

## 1.5.H.5 Juvenile Foster Care Program

### I Policy Index:



**Date Signed:** 10/21/2019  
**Distribution:** Public  
**Replaces Policy:** N/A  
**Supersedes Policy Dated:** 10/11/2018  
**Affected Units:** Division of Juvenile Services  
**Effective Date:** 10/22/2019  
**Scheduled Revision Date:** June 2020  
**Revision Number:** 12  
**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 juveniles committed to the DOC in the community. Aftercare supervision 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:

#### **Community Corrections Specialist:**

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

#### **Foster Care Assigned Support Staff:**

DOC staff that perform a variety of support functions, such as: written and verbal communications, filing, data base entry, tracking of payments, etc.

#### **Foster Care Guidebook:**

A DOC generated manual that provides information regarding foster care and the qualifications, duties and expectations of foster care parents, aftercare staff. The guidebook also includes a list of frequently asked questions.

#### **Foster Care Parent:**

An adult under contract with the DOC who provides a stable, secure and safe environment for a DOC juvenile placed in their care who has completed their primary program and requires placement in a private home.

#### **Juvenile:**

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

#### **Juvenile Corrections Agent (JCA):**

For the purposes of this policy, a JCA is an employee of the DOC responsible for the supervision of juveniles pursuant to SDCL § 26-11A-12.

## **IV Procedures:**

### **1. Supervision of the DOC Foster Care Program:**

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

### **2. Collaboration between DOC staff and Foster Care Parents:**

- A. Ensuring quality of care for juveniles and placement in a safe, stable environment within 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 and effectively utilize available assistance, services and resources, and provide support to the foster parents. JCAs will help the foster parent(s) supervise the juvenile. Quality of care concerns identified by the JCA will be reported immediately to the appropriate Community Corrections Specialist.

### **3. Monitoring of Foster Care Homes:**

- A. Community Corrections Specialists are responsible for monitoring foster care homes and foster care contracts.
  - 1. Foster care parents must comply with all applicable Department of Social Services (DSS) licensing requirements, successfully complete all required DSS/DOC training and education requirements, comply with home visit requirements and satisfy all criminal background screening and DSS abuse and neglect reviews.
- B. Community Corrections Specialists will ensure care provided to the juvenile by the foster parents meets or exceeds the contract expectations. Quality of care issues monitored by the Community Corrections Specialist, include but are not limited to, the following:
  - 1. Sufficient means to provide for the juvenile's basic needs (food, clothing and shelter) and access to available and necessary services and assistance;
  - 2. Positive, safe and stable living environment, with appropriate emotional support;
  - 3. Appropriate academic advancement;
  - 4. Volume and age appropriate chores and work assignments;
  - 5. Access to appropriate physical and mental health care; to include the presence of supports and development and use of healthy coping skills in response to stressors; and

6. Developing and maintaining positive and appropriate social contacts, including family and friends.
- C. DOC staff are required to report through the approved process, anytime they know or have reasonable cause to suspect, a juvenile has been physically or emotionally injured, neglected or sexually abused, in accordance with DOC policy 1.1.C.3 [Staff Reporting Abuse or Neglect](#).
- D. Community Corrections Specialists will promptly respond to quality of care concerns observed or reported to the staff member by a JCA, juvenile or another person. Community Corrections Specialists will investigate and document all responses to such concerns, including the findings and response. The concern and outcome of the investigation may be discussed with the juvenile and foster care parent(s). All quality of care concerns, including concerns involving the safety of the juvenile, will be documented and reported in a timely manner 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 but are not limited to, the following:
  1. Meeting individually with each DOC juvenile in the home;
  2. Meeting separately with the foster care parents;
  3. Meeting separately with the assigned JCA, or at a minimum, contact the JCA by phone or e-mail;
  4. If needed, meeting jointly with the foster care parent(s) and JCA;
  5. Tour and inspection of the home, including the juvenile's bedroom, to ensure compliance with required DSS foster care licensing standards and assess the continued appropriateness of the foster care home environment. Foster care parents are required to provide a safe home environment for the juvenile, which includes:
    - a. Ensuring prescription drugs, alcohol and over the counter drugs with the potential for abuse are stored in a locked cabinet or drawer and the juvenile is not using alcohol or drugs.
    - b. Ensuring firearms, ammunition and other dangerous weapons are securely stored outside the main living area.
    - c. Ensuring computers, laptops, phones, 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.
  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 case notes in the Comprehensive Offender Management System (COMS).
  8. Community Corrections Specialists will report any significant issues or concerns identified during a home visit to their direct supervisor within the next business day.
    - a. Deficiencies identified that may impact the foster parent's ability to provide an appropriate environment for the juvenile or those that indicate non-compliance with DSS licensing requirements, will be immediately reported 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 parents comply with the foster care contract and adhere to and promote the goals of the Foster Care Program. Contracts will be updated and reviewed annually.
- H. JCAs 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 Division of Juvenile Services Operational Memorandums (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 applicable DOC policies, Foster Care Guidebook and relevant Division of Juvenile Services OMs. Additional training may be provided or required by the DOC and/or DSS.
- B. Foster care parents will complete all appropriate and required training and comply with all relevant licensure requirements, as set forth by the DOC and DSS.
- C. Prior to approving the initial Foster Care Program contract, the Community Corrections Specialist will complete a home visit.
- D. Community Corrections Specialists will review and be familiar with the *Foster Care Guidebook*. The Guidebook should be utilized when explaining the 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 annual training and/or prior to placement of a juvenile within their home.
- F. The Community Corrections Specialists will complete the following tasks, as described in the *Foster Care Guidebook*:
  - 1. Review the *Foster Care Guidebook* with each foster care parent and discuss any questions or concerns.
  - 2. Ensure each foster care parent signs the *Foster Care Guidebook* and return the signature page to the appropriate Community Corrections Specialist.
- 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/or designated support staff will maintain a file on all current foster parents/homes, 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 submitted to Risk Management or other incident reports.

5. **Section Five:**

- a. Correspondence.
  - 1) Letters from DOC to the foster parents;
  - 2) Letters from the foster parents to DOC;
  - 3) Related and relevant e-mails;
  - 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 the state 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 [Staff Reporting Information to DOC Administration](#).
- C. Major incidents will be documented on a *Major Incident Report* or case note and reported to the Director.

## 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 1<sup>st</sup> 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 [Staff 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 -- [Staff Reporting Information to DOC Administration](#)  
DOC policy 1.1.C.3 -- [Staff 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 1<sup>st</sup> 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.

**June 2016:** **Reviewed** with no changes.

**July 2017:** **Updates** to language and sentence structure.

**June 2018:** **Reviewed** with no changes.

**July 2019:** **Reviewed** with no changes.

*Mike Leidholt (original signature on file)*

Mike Leidholt, Secretary of Corrections

10/21/2019

Date