

RESOURCE FAMILY TIP SHEET – WORKERS & THEIR ROLES

	DHS ASSESSOR	DHS CASE MANAGER	FAMILY SAFETY, RISK, & PERMANENCY (FSRP) SERVICES	JUVENILE COURT SERVICES	IOWA KIDSNET (IKN): Recruitment and Retention of Resource Families www.iowakidsnet.com	IOWA FOSTER & ADOPTIVE PARENTS ASSOCIATION (IFAPA) Support Services for Resource Families www.ifapa.org	INTEGRATED HEALTH HOME SERVICES (IHH) www.magellanofiowa.com	BEHAVIORAL HEALTH INTERVENTION SERVICES (BHIS) www.magellanofiowa.com	FOSTER GROUP CARE	CHILD WELFARE EMERGENCY SERVICES (CWES)	CHILD WELFARE EMERGENCY SERVICES (CWES)
	http://dhs.iowa.gov/child-protection	http://dhs.iowa.gov/child-welfare	http://dhs.iowa.gov/fsrp-services	Eight juvenile court districts in Iowa. http://www.iowacourts.gov/Administration/Directories/Juvenile_Court_Offices/	Licensing standards: Chapter 112 Chapter 113		Voluntary service for children with Medicaid and meeting Serious Emotional Disturbance (SED) diagnostic criteria		Licensing standards: Chapter 112 Chapter 114 Chapter 115 Chapter 116	Non-bed components	Emergency Juvenile Shelter Care bed component Licensing standards: Chapter 105
ROLES	Through a Child Abuse Assessment or a Family Assessment, engages with the family to determine the family's capacity to keep children safe and ensure child protection.	Protective case manager for the child and family.	Family Centered Child Welfare Services Provider for the child and family.	Oversees juvenile delinquency/criminal cases where the defendants are under the age of eighteen when they commit the crime.	Resource family's primary support provider.	Resource (adoptive, foster, and kin) family's peer support. Makes respite payments to adoptive parents for adoption respite.	Provides support to the child and family in a manner designed to improve service access, coordination of behavioral and physical health care as well as access to community resources.	Mental health service provider A Medicaid service available to any Medicaid eligible child with a mental health disorder.	Provide congregate residential care to children unable to live in a family situation due to social, emotional, or physical disabilities but can interact in a community environment with varying degrees of supervision.	To provide crisis/mediation and other services to children who might otherwise be in a shelter bed referred by DHS, juvenile court services, and law enforcement.	Providing emergency and short-term temporary placement of children in a physically unrestricting facility at any time between a child's initial contact with juvenile authorities and the final judicial disposition of the child's case.

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<p>OVERALL RESPONSIBILITIES</p>	<p>Child Abuse Assessment: Conduct 20 business day protective assessments to ascertain whether abuse or neglect occurred per the allegations made to DHS, arrange for Safety Plan Services, and identify protective service needs for the family and child.</p> <p>Family Assessment: Conduct 10 business day assessments to identify if the child is safe and to work with the family if safety issues are present, to identify the family's strengths and needs and to connect the family to any needed local services and resources.</p>	<p>Coordinates all protective service activities for the family and child. This worker is the case manager for the child and family.</p> <p>Responsible for successful execution of the family team decision-making process and the successful implementation of the family interaction plan.</p>	<p>Implements a set of protective service strategies that are family focused, designed to build on family strengths, enhance caretaker protective capacities to safely care for their children, and connect families to community resources and informal support systems. These services are designed to achieve safety and permanency for children regardless of the setting in which they reside.</p> <p>Responsible to participate in the planning and implementation of the family interaction to contribute to successful permanency.</p>	<p>Review the criminal complaints filed against juveniles, make referrals to the County Attorney's office for prosecution and make recommendations to the court.</p> <p>Some criminal cases involving juveniles do not reach the Juvenile Court. Iowa law allows the Juvenile Court Services Department to review criminal charges involving juveniles and to resolve the criminal charge informally. In most of these cases, the juvenile must complete a term of probation.</p>	<p>Develops a support plan with resource families.</p> <p>Provides post adoption support services to adoptive families receiving Iowa subsidy.</p> <p>Responsible to participate in the planning and implementation of the family interaction to contribute to successful permanency.</p> <p>Responsible for collaborating with the family to develop a training plan to strengthen family skills.</p> <p>Monitors training to ensure families meet the 6 hour training requirement.</p>	<p>Provides peer support to the families through the delivery of a variety of strategies including training resources.</p> <p>Coordinates the FAIR program to support foster families during allegations of abuse and neglect.</p> <p>Responsible to participate in the planning and implementation of the family interaction to contribute to successful permanency.</p>	<p>Implements comprehensive care coordination and health promotion, chronic condition management, comprehensive transitional care, individual and family support services, and referral to community and social support services.</p> <p>Responsible to oversee the Intensive Care Management (ICM) services for members on the CMH Waiver or receiving Habilitation services.</p>	<p>Services are supportive, directive and teaching interventions provided in a community-based or group care environment designed to improve the child's level of functioning as it relates to a mental illness with a primary goal of assisting the individual and his/her family to learn age-appropriate skills to manage their behaviors, and regain or retain self-control.</p>	<p>24-hour care including room and board and age appropriate child welfare services provided in a private, licensed, and contracted facility.</p> <p>Child welfare services: maintain a child's connection to family and community; promote reunification or other permanent placement; and, facilitate a child's transition to adulthood.</p> <p>Program services allow for behavioral observation and evaluation; provide a daily routine to promote healthful eating, sleeping, exercising, and personal care and grooming habits; and provides for educational, dietary, recreation and leisure, and health needs.</p>	<p>CWES Contractors offer an array of services used to mediate crises and divert children from placement into a shelter bed when an alternative is appropriate. Shelter bed placement is the most restrictive component of a CWES array.</p>	<p>Shelters provide 24-hour planned and structured daily programs that provide for a child's educational, recreational, health, dietary, and other needs.</p>
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CASE PLAN RESPONSIBILITIES	Identify the safety and protective capacities and family supports to enhance the safety and protection of the children.	Develops, monitors, and appropriately shares case permanency plan progress utilizing a family team decision-making process.	Provides, procures, or arranges for direct services and resources to implement the case permanency plan in a family specific way.	Responsible for making an accurate presentation of the juvenile delinquent's situation to the courts, taking this into consideration when drafting a rehabilitation plan, and must also translate the legalese of the juvenile justice system into a language which the delinquent can understand.	Assists the family team by providing on-going, proactive support to resource families to strengthen placements and prevent disruptions. Encourages resource families' active involvement in the family team process and the successful implementation of the family interaction plan.	Assists the family team by teaching foster & adoptive families to advocate for their needs appropriately. Encourages the foster family's active involvement in the family team process and the successful implementation of the family interaction plan.	Ensures coordination of IHH services with the case permanency plan services and activities. Supports and participates in, but does not duplicate, the utilization of the family team decision making process. Assists the family by arranging/monitoring the additional services and resources that support the case permanency plan.	Develops a treatment plan specific to the child's behavioral health needs. These plans should drive the child-specific treatment strategies in the case permanency plan.	A written care plan is required based on an assessment of each child's individual needs, in consultation with the child's family, and must address special needs, and describe planned services and responsible staff. The facility is responsible for planning the daily activities of all children, including discipline, guidance, peer relationships, and recreational programs.	Written care plans are not required. Generally, the length of contact with individual children is very short term, from less than 24 hours to a few days; in some cases follow up may occur over a 30 day period.	A written care plan must be developed for each resident remaining in the facility over four days. It is based on individual needs determined through the assessment of each youth and must address: specific needs; planned services; responsible staff person(s); where services will occur; and, the frequency of activities or services.
COURT RESPONSIBILITIES	Ensures coordination of the case with Court parties including submission of the case permanency plan, testimony in hearings, and formalizing recommendations critical to the progress of the case permanency plan goals.	Ensures coordination of the case with Court parties including submission of the case permanency plan, testimony in hearings, and formalizing recommendations critical to the progress of the case permanency plan goals.	Provides reports to contribute to Court recommendations around case permanency plan progress, and attends hearings and testifies as requested.	The juvenile court officer plays the role of intermediary between the juvenile delinquent, his or her parents or guardians, and the judge. Once a child is adjudicated to be a delinquent child, the Juvenile Court Services Department is responsible for monitoring the child's progress and making recommendations to the court regarding the child's future.	Advocates with resource families to ensure they are aware of their rights to participate in Juvenile Court proceedings.	Advocates to ensure foster families are aware of their rights to participate in Juvenile Court proceedings.	Provides information on IHH services as it may contribute to other information the court uses to make recommendations Attends hearings and testifies as requested regarding the child/family functioning and progress, but does not replace reporting or testimony of direct service staff regarding case permanency plan progress.	Provides reports (as allowed by authorizations for release of information in accordance with HIPAA regulations.) BHIS provider reports regarding the child's functioning and progress may contribute to other information the court uses to make recommendations re: case permanency plan progress.	Court orders must be present in order to place children in group care.	Although children are referred to CWES by juvenile court services (in addition to DHS and law enforcement), the courts are not always involved unless children require ongoing shelter bed placement.	Court orders are required before a child can be kept in shelter care beyond 48 hours, or 72 hours if a child is believed to be a runaway.

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<p>OUT-OF-HOME TREATMENT RESPONSIBILITIES</p>	<p>Makes initial placement decisions to ensure the safety of the child, the least disruptive placement setting, and permanency for the child.</p>	<p>Makes all placement decisions for children in the family in partnership with the Court.</p>	<p>Contributes to placement stability of child/ren through regular contact per the case permanency plan.</p> <p>Makes recommendations on placements per progress in the case permanency plan.</p>	<p>A dispositional order may place a juvenile in a detention center, the state training school, a residential treatment facility or other out-of-home placement.</p>	<p>Responsible to match resource families with waiting children.</p> <p>These matches are recommended to DHS for final placement decisions and arrangements.</p> <p>Assist resource families to arrange respite opportunities.</p>	<p>Assists the foster family to arrange for appropriate placements in their home best suited to their skills and ability to nurture the children in their care to thrive; Assist with transitioning in new placement scenarios; & Responsible to assist with general problem solving.</p>	<p>Assists with access to community-based services to allow the child to be served in the least restrictive setting.</p> <p>Collaborate with the out-of-home treatment setting; maintain IHH services with family in the home community while the child is placed, and assist with discharge and transitional planning back to the home community.</p>	<p>As service provider, assists child and family/caretakers to regain/retain skills needed to enhance child's functioning that is a result of the mental health disorder.</p> <p>Does not make recommendations re: placement.</p>	<p>Accepts children for placement as determined by the juvenile court and arranged with DHS.</p> <p>DHS defined contractual obligations related to licensure and service contracting must be followed.</p>	<p>Provides CWES to children who might otherwise be placed into a shelter bed who are referred by DHS, juvenile court services, or law enforcement.</p> <p>DHS defined contractual obligations related to CWES contracting must be followed.</p>	<p>Accepts children lawfully placed according to the allowed conditions for placement into juvenile shelter that is defined in Iowa Code 232.</p> <p>DHS defined contractual obligations related to licensure and service contracting must be followed.</p>
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OUTCOME RESPONSIBILITIES	Identify and promote the safety, permanency and well-being needs of the children with the immediate and extended family.	Promotes case progress to safe case closure within Federal Child and Family Service Review (CFSR) expectations with a focus on the safety, permanency, and well-being of children and families.	Actively engages families in treatment strategies and makes recommendations to DHS based on a functional family assessment of child safety and issues impacting permanency and well-being.	JCS plays a key role in helping young adults learn how to become reintegrated back into society as responsible young citizens. Promotes case progress to case closure utilizing an array of services targeting criminogenic needs of the child. Compliance with the Federal Juvenile Justice and Delinquency Prevention Act.	<p>Coordinates efforts with the IFAPA liaison to help retain family, including assistance with learning opportunity plans.</p> <p>Responsible to assist and support the resource family's relationship with the child's birth family and or kin.</p> <p>Responsible to match children close to their removal home in order to maintain family, community, and cultural connections.</p>	<p>Provides a peer mentoring experience for foster families which positively impacts the overall skill level and stability of foster families in the system</p> <p>Responsible to assist and support the foster family's relationship with the child's birth family and/or kin.</p>	<p>Coordinates efforts that contribute to the overall behavioral/physical health of child.</p> <p>Continues IHH service activities upon conclusion/transition of the case from DHS/court jurisdiction.</p> <p>Assists with transitions into adult services as may be needed.</p>	<p>Contributes to the overall behavioral health of child by providing specific services following a comprehensive behavioral health assessment.</p> <p>An outcomes survey is conducted twice yearly at minimum to assess the child's progress.</p>	<p>Care plan outcomes are based on the achievement of goals developed to address each child's needs and on meeting the needs identified in the child's case permanency plan. Providers are expected to assist transition to adulthood or prepare children to be reunited with their families or placed in another permanent living setting. Additionally, all contractors will address contractual outcome expectations that focus of safety, permanency, and well-being.</p>	<p>The services provided and the number of children receiving them and those diverted from shelter bed placement are reported monthly.</p> <p>Additionally, all contractors will address contractual outcome expectations that focus of safety, permanency, and well-being.</p>	<p>Outcome expectations are based on meeting the objectives of the care plan, based on meeting each child's needs.</p> <p>Shelter providers are expected to provide appropriate temporary care through the time of disposition of a case.</p> <p>Additionally, all contractors will address contractual outcome expectations that focus of safety, permanency, and well-being.</p>

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NOTE: The extent of involvement of these workers will be determined by the family team.	DHS ASSESSOR	DHS CASE MANAGER	FAMILY SAFETY, RISK, & PERMANENCY (FSRP) SERVICES	JUVENILE COURT SERVICES	IOWA KIDSNET (IKN) All Resource Families are assigned an Iowa KidsNet Support Specialist and the support needs are driven by the Resource Family	IOWA FOSTER AND ADOPTIVE PARENTS ASSOCIATION (IFAPA)	INTEGRATED HEALTH HOME SERVICES (IHH)	BEHAVIORAL HEALTH INTERVENTION SERVICES (BHIS) PROVIDER	FOSTER GROUP CARE	CWES – NON BED	CWES – EMERGENCY JUVENILE SHELTER CARE BED
CHILD 1 NAME	<u>OFFICE PHONE</u>	<u>OFFICE PHONE</u> <u>AFTER HOURS CONTACT INFORMATION (IF APPLICABLE)</u>	<u>OFFICE PHONE</u> <u>AFTER HOURS CONTACT INFORMATION (IF APPLICABLE)</u>	<u>OFFICE PHONE</u> <u>AFTER HOURS CONTACT INFORMATION (IF APPLICABLE)</u>	<u>OFFICE PHONE</u> <u>515-289-4567</u> <u>1-800-277-8145</u>	<u>OFFICE PHONE</u> <u>AFTER HOURS CONTACT INFORMATION (IF APPLICABLE)</u>					
CHILD 2 NAME WORKER NAME WORKER OFFICE PHONE AFTER HOURS											
CHILD 3 NAME WORKER NAME WORKER OFFICE PHONE AFTER HOURS											
CHILD 4 NAME WORKER NAME WORKER OFFICE PHONE											

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ROLES FOR STAFF WHO WORK WITH POTENTIAL OR LICENSED FOSTER PARENT	DHS LICENSING WORKER http://dhs.iowa.gov/	DHS CASE MANAGER http://dhs.iowa.gov/	FAMILY SAFETY, RISK, AND PERMANENCY (FSRP) SERVICES http://dhs.iowa.gov/fsrp-services	JUVENILE COURT SERVICES Eight juvenile court districts in Iowa. http://www.iowacourts.gov/Administration/Directories/Juvenile_Court_Offices/	IOWA KIDSNET (IKN): Recruitment and Retention of Resource Families www.iowakidsnet.com	IOWA FOSTER AND ADOPTIVE PARENTS ASSOCIATION (IFAPA) www.ifapa.org	INTEGRATED HEALTH HOME SERVICES (IHH) www.magellanofiova.com	BEHAVIORAL HEALTH INTERVENTION SERVICES (BHIS) Chapter 78	FOSTER GROUP CARE	EMERGENCY JUVENILE SHELTER CARE	CHILD WELFARE EMERGENCY SERVICES (CWES)
INTERESTED AND POTENTIAL FOSTER PARENTS	Interested families are referred to IKN.	Interested families are referred to IKN.	NA	NA	Toll free line and website Iowa KidsNet Recruiter Orientation Session Complete all background checks. Schedules and provides PS-MAPP Training.	Toll free line and website Interested families are referred to IKN Peer Liaisons can talk to interested parents about foster parenting	NA	NA	NA	NA	NA
LICENSING PROCESS	DHS makes a decision on the licensing recommendation. Sends out Notice of Decision to family.	NA	NA	NA	PS-MAPP trainers Assigned IKN licensing/support worker completes the home study and all required paperwork; Makes a recommendation regarding approval/denial of licensure.	Foster parents are part of the PS-MAPP training. Staff and Peer Liaisons can answer questions and support families through the process.	NA	NA	NA	NA	NA
LICENSED FOSTER PARENT	NA	NA	NA	NA	Licensing/Support Worker stays with the family to provide support, crisis intervention, training planning and skill building Entrance survey	Assigned an IFAPA Peer Liaison – stays with the family.	NA	NA	NA	NA	NA
LICENSE RENEWAL	DHS licensing worker acts on recommendation with Notice of Decision.	NA	NA	NA	IKN licensing/support worker completes an annual unannounced visit; Licensing/support worker completes the home study update, completes all relicensing paperwork, and verifies resource family training requirements have been met.	Offers approved in-service training to meet the 6 hour training requirement; Group, on- line, and State Conference.	NA	NA	NA	NA	NA

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LICENSING ISSUES	Licensing worker meets with family to develop corrective action plan.	NA	NA	NA	IKN Support/Licensing worker may be involved in the meeting & may play a supportive role with the family.	Foster Parent may ask Peer Liaison to be part of the meeting. Peer liaison may provide peer support during this process.	NA	NA	NA	NA	NA
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