



KVC Behavioral HealthCare, Inc.
Corporate Office
21350 W. 153rd Street
Olathe, KS 66061
913.322.4900
www.kvc.org

Disclaimer: This manual reflects KVC's policies and procedures **only**. Policies for other foster care agencies may vary.

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SECTION I

Overview

KVC Mission

It is the mission of KVC to enrich and enhance the lives of children and families by providing medical and behavioral healthcare, social services, and education.

KVC Vision

KVC's vision is to provide leadership in child welfare and behavioral healthcare industries through the development and provision of effective practices with proven outcomes of safety, permanency, and well-being.

-KVC's Guiding Values

KVC has always operated under a plethora of guiding values or belief statements and "isms" (sayings or quotations – internal or external – that capture the essence of our beliefs). These have been stated in a variety of ways over the past 30 years and therefore some of the following may sound redundant or overlapping. But, these are of great importance and form the foundation that guides all work we do, so they are worth repeating in a variety of ways. The most commonly used include:

- With privilege comes responsibility
KVC has the privilege of serving tens of thousands of children and families each day. It is our responsibility to live up to the expectation people have for quality services. Helping families address their needs and helping care for others' children is an awesome responsibility and one never to be taken lightly.
- Excellence is not an act, it's a habit
We should strive to be "excellent" every day in every interaction.
- Every interaction is an intervention
Every single interaction (with patients, families, staff, and community) is an opportunity for growth, advancement or improvement of some kind. Use every minute wisely and do not waste any opportunity.
- What would you want if this were your child? Your family?
How close can we come to identifying services and resources they need and putting a plan in place with them to address these needs?
- How would you want your child/family to be treated?
Treat each child/family as though they were your own. This is how we should treat families in every interaction.
- Placement in the least restrictive environment
If your child can't remain with you, where would you hope they'd be placed? Most families and children are far more comfortable placed with caring relatives or others close to their family. If not available, then another strong, community family setting is the goal. If residential care is needed, it should be for the shortest period of time necessary to initiate treatment and stabilize, then discharge to the family setting for continued treatment as needed.
- Every thing in "child time"
How long would you want your child away from you? Every day that a child is separated from his/her family can seem like a lifetime. **Timely** Permanency is in the best interest of the child.

- Raising the Bar
How important is it that we continue to build upon improvements? We're never "there". We can never become content or rest on our laurels. We can always do better for children and families.
- If you're not growing, you're dying
Healthy organizations continually create new opportunities for positively meeting the needs of those we serve, benefitting more children and families and creating growth opportunities for staff.
- There is no magic answer down the street
If a child and family come to KVC for treatment or service, it is our responsibility to figure out the answer/s with them, not to refer them elsewhere. KVC has more resources than others, as well as the creativity, energy and commitment to finding solutions.
- Attack the problem, not the person
We must be able to "check our egos at the door" and be willing to attack internal and external barriers, without attacking individual people. External stakeholders are often more than happy to point out our weaknesses; it is always much better if we proactively identify needs and address them internally.
- Children must be protected
All children have the right to be safe and free from harm, both physically and emotionally, and protected wherever they live; but the best way to protect children in the long run is to strengthen and support their families. There are many aspects of child safety and well-being to be addressed.
- Families Know Best
Families are the experts concerning their own strengths, needs and resources. They have the right to define their own "family" and to protect their children. Families can make good decisions for their children. Each child and family has the right to be heard concerning their individual needs. All families, whatever the definition, deserve respect and understanding.
- Children Grow Best in Families
Children must have consistency in care-giving and relationships, including ties to their siblings and extended family. The philosophy of "least restrictive environment" prevails; children should not grow up in institutions. If they must be placed in institutions, it should be for the shortest period of time possible in which to provide safety and stabilization. A constant effort must be made towards placement in a family, preferably that of a relative, pending permanency. A constant effort must be made to ensure a lasting relationship with a caring adult for every child and youth. All children are adoptable.
- Children Can't Wait
Children must have their needs met in a timely manner. A month, a week, even a day to a child who is separated from family can seem like a lifetime. The possibility of successful reintegration of children placed in out-of-home care decreases in direct correlation to the time they remain away from their families. Significant family visitations and interactions meet the needs of children while increasing the likelihood of reunification. Concurrent case planning can expedite permanency for a child.

- Children and Families are Part of a Larger Community
Communities are rich with resources that can offer ongoing, naturally occurring support to families. The State (or its contractors) and the courts should not be a part of a families' lives for any longer than necessary to assure safety and stability. Children must have equal protection, care and attention, including attention to their needs in the context of their community and cultures.
- The more desirable place for children to grow up is with their own caring families when their families are able to provide safe and nurturing relationships intended to last a lifetime.
 - All children and families should feel safe in their environments.
 - All children's families, however a family is defined (including nuclear, blended, extended, tribe or clan, or adoptive) are unique and have value, worth, integrity and dignity.
 - All families have potential.
 - All parents can make good decisions for their families.
 - All families have inherent, individual strengths.
 - All families should have equal access to quality services.
 - All families deserve respect and understanding for their individual beliefs, cultural differences, and/or value system.
 - Crisis situations can present opportunities for change.
 - The possibility of successful reintegration of children placed out-of-home decreases in direct correlation to the time they remain out-of-home.
 - Children can maintain relationships with their family members whenever possible and appropriate.
 - Children, families, staff and stakeholders deserve a well-maintained physical environment – safe, secure, healthy, and clean.
 - All staff is accountable for carrying out KVC's mission.
 - KVC recognizes the need for sound financial principles and practices.
 - KVC has a commitment to excellence in the quality of its services
 - Community involvement through volunteer participation is of great value to the organization.
 - Strong, professional staff is key to service quality and to the success of the organization.

Bill of Rights for Foster Children

Ratified in Congress Hall, Philadelphia, Saturday, the Twenty-eighth of April, Nineteen hundred and seventy-three; EVEN more than for other children, society has a responsibility along with parents for the well being of foster children. Citizens are responsible for acting to insure their welfare.

EVERY foster child is endowed with the rights inherently belonging to all children. In addition, because of the temporary or permanent separation from and loss of parents and other family members, the foster child requires special safeguards, resources and care.

Every Foster Child Has The Inherent Right:

*Article the first...*To be cherished by a family of his own, either his family helped by readily available services and supporters to reassume his care or an adoptive family or by plan, a continuing foster family.

*Article the second...*To be nurtured by Foster Parents who have been selected to meet his individual needs and who are provided services and support including specialized education, so that they can grow in their ability to enable the child to reach his potential.

*Article the third...*To receive sensitive, continuing help in understanding and accepting the reasons for his own family's inability to take care of him, and in developing confidence in his own self worth.

*Article the fourth...*To receive loving care and respect as a unique human being...a child growing in trust in himself and others.

*Article the fifth...*to grow up in freedom and dignity in a neighborhood of people who accept him with understanding, respect, and friendship.

*Article the sixth...*To receive help in overcoming deprivation or whatever distortion in his emotional, physical, intellectual, social, and spiritual growth may have resulted from his early experiences.

*Article the seventh...*To receive education, training, and career guidance to prepare him for a useful and satisfying life.

*Article the eighth...*To receive preparation for citizenship and parenthood through interactions with Foster Parents and other adults who are consistent role models.

*Article the ninth...*To be represented by an attorney at law in administrative or judicial proceedings with access to fair hearings and court review of decisions, so that his best interests are safeguarded.

*Article the tenth...*To receive high quality of child welfare services, including involvement of the natural parents and his own involvement in major decisions that affect his life.

Client Rights Children

KVC Behavioral HealthCare supports and protects the fundamental human, civil, constitutional, and statutory rights of clients.

Statement of Rights

A client of KVC has the right to:

1. Adequate and humane treatment regardless of income, race, religion, ethnicity, or handicap.
2. Recognition of personal dignity in the provision of care and treatment.
3. Services in the least restrictive environment possible.
4. Individualized treatment and planning.
5. Be advised of alternate service options and providers.
6. Be an active participant, along with your parent/guardian, in planning your case services.
7. The periodic review of your case plan.
8. Participate in discharge and aftercare planning.
9. Confidentiality.
10. Refuse to participate in any research project without compromising your access to KVC services.
11. Be informed and give consent or denial for special observation and audiovisual techniques and other procedures where consent is required by law.
12. Safe and sanitary housing.
13. Medical care and treatment.
14. A nourishing, well balanced diet.
15. Freedom from verbal and physical abuse.
16. Receive visitors according to your visitation plan.
17. Make phone calls according to phone policy.
18. Speak to legal counsel and/or your social worker within a reasonable amount of time.
19. Send and receive mail. (If clinically indicated, mail may be opened by the persons caring for you and checked for contraband. When this becomes necessary, documentation will be included in the client record).
20. Have visitation, telephone, and outdoor restrictions clearly explained to you and your parent/guardian. Such restrictions will be reviewed regularly.
21. Have explained to you and your parent/guardian the nature, rationale, and most common side effects of all medications prescribed.
22. Provision of an adequate number of competent, qualified, and experienced staff to supervise and implement your case plan.
23. Know the names and titles of all staff members involved in your case.
24. Know the nature of the care you will receive.
25. Know the rules of your placement.
26. Wear appropriate personal clothing.
27. Be heard, to identify problems and to express grievances in accordance with written procedures.

Kansas Foster Parent's Rights

Foster parents are volunteers providing care for children who are in the custody of the Kansas Department for Children and Families (DCF). They play an integral, indispensable, and vital role in the State's effort to care for dependent children displaced from their homes. It is in the best interest of Kansas' child welfare system to acknowledge foster parents as active and participating members of this system and they should be supported through the following rights:

1. The right to be treated by DCF and other partners in the care of abused and neglected children with dignity, respect, and trust as a primary provider of foster care and a member of the professional team caring for foster children.
2. The right not to be discriminated against on the basis of religion, race, color, creed, gender, marital status, national origin, age, or physical handicap per Kansas statute.
3. The right to continue with their own family values and beliefs, so long as the values and beliefs of the foster child and the biological family are respected and not infringed upon. Consideration shall be given to the special needs of children who have experienced trauma and separation from their families.
4. The right to exercise decision making in connection with foster child, consistent with the limits of the policies, procedures, and other directions of DCF, Kansas Department of Health and Environment (KDHE) and within the limits of state and federal law.
5. The right to receive standardized pre-service training by DCF or the placing agency and at appropriate intervals to meet mutually assessed needs of the child and to improve foster parents skills.
6. The right to receive timely financial reimbursement according to agreement and applicable law and to be notified of any costs or expenses for which the foster parent may be eligible for reimbursement.
7. The right to receive information regarding services and to reach DCF and/or DCF contracted provider personnel during regular business hours and the right to have information for contact number after business hours in the event of an emergency.
8. The right, prior to the placement of a child, to be notified of any issues relative to the child and known to DCF and/or DCF contracted provider at such time and which may jeopardize the health and safety of the foster family or the child or alter the manner in which foster care should be administered.
9. The right to discuss known information regarding the child prior to placement. DCF will provide such information as it becomes available as allowable under state and federal laws.
10. The right to refuse placement of a child in the foster home or to request, upon reasonable notice, the removal of a child from the foster home.
11. The right to receive any available information through DCF regarding the number of times a foster child has been moved and the reasons therefor; and to receive the names and phone numbers of the previous foster parents if the previous foster parents have authorized such release and as allowable by law.
12. The right, during the time a child is placed with the foster parent, to receive from DCF information known to DCF and relevant to the care of the child.

13. The right to provide input and participate in the case planning process regarding the child and the right to participate in and be informed about the planning of visitation between the child and the child's biological family, recognizing that visitation with the biological family is important to the child and necessary to the success of timely reintegration if reintegration is the case plan.
14. The right to communicate with the child's Child Welfare Provider's Case Manager and to share and obtain relevant and appropriate information regarding child in placement.
15. The right to communicate for the purpose of participating in the case plan of the foster child with other professionals who work with such child within the context of the professional team including, but not limited to, therapists, physicians, and teachers, as allowable by regulation, state and federal law.
16. The right to be notified in advance, of any court hearing or review where the case plan or permanency of the child is an issue, including periodic reviews held by the court and the right to submit a completed Foster Parent Court Report Form per DCF policy.
17. The right to be considered, where appropriate, as a placement option when a child who was formerly placed with the foster parents has re-entered the foster care system.
18. The right to continue contact and/or communication with child subsequent to the child moving from the foster parent/s' home, subject to the approval of the child and child's biological parent/s whose rights have not been terminated.
19. The right to direct questions to KDHE regarding information, concerns, policy violation and/or a corrective action plan relating to licensure as a foster family home.
20. The rights and responsibilities enumerated hereinabove shall be given full consideration when DCF develops and approves policies regarding foster care and adoptive placement.

KVC History

In 1970 Wyandotte House was established for eight homeless boys by the Junior League of Johnson and Wyandotte County, the Jaycees and the juvenile courts. Through the years not only did the programs grow but the need to expand services to meet the needs of the children and youth, birth to 22, who had been removed from their homes because of abuse, neglect or abandonment, grew as well. In the mid 1980's the President/CEO and Board of Directors made a decision to undertake not one, but two capital campaigns to build a new facility on a 55 acre site donated by the City of Kansas City, Kansas and the Board of Public Utilities. The site is located near the Kansas River or as it is locally known, the Kaw River. Following the successful completion of these campaigns and the development of the campus, the name of the organization was changed in 1992 from Wyandotte House to Kaw Valley Center (KVC) because a house was no longer descriptive of the organization. In 2004 the agency name was legally changed to KVC Behavioral HealthCare, Inc.

KVC is a private, not-for-profit agency providing services to children and families and is accredited by the Joint Commission on Accreditation of Healthcare Organizations. KVC represents one of the largest continuums of care in the state of Kansas. Services include, but are not limited to:

- Case management
- In-home intensive family Services
- Kansas Intensive Permanency Project (KIPP)
- Psychiatric services
- Medical services
- Family foster care
- Adoption
- Outpatient treatment
- Emergency services
- Residential care
- Intensive treatment
- Educational programs
- Independent Living programs
- Transitional Living
- Trauma Systems Therapy (TST)
- Intensive Treatment
- Family Preservation
- Family Services
- Aftercare service

Children and youth receive care from trained foster families based on individual needs; youth care attendants, specialists, CPA staff member, Case Managers, master's level therapists, special education teachers, nurses, pediatricians, psychologists and psychiatrists. For the most current information regarding programs and services, please visit the KVC's website at www.kvc.org.

Today, KVC provides foster family services throughout Kansas, from the Nebraska to the Oklahoma borders and from the Missouri to Colorado borders. More than 300 licensed social workers, therapists and Case Managers provide services to over 6,000 children each year. More than 540 KVC foster families provide homes for children and youth who are separated from their families due to abuse/neglect.

KVC maintains two residential facilities in Kansas. KVC Prairie Ridge Psychiatric Hospital is located in Kansas City, Kansas. KVC Wheatland Psychiatric Hospital is located in Hays, Kansas. General offices are located in Chanute, Olathe, Hiawatha, Independence, Kansas City, Lawrence, Leavenworth, Olathe, Ottawa, Parsons, Pittsburg, Topeka, and Wichita. KVC's Corporate Office is located at:

**21350 W. 153rd Street
Olathe, KS 66101-5413
(91)322-4900**

Based on the successful model programs KVC developed in Kansas, the agency also provides quality family services in West Virginia, Kentucky, Missouri, and Nebraska.

SECTION II

KVC BEHAVIORAL HEALTHCARE, INC. CHILD PLACING AGENCY (CPA)

Program Description

KVC is a state licensed Child Placing Agency fulfilling all requirements and standards for the State of Kansas. KVC provides foster care services for children and youth that have been removed from their homes due to abuse or neglect. Foster families provide 24 hour care for children and support for their parents while children are separated from the birth family due to physical abuse, sexual abuse, neglect or other circumstances requiring out-of-home care.

It is the role of the child or youth's foster family to provide a safe, loving, healthy (both physically and emotionally) setting that supports the child/youth and birth family in moving towards permanency. Individual daily needs and structure must be provided so the child/youth progresses in their individual program. The child/youth receives the necessary medical and dental prevention or treatment and continues with as little additional disruption to their lives as possible during this extraordinarily difficult time. Clear expectations and consistency are of the utmost importance in making a child/youth feel safe.

KVC specializes in providing Satellite, , Transitional, and Intensive levels of care in foster family homes to state contractors, adoption contractors, and other agencies in need of temporary family settings for children and youth.

Program Goal

KVC's foster family program, also known as KVC Child Placing Agency (CPA), provides safe, supportive family settings in which children and youth may be supervised and cared for as their permanency goals are addressed utilizing a family centered, strengths-based approach.

Children and youth in the foster family program are exposed to values, attitudes and skills that enable them to function successfully in the mainstream of society. The program adheres to the principles of least restrictive environment and experiential learning. A second goal of this intervention is to help children and youth learn new behaviors and ways of viewing their world, allowing the potential for breaking the cycle of abuse and neglect and to promote permanency. Developing a partnership between the foster parent and the birth parents provides an opportunity to share and model the values, attitudes and skills required of foster families sponsored by KVC's CPA.

Program Philosophy

Child abuse/neglect is a problem that affects children and youth who come into the custody of the Kansas Department for Children and Families (DCF), formerly SRS. By the time this population of children and youth reach adolescence, they have often endured years of abuse and/or neglect. To survive this ordeal, they may have developed many survival skills that are maladaptive in relation to societal values and norms. These behaviors are so entrenched in their lives that the children/youth may need professional help to learn to come to terms with their past and to develop positive behaviors that will enable them to live independently and successfully.

KVC believes that every child/youth deserves a "permanent" family or support system and children and youth should not grow up in foster care. Studies show that once removed from the home, the longer the

child/youth remains out of the home, the more difficult it will be to reunify the child/youth successfully with their families.

It is the goal of KVC to provide support to Foster Parents. This allows for the foster family to adequately provide for the child in the least restrictive environment in which the end result enhances the child's social, physical, educational, and psychological well-being. Safety for children within a family setting is the key.

The KVC CPA program is based on the following assumptions:

- Children and youth often come into custody deficient in positive attitudes, skills, and the knowledge necessary for successful independence.
- Foster family care, devoted to modeling success attributes, can lead to better performance by children and youth after leaving the foster care system and is somewhat less restrictive than traditional group home care.
- Foster families will develop partnership with birth parents to support the permanency plan, encourage opportunities to model appropriate parenting skills, and values possessed by foster homes sponsored by KVC. KVC sponsored foster homes **will** accept and encourage contacts between the child and his/her parent(s) and siblings, and will provide the child with emotional support even when the contacts with his/her parent(s) and siblings are disrupting and confusing to the child.

Levels of Foster Care Placement

Satellite Level Foster Care (FOST) homes are foster homes recruited, trained, and sponsored by a CPA and licensed by DCF Licensing. The full range of support services of the agency are utilized to provide training and support for the foster family and child(ren) placed in the home. Duties include but are not limited to:

- Providing 24 hour care in a safe, nurturing home and to provide food, shelter, clothing, education, medical care, daily care, supervision, and transportation.

Transitional Level Foster Care (TFOS) homes are those which have been recruited, trained sponsored by a CPA and licensed by DCF to offer an alternative to group residential facilities or institutional care. Youth served shall be in need of diversion or have transitioned from a shelter, Psychiatric Residential Treatment Facility (PRTF), or a prevention placement from a higher level facility. Duties include but are not limited to:

- Provide 24 hour care and supportive services to assure each child receives sufficient care and supervision to prevent placement in a more restrictive setting and to facilitate his/her return to a less structured alternative environment. Care and supervision included, but not limited to; food, shelter, clothing, education, medical care, daily care, supervision, and transportation.

Intensive Level Foster Care (INFH) homes are those which have been recruited, trained, and sponsored by a CPA and licensed by DCF LICENSING. These homes provide more structure than a family or transitional home but continue to provide it in a homelike environment. Youth served in these homes may be exhibiting moderate to severe aggression, sexualized behaviors, drug/alcohol abuse, school difficulties

(including truancy, suspensions, expulsions, special education, etc.). A licensed foster home can provide Intensive, Transitional, STEP, and Satellite foster care at the same time for different children in their home. Duties include but are not limited to:

- Provide 24 hour care and supportive services to assure each child receives sufficient care and supervision to prevent placement in a more restrictive setting. Care and supervision include food, shelter, clothing, education, medical care, daily care, and transportation.

Supportive Family Living homes are specialized foster family homes for children who are intellectual disabled (ID), medically fragile, or have other special health care needs. These homes are recruited, trained, and sponsored by a CPA and licensed by DCF LICENSING. Based on the needs of the child(ren) placed in Supportive Family Living homes, additional trainings may be required in order to meet the needs of the child(ren) including but not limited to educational or hospital trainings. There can be no more than a total of two foster care placements, including the child on the ID or TA (Technology Assisted) Waiver in the home at one time. However, both children in foster care placement may be on the ID or TA Waiver. An exception must be requested and granted from the Community Developmental Disability Organization (CDDO) that serves the county where the foster family resides for any additional child(ren) to be placed in the home. Specialized care is provided for children to avoid placement in institutional or other congregate residential settings when they cannot remain with their birth parent(s).

The rate of reimbursement for non-custody youth is determined by the tier rating, established by the assessment completed by the Community Developmental Disability Organization. KVC and other contractors across the state may reimburse for children in DCF custody who are on the MR/ID Waiver based on the child's CDDO BASIS assessment for higher needs children with more severe disabilities.

Each Supportive Family Living foster home will perform, at the minimum, the following duties:

- Provide 24 hour care and supportive services to assure each child receives sufficient care and supervision to prevent placement in a more restrictive setting and to facilitate his/her return to a less structured environment. Families, as always, are strongly encouraged to utilize the services children are eligible for through their CDDO. These services are identified on the child's Plan of Care and may include services such as respite care, attendant care, and additional case management services for the child and family.

Police Protective Custody (PPC) KVC sponsored homes are approved to accept placement of PPC children as coordinated through the KVC Admissions Department. These homes agree to permit a child to remain in the foster home for the length of police protective custody status (not to exceed 72 business hours) or until transitioned to another placement. The foster family providing PPC will ensure there is no contact between the child and family members (including email, social media, telephone, correspondence, and face-to-face) unless arranged and approved by DCF. There should be no school attendance by the child and no occasion when the child is not supervised by a responsible adult. Daycare is not provided.

The foster family will notify their CPA staff member of any health care concerns/needs before seeking medical care except in those cases of extreme emergency.

The Police Protective Custody Documents will be used as a medical consent and medical release in the event medical care is necessary for the youth placed in police protective custody.

DCF 4 Hour Temporary Care In some regions across the state DCF contracts with KVC to secure local foster homes to provide up to 4 hours of temporary care to children initially referred for out of home placement. DCF contacts either the KVC Admissions Department or a representative from the KVC Child Placing Agency and verbally requests the service. DCF enters into a client service agreement with KVC. The CPA staff coordinates the service with a foster home and notifies DCF of the temporary placement provider. DCF notifies KVC of the child(ren)'s location. CPA staff confirms with the foster parent the date and times the service was provided, the bill is submitted to DCF for payment and the designated KVC staff person notifies Accounting. (On rare occasions a child may stay overnight in the foster home.)

Non-Related Kinship Care is defined as the placement of a child in the home of another adult with whom the child or the child's parent already has a close emotional attachment. DCF strongly advocates care for children by their kin as the first choice for placement when the child's family cannot provide adequate care. If the kin are not related to the child, they shall be required to meet DCF Licensing child care licensing laws and regulations to provide out of home services.

To expedite placement of children with non-related kin, the requirement for the completion of TIPS-MAPP (the group process or Deciding Together) and the other training required prior to a child being placed in the home is waived. The non-related kin shall be required to complete the TIPS-MAPP curriculum and other pre-service training prior to licensure. If the non-related kin meets the requirements for informal care (which does not require licensure), including compliance with the background clearances and home assessment, the child may be placed in informal care for the first 30 days of out of home care.

Prior to the child's placement, KVC shall request from the local DCF Service Center a Child Abuse/Neglect Central Registry check on all members of the non-related kin family who are age 10 and over. KVC shall also require the members of the family who are age 10 and over sign a statement, Document Library 5C-Declaration of No Prohibitive Offenses for DCF LICENSING. Signing this form indicates a check of the criminal history database required by DCF LICENSING will not reveal conviction for any offenses, unless they have been expunged, which would prohibit DCF licensure. DCF LICENSING shall complete the KBI criminal history background check prior to issuing the temporary permit. The DCF LICENSING criminal history background check and child abuse/neglect registry checks required for all licensed foster parents shall be completed prior to full licensure. DCF PPS must approve all non-related kinship placements prior to placement occurring.

Immediately following placement, KVC shall complete the family assessment and licensing packet. The packet shall be sent to DCF Licensing no later than 14 days after the child's placement. DCF Licensing shall review the packet and, if all requirements are met, issue a temporary permit within 30 days after the child's placement. The temporary permit remains in effect for 90 days from the date of issuance. This temporary license may be extended for one additional period not to exceed 90 days, to allow the kin time to complete TIPS-MAPP. No further extensions shall be granted. Non-related kin shall comply with all licensing requirements of DCF Licensing prior to a full foster home license being issued.

KVC shall negotiate a daily payment with the non-related kin providers to cover the cost of the child's room and board. They shall also provide the same level of supports and services which are provided to other foster families to ensure the child's needs are met and the placement remains stable.

The duties of all licensed foster homes include but are not limited to:

- Daily living services
- Transportation
- Recreation
- Situational counseling
- Situational training
- Case planning
- Assist in planning and working towards treatment goals that shall be concrete and measurable
- Progress of goals shall be recorded in child/youth Case Planning Conference every six months and quarterly treatment reviews.
- Notify the CPA Division within 1 hour of any critical incident
- Crisis Intervention
- Follow all developed safety plans and/or Partnership Development Plans (PDP) created for the home and/or a specific child in the home
- To assist in maintaining connections while a child is placed out of home, the placement shall work in partnership with the birth parents as a mentor and a role model.

Licensed Day Care Providers with Exceptions to Provide Foster Care

- Background checks through the Kansas Bureau of Investigations (KBI) and Child Abuse & Neglect Information Search (CANIS) must be completed for any foster youth 10 years of age and older prior to being placed in a licensed daycare home with an exception to foster. If results indicate a prohibited person, the youth will not be placed in the licensed daycare home. Documentation shall be kept in the family file.
- The CPA may run the KBI internally. The CPA may also work in conjunction with the child's Case Manager to obtain a CANIS check from the child's DCF worker to expedite proposed placement.
- The CPA, Permanency team, and the Foster Parent will assess the appropriateness of each placement in a licensed daycare provider's home with an exception to foster care prior to placement in order to determine the family's ability to meet both the foster child and day care children's needs. Documentation shall be kept in the family file.
- In some instances completion of a safety plan may be warranted.
- The CPA staff member will document in the foster parent database (Case Managers) under the comment section if a home is a licensed daycare with an exception to foster. This comment will alert Admissions staff to coordinate with the CPA staff and to obtain background checks prior to any placement.

Required Documentation

Refer to DCF LICENSING Regulation K.A.R. 28-4-808 and K.A.R. 28-4-

809

Each foster home **must** maintain required documents for DCF Licensing. The following documents are required to be on file on or before a child is placed in the home, Per DCF Licensing Regulations (this does

not apply to PPC placements):

- Approval of the sponsoring CPA
- Medical and surgical consent
- Medical card
- Placement Agreement
- Reason for custody and reason for circumstances leading to custody
- Description of child's recent circumstances, including medical problems, mental health concerns, and safety concerns, including any assaultive behavior and victimization concerns
- Information on the child's medications, allergies, dietary needs, and the name of the child's current health care provider
- Name, address, and telephone number of the contact individual for the last educational program the child attended

The following documents are required no later than 14 days after placement in the foster home:

- A copy of the Petition and journal entry/court order authorizing KVC to place the child in a foster home
- A designation of the race or cultural heritage of the child, including tribal affiliation, if any
- A completed and signed copy of the placement agreement, including emergency contact information
- The name, address, and telephone number of the child's parent(s) or legal guardian
- The child's placement history summary, including name, address, and telephone numbers of any involved persons
- A description of positive attributes and characteristics of the child and, if available, any related information from the child, the child's family including siblings, and concerned individuals in the child's life
- The name, address, telephone number, and email address of the CPA who is responsible for the child's placement
- A copy of the current case plan, if completed. If this plan has not been completed, the foster home shall receive a copy within 14 calendar days of the completed plan
- Authorization regarding disclosure of confidential information
- Current copy of medical records/Kan Be Healthy (KBH) conducted by a licensed physician and/or nurse with a current license to practice in Kansas
- Current copy of Immunization record and dental record
- Educational Enrollment Information Form (EEIF), school records, Individual Education Plan(IEP)
- Social Security Card
- Birth certificate
- The name, telephone number, and email of child's Guardian Ad Litem (GAL)

Role of the CPA Staff Members

The CPA staff member is responsible for coordinating all support needed by a Foster Parent and acts as a liaison between the foster family and the contracting agency. Your home may have been assigned an alternative support worker. The CPA staff member's primary goal is to provide support to the foster family and assure that children or youth placed in the family's home are safe. The CPA staff member is also responsible for recruiting, training, and licensing new foster family homes. They will provide monthly update

reports at approximately 30 day intervals and maintain all licensing related activities for the foster family home.

Responsibilities of the CPA Staff

Provide support to the foster family home through:

- Monthly home visits
- Regular phone calls
- Structured Decision Making (SDM) Assessments as required
- Crisis intervention and safety planning as needed
- Monthly walkthrough of the home including completing a Notice of Survey Findings (NOSF)
- Support for the foster family home during a crisis.
- Assure the appropriate paperwork for the child is received at the time of the placement.
If the paperwork was not received, the CPA staff will request such paperwork from the child's Case Manager.

If needed, assist the Foster Parent with the following:

- Enrollment in school
- Follow-up with medical appointments, including medical, dental, and vision
- Secure Therapy appointments
- Initiate trainings for the foster family:
- Assist the family with locating annual training hours. For specific requirement refer to the Level of Foster Care section.
- Each licensee shall obtain a least eight clock-hours of training in a licensing year, including a minimum of two clock-hours obtained through participating in a face-to-face group training
- Attend case plans and court hearings
- Attend Individual Education Plan (IEP) or other school meetings as required
- Attempt to coordinate respite when requested by the Foster Parent. The Foster Parent must provide a request 7 days prior to the need of respite. If requesting respite around a holiday, providing as much advanced notice as possible will increase the likelihood of a respite provider being located. The Foster parent should also inform the Case Manager of the temporary placement for respite.

Grievance Process

It is KVC's goal to keep all problems to a minimum. Therefore, it is important that all persons involved with the child/youth communicate clearly and openly. If a Foster Parent has a disagreement with a KVC CPA staff for example, the foster parent should discuss his or her concerns with the assigned CPA staff member. If the foster parent is either not comfortable addressing the issue with the CPA staff, he or she should contact the CPA staff member's Supervisor. If there is continued dissatisfaction, contact the CPA Director.

Compliment/Concern Process

Another method of expressing a compliment or concern is by completing the *Compliment/Concern Form*. KVC *Compliment/Concern Form* can be found in the document library.

Satisfaction Survey

The Public Affairs Department sends out annual satisfaction surveys to all KVC Foster Parents. The survey requests information regarding the family's overall satisfaction with KVC, as well as satisfaction with trainings, professionalism, and communication.

Closure or Withdrawal of Sponsorship

Refer to DCF LICENSING Regulation K.A.R. 28-4-804 (f)

"Any licensee may submit, at any time, a request to close the family foster home operated by the licensee." KVC can also choose to withdraw agency sponsorship of a foster family's license **at any time**. Generally, this occurs when a family fails to meet the KVC requirements set out in the *Foster Care Provider Requirements* or the policies and guidelines outlined in the *Foster Family Placement Agreement* and/or the *Foster Family Policy and Procedure Manual*.

It is the expectation that KVC foster homes provide either long term placement or a minimum of four respites per year, or one per quarter. Each respite will be a minimum of 24 hours. Should a family not meet this expectation, KVC may decide to withdrawal sponsorship of the home.

SECTION III

Foster Parent Guidelines

Role Description

The KVC Foster Parent is a trained adult who volunteers to assume the responsibility and high expectations related to caring for the special needs of children/youth involved in the foster care system. Foster Parents are licensed by the Kansas State Department of Children and Families (DCF Licensing). The Foster Parent(s) provides a nurturing, supportive family setting for children and youth in need of out-of-home placement

Non-discrimination Policy for KVC Foster Families

KVC does not discriminate against prospective or licensed families based on race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. The family must be able to provide the child with a safe environment that recognizes and respects his/her cultural and religious beliefs and heritage.

Foster Family Provider Requirements

The Foster Family Provider Requirements (refer to Document Library) were designed to outline the very basic expectations of foster families. They can be used as guidelines and reminders for Foster Parents. The requirements are signed by each family upon initial licensing and annually thereafter. The family is given a copy and the original is maintained in the master file located in the local office.

Qualifications and Responsibilities

1. A Foster Parent is required to complete the 30-hour *Trauma Informed Partnering for Safety and Permanency – Model Approach to Partnership in Parenting* (TIPS-MAPP) class or *Deciding Together* prior to receiving a temporary license. Three hours of face-to-face First Aid, Universal Precautions, and Medication Management training must be completed before a full license may be issued. Subsequently, the Foster Parent is responsible for completing 16 hours of training annually, eight for each foster parent in the home, for Satellite level foster care or 24 hours annually, 12 for each foster parent in the home, for Transitional, SFL, and Intensive level foster care. The training must be a topic related to children or youth served in foster care. Of the needed training hours each Foster Parent in the home must complete a minimum of eight hours plus two hours of face-to-face training.
2. Each foster family is required to provide a minimum of three individuals who have known the family for at least one year and who will be contacted as references for the family. One reference may be a family member and two shall be from non-family members. A *KVC Foster Family Reference Questionnaire* will be sent to each reference. The reference will be asked to complete the entire questionnaire to the best of their knowledge. Information gathered on the prospective questionnaire will be used by KVC in determining sponsorship of the prospective foster family. Each KVC foster family must have at least three positive references on file and complete all licensing requirements prior to accepting placement of a child. It is the responsibility of the KVC CPA staff and his/her supervisor to review the reference questionnaire for each family before KVC decides to sponsor.
3. Foster Parents should have knowledge of state, and local laws, regulations, and codes pertaining to licensing and providing foster care.

4. When a child is screened for psychiatric hospitalization and meets criteria, the Foster Parent is required to stay with the child until transportation arrives. If the child does not meet criteria, it is the Foster Parent's responsibility to maintain the child in their care.
5. If the child is reported missing and located within 24 hours the Foster Parent is required to maintain him or her in their home.
6. If the child is detained by law enforcement or Juvenile Intake facility and released within 24 hours, the Foster Parent is required to pick up him or her and maintain the child in their home.
7. The Foster Parent is required to provide arrangements for care when a foster child is sick, suspended or expelled from school/daycare.
8. Foster Parents should have knowledge of positive parenting and child development.
 - a. Provide supervision, protection, and care in accordance with the identified need(s) of the children and youth placed in the home.
 - b. Provide situational counseling and crisis intervention as needed.
9. Foster Parents will follow the *Foster Family Provider Requirements* as they are written.
10. Foster Parents will follow the *Placement Agreement Requirements* as they are written.
11. Foster Parents will have the ability to establish and maintain a working relationship with KVC, the children/youth in care and their birth parents, schools, community, courts, and DCF.
12. Foster Parent(s) will accept and encourage contacts between the child and his/her parent(s) and siblings and cooperate by:
 - a. Supporting the child's contact with his/her parent(s) and siblings
 - b. Having the child ready for each contact
 - c. Having clothing packed for overnight visits
 - d. Providing the medication to the parent(s) to administer as prescribed and in the original containers
 - e. Providing transportation or a place to visit when agreed to in the visitation plan
 - a. If the KVC Transportation Department is providing transportation and the transport is during a meal time, either a sack lunch or money for a meal should be included.
 - f. Helping the child accept each separation from his/her parent(s) following each contact
 - g. Reporting to the CPA staff the child's reactions after contacts with his/her family
 - h. Notifying KVC of any unplanned contacts between the child and the parent(s), or between the Foster Parent and the parent
13. Foster Parent(s) will notify the KVC CPA staff or call the after-hours emergency phone within one hour of any contact from a child/youth who is currently or was formerly in the foster placement (e.g.

child/youth informs Foster Parent(s) of current or intended behavior such as missing/running away, needing a place to stay, school difficulties, family conflict, etc.).

14. Foster Parents should have the ability to communicate effectively.
15. Foster Parent(s) are mandated reporters. This requires **all** Foster Parents to report any suspected abuse or neglect to the authorities or the DCF Child Abuse Hotline: 1-800-922-5330.
16. Foster Parent(s) will maintain a copy of the DCF LICENSING regulations in the home.
17. Foster Parent(s) will participate in the development of the child's case plan.

Foster Family Code of Ethics

Preamble

Family foster care for children and youth is based on the theory that no unit in our society, other than the family, has ever been able to provide the special qualities needed to nurture children or youth to their fullest mental, emotional, and spiritual development. If, for a certain period, a family ceases to provide these special qualities, substitute care must be used. Ideally, it is recognized that foster care is temporary in nature. Foster Parents must have commitment, compassion, and faith in the dignity and worth of children/youth, recognize and respect the rights of parents, and be willing to work in partnership with the CPA to develop and carry out a plan of care for the child/youth and family.

Foster care is a public trust that requires the Foster Parents be dedicated to service for the welfare of children/youth and utilize a recognized body of knowledge about human beings. Foster Parents' interactions must be committed to gaining knowledge of community resources that promotes the well being of all without discrimination.

Each Foster Parent has an obligation to maintain and improve the practice of fostering, constantly examine, use, and increase the knowledge upon which fostering is based, and to perform the service of fostering with integrity and competence.

Foster Parent Principle Agreements

1. I shall regard as my primary obligation the welfare of the child(ren) or youth served.
2. I shall work objectively with the agency in providing effective planning for the child(ren)/youth in my care.
3. I hold myself responsible for the quality and extent of services performed.
4. I accept the reluctance of the child or youth to discuss his/her past.
5. I shall adhere to all confidential information pertaining to any child/youth placed in my home.
6. I will treat with respect the findings, views, and actions of fellow Foster Parents and use appropriate channels, such as a Foster Parent organization, to express my concerns or opinions.
7. I shall take advantage of available opportunities for educating and training designated to improve my abilities as a Foster Parent.

8. I respect the worth of all individuals regardless of race, religion, sex, or national heritage in my capacity as a Foster Parent.
9. I agree to abide by all state laws and state rules and regulations in regard to being a Foster Parent.

Foster Family Resources

Area Foster Family Support Group

KVC hosts a number of support groups across the state for foster families. The purpose of the meetings is to learn new skills that will better accommodate the needs of child(ren)/youth and to provide the families support needed to meet this challenge. The topics of the support groups range from discipline to building self-esteem. Each foster family is encouraged to make suggestions of topics that would best benefit them.

Resource Family Conference

Every 18 months, KVC hosts an event for KVC foster families. Families may receive training hours at the KVC Resource Family Conference.

Foster Parent Training Opportunities

Children's Alliance of Kansas has developed a Training Department that offers classes to foster families. These classes are dispersed across the state and are typically free of charge. Children's Alliance can also be reached at 785-235-5437 or www.childally.org. Children's Alliance has online trainings available. You can also visit the Child Welfare League of America (CWLA) website at www.cwla.org to find additional trainings.

DCF and DCF LICENSING have established guidelines for granting Foster Parent training hours. Contact your CPA staff for more information.

Foster families are required to submit **copies** of their training certificates as they complete them, to their CPA staff. Families are also responsible for keeping track of their training hours. This can be done by keeping the certificates and/or completing the *Continued Education Record* form (refer to the Document Library).

Trauma Systems Therapy

After significant and thorough research, KVC selected *Trauma Systems Therapy* (TST) as the treatment approach best suited to the populations and communities we serve. KVC's adaptation of TST to child welfare, through a six-year partnership with its developer, Dr. Glenn Saxe, Chair of the NYU Department of Child Psychiatry and Director of the NYU Child Study Center, has been a 'game changer' for KVC. It has led to KVC's expertise in adapting TST training, including the development of manuals to support training for therapists (inpatient and outpatient), direct care staff, Case Managers, foster families and community stakeholders. This initiative has resulted in numerous requests for training and consultation from

throughout the country and from as far away as Singapore. KVC's expertise in addressing trauma experienced by children before they enter foster care is just one example of KVC providing leadership in its field.

Our brains are built to learn from past experiences and to store those experiences in our memory, so that the next time a threat occurs we can respond even faster. Memory depends on the pattern of events, the strength of our feeling about those events, and how often those events happen. The more often an event occurs and the more powerful the feelings, the more difficult the memories of the experience are to replace. With this knowledge, the children who have had repeated, intense, and pattern abuse or neglect **means that children's reaction time and response pattern to a sensed threat will be automatic, occurring so fast that children may not be able to stop and even study if what they are feeling is truly a threat.** This is where *Trauma Systems Therapy* is beneficial to children that have experienced trauma.

KVC requires each licensed foster parent caring for children above satellite rate to be trained in TST. The Foster Parent's CPA staff member will provide the home with information regarding on-line training. If on-line training proves to be an obstacle for the home, the CPA staff member will provide the home with a TST Book and accompanying quizzes.

KVC Recruitment Finder's Fee

A monetary award of \$300 will be made to an eligible Foster Parent who refers a potential foster family candidate to KVC. The award will be paid once a family has successfully completed all of the following:

- TIPS-MAPP or TIPS-DT training
- the licensing process through KVC *and*
- Has a long term placement in their home for at least 90 days.

Foster parents should inform their worker if they referred another home to KVC. When the referred home has completed the above-mentioned steps, the CPA supervisor will inform the CRS team so payment may be issued.

Former KVC Foster Families who left the agency in good standing, but are not currently licensed as a foster home are also eligible for the Recruitment Finder's Fee.

SECTION IV

Foster Family Placement Information

Placement Process Overview

When a child/youth is referred for placement by KVC, KVC will always attempt to match the child/youth's needs to the appropriate family. The CPA staff or an Intake Coordinator from the Admissions Department will review with the Foster Parent **ALL** information that has been received about the child/youth. It is important for Foster Parents to utilize the *Placement Assessment Questionnaire* (PAQ, refer to Document Library) to determine if the child/youth is a good fit in the foster home. If the Foster Parent and the referring agency each accept placement and are in agreement that the identified foster family can best meet the needs of the child/youth, he/she will be placed in that home.

Placement

When determining the most suitable placement for a child/youth in out-of-home care KVC adheres to several core beliefs:

- It is KVC's ongoing effort to locate a relative or kinship placement, KVC strives to have children placed in the most family-like and least restrictive placement. This placement needs to be able to support the child/youth's success in placement and in coping with the emotional demands of major life changes, visitations, and feelings of loneliness, guilt, anger, fear, and happiness. This placement should be culturally responsive to the children and family.
- It is KVC's ongoing effort to place siblings together. The sibling connection is the strongest connection a child in foster care may have.
- When a relative or kinship placement is not available, it is KVC's ongoing effort to place a child with a non-related kin (NRKin). NRKin connections can be one of the strongest connections a child may have to their family or community.
- KVC strives to maintain children in the same school boundaries in which their parent(s) reside. When that is not possible, we strive to maintain the children in their home county. We hope this will facilitate frequent visitations; a key component in successful reintegration.

KVC maintains a comprehensive database of information about their licensed foster homes in order to adhere to these core beliefs. The database query can be completed taking into consideration several variables. These variables include but are not limited to:

- Foster family school
- Home community
- Number of openings and the ability to accommodate sibling groups
- Licensed age range of the home
- Other children in the home
- Ability/willingness to care for children experiencing challenges in the areas of education, physical health, mental health, developmental delays, emotional health, and behaviors.
- Level of challenges accepted
- Desire for fostering, foster-to-adopt, or adopting
- Family pets

CPA staff work in collaboration with the Case Manager and the Admissions Department to locate the most appropriate placement for children based upon our core placement philosophy, the child's strengths and needs, and the foster families' abilities and competencies to meet these needs. The Admissions Department

queries KVC's database and locates potential foster families who fit the criteria for a possible match to a child. The CPA staff and the child's Case Manager determine if the child and family are a match and then facilitate placement into the home as appropriate.

How Placement Affects the Child/Youth

Placement in a foster family can be a traumatic event causing the child/youth to experience a wide range of emotions. Children and youth in care are likely to be affected by any or all of the following emotions:

- **Fear...**" What will happen to me and my parents?"; not knowing whether he/she will go home, whether these strangers will be nice to him/her.
- **Loneliness...**Everything familiar has been taken away; loss of friends, family, surroundings, routines, objects of importance.
- **Anger...**Angry with self, Mom, Dad, the agency, DCF, and the Foster Parent(s).
- **Guilt and Shame...**Often feeling responsible for being unable to live at home. The child/youth feels he/she is a bad person.
- **Powerlessness...**The child/youth has been uprooted without any choice and has lost all sense of control.

Case Planning and Administrative Reviews *Refer to DCF LICENSING Regulation K.A.R. 28-4-810*

A Child/Family/Child Case Plan must be developed in collaboration with DCF, the birth family and any other key members of the service team within 20 days of referral. The purpose of the conference is to bring service providers, Foster Parents, community resources, the child, and the family together to determine the services, supports and other needs of the child and family that will contribute to the child's safety, permanency and well-being.

Ongoing Child/Family Case Planning Review meetings are held at least every 150 days. The purpose of the meetings is to review the assigned tasks and determine if any adjustments to the plan are needed in order for the family to achieve permanency. Foster Parents are strongly encouraged to attend the child/family case planning meetings. The Foster Parents will receive completed copies of each case plan to place in the child's Red Book.

Policies regarding confidentiality will be reviewed at each case plan conference for

- Child/youth
- Birth family
- Foster Parent(s)

Visitation

Parent/Child Contacts

A visitation plan is part of the Child/Family Case Plan. The child's Case Manager will supply the Foster Parent with a written visitation plan which identifies the frequency duration, location and who will be involved with the visits. Every child in KVC's care is expected to have at least one naturally occurring interaction (visit) each week with the parent(s). If foster families include birth parents in activities with the child, these

interactions will be documented with the child's Case Manager and added to the child's file. When appropriate, visits may be supervised by Foster Parents. Parent/Child visitation may occur in a foster home, relative home, or NRKIN home. Guidelines for this interaction shall be reviewed, including identifying everyone's roles and responsibilities, in advance. Visits may be held in other pre-designated locations.

Permanency Worker/Child Contacts

A member of the child's case management permanency team is required to have face-to-face contact with the child a minimum of once a month. If the Case Manager is not the one seeing the child the Case Manager must have at least one telephone contact with the child or placement provider that month. Approved members of the case management permanency team may include the Case Manager, the family support worker, or a CPA staff member that has direct knowledge and is a part of the child's planning team.

CPA Staff Member/Child Contacts

Face-to-face worker/child contact shall occur at a minimum of once a month by CPA staff. The visit should occur in the foster family home. Only rarely should the visit occur outside the home as the visits provide an opportunity to assess the family foster home and to assess the child's interactions with the family in the home.

CPA Staff Member/Foster Family Contacts

Face-to-face or CPA staff/Foster Parent contact shall occur a minimum of once a month by the CPA staff in the foster family home when a child is placed in the home. A minimum of one face-to-face contact in the foster home shall occur quarterly when a child is not placed in the foster family home. Whenever this occurs, phone or email contact between the CPA staff and the Foster Parent shall occur each month.

In order to continually educate Foster Parents more thoroughly on DCF LICENSING Family Foster Home Regulations, ensure safety and well being of children placed in the homes, and maintain a positive and supportive working relationship between the family foster home, KVC Behavioral HealthCare, and DCF LICENSING, KVC CPA will follow the procedures below:

- On a monthly basis, during a scheduled home visit, CPA staff member will complete a walkthrough of the family foster home.
- A DCF LICENSING survey tool does not need to be completed during this walkthrough, but the worker will need to complete a Notice of Survey Findings (NOSF), and cite the areas of noncompliance if they are present in the home.
- At the next consecutive month's walkthrough, if the worker again cites the same noncompliance issue, the item of noncompliance will again be cited on the NOSF. If the citation is not corrected by the third consecutive monthly walkthrough, the worker will cite the noncompliance issue on an NOSF as a citation (not an area of consultation), along with indication that the issue is a third consecutive incident of noncompliance for the home.
 - A copy of each NOSF will be provided to the foster family. A copy of the NOSF indicating three consecutive months of the same noncompliance will be provided to DCF LICENSING via the regional DCF LICENSING administrator. The foster home and the CPA Worker will partner with DCF LICENSING to resolve the area of noncompliance as directed by DCF LICENSING.

- The NOSF will be signed by CPA staff and the foster parent present. A copy of the NOSF will be provided to the family after the walk through at each monthly visit. KVC will retain a copy of any NOSF completed in the foster family file.
- This compliance procedure is only completed once a month, though a worker may be in the home more frequently. Should a worker cite areas of noncompliance during a visit to a foster home, that worker must follow up with the family the following month regarding the area of noncompliance, even if there are no placements in the home during the month of follow-up. Any corrections to the previous month's citations will be noted the following month on the NOSF. If the issue is not resolved in the second month, the worker will be required to follow up with the family the third consecutive month, regardless of whether the home has placement.
- All foster homes scoring High on the Support Level on the Support Assessment Tool from Structured Decision Making will be staffed with the CPA Supervisor. Supervision and support level (including the number of home visits and drop-ins) will be documented to address concerns.
- If there are general concerns with chronic clutter or cleanliness (and the home does not score High on the Support Assessment), the CPA staff and CPA Supervisor will complete a drop-in visit. Following this drop-in, increased home visits or a drop-in schedule will be discussed in put in writing if appropriate.

Reports to the Court

Kansas Statute K.S.A. 38-2261 provides the right of Foster Parents and parents to submit a report to the court at the time of each court hearing. The report made by Foster Parents shall be in a specified format. A sample cover letter and a sample of the report are provided in the Document Library. The report submitted by the parent and/or Foster Parent shall be available to all parties.

The Case Manager shall inform the child's parents and Foster Parent(s) of the right to submit a report directly to the court. The Case Manager shall provide the parents and Foster Parents with the name and address of the Judge to whom the report may be sent as well as the date of court hearings. Documentation of this task shall be placed in the child's case file.

Communication/Partnership

It is KVC's goal that all persons involved with the child/youth communicate clearly and appropriately. In a positive partnership, KVC encourages Foster Parents to cultivate an interactive relationship with all other professionals.

The child's case planning team consists of the child/youth (when appropriate), birth parents or relatives, a representative from DCF, Foster Parent, and contracting agency staff. Any member of the case planning team may request a formal review of the case plan at any time. The purpose is to re-evaluate the case plan and modify it as needed to better meet the family and the child(ren)'s needs.

Confidentiality Policy *Refer to DCF LICENSING Regulation K.A.R. 28-4-808 (f)*

Records necessary for delivery of services for each child/youth in care shall be kept for at least five years after the child is released by the contracting agency. It is important that all evaluation material accumulated for each child/youth is kept confidential. The material is only for use by the referring agency, KVC, DCF, and the Court. Otherwise, it may be detrimental to the child/youth when he/she returns to the community.

Confidential information includes material in the child/youth's life and behavior of the child/youth. Posting of pictures, names, and identifying information on Facebook, MySpace, Twitter, or other social media websites is prohibited and considered a violation of confidentiality.

Disclosure of specific information relevant to a child/youth or their family is prohibited without written consent of the recipient of services, his/her parent/guardian, or upon the order of an appropriate court. Likewise, downgrading or criticizing other involved professionals to someone in the community is not only detrimental to that particular person, but to the entire foster parent program at KVC. Any grievances one may have about another professional should be brought to the attention of that person who will mediate the situation. Violation of confidentiality may result in KVC's decision to withdraw sponsorship of a foster family's foster care license.

When to Call the CPA Worker

Do not wait until a major problem arises before contacting your CPA staff member or the referring agency Case Manager. The Foster Parent, CPA staff, and Case Manager will work closely together sharing information, problems, and successes.

When you have a problem or need help, the first person to contact is your CPA staff. If you are unable to reach your CPA staff and it is an after hours emergency, contact the KVC CPA staff Emergency Phone for assistance. Some examples of **when to call** your CPA staff might include, but are not limited to:

- Help with facilitating visitation arrangements with the birth family
- Information about the child/youth or Foster Parenting and answers to specific questions
- Critical or significant incidents, e. g. accident, suspension from school, missing/runaway, etc.
- Problem solving and help with decision-making
- Crisis intervention
- Encouragement
- Advocating for child/youth or self

If you have disagreements with the CPA staff, discuss the disagreements with the CPA staff directly. If after meeting with the CPA staff you do not feel the issue is resolved, contact the CPA staff's supervisor.

Reporting Critical Incidents *Refer to DCF LICENSING Regulation K.A.R 28-4-807 (d)*

All Critical Incidents **must** be reported to CPA staff within one hour of the critical incident occurring. If it is after hours (5 p.m. or the weekend) contact the CPA Emergency Phone within one hour of the critical incident. Critical incidents are defined as those actions that include, but are not limited to:

- Death
- Near death

Reporting Significant Incidents

A significant incident is an unanticipated event which does not rise to the level of a critical incident, but has the potential risk of a serious adverse outcome.

- death of a parent/primary caregiver (provide date of death)
- runaway or missing from placement. PPM 5245 shall be followed.
- arrested for a juvenile offense
- alleged abuse or neglect
- child is an alleged perpetrator or victim of a criminal assault of any kind
- attempted suicide
- serious physical illness
- unanticipated medical attention that requires treatment beyond first aid
- pregnancy
- birth
- emergency change in placement
- use of illegal drugs
- suspension of the license of a group or residential facility used by children
- alleged victim of human trafficking
- alleged perpetrator of animal abuse
- Other. Document specifics.

Foster Parents are required to report critical and significant incidents immediately to the child's Case Manager and to CPA. Foster Parents **must** also submit a written report for **each** critical and significant incident to CPA by the next business day. The report should contain the:

- child's name and date of birth
- the date and time of the incident
- factual summary of the incident, including the names of those involved
- summary of actions taken
- name of responding Law Enforcement Officer (LEO)
- police report number (if applicable)
- signature of the Foster Parent
- date of the report

A copy of each critical and significant incident report should be kept on file in the foster family home.

Runaway/Missing

If a child/youth runs away or is missing from your home (for more than ½ hour), immediately notify local law enforcement, **then** call your CPA staff and the child/youth's Case Manager. If you are unable to reach your CPA staff or Case Manager, call the Emergency Phone. Be prepared to give a description of the child/youth, what he/she was wearing and, if known, where the child/youth may be going. Provide a recent picture of the child/youth to aid in the process of locating him or her. Also, check any of the child/youth's social media sites; contact their friends and the child/youth's school, coaches, therapist(s), and any other person(s) with whom the child/youth may have a connection. Be prepared to provide any information that may lead to locating the child to law enforcement or the child's Case Manager.

Contacts with Law Enforcement

Foster families should only call law enforcement if a child is at imminent or extreme risk of self harm or harming someone else, to report a crime, or to report the runaway status of a child. Law enforcement should not be used for assistance with disciplinary or truancy issues. If a child/youth is behaviorally dysregulated, the following may be utilized for assistance:

- Calm down plan, if one has been implemented
- TST Moment by Moment Form
- During business hours contact the CPA staff and/or Case Manager
- After regular business hours, including weekends & holidays, contact the on-call emergency phone
- Contact the mental health crisis line available in your area

Foster Parents as Mandated Reporters

K.A.R. 28-4-807 (e)(3) states *Each licensee shall notify the sponsoring child-placing agency of suspected neglect, mental, or emotional abuse, and sexual abuse of a child in foster care within 24 hours of discovery, by telephone or in writing.* The Kansas Code for Child in Need of Care (CINC) mandates that when any person licensed with DCF LICENSING to provide child care services has reason to suspect a child/youth has been injured as a result of physical, mental, sexual, or emotional abuse/neglect, that person shall report the matter **promptly** to the local DCF office, law enforcement, or the child abuse hotline. All professionals involved with children in need of care are mandated reporters.

If any person suspects abuse or neglect of any kind:

1. The Foster Parent will call the local DCF office, law enforcement, or the DCF Abuse Hotline (**1-800-922-5330**) or use the reporting system online at: **<http://www.dcf.ks.gov/services/pps/Pages/KIPS/KIPWebIntake.aspx>** . The Foster Parent should attempt to provide the name, address, child/youth's parent(s) and individuals responsible for care, location, child/youth's condition, alleged perpetrator(s), and any other information. However, if the information is unknown, the provider should include any and all information possible. Obtain the report number from DCF and law enforcement, if there is police involvement.
2. All calls will remain confidential, however, as a mandated reporter you will have to give your name. The hotline or law enforcement will forward the report to DCF for consideration.

It is a class B misdemeanor for persons who willfully and knowingly fail to make a report of suspected abuse or neglect and/or prevent or interfere with an investigation. *Failure of a mandated reporter to make a report is a crime which could result in a \$1,000 fine or up to six (6) months in jail. (K.S.A. 38-2223)

Allegations of Abuse Against Foster Parents

In the event that allegations of abuse/neglect are made toward a KVC sponsored Foster Parent, several steps will occur. Upon notification of an investigation of the home, KVC will place the home on "inactive" status. An "inactive" home is unable to accept additional placements until their status has been reinstated. The concern will be directed to the local DCF office. DCF Intake and Assessment will review the concern and determine if an investigation is warranted. If DCF determines there is due cause for an investigation, they will notify the family that there is a concern and begin the interview process. DCF will refer the concern to DCF LICENSING for review. If the family is informed of the investigation they should immediately notify a KVC CPA staff member.

DCF LICENSING will screen the complaint and determine if there are regulatory issues that require an investigation. DCF LICENSING could make an unannounced visit to the foster home and may ask to conduct a walk-through at that time. DCF LICENSING has the right to enter the home. During this investigation process DCF LICENSING will determine if there are regulatory violations in the home. A notice of survey findings (NOSF) will be completed and sent to the family. In the event of an emergency, DCF LICENSING may suspend the foster home license.

If there are regulatory violations/citations noted on the DCF LICENSING NOSF, the family has five days to respond to DCF LICENSING to resolve the NOSF citation. The KVC CPA staff can be available to assist in the family's response. A copy of the final response shall be provided to the KVC CPA staff. The licensing team which consists of the CPA staff and the CPA staff's supervisor will review the report/results of the investigation and determine if a *Partnership Development Plan* (PDP) is needed. The family can request the CPA staff be present should DCF LICENSING visit the home for investigative purposes.

The CPA staff member cannot discuss the details of the incident with the foster family until the investigations are completed. The foster home will be placed on "inactive" status until the final NOSFs are received.

KVC reserves the right to remove any child/youth in care placed in the foster home if it is determined to be in the best interest of the child/youth while an investigation is being conducted and place the home on hold.

What Should the Foster Parent do?

- Remain calm.
- Do not try to investigate the allegations yourself.
- Comfort the child/youth in care if they come to you for help and ensure they are safe.
- Provide fact-based information to the DCF LICENSING surveyor regarding what happened.
- Read the foster home regulation book to review the regulations related to the concern.
- Maintain a copy of the Critical Incident Report for the DCF LICENSING Surveyor to review.

Access to Placement Provider Files and Information

For the purpose of quality assurance and performance improvement activities, files of children and youth referred to KVC for services and the placement provider files of those families providing care may be reviewed. KVC is responsible for understanding the agency's duty to inform placement providers when their file has been selected for review as outlined below.

- A placement provider file may be reviewed for the purpose of quality assurance by the Department for Children and Families, and/or an accrediting body, such as The Joint Commission.
- During the placement process, the KVC worker will review this policy and complete the File Review Signature form with the family.
- When the provider file for any placement, including but not limited to a foster family, adoptive placement, relative placement, or non-related kin home, is requested for review, the assigned Case Manager, Family Service Coordinator, or Kinship Care Coordinator will:
 - Prepare the file for review
 - Inform the family which organization has asked to review its provider file.
- Document in the file that the placement provider was informed that the file was reviewed and list any

concerns the family may have had related to the process.

Discipline Policy Refer to DCF LICENSING Regulation K.A.R. 28-4-815

Since many children/youth in care have been neglected and/or abused, it is important that alternative discipline methods be developed. Foster Parents should also be aware DCF LICENSING regulations prohibit striking or any physical punishment, threatening, use of derogatory remarks, making the child/youth feel fear, and others.

KVC supports this viewpoint and encourages families to utilize discipline as a means of education and consequence. Discipline that is harming, humiliating, frightening, or physically harmful shall not be used at any time. The child/youth shall be protected against all forms of neglect, exploitation, or degrading forms of discipline. No child/youth shall be confined in a locked or dark area, or have food, water, or toilet facilities withheld.

The *KVC Discipline Policy* is signed at initial licensing and annually thereafter. The foster family will receive a copy of the signed policy while the original will be maintained in the master file. A copy of the *KVC Discipline Policy* can be found in the Document Library of this manual.

**KVC DOES NOT CONDONE THE USE OF PHYSICAL RESTRAINT
OF A CHILD/YOUTH IN CARE BY A FOSTER PARENT**

Section V

KVC Policy & Procedures

Financial Expenses

Foster families are not required to submit timesheets. Families **are** encouraged to keep track of days a child/youth is in their home for their own records. Reimbursements are generated through a database that tracks the foster placements. The CPA staff will be provided a reconciliation report once a month and have two business days to review and submit any corrections.

Foster Parents will be reimbursed for each night the child/youth is in the foster home. KVC reimburses for the first day a child/youth is placed in the home but not the day the child/youth leaves. **No reimbursement is made for the day the child/youth leaves the home.** Foster families who have placed a child/youth in a respite home should notify their CPA staff prior to doing so. Monthly reimbursement periods are typically processed on the 10th business day of the month for day one through the last day of the prior month. Foster Parents may contact their CPA staff with any questions.

The Foster Parent is expected to provide for the child/youth's basic needs with the reimbursement received each month. Guidelines for reimbursement should be used to meet those needs are as follows:

- Clothing and personal items: Clothing allowances for children/youth in foster care varies between agencies. Not all agencies provide a clothing allowance. Contact the child/youth's Case Manager regarding clothing allowances. Personal items may include: diapers, formula, deodorant, shampoo, etc.
- Daycare: Payments for deposits, activity and enrollment fees, and the balance above the DCF reimbursement rate for daycare.
- Allowances: Each family is encouraged to offer a fair allowance policy.
- Personal Enrichment: This might include participation in music or dance lessons, band, class ring, senior pictures, graduation related items, etc. (This does not apply to emergency placements)
- Recreational Activities: YMCA, football, basketball, gymnastics, baseball, cheerleading, etc.
- Independent Living Needs: If a youth is 14 or older, it is likely he/she will be receiving independent living services. If so, the Foster Parent will assist the youth in collecting items (such as dishes, bedding, furniture, etc.) that will be needed when the youth is released from the foster care program. (This does not apply to emergency placements)

KVC will make every effort to assist in locating additional funding sources to support the child/youth in participating in extracurricular activities and attending school and church sponsored events. The foster Parent should contact the Community Resource Specialist in their area to determine if additional funding can be located to assist. If the Foster Parent is unaware of whom the area Community Resource Specialist is, he or she should contact their CPA worker.

Respite Care

Refer to DCF LICENSING Regulation K.A.R. 28-4-800(u) "Respite care" means the temporary care of a child in foster care in a foster home other than the family foster home in which the child is placed. This term shall not include any activity that is solely for the purpose of socialization of a child in foster care.

Notification must be provided to the assigned CPA staff anytime respite will be utilized. Respite providers are selected on the ability to meet the following criteria: their proximity to the child's placement, their ability to provide placement without an exception.

The KVC accounting department is responsible for issuing payment to the respite provider. If foster parents need respite, they should notify the case manager and their CPA worker as soon as possible. The case manager will submit a request through the admissions department. This request will allow KVC to track placements as well as to be able to issue payment.

Absentee Reimbursement Policy

When a child is staying somewhere other than the foster home due to an extended visit, hospitalization, or the child has run away, it is the decision of the agency responsible for the child placed in the KVC home to determine if the placement will be held and paid for in order for the child to return to the foster home and the number of days the placement will be paid while the child is not in the foster home. The CPA staff should confirm with the foster family if the home is interested in accepting the child back into the home. If the foster family is interested in the child returning to their home, the CPA staff should contact the child's Case Manager to confirm the family's willingness to hold the placement and the agency's willingness to pay for the bed to be held. If the child's agency is unable to pay for the placement while the child is not staying in the home and the family wishes to take the child back, the foster family can make the decision to not accept other children in the home in the hopes the child will soon return.

Change in Level of Care and Daily Rates of Reimbursement

The following levels of care and daily rate of reimbursement information pertains to children referred to KVC for out of home services. Other agencies may have different policies. Please verify with the assigned CPA staff if you have any questions pertaining to a child whose case is managed by another CPA.

A Level of Care (LOC) Evaluation is completed by the child's Case Manager to determine the rate of reimbursement, based upon the child's needs and behaviors. The Case Manager is required to submit level of care re-assessments every 90 days for all children/youth. The information submitted for consideration on a Level of Care is based on the information provided to the Case Manager by the Foster Parent.

If a child's Level of Care has improved, the rate of reimbursement could decrease, meaning the needs of the child have lessened based on the support he or she is receiving in the foster home. Therefore, the amount of services may decrease, indicating the rate of reimbursement should decrease as well. Foster Parents should be commended when a child's Level of Care improves. It demonstrates the home's ability to provide a safe and stable environment for children removed from unsafe and unstable situations.

Federal Income Tax

Foster Parents should consult with their local IRS office or an accountant for information regarding taxes.

Insurance *Refer to DCF LICENSING Regulation K.A.R. 28-4-808(a)(8)*

Foster families are strongly encouraged to maintain appropriate renters or homeowner's insurance to cover any physical damages that might occur as a result of a child/youth's being placed in the home. Although KVC maintains professional liability insurance for negligence involving licensed Foster Parents, this insurance does not cover such losses caused as a result of a foster child's behaviors or actions. DCF LICENSING regulation K.A.R. 28-4-808(a)(8) require foster families to maintain accident and liability car insurance. The Foster Parent understands the agency takes no responsibility for replacing or repairing any items damaged by the child/youth in care.

Transportation *Refer to DCF LICENSING Regulation K.A.R. 28-4-816*

KVC Foster Parents are responsible for transporting KVC children/youth in their home within the first 30

mile radius (60 miles round trip). This includes children/youth that are served through another agency. Foster Parents are responsible for transporting children/youth in care to school, medical appointments, therapy, employment, visits, case plans, court, respite, and extra-curricular activities. Daily reimbursement rates should be used for transportation costs. **Other contractors have different policies regarding transportation.**

DCF LICENSING regulations require the person who transports a child/youth in care be at least 18 years of age, have a valid driver's license, and proper insurance. The vehicle must be in good working condition and have working seatbelts. Seatbelts or car seats must be used when transporting. DCF LICENSING regulations prohibit smoking in a vehicle whether or not a child in foster care is present.

Use of Child Safety Seats

Please refer to Kansas Department of Transportation's website for the most current child safety seat laws: <http://www.kansasboosterseat.org>. Please ensure car seats and booster seats are properly secured into the vehicle. If the expiration date on the car seat or booster seat has passed, or the car seat or booster was involved in an accident, the seat should be properly disposed of. The Foster Parent must get a current car seat or booster seat. KVC discourages purchasing used car seats or boosters based on the criteria outlined above.

This law applies to:

- All drivers transporting children/youth
- Residents and non-residents alike
- All seating positions
- Passenger cars
- Vans designed for carrying 10 or fewer passengers
- Pickup trucks registered for 12,000 pounds or less
- Farm trucks registered for 16,000 pounds or less

The Child Passenger Safety Law is a primary law meaning a driver may be stopped and cited for violating this law alone.

Foster Parents are responsible to obtain child safety seats for children/youth in their care. If a Foster Parent has concerns about his or her ability to properly install a child safety seat or would like a professional to inspect the seat for safety, the Foster Parent should ask the child's Case Manager to inspect the seat for proper installation or contact local fire stations and police departments to determine if their location provides that service.

Foster Parents should refuse to release a child to any person providing transportation without a federally approved child safety seat. The Foster Parent is required to report any such incident to the appropriate KVC Supervisor immediately.

Mileage

Foster Parents will be reimbursed for transporting the child/youth to family visitations, case plans, and court hearings. KVC does not reimburse mileage for day-to-day transportation such as school, school activities, daycare, etc. Please check with the child/youth's Managed Care Organization (MCO) to see if transportation for medical purposes can be arranged. This is for transportation arrangements only. A change in MCO **must**

be done by the Case Manager.

Aetna: 1-855-221-5656
Sunflower: 1-877-644-4626
United Healthcare: 1-877-796-5847

The purpose for the mileage reimbursement should be indicated for each trip along with the name of the family member who transports. The Foster Parent Mileage Report Form (see document library) should be completed monthly and mailed **directly** to KVC Accounting Department at:

**21350 West 153rd Street
Olathe, KS 66061**

Reimbursement rates may vary from agency to agency. The variations include, but are not limited to: distance the foster family is responsible to transport, a pre-authorization code requirement, etc. As KVC is a service provider for many agencies throughout the state, and as many agencies are continuously developing criteria for reimbursement, the CPA staff should request information as needed from the responsible contractor.

Daycare

Each individual contractor is responsible for determining their daycare guidelines for children/youth whose case is managed by that agency. Foster Parents who work full time outside family the home or are full time students may be eligible for daycare assistance.

The following policy is for children/youth whose case is managed only by KVC:

Daycare is obtained by completing a Daycare Request Packet (see document library). The packet consists of basic information about KVC's daycare policies and application forms to be completed. Page one of the application requests personal information about the family. Page two contains the requested daycare schedule. Included on this page is the daycare provider information which is required in order to get the Provider Enrollment Forms to the daycare. The last pages are the Employment Verification forms to be completed in their entirety and submitted to your CPA staff. These forms will be sent from Accounting to your place of employment for verification. If there is any change in employment, please report the change to Accounting within 10 days. After the initial daycare approval, employment will be subject to verification on a periodic basis. If a family already has a child in the home receiving daycare services or has had a placement that received daycare within two weeks of the next placement, the home will only be required to fill out the daycare schedule form and submit the form to Accounting.

Daycare payments are made directly to the daycare provider by KVC. KVC pays according to the DCF established daycare rates. DCF rates vary from county to county. **KVC does not pay for deposits, enrollment fees, application fees, any rate over DCF rate, or transportation charged by the daycare.** These additional charges are the responsibility of the Foster Parents and should be paid from the daily reimbursement rate received by the Foster Parents. If a child is in daycare for more than the approved hours, the foster family will be responsible for payment of the extra time. KVC will pay a maximum of three absent days per month for full time daycare during the usual hours per day a child is approved for daycare. KVC **will not** pay for an absent day on a holiday the Foster Parents are not scheduled to work and/or attend school. KVC **will not** pay for daycare hours when a child is attending school and is not present at the daycare.

The Foster Parents are responsible for signing each child in and out and noting the time on the *Daily Attendance Record* when a child is taken to and picked up from daycare. KVC is not responsible for giving the daycare provider notice when a child leaves KVC's care or changes daycare providers. This is the responsibility of the Foster Parents. KVC **does not** pay notice days when a child leaves the care of the provider. In the event a child/youth needs emergency daycare (i.e. suspension from school, family emergency, etc.); KVC may be able to assist the Foster Parents in obtaining temporary arrangements. The primary responsibility to arrange for emergency daycare, including transportation, rests with the Foster Parents. KVC must approve all emergency daycare providers and requires a CANIS and KBI screen for each emergency daycare provider. A Foster Parent who operates a full-time licensed daycare in their home must utilize the daycare slot for a foster child in their home. Daycare payments are not provided by KVC for children/youth in residential settings. Daycare providers must be licensed through KDHE. A copy of the daycare license and a W-9 form is required by KVC. Please call 913-322-4900 and ask to be directed to the Accounting department if you have any questions. Please contact your CPA staff to discuss the number of daycare hours for which you may be eligible for.

Exceptions for Daycare:

School-Aged Children:

Spring Break, in-service days, and other school related days off including closures due to inclement weather are taken into account; the foster family will be covered for daycare on these days up to ten hours for two Foster Parents who are employed full-time. Families with one Foster Parent employed part-time will receive the number of hours the Foster Parent works plus one hour, up to ten hours.

Special Needs Children:

KVC realizes special needs children may require extra daycare to relieve the foster family. Foster families that have a parent employed outside of the home part-time or a stay at home parent may qualify for extra daycare. Those families with two full time workers **will not** qualify for extra daycare.

Specialized daycare may only be authorized for children/youth needing additional services beyond regular daycare and who have been evaluated by a qualified professional such as a licensed mental health worker or MR/DD provider. Staff must have completed specialized training to deal with the difficult needs of the child/youth. Specialized daycare rates are only available for centers that are licensed as specialized daycare providers.

Foster Parents in College:

For Foster Parents who attend college, KVC will consider twelve credit hours of college courses full-time employment. Foster Parents who attend school on a part-time basis should inquire with their CPA staff regarding daycare payments. Night classes will only be considered if the Foster Parent is a single person. If the Foster Parent is employed full-time and attending school, the foster family will receive 50 hours of daycare a week. If the Foster Parent is employed part-time (20) and attending school part-time (six credit hours) the family will receive a maximum of 50 hours a week of daycare.

Self-Employment:

The following documentation is required if a Foster Parent is self-employed:

- Federal Tax Identification Number
- State Business License
- IRS Form 1040 including Schedule C
- Brief description of the business
- Foster Parent's role in the business and number of hours worked

Medical Care and the Medical Card

Children/youth in the custody of the Department for Children and Families (DCF) are issued a Medical Card. The medical card covers medical and dental expenses for the children/youth. Some medical procedures may need prior approval. Check with the individual child/youth's assigned MCO. There are three MCO's assigned to children in DCF custody. If a change in the MCO is needed, please contact the child/youth's Case Manager.

Aetna: 1-855-221-5656
Sunflower: 1-877-644-4626
United Healthcare: 1-877-796-5847

KVC is not responsible for medical bills accrued due to a failure to comply with the MCO's procedures.

Foster Parents should not sign as the responsible party.

Signing as the responsible party may result in the bill being sent to the Foster Parent.

Foster Parents CANNOT change the MCO.

KanBe Healthy/Dental Screen

It is the responsibility of the Foster Parent to arrange for an initial KanBe Healthy exam within 30 days of the child/youth's placement and a dental exam within 60 days of the child/youth's placement in the foster home. The American Pediatric Association and KVC recommend the KBH be completed within 72 hours of a child/youth's initial placement. These can be done locally by any doctor/dentist who accepts the child/youth's assigned MCO. In addition, the Foster Parent is responsible for arranging any doctor's appointments (injury/illness), medication checks (renew prescriptions, blood level checks, etc.), and therapy appointments.

Once the child/youth has had the initial KanBe Healthy screening (KBH) within 30 days of placement, there are required age increments in which a child is required to complete a well-child check. The KBH is a thorough medical check-up usually conducted at the health department or local doctor's office. If neither provides this, the foster parent should contact a physician to complete the assessment. The dental screen is required annually. Compliance with screening guidelines will be checked when the home is relicensed. Foster Parents should request a complete exam form for the KBH and the dental screen at the time of the appointment. A copy of the completed forms should be provided to the CPA staff and Case Manager as well as maintained in the child/youth's file (Redbook) located in the foster home. Refer to the KBH fact sheet in the Document Library. DCF LICENSING forms required for the KBH and Dental exams may be found in the Document Library.

Care of Medically Fragile Children

KVC defines medically fragile children as any child receiving Attendant Care for Independent Living (ACIL) Waiver Services. Children receiving ACIL Waiver services are Medicaid eligible and technology dependent. Any child who may not be receiving ACIL Waiver Services who experience the following life-threatening medical needs or conditions:

- Oxygen 24 hours a day
- Tracheotomy
- Hemophilia
- Any respiratory problems or active chronic infectious disease requiring a complete sterile environment or complete sterile procedures
- Seizures uncontrolled by medication, requiring hospitalization 3 to 4 times per year
- Tube feedings
- Heart monitor

KVC requires any foster family caring for a medically fragile child to have CPR certification. Medical doctors, nurses, paramedics, and emergency medical technicians may substitute specialized training for CPR certification.

- All families who care for medically fragile children must complete twenty-four training hours per year.
- In addition, families who take placement of children upon discharge from a medical hospital are required to complete any training required by the child's physician and/or hospital personnel.
- Foster families use clean or sterile techniques and maintain a clean area for preparing medication.
- During preparation, the person administering the medication will visually inspect the medication for particulates, discoloration, or other loss of integrity.
- When determining the placement of a medically fragile child in a KVC foster home, the experience of the family and the family composition are considered.
- It is the responsibility of the CPA employee to ensure the foster parent understands this policy.
- It is the responsibility of the Permanency employee to ensure that the mother, father, relative placements and non-related kin placements understand this policy.
- If a child is hospitalized, KVC requires the Foster Parent to stay with the child and/or make arrangements for another approved adult to stay with the child.

A placement that is a registered nurse may not provide both types of care for reimbursement. Meaning, a registered nurse may not bill for medical services for a child placed in the home.

Storage and Administration of Medication

*Refer to DCF LICENSING Regulation K.A.R. 28-4-818 (a) Storage of medication. Each licensee shall ensure that all prescription and nonprescription medication is kept in the original container at the recommended temperature in accordance with the instructions on the label and, except as specified in paragraph (e)(4), in **locked storage** and inaccessible to children.*

DCF LICENSING requires that accurate records be kept of all medications given to the child/youth in foster care, including prescription and over-the-counter medications, in accordance with regulation K.A.R. 28-4-818 (d)(2)(A). Prescription medications must be dispensed from the bottle with the label noting the medication name, dosage, physician name, child/youth's name, and date filled. Medicine must be labeled,

in the prescription bottle when it is to be dispensed at school, daycare, or other sites. Most schools require a doctor's note prior to administering meds. The pharmacy where the prescription is filled can prepare a separate bottle for school if requested in advance. The CPA staff will review the records of medicine disbursement during monthly home visits and copies of the medication records must be given to the CPA staff and copies placed in the child/youth's Red Book. The Medication Administration Forms are available in the Document Library of this manual.

Medical Records

KVC policy requires Foster Parents to keep updated medical records on file for each child/youth placed in the home. These records should follow the child/youth throughout his/her placements while in custody.

Medical records that **must** be maintained in the child/youth's file include:

- DCF LICENSING KBH exam forms and dental forms
- Daily Medication logs
- Medical treatment is documented on the State of Kansas's *Medical Care for Children* form. This form **must** accompany the child/youth on every medical visit.
- Dental treatment is documented on the State of Kansas's *Dental Form*. This form **must** accompany the child/ youth on every dental visit.
- Over-the-counter medication approval form signed by a physician
- Current *Medical Consent* form
- Current medical card
- Documentation and warning of any and all allergies to medications and/or food
- Emergency medical procedures for health needs such as asthma, severe allergic reactions, seizures, diabetes, etc.

Emergency Procedures

Foster families **must** inform the CPA staff **and** the child's Case Manager within one hour if any of the following occurs:

- Death or serious injury or illness of a child/youth
- Suicide attempt
- Communicable diseases in accordance with DCF LICENSING Regulation K.A.R. 28-4-807
- Any other instance that is critical to the child/youth's health

Foster families **must** inform DCF LICENSING within one hour if either of the following occurs:

- Death of a child/youth
- Communicable diseases in accordance with DCF LICENSING Regulation K.A.R. 28-4-807

In cases of emergency, the Foster Parent will transport the child/youth to the nearest hospital. The foster parent will need the *Consent to Medical Care*, the child/youth's medical card, in addition to the placement agreement. The Foster Parent will refer questions concerning payment and billing to the child/youth's Case Manager. The child's legal guardian, Case Manager, or DCF social worker **must** give medical consent for transfusions, surgery, and other invasive procedures. It is highly recommended that Foster Parent make

copies of the *Consent to Medical Care* and the child/youth's medical card to keep locked in the family's vehicle in case an emergency should occur. Please remember to **always** maintain confidentiality.

Fire Safety

Foster Parents are responsible for conducting and documenting fire drills each month. Foster Parents will also review fire drill procedures with children, youth, and child care providers in the home on a monthly basis. Foster Parents will be responsible for ensuring fire extinguishers and smoke detectors are in working order. There must be a smoke detector on each floor **and** in each bedroom. Each floor must have a carbon monoxide detector. A copy of the floor plans with the escape route will be posted on each floor. In case of an actual fire, Foster Parents must use common sense to ensure everyone's safety. Foster Parents should verify everyone is out of the home before they leave the premises. The following procedures should be used and taught to children/youth. Depending on the children/youth in their care, not all steps may be possible or practical.

- Close windows
- Wear a coat and hard-sole shoes
- Grab a wet towel and place over the face in case of smoke
- Foster Parents will ensure all doors are closed **after** checking to ensure everyone is out
- Go to the nearest exit. Do not run or push
- Once outside, meet at the **designated area** and face away from the house. **Do not** return to the house until so instructed by authorities.

Tornado Safety

Foster Parents are responsible for conducting and documenting tornado drills once a month between March and October, the months in which tornados are most likely to occur. Foster Parents will also review tornado drill procedures with children, youth, and child care providers on a monthly basis. The route to the shelter **must** be posted on **each** floor. Foster Parents will ensure everyone else has taken cover before they go to the shelter. Foster Parents must use common sense in any given situation to keep everyone as safe as possible. The following procedures should be used in drills and taught to children/youth in case of an actual tornado warning. However, not all steps will be possible for all children/youth in care and not all steps will be logical in certain situations. Foster Parents **must** use good judgment in these situations.

- Keep doors and windows closed (according to the National Weather Service)
- Wear coat and shoes
- Grab a blanket and radio if possible
- Go to designated shelter without running or pushing
- Do not leave the shelter until instructed by the National Weather Service

Education

School Enrollment

It is the responsibility of the Foster Parent to enroll the child/youth in an appropriate educational program. Each child/youth enrolled in public school should be eligible for free lunches and free textbook rentals. It is the responsibility of the Foster Parent to complete the lunch forms and to inform the school the child/youth

is in foster care so the child/youth receives textbook rentals free of charge. (The daily reimbursement rate should be used to pay for any items such as vocational and educational supplies, school lab fees, etc.)

Enrollment Procedures

When preparing to enroll a child/youth in school, the foster parent should call the school in advance to schedule an appointment. Some schools do not enroll everyday and it may be necessary to meet with specific school personnel to complete the enrollment process. The following documents are required by many school districts:

- Completed *Education Enrollment Information Form* (EEIF). This is school to school and can be updated by the school or the assigned Case Manager.
- Withdrawal form from last school attended
- Immunization records
- Copy of birth certificate
- Proof of residency
- Copy of last grade card
- Medication in a prescription-labeled container
- IEP

If the foster parent has any questions about enrollment or documents are not available, the foster parent should ask a school official. School officials may be able to assist in obtaining school records and other documents necessary to complete the enrollment process. If the Foster Parent has difficulties enrolling the child/youth in school, the family's CPA staff or the child/youth's Case Manager should be contacted to assist.

School Withdrawal Procedures

It is the Foster Parent's responsibility to properly withdraw a child/youth from school. It is important to handle moves and withdrawals from school with care. **Most schools require several days notice to gather grades and prepare withdrawal papers.** It is also very important for the students and school staff to have an opportunity to say goodbye. When students do not get to say goodbye, new grief issues can be created. One of the biggest concerns of school authorities is students disappearing without any warning or planning. The foster parent should consider this when a child is leaving the home. Improper withdrawal from school can greatly effect the child/youth's overall school progress. Credits can be easily lost in the shuffle.

Educational Advocates

Educational Advocates are volunteers assigned by the State of Kansas through *Families Together*. Students who receive special education services and whose **parental rights have been terminated or whereabouts unknown** should have an Educational Advocate. The DCF worker or case manager must request an advocate and a liaison can assist in this process. The advocate is trained in special education issues and should attend Individual Educational Plan (IEP) meetings. The Educational Advocate is the only person who can legally sign an IEP, Consents for Evaluation, and Educational Placement. If parental rights have not been terminated, the child/youth's parent must sign these documents. If the parents are not available, the signatures may be obtained through the child's Case Manager.

Home Schooling

It is the policy of KVC that children in the custody of the State of Kansas must attend a public or private school that is licensed and accredited. Children in foster care may not be home schooled. KVC does not pay for private education. If the placement provider would like to utilize a private school at their expense, KVC must approve the private school or obtain parental permission.

Tutoring

KVC strongly encourages Foster Parents to utilize school services, and especially advocate for those services to be provided by the school through the child/youth's IEP. In some areas local scholarships or fee waivers are available for children/youth in foster care. Contact your CPA staff to obtain information about scholarship programs.

Summer Activities and Summer School

KVC strongly encourages Foster Parents to utilize free summer activities. In some areas local scholarships or fee waivers are available for children/youths in foster care. Contact your CPA staff to obtain information about scholarship programs. Foster Parents who qualify for KVC daycare due to both parents working full time (35 hours or more per week) may discuss with their CPA staff, the possibility of exchanging daycare for a summer camp program. Foster Parents must continue to work full time and the cost for the summer camp program must not exceed the daycare rates paid by KVC. The foster home is responsible for any amount due over the approved DCF rate.

Driver's Education

A youth must have approval from his/her birth parent(s), guardian, and/or Case Manager to participate in driver's education. The foster parent should ask the CPA staff and the Case Manager for information regarding financial assistance. If all members of the child/youth's team agree, a task for Driver's Education should be included on the youth's case plan.

Driving and Riding with Other youth

Please review *DCF LICENSING Regulation K.A.R. 28-4-816* for regulations pertaining to foster children driving. Before a child in foster care may drive permission must be obtained from the child's parent or legal guardian. **Permission to drive must be included in the youth's case plan**, and the youth **must** have a valid driver's license and insurance.

Beds

Foster Parents must provide beds for the capacity in which they are licensed. DCF LICENSING does **not** allow futons, trundle beds, rollaway beds, or hide-a-beds for children/youth in foster care. The top bunk is only to be used by children six years of age and older and shall be protected on all sides by rails. Headboards and footboards may substitute for rails on the ends of the bed. Waterbeds are only permitted with approval from the child's Case Manager for older children.

Church Attendance

It is the right of the birth parent(s) to determine their child/youth's religion and to request their child/youth be placed in a foster home of the same religious faith. If it is not possible to place the child/youth in a home

of the same faith, it is the responsibility of the Foster Parent to ensure the child/youth attends services and appropriate programs in accordance with the mandates of his/her religious faith.

Employment

A teenager should be encouraged to work outside the home. Employment allows the youth a greater opportunity to become self-sufficient and also encourages a higher sense of self-worth, helping the youth grow towards maturity and independence.

A youth in foster care is permitted to save up to \$1000 of his/her money for “future identifiable needs”. A portion of his/her earnings may be used for day-to-day expenses. Foster Parents should encourage and assist youths in securing a savings account.

Field Trips, High Risk Sports, and Recreational Activities

The CPA staff should notify the case manager if a child/youth is care wishes to participate in school, church, or community events such as field trips. **Prior approval** should be obtained from the birth parent(s) or the child/youth’s Case Manager.

Foster Parents may permit children in foster care to engage in certain high-risk sport or recreational activities if certain conditions are met. The child/youth’s parent(s), legal guardian, and/or Case Manager must sign a **High Risk Activity Form** in order for the child/youth to participate in the specific activity. The Foster Parent should assess child specific risk factors before authorizing. These include, but are not limited to, the child/youth’s age and maturity level, impulsive behaviors, or developmental delays. If required for the activity, protective safety gear must be used. Adult supervision must be provided. *High Risk Activity Forms* can be found in the Document Library section of this manual. Licensed foster homes may not have trampolines.

Swimming *Refer to DCF LICENSING Regulation K.A.R. 28-4-824*

The DCF LICENSING regulations require a certified lifeguard be on duty wherever a child/youth is taken swimming. If a lifeguard is not present, an adult certified in First Aid **and** CPR who can swim must be present. The location must be approved for swimming Per DCF LICENSING Regulation s. Refer to the DCF LICENSING Regulations for requirements regarding home swimming pools. A child under the age of six is not permitted to swim in ponds or lakes.

Haircuts

Routine “trimming” of original hairstyles is appropriate but anything drastic (i.e. the use of chemicals for coloring or perms, cutting very long hair short, Mohawks, etc.) requires permission from the birth parents. This may be requested through the child/youth’s Case Manager or by working in partnership directly with the birth family. The foster parent should be mindful that the child may have never had a haircut before. Also consider some cultures/religions do not permit haircuts.

Sleepovers *Refer to DCF LICENSING Regulation K.A.R. 28-4-814 (h)*

When a child/youth is placed in a foster home, the Foster Parent(s) should establish guidelines/expectations concerning overnights with friends, curfews, and other house rules. The birth parent(s) or legal guardian, DCF social worker, CPA staff, child/youth’s Case Manager, and Foster Parents should document the

guidelines so they are clear to all persons involved with the child/youth. The Case Plan should also reflect this. In the case of overnight visits with friends, the foster family **must** confirm with the CPA staff who will be providing supervision to the child/youth during the overnight visit, and provide background information on the overnight host. The Foster Parent must communicate with the person who will monitor the children during the sleepover. DCF LICENSING regulations regarding transportation of the child/youth apply to overnight visits.

Vacations

Foster Parents are encouraged to take the child/youth in care on family vacations. Prior approval from the child/youth's Case Manager is required for **any** out of state travel. The court, GAL and county or district attorney shall be notified a minimum of 10 days prior to departure of all interstate and international travel. The foster parent is required to take the child/youths medical consent form, placement agreement, medical card, and any medications the child/youth is currently taking.

Leaving the Child/Youth Unattended – Self-care Plans

Refer to DCF LICENSING Regulation K.A.R.28-4-811 (d)

Any child/youth in foster care that is at least 12 years of age may be permitted to stay at home without adult supervision for certain periods of time between the hours of 6 a.m. and midnight if certain requirements are met. The potential for self-care must be identified and approval must be written in the child/youth's case plan. When developing the child/youth's self-care plan, each child/youth's maturity level, behavioral and emotional needs, impulsive behaviors, self-harming behaviors, and developmental delays will be considered. In addition, the foster home environment, including the number of other children in the home, and neighborhood safety issues should be taken into consideration. Self-care plans must be signed by the child/youth's Case Manager. Minimum age requirements and maximum timeframes apply. Refer to DCF LICENSING regulations for specific details.

Informal Visitations *Refer to DCF LICENSING Regulation K.A.R.28-4-814 (g)*

Foster Parents may identify extended family members ages 18 and older as resources for informal visitation. For extended family members identified as resources, Foster Parents should submit an *Informal Visitation Plan* packet to their CPA staff. The relationship of the individual to the foster family must be documented. Background checks must be completed and copies of current driver's licenses and car insurance must be obtained. Identified individuals must read, agree to, and sign the discipline and confidentiality policies. The Foster Parent must ensure that the individuals have access to emergency contact numbers and a crisis plan has been developed in case of an emergency. KVC must approve all informal visitation plans and have knowledge of dates on which informal visitations will occur as well as the identified individual's name and address.

General Safety Plan

If a safety plan is necessary for a child/youth and/or foster family's well-being and safety, the CPA staff will review with the Foster Parents on a regular basis to ensure the plan is being followed. In most instances the KVC CPA staff will complete a safety plan with the child/youth and the foster family then will provide a copy to the Case Manager. There may be occasions during which the Case Manager, therapist, or CPA staff member must complete a safety plan with the child/youth and foster family.

Outdoor Safety Plan

Prior to initial licensing, the CPA staff and the Foster Parent must develop and maintain a written outdoor safety plan before a child/youth in care can be outdoors in an unfenced area of the foster home. The plan should be developed with and approved by the CPA staff. A copy of the Outdoor Safety Plan can be found in the Document Library of the manual.

Foster Family Moves

Foster families **must** notify their CPA staff **prior** to moving to a new location and a new initial licensing will need to be completed with 14 days of the move. The CPA staff will complete a walk-through of the new home to determine any possible concerns with licensure. A new licensing packet must be completed and submitted to DCF LICENSING. Only children currently placed in the home may move into the new location with the family until DCF LICENSING has approved the new residence. The family is placed on inactive status until a new temporary permit for the new address is issued by DCF LICENSING. During the inactive period, no new placements can occur.

Partnership Development Plan (PDP)

KVC foster families will be asked to complete a Partnership Development Plan if the Foster Parent(s) fails to meet requirements or regulations including but not limited to:

- Best practice
- KVC requirements set forth in the Foster Family Provider Requirements
- Policies and guidelines outlined in the Foster Family Policy and Procedure Manual
- DCF LICENSING requirements for family foster homes

A PDP may also be put in place when DCF and/or DCF LICENSING findings from investigations have been received concerning the family or for other issues identified by the CPA staff.

The KVC PDP form will be used to create the plan. The CPA staff will be responsible for working with the family to document progress toward meeting the goals through steps outlined in the plan. The original plan and subsequent progress notes will be filed in the family's master file. KVC may withdraw sponsorship of foster homes who fail to meet the goals and steps outlined in the PDP by the due date. A template of a Foster Family Development Plan is available in the Document Library.

Red Books

Red books are binders that contain and maintain legal documents, school records, medical records, etc. pertinent to the child. The Red book must be maintained by the Foster Parent and **must** go with the child when he/she leaves the foster home for another placement. A Lifebook should be included in the Red Book. Redbooks must be kept where others do not have access to the confidential information. The child/youth should not be allowed to read the Redbook without approval from the Case Manager.

Lifebooks

Each child placed in DCF custody in out of home placement should have a Lifebook. The Lifebook is included in the Red book. The Lifebook should travel with the child from one placement to the next. The foster family should encourage the child/youth to work on their Lifebook. If the child/youth refuses, is too young,

or unable, the Foster Parent is required to provide information for the Lifebook on a monthly basis. Items to include are; pictures, school awards and mementos, etc.

A Lifebook is a very important visual record for the child. A Lifebook is a tool and a process to help the child better understand his or her past life experiences, examine the present and explore the future. It incorporates a collection of physical and social histories that most children normally would receive from their family of origin and otherwise would be lost as the child moves through the foster care system. A Lifebook can increase the child's understanding of past events, provide chronological continuity, and serve as a vehicle for the child to share his/her experiences with others.

The Lifebook should be started when a child/youth enters out of home care and remains with them until permanency is reached. While the KVC Case Manager is responsible to ensure the Lifebook is initiated and updated during the entire length of out of home placement, the birth parents, foster family, child/youth and CPA staff should facilitate it together. Each person brings important information to the child/youth's Lifebook. It is essential that the child/youth participate in the development and maintenance of their own Lifebook. The book belongs to the child/youth and they determine with whom this book is shared. Each child/youth's Lifebook is an original and information from the original format can be added and taken away as it is appropriate.

Remember, the Lifebook belongs to the child/youth and is his/her book to record past, present, and future life experiences. Adults should assist the child/youth in completing their Lifebook. However, caution must be taken to allow the child/youth to share his/her memories, dreams, hopes, feelings, and expectations.

EACH CHILD/YOUTH IS UNIQUE! EACH LIFEBOOK IS A REFLECTION OF THAT CHILD/YOUTH!

Confidentiality of the Lifebook:

The Lifebook is the property of the child/youth named within. Confidential information has been provided and recorded to help the child/youth better understand his/her past experiences, examine his/her present circumstances, and to explore the future. The Lifebook and the information contained within are confidential and are not for public disclosure.

Life Skills

During childhood, every child/youth gradually moves toward self sufficiency. Children in care need support and guidance in order to develop and enhance a range of life skills. These skills are not unique to children in foster care, but are the tasks and developmental stages faced by all children. The skills training services shall be made available to all eligible children/youth that are four years of age or older and referred to KVC. This type of training is preparation for leaving foster care and should begin the child/youth's first day of care. The child/youth's support system and Foster Parent play a key role in helping a child develop and enhance their daily life skills. It is the responsibility of those involved in a child/youth's life to work with that child/youth to better prepare them for making the transition to self sufficiency by focusing their efforts on achieving outcomes that are known to lead to a greater success for these children/youth.

Foster families are expected to support and integrate Life Skills services into daily living activities with child/youth. Children/youth shall be given opportunities to learn these Life Skills through daily living

activities in their placements. KVC Case Manager's will provide direction regarding Life Skills training through the Casey Life Skills Assessment. KVC Case Manager's and CPA staff shall work with and ensure that foster homes integrate life skills services into daily living activities with the child/youth. These activities will be specifically documented for the child/youth's file each month.

CPA staff will work with Case Managers and Foster Parents to ensure that child/youth are provided resources and training in the competencies identified in the following age appropriate life skill domains:

- Personal hygiene
- Career Planning
- Communication
- Daily Living
- Home Life
- Housing & Money Management
- Self Care
- Social Relationships
- Work & Study Skills
- Transitional Planning
- Life long connections

Adoption Services

KVC's CPA Department is responsible for completing adoption home studies for KVC-licensed foster homes who wish to pursue adoption of KVC kids. The CPA staff should advocate for foster families and support them throughout the adoption process. The CPA is also responsible for making the family's home study available on the statewide adoption exchange (www.usakids.org) at the foster family's request.

The KVC CPA staff can assist families who wish to adopt by helping them navigate through KVC's adoption website. The CPA staff member is also responsible for submitting a family's home study for consideration at Best Interest Staffings (BIS).

Foster families who wish to pursue adoption through KVC must complete an Adoption Application Packet. In most instances, the KVC CPA staff may complete an adoption home study for KVC Foster Parents who have identified a child managed by another agency. In these instances KVC must receive a referral and contractual agreement from the child's agency to move forward with home study process.

**KVC welcomes you, our Foster Parents, to the family.
Thank you for your dedication to helping children in need!**

~CPA Staff~