



Attachment B

**RESOURCE FAMILY APPROVAL (RFA)
COMPREHENSIVE IMPLEMENTATION PLAN**



INTRODUCTION

The Resource Family Approval Comprehensive Implementation Plan (RFACIP) template has been created to assist counties with organizing and documenting their transition to the RFA process. Its intended goal is to provide a framework to assist county staff with memorializing county-specific RFA policies and procedures. It is recommended that the full range of staff participate in the RFACIP process to ensure that a systemic approach is used in developing a comprehensive method of approving care providers for the care and supervision of children, youth and non-minor dependents (NMD) in the foster care system.

Each county is required to submit to CDSS, 30 days prior to implementation, a completed RFACIP for review.

RESOURCE FAMILY APPROVAL (RFA) COMPREHENSIVE IMPLEMENTATION PLAN

County of _____ 2016

I. PROGRAM STATEMENT AND VISION

Brief Overview:

II. PROGRAM GOALS, OBJECTIVES AND OUTCOMES

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|----------------------------|--|
| GOAL: | |
| Objectives | |
| 1. | |
| 2. | |
| Proposed Outcome(s) | |
| | |

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|----------------------------|--|
| GOAL: | |
| Objectives | |
| 1. | |
| 2. | |
| Proposed Outcome(s) | |
| | |
| GOAL: | |
| Objectives | |
| 1. | |
| 2. | |
| Proposed Outcome(s) | |
| | |
| GOAL: | |
| Objectives | |
| 1. | |
| 2. | |
| Proposed Outcome(s) | |
| | |

III. ORGANIZATIONAL STRUCTURE

Please provide a RFA-specific org chart that delineates job titles and reporting structure including probation: *(Do not include specific names)*

IV. PROGRAM STAFF ROLES AND RESPONSIBILITIES

PROJECT MANAGEMENT *(Per Written Directives 04-03(b), a county must designate a manager responsible for the day-to-day program administration as well as function as the primary point of contact.)*

Title:

Describe Role and Responsibilities:

Necessary Knowledge, Skills, and Abilities:

LEADERSHIP

Title:

Describe Role and Responsibilities:

Necessary Knowledge, Skills, and Abilities:

Title:

Describe Role and Responsibilities:

Necessary Knowledge, Skills, and Abilities:

STAFF

Title:

Describe Role and Responsibilities:

Necessary Knowledge, Skills, and Abilities:

Title:

Describe Role and Responsibilities:

Necessary Knowledge, Skills, and Abilities:

V. PLAN FOR HIRING AND MAINTAINING PROGRAM STAFF QUALIFICATIONS AND SKILLS

| Requirement | How will you accomplish this requirement? |
|--|--|
| Ensure and Maintain Minimum Staff Qualifications | <ol style="list-style-type: none"> 1. 2. |
| Develop and Maintain Staff Skills <i>(Describe staff training plan.)</i> | <ol style="list-style-type: none"> 1. 2. |

VI. RESOURCE FAMILY APPROVAL PROCESS – Child Welfare and Probation

Please describe the approval process for Resource Families: *(Please ensure that incoming ICPC requests and out-of-county placement procedures are included in the approval process. A flow chart is acceptable.)*

VII. NON-COUNTY STAFF/AGENCY PROGRAM INVOLVEMENT

Please describe how county will utilize partner agencies, if applicable: (Please include detailed information regarding how you will communicate with your partner agencies if they are assisting in the approval process? How will the impact on the family of having more than one worker be minimized?) Please use ATTACHMENT C for CDSS activities on behalf of your county.

VIII. PROPOSED RESOURCE FAMILY ASSESSMENT TOOLS

| Assessment Tools (e.g., SAFE) | |
|-------------------------------|-------------|
| Tool | Description |
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IX. TRAINING PLAN FOR RESOURCE FAMILIES

Please describe the plan for training Resource Families: *(i.e. curriculum, number of sessions/hours)*

X. TRIBAL PARTICIPATION

Please describe the plan for tribal outreach and participation:

XI. QUALITY PARENTING INITIATIVE (QPI)

Please describe how county will integrate QPI with RFA process, if applicable.

XII. MONITORING OF RESOURCE FAMILIES

| Process | Responsible Staff | Procedures |
|---|-------------------|------------|
| Periodic Evaluations and Onsite Visits | | |
| Corrective Action Plans (Describe how plans will be developed and monitored) | | |

XIII. INVESTIGATION OF COMPLAINTS AND INCIDENTS INVOLVING RESOURCE FAMILIES

| Process | Responsible Staff | Procedures |
|--------------------------|-------------------|------------|
| Investigating Complaints | | |
| Investigating Incidents | | |

XIV. DUE PROCESS FOR DENIAL OR RESCISSION OF APPROVALS AND OTHER ADVERSE ACTIONS

| Process | Responsible Staff | Procedures |
|---|-------------------|------------|
| Process for Resource Family Denials | | |
| Process to Rescind Approval | | |
| Process for other adverse actions | | |
| Plan (if any) to use CDSS Legal Division for representation | | |

XV. TIMELINE FOR IMPLEMENTATION

| 2016 | | | | | | |
|--------------------------------------|---------|----------|-------|-------|-----|------|
| TASK/STEP | January | February | March | April | May | June |
| Complete RFA Plan for Implementation | | | | | | |
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| 2016 | | | | | | |
|-----------|------|--------|-----------|---------|----------|----------|
| TASK/STEP | July | August | September | October | November | December |
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XVI. TRANSITION PLAN (Please discuss coordination strategy/transition strategy from licensing to RFA)

| Requirement | How will you accomplish this requirement? |
|---|---|
| Minimize disruption to families | 1. 2. |
| Maximize child safety | 1. 2. |
| Ensure that Resource Families will operate in accordance with Welfare and Institutions Code section 16519.5 | 1. 2. |
| Ensure that eligibility for foster care payments will not be interrupted | 1. 2. |

Signatures:

County Child Welfare Director

Chief Probation Officer



ATTACHMENT C

USE OF CDSS RESOURCES

Please indicate below what RFA activities would be requested of CDSS to complete on behalf of your county. Examples include psychosocial assessment, complaint investigation or legal representation in administrative actions.* Please note some requested activities may not be able to be performed by CDSS.