

Managing Staff will complete a Home Screening Addendum indicating that the home is in good standing with all applicable rules and regulations, including being current on training hours (pro-rated) and compliance with all DPS and DFPS background check requirements. Treatment Director and Child Placement Managing Staff will submit an Agency Home Report form removing the home from inactive status.

CLOSURE OF FOSTER/ADOPTIVE HOMES

The following circumstances precede the closure of a foster/adoptive home:

- Repeated non-compliance with rules endangers the health or safety of children/young adults;
- Repeated failure to comply with Refuge House policies or corrective action plans;
- Refusal to comply with RCCL Minimum Standards;
- Refusal to permit Refuge House employees or DFPS personnel to inspect the home;
- Repeated Licensing investigations;
- Representing themselves in a dishonest manner;
- Failure to meet the needs of the child, children or young adult(s) placed in the home;
- Family and Refuge House no longer on agree on ways to serve the children/young adults; and
- Refuge House reserves the right to stop working with a family for any reason.

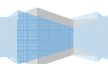
References

§749.2819, §749.2821, §749.2823, §749.2825

INTERMITTENT ALTERNATIVE CARE POLICY

Intermittent Alternative Care is defined as out-of-home substitute care lasting between 72 hours and 14 days whose purpose is to provide relief to the primary foster/adoptive parent(s). Intermittent Alternative Care is provided only by Refuge House licensed foster/adoptive care providers.

Each child/young adult placed in alternative intermittent care must wait at least 10 days before returning to alternative intermittent care, unless the Refuge House home providing the alternative intermittent care is used exclusively for this purpose. For each Refuge House home providing Intermittent Alternative Care, the home must wait a minimum of 10 days between Intermittent Alternative Care placements and may only provide IAC for a maximum of 60 days per year, unless the home is solely used for this purpose. A child/young adult may be in Alternative care for 14 consecutive days, not to exceed 40 days per year. Pertinent information regarding the child/young adult and the child/young adult's routine must be provided to Intermittent Alternative Care providers using the Alternative Care Fact Sheet.



If a child or young adult were to enter into IAC due to an investigation Refuge House should obtain approval for up to 60 days. If the investigation were to continue past the 60th day, an additional stay letter would be required.

For children or young adults who enter into IAC for a 14 day period and extenuating circumstances require a child/young adult to stay longer without a placement being necessary Refuge House will obtain an additional IAC stay letter.

It should be noted that any stay longer than the initial stated stay requires new paperwork and must be repeated every 14 day thereafter.

All episodes of intermittent alternative care must be accompanied by an Alternative Care Justification form and approved in writing prior by the child's Managing Conservator prior to the child's placement in alternative care. The form and approval must be stored in both the foster/adoptive home's record and the child's record.

References

§749.353(5), §749.353(10-11), 749.2621, §749.2623, §749.2625, §749.2627, §749.2629, §749.2631, §749.2633, §749.2635, Contract Term 42, Contract Term Attachment D

WEEKENDER POLICY

A Weekender is defined as an out-of-home visit for a child/young adult, less than 48 hours on a weekend or holiday. Based on supervision requirements, only children and/or young adults at the levels of Basic and Moderate may participate in weekenders. A weekender may be supervised by a non-regular mini-break provider who is not regulated by licensing or Refuge House. However, foster/adoptive parents must ensure that all supervision requirements are met at all times. Foster/adoptive parents must notify Refuge House prior to permitting a child/young adult to participate in a Weekender. This notification may be made to the Refuge House on-call worker. Failure to notify Refuge House in advance of a Weekender may result in Weekender privileges for the foster/adoptive home to be revoked for a period of 3 months.

Parameters providing for the Weekender are found in RCCL Minimum Standards §749.2635 and TAC §745.117(6).

References

§749.2635, §749.353, Contract Term Attachment D

BABYSITTER POLICY

A babysitter is defined as a person who provides supervision in a Refuge House foster/adoptive home for a child or young adult. A babysitter may not care for a child more than 8 consecutive hours and may not supervise a child/young adult overnight. Use of babysitters must still meet

ratio requirements and must not average more than once weekly over the course of a 3 month period.

In some cases, a babysitter can be used on a regular basis if the care is not provided in the RH verified foster/adoptive home. These babysitters must be 21 years of age and not living with parents and or roommates but have a residence of their own. Examples of this would be an hour before school or after school not to exceed two hours each day.

All babysitters used on a regular basis must meet all requirements and a babysitter form must be documented in the child or young adult's record. It should be noted that if a babysitter is being used for more than one child or young adult consistently in the babysitter's home, additional training and home requirements may be needed and will be assessed on a case by case basis. All cases that require assessment should be documented and approved by the CPMS, TD, and Executive Director/CEO.

References

§749.353, §749.2599, §749.2635

MINI-BREAK POLICY

A mini-break is defined as a regular in-home or out-of-home stay of a child/young adult, less than 72 hours, supervised by a Refuge House licensed mini-break provider. Mini-break provider requirements are found in the Caregivers subsection of this policy book. Foster/adoptive parents must notify Refuge House in writing (e-mail, fax or letter) prior to a mini-break episode. Failure to notify Refuge House in advance of a mini-break may result in mini-break privileges for the foster/adoptive home being revoked for a period of 3 months.

ONGOING MONITORING AND ASSESSMENT FOR COMPLIANCE AND QUALITY OF CARE

In order to ensure compliance, Refuge House will provide regular, systematic supervision and a formal process of monitoring to each of its foster/adoptive homes for compliance with Refuge House Programmatic Policy and Procedures and requirements for each monitoring entity. This process must include all members of the household being present, once every six months for a formal home monitoring visit by the RH case manager. RH case managers are required to conduct an announced in-home monitoring visit each month with one visit being unannounced each calendar year. (If a family is licensed prior to November 1st an announced visit is required by the end of the current calendar year. This also applies to families being taken off inactive status.) The purpose of regular monitoring is to assess the foster/adoptive parents' abilities to meet the needs of the child(ren) and/or young adults in their care and to ensure the well-being and safety of the child(ren)/young adults and the foster/adoptive parent(s). The monitoring visits also ensure continued progress of each child's or young adult's Individual Service Plan. Refuge House will follow the procedure in Roles and Responsibilities and utilize the Quarterly Foster/Adoptive Home