APPENDIX 6h

Family Reunification Participant Packet

California SB2030 Project Core Workload Standards

Family Reunification

Participant Packet

FAMILY REUNIFICATION
WORKLOAD STANDARDS WORKSHEET
1999

Case-Related Time Available = 105.1 hours per worker (65%)
Non-Case-Related Time Available = 68.2 hours per worker (35%)

UNIT OF SERVICE	MINIMAL STANDARD (in hours per month)	OPTIMAL STANDARD (in hours per month)
500A- Investigation/New Allegation-FR		
501B- Work with Children in Out-of-Home Care, Voluntary		
502C- Work with Children in Out-of-Home Care, Court-Ordered		
503D- Services to Parents with Children in Out-of-Home Care, Voluntary		
504E- Services to Parents with Children in Out-of-Home Care, Court-Ordered		

Core Workload Standards Group – Policy Worksheet

Area: Family Reunification

Units of Service	Required Tasks	Required Frequency (Monthly or as noted)	Optimal Frequency (Monthly)	Adjusted Time added or reduced)
Family Reunification				
500A-Investigation/New Allegation-FM				
	Receive & Assess Referral – Determine whether or not an in-person investigation is required. (CDSS MPP §31-084)	**1 per referral**		
	• If case is an open case and the social worker assigned to the case is skilled in emergency response and investigation, perform an investigation within required time frames and provide any ER services needed. • If the social worker assigned to the case is not skilled in providing ER services, assign to ER worker.	**1 per referral**		
	When there is obvious immediate danger to a child or law enforcement refers due to immediate danger, an immediate in-person investigation is required. (CDSS MPP §31-105.1)	**1 per referral**	**Required immediately**	
	For all other referrals, complete the Emergency Response Protocol to determine whether or not an in-person investigation is required. (CDSS MPP §31-105.1) Document case record if protocol indicates immediate investigation is not necessary.	**1 per referral**	**Protocol completion required immediately**	

	Conduct Immediate In-person Investigation: If indicated for reasons of immediate danger by ER protocol, law enforcement, or facts referred, investigate immediately. (CDSS MPP §31-115.1)	**1 per referral**	**Required immediately**	
	Conduct In-person Investigation Within 10 days: If investigation is appropriate but is not indicated for reasons of immediate danger. (CDSS MPP §31-120.1)	**1 per referral**	**Required within 10 days**	
	Carry out initial in-person investigation by: • In-person contact with child alleged to be abused. • In-person contact with one adult knowledgeable about the child's situation. (CDSS MPP §31-125.2)	**1 per referral**		
	Follow up with full in-person investigation (if initial investigation indicates allegation may be founded) to include (CDSS MPP §31-125.22): • In-person contact with all children present at the time of the initial in-person investigation. • In-person contact with all parents who have access to the child(ren) alleged to be at risk of abuse, neglect or exploitation. (CDSS MPP §31-125.221) • Contact with collaterals having knowledge of the condition of the child. (CDSS MPP §31-125.222)	**1 per referral**		
	Provide services as indicated by the investigation, to include ER, FR, FM, or PP. (see below for FR)			
	Case Recording: Document the case record if the investigation indicates the allegation is unfounded. (CDSS MPP §31-125.3)	**1 per referral**		
501B- Work with Children in Out-of-Home Care, Voluntary				

	Consent for Voluntary Services: Obtain written consent of parents for any voluntary services to be provided, including voluntary removal of child from home. (CDSS MPP §31-135)	**1 per child per case**		
	Attempt to keep family intact: Make every attempt to keep family together with child welfare services, prior to entering into voluntary placement agreement. (Welfare and Institutions Code §16507.2))			
	Proceed as below for court-ordered FR cases.			
	Administrative Review – Obtain approval of an administrative review board if voluntary out-of-home placement continues for more than 6 months. (Welfare and Institutions Code §16507.3 (c))	**1 per child**		
502C- Work with Children in Out-of-Home Care, Court-Ordered				
	Assessment: Complete an assessment for each child for whom FR services are to be provided. (CDSS MPP §31-201.11)	**1 per child per case**		

	Case Recording: Document the following assessment information (CDSS MPP §31-205.1): • Relevant social, cultural, & physical factors for child, child's parents or guardians, other significant persons residing in the home. (§31-205.11) • Apparent problems & strengths for problem resolution. (§31-205.12) • Whether child can safely remain in home if preplacement preventive services are provided & which services. (§31-205.13) • Special services needed by child if child is a parent. (§31-205.14) • Whether the child was removed based on circumstances or parental conduct that constituted aggravated circumstances under California law (e.g., parent killed another child, severe physical or sexual abuse, torture, abandonment, or others listed in law), what those circumstances were and whether not providing FR would be detrimental. (MPP §31-205.15, Welfare and Insitutions Code §361.5(b), 42 U.S.C. §671 (a)(15), 45 CFR 1356.21 (b)(5)) • Known social services previously offered to family. (MPP §31-205.16) • Relatives who could assist with permanency if FR services fail. (MPP §31-205.17) • Need, if known, for health or medical care. (MPP §31-205.18)	**1 per child per case**		
	Determine the case plan goal. (CDSS MPP §31-201.12)	**1 per child per case**		

	Case Planning: Complete and document case plan to include (for each person named in the case plan): (CDSS MPP §31-206)	**1 per family,** provided services are identified for each individual named		
	• **Measurable, time-limited objectives** based on family problems and strengths. (Including what parents must do and that they can request adoption or counseling services.) (§31-206.21)			
	• **Specific services to be provided** and case management activities to be performed and who will be providers and perform case management. (§31-206.22) • Including **two required service tracks** for all cases in which child is placed out of home and is receiving FR services; (1) **FR services** track, and (2) **Concurrent planning** track identifying steps to permanency to be taken if family reunification fails. (§31-206.222)			
	• **Projected date for completion** of case-plan objectives and termination of services. (§31-206.23) FR cases generally may not exceed 12 months duration (Welfare and Insitutions Code §16507 (a)) except: • If the permanent plan is for return home within 18 months as court-ordered (Welfare and Insitutions Code §361.5(a) (2)) or • If the permanent plan is legal guardianship but changed circumstance indicate that adoption may be appropriate. (Welfare and Insitutions Code §366.3 (c)).	**FR services generally may not exceed 12 months**		

	• **Schedule of social worker contacts with out-of-home care providers**(§31-206.34) One contact per month with providers is required, and a visit is required at least every 6 months with certain exceptions for legal guardians & relatives. (§31-330.2)	**1 per month (contact)** **1 per 6 months (visit)**		
	• **Health and Education information about the child**. Specific information about health and education providers (already covered in Health and Education passport special study group).	**1 per child**		
	• **Transitional Independent Living Plan.** Required for children over 16 (already covered in ILP special study group).	**1 per child**		
	Case Management – Provide or arrange for the provision of the services in the case plan, and for contact with the child and others as follows:			
	• **Provide service-funded activities as appropriate.** To include appropriate service-funded activities such as: case management, counseling, temporary in-home caregivers, therapeutic day services, homemakers, parenting training, substance abuse testing, transportation, respite care. (§31-315.4)			
	• **Ensure child's protective needs continue to be met.** . (§31-310.13)			

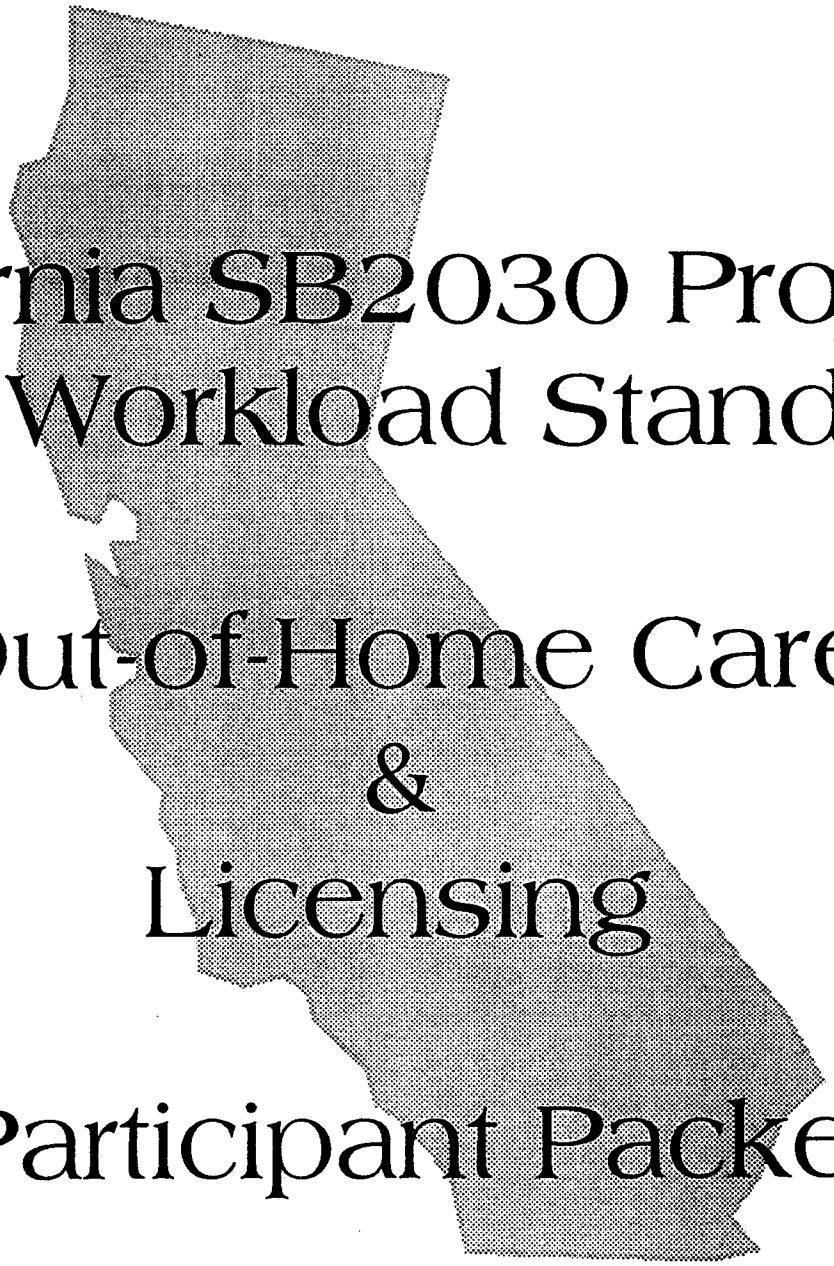
	• **Ensure contact with child at required intervals as follows:** • Three times in 1st 30 days (including initial in-person response. (MPP §31-320.2) • If case plan is completed in 1st 21 calendar days after removal or initial response, twice in the 1st 21 calendar days. (MPP §31-320.21) • Once each calendar month for children placed in out-of-home care. (MPP §31-320.41)	**3 times 1st 30 days** **2 times in 1st 21 days** **1 per month for children in out-of-home care**		
	Dependency Petition and Dispositional Hearing- • Prepare petition and court report (which must include the case plan) at least 48 hours prior to dispositional hearing. • Attend and participate in dispositional hearing. • If dispositional hearing is not held within 6 months of completion of the case plan , prepare case plan update and submit to court within 48 hours prior to dispositional hearing. (MPP §31-210.2 & .21, Welfare and Institutions Code §356 and §358)	**1 hearing per child** **Within 10 days if child is detained** **Within 30 days if child not detained**		
	Case Closure: FR services generally may not exceed 12 months. (Welfare and Insitutions Code §16507 (a)) except as noted above for court-approved return home within 18 months(Welfare and Insitutions Code §361.5(a)(2)) or change of plan from guardianship to adoption.	**FR services generally may not exceed 12 months**		
503D- Services to Parents with Children in Out-of-Home Care, Voluntary				
	Proceed as for court-ordered services to parents with children in out-of-home care (below), but also do the following:			

	Notify parents (verbally and in writing) of possible legal action for removal of the child from the home if parenting problems are not solved and child remains at risk for abuse, neglect, or exploitation. (CDSS MPP §31-310.15)	**1 per parent/guardian**		
	Case plan – Request parents to participate in development of the case plan. (§31-201.133 (a))	**1 per case, within 30 days**		
504E- Services to Parents with Children in Out-of-Home Care, Court-Ordered				
	Perform Assessment, Case Planning, and Case Management Activities as detailed above, but ensure that case plan and documentation also include the following: (MPP §31-206.3)			
	Schedule contacts between parent/guardian and child. Once visit per calendar month is required for FR cases unless other specific visitation plan of no less than one visit every six months is approved by the court. (MPP §31-340.2)	**1 per month** (unless otherwise approved by Court)		
	Schedule contacts between grandparents and child. As frequently as provided for in the visitation plan, when visitation is in child's best interests and will maintain and strengthen child's family relationships. . (MPP §31-206.33, Welfare and Institutions Code §16507 (a))	**As provided in visitation plan**		
	Assist parents to understand agency procedures, orders of court, and arrangements with other providers (if any). (MPP §31-310.14)	**As needed**		
	Advise parents that at any time they may request adoption counseling and services. (MPP §31-201.133 (b))			

	Case plan – Complete within 30 days of in-person investigation including these requirement for parents: • Request parents to participate in development of the case plan. (§31-201.133 (a)) • Complete case plan and request parents to sign as an indication of agreement to participate in services (or document reasons for their refusal to sign. (§31-210.13 &.131) • Provide a copy of completed case plan to parents/guardians. (§31-210.14)	**1 per case, completed within 30 days of in-person investigation**		
	Proceed as above for court-ordered services to children for **Dependency Petition, Dispositional Hearing, and Case Closure.**	**See above under Unit of Service 502 C.**		

APPENDIX 6i

Out-of-Home Care and Licensing Participant Packet



California SB2030 Project Core Workload Standards

Out-of-Home Care & Licensing

Participant Packet

OUT-OF-HOME CARE AND LICENSING
WORKLOAD STANDARDS WORKSHEET
1999

Case-Related Time Available = 105.1 hours per worker (65%)
Non-Case-Related Time Available = 68.2 hours per worker (35%)

UNIT OF SERVICE	MINIMAL STANDARD (in hours per month)	OPTIMAL STANDARD (in hours per month)
700A- Investigation/New Allegation-OHC		
701B- Investigation-Licensing Complaint		
702C- Recruitment, Inquiries and Preliminary Screening of Licensed Foster Parents and Relative Homes		
703D- Study and Supervision of Substitute Caregivers		
704E- Assessment of Foster Homes (Non-Relative)		
705F- Assessment of Foster Homes (Relative and Kinship Homes)		

706G- Special Needs Home Certification and Training		
707H- Foster Care Placement Services		
708I- Development and Re-certification of Foster Homes		
709J- Foster-Adopt Home Services		

Core Workload Standards Group – Policy Worksheet

Area: Out of Home Care and Licensing

Units of Service	Required Tasks	Required Frequency (Monthly or as noted)	Optimal Frequency (Monthly)	Adjusted Time added or reduced)
Out of Home Care and Licensing				
700A-Investigation/New Allegation-OHC				
	Receive & Assess Referral – Determine whether or not an in-person investigation is required. (CDSS MPP §31-084)	**1 per referral**		
	• If case is an open case and the social worker assigned to the case is skilled in emergency response and investigation, perform an investigation within required time frames and provide any ER services needed. • If the social worker assigned to the case is not skilled in providing ER services, assign to ER worker.	**1 per referral**		
	When there is obvious immediate danger to a child or law enforcement refers due to immediate danger, an immediate in-person investigation is required. (CDSS MPP §31-105.1)	**1 per referral**	**Required immediately**	

	For all other referrals, complete the Emergency Response Protocol to determine whether or not an in-person investigation is required. (CDSS MPP §31-105.1) Document case record if protocol indicates immediate investigation is not necessary.	**1 per referral**	**Protocol completion required immediately**	
	Conduct Immediate In-person Investigation: If indicated for reasons of immediate danger by ER protocol, law enforcement, or facts referred, investigate immediately. (CDSS MPP §31-115.1)	**1 per referral**	**Required immediately**	
	Conduct In-person Investigation Within 10 days: If investigation is appropriate but is not indicated for reasons of immediate danger. (CDSS MPP §31-120.1)	**1 per referral**	**Required within 10 days**	
	Carry out initial in-person investigation by: • In-person contact with child alleged to be abused. • In-person contact with one adult knowledgeable about the child's situation. (CDSS MPP §31-125.2)	**1 per referral**		
	Follow up with full in-person investigation (if initial investigation indicates allegation may be founded) to include (CDSS MPP §31-125.22): • In-person contact with all children present at the time of the initial in-person investigation. • In-person contact with all parents who have access to the child(ren) alleged to be at risk of abuse, neglect or exploitation. (CDSS MPP §31-125.221) • Contact with collaterals having knowledge of the condition of the child. (CDSS MPP §31-125.222)	**1 per referral**		
	Provide services as indicated by the investigation, to include ER, FR, FM, or PP.			
	Case Recording: Document the case record if the investigation indicates the allegation is unfounded. (CDSS MPP §31-125.3)	**1 per referral**		

701B- Investigation-Licensing Complaint	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			
702C- Recruitment, Inquiries and Preliminary Screening of Licensed Foster Parents and Relative Homes				
	Investigate whether there are relatives who can care for the child or provide permanency if family reunification efforts fail. (CDSS MPP §31-205.17) • Give priority to relative homes, if a child can safely be placed there on a temporary basis as determined by an emergency assessment in accordance with §31-002(e)(2). (CDSS MPP §31-410.41)	**1 per case**		
	Determine willingness and ability of relatives to meet child's needs. (Including relative's willingness to facilitate family reunification and to provide child with permanency alternative if necessary.) (CDSS MPP §31-420.15) • Consider non-cutodial parent as placement • Give next priority to placement with an adult who is a grandparent, aunt, uncle, or sibling of child. (CDSS MPP §31-405.1 (a) & (b))	**1 per case**		

	Conduct an assessment of any relative home considered for placement including, but not limted to the factors required in Welfare and Institutions Code §361.3. (CDSS MPP §31-405.1 (2)) This preliminary screening includes, but is not limited to: • Best interests of child; including special needs; • Wishes of parent, relative, child (if appropriate) • Placement of siblings together if in best interest; • Relative's good moral character (prior criminal acts or incidents of child abuse or neglect); • Nature of relationship between relative and child; • Ability of relative to do the following: provide safe and stable environment, exercise proper care and control of child, provide home and necessities for child, protect child from parents, facilitate court-ordered reunification, facilitate visitation with other relatives, implement case plan, provide legal permanence if reunfication fails. (Welfare and Institutions Code §361.3)	**1 per case**		

	If no relative placement with preferred relatives can be located, investigate possibility of placing child with nonrelative extended family member. Complete the following preliminary screening: • Home study • Child abuse index clearance • Determination of nonrelative extended family member to care for child • Written certification that the home meets health and safety standards • Proposed plan for supervision of child in nonrelative extended family member home • Criminal background check • Submission for fingerprint clearance. . (Welfare and Institutions Code §362.8)	**1 each per case**		

	If no relative or nonrelative extended family member placement can be located, investigate possibility of placing child in non-relative foster home. Following preliminary screening of foster homes must be completed pending licensure: • On-site evaluation of home • Assessment of foster parents ability to meet child's specific and any special needs • Safety check of home • Verification that home is sufficient size and adequately furnished • Application for foster home license is pending • No possible license denial issues raised by application • Foster parent agreement signed by foster parents • Foster parent signs statement of no criminal convictions (except minor traffic violations) • Documentation specified in §31-420.231 and 31-445.12 is completed (CDSS MPP §31-445.1)	**1 per case**		
	Written Supervisory Approval should be obtained for the placement. (CDSS MPP §31-445.15)	**1 per case**		
703D- Study and Supervision of Substitute Caregivers	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			
704E- Assessment of Foster Homes (Non-Relative)	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			

705F- Assessment of Foster Homes (Relative and Kinship Homes)	**The policy template for this unit of service was completed previously as a special study. Standards will be addressed by another study.**			
706G- Special Needs Home Certification and Training	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			
707H- Foster Care Placement Services	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			
708I- Development and Recertification of Foster Homes	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			
709J- Foster-Adopt Home Services	**Per agreement of J. Fluke and D. Park, no policy template completed for this unit of service. Standards will be addressed by another study.**			

APPENDIX 6j

Permanent Placement and Adoption Participant Packet

California SB2030 Project
Core Workload Standards

Permanent Placement
&
Adoption

Participant Packet

PERMANENT PLACEMENT AND ADOPTION
WORKLOAD STANDARDS WORKSHEET
1999

Case-Related Time Available = 105.1 hours per worker (65%)
Non-Case-Related Time Available = 68.2 hours per worker (35%)

UNIT OF SERVICE	MINIMAL STANDARD (in hours per month)	OPTIMAL STANDARD (in hours per month)
Permanent Placement		
600A- Investigation/New Allegation-PP		
601B- Permanency Planning Assessment and Facilitation		
602C- Work with Child/Family/Guardian (Case Management)		
Adoption		
900A- Investigation/New Allegation-A		
901B- Recruitment, Inquiries, and Preliminary Screening of Adoptive Parents		
902C- Study of Adoptive Homes		

903D- Adoptive Placement Services		
904E- Adoptive Supervision		
905F- Post-Finalization Services		
906G- Non-CWS Adoptions		

Core Workload Standards Group – Policy Worksheet

Area: Permanent Placement and Adoption

Units of Service	Required Tasks	Required Frequency (Monthly or as noted)	Optimal Frequency (Monthly)	Adjusted Time added or reduced)
Permanent Placement				
600A-Investigation/New Allegation-PP				
	Receive & Assess Referral – Determine whether or not an in-person investigation is required. (CDSS MPP §31-084)	**1 per referral**		
	• If case is an open case and the social worker assigned to the case is skilled in emergency response and investigation, perform an investigation within required time frames and provide any ER services needed. • If the social worker assigned to the case is not skilled in providing ER services, assign to ER worker.	**1 per referral**		
	When there is obvious immediate danger to a child or law enforcement refers due to immediate danger, an immediate in-person investigation is required. (CDSS MPP §31-105.1)	**1 per referral**	**Required immediately**	
	For all other referrals, complete the Emergency Response Protocol to determine whether or not an in-person investigation is required. (CDSS MPP §31-105.1) Document case record if protocol indicates immediate investigation is not necessary.	**1 per referral**	**Protocol completion required immediately**	

	Conduct Immediate In-person Investigation: If indicated for reasons of immediate danger by ER protocol, law enforcement, or facts referred, investigate immediately. (CDSS MPP §31-115.1)	**1 per referral**	**Required immediately**	
	Conduct In-person Investigation Within 10 days: If investigation is appropriate but is not indicated for reasons of immediate danger. (CDSS MPP §31-120.1)	**1 per referral**	**Required within 10 days**	
	Carry out initial in-person investigation by: • In-person contact with child alleged to be abused. • In-person contact with one adult knowledgeable about the child's situation. (CDSS MPP §31-125.2)	**1 per referral**		
	Follow up with full in-person investigation (if initial investigation indicates allegation may be founded) to include (CDSS MPP §31-125.22): • In-person contact with all children present at the time of the initial in-person investigation. • In-person contact with all parents who have access to the child(ren) alleged to be at risk of abuse, neglect or exploitation. (CDSS MPP §31-125.221) • Contact with collaterals having knowledge of the condition of the child. (CDSS MPP §31-125.222)	**1 per referral**		
	Provide services as indicated by the investigation, to include ER, FR, FM, or PP. (see below for PP)			
	Case Recording: Document the case record if the investigation indicates the allegation is unfounded. (CDSS MPP §31-125.3)	**1 per referral**		
601B- Permanency Planning Assessment and Facilitation				

	Assess the following needs of the child when determining permanent placement (but not limited to the following): (CDSS MPP §31-425.1
	• Degree of permanency of available alternatives. (CDSS MPP §31-425.11)
	• Child's age, sex, and cultural background, including racial or ethnic and religious identification. (CDSS MPP §31-425.12)
	• Capability of a relative, out-of-home care provider, adoptive parent(s), or guardian(s) to meet the specific needs of the child. (CDSS MPP §31-425.13)
	  • Give preferential consideration to non-custodial parent, then other relatives as required by Welfare and Institutions Code §361.3. (CDSS MPP §31-425.131)
	  • Assess the home environment as required by Welfare and Institutions Code §361.3. (CDSS MPP §31-425.132)
	• Appropriateness of trying to maintain child in his/her current school. (CDSS MPP §31-425.14)
	• Child's health and emotional factors. (CDSS MPP §31-425.15)
	• Anticipated special needs of the child, including but not limited to, transportation, diet, medical and/or psychological care, clothing, recreation, and special education. (CDSS MPP §31-425.16)
		1 per child		

	Select a permanent placement based on the priority order specified in §31-201.12 (c)(2)(A) through (C). (CDSS MPP §31-425.2)	**1 per case**		

	For Indian children, select placement with family or tribe as specified in MPP §31-520.1, .11, &.12.	**1 per child**		
602C- Work with Child/Family/Guardian (Case Management)				
	Complete a permanency plan and assist relatives or foster care providers to meet child's needs as appropriate.	**As needed until case closure**		
	Prepare for, attend, and participate in a permanency planning hearing if reunificiation is inappropriate or was not ordered by court. (Welfare and Insitutions Code §361.5 (f))	**Within 120 days of the dispositional hearing**		
	Prepare for, attend and participate in a 12 month permanency review hearing, which must occur 18 months from the original physical removal of the child. (ACIN I-11-99, reporting amendments to Welfare and Institutions Code §366.22)	**Within 18 months of original removal of child from home**		

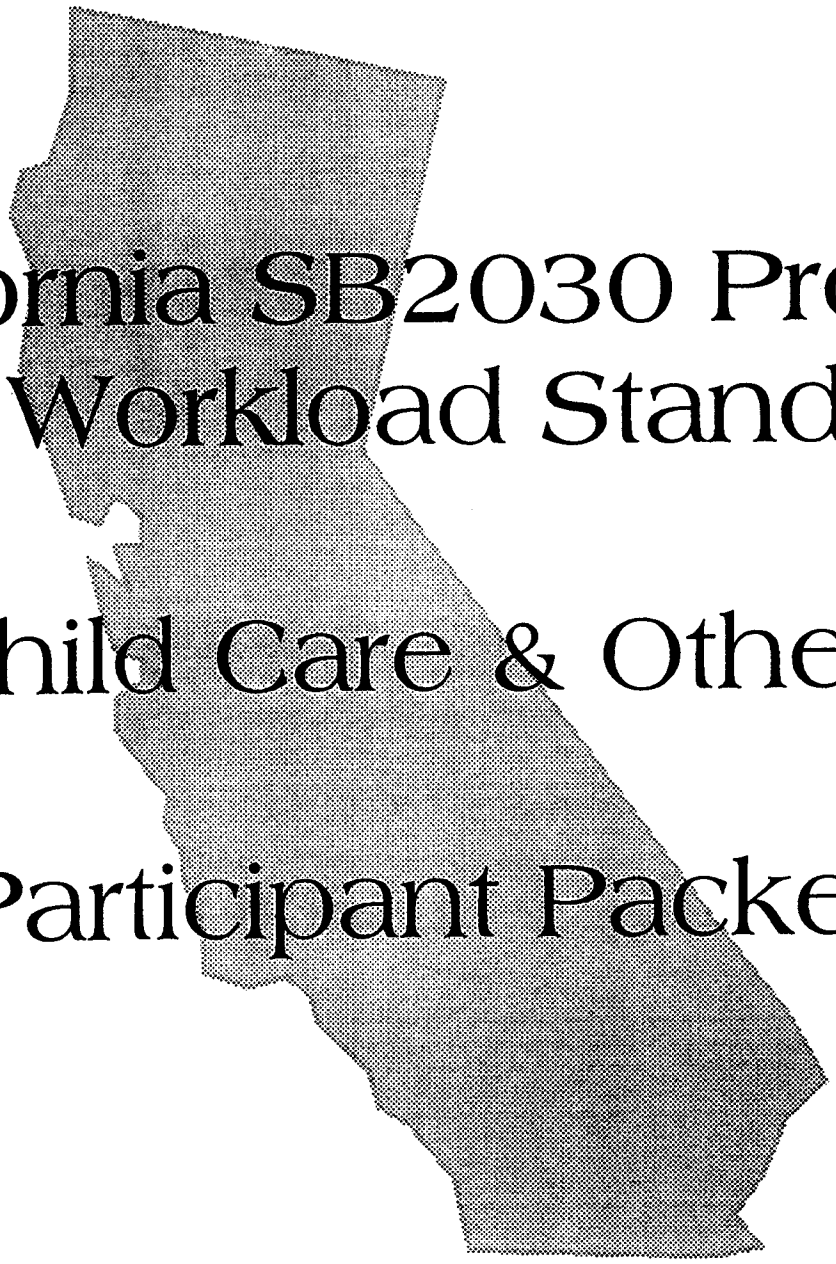
	Contacts with child: Visit child once per month until case closure unless: Visiting child once each 6 months is appropriate because the child is receiving permanent placement services, written supervisory approval has been obtained, and one of the following is met: • Child in placement at least 6 consecutive months • Child has no emotional problems and placement has stabilized • Out-of-home care provider cooperates in case plan • Child attends school, day treatment, or licensed day care facility, or is being assisted to achieve self-maintenance as specified in written transitional independent living plan • Child is placed with legal guardian and conditions specified in §31-320.412(a) 1-3 have been met • Child is visited monthly by one or more of the following who report to social worker: other county social services staff, staff of another social services agency, a physician or other health professional. (CDSS MPP §31-320.412)	**1 per month** **or** **1 per 6 months if conditions are met and supervisory approval in writing**		
	Contacts with out-of-home care PP provider: Social workers are not required to contact the out-of – home care provider if the child has been receiving permanent placement services and one of the following criteria is met: • Child is placed with legal guardian • Child has been placed with same relative for 5 years or longer and there are no problems with placement. (CDSS MPP §31-330.211)			

	File for termination of parental rights in accord with the Adoption and Safe Families if child has been in foster care for 15 of the most recent 22 months, or document a compelling reason in the case plan that adoption is not in the child's best interests. (ACIN I-11-99, reporting amendments to Welfare and Institutions Code §16501.1)			
	If worker determines that Adoption is an appropriate goal, initiate concurrent efforts to identify, recruit, process, and approve a qualified family to adopt the child. (ACIN I-11-99, reporting amendments to Welfare and Institutions Code §16508.1)			
Adoptions	**Per agreement of J.Fluke and D. Park, these units of service will not be covered . Standards will be addressed separately.**			
900A- Investigation/New Allegation-A				
901B- Recruitment, Inquiries, and Preliminary Screening of Adoptive Parents				
902C- Study of Adoptive Homes				

903D- Adoptive Placement Services				
904E- Adoptive Supervision				
905F- Post-Finalization Services				
906G- Non-CWS Adoptions				

APPENDIX 6k

Child Care and Other Participant Packet



California SB2030 Project Core Workload Standards

Child Care & Other

Participant Packet

CHILD CARE AND OTHER
WORKLOAD STANDARDS WORKSHEET
1999

Case-Related Time Available = 105.1 hours per worker (65%)
Non-Case-Related Time Available = 68.2 hours per worker (35%)

UNIT OF SERVICE	MINIMAL STANDARD (in hours per month)	OPTIMAL STANDARD (in hours per month)
Child Care		
800A– Investigation of Licensed and Non-Licensed Child Care Facilities		
801B– Recruitment, Inquiries and Preliminary Screening of Licensed Day Care Facilities		
802C– Study & Supervision of Day Care Facilities		
803D– Day Care Placement Services		
804E– Development and Re-certification of Day Care Facilities		
Other		
1000A- Other Clerical Functions		

1001B- OTI (Out-of-town inquiries)		
1002C- ICPC (Interstate Compact on Placement)		
1003D- Inter-County Work (Inter-County Transfer /Courtesy Supervision)		
1004E- Home Study – Non-CWS (ordered by probate or family court)		

Core Workload Standards Group – Policy Worksheet

Area: Child Care and Other

Units of Service	Required Tasks	Required Frequency (Monthly or as noted)	Optimal Frequency (Monthly)	Adjusted Time added or reduced)
Child Care	**Per agreement of J. Fluke and D. Park, no policy template has been prepared for child care units of service. Standards will be addressed by another study.**			
800A– Investigation of Licensed and Non-Licensed Child Care Facilities				
801B– Recruitment, Inquiries and Preliminary Screening of Licensed Day Care Facilities				
802C– Study & Supervision of Day Care Facilities				

803D– Day Care Placement Services				
804E– Development and Recertification of Day Care Facilities				
Other				
1000A- Other Clerical Functions	**No policy template prepared for this unit of service per agreement of J.Fluke and D. Park.**			
1001B- OTI (Out-of-town inquiries)	**Specific policy requirements for out-of-town inquiries depend upon the type of inquiry received. There is no state level policy for out-of-town inquiries as a specific category of services. See the ER standard for responding to reports of child abuse or neglect of a child residing in California, when the report is received from out of town.**			
1002C- ICPC (Interstate Compact on Placement)				

	Case Recording – Case plan documentation for children placed out-of-state must include: • Rationale for the out-of-state placement • Recommendation of the multi-disciplinary team for any out-of-state group home placement, and what in-state facilities were considered or used and why they were not recommended. (CDSS MPP §31-206.312) • Specific responsibilities of sending and receiving agencies, in accordance with provisions of Section 31-510. (CDSS MPP §31-206.313) These include: 1. Completing Sections I, II, and III of Form ICPC 100A, Interstate Compact Placement Request 2. Obtaining or completing a home study on proposed placement 3. Ensuring a financial plan has been developed and receiving state has agreed with plan in writing. 4. Reporting any change in placement status (complete Interstate Compact Report on Child's Placement Status) (CDSS MPP §31-510)	**1 per child**		
	Case Management - The California sending agency shall cooperate with the receiving agency in ongoing case planning for the duration of placement. (CDSS MPP §31-510.37)			

	If the social worker determines that it is too dangerous to maintain a dependent minor of the court of another state in the home in which he/she has been placed under the ICPC, the social worker must: • Provide emergency shelter care services • Notify sending agency and public authority of child's removal within 48 hours of occurrence. • Assist sending agency in resolving placement issue. (CDSS MPP §31-510.48)			
	Contacts with other service providers: • The social worker shall have contact with other professionals working with the child including social workers from other states providing services. (CDSS MPP §31-335.16) • Written reports from these professionals should be received and documented in the case record. (CDSS MPP §31-335.3)	**No frequency specified**		
	Contacts with child: Requirements for visitation of the child by California social work staff do not apply as long as: • The child is residing out of state under ICPC • Is receiving services from the receiving state, and • The receiving state is providing written or verbal reports to the social worker that are documented in the case record. (CDSS MPP §31-320.54) The out-of-state social worker shall visit any child placed in a group home at least once a month. (CDSS MPP §31-320. 414)	**1 per month by receiving state**		

	The California sending agency shall comply with the provisions of Family Code Sections 7900 – 7909.			
	Court Proceedings – If a child is being sent out of state: The social worker or probation officer shall petition the court for a placement order in concurrence with Welfare and Institutions Code §§361.2 and 727.1. (CDSS MPP §31-510.42)	**1 per case**		
	Home Study: A home study is required for every proposed ICPC placement assessing: • Supervision available from the receiving agency. • Ability of the community or placement to meet any special needs of the child • Parental capabilities and problems if the plan involves movement as family unit. • Appropriate information concerning the family with whom the placement is to be made. (CDSS MPP §31-510.33)	**1 per case**		
	Obtain Approval from California Interstate Compact Administrator and receiving state ICPC Unit. (CDSS MPP §31-510.44)	**1 per case**		
	Cooperate with receiving agency in ongoing case planning for the duration of the placement. (CDSS MPP §31-510.47)	**Frequency not further specified in policy**		
1003D- Inter-County Work (Inter-County Transfer /Courtesy Supervision)				

	Case Recording – Case plan documentation for children placed out-of-county must include • Rationale for the out-of-county placement • Specific responsibilities of sending and receiving agencies. (CDSS MPP §31-206.312)	**1 per child**		
	Case Management – The responsibilities of the sending and receiving counties shall be included in the case plan as follows:			
	• **Specific service needs** of the child and how those will be met while the child is out of county. (CDSS MPP §31-505.121 (a))	**1 per child**		
	• **Social worker contacts with child** at required intervals and how those will be met while the child is out-of-county. (CDSS MPP §31-505.121 (a)) **Required intervals for social worker-child contact are:** • Three times in 1st 30 days (including initial in-person response. (§31-320.2) • If case plan is completed in 1st 21 calendar days after removal or initial response, twice in the 1st 21 calendar days. (§31-320.21) • Once each calendar month for children placed in out-of-home care. (§31-320.41)	**3 times 1st 30 days** **2 times in 1st 21 days** **1 per month for children in out-of-home care**		

	• **Contacts with the child's parents or guardians** and how those will be met remain the responsibility of the sending county. (§31-505.122) **Required intervals for social worker-parent/guardian contact are:** • Once each calendar month for children placed in out-of-home care. (§31-325.3) (Unless there is case plan documentation justifying less frequent visits and written supervisory approval has been obtained.)	**1 per month for children in out-of-home care (generally)**		
	Written Agreement - Sending and receiving counties must complete a written agreement specifying the respective responsibilities of each county. (CDSS MPP §31-505.123 (a))	**1 per case**		
	Written Reports – Receiving county must provide periodic written reports to sending county on child's condition and progress in order to facilitate case plan updates. . (§31-505.123 (b))	**Frequency not specified in policy**		
	Consultation – Sending county shall provide consultation and advice on case, as needed. . (§31-505.123 (d))	**Frequency not specified in policy**		
1004E- Home Study – Non-CWS (ordered by probate or family court)				
	Receive and review court order for home study.	**1 per study**		

	Conduct home study to respond to the areas of assessment designated by the court order or by law for the specific type of case. E.g., Supervision available in home, ability of home to meet child's specific or special needs, verification that the home has no safety defects that could be hazardous to child, information concerning the family. (See, e.g., CDSS MPP §31-510.33 (ICPC home studies) or CDSS MPP §31-445.1 (foster home studies pending licensure))	**1 per case or court order**		
	Complete written report of home study and provide to the court ordering the study.	**1 per case**		