
30 Days to Family[®]

A Manual For Replication

A program of the



FOR EVERY CHILD... A PLACE TO CALL HOME

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Dear Child Welfare Professional,

Welcome, and thank you for your interest in 30 Days to Family®. This manual was written to help the child welfare community understand the intricacies of 30 Days to Family®. In the pages that follow, you will learn what sets 30 Days to Family® apart from typical child welfare practice and how to replicate 30 Days to Family® step-by-step.

So what is 30 Days to Family? 30 Days to Family® is an intense and short term intervention that aims to place children with safe and appropriate relatives within 30 days of entering foster care. To promote relative placements, the 2008 Fostering Connections Act (P.L. 110-351) requires states to identify and provide notice of the child entering foster care to all grandparents and other adult relatives within 30 days of the child entering state custody. However, the results of this push have been disappointing. Nationally, in 2008, the number of children in foster care placed with relatives was 24%, and increased only to 27% in 2012 (AFCARS annual reports). The concentrated efforts and low caseloads of 30 Days to Family® make placement with relatives possible, while also aiming to support the family so placement stability is maintained.

30 Days to Family® utilizes workers with experience in child welfare and a natural ability to locate and engage relatives to achieve its astounding success. These specialists meet with relatives as many times as necessary to gather information, while also utilizing online tools to locate relatives and kin of the children they serve. 30 Days to Family® Specialists are absolutely relentless in their search for relatives.

30 Days to Family® requires a significant shift in thinking from traditional child welfare practice. We hope you find this manual informative and helpful. Please do not hesitate to contact the Foster & Adoptive Care Coalition for additional information and assistance. Together, we can give all children a sense of security and identity during their time in foster care.

Sincerely,

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Introduction

30 Days to Family® History

30 Days to Family® grew out of the Foster & Adoptive Care Coalition's groundbreaking program, Extreme Recruitment®, which serves children who have been in foster care for several years—sometimes their entire lives. Extreme Recruitment® is a race to find permanency for youth using 12-20 weeks of intensive recruitment efforts and permanency preparation. Utilizing private investigators, we identify at least 40 long-lost relatives for the children we serve. The goal is to match 70% of the youth with an adoptive family and reconnect 85% of the youth served with a safe and appropriate relative.

It became more and more apparent that the child welfare community wanted the family search and engagement efforts for children as they entered care, rather than waiting until the children had been languishing in the system. As a result, the 30 Days to Family® program was launched in March 2011. The principle of 30 Days to Family® is to assist in the search and engagement of a child's relatives and kin within 30 days of the child entering the foster care system. The first year of the program demonstrated great promise: 71.4% of the children were placed with relatives/kin by case closure. Our goal is to identify an average of 150 of the youth's relatives. In this way, we can avert a lifetime in foster care for a child.

Need for 30 Days to Family®

To promote relative placements, the 2008 Fostering Connections Act (P.L. 110-351) requires states to identify and provide notice of the child's entry into foster care to all grandparents and other adult relatives of the child within 30 days of the child entering state custody. However, the result has been disappointing. Nationally, in 2008, the number of foster children placed with relatives was 24%, and increased only to 27% in 2012 (AFCARS annual reports). When we began the program in March 2011, 26% of foster children in St. Louis County were placed with relatives. By December 2012, 39% of youth coming into care in St. Louis County were placed with relatives (Missouri Children's Division Management Reports).

The timeline of 30 Days to Family® is based on the 30 day requirement laid out by the Fostering Connections Act. Additionally, data has demonstrated that children are much better off when placed with a relative within 30 days.

- A study of 450 children in the Philadelphia child welfare system demonstrated that children placed with relatives within 30 days of entering care were more likely to have a stable placement one year later. ¹
- A report of the 2005 National Survey of Child and Adolescent Well-Being found that when children are placed with relatives within 30 days, they are at lower risk for future behavior problems. ²
- With relatives, children experience fewer placement changes (Testa, 2002)³, and are less likely to change schools (NCSAW, 2005). ⁴
- In 2007, a study of 150 relative and 150 non-relative providers revealed that relative foster care is superior because of the emotional and social connection as a result of the pre-existing relationship between the foster child and relative provider (Picinich, V., 2007).⁵

30 Days to Family® Goals

30 Days to Family aims to accomplish the following:

- Identify at least 80 relatives or kin *per* case
 - Identify *an average* of 150 relatives over the history of cases
- Secure one kinship placement in 98% of cases
 - Secure at least one backup placement for 75% of children served
 - Secure at least two backup placements for 40% of children served
- Place 70% of children with relatives/kin within 30 days of entering care or by case closure.

Remember that the goals outlined above are the minimum goals of 30 Days to Family®. The program philosophy is to exceed these goals whenever possible. Do not stop working once a goal is met. Continue until the child and family are served to the highest degree possible.

30 Days to Family® Program Overview

The purpose of 30 Days to Family® is to expand efforts to find safe, appropriate relative supports for children entering foster care. The 30 Days to Family® Specialist strives to assist the

¹ Rubin, David M. "The Impact of Kinship Care on Behavioral Well-being for Children in Out-of-Home Care." *Arch Pediatr Adolesc Med* 162.6 (2008): 550-556. Web.

² Conway, Tiffany, and Rutledge Q. Hutson. "Is Kinship Care Good for Kids?" *Center For Law And Social Policy*. N.p., 2 Mar. 2007. Web. 10 Oct. 2013. <<http://www.clasp.org/admin/site/publications/files/0347.pdf>>.

³ Testa, M. 2001. Kinship care and permanency. *Journal of Social Service Research*, Vol. 28 (1) pp. 25 – 43.; Chamberlain, P., et al. 2006. Who disrupts from placement in foster and kinship care? *Child Abuse & Neglect*, Vol. 30, pp. 409 – 424.

⁴ Conway, Tiffany, and Rutledge Q. Hutson. "Is Kinship Care Good for Kids?" *Center For Law And Social Policy*. N.p., 2 Mar. 2007. Web. 10 Oct. 2013. <<http://www.clasp.org/admin/site/publications/files/0347.pdf>>.

⁵ Picinich, Victoria. "Relative Versus Non-Relative Foster Care." *Providence.edu*. N.p., 5 Apr. 2007. Web. 10 Oct. 2013. <http://digitalcommons.providence.edu/cgi/viewcontent.cgi?article=1006&context=socialwrk_students>.

case manager and other professional team members with meeting the standards of The Fostering Connections to Success and Increasing Adoption Act (2008). Because the specialists are not overloaded with all of the responsibilities of the case manager, they have the ability to conduct concentrated search efforts. Initial searches for relatives aim to locate and inform the parents, grandparents, and siblings, but the goal is that at least 80 relatives will be identified per case. Because foster care placements can be fragile, the goal of 30 Days to Family® is to identify three relatives (or kin) as potential placement providers (ideally, one placement option and two back-up options), and many relatives and kin who are willing to provide continued support. Maternal and paternal relatives are explored with equal interest. In all cases, every effort is made to keep siblings together, maintain children in their school of origin, and preserve the child's important relationships with friends and supportive adults.

Armed with the philosophy that all families include members who are willing and able to care for children, as well as the knowledge that research has shown youth living with relatives while in foster care can lead to improved outcomes, 30 Days to Family® Specialists are relentless in their search for relatives of children in care.

Program Description

Eligibility

A client is eligible for 30 Days to Family® services if all of the following criteria are met:

- 1) He or she is between the ages of 0-17 at the time of intake
- 2) He or she has entered or re-entered the foster care system (i.e. has been taken into protective custody) and a referral is received within 24 hours or prior to the initial court hearing
- 3) He or she has no approved identified relative or kinship options for placement
- 4) He or she can be safely placed in the community within 30 days

Jurisdictions will differ in their timeline to appear in court, but it is imperative that 30 Days to Family® receive a referral prior to the initial court hearing. Additional technical assistance is available to determine the best deadline for referrals for specific jurisdictions.

Specialist Responsibilities

- Assist the case manager and court officials with meeting the Fostering Connections to Success Act, applicable local statutes, and child protection policy in regards to relative/kin notification and placement.
- Assist in collecting information from relatives/kin to expand the child's support system and family connections, while identifying potential relative home providers.

- Identify and document at least 80 family/kin for each case through diligent search activities, including: internet and database searches, child protection and court case file reviews, and child and family interviews.
- Facilitate communication with the team and provide the case manager with accurate family documentation, including detailed genograms, efforts made by the Specialist, family contact information, and identified family supports.
- Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements.
- Attend all meetings and court hearings, advocating for relative/kin placement.
- Complete assessments on the child and family functioning upon case referral, case closure, and 30 days following case closure to measure the success and outcomes of the program.

Intake Procedures

30 Days to Family® operates on a referral basis. The way in which referrals are made will depend on the structure of the protective custody system in a given area. Typically, it is best if a case manager or his/her supervisor contacts the 30 Days to Family® Supervisor to determine if the program has an opening and the availability to serve a case. If the case can be served, the case manager would then provide a referral to the 30 Days to Family Supervisor. Referrals must be made prior to the initial court hearing, as it is necessary for Specialists to attend the first court hearing. Because of this time requirement, waiting lists are not maintained. Cases are served on a first come, first served basis until the case loads of Specialists are full.

In the referral, the Specialist is provided with the names of the child and siblings, the parent(s), grandparents, and other relatives. It also includes information on paternity, where the child is placed, information about why the child came into care, history of safety concerns (i.e. domestic violence, previous child welfare involvement etc.) and contact information for the case manager, his or her supervisor, and other professionals involved in the case. See a copy of the *30 Days to Family Intake & Referral Form* in the Appendix of this manual.

If the 30 Days to Family® Supervisor learns of a case prior to receiving the referral, the 30 Days to Family® Supervisor may contact the foster care case manager and/or his or her supervisor, if allowed by the local jurisdiction and agency. This contact is an opportunity to explain the intake process and inform them of their opportunity to make a referral for 30 Days to Family® services. Prior to starting the case, both the referral and the consent to services must be obtained.

The *30 Days to Family Intake & Referral Form* must be completed and submitted along with any supporting legal or case documentation prior to the first court hearing. It is understandable if the case management agency does not have all of the information requested on the referral form, but as much information as possible should be obtained. At the time of the initial intake, the 30 Days to Family® Specialist must be invited to the initial meeting and court hearing for the case.

Finally, as soon as the 30 Days to Family® Supervisor or assigned Specialist is provided the name(s) and contact information of the child(ren)'s professional team members, email or phone contact should be initiated to inform the professionals that the child has been referred for 30 Days to Family® services.

Search activities should start immediately prior to the initial court hearing. See the Searching section in this manual for more information.

Assessment

In addition to attending meetings and court hearings, the 30 Days to Family® Specialist will conduct the Child Global Assessment Scale (C-GAS) or Parent-Infant Relationship Global Assessment Scale (PIR-GAS) (depending on the age of the child), and the Global Assessment of Relational Functioning (GARF) on the family. These tools, which are validated and nationally-recognized assessments, measure relationships with family members/caregivers. They are freely available online. The information is gathered from the relatives, the child welfare team, and, if age appropriate, the child. The Specialist will begin gathering information for these assessments upon attending the initial meetings and court hearing, and will continue to gather information when meeting with the child. Data is taken at intake, case closure, and 30 days following case closure.

The assessment information is recorded on the *Child and Family Assessment Form* by the 30 Days to Family® Specialist. The Specialist should take great care to record a detailed explanation and rationale of each rating. Because the assessment process can be subjective, best practice instructs that the assessment should be completed and recorded by the same Specialist throughout the process.

See the appendix of this manual for a copy of the *Child and Family Assessment Form*. Instructions for each of the assessments can be found in the Tools section of this manual. The use of different assessments is acceptable. However, the assessments should measure well-being and relationship functioning and be approved by the Foster & Adoptive Care Coalition.

Starting a Case

The 30 Days to Family® process is never the same for two cases or two Specialists. The family's participation guides the Specialist throughout the case.

The 30 Days to Family® Supervisor should receive the information of a new intake within hours of the child entering the foster care system. Ideally, the initial intake information provided by the case manager on the referral form will include the names of the child and siblings, the parent(s), grandparents, and other relatives. It also includes information on paternity, where the child is placed, information about why the child came into care, history of safety concerns (i.e. domestic violence, previous child welfare involvement etc.) and contact information for the case manager, his or her supervisor, and other professionals involved in the case. In some cases, pieces of this information are incorrect or missing altogether.

The Specialist should begin an initial family search using online tools just prior to the initial court hearing. See the Searching section of this manual for detailed instructions. Specialists should compile a genogram based on the information found in the initial search to bring to meetings with relatives. Even if a genogram is not yet created, Specialists should bring printouts of their initial search to discuss with relatives at the meeting. Specialists typically wait to make contact with relatives until after the initial meeting when the intervention officially starts. It would be possible to make contact prior to the initial meeting if the jurisdiction allows it. Relatives often respond well to seeing the genograms and it can help build rapport. It shows them that the Specialist is determined to find information and genuinely wants to help the family.

The intervention officially starts the day of the first court hearing. During this first meeting, the rest of the team will determine if 30 Days to Family® services are appropriate for the child. If the team agrees that the program is appropriate, Specialists will begin collecting information to fill out the initial pages of the *Roadmap to Family* document. Completion of this document with team members helps determine exactly how relatives and kin will be approved as placement or supports for the child, and who will complete any necessary steps. To ensure that the plan stays on track, it is important that the *Roadmap to Family* document is started at the initial meeting. It is also vital that additional meetings are planned prior to the dismissal of the first meeting. Specialists should schedule a meeting two weeks from the start date as an opportunity to discuss any barriers as a team. If there are no barriers to discuss at this time, the meeting should be cancelled. Another meeting should also be scheduled 30 days from the start of the intervention to discuss case closure. Additionally, the Specialist should meet with the child being served within 72 hours of the start of the intervention to obtain baseline data and learn more about the family from the child's perspective.

The 30 Days to Family® Specialist will attend all meetings and court hearings throughout the program's involvement of the case. An additional meeting should take place 30 days following case closure. This is necessary to ensure that the placement is on track, supports are being utilized, and to gather information for the assessment 30 days after case closure. This should be scheduled at the time a case is closed.

Searching

It is the 30 Days to Family® Specialist's job to use all known information to immediately begin the search for potential family members, and to learn as much as possible about the family. When starting the search, utilize a search log and the *Family Contact Log*. While the search log is used to assist the Specialist in documenting their search efforts, the *Family Contact Log* is a list of all relatives for whom there is known contact information. The goal is to identify at least 80 relatives within the 30 days of the case. Typically, it is possible to find many more.

The first step, generally, is to interview the parent(s) of the child(ren). This often takes place at the initial meeting. While some parents will provide helpful family information because they would rather have their children placed with relatives/kin, others will not. The reasons for this may vary, but often times these parents have become alienated from their family and have the belief that no family member will help. In this case, the Specialist should attempt to encourage cooperation saying, "Even if your (mom, aunt, cousin, etc.) won't help *you*, they will want to see *your child* happy and healthy."

Within a few hours, the Specialist will likely have additional names to use in the search. Finding relatives/kin takes an extraordinary amount of time. Specialists should be dedicated to using any and all resources necessary.

Because methods to find individuals are constantly changing, it is nearly impossible to create an instruction manual on conducting a diligent search. There are, however, a few keys points to remember when searching:

- No one method will work to find everyone.
- Use information from multiple sources for cross-referencing.
- Utilize your coworkers' knowledge and ideas.
- You must think outside the box!

There are also frequently used resources for information outlined below.

- Search engines
(Examples: Google, Yahoo!, Bing)

These can be a wealth of information, and they are completely free. When searching for someone difficult to find, search more than their first and last name. Include other information on the individual like their city/state of residency, profession, and any other known details. Enter these into the search engine in different combinations.

- Free online people finders.

(Examples: whitepages.com, zabasearch.com)

There are also a multitude of free, online people finders. These can provide phone numbers, addresses, age ranges, etc. Free sites will provide less information than paid sites, but the information provided is often enough to locate an individual.

- Paid online people finders

(Examples: privateeye.com, archives.com, accurint.com)

Many sites require a fee to release data on an individual. While some free sites provide names of possible relatives or associates to the searched individual, paid sites will almost always provide this. These additional relatives can then also be sought out. Paid sites can vary significantly in terms of their usefulness. It is likely best to find a site that will offer a monthly subscription for unlimited searches.

- Law enforcement records

(Examples: vinelink.com, bop.gov)

Publicly available information will differ from region to region. Most localities have online databases to search for inmate information. There are also national databases on prisoners. While incarcerated individuals may not be sources of support to the youth, they often provide valuable information regarding the family and they are easily located. In addition to inmate locators, some regions offer databases of court cases that can be searched by name. These may provide dates of birth, addresses, or other identifying information on individuals you are trying to contact.

- Department of Revenue

Tax information is also widely available. County government websites often have online databases that can be searched by name or address. This will confirm ownership of real estate or personal property and even provide the type of car an individual drives so a Specialist can tell if they might be home when knocking on their door.

- Child protection databases

If your agency has access, a child protection database may be able to provide additional information on relatives of the youth being served. It may also contain information on siblings already in foster care.

- Other government databases

If legally allowed in your jurisdiction and if your agency has access to databases on income maintenance, child support enforcement, and other government assistance programs, you may be able to find current addresses for relatives.

- Social networking sites
(Examples: Facebook, LinkedIn, Google+, Twitter)
Facebook can be extremely helpful when looking for relatives depending on an individual account holder's privacy settings. Often, people will list their phone number and/or email address on their page. Once you locate an individual on Facebook, remember to search their friends list and photos for additional names.
- Vital Records Departments
It is possible, for a fee, to obtain birth certificates on individuals. While this may not provide a lot of information, it may prove useful to identify the name of grandparents if a parent refuses to share names of relatives.
- Obituaries and funeral homes
Obituaries can easily be found through an internet search and may sometimes provide names of additional living relatives. Because obituaries can be expensive, some only list the time and location of services. Funeral homes are often willing to provide a copy of the program for additional family names and will sometimes connect you with the person who arranged the services.

When completing online searches for relatives, the information found can be overwhelming and difficult to process. Create a search log to help document the search efforts. See the Tools section of this manual for more information on creating a search log.

These search resources are only the first step. Once contact information has been located, the Specialist must contact that person either through a phone call or an in-person visit. One-on-one, in-person interviews expand the family tree significantly, which is one reason this work takes so much time.

When Specialists have the opportunity to meet with relatives face-to-face, they ask for the relative's ideas about placement possibilities and support for the family. Ask for names of additional relatives and any identifying information, such as:

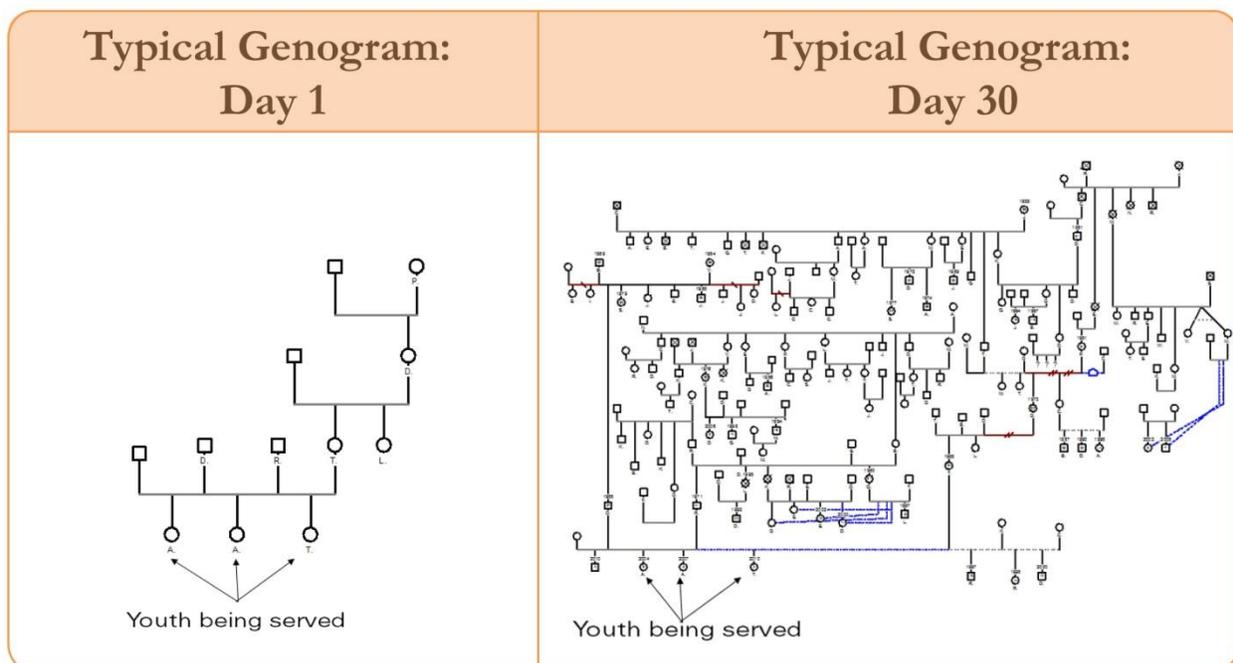
- Names, ages/birthdates
- Contact Info (addresses, phone numbers, email, etc)
- Relationship status
- Family heritage and burial information
- Family health information (physical and mental)
- Work history
- Criminal history

Once the Specialist has attempted or made contact, it must be documented in the *Family Contact Log*. Any individual related to the case for whom the Specialist has information should be included in this log, even if contact was not made. This serves to outline all efforts made to contact and to include any additional information on an individual. See the Tools section of this manual for additional information on the *Family Contact Log*.

Genograms

The genogram will serve as a quick snapshot of the family and all supports and as a central location to document those involved. While family friends or kin are not technically a part of the family's bloodline, they should be included on the family's genogram, as they are an integral part of the family's network. In fact, every person encountered or learned of during the search process should be included on the genogram. Genogramming software typically provides the opportunity to include text boxes. These should be utilized for information that should be easily seen, such as those who are interested in placement and/or support, and those who may have serious criminal or child abuse backgrounds. Software will also provide the ability to define relationship using lines and arrows. These should be utilized to provide a full picture of the family's interactions. Be sure to include dates of birth on the genogram when known.

Genograms should be sent to the professionals on the team throughout the life of the case as major developments occur. Upon case closure, case managers are provided with a copy of the initial genogram (from day one) and the closing genogram.



Family Engagement

Connections are built with the relatives through a family-centered approach. 30 Days to Family® Specialists look for family strengths and address the family with the philosophy that relatives and kin desire to and are capable of caring for children. Specialists always respect the family's time, and meet with them when convenient (i.e. evenings and weekends) and where they are comfortable. The Specialists must build trust with the relatives/kin. Often, the relative/kin may be defensive because the child is in protective custody. The Specialist can act as a neutral party and liaison. 30 Days to Family® Specialists do not mail letters as a form of initial contact with relatives. Rates of response are much better with phone calls and visits.

Specialists might have contact with family members at the initial court hearing or meeting. This would likely be the first opportunity for contact. However, it is vital that Specialists meet with family members outside of the team meeting/court setting. Those who come to the initial hearing and/or meeting are often overwhelmed and have a lot on their minds. Specialists should set up a separate time to meet with these individuals as soon as possible (within the first 24 hours), so that they can gather the most important and relevant information to determine which relatives may be an appropriate support or placement for the child(ren).

When Specialists speak with a family member, they are determining the relative's capability to be a support to the child and/or family and/or a placement provider for the child. Even if relatives are not appropriate for either of these, *everyone* has the ability to assist in contacting additional family members. As you build the genogram with a relative, gather names, ages/birthdates, addresses and phone numbers, email addresses, relationship status, family health information (physical and mental), work history, criminal history, and potential interest in involvement. While meeting with relatives, Specialists also gather pieces of family history and information. This can include, but is not limited to, family photos, letters, funeral programs, and burial information.

Upon initial contact with a family member, Specialists explain why they are looking for the child's relatives. Sometimes, the relative is aware that the child came into foster care, but many times, he or she is not. In some cases, the relative is not even aware that the child exists. Specialists must be skilled at helping the relatives work through their feelings and understand the process. A face-to-face visit usually provides the Specialist and the family member with the best opportunity to help one another.

Typical initial statements to a relative might sound like this:

"Hello, this is (name) with (agency). I am calling because I understand you are related to (parent's name)."

Once the relation is confirmed, continue on with additional information.

“(Parent’s name)’s children came into foster care recently, and my role is to notify family members and find out if or how they would like to be involved as a support to the kids and the family. I am also looking for people who are willing to care for the kids while they are in care so they do not have to live with a stranger.”

This is typically all the prompting necessary to start a conversation. People will immediately share their level of interest with the Specialist. They will also have questions. To help build rapport, answer as many questions as confidentiality will allow.

Typically, Specialists should inform relatives of the following:

1. The child has been removed from the parent(s).
2. The options the relative has according to the law to participate in the care and placement of the child, including any options that may be lost by failing to respond to the notice.
3. The requirements to become a resource family home and what additional services and support are available for the child.
4. That permanency may become a possibility if the parents are unable to regain custody of the child.

If the relative is interested in being a support and/or placement, or simply willing to provide additional family information, the Specialist should ask if the relative would be willing to meet in person. It sometimes takes several visits to get all of the family information that an individual has. Specialists should provide several business cards to anyone who offers to pass information along to another person. Often times, relatives may claim that another family member would not want to be involved and inform the Specialist that the individual should not be contacted. In this situation, explain to the contact that Specialists must legally get in touch with him/her *even* if it is just for them to say that they do not want to be involved.

In the event that a Specialist feels going on a home visit would be a safety risk, the Supervisor should become involved. Supervisors should be available to accompany workers to visits where they may not be safe. Other Specialists may also act as a partner during home visits.

When engaging relatives, Specialists should not try to “sell” placement to a potential provider. It is important that children not be placed with relatives who cannot care for them. However, Specialists do need to stress the urgency of the situation. Specialists might say, “*Your relative is*

currently in the home of a foster family whom he/she is bonding with. The longer we allow him/her to stay there, the more difficult it will be for him/her to make another transition.” Sometimes family members are essentially “burned out” – they have been doing favors for the parent of the child or for other family members for a long time. Be sensitive to the feelings that they may be having.

Family Decision-Making

Relatives/kin will often have ideas of who might be an appropriate placement for the child(ren). In addition to one relative home to provide a placement for the child(ren), 30 Days to Family® Specialists assist the case manager in seeking one or two backup plans, in case the first may not be viable. Specialists also assist the case manager in getting the family’s advice regarding relatives who might support the child(ren) with:

- Respite Care
- Assistance with homework
- Mentoring the child
- Emotional support
- Financial support (for additional clothing, sporting activities, class ring, etc.)
- Community activities (church, Boy or Girl Scouts, sports, etc.)
- Employment
- Transportation (to school, medical appointments, mental health appointments, or family visits)
- Supervision during the summer and/or non-school hours
- Celebrating holidays and birthdays

All of the above information is provided to the professional team through emails during the case and, more officially, later in the *Roadmap to Family* and *Closing Summary*.

After exhausting the family search and engaging relatives, it may be necessary for the Specialist to assist the case manager in helping family members make decisions about who they want to provide care for the child(ren). Sometimes this discussion takes place in a group setting. If so, Specialists follow the philosophies that:

- Every family is unique.
- Every family has its own culture, personalities, personal dynamics, and history.
- Only the family members are experts on the family.
- All families are entitled to respect from the child welfare system.
- Children have a right to maintain kinship and cultural connections.
- Children and parents are nested in a wider family system.
- Active family participation is essential for good outcomes.

- Families are capable of solving problems.

Family meetings will not be necessary for every case. When they are, be sure to arrange them at a time and location convenient to the family. Make the meeting an opportunity for the family members to talk amongst themselves about the options with limited involvement by the professionals. The professionals are there to answer questions and explain regulations so the family can come to a feasible conclusion.

When a Relative/Kin Wants to Be a Support

If people want to be involved, but are not sure exactly what they want to do, Specialists might suggest planned respite care, emergency respite care, homework help, mentoring, transportation to school/doctor/dentist/therapist/after-school activities/sibling visits, summer/non-school hour supervision, or celebrating holidays/birthdays. In discussing exactly how each person will be involved, keep the needs of the child and the capacity of the adult in mind. Specialists will need to update the *Roadmap to Family* as these supports are identified and approved by the professional team.

As appropriate relatives are identified and approved by the team, the Specialist should be available to assist the case manager in reconnecting the family members with the child as quickly as possible. This helps alleviate the child's fear and confusion of being removed from his/her family. Quick action shows the relatives that the professionals are intent on getting the child back with their family.

When a Relative/Kin Wants To Be a Placement Provider

When a family member or kin expresses interest in becoming a placement for the child, the steps in the process must be clearly explained. If the person is still interested after understanding the requirements and the supports that will be available, a background check should be run and an appointment should be made to complete a safety check of the individual's home as soon as possible. If the home meets the safety standard set by the state or local child protection agency and the background checks of the individuals in the home are approved, the team should move swiftly to place the child. If there are concerns, a team meeting should take place either in person or through a conference call to discuss how to overcome any barriers.

The 30 Days to Family® Specialists also help the relative prepare for the child to enter his/her life. Specialists make the time to connect him/her with community resources such as:

- Daycare

- Clothing
- Therapy
- Physicians who take Medicaid
- Camps and other recreational activities
- Immunizations
- Assistance with transportation
- Help enrolling in school

These supports are documented in the *Roadmap to Family*.

Overcoming Barriers to Placement

Not all jurisdictions have an official licensure process. It is the responsibility of 30 Days to Family[®] Specialists to overcome any barriers to placement and meet any needs of the family necessary for placement. Often times, licensing will create barriers to placement. It may be especially perplexing for relatives who have known the child his/her entire life. Specialists often hear from grandmothers, “Why do I need to be licensed to get my own grandchild?” Specialists explain the safety needs and assist them in complying with the regulations.

Some of the families Specialists encounter will have small issues that would normally preclude them from having a child placed in their home, such as a lack of a fire extinguisher or a bed. Specialists should assist with these situations however possible. Agencies should utilize volunteers and donors in the community to provide the items necessary for a family to receive placement. Assist the relatives in moving medicine or cleaning supplies to a top shelf or cabinet so they can pass the safety check. Make arrangements for the relatives to be transported to a store so they can obtain the items themselves. Without the help of the 30 Days to Family[®] Specialist, these minor concerns could take weeks or months to overcome. It is the job of the Specialist to assist the family so the child can spend as few days with a stranger as possible. For this reason, any regulation waivers available to relatives of children in care should be well known by all 30 Days to Family[®] Specialists.

The 30-Day Meeting

30 Days to Family[®] requires a meeting be held 30 days after the child(ren) entered care. In many jurisdictions, a similar meeting is required. The 30 Days to Family[®] meeting can be held in conjunction with another required meeting. All professional team members should be invited to the meeting, as well as placement providers and involved family members. Ideally, this meeting is held around the time of closing the 30 Days to Family[®] case.

At this meeting, current versions of the genogram should be provided to the team members. For confidentiality reasons, Specialists should make different genograms for the maternal and the paternal members of the family. The professional team members should receive a full genogram, but family members should only receive information pertaining to their relatives. If necessary, remove information from the genogram that would be sensitive or that would conflict with maintaining confidentiality. Make sure that members of the team also have a copy of the completed *Roadmap to Family*. If there are family members who have still not been contacted, bring explanations of the diligent search that took place. These explanations should be included in the *Family Contact Log* and will include dates and times outlining your specific attempts to make contact with them. While this information is not necessarily passed out to everyone on the team, it should be used for quick reference so other team members are made aware of the efforts put forth.

It is at this meeting that Specialists will go over every piece of the *Roadmap to Family* with the team to determine specific procedures. For example, if someone has identified that he/she wants to visit the child, and this has yet to happen, the team should determine exactly what needs to be done so that this is approved and facilitated. If the child has changed schools or is experiencing academic issues, Specialists will want to determine exactly what tasks need to be completed to assist with those issues and who is assigned to those tasks. At this point, you also want to ensure that every person assigned to complete a task has been approved to do it. The Specialist will make additions and addenda to the *Roadmap to Family* that specifically lays out procedures that the team identifies. Anyone who is unable to come to the meeting should be able to receive an updated *Roadmap to Family* document and know what was determined at the meeting.

Ideally, this meeting should be a double check to make sure that the family has been set up for success.

At this time, Specialists also re-administer the assessment tools that were administered at the opening of the case (the GARF and CGAS/PIRGAS).

Correspondence and Updates

30 Days to Family® Specialists are in constant communication with the child's case manager and professional team. Immediately upon referral, the Specialist must contact the professional team to clarify the role of the Specialist in the case.

Throughout the family search process, 30 Days to Family® Specialists keep the professional team updated between meetings via emails and phone calls. There is a constant back-and-

forth between 30 Days to Family® staff, the case manager, and the rest of the professional team.

Email updates are sent to the team when there is any case update. Anytime a person is interested in being a placement or a support that requires team approval, the case manager and the rest of the team should be notified. Due to privacy concerns, Specialists should take caution when emailing out dates of birth and social security numbers and ensure that these are only being sent to those individuals who require them to conduct background checks. A redacted version of the email can be sent to other team members stating the original Social Security Number is on file.

Case Supervision/Consultation

Case consultation should happen both formally and informally, given the fast-paced nature of 30 Days to Family®. Weekly supervision/case consultation should be scheduled with the 30 Days to Family® Supervisor for each Specialist. During this time, discussions may take place regarding the work completed, the results that the work has yielded, and plans to proceed. Identifying and prioritizing “next steps” is also an important part of weekly case consultation. Group supervision should also take place at least biweekly. Because 30 Days to Family® Specialists will all encounter very similar situations, they can be a great resource to one another.

In addition to structured case consultation, a need for immediate case consultation will arise frequently. Supervisors and other Specialists should be available to one another when these situations occur.

Case Loads

30 Days to Family® Specialists conduct an intense amount of work per case. For this reason, two open cases is considered a full case load and case loads are limited to *no more* than three open cases at one time. Furthermore, due to the first few days of a case being the most intense, it is best practice to stagger the start dates of cases. Ideally, a Specialist would not be assigned more than one case in a five day timeframe. If two cases must be started simultaneously, assistance from the Supervisor or another Specialist will most likely be required. When counting cases, a sibling group is considered one case.

Case Extension and On Hold Procedures

Typically, 30 Days to Family® services conclude at the 30 day meeting; however, if the child has not been placed with relatives or kin within the 30-day timeframe, the team may agree to continue services to meet the desired program outcome of relative/kin placement. In the

instance of an extension of services or placing the case on hold, the *30 Days Family® Extension/On Hold Plan of Action* form must be completed with the team during the 30 day meeting. Extending cases and placing cases on hold should be done sparingly and with careful consideration.

Cases should be placed on hold when an outside factor is impeding the ability of a Specialist to meet his/her goals. These situations include:

- Pending paternity tests
- Awaiting the results of an Interstate Compact of the Placement of Children (ICPC)
- Hospitalization of a child

Extending cases is appropriate when:

- Additional time is required to put the necessary supports in place
- There is no identified placement and additional relatives can be explored
- There is more than one placement option identified and the professional team must determine the best option

Cases should not be extended for more than five days at one time. Specific tasks must be outlined prior to placing a case on hold.

Whether placing a case on hold or extending, the circumstances surrounding the case action will be discussed in weekly case supervision/consultation to ensure the case continues to move forward in overcoming the identified circumstance.

Closing Procedures

At the conclusion of services, the Specialist will provide a *Closing Summary* to professional team members. The *Closing Summary* is a thorough report of the 30 Days to Family® efforts that outlines:

- Summary of efforts
- Family search activities
- Family participation
- Maternal information
- Paternal information
- Sibling information, including efforts to place siblings together, and if not, visitation and contact
- Educational information, including efforts to maintain the child in his/her school of origin

- Potential relative/kin placements
- Additional family supports

In addition to the *Closing Summary*, the following closing documents should be included in the case closing information:

- *Roadmap to Family*
- *Family Contact Log*
- Family Genograms
 - Initial Genogram – only includes information from the original referral
 - Closing Genogram – most final and completed version, including all known family members, kin, social and relational connections, and desired involvement of supports.
- Cases may have unique components in addition to the ones listed above. Please ensure that any documents surrounding these components are also included in the closing information.

See the Tools section for detailed information on the forms listed above.

Case Follow-up

The first official follow-up with clients consists of the Specialist attending a meeting 30 days after case closure. As with the 30 day meeting, many jurisdictions already have a required meeting in place, and the 30 Days to Family® meeting can take place concurrently. This last meeting is an opportunity for the Specialist to ensure that the supports which were put in are being utilized. It is also the time when information for the final assessments (GARF and CGAS/PIRGAS) can be gathered.

Additional follow up by the 30 Days to Family® Supervisor must take place directly with the case manager or his/her supervisor. These occur at 3-months, 6-months, and 12-months after case closure. If the child was placed by the end of the intervention, the purpose of following up is to learn if the child is still placed with the same identified relative placement provider. If the child is not, information on why this is the case and the progress toward placement should be collected. If a relative provider was identified, but the child was not placed prior to case closure, the call is to learn if the child has been placed or is still moving toward placement with the relative and if a Specialist can be of assistance.

Staffing

The intensity of a Specialist's workload ebbs and flows. Upon receiving a case, the next 72 hours of a Specialist's working life will not be a typical 9am – 5pm schedule. Time is of the essence and the Specialist must accommodate the schedules of the professionals, clients, and the family members. When hiring for the Specialist position, the need for flexible work hours must be considered.

Specialists hired for the program should have a minimum of a Bachelor's degree in a social service or related field and five years of experience in child welfare licensing or case management. Attributes and experience of a 30 Days to Family® Specialist should include:

- Good written and verbal communication
- Strong organization skills
- Ability to overcome any possible barriers
- Superior time management
- Capable of working efficiently and at an extremely fast pace
- Team facilitation
- Conflict resolution and negotiation
- Adaptation and flexibility
- Knowledge of child welfare policies
- Ability and comfort working with diverse populations in various environments
- Basic knowledge of Microsoft Office programs
- Superior knowledge of internet search tools
- Strong knowledge of local child protection laws and licensing requirements
- Unyieldingly positive

Tools: Instructions

Below, you will find an explanation and instructions for each of the tools used in 30 Days to Family®. A copy of each of these tools can be found in Appendix A.

30 Days to Family® Consent & Participation Agreement

The *30 Days to Family® Consent & Participation Agreement* outlines for professionals an overview of the program, expectations of participation, how records are kept confidential, and the grievance procedures for the program.

The case manager or his/her supervisor is to sign and date the consent prior to the case being served. This should happen concurrently or immediately following the referral being made. A signed consent must be received prior to the initial court hearing.

This specific *Consent & Participation Agreement* is not required for replication. It can be modified or changed to meet an agency's requirements for informed consent.

30 Days to Family® Intake & Referral Form

The *30 Days to Family® Intake & Referral Form* must be completed within 24 hours of a child entering care. The referral requests basic demographic information and information on known family members. It includes a Paternal Addendum for cases with multiple fathers. Often times, case managers will not have answers to much of the information requested. That is understandable and is not a reason for the case to go without the program's services. The 30 Days to Family® Supervisor may call to ask about the unknown information, but much of it may remain unknown for several days.

While case managers can complete and submit the form, it is also reasonable for them to call the 30 Days to Family® Supervisor and provide answers over the phone, as case managers are often responsible for several other tasks as a child enters care.

The Intake & Referral Form provided can be used, but is not required. Agencies are welcome to change the form to better meet their needs.

30 Days to Family® Child and Family Assessment Form

The *30 Days to Family® Child and Family Assessment Form* is used throughout the life of the case. It asks for minimal identifying information and provides spaces for scoring the CGAS, PIRGAS, and GARF. Because the use of the CGAS and PIRGAS depend on the age of the child, the Specialist can delete the unnecessary assessment.

Every assessment should be completed at intake, closing, and 30 days after case closure. Each child should be given a score and the score should be dated. Specialists must provide a rationale for how he/she came to the assigned score.

The entire family should receive one GARF score at baseline. If a sibling group is divided into multiple placements, each placement would receive one GARF score at case closure and 30 days following case closure. For cases with multiple children, each child should have his/her own rating on either the CGAS or PIRGAS. The Specialist can either use multiple files or simply copy and paste the blank form within the document to keep everything on the family in one file.

30 Days to Family® Roadmap to Family

The *30 Days to Family® Roadmap to Family* is used throughout a 30 Days to Family® case. The Specialist should bring a hard copy of the *Roadmap to Family* to the initial meeting to start completing it. The first section, “Youth maintains connections & is prepared for family/kin placement,” should have dates for completion of each of the activities listed, as well as a detailed explanation. At the start of the case, dates will only be estimates. Dates should be italicized until they are confirmed.

Once a person is identified as a possible placement, the Specialist can begin completing the second section, “Family/Kin is prepared for placement.” Because there may be multiple options for placement prior to one being designated, the Specialist may have multiple *Roadmap to Family* documents in operation at any given time. The roadmap lays out exactly how the placement provider plans to use his/her own resources and other resources that will help make the placement successful. A copy of the Child & Family Supports section of the *Roadmap to Family* should be provided to the placement provider when placement of the child occurs. This ensures that the provider knows who they can turn to for assistance and how to reach that person or entity.

For all individuals on the list, the Specialist should clearly enumerate exactly what each person is approved to do. For example, some people may be approved for an overnight visit, others may be approved for supervised visits, and still others may still be pending team approval. If a person has agreed to be a mentor, it is important to include a clear description of exactly what that will look like.

The completed *Roadmap to Family* should be sent to the professional team.

30 Days to Family® Family Contact Log

Any time you have contact with a family member or kin, it is imperative that you document this in your log. The *30 Days to Family® Family Contact Log* should be updated as information is gathered, as it is a working document that verifies efforts to contact the child’s relatives and kin.

The *Family Contact Log* is divided into subsections: Maternal, Paternal, and Kin. The *Family Contact Log* template is very small. To include additional people, simply copy a blank entry and paste it for future use. Each child should have his/her own section for maternal or paternal relatives if there are multiples mothers or fathers.

Any individual related to the case should be included in the log with all of his/her pertinent information. This may even be true for people who were not contacted. For instance, you may

know a paternal uncle's name, phone, and employment address. You may also know that this uncle sexually abused a family member and the court has ordered specific instructions that he should not be contacted. Because of this, there would be a note of why contact was not made and the known information about him.

Based on the documentation, any team member or future team member should know exactly what efforts were made and the results of those efforts. This will minimize the duplication of efforts in the future.

Search Log

For every case, there should be a minimum of two search logs – one maternal, and one paternal. There may also be a third search log for kin. This will assist in organizing the information found as it accumulates. There is no template needed for a search log, and the appearance of search logs will vary from case to case and by Specialist. Simply start with a blank electronic document. The search log should detail dates, times, and specific strategies that a Specialist used to locate people. Screen shots can be used to capture important information contained on social media pages. However, using the “Control + F” function to find a name or a date in a document will not be able to pull information from a screen shot contained in the document. Therefore, when incorporating a screen shot into a search log, it is helpful to also type out the important name, date, or other information contained in the screen shot just below the image. For example, if the importance of the screen shot is that it shows that John Smith is Facebook friends with Steven Jones, you will include the screen shot, and then type the following: “John Smith is Facebook friends with Steven Jones (see screen shot above)”. Including this sentence will make it easier to find this information at a later date.

It is important to make a search log comprehensive and thorough. Supervisors, other Specialists, or another professional team member should be able to logically follow the steps that the Specialist took to find particular information. This will be invaluable if another worker should need to continue the search.

30 Days to Family® Closing Summary

One of the most important aspects of 30 Days to Family® is the creation of a clear, comprehensive case closing report. All of the information that has been gathered should be as user-friendly as possible and easily followed by anyone who may reference the information in the future.

The 30 Days to Family® Specialist will generally submit the closing report to the 30 Days to Family® Supervisor for review within two weeks of case closure. After revisions are complete, the closing documentation should be delivered to the team members within four weeks of case

closure. In addition to the *30 Days to Family® Closing Summary*, team members should also receive an initial and final genogram, and a copy of the *Family Contact Log* and *Roadmap to Family*.

Due to confidentiality, a child's relatives and kin will not be provided a copy of the closing documentation, however the relative caregiver will be provided with an updated copy of the child's natural and professional supports as laid out in the *Roadmap to Family*.

The template found in the appendix is to be used to more efficiently complete this detailed document. Be sure to review the template to delete unnecessary information.

30 Days to Family® Service Extension/On Hold Plan of Action

The *30 Days to Family® Service Extension/On Hold Plan of Action* form is to be completed with teams when it is evident that the case will not be closed within 30 days or when the case must be placed on hold.

Cases can only be placed on hold for up to five days at a time. A detailed reason for the case being extended or placed on hold must be provided. In addition, all action steps to be taken during the extended period should be clearly stated and assigned.

A copy of this document should be emailed to team members within one business day of the meeting. If possible, it can also be copied on site and provided to the team members present.

30 Days to Family® Case Record Documentation Outline

The *30 Days to Family® Case Record Documentation Outline* can be treated as a cover page to files. It acts as a reminder to Specialists and a checklist of all the documentation and information necessary for the case file. By the end of the case, all of the information listed should be included in the case file.

The "Timeline of Milestones" section should be completed as the specified milestones are achieved. This serves as a quick snapshot of all the most important information to a case.

30 Days to Family® Client Tracking Form

The 30 Days to Family® Supervisor is responsible for entering all client data and tracking information into the *30 Days to Family® Client Tracking Form* spreadsheet. Initial data from the *30 Days to Family Intake & Referral Form* is collected at intake and should generally be entered by the Supervisor within five business days of case acceptance. Data collected at case closing, including initial outcome measurements, should also generally be entered by the Supervisor within five business days of case closure.

30 Days to Family® Training

On-Site Training

The Foster & Adoptive Care Coalition will provide on-site training to agencies wishing to learn more about 30 Days to Family® philosophies and implementation. Most trainings can be completed in one day. At the agency's request, Coalition staff can extend the training to a second day to assist with implementation and starting cases.

Our standardized training includes the following:

- An overview of 30 Days to Family®
- Investigative tips and techniques
- Technical assistance and outcomes tracking
- Case examples
- Overcoming barriers

Becoming Train the Trainer Trained

At this time, all trainings are to be conducted by staff of the Foster & Adoptive Care Coalition.

Ensuring Fidelity

Core Program Elements

The following core program elements should be incorporated by any agency replicating 30 Days to Family®:

- *Participant demographics:* Eligible children are those ages birth to 17 who have entered foster care with no known relatives who can provide immediate care for them and are approved by the professional team.
- *Intake:* Cases are received through referrals, which must be received prior to the initial court hearing.
- *Intensity:* Specialists carry no more than two to three cases at a time, with generally no more than one case starting in the same week.
- *Duration:* Cases close at approximately 30 days.
- *Family search activities:* An average of 150 relatives are identified.
- *Family engagement:* Take a family-centered approach with relatives, look for family strengths, and address the family with the attitude that they want to and are capable of caring for the children.
- *Family support interventions:* Eliminate barriers to licensure; for example, purchasing fire extinguishers and beds.

- *Child assessment:* Implement assessment tools (CGAS or PIRGAS and GARF) to measure the child’s relationship with family members.
- *Community Supports:* Provide families with information on an extensive network of community resources to support the relative placement, including daycare, clothing, therapy, physicians who take Medicaid, camps, and other recreational activities.
- *Documentation:* Provide a case closing report to case worker, documenting all family search activities (fulfilling the Fostering Connections Act).
- *Follow up:* 30 days following closure, and then three, six, and 12 months after case closure.

Data Tracking Tools

The following evaluation tools and forms are utilized in 30 Days to Family® cases to measure outputs and outcomes (these can be replaced by other valid tools measuring well-being and family relationships with approval from the Foster & Adoptive Care Coalition):

- GARF— The Global Assessment of Relational Functioning (GARF) Scale is used to indicate an overall judgment of the functioning of a family. This is implemented pre and post intervention, as well as 30 days past case closure. It is rated on the family as a whole, unless the siblings were not living together when they came into care. In this case, it would be rated based on the home the child came from.
- PIRGAS/CGAS— The Parent-Infant Relationship Global Assessment Scale (PIR-GAS) is used to assess the quality of the infant-parent relationship and ranges from well adapted to severely impaired. It is used for children ranging in age from birth to three years. For children four years and up, the Children's Global Assessment Scale (CGAS) is used. It rates the general functioning of children up to the age of 18. These are both rated individually on each child in a sibling group and are implemented both pre and post intervention, as well as 30 days following case closure.
- Caseload Tracking Document—on-going: Agencies may use their own database system or the Foster & Adoptive Care Coalition will provide an Excel spreadsheet.

The following forms are also utilized to ensure fidelity:

- Child and Family Assessment Form
- Roadmap to Family
- Family Contact Log
- Closing Summary
- 30 Days Case Record Documentation Outline
- 30 Days to Family® Client Tracking Form

Reporting Template

Program outputs and outcomes are to be submitted at the end of each quarter using the *Reporting Template*. The *Reporting Template* lists the output and outcome goals, how those goals are measured, and provides space to list the output/outcome results for the reporting period (the most recent quarter) and year-to-date. To enter your data, simply delete each "XX" and replace it with current numbers. In the comments column, discuss any barriers to achieving the output/outcome or any notes about progress toward achieving the output/outcome.

Technical Assistance & Support

The Foster & Adoptive Care Coalition is available for ongoing support, by phone and email, to all sites that have completed a replication training. Agencies using the 30 Days to Family® name are required to utilize the ongoing support and assistance provided by the Foster & Adoptive Care Coalition. Ongoing support includes the following:

- Technical assistance by phone and email.
- 30 Days to Family® Specialists must include the Director of Program Implementation on email communication and documentation for a minimum of the first case.
- The Director of Program Implementation may phone in to team meetings involving the Specialist to assist in overcoming barriers to moving a case forward.
- Foster & Adoptive Care Coalition staff will conduct site visits to review case files and provide technical assistance.
- Quarterly reports must be submitted according to the *Reporting Template*.
- Additional requirements may be made based on the results of quarterly reports and/or site visits in order to maintain fidelity and obtain program goals.

30 Days to Family® File Reviews

Case record reviews focus on the completion of required documentation and adherence to the goals of 30 Days to Family®. Foster & Adoptive Care Coalition staff will travel to agencies to provide technical assistance and support, and to conduct case record reviews to ensure that the following goals of the program are met:

- Identify at least 80 relatives or kin *per case*
 - Identify *an average* of 150 relatives over the history of cases
- Secure one kinship placement in 98% of cases
 - Secure at least one backup placement for 75% of children served
 - Secure at least two backup placements for 40% of children served
- Place 70% of children with relatives/kin within 30 days of entering care or by case closure

Trademark

Standard Statement on 30 Days to Family®

The following statement is to be used in print and online materials referencing 30 Days to Family®: “30 Days to Family® is a short-term intervention to diligently search for a child’s relatives and kin, to identify potential placement options and supports, and place a child with relatives/kin within 30 days of entering foster care.”

Rules for Trademark Use

No agency may use the 30 Days to Family® name without permission.

To use the 30 Days to Family® name, organizations must:

- have completed a one day replication training with a representative of the Foster & Adoptive Care Coalition
- agree to provide quarterly reports and receive technical assistance by signing a Scope of Work agreement
- remain compliant with all data submission requirements
- continue to meet core program elements and program goals

It is not required to use the registered trademark symbol every time “30 Days to Family” is written. However, the Foster & Adoptive Care Coalition requires that it be used at least once in every piece of written material. This should occur in any headings or titles. If there are no headings, it should occur the first time “30 Days to Family” is written.

Drafts of promotional materials must be forwarded to the Coalition for approval before they are distributed. Please allow time for approval.

Appendix A: Tools

30 Days to Family® Consent & Participation Agreement

Client(s) Name:

ID #:

Program Overview & Philosophy:

The purpose of 30 Days to Family® is to expand efforts to find safe, appropriate relative/kin supports for children entering foster care. One goal of the program is to assist in meeting the Fostering Connections to Success and Increasing Adoptions Act (2008) 30-day standard of notifying a child's adult relatives of their option to participate in the care and placement of the child. The initial search is for grandparents, non-offending parents, and siblings, but the goal is that at least 80 additional relatives will be identified and explored. Because foster care placements can be fragile, the goal is to identify at least 2-3 relatives or kin as potential placement providers. Maternal and paternal relatives are explored with equal interest. In all cases, every effort is made to keep siblings together, maintain children in their school of origin, and preserve the child's important relationships with friends and supportive adults.

The (AGENCY) is committed to adhering to Federal and State laws, as well as child protection policy, on placement with relatives and kin. In accordance with this policy, the (AGENCY) strongly believes a child should be placed with a safe, willing, and appropriate relative/kin as soon as possible after entering Protective Custody. The (AGENCY) will assist in ensuring licensing standards are satisfied and the relative/kinship caregiver has the necessary supports in place to care for the child.

Team Member Participation & Expectations:

A referral for 30 Days to Family® services may only be made at the time protective custody of a child is taken. The completed referral and supporting documentation must be submitted prior to initiation of services. The 30 Days to Family® Specialist will attend the initial meetings and court hearings to gather information and obtain team approval for 30 Days to Family® services. This consent gives approval for the 30 Days to Family® Specialist to attend all meetings and court hearings throughout the involvement of the case. This includes, but is not limited to the initial meetings and court hearings and the follow up meeting at 30 after the case closure. Although 30 Days to Family® does not require frequent meetings, if a child has multiple potential relative/kin placement options, or barriers to placement arise, we will request a meeting with team members to review all possible options and determine the most appropriate action. Throughout the service, the Specialist will be in contact with the child, the child's caregiver(s), parents, siblings, and all other adult relatives and kin located by the Specialist.

When a relative or kin expresses a desire to care for the child, or become a support for the child, we will provide the individual's identifying information to team members via email to request a background screening.

Typically, 30 Days to Family® services conclude at the 30 day meeting; however, if the child has not been placed with relatives or kin within the 30-day timeframe, the team may agree to continue services to meet the desired program outcome of relative/kin placement. At the conclusion of services, the Specialist will provide all case documentation to professional team members. The relative/kinship caregiver will be provided with a copy of the child's natural and professional supports.

Following case closure, the (AGENCY) will conduct follow up with the case management agency to collect data for program improvement and outcome comparison. *This data must be collected to ensure the integrity of the program, and participation is not optional.* The initial follow-up consists of the Specialist attending a meeting 30 days after services conclude. Additional follow-up, directly with the case manager/case manager supervisor will occur at 90 days, 180 days, and 1 year following case closure. The follow-up consists of less than ten questions and may be completed via phone, by email, or submitting a written form.

The Specialist will complete assessments, specifically the CGAS or PIR-GAS (depending on the child's age) and the GARF, to gather child and family data at case opening, case closure, and 30 days following case closure.

General Information:

The (AGENCY) is a private, non-profit agency. All services provided by the (AGENCY), including 30 Days to Family®, are voluntary services and may be declined. 30 Days to Family® services will not begin if the child’s professional team members do not consent to services. All services provided by 30 Days to Family® are free of cost to families and agencies.

Records & Disclosure of Confidential Information:

The (AGENCY) maintains records of services provided to each client and family. These records are confidential; however, information collected will be shared with the case management agency and court professionals. You have a right to request and obtain a copy of any part of your client’s record that pertains to your client, not including information provided by third parties.

Certain information may be released without your authorization under the following legal circumstances:

1. The receipt of a legitimate subpoena or court order, unless you file a protection order within the timeframe established by State law.
2. If ordered by a judge or other judicial officer.
3. In the event of a medical emergency.
4. The receipt of information that suggests child abuse or neglect has occurred. (AGENCY) employees are mandated to report any such information to the child abuse hotline.
5. In the event of threat of harm to someone; if the threat is perceived to be serious, the proper individuals must be contacted.

Grievance Procedure:

If you are dissatisfied with the 30 Days to Family® services you receive, or if you believe there has been a violation of your confidentiality, you are encouraged to call the (AGENCY), at (PHONE NUMBER), to discuss the situation with the Supervisor of 30 Days to Family®, or the Executive Director.

Consent to Services:

I have been provided a copy of this Consent & Participation Agreement for 30 Days to Family® services through the (AGENCY). I have read and understand the information provided. I agree to participate, and consent to services for the following child(ren): _____

Case Manager/Case Manager Supervisor Signature

Date

30 Days to Family® Family Intake & Referral Form

Date of Referral:

Initial Custody Date:

Date/Time/Location of Initial Meeting:

Date/Time/Location of First Court Hearing:

Jurisdiction:

Referring Information:

Agency:

Case Manager: Phone: Email:

Case Manager Supervisor: Phone: Email:

Other: Phone: Email:

Other: Phone: Email:

Other: Phone: Email:

Child Information (include all known siblings) (attach additional sheets, if necessary):

Child's Full Name	ID#	DOB	Race/ Ethnicity	Sex	Child's Placement (include address & contact info)	Date of Placement	In Custody?

For Internal Use Only

30 Days to Family® start date: _____

Is mother the non-offending parent? YES NO Unknown
Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Maternal Grandmother's Name: DOB: Race: ID#:

Address:

Primary Phone: Cell Phone:

Place of Employment: Work Phone:

Date of Initial Notification/Contact by Case Manager:

Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Maternal Grandfather's Name: DOB: Race: ID#:

Address:

Primary Phone: Cell Phone:

Place of Employment: Work Phone:

Date of Initial Notification/Contact by Case Manager:

Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Additional known maternal family members (please list & include any initiated contact and information)

- *
- *
- *

Paternal Family Information:

Father's Name: _____ **DOB:** _____ **Race:** _____ **ID#:** _____

Address: _____

County of Residence: _____

Primary Phone: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Date of Initial Contact by Case Manager: _____

Paternity established? YES NO Unknown

 If yes, how was it established?

Is father the non-offending parent? YES NO Unknown

Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Paternal Grandmother's Name: _____ **DOB:** _____ **Race:** _____ **ID#:** _____

Address: _____

Primary Phone: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Date of Initial Notification/Contact by Case Manager: _____

Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Paternal Grandfather's Name: _____ **DOB:** _____ **Race:** _____ **ID#:** _____

Address: _____

Primary Phone:

Cell Phone:

Place of Employment:

Work Phone:

Date of Initial Notification/Contact by Case Manager:

Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Additional known paternal family members (please list & include any initiated contact and information)

*

*

*

NOTE: For multiple fathers, please complete Paternal Addendum (attached)

Paternal Addendum attached? YES NO If yes, how many? _____

Other Information:

Please outline any additional information or concern in which the (AGENCY) should be aware to successfully engage relatives/kin and identify potential placements & supports for the child/family:

Date of Initial Notification/Contact by Case Manager:

Wants placement? YES NO Unknown If yes, please list reasons preventing placement:

Additional known paternal family members (please list & include any initiated contact and information)

*

*

*

Please utilize a separate form for each father (make additional copies, if needed)

30 Days to Family® Child and Family Assessment

Child's Name:

ID #:

DOB:

Child Assessment Information

PIRGAS Initial	<u>Score</u>	<u>Date</u>	PIRGAS Closing	<u>Score</u>	<u>Date</u>	PIRGAS 30 Days After Closure	<u>Score</u>	<u>Date</u>
CGAS Initial	<u>Score</u>	<u>Date</u>	CGAS Closing	<u>Score</u>	<u>Date</u>	CGAS 30 Days After Closure	<u>Score</u>	<u>Date</u>

Baseline Rationale:

Closing Rationale:

30 Days Following Case Closure Rationale:

Completed by: _____

Date: _____

Child's Name:

ID #:

DOB:

Family Assessment Information

GARF Initial	<u>Score</u>	<u>Date</u>	GARF Closing	<u>Score</u>	<u>Date</u>	GARF 30 Days After Closure	<u>Score</u>	<u>Date</u>
-------------------------	--------------	-------------	-------------------------	--------------	-------------	---------------------------------------	--------------	-------------

Baseline Rationale:

Closing Rationale:

30 Days Following Case Closure Rationale:

Completed by: _____

Date: _____

30 Days to Family® Roadmap to Family

Child's Name	DOB	ID#

Initial Meeting:

Halfway Point--Addressing Placement Barriers:

30 Day Meeting:

Adjudication Hearing:

60 Day Meeting:

Youth maintains connections & is prepared for family/kin placement			
<small>(italicize dates that are future estimates)</small>			
Action	Person Responsible	Date Completed	Details
Family searches are conducted in child protection database, child protection file, and court file (if applicable) for prior family history and information.			Date(s) of search/review: Date(s) of court file review:
Siblings are placed together. <input type="checkbox"/> If the youth is not placed with siblings, a plan for continuing the sibling relationship has been established and is in place.			Plan:
Paternity has been established. <input type="checkbox"/> If paternity is not yet established, a plan for confirming paternity has been determined.			Names/information of potential fathers: Plan to establish paternity:
Youth's educational needs have been identified. Youth's schooling is not disrupted by placement; youth continues to attend home school. <input type="checkbox"/> Efforts have been made to ensure youth's continued enrollment in home district.			Home district & school: Educational needs: Plan/Efforts to ensure continued enrollment:

Youth's initial medical and dental appointments have been scheduled.			Dates of appointments: Medical/Dental needs:
Youth's mental health issues have been identified and therapeutic and/or psychiatric treatment has been arranged, if needed.			Mental health needs: Treatment plan:
Placement with family/kin has been thoroughly explored with the youth, as appropriate.			Date(s) of visit with child by Specialist:
Plan to obtain team approval for identified relative/kin supports & visitation.			Plan for approval: If individual clears the above plan, contact/visits may occur <input type="checkbox"/> supervised <input type="checkbox"/> unsupervised. If individual does NOT clear the above plan contact <input type="checkbox"/> may <input type="checkbox"/> may not occur with the following limitations/provisions:
Other:			

Family/Kin is prepared for placement			
Action	Person Responsible	Date Completed	Details
Family understands the youth's history and needs.			Identified needs:
Barriers to placement, if any, have been addressed and a plan for resolution has been developed.			Identified barriers: Plan to overcome barriers:
Natural, formal & community supports are identified and in place, as well as clearly outlined in the Supports section of this document.			Date provided to resource provider:
Placement packet/documentation and Medicaid card/letter provided to relative			

home provider.			
Child is moved to the home of relative/kin.			
Other:			

Child & Family Supports

Child's Name	DOB	ID#

Natural Supports for Youth			
Name and Contact Information	Types of Support	Details	Approved? (Y/N)
	<input type="checkbox"/> Community activities & visits with youth <input type="checkbox"/> Phone conversations/ written communication with youth <input type="checkbox"/> Mentor for youth		
	<input type="checkbox"/> Community activities & visits with youth <input type="checkbox"/> Phone conversations/ written communication with youth <input type="checkbox"/> Mentor for youth		
	<input type="checkbox"/> Community activities & visits with youth <input type="checkbox"/> Phone conversations/ written communication with youth <input type="checkbox"/> Mentor for youth		
	<input type="checkbox"/> Community activities & visits with youth <input type="checkbox"/> Phone conversations/ written communication with youth <input type="checkbox"/> Mentor for youth		

Summer/non-school hour supervision plan		
Name and Contact	Summer Plan	Approved?

Information		(Y/N)

Natural Supports for Relative/Kin Resource Provider			
Name and Contact Information	Types of Support	Details	Approved? (Y/N)
	<input type="checkbox"/> Emotional Support <input type="checkbox"/> Respite care <input type="checkbox"/> Transportation Support (to/from family visits, school/daycare, or medical/mental health appointments)		
	<input type="checkbox"/> Emotional Support <input type="checkbox"/> Respite care <input type="checkbox"/> Transportation Support (to/from family visits, school/daycare, or medical/mental health appointments)		
	<input type="checkbox"/> Emotional Support <input type="checkbox"/> Respite care <input type="checkbox"/> Transportation Support (to/from family visits, school/daycare, or medical/mental health appointments)		

Community Groups & Supports		
Name and Contact Information	Details	Approved? (Y/N)

Formal Supports & Team Members	
Role	Name and Contact Information
Foster Care Case Manager	Name: Agency: Address: Phone: Case Manager After-Hours Emergency On-Call # _____
Foster Care Case Manager Supervisor	Name: Agency:

	Address: Phone:
Additional Team Member Role: _____	Name: Agency: Address: Phone:
Additional Team Member Role: _____	Name: Agency: Address: Phone:
Additional Team Member Role: _____	Name: Agency: Address: Phone:
30 Days to Family Specialist	Name: Agency: Address: Phone:
Doctor	
Dentist	
Community Resources <i>(delete items that are not applicable)</i>	
Health Care Plan Information	
WIC	
Head Start	
First Steps	
Nurses for Newborns	
Parents as Teachers	
Daycare	
School/Educational Setting	
Individual Therapy	
Family Therapy	
Psychiatric Services	
Department of Mental Health (DMH)	
Supplemental Security Income (SSI)	
Other:	
Other:	
Other:	
Other:	

Other Important Phone Numbers	
Fire Department	
Police Department	
Ambulance	
Licensing Worker	

30 Days to Family® Family Contact Log

Child's Name	DOB	ID#

SIBLING CONTACTS

Sibling's Name: Sibling's DOB: Caregiver:	Mother's Name: Father's Name:
Date of Initial Contact: Contact Person:	Type of Contact: If attempted contact, describe efforts:
Sibling Visitation Plan:	

MATERNAL FAMILY CONTACTS

Name(s): Address: Phone Number: Alt. Phone Number: Email(s): Date(s) of Birth: Social Security Number(s):	Relationship to Child: Maternal Relationship to Parent: Date of Initial Contact: Type of Contact: If attempted contact, describe efforts: <u>Desired Involvement:</u> <input type="checkbox"/> None <input type="checkbox"/> Assist w/Family Info <input type="checkbox"/> Phone/Email Contact <input type="checkbox"/> Visits <input type="checkbox"/> Respite <input type="checkbox"/> Placement <input type="checkbox"/> Back-up Placement <input type="checkbox"/> Other:
Other Individuals Residing in Home: Employment: Employment Hours:	<u>Approved Involvement:</u>
<u>Identified Needs/Barriers:</u> <u>Follow-Up Needed:</u>	<u>Home & Background Screenings:</u> <input type="checkbox"/> Child Abuse/Neglect Screening: Requested Received Concerns: <input type="checkbox"/> Criminal: Requested Received Concerns: <input type="checkbox"/> Sex Offender Registry: Completed Concerns: <input type="checkbox"/> Home Walkthrough Completed: Concerns:
<u>Other Additional Details:</u>	

PATERNAL FAMILY CONTACTS

<p>Name(s):</p> <p>Address:</p> <p>Phone Number:</p> <p>Alt. Phone:</p> <p>Email(s):</p> <p>Date(s) of Birth:</p> <p>Social Security Number(s):</p>	<p>Relationship to Child: Paternal</p> <p>Relationship to Parent:</p> <p>Date of Initial Contact:</p> <p>Type of Contact: If attempted contact, describe efforts:</p> <p>Desired Involvement:</p> <p><input type="checkbox"/> None <input type="checkbox"/> Assist w/Family Info <input type="checkbox"/> Phone/Email Contact</p> <p><input type="checkbox"/> Visits <input type="checkbox"/> Respite <input type="checkbox"/> Placement</p> <p><input type="checkbox"/> Back-up Placement <input type="checkbox"/> Other:</p>
<p>Other Individuals Residing in Home:</p> <p>Employment:</p> <p>Employment Hours:</p>	<p>Approved Involvement:</p>
<p>Identified Needs/Barriers:</p> <p>Follow-Up Needed:</p>	<p>Home & Background Screenings:</p> <p><input type="checkbox"/> Child Abuse/Neglect Screening: Requested Received Concerns:</p> <p><input type="checkbox"/> Criminal: Requested Received Concerns:</p> <p><input type="checkbox"/> Sex Offender Registry: Completed Concerns:</p> <p><input type="checkbox"/> Home Walkthrough Completed: Concerns:</p>
<p>Other Additional Details:</p>	

KIN CONTACTS

<p>Name(s):</p> <p>Address:</p> <p>Phone Number:</p> <p>Alt. Phone:</p> <p>Email(s):</p> <p>Date(s) of Birth:</p> <p>Social Security Number(s):</p>	<p>Description of Kin Relationship:</p> <p>Date of Initial Contact:</p> <p>Type of Contact: If attempted contact, describe efforts:</p> <p>Desired Involvement:</p> <p><input type="checkbox"/> None <input type="checkbox"/> Assist w/Family Info <input type="checkbox"/> Phone/Email Contact</p> <p><input type="checkbox"/> Visits <input type="checkbox"/> Respite <input type="checkbox"/> Placement</p> <p><input type="checkbox"/> Back-up Placement <input type="checkbox"/> Other:</p>
<p>Other Individuals Residing in Home:</p> <p>Employment:</p> <p>Employment Hours:</p>	<p>Approved Involvement:</p>

<p><u>Identified Needs/Barriers:</u></p> <p><u>Follow-Up Needed:</u></p>	<p><u>Home & Background Screenings:</u></p> <p><input type="checkbox"/> Child Abuse/Neglect Screening: Requested Received Concerns:</p> <p><input type="checkbox"/> Criminal: Requested Received Concerns:</p> <p><input type="checkbox"/> Sex Offender Registry: Completed Concerns:</p> <p><input type="checkbox"/> Home Walkthrough Completed: Concerns:</p>
<p><u>Other Additional Details:</u></p>	

30 Days to Family® Closing Summary

Child's Full Name	DOB	DCN

30 Days to Family® Worker:

30 Days to Family® Start Date:

Closing Date:

Hold Date (if applicable):

Resume Date (if applicable):

Case Manager:

CM Supervisor:

Case Management Agency:

Court Jurisdiction:

Program Overview

The purpose of 30 Days to Family® is to expand efforts to find safe, appropriate relative and kin supports for children entering foster care. One goal of the program is to assist in meeting the Fostering Connections to Success and Increasing Adoptions Act (2008) 30-day standard of notifying a child's adult relatives of their option to participate in the care and placement of the child. The initial search is for non-custodial parents, grandparents, and siblings, but the goal is that at least 80 additional relatives will be identified and explored. Because foster care placements can be fragile, the goal is to identify at least three relatives or kin as potential placement providers (one primary and two back-up providers). Maternal and paternal relatives are explored with equal interest. In all cases, every effort is made to keep siblings together, maintain children in their school of origin, and preserve the child's important relationships with friends and supportive adults.

Summary of Efforts

At the time of the initial 30 Days to Family® referral, _____ family members had been identified. Through diligent search efforts, the family tree expanded to include _____ known relatives and kin at the time of case closure. Initial and closing family genograms are included with this report to reflect the known family connections.

Child's Placement at the time of referral:

Child's Placement at the conclusion of 30 Days to Family® services:

Date of Child's Placement with Relatives/Kin:

Back-up Relative/Kin Placement Options:

Identified Supports:

(Only utilize the Service Extension or On Hold justification if applicable.)

Service Extension & Justification: It is the goal of 30 Days to Family® to identify and assist in preparation for placement with safe and appropriate family or kin within 30 days of a child entering the foster care system. If this goal is not achieved within the first 30 days, the team has the option to continue 30 Days to Family® services beyond the 30-day timeframe if further assistance is needed.

In this case, the team agreed to extend the involvement of 30 Days to Family® because_____.
30 Days to Family® services concluded on _____ because _____.

Service Justification for Hold Status: It is the goal of 30 Days to Family® to identify and assist in preparation for placement with safe and appropriate family or kin within 30 days of a child entering the foster care system. On some occasions, the case circumstances may require additional action before the team may progress with placement.

In this case, *(insert reasoning, efforts, and conclusion. Also include the date the case was placed on hold, when the case resumed, and when the case closed).*

Further information on all interested relative and kinship supports is outlined below. Additional family information and efforts can be referenced in the Family Contact Log, Roadmap to Family, and the family genogram.

Diligent Search

30 Days to Family® strives to assist the case manager with meeting the standards of the Fostering Connections to Success and Increasing Adoption Act. In a diligent effort to identify and locate the child's/children's adult relatives, the 30 Days to Family® Specialist engaged in the following activities and searches:

- Child protection database & social file review
- Family Court social file and/or database review
- General Internet Individual Locator searches:
- Social Media searches:
- Legal Proceedings/Court Records:
- Offender/Inmate search:
- Personal Property and Real Estate Tax Records:
- Birth and death records (including obituary and family listings):
- Professional and/or Business Registration:
- Paid databases:
- Interviews with relatives & kin
- Other:
- Other:

Family & Kin Participation

30 Days to Family® identifies those who can offer support to the children and family and/or provide further information about the family. Family members were asked to provide identifying and/or contact information for all of the children's adult relatives. Through information provided by the family, along with the diligent search efforts outlined above, this Specialist located and interviewed the following individuals:

- (Child's Full Name)—Client (if applicable—only if you had an interview with the child)

Maternal Relatives

Bullet list the child's maternal relatives you interviewed in order of relation to the child (i.e. Mother, Grandmother, Cousin, 3rd Cousin, etc.)

- Full Name—Relation to Client (Specific Relation to Mother)
 - Note: include if the relative is mother's maternal or paternal family member
 - EXAMPLE: Child's Great Aunt (Mother's Paternal Aunt)

Paternal Relatives

Bullet list the child's paternal relatives you interviewed in order of relation to the child

- Full Name—Relation to Client (Specific Relation to Father)

NOTE: If there is more than one mother or father involved (usually because siblings have a different parent, add another section and label them both, for example: Paternal Relatives for Sibling A; Paternal Relatives for Sibling B.

Kin

Bullet list the kin you interviewed and how they are connected to the child and/or parent

- Full Name—Describe connection

It should be noted that each individual listed on the family genogram was named by family as an important support, or was identified through diligent search efforts. Although attempts to locate and/or contact each and every relative may not have been successful within the first 30 days, each individual is an important person in each child's life, and attempts to locate and contact should continue throughout the time the children remains in care.

Child & Sibling Information

Unless documented on the genogram, list the child's identified supports/connections and strengths.

Maternal Family Information

Mother:

Full Name (including middle)

NOTE: If mother is married, engaged, or cohabitating with someone, include their information as well.

The specific information will be different for each case, but should include as much information about the mother as possible. Because contact must be made ASAP, include the initial date of contact (and any attempts to make initial contact if it is not made on the 1st day) and describe the contact. Is mom the non-offending parent? Does she want custody returned to her? Other things that may be included (in no particular order): Prior child welfare involvement, History, Work, Strengths, Needs, Community involvement and Supports, her recommendations for placement, traditions, any other relevant info.

If you are unable to locate the mother, a diligent search must be documented (Every attempt made must be recorded). What searches were completed, what phone calls were made, what visits were made, who was asked, etc. Most times, it is much easier to locate an individual than try to outline the efforts. Add any court ordered services that are documented on court order to this section. Add visitation plan established by team and which team member is responsible for task.

Maternal Grandmother:

Full Name (including middle)

NOTE: If grandmother is married, engaged, or cohabitating with someone, include their information as well.

If grandmother is still with grandfather, no need to separate out the 2 sections. They could be included in one:

Maternal Grandparents:

Information would be the same type of information as gathered above. Include the relationship the grandmother has with the mother and with the child, marital status, etc.

Maternal Grandfather:

Full Name (including middle)

Deceased

DOB

DOD

Burial Information (i.e. Buried at Memorial Park Cemetery in St. Louis, MO)

This shows an example of how to record that an individual is deceased.

Same type of info as described for grandmother. Include cause of death if appropriate and relationship with mother and child prior to death (if applicable).

Paternal Family Information

Same as noted for maternal family information (refer to previous section). Additionally, paternity information (or lack thereof, may be included here. Add any court ordered services documented on court order to this section. Add visitation plan established by team and which team member is responsible for task.

Father:

Full Name (including middle)

NOTE: If father is married, engaged, or cohabitating with someone, include their information as well.

The specific information will be different for each case, but should include as much information about the father as possible. See potential specific information outlined in the mother's section.

Paternity: Has paternity been established? If so, explain how paternity has been confirmed. If not, outline efforts that were made through our involvement (or if none, explain reason) and describe plan to continue to pursue paternity being established.

Paternal Grandmother:

Full Name (including middle)

NOTE: If married, engaged, or cohabitating with someone, include their information as well.

The specific information will be different for each case, but should include the same kind of information that is outlined above.

Paternal Grandfather:

Full Name (including middle)

NOTE: If married, engaged, or cohabitating with someone, include their information as well.

The specific information will be different for each case, but should include the same kind of information that is outlined above.

Identified Relative/Kin Placement Resource

Full Name (relationship to the child)

Include information about the identified resource. How is the resource connected to the child? If the child has moved, include the move date and how the child & resource provider is adjusting. If the child has not moved, outline the plan for movement and any barriers that must be overcome.

Include the home walkthrough information, employment and hours information, supervision plan information, support information, etc.

NOTE: If there is not 1 relative/kin resource provider that has been identified, include all of the providers under the next section, *Potential Resources*.

Potential Back-Up Relative/Kin Placement Resources

Full Name (relationship to the child)

Same information as outlined above

Include as many additional resources with the same format as below.

Closing Comments

This section is used to summarize and outline things that need to be followed up on, next steps, things that should be remembered, etc. Essentially, these are our recommendations. We are, in essence saying, this is what you need to know, here's what we did, here's what we think, here are the reasons...please keep up the momentum! 😊

Supporting Documents Enclosed

- Initial Genogram
- Closing Genogram
- Relative/Kin Contact Log
- Roadmap to Family
- Other:

30 Days to Family® Worker: _____ **Date:** _____

30 Days to Family® Supervisor: _____ **Date:** _____

30 Days to Family® Service Extension/On Hold Plan of Action

Case Name:

30 Days to Family® Specialist:

Date Opened:

Today's Date:

Length of 30 Days to Family® case to date:

30 Days to Family® is designed to be a short term intervention, concluding within 30 days or at the 30-day meeting. If the team determines there is valid reason to extend services or place the case on hold, the 30 Days to Family Specialist may stay involved until the identified issue is resolved.

Reason for Extending Services
<input type="checkbox"/> There is no identified placement and additional relatives can be explored. <input type="checkbox"/> Completion of Interstate Compact of the Placement of Children (ICPC). <input type="checkbox"/> There is more than one placement possibility identified and the professional team must decide the best option. <input type="checkbox"/> Requiring time to put the necessary supports in place.
Explanation:

Action Steps	Person Responsible	By When

Reason for Placing Case On Hold

- Pending paternity tests
- Awaiting the results of an Interstate Compact of the Placement of Children (ICPC)
- Hospitalization of a child

Explanation:

Team Members Present

Name	Role	Signature

30 Days to Family® Case Record Documentation Outline

Client name:

ID#:

- Initial Referral Info**
 - 30 Days to Family® Intake & Referral Form**
 - Private agency referral documentation
 - 30 Days to Family® Consent & Participation Agreement Form**
- Court Orders & Legal Documents
- Initial Meeting Documentation
 - Initial Roadmap to Family**
- Individual & Family Search Documentation**
 - MATERNAL** Information
 - PATERNAL** Information
- Family Genograms** (initial to closing)
- Relative/Kin Resource Home Provider Information**
- Professional Correspondence & Team Updates**
- Child & Family Assessment**
- Closing Documentation**
 - Closing Summary**
 - Initial Genogram**
 - Final Genogram**
 - Finalized Roadmap to Family**
 - Family Contact Log/Family Case Notes**
- Supervision Log & Notes (inserted at case closure)

Timeline of Milestones (please add date of completion and location of documentation)

- 1) Child is accepted into the 30 Days to Family® program: _____;

- 2) Family & Specialist identify a minimum of 2 available relatives/kin who will provide support and/or a caring home for the child: _____; _____
- 3) Family & Specialist identify barriers to a successful placement and create a plan to address the potential barriers (i.e. school achievement, behavioral issues, space constraints, etc.):
_____;
- 4) Child is successfully placed with caring relatives/kin: _____;

- 5) 30 Days to Family services closed: _____; _____
- 6) Child achieves 2 of the 3 end milestones, as measured 30 days after case closure: _____
 - Placement remains stable 30 days following case closure _____
 - Child has improved functioning as measured by an increase in the C-GAS or PIR-GAS

 - Child has improved relationships with relatives/kin as measured by an increase in the GARF

 - GARF initial _____ GARF 30 days after closing _____
 - C-GAS/PIR-GAS initial _____ C-GAS/PIR-GAS 30 days after closing _____

Reporting Template

Please enter your agency's data for this quarter and year-to-date. Include both the raw numbers and percentages for each output and outcome, using the format provided. Simply replace each "XX" with your agency's data.

Program Outputs				
Output Goal	Measurement	Output for Reporting Period	Year-to-date Output	Comments
Approximately 30-35 youth served per 30 Days to Family Specialist each year	Documentation of cases served on a caseload list	XX cases served	XX open cases XX closed cases	
Identify at least 80 relatives/kin in 100% of cases with equal emphasis on maternal and paternal sides of the family	Documentation on genogram and search log	XX of XX (XX%) youth had at least 80 relatives identified by case closure	XX of XX (XX%) youth had at least 80 relatives identified by case closure	
An average of 150 relatives/kin are identified	Documentation on the genogram	Average number of relatives/kin identified: XXX	Average number of relatives/kin identified: XXX	
At least 1 relative/kin placement option was identified for 98% of children	Documentation on the Client Tracking Form	XX of XX (XX%) children had at least 1 relative/kin placement option identified	XX of XX (XX%) children had at least 1 relative/kin placement option identified	
At least 1 backup placement option was secured for 75% of children	Documentation on the Client Tracking Form	XX of XX (XX%) children had at least 1 backup placement option secured	XX of XX (XX%) children had at least 1 backup placement option secured	
Two backup placement options were identified for 40% of children	Documentation on the Client Tracking Form	XX of XX (XX%) children had two backup placements secured	XX of XX (XX%) children had two backup placements secured	

Cases are served for an average of 30 business days	Documentation on Client Tracking Form	Average number of business days served: XX	Average number of business days served: XX	
Program Outcomes				
Outcome Goal	Measurement	Outcome for Reporting Period	Year-to-date Outcome	Comments
70% of children are placed with relatives/kin by case closure	Documentation of date of placement in case file	XX of XX (XX%) youth were placed with relative/kin by case closure	XX of XX (XX%) youth were placed with relative/kin by case closure	
80% of youth have improved relationships with caregivers	C-GAS/PIR-GAS and GARF conducted at baseline, case closure, and 30 days after case closure	XX of XX (XX%) youth had improved relationships with caregivers	XX of XX (XX%) youth with closed cases had improved relationships with caregivers	

Appendix B: Job Description

Position Title: 30 Days to Family Specialist

Reports to: 30 Days to Family® Supervisor

SUMMARY OF POSITION:

30 Days to Family is a short term intervention to expand efforts to find safe, appropriate relative supports for children entering foster care. One goal of the program is to assist in meeting the Fostering Connections to Success and Increasing Adoptions Act (2008) 30-day standard of notifying a child's adult relatives of their option to participate in the care and placement of the child. The initial search is for grandparents, but the goal is that at least 40 additional relatives will be identified and explored. Because foster care placements can be fragile, the goal is to identify at least 3 relatives or kin as potential placement providers. Maternal and paternal relatives are explored with equal interest. In all cases, every effort is made to keep siblings together, maintain children in their school of origin, and preserve the child's important relationships with friends and supportive adults.

ESSENTIAL FUNCTIONS:

1. Assist the case manager and court officials with meeting the Fostering Connections to Success Act, applicable local statutes, and child protection policy in regards to relative/kin notification and placement.
2. Assist in collecting information from relatives/kin to expand the child's support system and family connections, while identifying potential relative home providers.
3. Identify and document at least 80 family/kin for each child through diligent search activities, including: internet & database searches, child protection and court case file reviews, child & family interviews.
4. Facilitate communication with the team and provide the referring agencies with accurate family documentation, including detailed genograms, family contact information, and identified family supports.
5. Attend all meetings and court hearings, advocating for relative/kin placement.
6. Complete assessments on the child and family functioning upon case referral and case closure to measure the success and outcomes of the program.
7. Assist in preparing the family for licensure by explaining the licensing process and assisting with home licensing requirements.

MINIMUM REQUIREMENTS:

Education: Bachelor's Degree in a Social Service or Related Field

Experience: Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles. Direct experience in child welfare field with a basic knowledge of foster care and adoption.

Preferred Skills/Qualifications:

1. Good written and verbal communication
2. Strong organization

3. Superior time management
4. Team facilitation
5. Conflict resolution and negotiation
6. Adaptation and flexibility
7. Ability and comfort working with diverse populations in various environments
8. Basic knowledge of Microsoft Office programs
9. Understanding of, or ability to learn, genogramming software

Additional skills/competencies necessary to carry out services to the service population's culture and socioeconomic characteristics:

1. Obtain a cultural awareness that results in a clear understanding of the worldview that directs individual interactions with people of other backgrounds.
2. Ability to identify needs unique to various diverse populations including those of different gender identity, sexual orientation, ethnic group, race, and physical or mental capacity and address those needs with community resource referrals.
3. Locate appropriate resources to communicate with limited-English-proficient individuals or those with hearing impairment.
4. Assist other professionals and team members in understanding the unique needs/characteristics of diverse populations.

WORKING CONDITIONS:

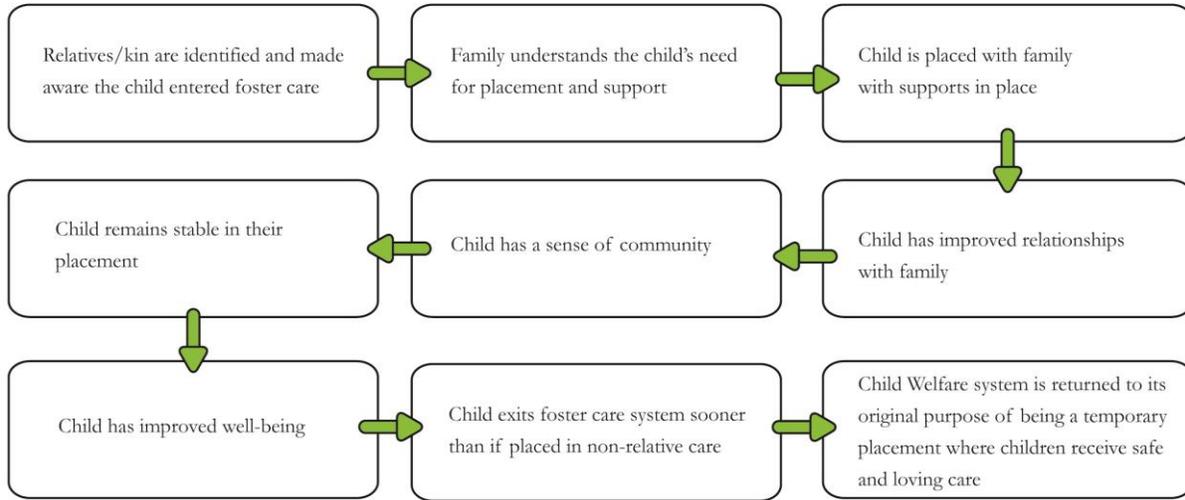
- In-office and field work required including visits to neighborhoods of various socio-economic status
- Frequent travel throughout the Metro St. Louis area
- Some infrequent travel outside the service area may be required to pursue permanency options

DISCLAIMER:

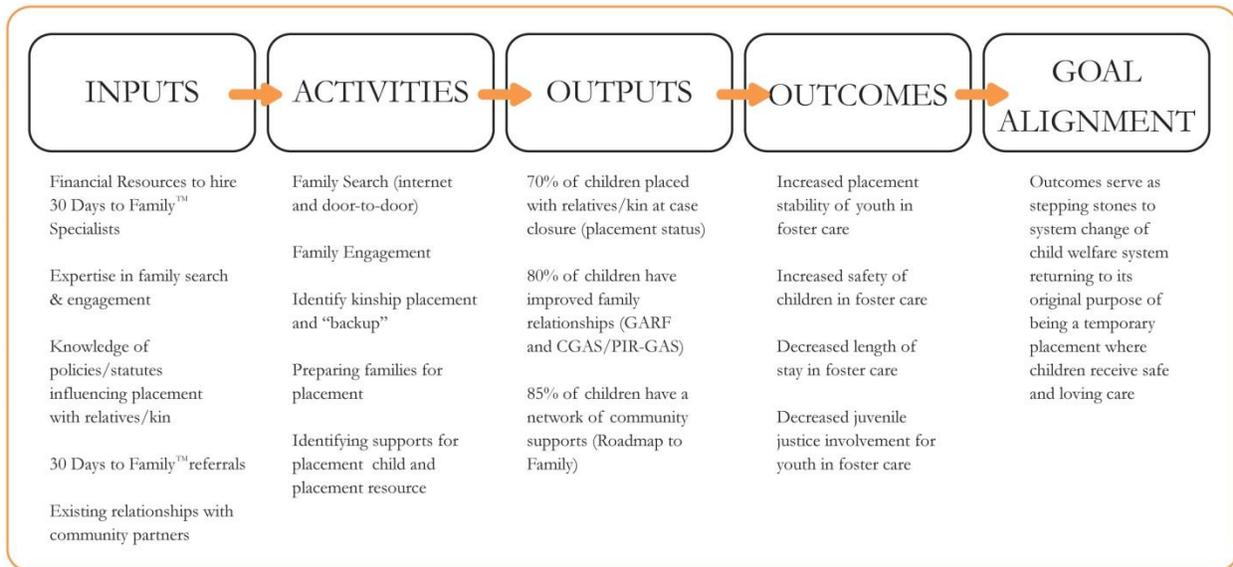
The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Appendix C: Theory of Change

30 Days to Family™ Theory of Change



Appendix D: Logic Model



Appendix E: 30 Days to Family® Timeline of Events

Disclaimer: Because each case is unique and 30 Days to Family services are individualized to meet the needs of each client and family, this list of activities is not all-inclusive, but should be used as a guide

Day 1-Day 2 Activities:

- Receive Referral
- Initial search
 - Initial searches brought to court hearing/initial meetings and reviewed with family
 - Compose genogram for family from initial search information (*optional*)
- Initial court hearing
- Attend Initial meeting
 - Roadmap to Family started with detailed current status information (including *existing current* family supports and resources: doctor, dentist, mental health providers, etc.) and plan of action for all noted activities
 - Gather preliminary information to complete initial GARF, C-GAS/PIR-GAS Assessments [continue gathering additional information in initial meetings with child(ren) and parent(s)/caregiver(s)]
 - Schedule 30 day meeting and 2-week Barrier Meeting while all team members are present.
- Contact (Phone or Face to Face) made on Day 1 (for each child)**
 - Parents/Caregivers
 - Mother
 - Father
 - Step-parent(s) (if applicable)
 - Other individual caregiver(s)
 - Grandparents
 - Maternal Grandmother
 - Maternal Grandfather
 - Paternal Grandmother
 - Paternal Grandfather
 - Siblings and/or siblings' caregivers (if sibling is a minor)—Federal law reminds that there is no distinction between full and half siblings. Includes siblings in protective custody and those living independently/with caregivers without government involvement
 - Any other individual(s) specifically named as potential placement option/support
 - Any individuals with known contact information (as provided by team and/or family)
- Visits/In-Person Interviews within the 1st two business days of case acceptance**
 - Parents/Caregivers
 - Mother
 - Father
 - Step-parent(s) (if applicable)
 - Other individual caregiver(s)

- Grandparents
 - Maternal Grandmother
 - Maternal Grandfather
 - Paternal Grandmother
 - Paternal Grandfather
- Child (if age-appropriate to provide information; generally no visit will be held with a child aged 3 and under)
- Any other key family members or those interested in assisting with family history, genogram, or support/placement
- Plan for Educational Stability has been established so child may continue attending home school
- Paternity Activities Established
 - _____
- Sibling visitation plan established and initial sibling visit(s) scheduled
- Family Contact Log is updated as contact with Family/Kin is made
 - Follow-up, additional activities, and requests for involvement for each individual is noted in the Family Contact Log
- Genogram updated & sent to team with email update about initial contacts
- Additional searching conducted with newly gathered information

Note: Although this Timeline of Milestones is grouped by daily/weekly timeframes, the Ongoing Case Activities outlined, including activities surrounding When an Individual Requests Further Involvement are expected to occur throughout the case (Day 1 through case closing)

Week 1 (Business days 1-5):

- Child protection database search conducted (*within 3 business days of case opening*)
- Court file review conducted (if applicable) (*within 3 business days of case opening*)
- Potential placement option identified
- Barriers to placement identified
 - Plan in place to address & overcome barriers
- Placement of child(ren) in Relative/Kin Resource Home
- Supports for a successful placement identified and in place by the time of placement
- Child(ren) receive initial medical care
 - Follow-up and/or medical specialty appointments are scheduled for physical and mental health services (as needed)
 - _____
- 80 relatives identified and recorded on the family genogram
- Genogram updated, including
 - Child/Family Ecomap Information
 - Relationship Status Information

- Desired Involvement
- Other : _____

Week 2-3:

- Potential backup placement option 1 identified
- Potential backup placement option 2 identified
- If placement has not occurred,
 - 2 week meeting held to discuss/overcome obstacles
 - Barriers to placement identified
 - Plan to overcome barriers established
- Other : _____
- Other : _____

Week 4:

- All identified needs for a successful placement have been successfully addressed
 - A written plan is in place, documented on the Roadmap to Family
- Roadmap to Family is 100% complete and accurate
- 30-Day meeting
 - Provide team with printed final genogram
 - Provide team with a finalized copy of the Roadmap
 - During the meeting, accuracy of the Roadmap (aftercare, follow-up, and identified resources & supports) is verified and approved by the team
 - Any additional needs/resources/supports are noted on the Roadmap (by hand) and will be updated prior to sending the amended Roadmap in the Closing Summary
 - Gather information to complete the GARF, C-GAS/PIR-GAS Closing Assessments
 - Meeting for 30 days following case closure is scheduled while all team members are present
- Case Closure
- Complete the Child & Family Assessments (GARF, C-GAS/PIR-GAS)
- If services do not conclude within 30 day timeframe, Case Extension Form is completed
 - Other : _____
 - Other : _____

Following Case Closure:

- Provide Closing Documentation to Team (within 30 days)
- Attend the meeting held 30 days following case closing

- Review case progress and gather information to complete the required follow-up (30 days following case closure) and the Child & Family Assessments
- Ensure the plan for after-care and supports outlined on the Roadmap to Family is being implemented. Address any issues, questions, or concerns that deviate from the Roadmap
- Assess if further assistance from the Coalition is required
- Complete the Child & Family Assessments (GARF, C-GAS/PIR-GAS)

Weeks 1-4: Ongoing activities throughout the life of case

- Family Interviews (in person & via phone)—meet with anyone and everyone who is willing to meet. During interviews, continue to gather family information and expand the family tree
- Follow up with each individual after the interview
 - Provide them with an updated family tree (incorporating the information the individual provided)
 - Update the individual on the next steps of the process (if they requested involvement)
- Preserve memories for the child/family (focus on family and identity) through family photos and memorabilia.
 - A picture (or hopefully several) should accompany every visit you conduct. These will later go in a photo album (and possibly the child's life book)
 - Ask each individual if you can take a picture of them to put in the child's photo album.
 - Take a picture of the home, and anything else that would seem significant about the surrounding neighborhood (maybe the person you visited talked about how they had so much fun with the child at the park across the street; what a great picture to honor that memory)
 - Ask the individual if they have any pictures they would like the child to have. If they don't want to actually give the photos to the child, ask if you can scan or take a picture of the print (just like we do for the SSN cards and ID)
 - If you happen to be in the area of any of the old addresses for a parent or relative (we would already be taking a picture of the current address for the parents), snap a picture
 - Ask the family members to write a letter to the child. The letter can include memories they have of the child, memories about the parent, or just family information. For some babies, they may not ever really get a chance to know his or her family—this information will be so important to them in the future when they are wondering about their family.
- Search Activities
 - Documentation of all search activities (easily followed and understood by another Specialist, Investigator, or Reviewer)
- Identify potential placement options and supports (never stop because you have identified 3)
- Update the Roadmap and provide the updates to the team and Identified Relative/Kin Resource Provider
- Update the Family Contact Log as contact with relatives/kin is made
- Provide the team with updates via email
 - Information to the team is documented in email, even if informal phone conversations were held (to ensure each team member heard/understood the same information)

Weeks 1-4: Individuals Requesting Further Involvement

For Each Individual Requesting to become a Relative/Kin Resource Provider

- Preliminary background checks
- Inform the team when home visit is scheduled and extend invitation to join
- Home walkthrough & licensing paperwork
 - For all individuals in home age 17 or over, obtain copies of Driver's License, Social Security Card, and Proof of Insurance
- Explanation of licensing requirements and expectations to Resource Parent
 - Review of how placement of child(ren) would affect Resource Parent's Household/Daily Life
- Assess appropriateness of potential placement option
 - Address any potential concerns
- Update Roadmap to reflect potential resource provider's specific needs/supports
- Email update to team to notify of potential placement option, including all pertinent information, and request for official background screenings
- Resource Provider's needs identified and plan to meet needs (i.e. car seat, bed, daycare, supervision, home safety standards, etc.)
- Plan for Educational Stability established

Once Placement Option is Approved as the Resource Placement Provider:

- Roadmap to Family **fully** updated with all available information and provided to identified Resource Provider (*ideally prior to placement; no later than 24 hours following placement*)
- Ensure all necessary resources and supports are engaged

For Each Individual Requesting to become a Support to the Child/Family

- Preliminary background checks
- If possibility of child having any contact with the Support in his/her home:
 - Home walkthrough & accompanying paperwork
 - For all individuals in home age 17 or over, obtain copies of Driver's License, Social Security Card, and Proof of Insurance
- Explanation of requirements and expectations of being a Support
- Assess appropriateness of potential Support
 - Address any potential concerns
- Update Roadmap to reflect potential support's specific needs/supports
- Email update to team to notify Support's wishes to become a support, including all pertinent information, and request for official background screenings