

**Tri County Resource Family Program
Chaffee / Lake / Park Counties
Foster Care / Kinship Care / Adoption Services
Resource Provider Handbook**

Foster Care / Kinship Care/ Adoption Provider Policies and Procedures

Please read through all policies included in this packet. Your initials following each policy, indicates that you understand all information contained in the policy. Your signature at the end of this packet indicates that you agree to abide by all policies included herein.

If there is any part that you do not understand or cannot agree with, please discuss that section or policy with your Resource Provider certification caseworker.

CHILDREN'S BILL OF RIGHTS

Every child is endowed with inherent rights. Because of the separation from their parents or other family members, whether temporary or long term, children in placement require special safeguards and care. Every child in kinship/foster care has the right:

- To have the freedom to express his/her individual thoughts, cultural, and religious practices
- To have his/her opinions heard and considered in major decisions affecting his/her life
- To have a reasonable degree of privacy as long as it does not jeopardize their safety
- To be nurtured by Resource Providers who have been selected to meet his/her individual needs, and to receive appropriate adult guidance, support, and supervision
- To be free from physical abuse, neglect, and inhumane treatment. Every foster child has the right to be protected from all forms of sexual exploitation.
- To receive adequate and appropriate medical care, food, clothing, clean and safe housing surroundings
- To receive help in overcoming difficulties in his/her emotional, physical, intellectual, social, and spiritual growth that may have resulted from earlier experiences
- To participate in an educational or training program that will maximize his/her potential in accordance with existing law
- To communicate with significant others outside the family foster care home, such as, a parent or guardian, caseworker, attorney or Guardian ad Litem (GAL), CASA representative, current therapist, physician, religious advisor, and, if appropriate, probation officer, with prior approval from the child's caseworker
- To call law enforcement (911) if the child feels threatened or intimidated

The Resource Family shall allow a foster child in care to bring his/her personal belongings to the home, as defined by the Resource Family policy, and to acquire belongings of his/her own. However, the Resource Family shall as necessary, limit or supervise the use of these items while the foster child is in care. When extraordinary limitations are imposed, the foster child shall be informed of the reasons, in a language or manner of communication the foster child can understand.

The following children's rights may be limited to reasonable periods during the day or restricted according to the written policies of the Resource Family home or the Tri County Family Resource

Program to ensure the protection of the foster child, Resource Family, or staff from any unreasonable or unnecessary intrusions/disruptions and from health and safety hazards:

- The right to have access to letter-writing material, including postage, and to have the Resource Providers assist him/her if unable to write, prepare, or mail correspondence
- The right to have access to telephone to both make and receive calls in private
- The right to have convenient opportunities to meet with visitors
- The right to wear his/her own clothing, keep and use his/her own personal possessions, and keep and be allowed to spend a reasonable amount of his/her own money
- The right to receive and send sealed correspondence. No incoming or outgoing correspondence shall be opened, delayed, held, or censored by the provider unless said provider is authorized to do so by the child's caseworker
- The right to have scheduled visitation with parents when court ordered or DHS approved.

Resource Family Homes must develop a plan, in conjunction with the child's caseworker, regarding the following, and these rights must be explained to the foster child:

- Rules regarding the use of the telephone, including cell phones and text messaging and other forms of communication
- Guidelines and policies regarding visitation of the foster child with relatives, friends, or others interested in his/her welfare
- Rules and guidelines regarding extenuating circumstances and emergency situations affecting the foster child and his/her family.

Initialed by Foster/Kinship/Adoption Resource: Provider ____ Provider:

Family Resource Provider Responsibilities

Foster Care and Kinship Care are protective services for children and families. The children are provided a substitute or supplemental family life experience in an agency certified home for a planned and temporary period of time. Parents and guardians of foster children receive support in working toward family reunification or an alternate permanent plan for their children.

The primary goal of foster care or kinship care is Family Reunification. If this is not possible, then an alternate permanent plan is developed for children in out of home care.

Resource Providers including foster care, kinship care, and foster-adopt providers have the responsibility of helping children and their parents achieve this goal. Foster Care is not a lifetime commitment to a child or adolescent, but, a commitment to be meaningful to a child's lifetime. Foster family care often means families helping families.

Resource Providers are recognized as professionals and important members of a treatment team that works with children and families towards the goal of family reunification. The child's caseworker is responsible for assessing each family to determine the level of risk for flight with the children, violence, etc. Resource Providers are encouraged to meet and work with birth parents and/or birth relatives who have been assessed to be safe, in order to share information about the children in their care.

Developing a working relationship between Resource Providers and birth families provides:

- A consistent focus on the children and what is in their best interest
- The exchange of information about the children and their past and about their adjustment to out of home care
- The exchange of information about ways to nurture, dietary and sleep habits, limit setting and disciplinary methods that the children respond to
- Support and encouragement from Resource Families to birth families in order for birth families to make necessary changes for reunification and reduce the amount of time children are in out of home care.
- Provides children with permission to love and care for both their birth families and their Resource Provider families.

Initialed by Foster/Kinship/Adoption Resource: Provider_____ Provider_____

DISCIPLINE POLICY

Discipline is teaching new behavior, providing structure and setting limits. It is a tool designed to direct and give children a sense of security and consistency in their lives. Discipline should be constructive and educational in nature and may include: talking to the child regarding the situation, praise for appropriate behaviors, diversion, separation from a problem situation and/or withholding privileges. Children should never be subjected to physical/emotional harm or humiliation.

Listed below are Tri County Family Resource Program rules regarding non-acceptable discipline; these are also state rules and regulations that have been extrapolated from Federal Rules and Regulations. These rules are in accordance with the Office of Civil Rights and Volume VII of the policy and procedures for Child Welfare Services. Any violation of these guidelines could result in revocation of your certification or corrective action with probationary status dependent on the severity of the infraction and/or civil criminal charges being filed against the Resource Provider. This agency does not allow corporal punishment.

Children must not be subject to the following:

- Physical or emotional harm or humiliation. The caregiver must not use, or permit anyone else to use corporal or other harsh punishment or any type of physical punishment inflicted in any manner upon the body of the foster child such as: spanking, striking, swatting, shaking, punching, pinching, shaking, biting, kicking, hair pulling, rough handling, striking with an inanimate object and/or any humiliating or frightening method of discipline to control the actions of a foster child.
- Discipline that is designed to cause physical pain.
- Physical exercise such as running laps, push-ups, or carrying heavy objects when used solely as a means of punishment
- Physical strenuous or harsh work that could result in harm.
- Required or forced to take an uncomfortable position such as squatting or bending, or requiring a foster child to stay in a position for extended length of time such as standing with nose to the wall, holding hands over head, sitting in a cross legged position on the floor, or, repeating physical movements when used solely as a means of punishment.
- Discipline associated with toileting, toileting accidents or lapses in toilet training.

- Discipline associated with food. Meals may be postponed or provided individually, but deprivation of meals or snacks shall not be used as punishment. A foster child may not be force fed.
- Discipline associated with sleep. Sleep may not be denied or forced upon children as a disciplinary measure. A foster child may not be sent to bed as punishment.
- Denial of any essential or basic program service solely for disciplinary purposes.
- Separation for discipline other than brief separation appropriate to the child's age and circumstances, and the child shall be within hearing of an adult in a safe, lighted, well-ventilated room.
- Isolation of a foster child in a locked room or closet.
- Verbal abuse or derogatory remarks about themselves, or, their family, race, religion or cultural background.
- Disciplined by other children. Authority to discipline may not be delegated to other children, and the home must not sanction one child punishing another child.
- Denied of visiting and/or communicating privileges with family, clergy, attorney or caseworker solely as a means of punishment.
- Releasing of noxious, toxic or otherwise unpleasant sprays, mists, or aerosol substances in proximity to the foster child's face.
- Required to remain silent for a period of time inconsistent with the foster child's age, developmental level and/or medical condition.
- Denial of shelter.
- Denial of clothing.
- Denial of bedding
- Withholding of emotional response and/or stimulation by the Resource Provider.
- Physical restraint and/or mechanical restraint, including but not limited to, the use of handcuffs, shackles, straight jackets, Posey vests, ankle and wrist restraints, Craig beds, Vail beds, hospital cribs, and chest restraints.
- Holding therapy.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ – Provider _____

SUSPECTED CHILD ABUSE / NEGLECT

Resource Providers are mandatory reporters of child abuse and neglect. Each Resource Provider shall be alert for signs of abuse and/or neglect with children placed in their home. Whenever the Resource Provider suspects abuse or neglect, the Provide must report the information immediately to the County Department of Human Services in which they live, and, to the County Department of Human Services which placed the child in the home.

The Resource Provider shall complete a written report of any external signs of injury, such as bruising, scratching or swelling, and give the report to the child's caseworker or to the intake caseworker investigating the possible abuse or neglect.

If there is any suspicion of abuse or illness following a parent or family visit, the Resource Provider shall contact the child's caseworker or supervisor during business hours, or, contact the on-call caseworker after hours to report the information. It is important to listen but not to ask leading questions of the child.

The Resource Provider will be instructed by the whether the child should be seen by a medical provider, and if so, within what designated timeframe.

Any delay on the part of the Resource Provider to report suspected child abuse or neglect may impede the investigation. The number of suspects may be reduced if the timeframe of the suspected child abuse or neglect can be narrowed.

The Park County Department of Human Services hotline number is 303-816-5939 during business hours and, 719-836-4121 after hours and on weekends.

The Chaffee County Department of Human Services hotline number is 719-539-2596 after hours and on weekends.

The Lake County Department of Human Services hotline number is 719-486-2088 during business hours and 719-486-1249 after hours and weekends.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

CONFIDENTIALITY

As a Resource Provider for Tri County Family Resource Program, I acknowledge the confidential nature of my responsibilities in accordance with the Colorado Children's Code (19-1-307). I understand that all information concerning current or prior placements of children is confidential. The use or disclosure of information obtained while providing foster care, kinship care, or adoption, shall only be for the purpose of providing services to the placed children, or for completing documentation tasks as required.

I am aware that Tri County Family Resource Program requires my adherence to keeping the following information confidential:

- Reports of child abuse or neglect and the name and address of any child, family, or informant; or any other identifying information. Disclosure of the name and address of the child and family and other identifying information involved in such reports shall be permitted only when authorized by a court for good cause.
- Discussion of a child's placement in a foster/kinship care or adoptive home, including reasons for placement, the child's or his or her parents' history of abuse or neglect, or, need for court involvement, therapeutic intervention (This includes relatives, neighbors, friends, etc., of the Resource Provider's Family.)
- Identification of any children as "foster/kinship care or adoptive children" in any media presentation or to the public in any way unless prior written permission is obtained from the parents/guardians and the certifying County Department of Human Services. This includes all secure and non-secure computer websites, including social networking sites such as, Face book, My Space, twitter, blogs, or similar internet posting sites.
- Photographs, videos, or audio tapes of children released in any media presentation or to the public in any way, including the internet, unless prior written permission is obtained. This includes all secure and non-secure computer websites including, Facebook, Twitter, Instagram, blogs, or similar internet posting sites.

Violation of these confidentiality requirements is a violation of the Resource Provider agreement with the Tri -County Family Resource Program. Breach of confidentiality will be dealt with as a certification violation and may result in a corrective action or revocation of the Resource Provider's certificate.

In accordance with the Colorado Children's Code (19-1-307), some violations of confidentiality requirements may result in charges of a class 2 petty offense, and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

Per State Rule 7.708.69C, facts learned about foster children and their families shall be kept confidential, with the following exceptions:

- 1. In medical emergencies, and then only when the assistance and/or expertise is required of that unauthorized person; or**
- 2. The foster child, his/her parent(s) or guardian(s) and their respective legal counsel(s), a court having jurisdiction over the foster child, or an authorized public official, or certifying/licensing representative in performance of his/her mandated duties; or**
- 3. If the parent(s) or guardian(s) has given voluntary, written consent.**

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

RELIGIOUS POLICY STATEMENT

The freedom of religion is one of the most basic of our "Rights" as Americans. The government may not invade this right except under the most extraordinary of circumstances. Because the children are court ordered into care, and because the Tri County Family Resource Program is an extension of the state government, the Bill of Rights applies to children in foster care or kinship care.

The Tri County Family Resource Program has, therefore, instituted the following policy:

- It is the child's right to practice his/her traditional religious beliefs and spiritual beliefs, such as those of Native Americans. Resource Providers may not impose their religious beliefs upon foster or kinship children, but they are free to perform their traditional family practices. Resource Families may invite a child to participate in religious activities of the Resource Family and take a foster child or kinship child to their church, unless the child and/or his family objects.
- If the child has been raised in a particular faith, a strong effort will be made by the Resource Providers and the child's caseworker to keep the child involved in church services or other activities, unless there is concern for the child's safety or doing so puts the child at risk. With the child's caseworker's permission, a member of the child's congregation can transport the child to church or related activities.
- Other practices, such as prayer at meals or bedtime are very acceptable, but a foster or kinship child shall not be forced to participate in the practices. In the case of prayer at mealtime, if a child does not want to participate, he/she may be required to sit quietly while the rest of the family prays.
- Unless the child's family or child's caseworker has given permission, at no time shall a child be required to participate in any kind of religious instruction such as Sunday School or Bible study. If the child does not want to participate, he/she shall not be forced to do so.

- If the Resource Provider's Family's religious beliefs do not permit certain secular or religious practices, such as Halloween or Christmas celebrations, the County Department will attempt to help the Resource Provider devise a plan to accommodate the child's right to participate in these practices if he/she or the child's family wishes. Allowing the child to go to another home for these celebrations is one way to accommodate this request.

It is important to remember that inherent in our religious freedoms is the right not to practice any religion.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

SMOKING REGULATIONS

The Tri County Resource Family Program recognizes an individual's right to smoke cigarettes and the right for children to be protected from exposure to second hand smoke.

If someone chooses to smoke who resides in the Resource Family Home, the following stipulations must be followed according to Volume VII of the Colorado Children's Code:

- No one may smoke inside the Resource Family Provider's home at any time when a foster child or kinship child is placed in the home. This applies whether the child is present in the home or not at the time the person is smoking.
- No one may smoke inside a Resource Family Provider's motor vehicle at any time if there is a foster child or kinship child placed in the home. This applies whether the child is present in the vehicle or not at the time the person is smoking.
- No one may smoke inside a substitute caregiver's motor vehicle at any time if a foster child or kinship child is placed in the home
- Smoking includes carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off tobacco smoke.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

MEDICAL & RECREATIONAL MARIJUANA

The Tri County Resource Family Program recognizes that marijuana is legal in the state of Colorado for those over the age of 21. The Program recognizes that cultivation and distribution of marijuana for medical reasons within the guidelines and laws of Colorado, is legal.

The Tri County Resource Family Program also recognizes that it may not be in a child's best interest to be cared for by someone under the influence of marijuana especially if the child has special needs or a history of neglect by one or both parents with significant illegal substance abuse or addiction issues.

It is the responsibility of each Resource Provider to notify their Resource Caseworker immediately following receipt of a physician's order/prescription for a medical marijuana license. It is the

responsibility of each Resource Provider to notify their Resource Caseworker if he or she grows or cultivates marijuana. Failure to disclose this information may be cause for immediate removal of the foster or kinship child in the home

A current copy of a medical marijuana prescription and license must be maintained in the Provider's file at all times along with an agreement/plan for consumption signed by the Resource Provider to:

- Disclose information about his or her medical marijuana prescription, the condition(s) for which it is prescribed, the frequency, and amount of medical marijuana the Provider consumes.
- Disclose the amount the Provider is allowed to purchase or keep at one time, the name of their caregiver (provider source) and/or whether any marijuana is or will be cultivated on the property where foster children reside.
- Disclose how and where the marijuana will be kept in a locked container located in the house or on the property out of the reach and knowledge of children.
- Allow DHS access to check on the kept marijuana in its location at any time.
- Agree not to consume marijuana inside the Resource Family Provider's home at any time when a foster child or kinship child is placed in the home. This applies whether the child is present in the home or not at the time the person is consuming marijuana.
- Agree to not consume marijuana inside a motor vehicle or operate a vehicle under the influence of marijuana at any time if there is a foster child or kinship child placed in the home. This applies whether the child is present in the vehicle or not at the time the person is consuming marijuana.
- Disclose who will care for the foster child or kinship child during and after the time of marijuana consumption. The Resource Provider will have provisions in place for routine care and emergency care of the child(ren) when consuming or under the influence of medical marijuana.
- Consuming marijuana includes carrying or having in one's possession a lighted rolled marijuana cigarette, pipe or other object giving off marijuana smoke, vapors, or residue and/or ingesting marijuana with or without edible substances.

Please note that the Resource Provider may be asked to waive his or her HIPPA rights to privacy by signing a Release of Information form allowing the Resource Caseworker to verify supplied information.

Failure to sign the agreement/plan for consumption or release of information may result in immediate removal of foster or kinship children from the home and care of the Provider.

Please note that the child's caseworker will be notified of the Resource Provider's medical marijuana license and agreement/plan for use.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

TRAMPOLINE REGULATIONS

The Tri County Resource Family Program discourages the presence/use of trampolines in Resource Family homes. If a Resource Provider chooses to own a trampoline, the following rules must be adhered to:

- The trampoline is equipped with a trampoline enclosure net

- An adult spotter must be present and immediately adjacent to the trampoline while someone is jumping on the trampoline
- An adult spotter must have the child on the trampoline within his or her "line of sight" at all times
- Only one person may be allowed on the trampoline at a time
- Adequate padding (spring guards) must surround the trampoline's edges
- Written permission must be obtained from the child's caseworker prior to the child using the trampoline.

Resource Providers should understand that allowing a child to jump on a trampoline could result in legal action being taken against them if an injury were to occur. By signing this document, you are stipulating that you recognize and accept this responsibility.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _ _ _ _

SWIMMING POOL, HOT TUB, SAUNA POLICY

The Tri County Resource Family Program understands that some Resource Providers will have pools or other water related recreational equipment, or will take children to other locations where such equipment is located. When Resource Providers are in the vicinity of such equipment the following requirements must be followed:

- All pools, hot tubs, or saunas must meet all health code requirements established by the County in which they reside and the State of Colorado for said equipment
- All pools, hot tubs, or saunas must be inaccessible to children whenever an adult is not present (locked and/or fenced away from access by the child)
- Foster children and Kinship children may utilize the equipment only with adequate and CPR trained adult supervision is present and immediately adjacent to the location of the child

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _ _ _ _

OTHER RECREATIONAL ACTIVITIES

Resource Providers must require foster children and kinship children use appropriate and accepted safety equipment at all times when participating in recreational activities. Such equipment may include but not be limited to: safety helmets when riding bicycles, riding horses, skiing, skateboarding and roller skating. Wrist and elbow pads should also be used when roller skating or skateboarding.

Special permission should be obtained by the child's caseworker for the child to participate in activities with a higher risk of injury, such as but not limited to: riding horses, skiing, snowmobiling, water skiing, riding on an ATV, etc.

Under no circumstance should children ride skateboards holding onto the side of a motor vehicle or ride in the back of truck or be pulled in a sled or wagon behind any type of motor vehicle including but not limited to snowmobiles and ATVs (all terrain vehicles).

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

AUTOMOBILE RESTRAINTS POLICY

Resource Providers must use appropriate car restraints whenever foster children are being transported as per Colorado State Law.

It is the driver's responsibility to ensure that child passengers are properly buckled up in the appropriate restraint on every trip. The child restraint must have a label that states it meets Federal Motor Vehicle Safety Standards (FMVSS) 213.

Resource Providers are expected to:

- Follow the Colorado Revised Child Passenger Safety Statute 42-4-236 / Changes effective August 1, 2010 for all children including, their own children, foster children, day care children, and visiting friends.
- Follow the "Safety Advocates Recommendations" listed in column 4 of the following table.

Colorado's Child Passenger Safety Law

Age	Mandatory Restraint	Requirements	Safely Advocates Recommendations (Best Practices)
NEWBORN UNTIL 1ST BIRTHDAY	REAR-FACING CAR SEAT	CHILD WEIGHS LESS THAN 20 POUNDS AND IS SECURED IN BACK SEAT ONLY	Restrain your infant in a rear-facing seat as long as possible for the best protection in a crash. "Convertible"-type car seats allow children to ride rear-facing until 30-45 pounds.
1,2,AND 3 YEARS OLD	REAR OR FORWARD-FACING CAR SEAT	CORRECT USE OF CAR SEATS. FOLLOW UPPER WEIGHT LIMIT ACCORDING TO MANUFACTURER'S INSTRUCTIONS.	Restrain your child in a "5-point" harness system until they are at least 40 pounds or to upper weight limit of seat. Keep child rear-facing as long as car seat allows. Use upper-tether straps where applicable (refer to your car seat and vehicle's owner's manual for more information.)
4,5, 6 AND 7 YEARS OLD	FORWARD-FACING CAR SEAT OR BOOSTER SEAT	CORRECT USE OF CAR SEAT OR BOOSTER SEAT. FOLLOW UPPER WEIGHT LIMIT ACCORDING TO MANUFACTURER'S INSTRUCTIONS.	Regardless of age, restrain your child in a car seat or booster seat until they are about 57" (4'9"). A child's height is the best predictor of proper seat belt fit.
8 UNTIL 16th BIRTHDAY	BOOSTER SEAT OR LAP AND SHOULDER SEAT BELT	CORRECT USE OF BOOSTER SEAT OR SEAT BELT. FOLLOW UPPER WEIGHT LIMIT OF BOOSTER SEAT ACCORDING TO MANUFACTURER'S INSTRUCTIONS.	The child should be able to sit back against the seat back with knees bent naturally at the edge of the seat, the shoulder belt comfortably crossing the shoulder between the shoulder and chest (not the neck), and the lap belt fits snug against the hip bone and top of thighs, for the whole car trip. Children under 13 should sit in back seat only.

*Safety advocates include the American Academy of Pediatrics, the National Highway Traffic Safety Administration and Safe Kids USA.

For more information, visit www.carseatscolorado.com or call (877)-LUV-TOTS or (303) 239-4625.

Additional Information:

- Check the expiration date on all car seats and discard and car seats that have expired.
- In order to get seat belts/shoulder straps from emergency locking mode to automatic locking mode, pull seat belts/shoulder straps all the way out before buckling the belt through the car seat. This prevents the belt from slipping.
- Seat children in rear facing car seats in backseats, as long as possible up to age 2, when their neck muscles have developed enough strength against whiplashes.
- The shoulder straps on rear facing car seats should be equal to or below the infant's shoulder. The front splitter plate should rest on the infant's chest below the chin.
- Use only head rolls that come with infant car seats. Do not use head rolls purchased separately as they have not been crash tested with the car seats. Instead, use rolled blankets or towels alongside the body or head.
- Seat children in front facing seats with their bottom against the back of the seat.
- The shoulder straps on front facing car seats should be above the child's shoulder. The front splitter plate should rest on the child's chest at armpit level.
- Use booster seats with high backs when the car does not have head rests.
- Use booster seats alone only when the car has head rests.
- Seat children in back seats up to age 13 or whenever possible. A child should be able to sit with bottom against the seat with a natural bend at the knee with feet on the car floor before sitting in the front seat.
- If necessary for a child to sit in the front seat, the seat should be pushed all the way back from the dash and the passenger air bag turned off.

Contact your local public health department, the Kempe Center, or, Colorado Department of Transportation for car seats if needed. Many have grants to distribute car seats.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

AUTOMOBILE TRANSPORTATION POLICY

Resource Providers and all other persons acting on behalf of the Resource Providers, shall be properly licensed to operate the class of vehicle they are transporting children, in accordance with Colorado law.

Resource Providers shall transport only the number of individuals in a motor vehicle, equal to the number of available seats and proper seat restraints in the vehicle. Vehicles shall be enclosed and equipped with door locks.

Any individual transporting a foster child other than certified Resource Provider must be approved by child's caseworker.

Resource Providers must insure that no one smokes in any vehicle in which foster or kinship children are transported. This includes any time prior to, during, or, after a foster child or kinship child is transported. Resource Providers who smoke must not expose children to second hand smoke. Cigarette smoke lingers and

will be detected in vehicles and on individuals who have been transported in the vehicles where someone has smoked.

Initialed by Foster/Kinship/Adoption Resource: Provider: _____ Provider: _____

CRIB SAFETY

Resource Providers are to follow the CO Division of Child Care instructions for checking the safety of cribs, including:

Shake the crib and see if the frame holds firmly in place without any wiggle. Check all hardware for any missing or loose pieces (check frequently as these nuts and bolts can work loose over time). Check for any gaps between any crib components (components as thin as a dime is enough to catch a stray ribbon on a baby's clothes and pose a strangulation hazard). Check if the mattress fits snugly and tight against all edges of the crib. Check to determine what happens if the mattress is picked up and dropped into the crib from as high as possible. Check to determine if the bottom falls out or appears loose in any way. (Many crib deaths are the result of the bottom falling out on one end the baby slides down enough that their head catches on the bottom edge and they strangle.)

Any crib that shakes, rattles or rolls in any way should be thrown away. Below is a website with additional information.

<http://www.cpsc.gov/onsafety/2011/03/the-new-crib-standard-questions-and-answers/>

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

FOSTER CHILDREN OF DRIVING AGE

When a foster child is of the age to earn a driver's permit or, driver's license, and the child has asked for permission to drive, a discussion will be made between the Resource Providers, child's caseworker and Guardian ad Litem, regarding the adolescent's request. The child's parents will also be included if available and appropriate. Issues should be addressed regarding the child's trustworthiness, responsibility level, grades in school, work/employment opportunities, and, how classroom and driving instruction, vehicle, and insurance will be accessed and financially provided for the child to be able to drive. Expectations must be outlined for the adolescent for financial, training, and other responsibilities such as when, where and how often the adolescent may drive.

When a plan has been developed, the child's caseworker and adolescent will present information and recommendations to the agency director who will have to make a decision whether the plan is complete and the liability and risk factors have been adequately addressed for the agency and county. If all parties agree, the plan will be incorporated into the adolescent's Family Service Plan and ordered by the court.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

SUBSTITUTE CARE REGULATIONS

When the Resource Provider needs substitute care for children placed in their home for any reason (including but not limited to, illness or temporary absence from the home), it is necessary for the Resource Provider to inform the child's caseworker or Resource Provider's certification caseworker who the substitute caregiver will be.

Substitute caregivers must be over 18 years of age and familiar with these Resource Provider Rules and Regulations and the children with whom they are providing care. The Resource Provider must give the substitute caregiver's name, address, phone number, and birthdates to their certification caseworker in order to complete computer background checks of these individuals. The computer checks will include Colorado Bureau of Investigation (CBI) and State Department's TRAILS automated system for child abuse and neglect.

If substitute care over six hours and/or overnight care is required, the substitute caregiver must be 18 years of age and trained in CPR and First Aid.

When substitute care is required, the Resource Provider is encouraged to enlist the help of other Resource Providers who have been certified by the Tri County Resource Family Program.

Unless other arrangements have been prearranged with the child's caseworker, it is the responsibility of the Resource Provider to pay the substitute caregiver from money received for care of the child.

When another certified Resource Provider is utilized for overnight care, it is recommended that the child's daily rate be paid to the substitute caregiver following receipt at month's end.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

Personal Allowance Opportunities Chores & Work Opportunities

Children in foster care or kinship care through Tri County Family Resource Program shall be provided personal allowance and/or work opportunities appropriate to the child's age and development. The purpose is to provide opportunities for children to have the experience of using money and making purchases of their choice.

Money earned, received as a gift, or received as allowance by a foster child in care shall be deemed to be that child's personal property.

Limitation may be placed on the amount of money a child may possess or have access to when such limitations are considered to be in the child's best interest.

For example, a child may receive a set amount of money per week for regular daily responsibilities such as making their bed and cleaning their room. The child may earn a certain amount of money for chores above and beyond their regular daily chores. A decision may be made by the Resource Providers that a child may only have access to a portion of their money for a particular shopping or recreational outing. The rest of the money may be kept in a separate container in the home or bank account available to the Resource Providers. Please record and date, additions and subtractions to the child's account. Please allow the child's caseworker access to the accounting log when requested.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

EMERGENCY PROCEDURE AND EVACUATION POLICY

- Every Resource Provider home must be equipped with at least one 5 pound fire extinguisher or one of greater size.
- Every floor of the Resource Family home must have at least one smoke detector, and there must be a smoke detector located near each area of the home where bedrooms are located
- Every Resource Provider home must have a documented fire escape plan and must conduct a fire drill each time a new child is placed into the home, or at least every 3rd month when children are in placement in the home. Documentation of the escape plan and fire drills must be kept and a copy given to the Resource Provider's certification caseworker.
- Each Resource Provider must have a documented safety plan for tornadoes, floods, and other emergency situations that might arise. Documentation of the plan must be kept and a copy given to the Resource Provider's certification caseworker.
- In the event of flood, only bottled water may be provided to foster children or kinship children.
- Flashlights are to be kept in the home and easily accessible to foster children and kinship children for use in the event of power outages or other natural or man-made disasters.
- Nightlights are to be available for children when they request the use of one in their bedroom.
- Resource Providers who live in remote areas that could experience wild fires are required to develop a safety plan that addresses how the family will respond to such situations.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

NATURAL DISASTER POLICY & PROCEDURE

Resource Providers who have children with open Child Welfare cases through the Tri County Family Resource Program living with them can travel out of state with those children only after they have first obtained written permission to do so from the child's caseworker.

In the event of emergency evacuation resulting from a natural disaster such as forest or mountain fire, flooding, earthquake, etc., or a terrorist attack, the result of which would be that the Resource Provider finds it necessary to leave an area under emergency conditions, the Resource Provider will contact their County Department of Human Services and law enforcement immediately upon arriving in a safe location.

After hours and on weekends, the Resource Provider will call the emergency hotline phone number previously provided to them and provide the names of the children, the children's caseworkers, the location where they are, and a telephone number where they can be reached. The Resource Provider will notify the emergency contact of any additional information as needed, such as emergency medical care being obtained. In the event that the hotline number cannot be reached, the Resource Provider will contact the local law enforcement in the location where they are staying and request that the agency notify their emergency contact of their whereabouts.

TRAVEL WITH FOSTER CHILDREN IN-STATE AND OUT-OF-STATE

Foster, Kin and Adoptive parents may travel with foster children using the following guidelines.

Travel within Colorado:

- Providers do not have to obtain special permission or prior approval from the caseworker when traveling with a foster child within the state of Colorado, unless the family and child will be away from home for several days.
- If the travel will be longer than two days, Providers are to notify the child's caseworker prior to the trip, including location and length of travel.

Travel out-of-state:

- Providers must obtain prior permission from the caseworker before taking the child outside the state of Colorado.
- Provider must provide the dates of travel, emergency notification number, and the whereabouts of the family and child will be staying.
- The caseworker will notify the Guardian ad Litem, parents/guardians, and when necessary, the court, of the requested travel and obtain their consent for travel.
- The caseworker will work with the Provider to locate temporary respite care for the child if permission for travel is not obtained from the Guardian ad Litem, parents/guardians, or the court.
- Prior to leaving on any trip, Provider must obtain and carry at all times, a travel letter signed by the County Director giving permission for travel outside of Colorado with the child.

Initialed by Foster/Kinship/Adoption Resource: Provider ____ Provider ____

MEDICATION POLICY & PROCEDURE

Any medications, both prescription and nonprescription, for a foster child or kinship child shall be administered and stored in the following manner:

1. When a child first goes into foster care or kinship care, the Resource Provider shall ascertain all medication the child is currently taking.
2. All medication must be kept in a clean storage area inaccessible to foster children and kinship care children and stored according to pharmacy instructions.
3. All prescriptive medication shall be administered only upon the written prescription of a physician. The Resource Provider shall also obtain written authorization from the prescribing physician to administer any non-prescriptive and over the counter medication.
4. In an emergency situation, non-prescriptive medication may be administered on the verbal authorization of a physician. Written confirmation must then be obtained for the verbal authorization.
5. The Resource Provider shall maintain for each foster child or kinship care child, a cumulative and written record of all medication, both prescriptive and non-prescriptive, dispensed to that child, including:
 - a. The name of the child.
 - b. The name and dosage of medication.
 - c. The time and date the medication was dispensed.
 - d. The name or initials of the person administering the medication.

The Resource Provider must document the exact time of each medication when administered and not list the estimated time of administration such as, 8:00 a.m. each day.

Initials of kinship/foster: Placement Provider ___ Placement Provider ___

FOSTER AND KINSHIP HOME PAYMENT ELIGIBILITY POLICY

Social Services Staff Manual 7.001.41 C states that for the placement costs of a Title IV-E eligible child to be claimable through IV-E funding, the provider must be a IV-E eligible Resource Provider. This means that the Resource Provider must be in compliance with all appropriate rules and regulations at time of certification or re-certification.

Tri County Family Resource Program, in order to remain in compliance with State of Colorado foster and kinship care certification practices, and in order to assure that all children in the custody of the Department are placed in safe environments, acknowledges the need for all County certified Resource Providers to be in compliance with all regulations at time of certification or re-certification.

This policy is to be used at the time of foster or kinship home certification or re-certification, when there are already children in the home, and the Resource Provider is not in compliance with state mandated licensing regulations as determined by that Resource Provider's assigned certification caseworker.

Resource Providers who are found to be out of compliance with these regulations will:

1. Be given verbal notification and encouragement to comply with regulations throughout the year.
2. Be provided at least one monthly training opportunity throughout the year.
3. Be provided financial assistance when available, if the Resource Provider indicates that lack of compliance is the result of financial hardship.
4. Have financial reimbursement delayed until in compliance, or, have financial reimbursement reduced to 50% of the contracted amount for each child in placement for the first month that the Resource Provider is out of compliance, unless the Resource Provider can come into compliance prior to the last day of that same month.
5. Have payment discontinued for each child in placement for the second month and for each successive month that the Resource Provider is out of compliance, unless the Resource Provider can come into compliance prior to the last day of that same month.
6. Have their certificate to provide foster care or kinship care revoked and the children moved from the home, on or before such time as the Resource Provider is out of compliance for a period of 4 months.

Resource Providers have the right to due process if they are in disagreement with the above actions by following the steps in the Grievance Policy.

Initialed by Foster/Kinship/Adoption Resource: Provider ___ Provider ___

GRIEVANCE POLICY

A grievance can be filed with Tri County Resource Family Program by a child in a County Department of Human Services legal custody, their biological parent(s) or guardian, or, their Resource Family Provider by adhering to the following steps:

- Before a Resource Provider files a grievance, it is important to attempt to rectify the situation by working with the child's caseworker and the Resource Provider's certification caseworker.
- To file a grievance, write a letter explaining the grievance, or, complete a grievance form.

A child in care will give this form to their caseworker and to their Resource Provider Family. If a Resource Provider is filing the grievance regarding a child's caseworker, a copy should be sent to the child's caseworker involved, the supervisor of the child's caseworker, and to the Resource Provider's certification caseworker's supervisor.

If a grievance is being filed regarding a Resource Provider certification caseworker, a copy of the grievance should be given to the Resource Provider certification caseworker and to the Resource Provider certification caseworker's supervisor.

- If a grievance filed is with the Resource Provider Family where the child is placed, the grievance shall be recorded in the child's case record along with the investigative findings and resulting action taken by County Department of Human Services where the Provider is certified. A copy of the child's grievance may be sent to their parent with the child's permission.

If the individual filing a grievance does not receive a written response within 7 business days, the individual may request a review by the director of the county who placed the child, or, the director of the county who certified the Resource Family.

Initialed by Foster/Kinship/Adoption Resource: Provider _____ Provider _____

CWS 7-A INDIVIDUAL PROVIDER CONTRACT

Resource Providers will abide by all requirements contained within the Colorado Department of Human Services' CWS 7-A Individual Provider Contract. The following are some but not all requirements contained within the Individual Provider Contract:

- I. To furnish foster care services to eligible children at the established rate based on type of facility and individual child rates negotiated between the county and the provider.
2. To safely provide the 24-hour physical care and supervision of each child until removed or until the agreement is renewed.
3. To accept children only with the approval of the certifying/licensing agency.
4. To cooperate fully with the County Department or its representatives, and participate in the development of the Family Service Plans for children in placement, including visits with their parents, siblings, and relatives, or transition to another foster care facility.
- S. To maintain approved standards of care as set by the State Department of Human Services.

6. To keep confidential the information shared about the child and his/her family.
7. Not to accept money from parents or guardians.
8. Not to make any independent agreement with parents or guardians.
9. Not to release the child to anyone without prior authorization from the County Department.
10. To allow representatives of the County Department to visit the foster home and to see the child at any reasonable time.
11. To give the County Department two weeks' notice, except in an emergency, to remove a child for placement elsewhere and to work with the County Department as requested in preparing the child for the next placement.
12. To provide transportation to the child to enable the utilization of professional services when necessary. The amount of transportation to be provided will be agreed upon at placement and may be changed upon mutual agreement of the provider and the County Department, as recorded in the Family Services Plan.
13. To report promptly to the Department:
 - a) Any unplanned absence of the child from provider's care.
 - b) Any major illness of the child.
 - c) Any serious injury to the child.
 - d) Any significant change in the child's sleeping arrangement.
 - e) Any contemplated change of address or change of household members.
 - f) Any conflict the child may have with law enforcement, school officials, or other persons in the authority.
 - g) Any emergency.
 - h) Any pertinent discussion with parents or guardians about the child or supervising agency.
 - i) Any information received regarding a change of address of the parents or guardians.
14. To comply with the Civil Rights Act of 1964, Section 504, Rehabilitation Act of 1973, and the ADA of 1990, concerning discrimination on the basis of race, color, sex, age, religion, political beliefs, national origin, or handicap.
15. To attend Core certification training prior to the placement of any child.
16. To attend on-going training as required by State Department regulations.
17. To attend Administrative Reviews for children in placement.
18. To fully comply with the Minimum Rules and Regulations for Foster Family Homes or Specialized Group Facilities.
19. Not to enter into any subordinate subcontract hereunder.

20. To keep such records as are necessary for audit purposes by state and federal personnel. The records shall document the type of care and the term during which care is provided for each child. In addition, medical, educational, and progress summary records shall be maintained for each child in accordance with Volume 7 requirements.

21. To maintain medical, dental and educational records for each child/youth and supply updated information to the County Department.

The child's caseworker or the Resource Family certification caseworker will add child specific requirements at the end of each Individual Provider Contract, as necessary.

Initials of kinship/foster: **Placement Provider**____ **Placement Provider**____



I understand that my initials following each policy contained within this packet and the presence of my signature below, verify that that I have read each policy, understand what is required of me by each policy, and agree to abide by all policy statements located herein.

Signature of Family Resource Provider

Date

Signature of Family Resource Provider

Date