

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.26	SUBJECT:  <b>FOSTER CAREGIVER CONCERNS/RULE VIOLATIONS</b>
OAC: 5101:2-5-28	EFFECTIVE DATE: 1/27/04
PCSAO:	REVISION DATE: 3/22/05, 9/27/05, 11/28/06, 3/08
	REVIEW DATE: 9/27/05, 11/28/06, 3/08, 9/09

### PURPOSE:

Butler County Children Services is charged with the responsibility to assure the safety and quality of care for children placed in foster homes. BCCS is responsible for monitoring and reporting any rules violations and/or concerns and assisting foster families with corrective action plans.

### POLICY:

4.26 Any employee that becomes aware of an alleged foster home rules violation or of concerns regarding the care and treatment of a foster child, should immediately notify the Screening Coordinator or the Intake Director.

### PROCEDURE:

1. The concern shall be documented on the purple referral form and forwarded to the Screening Coordinator or Intake Director in the Coordinators absence.
2. The form shall clearly document where and with whom the child resides, foster parents name and address, child's current location, and who the alleged perpetrator is. The concern will be processed the same day it is received.
3. The Screening Coordinator or Intake Director or designee will categorize the information as either a concern or an allegation and forward that decision to the screeners.
4. The Screener will document the decision in the referral narrative and forward a copy of the referral to the Foster Care Supervisor, the Placement Director, Ongoing Director, Intake Director, and the SIU Supervisor (if an allegation).

5. If it is determined to be an allegation, the SIU worker shall refer to policy 1.8 Specialized and Third Party Investigations.
6. If it is determined that there is a concern and not a rules violation, the foster care specialist responsible for the foster family shall address the concern with the foster family and document such in the foster care file. Emergency concerns must be initiated within 24 hours of receipt of the concern. Non-emergency concerns shall be initiated within 72 hours of receipt of the concern.
7. If it is determined that there should be a rules violation investigation, the foster care specialist responsible for the foster family shall complete the rules violation assessment within 14 calendar days from receipt of the report.
8. When it is determined that a rules violation has not occurred, the foster care specialist shall meet with the foster caregiver face-to-face to report the outcome of the rules violation assessment. The foster caregiver shall then receive a written report describing the rules violation allegation and the outcomes of the rules violation assessment.
9. When it is determined that a rules violation has occurred, the foster care specialist and the supervisor shall develop a corrective action plan within five business days following the conclusion of the rules violation assessment.
10. The foster care specialist shall meet with the foster caregiver face-to-face to discuss the rules violation and the corrective action plan. A copy of the rules violation and corrective action plan shall be signed by the foster parent, foster care specialist, and the foster care supervisor. A copy shall be given to the foster caregiver and a copy shall be placed in the foster caregivers file.
11. In the case of a concern or rules violation with a Network provider, the licensing agency shall be responsible for addressing the concern or conducting a rules violation investigation. The BCCS Foster Care Supervisor will be responsible for notifying the network within one day of receipt of the foster parent concern/rule violations.
12. The BCCS Foster Care Specialist or Supervisor will enter the steps taken to address the concern/rules violation in SACWIS under the provider record. The BCCS Foster Care Supervisor shall ensure the information is also entered into the foster care database.
13. At the conclusion of an SIU Investigation, the assigned worker shall provide a copy of the investigation to the Foster Care Supervisor and the Ongoing Director. A copy shall be placed in the foster family file.

Approval Date:  
10/28/2009



Jeff Centers, Executive Director