

Placement Expectations for SW

(Revised 9/28/18)

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Forms

The following forms are referenced in this file:

- 04-325 Child Transition Information
- 04-296 QPI Partnership Agreement
- 04-296sp QPI Partnership Agreement - Spanish
- 04-130 Authorization For County Payment (*CWS/CMS Template*)
- 04-39 Parent/Child Contact Log
- 04-258 Placement Needs and Services Plan (*CWS/CMS Template*)
- 04-75 Statement of Dangerous Propensities (*CWS/CMS Template*)
- 10-5 Foster Child's Personal Rights

Policy

The Resource Family (RF) and SW are expected to work as a **professional team** to meet the needs of the child. This can be done by following the expectations outlined in the San Diego QPI Partnership Agreement (04-296). Teamwork can be enhanced by meeting the following standards:

- Share information about the child through open communication.
- Respect each other as well as each other's roles and responsibilities.
- Be courteous and work together to resolve problems.
- Use the chain of command to resolve problems when the RF and SW cannot reach an agreement.
- Recognize the RF for a job well done by sending a note of appreciation.

The SW will adhere to SW expectations and help RFs to understand and follow RF expectations (see Placement Expectations for the SCP).

The SW will obtain the 04-325 form from the previous RF, if available, review it for accuracy and completeness, and give it to the new RF to ensure the new RF receives all available information about the child.

The PSS will review the SW and RF expectations with assigned staff. Placement expectations and the teamwork concept will be discussed in unit meetings on a quarterly basis.

The SW cannot place a child outside of the United States without a court order. See PM file Placement of a Child in Mexico or Outside the United States.

Assessment of RF

The SW will assess the RF's ability and willingness to support the family and to enhance family interaction. The SW will make every effort to place the children in their own neighborhood minimizing disruption of the children's school, church and social networks.

The assessment will include:

- contact with the Placement Coordinator's Office (PCO) and RF worker to gather information about previous experiences with this RF
 - a visit to the SCP home, and
 - an interview with the SCP and significant members of the SCP's family.
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RF's role

The RF is an important team member in reunification. The SW must emphasize the role of the RF to include being supportive of the family's efforts toward reunification as well as nurturing the children.

Parents should be assisted to maintain their role and involvement in the family as primary educators and nurturers. In some situations, it may be helpful for the parents to see their children in the RF's home. By assisting the RF in working with the family, the SW may help the RF to see the parents' strengths, understand the children's history, and possibly avoid multiple placements.

Frequently, the RF is viewed by the children as the dispenser of gifts and special treats. This can put the parents in an awkward position, as the parents may not have the same resources to provide these items. It is important for the RF and parents to work together so that the children sees items such as clothing and holiday gifts as coming from the parents as well as the RF. This also can go the other way, where the parents show up weekly with toys and treats but then is not involved in the day-to-day trials and tribulations of child-rearing.

The SW or regional placement worker will share all information about the children with the RF and assure that the RF understands the reunification plan and can assist with the goals. The SW will use the QPI Partnership Agreement as a guideline to discuss whether the RF will be able to provide the needed care for the child(ren). Other items the SW may want to discuss with the RF during their first meeting include:

- Will you be open to having a meeting with the parents before the child is placed?
 - Discuss the child(ren)'s visitation plan with parents, siblings and/or other relatives and whether the RF would be willing to host any of those visits in their home?
 - Are you willing to label the children's clothing and gifts and see that they go home with the children at reunification?
 - Are you willing to ensure the safety of both the children as well as any adult victim? (i.e., maintain confidentiality re: victim's whereabouts vs the perpetrator.)
 - Will you be able to provide transportation for all services and appointments (therapy, medical, groups, etc.) needed by the children? (Excessive transportation costs for special needs children who are eligible for a special care rate can be added in as direct costs, with approval from the CWS Manager. Otherwise children who have excessive transportation costs can receive funds which must be requested on the 04-130 form and approved by the PSPM. For further information on transportation direct costs, see Transportation.
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RF's role (cont.)

- If siblings are not placed together in your home, will you ensure sibling visitation/contact?
- If you are incapacitated, do you have a back-up plan to care for the children?

The SW should have the first meeting with the RF before the children are placed and document in the CWS/CMS Contact Notebook. If the answer to any of the above questions is no, the SW must assess whether this is the best placement available for the children.

SW responsibilities

At times Resource Family (RF) homes are at a premium and it may be very tempting to accept the first RF home that agrees to take a placement. It is very important that the SW check with the PCO to review the RF home file and RF Complaints Unit to check the complaint history. The SW should be looking for a pattern in any complaints or the nature and resolution of any complaints, which will give the SW a good idea whether the placement will be good for the children's particular situation. It is very important to find a placement that truly fits, as multiple placements can be very damaging to children.

The SW has the following responsibilities when placing a child in out-of-home care:

- When considering a placement, ask the regional placement worker or the PCO for background information about the RF.
 - Discuss the home with other SWs who currently have or have had children in that home.
 - Place the child according to their gender identity (e.g., male, female, transgender female, transgender male, non-binary), not just what is stated as Sex at Birth in their CWS file.
 - Consider the level of experience the family has in relation to the needs of the children.
 - Give the resource family all relevant information about the children, including all known health and education information. Don't minimize problems in order to secure a placement. Discuss any gender identity concerns to ensure the RF will be able to provide the needed support to the child or NMD.
 - Listen to the resource family's input about the children.
 - Treat resource families with respect.
 - Give the resource family relevant information about the children's parents, and projected visitation structure.
 - Review the SCPs house rules with the SCP to determine their appropriateness and suggest to the resource family that they put their house rules in writing for older literate children.
 - Ensure the resource family is able to meet the health, safety, and well-being needs of the child, and any other needs including anticipated special needs.
 - Ensure the resource family has an appropriate bed for each child.
 - Ensure the resource family is able to maintain the least restrictive and most family-like environment that serves the day-to-day needs of the child.
 - Ensure the child will be permitted to engage in reasonable, age-appropriate day-to-day activities that promote the most family-like environment for the child.
 - Meet minimum requirements for Contacts - SW and Child.
 - Ensure the resource family is able to transport the child to appointments, visits, court, etc. If resource family is not able to provide transportation, discuss what other arrangements will be made.
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**SW responsibilities
(cont.)**

- Assist the child and the parent to prepare for the placement. Ensure that they understand the reason for the placement and the anticipated length of the placement.
 - Be present or ensure that another adult, with whom the child is familiar, is present at the time of placement.
 - Inform the parent of his financial responsibility for the child's placement costs. (See Parental Responsibility for Placement Costs).
 - Provide the resource family with adequate information about the child's background, including but not limited to providing the resource family with the 04-325 form.
 - Discuss the case plan for the child, including school, therapy, recreation, religion, Independent Living Skills (ILS) Services, discipline, etc.
 - Identify, search for, establish and maintain relationships of "important persons" to foster children that have been in placement 6 months or longer. [(WIC 366 (a)(1)(B)]
 - Discuss with the resource family their responsibility to use the "prudent parent standard" (see Normalcy Protocol) in determining day-to-day activities that are age-appropriate to meet the needs of the child.
The prudent parent standard is defined as the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interests.
 - Discuss the child's reunification plan and the resource family's role.
 - Discuss visitation and review the visitation plan (see Visitation)
 - Indicate who may or may not visit the child.
 - Arrange for sibling visits.
 - Develop a visitation schedule.
 - Give the resource family a copy of the 04-39 form.
 - Explain the process for supervised visits, if necessary.
 - Ensure the child has adequate clothing. The SW and resource family will jointly inventory the child's clothing. (the 04-61 form is mandatory)
 - Review reimbursement rates (see Foster Care Rates, Specialized Care Increments, Clothing Allowance)
 - Identify Placement Services available to the child and resource family.
 - Discuss Travel - Out-of-County requirements and expectations.
 - Discuss areas in which the resource family can or cannot give consent (see Consent by the Substitute Care Provider).
 - Remind the RF:
 - Not to speak negatively about the child or his parents in front of the child.
 - To keep information about the foster child confidential.
 - That SW visits will usually be scheduled in advance but occasionally will be unannounced. The SW may also make unannounced visits if there are complaints or concerns.
 - When applicable, explain to the resource family and to the parent:
 - Why a placement is confidential (see Confidential Placements)
 - The need to keep the placement confidential will be re-evaluated at each court hearing.
 - Explain how to use the chain of command for conflict resolution.
 - Ensure that the resource family knows how to contact a CWS representative 24 hours a day and give the resource family the Hotline phone number, SW's and PSS's phone numbers and email address and the following instructions:
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**SW responsibilities
(cont.)**

When...	...then the SCP should.
...the resource family cannot reach the SW or PSS...	<ul style="list-style-type: none"> • listen to the SW’s voice mail instructions. • reach the receptionist. • ask for the duty SW or PSS.
...the resource family cannot reach the duty SW or PSS...	<ul style="list-style-type: none"> • leave a message. • call the Hotline if the concern is urgent.

CHDP policy

The SW will provide a Child Health and Disability Prevention (CHDP) brochure and inform the resource family, in person, that the child must receive a medical and dental examination within 30 days of initial placement and ongoing according to CHDP guidelines (see Health Examinations).

What to give the RF

The table below displays the form to give to a RF and when:

Form/Template	When to Provide to RF
04-258	<ul style="list-style-type: none"> • within 30 days of placement • within 48 hours of a change of placement
04-75	<ul style="list-style-type: none"> • within 30 days of placement • within 48 hours of a change of placement
Case Plan Individual Client Responsibilities Report	<ul style="list-style-type: none"> • within 30 days of placement • within 48 hours of a change of placement
04-325 (if available from the previous SCP)	<ul style="list-style-type: none"> • within 30 days of placement • within 48 hours of a change of placement
10-5	<ul style="list-style-type: none"> • within 30 days of placement • within 48 hours of a change of placement • review every 6 months with RF
04-296	<ul style="list-style-type: none"> • within 30 days of placement • within 48 hours of a change of placement • within 30 days of a change of SW

**What to give the RF
(cont.)**

Form/Template	When to Provide to RF
Health and Education Passport (HEP) (see PM file for specific information)	<ul style="list-style-type: none">• within 30 days of placement• within 48 hours of a change of placement
Child's Medi-Cal Benefits Identification Card (BIC) (see PM file for specific information)	<ul style="list-style-type: none">• as soon as available
Child's birth certificate or alien registration card	<ul style="list-style-type: none">• as soon as available

See PM file on Placement Forms for a list of all placement forms.

**Alignment with SET
values**

This policy aligns with the SET [Value 2](#) by creating a collaborative partnership with kinship and resource families.
