

Table of Contents

TABLE OF CONTENTS

OUT-OF-HOME CARE INTRODUCTION

- A. Purpose
- B. Legal Base
- C. Glossary
- D. Documentation
 - 1. Record Keeping
 - 2. Correspondence
 - 3. Narrative Recording
 - 4. Documentation and courts
 - 5. ISP Documentation Requirements
For Children in Out-of-Home Care

PLACEMENT OF CHILDREN

- A. Authority to Place
 - 1. Voluntary Placement
 - 2. Court-Authorized Placement
- B. Preparation for Placement
 - 1. Preparation of the Child
 - 2. Preparation of the Parents
 - 3. Preparation of the Out-of-Home Care Provider
- C. Placement Requirements
 - 1. Close Proximity
 - a. Children Covered by Policy
 - b. Proximity of Placement Policy for Children Placed
with
Child Placing Agencies
 - c. Court Orders
 - d. Making Placements in Close Proximity to the Child's
Home
 - e. Selecting a Placement
 - f. Selecting a Placement for a Child who Requires
Specialized Services
 - g. When Children May be in Placements That Are not in
Close Proximity to Their Home
 - h. Contact with Family and Friends When Not Placed in
Close Proximity to Home
 - 2. Placing Siblings Together
 - a. Children Covered by These Policies
 - b. Sibling Placement Policy for children Placed With
Child Placing Agencies

- c. Court Orders
 - d. Placing Siblings
 - e. Selection of a Placement for Siblings
 - f. When Siblings May be Placed Apart
 - g. Application of Sibling Placement Policy to Siblings Separated for Long Periods in Out-of-Home Care Prior to Issuance of This Policy
 - h. Contact Among Siblings When Separated
- D. Choosing the Least Restrictive Setting
- 1. Relative Care
 - a. Kinship Care
 - 2. Foster Family Homes
 - a. Related Foster Care
 - b. Foster Home of DHR Employees
 - i. County DHR Employees
 - ii. State DHR Employees
 - iii. DHR Employees As Relative Placements
 - iv. DHR Employees As Respite Providers
 - v. Payments to DHR Employees Approved as Foster Parents
 - c. Foster Family Homes Serving as Maternity Homes
 - d. Therapeutic Foster Care
 - e. Enhanced Foster Care
 - i. Requirements for Use of Enhanced Foster Care
 - ii. Required Training to be Provided by the Administering Agency to Foster Parents
 - iii. Necessary Support Services for the Enhanced Foster Parents to be Provided by the Administering Agency
 - iv. Responsibilities of County Departments of Human Resources
 - v. Funding
 - f. Provisional Foster Care Placements
 - g. Unrelated Foster Care Placements
 - 3. Child Care Institutions and Group Homes
 - 4. Shelter Care Facilities
 - 5. Residential Facilities for Children and Youth
 - a. Procedure for Placement
 - i. Request for Application for Admission
 - ii. Admission Agreement and/or Contract
 - iii. Authorization to Place
 - iv. Child in the Custody of a Residential Facility
 - v. Special Educational Services for Exceptional Children Placed by DHR in Residential Settings

- (1) Initial Placement In Facility Located Outside DHR County of Responsibility
 - (2) Change in Residential Placement of Special Education Child
 - (3) Written Notification to LEA of Placement
 - (4) Transmittal of Essential Information from One LEA to Another LEA
 - vi. Surgery or Other Medical Treatment
 - vii. ISP for Children in Residential Facilities
 - viii. Preparation and Placement
 - ix. Vacation Planning
- b. Child Care Institution and Group Homes
 - i. Reporting of All Referrals
 - ii. Selection of Facility Based on Needs of Child and Proximity of Natural Family
 - iii. Services During Placement
 - iv. CAN Reports on Child Care Institution and Group Homes
 - v. Child Care Institutions and Group Homes Title XX Contract for Social Services
 - vi. In-State Residential Treatment Facilities under Contract
 - vii. Payment Procedure for Contract Facilities
 - viii. Out-of-State Residential Treatment Facilities for Emotionally Handicapped Children
- c. Nursing Homes
 - (1) Medical Level of Care
 - (2) Payment of Nursing Home Care
- d. Cerebral Palsy Centers and Residential Treatment Facilities
- e. Inpatient Psychiatric Services
 - i. Referral and Admission
 - ii. Assessing the Need for Inpatient Services
 - (1) Behavioral Indicators
 - (2) Prior Services and Treatment Interventions
 - iii. Confirming the Need for Inpatient Services
 - iv. SDHR Consultation and Approval
 - v. Extensions
 - vi. Discharge
 - vii. Case Record and Documentation

PERMANENCY/CONCURRENT PLANNING

- A. Permanency for Children Defined
- B. Concurrent Planning for Children Defined

- C. Courts and Permanency Planning
 - 1. Court Orders
 - 2. Court Reports
 - 3. Permanency Hearings
 - 4. Judicial Review
 - 5. Administrative Review
- D. Reasonable Efforts
 - 1. Requirements
 - 2. When Reasonable Efforts Are Not Required
 - a. Involuntary Termination of Parental Rights of a Sibling
 - b. Parents Involvement in Criminal Activity
 - c. Aggravated Circumstances
- E. Termination of Parental Rights in Out-of-Home Care
 - 1. Case Situations Requiring Termination of Parental Rights
 - 2. Exceptions to Termination of Parental Rights Requirements
 - a. Relative Placement
 - b. Services Not Provided
 - c. Compelling Reasons
- F. Permanency/Concurrent Goals
 - 1. Return to Parent
 - 2. Permanent Relative Placement With Transfer of Custody to The Relative
 - 3. Permanent Relative Placement with DHR Retaining Custody
 - 4. Adoption by Current Foster Parent
 - 5. Adoption With No Identified Resource
 - 6. Another Planned Permanent Living Arrangement, Court Approved
 - 7. Adult Custodial Care
- G. Relative Resources
- H. Federal Parent Locator Service (FPLS)
- I. The Individualized Service Planning Process for Out-of-Home Care
 - 1. Assessment
 - 2. Individualized Service Plans

CASEWORKER VISITATION WITH THE CHILD AND FAMILIAL CONNECTIONS

- A. Caseworker Visitation with the Child & Familial Connections
- B. Worker/Parents/Primary Caregivers Visits
- C. Worker Visits to Foster Homes/Related Home/Other Providers

HEALTH/MEDICAL CARE

- A. Initial Medical Care/Examination

1. Medical Exam
 2. Medicaid Eligible Determination
 3. Medical Insurance for Children who are Ineligible for Foster Care Medicaid
- B. Ongoing Medical Care
1. Routine and Periodic Medical Exams
 2. Authorization for Surgery or Other Medical Treatment
Emergency or Non-Emergency
 3. Experimental Medical Care
 4. Medications
 - a. Over the Counter Medications
 - b. Prescription Medications
 5. Dental Care
 - a. Braces
 6. Authorization for Foster Parents and Related Caregivers to Apply for WIC Benefits
 7. Alabama Medicaid Agency's Prior Authorization Program and Preferred Drug List (PDL)
 8. Alabama Medicaid Coverage for Out of State Services
- C. Children with Specialized Health Care Needs
1. Difficulty-of-Care Payment
 - a. Criteria for Determining Child's Need for Specialized Foster Home Care
 2. Medically Fragile
 - a. Children who may Qualify for Medically Fragile
 - i. Human Immunodeficiency Virus
 - ii. Drug Exposed Infants
 - iii. Fetal Alcohol Spectrum Disorder
 - iv. Hepatitis
 - v. Seizure Disorder
 - vi. Cystic Fibrosis
 - vii. Traumatic Brain Injury
 - viii. Shaken Baby Syndrome
 - ix. Hemophilia
 - x. Sickle Cell Anemia
 - xi. Autism
 - xii. Diabetes Mellitus
 - xiii. Serious Birth Diagnoses
 - xiv. Congenital Defects
 - b. Older Children Who Qualify As Medically Fragile
 - c. Children Who Are Not Medically Fragile
 - d. Training and Requirements of Foster Parents to Provide Medically Fragile Care
 - e. Payment Procedures
 - f. Medically Fragile Rate for Adoption Subsidies
 - g. Date Entry

3. HIV/AIDS
 - a. Testing Considerations
 - b. Confidentiality
 - c. Training and Education
 - d. Placement Consideration for Children Diagnosed with HIV Infection
 - e. Services During Placement
 - i. Services to the Child
 - ii. Services to the Foster Parents
 - iii. Services to the Parents
- D. HIPAA
- E. Consent of Minors for Health Care
 1. Criteria for Minors to Consent
 2. Contraception for Foster Children

MAINTAINING FAMILY CONNECTIONS

- A. Rights/Roles and Responsibilities of the Birth family
 1. Birth Families Rights
 2. Birth Families Responsibilities
- B. Visiting Between Child and Significant Others
 1. General Principles
 2. Children Covered
 3. Visiting Policy for Children Placed in Child Care Institutions, Group Homes and Child-Placing Agencies
 4. Court Orders
- C. Visiting Policies
 1. The Role of the Child and Family Planning Team
 2. Placement Visits
 3. Arrangements for Visits
 4. Location of Visits
 5. Frequency of Visits
 6. Reasonable Rules for Visits
 7. Visit with Friends
 8. Visitation in Unrelated Homes – Visiting Resources
 9. Visiting Supports and Services
 10. Restrictions on Visiting
 - a. General Guidelines
 - b. Restrictions Imposed by the Foster Care Provider
 11. Specific Restrictions
 - a. Supervision of Visiting
 - b. Prohibiting or Terminating Visits
 - c. Prohibiting Disclosure of the Foster Parent’s Address
- D. Telephone and Mail Contacts
 1. Children Covered by Policy

2. Telephone and Mail contacts for Children Placed in Foster Homes and Shelters
 3. Telephone and Mail Contacts for Children Placed in Child Care Institutions, Group Homes and Child Placing Agencies
 4. Telephone and Mail with DHR Staff and Service Providers
 5. Telephone and Mail Contacts with Legal Counsel, Advocates, and Courts
- E. Telephone Contacts
1. Reasonable Rules for Telephone Contacts with Parent/Relative
 2. Telephone Contacts with Friends
 3. Telephone Contacts with Legal Counsel, Advocates, and Courts
 4. Telephone Restrictions
 5. Monitoring
 6. Limits on Calls To/From Certain Persons
 7. Prohibiting Disclosure of Provider's Telephone Number
 8. Payment for Telephone Calls Made by Children in Foster Care
 - a. Obligation to Pay
 - b. Payment to Providers
- F. Mail
1. Written Communication Between Children and Parents/Relatives or Friends
 2. Interception of Mail
 3. Censoring or Withholding Mail
 4. Withholding Provider's Address
 5. Mail Contact with Legal Counsel, Advocates and Courts
 6. Payment to Providers for Mail Expenses
- G. Out of County/Out of State Visits

ACTIVITIES AND LIFE EVENTS

- A. Purpose
- B. Consent
- C. Clothing
- D. Spiritual Development
- E. Allowances
- F. Car Seats
- G. Driving
 1. Permission
 2. Insurance
 3. Purchasing/Owning Vehicles

- H. Hunting
- I. Publicity
- J. Travel of a Child in the Care/Custody of DHR
 - 1. Out of County Travel with an Out-of-Home Care Provider
 - 2. Out of State Travel with an Out-of-Home Care Provider
 - 3. Air Travel by Children in the Care/Custody of the Department
 - 4. Out of State Air Travel
 - 5. In-State Air Travel
- K. Military Service
- L. Marriage
- M. Death and Burial/Cremation
 - To Request Payment from SDHR
- N. Life Books

POLICY SPECIFIC SUBSECTIONS APPLICABLE TO ANY TYPE OF OUT-OF-HOME CARE

- A. Abandoned Children
 - 1. Safe Haven
- B. Appointment of Guardian or Conservator for Foster Child
- C. Board Payment Use
- D. Child Support
 - 1. Establishing Good Cause Not to Pursue Child Support
 - 2. Establishing the Support Obligation in DHR Foster Care Case
 - 3. Child Support Referral Process
 - 4. Responsibilities of the Child Support Unit
 - 5. Responsibilities of the Family Service Unit
 - 6. Collection of Child Support
 - 7. Distribution of Child Support
 - 8. Calculation of Excess Over Board/Request for Return to County
- E. Children in Out-of-Home Care Who are not United States Citizens
- F. Dual Foster Care and Day Care Services Limitations
- G. Homes Providing Foster Care for Children and Foster Care for Adults
- H. Foster Care Trust Fund
- I. Reports of Abuse and Neglect on Children in Out-of-Home Care
- J. Runaway/Missing Children

1. Runaway Children
 2. Missing Children
- K. Transitioning Children Into Adulthood
1. Long Range Planning for Children with Disabilities
 2. Transfer of Family Services Cases of Children with Disabilities to Adult Services at the Age of Majority
 3. Smooth Transitions
 - a. Legal Basis
 - b. Guidelines and Procedures
 - c. Transitional Planning
 - d. Level of Functioning Assessment
 4. Individualized Service Plans (ISPs)
 5. Discharge From the System of Care
 6. Discharge Planning
 7. Post Foster Care Supervision
 8. DHR Relief of Custody Requests
 9. Discharge Procedures
 10. Reentering the System Following the 18th Birthday
 - a. General Guidelines
 - b. Authority to Place 18/19 Olds
- L. Visiting Resources

EDUCATION

- A. School Enrollment
- B. Educational Information Provided to Foster Parents/Providers
- C. DHR/SDE/LEA Protocols
- D. Referral for Building-Based Student Support Teams (BBSST)
- E. Referral for Special Education Services
- F. Individualized Education Program (IEP)
- G. Surrogate Parent

INDEPENDENT LIVING SERVICES (ILS)

- A. Policy
- B. Legal Basis
- C. Youth Covered by Policy
- D. Program Development
 1. Promoting a Sense of Control Over Their Future
 - a. Individualized Service Plans (ISPs)
 - b. Life Skills Development Groups
 - c. Youth Advisory Councils (YAC)

- 2. Promoting A Sense of Competency
- 3. Promoting A Sense of Permanency
- 4. Usefulness
- E. Provision of IL Services
- F. Transitional and Independent Living Placement Resources
 - 1. Placement Criteria
 - 2. Youth with Children
 - 3. Individualized Service Plan (ISP) Requirements
- G. Funding
 - 1. Funding Source for Different Case Types
 - 2. Education and Training Voucher (ETV) Program
 - a. Use of DHR Computer by Youth
 - b. The Youth's Responsibility
 - c. Youth Eligibility
 - d. Qualifying Schools
 - e. Eligible Costs
 - f. Administration

SPECIALIZED SERVICES AND SUPPORT

- A. Behavior Management
 - 1. Children Covered
 - 2. Disagreements and Grievances
- B. Behavior Management Intervention
 - 1. Prohibited Interventions
 - 2. Less Restrictive Interventions for Managing
 - a. Modeling
 - b. Rewards, Privileges, and Positive Reinforcers
 - c. Positive Communication
 - d. Redirecting
 - e. Contracting
 - f. Time-Out
 - g. Natural Consequences
 - h. Logical Consequences
 - i. Ignoring the Behavior
 - j. Stating the Boundaries
 - k. Behavioral Charting
 - l. Family Meetings
 - m. Punishment
 - n. Levels Program as an Intervention
 - o. More Restrictive Interventions for Managing Existing and Teaching New Behaviors
 - i. Isolation
 - ii. Medication, Seclusion and Restraint
 - (1) Medication

- (a) Criteria for Use
 - (b) Documentation
 - p. Seclusion or Restraint
 - i. Criteria for Use
 - ii. Physical Environment and Care of the Child
 - iii. Notification of Parent, Legal Guardian/Custodian, DHR
 - iv. Procedural Requirements
 - (1) Authorization/Orders
 - v. Exceptions
 - vi. Release
 - vii. Documentation
 - 3. Provider Responsibilities
 - 4. DHR Responsibilities for Behavior Management
 - 5. Assessing Behavioral Needs
 - 6. Designing and Implementing the Behavior Management Plan
 - 7. Assessing and Monitoring Behavioral Management Interventions
 - 8. Discharge Planning and Training for Managing Behaviors
- C. Multiple Needs Children
- D. Alabama Child Welfare Practice
 - 1. Children Covered
 - 2. Court Orders
 - 3. Guidelines and Procedures
 - a. Criteria for Accepting Referrals by Local Facilitation Teams
 - b. Criteria for Establishing Multiple Needs Child Status
 - 4. Referral Process
 - 5. Imminent Risk of Out-of-Home Placement
 - 6. Imminent Risk of a More Restrictive Placement
 - 7. Responsibilities of Local/State Teams and Member Agencies Including DHR
 - 8. Referrals to State Facilitation Team
- E. Relationships of State and Local Facilitation Teams to Other Teams
 - 1. DHR Procedures
 - a. Custody
 - b. Payment
 - c. Tracking
- F. Commitment of Children in DHR Custody to SDMH/MR

SUPPORTS TO FOSTER PARENTS

- A. Respite Care
 - 1. Notification to Foster Parents Regarding the Availability of Respite Care

- 2. Documentation/Tracking
- B. Day Care
- C. Foster Parent Bill of Rights (FPBR)
- D. Grievance Process
 - 1. Purpose
 - 2. General Guidelines
 - 3. The Process
 - a. Local Grievance Process
 - b. SDHR Grievance Committee Process