



CHILDREN'S ADMINISTRATION REGION 1 FISCAL GUIDELINE 09-01

SUBJECT: Receiving Care

INFORMATION CONTACT: Children's Administration
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AUTHORIZING SOURCE: Children's Administration
Practices & Procedures Guide: 4528
DSHS Contract #0812-32808
SSPS Appendix C

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REVISED:

APPROVED BY:

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PURPOSE:

This guideline ensures a uniform and coordinated approach within Children's Administration (Region 1) for processing and approving receiving care services for temporary foster care placements during initial placement.

SCOPE:

This guideline applies to all foster parents who provide temporary foster care for CA-placed children. Receiving home care is temporary care not to exceed 30 days. This protocol also applies to all Region 1 field offices and staff responsible for processing and approving receiving care during initial placement.

SERVICE DESCRIPTION: RECEIVING CARE

Payment for temporary care of a child by foster parents able to take a child into their home on short notice on a 24-hour basis

- A. Includes case management services provided by DCFS Service Workers to children in substitute care aimed at enabling the child and his/her caretakers to utilize medical, educational, social, and other services necessary for maintaining the child's physical, psychological, and/or developmental health.
- B. Receiving Care is meant to be very short term care. Receiving home care is temporary care not to exceed 30 days. Receiving Care may only be extended beyond 30 days by completion of an Exception to Policy and if approved by the Regional Administrator or designee.
- C. Receiving home care is out-of-home care provided in licensed foster homes which are designated to provide emergent or short-term care. Receiving home care is used when need for placement is immediate, and time does not allow for planning to place directly into regular foster care or other alternate care.

SERVICE DESCRIPTION: REGULAR RECEIVING RETAINER

The monthly fee paid to receiving home foster parents to ASSURE the availability of a bed on a 24-hour-per-day basis for children who require temporary care on short notice.

GUIDELINE:

The DCFS Children's Administration (CA) social worker must search for appropriate relatives to care for the child prior to consideration of initial placement in other types of out of home care. Should an out of home placement be deemed necessary, the following placement options should be considered in priority order:

PRIORITY #1: SALLY'S HOUSE (PRIORITY IN SPOKANE AREA)

- A. DCFS contracts with the Salvation Army in Spokane for Receiving Care Services at Sally's House, an emergency housing care facility with a maximum capacity of 18 beds. DCFS is obligated to pay for these beds regardless of whether they are filled or not; therefore **appropriate receiving care placements at Sally's House should be considered as the first option in the Spokane area for emergent or short-term care.**
- B. The intent of services provided under the Sally's House contract is 24/7 transitional placements for children who are in need of emergency housing care. The contract will serve children in the least restrictive setting possible, in the closest possible proximity to the family, with a goal of preserving or reconciling the family or to ensure more effective transition to other resource placement.

- C. Sally's House provides services for children on referral by DCFS when the following criteria are met:
1. Children aged two (2) through twelve (12) years of age (from onset of the 12th birthday until the day of the 13th birthday);
 2. Requires emergency placement outside their own home.
- D. DCFS may authorize placement at Sally's House for up to 30 days per family. In exceptional cases, DCFS may extend a service authorization for Sally's House beyond 30 days, provided the services may be performed within the terms of the contract. Service authorization extensions must be approved by the DCFS Area Administrator in writing.

PRIORITY #2: EMERGENCY RECEIVING HOMES

- A. Region 1 maintains a list of homes that are designated as "Emergency Receiving Homes". These homes are willing to accept initial foster care placements in emergent situations, 24/7. These homes are the only homes that shall receive the Regular Receiving Retainer payment (currently \$55.13/mo.). This Retainer Fee should only be authorized for homes who assure the availability of a bed on a 24/7 basis. If a placement is denied without adequate and reasonable justification, future Retainer payments should be terminated. DCFS may authorize placement at Emergency Receiving Homes for up to 30 days.
- B. The intent of establishing the Emergency Receiving Homes is 24/7 transitional placements for children who are in need of emergent or short-term housing care.

PRIORITY #3: OTHER RECEIVING CARE PLACEMENTS

- A. Should a child require emergency initial placement and the designated Emergency Receiving Care options described in Sections 1 and 2 above are full or documented as inappropriate, then Regular Receiving Care may be authorized for up to 30 days for temporary care by foster parents able to take the child into their home on short notice.
- B. Receiving Care should only be authorized for temporary emergency placements, expected to be less than 30 days.

PROCEDURES FOR ACCESS (all options above):

- A. The social worker first determines that relative care is not available.
- B. The social worker locates and contacts an available, appropriate receiving home parent utilizing the locally determined placement system. For example, in some offices, placement in receiving care is accessed through a Home Finder or placement desk. In other offices, social workers contact the receiving home parent directly.
- C. To assist the receiving home to make a decision about the child, the social worker provides the receiving home parent with information about the immediate condition of the child, the child's behaviors, school and medical information, background information, and specifics of the permanency plan that will affect the

child and the placement. For example, the worker will let the receiving home parent know what behaviors to expect, what the visitation plan is, what the foster parents' responsibilities are, when the child next needs to see a doctor or other professional, and where and when the child is likely to be moved.

D. The social worker clarifies future visits to the receiving home and provides the receiving home with written background information and emergency numbers upon placing the child.

E. The social worker completes the following paperwork after placement:

1. Open appropriate SSPS codes and complete the FamLink placement module.

2. Notify the Regional Rate Assessor of the placement of the child in a particular home.

F. The federal funding specialist shall notify the CSO Financial Services Specialist of the child's placement if the child is receiving TANF.

G. The child's assigned social worker shall conduct a face-to-face interview, or have face-to-face contact with the child incapable of being interviewed. The social worker shall document such interviews and contacts in the case SER.

PAYMENTS:

A. For placement services, payment is made for the day service begins but not for the day the client leaves placement. DCFS does not pay for the day the child leaves placement, therefore the service End Date should be one day prior to the date the child left placement.

B. Receiving care payments remain the fiscal responsibility of the originating region and office during courtesy supervision activities.

C. If a child is not moved from his/her receiving care placement within 30 days, the assigned Social Worker will need to change the placement from Receiving Care to Basic Foster Care (effective day 31), pending a rate assessment by the Regional Rate Assessor.