



Attachment B

RESOURCE FAMILY APPROVAL (RFA)
SAN JOAQUIN COUNTY
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 and approval.

RESOURCE FAMILY APPROVAL (RFA) COMPREHENSIVE IMPLEMENTATION PLAN

County of SAN JOAQUIN 2016/17

I. PROGRAM STATEMENT AND VISION

Brief Overview:

San Joaquin County is committed to providing a streamlined approval process for Foster Parents, Relatives/Non-Relative Extended Family Members, and Adoptive families to become Resource Families. As a team, we will provide Resource Families with a trauma-informed approach to ensure a family-friendly, culturally diverse and child-centered environment. Resource families will promote safety, well-being, and permanency for children and Non-Minor Dependents, while helping them to maintain connections to their community of origin.

II. PROGRAM GOALS, OBJECTIVES AND OUTCOMES

GOAL:	Successfully implement the RFA program by July 1, 2016
Objectives	
1.	Organize a RFA Steering Committee composed of Child Welfare, Probation, Foster Care and Kinship Care Education (FKCE) partner, community partners, foster parents, parent partner and youth advocates.
2.	Conduct a data analysis of average monthly and total number of relative, non-related extended family members, county licensed foster home approvals/referrals and adoption home study approvals/referrals in the Agency.
3.	Review the CDSS RFA Written Directives to determine the extent of work required pursuant to the new regulations.
4.	Create sub-workgroups to address the various components of RFA.
5.	Discuss additional personnel that may be needed to fulfill RFA requirements and request four new allocated social worker positions in the FY 2016/2017 Budget.
6.	Participate in RFA Executive Team Meetings and RFA Implementation Workgroup Meetings via conference call, while attending RFA Convenings in person.

7.	Develop a Psychosocial Assessment Template and update any forms that will require modification to fit the RFA program.
8.	Develop timelines.
9.	Meet with Efforts to Outcome staff to develop a database system for tracking purposes.
10.	Develop and provide training on the RFA process to all foster parents, relative/NREFM caregivers, child welfare staff, probation staff, attorneys, foster care eligibility workers and community service partners.
11.	Complete and send the San Joaquin County RFA Comprehensive Implementation Plan to CDSS for review and approval.
12.	Request the Board of Supervisors to approve and sign the Memorandum of Understanding (MOU) with CDSS.
13.	Develop policies and procedures related to the RFA process.
Proposed Outcome(s)	
The RFA process will be a unified and child-focused program that will simplify the process for foster care, adoption and guardianship. This will expedite the permanency process for children and increase timeliness to permanency outcomes. Under the RFA process, Relatives/NREFMs will now be able to take placement of all foster children. This will increase the number of homes available for children and Non-Minor Dependents, which leads to more children being placed in the least restrictive level of care.	
GOAL:	Successfully develop and provide RFA training to all Child Welfare staff, Probation, caregivers and other partners.
Objectives	
1.	Update the Pre-Service Training Curriculum for Foster Parents to include RFA components.
2.	Create a basic RFA training for caregivers (foster parents, relatives and NREFMs) to explain the new requirements.
3.	Create and complete a comprehensive RFA training for Child Welfare and Juvenile Probation staff.
4.	Create and complete a comprehensive RFA training for attorneys, judges and community partners.
5.	Create and complete a comprehensive RFA training for clerical and foster care eligibility workers.
6.	All Relative Assessment and Licensing staff (social workers, supervisors and manager) will attend and complete the RFA Academy.

7.	Ensure that all Child Welfare staff understands their roles in the RFA process.
Proposed Outcome(s)	
All Child Welfare staff and stakeholders will be trained on the RFA process in order to understand the policies, procedures and regulations. Greater emphasis will be put on Emergency Relative Placement Approvals (ERPAs) for children being removed from their parents, which will increase the number of Relative/NREFMs placements at initial removal. It will also reduce the number of placement changes for children. This correlates directly to San Joaquin County's System Improvement Plan goal to increase Placement Stability (C4.3),	
GOAL:	<ol style="list-style-type: none"> 1. Develop RFA practice and policies that will Increase the capacity of protective and available homes. 2. Improve the County's current recruitment/retention/support process for Resource Families.
Objectives	
1.	Create a trauma-focused RFA training for Resource Families to better prepare them to care for children who have been exposed to trauma.
2.	Train and assist Resource Families in order to prepare them to help children transition home or achieve self-sufficiency.
3.	Expand the current process for recruiting Resource Families.
4.	Expand on Family Finding Efforts for children and youth.
5.	Provide support services to Resource Families through support groups and respite care.
6.	Improve the communication and collaboration between RFA Social Workers, Case Carrying Social Workers, and Resource Families.
Proposed Outcome(s)	
Resource Families will have the skills and information necessary to provide for the safety, permanency and well-being of children. They will receive more services from the Agency to offer support to children, youth and Non-Minor Dependents. This will increase the stability of foster children as noted in San Joaquin County's System Improvement Plan (SIP) goal to improve Placement Stability (C4.3).	
Resource Families will also be encouraged to have collaborative and positive interactions with parents as they go through the reunification process. This will help to facilitate the reunification process, which correlates directly the SIP goal to improve Median Time to Reunification (C1.2).	

III. ORGANIZATIONAL STRUCTURE

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

The Child Welfare Division Chief over Division III will oversee the RFA program. The current Relative Assessment and Licensing Units will be combined to form two RFA units. The Relative Assessment unit is currently comprised of seven (7) Relative Assessment Social Workers, while the Licensing Unit is currently comprised of three (3) Licensing Social Workers and two (2) Foster Care Recruiters. The Resource Family Approval Program will be comprised of two units. It will consist of two (2) RFA Supervisors and ideally sixteen (RFA) Social Workers. We currently have 12 approved allocated RFA positions and requesting four (4) additional positions for the 2016/2017 Fiscal Year, which would bring the total to 16.

The 16 RFA Social Workers will be broken down as follows:

- Two (2) RFA Recruiters – They will recruit resource families, facilitate RFA Orientation Meetings and assist resource families in completing the RFA Application.
- Three (3) RFA Screening Social Workers – They will send orientation documents to the Relative/NREFM, complete Lexis Nexis if needed to locate more relatives, attend Team Decision Making meetings and Detention Hearings in order to meet with extended family members and refer the families to orientation.
- Eight (8) RFA Social Workers – They will receive the referral after the family has attended the RFA Orientation and the application is completed. They will make phone contact with the prospective resource family, instruct them to live scan and complete paperwork. They will schedule the home visit after the live scan results and/or criminal exemption paperwork has been received. They will refer the family to the RFA Pre-Service Training and health screening. They will put together the Comprehensive Assessment, which includes the completed Permanency Assessment once received, for complete approval within 90 days. They will also complete the annual reassessments and case manage the resource family. They will be in rotation to receive Emergency Relative Placement Assessments (ERPAs), complaints and ICPCs.
- One (1) Criminal Exemptions RFA Social Worker – This staff member will complete and process criminal exemption requests for prospective resource families. They will consult with the CCL Liaison and CDSS Legal regarding arrests and convictions. They will assist resource families in obtaining necessary documentation that is needed to process the criminal exemptions. They will write and submit the criminal exemption report and may testify in OAH or SHD Hearings as needed.
- Two (2) RFA Family Study Social Workers – These staff members will complete the Psychosocial Assessments for foster parents not interested in Adoption.
- **Psychosocial Assessments for Relative, NREFM, and foster parents interested in adoptions will be sent to Lilliput Children’s Services to complete the Psychosocial Assessment.

Additionally, we are requesting three (3) RFA Clerical Staff members for the 2016/2017 Fiscal Year to support all RFA Social Workers.

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: **Child Welfare Division Chief – Akkia Pride-Polk**

Describe Role and Responsibilities: The role of the Child Welfare Division Chief is to ensure that the RFA Program operates in accordance with agency policies and procedures, as well as CDSS RFA written directives and regulations.

Responsibilities will include:

- Leads the RFA Implementation Team.
- Monitors sub-workgroups to ensure that the group accomplishes goals by the July 1, 2016 deadline.
- Communicates and provides updates to the Deputy Director regarding the RFA implementation.
- Participates in RFA Executive Team Meetings, RFA conference calls and RFA Convenings.
- Approves and denies criminal exemption requests.
- Monitors recruitment, support and retention of resource families.
- Collaborates with internal and external partners.

Necessary Knowledge, Skills, and Abilities:

- Possess a Master's Degree in Social Work.
- Has 15 years of child welfare experience and has managed the Relative Assessment, Licensing and Adoption Programs for five years.
- Familiar with the RFA Written Directives.
- Has attended the RFA Training Academy.

Reporting Relationships: Reports directly to the Children's Services Deputy Director.

LEADERSHIP

Title: **Deputy Director – Mikey Habbestad**

Describe Role and Responsibilities: The role of the Deputy Director to provide overall leadership and oversight of the RFA Program. Responsibilities will include:

- Oversees the RFA implementation process and provides guidance to the Child Welfare Division Chief.
- Approach the Board of Supervisors for approvals needed to operate the RFA program.
- Analyzes program outcomes and process for continuous quality improvement.

Necessary Knowledge, Skills, and Abilities:

- Possess a Master's Degree in Social Work
- Has 21 years of child welfare experience and 13 years of experience overseeing Children's Services.

Reporting Relationships: Reports directly to the Human Services Agency Director.

RFA SUPERVISORY STAFF

Title: **Social Worker Supervisor II (Two Positions) - Karen Christensen and Lynette Estep**

Describe Role and Responsibilities: The role of the RFA supervisor is to have direct oversight of the RFA unit's work.

Responsibilities will include:

- Planning, assigning and directing the work of the RFA Social Workers.
- Ensure RFA Social worker's conduct thorough home assessments, psychosocial and permanency assessments.
- Provide ongoing training to the RFA units as well as other units within Children's Services to ensure they are educated on their roles and responsibilities.
- Monitor effectiveness and productivity of the RFA program along with data collection.
- Recommend modifications to the attention of management.
- Ensures work quality and that RFA applications are processed timely.
- Meets regularly with RFA units to discuss strengths/challenges of the RFA Program and develop solutions.

Necessary Knowledge, Skills, and Abilities for **Karen Christensen**:

- Possess a Master's Degree in Social Work.
- Has 21 years of child welfare experience.
- Has supervised the Licensing Program for 6 years.
- Has attended RFA Convenings and the RFA Training Academy.
- Ability to provide direction to the program and ensures uniform enforcement of regulations and department procedures and standards.

Necessary Knowledge, Skills, and Abilities for **Lynette Estep**:

- Possess a Master's Degree in Social Work.
- Has 29 years of social work experience, with 14 of those years in child welfare.
- Has supervised the Relative Assessment Program for 11 years.
- Has attended the RFA Convenings and the RFA Training Academy.
- Ability to provide direction to the program and ensures uniform enforcement of regulations and department procedures and standards.

Reporting Relationships: Reports directly to the Child Welfare Division Chief.

STAFF: RFA SOCIAL WORKERS

Title: RFA Screening Social Worker (3 Positions)

Describe Role and Responsibilities: The role of the RFA Screening Social Worker is to identify relatives/NREFMs as possible placement options for children/youth in care. Responsibilities will include:

- Refer and send orientation documents to the Relative/NREFM.
- Complete Lexis Nexis if needed to locate more relatives.
- Attend Team Decision Making meetings.
- Attend daily Detention Hearings in order to meet with extended family members.
- Document efforts in CWS/CMS.

Necessary Knowledge, Skills, and Abilities:

- Possess a Bachelor's Degree or Higher in social work, sociology, psychology, counseling or a closely related field.
- Has attended the RFA Training Academy.
- Has experience working in prior Child Welfare programs, including the Relative Assessment Program.

Reporting Relationships: Reports directly to the RFA Supervisor.

Title: RFA Social Worker (8 Positions)

Describe Role and Responsibilities: The RFA Ongoing Social Worker will follow all RFA written directives as well as agency policies and procedures to assess resources families. Responsibilities will include:

- Approve or deny Resource Family applications and rescind Resource Family approvals.
- Conduct comprehensive assessment to include the background assessments and home environment assessments.
- Conduct and write the family assessment
- Support and provide appropriate services to prospective Resource Families to assist in approval process.
- Monitor Resource Family on a continual basis.
- Investigate complaints against Resource Families and take action when necessary (**NOTE: will not investigate the application that they approved).
- Be on rotation to complete Emergency Relative Placement Assessments, Compelling Reason and ICPCs.
- Conduct annual updates to Resource Family's approval.

Necessary Knowledge, Skills, and Abilities:

- Possess a Bachelor's Degree or Higher in social work, sociology, psychology, counseling or a closely related field.
- Has attended the RFA Training Academy.
- Has experience working in prior Child Welfare programs, including the Relative Assessment Program.

Reporting Relationships: Reports directly to the RFA Supervisor.

Title: RFA Criminal Exemptions Social Worker (1 Position)

Describe Role and Responsibilities: The RFA Criminal Exemptions Social Worker will complete and process criminal exemption requests for prospective resource families. Responsibilities will include:

- Complete exemptions/exceptions in accordance to guidelines.
- Request the applicant to provide documents related to the arrests or convictions.
- Investigate the facts regarding the arrests or convictions.
- Staff with legal and the county liaison to determine the correct course of action.
- Write criminal exemption report to submit to RFA Supervisor and Child Welfare Division Chief for review.
- Testify in Office of Administrative Hearing (OAH) or State Hearings Division (SDH) if criminal exemption is denied and family requests a hearing.

Necessary Knowledge, Skills, and Abilities:

- Possess a Bachelor's Degree or Higher in social work, sociology, psychology, counseling or a closely related field.
- Has attended the RFA Training Academy.
- Has experience working in prior Child Welfare programs, including the Licensing Program.
- Familiar with RFA Due Process and testifying.

Reporting Relationships: Reports directly to the RFA Supervisor.

Title: RFA Family Study Social Worker (2 Positions)

Describe Role and Responsibilities: The RFA Family Study Social Worker will complete the psychosocial assessment on the Resource Family. Responsibilities will include:

- Will receive referrals for Resource Families identified as foster parents not interested in adoption within 30 days of the application being received.
- Conduct a minimum of 3 face-to face interviews with each applicant.
- Complete the psychosocial assessment to explore the family dynamics and characteristics, including mental, physical and emotional health.

Necessary Knowledge, Skills, and Abilities:

- Identified RFA Family Study Social Worker possesses a Master's Degree in Social Work.
- Has attended the RFA Training Academy.
- Has experience working in prior Child Welfare programs, including the Adoptions Program.

Reporting Relationships: Reports directly to the RFA Supervisor.

Title: RFA Recruiter Social Worker (2 Positions)

Describe Role and Responsibilities: The RFA Recruiter Social Worker will be responsible for recruiting Resource Families. Responsibilities will include:

- Planning and participating recruitment, retention and support events related to Resource Families.
- Receives and processes inquiries from families interested in becoming a Resource Family.
- Facilitation Orientations for Resource Families.

Necessary Knowledge, Skills, and Abilities:

- Possess a Bachelor's Degree or Higher in social work, sociology, psychology, counseling or a closely related field.
- Has attended the RFA Training Academy.
- One of the RFA Recruiter Social Worker's is Spanish Speaking

Reporting Relationships: Reports directly to the RFA Supervisor.

Title: RFA Social Worker who completes Emergency Relative Placement Assessments (ERPA) (9 Allocated Positions,) Intake and Assessment (I & A) and Court Intake & Assessment (CI&A) Social Worker (32 Allocated Positions) and Afterhours Social Worker

Describe Role and Responsibilities: Social Workers will determine if there are Relatives/NREFMs available for an ERPA placement at the time of removal. Responsibilities will include.

- Assess Relative/NREFMs suitability and willingness to provide care.
- Conduct criminal records check of all adults in home by contacting the Department of Justice.
- Complete home inspection and grounds.
- Start a conversation about becoming a Resource Family.
- Provide RFA-01 and RFA-01(B) to applicant for completion within 5 business days.
- Inform Resource Family that they will need to livescan within 10 business days.

Necessary Knowledge, Skills, and Abilities:

- Possess a Bachelor's Degree or Higher in social work, sociology, psychology, counseling or a closely related field.

Reporting Relationships: Reports directly to the RFA Supervisor or I&A Supervisor.

STAFF: PROBATION OFFICER

Title: Probation Officer III

Describe Role and Responsibilities: The Probation Officer III will follow all RFA written directives to assess Resource Families for youth who are wards of Juvenile Delinquency Court. Responsibilities will include:

- Approve or deny Resource Family applications and rescind Resource Family approvals.
- Conduct comprehensive assessment to include the background assessments and home environment assessments.
- Conduct and write the family assessment.
- Support and provide appropriate services to prospective Resource Families to assist in approval process.
- Monitor Resource Family on a continual basis.
- Conduct annual updates to Resource Family's approval.

Necessary Knowledge, Skills, and Abilities:

- Possess a Bachelor's Degree or Higher in administration of justice, corrections, psychology, sociology, counseling or a related social or behavioral science
- Has attended the RFA Training Academy.

Reporting Relationships: Reports directly to the Placement Unit Probation Supervisor.

STAFF: RFA CLERICAL STAFF

Title: RFA Clerical Staff – Senior Office Assistant (3 Positions)

Describe Role and Responsibilities: The role of the RFA Clerical Staff is to provide support to RFA Social Worker and Supervisory staff. Responsibilities will include:

- Complete and print out CJIS, Megan's Law and request LIS Checks.
- Send Family Notification Letters.
- Put files together.
- Date entry into CWS/CMS and ETO.
- Complete other clerical support tasks related to RFA.

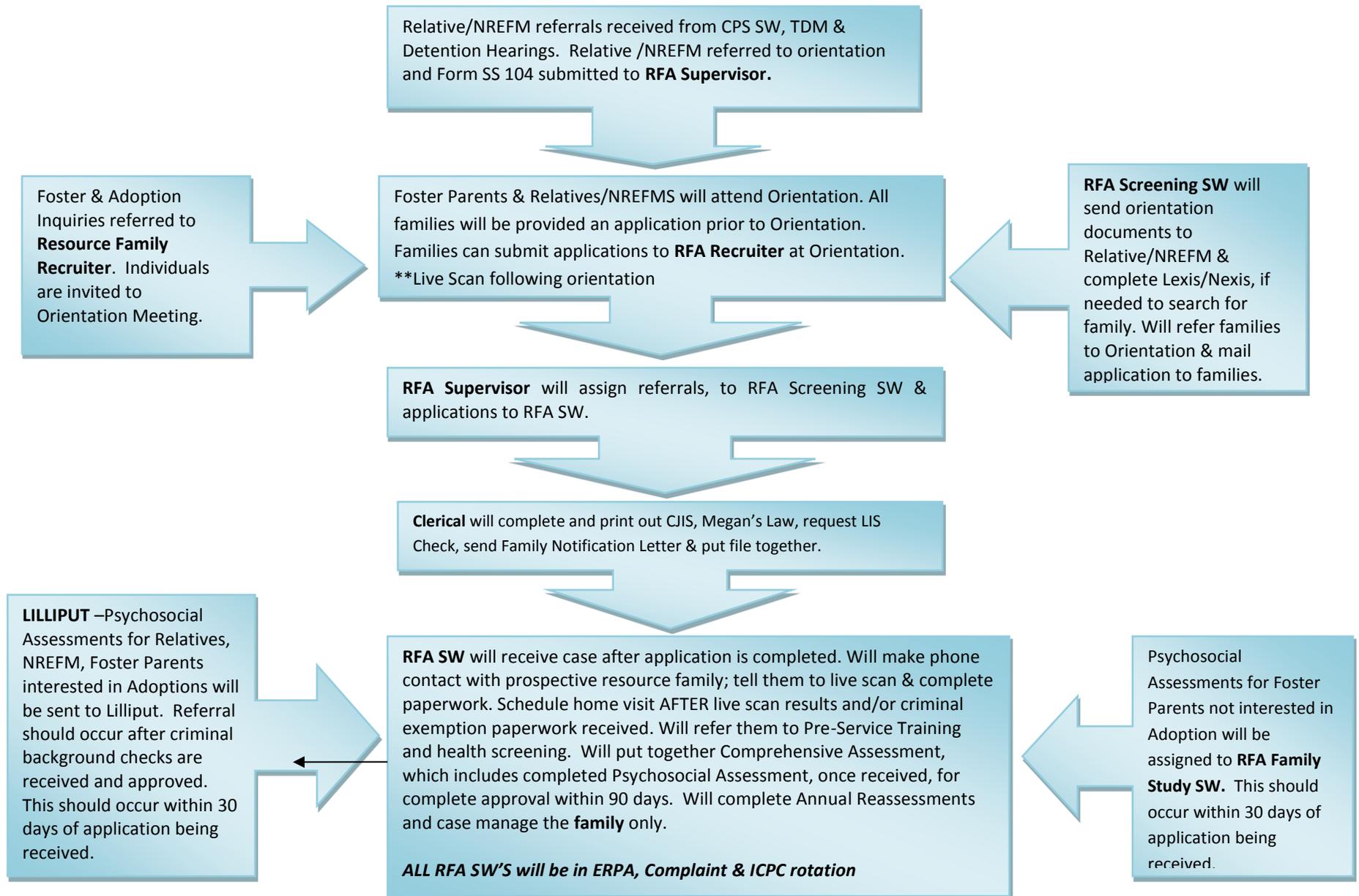
Reporting Relationships: Reports directly to the Office Supervisor.

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

Requirement	How will you accomplish this requirement?
<p>Ensure and Maintain Minimum Staff Qualifications (RFA Social Worker)</p>	<p>Experience: Two (2) years as a Social Worker II in San Joaquin County Service.</p> <p style="text-align: center;"><u>OR</u></p> <p>Education: Graduation from an accredited four-year college or university, preferably with a major in social work, sociology, psychology, counseling or a closely related field.</p> <p>Experience: Three (3) years paid post bachelor’s social casework experience at a level comparable to a Social Worker in San Joaquin County.</p> <p>Substitution: The following may be substituted for the above-required experience: 1) the ability to obtain a master’s degree in social work from a recognized school of social work based on a two-year program that included supervised field placement (verification of the degree must be provided prior to appointment); <u>OR</u> 2) the ability to obtain a master’s degree from an accredited college or university in counseling with a specialization in Marriage and Family Therapy (M.F.T.) based on a two year program with coursework sufficient to meet State standards for an M.F.T. license and which included supervised field placement as part of the course (a current M.F.T. internship number must be provided prior to appointment); <u>OR</u> 3) possession of a State of California M.F.T. license.</p>
<p>Develop and Maintain Staff Skills <i>(Describe staff training plan.)</i></p>	<ol style="list-style-type: none"> 1. Staff identified as RFA Social Workers will complete the 4-day RFA Training Academy delivered by Central California Training Academy and CDSS in May 2016. 2. Staff will participate in RFA trainings and webinars that are offered. 3. Staff will participate in sub-workgroups related to the implementation of RFA.
<p>Develop and Maintain program expertise.</p>	<ol style="list-style-type: none"> 1. RFA Steering Committee will continue to meet monthly 2. Child Welfare Division Chief will keep abreast of new All County Letters, Legislation and policies related to RFA and communicate that information to RFA staff. 3. Request technical assistance from CDSS if needed.

VI. RESOURCE FAMILY APPROVAL PROCESS

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?)

COOPERATIVE AGENCIES:

Lilliput Children's Service

- Lilliput Children's Services will partner with San Joaquin County to complete psychosocial assessments on families who are primarily interested in adoption and all relatives and NREFMs.
- A representative from Lilliput Children's Services will attend the RFA Training Academy along with San Joaquin County identified RFA staff.
- Cooperative Agencies will be trained in and will follow Confidentiality Guides as outline in CDSS Policies and Procedures. This includes, but is not limited to, use of encryption when e-mailing confidential information to HSA or Probation.
- Under no circumstances will Cooperative Agencies share information regarding RFA applicants or RFA homes with anyone other than the assigned Social Worker or Social Worker Supervisor.

San Joaquin Delta College Foster Care and Kinship Care Education (FKCE) Program

- San Joaquin Delta College FKCE Program will develop a RFA Pre-Service Training for Resource Families that will incorporate training topics as indicated in the Written Directives, in English and Spanish.
- San Joaquin Delta College FKCE will hire additional trainers to conduct the trainings in anticipation of the increased number of Resource Families that will require trainings.
- RFA Orientation meetings for Resource Families will be held at San Joaquin Delta College.
- San Joaquin Delta College FKCE Program will develop and provide Post-Approval Training for Resource Families.

VIII. PROPOSED RESOURCE FAMILY ASSESSMENT TOOLS

Assessment Tools (e.g., SAFE)	
Tool	Description
RFA Psychosocial Assessment Template	A structured outline for developing the Psychosocial Assessment. This will be completed by the RFA Family Study Worker or Cooperative Agency if referred to (Lilliput Children’s Services) to complete.
Team Decision Making (TDM) Meetings	RFA Social Workers will attend Emergency/Imminent Risk and Placement Preservation/Change TDMs as needed to identify possible Relatives/NREFMS who are available for placement. TDMs will also be used to bring various Relatives/NREFMs together to identify or narrow which family members will complete the RFA process.
Efforts to Outcome Database(ETO)	ETO will be used to review and identify the number of RFA applicants, the number of approvals/declines/denials, compliance performance, the number of relative placements versus non relatives, and the average length of time to approve.
Detention Hearings	RFA Screening Social Workers will attend Detention Hearings on a daily basis to meet with relatives or NREFMs who attend the court hearing with the parents. They obtain relative/NREFM names for Family Finding Efforts.

IX. TRAINING PLAN FOR RESOURCE FAMILIES

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

Resource Families are required to complete 30 hours of the RFA Pre-Service Training utilizing the National Child Traumatic Stress Network's Caring for Children Who Have Experienced Trauma: A Workshop for Resource Parents. This curriculum also includes specific San Joaquin County material. There will be a Spanish version as well. There are ten modules (3 hours per module). The first nine modules will cover topics, while the tenth module will provide CPR and First Aid to resource families. The topics are as follows:

- Module 1: Welcome and Introduction
- Module 2: Trauma 101
- Module 3: Understanding Trauma's Effects
- Module 4: Building a Safe Place
- Module 5: Dealing with Feelings and Behaviors
- Module 6: Connections and Healing
- Module 7: Permanency
- Module 8: Becoming an Advocate
- Module 9: Taking Care of Yourself
- Module 10: CPR and First Aid

The number of RFA Pre-Service Training sessions will increase from ten (FY 2015/2016) to twenty sessions for FY 2016/2017 in order to accommodate the increased number of relatives and NREFMs who will now be required to complete the training. San Joaquin Delta College FKCE has hired additional trainers to accommodate the increased number of resource families who will require Pre-Service training. Classes will be held in the evenings and/or Saturdays.

X. TRIBAL PARTICIPATION

Please describe the plan for tribal outreach and participation:

San Joaquin County has no local tribes. In situations where the county is placing a child with tribal family, the county will comply with ICWA regulations.

XI. QUALITY PARENTING INITIATIVE (QPI)

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

Not Applicable.

XII. MONITORING OF RESOURCE FAMILIES

Process	Responsible Staff	Procedures
Periodic Evaluations and Onsite Visits	RFA Social Workers and Case Carrying Social Workers	<p>RFA Social Workers will complete annual updates with the Resource Family to ensure compliance utilizing the following forms:</p> <ul style="list-style-type: none"> • RFA-03(B) : Resource Family Home Environment Checklist Annual Update • RFA-04: Resource Family Risk Assessment • RFA-06: Resource Family Annual Update <p>Case Carrying Social Workers will complete compliance visits with the child in the home of the Resource Family. The Case Carrying Social Worker will communicate with the RFA Social Worker any questions or concerns regarding the Resource Family.</p>
Corrective Action Plans (Describe how plans will be developed and monitored)	RFA Social Workers and RFA Supervisors	<p>Upon notification of identified deficiencies, the RFA Social Worker will develop a Corrective Action Plan with the Resource Family. The Corrective Action Plan will be a team effort between the RFA Social Worker and Resource Family. The Corrective Action Plan will describe how the deficiency will be corrected and the timeline for completion. The RFA Social Worker is responsible for monitoring the Corrective Action Plan. The RFA Supervisor will review the Corrective Action Plan.</p>

XIII. INVESTIGATION OF COMPLAINTS AND INCIDENTS INVOLVING RESOURCE FAMILIES

Process	Responsible Staff	Procedures
Investigating Complaints	RFA Social Workers, RFA Supervisors, Intake & Assessment Social Worker, Case Carrying Social Worker	The RFA Supervisor will assign the complaint to the next RFA Social Worker in the rotation (with the exception that the RFA Social Worker will not investigate complaints on their assigned caseload). The assigned RFA Social Worker will write up the complaint on an RFA 802 form. If the allegations involve abuse or neglect, a cross-report is made to Intake & Assessment (I&A) via a Suspected Child Abuse Report. The complaint is then co-investigated with the assigned I & A Social Worker or Case Carrying Social Worker. The RFA Social Worker has 10 days to notice the Resource Family of the complaint investigation. The allegations are noticed on an RFA 9099 form given to the Resource Family. The RFA Social Worker has a total of 90 days to investigate the complaint allegations. All physical and sexual abuse allegations will be staffed with legal and the county liaison to determine the correct course of action. The investigation report is documented on an LIC 812 and will be kept in the confidential section of the file. When findings are delivered to the family on the RFA 9099, they will be given written notice of their right to appeal on a LIC 9058. Each finding type will be noticed on a separate RFA 9099. The RFA Social Worker will notify CDSS of a serious complaint by the close of the next business day and upon completion of the investigation shall notify CDSS of the Corrective Action Plan and the final disposition.
Investigating Incidents	RFA Social Workers, Intake & Assessment Social Worker, Case Carrying Social Worker	Resource Families are responsible for reporting incidents to the RFA Social Worker and Case Carrying Social Worker. All incidents will be documented in the database. The RFA Social Worker will determine if an additional investigation is needed. In cases of a serious incident, the RFA Social Worker will notify CDSS by the close of the next business day.

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

Process	Responsible Staff	Procedures
Process for Resource Family Denials	RFA SW, RFA Supervisor, Child Welfare Division Chief, Fair Hearings Representatives	All denials will be reviewed by the RFA supervisor and Child Welfare Division Chief. The RFA Social Worker, RFA Supervisor and Child Welfare Division Chief will then have a legal consult with CDSS. If denial is the final decision, then the applicant will be informed in writing and provided appeal rights information. Identified RFA staff may be called to testify by the Office of Administrative Hearings (OAH) or State Hearings Division (SHD).
Process to Rescind Approval	RFA SW, RFA Supervisor, Child Welfare Division Chief	The decision to rescind an approval will be discussed between the RFA Social Worker, RFA Supervisor and Child Welfare Division Chief. The RFA Social Worker, RFA Supervisor and Child Welfare Division Chief will then have a legal consult with CDSS. If the final decision is made to rescind the approval, then the applicant will be informed in writing and provided appeal rights information. Identified RFA staff may be called to testify by the Office of Administrative Hearings (OAH) or State Hearings Division (SHD). The County will ensure the safety of the child who may be placed in the home. If the child is to be moved, these moves must be in accordance with the County policies.
Process for Resource Family Placement Denials	Case Carrying Social Worker, Case Carrying Supervisor, Child Welfare, Child Welfare Division Chief	The Case Carrying Social Worker must notify all approved Relative/NREFMs of their intent to not to place within 14 days of receiving notification from the RFA Social Worker Supervisor that that the Resource Family has been approved. The Case Carrying Social Worker must staff the case with the Social Worker Supervisor and Child Welfare Division Chief to discuss the reason why they are not placing the child with the Resource Family. The Case Carrying Social Worker will then be responsible for sending a CWS 65B to the Resource Family to inform them of the decision not to place. The CWS 65B provides a notice of how to appeal this decision to the Juvenile Court by filing a JV-180 (Request to Change Court Order) with the juvenile clerk.
Process for other adverse actions	RFA SW, RFA Supervisor, Child Welfare Division Chief	During the initial application process, procedures on how to resolve grievances and how to request a hearing will be provided to all Resource Families.

XV. TIMELINE FOR IMPLEMENTATION

2015						
TASK/STEP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Implementation Committee Meetings		X	X	X	X	X
Stakeholder Meetings		X		X		X
Implementation Subcommittee Meetings				X	X	X
Identify Training Materials				X	X	X
Gather Baseline Data				X	X	X

2016						
TASK/STEP	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Implementation Committee Meetings	X	X	X	X	X	X
Develop Policies & Procedures & Forms for RFA Program	X	X	X	X	X	X
Implementation Subcommittee Meetings—TBA by task leader	X	X	X			
Mass Mailing to Existing Foster and Relative Homes to inform of RFA					X	
Orientation Meeting for existing homes—Invitation to Convert to RFA						X
Train Staff		X	X		X	X
Follow-up with Stakeholders for review implementation						

2016						
TASK/STEP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Implementation Committee Meetings	X	X	X	X	X	X
Stakeholder Meetings			X		X	
RFA Implementation	X	X	X	X	X	X
Implementation Subcommittee Meetings (as needed)						
Orientation Meeting for existing homes—Invitation to Convert to RFA	X					
Follow-up with Staff to review Implementation	X	X				
Follow-up with Stakeholders for review implementation	X	X		X		X
Post-Implementation Data Comparison		X	X		X	
Implementation Meetings continue to review need for modifications and assess overall program structure	X	X	X	X	X	X
Follow-up meetings and/or additional trainings as needed	X	X	X	X	X	X

XVI. TRANSITION PLAN (Please discuss coordination strategy/transition strategy from licensing to RFA)

Requirement	How will you accomplish this requirement?
Minimize disruption to families	<p>San Joaquin County will:</p> <ol style="list-style-type: none"> 1. Continue to operate a Relative/NREFM Assessment, Licensing, Adoption and RFA Program. 2. Maintain one Relative Assessment Social Worker to complete Reassessments for Relatives/NREFMs currently approved. This position will eventually convert to a RFA Social Worker position. 3. Maintain one Licensing Social Worker to complete licensing annual reviews, complaints that fall under Title 22 regulations and manage current licensed foster homes. This position will eventually convert to a RFA Social Worker position. 4. Have the Social Worker complete Relative/NREFMs referrals, Licensing applications and ICPCs that were received prior to the July 1, 2016 RFA implementation date under the prior Relative Assessment and Licensing standards. 5. Have families who are in the process of completing their Adoption Home Study prior to July 1, 2016 will continue with that process.
Maximize child safety	<p>The child's safety will always be considered first and foremost in all situations. San Joaquin County will:</p> <ol style="list-style-type: none"> 1. Continue to train and maintain staff with appropriate expertise in relative/NREFM home approvals, licensing and adoption. 2. Continue to report any concerns about the child's safety to the RFA and I&A Social Workers.
Ensure that Resource Families will operate in accordance with Welfare and Institutions Code section 16519.5, W&I section 309, 362.7 and Health and Safety Code	<p>San Joaquin County will continue to maintain and train staff on expectations regarding the approval process for Relatives/NREFMs, Licensing and Adoptions and follow all related statutes.</p>

Ensure that eligibility for foster care payments will not be interrupted

All current licensed homes and approved Relative/NREFM homes will continue to receive foster care payment. Once a RFA conversion plan is finalized by CDSS, then San Joaquin County will work with current approved and licensed homes on the conversion. Relatives/NREFMs approved via the ERPA process will be informed that they are not eligible for an Aid to Families for Dependent Children-Foster Care or the Approved Relative Caregiver (ARC) payment until the applicants completes the entire RFA process; however, applicants will be informed that they can apply for CalWORKS Non-Needy Caretaker Relative Cash Aid. San Joaquin County will make all attempts to expedite the process. The RFA Social Worker and Case Carrying Social Worker will provide the completed documents to the Eligibility Worker in a timely manner to ensure that payment starts promptly.