



KVC Behavioral HealthCare, Inc.		SECTION:	CPA
	POLICY: Day Supervision	POLICY #:	28.1
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- I. Purpose/Objective: The purpose of this policy is to outline the guidelines for day supervision provided by KVC sponsored foster homes.
- II. Policy Text:
A. KVC licensed foster homes can provide day supervision to youth in foster care who are awaiting placement with the approval of their FSC.
- III. Scope:
A. KVC Kansas
- IV. Responsibilities:
A. The KVC CPA worker will understand and follow the procedures outlined below.
- V. Procedure:
A. KVC sponsored foster homes may provide day supervision to children while they are awaiting placement. Foster homes may be contacted by KVC Admissions or a KVC CPA worker from their region to inquire about their willingness to provide supervision.
B. Day supervision providers are selected based on their ability to meet the following criteria in order of priority:
1. Supervision provider’s proximity to child’s office.
2. Day supervision providers are expected to provide the same services to children as they would provide to children who are placed with them for long term. This includes but is not limited to: providing meals, administering medications, providing access to shower, washer and dryer and any other hygiene products as requested.

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B. Day supervision provider reimbursement is determined by number of hours day supervision provided to the child. Day supervision is reimbursed at the hourly rate of \$7/hr.

1. It is the responsibility of the day supervision provider to submit a time sheet to their KVC CPA worker no later than 30 days after day supervision is provided.

2. Day Supervision will be paid out twice per month, the 10th and the 25th. Once a foster home has submitted a time sheet, the CPA worker has five business days to submit timesheets to the CPA AA. The CPA AA will submit timesheets and total reimbursement on the 1st and the 15th request to accounts payable. The CPA worker will file a copy of the request and the timesheet in the foster home's file for recording keeping.

VI. Revision History:

Date	Revision Number	Change	Reference Section	Board Approval Date

VII. Review History:

Date	Purpose of Review