

1.5.H.5 Juvenile Foster Care Program

I Policy Index:



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Office of Primary Responsibility: Director of Juvenile Services and DOC Administration

II Policy:

The Department of Corrections (DOC) may establish an aftercare supervision program to supervise DOC juveniles placed in the community. Aftercare includes placement of juveniles in foster care (See SDCL § 26-11A-12). The DOC Foster Care Program provides a stable, secure and safe environment for adjudicated juveniles committed to the Department of Corrections who have completed their primary program, whose family and home are not an aftercare option, and who have clearly demonstrated a readiness to re-enter a home environment.

III Definitions:

Foster Care Parent:

An adult under contract with the DOC to provide a stable, secure and safe environment for a DOC juvenile who has completed their primary program and been placed in their home.

Juvenile:

For the purpose of this policy, an adjudicated juvenile committed to the DOC by the courts.

Community Corrections Specialist:

For the purpose of this policy, DOC staff designated to manage the DOC Foster Care Program, recruit and train foster care parents, monitor the quality of care provided to juvenile and serve as a liaison between the DOC Foster Care Program and Juvenile Community Corrections.

Foster Care Assigned Support Staff:

For the purpose of this policy, designated DOC staff that performs a variety of support functions, such as: written and verbal communications, filing, data base entry, tracking of payments, etc.

Juvenile Corrections Agent (JCA):

Employees or contractual employees of the Department of Corrections responsible for the supervision of offenders placed in the community.

Foster Care Guidebook:

For the purpose of this policy, the Foster Care Guidebook is a DOC generated manual that provides the qualifications, duties and expectations of the foster care parents, aftercare staff, and a list of frequently asked questions.

IV Procedures:

1. Supervision of the DOC Foster Care Program:

- A. Community Corrections Specialists are responsible for the following components of the DOC Foster Care Program:
 - 1. Providing overall direction and supervision of the DOC Foster Care Program.
 - 2. Recruiting and screening potential foster care parents.
 - 3. Monitoring the quality of care provided to juveniles in foster care.
 - 4. Providing support to the foster care parent(s) to increase retention.

2. Collaboration between DOC staff and Foster Care Parents:

- A. Ensuring quality of care for juveniles in the Foster Care Program requires collaboration between foster care parent(s), Community Corrections Specialists and Juvenile Corrections Agents (JCA). Regular communication between all parties is required.
- B. The JCA will maintain a professional rapport with both the juvenile on DOC aftercare and the foster care parent(s) to ensure both parties are comfortable addressing issues that may arise. The JCA will help the foster parent secure needed resources and will be available to help supervise the juvenile and provide support to the foster family. Quality of care concerns identified by the JCA will be reported immediately to the appropriate Community Corrections Specialist.

3. Monitoring of the DOC Foster Care Homes:

- A. Community Corrections Specialists are responsible for monitoring DOC foster care homes and foster care parents under DOC contract.
 - 1. Foster Care Parent(s) must comply with Department of Social Services (DSS) licensing requirements, successfully complete all required training and education requirements, home visit requirements and satisfy all criminal background checks and Department of Social Services abuse and neglect reviews.
- B. Community Corrections Specialists will ensure each juvenile's quality of care within the DOC Foster Care home is met or exceeded. Quality of care issues monitored by the Community Corrections Specialist include but is not limited to the following:
 - 1. Basic needs (food, clothing and shelter);
 - 2. Positive environment with appropriate emotional support;
 - 3. Appropriate academic advancement;
 - 4. Volume and type of age appropriate chores and work assignments;
 - 5. Physical and mental health needs; to include the presence of supports and healthy coping skills in response to stressors; and
 - 6. Developing and maintaining positive social contacts.

- C. DOC staff are required to report suspected instances of abuse or neglect (including in a DOC foster home), in accordance with DOC policy 1.1.C.3 *Reporting Abuse or Neglect*.
- D. Community Corrections Specialists will respond to any quality of care concerns, short of abuse or neglect, observed by Community Corrections Specialists or reported by a JCA, the youth or another person. Community Corrections Specialists will investigate and document a finding and response, which will be discussed with the juvenile and foster care parent(s). All quality of care concerns will be documented and immediately reported to the Director of Juvenile Services.
- E. Community Corrections Specialists will conduct home visits a minimum of once every three (3) months. Home visits will include the following:
1. Meet individually with each DOC juvenile in the home;
 2. Meet separately with the foster care parent(s);
 3. Meet separately with the assigned JCA, or at a minimum, contact the JCA by phone or e-mail;
 4. If needed, meet jointly with the foster care parent(s) and JCA;
 5. Complete a brief tour and inspection of the home, including the juvenile's bedroom to ensure compliance with required DSS foster care licensing standards and appropriateness of the foster care home environment. Foster care parents are required to provide a safe home environment for the juvenile, which shall include:
 - a. Ensuring prescription drugs and over the counter drugs with the potential for abuse is stored in a locked cabinet or drawer.
 - b. Firearms, ammunition and other dangerous weapons are stored in a secure cabinet located outside the main living area.
 - c. Computers, laptops, notepads or other electronic devices connected to the internet have the proper safeguards installed and/or are located in a common area where use can be monitored.
 - d. Access to alcohol and tobacco products is restricted.
 6. If the need arises, home visits will be conducted on a more frequent basis.
 7. All contacts with the foster parent(s) and juvenile will be documented in the appropriate offender's case notes in the Comprehensive Offender Management System (COMS).
 8. Community Corrections Specialists will report any significant or concerning issues and/or concerns identified during a home visit to the Director of Juvenile Services or their direct supervisor within the next business day.
 - a. Deficiencies that may impact the foster parent's ability to be appropriately licensed will be reported directly to the DSS.
- F. In addition to conducting home visits, Community Corrections Specialists will complete at a minimum, an every-other month contact with the juvenile and foster care parent(s) by phone or e-mail. At least one contact must be by phone.

- G. Community Corrections Specialists will ensure all foster care parent(s) comply with the foster care contract and adhere to and promote the goals of the Foster Care Program. Contracts will be updated and/or reviewed annually.
- H. JCAs assigned to juveniles placed in the foster care program will maintain regular contacts with the juvenile and foster care parent(s) through phone, e-mail and face-to-face visits, as directed by policy and applicable OMs.

4. Training and Licensure:

- A. Community Corrections Specialists will provide training to JCAs and foster care parent(s). The training will include review of DOC policies, the Foster Care Guidebook and relevant Operational Memorandums (OMs). Additional training may be provided and/or required by the DOC and/or DSS.
- B. The foster care parent(s) will complete all appropriate and required training and licensure, as directed/required by the DOC and DSS, including the Parent Resources Information Development Education (PRIDE) curriculum.
- C. Prior to approving the initial Foster Care Program contract, the Community Corrections Specialist will complete an initial home visit.
- D. Community Corrections Specialists will review and be familiar with the *Foster Care Guidebook*. The Guidebook may be used to help explain the DOC Foster Care Program to:
 - 1. Potential applicants;
 - 2. Foster care parent(s);
 - 3. JCAs;
 - 4. Public entities or public inquiries; and
 - 5. Governmental officials or other interested parties.
- E. Each foster care parent will receive a current copy of the *Foster Care Guidebook* during the annual foster care training.
- F. The Community Corrections Specialists will complete the following tasks pertaining to the *Foster Care Guidebook*:
 - 1. The Community Corrections Specialists will review the *Foster Care Guidebook* with each foster care parent and discuss any questions or concerns.
 - 2. Each foster care parent will sign the *Foster Care Guidebook* and return the signature page to the appropriate Community Corrections Specialist.
 - 3. The Community Corrections Specialists will retain the signature page of the *Foster Care Guidebook* for their records.
- G. Each foster care parent will be provided the necessary tools and training to ensure each juvenile placed in their home receives appropriate and required care and a safe home environment.

5. Case Management:

A. The Community Corrections Specialists and the foster care assigned support staff will develop and maintain a file for each foster care home, to include specific content within the following eight sections:

1. **Section One:**

- a. Certificate of License; and
- b. Foster Care Service Contract.

2. **Section Two:**

- a. Insurance;
 - 1) Auto Insurance; and
 - 2) Home Insurance.
- b. Training Certification; and
- c. Signature Sheets

3. **Section Three:**

- a. Payment Vouchers.
 - 1) Monthly Payment Voucher;
 - a) All vouchers that are four (4) months or older will be placed in the archive file.
 - 2) Travel Reimbursement Reports;
 - 3) Clothing; and
 - 4) Special Requests.

4. **Section Four:**

- a. Reports for Risk Management or any other incident reports.

5. **Section Five:**

- a. Correspondence.
 - 1) Letters from DOC to foster family;
 - 2) Letters from foster family to DOC;
 - 3) Email;
 - 4) Respite Care Plan Request and Approval;
 - 5) Background Checks;
 - 6) Abuse and Neglect Screens; and
 - 7) Approved Respite Care Provider List.

6. **Section Six through Eight:**

- a. Monthly Reports
 - 1) Each section will be designated for each youth residing in the DOC Foster Care Home.

6. Risk Management:

A. Community Corrections Specialists serve as the liaison between the foster care parents and Office of Risk Management.

- B. Community Corrections Specialists will report major incidents involving a juvenile in foster care to Risk Management in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#).
- C. Major incidents will be documented on a [Major Incident Report \(Attachment 1\)](#) and reported to the Major Incident e-mail group in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#)

7. Monthly Reporting Requirements:

- A. Community Corrections Specialists may provide suggestions or recommendations for changes to the Foster Care Service Contract or other policies/practices affecting the DOC Foster Care Program to the Director of Juvenile Services by April 1st each year
- B. Community Corrections Specialists will submit monthly reports to the Director of Juvenile Services. The Director will submit a monthly report in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#).
- C. Community Corrections Specialists will submit a monthly referral chart for communication to senior staff within the Division of Juvenile Community Corrections.

V Related Directives:

SDCL § [26-11A-12](#).

DOC policy 1.1.A.3 -- [Reporting Information to DOC Administration](#)

DOC policy 1.1.C.3 -- [Reporting Abuse or Neglect](#)

[Foster Care Guidebook](#)

VI Revision Log:

July 2008: New Policy

May 2009: Deleted "Program" from "Foster Care Specialist" throughout policy. Added ss (A4 – A4c), revised wording and added a notation regarding e-mails in ss (J of Monitoring of the DOC Foster Care Homes). Revised ss (C) to clarify initial home visits apply to the Foster Care Parent(s) initial contract, added ss (C1), added reference to the month of July for the annual review of the Foster Care Guidebook within ss (D), revised ss (E) to include that each Foster Care Parent will receive an updated guidebook at time of annual training, added a revised ss (F), formerly part of ss (E) and revised formatting accordingly all with Training and Licensure. Deleted former ss (A, A1-A11) and added new ss (A, A1-A6) with Case Management. Added ss (A1 and A1a) and revised new ss (A2, formerly A1) to include "in writing", developing with the FCS and clarifying who the report is submitted and within 60 days within Audits and Reviews. Clarified that the FCS "may" provide "any and all" suggestions and "recommendations" in ss (A) and added ss (A Note) all within Reporting to DOC Senior Staff. Added Report of Accident, Incident, or Unsafe Condition and DOC policy 1.1.A.3 in section V. Replaced "Director of Juvenile Corrections" with "Director of Juvenile Services" throughout policy. Added hyperlinks throughout policy. Revised Attachment 1 to include reference to Initial Home Visit and directions when to be used and added picture of Attachment 1 to policy. Added attachments 2 and 3.

June 2010: Revised formatting of Section 1. Revised definition of CRT. Replaced "annual" with "biennial" in ss (A, A1, B and B1) and revised ss (A and A2) to include procedures of new DOC policy 1.1.A.9 all within Audits and Reviews. Replaced "three" with "two" in reference to SASE's giving to youth within Attachment 1.

July 2011: Deleted "Foster Care" and Replaced with "Community Corrections" throughout the policy.

Deleted "Foster Care" and Replaced with "Community Corrections" in "Definitions" section. Deleted "not" in Section 3. Deleted "every other month (at least one will be unannounced throughout the course of the year) and Replaced with "of once every three (3) months in accordance with DOC OM 6.4.F.4 Required Contacts with Foster Homes" and Deleted "in accordance with DOC OM 6.4.F.4 Required Contacts with Foster Homes" in Section 3 E. Deleted "all findings of the home visits (See Attachment 1)" and Replaced with "All Contacts in the appropriate offender's case notes in COMS" in Section 3 E. 7. Replaced "Services" with

Community Corrections” in Section 3 E. 8. **Deleted** “Juvenile Offender Tracking System (JOTS) and **Replaced** with “Comprehensive Offender Management System (COMS)” in Section 3 E. H. **Deleted** J. from Section 3. **Deleted** 1. “All results of the initial home visit of the Foster Care Parent(s) will be recorded in sections A, B and D. on the *DOC Foster Care Home Visit Checklist* (See Attachment 1.)” from Section 4. C. **Deleted** “Home Visit Checklist; and “Incident” Report” and **Replaced** with “Reports for Management or any other Incident Reports” in Section 5 4. **Deleted** Attachment 1 and **Re-numbered** Attachment 2 to 1 and 3 to 2.

July 2012: **Added** definition of Office of Risk Management. **Added** “annual” and **Deleted** “which include the requirements that all firearms are locked in a secured cabinet or gun locker spate from the main living area” and **Replaced** with ““Successfully complete all training, home visit requirements and satisfy all law enforcement and abuse and neglect background checks” in Section 3 A. 1. **Deleted** 2-4 and 4. a. b. and c. in Section 3 A. **Deleted** “any signs” and **Replaced** with “suspected instances” and **Added** “in a DOC foster home” in Section 3 C. **Deleted** “juvenile” and **Replaced** with “youth or another person” in Section 3 D. **Added** maintaining a safe home environment for the youth which shall include: and **Added** a-d to Section 3 E. 5. **Added** “immediately and in accordance with” in Section 3 E. 8. **Added** “the DOC Foster Care Guidebook” in Section 4 A. **Added** “and be familiar with” and **Deleted** “annually and implement revisions as needed” in Section 4 D. **Deleted** “update the Guidebook on an annual basis during the month of July” and **Replaced** with “review the Guidebook annually and implement revisions as needed” in Section 4. D. **Deleted** “an updated” and **Replaced** with “a current copy of” in Section 4 E. **Added** “dental” and “and approved health care providers” in Section 4 G. 2. **Deleted** “biennial from Section 6. **Added** 1. to Section 7 A. **Added** C. to Section 7. **Deleted** “determine if situations within the assigned foster care home of through incident reports should be reported to” and **Replaced** with “will report major incidents (See Section 5 of DOC policy) in accordance with the policy” and **Deleted** “and submit the appropriate forms within 5 business days” in Section 7 B. **Deleted** “for implementation by July 1st of each year” in Section 8 A. **Added** “The Director of Juvenile Community Corrections will submit one monthly activity report for the foster care program in accordance with DOC policy” to Section 8 B.

October 2013: **Changed** title from “DOC” to “Juvenile” Foster Care Program. **Deleted** B. “As a result of the audit from the CRT, the Community Corrections Specialist is responsible for the following” and subsections 1-5 in Section 6.

June 2014: **Reviewed** with no changes.

June 2015: **Reviewed** with no changes.

August 2016: **Updates** and revisions to grammar and language.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

09/16/2016

Date

