

1.5.H.5 Juvenile Foster Care Program

I Policy Index:



Date Signed: 08/27/2015
Distribution: Public
Replaces Policy: N/A
Supersedes Policy Dated: 09/14/2014
Affected Units: Juvenile Community Corrections
Effective Date: 08/31/2015
Scheduled Revision Date: June 2016
Revision Number: 8
Office of Primary Responsibility: DOC Administration

II Policy:

The Foster Care Program provides a safe, nurturing home like environment for juveniles placed in the Department of Corrections (DOC) through the expectations established in this policy and related operational memorandums for the DOC Foster Parent(s), Community Corrections Specialists and Juvenile Corrections Agents.

III Definitions:

Foster Care Parent:

An adult under contract with the DOC to nurture, provide parental care and a safe environment for a youth placed in their home.

Juvenile:

For the purpose of this policy, a youth in a DOC foster care home.

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 foster care youth, 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 perform 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, pursuant to SDCL § 26-11A-12.

Foster Care Guidebook:

For the purpose of this policy, a manual that provides the expectations of the DOC Foster Care Program, responsibilities of the DOC staff and the Foster Care Parent(s).

Corrections Review Team (CRT):

A group of DOC staff selected to participate in the review of a respective DOC unit (See DOC policy 1.1.A.9 [Corrections Review Team \(CRT\) Procedures](#)).

Office of Risk Management:

A service of the South Dakota Bureau of Administration. Risk Management is responsible for efficiently and effectively protecting the assets of the state of South Dakota in the conduct of governmental activity through the use of risk management and insurance programs, safety and loss control techniques. The Office of Risk Management has the primary responsibility of implementing the risk management objectives of the state to ensure its operations are not impaired by a loss.

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 youth in foster care requires collaboration between Foster Care Parent(s), Community Corrections Specialists and JCAs. 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 individuals under DOC contract who reside in the home.
 - 1. Foster Care Parent(s) must comply with Department of Social Services (DSS) annual licensing requirements, successfully complete all required training, home visit requirements and satisfy all law enforcement criminal background and DSS abuse and neglect background checks.
- B. Community Corrections Specialists will ensure each juvenile's quality of care within the DOC Foster Care home is met. Quality of care issues monitored by the Community Corrections Specialist includes 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 chores and work assignments are age appropriate and not excessive;

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. All DOC staff members 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. The Community Corrections Specialists will respond to any quality of care concerns, short of abuse or neglect, observed by the Community Corrections Specialists or reported by a JCA, other reporter, the youth or another person. The Community Corrections Specialists will investigate and document a finding and a response, which will be discussed with the juvenile and the Foster Care Parent(s). All quality of care concerns will be documented and immediately reported to the Director of Juvenile Community Corrections.
- E. The Community Corrections Specialists will conduct a home visit at a minimum of once every three (3) months. Visits will include the following:
1. Meet individually with each juvenile in the home who is on DOC aftercare;
 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 the JCA;
 5. A brief tour and inspection of the home and the bedroom where the juvenile sleeps to ensure compliance with required DSS foster care licensing standards and maintaining a safe home environment for the juvenile, which shall include:
 - a. Ensuring prescription drugs and over the counter drugs with the potential for abuse are stored in a locked cabinet or drawer.
 - b. Firearms and ammunition are stored in a secure cabinet or gun locker located outside and away from the main living area.
 - c. Computers the juvenile may access are located in an area that can be easily monitored and are password protected.
 - d. Juvenile's access to prescription drugs, alcohol and tobacco products in the home is restricted.
 6. If the need arises, the above tasks will be completed more frequently to ensure the quality of care for the juvenile placed in the foster home is maintained;
 7. Document all contacts in the appropriate offender's case notes in the Comprehensive Offender Management System (COMS).
 8. Community Corrections Specialists will report any issues and/or concerns to the Director of Juvenile Community Corrections within the next business day.
- F. In addition to the home visits, the Community Corrections Specialists will complete at a minimum an every-other month contact (one by phone and the other by e-mail), or more often as needed, with the juvenile and the Foster Care Parent(s) to discuss any issues and/or concerns, at which time any issues

and concerns will be documented and immediately reported to the Director of Juvenile Community Corrections.

- G. The Community Corrections Specialists will ensure all Foster Care Parent(s) comply with the foster care contract. Contracts will be updated and/or reviewed annually.
- H. The Community Corrections Specialists will be responsible for documenting all foster home contacts in COMS, consistent with Juvenile Corrections OM *Contact Logs*.
- I. The designated JCA assigned to juveniles on DOC aftercare who are placed in a DOC Foster Home will maintain regular contacts with the juvenile and Foster Care Parent(s) through phone and face-to-face visits as directed in other DOC policies and applicable OMs.

2. Training and Licensure:

- A. Community Corrections Specialists shall provide initial training to JCAs and Foster Care Parent(s) on relevant DOC policies, the Foster Care Guidebook and relevant Operational Memorandums (OMs), as well as annual training to ensure quality care is provided to juveniles in aftercare.
- B. The Foster Care Parent(s) will complete all appropriate and required training and licensure as directed by DOC policies, OMs and the South Dakota Department of Social Services (DSS), Parent Resources Information Development Education (PRIDE) curriculum.
- C. Prior to the Foster Care Parent(s) initial contract, the Community Corrections Specialist will complete an initial home visit of the Foster Care Parent(s) for consideration of placement.
- 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 in response to 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. The Foster Care Parent(s) 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 in their care on DOC aftercare receives the following:
1. A safe and nurturing environment, along with appropriate parental direction and discipline as established in other DOC policies, OMs and state statutes.
 2. Appropriate medical, dental, mental health and other treatment necessities through appropriate treatment methods and approved health care providers.
 3. Positive support by being actively involved in the juvenile's education, such as attending Parent-Teacher Conferences, school related functions and other activities that may arise.

3. Case Management:

- A. The Community Corrections Specialists and the Foster Care Assigned Support Staff will develop a file for each DOC 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. Audits and Reviews:

A. Community Corrections Specialists will coordinate with the Corrections Review Team (CRT) in conducting audits to ensure compliance with applicable DOC policies, OMs and quality of care expectations (See DOC policy 1.1.A.9 [Corrections Review Team \(CRT\) Procedures](#)).

7. Risk Management:

A. Community Corrections Specialists serves as the liaison with the Office of Risk Management in regards to any questions and/or concerns regarding a DOC foster care home.

1. The Director of Juvenile Community Corrections will be notified of any such questions or concerns directed to the Office of Risk Management.

B. Community Corrections Specialists will report major incidents (See Section 5 of DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#)) to the Office of Risk Management in accordance with the policy.

C. Major incidents shall be documented on a [Major Incident Report \(Attachment 1\)](#) and forwarded to Director of Juvenile Community Corrections and the DOC Administration within three (3) working days following the beginning of the incident, in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#).

8. Reporting to DOC Senior Staff:

A. Community Corrections Specialists may provide any and all suggestions with recommendations in writing to the Director of Juvenile Community Corrections April 1st of each year for any changes to the Foster Care Service Contract or any other aspect relating to the DOC Foster Care Program.

B. The Community Corrections Specialists will submit monthly reports to the Director of Juvenile Community Services. The Director of Juvenile Community Corrections will submit one monthly activity report for the DOC Foster Care program in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#).

C. The Community Corrections Specialists will submit a monthly referral chart for communication to senior staff within the Division of Juvenile Community Corrections.

D. The Director of Juvenile Community Corrections or designee is responsible for submitting monthly activity reports to the Secretary of DOC.

E. Upon request, the Community Corrections Specialists will design and provide monthly and routine reports as required by their supervisor.

V Related Directives:

SDCL § [26-11A-12](#).

[Foster Care Guidebook 2011](#)

[Report of Accident, Incident, or Unsafe Condition, Major Incident Report](#)
DOC policy 1.1.A.3 -- [Reporting Information to DOC Administration](#)
DOC policy 1.1.A.9 -- [Corrections Review Team \(CRT\) Procedures](#)
DOC policy 1.1.C.3 -- [Reporting Abuse or Neglect](#)
Parent Resources Information Development Education (PRIDE)

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 are responsible for the following” and subsections 1-5 in Section 6.

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

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

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

08/27/2015

Date

