

References

§749.345(1-2), §749.2401, §749.2403, §749.2405, §749.2441, §749.2443, §749.2445, §749.2447, §749.2449, §749.2451, §749.2475

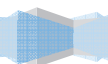
PRE-SERVICE TRAINING AND EXPERIENCE REQUIREMENTS

Refuge House foster/adoptive families will be well prepared and capable of dealing with the behaviors exhibited by children/young adults in their home. They will understand the needs of the children and young adults placed in their homes, and they will ensure that DFPS, licensing standards, contract terms and YFT standards are met. General pre-service training includes the following components: developmental stages of children, foster children's self esteem constructive guidance and discipline of children, strategies and techniques for monitoring and working with these children/young adults, age appropriate activities for children/young adults, different roles of foster/adoptive parents, measures to prevent, identify, treat and report suspected occurrences of child abuse, neglect and exploitation, procedures to follow in emergencies such as weather related emergencies, preventing the spread of communicable diseases, recognizing and preventing shaken baby, preventing SIDS, understanding early childhood brain development, Psychotropic Medications, the authorized emergency behavior intervention techniques (SAMA), CPR/First Aid, Developmental Milestones, Online Medical Consenter Training, Disaster Plan. Pre-service training cannot count toward annual training hours.

TRAINING INSTRUCTOR REQUIREMENTS

- 1) A qualified instructor must deliver training.
- 2) The training must be instructor led.
- 3) A health-care professional or a pharmacist must provide training in administering psychotropic medication. The trainer must assess each participant after the training to ensure that the participant has learned the course content.
- 4) To provide training in emergency behavior intervention:
 - a. The instructor must be certified in a recognized method of emergency behavior intervention, or be able to document knowledge of:
 - i. The emergency behavior intervention;
 - ii. The course material;
 - iii. Training delivery methods and techniques; and
 - b. Training evaluation or assessment methods and techniques;
 - i. Training must be competency-based and require participants to demonstrate skill and competency at the end of the training.

40 HOUR SUPERVISION REQUIREMENT



New foster/adoptive parents without previous experience in residential child care may not be assigned sole responsibility for any child/young adult until the new foster/adoptive parent has been supervised for at least forty (40) hours while conducting direct child care duties. An experienced foster/adoptive parent must be physically available to each new foster/adoptive parent at all times, until the new foster/adoptive parent acquires the supervised experience. The provider must document the supervised child care experience of every foster/adoptive parent who provides direct care to children/young adults. Documented verification of a minimum one-year relevant experience to the population that the foster/adoptive parent would serve, such as children/young adults with PDD, MR, ED, and physical disabilities may permit new foster/adoptive parents to be waived from the forty hours supervision requirements.

References

§749.105(3), §749.345(4), §749.869, §749.881, §749.883, §749.885, §749.903, §749.981, Contract Term 6.D, Contract Term Attachment C Section 502,

REFUGE HOUSE HOME CAPACITY/CAREGIVER RATIOS

At no time, may a Refuge House home or Refuge House group home exceed its capacity. Refuge House determines capacity for each home and group home based upon four factors:

- Number of foster/adoptive parents, age of the children/young adults in the home and in placement
- Services being provided and the needs of the children/young adults in care
- Amount of space available for children/young adults
- Bathroom accommodations in the home

During the time children/young adults in care are away from a foster/adoptive home, the foster/adoptive parents are not required to maintain ratio; however, at least one foster/adoptive parent must be available by phone to 1) respond to emergencies, changes in schedule or unplanned event, and 2) provide care and supervision whenever a child/young adult needs the attention of a foster/adoptive parent, including when a child/young adult returns to the home.

REFUGE HOUSE FOSTER/ADOPTIVE HOMES

Refuge House foster/adoptive homes may care for up to 6 children/young adults, including biological, adopted and foster children/young adults, adults in care, and children/young adults for whom the Refuge House home is providing mini-break care.

Child Care Services

- In a foster/adoptive home providing care for only Child Care Services children, the ratio is 1/6, unless there is 1 or more children under the age of 5, in which case the ratio is 1/5.
- In a foster/adoptive home, no more than 2 children under 18 months may reside, unless the children are in a sibling group. If 2 children 18 months and under are placed in the same home, no more than 2 additional children under the age of 6 may reside in the home. These restrictions include biological and adopted children, and children in the home for mini-break care.

§749.103(10), §749.345(5), §749.2493, Contract Term 6.A, Contract Term 7, Contract Term Attachment C

PRE-SERVICE ORIENTATION

Refuge House provides valuable information to individuals who will come into contact with the children/young adults we serve. Pre-service orientation provides an overview of Refuge House philosophy, organizational structure, policies and a description of services and programs we offer, along with the needs and characteristics of the children/young adults we serve. Pre-service orientation is provided to Refuge House employees and foster/adoptive parent candidates prior to caring for children and young adults. Procedures surrounding this orientation may be found in Employee Training and Professional Development and Training Requirements for Foster/Adoptive Homes. Orientation does not count towards pre-service training hours.

If an employee returns to Refuge House within a time period of less than twelve months, the employee's supervisor will determine on a case by case basis the type of orientation necessary and will document this in the employee's personnel record.

References

§749.831, §749.833, §749.865, Contract Term Attachment C Section 502

STAFFING PLAN

Refuge House will develop and maintain a Professional Staffing Plan in accordance with guidelines and requirements set forth by Monitoring Entities. These requirements include, but are not limited to:

- Agency Organizational Chart
- Personnel Job Descriptions
- Demonstration of how the number, qualifications, and responsibilities of employees are adequate to meet the needs of the children/young adults in care
- Detailed qualifications, duties, responsibilities, and authority of professional positions
- Documentation of the nature of each position (full-time, part-time, consultative) and the expected hours and frequency for non full-time personnel
- Description of how employees or service providers support clients through branch offices.

Monitoring Entities shall be notified of any significant changes to the Staffing Plan.

JOB DESCRIPTIONS

Refuge House will maintain job descriptions for each key role, including minimum qualifications according to Minimum Standards Chapter §749. Job Descriptions will be reviewed at least annually and may be updated periodically as necessary.

Job Descriptions will be appendices to the Professional Staffing Plan. Signed job descriptions will be included in employee files.

Procedures for ensuring that Refuge House employees meet the necessary qualifications are found in the Professional Staffing Plan.

References

§749.105(1-2), §749.553(3), §749.601, Contract Term 43.A(vi, vii), Contract Term Attachment C Section 503

EMPLOYMENT PREREQUISITES

Prior to acceptance as a Refuge House employee, applicants must meet the following requirements or prerequisites:

- Behavior and health status must not present a danger to children/young adults in care;
- Meet the following background check requirements according to the Texas Administrative Code Subchapter F of Chapter 745, which includes, but is not limited to DPS and DFPS background check (which will be submitted every two years after the initial). Employee will be reimbursed for expense fingerprinting if required and result does not disqualify them from employment. Expense report must be submitted within first month of employment;
- Have a record of demonstrating the employee is free of the TB Contagion. Refuge House will reimburse applicant cost of TB test (not to exceed \$20) if results do not disqualify applicant from employment;
- Be physically, mentally and emotionally capable of performing assigned task and have the skills necessary to perform assigned tasks;
- Complete a notarized Licensing Affidavit for Applicants for Employment; and
- Successfully pass a pre-employment drug screening.

References

§749.605, §749.609, Contract Term 24, Adoption Contract Term VII.M

CULTURAL COMPETENCE/DIVERSITY

Refuge House expects all employees to demonstrate a willingness and ability to value the importance of culture in their daily work and incorporate these principles in the delivery of service and responsiveness to our clients, whether the clients are children, young adults, or families we serve, entities with whom we do business, or other individuals within our organization. Developing cultural competence is an ongoing professional and personal endeavor that is developmental, community focused, family oriented, and promotes quality service by valuing differences and incorporating these values into diagnostic and treatment methods throughout the system used to support the delivery of care. Refuge House strives to provide care that is culturally competent and relevant.

To this end, Refuge House strives for continued development and promotion of those skills and practices among employees and foster/adoptive parents to ensure that services are delivered in a culturally competent manner. Refuge House will employ training and self-assessment measures, development and implementation of policies and procedures that support cultural competence, and establishing practices that are responsive to culture and diversity found in the children, young adults, and families we serve. This is a continuous process of development and improvement.

CULTURAL COMPETENCY & DIVERSITY TRAINING PROCEDURE

Employees

Within the first 30 days of employment, all Refuge House employees will participate in a training or course covering cultural competence and/or diversity training employees will participate in on-going training covering cultural competence or diversity training at least yearly. This training may take the form of a group face-to-face training, online course, self-study or other appropriate material.

Foster/Adoptive Parents and Caregivers

Foster/adoptive parents and caregivers receive cultural competence training as a component of the PRIDE course as a requirement of pre-service training. Each foster/adoptive Parent must participate in one authorized cultural competence and/or diversity course per year as a requirement of in-service training.

In the event that a foster/adoptive parent receives placement of a child or young adult with a significantly different cultural or ethnic background, Refuge House will ensure that the foster/adoptive parent(s) is able to meet their specific needs through additional training, education or mentoring by Refuge House employees or another experienced foster/adoptive parent.

For Children and Young Adults

Children and young adults in the care of Refuge House will receive ongoing training in cultural competency and diversity. Children and young adults will experience cultural diversity through participation in community activities, exposure to culturally relevant literature, school education, and placement in a foster/adoptive home with parents trained in cultural diversity.

References

Contract Term 17, Contract Term 19

TRAINING AND PROFESSIONAL DEVELOPMENT

The training schedule for Child-Placing Staff, Administrators, Treatment Directors, Child Placement Management Staff, Quality Assurance (QA), and full-time professional service providers is outlined below. Beginning April 10, 2010, Refuge House will keep on file resources related to training programs as applicable.

Before Beginning Job Duties

- Employee Orientation
- SAMA – 8 hours

Within 30 Days of Start Date or the Next Scheduled Caregiver Pre-Service Training

- Foster/Adoptive Parent and Caregiver Orientation
- Psychotropic Medications Training
- CPR/First Aid Training
- PRIDE (Includes: *Constructive Guidance And Discipline Of Children, Developmental Stages Of Children, Fostering Children's Self Esteem, Positive Interaction With Children, Strategies And Techniques For Working With The Population Of Children Served, Supervision And Safety Practices In The Care Of Children, Cultural Competency And Diversity, Different Roles Of Foster/Adoptive Parents, Measures To Prevent, Identify, Treat And Report Suspected Occurrences Of Child Abuse, Neglect And Exploitation, Connecting With PRIDE, Teamwork Towards Permanency, Attachment, Losses, Strengthening Family Relationships, Discipline, Signs Of Sexual Abuse, Continuing Family Relationships, Planning For Change*)
- Online Medical Consenter Training

Within 90 Days of Assuming Adoption Related Responsibilities

- The Special Needs Adoption Curriculum

Annual Training Requirements Per Calendar Year

(pro-rated from the date of employment)

- First Year with Agency – 30 hours of ongoing training
- All Subsequent Years – 30 hours of ongoing training

Training Topics

Vary by year and availability of instruction and include, but are not limited to:

- Developmental Stages of Children
- Constructive Guidance and Discipline of Children
- Fostering Children's Self-Esteem
- Positive Interaction With Children
- Strategies and Techniques for Working With the Population of Children Served
- Supervision and Safety Practices in the Care of Children
- Preventing the Spread of Communicable Diseases

Training Instructor Requirements

- 1) A qualified instructor must deliver training.
- 2) The training must be instructor led.
- 3) A health-care professional or a pharmacist must provide training in administering psychotropic medications training. The trainer must assess each participant after the training to ensure that the participant has successfully learned the course content.
- 4) To provide training in emergency behavior intervention:
 - The instructor must be certified in a recognized method of emergency behavior intervention, or be able to document knowledge of:

- i) The emergency behavior intervention;
 - ii) The course material; and
 - iii) Training delivery methods and technique.
- The training evaluation or assessment methods and techniques, and
 - i) Training must be competency-based and require participants to demonstrate skill and competency at the end of the training.

Documentation of Annual Training

Annual training is documented in the appropriate employee, caregiver, staff, and or foster/adoptive parents' record, and may be in the form of a certificate, letter, or signed and dated statement of successful completion. The documentation must include the following:

- Participant name;
- Date of training;
- Title or subject of training;
- Trainer's name and qualification or source of training for self-instructional training; and
- Training hours.

References

§749.863(a)(4), §749.863(b), §749.869, §749.931.(3-7), §749.933, §749.935, §749.937, §749.939, §749.941, §749.949, Contract Term 27.F, Contract Term 17, Adoption Contract Term VIII.8

STAR/SUPERIOR HEALTH SERVICE MANAGEMENT

The Refuge House case manager shall contact the STAR/Superior Health contractor (Superior/Integrated Mental Health Services) and/or DFPS worker the first three days of placement to ensure that every child and young adult is enrolled in service management, and case manager will document in monthly notes and contact logs all attempts to obtain verification that child or young adult has been enrolled in STAR/Superior. If and when the STAR/Superior Health contractor determines the child and young adult meets the criteria for the service management program, the case manager will ensure that every child, young adult and foster/adoptive parent participates in service management. All children and young adults enrolled in the STAR/Superior Health Service Management program will participate in the program throughout their care in Refuge House, regardless of placement changes within the agency.

Refuge House ensures that all children and young adults whose psychological assessment recommends behavioral health services are enrolled with a therapist contracted through this Agency. All therapists are required to have a verified enrollment through STAR/Superior. Each year as a subcontractor's contract is renewed, STAR/Superior enrollment is verified on the website in addition to other relevant information and documentation. By this process, Refuge House is able to ensure that all children and young adults for whom behavioral health services are prescribed are being served by a STAR/Superior Health contractor.