



RESOURCE  
FAMILY  
APPROVAL

## Resource Family Approval(RFA) Implementation Solano County Probation

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## Overview





- Social Worker RFA duties
- Application process to becoming a Resource Family
- RFA Process for families
- Training
- Due process
- FFA and Community Based Organizations Support
- Retention/Recruitment of Families
- Current issues
- Overall goal of implementation





### Social Worker Role Within Probation

- Comprehensively assessing prospective and current caregivers to foster youth as well as non-minor dependents.
- Responsible for verifications, budgets, references, history educational documents, personal rights, employment/licensing history.
- Meet with minor and family as needed, typically will start with minor once a week, conduct and write the psycho-social evaluation, process verifications, home inspections, assist families with obtaining exemptions, including working after hours and weekends to accommodate the caregivers.
- Process background clearances and exemptions, receives LiveScan result, crime reports/records and pre-approval training.
- Attend joint approval decision meetings about approval/denial/rescission as needed.
- Enter information into designated RFA database ETO (Efforts to Outcome)




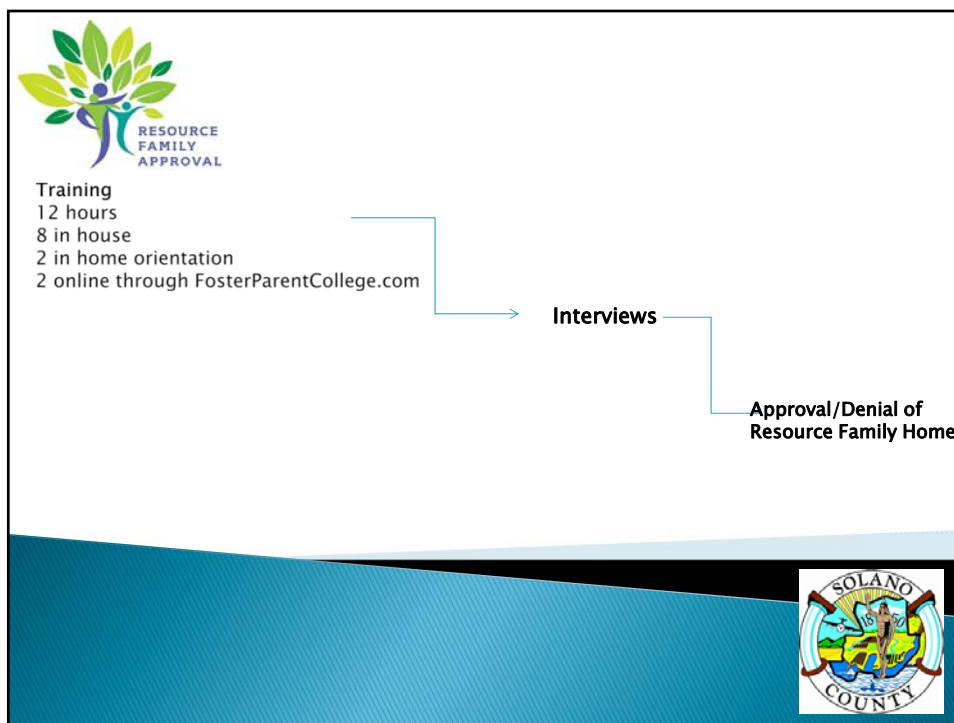
**Application/Initial Home Inspection**  
(first applications received in April 2017  
Currently 4 homes in approval process,  
information entered into ETO database)

→ **LiveScan** →

↓

**Exemption**  
(family notified through telephone  
and in writing explaining the process  
and documents needed to complete  
Exemption process)





**Step 1  
(Days 1-3)**

- ▶ Receive application (RFA01-A)
- ▶ Start hardcopy of family file
- ▶ Mail out references

The slide includes the 'RESOURCE FAMILY APPROVAL' logo in the top left and the Solano County seal in the bottom right.



## Step 2 (Days 4–7)

- ▶ Contact family to arrange visit
- ▶ Meet with family within 7 days of application and discuss 90 day process and complete home assessment (Preliminary)
- ▶ Obtain criminal record statement RFA-01B
- ▶ Refer to live scan
- ▶ Refer and provide forms for health screening and TB
- ▶ Refer for CPR/1<sup>st</sup> Aide
- ▶ Provide questionnaire



## Step 3 (Days 7–10)

- ▶ Family to attend orientation or complete orientation in home





## Step 4 (Days 10–12)


- ▶ Obtain names of resource family and any other family members over 18 who will complete live scan process.



## Step 5 (Days 12–25)



- ▶ Obtain all live scan results and document them on form RFA-02 (Resource Family Background Checklist)
- ▶ Check:
  - A. LAARS (Licensing Administrative Action Records system)
  - B. LIS (Licensing Info System)
  - C. Megan's Law
- ▶ Discuss with family if exemption is needed and prepare proper notification letters to family with instructions on how to complete exemption process.
  - A. Family completes RFA-01B for each exemptible crime
  - B. Obtains police reports
  - C. Meet with supervisor to discuss if exemption will be approved
- If clearance is granted family will begin training at this ti






## Step 6–11 (Days 25–79)

- ▶ Meet with family to complete Psycho–social assessment (Visit #2 and #3)
- ▶ Obtain family photo
- ▶ Collect from family all outstanding documents
- ▶ Ensure preapproval training has been completed
- ▶ Upload documents received into database ETO
- ▶ Remind family of any outstanding documents and discuss barriers to obtaining those documents
- ▶ Refer for additional training as needed
- ▶ Request for extension for cases needing more time due to an exemption
- ▶ Complete final written assessment
- ▶ Collective decision about approval, denial or rescission.
- ▶ If denied or rescission, Supervisor consult with CDSS legal attorney, prior to notice of action going out to family.
- ▶ **if approved:** change family status in database, mail approval letter and certificate to family, set reminder for annual update
- ▶ **if denied:** send denial letter, schedule to close family out of database within 30 days, send no longer interest form to DOJ.



## Step 12 (Days 80–85)

- ▶ Work with Resource family regarding specific training topics





## Step 13 (Days 90–100)

- ▶ Social worker completes family profile if family is a non-identified child family which will include: Family name and picture, city, nearby schools, date of approval, capacity determination and willingness to take non-specific/related child.




## Training


Training was created by Solano County Child Welfare, we were able to take their training modules and modify to fit the needs for the RFA families coming through probation. Total of 12 hours.

- **Module 1:** Orientation of CWS/Probation, RFA process, Role of a resource family, county responsibility, financial responsibility and home and ground expectations.
- **Module 2:** Health overview, medications, insurance, mental health services, educational rights and the court system.
- **Module 3:** Child development and Trauma
- **Module 4:** Permanency, visitations (parents, siblings, social workers, and probation)
- **Module 5:** Cultural and transitional programs, LGBTQ, SOGIE, TAY, Non-minor dependents and CSEC
- **Module 6:** Online through [fosterparentcollege.com](http://fosterparentcollege.com)







## Due Process (Denials)



Current process involves working with State of California Department of Social Services. Once a month a scheduled consult with legal is made to discuss a case up for denial or being formally denied. currently we have one case on 6/15/2017 scheduled for consult to discuss formal denial due to non-exemptible crime. For these resource families we are required to draft Notice of Action to family form RFA 9 and provide supporting documentation for denial before formal denial letter can be mailed to resource family.

### **FFA and Community Based Organizations Support**

- In Solano they have quarterly FFA/GH meetings to discuss concerns and updates, incorporated has been the RFA process and there implementation. At this time I'm able to present to the FFA the needs juvenile probation has for foster homes who will consider taking in a youth who has made a mistake and the importance of this is presented to families who are becoming foster parents.
- Plan is to be able to visit FFA trainings and speak with individuals who are actively considering becoming a resource family and educate them on the need for homes who will accept youth on probation and be able to answer questions that they may have pertaining to this population.







## Retention and Recruitment of Families

- ▶ Current RFA homes with experience will be trained and supported in order to retain them as foster homes for youth in care. Some of these homes will best serve as temporary homes for children waiting for a relative or non-relative to be approved but do not need to continue in juvenile hall and need a lower level of care for 90 days.
- ▶ We have yet to begin active recruitment, but hope to adopt the model of recruiting through local community partners, churches, youth programs and current homes.





## Benefits & Issues

**Benefits**

- Streamlined process
- Increase in respite homes or short term foster homes for youth needing a home while another caregiver is approved.

**Issues**

- Time needed to complete an exemption was not factored correctly in 90 day window. Realistically with live scan delays, paperwork needed by family and references it takes about approximately 30-60 days to properly complete an exemption, which adds time to completion of approval.
- Unanticipated time delays with paperwork completion by families in timely manner.



