, "In fulfilling their responsibilities to pupils in foster care, educators, COUNTY placing agencies, care providers, advocates, and the juvenile courts shall work together to maintain stable school placements and to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In all instances, educational and school placement decisions must be based on the best interests of the child."

3.10.2 Right of Placed Child to Remain in School of Origin

The CONTRACTOR shall comply with Education Code Section 48853.5(d) (1), which states, "At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue his or her education in the school of origin for the duration of the academic school year."

The CONTRACTOR shall comply with Section 48853.5(d)(2), which states, "The liaison, in consultation with and the agreement of the foster child and the person holding the right to make educational decisions for the foster child may, in accordance with the foster child's best interests, recommend that the foster child's right to attend the school of origin be waived and the foster child be enrolled in any public school that pupils living in the attendance area in which the foster child resides are eligible to attend."

3.10.3 Immediate Enrollment of Placed Child in School

The CONTRACTOR shall comply with Education Code Section 48853.5(d) (4) (A), which states, "If the liaison in consultation with the foster child and

the person holding the right to make educational decisions for the foster child agree that the best interests of the foster child would best be served by his or her transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school.”

3.10.4 Certified Foster Parents’ Participation in Placed Child’s School Program

The CONTRACTOR shall Monitor for Compliance that the Certified Foster Parent(s) are: (1) representing the Placed Child at parent meetings, open houses, etc.; (2) working with the Placed 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 Placed Child to participate in school activities; and (4) arranging appropriate transportation to and from school.

3.10.5 Daily Homework and Cognitive/Developmental Stimulation

The CONTRACTOR shall monitor that Certified Foster Parents engage the Placed Child in age and developmentally appropriate activities. These may include computer access time, tutoring, visits to the library or museums, reading, arts, crafts, music, dramas, and other extra-curricular activities.

3.10.6 Tutoring

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

3.10.7 Educational Information

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

3.10.8 Maintenance of the Education Portion of the Health and Education Passport

The Health and Education Passport (Black Binder, or the equivalent) consists of: (1) instructions on page 1; (2) medical and dental information in Section 1; (3) educational information in Section 2; and (4) placement documentation in Section 3.

The CSW shall provide the Black Binder, or the equivalent within thirty (30) Days of initial placement of a child in foster care. If the child has already been placed elsewhere and is moved to CONTRACTOR'S facility, the Black Binder, or the equivalent is to be provided within 48 hours of placement. If the Black Binder, or the equivalent is not provided within the required timeframe, the CONTRACTOR shall: (1) initiate the Black Binder, or the equivalent information (See Exhibit I, WIC Section 16010); and (2) immediately report lack of receipt of the binder to and request it from DCFS Regional Administrator via e-mail. The CONTRACTOR shall not be held responsible in an audit or monitoring review for failure to have documents that were in existence at the time of placement but were not provided to the CONTRACTOR by the COUNTY.

The CONTRACTOR shall provide the updated Black Binder, or the equivalent to the CSW at the time the Placed Child departs from the CONTRACTOR'S Program or provide the Black Binder, or the equivalent within forty-eight (48) hours to the Regional office SCSW or on-duty CSW if the CSW is not present at the time of Placed Child's departure. The CONTRACTOR shall update and be responsible for the Black Binder, or the equivalent information only during the course of the placement.

The CONTRACTOR shall provide the Certified Foster Parents with copies of updated relevant records when received from DCFS for inclusion in the Black Binder, or the equivalent.

3.10.9 School Photos, Uniforms, Proms, Graduations, etc

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

3.11 Workforce Readiness Requirements:

3.11.1 The TILP

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

~~3.11.2 The DCFS 5205 B (Revised 12-02)~~

~~For all Placed Children ages 14 years and older, the FFA social worker and the Certified Foster Parents shall work cooperatively with the CSW~~

~~and the Placed Children to facilitate the CSW's completion of Exhibit A-XI, the DCFS 5205-B (Revised 12-02), "Emancipation Preparation Goal Contract," every six months.~~

3.11.32 ~~Cooperation with the DCFS Emancipation~~ County's Youth Development Services Program

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents facilitate participation by Placed Children ages 14 years and older in the DCFS ~~Emancipation~~ Youth Development Services Program. The CSW shall make every effort to provide CONTRACTOR with at least two weeks notice of acceptance to the program.

3.11.43 ~~Participation in the DCFS Emancipation~~ Youth Development Services Program

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents facilitate participation by Placed Children, ages 16 and older, in the DCFS ~~Emancipation~~ Youth Development Services Program, including plans for emancipating youth, including vocational training, work experience, and educational opportunities. The CONTRACTOR shall not keep Placed Children from attending vocational training programs or working on the job for reasons of punishment.

3.11.54 ~~Independent Living Skills~~

The CONTRACTOR shall Monitor for Compliance that Certified Foster Parents develop an individualized plan for each Placed Child 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; and (6) personal safety.

PART D – PERFORMANCE REQUIREMENTS SUMMARY

DCFS ACTIONS FOR CONTRACTOR’S UNMET PERFORMANCE TARGETS	
CONTRACTOR’S PERFORMANCE TARGETS	DCFS ACTIONS FOR UNMET PERFORMANCE TARGETS
<p>93.67 % of children are free from abuse & neglect while under the care & supervision of a FFA.</p> <p>100% of the CAPs successfully implemented.</p> <p>100% of CAPs submitted on time.</p> <p>81.5% of discharges from an FFA to reunification, adoption, legal guardianship, and Emancipation.</p> <p>At least 90% of children will maintain placement stability, with no moves between foster homes within the past year.</p> <p>At least 80% of school-aged children will be enrolled in school within three school days.</p> <p>At least 90% of age appropriate Placed Children emancipated with high school diploma or equivalent.</p>	<p>Failure to meet performance target could result in a Program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.</p> <p>Failure to comply with a CAP(s) could result in further action, such as <i>Hold, Do Not Refer (DNR), or Do Not Use (DNU)</i> status as outlined in Exhibit N.</p> <p>Failure to meet this and the following performance targets as indicated by a Contractor’s agency score on an annual Performance Based Contracting Scorecard could result in a Program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.</p>

NEEDS AND SERVICES PLAN/QUARTERLY REPORT TEMPLATE

Needs & Services Plan Form Index

Use CTRL+Home to return to this page

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Needs & Services Sections

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- [For Updated NSP Only—GH / FFA recommendation](#)
- [LARRC Criminogenic Factors \(Probation Cases Only\)](#)
- [Medical / Physical/Dental Psychological Health](#)
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- [NSP Treatment & Visitation](#)
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Child's Name:

Los Angeles County Provider Needs and Services Plan / Quarterly Report

Group Home FFA CTF (Check all that are applicable) DCFS Probation Date of Report

Child's Name: _____ D.O.B.: _____ Male Female

PDJ/Court Case #: _____

Has Medical # been received? Yes No If Yes, Medical #: _____

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) _____

Initial Plan Quarterly report period from: _____ to _____

Date Agency Received Probation 1385 or DCFS 709: _____

Updated NSP from: _____ to _____

Reason for Placement

Planned Length of Placement

Qtrly Only Adjustment to Placement

Case Plan Goal (Permanency): See Addendum

Family Reunification Adoption Legal Guardianship PPLA

Comments: _____

Reason for Modification to Permanency Plan (if applicable) _____

Concurrent Case Plan Goal: See Addendum

Adoption Legal Guardianship PPLA

Comments: _____

Reason for Modification to Concurrent Case Plan (if applicable) _____

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.

Child's Name:

(For Probation Cases only. Info provided by Probation)

Criminogenic Factors based on the Probation LARRC Assessment				Notes
Factors and Sub-Factors	High	Moderate	Low	
1. Problem Behaviors & Substance Use Factor				
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"/>	
2. Family Factor				
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"/>	
3. Social Relationships Factor				
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"/>	
4. Academic Engagement Factor				
5. Self-Regulation Factor				
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:

Medical / Physical / Dental / Psychological Health See Addendum

Psychotropic Medication Yes No If Yes, date of court authorization _____ Copy attached? Yes No
If No, please explain _____

Please list all current psychotropic medication prescribed to the youth (*Dosage / frequency / duration*)

Please list all other (*non-psychotropic*) current medication prescribed to the youth (*Dosage / frequency / duration*)

Does the youth require special medical devices? Yes No If Yes, please explain:

Does the youth have special dietary needs or allergies? Yes No If Yes, please explain:

Are immunizations current? Yes No If No, please explain and indicate plan to bring current:

Does youth have a current Health & Education Passport? Yes No If No, please explain:

Qtrly Only Medical / Physical / Dental / Psychological Health Clinical Visits (1-4) See Addendum

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Child's Name:

Qtrly Only Medical / Physical / Dental / Psychological Health Clinical Visits (5-8) See Addendum

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

Clinic Name: _____
Physician Name: _____
Address: _____
Phone(s): _____ Fax: _____
Date(s) seen during reporting period

Outcomes and Follow-up

For additional Provider(s) or Information, see Addendum

Child's Name:

Qtrly Only

Report progress of child's physical, dental and/or psychological health over the past three months. Reference the goal number(s) from the Identified Treatment Needs /Outcome Goals Page.

--

Education		<input type="checkbox"/> See Addendum
<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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Transportation arrangements to/from school: _____		
Are school records complete? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, 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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Academic achievements and extra-curricular activities: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Strengths of the child: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Participation in school-related activities by child and GH staff or Certified Foster Family: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
School behavior problems, school discipline and school suspensions: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
School officials' concerns about the child's health, academic abilities and social skills: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Other issues of concern related to school matters: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
If a high school student, status of CAHSEE: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Qtrly Only	Report progress of child's educational goals. Reference the goal number(s) from the Identified Treatment Needs /Outcome Goals Page	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

Child's Name:

NSP Treatment & Visitation

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:

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 Page is for Quarterly Only

Visitation / Involvement / Contact with Family of Origin / Guardian

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

Type: Phone _____
 Dates/Frequency
 Relationship/Details

Type: Face to Face at GH/CFH _____
 Dates/Frequency
 Relationship/Details

Type: Face to Face other location _____
 Dates/Frequency
 Relationship/Details

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.

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

Address the GH/FFA Contact with the CSW/DPO over the past three months

Address FFA Social Worker Contact with Child over the past three months

Type: Phone _____
 Dates/Frequency
 Relationship/Details

Type: Face to Face at GH/CFH _____
 Dates/Frequency
 Relationship/Details

Type: Face to Face other location _____
 Dates/Frequency
 Relationship/Details

Life Skills Training / Emancipation Preparation	
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: 100%; height: 20px;" 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: 100%; height: 20px;" 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: 100%; height: 20px;" 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: 100%; height: 20px;" 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: 100%; height: 20px;" type="text"/>
6) Is youth 14 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please answer a through e:</i> a) Please list any ILP Services, Youth Development Services, or Life Skills Training received by the youth: Comments:	<input style="width: 100%; height: 20px;" type="text"/>
b) Is the most recent copy of the TILP attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of TILP Completion _____ Comments:	<input style="width: 100%; height: 20px;" type="text"/>
c) What is the youth's post High School plan? Comments:	<input style="width: 100%; height: 20px;" type="text"/>
d) Is the youth currently employed or seeking employment? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	<input style="width: 100%; height: 20px;" type="text"/>
e) Describe transportation arrangements for youth to participate in ILP and/or employment Comments:	<input style="width: 100%; height: 20px;" type="text"/>

Child's Name:

Qtrly Only	Report progress of child's Life Skills Training/Emancipation Preparation over the past three months. If applicable, reference the goal number(s) from the Identified Treatment Needs /Outcome Goals Page

Qtrly Only	Number of Special Incidents Reports (SIRs) over the past three months: _____	
Type of Special Incidents Reports (SIRs) over the past three months:		# of Special Incidents
Behavioral Incident		
Danger to Self		
Health Related		
Unauthorized Absence		
School Related		
Other		
Comments:		

Child's Name:

Identified Treatment Needs / Outcome Goals (1—5)

Outcome Goal — #1	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
<i>Select One</i>				

Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.

Outcome Goal — #2	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
<i>Select One</i>				

Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.

Outcome Goal — #3	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
<i>Select One</i>				

Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.

Outcome Goal — #4	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
<i>Select One</i>				

Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.

Outcome Goal — #5	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
<i>Select One</i>				

Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.

Child's Name:

Identified Treatment Needs / Outcome Goals (6—10)

Outcome Goal — #6 <i>Select One</i>	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.				

Outcome Goal — #7 <i>Select One</i>	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.				

Outcome Goal — #8 <i>Select One</i>	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.				

Outcome Goal — #9 <i>Select One</i>	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.				

Outcome Goal — #10 <i>Select One</i>	Start Date	Modified Date	Projected Completion Date	Date Goal Achieved
Please indicate the Specific Goal and the Plan & Method to achieve goal, Including services to be provided and person(s) responsible.				

See Addendum for additional goals

Child's Name:

Addendum

Click here to type addendum.

FOSTER FAMILY AGENCY MONTHLY REPORT

NAME OF FFA _____ MONTH/YEAR: _____

A. Please provide the total numbers for both Los Angeles County & Out-of-County placements¹ as of the last day of the reporting month:

_____ # of Certified Foster Homes in L.A. _____ # of Certified Foster Homes Out-of-County
 _____ # of which are certified as WFFH² _____ # of which are certified as WFFH

_____ # Total Capacity³ in L.A. _____ Total Capacity Out-of-County

_____ # of DCFS Children Only in L.A. _____ # of DCFS Children Only Placed Out-of-County
 _____ # of which are Teen Parents _____ # of which are Teen Parents

_____ # of Current Vacancies⁴ in L.A. _____ # of Current Vacancies Out-of-County

_____ % Vacancy Rate⁵ in L.A. _____ % Vacancy Rate Out-of-County

B. Foster Parent Certification (use this form or attach the requested information)

of foster homes newly certified this month: _____

For each NEWLY CERTIFIED foster home, please provide the following information (attach additional sheets as necessary):

_____ **New Certification** _____ **WFFH Certified** _____ **WFFH Recertification**

1. Foster Parent Name (1): _____ D.O.B.: _____
Foster Parent Name (2): _____ D.O.B.: _____
Address: _____ Phone#: _____ D.O. Certification: _____

_____ **New Certification** _____ **WFFH Certified** _____ **WFFH Recertification**

2. Foster Parent Name (1): _____ D.O.B.: _____
Foster Parent Name (2): _____ D.O.B.: _____
Address: _____ Phone#: _____ D.O. Certification: _____

¹ OUT-OF-COUNTY PLACEMENTS refers to Los Angeles County placements only.

² WFFH refers to Whole Foster Family Homes

³ TOTAL CAPACITY refers to the FFA's total number of foster beds, both those vacant and filled

⁴ VACANCY refers to the FFA's total number of foster beds that are not used by DCFS or other agencies.

⁵ VACANCY RATE refers to VACANCY/CAPACITY

_____ **New Certification** _____ **WFFH Certified** _____ **WFFH Recertification**

3. Foster Parent Name (1): _____ D.O.B.: _____
Foster Parent Name (2): _____ D.O.B.: _____
Address: _____ Phone#: _____ D.O. Certification: _____

C. Foster Parent De-Certification (use this form or attach the requested information)

of foster homes de-certified this month: _____

For each foster home DE-CERTIFIED this month, please indicate the following (attach additional sheets as necessary):

NOTE: Please use the following codes to indicate the reason for de-certification: 1) SEXUAL ABUSE, 2) PHYSICAL ABUSE, 3) ILLNESS, 4) RETIRED, 5) DIFFERENT AGENCY, 6) NEGLECT, 7) CCL VIOLATION, 8) ADOPTIVE HOME, 9) LEGAL GUARDIANSHIP, 10) MOVE, 11) AGENCY STANDARD NOT MET, 12) VOLUNTARY

1. Foster Parent Name (1): _____ D.O.B.: _____
Foster Parent Name (2): _____ D.O.B.: _____
Address: _____ Phone#: _____
D.O. Certification: _____ D.O. De-Certification: _____ Reason for De-Certification (Code): _____

2. Foster Parent Name (1): _____ D.O.B.: _____
Foster Parent Name (2): _____ D.O.B.: _____
Address: _____ Phone#: _____
D.O. Certification: _____ D.O. De-Certification: _____ Reason for De-Certification (Code): _____

3. Foster Parent Name (1): _____ D.O.B.: _____
Foster Parent Name (2): _____ D.O.B.: _____
Address: _____ Phone#: _____
D.O. Certification: _____ D.O. De-Certification: _____ Reason for De-Certification (Code): _____

D. New placements for “Whole Foster Family Home” (WFFH)

of WFFH certified this month: _____

For each new WFFH this month, please provide the following information (attach additional sheets as necessary):

1. WFFH Foster Parent Name: _____
Address: _____
Name of Teen Parent: _____
Name of Teen Parent child: _____

2. WFFH Foster Parent Name: _____

Address: _____

Name of Teen Parent: _____

Name of Teen Parent child: _____

3. WFFH Foster Parent Name: _____

Address: _____

Name of Teen Parent: _____

Name of Teen Parent child: _____

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

of children moved to other certified home(s) associated with your FFA during this 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 replacement(s).⁶ Thank you.

⁶ REPLACEMENT – This does **NOT** include respite placements unless they become long-term placements.

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 20, 2006

ALL COUNTY LETTER NO. 06-04

TO: ALL COUNTY WELFARE DIRECTORS
 ALL CHIEF PROBATION OFFICERS
 ALL COUNTY ADOPTION AGENCIES
 ALL GROUP HOME PROVIDERS
 ALL FOSTER FAMILY AGENCIES
 ALL LOCAL MENTAL HEALTH DIRECTORS

SUBJECT: MINOR DEPENDENT PARENTS IN FOSTER CARE

REFERENCE: SENATE BILL 500 (CHAPTER 630, STATUTES OF 2005)
 AMENDING SECTIONS 300, 362.1, 11400, 11401, AND 11465 OF
 THE WELFARE AND INSTITUTIONS CODE AND ADDING
 SECTION 16501.25 TO THE WELFARE AND INSTITUTIONS CODE

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order
 Clarification Requested by
 One or More Counties
 Initiated by CDSS

The purpose of this All County Letter (ACL) is to provide information regarding changes made by Senate Bill (SB) 500 (Chapter 630, Statutes of 2005), to the rates paid and placement requirements of infants placed in foster care with their minor dependent parents.

SB 500 made several changes:

- ◆ amends the existing Welfare and Institutions Code (W&IC) relating to placement options for minor parents and their children;
- ◆ aligns State statute with federal policy by establishing Aid to Families With Dependent Children–Foster Care (AFDC-FC) eligibility for dependent infants placed with dependent minor parents; amends the rate structure for infant supplement payments; and
- ◆ adds a section that defines “teen parent”, and requirements for a Shared Responsibility Plan.

These statutory changes, effective January 1, 2006, were intended to reinforce established child welfare policy to place children with their minor parents whenever possible while their parents reside in a foster care facility. These changes increase placement options for a teen parent and his/her infant by creating a new placement category, “Whole Family Foster Home”, which is designed to care for teen parents and their children. This new placement option is specifically designed to assist the minor parent in developing the skills necessary to provide a safe, stable and permanent home for his/her infant. This legislation also aligned State statute with federal policy by providing a higher payment to cover the costs of the care and supervision provided in

placements in these homes, and to remove the current financial disincentive to place foster teens and their children together, rather than separately. Attachment A, Placement Option Scenarios, is provided as clarification of these options. In all placement categories, eligibility requirements remain the same.

This ACL highlights the specific W&IC Section changes made by SB 500, gives guidance on available placement/payment options, and gives additional information regarding the new placement category of "Whole Family Foster Home" and the Shared Responsibility Plan.

Dependency Statutes and Visitation Requirements

SB 500 amends the dependency statutes pertaining to jurisdiction of the juvenile court by adding language to W&IC Section 300(j) that clarifies that a child whose parent has been adjudged a dependent child of the court shall not be considered to be at risk of abuse or neglect solely because of the age, dependent status, or foster care status of the parent.

Additionally, it adds language to visitation statutes in W&IC Section 362.1(a)(1)(B)(3) for purposes of maintaining family ties and facilitating reunification. This language authorizes the court to order visitation among appropriate family members unless visitation would be detrimental to the teen parent.

AFDC-FC Eligibility for Infants of Minor Dependent Parents Placed in Same Facility

The SB 500 amends State statute to align it with current federal policy governing eligibility of children residing in the same foster care facility as their minor dependent parent. Prior to amendment of W&IC Section 11401(g), State statute prohibited paying two full AFDC-FC payments when placing dependent foster children with their dependent infants in the same foster care facility. In June 2004, the federal Administration for Children and Families issued a policy clarification which indicated that two separate AFDC-FC foster care payments may be paid on behalf of a minor parent and his/her child living in the same foster care facility as long as they are both dependents of the court, meet eligibility criteria, and reunification services are being provided.

Therefore, SB 500 amends State statute to permit eligibility of an infant of a minor dependent child for a full AFDC-FC rate if the infant has been adjudged to be a dependent child of the court on the grounds that he/she is a person described in Sections 300. The dependent infant is eligible to receive benefits and can be placed in the same licensed facility or approved foster care facility in which his/her dependent minor parent is placed. Additionally, the dependent infant's parent must be receiving

reunification services with respect to that infant. This legislation aligns State statute with federal policy allowing concurrent placement of the dependent minor parent and their dependent infant in the same facility.

Whole Family Foster Home Placement Option

The SB 500 creates and defines a new placement option called “Whole Family Foster Home”. The purpose is to provide foster care to teen parents and their infants, and assist a teen parent in developing the skills necessary to provide a safe, stable and permanent home for their child. This is not a new licensing category; however, a Whole Family Foster Home can be a family home, approved relative caregiver or non-relative extended family member’s home, or a certified home of a foster family agency. **A Whole Family Foster Home must be specifically recruited and trained for this placement option (amendment to Section 11400(t) of the W&IC).** The child of the minor parent need not be the subject of a petition filed pursuant to Section 300 to qualify for placement in a whole family foster home.

Recruitment and Training of “Whole Family Foster Homes”

Counties are encouraged to use their existing training models and work through their Community Colleges which provide foster parent training.

Definition

Whole Family Foster Home: A family home, approved relative caregiver or nonrelative extended family member’s home, or certified family home that provides foster care for a minor parent and his or her child, and is specifically recruited and trained to assist the minor parent in developing the skills necessary to provide a safe, stable, and permanent home for his or her child.

Rates for Children Placed in Whole Family Foster Homes

This SB 500 increases the infant supplement rate paid for a non-dependent infant placed with the minor dependent parent in a Whole Family Foster Home. The infant supplement is to be increased to the equivalent of the county’s basic rate for the age of the child. This rate applies only to non dependent children placed with their minor parent in a facility as described above. Note: infant supplement rates apply to all non dependent children placed with their minor dependent parent.

This section also adds language authorizing Cost-of-Living Adjustments to the increased infant supplement rate for infants placed in a Whole Family Foster Home with the infant’s minor dependent parent.

It is important to note that for nondependent children placed with their minor dependent parent in a facility other than a Whole Family Foster Home the infant supplement payment remains as specified in California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 11-415. See Attachment A for placement option scenarios and rates.

Shared Responsibility Plan

SB 500 adds a definition for a teen parent placed in a Whole Family Foster Home (W&IC Section 16501.25). A teen parent is “a child who has been adjudged to be a dependent child or ward of the court on the grounds that he or she is a person described under Section 300 or Section 602, ***living in out-of-home placement in a whole family foster home, as defined in subdivision (t) of Section 11400, who is a parent.***” This section also gives guidance on the elements of the Shared Responsibility Plan. See Attachment B for a description of the guidelines.

Additionally, the infant supplement payment in a Whole Family Foster Home where the caregiver and the minor dependent parent have developed a Shared Responsibility Plan (SRP) in cooperation with the county social worker is to be enhanced by an additional \$200. This plan must be provided to the county child welfare agency or probation department (amendment to Section 11465(d) of the W&IC). It is strongly suggested that counties maintain copies of SRPs in both eligibility and service case records.

Documentation of compliance with the SRP requirements must be retained in the case record in a form determined by the county that demonstrates the plan meets the required elements. The Shared Responsibility Plan remains in effect as long as it is relevant and may be amended at anytime to meet the current needs of the family. The caregiver must advise the county child welfare agency or probation department of any amendments to the Shared Responsibility Plan.

Foster Family Agency Responsibilities

Foster family agencies are responsible for appropriate recruitment and training of certified foster families who become Whole Family Foster Homes. SB 500 requires that a representative of the foster family agency who provides direct and immediate supervision to the foster caregiver to, along with the caregiver and teen parent, develop the shared responsibility plan. The plan is to outline the duties, rights and responsibilities of the teen parent and the caregiver with regard to the child, and identify 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. Assistance with developing, approval and monitoring the SRP is considered part of the foster family

agency's on-going administrative support to foster parents. The additional infant supplement payment to care for a non dependent infant placed with the minor dependent parent in a certified home, where the certified foster parent and the minor dependent parent have a SRP, must be passed on to the certified foster parent. Agencies should also ensure that county welfare departments have a current copy of the SRP and any subsequent updates, as well as maintain one within the agency.

CWS/CMS Data Entry

It will be important to gather and track data about these specialized placements and how they compare with other types of placement for minor mothers and their infants. For this purpose, six new CDSS Special Project Codes will be available in the system for all counties to utilize. Although Special project Codes can be entered in the Referral, Case, and Placement Notebooks, county workers shall utilize the appropriate codes listed below and record them on the Special Project Page in the **Case Information Notebook only**.

Please note that cases where the infant is a non-dependent, the Special Project Code must be entered in the minor parent's Case Information Notebook (CIN). For cases where the following three codes (e.g., "4A," "4B," and "4C") involving infants who are dependents of the Court, the Special Project codes will be entered in the infant's Case Information Notebook. Data reports will be generated by only accessing the codes entered here.

1. "S-Non-WFFH Non-Dep Inft No SRP" (Place Code In Minor Parent's CIN)

A dependent minor mother is placed together with her non-dependent infant. The placement is not a "Whole Family Foster Home" and there is no Shared Responsibility Plan (SRP).

2. "S-WFFH Non-Dep Infant No SRP" (Place Code In Minor Parent's CIN)

A dependent minor mother is placed together with her non-dependent infant. The placement is in a "Whole Family Foster Home" (licensed FFH, FFA, relative, non-related extended family members) but there is no Shared Responsibility Plan (SRP).

3. “S-WFFH Non-Dep Infant w/ SRP” (Place Code In Minor Parent’s CIN)

A dependent minor mother is placed together with her non-dependent infant. The placement is a “Whole Family Foster Home” and there is a Shared Responsibility Plan (SRP). (WFFH: licensed FFH, FFA, relative, non-related extended family member).

4A. “S-DepMinorParent w/DeplInfant4A” (Place Code In The Infant’s CIN)

A dependent minor mother is placed together with her dependent infant in a licensed FFH, relative, non-related extended family member.

4B. “S-DepMinorParent w/DeplInfant4B” (Place Code In The Infant’s CIN)

A dependent minor mother is placed together with her dependent infant in a certified home of a Foster Family Agency.

4C. “S-DepMinorParent w/DeplInfant4C” (Place Code In The Infant’s CIN)

A dependent minor mother is placed together with her dependent infant in a Group Home.

If you have any program questions on recruitment and training of Whole Family Foster Homes please call the Recruitment Network Development Unit at (916) 657-4357. If you have any questions on the Shared Responsibility Plan, please call the Concurrent Planning Policy Unit at (916) 657-1858. If you have questions on foster care rates and infant supplement, please call the Foster Care Rates Policy Unit, (916) 651-9152; and, if you have any questions on claiming, please e-mail: assistance.claims@dss.ca.gov.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachments

cc: CWDA

SB 500 – PLACEMENT OPTION SCENARIOS-NON DEPENDENT INFANT

PLACEMENT OPTION	RATE FOR DEPENDENT MINOR PARENT	RATE FOR NON DEPENDENT INFANT
<p>1. Placement of dependent minor parent and non dependent infant in same facility (non WFFH)—any licensed/ approved facility (e.g. FFH, FFA, relative caregiver, GH, etc) Use the first Special Project Code: “S-Non-WFFH Non-Dep Inft No SRP” and place within the parent’s case information notebook.</p>	<p>AFDC-FC basic rate for the dependent minor parent (plus SCI* if appropriate) or if in GH placement, the appropriate RCL of the GH where dependent minor parent is placed.</p>	<p>Infant supplement of \$391/mo for the (each) non dependent infant(s); or \$848/mo for the (each) infant if in group home placement with minor parent</p>
<p>2. Placement of dependent minor parent and non dependent infant in Whole Family Foster Home (which can be a licensed FFH, FFA, relative, non-relative extended family member, but NOT a GH placement) Use the second Special Project Code: “S-WFFH Non-Dep Infant No SRP” and place within the parent’s case information notebook.</p>	<p>AFDC-FC basic rate for the dependent minor parent (plus SCI if appropriate)</p>	<p>Equivalent of the AFDC-FC basic rate based on age for the non dependent infant (Marin County is currently slightly higher than all other counties for this age group). Applies to all non dependent children placed with the dependent minor parent.</p>
<p>3. Placement of dependent minor parent and non dependent infant in Whole Family Foster Home with a Shared Responsibility Plan (which can be a licensed FFH, FFA, relative, non-relative extended family member, but NOT a GH placement) Use the third Special Project Code: “S-WFFH Non-Dep Infant w/ SRP” and place within the parent’s case information notebook.</p>	<p>AFDC-FC basic rate for the dependent minor parent (plus SCI if appropriate) (whomever the infant supplement check is payable to, will continue to receive the infant supplement PLUS the additional \$200/mo infant supplement contingent upon the SRP)</p>	<p>Infant supplement equivalent to the AFDC-FC basic rate based on age of the child for the non dependent infant (Marin County is currently slightly higher than all other counties for this age group) plus additional \$200/mo per infant supplement with the Shared Responsibility Plan (applies to all non dependent children placed with minor dependent parent)</p>

Whole Family Foster Home (WFFH): A family home, approved relative caregiver or nonrelative extended family member’s home, or certified family home that provides foster care for a minor parent and his or her child, and is specifically recruited and trained to assist the minor parent in developing the skills necessary to provide a safe, stable, and permanent home for his or her child. The child of the minor parent need not be the subject of a petition filed pursuant to Section 300 to qualify for placement in a whole family foster home.

* Specialized Care Increment (SCI)

SB 500 – PLACEMENT OPTION SCENARIOS-DEPENDENT INFANT

PLACEMENT OPTION	RATE FOR DEPENDENT MINOR PARENT	RATE FOR DEPENDENT INFANT
<p>4A. Placement of dependent minor parent and dependent infant in same facility (e.g. foster family home, relative, non related extended family member) Use the fourth Special Project Code: “S-DepMinorParent w/Deplnfant4A” and place within the infant’s case information notebook.</p>	<p>AFDC-FC basic rate for the dependent minor parent (plus SCI if appropriate)</p>	<p>Equivalent of the AFDC-FC basic rate for the dependent infant (plus SCI if appropriate) (All eligibility requirements pertain to this placement)</p>
<p>4B. Placement of dependent minor parent and dependent infant in same facility (e.g. certified home of a foster family agency) Use the fourth Special Project Code: “S-DepMinorParent w/Deplnfant4B” and place within the infant’s Case Information Notebook.</p>	<p>Applicable FFA rates for the dependent minor parent placed in the certified home of an FFA</p>	<p>Applicable FFA rates for the dependent infant placed with the dependent minor parent in the certified home of an FFA. (All eligibility requirements pertain to this placement)</p>
<p>4C. Placement of dependent minor parent and dependent infant in the same facility (e.g., group home) Use the fourth Special Project Code: “S-DepMinorParent w/Deplnfant4C” and place code in the infant’s, Case Information Notebook.</p>	<p>Group home RCL level of placement for dependent minor parent</p>	<p>Group home RCL level of placement for the dependent infant placed with the dependent minor parent (All eligibility requirements pertain to this placement)</p>

Attachment B

GUIDELINES FOR THE SHARED RESPONSIBILITY PLAN

Section 16501.25 is added to the Welfare and Institutions Code, to read:

16501.25. (a) For the purposes of this section, "teen parent" means a child who has been adjudged to be a dependent child or ward of the court on the grounds that he or she is a person described under Section 300 or Section 602, living in out-of-home placement in a whole family foster home, as defined in subdivision (u) of Section 11400, who is a parent.

(b)(1) When the child of a teen parent is not subject to the jurisdiction of the dependency court but is in the full or partial physical custody of the teen parent, a written shared responsibility plan shall be developed. The plan shall be developed between the teen parent, caregiver, and a representative of the county child welfare agency or probation department, and in the case of a certified home, a representative of the agency providing direct and immediate supervision to the caregiver. Additional input may be provided by any individuals identified by the teen parent, the other parent of the child, if appropriate, and other extended family members. The plan shall be developed as soon as is practicably possible. However, if one or more of the above stakeholders are not available to participate in the creation of the plan within the first 30 days of the teen parent's placement, the teen parent and caregiver may enter into a plan for the purposes of fulfilling the requirements of paragraph (2) of subdivision (d) of Section 11465, which may be modified at a later time when the other individuals become available.

(2) The plan shall be designed to preserve and strengthen the teen parent family unit, as described in Section 16002.5, to assist the teen parent in meeting the goals outlined in Section 16002.5, to facilitate a supportive home environment for the teen parent and the child, and to ultimately enable the teen parent to independently provide a safe, stable, and permanent home for the child. The plan shall in no way limit the teen parent's legal right to make decisions regarding the care, custody, and control of the child.

(3) The plan 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 plan shall outline, which as much specificity as is practicable, the duties, rights, and responsibilities of both the teen parent and the caregiver with regard to the child, and identify supportive services to be offered to the teen parent by the caregiver or, in the case of a certified home the agency providing direct and immediate supervision to the caregiver, or both. The plan 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. The plan shall not conflict with the teen parent's case plan. Areas to be addressed by the plan include, but are not limited to, all of the following:

- (A) Feeding.
- (B) Clothing.
- (C) Hygiene.
- (D) Purchase of necessary items, including, but not limited to, safety items, food, clothing, and developmentally appropriate toys and books. This includes both one-time purchases and items needed on an ongoing basis.
- (E) Health care.
- (F) Transportation to health care appointments, child care, and school, as appropriate.
- (G) Provision of child care and babysitting.

(H) *Discipline.*

(I) Sleeping arrangements.

(J) Visits among the child, his or her noncustodial parents, and other appropriate family members, including the responsibilities of the teen parent, the caregiver, and the foster family agency, as appropriate, for facilitating the visitation. The shared responsibility plan shall not conflict with the teen parent's case plan and any visitation orders made by the court.

(c) Upon completion of the shared responsibility plan and any subsequent updates to the plan, a copy shall be provided to the teen parent and his or her attorney, the caregiver, the county child welfare agency or probation department and, in the case of a certified home, the agency providing direct and immediate supervision to the caregiver.

SHARED RESPONSIBILITY PLAN - INSTRUCTIONS

ATTACHMENT XIII

INTRODUCTION

The purpose of the Shared Responsibility Plan (SRP) is to help develop the parent-child bond, assist the teen parent in her/his transition to independence, and create a successful, supportive and nurturing placement for both the teen and the child.

The SRP shall be designed to preserve, strengthen and maintain the continuity of the teen parent family unit (teen parent & child), to facilitate a supportive home environment for the teen parent and the child, and to ultimately enable the teen parent to independently provide a safe, stable, and permanent home for the child. 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.

The SRP is an agreement between the dependent teen parent and her/his caregiver about the duties, rights and responsibilities each has with regard to the teen parent's nondependent child. In general the SRP does the following:

1. It is a schedule for the teen parent and the foster parent, so each one knows what they are responsible for in regards to the care of the child.
2. It is flexible, because things can change from week to week (e.g., changing needs of child's and toddlers and the teen parent's changing school; employment or other outside responsibilities, etc.). It might be necessary to review and revise the SRP on a weekly basis (or even more frequently).
3. It includes strategies for dealing with miscommunication or disagreements between the dependent teen parent and the foster parent about care of the child.
4. It identifies supportive services to be offered to the teen parent by the caregiver or, in the case of a certified home, the FFA providing direct and immediate supervision to the caregiver, or both.
5. It supports the teen parent's Case Plan (including the TILP) and any visitation orders made by the court.

THE SHARED RESPONSIBILITY PLAN (SRP) MUST SUPPORT THE TERMS AND CONDITIONS OF THE CASE PLAN AND PROVIDE FOR THE FOLLOWING GOALS AS APPROPRIATE:

Services:

To the greatest extent possible, dependent teen parents and their non-dependent children living together in foster care shall be provided with access to existing services (e.g., ILP) for which they may be eligible that are specifically targeted at supporting, maintaining, and developing both the parent-child bond and the teen parent's ability to provide a permanent and safe home for her/his child. Examples of these services may include, but shall not be limited to: child care, parenting classes, child development classes and frequent visitation.

Education:

The teen parent shall be given the ability to attend school, complete homework, and participate in age and developmentally appropriate activities unrelated to and separate from parenting.

Support & Assistance:

Foster care placements for teen parents and their children shall demonstrate a willingness and ability to provide support and assistance to dependent teen parents and their children.

Contact between the child, the teen parent and the noncustodial parent:

Contact between the non-dependent child, the dependent teen parent, and the noncustodial parent shall be facilitated when that contact is found to be in the best interest of the non-dependent child (refer to FYI 07-10, Teen Parents In Foster Care: New Laws Regarding Visits).

SHARED RESPONSIBILITY PLAN - INSTRUCTIONS

ATTACHMENT XIII

THE SHARED RESPONSIBILITY PLAN (SRP) MUST ADDRESS THE FOLLOWING DUTIES, RIGHTS, AND RESPONSIBILITIES OF BOTH THE DEPENDENT TEEN PARENT AND THE CAREGIVER WITH REGARD TO THE NON-DEPENDENT CHILD:

- Feeding Schedule
- Clothing and Dressing
- Hygiene including Diapering
- Purchase of necessary items, including, but not limited to:
(This includes both one-time purchases and items needed on an ongoing basis.)
 - Safety items
 - Food
 - Clothing
 - Age appropriate toys and books
 - Other
- Health care
- Transportation (as appropriate) to:
 - Health care appointments
 - Child care and Babysitting
 - School
 - Other
- Provision of child care and babysitting
- Discipline
- Sleeping arrangements (no co-sleeping)
- Age Appropriate activities (Mommy & Me, Parks, Zoo, Swim, etc.)
- Visits among the child, his or her noncustodial parents, and other appropriate family members, including the responsibilities of the teen parent, the caregiver, and the foster family agency, as appropriate, for facilitating the visitation
- Special Needs
 - Regional Center – Early Intervention Services
 - Special Education

COMPLETION INSTRUCTIONS

(A Shared Responsibility Plan may be completed for each non-dependant child)

Who develops the SRP:

The SRP is to be developed between the teen parent, caregiver, CSW, and FFA social worker (when applicable). Additional input may be provided by any individuals identified by the teen parent, including the other parent of the child, if appropriate, and other extended family members.

When the SRP must be developed:

The SRP is to be developed as soon as is practicably possible within the first 30 days of the teen parent's placement in the Whole Family Foster Home (WFFH). If the CSW or the FFA social worker (when applicable) is/are not available to participate in the creation of the SRP within the first 30 days of the teen parent's placement, the teen parent and caregiver may develop a SRP for the purposes of fulfilling the requirements for the SRP Rate. The SRP must be submitted to the CSW for approval and initiation of the SRP Rate and may be modified at a later time when other individuals become available.

SRP Rate:

The caregiver must provide DCFS with a copy of the SRP and must advise DCFS of any subsequent changes to the SRP. Once the SRP has been completed and approved by the CSW, the payment made will be increased by an additional \$200 per month (per non-dependent child for whom a SRP has been developed) to reflect the increased care and supervision while the Teen Parent Family Unit is placed in the WFFH.

SRP Checklist

SHARED RESPONSIBILITY PLAN - INSTRUCTIONS**ATTACHMENT XIII**

The following check list has been developed to assist in the completion of a meaningful SRP by providing areas to consider when completing the SRP. This is not an exhaustive list and the SRP should address all areas important to your specific situation. When using this list, check off the boxes that you feel apply to your situation. Then include each checked item in the appropriate section of the SRP. *For example, if you checked "Bonding", then you could include this in the "Age Appropriate Activities" section in the "The Teen Parent will" box by saying, "(Teen parent's name) will have bonding time with (child's name) by holding (her/him) and (list an age appropriate activity).*

The SRP should:

- 1) Preserve and strengthen the Teen Parent Family Unit:

<input type="checkbox"/> Bonding <input type="checkbox"/> Parenting Skills	<input type="checkbox"/> Supporting new role of teen as parent <input type="checkbox"/> Teen as primary caregiver
---	--

- 2) Assist the teen parent in maintaining the continuity of the Teen Parent Family Unit:

<input type="checkbox"/> Regularly scheduled time with child <input type="checkbox"/> Quality time with child (age sensitive)	<input type="checkbox"/> Teen as primary disciplinarian <input type="checkbox"/> Teen as primary caregiver
--	---

- 3) Facilitate a supportive home environment for the Teen Parent Family Unit:

<input type="checkbox"/> Nurturing of teen parent <input type="checkbox"/> Teen parent family unit as central focus	<input type="checkbox"/> Teens role in household <input type="checkbox"/> Conflict resolution within placement
--	---

- 4) Prepare the teen parent to independently provide a safe, stable and permanent home for her/his child:

<input type="checkbox"/> Teens education (high school, college, vocational) <input type="checkbox"/> Teens career development (employment) <input type="checkbox"/> ILP classes <input type="checkbox"/> Non violent parenting education <input type="checkbox"/> Teens extra curricular activities	<input type="checkbox"/> Emancipation goals (TILP) <input type="checkbox"/> Physical & emotional health of teen parent and child <input type="checkbox"/> Financial responsibility & money management <input type="checkbox"/> Family Planning
---	---

- 5) Support the teen parent's legal right to make decisions regarding the care, custody, and control of her/his child:
 - Teen as primary disciplinarian
 - Teen as primary caregiver
 - Child's special needs
 - Family visitation
 - Custody & child support

SHARED RESPONSIBILITY PLAN - INSTRUCTIONS**INSTRUCTIONS FOR THE CAREGIVER****Submitting The SRP For Approval And Initiating The SRP Rate**

In cases where the SRP has been completed between the caregiver and the teen parent only, the caregiver must give the SRP to the CSW for review, approval and submission to the DCFS EW/TA.

Distribution Of Copies Of The SRP

If the SRP is completed without the CSW, then the caregiver is responsible for ensuring that the teen parent and the FFA are provided with copies of the SRP.

INSTRUCTIONS FOR THE CSW**Submitting The SRP For Approval And Initiating The SRP Rate**

The CSW will attach a copy of the completed, signed and approved SRP to a completed DCFS 280, and submit both to the DCFS EW/TA to initiate the SRP Rate.

Distribution Of Copies Of The SRP

The CSW is to provide copies of the completed SRP and/or any subsequent updates to the SRP to the teen parent; the teen parent's attorney; the caregiver; and in the case of a certified home, the FFA providing direct and immediate supervision to the caregiver.

INSTRUCTIONS FOR REVIEWING AND UPDATING THE SRP

These apply to all parties

Changes to the SRP can be expected for a number of reasons and may reflect some of the following examples:

- Changes in the child's needs as (s)he grows and the new parenting skills that are required.
- Changes in the teen parent's educational, employment or extracurricular needs.
- Changes in the caregivers work schedule or health needs.

Make changes within each section as needed. Participants should then initial and date each change. Make plenty of copies of the attached Shared Responsibility Weekly Planner and update it regularly to reflect the current SRP. When changes are made, make a new copy for everyone involved in the SRP per the Submission Instructions above.

The SRP must be reviewed and updated at least every 6 months or more frequently as needed. Make sure the SRP reflects current needs and issues for best results (refer to item #2 on page 1 of these instructions.) On the SRP Cover Sheet document whether this is an "Initial SRP" or a "Bi-Annual SRP". Where indicated, document when the next Bi-Annual SRP is due.

SHARED RESPONSIBILITY PLAN – COVER SHEET

ATTACHMENT XIV

Teen Parent's Name:	DOB:	State #:
Date placed in this home:	PDJ #:	

Non-Dependent Child's Name:	DOB:	Please check appropriate box: <input type="checkbox"/> Initial SRP <input type="checkbox"/> Bi-Annual SRP
Date placed in this home:		

Caregivers Name:	Phone:	e-mail:
Placement address:		
License # (if applicable):		

FFA Name:	Phone:	e-mail:
Address:		
Vendor # and License # :		

NOTE: Certification as a Whole Family Foster Home (WFFH) Provider is an eligibility requirement for the SRP Rate. Copies of the WFFH Certification document and the completed SRP are to be attached to the DCFS 280 when submitting a request for the SRP Rate.

CSW/DPO:	File #:	Phone:
Fax:	e-mail:	
The next Bi-Annual SRP is due on (six months from the date of this SRP): Date:		

By signing below, I am acknowledging that I have participated in the development of the attached SRP and agree to complete the tasks assigned to me:

Teen Parent's Name (please print clearly)

Caregivers Name (please print clearly)

Teen Parent's Signature Date

Caregivers Signature Date

This SRP was developed with the assistance of:

NAME	TITLE	DATE
	Children's Social Worker	
	Probation Officer	
	FFA Social Worker	

CSW Approval: _____
CSW's Signature Date

Use the checklist below to document who received copies of the SRP and the date provided:
(Refer to the Distribution Instructions on page 4)

- | | | | |
|--------------------------------------|-------------|--|-------------|
| <input type="checkbox"/> Teen Parent | Date: _____ | <input type="checkbox"/> Teen's Attorney | Date: _____ |
| <input type="checkbox"/> Caregiver | Date: _____ | <input type="checkbox"/> FFA | Date: _____ |

SHARED RESPONSIBILITY PLAN (SRP)

Dependent Teen Parent

Non-Dependent Child

Caregiver

For each Task or Responsibility listed, be as specific as you can.

DUTIES, RIGHTS, AND RESPONSIBILITIES OF BOTH THE DEPENDENT TEEN PARENT AND THE CAREGIVER WITH REGARD TO THE NON-DEPENDENT CHILD

Goal: To assist the teen parent in developing the skills necessary to provide a safe, stable, and permanent home for his/her child.

A written SRP may be developed when a dependent teen parent and her/his non-dependent child live together in a Whole Family Foster Home (WFFH). The SRP is developed between the teen parent, caregiver, and the Children’s Social Worker (CSW) or Probation Officer (PO). When living in a Foster Family Agency (FFA) certified home, a representative of the FFA will also be involved. You may want to include additional input from other people like the other parent of the non-dependent child or other extended family members or other support persons, (e.g., Nurse Family Partnership). The SRP is to be completed as soon as practically possible, but can be changed and updated if someone is not available, or the situation changes. This SRP document includes tasks or responsibilities that are required, however, you can add other tasks or responsibilities that you feel should be included. Refer to the check list on p. 4 of the SRP Completion Instructions for areas to consider while completing the SRP. Please also refer to the Shared Responsibility Weekly Planner which is at the end of this package. Please make several copies of the Weekly Planner for your ongoing use.

↓ **EXAMPLE**

↓ **EXAMPLE**

<p><i>Task or Responsibility:</i> Feeding Schedule</p>	<p><i>The teen parent will:</i> Example:</p> <ol style="list-style-type: none"> _____ will feed her child breakfast and all meals in the evening every day. On weekends _____ will assume primary responsibility for feeding the child. _____ will prepare the formula. _____ will ask _____ to feed the child if the _____ needs to attend meetings, court, or other functions. _____ and _____ develop a weekly calendar to identify times in which _____ may need assistance in feeding child. 	<p><i>The caregiver will:</i> Example:</p> <ol style="list-style-type: none"> _____ will feed the child while _____ attends school. _____ will encourage _____ to assume the primary responsibility for feeding the child. _____ will offer support to _____. 	<p><i>Supports needed to assist the teen parent</i></p> <ol style="list-style-type: none"> Practice in making the formula (and/or breast feeding techniques – _____ to provide assistance. Learning to “burp” the child. PHN visit <hr/> <p><i>What will be done when there is a concern:</i></p> <ol style="list-style-type: none"> _____ will discuss concerns with _____. _____ will contact the social worker/probation officer after three attempts to discuss with _____ concerns about feeding. The social worker/probation officer will convene a meeting with _____ and _____ to resolve the concerns.
---	--	--	---

SHARED RESPONSIBILITY PLAN (SRP)

 Dependent Teen Parent

 Non-Dependent Child

 Caregiver

For each Task or Responsibility listed, be as specific as you can.

<i>Task or Responsibility:</i> Feeding Schedule (infants need to be fed every 2-4 hours)	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

<i>Task or Responsibility:</i> Clothing and Dressing	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

SHARED RESPONSIBILITY PLAN (SRP)

 Dependent Teen Parent

 Non-Dependent Child

 Caregiver

For each Task or Responsibility listed, be as specific as you can.

<i>Task or Responsibility:</i> Hygiene including diapering	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

<i>Task or Responsibility:</i> Purchase of Items for the Child/Child (safety items, food, clothing, toys, books, other)	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

SHARED RESPONSIBILITY PLAN (SRP)

 Dependent Teen Parent

 Non-Dependent Child

 Caregiver

For each Task or Responsibility listed, be as specific as you can.

<i>Task or Responsibility:</i> Health Care (maintenance of health care records)	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

<i>Task/ Responsibility:</i> Transportation for health care appointments, child care, school, other	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

SHARED RESPONSIBILITY PLAN (SRP)

 Dependent Teen Parent

 Non-Dependent Child

 Caregiver

For each Task or Responsibility listed, be as specific as you can.

<i>Task or Responsibility:</i> Child Care and Babysitting	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

<i>Task or Responsibility:</i> Discipline	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

SHARED RESPONSIBILITY PLAN (SRP)

Dependent Teen Parent

Non-Dependent Child

Caregiver

For each Task or Responsibility listed, be as specific as you can.

<p><i>Task or Responsibility:</i> Sleeping Arrangements (no “co-sleeping”, baby/child must sleep in his/her own bed))</p>	<p><i>The teen parent will:</i></p>	<p><i>The caregiver will:</i></p>	<p><i>Supports needed to assist the teen parent:</i></p>
			<p><i>What will be done when there is a concern:</i></p>

<p><i>Task or Responsibility:</i> Visits with others (other parent, grandparents, etc)</p> <p><i>Please Note: The shared responsibility plan cannot conflict with orders of the Court</i></p>	<p><i>The teen parent will:</i></p>	<p><i>The caregiver will:</i></p>	<p><i>Supports needed to assist the teen parent:</i></p>
			<p><i>What will be done when there is a concern:</i></p>

SHARED RESPONSIBILITY PLAN (SRP)

Dependent Teen Parent

Non-Dependent Child

Caregiver

For each Task or Responsibility listed, be as specific as you can.

Task or Responsibility: Age Appropriate Activities (reading, singing, physical activity, holding, etc.)	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

Task/ Responsibility: Other: _____	<i>The teen parent will:</i>	<i>The caregiver will:</i>	<i>Supports needed to assist the teen parent:</i>
			<i>What will be done when there is a concern:</i>

"Fostering Independence"

Shared Responsibility - Weekly Planner							
Task	Mon.	Tues.	Wed.	Thrs.	Fri.	Sat.	Sun.
<i>Insert Date</i> ➔							
Dressing	Who Time						
Morning Meal(s) 5:00 AM - 12 Noon							
Day Care (Start or Drop Off)							
Afternoon Meal(s) 12 Noon - 7:00 PM							
Day Care (End or Pick Up)							
Evening Meal(s) 7:00 PM - 5:00 AM							
Bathe							
Put to Bed							
Age Appropriate Activity							
Appointments							
Teen's Extra Curricular Activities:							
Other:							
Other:							
Other:							

"Persistence Pays Off"

Teen Parent Weekly Goal(s)			
<i>My Personal Goal(s):</i>	<i>Foster Parent help:</i>	<i>Goal Met?</i>	<i>If no, why not?</i>
1)			
2)			
<i>My Goal(s) with _____:</i>	<i>Foster Parent help:</i>	<i>Goal Met?</i>	<i>If no, why not?</i>
1)			
2)			

"Together We Win"

┌ Disputes ┐	☺ Resolutions ☺

Notes:

Community Colleges Directory

College	Contact	Address	Telephone #	Fax #
Antelope Valley College	Ande Sanders Program Director	3041 W. Avenue K Lancaster, CA 93536	661-722-6300 Ext 6251	818-368-5345
Cerritos College	Lori Switanowski Program Director Nancy Mirabella Program Asst	11110 E. Alondra Blvd Norwalk, CA 90650	562-860-2451 Ext 2548	562-653-7840
Citrus, Chaffey, Mt. San Antonio Colleges	Lil Sass Program Director	1000 W. Foothill Blvd Glendora, CA 91741	626-857-4046	626-914-8507
College of the Canyons	Cindy Stephens Program Director	26455 Rockwell Canyon Rd Valencia, CA 91355	661-362-3512	661-362-5148
El Camino College Compton Center	Pam Godfrey Program Director	1111 East Artesia Blvd Compton, CA 90221	310-537-3808	310-900-1691 310-900-1682
East Los Angeles College	Belen Gabriel Program Director	1301 Avenida Cesar Chavez Monterey Park, CA 91754	323-265-8963	323-415-5318
El Camino College	Alexis Estwick Program Director Jacki Humphrey Program Asst	16007 Crenshaw Blvd Torrance, CA 90506-0002	323-225-3306 310-660-3585	310-769-4604
Long Beach City College	C. Jacobs Program Director Claudia Garcia Program Manager	1305 E. Pacific Coast Hwy Long Beach, CA 90806	562-938-3114	
Los Angeles City College	Essie McSwine Program Director	855 N. Vermont Ave Los Angeles, CA 90029	323-953-4000 ext 2335	323-953-4013
Los Angeles Harbor College	Juanita Naranjo Program Director Teresa Lamas Program Coordinator	1111 Figueroa Place Wilmington, CA 90744	310-233-4446 310-233-4403 310-233-4329	310-233-4215
Los Angeles Mission College	Maria Granados Program Coordinator	13356 Eldridge Ave Sylmar, CA 91342	818-364-7600 ext 7135	818-364-7807
Los Angeles Pierce College	Cindy Chang Program Director Carol Bohn Program Coordinator	6201 Winnetka Ave Woodland Hills, CA 91371	818-710-2941 818-710-2937	818-710-4299
Los Angeles Southwest College	Joni Collins Program Director Janet Gordon Program Coordinator	1600 W. Imperial Hwy Los Angeles, CA 90047	323-241-5288	323-241-5305
Los Angeles Trade Tech College	Dr. Dione Washington Program Director	400 W. Washington Blvd Los Angeles, CA 90015	213-763-3665	213-763-5393
Pasadena City College	Theresa Reed Program Director	3035 E. Foothill Blvd Pasadena, CA 91106	626-585-3037	626-585-3060
Rio Hondo College	Marisela Saenz Program Asst Lydia Slason Program Director	3600 Workman Mill Rd Whittier, CA 90608	562-908-3435	562-463-4681
West Los Angeles College	Paul Zolner Program Director	9000 Overland Ave Culver City, CA 90230	310-287-4356	310-837-4062

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

GROUP HOME CONTRACT

STATEMENT OF WORK



**COUNTY OF LOS ANGELES
DEPARTMENTS OF CHILDREN AND FAMILY SERVICES
AND PROBATION
GROUP HOME - FOSTER CARE CONTRACT**

STATEMENT OF WORK

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**COUNTY OF LOS ANGELES COUNTY
DEPARTMENTS OF CHILDREN AND FAMILY SERVICES
AND PROBATION
GROUP HOME - FOSTER CARE CONTRACT**

STATEMENT OF WORK

PART A: INTRODUCTION

1.0 PREAMBLE:

For over a decade, the COUNTY has collaborated 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 vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The COUNTY of Los Angeles' Vision is to improve the quality of life in the COUNTY by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- | | |
|-------------------|-------------------------|
| ➤ Responsiveness | ➤ Integrity |
| ➤ Professionalism | ➤ Commitment |
| ➤ Accountability | ➤ A Can-Do Attitude |
| ➤ Compassion | ➤ Respect for Diversity |

These shared values are encompassed in the COUNTY Mission, to enrich lives through effective and caring service and the COUNTY Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. 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.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;

- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the COUNTY'S outcomes of well-being for children and families, consensus has emerged among COUNTY and community leaders that making substantial improvements in integrating the COUNTY'S health and human services system is necessary to significantly move toward achieving these outcomes. The COUNTY has also established the values and goals for guiding this effort to integrate the health and human services delivery system.

- Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- There is no "wrong door": wherever a family enters the system is the right place.
- Families receive services tailored to their unique situations and needs.
- Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- The COUNTY service system is flexible, able to respond to service demands for both the countywide population and specific population groups.
- The COUNTY service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- In supporting families and communities, COUNTY agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- COUNTY agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user friendly, responsive, cohesive, efficient, professional, and accountable.
- COUNTY agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.

- COUNTY agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- COUNTY agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- The COUNTY human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the COUNTY human services system for children and families should ultimately be judged by whether it helps achieve the COUNTY'S five outcomes for children and families: good health, economic well-being, safety and survival, emotional and social well-being, and education and workforce readiness.

The COUNTY, its clients, contracting partners, and the community will continue to work together to develop ways to make COUNTY services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. COUNTY departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles' health and human service departments and their partners are working together to achieve the following *Customer Service and Satisfaction Standards* in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly
- Build on the strengths of families and communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all COUNTY health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The COUNTY and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

2.0 OVERVIEW:

- 2.1 The Juvenile Court gives responsibility for the care, custody, and control for each ward to the Los Angeles County Probation Department (Probation) and for each dependent child to Department of Children and Family Services (DCFS). The Board of Supervisors, through the Contract, gives authorization for the placement of DCFS dependent children and Probation wards in contracted group homes.
- 2.2 A Group Home (GH) means any facility of any capacity, which provides 24-hour care and supervision to children in a structured environment, with such Services provided at least in part by staff employed by the licensee. The care and supervision provided by a group home shall be non-medical except as permitted by Welfare and Institutions Code (WIC) 17736(b).
- 2.3 The Community Care Licensing Division (CCLD) regulations that apply to group homes are from the Manual of Policies and Procedures, Title 22, including but not limited to:

- (a) Division 6, Chapter 1, Sections 80000-80095, *General Licensing Requirements* (except as otherwise noted in Division 6, Chapter 5); and
 - (b) Division 6, Chapter 5, Sections 84000 through 84091.4, *Group Homes*.
- 2.4 The rate-setting regulations that apply to group homes are from the Manual of Policies and Procedures, Division 11-400, 11-402, 11-404 through 11-406, 11-415, 11-425, and 11-430. The Foster Care Funding and Rates Bureau will establish rates only for group homes that are organized and operated as non-profit corporations.

Both the CCLD and the rate-setting regulations are available online at <http://www.dss.cahwnet.gov/ord/default.htm>. The codes referenced in this Exhibit A, Statement of Work (SOW), from the California Education Code, Health and Safety Code, Vehicle Code, and Welfare and Institutions Code, are available at <http://www.leginfo.ca.gov/>.

3.0 COUNTY PRIORITIES FOR CHILDREN:

DCFS and Probation have established the following priorities for their children: (1) safety; (2) permanency; and (3) well-being.

- 3.1 Safety: Safety is defined as freedom from abuse and neglect¹. The Performance Measure Summary and Service Tasks addressing this priority in a GH setting are found in Part C, Section 1.0.
- 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 Measure Summary and Service Tasks addressing this priority in a GH setting are found in Part C, Section 2.0.
- 3.3 Well-Being: This priority in the Statement of Work refers to educational, Emancipation Planning, medical, dental, psychological, and psychiatric well-being . The Performance Measure Summary and Service Tasks addressing this priority are found in Part C, Section 3.0.

4.0 SERVICE DELIVERY SITES :

The CONTRACTOR'S Services described hereunder shall be provided in a licensed GH site(s) as listed on Exhibit BB, Service Delivery Sites.

¹ Abuse and neglect in out-of-home care is defined in the California Penal Code, Section 11165.5.

The CONTRACTOR shall request approval from the DCFS Out of Home Care Management (OHCM) Division Chief or designee in writing a minimum of thirty (30) Days before: (1) terminating Services at any of the above 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. If the CONTRACTOR serves Probation children, the CONTRACTOR shall request approval from Central Placement's Out-Of-Home Compliance (OHC) Unit.

5.0 STAFF QUALIFICATIONS, REQUIREMENTS, AND DUTIES:

5.1 Staff Fingerprint Clearances, Child Abuse Index Checks (LIC 198 A), and Criminal Record Statement (LIC 508):

For the safety and welfare of the Placed Children, the CONTRACTOR agrees, as permitted by law, to: (1) submit two sets of fingerprints in accordance with CCLD procedures for the Department of Justice and FBI criminal records searches for all non-exempt persons specified in California Health and Safety Code Section 1522(b); (2) submit for these persons the Child Abuse Central Index Check for State Licensed Facilities (LIC 198 A); (3) ensure that these persons complete a Criminal Record Statement (LIC 508); and (4) follow the requirements in California Health and Safety Code, Section 1522-1522.01 (Exhibit F) and as specified in Title 22, Division 6, Chapter 1, Article 3, Section 80019(a)(2).

5.2 Reporting of Subsequent Arrests or Convictions:

The CONTRACTOR shall notify the DCFS OHCM Division Chief or designee for DCFS children, or the Central Placement Probation Director or designee for Probation children, of any known arrest and/or subsequent conviction, other than for minor traffic offenses, of all non-exempt persons specified in California Health and Safety Code Section 1522(b). Such notice shall be given within one working day of the time such information becomes known to the CONTRACTOR. (These codes are available at <http://www.leginfo.ca.gov/>).

5.3 Staff Qualifications and Requirements:

5.3.1 The CONTRACTOR shall provide night-awake staff.

5.3.2 The CONTRACTOR shall comply with all applicable regulations, including, but not limited to, the staffing levels/hours and qualifications in the applicable sections of: (1) the Manual of Policies and Procedures (MPP), Sections 11-001 through 11-402; (2) Title 22, Division 6, Chapters 1 and 5; and (3) the CONTRACTOR'S Program Statement. Specific requirements in these regulation include:

- (a) a certified administrator(s), as specified in Title 22, Sections 84064.2, 84064.3, and 84090(h)(1)(A-I), for a minimum of 20 hours per week for each 6-bed GH site and a full-time administrator for each GH program with a licensed capacity of 7 or more [MPP, Section 11-402.211(a)(5)(C)(ii)];
- (b) a qualified social worker(s) with a caseload(s) of not more than 12 Placed Children [MPP, Section 11-402.212(a)];
- (c) a qualified facility manager at the facility at all times when one or more Placed Children are present [Title 22, Division 6, Sections 84065(d) and 84065.2(a)(1)(A)];
- (d) the minimum number of qualified child care and supervision staff with sufficient expertise to supervise, protect and care for the Placed Children individually and in groups at all times [Title 22, Division 6, Chapter 5, Sections 84065.2(b) and 84065.5(c)];
- (e) a qualified program consultant to provide at least monthly consultation regarding program Services for programs that serve mentally disordered or developmentally disabled children [Title 22, Division 6, Chapter 5, Sections 84065(f) and (g)]; and
- (f) for CONTRACTORS serving developmentally disabled children, either: (1) the number of qualified Direct Support Professionals (DSP) approved by Regional Center; or (2) for programs not vendored by Regional Center, the number of DSPs/child care and supervision workers approved by DCFS/Probation.

5.3.3 The CONTRACTOR shall provide sufficient hours of child-care supervision and social work, mental health, and consultation Services by qualified persons to adequately maintain the program's Rate Classification Level (RCL).

5.4 Social Worker/Mental Health Staff Duties:

The CONTRACTOR shall ensure that:

- (a) The GH social worker or mental health professional is present at the GH facility when the treatment team staff and Placed Children are normally present and awake during weekdays (e.g. not on weekends or late at night);
- (b) The GH social worker completes or ensures the completion of: (1) obtaining, developing, and recording the information as specified in Title 22, Section 84070; (2) completing an intake study as specified

in Title 22, Section 84068.1; (3) developing the Needs and Services Plan/Quarterly Reports in cooperation with the placing County Worker as specified in Title 22, Sections 84068.2(a) and 84068.3; and (4) completing the discharge plan as specified in Title 22, Section 84068.4 and Exhibit FF, Discharge Summary: Group Home.

- (c) Qualified social work or mental health professionals provide counseling Services that: (1) adequately meet the individual counseling needs of each Placed Child; and (2) meet or exceed the counseling Services specified in the CONTRACTOR'S Program Statement and generate sufficient points in the social work and/or mental health components of the CONTRACTOR'S program to support the CONTRACTOR'S RCL;
- (d) Qualified social work or mental health professionals provide counseling Services for the permanent family² as follows: (1) for RCL 4, 5, 6, 7, 8, and 9 programs, not less than 2 hours per month or as specified in the Needs and Services Plan signed by the County Worker; and (2) for RCL 10, 11, 12, and 14 programs, not less than 4 hours per month or as specified in the Needs and Services Plan signed by the County Worker.

For programs for developmentally disabled Placed Children, the CONTRACTOR shall provide social-work Services as approved by Regional Center or as agreed upon with DCFS and/or Probation. Some of these Services may be provided by a qualified mental retardation professional as defined in Title 22, Division 6, Chapter 5, Section 84001(q).

5.5 Duties of the Psychologist and Psychiatrist:

For RCL 4 through 12 programs, the CONTRACTOR shall provide as needed Services of a psychologist for psychological testing and treatment and a physician or psychiatrist to prescribe and monitor psychotropic medications. For RCL 14 programs, the CONTRACTOR shall arrange for these Services plus any additional mental health Services required by the DMH for certification.

5.6 Staff Language Requirements:

The CONTRACTOR shall provide childcare staff, mental health personnel, and social work personnel who are proficient in both speaking and writing the language(s) of the Placed Children and family(ies). The

² This assumes that the County worker has identified the Placed Child's permanent family in the Needs and Services Plan, and the family is willing to participate in the services provided.

CONTRACTOR may comply with this requirement by providing equivalent bi-lingual resources for social work and mental health needs.

6.0 PROFESSIONAL TREATMENT TEAM:

6.1 Purpose of the Treatment Team:

The CONTRACTOR shall provide a professional on-site treatment team that specifically defines how every adult having contact with the Placed Child will intervene to help the Placed Child overcome the problems and achieve the goals specified in the Needs and Services Plan portion of the Needs and Services Plan/Quarterly Report template (Exhibit A-V). The purpose of the treatment team is to coordinate this plan so that each adult having contact with the child fully understands the Plan, his/her part in it, and the nature of his/her intervention with the Placed Child.

6.2 Persons Included in the Treatment Team:

The treatment team shall be led by the CONTRACTOR'S social worker or mental health professional in charge of developing Needs and Services Plans/Quarterly Reports. It shall also include the facility managers, the childcare and supervision staff, the Placed Child, and when appropriate, the family members.

6.3 Duties of the Treatment Team:

The treatment team in collaboration with either the County Worker or the County Worker's Supervisor shall: (1) develop a comprehensive individualized Needs and Services Plan within 30 Days of the date of initial placement that contains goals that while treating the identified needs of the Placed Child is outcome-based, specific, measurable, attainable, and has a specific time frame for each deliverable; (2) incorporate the content required in Title 22, Division 6, Chapter 5, Sections 84068.2(b-c) and 84068.3(a), including the plans for health and education, visitation, types of Services necessary including treatment, strengths of the Placed Child and his/her family; (3) incorporate the content required from the PROB 1385 or the DCFS 709; (4) determine and communicate the role of each person having contact with the Placed Child to enact the Needs and Services Plan; (5) determine the Placed Child's progress or lack of progress, including in independent living skills, and adjust the Needs and Services Plan accordingly; and (6) discuss and formulate the behavior management and intervention plans to which each Placed Child best responds.

For Probation youth, the Needs and Service Plan shall address the criminogenic needs as identified in the DPO's (Deputy Probation Officer)

assessment and outline specific goals that target the identified criminogenic needs. All goals must be measurable.

- 6.4 The CONTRACTOR'S Treatment Team shall complete a Child and Adolescent Needs and Strengths reassessment (CANS) every six months for DCFS children who have had an initial CANS assessment, either prior to or during placement. (The CANS provides a structured assessment relevant to service planning and decision-making for the individual child/family and for the system of care.)

PART B: TARGET DEMOGRAPHICS

- 1.0 The CONTRACTOR shall provide Services to Placed Children who manifest the characteristics and behaviors reflected in the CONTRACTOR'S Program Statement, LIC 9106, PART II, PROGRAM POPULATION, SERVICES & CAPABILITIES (SECTION 2), PART B. CHILD CHARACTERISTICS AND BEHAVIORS.
- 2.0 Exhibit Y describes the general target populations of children who are placed in group homes based upon RCL level. In addition to the Services otherwise described in this Master Contract and Statement of Work, the CONTRACTOR shall provide Services to Placed Children as follows:
 - 2.1 For RCLs 4, 5, and 6 [for Probation children only]: (1) provide a structured program and closer supervision than is usually provided in a relative or foster family home setting; and (2) provide social work and/or ensure mental health treatment services.
 - 2.2 For RCLs 7, 8, and 9: (1) provide a structured program and closer supervision than is usually provided in a relative or foster family home setting; (2) provide social work and ensure mental health treatment Services; and (3) provide behavioral intervention.
 - 2.3 For RCLs 10, 11, and 12: (1) provide intense supervision (2) provide extensive social work and ensure mental health treatment services; and (3) provide behavioral intervention.
 - 2.4 For RCL 14: (1) provide very intense supervision; (2) provide intensive social work and ensure mental health treatment Services; (3) provide frequent behavioral intervention.
 - 2.5 For RCL 11 or above for a Group Home Emergency Care Program: (1) provide emergency care and intensive supervision for Placed Children 12-17 years old for 30 Days or less; (2) provide intake Services 24 hours per Day, seven Days per week; and (3) provide a diagnostic assessment that includes specific recommendations for future treatment and a permanent family placement.
 - 2.6 For non-profit group homes vendored by a Regional Center: (1) provide a structured program and closer supervision than is usually provided in a relative or foster family home setting; (2) provide extensive social work Services and the program consultation Services of a qualified mental retardation specialist; (3) provide frequent behavioral intervention; and (4) provide very intense supervision.

PART C: SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS

The CONTRACTOR shall ensure a safe environment, which provides for the well-being of each Placed Child and leads to permanence for each Placed Child. Specifically, the CONTRACTOR shall provide all deliverables and tasks described in this Contract and Statement of Work, including but not limited to the Service tasks described in Part C, Sections 1, 2, and 3. In addition, the CONTRACTOR shall meet or exceed the performance targets described on each "Performance Measure Summary" which follows (i.e., Performance Measure Summary, 1.0 Safety; Performance Measure Summary, 2.0 Permanency; and Performance Measure Summary, 3.0 Well-Being/Education.) Probation will collaboratively develop appropriate performance outcomes in the areas of safety, permanency, and well-being and tracking mechanisms for Probation-placed children within the next year. Throughout the term of this Contract, DCFS and Probation will monitor the CONTRACTOR'S performance. Any failure by the CONTRACTOR to comply with the terms of this Contract, including any failure to meet or exceed the performance targets described on each "Performance Measure Summary" which follows, may result in COUNTY'S termination of the whole or any part of the Contract, 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.

**PERFORMANCE OUTCOME SUMMARY
1.0 SAFETY**

PROGRAM: GROUP HOME FOSTER CARE SERVICES

PROGRAM TARGET GROUP: Placed Children in Group Home Care

PROGRAM GOAL AND OUTCOME:

Safety – Children shall be free of abuse and neglect as specified in California Health and Safety Code Section 1522(b), other children and family members.

OUTCOME INDICATORS *	PERFORMANCE TARGETS *	METHOD OF DATA COLLECTION
Abuse & neglect referrals and their disposition.	99.68% of children are free from a report of substantiated maltreatment as specified in California Health and Safety Code Section 1522(b). ³	CWS/CMS Child's Case File Quarterly Reports
CCLD citations, Out of Home Care Management Division, and Auditor Controller reports on safety and physical plant deficiencies.	100% of Corrective Action Plans (CAPs) submitted on time ⁴ and successfully implemented, including physical plant and safety deficiencies.	Facility review reports CAPs Auditor Controller Reports
Child-to-child injuries resulting from lack of supervision that necessitate the submission of a SIR and require treatment by a health professional.	98% of children are free from child-to-child injuries while under the supervision of group home.	CCLD Citations Special Incident Reports I-Track web-based system.

* The Outcome Performance Indicators, Targets, and Standards may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the calendar year which will be disseminated by DCFS Out-of-Home-Care Management Division 60 days prior to the next contract period.

³ The County maintains a zero tolerance policy for substantiated abuse and neglect of Placed Children while under the supervision of the Contractor. Each incident of substantiated abuse or neglect that occurs under CONTRACTOR'S supervision must be evaluated on a case-by-case basis to determine appropriate corrective action.

⁴ This indicator measures the timeliness of a CONTRACTOR'S CAP. Contractor shall comply with the timelines provided in Exhibit N.

1.0: SAFETY

PERFORMANCE OUTCOME GOAL: Placed Children shall be free of abuse and neglect as specified in California Health and Safety Code Section 1522(b), other children, and family members.

SERVICE TASKS:

1.1 Movement of Placed Children:

1.1.1 Prior Authorization for Movement of Placed Children:

The CONTRACTOR may move a Placed Child from one GH site to another within the CONTRACTOR'S program only after receiving prior authorization from either the Placed Child's County Worker, or the County Worker's supervisor, except as set forth in this SOW, Part C, Section 1.2.2. The CONTRACTOR shall document the name of the approving County Worker or administrator and place it in the Placed Child's record.

COUNTY shall not unreasonably withhold or delay authorization for the CONTRACTOR to move a Placed Child from one GH site to another.

1.1.2 Emergency Movement of Placed Children:

For DCFS/Probation, in the event of an emergency, the CONTRACTOR may move a Placed Child without prior authorization from the Placed Child's County Worker. The CONTRACTOR shall make every effort to keep the Placed Child in the same school. For the purposes of this paragraph, an emergency is defined as any situation that threatens the health and safety of the Placed Child or others in the GH.

(a) For DCFS, the CONTRACTOR shall notify either the Placed Child's CSW (Children's Social Worker), the CSW's supervisor, the CSW's administrator or, after working hours, the Child Protection Hotline (800-540-4000), of the emergency replacement. Notification shall be made as soon as possible but no later than 24 hours after the Placed Child is moved. The CONTRACTOR shall then discuss the situation with the CSW or the CSW's supervisor and document the conversation and decision in the Placed Child's record.

(b) For Probation, in the event of an emergency, the CONTRACTOR shall contact the DPO of record during normal working hours, and Placement Administrative Services' Officer of the Day. Notification shall be made as soon as possible but no later than 24 hours after the Placed Child is moved.

1.2 Safe Environment:

1.2.1 The CONTRACTOR shall maintain an environment, indoors and outdoors, that is clean and free from hazards.

(a) Where a fence or wall is used to make an outdoor activity space inaccessible (such as a swimming pool), the CONTRACTOR shall meet all the requirements of Title 22, Sections 80087(f) and 84087.2(a)(4). The CONTRACTOR shall also keep any swimming pool area locked and inaccessible except when supervised by an adult who is certified for water safety. The CONTRACTOR shall also have safety equipment on hand in the pool area consisting of at least a donut ring with a rope and a pole with a hook.

(b) For two-story residences, the CONTRACTOR shall have an exterior fire exit from the second story in addition to the inside exit. In some cases DCFS/Probation can approve exit from a second-story window(s) if it is equipped with a properly located rollout ladder(s) stored in a locked cabinet with a breakout glass.

(c) CONTRACTORS shall check the Megan's Law Website at <http://meganslaw.ca.gov> 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 Placed Children. DCFS/Probation will evaluate on a case by case basis the potential threat to safety at a new site prior to approval.

1.2.2 The CONTRACTOR shall monitor for compliance that: (1) Placed Children are not exposed to second-hand smoke; and (2) Placed Children under eighteen (18) years of age are not permitted to use any tobacco products under any circumstances; (3) Placed Children are not to drink any alcoholic beverages under any circumstances; and (4) Placed Children are not to use narcotics or illegal drugs.

1.2.3 The CONTRACTOR shall: monitor Certified Foster Parents for compliance with Title 22, Chapter 1, Sections 80087 and 80088, and Chapter 4, Sections 83087, 83087.1, 83087.2, and 83088, to provide: (1) a home and yards that are safe, well-maintained, and appropriately furnished; (2) age appropriate environment; (3) a bedroom, or sufficient space in a shared bedroom, with a comfortable mattress in good condition and adequate space to store clothing and personal items; (4) an appropriate and well-lit space for studying; (5) acceptable housekeeping; and (6) safety gates and latches as applicable.

In accordance with Title 22, Chapter 1, Section 80087(h)(1) through (3), disinfectants, cleaning solutions, poisons, firearms, and other items that could pose a danger if readily available to clients shall be stored where inaccessible to clients. Storage areas for poisons, and firearms and other

dangerous weapons shall be locked. In lieu of locked storage of firearms, the licensee may use trigger locks or remove the firing pin. Firing pins shall be stored and locked separately from firearms. Ammunition shall be stored and locked separately from firearms. Medicines shall be stored as specified in Section 80075(m) and (n) and separately from other items specific 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.

1.2.4 The CONTRACTOR shall monitor at least quarterly for compliance with Title 22, Division 6, Chapter 1, Article 7, and Chapter 5, Article 7, regarding physical environment. The CONTRACTOR shall develop a checklist for monitoring that incorporates the above regulations.

1.3 Requirements for Vehicles Used to Transport Children:

The CONTRACTOR shall: (1) provide safe, insured vehicles(s) (in compliance with the Master Contract, Section 5.2) to provide adequate transportation for Placed Children; and (2) abide by all applicable federal and state laws and regulations in transporting Placed Children.

The CONTRACTOR shall monitor and maintain records to verify that staff who transport the Placed Children: (1) have and maintain a valid driver's license with the Department of Motor Vehicles; and (2) insure their vehicles, if used to transport the Placed Children, in compliance with the insurance coverage requirements set forth in the Master Contract, Section 5.2.

1.4 CONTRACTOR'S Responsibilities for Placed Children Off Grounds:

1.4.1 Pre-Approval by County Worker:

For DCFS, Placed Children may leave the facility unaccompanied for specific purposes if it has been pre-approved by the County Worker in the Needs and Services Plan/Quarterly Report template and the CONTRACTOR or designee agrees. The CONTRACTOR staff shall know the whereabouts of Placed Children who are off grounds and be able to identify who is responsible for supervision at all times.

For Probation, Placed Children shall be supervised at all times within the facility, as well as all times when outside the facility unless otherwise specifically stated in the COUNTY approved Needs and Service Plan developed by the CONTRACTOR'S Treatment Team. If a Probation minor leaves a facility without authorization, the CONTRACTOR shall contact the Police Department, complete a police report, and, if event occurs within normal working hours, immediately notify Placement Administrative Services' OHC Unit Officer of the Day. If the event occurs after hours, the CONTRACTOR shall submit an I-Track report and notify the DPO of record the next business day.

1.4.2 Maintenance of a Sign-in/Sign-out Log:

The CONTRACTOR shall maintain a detailed sign-in/sign-out log for Placed Children who leave the facility for any reason other than regularly scheduled work, school, or group activities of the CONTRACTOR. This log shall include the name of the child, his/her destination, the time he/she left the facility, the anticipated time of return, and the name and telephone number of the person who is responsible to supervise the resident while he/she is away from the facility.

The CONTRACTOR shall maintain a daily log of all visitors that includes the following information: (1) the County Worker; (2) the person they are visiting; and (3) the arrival and departure times. For Probation, the CONTRACTOR shall ensure that all DPOs (except On-Site DPOs) and Residential Based Services DPOs that supervise youth at more than one site sign the entry log prior to his/her visitation.

1.5 Restraints and Seclusion:

The CONTRACTOR shall abide by the requirements of California Health and Safety Codes 1180-1180.6 regarding the use of seclusion and behavioral restraints (Exhibit V). These requirements include, but are not limited to, the following:

1.5.1 Important Procedures:

- (a) The CONTRACTOR shall conduct an assessment meeting on each child before or as soon as possible after placement that includes specified persons regarding: (1) A Placed Child's advance directive regarding de-escalation or the use of seclusion or behavioral restraints; (2) identification of early warning signs, triggers and precipitants that cause the child to escalate or become aggressive; (3) identification of techniques, methods or tools that would help the child control his/her behavior; (4) identification of preexisting medical conditions or physical disabilities or limitations that would place the child at greater risk during a restraint or seclusion; and (5) identification of any trauma history, including any history of sexual or physical abuse that the Placed Child feels is relevant;
- (b) The CONTRACTOR shall maintain constant face-to-face observation of the child if a seclusion or physical restraint is necessary; and
- (c) The CONTRACTOR shall conduct a clinical and quality review meeting with specified persons⁵ present within 24 hours of each seclusion or behavioral restraint to: (1) assist the child to identify the

⁵ The specified persons include: (1) the person secluded or restrained, and, if this person requests it, the person's family member, domestic partner, significant other, or authorized representative; (2) the staff members involved in the incident; and (3) a supervisor, if reasonably available.

precipitant of the incident and suggest ways to respond more safely and constructively; (2) assist staff to understand the precipitants and to develop alternative methods of helping the child avoid or cope with such incidents; (3) help the treatment team devise treatment interventions to address the root cause of the incident and modify the treatment plan; (4) assess whether or not the intervention was necessary and implemented according to facility policies; and (5) have child and staff discuss how similar incidents can be prevented in the future.

1.5.2 Important General Principles:

- (a) The Placed Child has the right to be free from the use of seclusion and behavioral restraints as a means of coercion, discipline, convenience, or retaliation by staff including the use of drugs to control behavior if that drug is not a standard treatment for the person's medical or psychiatric condition;
- (b) The CONTRACTOR shall use seclusion or behavioral restraints only when the child's behavior presents an imminent danger of serious harm to self or others; and
- (c) The CONTRACTOR shall utilize best practices in early intervention techniques to avoid prone containment.

1.5.3 Important Specific Prohibitions:

- (a) CONTRACTOR shall not use physical restraints/containments that obstruct a child's respiratory airway or impair a child's breathing or respiratory capacity, including techniques in which pressure is placed on the child's back or body weight is placed against the child's torso or back;
- (b) CONTRACTOR shall not use physical restraints/containments that use a pillow, blanket, or other item to cover the child's face;
- (c) CONTRACTOR shall not use physical or mechanical restraints or containment on a child with a known medical or physical condition, and where there is reason to believe that the use would endanger the child's life or seriously exacerbate the child's medical condition;
- (d) Unless a physician provides written authorization to the contrary, the CONTRACTOR shall not use prone mechanical restraints of a child at risk for positional asphyxiation as a result of one of the following risk factors that are known to the provider: (1) obesity; (2) pregnancy; (3) agitated delirium or excited delirium syndromes; (4) cocaine, metamphetamine, or alcohol intoxication; (5) exposure to pepper spray (6) preexisting heart disease, including but not limited to, an enlarged heart or other cardiovascular disorders; and (7) respiratory conditions including emphysema, bronchitis, or asthma.

- (e) CONTRACTOR shall not use physical restraints/containments of a child in the facedown position with the child's hands held behind the back; and
- (f) CONTRACTOR shall not use physical restraints/containments of a child as an extended procedure.

1.6 Special Incident Reporting Via the I-Track System:

In addition to the reporting requirements in Title 22, Division 6 Chapter 1, Section 80061, and Chapter 5, Section 84061, the CONTRACTOR shall also notify DCFS and Probation of all reportable incidents via the I-Track web-based system at <https://itrack.co.la.ca.us>. For Probation youths, the CONTRACTOR shall also report incidents by telephone to the Placement Administrative Services' OHC Unit. Failure to report via the I-Track system may result in further action as described in Exhibit N.

All group home employees are mandated reporters of child abuse and neglect per Penal Code, Section 11165.7(a)(14). Child abuse and neglect in out-of-home care are defined in Section 11165.5.

1.7 Runaway Procedures:

The CONTRACTOR shall try to locate a runaway child by:

1.7.1 Immediately calling DCFS.

As soon as you have discovered that a child has run away, please call the CSW or their supervisor. If it is after hours or on the weekend, or, you are unable to reach the CSW or their supervisor, call the **DCFS Child Protection Hotline at 1-800-540-4000**. Any assistance you can provide to the case-carrying social worker about neighbors, friends of the child, school officials and family members would be helpful in gathering more information.

DCFS staff or the Hotline will need as much detailed information as you can give them. 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 or relative involved? What was the child's state of mind – angry, depressed?

- 1.7.2 Immediately call law enforcement and file a Missing Persons' Report. Have the phone number of your nearest law enforcement agency on hand. Law enforcement will need a physical description of the minor and any distinguishing physical characteristics. Be sure to get a report number and the name of the person taking the report and follow up by getting a report in writing. Document all of your efforts.

- 1.7.3 Within 72 hours, send the Missing Person's Report and reporting number to the CSW. If you are reporting a runaway, fill out an I-Track Special Incident Report. Forward the report to Community Care Licensing, the DCFS Out-of-Home Care Management Division and to the CSW. Be sure to include the time and date the child was last seen and any significant details leading up to the incident.
- 1.7.4 Keep all of your copies of reports and documentation for at least 6 months.

Important numbers to have on hand:

CSW

CSWs' supervisor

Child Protection Hotline: 1-800-540-4000

Closest law enforcement agency

**PERFORMANCE OUTCOME SUMMARY
2.0 PERMANENCY/REUNIFICATION**

PROGRAM: GROUP HOME FOSTER CARE SERVICES

PROGRAM TARGET GROUP: DCFS Placed Children in Group Home Care

PROGRAM GOAL AND OUTCOME:

Permanency – Placed Children shall achieve permanency through reunification, adoption, relative guardianship, or other guardianship as defined in the Case Plan.

OUTCOME INDICATORS *	PERFORMANCE TARGETS *	METHOD OF DATA COLLECTION
Discharge consistent with Needs and Services Plan including permanency plan.	At least 62% of the Placed Children successfully meet the Needs and Services Plan goals and are discharged in accordance with permanency plan. ⁶	CWS/CMS Child's Case File Quarterly Reports
Discharge to less restrictive environment.	At least 62% of the Placed Children discharged from the G.H. over a 12 month period are discharged to a less restrictive setting than current placement. ⁷	Needs and Services Plan Discharge Summary
Placement stability. ⁸	80% or more of the total DCFS children served per year are not replaced at the G.H. provider's request.	I-Track web-based system
Stability of children in family, relative, or foster placement six (6) months after discharge, in accordance with the Needs and Services Plan.	87% of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not reentered the DCFS system 6 months after discharge.	

	46% of Placed Children discharged in accordance with Permanency plan to a foster care placement have not changed foster families six months after discharge from the group home.	
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* The Outcome Performance Indicators, Targets, and Standards may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the calendar year which will be disseminated by DCFS Out-of-Home-Care Management Division 60 days prior to the next contract period.

⁶ This measure only applies to children placed with the G.H for at least 30 Days.

⁷ Less restrictive setting is defined in order as reunification, adoption, relative legal guardianship or other guardianship, FFA certified home, licensed foster home, or lower RCL G.H.

⁸ This does not include moving a child from one G.H. site to another within the same corporation.

2.0: REUNIFICATION/PERMANENCY

PERFORMANCE OUTCOME GOAL: Placed Children shall achieve timely permanency through reunification, adoption, relative guardianship, or other legal guardianship as defined in the Case Plan.

SERVICE TASKS:

2.1 Needs and Services Plan:

2.1.1 Permanency Plans:

- (a) The CONTRACTOR shall document on the CONTRACTOR'S intake form for all Placed Children the Placed Child's permanency plan as provided by the County Worker. The CONTRACTOR shall work with the County Worker to ensure that a permanent plan of reunification, adoption, relative guardianship or other legal guardianship is part of the Needs and Services Plan.
- (b) If the permanency plan is for family reunification, the CONTRACTOR shall assist COUNTY in reunification efforts by: (1) placing the Placed Child at a GH site in his/her own neighborhood to the extent possible; (2) facilitating visits of the Placed Child with the family consistent with the orders of the court and the Needs and Services Plan; (3) offer and/or support other reunification services such as family counseling; (4) arranging the Placed Child's transportation and the monitoring of visits as needed.
- (c) If the permanency plan is for adoption, the CONTRACTOR shall participate with County Worker and/or Adoptions worker to assess both the strengths and special needs of a Placed Child, to assist in determining an appropriate adoptive home. The CONTRACTOR shall facilitate the Placed Child's involvement in adoption-related activities and visits with prospective adoptive families.

The CONTRACTOR shall provide counseling, support, and education for the Placed Child in making decisions and transitions related to adoption. 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.

- (d) If the permanency plan is for relative legal guardianship or other legal guardianship, the CONTRACTOR shall assist the COUNTY by: (1) facilitating visits and arranging transportation of the Placed Child with the legal guardian/proposed legal guardian consistent with the Needs and Services Plan; (2) offering support Services such as family counseling to the legal guardian/ proposed legal guardian; (3) monitoring visits with the legal guardian/proposed legal guardians as needed.

- (e) The CONTRACTOR shall attend all COUNTY Team Decision-making and Permanency Planning conferences. The County Worker will provide as much advance notice of the conferences as possible.
- (f) The CONTRACTOR shall facilitate the implementation of any permanent placement plan determined by COUNTY for a Placed Child under the CONTRACTOR'S care.

2.1.2 Needs and Services Plan/Quarterly Report Procedures:

- (a) The CONTRACTOR shall use the standardized Needs and Services Plan/Quarterly Report template that DCFS, Probation, CCLD, and the CONTRACTORS have developed collaboratively. (Exhibit A-V). CONTRACTOR shall complete the initial Needs and Services Plan portion of the Needs and Services Plan/Quarterly Report within 30 days of the child's placement. CONTRACTOR shall forward the initial Needs and Services Plan to the County Worker within 10 days of completion.
- (b) Probation uses the PROB 1385, Probation Foster Care Case Plan, for the Needs and Services Plan (Exhibit A-V). DCFS uses the DCFS 709, Foster Child's Needs and Case Plan Summary (Exhibit A-V), in the development of the Needs and Services Plan portion of the Needs and Services Plan/Quarterly Report template. The PROB 1385 and the DCFS 709 are not to serve as the Needs and Services Plan itself.
- (c) The CONTRACTOR shall ensure that: (1) the Placed Child, age and maturity permitting, and his/her authorized representative are offered the opportunity to participate in the development of and any modifications to the Needs and Services Plan in accordance with Title 22, Division 6, Chapter 5, Sections 84068.2(d) and 84068.3(b); and (2) the County Worker gives written approval of the Needs and Services Plan and any modifications thereto in accordance with Title 22, Division 6, Chapter 5, Sections 84068.2(d)(1) and 84068.3(b)(1).
- (d) Efforts to comply with the above requirements shall be documented in the Placed Children's case files. Placed Children, who are accepted as a sibling group and placed together, shall remain together unless otherwise approved by the County Worker. For sibling groups placed with the CONTRACTOR in different GH sites, the CONTRACTOR shall document in the quarterly report records efforts to reunite the siblings at the same GH site or the reasons it is inappropriate.
- (e) The Needs and Services Plan portion of the Needs and Services Plan/Quarterly Report template shall be updated 90 days from the date of placement and every 90 days thereafter.
- (f) Modifications to the Needs and Services Plan portion of the Needs and Services Plan/Quarterly Report template shall address: (1) the Placed Child's need for continuing Services; (2) the need for modification in Services; and (3) the recommendation of the GH staff

regarding the feasibility of the Placed Child's return to his/her home, placement in another facility, or move to independent living. Copies of the modifications of the Needs and Services Plan/Quarterly Report shall be provided to the Placed Child, age and maturity permitting, within five business days of the end of the quarter. Copies of the modifications of the Needs and Services Plan/Quarterly Report shall be provided to the County Worker within ten business days of the end of the quarter.

2.2 Visitation Plan:

2.2.1 Family Visitation Guidelines:

The Juvenile Court Visitation Committee of the Los Angeles County Superior Court has issued new guidelines for DCFS in a document called *Family Visitation Guidelines*, which is attached as Exhibit CC. Key requirements include:

- (a) Family Visitation Plans (FVPs) shall be developed by a TEAM consistent with the dependency and criminal court orders [See Section 2.2.2 below];
- (b) The FVP must include detailed, specified information [See Exhibit CC, p. 12];
- (c) Caregivers, including GH staff, are required to perform specified tasks [See Section 2.2.3 below];
- (d) Frequency and length of visitation should correspond to the child's age and developmental stage and be consistent with the family's permanency goal [See Section 2.2.4 below]; and
- (e) The FVP must provide for regular and frequent visitation between siblings, unless inappropriate or limited by court order [Exhibit CC, p. 21].

2.2.2 The TEAM (DCFS):

The TEAM may refer to (1) Team Decision-Making [TDM]; (2) Family Group Decision-Making [FGDM]; (3) Permanency Planning Conferences; (4) Family Conferencing; (5) Meetings convened to specifically plan visitation; (6) Point of Engagement [POE]; and (7) Multidisciplinary Assessment Teams [MAT].

Each TEAM, with the exception of FGDM, should include the following members: (1) TEAM Facilitator; (2) DCFS CSW, Emergency Response Worker and/or Supervising CSW; (3) parents/legal guardians; (4) caregivers [including residential facility representatives and GH personnel]; (5) Children 10 years of age and older, unless inappropriate; and (6) other individuals to the extent possible and appropriate, including siblings.

2.2.3 Caregivers' Requirements:

Caregivers, including GH 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 TEAM meeting to develop and review the FVP as appropriate;
- (d) be familiar with the Case Plan;
- (e) inform the CSW of any problems in complying with the FVP (scheduling conflicts, etc);
- (f) respect the importance to the child of his/her family, and make every effort to ensure communication/interaction between the child and the family to the greatest extent possible. Where appropriate and not limited by court orders, this communication/interaction should include phone calls, mail and e-mail;
- (g) accommodate adjustments to the FVP to the greatest extent possible;
- (h) maintain contact with the CSW 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 CSW or the facility;
- (m) provide transportation as negotiated in the FVP; and
- (n) notify CSW of any unplanned contacts between the child and parent or caregiver and parent.

2.2.4 Frequency and Length of Visitation Guidelines:

The frequency and length of visitation guidelines, unless court order provides otherwise, are as follows:

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

- (b) For children aged 6-12 months, families should visit at least three times a week for one hour.
- (c) For children aged 1-4 years, families should visit at least twice per week for 1 ½ hours.
- (d) For children aged 5-15 years, families should visit at least once per week for two or more hours.
- (e) For adolescents aged 16-18 years, there is no recommendation except the child's desires should be strongly considered in creating the FVP

2.2.5 Honoring the Visitation Rights of Children:

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

The CONTRACTOR shall allow visitation for the County Worker, Placed Child's attorney, and CASA. County Worker shall provide the CONTRACTOR with copies of court orders regarding court ordered visitation (Exhibit G) and the FVP.

For a Probation child, the CONTRACTOR shall have written permission from the DPO of record to permit home or Community passes.

2.3 Identifying, Developing, and Maintaining Important Relationships:

The CONTRACTOR shall assist the Placed Child in identifying, developing and maintaining important relationships, provided that these relationships are in the Placed Child's best interests and are consistent with COUNTY Case Plan. The CONTRACTOR shall assist the County Worker in identifying these individuals as potential permanency resources. The CONTRACTOR shall appoint a Mentoring Liaison and partner with existing mentoring programs or develop their own mentoring resources to enable children 10 years of age and older to develop a connection with a caring adult, when important relationships are lacking (Welfare and Institutions Code, Section 16501.1(i)). For a Placed Child 16 years of age or older, the CONTRACTOR shall assist the Placed Child and the County Worker in identifying a caring adult that will help the child prepare for the transition from foster care to independent living (Welfare and Institutions Code, Section 16501.1(f)(15)).

2.4 Maintaining and Developing the Community Network for DCFS and Probation Children:

Permanency planning starts with maintaining a child's Community network that he or she had prior to placement to the greatest possible extent consistent with the best interests of the child. This is powerfully stated in: (1) Section 2.1.1; (2) the new Family Visitation Plan for DCFS in Section 2.2 and Exhibit DD; (3) the new requirements for Identifying, Developing, and Maintaining Important Relationships in Section 2.3; (4) the right of a Placed Child to remain in his or her school of origin in Section 3.2.2; and (5) the right of immediate enrollment in school in Section 3.2.3.

Developing a Community network for children is also stated in some of these same sections as well as in: (1) arranging for tutoring for a child whose basic skills are below grade level in Section 3.2.5, bullet #3; (2) assisting an emancipating youth to establish connections in the Community into which he/she will be going after placement including counseling, educational, medical, spiritual, and transportation needs in Section 3.3.4, bullet #5; and (3) the use of community resources for both group interaction and physical activities in Section 3.9.1, bullet #1.

The CONTRACTOR shall work in coordination with the County Worker, and shall jointly arrange with the receiving family for each child going to a lower level of placement (FFA, a foster family, adoptive, or legal guardian home, a relative/parent home or lower RCL level GH), prior to or at the time of termination, the appropriate services in the Community into which the child will be going. These services could include: (1) counseling, tutoring, and medical resources; (2) special school programs and non-public schools information; (3) transportation information; and (4) the locations of faith communities consistent with the child's preferences. The goal is to achieve the greatest continuity and the least disruption of services as possible.

**PERFORMANCE OUTCOME SUMMARY
3.0 WELL-BEING/EDUCATION**

PROGRAM: GROUP HOME FOSTER CARE SERVICES

PROGRAM TARGET GROUP: DCFS Placed Children in Group Home Care

PROGRAM GOAL AND OUTCOME:

Well-being – Placed Children shall improve their level of functioning in the areas of education/ Emancipation Planning, health, behavior, social, and emotional well-being.

OUTCOME INDICATORS *	PERFORMANCE TARGETS *	METHOD OF DATA COLLECTION
<p>Completion of individualized Needs and Services Plans within 30 Days of placement, and every 90 Days thereafter.</p>	<p>100% of the individualized Needs and Services Plans completed in 30 Days and every 90 Days thereafter.</p>	<p>CWS/CMS Needs and Services Plan</p>
<p>Improved level of child’s functioning.</p>	<p>At least 62% of the Placed Children successfully meet the Needs and Services Plan goals prior to discharge.</p>	<p>Child’s Case File Quarterly Reports</p>
<p>Placed Children enrolled in school within 3 school days, attending school, achieving academic progress, and participating in supplemental education and extra-curricular activities.</p>	<p>At least 83% of the Placed Children with increased educational scores and/or attendance.⁹</p>	<p>School Attendance Logs Report Cards Discharge Summary</p>
<p>Placed Children’s (ages 14 and older) participation in the COUNTY’S Emancipation Program (formerly called E-STEP and ILP) and/or equivalent Emancipation programs.</p>	<p>100% of the Placed Children receive the COUNTY’S Emancipation Program or equivalent Emancipation Services.</p>	<p>Transitional Independent Living Plan (TILP). I-Track web-based system.</p>

Maintenance of current health and education binders.	100% of the Placed Children have completed and current health/education binders, as requested by Welfare and Institutions Code Section 16010, during the placement period.	
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* The Outcome Performance Indicators, Targets, and Standards may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the calendar year which will be disseminated by DCFS Out-of-Home-Care Management Division 60 days prior to the next contract period.

⁹ Educational performance is defined as improved grades and/or improved test scores and/promotion to the next level and/or high school graduation and/or progress towards IEP goals, if applicable, for those children who have been placed at the Group Home over 90 Days. Attendance is based on previous school attendance records and/or the Group Home education assessment at placement.

3.0 WELL-BEING

PERFORMANCE OUTCOME GOAL: Placed Children shall improve their level of functioning in the areas of education, health, behavior, and social and emotional well-being.

SERVICE TASKS:

3.1 Intake Requirements:

3.1.1 Pre-Placement Duties:

The CONTRACTOR shall:

- (a) request information from the County Worker in conformity with DCFS/Probation policy and confidentiality laws regarding the referred child's/children's needs, including copies of all court reports and social studies;
- (b) request from County Worker information regarding any known or suspected dangerous behavior of the referred child;
- (c) discuss the type of Services the referred child requires;
- (d) provide the County Worker information relating to any child abuse/neglect referrals and/or allegations which have been made concerning the proposed GH site/staff and describe what action the CONTRACTOR has taken in response to such referrals/allegations.
- (e) arrange for a child/children referred for placement to a visit to the proposed GH site prior to the child's/children's placement whenever possible;
- (f) discuss with County Worker the children currently living in the proposed GH site, including ages, backgrounds, and placing agencies;
- (g) discuss with both the County Worker and referred child(ren), when age appropriate, the school programs, social work Services, and recreational activities that are available
- (h) discuss with County Worker the transportation arrangement if the person holding the right to make educational decisions plans for the referred child to continue in the school of origin;

3.1.2 Assessment and Acceptance of Referred Children:

- (a) The CONTRACTOR'S social work staff shall assess the program's ability to: (1) provide the required Services to meet the referred child's needs based upon the information received from the referred child's County Worker; and (2) facilitate family participation in treatment, as

appropriate, based upon the information received from the child's County Worker.

- (b) The CONTRACTOR'S Treatment Team shall complete a Child and Adolescent Needs and Strengths reassessment (CANS) every six months for DCFS children who have had an initial CANS assessment, either prior to or during placement. (The CANS provides a structured assessment relevant to Service planning and decision-making for the individual child/family and for the system of care.)
- (c) The CONTRACTOR shall accept every referred child who meets the criteria of the CONTRACTOR'S program and target population, unless the CONTRACTOR determines that the group home program cannot meet the referred child's needs or the referred child is not compatible with the other children currently in residence. If the CONTRACTOR determines that the referred child is unsuitable for the available vacancy, the CONTRACTOR shall: (1) immediately notify the County Worker; and (2) provide a detailed written explanation which may be submitted by fax or e-mail from the CONTRACTOR'S designee to the DCFS OHCM Division Chief or designee or the Central Placement Probation Director or designee within one week.
- (d) DCFS and Probation children can only be placed together in accordance with Welfare and Institutions Code, Section 16514(c), which prohibits court dependents and wards from being placed in the same group home unless the group home "has a program that meets the specific needs of the minor being placed . . . and there is a commonality of needs with the other minors in the group home . . ."
- (e) All CONTRACTORS shall provide intake Services until 8 p.m. on weekdays, and an emergency number with staff available 24 hours, seven Days per week To receive children who have run away from the Contractor's placement and who need to be returned to the Contractor's placement.

3.1.3 Orientation of Newly Placed Children:

- (a) Within 72 hours of intake, the CONTRACTOR shall provide to, and discuss with, each newly Placed Child, in an age-appropriate manner, a comprehensive overview of the CONTRACTOR'S program and procedures, including the personal rights information in the LIC 613 B, Personal Rights form (EXHIBIT A- IV); the Foster Youth Bill of Rights (EXHIBIT A-I); WIC Section 16001.9; and Health and Safety Code, Section 1522.41(a-c) (EXHIBIT H).¹⁰

¹⁰The right to *make and receive confidential telephone calls* was more fully interpreted in the All County Information Notice, Number 1-80-05, issued on December 30, 2005. It says, in Part:

"Since Welfare and Institutions Code (W&IC) Section 16001.9(9) states that all children in foster care have the right to more and receive confidential telephone calls, out-of-home care providers cannot

impose blanket prohibitions on telephone access and usage. In addition, telephone access and usage should not be dependent on a level or point system based on the time spent in a facility.”

- (b) Two children’s rights recently added to the Welfare and Institutions Code, Section 16001.9(a)(23) and (24) are:
- (23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment 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; and
 - (24) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education.
- (c) Such overview shall also include: (1) opportunities for achievement; (2) vocational and job training; (3) life-skills training; (4) recreation; (5) educational choices; (6) religious, spiritual, or ethical development in the Placed Child's faith or the faith of his/her parents’ choice; (7) identification of Placed Child's GH social worker; (8) Placed Child's clothing and weekly allowances; (9) house rules including disciplinary practices and grievance/complaint procedures; (10) school attendance requirements including school dress code and academic expectations; and (11) discharge procedures.
- (d) The CONTRACTOR shall have the Placed Child or Placed Child’s County Worker sign an acknowledgement of completion of the orientation and the receipt of written copies of personal rights, Foster Youth Bill of Rights, house rules, disciplinary practices, grievance/complaint procedures, and discharge procedures.

3.1.4 Health and Education Passport:

- (a) For DCFS, the Health and Education Passport is a black binder, or equivalent that consists of four sections: (1) placement documents [yellow index]; (2) medical, dental, and immunization documents [green index]; (3) educational documents [blue index]; and (4) enhancement and other documents such as photos, awards, honors and Life Book items [filed after the educational documents].

“Foster care providers may not prohibit or restrict telephone calls to the following: authorized representatives, placement agencies, family members not excluded by court order, social workers, attorneys, Court Appointed Special Advocates (CASAs) probation officers, the CCLD of the California Department of Social Services, or the State Foster Care Ombudsman.”

“Limitations of telephone calls to other individuals and agencies may be based on reasonable disciplinary measures, house rules, consideration of the right of others, case service plan requirements, documented

unpaid reimbursement for long distance telephone calls, or court order prohibitions. For example, providers may develop policies regarding the number of calls and limit the amount of time for each call in order to ensure that all youth have equal access.”

- (b) For Probation, the Health and Education Passport is a blue binder, or equivalent. Probation will provide this binder when the CONTRACTOR signs the Group Home Contract, which will contain all the available Health and Education documentation.
- (c) County Worker shall provide the CONTRACTOR with all educational information and reports in his/her possession to be contained in the Placed Child’s black or blue binder, or the equivalent, at the time of placement subject to confidentiality law restrictions. This includes the educational information regarding: (1) the educational providers’ names and addresses; (2) the Placed Child’s grade level performance; (3) attendance; (4) school records; (5) where applicable, Individualized Education Plan (IEP) and/or special educational services provided; and (6) any other relevant educational information. (For the Health Portion requirements of the Binder, see this SOW, Part C, Section 3.4.1 below.)
- (d) The CSW shall provide the black binder or equivalent within thirty (30) Days of initial placement of a child in foster care. If the child has already been placed elsewhere and is moved to CONTRACTOR’S facility, the black binder, or equivalent is to be provided within 48 hours of placement. If the black binder or equivalent is not provided within the required timeframe, the CONTRACTOR shall: (1) initiate the black binder, or equivalent information (See Exhibit I, WIC Section 16010); and (2) immediately report lack of receipt of the binder to and request it from DCFS Regional Administrator via e-mail. If the Probation blue binder or equivalent is not provided by Central Placement staff at the time of placement, the CONTRACTOR shall follow the same procedure as for DCFS, but the CONTRACTOR shall notify the Central Placement Resource Control Unit via e-mail. The 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 COUNTY.
- (e) The CONTRACTOR shall provide the updated binder to the County Worker at the time the Placed Child departs from the CONTRACTOR’S program. If the County Worker is not present at the time of Placed Child’s departure, the CONTRACTOR shall provide the binder within forty-eight (48) hours to: (1) the CSW or the CSW’s office for DCFS; or (2) Central Placement’s Resource Control Unit for Probation. The CONTRACTOR shall update and be responsible for the Binder information only during the course of the placement.

3.2 Educational Requirements:

3.2.1 Stable School Placements:

The CONTRACTOR shall comply with all relevant WIC sections, particularly WIC Section 16000(b). CONTRACTOR shall also comply with Education Code Section 48850(a), which states, in part, that, "In fulfilling their responsibilities to pupils in foster care, educators, COUNTY placing agencies, care providers, advocates, and the juvenile courts shall work together to maintain stable school placements and to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In all instances, educational and school placement decisions must be based on the best interests of the child."

3.2.2 Right of Placed Child to Remain in School of Origin:

The CONTRACTOR shall advocate compliance with Education Code Section 48853.5(d)(1), which states, "At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue his or her education in the school of origin for the duration of the academic school year."

The CONTRACTOR shall advocate compliance with Section 48853.5(d)(2), which states, "The liaison, in consultation with and the agreement of the foster child and the person holding the right to make educational decisions for the foster child may, in accordance with the foster child's best interests, recommend that the foster child's right to attend the school of origin be waived and the foster child be enrolled in any public school that pupils living in the attendance area in which the foster child resides are eligible to attend."

3.2.3 Immediate Enrollment of Placed Child in School:

The CONTRACTOR shall comply with Education Code Section 48853.5(d)(4)(A), which states, "If the liaison in consultation with the foster child and the person holding the right to make educational decisions for the foster child agree that the best interests of the foster child would best be served by his or her transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school." The CONTRACTOR shall enroll children within three (3) school days from the date of placement per DCFS requirements.

3.2.4 Identification of Public and Non-Public Schools:

The CONTRACTOR shall identify: (1) all public school programs that meet the educational needs of the target population in the school district in which the group home site is located; and (2) non-public schools in the area that meet the needs of the Placed Children whose educational needs cannot be met by the public school programs.

3.2.5 Participation in Placed Child's School Program, Homework, and Tutoring:

- (a) The CONTRACTOR shall identify a specific staff person(s) who is thoroughly familiar with the Placed Child's Needs and Services Plan to: (1) represent the Placed Child at parent meetings, IEP meetings, open houses, etc.; (2) work with the Placed 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) encourage and assist the Placed Child to participate in school activities; and (4) arrange appropriate transportation to and from school and after-school activities.
- (b) The CONTRACTOR shall oversee the Placed Child's completion of homework through tutors, volunteers, or staff with the necessary skills to assist with homework. The CONTRACTOR shall also engage the Placed Child in age and developmentally appropriate activities. These may include computer access time, tutoring, visits to the library or museums, reading, arts, crafts, music, dramas, and other extra-curricular activities.
- (c) The CONTRACTOR shall arrange for tutoring a Placed Child whose basic skills are below grade level to the extent that these services are available, either from the school district or free services in the community, and are specified in the Needs and Services Plan. The CONTRACTOR is not obligated to pay for items covered by public funds.
- (d) The CONTRACTOR shall provide sufficient computers in good operating condition.

3.2.6 Educational Information:

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

3.2.7 School Photos, Uniforms, Proms, and Graduations:

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

3.2.8 Educational Assessments by the Foster Youth Services Program:

The CONTRACTOR shall allow educational counselors/staff from the Foster Youth Services Program (FYS) to interview a Placed Child and review the Health and Education Passport to do an educational assessment¹¹.

3.3 Workforce Readiness Requirements:

3.3.1 The TILP:

The CONTRACTOR shall participate with County Worker in the development of a TILP for each Placed Child 14 years or older and should receive an updated, signed TILP for any Placed Child every 6 months after the initial TILP is received. The CONTRACTOR shall have a copy of the TILP received from the County Worker on file. The CONTRACTOR shall work in conjunction with the County Worker to implement the Placed Child's TILP as appropriate.

~~3.3.2 The DCFS 5205 B (Revised 12-02) For all DCFS Placed Children ages 14 years and older, the CONTRACTOR shall work cooperatively with County Worker and the Placed Children to facilitate the County Worker's completion of the DCFS 5205 B (Revised 12-02), "Emancipation Preparation Goal Contract," every six months. (See Exhibit A XI of the Contract.)~~

3.3.3~~2~~ Cooperation with the COUNTY Emancipation Youth Development Services Program:

The CONTRACTOR shall cooperate and facilitate participation by Placed Children ages 14 years and older in the COUNTY'S Emancipation Youth Development Services Program (formerly called E-STEP). County Worker shall make every effort to provide the CONTRACTOR with at least two weeks notice of acceptance to the program.

¹¹The Foster Youth Services is a collaboration of a number of private and public agencies including the Los Angeles County Office of Education, DCFS, Probation, Department of Mental Health, and Department of Health Services to address the issues of every child living in a group home. Questions about this program may be directed to Gail McFarlane-Sosa, (DCFS) at (213) 351-5620 or 351-5789.

3.3.43 Preparation for Independent Living:

- (a) The CONTRACTOR shall develop an individualized plan for each Placed Child to provide the child the opportunity to learn basic living skills and shall facilitate participation by a Placed Child, age 16 and older, in the COUNTY'S Emancipation Youth Development Services Program (~~formerly called ILP~~), including vocational training, work experience, and educational opportunities. CONTRACTOR shall provide transportation to Emancipation classes and activities.
- (b) The CONTRACTOR shall facilitate participation in COUNTY approved Emancipation services and/or develop on-site Emancipation Services equivalent to the COUNTY'S Emancipation Youth Development Services Program (~~formerly called ILP~~) for Placed Children unable to participate in the COUNTY'S Emancipation Youth Development Services Program or approved off-grounds Emancipation services.
- (c) The CONTRACTOR shall teach the Placed Child how to set short-term and long-term goals and objectives appropriate to the developmental level of the Placed Child. The CONTRACTOR shall discuss possible short-term and long-term goals and objectives with the Placed Child as they relate to his/her Needs and Services Plan, career plans, strengths and interests, and educational possibilities. These discussions of life goals are to help prepare the Placed Child for Emancipation and adulthood, and, where the permanency plan is for Family Reunification, return to his/her family.
- (d) The CONTRACTOR shall not discipline a Placed Child by preventing a Placed Child from attending vocational training programs or working on the job.
- (e) The CONTRACTOR shall assist the emancipating youth to establish connections in the Community into which he/she will be going after placement to include counseling, educational, medical, spiritual, and transportation needs.

3.4 Health and Medical Requirements:

3.4.1 Health Portion of the Health and Education Passport:

For DCFS the Health and Education Passport is a black binder that is described in more detail in Section 3.1.4 above. For Probation the Health and Education Passport is a blue binder with health and education documents.

County Worker shall provide the CONTRACTOR with all medical information and reports in County Worker's possession to be contained in the Placed Child's black or blue binder, or the equivalent, subject to confidentiality law restrictions. The CONTRACTOR shall update the

Health Portion of the Placed Child's black or blue binder during the course of treatment by following the instructions included on the DCFS CHDP forms. This includes the mental health, dental, and health information regarding: (1) providers' names and addresses; (2) all mental health, dental, and health problems identified and services provided, visits, and testing; (3) hospitalizations; (4) immunizations; (5) allergies; (6) current medications; and (7) any other relevant mental health, dental, and health information. The doctor or his staff must record medical and dental information such as immunizations given, medical diagnoses, and prescribed medication. (For the Education Portion of the black or blue binder, see this SOW, Part C, Section 3.1.4 above.)

3.4.2 Medical, Dental, and Psychiatric Needs:

The CONTRACTOR shall arrange for the necessary medical, dental, and psychiatric needs of the Placed Child to be met in accordance with Exhibit A-IX, Requirements for Medical/Dental Exams for Placed Children; the Medi-Cal program; and Title 22, Division 6, Chapter 1, Section 80075, and Chapter 5, Section 84075. The CONTRACTOR shall, to the extent possible, utilize a Child Health Disability Prevention (CHDP) provider Doctor/Dentist, or a provider Doctor/Dentist who does CHDP equivalent exams and performs the initial medical/dental assessment, care, and follow through.

- (a) The CONTRACTOR shall have plans for emergency medical, dental, and psychiatric treatment of a Placed Child.
- (b) The CONTRACTOR shall take all necessary steps to arrange for any Placed Child in its care with a known history of psychiatric problems (including hospitalizations) to receive a clinical evaluation, provided that such evaluation is authorized by the DMH, and submit the written results of such tests, when in possession, to the County Worker.
- (c) To the extent reimbursed by Medi-Cal or private insurance or otherwise reimbursed by the COUNTY, the CONTRACTOR shall ensure that each Placed Child receives routine physical and dental exams, any needed medical or dental care, and information and instructions on any on-going medical or dental treatment or medications needed within the three-month period prior to Emancipation.

3.4.3 Reimbursement for Medical, Dental, and Psychiatric Costs:

- (a) The CONTRACTOR shall utilize the Medi-Cal program for all eligible medical, dental, and psychiatric care costs for Placed Children.
 - If a Placed Child does not have valid proof of Medi-Cal coverage, the CONTRACTOR shall immediately contact the Foster Care Hotline (800-697-4444) and notify the County Worker.

- If the CONTRACTOR needs assistance in locating a CHDP provider Doctor/Dentist or one who does equivalent exam/services, the CONTRACTOR may (1) log onto the web site of the Los Angeles County Department of Health Services at <http://lapublichealth.org/chdp/index.htm>, (2) contact the Placed Child's County Worker, (3) contact a DCFS Public Health Nurse, or (4) contact the DCFS Medical Director's Office at (213) 351-5614.
- (b) 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 Placed Child through a COUNTY or COUNTY contracted facility.
- (c) 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 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.

3.4.4 Administration of Prescription and Non-Prescription Medications:

- (a) The CONTRACTOR shall administer all prescription and non-prescription medication in accordance with Title 22, Sections 80075 and 84075. The CONTRACTOR shall record type, date, and time of all prescription and non-prescription medication administered to the Placed Child.
- (b) At the time of a child's replacement, the CONTRACTOR shall entrust any medications and court authorizations for the administration of psychotropic drugs to the County Worker.

3.4.5 Procedures for Psychotropic Medications:

- (a) The CONTRACTOR shall arrange for Placed Children on psychotropic medication to have a psychiatric/psychological assessment, indicating the Placed Child's diagnosis, need for treatment, prognosis, and possible side effects of the medication. The CONTRACTOR shall arrange for the Placed Child to receive monthly evaluations by the prescribing physician unless otherwise documented by the physician.
- (b) The CONTRACTOR shall monitor for each psychotropic medication that: (1) the prescribing physician submits a request and obtains court authorization; and (2) these requests and orders are renewed every six months (Exhibit A-X). Upon receipt from the County Worker or physician, the CONTRACTOR shall maintain copies of the court authorizations in the Placed Child's case record.

- (c) The CONTRACTOR shall incorporate into the treatment plan all psychotropic medication(s) the Placed Child receives. See Exhibit A-I, Foster Care Bill of Rights, and Exhibit A-II, Legal Rights of Teens in Out-of-Home Care.

3.5 Emergency Intervention Plan:

The CONTRACTOR shall have an emergency intervention plan approved by CCLD for a Placed Child that incorporates all of the requirements of Title 22, Division 6, Chapter 5, Subchapter 3 regarding emergency intervention (if the CONTRACTOR uses manual restraints), including the involvement of: (1) the administrator or designee to give written approval and provide personal observation of the Placed Child for a restraint continuing over 15 minutes as specified in Section 84322(f)(2)(A); (2) a facility social worker to give written approval (or verbal approval by telephone) for a restraint continuing over 30 minutes as specified in Section 84322(f)(2)(B); and (3) the administrator or designee and a facility social worker to evaluate the Placed Child every 30 minutes after the first 30 minutes as specified in Section 84322(f)(2)(D).

The CONTRACTOR'S emergency intervention plan shall also abide by the requirements of Section 1.5 on page 18 and Exhibit V.

All childcare and supervision staff, administrators or designees, and facility social workers shall be trained in the procedures to activate the emergency intervention plan. If, after all relevant procedures of the emergency intervention plan have been exhausted, the Placed Child needs an emergency psychiatric assessment for acute psychiatric hospitalization; the CONTRACTOR shall contact DMH Access (1-800-854-7771) and the County Worker.

3.6 Readmission of a Child Referred to a Psychiatric Hospital:

The CONTRACTOR shall readmit any child referred by the CONTRACTOR to a psychiatric hospital after the Placed Child is discharged from the hospital. Exceptions to this rule are if: (1) the CONTRACTOR and County Worker 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 Program Manager not to return the child to the facility. The CONTRACTOR shall immediately notify the Placed Child's County Worker of the decision not to readmit.

The CONTRACTOR shall participate in case conferences for Placed Children in a psychiatric hospital when requested by COUNTY.

3.7 Transportation Requirements:

No Placed Child shall miss going to school or medical appointments for reasons that the CONTRACTOR does not provide or arrange transportation. The CONTRACTOR shall arrange transportation to activities as agreed to by the CONTRACTOR in the Needs and Services Plan. These activities may include

school, ~~Emancipation~~ Youth Development Services Program activities, teen clubs, place of child's employment, adoption-related events, visits with the family/relatives and prospective adoptive families, job training, extra-curricular or recreational activities, therapy, medical/dental appointments, religious service of Placed Child's or family's preference, sibling visits, etc. This can include teaching the Placed Child to take public transportation, and arranging transportation with other care providers or outreach advisors, County Workers, etc. The CONTRACTOR shall provide transportation and transportation expenses as outlined in the CONTRACTOR'S Program Statement. The CONTRACTOR shall also transport Probation youth to all court appearances.

3.8 Written Notice at Least Seven Days Prior to Discharge:

COUNTY and the 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 with the County Worker whether any additional Services may be provided to the child without resorting to replacement.

Prior to discharging a Placed Child, the CONTRACTOR shall, for DCFS Children, provide the DCFS Regional Administrator, DCFS Resource Utilization Management (RUM) Section Program Manager, and the Placed 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 or fax. For Probation youth the CONTRACTOR shall: (1) provide oral notice to the Central Placement Officer of the Day at (323) 226-8781 regarding Notice of Intent to Discharge; and (2) send the Notice of Intent to Discharge to the DPO of Record via 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 Team Decision Making (TDM)/case conference 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. CONTRACTOR shall provide Notice of Intent to Discharge no less than seven (7) Days prior to the anticipated discharge date unless it is agreed upon at the case conference (Team Decision Making meeting) that less notice is necessary due to an immediate threat to the health and safety of the Placed Child or others. Within five days of a child's discharge, CONTRACTOR shall notify the RUM Section Program Manager or designee in writing if the discharges resulted from a Notice of Intent to Discharge.

COUNTY and CONTRACTOR will pursue appropriate performance indicators to be measured and reported on regarding increased placement stability.

3.9 Planned Leisure, Extracurricular, Enrichment, and Social Activities:

3.9.1 Planned and Leisure Activities:

- (a) The CONTRACTOR shall provide opportunity for and encourage, as appropriate, activities in accordance with the Needs and Services Plan including: (1) group interaction activities, both at the GH site and in the community; (2) physical activities such as games, sports, and exercise, both at the GH site 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) at least 2 planned social/recreational activities per month for Placed Children such as going to a movie, eating out, skating, etc. (to be paid for by the CONTRACTOR).
- (b) For Probation youth the CONTRACTOR shall obtain approval from the Regional Placement Director for any off-grounds activities beyond normal leisure activities (e.g., movies, shopping, sporting events, and parks).
- (c) Each Placed Child who is capable shall be given the opportunity to participate in the planning, preparation, conduct, cleanup, and critique of planned activities.
- (d) The CONTRACTOR shall provide opportunities to encourage the development of the Placed Child's cultural awareness, thereby increasing self-esteem. The CONTRACTOR shall provide opportunities to teach Placed Children the difference between right and wrong, self-control, compassion, morals, integrity, patience, respect, responsibility, etc., to develop social consciousness. The CONTRACTOR shall encourage and allow Placed Children to participate in activities in which they have an interest such as dance, art, sports, music, etc.
- (e) The CONTRACTOR shall create a home-like, child-friendly environment and encourage each Placed Child to personalize his/her bedroom.

3.9.2 Extracurricular, Enrichment and Social Activities:

The CONTRACTOR shall comply with WIC Section 362.05, which states, in part, that, "Each state and local entity shall ensure that private agencies that provide foster care Services to dependent children have policies consistent with this section and that those agencies promote and protect the ability of dependent children to participate in age-appropriate extracurricular, enrichment, and social activities. Caregivers, as defined in paragraph (1) of subdivision (a) of Section 362.04 shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child

residing in foster care to participate in extracurricular, enrichment, and social activities. The caretaker shall take reasonable steps to determine the appropriateness of the activity in consideration of the child's age, maturity, and developmental level." (See Welfare and Institutions Code, Section 362.04(a) (2), for the definition of "reasonable and prudent parent standard").

3.10 Special Diets:

The CONTRACTOR shall provide for the special dietary needs of the Placed Child including, but not limited to, vegetarian diets, religious diets, or diets based on health needs as identified in the Needs and Services Plan. The CONTRACTOR shall inform County Worker when special dietary needs arise due to medical problems/conditions.

3.11 Clothing:

3.11.1 Clothing Records:

The CONTRACTOR shall maintain for each Placed Child: (1) a written inventory of clothing; and (2) clothing receipts with a description of the item(s) purchased written on each receipt. The CONTRACTOR shall update clothing inventories whenever clothing items are added from any source or removed for any reason from the Placed Child's clothing supply.

3.11.2 Clothing Supply and Allowance:

The CONTRACTOR shall provide each Placed Child the amount of clothing listed in the Clothing Standard within the timeframes stated in the DCFS 2281 Clothing Standard (Exhibit A-II).

The CONTRACTOR shall provide a regular monthly clothing allocation starting not more than 30 Days following the date of placement in the amount of at least \$50 from the AFDC-FC payment to be spent on clothing. Donated clothing may supplement but not supplant the \$50.

After reaching the Clothing Standard, the \$50 may be spent on clothing and/or accessories.

After reaching the Clothing Standard, the Placed Child may decide to carry over any accrued amount of clothing allowance for use in the following months. Any amount not spent must be deposited in the Placed Child account and shall accompany the child when the child's placement is terminated.

3.11.3 Special Clothing Needs:

The CONTRACTOR shall plan with the Placed Child and arrange for the purchase (as appropriate) of school uniforms, sports clothing, sports

equipment, special-occasion clothing, and other necessary items for dances, proms, and graduation.

3.11.4 Payment for Clothing:

The CONTRACTOR shall provide each Placed Child with clothing without requiring the Placed Child to purchase clothing with his/her own funds. Notwithstanding the limitations of the SOW, Part C, Sections 3.11.3, 3.11.4, and 3.13.1 (bullet #5), if an expensive item(s) is desired that is not within the CONTRACTOR'S budget for sufficient clothing, the Placed Child may purchase the desired item(s) voluntarily.

3.11.5 Clothing Fit, Appropriateness, Selection, Cleaning, Mending, and Storage:

- (a) Clothing shall fit according to industry size charts and shall in no situation 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. In no event shall the CONTRACTOR provide used/second hand underwear or shoes. The CONTRACTOR may use donations of new clothing to achieve the Clothing Standard. The Placed Child shall be involved in the selection of clothing based on the developmental level of the child. The clothing is the property of the Placed Child and shall be retained by the Placed Child or his/her representative upon termination of placement. The CONTRACTOR shall provide for laundry, dry cleaning, and mending of clothing. The CONTRACTOR shall label a Placed Child's clothing for identification purposes.
- (b) The CONTRACTOR shall provide for the storage and security of each Placed Child's clothing during the entire term of placement. The CONTRACTOR shall document all losses as part of the clothing inventory, including a brief description of the circumstances involved. Any instances of more than two (2) clothing losses within six (6) months shall be reported to the County Worker.

3.11.6 Collection and Storage of Personal Belongings at Termination of Placement:

When the Placed Child is discharged, the CONTRACTOR shall ensure that the Placed Child's clothing and personal belongings accompany the Placed Child to the next placement. If the Placed Child runs away, the CONTRACTOR shall gather these together, alert the County Worker that such belongings are at the GH, and, if the County Worker does not collect the belongings, store them for up to 14 calendar Days from the date of notification.

After 14 Days, the CONTRACTOR shall contact and inform the County Worker that the belongings will be mailed to the County Worker or his/her

supervisor at COUNTY'S expense unless an alternate plan is agreed upon.

For the Probation Placed Child, CONTRACTOR shall hold clothing and personal belongings for up to 30 Days and make diligent efforts to contact parents or guardians to pick them up.

3.12 Linens, Hygiene, and Personal Care Items:

3.12.1 Linens:

The CONTRACTOR shall: (1) supply each Placed Child sufficient 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.

3.12.2 Hygiene and Personal Care Items:

The CONTRACTOR shall: (1) supply each Placed Child, initially and replace as needed, with new personal hygiene and personal care items. These shall include the Placed Child's own toothbrush, toothpaste, comb and other hair-care items, shampoo, soap, deodorant, sanitary napkins, etc.; (2) offer each Placed Child choice among brands as long as the cost is reasonable; and (3) provide each Placed Child specific brands necessary for health reasons.

The CONTRACTOR shall monitor the use of all products in aerosol or glass containers.

Personal care/hygiene items shall be provided with consideration given to specific cultural and ethnic needs.

3.13 Personal Allowance and Earnings:

3.13.1 Personal Allowance:

- (a) The CONTRACTOR shall provide each Placed 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: \$3.00 (5-8 years); \$5.00 (9-13 years); and \$7.00 (14-17 years) per week, starting with the first full week of placement. Allowances may be increased beyond the base amount according to a point/levels/rewards behavior management system.
- (b) The CONTRACTOR shall maintain a log indicating the date, the amount of allowance the Placed Child received, and the Placed Child's signature (when age appropriate) upon receipt of the allowance.
- (c) If a Placed Child is unable to handle money, the CONTRACTOR shall provide the Placed Child with instruction on how to handle money and

put the Placed Child's money in a secure place until the Placed Child is able to handle his/her money independently.

- (d) The CONTRACTOR shall not substitute monetary allowances with non-monetary items such as clothing, food, and other items that the CONTRACTOR is required to provide.
- (e) The CONTRACTOR shall not require a Placed Child to use his/her allowance or earnings to purchase items the CONTRACTOR is required to provide. These items include: (1) clothing; (2) personal care/hygiene items; (3) activities [See this SOW, Part C, Section 3.9, above.]; (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) meals.
- (f) The Placed 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 permit the Placed Child to spend his/her allowance, earnings, and other income in accordance with the Needs and Services Plan and as the Placed Child desires.

3.13.2 Placed Child's Earnings:

- (a) The CONTRACTOR and County Worker shall mutually agree on the method of securing the Placed Child's income and monitoring the Placed Child's use of funds, including the establishment of a bank account where appropriate. The CONTRACTOR shall encourage Placed Children age fourteen (14) and older to save their earnings for Emancipation.
- (b) The CONTRACTOR may apply monetary consequences in accordance with the Foster Youth Bill of Rights (Exhibit A-I). The COUNTY'S ~~Emancipation~~ Youth Development Services Program (formerly called ILP) incentive money is considered "income" to the Placed Child and shall not be withheld from the Placed Child by the CONTRACTOR.

The CONTRACTOR shall maintain an account of monetary fines collected.

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

3.14 Life Book/Photo Album:

The CONTRACTOR shall encourage and assist each Placed Child in creating and updating a life book/photo album of items that relate to childhood memories. If the Placed Child has not taken the life book with him/her, the CONTRACTOR

shall provide the Placed Child's life book either to the County Worker at the time the Placed Child departs from CONTRACTOR'S care or, when the County Worker is not present, to DCFS or Probation within three (3) business days of the time of the Placed Child's departure.

3.15 Evidence-Based Practices:

The Probation Department will give preference to CONTRACTORS that provide services consistent with the needs of the child and family and demonstrate positive outcomes, as collaboratively developed by Probation within the next year. Probation is committed to Evidence-Based Policy and Practices (EBPP) programs in an effort to increase achievement of their stated goals and reduce recidivism for youth. However, due to the limited availability of Evidence-Based programs, Probation also supports Best Practice programs. Probation is targeting criminogenic needs including: (1) Anti-Social Values, (2) Criminal Peers, (3) Low Self-Control, (4) Dysfunctional Family Ties, (5) Substance Abuse, and (6) Criminal Personality.

PART D – PERFORMANCE REQUIREMENT SUMMARY

1.0 COUNTY ACTIONS FOR CONTRACTOR'S UNMET PERFORMANCE TARGETS	
CONTRACTOR'S PERFORMANCE TARGETS	COUNTY ACTIONS FOR UNMET PERFORMANCE TARGETS
<p>99.68% of children are free from a report of substantiated maltreatment by the G.H. staff, volunteers of affiliates. (See page 14, Footnote #3, for the COUNTY'S zero tolerance policy.)</p> <p>100% of CAPs submitted on time³ and successfully implemented, including physical plant and safety deficiencies.</p> <p>98% of children are free from child-to-child injuries while under the supervision of group home.</p> <p>At least 62% of the Placed Children successfully meet the Needs and Services Plan goals and are discharged in accordance with permanency plan.</p> <p>At least 62% of the Placed Children discharged from the G.H. over a 12-month period are discharged to a less restrictive setting than current placement.</p> <p>80% or more of the total DCFS children served per year are not replaced at the G.H. provider's request.</p> <p>87% of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not reentered the DCFS system 6 months after discharge.</p>	<p>Failure to meet performance target could result in a program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.</p> <p>Failure to comply with a CAP(s) could result in further action, such as <i>Hold, DNR, or DNU</i> status.</p> <p>Failure to meet this and the following performance targets as indicated by a Contractor's agency score on an annual Performance Based Contracting Scorecard could result in a program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.</p>

**1.0 COUNTY ACTIONS FOR CONTRACTOR'S
UNMET PERFORMANCE TARGETS**

CONTRACTOR'S PERFORMANCE TARGETS	COUNTY ACTIONS FOR UNMET PERFORMANCE TARGETS
<p>87% of Placed Children discharged in accordance with Permanency plan to a foster care placement have not changed foster families six months after discharge from the group home.</p> <p>100% of the individualized Needs and Services Plans completed in 30 Days and every 90 Days thereafter.</p> <p>At least 62% of the Placed Children successfully meet the Needs and Services Plan goals prior to discharge.</p> <p>At least 83% of the Placed Children with increased educational scores and/or attendance.</p> <p>100% of the Placed Children receive the COUNTY'S Emancipation Program or equivalent emancipation Services.</p> <p>100% of the Placed Children have completed and current health/education binders, as requested by Welfare and Institutions Code Section 16010, during the placement period.</p>	