



2010 Foster Parent Law Implementation Plan

Summary Version

(* The complete version of the 2010 Plan is available upon request)

RIGHTS:

1. **The right to be treated with dignity, respect, and consideration as a professional member of the child welfare team.**
 - ✚ Policies, procedures and staff trainings exemplify dignity, respect and consideration of this challenging role of raising foster children.
 - ✚ ChildServ staff is professional in all interactions with foster parents
 - ✚ ChildServ hires and trains personnel who understand the tremendous challenge of fostering children.
 - ✚ The Foster Parent Advisory Council (FPAC) is open to all foster parents who can attend.

2. **The right to be given standardized pre-service training and appropriate ongoing training to meet mutually assessed needs and improves the foster parent's skills.**
 - ✚ Foster Parents are notified by mail and/or by telephone of trainings
 - ✚ Foster Parents receive a yearly training calendar. Additional trainings are offered for Project 90 and Teen Mom Foster Parents.
 - ✚ Foster Parents that are newly licensed receive a separate training calendar for Pre-Service trainings.
 - ✚ Foster Parents and ChildServ staff are encouraged to co-train together

3. **The right to be informed as to how to contact the appropriate child placement agency in order to receive information and assistance to access supportive services for children in the foster parent's care.**
 - ✚ Foster Parents are provided with staff phone lists and emergency pagers numbers, this information is also listed on the ChildServ Website www.childserv.org.
 - ✚ Initial emergency response system is in place, the afterhour's pager number is 773-560-0719.
 - ✚ Spanish speaking (Burgos) case managers are on-call for Spanish speaking Foster Parents.
 - ✚ SASS/CARES are utilized for emergency situations to assist Foster Parents.

4. **Foster Parents have the right to receive timely financial reimbursement commensurate with the care needs of the child as specified in the Service Plan.**
 - ✚ Foster Parents are provided a yearly schedule of when they can pick-up their provider checks and when they will be mailed, this information is also listed on the ChildServ website.
 - ✚ Foster Parents have the option to receive their check at trainings in place of mailing.
 - ✚ ChildServ's internal Appeal/Grievance process is the avenue for foster parents to resolve payment issues

5. **The right to be provided a clear, written understanding of a placement agency's plan concerning the placement of a child in the foster parent's home. Inherent in this right is the foster parent's responsibility to support activities that will promote the child's right to relationships with his or her own family and cultural heritage.**
 - ✚ DCFS notifies foster parents of Administrative Case Reviews (ACR's) via mail
 - ✚ ChildServ notifies foster parents of ACR's via mail, phone and in-person during home visits
 - ✚ ChildServ encourages foster parents to participate in the development of the service plan to elicit feedback on the child's progress.
 - ✚ Foster Parents are given a part of the plan that they are responsible for.
 - ✚ Foster Parents with children in therapy are invited to quarterly treatment planning meeting to assist in planning for the child's treatment goals and objectives.

- ✚ Systems of Care (SOC) are utilized when interventions are not working. However this service is not available for Project 90 and Teen Mom cases. ChildServ's Clinical Team will provide interventions to those program types.
- ✚ ChildServ staff will utilize every effort to maintain a Foster home placement, in to minimize trauma to the child and family
- ✚ ChildServ is committed to working with foster parents to become skilled for the level of care the child requires.
- ✚ ChildServ issues a Notice of Decision if a child has to be moved from a foster home.

6. The right to be provided a fair, timely, and impartial investigation of complaints concerning the foster parent's licensure, to be provided the opportunity to have a person of the foster parent's choosing present during the investigation, and to be provided due process during the investigation; the right to be provided the opportunity to request and receive mediation or an administrative review of decisions that affect licensing parameters, or both mediation and an administrative review; and the right to have decisions concerning a licensing corrective action plan specifically explained and connected to the licensing standards violated.

- ✚ Foster parents are trained during orientation and at least yearly and staff is trained at regular staff meetings on licensing standards.
- ✚ Licensing workers review Rule 402 with foster parents every six months while conducting compliance/monitoring visits.
- ✚ Licensing staff visit prior to recommending a license
- ✚ At the time of an investigation, a foster parent is given a copy of ChildServ's Acknowledgment of Compliant Investigation and Declaration of Rights forms.
- ✚ Acknowledgement of Appearance form is completed if the foster parent wishes to have an advocate present.
- ✚ ChildServ's Appeal/Grievance policy is given to the foster parent at the first meeting initiating a complaint investigation. This policy is available in Spanish and English

7. The right, at any time during which a child is placed with the foster parent, to receive additional or necessary information that is relative to the care of the child.

- ✚ Foster Parent Placement Agreement lists all known behaviors of the foster child.
- ✚ ChildServ also provides foster parents with a Child Record Folder
- ✚ Staff is held accountable through ChildServ's supervision form and foster care case file check list.
- ✚ Foster parents are given written information on diagnosis and medication
- ✚ Foster parents and staff are trained on ChildServ's Medication policy annually
- ✚ Specialty Foster Parents (Teen Mom & P-90 Programs) are required to have 12 additional training hours.

8. The right to be provided with available information necessary for the proper care of the child in writing when a caseworker places a child in a foster home, with a prospective adoptive parent or prior to placement of the child.

The following information is provided to the foster parent via the Foster Parent Placement Agreement, Client Fact Sheet and the Child Record Folder. Staff is accountable through ChildServ's supervision form.

The items listed above should be provided to the foster parent at placement, however if some documents are not immediately available, the case manager has up to 10 business days to provide the information.

- ✚ Information to be provided to the caregiver shall include:
- ✚ Medical history: such as communicable diseases, immunizations, insurance and/or medical card information;
- ✚ Educational history: special education needs, Individual Educational Plan (IEP) and Individual Family Service Plans (IFSP)
- ✚ Child's Portion of the Service Plan: visitation arrangements, case history of child (how the child came into care), permanency goal, history of previous placement goals and reasons and legal history;
- ✚ Other relevant information, including prior criminal history, behavior problems including fire setting, perpetration of sexual abuse, destructive behavior and substance abuse habits and likes and dislikes.
- ✚ Client Fact Sheet which provides a detailed summary of known criminal behaviors, sexual abuse or perpetration, fire setting, substance abuse, likes and dislikes and are asked to sign receipt of the document within 5 days.

9. **The right to be notified of scheduled meeting and staffings concerning the foster child in order to actively participate in the case planning and decision-making process regarding the child, including individual service planning meetings, administrative case reviews, interdisciplinary staffings, and individual educational planning meetings; the right to be informed of decisions made by the courts or the child welfare agency concerning the child; the right to provide input concerning the plan of services for the child and to have that input given full consideration in the same manner as information presented by any other professional on the team; and the right to communicate with other professionals who work with the foster child within the context of the team, including therapists, physicians, and teachers.**
- ✚ Foster parents are notified of ACR's via Home verification form and Child and Family Team Meeting forms.
 - ✚ ChildServ's Educational Liaison trains foster parents on educational advocacy annually for Foster Parent Trainings and Monthly at Pre-Service trainings.
 - ✚ Foster parents are invited to quarterly therapy staffings to discuss the child's treatment goals, as well as scheduled Child & Family Team Meetings, School staffing and CAYIT meetings.
 - ✚ Letters will be sent to the Foster Parents informing them of these meetings as well as communicated in monthly home visits.
10. **The right to be given, in a timely and consistent manner, any information a caseworker has regarding the child and the child's family which is pertinent to the care and needs of the child and to the making of a permanency plan for the child. Disclosure of information concerning the child's family shall be limited to that information which is essential for understanding the needs of and providing care to the child in order to protect the rights of the child's family. When a positive relationship exists between the foster parent and the child's family, the child's family may consent to disclosure of additional information.**
- ✚ The methodology of sharing information includes disclosure of known behavior issues on the Placement Agreement form and inclusion of foster parents in service planning and ACR's.
 - ✚ Foster parents are invited to attend Pre-placement clinical staffings when accepting children with special needs.
11. **The right to be given reasonable written notice of any change in a child's case plan, plans to terminate the placement of the child with the foster parent, and the reasons for the change or termination in placement. The notice shall be waived only in cases of a court order or when a child is determined to be at imminent risk of harm.**
- ✚ Foster parents are given a 14 day notice which includes a copy of "Your right to appeal".
 - ✚ The notice is waived if there is imminent risk.
12. **The right to be notified in a timely and complete manner of all court hearings, including notice of the date and time of the court hearing, the name of the judge or hearing officer hearing the case, the location of the hearing, and the court docket number of the case; and the right to intervene in court proceedings or to seek mandamus under the Juvenile Court Act of 1987.**
- ✚ Foster parents are provided with trainings (both pre-service and on-going) which outlines Juvenile Court procedures
 - ✚ ChildServ casemanager notify foster parents of court dates through home visits, phone calls and mail.
13. **The right to be considered as a placement option when a foster child who was formerly placed with the foster parent is to be re-entered into foster care, if that placement is consistent with the best interest of the child and other children in the foster parent's home.**
- ✚ ChildServ's internal data system "Evolv" allows ChildServ to track placement. When a child re-enters the system, the Placement Services team will review previous placement information for placement consideration.
 - ✚ Foster Parents have a right to be considered as a placement option when a foster child formerly placed in their home re-enters foster care.
 - ✚ Caregiver Matching Tool is used to appropriately match each child in a foster home.
 - ✚ Staffing with the Clinical Team will occur to ensure all needs are met.
14. **The right to have timely access to the child placement and agency's existing appeals process and the right to be free from acts of harassment and retaliation by any other party when exercising the right to appeal.**

- ✚ ChildServ’s Appeal/Grievance Policy allows the foster parent to exercise their appeal rights without the threat of retaliation from the agency.
- ✚ The Appeal/Grievance policy also instructs the foster parent how to appeal through DCFS.
- ✚ *ChildServ*’s mission is to help Chicagoland at-risk children and their families build, achieve, and sustain better lives. *ChildServ* accomplishes this mission through high quality service delivery to the children and families served

15. The right to be informed of the Foster Parent Hotline established under Section 35.6 of the Children and Family Services Act and all of the rights accorded to foster parents concerning reports of misconduct by Department employees, service providers, or contractors, confidential handling of those reports, and investigation by the Inspector General appointed under Section 35.5 of the Children and Family Services Act [20 ILCS 520/ 1-15]

- ✚ ChildServ provides brochures on the Office of the Inspector General, which are publicly available at all, offices that provide foster care services.
- ✚ Foster parents also receive training on internal and external appeal processes.

RESPONSIBILITIES:

16. The responsibility to openly communicate and share information about the child with other members of the child welfare team.

- ✚ Foster parents sign a placement agreement that states expectations and list problem behaviors of children placed in their home.
- ✚ Foster parents participate in an orientation process.
- ✚ Foster parents participate in the Pre-Service Training once they have been licensed.
- ✚ Foster parents participate in a six month monitoring visit.
- ✚ Foster parents receive the Client Record Folder, Client Fact Sheet and the following information within 5 business days of placement.
- ✚ Foster Parents can also contact any member of the Placement Services team via phone, in person or email. The contact information is sent in Newsletters and is also posted on the website www.childserv.org.

17. The responsibility to respect the confidentiality of information concerning foster children and their families and act appropriately with applicable confidentiality laws and regulations.

- ✚ A Placement Agreement is signed by each foster parent that discusses confidentiality.
- ✚ Newsletters share the importance of confidentiality.
- ✚ Foster parents receive annual training on the Confidentiality Act.
- ✚ Internal Policy and Procedures emphasis the importance of confidentiality.

18. The responsibility to advocate for children in the foster parent’s care.

- ✚ **Annual Educational Advocacy is a required component of all licensed foster parent training.**
- ✚ The Educational Liaison of ChildServ is available to assist in any educational needs for your child as well as provide advocacy.

19. The responsibility to treat children in the foster parent’s care and the children’s family with dignity, respect, and consideration.

- ✚ Feedback is gathered through the FPAC
- ✚ Foster Parents can also submit their feedback/concerns/suggestions to fosterparents@childserv.org .
- ✚ Quality Improvement Team is maintained to identify issues and implement plans for improvement.

20. The responsibility to recognize the foster parent’s own individual and familial strengths and limitations when deciding whether to accept a child into care; and the responsibility to recognize the foster parent’s own support needs and utilize appropriate supports in providing care for foster children.

- ✚ Licensing Monitoring Form and Quality of Care Statement is used to ask more formal questions on strengths and limitations and is need for assessment purposes.
- ✚ Caregiver Matching Tool is also used to assess foster parents strengths.
- ✚ A Training Evaluation is used for all foster parent trainings to obtain suggestions for trainings.

✚ Foster Parents can also submit their feedback/concerns/suggestions to fosterparents@childserv.org .

21. **The responsibility to be aware of the benefits of relying on and affiliating with other foster parents and foster parent associations in improving the quality of care and service to children and families.**
 - ✚ Foster parents are informed of support groups
 - ✚ ChildServ provides linkage between its FPAC and DCFS statewide group
 - ✚ Grandparent Support Program provides special networking and affiliating opportunities
 - ✚ ChildServ's Armour Program provides a Clinical intervention component.

22. **The responsibility to assess the foster parent's ongoing individual training needs and take action to meet those needs.**
 - ✚ Training evaluations are used

23. **The responsibility to develop and assist in implementing strategies to prevent placement disruptions, recognizing the traumatic impact of placement disruptions on a foster child and all members of the foster family; and the responsibility to provide emotional support for the foster children and members of the foster family if preventive strategies fail and placement disruptions occur.**
 - ✚ Planned transitions are utilized when moving a childserv
 - ✚ Placement Stabilization staffing
 - ✚ Foster parents receive specialized training: such as CARES, Behavior Management, Clinical diagnosis and intervention, medically complex and etc.
 - ✚ SOC (System of Care) is also utilized for placement disruptions

24. **The responsibility to know the impact foster parenting has on individuals and family relationships; and the responsibility to endeavor to minimize, as much as possible, any stress that results from foster parenting.**
 - ✚ Respite services are available for P-90 and Teen Mom Foster Parents.
 - ✚ Foster parents have the option of placement their home on hold on the Foster Parent Availability listing.
 - ✚ Support groups are available and foster parents are given the opportunity to participate on the FPAC.

25. **The responsibility to know the rewards and benefits to children, parents, families, and society that come from foster parenting and to promote the foster parenting experience in a positive way.**
 - ✚ ChildServ's brochure on Licensing and Adoption process
 - ✚ Financial awards for foster parent referrals by foster parents
 - ✚ Annual Foster Parent Recognition Event
 - ✚ Foster Parent Law Plan available to all foster parents via ChildServ's website, at each site and upon request.

26. **The responsibility to know the roles, rights, and responsibilities of foster parents, other professionals in the child welfare system, the foster child, and the foster child's own family.**
 - ✚ Foster/Adopt Pride pre-service trainings and other internal foster parent trainings
 - ✚ FPAC objectives and goals
 - ✚ Annual meetings

27. **The responsibility to know and, as necessary, fulfill the foster parent's responsibility to serve as a mandated reporter of suspected child abuse or neglect under the Abused and Neglected Child Reporting Act; and the responsibility to know the child welfare agency's policy regarding allegations that foster parents have committed child abuse or neglect and applicable administrative rules and procedures governing investigations of those allegations.**
 - ✚ The Abused and Neglected Child Act is reviewed at the initial home study visit and at six month visits.
 - ✚ Foster parents sign an Acknowledgement of Mandated Reporter Status
 - ✚ Reminders at trainings

28. **The responsibility to know and receive training regarding the purpose of administrative case reviews, client service plans, and court processes, as well as any filing or time requirements associated with those proceedings; and the responsibility to actively participate in the foster parent's designated role in those proceedings.**

- # ChildServ offers trainings on Administrative Case Reviews (ACR's)
- # Foster parents are encouraged to attend ACR's
- # ChildServ offers trainings on court proceedings annually labeled "Permanency for Children & Families"

29. The responsibility to know the child welfare agency's appeal procedure for foster parents and the rights of foster parents under the procedure.

- # Foster parents are offered training at least once per year
- # Brochures are available and the internal Appeal/Grievance Policy is listed on ChildServ's internal webpage

30. The responsibility to know and understand the importance of maintaining accurate and relevant records regarding the child's history and progress; and the responsibility to be aware of and follow the procedures and regulations of the child welfare agency with which the foster parent is licensed or affiliated.

- # Foster parents are provided with a client record folder at placement and are accessible to the casemanager.
- # Client Record Folder contains the following: service plan/visitation; medical; physical/personal maintenance; and UIRs.
- # Foster Parents are encouraged to be a part of the visitation planning as well as establishing a rapport with biological parents.
- # ChildServ offers an annual training "The Professional Team- Working with the Birth Parents towards Reunification".
- # Monthly foster parent bulletin addresses at least one policy/procedure.

31. The responsibility to share information, through the child welfare team, with the subsequent caregiver (whether the child's parent or another substitute caregiver) regarding the child's adjustments in the foster parent's home.

- # Foster parents are provided with a client record folder at placement and are responsible for maintaining the folder
- # This area is stressed during training on the importance of the Caregiver Matching Tool
- # Foster Parents are required to participate in Life Book Workshops as a part with the Armour Clinical Program
- # Foster parent is required to develop and maintain a life book for the children

32. The responsibility to provide care and services that are respectful of and responsive to the child's cultural needs and are supportive of the relationship between the child and his or her own family; the responsibility to recognize the increased importance of maintaining a child's cultural identity when the race or culture of the foster family differs from that of the foster child; and the responsibility to take action to address these issues.

- # ChildServ provides cultural sensitivity training annually to foster parents and foster parents should request training when needed.
- # Staff is trained during New Employee Orientation on the Burgos Consent Decree and the Indian Child Welfare Act (ICWA). Foster parents are informed of the Burgos Decree and ICWA by their casemanager.
- # ChildServ uses a co-trainer model and invites foster parents with skills in this area to join the co-training team.
- # Additional resources are made available to foster parents through publications and trainings.